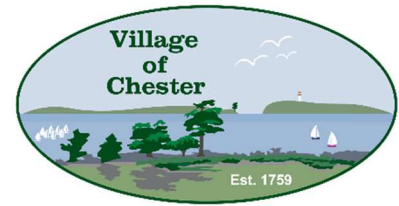


Agenda

Village Commission Monthly Meeting Wednesday, Jan 15, 2025 – 6:00 pm



In-Person & Virtual Meeting

VOC Office, 27 Pleasant Street, Chester

Zoom <https://us02web.zoom.us/j/89085934666> or YouTube Live

1.0 Call to Order/Land Acknowledgement

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

2.0 Public Forum

- In-person or over Zoom: Members of the public are welcome to speak and/or ask questions of the Village Commission (10 min)

3.0 Approval/Amendment of Agenda

4.0 Review/Approval of Minutes

- 4.1 Monthly Commission Meeting: Dec 18, 2024

5.0 Business Arising

- 5.1 Memo: Connect2 Active Transportation Fund

6.0 Correspondence

- 6.1 NSFM: Code of Conduct Training

7.0 Reports

- 7.1 Clerk/Treasurer
7.2 Financial, incl. 2024/25 Q3 Budget Variance Report
7.3 Chester Fire Services Committee – *minutes for information*
7.4 Lunenburg County Accessibility Advisory Committee – *on hiatus*
7.5 Village Planning Advisory Committee (MODC) – *minutes for information*

8.0 New/Other Business – *Nil*

9.0 Commissioner Roundtable

10.0 In-camera – *Nil*

11.0 Resumption of Public Meeting – *N/a*

12.0 Adjournment

Schedule 3.1

Minutes DRAFT

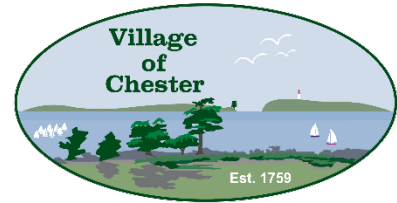
Village Commission Monthly Meeting

Wednesday, December 18, 2024 – 6:00 pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

Video Archive <https://www.youtube.com/@villageofchesterns>



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

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

Guest(s): Jennifer Webber, Municipality of the District of Chester (MODC)

1.0 Call to Order

Chair Pauley called the December 18, 2024 Regular Monthly Meeting of the Village of Chester Commission to order at 6:02 pm.

Chair Pauley stated the Land Acknowledgement:

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

2.0 Public Forum

Ms. Webber, the Communications Officer from MODC, provided an overview of the Equity, Diversity, and Inclusion Action Plan process ([Schedule 2](#)) and how the Village can participate.

Clerk/Treasurer McCallum noted that per the NS Office of Equity and Anti-Racism, "Under the regulations, municipalities and villages will be required to have plans to address systemic hate, inequality, and racism by April 1, 2025." The Village of Chester may partner with the Municipality and/or the Lunenburg County region [note: this was re-confirmed through our Municipal Advisor].

Ms. Webber left at 6:56 pm. This issue will be discussed in New Business.

3.0 Approval of Agenda/Additions to Agenda

The following items were added to section 8.0 "New Business":

- Discussion of EDI presentation and next steps for Village
- Nova Scotia Connect 2 – Commissioner T Mulrooney

Schedule 3.1

Motion #24-094: Commissioner O'Malley moved; Commissioner Nauss seconded: That the Agenda of the December 18, 2024 Regular Monthly Meeting be approved as amended.

Motion carried unanimously.

4.0 Review/Approval of Minutes

4.1 Monthly Commission Meeting: November 27, 2024

Motion #24-095: Commissioner Nauss moved; Commissioner L Mulrooney seconded: That the Minutes of the November 27, 2024 Monthly Commission Meeting be approved as presented.

Motion carried unanimously.

5.0 Business Arising – Nil

6.0 Correspondence – Nil

7.0 Reports

7.1 Clerk/Treasurer

The Clerk/Treasurer presented her monthly activity report (*Schedule 7.1*).

The Village Strategic Priorities workshop originally slated for October has been rescheduled to January 23, 2025, at 1:00 pm with a backup/storm date of Jan 28, 2025.

Commissioner T Mulrooney requested a facilitator and provided a recommendation. Clerk/Treasurer McCallum will check on their availability, fees, etc.

7.2 Financial

The Clerk/Treasurer presented the monthly financial overview report (*Schedule 7.2*).

7.3 Chester Fire Services Committee (CFSC)

The Committee's approved minutes of November 6, 2024 were shared for information (*Schedule 7.3*). See also: www.chesterfirecommittee.ca.

7.4 Lunenburg County Accessibility Advisory Committee (LCAAC)

The Committee is on post-election hiatus, as new members need to be appointed by their respective Councils (*Schedule 7.4*). It resumes on February 5, 2025.

Schedule 3.1

7.5 MODC Village Planning Advisory Committee (VPAC)

Vice-chair O'Malley attended a VPAC meeting on December 10, 2024 ([Schedule 7.5](#)). He reported that the following items were discussed.

- Public presentations:
 - The 2011 Ekistics Planning & Design study “Planning Vision and Streetscape Design for Highway 3 at Chester Village” was raised. There is also an MODC internal 2022 discussion paper on Highway 3 zoning.
 - The question of future use of the ferry wharf when the new ferry begins operation from Blandford.
- Land Use Bylaw:
 - The water issue arose over the possibility of new developments interfering with household wells. NS Environment permits are only required for a draw of over 23,000 litres/day. MODC is considering development agreements as a method of control.
 - The “highway commercial” zone regulations were examined.
- Coastal protection is a strategic priority for MODC in the coming year.

