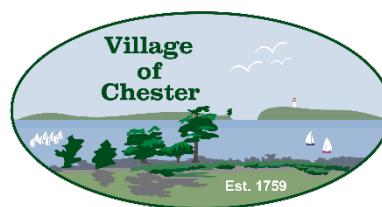


Agenda

Village Commission Monthly Meeting Wednesday, Oct 28, 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](#)

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: Sep 16, 2026

p. 3

5.0 Business Arising – Nil

6.0 Correspondence

6.1 MODC: Deer Population Reduction in Village of Chester

p. 8

7.0 Reports and External Committees

7.1 Report from the Chair

7.2 (a) Clerk/Treasurer Report +

p. 10

(b) 2026-27 Q1&2 Budget Variance Report

p. 16

7.3 (a) Chester Fire Services Committee: Sep 9 & 14, 2026 Minutes

p. 23

(b) MODC Fire Advisory Committee: Sep 16, 2026 Draft Minutes

p. 28

7.4 Lunenburg County Accessibility Advisory Committee:

p. 30

Sep 2, 2026 Minutes

8.0 New Business**8.1 Dolly Parton's Imagination Library****9.0 Commissioner Roundtable****10.0 In-Camera**

- Per Section 408B(2) of the *Municipal Government Act*:
(e) contract negotiations

11.0 Resumption of Public Meeting

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

12.0 Adjournment**Next Meeting(s)**

- Monthly: Wednesday, Nov 18, 2026, 6:00 pm @ 63 Regent St.
- Monthly: Wednesday, Dec 16, 2026, 6:00 pm @ 63 Regent St.

Minutes DRAFT

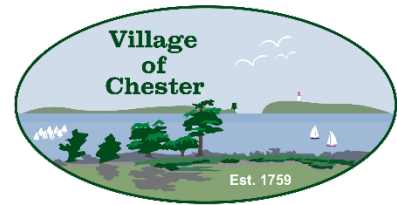
Village Commission Monthly Meeting

Wednesday, Sep 16, 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, Chair
Randall O'Malley, Vice-Chair
Laura Mulrooney, Commissioner
Tom Mulrooney, Commissioner
Gloria Nauss, Commissioner

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

Guest: Councillor Tom Bremner, District 3, Municipality of the District of Chester (MODC)

1.0 Call to Order/Land Acknowledgement

Chair Pauley called the Chester Village Commission Monthly Meeting to order at 6:00 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 Public Forum – Nil

3.0 Approval/Amendment of Agenda

Motion #26-057 Commissioner Nauss moved; Vice-Chair O'Malley seconded: That the Agenda of the Chester Village Commission's Sep 16, 2026 Regular Monthly Meeting be approved as presented.
Motion carried unanimously.

4.0 Approval/Amendment of Minutes

4.1 Monthly Commission Meeting: Aug 19, 2026

Motion #26-058: Commissioner T. Mulrooney moved; Commissioner Nauss seconded: That the Minutes of the Chester Village Commission's Aug 19, 2026 Monthly Meeting be approved as presented.

Motion carried unanimously.

5.0 Business Arising

5.1 ANSV Annual Conference & AGM: Update

C/T McCallum reviewed the status of planning for the Association of Nova Scotia Villages (ANSV) Annual Conference & AGM taking place in Chester the end of this week.

- She described the room layout and audio-visual plans, and recapped the session content.
- Doug Boudreau, the ANSV Coordinator, is coming Thursday afternoon to help set up.
- Commissioner L. Mulrooney has been a huge help with two of the speakers, catering planning, supply runs for food & beverage, and securing the Golf Course for the Friday evening dinner. She will lead food & beverage coordination at the meeting.
- Chair Pauley has contributed to meeting content, catering planning, and will assist Laura during the conference. She is also organizing the welcome open house on Thursday evening, and hosting the sessions.
- Commissioner Nauss will help with set-up and assembling the giveaway bags, and assist Laura during the conference.

6.0 Correspondence

6.1 NSFM: Message re Cape Breton Flooding

A message from the Nova Scotia Federation of Municipalities (NSFM) was circulated to municipalities and villages for information (*Sched 6.1*).

6.2 Seniors' Safety Program: The Helping Tree

This document was shared by Ellen Johnson, the Lunenburg County Accessibility Coordinator (*Sched 6.2*).

Commissioner Nauss spoke of benefits of the Seniors' Safety Program such as helping seniors become aware of 'spamming' via phone and online.

7.0 Reports

7.1 Report from the Chair

ZVML Civic Centre: Chair Pauley reported that the Chester Merchants Association are resuming their meetings, after the summer hiatus. Other groups meeting at the Library include Our Health Centre, a parenting group, and a book club.

ZVML: The Library has seen approximately 2,850 visitors since opening and continues to draw folks to see it and take-out/reserve books.

VIC: The Visitor Information Centre has seen a significant decline in visitors this year. Approximately 1,200 in 2025 and 700 to date in 2026.

The Chester Merchants did not notice a considerable increase in shoppers with the VIC being opened, but noted they weren't specifically looking for it. They are interested to see what happens in 2027 and asked that the Village maintain the VIC for another year.

Chair Pauley noted that roadside signage is still an issue.

ZVML Accessibility project: A letter was received from NS Public Works stating a road permit was not needed. The Municipality needed this letter to proceed with their variance.

7.2 Clerk/Treasurer Report

C/T McCallum presented her monthly administration and financial update (*Sched 7.2*).

The EHS driveway in front of building has a large pothole. Prices have been collected to pave the full area, and the figure works within the EHS capital budget. The Commissioners discussed repairing the pothole vs. repaving.

Motion #26-059: Vice-chair O'Malley moved; Commissioner Nauss seconded: That the driveway in front of the EHS building be fully repaved by DCT Paving for \$5,000 + HST.
Motion carried unanimously.

The Lido Pool is closed for the season. This summer went well, and a further report will be provided at a future meeting.

Clerk/Treasurer McCallum is looking into electronic donor management and tax receipting platforms to manage donations for the library more efficiently.

A local resident, with support from Commissioner L. Mulrooney, held a private fundraiser last month for the Library; over \$23,400 was raised, with further pledges to come. THANK-YOU!

Commissioner T. Mulrooney asked Councillor Bremner for an update on the snow removal request to Council from the Village. Councillor Bremner noted that a staff report was requested by Council and should be received soon.

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

(a) CFSC Minutes of Aug 12, 2026 are included for information (*Sched 7.3(a)*). [www.chesterfirecommittee.ca]

(b) The FAC Agenda for tonight's meeting, Sep 16, 2026, is included for information (*Sched 7.3(b)*).

7.4 Lunenburg County Accessibility Advisory Committee (LCAAC)

LCAAC Minutes for Jun 17, 2026 (*Sched 7.4(a)*) and Draft Minutes for Sep 2, 2026 (*Sched 7.4(b)*) are attached for information. [www.accessiblelunenburgcounty.ca]

8.0 New Business – Nil

9.0 Commissioner Roundtable

Commissioner T. Mulrooney suggested that for future meetings, the complete agenda package is not necessary to print, as it gets sent to all Commissioners electronically.

A brief discussion was held, and consensus was to print the agenda,

Financial reports, and other important documents for fine review. If there is anything a Commissioner wishes for in print, they must request it. The Chair of the Commission is to get a full printed package.

10.0 In-Camera – Nil

11.0 Resumption of Public Meeting – N/A

12.0 Adjournment

There being no further business, the meeting was adjourned at 6:42 pm.

Next Meeting(s)

- Monthly: Wednesday, Oct 21, 2026 - 6:00 pm @ 63 Regent St.
- Monthly: Wednesday, Nov 18, 2026 - 6:00 pm @ 63 Regent St.
- Monthly: Wednesday, Dec 16, 2026 - 6:00 pm @ 63 Regent St.

Commission Chair
Geraldine Pauley

Clerk/Treasurer
Heather McCallum

From: Pam Myra (she/her)
To: Heather McCallum
Subject: Deer Population Reduction in Village of Chester
Date: October 20, 2026 11:52:07 AM
Attachments: image606202.png
image647383.png
image784229.png
image541857.png
image062523.png
image608113.png
[2026-10-08 draft Deer cull request.docx](#)

Good morning, Heather.

Further to your conversation with Tara, attached is the draft letter provided to Council on October 8, 2026.

Council agreed to send the letter to the Minister, upon written confirmation that the Village is in agreement with the proposal regarding deer population reduction measures in the Village.

Please let me know once the Commission has reviewed and made a decision.

Thanks.

Pam



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

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

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

Draft Letter for Council Consideration**[Date]**

The Honourable Tory Rushton
Minister of Natural Resources & Renewables
3rd Floor, Founders Square
1701 Hollis Street
P.O. Box 698
Halifax, NS B3J 2T9

Dear Minister Rushton,

Re: Request for Deer Population Reduction Measures in the Municipality of Chester

The Council of the Municipality of Chester is writing to request that the Department of Natural Resources and Renewables consider implementing or authorizing deer population reduction measures within the Village of Chester, an area of the Municipality experiencing significant impacts from deer activity.

Council continues to hear from residents who believe that current deer populations have reached levels that are negatively affecting communities through property damage, impacts on vegetation and gardens, increased road safety concerns, and broader concerns regarding tick prevalence.

While Council recognizes that wildlife management decisions must be informed by scientific data, conservation objectives, and provincial policy, we respectfully request that the Province evaluate whether targeted deer population management measures, including controlled culls where appropriate, would assist in addressing these concerns.

Council would appreciate information regarding any processes, criteria, or assessments required by the Department to consider such measures and would welcome opportunities to support further review of the issue within our region.

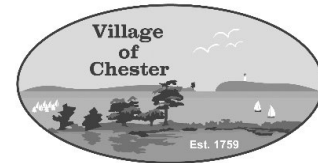
Thank you for your consideration of this request. We look forward to your response.

