



Village of New Minas
Commission Meeting
July 13, 2026 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

1. Call to Order
2. Oath of Office and Election of Chair and Vice Chair
 - a. Oath of Office
 - i James Redmond
 - ii Mary Munroe
 - b. Election of Village Commission Chair and Vice Chair
3. Disclosure of Conflict of Interest
4. Approval of Agenda
5. Approval of Minutes:
 - a. June 8, 2026, Village Commission Meeting
 - b. June 23, 2026, Special Village Commission Meeting
6. Presentations:
 - a. Municipality of Kings, Alice Jacobs, Planner - Application to Rezone – 9362 Commercial Street – from C1 to C3
 - b. New Minas Baptist Church - Funding Request for Shared Driveway
7. Business Arising from Minutes:
 - a. June 8, 2026, Village Commission Meeting
 1. Flower Cart Group Presentation – Lease status
 2. Agriculture and Agri-Food Canada Land Divestiture – Ravine Easement
 3. Discussion regarding previously circulated draft Bench Dedication Program – D. Windle-Smith
8. Comments from the Chair
9. Public Input Specific to Agenda Topics
10. Committee Reports:
 - a. Beautification Committee — No meeting since last report
 - b. Finance & Audit Committee — No meeting since last report
 - c. Access and inclusion Working Group — Draft notes Included in package
 - d. New Minas Water Commission — Draft minutes included in package
 - e. Regional Sewer Committee — Draft minutes included in package

11. 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

12. New Business:

- a. Draft Strategic Initiatives Fund Policy
- b. Disc Golf Course Improvement Briefing

13. Correspondence:

14. General Public Input

15. Closed Session

- a. Contract Negotiations

16. Adjournment



Village of New Minas
Commission Meeting
July 13, 2026@ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

2. Oath of Office

Municipal Elections Act

Oath of councillor

147 (1) A councillor shall, before entering upon the duties of his office, be sworn by taking the oath of allegiance and of office in prescribed form.

(2) The oath shall be administered by a judge, justice of the peace, the mayor or warden, or the clerk.

(3) The clerk shall enter a certificate of the taking of the oath in the minutes.

(4) The oath shall be taken and subscribed by each councillor at the first meeting of the council after his election, or within such extended time as the council allows.

(5) A councillor who refuses or fails to take the oath shall be deemed to have forfeited his office as councillor.



Oath of Office

I, James Redmond, swear and solemnly affirm that I will be faithful and bear true allegiance to His Majesty King Charles III, his heirs and successors, according to law;

That I am duly qualified as required by law for the office of Commissioner of the Village of New Minas;

That I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Signature

Sworn (or affirmed) at New Minas
in the County of Kings
this 13th day of July, 2026, before me

Jeff Lawrence
Clerk Treasurer/ CAO



Oath of Office

I, Mary Munroe, swear and solemnly affirm that I will be faithful and bear true allegiance to His Majesty King Charles III, his heirs and successors, according to law;

That I am duly qualified as required by law for the office of Commissioner of the Village of New Minas;

That I will truly, faithfully, and impartially execute the duties of the office to which I have been elected to the best of my knowledge and ability;

And that I have not received and will not receive any payment or reward or promise thereof for the exercise of any partiality or other undue execution of the duties of my office.

Signature

Sworn (or affirmed) at New Minas
in the County of Kings
this 13th day of July, 2026, before me

Jeff Lawrence
Clerk Treasurer/ CAO



Village of New Minas
Commission Meeting
July 13, 2026@ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

5. Minutes



Village of New Minas
Commission Meeting
June 8, 2026 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
Draft Minutes

Commissioners Present:

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

Commissioners Absent:

- Quentin Hill

Staff Present:

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

Others Present:

- Christina Sappington
- Maynard Stevens
- Mike Zwicker

1. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

2. Call to Order:

Dave Chaulk called the meeting to order at 7:03pm, welcoming those in attendance.

3. Approval of the Agenda:

Motion:

THAT the Agenda for the June 8, 2026, Commission Meeting be approved.

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

4. Approval of Minutes:

- a. May 11, 2026, Village Commission Meeting

Motion:

THAT the Minutes for the May 11, 2026, Village Commission Meeting be approved.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

5. Presentations:

a. RCMP – Inspector William Collier

Inspector Collier:

- Confirmed that he would forward the June quarterly report to the Commission
- Indicated that the detachment is now following a district model
- Replied to a question from M. Munroe that if residents are finding little bits of potentially contaminated or poisoned meat that could be dangerous to pets around their property, they should contact the RCMP and/ or the Department of Natural Resources

Following the presentation, there were discussions around:

- The framework of a public meeting should the Commission wish to host one regarding policing. (Inspector Collier indicated that should the Commission wish to host such a meeting there should be clear ground rules established in advance and enforced.)
- Graffiti (Inspector Collier indicated that the RCMP should be made aware of the specific issues, and that they should be forwarded to the Kings County Bylaw enforcement team to deal with the complaint.)

b. Municipality of Kings, Alice Jacobs, Planner - Application to Rezone – 130 Cornwallis Avenue

A. Jacobs provided an overview of a report and provided a presentation regarding a request to rezone a portion of 130 Cornwallis Avenue from R4 to the I1 zone to permit an internally lit sign. After the presentation, A. Jacobs opened the floor for questions.

D. Chaulk asked if there were any constraints on the size of the sign. (A. Jacobs replied that the only limitation on the size of the sign was that it could not be greater than 40 square feet.

6. Business Arising from Minutes:

a. May 11, 2026, Village Commission Meeting

b. Flower Cart Group Presentation – Lease status

J. Lawrence indicated that he had forwarded a draft lease to Flower Cart Group asking for comments but had not heard back from the organization at this time.

c. Agriculture and Agri-Food Canada Land Divestiture – Ravine Easement

J. Lawrence indicated that he will be reaching out to the Agriculture and Agri-Food Canada group this week.

7. Comments from the Chair:

8. Public Input Specific to Agenda Topics:

9. Committee Reports:

a. Beautification Committee

D. Windle-Smith provided a verbal summary of the draft minutes included in the June 8, 2026, Commission agenda package.

Motion:

THAT the draft minutes for the Beautification Committee be received as included in the June 8, 2026, Commission agenda package.

M/D. Windle-Smith

S/ M. Munroe

Motion Carried

b. New Minas Water Commission

J. Redmond provided a verbal summary of the draft minutes included in the June 8, 2026, Commission agenda package.

Motion:

THAT the draft minutes for the Water Commission be received as included in the June 8, 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.

Motion:

THAT the CAO/ Clerk Treasurer report be received as included in the June 8, 2026, Commission agenda package.

M/D. Windle-Smith

S/ J. Redmond

Motion Carried

b. Public Works

The Director of Public Works provided a brief synopsis of the public works report. Additional points discussed included:

- That the water and labour staff openings have been posted and there has been considerable interest shown.
- That he will work with the Department of Public Works to better understand its role in crosswalk painting.
- That water and sewer upgrades will be the priority in this year's budgets

Motion:

THAT the Director of Public Works report be received as included in the June 8, 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 June 8, 2026, Commission agenda package.

M/ J. Redmond

S/ D. Windle-Smith

Motion Carried

11. New Business:

D. Windle-Smith

- Updated the Commission on the status of the Bench Dedication Program and committed to providing the Commission with a draft of the policy in advance of the next Commission meeting
- Presented D. Chaulk with an award for the Village sponsoring the Apple Blossom festivities including housing the food truck event.

12. Correspondence:

- a. Minister of the Department of Municipal Affairs – Response to ANSV – Request to Amend the Assessment Act – Village Water Utilities
- b. Minister of the Department of Emergency Management – Advance Notice of Financial Implications associated with the Implementation of the Act to Provide Support for Fire Protection
- c. MADD Advertising Request

13. General Public Input:

- M. Stevens – M. Stevens requested the dates for the Village AGM meeting and the election. (J. Lawrence indicated that the AGM would be held on June 23rd and the election on June 24th).

14. Closed Session:

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

At 8:45pm, the Commission adjourned to move into a closed session.

Motion:

THAT the Commission adjourn to move into closed session.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

Motion:

THAT the Commission adjourn from the closed session.

M/ J. Redmond

S/ D. Windle-Smith

Motion Carried

At 9:28pm the Commission reconvened the open session of the meeting.

15. Motions from In-Camera

a. Motion:

THAT the Commission approve the recommendation as included in the closed session
RFD – Organizational Realignment.

M/ D. Windle-Smith

S/ J. Redmond

Motion Carried

b. Motion:

THAT The Commission will seek legal advice on a complaint filed May 11th 2026 by a former employee.

