



Village of New Minas
Commission Meeting
February 9, 2026 @ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

1. Call to Order
2. Approval of the Agenda
3. Disclosure of Conflict of Interest
4. Approval of Minutes:
 - a. January 12, 2026, Village Commission Meeting
5. Presentations:
6. Business Arising from Minutes:
 - a. **Strategic Planning Update**
 - b. **IT Audit Actions**
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. Access and inclusion Working Group — Draft notes included in package
Minas Water Commission — Draft minutes included in package
 - d. Regional Sewer Committee — Draft minutes included in package
10. Staff Reports:
 - a. Clerk Treasurer/CAO — Report included in package
 - b. Director of Public Works — Report included in package
 - c. Manager of Finance — Report included in package
 - d. Director of Recreation – Report included in Package
11. New Business:
 - a. Veteran’s Service Recognition Book – Advertising Support
12. Correspondence:
13. General Public Input
14. Closed Session
15. Adjournment



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

4. Minutes



Village of New Minas
Commission Meeting
January 12, 2026 @ 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
- 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 January 12, 2026, Commission Meeting be approved

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

4. Approval of Minutes:

a. December 8, 2025, Village Commission Meeting

Motion:

THAT the Minutes for the December 8, 2025, Village Commission Meeting be approved.

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

5. Presentations:

6. Business Arising from Minutes:

• **Strategic Planning Update**

J. Lawrence summarized a report from N. Palmer and C. Kennedy updating the progress to date on the strategic plan as well as highlighting future milestones.

• **IT Audit Actions**

J. Lawrence summarized a report from J. Hanshaw updating the progress to date on addressing the critical infrastructure deficiencies note in the IT audit.

7. Comments from the Chair:

8. Public Input Specific to Agenda Topics:

9. Committee Reports:

a. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the January 12, 2026, Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the January 12, 2026, Commission agenda package and as verbally summarized by J. Redmond.

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

10. Staff Reports:

a. CAO/ Clerk Treasurer

CAO/ Clerk Treasurer Lawrence provided a brief synopsis of the CAO/ Clerk Treasurer Report.

Motion:

THAT the CAO/ Clerk Treasurer report be received as included in the January 12, 2026, Commission agenda package.

M/D. Windle-Smith

S/ J. Redmond

Motion Carried

b. Public Works

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

- ✓ The sewer capacity study will be delayed until mid- February.
- ✓ The department is seeking assistance in developing entry permits for confined spaces.

Motion:

THAT the Director of Public Works report be received as included in the January 12, 2026, Commission agenda package.

M/J. Redmond

S/ Q. Hill

Motion Carried

c. Finance

Motion:

THAT the Manager of Finance report be received as included in the January 12, 2026, Commission agenda package.

M/ D. Windle-Smith

S/ Q. Hill

Motion Carried

d. Recreation and Community Development

The Director of Recreation provided a brief synopsis of the recreation report. Additional points included:

Motion:

THAT the Director of Recreation report be received as included in the January 12, 2026, Commission agenda package.

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

11. New Business:

12. Correspondence:

13. General Public Input:

• **Christina Sappington**

- ✓ **There is a new financing program available through Kings County to assist with developing a clean water supply. This does not apply to connecting to a central water supply.**
- ✓ **Minister Lohr will be hosting a public meeting for the downtown business community to discuss addressing the unhoused challenge on January 22nd from 7pm to 10pm.**

14. Closed Session:

Dave Chaulk indicated that there was a need for an in-camera session to deal with matters relating to union negotiations salary negotiations.

At 7:17pm, the Commission adjourned to move into a closed session to discuss in camera matters related to negotiations and to receive a human resource matter update.

Motion:

THAT the Commission adjourn to move into closed session.

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

Motion:

THAT the Commission adjourn from the closed session.

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

At 8:05pm the Commission reconvened the open session of the meeting.

- **Motions from Closed Session:**

Motion:

THAT the Commission accept the amended recommendation of the RFD as presented in camera regarding an offer of compensation.

M/ Q. Hill

S/ D. Windle-Smith

Motion Carried

15. Adjournment

There being no further business, Dave Chaulk called for a motion to adjourn at 8:05pm.

Motion:

THAT the meeting be adjourned.

