



Village of New Minas
Commission Meeting
December 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. November 10, 2025, Village Commission Meeting
5. Presentations:
6. Business Arising from Minutes:
 - a. RFD - Signing Authority Resolution – New Minas Water Commission
 - b. RFD – Signing Authority Resolution – Village of New Minas
7. Comments from the Chair
8. Public Input Specific to Agenda Topics
9. Committee Reports:
 - a. Beautification Committee — Draft minutes included in package
 - b. Finance & Audit Committee — No meeting since last report
 - c. Access and inclusion Working Group — Report Included
 - d. New Minas Water Commission — Draft minutes included in package
 - e. Regional Sewer Committee — Draft October 17 Minutes Included
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. Draft Shared Services Agreement- Custodial Services
12. Correspondence:
13. General Public Input
14. Closed Session
 - a. Negotiation/ Legal Opinion

b. Union Update

15. Adjournment



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

4. Minutes



Village of New Minas
Commission Meeting
November 10, 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 (With regrets)

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

1. Call to Order:

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

2. Disclosure of Conflict of Interest:

No conflicts of interest were declared.

3. Approval of the Agenda:

Motion:

THAT the Agenda for the November 10th, 2025, Commission Meeting be approved

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

4. Approval of Minutes:

a. October 04, 2025, Village Commission Meeting

Motion:

THAT the Minutes for the October 14th, Village Commission Meeting be approved.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

5. Presentations

6. Business Arising from Minutes:

a. RFD – Procurement of Strategic Planning External Facilitator

Natalie Palmer, Active Living Coordinator for the village, presented an RFD regarding the procurement of a strategic planning facilitator. After a discussion around the candidates, the following motion was put forward:

Motion:

THAT the Village of New Minas contract with Peak Experiences to facilitate a strategic planning exercise as per the terms of the submitted proposal.

M/D. Windle-Smith

S/ M. Munroe

Motion Carried

b. RFD – Contribution to ANSV Staff Position

J. Lawrence presented a memo summarizing where the various villages are regarding providing funding for an ANSV staff position.

After a discussion around the issue, the following motion was put forward:

Motion:

THAT the Village of New Minas commit to providing a financial contribution of \$8,000 to the Association of Nova Scotia Villages for the establishment of a staff position.

M/D. Windle-Smith

S/ J. Redmond

Motion Carried

7. Comments from the Chair:

There were no additional comments from the Chair.

8. Public Input Specific to Agenda Topics:

There was no public input

9. Committee Reports:

a. Access and Inclusion Working Group

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

Motion:

THAT the report for the Access and Inclusion Working Group be received as included in the November 10th, 2025, Commission agenda package and as verbally summarized by James Redmond.

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 November 10th, 2025, Commission agenda package.

Motion:

THAT the draft minutes for the New Minas Water Commission be received as included in the November 10th, 2025, Commission agenda package and as verbally summarized by James Redmond.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

c. Regional Sewer Committee

James Redmond provided a verbal summary of the draft minutes included in the November 10th, 2025, Commission agenda package.

Motion:

THAT the draft minutes for the Regional Sewer Committee meeting be received as included in the November 10, 2025, Commission agenda package and as verbally summarized by James Redmond.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

10. Staff Reports:

a. CAO/ Clerk Treasurer

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

Motion:

THAT the CAO/ Clerk Treasurer report be received as included in the November 10, 2025, Commission agenda package.

M/D. Windle-Smith

S/ J. Redmond

Motion Carried

b. Public Works

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

Additional points included:

- Zack Alcorn is back to work.
- Nelson Coleman is now a fulltime employee of public works
- Charles Hooper has replaced Logan Web as the Area Manager for Transportation and Public Work

Motion:

THAT the Director of Public Works report be received as included in the November 10, 2025, Commission agenda package.

M/ J. Redmond

S/ D. Windle-Smith

Motion Carried

c. Finance

Motion:

THAT the Manager of Finance report be received as included in the November 10, Commission agenda package.

M/ J. Redmond

S/ D. Windle-Smith

Motion Carried

d. Recreation and Community Development

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

Additional points included:

- There is a good mix of adults and youth participating in drop in volleyball.
- The fitness room numbers are remaining high.
- Natalie Palmer was awarded the Mayflower Community Cooperation Award at the Recreation Nova Scotia conference.
- Trunk or Treat was a great success this year.

Motion:

THAT the Director of Recreation report be received as included in the November 10, 2025, Commission agenda package.

M/ J. Redmond

S/ D. Windle-Smith

Motion Carried

11. New Business:

a. Resolution Regarding Banking (Water Commission)

After a discussion regarding signing authorities, the Clerk Treasurer/ CAO was asked to bring back a banking resolution to the December Village Commission meeting that requires one of the Chair and Vice Chair and one of the Clerk Treasurer/ CAO and Manager of Finance to sign any banking transactions.

12. Correspondence:

13. General Public Input:

- **Christina Sappington**
 - Councillor Sappington congratulated the Village for a very successful Trunk or Treat event.

14. Closed Session:

Dave Chaulk indicated that there was a need for an in-camera session to deal with matters relating to security, committee appointments, negotiations, a union matter.

At 7:25pm, the Commission adjourned to move into closed session to discuss in camera matters related to negotiations, personnel and security.

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 9:15pm the Commission reconvened the open session of the meeting.

• **Motions from Closed Session:**

a. Motion:

THAT the Commission accept the IT Assessment completed for the Village of New Minas and that the Commission authorize the expenditure of up to \$17,000 to address the issues listed as critical recommendations.

M/J. Redmond

S/ M. Munroe

Motion Carried

b. Motion:

That the Commission appoint Linda Martin as the citizen member of the Beautification Committee for a term ending August 31, 2027.

M/D. Windle-Smith

S/ M. Munroe

Motion Carried

c. Motion:

That the Commission appoint Michelle Coleman as the business community representative of the Beautification Committee for a term ending August 31, 2027.

M/D. Windle-Smith

S/ J. Redmond

Motion Carried

d. Motion:

That the Commission approve the recommendation of the Clerk Treasurer/ CAO as presented in the Confidential memo – Public Works Foreman report.

M/D. Windle-Smith

S/ J. Redmond

Motion Carried

15. Adjournment

There being no further business, Dave Chaulk called for a motion to adjourn at 9:30pm.