M/ D. Windle-Smith

S/ J. Redmond

Motion Carried

16. Adjournment

There being no further business, D. Chaulk called for a motion to adjourn at 9:29pm.

Motion:

THAT the meeting be adjourned.

M/ J. Redmond

S/ D. Windle-Smith

Motion Carried

DRAFT



Village of New Minas
Commission Meeting
June 23, 2026 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
Draft Minutes

Commissioners Present:

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

Commissioners Absent:

- None

Staff Present:

- Jeff Lawrence, appointee for Interim Clerk Treasurer/CAO

Others Present:

- Lawrence Lake

1. Call to Order:

Dave Chaulk called the meeting to order at 6:33pm.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the June 23, 2026, Commission Meeting be approved.

M/J. Redmond

S/D. Windle-Smith

Motion Carried

3. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

4. Comments from the Chair:

The Chair commented

5. New Business:

The CAO asked for questions regarding the budgets for the year. After a question and answer session, the following motions were put forward and approved.

- a. Approval of the Operating Budget for the 2026/27 fiscal year. The following motions were made:

Motion:

THAT the Village Commission approve Operating Budget as included in the June 23, 2026, Commission agenda package with the following tax rates for the 2026/27 fiscal year:

- Residential: \$0.43 per \$100 of assessment
- Commercial: \$0.592 per \$100 of assessment
- Resource: \$0.43 per \$100 of assessment

M/J. Redmond

S/Q. Hill

Motion Carried

- b. Approval of 2026/27 Capital Budget

Motion:

THAT the Village Commission approve the 2026/27 Capital Budget, as included in the June 23, 2026, Commission agenda package.

M/Q. Hill

S/D. Windle-Smith

Motion Carried

- c. Approval of 2026/27 Water Operating Budget

Motion:

THAT the Village Commission approve the 2026/27 Water Operating Budget as recommended by the New Minas Water Commission and included in the June 23, 2026, Commission agenda package.

M/J. Redmond

S/Q. Hill

Motion Carried

- d. Approval of 2026/27 Water Capital Budget

Motion:

THAT the Village Commission approve the 2026/27 Water Capital Budget as recommended by the New Minas Water Commission and included in the June 23, 2026, Commission agenda package.

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

6. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 6:52pm.

Motion:

THAT the meeting be adjourned.

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



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6. Presentations



Municipality of the County of Kings

Report to the New Minas Village Commission

Application to rezone the property located at 9362 Commercial St (PID 55209563), New Minas, from the General Commercial (C1) Zone to the Mixed Commercial Residential (C3) Zone.

File: 26-14

DATE: July 13, 2026

Prepared by: Alice Jacob, Planning Services

Applicant	Sami Jreige
Landowner	CSAR Holdings Ltd.
Location	9362 Commercial St (PID 55209563), New Minas
Lot Area	15,360 Square feet (~0.35 Acre)
Designation	Commercial Designation
Current Zone	General Commercial (C1) Zone
Surrounding Uses	Residential and commercial uses
Proposal	To rezone the subject property from the General Commercial (C1) Zone to the Mixed Commercial Residential (C3) Zone to legalise a four-unit dwelling.
Reason for rezoning	The subject property is located in the General Commercial (C1) Zone and is currently developed with a four-unit dwelling. The General Commercial (C1) Zone permits residential units, but requires residential units to be located above, behind, or below ground-floor commercial uses. As there are no commercial uses within the building, the four-unit dwelling is considered non-compliant with the Land Use By-law. To bring the use into compliance, the applicant is requesting a rezoning to the Mixed Commercial Residential (C3) Zone. Rezoning to Mixed Commercial Residential (C3) would help legalize the four-unit dwelling, as the Mixed Commercial (C3) Zone permits standalone multi-unit dwellings.
Enabling Policy	Policy 5.3.3 of the Municipal Planning Strategy (MPS) enables Council to consider rezoning land from one zone enabled in a designation to another enabled within the same designation. The property is located within the Commercial Designation, and both the General Commercial (C1) Zone and the Mixed Commercial Residential (C3) Zone are enabled within the Commercial Designation; as a result, Council is able to consider this rezoning.

Appendix Maps

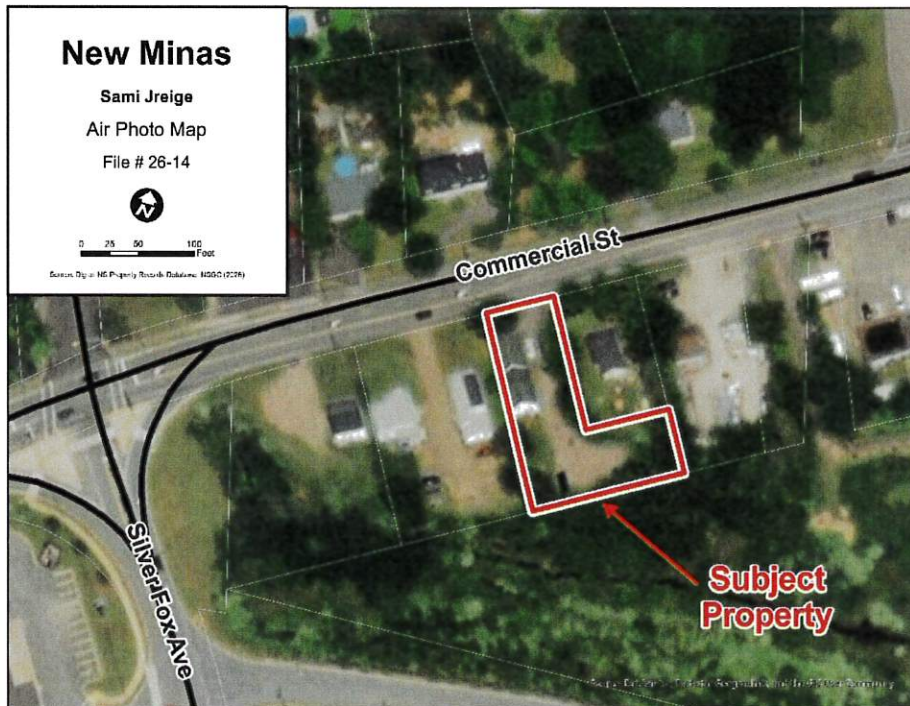


Figure 1: Aerial view of the subject property

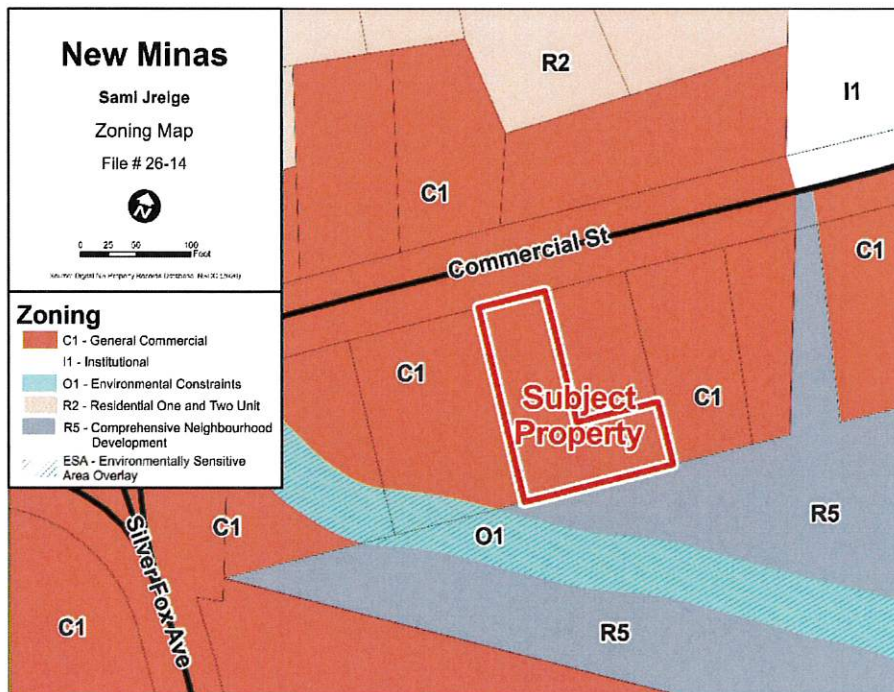
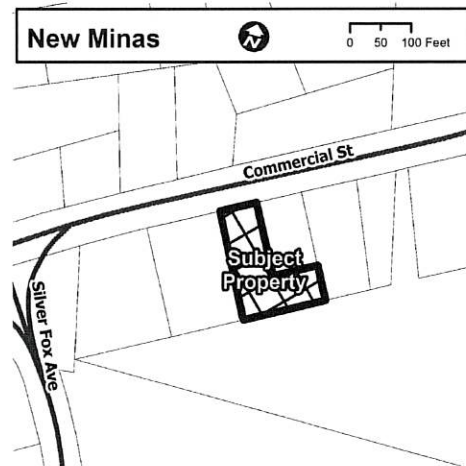


