

Agenda

Village Commission Monthly Meeting Wednesday, Feb 19, 2025 – 6:00 pm



In-Person & Virtual Meeting

VOC Office, 27 Pleasant Street, Chester

Zoom <https://us02web.zoom.us/j/89085934666> or [YouTube Live](#)

1.0 Call to Order/Land Acknowledgement

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

2.0 Public Forum

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

3.0 Approval/Amendment of Agenda

p. 1

4.0 Review/Approval of Minutes

4.1 Monthly Commission Meeting: Jan 15, 2025

p. 3

5.0 Business Arising

5.1 Municipality of Chester's Equity, Diversity & Inclusion Advisory Committee: Representative Nomination

p. 7

5.2 Flower Basket Survey Results

p. 17

6.0 Correspondence

6.1 Association of Nova Scotia Villages (ANSV) re: Staff Position

p. 29

7.0 Reports

7.1 Clerk/Treasurer Activity

7.2 Financial, including Budget Status

7.3 Chester Fire Services Committee – *minutes for information*

p. 34

7.4 Lunenburg County Accessibility Committee – *Chair Pauley*

p. 42

7.5 Village Planning Advisory Committee (MODC) – *Nil*

7.6 NEW Equity, Diversity & Inclusion Advisory Committee (MODC) p. 46
– Clerk/Treasurer

8.0 New Business

8.1 Chester Fire Services Committee: 2025/26 Fire & Emergency Services Budget DRAFT v.5 – *for information* p. 47

8.2 Request for Decision: Saltscapes Expo p. 54

9.0 Commissioner Roundtable

10.0 In-camera – *Nil*

11.0 Resumption of Public Meeting – *Nil*

12.0 Adjournment

Next Meeting(s)

- Tentative: Committee of the Whole: TBD @ 27 Pleasant St
- Monthly: March 19, 2025 – 6:00 pm @ 27 Pleasant St & Livestream

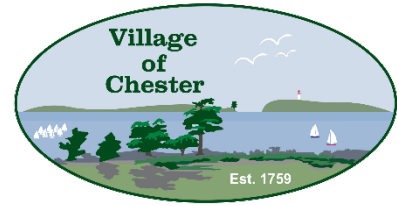
Schedule 4.1

Minutes DRAFT

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

In-Person & Virtual Meeting
27 Pleasant Street, Chester

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



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

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

Guest(s): Tom Bremner, MODC Councillor

1.0 Call to Order

Chair Pauley called the Jan 15, 2025 Regular Monthly Meeting of the Village of Chester Commission to order at 6:00 pm. She noted that this is the first meeting of 2025.

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

Councillor Bremner introduced himself and expressed greetings to the Village Commission.

3.0 Approval of Agenda/Additions to Agenda

The following item was added to 8.0 New Business:

- Village Property Maintenance – Commissioner T Mulrooney

Motion #25-001: Chair Pauley moved; Commissioner Nauss seconded:
That the Agenda of the Jan 15, 2025 Regular Monthly Meeting be approved as amended.

Motion carried unanimously.

4.0 Review/Approval of Minutes

4.1 Monthly Commission Meeting: Wednesday, Dec 18, 2024

Motion #25-002: Chair Pauley moved; Commissioner O'Malley seconded:
That the Minutes of the Dec 18, 2024 Monthly Commission Meeting be approved as presented.

Motion carried unanimously

5.0 Business Arising

5.1 Memo: Connect2 Active Transportation Fund

The Clerk/Treasurer presented her assessment of the Connect2 grant opportunity (*Schedule 5.1*). The Commission agreed not to apply for it at this time.

6.0 Correspondence

6.1 NSFM: Code of Conduct Training

A communication from the Nova Scotia Federation of Municipalities on in-person training was shared for information.

ACTION: Commissioner Nauss asked to be registered for the in-person session.

7.0 Reports

7.1 Clerk/Treasurer

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

Chair Pauley stated that she did not receive the survey, so her building complex may have been missed in the Canada Post distribution.

ACTION: Clerk/Treasurer McCallum will get a supply to place there.

Commissioner T Mulrooney requested that the facilitation of the strategy workshop next week be discussed 'in camera' later in this meeting.

7.2 Financial, including, 2024/25 Q3 Budget Variance Report

The Clerk/Treasurer presented the monthly financial overview report (*Schedule 7.2*), including the Q3 Budget Variance Report.

The Commission would like to see if a lock can be put on the Public Washroom external water supply to avoid vandalism that occurred in 2024.

Discussion was held on the cost and security of electronic fund transfers (EFTs) and signing authorities.

ACTION: A copy of the EFT summary form (similar to the in-person cheque summary form) will be cc'd to Commissioners re: payment runs.

7.3 Chester Fire Services Committee (CFSC)

The Committee's approved minutes of Dec 4, 2024 were shared for information. See also: www.chesterfirecommittee.ca.

7.4 Lunenburg County Accessibility Advisory Committee (LCAAC)

The Committee is on post-election hiatus and resumes on February 5, 2025.

7.5 MODC Village Planning Advisory Committee (VPAC)

The Committee's minutes of Dec 10, 2024 were shared for information. See also: <https://portal.laserfiche.ca/Portal/Browse.aspx?id=84144&repo=r-0001f4a08362>

8.0 New/Other Business

8.1 Village Property Maintenance – Commissioner T Mulrooney

- Resident inquiry: what is the status of the ceiling repair in the fire station mechanical room from water damage? [A photo was shared on the CFSC Facebook page.]
ACTION: Clerk/Treasurer McCallum will look into this question with the fire department.
- Can we get an estimate from Eastern Fence to replace the Jib Lot fence in the next budget year.
ACTION: C/T McCallum will include this costing with 2025/26 budget preparation.
- The decorative fence at the driveway of the former Windjammer is reported to be rotten and removal should be considered.
ACTION: C/T McCallum will look into this and bring to the attention of the CFSC.

9.0 Commissioner Roundtable – Nil

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

- Contract negotiations

Motion #25-003: Chair Pauley moved; Commissioner O'Malley seconded: That the Commission move in camera, as per Section 408B (2) of the Municipal Government Act.

Motion carried unanimously.

The Commission recessed at 6:50 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 7:03 pm.

Motion #25-004: Chair Pauley moved; Commissioner Nauss seconded:
That the Commission proceed with one three-hour internal workshop with Gordon Tate on January 23, 2025, and meet with Sharon LeBlanc on February 19, 2025 to discuss a potential public component.

Motion carried unanimously.

The Clerk/Treasurer will report back on the facilitators' availability ASAP.

12.0 Adjournment

There being no further business, the meeting was adjourned at 7:04 pm.

Next meeting(s):

- Strategic Priorities workshop on January 23, 2025 at 1:00 pm
- Regular Monthly Meeting on Feb 19, 2025 at 6:00 pm



Commission Chair
Geraldine Pauley

Clerk/Treasurer
Heather McCallum

Schedule 5.1

Office of the Municipal Clerk and
Director of Human Resources
The Municipality of Chester
151 King St, PO Box 369
Chester, NS B0J 1J0

Phone: (902) 275-3554
Fax: (902) 275-4771
www.chester.ca

 /ChesterMunicipality
 @chestermun

February 10, 2025

RE: 2025-047

Heather McCallum, Clerk/Treasurer
Village Commission
27 Pleasant Street
PO Box 620
Chester NS B0J 1J0

Dear Ms. McCallum:

Further to the Village Commissions letter of request dated January 6, 2025, this will confirm that on January 30, 2025 Council approved the following motion:

2025-047 - MOVED by Councillor Bremner, SECONDED by Councillor Veinotte to approve the appointment of a member of the Village Commission to the Municipality's Equity, Diversity, & Inclusion Committee. ALL IN FAVOUR. MOTION CARRIED.

Council and the Committee look forward to working with the Village Commission on the Equity, Diversity, & Inclusion initiatives. Once the Village Commission has appointed a member, please advise who the person will be.

Sincerely,

Pamela M. Myra
Municipal Clerk
pmyra@chester.ca

Terms of Reference for Equity, Diversity, and Inclusion Advisory Committee

Policy P-108

Effective Date: August 19, 2021

Equity, Diversity, & Inclusion Advisory Committee

Terms of Reference

Policy P-108

1. Establishment of the Committee

The Municipality of the District of Chester approved a preliminary Equity, Diversity, & Inclusion Action Plan. The plan includes an action item to establish a Citizen Advisory Committee.

2. Purpose/Objective

The Municipality of Chester is committed to supporting equity, diversity, inclusion, and dignity of all people, and to establishing equal opportunities in employment. The Equity, Diversity & Inclusion Advisory Committee (the "Committee") will provide support to staff in the implementation of the Equity, Diversity and Action Plan. The Committee will be a forum for consultation, feedback, and discussion on matters of diversity, equity, and inclusion in the Municipality of Chester.

The goals of this Committee are to:

- a. Develop and promote a vision of inclusion based on the Municipality of Chester's preliminary Equity, Diversity, & Inclusion Action Plan;
- b. Strive to achieve suitable representation of designated and underrepresented groups, in the Municipality's workplace, activities and services;
- c. Further refine and develop the Municipality's Equity, Diversity & Inclusion Action Plan;
- d. Be committed to operating with effective, respectful, and inclusive communication;
- e. Promote and operate through a consensus decision-making process;
- f. Be responsive to community needs;
- g. Foster a greater understanding and awareness of diversity, equity and inclusion matters within the community by fostering collaboration and building partnerships; and
- h. Facilitate opportunities to educate and celebrate the diverse social, cultural, and traditional elements that make up our Municipality.

To achieve this, the Committee will:

- i. Provide a diversity lens for, and resulting recommendations to, the Municipality respecting materials, social media strategies, educational training, community engagement, and other issues that are believed to support diversity and increase inclusion for all throughout the Municipality;
- j. Provide advice and recommendations to Council concerning opportunities to: advance community education about diversity and inclusion; review names of infrastructure and amenities; determine minimum training requirements for municipal staff and Council; include more diversity and inclusion in programs, services, and infrastructure, ensuring a respectful and equitable community for all to live and work;

- k. Provide input to Municipal staff on the elimination of barriers faced by our community in accessing Municipal programs, services, and policies;
- l. Recommend policies, programs and practices designed to eliminate racism, discrimination, and exclusion;
- m. Establish a work plan and, if approved by Council, share the plan with the Municipality's employees and its residents;
- n. Engage community groups, provincial agencies, and organizations active in diversity, inclusion, and equity to keep apprised programs and services for marginalized communities; and
- o. Act as an information resource by providing advice and capacity building to community organizations and businesses to educate them on the importance and benefits of diversity in their organizations or businesses and facilitate the provision of diversity and inclusion training when appropriate or requested.

3. Appointment of the Committee

3.1 Committee Membership

- a. The Committee shall be comprised of a minimum of six and a maximum of nine voting members including:
 - i. Two municipal councillors and the warden; and
 - ii. Three to six members who are residents of, or operate businesses within, the Municipality.
- b. There will be goals in terms of Committee composition, but not a quota system. Membership should endeavour to:
 - i. Represent a balance of perspectives from the community at large
 - ii. Include culture and language representation
 - iii. Include individuals from organizations challenging discrimination and racism
 - iv. Include representation from First Nations
 - v. Include gender balance
 - vi. Include representation from youth and older adults
 - vii. Include representation from the business community
- c. Membership is limited to those who live or work in the Municipality of Chester.
- d. The Municipality will advertise Committee positions in accordance with current Municipal procedures. The advertisement shall contain the following statement:
“As one example of this initiative to ensure recognition of the diversity within the Municipality of the District of Chester, we are actively seeking applications from racially visible persons, persons with disabilities, members of other traditionally underrepresented groups, and citizens with an interest in advancing anti-discrimination programs generally.”
- e. Municipal staff, consisting of at least one supervisory/management employee, two non-management employees, and the Director of Human Resources will be ex-officio members of the committee and are not voting members. They do not count towards quorum of the committee.
- f. The Committee may also invite external non-voting participants as advisors who represent key partner organizations and/or who bring expertise in relevant areas.

