

# Agenda

## Regular Monthly Meeting

**Wednesday, December 13, 2023 – 7:00 pm**

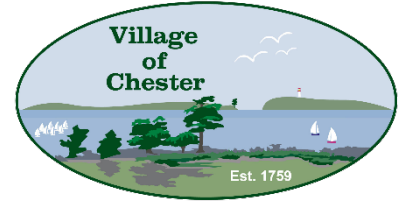
In-Person & Virtual Meeting

VOC Office, 27 Pleasant Street, Chester

Zoom Meeting ID: 849 7893 2278, password 301715

or YouTube Live [https://bit.ly/YouTube\\_villageofchesterns](https://bit.ly/YouTube_villageofchesterns)

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### 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 Regular Meeting: Wednesday, November 8, 2023

### 6.0 Business Arising

6.1 Village Lapel Pins

6.2 Tourism NS Summer Digital Marketing Campaign  
Report – for information

### 7.0 Correspondence – Nil

### 8.0 Reports

8.1 Clerk/Treasurer

8.2 Financial

8.3 Committee: Lunenburg County Accessibility Advisory  
Q2 Report – for information

### 9.0 New/Other Business

9.1 Draft Amendment: Tax Exemption for Non-Profit  
Organizations By-law – First Reading

9.2 Draft Storm Days Protocol

9.3 Offshore Wind Development

### 10.0 Commissioner Roundtable

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

- Contract negotiations
- 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**

- January 17, 2024 – 6:00 pm at 27 Pleasant Street & Virtual

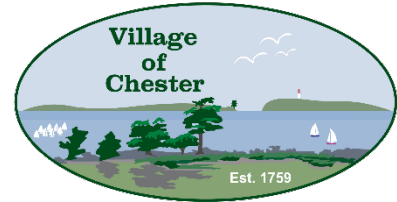
## Minutes

### Village Commission Monthly Meeting

Wednesday, November 8, 2023 – 7:00 pm

In-Person only\*

27 Pleasant Street, Chester



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

CVFD Fire Chief Cody Stevens

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

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**\*Note:** Due to technical difficulties with Zoom, this meeting was unable to be video streamed/recorded.

#### 1.0 Call to Order

Chair Hatch called the November 8, 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 #23-111:** Vice Chair Pauley moved; Commissioner Nauss seconded:  
That the Agenda of the November 8, 2023 Regular Monthly Meeting be approved as presented  
*Motion carried unanimously.*

#### 4.0 Report of the Chief, Chester Volunteer Fire Department

Chief Cody Stevens gave his monthly CVFD monthly activity report (*Schedule 4.0*).

#### 5.0 Review/Approval of Minutes

5.1 Regular Monthly Meeting: Wednesday, October 11, 2023

**Motion #23-112:** Commissioner O'Malley moved; Commissioner Nauss seconded:

That the Minutes of the October 11, 2023 Regular Monthly Meeting be approved as presented.

*Motion carried unanimously.*

## 5.2 Special Meeting: Thursday, October 26, 2023

**Motion #23-113:** Commissioner Mulrooney moved; Commissioner O'Malley seconded: That the minutes of the October 26, 2023, Special Meeting be approved as presented.

*Motion carried unanimously.*

## 6.0 Business Arising

### 6.1 Signing Authority Policy

Clerk/Treasurer McCallum brought back the policy with the changes as directed by the Commission at the October 11, 2023 meeting (*Schedule 6.2*).

**Motion: #23-114:** Commissioner Nauss moved; Commissioner Mulrooney seconded: That the Signing Authority Policy be approved as presented.

*Motion carried unanimously.*

### 6.2 Proposed Heritage Property Signage/Tour Project

Clerk/Treasurer McCallum reviewed the Preliminary Project Estimate.

The Commission directed the Clerk/Treasurer to bring back revised costings on larger signs, two-sided.

### 6.3 Village Lapel Pins

Clerk/Treasurer McCallum reviewed a new selection of pins, designs, and pricing. The Commission directed the Clerk/Treasurer to get pricing on a quantity of 1,000 of the round pin design.

## 7.0 Correspondence

There was no correspondence.

## 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 Budget Variance Report YTD Oct 31, 2023

The Clerk/Treasurer presented the comparative income statement – year-to-date October 31, 2023, which is seven months into the fiscal year (*Schedule 8.3*).

The Commission decided by consensus to revert to receiving this report quarterly.

## 9.0 New/Other Business

### 9.1 Property Tax Exemption Policy – Proposed Amendment

The Clerk/Treasurer reviewed a staff request for decision regarding the annual amendment (*Schedule 9.1*).

**Motion: 23-115:** Vice-chair Pauley moved; Commissioner Nauss seconded: That the Property Tax Exemption Policy, item 2.0 be amended as follows:

- Income thresholds to remain unchanged.
- Rebate levels to be increased by the August 2023 CPI of 4.7%.

*Motion carried unanimously.*

**Motion: 23-116:** Commissioner Mulrooney moved; Commissioner Nauss seconded: That the annual amendment to the Property Tax Exemption Policy be rescheduled to the start of the fiscal year.

*Motion carried unanimously.*

## 10.0 Commissioner Roundtable

Commissioner O'Malley reported on the trail tour that was held at the East River Trail head and Marriott's Cove for the board and staff of the Trans Canada Trail, led by Chad Haughn, MODC's Director of Community Development. Commissioner O'Malley reported that the devastation to the trails from the floods was immense, but repair work is in progress. The guests were very happy with the experience.

