



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

1. Call to Order
2. Approval of the Agenda
3. Disclosure of Conflict of Interest
4. Approval of Minutes:
 - a. July 14, 2025, Village Commission Meeting
5. Presentations:
 - a. RCMP Update – Inspector William Collier
 - b. Village of Kingston – ANSV staff position
 - c. Advancing Development of New Minas South Draft Report - Brighter Community Planning and Consulting
6. Business Arising from Minutes:
 - a. RFD – Adoption of a Security Camera Policy
7. Comments from the Chair
8. Public Input Specific to Agenda Topics
9. Committee Reports:
 - a. Beautification Committee — Draft minutes included in package
 - b. Finance & Audit Committee — No meeting since last report
 - c. Joint Accessibility Advisory Committee — No meeting since last report
 - d. New Minas Water Commission — Draft minutes included in package
 - e. Regional Sewer Committee — June 19 meeting minutes in package
10. Staff Reports:
 - a. Clerk Treasurer/CAO — Report included in package
 - b. Director of Public Works — Report included in package
 - c. Manager of Finance — Report included in package
 - d. Director of Recreation – Report included in Package
11. New Business:
 - a. RFD – Timing of Banner Installation
 - b. RFD – Appointment of Citizen Member – Beautification Committee
 - c. RFD – Appointment of Business Community Representative – Beautification Committee

- d. RFD – Appointment of Two Village Commission Members – Beautification Committee
- e. RFD – Appointment of Citizen Representatives – Source Water Protection Committee
- f. RFD – Appointment of Two Members of the New Minas Water Commission – Source Water Protection Committee

12. Correspondence:

13. General Public Input

14. Closed Session

- a. Negotiations
- b. Security Matter
- c. Personnel Matter

15. Adjournment



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



Village of New Minas
Commission Meeting
September 8, 2025 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Commissioners Present:

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

Commissioners Absent:

Staff Present:

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

Others Present:

- Christina Sappington, District 8 Councillor
- Maynard Stevens

1. Call to Order:

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

2. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

3. Approval of the Agenda:

Motion:

THAT the Agenda for the September 8th, 2025, Commission Meeting be approved

M/J. Redmond

S/ Q. Hill

Motion Carried

4. Approval of Minutes:

a. July 14, 2025, Village Commission Meeting

Motion:

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

M/J. Redmond

S/ Q. Hill

Motion Carried

5. Business Arising from Minutes:

There was no business arising from the minutes

6. Comments from the Chair:

There were no additional comments from the Chair.

7. Public Input Specific to Agenda Topics:

There was no public input

8. Presentations

There were no presentations

9. Committee Reports:

a. Finance and Audit Committee

Debra Windle-Smith provided a verbal summary of the draft minutes included in the September 8, 2025, Commission agenda package.

Motion:

THAT the draft minutes for the Beautification Committee be received as included in the September 8, 2025, Commission agenda package and as verbally summarized by Debra Windle-Smith.

M/D Windle-Smith

S/ J. Redmond

Motion Carried

b. New Minas Water Commission

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

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the September 8, 2025, Commission agenda package and as verbally summarized by James Redmond.

M/J. Redmond

S/ Q. Hill

Motion Carried

c. Regional Sewer Committee

The minutes of the June 19, 2025, Regional Sewer Committee were unavailable at the time of preparing the agenda.

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 September 8, 2025, Commission agenda package.

M/D. Windle-Smith

S/ J. Redmond

Motion Carried

b. Public Works

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

In addition, C. Palmer spoke to applying for GRID funding to upgrade the water infrastructure to remove bottlenecks in supply. The work would entail bringing power to the Lockhart Ryan Park well, bringing the test well online and upgrading the transmission line and some pumps.

J. Lawrence indicated that the deadline for a GRID application was October 9th and an application requires motions of support from the Village and the Municipality of the County of Kings and so timelines are tight.

Motion:

THAT the Director of Public Works report be received as included in the September 8, 2025, Commission agenda package.

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

c. Finance

Motion:

THAT the Manager of Finance report be received as included in the September 8, 2025, Commission agenda package.

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

d. Recreation and Community Development

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

Motion:

THAT the Director of Recreation report be received as included in the September 8, 2025, Commission agenda package.

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

11. New Business:

a. Briefing – Installation of Video Cameras – CAO/ Clerk Treasurer

J. Lawrence provided a review of the Installation of Video Camera briefing and touched upon the key considerations of objectives, benefits, privacy and compliance, budget and next steps.

At the end of the presentation, J. Lawrence requested that the Commission pass a motion authorizing the expenditure of \$2,000 plus applicable taxes to ensure the audit is complete in advance of budget discussions.

Motion:

That the Commission approves the allocation of \$2,000 plus applicable taxes from last year's operational surplus to fund an IT audit at the Louis Millett Centre.

M/Q. Hill

S/ D. Windle-Smith

Motion Carried

b. Briefing - Requirement to Adopt a Security Camera Policy – CAO/ Clerk Treasurer

J. Lawrence provided a review of the installation of Video Camera briefing touching on key considerations. Included in the briefing is a draft Village of New Minas Security Camera Policy. The CAO indicated that he would like to bring the policy forward for adoption at the October Commission meeting.

c. Request for Decision – Approval for Facilitated Strategic Plan Review and Development of Measurable Goals and Objectives – CAO/ Clerk Treasurer

J. Lawrence provided a review of the Approval for Facilitated Strategic Plan Review and Development of Measurable Goals and Objectives RFD.

There was a significant amount of discussion around the table about timing and concerns about funding the project from surplus.

Motion:

That the Commission approve funding for a facilitated strategic plan review with the goal of reviewing the existing 2024 plan and developing measurable goals and objectives and further that the Commission allocate up to \$10,500 from last year's operational surplus towards the project.

M/Q. Hill

S/ D. Windle-Smith

Motion Carried

d. Briefing – ANSV Staff Position – CAO/ Clerk Treasurer

J. Lawrence provided a review of the ANSV Staff Position briefing. A discussion around the table followed with the consensus being that there was no new information provided about the specific benefits of the position, and that this information would be required before the Commission would consider providing funding.

Motion:

That the Commission does not approve funding towards the ANSV staff position.

M/Q. Hill

S/ J. Redmond

Motion Carried

12. Correspondence:

a. Stephen North – Email – New Recreation Centre

13. General Public Input:

• **Christina Sappington spoke to**

- Thanking J. Redmond and the New Minas Fire Department for its efforts in fighting the wildfires.
- The efforts of the Orchard Valley United Church in providing temporary accommodations for some of the homeless displaced by the closure of the woods.
- The upcoming sludge removal from cell two of the sewage lagoon and the associated heavy truck traffic during the work.
- The planned upcoming District 8 Meet and Greet.

• **Maynard Stevens spoke to**

- The security camera installation briefing and that he felt that this was a good idea.

14. Closed Session:

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

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

Motion:

THAT the Commission adjourn to move into closed session.

M/Q. Hill

S/ D. Windle-Smith

Motion Carried

Motion:

THAT the Commission adjourn from the closed session.

M/Q. Hill

S/ D. Windle-Smith

Motion Carried

At 8:38pm the Commission reconvened the open session of the meeting.

15. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 8:39pm.

Motion:

THAT the meeting be adjourned.

M/J. Redmond

S/ Q. Hill

Motion Carried

DRAFT



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AGENDA

5. Presentations

Advancing Development in New Minas South

STRATEGIC CONSIDERATION – SEPTEMBER 2025



This report was prepared for the Village of New Minas Commission to support discussions of the future of New Minas South. It is not a planning approval. The information, including maps, figures and cost estimates, reflects studies and policies available as of September 2025 and is intended for discussion only. Final decisions rest with the Municipality of the County of Kings and other authorities. Community members and landowners should view this as a guide to ongoing conversation, with future updates and detailed studies required.

Note: Unless otherwise indicated, photographs and imagery are sourced from Microsoft' stock image library and are used for illustrative purposes only. They do not depict actual conditions within New Minas.



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1. Executive Summary

New Minas South (NMS) offers the Village of New Minas a major opportunity to accommodate growth, provide diverse housing and enhance community amenities across nearly 1,000 acres south of Highway 101. The Secondary Plan envisions residential neighbourhoods, mixed-use areas, parks, trails and sustainable infrastructure to support upwards of 5,000 new residents while integrating with the existing Village.

Development is structured in three phases, each requiring agreement from landowners representing 75% of the area to proceed with comprehensive development agreements. While this approach ensures coordinated development, it introduces potential delays, holdouts and complexity, particularly phase 3. Additional challenges include high upfront infrastructure costs, topographic and soil constraints, limited pedestrian connections and the need to carefully balance commercial growth with the vitality of Commercial Street. Planning authority rests with the Municipality of Kings County, which may limit locally responsive decision-making.

NMS also presents significant opportunities. Its natural features allow for integrated parks, trails and soft stormwater solutions, while concentrated land ownership in Phase 1 provides an early path to advance development. Existing planning studies, infrastructure frameworks and potential federal and provincial funding strengthen the Village's capacity to facilitate growth.

The report identifies two pathways for Village action:

- **Interventionist:** Active coordination of studies, infrastructure planning and landowner engagement.
- **Facilitated:** Support and enable private investment, stakeholder coordination and access to funding programs.

Early, deliberate action will be critical to advancing NMS in a way that delivers diverse housing, connected neighbourhoods, sustainable infrastructure and a strong sense of place, shaping the Village's growth for decades to come.



2. Introduction

The Village of New Minas is entering a pivotal moment in its growth. With the expansion of the Village boundaries south of Highway 101 and the adoption of the New Minas Secondary Plan, nearly 1,000 acres of new land are now positioned to accommodate future development. This area referred to as New Minas South (NMS) offers the potential to deliver hundreds of new homes, expand community services and integrate trails, parks and infrastructure that will strengthen the Village's identity and resilience.

The Municipality of the County of Kings has provided a planning framework through a Secondary Plan, but the realization of this vision may depend on proactive steps taken by the Village. Landowners' coordination, infrastructure investment and governance arrangements will determine whether New Minas South develops in a timely, integrated manner or remains stalled by uncertainty and fragmented interests.

This report was prepared to support the Village Commission in identifying its role in advancing development. Drawing from background studies, Secondary Plan policies and an assessment of local challenges and opportunities, the report highlights strategic considerations for moving New Minas South forward. The goal is to position the Village not only as a beneficiary of growth, but as an active partner shaping a complete, connected and sustainable community.

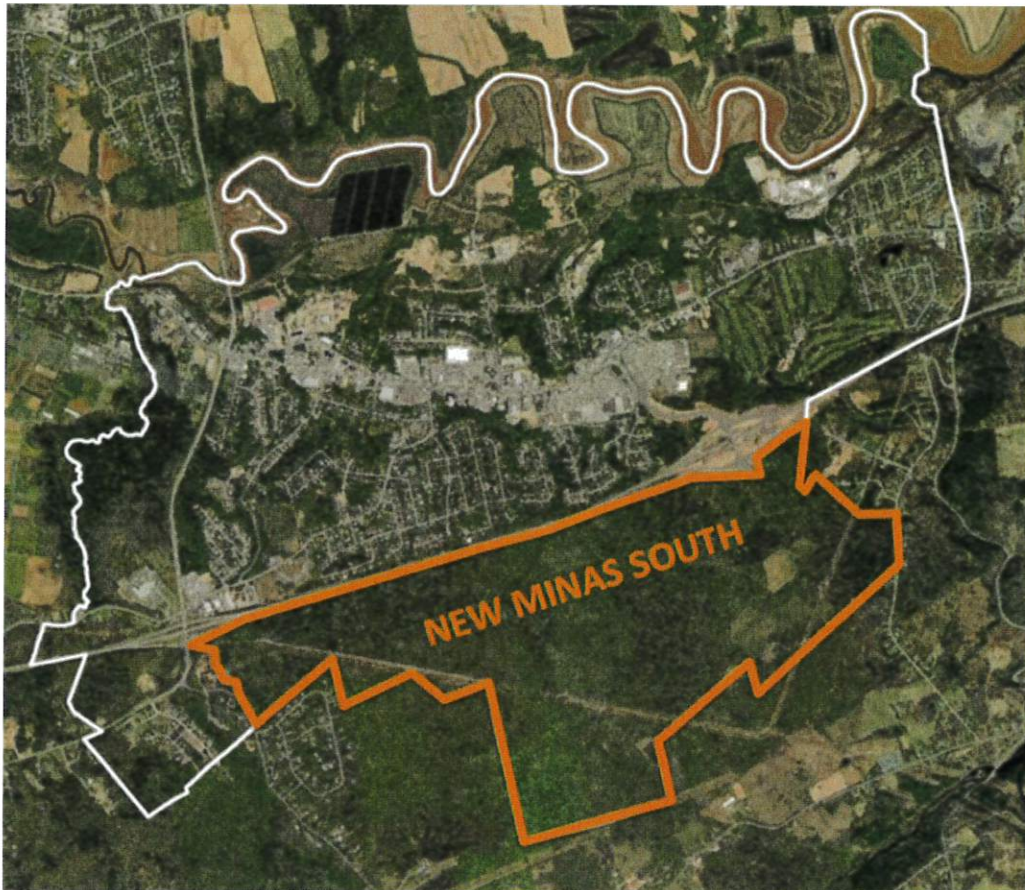


Figure 1 Satellite view of New Minas outlining an approximation of the New Minas South area.

3. Background

In 2013, the Nova Scotia Utility and Review Board (UARB) approved the Village of New Minas' application to expand its boundaries south of Highway 101 into an area known as New Minas South (NMS). This expansion added approximately 1,000 acres of mostly undeveloped land to the Village. The area sits entirely to the south of Highway #101. The subsequent construction of the Granite Drive Interchange, which provides an additional off-ramp to the east side of New Minas, created the conditions for new development. In response, the Municipality of the County of Kings undertook and ultimately adopted a Secondary Plan for the entirety of New Minas. Prior to this, the Village had been governed by a secondary plan dating back to the 1970s. The new plan introduces updated zones and policies for New Minas South, envisioning a mix of residential, mixed-use and commercial development designed to complement and enhance the existing community. To create the secondary plan, the Municipality of the County of Kings initiated a "Vision New Minas" exercise in 2019 that resulted in following technical studies and reports:

- [Real Estate Market Demand Study for New Minas South Growth Centre](#)
- [New Minas South Transportation Study Phase 1 Existing Conditions](#)
- [New Minas Urban Design & Active Transportation Technical Report](#)
- [New Minas Transportation Study Phase 2 Scenarios and Recommendations](#)
- [Vision New Minas Summary and Scenarios Report](#)

These studies inform the New Minas Secondary Plan, adopted in 2023. Through the Vision New Minas, it became clear that the successful development of New Minas South will depend on proactive investment in transportation and infrastructure, alongside a strong shift in design and land use priorities. A new collector road and related upgrades are prerequisites to accommodate future growth and avoid worsening congestion. While the plan identifies a small area for highway commercial development, the majority of New Minas South is intended to support residential neighbourhoods, small-scale mixed-use areas and active transportation connections. Commercial Street will remain the primary retail focus, with New Minas South positioned to address the community's housing needs and integrate parks, trails and natural features.

3.1 MPS & Secondary Plan

The Municipality of Kings County identifies New Minas as a Growth Centre. The Municipality of the County of Kings MPS establishes growth centres to provide vibrant, complete communities in areas with municipal servicing, economic development, a high quality of life and a distinct character.

The secondary plan for New Minas includes an Urban Structure Map (*Figure 2*) to guide the types of development that would be acceptable within New Minas South, with three phases of development:



Figure 2 MPS Phasing and Land Use Planning Map

- Phase 1 – East
- Phase 2 – Central
- Phase 3 – West

Policy 4.7.4 in the Kings County MPS enables the application of zoning to be applied to the land of New Minas South through comprehensive development agreements. Through the policy, the zoning applied is to reflect the land uses as prescribed on the Phasing and Land Use Map (Figure 2). Additionally, policy 4.7.6 ensures that the development agreements also conform to the Road Network Map (Figure 7), the Active Transportation Connections Map (Figure 6) and the Parks Map in the Secondary Plan. This policy also requires comprehensive water and sewer infrastructure plans that consider the future needs of the entire community.

