Village of New Minas
Commission Meeting
November 9, 2026 @ 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 13, 2026, Village Commission Meeting
   b. October 21, 2026, Village Commission Meeting
5. Presentations:
   a. Proclamation – Project Red Ribbon Day
6. Business Arising from Minutes:
   a. September 14, 2016
      - Revisit Recreation Master Plan – In house vs contracted facilitation
   b. October 13, 2026, Village Commission Meeting
      - Advertising and Sponsorship Policy
   c. October 21, 2026, Village Commission Meeting
      - Amendment to Non-Union Salary Administration Policy
7. Comments from the Chair
8. Public Input Specific to Agenda Topics
9. Committee Reports:
   a. Beautification Committee — Minutes included
   b. Finance & Audit Committee — No meeting since last report
   c. Access and inclusion Working Group — No meeting since last report
   d. New Minas Water Commission — Minutes included
   e. Regional Sewer Committee — No meeting since last report
   f. Source Water Protection Committee - 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
11. New Business:
    a. None

12. Correspondence:
    a. Bruce MacArthur - Request for Letter of Support – Indoor Tennis/ Pickleball Facility
    b. The Royal Canadian Legion – Veteran's Service Recognition Book – Advertising Request
13. General Public Input
14. Closed Session
    a. Human Resources
15. Motions from the In-Camera Session
16. Adjournment

Village of New Minas
Commission Meeting
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA Sections

4. Minutes

Village of New Minas
Commission Meeting
October 13, 2026 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
Draft Minutes

Commissioners Present:

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

Commissioners Absent:

- Mary Munroe – With Regrets

Staff Present:

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

Others Present:

1. **Call to Order:**

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

2. **Disclosure of Conflict of Interest**

3. **Approval of the Agenda:**

   Motion:
   THAT the Agenda for the October 13, 2026, Commission Meeting be approved.

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

4. **Approval of Minutes:**

   a. **September 14, Village Commission Meeting**

      Motion:
      THAT the Minutes for the September 14, 2026, Village Commission Meeting be approved.

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

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5. **Presentations:**

   a. Jeff Hanshaw, the IT consultant for the Village, provided a demonstration of the newly installed camera system in and around the Louis Millett Community Complex and thanked the members of the New Minas Fire Department for their assistance during the install.

   During the question-and-answer portion of the demonstration, the primary topic of discussion was the system's night-vision capability. J. Hanshaw explained that night-vision performance is dependent on the quality of the cameras installed. He noted that if the initial units do not provide sufficient clarity in low-light conditions, they can be replaced with higher-grade cameras. The original cameras could then be repurposed elsewhere in the system where night-vision performance is less critical.

6. **Business Arising from Minutes:**
   - September 14, 2026, Village Commission Meeting
7. **Comments from the Chair:**
8. **Public Input Specific to Agenda Topics:**
9. **Committee Reports:**
   - **New Minas Water Commission**

   J. Redmond provided a verbal summary of the draft minutes included in the October 13, 2026, Commission agenda package.

   Motion:
   THAT the draft minutes for the Water Commission be received as included in the October 13, 2026, Commission agenda package.

   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.

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Motion:
THAT the CAO/ Clerk Treasurer report be received as included in the October 13, 2026, Commission agenda package.

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

b. Public Works

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

Motion:
THAT the Director of Public Works report be received as included in the October 13, 2026, Commission agenda package.

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

c. Finance

Motion:
THAT the Manager of Finance report be received as included in the October 13, 2026, Commission agenda package.

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

11. New Business:

a. Briefing - 6-month Strategic Plan Update

J. Lawrence presented a briefing updating the Commission on progress made regarding the strategic plan initiatives.

b. Request for Decision – Milne Playground RFD

J. Lawrence present4ed an RFD prepared by E. Dominey regarding the Milne Playground project including a recommendation to utilize the Strategic Initiatives Funds to cover costs over and above what was budgeted.
After the discussion, the following motion was put forward:

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Motion:
THAT the decision be deferred until the next meeting.

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

Request for Decision – Nova Scotia Crime Stopper Awareness Guide – Advertising

J. Lawrence reviewed an email from Nova Scotia Crime Stoppers requesting advertising in the Nova Scotia Crime Stopper Awareness Guide.

After a discussion, the following motions were put forward:

Motion:
THAT the Village of New Minas Commission approve the purchase of a small advertisement in the in the amount of $250 plus HST ($285) in the 26th Annual Nova Scotia Crime Stoppers "Crime Stoppers Awareness Guide," as outlined in the correspondence received from Unsolved Crime Publications, and further authorize staff to proceed with payment from the appropriate operating budget.

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

Motion:
THAT the Village of New Minas Commission direct Village Administration to develop a comprehensive Advertising and Sponsorship Policy, including criteria, approval processes, annual timelines, and alignment with the Municipal Government Act, for Commission review and consideration at a future meeting.

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

12. Correspondence:

13. General Public Input:

14. Closed Session:

Dave Chaulk indicated that there was a need for an in-camera session to deal with a 2 personnel issues.

At 8:15pm, the Commission adjourned to move into a closed session.

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Motion:
THAT the Commission adjourn to move into closed session.

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

Motion:
THAT the Commission adjourn from the closed session.

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

At 8:47pm the Commission reconvened the open session of the meeting.

15. Motions from the In-camera session
None

16. Adjournment
There being no further business, D. Chaulk called for a motion to adjourn at 8:50pm.

Motion:
THAT the meeting be adjourned.

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

DRAFT

Village of New Minas
Commission Meeting
October 21, 2026 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
Draft Minutes

Commissioners Present:

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

Commissioners Absent:

Staff Present:

- Jeff Lawrence, Clerk Treasurer/CAO
- Erica Dominey, Recreation Coordinator
- Cory Palmer, Director of Public Works

Others Present:

1. **Call to Order:**

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

2. **Disclosure of Conflict of Interest**

3. **Approval of the Agenda:**

   Motion:
   THAT the Agenda for the October 21, 2026, Commission Meeting be approved.

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

4. **Comments from the Chair:**

5. **Public Input Specific to Agenda Topics:**
   a. **C. Sappington** – C. Sappington highlighted the importance of playgrounds for young families and noted that her advocacy for a playground in the Douglas Street area was a key factor in her decision to run for a Commission seat. She further observed that Milne Avenue currently has two playgrounds, while the Douglas Street neighbourhood has none.

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6. **New Business:**

   a. **Request for Decision – Milne Playground RFD**

   E. Dominey opened the floor for questions. The Commission raised concerns regarding the lack of playgrounds in the Douglas Street area, whether a new park would see sufficient use, the overall cost of playground development, and the impact of previous delays in completing playground projects.

   E. Dominey responded by outlining Administration's plan to construct a playground in the Douglas Street neighbourhood next year. She noted that playground costs have risen significantly due to updated accessibility standards, tariffs, and inflationary pressures. She also acknowledged past delays and reaffirmed Administration's commitment to prioritizing playground renewal over the coming years. She highlighted increased usage trends in recently updated parks, including Lockhart & Ryan Park and the Port Williams playground, as evidence of strong community uptake following modernized upgrades.

   After discussion, the following motion was passed:

   Motion:
   THAT the Village Commission approve additional capital funding in the amount of $123,656 to be sourced from the Strategic Initiative Fund, for the Lonnie Milne Memorial Playground replacement project; bringing the total project budget to $188,656 inclusive of the Village's HST expense; and further, that the Commission authorize staff to proceed with the Terra Construction proposal, subject to the completion of all required procurement, contractual, and financial processes.