Figure 2: Zoning map

Land Use By-law Map Amendment/Rezoning

9362 Commercial St (PID 55209563), New Minas



Meeting: New Minas Village Commission

Date: July 13, 2026

Presenter: Alice Jacob, Planner



1

1. Complete Application Received

2. PIM

3. Staff Review

Village Commission Meeting

4. Planning Advisory Committee

5. First Reading

6. Public Hearing

7. Second Reading

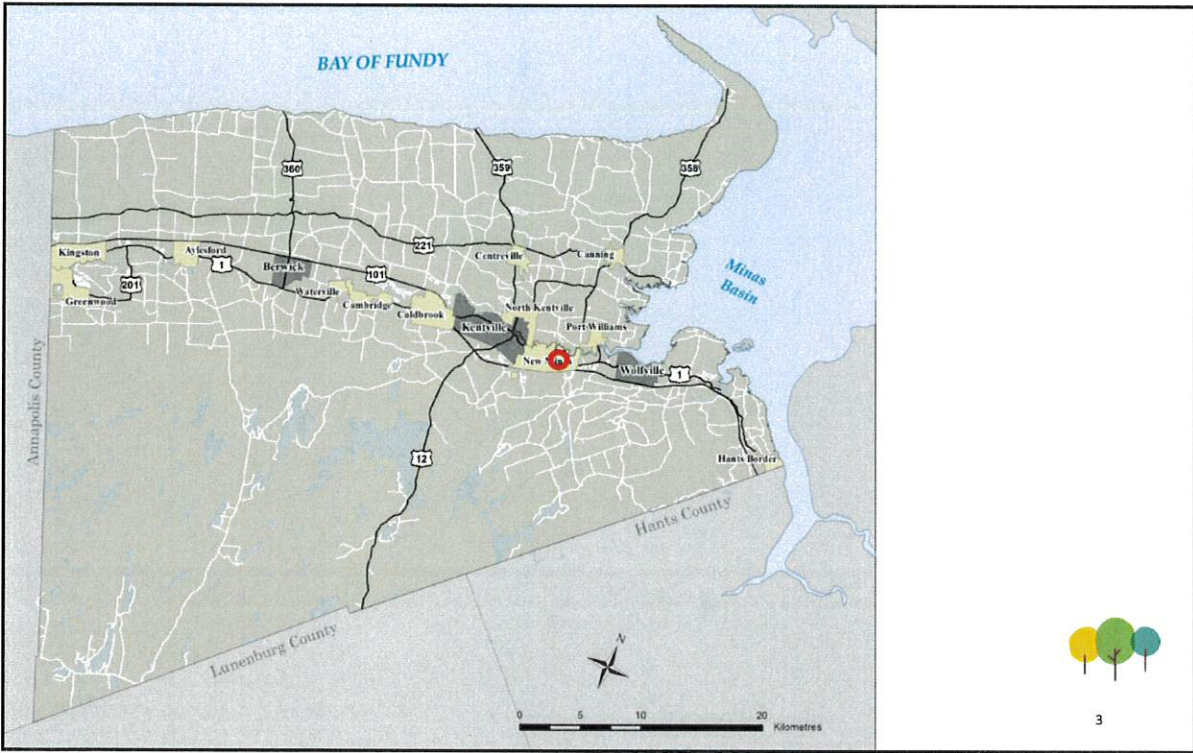
8. 14-day appeal period

Application Process

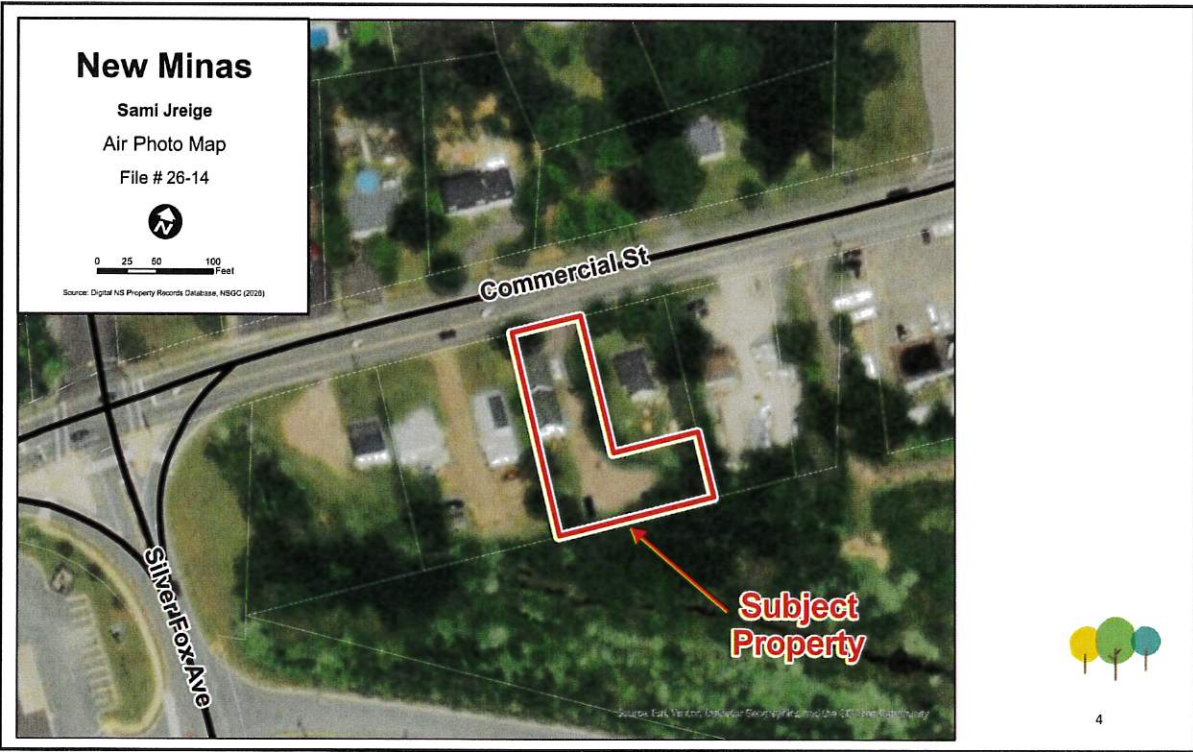


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3



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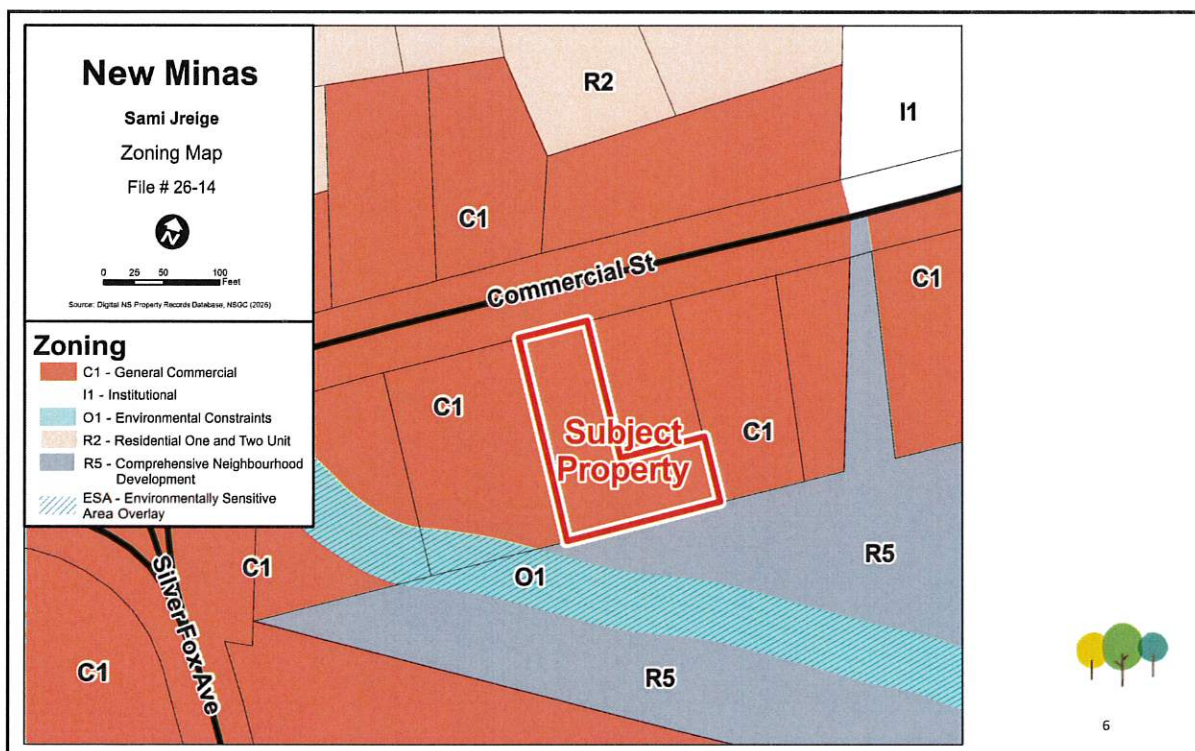
Proposal

