



**Village of New Minas**  
Commission Meeting  
September 8, 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:**

**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
- 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 September 8th, 2025, Commission Meeting be approved

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

**4. Approval of Minutes:**

**a. July 14, 2025, Village Commission Meeting**

Motion:

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

**M/J. Redmond**

**S/ Q. Hill**

**Motion Carried**

**5. Business Arising from Minutes:**

There was no business arising from the minutes

**6. Comments from the Chair:**

There were no additional 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. Finance and Audit Committee**

Debra Windle-Smith provided a verbal summary of the draft minutes included in the September 8, 2025, Commission agenda package.

Motion:

THAT the draft minutes for the Beautification Committee be received as included in the September 8, 2025, Commission agenda package and as verbally summarized by Debra Windle-Smith.

**M/D Windle-Smith**

**S/ J. Redmond**

**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 September 8, 2025, Commission agenda package and as verbally summarized by James Redmond.

**M/J. Redmond**

**S/ Q. Hill**

**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.

**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 September 8, 2025, Commission agenda package.

**M/D. Windle-Smith**

**S/ J. Redmond**

**Motion Carried**

**b. Public Works**

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

In addition, C. Palmer spoke to applying for GRID funding to upgrade the water infrastructure to remove bottlenecks in supply. The work would entail bringing power to the Lockhart Ryan Park well, bringing the test well online and upgrading the transmission line and some pumps.

J. Lawrence indicated that the deadline for a GRID application was October 9<sup>th</sup> and an application requires motions of support from the Village and the Municipality of the County of Kings and so timelines are tight.

Motion:

THAT the Director of Public Works report be received as included in the September 8, 2025, Commission agenda package.

**M/J. Redmond**

**S/ D. Windle-Smith**

**Motion Carried**

**c. Finance**

Motion:

THAT the Manager of Finance report be received as included in the September 8, 2025, Commission agenda package.

**M/J. Redmond**

**S/ D. Windle-Smith**

**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 September 8, 2025, Commission agenda package.

**M/Q. Hill**

**S/ D. Windle-Smith**

**Motion Carried**

**11. New Business:**

**a. Briefing – Installation of Video Cameras – CAO/ Clerk Treasurer**

J. Lawrence provided a review of the Installation of Video Camera briefing and touched upon the key considerations of objectives, benefits, privacy and compliance, budget and next steps.

At the end of the presentation, J. Lawrence requested that the Commission pass a motion authorizing the expenditure of \$2,000 plus applicable taxes to ensure the audit is complete in advance of budget discussions.

Motion:

That the Commission approves the allocation of \$2,000 plus applicable taxes from last year's operational surplus to fund an IT audit at the Louis Millett Centre.

**M/Q. Hill**

**S/ D. Windle-Smith**

**Motion Carried**

**b. Briefing - Requirement to Adopt a Security Camera Policy – CAO/ Clerk Treasurer**

J. Lawrence provided a review of the installation of Video Camera briefing touching on key considerations. Included in the briefing is a draft Village of New Minas Security Camera Policy. The CAO indicated that he would like to bring the policy forward for adoption at the October Commission meeting.

**c. Request for Decision – Approval for Facilitated Strategic Plan Review and Development of Measurable Goals and Objectives – CAO/ Clerk Treasurer**

J. Lawrence provided a review of the Approval for Facilitated Strategic Plan Review and Development of Measurable Goals and Objectives RFD.

There was a significant amount of discussion around the table about timing and concerns about funding the project from surplus.

Motion:

That the Commission approve funding for a facilitated strategic plan review with the goal of reviewing the existing 2024 plan and developing measurable goals and objectives and further that the Commission allocate up to \$10,500 from last year's operational surplus towards the project.

**M/Q. Hill**

**S/ D. Windle-Smith**

**Motion Carried**

**d. Briefing – ANSV Staff Position – CAO/ Clerk Treasurer**

J. Lawrence provided a review of the ANSV Staff Position briefing. A discussion around the table followed with the consensus being that there was no new information provided about the specific benefits of the position, and that this information would be required before the Commission would consider providing funding.

Motion:

That the Commission does not approve funding towards the ANSV staff position.

**M/Q. Hill**

**S/ J. Redmond**

**Motion Carried**

**12. Correspondence:**

**a. Stephen North – Email – New Recreation Centre**

**13. General Public Input:**

- **Christina Sappington spoke to**
  - Thanking J. Redmond and the New Minas Fire Department for its efforts in fighting the wildfires.
  - The efforts of the Orchard Valley United Church in providing temporary accommodations for some of the homeless displaced by the closure of the woods.
  - The upcoming sludge removal from cell two of the sewage lagoon and the associated heavy truck traffic during the work.
  - The planned upcoming District 8 Meet and Greet.
- **Maynard Stevens spoke to**
  - The security camera installation briefing and that he felt that this was a good idea.

**14. Closed Session:**

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

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

Motion:

THAT the Commission adjourn to move into closed session.

**M/Q. Hill**

**S/ D. Windle-Smith**

**Motion Carried**

Motion:

THAT the Commission adjourn from the closed session.

**M/Q. Hill**

**S/ D. Windle-Smith**

**Motion Carried**

At 8:38pm 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 8:39pm.

Motion:

THAT the meeting be adjourned.

**M/J. Redmond**

**S/ Q. Hill**

**Motion Carried**

DRAFT