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

7. **Closed Session:**

   Dave Chaulk indicated that there was a need for an in-camera session to deal with a human resource issue.

   At 3:40pm, the Commission adjourned to move into a closed session.

   Motion:
   THAT the Commission adjourn to move into closed session.

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

DRAFT

Motion:
THAT the Commission adjourn from the closed session.

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

At 4:15pm the Commission reconvened the open session of the meeting.

8. **Motions from the In-camera session**

Motion:
THAT the Commission support the recommendations as presented in the staff compensation study by the consultant in the in-camera session.

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

9. **Adjournment**
There being no further business, D. Chaulk called for a motion to adjourn at 4:17pm.

Motion:
THAT the meeting be adjourned.

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

DRAFT

Village of New Minas
Commission Meeting
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA Sections

5. Presentations

PROCLAMATION

PROJECT RED RIBBON DAY: NOVEMBER 10, 2026

WHEREAS PROJECT RED RIBBON IS A COMMITMENT MADE BY CANADIANS TO DRIVE SAFE AND SOBER. IT IS A HIGHLY VISIBLE, COMMUNITY PUBLIC AWARENESS CAMPAIGN WHICH DEPENDS ON VOLUNTEER PARTICIPATION TO PROMOTE THE MESSAGE THAT DEATHS AND INJURIES RESULTING FROM IMPAIRED DRIVING ARE NEEDLESS TRAGEDIES AND TOTALLY PREVENTABLE;

WHEREAS, EACH YEAR FROM THE BEGINNING OF NOVEMBER UNTIL THE FIRST MONDAY AFTER NEW YEAR'S, MADD CANADA VOLUNTEERS ACROSS THE COUNTRY DISTRIBUTE RED RIBBONS AND/OR CAR DECALS AND ASK CANADIANS TO DISPLAY A RED RIBBON AND/OR CAR DECAL ON THEIR VEHICLE, KEY CHAIN, OR ON A PERSONAL ITEM LIKE THEIR PURSE, BRIEFCASE, OR BACKPACK;

WHEREAS THE MADD CANADA RED RIBBON AND/OR CAR DECAL IS A POWERFUL SYMBOL. BY DISPLAYING THE RIBBON AND/OR CAR DECAL, INDIVIDUALS MAKE A PERSONAL COMMITMENT TO DRIVE SOBER. THE RED RIBBON AND/OR CAR DECAL ALSO PAYS TRIBUTE TO THE THOUSANDS OF CANADIANS WHO HAVE LOST THEIR LIVES OR HAVE BEEN INJURED AS A RESULT OF IMPAIRED DRIVING, AND REINFORCES THE MESSAGE TO DRIVE SOBER THROUGHOUT THE HOLIDAYS AND THE YEAR;

THEREFORE, I, DAVE CHAULK, CHAIR OF THE NEW MINAS VILLAGE COMMISSION, DO HEREBY DECLARE NOVEMBER 10TH AS PROJECT RED RIBBON DAY IN THE VILLAGE OF NEW MINAS.

DATED THIS 9TH DAY OF NOVEMBER, 2026.

_____

DAVE CHAULK CHAIR,
VILLAGE OF NEW MINAS COMMISSION

Village of New Minas
Commission Meeting
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA Sections

6. Business Arising from the Minutes

REQUEST FOR DECISION

Village of New Minas Commission

Subject: Recreation Master Plan – In-House Development
Department: Recreation
Prepared by: Erica Gillis, Recreation Coordinator
Date: November 9, 2026

Purpose

The purpose of this Request for Decision is to seek Commission approval for the Recreation Department to proceed with the development of the Village of New Minas Recreation Master Plan in-house.

Background

The Recreation Master Plan is intended to establish a long-term vision for recreation in the Village of New Minas. The plan will evaluate existing recreation facilities, parks, programs, and services; identify current and emerging community needs; and set priorities to guide future planning, investment, and development.

To explore options for completing this work, the Village sought external proposals. Two submissions were received, with quoted costs of $47,700 and $191,292 respectively.

Given the magnitude of these costs, the Recreation Department believes the Master Plan can be completed internally without compromising the scope, rigor, or quality of the final deliverable.

Rationale for Completing the Work In-House

The Recreation Department is well positioned to lead this project due to its existing knowledge of the Village's recreational assets, programs, facilities, community organizations and operational needs.

The Recreation Coordinator works directly with residents, families, community groups, schools, recreation organizations and facility users. This provides an established understanding of community interests, existing service gaps, infrastructure challenges and opportunities for future development.

The department also regularly undertakes work that directly aligns with the requirements of a master planning process, including capital planning, facility assessments, program development, community engagement, budgeting, grant applications and long-term project coordination.

An external facilitator would provide coordination and assistance with the process; however, the research, consultation, assessment and development of recommendations can be undertaken by existing departmental staff.

Proposed Approach

The Recreation Department proposes to lead the project through the same general phases and deliverables previously identified:

Should specialized technical expertise or additional assessments be required during the process, these can be considered separately rather than engaging an external consultant for the entire project.

Financial Implications

Proceeding in-house would avoid the proposed external consulting costs of $47,700.

While staff time and some minor expenses associated with public engagement and document preparation will be required, these activities can largely be incorporated into existing departmental responsibilities and resources.

Recommendation

It is recommended that Commission approve the Recreation Department proceeding with the development of the Recreation Master Plan in-house.

Motion

That the Village of New Minas Commission approve the Recreation Department proceeding with the development of the Recreation Master Plan in-house rather than engaging an external consultant.

Village of New Minas

REQUEST FOR DECISION
To: Village of New Minas Commission
Meeting Date: November 9, 2026
Subject: Adoption of the Sponsorship & Advertising Support Policy
Submitted by: Jeff Lawrence, Clerk Treasurer / CAO

PURPOSE OF REPORT

To request Village Commission approval of the Sponsorship & Advertising Support Policy, establishing a formal and consistent framework for evaluating requests from external organizations seeking Village sponsorship or advertising support.

BACKGROUND

The Village receives periodic requests for financial or in-kind sponsorship, as well as advertising placement opportunities. These requests have historically been addressed individually without a standardized policy.

The proposed policy provides a structured approach grounded in the Municipal Government Act (MGA), which authorizes villages to promote business, industrial, and tourism opportunities and to make grants to nonprofit societies for these purposes. The policy ensures that any Village support is directly tied to these legislated purposes and delivered transparently.

DISCUSSION

The policy introduces:

- **Clear eligibility requirements** ensuring all supported initiatives directly promote business, industrial, or tourism opportunities within the Village.
- **Guiding principles** emphasizing community benefit, alignment with Village values, appropriate recognition, and avoidance of conflicts of interest.
- **A defined annual application process**, including a February 15 submission deadline and mandatory documentation.
- **A structured review pathway**, with administrative assessment followed by Commission approval.
- **Recognition standards** ensuring professional, proportionate acknowledgment of Village support.
- **One-year approval terms**, requiring annual reapplication.

This framework enhances transparency, supports responsible resource allocation, and provides clarity for applicants and staff.

OPTIONS

Option 1 – Approve the Policy (Recommended) Adopt the Sponsorship & Advertising Support Policy as presented.

Option 2 – Amend the Policy Provide direction to Administration on desired revisions.

Option 3 – Decline the Policy Continue without a formalized sponsorship/advertising framework.

