

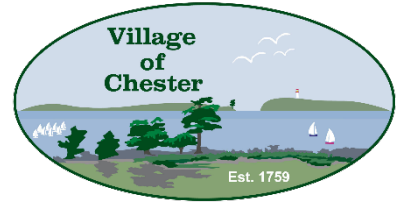
Agenda

Village Commission Monthly Meeting Wednesday, Dec 17, 2025 @ 6:00 pm

In-Person & Virtual Meeting

Village Commission Office, 27 Pleasant Street, Chester

Zoom <https://us02web.zoom.us/j/81480733054> or [YouTube Live](#)



1.0 Call to Order/Land Acknowledgement

- *As we meet today, we acknowledge that we live in Mi'kma'ki, the traditional and ancestral territory of the Mi'kmaq people. We are all treaty people with a responsibility to each other and to this land.*

2.0 Public Forum

- *In-person or over Zoom: Members of the public are welcome to speak and/or ask questions of the Village Commission (10 min)*

3.0 Approval/Amendment of Agenda

p. 1

4.0 Approval/Amendment of Minutes

4.1 Monthly Commission Meeting: Nov 19, 2025

p. 3

5.0 Business Arising

5.1 Update: Zoé Vallé Memorial Library Proposal

5.2 Update: Lido Pool Sign

p. 9

6.0 Correspondence

6.1 MODC: Council Discussion on Committee Structure

p. 10

7.0 Reports and External Committees

7.1 Report from the Chair

7.2 Clerk/Treasurer Report

p. 11

7.3 (a) Chester Fire Services Committee: Nov 5, 2025

p. 13

(b) MODC Fire Advisory Committee: Nov 19, 2025

p. 18

7.4 Lunenburg County Accessibility Committee

7.5 MODC Village Planning Advisory Committee: Mar 11, 2025 p. 23

7.6 MODC Equity, Diversity & Inclusion Committee: Jun 10, 2025 p. 28

8.0 New Business

8.1 Village Logo

9.0 Commissioner Roundtable

10.0 In-Camera – Nil

11.0 Resumption of Public Meeting – Nil

12.0 Adjournment

Next Meeting(s)

- Monthly: Wednesday, Jan 21, 2025 @ 6:00 pm
- Monthly: Wednesday, Feb 18, 2026 @ 6:00 pm

Schedule 4.1

Minutes DRAFT

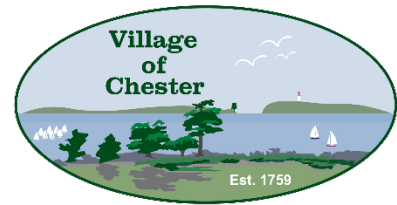
Village Commission Monthly Meeting

Wednesday, November 19, 2025 – 6:00 pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

Video Archive <https://www.youtube.com/@villageofchesterns>



Present: Geraldine Pauley, Chair
 Randall O'Malley, Vice-chair
 Laura Mulrooney, Commissioner
 Tom Mulrooney, Commissioner

Staff: Heather McCallum, Clerk/Treasurer (C/T)
 Maxine Veinot, Recording Secretary

Guests: Councillor Tom Bremner, MODC District 3

Regrets: Gloria Nauss, Commissioner

1.0 Call to Order

Chair Pauley called the November 19, 2025 Regular Monthly Meeting of the Village of Chester Commission to order at 6:00 pm.

Chair Pauley stated the Land Acknowledgement:

As we meet today, we acknowledge that we live in Mi'kma'ki, the traditional and ancestral territory of the Mi'kmaq people. We are all treaty people with a responsibility to each other and to this land.

2.0 Public Forum

There were no members of the public wishing to speak.

Commissioner T. Mulrooney asked Councillor Bremner to pass along a sincere thank-you to the Municipality's Public Works employees for the excellent job they did cleaning up around the cenotaph the day before Remembrance Day.

3.0 Approval/Amendment of Agenda

Chair Pauley asked if there were any additions to the agenda. Commissioner T. Mulrooney requested discussion of the Jib Lot and the sidewalk on Water Street, as well as a roundtable item. (The latter does not require an agenda amendment.)

Action: The Jib Lot and sidewalk items will be deferred to 2026/27 budget deliberations for 2026/27 in the New Year.

The Agenda of November 19, 2025 was approved as presented by consensus.

4.0 Approval/Amendment of Minutes

4.1 Monthly Commission Meeting: Wednesday, October 15, 2025

Motion #25-082: Commissioner T Mulrooney moved; Vice-Chair O'Malley seconded: That the Minutes of the October 15, 2025 Monthly Commission Meeting be approved as presented.

Motion carried unanimously.

5.0 Business Arising

5.1 Lido/Public Washroom Roadside Sign: Discussion

C/T McCallum displayed some photos to assist in the discussion (*Schedule 5.1*).

- Complaints

Commissioners have had some public complaints about the new sign, as well as positive comments. No action will be taken at this time.

- Location

The Commission viewed the current sign location from the intersection and with cars parked to check the view. At the other end of the parking lot the washroom building drops below grade, and with cars parked it is difficult to see the building. The Commission agreed that the current location is the best for visibility.

- Branding

Chair Pauley commented on her preference for Village of Chester branding to be added to the sign. This can be accommodated by the grant funding.

- Construction

The Commission reviewed the sign producer's comments on the visible bowing and its effect on paint on the letters. The Clerk/Treasurer confirmed there is a one-year warranty from installation.

Motion #25-083: Chair Pauley moved; Vice-Chair O'Malley seconded. That the Commission let the sign weather over the winter and revisit this conversation in the spring prior to the warranty expiring.

Motion carried unanimously.

Action: The Village branding add-on to the sign will go ahead. Some version of “closed for the season” will be investigated.

5.2 Visitor Information Centre (VIC): End of Season Reports

Chair Pauley reviewed the TIAN report and costs ([Schedule 5.2](#)). The VIC supported the Village, wider Municipality, and the South Shore. Village Merchants appreciated the customers sent their way.

The Village Information Center was opened May 31st, and closed middle of October. She noted visitation was as high in September as it was in August. While it is officially closed now if anyone (i.e., a bus tour) is looking for information on Chester, the station master next door at Station Antiques, Ryan Cameron, can let people in.

Discussions are underway with MODC Economic Development about the 2026 season. MODC will order and store brochures, maps, etc. Currently, MODC is planning to assign their tourism summer student for one or two days a week to the VIC, assuming they are successful in getting one.

