

# Agenda

## Commission Monthly Meeting

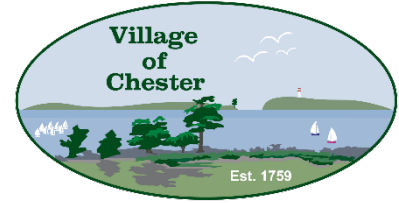
Wednesday, June 19, 2024 – 6:00 pm

In-Person & Virtual Meeting

VOC Office, 27 Pleasant Street, Chester

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

or YouTube <https://www.youtube.com/@villageofchesterns>



**Note: This is the first Village Commission meeting since the 2024 Election-by-acclamation.**

### 1.0 Call to Order

*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

### 3.0 Swearing-in of New Commissioners

### 4.0 Annual Election of Chair and Vice-chair

### 5.0 Approval of Agenda/Additions to Agenda

### 6.0 Review/Approval of Minutes

6.1 Regular Meeting: Wednesday, May 15, 2024

6.2 Special Meeting: Friday, June 7, 2024

### 7.0 Business Arising – Nil

### 8.0 Correspondence

8.1 Sepsis Canada: Illumination Request for Sep 13, 2024

8.2 Municipal Affairs & Housing: 12-Months Notice to NSFM

8.3 D. Foley: Ownership of Apparatus Response

### 9.0 Reports

9.1 Clerk/Treasurer

9.2 Financial

9.3 Committee: Chester Fire Services – *for information*

9.4 Committee: Lunenburg County Accessibility Advisory  
– *for information*

**10.0 New/Other Business**

10.1 RFD: External Committee Appointments

10.2 RFD: Chester Fire Services Committee Member Terms

**11.0 Commissioner Roundtable**

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

- Legal advice eligible for solicitor-client privilege

**13.0 Resumption of Public Meeting**

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

**14.0 Adjournment**

**Next Meeting(s)**

- Regular Monthly: July 17, 2024 – 6:00 pm at 27 Pleasant Street & Virtual

## Schedule 6.1

### Minutes

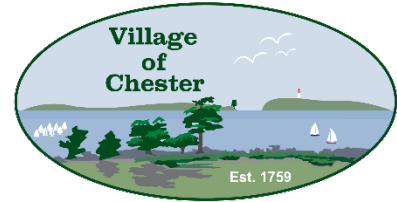
#### Village Commission Monthly Meeting

Wednesday, May 15, 2024 – 6:00pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

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



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

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

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#### 1.0 Call to Order

Chair Hatch called the May 15, 2024 Regular Monthly Meeting of the Village of Chester Commission to order at 6:00 pm.

Vice-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

There were no members of the public in attendance.

#### 3.0 Approval of Agenda/Additions to Agenda

**Motion #24-034:** Commissioner Nauss moved; Commissioner O'Malley seconded: That the Agenda of the May 15, 2024 Regular Monthly Meeting be approved as presented.

*Motion carried unanimously.*

#### 4.0 Review/Approval of Minutes

**4.1 Regular Monthly Meeting:** Wednesday, April 17, 2024

**Motion #24-035:** Commissioner Nauss moved; Commissioner Mulrooney seconded: That the Minutes of the April 17, 2024 Regular Monthly 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](#)). She also included the newly-received final report from Tourism Nova Scotia on the Village winter digital marketing campaign, which had above-industry average levels of engagement.

### **7.2 Financial**

The Clerk/Treasurer presented the monthly financial overview report ([Schedule 7.2](#)).

### **7.3 Committee: Chester Fire Services (CFSC)**

Chair Hatch shared the Fire Chief's April monthly report for information ([Schedule 7.3](#)).

### **7.4 Committee: Lunenburg County Accessibility Advisory (LCAAC)**

Vice Chair Pauley commented that it was good to be 'in-person' for the Accessibility Foundations training in April. There are many issues that people don't think about unless experienced. For example, there are hearing, speaking, smell disabilities. What one person thinks is minor, someone else experiences as debilitating. We all need to be more aware.

## **8.0 New/Other Business**

### **8.1 Memorandum: Reimbursement Policy**

The Chair reviewed a brief memo informing Commissioners of pending amendments to the Reimbursement Policy to better align with the Municipal Government Act ([Schedule 8.1](#)). The draft(s) will be added to the Special Meeting agenda of May 27<sup>th</sup> and will be brought to the Annual Public Meeting on June 18<sup>th</sup> as required.

### **8.2 Appointment to MODC Village Planning Advisory Committee**

Chair Hatch reminded the Commission that a new member will be needed for this committee and can be filled by a present Commissioner or, once the election is over, a new commissioners are present.

### 8.3 Heritage Signage & Tour Project

Clerk/Treasurer McCallum stated that she had sent out five permission requests to the five properties, subject to this identification in this project. Positive replies have been received from two. A third contacted Chair Hatch expressing the opinion that the project may contribute to 'signage pollution' in Chester. The C/T noted that a brochure and online tour can be created with or without signs.

Further discussion was deferred until the remaining two properties have responded.

