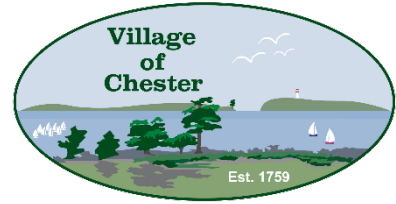


# Agenda

## Village Commission Monthly Meeting Wednesday, April 22, 2026 @ 6:00 pm



In-Person & Virtual Meeting

Village Commission @ Zoé Vallé Library, 63 Regent Street, Chester\*

Zoom Meeting ID #846 0723 2487, passcode 202627 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 to the Village Commission on any village matter:*
  - *Comments are to be directed to the Chair.*
  - *Each person must state their name and civic address.*
  - *Each person is limited to a maximum of 5 minutes, with the entire session not to exceed 15 minutes.*

### 3.0 Approval/Amendment of Agenda

p. 1

### 4.0 Approval/Amendment of Minutes

4.1 Monthly Commission Meeting: Mar 18, 2026

p. 3

### 5.0 Business Arising

5.1 2026/27 Village Budget

TBD

5.2 Jib Lot: Suggested Landscape Plan

p. 10

### 6.0 Correspondence – for information

6.1 Assoc. of NS Villages: Coordinator

p. 14

6.2 NS Dept. of Emergency Management: Update on the Support for Fire Protection Services Act

p. 15

### 7.0 Reports and External Committees

7.1 Report from the Chair

7.2 Clerk/Treasurer Report

p. 17

7.3 (a) Chester Fire Services Committee: Mar 11, 2026

p. 20

(b) MODC Fire Advisory Committee: Nil

- 7.4 Lunenburg County Accessibility Committee: Mar 4, 2026 p. 25  
 7.5 MODC Village Planning Advisory Committee: Nil

## **8.0 New Business**

- 8.1 Community Grant Disbursement: 6 Applicants p. 27

## **9.0 Commissioner Roundtable**

## **10.0 In-Camera**

- Per Section 408B(2) of the *Municipal Government Act*:
  - (g) legal advice eligible for solicitor-client privilege
  - (h) public security

## **11.0 Resumption of Public Meeting**

- Report in public session per Section 408B(3) of the *Municipal Government Act*, if applicable

## **12.0 Adjournment**

### **Next Meeting(s)**

- Monthly: Wednesday, May 20, 2026, 6:00 pm @ 63 Regent St.
- Monthly: Wednesday, Jun 17, 2026, 5:00 pm @ 63 Regent St.
- Annual General Meeting: Wednesday, Jun 17, 2026, 6:30 pm @ 63 Regent St.

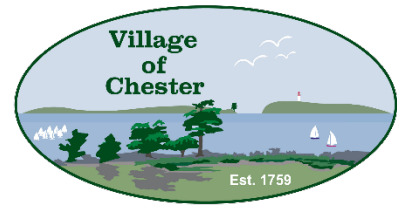
*\*Please note that 63 Regent Street has a temporary access permit only, as the entrances are under repair. The Library is not yet re-opened to the public. If you plan to come in person, please use caution entering the building.*

# Minutes DRAFT

## Village Commission Monthly Meeting Wednesday, Mar 18, 2026 – 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  
Gloria Nauss, Commissioner

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

**Guests:** Councillor Tom Bremner, MODC District 3  
Kirk Collicutt, Treasurer, Chester Fire Services Committee  
Norm Countway, Vice-chair, Chester Fire Services Committee

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### 1.0 Call to Order

Chair Pauley called the Mar 18, 2026 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

- Kristina Nicoll - [REDACTED] Central Street:  
Ms. Nicoll read a prepared statement and asked for it to be placed in the meeting minutes. Ms. Nicoll left the meeting after her presentation.

### 3.0 Approval/Amendment of Agenda

Commissioner T. Mulrooney added scheduling of AGM and Election.

**Motion #26-010:** Commissioner T Mulrooney moved; Commissioner Nauss seconded: That the Agenda of the Chester Village Commission's Mar 18, 2026 Regular Monthly Meeting be approved as amended.  
*Motion carried unanimously.*

#### 4.0 Approval/Amendment of Minutes

##### 4.1 Monthly Commission Meeting: Feb 18, 2026

**Motion #26-011:** Commissioner O'Malley moved; Commissioner L. Mulrooney seconded: That the Minutes of the Chester Village Commission's Feb 18, 2026 Monthly Meeting be approved as presented.  
*Motion carried unanimously.*

##### 4.2 Monthly Commission Meeting: Feb 25, 2026

**Motion #26-012:** Commissioner L. Mulrooney moved; Commissioner T. Mulrooney seconded: That the Minutes of the Chester Village Commission's Feb 25, 2026 Special Meeting be approved as presented.  
*Motion carried unanimously.*

#### 5.0 Business Arising

##### 5.1 CFSC: 2026/27 Fire & Emergency Services Budget

Guests: Kirk Collicutt, Treasurer; Norm Countway, Vice-Chair

Mr. Collicutt presented a Request for Decision and the 2026/27 Budget final draft v.5 (*Schedule 5.1*).

**Motion #26-013:** Chair Pauley moved; Commissioner Nauss seconded: That the Village of Chester Commission approves the Chester Fire Services Committee's 2026/27 Fire & Emergency Services Budget and its proposed fire tax rate of 0.1340 per \$100 of assessment.

*For: Chair Pauley, Vice Chair O'Malley, Commissioners L. Mulrooney and Nauss*

*Against: Commissioner T. Mulrooney*

*Motion carried.*

The Chester Fire Services Committee members departed after their presentation.

## 6.0 Correspondence

### 6.1 Minister of Emergency Management: Fire Services Modernization Q&As

A letter from the Minister and question-and-answer document were provided for information (*Schedule 6.1*).

