Agenda

Village Commission – Monthly Meeting
Wednesday, Nov 18, 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.
- Members of the public will conduct themselves in a manner that is respectful to the public, members of the Commission, and staff.
- A delegation, once heard, shall not be received again on substantially the same matter for a period of three months from the first hearing.
- 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: Oct 28, 2026 p. 3
4.2 Special Commission Meeting: Nov 9, 2026 p. 10

5.0 Business Arising – Nil

6.0 Correspondence

6.1 MODC: Notice of Hearing re Valley Road, Nov 25, 2026 p. 13
6.2 New Health & Safety Guide for Workplaces p. 15
6.3 Dept. of Emergency Management ANSV Consultation p. 17

7.0 Reports

7.1 Report from the Chair
7.2 Clerk/Treasurer Report p. 18

8.0 New Business – Nil

9.0 Committees

9.1 (a) Chester Fire Services Committee: Minutes Oct 14, 2026 p. 22
(b) MODC Fire Advisory Committee: Agenda Nov 18, 2026 p. 28
9.2 Lunenburg County Accessibility Committee: Minutes Nov 7, 2026 p. 29

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

Next Meeting(s)

- Monthly: Dec 16, 2026 @ 6:00 pm – 63 Regent St & Livestream
- Monthly: Jan 20, 2027 @ 6:00 pm – 63 Regent St & Livestream

**For more information on presenting to the Commission, see the Meetings & Procedures Policy.*

Minutes DRAFT

Village Commission – Monthly Meeting
Wednesday, Oct 28, 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

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

Regrets: Gloria Nauss, Commissioner

Guests: Nil

1.0 Call to Order

Chair Pauley called the Oct 28, 2026 Regular Monthly Meeting of the Village of Chester Commission to order at 6:05 pm.

Chair Pauley 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 Public Forum – Nil

3.0 Approval/Amendment of Agenda

Additions to agenda:
6.2 MODC: Sidewalk Winter Maintenance & Traffic Concerns
6.3 MODC: Funding and EDI Action Plan
7.2(a) Finance Report - Move ZVML Finance Report to In-Camera
9.0 Resident Letter re: Proposed Building on lot above Rope Loft

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Motion #26-060: Commissioner T. Mulrooney moved; Vice-Chair O'Malley seconded: That the Agenda of the Chester Village Commission's Oct 28, 2026 Regular Monthly Meeting be approved as amended.
Motion carried unanimously.

4.0 Approval/Amendment of Minutes

4.1 Monthly Commission Meeting: Sep 16, 2026

Motion #26-061: Commissioner T. Mulrooney moved; Commissioner L. Mulrooney seconded: That the Minutes of the Chester Village Commission's Sep 16, 2026 Monthly Meeting be approved as presented.
Motion carried unanimously.

5.0 Business Arising – Nil

6.0 Correspondence

6.1 MODC: Deer Population Reduction in Village of Chester

Chester Municipal Council requested agreement from the Village regarding a proposed letter to the Minister of Natural Resources *(Sched 6.1)*.

Discussion was held and it was agreed that the Village Commission support the approach from MODC.

Motion #26-062: Commissioner T. Mulrooney moved; Vice-Chair O'Malley seconded: That the Chester Village Commission support Chester Municipal Council's proposed letter to the Minister of Natural Resources regarding deer population reduction measures.
Motion carried unanimously.

6.2 MODC: Sidewalk Winter Maintenance & Traffic Concerns

Municipal Councillor Tom Bremner has requested a meeting on Nov 17, 2026 with the stakeholders that have expressed concern about winter sidewalks and roadways, i.e., the Village Commission, the Chester Fire Services Committee, and the Chester Merchants' Association *(Sched 6.2)*.

It was agreed by consensus that Chair Pauley and Commissioner T Mulrooney will attend as representatives of the Village.

DRAFT

Action: C/T McCallum will also attend in support of the Commissioners and Fire Committee members.

6.3 MODC: Funding and EDI Action Plan

An email was received from the Municipality's EDI staff lead, Jennifer Webber regarding a shared project *(Sched 6.3)*.

Discussion was held on AMANS $1500 grant, and the possibility of the Village Commission giving money to this grant also.

Motion #26-063: Chair Pauley moved; Commissioner L. Mulrooney seconded: That the Chester Village Commission approve a combined application with the Municipality of Chester for an AMANS EDI grant ($1,500 Municipality + $1,500 Village) for a welcome program for newcomers.
Motion carried unanimously.

Action: C/T McCallum will coordinate the grant application with Ms. Webber.

7.0 Reports and External Committees

7.1 Report from the Chair

Chair Pauley reported that she spoke with Lisa Harris, one of the Zoé Vallé Memorial Library volunteers, concerning the Dolly Parton Imagination Library. The program is open for children from 0-5 years, and from the time their family enrolls they receive a book every month until their fifth birthday. Martha Scott, an experienced fundraiser, is working with Ms. Harris on establishing the program in Chester.

The Village Commission has been asked to provide a 'home' for the program in terms of a mailing address/phone number at the Zoé Vallé Library, and to have their meetings in its boardroom *(Sched 7.1)*. The program is well organized and self-sufficient (so there is no money to deal with, etc.). We've been told that 80% of the contract in Canada is guaranteed to be Canadian authors and illustrators.

MOTION #26-064: Commission T. Mulrooney moved; Commissioner L. Mulrooney seconded: That the Chester Village Commission offer its moral support to the Chester Area Dolly Parton Imagination Library and that we offer the use of our address and our telephone number as their headquarters' contact.

DRAFT

Motion carried unanimously.