Sincerely,

Allen Webber
Warden
Municipality of Chester

Sched 7.2 (a)

Village of Chester Commission
Clerk/Treasurer Monthly Report (Rev)
Oct 28, 2026

**Scotiabank**

- The Sep 2026 bank statement is reconciled. The Village main operations account opened the month of September with \$364,377 and ended with \$305,147.
- Snapshot – Village account balances:

Banking Accounts as of Oct 1:	
Village Operations account	\$364,558
Investment Accounts as of Oct 8:	
Village Operating reserve (excluding Visa \$5K cash security)	\$111,086
Village Lido Pool reserve (excluding GRID funding \$242K)	\$216,004
Village Utilities reserve	\$45,049
Village EMC Building reserve	\$29,265

Financial

- The Village's 2025/26 year-end report was filed with Municipal Finance at the Province by the Sep 30 deadline.
- The Final 2025/26 Financial Statements and 2026/27 Q1 & Q2 Expense reports are posted to our website per MGA requirements.
- There is a 2026/27 Q1&2 Budget Variance Report is included with tonight's report for review.
- Insurance: The Village's property, liability, and cyber insurance has been renewed successfully. You'll recall that I normally budget a 10% increase on insurance each year. The cyber insurance premium increased 12.56%, so is \$105 over budget, but the remainder's premium increase is modest at less than 2% over last year.

Note that the library insurance is on a different cycle than the rest of the Village, and was renewed by the Municipality prior to our takeover. When the policy transferred to the Village, we did increase the contents coverage to reflect the value of the new SSPL books.

Grants

- The Canada Summer Jobs grant is open for applications (deadline Dec 3rd). We are planning to apply for lifeguards as usual, as well as a Visitor Information Centre student and possibly Library student.
- The Age-Friendly Communities grant is open for applications (deadline Nov 19th). We are planning an application for the Visitor Information Centre senior volunteers.

Capital Projects

- Library: The RFPs for the exterior and interior accessibility work went out on Sep 23, 2026 (see last page). The deadline for both was Thu, Oct 22nd at 4:00 pm. The proposals will be discussed in the upcoming In-Camera Meeting.
- Public Washroom: The preferred supplier for the wider exterior door that Gippy was coordinating is not available. We're seeking another one (possibly one of the applicants for the Library work, to be determined).
- Jib Lot: The work has started on the Jib Lot – Chair Pauley has undoubtedly already reported on this!
- EHS Building: DCT Paving were on-site for pre-work on Friday, Oct 9th. They plan to be back to finish the work mid to late next week. EMC was happy to hear of the project and are aware of the schedule.

ZVML Financial

- The Library's Sep 2026 bank statement is reconciled.
- Snapshot – Library account balances:

Banking Accounts as of Oct 1:	
ZVML Fund account	\$93,858
Investment Accounts as of Oct 1:	
a) ZVML CHUMS reserve	\$5,011
b) ZVML Capital reserve	\$50,357
c) Community Foundation of NS: ZVML Charity reserve	\$60,000 transferred
d) BMO Mutual Funds	\$4,243

- Note that the (c) Community Foundation of NS reports quarterly only, so this figure will remain static for the time being. (d) BMO has not yet been contacted. I may need some assistance from the Municipality for the account transfer of ownership.
- Donation deposits in Sep included two monthly donor contributions totalling \$134 and deposits from the Aug 26th fundraiser of \$14,880. (Note that there are still pledges outstanding from this event.) The total to date is captured in the Budget Variance Report.
- The Library's file at the Charities Directorate of Canada Revenue has been updated with the Commissioners as the trustees and myself and Maxine as agents.
- We also received approval from Canada Revenue to change the charity's fiscal year-end to Mar 31 to align with the Village's budget cycle. (The budgets are integrated, so this is hugely helpful for me.) Per CRA's instruction, I'm currently preparing a charitable tax return for the period of Jan 1-Mar 31, 2026 to bridge the gap.
- FYI, the HST portion eligible for rebate is 7% for registered charities, versus 10.1426% for the Village. Projects like the accessibility renovations will benefit from being Village projects.

Fire Services

- The Chester Fire Service Committee/Chester Volunteer Fire Department's annual insurance renewal is also completed, which includes the property insurance on the Village-owned fire station at 149 Central Street.
- FYI, while MODC Procurement assisted CFSC with the Fire Station project Phases 1 & 2 and a replacement 541 fire truck, they will no longer be doing so. Fire Services procurement will come in-house. Grey Cardinal will manage the Phase 3 fire station construction tender next month.

Other

- Furniture Sale: The surplus items were posted on Facebook Marketplace for free "as is, where is". It is now all distributed, and we have nothing remaining at the Public Works building.
- ANSV Conference 2026: The results of a post-event survey are attached for your information.

Report completed by:
Heather McCallum, Village Clerk/Treasurer

2026 ANSV Conference Feedback

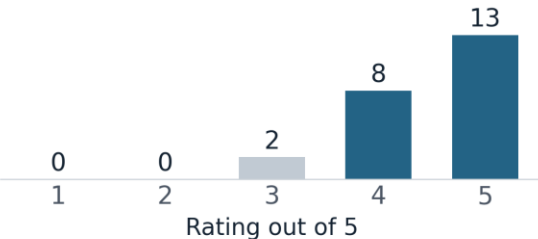
Summary for the Village of Chester

Feedback from 23 respondents was strongly positive. Participants valued the opportunity to connect with other villages, hear from the Minister and help set ANSV priorities. Written comments thanked Chester for hosting and praised the food and organization. The clearest improvement was to make room for more discussion, movement and time to experience the host village.

Overall results

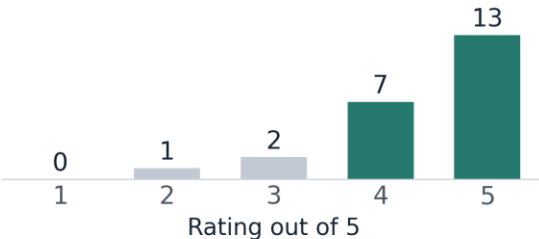
Conference value 4.48 / 5

21 of 23 rated it 4 or 5 (91%)



Networking value 4.39 / 5

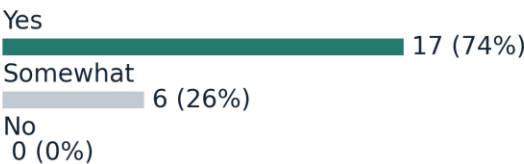
20 of 23 rated it 4 or 5 (87%)



Conference balance



Clearer sense of ANSV support



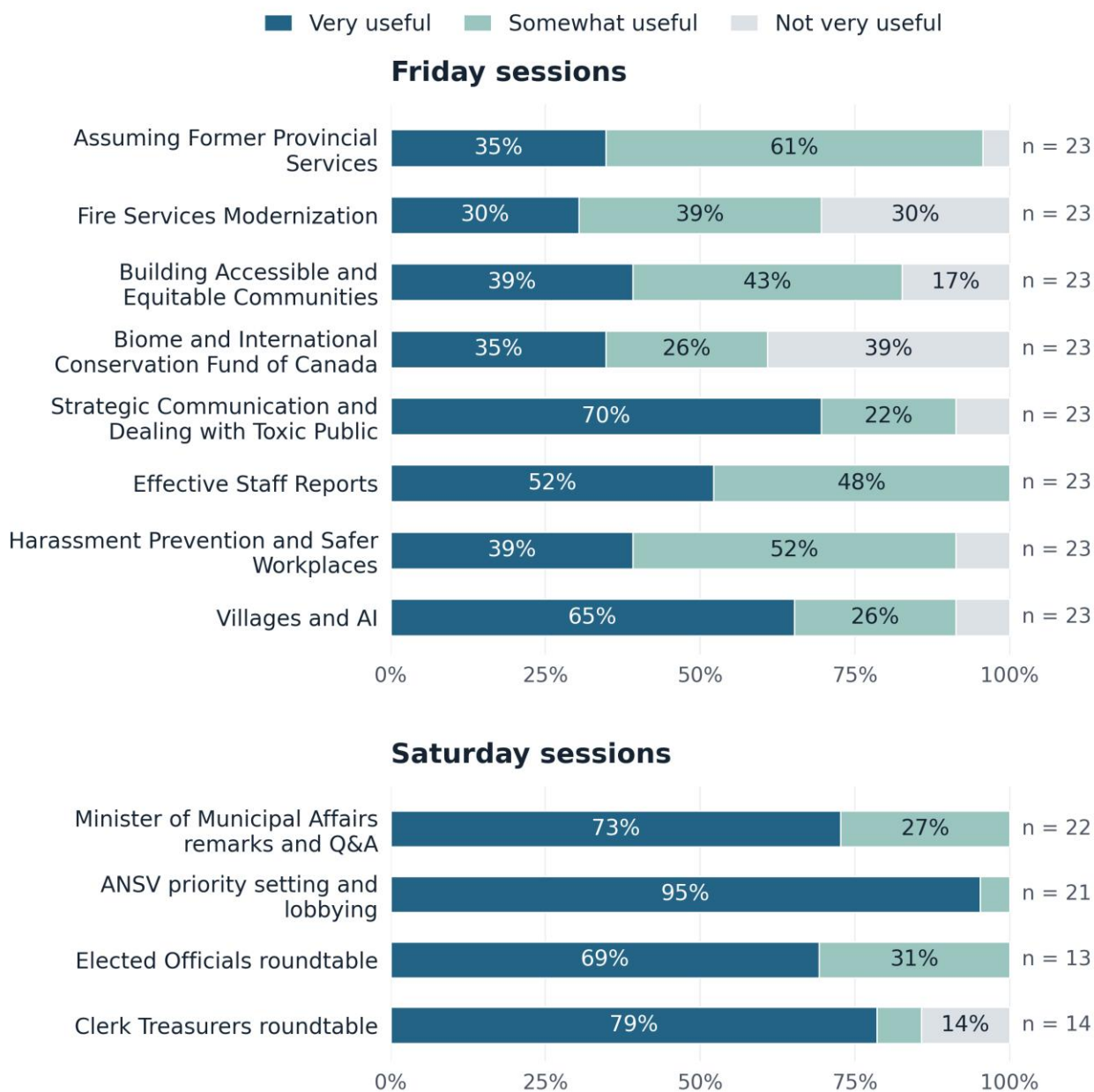
Feedback for Chester and future hosts

- Keep the welcoming hosting, food and opportunities to meet colleagues. Comments described the conference as informative, well organized and, in one case, one of the best the respondent had attended.
- Build in a village tour or local activity. Several respondents wanted to see more of Chester and felt the full schedule left too little time to explore.
- Break up long periods of sitting, keep speakers to time and consider seating comfort. Respondents also suggested more structured roundtables, more clerk discussion time and topics relevant across villages.

