

Agenda

Regular Monthly Meeting

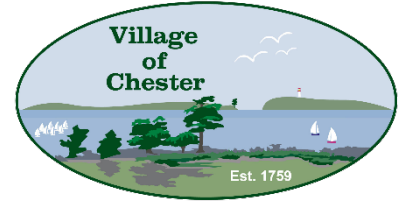
Wednesday, September 13, 2023 – 7:00 pm

In-Person & Virtual Meeting

VOC Office, 27 Pleasant Street, Chester

Zoom Meeting ID: 849 7893 2278, password 301715

or YouTube Live https://bit.ly/YouTube_villageofchesterns



1.0 Call to Order

2.0 Public Forum

3.0 Approval of Agenda/Additions to Agenda

4.0 Report of the Chief, Chester Volunteer Fire Department

5.0 Review/Approval of Minutes

5.1 Special Meeting of Thursday, August 3, 2023

5.2 Regular Meeting of Wednesday, August 9, 2023

5.3 Special Meeting of Saturday, August 26, 2023

6.0 Business Arising

6.1 Proposed amendments: Meetings & Procedures Policy

6.2 Street Décor: Heritage Corner, Flower Baskets

7.0 Correspondence

7.1 Brenda Mulrooney email re: Lido Pool – for discussion

7.2 NS's Proposed Built Environment Accessibility Standard Work
Available for Comment – for information

7.3 Code of Conduct Working Group – for feedback

8.0 Reports

8.1 Clerk/Treasurer

8.2 Financial

9.0 New/Other Business

9.1 Cheque Signing Protocol

9.2 Request for Decision: Remembrance Day Wreath

9.3 Tourism: Proposed Heritage Buildings Project

9.4 Service Dogs Act

10.0 Commissioner Roundtable

11.0 In-camera – per Section 408B (2) of the Municipal Government Act

- Personnel matters

12.0 Resumption of Public Meeting

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

13.0 Adjournment

Next Regular Meeting(s)

- October 11 or 18, 2023 – Time TBC at 27 Pleasant Street & Virtual

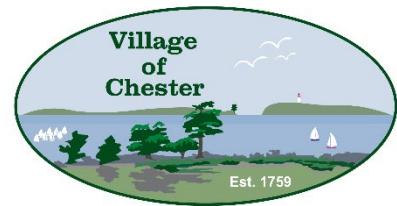
Minutes

Village Commission Special Meeting

Thursday, Aug 3, 2023 – 4:00 pm

In-Person

27 Pleasant Street, Chester



Present: Nancy Hatch, Commission Chair; Laura Mulrooney, Commissioner; Gloria Nauss, Commissioner; Randall O'Malley, Commissioner; Geraldine Pauley, Commission Vice-Chair

Staff: Nil

Regrets: Nil

Note: Today's meeting was not livestreamed.

1.0 Call to Order

Chair Hatch called the Special Meeting of the Village of Chester Commission to order at 4:10 pm.

2.0 Approval of Agenda

Motion #23-086: Moved and seconded that the Agenda of the August 3, 2023 Special Commission Meeting be approved as presented.

Unanimously Carried

3.0 In-camera Meeting

Motion #23-087: Moved and seconded that the Commission move in camera as per Section 408B (2) of the Municipal Government Act to discuss personnel matters.

Unanimously Carried

The Commission recessed to move in camera at 4:10 pm.

4.0 Resumption of Public Meeting

The public meeting resumed at 4:25 pm. There was nothing to report from the In-camera Meeting.

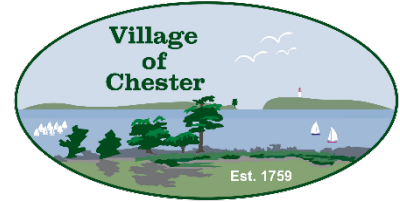
5.0 Adjournment

The Chair adjourned the Meeting at 4:25 pm.

Commission Chair
Nancy Hatch

Clerk/Treasurer
Heather McCallum

DRAFT



Minutes

Village Commission Monthly Meeting Wednesday, August 9, 2023 – 7:00 pm

In-Person & Virtual

27 Pleasant Street, Chester

Video Archive: https://bit.ly/YouTube_villageofchesterns

Present: Nancy Hatch, Commission Chair; Laura Mulrooney, Commissioner; Gloria Nauss, Commissioner; Randall O'Malley, Commissioner Geraldine Pauley, Commission Vice-Chair

Staff: Heather McCallum, Clerk/Treasurer; Maxine Veinot, Recording Secretary

Other: CVFD Deputy Fire Chief Greg Conron

Public Gallery: Nil

1.0 Call to Order

Chair Hatch called the August 9, 2023 Regular Monthly Meeting of the Village of Chester Commission to order at 7:00 pm.

2.0 Public Forum

No members of the public were in attendance.

3.0 Approval of Agenda/Additions to Agenda

Motion #23-088: Commissioner Nauss moved; Commissioner O'Malley seconded: The Agenda of the August 9, 2023 Regular Monthly Meeting be approved as presented.

Unanimously Carried

4.0 Report of the Chief, Chester Volunteer Fire Department

Deputy Chief Greg Conron presented the CVFD monthly activity report (*Schedule 4.0*).

4.1 Request for Decision: Truck 531 Repairs

The Clerk/Treasurer reviewed the request for decision (*Schedule 4.1*), with support from the Deputy Chief.

Motion #23-089: Commissioner Pauley moved; Commissioner Nauss seconded: That the Commission authorize the funding of flood damage repairs to the Chester Volunteer Fire Department's 531 pumper-tanker truck from reserve funds if required, in the amount of approximately \$60,000 including HST. Insurance reimbursement, if received, would be returned to the applicable reserve account(s).

After a brief discussion an amendment was made to the motion.

Motion #23-089 AMENDED: Commission Chair Hatch moved; Commissioner Mulrooney seconded:

That the Commission authorize the funding of flood damage repairs to the Chester Volunteer Fire Department's 531 pumper-tanker truck from the **Fire Operating reserve** funds if required, in the amount of approximately \$60,000 including HST. Insurance reimbursement, if received, would be returned to the applicable reserve account.

Unanimously Carried

Deputy Chief Conron left the meeting at 7:14 pm

5.0 Review/Approval of Minutes

5.1 Regular Monthly Meeting: Wednesday, July 12, 2023

Motion #23-090: Commissioner Nauss moved; Commissioner O'Malley seconded: That the Minutes of the July 12, 2023 Regular Monthly Meeting be approved as presented.

Unanimously Carried

6.0 Business Arising – Nil

7.0 Correspondence – Nil

8.0 Reports

8.1 Clerk/Treasurer

The Clerk/Treasurer presented her monthly activity report (*Schedule 8.1*).

8.2 Financial

The Clerk/Treasurer presented the monthly overview report (*Schedule 8.2*).

8.3 2023/24 Q1 Budget Variance Report

The Clerk/Treasurer presented the Q1 budget-to-actuals figures (*Schedule 8.3*).

Commissioner O'Malley questioned CVFD Budget GL account numbers 5017 and GL account 5075 as they were over the budget amounts by 175% and 155% respectively. Clerk/Treasurer McCallum will get back to the Commission with details.

9.0 New/Other Business

9.1 Flower Baskets

The Commission discussed future use of flower baskets or alternatives for tourist season décor along the Village downtown.

Clerk/Treasurer McCallum will investigate several suggestions and return to the September meeting with details.

9.2 Regular Commission Meetings

The Commission discussed potential amendments to the Meeting and Procedures Policy.

Chair Hatch suggested that the regular monthly meeting be changed to the third (3rd) Wednesday of each month, which should allow for the bank statements to be received for the previous month, and therefore more up-to-date financial information. Discussion was held and Clerk/Treasurer McCallum will bring proposed amendments to the Meetings and Procedures Policy to the September meeting for review by the Commission.

10.0 In-camera per Section 408B (2) of the Municipal Government Act – Nil

11.0 Resumption of Public Meeting – Nil

12.0 Commissioner Roundtable

- Chair Hatch responded via email to Jennifer Webber, Communications Manager at MODC, re her recent article in the Municipal Insights regarding fire departments' aid with the recent rain/flooding. JOB WELL DONE and APPRECIATED!
- Chair Hatch thanked Commissioners Pauley and Mulrooney for their generous 'traffic directing' during the storm.
- Commissioners Mulrooney and Pauley stated while they were directing traffic during the storm and road issues, they were extremely touched, surprised and grateful for a lady and her daughter, from Hubbards, for delivering snacks, sandwiches to folks involved in the storm related issues.

- Chair Hatch and Clerk/Treasurer McCallum attended MODC's Village Planning Advisory Committee meeting on August 8th, C/T McCallum attended the Village Planning Review public meeting on August 5th.
- Chair Hatch reminded all of the Chester Art Centre "30 under 30-ish" Festival weekend activities coming up August 11-13th.
- Commissioner Mulrooney reminded all of the re-opening of the Chester Playhouse on August 26th.
- Commissioner Mulrooney informed the Commission that the sponsored family from Turkey will be arriving in Nova Scotia August 30th, thanks to local fundraising efforts.

13.0 Adjournment

The meeting was adjourned by the Chair at 8:14 pm.

Commission Chair
Nancy Hatch

Clerk/Treasurer
Heather McCallum

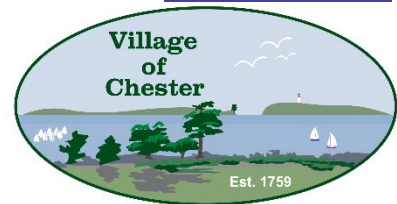
Minutes

Village Commission Special Meeting

Saturday, Aug 26, 2023 – 9:00 am

In-Person

27 Pleasant Street, Chester



Present: Nancy Hatch, Commission Chair; Laura Mulrooney, Commissioner; Gloria Nauss, Commissioner; Randall O'Malley, Commissioner; Geraldine Pauley, Commission Vice-Chair

Staff: Nil

Regrets: Nil

Note: Today's meeting was not livestreamed.