Chair Pauley is working on a Code of Conduct for the Library; at present it is at the first draft stage. She reported that there is a difference in traffic at the library since school went back, but the Library is still busy and more people/organizations are using the space for meetings and activities.

7.2 (a) Clerk/Treasurer Report

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

The Jib Lot landscaping status was not in the C/T report: the rock wall in front of the Fire Department monument has yet to be done but the terracing for the picnic table area has been done.

C/T McCallum also noted that there is an ANSV Board Meeting tomorrow at 1:00 pm, and that one item on the agenda was the renewal of its staff Coordinator position. The position was a one-year term and has been successful, so all the villages can expect that ask to come back from the ANSV for next fiscal year.

The post-conference survey results were included in the report for information. The ANSV Conference 2027 will be hosted jointly by Greenwood and Kingston.

7.2 (b) 2026/27 Q1&2 Budget Variance Report

C/T McCallum walked through the Q1-Q2 report, covering Apr 1-Sep 30, 2026 *(Sched 7.2(b))*. She commented that the notes are back at the side of the columns for convenience rather than all at the back.

Q1 was such a scramble due to the move and setting up the Library that staff had a lot of catching up to do! It's been challenging, since as we transferred to 63 Regent Street various situations came up, like having to have electricians in several times, the boardroom overhead light not being safe, and various repairs. She noted that some expenses may not be the true actual, as there are some accounts payable that the Village paid on the Library's behalf. Many of these items have been reallocated to the correct lines, but this work is not 100% complete yet.

DRAFT

The CFSC has yet to be billed for staff administration time for Q1-Q2 but that will take place shortly. Other pending revenue is the Canada Summer Jobs grant for the summer students, a grant from Acadia First Nation for their summer student, and a grant from ANSV for hosting the conference that should all come in next month.

The Clerk/Treasurer clarified that after the end of the fiscal year, we receive a final reconciliation report from the Municipality with the actual total of tax monies and grants-in-lieu received and the actual exemptions granted to low-income households and non-profit organizations.

Other significant expenses for the period not yet received included the Q2 maintenance invoice (the busiest quarter), the annual website maintenance fee from AMANS, and the annual invoices for insurance (which has been successfully renewed). The final cost breakdown for the ANSV Conference is to come. C/T McCallum confirmed that the fallout from the move will be completed for the Q3 variance report.

Action: C/T McCallum was asked to seek comparative quotes for mowing and garden maintenance.

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

(a) The CFSC's approved minutes of Sep 9 & 14, 2026 were shared for information *(Sched 7.3(a))*. [www.chesterfirecommittee.ca]

(b) The FAC's draft minutes of Sep 16, 2026 were shared for information *(Sched 7.3(b))*.

7.4 Lunenburg County Accessibility Advisory Committee (LCAAC)

Minutes of the Sep 2, 2026 meeting were provided for information *(Sched 7.4)*. [www.accessiblelunenburgcounty.ca]

8.0 New Business

8.1 Dolly Parton's Imagination Library

This item was addressed in the item 6.1 Report from the Chair.

DRAFT

9.0 Commissioner Roundtable

Commissioner L. Mulrooney reported on an email she received from a resident, Paul Raymond, regarding an application for two houses to be built on vacant land between Duke and Water Street and his concern whether the proposed houses will be in keeping with the Chester architectural style.

Action: C/T McCallum will forward the letter to the Municipality's Planning department, who have jurisdiction on this matter. Mr. Raymond will be advised.

Chair Pauley reported that she and the Library team have been preparing for the Hallowe'en event for the past two weeks. They have ample volunteers to support the evening, and most of the decorations and treats were donated. Gail Hume Smith, who was the witch for almost 30 years, is very keen to do it again, however, she will be on the porch this year rather than the Tower.

10.0 In-Camera

Motion #26-065: Chair Pauley moved; Commissioner T. Mulrooney seconded: That the Commission move in camera as per Section 408B(2) of the *Municipal Government Act* to discuss contract negotiations.
Motion carried unanimously.

The Commission recessed at 7:37 pm to go In-Camera.

11.0 Resumption of Public Meeting

The public meeting resumed at 8:28 pm.

11.1 RFP Award: VOC-2026-03 Library Exterior Accessibility Renovation

Motion #26-066: Commissioner T. Mulrooney moved; Vice-Chair O'Malley seconded: That the Chester Village Commission award the Request for Proposal #VOC-2026-03 "Library Exterior Accessibility Renovation" to Martin Brothers Contracting Ltd. for a quoted cost of $28,600 + applicable HST, pending a satisfactory response to follow-up questions.
Motion carried unanimously.

DRAFT

Action: C/T McCallum will coordinate the follow-up with Martin Brothers.

12.0 Adjournment

There being no further business, the meeting was adjourned at 8:41 pm.

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.

_____	_____
Commission Chair	Clerk/Treasurer
Geraldine Pauley	Heather McCallum

DRAFT

Minutes DRAFT

Village Commission – Special Meeting
Monday, Nov 9, 2026 @ 3:00 pm
In-Person only
Library Activity Room, 63 Regent Street, Chester

Present: Geraldine Pauley, Chair
Laura Mulrooney, Commissioner
Tom Mulrooney, Commissioner
Gloria Nauss, Commissioner

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

Regrets: Randall O'Malley, Vice-chair
Gloria Nauss, Commissioner

1.0 Call to Order

Chair Pauley called the Nov 9, 2026 Special Meeting of the Village of Chester Commission to order at 3:05 pm.

Chair Pauley 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

There was an additions to agenda under "Other Business":
5.1 Library Basement Insulation & Furnace

The Agenda of the Chester Village Commission's Nov 9, 2026 Special Meeting was approved as amended **by consensus**.

