

Agenda

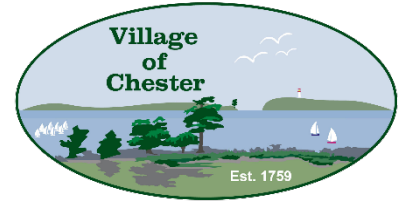
Village Commission Monthly Meeting Wednesday, September 18, 2024 – 6:00 pm

In-Person & Virtual Meeting

VOC Office, 27 Pleasant Street, Chester

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

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



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 Approval of Agenda/Additions to Agenda

4.0 Review/Approval of Minutes

4.1 Monthly Commission Meeting: July 17, 2024

4.2 Special Meeting: August 7, 2024

5.0 Business Arising

5.1 Reserve Funds Report & Draft Policy

5.2 Village Strategic Plan: Workshop Scheduling

6.0 Correspondence

6.1 Municipal Affairs: Code of Conduct

6.2 Assoc. of NS Villages: 2024 Conference & AGM

7.0 Reports

7.1 Clerk/Treasurer

7.2 Financial

7.3 Chester Fire Services Committee

7.4 Lunenburg County Accessibility Advisory Committee

7.5 MODC Village Planning Advisory Committee

8.0 New/Other Business – Nil

9.0 Commissioner Roundtable

10.0 In-camera – Nil

11.0 Resumption of Public Meeting – Nil

12.0 Adjournment

Next Meeting(s)

- Regular Monthly: October 16, 2024 – 6:00 pm at 27 Pleasant St & Virtual

Schedule 4.1

Minutes

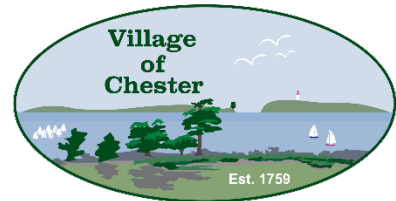
Village Commission Monthly Meeting

Wednesday, July 17, 2024 – 6:00pm

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

1.0 Call to Order

Chair Pauley called the July 17, 2024 Regular Monthly Meeting of the Village of Chester Commission to order at 6:04 pm.

Clerk/Treasurer McCallum 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

The Clerk/Treasurer asked to add two late items to the agenda

- Under "Correspondence" item 6.2 Chester Playhouse Loading Zone
- Under "New Business" item 8.3 Office Mini-Fridge

Commissioner T Mulrooney asked to have several items added to agenda:

- Under "New Business" item 8.4 August Meeting
- Under "New Business" item 8.5 Reserve Funds
- Under "New Business" item 8.6 EDM report

Motion #24-057: Commissioner Nauss moved; Commissioner L Mulrooney seconded: That the Agenda of the July 17, 2024 Regular Monthly Meeting be approved as amended.

Motion carried unanimously.

4.0 Review/Approval of Minutes

4.1 Annual Public Meeting: Tuesday, June 18, 2024

Motion #24-058: Commissioner O'Malley moved; Commissioner Nauss seconded: That the Minutes of the June 18, 2024 Annual Public Meeting be approved as presented.

Motion carried unanimously.

4.2 Monthly Commission Meeting: Wednesday, June 19, 2024

Motion #24-059: Commissioner L Mulrooney moved; Commissioner Nauss seconded: That the Minutes of the June 19, 2024 Monthly Commission Meeting be approved as presented.

Motion carried unanimously.

5.0 Business Arising

5.1 Audit Letters

Clerk/Treasurer McCallum reviewed the Request for Decision accompanying the audit letters from Morse Brewster Lake (*Schedule 5.1*).

It was noted that several letters are addressed to the previous Chair, Nancy Hatch. The C/T will confirm how Morse Brewster Lake would prefer to handle the change.

Motion #24-060: Commissioner L Mulrooney moved; Commissioner Nauss seconded: That the Commission approve the audit letters as received from Morse Brewster Lake and direct the Chair and Clerk/Treasurer to sign and return the letters as required.

Motion carried unanimously.

5.2 Jib Lot Maintenance

Clerk/Treasurer McCallum reviewed the Request for Decision regarding repairs to the Jib Lot bollards and fence (*Schedule 5.2*). She noted that a replacement fence should be considered in the next 1-2 years.

Motion #24-061: Commissioner T Mulrooney moved; Commissioner Nauss seconded: That the Commission approve repairs to the Jib Lot property bollards (grey) and fence as outlined, for an approximate cost of \$350 and obtain estimates to replace the fence in the next two years.

Motion carried unanimously.

6.0 Correspondence

6.1 Municipal Affairs: Tax Exemption By-law Acknowledgement

A letter from Municipal Affairs confirms their receipt of the Commission's amended by-law per the MGA 429, and is provided for information. Ministerial approval is not required.

6.2 Chester Playhouse Loading Zone

The Playhouse emailed the Village that they are seeking the installation of a loading zone in front of the building for accessible loading and unloading of guests. This is in the jurisdiction of Province and MODC. Parking challenges in the Village core were noted.

Motion #24-062: Commissioner O'Malley moved; Commissioner Nauss seconded: That the Clerk/Treasurer draft a letter of support for the addition of an accessible loading zone in front of the Chester Playhouse in principle, when the theatre is in use for performances.
Motion carried unanimously.

7.0 Reports

7.1 Clerk/Treasurer

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

It was agreed that Clerk/Treasurer McCallum will create a public survey to canvas Village residents and businesses on street beautification. This should include the present flower baskets' maintenance and costs, other options, and be open to other suggestions. The C/T will bring a draft survey back to the next meeting.

7.2 Financial

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

- **2024/25 Q1 Budget Variance Report**

Clerk/Treasurer McCallum presented the Q1 Budget Variance Report included with the financial report.

7.3 Chester Fire Services Committee (CFSC)

The Clerk/Treasurer shared the Fire Chief's July 2024 report for information.

7.4 Lunenburg County Accessibility Advisory Committee (LCAAC)

The July Update from the Accessibility Coordinator was provided for information.

7.5 MODC Village Planning Advisory Committee (VPAC)

Vice-chair O'Malley reported that there has been no VPAC meeting recently, but that MODC held a Public Hearing on the Draft Village Land Use By-Law on July 11th. This drew a large crowd of residents opposed to its density provisions due to water availability. (Council withdrew the draft for further consideration.)

There is another Public Hearing coming up on a development agreement for a build of 24 dwelling units on Chester Commons Road. This is scheduled for July 22nd at 6:30pm in Municipal Council Chambers.

8.0 New/Other Business

8.1 ANSV Conference and Board Membership

The Clerk/Treasurer reviewed the request for decision regarding attendance at the Association of Nova Scotia Villages' Annual Conference, taking place September 20-21, 2024 in the Village of St. Peter's.

It was agreed that the Clerk/Treasurer, Chair Pauley and Commissioner L Mulrooney will be registered to attend the ANSV Annual Conference. Commissioner T Mulrooney will be an alternate.

There was no interest expressed by Commissioners in ANSV Board membership at this time.

