



Village of New Minas
Commission Meeting
January 12, 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. December 8, 2025, Village Commission Meeting
5. Presentations:
6. Business Arising from Minutes:
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 — Draft minutes included in package
 - d. 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
 - d. Director of Recreation — Report included in Package
11. New Business:
12. Correspondence:
13. General Public Input
14. Closed Session:
 - a. Union update
 - b. Negotiation
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
December 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:

- Julie Vanexan via Zoom

1. Call to Order:

Dave Chaulk called the meeting to order at 7:05pm, 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 December 8th, 2025, Commission Meeting be approved

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

4. Approval of Minutes:

a. November 10, 2025, Village Commission Meeting

Motion:

THAT the Minutes for the November 10th, Village Commission Meeting be approved.

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

5. Presentations:

6. Business Arising from Minutes:

a. RFD – Signing Authority Resolution – New Minas Water Commission

After a discussion regarding the Resolution,

Motion:

THAT the Village of New Minas Commission authorize the Chair and Clerk Treasurer to Sign the Banking Resolution for the New Minas Water Commission.

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

b. RFD – Signing Authority Resolution – Village of New Minas

After a discussion regarding the Resolution,

Motion:

THAT the Village of New Minas Commission authorize the Chair and Clerk Treasurer to Sign the Banking Resolution for the Village of New Minas.

M/ J. Redmond
S/ M. Munroe
Motion Carried

7. Comments from the Chair:

There were no additional comments from the Chair.

8. Public Input Specific to Agenda Topics:

There was no public input

9. Committee Reports:

a. Beautification Committee

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

Motion:

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

M/D. Windle-Smith

S/ Q. Hill

Motion Carried

b. Access and Inclusion Working Group

J. Ansara provided a review of the Access and Inclusion Working Group Report that is included in the agenda package.

Motion:

THAT the report for the Access and Inclusion Working Group be received as included in the December 8th, 2025, Commission agenda package and as verbally summarized by J. Ansara.

M/Q. Hill

S/ J. Redmond

Motion Carried

c. New Minas Water Commission

James Redmond provided a verbal summary of the draft minutes included in the December 8th, 2025, Commission agenda package.

Motion:

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

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

d. Regional Sewer Committee

J. Redmond provided a verbal summary of the draft minutes included in the December 8th, 2025, Commission agenda package.

Motion:

THAT the draft minutes for the Regional Sewer Committee meeting be received as included in the December 8, 2025, 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 December 8, 2025, Commission agenda package.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

b. Public Works

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

Motion:

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

M/Q. Hill

S/ M. Munroe

Motion Carried

c. Finance

Motion:

THAT the Manager of Finance report be received as included in the December 8th, 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.

Additional points included:

Motion:

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

M/ D. Windle-Smith

S/ J. Redmond

Motion Carried

11. New Business:

a. RFD – Shared services Agreement – Custodial Services -Village of New Minas and Village of Port Williams.

CAO Lawrence presented the Request for Proposal for Shared Services for Custodial Services with Port Williams. He highlighted the benefit, cost, options and recommendations.

After a discussion, the following motion was put forward:

Motion:

THAT the Village of New Minas Commission approve the Shared Services Agreement for Janitorial Services between the Village of New Minas and the Village of Port Williams and authorize the Chair and Clerk Treasurer/ CAO to execute the agreement on behalf of the Village.

M/ Q. Hill

S/ J. Redmond

Motion Carried

12. Correspondence:

13. General Public Input:

14. Closed Session:

Dave Chaulk indicated that there was a need for an in-camera session to deal with matters relating to negotiations and a human resource matter update.

At 7:20pm, the Commission adjourned to move into closed session to discuss in camera matters related to negotiations and a human resource matter update.

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/ J. Redmond

Motion Carried

At 7:40pm the Commission reconvened the open session of the meeting.

• Motions from Closed Session:

Motion:

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

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

15. Adjournment

There being no further business, Dave Chaulk called for a motion to adjourn at 7:42pm.

Motion:

THAT the meeting be adjourned.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried



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6. Business Arising from the Minutes



Village of New Minas
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9. Committee Reports



Draft Village of New Minas
New Minas Water Commission
December 16, 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
- 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 3:10pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

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

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

3. Approval of Minutes:

- a. November 25, 2025, Water Commission Meeting

Motion:

THAT the Minutes for the November 25, 2025, Water Commission Meeting be approved as circulated.

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

4. Business Arising from Minutes:

- a. New Minas Water Utility Taxation Status – Legal Opinion
J. Lawrence reported that he had not yet received a reply from solicitor J. Cuming and that he would follow up with the response at the January meeting.
- b. Water Infrastructure study
C. Palmer summarized the three quotes listed below and recommended that the Water Commission award the contract to Dillon Consulting.

Water Study Bid Comparison

	Quote Without Working Water Meter	Quote if Working Water Model
Atkins		
Realis	\$54,700	\$54,700
CBCL	\$47,500	\$29,500
Dillon	\$49,750	\$19,750

J. Lawrence indicated that there is a balance of \$787,394 showing as operating surplus in the water account and that these funds could be used to offset the cost of the study if it is determined closer to year end that there aren't sufficient funds available in this year's water operating surplus.

Motion

That the Water Commission accept the bid from Dillon Consulting of \$49,750 / \$19,750 to undertake a computer model study of the water infrastructure to determine capacity limitations.

M/ D. Chaulk**S/ B. MacArthur****Motion Carried****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.

Motion:

THAT the Water Operations Report be received as circulated prior to the December 16, 2025, 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

8. Other Business

9. Public Input:

There was no public input.

10. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 3:38pm.

Motion:
THAT the meeting be adjourned.