1.0 Call to Order

Chair Hatch called the Special Meeting of the Village of Chester Commission to order at 9:00 am.

2.0 Approval of Agenda

Motion #23-091: Commissioner Nauss moved and Commissioner O'Malley seconded: That the Agenda of the August 26, 2023 Special Commission Meeting be approved as presented.

Unanimously Carried

3.0 In-camera Meeting

Motion #23-092: Vice-Chair Pauley moved and Commissioner Mulrooney seconded: That the Commission move in camera as per Section 408B (2) of the Municipal Government Act to discuss personnel matters.

Unanimously Carried

The Commission recessed to move in camera at 9:01am.

4.0 Resumption of Public Meeting

The public meeting resumed at 9:40 am. There was nothing to report from the In-camera Meeting.

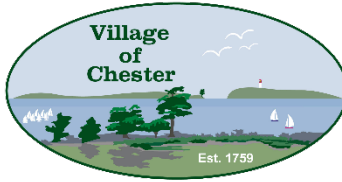
5.0 Adjournment

The Chair adjourned the Meeting at 9:40 am.

Commission Chair
Nancy Hatch

Clerk/Treasurer
Heather McCallum

DRAFT



Village of Chester Meetings and Procedures Policy

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

1.0 Scope

This document applies to all meetings of the Village of Chester.

2.0 Interpretation

- VOC – means the Village of Chester.
- COW – means Committee of the Whole.
- Business day(s) – means a day when the Village of Chester’s office is open for business.
- Commission – means the **elected** Commissioners of the Village of Chester and includes the Chairperson unless the context indicates otherwise.
- **Committee – means a group of individuals appointed by the Chester Village Commission to serve on a body that makes recommendations to the Commission.**
- **Chair – means the presiding officer of the Commission or Committee.**
- **Quorum – means a majority of the maximum number of people who may be elected to the Commission.**
- Majority – means more than one half of those present, unless the context indicates otherwise.
- **Motion – a formal proposal put to the Commission or a Committee by a mover and a seconder decided by a majority vote of Commission or Committee members present.**

3.0 Policy Statement

The VOC Commission has adopted this policy by resolution on **December 13, 2017** and the policy shall remain in force from that day forward and until such time as a revision is made by resolution.

4.0 Regular Monthly Meeting

- 4.1 The Commissioners shall meet at a regular monthly meeting on the ~~second~~ **third** Wednesday of each month commencing at ~~7:00 pm~~ **6:00 pm** at 27 Pleasant Street, Chester.

No notice of the meeting ~~shall be~~ **is** required **under the Municipal Government Act** unless there is to be a change of date, place or time of the meeting in which case the Clerk/Treasurer shall advertise notice of the meeting on the VOC website and post notice in a conspicuous place at least ~~seven (7)~~ **two (2)** days before the date of such meeting.

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

- 4.2 At regular meetings, unless a majority consents to a different order for that meeting, Commission shall conduct business in the following order:
- 1 Call to order
 - 2 Public Forum
 - 3 Review and approval of agenda, including additions or deletions
 - ~~4 Report of the Chief, Chester Volunteer Fire Department~~
 - ~~5~~**4** Review and approval of minutes of last regular monthly meeting, and of any meetings held since such meeting
 - ~~6~~**5** Business arising from the minutes
 - ~~7~~**6** Correspondence
 - ~~8~~**7** Reports:
 - 7.1** Clerk Treasurer
 - 7.2** Financial - YTD
 - 7.3** Committees
 - ~~9~~**8** New or other business
 - ~~10~~**9** Commissioner Roundtable
 - 10** **In camera meeting**
 - 11** **Resumption of public meeting**
 - ~~11~~**12** Adjournment

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

- 4.3 A quorum must be present at any meeting for business to be conducted. The Chair shall declare a meeting dissolved if no quorum has been achieved within fifteen (15) minutes of the scheduled meeting time.
- 4.4 The Chair shall ~~maintain order~~ **preside** at all meetings of the Commissioners and shall **maintain decorum, including** ~~have~~ the right to order the removal of any person(s) interfering with the business of the meeting or acting in a disorderly manner.

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

- 4.5 Every Commissioner, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair.
- 4.6 All voting matters before the Commission shall be decided by voting on a motion by all Commissioners present (**subject to the Municipal Conflict of Interest Act**), including the Chair, duly moved and seconded. Such voting to be by ~~"yeas" and "nays"~~ **a show of hands**, and the Chair shall state whether the motion has been carried or defeated **based on majority vote**. In the event of a tie, the Chair shall declare the motion defeated. An abstention will be treated as a ~~"nay"~~ **negative** vote.

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

- 4.7 All meetings of the Commission and Committees of the Commission shall be open to the public except where matters may be permitted to be discussed in closed session (In Camera) pursuant to the provisions of the Municipal Government Act.

No decision shall be made at a private commission meeting except a decision concerning procedural matters or to give direction to staff or solicitor of the village.

- 4.8 Members of the public who wish to address the Commission during the public forum may sign up before the start of the meeting **with their name and civic address**. The time limit for each person requesting to speak will be determined by the chair before the commencement of the meeting. The total allotted time for public forum will not exceed a maximum of 15 minutes.
- 4.9 Delegations shall apply in writing to be placed on an agenda for the Regular

Monthly Meeting to the Clerk/Treasurer stating the essence of the presentation no less than five (5) business days prior to the date of the Regular meeting. A written report of what will be discussed must accompany the request to speak at a meeting and the submission will be sent to Commission Members. The Commission may, if the subject matter of the presentation is a matter which is outside the jurisdiction of the Village of Chester, refuse the application.

Presentation to the Commission shall:

- Consist of a maximum of two presenters;
- Not exceed 10 minutes in duration, without approval by the Commission;
- Not address personnel matters, labor relations, contract negotiations, litigation, or potential litigation, or legal advice eligible for solicitor-client privilege; and
- Be relevant to the VOC and timely.

Members of the Commission may ask questions of clarification to the presenters, but there shall be no debate of the subject matter of the presentation. The presentation shall be automatically sent to the staff for review, comments and recommendations or it may be added to the agenda unless the presentation is in respect to an item of business before the Commission.

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

5.0 Committee of the Whole

- 5.1 The Commission in Committee of the Whole, consisting of all the Commission members may meet once a month on the first Wednesday of every month commencing at 7:00pm as required.
- 5.2 The COW will be responsible for **all** matters including Human Resources which would be of concern to the Commission. The COW ~~will~~ **may** meet for **an in-depth** discussion and possible recommendation to the Commission, ~~and~~

No formal decision will be made when the Commission members are meeting at the COW, but a recommendation to the Commission may be made.

- 5.3 At Committee meetings, unless a majority consents to a different order for that meeting, Commission shall conduct business in the following order:
1. Call to order
 2. Public Forum
 3. Agenda approval and additions

4. Clerks Report
5. Other Business
6. Adjournment

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

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

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

6.0 Annual Public Meeting

6.1 The Annual Public Meeting of the Village of Chester shall take place on or before July 1 of each fiscal year in accordance with the Municipal Government Act and commence at 7:00 pm. The date will be determined annually by resolution of the Commission.

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

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

1. Call to Order
2. Chair's Report
3. Clerk/Treasurer's Report
4. Auditor's Report
5. ~~Fire Chief's Report?~~
6. Lido Report
7. Adjournment

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

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

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

7.0 Election of Chair and Vice Chair

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

8.0 Special Meetings

8.1 The Chair may call a special meeting of the Commissioners at any time and shall **also** do so whenever requested in writing by not less than two of the Commissioners. Said request shall set out the purpose for which such a meeting is to be called. A meeting time, place, and date shall be established within seven (7) days of such a request.

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

9.0 Virtual Meetings

A Commission or Committee meeting may be conducted by electronic means, or a Commission or Committee member may participate in a meeting through electronic means, as per the provisions of the Municipal Government Act.

Approved: December 13, 2017

Amended: May 08, 2019

Amended: September 15, 2021

Amended: October 12, 2022

Motion # 19-027

Motion # 21-117

Motion # 22-119

Amended: September 13, 2023

Motion # _____

Village of Chester Commission Street Décor Discussion

1. Heritage Corner

Budget: Tourism Attraction Projects \$10,000

Estimate: 4 double-sided banners 24"x48" (1 per 4 corners or 2 per 2 corners) with mounting hardware
= approx. \$2,000 + tax, shipping, installation
Design TBD

Flag styles – *examples for positioning only*



2. Flower Basket Alternatives

Budget: Flowers/Baskets \$22,000
 *See attached map of 76 locations

Instead of the annual flower baskets, the Village could consider permanent public art installations. This may require reconsideration of the number of locations, depending on per-item cost, or installation over a span of 1-3 years.

Mahone Bay has:



Lunenburg has:



Chester = sailing. Notwithstanding the artworks in Mahone Bay and Lunenburg, there are unlimited artistic interpretations possible of sailboats. Chester's could be painted, or the artworks could alternate boats with related items like buoys, ship's wheels, etc.

Another possibility is to feature local flowers/plants or local wildlife. If we wish to pay homage to the flower baskets, this is another route.

**Photos are examples only.*



Flower Baskets



Schedule 7.1

From: Maxine Veinot
To: Heather McCallum
Subject: FW: Lido Pool
Date: August 29, 2023 12:27:10 PM

-----Original Message-----

From: Chester Yacht <chesteryacht@gmail.com>
Sent: Monday, August 28, 2023 3:08 PM
To: Maxine Veinot <office@villageofchester.org>
Subject: Lido Pool

CAUTION: This email originated from an external sender.

Hi Heather,

Have you ever checked with the villages Risk Management advisor to see if the pool needs a full time lifeguard or could have a fill in responsible supervisor on duty to help when staff is unavailable. I was on the commission when we started hiring lifeguards and at that time the supervisor was an option.

Just a thought, as it is unfortunate that the shortage of lifeguards are is causing these closing issues.