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

There was no in camera meeting this evening.

## 12.0 Resumption of Public Meeting – Not required.

### 13.0 Adjournment

The next Regular Monthly Meeting will be held on December 13<sup>th</sup>, 2023 at 7:00pm. It was agreed by consensus that starting in January 2024, meetings will be held on the third Wednesday of the month starting at 6:00pm.

The meeting was adjourned by the Chair at 8:56 pm.

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Commission Chair  
Nancy Hatch

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Clerk/Treasurer  
Heather McCallum

DRAFT

**Supplier: International Coats of Arms**

*\*See Pugwash sample*

**1. Pin Style: Offset 4c print, steel plated lapel pins**

Size: 1-1/8" wide oval (Village logo)

Butterfly clutch fastener

Packaging: individually polybag

Qty 100: \$3.35 each + HST = \$385.25

Qty 300: \$1.87 each + HST = \$645.15

Qty 500: \$1.35 each + HST = \$776.25

Qty 1000: \$1.05 each + HST = \$1,208.54

No fee for artwork; shipping extra

Production Time: 4-6 weeks



**2. Pin Style: Adapted logo – round**

8c soft enamel (iron) lapel pins on polished nickel

Size: 1" round

Butterfly clutch fastener

Qty 100: \$3.45 each + HST = \$396.75

Qty 250: \$2.49 each + HST = \$715.88

Qty 500: \$1.80 each + HST = \$1,035.00

Qty 1000: \$1.67 each + HST = \$1,920.00

Packaging: individually polybag

No fee for artwork; shipping extra



**3. Pin Style: Adapted logo - wordmark**

4c soft enamel (iron) lapel pins on polished nickel

Size: 1" wide die-cut

Butterfly clutch fastener

Qty 100: \$3.25 each + HST = \$373.75

Qty 250: \$2.25 each + HST = \$646.88

Qty 500: \$1.60 each + HST = \$920.00

Qty 1000: \$1.35 each + HST = \$1,552.00

No fee for artwork; shipping extra

Production Time: 4-6 weeks



**Supplier: Treasure House Imports**

*\*See Lunenburg sample*

**1. Pin Style: Printed onto a metal pin**

Size: 1.5" wide oval (Village logo)

Butterfly clutch fastener

Packaging: individually polybag

Qty 500: \$1.24/ea + HST = \$713.00

Qty 1000: \$0.98/ea + HST = \$1,127.00

No extra fee for set-up, printing plate, or delivery

Production Time: 5-6 weeks



PRESENTED TO:

Village of Chester

Compelling Tourism Communities (CTC)

Summer Digital Marketing Campaign Report

DATE: November 21, 2023



# PROGRAM RECAP

The Tourism Nova Scotia Compelling Tourism Communities (CTC) campaign was designed to promote various experiences and events across Nova Scotia, promoting 19 partners in Summer 2023. The objective was to generate awareness of partner offerings and drive traffic, leading to conversion, to respective partner pages on the novascotia.com website.

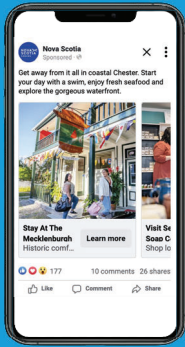
Users aged 25+ in Nova Scotia, New Brunswick, and Prince Edward Island were targeted. Ads were served to users who demonstrated interest in the promoted activities (events, cycling, history, etc.), as well as general travel audiences and remarketed website users. This campaign ran from July 10 to August 31, 2023.

Across all partners, with a total budget of \$148,000, the CTC Summer campaign generated the following:



CTC Summer Digital Marketing Campaign Report

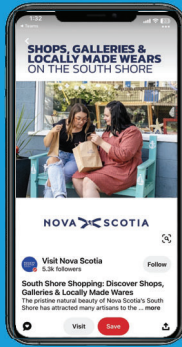
# CREATIVE EXAMPLES - Village of Chester



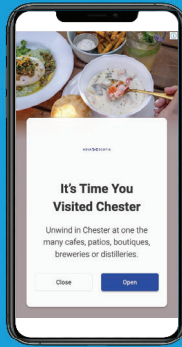
Meta Traffic



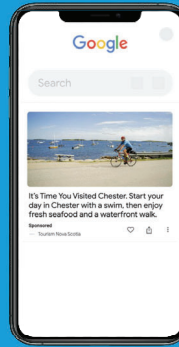
Meta Video



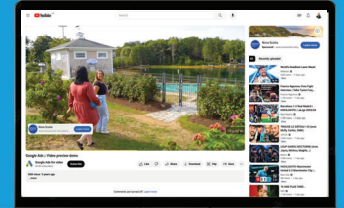
Pinterest Traffic



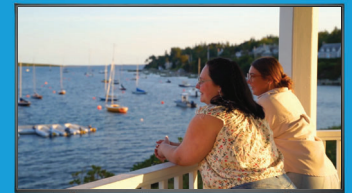
Display



Discovery



YouTube Instream



Connected TV



## STANDOUTS – Village of Chester

Overall, the Village of Chester campaign ads generated over 2.4 million impressions, 27 thousand clicks, and 620 thousand video views.

Village of Chester was **top performing of all partners** for Meta Video and Discovery tactics. The Google Discovery benchmark can be difficult to reach, however, this has been **nearly tripled** at a click-through rate of 4.87%.

