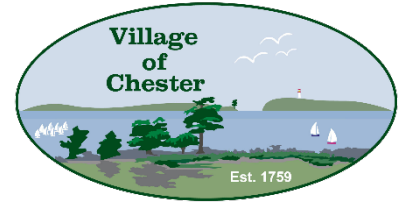


# Agenda

**Village Commission Monthly Meeting**  
**Wednesday, May 21, 2025 @ 4:00 pm**



In-Person & Virtual Meeting

Village Commission Office, 27 Pleasant Street, Chester

Zoom <https://us02web.zoom.us/j/81480733054> 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 Approval/Amendment of Minutes

4.1 Monthly Commission Meeting: Apr 9, 2025

p. 3

4.2 Special Commission Meeting: May 6, 2025

p. 8

## 5.0 Business Arising

5.1 2025/26 Village Budget Final

p. 11

5.2 Saltscapes Expo Report – Commissioner Nauss

5.3 Village Newsletter – Draft Copy

p. 18

## 6.0 Correspondence – Nil

## 7.0 Reports and External Committees

7.1 Report from the Chair – Chair Pauley

7.2 Clerk/Treasurer Report, incl. 2024/25 Q4 Budget Variance

*To come*

7.3 Chester Fire Services Committee – *minutes for information*

p. 21

7.4 Lunenburg County Accessibility Committee – Chair Pauley

p. 27

7.5 MODC Village Planning Advisory Committee – Vice-chair O'Malley

7.6 MODC Equity, Diversity & Inclusion Committee – Commissioner  
L. Mulrooney

## 8.0 New Business

8.1	Community Grant Applications 2025/26	p. 30
8.2	Annual Review of Reimbursement and Hospitality Policies	p. 39
8.3	Annual Review of Property Tax Exemption Policy	p. 47
8.4	Memo: Parking on Lido Lawn	p. 50

## 9.0 Commissioner Roundtable

### 10.0 In-Camera

- Per Section 408B(2) of the *Municipal Government Act*:  
(e) contract negotiations

### 11.0 Resumption of Public Meeting

- Report in public session per Section 408(b) of the *Municipal Government Act*

### 12.0 Adjournment

#### Important Date(s)

- **Village Election:** Advance poll Jun 14, 2025 @ 11:00 am - 7:00 pm; and  
Election day Jun 17, 2025 @ 9:00 am - 7:00 pm

#### Next Meeting(s)

- **Monthly:** Jun 11, 2025 @ 5:00 pm – 27 Pleasant St & Livestream
- **Annual General Meeting:** Jun 11, 2025 @ 6:30 pm – 27 Pleasant St & Livestream

## Schedule 4.1

# Minutes DRAFT

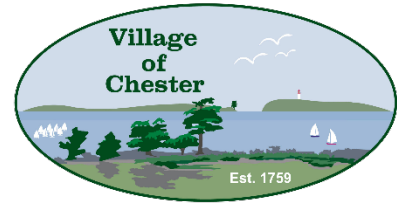
## Village Commission Monthly Meeting

Wednesday, April 9, 2025 – 6:00 pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

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



**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:** Councillor Tom Bremner, MODC District 3

### 1.0 Call to Order

Chair Pauley called the meeting to order at 6:03 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

Councillor Bremner was appreciative of being welcomed at the meetings.

### 3.0 Approval of Agenda/Additions to Agenda

**Motion #25:023:** Commissioner Nauss moved; Commissioner O'Malley seconded:  
 That the Agenda of the April 9, 2025 Regular Monthly Meeting be approved as presented.

*Motion carried unanimously.*

### 4.0 Review/Approval of Minutes

**4.1 Monthly Commission Meeting:** Wednesday, Mar 12, 2025

**Motion #25-024:** Commissioner Nauss moved; Commissioner L. Mulrooney seconded: That the Minutes of the March 12, 2025 Monthly Commission Meeting be approved as presented.  
*Motion carried unanimously.*

#### **4.2 Special Commission Meeting:** Wednesday, Mar 26, 2025

The Clerk/Treasurer (C/T) noted an error in the motion numbering sequence. This will be corrected on the final version.

**Motion #25-025:** Commissioner Nauss moved; Commissioner L. Mulrooney seconded: That the Minutes of the March 26, 2025 Special Commission Meeting be approved as amended.  
*Motion carried unanimously.*

### **5.0 Business Arising**

#### **5.1 2025/26 Village Commission Budget – Revised**

C/T McCallum explained that amendments to the Operations budget that had been approved at the March 26, 2025 meeting had to be made due to error ([Schedule 5.1](#)).

Rather than the percentage of staff salaries and overhead paid by the Chester Fire Services Committee captured as offsetting the salary and rent line items as in the past, the preference is to show the salary and overhead contribution in Revenue and 100% of salaries and rent will appear in the Expense line items.

The recommended Operations budget changes were reviewed and discussed.

**Motion #25-026:** Commissioner T. Mulrooney moved; Commissioner L. Mulrooney seconded: That the extra summer compost pick-ups run from June 15, 2025 to September 30, 2025, funded by the Operating Reserve.  
*Motion carried unanimously.*

The document will be revised according to Commission direction.

**Motion #25-027:** Commissioner O'Malley moved; Commissioner Nauss seconded: That the Village of Chester Commission approves the revised Draft 4b of the 2025/26 Village Commission budget, as amended.  
*Motion carried unanimously.*

#### **5.2 Memo: Saltscapes Expo Premiums**

C/T McCallum presented her memorandum regarding print and giveaway materials

for the Saltscapes Expo next month (*Schedule 5.2*).

**Motion 25-028:** Commissioner T. Mulrooney moved; Commissioner Nauss seconded: That C/T McCallum order the retractable banner, 250 postcards, and 150 carabiner key chains for give-aways.

*Motion carried unanimously.*

**ACTION:** The Commission selected Ryan Cameron's version of a simplified Village logo for the giveaways.

Commissioner Nauss reminded the Commissioners to ask for donations to fill the basket for the Saltscapes show.

## **6.0 Correspondence**

### **6.1 Minister of Municipal Affairs re: Mandatory Code of Conduct Training**

The letter from the Minister to municipal and village elected officials was included for information (*Schedule 6.1*). The online module must be completed by April 30, 2025.

Vice-chair O'Malley and Commissioner T. Mulrooney have completed the training to date, as well as the Clerk/Treasurer.

## **7.0 Reports**

### **7.1 Report from the Chair**

Chair Pauley provided an update on the Visitor Information Centre (VIC).

The VIC will have signage by the road and outside the entrance inspired by the original CN signage look. Summer student staffing will be in place for July and August, and Chair Pauley is looking for volunteers for May and June. The first focus will be on the Village and secondary focus on the Municipality.

She also reported having a meeting with the Tourism Industry Association of Nova Scotia (TIANS) about visitation.

### **7.2 Clerk/Treasurer Report**

C/T McCallum presented her monthly report (*Schedule 7.2*).

C/T McCallum recommended putting the \$242,000.00 Growth & Renewal for Infrastructure (GRIT) grant funding into the Lido Reserve until needed rather than leaving in general funds.

**ACTION:** Commissioners agreed to transfer the GRIT funding to the Lido Reserve.

Sample formats for the new community newsletter format were shared and one selected. Content was discussed, as well as physical drop-off locations beyond the mailout.

**ACTION:** C/T McCallum was asked to have a draft for review at the May monthly meeting.

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

The CFSC's draft minutes of their Mar 11, 2025 Monthly Meeting were shared for information.

([www.chesterfirecommittee.ca](http://www.chesterfirecommittee.ca))

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

Chair Pauley reported that she was unable to attend the most recent LCAAC meeting. However, the required new Lunenburg County Accessibility Plan was submitted to the Province on April 1<sup>st</sup> (*Schedule 7.4*).

([www.accessiblelunenburgcounty.ca](http://www.accessiblelunenburgcounty.ca))

### **7.5 MODC Village Planning Advisory Committee (VPAC)**

Vice-chair O'Malley reported on the March 11, 2025 meeting of the VPAC (*Schedule 7.5*). The committee reviewed Draft #5 of the Village Planning Strategy and Land Use By-law. They also discussed a development agreement for two 10-unit buildings on Valley Road.