Motion:

THAT the meeting be adjourned.

M/J. Redmond

S/ D. Windle-Smith

Motion Carried

DRAFT



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

5. Presentations



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

6. Business Arising from the Minutes

New Minas Water Commission

Request for Decision (RFD)



To: Village of New Minas Commission
From: Jeff Lawrence, Clerk Treasurer/CAO
Date: December 8
Subject: Signing Authority Resolution

Recommendation:

That the Village of New Minas Commission approve the amended signing authority resolution for the New Minas Water Commission, as requested at the November 10th Commission meeting, to require **one of the Clerk Treasurer/CAO or Manager of Finance to sign, and one of the Chair or Vice Chair to sign** on behalf of the Commission.

Background:

The original resolution required **two of the Clerk Treasurer/CAO, Manager of Finance, Chair, and Vice Chair** to sign for banking and financial transactions.

At the November 10th Commission meeting, the Commission requested an amendment to the resolution. The proposed change would require **one signature from either the Clerk Treasurer/CAO or Manager of Finance, and one signature from either the Chair or Vice Chair**. This adjustment aims to ensure the appropriate oversight and accountability.

Discussion:

The proposed amendment aligns with the Commission's request and ensures that the signing authority remains balanced between administrative and governance roles. The Royal Bank of Canada will be provided with the updated resolution and specimen signatures once approved.

Options:

1. Approve the amendment to the resolution as requested.
2. Maintain the original resolution requiring two of the Clerk Treasurer/CAO, Manager of Finance, Chair, and Vice Chair to sign.
3. Propose an alternative amendment to the resolution.

Financial Implications:

There are no direct financial implications associated with this amendment.

Policy Implications:

The amendment will update the current signing authority policy for the New Minas Water Commission.

Motion:

That the Village of New Minas Commission approve the amendment to the signing authority resolution for the New Minas Water Commission, requiring one signature from either the Clerk Treasurer/CAO or Manager of Finance, and one signature from either the Chair or Vice Chair.

Appendix:

New Minas Water Commission Banking Resolution

Resolution Regarding Banking

For use by Cities, Towns, Villages, Municipalities, Hospitals, Regional Health Authorities, School Districts, Divisions and Regional Divisions, Self-Governed First Nations, and Treaty Nations



Legal Name

NEW MINAS WATER COMMISSION (the "Customer")

SRF No.

612403006

Address

9489 COMMERCIAL STREET NEW MINAS NS B4N 3G3

RESOLVED:

1. THAT **ROYAL BANK OF CANADA** ("Royal Bank") is appointed banker for the Customer.
2. THAT **ANY ONE OF JEFFREY A LAWRENCE OR SHELLY PALMER**
3. **WITH**
4. **ANY ONE OF DAVE R CHAULK OR JAMES REDMOND** are authorized on behalf of the Customer from time to time:

(Where possible, use titles only. If two or more must act together, use words showing joint action required, e.g. "the Mayor and the Treasurer jointly" or "the Mayor, the Treasurer and the Secretary or any two of them". If one of two or more may act alone, add "or any one of them.")

- (a) to withdraw or order transfers of funds from the Customer's accounts by any means including the making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;
- (b) to sign any agreements or other documents or instruments with or in favour of Royal Bank, including agreements and contracts relating to products or services provided by Royal Bank to the Customer; and
- (c) to do, or to authorize any person or persons to do, any one or more of the following:
 - (i) to receive from Royal Bank any cash or any securities, instruments or other property of the Customer held by Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;
 - (ii) to deposit with or negotiate or transfer to Royal Bank, for the credit of the Customer, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Customer, or any other name under which the Customer carries on business, on any security or instrument;
 - (iii) to instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Customer; and
 - (iv) to receive statements, instruments and other items (including paid cheques) and documents relating to the Customer's accounts with or any service of Royal Bank, and to settle and certify the Customer's accounts with Royal Bank.



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5. That all instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the Customer, and Royal Bank is hereby authorized to act on them and give effect to them.
6. That Royal Bank be furnished with:
 - (a) a copy of this Resolution; and
 - (b) a list of the names of the persons authorized by this Resolution to act on behalf of the Customer, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons;

each certified by the (1) **CLERK TREASURER/CAO** and (2) **CHAIR** of the Customer; and

(1) Insert "Mayor", "Chairman", etc. as the case may be.
(2) Insert "Clerk", "Secretary", "Treasurer", etc. as the case may be.

- (c) In writing, any authorization made under paragraph 2(c) of this Resolution.
7. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Customer until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Customer has its account.



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CERTIFICATE

We hereby certify that the above is a true copy of a resolution passed at a meeting of the **COUNCIL** of the Customer duly convened and regularly held in accordance with the law governing the Customer on **December 01, 2025**.

Authorized Person's Signature

Name: DAVE R CHAULK
Title: CHAIR/SIGNING OFFICER
Date:

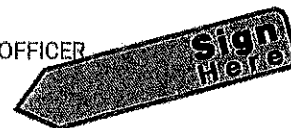
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Authorized Person's Signature

Name: JEFFREY A LAWRENCE
Title: CLERK TREASURER/CAO/SIGNING OFFICER
Date:

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Village of New Minas

Request for Decision (RFD)



To: Village of New Minas Council
From: Jeff Lawrence, Clerk Treasurer/CAO
Date: December 8
Subject: Signing Authority Resolution

Recommendation:

That the Village of New Minas Commission approve the amended signing authority resolution for the Village of New Minas, as requested at the November 10th Commission meeting, to require **one of the Clerk Treasurer/CAO or Manager of Finance to sign, and one of the Chair or Vice Chair to sign** on behalf of the Commission.

Background:

The original resolution required **two of the Clerk Treasurer/CAO, Manager of Finance, Chair, and Vice Chair** to sign for banking and financial transactions.

At the November 10th Commission meeting, Village of New Minas Commission requested an amendment to the resolution. The proposed change would require **one signature from either the Clerk Treasurer/CAO or Manager of Finance, and one signature from either the Chair or Vice Chair**. This adjustment aims to ensure the appropriate oversight and accountability.

Discussion:

The proposed amendment aligns with the Commission's request and ensures that the signing authority remains balanced between administrative and governance roles. The Royal Bank of Canada will be provided with the updated resolution and specimen signatures once approved.