6.0 Correspondence

6.1 MODC: Coastal Regulations Public Open House Sessions

The email and poster from the Municipality’s Planning Department were included for information. Note that the Village of Chester session will be held on Monday, November 24th, 6-8:00 pm, at St. Stephen’s Community Centre (Tuck Hall).

7.0 Reports

7.1 Report from the Chair

Chair Pauley reported that she attended the Chester Municipal Chamber of Commerce start-up meeting. She commented that the meeting was not as well attended as she had expected. New executives were elected, and there is budget to re-start their activities.

Whether or not the Village becomes a formal member of the Chamber is to be determined. The Village Commission will support both the Chamber and the Chester Merchants Association’s efforts.

7.2 Clerk/Treasurer Report

C/T McCallum presented the monthly activity and financial overview report ([Schedule 7.2](#)).

She was asked to circle back with the Municipal Public Works about the snowbanks being removed completely, as was done in the past. When not removed the already narrow Village streets become very difficult to navigate.

C/T McCallum reported that she received confirmation from MODC regarding waste stations provided by MODC in the Village at (1) Lordly Park, (2) Freda's Beach, (3) Water Street, (4) Old Trunk #3 Trail Head. Dog waste is being dumped Pig Loop Road where dog waste is being dumped.

Action: Clerk/Treasurer McCallum will follow up with MODC Public Works about snowbanks, and to request a dog waste sign and/or station be installed in the area on Pig Loop Road (approximate address to be confirmed).

The Fall Newsletter is approved for distribution, with one change of photo.

7.3 Chester Fire Services Committee (CFSC) & MODC Fire Advisory Committee (FAC)

The CFSC's approved minutes of October 1, 2025 were shared for information, along with the agenda for tonight's Municipality FAC meeting of November 19, 2025 (*Schedule 7.3 (a)&(b)*). (www.chesterfirecommittee.ca)

7.4 Lunenburg County Accessibility Advisory Committee (LCAAC)

The LCAAC's approved minutes of September 3, 2025 are attached (*Schedule 7.4*). (www.accessiblelunenburgcounty.ca)

7.5 MODC Village Planning Advisory Committee (VPAC)

Vice-chair O'Malley reported there was no meeting this past month.

There were no recent minutes to share for information.
([Chester Village Planning Advisory Committee 2025](#))

7.6 MODC Equity, Diversity & Inclusion Advisory Committee (EDIAC)

Commissioner L. Mulrooney stated there was a meeting on October 7th; minutes have not yet been circulated. The November meeting was cancelled.

([EDI Advisory Committee 2025](#))

8.0 New Business

8.1 Request for Decision: Office Holiday Closure

C/T McCallum provided a brief request to confirm the dates for next month's holiday office closure.

Action: The Commission agreed that staff can work out the details and let the Commission know.

9.0 Commissioner Roundtable

Commissioner T. Mulrooney asked the Commission to think about the budget for community event grants given out each year and think if something else can be done, i.e. some spring or fall (shoulder season) events that could bring people to the Village outside of the main tourist season. This will be re-addressed during budget deliberations.

10.0 In camera – per Section 408B (2) of the Municipal Government Act

Motion #25-084: Commissioner T Mulrooney moved; Commissioner L Mulrooney seconded: That the Commission move in camera as per Section 408B (2) of the Municipal Government Act to discuss the acquisition, sale, lease and security of village property and contract negotiations.

Motion carried unanimously.

The Commission recessed at 6:58 pm.

11.0 Resumption of Public Meeting – report in public session per Section 408B (3) of the Municipal Government Act.

The Commission resumed the public meeting at 7:43 pm.

11.1 Lido Pool Accessibility Projects

Motion #25-085: Moved by Commissioner T. Mulrooney; seconded by Vice-chair O'Malley: That the Chester Village Commission cancel the Lido Pool accessibility projects and return the unspent grants to federal and provincial funders, i.e., the Enabling Accessibility Fund and the Growth & Renewal Infrastructure Development Program, respectively. The Public Washroom accessibility projects will continue.

Motion carried unanimously.

11.2 2026 Flower Basket Order

Flowers for the street décor baskets must be ordered in the next few weeks.

Motion #25-086: Moved by Commissioner T. Mulrooney; seconded by Commissioner L. Mulrooney: That the Village Commission pre-approve the annual order of flower baskets for the 2026/27 Budget.

Motion carried unanimously.

12.0 Adjournment

There being no further business, the meeting was adjourned at 7:44 pm.

Next Meeting(s)

Monthly: December 17, 2025 @ 6:00 pm – 27 Pleasant St & Livestream

Monthly: January 21, 2026 @ 6:00 pm – 27 Pleasant St & Livestream

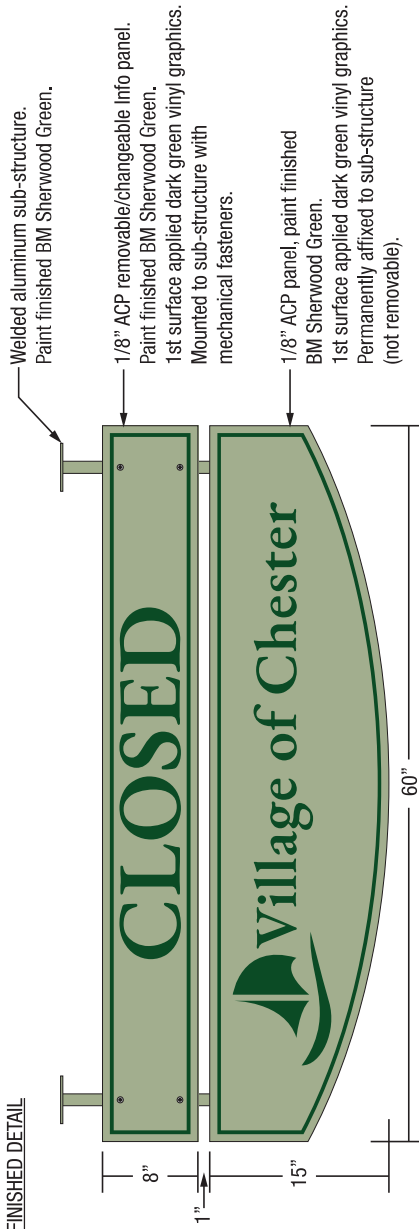
Commission Chair
Geraldine Pauley

Clerk/Treasurer
Heather McCallum

DRAFT

Supply & Install (1) ACP Panel w/(2) Changeable 'Info' Panels & Custom Mounting Structure