### 6.2 Service Nova Scotia: New FOIPOP Regulations Consultation

An update to proposed new regulations for the Freedom of Information and Protection of Privacy Act was provided for information (*Schedule 6.2*).

### 6.3 Assoc. of Nova Scotia Villages: Board Meeting Mar 19, 2026

An email was received from ANSV reminding member villages of the upcoming board meeting tomorrow (*Schedule 6.3*). The key item on the agenda is the recommendation for hiring of the new staff person.

## 7.0 Reports

### 7.1 Report from the Chair

Chair Pauley reported on the Beautification & Revitalization proposal to the Municipality (*Schedule 7.1*).

Chair Pauley reported on the work proposed to be completed at the Jib Lot. If approved, MODC Economic Development will contribute \$5,000 to the proposed improvements. Chair Pauley is hopeful that the Village Commission can also allocate funds in its upcoming budget.

She also reported that the hazardous rotted tree at the Jib Lot (with the large limb that came down in a storm this winter) has been safely removed.

### 7.2 Clerk/Treasurer Report

C/T McCallum presented the monthly administration and financial update (*Schedule 7.2*).

**Motion #26-014:** Commissioner Nauss moved; Vice Chair O'Malley seconded: That the Chester Village Commission will close its office to the public on March 30-31, 2026 to allow for the office move to take place. *Motion carried unanimously.*

### **7.3 (a) Chester Fire Services Committee (CFSC) & (b) MODC Fire Advisory Committee (FAC)**

(a) The CFSC's approved minutes of Feb 11, 2026 were shared for information (*Schedule 7.3(a)*). [[www.chesterfirecommittee.ca](http://www.chesterfirecommittee.ca)]

(b) Minutes from the Municipality's FAC meeting on Jan 21, 2026 were shared for information (*Schedule 7.3(b)*).

### **7.4 Lunenburg County Accessibility Advisory Committee (LCAAC)**

Draft minutes of the Feb 4, 2026 meeting were provided for information (*Schedule 7.4*). [[www.accessiblelunenburgcounty.ca](http://www.accessiblelunenburgcounty.ca)]

### **7.5 MODC Village Planning Advisory Committee (VPAC)**

Vice-chair O'Malley reported that the March meeting was cancelled. Minutes from the VPAC Meeting of Jan 27, 2026 are not yet available. [[VPAC Minutes](#)]

## **8.0 New Business**

### **8.1 Request for Decision: Operational Spending Pre-approval**

The Clerk/Treasurer presented a Request for Decision regarding accounts payable continuity between Apr 1<sup>st</sup> and the new budget passage (*Schedule 8.1*). This is specifically regarding employee wages, utilities, bank charges, janitorial, maintenance, and office supplies.

**Motion #26-015:** Commissioner L Mulrooney moved; Commissioner Nauss seconded: That the Chester Village Commission pre-approve payment of 2026/27 regular and ongoing operational costs in advance of final 2026/27 Village Operational & Capital Budgets' approval. *Motion carried unanimously.*

### **8.2 Request for Decision: Capital Repairs at 63 Regent Street**

Chair Pauley discussed the Request for Decision to repair the front entrance to the building (there is currently a temporary access permit only), and an ask from the librarians to install a protective backing to all the shelves in the original front collection room due to water damage to the books (*Schedule 8.2*). As an option, she also asked that an inoperable door at the rear of the Club Room be removed – it is shingled over on the outside – and the wall repaired.

Estimated costs:

- Front walkway and entrance stairs: up to \$10,000
- Install bookshelf backing: up to \$4,200
- Remove door: up to \$1,000

**Motion #26-016:** Vice Chair O'Malley moved; Commissioner T. Mulrooney seconded: That the Chester Village Commission approve the proposed capital repairs to the front building entrance, the walls of the adult collection room, and the removal of the inoperable Club Room door at 63 Regent Street. Funding for the repairs, estimated at \$15,200 + HST, to come from the Zoé Vallé Trust account.  
*Motion carried unanimously.*

### **8.3 Request for Decision: Surplus Furniture**

C/T McCallum commented that this Request for Decision was meant to be an emailed vote on Mar 11, 2026 in the interests of time. However, there was only one response, so it has been brought forward to this meeting (*Schedule 8.3*).

Discussion was held.

**Motion #26-017:** Commissioner Nauss moved; Commissioner L. Mulrooney seconded: That all surplus Village office furniture go into storage space that MODC Public Works has provided for us temporarily. When it has to be moved, the question will be revisited.  
*Motion carried unanimously.*

### **8.4 Draft 2026/27 Village Operating & Capital Budget: Status and Scheduling**

The Commission normally reviews the budget in Committee of the Whole to allow for more time with nothing else on the agenda.

Chair Pauley and C/T McCallum met on Mar 16th for a preliminary

review, and a budget meeting must now be scheduled.

**The Commission agreed by consensus** to schedule a Committee of the Whole meeting for Monday, Mar 23, 2026 at 2:00 pm.

**The Commission agreed by consensus** to reschedule the April Commission meeting to Apr 22, 2026 at 6:00 pm.

## **8.5 Annual General Meeting and Election Scheduling**

Commissioner T. Mulrooney suggested scheduling the 2026 AGM and Election Day now.

The AGM must be held before Jul 1<sup>st</sup>, per the Municipal Government Act. The annual election must be held the first Tuesday after the AGM, per the Village's Election By-law.

**The Commission agreed by consensus** to schedule the June monthly meeting at 5:00 pm on June 17, 2026, and the 2026 Annual General Meeting on June 17th at 6:30 pm, to be held in the Club Room of the Library. The 2026 Election will be held on Tuesday, June 23, 2026.