8.2 Accessibility Assessment Report

The final report and Class D estimates regarding the Public Washroom and Lido Pool were received on June 21, 2024.

The Clerk/Treasurer was directed to provide a report and recommendation within the 2024/25 Capital project budget that the Village has available.

8.3 Office Mini-Fridge

Clerk/Treasurer McCallum provided options for a replacement fridge in the office kitchenette.

Motion #24-062: Commissioner T Mulrooney moved; Commissioner Nauss seconded: That the Clerk/Treasurer purchase a new office mini-fridge from Canadian Tire for the approximate amount of \$280 + taxes from the Office Supplies budget.

Motion carried unanimously.

8.4 August Monthly Meeting

A brief discussion was held on whether to hold an August 2024 Regular Monthly Meeting. Deferring one meeting in the summer was a past practice.

Motion #24-064: Commissioner T Mulrooney moved; Commissioner Nauss seconded: That no August 2024 Monthly meeting be held. If issue(s) arise, a Special meeting can be called.

Motion carried unanimously.

8.5 Reserve Funds

Commissioner T Mulrooney is concerned that there is more money in reserve funds than the Province would like. Clerk/Treasurer McCallum will liaise with Municipal Affairs on this question. She noted that the Reserve Policy requires revision due to the separation of Village and Fire resources. *The C/T will prepare a report and draft policy to bring forward to a future meeting.*

8.6 EDM Report

Commissioner T Mulrooney commented that this report was completed in 2019 and has not yet been actioned. Clerk/Treasurer McCallum noted that this report is an excellent starting point for the development of a new Village Strategic Plan. *It was determined that a workshop on this topic will be scheduled in October.* The C/T will circulate the report to Commissioners who don't have a copy.

9.0 Commissioner Roundtable – Nil

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

Motion #24-065: Commissioner O'Malley moved; Commissioner L Mulrooney seconded: That the Commission move in camera as per Section 408B (2) of the Municipal Government Act.

Motion carried unanimously.

The Commission recessed at 7:28 pm.

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

The Commission resumed the public meeting at 7:54 pm.

11.1 Cleaning Contract

Motion 24-066: Commissioner T Mulrooney moved; Commissioner L Mulrooney seconded: That the Clerk/Treasurer end the contract with Perfect Home Cleaning for cleaning of the Village office at 27 Pleasant Street, Chester, and contract Inside Out Cleaning Services for \$289.95/month + tax. Service to be reviewed in three months.

Motion carried unanimously.

14.0 Adjournment

There being no further business, the meeting was adjourned at 7:55 pm.

Next meetings:

- Regular Monthly Meeting on September 18, 2024 at 6:00 pm

Commission Chair
Geraldine Pauley

Clerk/Treasurer
Heather McCallum

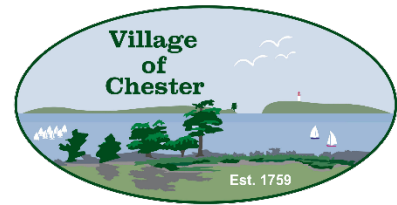
Schedule 4.2

Minutes

Village Commission Special Meeting Wednesday, August 7, 2024 – 12:15 pm

In-Person Meeting

27 Pleasant Street, Chester



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

Regrets: Tom Mulrooney, Commissioner

Staff: Heather McCallum, Clerk/Treasurer

1.0 Call to Order

Chair Pauley called the August 7, 2024 Special Meeting of the Village of Chester Commission to order at 12:22 pm.

2.0 Approval of Agenda/Additions to Agenda

Motion #24-067: Commissioner Nauss moved; Vice-chair O'Malley seconded: That the Agenda of the August 7, 2024 Special Meeting be approved as presented. *Motion carried unanimously.*

3.0 Approval of Minutes – Nil

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 #24-068: Vice-chair O'Malley moved; Commissioner Nauss seconded: That the Commission move in camera as per Section 408B (2) of the Municipal Government Act.

Motion carried unanimously.

The Commission recessed at 12:23 pm.

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 12:33 pm.

7.1 CFSC Bank Accounts

The final separation of Village and Fire bank accounts is part of the execution of the Intermunicipal Fire Services Agreement (2022) and Revising Agreement (2023) that created the Chester Fire Services Committee (CFSC).

Motion #24-069: Commissioner Nauss moved; Commissioner L. Mulrooney seconded:

That the Chester Village Commission approve the Village and Fire accounts separation and authorise the following fund transfers with Scotiabank:

1. 100% of the VOC Fire Boat account to be transferred to CFSC Apparatus reserve and the VOC account closed;
2. \$66,157.23 from the VOC Operations account to be transferred to CFSC Apparatus reserve;
3. \$5,760.14 from the VOC Operations account to be transferred to CFSC Operations account;
4. 100% of the VOC Apparatus reserve to be transferred to CFSC Apparatus reserve account and the VOC account closed; and
5. \$146,606 from the VOC Operating reserve to the CFSC Operating reserve.

Motion carried unanimously.

8.0 Other Business – Nil

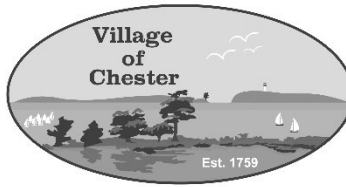
9.0 Adjournment

The meeting was adjourned by the Chair at 12:34 pm.

Commission Chair
Geraldine Pauley

Clerk/Treasurer
Heather McCallum

Schedule 5.1



**Village of Chester Commission
Request for Decision**

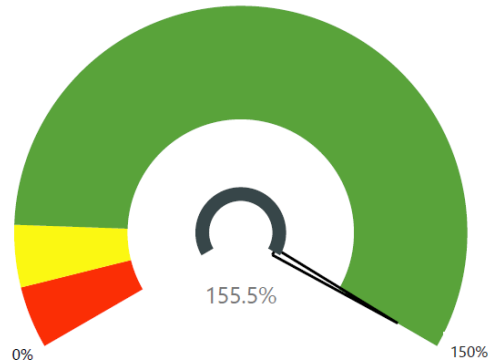
Topic: Reserve Fund (& Investment) Policy - Amended	Date: Sep 18, 2024 Proposed By: Heather McCallum Clerk/Treasurer
Issue Summary: With the transfer of Fire Department reserve funds out of Village accounts, the Reserve Policy needs to be updated, with attention to best practice on reserve levels. There is currently no investment policy, which is required under the MGA 100(1)(b). The current policy is expanded to include investment practices.	
Background: The existing Reserve Funds Policy covers: <ul style="list-style-type: none">• Fire Apparatus Reserve (Capital) – <i>Fire – now transferred</i>• Building Reserve (Capital) – <i>no longer existed; would be for Fire if it did</i>• Operating Reserve (Operating) – <i>was combined Village & Fire, Fire portion transferred</i>• Lido Pool Reserve (Capital)• Utility Reserve (Capital)• Emergency Medical Services Reserve (Capital) Below are factors taken into consideration in amending the policy. A. Legislation Under the <i>Municipal Government Act</i> (Section 444) and its financial reporting regulations (FRAM Section 3), both an operating and capital reserve(s) are required. <ul style="list-style-type: none">• Any operating budget surplus at the end of a fiscal year must be transferred to an operating reserve fund.• Funds received from the sale of property, proceeds of insurance, any capital grant not expended, and amounts transferred to the fund by the commission must be transferred to a capital reserve fund.• Interest earned on reserve funds must remain in that fund. Further, the MGA authorizes a village to invest funds pursuant to an investment policy developed by the Village Commission <u>and approved by the Minister of Municipal Affairs.</u>	

B. Financial Condition Indicators (FCI)

Unlike municipalities, Municipal Affairs does not produce Financial Condition Indicators (FCI) for villages. However, they suggested that the below would be useful for guidance.

a) Operating Reserve FCI: A municipality is considered to be low risk for financial instability when **greater than 20%** of the annual operating expenditures is held in the operating reserves.