Options:

1. Approve the amendment to the resolution as requested.
2. Maintain the original resolution requiring two of the Clerk Treasurer/CAO, Manager of Finance, Chair, and Vice Chair to sign.
3. Propose an alternative amendment to the resolution.

Financial Implications:

There are no direct financial implications associated with this amendment.

Policy Implications:

The amendment will update the current signing authority policy for the Village of New Minas.

Motion:

That the Village of New Minas Commission approve the amendment to the signing authority resolution, requiring one signature from either the Clerk Treasurer/CAO or Manager of Finance, and one signature from either the Chair or Vice Chair.

Resolution Regarding Banking

For use by Cities, Towns, Villages, Municipalities, Hospitals, Regional Health Authorities, School Districts, Divisions and Regional Divisions, Self-Governed First Nations, and Treaty Nations



Legal Name

VILLAGE OF NEW MINAS (the "Customer")

SRF No.

617121207

Address

9489 COMMERCIAL STREET NEW MINAS NS B4N 3G3

RESOLVED:

1. THAT **ROYAL BANK OF CANADA** ("Royal Bank") is appointed banker for the Customer.
2. THAT **ANY ONE OF JEFFREY A LAWRENCE OR SHELLY PALMER**
3. **WITH**
4. **ANY ONE OF DAVE R CHAULK OR JAMES REDMOND** are authorized on behalf of the Customer from time to time:

(Where possible, use titles only. If two or more must act together, use words showing joint action required, e.g. "the Mayor and the Treasurer jointly" or "the Mayor, the Treasurer and the Secretary or any two of them". If one of two or more may act alone, add "or any one of them.")

- (a) to withdraw or order transfers of funds from the Customer's accounts by any means including the making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;
- (b) to sign any agreements or other documents or instruments with or in favour of Royal Bank, including agreements and contracts relating to products or services provided by Royal Bank to the Customer; and
- (c) to do, or to authorize any person or persons to do, any one or more of the following:
 - (i) to receive from Royal Bank any cash or any securities, instruments or other property of the Customer held by Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;
 - (ii) to deposit with or negotiate or transfer to Royal Bank, for the credit of the Customer, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Customer, or any other name under which the Customer carries on business, on any security or instrument;
 - (iii) to instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Customer; and
 - (iv) to receive statements, instruments and other items (including paid cheques) and documents relating to the Customer's accounts with or any service of Royal Bank, and to settle and certify the Customer's accounts with Royal Bank.



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5. That all Instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the Customer, and Royal Bank is hereby authorized to act on them and give effect to them.
6. That Royal Bank be furnished with:
 - (a) a copy of this Resolution; and
 - (b) a list of the names of the persons authorized by this Resolution to act on behalf of the Customer, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons;

each certified by the (1) **CLERK TREASURER/CAO** and (2) **CHAIR** of the Customer; and

(1) Insert "Mayor", "Chairman", etc. as the case may be.

(2) Insert "Clerk", "Secretary", "Treasurer", etc. as the case may be.

- (c) in writing, any authorization made under paragraph 2(c) of this Resolution.
7. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Customer until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Customer has its account.



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CERTIFICATE

We hereby certify that the above is a true copy of a resolution passed at a meeting of the **COUNCIL** of the Customer duly convened and regularly held in accordance with the law governing the Customer on **December 01, 2025**.

Authorized Person's Signature

Name: DAVE R CHAULK
Title: CHAIR/SIGNING OFFICER
Date:

YYY	MM	DD
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Authorized Person's Signature

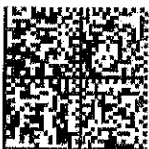
Name: JEFFREY A LAWRENCE
Title: CLERK TREASURER/CAO/SIGNING OFFICER
Date:

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

9. Committee Reports



Village of New Minas
Beautification Committee
November 19, 2025 @ 10:30 AM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

- Debra Windle-Smith, Commission Member & Chair
- Mary Munroe, Commission Member
- Cory Palmer, Director of Public Works
- John Ansara, Director of Recreation & Community Development

Members Absent:

- Linda Martin, Citizen Member
- Michelle Coleman, Business Representative
- Jeff Lawrence, Clerk Treasurer/CAO

Staff Present:

Others Present:

1. Call to Order:

The Chair called the meeting to order at _10:36_ am, welcoming those in attendance.

2. Approval of the Agenda:

Motion:

THAT the Agenda for the November 19, 2025, Beautification Committee Meeting be approved.

M/ Cory Palmer

S/ John Ansara

Motion Carried

3. Approval of Minutes:

- a. September 17, 2025, Beautification Committee Meeting

Motion:

THAT the Minutes for the September 17, 2025, Beautification Committee Meeting be approved as circulated.

M/ John Ansara

S/ Mary Munroe

Motion Carried

4. Business Arising from Minutes:

a. September 17, 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 reported that the Commission had discussed this issue and sign removal from NSPI poles by village public works staff will follow the status quo.

Note: Issue Resolved for purposes of Beautification Committee

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

C. Palmer provided the following update:

- No top soil, difficult for grass growth
- rock work to be completed in December

- iii. **Founding Fathers Park Update – D. Windle-Smith**

D. Windle-Smith reported that she met with M. Munroe, C. Palmer and J. Lawrence and the decision was to place this project on hold until after the strategic plan is completed.

Motion: Village to pay Ed Coleman honorarium of \$150 for work completed to date for historical facts provided

M/ Mary Munroe

S/ Debra Windle-Smith

Motion Carried

- iv. **Sign at Lonnie Milne – M. Munroe**

M. Munroe reported that Cory Palmer is to contact Peter Milne on her behalf to initiate conversation about new sign

- v. **Bench Dedication Program – D. Windle-Smith**

D. Windle-Smith presented a draft policy around a bench dedication program.

Draft discussed, committee opted to continue discussion at next meeting. No motion presented or passed.

After a discussion, the committee passed the following motion:

Motion:

THAT the Beautification Committee recommend to the Commission the adoption of the Bench Dedication Policy.

M/ **N/A**

S/

Motion Carried

5. Comments from the Chair

Debra reported that offer to two new committee members was made, however, both unable to attend this meeting due to conflicting schedules

6. New Business

NONE

7. Next Meeting Date:

The next Beautification Committee meeting is scheduled for January 21, 2026.

8. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 11:39 am.

Motion:

THAT the meeting be adjourned.

M/ **Mary Munroe**

S/ **John Ansara**

Motion Carried



Village of New Minas
Inclusion and Access Working Group
November 20th, 2025 @ 9:30 AM
Commission Room, LMCC
New Minas, Nova Scotia

Agenda

Members Present:

- Mary Munroe, Commission Member
- Cory Palmer, Municipal Operations Manager
- Katie MacArthur, Accessibility Coordinator
- John Ansara, Director of Recreation and Community Development
- Natalie Palmer, Active Living Coordinator

Absent with Regrets:

- Quentin Hill, Commission Member

1. Call to Order

Meeting was called to order at 9:46.

2. Approval of Agenda

The meeting agenda was approved as circulated.

Moved by Mary Munroe.

Seconded by Katie MacArthur.

3. Approval of Minutes

The September 25th, 2025 meeting minutes were approved as circulated.

Minutes were approved as circulated

Moved by Katie MacArthur.

Seconded by Mary Munroe.

4. New Business

a. Accessibility Community Engagement Sessions

The committee reviewed the outcomes of the recently completed Accessibility Community Engagement Sessions. Members discussed key themes and feedback gathered from participants, noting strong community interest in improving accessible pathways and park infrastructure.

- Insights from the sessions highlighted pathways as a priority area. The committee agreed to explore potential side projects identified during the engagement process in case cost prohibits the paved pathway project. **Natalie will assess estimated costs and proceed with applying for relevant grant funding to support these initiatives.**
- Committee members discussed the possibility of exploring funding to support to create a formal plan for Lockhart and Ryan
- Park. This would align with broader accessibility goals and ensure that the planning process is comprehensive and informed by community needs. **Natalie to explore funding options that would support the creation of a formal phased park plan.**

5. Ongoing Business

a. Accessibility Project Prioritization

The committee reviewed and prioritized upcoming accessibility projects based on key findings from the recent community engagement sessions. The following initiatives emerged as priority areas:

1. Construction of accessible pathways throughout Lockhart and Ryan Park to improve mobility and enhance access for local organizations such as the Flower Cart Group and CAPRE.
2. Servicing and adjusting power-operated doors, including resetting the duration that doors remain open to ensure they meet accessibility standards and user needs.
3. Upgrading accessible washrooms at the LMCC by adding additional grab bars and installing higher, more accessible toilet fixtures.
4. Implementing comprehensive wayfinding signage throughout the LMCC to improve navigation and support independent access for all users.

a. 5- Year Plan Discussion

Feedback from the engagement sessions will be incorporated into the development of a 5-year park plan. The committee acknowledged the value of the input received and will use it to guide priority-setting and long-term planning efforts.

6. Adjournment

Next meeting set for December 18th at 9:30 AM.



Draft Village of New Minas
New Minas Water Commission
November 25, 2025 @ 3:00 PM
Commission Room, LMCC
New Minas, Nova Scotia
DRAFT MINUTES

Members Present:

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

Members Absent:

Staff Present:

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

Others Present:

- None

1. Call to Order:

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

2. Approval of the Agenda:

Motion:

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

M/ D. Chaulk

S/ M. Stevens

Motion Carried

3. Approval of Minutes:

- a. October 28, 2025, Water Commission Meeting

Motion:

THAT the Minutes for the October 28, 2025, Water Commission Meeting be approved as circulated.

M/ B. MacArthur

S/ M. Stevens

Motion Carried

4. Business Arising from Minutes:

N/A

5. Comments from the Chair:

The Chair indicated that he had no additional comments.

6. Staff Reports:

a. Water Operations Report

C. Palmer provided a review of the highlights from the water operator's report.

Following the presentation there were discussions around the following:

- Bringing electricity to the Lockhart Ryan well. C. Palmer explained that the well is only used around 4 hours per week as it runs on propane. Bringing electricity to the site could add another 80 gallons per minute to the water supply.
- Infrastructure bottlenecks limiting water supply. C. Palmer explained that the challenge with water supply in New Minas is not the supply of water, but there are choke points in the system that limit our ability to bring the water online. It was agreed by consensus that administration will prepare a briefing for the Commission outlining the cost, benefit and potential funding source(s) to engage a consultant to prepare a master plan addressing the bottlenecks.

Motion:

THAT the Water Operations Report be received as circulated prior to the November 25, 2025, Water Commission meeting and as verbally summarized by the Director of Public Works.

M/ B. MaxcArthur

S/ M. Stevens

Motion Carried

7. New Business

a. New Minas Water Utility Taxation Status - 2026 Assessment Roll

J. Lawrence spoke to the email received from Paul Beazley, Municipal Account Manager with PVSC whereby Mr. Beazley indicated that classification for the water tank and land located identified as AAN 04764439 will be changed from 100% Commercial Exempt to Commercial Taxable and Resource Taxable

J. Lawrence indicated that he has forwarded the email to the village solicitor and is awaiting comment.

8. Correspondence:

There was no correspondence

8. Other Business

9. Public Input:

There was no public input.

10. Adjournment:

There being no further business, the Chair called for a motion to adjourn at 4pm.

Motion:

THAT the meeting be adjourned.

M/ D. Chaulk

S/ M. Stevens

Motion Carried

**THE MUNICIPALITY OF THE COUNTY OF KINGS
REGIONAL SEWER COMMITTEE
Friday, October 17, 2025
MINUTES**

Meeting Date and Time

A meeting of the Regional Sewer Committee was held on Friday, October 17, 2025, at 10:00 a.m. at the Municipal Complex in Coldbrook, Nova Scotia.

1. Roll Call

In attendance:

*Municipality of the
County of Kings:*

Everett MacPherson, Councillor (Alternate / voting member)
Dave Corkum, Mayor (ex-officio)
Scott Conrod, CAO
Brad Carrigan, Director of Engineering & Public Works
Mike Livingstone, Director of Finance and IT
Stephanie Elliott, Recording Secretary

Town of Kentville:

Cate Savage (Vice Chair / voting member)
Dave Bell, Director of Engineering & Public Works

Village of New Minas:

James Redmond, Commissioner (voting member)
Cory Palmer, Director of Public Works

Regents:

Tim Harding, Councillor (Chair / voting member)
Rachel Hittle, Site Manager, PepsiCo (voting member)

Meeting Called to Order

Councillor Savage called the meeting to order at 10:04 a.m. Roll call was taken.