## **9.0 Commissioner Roundtable – Nil**

## **10.0 In-Camera**

**Motion #26-018:** Vice-chair O'Malley moved; Commissioner L. Mulrooney seconded: That the Commission move in camera as per Section 408B(2) of the Municipal Government Act to discuss legal advice eligible for solicitor-client privilege.  
*Motion carried unanimously.*

The Commission recessed at 7:43 pm.

## **11.0 Resumption of Public Meeting**

The public meeting resumed at 8:00 pm. There was nothing to report from the in-camera meeting.

## **12.0 Adjournment**

There being no further business, the meeting was adjourned at 8:00 pm.

**Next Meeting(s)**

- Committee of the Whole (Budget #1): Monday, Mar 23 @ 2:00 pm
- Committee of the Whole (Budget #2): Tuesday, Apr 21 @ 2:00 pm
- Monthly: Wednesday, Apr 22, 2026 @ 6:00 pm

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Commission Chair  
Geraldine Pauley

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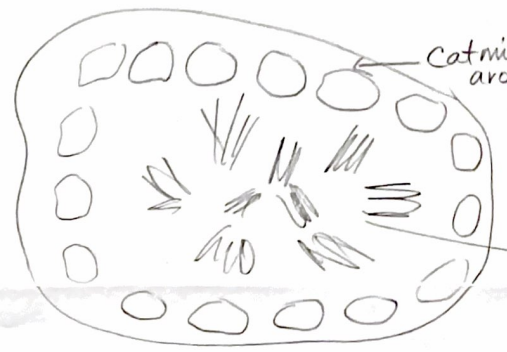
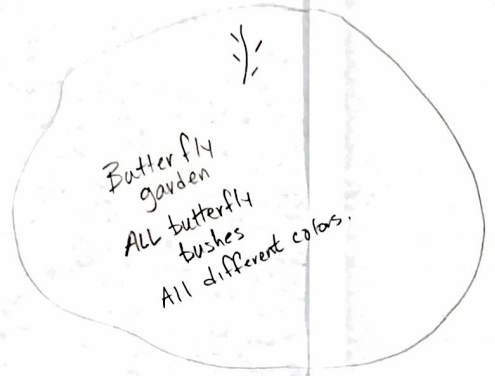
Clerk/Treasurer  
Heather McCallum

DRAFT

Schedule 5.2

house

Road

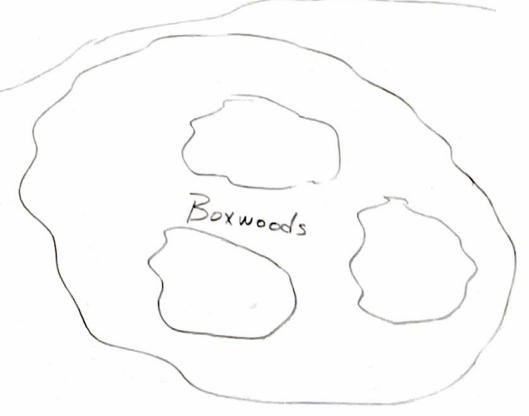


Deer Resistant Plants

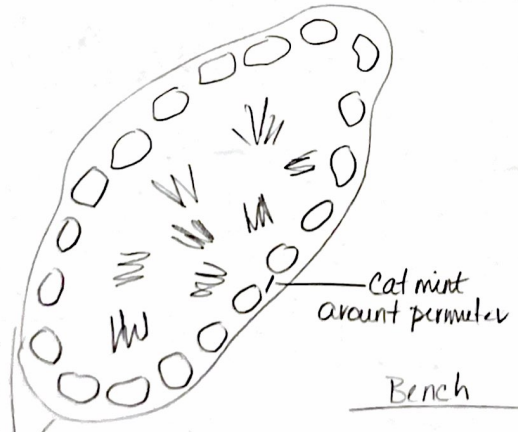


Bench

Mosswood



- All Deer Resistant Plants
- Low Maintenance
- Encourage Bees & Butterflies (good for environment)



Large trees on side

- Define Pathways
- Lay Pisha Edang on each side of pathway - 180" total
- Put 1/2" clear stone in walkways



# ALL OUTDOORS

L A N D S C A P I N G

April 6, 2026

Village Commision of Chester

27 Pleasant St

Chester, NS

Dear Tom,

We were so pleased to meet with you to discuss the rejuvenation of the Jib Lot gardens.

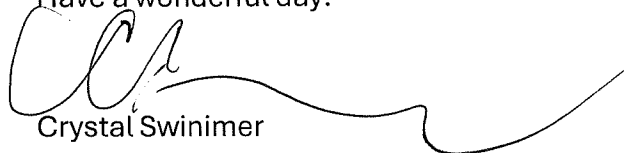
What we are proposing is that the existing gardens are dug out, and replaced with perennials including cat mint, Russian sage, boxwoods & butterfly bushes. This would give a variety of colour throughout the summer seasons, while the boxwoods keep their leaves & colour all year round. The other flowering shrubs would draw in butterflies & bees helping the environment.

Along with giving the gardens some new life, we'd like to re-define the existing pathways with some concrete edging and new gravel, providing a nice walkway to get to the existing benches where village residents & visitors could sit and enjoy the views, read a book, or take in the beauty around them.

We have just placed a suggested amount for plants on the estimate, but would be pleased to work with the Village to come up with alternatives as well.

Should you require further information, or have any questions, please don't hesitate to call either Debbie or myself at 902-275-2001.

Have a wonderful day!