8.0 New/Other Business

8.1 Equity, Diversity, and Inclusion Action Plan

The Commission discussed formally partnering with the MODC on this work. Terms of reference would need amendments to include the Village.

Motion #24-096: Commissioner Nauss moved; Commissioner T Mulrooney seconded: That the Chester Village Commission write a letter to MODC Council requesting that the Village Commission have a seat on their EDI advisory committee.

Motion carried unanimously.

The Clerk/Treasurer was asked to circulate Office of Equity and Anti-Racism (OEA) documents on the requirements. More information on OEA initiatives is available here: <https://www.oeaengagement.ca/>

8.2 Nova Scotia Connect 2

Commissioner T Mulrooney asked if the Clerk/Treasurer could look into this active transportation program from the Province to see if there is anything applicable to the Village: <https://novascotia.ca/connect2/>

9.0 Commissioner Roundtable - Nil

10.0 In camera – Nil

Schedule 3.1

11.0 Resumption of Public Meeting – Nil

12.0 Adjournment

There being no further business, the meeting was adjourned at 7:35 pm.

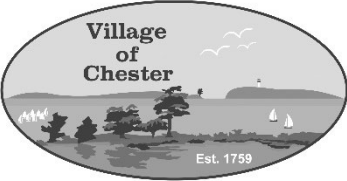
Next meeting(s):

- Regular Monthly Meeting on January 15, 2025 at 6:00 pm
- Strategic Priorities workshop on January 23, 2025 at 1:00 pm (back-up/storm date January 28, 2025 at 1:00 pm)

Commission Chair
Geraldine Pauley

Clerk/Treasurer
Heather McCallum

Schedule 5.1



**Village of Chester Commission
Memorandum**

Topic:	Date: Jan 15, 2025
Connect2 Active Transportation Fund	Proposed By: Heather McCallum Clerk/Treasurer
Issue Summary: The Clerk/Treasurer was asked to look into the Connect2 program and determine if it was applicable to the Village. Thank you for the question.	
Background: The introduction to the Connect2 Program Guidelines are attached for reference. I also attended a provincial information session on Jan 10, 2025 which clarified “specific and intentional” projects are being sought. Summary from NSFM’s Municipal Funding Database: Department - Organization: NS Dept of Communities, Culture, Tourism and Heritage Description: Active transportation projects that will improve connectivity within and between communities and have the potential to reduce emissions. There are three streams. 1) Capacity Building and Community Engagement, Connect2 provides grants of up to 75% to a maximum of \$50,000 per project in this category. 2) Shared Mobility & Bicycle Fleets, Connect2 provides grants of up to \$75,000 per project in this category. 3) Active Transportation Infrastructure and Design, Connect2 provides grants of up to 75% to a maximum of \$50,000 per project in this category. Deadline: Deadline February 14th (Annually) More information on the program can be accessed here: https://novascotia.ca/connect2/	
Considerations: <u>Financial Impacts</u>	

Potential funding is outlined in the summary's "Description" above. Connect2 is an annual fund.

Note: The Village will be applying to the same funding body, the NS Dept of Communities, Culture, Tourism and Heritage for accessibility retrofit funding for the Lido/Public Washroom.

Any project(s) under consideration need to be included/costed in the annual budget. The 2025/26 budget work begins this month.

Policy Impacts

Best practice shows municipal/village activities are best guided by what is/is not/could be in the Village's scope; what has the Commission decided its priority activities are; long-term project planning; etc.

Chester doesn't currently have such a priorities framework, but development on one begins next week at the Jan 23rd workshop!

Relevance

The Connect2 grant does not align with any current Village activities.

Although that is not to say it couldn't in the future. For example, should the Village wish to take up active transportation in its strategic priorities, that could look like trails, bicycle or e-bike infrastructure, etc.

Recommendation:

The Village should not apply for the Connect2 grant at this time.

If and when an appropriate Village project arises, it can be re-considered another year.

Introduction

The Nova Scotia Department of Communities, Culture, Tourism and Heritage is committed to increasing opportunities to use active transportation throughout the province. Supporting community driven active transportation projects increases connectiveness and accessibility, physical activity, improves quality of life, and reduces carbon emissions.

Active transportation is any mode of human-powered transportation, including walking, cycling, and wheeling. Active transportation is destination-oriented, such as travel to get to work, school, retail areas, recreation and leisure pursuits, and other activities of daily living.

Connect2 (C2) is a Provincial Grant Program intended to respond to the growing interest and need from communities to create active transportation solutions. The intent of Connect2 is to support local projects and initiatives by funding feasibility studies, designs, pilots, plans, engagement activities, and the implementation of a variety of active transportation initiatives throughout Nova Scotia.

Main objectives of the program:

- Investing in active transportation to increase physical activity and improve quality of life.
- Facilitating active transportation connectivity within communities, between destinations, and to modes of transportation.
- Supporting community led approaches to active transportation.
- Growing capacity to improve active transportation opportunities within communities.

Program Overview

The Connect2 grant program enables communities to create more options for walking, biking, wheeling, and shared mobility, while increasing connectivity to community and other modes of transportation. The program supports projects that enable and increase active transportation options, including building infrastructure for short-distance travel. We are seeking projects that test new ideas or best practices that connect destinations, increase equity and access in transportation opportunities, and decrease dependency on personal vehicles by improving transportation hubs and integrated mobility.