The Municipality utilizes development agreements to enable development that may not otherwise be permitted under the LUB. These agreements are legally binding contracts registered on the property title, and establish site-specific requirements such as land use, density, servicing and design. Applications proceed through a formal planning process, beginning with submission of studies and site plans, followed by public consultation, staff review and recommendations to Council. Council then holds a public hearing and may approve or

refuse the proposal. Once approved, the agreement provides predictability for both the developer and the community, ensuring that infrastructure, phasing and design requirements are secured before subdivision and construction proceed.

The development agreement process is meant to facilitate high-level planning of a site and to coordinate the complexities of the infrastructure required for development. Once these are established, the Municipality can discharge the development agreements and let the zoning established through the development agreement to govern the remainder of the development of the land.

To initiate a comprehensive development agreement, applicants representing 75% of land area within a given phase must agree to participate. This threshold secures shared responsibility while ensuring that the zoning, infrastructure and parkland within each phase are coordinated. Once these have been developed accordingly, the development agreement will be discharged to allow for development to take place according to the newly established zones.

The Municipality and Village are not responsible for essential infrastructure development costs that enable development. Infrastructure costs are to be allocated proportionally through mechanisms permitted under the MGA, such as Infrastructure Charges Bylaw and front-ending/latecomer.

The Secondary Plan also includes the Active Transportation Network (*Figure 3*) which includes a series of trails and active transportation corridors through the lands of New Minas South. The map outlines a primary active transportation route along the proposed collector through New Minas South. There are also trails under the NSP corridors and a network running through the ravines. There is a desire to connect these new trails under Highway 101 which will help to knit the new and old parts of New Minas together.

3.2 Land Use Bylaw

The lands of New Minas South are zoned as R5, C6 and O1. The O1 is an Environmental Constraints Zone applies to the ravines that run through the site and does not allow development on this land, while the R5 and C6 zones establish residential and commercial zones. Both the R5 and C6 zones require comprehensive development, meaning that no construction can proceed without an approved, coordinated development agreement in place for each respective phase of development in New Minas South.

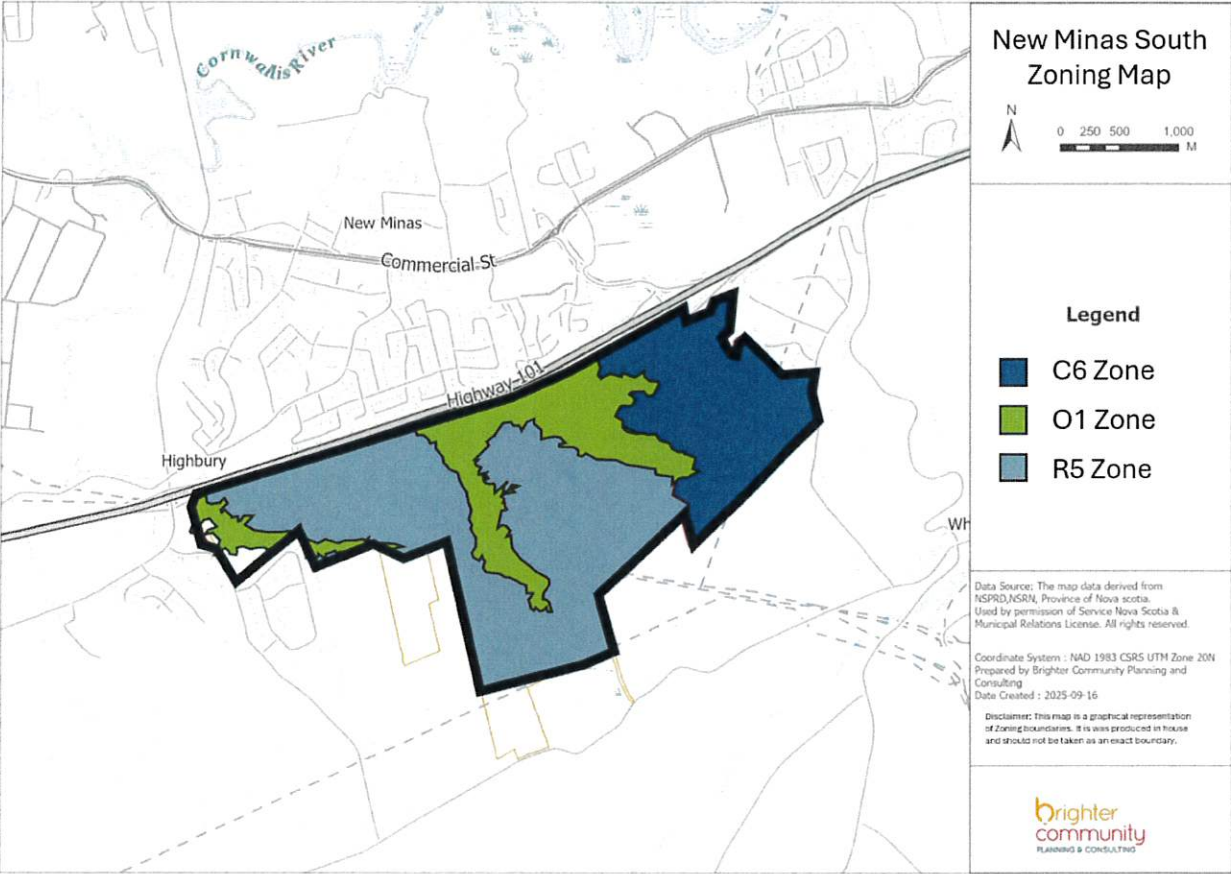


Figure 3 New Minas South Zoning Map

3.3 Geography and Environment

The 1000 acres comprising New Minas South sits entirely south of Highway 101 and is bound to the east and west by two 100-series interchanges. This land is relatively undeveloped apart from 2 high tension power corridors, a substation and a single dwelling unit located on a parcel with the southeast of the lands. The land sits on the slopes of South Mountain, with three ravines running north/south that bisect the land. These ravines present challenging topography and soil conditions. There are informal trails, young succession forest, mid-aged forest and old-growth hemlock forest in the ravines. These features present challenges but also opportunities for recreation and excellent views over the Annapolis Valley.

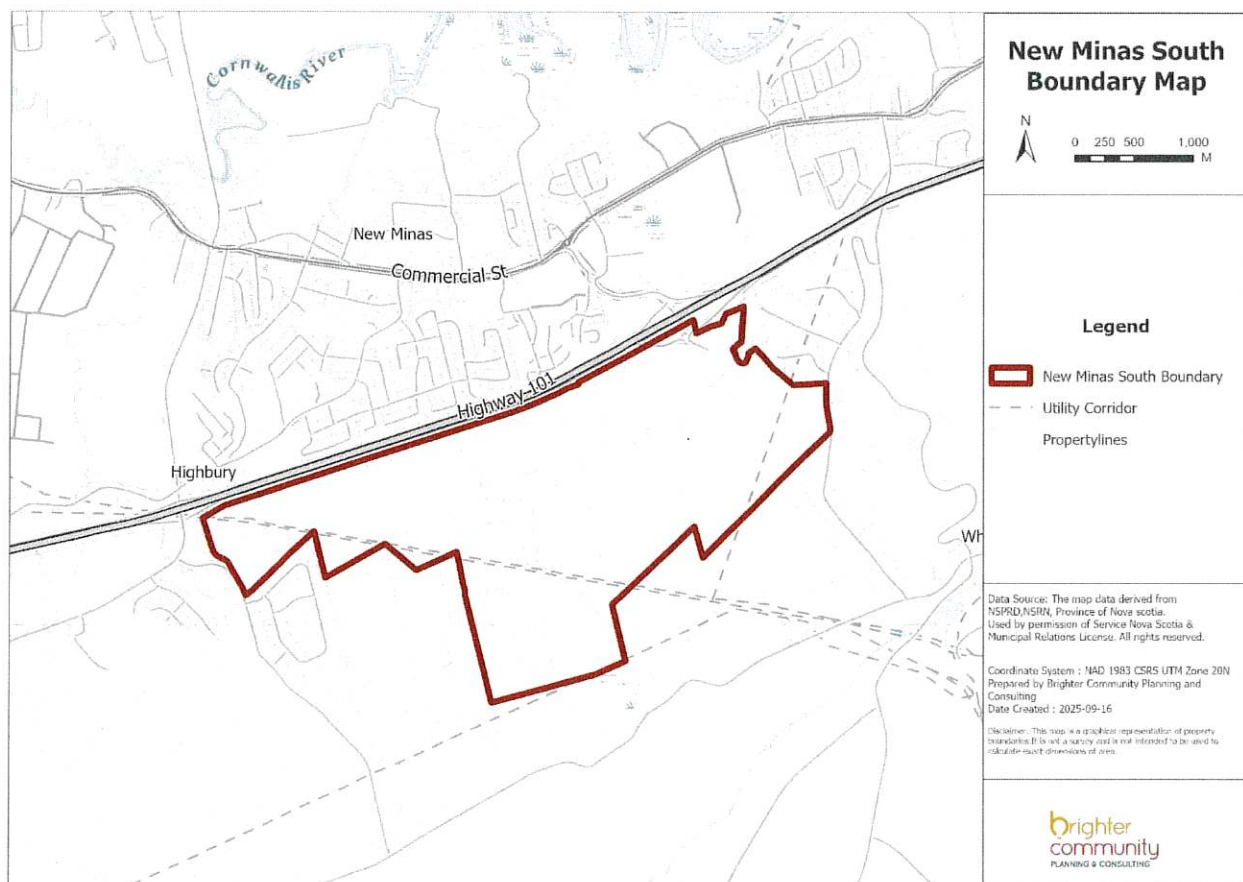


Figure 4 New Minas South Boundary

3.4 Market Demand and Population

Based on the findings of the [Vision New Minas – Summary and Scenarios Report](#)¹ (10 year horizon) there is need for:

- Residential growth in a variety of forms including rental and affordable housing. The Report speculates that New Minas could capture between 15% and 22% of future growth within the boarder area. Those projections come from two scenarios. Scenario one envisions development continuing at its current pace and this results in a projection of 270 housing units. The second scenario uses historic growth trends and envisions New Minas growing at a rate similar to that of its peak development and would result in a need for 321 dwelling units over the next 10 years.
- Industrial growth can be supported in new areas but requires council to lead the pursuit of industrial developers as it is highly competitive in the region.
- Office development is only needed in small forms that would be in conjunction with other development such as retail.
- Commercial growth is expected to be between 100,000 to 120,000 square feet over the next 10 years. Most of this is to be accommodated in existing areas along Commercial Street. The report cautions against creating oversupply of Commercial Land in New Minas South so as to not to compete directly with Commercial Street thus causing undesired vacancies.
- No need for additional accommodation and tourism development.

The report states that “population growth in New Minas has been strong in recent years compared to longer-term trends. That are predominantly a result of international immigration, and migration to the area from elsewhere in Canada.”² In recent years, New Minas has not been able to keep up with demand for housing, in part likely due to a lack of development opportunities within the Village boundaries.

Census Data (Figure 5³) demonstrates a strong population growth from the 1970s through to the millennium. A drop in population can be observed in the 2000s with a gentle rise after this.

¹ Real Estate Market Demand Study for New Minas Growth Centre, FBM and Turner Drake & Partners Ltd. January 2021

² Real Estate Market Demand Study for New Minas Growth Centre, FBM and Turner Drake & Partners Ltd. January 2021

³ Census Data. Statistics Canada. 1970-2021

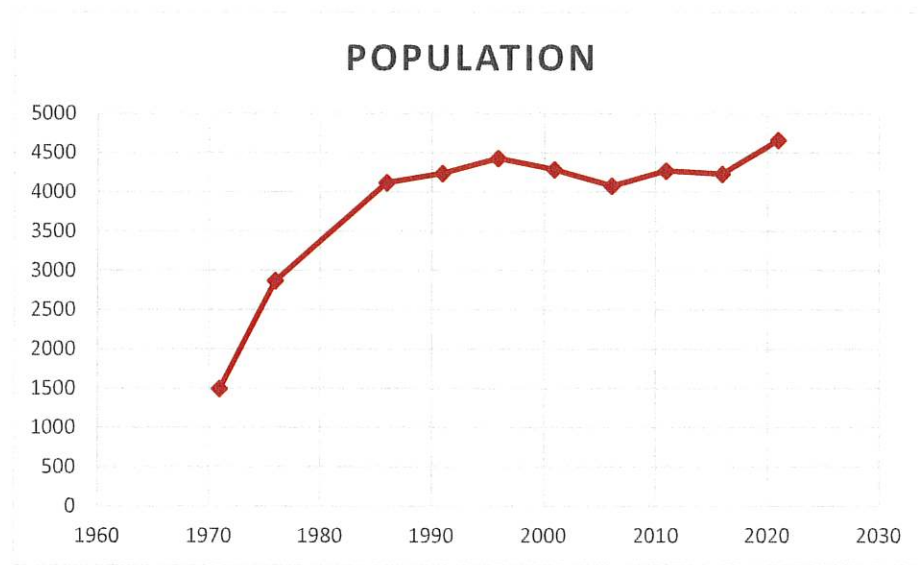


Figure 5 New Minas South Population Growth based on StatsCan data.

In 2023 the Province of Nova Scotia completed the Kings County Housing Needs Assessment⁴ which looked at the housing need throughout the entire Municipality. Although New Minas is not broken out specifically within that study, it can be reasonably assumed that the need for housing in New Minas is similarly impacted. The report found a county wide shortage of 230 units in 2022. The study projects that to keep pace with demand there is a need for 1,135 new units in Kings County by 2027 (including the noted shortage) and 2,325 by 2032. Based on historical construction trends, an average of 190 units had been built each year, this pace will not provide sufficient housing to meet demand.

The Village of New Minas estimates that an additional 5000 residents⁵ can be accommodated through the development envisioned by the Secondary Plan. New Minas South could meet the need for new housing for New Minas for the foreseeable future. This puts New Minas in a prime position to absorb a great deal of the demand projected by the Municipality of Kings County.

3.5 Industrial Opportunity

While residential and mixed-use growth is the major focus, industrial growth could be supported in New Minas South if the Municipality and Village actively pursued industrial developers. This indicates that industrial uses are feasible but are not expected to occur without facilitation. The Village therefore has a potential role to play in positioning parts of New Minas South for light industrial activity, subject to servicing availability and developer interests.

3.6 Urban Design and Active Transportation

The [Vision New Minas Summary and Scenarios Report](#)⁶ set out the following high-level

⁴ Municipal Housing Needs Report. Municipality of the County of Kings. 2023

⁵ Personal Communication between J Lampier and Jeff Lawrence. 2025

⁶ Vision New Minas Summary and Scenarios Report, UPLAND. Sept 2021

objectives to be considered when creating the Secondary Plan:

1. Housing Diversification
2. Make active transportation convenient
3. A walkable Commercial Street
4. Identity and pride of place
5. Protect natural systems and encourage trail development

The Secondary Plan includes an active transportation network. The trails and active transportation network will provide an important backbone to development in New Minas South and has the potential to help it establish a unique identity for the development.