YouTube Instream was also **essential for spreading reach and generating awareness** of Chester offerings, making up 36% of the total Chester impressions, followed by Display at 29%.

The Village of Chester ads were a **great success** in the CTC program, succeeding in engaging Maritime users and pushing them to the website to learn more.



# PERFORMANCE SUMMARY - Village of Chester



Tactic	Impressions	Clicks	CTR	Views	View Rate	VCR	Engagements
Meta Traffic	672,904	22,047	3.28%	N/A	N/A	N/A	1,028
Meta Video	63,025	198	0.31%	46,039	73.05%	60.15%	57
Pinterest Traffic	23,530	130	0.55%	N/A	N/A	N/A	178
YouTube Instream	868,951	528	0.06%	537,562	61.86%	61.42%	N/A
Connected TV	37,192	N/A	N/A	37,192	100%	98.24%	N/A
Google Display	713,700	2,631	0.37%	N/A	N/A	N/A	N/A
Google Discovery	42,802	2,083	4.87%	N/A	N/A	N/A	N/A
<b>All Tactics</b>	<b>2,422,104</b>	<b>27,617</b>	<b>1.16%</b>	<b>620,793</b>	<b>62.62%</b>	<b>63.53%</b>	<b>1,263</b>

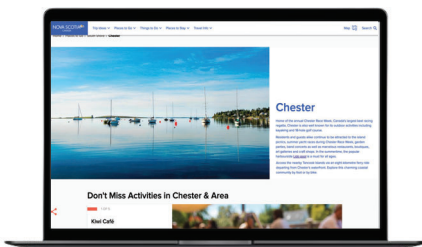
Tourism Benchmarks		
Tactic	Benchmark	Chester Performance
Meta Traffic	0.90% CTR	<b>3.28% CTR</b>
Meta Video	39% View Rate	<b>60.15% View Rate</b>
Pinterest Traffic	0.25% CTR	<b>0.55% CTR</b>
YouTube Instream	29.6% VCR	<b>61.42% VCR</b>
Connected TV	90% VCR	<b>98.24% VCR</b>
Google Display	0.47% CTR	<b>0.37% CTR</b>
Google Discovery	1.72% CTR	<b>4.87% CTR</b>

Note: CTRs do not include non-clickable placements, and View Rates do not include non-skippable placements. Performance values in green indicate the benchmark has been met/exceeded, whereas red indicates the benchmark was not met.

# WEBSITE ANALYTICS - Village of Chester

Village of Chester ads drove to **seven different web pages**; majority of general awareness ads drove to the 'Chester' page on the novascotia.com website, however, other ads were included promoting local businesses as well as web articles, driving to those respective pages on the website.

Page visitation below appears to correlate with the number of Chester ads driving to each page, as well as the reach of each ad. The **'Chester'** page was the most viewed during the campaign period – town/region pages tend to generate high visitation, however, this can also be attributed to many CTC ads driving to these pages. Comparing with Summer 2022, which did not have a CTC campaign running, we can observe a significant **increase in page traffic** across all applicable pages.



Top 5 Pages	Time Period	Page Views	Users	Views per User
<a href="#">Chester</a>	Jul 10 - Aug 31, 2023	14,135	12,700	1.11
	Jul 10 - Aug 31, 2022	291	259	1.12
<a href="#">Sensea Nordic Spa</a>	Jul 10 - Aug 31, 2023	3,367	2,965	1.14
	Jul 10 - Aug 31, 2022	446	399	1.12
<a href="#">Kiwi Café</a>	Jul 10 - Aug 31, 2023	1,382	1,250	1.11
	Jul 10 - Aug 31, 2022	7	7	1.00
<a href="#">Mecklenburgh Inn</a>	Jul 10 - Aug 31, 2023	873	806	1.08
	Jul 10 - Aug 31, 2022	27	26	1.04
<a href="#">South Shore Shopping</a>	Jul 10 - Aug 31, 2023	306	248	1.23
	Jul 10 - Aug 31, 2022	32	27	1.19

# GLOSSARY

**Impressions** - the number of times your ad has been displayed

**Clicks** - the number of times your ad has been clicked

**Click-Through Rate (CTR)** - clicks ÷ impressions

**Video Views** - the number of times your video ad was viewed for at least 3 seconds

**View Rate** - video views ÷ impressions

**Video Completions** - the number of times users watched the entirety of your video ad

**Video Completion Rate (VCR)** - video completions ÷ views

**Engagements** - the sum of all ad reactions, comments, shares and saves on social

**Page Views** - the total number of times users viewed a page on the website

**Users** - the number of people who visited the website or specific page

**Views per User** - the number of times a user viewed a page on the website, on average



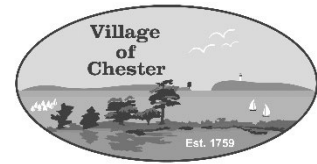
## APPENDIX - All Village of Chester Web Pages