The province has allocated funding in the amount of \$400,000 to the Department of Communities, Culture, Tourism and Heritage to advance active transportation options throughout Nova Scotia for the 2025-2026 fiscal year.

Projects are eligible for funding up to 75% of their total project costs and are due to be completed by March 1, 2026

EDIA Commitment Statement:

- **Communities, Culture, Tourism & Heritage supports our communities to thrive by promoting active living, tourism, and Nova Scotia’s diverse culture, heritage, and languages. We pride ourselves in helping to grow communities and organizations by providing programs and services that support these areas.**
 - **We are committed to ensuring that our programs and services are free of discrimination and barriers, and value equity, diversity, inclusion, and accessibility (EDIA). By applying this lens, and ensuring it is a core value in our programs and decision-making processes, we are taking steps to address the long-standing systemic barriers that impact many communities in our province.**
 - **Communities, Culture, Tourism, and Heritage is committed to advancing equity, diversity, inclusion, and accessibility across Nova Scotia, and we support partners who share in this commitment.**
-

Schedule 6.1

From: [NSFM Communications](#)
Subject: Secure Your Spot for Municipal Code of Conduct Training
Date: January 7, 2025 9:14:18 AM
Attachments: [image003.png](#)

CAUTION: This email originated from an external sender.

Dear NSFM Members & Villages,

NSFM invites all municipal elected officials and village commissioners to register for the upcoming in-person Code of Conduct training sessions this month. These sessions are a valuable opportunity to deepen your understanding of the updated Code of Conduct and equip you with insights to excel as municipal leaders.

While in-person training is not mandatory, it serves as an excellent complement to the mandatory online training module launching in February. The January sessions will be interactive, offering a platform to engage directly with the facilitator and address your questions.

About the Facilitator:

Parker Byrne, an associate lawyer at Burchell Wickwire Bryson LLP in Halifax, specializes in municipal law, labour and employment law, and litigation. He brings practical experience advising municipalities across Nova Scotia, including handling Code of Conduct matters. With a personable approach and a robust legal background, Parker has represented clients at all levels of Nova Scotia courts and has also worked as a prosecutor.



Mandatory Online Training:

Details for the mandatory February online module will be shared with all members and village commissioners by mid-January.

Don't Miss Out!

- [View the Training Schedule](#)
- [Find Your Electoral Region](#)
- [Register Now to Secure Your Spot!](#)

These sessions are your chance to ensure you're prepared for the road ahead in municipal governance.

We look forward to seeing you there!

NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +902.423.8331

info@nsfm.ca

nsfm.ca | [facebook](#) | [twitter](#) | [linkedin](#) | [instagram](#)



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

NSFM is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaw. We are all Treaty people. We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities who have been here for over 400 years.

South Shore Region

Date: Thursday, January 30th, 2025

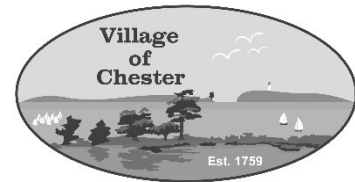
Time: 1:00 p.m. – 3:00 p.m.

Location: Best Western Plus Bridgewater, Bridgewater

[REGISTER HERE](#) – Registration deadline January 23rd, 2025

Schedule 7.1

Village of Chester Commission Clerk/Treasurer Activity Report Jan 15, 2025



- **Code of Conduct:**

- Mandatory online training for elected officials is expected to roll out in February.
- The Village Commission is required to appoint an investigator per the below extract from the “Code of Conduct for Elected Officials of Villages”. The investigator cannot be our legal advisor. AMANS has issued an RFP for potential investigators to provide a pre-approved list, but response has been slow.

Appointment of investigator by village

- 6
- (1) An investigator must have experience conducting investigations and applying the principles of natural justice and procedural fairness.
 - (2) A village must include an investigator’s contact information on its publicly accessible website or by posting notices in conspicuous places in the village.
 - (3) A village must ensure that no conflict of interest exists between the investigator and the parties involved in a complaint.

- **EDI Committee**

- A letter has been sent to Chester Municipal Council with the Village Commission’s request to formally join its Equity, Diversity and Inclusion Advisory Committee.
- If the Municipality agrees, the Commission will need to select your representative.

- **Street Décor Survey**

- The flower basket survey was launched on Jan 6th online and via residents’ mailboxes. At time of writing there have been 47 responses received already; the deadline is Jan 24th.

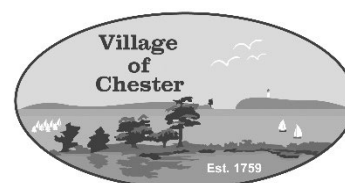
- **Strategic Priorities Workshop**

- I’m pleased to share that Gordon Tate will join us on Jan 23rd to facilitate our workshop. Gord is on the board of Our Health Centre and led their strategic plan development and has done so for other non-profits. His “day job” is in the Community Development & Recreation Department at the Municipality of Chester, so he is certainly familiar with the environment we’re working within. The recommendation was provided by Jeff Conrad.

