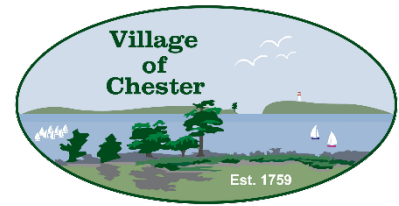


Agenda

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



In-Person & Virtual Meeting

VOC Office, 27 Pleasant Street, Chester

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

1.0 Call to Order/Land Acknowledgement

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

2.0 Public Forum

- Guest Presentation: Equity & Anti-Racism – Jennifer Webber, Municipality of the District of Chester

3.0 Approval/Amendment of Agenda

4.0 Review/Approval of Minutes

- 4.1 Monthly Commission Meeting: November 27, 2024

5.0 Business Arising – Nil

6.0 Correspondence – Nil

7.0 Reports

- 7.1 Clerk/Treasurer
- 7.2 Financial
- 7.3 Chester Fire Services Committee – Minutes for information
- 7.4 Lunenburg County Accessibility Advisory Committee – Nil
- 7.5 Village Planning Advisory Committee (MODC) – Vice-chair O'Malley

8.0 New/Other Business – Nil

9.0 Commissioner Roundtable

10.0 In-camera – Nil

11.0 Resumption of Public Meeting – N/a

12.0 Adjournment

Next Meeting(s)

- Regular Monthly: January 15, 2025 – 6:00 pm at 27 Pleasant St & Virtual

EQUITY, DIVERSITY & INCLUSION **ACTION PLAN** 2023 2024



I N C L U S I O N



THE MUNICIPALITY OF
CHESTER



1

Engagement

Provide advice and support to help the Municipality of Chester develop, where relevant, communications plans, social media content, and community engagement strategies that feature our communities as respectful and equitable places for all to live and work.

2

Service Delivery

Provide advice and support to help the Municipality of Chester eliminate barriers to its public-facing programs, services, and facilities.

3

Governance

Provide advice and support to help the Municipality of Chester develop internal governance and administrative capacity, practices, and tools that proactively counter, and enable immediate reaction against, all forms of discrimination, exclusion, and racism in our communities.

4

Relationship

Develop a network of agencies and organizations active in equity, diversity, and inclusion work in order to share information, opportunities, and resources with community organizations and businesses that will advance and support their EDI initiatives in our communities.

5

Community

Provide advice and recommendations to Council concerning opportunities to create welcoming and inclusive cultural and social spaces ensuring a respectful and equitable community for all to live and work.

Our Action Plan Objectives

1

Engagement

Provide advice and support to help the Municipality of Chester develop, where relevant, communications plans, social media content, and community engagement strategies that feature our communities as respectful and equitable places for all to live and work.

2023 Actions

- Present Action Plan at community meetings.
- Series profiling local business' EDI stories in newsletter.
- Stories about employers' experiences removing accessibility barriers.
- Series profiling recreation experiences, etc. in Recreation Guide.
- Promote MOC actions around EDI to reinforce commitment.



COMPLETED

- Present the EDI Advisory Committee revised Action Plan to Council for adoption.
- Develop project page on Voices & Choices.
- Present Action Plan at all staff meeting.
- Develop EDI Advisory Committee website for agendas, minutes, links, etc.

2

Service Delivery

Provide advice and support to help the Municipality of Chester eliminate barriers to its public-facing programs, services, and facilities.

2023 Actions

- Work with staff to complete programs and services review.
- Develop a welcome program for new Canadians moving to the Municipality of Chester.
- Review Truth & Reconciliation Commission's Calls to Action and identify municipal actions.



COMPLETED

- Municipality of Chester adopted Anti-Racism Charter developed by Recreation Nova Scotia with input from Recreation Services.
- Economic Development is in final stages of a "welcome guide" for new residents.
- Land acknowledgement is in final stages.

3

Governance

Provide advice and support to help the Municipality of Chester develop internal governance and administrative capacity, practices, and tools that proactively counter, and enable immediate reaction against, all forms of discrimination, exclusion, and racism in our communities.

