



**Village of New Minas**  
Commission Meeting  
March 10, 2025 @ 7:00 PM  
Commission Room, LMCC  
New Minas, Nova Scotia  
**MINUTES**

**Commissioners Present:**

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

**Commissioners Absent:**

- None

**Staff Present:**

- Tim Bouter, Clerk Treasurer/CAO
- Jeff Lawrence, appointee for Interim Clerk Treasurer/CAO
- Cory Palmer, Director of Public Works
- Natalie Palmer, Active Living Coordinator

**Others Present:**

- Julie Vanexen, MLA for Kings-South (via Zoom)
- Christina Sappington, District 8 Councillor
- Ken Harrison
- Tom Herman
- Peter Hicklenton
- Maynard Stevens

**1. Call to Order:**

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

**2. Approval of the Agenda:**

Motion:

THAT the Agenda for the March 10, 2025 Commission Meeting be approved as circulated, with the addition of an item under "Other Business" for the Regional Recreation Centre.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

**3. Disclosure of Conflict of Interest:**

No conflicts of interest were declared.

**4. Approval of Minutes:**

- a. February 10, 2025 Village Commission Meeting

Motion:

THAT the Minutes for the February 10, 2025 Village Commission Meeting be approved as circulated.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

**5. Business Arising from Minutes:**

- a. February 10, 2025 Village Commission Meeting

There was no business arising from the February 10, 2025 minutes.

**6. Comments from the Chair:**

The Chair commented that Tim Bouter has accepted an engineering position with the Municipality of West Hants, and this will be his last meeting as the Clerk Treasurer/CAO for the Village of New Minas. Dave thanked Tim for his service and contributions to the Village over the past 2.5 years on behalf of the Village Commission.

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

There was no public input.

**8. Committee Reports:**

- d. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the March 10, 2025 Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the March 10, 2025 Commission agenda package and as verbally summarized by James Redmond.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

**9. Staff Reports:**

The Clerk Treasurer/CAO and Director of Public Works provided a verbal summary of the following written reports included in the February 10, 2025 Commission agenda package:

- a. Clerk Treasurer/CAO — Report included in package
- b. Director of Public Works — Report included in package
- c. Manager of Finance — Report included in package

Motion #1:

THAT the Clerk Treasurer/CAO Report be received as included in the March 10, 2025 Commission agenda package and as verbally summarized by the Clerk Treasurer/CAO.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

Motion #2:

THAT the Director of Public Works Report be received as included in the March 10, 2025 Commission agenda package and as verbally summarized by the Director of Public Works.

**M/Quentin Hill**

**S/James Redmond**

**Motion Carried**

Motion #3:

THAT the Manager of Finance Report be received as included in the March 10, 2025 Commission agenda package.

**M/James Redmond**

**S/Debra Windle-Smith**

**Motion Carried**

**10. New Business:**

- a. Hemlock Woolly Adelgid Threat

Tom Herman, Ken Harrison, and Peter Hicklenton (representing Friends of the Kentville Ravine) provided a presentation on the threat being poised to hemlocks across the Province by the Hemlock Woolly Adelgid (HWA). HWA was introduced into Virginia in the USA in 1951. HWA is spreading, attacking and killing Eastern hemlocks as it has moved north. HWA attacks only hemlock. Without treatment, the affected hemlock die within four to ten years. HWA arrived in Yarmouth area in 2017-2018. HWA is spreading rapidly, and we are on the leading edge of its invasion.

The Village Commission directed the Interim Clerk Treasurer/CAO to prepare a report with recommendations on how the Village can contribute to the problem as a local partner (either financial or in-kind support).

b. Village of New Minas Equity and Anti-Racism Plan

Natalie Palmer presented the Village of New Minas Equity and Anti-Racism Plan included in the March 10, 2025 Commission agenda package.

Motion:

That the Village Commission approve the Village of New Minas Equity and Anti-Racism Plan, as included in the March 10, 2025 Commission agenda package.

**M/Quentin Hill**

**S/Debra Windle-Smith**

**Motion Carried**

c. Approval of 2025/26 Operating Budget

The Clerk Treasurer/CAO presented the 2025/26 Operating Budget included in the March 11, 2024 Commission agenda package.