Regards,
Brenda Mulrooney

PS. please feel free to share this with the commissioners.
Sent from my iPad

From: Barr, Nick
To: AMA Maritime List Serve
Cc: Juanita Spencer; Accessibility Directorate
Subject: Nova Scotia's Proposed Built Environment Accessibility Standard Work Available for Comment
Date: August 31, 2023 12:00:40 PM
Attachments: Built Environment Public Review Overview - ENG.pdf
Built Environment Public Review Overview - FR.pdf
Built Environment Public Review Overview - Plain Language.pdf
Built Environment Public Review Overview - ASL.pdf

CAUTION: This email originated from an external sender.

This email was forwarded via the AMANS listserv. If you reply to this message it will be sent to all members.

To reply privately to the sender - please delete the amans@lists.gov.ns.ca e-mail from the To: Make sure you only have the person you wish to see the message in the To: e-mail address.

Hello,

Nova Scotia's proposed Built Environment Accessibility Standard work is now available for review and comment!

This is an important milestone in the development of Nova Scotia's first accessibility standard.

The goal of this standard is to address barriers to accessibility in buildings and outdoor spaces.

We want your feedback! [Please review the proposed standard work and send us your input.](#)

Your input is important

This public review will ensure Nova Scotians have opportunities to share feedback on the proposed standard work. The *Accessibility Act* requires the involvement of persons with disabilities, the public and private sectors, and other community members in the development of accessibility standards.

The feedback from the public review will be provided to the Minister of Justice and the Accessibility Advisory Board for consideration before the standard work is finalized.

Deadline to provide feedback

The public review will run until **October 30, 2023**.

How to provide feedback

We invite you to review information about the proposed standard work

before you provide feedback. An overview of the proposed standard work in English, French, Plain Language English, and ASL are attached.

You can find information about the proposed standard work and provide your feedback online or via email, letter, or phone. More information is available here:

novascotia.ca/built-environment-public-review

Need assistance?

If you need any assistance with this public review process or have questions, please email accessibility@novascotia.ca.

Want to know more about our accessibility work?

To learn more about the work of the Accessibility Directorate, please visit novascotia.ca/accessibility.

Thank you in advance!

This work would not be possible without the input of Nova Scotians, the Accessibility Advisory Board, and the Built Environment Standard Development Committee.

We welcome your expertise and look forward to receiving your feedback!

[Nova Scotia Accessibility Directorate](#)

Department of Justice

Phone: 902-424-8280

Website: <https://novascotia.ca/accessibility/>

Email: accessibility@novascotia.ca

Access includes everyone

[Accessible.novascotia.ca](https://accessible.novascotia.ca)



Tell us what you think

about the Draft
Built Environment
Accessibility Standard



Tell us what you think about the Built Environment Accessibility Standard

The Government of Nova Scotia is making a Built Environment Accessibility Standard.

A standard is a set of rules. It says what people need to do. It tells them how to do it.

Accessibility standards tell people how to make places and activities accessible. They help remove barriers for people with disabilities. They can stop new barriers from being made.

A barrier is something that gets in the way. It stops people from doing what they want to do. Barriers often happen to people with a disability. Barriers can keep a person from doing some things.

This standard will be Nova Scotia's first accessibility standard to be made into law.

We want to know what people think about the standard. They can read it and make comments. We have to give people 60 days to do this. Then we can make the standard part of the law.

We want to hear from you. This will help us make the Standard better.

The standard was made by the Nova Scotia Accessibility Directorate. They worked with the Accessibility Advisory Board. The Board is a group of accessibility experts. The Board created a committee. This is a group of people who work together. The committee included the following groups:

- People with disabilities
- People who will follow the standard
- Accessibility experts

The committee told us what needed to be in the standard. You can read what they said at the website below.

<https://novascotia.ca/accessibility/built-environment/>

What is the built environment?

The built environment is all the places and spaces made by people. These are the spaces where we live, work, learn, and play. These spaces are inside and outside of buildings. These also include outdoor spaces like trails, parks, and beaches.

What is in the standard?

The standard has five parts. They are described below.

Standard Regulations

- These are part of the law.
- They are made under the Accessibility Act.
- They tell people what they must do to make places and spaces accessible.
- People who own and build spaces must follow them.

Building Code Regulations

- These are rules about how buildings are made.
- These rules are also changing.
- The changes will make sure new buildings are accessible.

Guidelines

- These are not laws.
- They tell people what they can do to make spaces and places more accessible.

Fire Safety Regulations

These are rules about keeping people safe from fires and hazards in a building

Government Actions

These are things Government will do to make buildings and outdoor spaces more accessible

Who has to follow the standard?

The Standard Regulations are for governments and public groups, like the following.

- Government of Nova Scotia
- Cities, towns, and villages
- Schools and universities
- Libraries
- Other government agencies

The Standard Regulations may also be for businesses and other organizations.

The Building Code Regulations are for all buildings in Nova Scotia. Any building that needs a building permit has to follow them.

Everyone can use the Guidelines. They are not law.

Fire Safety Regulations are for all buildings in Nova Scotia.

When will there be changes?

The standard will become part of the law. We want this to happen in 2024. People will have to start following the standard in 2026.

This will give people two years to get ready. They can use this time to learn about the standard. They can make plans that follow the new rules.

When the Building Code Regulations are changed, people will have to follow them right away. All building permits will follow the new Building Code.

I already have a building. Do I need to make it accessible?

We all need to fix places and spaces to make Nova Scotia accessible.

The new standard is mostly for new buildings and new spaces. It is there so new barriers are not created. It will apply when you build new places and spaces.

Many groups will do more than this. They will update older places and spaces. They will use the guidelines to make access even better.

How can I tell you what I think?

We want to know what people think about the new Standard for places and spaces. You can tell us what you think at the website below.

<https://novascotia.ca/built-environment-public-review/>

If you need help to tell us what you think, please contact us at the email below.

accessibility@novascotia.ca

How will my information be used?

We will look at everything people tell us about the standard. We may need to change it to make it better. We will make these changes before the standard becomes part of the law.

We are also making other accessibility standards. These will make Nova Scotia more accessible. You can learn more about these at the website below.

<https://novascotia.ca/accessibility/>

From: Mitchell Bell, CPA, CA
To: cats@ansv.ca; "directors@ansv.ca"
Subject: FW: Code of Conduct working group.
Date: September 8, 2023 3:10:38 PM
Attachments: [BH_Logo_FullColour_5c875136-494b-4131-b471-97fb0ee9c51a.png](#)
[SocialLink_Facebook_32x32_beed2837-9517-4231-b353-cf8f2d7e641.png](#)
[SocialLink_Instagram_32x32_1610939a-6431-4346-950f-2dda9d198e9a.png](#)
[SocialLink_Linkedin_32x32_3410268c-9341-4457-b0af-21e95ee2477d.png](#)
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[Final recommendations and framework on municipal and village codes of conduct.pdf](#)
[Final recommendations and framework on municipal and village codes of conduct.docx](#)

Importance: High

CAUTION: This email originated from an external sender.

Good afternoon:

On behalf of the ANSV President, I am circulating the email below and attachments regarding the Code of Conduct Working Group's final recommendations/feedback opportunity.

Individual elected officials and senior staff are encouraged to review the information below and attached and provide feedback before Sept 25th.

Cheers,
M





Mitchell Bell, CPA, CA
Clerk and Treasurer



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    Meet with me on Microsoft Teams

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This email is sent on behalf of Mayor Mood, Town of Yarmouth and Code of Conduct Working Group Chair

Good Day,

Following the consultations on municipal and villages codes of conduct that took place in September 2022 and February 2023 on content to include in the code, sanctions, and complaint/investigator process, the Code of Conduct Working Group (COCWG) has finalized their recommendations for final feedback. The attached document (included a PDF and word version) outlines all the recommendations from the COCWG, including the rationale, and the complete code of conduct framework. Feedback is only being sought on recommendations that have been revised or added since the last consultation process.

Individual elected officials and senior administrators are requested to complete the following survey here: <http://surveys.novascotia.ca/TakeSurvey.aspx?SurveyID=I8K18I92J> **before end of day Monday September 25, 2023.**

The feedback from this survey will be compiled and reviewed by the COCWG. Any amendments will be provided to the Minister of Municipal Affairs and Housing for their consideration.

Thank you to all who have participated in the code of conduct consultations. We look forward to implementing a model that will support all elected members in Nova Scotia.

If you have any questions regarding the survey, please email dmah-consultation@novascotia.ca

Sincerely,
Mayor Pam Mood
Chair



MUNICIPAL AND VILLAGE CODES OF CONDUCT

Proposed recommendations on framework

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Introduction

The Code of Conduct Working Group (COCWG) was established in January 2022 to develop recommendations on the content to include in a code, sanctions council may impose, and around the complaint and investigator process. The COCWG consisted of the following voting members:

- Mayor Pam Mood, Town of Yarmouth, Chair
- Mayor Brenda Chisholm-Beaton, Town of Port Hawkesbury
- Rob Frost, Deputy CAO, Municipality of the County of Kings
- Lisa Macdonald, CAO, Town of New Glasgow
- John Traves, Municipal Solicitor, Halifax Regional Municipality
- Brian Banks, Village of Greenwood, ANSV Representative
- Nick Barr, Director of Governance and Advisory Services, DMAH
- Kathleen Patterson, Director of Strategic Policy and Planning, DMAH

The COCWG conducted two rounds of consultation on their initial recommendations in September 2022 and February 2023. Based on the feedback from both these consultations some revisions to the recommendations have been made. Please note, we are only seeking feedback on the recommendations that have been added or changed; we are not seeking feedback on the recommendations that received consensus during the consultations.

Proposed Recommendations from Code of Conduct Working Group

There are 23 recommendations in total which reflect the consensus opinion the COCWG heard throughout consultation with municipalities and villages. The recommendations are broken down into 5 categories:

- Application;
- Content to include;
- Complaint and investigator process;
- Training; and
- Review

Below includes the summary of the COCWG's recommendations, including a rationale, and whether or not your feedback will be required during the final survey.