2023 Actions

- Develop EDI considerations for Municipality of Chester By-Laws, Policies, and Forms, including gendered and plain language.
- Human Resources framework review to address explicit & implicit biases and barriers.
 - EDI training for those hiring staff and recruiting volunteers
 - Consider broadening definition of relevant background, training, experience.
 - Directly promote staff and volunteer opportunities to equity-seeking groups
- EDI training for elected officials.



COMPLETED

- Mandatory EDI training was given to all staff.
- Phase II training plan developed.
- Lunch and unLearns focusing on relevant topics regularly scheduled.
- Provide options to staff on how and why to provide pronouns in professional correspondence/emails.

4

Relationship

Develop a network of agencies and organizations active in equity, diversity, and inclusion work in order to share information, opportunities, and resources with community organizations and businesses that will advance and support their EDI initiatives in our communities.

2023 Actions

- **Develop and facilitate relationships with groups, agencies, and organizations active in EDI work.**
- **Compile and share opportunities for local training and awareness programs and workshops for community groups.**
- **Compile and share opportunities for local guest-speakers to speak to Council, community groups and businesses.**
- **Facilitate training/awareness sessions for local businesses.**
- **Explore a possible program scope to connect businesses with equity-seeking groups and possible partnerships.**
- **Review the Anti-Racism Charter in Recreation and identify strategies, lessons learned, and resources in that document that could be shared with local businesses and organizations.**



5

Community

Provide advice and recommendations to Council concerning opportunities to create welcoming and inclusive cultural and social spaces ensuring a respectful and equitable community for all to live and work.

2023 Actions

- Facilitate art installations from BIPOC artists:
 - installations in community spaces
 - identify grant opportunities for a program that could be modelled on the Trail Art program
- Explore how to incorporate an EDI lens in MOC's Arts & Culture Strategy as a measurable outcome.
- Review naming of infrastructure, facilities, roads.
- Develop a global welcome statement for public meetings that has local relevance.



COMPLETED

- Community flagpole installed to promote awareness of equity-seeking groups and events.
- List of holidays and observances created for municipal recognition that includes flag raisings, proclamations, and social media posts.
- Gender-neutral signage installed in municipal offices.

Schedule 4.1

Minutes DRAFT

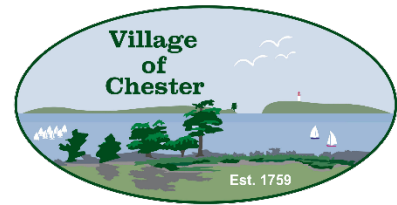
Village Commission Monthly Meeting

Wednesday, November 27, 2024 – 6:00 pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

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



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

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

Guests: Andrea Hyslop, Municipal Advisor

1.0 Call to Order

Chair Pauley called the November 27, 2024 Regular Monthly Meeting of the Village of Chester Commission to order at 6:01 pm.

Chair Pauley stated the Land Acknowledgement:

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

2.0 Public Forum

Ms. Hyslop, the Village's Municipal Advisor from the Department of Municipal Affairs, was introduced. She attended to observe the meeting.

3.0 Approval of Agenda/Additions to Agenda

Motion #24-081: Commissioner Nauss moved; Commissioner O'Malley seconded: That the Agenda of the November 27, 2024 Regular Monthly Meeting be approved as presented.

Motion carried unanimously.

4.0 Review/Approval of Minutes

4.1 Monthly Commission Meeting: October 16, 2024

Motion #24-082: Commissioner T Mulrooney moved; Commissioner O'Malley seconded: That the Minutes of the October 16, 2024 Monthly Commission Meeting be approved as presented.

Motion carried unanimously.

5.0 Business Arising

5.1 Lido/Washroom Accessibility Project

Clerk/Treasurer McCallum presented her assessment and recommendation in response to Atlantic Accessibility's report and Class D estimates (*Schedule 5.1*).

Motion #24-083: Chair Pauley moved; Commissioner O'Malley seconded: That the Village Commission proceed with issuing RFPs for public washroom upgrades, a pool lift/ramp, and pool accessibility accessories. Quotations to be brought back to the Commission for decisions; and, that the Chester Village Commission authorizes the submission of an application to the Growth and Renewal for Infrastructure Development Program for Lido Pool accessibility retrofitting. Further, the Commission asks that Chester Municipal Council pass a motion supporting the Village's application.