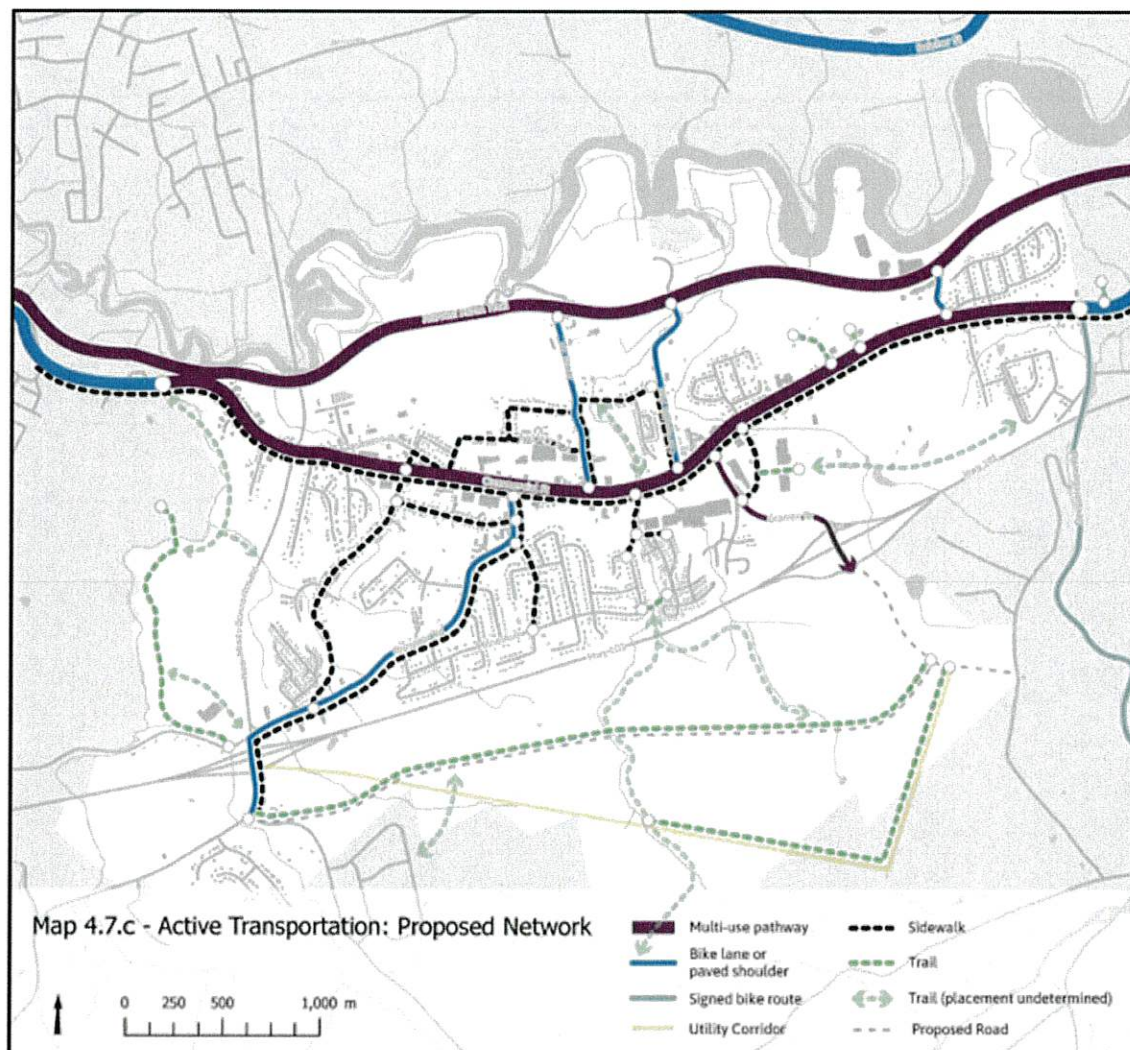


Figure 6 Active Transportation Network set out in Secondary Plan

3.7 Servicing and Infrastructure

The [Vision New Minas Summary and Scenarios Report](#)⁷ included studies on drinking water, sewer and stormwater runoff. The report created a benchmark in 2020 which was used to model a scenario for development into the future to 2050. It concluded that:

1. Generally, there is sufficient drinking water. However, depending on future development scenarios, additional upgrades to the system could be required.
2. Sewer infrastructure requires upgrades to accommodate New Minas South, specifically to some of the gravity pipes and lift stations presently used in New Minas.
3. The County of Kings Surface Water Design Manual requires that all future development comply with net zero policies regarding stormwater runoff through the use of retention ponds. The MPS requires that each phase of development in New Minas South does not create any additional stormwater runoff that would exceed the predevelopment state of the land. In addition, the site plan approval and development agreement processes require, when possible, that any stormwater infrastructure design use natural and soft features as opposed to traditional hard infrastructure.

The costs associated with oversizing infrastructure to accommodate the broader needs of New Minas South are typically addressed through a combination of developer and municipal contributions. In accordance with the MGA and Kings County MPS, developers may be required, through development agreements, to construct infrastructure that meets both the immediate needs of their development and the projected demands of the surrounding community. While the Municipality has the legislative authority to implement development charges to recover the cost of infrastructure exceeding a development's direct requirements, no such bylaw is currently in place. As a result, any reimbursement or cost-sharing for oversizing would need to be negotiated directly through development agreements or supported through municipal capital budgets. This approach ensures that infrastructure is appropriately scaled to support long-term community growth while maintaining a clear framework for financial responsibility.

According to the findings of the [Vision New Minas - Summary and Scenarios Report](#)⁸ the entire area of New Minas South sits within a Wellfield for the Village's water supply. However, NMS is at the furthest extent of the wellfield, and any groundwater infiltration would take 25 years to reach the wells. This should not significantly impede any anticipated development.

The site of New Minas South is bisected at its extremities by two high tension power corridors. While these might limit residential development in their direct vicinity, the cleared paths underneath can provide opportunities for recreational trails that would help to knit the area together. These corridors could be used to provide three-phase power for a small area of light industrial if the Village deems it appropriate.

In addition to technical servicing considerations, the future development of New Minas South will depend on access to external funding sources. Several federal and provincial programs exist that support municipal infrastructure investment, including the Canada Community-Building Fund (CCBF), the Investing in Canada Infrastructure Program (ICIP) and the Canada Infrastructure Bank. These programs can provide cost-sharing or low-interest financing for water, wastewater,

⁷Vision New Minas Summary and Scenarios Report, UPLAND. Sept 2021

⁸ Vision New Minas Summary and Scenarios Report, UPLAND. Sept 2021

stormwater, transportation and active transportation projects. While not specific to New Minas South, such programs represent potential avenues for reducing the local financial burden of the substantial servicing investments required.

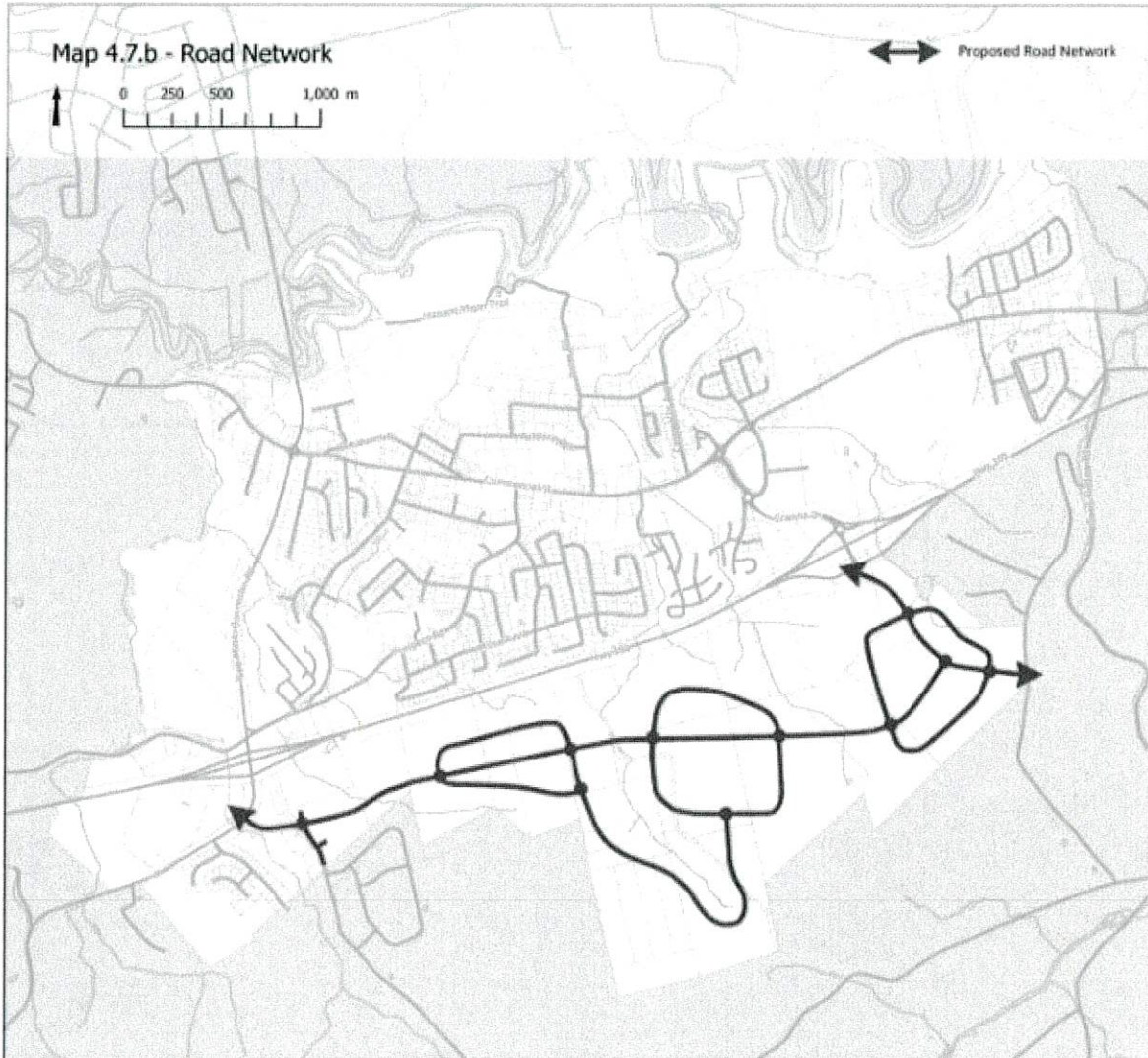


Figure 7 New Road Layout from New Minas Secondary Plan

The collector road planned to connect the new Granite Drive Interchange across the site to New Canaan Road (*Figure 7*⁹) is envisioned to be a two-lane road with sidewalks on one side and a multiuse trail on the opposing side. This design would need to enable capacity expansion to four lanes at a future date if deemed necessary. [The New Minas Transportation Study Phase 2 Scenarios and Recommendations](#) report estimates a cost of \$27,850,000 to develop the collector road network as envisioned in the New Minas Secondary Plan. This does not include

⁹ Kings County MPS, Section 4.7. May 2023

land costs, inflation, engineering costs, or HST.

3.8 Governance

The Village of New Minas is headed by an elected Village Commission. It serves the community by:

- Managing water and sewer services: Through the New Minas Water Commission, a separate financial entity, the village commission oversees the provision of water and sewer services to residents.
- Promoting community and recreation: The commission supports programs and facilities for recreation and community activities, including providing financial assistance for children and youth to participate in sports and arts.
- Economic development: The commission engages in activities to promote local economic growth, which can include supporting business, attracting investment and advocating for local development projects.
- Community engagement: The commission is committed to engaging with community and making municipal services and programs accessible to all residents.
- Financial management: The commission is responsible for the financial administration of the Village including budgeting, asset management, revenue generation and managing capital reserve funds and investments.

Land use planning is governed by the Municipality of Kings County. The Village is consulted in planning decisions, however the final authority rests with Kings County Council. Historically, the Municipality used an Area Advisory Committee to seek input from the Village on planning matters but now planning advice from the Village to the Municipality of Kings County is done in a more ad hoc manner.¹⁰

3.9 Phasing and Land Ownership

Figure 8 illustrates the three development phases identified in the Secondary Plan alongside the property boundaries within each phase. Phase 1 occupies the eastern portion of New Minas South, Phase 2 is centrally located, and Phase 3 is to the west. The overlay of parcel boundaries highlights the distribution of land ownership within each phase, providing context for how the applicants representing 75% of land area participation threshold may affect the ability to advance comprehensive development agreements. Some parcels extend beyond the boundaries of a single phase, which may add complexity to coordination depending on how landowners choose to participate. In addition, Phase 2 contains an abandoned right-of-way dating back to before the construction of Highway 101. Although no longer maintained for transportation purpose, it bisects several properties and is likely used informally for recreation. Its presence introduces further uncertainty for subdivision design, land assembly and coordination within this phase.

Although the lands within all three phases of New Minas South are privately owned, they are largely uninhabited. An exception exists within Phase 1, where a single residence is located at

¹⁰ Personal Communication BETWEEN C FULLER Jeff Lawrence – August 2025.

243 Forsythe Road South. This presents a unique consideration for the development process.

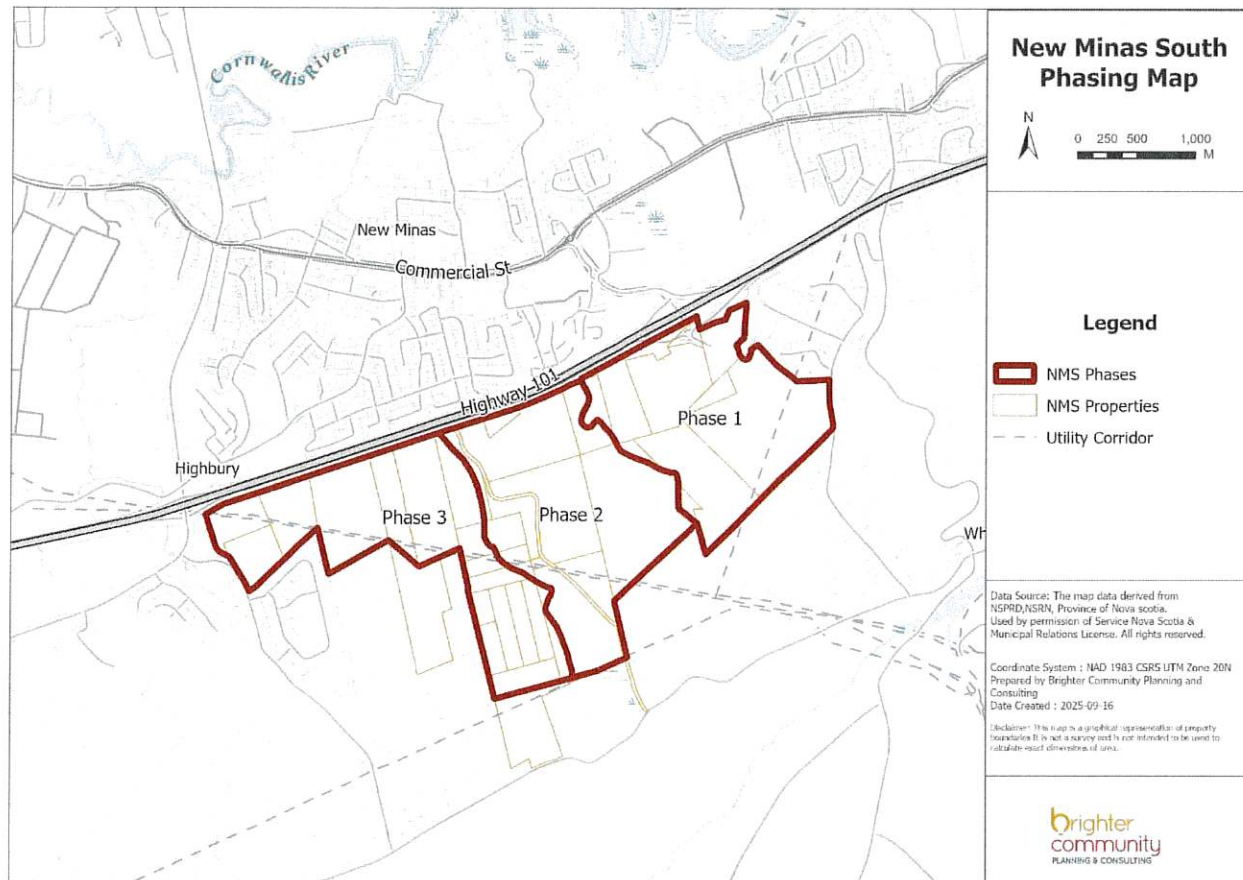


Figure 8 Map demonstrating the three phases of development in New Minas South overlaid on the property boundaries of the area.