There was a Public Hearing on March 20, 2025 where Draft #5 of the Village Planning Strategy and Land Use By-law was approved by Municipal Council. These documents can be viewed here: <https://www.engagechester.ca/villagereview>

An invitation to PAC and VPAC members to attend the April 17<sup>th</sup> Council meeting for a presentation of the Municipal Growth Strategy was included for information. (*Chester Village Planning Advisory Committee 2025*)

### **7.6 MODC Equity, Diversity & Inclusion Advisory Committee (EDIAC)**

Commissioner L. Mulrooney reported that the scheduled meeting was cancelled. However, she saw a disturbing local thread on social media (since removed) and reiterated the need to stop racism. Education of our citizens is crucial.

The required EDI Plan for the Municipality of Chester and Village of Chester was submitted to the Province on April 1<sup>st</sup> (*Schedule 7.6*).

(*EDI Advisory Committee 2025*)

## 8.0 New Business

### 8.1 Request for Decision: 2025 Audit, AGM, and Election Dates

C/T McCallum reviewed the request for decision (*Schedule 8.1*).

The Commissioners agreed to the following dates:

- The two Audit Committee meetings to be held the week of April 28 and the week of June 2, 2025 at 2:00 pm respectively; exact dates to be confirmed with the Auditor and Citizen Representative.
- Annual General Meeting on June 11, 2025 at 6:30 pm, with the regular Monthly Commission meeting the same evening at 5:00 pm.
- Election on June 17, 2025 with the advance poll on June 14, 2025.
- The location for all events will be the Village office.

## 9.0 Commissioner Roundtable

Commissioner T. Mulrooney raised the question of street cleaning. Chair Pauley confirmed that the Province's Public Works team do this twice a year but no information on scheduling. It was decided by consensus that since the roads are a Provincial responsibility, the Village will not seek to take this on.

## 10.0 In camera – Nil

## 11.0 Resumption of Public Meeting – Nil

## 12.0 Adjournment

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

### Next meeting(s):

- Monthly: May 21, 2025 @ 6:00 pm – 27 Pleasant St & Livestream
- Monthly: Jun 18, 2025 @ 6:00 pm – 27 Pleasant St & Livestream

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Commission Chair  
Geraldine Pauley

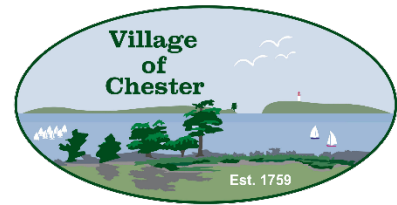
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Clerk/Treasurer  
Heather McCallum

Schedule 4.2**Minutes DRAFT****Village Commission Special Meeting  
Wednesday, May 6, 2025 – 6:14 pm**

In-Person Meeting

27 Pleasant Street, Chester



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

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

**Regrets:** Tom Mulrooney, Commissioner

**1.0 Call to Order**

Chair Pauley called the May 6, 2025 Special Meeting of the Village of Chester Commission to order at 6:14 pm.

**2.0 Approval/Amendment of Agenda**

**Motion #25-031:** Moved and seconded: That the Agenda of the May 6, 2025 Special Meeting be approved as presented.

*Motion carried unanimously.*

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

**Motion #25-032:** Commissioner Nauss moved; Vice-chair O'Malley seconded: That the Commission move in camera as per Section 408B (2) of the Municipal Government Act to discuss contract negotiations.

*Motion carried unanimously.*

The Commission recessed at 6:15 pm.

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

The Commission resumed the public meeting at 7:00 pm.

**4.1 Public Washroom/Lido Accessibility Retrofit Proposals**

**Motion #25-033:** Vice-chair O'Malley moved; Commissioner Nauss seconded: That the Chester Village Commission award **RFP VOC-2025-01 Washroom-Pool**

**Exterior Accessibility Retrofits** to All Outdoors Landscaping, with the exception of the “Guest Access to Water (Pool)” ramp for a total of \$39,603 + HST. The ramp piece to be negotiated.

- AND -

That the Chester Village Commission award **RFP VOC-2025-02 Washroom Interior Accessibility Retrofits** to All Outdoors Landscaping for a total of \$7,648 + HST.

- AND -

That the Chester Village Commission approve the purchase of a **Lido Pool sign** to New Century Signs for \$12,270 + HST plus an additional amount for requested revisions (access symbol, height) to a maximum of \$5,000.

*Motion carried unanimously.*

#### **4.2 Intermunicipal Fire Services Agreement: Second Revising Agreement**

The Second Revising Agreement (*Schedule 4.2*) gives the Chester Fire Services Committee borrowing powers for capital projects not in the original Intermunicipal Fire Services Agreement (2022). The Second Revising Agreement was approved by Chester Municipal Council on May 5, 2025.

**Motion #25-034:** Commissioner L. Mulrooney moved; Commissioner Nauss seconded: That the Commission approve the Second Revising Agreement to the Intermunicipal Fire Services Agreement between the Municipality of the District of Chester and the Village of Chester as presented.

*Motion carried unanimously.*

The Clerk/Treasurer and the Municipality’s Clerk will coordinate signing of the agreement.

#### **5.0 Other Business**

Chair Pauley circulated a photo of the new Visitor Information Centre (VIC) sign, modeled on the original CN design. The sidewalk sign is pending.

The VIC’s official opening will coincide with the first Farmers’ & Artisan Market on Friday, May 23, 2025, and the Village will host a drop-in Open House event. Scheduled photo opportunities will be provided to local media and for sharing on social media. The Chair asks that the Commissioners all make an appearance at the Open House.

Options for staffing and options for a VIC phone were discussed.

#### **6.0 Adjournment**

The meeting was adjourned at 7:13 pm.

**Next Meeting**

- Monthly: May 21, 2025 @ 6:00 pm – 27 Pleasant Street & Livestream

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Commission Chair  
Geraldine Pauley

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Clerk/Treasurer  
Heather McCallum

DRAFT

# Schedule 5.1

Village of Chester Commission  
 2025/26 Village Budget Draft - SUMMARY  
 v. 4b FINAL | Apr 9, 2025

	Budget 2025/26	Notes	Page
<b><u>REVENUE SUMMARY</u></b>			
GENERAL GOV'T / OPERATIONS BUDGET	\$480,554.31	Based 0.0777 property tax revenue (unchanged) + other income	p. 2
CAPITAL BUDGET	\$185,248.86	Federal/Provincial capital grants and Reserve funds only	p. 4
EHS BUILDING BUDGET	\$21,260.00	EMS rental of building income only; no public funds	p. 5
<b>TOTAL REVENUE</b>	<b>\$687,063.17</b>		
<b><u>EXPENSE SUMMARY</u></b>			
GENERAL GOV'T / OPERATIONS BUDGET	\$480,554.30	Disbursement of tax revenue + other income is contained here	p. 2-3
CAPITAL BUDGET	\$185,248.86	Lido restoration & Lido/Public Washroom accessibility projects	p. 4
EHS BUILDING BUDGET	\$21,260.00	Operations and maintenance funded from rental income	p. 5
<b>TOTAL EXPENSES</b>	<b>\$687,063.16</b>		
<b>DIFFERENCE (+surplus or -deficit)</b>	<b>0.00</b>	Subject to change as fiscal year progresses	
<b><u>BUDGET NOTES</u></b>		Line notes for all three budgets	p. 6-7

Village of Chester Commission  
 2025/26 Village Budget - GENERAL GOVERNMENT OPERATIONS BUDGET  
 v. 4b FINAL | Apr 9, 2025