3.0 In-Camera

Motion #26-067: Commissioner L. Mulrooney moved; Commissioner T. Mulrooney seconded: That the Commission move in camera as per Section 408B(2) of the *Municipal Government Act* to discuss contract negotiations.
Motion carried unanimously.

DRAFT

The Commission recessed at 3:06 pm to go In-Camera.

4.0 Resumption of Public Meeting

The public meeting resumed at 3:16 pm.

11.1 RFP Award: VOC-2026-03 Library Exterior Accessibility Renovation

Update: C/T McCallum reported that the follow-up meeting with Martin Brothers was satisfactory and that a purchase order has been prepared.

11.2 RFP Award: VOC-2026-04 Library Interior Accessibility Renovation

C/T McCallum noted that any deficiencies found once the wall is opened up, such as toxic asbestos or faulty wiring, or if the wall is load-bearing and needs different handling, are specifically excluded from the cost estimate. If scope modification is needed, it will be via change orders that must come back to the Commission for review.

Motion #26-068: Commissioner T. Mulrooney moved; Commissioner L. Mulrooney seconded: That the Chester Village Commission award Request for Proposal #VOC-2026-04 “Library Interior Accessibility Renovation” to Martin Brothers Contracting Ltd. for a quoted cost of $54,000 + applicable HST.
Motion carried unanimously.

11.3 Library Accessibility Project Funding

C/T McCallum reported that ALL-TECH Environmental Services have been engaged to conduct an asbestos assessment as part of this project for a quoted cost of $2,120 + applicable HST.

Motion #26-069: Commissioner L. Mulrooney moved; Commissioner T. Mulrooney seconded: That the Chester Village Commission authorize the Village’s 25% portion of the Library’s Accessibility Renovation project to come from its Operating Reserve; the Library’s 25% portion to come from its Capital Reserve; and the remaining 50% from the Village’s provincial Growth & Renewal for Infrastructure Development grant.
Motion carried unanimously.

5.0 Other Business

DRAFT

5.1 Library Basement Insulation & Furnace Repair

Chair Pauley reported on preparations for winter in consultation with our Maintenance lead, Mr. Dominey.

What little insulation is in the basement of 63 Regent Street is shredded so pipes are exposed and underneath Ms. Veinot's workspace and the rear portion of the Club Room there is no insulation at all. This capital repair should be completed as soon as possible before winter sets in.

Further, several of the ducts coming from the furnace appear to be crushed and need repair. This falls under building maintenance. Mr. Dominey felt that duct cleaning could be postponed until next winter.

Motion #26-070: Commissioner T. Mulrooney moved; Commissioner L. Mulrooney seconded: That the Chester Village Commission approve Maritime Insulators to insulate the basement of 63 Regent Street for a cost of $2,258 + applicable HST to be funded from the Library's Capital Reserve; AND that G.C. Snair & Son repair furnace pipes for a cost of $1,200 + applicable HST, to be funded from Village Operations.
Motion carried unanimously.

12.0 Adjournment

There being no further business, the meeting was adjourned at 3:21 pm.

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.

_____	_____
Commission Chair	Clerk/Treasurer
Geraldine Pauley	Heather McCallum

DRAFT

THE MUNICIPALITY OF
CHESTER

The Municipality of Chester
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Chester, NS B0J 1J0

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@chestermun

SENT VIA EMAIL TO: heather.mccallum@villageofchesterns.ca

October 29, 2026

Heather McCallum, Clerk/Treasurer
Village of Chester

Heather,

In accordance with Section 206(5) of the Municipal Government Act, I enclose a copy of an advertisement for a Public Hearing which may be of interest to the Village of Chester.

The Public Hearing will be held on Wednesday, November 25, 2026, beginning at 6:00 p.m. in Municipal Council Chambers (151 King Street, Chester).

The purpose of the Public Hearing is to consider a Development Agreement to permit two ten-unit apartment buildings and future subdivision of PID 60093499 into two lots, located on Valley Road, Chester.

Following the Public Hearing Municipal Council may vote on the matter discussed.

Written submissions for consideration by Council may be submitted to Pam Myra, Municipal Clerk (PO Box 369, Chester, NS) no later than 4:30 p.m. Friday, November 20, 2026.

If you have any questions regarding the Public Hearing, please do not hesitate to contact me at 902-275-2599.

Sincerely,

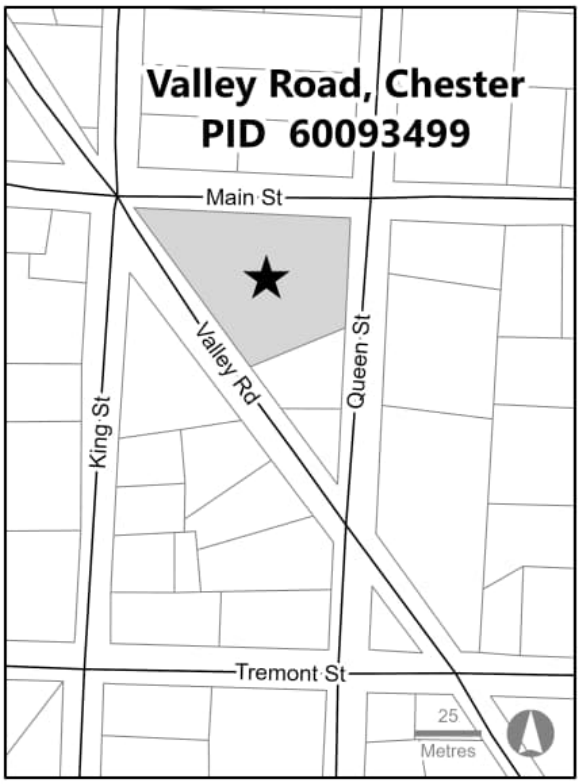
Garth Sturtevant, MCIP, LPP
Manager of Planning, Municipality of Chester

THE MUNICIPALITY OF CHESTER

NOTICE OF PUBLIC HEARING

In the matter of the Municipal Government Act and the Municipality of the District of Chester

TAKE NOTICE THAT on Thursday, October 29, 2026, Chester Municipal Council provided intention to enter into a Development Agreement with AMK Barrett Investments Inc. to permit the development of two ten-unit apartment buildings and future subdivision of PID 60093499, Valley Road, Chester.



