



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

1. Call to Order
2. Approval of the Agenda
3. Disclosure of Conflict of Interest
4. Approval of Minutes:
 - a. July 14, 2025, Village Commission Meeting
5. Business Arising from Minutes:
6. Comments from the Chair
7. Public Input Specific to Agenda Topics
8. Presentations –
9. Committee Reports:
 - A. Beautification Committee — Draft minutes included in the package
 - B. Finance & Audit Committee — No meeting since last report
 - C. Joint Accessibility Advisory Committee — No meeting since last report
 - D. New Minas Water Commission — Draft minutes included in package
 - E. Regional Sewer Committee — Minutes from June 19 meeting not yet received
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. Briefing – Installation of Video Cameras
 - b. Briefing – Requirement to Adopt a Security Camera Policy
 - c. RFD – Strategic Plan Review and Development of Measurable Goals and Objectives
 - d. Briefing – ANSV Staff Position

12. Correspondence:

- a. Stephen North – Email – New Recreation Centre

13. General Public Input

14. Closed Session

- a. Personnel Matter

15. Adjournment



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

4. Minutes



Village of New Minas
Commission Meeting
July 14, 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

Commissioners Absent:

- Quentin Hill

Staff Present:

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

Others Present:

- Christina Sappington, District 8 Councillor
- Julie Vanexan, MLA Kings South
- Peri Bowman, Planner, Municipality of the County of Kings

1. Call to Order:

Dave Chaulk called the meeting to order at 7:03pm, 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 2025 election.

The Clerk Treasurer/CAO administered the Oath of Office for Debra Windle-Smith, 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 2026 Commission meeting, following the 2026 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/ D. Windle-Smith

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/D. Windle-Smith

S/ M. Munroe

Motion Carried

3. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

4. Approval of the Agenda:

Motion:

THAT the Agenda for the July 14th, 2025, Commission Meeting be approved

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

5. Approval of Minutes:

a. June 9, 2025, Village Commission Meeting

Motion:

THAT the Minutes for the June 9, 2025, Village Commission Meeting be approved as circulated.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

6. Business Arising from Minutes:

There was no business arising from the minutes

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. Presentations

a. Municipality of Kings – Application to Rezone 8877 Commercial Street

Peri Bowman, Planner, Municipality of the County of Kings provided a presentation regarding a request to rezone 8877 Commercial Street from General Commercial (C1) to Mixed Commercial (C3) to permit the use of an existing building for two residential units.

A general discussion ensued,

Motion:

THAT the Commission supports the rezoning of 8877 Commercial Street from General Commercial (C1) to Mixed Commercial (C3) to permit the use of an existing building for two residential units.

M/D. Windle-Smith

S/ M. Munroe

Motion Carried

10. Committee Reports:

a. Finance and Audit Committee

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

Motion:

THAT the draft minutes for the Finance and Audit Committee be received as included in the July 14, 2025, Commission agenda package and as verbally summarized by Dave Chaulk.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

b. New Minas Water Commission

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

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the July 14, 2025, Commission agenda package and as verbally summarized by James Redmond.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

c. Regional Sewer Committee

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

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 14, 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.

The Director touched on the difficulty getting contractors to take on small pieces of work, especially as it relates to concrete. He indicated that he may have to look at alternate options to secure contractors/ get the work completed.

Motion:

THAT the Director of Public Works report be received as included in the July 14, 2025, Commission agenda package.

M/D. Windle-Smith

S/ M. Munroe

Motion Carried

c. Finance

Motion:

THAT the Manager of Finance report be received as included in the July 14, 2025, Commission agenda package.

M/D. Windle-Smith

S/ J. Redmond

Motion Carried

d. Recreation and Community Development

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

The Director commented that the alternate splash pad hours seem to be working fine as he hasn't received any complaints, and provided an update regarding the Douglas Street Park status.

Motion:

THAT the Director of Recreation report be received as included in the July 14, 2025, Commission agenda package.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

12. New Business:

a. Bench Dedication/ Memorial Bench Dedication - D. Windle Smith

D. Windle-Smith requested that the Commission assigns the Beautification Committee to research a bench dedication and memorial program, with the goal of presenting recommendations for its potential implementation.

Motion:

That the Commission assigns the Beautification Committee to research a bench dedication and memorial program, with the goal of presenting recommendations for its potential implementation.

M/D. Windle-Smith

S/ M. Munroe

Motion Carried

b. Advertising for Citizen Committee Representation – CAO/ Clerk Treasurer

J. Lawrence requested that the Village of New Minas Commission through motion require that all citizen appointee positions on committees be advertised when appointee terms expire, and further, that administration revises the Citizen Appointments Policy and any relevant committee terms of reference before the end of the fiscal year.

Motion:

That the Village of New Minas requires that all citizen appointee positions on committees be advertised when appointee terms expire, and further, that administration revise the Citizen Appointments Policy and any relevant committee terms of reference before the end of the fiscal year to provide clarity on the issue.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

c. Advertising Request – Royal Canadian Legion Veterans Service Book

As per the included correspondence, the Nova Scotia/ Nunavut of the Royal Canadian Legion is seeking advertising support for its Veterans Service Recognition Book. From a discussion with Trevor Hebert, the author of the email making the request, the CAO/ Clerk Treasurer indicated that the Village has participated in similar advertisements in the past, however, last year was missed.

Motion:

That the Commission commit to an advertising expense for the Veterans Service Recognition Book in the amount of \$315.

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

13. Correspondence:

- a. Trevor Hebert – Advertising Request – Royal Canadian Legion Veterans Service Book**
- b. Jason Haughn – 2 Items + 1 Ask**

Motion:

That the correspondence be received.

M/D. Windle-Smith
S/ M. Munroe
Motion Carried

14. General Public Input:

- **Christina Sappington**
 - **Thanked the Commission and staff for opening the splash pad early for the students of EMS.**
 - **Relayed to the Commission that Kings County Council will not be meeting in August unless required.**
- **Julie Vanexan**
 - **Congratulated D. Windle-Smith on being acclaimed to a new term on the Commission.**
 - **Congratulated D. Chaulk and J. Redmond on their confirmation as Chair and Vice-Chair of the Commission.**

15. Closed Session:

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

At 7:50pm, the Commission adjourned to move into closed session to discuss a legal matter and a personnel matter.

Motion:

THAT the Commission adjourn to move into closed session.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

Motion:

THAT the Commission adjourn from the closed session.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

At 8:08pm the Commission reconvened the open session of the meeting.

16. Adjournment:

There being no further business, Dave Chaulk called for a motion to adjourn at 8:09pm.

Motion:

THAT the meeting be adjourned.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried



Oath of Office

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

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

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

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

A handwritten signature in black ink, appearing to read "Debra Windle-Smith", is written over a horizontal line.

Signature

Sworn (or affirmed) at New Minas
in the County of Kings
this 14th day of July, 2025, before me

A handwritten signature in blue ink, appearing to read "Jeff Lawrence", is written over a horizontal line.

Jeff Lawrence
Clerk Treasurer/ CAO



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

9. Committee Reports



Village of New Minas
Beautification Committee
July 23, 2025 @ 10:30 AM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Debra Windle-Smith, Commission Member & Chair
- Mary Munroe, Commission Member
- John Ansara, Director of Recreation & Community Development
- Cory Palmer, Director of Public Works
- Donna Randell, Citizen Member - Zoom
- Agnes Morine, Citizen Member – 10:43am – 11:47am

Members Absent:

- John Ansara, Director of Recreation & Community Development

Staff Present:

- Jeff Lawrence, Clerk Treasurer/CAO

Others Present:

- None

1. Call to Order:

The Chair called the meeting to order at 10:31 am, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the July 16, 2025, Beautification Committee Meeting be approved.

M/ C. Palmer

S/ M. Munroe

Motion Carried

3. Approval of Minutes:

- a. May 21, 2025, Beautification Committee Meeting

Motion:

THAT the Minutes for the May 21, 2025, Beautification Committee Meeting be approved as circulated.

M/ M. Munroe

S/ D. Randell

Motion Carried

4. Business Arising from Minutes:

a. May 21, 2025, Beautification Committee Meeting

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

D. Windle-Smith indicated that she would speak to this at the September Commission meeting.

- ii. Mural Update – D. Windle Smith reported that she had spoken to L. Young with the Town of Kentville and that she was provided with a lot of beneficial information from L. Young.

Following this there was a brief discussion regarding possible locations.

- iii. Prospect Park Update – C. Palmer indicated that he would follow up with the contractor regarding a quote for rock work at Prospect Park.