Discussion was held on the project and recommendations.

Amendment:

Motion #24-084: Chair Pauley moved; Commissioner Nauss seconded: To separate motion #24-083 and into two motions.
Motion carried unanimously.

Amended motion:

Motion #24-083: Chair Pauley moved; Commissioner O'Malley seconded: That the Village Commission proceed with issuing RFPs for the public washroom upgrades, a pool lift/ramp and pool accessibility accessories. Quotations to be brought back to the Commission for decisions.
Motion carried unanimously.

Motion #24-085: Chair Pauley moved; Commissioner O'Malley seconded: That the Chester Village Commission authorizes the submission of an application to the Growth and Renewal for Infrastructure Development Program for Lido Pool accessibility retrofitting. Further, the Commission asks that Chester Municipal Council pass a motion supporting the Village's application.
Motion carried unanimously.

5.2 Chester Fire Services Committee Appointment

Clerk/Treasurer McCallum presented a Request for Decision on filling the vacancy on the CFSC (*Schedule 5.2*).

Motion #24-086: Chair Pauley moved; Commissioner Nauss seconded: That the Village of Chester Commission appoint Wilson Fitt to the Chester Fire Services Committee to serve out the remainder of the vacant term to October 16, 2026.

Discussion was held.

Amendment motion:

Motion #24-087: Chair Pauley moved; Commission L Mulrooney seconded: That the Village of Chester Commission amend the motion by adding '*pending no other applications are received prior to the close of business on November 28, 2024.*'

Motion carried unanimously.

Amended

Motion #24-086: Chair Pauley moved; Commissioner Nauss seconded: That the Village of Chester Commission appoint Wilson Fitt to the Chester Fire Services Committee to serve out the remainder of the vacant term to October 16, 2026, pending no other applications are received prior to the close of business on November 28, 2024.

Motion carried unanimously.

6.0 Correspondence – Nil

7.0 Reports

7.1 Clerk/Treasurer

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

7.2 Financial

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

In the report, the challenges with getting payments to our suppliers during the Canada Post strike were reviewed.

Motion #24-088: Commissioner O'Malley moved; Commissioner Nauss seconded: That the Village Commission authorize the addition of Scotiabank electronic fund transfer (EFT) capability to its accounts payable methods, with EFT individual authorization designated to the Chair and the Clerk/Treasurer only; and, that electronic funds transfer (EFT) only be used while the Canada Post strike is on and in extraordinary circumstances.

Motion carried unanimously

7.3 Chester Fire Services Committee (CFSC)

The Committee's approved minutes of October 9, 2024 were shared for information (*Schedule 7.3*).

More on the Committee can be found on its new website:
www.chesterfirecommittee.ca

7.4 Lunenburg County Accessibility Advisory Committee (LCAAC)

The Committee is on hiatus until January.

7.5 MODC Village Planning Advisory Committee (VPAC)

There was a VPAC meeting on November 12, 2024 but Commissioner O'Malley was unable to attend.

8.0 New/Other Business

8.1 Code of Conduct – Motion to Adopt

The Minister of Municipal Affairs has ordered that all municipalities and villages in the province pass a motion adopting the new Code of Conduct for Elected Officials on or before December 19, 2024 and report back (*Schedule 8.1*).

Motion #24-089: Chair Pauley moved; Commissioner O'Malley seconded:

WHEREAS, the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Municipal Elected Officials Regulations, N.S. Reg. 220/2024 ("the Regulations"); and,

WHEREAS, municipalities are required to adopt the model code of conduct prescribed by the Regulations on or before December 19, 2024, pursuant to section 4(1) of the Regulations and section 408(AB) of the Municipal Government Act;

THEREFORE, be it resolved that the Commission of the Village of Chester hereby adopt the model code of conduct as set forth in Schedule "A" to the Regulations, which shall be titled the "Code of Conduct for Elected Officials of the Village of Chester".