### 10.0 Commissioner Roundtable

Commissioner Mulrooney stated that she is looking into wheelchair-accessible portable washrooms for the Farmer's Market to replace the standard ones.

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

### 12.0 Resumption of Public Meeting – report in public session per Section 408B (3) of the Municipal Government Act. – Nil

### 13.0 Adjournment

#### Next meetings:

- Special Meeting on May 27, 2024 at 5:00 pm at the Village office
- Audit Committee on June 13, 2024 at 2:00 pm at the Village office
- **The Annual Public Meeting is June 18, 2024 at 6:30 pm at St. Stephen's Community Centre**
- The next Regular Monthly Meeting will be held on June 19, 2024 at 6:00 pm at the Village office

There being no further business, the meeting was adjourned at 6:51 pm.

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Commission Chair  
Nancy Hatch

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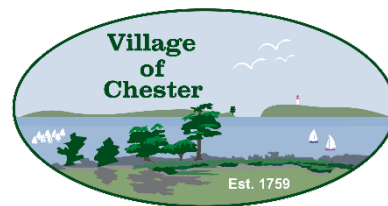
Clerk/Treasurer  
Heather McCallum

## Schedule 6.2

### Minutes

#### Village Commission Special Meeting Wednesday, June 7, 2024 – 11:30 am

In-Person & Virtual Meeting  
27 Pleasant Street, Chester



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

**Staff:** Heather McCallum, Clerk/Treasurer

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#### 1.0 Call to Order

Chair Hatch called the June 7, 2024 Special Meeting of the Village of Chester Commission to order at 11:30 am.

#### 2.0 Approval of Agenda/Additions to Agenda

**Motion #24-041:** Commissioner Nauss moved; Commissioner O'Malley seconded: That the Agenda of the June 7, 2024 Special Meeting be approved as presented.  
*Motion carried unanimously*

#### 3.0 Approval of Minutes

##### 3.1 Special Meeting: May 27, 2024

**Motion #24-042:** Commissioner O'Malley moved; Commissioner Mulrooney seconded: That the Minute of the May 27, 2024 Special Meeting be approved as presented.  
*Motion carried unanimously*

#### 4.0 Business Arising – Nil

#### 5.0 New Business – Nil

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

- Contract negotiations

**Motion #24-043:** Commissioner Nauss moved; Commissioner O'Malley seconded: That the Commission move in camera, as per Section 408B (2) of the Municipal Government Act.  
*Motion carried unanimously.*

The Commission recessed at 11:32 am.

**7.0 Resumption of Public Meeting** – report in public session per Section 408B (3) of the Municipal Government Act.

The Commission resumed the public meeting at 11:51 pm.

- **2024-RFP-02 Lido Pool Repairs – award** (*Schedule 7*)

**Motion #24-044:** Vice-chair Pauley moved; Commissioner O'Malley seconded: That the Commission award the RFP for 2024 Lido Pool Repairs to J. Mason Contracting for the quoted amount of \$78,700 + HST for outer wall capital work and cost and materials for filler valve repair or replacement.  
*Motion carried unanimously.*

**8.0 Other Business** – Nil

**9.0 Adjournment**

The meeting was adjourned by the Chair at 11:52 am.

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Commission Chair  
Nancy Hatch

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Clerk/Treasurer  
Heather McCallum

## Schedule 8.1

**From:** Ellis Kavanagh <[ellis.kavanagh@mcmaster.ca](mailto:ellis.kavanagh@mcmaster.ca)>  
**Sent:** Friday, May 31, 2024 12:38 PM  
**To:** [office@villageofchesterns.ca](mailto:office@villageofchesterns.ca)  
**Subject:** Illumination Request for September 13

Hello,

My name is Ellis, and I am the Communications Coordinator at Sepsis Canada.

I am writing to request that all possible municipal structures in Chester be lit up pink on September 13th, 2024, for World Sepsis Day.

Sepsis, declared a global healthcare priority by the World Health Organization, claims 1/5 of global deaths annually. Despite its prevalence, many Canadians remain unaware of its severity and how to identify it.

In Canada alone, sepsis cases and fatalities continue to rise, impacting over 300,000 individuals annually, with a mortality rate of 20-30%. The aftermath of surviving sepsis can lead to long-term physical, cognitive, and psychological challenges, with up to 50% facing readmission within the following year.

Anybody can get sepsis, but those with compromised immune systems are more at risk. This includes young children, the elderly, pregnant women, and those already suffering from infection or other health complications.

Much more needs to be done to battle this deadly and all-too-common health condition. During the month of September, the World Health Organization calls on governments and regional and global institutions to increase their focus and allocate more resources to the fight against sepsis and all local stakeholders to raise awareness of sepsis and its deadly burden.

Given the impact of sepsis nationally and globally, we're calling on Canadian institutions to raise awareness. Lighting up all possible municipal structures in Chester pink on September 13th would greatly contribute to this cause. Could you please provide guidance on initiating this process?

If you have any questions or require further information, please don't hesitate to contact me at [ellis.kavanagh@mcmaster.ca](mailto:ellis.kavanagh@mcmaster.ca).