M/ J, Redmond

S/ D. Windle-Smith

Motion Carried

DRAFT



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

6. Business Arising from the Minutes



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
January 21, 2026 @ 10:30 AM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Debra Windle-Smith, Commission Member & Chair
- Mary Munroe, Commission Member
- Linda Martin, Citizen Member
- Michelle Coleman, Business Representative
- Cory Palmer, Director of Public Works
- John Ansara, Director of Recreation & Community Development

Members Absent:

Staff Present:

- Jeff Lawrence, Clerk Treasurer/ CAO

Others Present:

1. Call to Order:

The Chair called the meeting to order at 10:30am, welcoming those in attendance including the new committee members. The Chair also opened the floor for the new members to introduce themselves.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the January 21, 2026, Beautification Committee Meeting be approved.

M/ J. Ansara

S/ M. Coleman

Motion Carried

3. Approval of Minutes:

- a. September 17, 2025, Beautification Committee Meeting

Motion:

THAT the Minutes for the November 19, 2025, Beautification Committee Meeting be approved as circulated.

M/ J. Ansara

S/ C. Palmer

Motion Carried

4. Business Arising from Minutes:

a. November 19, 2025

- i. Founding Fathers Park Update – D. Windle-Smith updated the new committee regarding the project status and commented that this item is on hold until after the Strategic Plan is Completed.
- ii. Bench Dedication Policy – D. Windle-Smith indicated that she would provide an update at the next committee meeting

b. September 17, 2025, Beautification Committee Meeting

- i. Prospect Park Update – Anchor Rock – C. Palmer informed the committee the contract had been awarded for \$5,300 but that the work would be delayed until April or May.
- ii. Sign at Lonnie Milne – C. Palmer indicated that he had spoken to the family and they want the sign renewed but they did not have a preference as to what it should look like. C. Palmer indicated that it was important to the family that the park retain the family name.

5. Comments from the Chair

D. Windle-Smith again welcomed the new committee members.

6. New Business

- a. Budget – Preliminary Discussion – There was consensus that there is a need to plan around what the budget would look like, but that inputs from the strategic planning process would be critical before the process can begin.
- b. 2025/26 Budget Update – The Chair circulated a budget summary and a brief discussion took place.

6. Next Meeting Date:

The next Beautification Committee meeting is scheduled for April 1, 2026. There was a discussion around holding additional meeting(s) to accommodate budgeting, and a follow up discussion about extending the meeting time to 1½ hours. There was consensus to extend the meeting time.

7. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 12:05 pm.

Motion:
THAT the meeting be adjourned.

M/ J. Ansara
S/ M. Coleman
Motion Carried

DRAFT



Village of New Minas
Inclusion and Access Working Group
January 22nd, 2026 @ 9:30 AM
Commission Room, LMCC
New Minas, Nova Scotia

Agenda

Members Present:

- Mary Munroe, Commission Member
- Quentin Hill, Commission Member
- John Ansara, Director of Recreation and Community Development
- Natalie Palmer, Active Living Coordinator

Absent with Regrets:

- Cory Palmer, Municipal Operations Manager
- Katie MacArthur, Accessibility Coordinator

1. Call to Order

Meeting was called to order at 9:30 AM.

2. Approval of Agenda

The meeting agenda was approved as circulated.

Moved by Quentin Hill.

Seconded by Natalie Palmer.

3. Approval of Minutes

The November 20th, 2025 meeting minutes were approved as circulated.

Moved by Quentin Hill.

Seconded by John Ansara.

4. New Business

a. Accessibility Project Updates

Natalie Palmer provided an update on current accessibility projects, including the status of quotes. Discussion followed regarding other identified priority areas. **Natalie to get quotes for alternative accessibility projects to be completed in the 2026-2027 fiscal year in the event of additional available funding.**



Quentin Hill requested to be notified once the grant application is submitted so that Julie Vanexan, MLA for Kings South, can be included. He also sought clarification on how funding would be allocated between this project and other priority initiatives.

John Ansara advised that he would be meeting with Cory Palmer to discuss developing a grant application within a climate change mitigation framework. The proposed project would address drainage issues in gravel parking lots, supporting future paving efforts and improving overall accessibility.

Quentin Hill emphasized the importance of ensuring accessibility projects are incorporated into upcoming strategic planning discussions.

5. Ongoing Business

a. Accessibility Project Prioritization

The following priority items were discussed:

- Installation of visual alarms
- Installation of accessible toilets and grab bars
- Posting of a snow-clearing plan

Natalie will review project costs to determine feasibility as supplementary work alongside the paved pathways.

b. 5- Year Plan Discussion

Discussion of the five-year accessibility plan was tabled until a future meeting, following strategic planning discussions. The committee will work toward identifying an appropriate annual budget allocation to address accessibility projects.