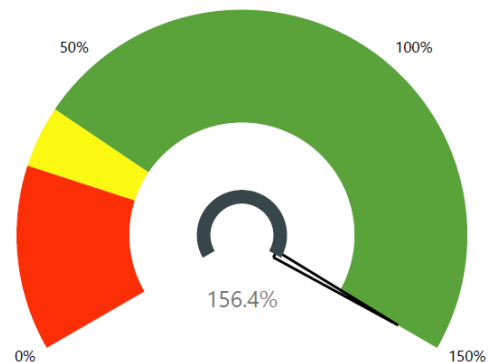
For example, at right is the position of the Municipality of the District of Chester (MODC): they are low risk at **155.5%**.



The Village, based on the 2024/25 Operating budget of \$415,201 and today's Operating Reserve figure of \$82,217, puts us at **19.8%** or just shy of the 20% recommended threshold.

b) Combined Reserve FCI: A municipality is considered to be low risk for financial instability when **greater than 40%** of operating expenses plus amortization is held in the operating and capital reserves.

Again, the position of MODC is at right for comparison; they are low risk at **156.4%**.



The Village's operating expenses (incl EHS) of \$450,336 + 2023/24 amortization of \$275,913 compared to current total reserves of \$299,599, puts us at **41.25%** or just over the threshold.

FCI guidelines show the Village essentially right where we should be.

C. Best Practices

A number of other villages and municipalities were canvassed about how they determine planned reserve deposit amounts annually.

Several villages set a 15% of annual tax revenue ceiling limit on deposits to the Operating reserve, which for the VOC would equal \$62,280 this year. Less than half of that is projected in our 2024/25 budget.

Several towns target 10% of operating budget to capital reserves, some are unrestricted, but most reserves have their own business cases that determine the

contribution. For example, HRM's election reserve estimates twice the cost of an upcoming election and allocates 25% of that total annually.

The Province is advising more robust deposits to capital reserves to deal with asset retirement obligations and long-term capital investment. Certainly, the Lido and washroom facilities are a cause for concern over the coming years.

D. Investments

Current Village investment practice is to maintain separate investment accounts for each reserve. Each account is in Cashable GICs to allow as-needed access to funds and matures annually. The renewal instructions with Scotiabank automatically re-invests 100% of the investments for a one-year term. Holdings are currently in Bank of Nova Scotia, National Trust Company, and Montreal Trust Company of Canada GICs with Scotiabank.

No change to investment practice is suggested. It is, however, recommended that the Village's investment practice be captured within the amended policy.

Options:

1. The Commission may give notice of intent to consider the amended Reserve Fund & Investment Policy as presented at the next Monthly Commission Meeting in October to allow the required seven days for Commissioner consideration (MGA Section 48).
2. The Commission may request revisions to the Policy tonight to be brought back to the next meeting.
3. Note: If required by the Province, the policy may be split into separate Reserve Fund and Investment Policies.
4. There is no option to not amend the policy, as several of the funds it encompasses no longer exist.

Considerations:

Financial Impacts

Planned reserve deposits are built into the annual budget, as before.

Policy Impacts

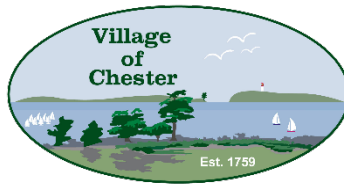
Adherence to *MGA* and *FRAM* guidelines is mandatory for all municipalities and villages.

Recommendation:

Staff recommend Option 1.

Draft Motion:

That the Village Commission give notice of intent to consider the “Reserve Fund & Investment Policy – Draft Amendments 2024” as presented OR with requested revisions at its October Monthly Meeting.



Village of Chester

Reserve Funds & Investment Policy – Draft Amendment

~~The *Municipal Government Act* (MGA), Section 444, states: “A village shall maintain a capital reserve fund. The capital reserve fund of a village is subject to the same requirements and limitations as the capital reserve fund of a municipality, as per Section 99.”~~ moved

1.0 Mandate

The Village of Chester will plan for and ~~provide~~ invest in specific purpose reserves that support a viable and financially sustainable ~~municipality~~ village government, per the requirements and guidelines of the *Municipal Government Act* (MGA) and its Financial Reporting and Accounting Manual (FRAM).

2.0 Policy Statement

2.1 To establish reserves that will allow for future planned and unplanned expenditures required by the ~~municipality~~ village.

2.2 To safeguard the appropriate use of public funds through the establishment of goals, standards and procedures respecting investment of cash.

2.3 To manage Village of Chester cash and investments with the following primary objectives: (a) safeguarding of principal; (b) maintenance of liquidity for day-to-day budgetary needs; and (c) maximization of returns within legislative, policy, and fiduciary responsibilities (which will not necessary produce the highest rate of return).

3.0 Investment Guidelines

3.1 MGA Section 100 states: “Funds in a sinking fund, capital reserve fund, utility depreciation fund or other fund of a municipality or village shall be: (a) deposited in an interest-bearing account at a bank doing business in the province; (b) invested pursuant to an investment policy adopted by the council or village commission, as the case may be, and approved by the Minister.”

3.2 All funds shall be deposited into **Cashable** Guaranteed Investment Certificates (GICs) at a local financial institution. ~~or a High-Interest Savings Account with the Municipal Financial Corporation.~~

3.3 The term of investments made will be for one year. The renewal instructions with Scotiabank will be to automatically re-invest 100% of the funds for a one-year term.

3.4 Interest earned by any reserve fund must remain in that fund unless there is a special resolution of the Village Commission that allows the interest to be taken into the general operating fund.

3.5 All investments must be authorized by the Clerk/Treasurer and supported by a resolution of the Village Commission.

3.6 A written request to transfer funds directed to the qualifying institution may be used by the Clerk/Treasurer and co-signed by the Commission Chair or Vice-chair to facilitate the transfer of funds for investment purposes between two accounts in the name of the Village.

