



Village of New Minas
Commission Meeting
November 10, 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

Commissioners Absent:

- Quentin Hill (With regrets)

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
- Julie Vanexan

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 November 10th, 2025, Commission Meeting be approved

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

4. Approval of Minutes:

a. October 04, 2025, Village Commission Meeting

Motion:

THAT the Minutes for the October 14th, Village Commission Meeting be approved.

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

5. Presentations

6. Business Arising from Minutes:

a. RFD – Procurement of Strategic Planning External Facilitator

Natalie Palmer, Active Living Coordinator for the village, presented an RFD regarding the procurement of a strategic planning facilitator. After a discussion around the candidates, the following motion was put forward:

Motion:

THAT the Village of New Minas contract with Peak Experiences to facilitate a strategic planning exercise as per the terms of the submitted proposal.

**M/D. Windle-Smith
S/ M. Munroe
Motion Carried**

b. RFD – Contribution to ANSV Staff Position

J. Lawrence presented a memo summarizing where the various villages are regarding providing funding for an ANSV staff position.

After a discussion around the issue, the following motion was put forward:

Motion:

THAT the Village of New Minas commit to providing a financial contribution of \$8,000 to the Association of Nova Scotia Villages for the establishment of a staff position.

**M/D. Windle-Smith
S/ J. Redmond
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. 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 November 10th, 2025, Commission agenda package and as verbally summarized by James Redmond.

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

b. New Minas Water Commission

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

Motion:

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

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

c. Regional Sewer Committee

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

Motion:

THAT the draft minutes for the Regional Sewer Committee meeting be received as included in the November 10, 2025, Commission agenda package and as verbally summarized by James Redmond.

M/J. Redmond
S/ D. Windle-Smith
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 November 10, 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.

Additional points included:

- Zack Alcorn is back to work.
- Nelson Coleman is now a fulltime employee of public works
- Charles Hooper has replaced Logan Web as the Area Manager for Transportation and Public Work

Motion:

THAT the Director of Public Works report be received as included in the November 10, 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 November 10, 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:

- There is a good mix of adults and youth participating in drop in volleyball.
- The fitness room numbers are remaining high.
- Natalie Palmer was awarded the Mayflower Community Cooperation Award at the Recreation Nova Scotia conference.
- Trunk or Treat was a great success this year.

Motion:

THAT the Director of Recreation report be received as included in the November 10, 2025, Commission agenda package.

M/ J. Redmond

S/ D. Windle-Smith

Motion Carried

11. New Business:

a. Resolution Regarding Banking (Water Commission)

After a discussion regarding signing authorities, the Clerk Treasurer/ CAO was asked to bring back a banking resolution to the December Village Commission meeting that requires one of the Chair and Vice Chair and one of the Clerk Treasurer/ CAO and Manager of Finance to sign any banking transactions.

12. Correspondence:

13. General Public Input:

- **Christina Sappington**
 - Councillor Sappington congratulated the Village for a very successful Trunk or Treat event.

14. Closed Session:

Dave Chaulk indicated that there was a need for an in-camera session to deal with matters relating to security, committee appointments, negotiations, a union matter.

At 7:25pm, the Commission adjourned to move into closed session to discuss in camera matters related to negotiations, personnel and security.

Motion:

THAT the Commission adjourn to move into closed session.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

Motion:

THAT the Commission adjourn from the closed session.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

At 9:15pm the Commission reconvened the open session of the meeting.

- **Motions from Closed Session:**

- a. Motion:

- THAT the Commission accept the IT Assessment completed for the Village of New Minas and that the Commission authorize the expenditure of up to \$17,000 to address the issues listed as critical recommendations.

M/J. Redmond

S/ M. Munroe

Motion Carried

- b. Motion:

- That the Commission appoint Linda Martin as the citizen member of the Beautification Committee for a term ending August 31, 2027.

M/D. Windle-Smith

S/ M. Munroe

Motion Carried

- c. Motion:

- That the Commission appoint Michelle Coleman as the business community representative of the Beautification Committee for a term ending August 31, 2027.

M/D. Windle-Smith

S/ J. Redmond

Motion Carried

d. Motion:

That the Commission approve the recommendation of the Clerk Treasurer/ CAO as presented in the Confidential memo – Public Works Foreman report.

M/D. Windle-Smith

S/ J. Redmond

Motion Carried

15. Adjournment

There being no further business, Dave Chaulk called for a motion to adjourn at 9:30pm.

Motion:

THAT the meeting be adjourned.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

DRAFT