Motion carried unanimously

The Clerk/Treasurer noted that mandatory online training for all elected officials will be rolled out in the New Year, and there is a schedule attached to Schedule 8.1 of in-person training being offered should any Commissioners wish to attend.

8.3 Holiday Logistics

- Commission Meeting Date

Motion #24-090: Chair Pauley moved; Commissioner Nauss seconded:

That the Village Commission's December Monthly Meeting currently scheduled for December 18, 2024 be rescheduled to December 11, 2024.

Motion carried unanimously.

- Office Closings

Motion #24-091: Chair Pauley moved; Commissioner Nauss seconded: That the Village Commission office be closed on Dec 27, 30 and 31, 2024 in addition to the statutory holidays on Dec 25-26, 2024 and Jan 1, 2025.

Motion carried unanimously.

The office will close at 12:00 pm on December 24th.

9.0 Commissioner Roundtable - Nil

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

Motion #24-092: Chair Pauley moved; Commissioner L Mulrooney seconded: That the Commission move in camera at 7:06 pm as per Section 408B (2) of the Municipal Government Act to discuss the potential acquisition, sale, lease, and security of municipal property.

Motion carried unanimously

The Commission recessed at 7:07 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 7:14 pm.

11.1 Fire Rescue Boat Sale

Motion #24-093: Vice-chair O'Malley moved; Commissioner L. Mulrooney seconded: That the Village of Chester Commission declare the 1986 Boston Whaler rescue boat surplus and that it be put up for sale, with proceeds going to the Chester Fire Services Committee's Apparatus Reserve.

Motion carried unanimously.

14.0 Adjournment

There being no further business, the meeting was adjourned at 7:14 pm.

Next meeting(s):

- Regular Monthly Meeting on December 11, 2024 at 6:00 pm
- Regular Monthly Meeting on January 15, 2025 at 6:00 pm

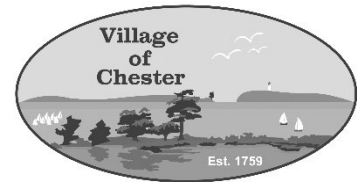
Commission Chair
Geraldine Pauley

Clerk/Treasurer
Heather McCallum

DRAFT

Schedule 7.1

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



- **Lido Pool:**
 - Accessibility grant application discussed in November has been submitted (see Financial report). I'm also looking at two other provincial funds.
- **Tourism Projects:**
 - I received a call from the Chester Baptist Church approving our request from last spring about the heritage property tour. I explained the physical sign component would not be going forward but the virtual tour may be.
- **Village Strategy:**
 - Suggest that the postponed workshop be rescheduled for late January, if that's convenient. See the calendar attached to check your availability.
- **Follow-up from Nov 27, 2024 meeting:**
 - An inspection is being scheduled for the fire station antenna to determine its condition and potential repair costs. Costs would be the responsibility of the Chester Fire Services Committee.

Report completed by:
Heather McCallum, Clerk/Treasurer

Pending items for future consideration:

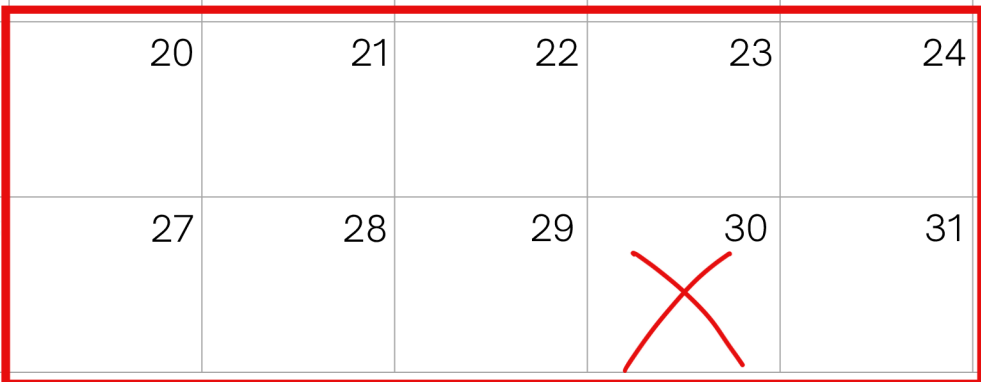
<i>Meeting Assigned</i>	<i>Item</i>	<i>Delivery</i>
<i>Oct 16, 2024</i>	<i>Street décor public survey</i>	<i>After postal strike</i>
<i>N/a</i>	<i>Purchasing Policy draft amendments</i>	<i>TBD</i>