- Property developed with a four-unit dwelling
- Located within the General Commercial (C1) Zone
- C1 Zone permits residential units above, behind or below ground floor commercial uses
- C1 Zone does not permit a standalone multi-unit dwelling
- Four-unit dwelling not compatible with Municipal regulations
- Request to rezone to the Mixed Commercial Residential (C3) Zone
- C3 Zone permits standalone multi-unit dwellings



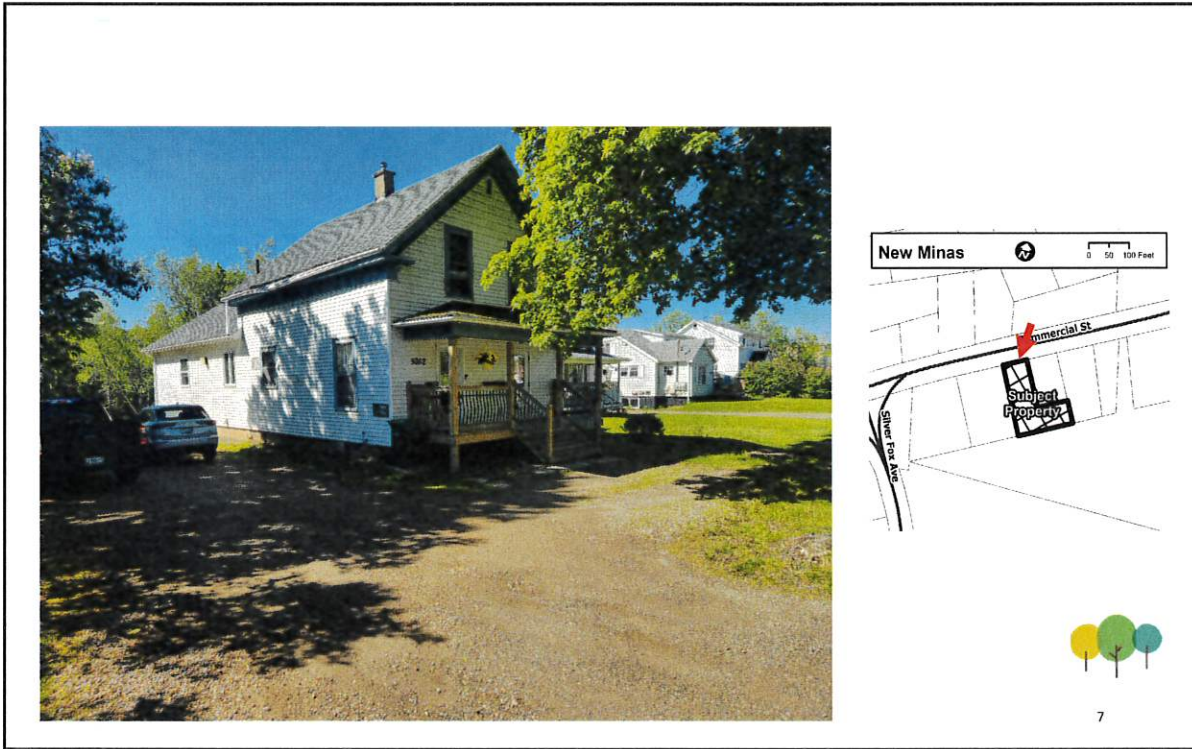
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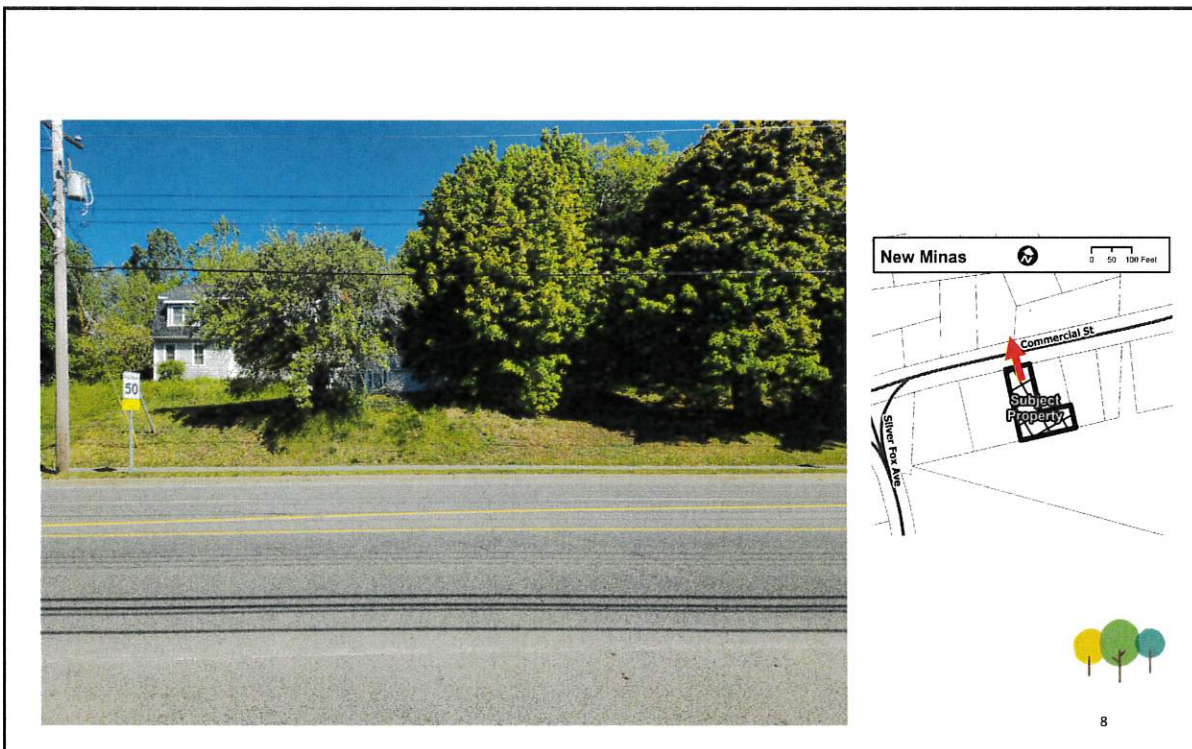