- iv. Founding Fathers Park Update – M. Munroe spoke to the possible time frame to cover, design, layout, number and content of interpretive panels at Founding Fathers Park.

There was a discussion regarding the ability of the committee to complete the work in this fiscal year as well as budget monies available.

J. Lawrence presented three possible options regarding a connector trail to the Harvest Trail and the difficulty with meeting current accessibility standards given the natural slope at the site.

There was further discussion around the fully accessible access point to the Harvest Moon trail at Eves Hollow.

The committee supported the recommendation of administration to endeavour to construct the connector trail to a wilderness hiking standard at an anticipated cost of \$5,300 to \$6,800 but recognized that to do the work would require a reallocation of funds from other budgets.

Chair D. Windle-Smith stated that the time was late and other agenda items would be deferred until the September meeting.

5. Comments from the Chair:

Chair D. Windle-Smith recognized the time that D. Randell had served on the Beautification meeting as a citizen advisor as well as her invaluable contribution to the committee work.

The Chair thanked D. Randell for her services and dedications.

6. Next Meeting Date:

The next Beautification Committee meeting is schedule for September 17, 2025.

7. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 11:55am.

Motion:

THAT the meeting be adjourned.

M/ D. Randell

S/ C. Palmer

Motion Carried



Draft Village of New Minas
New Minas Water Commission
July 22, 2025 @ 3:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- James Redmond, Commission Member & Chair
- Mary Munroe, Commission Member
- Bruce MacArthur, Citizen Member (Arrived at 3:15)
- Dave Chaulk, Commission Member & Vice Chair

Members Absent:

- Maynard Stevens, Citizen Member

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 3:00pm, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the July 22, 2025, Water Commission Meeting be approved as circulated.

M/ D. Chaulk

S/ B. MacArthur

Motion Carried

3. Approval of Minutes:

- a. June 24, 2025, Water Commission Meeting

Motion:

THAT the Minutes for the June 24, 2025, Water Commission Meeting be approved as circulated.

M/ B. MacArthur

S/ D. Chaulk

Motion Carried

4. Business Arising from Minutes:

a. June 24, 2025, Water Commission Meeting

i. Update regarding water tank levels and spray park/ field irrigation

This was discussed as part of the Water Operations Report

5. Comments from the Chair:

The Chair indicated that he had no additional comments.

6. Staff Reports:

a. Water Operations Report

The Director of Public Works provided a verbal summary of the Water Operations Report circulated prior to the July 22, 2025, Water Commission meeting.

The Director spoke to the number of valve covers that were found to be seized in place. In addition, the Director described a lack of good bedding found over water lines where breaks have occurred.

There was consensus from the Committee that additional monies should be budgeted going forward to address water leak and valve cover repairs.

Motion:

THAT the Water Operations Report be received as circulated prior to the July 22, 2025, Water Commission meeting and as verbally summarized by the Director of Public Works.

M/ D. Chaulk

S/ B. MacArthur

Motion Carried

7. 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 3:30 pm.

Motion:

THAT the meeting be adjourned.

M/ B. MacArthur

S/ M. Munroe

Motion Carried



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

10. Staff Reports

Information Report

To: Village Commission

By: Jeff Lawrence, Clerk Treasurer/CAO

Meeting Date: September 8, 2025

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Summary:

The odour emanating from the regional sewer lagoons has finally subsided. While the symptom may have been addressed, more work remains in actioning a long-term solution. While the operation of the lagoons is the responsibility of the Municipality of the County of Kings, the Village of New Minas and the Town of Kentville are planning and funding partners and must play a role in ensuring that we seek a long-term solution. To that end, I expect technical and regional sewer committee meetings to focus on the solution in advance of budget deliberations. Updates regarding the issue can be viewed at <http://www.countyofkings.ca/regionalsewerupdates>.

As part of the agenda, you will see briefings regarding a camera solution; a request for a decision regarding strategic planning and a presentation regarding opportunities to move New Minas South towards development. Much of my time since the last Committee meeting has been spent on these initiatives.

Highlights of the Past Month:

- Attended the June 24th New Minas Village Commission Annual General Meeting
- Implemented a Bar Services Procedure

Regularly Scheduled Meetings:

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

- Collective meetings with Department Heads (bi-weekly on Tuesdays)
- Beautification Committee Meeting (July 23)
- Water Commission (July 22)

Other Notable Meetings:

- Attended Labour Management Meeting
- Met with Inspector William Collier, Officer in Charge for the Kings County RCMP detachment
- Met with Brock McDougall, CAO / Clerk Treasurer, Village of New Minas, regarding shared custodian services.
- Met with CAOs from Kentville and Kings County re sewer odour issue
- Met with Chrystal Fuller, Owner, Brighter Community Planning and Consulting regarding preparing a report looking at opportunities to move New Minas South Development forward
- Met with Jeff Hanshaw, Custom Page Media and Consulting Inc, regarding a camera solution for the LMCC and other Village Assets.

Professional Development:

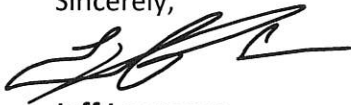
- N/A

Outlook for Next Month:

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

- Continue to move forward with formulate a workplan and timeline for opening up development in New Minas South
- Secure quotes for a strategic planning process
- Finalize a Camera Policy
- Secure Quotes for camera installation
- Commission and Committee meetings
- Department Head meetings (collective and individual)
- Finance:
 - Begin preliminary work on the 2026/27 budget
 - Bank reconciliations
 - Accounts payable
 - Invoicing and receivables
 - Payroll (bi-weekly)
 - Financial controls

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: September 8, 2025

Subject: Monthly Report — Director of Public Works



Monthly Report — Director of Public Works

Staff Update:

Zachary Alcorn will be taking paternity leave for 6 weeks after their child is born. He is expected to be on leave from mid September to end of October. We are currently training other employees to complete some of his tasks.

Current Projects/Work:

- We have been limiting the mowing of the parks due to the risk of fires. We have continued to mow the sports fields and surrounding areas as needed.
- We have been trimming most areas to control the weed growth.
- Summer activities are winding down at Lockhart Ryan Park:
 - Soccer fields 1 and 2 will be used until mid-September and Miller diamond will be done in mid-October. The remainder of the fields are no longer scheduled to be used. We will be doing fall maintenance on the fields, aerated, fertilizing and overseeding in September and early October.
 - We removed tree limbs around the small diamond to reduce interference in the outfield areas for next season.
 - Splash pad will be closed on September 3 for the year. We have some maintenance to complete on the solenoid valve wiring in the fall.
- The planters throughout New Minas were well received this year. We had one issue with a planter in Walmart, and we believe someone poured something in this planter that killed the plants. The plants were replaced with fall plants as the other plants were not available. The flowers are starting to wilt with the colder nights. Once the flowers die, we will remove the flowers and leave the planters in place. We will replace the soil next year when it is time to plant the new flowers.
- Park maintenance:
 - We have completed several maintenance projects at the parks including fence repairs, gazebo structure reinforcement, equipment repairs, and replaced a door on the soccer building.
 - We have installed lock protection on the LRP washroom doors to eliminate people picking the locks and getting into the washrooms in the off season.
 - We plan to reshape the edges on the play areas at Meadow Terrace and Golfview to make them more accessible. The contractor left some high berms on the edge of the play area which makes it difficult for strollers or anyone with walking issues to get to the wood chip surface.

Information Report

To: Village Commission

By: Cory Palmer

Meeting Date: September 8, 2025

Subject: Monthly Report — Director of Public Works



Long-Term Projects:

- The Busch Lane water tank project is mainly complete. We have some safety equipment to be installed and the land around the tank needs to be repaired. The materials for the land repairs will be supplied by the contractor, but the village employees will be completing the work. We want to expand the parking area and plant the grass later in September.
- During the tank filling process, it was evident that our capacity to fill the tanks was limited. We need to have an engineering company look at the capacity restrictions in the system. The capacity to the tanks could be a limiting factor to New Minas growth.

Professional Development:

- We have 2 people attending training for Traffic Signing. We will be sending them to Halifax for a 1-day course on September 17 and then another 2-day course on October 7 and 8.
- Cory will require a Fall Protection course for supervisors on October 2 in Halifax.
- Cory will require some JOSH training to become the chair of the committee and get us back to having the proper number of meetings. There are 2 courses that need to be complete for this training, and both are Virtual.