Report completed by:
Heather McCallum, Clerk/Treasurer

Schedule 7.2

Village of Chester Commission Clerk/Treasurer Financial Report Jan 15, 2025



- **Scotiabank:**

- The December 2024 bank statements have been reconciled.
- Account balances as of Jan 2, 2025 were:

Banking Accounts	
• Daily Operations account	\$ 400,530
Investment Accounts	
• Operating reserve	\$ 83,185
• Lido Pool reserve	\$ 163,210
• Utilities reserve	\$ 39,966
• EMC Building reserve	\$ 16,788

- The **Q3 Budget Variance Report** (Apr 1-Dec 31, 2024) is attached to this report.
 - Please note that as we continue retroactive data entry into Sage for the Chester Fire Services Committee (CFSC), there may be some corrections with banking required. We should have this work completed by next meeting.
- **Grants:**
 - An application for the Recreation Facility Development Grant (NS Dept of Communities, Culture, Tourism and Heritage) is being prepared. The due date is Feb 14, 2025.
 - No word yet on the Growth & Renewal for Infrastructure application.
 - **Requests for Proposals:**
 - RFPs for the Lido/Washroom accessibility upgrades are still in progress.
 - **2025/26 Budget:**
 - The preparation of a Draft Budget begins this month. The key pieces of information are the 2025 property assessment figures from MODC and the annual CPI for 2024 from the Ministry of Finance. This information should be available by the end of January.
 - Results from our strategic priorities session may also inform the budget.
 - A reminder that the CFSC budget is due to be presented to the Village and Municipality on or before Feb 15th and approved by Apr 1st. The CFSC's Annual Meeting for ratepayers will be held on Tuesday, Feb 11th.

Report completed by:

Heather McCallum, Clerk/Treasurer

Village of Chester Commission
 Budget Variance Report - **GENERAL GOV'T OPERATIONS**
 2024/25 Q3 Apr 1-Dec 31 (25% of fiscal year remaining)

	Actual 04/01/2024 to 12/31/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	Notes
REVENUE - General Gov't Operations				
Revenues				
4100	306,705.49	408,476.05	-24.91	1
4050	22,674.16	0.00	0.00	2
4118	3,997.69	0.00	0.00	3
4116	2,479.40	2,615.00	-5.19	
4201	3,867.92	1,710.00	126.19	
4225	4,256.00	2,400.00	77.33	
Total	<u>343,980.66</u>	<u>415,201.05</u>	<u>-17.15</u>	
TOTAL REVENUE	<u>343,980.66</u>	<u>415,201.05</u>	<u>-17.15</u>	
EXPENSES - General Gov't Operations				
Governance				
5450	511.82	350.00	46.23	
5477	8,374.55	10,820.00	-22.60	
5461	0.00	2,160.00	-100.00	
5431	1,437.67	5,000.00	-71.25	4
5432	0.00	3,000.00	-100.00	
5496	505.57	2,625.00	-80.74	
Governance Total	<u>10,829.61</u>	<u>23,955.00</u>	<u>-54.79</u>	
Administration				
5430	10,900.17	16,000.00	-31.87	
5428	2,902.83	4,070.00	-28.68	5
5435	4,831.35	4,200.00	15.03	
5440	53,950.83	68,000.00	-20.66	
5445	2,951.46	4,000.00	-26.21	
5447	2,448.90	2,300.00	6.47	
5448	4,715.63	4,500.00	4.79	
5455	549.47	2,000.00	-72.53	
5460	756.42	1,500.00	-49.57	
5465	2,463.41	4,000.00	-38.41	
5470	193.56	300.00	-35.48	
5472	0.00	3,000.00	-100.00	
5475	104.29	3,000.00	-96.52	
5476	7,241.93	6,250.00	15.87	
5478	3,114.00	4,060.00	-23.30	
5480	1,552.17	2,200.00	-29.45	
5481	4,348.38	6,700.00	-35.10	
5490	19,518.17	24,300.00	-19.68	
5492	2,400.00	2,500.00	-4.00	
5495	4,968.54	5,000.00	-0.63	
Administration Total	<u>129,911.51</u>	<u>167,880.00</u>	<u>-22.62</u>	
Protection				
5501	5,846.58	12,625.00	-53.69	
5526	10,298.21	10,300.00	-0.02	6
5540	8,143.52	11,500.00	-29.19	
Protection Total	<u>24,288.31</u>	<u>34,425.00</u>	<u>-29.45</u>	

	Actual 04/01/2024 to 12/31/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	Notes
Beautification				
5565	21,721.92	23,000.00	-5.56	7
5570	3,780.25	5,000.00	-24.40	8
5582	10,000.00	10,000.00	0.00	
	Beautification Total	38,000.00	-6.57	
Economic Development				
5590	0.00	10,000.00	-100.00	
	Economic Development Total	10,000.00	-100.00	
Misc Operations				
5575	20,266.20	22,310.00	-9.16	
5585	2,110.74	4,000.00	-47.23	
5960	11,339.49	15,000.00	-24.40	
	Misc Operations Total	41,310.00	-18.38	
Jib Lot				
5405	2,253.14	1,500.00	50.21	
5410	631.39	650.00	-2.86	
5415	138.58	150.00	-7.61	
	Jib Lot Total	2,300.00	31.44	
Lido Pool & Washroom				
5910	30,059.45	32,000.00	-6.06	9
5925	3,980.01	5,100.00	-21.96	
5935	26,323.18	25,500.00	3.23	
5940	1,838.04	1,600.00	14.88	
5945	1,159.88	1,200.00	-3.34	
	Lido Washroom Total	65,400.00	-3.12	
Reserves (Planned)				
5743	0.00	1,931.05	-100.00	10
5937	0.00	30,000.00	-100.00	11
	Reserves Total	31,931.05	-100.00	
	TOTAL EXPENSE	415,201.05	-27.59	