A PUBLIC HEARING will be held on Wednesday, November 25, 2026, at 6:00 p.m. in Municipal Council Chambers (151 King Street, Chester).

Residents can give their opinions at the Public Hearing by speaking in person or sending written comments to: Pamela Myra, Municipal Clerk, 151 King Street, PO Box 369, Chester, NS B0J 1J0 or pmyra@chester.ca.

Comments must be received before 4:30 p.m. on Friday, November 20th, 2026.

Council may vote to approve or reject the proposed Development Agreement following the conclusion of the Public Hearing.

Copies of the draft development agreement are available by contacting the Community Development Department, located at 186 Central Street, Chester.

Call us!

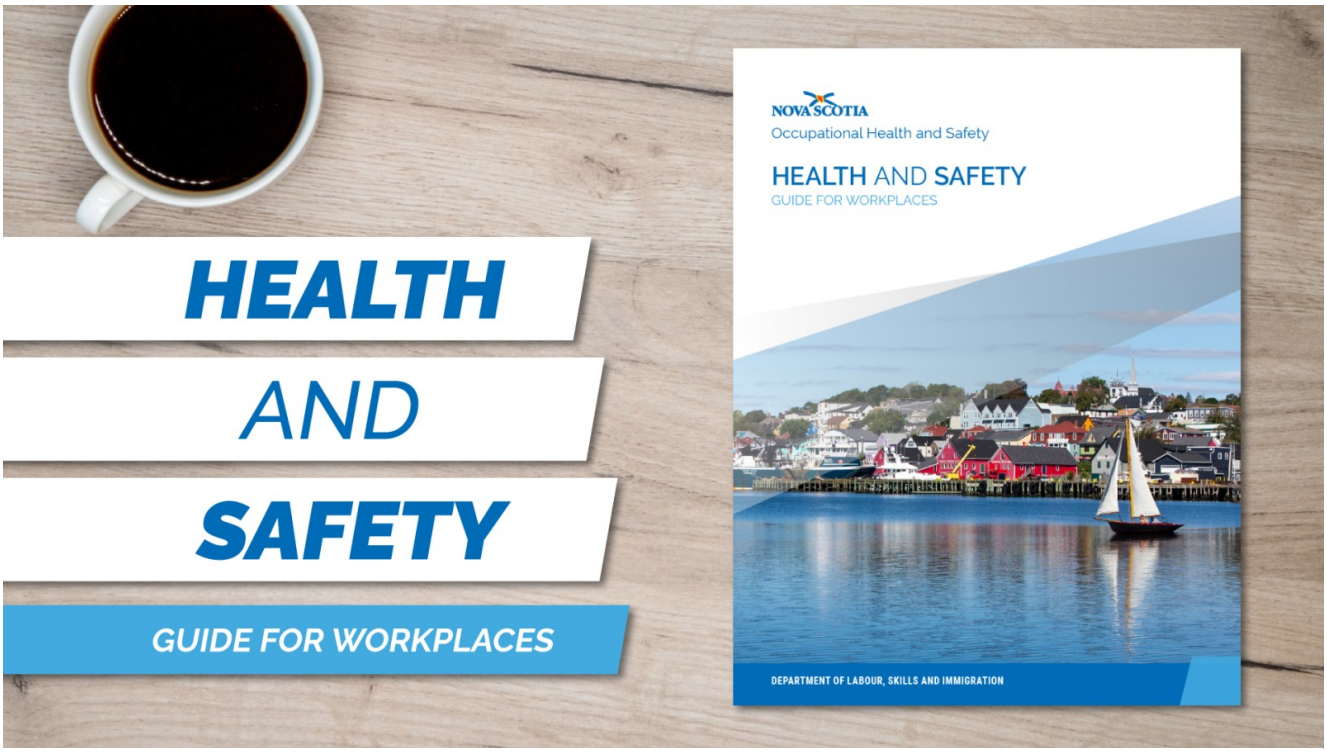
902-275-2599

Email us!

planning@chester.ca

Heather McCallum

From: Safety Branch <safetybranch@novascotia.ca>
Sent: November 9, 2026 10:30 AM
To: Heather McCallum
Subject: New Health and Safety Guide for Workplaces



Le message en français suit le message en anglais.

The Safety Branch is pleased to introduce the Health and Safety Guide for Workplaces.

This new guide provides practical information to support safe, healthy and respectful workplaces. It helps employers, supervisors and employees understand their roles and responsibilities and helps businesses meet occupational health and safety requirements in Nova Scotia.

Topics include:

- Employee rights and responsibilities
- Workplace policies
- Hazard identification, risk assessment and controls
- Inspections and incident investigations

The guide also features sample policies, safe work practices, safe job procedures, and fillable forms and checklists.

The French version of the guide will be available soon.

Health and Safety Guide for Workplaces (PDF)

If you have any questions or would like more information, please contact SafetyBranch@novascotia.ca or call 1-800-9LABOUR (1-800-952-2687).

Work safe, home safe, every day!