	Prelim. Actual 2024/25 (Unconsolidated)	Budget 2024/25 (Tax rate 0.0777)	Budget 2025/26 (Tax rate 0.0777)	Notes
<b>REVENUE - General Gov't Operations</b>				
<b>Property Tax Revenue</b>				
4100	408,555.01	408,476.05	413,047.35	1.01
4100	744.99	0.00	745.00	1.02
<b>Property Tax Revenue Total</b>			<b>413,792.35</b>	
<b>Other Revenue</b>				
4050	40,012.63		49,100.00	1.03
4118	3,997.69		5,005.00	1.04
4116	2,479.40	2,615.00	2,615.00	
4201	3,867.92	1,710.00	1,710.00	1.05
4225	5,185.42	2,400.00	4,945.50	1.06
4401			3,386.46	1.07
<b>Other Revenue Total</b>			<b>66,761.96</b>	
<b>TOTAL REVENUE</b>			<b>\$480,554.31</b>	
<b>EXPENSES - General Gov't Operations</b>				
<b>Governance</b>				
5450	511.82	350.00	1,500.00	1.11
5477	11,167.20	10,820.00	11,520.00	1.12
5461	690.28	2,160.00	2,580.00	1.13
5462			3,335.00	1.14
5431	2,702.12	5,000.00	4,000.00	1.15
5432	1,337.83	3,000.00	2,000.00	1.16
5496	505.57	2,625.00	2,600.00	1.17
<b>Governance Total</b>			<b>27,535.00</b>	
<b>Administration</b>				
5430	19,479.60	16,000.00	20,025.00	1.18
5428	3,888.16	4,070.00	3,760.00	1.19
5435	4,831.35	4,200.00	5,000.00	1.20
5440	103,567.51	68,000.00	113,735.00	1.21
5445	3,768.89	4,000.00	4,000.00	
5447	3,063.16	2,300.00		1.22
5448	6,138.00	4,500.00		1.23
5457			4,000.00	1.24
5455	549.47	2,000.00	3,000.00	1.25
5460	956.84	1,500.00	1,200.00	
5459			3,500.00	1.26
5465	2,463.41	4,000.00	5,660.00	1.27
5470	290.18	300.00	350.00	
5472	0.00	3,000.00	3,000.00	
5475	1,147.15	3,000.00	3,000.00	
5476	8,991.08	6,250.00	7,650.00	1.28
5478	4,050.00	4,060.00	4,149.30	1.29
5480	2,356.81	2,200.00	2,400.00	
5481	8,701.48	6,700.00	9,040.00	1.30

	<i>Prelim. Actual</i> 2024/25 <i>(Unconsolidated)</i>	Budget 2024/25 <i>(Tax rate 0.0777)</i>	Budget 2025/26 <i>(Tax rate 0.0777)</i>	<i>Notes</i>
5490 Insurance (Liability & Property)	17,667.17	24,300.00	22,000.00	1.31
5492 Cyber Insurance	2,400.00	2,500.00	2,570.00	1.32
5495 Office Equipment & Programs	5,748.53	5,000.00	6,200.00	1.33
<b>Administration Total</b>	<b>200,058.79</b>	<b>167,880.00</b>	<b>224,239.30</b>	
<b>Protection</b>				
5501 Street Lights Power	7,757.03	12,625.00	8,000.00	1.34
5526 Street Lights Maintenance	10,298.21	10,300.00	5,100.00	1.35
5540 Crossing Guards	10,290.32	11,500.00	16,000.00	1.36
<b>Protection Total</b>	<b>28,345.56</b>	<b>34,425.00</b>	<b>29,100.00</b>	
<b>Beautification</b>				
5565 Flower Baskets	22,689.68	23,000.00	23,530.00	1.37
5570 Wreaths	3,780.25	5,000.00	5,000.00	1.38
5582 Community Celebrations/Grants	10,000.00	10,000.00	10,000.00	
<b>Beautification Total</b>	<b>36,469.93</b>	<b>38,000.00</b>	<b>38,530.00</b>	
<b>Economic Development</b>				
5590 Tourism Attraction Projects	1,478.96	10,000.00	2,500.00	1.39
5595 Visitor Information Center (VIC)			10,000.00	1.40
5591 Highway Directional Signs			4,200.00	1.41
<b>Economic Development Total</b>	<b>1,478.96</b>	<b>10,000.00</b>	<b>16,700.00</b>	
<b>Operations</b>				
5575 Summer Compost Collection	20,266.20	22,310.00	30,125.00	1.42
5585 Property Maintenance/Landscaping	5,884.49	4,000.00	7,720.00	1.43
5960 Public Washroom Operation/Maintenance	12,434.52	15,000.00	14,200.00	1.44
<b>Operations Total</b>	<b>38,585.21</b>	<b>41,310.00</b>	<b>52,045.00</b>	
<b>Jib Lot</b>				
5405 Jib Lot Maintenance	2,253.14	1,500.00	3,000.00	1.45
5407 Jib Lot Fence Removal			3,700.00	1.46
5410 Land Taxes (Waste Collection)	631.39	650.00	650.00	
5415 Water Lot Taxes (Waste Collection)	138.58	150.00	150.00	
<b>Jib Lot Total</b>	<b>3,023.11</b>	<b>2,300.00</b>	<b>7,500.00</b>	
<b>Lido Pool</b>				
5910 Lido Maintenance & Operations	45,811.26	32,000.00	32,750.00	1.47
5925 Lido Insurance	3,980.01	5,100.00	4,800.00	1.48
5935 Life Guard Wages	26,323.18	25,500.00	32,975.00	1.49
5940 Supervisor/Security (Race Week)	1,838.04	1,600.00	1,880.00	1.50
5945 Lido Taxes (Waste Collection Fee)	1,159.88	1,200.00	1,200.00	
<b>Lido Pool Total</b>	<b>79,112.37</b>	<b>65,400.00</b>	<b>73,605.00</b>	
<b>Reserves (Planned)</b>				
5743 Gen Gov't Operating Reserve Deposit	1,931.05	1,931.05	TBD	1.51
5937 Lido Reserve Deposit	30,000.00	30,000.00	10,000.00	1.53
5742 Utility Reserve Deposit	1,745.00	0.00	1,300.00	1.52
<b>Reserves Total</b>	<b>33,676.05</b>	<b>31,931.05</b>	<b>11,300.00</b>	
<b>TOTAL EXPENSE</b>	<b>\$437,664.80</b>	<b>\$415,201.05</b>	<b>\$480,554.30</b>	

*DIFFERENCE (+surplus or -deficit)*

**0.00**

Village of Chester Commission  
 2025/26 Village Budget - CAPITAL BUDGET  
 v. 4b FINAL | Apr 9, 2025

	Actual (Prelim) 2024/25 <i>(Unconsolidated)</i>	Budget 2024/25 <i>(Tax rate 0.0777)</i>	Budget 2025/26 <i>(Tax rate 0.0777)</i>	Notes	
<b>REVENUE - Capital</b>					
<b>Revenue Sources</b>					
2200	Deferred Revenue-Provincial Grant (CCTH)	123,703.28	150,000.00	26,296.72	2.01
2200	Deferred Revenue-Federal Grant (EAF)	6,152.86	100,000.00	93,847.14	2.02
4223	Provincial Grant (GRID)			TBD	2.03
4170	Transfer from Lido Reserve	0.00	65,105.00	65,105.00	2.04
	<b>Revenue Total</b>	<b>129,856.14</b>	<b>315,105.00</b>	<b>185,248.86</b>	
<b>TOTAL REVENUE</b>		<b>\$129,856.14</b>	<b>\$315,105.00</b>	<b>\$185,248.86</b>	
<b>EXPENSES - Capital</b>					
<b>Capital Projects</b>					
5915	Lido Capital Repairs	123,703.28	150,000.00	26,296.72	2.05
5916	Lido/Washroom Accessibility Retrofit	6,152.86	165,105.00	158,952.14	2.06
5916	Lido Facility Accessible Entrance			TBD	2.07
	<b>Capital Projects Total</b>	<b>129,856.14</b>	<b>315,105.00</b>	<b>185,248.86</b>	
<b>TOTAL EXPENSE</b>		<b>\$129,856.14</b>	<b>\$315,105.00</b>	<b>\$185,248.86</b>	
<b>DIFFERENCE (+surplus or -deficit)</b>				<b>0.00</b>	

Village of Chester Commission  
 2025/26 Village Budget Draft - EMC BUILDING BUDGET  
 v. 4b FINAL | Apr 9, 2025

	Actual (Prelim) 2024/25 <i>(Unconsolidated)</i>	Budget 2024/25 <i>(Tax rate 0.0777)</i>	Budget 2025/26 <i>(Tax rate 0.0777)</i>	Notes
<b><u>REVENUE - EMC Building</u></b>				
<b>Revenue Sources</b>				
4110	20,993.28	21,260.00	21,260.00	3.01
4180	13,875.00	13,875.00		
	<b>Revenue Total</b>	<b>34,868.28</b>	<b>21,260.00</b>	
<b>TOTAL REVENUE</b>				
	<b>\$34,868.28</b>	<b>\$35,135.00</b>	<b>\$21,260.00</b>	
<b><u>EXPENSES - EMC Building</u></b>				
<b>EMC Building</b>				
5705	2,640.37	3,500.00	8,500.00	3.05
5710	1,151.76	1,200.00	1,250.00	3.06
5715	5,149.30	5,260.00	5,270.00	3.07
	<b>EMC Building Total</b>	<b>8,941.43</b>	<b>15,020.00</b>	
<b>Reserves (Planned)</b>				
5720	11,300.00	11,300.00	6,240.00	3.08
	<b>Reserves Total</b>	<b>11,300.00</b>	<b>6,240.00</b>	
<b>Capital Projects</b>				
5709	12,042.13	13,875.00		3.09
	<b>Capital Projects Total</b>	<b>12,042.13</b>	<b>0.00</b>	
<b>TOTAL EXPENSE</b>				
	<b>\$32,283.56</b>	<b>\$35,135.00</b>	<b>\$21,260.00</b>	
<b>DIFFERENCE (+surplus or -deficit)</b>			<b>0.00</b>	