FINANCIAL IMPLICATIONS

Adoption of the policy does not commit funds. Any future sponsorship or advertising support will be considered individually through the annual budget process or Commission approval.

STRATEGIC ALIGNMENT

The policy supports:

- Transparent and consistent governance
- Responsible financial stewardship
- Promotion of local business and tourism
- Clear administrative processes for external requests

RECOMMENDATION

That the Commission adopt the Sponsorship & Advertising Support Policy as presented.

RECOMMENDED MOTION

THAT the Village of New Minas Commission approve the Sponsorship & Advertising Support Policy, effective immediately, and direct Administration to implement the annual application and review process as outlined.

APPENDICES

- Appendix A – Draft Advertising and Sponsorship Policy

Appendix A

Village of New Minas

Policy on Requests for Village Sponsorship or Advertising Support
Policy Number: VNM-2026-02
Adoption Date: _____
Most Recent Amendment: N/A

Purpose

This policy establishes clear criteria and a consistent decision-making framework for evaluating requests from external organizations seeking sponsorship or advertising support from the Village of New Minas. The policy ensures that Village resources are allocated responsibly, transparently, and in alignment with municipal purposes under the Municipal Government Act (MGA).

Legislative Authority

This policy is enacted under the authority of the Municipal Government Act, R.S.N.S. 1998, section 423(1)(k), which empowers the Village to:

- **advertise the opportunities of the Village for business, industrial, and tourism purposes;**
- **encourage tourist traffic;**
- **make grants to a nonprofit society for these same purposes.**

All sponsorship or advertising support provided under this policy must fall strictly within these authorized purposes.

Definitions

- **Sponsorship:** A financial or in-kind contribution from the Village to support an external organization's program, event, publication, or initiative.
- **Advertising:** Paid placement of Village promotional content in an external organization's publication, event materials, or media.
- **Applicant:** Any organization requesting sponsorship or advertising support from the Village.

Guiding Principles

Requests for Village sponsorship or advertising must:

- Demonstrate clear community benefit for residents of the Village of New Minas.
- Align with Village values, strategic priorities, and municipal purposes.
- Support safety, wellness, recreation, culture, or community development.
- Provide appropriate recognition or value for the Village's contribution.
- Avoid conflicts of interest or perceived endorsement of inappropriate activities.

The Village reserves the right to decline any request that does not meet these principles.

New Minas
A good place to live

Appendix A

Eligibility Criteria

The Village may consider sponsorship or advertising support **only** for initiatives that directly advance one or more of the following:

- Promotion of business opportunities within the Village of New Minas
- Promotion of industrial opportunities within the Village
- Promotion of tourism opportunities within the Village
- Activities that encourage tourist traffic to the Village
- Grants to nonprofit societies whose activities directly support business, industrial, or tourism promotion

To be eligible, the applicant must demonstrate a clear and direct connection between the request and the promotion of business, industrial, or tourism opportunities in the Village.

Application Requirements

All requests for Village sponsorship or advertising must be submitted no later than February 15 of any given year for consideration in the upcoming fiscal year.

Applications must include:

- Completed application form
- Description of the initiative and its community benefit
- Requested financial or in-kind support
- Proposed recognition or advertising placement
- Contact information for the applicant

Incomplete applications will not be considered.

Review and Approval Process

1. Administrative Review: Staff will assess eligibility, community benefit, and alignment with Village priorities.
2. Recommendation to Commission: Administration will prepare a summary and recommendation for Commission consideration.
3. Commission Approval: The Commission is the final authority for approving sponsorship or advertising support.
4. Agreement Execution: Approved requests will be formalized through a written agreement outlining terms, recognition, and responsibilities.

Recognition Standards

Recognition provided to the Village must be:

- Professional and consistent with Village branding
- Proportionate to the level of support provided
- Approved by Administration prior to publication or display

Term and Renewal

- Sponsorship or advertising support is approved for one fiscal year only.
- Renewal requires a new application submitted by February 15.

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Appendix A

Village of New Minas Sponsorship & Advertising Support Application Form

Deadline: February 15 of any given year

Applicant Information

- **Organization Name:** _____
- **Primary Contact Person:** _____
- **Mailing Address:** _____
- **Phone:** _____
- **Email:** _____

Type of Request

- ☐ Sponsorship
- ☐ Advertising Support

Description of Initiative & Community Benefit

Requested Support

- **Financial Contribution Amount:** $_____
- **In-Kind Support (if applicable):**

Proposed recognition or advertising placement

Applicant Declaration

I certify that the information provided is accurate and that the initiative aligns with the Village of New Minas Sponsorship & Advertising Support Policy.

Signature:_____ **Date:** _____

Policy Administration

The Clerk Treasurer/CAO is responsible for administering this policy, reviewing applications, preparing recommendations, and ensuring compliance with agreements.

DRAFT

Village of New Minas

REQUEST FOR DECISION
To: Village of New Minas Commission
Meeting Date: November 9, 2026
Subject: Amendment to Non-Union Salary Administration Policy (VNM-2024-01)

Purpose of the RFD

To seek Commission approval of amendments to the Non-Union Salary Administration Policy that update the non-union salary grid, clarify progression rules, and modernize starting salary placement procedures following the 2026 market review.

Background

The Non-Union Salary Administration Policy, adopted June 10, 2024, provides the framework for compensation administration for all non-union positions. A market review completed in 2026 identified the need to update salary ranges for several levels and to replace the former percentage-based progression system with a more transparent and competitive step-based grid.

The proposed amendment (dated November 9, 2026) introduces a nine-step salary grid, formalizes CPI adjustments, clarifies step progression, and strengthens the process for determining starting salaries. It also includes transition rules for placing current employees on the new grid.

Summary of Key Amendments

The amendment:

- Establishes a nine-step salary grid for all non-union positions.
- Applies an annual CPI adjustment to the grid each April 1 (capped at 5%).
- Clarifies step progression, including advancement following satisfactory performance and limitations for employees at Step 9.
- Defines starting salary placement, including criteria for placement above Step 1 and documentation requirements through the New Hire Salary Rationale Form.
- Sets transition rules ensuring current employees are placed at the nearest step at or above their current salary, with no reduction in pay.
- Updates salary ranges for Levels 1–3 based on market findings.
- Outlines treatment of green-circled and red-circled employees.

Please note that while the amendment retains the existing salary ranges for the Director of Public Works and the Director of Finance, it restructures those ranges into a nine-step grid, with each step representing approximately a 3.3% increase. This same methodology was applied when transferring both positions onto the updated grid.

Options

1. Approve the amendment to Policy VNM-2024-01 as presented.
2. Approve the amendment and authorize one additional step advancement for each current non-union employee upon implementation, subject to satisfactory performance, as contemplated in the Salary Review Report.
3. Approve the amendment with further modifications.
4. Defer the amendment pending additional review.
5. Reject the amendment.

Recommendation

That the Commission approve the amended Non-Union Salary Administration Policy (VNM-2024-01) dated November 9, 2026.

If the Commission wishes to recognize performance and support retention during implementation, Option 2 provides a structured and equitable mechanism to do so.