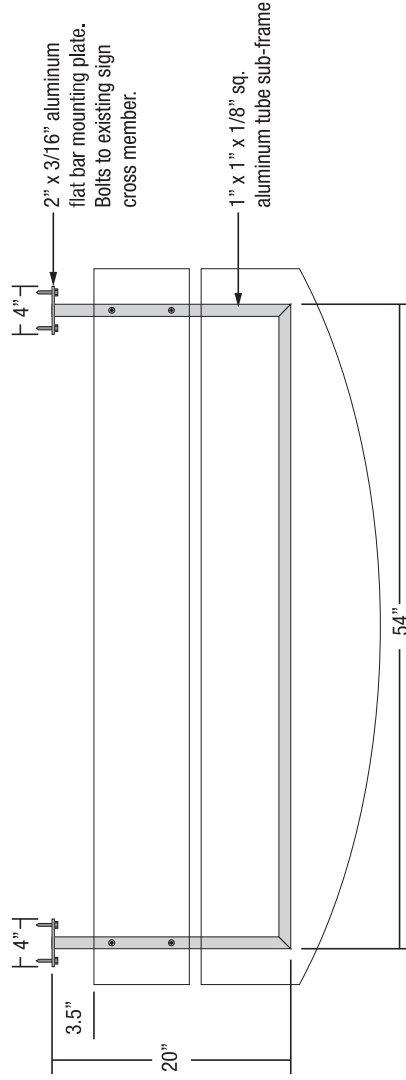
FINISHED DETAIL



ALTERNATE 'INFO' PANEL



STRUCTURE DETAIL



PROPOSED (NTS - for reference only - actual product will vary)



EXISTING - BACKSIDE



● Benjamin Moore Sherwood Green HC-118 ● Dark Green = Closest vinyl match to Benjamin Moore Rainforest Foliage 2040-10



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Customer:
Village Of Chester

Site Location:
Chester, NS

Designed by: GH

Date of Design: Nov. 25, 2025 **REVISION 5**

File Reference: VoC_LidoPool add-on.dwg

File Description: ACP panel

Approved:

Date:

PLEASE NOTE • PLEASE PROOF

WE DO OUR BEST TO MAKE SURE ALL CONTENT IS CORRECT, HOWEVER, YOU ARE RESPONSIBLE FOR ANY COST OF CORRECTIONS AFTER LAYOUT APPROVAL

Schedule 6.1

From: Garth Sturtevant
To: Allen Webber; Brenda Mulrooney; Carol Nauss [REDACTED]; Chad Haughn; Darlene Scott; Emily Statton; Heather Archibald; Heather McCallum; Pam Myra (she/her); Paul Riley; Randall O'Malley; Syd Dumarescu (syd@spda.ca); Tom Bremner; Tristan Mills [REDACTED]; Abdella Assaff; Allen Webber; Chad Haughn; Darlene Scott; Emily Statton; Hassen Hammond [REDACTED]; Lee Hamish; Leslie Taylor (Gmail for MPAC); Margeson Reeves; Nick Buckle; Pam Myra (she/her); Paul Riley; Sandra Hiscock [REDACTED]; Sharon Church; Tristan Mills [REDACTED]; [REDACTED]; Abdella Assaff; Barry Redmond; Brenda Mulrooney; Carol Nauss [REDACTED]; Cindy Lamson; Floyd Shatford; Tim Harris
Subject: Council Discussion on Committee Structure
Date: December 4, 2025 4:39:00 PM
Attachments: image873115.png
 image756473.png
 image563673.png
 image664889.png
 image160055.png
 image789423.png

Good Afternoon Members of MPAC, VPAC and HAC,

I am writing to advise that at a Policy and Strategy meeting this morning, Council held a discussion on a variety of existing Committees. They were presented options and information around frequency of meetings, mandate etc.

A discussion ensued, resulting in Council leaning toward combining MPAC, VPAC and HAC into a single Committee. I would like to note that no decision has been made, Council asked Staff (Deputy CAO) to bring back a report outlining options for discussion at a future Council meeting.

The reason I am writing today is to ensure you hear this news directly from the Municipality and are not surprised if you hear similar comments in the community.

If you are interested in watching the discussion from this morning, it is available here:

<https://www.youtube.com/watch?v=-38U4SRH5iU>

Discussion on HAC, VPAC and MPAC begins around the 1 hour 58 minute mark.

Aside from what was discussed with Council, I don't have much other information. If you have any questions, please send them my way and I will pass them along to the Deputy CAO if I don't have an answer.

I'd like to conclude by offering a huge thanks to all current and former committee members. I believe Council's intent with the proposed changes is to better use staff and committee member time, by reducing the number of cancelled meetings. The exact structure of the single committee has not yet been determined and will likely be part of the discussion when a report returns to Council.

Best,
 Garth



Garth Sturtevant

Senior Planner
 Community Development & Recreation

Municipality of Chester
 186 Central Street, Chester, NS, B0J 1J0

Office: 902-275-4135
General Inquiries: 902-275-2599
Web: www.chester.ca



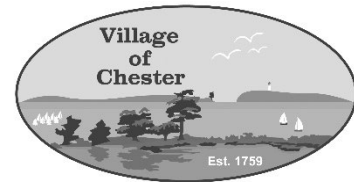
♻️ Consider the environment. Do you really need to print this email?

I (we) respectfully acknowledge that I (we) live and work in Mi'kma'ki as a steward of the ancestral territory of the Mi'kmaq people. We are all treaty people.

This message contains confidential information and is intended only for the intended recipients in communication with the Municipality of Chester. If you are not an intended recipient you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version.

Schedule 7.2

Village of Chester Commission Clerk/Treasurer Monthly Report Dec 17, 2025



- **Scotiabank:**

- The December 2025 bank statement has been reconciled. The Village main operations account opened the month with \$436,797 and ended with \$391,860.
- Snapshot: Account balances as of Dec 1st were:

Banking Accounts	
Daily Operations account	\$ 391,867
Investment Accounts	
Operating reserve	\$ 87,597
Lido Pool reserve (incl. GRID funding of \$242,000)	\$ 443,244
Utilities reserve	\$ 42,914
EMC Building reserve	\$ 28,725

- **Financial**

- We are in the final weeks of 2025/26 Q3. There will be a Q3 Budget Variance report in January.
- Work on setting up the budget document for 2026/27 has begun. FYI, PVSC's 2026 CAP assessment increase is set at 2.6%.
- The Federal and Provincial grant programs have been notified about the cancellation of the pool accessibility projects. In the case of the Federal grant, the return amount will be part of the project close-out report when the washroom and parking lot work is completed. In the Provincial case, I'm awaiting direction from the GRID program coordinator on the grant return logistics.