**Village of Chester Commission**  
**2025/26 Village Budget - NOTES**  
**v. 4b FINAL | Apr 9, 2025**

**GENERAL GOVERNMENT / OPERATIONS BUDGET**

- 1.01 2025 preliminary property assessments provided by Municipality (subject to appeals); minus 2024/25 overpayment \$6,353.09.
- 1.02 Grants in Lieu of property tax: Federal government, Provincial government, and NS Power properties in the Village.
- 1.03 The Village invoices Chester Fire Services Committee for management and administration: 40% Clerk/Treasurer and 50% Admin Assistant.
- 1.04 The Village invoices Chester Fire Services Committee for 25% of office rent to cover use of meeting space, equipment, supplies, etc.
- 1.05 Provincial grant based on spend two fiscal years past; award variable depends on the number of applicants and funding pool. Estimate based on half of last year's grant.
- 1.06 Canada Summer Jobs grant for 2025 Lido Pool lifeguards approved.
- 1.07 The Commission voted to supplement the budget with approx. \$5K from the Operating Reserve to add two weeks to the summertime compost collection over last year (see Note #1.42). This is the actual cost difference.
- 1.10 The 2024 Nova Scotia Annual Consumer Price Index (CPI) 2.3% - this is tracked throughout.
- 1.11 Based on actual cost in 2024 and adding a notice flyer mailout to improve reach.
- 1.12 Increased by CPI; includes WCB.
- 1.13 Increased by CPI to \$61.40; based on 3 external committees' monthly meetings and annual workshops.
- 1.14 Village-owned secure tablets for Commissioner use (Android x2), and replacement laptop for Clerk/Treasurer.
- 1.15 Reduced projection a based on previous uptake to date.
- 1.16 Reduced projection a based on previous uptake to date.
- 1.17 Based on 2022 actual costs plus CPI - two seats are up for election this year.
- 1.18 Showing 100% of rent costs (3-year lease 22-25). 2025 cost is \$1,591.35 + payable HST = \$1,668.69/month total. Cost shared with Chester Fire Services Committee: 2025 VOC portion is 75% (\$15,020); CFSC portion is 25% (\$5,005).
- 1.19 Commercial cleaning service (Inside Out) 2025 rate.
- 1.20 Restored to previous level based on use.
- 1.21 Showing 100% of salaries. Includes CPI salary increases for staff and 2025 WCB, EI, and CPP payments. Cost shared with the Chester Fire Services Committee: 2025 VOC portion is 60% Clerk/Treasurer + 50% Admin Assistant (\$64,635); CFSC portion is 40% Clerk/Treasurer + 50% Admin Assistant (\$49,100).
- 1.22 Moved to include Employment Insurance (EI) in all wage lines: Employees, Crossing Guards, Summer Students/Lifeguards.
- 1.23 Moved to include Canada Pension Plan (CPP) in all wage lines: Employees, Crossing Guards, Summer Students/Lifeguards.
- 1.24 NEW quarterly print newsletter; based on printing and Post Office distribution (x4). Writing is in-house.
- 1.25 Increased to allow for one notice flyer distribution.
- 1.26 Placeholder until funding model comes from the Association of Nova Scotia Villages (ANSV)..
- 1.27 Includes estimated costs for the Clerk/Treasurer and 5 Commissioners to attend the 2025 ANSV Conference.
- 1.28 Based on quoted rate effective April 1 2025; 60% employer portion. Employee portion comes off payroll.
- 1.29 6% RSP per Clerk/Treasurer contract.
- 1.30 Incl. AMANS website fees and re-design of site; IT back-end management & security
- 1.31 Projected increase by 7% (minus Fire Station property premium billed to Chester Fire Services Committee).
- 1.32 Projected increase by 7%.
- 1.33 Based on 2024 actuals estimate plus CPI; significant inflation in this area. Incl. software licenses for Adobe, Canva, etc.
- 1.34 Reduced from 2024 erroneous power rate increase.
- 1.35 Quotation for replacement purchase of 2 remaining decorative fixtures; installation of 1.
- 1.36 Increased by CPI (\$17.45/hr) + 6% vacation pay; incl. vacation pay, WCB, EI, and CPP.

- 1.37 Incl. 75 hanging flower baskets + CPI; investigating a combination of hanging baskets and planters for next year (to be determined).
- 1.38 Incl. 50 holiday wreaths.
- 1.39 Fund for promotional premiums and marketing opportunities.
- 1.40 Includes train station facility rental \$3,700/year; and allowance for insurance, sign, furnishings, office equipment, visitor materials. Summer staff \$3.5K portion of expected cost share from Municipality.
- 1.41 Placeholder for two replacement Highway 3 directional signs to Village.
- 1.42 Per cost estimate (GE Environmental) for Jun 15-Sep 30 supplementary collection; includes fuel surcharge 42% (currently 41%) + HST.
- 1.43 Increase based on previous year actual + CPI and replacement 3-stream waste bin \$1,700.
- 1.44 Based on previous year actual + CPI and roof insulation \$1,430.
- 1.45 Increase based on actual last year + CPI and a placeholder for filling post holes (see note 1.48).
- 1.46 Cost for removal of existing picket fence. Filling post holes left behind is not included.
- 1.47 Typical operations costs + CPI; addition of pool chemical shed and replacement of awning fabric.
- 1.48 2024 actual + 7% insurance increase rate.
- 1.49 Based on full staffing with 50c/hr increase, and incl. vacation pay, WCB, EI, and CPP. Awaiting news of Canada Summer Jobs grant to offset some of the cost.
- 1.50 Based on 2024 actual (travel fees now applicable) + CPI; organized through the Chester Yacht Club.
- 1.51 Amount to be determined post-audit. This deposit comes from previous year's operating surplus, if any.
- 1.52 Per Reserve Funds & Investment Policy, figure is approx. 10% of streetlight spend; transferred in final month of fiscal year.
- 1.53 Reduced from usual to accommodate increased operational cost. (Reserve Fund & Investment Policy required \$30,000 or as directed by Commission.) Funds transferred in final month of fiscal year.

#### **CAPITAL BUDGET**

- 2.01 Communities, Culture, Tourism & Heritage grant for Lido Pool capital repairs received in 2023 and extended. Most work completed in Fall 2024; final part to come in May 2025. Closeout report to CCTH due Jul 15, 2025.
- 2.02 Federal "Enabling Accessibility Fund" grant for Lido Pool and Public Washroom accessibility retrofits received in 2023 and extended. Work scheduled to take place in 2025. Closeout report due 30 days after completion.
- 2.03 Municipal Affairs "Growth & Renewal for Infrastructure Development Program" awarded in 2025 for final phase of Lido Pool accessibility retrofits. Grant covers 50% of project up to a maximum of \$242,000. Actual spend TBD.
- 2.04 \$65,105 contribution req from Enabling Accessibility Fund granter. Subject to change: may adjust to match actual cost.
- 2.05 2024/25 Final piece of the work to take place in Spring 2025: interior wall repairs, sanding, and coating.
- 2.06 Phase 1 Public Washroom accessibility retrofits and Phase 3 pool deck ramp into Lido water & accessories. Pricing based on Class D estimate. Subject to change when RFPs awarded with Class A costs in April.
- 2.07 Phase 2 access from parking lot to pool deck - Class D \$350K + contingency; firm costs required through a public request for proposals process. Actual spend TBD.

#### **EMC BUILDING BUDGET**

- 3.01 Contract (2018-28) indicates same rent figure for duration: \$1,749.44/month.
- 3.05 Operations funded by rental income only; no tax revenue dollars.
- 3.06 Regular maintenance level with additional \$5K for exterior painting.
- 3.07 2024 actual + 7% insurance increase rate.
- 3.08 Per the Reserve Funds & Investment Policy, any operational surplus goes to EHS Reserve for future needs; transferred in the final month of fiscal year.
- 3.09 No capital work required at this time.