Application

Recommendation	Rationale	Feedback required
There should be one code for all municipalities and villages.	Ensure a consistent level of standard is adhered to for all elected officials. The codes will reflect the appropriate terminology (e.g. CAO versus Clerk) when established in regulation.	None – consultation provided consensus for this recommendation.

The code of conduct should operate together and as supplement to other applicable laws, including the bylaws and policies with the municipality or village.	The code is not intended to replace any existing legislation it is intended to support the existing pieces in place.	None – consultation provided consensus for this recommendation.
The code of conduct should apply to elected officials at all times with respect to their behaviour regarding any action that negatively impacts the municipality or tarnishes its reputation	Members elected to local government represent their constituents and should adhere to the code at all times.	None – consultation provided consensus for this recommendation.
Nothing in the code of conduct is intended to silence elected officials from sharing or expressing dissenting opinions.	Sharing dissenting opinions is an important aspect of democracy and encouraged as long as the dissenting opinions are expressed respectfully and done without the intention of undermining council's wishes.	None – consultation provided consensus for this recommendation.
The code of conduct should apply to those who have been elected but not yet sworn in.	Returning councillors, wardens or mayors would be identified as a group of individuals that must adhere to the code of conduct, while those who did not previously hold a seat following the election would not be adhering to the code of conduct until they have been sworn in. This is intended to reduce an unintended gap created by an election.	Feedback is required. This was identified as a gap following consultations.

Content to include

Recommendation	Rationale	Feedback required
<p>The code of conduct should include 43 provisions, under various headings.</p> <p>See Appendix A for full detailed provisions.</p>	<p>The COCWG looked at a number of different codes of conduct in other jurisdictions to determine what provisions they would like to see elected officials adhere to. Based on consultation in September 2022 the following amendments were made:</p> <ol style="list-style-type: none"> 1. addition of no member tendering on sale of older/extra equipment. 	<p>Feedback is required. Based on consultation an addition and revision was needed.</p>

	<p>2. revising provision on members making negative statements about “individuals or groups of municipal employees” to “identifiable groups of individuals.</p>	
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Sanctions

Recommendation	Rationale	Feedback required
<p>Include 7 considerations for elected officials to evaluate before they can impose a sanction</p> <p>See Appendix B for the sanction considerations.</p>	<p>Important to have a framework created for elected officials to consider before imposing a sanction to ensure their rationale is justifiable and defensible.</p> <p>Ensures a greater level of accountability to elected official when imposing a sanction on a member publicly.</p>	<p>None – consultation provided consensus for this recommendation.</p>
<p>Include 13 sanctions that can be imposed on a member for breaching the code of conduct.</p> <p>See Appendix B for the sanctions.</p>	<p>Sanctions range from a letter of reprimand to imposing a monetary penalty.</p> <p>Based on consultation the following amendments were made:</p> <ol style="list-style-type: none"> 1. sanction on board and committee suspension/removal was merged together. 2. revised fine payable from collected as a tax to collected as a payable. 	<p>Feedback is required. Based on consultation revisions were made.</p>
<p>Failure to comply with a sanction imposed is considered a breach of the code itself and can go to council without investigation.</p>	<p>During consultation concerns were raised about costs around additional investigations. To help minimize costs on the municipality, when an individual fails to comply with a sanction impose no additional investigation is needed.</p>	<p>Feedback is required. Based on consultation revisions were made.</p>

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Complaint and Investigator Process

Recommendation	Rationale	Feedback required
<p>Municipalities and villages will appoint their own investigator.</p> <p>See Appendix C for the detailed complaint and investigator process.</p>	<p>No consensus could be reached on which investigator model is preferred for administering the code of conduct. The COCWG felt this model offered the most flexibility to municipalities and villages and allows some time for data to be collected before determining if the investigator services need to be centralized in the future.</p>	<p>Feedback is required as the investigator method varies from the one proposed during consultation.</p>
<p>Investigators should have experience in conducting investigations and have experience in applying the principles of natural justice.</p>	<p>With municipalities and villages appointing their own investigator, the COCWG wanted to ensure there were qualified individuals being appointed to conduct the investigations. Putting parameters around the type of experience required by the investigator ensures qualified individuals would be appointed.</p>	<p>Feedback is required as the investigator method varies from the one proposed during consultation.</p>
<p>No conflict of interest can exist between the investigator and the parties involved.</p>	<p>With municipalities and villages appointing their own investigator, the COCWG wanted to ensure that no conflict of interest would exist between the investigator and the parties involved to ensure a high level of procedural fairness.</p>	<p>Feedback is required as the investigator method varies from the one proposed during consultation.</p>
<p>The CAO/Clerk shall be notified by the investigator that a complaint has been received and Council/Commission shall be notified if a complaint makes it to the investigation stage.</p>	<p>During consultation municipalities asked for parameters around notification about a complaint. The working group determined where the CAO/Clerk is the individual responsible for administering funds of the municipality, they should be notified that a complaint has been received. Council would only need to be notified when it makes it to</p>	<p>Feedback is required as this was identified as a necessity during consultation.</p>

	investigation stage as they are the determinants of the outcome.	
A complaint can be submitted no later than 6 months from discoverability.	Important to set a timeframe for when complaints can be brought forward. If a complaint required more than 6 months to mentally process, then there would likely be other recourse mechanisms available to the complainant than just the municipal code of conduct.	Feedback is required. This was not proposed during initial consultations.
The investigators report shall be brought to council/commission no later than 6 months from the time the complaint is brought forward. Extensions may be granted by for extenuating circumstances.	Wanted to ensure that investigations were prioritized, and events were not taking years to resolve.	Feedback is required. This was not proposed during initial consultations.
Any complaints brought forward during the municipal election period of nomination day until ordinary polling day will not be investigated until the election has concluded.	Complaints are still able to be brought forward but the investigation would not be swayed by political interference.	Feedback is required. This was not proposed during initial consultations.
A member who has had a complaint lodged against them is not able to participate in the vote on whether or not there was a breach, and if applicable, determine what sanction to impose.	Aligns to the <i>Municipal Conflict of Interest Act</i> and ensures that elected officials who have had a complaint lodged against them would not be able to determine their own outcome.	Feedback is required. This was not proposed during initial consultations.
A decision or penalty of a Council on a code of conduct matter is final and binding on all parties.	This would reduce the possibility of overturning council on these matters. This will not eliminate a member's ability to seek judicial review but would only allow for the most extreme cases to be considered.	Feedback is required. This was not proposed during initial consultations.
Require that, in addition to the investigator's recommendation being made public, the section the complaint was lodged under also needs to be made public.	In the provisions yet to be proclaimed in the MGA and HRMC, only the investigators recommendation is made public. To ensure that the public was	Feedback is required. This was not proposed during initial consultations.

	also made aware of what section the complaint was lodged under to ensure a greater level of transparency and accountability to councils/commissions while protecting the privacy of the complainant.	
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Training

Recommendation	Rationale	Feedback required
Training to be developed and delivered in an online module format with quizzes and a minimum pass rate to ensure a minimum level of understanding.	Want training to be easily accessible and monitored. Ensuring a quiz with a minimum pass rate is included in the online training can support the development of a minimum level of understanding.	Feedback is required. This was not proposed during initial consultations.
Elected officials should be required to complete the training within 30 days of being sworn into office and failure to do so is considered a breach of the code itself and may go to council without an investigation.	The COCWG wanted a timeframe for when all elected officials should complete the training. If the training was offered in an online module format then this 30 days timeline would be easy to achieve. Furthermore, the COCWG wanted to have some type of penalty in place for members who did not complete their training in the timeframe allotted. This aligns to other jurisdictions.	Feedback is required. This was not proposed during initial consultations.

Review

Recommendation	Rationale	Feedback required
A review on the code of conduct shall begin 3 years post implementation to consider the effectiveness for municipal elected officials.	Ensure the proposed framework is meeting the needs of elected officials.	Feedback is required. This was not proposed during initial consultations.
Review the <i>Municipal Elections Act</i> (MEA) to see if there is potential to reduce the gap between the sanctions in the code of conduct and the <i>Municipal Elections Act</i>	The COCWG recognizes there is a higher level of standard required for sitting councillors than those running for office. A review of the MEA was beyond the scope of the COCWG but wanted to ensure some sort of	Feedback is required. This was not proposed during initial consultations.

	review on the MEA was completed.	
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Appendices

Appendix A: Proposed Model Code of Conduct

Guiding Principles:

The below guiding principles are intended to underlie the specific standards established for the conduct of members:

- a. Collegiality: members of council will work together to further the best interests of the municipality in an honest and honourable way.
- b. Respect: members of council will demonstrate respect towards one another, the democratic decision-making process, and the role of staff.
- c. Integrity: members of council are expected to be lawful and adhere to strong ethical principles by giving the municipality or village interests priority over private individual interests.
- d. Professionalism: members of council will create and maintain an environment that is respectful and free from all forms of harassment, including sexual harassment and discrimination. They must show consideration for every person's values, beliefs and contributions, while supporting and encouraging others to participate in council activities.
- e. Transparency: members of council will be truthful and open regarding their decisions and actions and make every effort to accurately communicate information openly to the public.
- f. Responsibility: members of council are responsible for the decisions that they make and must be held accountable for their outcomes. They must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

Standards:

The below outlines the set of standards for the conduct of members, set out by general topic, that must be adhered to:

General Conduct

- Members of council must be truthful and forthright, and not deceive or knowingly mislead Council, the CAO, or the public.
- Members of Council will respect the presiding officers, colleagues, staff and members of the public that present during the council meeting or other proceedings/meetings of the municipality.

- Members of Council will adhere to procedure and direction of presiding officers in respect to rules of procedure.
- Members of Council must conduct Council business and all of the member's duties in an open and transparent manner, other than for those matters which Council is authorized by law to deal with in private.
- Members of Council must ensure that they are not impaired by alcohol or drugs while attending any meeting of the municipality.

Confidential Information

- No Member of Council will disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by policy or law or authorized by the Council to do so.
- No Member of Council will use confidential information for personal or private gain or for the gain of any other person or entity.
- Members of Council should not access or attempt to access to confidential information in the custody of the municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the Municipality.