Page	Time Period	Page Views	Users	Views per User	Page	Time Period	Page Views	Users	Views per User
<a href="#">Chester</a>	Jul 10 - Aug 31, 2023	14,135	12,700	1.11	<a href="#">South Shore Shopping</a>	Jul 10 - Aug 31, 2023	306	248	1.23
	Jul 10 - Aug 31, 2022	291	259	1.12		Jul 10 - Aug 31, 2022	32	27	1.19
<a href="#">Sensea Nordic Spa</a>	Jul 10 - Aug 31, 2023	3,367	2,965	1.14	<a href="#">Seaweed Soap Company</a>	Jul 10 - Aug 31, 2023	129	126	1.02
	Jul 10 - Aug 31, 2022	446	399	1.12		Jul 10 - Aug 31, 2022	N/A	N/A	N/A
<a href="#">Kiwi Café</a>	Jul 10 - Aug 31, 2023	1,382	1,250	1.11	<a href="#">Tanner &amp; Co. Brewing</a>	Jul 10 - Aug 31, 2023	106	101	1.05
	Jul 10 - Aug 31, 2022	7	7	1.00		Jul 10 - Aug 31, 2022	7	5	1.40
<a href="#">Mecklenburgh Inn</a>	Jul 10 - Aug 31, 2023	873	806	1.08					
	Jul 10 - Aug 31, 2022	27	26	1.04					



Note: Sections marked 'N/A' indicate the page either did not exist at this time, or does not appear on novascotia.com.

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



- **Chester Fire Services Committee:** There has been a great deal of activity on the CFSC in the past month. It has taken more than half of my time – it’s a little like having two commissions at the moment!
  - Incorporation follow-up: appointment and registration of Officers, registering me as a recognized agent; merger of Intermunicipal Agreements as reference; Committee By-laws presented and back to legal for amendment
  - Insurance:
  - Policy development: Abuse Prevention and Signing Authority approved
  - Conceptual Design for New Fire Station: Service Agreement for Acre Architects; consultant briefings, materials and information sourcing, site visits, and scheduling; communications planning
  - Administration of the Committee: two meetings this month; a meeting and AGM in early January – I would encourage Commissioners to attend the January 10, 2024 AGM at the Chester Legion
  - Financial: Calculations for separation of banking and investment accounts, including HST rebates and surpluses
  - Pending: New 511 truck ownership transfer, all vehicle plate renewals, CRA business accounts, 4070 Highway 3 land transfer, budget draft

Your patience is appreciated as the heaviest of the heavy lifting continues on this important work.

- **Security Cameras:** The supplier for the security cameras at the Lido and Public Washroom was on site last week – seven of the eight cameras are operational, but we were unable to access the online feeds. Stand by for more on this.
- **Lido Procurement:** There is a possibility that we may be able to piggyback (this is a real term) for some of the repair work on an MODC RFP, which would gain the Village the same rates as the Municipality. I’m working this through with Dan Pittman. More to come.

FYI, applications for Canada Summer Jobs grants are open now; I propose to apply for three lifeguard positions. If a lifeguard is on duty for all the time the pool is in use for both lessons and open swims, it’s close to 80 hours a week. Two is the minimum; three would ensure we have qualified coverage and back-up.

- **Streetlights:** We have two issues: the decorative lights and the regular ones.
  - I’m awaiting a competitive quote on the replacement of the decorative ones, as these are over \$2K each with a long manufacturing time. Five of the eight lights are out.

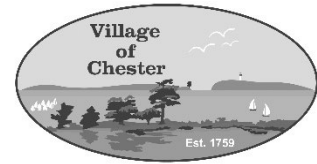
- We need an inventory of all the utility poles in the Village, including locations, pole numbers, which ones have streetlights, which lights are out, which poles have hooks for decor, where transformers are, etc. I have a light replacement supplier on standby, but without knowing how many burnt out lights we have and where they are we can't get a quote or get the work done. It's at least two full days of work, with one round needing to be after dark. I've approached Kerry Keddy, since he is more familiar with the poles than anyone.
- **Boardroom Equipment:** The final piece of equipment requested by the Commission has been installed – after the third order, this one arrived undamaged. After trying it out, the Commission can consider if they would like a second one on the opposite wall, as there is still room in the approved budget.
- **Provincial Legislative Changes in Progress:** FYI, I participated in a session on proposed changes to the Freedom of Information and Protection of Privacy Act (FOIPOP) and proposed additions to the Occupational Health and Safety Act to include workplace harassment. Changes to the former would have little impact on our FOIPOP response at the Village, while changes to the latter would undoubtedly benefit many people in Nova Scotia.
- **Holidays:** The Chester Village Christmas took place this month, and the Merchants Association is already planning for an even bigger impact next year. Shop local!

A reminder, too, that the office will be closed between Christmas and New Year's.

*Report completed by:*

Heather McCallum, Clerk/Treasurer

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



- **Scotiabank:** The November 2023 bank statement has been reconciled per the Summary Report. The Q2 Investment Statement (to Sep 30, 2023) was received this month, and our investments continue to show growth.
- **HST Rebates:** Notices of assessment have been received for the first half of this fiscal year: 2023-04-01 to 2023-09-30 (\$22,904.41). A notice was received for the overdue period 2022-10-01 to 2023-03-31, but an error in the figure was spotted by our auditor. This application has been re-submitted and we await the revised notice of assessment. Cheques have now been received for all of the rebates other than the re-submitted one.
- **Village/Fire Department Accounts:** Signing officers for Chester Fire Services Committee accounts were selected at the Committee's December 6<sup>th</sup> meeting, although they will need to be re-appointed when the Committee By-laws pass which is anticipated to be at the January 3<sup>rd</sup> meeting. So these accounts can soon be opened/transferred. The exact amounts will be finalized when a date is scheduled for the transfer (ideally Q3 final numbers).