Outlook for Upcoming Months:

- We will be starting leaf collection in the parks to keep ahead of them. The leaves are falling from the trees because of the dry weather.
- We will be removing dead trees from the park to reduce the risk of fires.
- We will be removing the flowers from the planters.
- We are working with the Butterfly Garden group to put up the sign for the garden and remove plants that are not native to Nova Scotia. The group will then plant some new plants that are native to Nova Scotia.
- We have been requested to build a pitching mound on the small ball diamond which we will be planning for the end of September so it can settle during the winter, and we can touch it up before next season.
- Sports field maintenance will be completed in September and early October.
- We continue to complete audits on the water valves in the village. We will be moving from subdivision to subdivision. We have ordered some parts to start completing maintenance on the ones we cannot open.
- Our yearly safety gear inspection will occur on September 8.

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 that foot traffic will settle into a less hectic pace. Tax payment reminders went out last week to remind ratepayers that they were due August 1st. As for the water utility, billing should be downloaded sometime this week.

Current Tasks/Projects:

- Working on July's bank reconciliations, should be completed within the next few weeks
- First Quarterly Due to/from and HST, payment was received last week, waiting on Q2 next month.
- 2024/25's Audit is complete.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date Aug 31
• Residential	\$1,444,101	\$1,151,230.49
• Commercial	\$938,067	\$820,791.97
• Resource	\$8,570	\$7,860.84
 Sewer	 Budgeted	 Collected Year to Date Aug 31
• Usage Charges	\$776,000	\$412,573.91
 Water	 Budgeted	 Collected Year to Date Aug 31
• Metered Sales	\$857,000	\$431,571.78
• Sprinkler Service	\$4,999	\$2,685.20

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: Sept 8, 2025

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

- Summer Camps were a huge success:
 - Total enrollment transactions: 1067 (camps 92% full)
 - Incident reports decreased dramatically from previous year
- Spring Registration: 627 out of a possible 664 spaces filled (92%, and counting!)
 - Only 2 programs didn't sell out immediately, but registration is still strong for them
- New Fitness equipment installed (replaced old, worn-out equipment, capital project)
- Guided community bike trip to grand pre
- Wrapped up summer session of SHIFT programming, planning for fall and winter
- Adapted to provincial forest ban
- Launched Memory Café registration for fall

Current Tasks/Projects:

- Spring program delivery
- Planning for holiday events (Dinner and parade)

Long-Term Projects:

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

Meetings:

- Valley Rec Sept 10-11

Professional Development Summary:

- NA

Outlook for Next Month:

- Annapolis Valley Trail Coalition strategic planning session, Sept 3, 2025
- Valley Rec Spring meeting, Sept 10 & 11
- Accessibility capital plan
- Douglas St development
- Trail extension at Founding Father's Park



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

11. New Business

Village of New Minas

Video Camera Installation Briefing



Date: September 8, 2025

Presenter: Jeff Lawrence, Clerk Treasurer/ CAO

Title: Briefing: Installation of Video Cameras at Louis Millett Community Complex and Village Assets

Purpose

To enhance public safety, protect community assets, and foster a secure environment for residents and visitors, the Village of New Minas proposes the installation of video surveillance cameras at the Louis Millett Community Complex and other key village-owned properties.

Objectives

- **Increase Safety:** Deter vandalism, theft, and other criminal activity in and around public facilities.
- **Protect Public Assets:** Monitor and safeguard village infrastructure, equipment, and recreational spaces.
- **Support Community Confidence:** Reassure residents and visitors that public spaces are being responsibly managed.
- **Assist Law Enforcement:** Provide video evidence when needed to support investigations and ensure accountability.

Proposed Locations

- **Louis Millett Community Complex:** Entrances, parking areas, and common gathering spaces.
- **Offices and Maintenance Buildings and Equipment Storage Area:** Perimeter and access points.

Benefits

- Reduced insurance liability and potential cost savings
- Enhanced ability to enforce bylaws and facility usage policies
- Strengthened community trust in local governance

Privacy & Compliance

The Village is committed to respecting individual privacy rights. All surveillance will comply with provincial and federal privacy legislation, including:

- Institution of a camera policy governing use
- Clear signage indicating monitored areas
- Restricted access to footage by authorized personnel only
- Regular audits to ensure responsible use and data protection

Budget

• IT Audit	\$2,000
• Louis Millett Centre	\$10,000
• Lockhart Ryan Park/ Water Towers	\$30,000
• <u>Contingencies (20%)</u>	<u>\$8,400</u>
• Total	<u>\$50,400</u>

Next Steps

- Approve Budget for and Undertake the IT Audit
- Develop and Approve Camera Policy
- Budget allocation and vendor selection
- Public Awareness Campaign
- Installation and testing

Date: September 8, 2025

Presenter: Jeff Lawrence, Clerk Treasurer/ CAO

Title: Briefing: Requirement to Adopt a Security Camera Policy Prior to Deployment

Purpose

To advise the Village Commission on the necessity of adopting a formal security camera policy before installing or operating security cameras on Village property.

Background

The Village of New Minas is considering the installation of security cameras in public or municipal spaces for the purposes of safety, crime prevention, and protection of Village assets. While the use of cameras can enhance community security, such systems also raise important privacy, legal, and operational considerations.

Provincial privacy legislation and best practices require municipalities to implement clear policies governing the collection, storage, use, and disclosure of video surveillance data. Without an approved policy in place, the Village could be at risk of non-compliance with privacy laws and public accountability standards.

Key Considerations

1. Legal Compliance

- Security camera use by public bodies is subject to provincial privacy and access to information legislation.
- A policy must define the lawful purpose for camera use and ensure video collection is limited to what is necessary.

2. Privacy Protection

- Residents and visitors must have confidence their privacy rights are respected.
- The policy should address signage, notice requirements, limits on monitoring, and safeguards to prevent misuse of footage.

3. Data Management

- Clear rules are required for the retention, storage, and secure disposal of recordings.
- Access to footage must be restricted to authorized personnel only, with an audit process in place.

4. Transparency & Accountability

- A public policy helps demonstrate that the Village balances safety and privacy.
- It ensures decision-making is consistent and defensible in the event of complaints or legal challenges.

Recommendation

That the Village of New Minas adopt a comprehensive Security Camera Policy before deploying any camera systems. This policy should:

- Define the purpose and scope of surveillance.
- Establish privacy safeguards and access protocols.
- Set retention and disposal timelines for recordings.
- Provide transparency to the public through signage and availability of the policy.
- Ensure compliance with relevant provincial privacy and municipal governance requirements.

Appendices

- Appendix A Village of New Minas Draft Security Camera Policy
- Appendix B Security Camera Policy Legal Edits

**Village of New Minas
Security Camera Policy**

**Policy #
VNM-2025-01**

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

Purpose

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

Definitions

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

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

Installation and Use of Surveillance Equipment

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

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

Collection

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

Notification

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

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

Usage

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

Disclosure

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

Security

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

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

Retention and Disposal of Digital Recordings

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

Access to Information Requests

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

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

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

b. **Processing of Requests:** Upon receiving a request, the Clerk Treasurer/ CAO or designate will:

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

Third-party Access to Digital Recordings

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

Appendix B

Clerk Treasurer

From: Jonathan Cuming <cuming@tmclaw.com>
Sent: August 27, 2025 1:27 PM
To: Clerk Treasurer
Subject: RE: Security camera policy
Attachments: 25.08.20. Security Camera Policy (003).docx

Good Afternoon

Here is the policy with a few suggested revisions (our firm's law clerk reviewed it and made some suggestions which I agree with).

Let me know if you have any further questions.

Thanks

Jon



MAKING SERVICE A MATTER OF PRACTICE SINCE 1835

Jonathan G. Cuming

Managing Partner

cuming@tmclaw.com | www.tmclaw.com

Phone: 902.678.6156 Ext #234 FAX: 902.678.6010

From: Clerk Treasurer <CAO@newminas.com>
Sent: August-26-25 5:00 PM
To: Jonathan Cuming <cuming@tmclaw.com>
Subject: Re: Security camera policy

Thanks. I cleaned up a couple of references to the wrong section and other grammar issues but no changes that would change context.

Sent from my iPhone

On Aug 26, 2025, at 4:49 PM, Jonathan Cuming <cuming@tmclaw.com> wrote:

I did. I just need to speak with an associate about one aspect of it before providing my thoughts. I will respond tomorrow.