Village of Chester Commission
 Budget Variance Report - CAPITAL
 2024/25 Q3 Apr 1-Dec 31 (25% of fiscal year remaining)

	Actual 04/01/2024 to 12/31/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	<i>Notes</i>
REVENUE - Capital				
Revenues				
4130	100,000.00	100,000.00	0.00	
4120	150,000.00	150,000.00	0.00	
4170	0.00	65,105.00	-100.00	20
Total	250,000.00	315,105.00	-20.66	
TOTAL REVENUE	250,000.00	315,105.00	-20.66	

	Actual 04/01/2024 to 12/31/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	
EXPENSES - Capital				
Capital Projects				
5915	135,032.54	150,000.00	-9.98	21
5916	6,152.86	165,105.00	-96.27	22
Capital Projects Total	141,185.40	315,105.00	-55.19	
TOTAL EXPENSE	141,185.40	315,105.00	-55.19	

Village of Chester Commission
 Budget Variance Report - **EMC BUILDING**
 2024/25 Q3 Apr 1-Dec 31 (25% of fiscal year remaining)

	Actual 04/01/2024 to 12/31/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	Notes
REVENUE - EMC Building				
Revenues				
4110	15,744.96	21,260.00	-25.94	
4180	13,875.00	13,875.00	0.00	30
Total	<u>29,619.96</u>	<u>35,135.00</u>	<u>-15.70</u>	
TOTAL REVENUE	<u>29,619.96</u>	<u>35,135.00</u>	<u>-15.70</u>	

	Actual 04/01/2024 to 12/31/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	Notes
EXPENSES - EMC Building				
EMC				
5705	723.15	3,500.00	-79.34	
5710	1,151.76	1,200.00	-4.02	
5715	5,149.30	5,260.00	-2.10	
EMC Total	<u>7,024.21</u>	<u>9,960.00</u>	<u>-29.48</u>	
Reserves (Planned)				
5720	0.00	11,300.00	-100.00	31
Reserves Total	<u>0.00</u>	<u>11,300.00</u>	<u>-100.00</u>	
Capital Projects				
5709	12,042.13	13,875.00	-13.21	
Capital Projects Total	<u>12,042.13</u>	<u>13,875.00</u>	<u>-13.21</u>	
TOTAL EXPENSE	<u>19,066.34</u>	<u>35,135.00</u>	<u>-45.73</u>	

Village of Chester Commission
Budget Variance Report - NOTES
2024/25 Q3 Apr 1-Dec 31 (25% of fiscal year remaining)

Notes

GENERAL GOV'T OPERATIONS BUDGET

- 1 *Tax advances Q1-Q3 (75% of year) have been received from MODC.*
- 2 *Chester Fire Services Committee portion of salaries: Clerk/Treasurer 25% + Admin Asst 50%.*
- 3 *Chester Fire Services Committee portion of overhead: 25% of office rent.*
- 4 *This is the combined low income and non-profit exemption figure for half of the year.*
- 5 *The supplier for Q1 (Perfect Home) has not invoiced for their work (approx. \$1,250); included here as a placeholder.*
- 6 *A 7th decorative street light is out. Two fixtures are on order: to replace this and to have on standby for the 8th due to the very long production wait time.*
- 7 *Costs for the public survey (printing, distribution) will also be captured here.*
- 8 *Final payment pending when wreaths are taken down.*
- 9 *There is a very large bill coming from MODC for Lido/Public Washroom maintenance. **EXPLAIN***
- 10 *Transfer to the Operations reserve is dependent on whether there is a surplus at year end.*
- 11 *Transfer to the Lido Pool reserve will take place in Q4.*

CAPITAL BUDGET

- 20 *This figure is a requirement of the federal grant agreement.*
- 21 *Does not yet include the interior wall work to come in Spring.*
- 23 *RFPs pending for accurate cost estimates; also awaiting grant responses.*

EMC BUILDING BUDGET

- 30 *Reserve funds transferred for 75% of roof project on Jul 12th.*
- 31 *Transfer to the EMC reserve depends on a surplus between rent paid and expenses to operate. There is no tax revenue included in operating this building.*

Schedule 7.3



Minutes

Chester Fire Services Committee (CFSC) Monthly Meeting

Wednesday, Dec 4, 2024 at 5:00 pm

Village Commission Boardroom (27 Pleasant Street, Chester)

Present Colin MacDonald, Chair; Kirk Collicutt, Treasurer-Secretary; Wilson Fitt; Nancy Hatch; James Robert

Other Cody Stevens, Fire Chief, CVFD; Greg Conron, Deputy Fire Chief, CVFD
Heather McCallum, Recording Secretary (Clerk/Treasurer, VOC)

Regrets Norm Countway, Vice-chair

Guest Tom Bremner, Chester Municipal Council, District 3

#	Item
1.	Call to Order The meeting was called to order by the Chair at 5:00 pm. The Village's new appointee, Wilson Fitt, was welcomed to the Committee.
2.	Approval of Agenda Motion: Moved by Ms. Hatch; seconded by Mr. Collicutt: That the Committee approves the Agenda of the Wednesday, Dec 4, 2024 Monthly Meeting as presented. <i>Motion carried.</i>
3.	3.1 Approval of Minutes: Nov 6, 2024 Motion: Moved by Ms. Hatch; seconded by Mr. Collicutt: That the Committee approves the Minutes of the Wednesday, Nov 6, 2024 Monthly Meeting as presented. <i>Motion carried.</i> 3.2 Approval of Minutes: Nov 12, 2024