3.7 Suspicious activity and potential misuse of funds must be reported immediately to the Village Commission.

4.0 Reserve Guidelines

4.1 MGA Section 444 states: “A village shall maintain a capital reserve fund. The capital reserve fund of a village is subject to the same requirements and limitations as the capital reserve fund of a municipality, as per Section 99.”

The MGA’s *Financial Reporting and Accounting Manual (FRAM)* Section 3 states: “Both an operating and capital reserve are required. Additionally, a municipal council or village commission should segregate funding into a ‘Reserve’ Fund where is a statutory requirement, or a design by council or commission to segregate certain monies for future use.”

4.2 Funds available on the date of the first quarterly tax allocation of the following budget year, shall be allocated to: a) payment of Village of Chester debts; b) **operating** reserve; or c) reducing tax rate for the following year. **Planned capital reserve deposits are to take place during the fiscal year as cash flow allows.**

~~**4.2** Commission shall authorize the transfer of funds to and from the Reserve accounts by resolution.~~

4.3 All unallocated surplus funds will be allocated to a reserve within any financial year.

4.4 Quarterly reports shall be provided to the Commission regarding committed reserves, as well as the transfer to and transfer from reserves.

~~3.4 To transfer funds to and from reserve accounts as directed by resolution of the Commission where the Commission deems that such transfers should occur.~~

4.5 Each reserve account shall be regulated as identified below into ~~six~~ four funds.

~~4.0 Fire Apparatus Reserve~~

~~4.1 This reserve provides funds for the purchase of Village Fire Fighting apparatus and vehicles.~~

~~4.2 This reserve receives an annualized contribution of \$150,000.00 or a contribution based on an apparatus replacement schedule. The reserve receives any proceeds from the sale of property, and insurance proceeds.~~

~~5.0 Building Reserve~~

~~5.1 This reserve provides funds for construction or replacement of Village Firehall.~~

~~5.2 This reserve receives funds specifically allocated in the operating budget.~~

4.0 Operating Reserve

~~4.1 General Government Operating Reserve~~

4.1 This reserve provides funds to supply the Village of Chester with emergency operating funds. The Village shall maintain a balance of no less than ~~\$50,000~~ 20% of annual operating expenditures in this fund.

~~4.2 This reserve fund receives surplus funds from General Government Operations. If the Village's general government operations budget results in a surplus, the surplus shall be transferred to the operating reserve.~~

~~6.2 Fire and Emergency Services Operating Reserves~~

~~a) This reserve provides funds to the Village to supply the Chester Volunteer Fire Department with emergency operating funds. The Village shall maintain a balance of no less than \$50,000 in this fund.~~

~~b.) This reserve fund receives surplus funds from Fire and Emergency Operations.~~

5.0 Lido Pool Reserve (Capital)

5.1 This reserve provides funds for capital repairs, construction, or ~~replacement~~ upgrades of to the Village pool.

5.2 This reserve receives an annualized contribution of \$30,000.00 or receives funds specifically allocated in the operating budget.

6.0 Utility Reserve (Capital)

6.1 This reserve provides funds for ~~water supply to capital repairs and replacements to streetlights~~ in the Village of Chester.

6.2 This reserve receives an annual contribution of 10% of annual streetlight operations expenses or funds specifically allocated in the operating budget.

7.0 Emergency Medical Services Reserve (Capital)

7.1 This reserve provides funds for EMS building maintenance and upgrades. ~~The Village shall maintain a balance of \$50,000.00.~~

7.2 This reserve receives funds from the monthly rental payments ~~minus operations expenses~~. No public funds are allocated to this reserve.

Approved: October 10, 2019	Motion # 19-120
Amended: June 10, 2020	Motion # 20-219
Amended: March 9, 2022	Motion # 22-034
Amended: TBD	Motion #

I certify that this Policy was adopted by the Village of Chester Commission as indicated above.

Clerk/Treasurer

Date

[Schedule 5.2](#)

**Village of Chester
Strategic Plan Workshop – Scheduling**

- Attendees: Commissioners, Clerk/Treasurer
- Duration: 2-3 hours
- Resources: EDM Final Report and Detailed Survey Results (2019), MAH strategy workshop materials (2022)
- Date/time: Do we prefer an evening or a weekend? See calendar below.

OCT2024

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27 28 29 30 31

Schedule 6.1



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

August 9, 2024

To All Nova Scotia Elected Officials and Chief Administrative Officers/Village Clerks:

I am writing to inform you of an update on the municipal and village codes of conduct. In January 2022, the Code of Conduct Working Group was established to develop a set of recommendations on the code of conduct framework, which included content to include in the code, sanctions that may be imposed if a breach occurred, and options for an investigator model. This collaborative working group included representatives from the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators of Nova Scotia (AMANS), the Association of Nova Scotia Villages (ANSV), and the Department of Municipal Affairs and Housing (DMAH).

Following significant consultation with municipalities in September 2022, March 2023, and September 2023 on the code of conduct framework, the Code of Conduct Working Group developed 25 recommendations for me to consider as Minister. I am pleased to advise, after careful consideration, I am accepting all 25 recommendations presented by the Code of Conduct Working Group. The recommendations, along with the anticipated framework are appended to this letter for your reference.

The code of conduct framework will be coming into effect following the October municipal election. The legislative provisions require municipalities and villages to adopt a code of conduct consisting of the model code of conduct as outlined in the regulations. As Minister, I will prescribe that all municipalities and villages must adopt the model code of conduct within 60 days following the October election and provide confirmation of their notice of adoption. Should a municipality or village fail to meet the above requirements, municipal funding will be withheld pursuant to the *Municipal Grants Act*. As one of the first items to discuss on your agendas, I trust this will bring an unequivocal understanding of the conduct to uphold as an elected official in Nova Scotia.

I understand and recognize that code of conduct training is an important component to make the framework successful. The NSFM will be the lead organization on the development of a robust code of conduct training module, and it is expected this module will be available in early 2025. To bridge the gap between when the regulations will be in place to when the robust training module will be ready in early 2025, the Department will provide municipalities and villages resources that can be shared with councils and commissions.

Page 2

As we move toward a new standard for elected officials following the election, I would encourage you to share the documents appended in this letter with all candidates running in the upcoming municipal election. Candidates should be notified about the new expectations surrounding the code of conduct.

In closing, I would like to thank the Code of Conduct Working Group members for their hard work and dedication to this initiative over the past two years. This initiative is a wonderful example of collaboration between the Department and our municipal partners.

Sincerely,



Honourable John A. Lohr
Minister of Municipal Affairs and Housing

Attached

c: Code of Conduct Working Group
Mayor Carolyn Bolivar-Getson, NSFM
Juanita Spencer, CEO NSFM
Kim Ramsay, President AMANS
David Campbell, Executive Director AMANS

Proposed Recommendations from Code of Conduct Working Group

The Code of Conduct Working Group (COCWG) has developed their proposed recommendations for the code of conduct regulations for the Department of Municipal Affairs and Housing (DMAH) to review. The 25 recommendations below reflect the consensus opinion from the COCWG.

