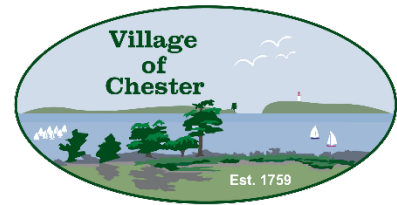


Minutes

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

In-Person only

27 Pleasant Street, Chester



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

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

NOTE: Due to technical difficulties, there was no livestream this meeting therefore there is also no video archive.

1.0 Call to Order

Chair Pauley called the April 22, 2026 Regular Monthly Meeting of the Village of Chester Commission to order at 6:00 pm.

Chair Pauley stated the Land Acknowledgement:

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

2.0 Public Forum

- Kristina Nicoll - [REDACTED] Central Street:
Ms. Nicoll read a prepared statement, noted she would send the text by email, and asked for it to be placed in the meeting minutes.
[NOTE: This has not yet been received but will be shared if/when available.]

3.0 Approval/Amendment of Agenda

Motion #26-019: Commissioner Nauss moved; Vice-chair O'Malley seconded: That the Agenda of the Chester Village Commission's April 22, 2026 Regular Monthly Meeting be approved as presented.
Motion carried unanimously.

4.0 Approval/Amendment of Minutes

4.1 Monthly Commission Meeting: March 18, 2026

Motion #26-020: Commissioner T. Mulrooney moved; Commissioner Nauss seconded: That the Minutes of the Chester Village Commission's Mar 18, 2026 Monthly Meeting be approved as presented.
Motion carried unanimously.

5.0 Business Arising

5.1 2026/27 Village Budget

The Commissioners discussed Draft v. 5 of the Village Budget (*Schedule 5.1*).

Motion #26-021: Commissioner L Mulrooney moved; Vice-chair O'Malley seconded: That the Village of Chester Commission approves the Village of Chester Commission's budget for 2026/27 fiscal year.
For: Chair Pauley, Vice Chair O'Malley, Commissioners L. Mulrooney and Nauss
Abstained: Commissioner T. Mulrooney
Motion carried.

5.2 Jib Lot: Suggested Landscape Plan

Commissioner T. Mulrooney's suggested plan will be considered for Year 2 of MODC's "Beautification & Revitalization" program, and is included for information at this time (*Schedule 5.2*).

6.0 Correspondence

6.1 Assoc. of NS Villages: Coordinator

C/T McCallum reviewed an email from the Association that Doug Boudreau has been hired as the staff person (*Schedule 6.1*). His start date was April 1, 2026.

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

Notification was received from the Deputy Minister of the NS Department

of Emergency Management to make it known the “Support for Fire Protection Services Act” has been passed (*Schedule 6.2*).

7.0 Reports

7.1 Report from the Chair

Chair Pauley reported that approved minutes are included from the last Accessibility Committee (*Schedule 7.1*).

Chair Pauley’s noted that her main focus this past month has been on getting the Library set-up and organized for re-opening, as well as liaising with South Shore Public Libraries (SSPL) on their preparations.

7.2 Clerk/Treasurer Report

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

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

(a) The CFSC’s approved minutes of March 11, 2026 were shared for information (*Schedule 7.3(a)*). [www.chesterfirecommittee.ca]

(b) Nil

7.4 Lunenburg County Accessibility Advisory Committee (LCAAC)

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

7.5 MODC Village Planning Advisory Committee (VPAC)

Vice-chair O’Malley shared that MODC Council has moved ahead with consolidating the Municipal Planning Advisory Committee, Village Planning Advisory Committee, and Heritage Advisory Committee into one. The former committee memberships are dissolved and anyone interested must re-apply. He noted that there is no designated seat on the new committee for the Village Commission, unless an application is accepted by Council.

8.0 New Business

8.1 COMMUNITY Grant Disbursement: 6 Applicants

Discussion was held on the applications (Schedule 8.1) and on the process for approval. It was agreed to proceed with awarding the grants similar to how they were awarded in 2025.

Motion # 26-022: Commissioner Nauss moved; Vice-chair O'Malley seconded: That the Village of Chester Commission approve the Grants as stated below:

Chester Arts Centre	\$2,000.00
Chester Farmers Market	\$1,000.00
Chester Merchants Association	\$2,000.00
Chester Municipal Heritage Society	\$2,000.00
Chester Playhouse	\$2,000.00
Chester Yacht Club	\$1,000.00

Motion carried unanimously.

9.0 Commissioner Roundtable – Nil

10.0 In-Camera

Motion #26-023: Commissioner T. Mulrooney moved; Commissioner Nauss seconded: That the Commission move in camera as per Section 408B(2) of the Municipal Government Act to discuss legal advice eligible for solicitor-client privilege.

Motion carried unanimously.

The Commission recessed at 6:31 pm.

11.0 Resumption of Public Meeting

The public meeting resumed at 7:18 pm.

• Snowbank Removal: Action Discussion

It was decided by consensus that the Village Commission will send a letter to MODC Council requesting that the Municipality's former snowbank removal policy (over 6") be re-instated due to public safety and emergency vehicle access.

- **Other**

ACTION: Because the livestream was unavailable this evening, the Clerk/Treasurer will post “Meeting Highlights” online so that there is some record of the key points released prior to the adoption of the Minutes.

12.0 Adjournment

There being no further business, the meeting was adjourned at 7:20 pm.