Bank accounts:

1. Fire Boat – to be closed – funds transferred to Apparatus Reserve
2. Main Operating – Fire portion of current shared Village main operating account, i.e., revenue YTD *plus* Fire portion of HST rebates & offset grant *plus* accumulated surplus (per 2017-23 audits) *minus* expenses YTD

Investment accounts:

3. Fire Emergency Operating Reserve – Fire portion of current shared Operating Reserve
4. Fire Apparatus Reserve

- **FRAM Revisions**

The Province is revising the Financial Reporting & Accounting Manual, the regulations that municipalities and villages must follow under the *Municipal Government Act* and sent it out for comment. I noted in my review that the revision clarifies the processes that both must follow, versus ones that only apply to municipalities, or are different for villages – which will be quite helpful. No information yet on an implementation date.

*Report completed by:*

Heather McCallum, Clerk/Treasurer

## Accessibility Quarterly Update: July-September 2023

Completed by Ellen Johnson, Regional Accessibility Coordinator, November 7, 2023

### Summary

The work on the individual accessibility implementation plans continued over the summer and into September. The Lunenburg County Accessibility Advisory Committee (LCAAC) completed their review of the first of these plans, the Town of Mahone Bay Accessibility Implementation Plan, and provided feedback to the Town of Mahone Bay Council. Draft plans were also provided to the Municipality of Chester and Town of Lunenburg for initial review by senior management.

The LCAAC has been meeting regularly and continues to attract multiple applicants when vacancies arise. One call for volunteers arose this summer following the resignation of one community member.

The Accessibility Directorate released the Proposed Built Environment Accessibility Standard for public review and staff from all five municipalities provided feedback to the Accessibility Coordinator on the draft. These questions were either answered, forwarded to the Accessibility Directorate, or compiled to be part of the submission to be made through the public engagement website before the submission deadline on October 30. The LCAAC also chose to provide a letter with their feedback.

The Accessibility Coordinator continues to support projects in individual municipalities to bring an accessibility lens to the work. Examples of this include reviews of documents such as reports, requests for proposals, accessibility audit reports, a Land Use Bylaw, Secondary Planning Strategy, and Personnel Policy. In addition, visits to parks, trails, accessible washrooms, building entrances, and other site visits allowed for recommendations to be made about how to identify, plan, modify, or prioritize changes to increase accessibility.

Municipal staff continue to participate in opportunities to learn about accessibility as opportunities for training arise and are shared with them. Several staff have committed to participating in the Train-the-Trainer sessions to facilitate the Accessibility Foundations training that will be offered to their colleagues later this fiscal year.

Connections continue to be made with other organizations to support increasing accessibility in the region and across the province. For example, the Accessibility Coordinator continues to participate in the Bluenose II Accessibility Advisory Committee, the Nova Scotia Public Housing Agency Accessibility Advisory Committee, and the Nova Scotia Community Transportation Network Board of Directors. Participation in the Evacuation and Persons with Disabilities Advisory Committee through the McEachern Institute for Public Policy and Governance has wrapped up.

### Lunenburg County Accessibility Advisory Committee (LCAAC)

Coordinating LCAAC, ensuring committee is fully appointed and meeting its mandate.

- The LCAAC continues to meet monthly and has an engaged Chair and Vice Chair to help shape the direction of the committee.
- One community member resigned from the committee and the process to fill that vacancy was initiated.
- The LCAAC completed its review of the Town of Mahone Bay Accessibility Implementation Plan and forwarded it to the Town of Mahone Bay Council with a recommendation that it be accepted.
- The revision of the LCAAC TOR has paused as the committee explores how to ensure remuneration for community committee members is appropriately reflected. This may require waiting for policies to be revised at the Municipality of Chester as that is where this committee is hosted.

### Accessibility Act Obligations and Involvement with the Accessibility Directorate

Supporting municipal units to plan and implement actions to meet commitments presented in the Lunenburg County Accessibility Plan and to meet obligations under the Accessibility Act (2017).

- The Accessibility Act has undergone an independent review, which is a requirement of the Act. The reviewer consulted with impacted individuals and sectors across the province and produced a comprehensive report with 48 recommendations covering six themes: culture, intersectionality, capacity, accountability, autonomy, and timelines. Many of the recommendations appear intended to strengthen the Act and ensure that the public is more aware of its contents and progress. The full review report can be found on the [Accessibility Directorate Accessibility Act Review website](#).

### Accessibility Standards

The Proposed Built Environment Accessibility Standard was released for public review on August 31, 2023, with a deadline of October 30 to provide feedback. Following the review period, any changes will be made, and the expected enactment is early 2024. The proposed standard is composed of five categories:

- Regulations: Laws that organizations must follow with a compliance date of April 1, 2026. This applies to newly constructed or redeveloped aspects of the built environment (after the compliance date).
- Guidelines: Recommendations for best practice. These are non-mandatory with no associated timelines.
- Government Actions: Actions the provincial government will commit to taking to increase accessibility in the built environment.
- Building Code Amendments: These are amendments to the Nova Scotia Building Code Regulations (Section 3.8). The update to the building code follows a separate legislative process and will require compliance as soon as it is in effect (anticipated early 2024).
- Fire Code Amendments: Like the amendments to the building code, the changes to the fire code follow their own legislative process and will require immediate compliance when they come into effect (anticipated early 2024).

The Accessibility Coordinator will work with staff to compile a response to the proposed standard and support the LCAAC to draft a letter with their feedback.