2. Approval of Agenda

On motion of Councillor MacPherson and Commissioner Redmond, that the October 17, 2025, agenda be approved as circulated.

Motion Carried.

3. Disclosure of Conflict-of-Interest Issues

None

4. Business Arising from Minutes

None

5. Desludging Contract

- The Committee was convened to review a present-day contract (including change orders) with GFL

having a value of \$991,144 (pre-tax). The unit-based contract reached the budgeted amount with approximately 50% Bone Dry Tons yet to be removed.

- The committee members discussed their desire to remove the balance of the biosolids in cell two to mitigate the risk of odour going forward.

On motion of Commissioner Redmond and Councillor MacPherson, that the Regional Sewer Committee accept the Municipal staff recommendation to issue an additional Purchase Order to GFL for continued desludging in cell 2 in the amount of \$1,000,000 (pre-tax) and to finance the Incremental Purchase Order from the Regional Sewer Capital Reserve.

Motion Carried.

Mayor Corkum arrived at 10:22 a.m.

6. Partner Updates

None

7. Other Business

None

8. Adjournment

On motion of Commissioner Redmond and Councillor MacPherson, there being no further business, the meeting adjourned at 10:44 a.m.

Motion Carried

Approval:

Regional Sewer Committee



TO	Regional Sewer Committee
PREPARED BY	Christopher Llewellyn, Compliance Officer
MEETING DATE	November 27, 2025
SUBJECT	Regional Environmental Compliance Update

RECOMMENDATION

That the Regional Sewer Committee accept the Regional Environmental Compliance Update for Information.

INTENT

To provide an update to the Regional Sewer Committee on the state of the Regional's effluent compliance per its *Approval to Operate*.

DISCUSSION

This briefing relates to the Regional Wastewater Treatment Facility (WWTF) treated effluent compliance for the first (Q1), second (Q2), third (Q3) and roughly 50% of the fourth (Q4) quarter.

Treated Effluent Compliance 2025

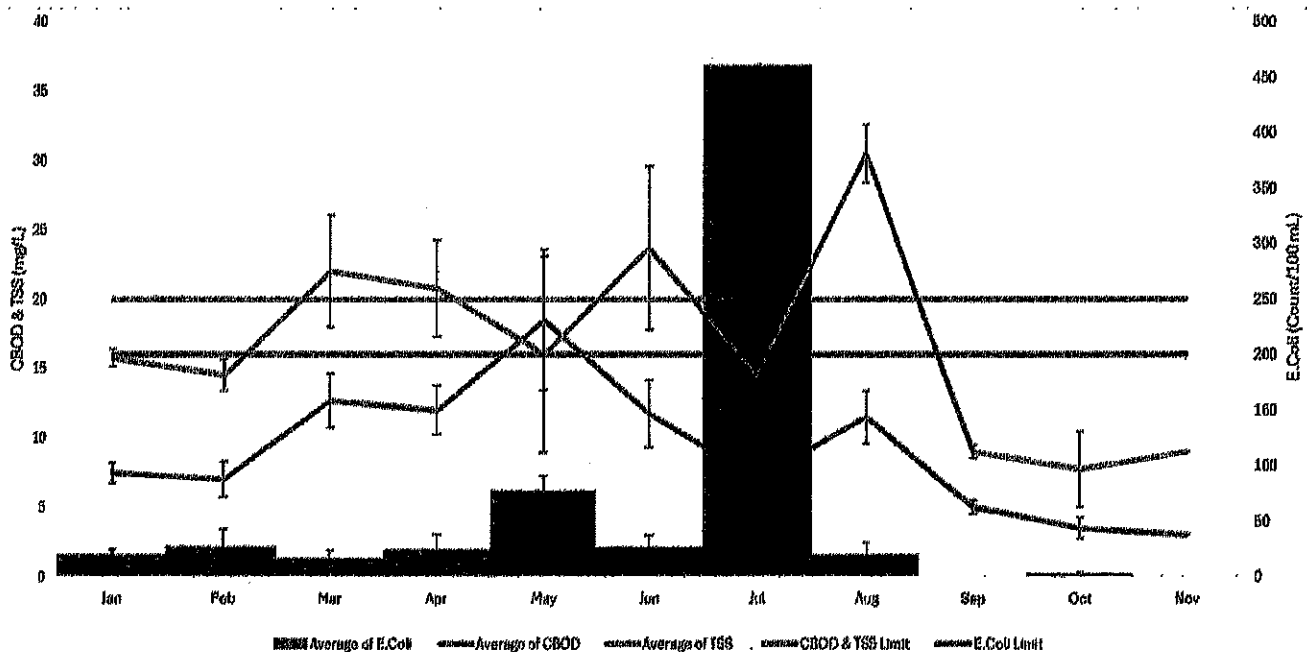


Figure 1: Treated Effluent Compliance (January 2025 – Present).

Note: Only one sample was taken for E. coli in July.

Date	eBOD mg/L	TSS mg/L	e-coli 200 count/100 ml	pH
1/8/2025	9	18	20	7.26
1/15/2025	6	15	10	7.33
1/22/2025	6	15	30	7.28
1/29/2025	9	15	-	7.37
2/5/2025	7	12	80	7.31
2/12/2025	4	15	0	7.33
2/19/2025	11	18	10	6.79
2/26/2025	6	13	20	7.12
3/5/2025	9	13	0	7.10
3/12/2025	17	30	30	7.09
3/26/2025	12	23	20	7.22
Average	9	17	12	7.20

Table 1: 2025 Q1 Treated Effluent Compliance

Date	eBOD mg/L	TSS mg/L	e-coli 200 count/100 ml	pH
4/2/2025	18	22	40	7.23
4/9/2025	11	26	0	7.16
4/23/2025	10	26	60	7.11
4/30/2025	9	9	0	6.97
5/7/2025	4	6	80	7.77
5/14/2025	14	26	50	7.66
5/21/2025	29	algae	120	6.77
5/28/2025	27	algae	60	7.87
6/4/2025	18	algae	50	7.76
6/11/2025	14	36	40	7.65
6/18/2025	10	24	20	7.66
6/26/2025	5	11	0	7.57
Average	14	23	19	7.43

