



Village of New Minas
Commission Meeting
September 14, 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. July 13, 2026, Village Commission Meeting
 - b. August 17, 2026 , Village Commission Meeting
5. Presentations:
 - a. Peri Bowman – Planner, Municipality of the County of Kings – Application to Enter into a Development Agreement – 162 Jones Road
6. Business Arising from Minutes:
 - a. July 13, 2026, Village Commission Meeting
 - a. Flower Cart Group Lease
The lease has been signed
 - b. Bench Dedication Program
Update from D. Windle-Smith
 - c. Draft Strategic Initiative Fund Policy
Seeking Final Approval
 - b. August 17, 2027, Village Commission Meeting
 - a. Union Contract
Union Contract Signed
7. Comments from the Chair
8. Public Input Specific to Agenda Topics
9. Committee Reports:
 - a. Beautification Committee — No meeting since last report
 - b. Finance & Audit Committee — No meeting since last report
 - c. Access and inclusion Working Group — No meeting since last report
 - d. New Minas Water Commission — No meeting since last report
 - e. Regional Sewer Committee — No meeting since last report

10. Staff Reports:

- a. Clerk Treasurer/CAO — Report included in package
- b. Director of Public Works — Report included in package
- c. Manager of Finance — Report included in package

11. New Business:

- a. Request for Decision – 2020 Ford F-150 Transmission Replacement
- b. Briefing – Douglas Street Park – Site Assessment and Proposed Development Approach
- c. Request for Decision – Recommendation to Establish a Recreation Master Plan Working Committee
- d. Request for Decision – Lockhart & Ryan Memorial Park Pathway Paving

12. Correspondence:

13. General Public Input

14. Closed Session

- a. Personnel

15. Motions from the In-Camera Session

16. Adjournment



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4. Minutes



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

Commissioners Present:

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

Commissioners Absent:

Staff Present:

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

Others Present:

-

1. Call to Order:

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

2. Oath of Office and Election of Chair and Vice Chair

a. Oath of Office

The Clerk Treasurer/CAO advised the Commission that he has the authority to administer the Oaths of Office under section 147(2) of the *Municipal Elections Act*, either by swearing or affirmation, for the 2026 election.

The Clerk Treasurer/CAO administered the Oath of Office for James Redmond and Mary Munroe, in accordance with Section 407 (1) and (1A) of the *Municipal Government Act* and Section 147 of the *Municipal Elections Act*. The signed Oath of Office certificates have been attached to the Minutes of the Meeting.

b. Election of Commission Chair and Vice Chair

The Clerk Treasurer/CAO administered the election process for Village Commission Chair, for a term to commence immediately and lasting until the 2026 AGM. A new Chair and Vice-Chair will be elected at the July 2027 Commission meeting, following the 2027 election. The Clerk Treasurer/CAO issued a First Call for nominations for the position of Chair of the New Minas Village Commission. A nomination was received for Dave Chaulk who confirmed his acceptance of the nomination. The Clerk Treasurer/CAO issued a

Second Call for nominations for the position of Chair of the New Minas Village Commission, followed by a Third and Final Call. No additional nominations were received.

Motion:

THAT Dave Chaulk be appointed Chair of the New Minas Village Commission.

M/J. Redmond

S/ Q. Hill

Motion Carried

The newly elected Chair issued a First Call for nominations for the position of Vice Chair of the New Minas Village Commission. A nomination was received for James Redmond who confirmed his acceptance of the nomination. The Chair issued a Second Call for nominations for the position of Vice Chair of the New Minas Village Commission, followed by a Third and Final Call. No additional nominations were received.

Motion:

THAT James Redmond be appointed Vice-Chair of the New Minas Village Commission.

M/Q. Hill

S/ D. Windle-Smith

Motion Carried

3. Disclosure of Conflict of Interest

4. Approval of the Agenda:

Motion:

THAT the Agenda for the July 13, 2026, Commission Meeting be approved.

M/J. Redmond

S/ Q. Hill

Motion Carried

5. Approval of Minutes:

a. June 8, 2026, and June 23, 2026, Village Commission Meetings

Motion:

THAT the Minutes for the June 8, 2026, and June 23, 2026, Village Commission Meeting be approved.

M/Q. Hill

S/ J. Redmond

Motion Carried

6. Presentations:

- a. Municipality of Kings, Alice Jacobs, Planner - Application to Rezone – 9362 Commercial Street

A. Jacobs provided an overview of a report and provided a presentation regarding a request to rezone 9362 Commercial Street from C1 to C3

After the presentation, A. Jacobs opened the floor for questions.

Following the question, A. Jacobs confirmed that the building on the site has been operating as a 4-apartment unit since 2020 with no concerns raised, and that the request to change zoning came from a new owner who wishes to ensure the zoning matches the use.

- b. Tim Bouter, representing the New Minas Baptist Church, delivered a PowerPoint presentation requesting that the Village contribute 50% of the project cost (\$3,285 plus HST) to upgrade the shared entrance to the driveway between the church and the Louis Millett Community Complex. A question-and-answer period followed the presentation, after which the Commission considered the following motion.

c.

Motion:

THAT the Village of New Minas contribute 50% of the cost (\$3,285 plus HST) towards the recommended improvements to the entrance of the shared driveway between the New Minas Baptist Church and the Louis Millett Community Centre.

M/Q. Hill

S/ J. Redmond

Motion Carried

7. Business Arising from Minutes:

- a. June 08, 2026, Village Commission Meeting

- a. Flower Cart Group Presentation – Lease status

- i. J. Lawrence indicated that he received confirmation from the village solicitor that the draft lease agreement was sufficient and that he had notified the Flower Cart that he was prepared to sign the lease.

- b. Agriculture and Agri-Food Canada Land Divesture – Ravine Easement

- i. J. Lawrence indicated that he had reached out to the Agriculture and Agri-Food Canada group and indicated that the Village may have an interest in the site and would like to be included in discussions.