Recommended Motions

Option 1 – Approve the Policy Amendment as Presented

Motion: *That the Commission approve the amended Non-Union Salary Administration Policy (VNM-2024-01), dated November 9, 2026, as presented.*

Option 2 – Approve the Policy Amendment and Authorize One Additional Step Advancement

Motion: *That the Commission approve the amended Non-Union Salary Administration Policy (VNM-2024-01), dated November 9, 2026, and further authorize the advancement of each current non-union employee by one additional step upon implementation, subject to satisfactory performance as outlined in the Salary Review Report.*

Appendices

- Appendix A – Non-Union Administration Policy (Amended 2026)

Appendix A

Non-Union Salary Administration Policy (Amended 2026)

Policy Number: VNM-2024-01
Original Adoption: June 10, 2024
Amendment Date: November 9, 2026

Purpose
The Village of New Minas ("the Village") maintains a salary administration program that is internally equitable, externally competitive, affordable, and designed to recruit and retain qualified, motivated, and productive employees.

This Policy:

- Expresses the principles of salary administration for non-union employees;
- Ensures a fair and equitable process for determining compensation;
- Identifies the components of the salary administration program;
- Identifies circumstances under which an employee's salary may change; and
- Provides guidance for determining starting salaries of new employees.

Scope

- This Policy applies to all non-union employees of the Village, excluding the Clerk Treasurer/CAO.
- The Clerk Treasurer/CAO's salary shall be determined through a contract negotiated with the Commission.
- Salary administration for unionized employees is governed by the Collective Agreement.

General Procedures

The Clerk Treasurer/CAO will conduct a market-based salary review at least every four years to ensure competitiveness and alignment with comparable employers. Proposed changes to salary scales will be brought to the Commission through amendments to this Policy.

The Clerk Treasurer/CAO will ensure all non-union employees participate in an annual Performance Review.

Salary Structure

Salary Levels and Ranges

The Village adopts a nine-step salary grid for all non-union positions, replacing the former percentage-based progression system. Each salary range is divided into nine defined steps, with each step representing approximately 3.3% progression within the range.

Annual Grid Adjustment (CPI)

The Village will adjust the entire salary grid each April 1 by the January year-over-year Nova Scotia all-items CPI, capped at 5.0%. Carry-over provisions from the previous rolling-average system are eliminated. Employees retain their step placement and receive the CPI adjustment regardless of performance.

Step Progression

Annual Step Movement

Employees advance one step each April 1 following a satisfactory performance review.

Unsatisfactory Performance

Employees rated Unsatisfactory:

- Receive the annual CPI grid adjustment;
- Do not advance a step until performance improves.

Maximum Step (Step 9)

Employees at Step 9:

- Continue to receive CPI grid adjustments;
- Are not eligible for further step increases;
- May receive a one-time lump-sum payment in recognition of exceptional performance, at the CAO's discretion.

Starting Salaries

Default Placement

New employees will normally start at Step 1 of the salary range.

Placement Above Step 1

Placement above Step 1 may be approved when:

- The candidate brings knowledge, skills, or abilities beyond job requirements;
- The candidate's previous salary warrants consideration;
- Market salary rates justify a higher placement;
- Salary relationships to subordinates, peers, and supervisors must be maintained. Any placement above Step 1 must be documented using the New Hire Salary Rationale Form (Appendix C) and approved by the Clerk Treasurer/CAO.

Maximum Placement

New hires may not be placed above Step 9.

Placement of Current Employees (Transition Rule)

Upon adoption of the new salary grid:

- Each current employee will be placed at the nearest step at or above their current salary, ensuring no reduction in pay.
- Placement is not based on years of service.

The Commission may optionally advance each employee one additional step upon implementation, subject to satisfactory performance, as noted in the report.

Salaries Not Within Range

Green-Circled Employees

Employees below the minimum of their salary range will be moved to Step 1, unless performance concerns warrant a performance improvement plan prior to adjustment.

Red-Circled Employees

Employees above the maximum of their range will be red-circled, receiving only CPI grid adjustments. No current employees are red-circled under the recommended ranges.

Salary Levels

Levels 1–3 have been updated in accordance with the 2026 Salary Review Report. Levels 4 and 5 retain their existing salary ranges; however, both levels were converted into a standardized nine-step grid, with each step representing a 3.3% progression. This same methodology was applied when transferring both positions onto the updated grid to ensure consistency, internal equity, and alignment with the Village's revised compensation structure.

Amendments

All future changes to salary levels, ranges, or step structures require Commission approval through amendments to this Policy.

Appendix A – Salary Ranges (Nine-Step Grid)

Level	Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
5	Director of Public Works	88,438	91,357	94,371	97,486	100,703	104,026	107,459	111,005	114,668
5	Director of Finance	88,438	91,357	94,371	97,486	100,703	104,026	107,459	111,005	114,668
4	Manager of Finance	72,359	74,747	77,213	79,762	82,394	85,113	87,921	90,823	93,820
3	Exec Assistant & Comm Coordinator	57,000	58,900	60,864	62,893	64,990	67,157	69,396	71,709	74,100
3	Recreation Coordinator	57,000	58,900	60,864	62,893	64,990	67,157	69,396	71,709	74,100
2	Finance Officer 1	52,122	53,860	55,655	57,511	59,428	61,410	63,457	65,573	67,759
2	Finance Officer 2	52,122	53,860	55,655	57,511	59,428	61,410	63,457	65,573	67,759
2	Active Living Coordinator	52,122	53,860	55,655	57,511	59,428	61,410	63,457	65,573	67,759
2	Head Custodian	52,122	53,860	55,655	57,511	59,428	61,410	63,457	65,573	67,759
1	Admin Assistant	45,243	46,751	48,310	49,921	51,585	53,305	55,082	56,918	58,816
1	Custodian	45,243	46,751	48,310	49,921	51,585	53,305	55,082	56,918	58,816

Appendix B – New Hire Salary Rationale Form

New Hire Salary Rationale

This form is to be completed only when a new employee is recommended for placement above Step 1 of the salary range for their position. Step 1 is the normal starting rate for new hires.

Position Title	
Salary Level	
Salary Range for this Level (Step 1 to 9)	
Candidate Name	
Step 1 Salary (default)	
Proposed Step	
Proposed Salary	

Supporting Rationale

Explain in detail why this candidate should be placed above Step 1. Include reference to:

- knowledge, skills and abilities the candidate brings beyond those required for the job;
- salary level the candidate was earning in their previous job;
- market salary rate for the role (if available); and
- salary relationship to subordinates, peers and supervisor.

Placement at Steps 7 to 9 should be limited to candidates who bring critical expertise that is in short supply. The proposed salary may not exceed Step 9.

Recommended:

_____

Hiring Manager/ Director

Date: _____

Approved

_____

Clerk Treasurer/ CAO

Date: _____

Village of New Minas
Non-Union Salary Administration Policy

Policy Number: VNM-2024-01
Policy Adoption Date: June 10, 2024
Most Recent Amendment: N/A

1. Purpose

The Village of New Minas ("the Village") maintains a salary administration program that endeavours to be internally equitable, externally competitive, affordable for the Village, and which is used to recruit and retain qualified, motivated, and productive employees.

This Policy:

1.1 Expresses the principles of salary administration as it applies to non-union employees;

1.2 Ensures a process to determine fair and equitable compensation for positions and related duties within the Village;

1.3 Identifies the components of the salary administration program;

1.4 Identifies circumstances under which an employee's salary may be changed; and

1.5 Provides guidance for determining the starting salaries of new employees.

2. Scope

2.1. This Policy applies to all non-union employees of the Village, excluding the Clerk Treasurer/CAO.

2.2. The Clerk Treasurer/CAO's salary shall be determined through a contract negotiated with the Commission.

2.3. The Collective Agreement shall determine salary administration for union employees.

3. General Procedures

3.1. The Clerk Treasurer/CAO will be responsible to conduct a salary review every four years or less, to ensure that the Village remains competitive and that the salary scales are aligned with comparable employers. Proposed changes to the salary scales will be brought to the Village Commission for approval through amendments to this Policy.

