Agenda

Village Commission Monthly Meeting
Wednesday, Jul 15, 2026 @ 6:00 pm

In-Person & Virtual Meeting
Zoé Vallé Library Boardroom, 63 Regent Street, Chester
Zoom Meeting ID #846 0723 2487, passcode 202627 or YouTube Live

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Note: As this is the first Village Commission meeting since the 2026 Election, the Clerk/Treasurer chairs the meeting until a new Chair and Vice-Chair are elected by the Commissioners.

1.0 Call to Order/Land Acknowledgement — p. 1

- *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 Swearing in of Commissioner-elect — p. 3

3.0 Annual Election of Chair and Vice-Chair

4.0 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.
  - If a response is applicable, it will be emailed to the resident and shared in the Agenda package of the next Commission Meeting.

5.0 Approval/Amendment of Agenda

6.0 Approval/Amendment of Minutes

6.1 Monthly Commission Meeting: Jun 11, 2026 — *Pending*

7.0 Business Arising

7.1 Approval of Audit and Financial Statements — p. 4
7.2 Discussion Note re: ZVL Trust Investments — p. 20
7.3 Fire Station Painting

8.0 Correspondence – Nil

9.0 Reports and External Committees

9.1 Report from the Chair

10.0 New Business

11.0 Commissioner Roundtable

12.0 In-Camera – Nil

13.0 Resumption of Public Meeting – Nil

14.0 Adjournment

Next Meeting(s)

- Monthly: Wednesday, Aug 19, 2026, 6:00 pm @ 63 Regent St.
- Monthly: Wednesday, Sep 16, 2026, 6:00 pm @ 63 Regent St.

Village of Chester Commission

Oath of Office & Confidentiality Agreement

I, **Gloria Nauss**, a Commissioner of the Village of Chester, declare that, in carrying out the duties as a Commissioner, I will:

1. Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interests of the Village residents.

2. Exercise these responsibilities, at all times, with due diligence, care, and skill in a reasonable and prudent manner.

3. Respect and support the by-laws, policies, code of conduct, and decisions of the Commission.

4. Keep confidential all information that I learn about Commissioners, personnel, contract negotiation and any other matters specifically determined by the Commission to be matters of confidence including matters dealt with during in-camera meetings.

5. Conduct myself in spirit of congeniality and respect for the collective decisions of the Commission and subordinate my personal interest.

6. Immediately declare any personal conflict of interest that may come to my attention.

SWORN/AFFIRMED at CHESTER, Nova Scotia in the County of Lunenburg this 15th day of July, 2026:

____
Gloria Nauss, Village Commissioner

Before me:

____
Heather McCallum, Commissioner of Oaths

Village of Chester

Chester, Nova Scotia

Financial Statements

March 31, 2026

Draft

Contents

Morse Brewster Lake
Chartered Professional Accountants

P.O. Box 718
158 Commercial Street
Berwick, NS
B0P 1E0
Tel: (902) 538-8531
Fax: (902) 538-7610
Email: info@mblcpa.ca

INDEPENDENT AUDITOR'S REPORT

To the Chairman and Commissioners of the Village of Chester

Opinion

We have audited the accompanying consolidated financial statements of **Village of Chester**, which comprise the statement of financial position as at March 31, 2026, and the statement of operations, statement of net financial assets and statement of cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the **Village of Chester**, as at March 31, 2026, and the results of operations and changes in net financial assets for the year then ended, in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Independent Auditor's Report (continued)

Auditor’s Responsibilities for the Audit of the Financial Statements (continued)

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity’s internal control.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of management’s use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity’s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor’s report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor’s report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Berwick, Nova Scotia
Date

Chartered Professional Accountants
Registered Municipal Auditor

Village of Chester
Consolidated Financial Statements
Year Ended March 31, 2026

Management's Responsibility for the Consolidated Financial Statements

The management of the **Village of Chester** (the "Village") is responsible for the integrity, objectivity and accuracy of the financial information presented in the accompanying financial statements The consolidated financial statements have been prepared in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada ("CPA"). A summary of the significant accounting policies is described in Note 2 to the consolidated financial statements.

The Village's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded and reliable financial information is available on a timely basis for preparation of the consolidated financial statements.

These systems are monitored and evaluated by management. The Audit Committee meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to the approval of the consolidated financial statements.

The consolidated financial statements have been audited by Morse Brewster Lake Chartered Professional Accountants, independent external auditors appointed by the Village. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Village's consolidated financial statements.

Village Clerk   Chairperson

Village of Chester

Consolidated Statement of Financial Activities

Year Ended March 31, 2026

	2026 Budget	2026 Actual	2025 Actual
Revenue			
Taxation	$ 413,792	$ 415,260	$ 403,068
Transfers from other governments	125,089	4,946	4,256
Capital Grants	120,144	45,724	159,604
Managments fees & rent CFSC	-	60,980	44,010
Chester Fire Services Committee	-	780,959	522,012
Gain (loss) on disposal of assets	-	7,350	-
Interest earned	-	33,936	29,125
Rental income	23,875	23,690	23,473
Other	1,710	4,747	6,646
	684,610	1,377,592	1,192,194
Expenditures			
General government services (page 13)	240,939	251,901	217,935
Crossing Guard	16,000	12,015	11,451
Street lighting	13,100	7,836	7,757
Beautification and clean up (page 13)	78,935	67,703	64,099
EMC - rental expense	15,020	12,191	8,941
Vistor information centre	-	14,830	-
Chester Fire Services Committee expenses	-	228,931	199,216
Writedown of assets	-	-	5,000
Jib lot - operating expenses	3,800	5,464	3,023
Amortization	109,237	109,237	100,193
Lido pool and washrooms (page 13)	87,805	70,364	81,800
	564,836	780,472	699,415
Annual Surplus	$ 119,774	$ 597,120	$ 492,779

Village of Chester

Consolidated Statement of Financial Position

March 31, 2026

	2026	2025
Financial Assets		
Current		
Cash -operating	$ 501,897	$ 459,372
Cash -reserves (page 15)	2,758	2,758
Short term investments (page 15)	1,811,893	1,067,347
HST recoverable	63,410	51,861
Receivable - Chester Fire Services Committee	19,205	2,930
Receivables	18,187	260,512
	2,417,350	1,844,780
Financial Liabilities		
Current		
Payables and accruals	110,378	59,770
Short term debt (note 9)	157,011	-
Government remittances payable	3,391	3,178
Deferred revenue	306,673	352,396
	577,453	415,344
Net Financial Assets	1,839,897	1,429,436
Non-Financial Assets		
Prepaid expenses	27,182	25,479
Property and Equipment (note 2)	2,665,720	2,480,764
	2,692,902	2,506,243
	$ 4,532,799	$ 3,935,679
Accumulated Surplus		
Reserve Funds (page 15)	$ 1,544,116	$ 1,064,662
Investment in Capital Assets (note 3)	2,516,690	2,480,764
Surplus (note 4)	471,993	390,253
	$ 4,532,799	$ 3,935,679

On behalf of the Village of Chester

___________________________, Chairperson ______________________, Commissioner

Village of Chester

Consolidated Statement of Changes in Net Financial Assets

Year Ended March 31, 2026

	2026 Budget	2026 Actual	2025 Actual
Annual Surplus (Deficit)	$ 119,774	$ 597,120	$ 492,779
Add (Deduct):			
Acquisition of tangible capital assets	(328,980)	(296,093)	(238,315)
Amortization of tangible capital assets	109,237	109,237	100,193
Write down of assets	-	-	5,000
Loss on disposal of tangible capital assets	-	1,900	-
Use of prepaids assets	-	(1,703)	14,228
Increase (Decrease) in Net Financial Assets	$ (99,969)	410,461	373,885
Net Financial Assets, beginning of year		1,429,436	1,055,551
Net Financial Assets, end of year		$ 1,839,897	$ 1,429,436

Village of Chester

Consolidated Statement of Changes in Financial Position

Year Ended March 31, 2026

	2026	2025
Cash flow from operating activities:		
Annual surplus	$ 597,120	$ 492,779
Write down of assets	-	5,000
Amortization	109,237	100,193
Loss (Gain) on disposal of tangible capital assets	(7,350)	-
Change in		
Accounts receivable	214,499	245,462
Prepaid	(1,703)	14,228
Payables and accruals	50,821	(976,529)
Deferred revenue	(45,723)	102,396
	916,901	(16,471)
Cash flow from investing activities:		
Proceeds on sale of assets	9,250	-
Purchase of investments	(1,811,893)	(1,067,349)
Proceeds on sale of investments	1,067,349	938,231
Purchase of tangible capital assets	(296,093)	(238,315)
	(1,031,387)	(367,433)
Cash flow from financing activities:		
Proceeds on issue of short term debt	157,011	-
Cash Increase (Decrease)	42,525	(383,904)
Cash and Equivalencies, beginning of year	462,130	846,034
Cash and Equivalencies, end of year	$ 504,655	$ 462,130
Represented By:		
Cash -operating	$ 501,897	$ 459,372
Cash -reserves	2,758	2,758
	$ 504,655	$ 462,130

Village of Chester

Notes to Financial Statements

March 31, 2026

1. Significant Accounting Policies

Basis of Presentation

The consolidated financial statements of the Village of Chester are the representation of management prepared in accordance with Canadian public sector accounting standards ("PSAB").

Basis of Consolidation

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in fund balances and in financial position of the reporting entity. The reporting entity is comprised of all organization and enterprises accountable for the administration of their affairs and resources of the Village and which are owned and controlled by the Village.

Interdepartmental and organizational transactions and balances are eliminated.

Revenue Recognition

Taxation and related related revenue: Property tax billings are prepared based on the assessment rolls issued by Property Valuation Services Corporation. Tax rates are established annually by the Commission, incorporating amounts to be raised for local services. Taxation revenues are recorded at the time tax billings are due.

Government Transfers

Government transfers are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

Other Revenue

Other revenues are recognized as services or goods are provided, the exchange amount is measured and collectibility of the amount is reasonably assured.

Cash and cash equivalents

Cash and cash equivalents include cash on hand, balances with banks and short term deposits with original maturities of three months or less. Bank borrowings are considered to be financing activities.

Use of Estimates

The preparation of the financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates. The most significant accounting estimates in these financial statements include allowance for doubtful accounts, estimated useful life of tangible capital assets and asset retirement obligations.

Village of Chester

Notes to Financial Statements

March 31, 2026

1. Significant Accounting Policies (continued)

Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess revenues and over expenses, provides the consolidated Change in Net Financial Assets for the year.

Asset Retirement Obligation

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

a) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
b) The past transaction or event giving rise to the liability has occurred;
c) It is expected that future economic benefits will be given up; and
d) A reasonable estimate of the amount can be made.

Any liability is discounted using a present value calculation, and adjusted yearly for accretion expense. The recognition of a liability would result in an accompanying increase to the respective tangible capital assets. Any increase to the tangible capital assets would being amortized in accordance with the depreciation accounting policies.

The Village has assessed their assets and does not currently have any material asset retirement obligations and as such no increase in asset value or liability has been recognized at this time.

Investments

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributed to acquisition, construction, development or betterment of the asset. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt. The costs, less residual value, of the tangible capital asset are amortization on a straight line basis over their estimated useful life as follows:

Asset type	Years
Land	Indefinite
Land improvements	20 years
Municipal buildings	40 years
Machinery and equipment	10 years
Vehicles	5 -10 years
Lido pool	20 years
Street lights	25 years

Village of Chester

Notes to Financial Statements

March 31, 2026

2. Tangible Capital Assets

	Cost Opening	Additions	Disposals	Write Downs	Cost Closing	Amortization	Accum Amort	Net Book Value
Village								
Land	$ 829,875	$ -	$ -	$ -	$ 829,875	$ -	$ -	$ 829,875
Land improvements	63,357	-	-	-	63,357	3,168	45,953	17,404
Buildings	739,949	-	-	-	739,949	13,751	428,121	311,828
Streets lights	194,561	5,011	-	-	199,572	7,983	110,207	89,365
Machinery & equipment	99,115	10,588	-	-	109,704	3,684	89,249	20,455
Lido pool	559,298	36,106	-	-	595,404	29,770	247,641	347,763
Signage	-	14,807	-	-	14,807	1,481	1,481	13,326
	$ 2,486,155	$ 66,512	$ -	$ -	$ 2,552,668	$ 59,837	$ 922,652	$ 1,630,016
Chester Fire Services Committee								
Fire Equipment	902,325	229,581	(2,000)	-	1,129,906	49,400	94,202	1,035,704
	$ 3,388,480	$ 296,093	$ (2,000)	$ -	$ 3,682,573	$ 109,237	$ 1,016,854	$ 2,665,720

3. Investment In Capital Assets

	2026	2025
Village of Chester		
Balance, beginning of year	$ 1,623,341	$ 1,528,730
Add (deduct):		
Contributions from reserves	20,788	10,298
Acessibility Grant	45,724	139,604
Amortization	(59,837)	(55,291)
Balance, end of year	1,630,016	1,623,341
Chester Fire Services Committee		
Balance, beginning of year	857,423	818,912
Amortization	(49,400)	(44,902)
Captial Grants	-	20,000
Disposal of assets	(1,900)	-
Writedown of assets	-	(5,000)
Captial from reserves	80,551	68,413
Balance, end of year	886,674	857,423
Total Investment in Capital Assets	$ 2,516,690	$ 2,480,764

Village of Chester

Notes to Financial Statements

March 31, 2026

4. Accumulated Net Assets

	2026	2025
Net Assets, beginning of year	$ 390,253	$ 790,386
Add (deduct):		
Annaual surplus - Village	42,991	45,048
Annual surplus - Chester Fire Services Committee	38,749	(445,181)
Net Assets, end of year	$ 471,993	$ 390,253

5. Other Matters

The total remuneration paid to each commissioner and the senior management official are as follows:

Commissioners	Compensation	Expenses	Total
O'Malley, Randall	$ 2,304	$ -	$ 2,304
Nauss, Gloria	2,304	625	2,929
Mulrooney, Thomas	2,304	399	2,703
Mulrooney, Laura	2,304	264	2,568
Pauley, Geraldine	2,304	905	3,209
Staff			
McCallum, Heather (Clerk/Treas.)	73,253	726	73,979
	$ 84,773	$ 2,655	$ 82,820

6. Budget amounts

The Village budgets for rate setting and expenditure control purposes, which does not include amortization. The following adjustments to Net Surplus reconcile the budgeted amounts to the financial reporting presentation in accordance with Canadian Public Sector Accounting Standards.