Village Strategy Workshop - Date Selection

Preferred timeframe 1:00-4:00 pm

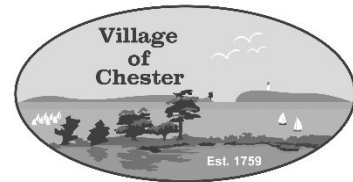
JANUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Schedule 7.2

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



- **Scotiabank:**

- The November 2024 bank statements have been reconciled.
- Account balances as of Nov 29, 2024 were:

Banking Accounts	
• Daily Operations account	\$ 410,714
Investment Accounts	
• Operating reserve	\$ 82,923
• Lido Pool reserve	\$ 162,681
• Utilities reserve	\$ 39,842
• EMC Building reserve	\$ 16,731

- Note: The Q3 Budget Variance report will be provided at the January meeting.

- **Grants:**

- The Growth and Renewal for Infrastructure Development Program (GRID) has been submitted for the Lido Pool – this is to support the installation of a barrier-free entrance from the parking level to the pool deck.
- I attended an information session about other provincial accessibility grants and am pursuing inquiries on two of them.

- **Follow-up from Nov 27, 2024 meeting:**

- Chair Pauley has been registered with Scotia Connect re: EFT transactions. These are now underway where appropriate.
- RFPs for the elements of the Public Washroom/Lido Pool accessibility retrofits are in progress.

Report completed by:

Heather McCallum, Clerk/Treasurer

Schedule 7.3



Minutes

Chester Fire Services Committee (CFSC) Monthly Meeting

Wednesday, Nov 6, 2024 at 5:00 pm

Village Commission Boardroom (27 Pleasant Street, Chester)

Present Colin MacDonald, Chair; Norm Countway, Vice-chair; Kirk Collicutt, Treasurer-Secretary; Nancy Hatch