3.2. The Clerk Treasurer/CAO will be responsible to ensure that all non-union employees participate in an annual Performance Review.

4. Starting Salaries

4.1. By default, newly-hired employees will start at the minimum rate of pay within the salary range for the position.

4.2. Notwithstanding Clause 4.1, there may be circumstances when it is determined that a rate of pay higher than the minimum is necessary to hire a candidate or to acknowledge previous related experience. Factors that may be considered are:

- Candidate's knowledge, skills, and/or experience related to the position
- Candidate's salary from previous employment
- Market salary rate for the position
- Salary relative to subordinates, peers, and supervisor

4.3. The Clerk Treasurer/CAO will be responsible for determining the starting salary of new employees within the approved salary scales.

5. Non-Union Employee Pay Increases

5.1. Annual increases will be effective on April 1st of each year.

5.2. The non-union employee salary scales included in Section 6 will be increased annually according to the Consumer Price Index (CPI), up to a maximum of 5%. The following rolling averages of CPI for Nova Scotia as reported by Statistics Canada (January — all items) will be used for this calculation:

- April 1, 2025: two-year rolling average
- April 1, 2026: three-year rolling average
- April 1, 2027 and subsequent years: four-year rolling average

5.3. Annual increases will be applied in accordance with Clause 3.2 and Table 5-1:

Table 5-1. Non-Union Employee Pay Increase Matrix

Performance Evaluation	CPI Increase	Performance Increase	Total Increase
Unacceptable	N/A	0%	0%
Needs Improvement	Rolling average CPI	0%	Rolling average CPI
Successful	Rolling average CPI	1.25%	Rolling average CPI + 1.25%
Exceptional	Rolling average CPI	2.50%	Rolling average CPI + 2.50%

5.4. The rolling average CPI increase will be capped at 5.0%. In instances where the rolling average CPI is over 5.0%, the difference will be carried over and applied to increases after the rolling average CPI normalizes below 5.0%.

5.5. Subject to approval of the Commission through the budget deliberation process, the Clerk Treasurer/CAO will have discretionary authority to increase annual salaries up to 5.0% above the CPI increase (inclusive of the performance increase) for employees whose skills and experience in the position justify movement up the scale.

5.6. Employees that have reached the maximum pay range within their salary scale will not

be eligible for performance increases beyond the annual CPI increase.

6. 2024/25 Non-Union Salary Scales

Category	Positions	Annual Pay Range
Level 1	Administrative Assistant; Custodian	40,000 to 50,000
Level 2	Head Custodian; Recreation Coordinator	45,000 to 57,500
Level 3	Active Living Coordinator; Finance Officer	50,000 to 65,000
Level 4	Director of Recreation & Community Development; Manager of Finance	65,000 to 90,000
Level 5	Manager of Municipal Operations	75,000 to 100,000
Level 6	Director of Finance (CPA); Director of Public Works (P.Eng.)	85,000 to 110,000

7. Amendments

Date	Amendments
June 10, 2024	Policy adopted by Commission
September 9, 2024	Addition of Director of Public Works (P.Eng.)

Village of New Minas
Commission Meeting
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA Sections

9. Committee Reports

Village of New Minas
Special Beautification Committee
October 21, 2026 @ 10:30 AM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Debra Windle-Smith, Commission Member & Chair
- Mary Munroe, Commission Member
- Michelle Coleman, Business Representative
- Cory Palmer, Director of Public Works
- Erica Dominey, Recreation Coordinator
- Linda Martin, Citizen Member

Members Absent:

Staff Present:

- Jeff Lawrence, Clerk Treasurer/ CAO

Others Present:

- Rosslyn MacKay – Mackay Landscape and Design

1. **Call to Order:**

   The Chair called the meeting to order at 10:30am.

3. **New Business**
   a. **Volunteer in choosing the Christmas Tree – Cory**

   Rosslyn Mackay provided an overview of her professional background in landscape architecture and design, outlining key projects she has completed and the range of services her firm offers. She described her general approach to developing conceptual and detailed plans, including site assessment, community context, and iterative design development.

   Following her presentation, Committee members engaged in a question-and-answer discussion. Topics included:

   - The process required to develop a comprehensive plan for the site
   - Potential design possibilities and constraints
   - The importance of maintaining the established character and identity of the park
   - Considerations for integrating new features while respecting existing usage patterns

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During the discussion, M. Munroe provided historical context on the development of the park, including the original concept and the evolution of the site's layout and amenities. This background helped frame the conversation around future planning and design direction.

Following R. Mackay's departure, there was a discussion on next steps and the following motion was put forward:

Motion:
THAT the Beautification Committee accept the bid that was provided by Mackay Landscaping and Design and proceed.

M/ L. Martin
S/ C. Palmer
Motion Carried

b. Volunteer in choosing the Christmas Tree – Cory

C. Palmer requested a Committee volunteer to assist with selecting this year's Christmas tree. E. Dominey and D. Windle-Smith both volunteered to participate in the selection process.

It was agreed that one of the two volunteers will accompany C. Palmer to choose the tree for this year's display.

c. Christmas Lights update – Cory

C. Palmer noted that the park currently uses multicolour Christmas lights exclusively. He suggested that incorporating some unicolour lighting in select areas could enhance the overall appearance and provide visual contrast.

After discussion, the Committee reached consensus to proceed with this approach, supporting the inclusion of unicolour lighting as part of this year's display.

d. Crescent Park planting review – Cory

C. Palmer presented a photo illustrating the overgrown condition of Crescent Park. He requested the Committee's permission to proceed with a clean-up of the park and to prepare a preliminary concept plan for the Committee's review outlining potential improvements and future direction.

The Committee agreed to the request, supporting both the clean-up work and the development of a draft plan for consideration.

DRAFT

e. Other – Remembrance Day Banners

The Committee held a discussion regarding Remembrance Day banners and signs. C. Palmer noted that the Village currently has 11 ground-mounted signs available for use.

J. Lawrence advised that he would review the budget to determine whether additional signs could be purchased this year and would update Committee members once that review is complete.

4. **Next Meeting Date:**

   November 18, 2026.

5. **Adjournment:**

   There being no further business, the Chair called for a motion to adjourn at 11:45am.

   Motion:
   THAT the meeting be adjourned.

   M/ C. Palmer

DRAFT

Draft Village of New Minas
New Minas Water Commission
October 27, 2026 @ 1:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

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

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 1:07pm, welcoming those in attendance.

2. **Approval of the Agenda:**

   Motion:

   THAT the Agenda for the October 27, 2026, Water Commission Meeting be approved.

   M/ B. MacArthur
   S/ M. Stevens
   Motion Carried

3. **Approval of Minutes:**

   a. September 22, 2026, Water Commission Meeting

      Motion:
      THAT the Minutes for the September 22, 2026, Water Commission Meeting be approved as circulated.

      M/ M. Munroe
      S/ B. MacArthur
      Motion Carried

DRAFT

4. **Business Arising from Minutes:**

   a. **September 22, 2026, Water Commission Meeting**

   J. Lawrence indicated that the Water Rate Study scheduled to begin by April 1, 2027 will stay on the agenda under Business Arising from the Minutes until it has commenced

5. **Comments from the Chair:**

6. **Staff Reports:**

Water Operations Report

C. Palmer presented an overview of the key points from the Water Operator's Report.

Following the presentation, the Commission discussed the transmission line size restriction in the Busch Lane/Deep Hollow area and the growing concerns related to system capacity.