- c. Discussion regarding previously circulated draft Bench Dedication Program

D. Windle-Smith had previously circulated a copy of a draft Bench Dedication Program. She indicated that the Beautification Committee had reviewed the program and endorsed that it be brought forward to the Commission for consideration.

Following the question-and-answer discussion, the Committee reached consensus for the Committee to proceed with developing a more formal application process, including

provisions that would allow the Village Commission to rescind a bench dedication and refund a prorated portion of the cost if deemed warranted.

8. Comments from the Chair:

D. Chaulk extended congratulations to Commissioners Mary Munroe and James Redmond on securing re-election. He also reflected on the recent Kings County Village meeting, highlighting the discussion surrounding water-utility taxation and its implications for the Village, and noted his favourable impression of Doug Boudreau, the newly appointed Coordinator for the Association of Nova Scotia Villages.

9. Public Input Specific to Agenda Topics:

10. Committee Reports:

a. Access and Inclusion Working Group

Q. Hill provided a verbal summary of the draft minutes included in the July 13, 2026, Commission agenda package.

Motion:

THAT the draft notes for the Access and inclusion Working Group be received as included in the July 13, 2026, Commission agenda package.

M/Q. Hill

S/ J. Redmond

Motion Carried

b. New Minas Water Commission

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

Motion:

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

M/J. Redmond

S/ Q. Hill

Motion Carried

c. Regional Sewer Committee

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

Motion:

THAT the draft minutes for the Regional Sewer Committee be received as included in the July 13, 2026, Commission agenda package.

M/J. Redmond

S/ Q. Hill

Motion Carried

11. 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 July 13, 2026, Commission agenda package.

M/D. Windle-Smith

S/ Q. Hill

Motion Carried

b. Public Works

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

Motion:

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

M/ J. Redmond

S/ D. Windle-Smith

Motion Carried

12. New Business:

a. Draft Strategic Initiative Fund Policy

J. Lawrence presented a briefing on the Draft Strategic Initiative Fund Policy, which he intends to bring forward for adoption at the September Commission meeting. He noted that the policy was prepared at the request of Commission members to establish clear parameters for the use of the fund and to support the long-term sustainability of the program.

Following a question-and-answer period, there was consensus to advance the policy to the September Commission meeting, with the added requirement that an annual reconciliation of fund expenditures be presented at the AGM.

b. Disc Golf Course Improvement Briefing

N. Palmer presented a briefing on the current condition of the disc golf course at Lockhart & Ryan Park and outlined proposed upgrades intended to improve course quality and long-term usability.

A discussion followed.

The Commission expressed general support for pursuing long-term improvements to the course. However, Commissioners agreed that an RFD will be required before any decisions can be made and that the RFD must include:

1. A clear summary of long-term trends in disc golf participation.
2. A scope of Work and Budget Detailed descriptions of the proposed upgrades, including:
 - o Specific work required
 - o Estimated costs for each component
 - o Any anticipated ongoing maintenance implications

Regarding the temporary signage requested for the 2026 season, the Commission asked that a quote for the signage be obtained and submitted for consideration.

13. Correspondence:

14. General Public Input:

15. Closed Session:

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

At 8:27pm, the Commission adjourned to move into a closed session.

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 8:40 pm the Commission reconvened the open session of the meeting.

16. Adjournment

There being no further business, D. Chaulk called for a motion to adjourn at 8:41pm.

Motion:

THAT the meeting be adjourned.

M/ Q. Hill;

S/ J. Redmond

Motion Carried



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5. Presentations



Municipality of the County of Kings

Report to the New Minas Village Commission

Application to enter into a development agreement to permit the expansion of a non-conforming residential use from 5 residential units to 9 residential units, at 162 Jones Road (PID 55205579), New Minas

File: 24-17

DATE: September 14th, 2026

Prepared by: Peri Bowman, Planning Services

Applicant	Logan Morse on behalf of Morse Holdings Limited
Landowner	Morse Holdings Limited
Location	162 Jones Road (PID 55205579), New Minas
Lot Area	1.01 acres
Designation	Industrial Designation
Zone	Light Industrial Commercial (M1) Zone
Surrounding Uses	Commercial and Industrial Uses
Proposal	To permit 4 additional residential units within the existing building.
Reason for the development agreement	- The existing building on 162 Jones Road, New Minas contains 5 residential units and is classified as a legal non-conforming use. Meaning the use legally existed prior to a change in planning policy and regulations which now do not permit the existing use. - The applicant has applied to expand the use by adding four additional residential units into the basement of the existing building on the property. No change is proposed to the building footprint. - As the existing use is not permitted within the current zone and is classified as a non-conforming use, the proposed expansion can only be considered through a development agreement.
Enabling Policy	Policy 3.0.3 of the Municipal Planning Strategy (MPS) enables Council to consider development agreements for the expansion of a non-conforming use in a structure in all designations. Therefore, Council is able to consider this application to enter into a development agreement.