3.2 Membership Responsibilities

- a. Initial appointments will be made for two- or three-year rolling terms in order to maintain continuity. In terms of membership:
 - i. Committee members may be reappointed for additional two- or three-year terms;
 - ii. New members will be added to replace those who are completing terms or leaving the committee for other reasons;
 - iii. There will not be set terms for Municipal staff and advisors;
 - iv. Members of the Committee shall hold office until their term expires or they provide notice of resignation, with their successors to be appointed within three months; and
 - v. The maximum number of consecutive terms any members may serve on the Committee is two.
- b. In meeting the Committee's objectives, members will be responsible for attending regular meetings of the Committee. Attendance includes teleconferencing and videoconferencing as needed. Voting members are expected to attend and participate in a minimum of 75% of regularly scheduled meetings over the course of a calendar year. If they do not, or if they miss three consecutive meetings, they will be asked to reconfirm their commitment to serving on the Committee.
- c. The Committee will discuss all concerns or issues related to discrimination, racism, and barriers to inclusion and make recommendations to Council and/or administration with the full understanding that it is the role of Council to make policy, procedural, capital budget, and operational budget decisions and investments.

3.3 Sub-committees

- a. The Committee may establish sub-committees as required.
- b. The Committee Chair will be an ex-officio member of all sub-committees.
- c. The Committee may appoint persons from outside the committee to a sub-committee.
- d. Sub-committees shall be chaired by a Committee member and report back to the Committee for consideration of findings.

3.4 Voting

- a. Municipal Councillors and public members are considered voting members of the Committee.
- b. Municipal staff members and advisors to the committee do not have a vote.
- c. Municipal staff members' positions on decisions will be noted in the minutes and identified as non-voting contributions. Advisory members' positions on decisions will be noted in the minutes and identified as non-voting contributions.

4. Roles and Responsibilities

4.1 Individual Committee Members

The responsibilities of individual committee members are as follows:

- a. Attend Committee meetings.

- b. Share information from the Committee with the organizations/communities they are representing.
- c. Gather input on relevant matters from the organizations/communities they are representing to share with the Committee.
- d. Represent the Committee as required at community functions.
- e. Report to the Committee with regards to any functions at which they have represented the Committee.
- f. Guide the implementation of the Action Plan.
- g. Contribute to the implementation of the Action Plan.

Committee members will work together to prepare an annual budget based on the annual allocation approved by Council.

4.2 Chair

- a. The Chair is selected by from the voting membership by committee members. The Chair is responsible for:
 - i. Ensuring the timely delivery of all Committee agendas and minutes.
 - ii. Serving as the chair of Committee meetings, calling the meeting to order, and ensuring that appropriate procedures are followed.
 - iii. The delivery of Committee reports and recommendations to Council.
 - iv. Serving as the representative of the Committee at official functions. They may delegate this role to the Vice Chair or other Committee members, as required.
- b. The Chair is considered a voting member of the Committee.
- c. The Chair's term will be for a maximum of two years at which time the voting members will vote for a new Chair.
- d. The Chair can hold consecutive terms if voted in by the members.
- e. Voting for the Chair and Vice-Chair will occur every two years at the April meeting (or other designated time).

4.3 Vice-Chair

- a. The Vice-Chair is selected by from the voting membership by committee members. The Vice-Chair is responsible for:
 - i. Convening and conducting meetings if the designated Chair is not available; and informing the Chair as to the salient points/decisions raised or agreed to at that meeting.
 - ii. Serving as the official representative of the Committee at official functions, when delegated by the Chair.
 - iii. Reporting to the Chair with regards to any functions at which they have represented the Chair.
- b. The Vice-Chair is considered a voting member of the Committee.
- c. The Vice-Chair's term will be for a maximum of two years at which time the voting members will vote for a new Vice-Chair.
- d. The Vice-Chair can hold consecutive terms if voted in by the members.

5. Decision Making

- a. All decisions of the Committee shall be made by majority vote of Committee members who are present and eligible to vote. Where a majority is not forthcoming, the vote shall be determined in the negative. All decisions of the Committee will be made without undue influence or biased decision-making favouring any Committee member's personal or financial interests, or that of family members or close friends.
- b. When decisions are required between meetings:
 - i. To the greatest extent possible, staff will consult with Committee members. They will send an electronic message to Committee members outlining the decision to be made, providing any available materials to inform the decision, and indicating the timeline for making the decision. The decision will be made based on a majority vote of voting members, as above.
 - ii. When time does not permit consultation with Committee members and a decision must be made immediately, the Chair (or Vice-Chair, if delegated by the Chair) may make a decision on behalf of the Committee, using all available and relevant information. They must immediately inform the Committee of the decision.

7. Meetings

- a. Meetings will take place once a month at a date and time agreed upon by the Committee.
- b. Additional meetings will be scheduled as needed.
- c. No decisions or recommendations to Council may be made at any Committee meeting unless a quorum of a majority of the current members of the Committee is present in person.
- d. Meetings will generally take place at the Municipal office in Chester.
- e. To facilitate connections with diverse groups in the community, meetings may take place in other locations across the Municipality as agreed by the Committee.
- f. Meetings will be open to the public unless the nature of Committee business (such as dealing with issues under the Municipal Government Act) requires a closed Committee meeting.

8. Communications

- a. All communications and messaging from the Equity, Diversity, & Inclusion Committee's work and activities shall come from the Chair or their designate.
- b. It is expected that all decisions of the Committee will be supported by all members of the Committee upon ratification.
- c. The foregoing does not limit the ability of an individual Committee member from speaking freely with the media, but in all such cases the individual Committee member should be clear that it is their personal opinion and not that of the Equity, Diversity, and Inclusion Advisory Committee.

9. Definitions

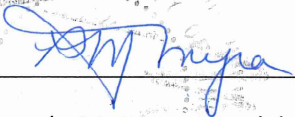
- a. **Discrimination** is broadly defined to include action, speech or behaviour by individuals, organizations or groups which may bring about or have the effect of producing, directly or indirectly, hatred, intolerance and/or prejudice against other individuals or groups based on any prohibited ground covered by the Nova Scotia Human Rights Act and the Canadian Charter of Rights and Freedoms. Illegal and/or arbitrary denial of the rights guaranteed to individuals or

groups under the Nova Scotia Human Rights Act and the Canadian Charter of Rights and Freedoms, with a view to exclude or limit the exercise of these rights in equal participation in the economic, political, social, and cultural life of society.

- b. **Diversity** is a combination of differences and similarities among people. It is more than race, ability, sexual orientation, language, gender, or any other descriptive category. Diversity means understanding and utilizing different views, ideas, life experiences, skills, and knowledge.
- c. **Equity** is a condition or state of fair, inclusive, and respectful treatment of all people. Equity does not mean treating people the same without regard for individual differences.
- d. **Inclusion** is about community actions meant to eliminate barriers so all its members can fully participate in and contribute to the community. It means being supported and valued within the community and organization.

RECORD OF ADOPTION/AMENDMENTS

Effective Date	Reason for Adoption/Amendment
August 12, 2021	Adoption of Policy P-108 to establish an Equity, Diversity, & Inclusion Advisory Committee

Notation for Official Policy Book	
Notice of Intention to Adopt	Council – August 12, 2021 2021-315
Date of First Notice at Council	Council – August 12, 2021 2021-315
Date of Second Notice at Council	Council – August 19, 2021 2021-325
Effective Date	August 19, 2021
I certify that this Policy was adopted by Council as indicated above.	
 _____ Pamela M. Myra, Municipal Clerk	August 20, 2021 Date

SURVEY RESULTS: Is it time to change the Village of Chester flower baskets?



It's no question that our longtime baskets are popular in the summer months. However, increasing extreme weather (like last year) is rough on hanging plants. And costs continue to go up.

Is there a better, more sustainable way to brighten our streets? Is public art the answer?

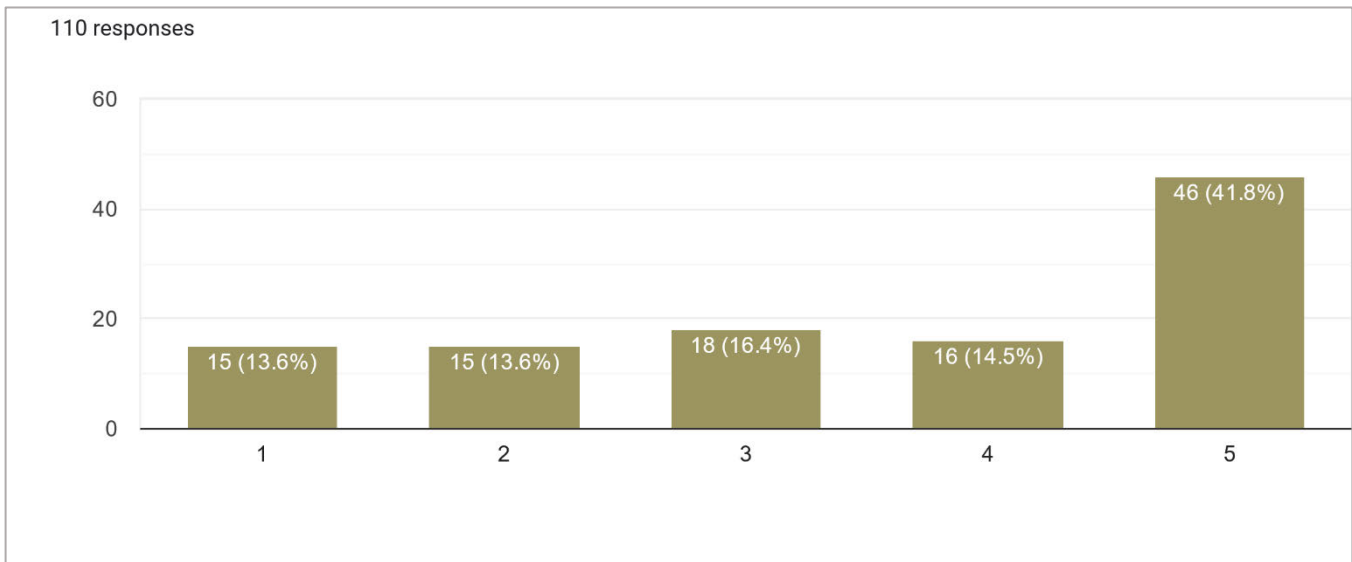
Tell the Village Commission what you think!

See <https://bit.ly/villageflowerbaskets> for an online survey OR fill in the below by Jan 24th.

1.) How satisfied are you with the current flower baskets?