Next Meeting(s)

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

Commission Chair
Geraldine Pauley

Clerk/Treasurer
Heather McCallum

Schedule 5.1

Village of Chester Commission
2026/27 Village Operations & Capital Budgets - SUMMARY
Draft v. 5 | Apr 22, 2026 - For consideration of approval

Page	Table of Contents	Budget 2026/27	Description
REVENUE SUMMARY			
p. 2	GENERAL GOV'T / OPERATIONS BUDGET	\$490,009.00	Preliminary property tax assessment + other revenue
p. 4	CAPITAL BUDGET	\$273,442.75	Federal/Provincial capital grants + reserve funds + tax revenue
p. 5	LIBRARY BUDGET	\$70,145.00	Funding from tax revenue + ZVL endowment
p. 6	EHS BUILDING BUDGET	\$21,260.00	EMS rental income only; no public funds
TOTAL REVENUE		\$854,856.75	
EXPENSE SUMMARY			
p. 2-3	GENERAL GOV'T / OPERATIONS BUDGET	\$489,570.00	Disbursement of property tax revenue income
p. 4	CAPITAL BUDGET	\$273,442.75	This fiscal: Lido Pool, Public Washroom, Jib Lot
p. 5	LIBRARY BUDGET	\$70,145.00	ZVML operations and capital
p. 6	EHS BUILDING BUDGET	\$21,260.00	EHS peration and maintenance (from rental income)
TOTAL EXPENSES		\$854,417.75	
DIFFERENCE (+surplus or -deficit)		439.00	<i>*Subject to change as fiscal year progresses</i>
p. 7-10	BUDGET NOTES		Line notes for all four budgets.

Village of Chester Commission
2026/27 Village Budget - GENERAL GOVERNMENT / OPERATIONS BUDGET
Draft v. 5 | Apr 22, 2026

VOC GL#		YTD to Mar 31st (Prelim.) 2025/26	Budget 2025/26 (Tax rate 0.0777)	Budget 2026/27 (Tax rate 0.0777)	Notes
REVENUE - General Gov't Operations					
Property Tax Revenue					
4100	Village General Govt Property Tax	413,430.91	413,047.35	454,610.00	1.01
4100	Grants in Lieu (GIL)	0.00	745.00	0.00	1.02
	Operating Allocation to ZVML (former rent)			-20,000.00	1.03
	Extra Allocation to ZVML (2nd SSPL Staff)			-10,000.00	1.04
	Allocation to Village Capital Budget			-2,500.00	1.05
	Revenue Total	413,430.91	413,792.35	454,610.00	
Other Revenue					
4050	CFSC Management/Admin Income	53,517.95	49,100.00	51,035.00	1.06
4118	CFSC Overhead Income	8,906.59	5,005.00	5,000.00	1.07
4116	Eastlink Rental/Tower	2,696.25	2,615.00	2,670.00	
4201	Provincial HST Offset Grant	3,864.10	1,710.00	TBD	1.08
4220	Extraordinary Revenue	580.19	0.00	4,500.00	1.09
4225	Federal Govt Grant (Canada Summer Jobs)	4,946.00	4,945.50	4,694.00	1.10
	Revenue Total	74,511.08	63,375.50	67,899.00	
	TOTAL REVENUE	\$487,941.99	\$477,167.85	\$490,009.00	
EXPENSES - General Gov't Operations					
Governance					
5450	Annual General Meeting	254.79	1,500.00	1,500.00	1.12
5477	Commissioner Honorarium	12,042.05	11,520.00	14,130.00	1.13
5461	Commissioner Meeting Pay	1,616.84	2,580.00		1.14
5462	Secure Laptop/Tablet(s)	2,888.62	3,335.00	600.00	1.15
5431	Low-Income Property Tax Exemptions	639.86	4,000.00	3,500.00	1.16
5432	Non-Profit Tax Exemptions	194.25	2,000.00	2,000.00	1.17
5496	Election Expense	254.79	2,600.00	2,600.00	1.18
	Governance Total	17,891.20	27,535.00	24,330.00	
Administration					
5430	Village Office Rent - VOC Portion	15,354.43	15,020.00		1.19
5250	Village Office Rent - CFSC Portion	8,906.59	5,005.00		1.20
5428	Village Office Cleaning	3,788.60	3,760.00	6,230.00	1.21
5435	Audit Fees	5,193.15	5,000.00	5,195.00	
5440	Employee Wages - VOC portion	59,869.22	64,635.00	86,195.00	1.22
5210	Employee Wages - CFSC Portion	53,517.95	49,100.00	51,035.00	1.23
5447	Employment Insurance				1.24
5448	Canada Pension Plan				1.24
5457	Community Newsletter (Quarterly)	1,806.44	4,000.00	4,000.00	1.25
5455	Advertising	265.75	3,000.00	2,000.00	
5460	Membership & Dues	1,107.72	1,200.00	1,000.00	
5459	ANSV Staff Coordinator - Cost Share	0.00	3,500.00	3,500.00	1.26
5456	ANSV Annual Conference - Host			5,000.00	1.27
5465	Training & Travel	3,040.14	5,660.00	3,000.00	
5470	Bank Charges	666.20	350.00	750.00	
5472	Consultants	2,173.26	3,000.00	3,000.00	
5475	Legal Fees	5,499.85	3,000.00	6,000.00	1.28
5476	Medical Insurance (Telus Health-VOC portion)	7,649.16	7,650.00	8,175.00	1.29
5478	Employee Benefits (RSP)	4,156.00	4,150.00	4,235.00	1.30
5480	Office Phone & Internet	2,434.81	2,400.00	3,000.00	1.31
5481	IT Support & AMANS Website	7,040.25	9,040.00	9,390.00	1.32
5481	IT Infrastructure Installation	7,040.25	9,040.00	5,730.00	1.33
5490	Insurance (Liability & Property)	19,873.73	22,000.00	19,060.00	1.34
5492	Cyber Insurance	2,435.00	2,570.00	2,680.00	1.35