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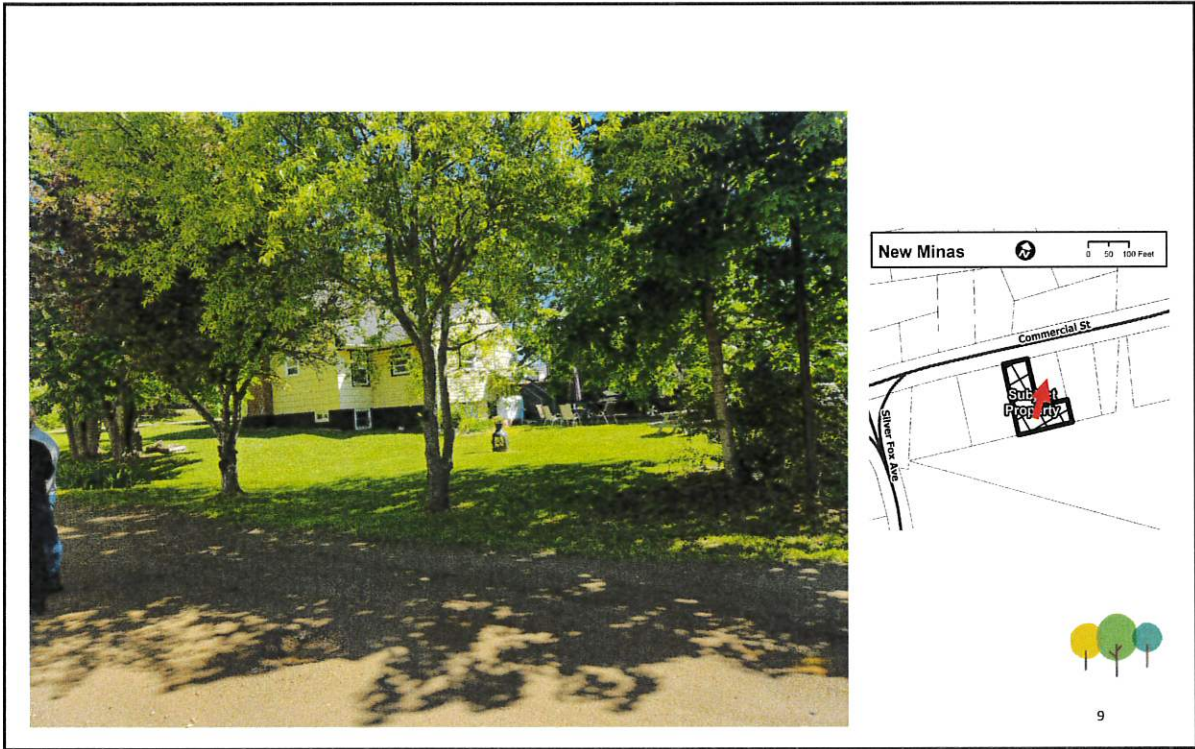
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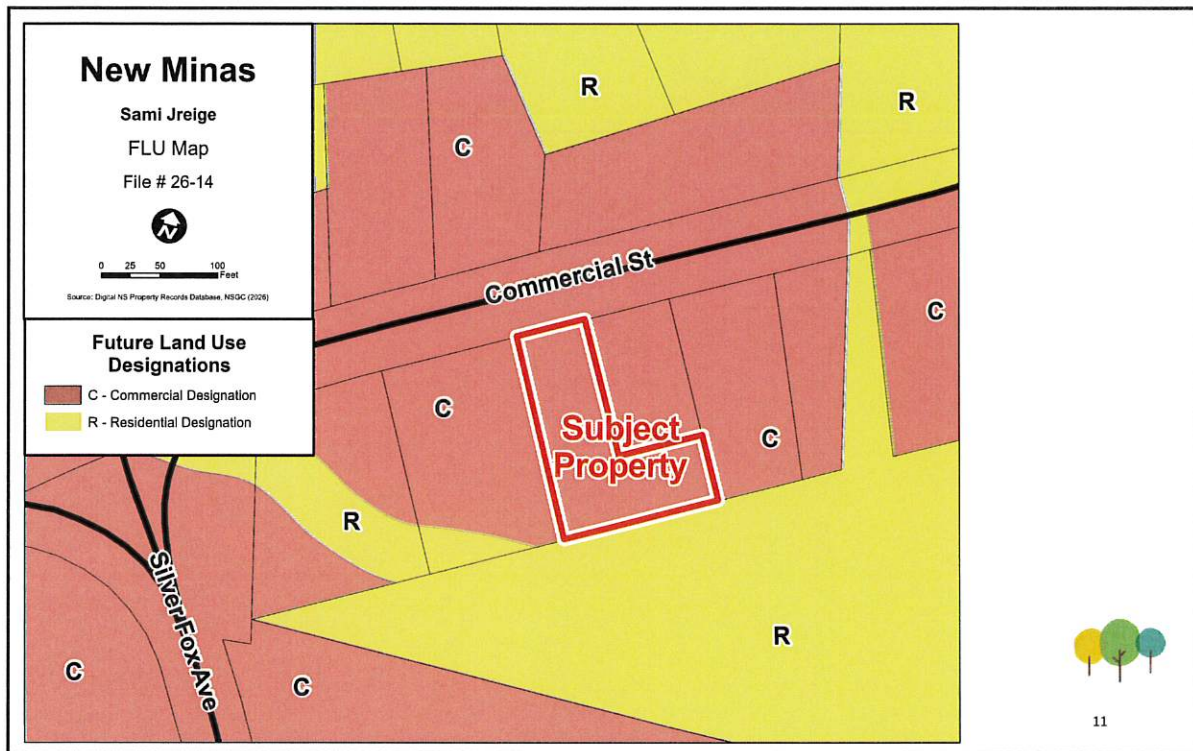
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10



11

Enabling Policy

- **Policy 5.3.3 (a)** - enables Council to consider rezoning land from one zone enabled in a designation to another enabled within the same designation.
- The General Commercial (C1) Zone and the Mixed Commercial Residential (C3) Zone are both enabled within the Commercial Designation
- Council is able to consider the rezoning



12

12

Questions and Comments



13

Funding Request for Shared Driveway Improvements

New Minas Baptist Church & Lower Parking Lot
for Louis Millett Community Complex



Existing Deficiencies

- Driveway opening is quite narrow with lack of turning radius.
- Vehicles frequently mount the curb when turning into and out of the driveway.
- Deep potholes adjacent to sidewalk across driveway.
- Poses access and safety concerns for users of both the NMBC and LMCC parking lots.

Proposed Solution

- Widen the driveway entrance by cutting back the curb by 3ft on both sides of the driveway entrance.
- Pave the resulting triangular sections on either side of the widened entrance.
- Repair the deep potholes adjacent to the sidewalk.



Google Maps

Project Steps

1. Apply for Work Within Highway Right-of-Way Permit from NS Public Works. 
2. Obtain quotation from Dexter Construction Ltd. 
3. Seek approval for cost-sharing from the Village Commission. 
4. Issue authorization upon receipt of approval from Province. 

Benefits to both Organizations

- Improve access and safety for users of both the NMBC and LMCC parking lots.
- Driveway provides primary access to the lower LMCC parking lot and is used extensively by both organizations.
- Partnership reduces cost for NMBC and Village of New Minas.
- Dexter Construction Ltd. is willing to complete the work at cost. Their quotation is 6,570 + HST.

Request

For the Village of New Minas to contribute 50% of the cost (totalling \$3,285 + HST) for improvements to the entrance of the shared driveway between the NMBC and LMCC.



Village of New Minas
Commission Meeting
July 13, 2026@ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

10. Committee Reports



Village of New Minas
Inclusion and Access Working Group
July 2nd, 2026 @ 9:30 AM
Commission Room, LMCC
New Minas, Nova Scotia

Members present:

- Natalie Palmer, Active Living Coordinator
- Mary Munroe, Commission Member
- Cory Palmer, Municipal Operations Manager
- Katie MacArthur, Accessibility Coordinator

Absent with regrets:

- Quentin Hill, Commission Member

1. Call to Order

Meeting was called to order at 9:44 AM

2. Approval of Agenda

Agenda was approved as circulated.

Moved by Katie MacArthur

Seconded by Natalie Palmer

3. Approval of Minutes

May 21st, 2026 meeting minutes were approved as circulated.

Moved by Katie MacArthur

Seconded by Natalie Palmer

4. New Business

a. Built Environment Standard Templates

The working group reviewed the standard accessibility maintenance plan templates recently released by the Province of Nova Scotia. The templates included:

- Accessible Entrance Maintenance Plan



- Snow and Ice Control Maintenance Plan
- Accessible Parking Lot Maintenance Plan

These plans must be completed and made publicly available on municipal websites and, where applicable, posted in public buildings to meet the Province's accessibility requirements.

While formal approval by Council or the Commission is not required, the working group will present the completed plans to the Commission at its September 2026 meeting prior to finalization.

Cory will arrange a meeting with Natalie and Rod Dawe (Lead Custodian) to complete the required plans.

a. 5-Year Plan Discussion

The Working Group continued to prioritize accessibility improvement projects based on the findings of the accessibility audits completed by Katie MacArthur. The prioritized recommendations for Lockhart & Ryan Park will be provided to the Recreation Department to help inform the development of the upcoming Recreation Master Plan.

b. Accessibility Project Updates/Grant Updates

Natalie provided an update on the paved pathway project at Lockhart & Ryan Park. The Commission approved the 2026–2027 Capital Budget, which includes an allocation of \$60,000 for the project. Natalie will prepare a Request for Proposals (RFP) and review the scope of work with Cory Palmer prior to its release.

5. Adjournment

Next meeting was set for Thursday, September 17th at 9:30 AM.
Meeting was adjourned at 11:02 AM.