Not very 1 2 3 4 5 Very much

○ ○ ○ ○ ○

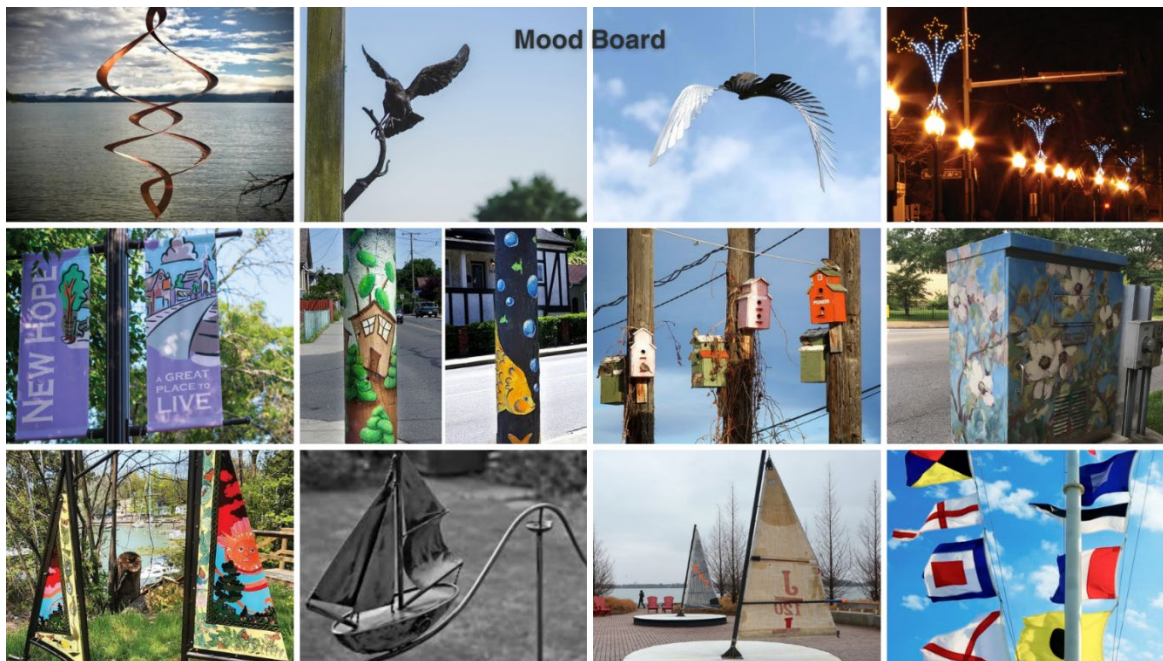


2.) Would you be willing to consider changing the flower baskets to an alternative?
 See "Mood Board" below for a few ideas (or over for examples from our neighbours).

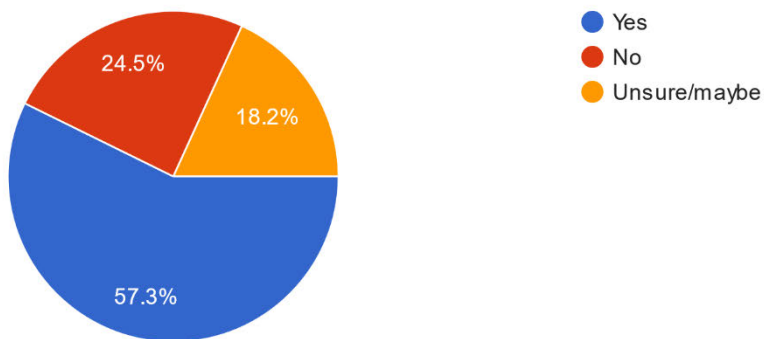
Yes

No

Unsure/maybe

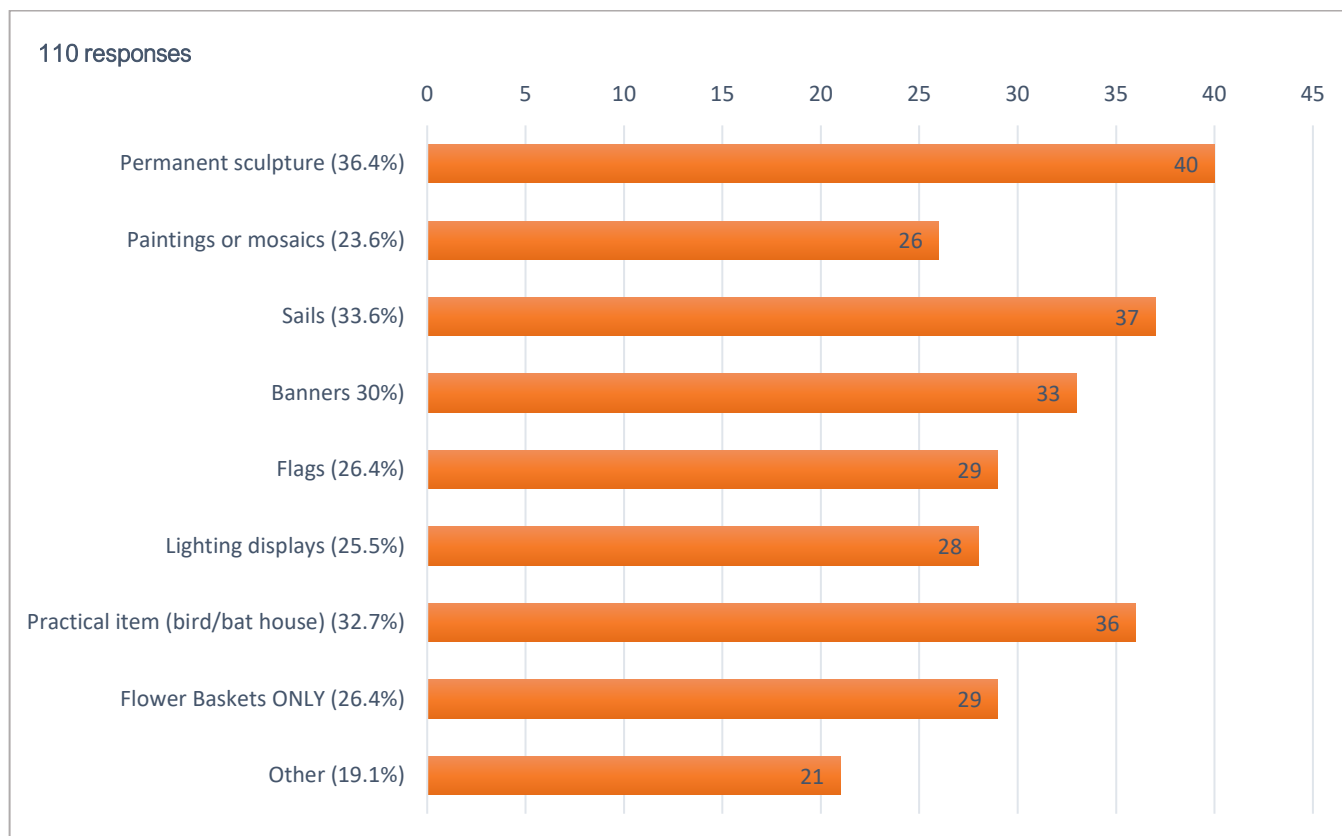


110 responses



3.) What are some alternatives you would be willing to consider? Check all that apply.

- Permanent sculpture
- Banners
- Practical item (birdhouse, bat house)
- Paintings or mosaics
- Flags
- Flower baskets ONLY
- Sails
- Lighting displays
- Other: _____



Other:

Practical item; Keep some flower baskets at intervals
Marine and/or sailing themed metal art (like those in Lunenburg)
Dinghies/small sailboats with holes on the side of small boats for birds
I like the example Mahone Bay has of a metal silhouette. Beautiful and no maintenance.
Changing them a few times throughout the year, I have seen Remembrance Day banners, I have seen graduating children, example
Sculpture Boat hulls, not sails...
Painted/decorated garbage receptacles , native plants that are drought tolerant if plants are chosen
If we are going to change partly for environmental reasons think that what we should change to should be environmentally sound - e.g. not become 'tired' easily which would prompt replacement
Baskets or large planters on the sidewalks, some other villages plant berries and vegetables
Keep 'em colourful !
Maybe banners printed with welcome in other languages
I like the idea of birdhouses. Colourful and great for the environment/nature.

Birdhouse - maybe? Lighting displays - NO enough light!
Olivia Davis's used sail material design?
Combination sailboats and baskets. Boats built in Chester.
Flags; Definitely! I was originally thinking painted wood sailboats would be cool, but I love the flag idea. Maybe make them wooden flags?
Ornamental street lighting like Chester Basin
Combination depending on location. Harbour versus business area to highway areas.
Sculpture-boring; Paintings-not for Chester; Sails-already have enough on both harbours! Banners-nothing new; Flags-look great in breeze; Lighting-great at night, the Xmas lights on Pleasant are wonderful! Flags & lighting-add 'life' to the Village; Practical-not bat house, are natural habitats not sufficient
Metal
Code flags are fun

4.) What should be the subject of the art or display?

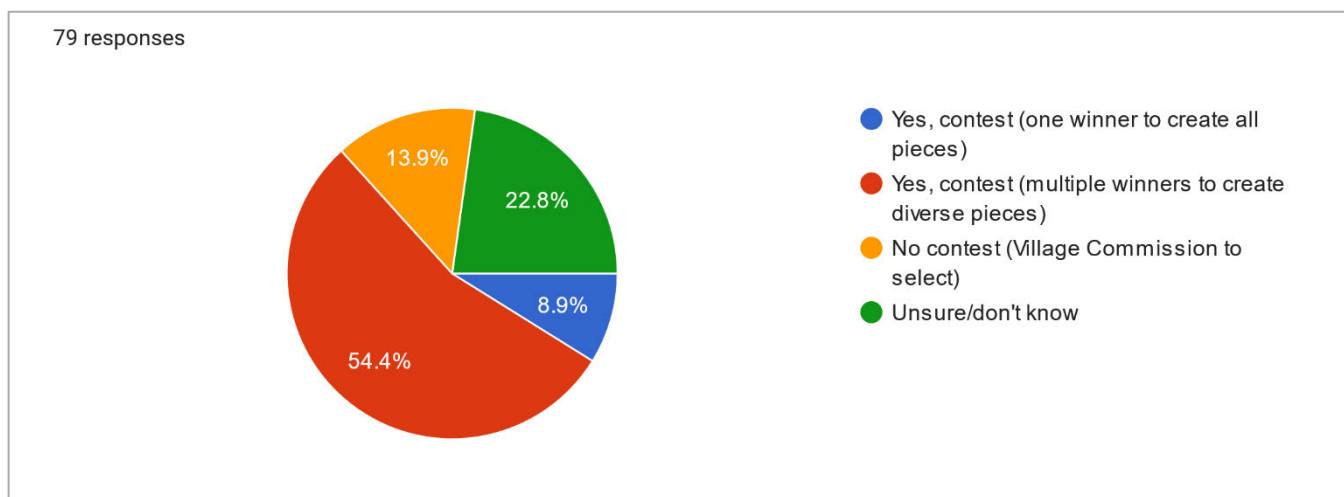
78 responses

Nautical
Wild or domesticated flowers, or boats, but not sails. Yes we have some sailing traditions but we are not all sailors, and we have lovely gardens all throughout the village, and fishermen, and boat builders.
Floral, sailing, eco friendly
Ocean related
Not sailing! Our village is more than the elite in the village
Nature
Marine and/or sailing themed - keep the character, spirit and heritage of the village not the people, this creates an ambiance that would be appreciated by all who live and visit the area
Ocean (sailing, fishing etc)
Something nautical
The purpose of the banner artwork would be to showcase the artists in the village and municipality. The artwork should be signed.
Nautical
Something that will also go with Xmas
Nautical / coastal
I like the bird house/bat houses
Something reflecting our lovely area.
Chester culture and history.
Small sail boats or miniature sail boats
A sail boat or boats other than Lunenburg's Bluenose
Nautical, sailing, what Chester is known for
Sailboat, sea shell, ocean waves or village or municipal logo
Ocean related/ fishing boats and sail boats
Nautical
Sailboats
Anchor or ships wheel
Nautical or musical
Something permanent that relates to the village, historically or present day.
Various types of boat designs, Bluenose by Roue, Chester C dingy, Tancook Schooner, dory, dingy, coastal ferry, fishing boat, row boat, Cape Islander etc.
Flower baskets
Sails/boats
Local Nature
Maybe monthly theme or seasonal
Sailing
Sailing
Locally relevant content
Sailboats/sails or ocean life, seabirds, fish
Chester past and present
Local artists?
Diversity of municipality ie. sailing, marine life, trees, seafood, hunting, youth, senior, beaches, etc.

