Village of New Minas
Commission Meeting
July 13, 2026 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
Minutes

Commissioners Present:
- James Redmond, Vice Chair
- Mary Munroe
- Dave Chaulk, Chair
- Debra Windle-Smith
- Quentin Hill

Commissioners Absent:

Staff Present:
- Jeff Lawrence, Clerk Treasurer/CAO
- Cory Palmer, Director of Public Works

Others Present:
-

1. Call to Order:

Dave Chaulk called the meeting to order at 7:00pm, 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 2026 election.

The Clerk Treasurer/CAO administered the Oath of Office for James Redmond and Mary Munroe, 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 2027 Commission meeting, following the 2027 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/ Q. Hill
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/Q. Hill
S/ D. Windle-Smith
Motion Carried

3. Disclosure of Conflict of Interest

4. Approval of the Agenda:

Motion:
THAT the Agenda for the July 13, 2026, Commission Meeting be approved.

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

5. Approval of Minutes:

a. June 8, 2026, and June 23, 2026, Village Commission Meetings

Motion:
THAT the Minutes for the June 8, 2026, and June 23, 2026, Village Commission Meeting be approved.

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

6. Presentations:

a. Municipality of Kings, Alice Jacobs, Planner - Application to Rezone – 9362 Commercial Street

A. Jacobs provided an overview of a report and provided a presentation regarding a request to rezone 9362 Commercial Street from C1 to C3
After the presentation, A. Jacobs opened the floor for questions.
Following the question, A. Jacobs confirmed that the building on the site has been operating as a 4-apartment unit since 2020 with no concerns raised, and that the request to change zoning came from a new owner who wishes to ensure the zoning matches the use.

b. Tim Bouter, representing the New Minas Baptist Church, delivered a PowerPoint presentation requesting that the Village contribute 50% of the project cost ($3,285 plus HST) to upgrade the shared entrance to the driveway between the church and the Louis Millett Community Complex. A question-and-answer period followed the presentation, after which the Commission considered the following motion.

c.

Motion:
THAT the Village of New Minas contribute 50% of the cost ($3,285 plus HST) towards the recommended improvements to the entrance of the shared driveway between the New Minas Baptist Church and the Louis Millett Community Centre.

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

7. Business Arising from Minutes:

a. June 08, 2026, Village Commission Meeting

a. Flower Cart Group Presentation – Lease status
i. J. Lawrence indicated that he received confirmation form the village solicitor that the draft lease agreement was sufficient and that he had notified the Flower Cart that he was prepared to sign the lease.

b. Agriculture and Agri-Food Canada Land Divesture – Ravine Easement
i. J. Lawrence indicated that he had reached out to the Agriculture and Agri-Food Canada group and indicated that the Village may have an interest in the site and would like to be included in discussions.

c. Discussion regarding previously circulated draft Bench Dedication Program
D. Windle-Smith had previously circulated a copy of a draft Bench Dedication Program. She indicated that the Beautification Committee had reviewed the program and endorsed that it be brought forward to the Commission for consideration.
Following the question-and-answer discussion, the Committee reached consensus for the Committee to proceed with developing a more formal application process, including

provisions that would allow the Village Commission to rescind a bench dedication and refund a prorated portion of the cost if deemed warranted.

8. Comments from the Chair:

D. Chaulk extended congratulations to Commissioners Mary Munroe and James Redmond on securing re-election. He also reflected on the recent Kings County Village meeting, highlighting the discussion surrounding water-utility taxation and its implications for the Village, and noted his favourable impression of Doug Boudreau, the newly appointed Coordinator for the Association of Nova Scotia Villages.

9. Public Input Specific to Agenda Topics:

10. Committee Reports:

a. Access and Inclusion Working Group

Q. Hill provided a verbal summary of the draft minutes included in the July 13, 2026, Commission agenda package.

Motion:
THAT the draft notes for the Access and inclusion Working Group be received as included in the July 13, 2026, Commission agenda package.

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

b. New Minas Water Commission

J. Redmond provided a verbal summary of the draft minutes included in the July 13, 2026, Commission agenda package.

Motion:
THAT the draft minutes for the Water Commission be received as included in the July 13, 2026, Commission agenda package.

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

c. Regional Sewer Committee

J. Redmond provided a verbal summary of the draft minutes included in the July 13, 2026, Commission agenda package.

Motion:
THAT the draft minutes for the Regional Sewer Committee be received as included in the July 13, 2026, Commission agenda package.

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

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 13, 2026, Commission agenda package.

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

b. Public Works

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

Motion:
THAT the Director of Public Works report be received as included in the July 13, 2026, Commission agenda package.

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

c. Finance

Motion:
THAT the Manager of Finance report be received as included in the July 13, 2026, Commission agenda package.

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

12. New Business:

a. Draft Strategic Initiative Fund Policy

J. Lawrence presented a briefing on the Draft Strategic Initiative Fund Policy, which he intends to bring forward for adoption at the September Commission meeting. He noted that the policy was prepared at the request of Commission members to establish clear parameters for the use of the fund and to support the long-term sustainability of the program.

Following a question-and-answer period, there was consensus to advance the policy to the September Commission meeting, with the added requirement that an annual reconciliation of fund expenditures be presented at the AGM.

b. Disc Golf Course Improvement Briefing

N. Palmer presented a briefing on the current condition of the disc golf course at Lockhart & Ryan Park and outlined proposed upgrades intended to improve course quality and long-term usability.

A discussion followed.

The Commission expressed general support for pursuing long-term improvements to the course. However, Commissioners agreed that an RFD will be required before any decisions can be made and that the RFD must include:

1. A clear summary of long-term trends in disc golf participation.
2. A scope of Work and Budget Detailed descriptions of the proposed upgrades, including:
    - Specific work required
    - Estimated costs for each component
    - Any anticipated ongoing maintenance implications

Regarding the temporary signage requested for the 2026 season, the Commission asked that a quote for the signage be obtained and submitted for consideration.

13. Correspondence:

14. General Public Input:

15. Closed Session:

Dave Chaulk indicated that there was a need for an in-camera session to deal with union negotiations.

At 8:27pm, the Commission adjourned to move into a closed session.

Motion:
THAT the Commission adjourn to move into closed session.

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

Motion:
THAT the Commission adjourn from the closed session.

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

At 8:40 pm the Commission reconvened the open session of the meeting.

16. Adjournment
There being no further business, D. Chaulk called for a motion to adjourn at 8:41pm.

Motion:
THAT the meeting be adjourned.

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

New Minas

A good place to live

Oath of Office

I, James Redmond, 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.

James Redmond

Signature

Sworn (or affirmed) at New Minas
in the County of Kings
this 13th day of July, 2026, before me

Jeff Lawrence
Clerk Treasurer/ CAO

New Minas

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Oath of Office

I, Mary Munroe, 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.

Mary F Munroe

Signature

Sworn (or affirmed) at New Minas
in the County of Kings
this 13th day of July, 2026, before me

Jeff Lawrence
Clerk Treasurer/ CAO