VOC GL#		YTD to Mar 31st (Prelim.) 2025/26	Budget 2025/26 (Tax rate 0.0777)	Budget 2026/27 (Tax rate 0.0777)	Notes
5445	Office Supplies & Expenses	8,640.54	4,000.00	4,500.00	
5495	Office Equipment & Programs	6,433.14	6,200.00	6,500.00	
5446	Moving Expenses (2026 only)	TBD	0.00	3,500.00	1.36
	Administration Total	226,892.18	233,280.00	243,675.01	
	Protection				
5501	Street Lights Power	7,836.45	8,000.00	8,400.00	1.37
5526	Street Lights Maintenance	5,011.39	5,100.00	3,000.00	1.38
5540	Crossing Guards	12,358.25	16,000.00	14,850.00	1.39
5535	Snowbank Removal			0.00	1.40
	Protection Total	25,206.09	29,100.00	26,250.00	
	Beautification				
5565	Flower Baskets	22,102.31	23,530.00	23,000.00	1.41
5570	Wreaths	4,711.08	5,000.00	5,000.00	1.42
5581	Other Beautification			0.00	
	Economic Development				1.43
5582	Community Celebrations/Grants	10,000.00	10,000.00	12,000.00	1.44
5590	Tourism Attraction Projects	1,602.92	2,500.00	2,000.00	1.45
5595	Visitor Information Center (VIC)	14,406.00	10,000.00	14,000.00	1.46
5586	VIC Summer Student (9 weeks)			6,280.00	1.47
5591	Highway Directional Signs	0.00	4,200.00		1.48
	Economic Development Total	26,008.92	26,700.00	34,280.00	
	Misc Public Works				
5575	Summer Compost Collection	24,603.13	25,985.00	31,350.00	1.49
5585	Property Maintenance/Landscaping	4,684.40	7,720.00	7,500.00	1.50
5960	Public Washroom Operation/Maintenance	17,396.73	14,200.00	17,800.00	
	Misc Public Works Total	46,684.26	47,905.00	56,650.00	
	Jib Lot				1.51
5405	Jib Lot Maintenance	1,041.97	3,000.00	3,500.00	1.52
5407	Jib Lot Fence Removal	3,635.20	3,700.00		
5410	Land Taxes (Waste Collection)	642.36	650.00	710.00	1.53
5415	Water Lot Taxes (Waste Collection)	144.60	150.00	160.00	1.53
	Jib Lot Total	5,464.13	7,500.00	4,370.00	
	Lido Pool				1.54
5910	Lido Maintenance & Operations	26,668.73	32,750.00	30,600.00	1.55
5925	Lido Insurance	5,162.34	4,800.00	5,680.00	1.56
5935	Life Guard Wages (9 weeks)	24,200.87	32,975.00	30,865.00	1.57
5940	Supervisor/Security (Race Week)	2,165.11	1,880.00	2,210.00	
5945	Lido Taxes (Waste Collection Fee)	1,164.36	1,200.00	1,280.00	
	Lido Pool Total	59,361.41	73,605.00	70,635.00	
	Reserves (Planned)				1.58
5743	Gen Gov't Operating Reserve Deposit	16,576.41	TBD	TBD	1.59
5937	Lido Reserve Deposit	3,970.70	10,000.00	TBD	1.60
5742	Utility Reserve Deposit	1,300.00	1,300.00	1,380.00	1.61
	Reserves Total	21,847.11	11,300.00	1,380.00	
	TOTAL EXPENSE	\$429,355.30	\$456,925.00	\$489,570.00	
	DIFFERENCE (+surplus or -deficit)			439.00	1.62

Village of Chester Commission
2026/27 Village Budget - CAPITAL BUDGET
Draft v. 5 | Apr 22, 2026

VOC GL#		YTD to Mar 31st (Prelim.) 2025/26	Budget 2025/26 (Tax rate 0.0777)	Budget 2026/27 (Tax rate 0.0777)	Notes
REVENUE - Capital					
Revenue Sources					
2200	Provincial Grant (CCTH) re Repairs	26,296.72	26,296.72	145,810.00	2.01
2200	Federal Grant (EAF) re Public Washroom Accessibility	29,174.39	93,847.14	64,672.75	2.02
4235	MODC Grant (Beautification & Revitalization)			5,000.00	2.03
4100	Allocation from Operations Budget			2,500.00	2.04
4223	Provincial Grant (GRID) re Accessibility	0.00	TBD	TBD	2.05
4170	Transfer from Lido Reserve re Repairs	6,029.30	65,105.00	55,460.00	2.06
Revenue Total		61,500.41	185,248.86	273,442.75	
TOTAL REVENUE		\$61,500.41	\$185,248.86	\$273,442.75	
EXPENSES - Capital					
Capital Projects					
5915	Lido Capital Repairs	32,326.02	26,296.72	201,270.00	2.10
5916	Lido/Washroom Accessibility Retrofit	29,174.39	158,952.14	64,672.75	2.11
5916	Lido Facility Accessible Entrance	0.00	TBD		2.12
5406	Jib Lot Patio & Landscaping			5,000.00	2.13
5952	Lido Parkette Landscaping			2,500.00	2.14
4223	Re-pay unspent GRID	0.00		TBD	2.15
Capital Projects Total		61,500.41	185,248.86	273,442.75	
TOTAL EXPENSE		\$61,500.41	\$185,248.86	\$273,442.75	
DIFFERENCE (+surplus or -deficit)				-0.00	

Village of Chester Commission
2026/27 Village Budget - ZOÉ VALLÉ MEMORIAL LIBRARY (ZVML) BUDGET
Draft v. 5 | Apr 22, 2026

KEY: **Blue text** highlights revenue/funding from the Trust and its expenses.