Draft Village of New Minas
New Minas Water Commission
June 23, 2026 @ 1:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Mary Munroe, Commission Member
- Bruce MacArthur, Citizen Member (1:43pm)
- Dave Chaulk, Commission Member & Vice Chair
- James Redmond, Commission Member & Chair
- 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 Vice Chair called the meeting to order at 1:03pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the June 23, 2026, Water Commission Meeting be approved.

M/ D. Chaulk

S/ M. Stevens

Motion Carried

3. Approval of Minutes:

- a. May 26, 2026, Water Commission Meeting

Motion:

THAT the Minutes for the May 26, 2026, Water Commission Meeting be approved as circulated.

M/ D. Chaulk

S/ M. Stevens

Motion Carried

4. Business Arising from Minutes:

- a. May 26, 2026, Water Commission Meeting

5. Comments from the Chair:

6. Staff Reports:

- a. Water Operations Report

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

Motion:

THAT the Water Operations Report be received as circulated prior to the June 23, 2026, Water Commission meeting and as verbally summarized by the Director of Public Works.

M/ M. Stevens

S/ D. Chaulk

Motion Carried

7. New Business

- a. 2026/27 Water Budget

The Clerk Treasurer/CAO presented the attached 2026/27 Operating Budget and Capital Budget.

After the presentation, the following motions were passed:

Motion #1:

THAT the Water Commission recommend to the New Minas Village Commission that it approve the 2026/27 Water Operating budget as presented.

M/ M. Stevens

S/ D. Chaulk

Motion Carried

Motion #2:

THAT the Water Commission recommend to the New Minas Village Commission that it approve the 2026/27 Water Capital budget as presented.

M/ D. Chaulk

S/ M. Stevens

Motion Carried

8. Correspondence:

There was no correspondence

9. Other Business

10. Public Input:

There was no public input.

11. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 2:00pm.

Motion:

THAT the meeting be adjourned.

M/ D. Chaulk

S/ M. Stevens

Motion Carried

THE MUNICIPALITY OF THE COUNTY OF KINGS
REGIONAL SEWER COMMITTEE
Thursday, June 11, 2026
DRAFT MINUTES

- Meeting, Date and Time** A meeting of the Regional Sewer Committee was held on Thursday, June 11, 2026, at 10:00 a.m. in the Council Chambers at the Municipal Complex, Coldbrook, Nova Scotia.
- Attendance** In attendance:
- Committee Members:** Tim Harding, Councillor, Municipality of the County of Kings (**Chair / voting member**)
Rachel Hirtle, Site Manager, PepsiCo (**voting member**)
Cathy Maxwell, Councillor, Town of Kentville (**voting member**)
James Redmond, Commissioner, Village of New Minas (**voting member**)
Dave Bell, Director of Engineering & Public Works, Town of Kentville
Jeff Lawrence, CAO, Village of New Minas
Cory Palmer, Director of Public Works, Village of New Minas
- Municipality of the County of Kings Staff:** Brad Carrigan, Director of Engineering & Public Works
Tyler Honeywood, Manager of Financial Reporting
Jordan Matheson, Manager of Environmental Services
Andy Pulsifer, Manager of Environmental Services
Jeremy Sharpe, Manager of Public Works
Christopher Llewellyn, Compliance Officer
Chris Ritchie, Funding Analyst
Stephanie Elliott, Recording Secretary
- Municipality of the County of Kings Councillors:** Councillor Sappington
- Public:** Shannon Macaskill, EHS Coordinator, Environmental Health & Safety, PepsiCo
- Regrets:** Chris McNeill, CAO, Town of Kentville
1. **Meeting to Order & Land Acknowledgement** The Chair called the meeting to order at 10:02 a.m. and read the Land Acknowledgement.
 2. **Roll Call** All Members of the Regional Sewer Committee were in attendance except Chris McNeill, CAO, Town of Kentville (with notice).
 3. **Amendments to Agenda** None.
 4. **Approval of Agenda** **On motion of Manager Hirtle and Councillor Maxwell, that the Regional Sewer Committee approve the June 11, 2026, agenda as circulated.**
- Motion Carried.**

5. **Disclosure of Conflict-of-Interest Issues** No Conflict-of-Interest issues were declared.
6. **Approval of Minutes** On motion of Councillor Maxwell and Manager Hirtle, that the minutes of March 12, 2026, Regional Sewer Committee meeting be approved as circulated.
- Motion Carried.
7. **Business Arising from Minutes** There was no business arising from March 12, 2026, minutes.
8. **Regional Environmental Compliance Update** Christopher Llewellyn, Compliance Officer, presented the Briefing Note as attached to the June 11, 2026, agenda and provided a presentation.
- On motion of Councillor Maxwell and Commissioner Redmond, that the Regional Sewer Committee accept the Regional Environmental Compliance Update dated June 11, 2026, for information.
- Motion Carried.
9. **Regional Project Updates** Jordan Matheson, Manager of Engineering, presented the Briefing Note as attached to the June 11, 2026, agenda and provided a presentation.
- On motion of Commissioner Redmond and Councillor Maxwell, that the Regional Sewer Committee accept the Briefing Note on the Regional Wastewater Capital Projects Update dated June 11, 2026, for information.
- Motion Carried.
10. **Correspondence** There was no correspondence.
11. **Other Business** Director Bell advised that the Town of Kentville will be replacing a large culvert between Weavexx and East of that civic for approximately 2 weeks.
12. **Partner Updates** None?
13. **Comments from the Public** No members of the public were present.
14. **Date of Next Meeting** Thursday, October 8, 2026, in Council Chambers.
15. **Adjournment** On motion of Councillor Maxwell and Manager Hirtle, there being no further business, the meeting adjourned at 10:42 a.m.
- Motion Carried.

Minutes Approved:

Regional Sewer Committee

[Date of meeting when minutes were approved]

DRAFT



Village of New Minas
Commission Meeting
July 13, 2026@ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

11. Staff Reports

Information Report

To: Village Commission

By: Jeff Lawrence, Clerk Treasurer/CAO

Meeting Date: July 13, 2026

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Highlights of the Past Month:

- The budgets have been approved.
- The audit has been completed and accepted by the Commission.
- The elections is complete. Congratulations to Commissioner James Redmond and Commissioner Mary Munroe on being re-elected. Congratulations to Mike Zwicker on running a very competitive campaign.
- The changes to the Village Organizational Structure have been approved by the Commission
- Collective bargaining with CUPE has begun

Regularly Scheduled Meetings:

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

- The Village AGM
- A special Commission meeting to work through the budget
- Individual meetings with Department Heads
- Water Commission
- Regional Sewer Commission

Other Notable Meetings:

- Met on multiple occasions with department heads and staff leading up to and following passage of the budget
- Met with Director of Public Works and solicitor regarding CUPE negotiations
- Attended 4 days of collective bargaining.
- Held discussions with solicitors and met with staff regarding ongoing HR issues
- Continue to meet with recreation team regarding department priorities and reporting

Professional Development:

- N/A

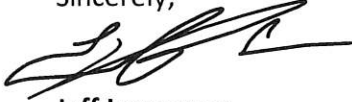
Outlook for Next Month:

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

- Continue negotiations with CUPE towards finalizing a collective agreement.
- Ensuring that the staff have the resources to implement the budget
- Continue to build continuity plans for recreation
- Action staff compensation review
- Action hiring process for EA and Communications Coordinator

- Attending Commission and Committee meetings
- Attending Department Head meetings (collective and individual)

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Lawrence', with a stylized flourish at the end.

Jeff Lawrence

Clerk Treasurer/Chief Administrative Officer
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Village Commission Report – Recreation Coordinator - July 2026

Summer Day Camp

Summer Day Camp is off to an excellent start. Staff completed two full weeks of training prior to the start of camp, with a strong focus on areas that had not previously been covered in depth. Training included important safety and emergency procedures such as missing camper protocols, fire drills, lockdown procedures, inclusion practices, and overall camp operations.

The additional training has provided staff with increased confidence and preparedness, ensuring they are equipped to handle a variety of situations throughout the summer.

Registration has been very strong, with most weeks either completely full or very close to capacity. The summer is off to a great start, and we are looking forward to continuing to provide a fun, safe, and engaging program for families in our community.

Canada Day Celebration

The Village of New Minas Canada Day Celebration was a great success. Despite the very warm weather, we had a fantastic turnout for the afternoon festivities, with many residents coming out to enjoy the activities, entertainment, and community atmosphere.

The evening portion of the event also saw a strong crowd. The music was very well received, and the fireworks were a highlight of the celebration. Staff worked extremely hard throughout the event and demonstrated great teamwork and commitment to delivering a successful community event. Their efforts were a major part of making the day such a success.