Appendix A - Maps

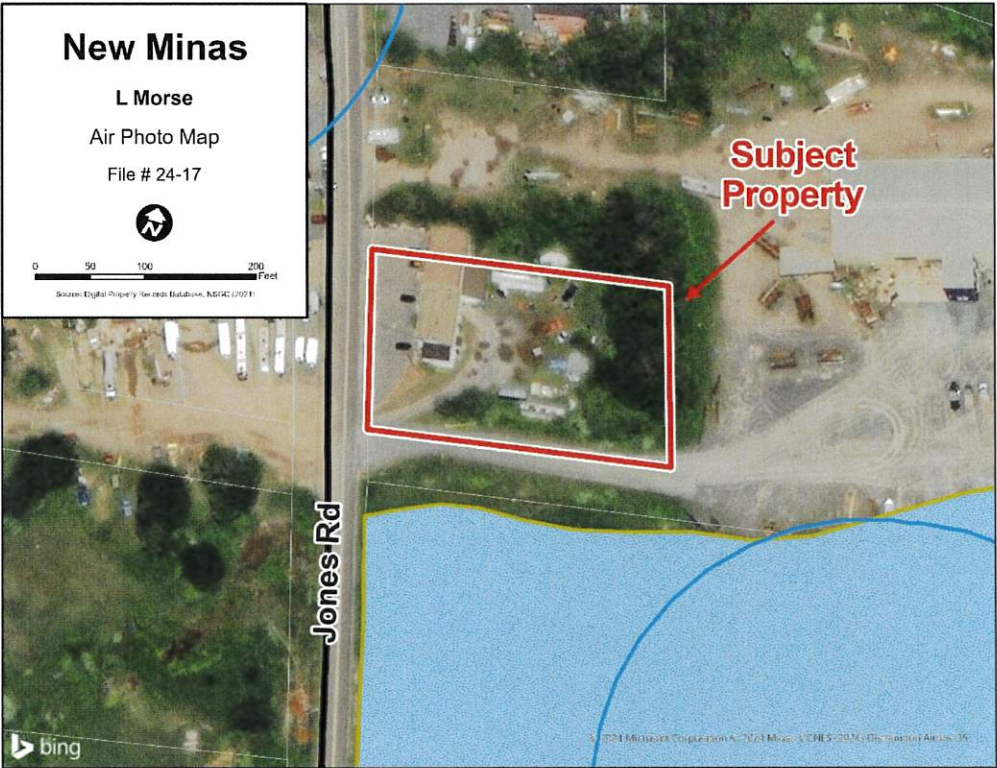


Figure 1: Aerial view of the subject property

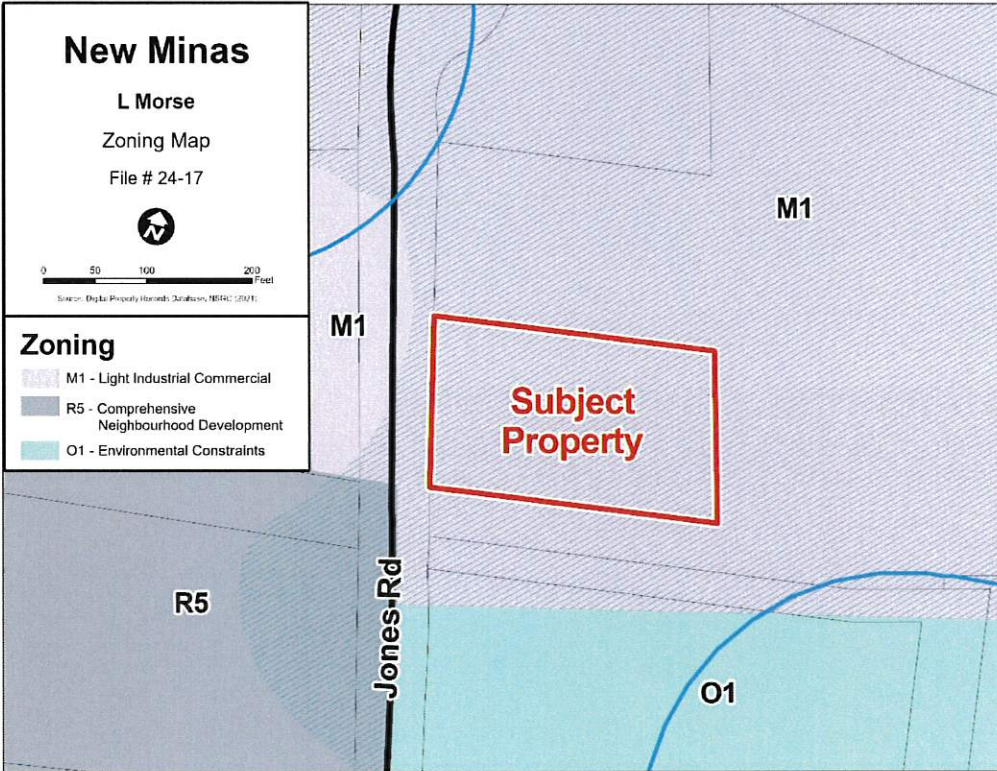
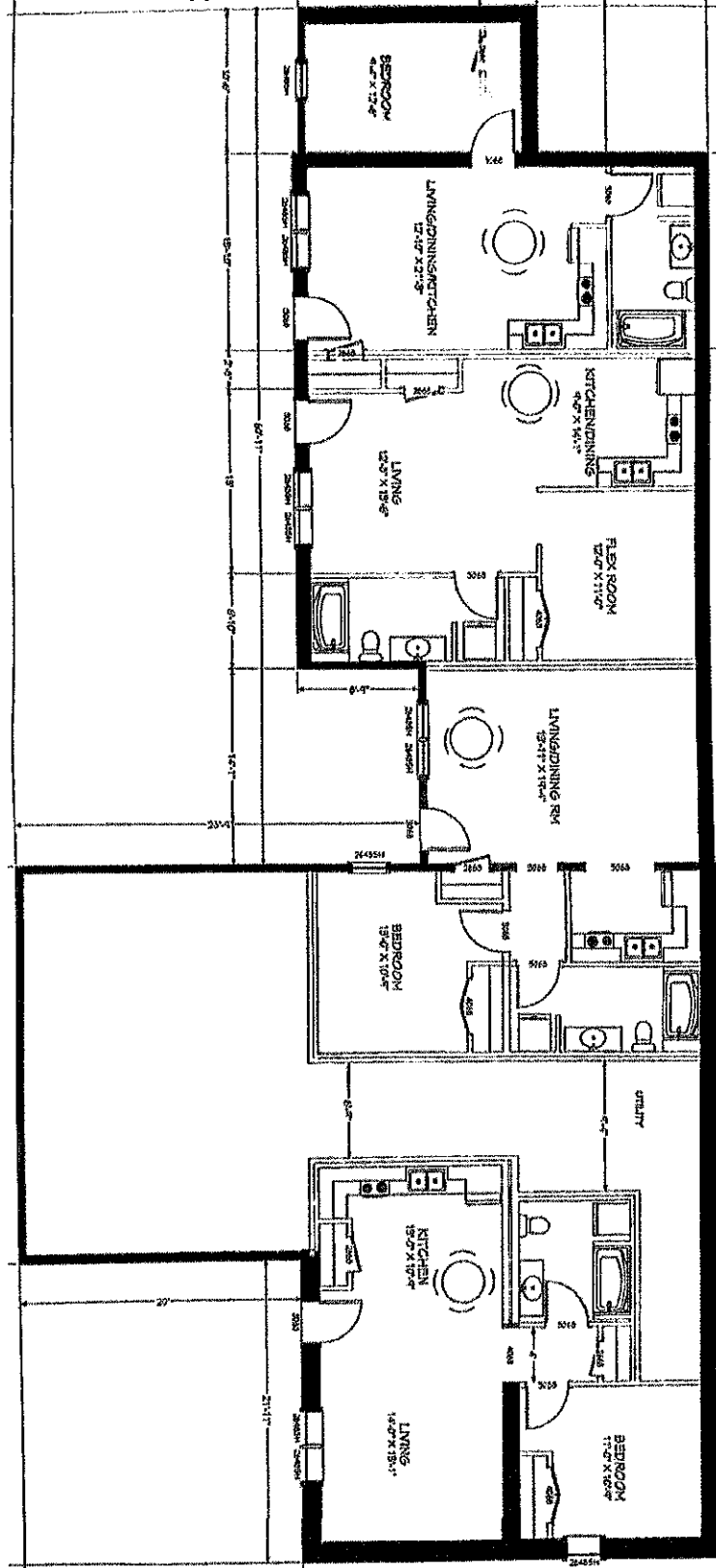


