



Village of New Minas
Commission Meeting
July 14, 2025 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Commissioners Present:

- Dave Chaulk, Chair
- James Redmond, Vice Chair
- Mary Munroe
- Debra Windle-Smith

Commissioners Absent:

- Quentin Hill

Staff Present:

- Jeff Lawrence, Clerk Treasurer/CAO
- John Ansara, Director of Recreation and Community Development
- Cory Palmer, Director of Public Works

Others Present:

- Christina Sappington, District 8 Councillor
- Julie Vanexan, MLA Kings South
- Peri Bowman, Planner, Municipality of the County of Kings

1. Call to Order:

Dave Chaulk called the meeting to order at 7:03pm, welcoming those in attendance.

2. Oath of Office and Election of Chair and Vice Chair

a. Oath of Office

The Clerk Treasurer/CAO advised the Commission that he has the authority to administer the Oaths of Office under section 147(2) of the Municipal Elections Act, either by swearing or affirmation, for the 2025 election.

The Clerk Treasurer/CAO administered the Oath of Office for Debra Windle-Smith, in accordance with Section 407 (1) and (1A) of the *Municipal Government Act* and Section 147 of the *Municipal Elections Act*. The signed Oath of Office certificates have been attached to the Minutes of the Meeting.

b. Election of Commission Chair and Vice Chair

The Clerk Treasurer/CAO administered the election process for Village Commission Chair, for a term to commence immediately and lasting until the 2026 AGM. A new Chair and Vice-Chair will be elected at the July 2026 Commission meeting, following the 2026 election. The Clerk Treasurer/CAO issued a First Call for nominations for the position of

Chair of the New Minas Village Commission. A nomination was received for Dave Chaulk who confirmed his acceptance of the nomination. The Clerk Treasurer/CAO issued a Second Call for nominations for the position of Chair of the New Minas Village Commission, followed by a Third and Final Call. No additional nominations were received.

Motion:

THAT Dave Chaulk be appointed Chair of the New Minas Village Commission.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

The newly elected Chair issued a First Call for nominations for the position of Vice Chair of the New Minas Village Commission. A nomination was received for James Redmond who confirmed his acceptance of the nomination. The Chair issued a Second Call for nominations for the position of Vice Chair of the New Minas Village Commission, followed by a Third and Final Call. No additional nominations were received.

Motion:

THAT James Redmond be appointed Vice-Chair of the New Minas Village Commission.

M/D. Windle-Smith

S/ M. Munroe

Motion Carried

3. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

4. Approval of the Agenda:

Motion:

THAT the Agenda for the July 14th, 2025, Commission Meeting be approved

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

5. Approval of Minutes:

a. June 9, 2025, Village Commission Meeting

Motion:

THAT the Minutes for the June 9, 2025, Village Commission Meeting be approved as circulated.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

6. Business Arising from Minutes:

There was no business arising from the minutes

7. Comments from the Chair:

There were no additional comments from the Chair.

8. Public Input Specific to Agenda Topics:

There was no public input

9. Presentations

a. Municipality of Kings – Application to Rezone 8877 Commercial Street

Peri Bowman, Planner, Municipality of the County of Kings provided a presentation regarding a request to rezone 8877 Commercial Street from General Commercial (C1) to Mixed Commercial (C3) to permit the use of an existing building for two residential units.

A general discussion ensued,

Motion:

THAT the Commission supports the rezoning of 8877 Commercial Street from General Commercial (C1) to Mixed Commercial (C3) to permit the use of an existing building for two residential units.

M/D. Windle-Smith

S/ M. Munroe

Motion Carried

10. Committee Reports:

a. Finance and Audit Committee

Dave Chaulk provided a verbal summary of the draft minutes included in the July 14, 2025, Commission agenda package.

Motion:

THAT the draft minutes for the Finance and Audit Committee be received as included in the July 14, 2025, Commission agenda package and as verbally summarized by Dave Chaulk.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

b. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the July 14, 2025, Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the July 14, 2025, Commission agenda package and as verbally summarized by James Redmond.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

c. Regional Sewer Committee

The minutes of the June 19, 2025, Regional Sewer Committee were unavailable at the time of preparing the agenda.

11. Staff Reports:

a. CAO/ Clerk Treasurer

CAO/ Clerk Treasurer Lawrence provided a brief synopsis of the CAO/ Clerk Treasurer Report.

