



Village of New Minas
Commission Meeting
November 10, 2025 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

1. Call to Order
2. Approval of the Agenda
3. Disclosure of Conflict of Interest
4. Approval of Minutes:
 - a. October 14, 2025, Village Commission Meeting
5. Presentations:
6. Business Arising from Minutes:
 - a. RFD – Procurement of Strategic Planning External Facilitator
 - b. RFD – Contribution to ANSV Staff Position
7. Comments from the Chair
8. Public Input Specific to Agenda Topics
9. Committee Reports:
 - a. Beautification Committee — No meeting since last report
 - b. Finance & Audit Committee — No meeting since last report
 - c. Access and inclusion Working Group — Report Included
 - d. New Minas Water Commission — Draft minutes included in package
 - e. Regional Sewer Committee — Draft September 18 Minutes Included
10. Staff Reports:
 - 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
 - d. Director of Recreation – Report included in Package
11. New Business:
12. Correspondence:
13. General Public Input
14. Closed Session

- a. Security Matter
- b. Committee Appointments
- c. Negotiation/ Legal Opinion
- d. Union Update

15. Adjournment



Village of New Minas
Commission Meeting
October 14 2025 @ 7:00 PM
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4. Minutes



Village of New Minas
Commission Meeting
October 14, 2025 @ 7:00 PM
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New Minas, Nova Scotia
DRAFT Motions

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, District 8 Councillor - Zoom
- Maynard Stevens
- Inspector William Collier, RCMP
- Brian Banks, Chair, Village of Greenwood
- Wayne Fowler, Commissioner, Village of Kingston
- Mike McCleave, Clerk Treasurer, Village of Kingston
- Chrystal Fuller, Brighter Community Planning and Consulting

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 October 14th, 2025, Commission Meeting be approved

M/J. Redman

S/ M. Munroe

Motion Carried

4. Approval of Minutes:

a. September 8, Village Commission Meeting

Motion:

THAT the Minutes for the September 8, 2025, Village Commission Meeting be approved with an amendment to note that the date of the meeting was September 8th and not July 14th.

M/J. Redman

S/ Q. Hill

Motion Carried

5. Presentations

a. RCMP Update – Inspector William Collier

Inspector Collier spoke to policing stats for the area, trends the RCMP are seeing, and policing priorities as well as homeless encampments, threats to youth and other topics.

A question-and-answer session followed including discussions around building trust, response time, staffing and RCMP presence at events.

b. Villages of Kingston and Greenwood – ANSV staff position

Village of Greenwood Chair, Brian Banks, Village of Kingston Commissioner Wayne Fowler and Kingston Clerk Treasurer Mike McCleave spoke to the importance of hiring a permanent part time staff position for the Association of Nova Scotia Villages (ANSV).

Following the presentation and a questions and answer session.

Motion:

That the Village of New Minas indorse in principle hiring a permanent part time position to support the ANSV, and that the Commission will discuss the amount of money it will contribute towards the position at the November Commission meeting.

M/Q. Hill

S/ D. Windle-Smith

Motion Carried

c. Advancing Development of New Minas South Draft Report - Brighter Community Planning and Consulting

Chrystal Fuller, Principal Consultant for Brighter Communities provided a PowerPoint presentation regarding the report - Advancing Development of New Minas South – to the Commission.

Following the presentation there was a question-and-answer session after which the following motion was put forward:

Motion:

That the Village Commission provide a copy of the report Advancing Development of New Minas report and presentation along with a letter to Kings County advising the County that the Village sees the Development of New Minas South as critical to the growth of New Minas and Kings County and would like to meet with representatives of Kings County to map out a strategy to collaboratively move the project forward.

M/Q. Hill

S/ J. Redman

Motion Carried

6. Business Arising from Minutes:

a. RFD – Adoption of a Security Camera Policy

Clerk Treasurer J. Lawrence brought forward the Security Camera Policy for adoption.

Motion:

THAT the security camera policy be adopted as presented.

