



Village of New Minas
Commission Meeting
September 14, 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
- Erica Dominey, Recreation Coordinator
- Natalie Palmer, Active Living Coordinator

Others Present:

- Peri Bowman, Planner, Municipality of the County of Kings

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 September 14, 2026, Commission Meeting be approved, with the addition under New Business of a discussion regarding the potential new hotel proposed for Prospect Road.

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

4. Approval of Minutes:

a. July 13, 2026, Village Commission Meeting

Motion:

THAT the Minutes for the June 23, 2026, Village Commission Meeting be approved.

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

b. August 17, 2026, Village Commission Meeting

Motion:

THAT the Minutes for the August 17, 2026, Village Commission Meeting be approved.

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

5. Presentations:

- a. Municipality of Kings, Peri Bowman, Planner - Application to Enter into a Development Agreement – 162 Jones Road

P. Bowman provided an overview of the staff report and delivered a presentation regarding an application to enter into a development agreement to permit the expansion of a non-conforming residential use from five residential units to nine residential units at 162 Jones Road (PID 55205579), New Minas.

Following the presentation, P. Bowman invited questions from the Commission. The following items were raised for discussion:

- Q. – Does New Minas bear any Liability for potential flooding?
R – No, The Municipality of the County of Kings is the Decision-making authority.
- Q - Does the Planning and Development Department have any concerns currently?
R – Not at this time.

6. Business Arising from Minutes:

- July 13, 2026, Village Commission Meeting
 - a. Flower Cart Group Presentation – Lease status
J. Lawrence Confirmed that the lease agreement has been signed.
 - b. Bench Dedication Program
D. Windle-Smith provided an update regarding the draft Bench Dedication Program and next steps.

c. Draft Strategic Initiative Fund Policy

J. Lawrence advised that he was bringing the Draft Strategic Initiative Fund Policy forward for adoption and noted that the original draft has been amended to include a review of fund expenditures as part of the Village of New Minas Annual Report presented at the Village's Annual General Meeting.

Motion:

THAT the Draft Strategic Initiatives Fund Policy be adopted as presented.

M/Q. Hill

S/ D. Windle-Smith

Motion Carried

- August 17, 2026, Village Commission Meeting

a. Union Contract

J. Lawrence confirmed that the union contract has been signed.

7. Comments from the Chair:

D. Chaulk reviewed the highlights of the previous week's Kings County Village Commissions meeting including the discussion on taxation of Village water utility assets.

8. Public Input Specific to Agenda Topics:

Councillor C. Sappington spoke to the proactive approach the Municipality of the County of Kings has taken in passing a stormwater management plan.

9. Committee Reports:

None

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 14, 2026, Commission agenda package.

M/J. Redmond

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 September 14, 2026, Commission agenda package.

M/D. Windle-Smith

S/ Q. Hill

Motion Carried

c. Finance

Motion:

THAT the Manager of Finance report be received as included in the September 14, 2026, Commission agenda package.

M/ J. Redmond

S/ Q. Hill

Motion Carried

11. New Business:

a. Request for Decision – 2020 Ford F-150 Transmission Replacement

C. Palmer presented a Request for Decision regarding the failing transmission in the Village's 2020 Ford F-150 work truck. The RFD outlined three options: two repair options for the existing transmission and one option to install a new transmission. Following the discussion, the following motion was put forward:

Motion:

THAT the Village Commission approve an expenditure of \$14,865 plus applicable taxes for the replacement of the transmission in the Village's 2020 Ford F-150 Water Truck #1, to be completed by Valley Ford, and authorize staff to proceed with the repair. Should administration determine that the overall budget cannot accommodate this cost, a subsequent Request for Decision will be brought forward seeking Commission approval to transfer the required funds from the operating reserve.

M/Q. Hill

S/ J. Redmond

Motion Carried

b. Briefing – Douglas Street Park – Site Assessment and Proposed Development Approach

Erica Dominey provided the Village Commission with an update on an assessment of the Douglas Street property (PID 55211718) and outlined the recommended direction, required approvals, and next steps for potential park development. A question-and-answer session followed.

c. Request for Decision – Recommendation to Establish a Recreation Master Plan Working Committee

Erica Dominey presented a Request for Decision outlining the need to establish a Recreation Master Plan Working Group as the Village of New Minas prepares to undertake a comprehensive Recreation Master Plan. The Master Plan will set the strategic direction for recreation services and infrastructure over the next decade, with the planning, engagement, and development process expected to take approximately two years.

To ensure the initiative is community-driven, professionally facilitated, and aligned with both municipal and regional priorities, staff recommend forming a Recreation Master Plan Working Group and procuring external facilitation services to lead and support the engagement and planning process.

Following a question-and-answer session, the following motion was put forward:

Motion:

THAT the Village of New Minas Commission approve the establishment of a Recreation Master Plan Working Committee as outlined and further approve the procurement of a qualified external facilitator to lead the community engagement and planning process over the anticipated two-year project timeline.

M/D. Windle-Smith

S/ Q. Hill

Motion Carried

d. Request for Decision – Lockhart & Ryan Memorial Park Pathway Paving

Natalie Palmer, Active Living Coordinator, submitted a Request for Decision seeking Commission approval related to the Lockhart & Ryan Memorial Park Pathway Paving project. In her RFD, N. Palmer advised that the purpose of the request is to obtain authorization to award the project to Dexter Construction Company Ltd. and to approve the additional funding required to proceed.

The submitted contract price of \$72,670 plus HST exceeds the Village's approved project budget of \$70,000, making Commission approval necessary before the contract can be executed. N. Palmer noted that timely authorization is important to ensure the work can be completed during the 2026 construction season.

After a question-and-answer session, the following motion was put forth:

Motion:

THAT the Village of New Minas Commission approve the award of the Lockhart & Ryan Memorial Park Pathway Paving Project to Dexter Construction Company Ltd. in the amount of \$72,670 plus HST, with the budget overage to be funded from the Capital Reserve.

M/Q. Hill

S/ D. Windle-Smith

Motion Carried

e. Discussion – Proposed Hotel – Prospect Road

J. Redmond emphasized the importance of the Village being welcoming to major new developments, including the proposed hotel on Prospect Road, and noted the need for timely communication of such proposals to the Commission.

Following discussion, it was agreed that infrastructure-related matters would be addressed at the Water Commission meeting, and that the Clerk Treasurer/CAO would ensure the Commission is informed whenever administration receives notice of significant development applications within New Minas.

12. Correspondence:

13. General Public Input:

- Councillor C. Sappington noted the lack of available conference space in the Valley for conferences like the NSFM conferences and provided a brief update regarding information scheduled to be presented to the Municipality of the County of Kings Committee of the Whole the following day concerning the sewer system.

14. Closed Session:

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

At 8:03pm, 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/ Q. Hill

S/ J. Redmond

Motion Carried

At 8:50pm the Commission reconvened the open session of the meeting.

15. Motions from the In-camera session

Motion:

THAT the Commission support the recommendation as presented by legal in the in-camera session.

M/ Q. Hill

S/ J. Redmond

Motion Carried

16. Adjournment

There being no further business, D. Chaulk called for a motion to adjourn at 9:51pm.

Motion:

THAT the meeting be adjourned.

M/ Q. Hill;

S/ D. Windle-Smith

Motion Carried