Sincerely,



**Ellis Kavanagh**

Communications Coordinator

*Sepsis Canada*

Location: [Remote](#)

Email: [ellis.kavanagh@mcmaster.ca](mailto:ellis.kavanagh@mcmaster.ca)

Web: [www.sepsiscanada.ca](http://www.sepsiscanada.ca)

Twitter: [@SepsisCanada](https://twitter.com/SepsisCanada)





### Municipal Affairs and Housing Office of the Minister

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • [novascotia.ca](http://novascotia.ca)

April 22, 2024

Your Worship Carolyn Bolivar-Getson  
President, Nova Scotia Federation of Municipalities  
Suite 1106, 1809 Barrington Street  
Halifax, NS B3J 2K8  
Via email: [president@nsfm.ca](mailto:president@nsfm.ca)

Dear President Bolivar-Getson:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs and Housing must provide to the Nova Scotia Federation of Municipalities (NSFM) 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2025-2026 and beyond.

The Department of Municipal Affairs and Housing (DMAH) canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

#### **Communities, Culture, Tourism and Heritage\***

##### Review of the *Libraries Act Funding Regulations*

Public regional libraries receive annual operating funding from the Province, municipalities, and their regional library boards. The *Libraries Act Funding Regulations* stipulate a sharing ratio that requires a contribution from municipalities. Currently, for libraries outside Halifax Regional Municipality (HRM), the Province contributes 71%, municipalities contribute 26%, and library and boards contribute 3%, while within HRM, the Province contributes 26%, the municipality contributes 71%, and the board contributes 3%.

The department is currently conducting a funding review that may have an impact on the municipalities on April 1, 2025. However, at this time, the impact on the municipalities is not known, as this work is underway and will require Executive Council approval.

We will provide further updates on any potential impacts as we get closer to a decision on this initiative.

**Department of Intergovernmental Affairs**

Procurement Thresholds and Free Trade Agreements

Intergovernmental Affairs would like to advise that there are procurement thresholds under several free trade agreements that could impact municipalities.

Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA), the Canada-UK Trade Continuity Agreement (TCA) and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above the thresholds must be publicly tendered unless subject to an exemption.

The threshold values in Canadian dollars for the period of January 1, 2024, to December 31, 2025, are as follows:

<b>FTA</b>	<b>Goods</b>	<b>Services</b>	<b>Construction</b>
<b>CFTA</b>	<b>Province</b>		
	<b>\$33,400</b>	<b>\$133,800</b>	<b>\$133,800</b>
	<b>Municipalities and MASH</b>		
	<b>\$133,800</b>	<b>\$133,800</b>	<b>\$334,400</b>
	<b>Crowns, Utilities, etc.</b>		
	<b>\$353,300</b>	<b>\$668,800</b>	<b>\$6,685,000</b>
<b>CETA/TCA</b>	<b>Province, Municipalities and MASH</b>		
	<b>\$353,300</b>	<b>\$353,300</b>	<b>\$8,800,000</b>
	<b>Crowns</b>		
	<b>\$627,200</b>	<b>\$627,200</b>	<b>\$8,800,000</b>
	<b>Utilities, etc.</b>		
	<b>\$706,700</b>	<b>\$706,700</b>	<b>\$8,800,000</b>

**Department of Justice**

The Department of Justice are aware of the following changes:

1. The current RCMP labour contract for regular members and reservists below the rank of inspector expires on March 31, 2023, and new labour negotiations began on April 1, 2023. The negotiations remain ongoing and are moving to mediation as of January 2024. The cost implications cannot be determined at this time.
2. RCMP Multi-Year Financial Plan (MYFP) of Nova Scotia's RCMP "H" Division includes RCMP salary increases, fleet requirements, accommodation, and business cases in 2023-24. The total financial impact for the new Provincial Police Service Agreement to Municipalities is \$6.231 million.

3. Biological Casework Analysis Agreement provides municipalities with DNA analysis arising from criminal investigations. Costs will be determined upon the release of the "Total Uniform Assessment" by Municipal Affairs.
4. Work is underway for the development of the accessibility standards and compliance of the Act. The cost implications cannot be determined at this time. At a minimum, one-year notice will be given to municipalities and villages of any policy and regulation change related to obligations under the *Accessibility Act* and standards that impact revenue or expenditures.
5. The *Dismantling Racism and Hate Act* enables the Minister to require prescribed public sector bodies, including municipalities and villages to develop equity and anti-racism plans to address systematic hate, inequity, and racism. The provincial government is providing municipalities and villages with \$1.185 million to support this work. It is anticipated that plans will be required by April 1, 2025.
6. The Attorney General and Minister of Justice's Mandate Letter of September 14, 2021, directs the Minister to amend the *Freedom of Information and Protection of Privacy Act* to give order-making ability to the Privacy Commissioner. The Department of Justice is undertaking a comprehensive review of access and privacy legislation with the goal of modernization. To ensure consistency in access and privacy legislation, Part XX of the *Municipal Government Act* is included in this review and will be updated at the same time. The Department of Justice is undertaking engagement with municipalities and villages as part of the review.