### Schedule 5.3

#### Village of Chester

#### Newsletter Copy v1 – *for comment*

**HEAD 1: Visitor Centre OPEN!**

IMAGE: Exterior of VIC with sign – and Geraldine?

COPY: The Chester Village Commission is taking on a new Visitor Information Centre (VIC). It's been a few years since the Village has had a permanent VIC and what better place to host it than at the Train Station, right next door to Station Antiques. Bring your visitors and yourselves to see us!  
[www.chestervisitors.ca](http://www.chestervisitors.ca)

**HEAD 2: Lido Pool: Jun 30-Aug 29, 2025**

IMAGE: Pool with people swimming

COPY: The Village Commission welcomes you to visit our gorgeous saltwater pool, nestled right in Chester Harbour. You can find the Lido on Parade Square, behind the Public Washroom building across from the Yacht Club. The Lido is FREE to all residents and visitors. We promise you've never seen a pool like this.  
<https://villageofchesterns.ca/lido-pool>

**HEAD 3: Village AGM & Annual Election**

IMAGE: Election graphic

COPY: Save the dates:  
 Village Annual General Meeting: Wed, Jun 11 @ 6pm  
 Village Election Day: Tue, Jun 17 @ 9am-7pm  
 27 Pleasant Street, Chester  
<https://villageofchesterns.ca/elections>

**HEAD 4: School's (nearly) Out**

IMAGE: Crossing guards with Commissioners on crosswalk

**COPY:** Thank you to Charlotte and Sherri for keeping our youngest residents safe throughout the school year. Commissioners NAME(S) tested their skills in front of Chester District School. Are you interested in being an occasional alternate (paid)? Call the Village Commission office at 902-275-4482.

**HEAD 5: Summer Compost**

**IMAGE:** Green bin photo if space allows

**COPY:** The Village Commission provides an extra summer compost collection as a courtesy to our residents. In effect from the weeks of Jun 16 – Sep 15 or 29?, 2025.

**HEAD 6: Flower Baskets are Back**

**IMAGE:** Flowers if space allows

**COPY:** Thank you to the many residents who responded to our survey on street décor in the Village. The flower baskets are overwhelmingly popular (over 56%!) so they are back to cheer your eyes. You gave the Commissioners lots of beautiful and friendly ideas.

**FOOTER: Contact Us**

Chester Village Commission  
27 Pleasant Street, Chester, NS  
902-275-4482  
[www.villageofchesterns.ca](http://www.villageofchesterns.ca)

**NOTES:**

- *I suggest parking Commissioner profiles until the September issue.*
- *Feature the accessibility retrofits in September.*

*Note: The summary used at Saltscapes Expo*

## Village of Chester

### **What does the Village Commission look after?**

#### Public Health & Safety

- Chester Fire Services Committee/Volunteer Fire Dept (oversight)
- Street lighting in the Village – standard and decorative
- Crossing guards at Chester District School
- EHS building operation
- Extra compost collection – June-Sept
- Summer waste collection at Lido/Public Washroom/Freda's Beach
- Pest control year-round

#### Recreation & Beautification

- Lido Pool – free for residents and visitors!
- Public Washroom – daily 8am-8pm until Nov 11
- Jib Lot – park on Back Harbour
- Flower baskets/wreaths
- Vegetation clearing

#### Tourism

- Visitor Information Centre – at train station
- Grants for public events to community groups

#### Financial Management, Governance & Administration



## Minutes

### **Chester Fire Services Committee (CFSC) Monthly Meeting**

**Wednesday, Apr 2, 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 (via Zoom)
- Other** Cody Stevens, Fire Chief, Chester Volunteer Fire Department (CVFD)  
Greg Conron, Deputy Fire Chief, Chester Volunteer Fire Department (CVFD)  
Heather McCallum, Administrator (Clerk/Treasurer, Village of Chester)  
Maxine Veinot, Recording Secretary (Admin Assistant, Village of Chester)
- Regrets** Colin MacDonald, Chair
- Guest(s)** Tom Bremner, Chester Municipal Councillor, District 3  
Randy O'Malley, Chester Village Commissioner
- 

#### **1. Call to Order**

The meeting was called to order by the Vice-chair at 5:10 pm.

#### **2. Approval of Agenda**

*Note: Monthly reports are deferred for this meeting.*

**Motion:** Moved by Ms. Hatch; seconded by Mr. Fitt:

That the Committee approves the Agenda of the Wednesday, Apr 2, 2025 Monthly Meeting as presented.

*Motion carried.*

#### **3. Approval of Minutes**

##### **3.1 Monthly Meeting: Mar 11, 2025**

**Motion:** Moved by Mr. Fitt; seconded by Ms. Hatch:

That the Committee approves the Minutes of the Tuesday, Mar 11, 2025 Monthly Meeting as presented.

*Motion carried*

#### 4. New Business

##### 4.1 Fire Station Project Phase 2: Draft RFPs for Discussion

This item is the primary focus of tonight's meeting. There are two Request for Proposals documents for Phase 2. One is for the final design, engineering and tender preparation (*Schedule 4.1a*), and the other is for project management (*Schedule 4.1b*). Each RFP has a sample contract attached.

Mr. Fitt reviewed the process in reviewing the RFPs. The Municipality of Chester Procurement team have reviewed and are okay with. Jon Cumings, Village Solicitor, also reviewed the RFPs with only minor changes. He noted that an evaluation committee will need to be selected. He then went through the scope of work of each document.

Chief Stevens will check with the Fire Department's Building committee to ensure they are comfortable with the RFPs.

The Committee agreed to hold a Bidders' Q&A meeting when the RFPs are out. It will be held at the (current) Chester Fire Station, 149 Central Street. Notes would then be posted as an addendum.

Mr. Fitt noted that his preference is for the Committee to hire a costing consultant directly and ask them to do estimates at each stage, so this work is not included in the RFPs.

The Committee discussed possibilities of shared services in the station, such as EHS, REMO, and the Dept. of Natural Resources. Details on the cell tower lease with the Village at 149 Central Street will need to be understood.

Note: The RFPs cannot be issued until funding is in place.

Mr. Robert left the meeting at 6:11 pm.

#### 5. Other Business

Capital donations were discussed and what information could be put on the website.

**ACTION:** Clerk/Treasurer McCallum will follow up with CRA regarding the tax number for donation receipts.

The fire chief was asked about use ratings for fire trucks, given the potential impact of the current U.S. tariff situation on the ordering of the new 541.

**ACTION:** Chief Stevens will share the Fire Underwriters bulletin addressing insurance grading (*Schedule 5*).

## 6. Adjournment

The meeting was adjourned at 6:36 pm.

### Next meetings:

- **Special:** TBD if required
- **Regular:** May 7, 2025 at 5:00 pm; Village Commission boardroom
- **Regular:** Jun 4, 2025 at 5:00 pm; Village Commission boardroom

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CFSC Secretary  
Kirk Collicutt

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VOC Clerk/Treasurer  
Heather McCallum



## Minutes

### **Chester Fire Services Committee (CFSC) Special Meeting**

**Tuesday, April 29, 2025 at 5:00 pm**

Village Commission Boardroom, 27 Pleasant Street, Chester

**Present** Colin MacDonald, Chair  
Norm Countway, Vice-chair  
Kirk Collicutt, Treasurer-Secretary  
Wilson Fitt  
Nancy Hatch  
James Robert (via Zoom)

**Other** Cody Stevens, Fire Chief, Chester Volunteer Fire Department (CVFD)  
Jared MacDonald, Deputy Fire Chief, Chester Volunteer Fire Department (CVFD)  
Heather McCallum, Administrator (Clerk/Treasurer, Village of Chester)  
Maxine Veinot, Recording Secretary (Admin Assistant, Village of Chester)

#### **1. Call to Order**

The meeting was called to order at 4:57 pm.

#### **2. Approval of Agenda**

The Agenda for Tuesday, Apr 26, 2025 was approved by consensus.

#### **3. New Business**

##### **3.1 New Station Financial Regroup with Chair**

Discussion was held on several funding scenarios provided by Mr. Fitt for setting a budget ceiling for the new station. These scenarios demonstrated the impact on fire rate, on top of the current rate.