Source: 2026 ANSV Annual Conference & AGM Feedback response workbook. Results describe the 23 respondents. Session figures exclude "Did not attend" responses.

Ratings for all conference sessions

Share of respondents who rated each session. “Did not attend” responses are excluded; n is the number who rated the session.



Percentages are rounded. Labels are shown for segments of 10% or more. Session titles are shortened for readability.

Selected comments for Chester Commissioners

The following 14 comments focus on hosting, facilities, the programme and opportunities to experience Chester. They include praise and suggestions, reproduced as submitted with wording and spelling unchanged.

What participants appreciated

- My congratulations to all for a well run ANSV conference and for following-up with a survey.
- Big “Thank You” to the commissioners and staff for their “first time hosting “
- It was extremely informative and flowed perfectly oh and the food was amazing!!!
- One of the best I have attended.
- Thank you to Chester for hosting! It was an easy drive each day. The food was good and not heavy and the venue was good.
- It was well organized and executed to meet a lot of the needs we are all facing. Amazing job
- I enjoyed the library very much and happy you were able to get it up and running.

Suggestions about the hosting and programme

- Somehow get a tour of the host Village... some way to get out in the community.... maybe it is the day before or one less speaker, I'm not sure.
- The Friday was a long day. In previous years we had a local tour or event that broke up the day and allowed everyone to see some of the host Village.
- Chester is a beautiful place, thanks to very heavy scheduling and staying in Bridgewater I did not get to see it. A tour would have been useful and appreciated. If you cannot rent a van/vans or buses locally you could have arranged a tour or even a scavenger hunt to various locations if time had been allowed. Also, folding chairs when you are seated for 2 very fully scheduled days are unkind. My bottom still hurts.
- Some topics were too specific to Chester and not general enough to cover the overall issue
- Monitoring time for speakers - when too long it becomes tiresome
- A little more inter active sessions so we get to see your village, hear your issues and tour your village
- Please give the hosts thanks for a job well done but I think they forgot how beautiful and idyllic their location was and how much we all wanted to experience it...even if for a few hours.

Village of Chester Commission
Budget Variance Report - OPERATIONS BUDGET
2026/27 Q1&2 Apr 1-Sep 30 2026 (50% of fiscal year remaining)

	Actual 2026-04-01 to 2026-09-30	Budget 2026/27 (Tax rate 0.0777)	Percent Remaining	Notes
REVENUE - General Gov't Operations				
Property Tax Revenue				
4100 Village General Govt Tax	224,274.70	454,610.00	-50.67	* Year-to-date (YTD) Q1-2, minus 2025/26 overpayment of \$3,029.30.
4100 Grants in Lieu	0.00	TBD	0.00	* Unknown until year-end (YE) reconciliation.
5001 Operating Allocation to ZVML (former rent)	0.00	-20,000.00	-100.00	* Re-directed from tax revenue to Library budget.
5002 Extra Allocation to ZVML (2nd SSPL Staff)	0.00	-10,000.00	-100.00	* Re-directed from tax revenue to Library budget.
4100 Allocation to Village Capital Budget	0.00	-2,500.00	-100.00	* Re-directed from tax revenue to Capital budget.
Property Tax Revenue Total	224,274.70	422,110.00	-46.87	
Other Revenue				
4050 CFSC Management/Admin Revenue	8,563.65	51,035.00	-83.22	* Incl Q4 of 2025/26 only; 2026/27 Q1&2 to be invoiced to CFSC.
4118 CFSC Rent Income	1,270.86	5,000.00	-74.58	* Incl Q4 of 2025/26 only; 2026/27 Q1&2 to be invoiced to CFSC.
4116 Eastlink Rental/Tower	2,696.25	2,670.00	0.98	* Complete.
4201 HST Offset Grant	2,270.00	0.00	0.00	* Provincial Grant for 2024-25 HST spend.
4220 Extraordinary Revenue	11.19	4,500.00	-99.75	* Unresolved item.
4225 Transfer fr Federal Govt-Lifeguards	0.00	4,694.00	-100.00	* Will appear in Q3 report.
Other Revenue Total	14,811.95	67,899.00	-78.19	
TOTAL REVENUE	239,086.65	490,009.00	-51.21	
EXPENSES - General Gov't Operations				
Governance				
5450 Annual General Meeting	175.00	1,500.00	-88.33	* Incl venue rental only; incomplete (AV, beverage station, Summer newsletter to come).
5477 Commissioner Honorarium	3,627.62	14,130.00	-74.33	* Showing Q1 only to Sep 30th; Q2 paid but not captured.
5462 Secure Laptop/Tablet(s)	0.00	600.00	-100.00	
5431 Low-Income Property Tax Exemptions	415.47	3,500.00	-88.13	* Interim statement only; the final is available at year-end reconcile.
5432 Non-Profit Tax Exemptions	0.00	2,000.00	-100.00	* Interim statement only; the final is available at year-end reconcile.
5496 Elections	1,218.14	2,600.00	-53.15	* Incl costs for election ad, ballot printing and poll staff.
Governance Total	5,436.23	24,330.00	-77.66	

	Actual 2026-04-01 to 2026-09-30	Budget 2026/27 (Tax rate 0.0777)	Percent Remaining	Notes
Administration				
5428 Village Office Cleaning	2,955.78	6,230.00	-52.56	
5435 Audit Fees	6,231.44	5,195.00	19.95	* Increased time needed (docs gaps re move): \$6K + HST
5440 Employee Wages + WCB/EI/ CPP - VOC portion	48,455.09	86,195.00	-43.78	* Increased hours for Maxine, as discussed.
5210 Employee Wages + WCB/EI/ CPP - CFSC portion	25,848.68	51,035.00	-49.35	* To be invoiced to CFSC.
5457 Village Newsletter (Quarterly)	879.36	4,000.00	-78.02	* Includes Spring issue only; Summer issue under Election/AGM.
5455 Advertising	98.15	2,000.00	-95.09	* Jul ad for CFSC nominations; print collateral (bookmarks).
5460 Membership & Dues	128.36	1,000.00	-87.16	* Incl ANSV annual dues, SS Bulletin subscription.
5459 ANSV Staff Coordinator - Cost Share	3,500.00	3,500.00	0.00	* Note that renewal of the position is under discussion.
5456 ANSV Annual Conference - Host	3,361.59	5,000.00	-32.77	* Incl venue and audio rental, catering; full breakdown to come (incomplete).
5465 Training & Travel	702.85	3,000.00	-76.57	* Incl ANSV conference fees x4, other training
5470 Bank Charges	196.83	750.00	-73.76	* Incomplete.
5472 Consultants	3,221.73	3,000.00	7.39	* Summer student \$4,266.93; incl. reimbursement from AFN of \$1,781.61
5475 Legal Fees	3,716.26	6,000.00	-38.06	
5476 Medical Insurance (Telus Health)	4,402.95	8,175.00	-46.14	
5478 Employee Benefits (RSP)	975.00	4,235.00	-76.98	* Incl Q1 only; Q2 will appear in Q3 report.
5480 Office Phone & Internet	3,455.82	3,000.00	15.19	* Installation labour and added Library phone line.
5481 IT Support & Website	3,063.96	9,390.00	-67.37	* Includes G23 only. No AMANS annual website bill yet (program is being updated).
5481 IT Infrastructure Installation	6,030.92	5,730.00	5.25	* One-off; complete.
5490 Insurance (Accident, Liability & Property)	1,379.00	19,060.00	-92.76	* Incl Commissioners' accident program only. Other insurance annual cost to appear in Q3.
5492 Cyber Insurance	0.00	2,680.00	-100.00	* Annual cost will appear in Q3.
5445 Office Supplies & Expenses	7,983.40	4,500.00	77.41	* Office space set-up + ZVL expenses (some to be reimbursed); re-allocations in progress.
5495 Office Equipment & Programs	4,458.23	6,500.00	-31.41	* Incl annual fees for Sage \$2,306 & Canva \$137; monthly for Xerox, Adobe, HM phone.
5446 Moving Expenses (2026 only)	2,670.42	3,500.00	-23.70	* One-off; incl offsite storage space, MODC Public Works staff, supplies (incomplete).
Administration Total	133,715.82	243,675.00	-45.13	
Protection				
5501 Street Lights Power	4,015.13	8,400.00	-52.20	
5526 Street Lights Maintenance	0.00	3,000.00	-100.00	
5540 Crossing Guards + WCB/EI/ CPP/Vac Pay	3,383.85	14,850.00	-77.21	* One guard was out with an injury, so full coverage not possible in Spring.
5535 Snowbank Removal	0.00	0.00	0.00	* MODC jurisdiction (report to Council pending).
Protection Total	7,398.98	26,250.00	-71.81	
Beautification				
5565 Flower Baskets	24,311.95	23,000.00	5.70	* Complete. Includes extra costs for 3 more baskets, 10% fuel surcharge in Aug.
5570 Wreaths	0.00	5,000.00	-100.00	
5581 Other Beautification	0.00	0.00	0.00	* Jib Lot and other capital beautification projects are located in the Capital Budget.
Beautification Total	24,311.95	28,000.00	-13.17	