Grants and Community Projects

The Village has been awarded the \$25,000 Kings Vision Grant for the Lonnie Milne Playground project. The next steps will include scheduling community engagement opportunities to gather input and ensure the project reflects the needs and ideas of residents. We will also explore how this project, along with future initiatives, can align with opportunities through the Build Communities Strong Fund.

A quote has also been received for a proposal related to Douglas Street Park. The next step will be an internal meeting with Public Works to review the proposal, discuss feasibility, and determine potential next steps.

Recreation Programs

Summer recreation programs are off to a strong start. In addition to Pickleball, new opportunities were introduced this summer, including the addition of an Active for Life program and badminton which we typically do not offer over the summer months.

Overall, summer programming has had a very positive start, with strong participation, engaged staff, and continued community support. We look forward to building on this momentum throughout the remainder of the summer.

Village Commission Report – Active Living Coordinator - July 2026

Programs and Events

Held the second of two planned Bike Tune-Up and Cycling Skills Pop-Up events. Key outcomes included:

- 60 total bicycles serviced
- Traffic garden activities for children to practice cycling skills
- Overall positive community feedback and desire for this event to happen annually to help get more people on their bikes.

Community Inclusion and Accessibility

- Planned and hosted the SHIFT Gala event which took place on Friday, June 12th. The event hosted over 100 clients from local inclusion organizations as well as their family and friends.
- Attended the County of Kings Joint Accessibility Advisory Committee (JAAC) meeting on June 10th. The MPAL gave a presentation on the work the New Minas Access and Inclusion Working Group has been doing to establish capital project priorities for our proposed 5-year plan.
- Chaired the Access and Inclusion Working Group meeting. 5-year plan is currently being developed by the committee which will help inform the upcoming recreation masterplan.

Staff Development and Training

- Assisted with summer day camp training which took place from June 15th- 29th. The portion led by the MPAL included basic bike repairs, safety checks, and cycling specific programming.
- New Minas Recreation hosted regional summer staff training on June 29th. Summer staff teams from Annapolis County to West Hants attended this training which was organized and facilitated by Vallet Rec. Feedback for the space was highly positive and this training will likely be held at the LMCC yearly moving forward.

Professional Development and Networking

- Attended the Valley Rec AGM on June 11th.
- Met with a representative of the local disc golf non-profit organization to establish a workplan.
- Attended and outdoor play space webinar on June 22nd hosted by IAKS Canada.

Information Report

To: Village Commission

By: Cory Palmer

Meeting Date: July 13, 2026

Subject: Monthly Report — Director of Public Works



Monthly Report — Director of Public Works

Staff Update:

- Interviews were conducted with several shortlisted applicants for the water system role; however, none of the candidates were the right fit for the position. Staff will revisit the applicant pool to identify any additional individuals who may be suitable. Recruitment for the laborer position is progressing, and a number of applicants have been selected to move forward to the interview stage.

Current Projects/Work:

- Park/Flower maintenance:
 - The newly planted cherry tree is doing well.
 - Flowers have all been planted and growing well. We will be watering 2 times a week and feeding them food once per week.
 - The butterfly garden volunteers have started work on the garden at Lockhart Ryan Park.
 - Mowing of the parks continues weekly or as needed.
- Lockhart Ryan Park:
 - The sports activities are in full swing. We met with the league managers to discuss their requirements for the season and introduced the rec staff. We mow the fields twice a week, line the field once per week or as needed depending on visibility, and drag and chalk the ball fields Monday, Wednesday and Friday.
 - The opening soccer tournament in June went well and we had excellent feedback on the field condition.
 - We have replaced the bases on the small ball field as the existing ones were in bad condition. We are waiting for a new pitching rubber to come in.
 - We are upgrading some of the flags on the soccer fields as the flags are in bad condition or missing. The flags are on back order.
- Sewer
 - Village of New Minas, Town of Berwick, Village of Port Williams and Town of Kentville have awarded the sewer cleaning for the next 2 years to Loomer's Pumping Service.
 - Prospect pump #2 parts have arrived, and the pump will be rebuilt so it can be put back in service.

Long-Term Projects:

- Now that the budget has been approved, we will be preparing RFPs for the engineering work for water and sewer upgrades.
- Capital purchases and projects will be arranged in July so we can get them executed asap.

Information Report

To: Village Commission

By: Cory Palmer

Meeting Date: July 13, 2026

Subject: Monthly Report — Director of Public Works



Professional Development:

- Greg, Jason and Tim completed MPWANS training on June 18. They received training on Gorman Rupp pumps, fire hydrant maintenance and PRV's.
- Greg completed his confined space training on July 8.
- Some employees require the following courses to stay up to date on their training:
 - First Aid – 2
 - Lift Training – 3
 - Traffic Signer – 1
 - Traffic Control – 3
 - Trenching and Excavation – 1
 - Transportation of Dangerous Goods – 3 (online course)

Outlook for Upcoming Months:

- Get water and laborer position filled.
- Execute the capital budget items.
- Regular Park maintenance.
- Schedule sewer cleaning for early fall.

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: July 13, 2026

Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

The finance department was extremely busy in June, with the completion of the 2026/27 budget, 2025/26 audit, water utility bills, tax bills, PST claims, HST offset and Senior's tax rebate spreadsheet, upload. Just waiting for the final audit paperwork to submit the 2026/27 GIL paperwork. July will be busy as well with the water, tax, summer day camp and ecommerce over the counter payments and covering summer vacations.

Current Tasks/Projects:

- Working on May's bank reconciliations.
- First Quarterly Due to/from and HST, will be completed sometime next week.

Budget Update:

Property Taxes	Unapproved Budgeted	Collected Year to Date June 30
• Residential	\$1,444,101	\$49,580.52
• Commercial	\$938,067	\$2,271.71
• Resource	\$8,570	\$81.87

Sewer	Unapproved Budgeted	Collected Year to Date June 30
• Usage Charges	\$776,000	\$213,885.29

Water	Unapproved Budgeted	Collected Year to Date June 30
• Metered Sales	\$857,000	\$210,177.42
• Sprinkler Service	\$4,999	\$1,175.15

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
July 13, 2026@ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

12. New Business

Village of New Minas Briefing



To: Village of New Minas Commission

Date: July 13, 2026

Prepared By: Jeff Lawrence, Clerk Treasurer / CAO

Subject: Strategic Initiatives Fund Policy – Adoption

Issue

The Village requires a formal mechanism to address emerging priorities, time-sensitive opportunities, and unforeseen operational needs that arise outside the annual budget cycle. The proposed Strategic Initiatives Fund Policy (VNM-2026-01) establishes this mechanism.

Background

The Strategic Initiatives Fund (“the Fund”) is designed to ensure the Commission can act promptly on strategically aligned initiatives without waiting for the next budget cycle.

The Fund is supported through accumulated operating surplus, with allocations proposed annually. Unused funds do not automatically carry forward as a dedicated reserve.

Eligible uses include strategic reviews, planning studies, branding initiatives, infrastructure improvements, accessibility upgrades, and park/facility enhancements.

Ineligible uses include routine operational expenses, non-aligned projects, and ongoing program funding.

Governance is clearly defined:

- Commission is the sole approval authority.
- Access requires a formal RFD demonstrating alignment, urgency, financial implications, and timeline.
- Administration will report annually on reserve balances, including the Fund.

Discussion

Adopting the policy strengthens administrative agility while maintaining transparency and accountability. It provides a structured pathway for advancing Commission priorities that arise between budget cycles, ensuring decisions remain aligned with the Strategic Plan and long-term financial sustainability.

The policy also prevents misuse by clearly prohibiting routine or ongoing operational funding and by requiring formal Commission approval for all expenditures.

Financial Considerations

The Fund draws from accumulated operating surplus. Annual allocations will be determined during the budget process. Capital uses require transfer to the capital reserve.

There is no impact on tax rates or existing commitments.

Strategic Alignment

The policy supports:

- Responsive governance,
- Infrastructure and community improvement priorities,
- Transparent financial management.

Options

1. Approve the Strategic Initiatives Fund Policy at the next Commission meeting
2. Request amendments to be presented at the next Commission meeting.
3. Decline adoption.

Recommendation

That the Village Commission adopt the Strategic Initiatives Fund Policy as presented at the next Commission meeting.