**ACTION:** Mr. Collicutt and Ms. McCallum were asked to provide the figures of what the portion of the rate increases in 2024/25 and 2025/26 have netted the Building Reserve to include in the calculations.

The discussion on budget ceiling is to be continued.

Ms. McCallum provided an update report (*Schedule A*) on the status of borrowing powers, fire station building ownership, and donations/fundraising as well as answering some inquiries from the group. Discussion was held on these issues and next steps determined.

**ACTIONS re Borrowing:**

- Receive MODC's revisions to the Draft Second Revising Agreement to give the Committee borrowing powers. Once the Committee approves, it can go for signing by Municipal Council and the Village Commission.
- Once completed, a request for decision can go to Council and the Commission for loan approval and guarantee.

**ACTIONS re Donations/Fundraising:**

- A letter to the CVFD outlining the CFSC's fundraising ask and support to be provided. A meeting will be needed to work out processes.
- A letter to Municipal Council from the CVFD to request a grant to collect donations for the fire station received by the Designated Community Fund.
- A request to the CVFD from the CFSC to receive donations to date for the building for deposit to the Building Reserve to collect interest.
- The Chair will make arrangements with a broker to handle asset donations that may occur.
- The Chair and Vice-chair are seeking grants from the Provincial government.

**4. Other Business**

The Chair asked the Fire Chief for a contact at Halifax Fire for service cost information.

Risk assessment data for the CVFD service area to be requested from the Fire Marshall's office. Ms. McCallum and the Fire Chief will liaise on this. The risk profile impact on insurance rates will also be investigated.

**5. Adjournment**

The meeting was adjourned at 5:51 pm.

**Next meetings:**

- **Regular:** May 7, 2025 at 5:00 pm; Village Commission boardroom
- **Regular:** Jun 4, 2025 at 5:00 pm; Village Commission boardroom

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CFSC Secretary  
Kirk Collicutt

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VOC Clerk/Treasurer  
Heather McCallum

## **Schedule 7.4**

### Minutes of the Meeting of Lunenburg County Accessibility Advisory Committee (LCAAC)

Held online via Zoom.

April 2, 2025, from 7-8:30pm

#### **Members Present:**

Louise Hopper (Community Member), Peggy McCalla (Community Member), Teresa Alexander-Arab (Community Member), Amy Chrysler (Community Member), Lora Church (Community Member), Councillor Penny Carver (TOMB), Councillor Gale Fullerton (TOL), Deputy Warden Abdella Assaff (MODC), Councillor Morgen Reinhardt (MODL Alternate)

#### **Staff Present:**

Tammie Bezanson (CET-MOC), Ellen Johnson (Regional Accessibility Coordinator), Tissy Bolivar (Recreation-MODL), Dylan Heide (Policy-TOMB), Heather McCallum (VoC), Mark Flint (Deputy CAO-TOB)

**Guests Present:** None.

#### **Regrets:**

Chair Geraldine Pauley (VOC), Councillor Jennifer McDonald (TOB), Councillor Kacy DeLong (MODL). Scott Lutes (Community Member)

The meeting began with a land acknowledgement read by Chair Penny Carver.

#### **1. Meeting Called to Order:**

Meeting called to order by Chair Penny Carver.

#### **2. Acknowledgements and Protocols:**

2.1 Penny read reminder of accessibility as a human right.

2.2 Penny also reminded participants to please raise their hand (virtually or physically) and wait to be called on to speak and to also state their name before speaking.

#### **3. Approval of Agenda:**

3.1 MOTION TO APPROVE the agenda, moved by Gale Fullerton, seconded by Louise Hopper. ALL IN FAVOR, SO MOVED.

#### **4. Welcome and Introductions**

Each member introduced themselves and, if they wanted to, shared their connection with accessibility and disability.

#### **5. Approval of Minutes:**

5.1 MOTION TO APPROVE previous meeting minutes for February 5, 2025, moved by Peggy McCalla, seconded by Abdella Assaff. ALL IN FAVOR, SO MOVED.

#### **6. Accessibility Coordinator's Update**

- The Built Environment Accessibility Standard under the Accessibility Act is now law. It essentially means that any new or redeveloped areas that are covered by these regulations will need to comply, most by April 1, 2026. Some education about this new regulation will come from the province soon.
- The Lunenburg County Accessibility Plan has been submitted on April 1<sup>st</sup>. There is also a requirement to submit a plan related to Anti-Racism and Diversity under the Nova Scotia Dismantling Racism and Hate Act. This Act will also cover accessibility along with other underserved and underrepresented groups in Nova Scotia.
- Ellen has shared with the committee by email a report provided by Engage Nova Scotia that focuses on persons with disabilities in Lunenburg County. The information in the report gives information about the quality of life of this population, not just the number of people with disabilities there are. Engage NS will be doing their second survey this spring and should have more detailed information related to disability.
- There will be a student from the NSCC Disability Supports Program working with Ellen for a placement for part of April and May.

#### **7. Matters Arising**

7.1 Lunenburg County Accessibility Plan Update: Ellen noted that the plan is now submitted and will next be working on a work plan to see how the five municipalities will work together to achieve the actions outlined in the plan. Focus will also be on finalizing and sharing the individual municipal plans.

One member asked about the process now that the plan has been submitted. Ellen responded that the Accessibility Act requirement is that the plan is completed and shared publicly. After this, there is a compliance portion of the process. This will involve the Accessibility Directorate reviewing the plan and checking if it meets the requirements for plans (e.g., was the public consulted? Are there plans to address accessibility barriers? Did we say how we would evaluate the progress?, etc.). If there is a problem with compliance, the approach will be collaborative to support us to address any gaps.

7.2 LCAAC Orientation: Penny explained that it is time for an orientation. She requested feedback about preferences for timing. Preferences varied and Ellen will create a doodle poll with several options.

## **8. New Business**

8.1 Public Engagement and Training: Ellen is seeking input from the LCAAC about public engagement. Community engagement sessions have been happening several times a month in coordination with the Anti-Racism and Diversity Coordinator. If committee members are aware of other locations that would be appropriate for these opportunities, please let Ellen know.

There have also been some increased opportunities to collaborate with other service providers. Ellen is suggesting more collaborative events like this and seeking any feedback from the committee. One committee member suggested collaboration with the business community to ensure they are in the loop with what is happening with accessibility. Other members noted that Community Living Facilitators and Local area Coordinators are newly assigned to the Lunenburg County area to support the Remedy and also the Family Resource Centres may be good places to look for connections.

8.2. Potential Guest Speakers: Penny led a discussion about which guest speakers the group would like to hear from for learning. The group noted that they are interested most in hearing about the Remedy, more detailed information about specific disabilities (e.g., vision loss, Multiple Chemical Sensitivities, Autism), and an update from the Mobility Cup that took place last summer.

Ellen will reach out to Lora and CNIB to arrange presentations about the Remedy and vision loss to start.

## **9. Roundtable Discussion**

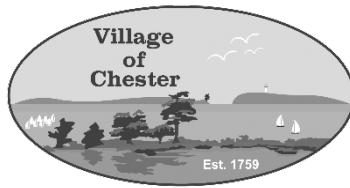
Peggy shared that there was a program on accessibility on Maritime Noon today, April 2, that may be of interest to people.

Louise shared that Public Health, along with other partners, hosted an event called, "Thinking Beyond Band aids" intended to be a community conversation related to solving complex issues (e.g., housing, income, poverty, food insecurity, gender-based violence, transportation). Nearly 70 people showed up on March 31. There will be follow-up on this in additional upcoming conversations. If anyone is interested, reach out to Louise for more information.

## **10. Date of Next Meeting: May 7, 2025**

## **11. Meeting was adjourned as all items on agenda were completed.**

## Schedule 8.1



### **Village of Chester Commission Request for Decision May 21, 2025**

**RE: Community Grant Applications 2025/26**

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#### **Issue Summary**

The Grant Policy states that all grant applications received by the April 1<sup>st</sup> deadline each year will be considered together for funding allocation at the May meeting of the Village Commission (see Clause 5 in the Policy).

The 2025/26 Village Budget allows for a total of \$10,000 to be disbursed.

#### **Background and Description**

Five applications have been received. The applications are from the Chester Art Centre, Chester Merchants Association, Chester Municipal Heritage Society, Chester Playhouse, and Chester Yacht Club.