M/Q. Hill

S/ J. Redman

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

Debra Windle-Smith provided a verbal summary of the draft minutes included in the October 14th, 2025, Commission agenda package.

Motion:

THAT the draft minutes for the Beautification Committee be received as included in the October 14th, 2025, Commission agenda package and as verbally summarized by Debra Windle-Smith.

M/D Windle-Smith

S/ J. Redman

Motion Carried

b. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the October 14th, 2025, Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the October 14th, 2025, Commission agenda package and as verbally summarized by James Redmond.

M/J. Redmond

S/ Q. Hill

Motion Carried

c. Regional Sewer Committee

James Redmond provided a verbal summary of the draft minutes included in the October 14th, 2025, Commission agenda package.

Motion:

THAT the draft minutes for the Regional Sewer Committee meeting be received as included in the October 14th, 2025, Commission agenda package and as verbally summarized by James 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 October 14, 2025, Commission agenda package.

M/Q. Hill

S/ D. Windle-Smith

Motion Carried

b. Public Works

The Director of Public Works provided a brief synopsis of the public works report.

C. Palmer also spoke to congratulating Water Utility Operator Zack Alcorn and family on the birth of their new baby boy.

Motion:

THAT the Director of Public Works report be received as included in the October 14, 2025, Commission agenda package.

M/ D. Windle-Smith

S/ J. Redman

Motion Carried

c. Finance

Motion:

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

M/ J. Redman

S/ Q. Hill

Motion Carried

d. Recreation and Community Development

The Director of Recreation provided a brief synopsis of the recreation report.

Motion:

THAT the Director of Recreation report be received as included in the October 14, 2025, Commission agenda package.

M/ J. Redman

S/ D. Windle-Smith

Motion Carried

11. New Business:

a. RFD – Timing of Banner Installation

C. Palmer, Director of Public Works, presented a request for decision regarding seasonal banner installation and the short scheduling window between Remembrance Day and the Parade of Lights.

After a discussion, staff was directed to contact the Legion to see if there were concerns with the Village putting up the banners in advance of Remembrance Day.

Should the Legion have concerns, public works will make every effort to install the banners in the time period between Remembrance Day and the start of the Parade of Lights.

b. RFD – Appointment of Citizen Member – Beautification Committee

This item was tabled until after the Beautification Committee Chair and Commissioner M. Munroe can interview each of the candidates.

c. RFD – Appointment of Business Community Representative – Beautification Committee

This item was tabled until after the Beautification Committee Chair and Commissioner M. Munroe can interview each of the candidates.

d. RFD – Appointment of Two Village Commission Members – Beautification Committee

J. Lawrence, Clerk Treasurer, presented a request for decision requesting that the Village Commission appoint two Village Commission members to serve on the Beautification Committee.

Motion:

That the Village of New Minas Commission appoint Commissioner D. Windle-Smith and Commissioner M. Munroe to serve as Village Commission members on the Beautification Committee for a 2-year term ending August 31, 2027.

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

e. RFD – Appointment of Citizen Representatives – Source Water Protection Committee

J. Lawrence, Clerk Treasurer, presented a request for decision requesting that the Village Commission appoint two citizen members to serve on the Source Water Committee from the list of applicants provided.

Motion:

That the Village of New Minas Commission appoint Ahmad Elkadri and Maynard Stevens as citizen members to serve on the Source Water Protection Committee for a 2-year term ending August 31, 2027.

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

f. RFD – Appointment of Two Members of the New Minas Water Commission – Source Water Protection Committee

J. Lawrence, Clerk Treasurer, presented a request for decision that the Village Commission appoint 2 Water Commission representatives to serve on the Source Water Protection Committee.

Motion:

That the Village of New Minas Commission Commissioner J. Redman and Commissioner M. Munroe as Water Commission members to serve on the Source Water Protection Committee for a term ending August 31, 2026.