Figure 2: Zoning Map

Appendix B – Basement Floor Plan





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6. Business Arising from the Minutes

Village of New Minas
Draft Strategic Initiatives Fund Policy



Village of New Minas

Policy Number: VNM-2026-01

Adoption Date: September 14, 2026

Most Recent Amendment: N/A

Purpose

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

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

Funding Source and Annual Allocation

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

Eligible Uses

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

Alignment Requirements

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

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

Examples of Eligible Projects

Examples include, but are not limited to:

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

Capital Projects

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

Ineligible Uses

The Fund may not be used for:

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

Governance and Approval Process

- **Gatekeeping**

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

- **Required Submission**

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

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

- **Reporting and Oversight**

- Administration will provide an annual overview of reserve balances, including the Fund, during the budget process.
- A review of fund expenditures will form part of the Village of New Minas Annual Report presented at the Village's Annual General Meeting.



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9. Committee Reports



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10. Staff Reports

Information Report

To: Village Commission

By: Jeff Lawrence, Clerk Treasurer/CAO

Meeting Date: September 14, 2026

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Highlights of the Past Month:

- Approved Capital Projects are moving forward.
- Interviews are set for the EA and Communications Coordinator position.
- The 4-year CUPE contract ending March 31, 2030, has been ratified

Regularly Scheduled Meetings:

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

- A special Commission meeting to work through the proposed CUPE contract
- Individual meetings with Department Heads
- The August Joint Occupational Health and Safety Committee meeting

Other Notable Meetings:

- Met with Director of Public Works and solicitor regarding CUPE negotiations
- Attended multiple days of collective bargaining.
- Held discussions with solicitors and met with staff regarding ongoing HR issues
- Continue to meet with recreation team regarding department priorities and reporting
- Met with the provincial representatives regarding the Active Living Coordinator position.
- Met with Kings County Finance team regarding the VICE program

Professional Development:

- N/A

Outlook for Next Month:

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

- Ensure that the staff have the resources to implement the budget
- Complete the draft staff compensation review to be brought forward to the Commission
- Complete the hiring process for EA and Communications Coordinator
- Begin the hiring process for the Director of Finance
- Attend Commission and Committee meetings
- Attend Department Head meetings (collective and individual)

Sincerely,



Jeff Lawrence

Clerk Treasurer/Chief Administrative Officer

902-681-0430 | cao@newminas.com

Village of New Minas

9489 Commercial Street

New Minas, NS B4N 3G3

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RECREATION COORDINATOR – COMMISSION REPORT

September 2026

SUMMER DAY CAMP

The 2026 Summer Day Camp season was extremely successful, with very positive feedback from parents, campers, and staff. Intermediate Camp experienced a slight decline in registrations, which appears to be due to normal age fluctuations within the eligible group.

The overall atmosphere at the Louis Millett Community Complex throughout the summer was excellent. Staff were professional, engaged, and worked exceptionally well as a team. End-of-season performance reviews were completed, and staff who are able to return expressed a strong desire to do so. Those moving on to post-secondary education or other opportunities expressed regret that they would not be able to return, reflecting positively on staff morale and the work environment.

LONNIE MILNE MEMORIAL PARK

Community engagement at Lonnie Milne Memorial Park was completed by the department with the help of summer staff and was very well attended. Residents provided valuable feedback on what they would like to see included in the new playground development.

An RFP has been prepared and forwarded to Cory and Jeff for review. The goal is to complete the project before the end of fall 2026, subject to manufacturer availability. If this timeline is not achievable, installation would likely occur in spring 2027.

AFTER SCHOOL PROGRAMS

Both After School Programs are currently full. Due to continued demand, the Recreation Department is exploring the hiring of additional staff to increase available spaces while maintaining appropriate staffing requirements.

FALL PROGRAMMING

Fall program registration opened on September 2, 2026, with an exceptionally strong response. Several programs reached capacity within minutes, with many full by approximately 9:02 a.m.