Application:

- There should be one code for all municipalities and villages.
- The code of conduct should operate together and as a supplement to other applicable laws, including the bylaws and policies with the municipality or village.
- The code of conduct should apply to elected officials at all times with respect to their behaviour regarding any action that negatively impacts the municipality or tarnishes its reputation.
- Nothing in the code of conduct is intended to silence elected officials from sharing or expressing dissenting opinions.
- The code of conduct should apply from the time elected officials are declared elected until their resignation, their disqualification, or their successor being sworn into office.

Content to include:

- The code will include 45 provisions under various headings (e.g. general conduct, confidential information, etc.) See Appendix A for detailed provisions.
- 13 possible sanctions that can be imposed on a member for breaching the code of conduct. See Appendix B for the sanctions.
- 7 considerations elected officials shall evaluate before they can impose a sanction. See Appendix B for detailed considerations.
- Failure to comply with a sanction imposed is considered a breach of the code itself and will go to council with the investigator's recommendation only.

Complaint and investigator process:

- Municipalities and villages will appoint an investigator and have their contact information readily available on their website. See Appendix C for detailed complaint and investigator process.
- Investigators should have experience in conducting investigations, and experience applying the principles of natural justice and procedural fairness.
- No conflict of interest can exist between the investigator and the parties involved.
- A complaint can be submitted no later than 6 months from discoverability.
- The CAO/Clerk shall be notified by the investigator that a complaint has been received and Council/Commission shall be notified if a complaint makes it to the investigation stage.

- The investigators report shall be brought to council/commission no later than 6 months from the time the complaint is received by the investigator. Extensions may be granted by council/commission for extenuating circumstances.
- Any complaints brought forward during the municipal election period between nomination day and ordinary polling day will not be investigated until the election has concluded.
- A member who has a complaint lodged against them will be able to review and respond to the information in the investigators report prior to council's vote.
- A member who has had a complaint lodged against them, or who has made the complaint, may not participate in the vote on whether there was a breach, and if applicable, may not participate in the decision regarding what sanction to impose.
- The Code of Conduct will state that a decision of a Council on a code of conduct matter is final and binding on all parties.
- At the conclusion of the investigation, require public disclosure of the section a complaint was lodged under, and the investigator's recommendation.

Training:

- Elected officials should be required to complete the training within 30 days of being sworn into office and failure to do so is considered a breach of the code itself and may go to council without an investigation.
- Any breach of the code determined by council shall result in additional code of conduct training for the person who committed the breach.
- Training to be developed and delivered in an online module format with quizzes and a minimum pass rate to ensure a minimum level of understanding.

Review:

- A review on the code of conduct shall begin 3 years post implementation to consider the effectiveness for municipal elected officials.
- Review the Municipal Elections Act (MEA) to see if there is potential to reduce the gap between the sanctions in the code of conduct and the Municipal Elections Act.

Appendix A: Recommended Prescribed Code of Conduct

The recommended prescribed code of conduct would be applicable to all municipalities and villages with separate codes being developed to reflect the difference in terminology (e.g. village versus municipality, Chief Administrative Officer versus Clerk).

Code of Conduct shall apply to elected officials from the time that they are declared elected until:

- a) their resignation;
- b) their disqualification while in office; or
- c) their successor is sworn into office, or, if there is no successor, until the meeting at which the successor would have been sworn into office if there was a successor

The guiding principles to be included are:

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

General Conduct

- Members of Council must be truthful and forthright, and not deceive or knowingly mislead Council, the CAO, or the public.

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

Confidential Information

- No Member of Council will disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by policy or law or authorized by the Council to do so.
- No Member of Council will use confidential information for personal or private gain or for the gain of any other person or entity.
- Members of Council should not access or attempt to access confidential information in the custody of the municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the Municipality.
- Members of council must not discuss any matters relating to an active investigation under this Code of Conduct with anyone other than the investigator or their own legal representative, unless required by law.

Gifts and Benefits

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

- A fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to a person closely connected to a member is deemed to be a gift to the Member of Council.

Use of Municipal Property, Equipment and Services

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

Building, Development, Planning, or Procurement Proposals before Council

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

Improper Use of Influence

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

Business Relations

- No Member of Council shall allow the prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.
- No Member of Council shall borrow money from any person who regularly does business with the municipality, unless such person is an institution or company

whose shares are publicly traded and who is regularly in the business of lending money.

- No Member of Council shall act as an agent of a person or entity before Council or a committee of Council or any agency, board or committee of the municipality.

Employment of Persons Closely Connected to Members of Council

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

Fairness

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

Adherence to Policies, Procedures, Bylaws and Other Laws

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

Respect for Council as a decision-making body

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

Communicating on behalf of Council

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

Interactions of Council with Staff and Service Providers

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

Respectful Interactions

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

Reprisal

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

Appendix B: Recommended Sanctions Framework and Possible Sanctions to be imposed

Sanctions Framework:

A Council or Commission shall consider all of the following criteria prior to imposing a sanction or sanctions:

1. The nature of the code contravention;
2. The length or persistence of the code contravention;
3. If the member intentionally contravened the code of conduct;
4. Has the member taken any steps to remedy the contravention;
5. If the member previously contravened the code of conduct;
6. Any external factors that exist to the member's contravention (e.g. family situation, mental health); and
7. The resources the member will need to complete their job.

Sanctions:

1. Member will receive a letter of formal reprimand or warning, as directed by council.
2. Member will issue a letter to include acknowledgement of breach of code and an apology within 15 days.
3. Require the member to attend training, appropriate to the incident, as directed by council.
4. Censure the member publicly.
5. Limit the member's access to certain local government facilities, equipment and/or property.
6. Suspending or removing the member as deputy head of council and/or the chair of a committee, if applicable.
7. Suspending or removing the member for no longer than 6 months from some or all committees and/or boards.
8. Impose a limit on the member's participation on behalf of the municipality.
9. Impose a limit on the member's travel and/or expense reimbursement on behalf of the municipality.
10. Impose a fine on the member for up to \$1,000 per occurrence, which is to be paid no later than 6 months from the decision of council and to be collected in the same manner as other taxes.
11. Impose an appropriate reduction in remuneration to the member for no longer than 6 months.
12. Make member repay any direct monetary loss realized by the municipality as a result of the member's action in any amounts determined by the investigator.
13. Make member repay any direct monetary gain they obtained from their actions in any amounts determined by the investigator.