Something to do with the ocean, sailing would be an obvious choice, waves, sunsets over the ocean, sharks or some kind of sealife.
I'd love to see something in the spirit of sustainability that represents our village well, i.e. working with reused sails or similar materials.
I would love a celebration of locally-inspired aesthetics, especially reflecting local flora/fauna, geography (eg. the ocean, rocks, sand etc), and works by local indigenous artists.
Chester's heritage and noted features ie: flowers and the sea
Sailing or Nautical
Flower baskets !
Local artists, ships and NS items
Anything that symbolizes Chester& is colourful: flags/sails; art, banners
Chester heritage - pieces that represent what made Chester what it is today.
The Ocean, Fish and Boats
Seaside
Yachts (showing sailing races)
Something nautical.
Life of the village - art, culture, nautical, etc.
Sailing/flags/nautical
Sailing
Nautical
The only appealing one is circled on previous page [top row, 2nd from left], or below [Lunenburg and Mahone Bay sculptures]. Definitely not just one artist unless iron works as circled on page one, and below.
Boats/schooners
Sailboats/flowers (like Mahone Bay)
Bright, colourful, cheerful scenes of land and sea
Maybe a combo of nautical flags that spell "Chester" or "Welcome" and then cutouts of boats. But the flags alone are pretty strong.
I think they could be anything and would not have to be strictly nautical. That becomes overdone. No flags or banners, they look terrible although might be less \$\$\$. Nothing would be better than those things. I would pick an artist or several that do good work rather than leaving it to a contest which sounds kinda random.
What defines us in Chester. Sailing, water + Nova Scotia.
Something related to sailing culture & local industries & people.
Marine life
(1) Fix pot holes (2) Fix Victoria St bridge (3) Cut back corner vegetation for safety (4) Reduce speed limit to 40km max on all Village streets
The sea, sailing, nature
Something highlighting the location
Fun, colour & brightness
Reflect our community history
Flower baskets
If there's going to be any subject, the only thing that makes sense is sailing/and or the ocean. I like that the flower baskets are pretty and neutral. I think choosing a subject can fall prey to promoting political views. Whatever is chosen should be tasteful and not used as an opportunity to lecture people.
Something that defines part of our history - teaser, women who saved Chester with their red cloaks n brooms
Related to our seaside community

5.) If you selected public art, would you like to see a community contest to select a winner or winners?

- Yes, contest (one winner to create all pieces)
- Yes, contest (multiple winners to create diverse pieces)
- No contest (Village Commission to select)
- Unsure/don't know



6.) Any further comment on street décor or Village beautification in general?

71 responses

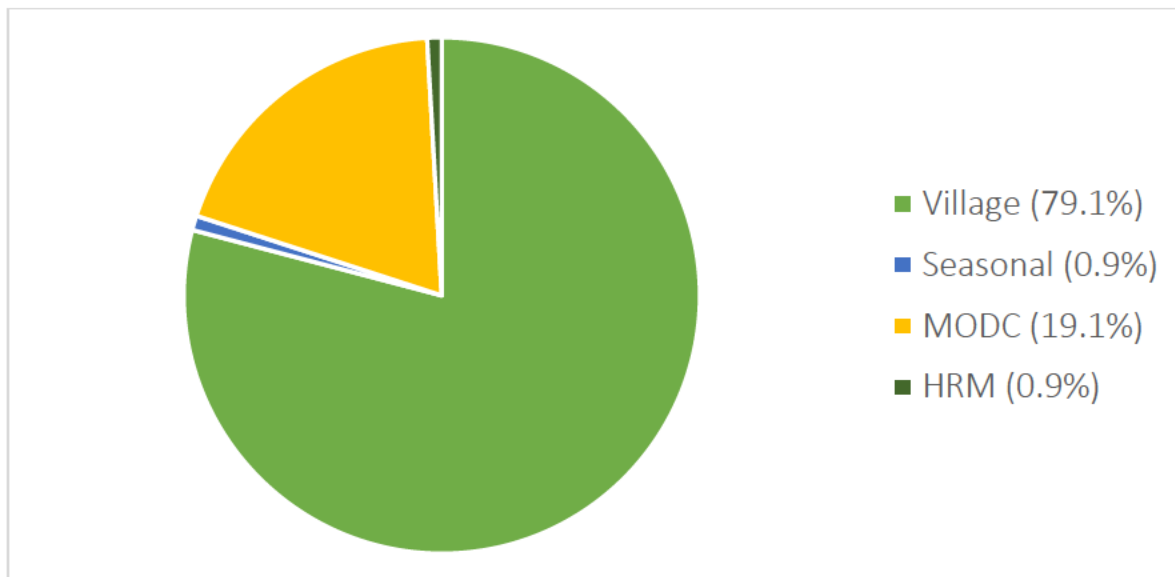
The flowers will be very much missed but bird house/sculpture would be appropriate
We need to define what the village really is
Create a theme throughout the village, nothing too tacky - go with the cedar, brass, aged, historical feel
LOVE the idea of colorful birdhouses
Not sure if the flower plugs are bought locally but they should be if not.
I really think the baskets are absolutely beautiful and set the village apart. The weather is going to be hard on anything and everything so whatever you do will always require replacements of bad weather hits. I vote for keeping the gorgeous hanging baskets.
I would rather see the money go to the rails to trails for upkeep and maintenance.
Any time The Village Commission tries to change or stop the flower baskets there has been overwhelming opposition to doing so. It is a traditional, welcoming sign and enhances the beauty and quaintness of Chester Village. Permanent fixtures become invisible and eventually become eyesores due to aging, decay and possibly vandalism.
I think you can't go wrong with Nature. Art is very subjective. I'm not sure if the flower baskets are pollinator-friendly, but I think this should be a top consideration when choosing. There can even be signage saying they are (I think that would send a nice message about Chester's priorities). Any other animal-friendly ideas (e.g. bird houses or bat houses) I love, but should be done in consultation with experts. For any of these options, I think residents should be given the option of paying to have a one installed on a light post in front of their house.
Dolly Hancock would be a great artist to commission.
Keeping intersections cleared and I think better roads would look and be awesome.
We have a great deal of talent here. It would be nice to see different art pieces that reflect Chester in the village, similar to how Lunenburg has a variety of fish. As for beautification in general, I have often wondered why the power and utility boxes are not beautified with some paintings done by local talent. HRM has done this and I think we could do a better job of that!
If it is decided to have a beautiful metal image such as Mahone Bay has, please consider South Shore Metalworks in Chester as a provider. They have the ability to make such images at a reasonable cost and at a high quality and you would be shopping local. We can provide a quote upon request. Once an image is selected it would be easy to duplicate for other village beautification projects if requested.
I have also seen very large plant pots on sidewalks Filled with beautiful flowers, just randomly placed in the village of Chester and surrounding. Not on every pole just random spots on corners.
Bird and bat houses would be lovely but would have to be cleaned annually and maintained. Might become more costly than the baskets? Quite like the Lunenburg and Mahone Bay art
Levy's do a great job on the hanging petunia baskets. They set an example for the rest of us, but they get the TLC that they need to keep looking good. Watering and fertilizing around the Village be 6 and 7 in the mornings pays off!
Recycled sail cloth with nautical design print on metal standard/bracket may be more cost effective than other permanent materials
Thanks for asking this question. I think the flowers are lovely but they use a lot of precious water and aren't directly related to Chester, thematically. I love the look of flags and banners blowing in the wind, but suspect they would also be expensive and need to be replaced often. So beautiful if you have seen streamers in Mexico. Wrought iron also beautiful, made locally and weathers nicely. Too bad Mahone Bay has already taken the schooners!

Perhaps Street signs could have destinations of interest to tourists or others to assist them in finding their way to specific locations. King Street with the following underneath Municipal Office, St. Augustine, Baptist Church, Medical Centre, Yacht Club etc. One on each end of the street at Valley Road and end of King by Water Street etc.
Why the move to change? Is it a cost savings effort?
Please take enough time to solicit ideas-- we want something great!
Public trash bins located somewhere in the downtown core would be appreciated, as would street sweeping, leaf gathering, snow plowing, etc.
Ensure that flower baskets extend down streets - ie. Queen st.
Purple lining directly in the areas concerned should have a direct say
Please keep baskets. There's enough change going on in the village now.
Don't Take Away Our Xmas Wreaths Also, Please
Something That Fits The Village of Chester
I think that having the litter picked up regularly in the Village would go a long way toward beautification... no point installing something attractive if it will be surrounded with Tim's cups, beer cans and bags of dog poop. I think having more places to deposit garbage would be useful (and put some of the current receptacles where they are more visible (e.g., NOT at the back corner of the Valley Road lot, or behind a fence on the Jib Lot).
I am happy to see you are exploring other options Flower baskets have been in place for a VERY long time and its nice to freshen things up.
I think the VOC should concentrate on reducing the tax rate
the baskets are always spectacular, but given our water issues, it is time to change directions
I love the flower baskets but they are only up in the summer. Banners could stay up all year and be changed according to season. A sculpture would be great but it would be one display where as the banners would be throughout the village and really have a bigger impact I feel.
Sustainable and created by multiple local artists in cooperation with one another. I think any concerns about the consistency of pieces and how they contribute to the overall village aesthetic could be managed by a set of guidelines, and that variety could be the spice of life!
I believe that a broad diversity of aesthetics can help reflect the diversity of experience in the area. If there are concerns about cohesion, I would prefer guidelines to only choosing a single artist.
Increase the number of flower baskets
If the vote is to change this should not be decided in a hurry and should include as many people as possible. The present baskets took years to become a village endeavour. They were first provided by volunteers, canvassing for costs. The public suggested presenting this initiative to the village and they agreed to take it on.
The baskets are a traditional Chester feature
Keep The Baskets!
Visitors need something to pull their attention into the village. Flags across the roads etc will draw visitors into the Chester Village. Too many think they seen the village from hwy #3.
Update the blue signs that point to the rink, curling club, golf course. last year the sign was pushed over from snow removal I assume and was never fixed. Matt our Super straightened it and scurried it.
The hanging flower baskets are now a noticed part of Chester's charm.
Most of my answers are based on my mom's opinion. She loves the flowers and knows the date when they go up. She also loves the wreaths and knows the dates for those as well.
The flower baskets brighten the village with fresh colour as they sway in the breezes. The Christmas wreaths add a special touch to the holiday season. Both natural.
Flowers in the downtown core are nice. North Street could have something permanent, like banners that are weather-proof, or sculptures.