		(12 months)	(3 months)	Budget 2026/27	Notes
ZVML GL#		Actuals Jan-Dec 2025 Trust (TBC)	Pending Actuals 2025/26 Q4 Trust (TBC)		
REVENUE - LIBRARY					3.01
Allocation from Village of Chester					3.02
4050	Operating Allocation (former rent)			20,000.00	3.03
4050	Extra Allocation for 2nd SSPL Library staff (PT)			10,000.00	3.04
VOC Funds Subtotal				30,000.00	
*Does not include approx. \$16,000 spend by Village for shared cleaning, phones, internet, etc.					
Grant(s) from Village of Chester					3.05
4020	Provincial Grant (GRID-Accessibility)			TBD	3.06
VOC Grants Subtotal				0.00	
Revenue to ZVML Trust					3.07
4010	Donation Income to ZVL	4,368.38	0.00	5,000.00	3.08
4030	Investment Income to ZVL	4,651.28	0.00	3,725.00	3.09
Trust Income Subtotal		9,019.66	0.00	8,725.00	
Transfers from ZVML Reserve					3.10
4060	Funding for 1 SSPL Library staff (PT)			10,000.00	3.11
4060	Funding for Library Operations			6,220.00	3.12
4065	Funding for Library Capital			15,200.00	3.13
4065	Funding for Accessibility Retrofits			TBD	3.14
Funds from Reserve Subtotal				31,420.00	
TOTAL REVENUE		\$9,019.66	\$0.00	\$70,145.00	
EXPENSES - LIBRARY					3.20
Physical Plant Operations					3.21
5020	Building Maintenance	5,054.08	0.00	5,000.00	3.22
5030	Heat	3,798.67	0.00	6,000.00	3.23
5040	Power	1,008.86	0.00	1,700.00	3.24
5050	Smoke Detection			2,825.00	3.25
5060	Security Cameras			2,110.00	3.26
5070	Insurance	5,133.00	0.00	5,650.00	3.27
5080	Property Tax (Waste collection fee)	634.79	0.00	650.00	3.28
5090	Bank Charges		0.00	300.00	3.29
Village Expenses Subtotal		15,629.40		24,235.00	
Library Operations					3.30
5310	Fundraising Expenses	448.75	0.00	1,000.00	3.31
5320	Public Wi-Fi Infrastructure Install			1,910.00	3.32
5330	Marketing	5,203.58	0.00	2,000.00	3.33
5340	Library Administrator (PT)			5,200.00	3.34
5350	SSPL Librarian #1 (PT)			10,000.00	3.35
5355	SSPL Librarians #2 (PT)			10,000.00	3.36
5360	Volunteer Expenses			600.00	3.37
Trust Expenses Subtotal		5,652.33		30,710.00	
Library Capital					3.38
5510	Building Capital Repairs		0.00	15,200.00	3.39
5550	Accessible Entrance & Washroom			TBD	3.40
Capital Expenses Subtotal		0.00	0.00	15,200.00	
TOTAL EXPENSES		\$21,281.73	\$0.00	\$70,145.00	
DIFFERENCE (+surplus or -deficit)				0.00	

Village of Chester Commission
2026/27 Village Budget - EMC BUILDING BUDGET
Draft v. 5 | Apr 22, 2026

VOC GL#		YTD to Mar 31st (Prelim.) 2025/26	Budget 2025/26	Budget 2026/27	Notes
REVENUE - EMC Building					
Revenue Sources					
4110	Rental income - EMC	20,993.28	21,260.00	21,260.00	4.01
4180	Transfer from EHS Reserve	0.00	0.00	0.00	4.02
Revenue Total		20,993.28	21,260.00	21,260.00	
TOTAL REVENUE		\$20,993.28	\$21,260.00	\$21,260.00	
EXPENSES - EMC Building					4.10
EMC Building					
5705	EMC Maintenance & Repairs	7,117.91	8,500.00	6,000.00	4.11
5710	EMC Insurance	1,349.44	1,250.00	1,485.00	4.12
5715	EMC Taxes (Property & Waste)	5,073.46	5,270.00	5,580.00	4.13
EMC Building Total		13,540.81	15,020.00	13,065.00	
Capital Projects					
5709	EMC Capital Project			3,000.00	4.14
5709	EMC Building Landscaping			3,000.00	4.15
Capital Projects Total		0.00	0.00	6,000.00	
Reserves (Planned)					
5720	EMS Reserve Deposit	7,452.47	6,240.00	2,195.00	4.16
Reserves Total		7,452.47	6,240.00	2,195.00	4.17
TOTAL EXPENSE		\$20,993.28	\$21,260.00	\$21,260.00	
DIFFERENCE (+surplus or -deficit)				0.00	

Village of Chester Commission
2026/27 Village Budget - NOTES
Draft v. 5 | Apr 22, 2026