Appendix C: Recommended Complaint and Investigator Process

1. Municipality or village will appoint a person or entity other than a Council Member or an employee of the municipality to receive and investigate complaints.
 - a. The person or entity appointed must have experience in conducting investigations and in applying the principles of natural justice and procedural fairness. No conflict of interest can exist between the investigator and the parties involved.
 - b. Municipalities must include the investigator's contact information on their publicly accessible website.
2. A complaint must be submitted to the investigator no later than 6 months from discoverability.
 - a. Any complaints brought forward during the municipal election period of nomination day until ordinary polling day will not be investigated until the election has concluded.
3. When a complaint is received by the investigator, the investigator shall notify the CAO/clerk of the fact that a complaint has been received.
4. Investigator will determine if there is validity to the complaint. If no validity, then complaint can be dismissed.
5. If the investigator finds that the complaint is valid, the investigator shall notify the member who is the subject of the complaint that a complaint has been made about them, and it is proceeding to an investigation.
6. The investigator will begin their investigation and notify Council/the Commission through a confidential email or in camera of the fact that a complaint is proceeding to the investigation phase.
7. The investigator shall protect the confidentiality of the complainant, the subject(s) of the complaint, and all persons involved in the investigation, to the greatest extent possible, while still applying the principles of natural justice and ensuring procedural fairness.
8. The investigator shall present a report to Council, no later than 6 months from the time the complaint is brought forward, on the investigation and include a

recommendation regarding the validity of the complaint and, if applicable, a recommendation regarding an appropriate sanction.

- a. If complaint is brought forward during the municipal election period of nomination day until ordinary polling day it will not be investigated until the election has concluded. Investigations already in progress at the time of nomination day will continue;
 - b. Council may grant the investigator an extension on when the report can be brought to council for extenuating circumstances, including a delay during a municipal election period;
 - c. Council is able to discuss the investigators report in camera; and
 - d. The member who had the complaint lodged against them will have the opportunity to review and respond to the information in the investigator's report, and make submissions to Council, prior to the Council's vote.
9. Council determines if a breach occurred and determines the sanction(s) to impose. If a councillor is the subject of the complaint or has made the complaint under the Code the councillor shall:
- a. In the case of a closed meeting, leave the room in which the meeting is held
 - b. In the case of a public meeting, either leave the room or remain in the room in the part of the room for general public; and
 - c. Refrain from voting on any question relating to the matter
10. Any breach of the code determined by councils shall automatically retrigger the required Code of Conduct training.
11. The section under the Code of Conduct the complaint was lodged and the investigators recommendations are made public.
12. The decision or penalty of Council/Commission on a Code of Conduct matter is final and binding on all parties.



Schedule 6.2

Notice of 2024 Conference and Annual General Meeting

- via email

To: All Member Villages – c/o Directors, Commissioners, and Clerk and Treasurers

Take notice that the Annual General Meeting of the Association of Nova Scotia Villages will be held as follows:

Date: Saturday, September 21, 2024

Time: 11:00 a.m.

Location: Village of St. Peter's – Bonnie Brae Seniors' Club, 14 Toulouse St., St. Peter's

The purpose of the meeting is to:

1. Approve the minutes of the October 14, 2023 Annual General Meeting;
2. Receive the President's report;
3. Receive the audited Treasurer's report*;
4. Appoint the auditor*;
5. Present Long Service Awards;
6. Receive the Nominating Committee's report;
7. Election of Directors (see enclosed chart);
8. Appoint the Nominating Committee; and
9. Propose special resolution(s), if any.

** 'Audited' and 'Auditor' references examination and opinion of the Treasurer's report as described in the Association's by-laws, not an assurance service of an independent audit firm.*

Pre-meeting requirements:

(Please complete at your earliest convenience.)

- Conference and AGM registration:

Those attending the conference and AGM are asked to please register in advance in order to understand attendance and quorum numbers (50% + 1).

[Please click here to confirm attendance \(preferably by Friday, August 30\)](#)

Please note that invoices for conference registration fees and annual ANSV membership dues will be circulated by Village of Kingston.

- Voting delegates:

Each member Village to appoint a delegate who may vote at the AGM.

(continued)

- **Long Service Awards:**

Clerk and Treasurers, please advise of any milestone years of service achievements that Commissioners of your Village have reached (i.e. 5, 10, 15, 20, 25, 30+ years).

[Please click here to submit this information](#)

- **Director Nominations:**

Please consider submitting one or more nominations for a Commissioner from your Village to serve on the ANSV Board of Directors. Elections and appointments to the Board are made at the AGM.

Please submit nominations to knickolle.pitcher@biblehill.ca.

- **Special resolutions:**

Please advise the Secretary in writing of any special resolutions that your member Village may wish to propose at the AGM.

Important notes:

- A conference day will be held the day before the AGM (Friday, September 20).
- A Friday evening dinner event is planned at the Bras d'Or Lakes Inn at 6pm. Please note that the cost of dinner is at the expense of attendees, and not included in the conference fee.

Dated at Bible Hill, this 25th day of July, 2024.

Commissioner Donna Van Kroonenburg

Secretary



ANSV Conference and AGM
14 Toulouse Street, St. Peter's
September 20-21, 2024



Thursday September 19, 2024

6:30 PM Graveyard Tour with Clair Rankin

Friday September 20, 2024

8:00 AM Registration

8:30 AM Smudging & Territorial Acknowledgment

9:00 AM Blaise McNeil, CRSP-Safety Advisor, Department of Labour, Skills and
Immigration

9:30 AM Janine Mombourquette, Lockmaster- Parks Canada

10:00 AM Nutrition Break

10:15 AM Accessibility Directorate

12:00 PM Lunch

12:30 PM Lunchtime Presentation-Local Entrepreneurs

1:00 PM Department of Municipal Affairs and Housing

2:00 PM Nutrition Break

2:15 PM Bill Culp, Creative Economy Development Officer-Cape Breton
Partnership

3:30 PM Artisan Demo-Local artisans demonstrate their work

6:00 PM Dinner and Music Bingo



ANSV Conference and AGM
14 Toulouse Street, St. Peter's
September 20-21, 2024

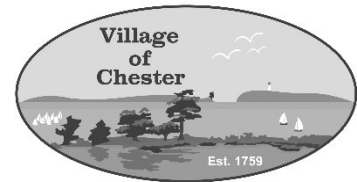


Saturday September 21, 2024

- 8:00 AM Registration
- 8:30 AM MLA Trevor Boudreau, representing Minister Lohr, Department of Municipal Affairs and Housing
- 9:00 AM Warden Amanda Mombourquette, Municipality of the County of Richmond-Presentation-Strait of Canso Offshore Wind Task Force
- 9:30 AM Nutrition Break
- 9:45 AM Commissioner's Round Table / Clerk's Round Table
- 11:30 AM Annual General Meeting
- 12:30 PM Lunch

Schedule 7.1

Village of Chester Commission Clerk/Treasurer Activity Report September 18, 2024



- **Lido Pool:**

- The season ended on Sep 1st. In the last week or two we had a couple of staff shortages due to illness and travel, but for the most part the public swims were fully available. Staff noticed an increase in guests this summer (I don't have exact numbers).
- The main pump has finally died just days before the season ended. We'll get a new one ordered asap for installation in the spring. Given the leaks, it required more attendance from our maintenance person, Gippy, to top up the water level than last year.
- We had more difficulty with algae control this year than last. A number of interventions were tried to no effect. We will do further research, re-calculate chemical quantities, and may schedule a mid-season drain and clean next year.