	Actual 2026-04-01 to 2026-09-30	Budget 2026/27 (Tax rate 0.0777)	Percent Remaining	Notes
Economic Development				
5582 Community Celebrations/Grants	10,000.00	12,000.00	-16.67	* \$10K disbursed per Grants Policy; extra \$2K held back in case of later request.
5590 Tourism Attraction Projects	2,285.05	2,000.00	14.25	* Incl Saltscapes, print collateral (postcards), Metroguide magazine (from 2025/26).
5595 Visitor Information Centre	6,569.55	14,000.00	-53.07	* Incl rent, internet, email & music subscriptions, volunteer honourariums, cleaner, and supplies.
5586 VIC Summer Student (9 weeks) + WCB/EI/ CPP/Vac Pay	9,625.52	6,280.00	53.27	* Extended work span Jun 1-Aug 30 (13 weeks).
Economic Development Total	28,480.12	34,280.00	-16.92	
Misc Public Works				
5575 Summer Compost Collection	29,730.60	31,350.00	-5.17	* Complete.
5585 Property Maintenance & Landscaping	2,194.83	7,500.00	-70.74	* Pest control, landscaping, fire extinguishers. No MODC hours.
5960 Public Washrooms Operation & Maintenance	14,328.08	17,800.00	-19.51	* Incl supplies, cleaning, waste collection, gardening, repairs, WCB. Closes mid-Q3.
Misc Public Works Total	46,253.51	56,650.00	-18.35	
Jib Lot				
5405 Jib Lot Maintenance	0.00	3,500.00	-100.00	* MODC maintenance invoice for Q2 is pending.
5410 Land Taxes (Waste Collection)	653.42	710.00	-7.97	* Complete.
5415 Water Lot Taxes (Waste Collection)	146.04	160.00	-8.73	* Complete.
Jib Lot Total	799.46	4,370.00	-81.71	
Lido Pool & Washroom				
5910 Lido Maintenance & Operations	15,823.66	30,600.00	-48.29	* MODC maintenance invoice for Q2 to come.
5925 Lido Insurance	0.00	5,680.00	-100.00	* Annual cost will show up in Q3.
5935 Life Guard Wages + WCB/EI/ CPP/Vac Pay	34,884.98	30,865.00	13.02	* Complete. Additional hours for lifeguard supervisor to be budgeted going forward.
5940 Supervisor/Security (Race Week)	0.00	2,210.00	-100.00	* Not hired this year (oversight, but no incidents were recorded).
5945 Lido Taxes (Waste Collection Fee)	1,182.93	1,280.00	-7.58	* Complete.
Lido Washroom Total	51,891.57	70,635.00	-26.54	
Reserves (Planned)				
5743 Gen Gov't Operating Reserve Deposit	TBD	TBD	0.00	* NOT a budget item. Figure comes from post-audit final 2025/26 Variance Report.
5937 Lido Pool Reserve Deposit	0.00	TBD	0.00	* Figure to be determined depending on withdrawal, if required.
5742 Utilities Reserve Deposit	0.00	1,380.00	-100.00	* Deposits come in 2nd half of Q4 re cashflow.
Reserves Total	0.00	1,380.00	-100.00	
TOTAL EXPENSE	298,287.64	489,570.00	-39.07	
DIFFERENCE (+surplus or -deficit)	-59,200.99	439.00		

Village of Chester Commission
Budget Variance Report - CAPITAL BUDGET
2026/27 Q1&2 Apr 1-Sep 30 2026 (50% of fiscal year remaining)

		Actual 2026-04-01 to 2026-09-30	Budget 2026/27 (Tax rate 0.0777)	Percent Remaining	Notes
REVENUE - Capital					
Revenues					
4130	Provincial Grant (CCTH) re Lido Repairs	0.00	~~145,810.00~~	-100.00	* This grant application was unsuccessful.
2200	Deferred - Federal Grant (EAF) re Washroom	4,282.38	64,672.00	-93.38	* Accessibilty project: exterior door, landing, path, parking space.
2200	Deferred - Provincial Grant (GRID) re Access.	0.00	242,000.00	-100.00	* Original project cancelled; re-allocation.
4235	MODC Grant re Beautification & Revitalization	5,000.00	5,000.00	0.00	* Joint project funding re: Jib Lot patio & landscaping.
4100	Allocation from Operations Budget	0.00	2,500.00	-100.00	* Funds for Lido landscaping - n/a.
4170	Transfer from Lido Reserve re Repairs	0.00	~~55,460.00~~	-100.00	* N/a since grant unsuccessful.
Total		9,282.38	515,442.00	-98.20	
TOTAL REVENUE		9,282.38	515,442.00	-98.20	
EXPENSES - Capital					
Capital Projects					
5915	Lido Capital Repairs	0.00	~~201,270.00~~	-100.00	* Cancelled due to unsuccessful grant application.
5916	Washroom Accessibility Retrofit	4,282.38	64,672.00	-93.38	* DesignPoint \$4,227.43; permit fees \$54.95.
5406	Jib Lot Patio & Landscaping	0.00	5,000.00	0.00	* Project in progress.
5952	Lido Parkette Landscaping	0.00	2,500.00	0.00	* N/a
2200	GRID Reallocation to Library + Repay Unspent	0.00	242,000.00	0.00	* \$83,730 (Class D) re-allocated to ZVL; repay remainder at end.
Capital Projects Total		4,282.38	515,442.00	0.00	
TOTAL EXPENSE		4,282.38	515,442.00	-99.17	
DIFFERENCE (+surplus or -deficit)		5,000.00	0.00		

Village of Chester Commission
Budget Variance Report - ZOÉ VALLÉ MEMORIAL LIBRARY BUDGET
2026/27 Q1&2 Apr 1-Sep 30 2026 (50% of fiscal year remaining)

KEY: Black text highlights revenue/funding from the Village and Village-paid expenses.
Blue text highlights revenue/funding from the Trust and Trust-paid expenses.

		Actual 2026-04-01 to 2026-09-30	Budget 2026/27 (Tax rate 0.0777)	Percent Remaining	Notes	
VOC	ZVL					
REVENUE - LIBRARY						
Allocation from Village of Chester						
5001	4050	Operating Allocation (former rent)	0.00	20,000.00	-100.00	* ZVL expenses paid by Village to be reimbursed before balancing.
5002	4050	Extra Allocation for 2nd SSPL Library staff (PT)	5,600.00	10,000.00	-44.00	
5003	4050	NEW Capital Allocation for Accessibility Reno 25%	0.00	41,865.00	0.00	* NEW Coming from Operations Reserve?
VOC Funds Subtotal		5,600.00	71,865.00	-92.21		
Grant(s) from Village of Chester						
5003		NEW Provincial Grant (GRID) for Accessibility 50%	0.00	83,730.00	0.00	* NEW Grant re-allocation approved by Province.
VOC Grants Subtotal		0.00	83,730.00	-100.00		
Revenue to ZVML Trust						
--	4010	Donation Income to ZVL (Receipted)	25,748.70	5,000.00	414.97	* Cheque, cash, e-transfer, online platforms.
--	4015	Donation Income to ZVL (Unreceipted)	274.91	0.00	0.00	* Cash donation box proceeds.
--	4030	Investment Income to ZVL	2,139.45	3,725.00	-42.57	* Incl interest to main bank account only to date.
Trust Income Subtotal		28,163.06	8,725.00	222.79		
Transfers from ZVML Reserve						
--	4060	Reserve Funding for 1 SSPL Library staff (PT)	10,000.00	10,000.00	0.00	
--	4060	Reserve Funding for Library Operations	6,220.00	6,220.00	0.00	
--	4065	Reserve Funding for Library Capital	15,200.00	15,200.00	0.00	
--	4065	NEW Reserve Funding for Accessibility Reno 25%	0.00	41,865.00	0.00	* NEW Transfer from Scotiabank capital reserve.
Funds from Reserve Subtotal		31,420.00	73,285.00	-57.13		
TOTAL REVENUE		\$65,183.06	\$237,605.00	0.00		

VOC ZVL

		Actual 2026-04-01 to 2026-09-30	Budget 2026/27 (Tax rate 0.0777)	Percent Remaining	Notes	
EXPENSES - LIBRARY						
Physical Plant Operations						
5020	--	Building Maintenance	2,753.94	5,000.00	-44.92	* Incl MODC Public Works, electrician (incomplete).
5024	--	Heat	2,182.26	6,000.00	-63.63	
5025	--	Power	369.62	1,700.00	-78.26	* Incomplete.
5027	--	Smoke Detection	2,887.39	2,825.00	2.21	* Complete.
5028	--	Security Cameras	2,108.42	2,110.00	-0.07	* Complete.
5070	--	Insurance	1,876.00	5,650.00	-66.80	* Premium for library contents' coverage increase.
5071	--	Property Tax (Waste collection fee)	0.00	650.00	-100.00	* Pending in Q3.
5073	--	Bank Charges	119.40	300.00	-60.20	
Village Expenses Subtotal		12,297.03	24,235.00	-49.26		
Library Operations						
--	5310	Fundraising Expenses	3,851.75	1,000.00	285.18	* Incl costs for Aug 26th fundraiser.
--	5320	Public Wi-Fi Infrastructure Install	2,010.31	1,910.00	5.25	
--	5330	Marketing	613.03	2,000.00	-69.35	* Website costs, printing, opening party (incomplete; to be reimbursed to VOC).
--	5340	Library Administrator (PT)	0.00	5,200.00	-100.00	
--	5350	SSPL Librarian #1 (PT)	5,600.00	10,000.00	-44.00	
5002	--	SSPL Librarians #2 (PT)	5,600.00	10,000.00	-44.00	
--	5360	Volunteer Expenses	0.00	600.00	-100.00	
Trust Expenses Subtotal		17,675.09	30,710.00	-42.45		
Library Capital						
--	5510	Building Capital Repairs	9,914.17	15,200.00	-34.78	Incl MODC labour, supplies, entrance walk, hall floor, shelves (incomplete; reimburse VOC).
5003	--	NEW Accessible Entrance & Washroom - GRID 50%	0.00	83,730.00	0.00	NEW Cost from Class D estimate; funds currently parked in Lido Reserve.
	5550	NEW Accessible Entrance & Washroom - Trust 25%	0.00	41,865.00	0.00	NEW Cost from Class D estimate.
5003	--	NEW Accessible Entrance & Washroom - Village 25%	6,555.51	41,865.00	0.00	NEW Cost from Class D estimate; incl architect's design fee, permit fees.
Capital Expenses Subtotal		9,914.17	182,660.00	-94.57		
TOTAL EXPENSES		\$39,886.29	\$237,605.00	0.00		
DIFFERENCE (+surplus or -deficit)		25,296.78	0.00			