The accompanying pie charts (Figure 9, 10, 11) demonstrate the estimated breakdown of individual land ownership by acre within each of the three phases of New Minas South. These charts are based on the parcel boundaries illustrated in Figure 8 and provide a visual representation of how land is distributed among different owners. It is important to note that these figures are estimates prepared using the best available data and should not be interpreted as exact or final.

NMS PHASE 1 LAND AREA OWNERSHIP BY ACREAGE
TOTAL 283.15 ACRES

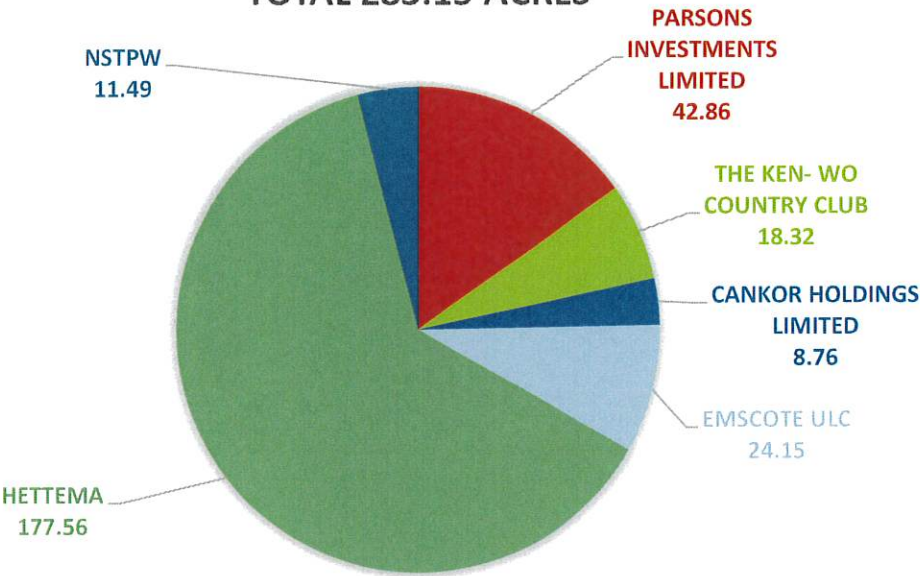


Figure 9 Estimated acreage by landowner within NMS phase 1

NMS PHASE 2 LAND AREA OWNERSHIP BY ACREAGE
TOTAL 321.78 ACRES

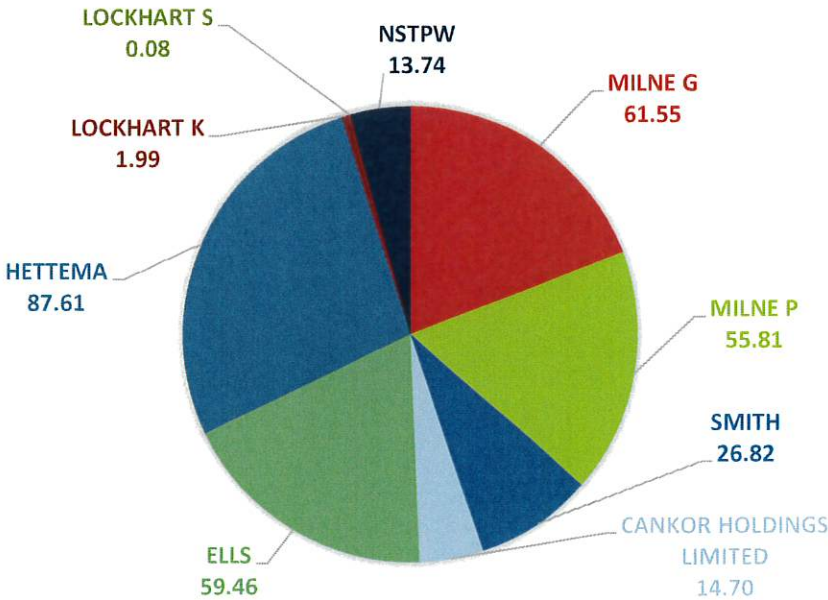


Figure 10 Estimated acreage by landowners within NMS Phase 2

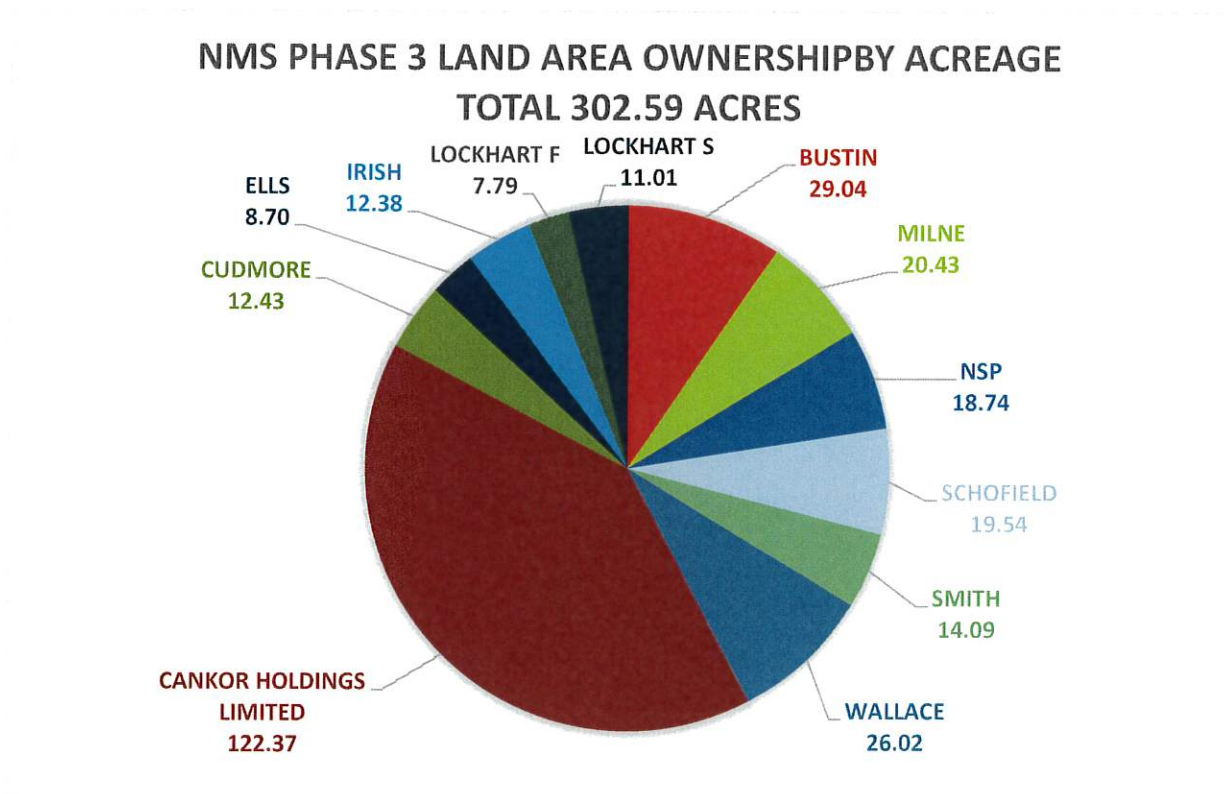


Figure 11 Estimated acreages of each landowner within NMS phase 3.

4. Analysis

The following analysis is based on the adopted Secondary Plan, supporting background studies, and the relevant policies of the Municipal Planning Strategy (MPS) and Land Use By-law (LUB). Rather than providing a technical policy review, this section highlights the key factors that will shape the success of development in New Minas South. These factors are summarized as challenges that may constrain development and opportunities that could be leveraged to advance community goals. Together, they form the basis of the recommendations that follow.

4.1 Challenges

1. One of the most significant challenges to the development of New Minas South is the requirement that **landowners representing 75% land area within a given phase must agree before a comprehensive development plan can be advanced**. While this threshold is intended to ensure fairness and shared responsibility among landowners, it creates considerable risk of delay and uncertainty.

Landowners often have differing motivations, timelines and financial interests, making it difficult to align priorities. A minority of owners can effectively stall progress, either by withholding support or by leveraging their position to seek greater advantage. This holdout dynamic can prolong



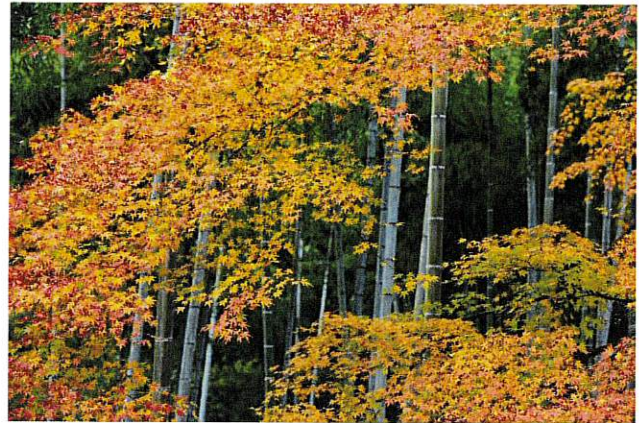
negotiations and prevent the timely preparation of comprehensive plans. In addition, speculative behaviour can lock phases in limbo for extended periods of time.

Figures 9,10,11 demonstrates the breakdown of ownership in each respective phase of development. Phase 3 has the most complex ownership structure, which may create significant challenges in achieving the 75% participation threshold necessary to move forward with a development agreement. The result is uncertainty for both the development community and the Municipality. Without consensus, developers face delays in advancing applications tied to the comprehensive plan, while the Municipality cannot reliably forecast or sequence infrastructure investments. This situation undermines the coordinated approach envisioned in the Secondary Plan and increases the risk of fragmented or piecemeal development across phases.

2. **The reliance on Development Agreements to guide comprehensive planning** creates risks related to process, consistency and flexibility. While Development Agreements provide a mechanism to secure phasing, servicing and design outcomes, they are inherently complex and can be resource-intensive for both applicants and the Municipality. Negotiation can add significant time and cost to the process, and agreements may lock in requirements that become outdated if servicing or market conditions shift. Because they are discretionary, there is also potential for perceived inconsistency, where some landowners or developers gain negotiated advantages

over others. Finally, the requirement for public hearings and the potential for appeals to the Nova Scotia Regulatory and Appeals Board introduce additional uncertainty and delay into the approval process, which may discourage investment and complicate infrastructure planning.

3. Currently **development and planning control rests with the Municipality of Kings County** which is responsible for the entire County of Kings and is not focused on New Minas development issues. In addition, it is unclear if Kings County is interested in taking a leadership role in facilitating development in NMS or if it is interested in acting as a regulator of planning policy. The Village of New Minas is interested in encouraging development. Can this control be shifted to a more locally based model of planning governance?
4. **New Minas South area requires new infrastructure** (roads, sewers, water, etc.) which poses a significant up-front cost to developers that has the potential to make it difficult for them to receive a timely return on investment.
5. The area is meant to be divided into phases; however, **topography and shallow soils present challenges for stormwater management and site design.** The varied terrain and soil conditions across New Minas South require carefully coordinated infrastructure planning to ensure effective drainage and prevent localized flooding. Because these conditions extend beyond individual phases, stormwater management cannot be addressed piecemeal. Solutions must consider the entire development area to maintain environmental quality and long-term resilience. Failing to plan comprehensively could result in costly retrofits, fragmented infrastructure or environmental impacts that undermine the sustainability and livability of the community.
6. **Managing the balance between new and existing commercial areas is critical.** Significant new commercial development in New Minas South could compete with Commercial Street, drawing customers away and undermining the vitality of the Village's established commercial core. If growth in New Minas South is not carefully sequenced and scaled, there is a risk that Commercial Street will experience disinvestment and vacancies, eroding its role as the central retail and service area. Ensuring that new commercial uses complement rather than compete with the existing corridor will be essential to maintaining vibrancy, supporting existing businesses and achieving the broader goal of a complete and integrated community.
7. **Pedestrian connections to New Minas South are currently limited**, including an unbuilt route through the new Granite Drive Interchange. The absence of safe and direct pedestrian links between the existing Village and the new development are constrains mobility, reduces walkability and limits opportunities for integration with



surrounding neighbourhoods. Without coordinated pedestrian infrastructure, the potential for a connected, complete community will be compromised and reliance on vehicular travel may increase, placing additional pressure on local roads and reducing the overall quality of life for residents.

8. **An abandoned right-of-way owned by the Nova Scotia Department of Public Works runs through Phase 2 of New Minas South.** Although it no longer serves a transportation function, it remains on title and is informally used by the public. Its alignment through multiple parcels fragments the development area, raising questions about access, ownership consolidation and future land use. Unless addressed, this corridor complicates the design and implementation of coordinated development in Phase 2.



9. **Within Phase 1, a single resident exists at 243 Forsythe Road South.** This makes the property unique in comparison to the otherwise uninhabited lands across all three phases. The presence of a resident introduces additional considerations for land assembly, participation and phasing. Any advancement of development in this area will require direct engagement with the homeowner to address their interests, ensure fairness and avoid potential delays in achieving the participation threshold necessary to move Phase 1 forward.

4.2 Opportunities

1. The **varied terrain of New Minas South provides opportunities to integrate parks, recreational spaces and soft stormwater infrastructure into the development**, turning necessary drainage solutions into attractive public amenities. Higher elevations offer scenic valley views, enhancing residential desirability. Thoughtful design can also establish pedestrian connections over or under Highway 101, linking the new development to the existing Village and improving access to regional transportation routes. Collectively, these features allow for visually appealing, well-connected and sustainable communities that foster a strong sense of place.
2. **Integrating trails, ravines and green corridors into the development can strengthen community identity and encourage active transportation.** Pedestrian and cycling connections within the development and to the existing Village enhance mobility, reduce reliance on vehicles and contribute to a more walkable, complete community.
3. The challenging soils and topography necessitate **significant stormwater infrastructure, which can be designed** as soft infrastructure such as retention ponds, swales or naturalized corridors. These features not only manage drainage effectively but also **create opportunities for parkland**, passive recreation and aesthetically

pleasing landscapes that enhance neighbourhood character and pride of place.

4. **Elevated sites in New Minas South offer developers and the community the chance to capture panoramic views over the valley.** Well-designed residential and mixed-use areas that respond to these natural features can increase property values, provide attractive public spaces and contribute to a strong community identity.



5. **Thoughtful placement of commercial development within New Minas South can complement the existing Commercial Street,** attract new residents and encourage mixed-use neighbourhoods. Balancing new commercial opportunities with existing businesses supports local economic vitality while creating a more complete and walkable community.
6. **The phased, comprehensive planning approach required for New Minas South provides the opportunity to coordinate land use, infrastructure and community amenities across the entire area.** This promotes cohesive development patterns, encourages connections with the existing Village and sets the stage for a well-integrated, vibrant community that meets long-term housing and service needs.
7. **Ownership patterns within the phases of New Minas South present an opportunity to advance development where land is concentrated among fewer owners.** In phase 1, for example, one landowner is estimated to control approximately 63% of the total area. This concentration increases the likelihood of meeting the 75% participation threshold, reduces the complexity of negotiations and provides a clearer path for preparing and approving a comprehensive development agreement. Early progress in such a phase could establish momentum, demonstrate successful implementation of the Secondary Plan and build confidence for subsequent phases where ownership is more fragmented.
8. **The Village already has established infrastructure networks and completed key planning and servicing studies for New Minas South.** This provides a strong foundation for future development, reduces uncertainty and allows the Village to efficiently coordinate new services or extensions where required.
9. **With a capable municipal commission and experienced staff, the Village has the expertise to manage, oversee and guide development effectively.** This ensures consistent applications of policies; timely processing of approvals and informed decision-making aligned with broader community objectives.