GENERAL GOVERNMENT / OPERATIONS BUDGET

- 1.01 2026 preliminary property assessments provided by Municipality (subject to appeals) x unchanged tax rate of \$0.077 per \$100/assessment. Assessments increased by approx. 9%.
- 1.02 Grants in Lieu of property tax: Federal government, Provincial government, and NS Power properties in the Village.
- 1.03 Core operational funding to the Zoé Vallé Memorial Library (ZVML); equivalent of annual commercial rent paid at Pleasant Street location. **ZVML benefit*
- 1.04 Additional funding contribution to the ZVML to pay for a second part-time librarian (two half-days/year). **ZVML benefit*
- 1.05 Village contribution to an MODC "Beautification & Revitalization" capital project, Phase 1.
- 1.06 The Village invoices Chester Fire Services Committee for management and administration: 40% Clerk/Treasurer and 50% Admin Assistant (regular hours only).
- 1.07 The Village invoices Chester Fire Services Committee for 25% of the office rent equivalent (see note #1.03) to cover use of meeting space, equipment, supplies, etc.
- 1.08 Provincial grant based on spend two fiscal years past; award variable depends on the number of applicants and funding pool.
- 1.09 Chester is the 2026 host for the annual Association of Nova Scotia Villages (ANSV) Conference. The Board of Directors normally provides \$4.5-5K to the host to offset costs.
- 1.10 Canada Summer Jobs grant for two 2026 students: 1 lifeguard, 1 VIC staff (\$2,347 x 2).
- 1.11 The 2025 Nova Scotia Annual Consumer Price Index (CPI) 2.1% - this is tracked throughout.
- 1.12 Based on actual previous costs and adding a notice flyer mailout to improve reach.
- 1.13 Increased by CPI = \$2,260/ea + \$4,520 for Chair this year (includes WCB).
- 1.14 Discontinued.
- 1.15 One Village-owned secure Chromebook for Commissioner use; 2026 election is for one seat.
- 1.16 Reduced projection a based on low uptake to date.
- 1.17 Noted that there is low update to date.
- 1.18 Based on 2022 actual costs (last contested election) plus CPI; 2026 election is for one seat.
- 1.19 Discontinued; funds for commercial rent redirected to ZVML (see note #1.03).
- 1.20 Discontinued; CFSC is still invoiced for 25% of the equivalent (see note #1.07)
- 1.21 Commercial cleaning service (Inside Out) 2026 rate; increased due to change in location. **ZVML benefit*
- 1.22 Showing VOC cost-share of staff salaries. Includes CPI salary increases for staff and 2026 WCB, EI, and CPP payments. 2026/27 VOC portion is 60% of Village Clerk/Treasurer + 50% Admin Assistant, including 10 additional hours per week for library support **ZVML benefit*
- 1.23 Showing CFSC cost-share of staff salaries. Includes CPI salary increases for staff and 2026 WCB, EI, and CPP payments. 2026/27 CFSC portion is 40% of Village Clerk/Treasurer + 50% Admin Assistant (excluding the additional library hours).
- 1.24 Employment Insurance (EI) and Canada Pension Plan (CPP) contributions are included in all salary lines above, along with Workers Compensation.
- 1.25 Four issues of quarterly print newsletter, based on printing and Canada Post distribution. Writing and layout is in-house.
- 1.26 ANSV staff person has been hired. All the villages' cost shares will be invoiced by the association.
- 1.27 Projected budget for hosting the annual ANSV Conference (see note #1.09).
- 1.28 Increase to legal fees budget based on recent activity.
- 1.29 Based on quoted rate effective April 1 2026; 60% employer portion. Employee portion is deducted from payroll.
- 1.30 6% RSP per Clerk/Treasurer contract.
- 1.31 Projected actual + CPI; includes third phone line for Library. **ZVML benefit*
- 1.32 Incl. AMANS website fees and re-design of site (carried over from last year) + G23 IT back-end management & security.
- 1.33 Includes 75% of G23 new infrastructure install at 63 Regent Street (full cost \$7,641.32). **ZVML benefit*
- 1.34 Projected insurance increase by 10% (minus Fire Station property premium billed to Chester Fire Services Committee).
- 1.35 Projected insurance increase by 10%.
- 1.36 Includes storage rental, moving supplies, labourers, staff furniture, etc.
- 1.37 Includes 3.9% Nova Scotia Power rate increase.
- 1.38 Allowance for one decorative fixture repair as a precaution.
- 1.39 Increased by CPI (\$17.80/hr) + 6% vacation pay; incl. vacation pay, WCB, EI, and CPP.

- 1.40 MODC Public Works' former policy was snowbank removal over 6". Cost estimated for "Downtown T" is approx. \$5K per snowfall. MODC Council will be asked to re-instate policy due to safety and emergency vehicle concerns.
- 1.41 Incl. 76 hanging flower baskets, maintenance & labour + CPI; three-year contract.
- 1.42 Incl. 51 holiday wreaths, bows, and labour.
- 1.43 See also Capital Budget for "Beautification & Revitalization" projects for Jib Lot & Lido Parkette.
- 1.44 \$10,000 disbursed in May per Village "Grants Policy". New \$2,000 allotted for later requests.
- 1.45 Fund for promotional premiums and marketing opportunities, i.e. Saltscapes Expo.
- 1.46 Includes train station facility rental \$3,700/year; and allowance for insurance, phone, IT, sign, furnishings, office equipment, visitor materials, and volunteer honorariums.
- 1.47 Summer student for 9 weeks, July-August 2026. Partially offset by Canada Summer Jobs grant (\$2,347).
- 1.48 Replacement Highway 3 directional signs postponed. To be revisited after Tancook Ferry relocation.