Budgeted net surplus (loss)	$ -
Transfer to reserve	24,209
Acquisition of tangible capital assets	328,980
Less amortization	(109,237)
Transfer from reserve	15,777
Revised net surplus	$ 259,729

Village of Chester

Notes to Financial Statements

March 31, 2026

7. Lease Commitment

The Village has a entered into a lease contract for office equipment. The contract requires monthly payments of $196 plus HST until April 2026.

8. Chester Fire Services Committee

In March 2024 the Village divested it's fire equipment and donated them to the Chester Fire Services Committee (CFSC). CFSC is an intermunicipal committee incorporated to provide fire services to the Village of Chester and surrounding area in the Municipality of Chester. The Village own's half of the Chester Fire Services Committee and proportionally consolidates half of the CFSC financial statements into these consolidated financial statements. The other half of the Chester Fire Services Committee is owned by the Municipality of Chester.

9. Short Term Debt

	2026	2025
Scotiabank non revolving term credit, interest at prime rate minus 0.75%. Max advance of $1,300,000. Maturity date is July 26, 2026. Secured by Temporary Borrowing Resolution and guarantees from the Municipality of the District of Chester and the Village of Chester.	$ 157,011	$ -

Village of Chester

Schedules to Statement of Operations

Year Ended March 31, 2026

	2026 Budget	2026 Actual	2025 Actual
General Government Services			
Commission honorariums	$ 11,520	$ 12,052	$ 11,167
Advertising	3,000	2,072	549
Miscellaneous expenses	7,890	7,170	5,835
Elections expenses	2,600	255	506
Consultants	3,000	2,173	-
Salaries and benefits	125,534	132,608	127,923
Office supplies	11,700	23,237	9,952
Insurance	24,570	28,974	27,882
Property tax exemptions	6,000	-	-
Professional services	8,000	14,699	5,319
Rent	20,025	15,236	14,634
Telephone	2,400	2,435	2,357
Travel and training	5,660	3,950	2,463
Website and IT support	9,040	7,040	9,348
	$ 240,939	$ 251,901	$ 217,935
Lido Pool			
Salaries wages and benefits	$ 34,855	$ 26,366	$ 28,161
Public washrooms	14,200	17,397	12,435
Maintenance and operations	32,750	25,437	36,064
Insurance	4,800	-	3,980
Taxes	1,200	1,164	1,160
	$ 87,805	$ 70,364	$ 81,800
Seasonal and Public Works			
Flowers and wreaths	$ 31,030	$ 28,416	$ 27,949
Garbage collections	25,985	24,603	20,266
Property maintenance	11,920	4,684	5,884
Celebrations	10,000	10,000	10,000
	$ 78,935	$ 67,703	$ 64,099

Village of Chester

Statement of Reserve Funds

Statement of Financial Position

March 31, 2026

	Building Reserve	CFSC Reserve	Lido Pool Reserve	Operating Reserve	Utilities Reserve	Equipment Reserve	2026 Total	2025 Total
Assets								
Cash	$ -	$ 2,758	$ -	$ -	$ -	$ -	$ 2,758	$ 2,758
Accounts Receivable	$ 257	$ 9,703	$ 1,989	$ 842	$ 393	$ -	$ 13,184	$ 17,017
GIC (2.15-2.25%, due before March 2026)	28,680	1,162,981	204,165	103,985	44,140	-	1,543,951	1,044,887
Liabilities								
Due from (to) Operating	-	-	(15,777)	-	-	-	(15,777)	-
Reserves	$28,937	$ 1,175,442	$ 190,377	$ 104,827	$ 44,533	$ -	$ 1,544,116	$ 1,064,662

Statement of Changes in Reserves Fund Balances

	Building Reserve	CFSC Reserve	Lido Pool Reserve	Operating Reserve	Utilities Reserve	Equipment Reserve	2026 Total	2025 Total
Balance, beginning of year	$28,239	$ 713,991	$ 194,597	$ 85,798	$ 42,036	$ -	$ 1,064,661	$ 304,872
Interest	698	19,471	5,224	2,453	1,197	-	29,043	29,125
Sale of boat	-	9,250	-		-	-	9,250	-
Transfer from operating fund	-	513,281	6,333	16,576	1,300	5,011	542,501	823,251
Transfer to Operating	-	-	-	-	-	-	-	(13,875)
	28,937	1,255,993	206,154	104,827	44,533	5,011	1,645,455	1,143,373
Expenditures								
Transfer to capital fund	-	80,551	15,777	-	-	5,011	101,339	78,711
Balance, end of year	$28,937	$ 1,175,442	$ 190,377	$ 104,827	$ 44,533	$ -	$ 1,544,116	$ 1,064,662

Building Reserve Fund is to be used for building renovation of a long-term nature and is not available for general operations
CFSC Reserve represents 50% of the reserves of the Chester Fire Services Committee
Lido Pool Reserve is to be used for long-term capital improvements and repairs and is not available for general operations
Utilities Reserve is used to fund public utility projects in the Village of Chester.
Operating reserve is used to fund operating expenses

On Behalf of the Village of Chester:

Chairperson ___________________________ Commissioner _________________________________

Schedule 7.2

Village of Chester Commission

Discussion Note

Jun 17, 2026

RE: ZVL Trust Investments

Issue Summary

All of the funds for the Zoé Vallé Library (ZVL) registered charity are sitting in a single regular bank account. Some of this money is recommended to be invested, as per the Village's proposal and plan to protect the funds.

*Note that the charity's funds are not actually a "trust" or "endowment" in the formal sense, but are referred to as such only in the vernacular sense and pretty much interchangeably. We will stick with "trust" for consistency.

Background

The ZVL, as a charity, has different financial reporting requirements than a public sector entity. The ZVL's funds and books are completely separate from the Village's, similar to the Chester Fire Services Committee's funds and books.

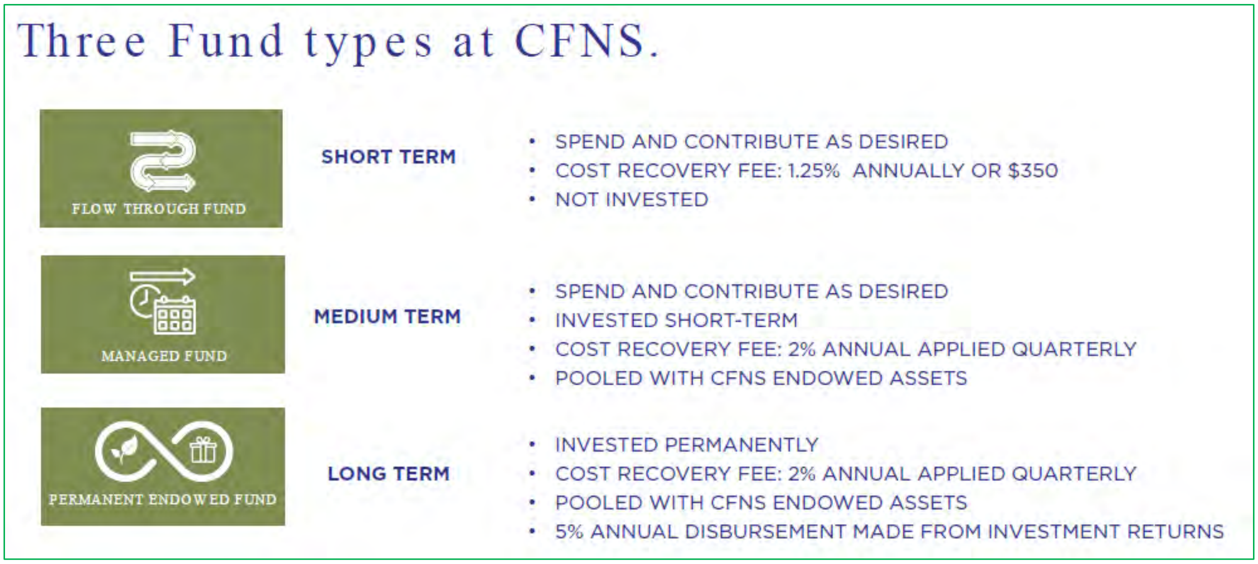
The Village's annual budget lays out carefully which expenses are to be paid from which source in accordance with the terms of the Warranty Deed. The Village has assumed a large portion of the operational expenses that no longer need to come from the Trust but some operational and capital expenses still will, as in the past.

The Village Commission has planned since the proposal stage to invest a portion of the charity's funds to better protect the capital and provide greater returns to help sustain the charity financially.

Investment Types

The Village's practice for its own investments is cashable GICs in a registered bank, as required by legislation and the Village's Reserve Funds & Investment Policy. The charity is not bound by this, so alternatives have been considered.

Community Foundation of Nova Scotia (CFNS)
CFNS is a charitable organization that pools and manages flow-through, medium term, and endowment funds for charities and non-profit organizations. There is an *information document attached* for full detail.



Comments on each Fund type:

- A **flow-through** fund holds money short-term only and 0% interest is generated. Some organizations use this for fundraising as CFNS handles all the tax receipting, etc., but I don't see a use for this in our case, and the bank account provides 2.5% interest.

- A **medium-term** fund money can be liquidated if needed with an approximately one-month turnaround. This has generated a 7-10% annual rate of return, so *is* of interest for longer term investment similar to a public sector entity reserve fund.

  Donors can donate directly through a link, and this fund can also handle donations of any kind, including stock or other assets, and manage tax receipting directly. Reporting can be any frequency we require. There is a minimum $10K investment.

  Very convenient for regular donors – for example, there is one on the current Canada Helps page who donates $20/month like clockwork.

- An **endowment** fund is means the principal cannot be touched at all; *only* an annual disbursement of 5% from the investment interest can be accessed. This would require a far larger principal amount (in the $millions) to make operating this way feasible. An important future goal.

CFNS requires a minimum $10K investment and, like the medium-term, can handle donations of any kind and manage tax receipting.

A true endowment fund is particularly appealing to donors who wish to make legacy donations.

Advantages to working with CFNS include better returns through being pooled with other organizations' assets, keeping the money in the community, ethical investments, and keeping the principal invested at arm's length.

Recommendation
In consultation with the CFNS's CEO Daniel Holland and with Katie Macdonald, a financial expert on the board of Our Health Centre (who has worked extensively with the Community Foundation of Alberta), I suggest a combination approach between Scotiabank and the Community Foundation.