10. The Village can take an active role in facilitating development by engaging with developers, landowners and the County.

Through leadership on phasing, infrastructure priorities and design standards the Village can help ensure growth occurs in a way that supports community goals, integrates with the existing areas and enhances quality of life for current and future residents.



5. Recommendations

The Village of New Minas is interested in supporting and facilitating the development of New Minas South. The Municipality of Kings has shown its support for the development of New Minas South through the adoption of the secondary plan. The challenge now becomes what role should the Village take in encouraging development in the near term.

If the Village wishes to take on a more interventionist role it could consider:

- Working in partnership with the County to prepare studies and plans, including preliminary cost estimates, which would help facilitate development. A sample of these studies are suggested below:
 - Water and Wastewater Analysis
 - Detailed plans for parks and trails
 - Industrial Land Use locations in NMS
 - Master stormwater management plan for NMS
- Explore potential funding sources for the studies, such as the Canada Community-Building Fund (CCBF funding), the Investing in Canada Infrastructure Program (ICIB) and the Canada Infrastructure Bank.
- Further to the studies listed above, the Village may work with the Municipality to create a capital works budget that would facilitate the construction of the main connector road as shown on Road Network Map in the MPS (Figure 7) that runs through New Minas South. The Municipality could consider establishing a specific infrastructure reserve fund for New Minas South to collect contributions over time for subsequent developments, ensuring fairness and fiscal responsibility.
- Opening communications with the Municipality of the County of Kings regarding opportunities to collaborate on shared goals, which might include re-establishing the Area Advisory Committee or establishing a Community Council for New Minas.
- Engaging directly with landowners and potential investors to encourage development activity.
- Engage in an early dialogue with the property owner of 243 Forsythe Road South. It will

Report | Advancing Development in New Minas South

be important to understand their perspective and explore opportunities for participation within Phase 1 as well as address any concerns they might raise regarding housing, access and timing.

- Engage with the Nova Scotia Department of Transportation and affected landowners to address the future of the legacy right-of-way identified in Phase 2.
- Collaborating with the County to establish Infrastructure Cost Charge bylaws.

If the Village wishes to take a more facilitated approach it could consider hiring an economic development officer who could:

- Coordinate stakeholder engagement between landowners, developers and municipal staff to ensure that communication channels are clear and consistent.
- Provide market and investment information that helps landowners and potential investors understand the economic viability of phased development.
- Assist with funding navigation by identifying applicable grants, incentives or financing programs that can support development initiatives.
- Support project momentum by tracking progress on comprehensive plans, infrastructure sequencing and approvals which would help reduce delays caused by miscommunication or uncertainty.
- Advise on the economic implications of development decisions to help the Village and stakeholders make informed choices that align with the long-term planning objectives set out in the secondary plan.

The economic development officer should be charged with the same objectives as those created during the Vision New Minas exercise. Those objectives being:

1. Housing Diversification
2. Make active transportation convenient
3. A walkable Commercial Street
4. Identity and pride of place
5. Protect natural systems and encourage trail development



6. Conclusion

New Minas South represents more than an expansion of Village boundaries, it is the cornerstone of the community's future growth and identity. The Secondary Plan sets out a long-term vision, but its success depends on near-term action to overcome barriers such as landowner alignment, infrastructure costs, and the division of planning authority between the Village and the Municipality of Kings.

The analysis shows that while risks exist, New Minas is well positioned to lead. Concentrated land ownership in parts of Phase 1 provides a clear starting point, existing servicing expertise offers

Report | Advancing Development in New Minas South

credibility and federal and provincial funding programs create opportunities for cost sharing. These strengths can be leveraged to advance development in a way that reflects community priorities.

The recommendations in this report present two clear pathways; a more direct, interventionist role where the Village actively coordinates studies, infrastructure planning and landowner engagement; or a facilitated approach focused on enabling private investment and strengthening communication with the County. In both cases, success will require deliberate collaboration, early infrastructure planning and strong advocacy for New Minas' interests.

By approaching development with intention and clarity, the Village Commission can ensure that New Minas South delivers what the community needs most: diverse housing options, safe and connected transportation, sustainable infrastructure and a strong sense of place that compliments and enhances the existing Village. The decisions made in the coming years will shape not just New Minas South but the trajectory of the entire Village for generations.

7. Appendix A

7.1 Kings County MPS Policy for New Minas South

4.7.4 through the application of zones in the Land Use By-law and through the consideration of proposals enabled by development agreement, ensure development of New Minas South is in general conformance with Map 4.7.a, the Urban Structure Map, with the land use and development standards categories on the map represented as follows:

- (a) "Lower Density Residential" is intended to provide a mix of low-to medium-density residential neighbourhoods supported by recreational amenities and local commercial uses. Land uses and development standards should be generally consistent with a mix of the Residential One and Two Unit (R2) Zone and the Residential mixed Density (R3) Zone. Mixed Commercial Residential (C3) Zone uses may be permitted along collector roads to the degree necessary to provide daily commercial services to the immediate neighbourhood.
- (b) "High Density Mixed Use" is intended to provide a mix of high-density residential uses and commercial opportunities. Land uses and development standards should be generally consistent with the Residential Multi-unit (R4) Zone and Mixed Commercial Residential (C3) Zone. However, one unit dwellings, two-unit dwellings, and semidetached dwellings shall not be permitted; the number of residential units per dwelling shall not be capped; the maximum building height shall be 65 feet; the maximum Streetwall height shall be 35 feet; and buildings shall be stepped back a minimum of 10 feet above the Streetwall.
- (c) "General Commercial" is intended to provide commercially focused land. Land uses and zone standards should be generally consistent with the General Commercial (C1) Zone.
- (d) "Highway Commercial" is intended to provide commercial uses serving the travelling public. Land uses and zone standards should be consistent with the Highway Commercial (C5) Zone.
- (e) "Open Space-Parks" is intended to provide public parkland of a regional importance.
- (f) "Open Space - Environmental" is intended to apply to steep slopes around the ravines. Consistent with S.220(5)(p)(ii) of the Municipal Government Act, these lands shall be zoned Environmental Constraints (O1) Zone on the Zoning Map of the Land Use By-law.

4.7.5 only consider entering into a development agreement for development of lands in New Minas South if applicants representing at least 75% of the land area within a phase, as identified on Map 4.7a (the Urban Structure Map), are party to the development agreement application.

4.7.6 in considering entering into a development agreement for development of lands in New Minas South in the Comprehensive Neighbourhood Development (R5) Zone or the Comprehensive Business Development (C6) Zone, be satisfied that, in addition to the criteria of Policy 3.1.13 and/or 3.2.14, the proposal:

- (a) is in general conformance with Map 4.7.a, the Urban Structure Map, and the description of each area of the Urban Structure Map as provided for by Policy 4.7.4; and Map 4.7.b, the Road Network Map; Map 4.7.c, the Active Transportation Connections

Map; and Map 4.7.d, the Parks Map.

(b) includes comprehensive water and sewer infrastructure plans that consider the needs of all development within the phase, as identified on Map 4.7.a, the Urban Structure Map, and appropriate sizing for any connections to other phases of development.

(c) includes comprehensive stormwater infrastructure plans that comply with Policy 2.3.12 and that ensure post-development peak stormwater runoff rates within the phase, as identified on Map 4.7.a, the Urban Structure Map, do not exceed predevelopment conditions.

(d) where applicable, has been reviewed and approved by the authority having jurisdiction with regard to water, sewer, and stormwater infrastructure critical to the wider infrastructure network and, if necessary, includes provision for easement or the transfer of land to the Village or Municipality to accommodate such infrastructure; and

(e) provides for a high level of vehicular and active transportation connectivity among neighbourhoods within a phase and to the major routes that connect phases to one another. Dead-end streets shall only be permitted where natural features prevent through connections.

4.7.7 in entering into a development agreement under Policy 4.7.6, ensure the development agreement:

(a) provides that the Municipality and Villages are not responsible for infrastructure development costs necessary to enable development; however, the Municipality and Village may invest in infrastructure that benefits the wider New Minas community or the wider municipality.

(b) provides for equitable distribution of infrastructure development costs among landowners benefitting from the infrastructure, utilizing any tools permitted under the Municipal Government Act; and

(c) provides for the application of zoning and the discharge of the development agreement from lands once infrastructure and parkland have been developed in accordance with the development agreement. The development agreement should link to existing zone standards (minimum setbacks, etc.) whenever possible so as to minimize non-conformances when the development agreement is discharged.

4.7.8 require developments enabled by development agreement within the Growth Centre of New Minas to provide active transportation infrastructure, within the boundaries to which the development agreement applies, in general compliance with Map 4.7.c, the Active Transportation map.

4.7.9 require sidewalks on both sides of new streets developed within the Growth Centre of New Minas, except where this provision would conflict with alternative active transportation facilities as identified in Map 4.7.c, the Active Transportation Map.

4.7.10 consider Map 4.7.c, the Active Transportation Map, in the prioritization and design of municipal active transportation investments in the Growth Centre of New Minas; and

4.7.11 establish minimum requirements in the Land Use By-law for bicycle parking for commercial and multi-unit residential uses in the Growth Centre of New Minas.

4.7.12 consider amending the drinking water policies for the Growth Centre of New Minas and the related Wellfield Protection Overlay provisions of the Land Use By-law following the completion of an updated Source Water Protection Plan for New Minas.

4.7.13 in considering new parks in New Minas South under Policy 2.7.5, prioritize the acquisition and development of:

- (a) a view park at the top of the Granite Drive Interchange, as illustrated on Map 4.7.d, the Parks Map, and Map 4.7.a, the Urban Structure Map; and

- (b) a nature-based park located at highest point within the Growth Centre of New Minas as illustrated on Map 4.7.d, the Parks Map, and Map 4.7.a, the Urban Structure Map, and expanded beyond the Growth Centre Boundary as necessary to provide the most cohesive park experience.

4.7.14 on the Future Land Use Map, designate existing and former industrial lands in the Growth Centre of New Minas consistent with adjacent non-industrial designations, if:

- (a) the bulk of the lands to be designated are located within New Minas Wellfield Protection Overlay B; and

- (b) the bulk of the lands to be designated are not located within the Environmentally Sensitive Area Overlay.

4.7.15 on the Zoning Map of the Land Use By-law, zone undeveloped lands designated under Policy 4.7.14 consistent with the applicable designation. Developed lands shall remain in the existing industrial zoning until the landowner requests an amendment to the Zoning Map of the Land Use By-law, with such request considered under the applicable policies of this Plan.



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

6. Business Arising from the Minutes

Request for Decision

Date: October 14, 2025

Submitted by: Jeff Lawrence, Clerk Treasurer/CAO

Meeting: Village Commission Regular Meeting

Subject: Adoption of a Security Camera Policy

Background

The Village of New Minas is considering the installation of security cameras in public or municipal spaces to enhance safety, protect Village assets, and deter inappropriate activity.

Prior to deploying any cameras, the Municipality must adopt a clear policy outlining the purposes, procedures, privacy considerations, and retention of data.

The Municipal Government Act requires that such policies be adopted by resolution of the Commission to ensure compliance with legislation, protection of personal information, and transparency in municipal operations.

Discussion

Adopting a Security Camera Policy will:

- Provide a consistent framework for decision-making regarding the use of cameras.
 - Ensure the Village complies with privacy and data management obligations.
 - Protect the Village from potential liability related to improper use or storage of surveillance data.
 - Promote public trust by being transparent about when and how cameras are used.
-

Options

1. **Adopt the proposed Security Camera Policy** – provides the necessary framework to proceed with deployment.
 2. **Defer adoption** – delays installation of cameras until a policy is approved.
 3. **Do not adopt a policy** – cameras cannot be installed or operated without a policy in place.
-

Recommendation

That the Commission adopt the Security Camera Policy as presented, effective immediately.

Proposed Motion

That the Village of New Minas Commission adopt the Security Camera Policy as presented, to govern the installation and use of security cameras on Village property.

Appendices

- Appendix A Village of New Minas Draft Security Camera Policy

**Village of New Minas
Security Camera Policy**

**Policy #
VNM-2025-01**

Policy Number: VNM-2025-01
Policy Adoption Date:
Most Recent Amendment: N/A

Purpose

1. To establish a comprehensive and transparent framework for the effective management, governance, and operation of all video surveillance systems under the control of the Village.
2. This policy ensures the Village's use of video surveillance as a tool for enhancing public safety, asset protection and general law enforcement, while ensuring privacy compliance with the *Nova Scotia Freedom of Information and Protection of Privacy Act (FOIPOP)* and the *Municipal Government Act (MGA)*.
3. To minimize privacy intrusion, deter crime, aid in investigations, and foster a secure environment for all employees and members of the public while upholding fundamental privacy rights.

Definitions

4. In this policy,
 - a. "Camera system" or "system" means security camera equipment, including cameras, monitors, and associated control and storage equipment that allow for remote viewing of images and/or audio captured within the field of vision of the cameras;
 - b. "Clerk Treasurer/ CAO" means the person employed by the Village as Clerk Treasurer under the MGA;
 - c. "contractor" means a corporate entity or an individual performing work on behalf of the Village under contract;
 - d. "Covert video surveillance" means the use of hidden or non-disclosed system(s) for law enforcement purposes, to respond to a specific threat to the safety and security of employees, members of the public, or Village property, or to assist with internal investigations;
 - e. "Digital recordings" means the images, data, and associated records created and retained as a result of the Village's use of a camera system;
 - f. "employee" means any person categorized as permanent, term, full-time, part-time, casual, contract, seasonal, temporary, or student worker in the employ of the Village, as well as volunteers;
 - g. "Internal investigation" means an investigation undertaken by the Village where alleged improper conduct by an employee has been identified, including actions or omissions that are in breach of policies, procedures, or work-related instructions;
 - h. "MGA" means Municipal Government Act;
 - i. "Personal information" has the same meaning as defined in Part XX of the MGA;
 - j. "secure" means to copy a portion of a digital recording to an external storage device such as a hard drive or flash drive;

- k. "FOIPOP" Freedom of Information and Protection of Privacy Act;
- l. "Village" means Village of New Minas; and
- m. "Village property" means any real property owned or leased, and operated directly by the Village, including buildings, parks, and recreational facilities.

Installation and Use of Surveillance Equipment

- 5. The video surveillance system may be justified based on significant safety concerns, asset protection, or verifiable and specific reports of crime or illegal activity.
- 6. This policy applies to all camera systems on Village property, except this policy does not apply to a camera system or other recording devices used by New Minas Fire Department as an autonomous incorporated organization or to the digital records produced by operation of such devices by New Minas Fire Department.
- 7. This policy does not apply to covert video surveillance.
- 8. Nothing in this policy limits the ability to develop and implement policies relating to the use of digital recordings for the management of employees.
- 9. The decision to install a camera system on Village property shall be made by the Clerk Treasurer/ CAO, or at the direction of the Village Commission.
- 10. When considering the installation of a camera system on Village property, the following criteria shall be considered by the Clerk Treasurer/ CAO or delegate:
 - a. the existence of demonstrated security concerns at the location, or at similar locations to the location, where placement of a camera system is being proposed;
 - b. what measures, other than the installation of a camera system, are available to address identified safety or security concerns;
 - c. whether measures other than the installation of a camera system would be effective in addressing the identified safety or security concerns;
 - d. the effect that the proposed placement of a camera system may have on personal privacy, and the ways in which privacy intrusion can be minimized;
 - e. the operational requirements of the Village; and
 - f. any other criteria deemed relevant by the Clerk Treasurer/ CAO.
- 11. Where circumstances require the immediate installation of a camera system, the criteria in section 10 shall be reviewed as soon after installation as is practicable and adjustments, up to and including removal, will be made if required in respect of the installation once the review is complete.

12. A camera system may operate at any time in a twenty-four-hour period.
13. The Village recognizes the need for synergies between an individual's right to privacy and the Village's duty to promote and maintain safe and secure environments and protect property.