- **RCMP Advisory Committee**

- At the Council Meeting of Nov 27th, Council tabled the Village's request until the Province provides direction on advisory/ citizen committees coming out of their policing review.
- We have not yet received a formal notification of the decision.

- **Public Works**

- Snow removal: Mr. Whynot responds, "Right now we will ensure the walking widths of the sidewalks are maintained at least 5' wide for

- accessibility and that the ends near the road will be cut down to 4' high for safety and visibility. If this becomes a problem due to not enough storage we will have banks removed. If the Village wishes additional snow removal above this standard we can work out a price for the same." I have asked him for a price for bank removal in the downtown core.
- Dog Waste on Pig Loop Road: The exact location is near Golf Course Road at the culvert where a creek runs through. The cost to purchase a new dog waste station is \$520, Public Works can install it. To have it emptied costs \$87/month. The Commission would shoulder this cost. To have a sign produced and installed would be probably around the \$200 mark, if the Commission would prefer to consider that.
 - **Holiday Closing**
 - The Village office will be closed from noon on Dec 24, 2025 (in alignment with the Municipality) and re-open Jan 5, 2026.
 - **Winter Newsletter**
 - It's never too soon to consider topics! I would suggest the next Commissioner profile be either Vice-chair O'Malley or Commissioner Nauss (whose term is up in 2026). It could also feature the Library, public washroom renovations, and a Holiday recap including wreaths.
 - **CFSC Updates**
 - The revised survey plans featuring the new boundaries of 4070 Highway 3 – which is owned by the Village – after the land swap have been finalized and the transfer deed signed. Taylor MacLellan Cochrane (legal) will handle the submission to the Land Registration office and Municipality. As noted before, the CFSC is responsible for all costs.
 - Tenders for Phase 2 of the New Fire Station Project were awarded to Acre Architects for the final design and engineering, and Grey Cardinal for project management and costing.

Report completed by:
Heather McCallum, Village Clerk/Treasurer



Minutes

Chester Fire Services Committee (CFSC) Monthly Meeting

Wednesday, Nov 5, 2025 at 5:00 pm

Village Commission Boardroom, 27 Pleasant Street, Chester

- Present** Colin MacDonald, Chair
Norm Countway, Vice-chair
Kirk Collicutt, Treasurer-Secretary
Wilson Fitt
Nancy Hatch
- Ex-officio** Cody Stevens, Fire Chief, Chester - Chester Volunteer Fire Department (CVFD)
Jared MacDonald, Deputy Fire Chief, CVFD
- Staff** Heather McCallum, Administrator (Clerk/Treasurer, Village of Chester)
Maxine Veinot, Recording Secretary (Admin Assistant, Village of Chester)
- Regrets** James Robert
Tom Bremner, Chester Municipal Councillor, District 3
- Guest(s)** Randy O'Malley, Chester Village Commissioner
-

1. Call to Order

The meeting was called to order by the Chair at 4:33 pm.

8. In-Camera (In Camera session was held at the beginning of the meeting)

The Committee began the meeting with the in-camera session by consensus.

The Committee recessed to go in-camera at 4:33 pm.

9. Resumption of Public Meeting/Report in Public Session

The Committee resumed the public meeting per Section 22/408B (3) of the MGA at 4:38 pm. The following motions were made:

9.1 Administrative Services Agreement (Final)

Motion: Moved by Ms. Hatch; seconded by Mr. Collicutt:

That the Chester Fire Services Committee approve the Administrative Services Agreement between the Village of Chester and the Committee, and direct the Chair and Treasurer to sign for the Committee.

Motion carried.

9.2 Scotiabank: Credit Facility Agreement & Visa Motion

Motion: Moved by Ms. Hatch; seconded by Mr. Collicutt:

That the Chester Fire Services Committee approve the Credit Facility Agreement as presented by Scotiabank Commercial Banking for the Phase 2 borrowing in the amount of \$1,300,000 and authorize the Chair and Treasurer to sign it on behalf of the Committee.

Motion carried.

Motion: Moved by Mr. Collicutt; seconded by Ms. Hatch:

That the Chester Fire Services Committee approves borrowing in the amount of \$10,000 for a corporate Visa with Scotiabank Commercial Banking.

Motion carried.

2. Approval of Agenda

Motion: Moved by Ms. Hatch; seconded by Mr. Collicutt:

That the Chester Fire Services Committee approves the Agenda of the Nov 5, 2025 Monthly Meeting as presented.

Motion carried

3. Approval of Minutes

3.1 Monthly Meeting Minutes: Oct 1, 2025

Motion: Moved by Mr. Fitt; seconded by Ms. Hatch:

That the Committee approves the Minutes of the Wednesday, Oct 1, 2025 Monthly Meeting as presented.

Motion carried.

4. Business Arising

4.1 Phase 2 RFP Award Update

Mr. Fitt reported on the work of the evaluation team; who have narrowed down the applicants to two on each RFP. The team will hold interviews with the short-listed applicants.

4.2 Land Swap Update: Surveying and Deeds

Ms. McCallum reported on behalf of Mr. Robert that the new surveying has been completed, including a topographical survey requested by Mr. Fitt. These materials are with legal for deed transfer.

5. Chester Volunteer Fire Department: Activity Report

Chief Stevens reviewed the November report (*Schedule 5*).

In response to a question, he reported that the new technician the CVFD is working with has completed deferred maintenance on the vehicles. The supplier will attend to the trucks two days a month for preventative maintenance going forward.

6. Reports

6.1 Secretary-Treasurer, Q2 Budget Variance Report

Mr. Collicutt and Ms. McCallum presented the monthly report, followed by a review of the 2025/26 Q2 budget variance (*Schedule 6.1*).

Capital maintenance on the fire station building was discussed. There was a brief discussion on the trees growing against the present fire hall roof along the side of the building (*Schedule 7.1*) and an additional tree at the back with a limb over one of the outbuildings. The Chair (C. MacDonald) and Deputy Chief (J. MacDonald) will look after this issue.