As of September 4, spaces remain available in only 3 of 22 programs, demonstrating continued strong demand for Village Recreation programming.

FALL EVENTS & UPCOMING PRIORITIES

Planning is underway for fall community events and activities. Upcoming priorities include finalizing the Lonnie Milne Memorial Park playground RFP, Recreation Master Plan, recruiting additional After School Program staff, delivering fall programming.

Active Living Project Briefing- June 2026

Programs and Events

- In partnership with the MOK, four pop-up events were hosted throughout the summer at the Louis Millet Complex, Lockhart and Ryan Park, and Golfview Park. These events provided opportunities for community members to connect, participate, and share their feedback.
- Erica and Natalie hosted a community engagement session on August 25 at Lonnie Milne Subdivision Park to gather input from residents on potential playground upgrades. The session was well attended, and a significant amount of valuable community feedback was collected to help inform future improvements.

Community Inclusion and Accessibility

- The Request for Proposals (RFP) for the paved pathway project was posted on the Nova Scotia procurement website on August 19, 2026. Two bid submissions were received, one from Dexter Construction Company and the other from Supreme Asphalt Maintenance. The public bid opening was held on September 3, 2026, and the evaluation of the submissions is currently underway.
- A meeting was held with Jeff Henshaw and Chris Gezzard from Backman Vidcom to discuss accessible AV upgrades to the Commission Room. The proposed upgrades are intended to improve sound quality, captioning technology, and overall accessibility compliance at the Louis Millet Complex. Discussions are ongoing regarding the final scope and pricing for the project.

Grants and Special Projects

- A grant of \$7000 was received from the Provincial Active Communities Fund. This money will be spent towards expanding our current bike fleet in hopes of completing a class set of bikes to allow for increased programming opportunities for our day camp, afterschool program, and opportunities to collaborate with local schools.
- A grant of \$1526 was received from Sport Nova Scotia's Sport Fund. This funding will be used to purchase youth sized bike helmets as well as disc golf equipment so that beginner clinics and organized programs can be hosted in partnership with a local disc golf non-profit.
- Disc golf course improvements are underway including updating signage and course maintenance leading up to fall and spring tournaments and programming.
- Playboxes were filled and advertised in July for community use in Meadow Terrace Park, Golfview Park, and Lockhart & Ryan Park.

Professional Development and Networking

- Attended a procurement webinar on August 12th.
- Attended a meeting with EMS staff to establish partnership priorities.
- Attended MPAL summit on September 2nd.

Information Report

To: Village Commission

By: Cory Palmer

Meeting Date: September 14, 2026

Subject: Monthly Report — Director of Public Works



Monthly Report — Director of Public Works

Staff Update:

- We have invited 2 potential water candidates to New Minas to review of the daily tasks and ensure they are capable of the daily task. They have good education but have never worked outside treatment plants. We are waiting to hear from them on dates.
- The interviews for the new position in the public works have been scheduled.

Current Projects/Work:

- Park/Flower maintenance:
 - The parks have been mowed and weeded all summer. We will continue with regular maintenance on them and some fall trimming on certain plants.
 - Crecent Street West Park needs some significant trimming and potential removal of plants as it is getting overgrown. The Public Works staff will work with the beautification committee to determine the path forward.
 - The flowers have been growing well this year with no issues with the plants to date. Once the flowers start to wilt from the cooler weather, they will be removed.
- Lockhart Ryan Park:
 - We upgraded several pieces of equipment on the fields this year including the following items:
 - Several bases on the 2 baseball diamonds.
 - The pitching rubber on the small diamond.
 - Some corner flags on the soccer fields.
 - The field sports activities are winding down. The small ball diamond, the mini soccer fields, field 3 and field 1 are not scheduled for the remainder of the year. The Miller diamond will be used until mid-October and field 2 will be used until September 19.
 - We had good feedback on the field condition this year and the slow-release fertilizer helped keep the fields green and growing well. We will continue with the slow-release fertilizer in 2027.
 - We had a tennis net pole failure in August. We replaced the pole and had the court back open in about 1 week.
- The splash pad had some issues this summer. The controller had to be reset, and the push button failed. We were able to get the push button working again and will try to research a new controller and push button for next year.

Information Report

To: Village Commission

By: Cory Palmer

Meeting Date: September 14, 2026

Subject: Monthly Report — Director of Public Works



Long-Term Projects:

- We have started to execute the capital projects for 2026-2027 fiscal year: The following projects have started:
 - Grade and gravel the LRP compound
 - Garbage bin replacement
 - Welding air filtration unit
 - GPS system for sidewalk machines and vehicles
 - Bonavista pump station upgrades
 - SCADA system upgrades on sewer and water facilities
 - New turbidity meter
 - Batteries for the monitoring wells
 - Water meter purchases
 - Founding Fathers design
 - New sewer line design down the connector highway
 - Water transmission line replacement to Busch Lane reservoir
 - Confined space procedures and equipment
- We scheduled the year 1 inspection on the Busch Lane water reservoir as part of the bid process for the Busch Lane Refurbishment project.

Professional Development:

- Some employees require the following courses to stay up to date on their training:
 - First Aid – 3
 - Lift Training – 2
 - Traffic Signer – 3
 - Traffic Control – 4
 - Trenching and Excavation – 2
 - Transportation of Dangerous Goods – 5 (online course)

Outlook for Upcoming Months:

- Get water and laborer position filled.
- Execute the capital budget items.
- Sewer cleaning is scheduled to start on September 8 for 8 days.
- October will have hydrant flushing.
- Confined space entry audit is scheduled for September 22 – 23.
- Fall maintenance on fields including aeration, top dressing, and seeding. We will also be repairing goal mouths on the soccer fields.
- Dugout evaluation on both fields. The roof and support posts on the small field need some work. We will get quotes together to repair them and get them ready for 2027-2028 budget season.