Collection

14. The main purpose of the video surveillance system is to aid in the safety and security of employees, members of the public, and Village property. Information collected shall only be used for a consistent purpose to its collection as unauthorized under FOIPOP.
15. The Clerk Treasurer/ CAO or designate shall maintain an inventory of all camera systems under the control of the Village.
16. The monitoring procedures shall be performed based on the following principles:
 - Video surveillance monitoring shall be conducted in accordance with all applicable statutes and regulations;
 - The video surveillance system shall not monitor individuals in any manner, which would constitute a violation of the Human Rights Code;
 - Video surveillance monitoring shall be conducted in a professional and legal manner;
 - As required under FOIPOP, a notice of collection of Personal Information must be placed in all locations where video surveillance systems are in place and these areas shall have signage advising the public of the monitoring and recording;
 - Information obtained through the video surveillance system shall be used for purposes allowed under FOIPOP, such as security, safety, investigations, claims against the Village, or for law enforcement purposes;
 - Information obtained through the video surveillance system shall only be released in accordance with the standards set by FOIPOP and the recordings shall be handled in a manner that provides continued security of the recorded information; and
 - The cameras will be located in plain sight within the Village, and the cameras will be restricted to prohibit viewing inside private residences.
 - To the extent possible, video displays of digital recordings should not be located such that the public or unauthorized staff may view the images.

Notification

17. To ensure transparency and allow individuals to make informed decisions about entering a monitored area, the Village will provide clear and prominent public notice of all video surveillance systems.

**Village of New Minas
Security Camera Policy**

**Policy #
VNM-2025-01**

18. Where a camera system is permanently installed on Village property, the Clerk Treasurer/ CAO shall order the posting of signage in a conspicuous place in proximity to the system, advising that the area is monitored by a camera system and the authority for doing so.
19. Notwithstanding (18), if a sign cannot physically be posted in a conspicuous place in proximity to the system, it shall be posted in the general vicinity.
20. Where a number of camera systems are placed in a location, it shall be sufficient to display a single sign in a conspicuous place at or near the entry point advising those entering the location that it is being monitored by a camera system.
21. A camera system shall not be installed in areas where employees or members of the public have a higher expectation of privacy, including within a washroom or change room.
22. A camera system shall, to the extent possible, be focused on the location identified as having safety or security concerns, and the ability to adjust or manipulate the camera system to focus on spaces not intended to be monitored shall, to the extent possible, be restricted.

Usage

23. Personal information collected via video surveillance will only be used for the purpose for which it was originally collected. Any secondary use of the information will be carefully evaluated for authority under FOIPOP or the MGA.
24. Digital recordings obtained through a camera system may be used by the Village to:
 - a. enhance the safety and security of employees, contractors and members of the public who are on Village property;
 - b. safeguard Village property and other assets;
 - c. detect and deter criminal activity by providing law enforcement agencies with evidence related to possible unlawful activities;
 - d. manage risk to the Village, including workplace accidents and/or injuries, incidents, complaints, claims, or potential claims involving the Village; and
 - e. undertake internal investigations, as authorized by the Clerk Treasurer/ CAO.
25. The Clerk Treasurer/ CAO may secure digital recordings from an identified time and location for any of the purposes set out in (24).

Disclosure

26. Disclosure of video recordings to third parties is a sensitive matter and will be strictly controlled. Disclosure will only be made in accordance with the FOIPOP and MGA. The policy specifies the process for all disclosures.

- **Verification of Authority:** Before any disclosure, the Village will verify the legal authority for the request and ensure it complies with the FOIPOP. A designated individual or position, such as the Clerk Treasurer/CAO, is authorized to disclose data.
- **Privacy Protection:** When a recording is disclosed, all personal information of individuals not relevant to the disclosure will be redacted or obscured to the greatest extent possible to protect their privacy rights. This includes blurring faces, license plates, or other identifying details.
- **Documentation:** All disclosures will be fully documented, including a copy of the formal request, the authorization to disclose, a log of the information disclosed, and a clear identification of the authority for such disclosure.

Security

27. The Village is responsible for protecting the video surveillance system and all collected data from unauthorized access, use, disclosure, or destruction using reasonable security arrangements. Security measures fall into four categories:

- a) **Administrative Security:** In the event of an unauthorized disclosure of video footage or a security breach, a clear protocol will be followed to mitigate the situation. Any employee who discovers a breach must immediately report it to the Clerk Treasurer/CAO. The scope of such breach/disclosure will be assessed and immediate steps taken, such as changing passwords and revoking access, to prevent further unauthorized access. The Clerk Treasurer/CAO will notify affected individuals as required and will cooperate with the Access & Privacy Officer in the resolution of such unauthorized access.
- b) **Physical Security:** All recording equipment, including cameras, cables, servers, and storage media shall be housed in a physically secure, locked location with controlled access. Monitors will be installed in a secure area and viewable only by authorized employees.

- c) **Technical Security:** The system will be protected by strong passwords and robust access controls. User access will be limited to authorized personnel only. All wireless transmissions of digital recordings and data shall be encrypted to the greatest extent possible, and regular security updates and patches will be applied.
- d) **Personnel Security:** The Clerk Treasurer shall designate by position the persons authorized to operate the system and view the data. These individuals will receive regular and ongoing training to ensure they understand their obligations under privacy law and this policy.

Retention and Disposal of Digital Recordings

- 28. The Village may develop retention periods for digital recordings, including the length of time such recordings are to be maintained, and the Clerk Treasurer/ CAO may develop different retention periods for those digital recordings that have been secured pursuant to (25).
- 29. Digital recordings that have been secured in response to a request pursuant to (33) shall be retained in accordance with the legal and records management requirements of the request.
- 30. Notwithstanding (29), where digital recordings that have been secured in response to a request pursuant to (25) are subsequently used to make a decision that directly affects an individual, they shall be retained for a minimum of one year.
- 31. Digital recordings for which no request to secure has been received by the Clerk Treasurer/ CAO shall not be retained for longer than 28 days. A camera system may record over such existing recordings.
- 32. Secured digital recordings shall be disposed of in a manner that ensures that personal information is erased and cannot be retrieved or reconstructed.

Access to Information Requests

- 33. The Village recognizes the right of individuals to access their own personal information under the FOIPOP Act and MGA. The policy will describe the procedure for responding to such requests, including how third-party images will be protected.
 - a. **Formal Request:** All requests for access to digital recordings shall be made in the following manner:
 - i. an application pursuant to MGA Part XX;
 - ii. as part of a legal action against the Village; or

iii. by way of a court order or otherwise as provided for by law.

The request should be as specific as possible, including the date, time, and location of the incident, to facilitate the search for the relevant footage.

- b. **Processing of Requests:** Upon receiving a request, the Clerk Treasurer/ CAO or designate will:
- i. Locate the footage (if it has not been destroyed).
 - ii. Review the footage to identify the requester and any other individuals.
 - iii. Redact or obscure the faces and other identifying information of all third parties who are not the subject of the request, to protect their privacy.
 - iv. Provide the requester with access to the footage in a format that protects the privacy of others.

Third-party Access to Digital Recordings

34. Law enforcement personnel may request access to digital recordings for law enforcement or investigative reasons by contacting the Clerk Treasurer/ CAO.
35. A third party who is given access to digital recordings may be required to acknowledge his or her duties, obligations, and responsibilities with respect to the confidentiality, use, and disclosure of the digital recordings in writing.
36. Any unauthorized access to digital recordings or camera system shall be reported to the Access & Privacy Officer for investigation.
37. Any employee who provides digital recordings to unauthorized parties, either as a result of intentional wrongful disclosure or disclosure caused by negligence, may be subject to disciplinary action, up to and including dismissal.
38. Any contractor who provides digital recordings to unauthorized parties, either as a result of intentional wrongful disclosure or disclosure caused by negligence, may be subject to termination of their contract or legal action.



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

9. Committee Reports



Village of New Minas
Beautification Committee
September 17, 2025 @ 10:30 AM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Debra Windle-Smith, Commission Member & Chair
- Mary Munroe, Commission Member
- Cory Palmer, Director of Public Works
- John Ansara, Director of Recreation & Community Development
- Agnes Morine, Citizen Member – 11 am

Members Absent:

Staff Present:

- Jeff Lawrence, Clerk Treasurer/CAO

Others Present:

- Linda Martin

1. Call to Order:

The Chair called the meeting to order at 10:36 am, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the September 17, 2025, Beautification Committee Meeting be approved.

M/ J. Ansara

S/ C. Palmer

Motion Carried

3. Approval of Minutes:

- a. July 23, 2025, Beautification Committee Meeting

Motion:

THAT the Minutes for the July 23, 2025, Beautification Committee Meeting be approved as circulated.

M/ C. Palmer

S/ J. Ansara

Motion Carried

4. Business Arising from Minutes:

a. July 23, 2025, Beautification Committee Meeting

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

A discussion ensued around how to deal with permanent signs attached to NSPI poles

D. Windle-Smith indicated that she would request clarity on this at the October Commission meeting.

- ii. Prospect Park Update – (July 23rd meeting) - Cory to get quote from contractor regarding rock work at Prospect Park**

C. Palmer indicated that the quote for the rock work at Prospect Park was 5,800 plus taxes which was more than double the amount in the budget.

After a discussion, the consensus of the committee was to fund the project from the decorative planters and Founding Father Park interpretive panel budgets as most of the work planned for these initiatives will not be completed this year.

Motion:

THAT the rock work at Prospect Park proceed and that the cost overrun be funded through savings from not completing the decorative planter and Founding Fathers Interpretive panel projects.

M/ C. Palmer

S/ J. Ansara

Motion Carried

- iii. Founding Fathers Park Update – (July 23rd – meeting) M. Munroe spoke to the design, layout, number and content of interpretive panels at Founding Fathers Park.**

After a lengthy discussion, it was agreed that a separate meeting should be called to discuss this agenda item.

5. Comments from the Chair:

There were no comments from the chair.

6. New Business – Deferred from July 23rd meeting

i. Sign at Lonnie Milne – M. Munroe

There was a discussion around the history of the park and park signage as well as the ties to the Milne family. The consensus of the committee was that M. Munroe would speak to the family regarding the state of disrepair of the park sign and report back to the committee.

ii. Bench Dedication Program – D. Windle-Smith

D. Windle-Smith offered to draft some policy around a bench dedication program and bring it back to the committee. The committee agreed that policy would then require Commission adoption.

iii. Butterfly Garden Sign – D. Windle-Smith

D. Windle-Smith and C. Palmer spoke to their recommendation that the sign which has been received be enclosed in a frame and properly installed at Lockhart Ryan Park.

There was general agreement that the increased cost for enclosing the sign should be funded through the monies available with the committee not completing the Founding Fathers Interpretive Panel project.

Motion:

That the cost overrun associated with enclosing or framing the Butterfly Garden sign be funded through the monies available with the committee not completing the Founding Fathers Interpretive Panel project.

M/ C. Palmer

S/ J. Ansara

Motion Carried

7. Next Meeting Date:

The next Beautification Committee meeting is schedule for November 19, 2025.

8. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 11:38 am.

Motion:

THAT the meeting be adjourned.

M/ J. Ansara

S/ C. Palmer

Motion Carried



Draft Village of New Minas
New Minas Water Commission
September 23, 2025 @ 3:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- James Redmond, Commission Member & Chair
- Mary Munroe, Commission Member
- Bruce MacArthur, Citizen Member (Arrived at 3:15)
- Dave Chaulk, Commission Member & Vice 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 Chair called the meeting to order at 3:05pm, welcoming those in attendance.

2. Approval of the Agenda:

J. Redmond asked that the well on Turner Drive be added to the agenda. There was consensus that this discussion take place as part of the discussion around the water operator's report.

Motion:

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

M/ B. MacArthur

S/ M. Stevens

Motion Carried

3. Approval of Minutes:

- a. July 23, 2025, Water Commission Meeting

Motion:

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

M/ M. Stevens

S/ B. MacArthur

Motion Carried

4. Business Arising from Minutes:

- a. June 24, 2025, Water Commission Meeting
 - i. Update regarding water tank project

This was included as part of the Water Operations Report.

5. Comments from the Chair:

The Chair indicated that he had no additional comments.

6. Staff Reports:

- a. Water Operations Report

C. Palmer provided a review of the highlights from the water operator's report. Highlighted were the areas around the Village where we have been experiencing larger amounts of water breaks.

C. Palmer provided positive comments regarding the ease and efficiency of remote reading water meters.

C. Palmer recommended that the inground infrastructure at the Turner Drive wellsite be expanded and the well be tested at higher volumes to determine the maximum yield the well could sustainably deliver.

There was a discussion around the advantages of well water over surface water, the increasing demand for New Minas water and sustainability of the anticipated yield.

The consensus of the Commission was that the Village should design and upgrade its current system to support the anticipated larger demands of the future.

There was a follow up discussion around potential provincial and federal grants to support the anticipated cost of the upgrades.

Motion:

THAT the Water Operations Report be received as circulated prior to the September 23, 2025, Water Commission meeting and as verbally summarized by the Director of Public Works.

M/ D. Chaulk
S/ M. Stevens
Motion Carried

7. Correspondence:

There was no correspondence

8. Other Business

a. Potential GRID Funding Application – Water Upgrades

This was discussed as part of the water operator's report.

9. Public Input:

There was no public input.

10. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 3:50 pm.

Motion:

THAT the meeting be adjourned.

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

**THE MUNICIPALITY OF THE COUNTY OF KINGS
REGIONAL SEWER COMMITTEE
Thursday, June 19, 2025
MINUTES**

Meeting Date and Time

A meeting of the Regional Sewer Committee was held on Thursday, June 19, 2025, at 10:00 a.m. at the Municipal Complex in Coldbrook, Nova Scotia.

1. Roll Call

In attendance:

*Municipality of the
County of Kings:*

Tim Harding, Councillor **(Chair / voting member)**
Dave Corkum, Mayor (ex-officio)
Scott Conrod, CAO
Jeremy Sharpe, Manager of Public Works
Martin Kehoe, Manager of Environmental Services
Tyler Honeywood, Manager of Financial Reporting
Chris Ritchie, Funding Analyst
Stephanie Elliott, Recording Secretary

Town of Kentville:

Kevin Matheson, Interim CAO
Cate Savage, Councillor **(Vice Chair / voting member)**
Dave Bell, Director of Engineering & Public Works

Village of New Minas:

Jeff Lawrence, CAO
Gory Palmer, Director of Public Works
James Redmond, Commissioner **(voting member)**

PepsiCo Foods Limited:

Rachel Hirtle **(voting member)**
Shannon Macaskill, EHS Co-ordinator, Environmental Health and Safety

Regrets:

Brad Carrigan, Director of Engineering & Public Works

Meeting Called to Order

Councillor Harding called the meeting to order at 10:00 a.m. Roll call was taken.

Councillor Harding requested to add Comments from the Public to Other Business.

On motion of Councillor Harding and Councillor Savage, to add Comments from the Public to Other Business.

Motion Carried.

2. Approval of Agenda

On motion of Councillor Harding and Councillor Savage, that the June 19, 2025, agenda be approved as amended.

Motion Carried.

3. Disclosure of Conflict-of-Interest Issues

None

4. Approval of Previous Minutes

On motion of Councillor Savage and Councillor Harding, that the April 8, 2025, minutes be approved as circulated.

Motion Carried.

5. Business Arising from Minutes

None

6. Operation and Compliance Reports

- a. Regional Environmental Compliance Update
- b. Regional Capital Project Update
- c. Public Communication

- a. The Manager of Environmental Services presented an update on the Regional Environmental Compliance.
- b. The Manager of Environmental Services presented an update on the Regional Capital Projects.
- c. The Manager of Environmental Services presented an update on Public Communication.

On motion of Councillor Savage and Councillor Harding, that the Operation and Compliance Reports as attached to the June 19, 2025, agenda be received for information.

Motion Carried.

6. Financial Update

- a. Operating Variance Report
- b. Capital Variance Report

- a. The Manager of Financial Reporting presented an update on the Operating Variance report.
- b. Report postponed.