C. Palmer indicated that replacing the referenced transmission line, along with securing additional well capacity, are the priority actions required to address the identified capacity issues.

C. Palmer also noted that the Village will be reviewing the accuracy of its flow meters.

Motion:
THAT the Water Operations Report be received as circulated prior to the October 27, 2026, Water Commission meeting and as verbally summarized by the Director of Public Works.

M/B. MacArthur
S/ M. Stevens
Motion Carried

7. **New Business**

   a. **Tank 1 - Live Water Valve Replacement**

   C. Palmer spoke to the buildup of calcium carbonate in the line leaving Tank 1 and the need to address the issue.

   He outlined options under consideration, including installing a check valve at Tank 1 to allow for line replacement, as well as potential approaches such as freezing the line or installing the valve while the line remains live.

   He indicated that he is currently investigating these options and anticipates that the solution will be costly.

   There was consensus to call a special meeting once C. Palmer has concrete information on the preferred option and associated costing.

8. Correspondence:

There was no correspondence

9. Other Business

M. Munroe inquired about who is responsible for funding infrastructure upgrades required to support new development.

C. Palmer and J. Redmond clarified that developers are responsible for upgrades on their own property, while the Water Commission is responsible for off-site water infrastructure upgrades.

M. Munroe asked whether the County consults the Water Commission regarding water and sewer capacity when it receives a development application.

C. Palmer indicated that the County does engage the Commission at a certain stage of the application process.

10. Public Input:

There was no public input.

11. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 1:48pm.

Motion:
THAT the meeting be adjourned.

M/ B. MacArthur
S/ M. Stevens
Motion Carried

Village of New Minas
Source Water Protection Committee
October 29, 2026 @ 1:30pm
Commission Room, LMCC
New Minas, Nova Scotia
Draft Minutes

Members Present:

- James Redmond, Chair and NMWC Member
- Mary Munroe, NMWC Member
- Maynard Stevens, Citizen Member
- Ahmad Elkadri, Citizen Member
- Christina Sappington, MoK Councillor

Members Absent:

- Andy Pulsifer, Manager of EPW, Lands and Park Services – Municipality of Kings

Staff and Advisors Present:

- Jeff Lawrence, Clerk Treasurer/CAO — Village of New Minas
- Cory Palmer, Director of Public Works — Village of New Minas
- Trish Javorek, Director of Planning and Inspections — Municipality of Kings (2pm)
- Mike Allen — Nova Scotia Department of Environment & Climate Change
- Chris Llewellen , MoK Compliance Officer

Others Present:

- None

1. **Call to Order:**
   The Chair called the meeting to order at 130pm, welcoming those in attendance and opening round table introductions.

2. **Approval of the Agenda:**
   Motion:
   THAT the Agenda for the October 29, 2026, Source Water Protection Committee meeting be approved.

   M/ M. Munroe
   S/ M. Stevens
   Motion Carried

DRAFT

3. **Approval of Minutes:**

   a. May 28, 2026, Source Water Protection Meeting

   Motion:
   THAT the Minutes for the May 28, 2026, Source Water Protection Committee Meeting be approved as amended.

   M/ M. Stevens
   S/ C. Sappington
   Motion Carried

4. **Business Arising from Minutes:**

   a. May 28, 2026, Source Water Protection Meeting

      i. Review the 2026/27 Annual Action Plan and Progress to Date
      J. Lawrence and Cory Proctor led a review of the 2026/27 Annual Action Plan and noted Progress top date.
      Highlights included C. Palmer's risk assessment update and an overall review of monitoring data.
      J. Lawrence indicated that updates in the February meeting will speak to Education and Emergency Preparedness.

   Motion:
   THAT the committee accept the presentation.

   M/ A. Elkadri
   S/ M. Stevens
   Motion Carried

      ii. Update Exploration Program for New Well
      J. Lawrence informed the Committee that monies were approved in the water budget to purchase land for the exploratory well on Turner Drive. He further indicated that he hoped to complete the transaction this year.

5. **Comments from the Chair:**

   The Chair noted that the Village Water Commission had received a hydraulic model assessment of the water infrastructure and that it will be contracting to secure detailed engineering services to address a potential bottleneck within the transmission system. The Chair further noted that the water utility has committed to initiating a water rate study by April 1, 2027.

6. **New Business:**

   None

DRAFT

7. Next Meeting Date:

February 26, 2027

8. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 2:12pm.

Motion:
THAT the meeting be adjourned.

M/ C. Sappington

DRAFT

Village of New Minas
Commission Meeting
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA Sections

10. Staff Reports

Information Report
To: Village Commission
By: Jeff Lawrence, Clerk Treasurer/CAO
Meeting Date: November 9, 2026
Subject: Monthly Report — Clerk Treasurer/CAO

Monthly Report — Clerk Treasurer/CAO

Highlights of the Past Month:

- Continue to move forward with approved Capital Projects.
- EA and Communications Coordinator starts November 9th – Jenna Jackson.
- The Strategic Initiatives Fund has been utilized to allow the Milne Park Playground renewal to proceed.
- The Non-Union Salary Review Report has been accepted by the Village Commission, and the corresponding policy amendment have been prepared for the Commission's consideration
- Attended Trunk or Treat

Regularly Scheduled Meetings:

In the past 2 months, I attended the following regularly scheduled meetings:

- Beautification Committee
- Water Commission
- Source Water Protection Committee
- Individual meetings with Department Heads

Other Notable Meetings:

- Held discussions with solicitors and met with staff regarding ongoing HR issue
- Continue to meet with recreation team regarding department priorities
- Attended quarterly meeting along with CT/ CAOs from Kingston and Port Williams
- Attended meeting regarding audio/ visual options for the Louis Millett Community Complex
- Attended monthly meeting with Councillor Christina Sappington
- Attended Labour Management meeting

Professional Development:

- N/A

Outlook for Next Month:

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

- Continue to track the budget
- Follow up with the implementation of the staff compensation review once the corresponding policy amendments are finalized
- Meet to discuss expectations with the newly hired EA and Communications Coordinator
- Move forward the hiring process for the Director of Finance
- 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

Recreation Department – Monthly Report to Village Commission

Erica Gillis – Recreation Coordinator

Programs, Events & Community Engagement

The past month has been a busy and successful one for the Recreation Department, with a strong focus on community programming and upcoming seasonal events.

Our annual Trunk or Treat event was a huge success, with excellent community participation and overwhelmingly positive feedback. The event saw great involvement from local businesses, organizations, and community members, helping create a fun and welcoming experience for families. The continued support and participation from the community demonstrate the value of these events in bringing residents together.

Looking ahead, preparations are underway for several upcoming events:

- **Annual Craft Fair – November 15:** Vendor spaces are completely sold out, demonstrating continued interest and support for this popular community event.
- **Parade of Lights – November 21:** Planning and coordination are underway for this year's parade.
- **Annual Seniors Dinner:** Preparations are also underway for this seasonal gathering, providing an opportunity to recognize and connect with our senior community members.

Parks & Recreation Infrastructure

The tender for the Milne Playground project has been awarded to Terra Construction. Community feedback on the proposed playground design has been largely positive, with the majority of responses expressing support for the planned improvements. This is an exciting step forward in moving the project from planning into implementation.