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: September 14, 2026

Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

Now that summer programs have wrapped up and fall registration for the most part is complete, I am hopeful the finance department will settle into a less hectic pace. This week the focus will be on water disconnections for June's outstanding. Tax payment reminders should go out sometime within the next two weeks as well.

Current Tasks/Projects:

- Working on August's bank reconciliations.
- Second Quarterly Due to/from and HST, will be completed and filed by the end of October.
- 2025/26's General Ledger are closed so 2025/26 is officially finished.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date Jul 31
• Residential	\$1,582,239	\$1,278,800.17
• Commercial	\$978,171	\$971,549.02
• Resource	\$10,325	\$8,397.95
Sewer	Budgeted	Collected Year to Date Jul 31
• Usage Charges	\$815,000	\$403,024.59
Water	Budgeted	Collected Year to Date Jul 31
• Metered Sales	\$870,574	\$509,200.47
• Sprinkler Service	\$4,700	\$2,337.66

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



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11. New Business

Village of New Minas

Request for Decision (RFD)

Department: Public Works

Date: September 2, 2026

Subject: 2020 Ford F-150 Transmission Replacement - Water Truck #1

Prepared By: Cory Palmer

Purpose

To obtain Council approval for the replacement of the failing transmission in the Village's 2020 Ford F-150 used by the New Minas Water Department.

Background

The Village-owned 2020 Ford F-150 is experiencing transmission issues that has rendered the vehicle unreliable for daily operations. The vehicle is an important asset used by New Minas Water Department staff for water meter readings, meter installations, transport of equipment and materials used in water repairs, and regular operational activities.

The truck is currently anticipated to remain in the Village fleet for approximately four additional years based on the Village's fleet replacement schedule and the overall condition of the vehicle. As a result, staff have reviewed repair options that balance cost, reliability, and long-term value.

Discussion

Staff obtained estimates for three transmission repair options:

Option 1: Valley Ford Transmission Replacement (Recommended)

- Total Cost: \$14,865
- Warranty: 3 years
- Downtime: Approximately 2 days
- New replacement transmission installed by Valley Ford.
- Provides the highest degree of reliability and warranty protection.
- Minimizes operational disruption due to the short repair timeline.

Option 2: Valley Ford Transmission Rebuild

- Total Cost: \$10,040
- Warranty: 2 years on parts only
- Downtime: Minimum of 5 days
- Estimate is based on a standard rebuild. Additional internal damage may be identified during disassembly, potentially increasing the final cost.
- Reduced warranty coverage compared to a complete replacement.

Option 3: Rick Rudd's Transmission

- Estimated Cost: Approximately \$7,000 - \$8,000
- Warranty: 1-year
- Downtime: Minimum of 5 days
- Estimate is based on a standard rebuild. Additional internal damage may be identified during disassembly, potentially increasing the final cost.
- Lowest initial cost.
- Lowest warranty on the parts.

Analysis

The 2020 Ford F-150 is expected to remain in service for approximately four more years. Given the vehicle's remaining useful life and importance to Water operations, staff believe that reliability and warranty coverage are significant considerations.

While Option 1 carries the highest initial cost, it includes a three-year warranty that covers the majority of the truck's remaining service life. It also offers the shortest downtime and the highest level of confidence in the vehicle's future performance.

Option 2 provides a lower initial cost; however, the quoted price is not fixed and could increase if additional transmission components are found to be damaged. The warranty is limited to parts only and does not provide the same level of protection as a replacement transmission.

Option 3 provides the lowest upfront cost but only has 1-year warranty coverage. Given the anticipated remaining service life of the truck, this option presents the greatest financial and operational risk to the Village.

Financial Implications

Option	Cost	Warranty
Valley Ford Replacement Transmission	\$14,865	3 Years
Valley Ford Rebuild Transmission	\$10,040	2 Years (Parts Only)
Rick Rudd's Transmission	\$7000 – 8000	1 Year

The Village's overall operating budget will be monitored. If, as the year end approaches, administration believes that the budget will support the expenditure without drawing from reserves that would be the preferred option. If administration determines the overall budget will not support the expenditure, administration will request that the Commission approve the required funds be transferred from the operating reserve.

Recommendation

That the Village Commission approve an expenditure of \$14,865 plus applicable taxes for the replacement of the transmission in the Village's 2020 Ford F-150 Water Truck #1, to be completed by Valley Ford, and authorize staff to proceed with the repair. Should administration determine that the overall budget cannot accommodate this cost, a subsequent Request for Decision will be brought forward seeking Commission approval to transfer the required funds from the operating reserve.

Proposed Motion

THAT the Village Commission approve an expenditure of \$14,865 plus applicable taxes for the replacement of the transmission in the Village's 2020 Ford F-150 Water Truck #1, to be completed by Valley Ford, and authorize staff to proceed with the repair. Should administration determine that the overall budget cannot accommodate this cost, a subsequent Request for Decision will be brought forward seeking Commission approval to transfer the required funds from the operating reserve.

Village of New Minas

Briefing Note

Department: Recreation and Community Development

Date: September 14, 2026

Subject: Douglas Street Park – Site Assessment and Proposed Development Approach

Prepared By: Erica Dominey

Purpose

To provide the Village Commission with an update on the assessment of the Douglas Street property (PID 55211718) and outline the recommended direction, required approvals, and next steps for potential park development.

Background

The Recreation Department conducted a site review of the Municipality of the County of Kings–owned parcel located near Douglas Street. The intent was to determine whether the property could support recreational infrastructure similar to the existing playground and gazebo located in the Meadow Terrace subdivision. Measurements of the Meadow Terrace playground and gazebo were taken and compared to the available space on the Douglas Street property. The analysis confirmed that both structures can be accommodated on the site with adequate remaining space for circulation and safety setbacks.