On motion of Councillor Savage and Ms. Hirtle, that the Regional Sewer Committee receive for information the March 2025 Regional Sewer Variance Report, as attached to the June 19, 2025 Briefing.

Motion Carried.

7. Partner Updates

None

8. Other Business

None

a. Comments from the public

9. Next Meeting

Thursday, September 18, 2025, at 10:00 a.m. at 181 Coldbrook Village Park Dr. in Coldbrook, NS in the Council Chambers.

10. Adjournment

On motion of Councillor Savage and Councillor Harding, there being no further business, the meeting adjourned at 11:02 a.m.

Motion Carried.

Approval:

Regional Sewer Committee



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

10. Staff Reports

Information Report

To: Village Commission

By: Jeff Lawrence, Clerk Treasurer/CAO

Meeting Date: October 14, 2025

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

The September and previous Commission agendas have included a number of new initiatives. Much of my time has been dedicated to planning and actioning these items.

Highlights of the Past Month:

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

Regularly Scheduled Meetings:

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

- Collective meetings with Department Heads (bi-weekly on Tuesdays)
- Beautification Committee (September 17)
- Water Commission (September 23)

Other Notable Meetings:

- Met with Kevin Wheaton, Kings County Financial Analyst, regarding the Village Infrastructure Capital Enhancement (VICE) funding program.
- Held discussions with Brighter Community Planning and Consulting regarding finalizing the report for New Minas South.
- Held discussions with Jeff Hanshaw, Custom Page Media and Consulting Inc, regarding the IT Audit.
- Met with Director of Cory Proctor and Finance and Operational staff from Kings County regarding installing more aeration lines in Lagoon 1 at the STP.
- Met with Kimbereley Monette and Commissioner Munroe regarding the history of the New Minas Business Association.
- Met with Erica Dominey and Tanisha Palmer regarding their investigation into AI and its potential applications for Village operations.
- Met with Natalie Palmer to coordinate the work plan for the Village Strategic Planning Initiative.

Professional Development:

- N/A

Outlook for Next Month:

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

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

Additional Information Included in the Report:

- Report by Natalie Palmer – Strategic Planning Procurement
- Report by Erica Gillis and Tanisha Kalkman – SMARTEVENTS Oen AI Masterclass Participation

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

Report to the Village Commission

From: Natalie Palmer, Active Living Coordinator

Subject: Strategic Planning Procurement

1. Introduction

The purpose of this report is to update the Commission regarding the procurement process and timeline for selecting a strategic planning external facilitator. The external facilitator will support the organization in developing a forward-looking strategic plan that aligns with our mission, goals, and long-term priorities.

2. Procurement Objectives

- Select a facilitator with proven expertise.
 - Balance cost-effectiveness with quality and depth of service.
 - Secure a facilitator that aligns with our organizational values and needs.
-

3. Procurement Process

a. Development of procurement documents

Draft a scope of work document including:

- Background and objectives
- Scope of work and deliverables
- Evaluation methodology and criteria
- Timeline for procurement and project completion

b. Meet with strategic planning facilitators

- Met with Craig Kennedy at Peak Experiences. Awaiting proposal
- Met with Craig Pollett of Strategic Steps. Awaiting proposal.
- Will be meeting with Brighter Community Planning and Consulting as well as Tailored Consulting Services to request proposals.

c. Review of Proposals and Selection of Facilitator

- Project proposals will be evaluated based on outlined criteria.
 - Deadline to select an acceptable facilitator will be Monday, October 20th, 2025
 - Deadline for the completed strategic plan is December 31st, 2025.
-

5. Conclusion

This procurement process is designed to ensure the organization engages a highly qualified and values-aligned external facilitator to guide the development of our strategic plan. By following a structured and transparent approach—defining clear objectives, engaging with multiple potential facilitators, and applying rigorous evaluation criteria—we anticipate selecting a partner who can best support our mission and long-term priorities. With a facilitator in place by October 20th, 2025, and the completed strategic plan finalized by December 31st, 2025, the organization will be well positioned to move forward with a clear, actionable, and future-focused strategy in time to inform the budget process.

Report to the Village Commission

From: Erica Gillis & Tanisha Kalkman

Subject: SMARTEVENTS Open AI Masterclass Participation

On September 3rd, we participated in the SMARTEVENTS Open AI Masterclass, a professional development session focused on practical applications of artificial intelligence in municipal and event-related settings.

Throughout the masterclass, we explored several key areas where AI can be applied to streamline and improve operations at the Village, including:

- **Social Media Management** – tools and strategies to create content, schedule posts, and engage with the community more effectively.
- **Email Management** – methods to draft, organize, and respond to communications efficiently.
- **Event Management** – ways to coordinate logistics, promotion, and feedback collection using AI-driven systems.
- **Meeting Management** – support for agenda preparation, note-taking, and follow-up tasks.
- **Data Management** – approaches to analyze and summarize information for better decision-making.
- **Task & Project Management** – techniques to assign, track, and complete projects with improved clarity and accountability.

A key takeaway from the session was the importance of crafting effective prompts. Learning how to ask questions and provide clear instructions to AI tools ensures more accurate, useful, and efficient results.

We see strong potential for AI to streamline workflows and improve service delivery within the Village's operations. At the same time, we recognize that this is a learning journey. We will continue practicing and building our skills in order to apply these tools with confidence and consistency.

As a next step, we are preparing a staff presentation to share what we have learned. This session will highlight practical applications of AI in day-to-day roles and demonstrate how staff can leverage these tools to save time and increase efficiency.

We look forward to continuing this learning process and exploring new ways AI can benefit the Village.

Respectfully submitted,

Erica Gillis & Tanisha Kalkman

Information Report

To: Village Commission

By: Cory Palmer

Meeting Date: October 14, 2025

Subject: Monthly Report — Director of Public Works



Monthly Report — Director of Public Works

Staff Update:

Zachary Alcorn and his wife had a little baby boy on September 18. Everyone is doing well, and Zack will be out for paternity leave until October 27. Mark Jackson was scheduled to return to work at the end of September, but we have not received an update. We are working with the union to determine his status.

Current Projects/Work:

- We have kept some of Lockhart Ryan Park field open for local schools to use as most of the school fields are not safe to use. Horton High, EMS and NMES have been using the fields for soccer and cross-country events. Lockhart Ryan Park will be hosting the regional and provincial high school cross-country events on October 14 and 20, respectively. There will be over 500 people here for the regions and over 1000 for the provincials. All other park activities will be limited during these events.
- We are slowly transitioning from summer activities to preparing for winter.
 - All fields except for field 1 and Miller diamond are aerated and ready to seed and top dress.
 - Miller field and field 1 were closed October 10 for aeration, seeding and top dressing.
 - The splash pad has been shut down and lines blown out. The splash pad washrooms have been closed for the winter.
 - We have started to pick up leaves in the parks and will continue throughout the fall.
 - We have trimmed trees along the sidewalks that will obstruct the plows to ensure we eliminate or reduce plow damage.
 - We have started to complete maintenance on the snow clearing equipment to get prepared for winter. We have purchased a new snowblower for the Holder Machine.
 - We will be removing the plants from the planters on October 6 and 14 weeks.
- We have replaced 2 sections of sidewalk by Kennies farm market where we installed a shut off valve.
- We have installed the new permanent tree stand in Crescent Park.

Long-Term Projects:

- The Busch Lane water tank project is complete. The topsoil has been spread and seeded. The gravel has been spread on the driveway.
- After we had some water supply issues to Busch Lane tank during the tank filling, we had an engineer review the well capacity, piping capacity and withdrawal limits. We found the 6" transmission line from Deep Hollow Road to Bush Lane tank is the biggest concern. However, for long term growth, we have limitation in system capacity. To investigate potential solutions to increase capacity, we are looking at the following projects:

Information Report

To: Village Commission

By: Cory Palmer

Meeting Date: October 14, 2025

Subject: Monthly Report — Director of Public Works



- Supplying power to Lockhart Ryan well so we can run it full time.
- Replacing the transmission line from Deep Hollow Road to Busch Lane tank.
- Addition of a new high capacity well.
- We have awarded supply and installation of the new heat pump at Jones Road to Nova Heat Pumps, installation will be starting soon.

Professional Development:

- Shawn and Nelson have completed the first course of traffic signing. The next course is 2-day course is November 13 and 14. This will give us 4 flaggers and sign personnel on staff.
- Cory is registered for JOHS committee training on October 17, Health and Safety Principles on November 5 and Leadership for Safety on December 16 and 17.

Outlook for Upcoming Months:

- Summer banners will be removed by the end of October, and seasonal banners will be installed in November.
- Hydrant flushing will take place on October 14 to 24.
- Sewer cleaning will take place in the last week of October and the first week of November.
- We will be removing the flowers from the planters.
- We will be removing some plants from the butterfly garden and installing the new sign as per our conversation with the butterfly group. The group will install plants native to Nova Scotia native in the spring.

Monthly Report — Manager of Finance

Summary:

The end of September came with a few challenges that the Finance Department had to overcome. First being Canada Post's Postal Strike, we placed ads on the radio and social media to remind the public that September's Water Utility Billing was complete and waiting on payments. Another issue was the wildfire at Lake George and the Comfort Centre at LMCC. The front desk phone number was one of the numbers listed. We received several phone calls and not all of them were people wanting to register, some of them were inquiries from people and businesses wanting to help.

Current Tasks/Projects:

- Working on July's General bank reconciliation, should be completed shortly, August Water, and Capital should be completed within the next few weeks
- Second Quarterly Due to/from and HST, should be completed within the next two weeks.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date Sep 30
• Residential	\$1,444,101	\$1,312,980.08
• Commercial	\$938,067	\$854,089.01
• Resource	\$8,570	\$7,903.17
Sewer	Budgeted	Collected Year to Date Aug 31
• Usage Charges	\$776,000	\$419,266.90
Water	Budgeted	Collected Year to Date Aug 31
• Metered Sales	\$857,000	\$437,974.35
• Sprinkler Service	\$4,999	\$2,737.91

Professional Development Summary:

Outlook for Next Month:

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

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: October 14, 2025

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

- Fall programs, including after school at NMES and LMCC, began
- Red Cross moved into LMCC in response to forest fire evacuations; programming and events affected
- Afterschool program able to continue in east wing of building
- Active for Life and Yoga moved to other community spaces, such as EMS cafeteria, NM Firehall, and Port Williams rec centre
- Fitness room remains open
- Coordinated field usage with Horton and EMS for school soccer season
- ACF Funding allowed for Mountain Bike repairs, completed Oct 2, also purchasing 3 new bikes
- Section of Harvest Moon trail (Jones Rd to Cornwallis River Crossing) closed for Regional Force Main tie-in work, Oct 7 - 10

Current Tasks/Projects:

- Spring program delivery
- Planning for holiday events (Dinner and parade)
- Regional and Provincial High School Cross County meets at LR Park, Oct 14 and 20

Long-Term Projects:

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

Meetings:

- Recreation Nova Scotia Oct 21-24
- Annapolis Valley Trail Coalition strategic planning session, Sept 3, 2025
- Accessibility group, Sep 25

Professional Development Summary:

- Active Living Coordinator attended NS Bike Summit in Bridgewater, Oct 3

Outlook for Next Month:

- Regional and provincial Cross Country meets at LR PARK
- Trunk or Treat October 24
- Craft Fair Nov 9

Information Report (Agenda Item 9.d.)

To: Village Commission

By: John Ansara, Director of Recreation & Community Development

Meeting Date: October 14, 2025

Subject: Monthly Report — Director of Recreation & Community Development



- Parade of Lights planning
- Senior's Holiday Dinner planning
- Planning "Access for All Community Input Gathering"
- Preparing to present at Recreation Nova Scotia on Flowercart Partnership
- Continued Strategic Planning Support (Natalie)



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

11. New Business

Village of New Minas

Request for Decision – Timing of Banner Installation – Remembrance Day and Parade of Lights

Date: October 14, 2025

To: Village of New Minas Commission

From: Cory Palmer, Director of Public Works

Subject: Timing of Banner Installation – Remembrance Day and Parade of Lights

Purpose

To seek Commission direction on the timing of seasonal banner installation given the short scheduling window between Remembrance Day and the Parade of Lights.

Background

- The Village traditionally installs seasonal banners in advance of the Parade of Lights.
 - There are only **three days** between **Remembrance Day (November 11)** and the **Parade of Lights (November 14)**.
 - Banner installation requires **a full day of work** to complete.
 - Inclement weather during this period could cause delays and prevent installation in time for the Parade.
-

Issue

The narrow time frame presents scheduling and operational challenges. To ensure readiness for the Parade of Lights, staff require direction from the Commission on whether:

1. Seasonal banners may be installed **prior to Remembrance Day**; or
 2. Seasonal banners should be installed **after the Parade of Lights**, understanding they will not be displayed during the event.
-

Options

1. **Install banners prior to Remembrance Day**
 - Ensures the Parade of Lights takes place with banners in place.
 - May raise concern regarding appropriateness during Remembrance Day commemorations.
 2. **Install banners after the Parade of Lights**
 - Avoids overlap with Remembrance Day.
 - Banners will not be displayed during the Parade.
 3. **Provide staff discretion**
 - Commission would prefer to install banners after Remembrance Day but before the Parade of Lights but authorizes staff to make the operational decision depending on weather and other conditions.
-

Recommendation

- Request that staff install banners after Remembrance Day but before the Parade of Lights, but grant staff discretion to determine timing.
-

Suggested Motion

"That the Village Commission request that staff install banners after Remembrance Day but before the Parade of Lights but authorizes staff to make the final decision depending on weather and other operational constraints."

Village of New Minas

Request for Decision (RFD)



Date: October 14, 2025

Subject: Appointment of Citizen Member – Beautification Committee

Presented by: Jeff Lawrence, Clerk Treasurer/CAO

Purpose

To request that the Village Commission select and appoint one citizen member to the Beautification Committee from the list of applicants received.

Background

The Village of New Minas recently advertised for citizen representatives to serve on the Beautification Committee in accordance with the approved Terms of Reference. The Committee's purpose is to advise the Commission on initiatives related to community beautification, enhancement of public spaces, and related projects.

Applications have been received from interested residents and are attached for the Commission's review. One vacancy currently exists for a citizen member.

Options

1. **Appoint** one of the applicants to the Beautification Committee.
 2. **Defer** the appointment pending further review or additional applicants.
-

Recommendation

That the Village Commission appoint one citizen member to the Beautification Committee at this meeting to ensure the Committee may proceed with its fall planning and recommendations.

Draft Motion

MOTION:

That the Village of New Minas Commission appoint _____ as a citizen member of the Beautification Committee for a 2 year term ending August 31, 2027.

Clerk Treasurer

From: Agnes Wojt <agnes_wojt@hotmail.com>
Sent: September 3, 2025 11:02 AM
To: Clerk Treasurer
Subject: Beautification committee member

Hi Jeff,

I wanted to reach out to you and let you know that I am interested in continuing my role as the citizen member of the beautification committee. Let me know if you need any more information from me for this.

Warm Regards,
Agnes Morine

Clerk Treasurer

From: Aileen Nasager <aileen.nasager@gmail.com>
Sent: September 30, 2025 10:14 PM
To: Clerk Treasurer
Subject: Express of Interest: Citizen Member, Beautification Committee

Dear Mr. Lawrence,

Please accept this letter as an expression of interest in the current role available as a Citizen Member of the Village of New Minas, Beautification Committee.

My history in New Minas goes back a long way, my whole life really. My great-grandparents settled in the county in the early 1900s. My mom grew up just down the road in Wolfville, and I was fortunate to spend all of my summers in the local area. Early memories include my grandmother bringing me to Towers and the pet store at the old mall and, of my uncle taking my sister and I out for Christmas treats at the Old Dutch shop. In later years, while a student at Acadia, many trips were made here for groceries, bowling and just hanging around. Those were the days! When my parents retired and moved to New Minas, I continued to spend time in the village. With Covid, many things changed and I found myself able to work remotely. This coincided with my father deciding to downsize and, with his property becoming available, my partner and I decided New Minas was a great place to start a new chapter.