Gifts and Benefits

- No member of Council shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:
 - i. gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - ii. a suitable memento of a function honouring the member of Council;
 - iii. sponsorships and donations for community events organized or run by a member of Council or by a third party on behalf of a member of Council.
 - iv. compensation authorized by the municipality.
- A fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to a person closely connected to a member is deemed to be a gift to the Member of Council.

Use of Municipal Property, Equipment and Services

- No member of Council shall use, or request the use of, any municipal property, including surplus material or equipment for personal convenience or profit, unless the property is:

- i. available for such use by the public generally and the member of Council is receiving no special preference in its use; or,
 - ii. made available to the member of Council in the course of carrying out council activities and duties.
- No Member of Council shall use, or request the use of, for personal purpose any municipal property, equipment, services, supplies or other municipally-owned materials, other than for purposes connected with the discharge of municipal duties.
 - No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of municipally-developed intellectual property.
 - No Member of Council shall use information, or attempt to use information, gained in the execution of their duties that is not available to the general public for any purposes other than carrying out their official duties.
 - No Member of Council, or person closely connected to a member, shall tender on such items such as the sale of older and extra equipment.

Planning or Procurement Proposals before Council

- No Members of Council shall solicit or accept support in any form from an individual, group or corporation, with any planning or procurement proposal before Council.

Improper Use of Influence

- No Member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

Business Relations

- No Member of Council shall allow the prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.
- No Member of Council shall borrow money from any person who regularly does business with the municipality, unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.
- No Member of Council shall act as an agent of a person or entity before Council or a committee of Council or any agency, board or committee of the municipality.

Employment of Persons Closely Connected to Members of Council

- No member of Council shall attempt to influence any municipal employee to hire or promote a person closely connected to the member.
- No member of Council shall make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to.

Fairness

- No member of Council shall give special consideration, treatment or advantage to any individual or entity beyond that which is accorded to all.
- No member of Council shall give special consideration, treatment or advantage to an organization or group due to the member or person closely connected to the member being involved with or a member of the organization or group.

Adherence to Policies, Procedures, Bylaws and Other Laws

- Members of Council will adhere to the applicable national and provincial legislation.
- Members of Council will adhere to the procedures, policies and bylaws of the municipality.
- Members of Council will adhere to the expense and hospitality policy of the municipality.

Respect for Council as a decision-making body

- A member of council must abide by and act in accordance with any decision made by council, whether or not the member voted in favour of the decision.
- Members of Council must not encourage non-compliance with a bylaw, policy or procedure.

Communicating on behalf of Council

- A member, other than the Mayor/Warden, must not claim to speak on behalf of Council unless the member has been authorized to do so.
- The Mayor/Warden/designated individual may speak on behalf of council and must make every effort to convey the intent of councils' decision accurately.

Interactions of Council with Staff and Service Providers

- Members of Council must respect the role of the CAO as head of the administrative branch of government of the municipality and must not involve themselves directly in the administration of the affairs of the municipality, including, without limitation, the administration of contracts.
- No member of Council shall direct, or attempt to direct, the CAO, other than through a direction provided by the Council as a whole.
- Members of Council shall be respectful of the role of CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.
- Members of Council must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions.
- Council cannot direct municipal employees except through the CAO.
- Members of Council are not to issue instructions to any of the contractors, tenderers, consultants or other service providers to the municipality.
- No member of council shall require or request that a municipal employee person undertake personal chores or tasks for the council member unrelated to municipal business.
- Members of Council must not make public statements reflecting negatively on identifiable groups of individuals.

Respectful Interactions

- A member of council must not engage in discrimination or harassment on the grounds articulated in the Human Rights Act of Nova Scotia.
- A member of council must not sexually harass any person
- A member of council must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at one or more individuals or groups that creates a poisoned environment.

Reprisal

- A member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code of Conduct or any person providing relevant information in relation to a matter under this Code of Conduct.

Appendix B: Sanction Framework and Sanctions

Sanction Framework:

An elected official must evaluate the 7 considerations before imposing a sanction on a member:

1. The nature of the code contravention
2. The length or persistence of the code contravention
3. If the member knowingly contravened the code of conduct
4. If the member has taken any steps to remedy the contravention
5. If the member previously contravened the code of conduct
6. Any external factors that exist to the member's contravention
7. The resources the member will need to complete their job

Sanctions:

One, or a combination, of the below 13 sanctions can be imposed on an elected official:

1. Member will receive a letter of formal reprimand or warning, as directed by council
2. Member will issue a letter to include acknowledgement of breach of code and an apology within 15 days
3. Member will attend training, appropriate to the incident, as directed by council
4. Censure the member publicly
5. Limit the member's access to certain local government facilities, equipment and/or property
6. Suspending or removing the member as deputy head of council and/or the chair of a committee, if applicable
7. Suspending or removing the member for no longer than 6 months from some or all committees and/or boards
8. Impose a limit on the member's participation on behalf of the municipality
9. Impose a limit on the member's travel and/or expense reimbursement on behalf of the municipality

10. Impose a fine on the member for up to \$1,000 per occurrence, which is to be paid no longer than 6 months from the decision of council and to be collected as a payable
11. Impose an appropriate reduction in compensation to the member for no longer than 6 months based on the circumstances of the outcomes
12. Make individual liable for direct monetary loss realized by the municipality as a result of the member's action in any amounts determined by the investigator
13. Make individual liable to repay any direct monetary gain they obtained from their actions in any amounts determined by the investigator

Appendix C: Complaint and Investigator Process

1. Municipality or village will appoint a person or entity other than a council member or an employee of the municipality to receive and investigate complaints.
 - a. The person or entity appointed must have experience in conducting investigations and in applying the principles of natural justice. No conflict of interest can exist between the investigator and the parties involved.
2. A complaint will be submitted to the investigator no later than 6 months from discoverability.
 - a. Any complaints brought forward during the municipal election period of nomination day until ordinary polling day will not be investigated until the election has concluded.
3. The CAO/Clerk will be notified by the investigator that a complaint has been received.
4. Investigator will determine if there is validity to the complaint. If no validity then complaint can be dismissed.
5. If the complaint is valid, the investigator will begin their investigation and Council/Commission will be notified about the investigation in camera.
6. The investigator shall present a report to council, no later than 6 months from the time the complaint is brought forward, on the investigation and include a recommendation regarding the validity of the complaint and, if applicable, a recommendation regarding an appropriate sanction.
 - a. If complaint is brought forward during the municipal election period of nomination day until ordinary polling day it will not be investigated until the election has concluded
 - b. Council may grant the investigator an extension on when the report can be brought to council for extenuating circumstances
 - c. Council is able to discuss the investigators report in camera.
7. Council determines if a breach occurred and determines the sanction(s) to impose. The member who had the complaint lodged against them will not participate in the vote.

8. The section under the code of conduct the complaint was lodged and the investigators recommendations are made public.
9. The decision or penalty of Council/Commission on a code of conduct matter is final and binding on all parties.

Village of Chester Commission Clerk/Treasurer Activity Report September 13, 2023

- **Lido Pool:** The Lido closed for the season on Sep 2nd. Several of the staff have expressed interest in coming back. We will attempt to lock them down early!

Jamie Yates, the structural engineer who conducted the 2017 assessment, was on site at the pool on Sep 8th. He will be providing the updated assessment needed to issue an RFP for the exterior wall restoration project. His report is expected around the end of the month, but he was able to tell me that the exterior wall is in good shape. In his opinion we may very well be able to scale back the scope of the work.

The mortar in the rock walls along the pool deck and the upper tier, however, is in poor condition. MODC brought in a supplier to inspect the site, and we are awaiting a preliminary estimate for repairs. This may be a significant project.

- **Insurance:** A new batch of insurance application forms arrived the end of August for the Village, Chester Fire Services Committee, and CVFD. Drafts were provided back to the broker within a few days, and some follow-up information was requested. Thanks to the CVFD for their assistance on fire department asset details.

The current policies are set to expire Oct 11th, but our broker has confirmed they will ensure there is no gap in coverage. I will keep an eye on the timeline. I've also requested a quote for cyber insurance and will report back.

I'm also currently drafting the by-law(s) for the Committee to be filed with RJS.

- **Fire Hall:** The Design RFP closed on August 25th with seven respondents. The Chester Fire Services Committee has requested that MODC staff and Chief Stevens conduct the first round of evaluation then bring a short list of three to the full Committee for the final round.
- **Policy Review:** The Commission is reviewing proposed amendments to the Meetings & Procedures Policy tonight, which is the first of a comprehensive review on all the Village's by-laws and policies.

I would recommend that the Reserves Fund Policy be next on the list for consideration, as it is also affected by the CVFD financial separation.

- **Boardroom Upgrade:** A new larger video monitor was delivered, but unfortunately arrived damaged. We are awaiting a refund before re-ordering. This monitor will be mounted on the wall, and the current monitor re-positioned for the public gallery.

Report completed by:

Heather McCallum, Clerk/Treasurer

**Village of Chester Commission
Clerk/Treasurer Financial Report
September 13, 2023**

- **Scotiabank:** The **July 2023** bank statement and the **August 2023** bank statement are both reconciled.
- **Revenue:** The Q2 tax revenue installment for the Village and CVFD was received from MODC on August 2, 2023.
- **Internal Accounting System:** The Village's Sage accounting system has been updated with the inputting of the 2023/24 budget, as well as fully separating Village and CVFD line items in preparation for the new books. The Provincial funding received for the Lido has been included on the revenue side, although the capital project has not been added to the expenses at this time (to be funded from the Lido reserve).
- **Budget Variance Report:** With the updates to the system, it is now possible to provide monthly "comparative income statement" reports. Attached are two versions for Aug 31, 2023 for your consideration:
 - The first is the report as generated by Sage in line item order (so rather mixed up).
 - The second is the same report exported to Excel to organize in section order per the Budget documents.(Please note that the line numbers do not show on this report.)
- **Vehicle Claim:** It was confirmed that the CVFD 531 pumper-tanker truck repairs will be covered by the Village insurers to the amount of the \$10,000 deductible, plus tax.