ACCOUNT	SOURCE & USE	INITIAL INVESTMENT
Operations Expenses (per 2026/27 Budget)	Source: Scotiabank Main Business Banking account (existing, currently holds all funds) - Would hold the funds for budgeted operations expenses and capital expenses ready for payment + 5-10% contingency - Pays the bills via cheque or EFT	$20,710 Operations $15,200 Capital completed $1,796 Contingency 5%
Capital Expenses (per 2026/27 Budget)	Source: Scotiabank Investment account (new) - Cashable GICs, annual term - Holds the funds for budgeted capital expenses + 5-10% contingency - Funds transferred to the Main account as needed for bill payments	$TBD Accessibility 50% $TBD Contingency
Donations 1	Source: Scotiabank Savings account (new) - To allows staff to deposit cheque or cash donations, as well as allow e-transfers - Donations should be kept separate from the operating account for Canada Revenue reporting - Donations would then be transferred to reserve	$0

CHUMS Fund	Source: Scotiabank Investment account (existing, currently $0 balance) - 20% in cashable GICs for book purchases - 80% in non-cashable GICs - The above is a starter split suggestion; a strategy for annual disbursement should be developed	$5,000 (rounded up from $4,713)
ZVL Reserve Fund Donations 2	Source: CFNS Medium-Term Fund (new) - The bulk of the existing ZVL money! - Donations can be made directly to this fund via an online link - This would be the main donation link promoted, deleting the Canada Helps page to avoid confusion	$Remainder
ZVL Succession Fund Donations 3	Source: CFNS Endowment Fund - Katie strongly recommends opening one with the minimum $10K investment for long-term planning. This could be now or next fiscal. - A seed, with something to work towards.	$10,000

Mr. Holland has offered to meet with the Commission so that you can ask further questions about CFNS. Staff favour this taking place and could schedule during the next Monthly Commission meeting or a special meeting.

Thank you.

Community Foundation of Nova Scotia

PARTNERING FOR IMPACT
CFNS & CHARITIES

//02

PARTNERING WITH CFNS

"To address needs we cannot yet see and help people we will never meet."

Community Foundations

1914, Cleveland, Ohio: Fredrick Goff noted large amounts of money were being left through bequests in wills to charitable causes that either no longer existed or no longer reflected evolving values and community needs.

Community Foundations: Goff envisioned a novel approach to philanthropy - one that would create enduring, flexible charitable endowments, capable of responding to the ever-changing needs of the community. Adopted in Canada by the Alloway Family in 1921 in Winnipeg with gift of $100,000.

Canadian Network of 200+ Community Foundation: uniquely positioned to understand both local needs and local solutions on the issues that matter most to communities.

//03

PARTNERING WITH CFNS

WE ARE A CHARITY TOO. LET'S WORK TOGETHER.

CFNS is a registered charitable foundation that advances philanthropy, providing philanthropic services for families, communities, and charities.

Unlike financial institutions, our fees for service are reinvested in the community. These fees, as well as direct donations to our charity, fund our mission to build resilient communities across the province.

We want to take the infrastructure we have in place to support Donor Advised Funds, and use it to benefit your charity, alleviating administrative burden and allowing you to focus more on your mission.

With 18 years of experience advancing philanthropy in Nova Scotia, and leaning on a century of work in Canada, the Community Foundation has been honoured to facilitate grants to hundreds of charities across the province, and to steward Funds for more than 30 registered charities.

//04

PARTNERING WITH CFNS

Benefits of a Community Foundation:

A trusted and local partner for charitable giving. Focus on your community impact without the hassle of administrative duties.

The Community Foundation is working to empower a stronger and more sustainable charitable sector, and we're committed to supporting you with tools to help grow your impact in our communities.

Reduced Administrative Burden
The Community Foundation receives and issues tax receipts for thousands of donations each year and can help reduce the administrative burden on your team.

Full Transparency
In addition to quarterly financial statements, you will have access to a private online Fund Portal that chronicles donations, grants, and other fund activities (coming in 2027).

Experts on Unique Donations
We are experts on accepting unique types of donations — from Gifts of Securities to USD— and are able to provide backend support to process these gifts.

Investment Expertise
Pooled with more than $43M in assets, your Fund benefits as part of our professionally-managed and diversified investment portfolio.

Customized Solutions
Our team is here to set you up for success and can help build a personalized online donor page for your Fund and develop a customized donation receipt.

Trusted Third-Party
With strong governance and a clear fiduciary responsibility to protect donor intent, we serve as a trusted third party, giving donors confidence when making major gifts to your organization.

Cost Savings
Benefit from our economies of scale, low fees, and organizational expertise that saves your organization time and money that can be refocused on your community impact.

Community Network
The Community Foundation engages with over 300 charities each year and works to build bridges in the sector through a network of local charitable leaders.

//05

PARTNERING WITH CFNS

What services do we provide to charities?

Gain a charitable partner to support your donors' giving while you retain complete control of your relationships.

We provide many services to charities, depending on your needs. These include the professional management of endowment, medium-term investments, and flow through funds designated for charitable purposes.

- ACEPTANCE OF ONLINE DONATIONS
- ISSUANCE OF TAX RECEIPTS
- INVESTMENT MANAGEMENT
- FACILITATION OF DONATIONS OF SECURITIES
- PERMANENT ENDOWED FUND
- MANAGED FUND
- DONATIONS AND RECEIPTING IN USD
- SCHOLARSHIP ADMINISTRATION
- CAMPAIGN ADMINISTRATIVE SUPPORT
- ENDOWMENT MANAGEMENT
- FLOW THROUGH FUND

//06

PARTNERING WITH CFNS

Three Fund types at CFNS.

FLOW THROUGH FUND

SHORT TERM

- SPEND AND CONTRIBUTE AS DESIRED
- COST RECOVERY FEE: 1.25% ANNUALLY OR $350
- NOT INVESTED

MANAGED FUND

MEDIUM TERM

- SPEND AND CONTRIBUTE AS DESIRED
- INVESTED SHORT-TERM
- COST RECOVERY FEE: 2% ANNUAL APPLIED QUARTERLY
- POOLED WITH CFNS ENDOWED ASSETS

PERMANENT ENDOWED FUND

LONG TERM

- INVESTED PERMANENTLY
- COST RECOVERY FEE: 2% ANNUAL APPLIED QUARTERLY
- POOLED WITH CFNS ENDOWED ASSETS
- 5% ANNUAL DISBURSEMENT MADE FROM INVESTMENT RETURNS

*Additional fees may apply for services such as grant administration, merchant fees for payment processing, etc.

*Fee structures are reviewed annually by the CFNS Board of Directors.

//07

PARTNERING WITH CFNS

FLOW THROUGH FUNDS

FLOW THROUGH FUND

- Non-permanent, non-endowed Fund designed to distribute all of its capital to one or more specified charitable organizations within a fixed time period.
- Donors receive an immediate tax receipt for their contributions to the Flow Through Fund, in accordance with regulations provided by the Canada Revenue Agency (CRA).
- Subject to administrative fees as established by the community foundation's Board. The income net of these fees accrues to the Fund.
- CFNS manages the administrative aspects of the Fund, allowing you to focus on your work.

Mariners Centre Expansion

The Mariners Centre in Yarmouth set up a Flow Through Fund with the Community Foundation of Nova Scotia to raise a portion of their $40 million new campus-style community hub for sport, health and wellness, entertainment and events. Partnering with CFNS allowed them to begin taking donations while launching the project, alleviating the administrative burden of campaign while they focused on fundraising and impact.

//08

PARTNERING WITH CFNS

MANAGED FUNDS

MANAGED FUND

- A Managed Fund invests your charity's donations and/or operational reserve to generate revenue for charitable purposes. i.e. A future unexpected capital project.
- Supports growth and helps with unexpected expenses.
- By partnering with CFNS, your charity receives access to professionally managed investment portfolios.
- CFNS manages the administrative and investment aspects of the Fund, allowing you to focus on your impact.

Halifax Refugee Clinic

Halifax Refugee Clinic

The Halifax Refugee Clinic provides no-cost legal and settlement services to refugee claimants in Nova Scotia who are unable to afford the services of private legal counsel.

The Halifax Refugee Clinic Foundation has both a managed fund and a permanent endowment fund established with CFNS, which ensure an ongoing source of support for the clinic. The foundation supports refugees through the award-winning, life-changing- and life-saving work carried out by the team of staff, volunteers, and pro bono lawyers of the Halifax Refugee Clinic.

//09

PARTNERING WITH CFNS

ENDOWMENT FUNDS

PERMANENT ENDOWED FUND

- An endowment is a Fund where donations are pooled and permanently invested to generate revenue for charitable purposes.
- Stable, long-term source of funding.
- Supports operational costs, and helps with unexpected expenses.
- By partnering with CFNS, your charity receives access to professionally managed investment portfolios.
- CFNS manages the administrative and investment aspects of the Fund, allowing you to focus on your impact.

Marigold Cultural Centre

The Marigold Community Arts Foundation was established as an endowment fund at the Community Foundation of Nova Scotia to ensure an ongoing source of support for artistic expression created and curated through the work of the Cobequid Arts Council. The goal of this Fund is to provide grants and bursaries for the citizens of the Town of Truro, Colchester County, and the Province of Nova Scotia who are interested in the arts in a variety of capacities.

A donor who had supported their efforts wanted to make an endowment donation. At the time, Marigold Culture Centre didn't have an endowment and didn't want to add the burden to their Board of Directors, so they opened a Fund with CFNS.

//10

PARTNERING WITH CFNS

HONOURING IMPACT: A CHARITY'S LEGACY

When charities reach the end of their lifecycle, they may choose to leave a lasting legacy by transferring their remaining assets to the Community Foundation of Nova Scotia, where funds are professionally managed and invested for long-term community benefit. These organizations can continue to shape impact, allowing former board members or representatives to stay involved in recommending grants and guiding priorities. This model ensures that even after a charity dissolves, its purpose lives on, with the Community Foundation handling administration, compliance, and investment management so community leaders can focus on impact.

OLD LADIES HOME SOCIETY

Founded in 1890 in Yarmouth, Sunset Terrace, originally known as the Old Ladies Home, was created by local women to provide safe, affordable housing for older adults of limited means and operated for 130 years through grassroots fundraising and community support. When the facility closed in 2020 as residents' needs evolved, the Old Ladies Home Society ensured its mission would continue by establishing an endowment with the Community Foundation of Nova Scotia. Today, that fund generates more than $60,000 annually in grants, supporting vulnerable people in the Yarmouth area and carrying forward a legacy of local care and generosity.

Old Ladies Home Society Fund
Founded in 1890

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PARTNERING WITH CFNS

INVESTMENTS

- As of July 2025, CFNS assets are invested with Fiera Capital in the Ethical Balanced Fund. Fiera Capital was selected for their strong institutional track record, values-aligned approach to investing, and consideration of the current global economic landscape.
- Fiera Capital is a leading independent investment firm with deep expertise in managing assets for foundations, endowments, and institutional clients. They are recognized by Benefits Canada as the 2nd largest manager of nonprofit assets in Canada, managing $9 billion over 300 relationships.

Performance of Fiera's Ethical Balanced Fund, as of December 31, 2025:

One-Year Annualized Return	Five-Year Annualized Return	Ten-Year Annualized Return
6.53%	8.38%	8.49%

**Until June 2025, CFNS investments were managed by Jarislowsky Fraser's Global Balanced Fund. Their performance to December 2025 is as follows: 1-Year Annualized Return: 6.91% | Five-Year Annualized Return: 6.55% | Ten-Year Annualized Return: 6.10%

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PARTNERING WITH CFNS

Reinvest *In your Charity*

25-year Endowment Growth Estimate

- $100,000 Endowment
- **Assuming 8% Annual Return**
- 5% Annual Disbursement Quota
- 2% Annual CFNS Admin & Investment Management Fee

Projection Results

Total Contributions	$100,000
Total Disbursements to your Charity	**$128,121**
Endowment Value at 25 Years	$164,061

These projections are estimates based on historical performance and assumed rates of return. Actual results may vary and are subject to change due to market conditions and other factors.

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PARTNERING WITH CFNS

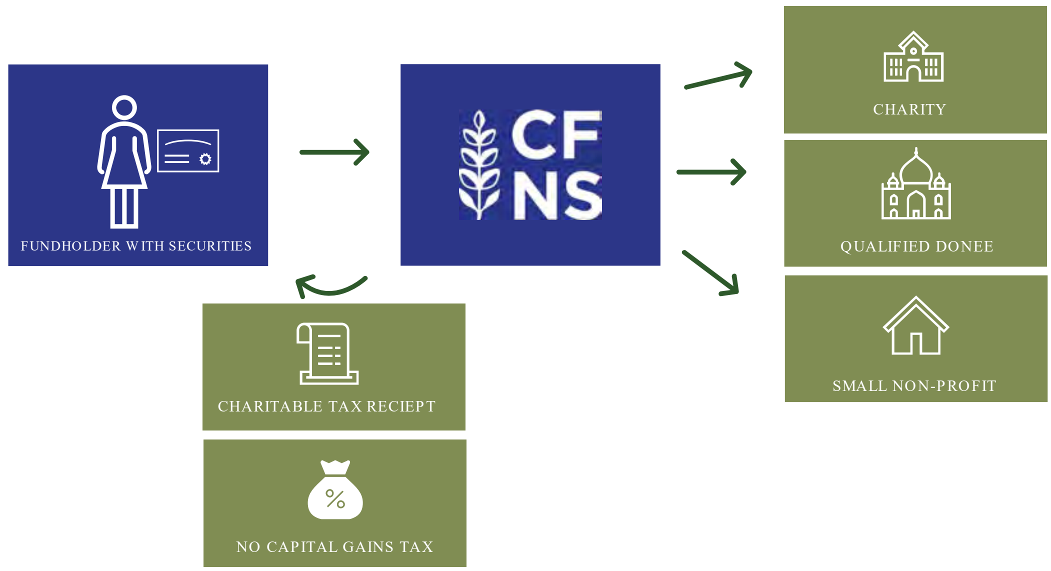
We accept complex gifts on your behalf.