M/Q. Hill
S/ D. Windle-Smith
Motion Carried

12. Correspondence:

13. General Public Input:

- **Christina Sappington** spoke to the RCMP presentation regarding the unhoused, the Kingston/ Greenwood presentation and the relationship between the County and Kings County villages, her position as Valley representative on the NSFM Board and the access that the position provides, and the quality of the service provided by LMCC staff to support the Red Cross and evacuees.

14. Closed Session:

Dave Chaulk indicated that there was a need for an in-camera session to deal with matters relating to negotiations, security and personnel.

At 9:35pm, 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/Q, Hill

S/ J. Redman

Motion Carried

Motion:

THAT the Commission adjourn from the closed session.

M/J. Redman

S/ Q. Hill

Motion Carried

At 9:50pm the Commission reconvened the open session of the meeting.

15. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 9:52pm.

Motion:

THAT the meeting be adjourned.

M/J. Redman

S/ Q. Hill

Motion Carried



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5. Presentations



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6. Business Arising from the Minutes

REQUEST FOR DECISION

Procurement of Strategic Planning External Facilitator



To: Village of New Minas Commission
From: Active Living Coordinator
Date: November 10, 2025
Subject: Strategic Planning Consultant Selection

Recommendation

That the Village of New Minas Commission approve contracting **Peak Experiences** to lead the development of the 2026–2029 Strategic Plan.

Background

The Village of New Minas issued a request for proposals for consulting services to support the development of a new Strategic Plan to guide priorities from 2026–2029. Four proposals were received:

1. **Peak Experiences**
2. **Brighter Community Planning & Consulting**
3. **Tailored Consulting Services**
4. **Strategic Steps Inc.**

Proposal Highlights

Peak Experiences:

- Over 30 years of experience in strategic facilitation and organizational development.
- Comprehensive, multi-phase process including discovery, stakeholder engagement, planning sessions, and implementation support.
- Strong emphasis on collaborative visioning, measurable outcomes, and accountability frameworks.
- **Estimated cost: \$7,775 (core project) or \$10,025 (including optional stakeholder engagement), plus HST.**
- Timeline: October–December 2025, with final presentation in January 2026.

REQUEST FOR DECISION

Procurement of Strategic Planning External Facilitator



Brighter Community Planning & Consulting:

- Local firm specializing in accessible, visual, and plain-language community planning.
- Focused engagement model including document review, public survey, and targeted business sessions.
- Deliverable: 2-page, visually engaging Strategic Plan emphasizing key themes.
- **Estimated cost: \$10,000, plus HST.**
- Timeline: November–December 2025, presentation in January 2026.

Tailored Consulting Services:

- Inclusive, community-based approach with emphasis on diversity, representation, and cultural awareness.
- Team includes expertise in graphic design, healthcare consulting, and communications.
- Notable experience with organizations such as the Canadian Mental Health Association, Truro Pride Society, Portapique Market Cooperative, and the Truro & Colchester Partnership for Economic Prosperity.
- Comprehensive five-phase engagement process including internal, Council, and stakeholder sessions.
- Deliverable: Includes design of a professionally formatted strategic plan document and presentation to the Village Commission.
- **Estimated cost: \$10,500**
- Timeline: October–December 2025.

Strategic Steps:

- Designed to refresh and reinforce the existing strategic plan rather than rebuild from scratch.
- Incorporates community engagement, including one in-person session, one online survey, and targeted stakeholder interviews.
- Facilitates a 1.5-day Commission and Staff Workshop to review priorities, update objectives, and establish KPIs.
- Deliverable: four-year Strategic Plan supported by a quarterly reporting and scorecard framework for transparent progress reviews.
- **Estimated cost: \$10,000, plus HST.**
- Timeline: November– December 2025, with final presentation in January 2026.

REQUEST FOR DECISION

Procurement of Strategic Planning External Facilitator



Financial Implications

This project has a total estimated budget of \$10,500.

Community Engagement/Communication

The chosen consultant will coordinate with the Village Commission and staff to ensure meaningful engagement with residents, businesses, and stakeholders through surveys, workshops, and community meetings.