Appendix

- Draft Strategic Initiatives Fund Policy

Village of New Minas
Draft Strategic Initiatives Fund Policy



Village of New Minas
Policy Number: VNM-2026-01
Adoption Date: _____
Most Recent Amendment: N/A

Purpose

The Strategic Initiatives Fund (“the Fund”) is established to provide the Village Commission with a structured, transparent mechanism to respond to emerging priorities, opportunities, or operational needs that arise outside the annual budget cycle.

The Fund is not intended to replace strategic planning or departmental budgeting. Rather, it serves as a controlled tool for addressing unforeseen but strategically aligned needs requiring timely action.

Funding Source and Annual Allocation

1. The Fund is supported through the Village’s accumulated operating surplus.
2. An allocation will be proposed annually during the budget process.
3. The annual amount may vary based on:
 - Prior-year operating surplus,
 - Overall accumulated surplus balance,
 - Long-term financial sustainability,
 - Strategic priorities identified by the Commission.
4. If the Fund is not used, the unspent amount remains in accumulated surplus and does not automatically carry forward as a dedicated reserve.

Eligible Uses

The Fund may be used for capital or operating initiatives that meet the following criteria:

Alignment Requirements

All initiatives must demonstrate alignment with at least one of the following:

- The Village’s Strategic Plan (e.g., infrastructure renewal, branding, communications, staff retention, organizational excellence),
- A clearly articulated Commission priority (e.g., accessibility, park rejuvenation, public safety/security),
- A time-sensitive opportunity where delay would result in lost value, increased cost, or diminished community benefit.

Examples of Eligible Projects

Examples include, but are not limited to:

- Strategic or operational reviews (e.g., IT audit, organizational review),
- Planning or engineering studies (e.g., New Minas South report),
- Community engagement or branding initiatives,
- Infrastructure improvements,
- Accessibility improvements,
- Park or facility enhancements.

Capital Projects

If the Fund is used for a capital project, the approved amount must be transferred to the capital reserve.

Ineligible Uses

The Fund may not be used for:

- Routine operational expenses already budgeted within departments,
- Projects that do not demonstrate alignment with strategic or Commission priorities,
- Initiatives intended to circumvent the strategic planning or capital planning process,
- Ongoing program funding that should be incorporated into departmental budgets.

Governance and Approval Process

- **Gatekeeping**

The Commission is the sole authority for approving expenditures from the Fund.

- **Required Submission**

Access to the Fund requires a formal Request for Decision (RFD) submitted by Administration. The RFD must include:

- Description of the initiative,
- Rationale for urgency or timing,
- Demonstrated alignment with the Strategic Plan or Commission priorities,
- Financial implications and sustainability considerations,
- Recommendation and implementation timeline.

- **Reporting and Oversight**

Administration will provide an annual overview of reserve balances, including the Fund, during the budget process.

Village of New Minas Disc Golf Course Improvement Briefing

Date: July 2026

Presenter: Natalie Palmer, Active Living Coordinator

Title: Briefing: Disc Golf Course Improvements, Temporary Course Adjustments, and Long-Term Redevelopment Strategy

Purpose

Since opening in 2012, the course has evolved alongside significant growth in park use, including the addition of the splash pad, playgrounds and other recreational amenities. While these additions have increased overall park activity, they have also created conflicts between disc golf and other park users. UDisc data indicates a 19% decline in rounds played, accompanied by a year-over-year decrease in player ratings. Once ranked among Nova Scotia's top three courses, the course is now ranked seventh. Despite this decline, the course continues to attract players from across Atlantic Canada, several Canadian provinces, the United States and internationally, demonstrating its continued tourism potential.

Objectives

- Improve player safety by reducing conflicts with other park users.
- Create a clearly marked 18-hole course and beginner-friendly 9-hole loop.
- Improve signage, navigation and infrastructure.
- Support recreation and tourism.
- Establish a sustainable partnership between the Village and local disc golf organization.

Short-Term Course Adjustments (2026)

- Relocate two wooded holes into the park to create a 9-hole loop.
- Convert current Hole #1 into a practice hole.
- Install temporary signage for both course layouts.
- Install a UDisc QR code sign.
- Install larger maps/wayfinding signage.
- Clean and repaint existing baskets and relocate select baskets to support the temporary course layout.

Long-Term Redevelopment Vision (2027)

- Redesign the course to reduce conflicts with other park users while preserving the mix of open park and wooded holes that define the course.
- Construct approximately 8–12 new holes.
- Install new tee pads, baskets, signage and wayfinding.
- Complete required land clearing where necessary.

Community Partnership (Local Disc Golf Community)

- Update UDisc layout and temporary signage.
- Complete redesign and prepare a 2027 budget proposal.
- Organize volunteer work parties.
- Obtain quotes and pursue grants through the existing not-for-profit.
- Use the existing Provincial MOU as a model for a Village agreement.

Property Clarification

- Confirm whether lands west of the soccer fields/volleyball courts and north of the Rails-to-Trails corridor are Village-owned for potential expansion.

Ongoing Operations

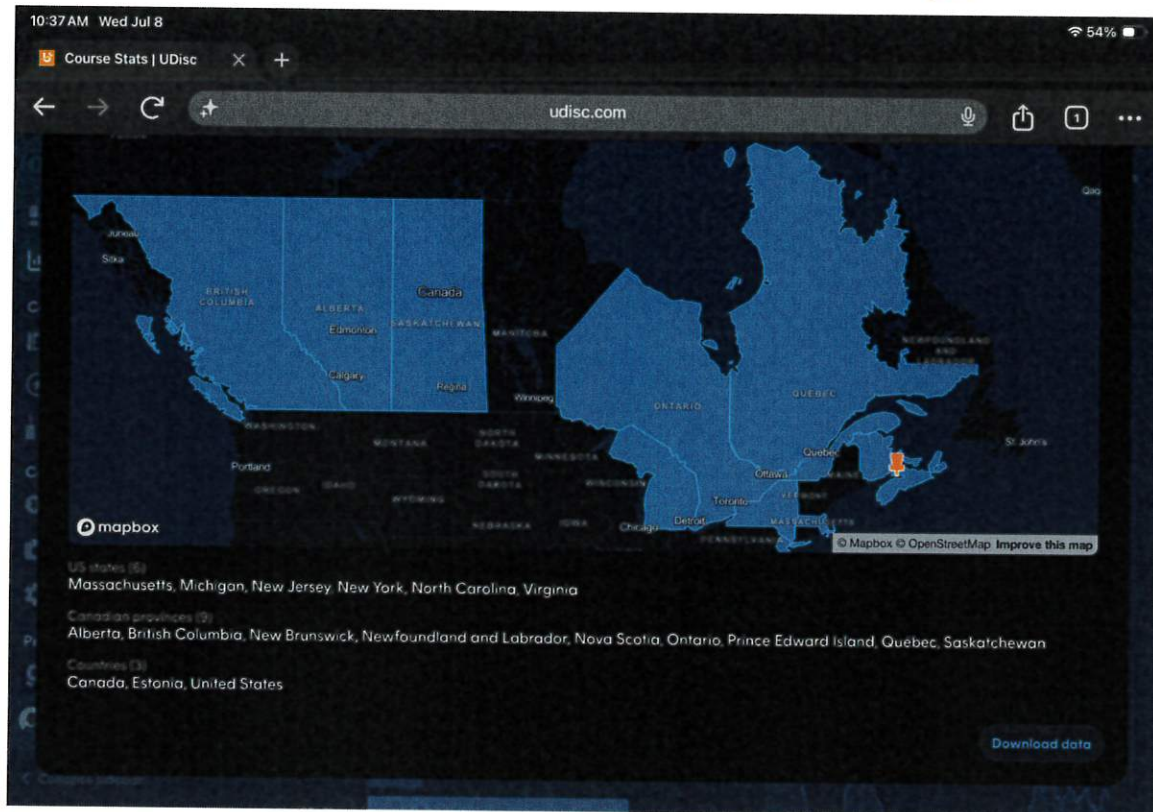
- Organization will monitor the course, assist with planning, programming, clinics and minor repairs.
- Routine maintenance and long-term infrastructure remain Village responsibilities.

Benefits

- Improved safety.
- Better recreation experience.
- Increased tourism.
- Volunteer partnership.
- Restoration of the course as one of Nova Scotia's premier disc golf destinations.
- Supports the long-term goal of positioning New Minas as a destination capable of hosting larger provincial and national disc golf events.

Estimated Capital Investment

\$50,000–\$60,000 (estimated) including replacement baskets and course infrastructure. This can be accomplished in a phased approach.



Appendix A: UDisc visitor data demonstrates the course attracts players from nine Canadian provinces, six U.S. states and Estonia, highlighting its tourism reach.