These organizations have all been grant recipients in the past. A chart summarizing past grant awards is included for reference.

Note that the Grant Policy also requires grant recipients to submit a project report to the Village after completion. All five have provided reports for 2024 (included).

#### **Options**

1. That the Commission consider grant applications and assign levels of funding.
2. That the Commission seek supplementary information from applicant(s) and defer the funding decision to a future meeting. A deferment would still meet policy requirements.

Irrespective of the above, in future, the Commission may wish to consider (a) the level of annual grant funding and (b) whether to hold some funds back for late submissions. To do the latter would require amending the Grant Policy.

**Recommendation**

Staff recommend options 1 or 2 – to consider applications and assign funding either tonight or the next Commission meeting.

**Draft Motion**

That the Commission award 2024/25 community grants in the following amounts:

- a) Chester Art Centre – Mabon Harvest Lantern Festival \$ \_\_\_\_\_
- b) Chester Merchants Association – Village Christmas \$ \_\_\_\_\_
- c) Chester Municipal Heritage Society – Canada Day \$ \_\_\_\_\_
- d) Chester Playhouse – Sarah Hagen Concert & Art Show \$ \_\_\_\_\_
- e) Chester Yacht Club – Chester Race Week \$ \_\_\_\_\_

For a total disbursement of \$10,000 per the “Celebrations” budget.

**Attachments**

- Grant Requests 2025/26 – Chart
- Grant Disbursement History – Chart
- Grant Policy and Evaluation Form
- Application packages x 5

Village of Chester  
Community Grants - Requests

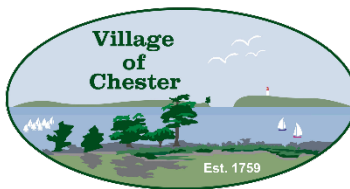
<b>Year</b>	<b>Organization</b>	<b>Project</b>	<b>Ask</b>	<b>Granted</b>
<b>2025/26</b>	Chester Art Centre	Mabon Harvest Lantern Festival	\$2,500	
	Chester Merchants Assoc	Chester Village Christmas	\$5,000	
	Chester Municipal Heritage Society	Canada Day Celebrations	\$4,000	
	Chester Playhouse	Sarah Hagen Concert/Art Show	\$5,000	
	Chester Yacht Club	Chester Race Week	\$1,000	
			\$17,500	
	<b>Funds available (GL 5582)</b>		<b>\$10,000</b>	

Village of Chester  
Community Grants - Disbursement History (GL5582)

Year	Organization	Amount	Notes
2024/25	Chester Arts Centre - Artist & Makers Market	\$1,100	
	Chester Merchants Assoc - Village Christmas	\$2,700	
	Chester Municipal Heritage Society - Canada Day	\$2,700	
	Chester Playhouse - Natal Day Concert	\$2,700	
	Chester Yacht Club - Race Week	<u>\$800</u>	
		<b>\$10,000</b>	
2023/24	Chester Arts Centre - Summer Festival	\$2,500	
	Chester Merchants Assoc - Village Christmas	\$1,000	
	Chester Municipal Heritage Society	\$3,000	
	Chester Playhouse - Public Re-opening	\$2,500	
	Chester Yacht Club - Race Week	<u>\$500</u>	
	<b>Total</b>	<b>\$9,500</b>	
2022/23	Chester Municipal Heritage Society	\$5,000	
	Chester Merchants Assoc - Village Christmas	\$300	
	Chester Yacht Club - Race Week	<u>\$400</u>	
	<b>Total</b>	<b>\$5,700</b>	
2021/22	Chester Municipal Heritage Society	\$5,000	<i>Returned unused \$2,110</i>
	Chester Art Society	\$500	
	Chester Playhouse	\$500	
	Chester Yacht Club	<u>\$500</u>	
	<b>Total</b>	<b>\$6,500</b>	
2020/21	Chester Basin Fire Commission	\$23	
	Everett Hiltz	\$340	
	Lisa Rhyno	\$129	
	Marsha Grist	<u>\$266</u>	
	<b>Total</b>	<b>\$758</b>	
2019/20	Chester Municipal Heritage Society	<u>\$10,000</u>	
		<b>\$10,000</b>	

**Repeat Organizations - Total Granted to Date**

Chester Municipal Heritage Society	\$23,590
Chester Yacht Club	\$2,200
Chester Arts Centre/Society	\$4,100
Chester Playhouse	\$5,700
Chester Merchants Assoc	\$4,000



## Village of Chester Grant Policy

### 1. Background

Under the Municipal Government Act, Villages in Nova Scotia have the authority to advertise the opportunities of the village for business, industrial and tourism purposes and encourage tourist traffic, *with power to make a grant to a non-profit society for this purpose*. This is the only grant giving authority held by the Village.

### 2. Policy Objective

The objective of the grant policy is to:

- Support activities that advertise opportunities for the Village of Chester and its residents to grow, flourish, and prosper
- To encourage tourism growth in a way that also
  - engages citizens of the Village in the celebration of our heritage, culture, and natural environment
  - promotes inclusion and engagement of citizens from a wide variety of backgrounds, experiences, and socio-economic perspectives
  - supports civic leaders to be innovative and creative in benefitting local community
  - creates a range of experiences and interactions for visitors that encourage ongoing and repeat interactions with the Village and its residents, businesses, and organizations

### 3. Principles

The grant policy is based on the following:

- activities (e.g., festivals, art retreats, concerts, markets, etc.) should be celebratory in nature
- activities should help to grow the local tourism sector in a way that enhances the visitor experience and makes our community a more appealing destination
- the development of partnerships is important, and priority will be given to projects that encourage participation and funding by a variety of sources
- funding is dependent on both the assessment of the project's fit with the interests of the Village, and also the availability of funds within the annual budget
- funding priority will be for costs associated with implementation of an event or item
- Funds are approved only for the project submitted. Requests for changes to project plans, timelines, or new projects must be made in writing in advance of any spending.
- Unused project funds must be returned to the Village Office for redistribution.

#### 4. Eligibility

- Organizations are only eligible for one grant from the Village each fiscal year
- The maximum amount available to any one organization is \$5000 annually
- If the request is for a contribution to a larger project, there must be a feasible overarching project plan and budget
- Only non-profit organizations are eligible for funding. Applicants may partner with others in the undertaking of the activity, or apply for funding to support their participation in an activity run by another party
- The project, activity or event must be designed to enhance the visitor experience or increase the appeal of the Village of Chester as a destination
- The project should respect the available village infrastructure (gathering space, parking, water, etc.)
- Applicants need to have a plan to attract visitors and participants to the event, while encouraging participation by Village residents
- Events which limit participation to members of an organization are not eligible for funding. Exceptions may be made where programs or initiatives are open to the public
- Churches/faith-based organizations are not eligible for funding.

#### 5. Application Procedure

- Interested organizations must complete the Application for Grant and submit it to the Village Office
- Grant applications must be received by April 1st of each year
- A call for applications will be published in advance of the deadline
- Organizations who wish to make a presentation to a Commission meeting in addition to their application, may schedule up to 10 minutes for a presentation at a regular Commission meeting by contacting the Village Office
- All grant applications received by the April 1st deadline each year will be considered together for approval and funding allocation at the May meeting of the Village Commission.

#### 6. Evaluation

Applications will be reviewed using the following evaluation criteria:

- Demonstrated impact to attract tourism
- Benefit to the community at large
- The organization has a demonstrated financial need for grant funding
- For large projects, evidence of project funding sources and partnerships other than the Village Commission
- The Village Commission reserves the right to approve or deny any project based on conditions and interests at the time of the application

**7. Reporting**

After project completion, organizations are required to submit a Report Form and financial information that explains how the funds were spent and what outcomes were achieved. Future funding will not be provided to organizations unless report forms are submitted.