6. Adjournment

The next meeting was scheduled for Thursday, February 26th at 9:30 AM. Meeting was adjourned at 10:00 AM



Draft Village of New Minas
New Minas Water Commission
January 27, 2026 @ 3:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

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

Members Absent:

Staff Present:

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

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 3:05pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the January 27, 2026, Water Commission Meeting be approved as circulated

M/ B. MacArthur

S/ M. Stevens

Motion Carried

3. Approval of Minutes:

- a. December 16, 2025, Water Commission Meeting

Motion:

THAT the Minutes for the December 16, 2025, Water Commission Meeting be approved as circulated.

M/ D. Chaulk

S/ M. Stevens

Motion Carried

4. Business Arising from Minutes:

a. New Minas Water Utility Taxation Status – Legal Opinion

J. Lawrence reported that he had spoken with solicitor J. Cuming and that we really do not have a path forward to fight the tax status and given Kings County's stance on not exempting the utility he felt we should anticipate being billed taxes.

Motion:

THAT the Water Commission contact the Municipality of the County of Kings requesting an exemption from the property taxes related to the water tank and associated land located in Greenwich, and further that the Water Commission lobby the Province to change the legislation to exempt water utilities from property taxation.

M/ D. Chaulk

S/ M. Stevens

Motion Carried

b. Water Infrastructure study

C. Palmer updated the Commission regarding the status of the study.

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.

C. "Palmer noted that Zachary Alcorn was resigned his position as Water Utility Operator.

Motion:

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

M/ D. Chaulk

S/ M. Stevens

Motion Carried

7. New Business

8. Correspondence:

There was no correspondence

9. Other Business

10. Public Input:

There was no public input.

11. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 3:17pm.

Motion:

THAT the meeting be adjourned.

M/ D. Chaulk

S/ M. Stevens

Motion Carried

THE MUNICIPALITY OF THE COUNTY OF KINGS
REGIONAL SEWER COMMITTEE
Thursday January 15th, 2026
MINUTES

Meeting Date and Time

A meeting of the Regional Sewer Committee was held on Thursday January 15th, 2026 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)
Brad Carrigan, Director of Engineering & Public Works
Mike Livingston, Director of Finance
Andy Pulsifer, Manager of Environmental Services
Tyler Honeywood, Manager of Financial Reporting
Chris Ritchie, Funding Analyst
Stephanie Elliott, Recording Secretary

Town of Kentville:

Dave Bell, Director of Engineering & Public Works
Cathy Maxwell, Councillor (**voting member**)

Village of New Minas:

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

PepsiCo Foods Limited:

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

Regrets: None

Meeting Called to Order

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

2. Land Acknowledgement

The Land Acknowledgement was read.

3. Vote for Vice Chair

Cathy Maxwell nominated herself to be Vice Chair. No additional nominations submitted; Cathy Maxwell accepted the uncontested position.

On motion of Councillor Harding and Commissioner Redmond, that the Vice Chair for the Regional Sewer Committee be Cathy Maxwell.

Motion Carried.

4. Approval of Agenda

On motion of Commissioner Redmond and Rachel Hirtle, that the January 15th, 2026, agenda be approved as circulated.

Motion Carried.

5. Disclosure of Conflict-of-Interest Issues

None

6. Approval of Previous Minutes

On motion of Commissioner Redmond and Councillor Maxwell, that the September 18th, 2025, minutes be approved as circulated.

Motion Carried.

On motion of Commissioner Redmond and Rachel Hirtle, that the October 17th, 2025, minutes be approved as circulated.

Motion Carried.

7. Business Arising from Minutes

None

6. Operation and Compliance Reports

- a. Regional Environmental Compliance Update

- a. Presentation by Andy Pulsifer regarding Regional Wastewater Treatment Facility (WWTF) effluent compliance for 2025.

On motion of Commissioner Redmond and Rachel Hirtle, that the Regional Environmental Compliance Update be approved as circulated.

Motion Carried.

b. Regional Capital Project Update

b. Presentation by Emely Guzman regarding Capital Project updates to the Committee.

On motion of Commissioner Redmond and Rachel Hirtle, that the Regional Sewer Committee recommend the Regional Sewer 2026/27 Operating and Capital Budget as attached to the January 15, 2026, Request for Decision to Partner Councils, Commission, or Senior Management, as applicable, for approval.