Crystal Swinimer

**All Outdoors Landscaping Ltd**

4653 Hwy 3  
 Chester Basin NS B0J 1K0  
 +19022752001  
 info@alloutdoors.ca  
 https://www.alloutdoors.ca/  
 GST/HST Registration No.: 842136368RT0001

Estimate

ADDRESS  
 Village Commission of Chester  
 27 Pleasant Street  
 Chester Nova Scotia

ESTIMATE 2883  
 DATE 06/04/2026

DATE	DESCRIPTION	TAX	QTY	RATE	AMOUNT
	Clear out existing gardens, add premium soil mix, plant new flowers & shrubs, top with black bark mulch, edge all gardens	HST NS 2025		0.00	0.00
Machine	Mini Excavator - remove existing plants & re-define pathways, remove old fence posts	HST NS 2025	1	1,800.00	1,800.00
Bulk Material Sales	Triple mix garden soil	HST NS 2025	12	50.00	600.00
Bulk Material Sales	Black mulch	HST NS 2025	12	49.00	588.00
Delivery of Materials	2 tandem deliveries	HST NS 2025	1	190.00	190.00
Debris - haul away	Removal of debris	HST NS 2025	1	95.00	95.00
Labour	All work associated with gardens	HST NS 2025	1	2,430.00	2,430.00
Sales	Butterfly bushes, catmint, russian sage, boxwoods (recommended planting - deer resistant, enviromentally friendly, attractive to bees & butterflies)	HST NS 2025	1	3,500.00	3,500.00
	Re-define pathways to benches with concrete edging stones, place geofabric, top with new gravel				
Sales	Geofabric	HST NS 2025	1	100.00	100.00
Bulk Material Sales	1/2" Clear Stone	HST NS 2025	1	115.00	115.00
Sales	Pietra Edging	HST NS 2025	1	1,400.00	1,400.00
Delivery of Materials	Delivery of Stone	HST NS 2025	1	95.00	95.00

Note that this is an estimate only and prices are subject to change - Payment by credit card limited to \$2000 per invoice

Labour	Laying edging stone, spreading gravel	HST NS 2025	1	2,430.00	2,430.00
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- Plant allowance only.

SUBTOTAL 13,343.00

HST (NS) 2025 @ 14% 1,868.02

TOTAL **\$15,211.02**

**TAX SUMMARY**

	RATE	TAX	NET
	HST (NS) 2025 @ 14%	1,868.02	13,343.00

Accepted By

Accepted Date

**From:** [Brian Banks](#)  
**To:** [directors@ansv.ca](mailto:directors@ansv.ca); [cats@ansv.ca](mailto:cats@ansv.ca)  
**Cc:** [coordinator@ansv.ca](mailto:coordinator@ansv.ca)  
**Subject:** Coordinator  
**Date:** April 8, 2026 9:29:12 AM

---

Dear ANSV Members, Directors, and Clerks and Treasurers:

I am pleased to advise that the Association of Nova Scotia Villages has engaged Doug Boudreau as ANSV Coordinator, effective April 1, 2026.

In this role, Doug will serve as the primary point of contact for the ANSV, supporting the Board and membership through coordination of communications, meetings, and key initiatives. This includes facilitating Board and AGM processes, maintaining communications and member engagement, supporting financial and administrative functions, and representing the ANSV in discussions with provincial partners and other stakeholders. Doug will also assist in identifying emerging issues affecting Villages, triaging member concerns, and providing information, coordination, and strategic support to help advance priorities and inform Board decision-making.

Please note that the Treasurer will soon be issuing additional billings of membership fees to fund the role based on the approved contribution model.

You can expect to hear from Doug in the near future as the work begins connecting with members, learning how we all operate, and helping to form and advance priorities. In the meantime, Doug can be reached at [coordinator@ansv.ca](mailto:coordinator@ansv.ca) and 902-478-7544.

Please join me in welcoming Doug to the role.

Sincerely,  
Brian Banks  
President, Association of Nova Scotia Villages  
Sent from my iPhone

## Schedule 6.2

**From:** [Nova Scotia Fire Modernization Initiative](#)  
**To:** [Nova Scotia Fire Modernization Initiative](#)  
**Subject:** Update on the Support for Fire Protection Services Act  
**Date:** April 14, 2026 3:56:33 PM

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### **A message on behalf of Sandra McKenzie, Deputy Minister of the Department of Emergency Management**

Hello everyone,

I wanted to start off by thanking you all again for your passion, commitment, and participation throughout the engagement sessions hosted by the Department of Emergency Management and FSANS over the last several months. I know we all want to see the fire services strengthened, and that important change starts with all of us collaborating to get it right.

The passing of the *Support for Fire Protection Services Act* during this sitting of the Provincial Legislature is a huge milestone for all Nova Scotian firefighters and the future of fire fighting in our province. You can find the Act on the Nova Scotia Legislature's [website here](#). We have also updated the standing website with additional information and a factsheet [here](#).

The conversation, nor the work, doesn't stop now. We know there is a long road ahead, and we will all navigate these changes together. We are very excited for the creation of the Office of the Fire Commissioner, and we remain committed to communicate when we are at a point to engage on developing standards and regulations.

I also want to take the opportunity to recognize and thank Chief Greg Jones and FSANS. Chief Jones has played a pivotal role in advancing the new Act. His practical insight, strong presence during recent engagements, and commitment to collaboration helped shape legislation that will strengthen and modernize fire protection services now and into the future.

As you know, our staff are always willing to connect when you email [firemodernization@novascotia.ca](mailto:firemodernization@novascotia.ca) and answer any questions you may have.

I look forward to seeing this roll out. Together we will make our vision of reliable, safer, and evidence-based fire services with highly trained members across the province a reality.

