



Village of New Minas
Commission Meeting
June 9, 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. May 12, 2025, Village Commission Meeting
5. Business Arising from Minutes:
 - a. May 12, 2025, Village Commission Meeting
6. Comments from the Chair
7. Public Input Specific to Agenda Topics
8. Presentations - None
9. Committee Reports:
 - a. Beautification Committee — Draft minutes included in package
 - b. Finance & Audit Committee — No meeting since last report
 - c. Joint Accessibility Advisory Committee — Draft minutes included in the package
 - d. New Minas Water Commission — Draft minutes included in package
 - e. Regional Sewer Committee — Draft minutes included in package
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:
 - a. Budget - Transfer to Reserves Request – Joint Accessibility Advisory Committee
12. Correspondence - None
13. General Public Input
14. Closed Session
 - a. Legal Matter Update
 - b. Personnel Matter
15. Adjournment



Village of New Minas
Commission Meeting
June 9, 2025 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

4. Approval of Minutes



Village of New Minas
Commission Meeting
May 12, 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
- Quentin Hill

Commissioners Absent:

-

Staff Present:

- Jeff Lawrence, Interim Clerk Treasurer/CAO
- John Ansara, Director of Recreation and Community Development
- Cory Palmer, Director of Public Works

Others Present:

- Christina Sappington, District 8 Councillor
- 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 May 12, 2025 Commission Meeting be approved with the addition of agenda item 14.b – Permanent CAO/ Clerk Treasurer appointment.

M/Q. Hill

S/ D. Windle Smith

Motion Carried

3. Disclosure of Conflict of Interest:

D. Chaulk declared a conflict of interest regarding item 5a(iii) – Sponsorship – 2025 Canadian Senior Men's Amateur Golf Championship – Kenwo Golf Club.

4. Approval of Minutes:

a. April 14, 2025 Village Commission Meeting

Motion:

THAT the Minutes for the April 14, 2025 Village Commission Meeting be approved as circulated.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

5. Business Arising from Minutes:

a. April 14, 2025 Village Commission Meeting

i. Hemlock Wolly Agelgid Threat – Request for Decision Supplemental Report

N. Palmer, Active Living Coordinator, penned a supplemental report regarding the Hemlock Wolly Agelgid threat.

Motion:

THAT the Village of New Minas Commission accept the supplemental report to the Hemlock Wolly Agelgid Threat – Request for Decision Report as information.

M/ J. Redmond

S/ Q. Hill

Motion Carried

ii. Eves Hollow Dog Park Potential Relocation

J. Ansara, Director of Recreation, has confirmed with Kentville Recreation staff that the Eves Hollow dog park will not be relocated.

iii. Sponsorship – 2025 Canadian Senior Men's Amateur Golf Championship – Kenwo Golf Club

J. Lawrence, CAO/ Clerk Treasurer presented a letter received from the Kenwo Golf Club requesting that the Village of New Minas be a sponsor for the 2025 Canadian Senior Men's Amateur Golf Championship.

Motion:

THAT the Village of New Minas Commission sponsor the 2025 Canadian Senior Men's Amateur Golf Championship in the amount of \$2,000.

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

6. Comments from the Chair:

There were no comments from the Chair.

7. Public Input Specific to Agenda Topics:

There was no public input.

8. Presentations

There were no presentations

9. Committee Reports:

a. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the May 12, 2025 Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the May 12, 2025 Commission agenda package and as verbally summarized by James Redmond.

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

b. Finance and Audit Committee

Dave Chaulk provided a verbal summary of the draft minutes included in the May 12, 2025 Commission agenda package.

Motion:

THAT the draft minutes for the Finance and Audit Committee be received as included in the May 12, 2025 Commission agenda package and as verbally summarized by Dave Chaulk.

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

10. Staff Reports:

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 May 12, 2025 Commission agenda package.

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

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

Motion:

THAT the Director of Public Works report be received as included in the May 12, 2025 Commission agenda package.

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

Motion:

THAT the Manager of Finance report be received as included in the May 12, 2025 Commission agenda package.

