



**Village of New Minas**  
Commission Meeting  
January 12, 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 January 12, 2026, Commission Meeting be approved

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

**4. Approval of Minutes:**

- a. December 8, 2025, Village Commission Meeting

Motion:

THAT the Minutes for the December 8, 2025, Village Commission Meeting be approved.

**M/J. Redmond**

**S/ Q. Hill**

**Motion Carried**

**5. Presentations:**

**6. Business Arising from Minutes:**

- **Strategic Planning Update**

J. Lawrence summarized a report from N. Palmer and C. Kennedy updating the progress to date on the strategic plan as well as highlighting future milestones.

- **IT Audit Actions**

J. Lawrence summarized a report from J. Hanshaw updating the progress to date on addressing the critical infrastructure deficiencies note in the IT audit.

**7. Comments from the Chair:**

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

**9. Committee Reports:**

- a. New Minas Water Commission**

James Redmond provided a verbal summary of the draft minutes included in the January 12, 2026, Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the January 12, 2026, 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 January 12, 2026, 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. Additional points discussed included:

- ✓ The sewer capacity study will be delayed until mid- February.
- ✓ The department is seeking assistance in developing entry permits for confined spaces.

Motion:

THAT the Director of Public Works report be received as included in the January 12, 2026, Commission agenda package.

**M/J. Redmond**

**S/ Q. Hill**

**Motion Carried**

**c. Finance**

Motion:

THAT the Manager of Finance report be received as included in the January 12, 2026, Commission agenda package.

**M/ D. Windle-Smith**

**S/ Q. Hill**

**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 January 12, 2026, Commission agenda package.

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

**11. New Business:**

**12. Correspondence:**

**13. General Public Input:**

- **Christina Sappington**

- ✓ **There is a new financing program available through Kings County to assist with developing a clean water supply. This does not apply to connecting to a central water supply.**
- ✓ **Minister Lohr will be hosting a public meeting for the downtown business community to discuss addressing the unhoused challenge on January 22<sup>nd</sup> from 7pm to 10pm.**

**14. Closed Session:**

Dave Chaulk indicated that there was a need for an in-camera session to deal with matters relating to union negotiations salary negotiations.

At 7:17pm, the Commission adjourned to move into a closed session to discuss in camera matters related to negotiations and to receive a human resource matter update.

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/ J. Redmond**

**S/ D. Windle-Smith**

**Motion Carried**

At 8:05pm the Commission reconvened the open session of the meeting.

- **Motions from Closed Session:**

Motion:

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

**M/ Q. Hill**

**S/ D. Windle-Smith**

**Motion Carried**

**15. Adjournment**

There being no further business, Dave Chaulk called for a motion to adjourn at 8:05pm.

Motion:

THAT the meeting be adjourned.

**M/ J, Redmond**

**S/ D. Windle-Smith**

**Motion Carried**