CAO Comments

I support the recommendation that the Village of New Minas Commission approve contracting **Peak Experiences** to lead the development of the 2026–2029 Strategic Plan. The package submitted by Peak Experiences was by far the most comprehensive package proposed and the cost is within budget.

CAO Initials:

Handwritten initials in black ink, appearing to be "JC".

Village of New Minas

Request for Decision – Contribution to New ANSV Staff Position

To: New Minas Village Commission
From: Jeff Lawrence, Clerk Treasurer/ CAO
Date: November 10, 2025
Subject: Contribution to ANSV Staff Position

Purpose

To seek direction from the Village Commission regarding a financial contribution to the Association of Nova Scotia Villages (ANSV) for the establishment of a staff position.

Background

The ANSV is requesting financial support from member villages to fund a dedicated staff role aimed at improving coordination, advocacy, and support for villages across Nova Scotia.

A review of current commitments from other villages shows the following contributions:

Village	Contribution
Bible Hill	\$8,000
Kingston	\$8,000
Greenwood	\$6,000
Port Williams	\$5,000
Chester	\$3,500
St. Peters	\$3,000
Baddeck	\$2,500
New Minas	—

Several villages have not yet committed, including New Minas, Canning, and Westport.

Discussion

A contribution from New Minas would demonstrate support for the collective interests of Nova Scotia villages and help ensure the sustainability of ANSV operations. Based on contributions from comparable villages, a contribution in the range of \$6,000 to \$8,000 would be consistent with other similar sized village commitments.

Options for Consideration

1. Approve a contribution of **\$6,000 - \$8,000** to ANSV for the staff position.
 2. Approve a different amount (e.g., \$2,500 to \$6,000).
 3. Decline to contribute at this time.
-

Recommendation

That the Village Commission approve a contribution of **\$6,000 - \$8,000** to the Association of Nova Scotia Villages for the staff position, to be funded from the current operating budget.



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9. Committee Reports

Access & Inclusion Working Group Report

September 25, 2025

The working group reviewed Katie's Accessibility Audit for the Louis Millet Community Complex and Lockhart & Ryan Memorial Park. Guided by Katie, members assessed the findings and prioritized items based on feasibility, cost, and project scope.

A detailed discussion was held regarding the allocation of the \$60,000 accessibility project budget for the 2025/2026 fiscal year. The group agreed to carry forward the funds into the next fiscal year to strengthen the organization's position when applying for additional Provincial and Federal grants.

There was consensus on the importance of community involvement in shaping project priorities. Members discussed hosting an evening community engagement session to gather feedback and ideas from residents and stakeholders.

- **Action Item:** Natalie will take the lead on organizing and coordinating the community engagement sessions to advance accessibility project prioritization. Date: Thursday, November 6.
- **Next Meeting:** November 20, 2025

Submitted by: John Ansara, Director of Recreation and Community Development



Draft Village of New Minas
New Minas Water Commission
October 28, 2025 @ 3:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- James Redmond, Commission Member & Chair
- Mary Munroe, Commission Member
- Bruce MacArthur, Citizen Member
- Maynard Stevens, Citizen Member

Members Absent:

- Dave Chaulk, Commission Member & Vice Chair

Staff Present:

- Jeff Lawrence, Clerk Treasurer/CAO
- Cory Palmer, Director of Public Works

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 3:00pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the October 28, 2025, Water Commission Meeting be approved as circulated

M/ B. MacArthur

S/ M. Stevens

Motion Carried

3. Approval of Minutes:

- a. September 23, 2025, Water Commission Meeting

Motion:

THAT the Minutes for the September 23, 2025, Water Commission Meeting be approved as circulated.

M/ M. Stevens

S/ B. MacArthur

Motion Carried

4. Business Arising from Minutes:

N/A

5. Comments from the Chair:

The Chair indicated that he had no additional comments.

6. Staff Reports:

a. Water Operations Report

C. Palmer provided a review of the highlights from the water operator's report.

There were general discussions around options to replace the water line from Deep Hollow Road to the Busch Lane tank, getting electricity to the Lockhart Ryan well, developing a high volume well on Turner Drive, potential leaks in the system and leak detection, the life span of the variable frequency meters and the potential need for a third water storage tank.