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

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 May 12, 2025 Commission agenda package.

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

11. New Business:

N/A

12. Correspondence:

The following piece of correspondence was received:

- a. April 22, 2025 email – Peri Bowman, Planner, Municipality of the County of Kings
Notification of a Planning Application in District 8

Motion:

THAT the correspondence be accepted as information.

M/J. Redmond

S/ Q. Hill

Motion Carried

13. General Public Input:

Comments from the public were as follows:

Councillor Christina Sappington indicated that:

- She appreciated the discussion around the odour emanating from the sewer lagoons and the importance of maintaining communication.
- Planning document amendments are now complete authorizing secondary living units in New Minas.

Maynard Stevens:

- Suggested that, for transparency, the Commission include at least one independent body as part of the vote counting process should there be an election in New Minas this year.

14. Closed Session:

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

At 7:45pm, 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

Motion:

THAT the Commission adjourn from the closed session.

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

At 8:30 the Commission reconvened the open session of the meeting.

14.b Permanent CAO/ Clerk Treasurer Appointment

Motion:

THAT Jeffrey Lawrence be appointed the permanent CAO/ Clerk Treasurer effective April 15, 2025.

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 8:40 pm.

Motion:

THAT the meeting be adjourned.

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



Village of New Minas
Commission Meeting
June 9, 2025 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

8. Committee Reports



Village of New Minas
Beautification Committee
May 21, 2025 @ 10:30 AM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Debra Windle-Smith, Commission Member & Chair
- Mary Munroe, Commission Member
- John Ansara, Director of Recreation & Community Development
- Cory Palmer, Director of Public Works

Members Absent:

- Agnes Morine, Citizen Member
- Donna Randell, Citizen Member

Staff Present:

- Jeff Lawrence, Clerk Treasurer/CAO

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 10:32 am, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the May 21, 2025 Beautification Committee Meeting be approved with the following modifications:

- 6(e) be moved to 6(a)
- Addition of 6(f) Banner Challenges
- Addition of 6(g) Founding Fathers Park

M/ J. Ansara

S/ M. Munroe

Motion Carried

3. Approval of Minutes:

- a. March 26, 2025 Beautification Committee Meeting

Motion:

THAT the Minutes for the March 26, 2025 Beautification Committee Meeting be approved as circulated.

M/J Ansara

S/ M Munroe

Motion Carried

4. Business Arising from Minutes:

- a. **March 26, 2025 Beautification Committee Meeting**

- i. Spring Clean up – Further Discussion

A conversation occurred around spring clean after the snow melts as it relates to road rights-of-way. C. Palmer provided clarity around public works responsibilities.

As the Village does not own a street sweeper, it was agreed to look into renting Kentville's street sweeper to enhance the service during next year's budget process.

- ii. Sign Removal from NSPI Post – It was agreed that the public works staff would look after signage removal from NSPI polls once the Commission has set the criteria.

5. Comments from the Chair:

Chair D. Windle-Smith indicated she did not have any specific comments outside of the agenda items.

6. New Business

- a. **Grant Application Update**

J. Ansara indicated that the Beautification and Streetscaping and Community Works Program grants have been discontinued, but that administration will continue to look for other programs that may be available to support beautification initiatives.

- b. **Community Garden Update**

The Community Garden project is on hold as it was conditional upon grant funding being received.

c. Mural Update

D. Windle Smith indicated that she would be meeting with Lindsay Young, Community Economic Development Coordinator for the Town of Kentville, as well as representatives from the Town of Berwick regarding their respective mural programs.

d. Community in Bloom Video Update

D. Windle-Smith indicated that she would continue to pursue a Community in Blooms initiative as she felt the program could showcase all the work that has gone into the beautification efforts of the village.

It was agreed that this program would be brought forward as part of next year's budget process.

e. Prospect Park Update

C. Palmer indicated that he and Commissioner M. Munroe had visited the site and that he would be meeting with a contractor next week to discuss components of the project.

f. Banner Challenges

M. Munroe indicated that there were some banners which were in disrepair. C Palmer indicated that public works would be addressing the concerns this week.

g. Founding Fathers Park

D. Windle-Smith indicated that the park should be a priority this year as there are budget funds available.

There was a discussion around interpretive signage in the park. M. Munroe was asked to lead this initiative. Port Williams and Wolfville were listed as communities that would be good examples to emulate.