With a growing population, an aging population, a shifting demographic and a new connection to the highway, New Minas is poised for significant growth and change - it is literally happening before our eyes. Though many visitors come here, it can sometimes be forgotten that many live here too. It can be a tough place to live at times. There are lots of cars and parking lots, not many crosswalks or sidewalks; in summer, not enough shade. It can be a wonderful place to live also - so convenient, I love being able to run all my errands within my lunch break as everything is so close. It is wonderful having access to the Rail Trail, community center and grounds, a well-established golf course and fantastic neighbouring communities and adventures just minutes away.

Having lived in a few different provinces and countries, I've had the good fortune to experience many different neighbourhoods and communities - from very rural to very urban. With a background in renewable energy and sustainable, universal design practices, I spend a lot of time thinking about how the built environment can be optimized for the betterment of people and their natural environment. I think about

these types of things when I'm around and about the town. I'd love to have a seat at the village table to strategize about how we can make New Minas more beautiful, welcoming and vibrant.

Thank **YOU** for your consideration. Please reach out with any questions.

Kind regards,

Aileen Nasager

1154 Aalders Avenue, New Minas

902.830.5625

September 18, 2025

Village of New Minas
C/O Jeffrey A. Lawrence, CAO/Clerk Treasurer
9489 Commercial Street
New Minas, NS
B4N 3G3

Dear Mr. Lawrence:

I would like to express my interest in applying for the role of Citizen Member of the New Minas Beautification Committee and have attached my resume for your consideration.

As a resident of New Minas I am currently involved in the community as a member of the Board of Directors and Strategic Planning Committee for the Kings County Family Resource Centre. I am also a reading tutor at New Minas Elementary School as a volunteer with United For Literacy. I have actively sought out opportunities to work collaboratively with others to support various community programs and initiatives. I am eager to share my creativity and resourcefulness to benefit New Minas and I feel that the Beautification Committee would be an ideal match for my interests and past experience.

I have worked with a diverse range of employers and organizations and have broadened my knowledge with each one. I would like to continue sharing my skills and ideas to help others enjoy and take pride in their community.

Thank you for considering my application. I hope for a favourable response.

Sincerely,



Linda C. Martin
15 Bishop Ave. West
New Minas, NS
B4N 5M4

Linda Carol Martin

15 Bishop Ave. West
New Minas NS B4N 5M

(905) 872-8707
trueyou@gmail.com

I live in New Minas with my husband and our dog. I worked since the early 70's in a variety of jobs and have volunteered for many organizations to benefit others through the years. I retired in 2019 and I now enjoy being involved in meaningful activities in the community.

WORK EXPERIENCE SUMMARY

2011-2018 Regional Municipality of Peel, Social Housing - Tenancy Support

2007-2011 Regional Municipality of Peel, Social Housing - Administrative Assistant

2005-2007 Regional Municipality of Peel, Health Department - Immunization Records

5 years .. Bank of Nova Scotia - Mortgage and Loans Assistant

2 years .. Hospital Corporation of Canada (for King Fahad Hospital) - Work Visa/Travel Coordinator

8 years .. The Lung Association, Peel Region - Events Coordinator/Volunteer Manager

5 years .. Fujitsu Network Communications - Admin Assistant to Canadian Director of Sales

Retail positions – PetSmart, SuperPet, and Large's Pharmacy - Customer Service

COMMUNITY INVOLVEMENT (Volunteer Positions)

Elementary School Reading Tutor – United for Literacy (2024 - present)

Board of Directors - Kings County Family Resource Centre (2024 – present)

Campaign Manager – County of Kings, District 8 Councillor Christina Sappington (2024)

Donations Intake - SPCA thrift store (New Minas) (2021 – 2023)

Groundskeeper/Garden Design – Old Seedhouse Garden/Dominion Gardens (Ontario) (2018 – 2021)

Customer Service/Cashier - Upper Credit Humane Society thrift store (Ontario) (2017 - 2021)

Therapy Dog Volunteer - Therapeutic Paws of Canada (2004-2011 handler) (2011-2018 group leader)

Adult Literacy Tutor - Skills for Employment, Life & Family (SELF) (2009-2012)

Organizing Committee - 'The Gathering' Indigenous Festival - Region Municipality of Peel (2009 and 2010)

Activity Coordinator/Chair - Helping Hands, Caring Hearts acts of kindness group (2006-2009)

Planning Committee - Multicultural Festival at Peel Manor Long Term Care (2006 and 2007)

Therapy Dog Volunteer - St. John Ambulance Therapy Dogs (2003 - 2008)

Assistant to Coordinator of Volunteers – Ontario Correctional Institute (2004)

Municipal Elections Assistant (2003 and 2008)

Part-time Accounting Clerk - Brampton East Youth Soccer Club (2003-2004)

Zone Coordinator – Neighbourhood Watch (2002-2004)

Community Awareness - Tears of Joy Animal Rescue (2002-2003)

Fundraising Volunteer - Charlestown School and Treatment Facility (2000-2001)

Newsletter Editor/Committee Chair – Mondragon Housing Co-op (1994-2002)

Board of Directors (elected) - Mondragon Co-op Homes (1998-2000 and 2008-2010)

School Council - Heart Lake Secondary School (1996-1999)

Organizing Committee - Heart Lake Community Summer Festival (1995-1997)

Steering Committee - Peel Board of Education (1995-1996)

Group Activity Leader – Boys and Girls Club (1991)

65 Old Farm Lane
New Minas, NS
B4N 4M5

Village of New Minas
C/O Jeffery Lawrence, CAO/Clerk Treasurer
9489 Commercial Street
New Minas, NS
B4N 3G3

September 30, 2025

Re: Application -- Beautification Committee

Dear Mr. Lawrence,

I am writing to express my interest in serving on the Village of New Minas Beautification Committee. Having lived in New Minas for the past 24 years, I am deeply invested in our community and passionate about opportunities to contribute to making it even more beautiful, welcoming, and vibrant.

My background includes over ten years of work in the tourism industry, where I gained a strong sense of what appeals to visitors and how thoughtful design and presentation can create a lasting impression. In addition, I own and operate my own photography business. My work often involves seeking out and capturing the natural landscapes and unique features of our region, which continually strengthens my eye for beauty and community character.

From 2019 to 2022, I also served as a community representative on the New Minas Secondary Planning Committee. Through this role, I learned a great deal about the considerations involved in planning and development, and I believe that experience would help me contribute meaningfully to the Beautification Committee.

I would be pleased to bring my skills and perspective as either a Citizen Member or a Business Community Member. I believe my combination of professional experience, community service, long-term residency, and creative outlook would be of real value to the committee's work.

Thank you for considering my application. I would welcome the opportunity to serve and contribute to the ongoing beautification of New Minas.


Sincerely,

Michelle A. Coleman

Village of New Minas

Request for Decision (RFD)

New Minas

A good place 

Date: October 14, 2025

Subject: Appointment of a Business Community Representative - Beautification Committee

Presented by: Jeff Lawrence, Clerk Treasurer/CAO

Purpose

To request that the Village Commission select and appoint one business community representative to the Beautification Committee from the list of applicants received.

Background

The Village of New Minas recently advertised for a business community representative to serve on the Beautification Committee in accordance with the approved Terms of Reference. The Committee's purpose is to advise the Commission on initiatives related to community beautification, enhancement of public spaces, and related projects.

Applications have been received from interested individuals and are attached for the Commission's review. One vacancy currently exists for a business community representative.

Options

1. **Appoint** one of the applicants to the Beautification Committee.
 2. **Defer** the appointment pending further review or additional applicants.
-

Recommendation

That the Village Commission appoint one business community representative to the Beautification Committee at this meeting to ensure the Committee may proceed with its fall planning and recommendations.

Draft Motion

MOTION:

That the Village of New Minas Commission appoint _____ as a business community representative of the Beautification Committee for a 2 year term ending August 31, 2027.

Committee/Selection Board,

My name is Evan Isnor and I currently reside in New Minas. I am writing to express my interest in joining the Community Beautification Committee as a local business representative. I believe this would be a great opportunity for me to contribute a fresh perspective, share new ideas, and help create a more welcoming environment for our residents, tourists, shoppers, potential business owners and developers.

I grew up in a small business household and now own and operate a local property maintenance and management business (Isnor's Property Services). Through this work, I partner with both residential and commercial clients and make it my priority to ensure their properties always look their best. This experience has given me a strong understanding of what it takes to maintain attractive, inviting spaces.

I also feel that I can offer a younger voice and bring forward simple yet impactful ideas for improvements, ideas that focus on being lower maintenance and cost-friendly while still making a noticeable difference. Plus, I'd like to explore ways to get more local businesses involved and use their expertise to help shape the village into a place we can all be proud of.

Thank you for considering me. I'd be excited to be part of the team.

Best,

Evan Isnor

YOUR NAME

65 Old Farm Lane
New Minas, NS
B4N 4M5

Village of New Minas
C/O Jeffery Lawrence, CAO/Clerk Treasurer
9489 Commercial Street
New Minas, NS
B4N 3G3

September 30, 2025

Re: Application – Beautification Committee

Dear Mr. Lawrence,

I am writing to express my interest in serving on the Village of New Minas Beautification Committee. Having lived in New Minas for the past 24 years, I am deeply invested in our community and passionate about opportunities to contribute to making it even more beautiful, welcoming, and vibrant.

My background includes over ten years of work in the tourism industry, where I gained a strong sense of what appeals to visitors and how thoughtful design and presentation can create a lasting impression. In addition, I own and operate my own photography business. My work often involves seeking out and capturing the natural landscapes and unique features of our region, which continually strengthens my eye for beauty and community character.

From 2019 to 2022, I also served as a community representative on the New Minas Secondary Planning Committee. Through this role, I learned a great deal about the considerations involved in planning and development, and I believe that experience would help me contribute meaningfully to the Beautification Committee.

I would be pleased to bring my skills and perspective as either a Citizen Member or a Business Community Member. I believe my combination of professional experience, community service, long-term residency, and creative outlook would be of real value to the committee's work.

Thank you for considering my application. I would welcome the opportunity to serve and contribute to the ongoing beautification of New Minas.

Sincerely,

Michelle A. Coleman

Village of New Minas

Request for Decision (RFD)



Date: October 14, 2025

Subject: Appointment of Two Village Commission Members to the Beautification Committee

Presented to: Village of New Minas Commission

Submitted by: Jeff Lawrence, Clerk Treasurer / CAO

Purpose

To appoint two members of the Village of New Minas Commission to serve on the Beautification Committee for a term ending **August 31, 2027**.

Background

The Beautification Committee was established by the Village Commission to promote and coordinate initiatives that enhance the visual appeal and community pride of the Village of New Minas.

The Committee's **Terms of Reference** provide for membership that includes both citizen representatives and members of the Village Commission to ensure community engagement and alignment with Commission priorities.

The terms for the Commission representatives expired on **August 31, 2025**, and appointments are now required for the new term.

Discussion

The appointment of two members from the Village Commission will maintain balanced representation and continuity of leadership on the Beautification Committee. These members will play a key role in guiding beautification projects, reviewing community enhancement proposals, and providing recommendations to the Commission.

The new term will extend to **August 31, 2027**.

Options

1. **Appoint two Village Commission members** to the Beautification Committee for a term ending August 31, 2027.
2. **Defer the appointments** to a future meeting pending further discussion.

Recommendation

That the Village Commission proceed with Option 1 and appoint two members from the Village Commission to the Beautification Committee for a term ending **August 31, 2027**.

Draft Motion

Motion:

That the Village of New Minas Commission appoint _____ and _____ from the Village Commission to serve as members of the Beautification Committee for a term ending August 31, 2027.

Village of New Minas

Request for Decision (RFD)



Date: October 14, 2025

Subject: Appointment of Citizen Representatives – Source Water Protection Committee

Submitted by: Jeff Lawrence, Clerk Treasurer / CAO

Purpose

To request that the Village Commission appoint two citizen representatives to the Source Water Protection Committee in accordance with the Committee's Terms of Reference.

Background

The Source Water Protection Committee ("the Committee") was established by the New Minas Water Commission to provide advice on matters related to the protection, management, and sustainability of the Village's source water supply.

The Terms of Reference for the Committee identify its purpose as advising the Commission on policies, programs, and actions to safeguard drinking water quality. The Committee membership includes representatives from the Village Commission, Village staff, and up to two members of the public who are residents of New Minas.

An open call for expressions of interest was advertised, inviting residents to apply for appointment to the Committee. Applications have been received and are now presented for Commission consideration.

Discussion

Citizen participation on the Committee ensures that the perspectives of residents are represented in discussions around watershed protection and management practices. Appointing the two citizen members at this time will enable the Committee to move forward with its work during the fall session, including reviewing draft policies and the annual Source Water Protection Plan update.

Options

1. **Appoint one or two citizen representatives** from the list of applicants.
 2. **Defer the appointments** to a later meeting pending further review.
 3. **Readvertise** for any unfilled positions.
-

Recommendation

That the Village Commission appoint two citizen representatives to the Source Water Protection Committee from the list of applicants provided.

Draft Motion

Motion:

That the Village of New Minas Commission appoint the following individuals as citizen representatives to the Source Water Protection Committee to a term expiring July 31, 2027:

1. _____
2. _____

Re: CITIZEN Member New Mexico Source Water Protection Comm

Monday Sept 29/2025

I am applying to be a citizen member of the New Mexico Source Water Protection Comm.

I was on the N.M. Water as its chair for 12 years & also a past member of the NMSWPC

I am currently a citizen member of the Water Comm.

I thank you for your consideration for my application

Margaret Stevens

Clerk Treasurer

From: Ahmad Elkadri <elkadri23@outlook.com>
Sent: September 11, 2025 10:27 PM
To: Clerk Treasurer
Subject: Citizen Representative Source Water Protection

Good evening Jeff,

I came across the online posting for the Citizen Representative position for Source Water Protection and would like to express my interest. I live in New Minas and have a background in civil engineering. I am a licensed Professional Engineer with Engineers Nova Scotia and currently work as a Project Engineer with the Town of Kentville.

Thank you,

Ahmad

Village of New Minas

Request for Decision (RFD)



Date: October 14, 2025

Subject: Appointment of Two Members from the New Minas Water Commission to serve on the New Minas Source Water Protection Committee

Presented to: Village of New Minas Commission

Submitted by: Jeff Lawrence, Clerk Treasurer / CAO

Purpose

To appoint two representatives from the New Minas Water Commission to serve on the New Minas Source Water Protection Committee for a term ending **July 31, 2026**.

Background

The Source Water Protection Committee was established to advise the New Minas Water Commission on matters related to the protection and management of the community's water supply.

Under the Committee's **Terms of Reference**, membership includes representatives from the Water Commission, Village Commission, municipal partners, and citizens. The term for New Minas Water Commission members is one year and it expires July 31 of each year.

Two seats designated for Water Commission representatives are currently beyond the appointment period and require appointment by the Village Commission.

Discussion

Appointing members from the New Minas Water Commission will ensure balanced representation and continuity in decision-making for water protection planning and policy development.

The current appointees are Commissioner James Redmond (Chair) and Maynard Stevens.

Maynard Stevens has applied to be a citizen rep on the Committee.

The term of the appointments will align with the committee terms of reference, expiring on **July 31, 2026**.

Options

1. **Appoint two members** from the New Minas Water Commission to the Source Water Protection Committee for the term ending July 31, 2026.
2. **Defer the appointments** pending further consideration or nomination from the Water Commission.

Recommendation

That the Village Commission proceed with Option 1 and appoint two members from the New Minas Water Commission to the Source Water Protection Committee for a term ending **July 31, 2026**.

Draft Motion

Motion:

That the Village of New Minas Commission appoint James Redmond and _____ from the New Minas Water Commission to serve as members of the New Minas Source Water Protection Committee for a term ending July 3, 2026.