- **Lido Capital Repairs:**

- The J. Mason Contracting, the supplier for the exterior wall repair, had a site visit last week alongside our consulting engineer to re-look at the site prior to starting work. Discussions held that day may change the approach for a more sustainable fix – I'm expecting some revised costing and will advise ASAP.
- The consulting engineer is assisting with an RFP for rock wall, which was not included in the earlier one as we didn't know if the accessibility retrofit would affect the area at the time. Re-mortaring and a drain to ease water table pressure on the wall would be involved.

- **Accessibility**

- Due to the above considerations, I've put the accessibility retrofit recommendation report on hold temporarily as it may affect the budget pool.
- FYI, I've been appointed by the provincial Accessibility Secretariat to the "Information and Communication Standard Development Committee". I applied independently of my role with the Village and was pleased to be selected. I'll look forward to this work enriching the Lunenburg County Accessibility Advisory Committee.

- **Insurance:**

- Insurance renewals (exp. Oct 11) have been completed for 2024/25. Coverage has been bound and we are awaiting final paperwork and invoices.
- The cost for cyber insurance is unchanged from last year. The cost for the main Village policy is 4.76% higher than last year but is under the combined insurance costs in the 2024/25 budget.

- With that in mind, I've requested quotes on additional fund transfer and credit card fraud protection. If those are still within budget I will add.
- **Beautification:**
 - A meeting was held with MODC Economic Development and Public Works staff to discuss an audit of waste receptacles around the village with an eye to replacing aged and catch-all containers with consistent designs.
 - A draft public survey to explore alternatives for the flower baskets is pending next month.
- **Test Wells:**
 - The Municipality will be drilling some test wells in various locations for a groundwater source for in the Robinsons Corner/Haddon Hill area, including the Village-owned site at 4070 Hwy 3. We'll be notified when they have dates.
- **Community Events:**
 - The annual Chester Harbour Swim for the United Way was successfully held on Sep 4th as in previous years. The Village assists this event by making Lido space and a garden hose with fresh water available for participants.
- **Meetings & Training:**
 - Lunenburg & Queens communications staff met on August 22. The group meets approx. quarterly to share issues.
 - As noted in Correspondence this evening, the ANSV conference is this week (Sep 20-21). I'll provide a report at the next meeting. Please note I'll be departing the afternoon of Sep 19th for the drive to the Village of St. Peter's.
 - Next week the AMANS Fall Conference is taking place in Halifax. I will be attending a workshop on procurement on the pre-conference day Monday (Sep 23).

Report completed by:
Heather McCallum, Clerk/Treasurer

Pending items for future consideration:

<i>Meeting Assigned</i>	<i>Item</i>	<i>Delivery</i>
<i>Jul 17, 2024</i>	<i>Street Beautification Draft Survey</i>	<i>Oct 16, 2024</i>
<i>Jul 17, 2024</i>	<i>Accessibility Assessment Report</i>	<i>Oct 16/Nov 20, 2024</i>

Information and Communication Standard Development Committee

The Information and Communication Standard Development Committee helps the Accessibility Advisory Board make recommendations to the Minister of Justice on creating and implementing an accessibility standard for information and communication.

The goal of the information and communication standard is to make sure that persons with disabilities have equitable access to information and communication.

About the committee

The majority of committee members identify as having a disability. Committee members include:

- persons with disabilities
- representatives from organizations that provide services to persons with disabilities
- representatives from sectors impacted by the standard (like communications professions, interpretation professions and public and private sectors)
- representatives from the Department of Cyber Security and Digital Solutions and Communications Nova Scotia

Committee members

- Jeff Overmars, Chair - Communications Advisor, Nova Scotia Human Rights Commission, Co-Chair, NS Disability Employees Network, Dartmouth
- Linda Campbell, Vice Chair - Professor and senior research fellow, Department of Environmental Science, Saint Mary's University, Halifax
- Ashar S Ahmed - Cyber Security and Software Advisor, Halifax
- Michelle Bartram - CNIB volunteer and Canadian Council of the Blind National Board, Sydney
- Natasha Benincasa - Northern Region Respite Services, New Glasgow
- Catherine Buckie - Plain language consultant, Dartmouth
- Ashley Campbell - President of Maritime Association of Professional Sign Language Interpreters and Manager of Interpreting Services, Saint Mary's University, Halifax
- Debbie Cavers - Inclusion Nova Scotia, Member of the Board of Directors, Westville
- Adam Fine - Director of Experiential Graphic Design, Fathom Studio, Dartmouth
- Brian Foran - Deaf Community Advocate, Halifax
- Caroline Kovesi - Accessible digital communications specialist, Halifax
- Judy Lewis - Paralegal, Ambassador for Halifax Chamber of Commerce, Patient Family Advisor for Mental Health and Addictions, Nova Scotia Health, Halifax
- **Heather McCallum** - Clerk/Treasurer, Village of Chester, Lunenburg
- Etta Moffatt - Design Consultant, Communications Nova Scotia, Halifax
- Christine Muise - Braille Transcriber/Tactile Illustrator, Atlantic Provinces Special Education Authority, Halifax
- Michael Noonan - Communications Director and Lead for Inclusion, Diversity, Equity and Accessibility, Communications Nova Scotia, Halifax
- Laura Offman - Manager, Digital Strategy, Governance and Performance, Department of Cyber Security and Digital Solutions, Halifax
- Zoh Qureshi - Deaf Accessibility Advocate, Halifax
- John Smith - Chair Annapolis County Accessibility Advisory Committee, Middleton Accessibility Advisory Committee Working Group, Accessibility Advocate, Bridgetown
- Emily Towns - Creative Developer, Forward Creative, Hubbards
- Barbara Welsford - Assistive Technology and UDL Specialist, South Shore Regional Centre for Education, Mahone Bay
- Michelle Zou - Educational Audiologist, Atlantic Provinces Special Education Authority, Halifax

Contact

Phone: 902-424-8280 (tel:902-424-8280)

Toll-free (within Nova Scotia): 1-800-565-8280 (tel:1-800-565-8280)

TTY: 902-424-2667

TTY toll-free (within Nova Scotia): 1-877-996-9954

accessibility@novascotia.ca (mailto:accessibility@novascotia.ca)

Related legislation

- [Accessibility Act \(PDF 222 KB\)](https://nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf) (https://nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf)
- [Accessibility Act \(YouTube, ASL\)](https://www.youtube.com/playlist?list=PLwLZ9YtgHtLAvbujOfto5Sj_7O3HS8ATx) (https://www.youtube.com/playlist?list=PLwLZ9YtgHtLAvbujOfto5Sj_7O3HS8ATx)