Village of Chester Commission
Budget Variance Report - EMC BUILDING BUDGET
2026/27 Q1&2 Apr 1-Sep 30 2026 (50% of fiscal year remaining)

	Actual 2026-04-01 to 2026-09-30	Budget 2026/27 (Tax rate 0.0777)	Percent Remaining	Notes
REVENUE - EMC Building				
Revenues				
4110 Rental income - EMC	10,496.64	21,260.00	-50.63	* No public funds used for EMC building.
4180 Transfer from EHS Reserve	0.00	0.00	0.00	* "Just in case" line for capital emergency.
Total	10,496.64	21,260.00	-50.63	
TOTAL REVENUE	10,496.64	21,260.00	-50.63	
EXPENSES - EMC Building				
EMC				
5705 EMC Maintenance & Repairs	371.01	6,000.00	-93.82	* Incl fuel and gardener. MODC maintenance invoice for Q2 pending.
5710 EMC Insurance	0.00	1,485.00	-100.00	* Annual cost will show up in Q3.
5715 EMC Taxes (Property & Waste)	5,083.98	5,580.00	-8.89	* Complete.
EMC Total	5,454.99	13,065.00	-58.25	
Capital Projects				
5709 EMC Capital Project	0.00	3,000.00	-100.00	* Full repave of driveway: quote \$5K + HST.
5709 EMC Landscaping	0.00	3,000.00	-100.00	* N/a
Capital Projects Total	0.00	6,000.00	-100.00	
Reserves (Planned)				
5720 EMS Reserve Deposit	0.00	2,195.00	-100.00	* Any surplus between rent income and spend... TBD.
Reserves Total	0.00	2,195.00	-100.00	
TOTAL EXPENSE	5,454.99	21,260.00	-74.34	
DIFFERENCE (+surplus or -deficit)	5,041.65	0.00		



Minutes

Chester Fire Services Committee (CFSC) Monthly Meeting

Wednesday, Sep 9, 2026 at 5:00 pm

Library/Village Boardroom, 63 Regent Street, Chester

Present	Colin MacDonald, Chair Kirk Collicutt, Secretary-Treasurer Wilson Fitt Nancy Hatch
Ex-officio	Dave Richardson, Deputy Fire Chief, Chester Volunteer Fire Dept (CVFD)
Staff	Heather McCallum, Recording Secretary
Regrets	Norm Countway, Vice-chair James Robert
Guest(s)	Tom Bremner, Municipal Councillor, District 3 Randy O'Malley, Chester Village Commissioner

1. Call to Order

The meeting was called to order by the Chair at 5:03 pm. Mr. Countway and Mr. Robert are unable to attend this evening, but we have quorum with four.

2. Approval of Agenda

Motion: Moved by Ms. Hatch; seconded by Mr. Fitt: That the Chester Fire Services Committee approves the Agenda of the Sep 9, 2026 Monthly Meeting as presented.
Motion carried.

3. Approval of Minutes

3.1 Monthly Meeting: Aug 12, 2026

Motion: Moved by Mr. Fitt; seconded by Mr. Collicutt: That the Chester Fire Services Committee approves the Minutes of the Aug 12, 2026 Monthly Meeting as presented.
Motion carried.

4. Business Arising – Nil

5. Chester Volunteer Fire Department

5.1 Activity Report

Deputy Fire Chief Richardson explained that the annual United Way Harbour Swim is on this evening in Chester front harbour, and Acting Chief Hirtle and other CVFD members are on the water in safety boats.

The fall session of the Level 1 Firefighting course has started.

There were 23 callouts in the past month: 1 mutual aid, 1 tree on power line, 6 MVAs, 3 medicals, 2 brush fires, 1 car fire, and 9 alarms. He noted that there is a repeat offender with false alarms, which has been brought to the attention of MODC's By-law Enforcement Officer (a faulty system is suspected). In response to a question, he confirmed that CVFD mobilizes every time there is an alarm. Councillor Bremner commented that whether or not the expense of mobilizing is captured through a fine, and where the fine money goes, is a question for staff.

Action: Ms. McCallum to contact CAO Maguire at the Municipality for further information.

Training for the members on the new rescue boat is ongoing with Western Shore Shore & District Fire Department. Pump testing with apparatus units 531, 541, and 551 are being done, also with Western Shore.

5.2 Status of Replacement Truck 541: Awarding of RFP

The evaluation team has made their selection, as reported last week, informally. In response to a question, Deputy Chief Richardson informed the group that the timeframe for the build is 26 months.

Motion: Moved by Ms. Hatch; seconded by Mr. Collicutt: That the Chester Fire Services Committee approve the MODC-T-2026-024 evaluation team's selection of _____ as the successful proponent to build the new 541 for a cost of \$_____ + HST.

Mr. Fitt made a process objection regarding the intent to purchase last week. He would like to have representatives from the evaluation team present their decision rationale before the CFSC pass a motion. The other Committee members agreed, and **the motion was deferred.**

6. Reports

6.1 Secretary-Treasurer

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

He reported that the bank deposited investment interest from a GIC renewal into the Operating account in error, instead of re-depositing back into the Apparatus Reserve account.

Action: Ms. McCallum will have it transferred back to the reserve.

Chair MacDonald and Mr. Fitt have been re-appointed to the CFSC by the Village of Chester for 2026-29 terms.

Mr. Fitt raised the question of taking another look at the draft Capital Plan to get it finalized. It will enable more methodical integration into budget planning over multiple years. Mr. Collicutt agreed.

Action: Mr. Collicutt will schedule a meeting to review the plan and see what needs to be done to complete it. Further CVFD input will be needed.

6.2 New Fire Station Project

Mr. Fitt presented Status Report #14 on the Fire Hall project (*Sched 6.2*).

He noted that former Deputy Chief Jared MacDonald has been very effective in his role heading up the CVFD's building committee. Most loose ends have been tied up; and he is now evaluating the best location for the TMR antenna.

The Class B estimate is within budget. The 50% tender package is scheduled for arrival tomorrow (Sep 10th) and Mr. Fitt has promised a one-week turnaround on feedback.

Ms. Hatch raised the potential impact of the U.S. tariffs on the cost of the station. Mr. Fitt clarified that it's not possible to know exactly. However, standard practice is that the owner of the project takes the risk of changes in tariffs – i.e., the CFSC. We have no control over this situation.

Action: The design renderings need to be updated to show the bay doors with two rows of windows rather than full glazing.

6.3 Communications Sub-Committee – Nil

6.4 Fundraising Sub-Committee

Chair MacDonald provided a verbal update: he estimates he is approximately half the way to the \$5 million goal he set at the AGM. Several multi-year pledges have been made and he has a few more outstanding. A resident will be hosting a fundraiser next summer.

6.5 MODC Fire Advisory Committee – Sep 16, 2026 Agenda

The agenda of next week's next FAC meeting is shared for information (*Sched 6.5*).

7. New Business

7.1 Correspondence: NS Fire Bulletin, Aug 2026

The August bulletin from the Department of Emergency Management was shared for information (*Sched 7.1*).

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

Motion: Moved by Ms. Hatch; seconded by Mr. Fitt: That the Committee recess to go in-camera to discuss contract negotiations.

Motion carried.

The Committee recessed to go in-camera at 5:45 pm.

9. Resumption of Public Meeting – per Section 22/408B (3) of the MGA

The Committee resumed the public meeting at 5:57 pm. The following item is brought forward to public session:

9.1 Scotiabank: Final Credit Facility Agreement (Phase 3) – Approval to Sign

A Request for Decision is attached (*Sched 9.1*). Note that an approval to borrow for Phase 3 has already been passed by the CFSC, Village Commission, and Municipal Council, and all has been approved by the Minister of Municipal Affairs. Once signed, the path is clear for the construction tender documents to be issued when completed.

Motion: Moved by Mr. Collicutt; seconded by Mr. Fitt: That the Chester Fire Services Committee approves the Credit Facility Agreement with Scotiabank for the \$20 million

Phase 3 Construction loan, and direct the Chair and Secretary-Treasurer to sign the document on its behalf.

Motion carried.

Chair MacDonald and Mr. Collicutt signed the Agreement.

Action: Ms. McCallum will coordinate getting the required signatures from the Village and Municipality.

10. Other Business

Chair MacDonald thanked the late David Miller, KC (1948-2026), who was an original member of the CFSC, for his insistence that directors & officers liability insurance was a necessity to begin its work.

11. Adjournment

The meeting was adjourned at 6:00 pm.