There was further discussion around connecting the site to the Harvest Moon Trail. Concerns were raised around safety given the slope of a connector trail. J. Lawrence indicated that administration would investigate the initiative further and report back to the committee in July.

7. Next Meeting Date:

The next Beautification Committee meeting is schedule for July 16, 2025.

8. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 11:40am.

Motion:

THAT the meeting be adjourned.

M/ J. Ansara

S/ M. Munroe

Motion Carried



Village of New Minas
Inclusion and Access Working Group
May 20th, 2025 @ 9:30 AM
Commission Room, LMCC
New Minas, Nova Scotia

Members present:

- Mary Munroe, Commission Member
- Cory Palmer, Municipal Operations Manager
- Katie MacArthur, Accessibility Coordinator
- John Ansara, Director of Recreation and Community Development
- Natalie Palmer, Active Living Coordinator
- Quentin Hill, Commission Member (virtual)

1. Call to Order

Meeting was called to order at 9:38 AM.

2. Approval of Agenda

Accessibility Projects was added to the agenda under New Business.

Agenda was then approved as circulated.

Moved Quentin Hill.

Seconded Katie MacArthur.

3. Approval of Minutes

March 27th, 2025 meeting minutes were approved as circulated.

Moved by Quentin Hill.

Seconded by Natalie Palmer.

4. New Business

a. Nova Scotia Built Environment Accessibility Standard

Katie provided an overview of the updated Nova Scotia Built Environment Accessibility Standard. She explained that the new standards now comprehensively cover all accessibility-related elements outside of building construction, including pathways, public spaces, and amenities.

Quentin raised the question of whether there is a requirement to retroactively address simple accessibility issues. Katie responded that while not mandatory, simple and impactful updates should be prioritized, and she had developed a user-friendly audit tool to assist in identifying such opportunities in Village parks, buildings, and other public areas. It was proposed that Village staff use this audit tool throughout the **spring and**



summer months (May –December 2025) to review all public facilities for compliance and make recommendations for improvements.

Motion to Approve Audit Tool Implementation: Quentin Hill

Seconded by: Katie MacArthur

Motion carried.

Cory shared that the Maritime Public Works Association of Nova Scotia (MPWA) has established a working group focused on accessibility compliance. He confirmed he will liaise with that group to stay informed and ensure that New Minas remains aligned with best practices and evolving standards. The group also discussed that findings from the audit could inform future capital and operational projects, helping prioritize initiatives based on feasibility and community impact.

b. Accessibility Projects

John provided an update on ongoing and proposed accessibility projects within the Village. He reported that a recent funding application to resurface **Lockhart & Ryan Park** was **unsuccessful**. However, the **Village Commission had previously allocated \$60,000** for the project. This amount is now available for alternative accessibility improvements.

Several ideas for reallocation of the funds were discussed:

- **Construction of an asphalt path** to connect existing park walkways to the playground, improving access for individuals using mobility aids.
- **Smaller capital projects** to be considered if funds allow, such as:
 - Wayfinding signage with accessibility features
 - Water bottle fill stations
 - Additional seating areas and shade structures

These proposals aim to ensure immediate improvements to park accessibility while planning for broader long-term enhancements.

5. Ongoing Business

a. 5- Year Plan Discussion

5-Year plan discussion was tabled for future meeting.



6. Adjournment

Meeting was adjourned at 10:46

Moved by Quentin Hill.

Seconded by Natalie Palmer.



Village of New Minas
New Minas Water Commission
May 27, 2025 @ 3:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

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

Members Absent:

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 3:02pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the May 27, 2025, Water Commission Meeting be approved as circulated.

M/ M. Stevens

S/ B. MacArthur

Motion Carried

3. Approval of Minutes:

- a. April 22, 2025, Water Commission Meeting

Motion:

THAT the Minutes for the April 22, 2025, Water Commission Meeting be approved as circulated.