It's a shame the area where the thank you to the fire fighters is that it can't be tidied up. Put grass and or flowers around it. It's not very attractive. The train station at St. Margaret's Bay is a booming coffee shop. Ours seems to be barely used other than summer Friday markets. Is it possible to lease the space and make that area more vibrant?
Like approach of Mahone Bay and Lunenburg
Area by Highway 3 NS Power - needs beautification
Time for a change - purple wave petunias are expensive, bedraggled often wind/rain events, and not interesting.
Colourful sails and lighting
If *bird houses are selected get expert advice on the birds you want to attract (and consider bird droppings!) "Lighting" might be pretty; not good for birds/insects. *Decorative bird houses are harmful to birds; wasps/hornets love them though!
Either one! yes contest or no contest. Flowers are beautiful, but costly, something permanent with hanger to put up wreaths or other things.
I love that pop of bright purple blooms, it livens up the Village. Any alternative should have bright colours.
Can we be done with the firemen billboards? Although we are very proud of our fire department, it is an eyesore in the concrete blocks etc. and empty backs of the displays. As well as the empty gravel lot? This is more important than baskets (which are nice but maybe a lot of work).
Flowers look beautiful.
Either one winner or multiple winners. Possibly work with Chester Art Centre for a "call" to design new public art. Possibly consider a summer and winter contest and therefore more opportunities for artists and designers etc.
Trim brush on side of road and around stop signs
Tourist & locals love the flowering baskets.
Chester is a lovely village and the flowers enhance that beauty during the summer months. Maybe these baskets can be filled with flowers that don't need as much water and the insides can be lined with a better composite to retain water. I'm sure our local nursery can provide this infor. Please you are also providing employment to a local! Any artwork done would also have to be maintained and wrought iron is just not appealing, it would be functional but very cold looking. I'm all for staying with the welcoming beauty of flowers.
I confess I do like the hanging baskets but I understand they have maintenance issues; perhaps they could be smaller and have plants that need less water.
No contest unless to save money. Financial responsibility is important. Something more colourful and eye-catching for the locations.
One winner-NO; Multiple winners-will they agree?; No contest-how long will a decision take and be implemented? I've added comments to each suggestion on other page. >Maintain displays year-round >Let's do someting different and not copy other places? Be unique!
Anything that can be used every year. Metal would last for years. May cost more up front but wouldn't have a lot of maintenance. Just finding storage.
Yes - we need a heritage conservation district.
No change. It's beautiful leave it alone.
Keep the flowers
The only thing I would like to see is garbage pickup of cigarette butts by the benches along the water and by the bandstand. The village could also use some tastefully done garbage receptacles to encourage people to throw their garbage in the bins.
Including beautiful hanging baskets I saw in Victoria - doesn't help budget but they sure looked fantastic [photo]

7.) Are you a Village resident or visitor? Where do you live?

110 responses



8.) *Optional:* If you'd be willing to participate in a focus group to discuss options, please enter your name and contacts below.

Moriah Lutley [REDACTED]
Sasha Irving
Patricia Jackson, [REDACTED]
Lisa Reeves [REDACTED] (depending on availability)
Yes. Leann Sheppard [REDACTED]
Brian Jackson
Carol Nauss, [REDACTED]
Valerie MacDonald, [REDACTED]
Lesek Demont - [REDACTED]
Stace Bleich.. [REDACTED]
Sabrina Gannon, [REDACTED]
Yes, Sam Doiron, [REDACTED]
Brenda Mulrooney [REDACTED]
Alex Egan [REDACTED]
Sarah-lyn Pettipas [REDACTED]
Mary Filbee, [REDACTED]
Not very artistic, but sure - nancy.murray [REDACTED]
Gloria Nauss, [REDACTED]
Maybe, if time allows. Bunch Fraser. [REDACTED]
I suggest working with CAC, Village merchants etc. BTW, this is a great idea sending out this survey! Thank you. Beverley McInnes
It should not matter where one lives Village resident or not, all residents of Chester pay the taxes, all of us cover the cost of the baskets! [Ed: This is incorrect. Only the Village ratepayers pay for the baskets.]
Brad Armstrong [REDACTED]
Possibly - Trudi Curley, [REDACTED]

Thank you for your response.

Please return to Village Commission, 27 Pleasant Street, PO Box 620, Chester, NS B0J 1J0 or scan/ email to office@villageofchesterns.ca.

Deadline: Jan 24th, 2024



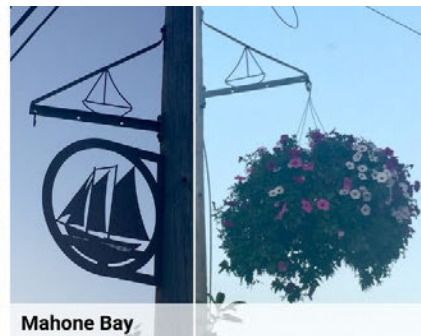
Lunenburg



Bridgewater



Pugwash



Mahone Bay

Heather McCallum

From: Mitchell Bell <mitchell.bell@biblehill.ca>
Sent: January 30, 2025 1:40 PM
To: cats@ansv.ca
Cc: 'directors@ansv.ca'
Subject: *Your action requested by Feb 28*
Attachments: ANSV Briefing - Staff Position.pdf

Importance: High

CAUTION: This email originated from an external sender.

(Sending on behalf of the ANSV Secretary, Donna Van Kroonenburg)

Attention, Village Commissions:

Please see the attached briefing document recently brought forward by a committee of the ANSV Board. The Board is seeking your support, in principle, for the development of a paid ANSV staff person to work on behalf of the organization. Details of the proposed position and a possible funding model are included in the briefing. A positive response is not a commitment to fund the position. Consensus among the Villages that this proposal has merit will allow the Board to move forward in the planning process.

The Board requests that you respond by February 28 to permit adequate time to propose a detailed funding model before 2025-26 budgets are finalized.

Thank you.
Donna

Donna Van Kroonenburg
Secretary
secretary@ansv.ca

Association of Nova Scotia Villages

Association of Nova Scotia Village (ANSV) Briefing Note

ANSV Staff Position

Issue:

ANSV Board members and Village staff have identified the need for a consistent staff person who reports directly to the ANSV and who is able to focus their attention on the day-to-day needs of the association.

Background:

- Village staff raised concerns with the growing responsibilities generated by the ANSV actively advocating for Villages, to the degree that the work could not be reasonably completed on top of their regular responsibilities to their Villages.
- On January 11, 2024, the ANSV Board requested correspondence be sent out to member Villages requesting their feedback on this matter.
- On April 11, 2024, the ANSV Board assigned board members with their respective Clerk/Treasurers to review the possibility of hiring an ANSV staff person.

Considerations:

- Feedback from Villages predominantly focused on the need to answer key questions about the idea of an ANSV staff position, including specific job responsibilities, remuneration, qualifications, a funding model, and other parameters such as work location, benefits, and more.
- The success of this approach requires broad buy-in from the member Villages.
- Municipal Affairs is beginning to offer Villages a “seat at the table”, the ANSV requires capacity to operate as a modern association that can effectively advocate for its members and provide a consistent representative.

DRAFT Job Description:

Job Title: Association of Nova Scotia Villages (ANSV) Coordinator

Summary: Reporting to the Board of Directors, the ANSV Coordinator acts as the liaison between the Board, the ANSV Members, the Government of Nova Scotia, and other stakeholders. This position includes administrative, planning, and financial responsibilities. The position requires an individual with great interpersonal and negotiation skills and who needs minimal supervision.

Responsibilities:

- Act as the main point of contact for the ANSV, including communications by phone, email, letter, and social media.
- Prepare professional correspondence for the ANSV as directed.
- Attend meetings, conferences, and working groups with the provincial government and other stakeholders on behalf of the ANSV as needed.
- Maintain the ANSV's public communications through tools such as social media and/or a website.
- Facilitate the quarterly ANSV Board meetings and the Annual General Meeting (AGM) by managing and communicating schedules to members, preparing invitations, preparing the agenda and meeting package, and taking the minutes.
- Aid the host Village in planning and coordinating the AGM and Conference.
- Maintain a list of grants that Villages may apply for.
- Keep the ANSV accounts and prepare financial statements, including the *Treasurers Report* for consideration by the Board.¹
- Keep up to date on important information impacting Villages and maintain the ANSV mailing list to ensure all members are informed of ANSV business or matters impacting Villages.
- Maintain a record of membership status, collect dues, and recruit non-member Villages into the ANSV.¹

Requirements:

- Minimum education: Secondary School Diploma, preference given to candidates with a post-secondary degree in a relevant field
- Minimum 5 years of work experience in a relevant field.
- Computer and technical skills, including use of basic office software.
- Experience with basic accounting / bookkeeping.¹
- Experience drafting letters, reports, briefings and other professional documents.
- Able to provide a clear criminal record and vulnerable sector check.
- Able to work some evenings and weekends.

The following are considered assets:

- Experience with Municipal Government, public policy, and/or government administration.
- Experience reporting to a board, commission, or similar body.
- Experience negotiating and liaising with government officials.
- Experience with the Municipal Government Act.

Note: This job description is not intended to be exhaustive. The employee may be required to perform other duties as assigned by the Board of Directors.

Work Location:

- There are two options that could be offered for work location:
 - The coordinator works from an Office in a “host village” or;

¹ Financial responsibilities could remain with the board treasurer and/or a clerk-treasurer to broaden the requirement pool.

- The coordinator works from home.
- Beyond physical work location, there may be an opportunity to partner with an existing organization in the province, e.g. A Village, AMANS, or other organization could host this position under their umbrella and make use of existing HR structures etc.

Compensation and Benefits:

- The ANSV must be willing to offer a compensation and benefits package sufficient to attract a valuable candidate. Initial considerations of salary suggest the position should be offered between \$30,000 and \$50,000 annual salary for a part-time position of 20 hours per week.
- In addition to compensation the offering should include a minimum of two weeks vacation time or 4% vacation pay in lieu of vacation time.
- The ANSV may be able to negotiate health, dental, LTD, pension and other benefits for this position via the NSFV or through an individual Village's insurance provider. What benefits are offered will likely depend on how many hours of work the position is offered. For example, the ANSV may agree to forgo offering benefits for a part time position.

Other budget considerations:

- The budget must include considerations for a cell phone, laptop, and travel expenses to conduct business effectively.

Basic Budget (year one):²

<u>Expense</u>	<u>Cost</u>
Basic Salary	50,000
vacation pay	2,000
Pension	1,500
laptop	1,500
office supplies	1,500
phone / plan	1,000
Travel	2,500
Total	60,000

Funding Model:

- The proposed funding model is based on a percentage of each Village's 2024-25 annual revenue, the actual percentage necessary to cover the budget will be calculated once a total budget is confirmed, as well as the number of villages paying the percentage rate versus the basic flat rate (see below).

² Basic budget figures for discussion purposes only

- Smaller villages with more modest budgets could be offered a basic flat rate (e.g. \$500) that would permit their participation in funding the position while creating as little a burden as possible on their operating budgets.
- There may be some provincial funding to subsidize the salary.

Next Steps:

If the Board is agreeable to the idea in principle, the next step is to communicate with member Villages and confirm buy-in.



Minutes

Chester Fire Services Committee (CFSC) Monthly Meeting

Wednesday, Jan 8, 2025 at 5:00 pm

Village Commission Boardroom (27 Pleasant Street, Chester)

Present Norm Countway, Vice-chair
Kirk Collicutt, Treasurer-Secretary -arrived 5:30pm
Wilson Fitt
Nancy Hatch
James Robert

Other Cody Stevens, Fire Chief, Chester Volunteer Fire Department (CVFD) -arrived 5:30pm
Heather McCallum, Clerk/Treasurer, Village of Chester (VOC)
Maxine Veinot, Recording Secretary

Regrets Colin MacDonald, Chair
Greg Conron, Deputy Fire Chief, CVFD

Guest(s) Tom Bremner, Chester Municipal Councillor, District 3
Randy O'Malley, Chester Village Commissioner

Table with 2 columns: Item Number and Description. Item 1: Call to Order. Item 2: Approval of Agenda. Both items include motion text and 'Motion carried' status.