## **Department of Labour, Skills and Immigration**

### Firefighters' Compensation Regulations

This item is regarding the Firefighters' Compensation Regulations under the *Workers' Compensation Act*, and the expanded cancers included in the presumption in Nova Scotia. The estimated financial cost of this amendment was determined via an actuarial assessment. The Workers' Compensation Board of Nova Scotia (WCB) will need to determine if the impact of cancer claims on the liability requires a rate increase for municipalities, as they are considered employers for volunteer firefighters in the *Workers' Compensation Act*. The WCB will communicate the 2025 rates to employers by September 2024.

## **Department of Municipal Affairs and Housing**

### Statement of Provincial Interest

The Department of Municipal Affairs and Housing (DMAH) has initiated a review of the Statement of Provincial Interest (SPI) Regarding Housing and the Statement of Provincial Interest (SPI) Regarding Infrastructure. The current SPIs have not been amended since their inception in 1999. Municipalities are required to have a comprehensive land use plan for the entire extent of their municipality and new municipal planning documents, as well as

amendments made after these statements come into effect, must be reasonably consistent with them. Municipalities are also required to review their planning documents every 10 years, at a minimum. It is difficult at this time to determine if there will be a potential financial impact on municipalities, in the form of additional studies to support their planning work, as this will be dependent on the results of the review.

### **Department of Emergency Management**

Regulations to support the new Act to Establish a Department of Emergency Management and Authorize the Establishment of a Nova Scotia Guard will be developed in the coming year which may have a financial impact on municipalities. This includes regulations respecting regional emergency management offices; the relationship between municipalities and regional emergency management offices; the provision of fire dispatch services through regional emergency management offices; vulnerable persons registries and their implementation; and a regional emergency alert system and the participation of municipalities in the system.

### **Department of Economic Development**

The Department of Economic Development has two initiatives underway that could potentially have financial impacts on municipalities:

#### Review of the Peggy's Cove Commission Act

This review is seeking to modernize the role and administration of the Peggy's Cove Commission. Given the location of Peggy's Cove within the boundaries of HRM, any proposed changes to the Act or its administration could have an impact on the municipality, for example shifting responsibility for planning approvals.

#### Regional Enterprise Networks (RENs)

In 2023 the department engaged in a series of interviews, interactive sessions, and discussions around our vision for economic growth, the existing tools and partnerships that support this shared work, and opportunities to support continued economic growth in Nova Scotia. This, in part, involved municipalities and the Regional Enterprise Networks (RENs). There were common themes that emerged from the sessions, most notably the need for consistent service delivery across the province, complete geographical coverage, and improved navigation of existing programs and services for businesses. The outcome of addressing these challenges has the potential to impact the existing REN model, and therefore our municipal partners.

Sincerely,



Honourable John A. Lohr  
Minister of Municipal Affairs and Housing

## Schedule 8.3

**From:** [David Foley](#)  
**To:** [Heather McCallum](#)  
**Subject:** Ownership of Apparatus response 27May2024  
**Date:** June 13, 2024 10:42:08 AM

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You don't often get email from david.risksmart@gmail.com. [Learn why this is important](#)

**CAUTION: This email originated from an external sender.**

Heather,

I am offering these comments “unofficially”.

Several points I have a problem with:

- Paying the same rate is not the same as having the same “tax burden” . The difference is the assessments in the Village are much higher than in the outside areas. A resident of the Village might pay 500% of what an outside area resident might pay because of the different assessments. One time we floated the idea of a flat rate, but were rejected by MODC. The result is Village residents pay more tax dollars than outside area residents. A fact that can be justified if the trucks are actually owned by the Village. This is the evidence that all are not paying “equally”.
- MODC recognized this by requiring a separate capital budget submission.
- The May 2022 agreement Clause 35(a) changes the balance in favour of the outside residents despite the discrepancies of the inequality of the “tax burden” (Rate X Assessment = Tax Paid [tax burden] )
- Your legal advisor deemed the requirements of 35(a) did not trigger the sale of assets. The reality is that the May 2022 agreement via Clause 35(a) disregarded the Municipal Government Act as this Act has not changed in several years. The only thing changed has been the incorrect interpretation of what is deemed to have been sold and the failure of VOC to hold appropriate notice and legislated meetings as required by existing legislation..

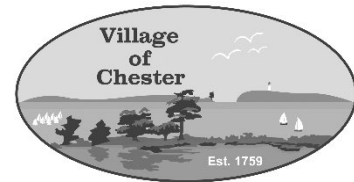
As a result of the disposal of the Fire Apparatus to a Municipally driven committee , I am at a loss to find any useful function of the VOC that cannot be undertaken by an appropriately funded Chamber of Commerce, the Fire Committee and MODC. VOC appears redundant and an unnecessary level of government.

You can handle this response to your May 27, 2024 letter any way you see fit, but if it is public, I will choose to elevate my response to “official” with cc to Municipal Affairs.