	<p>Mr. Robert noted an error: he is shown as present at this meeting but he was not. This will be corrected.</p> <p>Motion: Moved by Ms. Hatch; seconded by Mr. Collicutt: That the Committee approves the Minutes of the Tuesday, Nov 12, 2024 Special Meeting as amended. <i>Motion carried.</i></p>
<p>4.</p>	<p>Business Arising – None</p>
<p>5.</p>	<p>Chester Volunteer Fire Dept: Activity Report</p> <p>Deferred for Chief Stevens’ arrival.</p>
<p>6.</p>	<p>Reports</p>
	<p>6.1 Secretary-Treasurer</p> <p>Mr. Collicutt presented his report (<i>Schedule 6.1</i>).</p> <ul style="list-style-type: none"> • Reserves <p>It was agreed by consensus that due to the change in interest rates, CFSC reserves will not be changed at this time.</p> <ul style="list-style-type: none"> • Budget Kickoff <p>Note that the CFSC draft annual budget must be provided to the Village Commission, Municipal Council, and the public on or before the 15th day of February. Development schedule to come.</p> <ul style="list-style-type: none"> • EFT Authorization <p>Motion: Moved by Mr. Collicutt; seconded by Ms. Hatch: That the Chester Fire Services Committee authorize electronic fund transfer capability on the CFSC daily banking account with two signers: the Village Clerk/Treasurer and one of the Committee Treasurer, Chair, or Vice-chair for a cost of \$20/month. <i>Motion carried.</i></p> <p>ACTION: C/T McCallum will coordinate the Scotia Connect authorizations for the three officers.</p>

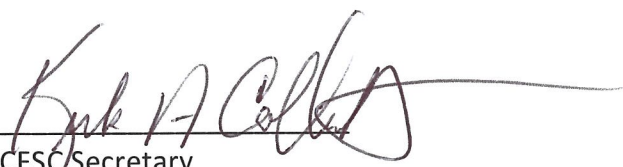
<p>5.</p>	<p>Chester Volunteer Fire Dept: Activity Report</p> <p>Chief Stevens presented the CVFD report for November 2024 (<i>Schedule 5</i>).</p> <p>The CVFD has requested a legal opinion be sought regarding the use of security cameras at the fire station and dashcams on vehicles.</p> <p>ACTION: Ms. McCallum will follow up with our legal advisor.</p>
<p>6.</p>	<p>6.2 Fire Station Conceptual Design Project</p> <ul style="list-style-type: none"> • Land Swap <p>Mr. Robert reported that this action is still held up with the neighbouring landowner’s legal representative. Chair MacDonald is acquainted with the other lawyer and will bring it up with him if opportunity serves.</p> <p>ACTION: Mr. Robert will continue to reach out to the Village’s legal representative on this matter.</p> <ul style="list-style-type: none"> • Phase 2 RFP <p>The RFP is being prepared by the MODC Procurement Officer, Dan Pittman, who is unfortunately swamped with a flood of FOIPOP requests. Councillor Bremner confirmed the capacity issue and committed to assisting the project from the Council table wherever possible.</p> <p>ACTION: Ms. McCallum will produce a draft RFP using Mr. Pittman’s existing material and send it to him for review.</p>
	<p>6.3 Communications Sub-Committee</p> <ul style="list-style-type: none"> • Analytics <p>Ms. McCallum, in Vice-chair Countway’s absence, reported on the analytics for the month of November for Facebook, Instagram, and now the website (<i>Schedule 6.3</i>).</p> <ul style="list-style-type: none"> • Campaign Next Steps <p>The next phase of the social media campaign will focus on stories: Danielle Barkhouse’s testimonial video, cutlines from speeches at the Nov 13th PIM including Philip Stevens,</p>

	<p>firefighters (thank you, Cody), as well as recap deficiencies. Cost/value messages will be incorporated in preparation for the fundraising effort as that information becomes available.</p>
	<p>6.4 Fundraising Sub-committee</p> <ul style="list-style-type: none"> • Schedule First Meeting <p>Discussion was held about the parameters of the work for the sub-committee, as well as some investigations to be brought to the first meeting.</p> <ul style="list-style-type: none"> - a capital campaign - fire rate tax gradual increases (projections based on the next planned increase will be available for budget meetings) - grants/funding from other levels of government (Ms. Hatch and Ms. McCallum were asked to source; Chair MacDonald will speak to the local MP and other potential avenues) - capital loan(s) - the Fire Chief was asked to speak to other departments with new buildings regarding their sources of funding - as the station will be built to a post-disaster standard, the Fire Chief and Ms. McCallum will investigate Emergency Management Office programs <p>A date for the meeting has not yet been set.</p>
<p>7.</p>	<p>New Business</p> <p>7.1 Annual General Meeting – Feb 2025</p> <p>Per the intermunicipal agreements, the CFSC’s Annual Meeting must be held or before Feb 15 (Saturday this year). A separate public meeting will be held for the Fire Station funding plan when completed; the February AGM is too soon.</p>
<p>8.</p>	<p>In Camera – None</p>
<p>9.</p>	<p>Resumption of Public Meeting – None</p>
<p>10.</p>	<p>Other Business</p> <ul style="list-style-type: none"> • Stockbroker <p>Ms. Hatch recommended that as some fundraising for the new fire station will be done through the Chester Volunteer Fire Department, that the CVFD establish a relationship with a stockbroker who can liquidate assets that donors may wish to give. She has written to the</p>