Chief Stevens also reported that they will be replacing the station's security cameras, as the current system is getting glitchy and doesn't record.

The question of painting the outside of the Fire Hall was discussed. The Fire Chief commented that aesthetics are a lesser concern at this stage of the building's lifecycle than the importance of keeping the structure sound.

6.2 New Fire Station Project

Mr. Fitt presented his Status Report #5 (*Schedule 6.2*).

6.3 Communications Sub-Committee

Mr. Countway reported that:

1. All signage, press and social media releases (except the *Municipal News* article coming out in Nov) have been completed.
2. Moving forward:
 - a) Pictures and videos of the firefighters will be completed later in Nov when the photographer is available
 - Focus will be “these are your neighbours”
 - b) Efforts will continue reinforcement of the who, what, when, where, why and will follow the videos and pictures
 - Focus will be the reassure the public they are making the right choice to support the new Hall
 - Some donor ‘ask’ information will be imbedded in the message
3. A press release will be drafted as soon as the selected suppliers are announced for design and project management services.

Donation promotion was briefly discussed. It was suggested that the fact that area insurance premiums are not affected by the move of the station should be included (proximity to a station is a factor for insurers). Mr. Countway also flagged that an information package for potential donors is needed. The Chair will work with him on this piece.

6.4 Fundraising Sub-Committee

Chair MacDonald reported that he has made arrangements with broker Bruce Towler regarding liquidating any donations of securities. Mr. Towler will provide forms for such donors.

He has had some success with a few larger donors, and continues to work on this. He again noted that if any committee members have suggestions, please forward to him.

6.5 MODC Fire Advisory Committee – *for information*

Ms. McCallum stated that the FAC minutes were included for information. Its next meeting is Nov 19th.

7. New Business

7.1 Memo – Tree Maintenance at Fire Station

This item was covered earlier in the meeting – see 6.1.

7.2 MODC Report excerpt re Bill 158 Fire Safety and Services Act

This item was provided for information.

10. Other Business - Nil**11. Adjournment**

The meeting was adjourned at 5:17 pm.

Next meeting(s):

- **Regular Monthly:** Dec 3, 2025 at 5:00 pm; Village Commission boardroom
 - **Regular Monthly:** Jan 14, 2026 at 5:00 pm; Village Commission boardroom
- *Note that the Chair will be away for the first three meetings in 2026.*

Kirk Collicutt
CFSC Secretary

Heather McCallum
CFSC Administrator, VOC Clerk/Treasurer

Schedule 7.3(b)

From: Emily Lennox (she/her)
To: Chuck Bennett; Hubbards FireCommission; Stuart Hirtle ([REDACTED]); Colin MacDonald; ([REDACTED]); Heather McCallum; "dalebroom@newrossfire.ca"; Len Stevens ([REDACTED]); Chris Turpin (blandfordfirechief@blandfordfire.ca); hubbardschief@gmail.com"; Robert Williams; "lylerussell@newrossfire.ca"; Jared Swinemar; sraruse@martinsriverfire.ca"; Cody Stevens; "blandforddeputy@blandfordfire.ca"; vicechairhubbards@gmail.com; hubbardsfiredeputy@gmail.com; brycerussell@newrossfire.ca; ([REDACTED]); "iyoung@westernshorefire.ca"; ([REDACTED]); Dana Hird; ([REDACTED]); jmacdonald@chesterfd.ca; Clarissa Coolery; Tom Bremner; Bruce Blackwood; Erin Lowe (she/her);

Subject: ADDITIONAL REMINDERS/ IMPORTANT INFORMATION - FAC November 19, 2025
Date: December 10, 2025 11:12:39 AM
Attachments: image621446.png
 image776768.png
 image550170.png
 image140246.png
 image859075.png
 image626541.png
Importance: High

Hello again,

Sorry a few additional important reminders to note:

Update

As mentioned in the minutes the following is a quick update on the Water Rescue Project following the Council meeting of November 27, 2025.

Councillor Bremner presented the FAC Recommendation for discussion. Following discussion it was moved, seconded, and carried.

2025-493 **MOVED by Deputy Warden Veinotte, SECONDED by Councillor Church that Council accept the motion from the Fire Advisory Committee as follows:**

The Fire Advisory Committee (FAC) recommends that the Municipality of Chester provides administrative and financial support to complete an application for funding under the provincial Regional Emergency Services Providers Fund to develop and start-up a Regional Water Rescue Team serving the entire Municipality. As presented for Phase 1, the FAC is requesting the Municipality provide an initial startup capital contribution of \$ 57,000 and ongoing annual operational funding of \$40,000.

MOVED BY ROBERT WILLIAMS. SECONDED BY COLIN MACDONALD. ALL IN FAVOUR. MOTION CARRIED.

DISCUSSION:

It was confirmed that this motion is contingent to an agreement among fire services departments for future funding commitment if a grant is received. **ALL IN FAVOUR. MOTION CARRIED.**

Following the Council Meeting, MOC staff finalized and submitted the Regional Grant Application before the deadline of December 1, 2025. It is currently under review.

Also

A friendly reminder of the request for the fire departments to review the questions raised in the water supply interim report with their respective commissions. This feedback is important for the Subcommittee to move to next steps. The plan is to review the report at the meeting in January. If there are questions you can contact the subcommittee chair Chris Turpin at blandfordfirechief@blandfordfire.ca

Please do not hesitate to reach out if you have any questions or concerns,
 Emily



Emily Lennox (she/her)

Executive Assistant
 Corporate & Strategic Management

Municipality of Chester
 151 King Street, Chester, NS, B0J 1J0

Office: 902-275-4110
General Inquiries: 902-275-4147
Web: www.chester.ca



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I (we) respectfully acknowledge that I (we) live and work in Mi'kma'ki as a steward of the ancestral territory of the Mi'kmaq people. We are all treaty people.

**MUNICIPALITY OF THE DISTRICT OF CHESTER
FIRE ADVISORY COMMITTEE MEETING (Policy 112)**

**Wednesday, November 19, 2025 - 7:00 p.m.
Municipal Council Chambers, 151 King Street, Chester NS
Meeting Minutes**

"We respectfully acknowledge that we live and work in Mi'kma'ki as a steward of the ancestral territory of the Mi'kmaq people. We are all treaty people."