Next meeting(s):

- **Regular Monthly:** Wed, Oct 14, 2026 at 5:00 pm – Library/Village Boardroom
- **Regular Monthly:** Thu, Nov 12, 2026 at 5:00 pm – Library/Village Boardroom
- **Regular Monthly:** Wed, Dec 9, 2026 at 5:00 pm – Library/Village Boardroom

Kirk Collicutt
CFSC Secretary

Heather McCallum
CFSC Sr. Administrator (Village Clerk/Treasurer)



Minutes

Chester Fire Services Committee (CFSC) – Monthly Meeting

Wednesday, Sep 14, 2026 at 2:00 pm

Zoom Meeting

Present	Colin MacDonald, Chair Norm Countway, Vice-Chair Kirk Collicutt, Secretary-Treasurer Wilson Fitt Nancy Hatch
Ex-officio	Dave Richardson, Deputy Fire Chief, Chester Volunteer Fire Dept (CVFD)
Staff	Heather McCallum, Recording Secretary
Regrets	James Robert
Guest(s)	Blake Corkum

1. Call to Order

The meeting was called to order by the Chair at 2:00 pm.

2. Approval of Agenda

The Agenda for the Sep 12, 2026 Special Meeting was approved **by consensus**.

4. Business Arising

Mr. Corkum reviewed the tender evaluation process. The evaluation committee included him, Chief Hirtle, former Chief Stevens, and firefighters Daniel Jessome, Jimmy Dauphinee, and Kyle Livingston. Some had experience doing bid evaluations and some did not – they included first-timers to educate them on the process.

Scoring is done without the price first, then the prices are scored. There were three bids, two of them very similar in quality but a significant difference in delivery timeline (26 months vs. 56 months), cost, and warranty. The current climate with changeable U.S.

tariffs also had to be considered. The team selected Canadian manufacturer Fort Garry Fire Trucks, who built the current 531. At the end of the day, Mr. Corkum is happy with the decision.

Motion: Moved by Ms. Hatch; seconded by Mr. Collicutt: That the Chester Fire Services Committee approve the MODC-T-2026-024 evaluation team's selection of Fort Garry Fire Trucks as the successful proponent to build the new 541 for a cost of \$1,713,723 + HST.

Motion carried.

The RFP included a negotiation period for contracting. The RFP included a standard MODC contract, but this will be a CFSC contract so modifications will be needed. Mr. Corkum will lead the CVFD team overseeing the build as well, and will coordinate a pre-build conference with the manufacture to kick off the contract negotiations.

5. Other Business – Nil

11. Adjournment

The meeting was adjourned at 6:00 pm.

Next meeting(s):

- **Regular Monthly:** Wed, Oct 14, 2026 at 5:00 pm – Library/Village Boardroom
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Kirk Collicutt
CFSC Secretary

Heather McCallum
CFSC Sr. Administrator (Village Clerk/Treasurer)



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

**Wednesday, September 16, 2026 – 7:00 p.m. – 8:30 p.m.
Chester Basin Fire Department, Chester Basin**

1. MEETING CALLED TO ORDER/ROLL CALL

The Chair, Len Stevens, called the meeting to order at 7:06 p.m.

Committee Members:

Chris Turpin, Blandford Fire Department
David Bartol, Blandford Fire Commission
Len Stevens, Chester Basin Commission (Chair)
Rob Williams, Chester Basin Fire Department
Stephen Bond, Chester Basin Fire Department
Norm Countway, Chester Fire Services Committee
Scott Rafuse, Martins River Fire Department
Stuart Hirtle, Martins River Fire Department
Tim Lilly, Martins River Commission
Clary Coolen, Hubbards Fire Department
Sheena Clooney, Hubbards Commission
Lyle Russell, New Ross Fire Department
Dale Broome, New Ross Commission
Jared Swinemar, Western Shore Fire Department
Jeff Young, Western Shore Fire Department
Trevor Pye, Western Shore Commission

Councillors:

Councillor Tom Bremner
Councillor Clarissa Coolen

Municipal Staff

Mitch Vail, Fire Services and Safety Coordinator
Erin Lowe, Deputy CAO
Pamela Myra, Municipal Clerk

2. LAND ACKNOWLEDGEMENT

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

3. REVIEW AND APPROVAL OF AGENDA/ORDER OF BUSINESS

3.1 Fire Advisory Committee Agenda – September 16, 2026.

MOVED by Stuart Hirtle, SECONDED by Jared Swinemar that the agenda of the September 16, 2026 meeting of the Fire Advisory Committee be approved as circulated. ALL IN FAVOUR. MOTION CARRIED.

4. CHAIRPERSON AND VICE CHAIRPERSON NOMINATIONS

Office of Chairperson:

The Chairperson called for nominations for the office Chairperson.

Jared Swinemar nominated Len Stevens for the office of Chairperson. Len Stevens accepted the nomination.

The Chairperson called for nominations for the office of Chairperson two more times.

There were no further nominations.

Len Stevens was acclaimed as Chairperson of the Fire Advisory Committee.

Office of Vice Chairperson:

The Chairperson called for nominations for the office of Vice Chairperson.

Stuart Hirtle nominated Tim Lilly for the office of Vice Chairperson. Tim Lilly accepted the nomination.

The Chairperson called for nominations for the office of Vice Chairperson two more times.

There were no further nominations.

Tim Lilly was acclaimed as the Vice Chairperson of the Fire Advisory Committee.

5. INTRODUCTIONS

Trevor Pye, Western Shore Fire Commission

Pam Myra, Municipal Clerk

6. APPROVAL OF PREVIOUS MEETING MINUTES

6.1 Fire Advisory Committee Minutes – May 20, 2026.

MOVED by Stuart Hirtle, SECONDED by Jared Swinemar that the minutes of the May 20, 2026 meeting of the Fire Advisory Committee be approved as circulated. ALL IN FAVOUR. MOTION CARRIED.

7. MATTERS ARISING

A request was put forward to discuss the role, reporting structure, and terms of reference for existing and potential subcommittees, including whether additional subcommittees should report formally to the Fire Advisory Committee.

Dry hydrants and water supply were identified as matters requiring further discussion.

It was noted that consistent terms of reference may be useful for all subcommittees and the Water Rescue Subcommittee was referenced as a formal subcommittee established by Council.

Staff clarified that committees may establish subcommittees and reporting procedures, but the Water Rescue Subcommittee is a unique circumstance because it was established by Council.

The Committee acknowledged the distinction between Council-established subcommittees and subcommittees created by the Committee.

Members noted that several subcommittees had previously been established, with chairs and members appointed, but reporting had been deferred due to other priorities. However, it was noted that the Recruitment and Retention Subcommittee had been added and updates had been received.

The Committee discussed the status of the Training Subcommittee, including previous concerns about duplication with department-level training committees and whether the current training committee should be formally identified as a subcommittee for reporting purposes.

Members discussed the need for consistent oversight, reporting, and formalization of subcommittees where financial implications or requests to Council may arise.

It was noted that a motion regarding Level 1 Fire Training would be discussed later in the meeting and could affect whether further formalization is required.

Further discussion on subcommittee terms of reference was deferred. Members discussed whether a motion would be required to establish terms of reference for subcommittees as part of the Fire Advisory Committee terms of reference. It was suggested that a motion could be brought forward to create terms of reference for all subcommittees.

Staff requested clarification on the intended meaning of “oversight” in a motion from the chiefs, including whether the request relates to governance, coordination, budgeting, training decisions, or municipal decision-making authority.

Discussion of the motion was deferred until the motions portion of the agenda.

7.1 Subcommittee Report Updates:

- a) Dry Hydrants/Water Supply – Chris Turpin noted that was nothing to report, other than they will be meeting and the committee is active.
- b) Training - deferred to further in the meeting.
- c) Apparatus/Equipment – there was no one present who was a member of the committee.
- d) Recruitment and Retention - there was no one present who was a member of the committee.
- e) Water Rescue – Stephen Bond noted that there was not much to report. Members have designated assignments for quotes and specifications. He was nominated as Chairperson and Colin MacDonald was appointed Vice Chairperson. The next meeting will be September 22, 2026.

Trevor Pye noted that it has been requested that the Municipality take over future fire training courses.

It was noted that there are additional courses being developed and Committee members reviewed what was being scheduled or investigated as follows:

- CISM training is scheduled for November 2.
- MFR Airway and Survey is scheduled for November 16 in Chester, with registration expected to open soon.
- MBU training will depend on the availability of provincial units. Mitch Vail will follow up on the municipal team and possible 2026 funding.
- Hazmat awareness training was proposed. Quotes were received for different scenarios, including a \$195 per person training on January 30, \$200 per person for a one-day course, \$865 for a two-hour Hazmat Exchange session, and \$600 per person for a three-day Hazmat Operations course.
- EVO training was discussed for March, pending confirmation of the Municipality's plans.
- Nozzle Forward hose advancement training was discussed for the spring, with estimated costs ranging from \$5,300 to \$14,000.
- DNR certification is planned for April, with bookings to begin in March.
- Operations training was discussed for May, with Jon Waddell or Dan Middleton identified as possible leads.
- Responding to the Interface training was discussed at an estimated cost of \$34,000. The free BC Fire course was also noted.
- Heavy Rescue training remains on pause, with Lisa asked to assist with coordination in the interim.
- MFR competency dates remain to be determined. Ambulance representatives may be invited to provide orientation.
- A networking day may be combined with an appreciation dinner, with possible topics including chimney fires and water rescue coordination.
- Electric vehicle training is being investigated. Kevin Patterson quoted \$3,500 for up to twenty-five students, including costs, with training to include a Tesla.
- EVO training is budgeted. An instructional kit will be placed in Hubbards, and departments may purchase student manuals once available.
- Drone training remains under review, with Tim Smith leading the initiative.
- Water rescue training dates discussed include October 10, October 24–25, November 7–8, and a proposed upgrade session on November 30–December 1. Steven Bond is finalizing arrangements and registrations.
- Strategic Resilience Training was recommended to be offered again.
- IAFF Wildfire Training was discussed as a free course with online and practical components. Members noted the need for provincial terminology and locally relevant wildfire training.
- A full MFR course may be available in February, according to Lyle Russell.