Site Considerations

The property is heavily treed and contains a culvert running through the right side portion of the site. These natural and built features present challenges for trail development and would increase the cost of constructing a formal trail system. Based on these constraints, the Recreation team has determined that a playground installation, paired with a gazebo, is the most feasible and cost-effective recreational use of the property at this time.

There has previously been a trail concept and plan developed for the property by the Annapolis Trails Coalition, which is no longer in operation. The plan was well prepared and thoughtfully considered the potential for connectivity through the property. However, there are now additional considerations that were not part of the original planning process, particularly with respect to stormwater and water runoff associated with the subdivision expansion occurring above the Douglas Street property. These changes warrant further consideration before committing to a formal trail system or determining the most appropriate trail alignment.

In addition to the physical site considerations, previous community engagement indicates that there is currently greater community interest in having a playground on the property than in developing a trail system. Based on this feedback, as well as the site constraints and the potential impact of future drainage patterns, the Recreation Department recommends prioritizing a playground and gazebo as the initial phase of development.

This approach does not preclude the possibility of incorporating a connector trail in future years. Once the subdivision expansion above the property is constructed and the resulting drainage and water runoff patterns are better understood, the Village can reassess the feasibility and appropriate alignment of a trail connection. The previous Annapolis Trails Coalition plan could be revisited and used as a starting point for future trail planning.

To proceed with any development, the Village will be required to enter into a lease agreement with the Municipality of the County of Kings for use of the land.

Project Timeline

The Recreation Department's current goal is to have the playground and gazebo constructed and operational for spring 2027, subject to Commission direction, lease approval, and budget allocation.

Next Steps

- **Consult with Public Works** to review site conditions, access, drainage, stormwater considerations, and infrastructure requirements.
 - **Engage with the Municipality of the County of Kings** to negotiate and finalize a lease agreement for use of the property.
 - **Prepare a preliminary budget and project plan** for consideration during the 2027/2028 municipal budget process.
 - **Conduct further site assessments** to confirm optimal placement of the playground and gazebo and identify any additional site preparation needs.
 - **Review the previous Annapolis Trails Coalition trail plan** as part of future planning and consider the feasibility of a connector trail as a subsequent phase once the subdivision expansion and associated drainage patterns are established.
-

Recommendation

That the Village Commission receive this briefing for information and provide direction to Administration and Recreation to proceed with lease discussions and preliminary project planning for a playground and gazebo as the initial phase of development, based on current site conditions and previous community engagement.

It is further recommended that the Village maintain the potential for a connector trail as a future phase of the park, with trail planning to be revisited once the subdivision expansion above the property is developed and the resulting drainage and water runoff patterns are established.

Village of New Minas

Request for Decision (RFD)

Department: Recreation and Community Development

Date: September 14, 2026

Subject: Recommendation to Establish a Recreation Master Plan Working Committee and Initiate Community Engagement & Facilitation Services Procurement

Prepared By: Erica Donminey, Recreation Coordinator

Purpose of the RFD

The Village of New Minas is preparing to undertake a comprehensive Recreation Master Plan. The Master Plan will establish a strategic direction for the next decade, with the planning, engagement, and development process anticipated to take two years to complete. To ensure the process is community-driven, professionally facilitated, and aligned with municipal and regional priorities, staff recommend establishing a Recreation Master Plan Working Group and to procure external facilitation services to lead and support the engagement and planning process.

Background & Rationale

The Village's recreation infrastructure, programming, and active living priorities require a long-term strategic framework. A Master Plan will:

- Identify current and future recreation needs
- Guide capital planning and operational priorities
- Strengthen partnerships with Kings County and regional recreation providers
- Ensure broad and meaningful community participation
- Provide a structured, evidence-based roadmap for the next decade

Given the scope and duration of the project, a dedicated Working Group is required to steward the process, oversee public engagement, and work with a qualified external facilitator.

Proposed Working Group Composition

The RFP will establish a Working Committee consisting of:

- Recreation Coordinator – Village of New Minas
 - Active Living Coordinator – Village of New Minas
 - Director of Public Works – Village of New Minas
 - Two Commissioners – Village of New Minas Commission
 - Two Citizens of New Minas (publicly recruited)
 - One Municipality of the County of Kings Recreation Staff Member
 - The Municipality of the County of Kings Councillor representing New Minas
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Appropriateness of Committee Size

The proposed committee size (10 members) is appropriate and strategically advantageous for a project of this scale and duration. Key considerations include:

Scope and Complexity

A two-year Recreation Master Plan with extensive community engagement requires representation from operations, program delivery, governance, regional partners, and citizens. A smaller committee would either lose essential perspectives or place excessive workload on a few individuals.

Community Legitimacy

A broadly representative committee strengthens transparency and public trust. Visible community involvement reduces the risk of criticism that the plan was developed without adequate public input.

Facilitator Support

The RFP includes procurement of a professional facilitator. This mitigates typical challenges associated with larger committees by ensuring:

- Structured meetings
- Balanced participation
- Efficient decision-making
- Clear timelines and deliverables

Risk Management

While larger committees can face scheduling and decision-making challenges, these risks are manageable through:

- A fixed meeting schedule
- Clear Terms of Reference
- Defined voting and reporting procedures
- Delegation of technical tasks to staff and the facilitator

Committee Mandate

The Working Committee will be responsible for:

Oversight of the Recreation Master Plan Process

- Provide direction, review milestones, and ensure alignment with Village priorities
- Monitor timelines, deliverables, and budget adherence over the two-year planning horizon

Leading an Extensive Community Engagement Program

The Committee will design and oversee a multi-phase engagement strategy including:

- Public workshops and open houses
- Surveys (online and paper)
- Stakeholder interviews
- Youth, senior, and accessibility-focused engagement
- Collaboration with Kings County recreation partners

Selection and Management of an External Facilitator

The Committee will:

- Develop evaluation criteria
- Review proposals
- Recommend a facilitator to the Commission for approval
- Work closely with the facilitator throughout the planning process

Reporting to the Commission

Quarterly progress updates and milestone reports will be provided to the Commission, with recommendations brought forward as required.