M/ D. Chaulk

S/ M. Stevens

Motion Carried

4. Business Arising from Minutes:

- a. April 22, 2025, Water Commission Meeting

There was no business arising from the April 22, 2025, minutes.

5. Comments from the Chair:

The Chair indicated that he had no additional comments.

6. Staff Reports:

- a. Water Operations Report

The Director of Public Works provided a verbal summary of the Water Operations Report circulated prior to the May 27, 2025 Water Commission meeting.

When asked whether any complaints had been received from the public regarding chlorine levels associated with the Busche Lane tank refurbishment the Director responded that none had been received.

When asked about the completion date for the tank refurbishment the director indicated that the project was on schedule.

Motion:

THAT the Water Operations Report be received as circulated prior to the May 27, 2025 Water Commission meeting and as verbally summarized by the Director of Public Works.

M/ M. Stevens

S/ B. MacArthur

Motion Carried

7. Correspondence:

There was no correspondence.

8. Other Business

a. Spray Park Operation during the Busch Lane Water Treatment Refurbishment

Administration recommended that, during the Busch Lane water tank refurbishment, irrigation of the sports fields and parks only be done as required to keep from losing the grass, and that the spray park hours of operation be limited to 1pm – 4pm daily beginning when school is dismissed for the summer.

The Water Commission members expressed concern about spray park access during evenings and periods of extreme heat.

Administration indicated that it would increase water levels in the system and would expand the hours of operation should the water supply allow.

There was consensus that a good communication plan utilizing multiple medias was critical.

9. Public Input:

There was no public input.

10. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 3:40pm.

Motion:

THAT the meeting be adjourned.

M/ D. Chaulk

S/ M. Stevens

Motion Carried

**MUNICIPALITY OF THE COUNTY OF KINGS
REGIONAL SEWER COMMITTEE
Tuesday, April 8, 2025**

MINUTES

Meeting Date and Time **A meeting of the Regional Sewer Committee was held on Tuesday, April 8, 2025, at 10:00 a.m. in the Council Chambers at the Municipal Complex in Coldbrook, Nova Scotia.**

1. Roll Call

In attendance:

Committee Members: Tim Harding, Councillor, Municipality of the County of Kings (Chair / voting member)
Cate Savage, Councillor, Town of Kentville (Vice Chair / voting member)
James Redmond, Commissioner, Village of New Minas (voting member)
Rachel Hirtle, Manager, PepsiCo (voting member)

Staff: Municipality of the County of Kings:
Brad Carrigan, Director of Engineering & Public Works
Jeremy Sharpe, Manager of Public Works
Martin Kehoe, Manager of Environmental Services
Tyler Honeywood, Manager of Financial Reporting
Chris Ritchie, Funding Analyst
Stephanie Elliott, Recording Secretary

Town of Kentville:
Kevin Matheson, Interim CAO
Dave Bell, Director of Engineering & Public Works

Village of New Minas:
Jeff Lawrence, Acting Clerk Treasurer/CAO
Cory Palmer, Director of Public Works

Regrets: None

Meeting Called to Order Councillor Harding called the meeting to order at 10:06 a.m. Roll call was taken.

- 2. Approval of Agenda** **On motion of Councillor Savage and Councillor Harding, that the April 8, 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 Harding and Councillor Savage, that the March 13, 2025, minutes be approved as circulated.**

Motion Carried.

- 5. Business Arising from Minutes** None

6. Financial Update

- a. Regional Sewer
2025/26 Capital
Budget

a. Regional Sewer Capital Budget discussion:

- \$1,532,500 remaining in Municipal Capital Growth Program grant funding.
- Minimum Capital Budget is \$3,065,000.
- Unspent Capital funds would remain in Capital Reserves if not utilized this fiscal.
- Proposed capital projects were reviewed by the committee members.
- Operating, capital and reserve budgets were discussed by Manager Honeywood.

Note: Commissioner Redmond arrived at 10:18 a.m.