Committees and Terms of Reference

Further to Lyle Russell's suggestion earlier in the meeting, the Committee discussed the role, structure, and reporting expectations for existing subcommittees, including whether

subcommittee chairs should be included as standing agenda items for Fire Advisory Committee meetings.

Lyle Russell expressed concern that subcommittees may operate outside the intended mandate if they are not formally recognized, reporting to the Fire Advisory Committee, and providing regular input.

The Chairperson noted that subcommittees had previously been established with member participation and that priorities, appointments, and chair selections had been identified for three-year terms. Members discussed the need for subcommittee terms of reference to be formally written, recognized, and committees accountable in order to ensure work is completed and reported appropriately.

The Chair asked what corrective steps should be taken, short of a formal motion, noting that the Committee has been inconsistent in receiving reports from some subcommittees.

Lyle Russell suggested that the Committee confirm who is serving on each subcommittee, identify the chairs, and ensure they receive formal invitations to attend Fire Advisory Committee meetings when required.

The Committee reviewed whether each subcommittee currently has representation at the Fire Advisory Committee table and it was noted that the Water Supply Subcommittee has three representatives, while the Equipment & Recruitment and Retention Subcommittees currently have no representation present.

Members discussed that subcommittee members do not necessarily need to be members of the Fire Advisory Committee; however, each subcommittee should have a chair responsible for reporting back to the Committee.

Members noted that some reports may have been deferred because related requirements or ongoing matters had delayed the work of the subcommittee. Steven Bond noted that without clear requirements, including expectations for subcommittee chairs, subcommittees may not continue to meet or operate effectively.

The Chairperson stated that the Fire Advisory Committee remains responsible for discussing and voting on issues before they proceed further. Subcommittees were intended to research specific topics and bring recommendations back to the Committee. If there is no participation or need for a subcommittee, the Fire Advisory Committee may determine whether it should continue.

Lyle Russell questioned how subcommittees are being controlled if the Terms of Reference do not clearly state that they report to the Fire Advisory Committee, noting that the current process has not been effective over the last three years.

Clary Coolen noted that the Apparatus Subcommittee last reported to FAC in June 2024.

Councillor Tom Bremner commented that subcommittees should complete work behind the scenes and bring unified recommendations back to the Fire Advisory Committee. He emphasized the importance of organization, using all available department members, and presenting clear

recommendations to support funding requests.

The Chairperson summarized that the Fire Advisory Committee, as a committee of Council, is responsible for considering issues and making recommendations. He noted that several subcommittees have been inactive, while training continues to be an active and important area.

It was suggested that training remain the focus for regular updates, while other subcommittee matters may be brought forward as needed. Any motion from the chiefs regarding training would need to be discussed and agreed upon by the Committee before proceeding to Council.

Lyle Russell advised that he would provide written comments, which the Chair can circulate to the Committee. He suggested that the Terms of Reference should include a formal process for establishing and managing subcommittees.

Mitch Vail noted that any member may bring forward a motion to amend, add to, or remove items from the Terms of Reference. Such a motion would be debated and, if passed, implemented.

Lyle Russell advised that he would forward proposed wording forward for consideration at the next meeting.

8. NEW BUSINESS

8.1 Motions from Chiefs Meeting

The Chairperson indicated that the following motions were carried unanimously at the Fire Chiefs Meeting:

That the Municipality of the District of Chester formally recognize the successful completion of the Level I Firefighter Training Program by issuing Certificates of Completion bearing the statement: "In recognition of the successful completion of Level I Firefighting – IFSTA Essentials 8." Further, that the Municipality assume an oversight role in the administration of the Level I Firefighter Training Program, including coordinating and assisting with testing processes, providing administrative support, receiving and administering applicable grant funding, and serving as the liaison between participating departments and the Province regarding firefighter training and certification matters.

That the Fire Services Coordinator be appointed as the MOC Representative for FSANS, motion carried.

The Deputy CAO requested clarification regarding the intended meaning of "oversight" in the Chiefs' motion and asked whether the Chiefs were comfortable with the Municipality assuming that role.

Clary Coolen explained that the current Level I program is being delivered by certified instructors who train firefighters to the required standard. The issue is identifying an appropriate authority to recognize completion, as there is currently no provincial recognizing body for the program.

The Deputy CAO noted that the Municipality would need to be satisfied that participants had

completed the requirements established by the fire service before issuing any recognition.

Members discussed whether the Municipality could recognize completion by confirming that the required documentation and standards had been met.

Clary Coolen stated that certified instructors are in place and that the request is for an entity to recognize successful completion of the training.

It was noted that the Municipality of the District of Lunenburg has certified instructors and issues certificates for similar training.

Lyle Russell stated that his understanding was that the Municipality had previously been reluctant to issue certificates because it had no way to verify qualifications or confirm that participants had met the required standards. He suggested that instructor certification, completion of job performance requirements, and an independent review process could help address that concern.

Members discussed whether municipal involvement could provide an unbiased verification process to confirm that members had completed the program requirements.

The Deputy CAO clarified that the Municipality would not be responsible for delivering the program but would be asked to review and confirm the decisions made by qualified instructors and provide municipal sign-off where appropriate.

Rob Williams noted that part of the process would include confirming that the instructors are qualified.

Clary Coolen stated that the Fire Services and Safety Coordinator could provide a municipal avenue to confirm that the program is delivered appropriately.

The Deputy CAO asked whether the same request would be made if the current Fire Services and Safety Coordinator were not in the position.

Clary Coolen responded that oversight is needed to ensure accuracy and transparency, and that the Coordinator's credentials could allow him to act as an auditor on behalf of the Municipality. Councillor Bremner asked whether the items outlined in the motion were included in the current budget and whether funding had been identified.

The Deputy CAO noted that an analysis of the time required and the scope of the role would need to be completed before Council could consider the request.

Councillor Bremner asked whether the administrative support being requested would apply only to the Level I program or to other training opportunities as well.

Mitch Vail noted that a significant amount of administrative work had been required to build the program online and that the intent was to reduce the administrative burden on volunteers.

Councillor Bremner noted that grant writing and administration can require significant time. He asked whether the Commissions had been consulted and whether commission funding might be required if Council chose to support the request.

The Chairperson noted that commission training budgets may be available to support training-related costs.

MOVED by Lyle Russell, SECONDED by Clary Coolen that the Fire Services and Safety Coordinator position be reallocated to 100% for Fire Services as originally defined in the 2008 Job Description. ALL IN FAVOUR. MOTION CARRIED.

The Chairman noted that the motion from the Chiefs' Meeting was still to be dealt with.

MOVED by Clary Coolen, SECONDED by Lyle Russell that the Fire Advisory Committee approve of the following recommendation from the Chiefs' Meeting as written and recommend to Council for consideration:

That the Municipality of the District of Chester formally recognize the successful completion of the Level I Firefighter Training Program by issuing Certificates of Completion bearing the statement:

"In recognition of the successful completion of Level I Firefighting – IFSTA Essentials 8."

Further, that the Municipality assume an oversight role in the administration of the Level I Firefighter Training Program, including coordinating and assisting with testing processes, providing administrative support, receiving and administering applicable grant funding, and serving as the liaison between participating departments and the Province regarding firefighter training and certification matters.

ALL IN FAVOUR. MOTION CARRIED.

The Chairperson noted that requests may be brought forward through the Fire Advisory Committee as recommendations. He further noted that, where training costs have been budgeted by a Commission, the Commission may pay those costs directly or reimburse the Municipality as appropriate.

FSANS Representative

It was noted that a representative is required for FSANS and that the Fire Chiefs had requested that the Fire Services Coordinator serve in that capacity. The Fire Services Coordinator advised that he had spoken with FSANS and that they were willing to accept him as the Municipality's representative.

MOVED by Clary Coolen, SECONDED by Lyle Russell that the Fire Advisory Committee approve of the following recommendation from the Chiefs' Meeting and recommend to Council for consideration:

That the Fire Services Coordinator be appointed as the MOC Representative for FSANS, motion carried.

ALL IN FAVOUR. MOTION CARRIED.

It was confirmed that expenses for the Fire Services Coordinator would be borne by the Municipality.

9. ROUNDTABLE

Mitch Vail, Fire Services Coordinator:

The Fire Services Coordinator noted that he will continue to update the Committee when he is involved in provincial matters.

The Fire Services Coordinator advised that he had been invited to participate in a working group regarding a community risk assessment tool that had been presented to CAOs and Fire Coordinators. He explained that the tool is intended to collect information about community features, such as industrial, commercial, and water-related risks, and generate a service level assessment. He expressed concern that the tool is not yet ready for implementation and noted that Fire Coordinators had raised concerns about the consultation process, including whether Fire Chiefs had been invited to participate. It was noted that feedback would be provided and that a further meeting may be held.

The Fire Services Coordinator also commented that the Fire Chiefs appeared united at both the Chiefs' meeting and the Fire Advisory Committee meeting, which he viewed as positive for moving forward.

Clary Coolen, Hubbards Fire Department:

Clary Coolen reminded members to monitor their email for information regarding upcoming opportunities.

Scott Rafuse, Martins River Fire Department:

Scott Rafuse asked whether the Municipality is represented at Lunenburg Regional Fire Emergency meetings and suggested that representation should be considered if it is not already in place. He noted that information appears to be distributed more quickly to fire services in the Municipality of the District of Lunenburg than in the Municipality of the District of Chester.

