



**Village of New Minas**  
Commission Meeting  
February 9, 2026 @ 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:**

**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
- Maynard Stevens

**1. Call to Order:**

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

**2. Disclosure of Conflict of Interest:**

No conflicts of interest were declared.

**3. Approval of the Agenda:**

Motion:

THAT the Agenda for the February 9, 2026, Commission Meeting be approved with the following additions:

- Under Presentations - 20 Years Service Recognition – Shelly Palmer
- Under New Business – Coyote Concern
- Under In-Camera – Personnel matter

**M/Q. Hill**

**S/ J. Redmond**

**Motion Carried**

**4. Approval of Minutes:**

**a. January 12, 2026, Village Commission Meeting**

Motion:

THAT the Minutes for the January 12, 2026, Village Commission Meeting be approved.

**M/J. Redmond**

**S/ Q. Hill**

**Motion Carried**

**5. Presentations:**

**a. 20 Years Service Recognition – Shelly Palmer**

Chair D. Chaulk presented Shelly Palmer, Manager of Finance, with a certificate recognizing her 20 years service. Chair Chaulk took the opportunity to speak to Shelly Palmer's strong work-related attributes and thanked her for her service.

**6. Business Arising from Minutes:**

**a. Strategic Planning Update**

J. Lawrence updated the Commission regarding the status of the strategic planning project.

**b. IT Audit Actions**

J. Lawrence updated the Commission regarding the status of the IT audit.

**7. Comments from the Chair:**

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

**9. Committee Reports:**

**a. Beautification Committee**

D. Windle-Smith provided a verbal summary of the draft minutes included in the February 9th, 2026, Commission agenda package.

In addition, D. Windle spoke to welcoming the new members to the committee, the change to April 1<sup>st</sup> for the next committee meeting date, and the change in length for committee meetings from 60 to 90 minutes.

Motion:

THAT the draft minutes for the Beautification Committee be received as included in the February 9th, 2026, Commission agenda package and as verbally summarized by D. Windle-Smith.

**M/D. Windle Smith**

**S/ J. Redmond**

**Motion Carried**

**b. Access and Inclusion Working Group**

J. Ansara provided a review of the Access and Inclusion Working Group Report that is included in the agenda package.

Motion:

THAT the report for the Access and Inclusion Working Group be received as included in the February 9th, 2026, Commission agenda package and as verbally summarized by J. Ansara.

**M/Q. Hill**

**S/ J. Redmond**

**Motion Carried**

**c. New Minas Water Commission**

James Redmond provided a verbal summary of the draft minutes included in the February 9th, 2026, Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the February 9th, 2026, Commission agenda package and as verbally summarized by J. Redmond.

**M/J. Redmond**

**S/ Q. Hill**

**Motion Carried**

**d. Regional Sewer Committee**

J. Redmond provided a verbal summary of the draft minutes included in the February 9th, 2026, Commission agenda package.

Motion:

THAT the draft minutes for the Regional Sewer Committee meeting be received as included in the February 9, 2026, Commission agenda package and as verbally summarized by J. Redmond.

**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 February 9, 2026, Commission agenda package.

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

**b. Public Works**

The Director of Public Works provided a brief synopsis of the public works report. Additional points discussed included:

- The new hire will start with the department on February 10<sup>th</sup>.
- Zack Alcorn has resigned and we will begin the hiring process to replace him.
- The advertisements for the foreman position will be posted shortly.

Motion:

THAT the Director of Public Works report be received as included in the February 9, 2026, Commission agenda package.

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

**c. Finance**

Motion:

THAT the Manager of Finance report be received as included in the February 9, 2026, Commission agenda package.

**M/ J. Redmond**

**S/ Q. Hill**

**Motion Carried**

**d. Recreation and Community Development**

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 February 9, 2026, Commission agenda package.

**M/ Q. Hill**

**S/ D. Windle-Smith**

**Motion Carried**

**11. New Business:**

**a. Veteran's Service Recognition Book – Advertising Support Request**

J. Lawrence presented an RFD for advertising funding support for the Veteran's Service Recognition Book from the Nova Scotia/Nunavut Command of the Royal Canadian Legion.

MOTION

THAT the Village of New Minas approve the purchase of a 1/10-page full-colour business card advertisement in the 2026 Veteran's Service Recognition Book at a total cost of \$315, funded from the 2026/27 operating budget.

**M/Q. Hill**

**S/ J. Redmond**

**Motion Carried**

**b. Coyote Concern**

M. Munroe spoke to community concerns around aggressive coyotes in the area, especially during their mating season.

The CAO indicated that he would ask the Recreation Coordinator to post information regarding the concern on social media. It was suggested that the coordinator contact DNR to have them review the communique in advance of posting.

**12. Correspondence:**

**13. General Public Input:**

**a. Councillor Christina Sappington**

- The recent village hosted coasting event was well received by those that participated.
- On February 12<sup>th</sup> Kings County will host a planning information meeting. A potential rezoning of the New Minas Connector Road from resource to institutional, and a potential expansion of the New Minas Growth Centre are on the agenda.
- Information regarding the NSFM funding portal.

**14. Closed Session:**

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

At 7:30pm, the Commission adjourned to move into a closed session.

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/ Q. Hill**

**S/ J. Redmond**

**Motion Carried**

At 8:10pm the Commission reconvened the open session of the meeting.

**15. Adjournment**

There being no further business, Dave Chaulk called for a motion to adjourn at 8:12pm.

Motion:

THAT the meeting be adjourned.

**M/ J. Redmond**

**S/ D. Windle-Smith**

**Motion Carried**