Safety Branch
Department of Labour, Skills and Immigration
1-800-9LABOUR (1-800-952-2687)
SafetyBranch@novascotia.ca

Stay informed about workplace and technical safety.
Join the Safety Branch Contact List.

NOVA SCOTIA
Emergency Management
Office of the Deputy Minister

Suite 601-1871 Upper Water Street
Halifax, Nova Scotia, Canada B3J 1S8
deputyminister.emergencymanagement@novascotia.ca

November 10, 2026

Doug Boudreau
Coordinator
Association of Nova Scotia Villages
Via Email: doug.boudreau@ansv.ca

Dear Mr. Boudreau:

I am writing to invite board members of the Association of Nova Scotia Villages (ANSV) to meet with the Department of Emergency Management on **Monday, November 23, from 1:00 p.m. to 2:00 p.m.** to discuss potential changes to fire safety and fire services legislation being considered for spring 2027, subject to engagement and government decisions.

The Province is exploring a modern, unified legislative framework to clarify provincial and municipal roles, strengthen municipal governance and planning tools, and better align fire safety and protection services with Nova Scotia's emergency management model. We welcome ANSV's advice on how the proposed legislation could accommodate different local contexts and priorities, including the authorities and implementation supports that village administrators and village commissions may need.

The proposal would not require municipal units, including villages, to provide fire services directly or through service agreements. Rather, it could provide additional tools and authorities to municipal units that choose to do so, while preserving their core fire safety responsibilities, including inspections of applicable properties.

This conversation will be facilitated by a Third-Party Consultant. Based on the feedback collected during this session, and those held with the Nova Scotia Federation of Municipalities and the Association of Municipal Administrators of Nova Scotia, the Consultant will prepare and submit a report to the Department.

Please RSVP to firemodernization@novascotia.ca by **Monday, November 16, 2026,** with the names of ANSV representatives attending. Department staff and the consultant will provide further information about the meeting in advance.

Thank you for your continued partnership. We welcome the opportunity to develop an approach that supports municipalities and the communities they serve.

Sincerely,

Sandra McKenzie

Sandra McKenzie
Deputy Minister
Department of Emergency Management

Sched 7.2

Village of Chester Commission
Clerk/Treasurer Monthly Report
Nov 18, 2026

Scotiabank

- The Oct 2026 Village main operations account opened the month of September with $305,147 and ended with $237,630.

- Snapshot – Village account balances:

Banking Accounts as of Nov 2:	
Village Operations account	$237,636
Investment Accounts as of Nov 2:	
Village Operating reserve (excluding Visa $5K cash security)	$106,255
Village Lido Pool reserve (excluding GRID funding $242K)	$216,679
Village Utilities reserve	$45,116
Village EMC Building reserve	$29,308
Reserves total	$397,358

Financial

- The 2026/27 Q3 tax advance has been delayed (oversight) but will arrive this week.

- The HST Rebate applications for 2025/26 Q3-4 and for 2026/27 Q1-2 have been submitted to Canada Revenue.

- I'd like to suggest that the Commission consider starting a Building reserve for unexpected repairs and Capital costs that are applicable to the Village's area of responsibility. If the Commission is interested, I can give some thought to the funding formula and bring back a recommendation.

Grants

- At time of writing, the Age-Friendly Communities grant application is in progress for the application deadline of Nov 19th.

- The Canada Summer Jobs grant application preparation will be next, to meet a deadline of Dec 3rd.

Capital Projects

- Library: The accessibility renovation project has been awarded to Martin Brothers Contracting Ltd. (MBL). They are doing a post-award site visit with the project team on Nov 19th for the project team and also for the person drafting the construction drawings for the Municipality's building permits.

  At time of writing, we were awaiting the results of an asbestos and lead assessment conducted on Nov 10th and expected to receive the results early this week. Those results will have an impact on the project schedule.

  The project contract for MBL is in progress and will be brought before the Commission before signing.

- Public Washroom: MBL has agreed to look at and provide a quote for the front door of the building (frame widening and replacement). The facility is now closed for the season so it's a perfect time to finish the project.

- Jib Lot: TBA when the small retaining wall in front of the Fire Department memorial will be completed. The contractor is fitting it in around other projects to keep the cost down.

- EHS Building: DCT Paving completed the driveway on Oct 29th. The work was fine and it's good to have it done.

  However, I was not very happy with their lack of a safety program. I addressed it with the owner prior to this date, but when the crew arrived they appeared without proper PPE. Half weren't wearing workboots, no hardhats when the machinery was overhead, etc. Gippy and I spoke to the owner in person to advise him of the risk he was exposing the Village to and insist that the crew not wearing protective footwear stay off the asphalt. The owner seemed entirely unfamiliar with the Occupational Health & Safety Act and the fact that he was subject to it. I would not recommend using them again.

ZVML Financial

- Snapshot – Library account balances as of Nov 2, 2026:

Banking Accounts:	
ZVML Fund account	$85,972
Investment Accounts:	
a) ZVML CHUMS reserve	$5,020
b) ZVML Capital reserve	$50,451
c) Community Foundation of NS: ZVML Charity reserve *as of Nov 12*	$61,644
d) BMO Mutual Funds	$4,243
Investments total	$121,358

- The Community Foundation of NS has a new portal that I can now log into anytime to check on account activity which is very convenient.

- Donation deposits in Oct totalled $613, included our two monthly donor contributions. There was also a donation of $575 last week. The donation total to date in 2026 is now $27,196.