The remaining five standards are as follows:

- Education: Expected to be enacted in 2025.
- Employment: Expected to have public engagement for the initial recommendations in late 2023 before the provincial government converts the recommendations into a proposed standard for additional public review.
- Goods and Services: In initial stages of developing recommendations.
- Public Transportation: In preparation for selection of Standard Development Committee members.
- Information and Communications: Not started.

#### Lunenburg County Accessibility Plan

The Accessibility Coordinator continued working on developing the accessibility implementation plans for each municipality. The plan for the Town of Mahone Bay is complete and those for Town of Lunenburg and Municipality of Chester have been forwarded for review by senior management.

Specific implementation plan progress for the five municipal units is as follows:

Category	MODC	MODL	TOB	TOL	TOMB
Goods and Services	Draft Complete	Draft Complete	Draft Complete	Draft Complete	Draft Complete
Information & Communications	Draft Complete	Draft Complete	Draft Complete	Draft Complete	Draft Complete
Transportation	Draft Complete	In Progress	Draft Complete	Draft Complete	Draft Complete
Employment	Draft Complete	Draft Complete	-	Draft Complete	Draft Complete
Built Environment	Draft Complete	-	In Progress	Draft Complete	Draft Complete

**Status:** The Town of Mahone Bay Accessibility Implementation Plan is with Town Council following review and feedback from the LCAAC. The Town of Lunenburg and Municipality of Chester plans are being reviewed by senior staff.

#### Accessibility Directorate involvement

Communicating with the Accessibility Directorate and participating in information and training sessions as appropriate.

- Are You Ready? Emergency Preparedness for Persons with Disabilities: This webinar was offered by the Accessibility Directorate based on the [“Emergency Preparedness Guide for Persons with Disabilities and Older Adults in Nova Scotia”](#) from 2021 and was attended by the Accessibility Coordinator and several staff members from the five Lunenburg County municipalities.

- **Accessibility Foundations Workshop:** The Accessibility Coordinator is planning to offer this training, which Councillors, CAO's and Deputy CAO's participated in on April 5, to municipal staff and remaining Councillors in the Fall/Winter. Several staff members from the 5 municipalities are registered to participate in the train the trainer sessions this Fall, increasing the number of people who can support offering this training in-house.

### General and Joint Projects/Activities

Actions related to accessibility in general or joint actions involving multiple municipal units.

- **Social Media Accessibility:** Following the Accessibility Directorate's workshop on social media accessibility in June, the Municipality of Chester approached the Accessibility Coordinator to support development and delivery of a similar workshop for community groups. As the municipality is often asked to share social media posts from these groups, it is important that they understand what is required for accessibility. When the municipality receives accessible social media posts from the community groups, it is easier to share them on municipal social media accounts in accessible formats, increasing the proportion of accessible posts produced by the municipality. The workshop will be offered to community groups in Chester in mid-October. Following these workshops, the Accessibility Coordinator will approach the other four municipalities to determine if it will also be offered elsewhere.
- **Emergency Preparedness:** The Accessibility Coordinator participated in a wrap-up meeting of the advisory committee for the MacEachen Institute for Public Policy and Governance Accessibility Standards Canada funded research on Evacuation and Persons with Disabilities. This research focused on vulnerable people and communication, evacuation, sheltering, and return following emergencies. The meeting summarized the research results and outlined plans for future research, which includes exploring vulnerable persons registries.
- **Heritage and Accessibility:** The Accessibility Coordinator has continued to work with staff at the Town of Lunenburg as they explore how heritage and accessibility can both be maintained/achieved. This has resulted in providing support to the province in their work to produce appropriate educational materials on this topic and collaboration to define the challenges related to restaurant accessibility resulting from the Human Rights decision that requires all new restaurants in Nova Scotia to provide a barrier free path of travel to enter the restaurant and access an accessible washroom. The proposed built environment standard contains a commitment that the province will work to clarify this topic as well.
- **Community Outreach/Consultation:** Recognizing the importance of engaging the community of people impacted by accessibility work, efforts have continued to build and maintain connections with the community.
  - Continued participation in Community Links Aging Well Together Coalition, which brings together organizations and individuals concerned with seniors' health and wellbeing. This group provides a means to learn about issues relevant to seniors in our communities and to disseminate information through the coalition members when appropriate.

- Continued to add to a contact list of people interested in accessibility in Lunenburg County in share information relevant to accessibility, including consultations and events.
- Continued speaking with individual community members about accessibility-related concerns and involving appropriate staff where necessary.
- Funding Opportunities: The Accessibility Coordinator continues to update the spreadsheet of available funding related to accessibility and to attend regular meetings with staff responsible for grant applications in each municipal unit to support any applications related to accessibility and encourage the inclusion of accessibility into other projects.
- South Shore Sustainability Summit: The Accessibility Coordinator presented at one of the sessions for municipalities at the summit on the topic of joint services.
- Continued to participate in REMO Planning Committee, bringing an accessibility lens to discussions.
- Nova Scotia Provincial Housing Authority Accessibility Advisory Committee (NSPHA-AAAC): Continued to participate in meetings of the NSPHA-AAC and met with a small group of staff from that organization to explore how they might approach creating their accessibility plan.
- Bluenose II Accessibility Advisory Committee: The Accessibility Coordinator continued to participate in this committee in partnership with the Nova Scotia Department of Communities, Culture, Tourism and Heritage, the Bluenose II Captain and staff, and other stakeholders. Participated in one-hour training of ship crew on the topic of accessibility and disability.
- Nova Scotia Community Transportation Network (NSCTN): As a board member, the Accessibility Coordinator brings an accessibility lens as well as a municipal perspective to this organization, which aims to facilitate the development of an inclusive and integrated community transportation network across the province. Examples of recent projects are the development of resources on insurance for volunteer drivers and management guides for rural transportation providers and managing a project for the provincial government to develop dispatch software that will be used by all community transportation providers across the province, including those in Lunenburg County.