Motion #1:

THAT the Village Commission approve the following tax rates for the 2025/26 fiscal year:

- Residential: \$0.43 per \$100 of assessment
- Commercial: \$0.592 per \$100 of assessment
- Resource: \$0.43 per \$100 of assessment

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

Motion #2:

THAT (with the exception of the Sewer Tab which will be brought for approval at a later date) the Village Commission approve the 2025/26 Operating Budget, as included in the March 10, 2025 Commission agenda package.

**M/James Redmond**

**S/Debra Windle-Smith**

**Motion Carried**

d. Approval of 2025/26 Capital Budget

The Clerk Treasurer/CAO presented the 2025/26 Capital Budget included in the March 10, 2025 Commission agenda package.

Motion #1:

THAT the Village Commission approve the 2025/26 Capital Budget, as included in the March 10, 2025 Commission agenda package.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

Motion #2:

THAT an options report for the Lockhart & Ryan Park Playground Resurfacing Project (including confirmation of external funding) be presented to the Village Commission prior to project award.

**M/Quentin Hill**

**S/Debra Windle-Smith**

**Motion Carried**

e. 5-Year CIP

The Clerk Treasurer/CAO presented the 5-Year Capital Investment Plan (CIP) included in the March 10, 2025 Commission agenda package.

Motion:

That the Village Commission approve the 5-Year CIP for the fiscal years 2025/26 to 2029/30, as included in the March 10, 2025 Commission agenda package.

**M/James Redmond**

**S/Quentin Hill**

**Motion Carried**

f. Finance & Audit Committee Appointments

The Clerk Treasurer/CAO presented the request for decision regarding Finance & Audit Committee Appointments included in the March 10, 2025 Commission agenda package.

Motion #1:

THAT Dave Chaulk and Quentin Hill be appointed to the Finance & Audit Committee as Commissioner members for the term ending on March 31, 2026.

**M/James Redmond**

**S/Debra Windle-Smith**

**Motion Carried**

Motion #2:

THAT Bruce MacArthur and Valerie Kneen-Teed be appointed to the Finance & Audit Committee as a citizen members for the term ending on March 31, 2026.

**M/Quentin Hill**  
**S/Debra Windle-Smith**  
**Motion Carried**

g. Source Water Protection Committee Appointments

The Clerk Treasurer/CAO presented the request for decision regarding Source Water Protection Committee Appointments included in the March 10, 2025 Commission agenda package.

Motion #1:

THAT James Redmond be appointed to the Source Water Protection Committee as a member of the New Minas Water Commission for the term ending on June 30, 2025.

**M/Quentin Hill**  
**S/Debra Windle-Smith**  
**Motion Carried**

Motion #2:

THAT Maynard Stevens be appointed to the Source Water Protection Committee as a member of the New Minas Water Commission for the term ending on June 30, 2025.

**M/James Redmond**  
**S/Quentin Hill**  
**Motion Carried**

**11. Correspondence:**

There was no correspondence.

**12. Other Business:**

a. Strategic Planning Update

Debra Windle-Smith provided a verbal summary of the minutes included in the March 10, 2025 Commission agenda package. The working group also met with Julie Vanexen on March 10, 2025 for an introductory meeting discussing the development opportunity and requirements for the lands to the south of Hwy 101.

b. Regional Recreation Centre

Quentin Hill recommended that the Village submit a formal letter to the Municipality of the County of Kings outlining the benefits that New Minas has to offer as a location for the Regional Recreation Centre. Through consensus, the Commission directed the Interim Clerk Treasurer/CAO to prepare a letter, which will be signed by the Commission Chair.

**13. General Public Input:**

Comments from the public were as follows:

Christina Sappington:

- County voted for staff to assess land options for the Regional Recreation Centre in-between Wolfville and Coldbrook.
- County is supporting new housing initiatives by waiving some requirements.
- Thanked Tim for his support and collaboration.

Julie Vanexen:

- Has been briefed on the HWA issue four times to date.
- Thanked Tim for his contributions to New Minas.

#### **14. Closed Session:**

##### **a. Personnel Matters**

At 8:44pm, the Commission adjourned to move into closed session to discuss personnel matters, in accordance with Section 22 (2) (c) of the MGA.

Motion:

THAT the Commission adjourn to move into closed session.

**M/Quentin Hill**

**S/James Redmond**

**Motion Carried**

#### **15. Adjournment:**

The Regular Commission meeting reconvened at 8:53pm. There being no further business, Dave Chaulk called for a motion to adjourn at 8:54pm.