Thank you for all that you do,

Deputy Minister Sandra McKenzie

**Schedule 7.2**

**Village of Chester Commission  
Clerk/Treasurer Monthly Report  
Apr 22, 2026**



**• Scotiabank**

- The March 2026 bank statement has been reconciled. The Village main operations account opened the month with \$441,927 and ended with \$376,234.
- The 2026/27 Q1 tax advance was received from the Municipality of the District of Chester (MODC) on Apr 15th in the amount of \$113,652, or 25% of the projected tax revenue this fiscal.
- Snapshot: Account balances as of Apr 17th were:

<b>Banking Accounts</b>	
Village Operations account	\$479,974.23
ZVML Fund account	\$189,922.14
<b>Investment Accounts</b>	
Village Operating reserve	\$104,929
Village Lido Pool reserve (excluding GRID funding \$242K)	\$211,292
Village Utilities reserve	\$44,577
Village EMC Building reserve	\$28,965
ZVML CHUMS reserve (pending)	\$0
ZVML Fund reserve (TBD)	

**• Financial**

- 2026/27 Village Budget status is on tonight’s Agenda under New Business, following up from the Committee of the Whole budget meeting held on Apr 21st.
- Grant applications: The Village was successful in being awarded two of the four positions we applied for from Canada Summer Jobs (1 lifeguard and 1 VIC student). We were not successful in the Young Canada Works application (library student).

We are still awaiting the decision for the Recreation Facility Development Grant (Lido repairs). We also still have to provide a cost proposal to GRID for the re-direction of the Lido accessibility project to the Library. This is in progress.

- **ZVML Financial**

- The ZVML accounts have been transferred from MODC ownership to the Village effective Apr 1st. Commissioners will complete the signing authority forms this week, and will maintain our established procedure of two to sign.
- The Municipality will still be doing the final financial statements and submitting the Library's charitable tax return this spring, since it was in their hands until Mar 31, 2026. The Clerk/Treasurer will follow this process with Tim Topping, the Municipality's Director of Finance.
- Brian Keddy was in this week to assist staff with setting up the Library as a separate company in our Sage accounting system.
- Investment accounts for ZVML reserves:
  - An investment account with a \$0 balance already exists that was previously used for the CHUMS fund. The CHUMS fund was valued at \$4,713 as of Dec 31, 2025. I'm awaiting the updated number as of Mar 31, 2026 from MODC Finance in order to make the transfer to reserve.
  - The Clerk/Treasurer is meeting with the Community Foundation of Nova Scotia this week for a better understanding of their offering for the bulk of the ZVML Fund vs. a bank investment account. A recommendation should be available for the Commission at the May meeting.

- **2025/26 Audit**

- At time of writing, Lawrence Lake has yet to confirm the date he will come to Chester to start work on the audit. He has been provided with the date of the AGM to work back from.
- Both Audit Committee meetings will be scheduled as soon as we have Mr. Lake's on-site date. The first meeting is therefore to be

determined, and I'm tentatively recommending the week of Jun 8<sup>th</sup> for the second meeting, pending availability of Mr. Lake and the citizen member of the Audit Committee.

- The 2025/26 Q4 Budget Variance report will come to the regular May meeting. Some important information is outstanding, including the tax reconciliation document from MODC expected at the end of this month, and some of the expected final bills that are not yet in.
- **Office Move**
  - The move has been completed; unpacking and clean-up is a work in progress! The librarians are continuing to make great strides.
  - The Village's IT supplier was back on Apr 17<sup>th</sup> to replace some temporary infrastructure equipment with the permanent items. Electricians have been back to activate some power outlets.
- **Community Grants**
  - Community grant applications will be reviewed later in this meeting, under New Business. Applications were received from six organizations: the Chester Arts Centre, Farmers & Artisans Market, Merchants Association, Heritage Society, Playhouse, and Yacht Club.

*Report completed by:*  
Heather McCallum, Village Clerk/Treasurer



## Minutes

### Chester Fire Services Committee (CFSC) Monthly Meeting

Wednesday, March 11, 2026 at 5:00 pm

Zoom Meeting

- Present** Norm Countway, Vice-chair  
Kirk Collicutt, Treasurer-Secretary  
Wilson Fitt  
Nancy Hatch
- Ex-officio** Cody Stevens, Fire Chief, 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** Colin MacDonald  
James Robert
- Guest(s)** Randy O'Malley, Chester Village Commissioner
- 

#### 1. Call to Order

The meeting was called to order by the Vice-chair at 5:00 pm.

#### 2. Approval of Agenda

Vice-chair Countway asked to add:

- New Fire Station 6.2: Sprinkler system item at the end of the report.
- New Business 7.1: CVFD registration approval correspondence.
- The Fire Chief asked to add an in-camera meeting.

**Motion:** Moved by Ms. Hatch; seconded by Mr. Collicutt: That the Chester Fire Services Committee approves the Agenda of the March 12, 2026 Monthly Meeting as amended.  
*Motion carried.*

#### 3. Approval of Minutes

### 3.1 Monthly Meeting Minutes: February 11, 2026

**Motion:** Moved by Mr. Fitt; seconded by Ms. Hatch: That the Committee approves the Minutes of Wednesday February 11, 2026 Monthly Meeting as presented.

*Motion carried.*

## 4. Business Arising

### 4.1 Draft 2026-27 Fire & Emergency Services Budget (Revised)

Clerk/Treasurer MacCallum reviewed the changes made since the last meeting on the budget and since receiving the actual assessment.

CVFD Chief Stevens, reported on the 'Municipal Water Rescue Small Boat Program', which all but two Fire Departments are involved in the MODC area. The actual budget is not decided as of yet- a placeholder of \$10,000 is being used for budget preparation.

Phase III loan funding was discussed. The process will be initiated when we have a Class B estimate from Phase II, which should be in May.

**Motion:** Moved by Ms. Hatch; seconded by Mr. Collicutt: That the Chester Fire Services Committee approves the 2026-2027 budget as presented.