3.	<p>Approval of Minutes</p> <p>3.1 Regular Meeting: Dec 4, 2024</p> <p>Motion: Moved by Mr. Fitt; seconded by Mr. Robert: That the Committee approves the Minutes of the Wednesday, Dec 4, 2024 Monthly Meeting as presented. <i>Motion carried.</i></p>
4.	<p>Business Arising</p> <p>4.1 Ms. McCallum presented the revised draft policy (<i>Schedule 4.1</i>).</p> <p>Ms. Hatch had a question about Cashable GIC account deposits. The discussion was deferred for this meeting. Action: Mr. Collicutt will report back on this question when he arrives. [UPDATE: See item 6.1]</p> <p>Ms. Hatch noted that Bruce Towler, an Investment Advisor, is willing to liquidate shares donated to the New Fire Station build and recommended that this service be investigated.</p>
	<p>Note: The agenda items were addressed out of order after this point due to Committee member arrival times.</p>
6.	<p>Reports</p>
6.4	<p>Fundraising Sub-committee</p> <p>The issue on receiving donations needs further investigation, as the Village and Municipality are not permitted to fundraise. The possibility of fundraising through the CVFD, who are incorporated as a Society, may be an option; or potentially another body needs to be created?</p> <p>All funds collected to date by the Municipality and fire department for the project should be deposited o the Building Reserve.</p> <p>Action: Ms. McCallum, Chief Stevens, the CVFD Treasurer, the accountants and legal advisor will work on the fundraising question further and will report back ASAP.</p>
6.2	<p>Fire Station Conceptual Design Project</p> <ul style="list-style-type: none"> • Land Swap

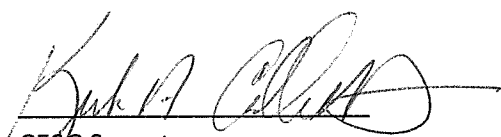
	<p>Mr. Robert reported that the only delay now is waiting on the lawyers' response to an unneeded right-of-way that can be removed from the properties.</p> <p>Action: Mr. Robert continues to reach out/wait for lawyers' responses. Action: Check in with the previous owner's family regarding the access road status.</p> <ul style="list-style-type: none"> • Phase 2 of Fire Station <p>Mr. Fitt led a discussion on the overall, multi-year New Fire Station budget and the roles and responsibilities for Phase 2-3 of the project (<i>Schedule 6.2</i>). He has agreed to act in the capacity of the Committee's Project Director on this file going forward.</p> <p>Action: Mr. Fitt asked the members to read over the draft materials shared and email any questions, comments, concerns to him at wfitt@costellofitt.ca. He will prepare updates as appropriate.</p>
6.3	<p>Communications Sub-Committee</p> <ul style="list-style-type: none"> • Analytics <p>Mr. Countway reported on the online analytics for the month of December for Facebook, Instagram, and the website (<i>Schedule 6.3</i>).</p> <ul style="list-style-type: none"> • Campaign Next Steps <p>The Sub-committee is meeting with Philip Stevens tomorrow evening to discuss some department history and posts to be made. Any proposed posts will be run by the CVFD for comment.</p> <p>Mr. Countway noted that the communications team will have to be aligned with the Fundraising Sub-Committee to properly support their campaign.</p>
6.1	<p>Treasurer-Secretary</p> <p>Prior to presenting his report, Mr. Collicutt clarified for Ms. Hatch that deposits do not require liquidation and re-investment. Only a new deposit is subject to a new rate of interest, the remainder is unaffected. One investment account can have multiple GICs at different maturations and rates.</p> <ul style="list-style-type: none"> • Monthly Financials, incl. 2024/25 Q3 Budget Variance Report

	<p>Mr. Collicutt presented his report (<i>Schedule 6.1</i>) and the Budget Variance Report for Apr 1-Dec 31, 2024 (<i>6.1-a</i>).</p> <ul style="list-style-type: none"> • Corporate Credit Card Policy <p>Ms. McCallum presented the draft policy governing use (<i>6.1-b</i>). She has the primary VISA for the Committee and Chief Stevens and Deputy Chief Conron each have supplementary cards. The three cards have a shared limit.</p> <p>Motion: Moved by Mr. Robert; seconded by Mr. Fitt: That the Committee approve the Corporate Credit Card Policy as presented.</p> <p><i>Motion carried.</i></p> <ul style="list-style-type: none"> • 2025/26 Draft Budget <p>The draft budget is in progress. The first working session of the Fire Chief, Deputy Chief, Mr. Collicutt, and Ms. McCallum took place Jan 7th. The first review by the full Committee will take place at a Special Meeting on Jan 22nd.</p>
7.	New Business
7.1	<p>Annual General Meeting</p> <p>The AGM has been scheduled for Tuesday, Feb 11th at 6:30 pm, held at St. Stephen’s Community Centre and live streamed. It will be advertised online, with physical posters in key locations, and in the newspaper (no flyers).</p>
7.2	<p>Commercial Carrier Certificate</p> <p>The Safety Fitness Certificate from NS Public Works was shared for information. The certificate is good for the calendar year 2025.</p>
8.	In Camera – None
9.	Resumption of Public Meeting – None
5.	<p>Chester Volunteer Fire Department (CVFD): Activity Report</p> <p>Chief Stevens provided the fire department report for December (<i>Schedule 5</i>).</p>

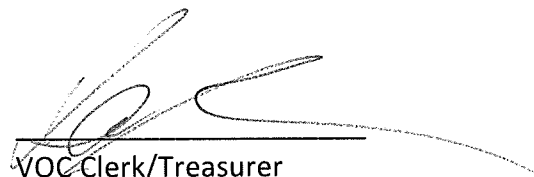
	The pending replacement of the 2007 #541 pumper/tanker is a two-year turnaround, so must be completed by Aug 2025. He noted that upon placing the order it may be simply a contract, or there may be a deposit (typically 10%). Funds for a deposit will be included in the Draft 2025/26 budget. Various approaches to procurement were discussed.
10.	Other Business – None
11.	Adjournment The meeting was adjourned at 6:45 pm.

Next Meeting(s):

- **Special Budget:** Jan 22, 2025 at 5:00 pm; Village Commission Boardroom, 27 Pleasant Street
- **Regular:** Feb 5, 2025 at 5:00 pm; Village Commission Boardroom, 27 Pleasant Street
- **Annual General Meeting:** Feb 11, 2025 at 6:30 pm; St. Stephen's Community Centre, 54 Regent Street



CFSC Secretary
Kirk Collicutt



VOC Clerk/Treasurer
Heather McCallum



Minutes

Chester Fire Services Committee (CFSC) Special Meeting

Wednesday, Jan 22, 2025 at 5:00 pm

Village Commission Boardroom (27 Pleasant Street, Chester)

Present Norm Countway, Vice-chair
 Kirk Collicutt, Treasurer-Secretary
 Wilson Fitt
 Nancy Hatch
 James Robert

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

Regrets Colin MacDonald, Chair

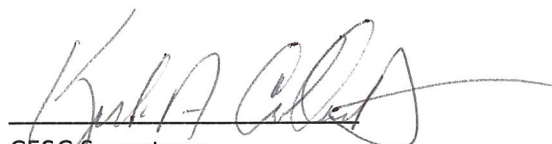
#	Item
1.	<p>Call to Order</p> <p>The meeting was called to order by the Vice-chair at 5:04 pm.</p>
2.	<p>Approval of Agenda</p> <p>Motion: Moved by Ms. Hatch; seconded by Mr. Collicutt: That the Agenda of the Jan 22, 2025 Special Meeting is approved as presented. <i>Motion carried.</i></p>
3.	<p>Business Arising</p> <p>3.1 Fire Station Annual Costs Estimate</p> <p>Mr. Fitt presented a very preliminary overview of project costs including what has already been completed/spent, Class D build estimates, and other requirements like furniture.</p> <p>This is meant to be a 50-year building. The Phase 1 concept design and functional plan set a benchmark but are not the final design.</p>


	<p>Key question: What can be afforded both fiscally and politically? An <u>upper limit #</u> must be chosen for the project, and that hard limit be communicated to the Phase 2 consultant and builder. (Example of NSCC’s Ivany campus build process was cited, which was successfully kept to the budget.)</p> <p>The building construction is not complex – poured concrete base and steel construction. Square footage is the most efficient way to affect cost, and the complexity of cooling/heating systems.</p> <p>Funding to be taken into consideration: Grants, capital fundraising campaign, long-term loans, and what the project will mean to the tax rate over time.</p> <p>Action: Mr. Fitt will prepare a spreadsheet to help calculate options. Mr. Fitt and other Committee members to tour other relatively recent stations in the province re: lessons to be learned – the Fire Chief will help prepare a list.</p> <p>Action: The cost for Phase 2 (and accompanying funding) to be excluded from the 2025/26 budget for now. An amendment will be brought for approval when the figures and sourcing is firmer.</p>
3.2	<p>2025/26 Budget v3</p> <p>Work done to date:</p> <ul style="list-style-type: none"> - The first round of the annual budget was conducted on Jan 7th by Treasurer Collicutt with the Chester Volunteer Fire Dept. (CVFD)’s Chief and Deputy Chief, and the Village Clerk/Treasurer. - The Chief reviewed the draft with the CVFD at their monthly meeting on Jan 20th and some revisions were completed. <p>Tonight’s Draft v. 3 review was the full Committee’s line-by-line review of the draft.</p> <p>Notes:</p> <ul style="list-style-type: none"> - The expense for Phase 2 (and accompanying funding) to be excluded from the 2025/26 budget for now. An amendment will be brought for approval when the figures and sourcing is firmer. The Clerk/Treasurer to check with Municipal Affairs [update: confirmed this can be done]. - Island fire tax revenue to be removed due to service unavailability. - 2025 property assessment figures have not yet been received from Municipality – for now, the 1.5% increase on <u>capped</u> assessments will be used. - 2024 Nova Scotia consumer price index (CPI) is 2.3% - this will affect expenses - It was noted that the budget is light on building maintenance to the existing station, which is suffering from deferred maintenance – not upgrades, but repairs to keep it going. There is a leak in the roof now, for example.

	<p>Chief Stevens noted that a 25-year vehicle plan will be brought to the Committee after the Fire Department's Feb meeting.</p> <p>Action: Budget draft v.4 will be brought to the next CFSC meeting on Feb 5, 2025.</p>
4.	<p>Other Business</p> <p>Shoreham Access Issue</p> <p>For the Committee's information: There is a strip of land between the Shoreham complex and the Chester District School that has been deemed a permanent right-of-way for fire and emergency access by an agreement between Shoreham, the Park (rink), and the Municipality of Chester. This right-of-way provides service to the rink, Shoreham, and other buildings in the area.</p> <p>The current construction project at Shoreham <u>was</u> planning to tear up that access road and fill in the pond. The Chief flagged the issue, and a compromise was reached. However... there has been a miscommunication and the construction company has dug a large hole blocking access. The Chief has contacted the manager of Shoreham to address this ASAP and has let the Municipality know.</p>
5.	<p>Adjournment</p> <p>The meeting was adjourned at 6:40 pm.</p>

Next Meeting(s):

- **Monthly:** Feb 5, 2025 at 5:00 pm; Village Commission Boardroom
- **Annual General Meeting:** Feb 11, 2025 at 6:30 pm; St. Stephen's Community Centre


 CFSC Secretary
 Kirk Collicutt


 VOC Clerk/Treasurer
 Heather McCallum

Schedule 7.4**Lunenburg County Accessibility Advisory Committee (LCAAC)****Meeting Agenda: February 5, 2025****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."

1. Meeting Called to Order**2. Acknowledgements and Protocols**

2.1 " As members of the Lunenburg County Accessibility Advisory Committee, we work in affirmation that accessibility is a human right. We also recognize that barriers to accessibility are greater for people who are typically marginalized in our society."