Report completed by:
Heather McCallum, Village Clerk/Treasurer

Chester Fire Services Committee

Minutes

Chester Fire Services Committee (CFSC) Monthly Meeting

Wednesday, Oct 14, 2026 at 5:00 pm

Library/Village Boardroom, 63 Regent Street, Chester

Present	Colin MacDonald, Chair Norm Countway, Vice-chair Kirk Collicutt, Secretary-Treasurer Wilson Fitt Nancy Hatch
Ex-officio	Nick Hirtle, Acting Fire Chief, Chester Volunteer Fire Dept (CVFD)
Staff	Heather McCallum, Recording Secretary
Regrets	James Robert
Guest(s)	Mitch Vail, Fire Services & Safety Coordinator, Municipality of the District of Chester (MODC) Tom Bremner, Municipal Councillor District 3, MODC Randy O'Malley, Chester Village Commissioner

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1. Call to Order

The meeting was called to order by the Chair at 4:48 pm.

2. Approval of Agenda

Addition: Item 4.1 – Mitch Vail

Motion: Moved by Ms. Hatch; seconded by Mr. Collicutt: That the Chester Fire Services Committee approves the Agenda of the Oct 14, 2026 Monthly Meeting as amended. *Motion carried.*

3. Approval of Minutes

3.1 Monthly Meeting: Sep 9, 2026

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

3.2 Special Meeting: Sep 14, 2026

Motion: Moved by Mr. Fitt; seconded by Mr. Collicutt: That the Chester Fire Services Committee approves the Minutes of the Sep 14, 2026 Special Meeting as presented. *Motion carried.*

4. Business Arising

4.1 Mitch Vail, Fire Services & Safety Coordinator, MODC

Mr. Vail, the new Fire Services & Safety Coordinator for the Municipality, introduced himself. He has been a firefighter (volunteer, then career) himself for many years in New Brunswick, and most recently spent two years in a similar Fire Service Coordinator role in northern Quebec. His role with MODC is 60% fire, 35% health and safety, and 5% assistant emergency coordinator for Lunenburg County REMO.

Mr. Vail is here to provide some background and clarify the three recommended motions brought from the fire chiefs to the Fire Advisory Committee and then to Council. Council requested a letter from the six fire commissions in MODC and the CFSC confirming the motions *(Sched 4.1)*. The staff report to Council on Oct 8, 2026 on this matter is *also attached* for information.

The third motion appointing Mr. Vail as the Municipality's representative to the Fire Services Association of Nova Scotia (FSANS) was passed by Council on Oct 8th, but the ask regarding the Municipality issuing training certificates are with the Municipal Solicitor for a report. A Memorandum of Understanding may or may not be forthcoming.

FSANS, or the Fire Service Association of Nova Scotia, is a province-wide association – it is the voice of the fire service re safety, standards, etc. It has a director and an alternate from every county. Mr. Vail will be the alternate for Lunenburg County.

The Fire Advisory Committee (FAC) is made up of the seven fire chiefs and the seven fire commission chairs or their designates, two councillors, and himself, the Deputy CAO, and a recording secretary from staff. The FAC reports to Council in an advisory capacity.

The six fire commissions have their authority from the Rural Fire Services Act. The CFSC is different in that its authority comes from an inter-municipal agreement.

The intention of Council is to remain hands-off of fire operations and things like paying for training; this is all still the responsibility of the fire commissions/CFSC and fire departments. The Fire Services Coordinator's intention is to take some of the administrative burden off the fire chiefs only.

Councillor Bremner and Mr. Vail departed at 5:38 pm.

The CFSC agreed by consensus that they will look at the materials, especially an MOU, to ensure that it is tightly written and doesn't provide unforeseen latitude outside this specific ask.

5. Chester Volunteer Fire Department

5.1 Activity Report

Acting Fire Chief Hirtle reported that ractice this month will be a pumper relay practice in East River The second Level 1 course is well up and running since Oct 1st.

There was a fire prevention event with pre-primary to grade four children at the Chester District School, which the chief says went very well, the kids were "over the moon". He noted that a key takeaway is that a lot of kids were scared of a fully-dressed firefighter, and the sound of us breathing. So, the one big thing that we drove home to all the kids was: if you hear that, don't hide under beds or in the closets. Come to us.

There was also a fire prevention event at the Chester Mall last weekend which had good content but very low attendance from the public.

Last month had 14 service calls including 2 medicals, 5 fire alarms, 1 carbon monoxide alarm, 2 NPCs, and 1 public assistance call from RCMP.

5.2 Status of Replacement Truck 541: Contract

Chief Hirtle reported that the Truck Committee has a meeting with a rep from Fort Garry Fire Trucks. He is flying down to our fire hall and meeting with us Oct 29-29th. They will go over the whole pre-build line by line through the RFP.

6. Reports

6.1 Secretary-Treasurer

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

Action: $101K in donations are to be transferred to the Building Reserve.

Ms. McCallum spoke to the 2026-27 Q1&2 Budget Variance Report *(attach A)* and the 2025-26 Budget Variance Final Reconcile Report *(attach B)*. Both variance reports have notes to explain the numbers.

Action: The 2025-26 Final Reconcile report identifies $51,490 to be transferred to the Operating Reserve.

Ms. Hatch departed at 5:47pm.

6.2 New Fire Station Project

Mr. Fitt presented Status Report #15 on the Fire Hall project *(Sched 6.2)*.

He commented that a meeting will be held tomorrow (Oct 15) at the Fire Hall with the design and project teams to do a page turn of the 90% construction package. Grey Cardinal will have a Class A estimate by the end of the month. Civil drawings have gone to Dexter for a pre-site work estimate.

6.3 Communications Sub-Committee

Vice-Chair Countway commented that he needs content to pick up the social media campaign again.

Action: Vice-Chair Countway will take on the design and production of a construction sign for the site to avoid a mass of individual suppliers' signs.

