



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

Commissioners Present:

- James Redmond, Vice Chair
- Dave Chaulk, Chair
- Debra Windle-Smith
- Quentin Hill

Commissioners Absent:

- Mary Munroe – With Regrets

Staff Present:

- Jeff Lawrence, Clerk Treasurer/CAO
- Cory Palmer, Director of Public Works
- Jeff Hanshaw, IT Specialist

Others Present:

1. Call to Order:

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

2. Disclosure of Conflict of Interest

3. Approval of the Agenda:

Motion:

THAT the Agenda for the October 13, 2026, Commission Meeting be approved.

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

4. Approval of Minutes:

a. September 14, Village Commission Meeting

Motion:

THAT the Minutes for the September 14, 2026, Village Commission Meeting be approved.

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

5. Presentations:

- a. Jeff Hanshaw, the IT consultant for the Village, provided a demonstration of the newly installed camera system in and around the Louis Millett Community Complex and thanked the members of the New Minas Fire Department for their assistance during the install.

During the question-and-answer portion of the demonstration, the primary topic of discussion was the system's night-vision capability. J. Hanshaw explained that night-vision performance is dependent on the quality of the cameras installed. He noted that if the initial units do not provide sufficient clarity in low-light conditions, they can be replaced with higher-grade cameras. The original cameras could then be repurposed elsewhere in the system where night-vision performance is less critical.

6. Business Arising from Minutes:

- September 14, 2026, Village Commission Meeting

7. Comments from the Chair:**8. Public Input Specific to Agenda Topics:****9. Committee Reports:**

- **New Minas Water Commission**

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

Motion:

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

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

10. 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 October 13, 2026, Commission agenda package.

M/ D. Windle-Smith

S/ J. Redmond

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 October 13, 2026, Commission agenda package.

M/D. Windle-Smith

S/ J. Redmond

Motion Carried

c. Finance

Motion:

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

M/ Q. Hill

S/ D. Windle-Smith

Motion Carried

11. New Business:

a. Briefing - 6-month Strategic Plan Update

J. Lawrence presented a briefing updating the Commission on progress made regarding the strategic plan initiatives.

b. Request for Decision – Milne Playground RFD

J. Lawrence presented an RFD prepared by E. Dominey regarding the Milne Playground project including a recommendation to utilize the Strategic Initiatives Funds to cover costs over and above what was budgeted.

After the discussion, the following motion was put forward:

Motion:

THAT the decision be deferred until the next meeting.

M/ Q. Hill

S/ J. Redmond

Motion Carried

Request for Decision – Nova Scotia Crime Stopper Awareness Guide – Advertising

J. Lawrence reviewed an email from Nova Scotia Crime Stoppers requesting advertising in the Nova Scotia Crime Stopper Awareness Guide.

After a discussion, the following motions were put forward:

Motion:

THAT the Village of New Minas Commission approve the purchase of a small advertisement in the in the amount of \$250 plus HST (\$285) in the 26th Annual Nova Scotia Crime Stoppers “Crime Stoppers Awareness Guide,” as outlined in the correspondence received from Unsolved Crime Publications, and further authorize staff to proceed with payment from the appropriate operating budget.

M/ Q. Hill

S/ D. Windle-Smith

Motion Carried

Motion:

THAT the Village of New Minas Commission direct Village Administration to develop a comprehensive Advertising and Sponsorship Policy, including criteria, approval processes, annual timelines, and alignment with the Municipal Government Act, for Commission review and consideration at a future meeting.

M/ Q. Hill

S/ D. Windle-Smith

Motion Carried

12. Correspondence:

13. General Public Input:

14. Closed Session:

Dave Chaulk indicated that there was a need for an in-camera session to deal with a 2 personnel issues.

At 8:15pm, the Commission adjourned to move into a closed session.

Motion:

THAT the Commission adjourn to move into closed session.

M/D. Windle-Smith

S/ J. Redmond

Motion Carried

Motion:

THAT the Commission adjourn from the closed session.

M/ Q. Hill

S/ D. Windle-Smith

Motion Carried

At 8:47pm the Commission reconvened the open session of the meeting.

15. Motions from the In-camera session

None

16. Adjournment

There being no further business, D. Chaulk called for a motion to adjourn at 8:50pm.

Motion:

THAT the meeting be adjourned.

M/ J. Redmond

S/ D. Windle-Smith

Motion Carried