Thanks

Jon

<image001.jpg>

Jonathan G. Cuming

Managing Partner

cuming@tmclaw.com | www.tmclaw.com

Phone: 902.678.6156 Ext #234 FAX: 902.678.6010

From: Clerk Treasurer <CAO@newminas.com>

Sent: August-26-25 2:25 PM

To: Jonathan Cuming <cuming@tmclaw.com>

Subject: Security camera policy

Hi Jon – Just following up to see if you had a chance to review the security camera policy.
Jeff

Village of New Minas Security Camera Policy



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

Purpose

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

Commented [J01]: This section was revised to include compliance with FOIPOP and MGA

Definitions

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

or omissions that are in breach of policies, procedures, or work-related instructions;

- h. "MGA" means Municipal Government Act;
- i. "Personal information" has the same meaning as defined in Part XX of the MGA;
- j. "secure" means to copy a portion of a digital recording to an external storage device such as a hard drive or flash drive;
- k. "FOIPOP" Freedom of Information and Protection of Privacy Act;
- l. "Village" means Village of New Minas; and
- m. "Village property" means any real property owned or leased, and operated directly by the Village, including buildings, parks, and recreational facilities.

Installation and Use of Surveillance Equipment

Commented [J02]: This is a new clause that was added, per the provisions of the Nova Scotia Video Surveillance Policy Guidelines.

- 5. The video surveillance system may be justified based on significant safety concerns, asset protection, or verifiable and specific reports of crime or illegal activity.
- 6. This policy applies to all camera systems on Village property, except this policy does not apply to a camera system or other recording devices used by New Minas Fire Department as an autonomous incorporated organization or to the digital records produced by operation of such devices by New Minas Fire Department.
- 7. This policy does not apply to covert video surveillance.
- 8. Nothing in this policy limits the ability to develop and implement policies relating to the use of digital recordings for the management of employees.
- 9. The decision to install a camera system on Village property shall be made by the Clerk Treasurer/ CAO, or at the direction of the Village Commission.
- 10. When considering the installation of a camera system on Village property, the following criteria shall be considered by the Clerk Treasurer/ CAO or delegate:
 - a. the existence of demonstrated security concerns at the location, or at similar locations to the location, where placement of a camera system is being proposed;
 - b. what measures, other than the installation of a camera system, are available to address identified safety or security concerns;
 - c. whether measures other than the installation of a camera system would be effective in addressing the identified safety or security concerns;
 - d. the effect that the proposed placement of a camera system may have on

- personal privacy, and the ways in which privacy intrusion can be minimized;
- e. the operational requirements of the Village; and
- f. any other criteria deemed relevant by the Clerk Treasurer/ CAO.

11. Where circumstances require the immediate installation of a camera system, the criteria in section 10 shall be reviewed as soon after installation as is practicable and adjustments, up to and including removal, will be made if required in respect of the installation once the review is complete.
12. A camera system may operate at any time in a twenty-four-hour period.
13. The Village recognizes the need for synergies between an individual's right to privacy and the Village's duty to promote and maintain safe and secure environments and protect property.

Collection

Commented [J03]: This is a new clause that was added, per the provisions of the Nova Scotia Video Surveillance Policy Guidelines.

14. The main purpose of the video surveillance system is to aid in the safety and security of employees, members of the public, and Village property. Information collected shall only be used for a consistent purpose to its collection as unauthorized under FOIPOP.
15. The Clerk Treasurer/ CAO or designate shall maintain an inventory of all camera systems under the control of the Village.
16. The monitoring procedures shall be performed based on the following principles:
 - Video surveillance monitoring shall be conducted in accordance with all applicable statutes and regulations;
 - The video surveillance system shall not monitor individuals in any manner, which would constitute a violation of the Human Rights Code;
 - Video surveillance monitoring shall be conducted in a professional and legal manner;
 - As required under FOIPOP, a notice of collection of Personal Information must be placed in all locations where video surveillance systems are in place and these areas shall have signage advising the public of the monitoring and recording;
 - Information obtained through the video surveillance system shall be used for purposes allowed under FOIPOP, such as security, safety, investigations, claims against the Village, or for law enforcement purposes;

Security Camera Policy

VNM-2025-01

- Information obtained through the video surveillance system shall only be released in accordance with the standards set by FOIPOP and the recordings shall be handled in a manner that provides continued security of the recorded information; and
- The cameras will be located in plain sight within the Village, and the cameras will be restricted to prohibit viewing inside private residences.
- To the extent possible, video displays of digital recordings should not be located such that the public or unauthorized staff may view the images.

Notification

Commented [J04]: Same as the previous comment.

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

Usage

23. Personal information collected via video surveillance will only be used for the purpose for which it was originally collected. Any secondary use of the information

Security Camera Policy

VNM-2025-01

will be carefully evaluated for authority under FOIPOP or the MGA.

24. Digital recordings obtained through a camera system may be used by the Village to:
- enhance the safety and security of employees, contractors and members of the public who are on Village property;
 - safeguard Village property and other assets;
 - detect and deter criminal activity by providing law enforcement agencies with evidence related to possible unlawful activities;
 - manage risk to the Village, including workplace accidents and/or injuries, incidents, complaints, claims, or potential claims involving the Village; and
 - undertake internal investigations, as authorized by the Clerk Treasurer/ CAO.
25. The Clerk Treasurer/ CAO may secure digital recordings from an identified time and location for any of the purposes set out in (24).

Disclosure

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

Commented [J05]: This is section was added to streamline the disclosure process.

Security

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

- a) **Administrative Security:** In the event of an unauthorized disclosure of video footage or a security breach, a clear protocol will be followed to mitigate the situation. Any employee who discovers a breach must immediately report it to the Clerk Treasurer/CAO. The scope of such breach/disclosure will be assessed and immediate steps taken, such as changing passwords and revoking access, to prevent further unauthorized access. The Clerk Treasurer/CAO will notify affected individuals as required and will cooperate with the Access & Privacy Officer in the resolution of such unauthorized access.
- b) **Physical Security:** All recording equipment, including cameras, cables, servers, and storage media shall be housed in a physically secure, locked location with controlled access. Monitors will be installed in a secure area and viewable only by authorized employees.
- c) **Technical Security:** The system will be protected by strong passwords and robust access controls. User access will be limited to authorized personnel only. All wireless transmissions of digital recordings and data shall be encrypted to the greatest extent possible, and regular security updates and patches will be applied.
- d) **Personnel Security:** The Clerk Treasurer shall designate by position the persons authorized to operate the system and view the data. These individuals will receive regular and ongoing training to ensure they understand their obligations under privacy law and this policy.

Commented [JO6]: This is a new clause, detailing the security procedure for the protection of the video surveillance process and the fruit of such surveillance.

Retention and Disposal of Digital Recordings

- 28. The Village may develop retention periods for digital recordings, including the length of time such recordings are to be maintained, and the Clerk Treasurer/ CAO may develop different retention periods for those digital recordings that have been secured pursuant to (25).
- 29. Digital recordings that have been secured in response to a request pursuant to (33) shall be retained in accordance with the legal and records management requirements of the request.
- 30. Notwithstanding (29), where digital recordings that have been secured in response to a request pursuant to (25) are subsequently used to make a decision that directly affects an individual, they shall be retained for a minimum of one year.
- 31. Digital recordings for which no request to secure has been received by the Clerk

Security Camera Policy

VNM-2025-01

Treasurer/ CAO shall not be retained for longer than 28 days. A camera system may record over such existing recordings.

32. Secured digital recordings shall be disposed of in a manner that ensures that personal information is erased and cannot be retrieved or reconstructed.

Access to Information Requests

33. The Village recognizes the right of individuals to access their own personal information under the FOIPOP Act and MGA. The policy will describe the procedure for responding to such requests, including how third-party images will be protected.

- a. **Formal Request:** All requests for access to digital recordings shall be made in the following manner:

- i. an application pursuant to MGA Part XX;
- ii. as part of a legal action against the Village; or
- iii. by way of a court order or otherwise as provided for by law.

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

- b. **Processing of Requests:** Upon receiving a request, the Clerk Treasurer/ CAO or designate will:

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

Commented [J07]: This section was previously in the policy sent by the village . However, it was refined for ease of usage and reference.

Third-party Access to Digital Recordings

34. Law enforcement personnel may request access to digital recordings for law enforcement or investigative reasons by contacting the Clerk Treasurer/ CAO.
35. A third party who is given access to digital recordings may be required to acknowledge his or her duties, obligations, and responsibilities with respect to the confidentiality, use, and disclosure of the digital recordings in writing.
36. Any unauthorized access to digital recordings or camera system shall be reported to the Access & Privacy Officer for investigation.