- 1.49 GE quote for 16 weeks: Jun 15-Sep 30, 2026 with fuel surcharge 40% (fluctuates).
- 1.50 Rate based on changeover to groundskeeping supplier MODC Public Works.
- 1.51 See also Capital Budget.
- 1.52 Rate based on changeover to groundskeeping supplier MODC Public Works.
- 1.53 Projected property assessment increase by 10%.
- 1.54 See also Capital Budget.
- 1.55 Based on average of past three years' actuals.
- 1.56 Projected insurance increase by 10%.
- 1.57 Based on full staffing (3 FT + several PT). Includes vacation pay, WCB, EI, and CPP. Partially offset by Canada Summer Jobs grant for 1 lifeguard (\$2,347).
- 1.58 Per Village's "Reserve Funds & Investment Policy".
- 1.59 Operations Reserve deposit is not part of the annual budget unless a fixed additional amount is planned; the previous fiscal year's variance surplus must go to reserve per the "Municipal Government Act". Shown here to confirm it is done.
- 1.60 Per policy, amount is \$30,000 or as otherwise directed by Commission. Reduced to accommodate capital repair costs; will consider the budget-actual variance for this section as the deposit, similar to EMC.
- 1.61 Per policy, figure is approx. 10% of streetlight spend; transferred in final month of fiscal year.
- 1.62 Actual budget surplus or deficit is variable through fiscal year.

CAPITAL BUDGET

- 2.01 Assumes the Village's application for the Recreation Facility Grant is successful; covers 2/3rds of project cost (note that this is the final year for this grant).
- 2.02 Final piece of project to be completed this year: accessible parking space, accessible walkway and entrance to building. Funder's deadline extended to 2027.
- 2.03 "Beautification & Revitalization Phase 1" Economic Development grant from MODC: Jib Lot patio and landscaping.
- 2.04 Village cost share for above grant: Lido Parkette landscaping.
- 2.05 Lido Pool project cancelled; \$242K being held in reserve fund. In discussions with funder re: redirecting funds to ZVML project for consideration (50% of costs maximum; final year of grant).
- 2.06 If Recreation Facility Grant is successful (see note #2.0), to pay 1/3rd of capital repairs cost.

- 2.10 Preliminary quote to complete exterior sea wall rebuilding, continuing from 2024-25 work IF Recreation Facility Grant is successful (see notes #2.01 & 2.06). If it is not a reconsideration of the work will be needed.
- 2.11 Project in process (extended) (see note #2.02). Lido Reserve \$65K contribution not needed due to change in scope.
- 2.12 Lido Pool accessible entrance to deck project *cancelled* due to costs.
- 2.13 Ballpark quote for "Beautification & Revitalization Phase 1" project: Jib Lot.
- 2.14 Placeholder for "Beautification & Revitalization" project: Lido Parkette.
- 2.15 Original project cancelled; unspent portion to be returned. In discussions to re-direct some funds to Library accessible entrance and washroom (see ZVML Budget).

ZOÉ VALLÉ LIBRARY (ZVL) BUDGET

- 3.01 At handover on Apr 1, 2026, the ZVML endowment fund contained \$189,922. \$4,713 of this is the CHUMS Fund.
- 3.02 Allocations from the Village of Chester's operating budget to support Expenses: Physical Plant Operations and part of Library Operations. (Does not include approx. \$16,000 spend by Village for shared cleaning, phones, internet, etc.)
- 3.03 Former rent expense; see Village operating budget line #5430.
- 3.04 Additional contribution from Village's operating budget.
- 3.05 Reflects grant(s) acquired by the Village for the benefit of the Library.
- 3.06 The Village has \$242K GRID grant for accessibility in a reserve account for a cancelled project. Negotiations are taking place with funders to re-direct some of this funding to the Library, which would cover 50% of retrofits.
- 3.07 Reflects projected income to the trust. Currently, the entire ZVML endowment fund is in a chequing account. Funds not needed for operations or capital in 2026/27 will be moved to reserves (investment accounts) for better protection of capital and returns.
- 3.08 Estimate based on average fundraising in recent years.
- 3.09 Rate of return on investment amount to be confirmed.
- 3.10 This is the amount of funds required from the Trust to cover the 2026/27 Library Operations and Capital budgets. See next four notes for details.
- 3.11 Endowment funds to support one South Shore Public Libraries (SSPL) librarian for two half-days a week.
- 3.12 Endowment funds needed to balance Library Operations budget to \$0, excluding Village top-up funding (see Expenses: Library Operations).
- 3.13 Endowment funds needed for Library Capital budget (see Expenses: Library Capital).
- 3.14 Endowment for accessibility retrofit - cost TBD. (If re-directed proposal to GRID is accepted, this will cover 50% of cost.)

- 3.20 Note that all ZVML expenses were paid by Trust via MODC until Mar 31, 2026. The 2025/26 final actuals are not yet available from the Municipality.
- 3.21 Physical Plant Operations is fully funded by the Village of Chester.
- 3.22 Maintenance costs are based on the trend over the past five years.
- 3.23 Based on the high end of the past five years' average. This is a new expense for the Village.
- 3.24 Based on the highest cost from the past five years. This is a new expense for the Village.
- 3.25 Installation of 10 wireless smoke detectors (every room + basement), monitor panel, and labour.
- 3.26 Includes 1 outside camera and 2 inside cameras, a video recorder, remote access application, and labour.
- 3.27 Projected insurance rate increase of 10%.
- 3.28 Property is tax-exempt; waste collection fee only is applicable. Cost provided by MODC.
- 3.29 Placeholder based on \$25 in fees per month.
- 3.30 Library Operations are funded partly by the ZVML Trust and partly by the Village of Chester.
- 3.31 Relaunch of fundraising efforts. A committee will be struck.
- 3.32 Includes 25% of G23 new infrastructure install at 63 Regent Street (full cost \$7,641.32).
- 3.33 Relaunch of promotional activities, including website hosting with Squarespace \$250/year.
- 3.34 Cost based on a contracted 8hr/week for 6 months @ \$25/hr.
- 3.35 SSPL librarian cost for two half days/week for a year - paid by Trust.
- 3.36 Additional SSPL librarian cost for two half days/week for a year - paid by Village. **Trust benefit*
- 3.37 Travel and miscellaneous volunteer expenses only, no honorariums at this time.
- 3.38 Library Capital projects are funded by the ZVML Trust.
- 3.39 To repair/replace the front walkway and stairs, install bookshelf wall lining for front room (water damage), and remove inoperable club room door.
- 3.40 Retrofits are a Nova Scotia Accessibility Act requirement for all public buildings (government and libraries). An accessible building entrance, washroom, and parking spot are currently in design and costing. This will be 50% funded by GRID grant if the Village is successful in redirecting the funding and 50% from Trust.