Report completed by:

Heather McCallum, Clerk/Treasurer

Village of Chester Commission
Comparative Income Statement

	Actual 04/01/2023 to 08/31/2023	Budget 04/01/2023 to 03/31/2024	Percent
REVENUE			
Revenues			
Village General Govt Tax	187,191.96	373,454.00	-49.88
Village Fire Tax	178,278.04	355,670.00	-49.88
Outside Area Fire Tax	186,816.00	371,568.00	-49.72
Rental income - EMC	8,747.20	21,256.68	-58.85
Eastlink Rental/Tower	2,479.40	2,479.40	0.00
HST Offset Grant	5,087.58	3,000.00	69.59
CVFD Extraordinary Revenue	2,500.00	10,000.00	-75.00
Transfer from Prov Govt - Grants	150,000.00	150,000.00	0.00
Transfer fr Federal Govt-Lifeguar...	0.00	2,500.00	-100.00
Total	<u>721,100.18</u>	<u>1,289,928.08</u>	-44.10
Fire Boat			
MODC Islands Fire Boat Tax	5,274.00	10,548.00	-50.00
Total	<u>5,274.00</u>	<u>10,548.00</u>	-50.00
TOTAL REVENUE	<u>726,374.18</u>	<u>1,300,476.08</u>	-44.15
EXPENSE			
Fire Department Budget			
Jaws of Life	2,628.00	1,500.00	75.20
Capital General Use Coveralls	1,650.21	4,500.00	-63.33
511 Vehicle Refit	10,308.08	25,000.00	-58.77
General PPE	902.07	8,250.00	-89.07
Capital Non-structural Rescue B...	0.00	13,200.00	-100.00
Capital Dry Hydrant Installation	0.00	10,000.00	-100.00
Capital Wheeled Stokes Basket	0.00	2,000.00	-100.00
Medical Supplies	296.60	2,000.00	-85.17
Capital High Pressure Air Bags	0.00	7,500.00	-100.00
Helmets	112.11	0.00	0.00
Tools & Equipment	11,648.26	7,500.00	55.31
Capital Low-Angle Rescue Equip...	2,613.46	4,000.00	-34.66
Capital Firefighting Hand Tools	0.00	6,000.00	-100.00
Capital Project Consultant	0.00	50,000.00	-100.00
Small Engine Maintenance	0.00	500.00	-100.00
SCBA Masks	581.61	2,000.00	-70.92
Communication Contract	1,995.73	5,000.00	-60.09
Communications General Repair	99.58	500.00	-80.08
Pagers	3,685.46	2,000.00	84.27
Communications (Radio) Upgrad...	9,911.92	7,500.00	32.16
Firefighters Honorarium	0.00	50,000.00	-100.00
In Lieu of Fundraising	0.00	15,000.00	-100.00
Training	3,726.69	35,000.00	-89.35
SCBA Fill Station Maintenance	4,844.96	7,500.00	-35.40

**Village of Chester Commission
Comparative Income Statement**

	Actual 04/01/2023 to 08/31/2023	Budget 04/01/2023 to 03/31/2024	Percent
Extinguisher Maintenance	440.61	850.00	-48.16
Bunker Gear	19,131.21	18,500.00	3.41
Bunker Gear Inspection & Repair	293.64	4,000.00	-92.66
Ladder/Harness Inspections	0.00	1,200.00	-100.00
Fire Prevention & Education	0.00	3,000.00	-100.00
Uniforms	171.64	3,000.00	-94.28
Chief's Conference	0.00	500.00	-100.00
Mobile Radio Service Plan	375.44	1,500.00	-74.97
24 Hour Accident Insurance	8,137.00	9,400.00	-13.44
24 Hour Family Insurance	6,434.00	6,300.00	2.13
Annual Firefighters Banquet	153.17	2,500.00	-93.87
Total Fire Department	<u>90,141.45</u>	<u>317,200.00</u>	-71.58
Fire Department Build. & Gene...			
Telephone & Alarm	2,614.19	5,000.00	-47.72
Salaries - Bookkeeping & Mgmt	13,919.53	42,450.00	-67.21
Fire Station Building Utilities	1,543.16	20,000.00	-92.28
Taxes & Collection Fee - 4070 H...	846.11	1,200.00	-29.49
Waste Removal	1,876.12	5,000.00	-62.48
Fire Station Janitorial	1,029.20	2,500.00	-58.83
Fire Station Maintenance	6,830.41	12,000.00	-43.08
Fire Station Insurance (Building)	0.00	6,500.00	-100.00
Consumables	3,254.75	4,000.00	-18.63
Storm Event Supplies & Rentals	419.49	4,500.00	-90.68
Overhead - Bookkeeping & Mgmt	782.14	5,900.00	-86.74
Fire Dept Build. & Gen Total	<u>33,115.10</u>	<u>109,050.00</u>	-69.63
Vehicles			
Fire Apparatus Reserve Deposit	0.00	200,000.00	-100.00
CVFD Vehicle Repairs & Mainte...	14,653.32	30,000.00	-51.16
CVFD Vehicle Fuel	5,022.08	8,000.00	-37.22
CVFD Vehicle Insurance	1,159.00	10,200.00	-88.64
Vehicle Total	<u>20,834.40</u>	<u>248,200.00</u>	-91.61
Jib Lot			
Jib Lot Maintenance	861.22	1,000.00	-13.88
Land Taxes (Waste Collection)	309.36	650.00	-52.41
Water Lot Taxes (Waste Collecti...	69.29	125.00	-44.57
Jib Lot Total	<u>1,239.87</u>	<u>1,775.00</u>	-30.15
Administration			
Village Office Cleaning	1,029.20	2,400.00	-57.12
Village Office Rent	7,039.31	18,000.00	-60.89
Low-Income Property Tax Exem...	0.00	5,000.00	-100.00
Non-Profit Tax Exemptions	0.00	3,000.00	-100.00
Audit Fees - VOC	3,910.71	5,000.00	-21.79

**Village of Chester Commission
Comparative Income Statement**

	Actual 04/01/2023 to 08/31/2023	Budget 04/01/2023 to 03/31/2024	Percent
Audit Fees - CVFD	3,910.72	5,000.00	-21.79
Employee Wages	28,986.00	75,000.00	-61.35
Office Supplies - CVFD	204.97	1,500.00	-86.34
Office Supplies & Expenses - VOC	2,005.10	2,500.00	-19.80
Employment Insurance	1,341.52	2,000.00	-32.92
Canada Pension Plan	2,511.57	4,000.00	-37.21
Annual Public Meeting	338.01	300.00	12.67
Advertising	637.96	2,000.00	-68.10
Membership & Dues	912.71	1,500.00	-39.15
Training & Travel	241.47	1,500.00	-83.90
Bank Charges	107.91	350.00	-69.17
Consultants	0.00	3,000.00	-100.00
Fire Services Committee - Overh...	0.00	5,000.00	-100.00
Loan Principle Payment	50,938.47	50,938.47	0.00
Legal Fees - VOC	135.01	5,000.00	-97.30
Medical Insurance	2,854.22	6,000.00	-52.43
Commissioner Honorarium	2,749.32	10,400.00	-73.56
Employee Benefits	0.00	2,000.00	-100.00
Legal Fees - CVFD	681.54	3,000.00	-77.28
Office Phone & Internet	835.47	2,000.00	-58.23
IT Support & Website	1,711.44	6,000.00	-71.48
CVFD Bursary	1,500.00	1,500.00	0.00
Insurance (General Liability)	2,440.38	19,000.00	-87.16
Office Equipment & Programs	6,113.53	4,500.00	35.86
Administration Total	<u>123,136.54</u>	<u>247,388.47</u>	-50.23
Lights			
Street Lights (Water Street)	3,287.89	8,000.00	-58.90
Street Lights Maintenance	0.00	5,000.00	-100.00
Crossing Guards	3,527.74	11,000.00	-67.93
Lights Total	<u>6,815.63</u>	<u>24,000.00</u>	-71.60
Beautification			
Flower Baskets	15,303.14	22,000.00	-30.44
Wreaths	0.00	5,000.00	-100.00
Summer Compost Collection	12,830.14	23,000.00	-44.22
Community Celebrations/Grants	9,500.00	9,500.00	0.00
Property Maintenance/Landscapi...	3,745.25	3,500.00	7.01
Tourism Attraction Projects	0.00	10,000.00	-100.00
Beautification Total	<u>41,378.53</u>	<u>73,000.00</u>	-43.32
Fire Boat Budget			
Fire Boat Fuel & Oil	0.00	1,000.00	-100.00
Fire Boat Consumable Items	0.00	800.00	-100.00
Fire Boat Maintenance	3,138.44	6,300.00	-50.18
Fire Boat 571 Insurance	0.00	2,100.00	-100.00

**Village of Chester Commission
Comparative Income Statement**

	Actual 04/01/2023 to 08/31/2023	Budget 04/01/2023 to 03/31/2024	Percent
Inshore Boat Equipment	0.00	250.00	-100.00
Fire Boat Bank Charges	0.00	100.00	-100.00
Fire Boat Total	<u>3,138.44</u>	<u>10,550.00</u>	-70.25
EMC			
EMC Maintenance & Repairs	545.82	4,000.00	-86.35
EMC Insurance	0.00	1,300.00	-100.00
EMC Taxes (Property & Waste)	2,562.38	4,800.00	-46.62
EMS Reserve	0.00	11,156.68	-100.00
Gen Gov't Operating Reserve De...	3,308.49	3,308.40	0.00
EMC Total	<u>6,416.69</u>	<u>24,565.08</u>	-73.88
Lido Pool & Washroom			
Lido Maintenance & Operations	10,604.70	18,000.00	-41.09
Lido Capital Repairs	0.00	320,000.00	-100.00
Lido Insurance	0.00	5,100.00	-100.00
Life Guard Wages	13,888.19	21,000.00	-33.87
Lido Reserve Deposit	0.00	30,000.00	-100.00
Supervisor/Security (Race Week)	0.00	1,600.00	-100.00
Lido Taxes (Waste Collection Fee)	552.94	1,200.00	-53.92
Public Washrooms	6,382.24	15,000.00	-57.45
Lido Washroom Total	<u>31,428.07</u>	<u>411,900.00</u>	-92.37
TOTAL EXPENSE	<u>357,644.72</u>	<u>1,467,628.55</u>	-75.63
NET INCOME	<u>368,729.46</u>	<u>-167,152.47</u>	-320.59

Village of Chester Commission 2023/24

Comparative Income Statement: VOC

2023-08-31 (5 months = 42% YTD)

- 1 The percentage generated from Sage reflects the amount remaining.
- 2 Possible we won't receive this - the reality of PT staff means the hours may not qualify.
- 3 The total budget excludes Fire Tax revenue, and includes the Provincial grant received.
- 4 This figure is advertising for both the APM and the Annual Election.
- 5 These actual figures come in at end of fiscal year from MODC.
- 6 Includes VOC Boardroom upgrades, for which Commission approved an additional \$2,500 spend.
- 7 Does NOT include expected Lido exterior wall capital project - preliminary \$320,000.