### Specific Projects and Activities in Each Municipal Unit

Participating in projects and activities that support integration of accessibility into everyday practices and increase accessibility in the five areas addressed in the Lunenburg County Accessibility Plan (Goods and Services, Information and Communications, Transportation, Employment, and Built Environment).

#### Town of Bridgewater

- Met with Energize Bridgewater staff to support incorporation of accessibility into information and communications practices.
- Answered questions from staff related to accessibility.
- Met with TOB Community Navigator to identify shared issues and discuss accessibility.

- Provided feedback on Kinsman Field accessibility questions.
- The Dalhousie School of Planning PEACH Research Unit's Rural Accessibility and Age Friendly Infrastructure Assessment (RAAFIA) Project consultations with persons with disabilities in partnership with the Town of Bridgewater took place in June and the team has provided a [preliminary report](#) summarizing the engagement. They will follow up with an additional, more detailed report.
- Focus will return to finalizing the TOB Accessibility Implementation Plan this Fall.

#### Town of Mahone Bay

- Accessibility Planning: The LCAAC has reviewed and forwarded the Town of Mahone Bay Accessibility Implementation Plan with their feedback to Mahone Bay Town Council.
- Met with new Deputy CAO regarding accessibility work and coordinator role.
- Answered questions from staff about accessibility, especially built environment related.

#### Town of Lunenburg

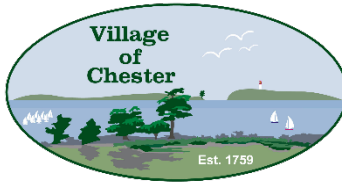
- Participating in Civic Square Compatibility and Accessibility project, including supporting the planning of a public engagement session for persons with disabilities.
- Continued to work with TOL staff and the province to address issues of accessibility and heritage.
- Reviewed and provided feedback to staff on the Lunenburg Community Centre Accessibility Audit report.
- Supported washrooms mapping project by helping to identify accessible washroom facilities in the Town.
- Reviewed Town of Lunenburg Accessibility Implementation Plan draft with Community Development staff and forwarded to senior staff for feedback. Next step to meet to discuss before forwarding to the LCAAC for additional review.

#### Municipality of the District of Lunenburg

- Continued to support staff to apply an accessibility lens to work through participation in the Active Transportation plan development, Parks Accessibility Audits, Pickle Ball Court planning, recreational spaces design and accessible equipment loan program.

#### Municipality of the District of Chester

- Continued to support accessibility improvements to the Municipal buildings and Wild Rose Park.
  - Provided recommendations related to upgrades to Council Chambers communications technology.
- Reviewed proposed Personnel Policy using an accessibility lens.
- Contributed an article on service dogs to the municipal newsletter.
- Reviewed and provided feedback on the draft Village of Chester Secondary Planning Strategy and Land Use By-law.



**Village of Chester**  
**Tax Exemption for Non-Profit Organizations By-law**  
**Draft Amendment**

A By-law of the Village of Chester, in the Province of Nova Scotia, to authorize a tax exemption for property of a non-profit community group pursuant to the provisions of the ***Municipal Government Act***, **article 71**.

**WHEREAS** the Commission of the Village of Chester has the powers of a municipality to make by-laws pursuant to the Municipal Government Act, **article 429(1)** for tax reductions, exemptions, and deferrals; and

**WHEREAS** the Commission of the Village of Chester has authority to pass a bylaw to exempt **non-profit organizations** from taxation ~~to the Chester Garden Club~~ pursuant to **article 71(1)** of the Municipal Government Act; and

**BE IT RESOLVED** that the following By-law is hereby approved as the Tax Exemption By-law for the Village of Chester,

**NOW THEREFORE PURSUANT** to the provisions of the Municipal Government Act, Chapter 21, the Commission of the Village of Chester, Nova Scotia, in regular session duly assembled, enacts as follows:

**1. Severability**

If any provision of this by-law is declared invalid because of any word, phrase, clause, sentence, paragraph or section of this by-law or any documents which form part of this by-law or an application thereof to any person or circumstance is declared invalid, the remaining provisions shall not be affected thereby, but shall remain in force.

**Section 1 – Short Title**

~~This By-law shall be known as By-law Number 02-2021 and may be cited as the 'Tax Exemption Bylaw'.~~

## 2. Section 2 – Real Property

- 2.1 This by-law allows for non-profit organization exemptions in full or in part from the Village of Chester's Property Tax levy for General Government Services only.
- 2.2 An exemption to the Property Tax levy for Fire and Emergency Services is not permitted under this by-law.
- 2.3 Subject to this by-law, the ~~Chester Garden Club~~ following non-profit organizations shall be exempt from the Village Commission's Residential Property Tax for the following location:
- Chester Garden Club  
Civic address: Water Street, Chester  
Exemption: 100%  
Municipal account number: 10858615  
Current taxable assessed value: \$210,000
  - Our Health Centre  
Civic address: 3769 Highway #3, Chester  
Exemption: 50%  
Municipal account number: 05053455
- 2.4 When the ~~Chester Garden Club~~ named non-profit organization(s) cease to occupy the property cited, then the exemption from taxation shall cease and the owner of the real property shall immediately be liable for the real property tax on such real property for the portion of the year unexpired.