Motion:

THAT the CAO/ Clerk Treasurer report be received as included in the July 14, 2025, Commission agenda package.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

b. Public Works

The Director of Public Works provided a brief synopsis of the public works report.

The Director touched on the difficulty getting contractors to take on small pieces of work, especially as it relates to concrete. He indicated that he may have to look at alternate options to secure contractors/ get the work completed.

Motion:

THAT the Director of Public Works report be received as included in the July 14, 2025, Commission agenda package.

M/D. Windle-Smith

S/ M. Munroe

Motion Carried

c. Finance

Motion:

THAT the Manager of Finance report be received as included in the July 14, 2025, Commission agenda package.

M/D. Windle-Smith

S/ J. Redmond

Motion Carried

d. Recreation and Community Development

The Director of Recreation provided a brief synopsis of the recreation report.

The Director commented that the alternate splash pad hours seem to be working fine as he hasn't received any complaints, and provided an update regarding the Douglas Street Park status.

Motion:

THAT the Director of Recreation report be received as included in the July 14, 2025, Commission agenda package.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

12. New Business:

a. Bench Dedication/ Memorial Bench Dedication - D. Windle Smith

D. Windle-Smith requested that the Commission assigns the Beautification Committee to research a bench dedication and memorial program, with the goal of presenting recommendations for its potential implementation.

Motion:

That the Commission assigns the Beautification Committee to research a bench dedication and memorial program, with the goal of presenting recommendations for its potential implementation.

M/D. Windle-Smith

S/ M. Munroe

Motion Carried

b. Advertising for Citizen Committee Representation – CAO/ Clerk Treasurer

J. Lawrence requested that the Village of New Minas Commission through motion require that all citizen appointee positions on committees be advertised when appointee terms expire, and further, that administration revises the Citizen Appointments Policy and any relevant committee terms of reference before the end of the fiscal year.

Motion:

That the Village of New Minas requires that all citizen appointee positions on committees be advertised when appointee terms expire, and further, that administration revise the Citizen Appointments Policy and any relevant committee terms of reference before the end of the fiscal year to provide clarity on the issue.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

c. Advertising Request – Royal Canadian Legion Veterans Service Book

As per the included correspondence, the Nova Scotia/ Nunavut of the Royal Canadian Legion is seeking advertising support for its Veterans Service Recognition Book. From a discussion with Trevor Hebert, the author of the email making the request, the CAO/ Clerk Treasurer indicated that the Village has participated in similar advertisements in the past, however, last year was missed.

Motion:

That the Commission commit to an advertising expense for the Veterans Service Recognition Book in the amount of \$315.

**M/J. Redmond
S/ D. Windle-Smith
Motion Carried**

13. Correspondence:

- a. Trevor Hebert – Advertising Request – Royal Canadian Legion Veterans Service Book**
- b. Jason Haughn – 2 Items + 1 Ask**

Motion:

That the correspondence be received.

**M/D. Windle-Smith
S/ M. Munroe
Motion Carried**

14. General Public Input:

- **Christina Sappington**
 - **Thanked the Commission and staff for opening the splash pad early for the students of EMS.**
 - **Relayed to the Commission that Kings County Council will not be meeting in August unless required.**
- **Julie Vanexan**
 - **Congratulated D. Windle-Smith on being acclaimed to a new term on the Commission.**
 - **Congratulated D. Chaulk and J. Redmond on their confirmation as Chair and Vice-Chair of the Commission.**

15. Closed Session:

Dave Chaulk indicated that there was a need for an in-camera session to deal with legal and personnel matters.

At 7:50pm, the Commission adjourned to move into closed session to discuss a legal matter and a personnel matter.

Motion:

THAT the Commission adjourn to move into closed session.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

Motion:

THAT the Commission adjourn from the closed session.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

At 8:08pm the Commission reconvened the open session of the meeting.

16. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 8:09pm.

Motion:

THAT the meeting be adjourned.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried



Oath of Office

I, Debra Windle-Smith, swear and solemnly affirm that I will be faithful and bear true allegiance to His Majesty King Charles III, his heirs and successors, according to law;

That I am duly qualified as required by law for the office of Commissioner of the Village of New Minas;

That I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

A handwritten signature in black ink, appearing to read "Debra Windle-Smith", is written over a horizontal line.

Signature

Sworn (or affirmed) at New Minas
in the County of Kings
this 14th day of July, 2025, before me

A handwritten signature in blue ink, appearing to read "Jeff Lawrence", is written over a horizontal line.

Jeff Lawrence
Clerk Treasurer/ CAO