D Foley

## Schedule 9.1

### Village of Chester Commission Clerk/Treasurer Activity Report June 19, 2024

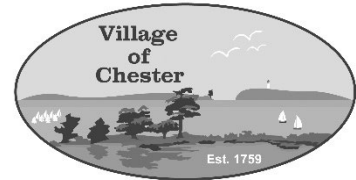


- **Annual Election:** Preparations for the 2024 election were well underway before being decided by acclamation on Nomination Day. You will see costs for advertising and venue cancellation on the Q1 variance report next month.
- **Annual Public Meeting:** As we all know, this meeting took place last night at St. Stephen's Community Centre.
- **Lido Pool:**
  - The salt water pump in the harbour, which was repaired several times last year, has failed and had to be replaced.
  - 2024 opening date will be Saturday, June 29th.
  - Preparations are going smoothly, with the pool cleaned and painted, the replacement vacuum arrived, and supplies ordered. The replacement awning still needs to be ordered and installed.
  - Lifeguard hiring is complete and staff orientation will be Friday, June 28th.
  - Chester District Swimming Program (Darcy) has provided an insurance certificate and an MOU for use of the pool is in progress.
  - MJSB will be on site to get the security cameras back up and running this week. There has been some vandalism in the area and the RCMP would appreciate our help. For example, the public washroom's water tank was emptied two weekends ago, leaving the facility out of service temporarily.
- **Lido/Washroom Capital Projects:**
  - The pool repair RFP has been officially awarded to J. Mason Contracting, who have a history with the facility. The work begins early September on outer wall concrete repair, protective coatings, and filler valve repair or replacement.
  - The accessibility audit on-site assessment for the pool/washroom took place on May 29th and I expect the report with Class D estimates the end of this week.
- **Beautification:** The 76 Village flower baskets are being picked up on June 19th for installation.
- **EHS Capital Project:** Walls Metal Roofing completed the installation of the new roof on the EHS building earlier than expected on June 4-5<sup>th</sup>. It looks great!
- **Strategic Plan:** Now that the Commission election is over, I'd like to propose a workshop be scheduled to start the development of a new Village Strategic Plan. As previously discussed, the existing EDM report would be used as a jumping off point. If the Commission is in agreement, perhaps this could be scheduled this summer.

*Report completed by:*  
Heather McCallum, Clerk/Treasurer

## Schedule 9.2

### Village of Chester Commission Clerk/Treasurer Financial Report June 19, 2024



- **Scotiabank:** The May 2024 bank statement has been reconciled. We started the month with \$858,724.04 in the bank and ended with \$618,624.46. As noted last month, the Q1 Tax Advance was received from MODC and the Village/Outer Area Fire portion of \$215,546 has been transferred to the CFC account accordingly.
- **Investments:** The Fire Apparatus reserve was due for renewal on May 10th and was reinvested at a slightly higher interest rate of 4.25%.
- **2023/24 Audit:** Audit preparation has been a big focus of the last two months. The audit and financial statements were presented at last night's Annual Public Meeting.

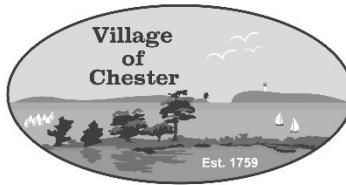
With this information, I will be able to bring the final Village-Fire banking separation figures to the Commission for approval in short order. It will be a big improvement to have the banking transition completed and the account data input into Sage!

- **Budget Reports:** A final 2023/24 Budget Reconciliation report will follow with incorporated adjustments from the audit next month. The 2024/25 Q1 Budget Variance report will also be available next month.
- **HST Offset & Rebate:** The provincial HST Offset Program application for 2024/25 was submitted before the deadline of May 31st. Now that the audit is complete, I can also prepare the federal HST Rebate application for the second half of 2023/24.

*Report completed by:*

Heather McCallum, Clerk/Treasurer

**Schedule 10.1**



**Village of Chester Commission  
Request for Decision**

<b>Topic:</b>  <b>External Committee Appointments</b>	<b>Date:</b> Jun 19, 2024  <b>Proposed By:</b> Heather McCallum Clerk/Treasurer
<b>Issue Summary:</b>  With the beginning of a new Commission term, several external committees require renewals or appointments by Commission motion.  Applicable terms of reference are attached.	
<b>Background:</b>  a) Lunenburg County Accessibility Advisory Committee (LCAAC)  Geraldine Pauley was appointed to this committee as a Village elected official on July 4, 2023 for a two-year term which expires in 2025. As she has just been re-elected to the Commission her appointment should be re-confirmed.  b) MODC Village Planning Advisory Committee (VPAC)  Nancy Hatch was the Village Commission representative on this Municipality of the District of Chester committee. Another commissioner should now replace her in this role.	
<b>Options:</b>  1. That Commissioner Pauley be re-appointed to serve out her term with the LCAAC committee; and Commissioner _____ be newly-appointed to the VPAC. 2. Declined to appoint one or more of the above and select a different representative from the Commission table or a public call for volunteers, as appropriate. 3. Withdraw the Village Commission from participating in the LCAAC and/or VPAC.	
<b>Considerations:</b>  <u>Financial Impacts</u> Regarding the LCAAC: The Commission allocated Meeting pay of \$60 in the 2024/25 budget for the elected official member.	