6.4 Fundraising Sub-Committee

Chair MacDonald re-confirmed that pledge asks are out. Steele Auto Group has made the first of five annual donations of $100K.

6.5 MODC Fire Advisory Committee – Sep 16, 2026 Minutes

The Draft Minutes of the Sep 16th FAC meeting is shared for information *(Sched 6.5)*.

7. New Business

7.1 Changes to Procurement

MODC Procurement is stepping back from managing the CFSC's large procurement items like the new fire station tender and apparatus purchases going forward *(Sched 7.1)*. Thanks to Dan Pittman and Libby Vance of MODC for their help and guidance.

Fire Station: Mr. Fitt noted that while MODC's Procurement Policy will not apply to the CFSC, Provincial regulations and trade agreements do. The Phase 3 tender procurement will be handled by Grey Cardinal on the CFSC's behalf.

Apparatus 541:
Action: Ms. McCallum will draft a customized contract from the contract template that was included in the RFP, and will have our lawyer review.

7.2 CFSC Directors & Officers Election for New Term

The CFSC's current officers are:

- Colin MacDonald, Chair and President
- Norm Countway, Vice-Chair and Vice-President
- Kirk Collicutt, Secretary and Treasurer

Motion: Moved by Mr. Collicutt; seconded by Mr. Countway:
That the Chester Fire Services Committee re-appoint the same slate of officers for the new term beginning Oct 17, 2026.
Motion passed unanimously.

7.3 Correspondence: NS Fire Bulletin, Aug 2026

The Sep bulletin from the Department of Emergency Management was shared for information *(Sched 7.3)*.

8. In-Camera – Nil

9. Resumption of Public Meeting – Nil

10. Other Business – Nil

11. Adjournment

The meeting was adjourned at 6:15 pm.

Next meeting(s):

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

Sched 9.1 (b)

MUNICIPALITY OF THE DISTRICT OF CHESTER

FIRE ADVISORY COMMITTEE MEETING (Policy 112)

Wednesday, November 18, 2026 – 7:00 p.m.
Chester Basin Volunteer Fire Department, 5430 Highway 3

AGENDA

1. Meeting called to order by the Chairperson.

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

3. Review and Approval of Agenda/Order of Business

4. Introductions (if required)

5. Approval of previous meeting minutes

6. Matters Arising
   Sub Committee Report Updates:
   - Dry Hydrants/Water Supply
   - Training
   - Apparatus/Equipment
   - Recruitment and Retention

7. New Business

   October News Bulletin (attached)
   Chester Fire website use
   Purpose of FAC
   Follow up Discussion Re: Motions put forth to Council (attached):
   - Option 1 Firefighter Training
   - Option 2 Firefighter Training
   - Option Comparison
   - Requests from Chiefs for assistance
   - Fire Chiefs Support Needs

8. Roundtable

9. Adjournment / Date of next meeting: January 20, 2027

Sched 9.2

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

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

October 7, 2026, from 7-8:30pm

Members Present:

Lora Church, Luise Hopper, Teresa Alexander-Arab, Amy Chrysler, Natasha Strickland, Councillor Abdella Assaff (MOC), Councillor Penny Carver and Councillor Katherine McCarron (TOMB), Councillor Gale Fullerton (TOL),

Staff Present:

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

Guests Present:

Emily Morris, Western Region Placemaker, Inclusion Nova Scotia

Regrets:

Deputy Mayor Jennifer McDonald (TOB), Commission Chair Geraldine Pauley (VOC).

Meeting Called to Order:

Committee Chair Lora Church called the meeting to order at 7:06pm, beginning with a Land Acknowledgement. She also noted that October is Mi'kmaq History month, which is a time to recognize Mi'kmaq culture, language, history, and current life. This year's theme is "healing and Wellness". LCAAC members were provided with a poster along with the meeting materials that gives more details about the significance of this month.

2. Acknowledgements and Protocols:

2.1 The Chair read the reminder of accessibility as a human right.

2.2 The Chair 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 Approval of Agenda.

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

4. Approval of Minutes:

Tissy noted that she was incorrectly marked as absent at the September 2 LCAAC meeting and minutes will be amended to reflect this.

MOTION TO APPROVE PREVIOUS September 2 MEETING MINUTES AS AMMENDED, MOVED BY Councillor Penny Carver, SECONDED BY Amy Chrysler. ALL IN FAVOUR. MOTION CARRIED.

5. Guest Speaker:

Emily Morris, Inclusion Nova Scotia (INS), provided a presentation about the work Inclusion Nova Scotia is doing to support people with intellectual and developmental disabilities in Nova Scotia.

INS exists so that families with people with intellectual and developmental disabilities can live meaningful lives in community. It was started in the 1950's as a grass roots movement and is now connected to a global movement for Human Rights. It is based on the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD).

Emily shared a short video featuring a Nova Scotia family. The daughter has an intellectual disability, and the mother shared her fear about what kind of life she would have. Involvement with INS helped them learn how they could find ways to live inclusive and meaningful lives in community.

Some supports INS provides:

- Awareness of what a good life can look like
- Advocacy support to families and individuals
- Facilitating connections between families to allow for sharing of experiences and knowledge

Emily emphasized some additional points about INS, including:

- The person with a disability remains at the centre of what decisions are made and their supporters are included.
- Inclusion means more than just being present in a space.
- The simple idea that people with disabilities should have access to the same things/rights the rest of us have.
- Misconception: A good life is about fitting into the system. However, it's often the systems that need to change and create opportunities for inclusion.

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Emily also noted that people with disabilities will be more present in community soon due to the remedy work, which the LCAAC has learned about in previous meetings.