GIFTS OF SECURITIES

In 2025 CFNS worked with a Fundholder who wanted to provide operational support to many charities and non-profits.

Working with CFNS, they were able to receive a tax receipt for their donations to both charities *and* non-profits.

They were also able to give in a tax-efficient way by donating securities, which many organizations are not equipped to accept. CFNS accepts this gift and makes a donation directly to the Fundholder's chosen beneficiaries.



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PARTNERING WITH CFNS

CFNS Philanthropic Services

In addition to our services for charities, we provide support for individuals, families, businesses, groups, and communities. Here are just a few:

Anonymity
Many of our Fundholders prefer to stay anonymous in their giving. We facilitate donations and/or run granting programs on their behalf.

Giving Complex Gifts
Some of our Fundholders prefer the tax-advantage of donating securities. However, the causes closest to their hearts may not be equipped to accept these gifts. We accept gifts of securities, issue a charitable tax receipt to the donor, and forward their donation to the charity in cash.

Acceptance of Donations in USD
There are many residents of the United States who call Nova Scotia home, or their home-away-from-home. We help them to make gifts to Nova Scotia charities while receiving a tax receipt via a 501(c)3 affiliate charity.

Investment Expertise
Pooled with more than $43M in assets, your Fund benefits as part of our professionally-managed and diversified investment portfolio.

Customized Solutions
Our team is here to set you up for success and can help build a personalized online donor page for your Fund and develop a customized donation receipt.

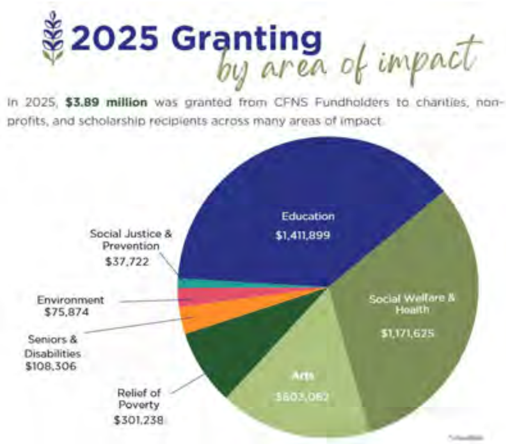
Trusted Third-Party
With strong governance and a clear fiduciary responsibility to protect donor intent, we serve as a trusted third party, giving donors confidence when making major gifts to your organization..

Gifts to ENQDs
This means that under certain conditions our donors can make donations to eligible non-profit organizations, not registered charities, and still receive a charitable tax receipt.

Community Network
The Community Foundation engages with over 300 charities each year and works to build bridges in the sector through a network of local charitable leaders.

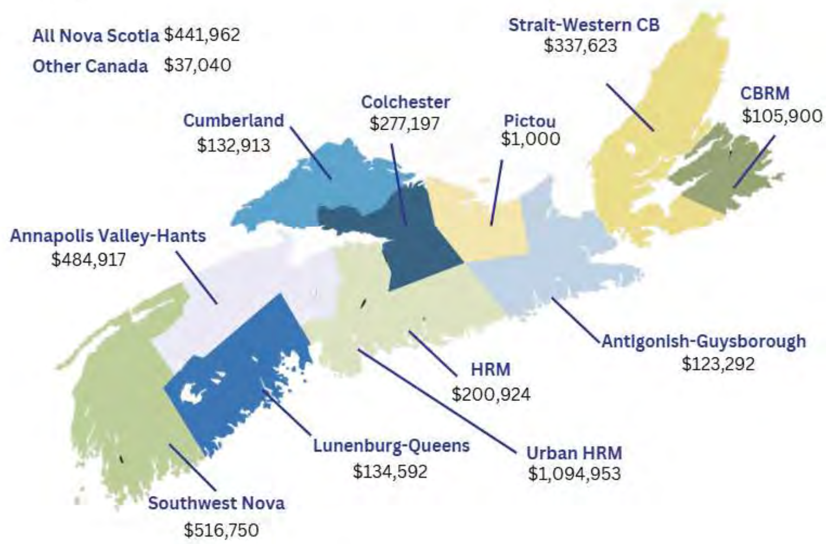
Collective Impact

With the services we provide to charities and others, here is the impact in Nova Scotia in 2025:



2025 Granting *by region*

In 2025, Nova Scotia organizations and scholarship recipients received a combined total of **416 grants** through the Community Foundation of Nova Scotia.



2025 Growth *& financial highlights*

$43.0M
Total Assets

$20.0M
Total Granted To Date

$3.89M
Granted in 2025

416
Grants Facilitated by CFNS in 2025

181
Funds Disbursing Grants in 2025

21
New Funds in 2025

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PARTNERING WITH CFNS

Growth of our Charity

More and more Nova Scotians are choosing to work with the Community Foundation of Nova Scotia to support their generosity. Since 2008, we have grown our assets to more than $43 million, with significant growth in recent years. This has resulted in more than $20 million granted to communities, and significant predictable income for charities who have formed endowments with us, allowing them to make bold choices with predictable revenue.

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PARTNERING WITH CFNS

Who Can Create a Foundation at CFNS?

For Individuals or Families:	For Community Groups:	For Charitable Organizations
Establish a Fund at CFNS.	Establish a Fund and raise funds to impact their community.	Establish a Fund for diversified revenue and long-term gifting options for donors.
Contributions made directly to a Fund by individual donors are eligible to receive a charitable tax receipt from CFNS.		
Grants are disbursed from the fund to any organization(s)* which activities align with the stated purpose of the Fund on advice or designation of the fundholder(s).	Grants are disbursed from the fund to any organization(s)* which activities align with the stated purpose of the Fund on advice or designation of the Community Board Representatives.	Donors contribute to the Fund or to the organization in support of the Fund. An annual disbursement (grant) is made to the charity, as the designated beneficiary.

*CFNS can grant to organizations which are considered qualified-donees and non-qualified donees in certain circumstances.
A minimum of $25,000 is needed to open a Fund.

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PARTNERING WITH CFNS

GOVERNANCE & OVERSIGHT.

The Community Foundation of Nova Scotia is governed by a diverse, volunteer Board of Directors made up of community leaders and business professionals from across the province.

These community champions bring a wealth of skills and expertise including an investment committee made up of five experienced investment professionals.

COMMUNITY FOUNDATIONS IN CANADA.

The Community Foundation of Nova Scotia is 18 years old in a movement of more than 200 Community Foundations in Canada that have been growing impact for over a century.

THANK YOU

Daniel Holland, CEO
Community Foundation of Nova Scotia
902-490-9916
daniel.holland@cfns.ca
www.cfns.ca

Schedule 9.2

Village of Chester Commission

Clerk/Treasurer Monthly Report

July 15, 2026

Scotiabank

- The June 2026 bank statement is reconciled. The Village main operations account opened the month of June with $427,087 and ended with $378,088.

- Snapshot: Village account balances as of July 3rd were:

Banking Accounts	
Village Operations account	$379,656
Investment Accounts	
Village Operating reserve (excluding Visa $5K cash security)	$105,429
Village Lido Pool reserve (excluding GRID funding $242K)	$213,384
Village Utilities reserve	$44,786
Village EMC Building reserve	$29,098

Financial

- A notification has been received that the Q2 tax advance will be deposited the week of July 13th. That will be reflected in next month's accounts.

- The 2026/27 Q1 Budget Variance Report (Apr 1-Jun 30) is pending re-allocation of Library expenses.

- The Federal HST Rebate application for the 2nd half of 2025/26 is pending Sage account adjustments for an accurate calculation.

- Staff would like to thank the Commission for their understanding as we work to catch up on the backlog caused by the move and the extraordinarily busy first quarter!

Capital Grants & Projects

- As the Village was unsuccessful in getting a facility infrastructure grant this year, there will not be any large maintenance project. The structural engineer and concrete supplier confirmed that there was no pressing need for rush repairs before the pool opened. The pool will be inspected again at the end of the season.

- I am still awaiting the drawings of the exterior Public Washroom accessible parking spot and path for permits.

- The GRID program team at the Province are now reviewing the Class D estimate and drawings to consider the Village's revised grant application for the accessibility retrofits to the Library.

  The Class D estimate brings the project estimate to $143,240 + payable HST. If GRID accept our proposal, they will pay half. The other half will be cost shared between the Village and Library. The exact recommended breakdown will be provided once we know where we stand with the funders.

  The plan for the Requests for Proposal documents is for the work on the grounds and the work in the building to be two separate RFPs.

Lido Pool/Washroom

- The pool opened on Sunday, June 28th for the season. Attendance has been good with the extra warm weather the first weeks of July. Neveah and her team are taking detailed headcount and other notes to help us evaluate use of the facility. I'm getting a daily report at closing.

- There were a number of incident reports in the first two weeks. Mostly the usual cuts and scrapes, but they also had their first ever pull-out (a boy at risk of drowning). The parent was debriefed on what to watch for in future. The child was fine and back in the water shortly thereafter.

- The robot vacuum is not currently working. Gippy and I have met at the pool several evenings for tests with the rep from the company we bought it from trying to pinpoint the problem. We think it will have to go out for repair… or at least evaluation and an estimate.

  Pool staff are using small handheld pool vacuums for spot cleaning on the bottom in the meantime, and the guards are keeping up the walls with brushes. Gippy says the deck and office are tidy in the mornings.

ZVML Financial

- As discussed earlier, staff have to break out the expenses that require reimbursement as of the end of Q1 and prepare a detailed invoice. Cheques have been ordered for the ZVL account and are expected to arrive next week.

- Snapshot: Library account balance as of Jul 3rd was:

Banking Accounts	
ZVML Fund account	$191,105
Investment Accounts	
ZVML CHUMS reserve (pending)	$0
ZVML Fund reserve(s) (TBD)	

- The Jan 1-Mar 31, 2026 expenses up to the point of the handover has been received from the Municipality. I am awaiting confirmation of filing and a copy of the 2025 charity tax return.

- The letter to Canada Revenue to change the directors of the charity has been drafted but at time of writing is on hold re: the 2025 tax return.

Association of Nova Scotia Villages (ANSV)

- Reminder that the July 16th ANSV Board Meeting is in-person in Bible Hill. I will be attending so will be out of the office from mid-morning.

- I've met with the new staff Coordinator to discuss meatier conference sessions and will also do some canvassing at the meeting.

- Commissioner Laura Mulrooney has been managing hospitality elements – thank you!

- The registration form is drafted and I'm hoping to circulate in the next few days.

Miscellaneous

- A raccoon who appeared to be in distress was collected from the rafters of the Lighthouse Tower safely by Dept of Natural Resources staff on Friday afternoon (July 10th). There's always something happening here!

Report completed by:
Heather McCallum, Village Clerk/Treasurer

Chester Fire Services Committee

Minutes

Chester Fire Services Committee (CFSC) Monthly Meeting

Wednesday, May 13, 2026 at 5:00 pm

Village Commission/Library Boardroom, 63 Regent Street, Chester

Present	Norm Countway, Vice-chair Kirk Collicutt, Treasurer-Secretary Wilson Fitt Nancy Hatch
Ex-officio	Nick Hirtle, Acting Fire Chief, Chester Volunteer Fire Department (CVFD)
Staff	Heather McCallum, Administrator (Clerk/Treasurer, Village of Chester)
Regrets	Colin MacDonald, Chair James Robert
Guest(s)	Tom Bremner, Municipality of Chester Councillor, District 3 Randy O'Malley, Village of Chester Commissioner

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1. Call to Order

The meeting was called to order by Vice-chair Countway at 5:05 pm.

2. Approval of Agenda

Motion: Moved by Ms. Hatch; seconded by Mr. Fitt: That the Chester Fire Services Committee approves the Agenda of the May 13, 2026 Monthly Meeting as presented.
Motion carried.

3. Approval of Minutes

3.1 Monthly Meeting Minutes: Apr 11, 2026

Motion: Moved by Mr. Collicutt; seconded by Ms. Hatch: That the Committee approves the Minutes of the Apr 11, 2026 Monthly Meeting as presented.
Motion carried.

4. Business Arising

4.1 Update on the Support for Fire Protection Services Act

Correspondence was received from Sandra McKenzie, Deputy Minister of the Department of Emergency Management *(Schedule 4.1)*.

Vice-chair Countway and Mr. Collicutt attended a meeting of the Fire Commissions on this matter last week and noted the misunderstandings in the room. Communication from the Province on this matter needs to be better.

5. Chester Volunteer Fire Department

5.1 Welcome

Nick Hirtle, the new Acting Fire Chief, was welcomed to the table.

5.2 Activity Report

Acting Chief Hirtle reported that former Chief Stevens is staying in touch on the replacement truck RFP. Former Deputy Chief Jared MacDonald is now chair of the CVFD’s hall committee.

Chief Hirtle’s orientation included attending a meeting on the replacement 541 truck with MODC procurement, hall committee meetings, and MODC’s Fire Advisory Committee. He reported that there were repairs done to several of the TMRs.

Callouts in the past <u>week</u> included 27 medicals, 2 fire alarms, 3 motor vehicle incidents, and 3 mutual aid calls for a total of 35.

6. Reports

6.1 Secretary-Treasurer

Mr. Collicutt presented his monthly report #10 *(Schedule 6.1)*.

The auditor, Lawrence Lake, will attend the June monthly meeting to review the 2025/26 Audit Report and Financial Statements.

6.2 New Fire Station Project

Mr. Fitt discussed his status report #10 *(Schedule 6.2)*.

Possible compromises to the design that may be necessary to keep the budget in line were discussed. The process needed for a possible in-kind donation of pre-site work was also discussed.

6.3 Communications Sub-Committee

Vice-chair Countway reported that photos have been provided to Michael Broley for website updates, and that Phil Otto is putting together a fundraising brochure. He will share the draft brochure when completed.

6.4 Fundraising Sub-Committee

Chair MacDonald was not present this evening, but it was noted that he committed to $5 million in fundraising at the May 11, 2026 Public Information Meeting for the Station Design.

6.5 MODC Fire Advisory Committee

The Agenda for the FAC's May 20, 2026 meeting was attached for information.

7. New Business

7.1 Fire Station Maintenance: Consideration of Painting

Ms. McCallum reviewed a request to consider painting the current fire station received from Village Commissioner Tom Mulrooney *(Schedule 7.1)*. After some discussion about spending priorities, the discussion was tabled.

ACTION: Ms. McCallum was asked to circulate the terms of the fire station building and land agreement between the Village and Municipality for clarification.

7.2 Village Commission request re: Snow Removal Advocacy

Correspondence was received from the Village Commission with a formal request to consider advocating with the Municipality for snowbank removal to accommodate emergency vehicles in the narrow streets *(Schedule 7.2)*.

ACTION: The Committee will draft a letter to Municipal Council expressing a broader concern on traffic flow year-round in the Village core in consideration of emergency vehicle access.

8. **In-Camera** – per Section22/408B (2) of the Municipal Government Act (MGA)

Motion: Moved by Mr. Collicutt; seconded by Ms. Hatch: That the Committee recess to go in-camera to discuss the acquisition, sale, lease and security of village/municipal property.
Motion carried.

The Committee recessed to go in-camera at 6:06 pm.

9. **Resumption of Public Meeting** – per Section22/408B (3) of the MGA

The Committee resumed the public meeting at 6:20 pm. The following motion was made:

9.1 Borrowing Resolution re: Phase 3 (Construction) Loan

A borrowing resolution was prepared by Municipal Affairs for the Committee *(Schedule 9.1)*. Also, approval and guarantee versions have been prepared for the partners, i.e., the Village Commission and Municipal Council.

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

WHEREAS the Chester Fire Services Committee (hereinafter referred to as the CFSC) was incorporated on Oct 17, 2023 pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Village of Chester and the Municipality of the District of Chester entered into an inter-municipal services agreement pursuant to Section 60 of the Municipal Government Act;

WHEREAS the CFSC pursuant to the inter-municipal agreement states that the body corporate shall be vested with the power to borrow money for the purpose of the New Chester Fire Station: Phase 3/Construction;

WHEREAS any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units and the Municipal Guarantee percentages and amounts for the municipal parties are attached at Schedule “A”; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing and municipal guarantees have been approved by the Minister of Municipal Affairs;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 92 of the Municipal Government Act, and subject to the approval of the Minister of Municipal Affairs, the CFSC borrow a sum or sums not to exceed Twenty Million Dollars ($20,000,000) for the purpose set out above;

THAT the sum be borrowed by the issue and sale of debentures of the CFSC of an amount as the CFSC deems necessary;

THAT pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed Twenty Million Dollars ($20,000,000) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twenty Four (24) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and,

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

Motion carried.

10. Other Business – Nil

11. Adjournment

The meeting was adjourned at 6.22 pm.

Next meeting(s):

- **Regular Monthly:** Wed, Jun 10, 2026 at 5:00 pm – Village Commission/Library Boardroom, 63 Regent Street
- **Regular Monthly:** Wed, Jul 8, 2026 at 5:00 pm – Village Commission/Library Boardroom, 63 Regent Street

Reminders:

- Village of Chester AGM (Presenting): Wed, Jun 17, 2026 at 6:30 pm – St. Stephen’s Community Centre, 54 Regent Street

________________________	________________________
Kirk Collicutt	Heather McCallum
CFSC Secretary	CFSC Sr. Administrator, VOC Clerk/Treasurer

Chester Fire Services Committee

Minutes

Chester Fire Services Committee (CFSC) Monthly Meeting

Wednesday, Jun 10, 2026 at 5:00 pm

Village Commission/Library Boardroom, 63 Regent Street, Chester

Present	Norm Countway, Vice-chair Kirk Collicutt, Treasurer-Secretary Wilson Fitt Nancy Hatch
Ex-officio	Dave Richardson, Deputy Fire Chief - Chester Volunteer Fire Department (CVFD)
Staff	Heather McCallum, Administrator (Clerk/Treasurer, Village of Chester)
Regrets	Colin MacDonald, Chair James Robert Nick Hirtle, Acting Fire Chief - CVFD
Guest(s)	Lawrence Lake, Morse Lake Brewster (via Zoom) Tom Bremner, Municipal Councillor, District 3 Randy O'Malley, Chester Village Commissioner

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1. Call to Order

The meeting was called to order by the Vice-chair at 5:02 pm.

2. Approval of Agenda

Motion: Moved by Ms. Hatch; seconded by Mr. Collicutt: That the Chester Fire Services Committee approves the Agenda of the Jun 10, 2026 Monthly Meeting as presented. *Motion carried.*

3. Approval of Minutes – Nil

4. Business Arising – Nil

5. New Business

5.1 2025/26 Audit Report & Financial Statements
Lawrence Lake, Morse Brewster Lake

The CFSC's auditor, Lawrence Lake, walked through the Draft Financial Statements document *(Schedule 5.1)*. Note 7 needs to be corrected to "prime minus 0.7%" rather than "prime plus 0.75%".

Motion: Moved by Mr. Collicutt; seconded by Mr. Fitt: That the Chester Fire Services Committee approve the Audit Report as presented by Lawrence Lake, pending correction to Note 7.
Motion carried.

The CFSC's financials are integrated into the Village of Chester and Municipality of the District of Chester's consolidated financial statements, as 50%/50% owners of the Committee.

6. Chester Volunteer Fire Department

6.1 Activity Report

Deputy Chief Richardson reported that last week there were 34 calls, 27 of them were medical [monthly stats are not available].

The Deputy Chief announced that of this past Monday, Jun 8, 2026, the CVFD has scaled back on what medical calls 911 will call them for: they will still respond to cardiac events, lift assists, or when EHS will be delayed. The call chain is 911 > EHS > Valley Communications (fire dispatch). This is expected to reduce calls by approximately 30 per month.

5.2 Fire Truck 541 RFP Status

The Request for Proposals for the replacement unit 541 is out. The deadline for responses is July 8th.

At awarding of the contract, a 10% deposit is paid which is expected to be approx. $200K, per the 2026-27 budget. A further 30% will be due when the chassis is approved. There will be CVFD delegation trips to inspect progress.

7. Reports

7.1 Secretary-Treasurer

Mr. Collicutt presented his monthly report *(Schedule 7.1)*.

The request to the Minister of Municipal Affairs for borrowing certificates has been submitted. The timeline is usually 4-6 weeks.

7.2 New Fire Station Project

Mr. Fitt reviewed his Status Report #11 on new Fire Hall project *(Schedule 7.2)*.

He received no notes from Committee members on the interior design. He met with Grey Cardinal yesterday; the Class B estimate should be available on June 24th. The next design discussion will be in July.

Mr. Fitt noted that truck fill is tied to the sprinkler cistern – filling trucks from Stanford Lake would be more expensive than the cistern (rebuild pump house, pumps, pipes, etc.)

7.3 Communications Sub-Committee

Vice-chair Countway reviewed a draft brochure from Phil Otto to be used as a leave-behind for fundraising. Feedback was provided.

A piece was submitted to the next Municipal News thanking the Village and Municipality for their support for the Phase 3/Construction loan.

7.4 Fundraising Sub-Committee – Nil

Mr. MacDonald is away, so there is no update this meeting.

7.5 MODC Fire Advisory Committee

The Minutes of the FAC's May 20, 2026 meeting are provided for information *(Schedule 7.5)*.

8. In-Camera – Nil

9. Resumption of Public Meeting – Nil

10. Other Business

Ms. Hatch noted that Big Tancook Island is planning a new fire station.

11. Adjournment

The meeting was adjourned at 6:04 pm.

Next meeting(s):

- **Regular Monthly:** Wed, Jul 8, 2026 at 5:00 pm – Village Commission/Library Boardroom, 63 Regent Street
- **Regular Monthly:** Wednesday, Aug 12, 2026 at 5:00 pm – Village Commission/Library Boardroom, 63 Regent Street

Reminders:

- Village of Chester AGM (Presenting): Wed, Jun 17, 2026 at 6:30 pm – St. Stephen's Community Centre, 54 Regent Street

_______________________	_______________________
Kirk Collicutt	Heather McCallum
CFSC Secretary	CFSC Sr. Administrator, VOC Clerk/Treasurer

Schedule 9.3(b)

MUNICIPALITY OF THE DISTRICT OF CHESTER

FIRE ADVISORY COMMITTEE MEETING (Policy 112)

Wednesday, July 15, 2026 – 7:00 p.m.
Chester Basin Volunteer Fire Department, 5430 Highway 3

AGENDA

1. Meeting called to order by the Chairperson.
2. Land Acknowledgement
   "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."
3. Review and Approval of Agenda/Order of Business.
   3.1 Update of FAC voting member list and reminder on P112 Terms of Reference
4. Introductions (if required).
5. Approval of previous meeting minutes.
6. Matters Arising
   6.1 **Sub Committee Report Updates: Deferred to September Meeting**
      - Dry Hydrants/Water Supply
      - Training
      - Apparatus/Equipment
      - Recruitment and Retention

   6.2 **Water Rescue:**
      - Operational Update (Stephen Bond)
      - Staff recommendations on Administrative Model and Financial Management (FAC Motion: *With reference the RESPF capital grant ($ 200,000) and the MOC funding ($ 57,000), the MOC will administer procurement and funds disbursement and retain ownership of the capital assets. With reference to the annual operating costs (Initial year of $40,000) as funded by the Commissions the MOC will administer funds disbursement. Stephen Bond and the Fire Services Coordinator will work with the MOC, Fire Departments and Commissions to set up the administrative model and controls.)*

   6.3 **Level 1 Training Update** (Stephen Bond)

7. New Business
   7.1 FSANS Representation
   7.2 P33 Registration Update (deadline of July 31, 2026)

8 Roundtable

9. Adjournment

Schedule 9.4

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

Held in-person at MODL Municipal Services Building and online via Teams.

May 5, 2026, from 7-8:30pm

Members Present:

Amy Chrysler, Louise Hopper, Lora Church, Teresa Alexander-Arab. Natasha Strickland, Councillor Gale Fullerton (TOL), Councillor Morgen Reinhardt (MODL), Councillor Abdella Assaff (MOC), Councillor Penny Carver (TOMB)

Staff Present:

Tammie Bezanson, Ellen Johnson, Sana Karami

Guests Present:

Laura Bain, CNIB

Regrets:

Village of Chester Commission Chair Geraldine Pauley, Deputy Mayor Jennifer McDonald (TOB),

1. Meeting Called to Order:

The Meeting was called to order, and the land acknowledgement was read by Chairperson, Lora Church at 7:00 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 order of events amended, SO MOVED by Morgan Reinhardt, SECONDED by Amy Chrysler. ALL IN FAVOUR. MOTION CARRIED.

4. Approval of Minutes:

4.1 MOTION TO APPROVE PREVIOUS MEETING MINUTES AS CIRCULATED, MOVED BY Louise Hopper, SECONDED BY Penny Carver. ALL IN FAVOUR. MOTION CARRIED.

5. Introductions:

A round table of introductions took place.

6. Accessibility Coordinator's Update:

Ellen advised that the Access Awareness Week proclamation and flag raising requests have been submitted to Municipal Units for approval.

The province has finished the public consultation part of the public transportation development process. The standards will follow the same process as the Built Environment Accessibility Standard Regulations that are already in place. Feedback is currently being reviewed by the standard development committees. The next stage will be to go to the Accessibility Advisory Board at the provincial level. Once they accept and pass the standards it will move onto the Province, where it will be converted from recommendations to law.

7. Presentations: Laura Bain- CNIB Accessibility & Sight Loss

A slide deck was shared and made available upon request and can be referenced for information on the presentation.

A discussion followed concerning pedestrian infrastructure and challenges associated with Municipal Transportation.

8. Matters Arising:

Presentations to Councils – Lora and Ellen met about presenting to Councils. A slide deck is in the works and once completed and dates are confirmed Ellen will share with everyone. They noted that it would be helpful for folks who are interested in attending in person as it is very impactful.

Pannel Update: Will take place at MODL June 2nd at 1:30 p.m. The flag raising will be at 1:00 p.m. The theme this year is Access Awareness: Disability Justice: Stronger Together, First Voice Leading Change for Action. Speaker recommendations are welcome to be sent directly to Ellen. She has approached four people but more are welcome. Disability Justice has a broad scope of intersectionality, the more different the perspectives the better. It was asked if Speakers could be from outside of the Municipality or Region and Ellen advised that is the decision of the committee. After further discussion the Committee agreed it may be more impactful if they are connected to our area in some way. Ellen also noted she plans on contacting Autism NS for recommendations for someone with First Voice experience but a speaker in this area has not been identified yet. Lora noted there is a Chapter of Peoples First in Lunenburg County so she will make contact for anyone interested in participating. Ellen will wait to hear back. Ellen noted that there will be prepared questions but also have a facilitator to help navigate the conversations. The discussion continued around set up and insuring mics are used and livestream options.

In June Leslie Taylor will be sharing information about the Nova Scotia Community Transportation Network, Specifically the status of transportation in Lunenburg County.

9. New Business:

Nothing to Note.

10. Round Table:

Tammie Bezanson noted that an option for the June meeting is meeting at the new Chester Municipal Public Works Building. They need input on Accessibility and have all the technology required to proceed as normal. The committee agreed with this change in location for the June meeting.

Louise Hopper noted that Beyond Band-Aids have some upcoming workshops. May 28th will be a community conversation for folks to discuss issues in their community that matter most i.e. housing, basic income, uranium etc. Welcome to all!

Gale Fullerton noted the accessibility updates for the recreation facility in Lunenburg begin next week. The timeline is undetermined but there is currently alternate access, and the community center is being utilized.

Morgan Reinhardt shared that MODL approved the installation of a new accessible waterless double vault toilet and a double-change room to be installed at Mush a Mush lake because of the accessibility audit that took place. The timeline is undetermined, but Morgan will share more information as it becomes available.

A question was asked about Miller Point Peace Park and accessibility upgrades. Morgan advised she can get information from staff but noted the kayak launch was installed and pathway upgrades are taking place. A follow up question about Saw Pit Wharf park. Morgan noted that the wharf replacement is being done in phase one and likely all that will be done this year. Ellen will reach out to Trudy for additional information on Phase Two and any additional information available on Miller Point Peace Park to be shared at the next meeting.

Ellen noted Kim and Jillian were in to present a few meetings ago. She reminded everyone of their employment event that is taking place and noted that they have decided to offer it as a two-hour pilot for employers to learn about workplace accessibility and neurodiversity. It will be held on June 10th from 2:30 -4:30 p.m. Ellen will be participating and can be contacted for additional information for anyone interested.

11. Date of Next Meeting:

A discussion took place about skipping the July meeting for a summer break or reconvening in September. The option would be July 8th or early September. The committee came to agreement to wait until September unless anything urgent arises Lora will call a special meeting.

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

Village of Chester Commission

Request for Decision

July 15, 2026

RE: Chester Fire Services Committee – Call for Volunteers

Issue Summary

The inaugural three-year terms of four members of the Chester Fire Services Committee (CFSC) will expire on October 16, 2026. Two are appointees of the Village of Chester (Wilson Fitt and Colin MacDonald), and two are appointees of the Municipality of the District of Chester (Kirk Collicutt and Norm Countway).

A public call for volunteers is needed from the Village for its representatives, similar to last year for the first two re-appointments.

Background

The Intermunicipal Fire Services Agreement (2022):

> *(19) The Municipality and the Village will each appoint two committee members for an initial term of three years, and one committee member for a term of two years. Following the initial term of committee members, the term shall be three years.*
> *(20) A committee member may be reappointed.*

CFSC By-laws:

> *25) Members shall retire from office at the end of the term for which they were appointed by their respective incorporating body but shall serve until a successor is appointed. Retiring members shall be eligible for re-appointment and their terms shall be in accordance with the Incorporating Agreement.*

The preference of the CFSC is that the same members be re-appointed to continue the New Fire Station Project to completion. All have indicated they will re-offer.

Regardless, the Village and Municipality are obligated to go through a public process. The Municipality has already done their public call for volunteers simultaneously for six committees with vacancies, including CFSC.

Request

Staff are requesting the authority to proceed with the public post online and in the newspaper.

Draft Motion

That the Chester Village Commission issue a public call for volunteers to recruit two Village representatives to the Chester Fire Services Committee for a 2026-29 term.

Attachment

- CFSC Call for Volunteers package

Committee Volunteer Application
Chester Fire Services Committee

There are currently **two (2) vacancies** on the Chester Fire Services Committee for appointees of the Village of Chester to serve a three-year term as of October 17, 2026.

Please submit your application by **Friday, Aug 14, 2026 at 4:00pm AT** by email to heather.mccallum@villageofchesterns.ca, or drop it off/mail to the Village office in the Zoé Vallé Library, 63 Regent Street, PO Box 620, Chester, NS B0J 1J0.

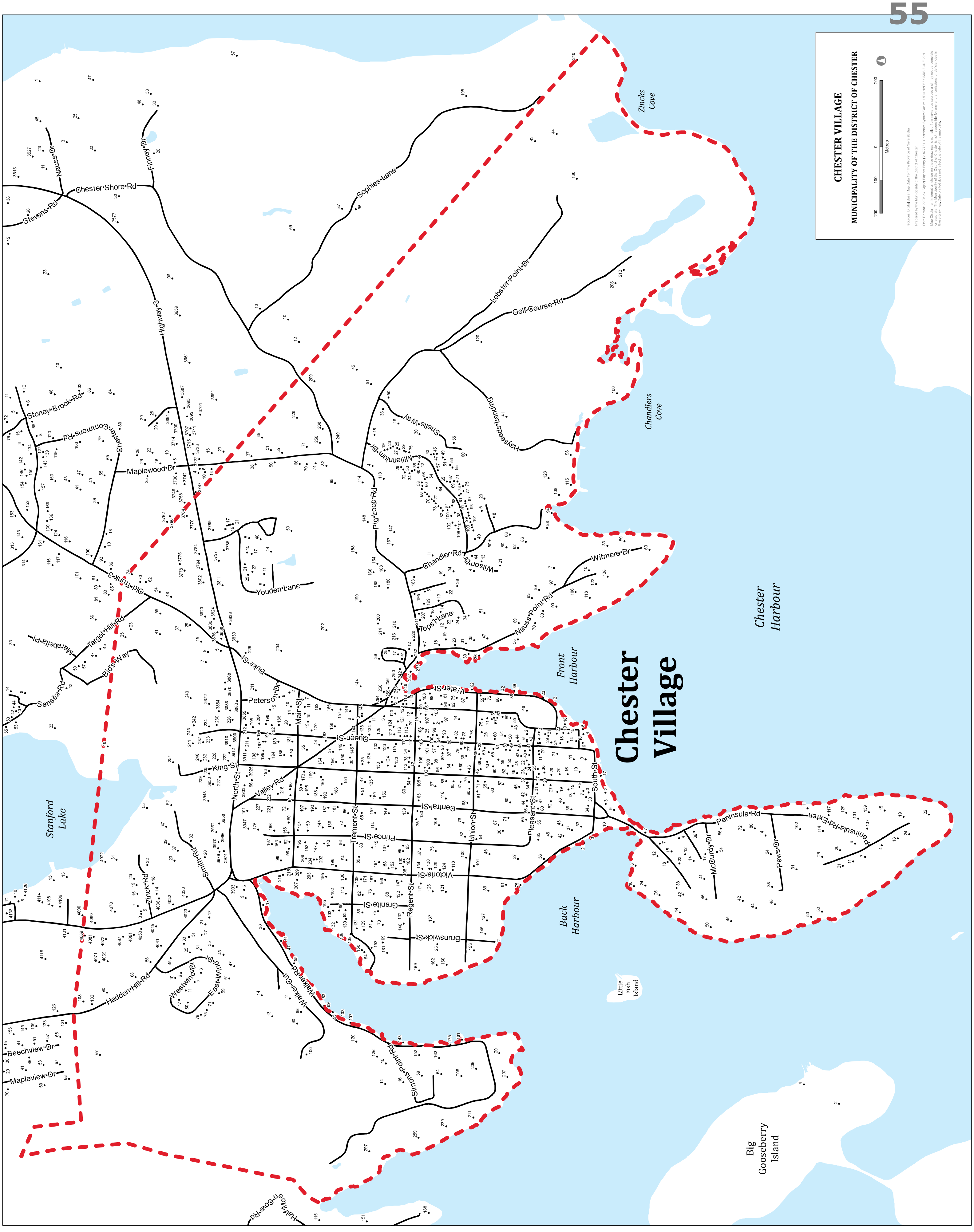
Name	
Are you a resident of the Village of Chester and 18 years of age or over?	
Civic address	
Mailing address	
Email	
Phone(s) Home Work Cell	
Why are you interested in serving on the Chester Fire Services Committee? *(You may attach a separate page if you prefer.)*	
Please outline background information, i.e., education, skills, work or volunteer experience, or interests relevant to your application. *(You may attach a separate page if you prefer.)*	

Voluntary disclosure of any health or accessibility needs that require accommodation.	

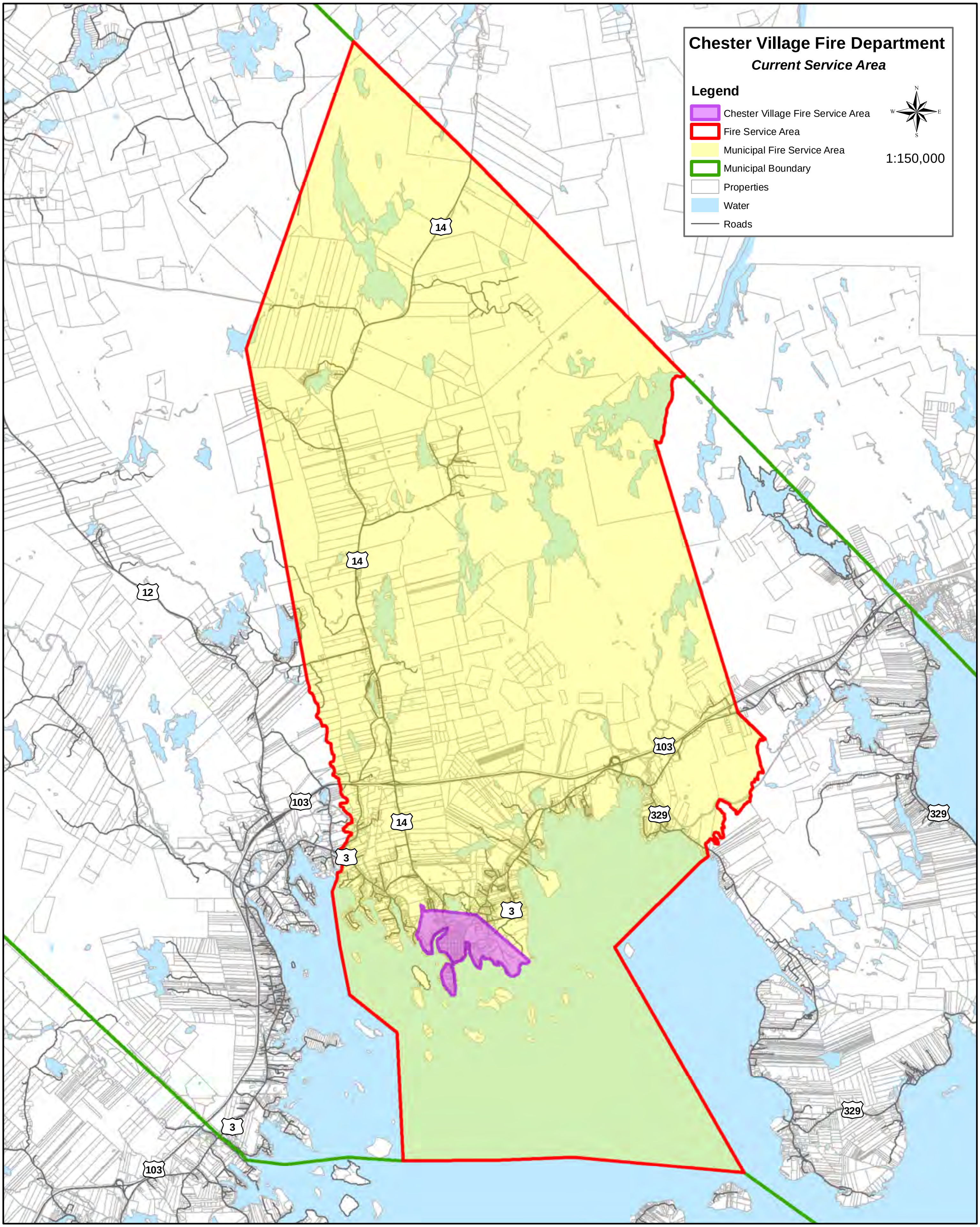
Date: ________________________ Signature: ____________________________