Policy Impacts

MODC's "Chester Village Planning Advisory Committee Policy" clause 4(d) requires: "One (1) member nominated by the Commissioners for the Village of Chester"; and clause 5(a) specifies that terms are for two years.

The LCAAC's terms of reference clause 5.1.2 requires one serving Commission member appointment, and clause 5.1.5 states that terms are for two years.

Other

Regarding the VPAC: While planning is a Municipal responsibility, the Village Commission should be at the table for discussion of Village land use, planning, and development matters.

**Recommendation:**

Staff recommend option 1.

**Draft Motion:**

That the Village Commission make the following appointments:

- a) Commissioner Geraldine Pauley to complete her term on the Lunenburg County Accessibility Advisory Committee.
- b) Commissioner \_\_\_\_\_ to the MODC Village Planning Advisory Committee for a two-year term.

## **Lunenburg County Accessibility Advisory Committee (LCAAC) Terms of Reference**

### **1.0 Purpose**

The Lunenburg County Accessibility Advisory Committee's (LCAAC) role is to assist the five municipal units (the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay) and the village commissions in Lunenburg County to implement, update, and evaluate their Accessibility Plan(s) in accordance with "An Act Respecting Accessibility in Nova Scotia, 2017 (The Act). The LCAAC provides advice to the municipal units and village commissions on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in the creation of barrier-free communities and ensuring the obligations under the Act are met.

### **2.0 Scope**

These Terms of Reference are applicable to all members appointed to the Lunenburg County Accessibility Advisory Committee (LCAAC).

### **3.0 References**

**3.1 Bill No. 59** – Accessibility Act, Chapter 2 of the Acts of 2017

### **4.0 Definitions**

**4.1 Barrier** means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

**4.2 Commission(s)** means the commissions for the Villages of Chester and Hebbville.

**4.3 Council(s)** means the Councils for the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay.

**4.4 Disability** includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability (long-term conditions that are characterized by periods of good health interrupted by periods of illness or disability); that, in interaction with a barrier, hinders an individual's full and effective participation in society.

## **5.0 Policy**

### **5.1 Membership**

**5.1.1** The Committee shall consist of ten (10) voting members. Five (5) community members and five (5) **serving Council members**. Each Council will appoint their own Council member representative. The five (5) community representatives are to be appointed by all five (5) municipal units.

**5.1.2** Commissions may join the Committee or be represented by the Council of the municipal unit in which it is located. When a Commission joins the Committee one (1) commission member and one (1) community member will be added to the Committee as voting members. Community members pursuant to this clause will be appointed by the Lunenburg County Accessibility Nominating Committee.

**5.1.3** Applications for the community members will be sent to the Lunenburg County Accessibility Nominating Committee. This Committee will be comprised of the Mayors/Wardens of the five municipal units or their designate. The Nominating Committee will send a recommendation to all five councils concerning the appointment of the community members.

**5.1.4** Councils shall appoint each community representative member for three (3) year terms.

**5.1.5** **Council/ Commission appointments shall be determined by each Council/Commission at the time of appointment but shall not exceed two (2) years.**

**5.1.6** At least one half of the members (community and council/commission representatives) of the LLCAAC must be persons with disabilities or representatives from organizations representing persons with disabilities.

**5.1.7** If a community member vacates the Committee for any reason at any time before that member's term would normally expire, the Councils shall appoint a

new member to the Committee to hold office for the unexpired term. Where a member is so appointed, the Nominating Committee may choose to appoint the member for an alternate term equal to the remaining unexpired term plus the standard term of three (3) years.

**5.1.8** If a Council/Commission member vacates the Committee for any reason at any time before that Council/Commission member's term would normally expire, the Council/Commission that the member represents shall appoint promptly a new Council/Commission member to the Committee to hold office for the unexpired term. **When a Council/Commission member vacates their seat on Council they are considered to have vacated this seat on the Committee.**

**5.1.9** Applications for the appointment of community representatives to the Committee shall be invited by public advertisement.

**5.1.10** The Chair and Vice-Chair will be appointed annually by the Committee.

## **5.2 Remuneration**

5.2.1 Remuneration for community members will follow the Municipality of the District of Chester Remuneration of Committee Members Policy P-58.

**5.2.2 Council/Commission members will serve without pay except for associated expenses, which will be paid by their respective municipal unit or village commission.**

## **5.3 Qualifications**

5.3.1 Any member of the Committee is eligible for reappointment.

**5.3.2** Any member of the Committee, who is absent from three (3) consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or authorized by resolution of the Committee and noted in the Committee minutes. Any member who forfeits office is eligible for reappointments following the remainder of the unexpired term.

## **5.4 Mandate of Responsibilities**

The Committee has the following responsibilities:

**5.4.1** Advise the five Councils/Commissions in the preparation, implementation and effectiveness of their Accessibility Plan(s). In accordance with the Act, plans must include:

a. A report on measures the five (5) municipal units and the Commissions have taken and intend to take to identify, remove and prevent barriers;

b. Information on procedures the five (5) municipal units and the Commissions have in place to assess the following for their effect on accessibility for persons with disabilities:

i. Any of its existing and proposed policies, programs, practices and services, and

ii. Any existing and proposed enactments or bylaws it will be administering;  
and

c. Any other prescribed information.