Motion Carried.

6. Financial Update

a. Regional Sewer Budget 26-27

a. Presentation by Tyler Honeywood regarding 2025 Regional Sewer Variance Report.

On motion Commissioner Redmond and Councillor Maxwell that Regional Sewer Committee recommend the Regional Sewer 2026/27 Operating and Capital Budget as attached to the January 15, 2026, Request for Decision to Partner Councils, Commission, or Senior Management, as applicable, for approval.

Motion Carried.

b. September 2025 Regional Sewer Variance Report

b. Presentation by Tyler Honeywood regarding 2025 Regional Sewer Variance Report.

On motion Commissioner Redmond and Councillor Maxwell that That Regional Sewer Committee receive the Quarter 2 Regional Sewer Variance Report, and

Capital Project update, as attached to the January 15, 2026, Request for Decision, as information.

Motion Carried.

7. Partner Updates

None

8. Other Business

- Composite Samplers have been received, however have not been installed due to modifications required in manholes.

9. Next Meeting

March 12th, 2026, at 10:00 am.

10. Adjournment

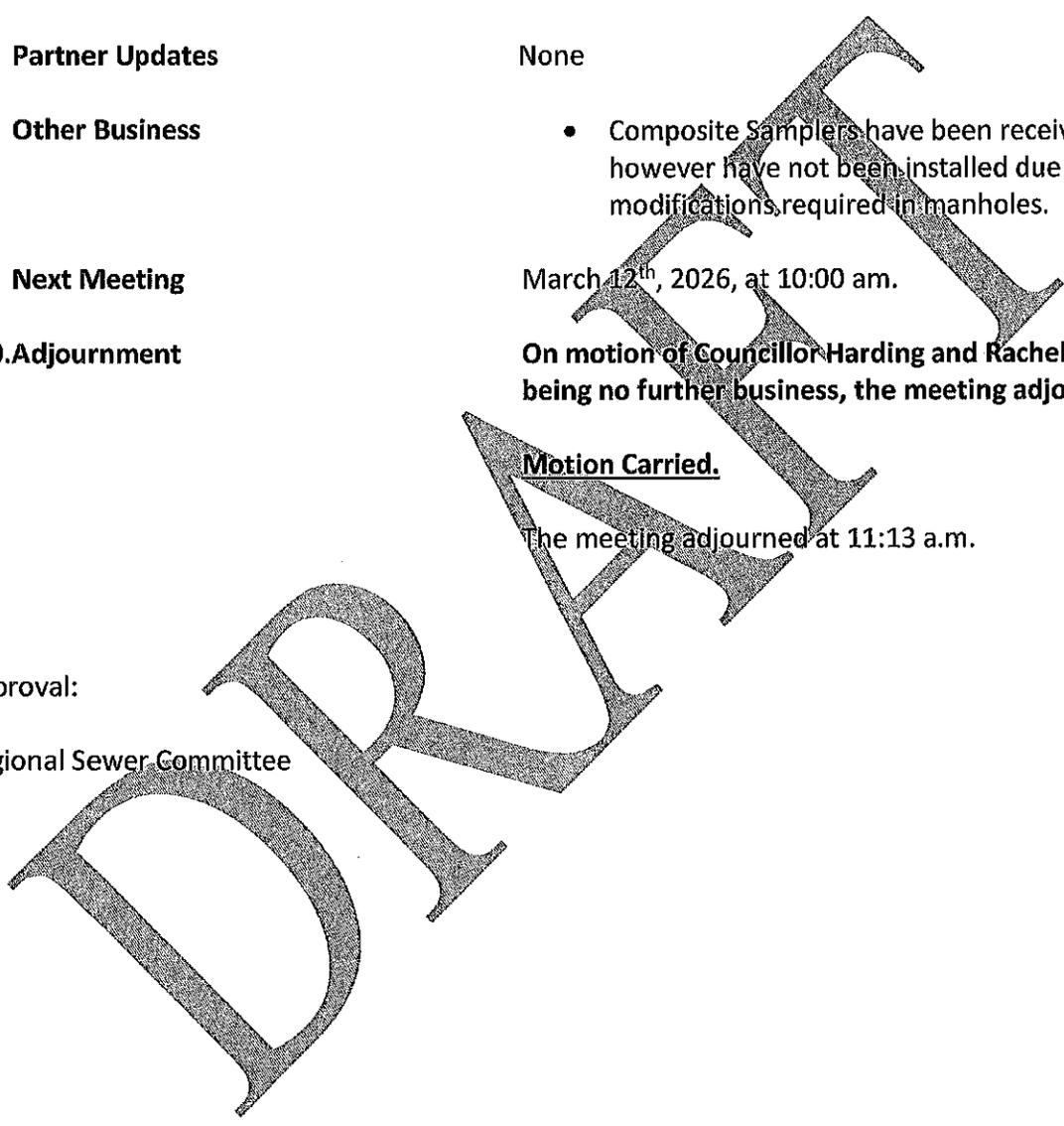
On motion of Councillor Harding and Rachel Hirtle, there being no further business, the meeting adjourned.