*Motion carried.*

Clerk/Treasurer McCallum reported that the CFSC 2026-27 Final Budget (*Schedule 4.1*) will now be presented to the Village Commission's monthly meeting scheduled for March 18, 2026 and will be presented to the Municipal Council's meeting of March 26, 2026 for partner approval per the Intermunicipal Fire Services Agreement.

### 4.2 Fire Services Modernization: Q & A

A document received from the Province was circulate for information (*Schedule 4.2*).

Chief Stevens explained the process that will take place. Discussion was held on the report. The initial provision that municipalities "must" fund fire departments rather than "may" has been dropped. However, training for all firefighters will be standardized across the Province, which is a positive piece. The Province will create an Office of the Fire Commission to work with departments. They have also purchased three mobile burn trailers for training.

## 5. Chester Volunteer Fire Department

### 5.1 Activity Report

Chief Stevens provided the CVFD activity report (*Schedule 5.1*). There were 23 callouts last month.

February's practice was cancelled due to weather. There will be two practices in March to make up for the missed one.

FYI, when there is a snowfall forecast of 20cm or more, chains are put on the wheels of the apparatus, which takes about an hour. Sometimes the chains are all for naught, but they can't afford to take that time if there is a callout.

### 5.2 Status of Replacement Unit 541 RFP

The RFP is still in progress.

## 6. Reports

### 6.1 Secretary-Treasurer

Mr. Collicutt presented his monthly report (*Schedule 6.1*).

Financials from all accounts were reviewed. The reserves for transferring in the 2025-2026 budget are not entirely feasible right now due to cashflow, as compensation from loan 'drawdowns' have not been received yet. Mr. Collicutt reviewed the transfer needs and recommended that \$582,000 be transferred now and the remaining be transferred once the drawdowns are received and the 2026-27 Q1 tax advance is received.

**Action:** It was agreed by consensus that the recommendation proceed.

Mr. Collicutt explained that a motion is required from the Committee to appoint an auditor.

**Motion:** Moved by Mr. Collicutt; seconded by Ms. Hatch: That the Chester Fire Services Committee appoint Lawrence Lake of Morse Brewster Lake as its auditor to prepare the 2025-26 financial statements.

*Motion carried.*

Mr. Collicutt reminded the members that the Village office will move to 63 Regent Street as of April 1, 2026. CFSC meetings will continue to take place in the boardroom there.

## **6.2 New Fire Station Project**

Mr. Fitt presented his Status Report #9 (*Schedule 6.2*). He noted that the schedule is running approximately one week behind on design but that he is happy with the work.

The well flow rate report is pending.

There was some discussion on the pros and cons of a sprinkler system in the station, which is not required by the Building Code. Vice-chair Countway suggested the insurance company be contacted to find out the cost of insurance with or without a sprinkler system.

**Action:** Ms. McCallum will reach out to Intact with the question.

Vice-chair Countway said there needs to be a public presentation to update the residents on the status of the New Fire Hall. This is included in the production schedule for the end of April. A preference was expressed for mid-May.

**Action:** Ms. McCallum will investigate venue availability in May.

## **6.3 Communications Sub-Committee**

Vice-chair Countway had no update at this time. He has not heard any feedback from the AGM. Chief Stevens and Mr. Collicutt both commented on positive feedback on the new station that they have received.

## **6.4 Fundraising Sub-Committee – Nil**

## **6.5 MODC Fire Advisory Committee Minutes**

The Minutes from the FAC's Jan 21<sup>st</sup> meeting were included for information (*Schedule 6.5*).

# **7. New Business**

## **7.1 Notification of Registration Approval**

The notification from the MODC was provided for information (*Schedule 7.1*). Chief Stevens explained that the "P-33" comprehensive review of all the MODC fire

departments is done each year to re-register. Registration approval is what releases the tax dollars for the fiscal year.

**8. In-Camera** – per Section 22/408B (2) of the Municipal Government Act

**Motion:** Moved by Ms. Hatch; seconded by Mr. Collicutt: That the Committee move in camera as per Section 22/408B (2) of the *Municipal Government Act (MGA)* to discuss contract negotiations.

*Motion carried.*

The Committee recessed at 6:12 pm.

**9. Resumption of Public Meeting**

The Committee resumed the public meeting at 6:33 pm. There was nothing to report from in-camera.

**10. Other Business – Nil**

**11. Adjournment**

The meeting was adjourned at 6:34 pm.

**Next meeting(s):**

➤ **Regular Monthly:** Wed, April 8, 2026 at 5:00 pm @ 63 Regent St.

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Kirk Collicutt  
CFSC Secretary

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Heather McCallum  
CFSC Administrator, VOC Clerk/Treasurer

**Schedule 7.4**

# Minutes of the Meeting of Lunenburg County Accessibility Advisory Committee (LCAAC)

Held online via Teams.

March 4, 2026, from 7-8:30pm

**Members Present:**

Amy Chrysler, Louise Hopper, Lora Church, Teresa Alexander-Arab. Councillor Gale Fullerton (TOL), Village of Chester Commission Chair Geraldine Pauley, Deputy Mayor Jennifer McDonald (TOB), Councillor Morgen Reinhardt (MODL),

**Staff Present:**

Dylan Heide, Tissy Bolivar, Sana Karami, Tammie Bezanson, Ellen Johnson

**Guests Present:**

Kim Neale, Jillian Jamer

**Regrets:**

Councillor Penny Carver

Councillor Abdella Assaff

**1. Meeting Called to Order:**

The Meeting was called to order, and the land acknowledgement was read by Chairperson, Lora Church at 7:002 p.m.

**2. Acknowledgements and Protocols:**

**2.1** The Chairperson read reminder of accessibility as a human right.

**2.2** The Chairperson also reminded participants to please raise their hand (virtually or physically) and wait to be called on to speak and to also state their name before speaking.