Community Engagement & Recreation Master Plan

Over the coming month, the Recreation Department will be focusing heavily on community engagement and planning initiatives connected to the ACOA grant, upcoming park designs, and the development of a Recreation Master Plan.

As part of the Recreation Master Plan process, we received two quotes from external facilitators. Both proposals came in significantly higher than originally anticipated. After reviewing the options and considering the available budget, we are recommending to move forward with facilitating the Recreation Master Plan process in-house.

This approach will allow us to a maintain a reasonable budget while ensuring the plan is still informed by meaningful community engagement, stakeholder input, and an assessment of the Village's current and future recreation needs.

Community engagement opportunities and feedback collection will be a priority throughout the upcoming months, helping guide future park improvements, recreation programming, and long-term planning for recreation services and infrastructure in New Minas.

Active Living Project Briefing- November 2026

Community Inclusion and Accessibility

- A concept design and work plan was completed by Dexter Construction for the paved pathway project in Lockhart & Ryan Park. Equipment is in place to begin construction the week of November 2nd.

- The Village of New Minas hosted a regional partner planning meeting on Friday, October 16th, at the Louis Millett Community Complex (LMCC). The meeting provided an opportunity for partners to explore potential grant funding opportunities, discuss plans for allocating remaining grant funds, and review the upcoming Fall and Winter programming schedule

Grants and Special Projects

- Registration for the Fall/Winter Memory Café sessions is underway. This program is designed for adults living with memory loss and offers them the opportunity to socialize and participate in recreation opportunities. The first session took place on Tuesday, November 3rd at Orchard Valley United Church, and feedback from participants was overwhelmingly positive.

- In partnership with the County of Kings, a family BINGO event is scheduled to take place on Friday, November 20th from 1-3 PM in the Lynn Spencer Hall.

- 60 new disc golf discs were purchased for our equipment loan program with the remainder of our Sport Fund grant. These will be used for beginners clinics and programming in the Spring to help launch and promote improvements to our disc golf course.

Professional Development and Networking

- Attended the Recreation Nova Scotia Conference in Truro October 13th-15th.
- Attended PAPE Committee planning meetings on October 20th, 26th, 28th, and November 3rd.
- Attended the School Physical Activity Partnership meeting on October 22nd.
- Will be attending the PAPE conference on November 5th.
- Will be attending the Recreation Facility Association of Nova Scotia workshop on November 16th.
- Will be attending Valley Active Communities Council meeting on November 17th.

Information Report
To: Village Commission
By: Cory Palmer
Meeting Date: November 10, 2026
Subject: Monthly Report — Director of Public Works

Monthly Report — Director of Public Works

Staff Update:

- Brent MacNeill has accepted laborer position. His start date was October 26. Brent comes to us with lots of experience in garden maintenance and decorating for the seasons. He also has horticultural education certificate.

Current Projects/Work:

- Park/Seasonal Lighting:
  - Crecent Street West Park work to remove overgrowth trees has started and our new employee Brent has taken the lead on the work. His experience with garden maintenance has proven valuable in only his first week.
  - Bush by the LRP sign has been trimmed so the sign is visible. Brent has recommended removing the bush and planting tulip bulbs to provide some color in the spring and reduce the trimming of the tree. We will be reviewing the idea with the beautification committee.
  - Sprinklers have been scheduled to be blown out during the week of November 9.
  - The flowers have been removed from the planters. The soil has been left in them for the winter. Our flower order will be placed for 2027 on November 9. The beautification committee has decided to keep the same arrangements.
  - The leaf cleaning is ongoing when the weather permits.
  - The tree for Crescent Park has been chosen and is scheduled to be installed on November 16 if the weather permits. November 17 would be the alternate date. The decorating will occur on November 18 with an alternate date of November 19. The fire department will be assisting with the decorating.
  - Remembrance Day signs have been installed and are scheduled to be removed November 12 and 13.
  - Lights will be going up but not turned on until parade of lights.
  - Seasonal banners will be installed November 12 and 13.
- Lockhart Ryan Park:
  - The fields have been closed, and all the washrooms have been winterized.
  - The new accessible locks have been installed in all the public washrooms at the park.
  - Sprinklers are scheduled to be blown out during the week of November 9.
  - Goal mouth maintenance will be completed in the next 2 weeks.
- We completed the paving repair after a service repair on Milne Avenue.
- We have 2 sections of sidewalk have been repaired for the winter season.
- Handrails at all the well sites with stairs have been installed to ensure safe passage up and down the stairs. The floor hatch doors at Busch Lane tank have been reinforced to ensure no one or equipment can fall through it.

Information Report
To: Village Commission
By: Cory Palmer
Meeting Date: November 10, 2026
Subject: Monthly Report — Director of Public Works

- Winter months preparation:
  - GPS systems have been installed on all the trucks and plows. We are currently working with the supplier to activate them to tracking. The ongoing monthly cost will be $350.
  - All equipment is ready for snow removal and salting except for the Holder which is waiting for an RFD.

Long-Term Projects:

- We have started to execute the capital projects for 2026-2027 fiscal year: Here is an update on the projects:
  - Grade and gravel the LRP compound – we are installing the barriers to store sand and topsoil in 2026, but the cost of the work was higher than expected so the concrete pads will have to wait until 2027-2028 budget.
  - Garbage bin replacement – the 3 new bins have been received. These will replace the large round garbage bins at the parks. The smaller bins seem to reduce the large bags of garbage being placed in the village garbage receptacles.
  - GPS system for sidewalk machines and vehicles – the GPS has been installed and currently being activated.
  - Bonavista pump station upgrades – Waiting for some minor cleanup from the contractor.
  - SCADA system upgrades on sewer and water facilities – Mainly completed, just troubleshooting some issues.
  - Batteries for the monitoring wells – Waiting for delivery
  - Water meter purchases - Ongoing
  - Founding Fathers design – The project has been awarded to MacKay Landscape Design, and the pre-design meeting is scheduled for November 18.
  - New sewer line design down the connector highway – Waiting for NS Government written approval to design the line that is required for growth.
  - Water transmission line replacement to Busch Lane reservoir
  - Confined space procedures and equipment – Preliminary format for the procedures has been received. Approval of the design is the next step so the procedures can be finished.
  - Prospect rock walls – Project is complete except for topsoil and grass planting outside the rocks. It will likely be spring to finish this work.
  - New locks – The new locks have been ordered and waiting for delivery. We will have only 1 key for padlocks and most common water and public works doors.
  - Gas Detection Equipment – The equipment has been received and setup and in use.
  - Booster Station Frame – This project has been completed. All stainless parts have been used so it should be good for many years.

Information Report (Agenda Item 9.c.)
To: Village Commission
By: Shelly Palmer, Manager of Finance
Meeting Date: November 9, 2026
Subject: Monthly Report — Manager of Finance

Monthly Report — Manager of Finance

Summary:

October seemed to fly by this year, the Finance department was busy receipting recreational program, water utility, and tax payments. Along with the accounts payable payments, payroll, DTF journal entries and HST submissions.

Current Tasks/Projects:

- Still working on August's bank reconciliation.
- Second Quarterly Due to/from and HST, are both completed and the Quarterly HST was submitted on October 21st, now we are just waiting on the rebate.