Motion:

THAT the Water Operations Report be received as circulated prior to the October 28, 2025, Water Commission meeting and as verbally summarized by the Director of Public Works.

M/ B. MacArthur

S/ M. Stevens

Motion Carried

7. Correspondence:

There was no correspondence

8. Other Business

9. Public Input:

There was no public input.

10. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 3:25pm.

Motion:

THAT the meeting be adjourned.

M/ B. MacArthur

S/ M. Stevens

Motion Carried

**THE MUNICIPALITY OF THE COUNTY OF KINGS
REGIONAL SEWER COMMITTEE
Thursday, September 18th, 2025
MINUTES**

- Meeting Date and Time** **A meeting of the Regional Sewer Committee was held on Tuesday, September 18th, 2025, at 10:00 a.m. at the Municipal Complex in Coldbrook, Nova Scotia**
- 1. Roll Call** In attendance:
- Municipality of the County of Kings:* Tim Harding, Councillor **(Chair / voting member)**
 Brad Carrigan, Director of Engineering & Public Works
 Martin Kehoe, Manager of Environmental Services
 Tyler Honeywood, Manager of Financial Reporting
 Stephanie Elliott, Recording Secretary
- Town of Kentville:* Cate Savage **(Vice Chair / voting member)**
 Dave Bell, Director of EPW
- Village of New Minas:* James Redmond, Commissioner **(voting member)**
 Cory Palmer, Director of Public Works
- Regrets:* Rachel Hirtle, PepsiCo Foods Limited, Site Manager
- Meeting Called to Order** Councillor Harding called the meeting to order at 10:00 am. Roll call was taken.
- The Chair read of the Land Acknowledgement into the record.
- 2. Approval of Agenda** **On motion of Councillor Savage and Commissioner Redmond, that the September 18th, 2025, agenda be approved as circulated.**
- Motion Carried**
- 3. Disclosure of Conflict-of-Interest Issues** None
- 4. Approval of Previous Minutes** **On motion of Councillor Savage and Commissioner Redmond, that June 19, 2025, minutes be approved as circulated.**
- Motion Carried**

5. Business Arising from Minutes

None

6. Operation and Compliance Reports

- a. Regional Environmental Compliance Update

- a. This briefing relates to the Regional Wastewater Treatment Facility (WWTF) effluent compliance.

On motion of Councillor Savage and Commissioner Redmond, that the Regional Environmental Compliance Update report dated September 18, 2025, be accepted by the Regional Sewer Committee and placed on file.

Motion Carried

- b. 2025 Capital Project Updates

- b. The progress on Regional Capital Projects.

On motion of Councillor Savage and Commissioner Redmond, that the report on the Regional Capital Projects dated September 18, 2025, be accepted by the Regional Sewer Committee and placed on file.

Motion Carried

6. Financial Update

- a. Regional Operations Variance Report

Regional Sewer Committee to receive interim financial results of the Regional Sewer System operations as of June 30, 2025, as well as unaudited and actual expenditures for Capital Projects. **On motion of Councillor Savage and Commissioner Redmond, that the Regional Sewer Committee receive the Quarter 1 Regional Sewer Variance Report, and Capital Project update, as attached to the September 18, 2025, Request for Decision, as information.**

Motion Carried

7. Partner Updates

None

8. Other Business

Technical Sub Committee will meet to discuss the additional laterals into Lagoon #1.

9. Next Meeting

November 27, 2025, at 10:00 a.m.

10. Adjournment

On motion of Commissioner Redmond and Councillor Savage, that the meeting stand adjourned.

Motion Carried

The meeting adjourned at 10:45 a.m.

Approval:

Regional Sewer Committee

DRAFT



Village of New Minas
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10. Staff Reports

Information Report

To: Village Commission

By: Jeff Lawrence, Clerk Treasurer/CAO

Meeting Date: November 10, 2025

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Highlights of the Past Month:

- Continue to work with administration and stakeholders to develop initiatives including New Minas South, Strategic Planning, the IT Audit, potential Village applications for AI and a possible camera installment project.