EMC BUILDING BUDGET

- 4.01 The rental contract (2018-28) indicates same rent figure for duration: \$1,749.44/month.
- 4.02 No reserve funds expected to be needed this fiscal.

- 4.10 Operations funded by rental income only; no tax revenue dollars.
- 4.11 Rate based on changeover to groundskeeping supplier MODC Public Works.
- 4.12 Projected 10% insurance increase rate.
- 4.13 Projected 10% property assessment increase.
- 4.14 Placeholder for driveway re-paving.
- 4.15 Placeholder for landscaping project.
- 4.16 Per Village's "Reserve Funds & Investment Policy".
- 4.17 Reserve deposit is rental income minus operating & capital expenses. This is subject to change based on actuals.

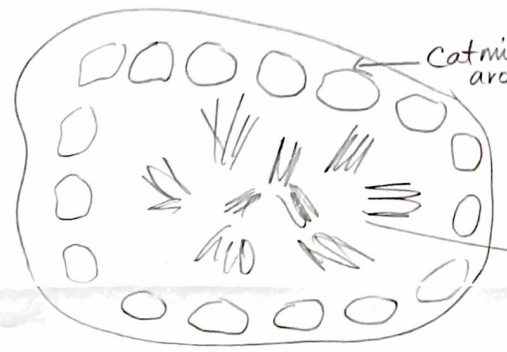
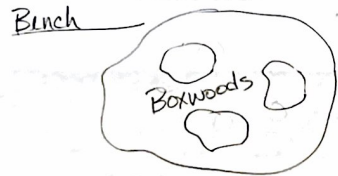
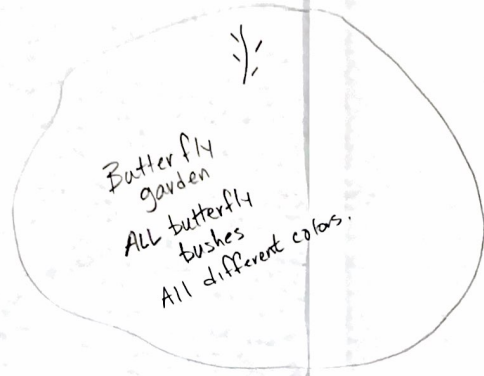
Schedule 5.2

Chister

house

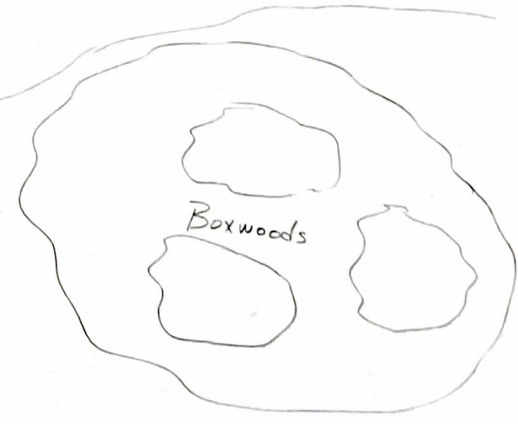
Road

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

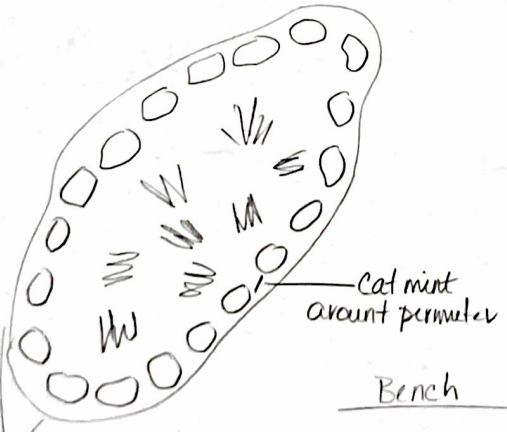


Bench

Moss



Bench



Large trees on side

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



ALL OUTDOORS

L A N D S C A P I N G

April 6, 2026

Village Commision of Chester

27 Pleasant St

Chester, NS

Dear Tom,

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

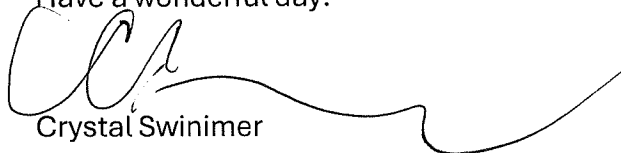
What we are proposing is that the existing gardens are dug out, and replaced with perennials including cat mint, Russian sage, boxwoods & butterfly bushes. This would give a variety of colour throughout the summer seasons, while the boxwoods keep their leaves & colour all year round. The other flowering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

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

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

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

Have a wonderful day!