37. Any employee who provides digital recordings to unauthorized parties, either as a result of intentional wrongful disclosure or disclosure caused by negligence, may be subject to disciplinary action, up to and including dismissal.
38. Any contractor who provides digital recordings to unauthorized parties, either as a result of intentional wrongful disclosure or disclosure caused by negligence, may be subject to termination of their contract or legal action.

DRAFT

Subject: Approval for Facilitated Strategic Plan Review and Development of Measurable Goals and Objectives

Background

The Village of New Minas undertook a strategic planning process in 2024. In light of evolving community priorities, upcoming infrastructure projects, and a changing municipal landscape, it is prudent to review the plan to ensure it is still relevant and aligns the Commission's goals and community needs. In addition, the revised plan will require the inclusion of clear and measurable goals and objectives.

Strategic planning provides a structured opportunity to:

- Set clear, actionable objectives for the next 3–5 years
- Engage stakeholders for meaningful input
- Identify resource requirements and areas for growth
- Strengthen transparency and accountability in decision-making

Proposal

Engage an external facilitator to guide a strategic planning review with commission, staff, and select stakeholders. The scope would include:

- Undertaking an environmental scan and current state analysis
- Facilitating a workshop
- Reviewing and adjusting strategic priorities
- Establishing measurable goals and objectives
- Developing a final strategic plan document

2024 Strategic Plan Priorities and Strategic Focus Areas

Building upon the December 11th, 2024, strategic plan, the following priorities have been identified:

- **Key Strategic Priorities & Strategic Focus Areas**

- 1. Community Wellness**

- Recreation & Facility Programs
 - Parks, Playgrounds & Trails
 - Accessibility
 - Beautification

RFD: Approval for Facilitated Strategic Plan Review and Development of Measurable Goals and Objectives

2. Fiscal Responsibility

- Financial Integrity
- Revenue Generating & Cost Saving Initiatives

3. Growth and Development

- New Minas South
- Infill & Redevelopment
- Partnerships with Stakeholders
- Infrastructure Capacity & Extension

4. Marketing and Promotion

- Branding & Website Upgrade
- History & Culture of New Minas
- Partnerships with Stakeholders
- Establishment of New Minas Business Association

5. Sound Governance

- Effective and Efficient Services
- Policy Updates & Communication Plan
- Community Engagement
- Staff Retention & Recruitment

6. Sustainable Infrastructure

- Asset Management Plan
- Energy Efficiency Upgrades

Estimated Budget

Item	Estimated Cost (CAD)
Facilitator fees (planning, workshops, writing)	\$5,000 - \$10,000
Supplies, catering	\$500
Total Estimated Budget	\$5,500 - \$10,500

Funding may be sourced from 2024/25 Operating Surplus.

Recommendation

That Council approve the initiation of a facilitated strategic plan review process with the goal of reviewing the existing 2024 plan and developing measurable goals and objectives and allocate up to \$10,500 for associated costs.

Village of New Minas Strategic Plan 2024-2027



Policy Number: VNM-2023-01
Policy Adoption Date: December 11, 2023
Most Recent Amendment: N/A

1. Vision

To enhance and develop the Village of New Minas as a preferred destination to live, shop and play in the Annapolis Valley.

2. Mission

To provide reliable and cost-effective services to our residents, enhance our community's wellbeing through practical and innovative governance, and foster opportunities for growth and development within the Village of New Minas.

3. Values/Principles

1. Accountability & Transparency
2. Excellence & Integrity
3. Reliability & Sustainability
4. Diversity & Inclusion
5. Collaboration & Friendliness

4. Key Strategic Priorities & Strategic Focus Areas

1. Community Wellness:
 - a. Recreation & Facility Programs
 - b. Parks, Playgrounds & Trails
 - c. Accessibility
 - d. Beautification
2. Fiscal Responsibility:
 - a. Financial Integrity
 - b. Revenue Generating & Cost Saving Initiatives
3. Growth and Development:
 - a. New Minas South
 - b. Infill & Redevelopment
 - c. Partnerships with Stakeholders
 - d. Infrastructure Capacity & Extension
4. Marketing and Promotion:
 - a. Branding & Website Upgrade
 - b. History & Culture of New Minas
 - c. Partnerships with Stakeholders
 - d. Establishment of New Minas Business Association

**Village of New Minas
Strategic Plan 2024-2027**

**Policy #
VNM-2023-01**

- 5. Sound Governance:
 - a. Effective and Efficient Services
 - b. Policy Updates & Communication Plan
 - c. Community Engagement
 - d. Staff Retention & Recruitment
- 6. Sustainable Infrastructure:
 - a. Asset Management Plan
 - b. Energy Efficiency Upgrades

5. Amendments

Date	Amendments
December 11, 2023	Policy adopted by Commisssion

Amherst
NOVA SCOTIA

Strategic Plan

2024 - 2028



Table of Contents

01

Introduction

02

Mayor's
Message

03

Town Council

04

Chief
Administrative
Officer's
Message

05

Our
Organization

06

Our Vision,
Mission,
Guiding
Principles

07

Our Strategic
Priorities

Economic Prosperity
Vibrant Community

08 - 18

Our Strategic
Initiatives

19

Administrative
Initiatives

Introduction



Amherst is a vibrant town that beautifully blends history, community spirit and a welcoming atmosphere.

Whether you're visiting or calling Amherst your home, we offer a blend of tradition, charm and warmth that leaves a lasting impression.

Amherst is a place where community comes first, and our residents take pride in our history and our future.

This plan is designed to ensure sustainable growth, address challenges, and create a thriving community for current and future residents.

By defining our long term goals and vision, this plan offers direction for development while preserving our community's unique identity and values, as well as fostering collaboration and unity.

Our goal is for Amherst to grow in a way that is sustainable, inclusive and true to our character. By setting and achieving goals, our plan is intended to build pride in our accomplishments and foster optimism for the future.

Mayor's Message



On behalf of all of Amherst Town Council I am very proud to present the Town of Amherst's newly developed strategic plan. As a newly elected Council we took what we heard during the recent municipal election and met with our management team to develop a strategic plan that will guide our actions and work for the next four years.

This Council is committed to build on the strength of our residents, community groups and business community to propel Amherst forward as a growing, dynamic and inclusive community which grows in an environmentally friendly and financially responsible manner.

This plan establishes Economic Prosperity and a Vibrant Community as our two main priorities. The plan includes a number of outcomes and initiatives that are established to work toward these two main priorities. Specific items to be brought forward for Council consideration include a decision on a new community centre, the feasibility of a new transit system, a new communications plan and numerous initiatives to reduce barriers and make our community accessible and equitable to all.

I am very thankful for the hard work and dedication of all members of Council and senior management in developing this strategic plan. Collectively, our team will work collaboratively to realise our vision of a healthy, prosperous, inclusive and environmentally sustainable community in which people of all ages, abilities and cultures are engaged and proud to live, work and play.

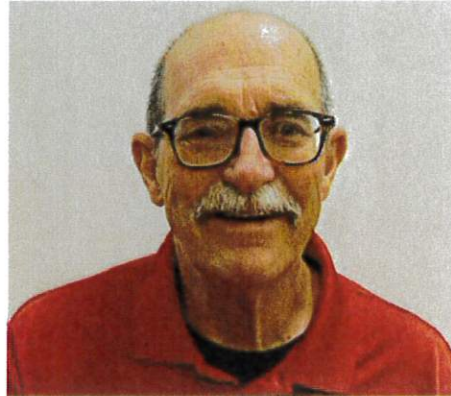
Finally, I would like to point out that this is a 'living document' one which can be adjusted and altered as conditions warrant.

Mayor, Robert Small

Town Council



Hal Davidson



Charlie Chambers



Nic Furlong



Dwayne Ripley



Terry McManaman



Kathy Wells

Chief Administrative Officer's Message



This strategic plan outlines the Town's vision, mission and guiding principals that guide our day-to-day collective decision-making processes. Our strategic outcomes define what our goals are for the Town while our strategic initiatives focus our efforts to reach those outcomes. This plan is in effect a road map for staff and Council to guide our path over the next four years.