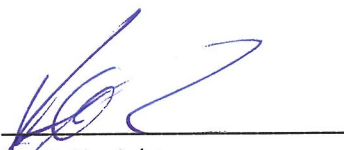
	<p>Municipality's CAO and Finance Director to suggest the same for the community development fund.</p> <ul style="list-style-type: none"> • Village Christmas <p>Ms. Hatch noted that the firetruck parade coming down Central Street bringing Santa to the tree-lighting was powerful and recommended planning to video record it next year (perhaps on the ground and by drone) to share on social media.</p> <ul style="list-style-type: none"> • 360° Tour <p>Ms. Hatch suggested the CVFD consider a 360° tour video as a virtual open house of the current station, and demonstrate deficiencies such as a demonstrating how firefighters have to put their gear on in the tight space, etc. The idea will be brought to the Communications Subcommittee.</p>
<p>11.</p>	<p>Adjournment</p> <p>The meeting was adjourned at 6:16 pm.</p>

Next Meeting(s):

- **Monthly:** Jan 8, 2025 at 5:00 pm; Village Commission Boardroom, 27 Pleasant Street



 CFSC Secretary
 Kirk Collicutt



 VOC Clerk/Treasurer
 Heather McCallum

Schedule 7.5

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MUNICIPALITY OF THE DISTRICT OF CHESTER
Minutes of Meeting of the
VILLAGE PLANNING ADVISORY COMMITTEE
Council Chambers
On Tuesday, December 10, 2024

The meeting was called to order at 3:02 P.M by the Chair.

PRESENT

Members	Sara Filbee	Carol Nauss
	Randy O'Malley	Hassen Hammond
	Syd Dumaresq	Tom Bremner

Staff

Garth Sturtevant, Senior Planner
Chad Haughn, Director of Community Development & Recreation
Darlene Scott, Administrative Assistant

Regrets: Brenda Mulrooney

Gallery: 5 persons

2. LAND ACKNOWLEDGEMENT

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

3. PUBLIC INPUT SESSION (15 MINUTES TOTAL)

3.1 Do any members of the public wish to address the Committee?

Bunch Fraser

- There are some landscaping requirements along North Street, but no architectural controls.
- The Ekistics report that was done in 2011 had a lot of good ideas and I would like to see them being utilized
- The report is probably geared more to an urban setting but could be used here on a smaller scale.

4. APPROVAL OF AGENDA

Schedule 7.5

2021-225 **MOVED by Tom Bremner, SECONDED by Carol Nauss to approve the agenda as amended. ALL IN FAVOR. MOTION CARRIED.**

5. PUBLIC PRESENTATIONS (CONFIRMED APPOINTMENTS)**Nancy Hatch**

- The Ekistics report had a lot of good ideas and there should be no escape clause for developers not to follow it.
- Eliminate the 2000 square foot or less escape clause and change it with a change in ownership, as there was one business owner that was taken advantage of and they installed plate glass windows and paved over the grass area.
- Any change in ownership triggers adherence to the Ekistics vision- refined by the committee
- John Gamey conducted more stakeholders' interviews and people still wanted to follow the Ekistics vision -Make sure the will of the people is acknowledged
- By allowing a residential property owner that is abutting a commercial property to change their property as commercial you will not be increasing the density.
- People feel when you stick a straw into the aquifer, neighbors will suffer- before a building permit is issued the plans should have to include a cistern and before the occupancy permit is issued the building inspector would need to be satisfied that there are cisterns in place and potentially operations.
- Lobby the Nova Scotia Federation of Municipalities for a change in the rules, failing a change in rules appeal to the Minister of Municipal Affairs and Housing.
- There should be a hydrogeological survey prepared for district 3, to see what is available for water.

Peggy Wilson

- In the highway commercial zone, policy CC50 states that property owners in the area affected by this policy should be notified that their properties can be negatively affected by neighboring properties. This policy states that property zoned in R5 may be rezoned as highway commercial without an amendment.
- People need to be informed of this policy and that it could dramatically affect their property by their neighbor.
- The Tancook Wharf is zoned Waterfront, not sure if that zoning is the right zone for that property moving forward. I would ask the committee to put this item for further agenda discussion.
- It is essential that the waterfront in the seaside village be accessible to the people who live in this community.
- In terms of density, water has become a big issue -hopefully all levels of government are looking at it with the intensity and urgency it deserves.

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- Would like to see the wording from policy CC27, the Marine Development Zone in all zones.
- A water table study is required to fully understand the complexity of the water problem facing the residents of this community.

There was a discussion on the wharf and what they would like to see for that piece of property if the Municipality gained ownership of those parcels.

Councillor Tom Bremner was at the Nova Scotia Federation of Municipalities and there were a number of issues brought up:

- Water is an issue all over the province. There are some options coming out that will help people.
- Waterfront was a big topic. There was a big discussion on the Coastal Protection Act and how every municipality wants the province to take back that project.
- If the wharf is developed with the right things in the community, it will draw more people to a beautiful iconic tourism community.

Note: Social infrastructure always gets discounted and yet it is what makes a community wealthy and successful.

There was a discussion on how the community works.

Note: We need to think about as a committee how we want to advise Council on things we would like them to consider

6. MINUTES OF PREVIOUS MEETING:

6.1 Approval of Minutes dated November 12, 2024

2021-225 MOVED by Carol Nauss, SECONDED by Randy O'Malley to accept the minutes from November 12, 2024 of the Village Planning Advisory Committee as presented with an amendment to the first bullet on Page 194. Criterium should be cistern. ALL IN FAVOR. MOTION CARRIED.