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



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10. Staff Reports

Information Report

To: Village Commission

By: Jeff Lawrence, Clerk Treasurer/CAO

Meeting Date: January 12, 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 document is time sensitive due to its importance in informing the budget.

Regularly Scheduled Meetings:

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

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

Other Notable Meetings:

- Held discussions with Jeff Hanshaw, Custom Page Media and Consulting Inc, regarding the progress on the IT upgrades.
- Attended a staff meeting led by Erica Dominey and Tanisha Palmer regarding the potential AI applicability to village operations.
- Met with Natalie Palmer and Craig Kennedy (Peak Experience) to discuss next steps and progress regarding the Village Strategic Planning project.
- Met with the CAO for the Town of Berwick regarding their CUPE negotiations.
- Attended a facilitated session regarding civility in the workplace as agreed to by CUPE and management as part of the grievance mediation session. The session was opened up to admin, custodian and Rec. staff to attend as well.
- Met with John Isnor, pickleball lead, regarding communications protocols between pickleball and village staff.
- Enjoyed the Village Christmas breakfast and potluck.
- Executed the Custodian Joint Services Agreement between the Village of New Minas and the Village of Port Williams.
- Attended the Regional Sewer Technical Committee meeting

Professional Development:

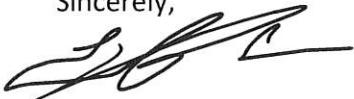
- N/A

Outlook for Next Month:

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

- Begin the budget process
- Work to facilitate 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,



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: January 12, 2026

Subject: Monthly Report — Director of Public Works



Monthly Report — Director of Public Works

Staff Update:

- The foreperson job description has been updated and forwarded to the union for review and input. We have all the applications for the labourer position. Interviews are in the process.

Current Projects/Work:

- Plowing and salting season has been in full swing for December. We have had more significant weather in December than in the past number of years.
- The Christmas lights and tree are in the process of being removed.
- The banners will be scheduled to be removed in the next week or 2. We need 2 good days of weather to use the lift.
- We rebuilt pump #1 at Prospect Pump station. The parts for repair the pump were close to \$5000. The sewer maintenance budget is only \$12,423 and that includes the sewer cleaning which was over \$13,000. The sewer maintenance budget will need to be adjusted in 2026-2027 to reflect the higher sewer cleaning cost and having parts to repair the pumps.
- The installation of the rain gutter on the back of Jones Road was completed and will reduce the risk of icicles damaging the new heat pump and falling on employees.
- Water meter readings were completed in December.
- We erected a temporary storage shed for equipment at LRP facility. We have put several pieces of equipment in the temporary storage shed including the generators. Keeping the equipment out of the elements will result in longer life cycles.

Long-Term Projects:

- Dillon Consulting has been awarded the task of completing the water study for the Village of New Minas.
- The sewer capacity study should be completed by mid January in preparation for 2026-2027 budget year.
- We have reached out to 2 companies to provide a quote to complete confined space entry permits, procedures, and rescue plans. The companies will be coming in January to review the confined spaces so they can provide accurate quotes for 2026-2027 budget.

Professional Development:

- All the employees were trained on doing minor repairs on sewer pumps and the operation of the new generator.

Information Report

To: Village Commission

By: Cory Palmer

Meeting Date: January 12, 2026

Subject: Monthly Report — Director of Public Works



- Shawn Cornelius traffic signing course was delayed due to weather. He will be scheduled for 2026.
- Most of the employees will require confined space training in first half of 2026.
- Zach wrote the operator level 1 exam in December, he will not have the results for about 2 months.
- We will be completing some cross training of employees in snow equipment over the next month. If you see someone driving a sidewalk plow and there is no snow, it is training. We currently do not have good flexibility on our crews so when someone is sick or off, we have limited replacements.

Outlook for Upcoming Months:

- Plowing and salting will be the bulk of the work over the next few months.
- We will be removing obsolete equipment from our water tank facilities during the winter months.
- Doing some repairs and painting to our facilities.

Information Report (Agenda Item 9.c.)

To: Village Commission

By: Shelly Palmer, Manager of Finance

Meeting Date: January 12, 2026

Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

The festive season has once again concluded, and the finance department is back to working as hard as ever. December's Utility Bills were mailed. 2025 payroll is closed so, the 2025 T4's are ready for review and will be processed sometime soon.

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, will be completed sometime this week.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date December 31
• Residential	\$1,444,101	\$1,377,276.10
• Commercial	\$938,067	\$862,714.73
• Resource	\$8,570	\$7,965.65

Sewer	Budgeted	Collected Year to Date December 31
• Usage Charges	\$776,000	\$612,272.70

Water	Budgeted	Collected Year to Date December 31
• Metered Sales	\$857,000	\$651,924.58
• Sprinkler Service	\$4,999	\$3,874.92

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: January 12, 2026

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

- Winter program registration took place on Dec 17. 625 total enrollments for programs starting in January
- Wrapped up Fall programming
- Continued work on operational and capital budgets
- Attended Valley Rec winter meetings
- Completed Canada Summer Jobs annual application
- Lights replaced in LMCC Gymnasium

Current Tasks/Projects:

- Winter Program delivery
- Planning for March Break camp
- Budget work
- Village strategic plan

Long-Term Projects:

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

Meetings:

- Annapolis Valley Trail Coalition
- Access and Inclusion working group (deferred to January)
- Beautification
- Joint Occupational Health and Safety

Professional Development Summary:

- Workplace Civility workshop
- Valley Rec winter meetings; focus on team leadership

Outlook for Next Month:

- Prepare various grant applications for capital projects for next fiscal year
- Continued Strategic Planning Support (Natalie)