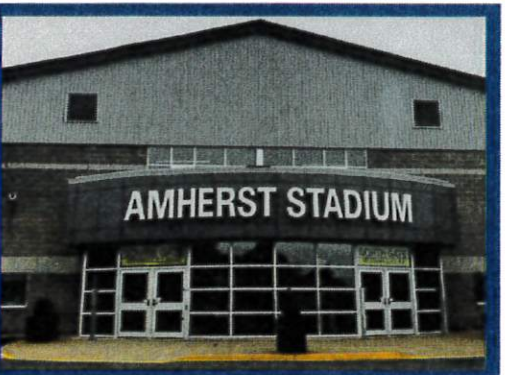
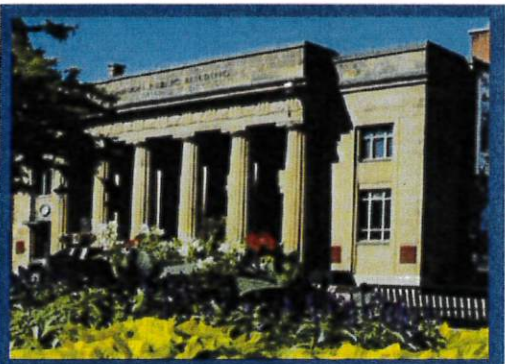
Through this plan we will work collaboratively with all community groups, business and government partners to ensure our strategic priorities of Economic Prosperity and a Vibrant Community are met. In doing this work we will always keep in mind our Mission which is to "provide quality leadership, services, opportunities and resources for the benefit of our citizens, and in support of our growth and development in our community in a fair, equitable and transparent manner." In addition, we will be guided by our established Principles of Respect, Integrity, Collaboration, Accountability, Inclusivity, Evidence-based decision making and Sustainability.

Our administrative priorities continue to focus on improving service delivery, sound financial management and fostering a creative, safe and dynamic workforce dedicated to the wellbeing of our citizens and growth of our community. I am extremely proud of our team of dedicated staff that go above and beyond to keep us safe and secure, that build community partnerships, put on events, and keep the water and traffic flowing.

I am honoured and look forward to working with our Mayor, Council and Town Staff to implement this newly developed strategic plan which will guide the growth of our community in an environmentally friendly, fiscally responsible and socially equitable manner.

Jason MacDonald

Our Organization



Mayor &
Council



CAO



Police

Fire

Human
Resources

Operations

Planning

Finance

Community
Living

Amherst
NOVA SCOTIA

Our Vision, Mission, and Guiding Principles

Vision

Our vision is to be a healthy, prosperous, inclusive, and environmentally sustainable community in which people of all ages, abilities, and cultures are engaged and proud to live, work and play. **See Why We Love It!**

Mission

We provide quality leadership, services, opportunities and resources for the benefit of our citizens, and in support of our growth and development in our community in a fair, equitable and transparent manner.

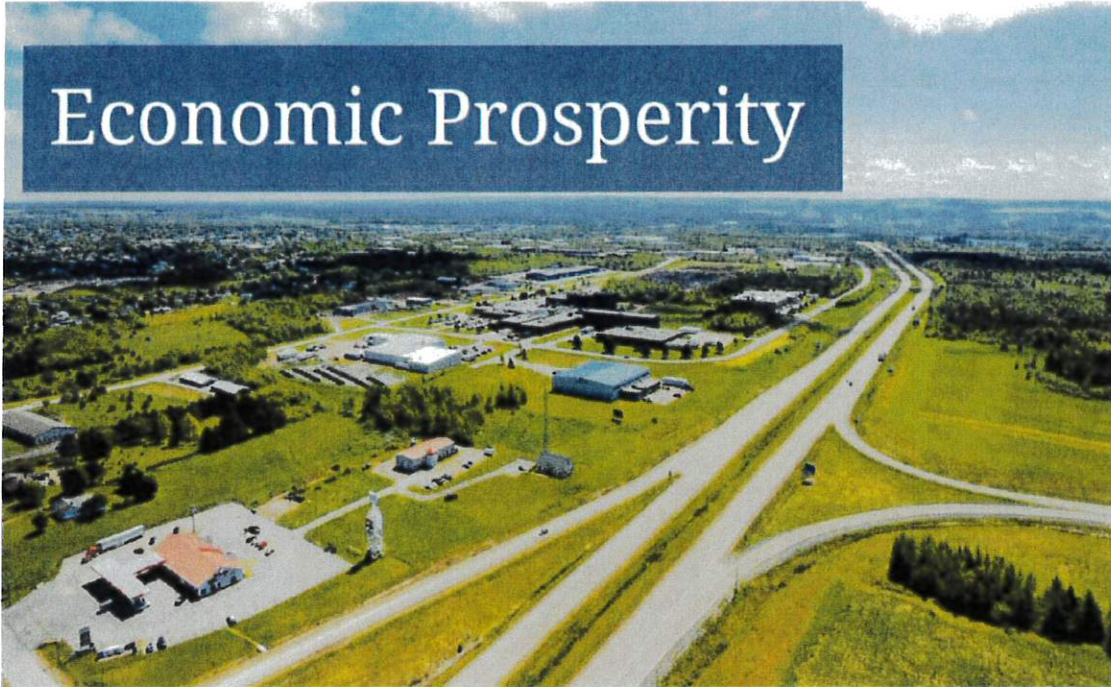
Guiding Principles

Respect - Integrity - Collaboration - Accountability - Inclusivity - Evidence-based Decision Making - Sustainability



Strategic Priorities

Economic Prosperity



Vibrant Community





Amherst will be a prosperous, growing, vibrant and welcoming community.

*Priority
Outcomes:*



Economic Growth

Opportunities are seized to promote and maximize growth and minimize barriers for new and existing businesses to thrive.



Destination Community

By investing in infrastructure and hosting signature events, we will promote Amherst as the best place to live, work and play showcasing our unique culture, history and location.



Talent Attraction and Retention

Focus on attracting, developing and retaining a skilled and diverse population to meet the needs of Amherst's growing economy.



Housing Availability

We will deliver diverse housing opportunities, along the entire housing spectrum, to meet the needs of a growing workforce and attract new residents.



Environment

Amherst is committed to growing as an environmentally sustainable urban community.



Economic Prosperity Strategic Initiatives

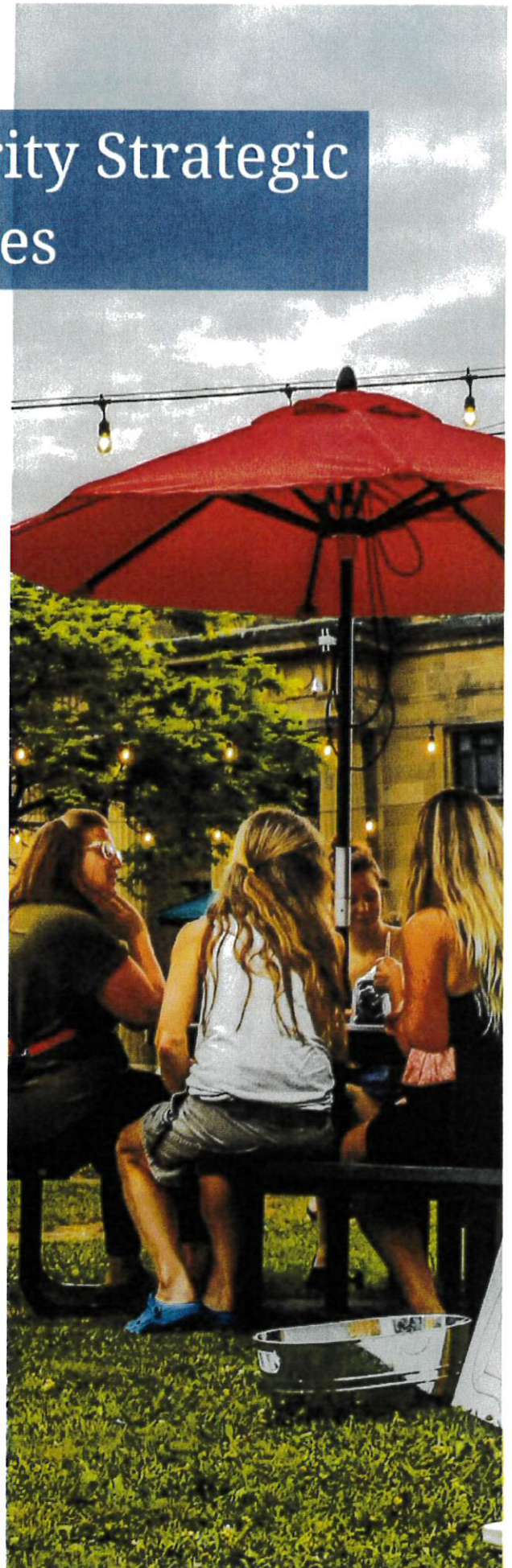
Economic Growth

- Collaborate with our economic development partners to host two economic development forums within four years. October 2025 / 27.
- Develop a plan and decide on the expansion of the industrial park. October 2025.
- Develop new marketing/branding strategies and materials to promote Amherst as an economic destination. December 2025.
- Identify barriers to businesses growth and create opportunities/incentives to overcome such barriers. December 2025.
- Consider environmental factors in all of our development decisions.