**5.4.2** Advise all five (5) Councils and the Commissions on opportunities to promote the full participation of persons with disabilities, in accordance with the Act;

**5.4.3** Identify and advise on the accessibility of existing and proposed municipal services and facilities;

**5.4.4** Advise and make recommendations about strategies designed to achieve the objectives of the five (5) municipal units and the Commissions Accessibility Plans;

**5.4.5** Receive and review information directed to it by all five (5) municipal Councils and the Commissions and their committees, and to make recommendations as requested;

**5.4.6** Monitor federal and provincial government directives and regulations; and

**5.4.7** Host public consultations related to accessibility.

**5.4.8** Provide input and advice to all five (5) councils and the Commissions with respect to updating the Accessibility Plan every three years.

**5.4.9** Provide an annual budget for the five (5) Councils and the Commissions consideration in order for the Committee to carry out their mandate.

### **5.5 Rules of Engagement:**

**5.5.1** Committee meetings will be called by the Chair as required to fulfill the duties outlined.

**5.5.2** Subject to section 22 of the Municipal Government Act, meetings of the committee are open to the public. Meetings shall be advertised no less than one week in advance.

**5.5.3** A majority of the appointed voting members of the Committee constitutes a quorum.

**5.5.4** Subject to the principles set out in the Municipal Conflict of Interest Act, all committee members present including the person presiding shall vote on a question.

**5.5.5** The Committee may receive presentations from the public upon the approval of the Chair.

**5.5.6** The Committee may establish Working Groups to explore specific issues related to Accessibility Plan(s) and/or other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the LCAAC shall chair the Working Group.

### **5.6 Staff Resources**

**5.6.1** The Committee will be supported by municipal staff and consulting resources as required.

**5.6.2** Staff appointed by the five (5) municipal units and the Commissions will attend meetings as a resource to the Committee.

**5.6.3** The Municipalities will provide administrative support services to the Committee to aid in agenda preparation, minute taking, and other administrative duties as required.

## **6.0 Policy Review**

**6.1** These Terms of Reference will be reviewed by each of the five (5) Councils and the Commissions at least every four years from the effective/amended date.

**10.1 (b)**

Municipality of the District of Chester

**Chester Village**  
**Planning Advisory**  
**Committee**

Policy P-39


Amended - Effective Date - August 26, 2021

MUNICIPALITY OF THE DISTRICT OF CHESTER  
POLICY P-39  
CHESTER VILLAGE PLANNING ADVISORY COMMITTEE

1. This Policy applies to the Committee expressly established by this policy.
2. Council hereby establishes the Planning Advisory Committee for the Village of Chester as a standing Committee of Council.
3. The mandate of this Committee shall be as follows:
  - (a) Under the Municipal Government Act:
    - (i) To advise Council on planning matters that have been referred to it by Council, including the preparation, amendment, and administration of the Secondary Planning Strategy, the Land Use By-law, and the Subdivision By-law which apply to Chester Village.
    - (ii) The Committee may request that Council refer to it for study and recommendation any planning related matter that has come to the Committee's attention.
4. The Committee may be made up of eight (8) members composed as follows:
  - (a) The member of Council representing District 3, being the only Council District affected by the Chester Village Secondary Planning Strategy;
  - (b) The Warden (ex officio);
  - (c) Up to four (4) members appointed by Council from the general public residing within the area affected by the Chester Village Secondary Planning Strategy;
  - (d) One (1) member nominated by the Commissioners for the Village of Chester; and
  - (e) The Chair, or their designate, of the Chester Municipal Planning Advisory Committee.
5. The following provisions shall apply to the Committee:
  - (a) The Council member shall be appointed for a one (1) year term and all other members shall be appointed for a two (2) year term unless Council, by resolution, appoints for either a shorter or longer term at its discretion. The Warden shall be an ex officio member during the term of office;
  - (b) The Chair and Vice-Chair of the Committee shall be elected by the Committee for a two (2) year term;



- (c) Members of the Committee shall receive remuneration for attendance at all meetings called to deal with Committee business in accordance with the rates established by Council for Standing Committees;
- (d) The Committee shall meet as frequently as necessary upon the call of the Chair to deal with its mandate as expressed in this policy. All motions of the Committee shall be reported to the Citizen Planning Advisory Committee meeting which next follows each Committee meeting;
- (e) The Committee may request, through the Chief Administrative Officer, assistance from Municipal Staff in the form of advice, consultation, background research, preparation of materials for meetings, and attendance at meetings.
- (f) All Committee meetings shall be open to the public unless the Committee by majority vote moves to a meeting in private to discuss matters related to personnel, certain types of legal advice or other issues in accordance with Section 203 of the Municipal Government Act.
- (g) Notice of Committee meetings shall be posted in a conspicuous place in the Municipal building for five (5) days prior to the date of the meeting and notice of the meeting shall be given either on the Municipal Website or in a local newspaper.
- (h) Minutes of Committee meetings shall be made available to the Public after the minutes are approved by the Committee.
- (i) The Chair of the Committee may request through the Chief Administrative Officer that the Municipal Solicitor attend meetings of the Committee or otherwise advise the committee.
- (j) The Chair of the Chester Village Planning Advisory Committee, or their designate, shall serve as a regular member of the Municipal Planning Advisory Committee and shall attend meetings held by both Committee's.