Motion Carried.

The meeting adjourned at 11:13 a.m.

Approval:

Regional Sewer Committee





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

10. Staff Reports

Information Report

To: Village Commission

By: Jeff Lawrence, Clerk Treasurer/CAO

Meeting Date: February 9, 2026

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Highlights of the Past Month:

- Continue to work with administration and stakeholders to move forward initiatives including Strategic planning, the IT Audit and potential Village applications for AI. The strategic planning project is moving forward with the all day Commission strategic planning session taking place on January 30th.

Regularly Scheduled Meetings:

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

- Individual meetings with Department Heads
- Beautification Committee
- Water Commission
- Health and Safety

Other Notable Meetings:

- Held wrap discussions with Jeff Hanshaw, Custom Page Media and Consulting Inc, regarding the close out of the IT upgrades project. All that remains is to set up multi factor identification protocols for Commissioners
- Met with Natalie Palmer and Craig Kennedy (Peak Experience) to discuss progress regarding the Village Strategic Planning project. Attended all day Commission planning sessions on January 30th.
- Attended labour management quarterly meeting.
- Attended the Regional Sewer Steering Committee meeting
- Met with J. Cuming regarding upcoming collective bargaining sessions
- Met with Councillor Sappington regarding an upcoming meeting at the Kentville Fire Department hosted by Minister Lohr regarding the unhoused in the area
- Met with CAOs/ Clerk Treasurers of Port Williams and Kingston on areas of common concern
- Continue developing the budget process

Professional Development:

- N/A

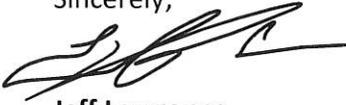
Outlook for Next Month:

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

- Work to finalize the strategic planning process
- Continue to action areas identified as critical in the IT Audit

- Secure Quotes from three vendors for a camera installation
- Attend Commission and Committee meetings
- Attend Department Head meetings (collective and individual)

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Lawrence', with a long horizontal flourish extending to the right.

Jeff Lawrence

Clerk Treasurer/Chief Administrative Officer

902-681-0430 | cao@newminas.com

Village of New Minas

9489 Commercial Street

New Minas, NS B4N 3G3

newminas.com

Information Report

To: Village Commission

By: Cory Palmer

Meeting Date: February 10, 2025

Subject: Monthly Report — Director of Public Works



Monthly Report — Director of Public Works

Staff Update:

- We have hired Andrew Mills for the open laborer position. He will be starting February 10. The Foreperson position has been posted and will be open for 3 weeks for applicants. Zachary Alcorn has resigned from his position as of January 30. We will be looking to fill his position in the coming weeks.

Current Projects/Work:

- Plowing and salting season has been a major part of our time in January. Plowing or salting have been a daily activity. The Wacker sidewalk plow was down for almost a week, and we had to rent a tractor with a blade and blower to help clear the sidewalks.
- The banners will need to be removed by use of a ladder. With the amount of snow down, we cannot use the lift to complete the work. We expect to have the banners down by the second week of February.
- We are fixing up and painting the foreperson's office to prepare for the new employee.
- We are removing the old obsolete chlorine gas equipment from Busch Lane Tank.
- The new temporary shelter has been working well, and we have several pieces of equipment stored in it. There are still a few pieces of equipment outdoors as there is not enough space.

Long-Term Projects:

- Dillon Consulting is working on the water model. The model was missing some information and requires some more work than initially expected. The study should still be under budget.
- The sewer capacity study has been delayed, and we are hoping to have something by mid-February.
- We had 2 companies do an initial site visit to review our confined spaces. They are both preparing a quote to complete confined space entry permits, procedures, and rescue plans. Some of the spaces believed to be confined spaces by employees have been determined not to be which will reduce the cost of the work.