Attachments:

- *Village boundary map*
- *Chester Volunteer Fire Dept service area map*
- *Committee terms of reference*


CHESTER VILLAGE
MUNICIPALITY OF THE DISTRICT OF CHESTER
Metres
Chester Village
Chester Harbour
Front Harbour
Back Harbour
Zincks Cove
Chandlers Cove
Stanford Lake
Little Fish Island
Big Gooseberry Island
Highway 3
Chester Shore Rd
Stevens Rd
Nauss Dr
Finney Dr
Sophies Lane
Lobster Point Dr
Golf Course Rd
Hayseeds Landing
Snells Way
Millennium Dr
Pig Loop Rd
Chandler Rd
Wilson Dr
Witmere Dr
Nauss Point Rd
Tops'l Lane
Youden Lane
Stoney Brook Rd
Chester Commons Rd
Maplewood Dr
Old Trunk 3
Target Hill Rd
Marabella Pl
Bid's Way
Sensea Rd
Duke St
Peterson Dr
Water St
Main St
Queen St
King St
North St
Valley Rd
Central St
Prince St
Victoria St
Granite St
Brunswick St
Regent St
Tremont St
Union St
Pleasant St
South St
Smith Rd
Zinck Rd
Haddon Hill Rd
Westwind Dr
East Wind Dr
Walker Cut
Walker Rd
Simons Point Rd
Halfway Cove Rd
Beechview Dr
Mapleview Dr
Peninsula Rd
Peninsula Rd Exten
McCurdy Dr
Pews Dr

Schedule "A"



Chester Village Fire Department
Current Service Area
Legend
Chester Village Fire Service Area
Fire Service Area
Municipal Fire Service Area
Municipal Boundary
Properties
Water
Roads
1:150,000
N
S
E
W
14
14
14
12
103
103
103
329
329
329
3
3
3

***EXCERPT* re: Chester Fire Services Committee (CFSC) Terms of Reference**

Committee

3) The Parties agree to establish a joint advisory committee (the "Chester Fire Services Committee", hereinafter the "Committee") to advice, assist and make recommendations to the parties, as required, on governance and budget.

4) The Municipality and the Village exercise their authority to provide Emergency Services to Fire District within the boundary lines as per Schedule "A" attached and forming part of this agreement through the Fire Service Committee and the Fire Department.

5) The committee, in consultation with the Fire Department, is responsible for preparing and recommending and implementing an annual operating budget to the parties. The committee has the responsibility to oversee and implement all purchases that are approved within the annual operating and capital budget.

6) The committee, in consultation with the Fire Department, is responsible for preparing, recommending and implementing a 5-year capital budget to the parties each year and developing a 20-year capital replacement plan.

Term

7) This Agreement shall come into effect upon signing by the parties and shall remain in force for a period of twenty (20) years, unless terminated pursuant to Section 10.

8) If the Fire Department should for any reason become unable to continue to provide the Service to the Fire District and has provided notice to that effect, then it shall be entitled to provide notice of same to both the Village and the Municipality. The Municipality and the Village shall proceed jointly to provide an alternate method of providing the Service to the Fire Service Area.

9) If either the Village or the Municipality or both should become dissolved or amalgamated by operation of Law or by Statute, then the assets belonging to them in connection with the Fire Service shall be, if possible, transferred by the parties to the Municipal body then responsible for the provision of the Service to the Fire District and if that is not possible or feasible, the assets shall be sold and the net proceeds realized from the sale of the assets used for the benefit of the residents of the Fire District in the same proportion as each of the parties contributed to acquiring those assets based on a trailing 5 year average of uniform assessment.

10) The Village and the Municipality acknowledge that this Agreement may only be terminated either by mutual consent or for cause. Amendments to the Agreement may

be made by mutual consent.

a) If either party should allege cause due to a default or failure on the part of the other, then it shall first give not less than one years written notice to the other to correct that default or failure.

b) The party receiving notice will have three months from the date notice is received to initiate the mediation and arbitration process per Section 41, otherwise if the default or failure is not corrected within the time allowed to the satisfaction of the objecting party, then the parties agree that they shall then commence the process of dissolving this Agreement in a timely manner but with the object that under no circumstances shall there be any disruption or discontinuance of the Service to the Fire District.

Committee Structure

11) The Committee shall be composed of six (6} voting members. The Chief, or their designate, shall serve as an ex-officio member of the committee with no voting rights.

12) The Municipality shall appoint three members, and the Village shall appoint three members. No more than 1 of the appointments from each party may be an elected official.

13) Subject to Sections 14 and 15, any elector of the Fire District is eligible to be a member of the Committee.

14) Staff of the Village Commission and Municipality are not eligible for membership on the Committee.

15) No active member of the Chester Volunteer Fire Department is eligible to be a member of the Committee.

Annual Meeting

16) An annual meeting of the electors shall be held by the Committee before February 15 each year.

17) The Committee shall ensure that the date, time, and location of annual meeting is duly advertised through such means as websites, social media, public notices, or other means, at least two weeks prior to the date of the annual meeting.

18) The Committee members shall, at the annual meeting of electors, present a report of the proceedings of the preceding fiscal year, the proposed operating and capital budgets. A poll of the electors, which may be taken by secret ballot, may be taken at the annual meeting to

determine the level of support for the proposed area fire rate(s).

Committee Roles and Terms

19) The Municipality and the Village will each appoint two committee members for an initial term of three years, and one committee member for a term of two years. Following the initial term of committee members, the term shall be three years.

20) A committee member may be reappointed.

21) The Committee shall, at their first meeting after the annual general meeting of the electors, elect from their number a Chair, Vice-chair.

22) The Committee shall engage a Secretary who shall give or cause to be given all notices required to members of the Committee and shall attend all meetings of the Committee and enter or cause to be entered in books kept for that purpose minutes of all proceedings at such meetings and be the custodian of all books, papers, records, and documents belonging to the Committee and perform and do such other duties as may from time to time be prescribed by the Committee.

23) The Municipality and the Village shall maintain a common Operating Account and Capital Account from which the funds collected through the area rate shall be deposited to fund the service. The committee will be delegated the responsibility of managing the accounts in accordance with the approved Operating and Capital budget in accordance with such procedures and policies adopted from time-to-time by the Municipality and the Village.

24) The committee will appoint or engage a Treasurer to keep full and accurate books of account. The Treasurer will keep record of all receipts and disbursements and under the direction of the Committee and shall deposit all monies with respect to the operation of the Department in the common bank accounts designated for that purpose.

25) The Treasurer will provide the committee with at least quarterly accounts of all transactions and of the financial position of the Fire Department. This section shall not be interpreted to include the activities, expenditures, or revenues of the Chester Volunteer Fire Department, a body corporate under the Societies Act.

26) The Committee shall ensure that adequate financial auditing for the Service is performed annually and that copies of the annual audited financial statements and copies of the audit report are submitted to each of the parties to this Agreement.

Committee Meetings

27) The Committee shall ensure that all meetings are convened and continued only when a quorum

50% plus one of the voting members are present. For a committee of six (6) members at least four (4) members must be present for quorum.

28) Special meetings of the electors may be called by the committee members from time to time, but no business shall be transacted at a special meeting, except such as is contained in the notice thereof.

Budget

29) The Committee, in consultation with the Fire Department, is responsible for budgeting in such a manner as to provide adequate facilities and equipment for the operation of the Fire Department. The Operating budget, Capital Budget, and 20-year capital plan shall be developed in consultation with the Fire Department.

Village of Chester Commission

Memorandum

July 15, 2026

RE: Draft Meetings & Procedures By-law – Notice of 1st Reading

Issue Summary

The Village's Meetings & Procedures Policy is in need of amendments to provide more specific direction on certain meeting procedures and update others such as the set time and location of regular meetings.

It is also recommended that it be "upgraded" from a policy to a by-law.

The draft document requires some review time for Commissioners, therefore this is a **notice of intent** to bring the draft to the next Commission Meeting for 1st Reading and discussion.

Background

In discussing a matter for inclusion in the policy with our Municipal Advisor, he flagged that villages do not explicitly have policy-making powers under the Municipal Government Act. He suggested that the amendments include changing the policy to a by-law.

Village by-laws (with some exceptions) require approval from the Minister of Municipal Affairs.

The attached draft by-law, amended from the 2024 policy, shows proposed changes and additions in red text.

Attachment

- Draft Meetings & Procedures By-law, amended from the 2024 Policy.

Village of Chester

Meetings & Procedures ~~Policy~~ By-law (2026 – Draft)

The procedural requirements in this ~~Policy~~ By-law are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation, including but not limited to the *Municipal Government Act* (MGA).

1.0 Scope

This document applies to all meetings of the Village of Chester Commission and its Committees.

2.0 Interpretation

- VOC – means the Village of Chester.
- COW – means Committee of the Whole.
- MGA – means the Municipal Government Act.
- MODC – means the Municipality of the District of Chester.

- Business day(s) – means a day when the Village of Chester's office is open for business.
- Chair – means the presiding officer of the Commission or Committee.
- Clerk – means the Clerk/Treasurer of the Village of Chester.
- Commission – means the elected Commissioners of the Village of Chester and includes the Chair unless the context indicates otherwise.
- Committee – means a group of individuals appointed by the Chester Village Commission to serve on a body that makes recommendations to the Commission.
- Conflict of interest – any matter that may have a direct or indirect conflict with the matter under consideration as defined by the *Municipal Conflict of Interest Act*.
- Consensus – means an idea or opinion that is unanimously shared by all the people in a group. Consensus is a cooperative process.
- In-Camera – means closed proceedings to the public under strict and limited conditions as directed by the MGA.
- Majority – means more than one half of those present, unless the context indicates otherwise.
- Motion – means a formal proposal put to the Commission or a Committee by a mover and a seconder decided by a majority vote of Commission or Committee members present.

- Regular meeting – means a schedule meeting held in accordance with the approved schedule of meetings.
- Resolution – a motion that has been passed and is now an official decision.
- Quorum – means a majority of the maximum number of people who may be elected to the Commission.

~~3.0 Policy Statement~~

~~The VOC Commission has adopted this policy by resolution on March 20, 2024 Date and the policy shall remain in force from that day forward and until such time as a revision is made by resolution.~~

3.0 Regular Monthly Meeting

3.1 The Commissioners shall meet at a regular monthly meeting on the third Wednesday of each month commencing at 6:00 pm at the Village office, 63 Regent ~~27 Pleasant~~ Street, Chester, unless otherwise announced.

3.2 Notice of the regular meeting is not required under the MGA unless there is to be a change of date, place, or time. In this case, the Clerk/Treasurer shall advertise notice of the meeting on the VOC website and post notice in no less than five (5) conspicuous places at least two (2) days before the date of such meeting.

Regular meetings of the Commission may be rescheduled, relocated or cancelled by motion or consensus of Commissioners.

3.3 At regular meetings, unless a majority consents to a different order for that meeting, Commission shall conduct business in the following order:

1.0 Call to Order and Land Acknowledgement
2.0 Public Forum
3.0 Agenda Review/Approval, including additions or deletions
4.0 Minutes Review/Approval of last regular monthly meeting, and of any meetings held since such meeting
5.0 Business Arising from the Minutes
6.0 Correspondence
7.0 Reports
  7.1 Chair's Report
  7.2 Clerk/Treasurer's Report
  ~~7.3 Committees~~
8.0 New ~~or other~~ Business
9.0 Committees
10.0 Commissioner Roundtable

11.0 In-Camera Meeting, if required:
 11.1 Recess to go In-Camera – per MGA 408B(2)
 11.2 Resumption of Public Meeting – per MGA 408B(3)
12.0 Adjournment

3.4 Items for the meeting agenda may be requested by any Commissioner subject to review by the Chair and Clerk/Treasurer.

3.5 The Chair and Clerk/Treasurer shall confer on the Commission agenda content before it is circulated. The agenda package containing meeting materials in the agenda sequence will be circulated a minimum two (2) business days before the meeting if possible.