**3 Approval of Agenda:**

**3.1 MOTION TO APPROVE** the agenda as circulated with the addition of introductions of new members, **SO MOVED** by Amy Chrysler , **SECONDED** by Gale Fullerton . **ALL IN FAVOUR. MOTION CARRIED.**

#### **4. Approval of Minutes:**

**4.1 MOTION TO APPROVE PREVIOUS MEETING MINUTES AS CIRCULATED FOR February 4, 2026, MOVED BY Theresa Alexander Arab, SECONDED BY Jennifer McDonald. ALL IN FAVOUR. MOTION CARRIED.**

#### **5. Introductions:**

A round table of introductions took place.

#### **6. Accessibility Coordinator's Update:**

Ellen provided an update on access awareness week initial planning. The living library has been discussed as a possible event. Some of the feedback received was that staff generally was well received but there was concern about how this event could possibly cause harm to individuals involved. A suggestion received was focusing more on a panel discussion as an alternative. Committee members discussed it further and agreed a panel could discuss the positives and challenges of the accessibility act since it came into effect. The committee also agreed that a panel provides the option for a larger less intimate discussion with the benefit of putting less pressure on the attendees to ask the 'right' questions. They also agreed a live in person option would be the best platform to be potentially hosted in a Council Chambers with live streaming option, somewhere within the region. They also agreed it should be open to the public, with specific invites to specific groups, i.e. sport facilitators/leaders in the community, then also an invitation to Council members and staff to broaden the community discussion and learning experience. A potential panel question was pitched for asking what persons with disabilities living within Lunenburg County would want the committee and Councils to know. Ellen will look further into options and use the theme of the week as a guide for discussion topics and advise further at the next meeting.

Engage Nova Scotia has launched their quality-of-life survey. The effort has been made to increase the numbers of households that receive the information so hopefully lots of comprehensive data will be received back.

Ellen reminded the committee that she spends a day each month at the library – upcoming dates will be March 23, April 27, May 25, and June 22, to talk to people about accessibility or answer questions. All are welcome from 10a.m.-1p.m.

Linda Mills has left the committee and her seat will need to be advertised to be filled. The next two vacancies will be towards the end of December so Lindas will be filled sooner.

The Accessibility Advisory Board for the province is working on their public transportation and communications standard, and some information has been shared for feedback, Ellen can circulate to anyone interested.

The proposed budget has been received as devastating information to community members with several cuts to grants and programs. The committee agreed to the importance of keeping Municipal Councillors informed so they can advocate and contact the province on your own to voice your concern.

AMANS is providing funding sources for supporting actions EDI and accessible spaces in the region, so Ellen is working with them on accepting this funding to get the project up and running.

### **7. Presentations: Kim Neale (Auticon Canada) and Jill Jamer (NS Works)**

Auticon hires autistic technology professionals and supports placements in employment with meaningful wage within Canada and work with employers on inclusion practices and policies. They have been in place since 2012.

In partnership with NS Works in Bridgewater, they are planning on bringing a series of learning events for employers to learn about inclusive hiring best practices and accessibility. The three events proposed to date are breakfast sessions 8:30a.m. – 10:00 a.m. in the Bridgewater area starting in June and invite employers. The first one would focus on what accessibility is, the second one would focus on resources available to help employers meet mandates, and the third would focus on neuroinclusive best practices and benefits for organizations. More information and invitations will be circulated.

### **8. Matters Arising:**

The Regional Accessibility Plan Actions updates will go to Councils for review towards the end of April/May with 17 regional action plans and the prioritization being proposed. Ellen shared a PowerPoint outlining the 17 actions that can be circulated for reference. There will also be public updates and room for discussion and feedback from the Committee once final breakdown is finalized. The Committee asked Ellen to share past year mandates for insight for review.

### **9. New Business:**

Promotional Materials to be purchased with funds available from previous budget to be used when Ellen is set up in public facing venues of the LCAAC is in public. Likely a banner with essential information to be displayed.

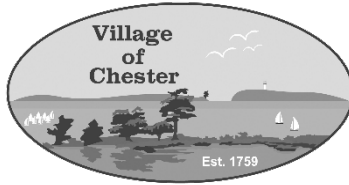
### **10. Round Table:**

Deferred to next meeting due to time constraints.

### **11. Date of Next Meeting: April 8, 2026**

In person locations will be proposed with potentially an earlier start time for May.

### **12. Meeting was adjourned as all items on agenda were completed.**

**Schedule 8.1****Village of Chester Commission  
Request for Decision  
Apr 22, 2026****RE: Community Grant Applications 2026/27**

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**Issue Summary**

The Grant Policy states that all grant applications received by the Apr 1st deadline each year will be considered together for approval and funding allocation by the May meeting of the Village Commission.

The 2026/27 Draft Village Budget allows for a total of \$10,000 to be disbursed for these applications, with a to-be-determined extra amount for asks that may come up at other times of the year.

**Background and Description**

As of Apr 1st, six applications have been received. All the applicant organizations have been grant recipients in the past.

Note that the Grant Policy also requires grant recipients to submit a project report to the Village after completion.

**Options**

1. That the Commission consider grant applications and assign levels of funding.
2. That the Commission seek supplementary information from applicant(s) and defer the funding decision to the Commission's May 20, 2026 meeting. A deferment would still meet policy requirements.
3. That the Commission cancel the Community Grants program and decline all applications.

## Recommendation

Staff recommend options 1 or 2 – to consider applications and assign funding either tonight or the next Commission meeting.

## Draft Motion

That the Chester Village Commission disburse the \$10,000 Community Grant funds as follows:

- |   |         |
|---|---------|
| a. Chester Art Centre – Carnival of Colours                             | \$_____ |
| b. Chester Farmers & Artisans Market – Customer Appreciation/Canada Day | \$_____ |
| c. Chester Merchants Association – Village Christmas                    | \$_____ |
| d. Chester Municipal Heritage Society – Canada Day                      | \$_____ |
| e. Chester Playhouse – Aquakultre Concert                               | \$_____ |
| f. Chester Yacht Club – Race Week                                       | \$_____ |

## Attach

- Chart: Grant Requests 2026/27
- Chart: Grant Disbursement History
- Grant Request Evaluation Form

Village of Chester  
Community Grants - Requests

<b>Year</b>	<b>Organization</b>	<b>Project</b>	<b>Ask</b>	<b>Granted</b>
<b>2026/27</b>	Chester Art Centre	Carnival of Colours	\$5,000	
	Chester Farmers & Artisans Market	Customer Appreciation/Canada Day	\$1,900	
	Chester Merchants Association	Chester Village Christmas	\$5,000	
	Chester Municipal Heritage Society	Canada Day Celebrations	\$4,000	
	Chester Playhouse	Aquakultre Concert	\$5,000	
	Chester Yacht Club	Chester Race Week	\$1,200	
			<b>\$22,100</b>	<b>\$0</b>
	<b>Grant Policy: Funds available (GL 5582)</b>		<b>\$10,000</b>	
	TBD: Funds for Additional Asks		\$2,500	

Village of Chester  
Community Grants - Disbursement History  
(GL5582)

Year	Organization	Amount	Notes
<b>2025/26</b>	Chester Arts Centre - Mavon Harvest Lantern Festival	\$2,000	
	Chester Farmers Market - Customer Appreciation	\$1,000	
	Chester Merchants Assoc - Village Christmas	\$2,000	
	Chester Municipal Heritage Society - Canada Day	\$2,000	
	Chester Playhouse - Sarah Hagen Concert & Art Show	\$2,000	
	Chester Yacht Club - Race Week	<u>\$1,000</u>	
		<b>\$10,000</b>	
<b>2024/25</b>	Chester Arts Centre - Artist & Makers Market	\$1,100	
	Chester Merchants Assoc - Village Christmas	\$2,700	
	Chester Municipal Heritage Society - Canada Day	\$2,700	
	Chester Playhouse - Natal Day Concert	\$2,700	
	Chester Yacht Club - Race Week	<u>\$800</u>	
		<b>\$10,000</b>	
<b>2023/24</b>	Chester Arts Centre - Summer Festival	\$2,500	
	Chester Merchants Assoc - Village Christmas	\$1,000	
	Chester Municipal Heritage Society	\$3,000	
	Chester Playhouse - Public Re-opening	\$2,500	
	Chester Yacht Club - Race Week	<u>\$500</u>	
	<b>Total</b>	<b>\$9,500</b>	
<b>2022/23</b>	Chester Municipal Heritage Society	\$5,000	
	Chester Merchants Assoc - Village Christmas	\$300	
	Chester Yacht Club - Race Week	<u>\$400</u>	
	<b>Total</b>	<b>\$5,700</b>	
<b>2021/22</b>	Chester Municipal Heritage Society	\$5,000	<i>Returned unused \$2,110</i>
	Chester Art Society	\$500	
	Chester Playhouse	\$500	
	Chester Yacht Club	<u>\$500</u>	
	<b>Total</b>	<b>\$6,500</b>	
<b>2020/21</b>	Chester Basin Fire Commission	\$23	
	Everett Hiltz	\$340	
	Lisa Rhyno	\$129	
	Marsha Grist	<u>\$266</u>	
	<b>Total</b>	<b>\$758</b>	
<b>2019/20</b>	Chester Municipal Heritage Society	<u>\$10,000</u>	
		<b>\$10,000</b>	

**Repeat Organizations - Total Granted to Date**

Chester Municipal Heritage Society	\$25,590
Chester Yacht Club	\$3,200
Chester Arts Centre/Society	\$6,100
Chester Playhouse	\$7,700
Chester Merchants Assoc	\$6,000

**Village of Chester  
Grant Request Evaluation**

***The objective of the grant policy is to:***

- *Support activities that advertise opportunities for the Village of Chester and its residents to grow, flourish, and prosper*
  - *To encourage tourism growth in a way that also engages citizens of the Village in the celebration of our heritage, culture, and natural environment*
  - *promotes inclusion and engagement of citizens from a wide variety of backgrounds, experiences, and socio-economic perspectives*
  - *supports civic leaders to be innovative and creative in benefiting local community*
  - *creates a range of experiences and interactions for visitors that encourage ongoing and repeat interactions with the Village and its residents, businesses, and organizations*

*The Village Commission reserves the right to approve or deny any project based on conditions and interests at the time of application.*

<b>Applicant Organization</b>	
<b>Project</b>	

<b>CRITERIA</b>	<b>NOTES/SCORE</b>
<b>Eligibility</b>	
1. Non-profit organization (churches/faith-based organizations are not eligible)	Y / N
2. Respect the available Village infrastructure	Y / N
3. Have a plan to attract visitors and participants to the event, while encouraging participation by Village residents	Y / N
4. Event or initiative must be open to the public	Y / N
5. Received application by deadline April 1st	Y / N

<b>Reporting</b>	
6. Has the organization applied for and/or received funding from the Village Commission before?	Y / N
If yes, was a report received with financial information that explains how the funds were spent and what outcomes were achieved?	Y / N
<b>Evaluation</b>	
7. Demonstrated impact to attract tourism – enhance the visitor experience or increase the appeal of the Village of Chester as a destination	_____ / 40
8. Benefit to the community at large	_____ / 20
9. The organization has a demonstrated financial need for grant funding	_____ / 20
10. For large projects, evidence of project funding sources and partnerships other than the Village Commission	_____ / 20
<b>TOTAL</b>	_____ / <b>100</b>

**COMMENTS**