2.2 Meeting Protocols: To ensure everyone can participate and be heard and understood, please use the "raise hand" feature in zoom or physically raise your hand to be recognized by the Chair before speaking. Each time you speak, please identify yourself by saying your name so everyone knows who is speaking.

3. Welcome

3.1 New elected official members and alternates

3.2 New staff resource, Tissy Boliva from MODL

4. Approval of Agenda**5. Approval of Minutes: October 2, 2024****6. Accessibility Coordinator's Update****7. Matters Arising (follow up from past meetings)**

7.1 Lunenburg County Accessibility Plan Update: draft (Ellen)

8. New Business

8.1 n/a

9. Roundtable Discussion

Next Meeting: March 5, 2025

10. Adjournment

List of Potential Guest Speakers/Presentation Topics

1. CNIB-Awareness of Vision Loss
2. Vulnerable Persons Registry
3. Accessibility Directorate- Review of the Built Environment Accessibility Standard (when enacted)
4. Presentations on topics related to specific disabilities (e.g., CNIB, BIANs, Hearing, Autism NS, etc.)
5. Ask Councillors and /or staff to present about what is happening in the five municipalities.
6. NSCC Disability Supports program. Can staff come present?
7. Intellectual disabilities-Overview of The Remedy
8. Municipality of Chester Arts and Culture Strategy project (may be ready for review by LCAAC in Fall 2024)
- 9.

Past Guest Speakers/Presentation Topics

1. February 7, 2024: Town of Lunenburg Civic Square Compatibility and Accessibility Project:-Hilary Grant, Director TOL Community Development
2. April 3, 2024: MODDL Recreation: Parks Accessibility Audit Project Overview-Trudy Payne, Director MODL Parks, Recreation and Tourism and Consultant, Stacy Muise, EXP
3. May 1, 2024: MODL sawpit Wharf Project for LCAAC feedback: Consultant, Matthew Mills, Mills and Wright
4. June 5, 2024: Mobility Cup Presentation from Lunenburg Yacht Club
5. September 4, 2024: Regional Emergency Management Organization- Emergency Preparedness for vulnerable people

Have questions or Experiencing barriers in Lunenburg County?

Connect with your regional equity coordinators!

Ellen Johnson
Regional
Accessibility
Coordinator



Gem Roberts
Regional Anti-racism
& Diversity
Coordinator

9AM-1PM

Drop-In Community Days

January
2025

	Thursday, Jan 16 Mahone Bay Centre 45 School Street	Monday, Jan 27 Mun. of District of Lunenburg 10 Allée Champlain Drive
	Wednesday, Jan 22 Town of Bridgewater 60 Pleasant St, Bridgewater	Wednesday, Jan 29 Lunenburg Library 97 Kaulbach St, Lunenburg
Wednesday, Jan 15 South Shore Public Library 135 North Park St, Bridgewater	Thursday, Jan 23 Chester Art Centre 60 Queen St, Chester	Thursday, Jan 30 Lunenburg Farmers Market 15 Green St, Lunenburg





Municipality of Chester

3 February at 10:53 · 🌐

...

Join regional staff in community during Drop-In Community Days in February and March.

- Tuesday, February 18, 1-4pm at the Mahone Bay Centre
- Wednesday, February 19, 9am-1pm in New Germany (place TBD)
- Monday, February 24, 10am-2pm at [South Shore Public Libraries](#) in the [Lunenburg County Lifestyle Centre \(LCLC\)](#)
- Thursday, March 6, 9am-1pm at [Ross Farm Museum](#)
- Thursday, March 13, 9am-1pm at the Hungry Traveler's Cafe
- Monday, March 24, 10am-2pm [South Shore Public Libraries](#) in the [Lunenburg County Lifestyle Centre \(LCLC\)](#)

What does belonging in Lunenburg County mean to you?

Drop-In Community Days

February - March

If you have questions or are experiencing barriers in Lunenburg County, connect with your regional equity coordinators!

Ellen Johnson
Accessibility Coordinator
ejohnson@chester.ca

Gem Roberts
Anti-Racism & Diversity Coordinator
groberts@chester.ca



Schedule 7.6

THE MUNICIPALITY OF
CHESTER

EQUITY, DIVERSITY & INCLUSION ADVISORY COMMITTEE AGENDA

Tuesday, November 5, 2024, at 6:00 p.m.

Council Chambers

151 King Street, Chester NS

1. MEETING CALLED TO ORDER

2. WELCOME TO NEW MEMBERS/GUESTS

3. APPROVAL OF AGENDA

4. APPROVAL OF PREVIOUS MINUTES

5. BUSINESS ARISING

- 5.1. Regional Anti-Racism agreement
- 5.2. FHCS Job Fair/Booth
- 5.3. Human Resources Framework
- 5.4. Arts & Culture Strategy update
- 5.5. Truth & Reconciliation Working Group 5.6.

Place naming

- Existing list review
- Policy

6. NEW BUSINESS

- 6.1. Letter from Village of Chester Commission
- 6.2. EDI Plan Review
 - Information report (Jennifer Webber)
 - Timeline

7. ROUNDTABLE

8. DATE OF NEXT MEETING:

February 25, 2025 at 6:00 p.m.

9. ADJOURNMENT

Meeting Principles

1. Let others finish their thought without interrupting.
2. Respect the opinions of others.
3. Listen.
4. Disagree respectfully.
5. Try not to monopolize the conversation.
6. Recognize that this is a safe and inclusive space to express without judgement.
7. Keep an open mind.
8. Be mindful of your own biases.



MEMORANDUM

Report to: Village of Chester Commission
 Date: February 6, 2025
 From: Chester Fire Services Committee (CFSC)
 Subject: 2025/26 Fire & Emergency Services Budget DRAFT - *for information*

SUMMARY

Attached is the Chester Fire Services Committee's most recent Working Draft of the 2025/26 Fire & Emergency Services Budget (v.5) for information. **No action is requested at this time.**

This draft will be presented at the Committee's Annual General Meeting being held on Tuesday, February 11, 2025 for the ratepayers of the Chester Volunteer Fire Department's service area in Districts 3, 7, and part of 1. Members of the Commission are all, of course, welcome to attend.

The Committee Treasurer is scheduled to appear before the Commission to present the final draft for approval in March. Please note that an amendment to the budget is anticipated for Phase 2 of the capital New Fire Station project TBD costs and funding; see Budget Notes 4 & 14.

If Council have any questions or feedback in the meantime, please forward them to the Commission Treasurer, Kirk Collicutt via the Village of Chester's Clerk/Treasurer.


OBLIGATIONS

Under the provisions of the Intermunicipal Fire Services Agreement 2022, the following timeline is required for the budget – see excerpts below:

- Clause 16: *An annual meeting of the electors shall be held by the Committee before February 15 each year.*
- Clause 18: *The Committee members shall, at the annual meeting of electors, present a report of the proceedings of the preceding fiscal year, the proposed operating and capital budgets.*
- Clause 31: *On or before the 15th day of February, each and every year, the Committee shall forward the draft Operating and Capital Budget to both the Village and Municipality for their consideration and approval.*
- Clause 32: *The Municipality and the Village shall have until the 1st day of April in each and every year to review, discuss and approve the Operating and Capital budgets as presented, or as amended by them.*


AGM EVENT DETAILS

Newspaper ad (South Shore Bulletin, The Masthead):



Chester Fire Services Committee

Annual General Meeting






Tuesday, Feb 11, 2025 @ 6:30 pm
 St. Stephen's Community Centre
 54 Regent Street, Chester

All ratepayers in the Chester Volunteer Fire Department service area are invited to join us in person or online!

Livestream details available at:
www.chesterfirecommittee.ca/2025-agm

Stay connected.
 Stay informed.
 Your voice matters!

<https://www.chesterfirecommittee.ca/2025-agm>

ATTACHMENT

- 2025/26 CFSC Fire & Emergency Services Budget DRAFT v.5

Chester Fire Services Committee
 2025/26 Fire & Emergency Services Budget DRAFT -- *for information*
 v.5 | Feb 6, 2025

	<u>Q3 Actual to</u> <u>Dec 31 2024</u> <i>(25% remaining)</i>	Budget 2024/25 <i>(Fire rate 0.0940)</i>	Budget 2025/26 <i>(Fire rate 0.1140)</i>		
REVENUE					
Property Tax Revenue					
4110	Village Fire Tax	371,048	494,167	617,423	1
4120	Outside Area Fire Tax	391,831	520,141	649,875	
4130	Island Fire Boat Tax	11,304	15,073	0	2
Total Property Tax Revenue		774,183	1,029,380	1,267,298	
Other Revenue					
4510	HST Offset Grant	5,273	0	0	
4640	CVFD Extraordinary Revenue			0	
4660	Surplus Equipment Sale (571 Boat)			TBD	3
4670	Capital Fire Station Phase 2 Funding	0	0	TBD	4
Total Other Revenue		5,273	0	0	
TOTAL REVENUE		\$779,456	\$1,029,380	\$1,267,298	
EXPENSES SUMMARY					
	Subtotal Operating	311,860	448,412	485,575	
	Subtotal Capital	109,261	148,250	278,375	
	Subtotal Reserves	0	432,718	500,000	
TOTAL EXPENSES		\$421,122	\$1,029,380	\$1,263,950	

	<i>Q3 Actual to Dec 31 2024 (25% remaining)</i>	Budget 2024/25 (Fire rate 0.0940)	Budget 2025/26 (Fire rate 0.1140)	
EXPENSES DETAILS				5
OPERATIONS				
Administration				
5011 Mgmt & Admin - Fees	22,674	42,450	43,000	6
5012 Mgmt & Admin - Overhead	4,074	5,900	6,000	7
5013 CFSC Committee - Overhead	300	5,000	5,000	
5020 Audit Fees - CVFD	10,046	5,000	5,000	
5021 Legal Fees - CVFD	1,328	2,000	2,000	
5022 CFSC - Liability Insurance	8,271	8,840	8,650	
5023 Bank Charges	335	0	500	
5024 Business Fees & Licences	66	0	100	
5031 Annual Public Meeting	0	350	550	8
5032 Advertising	881	650	1,000	
5035 Office Supplies - CVFD	2,850	1,500	3,500	
Administration Total	50,825	71,690	75,300	
Firefighting Force				
5110 Firefighters Honorarium	50,000	50,000	50,000	
5120 In Lieu of Fundraising	15,000	15,000	15,000	
5130 Uniforms	0	3,000	3,000	
5150 24hr Firefighter Accident Insurance	8,137	9,400	8,500	
5151 24hr Family Insurance	6,475	6,300	6,500	
5152 EAP Program	0	4,000	4,000	
5160 Annual Firefighters Banquet	0	2,500	2,500	
Firefighting Force Total	79,612	90,200	89,500	
Training & Education				
5210 Training	17,517	30,000	30,000	
5220 Fire Prevention & Education	40	5,000	5,000	
5230 Chief's Conference	0	500	2,500	
5240 CVFD Bursary	2,000	2,000	2,000	
Training & Education Total	19,557	37,500	39,500	
Firefighting Equipment				
5310 Medical Supplies	430	1,500	2,000	
5320 Tools & Equipment	6,659	7,500	7,500	
5321 Hoses			1,000	
5330 Flashlights/Camera/Batteries	0	1,000	1,000	
5340 SCBA Masks	210	2,000	2,000	
5350 CVFD Vehicle Insurance	14,677	14,500	14,975	
Firefighting Equipment Total	21,977	26,500	28,475	
Personal Protective Equipment				
5360 General PPE	3,608	30,000	30,000	
5365 Helmets				
5380 Bunker Gear	39,014	30,000	30,000	
Personal Protective Equipment Total	42,622	60,000	60,000	

