



Village of New Minas
Commission Meeting
December 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:

- Julie Vanexan via Zoom

1. Call to Order:

Dave Chaulk called the meeting to order at 7:05pm, 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 December 8th, 2025, Commission Meeting be approved

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

4. Approval of Minutes:

a. November 10, 2025, Village Commission Meeting

Motion:

THAT the Minutes for the November 10th, Village Commission Meeting be approved.

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

5. Presentations:

6. Business Arising from Minutes:

a. RFD – Signing Authority Resolution – New Minas Water Commission

After a discussion regarding the Resolution,

Motion:

THAT the Village of New Minas Commission authorize the Chair and Clerk Treasurer to Sign the Banking Resolution for the New Minas Water Commission.

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

b. RFD – Signing Authority Resolution – Village of New Minas

After a discussion regarding the Resolution,

Motion:

THAT the Village of New Minas Commission authorize the Chair and Clerk Treasurer to Sign the Banking Resolution for the Village of New Minas.

**M/ J. Redmond
S/ M. Munroe
Motion Carried**

7. Comments from the Chair:

There were no additional comments from the Chair.

8. Public Input Specific to Agenda Topics:

There was no public input

9. Committee Reports:

a. Beautification Committee

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

Motion:

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

M/D. Windle-Smith

S/ Q. Hill

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 December 8th, 2025, 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 December 8th, 2025, Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the December 8th, 2025, Commission agenda package and as verbally summarized by J. Redmond.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

d. Regional Sewer Committee

J. Redmond provided a verbal summary of the draft minutes included in the December 8th, 2025, Commission agenda package.

Motion:

THAT the draft minutes for the Regional Sewer Committee meeting be received as included in the December 8, 2025, Commission agenda package and as verbally summarized by J. Redmond.

M/J. Redmond
S/ Q. Hill
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 December 8, 2025, Commission agenda package.

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

b. Public Works

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 December 8th, 2025, Commission agenda package.

M/ Q. Hill
S/ M. Munroe
Motion Carried

c. Finance

Motion:

THAT the Manager of Finance report be received as included in the December 8th, 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.
Additional points included:

Motion:

THAT the Director of Recreation report be received as included in the December 8th, 2025, Commission agenda package.

M/ D. Windle-Smith

S/ J. Redmond

Motion Carried

11. New Business:

- a. RFD – Shared services Agreement – Custodial Services -Village of New Minas and Village of Port Williams.

CAO Lawrence presented the Request for Proposal for Shared Services for Custodial Services with Port Williams. He highlighted the benefit, cost, options and recommendations.

After a discussion, the following motion was put forward:

Motion:

THAT the Village of New Minas Commission approve the Shared Services Agreement for Janitorial Services between the Village of New Minas and the Village of Port Williams and authorize the Chair and Clerk Treasurer/ CAO to execute the agreement on behalf of the Village.

M/ Q. Hill

S/ J. Redmond

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 matters relating to negotiations and a human resource matter update.

At 7:20pm, the Commission adjourned to move into closed session to discuss in camera matters related to negotiations and a human resource matter update.

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/ J. Redmond

Motion Carried

At 7:40pm the Commission reconvened the open session of the meeting.

- **Motions from Closed Session:**

Motion:

THAT the Commission accept the recommendation of the RFD as presented in camera regarding an offer of compensation.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

15. Adjournment

There being no further business, Dave Chaulk called for a motion to adjourn at 7:42pm.

Motion:

THAT the meeting be adjourned.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried