Agenda

Village Commission Monthly Meeting
Wednesday, Aug 19, 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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1.0 Call to Order/Land Acknowledgement

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

2.0 Public Forum

- *In-person or over Zoom: Members of the public are welcome to speak to the Village Commission on any village matter:*
  - Comments are to be directed to the Chair.
  - Each person must state their name and civic address.
  - Each person is limited to a maximum of 5 minutes, with the entire session not to exceed 15 minutes.
  - If a response is applicable, it will be emailed to the resident and shared in the Agenda package of the next Commission Meeting.

3.0 Approval/Amendment of Agenda — p. 1

4.0 Approval/Amendment of Minutes

4.1 Monthly Commission Meeting: Jul 15, 2026 — p. 3
4.2 Special Commission Meeting: Jul 23, 2026 — p. 10
4.3 Special Commission Meeting: Aug 12, 2026 — p. 12

5.0 Business Arising

5.1 Chester Fire Services Committee: Village Appointments — p. 15
5.2 Meetings & Procedures Policy-Draft Amendments — p. 20

6.0 Correspondence

6.1 MODC: Community Beautification Project Chester — p. 30
6.2 ANSV: Notice of Annual General Meeting — p. 37
6.3 ANSV: Request for Nominations – ANSV Directors — p. 40

7.0 Reports and External Committees

7.1 Report from the Chair

7.2 Clerk/Treasurer Report p. 54
7.3 (a) Chester Fire Services Committee: Jul 8, 2026 Minutes p. 58
(b) MODC Fire Advisory Committee: July 15, 2026 Minutes p. 62
7.4 Lunenburg County Accessibility Comm: Summer Hiatus

8.0 New Business
8.1 Simplified Village Logo p. 68
8.2 ANSV Conference: Planning Update p. 75

9.0 Commissioner Roundtable

10.0 In-Camera – Nil
11.0 Resumption of Public Meeting – N/a

12.0 Adjournment

Next Meeting(s)
- Monthly: Wednesday, Sep 16, 2026, 6:00 pm @ 63 Regent St.
- Monthly: Wednesday, Oct 21, 2026, 6:00 pm @ 63 Regent St.

Minutes DRAFT

Village Commission Monthly Meeting
Wednesday, July 15, 2026 – 6:00 pm
In-Person & Virtual Meeting
Village/Library Boardroom, 63 Regent Street, Chester
Video Archive https://www.youtube.com/@villageofchesterns

Present: Geraldine Pauley, Commissioner
Randall O'Malley, Commissioner
Laura Mulrooney, Commissioner
Tom Mulrooney, Commissioner
Gloria Nauss, Commissioner

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

Guests: Councillor Tom Bremner, MODC District 3

1.0 Call to Order

This is the first meeting of the Chester Village Commission following the 2026 Annual Election.

Clerk/Treasurer McCallum called the meeting to order at 6:01 pm.

2.0 Swearing in of Commissioner-elect

C/T McCallum, in her capacity as a Commissioner of Oaths, administered the Oath of Office to Commissioner-elect Gloria Nauss *(Sched 2.0)*.

3.0 Annual Election of Chair and Vice-Chair

C/T McCallum noted that per the MGA 408(1), "The village commissioners shall, at their first meeting after an election, elect a chair and vice chair."

a) C/T McCallum called for nominations for Chair three times.
Commissioner Pauley was acclaimed as Chair.

b) C/T McCallum called for nominations for Vice-Chair three times.
Commissioner O'Malley was acclaimed as Vice-Chair.

The Clerk/Treasurer handed the meeting over to Chair Pauley.

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

4.0 Public Forum – Nil

5.0 Approval/Amendment of Agenda

There was an addition to Business Arising:
- Item 7.4 Request for Decision: Surplus Furniture Sale

Motion #26-041: Commissioner Nauss moved; Commissioner L. Mulrooney seconded: That the Agenda of the Chester Village Commission's Jul 15, 2026 Regular Monthly Meeting be approved as amended.
Motion carried unanimously.

6.0 Approval/Amendment of Minutes

6.1 Monthly Commission Meeting: **June 17, 2026**

The June minutes were unable to be circulated in advance, so the Commissioners took a few minutes to read.

Motion #26-042: Commissioner T. Mulrooney moved; Vice-Chair O'Malley seconded: That the Minutes of the Chester Village Commission's Jun 17, 2026 Monthly Meeting be approved as presented.
Motion carried unanimously.

7.0 Business Arising

7.1 Approval of Audit and Financial Statements

The Chair noted that the actual approval of the Audit and Financial Statements after they were presented at the AGM was overlooked *(Sched 7.1)*.

Motion #26-043: Commissioner T. Mulrooney moved; Commissioner Nauss seconded: That the Village of Chester Commission approve the 2025/26 Audit Report as submitted by Morse Brewster Lake and authorize the Commission Chair and Clerk/Treasurer to sign the Financial Statements.
Motion carried unanimously.

7.2 Discussion Note re: ZVL Investments

The Clerk/Treasurer introduced the Discussion Note, deferred from the June meeting *(Sched 7.2)*.

Discussion was held, and ultimately deferred to allow the Commissioners to consider the information provided in more detail.

It was noted that all library-related expenses to date have been paid by the Village, but some are meant to be coming from the Library fund per the 2026/27 Budget. There was a delay in getting access to the Library bank accounts, having cheques made, etc., but staff are now at the point where they can review the expenses to date and provide a number for which ones should be reimbursed.

Once this breakdown is completed, C/T McCallum will forward an updated chart of proposed funds for investment.

7.3 Fire Station Painting

This item was a request from Commissioner T. Mulrooney, who felt the building needs to be painted.

It was noted that the building is in the "care and control" of the Chester Fire Services Committee as long as the Volunteer Fire Department occupy it. Once they move out the building would revert back to Village control if the Commission has another community use for it, otherwise it goes to the Municipality.

Motion: 26-044: Commissioner T. Mulrooney moved that the Village of Chester paint the Fire Hall building on Central Street.
There was no seconder, therefore the motion failed.

7.4 Request for Decision: Surplus Furniture Sale

Chair Pauley recapped the issue of the unneeded office furniture from 27 Pleasant Street in the Request for Decision *(Sched 7.4)*, which needs to be moved out of storage.

Motion: 26-045: Commissioner Nauss moved; Vice-Chair O'Malley seconded: That the Chester Village Commission declares the following items of furniture from the 27 Pleasant Street office surplus:

- Manager's desk and credenza,
- Reception's 2 small desks and display unit,
- Corner desk w shelves, bookcase, and
- 8 cream and 5 hotel-style guest chairs;

and instructs staff to sell the items "as is, where as" by auction as soon as possible.
Motion carried unanimously.

Action: C/T McCallum will post this notice of surplus furniture on the NS public procurement portal.

She noted that Commission elected officials and employees are not permitted to bid on the items. If there is anything that doesn't sell the options for disposal will be revisited.

8.0 Correspondence – Nil

9.0 Reports

9.1 Report from the Chair

Chair Pauley reported that she has been working at the Zoé Vallé Memorial Library (ZVML) daily.

She has initiated the request for funds for the Jib Lot beautification project ($5K funding from the Municipality's Economic Development program). The project includes levelling out the entryway to make the Fire Memorial easier to reach, and levelling out an area nearby to enable a picnic table and/or benches.

Chair Pauley shared the Village's plan to clean up around the Fire Memorial to the Chester Fire Services Committee (CFSC)'s Chair Colin MacDonald, and Acting Chief Nick Hirtle of the Chester Volunteer Fire

Department (CVFD). Both expressed approval and thanks for the plans.

The Visitor Information Centre (VIC) is open, and the Village summer student is managing it. There is an MODC student on Thursdays. There are not as many volunteers this year, so will be looking at grants for seniors as well as students for next year and what changes may be made.

The accessibility project for the ZVML is in progress. The Regional Director of Public Works & Highways has given his verbal okay for the parking spot, and we are now awaiting on the GRID program funding approval to confirm what can and cannot be done this fiscal year.

9.2 Clerk/Treasurer Report

C/T McCallum presented the monthly administration and financial update *(Sched 9.2)*.

The Lido Pool will be inspected at the end of the swim season to see what, if any, repairs should be considered. The accessibility project for the entrance to the Public Washroom is still with the surveyors for the permit drawings.

9.3 (a) Chester Fire Services Committee (CFSC) & (b) MODC Fire Advisory Committee (FAC)

(a) CFSC Minutes of May 13 and Jun 10, 2026 are included for information *(Sched 9.3(a))*. [www.chesterfirecommittee.ca]

(b) The meeting Agenda for tonight's FAC meeting of Jul 15, 2026 is included for information *(Sched 9.3(b))*.

9.4 Lunenburg County Accessibility Advisory Committee (LCAAC)

Minutes of the May 6, 2026 meeting were provided for information *(Schedule 9.4).* [www.accessiblelunenburgcounty.ca]

10.0 New Business

10.1 Request for Decision: CFSC Call for Volunteers

The terms of two Village appointees to the CFSC are up in Oct 2026; both have indicated that they plan to re-offer *(Sched 10.1)* but a public call process is still required.

Motion #26-046: Commissioner T. Mulrooney moved; Commissioner Nauss seconded: 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.
Motion carried unanimously.

10.2 Meetings & Procedures By-law: Notice of 1st Reading

C/T McCallum presented a brief Memo explaining that updated amendments to the Village's current Meetings & Procedures Policy is attached, which is being upgraded to a by-law *(Sched 10.2)*. The draft by-law will not be considered tonight; this is for notice only.

Action: C/T McCallum will provide colour printouts of the draft amendments for ease of seeing the deletions/additions.

10.3 Briefing Note: Film/Television Production

In response to a question, C/T McCallum provided the attached briefing note on the permitting processes and benefits re: film and television production in the Village for information *(Sched 10.3)*.

11.0 Commissioner Roundtable

- Commissioner T Mulrooney asked where the **snowbanks/parking** issue stands.

C/T McCallum reported that a letter went to the CFSC about the snowbanks and parking issue and they agreed with the Village. They will draft a letter to Municipal Council.

Action: C/T McCallum will also draft a letter from the Village of Chester Commissioners to Council on the matter.

Action: She was also directed to contact Robin Carling of the Chester Merchants Association to see if they have similar concerns. It was also suggested she contact the new Chester Chamber of Commerce as well.

- Commissioner T. Mulrooney noted that the **Lido Pool** is well used during the hot weather this year. The Clerk/Treasurer confirmed that the headcounts the lifeguards provide daily bear this out.

It was suggested that a method of identifying where the users are from should be created to get a better sense of the service area. Nothing scientific, something that would be up for only a short period.

Action: C/T McCallum will create a simple means of gathering this data.

It was also suggested that a sun shelter be considered for those not in the water at the pool with a few chairs, which would likely be appreciated by seniors.

Action: C/T McCallum will look for costs.

- Commissioner Nauss reported that she has had several people approach her regarding local **property/housing** concerns.

Action: Commissioner Nauss will forward contact information to these concerned residents for the By-law Enforcement Officer at MODC.

12.0 In-Camera – Nil

13.0 Resumption of Public Meeting – Nil

14.0 Adjournment

There being no further business, the meeting was adjourned at 7:16 pm.

Next Meeting(s)

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

Commission Chair Geraldine Pauley	Clerk/Treasurer Heather McCallum

Sched 4.2

Minutes DRAFT

Village Commission Special Meeting
Wednesday, July 23, 2026 – 2:00 pm
In-Person only
Village/Library Boardroom, 63 Regent Street, Chester

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

Staff: Heather McCallum, Clerk/Treasurer (C/T)

1.0 Call to Order/Land Acknowledgement

Chair Pauley called the meeting to order at 1:58 pm.

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

2.0 Approval/Amendment of Agenda

The Agenda of the Chester Village Commission's Jul 23, 2026 Special Meeting was approved as presented **by consensus**.

3.0 New Business

3.1 Request for Decision: Growth and Renewal for Infrastructure Development (GRID) Program Funding Re-direct

The Clerk/Treasurer presented the Request for Decision *(Sched 3.1)*. She explained that the GRID Program has requested a Village Commission motion supporting the Village's funding re-direction request. A request for a motion from the Municipality of the District of Chester's Council, as the original application required a Council motion in support. It should be a very brief item so hopefully it can be included in the next Council agenda. **Update:** The request was included in the Jul 30, 2026 Council Meeting Agenda.

Motion #26-047: Commissioner Nauss moved; Vice-Chair O'Malley seconded: That the Chester Village Commission, having cancelled the Lido Pool accessibility retrofit project in December 2025, requests the re-direction of a portion of the Growth and Renewal for Infrastructure Development (GRID) Program funding received to Zoé Vallé Memorial Library accessibility retrofits, and return the remainder of the grant funds to the Program.
Motion carried unanimously.

Chair Pauley explained that the work will be sourced via two publicly tendered Requests for Proposal: one for the exterior landscaping portion and one for the building retrofit. **Action**: C/T McCallum will follow up with the GRID Program regarding Class D Estimate contingency.

4.0 Other Business

- **ZVML Documentary**: Commissioner L. Mulrooney confirmed that Glen MacLeod, the previous caretaker of the Zoé Vallé Memorial Library, has given the Commission permission to publicly share the ZVML documentary video "The Vestibule of Heaven".

- **e-Transfers**: The Clerk/Treasurer noted that she will request the bank to enable e-transfers to the Library main account for any guest user fees, donations, etc.

5.0 Adjournment

There being no further business, the meeting was adjourned at 2:15 pm.

Next Meeting(s)
- Monthly: Wed, Aug 19, 2026 - 6:00 pm @ 63 Regent St.
- Monthly: Wed, Sep 16, 2026 - 6:00 pm @ 63 Regent St.

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Commission Chair Geraldine Pauley	Clerk/Treasurer Heather McCallum

Minutes DRAFT

Village Commission Special Meeting
Wednesday, Aug 12, 2026 – 6:30 pm
In-Person & Virtual Meeting
Village/Library Boardroom, 63 Regent Street, Chester
Video Archive https://www.youtube.com/@villageofchesterns

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

Staff: Heather McCallum, Clerk/Treasurer (C/T)

1.0 Call to Order/Land Acknowledgement

Chair Pauley called the meeting to order at 6:30 pm.

She stated the Land Acknowledgement:
As we meet today, we acknowledge that we live in Mi'gma'gi, the traditional and ancestral territory of the Mi'gmaq people. We are all treaty people with a responsibility to each other and to this land.

2.0 Approval/Amendment of Agenda

Motion #26-048: Vice-Chair O'Malley moved; Commissioner Nauss seconded: That the Agenda of the Chester Village Commission's Aug 12, 2026 Special Meeting is approved as presented.
Motion carried unanimously.

3.0 Business Arising

3.1 Discussion Note re: ZVML Fund Investments (Revised)

The Chair explained that the Special Meeting was called in order to consider the Community Foundation of Nova Scotia in time for a private fundraising event being held on behalf of the Zoé Vallé Memorial Library, which may include potential US donors.

The Clerk/Treasurer walked through the Briefing Note, answering questions as she went *(Sched 3.1)*, and the Commissioners discussed and considered the recommendations.

The Commission accepted the overall approach and set preliminary investment figures. The Community Foundation of Nova Scotia will be contracted for their medium-term managed fund, but the permanent endowment managed fund will be deferred for this fiscal year. Among other advantages, the CFNS offers the ability to accept donations of securities and US$.

C/T McCallum noted that it is important that formal ZVML policies around finances and investments be developed in support of the strategy.

Motion #26-049: Commissioner Nauss moved; Vice-Chair O'Malley seconded: That the Chester Village Commission, in its role as financial stewards of the Zoé Vallé Memorial Library, approve the establishment of the following new accounts with initial investments transferred from the existing ZVML operating account:

- Scotiabank: ZVML Capital Reserve ($50,250);
- Community Foundation of Nova Scotia: a medium-term Managed Fund for a ZVML ($60,000). The Clerk/Treasurer, Chair, and Vice-Chair are authorized to finalize and sign the agreement with the Foundation.

AND the following additional investment transfer to be made to:

- Scotiabank: CHUMS Reserve ($5,000).

Motion carried unanimously.

After the motion was passed, the Vice-Chair realized that he will be away as of tomorrow and a different signing authority to be the third signer should be appointed.

Motion #26-050: Commissioner T. Mulrooney moved; Commissioner Nauss seconded: That the preceding motion be amended to update bullet #2 to "The Clerk/Treasurer, Chair, and Commissioner L. Mulrooney are authorized to finalize and sign the agreement with the Foundation." Motion carried unanimously.

Upon being asked to comment, member of the public Jim Barkhouse reported that he has had extensive dealings with the Community Foundation and expressed his approval that Library funds will be invested with them. Member of the public Cindy Lamson, a former Library Trustee, expressed her appreciation that the planned investments to protect and grow the capital are now taking place. The Chair thanked them for their feedback.

Action: C/T McCallum to draft a ZVML "trust" investment policy and bring to the Village Commission for review.

4.0 New Business – Nil

5.0 Adjournment

There being no further business, the meeting was adjourned at 7:14 pm.

Next Meeting(s)

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

Commission Chair Geraldine Pauley	Clerk/Treasurer Heather McCallum

Sched 5.1

Village of Chester Commission

Request for Decision

Aug 19, 2026

RE: Chester Fire Services Committee – Village Appointments

Issue Summary

As discussed previously, 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, and two are appointees of the Municipality of the District of Chester.

The Municipality re-appointed Mr. Collicutt and Mr. Countway on July 30, 2026. The Village must now consider applications to appoint its two 2026-29 seats.

A Call for Volunteers went out publicly on the Village website, social media (several times), and the South Shore Bulletin local newspaper. The application period was July 21-Aug 14, 2026. The two incumbents, current CFSC Chair Colin MacDonald and the current Fire Station Project Director Wilson Fitt have re-applied *(see attached)*. At time of writing, a few hours ahead of the closing time, no other applications were received for the two openings.

Policies

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.*

Draft Motion

That the Chester Village Commission appoint Colin MacDonald and Wilson Fitt to the Chester Fire Services Committee for a 2026-29 term.

Attachments

- Colin MacDonald application (redacted)
- Wilson Fitt application (redacted)

Received: Jul 21, 2026

Committee Volunteer Application
Chester Fire Services Committee

Village of Chester Est. 1759

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	COLIN MAC DONALD
Are you a resident of the Village of Chester and 18 years of age or over?	YES
Civic address	[redacted] VICTORIA St.
Mailing address	P.O. Box [redacted] CHESTER N.S.
Email	[redacted]
Phone(s) ~~Home~~ ~~Work~~ Cell	[redacted]
Why are you interested in serving on the Chester Fire Services Committee? *(You may attach a separate page if you prefer.)*	I honor & respect our brave community heroes
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.)*	businessman

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

Date: July 21/2025 Signature: ____________________

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

Received: Jul 21, 2026

Committee Volunteer Application
Chester Fire Services Committee

Village of Chester

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	Wilson Fitt
Are you a resident of the Village of Chester and 18 years of age or over?	yes.
Civic address	[redacted] Regent St.
Mailing address	PO Box [redacted]
Email	[redacted]
Phone(s) Home Work Cell	 [redacted]
Why are you interested in serving on the Chester Fire Services Committee? *(You may attach a separate page if you prefer.)*	To assist in development of new fire hall
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.)*	35 years project, management experience

Voluntary disclosure of any health or accessibility needs that require accommodation.	None

Date: 21 July 2026 Signature: [signature]

Attachments:

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

Sched 5.2

Village of Chester Commission

Request for Decision

Aug 19, 2026

RE: Draft Meetings & Procedures ~~By-law~~ Policy (Revised 2026)

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.

Background

In consultation with other Nova Scotia villages, it has been determined that in most villages' opinions, there is sufficient reference to policies in the *Municipal Government Act* to justify it remaining a policy, so we will not upgrade to a by-law at this time.

No changes have otherwise been made to the do~~cument~~ provided at the July meeting as a notice of intent. The attached draft by-law policy, amended from the 2024 policy, shows proposed changes and additions in red tex

Update: Staff suggest the addition of a further clause (either 3.12 or an inserted 11.1) to clarify that the Clerk must be present at all official Commission meetings, with or without a separate Recording Secretary, to perform administrative functions under the MGA including an appropriate record of the proceedings. The Clerk/Treasurer may be briefly recused from the meeting for in-camera personnel matters if required. (This was suggested by our Municipal Advisor after a recent query.)

Draft Motion

That the Chester Village Commission approve the 2026 revised Meetings & Procedures Policy as presented OR amended.

Attachment

- Draft Meetings & Procedures ~~By-law~~ Policy, 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.

Approved: December 13, 2017	
Amended: May 8, 2019	**Motion #** 19-027
Amended: September 15, 2021	**Motion #** 21-117
Amended: October 12, 2022	**Motion #** 22-119
Amended: March 20, 2024	**Motion #** 24-018
Amended:	**Motion #**

I certify that this Policy was adopted by the Village of Chester Commission as indicated above.

______________________________ ______________________

Clerk/Treasurer Date

Sched 6.1

From: Brian Webb (He/Him)
To: pauleygf; Heather McCallum
Cc: Ashley Marlin (she/her)
Subject: VOC Beautification EFT Transfer
Date: July 28, 2026 10:37:37 AM
Attachments: image725005.png
image932777.png
image027804.png
image950704.png
image120420.png
image429131.png
2026-07_VOC_Letter.pdf

Hello Geraldine and Heather,

I wanted to give you a head's up that a payment for the amount of $5,000 is being paid by EFT this week. As you are aware, this payment is for the Community Beautification & Revitalization Program as outlined by the attached letter.

Please let us know if Ashley and I can support this work in any way. We're happy to help at any step in the process.

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

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

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

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

info@chester.ca
(902) 275-4126
chester.ca

Village of Chester Commission
63 Regent Street; PO Box 620
Chester, NS B0J1J0

Re: Community Beautification Project Chester

Hello Geraldine Pauley,

Community beautification and revitalization is a key strategic initiative supporting the Municipality of Chester's 2025-2029 Strategic Plan. As part of our goal of building strong communities, investing in community beautification is a priority as we aim to enhance civic pride, foster social connections, and contribute to a more vibrant and welcoming environment that boosts economic development and improves the quality of life for residents.

Partnerships, such as the one we have with the Village of Chester Commission (VOC), are vital to our shared success. Beautification projects are focused on public spaces that make our community cores more attractive, encourage people to stay longer, and are inclusive, safe, and welcoming. In this first phase, the funding has been provided for 'cheap and cheerful' tactics that can be implemented in 2026.

A copy of VOC's approved project is attached to this letter for reference. The funding provided is approved for work directly related to this project. Any materials, labour, or other expenses related to the renovation or activation of the identified public space would be considered an eligible expense. If you have any questions about whether expenses would be considered eligible, please reach out to discuss.

We are requesting you provide a brief report outlining what has been achieved and where funds were spent prior to March 31, 2027. Thank you for your commitment to the community and for taking on this important role. We look forward to working with you.

Sincerely,

Brian Webb
Senior Economic Development Officer
Municipality of Chester
902-277-4239
bwebb@chester.ca

Elements: Phase 1--Outline

- **Primary Locations**

    - **The waterfront triangle including:**

        - **The waterfront lot at 10 Parade Square with the Lido Pool, public washrooms, and a large open space overlooking the harbour;**
        - **The Jib Lot overlooking the harbour with the Fire Department Memorial;**
        - **Parade Square & Gazebo (not included in Phase 1)**

- **Elements considered: public areas to attract and keep people in the space**

    - **Will it make the area more attractive?**
    - **Will it cause people to linger?**
    - **Can we build on it in future years?**
    - **Affordable to install & maintain?**
    - **Inclusive, safe and welcoming?**

- **Phase 1: Cheap & Cheerful**
    - **Natural elements: plantings, rocks (painted), native species, food forests.**
    - **Street furniture.**
    - **Landscaping.**
    - **Lighting.**
    - **Activation/partnership with community groups.**

- **Estimated Cost of proposed projects:**

    - **10 Parade Square (Lido Pool lot) +/- $5,000—Commission financial contribution**
        - **Painted rocks, large planters, a new path and picnic/viewing area landscaped for accessibility.**

    - **42 Victoria Road (Jib Lot) +/- $5,000—MOC financial Contribution**
        - **Improved access to lot entryway; rock wall around FD monument; a path and picnic/viewing area overlooking the ocean; improved aspect of the sewer mechanism.**
        - **Commission may add a partial fence in the front of the Jib Lot entry if budget permits.**

Phase 1 Project Details: the Waterfront/Lido Lot 10 Parade Square

- **Part A: The parking lot and path to the Public Washrooms and Lido Pool**

  Current state: the parking lot is gravel and not deemed to be accessible. The Village is in the process of creating an accessible parking area and path to the Lido Pool and Public Washrooms.

  - Phase 1: Proposed Beautification & Revitalization Project:

    - **Large Rocks & Student Painting Project:** Line the presently rough area on the water side of the newly paved parking area with **large rocks, and have a rock painting project for the elementary or middle school;**

    - **Planters: place 3 or 4 extra large waist high built wooden plant containers** along the path to the pool and washrooms in an attractive manner.

      - The planters will be cedar so not paintable. However, we may be able to source large ceramic pots to go inside the planters, that can be a student painting project.

      - **Invite the Chester Garden Club** to design and manage the planters, but at the Commission's expense.

  - **Phase 2: Proposed Continuation of Phase 1 activities**
  -
    - Create a raised bed garden strip about 4 feet wide from the parking area up along the lot to Parade Square.
    - Install appropriate lighting for evening strolls.
    - Plant food items useful to the Food Bank, with ornamental flowers.
    - Good signage.
    - Create a summer student job to tend and harvest the garden, and do social media and other communication projects for all the Beautification and Revitalization Program

- **Part B: The Area opposite Market Square at 10 Parade Square**

- **Current state:** the top of the lot is hilly but overlooks a beautiful view of the back harbour. There are some tired picnic tables and benches, but the terrain makes them awkward to access. The property edge along Parade Square is always lined with cars during the summer season, so projects must keep this in mind.

    - **Phase 1: Proposed Commission Project:**

        - **Path and picnic area overlooking harbour with large planters:**
            - create a path starting from the corner of Smith & Victoria Streets to an area overlooking the harbour, but away from the parked cars.

                - If feasible, this path will be accessible, as will the picnic area to which the path leads.

            - Level an area large enough to accommodate one or two picnic tables. A local craftsperson is prepared to build new benches & wheelchair friendly picnic tables if needed and budget friendly.

            - Add several extra-large planters in the picnic/benches area(s), again In partnership with the Chester Garden Club if they are amenable.

    - **Phase 2: Proposed Continuation of Phase 1**

        - Add a second levelled picnic/viewing area with new viewing benches & accessible picnic tables.

        - More landscaping.

        - Add lighting for evening use of the area.

Phase 1 Project: The Jib Lot 42 Victoria Street

- **Current State of the Lot:** this property faces the harbour and provides a potentially large area for picnics and leisurely viewing of the ocean. At present the lot is steep, so most the lot is not amenable to widespread enjoyment of the property and the ocean view. The lot features a large memorial to members of the Fire Department, a smaller plaque remembering the original members, and a plaque noting the gift of the lot to the Village by Clarissa Anderson Gibbs.

- The Commission will seek approval from the members of the Chester Volunteer Fire Department before any alterations are made on the lot that might affect the FD memorials.

    - **Phase 1: Project estimated by Stephen Colllicut at $5,000)**

        - Level the current entry way in front of the large Fire Department plaque. This area had gravel placed at some point, but it is very ragged now, and not level. We hope to make this area accessible, but that is still under discussion.

            - Build a low stone wall around the large memorial and the plaque celebrating the found FD members.

            - Create a path (the former paths are now overgrown and not visible) from the area in front of the new stone wall to a space to the left of the memorial (if facing the memorial with one's back to the ocean).

                - This area will be leveled to accommodate one or two picnic tables, and several viewing benches.

            - Build a larger wall on one side of the sewer maintenance device facing the picnic area. This may be a paintable item, suitable for a fund student project.
                - The present fence does not disguise the device, which is not particularly attractive. We discussed this with the people who service the device and were given guidance on what can or cannot be done. This must be followed up with Permit discussions with Public Works.

- **Perhaps, depending on cost, the Commission will begin to replace the fence with a short section on each side of the memorial to replicate the original design of the fence (not included in the $5K estimate).**

- **Phase 2: Proposed Commission Project**

  - **Replace the fence around the Jib Lot.**

    - **The original fence was in very poor condition and needed to be removed in 2025.**
    - **This is an expensive project for this large lot and may need to be done in stages over one or two years.**
    - **Continue to create level viewing spaces easily accessed from the roadway to improve use of the oceanfront property.**
    - **Install lighting for evening usage.**
    - **Landscaping as appropriate with native plantings that are generally perennial and low maintenance.**

Association of Nova Scotia Villages
c/o 67 Pictou Road
Bible Hill Nova Scotia B2N 2R9
Tel: 902.893.8083 | Email: secretary@ansv.ca

Notice of 2026 Conference and Annual General Meeting **- via email**

To: All Member Villages – c/o Directors, Commissioners, and Clerk and Treasurers

Take notice that the Annual General Meeting of the Association of Nova Scotia Villages will be held as follows:

Date:	**Saturday, September 19, 2026**
Time:	**12:30 p.m.**
Host:	**Village of Chester**
Location:	**St. Stephen's Community Centre, Regent St., Chester**

The purpose of the meeting is to:

1. Approve the minutes of the September 20, 2025 Annual General Meeting;
2. Receive the President's report - pursuant to by-law 25;
3. Receive the Treasurer's report - pursuant to by-law 18;
4. Appointment of person to report on the Treasurer's report - pursuant to by-law 18;
5. Present Long Service Awards;
6. Receive the Nominating Committee's report;
7. Election of Directors – pursuant to by-law 5;
8. Appointment of the Nominating Committee; and
9. Propose special resolution(s), if any.

Pre-meeting requirements:
(Please complete at your earliest convenience.)

- **Conference and AGM registration:**
  Those attending the conference and AGM are asked to please register as soon as possible (ideally by August 7th) in order to understand attendance and quorum numbers (50% + 1).

  To register, please use the following link - https://forms.gle/aUur2E1q1TMDhdug6.

  Please note that invoices for conference registration fees and annual ANSV membership dues will be circulated by the Treasurer via the Village of Kingston.

- **Voting delegates:**
  Each member Village is to appoint a delegate who may vote for the Village at the AGM.

- **Long Service Awards:**
  Clerk and Treasurers, please advise of any milestone years of service achievements that Commissioners of your Village have reached (i.e. 5, 10, 15, 20, 25, 30+ years).
  Please click here to submit this information

- **Director Nominations:**
  Please consider submitting one or more nominations for a Commissioner from your Village to serve on the ANSV Board of Directors. Elections and appointments to the Board are made at the AGM.

  Please submit nominations to knickolle.pitcher@biblehill.ca.

- **Special resolutions:**
  Please advise the Secretary in writing at secretary@ansv.ca of any special resolutions that your member Village may wish to propose at the AGM (as soon as possible).

Important notes:

- A conference day will be held the day before the AGM (Friday, September 18)
- A Friday evening dinner event is planned at the Chester Golf Club, 222 Golf Course Rd., Chester. Please note that the cost of dinner is at the separate expense of attendees.
- Please advise of accessibility accommodation requests with your registration form

Dated at Bible Hill, this 30th day of July, 2026.

Donna

Commissioner Donna Van Kroonenburg
Secretary

ANSV Annual Conference & AGM 2026
Sep 18-19, 2026
Village of Chester

	Thursday, Sep 17	Friday, Sep 18 – DAY 1	Saturday, Sep 19 – DAY 2
AM		**St. Stephen's Community Centre** **54 Regent St., Chester** 8:30am Registration & Continental 9:00am AM Plenary Sessions: The Expanding Role of Local Government - *incl. Refreshment Break* *12:00pm Lunch*	**St. Stephen's Community Centre** **54 Regent St., Chester** 8:30am Registration & Continental 9:00am AM Plenary Sessions: The Legislative Environment - *incl. Refreshment Break* 10:45am Roundtable Breakouts: - Elected officials (St. Stephen's) - Clerk-Treasurers (Library) *12:15pm Lunchboxes*
PM	*Travel*	12:45pm PM Plenary Sessions: Skills Development - *incl. Refreshment Break* 4:45pm End of Sessions	12:30pm AGM - *with Working Lunch* 1:30pm End of Conference
EVE	**Zoé Vallé Library** **63 Regent St., Chester** 5:00pm Open House / Wine & Cheese	**Chester Golf Club,** **222 Golf Course Rd., Chester** 5:30pm Arrivals & Socializing 6:30pm Dinner	

ANSV Block Agenda: *Detailed Agenda to come; times may be subject to change.*

Sched 6.3

From:	Knickolle Pitcher
To:	Ansv Directors; Ansv
Subject:	Request for Nominations - ANSV Directors
Date:	August 12, 2026 8:43:13 AM
Attachments:	BH_Logo_FullColour_5c875136-494b-4131-b471-97fb0ee9c51a.png SocialLink_Facebook_32x32_beed2837-9517-4231-b353-cf8f22d7e641.png SocialLink_Instagram_32x32_1610939a-6431-4346-950f-2dda9d198e9a.png SocialLink_Linkedin_32x32_3410268c-9341-4457-b0af-21e95ee2477d.png 1024px-Microsoft_Office_Teams_(2018present).svg_9b4375c2-a816-4e10-8918-473fe51ad392.png ANSV BoD.png 2024-09-26 - Service NS - ANSV By-law amendment.pdf

Good afternoon,

September is fast approaching, as is the annual AGM. Writing a brief reminder about the need for nominations for Directors to serve the Association of Nova Scotia Villages. After the recent message from Doug Boudreau, ANSV Coordinator, I did receive one nomination for the open position of Director at Large. Seeking other nominations. Nominations will be brought to the membership for election at the September AGM. Asking the Clerk and Treasurers to reach out to current commissioners as to their interest in agreeing to the nomination, or, in the case of those currently serving, are they open to re-offering?

Attaching the list of members as well as the by-laws explaining positions, roles, election process, deadlines etc.

Please let me know if you have members who are interested in continuing or offering for the available positions.

Thanks,
Knickolle Pitcher
Commissioner, Village of Bible Hill
Nominating Committee

Knickolle Pitcher
Commissioner

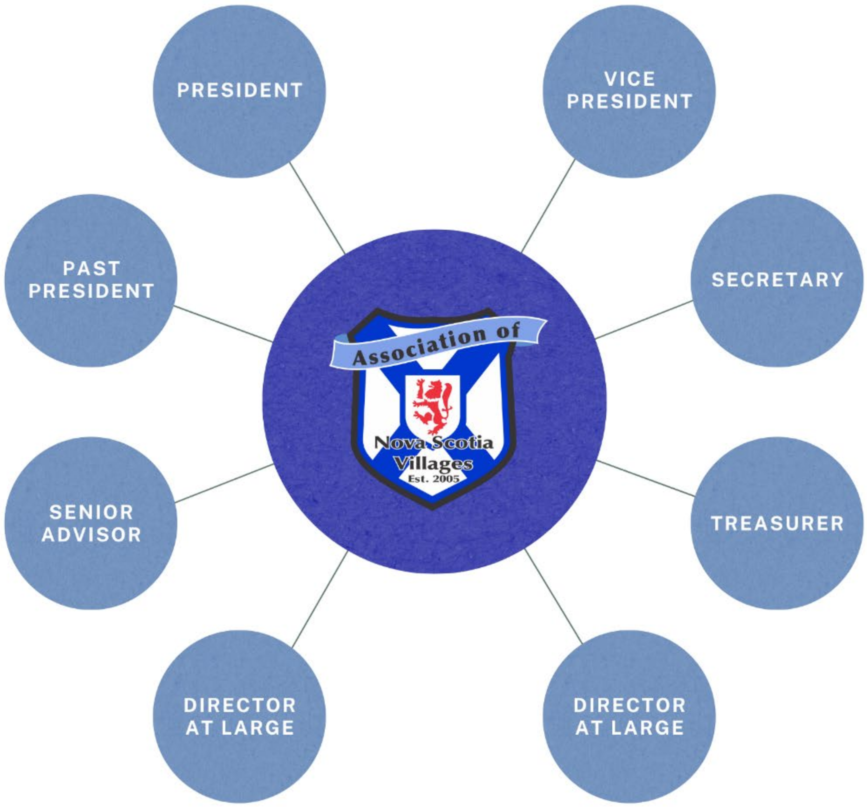
BIBLE HILL
Plant Your Roots

Village of Bible Hill
67 Pictou Road
Bible Hill, Nova Scotia
B2N 2R9

email: knickolle.pitcher@biblehill.ca
office: 902.893.8083

www.biblehill.ca

ASSOCIATION OF NOVA SCOTIA VILLAGES
BOARD OF DIRECTORS - ELECTED BY MEMBERS



NOVA SCOTIA
Service Nova Scotia

Registry of Joint Stock Companies

Special Resolution - Certificate
Societies Act

Association of Nova Scotia Villages
(society name)

I certify that the attached is a true copy of a special resolution duly passed by not less than three-fourths of the members of the society entitled to vote as were present in person or by proxy at a general meeting of the members of the society, held on 2024/09/21
(yyyy/mm/dd)

of which notice of intention to pass the resolution as a special resolution was duly given.

Date: 2024/09/26
(yyyy/mm/dd)

Secretary: Donna Van Kroonenburg
(print or type name)

Donna Van Kroonenburg
(signature)

Memorandum of Association

The name of the Society is: **ASSOCIATION OF NOVA SCOTIA VILLAGES**

On a volunteer and non-profit basis, the Society will seek to achieve these objectives:

> Incorporated villages in the Province of Nova Scotia recognize their unique role in providing services to their constituents, as legislated under Part 18 of the Nova Scotia, "Municipal Government Act." Through the Association of Nova Scotia Villages, they are better able to serve their constituents, their community and the wider community, by working together in a cooperative manner.
>
> To explore, develop and coordinate opportunities, to assume an ongoing advocacy role in promoting an awareness of the unique challenges, to create a strong voice for villages within municipal, provincial and federal structures; to develop public policies that address common concerns and issues; to foster communication between all towns, rural municipalities and regional municipalities; and to further enable incorporated villages to fulfil their duties and responsibilities under the Act.
>
> To acquire by way of grant, gift, purchase, bequest, devise or otherwise, real and personal property and to use and apply such to the realization of the objects of the Society;
>
> To buy, own, hold, lease, mortgage, sell and convey such real and personal property as may be necessary or desirable in the carrying out of the objectives of the Society.
>
> **Provided** that nothing herein contained shall permit the Society to carry on any trade, industry, or business and the Society shall be carried on without purpose of gain to any of the members and that any surplus or any accretions of the Society shall be used solely for the purposes of the Society and the promotion of its objects.
>
> **Provided,** further, that if for any reason the operations of the Society are terminated or are wound up, or are dissolved and there remains, at that time, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be paid to some other charitable organization in Canada, having objectives similar to those of the Society.

The activities of the Society are to be carried on in the Province of Nova Scotia.

ASSOCIATION OF NOVA SCOTIA VILLAGES

By-Laws

Interpretation

In these bylaws,

"Act" means the Municipal Government Act, Province of Nova Scotia;

"Association" means the Association of Nova Scotia Villages;

"Commissioner" means an elected official to a Village Commission;

"Staff" means the Clerk & Treasurers representing the various incorporated villages in the Province of Nova Scotia;

"Board" means the Board of Directors of the Association of Nova Scotia Villages;

"Member" means a member in good standing of the Association of Nova Scotia Villages

"Special Resolution" means a resolution passed by not less than three-fourths of such members entitled to vote as are present in person, at an annual general meeting or special meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.

(1) Members of the Association

Members shall be the incorporated villages in Nova Scotia.

Members shall be in good standing with the Association; that is, member dues shall be paid in full annually.

(2) Board of Directors

There shall be a Board of Directors consisting of eight (8) representatives, five (5) from the membership one Past President and one board position. Neither the past President nor one of two board positions **must** be an elected Commissioner.

A Senior Advisor position may be filled to assist in conducting the business of the Association, based on knowledge and experience without regard to whether or not the appointee is an elected Commissioner. All board positions shall be duly nominated and elected at an Annual General Meeting.

The Board of Directors shall consist of the President, the Vice-President, Secretary, Treasurer, two directors, one Past President, and may also include a Senior Advisor.

A Director occupying the position~~s~~ of President, Vice President, or one of two Directors at Large, shall be a person elected to an incorporated village in Nova Scotia. A Director occupying the position of Secretary, Treasurer, Past President, one of two Directors at Large, or Senior Advisor may or may not be an elected Commissioner.

The incorporated village shall be a member in good standing with the Association; that is, member dues shall be paid in full annually.

Staff employed by a Village that has a Commissioner as a Director shall be ex-officio members of the Board of Directors. They will not have voting privileges.

(3) Responsibilities of the Board of Directors

President

The President shall preside at all meetings of the Association; shall be the contact person of the Association; shall supervise standing committee chairpersons, providing advice, support, evaluation of progress on work assignments and feedback as needed; shall maintain an open line of communication with Association members; shall be the spokesperson for the Association; shall be ex-officio on all committees.

Vice President

In the event the President is unavailable to perform the responsibilities of office, the Vice President will do so. Other duties may be assigned by the Board of Directors and/or the Association membership at an Annual General Meeting.

Secretary

The Secretary shall maintain a written record of Association meetings, attendance and activities; and other duties as assigned by the Board of Directors and/or the Association membership at an Annual General Meeting.

Treasurer

The Treasurer shall maintain and be responsible for the books of account, including accounts payable and receivable, bank deposits, and other duties as assigned by the Board of Directors and/or the Association membership at an Annual General Meeting.

Past President

The Past President shall provide advice and guidance to the Board or other duties as assigned by the Board. The Past President shall be a voting member of the Board of Directors.

Directors at Large

The Directors at Large shall be voting members of the Board of Directors.

Senior Advisor

The Senior Advisor position may be filled in any given year, depending upon the availability and willingness of a capable individual to serve and the perceived need. If the position is filled, the Senior Advisor shall serve as a resource to the Board of Directors, providing information, advice and assistance as required. The Senior Advisor shall be a voting member of the Board of Directors.

(4) Terms of Office

Terms of Office for the Board of Directors shall be for a one-year term. This term may be renewed.

(5) Election of Board of Directors

Election of the Board of Directors shall take place at the Annual Meeting.

Nominating Committee: the up to 5-member nominating committee shall be elected at the Annual Meeting for the Election for the upcoming year, after the election of the Board of Directors. A member of the Board of Directors shall not be elected to the nominating committee.

A member of the nominating committee shall not be barred from becoming a nominee for office.

Prior to submitting its nomination report, the nominating committee shall contact each person whom it wishes to nominate in order to obtain their acceptance of nomination.

The nominating committee report shall be given by written notice to the membership 30 days prior to the Annual General Meeting.

The nominating committee report shall consist of nominations for all elected offices.

The Chair of the nominating committee shall give the nominating committee report at the Annual General Meeting when called upon to do so.

After the nominating committee has presented its report, election of President shall take place, and before the election for the office of President, the current President shall repeat the name submitted by the nominating committee and call for further nominations. After the close of nominations, the election of President shall take place by ballot.

This procedure shall be followed for the remaining seats on the Board of Directors.

After election of the Board, the newly elected Board shall take office.

(6) The removal and appointment of directors

The Society may, by special resolution, appoint any director to hold office where there is a vacancy. The Society may, by special resolution, remove any director before the expiration of the period of office and appoint another person in their stead. The person so appointed shall hold office during such time only as the director in whose place they are appointed would have held office if they had not been removed.

(7) Remuneration

There shall be no remuneration from the Association for representatives on the Board of Directors, standing committees or ad hoc committees.

(8) Meetings

Meetings are normally conducted using the rules of Parliamentary Procedure. For the purposes of this Association, "Roberts Rules of Order" shall be referenced.

(9) Quorum

The Association shall have a quorum of 50 per cent plus one at all meetings of the Association.

(10) Annual General Meetings of the Association of Nova Scotia Villages

The Annual General Meeting shall take place once a year. The Secretary shall give written or electronic notice to the membership of the annual general meeting 30 days prior to the Annual General Meeting. The notice shall state the location, time, date, the purpose of the meeting and the intention to propose any special resolutions.

Each member Village shall appoint a delegate who shall have a vote at the Annual General Meeting.

(11) Special Meetings of the Association of Nova Scotia Villages

A Special Meeting of the Association may be called by the President or by the directors at any time, and shall be called by the directors if requested in writing by at least twenty-five per centum (25%) in number of the members of the Association. The Secretary shall give written or electronic notice to the membership of the special meeting 30 days prior to the special meeting. The notice shall state the location, time, date, the purpose of the meeting and the intention to propose any special resolutions.

BOARD OF DIRECTORS

(12) Board of Directors Meetings

The Board of Directors shall meet a minimum of three times a year, with additional meetings as required. These meetings may be held by alternative means such as telephone or virtual conference calls.

(13) Special Meetings of the Association of Nova Scotia Villages

Special meetings of the Board of Directors may be called by resolution or consensus, including a contingent resolution or consensus, of the Board a previous meeting three or more days in advance of additional or special meeting.

(14) Committee Meetings of the Board of Directors

The Association's Board of Directors shall have the authority to appoint sub-committees for specific tasks or duties related to planning or carrying out the instructions of the Association.

These committees may be standing committees or ad hoc committees.

Committees shall meet on a scheduled date as agreed to by committee members. Committee work is to be reported to each meeting of the Board of Directors.

Committees may draw members from outside the Association for the purpose of meeting their mandate(s).

Committees shall have their assignments and responsibilities outlined in writing by the Association, with copies supplied to all committee members.

Committees shall review and evaluate these assignments periodically.

(15) Special Assignments

The Association may, after consultation, assign specific duties to members or to non-members.

Special assignments would be administered through the Board of Directors.

The Board of Directors shall have the authority to obtain professional support as required.

(16) Funds

The Board of Directors, on behalf of the Association's membership shall have the authority to receive and disburse funds.

(17) The exercise of borrowing powers

The borrowing powers of the Society may be exercised by special resolution of the members.

(18) Financial reporting

The Treasurer shall make a written report to the members as to the financial position of the Society and the report shall contain a balance sheet and statement of operations. An appointed person with financial competence other than the Treasurer shall make a written report to the members upon the balance sheet and operating account, and in every such report, he shall state whether, in his opinion, the balance sheet is a full and fair balance sheet containing the particulars required by the Society and properly drawn up so as to exhibit a true and correct view of the Society's affairs, and such report shall be read at the annual meeting. A copy of the balance sheet, showing the general particulars of its liabilities and assets and a statement of income and expenditure in the preceding year, with the earlier referenced statement and signature of the appointed person and signature of the Treasurer, shall be filed by the Treasurer with the Registrar within fourteen days after the annual meeting in each year as required by law.

(19) Custody of the society seal

The seal of the Society shall be in the custody of the Secretary and may be affixed to any document upon resolution of the Board of Directors.

(20) Execution of Contracts

Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Society by the President or the Vice President and the Secretary, or otherwise as prescribed by resolution of the Board of Directors.

(21) Preparation and custody of all society books and records

Preparation of minutes, custody of the books and records, and custody of the minutes of all the meetings of the Society and of the Board of Directors shall be the responsibility of the Secretary. Preparation of the books of account, financial statements, custody of the books of accounts and financial records, shall be the responsibility of the Treasurer.

(22) Inspection of Records

The books and records of the Society may be inspected by any member at any reasonable time within two days prior to the annual general meeting at the registered office of the Society.

(23) Dues and Fees

Membership dues shall be paid annually to the Association on or before August 31st of each year.

Membership dues shall be based on the population of the member village.

Up to 1000 residents
1001 to 2000 residents
2001 to 3000 residents
Over 3000 residents

The amount of the dues is to be determined by policy by the Board of Directors.

Reimbursement for travel will not be paid by the Association.

The village hosting a meeting shall
provide the meeting space;
provide lunch on an agreed cost-shared basis
OR agree to allow a lunch break for representatives who will provide their own lunch.

(24) Legal Liability

The Association will need to ensure activities of the Association have insurance coverage.

(25) Annual Report

A written annual report of the Association's activities shall be prepared by the President, published and submitted to the membership at least two weeks prior to the Annual General Meeting each fiscal year.

The fiscal year of the Association shall be September 1 to August 31.

The Annual General Meeting of the Association shall be held the third Saturday in September, or as otherwise resolved by the Board at a regular or special meeting no less than 30 days prior to the AGM.

(26) Minutes of Meetings

Written minutes of all meetings of the Association shall be kept.

(27) Association Membership

The Association is a volunteer organization accountable to the membership.

(28) Membership Withdrawal

A member village wishing to withdraw from participation in the Association shall notify the Board in writing.

(29) Dissolution of Association

By Special Resolution the Association may be dissolved.

(30) Subsequent Organization(s)

Any incorporated villages wishing to continue with an organization would need to re-name and reorganize.

(31) By-laws of the Association

By special resolution, the Association shall have the authority to prepare, enact, and revise bylaws relating to the operation of the Association.

(32) By-Laws: Changes

By special resolution changes may be made to the By-Laws of the Association.

ADOPTED BY THE MEMBERSHIP ON SEPTEMBER 24, 2005, AT THE DULY CONVENED ASSOCIATION OF NOVA SCOTIA VILLAGES ANNUAL GENERAL MEETING.

Amended by the membership on September 16, 2006 at the duly convened Association of Nova Scotia Villages Annual General Meeting.

Amended by the membership on September 23, 2009 at the duly convened Association of Nova Scotia Villages Annual General Meeting.

Amended by the membership on September 22, 2012 at the duly convened Association of Nova Scotia Villages Annual General Meeting.

Amended by the membership on September 17, 2016 at the duly convened Association of Nova Scotia Villages Annual General Meeting held at Greenwood to permit the various notices sent by the Secretary to be distributed electronically in addition to regular mail.

Amended by the membership on September 16, 2017 at the duly convened Association of Nova Scotia Villages Annual General Meeting held at Baddeck to establish the position of Senior Advisor as voting a member of the Board of Directors.

Association of Nova Scotia Villages

Resolution 1
2024-2025

"Amendment of the by-laws of the Association"

Whereas, pursuant to the by-laws of the Association of Nova Scotia Villages (the Association) as amended by the membership September 16, 2017, the Association has the authority to prepare, enact, and revise by-laws relating to the operation of the Association and may, by special resolution, change the by-laws of the Association;

Whereas, the Association has, on August 21, 2024, provided membership notice by e-mail of the intent to propose a special resolution to amend the bylaws of the Association

Therefore be it resolved that the Association adopt changes to the by-laws as set out in the enclosed document, which are summarized below:

(1) Reduction of the number of required meetings per year from 4 to 3 to enable elimination of the board meeting typically held immediately following the annual general meeting each year;

(2) Change of process for appointments of certain directors by the board (that take place at what will be, per (1) above, the eliminated board meeting), to instead be elections made by the membership at the annual general meeting as with all other director positions;

(3) Allow for non-elected officials to serve in the positions of Secretary and Treasurer;

(4) Allow for the appointment of a director by special resolution in the case of a vacant seat;

(5) Clarify that virtual meetings are an accepted alternative to in-person meetings;

(6) Change of terminology relating to the required oversight of the financial statements of the Association by eliminating the use of "audit" and "auditor";

(7) Clarification that the annual report to the membership is to be prepared by the President; and

(8) Allow that the annual general meeting date may be determined by the Board by resolution.

Resolution passed by special resolution of the membership of the Association on the 21st day of September, 2024: Moved by Village of Bible Hill, seconded by Village of Port Williams, that Association of Nova Scotia Villages approve Resolution 1, a special resolution for amendment of the by-laws of the Association.

Motion carried.

Donna VanKeulenberg
Secretary

2024/09/26
Date

Sched 7.2

Village of Chester Commission

Clerk/Treasurer Monthly Report

Aug 19, 2026

Scotiabank

- The July 2026 bank statement is reconciled. The Village main operations account opened the month of July with $378,088 and ended with $424,095.

- Snapshot: Village account balances as of Monday, Aug 4th were:

Banking Accounts	
Village Operations account	$412,700
Investment Accounts	
Village Operating reserve (excluding Visa $5K cash security)	$110,646
Village Lido Pool reserve (excluding GRID funding $242K)	$214,248
Village Utilities reserve	$44,872
Village EMC Building reserve	$29,153

Financial

- The Q2 tax advance was received in the amount of $110,623. This figure includes the payback of the $3,029 overpayment in 2025/26 per the reconciliation letter shared last month.

- The Provincial HST Offset grant was received in the amount of $2,270.

Capital Projects

- Public Washroom: We are still awaiting a decision on the NS Public Works permit application for a “Work Within Highway Right-of-Way Permit”. The MODC permit application needs the Provincial one to be attached before that can be submitted. Our supplier for the exterior work, All Outdoors Landscaping, has been updated.

  The locking mechanism and timer on the Public Washroom main door has not been working the past few weeks. The entire door is meant to be replaced once we have the MODC permit so we are not replacing the lock now. (Gippy is part of this discussion.)

- Library: At time of writing, we are still awaiting word on Provincial GRID program funding for the accessibility retrofits. If unsuccessful, the project would require some re-consideration. Procurement procedure requires all funding to be in place before Requests for Proposals may be issued.

- Jib Lot: The shared funds for this project have been received from the Municipality’s Economic Development program. I believe we are awaiting dates from the supplier, Stephen Collicutt. The Chair has been his contact on this project so she can confirm.

- EHS Building: An interesting update on use from the CFSC meeting this week: apparently the Chester ambulance station has been allocated as a key dispatch location due to its position between Halifax and Bridgewater and will see 99% staffing around the clock. As of last month the CVFD has pulled back on some of their medical attendance as the response times from EHS have improved.

  The Commission briefly discussed patching or repaving the EHS driveway but a preference either way has not been confirmed. A quote provided by Commissioner T. Mulrooney totalled $5,000 + HST to fully repave. The funds available in the EHS Station capital budget is a total of $6,000, including some small amount of landscaping.

- Fire Station: 149 Central Street painting was on the CFSC Agenda again this past week with a compromise suggestion of repainting only the East side of the building which is showing the most wear, but the motion was defeated.

  The Commission may wish to re-consider the issue when the time to receive the building back (approx. May 2028) *if* the Village plans another community use for the building.

Lido Pool Operations

- We are entering the final weeks of the swim season. I’ve been very happy with Nevaeh’s support as the supervisor and will maintain the position going forward.

- At the end of the season I will work with Nevaeh to prepare a full report on pool use for public swims and lessons, along with an evaluation of operational stop/start/continues.

- Costs for a sun shelter at the Lido upper terrace level were circulated but no comments received except from the Chair. Given the short time remaining in the swim season I presume this will be revisited in 2027/28 budget preparations so it can be installed from pool opening next year, as she suggested.

- The lifeguards report that the “Where Are You From” board at the Pool has been a big hit – at the end of the season staff will collect and transcribe. Here are a few photos taken on Aug 14th.

ZVML Financial

- Snapshot: Library account balance as of Monday, Aug 4th was:

Banking Accounts	
ZVML Fund account	$191,511
Investment Accounts	
a) ZVML CHUMS reserve	$0
b) ZVML Capital reserve	*Pending*

c) Community Foundation of NS: ZVML Charity reserve	*Pending*
d) BMO Mutual Funds	$4,243

- Per the Village's Special Meeting on Aug 12th, the following ZVML funds will be invested in the coming days:

  a) CHUMS reserve $5,000
  b) Scotiabank investment account opened + $50,250
  c) CFNS "medium-term managed fund" contract finalized + $60,000
  d) BMO mutual funds account to be liquidated, the funds transferred minus fees and/or taxes, and closed.

Other Follow-ups from Previous Meeting

- Furniture Sale: No offers were received in the recent call for bids. I suggest a couple of next steps to clear it out of the Public Works building:

  - The bookcase we will keep for use in the 2nd Floor storage room.
  - If Commissioners or anyone we know are interested in the pieces they can make an offer (there was no pre-set pricing).
  - Staff can contact local second-hand furniture shops to see if there is interest. Best bet may be Gerald's Buy & Sell in LaHave because they specialize in office furniture, but we should also approach Countway's.

- The Village snow removal/parking restriction letter was sent to the MODC Council as directed, as was the CFSC-CVFD letter and the Chester Merchants. The letters were previously circulated for information over email.

Report completed by:
Heather McCallum, Village Clerk/Treasurer

Chester Fire Services Committee

Minutes

Chester Fire Services Committee (CFSC) Monthly Meeting

Wednesday, Jul 8, 2026 at 5:00 pm

Library/Village Boardroom, 63 Regent Street, Chester

Present	Colin MacDonald, Chair Norm Countway, Vice-chair Kirk Collicutt, Treasurer-Secretary Nancy Hatch James Robert
Ex-officio	Nick Hirtle, Acting Fire Chief, Chester Volunteer Fire Dept (CVFD)
Staff	Heather McCallum, Recording Secretary
Regrets	Wilson Fitt
Guest(s)	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 Chair at 5:01 pm.

2. Approval of Agenda

The Chair asked that the following items be added to the agenda under Business Arising:

- Request for snowbank removal
- Painting of current Fire Station
- Minister's Borrowing resolution update

Motion: Moved by Ms. Hatch; seconded by Mr. Collicutt: That the Chester Fire Services Committee approves the Agenda of the Jul 8, 2026 Monthly Meeting as amended. *Motion carried.*

3. Approval of Minutes

3.1 Monthly Meeting: May 13, 2026

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

3.2 Monthly Meeting: Jun 10, 2026

Motion: Moved by Mr. Collicutt; seconded by Vice-Chair Countway: That the Chester Fire Services Committee approves the Minutes of the Jun 10, 2026 Monthly Meeting as presented.
Motion carried.

4. Business Arising

4.1 Request for Snowbank Removal

Action: Ms. McCallum will draft a letter to MODC Council on behalf of the CFSC and CVFD.

4.2 Painting of Current Fire Station

It was noted that the east side of the building could use a little attention. In response to a question, Ms. McCallum reported that the legal advice on interpretation of the Village's agreement with the Municipality for 149 Central Street indicates that once the CVFD move out, if the Village has another community use for the building they may keep using it. Again, there was no appetite to pursue painting.

4.3 Update on Minister's Borrowing Resolution Approval

Ms. McCallum confirmed that the request is still with the Minister's Office. A representative from Municipal Affairs and her met with the bank to update them on the process and discuss the July 24th expiry of the Phase 2 loan certificate and the possible gap between that and the Minister's borrowing certificate for the Phase 3 loan.

5. Chester Volunteer Fire Department

5.1 Activity Report

Chief Hirtle reported that the Level 1 training is in full swing. Two of the members, Kyle Livingstone and Simon Yip, are building training props to support the program.

The July monthly meeting of the CVFD was so hot that they did a hall clean-up. The August meeting will be pump practice.

Calls for the month of June included 9 medical, 8 fire, 5 motor vehicle collisions for a total of 22 incidents.

5.2 Status of Replacement Truck 541

The RFP's bidder question deadline is July 15th, and the closing is August 5th. The evaluation team must be assembled to award the tender the first week of September.

6. Reports

6.1 Secretary-Treasurer

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

The Village will be issuing its Call for Volunteers for its pending appointment to the CFSC. When these are released, Ms. McCallum will notify Chair MacDonald and Mr. Fitt so they may re-offer.

6.2 New Fire Station Project

Ms. McCallum reviewed Mr. Fitt's latest status report on the Fire Hall project *(Sched 6.2)*.

6.3 Communications Sub-Committee

Vice-chair Countway reported on the current work, including preparing thanks for the Village Commission and Municipal Council once the Minister's borrowing certificates are in, determining criteria for the promotion of donors, naming rights for some rooms in the new station, and the next wave of social media posts. Donation brochures were revised and are currenting in print production.

Action: Mr. Countway was asked to provide Google Analytics as a comparison between years.

6.4 Fundraising Sub-Committee

Chair MacDonald has been speaking to a former editor of the Chronicle Herald about holding a fundraiser. He has made several requests and is waiting on decisions.

Supporting materials, like the brochure, are in progress.

6.5 MODC Fire Advisory Committee – Nil

The next meeting of the FAC is next Wednesday, July 15th at 7:00 pm.

7. New Business – Nil

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

Motion: Moved by Ms. Hatch; seconded by Mr. Robert: That the Chester Fire Services Committee move in-camera to discuss the acquisition, sale, lease and security of municipal/village property.
Motion carried.

The Committee recessed to go in-camera at 5:32 pm.

9. Resumption of Public Meeting

The Committee resumed the public meeting at 5:47 pm; there was nothing to report.

10. Other Business – Nil

11. Adjournment

The meeting was adjourned at 5:47 pm.

Next meeting(s):
- **Regular Monthly:** Wed, Aug 12, 2026 at 5:00 pm – Library/Village Boardroom
- **Regular Monthly:** Wed, Sep 9, 2026 at 5:00 pm – Library/Village Boardroom

_________________________ _________________________

Kirk Collicutt
CFSC Secretary

Heather McCallum
CFSC Sr. Administrator, VOC Clerk/Treasurer

Sched 7.3 (b)

Municipality of the District of Chester

Fire Advisory Committee Meeting (Policy 112)

Wednesday, July 15, 2026 – 7:00 p.m.-8:30 p.m.

Chester Basin Volunteer Fire Department

5430 Highway 3, Chester Basin

Meeting Minutes

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

Committee Members:

Colin MacDonald, Chester Fire Services Committee (Vice Chair)

Norman Countway, Chester Fire Services Committee

Robert Williams, Chester Basin Volunteer Fire Department

Stephen Bond, Chester Basin Volunteer Fire Department

Jared Swiminer, Western Shore Fire Department

Chris Turpin, Blandford Fire Rescue

Lyle Russell, New Ross Fire Department

Dale Broome, New Ross Fire Department

Mitchell Kaizer, Hubbards Fire Department

Tim Lilly, Martins, River Fire Department

Kirk Cullicutt, Chester Fire Services Committee

Cliff Mackinnin, Chester Basin Commission

Sheena Clooney, Hubbards Commission

Municipal Staff:

Bruce Blackwood, Fire Services & Safety Coordinator

Erin Lowe, Deputy CAO

Emily Lennox, Executive Assistant

Mitch Vail, Fire Services & Safety Coordinator

Municipal Councillors:

Councillor Coolen, District 2

Councillor Bremner, District 3

Regrets:

Len Stevens (Chair)

Nick Hirtle, Chester Fire Department

Dave Richardson, Chester Fire Department

1. **Meeting Called to Order:**
   The meeting was called to order by the Vice Chairperson, Colin MacDonald at 7:00 p.m.
2. **Land Acknowledgement:**
   The Vice Chairperson read the land acknowledgment.
3. **Review and Approval of Agenda/Order of Business:**

   MOTION TO APPROVE THE AGENDA AND ORDER OF BUSINESS AS PRESENTED. SO MOVED BY CHUCK BENNETT, SECONDED BY JARED SWIMINER. ALL IN FAVOUR. MOTION CARRIED.

4. **Introductions:**
   A round table introduction took place. Bruce Blackwood's replacement, Mitch Vail, introduced himself and gave a brief background of his experience to date and his excitement for the role moving forward.

   The meeting Chairperson recommended that moving forward, name cards be used and placed around the table. Staff made note and will provide at the next meeting. Staff also requested that the contact list be circulated and updated accordingly.

5. **Approval of Previous Meeting Minutes:**

   MOTION TO APPROVED THE DRAFT MINUTES AS CIRCULATED FROM THE MAY 20, 2026, FIRE ADVISORY MEETING SO MOVED BY JARED SWIMINER, SECONDED BY ROBERT WILLIAMS. ALL IN FAVOUR. MOTION CARRIED.

6. **Matters Arising:**
   Update from the Water Rescue Subcommittee:
   The subcommittee advised that there are two members from each department on the subcommittee and they have met five times to date. After much discussion and collaboration from each unit, an itemized list has been drafted and submitted to the Chiefs for purchases under capital investment. The Chiefs have all discussed and voted in favour of the list presented. The itemized list and distribution list are attached for reference. These items are to be considered municipal assets and are to be distributed by Chiefs as they see appropriate, with room for change and further consideration as the program develops and a better understanding of need/logic is

established. The subcommittee noted that there is a surplus of approximately $13,000 to fill in any remaining gaps as they are identified. It was also recommended that a spending threshold be established, with the example of $1000 used for small items such as rope, or hooks so that basic purchases could be made without requiring the sign off from Chiefs.
It was clarified that the swift water boat would be carried via trailer, that is filled with equipment for quick deployment in emergency situations.
HST reimbursement was discussed. The understanding of staff was that HST could not be received back by the departments because the grant was applied for and received through the Municipality. Staff will double check this information and report back at the next FAC meeting.
Hubbards felt they did not receive consultation on the boat purchases, however Stephen advised that their two subcommittee members only attended one of the five meetings held, therefore the decision was made based on limited information. He did note this can be discussed further and is happy to find a solution that works best for the Hubbards Department.
Stephen also advised that Chester, Blandford, and Chester Basin already owned small rescue boats so doubling up did not make sense. The decision to place the additional boat in Western Shore made logical sense due to the launch ramp location across from their building.
The types of rescues were discussed, and it was clarified that swift water meant within a few miles of shore – “a mile or two”. Ocean rescue is to remain with the Coast Guard. Inland and inshore water rescue was the objective of this program’s perspective. This would also give access to places like Middle River and Martins River etc.
It was also noted that at the Chiefs meeting the storage location of the trailer was discussed and it was decided that presently Chester Basin made the most sense strategically, however it was made clear that this can be changed if something else makes more sense in time.
A brief discussion about the motors took place and it was confirmed that all motors are propped with prop guards. They also noted that all boats come with a detachable arch for the back with red strobe lights, navigation lights and USB charging ports so iPad/devices with Navionics apps can be utilized.

MOTION TO APPROVE THE CAPITAL PLAN FOR THE WATER RESCUE TEAM AS PRESENTED AT THE CHIEF’S MEETING OF JULY 9, 2026, SHOWING INITIAL CAPITAL EXPENDITURES OF $243,116 WITH CONTINGENCY OF $13,884 TO COVER ANY POTENTIAL GAPS IDENTIFIED DURING THE INITIAL PROCUREMENT PROCESS AND TOTALING $ 257,000 AS THE APPROVED 2026/2027 CAPITAL BUDGET. ($57,000 FROM MOC AND $200,000 FROM RESPF GRANT) FUTHERMORE, THE FAC SUPPORTS THE ASSET DISTRIBUTION PLAN AS PRESENTED AT THE SAME CHIEFS MEETING AND AS BASED ON DISPATCH AND OPERATIONAL BEST PRACTICES AND FIREHALL CAPCITIES. SO MOVED BY

ROBERT WILLIAMS, SECONDED BY CLIFF MACKINNON. ALL IN FAVOUR. MOTION CARRIED.