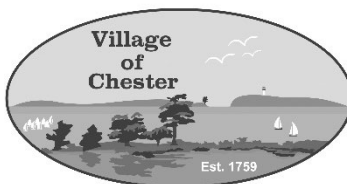
	<u>Q3 Actual to</u> <u>Dec 31 2024</u> <i>(25% remaining)</i>	Budget 2024/25 <i>(Fire rate 0.0940)</i>	Budget 2025/26 <i>(Fire rate 0.1140)</i>		
Communication					
5410	Communication Contract (Radios)	3,322	5,000	5,000	
5420	Communications General Repair	1,190	500	1,000	
5430	Communications Upgrades	909	7,500	52,000	9
5440	Mobile Radio Service Plan	657	1,500	1,500	
	Communication Total	6,079	14,500	59,500	
Maintenance					
5515	Small Engine Maintenance	200	500	500	
5520	Extinguisher Maintenance	226	850	850	
5525	SCBA Fill Station Maintenance	8,073	7,500	8,250	
5530	Bunker Gear Inspection & Repair	476	5,000	5,000	
5535	Ladder/Harness Inspections	552	1,200	1,200	
5540	Jaws of Life	1,470	2,500	1,500	
5565	Total Vehicle Fuel Expense	5,776	10,000	8,000	10
5590	Total Vehicle Maintenance	14,307	30,000	30,000	10
	Maintenance Total	31,082	57,550	55,300	
Fire Station Building					
5710	Telephone & Alarm	8,165	7,500	7,500	
5715	Building Utilities	5,825	20,000	15,000	
5720	Taxes & Collection Fee - 4070 Hwy 3	1,814	1,800	2,000	
5725	Fire Station Janitorial	5,232	6,300	6,300	
5730	Fire Station Maintenance	12,979	12,000	15,000	
5735	Fire Station Insurance	17,537	17,100	18,000	
5740	Consumables	2,118	4,500	4,500	
5745	Storm Event Supplies & Rentals	0	4,500	2,500	
5750	Waste Removal (Dumpster)	4,570	5,800	6,200	
	Building & General Total	58,239	79,500	77,000	
Fire Boat					
5610	Fire Boat Fuel & Oil	0	1,040	0	11
5615	Fire Boat Consumables	0	832	0	
5620	Fire Boat Maintenance	0	6,552	0	
5625	Fire Boat Insurance	0	2,184	0	
5635	Fire Boat Bank Charges	10	104	0	12
5650	Inshore Boat Equipment	1,858	260	1,000	13
		1,868	10,972	1,000	
	SUBTOTAL OPERATING	\$311,860	\$448,412	\$485,575	

	<u>Q3 Actual to</u> <u>Dec 31 2024</u> <i>(25% remaining)</i>	Budget 2024/25 <i>(Fire rate 0.0940)</i>	Budget 2025/26 <i>(Fire rate 0.1140)</i>	
CAPITAL				
5810	Capital Project Consultants - New Stn	70,393	60,550	TBD 14
5815	Other Fees/Consultants - New Stn	12,483	30,000	30,000 15
5816	Administration - New Stn			10,375 16
5817	Existing Fire Station Repairs			30,000 17
5824	Dry Hydrant Installation	0	10,000	18
5825	General Use Coveralls	0	4,500	
5826	Solid Bore Nozzles			8,000
5830	SCBA Breathing Apparatus	0	20,000	
5840	Swiftwater Rescue Equipment	21,342	10,000	
5850	Wildland Supplies	5,044	13,200	
5870	Vehicle Purchase: 541			200,000 19
	Capital Total	109,261	148,250	278,375
	SUBTOTAL CAPITAL	\$109,261	\$148,250	\$278,375
RESERVES (Planned)				
5910	Fire Apparatus Reserve Deposit	0	232,718	300,000 20
5925	Surplus Boat Sale Proceeds Deposit (Apparatus)			TBD 21
5920	Operating Reserve Deposit	0	TBD	TBD 22
5930	Building Reserve Deposit	0	200,000	200,000 23
	Reserves Total	0	432,718	500,000
	SUBTOTAL RESERVES	\$0	\$432,718	\$500,000
	TOTAL EXPENSES	\$421,122	\$1,029,380	\$1,263,950
	DIFFERENCE (+surplus or -deficit)			3,348 24

Chester Fire Services Committee
2025/26 Fire & Emergency Services Budget DRAFT
v.5 | Feb 6, 2025

BUDGET NOTES

- 1 Placeholder based on 2024 property valuation +1.5% increase on capped assessments. To be adjusted when real assessments are available from the Municipality.
- 2 It is proposed that the Island residents' fire tax to be discontinued as the rescue boat unit 571 is out of service.
- 3 Out-of-service Unit 571 has been declared surplus and will be listed for sale in March via RFP process. The proceeds must go to the Apparatus reserve.
- 4 **TBD: Funding for Capital New Fire Station project Phase 2 is unknown at this time; line item to be amended later in fiscal year and brought back for approval.** See also note 14. When/if borrowing is required, a public meeting will be held for community approval, followed by Ministerial, Council and Commission approval.
- 5 2024 Consumer Price Index (CPI) increase for NS = 2.3%. Regarding Q3 year-to-date expenditures, note that some purchases take place in Q4 to safeguard cashflow.
- 6 Administration by Village of Chester: Clerk/Treasurer 25% and Admin Assistant 50%.
- 7 Administration overhead: Village office rent 25% for meeting space, files, shared equipment and personnel, etc.
- 8 Based on Village's actual 2024/25 cost.
- 9 Inside-jacket radio units to replace aging radios x28. This type will improve emergency site communications by protecting the radio from heat, etc.; all radios will eventually be replaced with this type.
- 10 Apparatus fuel and maintenance are split out by vehicle for tracking.
- 11 The Boston Whaler unit 571 is defunct, therefore there is no Islands fire/rescue boat to maintain.
- 12 The fire boat bank account was closed in August 2024.
- 13 Maintenance and operation of the small inshore rescue boat, unit 572.
- 14 **TBD: Capital New Fire Station project Phase 2 costs are unconfirmed at this time; line item to be amended later in fiscal year and brought back for approval.** Phase 2 is the final design/engineering and tender documents for the build, to bring the project to the "shovel-ready" stage. (Tentative estimate for 2025/26 is approx. \$1.3M; subject to change.) See also note 4.
- 15 Includes website/social media management & annual fees (\$15,072), surveying fees, etc.
- 16 Additional management support from Village of Chester on Capital New Fire Station project: Clerk/Treasurer 15%.
- 17 Capital repairs to fix a leak in the roof is needed.
- 18 Pulled from budget for this fiscal; the Municipality's Fire Advisory Committee is working on a joint plan.
- 19 10% deposit on expected cost of new 541 - to be ordered in Jul/Aug 2025 (two-year lead).
- 20 Increased allocation due to expected new 541 costs in 2027.
- 21 Proceeds from sale of surplus unit 571 rescue boat probably received in Q1 of 2025/26. Sale price is unknown at this time.
- 22 Annual operational surplus fund, if any, goes to this reserve. Figure unknown until audit.
- 23 New reserve - by end of 2025/26 fiscal year will contain \$400,000 + interest.
- 24 Subject to change.

Schedule 8.2

Village of Chester Commission Request for Decision

Topic: Saltscapes 2025 Spring Expo	Date: Feb 19, 2025
	Proposed By: Heather McCallum Clerk/Treasurer
Issue Summary: Ashley Marlin, the Municipality’s Community Economic Development Officer with the Municipality, has booked a double booth for the three days of the Saltscapes Spring Expo for “Tourism Chester”. She has offered to host the Village there at no cost if you would like to be represented for one or more days.	
Background: See attached excerpt from the Saltscapes Expo’s website: https://saltscapesexpo.com/ The show is the largest consumer show in Atlantic Canada and is a draw for visitation and for people considering moving to the region. The dates are Fri May 9 – Sun May 11, 2025. Being there is an opportunity to speak to attendees and answer questions. Hearing the types of questions attendees ask could also be useful research. Note that Ashley will also extend the offer to Chester merchants. Should the Village accept the offer, some promotional and informational materials will be needed.	
Options: 1. That the Village take advantage of the offer and exhibit at Saltscapes. 2. That the Village decline the offer this year.	
Considerations: <u>Financial Impacts</u>	

While no cost for the booth space, there would be a cost for materials: a Village pop-up banner is recommended (re-usable at all public functions), print materials, and branded giveaways such as the cards we have in the office or the pins we already have. Such materials could also be re-used.

No costing has been done yet, but this would likely run to approximately \$3-4,000 dollars. There is a tourism activities 2024/25 budget allocation of \$10,000 that is unused to date and could cover materials ordered before Mar 31st.

Policy Impacts

That the Municipality's Economic Development team is including the Village in outreach efforts can be seen as a positive step.

If the Village Commission plans to become more active in tourism and economic development, Saltscape could be a good trial.

Other

If interested, staffing the booth is another consideration: the number of days and whether that would be split between the Clerk/Treasurer and Commissioners, etc.

Travel expenses to and from the show at the Halifax Exhibition Centre would also be applicable.

Recommendation:

Staff recommend the Commission consider participating in Saltscapes.

Draft Motion:

That the Chester Village Commission accept the Municipality's offer to share their booth at the Saltscapes Spring 2025 Expo for on ____ [DATE]. Clerk/Treasurer McCallum is asked to provide estimated costs for promotional materials to Commissioners for selection.

Excerpt from <https://saltscapesexpo.com/>



2025 Spring Expo – May 9-11, 2025
Halifax Exhibition Centre

Saltscapes is a proud Atlantic Canadian owner operated business with a self-imposed mandate to showcase the best of Canada's east coast. Since 2000, *Saltscapes* has delivered Atlantic Canada like no other.

Saltscapes Expo

Now the largest “buy local” lifestyle consumer show in Atlantic Canada!

This immensely popular consumer show is custom designed for the more than 540,000 Atlantic Canadian audience served by each issue of Saltscapes magazine. Exhibitors provide an unforgettable opportunity for eager consumers to experience the tastes, aromas, sounds, characters and just about everything else the East Coast has to offer!

The Expo has six distinct categories to showcase our exhibitors:

Made Right Here - Meet one-of-a-kind artisans - jewellers, wood carvers, potters, painters and others whose products are made and manufactured right here in Atlantic Canada as they sell their unique wares. See creative demonstrations and learn how some works of art are made.

Destination Inspiration - Saltscapes Expo is filled with music! As you stroll through the exhibits, you'll hear musicians from around the region performing tunes from folk to rock. Planning a trip? We've got experts from tourism in every part of Atlantic Canada right here under one roof. *[Note: Chester is here.]*

Home, Cottage & Garden - Learn what you want to know about gardening, green living, home improvement and landscaping. Watch informative demonstrations, talk to knowledgeable vendors, and meet the experts on anything to do with your home, in Atlantic Canada.

Savour the Flavour - See, smell and most importantly sample and then purchase the creations of Atlantic Canadian purveyors of food, wine, beer, spirits and other delicious products. Watch cooking demos and competitions, featuring chefs from Atlantic Canada, as they prepare original recipes with local ingredients.

Living Healthy in Atlantic Canada - Watch demonstrations on food and nutrition, health and wellness, and sport and recreation. Learn new ways to take advantage of the many opportunities we have to live healthy lifestyles in this region.

Saltscapes' Pet Place - Meet local retailers, learn about several adoption agencies, programs and services to help keep your furry family members healthy and happy.