Economic Prosperity Strategic Initiatives

Destination Community

- Invest in infrastructure to host inclusive and accessible signature events which attract visitors and residents.
- Develop a business case for a community market with input from partners. June 2025.
- Make a decision on the development of a new community centre (Rink, etc.). March 2025.
- Develop a branding strategy for Amherst as a destination community. December 2025.
- Develop a Town beautification strategy that actively engages community participation. October 2025.





Economic Prosperity Strategic Initiatives

Talent Attraction and Retention

- Develop a strategy to target specific demographics to move to Amherst. December 2025.
- Listen to, and engage youth in the community to keep them here. Develop three new engagement opportunities for youth. June 2025.
- Work with community educators (i.e. NSCC) to provide programs/training customized to the needs of employers and the community. June 2027.
- Work with NS Health recruiters to attract health care professionals. March 2027.

Economic Prosperity Strategic Initiatives

Housing Availability

- Streamline the development process to eliminate red tape and barriers to new developments. Adoption of new Municipal Planning Strategy. September 2025.
- Advertise Amherst strengths and opportunities to business and developers. (i.e. small town advantages, no commute, etc).



Vibrant Community

Amherst will be an engaged, supportive, inclusive, progressive and vibrant community.

Priority Outcomes:



Housing

Housing opportunities are available for residents and newcomers along the entire housing spectrum.



Safe Community

Collaboration with applicable agencies to enhance community safety and services.



Transportation

Foster safe and accessible options for movement within the Town.



Accessible and Inclusive

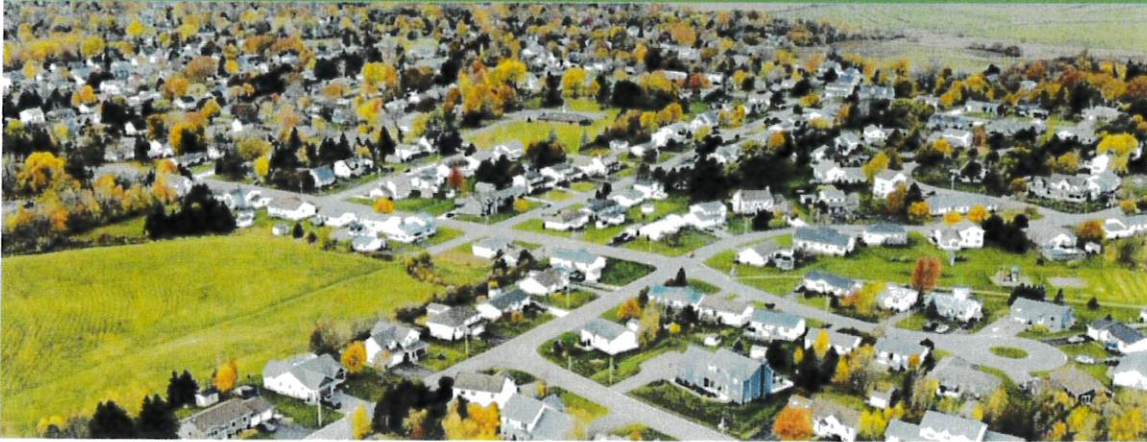
Infrastructure, programming, information and services are available that reduce barriers and make Amherst accessible and equitable to all.



Engaged Community

We listen to and seek input from all demographics of our community. We continually communicate with the public.

Vibrant Community Strategic Initiatives



Housing

- Facilitate the construction of 400 housing units. December 2027.
- Develop partnerships that will lead to increased housing opportunities along the entire housing spectrum.
- Plan and ensure we can provide quality municipal services for an ever-increasing population.
- Review parks and greenspace usage and allocation to accommodate growth and changing trends. October 2025.
- Support organizations that develop affordable housing.
- Develop a registry of developers to work and communicate with. September 2025.
- Ensure Amherst grows as an environmentally sustainable urban community.

Vibrant Community Strategic Initiatives



Safe Community

- Collaborate with agencies (police, social services, mental health addictions, etc.) to enhance community safety.
- Determine the feasibility of a live fire training solution. March 2025.
- Complete the Amherst Police Department Strategic Plan. June 2025.
- Continue active participation with the Regional Emergency Management Organization.
- Support community initiatives such as neighborhood watch. October 2025.
- Communicate crosswalk safety to pedestrians and motorists. March 2025.
- Ensure long term viability of the Amherst water supply. September 2025.
- Advocate for the protection of the Chignecto Isthmus.

Vibrant Community Strategic Initiatives



Transportation

- Review the Active Transportation Strategy to determine next actions. June 2025
- Determine the feasibility of a transit system ('A' Bus). October 2025.
- Develop a mobility strategy. March 2026.

Vibrant Community Strategic Initiatives



Accessible and Inclusive

- Develop infrastructure, programming, information and services that reduce barriers and make our community accessible and equitable to all.
- Combine IDE and Accessibility Committees and Strategies. April 2025.
- Make a decision on the continued use of brick sidewalks downtown. March 2025.
- Develop a plan for an Accessible Playground. June 2025.
- Prioritize developments that fast-track housing for social equity deserving groups.

Vibrant Community Strategic Initiatives



Engaged Community

- Foster community engagement on a wide range of leisure, social, cultural, recreational issues.
- Seek input from all demographics of the community, particularly newcomers and equity deserving groups.
- Actively promote volunteer recruitment, retention and recognition.
- Build and maintain strong relations with community organizations for festivals and events, explore naming partners.
- Investigate options to form a Volunteer Committee / Liaison / Database / Event Action Group. November 2025.
- Promote environmental initiatives to our town residents and businesses.
- Develop a Communications Plan / Strategy. December 2025.

A vertical photograph on the left side of the page shows a person climbing a reddish-brown rock face. The person is wearing a blue long-sleeved shirt, a light blue cap, and climbing shoes. They are reaching up with their right hand towards a rock hold.

Administrative Initiatives

Amherst will be the best place to work.

- Comprehensive human resources plan.
- Internal communications plan.

Amherst will be financially sound.

- Sound financial management.
- Ongoing financial projections.

Commitment to safety.

- Up to date policing standards.
- Ensure adequate training of all staff.
- Commitment to emergency preparedness.

Village of New Minas

ANSV Staff Position



Date: September 8, 2025

Presenter: Jeff Lawrence, Clerk Treasurer/ CAO

Title: Briefing: ANSV Staff Position

Purpose

At the July 17th Quarterly ANSV Board Meeting the Villages responses to the question of whether to fund a part time ANSV staff position was discussed. As an outcome of the meeting, all villages were asked to provide a response to the question of how much money they would be prepared to provide to fund the position.

Background

- At the February 10th, 2025, Commission meeting, the New Minas Commission debated the question of whether the position has merit. The position taken by the Commission was that it would support an initial one-year term funded by the province to determine the benefits of the position to ANSV and the Village of New Minas. A table of the cumulative village responses is provided below:

#	Village	Member	Name	Response
1	Aylesford	Y	Trudie Spinney	
2	Baddeck	Y	Roman Braun-Huettner	
3	Bible Hill	Y	Mitchell Bell, CPA, CA	<i>Supports development of the position and a contribution in principle, dependant on the funding model.</i>
4	Canning	Y	Ruth Pearson	<i>Supports development of the position in principle, but do not have funds at this time to support.</i>
5	Chester	Y	Heather McCallum	<i>Supports development of the position and a contribution in principle, dependant on the funding model.</i>
6	Cornwallis Square	Y	William Farrell	
7	Freeport	Y	Donna East	<i>Supports development of the position in principle, however cannot contribute more than \$500 and would prefer less (200 population).</i>
8	Greenwood	Y	Kerry Graham	
9	Kingston	Y	Mike McCleave	
10	Lawrencetown	Y	Melissa Roscoe	<i>Supports development of the position in principle.</i>
11	New Minas	Y	Tim Bouter	<i>Respectfully declines as presented - would support in principle a one-year term funded by the Province.</i>
12	Port Williams	Y	Brock McDougall, MPA	<i>Supports development of the position in principle.</i>
13	Pugwash	Y	Christie Blackie	
14	St. Peter's	Y	Meghan Hayter	
15	Tatamagouche	Y	Sara Forbes	
16	Westport	Y	Angela Lonergan	
17	Weymouth	Y	Murray Betts	
18	Dover (in-active)	N		
19	Hebville	N	Russell Barrier	
20	River Hebert	N	Judy Jollymore	
21	Tiverton	N	Mary Cossaboom	

- In response to the question of the province funding the position, Jason Haughn, Municipal Advisor, responded that if the ANSV was to seek funding, it must be towards project(s) that this individual is working on and not for direct salary. He further indicated that there are provincial revenue streams that would be accessible for requests tied to project work this individual may be carrying out.
- At the July 17th quarterly meeting of the ANSV the above village responses and provincial answer to the question of funding were discussed. From the discussion, the outcome was to ask the villages what level of funding they would be prepared to commit.
- The responses provided to date are provided below:

Bible Hill	\$8,000
Kingston	\$8,000
Port Williams	\$5,000
Chester	\$3,500
St Peters	\$3,000
Baddeck	\$2,500

- The estimated budget for the position is \$50,000 - 60,000.