Table 2: 2025 Q2 Treated Effluent Compliance

Date	eBOD mg/L	TSS mg/L	e-coli 200 count/100 ml	pH
7/3/2025	5	10	-	-
7/31/2025	9	19	461	7.37
8/7/2025	5	26	0	7.12
8/14/2025	14	33	0	7.33
8/21/2025	14	36	50	7.27
8/28/2025	13	27	30	7.72
9/11/2025	6	9	0	7.56
9/18/2025	5	10	0	7.81

9/25/2025	4	8	0	7.74
Average	8.3	19.8	67.6	7.40

Table 3: 2025 Q3 Treated Effluent Compliance

Date	BOD mg/L	TSS mg/L	e-coli 200 count/100 mL	pH
10/2/2025	6	16	0	7.69
10/8/2025	3	9	10	7.76
10/15/2025	2	2	0	6.91
10/22/2025	3	4	0	6.82
11/5/2025	3	9	0	7.55
Average	3.4	8.0	2.0	7.35

Table 4: 2025 Q4 Treated Effluent Compliance (Incomplete at time of reporting)

The Regional WWTF was compliant in Q1 of 2025 with its Treated Effluent requirements. However, in Q2, the Facility experienced an increase in its TSS outputs, which in some instances can directly be attributed to the presence and proliferation of algae throughout Cells 3 – 5. Thus, in Q2, TSS was not compliant with the Facility's *Approval to Operate*; however, was compliant with the Federal Guideline of ≤ 25 mg/L. All other monitoring parameters were compliant.

For Q3 of 2025, the Regional WWTF was compliant with its Treated Effluent requirements. However, TSS was borderline for Provincial requirements at 19.8 mg/L. So far in Q4, the Regional WWTF has performed well within the facility's *Approval to Operate*.

Acute Lethality (Rainbow Trout Toxicity):

The Regional WWTF is also required to conduct quarterly acute lethality testing per its *Approval*.

- The Regional WWTF met compliance in both Q1 and Q2 of 2025 with "0% Total Mortality" and zero (0) stressed fish over the 96-hour tests.
- The Regional WWTF met compliance in Q3 with 0% mortality and zero (0) stressed fish over the 96-hour test.

User Loading Reports

See *Appendix A*.

System Improvements

The Municipality has contracted CBCL Consulting to conduct an Optimization Study for the Regional WWTF. The study is to address the Facility's needs through to 2050.

Their work will generate recommendations related to process upgrades including without limitation pre-screening solutions, possible conversion to alternative treatment technologies, post-treatment clarification or filtration, sludge management solutions and overall sewer treatment facility optimization. The study will encompass the type of incoming waste and projected growth and development in the area.

CBCI continues to review the Facility's historical data, performance, etc. and provide recommendations on how to move forward with a sound and reliable system.

Investigative monitoring related to inline technologies at various lift stations to better quantify and understand the Facility's loading continues.

FINANCIAL IMPLICATIONS

There are no financial implications to this briefing note.

STRATEGIC PLAN ALIGNMENT

	Strong Communities	
✓	Environmental Stewardship	Community Based Environmental Projects
	Economic Development	
	Good Governance	
✓	Financial Sustainability	Management of Existing and Future Assets
	Other	

APPENDICES

Appendix A: User Loading Reports

APPROVALS

Brad Carrigan, Director of Engineering & Public Works

November 14, 2025

Scott Conrod, Chief Administrative Officer

November 19, 2025



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

10. Staff Reports

Information Report

To: Village Commission

By: Jeff Lawrence, Clerk Treasurer/CAO

Meeting Date: December 8, 2025

Subject: Monthly Report — Clerk Treasurer/CAO



Monthly Report — Clerk Treasurer/CAO

Highlights of the Past Month:

- Continue to work with administration and stakeholders to move forward initiatives including Strategic planning, the IT Audit, potential Village applications for AI, and a possible camera installment project. The strategic planning document is time sensitive due to its importance in informing the budget.

Regularly Scheduled Meetings:

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

- Individual meetings with Department Heads
- Beautification Committee
- Water Commission

Other Notable Meetings:

- Held discussions with Jeff Hanshaw, Custom Page Media and Consulting Inc, to kick start the process of addressing the critical issues identified in the IT audit.
- Held discussions with Erica Dominey and Tanisha Palmer to establish a date to present to staff regarding potential AI applicability to village operations.
- Held discussions with Natalie Palmer and Craig Kennedy (Peak Experience) to establish the timeline for the Village Strategic Planning project.
- Attended a kickoff meeting to begin the strategic planning process.
- Attended a mediation session regarding a grievance filed by the public works union.
- Attended a meeting regarding the path forward for the New Minas Business Association.
- Met with the Clerk Treasurer for the Village of Port Williams regarding a potential shared services agreement for custodial services.

Professional Development:

- N/A

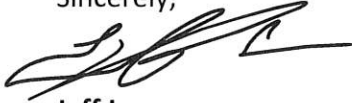
Outlook for Next Month:

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

- Work to facilitate the strategic planning process
- Attend the AI training session
- Continue to action areas identified as critical in the IT Audit
- Secure Quotes from three vendors for a camera installation
- Attend Commission and Committee meetings

- Attend Department Head meetings (collective and individual)

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Lawrence', with a stylized flourish at the end.

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: December 8, 2025

Subject: Monthly Report — Director of Public Works



Monthly Report — Director of Public Works

Staff Update:

Mark Jackson has retired from the Village of New Minas. We have posted internally and externally for the foreman position. We have also posted to fill the vacant labourer position. The posting will be available until December 12 for the labourer position and December 19 for the foreman position. The hope is to fill both positions in January.

Current Projects/Work:

- The hydrant flushing has been completed.
- Christmas lights and banners were installed before the Parade of Lights. I believe that we should review the short period between Remembrance Day and the Parade of Lights. We made it happen this year, but if the timeline stays the same next year, we will only have 2 days to get the banners installed.
- The gardens have been trimmed for the winter. Some plants are not to be trimmed until the spring, i.e. the tall grass.
- We are still cleaning up the leaves from Lockhart Ryan Park.
- All the picnic tables have been removed from the parks and stored at the Lockhart Ryan Park Facility.
- All the snow clearing machines are ready for the salting and plowing season. We have purchased salt and have it stored.
- A back flow preventer was installed on the Rec Office at LRP to reduce the risk of another flood. The yard will need to be cleaned up in the spring.

