



**Village of New Minas**  
Commission Meeting  
May 12, 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
- Quentin Hill

**Commissioners Absent:**

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**Staff Present:**

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

**Others Present:**

- Christina Sappington, District 8 Councillor
- Maynard Stevens

**1. Call to Order:**

Dave Chaulk called the meeting to order at 7:00pm, welcoming those in attendance.

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the May 12, 2025 Commission Meeting be approved with the addition of agenda item 14.b – Permanent CAO/ Clerk Treasurer appointment.

**M/Q. Hill**

**S/ D. Windle Smith**

**Motion Carried**

**3. Disclosure of Conflict of Interest:**

D. Chaulk declared a conflict of interest regarding item 5a(iii) – Sponsorship – 2025 Canadian Senior Men’s Amateur Golf Championship – Kenwo Golf Club.

**4. Approval of Minutes:**

- a. April 14, 2025 Village Commission Meeting

Motion:

THAT the Minutes for the April 14, 2025 Village Commission Meeting be approved as circulated.

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

**5. Business Arising from Minutes:**

- a. **April 14, 2025 Village Commission Meeting**

- i. Hemlock Wolly Agelgid Threat – Request for Decision Supplemental Report

N. Palmer, Active Living Coordinator, penned a supplemental report regarding the Hemlock Wolly Agelgid threat.

Motion:

THAT the Village of New Minas Commission accept the supplemental report to the Hemlock Wolly Agelgid Threat – Request for Decision Report as information.

**M/ J. Redmond**  
**S/ Q. Hill**  
**Motion Carried**

- ii. Eves Hollow Dog Park Potential Relocation

J. Ansara, Director of Recreation, has confirmed with Kentville Recreation staff that the Eves Hollow dog park will not be relocated.

- iii. Sponsorship – 2025 Canadian Senior Men’s Amateur Golf Championship – Kenwo Golf Club

J. Lawrence, CAO/ Clerk Treasurer presented a letter received from the Kenwo Golf Club requesting that the Village of New Minas be a sponsor for the 2025 Canadian Senior Men’s Amateur Golf Championship.

Motion:

THAT the Village of New Minas Commission sponsor the 2025 Canadian Senior Men’s Amateur Golf Championship in the amount of \$2,000.

**M/ Q. Hill**  
**S/ D. Windle-Smith**  
**Motion Carried**

**6. Comments from the Chair:**

There were no comments from the Chair.

**7. Public Input Specific to Agenda Topics:**

There was no public input.

**8. Presentations**

There were no presentations

**9. Committee Reports:**

**a. New Minas Water Commission**

James Redmond provided a verbal summary of the draft minutes included in the May 12, 2025 Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the May 12, 2025 Commission agenda package and as verbally summarized by James Redmond.

**M/J. Redmond**  
**S/ Q. Hill**  
**Motion Carried**

**b. Finance and Audit Committee**

Dave Chaulk provided a verbal summary of the draft minutes included in the May 12, 2025 Commission agenda package.

Motion:

THAT the draft minutes for the Finance and Audit Committee be received as included in the May 12, 2025 Commission agenda package and as verbally summarized by Dave Chaulk.

**M/Q. Hill**  
**S/ D. Windle-Smith**  
**Motion Carried**

**10. Staff Reports:**

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 May 12, 2025 Commission agenda package.

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

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

Motion:

THAT the Director of Public Works report be received as included in the May 12, 2025 Commission agenda package.

**M/Q. Hill**  
**S/ J. Redmond**  
**Motion Carried**

Motion:

THAT the Manager of Finance report be received as included in the May 12, 2025 Commission agenda package.

**M/Q. Hill**  
**S/ J. Redmond**  
**Motion Carried**

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

Motion:

THAT the Director of Recreation report be received as included in the May 12, 2025 Commission agenda package.

**M/Q. Hill**  
**S/ D. Windle-Smith**  
**Motion Carried**

**11. New Business:**

N/A

**12. Correspondence:**

The following piece of correspondence was received:

- a. April 22, 2025 email – Peri Bowman, Planner, Municipality of the County of Kings  
Notification of a Planning Application in District 8

Motion:

THAT the correspondence be accepted as information.

**M/J. Redmond**

**S/ Q. Hill**

**Motion Carried**

**13. General Public Input:**

Comments from the public were as follows:

Councillor Christina Sappington indicated that:

- She appreciated the discussion around the odour emanating from the sewer lagoons and the importance of maintaining communication.
- Planning document amendments are now complete authorizing secondary living units in New Minas.

Maynard Stevens:

- Suggested that, for transparency, the Commission include at least one independent body as part of the vote counting process should there be an election in New Minas this year.

**14. Closed Session:**

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

At 7:45pm, the Commission adjourned to move into closed session to discuss personnel matters, in accordance with Section 22 (2) (c) of the MGA.

Motion:

THAT the Commission adjourn to move into closed session.

**M/Quentin Hill**

**S/James Redmond**

**Motion Carried**

Motion:

THAT the Commission adjourn from the closed session.

**M/Quentin Hill  
S/D. Windle-Smith  
Motion Carried**

At 8:30 the Commission reconvened the open session of the meeting.

**14.b Permanent CAO/ Clerk Treasurer Appointment**

Motion:

THAT Jeffrey Lawrence be appointed the permanent CAO/ Clerk Treasurer effective April 15, 2025.

**M/Q. Hill  
S/ D. Windle-Smith  
Motion Carried**

**15. Adjournment:**

There being no further business, Dave Chaulk called for a motion to adjourn at 8:40 pm.

Motion:

THAT the meeting be adjourned.

**M/Q. Hill  
S/ D. Windle-Smith  
Motion Carried.**