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

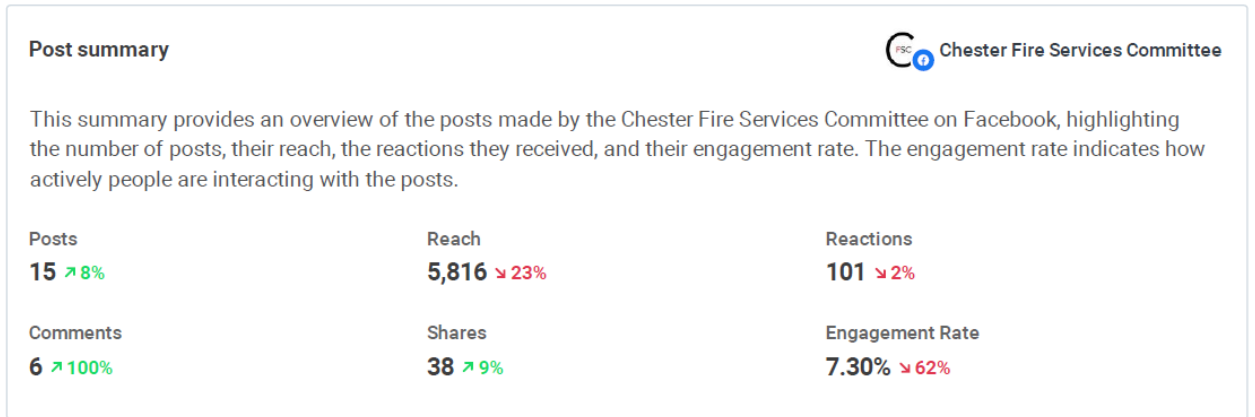
Regrets James Robert

#	Item
1.	Call to Order The meeting was called to order by the Chair at 4:59 pm.
2.	Approval of Agenda The Agenda of the Nov 6, 2024 Monthly Meeting was approved by consensus.
3.	Approval of Minutes: Oct 9, 2024 Motion: Moved by Ms. Hatch; seconded by Mr. Countway: That the Committee approves the Minutes of the Oct 9, 2024 Monthly Meeting as presented. <i>Motion carried.</i>
4.	Business Arising 4.1 Fire Station Design Concept – Approval The motion was deferred due to Mr. Robert’s delayed arrival [later absence]. 4.2 Reserve Funds & Investment Policy It was requested that the Treasurer make inquiries with the CFSC’s bank regarding cashable vs. non-cashable investments. Amendments were requested to the draft policy. ACTION: Mr. Collicutt will make inquiries at the CFSC’s bank regarding GIC interest rates.

	<p><i>ACTION:</i> Ms. McCallum will make the requested amendments and bring the draft policy back to the Committee for review and/or approval.</p> <p>4.3 Replacement Village Appointee</p> <p>The Chair reviewed the process by which the Village Commission will take the lead on advertising the vacancy – with recommendations welcome from the CFSC – and make the appointment. The Chair has received an applicant that has been passed to the Village Commission.</p> <p>4.4 Correspondence: Ray Cambria</p> <p>The Chair reported that the Village Commission has written to the Committee (<i>Schedule A</i>) in response to a complaint they received from a Village resident. The letter expressed concern about the process by which the decision to remove the Village office from the new fire station was made, but not the decision itself.</p> <p><i>ACTION:</i> The CFSC will be more mindful of notifications to the Village in future.</p>
<p>5.</p>	<p>Chester Volunteer Fire Dept: Activity Report</p> <p>Chief Stevens presented his monthly report (<i>Schedule B</i>).</p> <p>At the Chief’s request for direction, a decision was made to sell the surplus unit 571 (the old fire boat).</p> <p><i>ACTION:</i> The Fire Chief and Clerk/Treasurer will work together on the sale. <i>UPDATE:</i> The Clerk/Treasurer will bring this to the Village Commission, in whose name the boat still is, for approval (even though it is deemed to be owned by the CFSC by the Intermunicipal Fire Services Agreement 2022).</p>
<p>6.</p>	<p>Reports</p>
	<p>6.1 Secretary-Treasurer</p> <p>Mr. Collicutt presented a financial update (<i>Schedule C</i>), including a 2024/25 Budget Variance Report to Sep 30, 2024 (Q1-Q2).</p> <p>A draft Corporate Credit Card Policy in the package was deferred to the next meeting.</p>

6.3 Communications Sub-Committee

Mr. Countway reported on the analytics for the month of October:



The engagement stat, based on clicking on links, was surprisingly high given that not many links have been shared yet. When the website launches after the Public Information Meeting this should increase.

Mr. Countway also reported that he has asked a CVFD representative to coordinate stories from firefighters to share in the communications campaign.

A click-through of the new website was unable to be done this evening due to time constraints.

6.2 Fire Station Conceptual Design Project

- **Public Information Meeting – Prep for Q&A**

Ms. McCallum shared images of the display boards from Acre Architects, to be displayed on easels at the meeting, and the speaking points for each one. She also provided a draft of potential Q&A topics for discussion [note: embargoed until PIM].

Chair MacDonald will have opening remarks, and Chief Stevens was asked to prepare a statement from the firefighters.


ACTION: CFSC members will provide feedback on draft questions to Ms. McCallum by Monday.


ACTION: A special meeting is called for Nov 12, 2024 to review content for the Public Information Meeting the next night.

7.	New Business – None
8.	In Camera – None
9.	Resumption of Public Meeting – None
10.	Other Business – None
11.	Adjournment The meeting was adjourned at 6:04 pm.

Next Meeting(s):

- **Special:** Nov 13, 2024 at 5:00 pm; Village Commission Boardroom, 27 Pleasant Street
- **Public Information Meeting:** Nov 13, 2024 at 6:30 pm; St. Stephen’s Community Centre
- **Monthly:** Dec 4, 2024 at 5:00 pm; Village Commission Boardroom, 27 Pleasant Street


 CFSC Secretary
 Kirk Collicutt


 VOC Clerk/Treasurer
 Heather McCallum