7. BUSINESS ARISING:

7.1 Response from Council Re: request for Municipal Solicitor to attend VPAC meeting to discuss legal opinion on development moratorium and mandatory cistern installation for new developments

There was a discussion on whether the committee should be more specific in their questions to the solicitor and go back again. It was decided against.

There was a discussion around what the process is for a developer when he applies for permits through Nova Scotia Environment. It was decided to extend an invitation to the Department of Environment to attend a meeting to explain their regulations and application process. If they are

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unable to do so perhaps a couple of the committee members could go to their office for clarification.

7.2 Highway Commercial Zone

There were 3 issues on the Highway Commercial Zone which are the following:

- What can be done in that zone
- If a residential property abuts a commercial property, they can request their property to be rezoned commercial.
- Where does the Ekistics and Gamey report rest and whether it has been incorporated into the Land Use By-Law

The Senior Planner went over the permitted uses and by what approval process for the Highway Commercial Zone. Then if applicable, yard standards and maximum height provision.

The only way to do residential is in the same building as commercial. There is no cap on the number of units by a Development Agreement, therefore a discussion will need to be had on a number for that cap.

The senior planner went over the approval processes along with the basic zone provisions. Some of the visions had been taken out of the Ekistics Highway Commercial plan that was done in 2011. Could have a discussion on what didn't come out of that plan.

The senior planner went over the history on the existing structures exemption.

There was a discussion on drive throughs in the Highway Commercial zone by site plan approval.

There was a discussion on businesses not expanding because of the site plan approval.

One of the projects assigned to John Gamey was to help out with the Highway 3 area, North Street. There was a workshop held, a survey sent out, and public open sessions to discuss the Highway 3 area and all these issues along with the site plan requirements. One of the questions was about architectural controls and the majority of the people were not in favor of strong architectural controls beyond Highway 3.

If there are no architectural controls along highway 3, how can we make sure it will be appealing for visitors coming into Chester.

Chester needs more small businesses- with the twining of the highway I suspect that is going to come with additional business opportunities.

The rezoning of adjacent parcels that is creating some concern is a reflection of the fact that the Highway commercial zone has been significantly reduced from its current extent as there are several pockets that are proposed to be residential. The provision was put in there to support new businesses. This will require a Land Use By-Law amendment but not a Secondary Planning

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Strategy amendment. The senior planner went over the criteria the applicant would need to adhere to. There was a discussion on whether it should be removed, make it more difficult or make it more specific. It was decided to leave it as it is.

We need things that will encourage tourists to come to Chester along with places for them to stay.

- 2021-225 MOVED by Syd Dumaresq and SECONDED by Tom Bremner for the Village Planning Advisory Committee to recommend to Council that the 2011 Ekistics document be Appended to the bylaws, with a recommendation that people read it and follow it when they are developing in the Highway Commercial Zone. ALL IN FAVOR. MOTION CARRIED.**

There was a discussion around the 200 meters square being exempt from the requirements

- 2021-225 MOVED by Hassen Hammond and SECONDED by Syd Dumaresq for the Village Planning Advisory Committee to recommend to Council to revise 7.3.5 to remove additions to existing buildings. ALL IN FAVOR. MOTION CARRIED.**

- 2021-225 MOVED by Hassen Hammond, SECONDED by Carol Nauss for the Village Planning Advisory Committee to recommend to Council to remove CC57 in the Secondary Planning Strategy and remove clause 7.3.6 in the Land Use By-Law. ALL IN FAVOR. MOTION CARRIED.**

7.3 Definition for "density" in Land Use By-Law

There was a discussion on what density means and it was recommended that somewhere in the planning documents there be a defined definition that this is what density means. The Senior Planner is going to bring back to the committee a definition for the term density to include the people and the draw on the natural resources. The definition will go out in the agenda package for the next meeting.

There was a discussion on how the changes to the Planning documents were going to be made and it was decided that when the recommendations are taken back to council the revisions would not be completed but the changes would be outlined.

7.4 Coastal Protection Regulations Discussion

It was suggested to contact the Municipality of the District of Lunenburg for the document on Coastal Protection and forward it to the committee. It is a light version of the Coastal Action Plan the Province had.

Council needs to consider a Coastal Action Protection Plan along with a water strategy that includes the Village.

On the next agenda add the Coastal Action Protection along with water strategy for the Village.

7.5 Start time for future VPAC meetings

There was a discussion, and it was agreed to start the meeting at 3:00 pm.

8. CORRESPONDENCE:

8.1 Brett Munford

It was decided to bring forward at the next meeting

9. NEW BUSINESS:

9.1 None

10. ANY OTHER PLANNING MATTERS:

10.1 VPAC Annual Recap report to Community-Discussion

It was decided they would do something special on social media when it goes back to Council

10.2 Call for any other Planning Matters

None

11. DATE OF NEXT MEETING:

11.1 January 14, 2025 (tentative)- beginning at 4:00 in Municipal Council Chambers

It was decided to move the meetings to 3:00 pm going forward in Municipal Council Chamber

12. ADJOURNMENT:

2021-227 MOVED by Syd Dumaresq meeting adjourn 5:15 P.M. MOTION CARRIED.

Sara Filbee
Chairperson

Darlene Scott
Administrative Assistant