Regularly Scheduled Meetings:

In the past month, I attended the following regularly scheduled meetings:

- Collective meetings with Department Heads (bi-weekly on Tuesdays)
- Water Commission (September 23)
- Health and Safety Committee (October 9)

Other Notable Meetings:

- Met with Chair Chaulk followed by a meeting with the Kings County CAO and Director of Planning and Inspections regarding advancing development of New Minas South.
- Met with Mike Livigstone, Kings County Director of Finance and IT regarding the Village Infrastructure Capital Enhancement (VICE) funding program.
- Held discussions with Jeff Hanshaw, Custom Page Media and Consulting Inc, regarding a presentation to the Commission of the IT Audit findings.
- Held discussions with Erica Dominey and Tanisha Palmer regarding presenting to staff their findings around the potential AI applicability to village operations.
- Met with Natalie Palmer to finalize the RFD for selecting the Village Strategic Planning consultant.
- Attended the quarterly management labour relations meeting with union representatives.
- Met with Annette LeBlanc, Senior Relationship Manager with RBC for a pension governance review.
- Met with Commissioner Windle-Smith, Commissioner Munroe and Director Palmer regarding the Founding Fathers park Interpretive signage project.

Professional Development:

- N/A

Outlook for Next Month:

The planned focus for the next month will be as follows:

- Continue to move forward with formulating a workplan and timeline for development in New Minas South
- Work to facilitate the strategic planning process
- Potentially action some areas identified as critical in the IT Audit
- Secure Quotes from three vendors for a camera installation
- Attend Commission and Committee meetings
- Attend Department Head meetings (collective and individual)

Sincerely,



Jeff Lawrence

Clerk Treasurer/Chief Administrative Officer

902-681-0430 | cao@newminas.com

Village of New Minas

9489 Commercial Street

New Minas, NS B4N 3G3

newminas.com

Information Report

To: Village Commission

By: Cory Palmer

Meeting Date: November 10, 2025

Subject: Monthly Report — Director of Public Works



Monthly Report — Director of Public Works

Staff Update:

Zachary Alcorn returned to work on November 3 after being off for 6 weeks. Nelson Coleman became a full-time employee on October 31.

Current Projects/Work:

- Lockhart Ryan Park facilities have been shut down.
 - The fields have been aerated, seeded and top dressed.
 - All the washrooms have been cleaned and shut down.
 - All the water fountains have been shut off and drained.
 - The splash pad has been shut off and the lines blown out.
 - The field sprinkler system is scheduled to be blown out in the next week or so.
- We continue to remove leaves from all the parks and the LMCC facility.
- Remembrance Day signs have been put up throughout the village.
- Christmas preparation
 - We have the new tree stand installed at Crecent Park.
 - Lights have been installed but not turned on at Founding Fathers, the roundabout, Lockhart Ryan Park and Crecent Park.
 - The Christmas tree has been installed and decorated. Thanks to the New Minas Fire Department for their assistance.
 - Banners will be removed, and the seasonal banners will be installed between November 12 to 15, weather dependent.
- The plow equipment and salters were inspected and greased for the season. We repaired some equipment, and we are waiting on parts for the holder salter.
- We have reached out to the Public Works of NS to get the 2025-2026 winter season pricing on salt. Logan Webb is no longer the area manager for the PW of NS, the acting manager is Charles Hooper.
- We trimmed the trees on the sidewalk plow paths to avoid damage to machinery during the winter.
- Sewer cleaning was completed from October 23 to 31. We took 7 full days to complete the work.

Long-Term Projects:

- The new heat pump at Jones Road has been installed. The water room has heat so we can use it to complete work in the winter, and the lunchroom has a more efficient heating source.
- We purchased a new snowblower for the Holder. The previous MV snowblower was too heavy for the Holder.