Village of Chester Commission 2023/24
Comparative Income Statement: VOC
2023-08-31 (5 months = 42% YTD)

	Actual 04/01/2023 to 08/31/2023	Budget 04/01/2023 to 03/31/2024	Percent	Notes
REVENUE				1
Revenues				
Village General Govt Tax	187,191.96	373,454.00	-49.88	
Rental income - EMC	8,747.20	21,256.68	-58.85	
Eastlink Rental/Tower	2,479.40	2,479.40	0.00	
HST Offset Grant	5,087.58	3,000.00	69.59	
Transfer from Prov Govt - Grants	150,000.00	150,000.00	0.00	
Transfer fr Federal Govt-Lifeguards	0.00	2,500.00	-100.00	2
Total	353,506.14	552,690.08	-36.04	3
TOTAL REVENUE	353,506.14	552,690.08	-36.04	

EXPENSE

1

Governance

Annual Public Meeting	338.01	300.00	12.67	4
Commissioner Honorarium	2,749.32	10,400.00	-73.56	
Low-Income Property Tax Exemptions	0.00	5,000.00	-100.00	5
Non-Profit Tax Exemptions	0.00	3,000.00	-100.00	5
Election Expense	0.00	2,000.00	-100.00	
Governance Total	3,087.33	20,700.00	-85.09	

Administration

Village Office Rent	7,039.31	18,000.00	-60.89	
Village Office Cleaning	1,029.20	2,400.00	-57.12	
Audit Fees - VOC	3,910.71	5,000.00	-21.79	
Employee Wages	28,986.00	75,000.00	-61.35	
Office Supplies & Expenses - VOC	2,005.10	2,500.00	-19.80	6
Employment Insurance	1,341.52	2,000.00	-32.92	
Canada Pension Plan	2,511.57	4,000.00	-37.21	
Advertising	637.96	2,000.00	-68.10	
Membership & Dues	912.71	1,500.00	-39.15	
Training & Travel	241.47	1,500.00	-83.90	
Bank Charges	107.91	350.00	-69.17	
Consultants	0.00	3,000.00	-100.00	
Legal Fees - VOC	135.01	5,000.00	-97.30	
Medical Insurance	2,854.22	6,000.00	-52.43	
Employee Benefits	0.00	2,000.00	-100.00	
Office Phone & Internet	835.47	2,000.00	-58.23	
IT Support & Website	1,711.44	6,000.00	-71.48	
Insurance (General Liability)	2,440.38	19,000.00	-87.16	
Office Equipment & Programs	6,113.53	4,500.00	35.86	
Administration Total	62,813.51	161,750.00	-61.17	

Protection

Street Lights (Water Street)	3,287.89	8,000.00	-58.90	
Street Lights Maintenance	0.00	5,000.00	-100.00	
Crossing Guards	3,527.74	11,000.00	-67.93	
Protection Total	6,815.63	24,000.00	-71.60	

Beautification

Flower Baskets	15,303.14	22,000.00	-30.44	
Wreaths	0.00	5,000.00	-100.00	
Community Celebrations (Grants)	9,500.00	9,500.00	0.00	
Beautification Total	24,803.14	36,500.00	-32.05	

Economic Development

Tourism Attraction Projects	0.00	10,000.00	-100.00
Beautification Total	0.00	10,000.00	-100.00

Operations

Summer Compost Collection	12,830.14	23,000.00	-44.22
Property Maintenance/Landscaping	3,745.25	3,500.00	7.01
Public Washrooms	6,382.24	15,000.00	-57.45
Waste Removal	1,876.12	5,000.00	-62.48
Beautification Total	24,833.75	46,500.00	-46.59

EMC

EMC Maintenance & Repairs	545.82	4,000.00	-86.35
EMC Insurance	0.00	1,300.00	-100.00
EMC Taxes (Property & Waste)	2,562.38	4,800.00	-46.62
EMC Total	3,108.20	10,100.00	-69.23

Jib Lot

Jib Lot Maintenance	861.22	1,000.00	-13.88
Land Taxes (Waste Collection)	309.36	650.00	-52.41
Water Lot Taxes (Waste Collection)	69.29	125.00	-44.57
Jib Lot Total	1,239.87	1,775.00	-30.15

Lido Pool & Washroom

Lido Maintenance & Operations	10,604.70	18,000.00	-41.09
Lido Capital Repairs	0.00	0.00	0.00
Lido Insurance	0.00	5,100.00	-100.00
Life Guard Wages	13,888.19	21,000.00	-33.87
Supervisor/Security (Race Week)	0.00	1,600.00	-100.00
Lido Taxes (Waste Collection Fee)	552.94	1,200.00	-53.92
Lido Washroom Total	25,045.83	46,900.00	-46.60

Reserves (Planned)

EMS Reserve Deposit	0.00	11,156.68	-100.00
Gen Gov't Operating Reserve Deposit	3,308.49	3,308.40	0.00
Lido Reserve Deposit	0.00	30,000.00	-100.00
Reserves Total	3,308.49	44,465.08	-92.56

TOTAL EXPENSE	155,055.75	402,690.08	-61.50
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NET INCOME	198,450.39	150,000.00	32.30
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Generated On: 09/08/2023

Village of Chester Commission 2023/24

Comparative Income Statement: CVFD

2023-08-31 (5 months = 42% YTD)

- 1 The percentage generated from Sage reflects the amount remaining.
- 2 Includes Fire Services Assoc. of NS - Training funds.
- 3 Main CVFD budget and fire boat budget combined.
- 4 This line item was \$1,000 under admin and \$500 under Building & General - consolidated.
- 5 Does not include the expected 531 repair bill \$10,000 + tax - coming from Operations reserve.

Village of Chester Commission 2023/24
 Comparative Income Statement: CVFD
 2023-08-31 (5 months = 42% YTD)

	Actual 04/01/2023 to 08/31/2023	Budget 04/01/2023 to 03/31/2024	Percent	Notes
REVENUE				1
Revenues				
Village Fire Tax	178,278.04	355,670.00	-49.88	
Outside Area Fire Tax	186,816.00	371,568.00	-49.72	
CVFD Extraordinary Revenue	2,500.00	10,000.00	-75.00	2
Total	367,594.04	737,238.00	-50.14	
Fire Boat				
MODC Islands Fire Boat Tax	5,274.00	10,548.00	-50.00	
Total	5,274.00	10,548.00	-50.00	
TOTAL REVENUE	372,868.04	747,786.00	-50.14	3

EXPENSE

1

Administration

Salaries - Bookkeeping & Mgmt	13,919.53	42,450.00	-67.21
Overhead - Bookkeeping & Mgmt	782.14	5,900.00	-86.74
Audit Fees - CVFD	3,910.72	5,000.00	-21.79
Office Supplies - CVFD	204.97	1,500.00	-86.34
Fire Services Committee - Overhead	0.00	5,000.00	-100.00
Legal Fees - CVFD	681.54	3,000.00	-77.28
Administration Total	19,498.90	62,850.00	-68.98

4

Firefighting Force

Firefighters Honorarium	0.00	50,000.00	-100.00
In Lieu of Fundraising	0.00	15,000.00	-100.00
Uniforms	171.64	3,000.00	-94.28
24 Hour Accident Insurance	8,137.00	9,400.00	-13.44
24 Hour Family Insurance	6,434.00	6,300.00	2.13
Annual Firefighters Banquet	153.17	2,500.00	-93.87
Firefighting Force Total	14,895.81	86,200.00	-82.72

Training & Education

Training	3,726.69	35,000.00	-89.35
Fire Prevention & Education	0.00	3,000.00	-100.00
Chief's Conference	0.00	500.00	-100.00
CVFD Bursary	1,500.00	1,500.00	0.00
Training & Education Total	5,226.69	40,000.00	-86.93

Fire Fighting Equipment

Medical Supplies	296.60	2,000.00	-85.17
Helmets	112.11	0.00	0.00
Tools & Equipment	11,648.26	7,500.00	55.31
CVFD Vehicle Fuel	5,022.08	8,000.00	-37.22
CVFD Vehicle Insurance	1,159.00	10,200.00	-88.64
SCBA Masks	581.61	2,000.00	-70.92
Inshore Boat Equipment	0.00	250.00	-100.00
Fire Fighting Equipment Total	18,819.66	29,950.00	-37.16

Personal Protective Equipment

General PPE	902.07	8,250.00	-89.07
Bunker Gear	19,131.21	18,500.00	3.41
Total Personal Protective Equipment	20,033.28	26,750.00	-25.11

Communication

Communication Contract	1,995.73	5,000.00	-60.09
Communications General Repair	99.58	500.00	-80.08
Pagers	3,685.46	2,000.00	84.27
Communications (Radio) Upgrades	9,911.92	7,500.00	32.16
Mobile Radio Service Plan	375.44	1,500.00	-74.97
Communication Total	16,068.13	16,500.00	-2.62