Scott Rafuse also noted that the Municipality of the District of Lunenburg has purchased a sprinkler system and that departments interested in practicing with it should contact MODL.

The Deputy CAO asked if the Lunenburg Regional Fire Emergency group is similar to the Municipality's Fire Advisory Committee, with representation from Chiefs and Commissions. She suggested that the Fire Services Coordinator could reach out to the group as one option for improving the flow of information.

Scott Rafuse further noted that training costs through MODL appear to be lower.

Stephen Bond, Chester Basin Fire Department:

Stephen Bond noted that the department had received provincial grant funding to support training and had been operating within that funding. He advised that, by the end of the second course, costs may exceed the available funding. He explained that additional costs included meals for participants over the two-day training period, third-party oversight, and the construction of some training props. Members agreed that any costs exceeding the available funding would be divided among participating departments on a per-candidate basis.

Members discussed whether third-party oversight would continue to be required. It was noted that third-party oversight had been part of the original process for the first course and may be required

again if external requirements make it necessary.

Councillor Bremner:

Councillor Bremner noted that the Fire Services Coordinator's role is accountable to taxpayers and that Council needs to understand that the fire services are united and committed. He stated that additional clarity regarding the Coordinator's allocation to Fire Services was helpful, as some members had understood the position differently.

He noted that he can support something when he understands it and he needs to be able to defend the fire services. He knows the fire service members are respected – everything that has come through to Council indicates people respect fire services. He recommended that they not be afraid to build something between themselves and then come to Council.

10. DATE OF NEXT MEETING

The date of the next meeting is Tuesday, November 18, 2026.

11. ADJOURNMENT

The meeting adjourned at 8:58 p.m.

Len Stevens
Chairperson

Pamela Myra
Recording Secretary

Sched 7.4

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

Hybrid/Town of Lunenburg Town Hall and online via Teams.

September 2, 2026, from 7-8:30pm

Members Present:

Amy Chrysler, Councillor Kacy DeLong (MODL), Councillor Abdella Assaff (MOC), Councillor Penny Carver and Councillor Katherine McCarron (TOMB), Councillor Gale Fullerton (TOL), Deputy Mayor Jennifer McDonald (TOB)

Staff Present:

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

Guests Present:

Paul Tingley, Nova Scotia Department of Communities Culture, Tourism and Heritage

Regrets:

Luise Hopper, Lora Church, Teresa Alexander-Arab, Commission Chair Geraldine Pauley (VOC).

Meeting Called to Order:

As the Committee Vice-Chair sent regrets and the Chair was unexpectedly unable to attend the meeting, Councillor Kacy DeLong volunteered to chair the meeting. She called the meeting to order at 7: 15pm, beginning with a Land Acknowledgement.

2. Acknowledgements and Protocols:

2.1 Councillor DeLong read the reminder of accessibility as a human right.

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

Introductions took place.

3 Approval of Agenda:

3.1 MOTION TO APPROVE the agenda as circulated, SO MOVED by Councillor Penny Carver, SECONDED by Amy Chrysler. ALL IN FAVOUR. MOTION CARRIED.

4. Approval of Minutes:

4.1 MOTION TO APPROVE PREVIOUS JUNE 17 MEETING MINUTES AS CIRCULATED, MOVED BY Councillor Gale Fullerton, SECONDED BY Deputy Mayor Jennifer McDonald. ALL IN FAVOUR. MOTION CARRIED.

5. Guest Speaker

Paul Tingley, Province of Nova Scotia, Communities Culture, Tourism and Heritage provided a presentation about the Business and Community ACCESS-Ability programs.

Paul explained that the purpose of the programs is to improve accessibility and support the fulfillment of the Accessibility Act. He explained that successful projects have taken many forms but have been largely changes to the built environment so far.

The province has allocated \$800, 000 to this program (down from \$1 Million last year) and the number of applications has increased substantially over the past five years. The next opportunity to apply for this funding begins in October with a deadline of February 14, 2027. Work must be complete within the fiscal year 2027-28.

The programs will cover 2/3 of project costs. However, because they are so popular, the chance of getting funding has dropped from a 56% chance to a 15% chance.

There have been a number of successful applicants in the South Shore region and Paul shared some examples. To see the full list of past recipients of this funding or to learn more about the programs, you can visit the websites at [Business Access-Ability](#) and [Community Access-Ability](#).

Committee members shared that Paul's support of their previous applications for funding was invaluable to the positive experience and effective accessibility improvements they achieved. One member asked about resources, especially those related to intellectual disabilities and accessibility.

Paul shared several resources with the group, including

- [Standards_for_Inclusive_Recreation_Programs.pdf](#)
- [RHFAC Rating Survey](#) – section 11 has Mind Friendly Environments
- <https://staging-marsddcom.kinsta.cloud/accessibility-policy-adoption-road-map-tool-kit/> is the research from the Municipalities efforts to become more accessible.

6. Accessibility Coordinator's Update

Ellen shared examples of some accessibility related work that happened over the summer:

- Town of Lunenburg

- Added three new accessible parking spaces located at the Community Centre and along the pathway to the outdoor pool.
- In the process of doing a sidewalk renewal project on Pelham St. that will improve accessibility significantly.
- Town of Bridgewater
 - In the process of completing work to improve and add to on-street accessible parking spaces at Bridgewater Elementary and Junior High Schools.
- Municipality of the District of Lunenburg
 - Indian Falls Park and Miller Point Peace Park have had significant upgrades with a focus on accessibility. There were relaunch events over the summer.
- Municipality of Chester
 - Installed Tactile Walking Surface Indicators (TWSI's) that are directional indicators. These are bars that are embedded in the walking surface that can lead a person who is blind or low vision to a specific location like a crosswalk or bus stop. This is the first one installed in the municipality.
 - The municipality is exploring a design for a new recreation facility that may also include a new municipal building/office space. There have been many opportunities for the public to engage and share their thoughts, including input from students. There will be more information about this and the next steps within the next few months.
- Town of Mahone Bay
 - The Bay Way multi-use trail that runs along Edgewater St. is now open. It is being heavily used by locals and visitors and people of all abilities.

Ellen also noted that she will be attending the upcoming Alzheimer Society of Nova Scotia Community Week event on September 23 from 1:30-3:30, at the Bridgewater Fire Hall. She will share information about the committee's call for committee members, copies of the Lunenburg County Accessibility Plan 2025-2028, and seek feedback from community about accessibility issues in Lunenburg County. Everyone is welcome and registration is recommended but not required. More information can be found on the [Alzheimer Society of Nova Scotia website](#).

7. Matters Arising (follow up from past meetings)

7.1 Update on presentations to Councils about the LCAAC: Chair Lora Church presented to all five municipal units in Lunenburg County in May and June and was accompanied by Ellen and Louise for most of these. Participation and questions varied between councils, but all appeared to be engaged and interested in the committee's work.

7.2 Town of Lunenburg request for input update: At the June 17 meeting, Town of Lunenburg staff requested some feedback from the committee on a proposed hopscotch

project on sidewalks in town. The committee's feedback was provided in response. The update from Town staff on this project is that it is on hold for now.

7.3 PEACH project update: The project to document municipal public spaces in Lunenburg County is underway. There were some slowdowns with the contract process but everything is moving on now and they will be back to present their work at the November LCAAC meeting.

7.4 MOC Public Works Building update: Tammie Bezanson, LCAAC staff resource from MOC, gave an update on work taking place at the MOC Public Works Building. The last LCAAC meeting was held there and committee members provided some feedback about the accessibility of the space.

Tammie reported that power door buttons at the main public entrance are now functioning and there is a doorbell at the entrance to ensure visitors can be heard if no one is at the desk at that moment. Additional improvements are planned for the entrance to make it barrier free, with more planned for staff areas on a longer timeline.

7.5 Seeking new LCAAC members: Ellen explained that there are three LCAAC Community Member vacancies to be filled (one now and two at the end of December). Because the process can take a long time, advertising for all three is happening now with a deadline of October 9, 2026.

The group discussed the best ways to ensure members apply and are engaged. One member noted a concern that community members on the committee are sometimes absent and it seems that these absences are more frequent than elected official member absences. Because the committee really wants to hear from people with first voice experience of disability, it is important to explore if this is the case and how we can ensure any barriers to participating as a community member can be minimized or removed.

Suggestions to recruit applicants to the committee included:

- LCAAC members share the information with people they know in community to spread the word.
- Ellen can provide paper copies or the weblink to the application form at the Alzheimer Society event on September 23 in Bridgewater.
- Ellen to explore if there are barriers to participating as a community member on the LCAAC through review of absences and asking for feedback from community members.

8. New Business

8.1 Plan for IDPD 2026: The International Day of Persons with Disabilities is happening on December 3 and the Lunenburg County Accessibility Plan includes an action that says the municipal units will mark this day of significance in some way. The committee discussed how they might support the planning of an event or some sort of initiative.

Some ideas included:

- Doing another First Voice Panel.
- Sharing stories of persons with disabilities in our region.
- Partnering with other organizations with similar focus to plan an event.

The group requested that Ellen reach out to potential partners to gauge interest. Amy Chrysler volunteered to support this project if needed.

9. Roundtable Discussion

Councillor Carver shared that Mahone Bay United brought in trainers to teach their soccer coaches to work with children with disabilities. They offer a range of soccer programming, , including inclusive programs.

Councillor Carver also shared that there are new accessibility features along Edgewater St. A new crosswalk, for example, and new audible crossing features. These are a new thing in the Town, and staff and Council are wondering if there will be feedback from community about the change.

It was also noted that NSFM conference is taking place during the week of the November LCAAC meeting. It may be advisable to change the date. Ellen will send out a poll to determine a new time.

10. Next Meeting: October 7, 2026, Town of Bridgewater Committee Room

11. Adjournment

The meeting was adjourned at 8:20 as all items on the agenda were complete.