Professional Development:

- Shawn Cornelius will be scheduled for traffic signing course in 2026.
- Most of the employees will require confined space training in first half of 2026.
- Andrew Mills will be trained on both sidewalk plows and other winter tasks in the next few weeks. You might see him driving the plow on the sidewalk without weather occurring as he needs to be trained on the route and driving the machines.

Information Report

To: Village Commission

By: Cory Palmer

Meeting Date: February 10, 2025

Subject: Monthly Report — Director of Public Works



Outlook for Upcoming Months:

- Plowing and salting will be the bulk of the work in February.
- We will be starting to plan the spring work in February to prepare for work that needs to be completed as soon as spring is here.
 - Field preparation
 - Flowerbed work
 - Getting the parks ready for residents
 - Inspecting and checking summer equipment to ensure it is ready.
 - Creating lists of supplies required for the parks.

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



Monthly Report — Manager of Finance

Summary:

We are within the last two months of 2025/26 and hopefully by that time winter will be over. The Finance staff are preparing for year-end close and Audit. T4's should be ready soon for handout and CRA uploading.

December's past due utility reminders should be ready for delivery sometime this week, to remind the stragglers that it's time to pay before March disconnections.

Current Tasks/Projects:

- Working on the Bank Reconciliations, I hope to have them completed within the next couple of weeks.
- Third Quarterly Due to/from and HST, was submitted, just waiting on the payment from the province.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date January 31
• Residential	\$1,444,101	\$1,395,295.88
• Commercial	\$938,067	\$863,288.31
• Resource	\$8,570	\$7,966.26

Sewer	Budgeted	Collected Year to Date January 31
• Usage Charges	\$776,000	\$800,646.34

Water	Budgeted	Collected Year to Date January 31
• Metered Sales	\$857,000	\$834,683.89
• Sprinkler Service	\$4,999	\$4,780.99

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: February 9, 2026

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

- Replaced breaker in an out of service treadmill – now in good working condition
- Continued work on operational and capital budgets
- Participated in Village Strategic Planning session

Current Tasks/Projects:

- Sledding Party, February 7, 1-3PM at Lockhart Ryan Park
- Winter Program delivery
- Planning for March Break camp
- Preparing for Acadia student intern to work with us on Feb 23 for 9 weeks
- Budget work, long term plan

Long-Term Projects:

- Recreation Dept Strategic Planning, including capital forecast
- Village strategic plan

Meetings:

- Annapolis Valley Trail Coalition – work continues to establish path forward for group
- Access and Inclusion working group
- Beautification
- Valley Rec Summer Staff training (collaborative approach to training municipal recreation summer staff)

Professional Development Summary:

- Natalie attended two day “Art of Hosting” workshop, to improve Community Development community outreach

Outlook for Next Month:

- Preliminary meeting with Cory to discuss park projects for next fiscal and beyond.
- Finish draft of operating + capital budget



Village of New Minas
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AGENDA

11. New Business

Village of New Minas

Request for Decision

To: Village of New Minas Commission
Meeting Date: February 9, 2026
Subject: Veteran's Service Recognition Book – Advertising Support

1. PURPOSE OF REPORT

To seek Commission approval to purchase a 1/10-page full-colour business card advertisement in the Nova Scotia/Nunavut Command of the Royal Canadian Legion's 2026 Veteran's Service Recognition Book.

2. BACKGROUND

The Village received a written request from the Nova Scotia/Nunavut Command of the Royal Canadian Legion seeking support for their annual Veteran's Service Recognition Book, scheduled for release by Remembrance Day 2026.

The publication honours Veterans from Nova Scotia and Nunavut who served in major conflicts including WWI, WWII, the Korean War, and more recent missions such as Afghanistan.

Proceeds support Legion programs such as hospitals, local charities, scholarships, youth programs, and ongoing support for Veterans and their dependants.

Last year the Village Commission approved a 1/10-page full-colour business card advertisement at a total cost of \$315 (HST included).

3. OPTIONS

Option 1 – Approve the request (Recommended): Approve the purchase of a 1/10-page full-colour business card advertisement for \$315.

Option 2 – Approve an alternate ad size.

Option 3 – Decline the request.

4. FINANCIAL IMPLICATIONS

The recommended option requires an expenditure of \$315, to be funded from the 2026/27 operating budget.