Crystal Swinimer

All Outdoors Landscaping Ltd

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

Estimate

ADDRESS
Village Commission of Chester
27 Pleasant Street
Chester Nova Scotia

ESTIMATE 2883
DATE 06/04/2026

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

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

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

SUBTOTAL 13,343.00

HST (NS) 2025 @ 14% 1,868.02

TOTAL **\$15,211.02**

TAX SUMMARY

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

Accepted By

Accepted Date

Schedule 6.1

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

Dear ANSV Members, Directors, and Clerks and Treasurers:

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

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

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

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

Please join me in welcoming Doug to the role.

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

Schedule 6.2

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

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

Hello everyone,

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

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

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

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

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

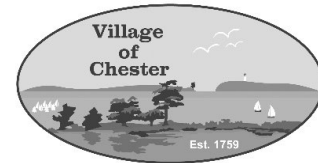
I look forward to seeing this roll out. Together we will make our vision of reliable, safer, and evidence-based fire services with highly trained members across the province a reality.

Thank you for all that you do,

Deputy Minister Sandra McKenzie

Schedule 7.2

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



- **Scotiabank**

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

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

- **Financial**

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

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

- **ZVML Financial**

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

- **2025/26 Audit**

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

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

- The 2025/26 Q4 Budget Variance report will come to the regular May meeting. Some important information is outstanding, including the tax reconciliation document from MODC expected at the end of this month, and some of the expected final bills that are not yet in.

- **Office Move**

- The move has been completed; unpacking and clean-up is a work in progress! The librarians are continuing to make great strides.
- The Village's IT supplier was back on Apr 17th to replace some temporary infrastructure equipment with the permanent items. Electricians have been back to activate some power outlets.

- **Community Grants**

- Community grant applications will be reviewed later in this meeting, under New Business. Applications were received from six organizations: the Chester Arts Centre, Farmers & Artisans Market, Merchants Association, Heritage Society, Playhouse, and Yacht Club.

Report completed by:

Heather McCallum, Village Clerk/Treasurer



Minutes

Chester Fire Services Committee (CFSC) Monthly Meeting

Wednesday, March 11, 2026 at 5:00 pm

Zoom Meeting

Present	Norm Countway, Vice-chair Kirk Collicutt, Treasurer-Secretary Wilson Fitt Nancy Hatch
Ex-officio	Cody Stevens, Fire Chief, Chester Volunteer Fire Department (CVFD) Jared MacDonald, Deputy Fire Chief, CVFD
Staff	Heather McCallum, Administrator (Clerk/Treasurer, Village of Chester) Maxine Veinot, Recording Secretary (Admin Assistant, Village of Chester)
Regrets	Colin MacDonald James Robert
Guest(s)	Randy O'Malley, Chester Village Commissioner

1. Call to Order

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

2. Approval of Agenda

Vice-chair Countway asked to add:

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

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

3. Approval of Minutes

3.1 Monthly Meeting Minutes: February 11, 2026

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

Motion carried.

4. Business Arising

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

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

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

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

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

Motion carried.

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

4.2 Fire Services Modernization: Q & A

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

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

5. Chester Volunteer Fire Department

5.1 Activity Report

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

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

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

5.2 Status of Replacement Unit 541 RFP

The RFP is still in progress.

6. Reports

6.1 Secretary-Treasurer

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

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

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

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

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

Motion carried.

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

6.2 New Fire Station Project

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

The well flow rate report is pending.

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

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

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

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

6.3 Communications Sub-Committee

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

6.4 Fundraising Sub-Committee – Nil

6.5 MODC Fire Advisory Committee Minutes

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

7. New Business

7.1 Notification of Registration Approval

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

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

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

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

Motion carried.

The Committee recessed at 6:12 pm.

9. Resumption of Public Meeting

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

10. Other Business – Nil

11. Adjournment

The meeting was adjourned at 6:34 pm.

Next meeting(s):

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

Kirk Collicutt
CFSC Secretary

Heather McCallum
CFSC Administrator, VOC Clerk/Treasurer

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

Held online via Teams.

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

Members Present:

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

Staff Present:

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

Guests Present:

Kim Neale, Jillian Jamer

Regrets:

Councillor Penny Carver

Councillor Abdella Assaff

1. Meeting Called to Order:

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

2. Acknowledgements and Protocols:

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

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

3 Approval of Agenda:

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

4. Approval of Minutes:

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

5. Introductions:

A round table of introductions took place.

6. Accessibility Coordinator's Update:

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

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

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

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

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

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

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

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

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

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

8. Matters Arising:

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

9. New Business:

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

10. Round Table:

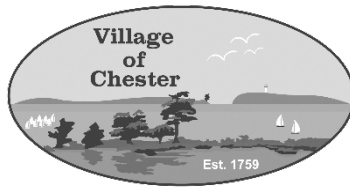
Deferred to next meeting due to time constraints.

11. Date of Next Meeting: April 8, 2026

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

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

Schedule 8.1



Village of Chester Commission Request for Decision Apr 22, 2026

RE: Community Grant Applications 2026/27

Issue Summary

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

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

Background and Description

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

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

Options

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

Recommendation

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

Draft Motion

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

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

Attach

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

Village of Chester
Community Grants - Requests

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

Village of Chester
Community Grants - Disbursement History
(GL5582)

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

Repeat Organizations - Total Granted to Date	
Chester Municipal Heritage Society	\$25,590
Chester Yacht Club	\$3,200
Chester Arts Centre/Society	\$6,100
Chester Playhouse	\$7,700
Chester Merchants Assoc	\$6,000

Village of Chester

Grant Request Evaluation

The objective of the grant policy is to:

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

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

Applicant Organization	
Project	

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