Maintenance

Small Engine Maintenance	0.00	500.00	-100.00
Extinguisher Maintenance	440.61	850.00	-48.16
SCBA Fill Station Maintenance	4,844.96	7,500.00	-35.40
Bunker Gear Inspection & Repair	293.64	4,000.00	-92.66
Ladder/Harness Inspections	0.00	1,200.00	-100.00
Vehicle Repairs & Maintenance	14,653.32	30,000.00	-51.16
Jaws of Life	2,628.00	1,500.00	75.20
Maintenance Total	22,860.53	45,550.00	-49.81

5

Building & General

Telephone & Alarm	2,614.19	5,000.00	-47.72
Fire Station Building Utilities	1,543.16	20,000.00	-92.28
Taxes & Collection Fee - 4070 Hwy 3	846.11	1,200.00	-29.49
Fire Station Janitorial	1,029.20	2,500.00	-58.83
Fire Station Maintenance	6,830.41	12,000.00	-43.08
Fire Station Insurance (Building)	0.00	6,500.00	-100.00
Consumables	3,254.75	4,000.00	-18.63
Storm Event Supplies & Rentals	419.49	4,500.00	-90.68
Building & General Total	16,537.31	55,700.00	-70.31

4

Capital Purchase

Capital Project Consultant	0.00	50,000.00	-100.00
Capital Low-Angle Rescue Equipment	2,613.46	4,000.00	-34.66
Capital Firefighting Hand Tools	0.00	6,000.00	-100.00
Capital Non-structural Rescue Boots	0.00	13,200.00	-100.00
Capital High Pressure Air Bags	0.00	7,500.00	-100.00
Capital Wheeled Stokes Basket	0.00	2,000.00	-100.00
Capital Dry Hydrant Installation	0.00	10,000.00	-100.00
Capital General Use Coveralls	1,650.21	4,500.00	-63.33
511 Vehicle Refit	10,308.08	25,000.00	-58.77
Capital Purchase Total	14,571.75	122,200.00	-88.08

Reserves (Planned)

Loan Principle Payment	50,938.47	50,938.47	0.00
Fire Apparatus Reserve Deposit	0.00	200,000.00	-100.00
Reserves Total	50,938.47	250,938.47	-79.70

Fire Boat Budget

Fire Boat Fuel & Oil	0.00	1,000.00	-100.00
Fire Boat Consumable Items	0.00	800.00	-100.00
Fire Boat Maintenance	3,138.44	6,300.00	-50.18
Fire Boat 571 Insurance	0.00	2,100.00	-100.00
Fire Boat Bank Charges	0.00	100.00	-100.00
Fire Boat Total	3,138.44	10,300.00	-69.53

TOTAL EXPENSE	202,588.97	746,938.47	-72.88
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3

NET INCOME	170,279.07	847.53	19,991.21
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Generated On: 09/08/2023

Village of Chester Commission
Request for Decision

Topic: Remembrance Day Wreath	Date: September 13, 2023 Proposed By: Heather McCallum Clerk/Treasurer
Issue Summary: Staff are seeking approval to purchase a Village Commission wreath for Remembrance Day ceremonies. This purchase is not currently captured in the budget.	
Background: The Village Commission has traditionally purchased a wreath for presentation on November 11 th from the Chester Branch 44 of the Royal Canadian Legion every year. The Chair of the Commission normally presents the wreath at the Remembrance Day service.	
Options: 1. Purchase a 2023 wreath and normalize the annual Village contribution to the Remembrance Day event by including in the budget. 2. Purchase a 2023 wreath and continue to consider annually.	
Considerations: <u>Financial Impacts</u> The wreath has cost approx. \$75 in the past; unconfirmed for 2023. The wreath sale is a fundraiser for the Legion. This cost could be absorbed in the Flower Baskets or Christmas Wreaths lines. <u>Other</u> Remembrance Day service is an important community event.	
Recommendation: Staff recommend option #1.	
Draft Motion(s): <i>That staff proceed with the purchase of a Village Commission wreath for presentation at the Chester Legion’s Remembrance Day service. The wreath will be presented at the event by the Chair of the Commission or a designate.</i> <i>That the cost of an annual Remembrance Day wreath be included in the “Beautification/Events” section of the Village Budget going forward.</i>	

Schedule 9.4



Service Dogs are specially trained to assist individuals with disabilities with everyday tasks.



Tasks could include:

- carrying or retrieving items,
- ringing doorbells,
- assisting with balance or stability,
- alerting or responding to seizures or diabetic episodes, and more.



What is a service dog?



Meet high behavioural and training standards.



Are Assistance Dogs International (ADI) or International Guide Dog Federation (IGDF) certified.

I'm a service dog, please let me work.

Visit: novascotia.ca/ServiceDogs


NOVA SCOTIA

Service Dog Act

The Nova Scotia Service Dog Act protects the rights and responsibilities of service dog users. The goal of the act is to prevent service dog users from being denied access to public places and refused tenancy rights.

The Service Dog Act includes certification and identification standards for service dogs and their handlers. The act establishes penalties for denying rights to a service dog team or falsely representing a dog as a service dog.

To access their rights under the Service Dog Act, service dog handlers must [apply for certification \(certification.asp\)](#).

Service dog users who wish to be protected by the *Service Dog Act* can apply for certification. If you don't apply, you'll still be protected against any discrimination by the *Human Rights Act*.

This Act will not affect guide dog users. The *Nova Scotia's Blind Persons' Rights Act* protects the rights of people who are blind or visually impaired. Guide dogs have established standards and consistent visual identification practices.

About service dogs

Service dogs are specially trained to assist individuals with disabilities with [everyday activities \(img/what-does-a-service-dog-do.jpg\)](#) like carrying or retrieving items, ringing doorbells, assisting with balance and stability, alerting or responding to seizures or diabetic episodes and other tasks.

The Service Dog Act applies to working service dog teams, retired service dog teams and dog-in-training teams.

Identification cards

Certified service dog teams will be issued provincial identification cards. The cards will provide a consistent, simple way to verify that a dog is certified and meets a high standard of behaviour. The identification cards are intended to reduce misunderstandings and delays when certified teams use publicly accessible facilities.



(img/ID-sample-02.jpg)

If a service dog team doesn't have an identification card and is denied access to a public place, the penalty provisions of the Service Dog Act would not apply.

However, anyone who is denied access because of a disability can still file a complaint with the [Human Rights Commission](https://humanrights.novascotia.ca/) (<https://humanrights.novascotia.ca/>).

Where you will see service dogs

Certified service dog teams can [access any location \(img/where-will-i-see-service-dogs.jpg\)](img/where-will-i-see-service-dogs.jpg) where the public is allowed, including:

- places of lodging such as hotels, apartments and rental accommodations
- places serving food or drink such as restaurants, bars, and coffee shops
- places of entertainment such as movie theatres, golf courses, and parks
- places of retail including grocery stores, shopping malls, banks, dry cleaners and hairdressers
- public transit, taxis, or ambulances
- hospitals, doctors' and dentists' offices, schools or universities

Interacting with a service dog

To perform their jobs, service dogs must focus on their handler and the task at hand. When [interacting with a service dog team \(img/how-do-i-interact-with-a-service-dog.jpg\)](img/how-do-i-interact-with-a-service-dog.jpg):

- don't distract the dog or interfere with their job, like petting the dog, making eye contact or calling to the dog
- never offer food to a service dog
- don't photograph or film a service dog
- offer to help, but don't insist--service dog handlers appreciate when others ask if they need help, but if the handler says "no", please respect their wishes
- treat service dog handlers with dignity--respect their privacy and don't ask questions about their disability

Comfort and therapy dogs

The Service Dog Act does not protect pets, emotional support animals or therapy animals.

Therapy and emotional support dogs provide comfort and a level of support for their handlers. However, unlike service dogs, they may have limited or no formal training.

The Service Dog Act and regulations don't prohibit public places from accommodating therapy and emotional support animals, but these animals don't have the right of access that service dogs do.

Penalties

You can make a complaint to the Service Dog Program for any violation of the Service Dog Act.

Denying access or tenancy to a certified team is a serious offence. You can report business owners, public transportation providers and landlords who unlawfully deny public access or tenancy rights to certified service dog teams.

It is an offence to falsely represent a dog as being a member of a service dog team, retired service dog or a dog-in-training when it is not.

As this is a new law, emphasis will be put on education and public awareness as businesses and Nova Scotians better understand the rights of service dog users.

The maximum fine for Service Dog Act violations is \$3,000.

Contact us

For application, certification and identification processes or to report violations to the Service Dog Act, qualified service dog users can contact the Registrar's Office at the Department of Justice.

Department of Justice, Service Dog Program
1681 Granville Street, Joseph Howe Building
Halifax, NS B3J 2L6

Toll free: 1-888-760-5577 (Press 6)

Phone: 902-424-8805

Fax: 902-424-0700

Email: servicedogs@novascotia.ca (<mailto:servicedogs@novascotia.ca>)

Information

- [Applying for certification \(certification.asp\)](#)

Resources

- [What is a Service Dog \(img/what-is-a-service-dog.jpg\)](#)
- [Where will I see Service Dogs \(img/where-will-i-see-service-dogs.jpg\)](#)
- [What does a Service Dog do \(img/what-does-a-service-dog-do.jpg\)](#)
- [How do I Interact with a Service Dog \(img/how-do-i-interact-with-a-service-dog.jpg\)](#)

Forms

- [Service Dog Certificate \(Privately trained\) \(forms/App-Privately-trained-Service-Dog.pdf\)](#)
- [Service Dog Certificate \(Accredited School\) \(forms/App-Service-Dog-Certificate.pdf\)](#)
- [Medical Recommendation for a Service Dog \(forms/Medical-Recommendation-for-Service-Dog.pdf\)](#)
- [Veterinary Requirements for a Service Dog \(forms/Veterinary-Requirements-Service-Dog.pdf\)](#)

Contact Information

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