Related information

- [Access by Design 2030 \(/accessibility/access-by-design/\)](/accessibility/access-by-design/)
- [Accessibility Act review \(/accessibility/act-review/\)](/accessibility/act-review/)
- [Accessibility Act: compliance overview \(/accessibility/compliance-overview/\)](/accessibility/compliance-overview/)
- [Accessibility Advisory Board \(/accessibility/advisory-board/\)](/accessibility/advisory-board/)
- [Accessibility in Nova Scotia](https://accessible.novascotia.ca) (https://accessible.novascotia.ca)
- [Accessibility resources \(/accessibility/resources/\)](/accessibility/resources/)
- [Government of Nova Scotia Accessibility Plan \(/accessibility/plan/\)](/accessibility/plan/)
- [Nova Scotia Post-Secondary Accessibility Framework \(PDF\)](https://www.nsc.ca/docs/about-nsc/nova-scotia-post-secondary-accessibility-framework.pdf) (https://www.nsc.ca/docs/about-nsc/nova-scotia-post-secondary-accessibility-framework.pdf)
- [Nova Scotia Public Libraries Joint Accessibility Framework \(PDF\)](/accessibility/docs/Nova-Scotia-Public-Libraries-Joint-Accessibility-Framework.pdf) (/accessibility/docs/Nova-Scotia-Public-Libraries-Joint-Accessibility-Framework.pdf)
- [Small Business ACCESS-Ability Grant Program](https://cch.novascotia.ca/small-business-access-ability-grant-program) (https://cch.novascotia.ca/small-business-access-ability-grant-program)
- [What We Heard: Accessibility in Nova Scotia \(/accessibility/consultation/\)](/accessibility/consultation/)

Annual reports

- [Annual Report on Accessibility 2022-2023 \(PDF 1.5 MB\)](/accessibility/docs/ministers-annual-report-accessibility-2022-23.pdf) (/accessibility/docs/ministers-annual-report-accessibility-2022-23.pdf)
- [Historical annual reports on accessibility](https://nslegislature.ca/about/library-services/catalogue-search) (https://nslegislature.ca/about/library-services/catalogue-search)



Enhance Your Procurement Skills Workshop

🕒 September 23, 9:30 AM - 4:00 PM

📍 Lakelands Hall

About the Session

Join Stephen Terry of Halifax Regional Municipality and Janice Kennedy of Colliers Project Leaders to learn more about Procurement processes and strategies with a focus on Requests for Proposals.

- Procurement options in the public sector.
- What are the sections of an RFP?
- The boring stuff – what does it mean and why is it important?
- What type of work should an RFP be used for?
- How to build a good statement of work
- How to build a good evaluation matrix
- What information should you be asking for?
- How to get a price/cost proposal that you depend on?
- How can I negotiate the outcome or contract (Competitive Dialogue)?

Speakers



Janice Kennedy

Project Director, Practice Excellence, National Colliers Project Leaders



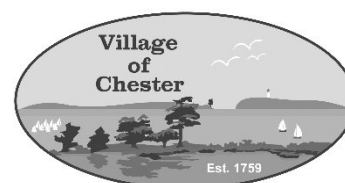
Stephen-Robert Terry

Strategic Portfolio and Policy Consultant, Halifax Regional Municipality



Schedule 7.2

Village of Chester Commission Clerk/Treasurer Financial Report September 18, 2024



- **Scotiabank:**
 - The July & August 2024 bank statements have been reconciled. We started July with \$557,223.99 in the bank and ended with \$712,365.04, then ended August with \$533,419.54.
 - The Q2 tax revenue advance amount of \$200,305 was received from MODC on Jul 23, including Fire funds of \$85,759 that were transferred to the CFSC on Aug 2.
 - The Q1 Investment Statement arrived on Jul 30 – note that it does not yet reflect the transfers to the CFSC completed in August.

- **HST Offset & Rebate:**
 - The federal GST-HST Rebate for the second half of 2023/24 has been received in the amount of \$25,744.77.

- **Grants:**
 - The Village was unsuccessful in an application to the Tourism Digital Assistance Program this year. I'm still hoping to be able to tap this fund to add to our photography library in a future year.
 - The final reports have been submitted to the Canada Summer Jobs program. We should be notified soon of the exact amount of the grant for our two full-time lifeguards.

- **Sage:**
 - A new company for the CFSC has been opened in the Sage accounting system and the account lines built (approx. 50% of the work).

Report completed by:
Heather McCallum, Clerk/Treasurer



Chester Volunteer Fire Department

Email - info@chesterfd.ca

Station (902)275-5113 - Fax (902)275-2134

September 11 2024

Good Evening

The CVFD responded to a total of 31 calls. 19 medicals , 1 mutual aid ,4 commercial fire alarms , 1 residential alarm , 4 mva , 1 off highway extraction , 1 investigation.

Final details wrapping up on our M/A practice this coming weekend at the Mabec mill in east river. If you want to see us in operation the scenario will run from 8 am to 11 am. There will also be a ½ day REMO table top on September 28th. This last month we trained on the advantages of solid bore nozzles vs combination nozzles. With the facts presented and hands on compression we will plan to move to solid bore nozzles over the next year. This will take both financial planning(though not major) and a plan for training on solid bore nozzles. We have Captain Livignston headed to Moncton for a 3 day training course on solid bore applications to help facilitate training at the CVFD as we make this shift. October is planned to be a busy training month as well as we have Swift water rescue training and live fire recertifications. Thanks largely to Greg C who has sourced a burn trailer able to come to the municipality we will not have to travel to complete this.

We had the annual Harbour swim for the United way. We partnered with Blandford Fire to support the swim on land and in the water. We were able to have 5 boats CVFD in-shore , Blandford's in-shore and 3 members boats on the water and MFR's on land. We did pick up one swimmer that was not in distress but didn't feel they could finish on their own.

We had some repairs completed at the station for the MODC fire inspection. We also had the infrared light replaced and water filter. We have had problems with the urinal down stairs. It will be replaced later this month. The glycol injection pump for the heating system will be repaired. The furnace has had its annual service.

Chief

Cody Stevens

PUBLIC HEARING

VILLAGE PLAN REVIEW

WHEN

September 5, 2024
Begins at 6:30 pm

WHERE

Chester Area Middle School Gym
204 Duke Street, Chester

Following the initial Public Hearing in July, Council directed staff to make changes in response to concerns expressed by members of the public.

With this work now complete, the revised secondary planning strategy and land use by-law have received 1st reading from Council. Members of the public are invited to attend the public hearing, which is the final meeting prior to Council voting to approve or reject the new documents.

FOR MORE INFORMATION VISIT:
engagechester.ca/villagereview



THE MUNICIPALITY OF
CHESTER
NOVA SCOTIA'S TREASURE

UPDATES INCLUDE

- ♦ reduction in proposed density in the core of the Village, by removing duplexes
- ♦ reverting the boundaries of the Core Commercial Zone to their existing extent
- ♦ a “new” R3 zone created for Seawinds subdivision
- ♦ reducing the number of units permitted in the R5 (previously R4) Zone from 8 to 4
- ♦ revised language for policies that require the submission of water studies prior to approval

LET COUNCIL KNOW YOUR THOUGHTS

Members of the public may speak at the public hearing and/or submit written comments to pmyra@chester.ca by Friday August 30, 2024 at 4:30pm.