Committee Members:

Chuck Bennett, Blandford Commission	Len Stevens, Chester Basin Commission
Stuart Hirtle, Martins River Commission	Stephen Bond, Chester Basin Fire Department
Colin MacDonald, Chester Fire Services (Teams)	Cody Stevens, Chester Fire Department (Teams)
Robert Williams, Chester Basin Fire Department	
Tim Lilly, Martins River Commission	Trevor Pye, Western Shore Commission
Dale Broome, New Ross Commission	Tim Morash, Hubbards Commission
Jared MacDonald, Chester Fire Department	
Lyle Russell, New Ross Fire Department	Scott Rafuse, Martins River Fire Department

Guest:

Stephen Young, Chester Basin Fire Department (Teams)

Councillors:

Councillor Tom Bremner

Staff:

Bruce Blackwood, Fire Services/Safety Coordinator
Erin Lowe, Deputy CAO
Emily Lennox, Executive Secretary

Regrets:

Councillor Clarissa Coolen
Chris Turpin, Blandford Fire Rescue
Jared Swinemar Western Shore Fire Department
Clary Coolen, Hubbards Fire Department
Mitchell Kaizer, Hubbards Fire Department

1. Meeting called to order by the Chairperson: Chair, Len Stevens called the meeting to order at 7:17 p.m. and the land acknowledgement was read.
2. Review and Approval of Agenda/Order of Business:
MOTION TO APPROVE THE AGENDA AND ORDER OF BUSINESS AS PRESENTED MOVED BY SCOTT RAFUSE, SECONDED BY STUART HIRTLE. ALL IN FAVOUR – MOTION CARRIED.

3. Introduction: A brief round table introduction took place.
4. Approval of previous meeting minutes – September 17, 2025:
MOTION TO APPROVE THE MEETING MINUTES FROM SEPTEMBER 17,2025 AS PRESENTED. MOVED BY CHUCK BENNETT, SECONDED BY ROBERT WILLIAMS. ALL IN-FAVOUR- MOTION CARRIED.
5. Matters Arising-

Sub Committee Report Updated:

Dry Hydrants/Water Supply – Staff advised that Chris Turpin from Blandford requested to put forward the interim report and Request for Direction to the FAC to bring the group up to date on the work to date and to understand the next steps. Copies were circulated of the written report with recommendations. They noted that the program would only apply to new water installations. Installations could include dry hydrants, cisterns, pumping stations or natural water bodies for drafting purposes. Reliable capacity year-round was discussed. Design and NFPA 1142 should be used as the guiding principle moving forward. Routine maintenance would be up to the commissions and departments going forward. The subcommittee would like more input on support from the municipality itself. It is looking for administrative support related to landownership and legal costs going forward. Procurement and survey costs processes also need to be determined in addition to the approval process for applications for locations. The subcommittee also needs to understand the FAC’s role in moving the whole program forward, funding/co-funding, and policy details to establish final steps. The fire departments are asked to discuss the questions raised in the interim report with their commissions and review at the next scheduled FAC meeting in January. Any questions can be directed to the subcommittee. The interim progress report is attached for reference.

Apparatus/Equipment – No update available currently.

Recruitment and Retention (Status: Chuck Bennett) – The subcommittee met last week via Zoom with representatives from every department except for New Ross. Stephen Young walked the committee through his slide deck presentation highlighting the subcommittees’ objectives and priority outcomes. Engagement, collaboration, and public awareness were noted in addition to partnerships identified to expand outreach within the communities. The report is attached for reference.

Calendar Note: December 7th from 1pm-4pm the annual toy and food drive will take place at the Chester Basin Department. All are welcome. There are plans to collaborate to host a joint event at each department next year. Details to follow.

Municipal Training Committee- Jared MacDonald noted that planning for a mass casualty training event was underway, but difficulty attaining a bus caused delay. Instead, focus shifted to November 30th when a municipal wide vehicle extrication training day will take place starting

at 8:30 a.m. with representation from each department present at R. Schnare's property. There will be lunch and debrief at the Chester Firehall following the event. All are welcome!

Bruce advised that there was a Western Region Fire Training Planning Meeting invitation circulated for November 9th. The meeting had low attendance, but Bruce noted he circulated a summary of what took place at that meeting. He also sent out a request for a survey pertaining to the training needs each department is requested to complete. All departments are encouraged to provide input to this Committee.

6. New Business –

Governance Review: Initial Overview of Recommendations (Lyle Russell): A summary of the report's recommendations was circulated for FAC members to review. Lyle spoke to the review and recommendations that came from the review. He noted there were 40 initiatives in total that the province is supposed to be working on to establish a new Provincial Fire Safety Act. The FAC should review the potential impacts this new legislation would have on our departments and municipalities. Areas of concern should be brought to Council. The impacts will be significant, and it's the FAC's responsibility to review and continue to advise as this process unfolds. Bill 158 had the first reading to establish the Act.

Water Rescue Emergency Fund Project (Cody Stevens/Stephen Bond): Cody Stevens and Stephen Bond presented a slide deck report identifying a need and plans for a new Regional Swift Water Rescue Team. They are recommending that we apply for the Regional Emergency Services Funding Grant from the Province which if approved may fund up to \$200,000 in capital costs. A copy of the report is attached for reference. The committee had a thorough discussion on the intricacies of financing, signing authority, and the Municipalities role within the application process. The discussion concluded with the committee members agreeing to recommend a motion to Council to proceed with Phase 1 only at this time. The Commissions made it very clear about this discussion, and support was specifically about the application of grant money – not yet phase 2 or funding for future operations. Any further discussions for next steps or funding will come back for further consultation.

THE FIRE ADVISORY COMMITTEE RECOMMENDS THAT THE MUNICIPALITY OF CHESTER PROVIDES ADMINISTRATIVE AND FINANCIAL SUPPORT TO COMPLETE AN APPLICATION FOR FUNDING UNDER THE PROVINCIAL REGIONAL EMERGENCY SERVICES PROVIDERS FUND TO DEVELOP AND STARTUP A REGIONAL WATER RESCUE TEAM SERVICING THE ENTIRE MUNICIPALITY. AS PRESENTED FOR PHASE 1, THE FAC IS REQUESTING THE MUNICIPALITY PROVIDE AN INITIAL STARTUP CAPITAL CONTRIBUTION OF \$57,000 AND ONGOING ANNUAL OPERATIONAL FUNDING OF \$40,000. MOVED BY ROBERT WILLIAMS. SECONDED BY COLINMACDONALD. ALL IN FAVOUR. MOTION CARRIED.