5. RECOMMENDATION

THAT the Commission approve the purchase of a 1/10-page full-colour business card advertisement in the 2026 Veteran's Service Recognition Book at a total cost of \$315, with funds to be drawn from the 2026/27 operating budget.

6. MOTION

"THAT the Village of New Minas approve the purchase of a 1/10-page full-colour business card advertisement in the 2026 Veteran's Service Recognition Book at a total cost of \$315, funded from the 2026/27 operating budget."

6. APPENDICES

- a. Email – Nova Scotia/ Nunavut Command Royal Legion Funding Support Request
- b. Letter - Nova Scotia/ Nunavut Command Royal Canadian Legion Funding Support Request

 Outlook

Appendix A

Nova Scotia/Nunavut Command Royal Canadian Legion 23rd Anniversary Edition Veterans Service Recognition Book

From Eric Lee <elee@campaign-office.com>

Date Thu 1/15/2026 9:16 AM

To Jeff Lawrence <CAO@newminas.com>

 1 attachment (394 KB)

NSCLBusiness Letter 2026.pdf;

Hello Jeff, happy new year. Hope you enjoyed your holiday break.

We would love to have your kind support. Could we run the same business card as last year?



Please find enclosed a copy of our **Advertisement Letter** and **Rate Sheet** for the **Nova Scotia/Nunavut Command of the Royal Canadian Legion's 23rd annual edition of the Veterans Service Recognition Book** to honor and recognize our Veterans.

This unique remembrance publication includes past and present-day **Veterans** biographies and photographs. With the help of our **Veterans**, their families and friends, submissions are collected at local legion branches, and our next edition is scheduled for release in **November 2026**, in advance of our Annual Remembrance Day Ceremonies.

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

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

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

Thank you for your consideration and/or support.

Sincerely,

Eric Lee

Advertising Rep/ Veterans Service Recognition Book

NOVA SCOTIA/NUNAVUT COMMAND OF THE ROYAL CANADIAN LEGION

Campaign Office

Royal Canadian Legion Campaign Office

 **1-877-859-7790**

 **nscl@fenety.com**

 **www.ns.legion.ca**



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

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Appendix B



**Nova Scotia / Nunavut Command
The Royal Canadian Legion**

“Veteran’s Service Recognition Book”

Dear Sir/Madam:

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

Our **Provincial Command** is very pleased to be once again printing our annual **“Veteran’s Service Recognition Book”**, which is designed each year to recognize and honour many of Nova Scotia and Nunavut’s brave **Veterans** who have served our Country so well in the past three major world conflicts (WW1, WW2 and the Korean War) and recent conflicts such as Afghanistan. This annual publication is scheduled for release by **Remembrance Day 2026** and goes a long way to help our Legion in our role as the **“Keepers of Remembrance”**.

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

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

Thank you for your consideration and/or support.

Sincerely,

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



VSR Guide



**Nova Scotia/Nunavut Command
The Royal Canadian Legion**

“Veteran’s Service Recognition Book”

Advertising Prices

AD SIZE

- Full Colour Outside Back Cover [8”X10.75”]
- Inside Front/Back Cover (Full Colour) [8”X10.75”]
- Full Colour 2-Page Spread
- Full Page (Full Colour) [7”X9.735”]
- Full Page [7”X9.735”]
- ½ Page (Full Colour) [7”X4.735”]
- ½ Page [7”X4.735”]
- ¼ Page (Full Colour) [3.375”X4.735”]
- ¼ Page [3.375”X4.735”]
- 1/10 Page (Full Colour Business Card) [3.375”X1.735”]
- 1/10 Page (Business Card) [3.375”X1.735”]

PRICE

HST

TOTAL

\$1,697.37	+	\$237.63	=	\$1,935.00
\$1,482.46	+	\$207.54	=	\$1,690.00
\$2,039.47	+	\$285.53	=	\$2,325.00
\$1,017.54	+	\$142.46	=	\$1,160.00
\$789.47	+	\$110.53	=	\$900.00
\$671.05	+	\$93.95	=	\$765.00
\$561.40	+	\$78.60	=	\$640.00
\$447.37	+	\$62.63	=	\$510.00
\$333.33	+	\$46.67	=	\$380.00
\$276.32	+	\$38.68	=	\$315.00
\$223.68	+	\$31.32	=	\$255.00

H.S.T. Registration # 107933665RT0001

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

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



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