Recorded Vote in Favour:
Colin MacDonald, Robert Williams. Jared Swiminer, Chris Turpin, Cliff MacKinnon, Shena Clooney, Mitchell Kaizer, Lyle Russell, Dale Broome, Tim Lilly, Chuck Bennett, Norm Countway.
Recorded Vote Opposed:
NONE

Municipal Staff presented the Administrative Model as discussed with Council for FAC consideration. They advised that Council did not make a final decision yet as they wanted to ensure this model was agreeable to the FAC. Council agreed to FAC's request for the Municipality to own the assets and in terms of an administrative model preferred the option where they would finance the program through either a separate rate or as incorporated into the general tax rate. A part of this model would require the creation of a FAC subcommittee that would have operational authority for the program, to be made up of the Chiefs, or their designate, from each department. Each year a capital budget and plan would be presented by the subcommittee to FAC for FAC input, then would go to Council for approval once a year. Outside of this a threshold of up to $1000 for maintenance for departments would be established. Expenses outside of this threshold would be invoiced directly to the Municipality. Expenses made within the threshold would be initially covered by the commissions and then reimbursed by the municipality. A Semi-Annual report would also be required to check in with the FAC to ensure budget is on track. Council gave direction to staff to present this model to the FAC for approval. This would go back to the original ask made to the Municipality that they give the $57,000 and for support for $40,000 per year for maintenance and training. Everything would happen via the FAC through the subcommittee.

A question was raised concerning the tax model mentioned and if it would be listed under general operating or if a separate tax line would be made to identify the rate with a pittance showing the water rescue on a tax bill. Staff advised Council has not finalized that decision yet and would be open to further discussion.

It was also asked if Blandford used their own boat with the other departments for training, if their maintenance costs would be covered by this program. It was confirmed that decision would be made by the subcommittee.

It was asked if departments would need to have an agreement in place with the Municipality to use the assets. Staff advised that legal was consulted and felt an agreement was not required. They noted that it would fall under the insurance for use of Municipal Assets. Staff noted that they would double check this with legal.

Hubbards brought up Mill Lake and noted that they have 175 properties that are only accessible via boat. It was asked if these swift water boats could be used to transport equipment on the lake to these properties. After discussion it was identified that the liability of insurance should clearly state what can and cannot be done but ultimately anything emergency related would be appropriate. Martins River also suggested that this could cover medical emergencies on the islands in their area just offshore and again it was agreed that anything emergency related would be an appropriate use.

The Committee asked Staff to review the other two models that were presented to Council for consideration.
Model Two – Commission Funded Model. Under this option, the commissions would be responsible for funding the ongoing maintenance of the program and the municipality would own the assets and insure them. Under this option it would require the commissions to participate, and some commissions could decide not to participate.
Model Three- Corporate Body Model. This option would be the establishment of a separate corporate body that would be made up of individuals identified by the commissions and may or may not be made up of chiefs. This corporate body would be responsible for making operational decisions for the water rescue program.

MOTION TO APPROVE THE ADMINISTRATIVE MODEL AS PRESENTED BY MUNICIPAL STAFF, WHEREBY THE MUNICIPALITY WOULD OWN AND INSURE THE ASSETS ASSOCIATED WITH THE WATER RESCUE PROGRAM AND FUND THE PROGRAM BY VIA MUNICIPAL TAX RATE. THIS MODEL WOULD INCLUDE THE CREATION OF A SUBCOMMITTEE OF CHIEFS, OR THEIR DESIGNATES, WHO WOULD MAKE OPERATIONAL DECISIONS AND PROVIDE RECOMMENDATIONS TO THE FIRE ADVISORY COMMITTEE, WHO THEN MAKES THE RECOMMENDATIONS TO COUNCIL FOR APPROVAL. MOVED BY LYLE RUSSELL, SECONDED BY CHRIS TURPIN. ALL IN FAVOUR. MOTION CARRIED.

7. **New Business:**

Stephen provided an update on new Fire Fighter Level 1 Training and advised that overall, there has been very positive feedback. Evaluations will be circulated to students, instructors, as well as a third-party oversight to ensure all requirements are being met. Proof of course completion will be provided at the end of the training for now, but the province has communicated that they will be providing a certificate to replace the Fire School Certificates to show a base standard has been met through the training. The Municipality will provide a certificate in the interim until the province has theirs available.
Candidates for the second round will be called out on the August 29th weekend and every other weekend after that with an end date in mid November. The official

calendar was circulated to Chiefs but if anyone else would like a copy it can be provided.

Staff provided an update on the FSANS Representative. Although the FAC requested a representative be present at the FAC meetings, there is currently not one available. Staff is working with with the Chiefs and FSANS on this and will provide an update once available.

Staff also reminded the committee that the P-33 registration deadline is at the end of the month. Bruce will work closely on this with Mitch through his retirement transition to ensure everything is in place.

8. **Roundtable:**
   The Chairperson thanked the committee members for their continued efforts and heroic service.

9. **Adjournment:**
   The next meeting will take place on September 16th, 2026. Some members suggested using the Chester Basin location again. Final location decision to be made by the meeting chair.

Sched 8.1

Logos of Lunenburg County

TOWN OF BRIDGEWATER
ESTABLISHED 1899

Municipality OF
Chester
NOVA SCOTIA

Village
of
Chester
Est. 1759

DISTRICT OF LUNENBURG
INC. 1879

TOWN of
LUNENBURG
A World Heritage Site

TOWN OF
Mahone Bay

VOC Logo – circa 2018

- *Too complicated/cluttered – less a logo than a background illustration*
- *Village name is small and difficult to read*
- *The illustration is the view from the golf course rather than sailing*

Simplified VOC Logo – Summer 2025

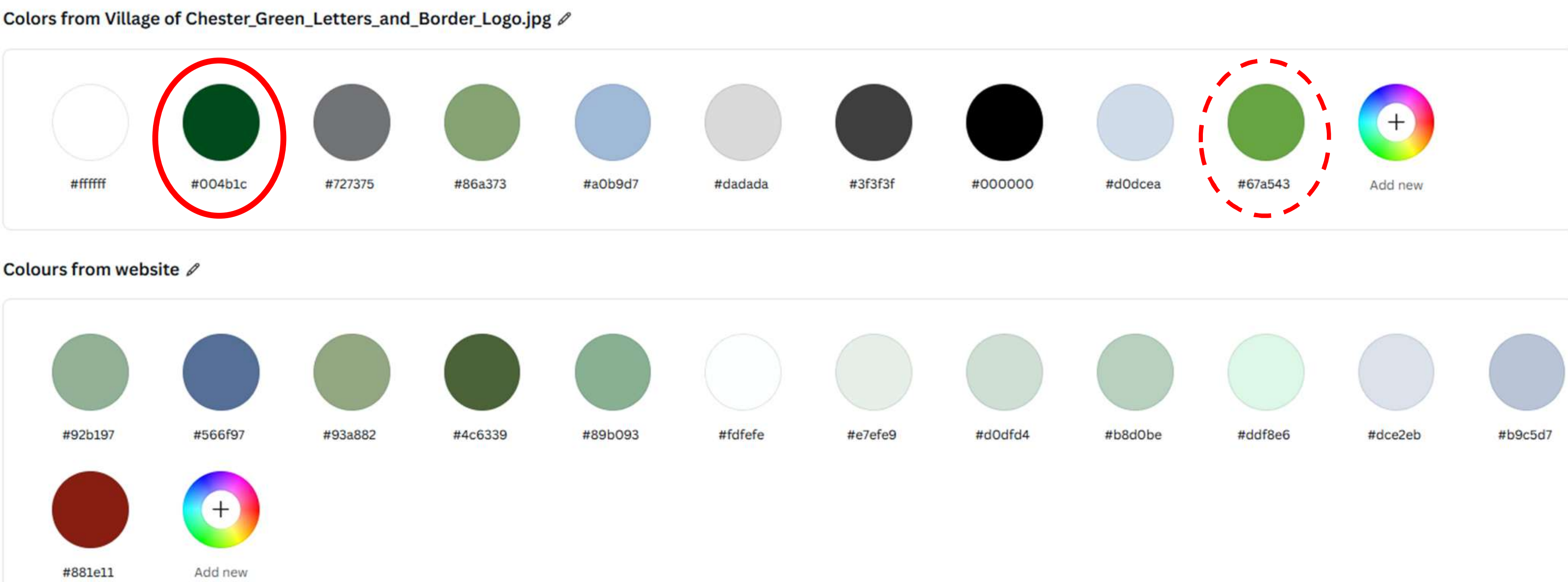
- *Improved legibility*
- *Strong, clean shape*
- *Black is ideal for signage*

Simplified VOC Logo – Colour

- *Early colour studies*
- *NOT recommended*

Simplified VOC Logo – Colour

- *Selections from current brand palette*
- *Continue with green key colour (too many logos are blue)*



Simplified VOC Logo – Colour

- *Sparing use of colour*
- *Consistent with existing branding*
- *Recommended for documents/digital use*
- *Simple accent colour version avoids flatness*

Simplified VOC Logo – Variations

Sched 8.2

ANSV Annual Conference & AGM 2026

Sep 18-19, 2026
Village of Chester

	Thursday, Sep 17	Friday, Sep 18 – DAY 1	Saturday, Sep 19 – DAY 2
AM		**St. Stephen's Community Centre** **54 Regent St., Chester** 8:30am Registration & Continental 9:00am AM Plenary Sessions: The Expanding Role of Local Government - *incl. Refreshment Break* *12:15pm Lunch*	**St. Stephen's Community Centre** **54 Regent St., Chester** 8:30am Registration & Continental 9:00am AM Plenary Sessions: The Legislative Environment - *incl. Refreshment Break* 10:45am Roundtable Breakouts: - Elected officials (Zoé Vallé Library) - Clerk-Treasurers (St. Stephen's) *12:15pm Lunchboxes*
PM	*Travel*	1:00pm PM Plenary Sessions: Skills Development - *incl. Refreshment Break* ~4:30pm End of Session Day	12:30pm AGM - *with Working Lunch* ~1:30pm End of Conference
EVE	**Zoé Vallé Library** **63 Regent St., Chester** 5:00pm Open House / Wine & Cheese	**Chester Golf Club,** **222 Golf Course Rd., Chester** 5:30pm Arrivals & Socializing 6:30pm Dinner (Pre-ordered)	

ANSV Block Agenda 2026 (Rev): *Detailed Agenda to come; times may be subject to change.*