Councillor Bremner will bring the recommendation to Council for consideration on November 27th. An update will be provided to the FAC after the meeting.

Overgrown Bushes and Trees on Private Roads: Municipal Newsletter: Staff advised the requested communication to residents regarding safety concerns with overgrown bushes and

trees on private roads was issued in the Municipal Newsletter as requested.

7. Roundtable-

Colin thanked the volunteers for their continued service and dedication.

Tim acknowledged and thanked Rymack for their resurfacing work on the exterior of their fire hall.

Lyle noted that he would sign the Regional Fire Services grant application if a signatory were required after the Municipal discussion on the 27th.

Len noted that there was a joint meeting with the Commissions for general discussion with good turnout. Everyone agreed the meetings were a good idea and the plan is to continue them forward.

8. The meeting was adjourned at 8:46 p.m. The Chair confirmed the next FAC Meeting would be scheduled for **January 21, 2026**, and a save the date calendar hold would be circulated. All committee members were encouraged to contribute ideas or recommendations on discussion topics to the next agenda.

Schedule 7.5

163
 MUNICIPALITY OF THE DISTRICT OF CHESTER
 Minutes of Meeting of the
VILLAGE PLANNING ADVISORY COMMITTEE
 Council Chambers
 Tuesday, March 11, 2025

The meeting was called to order at 3:05 P.M by the Chair.

PRESENT

Members	Sara Filbee	Carol Nauss
	Randy O'Malley	Hassen Hammond
	Syd Dumaresq	Councillor Tom Bremner
	Brenda Mulrooney	Hassen Hammond

Staff	Garth Sturtevant, Senior Planner
	Tara Maguire, CAO
	Allen Webber, Warden
	Darlene Scott, Administrative Assistant

Regrets: None

Gallery: 4 persons

2. LAND ACKNOWLEDGEMENT

2.1 We respectfully acknowledge that we live and work in Mi'kma'ki as a steward of the ancestry territory of the Mi'kmaq people. We are all treaty people.

3. PUBLIC INPUT SESSION (15 MINUTES TOTAL)

3.1 Do any members of the public wish to address the Committee?
 None

4. APPROVAL OF AGENDA

2025-165 MOVED by Brenda Mulrooney SECONDED by Randy O'Malley to approve the agenda. ALL IN FAVOR. MOTION CARRIED.

5. PUBLIC PRESENTATIONS (CONFIRMED APPOINTMENTS)

5.1 None

6. MINUTES OF PREVIOUS MEETING:

6.1 Approval of Minutes dated December 10, 2024

2025-166 MOVED by Randy O'Malley, SECONDED by Carol Nauss to accept the minutes from January 14, 2025 of the Village Planning Advisory Committee as presented with a correction to remove Hassen Hammond name from the present list. ALL IN FAVOR. MOTION CARRIED.

7. BUSINESS ARISING:

7.1 None

8. CORRESPONDENCE:

8.1 None

9. NEW BUSINESS:

9.1 Consideration of staff report and draft development agreement for two ten-unit residential buildings on Valley Road

Garth Sturtevant, Senior Planner, presented the staff report and draft Development Agreement for 48 Valley Road. The Senior Planner gave an overview of the application.

Development Agreement Highlights:

- The building design-meets architectural requirements in the Village of Chester Land Use By-Law.
- The developer submitted a traffic impact statement which was prepared by Design Point Engineering. The report identified an issue, they found that the existing entrance onto Queen Street would not pass the required stopping site distance due to the crest of the hill. Access and egress are outstanding, this must be submitted before going to Council.

Note: There was some concern about how the traffic would get up to the entrance and get stopped in time to get into the entrance during the winter

- There are twenty proposed parking spaces- 1 per unit. Staff have agreed that is adequate parking to serve the development, keeping in line with the draft planning documents for the Village.

Note: There was some concern with the number of parking spaces as in most households both people are working.

Comment: Business owners, developers and academics who study these things say that the market will dictate the parking.

- A privacy fence will be installed for screening and the developer has a mixture of trees and shrubs proposed for planting.
- There was concern about how the traffic was going to be managed at the construction site without disruption to the traffic flow. Any traffic or street closures would be looked after by the Department of Transportation.
- The Development Agreement states that construction must be completed within 36 months from the time construction starts and must begin within 12 months of signing the agreement.
- The Development Agreement states that construction should not begin earlier than 7:00 am and continue past 8:00 pm and there is to be no construction on Sundays.
- Once the application is approved by the Department of Transportation for where the entrance and exit will be located it will go to the Fire Department for approval. Once the approval has been received the Development Agreement will go to Council.
- Stormwater management plans were provided and reviewed by our Public Works department and there were no complaints about the proposed approach. The post development flow leaving the site matches the runoff on the site once the infrastructure is in place.
- The development must ensure that the proposed development should include measures to retain conservative stormwater in a manner that benefits the groundwater recharge potential of the site while you built facing technology to reduce burden placed on local groundwater resources.
- Sewer-Public Works have confirmed there is capacity to serve the development.
- Water- The development will be serviced by drilled wells. Once the wells are drilled, they will require pump testing to determine the number of wells needed to sustainably serve the development. The Development Agreement has prepared some conditions around meeting certain requirements with water.

Note: There was concern these drilled wells would impact the neighbors. Hopefully, they will take that into consideration when designing the system.

- The water servicing plan needs to come in prior to a permit being issued and must conclude there is a sustainable source of potable water to serve the development.

Q. Any idea what the water storage would consist of for peak demand.

A. Until the developer is sure of how much water is going to come from the wells they will not know what they will require for storage

Q. What happens if the developer decided not to construct the second unit?

A. If they decided not to build the second unit, they could ask to do a partial discharge of the Development Agreement, and it would be up to Council if they discharged that on the vacant property. If they decided to do something with the vacant property it would then be subject to the new planning documents at the time a new application was submitted.

Q. Will they be affordable units?

A. We do not have a definition for affordable housing.

The next steps- if Council is o.k. with it, they will give it a first reading then a public hearing will be scheduled. At that point there will be a mailout sent out to the property owners within 30m of the subject property.

Note: The issue of the impact of water on the neighboring property was raised.