Information Report

To: Village Commission

By: Cory Palmer

Meeting Date: November 10, 2025

Subject: Monthly Report — Director of Public Works



Professional Development:

- Shawn and Nelson's traffic signing course has been delayed until December 9-10 as we need everyone available on November 12-14 to prepare for the Christmas parade on November 15. I would request that the date of the parade be reviewed for future events to provide more time between Remembrance Day and the parade. This is a very tight timeline for the Public Works Department to get prepared.
- My JOHS committee training was delayed until November 27, Leadership for Safety on December 16 and 17. All other training has been delayed until 2026.

Outlook for Upcoming Months:

- We are trying to schedule Hydrant flushing November 17 to finish. Weather dependent.
- We have purchased some valve covers so we will be starting opening valve covers November 17. If they cannot be removed, we will be able to cut them off and replace them with new ones.
- We are getting prepared for plow seasoning, buying salt, getting plow gear on the machines, and training the newer employee on the routes and equipment.
- We installed new gutters on the back of Jones Road facility to protect the new heat pump.
- We are changing the vehicles over to winter tires.

Information Report (Agenda Item 9.c.)
To: Village Commission
By: Shelly Palmer, Manager of Finance
Meeting Date: November 10, 2025
Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

The Village office is growing at a fast pass, as some of the staff are learning new techniques to help improve productivity, through AI and other online courses. Accounts payable EFT notifications are running a lot smoother now that Tanisha was able to work with Munisoft and get them to fix a long overdue issue.

Current Tasks/Projects:

- Working on August's General Bank Reconciliation, Water, and Capital are completed. General takes a lot longer to process with all the different types of electronic payments that go through the bank for programs and taxes.
- Second Quarterly Due to/from and HST, is completed, just waiting on the payment.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date October 31
• Residential	\$1,444,101	\$1,353,209.27
• Commercial	\$938,067	\$858,561.33
• Resource	\$8,570	\$7,964.43
Sewer	Budgeted	Collected Year to Date October 31
• Usage Charges	\$776,000	\$576,187.63
Water	Budgeted	Collected Year to Date October 31
• Metered Sales	\$857,000	\$621,431.38
• Sprinkler Service	\$4,999	\$3,875.39

Professional Development Summary:

Outlook for Next Month:

- Bank reconciliations
- Accounts payable
- Invoicing and receivables
- Payroll (bi-weekly)
- CRA remittance, Union fees and Pension
- RBC Pension
- PAD, tax and water

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: November 10, 2025

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

- Attended Recreation Nova Scotia Conference, October 21-24 in Sydney NS
 - Natalie Palmer received the **Mayflower Community Cooperation Award** for her role in **Valley Recreation's "June is Recreation Month" initiative**. Natalie also presented a conference session on her ongoing work through the "SHIFT" partnership, a program that aims to provide recreational programming for those in the community who are differently abled
- "Trunk or Treat" – fun family friendly Halloween event. Event was very well attended with hundreds of kids showing up. Prizes awarded for best decorated vehicle and best costume. Extremely positive community feedback.
- "SHIFT" Halloween party. Event for participants of our coordinated partnership between Kentville, Wolfville and Kings County.

Current Tasks/Projects:

- Spring program delivery
- Planning for holiday events (Dinner and parade)

Long-Term Projects:

- Founding Father's Park
- Douglas St Park development
- Recreation Dept Strategic Planning

Meetings:

- Recreation Nova Scotia Oct 21-24
- Annapolis Valley Trail Coalition strategic planning session, Oct 16, 2025

Professional Development Summary:

- Rec Nova Scotia Conference: Networking + multiple sessions around community development, trail support, youth development, programming.

Outlook for Next Month:

- Craft Fair Nov 9
- Parade of Lights planning & Senior's Holiday Dinner planning
- Planning "Access for All Community Input Gathering"
- Continued Strategic Planning Support (Natalie)



Village of New Minas
Commission Meeting
October 14 2025 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

11. New Business



Village of New Minas
Commission Meeting
October 14 2025 @ 7:00 PM
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AGENDA

12. Correspondence