Annotation for Official Policy Book	
Date of First Notice at Council	August 19, 2021 (2021-326)
Date of Second Notice at Council	August 26, 2021 (2021-333)
Effective Date	August 26, 2021
I certify that this Policy was amended by Council as indicated above.	
 Pamela M. Myra, Municipal Clerk	<u>August 30, 2021</u> Date

ADOPTION/AMENDMENT INFORMATION

Date	Reason for Adoption/Amendment
2014	To establish the terms of the Chester Village Area Advisory Committee, which will allow for the mandate of the Citizens Planning Advisory Committee and its review of the Municipal Planning Strategy and Land Use By-law, and to direct the Committee to advise Council on matters under the Heritage Act.
2020	To re-establish a Planning Advisory Committee for the Village of Chester. This change coincides with the adoption of the new Municipal Planning Strategy and Land Use By-law and the disbanding of the Citizen's Planning Advisory Committee.
2021	To amend the policy to remove mandate for Heritage Properties (Section 3b) from the Chester Village Area Advisory Committee.



**Chester Fire Services Committee**  
**Request for Decision**

<p><b>Topic:</b></p> <p><b>Chester Fire Services Committee (CFSC)</b> <b>– Member Terms</b></p>	<p><b>Date:</b> June 19, 2024</p> <p><b>Proposed By:</b> Heather McCallum Village Clerk/Treasurer</p>
<p><b>Issue Summary:</b></p> <p>The Municipality of the District of Lunenburg appointed three members to the CFSC on June 30, 2022. The Village of Chester appointed three members to the CFSC on July 13, 2022. At the time the CFSC was incorporated, the legal advice from Sam Lamey was that all members be re-appointed as of the incorporation date October 13, 2023. This was put on hold at the time.</p> <p>Committee officers now request that Municipal Council and the Village Commission agree to reset the clock on member terms to a start date of October 13, 2023. Two of the current Committee members original terms expire next month, making this request time-sensitive.</p>	
<p><b>Background:</b></p> <p>The 2022 Intermunicipal Fire Services Agreement states:</p> <p>Committee Structure</p> <ul style="list-style-type: none"><li>12) The Municipality shall appoint three members, and the Village shall appoint three members. No more than 1 of the appointments from each party may be an elected official.</li></ul> <p>Committee Roles and Terms</p> <ul style="list-style-type: none"><li>19) The Municipality and the Village will each appoint two committee members for an initial term of three years, and one committee member for a term of two years. Following the initial term of committee members, the term shall be three years.</li><li>20) A committee member may be reappointed.</li></ul> <p>The current list of CFSC Directors &amp; Officers is attached.</p>	

**Schedule 10.2**

**Options:**

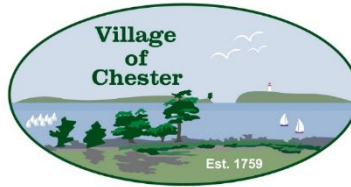
- 1. Approve the CFSC Officers’ request to reset the start date of each two and three-year term to October 17, 2023.
- 2. Decline to reset the start date and reappoint the two CFSC members whose terms are expiring to new three-year terms – Mr. Robert is a Municipal appointee and Ms. Hatch is a Village appointee.
- 3. Decline to reset the start date and require the Municipality and Village to search for new appointees.

**Recommendation:**

Per Mr. Lamey's advice, the CFSC's preference is option 1.

**Draft Motion(s):**

That the Chester Village Commission reset the start date of the Chester Fire Services Committee’s current member terms to the date of incorporation: October 17, 2023.



## Directors and Officers

### Chester Fire Services Committee

#### A. Directors

Voting Committee members appointed by motion of Council and the Commission on Jun 30 and Jul 13, 2022, respectively. VOC replacement member Jim Barkhouse appointed by motion of the Commission on Oct 26, 2023 to serve out David Miller's term.

\*The date of incorporation was Oct 17, 2023.

Name	Appointed by	Civic Address
Jim Barkhouse	VOC (2023-25)	Pig Loop Road, Chester
Kirk Collicut	MODC (2022-25)	Pig Loop Road, Chester
Norm Countway	MODC (2022-25)	Marriotts Cove Road, Chester Basin
Nancy Hatch	VOC (2022-24)	Central Street, Chester
Colin MacDonald	VOC (2022-25)	Victoria Street, Chester
James Robert	MODC (2022-24)	NS Trunk 3, Chester Basin

#### B. Officers

Elected by Committee Members on Oct 4, 2023 and re-affirmed (after passage of By-laws) on Jan 3, 2024.

Colin MacDonald	Chair/President
Norm Countway	Vice-Chair
Kirk Collicut	Secretary
Kirk Collicut	Treasurer