- b. Regional Sewer
2025/26 Operating
and Capital Budget

- b. Regional Sewer 2025/26 Operating and Capital Budget:
- Manager Honeywood led the discussion on operating expenses and Capital projects.

On motion of Councillor Savage and Councillor Harding, that the Regional Sewer Committee recommend the Regional Sewer 2025/26 Operating and Capital budget as attached to the March 13, 2025, Request for Decision to Partner Councils, Commission, or Senior Management, as applicable, for approval.

Motion Carried.

7. Partner Updates

None

8. Other Business

None

9. Next Meeting

June 19, 2025 at 10:00am

10. Adjournment

On motion of Councillor Savage and Commissioner Redmond, there being no further business, the meeting adjourned at 10:59 a.m.

Motion Carried.

Approval:

Regional Sewer Committee

DRAFT



Village of New Minas
Commission Meeting
June 9, 2025 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

9. Staff Reports

Information Report

To: Village Commission

By: Jeff Lawrence, Clerk Treasurer/CAO

Meeting Date: June 9, 2025

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

The odour originating from the regional sewer lagoons continues to be a source of community frustration. While the operation of the lagoons is the responsibility of the Municipality of the County of Kings, the Village of New Minas is a funding partner to the regional sewer, and as the host of the lagoons, the foul odour continues to disproportionately impact our residents. Updates regarding the issue can be viewed at <http://www.countyofkings.ca/regionalsewerupdates>.

The draft Financial Statements for the Year Ending March 31, 2025, will be presented to the Finance & Audit Committee on June 12th. Lawrence Lake will present the Financial Statements in summary form at the Village AGM on June 26th.

Nominations for the Village Commission closed on May 30th. With only one candidate putting their name forward, there will not be an election this year. Congratulations to Debra Windle-Smith on being acclaimed to the Village Commission.

With the year end audit field work now complete and capital projects underway, the focus of administration has shifted to capital projects, summer programming, activities and maintenance.

Highlights of the Past Month:

- Completion of Financial Statements for Year Ending March 31, 2024
- End of nomination period and beginning of Village Commission Election cycle

Regularly Scheduled Meetings:

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

- Collective meetings with Department Heads (weekly on Tuesdays)
- Individual meetings with Department Heads (weekly)
- Village Commission (May 12)
- Beautification (May 21)
- Water Commission (May 27)

Other Notable Meetings:

- Regional Sewer Technical Committee Meeting
- Met with CAOs from Kentville and Kings County re sewer odour issue
- Met with the Manager of IT for Kentville regarding a potential camera install for the Louis Millett Community Complex.

Information Report

To: Village Commission

By: Jeff Lawrence, Clerk Treasurer/CAO

Meeting Date: June 9, 2025

Subject: Monthly Report — Clerk Treasurer/CAO

**Professional Development:**

- N/A

Outlook for Next Month:

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

- The Village Annual General Meeting (June 24)
- Commission and Committee meetings
- Department Head meetings (collective and individual)
- Finance:
 - Audit and Year end
 - Bank reconciliations
 - Accounts payable
 - Invoicing and receivables
 - Payroll (bi-weekly)
 - Financial controls

Sincerely,

A handwritten signature in black ink, appearing to be "J. Lawrence", written over a horizontal line.

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: June 9, 2025

Subject: Monthly Report — Director of Public Works



Monthly Report — Director of Public Works

Staff Update:

We still have one open position for a laborer that we are going to try and fill in June.

Current Projects/Work:

- We are finishing the last data cleanup and RF installations for the June reading cycle. We will have a couple of water meters with difficult circumstances to upgrade. Meter reading is scheduled to be completed in the week of June 9. We are just waiting on the new water meters for the County Fair Mall.
- The bulk of the work is mowing and trimming the parks, sport fields, medians and roundabouts. The new zero turn mower has improved the speed of mowing the sports fields, it has been a great addition to the fleet. The fields have a more even cut and it has reduced the grass lumps on the fields.
- The new line painter for the field is working very well. The employees find it easier to push and the paint is being applied deeper into the grass.
- Apple Blossom preparation activities went well with no issues on the Public Works side.
 - The float was fully rebuilt to be inspected, we removed all the wood as it was rotten, painted the base of the trailer, installed new tires, rewired the lights, installed a new jack stand, installed a new wood floor, and painted the floor with non-slip paint.
 - Banners were installed.
 - The crosswalk and LMCC line painting was completed.