Scope of Work for External Facilitator (to be included in RFP)

The facilitator will be expected to:

- Design and lead the full community engagement process
- Facilitate Committee meetings and public sessions
- Conduct needs assessments, data analysis, and benchmarking
- Prepare draft and final Recreation Master Plan documents
- Provide professional guidance throughout the two-year process

Deliverables will include engagement summaries, interim reports, draft plan sections, and a final Recreation Master Plan.

Timeline

- September 14, 2026: Commission approval to issue RFP
- September–October 2026: RFP released; proposals received
- November 2026: Committee formed; facilitator selected
- December 2026 – December 2028: Master Plan development and engagement
- January 2029: Final Recreation Master Plan presented to Commission

Recommendation

THAT the Village of New Minas Commission approve the establishment of a Recreation Master Plan Working Committee as outlined, and to procure a qualified external facilitator to lead the community engagement and planning process over the anticipated two-year project timeline.

Proposed Motion

THAT the Village of New Minas Commission approve the establishment of a Recreation Master Plan Working Committee as outlined and further approve the procurement of a qualified external facilitator to lead the community engagement and planning process over the anticipated two-year project timeline.

Village of New Minas

Request for Decision (RFD)

Department: Recreation and Community Development

Date: September 14, 2026

Subject: Lockhart & Ryan Memorial Park Pathway Paving- Contractor Award and Additional Funding Request

Prepared By: Natalie Palmer, Active Living Coordinator

Purpose

The purpose of this Request for Decision is to obtain Commission approval to award the Lockhart & Ryan Memorial Park Pathway Paving project to Dexter Construction Company Ltd. and to authorize the additional funding required to proceed with the project. Approval is necessary as the submitted contract price exceeds the approved project budget, and timely authorization will allow construction to move forward during the 2026 season.

Background

The Village of New Minas issued RFP VNM2026-01- Lockhart & Ryan Memorial Park Pathway Paving to obtain construction services for improvements to the pathway at Lockhart & Ryan Memorial Park.

The project is intended to provide a new paved pathway, and associated site preparation works within the park.

Dexter Construction Company Ltd. submitted a proposal dated September 2, 2026. Dexter has more than 50 years of experience in heavy civil and paving construction and provided references for similar municipal sidewalk and pathway projects, including work for the Village of Kingston and the Town of Kentville.

Dexter's proposed construction scope includes:

- Excavation and disposal of existing material, including approximately 150 mm of existing base;
- Supply and placement of approximately 150 mm of new Type 1 base gravel;
- Fine grading and compaction of the Type 1 gravel;
- Supply, placement and compaction of hot mix asphalt;
- Asphalt at an average compacted thickness of approximately 65 mm;
- Cleanup and reshaping of disturbed areas surrounding the new pathway.

The proposal also confirms that labour, equipment and materials required for the priced scope are included. Dexter has identified a one-year warranty against defects in materials and workmanship.

The Village issued an addendum clarifying that proponents were to base their pricing on an average compacted asphalt thickness of 63.5 mm (approximately 2.5 inches). Dexter acknowledged and signed the addendum.

Financial Implications

The approved budget for the Lockhart & Ryan Memorial Park Pathway Paving project is \$70,000.

Dexter Construction Company Ltd.'s submitted lump-sum price is:

	Amount
Contract price	\$72,670.00
HST (after eligible rebate)	\$2,802.90
Total including HST	\$75,472.90
Approved project budget	\$70,000.00

Funding required above budget \$5,472.90

Accordingly, Commission approval is required to proceed with the contract and identify/approve the additional funding required to complete the project.

Risks / Considerations

The submitted quotation is valid for 30 days from September 2, 2026, and Dexter notes that pricing adjustments may be required after the validity period due to volatility in fuel and asphalt binder pricing.

The quotation also identifies several exclusions and potential additional costs, including rock excavation, unsuitable subgrade material, work required beyond the stated scope, permitting and material testing, and certain additional imported materials. These items are not included in the lump-sum price and could result in additional costs if encountered during construction.

Alternatives

Option 1 – Approve Recommendation

Award the project to Dexter Construction Company Ltd. for \$72,670 plus HST and approve the additional funding required to complete the project.

Advantages:

- Allows the project to proceed during the 2026 construction season.
- Provides the Village with the proposed pathway improvements.
- Avoids delaying the project to a future construction season.

Disadvantages:

- Requires additional funding beyond the approved \$70,000 project budget.
- There is potential for additional costs if excluded or unforeseen work is required.

Option 2 – Do Not Award the Contract

Decline the current proposal and defer the project or pursue other procurement options.

Advantages:

- Avoids committing additional funds beyond the approved budget.

Disadvantages:

- Delays the pathway improvements.
- May result in additional costs associated with re-tendering or future construction pricing.
- Could affect the Village's ability to complete the project during the 2026 construction season.

Option 3 – Request Revised Pricing / Scope

Direct staff to explore opportunities to reduce the project scope or obtain revised pricing to bring the project within the approved budget.

Advantages:

- Could reduce the additional funding requirement.

Disadvantages:

- May reduce the intended quality or scope of the pathway project.
 - May delay the project and could affect the proposed construction schedule.
-

Recommendation

To approve the award of the Lockhart & Ryan Memorial Park Pathway Paving project to Dexter Construction Company Ltd. in the amount of \$72,670 plus HST; with the budget overage to be funded from the Capital Reserve.

Proposed Motion

THAT the Village of New Minas Commission approve the award of the Lockhart & Ryan Memorial Park Pathway Paving Project to Dexter Construction Company Ltd. in the amount of \$72,670 plus HST, with the budget overage to be funded from the Capital Reserve.



Village of New Minas
Commission Meeting
September 14, 2026@ 7:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
AGENDA

12. Correspondence