## 3. Section 3 – Effective Date

- 3.1 This amended by-law shall come into force and effect commencing in the Fiscal Year on April 1st, 2023.

## 4. Repeal and Replace

- 4.1 Previously adopted versions of the Village of Chester's Tax Exemptions for Non-Profit Organizations By-law are hereby repealed and replaced upon the effective date of adoption of this amended by-law.

**Village of Chester  
Clerk's Annotation for Official By-law Book  
Re: Tax Exemption for Non-Profit Organizations By-law (Amendment)**

Date of first reading: December 13, 2023

Date of advertisement of notice of intent:

Date of second/final reading: (Motion # )

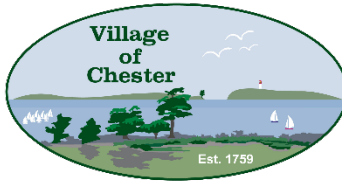
Date of advertisement of passage of by-law:

Date of mailing to Provincial Minister a certified copy of the by-law:

I certify that this by-law was adopted by the Village Commission and advertised as indicated above.

\_\_\_\_\_  
Nancy Hatch  
Commission Chair

\_\_\_\_\_  
Heather McCallum  
Clerk/Treasurer



# **Village of Chester Storm Days Administrative Protocol DRAFT**

## **1.0 Purpose**

It is the Village's intent to ensure that Village services are provided wherever reasonably possible during storm conditions without jeopardizing the safety of Village employees. The purpose of the Storm Days Protocol is to establish a standard procedure for office closures and employee absences due to weather conditions.

## **2.0 Closure or Delayed Opening**

2.1 The decision to close the Village office and/or facilities due to weather conditions for all or part of the day will be the responsibility of the Clerk/Treasurer in consultation with the Commission Chair or designate.

2.2 School closure announcements by the South Shore Regional Centre for Education, statements from weather authorities and/or road authorities, the Lunenburg County Regional Emergency Management Office, and surrounding municipalities and facilities shall be canvassed as part of the decision-making process.

In general, if schools are closed due to weather conditions then the Village office will also be closed, unless there is a compelling case otherwise.

2.3 If the opening of Village services has been delayed, the Clerk/Treasurer can open following a re-evaluation of storm conditions.

2.4 It will be the responsibility of the Clerk/Treasurer or designate to ensure that closure public announcements are made prior to the usual start of business.

2.5 The same conditions may apply in a case where there is an electrical or communication service failure (no power or internet), especially if the estimated time of restoration is beyond normal workday hours or unknown.

### 3.0 Remote Work

- 3.1 Where telecommunications infrastructure, role responsibilities, and tool access requirements permit, it is preferred that employees will work remotely, i.e., from the employee's home or another location during storm day office closures.
- 3.2 Employees working remotely must be able to communicate with those whom they normally conduct business (elected officials, colleagues, suppliers, etc.) by phone, video conference, and email. Employees are to respond to inquiries in the same manner and timeframes as they would if they were in their principal place of employment.
- 3.2 Working remotely does not change the conditions of employment of required compliance with Village of Chester policies and procedures.

### 4.0 Leave

- 4.1 If the decision is made to close Village services and remote work is not possible, employees will be considered as having performed a regular day's work.
- 4.2 Employees must use personal judgement for their travelling safety in severe weather conditions which may prevent them from being at work or may cause them to leave work early. This time can be drawn from vacation or other banked leave time at the employee's request, or alternatively can be considered as unpaid leave. In any case, employees are required to contact their supervisor. In the case of the Clerk/Treasurer, this is the Commission Chair or designate.

<b>Approved:</b>	<b>Motion #</b>
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I certify that this Administrative Protocol was adopted by the Village of Chester Commission as indicated above.

\_\_\_\_\_  
Clerk/Treasurer

\_\_\_\_\_  
Date

## Schedule 9.3

**From:** Liam Baker  
**Sent:** Wednesday, November 22, 2023 9:00 AM  
**To:** Nancy Hatch  
**Subject:** Offshore Wind Development - Mahone Bay

Dear Nancy,

My name is Liam Baker, and I am an Ottawa-based reporter. I was recommended to speak to you by Michael Best, who works for the Town of Lunenburg's mayor, Jamie Myra, as I am currently conducting a report on the potential benefits and impacts that the province's offshore wind development could have on coastal communities.

Given the importance of the fishing industry to Chester, and Mahone Bay's status as a rich supplier of seafood, I am hoping to schedule an interview with you or one of your constituents about any hopes or concerns the town may have for the project as one of the potential locations of the offshore wind farm is Mahone Bay. I can be reached at [REDACTED] or by email at [REDACTED].

I will be in Nova Scotia from December 11<sup>th</sup> to 15<sup>th</sup> and would like to schedule an in-person interview during that time. However, if this is not possible, I can also conduct the interview over zoom or by phone.

Thank you and I hope to hear from you soon.

Sincerely,  
Liam Baker

**Liam Baker**  
Masters of Journalism Candidate, Carleton University

[REDACTED] | [REDACTED]