Long-Term Projects:

- The refurbishment of the reservoir at Busch Lane is going well. The crew are almost completed the blasting on the inside of the tank and 1/3 of the tank is primed on the inside. The floor has been scanned for thickness and there are 18 spots that need to be reenforced. There is money in the contract to cover this work. The cleaning and paint removal on the roof of the tank has been completed. The contractor informs us the project is still on target for July 23 completion.
- We had one complaint for noise to date on the tank refurbishment, and it was for the dehumidifier running at night. The position of the exhaust was changed, and we have not heard any issues from the resident.

Professional Development:

- We had 3 more personnel complete fall protection training on June 3. We only have 2 more employees to complete the training.

Information Report

To: Village Commission

By: Cory Palmer

Meeting Date: June 9, 2025

Subject: Monthly Report — Director of Public Works



- Our new employee completed the trenching training on June 4, so all our employees are up to date.
- We had 4 employees including the Director complete confined space training. We only have the new employee left to train.

Outlook for Upcoming Months:

- Park and sports field maintenance.
- The sewer line and sewer wet well cleaning will be conducted late June.
- Water meter reading will be completed in June.
- Busch Lane tank refurbishment.

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: June 9, 2025

Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

The 2024/25 Audit is complete, and the results will be presented to the Finance and Audit committee on June 12th. The Village's PST rebate was received, and I am assuming the New Minas Volunteer Fire Department Gas/Diesel/Propane rebate will be received before long as well.

The Water Utility's Q1 billing will be generated this week, and it is expected to be ready for invoicing within the next two weeks.

Current Tasks/Projects:

- May's Capital bank reconciliations are completed, operating will be completed, within the next few weeks.
- Fourth Quarterly Due to/from transfers and HST refund received.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date May 31
• Residential	\$1,445,184	\$280,510.85
• Commercial	\$939,332	\$190,491,.62
• Resource	\$8,586	\$3,801.36
Sewer	Budgeted	Collected Year to Date May 31
• Usage Charges	\$776,000	\$188,814.58
Water	Budgeted	Collected Year to Date May 31
• Metered Sales	\$857,000	\$186,170.03
• Sprinkler Service	\$4,999	\$1,331.00

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: June 9, 2025

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

- Summer Camp registration is 90% full
- May Bike Maintenance and Bike rodeo – 45 repairs, many more children showed up for the rodeo
- Finished planning for “June is Recreation Month”: Series of events throughout valley to raise awareness and participation in recreation and physical activity throughout the month of June. Project reflects regional partnership between municipal units, lead by Natalie Palmer of the Village of New Minas

Current Tasks/Projects:

- Planning for Summer Day Camp
- Challenger Baseball program at Lockhart Ryan Park on Tuesdays through June
- Implementing and promoting “June is Recreation Month” activities
- Free Bike Clinic (Maintenance & Bike Rodeo) part 2: June 3
- Planning for Canada Day festivities
- Working with PW to plan for Splash Pad water control during tank refurbishment

Long-Term Projects:

- Beautification – Municipal funding program closed permanently
- Parks and Playgrounds – Submitted grant application for LR Park Playground accessible flooring
- Douglas St Park development – Met with Ashley Brooker from County to discuss logistics of development
- Accessibility Working Group
- Canada Day planning

Meetings:

- Barry Braun – follow up to discuss our budget process, as per Barry’s request
- Accessibility working group – Met May 20, minutes/report attached as separate item

Professional Development Summary:

- Physical Activity Practitioners Exchange (P.A.P.E.) – Old Orchard Inn June 4, 5
- Staff training for senior summer staff

Outlook for Next Month:

- Monitor and support all programs
- Accessibility capital plan
- Summer Day Camp planning – Welcoming summer staff and training last week of June