Note: Section 16 of the Development Agreement, Changes and Alterations if the developer wanted to make changes it would have to go through the whole process. Anything in section 16.2 non-substantial amendments can be made without going through the whole process. Here is where wording could be added if the second unit was not to be built, they would have to come back for review to see if the intent of the overall agreement had changed.

2025-167 Moved by Carol Nauss and Seconded by Councillor Tom Bremner for the Village Planning Advisory Committee to recommend that Council consider the draft Development Agreement for adoption subject to the following conditions 1) Emergency access be confirmed 2) If the second building is not created that the property be landscaped 3) If the second building is not built within the 36 months the developer has to come back for the non-substantial approval to confirm that doesn't change the overall intent of the project 4) When designing the water system they consider the impact of water on neighboring properties. ALL IN FAVOR. MOTION CARRIED.

9.2 Land Use By-Law planning process discussion

A discussion was had regarding the By-Law planning process.

Highlights from the discussion:

- It was felt that the recommendations going to Council could have been more specific.
- A report could have been written up, gone to Council, and sent to the Community of what the recommendations where and why we recommended them. The Chair of the committee has agreed to go forward to write the reports. The report must come back to the Committee and Council before being posted for the public.
- Felt the Advisory Committee should have control.
- Not getting feedback when recommendations go to Council as to why they were not approved or the reasoning behind the decision.
- The Municipality Planning Advisory Committee and the Village Planning Advisory Committee has different needs and when the recommendations go to Council there is only one representative for the Village and the rest are all thinking Municipality.
- Don't believe the rest of the Municipality gets the visceral concern about water.
- Frustrated that Council downplays the concerns of the Villagers with respect to water.

- ADU's are a significant source of density, it was felt that the Council didn't understand the concerns for water as density is being proposed.
- Concern with ADU's becoming Airbnb's as Council is doing nothing to stop them.
Comment: Council has strategic housing priorities about increasing and allowing different types of housing that they are obligated to meet.
- It was felt going forward ways needed to be found to get people talking about the issues sooner so that we're not left at the last minute with suggestions and comments that eviscerate a recommendation when we could have made a recommendation that was much more friendly to the interests that are now.
- Concern about the development on Valley Road becoming Airbnb as the Council had directed staff to take it out of the Land Use By-Law as there would be a separate By-Law license for Airbnb/Short term rentals to comply with some provincial regulations. This will help tourism development.
- No faith in Council after the issue with Spectacle Lake
- There was concern with increasing density on the small lot sizes in the Village. A comment was made Western Shore has density and they have small lot sizes.
- Duplexes have the potential to be converted to Airbnb's.
- Potential density and effectively on the ground density are two different things.

Comment regarding water: What are we asking Council to do to solve the water issue as they have wrestled with this over and over again. There is no water in this geographical location to support anything but a few scattered houses.

10. ANY OTHER PLANNING MATTERS:

10.1 Call for any other Planning Matters

10.2 None

11. DATE OF NEXT MEETING:

11.1 April 8, 2025 (tentative) - beginning at 3:00 in Municipal Council Chambers

12. ADJOURNMENT:

2025-168 MOVED by Carol Nauss meeting adjourn 5:15 p.m. MOTION CARRIED.

Sara Filbee
Chairperson

Darlene Scott
Administrative Assistant

Schedule 7.6

Municipality of the District of Chester

Equity, Diversity and Inclusion Advisory Committee

MEETING SUMMARY

June 10, 2025

Meeting called to Order

The meeting commenced with the reading of land acknowledgments.

MOVED by Carol Millett, SECONDED by David Broome, that the Agenda be approved with the removal of 5.2 Human Resources Framework. MOTION CARRIED.

MOVED by Councillor Coolen, SECONDED by Carol Millett, that the Meeting Notes be approved as circulated. MOTION CARRIED.

Regional Updates

The committee received updates from the regional coordinators about ongoing accessibility plans, which include six focus areas: built environment, employment, goods and services, transportation, information and communications, and awareness. The Accessibility Act mandates that municipalities have advisory committees with at least 50% of members representing people with disabilities. The committee is involved in advising municipal councils on accessibility matters and aligning regional and municipal plans.

Examples of initiatives include anti-stigma campaigns, community awareness plans, and participation in events like Access Awareness Week. The committee also discussed the importance of training to identify and address microaggressions, which are subtle but impactful forms of discrimination affecting marginalized groups such as African Nova Scotians, Indigenous peoples, newcomers, and persons with disabilities. Training is deemed essential for both staff and the public to foster a culture of respect and understanding.

Draft Commitment Statement

The Committee reviewed a draft Commitment Statement. It was suggested that we change “diverse” to “reflect changing voices in our community”, be aware of who is reading it, and include reference to microaggressions under the “As an employer...” section.

FHCS Opportunities Fair follow-up

Municipal staff attended the Opportunities Fair at Forest Heights Community School and handed out information that included volunteering for Committee of Council and an employment opportunity. It was well attended, and staff were able to engage with a large number of students.

Truth & Reconciliation Working Group

The Truth & Reconciliation Sub-committee would like to submit a Request for Decision to Council to display our land acknowledgment. The RFD was discussed

MOVED by Carol Millett, SECONDED by David Broome, that the Request for Decision be recommended to Council for consideration. MOTION CARRIED.

Action Plan Updates

The Municipality is pursuing training for staff, Council, and select committee members. A platform for online training was selected and is in the process of being vetted and approved.

Membership Vacancy

Discussions included changes in committee membership, such as resignations and the need for new members, particularly youth representation. Provisions for virtual attendance and allowances for university students' participation were considered to accommodate life changes and commitments. The committee planned to recruit new members.

The committee recognized challenges faced by youth members due to school commitments and life changes and sought ways to support their involvement without undue pressure. The importance of youth voices in the committee was acknowledged as a means to bring new perspectives and sustain engagement

The committee deliberated on the frequency and timing of meetings, debating the necessity of monthly meetings versus bi-monthly meetings to ensure quorum and meaningful engagement. Options for meeting days were considered to accommodate members' schedules, with suggestions to meet on the third Tuesday of every second month starting in September. The value of meetings was emphasized as being in soliciting input and advice rather than merely receiving reports.

Training sessions were proposed to sometimes replace regular meetings to foster active involvement and personal development.

MOVED by Clarissa Coolen, SECONDED by David Broome, that the meeting adjourn. MOTION CARRIED.