Budget Update:

Property Taxes	**Budgeted**	**Collected Year to Date October 31**
• Residential	$1,582,239	$1,478,762.31
• Commercial	$978,171	$1,143,223.71
• Resource	$10,325	$8,406.05

Sewer	**Budgeted**	**Collected Year to Date October 31**
• Usage Charges	$815,000	$626,235.85

Water	**Budgeted**	**Collected Year to Date October 31**
• Metered Sales	$870,574	$720,064.59
• Sprinkler Service	$4,700	$3,432.32

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

Village of New Minas
Commission Meeting
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA Sections

11. New Business

Village of New Minas
Commission Meeting
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA Sections

12. Correspondence

Jeff Lawrence-CAO – Village of New Minas

Hello Jeff,

Recently, I was asked by Dr. Paul Morgan, a member of the Board of the Kings County Tennis Association to send an e-mail to our MP Kody Blois in support of a funding application from the KCTA to the Federal Government for partial financial assistance for an indoor Tennis /Pickleball facility. It will be located near lands adjacent the Old Orchard Inn in Kings County, NS. The potential funding would come from the "Federal Build Communities Strong Fund" which would assist with the construction of this facility which could hold up to four tennis courts and sixteen pickleball courts.

As a former Parks & Recreation Director of the Village of New Minas and the County of Kings, I understand the value such facilities to the regions they are located in. It would not only offer residents of New Minas and surrounding communities an indoor facility to play tennis and pickleball on a year-round basis, but would also benefit local businesses. I can also envision positive benefits for staff and youth from nearby Horton High School.

Therefore, I am requesting that you ask the Village Commission at their monthly meeting on November 10/26, to direct you to send a letter of support to MP Kody Blois in support of the KCTA's application for partial funding for this Indoor Sports Facility.

Thank you for your attention to this matter.

Bruce MacArthur

43 Jordan St

New Minas

Nova Scotia / Nunavut Command
The Royal Canadian Legion

www.ns.legion.ca

"Veteran's Service Recognition Book"

Dear Sir/Madam:

Thank you for your interest in the **Nova Scotia / Nunavut Command, The Royal Canadian Legion,** representing **Nova Scotia and Nunavut's Veterans.** Please consider this our written request for your support as per our recent telephone conversation.

Our **Provincial Command** is very pleased to be once again printing our annual **"Veteran's Service Recognition Book",** which is designed each year to recognize and honour many of Nova Scotia and Nunavut's brave **Veterans** who have served our Country so well in the past three major world conflicts (WW1, WW2 and the Korean War) and recent conflicts such as Afghanistan. This annual publication is scheduled for release by **Remembrance Day 2027** and goes a long way to help our Legion in our role as the **"Keepers of Remembrance".**

We would like to have your organization's support, for this important project for the **NS/NU Command Legion**, and **Nova Scotia / Nunavut's Veterans**, by sponsoring an advertisement space in our **"Veteran's Service Recognition Book".** Proceeds raised will allow us to make this unique publication available throughout the Province of Nova Scotia and the Territory of Nunavut, in addition to benefiting the many ongoing community activities of our Provincial Command Legion including supporting our Province's **Hospitals, local Charities, Scholarships**, **Youth Programs** such as **Leadership Camps, Cadets, Track and Field,** and, of course, our ongoing, tireless support for **Nova Scotia and Nunavut's Veterans** and their dependants.

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact the **Provincial Command Book Office** toll free at **1-877-859-7790**.

Thank you for your consideration and/or support.

Sincerely,

George Della Valle
President
Nova Scotia/Nunavut Command – The Royal Canadian Legion

SCAN ME!

VSR Guide

Nova Scotia/Nunavut Command
The Royal Canadian Legion

www.ns.legion.ca

"Veteran's Service Recognition Book"

Advertising Prices

AD SIZE	PRICE		HST		TOTAL
Full Colour Outside Back Cover [8"X10.75"]	$1,697.37	+	$237.63	=	$1,935.00
Inside Front/Back Cover (Full Colour) [8"X10.75"]	$1,482.46	+	$207.54	=	$1,690.00
Full Colour 2-Page Spread	$2,039.47	+	$285.53	=	$2,325.00
Full Page (Full Colour) [7"X9.735"]	$1,017.54	+	$142.46	=	$1,160.00
Full Page [7"X9.735"]	$789.47	+	$110.53	=	$900.00
½ Page (Full Colour) [7"X4.735"]	$671.05	+	$93.95	=	$765.00
½ Page [7"X4.735"]	$561.40	+	$78.60	=	$640.00
¼ Page (Full Colour) [3.375"X4.735"]	$447.37	+	$62.63	=	$510.00
¼ Page [3.375"X4.735"]	$333.33	+	$46.67	=	$380.00
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1/10 Page (Business Card) [3.375"X1.735"]	$223.68	+	$31.32	=	$255.00

H.S.T. Registration # 107933665RT0001

All typesetting and layout charges are included in the above prices. Electronically submitted ads must be at least 200dpi. We can accept files in Mac or PC format. However, we cannot accept Publisher files. If an advertisement is sent in Word, please also include the photos (images) as a separate attachment.

A complimentary copy of this year's guide will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation.

PLEASE MAKE CHEQUE PAYABLE TO:
NS/NU Command
The Royal Canadian Legion
(NS/NU RCL)
(Campaign Office)
P.O. BOX 511, STN CENTRAL
Halifax, NS B3J 2R7

Visa/Mastercard Accepted

Advertisements can be emailed to : **adcopy@campaign-office.com**

Jeff Lawrence

From: Chris Melanson <cmelanson@campaign-office.com>
Sent: November 3, 2026 10:25 AM
To: Jeff Lawrence
Subject: Nova Scotia/Nunavut Command Royal Canadian Legion 24th Anniversary Edition Veterans Service Recognition Book
Attachments: NSCLBusiness Letter 2027.pdf

Hello Jeff,

As per our telephone conversation please find enclosed a copy of our Advertisement Letter and Rate Sheet for the **Nova Scotia/Nunavut Command of the Royal Canadian Legion's 24th annual edition of the Veterans Service Recognition Book to honor and recognize our Veterans.**

Here's your annual partnership ad. Still only $315. tax incl.



This unique remembrance publication includes past and present-day **Veterans** biographies and photographs. With the help of our **Veterans**, their families and friends, submissions are collected at local legion branches, and our next edition is scheduled for release in November 2027, in advance of our Annual Remembrance Day Ceremonies.

It is available for all to see at local legion branches and online at the **Nova Scotia/Nunavut Command Legion's** website: www.ns.legion.ca. It helps us, and our younger generations, appreciate and never forget the Sacrifices made by our **Veterans** for the freedoms we enjoy today. Proceeds raised from this annual campaign are also used to support our Veterans including the **Veterans** Outreach Program for injured and / or homeless **Veterans** and the many other Community Activities of the **Legion**.

We would sincerely appreciate your organization's support and appreciation for our **Veterans** by purchasing an advertisement in our next edition.

If you require any additional information, please reply to this email or phone me at our toll-free number below. I will follow up with you in the near future.

Thank you for your consideration and/or support.

Sincerely,

Chris Melanson

Advertising Rep/ Veterans Service Recognition Book

NOVA SCOTIA/NUNAVUT COMMAND OF THE ROYAL CANADIAN LEGION

Royal Canadian Legion Campaign Office

☎**1-877-859-7790**

✉ **adcopy@campaign-office.com**
e-transfer – nscl@legionsupport.ca
www.ns.legion.ca

Please visit our website to view last year's publication www.ns.legion.ca

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