Appendices

- Appendix A ASNV Briefing Note – ANSV Staff Position

Appendix A.

Association of Nova Scotia Village (ANSV) Briefing Note

ANSV Staff Position

Issue:

ANSV Board members and Village staff have identified the need for a consistent staff person who reports directly to the ANSV and who is able to focus their attention on the day-to-day needs of the association.

Background:

- Village staff raised concerns with the growing responsibilities generated by the ANSV actively advocating for Villages, to the degree that the work could not be reasonably completed on top of their regular responsibilities to their Villages.
- On January 11, 2024, the ANSV Board requested correspondence be sent out to member Villages requesting their feedback on this matter.
- On April 11, 2024, the ANSV Board assigned board members with their respective Clerk/Treasurers to review the possibility of hiring an ANSV staff person.

Considerations:

- Feedback from Villages predominantly focused on the need to answer key questions about the idea of an ANSV staff position, including specific job responsibilities, remuneration, qualifications, a funding model, and other parameters such as work location, benefits, and more.
- The success of this approach requires broad buy-in from the member Villages.
- Municipal Affairs is beginning to offer Villages a "seat at the table", the ANSV requires capacity to operate as a modern association that can effectively advocate for its members and provide a consistent representative.

DRAFT Job Description:

Job Title: Association of Nova Scotia Villages (ANSV) Coordinator

Summary: Reporting to the Board of Directors, the ANSV Coordinator acts as the liaison between the Board, the ANSV Members, the Government of Nova Scotia, and other stakeholders. This position includes administrative, planning, and financial responsibilities. The position requires an individual with great interpersonal and negotiation skills and who needs minimal supervision.

Responsibilities:

- Act as the main point of contact for the ANSV, including communications by phone, email, letter, and social media.
- Prepare professional correspondence for the ANSV as directed.
- Attend meetings, conferences, and working groups with the provincial government and other stakeholders on behalf of the ANSV as needed.
- Maintain the ANSV's public communications through tools such as social media and/or a website.
- Facilitate the quarterly ANSV Board meetings and the Annual General Meeting (AGM) by managing and communicating schedules to members, preparing invitations, preparing the agenda and meeting package, and taking the minutes.
- Aid the host Village in planning and coordinating the AGM and Conference.
- Maintain a list of grants that Villages may apply for.
- Keep the ANSV accounts and prepare financial statements, including the *Treasurers Report* for consideration by the Board.¹
- Keep up to date on important information impacting Villages and maintain the ANSV mailing list to ensure all members are informed of ANSV business or matters impacting Villages.
- Maintain a record of membership status, collect dues, and recruit non-member Villages into the ANSV.¹

Requirements:

- Minimum education: Secondary School Diploma, preference given to candidates with a post-secondary degree in a relevant field
- Minimum 5 years of work experience in a relevant field.
- Computer and technical skills, including use of basic office software.
- Experience with basic accounting / bookkeeping.¹
- Experience drafting letters, reports, briefings and other professional documents.
- Able to provide a clear criminal record and vulnerable sector check.
- Able to work some evenings and weekends.

The following are considered assets:

- Experience with Municipal Government, public policy, and/or government administration.
- Experience reporting to a board, commission, or similar body.
- Experience negotiating and liaising with government officials.
- Experience with the Municipal Government Act.

Note: This job description is not intended to be exhaustive. The employee may be required to perform other duties as assigned by the Board of Directors.

Work Location:

- There are two options that could be offered for work location:
 - The coordinator works from an Office in a "host village" or;

¹ Financial responsibilities could remain with the board treasurer and/or a clerk-treasurer to broaden the requirement pool.

- The coordinator works from home.
- Beyond physical work location, there may be an opportunity to partner with an existing organization in the province, e.g. A Village, AMANS, or other organization could host this position under their umbrella and make use of existing HR structures etc.

Compensation and Benefits:

- The ANSV must be willing to offer a compensation and benefits package sufficient to attract a valuable candidate. Initial considerations of salary suggest the position should be offered between \$30,000 and \$50,000 annual salary for a part-time position of 20 hours per week.
- In addition to compensation the offering should include a minimum of two weeks vacation time or 4% vacation pay in lieu of vacation time.
- The ANSV may be able to negotiate health, dental, LTD, pension and other benefits for this position via the NSFM or through an individual Village's insurance provider. What benefits are offered will likely depend on how many hours of work the position is offered. For example, the ANSV may agree to forgo offering benefits for a part time position.

Other budget considerations:

- The budget must include considerations for a cell phone, laptop, and travel expenses to conduct business effectively.

Basic Budget (year one):²

Expense	Cost
Basic Salary	50,000
vacation pay	2,000
Pension	1,500
laptop	1,500
office supplies	1,500
phone / plan	1,000
Travel	2,500
Total	60,000

Funding Model:

- The proposed funding model is based on a percentage of each Village's 2024-25 annual revenue, the actual percentage necessary to cover the budget will be calculated once a total budget is confirmed, as well as the number of villages paying the percentage rate versus the basic flat rate (see below).

² Basic budget figures for discussion purposes only

- Smaller villages with more modest budgets could be offered a basic flat rate (e.g. \$500) that would permit their participation in funding the position while creating as little a burden as possible on their operating budgets.
- There may be some provincial funding to subsidize the salary.

Next Steps:

If the Board is agreeable to the idea in principle, the next step is to communicate with member Villages and confirm buy-in.



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

12. Correspondence

Clerk Treasurer

From: Stephen North <north.appraisals@gmail.com>
Sent: August 6, 2025 9:34 AM
To: Clerk Treasurer
Subject: New Recreation Centre

I recently read the Kings County Regional Recreational Centre Feasibility Study. The study concluded that the Village of New Minas would be best suited as the location for the new recreation centre, as the village was centrally located within the required area. I understand, however, that the Municipality has entered into an agreement to purchase lands in Coldbrook, on the west periphery of the area. The location is not a convenient location with respect to the majority of the taxpayers within the study area. Is the Village planning to lobby against the decision? Thank you. Kind regards.

Clerk Treasurer

From: Clerk Treasurer
Sent: August 6, 2025 9:52 AM
To: Stephen North
Subject: RE: New Recreation Centre

Good morning, Mr. North – The Village of New Minas did lobby to have the recreation centre constructed within the village boundaries.

It is my understanding that the Town of Wolfville also raised concerns about locating the property to the west of Kentville.

However, we were unsuccessful, and the village is not a funding partner and so did not have an official voice at the table.

Given that the municipal funding partners (Town of Wolfville, Town of Kentville and Kings County) have agreed on and reached terms to purchase a site, I will not be recommending that village actively lobby at this stage against the selection.

I will bring your concern to the Village Commission at the next Commission meeting.

Best regards,

Jeff Lawrence

Clerk Treasurer/Chief Administrative Officer
t 902-681-0430 | e cao@newminas.com

Village of New Minas
9489 Commercial Street
New Minas, NS B4N 3G3
newminas.com

From: Stephen North <north.appraisals@gmail.com>
Sent: August 6, 2025 9:34 AM
To: Clerk Treasurer <CAO@newminas.com>
Subject: New Recreation Centre

I recently read the Kings County Regional Recreational Centre Feasibility Study. The study concluded that the Village of New Minas would be best suited as the location for the new recreation centre, as the village was centrally located within the required area. I understand, however, that the Municipality has entered into an agreement to purchase lands in Coldbrook, on the west periphery of the area. The location is not a convenient location with respect to the majority of the taxpayers within the study area. Is the Village planning to lobby against the decision? Thank you. Kind regards.