Long-Term Projects:

- I have sent a request for quotes to 3 engineering firms to complete a detailed study on the water system. The study would identify capacity constraints for growth, provide the solutions to eliminate the constraint, and provide cost estimations to address the constraint.
- The sewer capacity study should be completed by mid January in preparation for 2026-2027 budget year.

Professional Development:

- Shawn Cornelius traffic signing course is scheduled for December 9-10. We have removed Nelson from the course as we do not require 4 people with this training.
- Cory completed JOHSC committee training on November 27. Due to the number of high priorities in December, all other training has been moved to 2026.

Information Report

To: Village Commission

By: Cory Palmer

Meeting Date: December 8, 2025

Subject: Monthly Report — Director of Public Works



- Nelson has been trained on the Holder machine and was out driving the route without snow to ensure he was prepared.
- Zach is challenging the operator level 1 exam in December.

Outlook for Upcoming Months:

- The installation of the rain gutter on the back of Jones Road will be completed before December 18.
- Water meter readings will be occurring the week of December 8.
- We will be erecting a temporary storage shed for equipment at LRP facility. The equipment is presently stored in the elements, and we are seeing premature rusting and equipment issues. The temporary storage shed will be erected in December.
- If the weather cooperates, we will be fixing valves on Emily Street and Deep Hollow Road.
- We will be removing obsolete equipment from our water facilities during the winter months.

Information Report (Agenda Item 9.c.)
To: Village Commission
By: Shelly Palmer, Manager of Finance
Meeting Date: December 8, 2025
Subject: Monthly Report — Manager of Finance



Monthly Report — Manager of Finance

Summary:

The Finance Department is working on completing December's tasks before Christmas break. Door knockers for water disconnections should be going out as well to clear up the few outstanding accounts.

Current Tasks/Projects:

- Working on Septembers Bank Reconciliation, I hope to have them completed before Christmas break.
- Third Quarterly Due to/from and HST, will be completed sometime in January.

Budget Update:

Property Taxes	Budgeted	Collected Year to Date November 30
• Residential	\$1,444,101	\$1,63,6423.85
• Commercial	\$938,067	\$859,843.77
• Resource	\$8,570	\$7,965.04
Sewer	Budgeted	Collected Year to Date November 30
• Usage Charges	\$776,000	\$608,107.72
Water	Budgeted	Collected Year to Date November 30
• Metered Sales	\$857,000	\$647,824.93
• Sprinkler Service	\$4,999	\$3,875.39

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: December 8, 2025

Subject: Monthly Report — Director of Recreation & Community Development



Monthly Report — Director of Recreation & Community Development

Summary:

- Successful "Parade of Lights" event, November 15
 - Over 40 participants in parade, very large crowd, incredibly positive feedback on social media
 - "Santa at the Mall" kicked off, runs Nov 16 – Dec 23
- Access and Inclusion community feedback sessions (Nov 6) provided valuable insight to community needs about Lockhart Ryan Park, interior + exterior of Louis Millett Community Complex
- Craft Fair (Nov 9)
- ALC (Active Living Coordinator) attended a Youth Leadership Workshop in Canning as part Valley Recreation

Current Tasks/Projects:

- Spring program delivery
- Planning for Senior's Holiday Dinner
- Light replacement in LMCC gym
- Winter program preparation, including registration
- Capital and operational budget prep

Long-Term Projects:

- Recreation Dept Strategic Planning, including capital forecast

Meetings:

- Access and Inclusion working group (Nov 20)
- Beautification (Nov 19)
- Joint Occupational Health and Safety (Nov 6)

Professional Development Summary:

- Valley Rec Winter Meetings Dec 10 & 11

Outlook for Next Month:

- Rec Director + ALC part of PD Committee for Valley Recreation Winter Meeting Dec 10 & 11
- Continued Strategic Planning Support (Natalie)



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

11. New Business

Village of New Minas

Request for Decision (RFD)



Date: December 8, 2025

To: Village of New Minas Commission

From: Jeff Lawrence, CAO-Clerk Treasurer

Subject: Approval of Shared Services Agreement for Janitorial Services

1. Purpose

To seek Commission approval for the execution of a Shared Services Agreement between the Village of New Minas and the Village of Port Williams for janitorial services.

2. Background

Both Villages have historically cooperated informally to provide janitorial support when needed. This arrangement has been beneficial but lacked formal structure. The proposed agreement (attached) establishes a clear framework for shared services under the authority of the Municipal Government Act, SNS 1998, c.18.

3. Benefits

- Formalizes the existing relationship between the Villages, ensuring continuity and clarity.
- Provides certainty regarding employer responsibilities, confirming that employees remain under their original employment contracts and protections.
- Defines billing structure and billable items, including hourly rates based on existing employment contracts plus statutory contributions (EI and CPP).
- Clarifies scope of services, including coverage for vacation/sick leave, special events, and large cleaning tasks.
- Establishes standards of performance and liability, ensuring compliance with health, safety, and insurance requirements.

4. Financial Implications

Costs will be incurred only when services are requested. Billing will be based on actual hours worked at the employee's regular rate plus employer contributions. Invoices will be submitted monthly and payable within 30 days.

5. Decision Options

1. Approve the Shared Services Agreement and authorize the Chair and CAO to execute the agreement on behalf of the Village.
2. Do Not Approve the Shared Services Agreement.
3. Defer the decision to a future meeting for further review or clarification.

6. Recommendation

That the Village of New Minas Commission approve the Shared Services Agreement for Janitorial Services and authorize the Chair and CAO to execute the agreement on behalf of the Village.

7. Motion Template

Moved by _____, Seconded by _____, that the Village of New Minas Commission approve the Shared Services Agreement for Janitorial Services between the Village of New Minas and the Village of Port Williams and authorize the Chair and CAO to execute the agreement on behalf of the Village.

8. Attachments

- Draft Shared Services Agreement (including Exhibit A – Description of Services)

SHARED SERVICES AGREEMENT FOR JANITORIAL SERVICES

This Shared Services Agreement ("Agreement") is entered into on this ____ day of _____, 20__, by and between:

Village of Port Williams, a body corporate under the Municipal Government Act of the Province of Nova Scotia, having its principal offices at 1045 HWY 358, Port Williams, Nova Scotia ("Port Williams"),

AND

Village of New Minas, a body corporate under the Municipal Government Act of the Province of Nova Scotia, having its principal offices at 9489 Commercial Street ("New Minas").