3.6 A quorum must be present at any meeting for business to be conducted. The Chair shall declare a meeting dissolved if no quorum has been achieved within fifteen (15) minutes of the scheduled meeting time.

3.7 The Chair shall preside at all meetings of the Commissioners and shall maintain decorum, including the right to order the removal of any person(s) interfering with the business of the meeting or acting in a disorderly manner.

The Vice-Chair shall act in the absence or inability of the Chair or in the event of the office of Chair being vacant.

3.8 Every Commissioner, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair.

3.9 All voting matters before the Commission shall be decided by voting on a motion by all Commissioners present (subject to the Municipal Conflict of Interest Act), including the Chair, duly moved and seconded. Such voting to be by a show of hands, and the Chair shall state whether the motion has been carried or defeated based on majority vote. In the event of a tie, the Chair shall declare the motion defeated. An abstention will be treated as a negative vote.

A recorded vote identifies each Commissioner and whether they voted in favour of, or against, the motion in the Minutes. A recorded vote is not necessary but may be requested by any Commissioner.

3.10 All meetings of the Commission and Committees of the Commission shall be open to the public except where matters may be permitted to be discussed in closed session (In-Camera) pursuant to the provisions of MGA 408B.

3.11 No decision shall be made at a private or in-camera Commission meeting except a decision concerning procedural matters or to give direction to staff or solicitor of the Village.

4.0 Delegations and Presentations

4.1 (a) Delegations ~~shall~~ must apply in writing to be placed on an agenda for the Regular Monthly Meeting to the Clerk/Treasurer stating the ~~essence~~ subject of the presentation ~~no less than five (5) business days prior~~ no later than 12:00 pm on the Thursday immediately preceding the date of the regular monthly meeting of the Commission.

(b) A written report of what will be discussed must accompany the request to speak at a meeting and the submission will be sent to Commission Members. The Commission may, if the subject matter of the presentation is a matter which is outside the jurisdiction of the Village of Chester, refuse the application.

(c) The presentation shall be automatically sent to the staff for review, comments and recommendations ~~or it may be added to the agenda~~ unless the presentation is in respect of an item of business before the Commission, in which case it may be added directly to the agenda.

4.2 A public presentation to the Commission shall:
(a) Consist of a maximum of two presenters;
(b) Not exceed 10 minutes in duration, without approval by the Commission;
(c) Not address personnel matters, labour relations, contract negotiations, litigation or potential litigation, or legal advice eligible for solicitor-client privilege; and
(d) Be relevant to the VOC and timely.

4.3 Members of the Commission may ask questions of clarification to the presenters, but there shall be no debate of the subject matter of the presentation.

4.4 A delegation, once heard, shall not be entitled to be received again on substantially the same matter for a period of three months from the date of the first hearing.

4.5 Public Forum: Notwithstanding clause 4.1, the Commission makes provision in the regular monthly agenda for members of the public ~~who wish~~ to address the Commission during the public forum. ~~may sign up before the start of the meeting with~~ –
(a) Members of the public participating in a public forum will conduct themselves in a manner that is respectful to the public, members of the

Commission, and staff.

(b) Speakers must provide their name and civic address.

(c) Speakers must address comments to the chair.

(d) The time limit for each person requesting to speak ~~will be determined by the chair before the commencement of the meeting~~ will not exceed a maximum of 5 minutes.

(e) The total allotted time for public forum will not exceed a maximum of 15 minutes.

(f) Responses, if required, will be provided after the meeting either via email, mail, or in person and may be included in a future report.

(g) Any input that relates to personnel, current or potential litigation issues, or business matters where no decision has been by the Commission will not be responded to.

(h) Clauses 4.2(c), 4.2(d), 4.3, and 4.4 are applicable to the public forum.

5.0 Committee of the Whole

5.1 The Commission in Committee of the Whole, consisting of all the Commission members may meet ~~once a month on the last Wednesday of every month commencing at 6:00 pm, if~~ as required.

5.2 The COW will be responsible for all matters of concern to the Commission. The COW meets for in-depth discussion on such matters including, but not limited to, human resources, policy, or budget development.

5.3 No formal decision can be made when the Commission members are meeting as COW, but a recommendation to the Commission may be made.

5.4 At Committee meetings, unless a majority consents to a different order for that meeting, Commission shall conduct business in the following order:

1. Call to Order
2. Public Forum
3. Agenda Approval/Additions
4. Committee Minute Approval
5. Business Arising
6. New Business
7. Adjournment

5.5 The COW shall follow the rules and procedures as governed by the Regular Commission Meetings. COW may invite resource people to attend the meeting to discuss items of interest to the Commission.

5.6 Members of the public who wish to address the commission during the public forum may sign up prior to the start of the meeting. The time limit for all requesting to speak will be decided by the chair prior to commencement of the meeting. The total allotted time for public forum will not exceed a maximum of 15 minutes.

Members of the Commission may ask questions of clarification to the individuals, but there shall be no debate of the subject matter of the presentation and the matter shall be automatically sent to the staff for review, comments and recommendations or it may be added to the agenda.

6.0 Annual ~~Public~~ General Meeting

6.1 The Annual ~~Public~~ General Meeting of the Village of Chester shall take place on or before July 1 of each fiscal year in accordance with the MGA's "annual public meeting of the electors of the village" and commence at 6:30 pm. The date will be determined annually by resolution of the Commission.

6.2 Notice of the time and place of the Annual ~~Public~~ General Meeting must be posted in not less than five conspicuous places in the Village, at least fourteen (14) days before the date of the meeting.

6.3 The order of business at the Annual General Meeting shall be:

1. Call to Order
2. Minutes Review/Approval of the minutes of the last AGM and any subsequent special electors' meeting(s)
3. Chair's Report
4. Clerk/Treasurer's Report
5. Auditor's Report
6. Chester Fire Services Committee Report
7. Zoé Vallé Memorial Library Report
8. Chester District Swim Program Report
9. Annual Budget and Policies Review [Reimbursement, Hospitality]
10. Public Forum Q&A
11. Adjournment

6.4 ~~All~~ Any voting matters before the electors shall be decided by voting on a motion duly moved and seconded, such voting to be by show of hands, and the Chair shall state whether in their opinion the motion has been carried or defeated.

Any two electors may call for a standing vote, in which case the Chair shall conduct a standing vote on the motion. The Clerk/Treasurer shall count those standing in favor or the motion and those standing against the motion, and shall declare the numbers for and against motion, and the Clerk/Treasurer shall record the same.

In the case of a tie, the Chair shall declare the motion lost.

7.0 Election of Chair and Vice Chair

The first regular meeting after the ~~Annual Public Meeting and~~ Annual Election, the Village Commissioners shall elect a Chair and Vice-Chair. The Clerk will call for nominations from the Commissioners for the positions, and Commissioners shall then proceed to vote by ballot by writing the name of the nominee they wish to serve in the Office of Chair and Vice Chair.

8.0 Special Meetings

8.1 A Special Commission meeting may be called by:

(a) The Chair at any time; and

(b) Whenever requested in writing by not less than two of the Commissioners. Said request shall set out the purpose for which such a meeting is to be called. A meeting time, place, and date shall be established within seven (7) days of such a request.

8.2 Notice of such meeting shall be delivered by telephone or email to each Commissioner at least three (3) days before the meeting. The Clerk shall post such notice in not less than five (5) conspicuous places in the Village, at least two (2) days before meeting. Both notices shall state the time, place, and purpose for which such a meeting is convened.

8.3 Where the Chair, or in the absence of the Chair, the Deputy Chair or majority of Commissioners, determines that there is an emergency, the Commission may meet without notice or with such notice as is possible in the circumstances.

9.0 Virtual Meetings

9.1 In this by-law, “meeting” means a regular or special meeting of the Village Commission or committee of the Village, but does not include a meeting of electors, annual or otherwise, where a vote of electors is required.

9.2 A Commission or Committee meeting may be conducted by electronic means, or a Commission or Committee member may participate in a meeting through electronic means, as per the provisions of MGA 19A and the Village’s Videoconferencing Policy.

10. Committees

10.1 The Commission may appoint one or more of its members to external advisory committees on any matter of interest to the Village as outlined in MGA 423.

10.2 The Commission may appoint one or more of its members, electors, or other members of the general public to Village standing or advisory committees per MGA 408A.

10.3 The Commission may, from time to time, appoint such special committees as it deems necessary for the purpose of inquiring into and reporting upon any matter referred to such committees.

10.4 The Chair shall be an ex-officio member of all committees.

11.0 Minutes

11.1 The Clerk shall verify and maintain the minutes of all Commission and committee meetings.

11.2 Minutes of meetings shall record:
(a) The type, place, date and time of meeting;
(b) The record of attendance of the members and attendance of staff;
(c) The substantive decisions made, and actions taken;
(d) The results of votes on all motions;
(e) The time the meeting started and adjourned as well as went in and out of an in-camera session.

11.3 The draft minutes of each Commission or committee meeting shall be presented at the next regular meeting for confirmation.

11.4 A copy of the minutes, corrected with any amendments, shall be printed and entered into the Minute Book and shall be deemed to be the original minutes of the meeting.

11.5 The Chair of the meeting and the Clerk shall sign minutes of the Commission after Commission approval. The Chair or other officer of a committee and the Clerk shall sign minutes of committee meetings.

Village of Chester
By-law Document Attestation
Re: Meetings & Procedures By-law

Date of first reading: ______________, 2026 (Motion #26-___)

Date of advertisement of notice of intent to consider: ______________, 2026

Date of second reading: ______________, 2026 (Motion #26-___)

Date of approval of Minister of Municipal Affairs: ______________, 2026

I certify that this by-law was adopted by the Village Commission and published as documented above.

___________________________ ___________________________

Heather McCallum Date
Village Clerk/Treasurer

Schedule 10.3

Village of Chester Commission

Briefing Note

Jul 15, 2026

RE: Film and Television Production in the Village

Issue Summary

Commissioner T. Mulrooney indicated that he is hearing complaints from some residents about the disruption caused by film and television production and questions about the value to the community.

Background and Description

Filming permission and/or permits are coordinated through the Municipality of the District of Chester's Economic Development department; and Nova Scotia Public Works in the case of street closures. Responsibility for notification of residents and businesses lies with the production company.

A document from MODC is attached to provide Commissioners with some background information on the process the Municipality and Province, to help you answer questions you may receive on this matter.

Data from Screen Nova Scotia on the economic impact of the film and television industry has been requested and will be shared when available. Incentives to the industry come from Communities, Culture, Tourism and Heritage.

Attach

- MODC Economic Development: "Film & TV Permits" email Jul 6, 2026

From: Brian Webb (He/Him)
To: Heather McCallum; Ashley Marlin (she/her)
Subject: RE: Film/TV Permits
Date: July 6, 2026 2:47:04 PM
Attachments: image573311.png
image285886.png
image139076.png
image717738.png
image153315.png
image969989.png

Hi Heather,

Thanks for the email – we've gotten a few calls as well. I completely understand that some people can find these temporary changes to be disruptive. Ashley may be able to provide some additional details on the benefits from the film and television industry, and they are significant.

This year, "*We Were Liars*" is using Chester and the surrounding area as its home base for this season's production. They have rented space at the former GN Thermoforming site and in Mill Cove to support the production. Many local businesses see direct benefits from supplying and supporting the production. Additionally, the tourism industry benefits both short term and long term from the work.

That said, there are individuals and businesses that experience disruption and receive no direct benefits from the industry and this would be difficult for them. We do our best to work with the production crews to minimize disruption and take any feedback we receive to improve things and ensure we both encourage the film industry while reducing negative impacts where possible.

As a general statement, there aren't any municipal permits required to receive permission to shoot here. More specifically, what permission they need is based on where they are filming; for example;

- To film on Municipal property such as Lordly Park or the Bandstand, we have a booking form that they would need to complete for us to ensure we do not double-book the space. There is no fee and we generally approve things provided they are reasonable.
- To film on private property (such as Kiwi Café for example), they would need to work with the property owner and get whatever permissions are needed, including negotiating any fees
- To film in the public right of way such as our streets, they would need permission from the provincial Department of Public Works. There is a permitting process for this, and the province will usually share the applications and traffic management plans with us so we can share these details with the community to minimize disruption.

The only other time MOC may provide any input into the shooting schedule is when there may be a conflict with our noise by-law; for example, if the crew were shooting past 11:00 PM in the Village. This rarely occurs and, when it has, there is a method for the crew to request an exemption for a specified period of time.

Hopefully, this is somewhat helpful. There is no process by which we approve any shoots within the Village or Municipality. We do work as closely as we can with the production teams to be aware of their plans and to minimize disruption as much as we can. While it is never perfect, overall it seems to have struck a good balance between the communal benefits from film production and the short-term disruption for individuals.

Thanks so much,

Brian

Brian Webb (He/Him)
Senior Economic Development Officer
Corporate Services Dept

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

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

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