How do people find out about INS?

Mainly through word of mouth and presentations. Emily is hoping to hear more about what she can offer to people in our communities. She requests that people share her information if they can.

If people are interested in learning more, the INS email list is a way to stay connected. You can reach out to Emily at western@inclusionns.ca.

6. Accessibility Coordinator's Update

RHFAC Designation: Ellen announced that Town of Bridgewater Planner I and LCAAC staff resource for planning, Sana Karami received her Rick Hansen Foundation Accessibility Certification (RHFAC) Professional designation. This involves taking a course through the Rick Hansen Foundation in collaboration with the Nova Scotia Community College and passing the CSA administered national exam. Having more staff with this training and designation supports the efforts to embed accessibility into municipal daily practices. Congratulations to Sana on this accomplishment!

Volunteer summit: Ellen passed on a request from MODL for a volunteer with a disability who could speak on a panel on November 7 at NSCC. There is an honorarium of $150 to participate. The panel will explore the experience of people from varying perspectives on their volunteering.

Nova Scotia Alzheimer Society event: Ellen hosted a table at the Community Week event on September 23 and spoke to at least 15 community members about what the work around accessibility in Lunenburg County is all about. This included talking about the LCAAC. She shared some resources with folks and received one recommendation for change to make the community more accessible: The library at the LCLC is too far from the entrance, which makes it difficult for many people to get to it at all or without significant effort or discomfort. This is a concern that has been raised many times in the past.

The MARC: Ellen shared that MODL is installing anew inclusive playground in 2027. The plan is currently to include multiple inclusive options for play equipment and an accessible ground surface material (currently artificial turf). a fence, sensory features, a variety of swing designs, etc. are also planned. The group asked if the LCAAC will be consulted on the project. Ellen noted that this was not part of the project.

The committee discussed how they would like to be consulted more frequently and how they can ensure this happens in a more consistent way. Ellen noted that one of the actions in the Lunenburg County Accessibility Plan-2025-2028 refers to clarifying the governance of the accessibility work in the region and that one effort to support additional requests to the

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LCAAC was the presentations by committee Chair Lora Church to the municipal Councils earlier this year.

The group made several additional suggestions including incorporating an item into reports to council (Requests for Decision/Direction) that ensure accessibility has been considered, that the Regional Accessibility Coordinator determine if items should be referred to the LCAAC, a survey to CAO's to request a list of upcoming projects that the LCAAC could review and request to be consulted on, and writing a short letter outlining what the group would like to be consulted on.

The committee determined that Ellen would raise the issue with municipal leadership and report back to the LCAAC about suggested steps.

Wiles Lake: This is a project that MODL is working on that will develop the current site into a more accessible park. There have been some community engagement opportunities and the LCAAC should have a chance to give more feedback as the project progresses.

Vault Toilet Replacements: MODL parks with existing vault toilets will be upgraded in the next fiscal year with the new style of vault toilets like at Indian Falls and Mushamush.

AMANS EDIA Symposium: This symposium is offered by the Association of Municipal Administrators of Nova Scotia on November 24-25 in Truro. It will focus on equity, diversity, inclusion and accessibility in the municipal context. Representatives from several of the municipalities in Lunenburg County will be attending.

7. Matters Arising (follow up from past meetings)

7.1 PEACH project update: Ellen noted that the team from the PEACH Research Unit at Dalhousie is aiming to present their documentation project of municipal spaces at the November LCAAC meeting.

7.2 Seeking new LCAAC members: Ellen shared that the deadline for applying for the LCAAC is October 9 and there are currently four applications. There was one request for more information from a potential applicant who works shift work so can't commit to all meetings. The group discussed and agreed that this committee is committed to providing flexibility wherever possible.

7.3 Plan for IDPD: Ellen provided an update on the work to plan an event for International Day of Persons with Disabilities. There are plans to work with NSCC and Inclusion Nova Scotia to host an in-person event on December 3. Details will be shared at the November LCAAC meeting and Ellen and Amy will continue to support event planning.

7.4 2026Accessibility Funding Awareness: Due to time constraints, the committee deferred this item to the next meeting agenda.

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7.5 Committee Attendance Statistics: At the last meeting, the committee discussed making sure that community members did not have a lot of barriers to applying and participating as part of the LCAAC. The idea of community members having lower attendance than elected official members came up and Ellen was asked to check into this. At each meeting in fiscal years 2024-25 and 2025-26 an average of 4.2 community members attended each meeting compared with an average of 4.4 elected official members. Over the last few meetings, the numbers are as follows with community members first and elected official members second:5/4, 5/4, 3/3, 1/5. The group agreed that there did not appear to be a consistent issue with community member/elected official member attendance at this time.

8. New Business

8.1 Days of Significance: The question has been raised as to whether the LCAAC should have a list of days of significance (e.g., Access Awareness Week, IDPD, etc.) that could be made available to the public and used by municipalities. Sana from Town of Bridgewater and Tissy from MODL both noted that this work is happening at both of their organizations already. The group determined that they would review the results of that work then decide if the available lists are appropriate for their purposes.

8.2 Public Transit: Due to time constraints, the committee deferred this item to the next meeting agenda.

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Lora noted that the provincial government's Build a Budget is available to the public. It can be challenging to complete but may be worth it to communicate your views to the government in advance of the next provincial budget.

Lora also reminded members that the Human Rights Remedy Monitor's Report is available to the public now and outlines how the process is progressing.

Louise shared that October 17 is the International Day for the Eradication of Poverty. Ellen will share information about an upcoming event in New Germany to mark this day.

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The meeting was adjourned at 8:31 as all items on the agenda were complete.

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