Port Williams and New Minas may be referred to herein singularly as the "Party" or collectively as the "Parties."

WHEREAS, both Parties have the need for reliable janitorial services to maintain the cleanliness, sanitation, and general upkeep of their community centres;

WHEREAS, the Parties desire to enter into a shared services arrangement to provide janitorial services in a cost-effective and efficient manner;

WHEREAS, the Parties are authorized pursuant the *Municipal Government Act*, SNS 1998, c 18, to enter into shared services agreements;

NOW THIS AGREEMENT WITNESSETH that in the consideration of covenants, promises and agreements hereinafter contained to be by them observed, performed and paid, the Parties mutually agree as follows:

1. Purpose

The purpose of this Agreement is to establish a cooperative arrangement under which the Parties will provide mutual janitorial services as described in **Exhibit A**, attached hereto and forming part of the agreement. Services are to be provided on an as needed basis and at the discretion of the Parties and subject to the availability of staff.

2. Scope of Services

A detailed description of the scope of service is set forth in **Exhibit A**.

3. Term

This Agreement shall commence on the ____ day of _____, 20____, and shall remain in effect for a period of one (1) year unless earlier terminated in accordance with Section 9. This Agreement may be extended for additional one-year terms upon mutual written agreement of the Parties.

4. Compensation

The Parties agree to compensate the other for janitorial services provided on an hourly basis at the regular rate paid to the employee, based on their existing employment contract plus the employer's portion of the Employment Insurance and Canada Pension Plan calculations for the total hours worked.

Invoices shall be submitted monthly, and the Parties shall remit payment within thirty (30) days of receipt.

5. Personnel

The Parties remain responsible to uphold the employment contracts and all applicable employment standards for their respective employees. An employee providing services pursuant to this agreement is considered a contractor and not an employee of the Party in receipt of the service. An employee performing work pursuant to this agreement shall receive all protections afforded to an employee by their existing employer.

6. Supplies and Equipment

Unless otherwise agreed, the Parties shall provide all necessary supplies, tools, and equipment required for the provision of janitorial services at their respective facilities.

7. Standards of Performance

Services provided under this Agreement shall be performed in a professional and workmanlike manner, in accordance with applicable health, safety, and environmental regulations and standards.

8. Insurance and Liability

Each Party shall maintain general liability and workers' compensation insurance in accordance with applicable Nova Scotia laws. Each party shall be responsible for its own insurance premiums, including workers compensation premiums. Each Party shall be responsible for its own acts or omissions and those of its officers, employees, and agents. Nothing in this Agreement shall be construed to create or extend liability beyond statutory limitations.

9. Termination

Either Party may terminate this Agreement upon ninety (90) days' prior written notice to the other Party. In the event of a material breach, the non-breaching Party may terminate this Agreement with thirty (30) days' written notice if the breach is not cured.

10. Indemnification

Each Party shall indemnify and hold harmless the other Party from and against any and all claims, damages, losses, and expenses, including reasonable legal fees, arising out of or resulting from the negligent acts or omissions of its officers, agents, employees, or contractors in connection with the performance of this Agreement.

11. Dispute Resolution

In the event of a dispute arising under this Agreement, the Parties shall attempt in good faith to resolve the dispute through negotiation. If resolution is not achieved within thirty (30) days, the Parties agree to mutually terminate the agreement without further action.

12. Miscellaneous

a. Entire Agreement. This Agreement constitutes the entire understanding between the Parties and supersedes all prior oral or written agreements regarding the subject matter herein.

b. Amendment. This Agreement may be amended only by a written instrument signed by both Parties.

c. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Province of Nova Scotia.

d. Severability. If any provision of this Agreement is held to be invalid, the remainder shall remain in full force and effect.

e. Notices. All notices under this Agreement shall be in writing and delivered personally, by courier, or by registered mail to the addresses stated above.

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed this ____ day of ____, 2025.

VILLAGE OF NEW MINAS

_____)	Per: _____
Witness)	Dave Chalk, Chair
)	
_____)	Per: _____
Witness)	Jeff Lawrence, CAO-Clerk Treasurer

VILLAGE OF PORT WILLIAMS

_____)	Per: _____
Witness)	Lewis Benedict, Chair
)	
_____)	Per: _____
Witness)	Brock McDougall, CAO-Clerk Treasurer

Exhibits:

- **Exhibit A** – Description of Services

Exhibit A

Description of Services

1. Locations to be Serviced

Janitorial services under this Agreement will be provided at the following facilities:

Louis Millett Community Complex	9489 Commercial St, New Minas, NS B4N 3G3
Port Williams Community Centre	1045 Main St, Port Williams, NS B0P 1T0

2. Scope of Services

The intent of the agreement is to provide the Parties with options when additional janitorial staff are required. Circumstances where this agreement may be exercised include but are not limited to:

- Coverage for Vacation Leave, Sick Leave, and other short-term leaves
- Additional support for special events
- Additional support for large cleaning tasks (e.g. strip and wax floors)

The types of services that may be performed include but are not limited to:

- Empty waste and recycling receptacles and replace liners.
- Sweep/vacuum entryways, hallways, and common areas.
- Mop hard surface floors in restrooms, kitchens, and foyers.
- Clean and disinfect restroom fixtures, counters, and floors.
- Refill restroom supplies (soap, toilet paper, paper towels).
- Wipe down high-touch surfaces (e.g., doorknobs, light switches).
- Dust horizontal surfaces, ledges, and baseboards.
- Clean interior glass and mirrors.
- Spot clean walls and doors.
- Clean inside windows and glass partitions.
- Deep-clean flooring (e.g., scrub/machine clean).
- Dust ceiling vents and light fixtures.
- Clean exterior windows.
- Strip and wax floors.
- Carpet shampooing or extraction.

- Snow/salt removal from entryways.

3. Additional Notes

- All cleaning chemicals and supplies will meet Health Canada standards.
- Personnel working pursuant to this agreement must check in with Village Office staff before commencing work each day.
- Concerns or service issues should be reported to an administrator on site.

DRAFT