**Approved:** September 14, 2022

**Motion #** 22-109

**Amended:** May 10, 2023

**Motion #** 23-057

## Village of Chester Grant Request Evaluation

### ***The objective of the grant policy is to:***

- *Support activities that advertise opportunities for the Village of Chester and its residents to grow, flourish, and prosper*
  - *To encourage tourism growth in a way that also engages citizens of the Village in the celebration of our heritage, culture, and natural environment*
  - *promotes inclusion and engagement of citizens from a wide variety of backgrounds, experiences, and socio-economic perspectives*
  - *supports civic leaders to be innovative and creative in benefiting local community*
  - *creates a range of experiences and interactions for visitors that encourage ongoing and repeat interactions with the Village and its residents, businesses, and organizations*

*The Village Commission reserves the right to approve or deny any project based on conditions and interests at the time of application.*

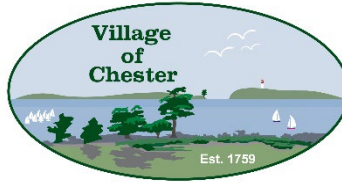
<b>Applicant Organization</b>	
<b>Project</b>	

CRITERIA	NOTES/SCORE
<b>Eligibility</b>	
1. Non-profit organization (churches/faith-based organizations are not eligible)	Y / N
2. Respect the available Village infrastructure	Y / N
3. Have a plan to attract visitors and participants to the event, while encouraging participation by Village residents	Y / N
4. Event or initiative must be open to the public	Y / N
5. Received application by deadline April 1st	Y / N

<b>Reporting</b>	
6. Has the organization applied for and/or received funding from the Village Commission before?	Y / N
If yes, was a report received with financial information that explains how the funds were spent and what outcomes were achieved?	Y / N
<b>Evaluation</b>	
7. Demonstrated impact to attract tourism – enhance the visitor experience or increase the appeal of the Village of Chester as a destination	_____ / 40
8. Benefit to the community at large	_____ / 20
9. The organization has a demonstrated financial need for grant funding	_____ / 20
10. For large projects, evidence of project funding sources and partnerships other than the Village Commission	_____ / 20
<b>TOTAL</b>	_____ / <b>100</b>

**COMMENTS**

## Schedule 8.2 (a)



# Village of Chester Commission Reimbursement Policy (2024)

## 1.0 Purpose

The Village of Chester will provide for the reimbursement of travel expenses incurred by a commissioner or employee while conducting Village business away from their regular office/workspace or the community.

## 2.0 Policy Statement

This policy provides direction for the reimbursement of commissioners and employees for all reasonable and appropriate expenses for travel, meals, and accommodations incurred in the course of carrying out their duties and responsibilities and attending meetings, courses, seminars, or conferences approved by the Commission.

## 3.0 Guidelines

- 3.1 The Clerk/Treasurer shall be responsible to implement and adhere to this policy.
- 3.2 Individuals must submit an Expense Claim to receive reimbursement.
- 3.3 Travel Expense Claims including receipts must be submitted within 30 days of completion of the travel.
- 3.4 Alcohol purchases are not an allowable expense for commissioners or employees of the Village while travelling for Village business and will not be reimbursed, except under provisions of the Village Hospitality Policy.
- 3.5 Entertainment/hospitality expenses are deemed to be unreasonable and will not be reimbursed, except under provisions of the Village Hospitality Policy.

## 4.0 Meal Allowances

- 4.1 A reasonable out-of-pocket costs will be reimbursed for personal meals while travelling on Village business attending meetings. Itemized receipts are not required when claiming the maximum meal rate.
- 4.2 The cost of breakfast may be claimed only when travelling for more than one hour before the recognized time for the usual start of the day's work.
- 4.3 The cost of dinner may be claimed only when traveller is not expected to return home before 6:30PM.

4.4 Per diem maximum without receipts rates:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00
<u>Incidentals</u>	<u>\$10.00</u>
Total	\$80.00 per day

## 5.0 Eligible Vehicle Expenses

- 5.1 Where car travel is indicated as the most suitable mode of transportation, an employee may use their own vehicle and be reimbursed at the current Government of Nova Scotia Kilometrage and Transportation Allowance Rate ([kilometrage-and-transportation-allowance-rates-government-and-public-sector-body-employees-en.pdf \(novascotia.ca\)](https://www.novascotia.ca/government/kilometrage-and-transportation-allowance-rates-government-and-public-sector-body-employees-en.pdf) )
- 5.2 Car rental reimbursement will be made for rental of economy type cars at destination.
- 5.3 All parking expenses and bridge, highways, or ferry tolls will be reimbursed as appropriate (receipts required).

## 6.0 Travel Advances

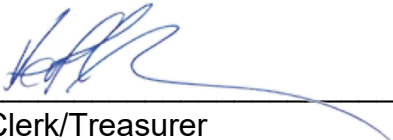
- 6.1 Estimates for travel, meals, and accommodations in excess of \$150.00 may require an advance paid to the traveller.
- 6.2 All travellers must complete and sign a Travel Advance Expense Claim prior to the issuing of a cheque.
- 6.3 Reconciliation of Travel Advance and actual Travel Expenses must be completed within 15 days on return.

## 7.0 Reporting Requirements

- 7.1 In accordance with the *Municipal Government Act*, an Expense Report that describes all the expenses incurred by Commissioners and the Clerk/Treasurer will be prepared for each fiscal quarter and posted on the Village website within 90 days of the end of each quarter.
- 7.2 By September 30<sup>th</sup> of each year, prepare and file an annual summary report of the previous fiscal year with the Minister of Municipal Affairs.
- 7.3 The Village Commission shall review this policy annually for presentation at the Annual Public Meeting and either re-adopt or amend the policy.

<b>Approved:</b> January 15, 2020	<b>Motion #</b> 20-159
<b>Amended:</b> June 22, 2022	<b>Motion #</b> 22-280
<b>Amended:</b> June 5, 2023	<b>Motion #</b> 23-070
<b>Amended:</b> May 27, 2024	<b>Motion #</b> 24-037
<b>Amended:</b>	<b>Motion #</b>

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

  
 \_\_\_\_\_  
 Clerk/Treasurer

May 28, 2024  
 \_\_\_\_\_  
 Date

**Village of Chester Commission  
Travel Advance Request (2024)**

**Name:** \_\_\_\_\_

**Date(s) of Function:** \_\_\_\_\_

**Function:** \_\_\_\_\_

**Travel:** \_\_\_\_\_ km x \$0.5838 mileage rate = \$ \_\_\_\_\_

**Lodging:** \_\_\_\_\_ nights x \$ \_\_\_\_\_ room rate = \$ \_\_\_\_\_

**Meals:**

Breakfast (\$10 per day or receipt) \_\_\_\_\_ days = \$ \_\_\_\_\_

Lunch (\$15 per day or receipt) \_\_\_\_\_ days = \$ \_\_\_\_\_

Dinner (\$25 per day or receipt) \_\_\_\_\_ days = \$ \_\_\_\_\_

Incidentals (\$10 per day or receipt) \_\_\_\_\_ days = \$ \_\_\_\_\_

**TOTAL ADVANCE REQUESTED: \$** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Village of Chester Commission Expense Claim (2024)

Name: \_\_\_\_\_

Date(s) of Function: \_\_\_\_\_

Function: \_\_\_\_\_

TRAVEL	Quantity	Rate	Cost	Subtotal
Mileage	km	\$0.5838	\$	\$
Parking			\$	\$
Tolls			\$	\$
<b>Total Travel</b>				<b>\$</b>

LODGING	Quantity	Rate	Cost	Subtotal
Hotel/Inn	nights	\$	\$	\$
<b>Total Lodging</b>				<b>\$</b>

MEALS	Quantity	Rate	Cost	Subtotal
Breakfast	days	\$15	\$	\$
Lunch	days	\$20	\$	\$
Dinner	days	\$35	\$	\$
Incidentals	days	\$10	\$	\$
<b>Total Meals</b>				<b>\$</b>

OTHER		Subtotal
Description		\$
Description		\$
<b>Total Other</b>		<b>\$</b>

minus Advance (if any) \$(\_\_\_\_\_)

**TOTAL EXPENSE CLAIM:** **\$** \_\_\_\_\_

I hereby certify that the expense(s) claimed are correct and that the expenditure was incurred on government business.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## Schedule 8.2 (b)



# Village of Chester Commission Hospitality Policy (2024)

## 1.0 Purpose

The Village of Chester recognizes that gifts and hospitality related activities are, at times, appropriate and legitimate expenses to support the Village's strategic and business objectives. The offering of gifts and hospitality will be done in such a manner to safeguard the appropriate use of public funds.

## 2.0 Policy Statement

This policy provides direction and guidance with respect to the offering of hospitality in an accountable and economical manner for the facilitation of government business and/or for reasons of diplomacy, protocol, business development, or promotional advocacy and not provide any personal benefit to commissioners or employees of the Village.

## 3.0 Hospitality

3.1 "Hospitality" and "hospitality event" is defined in this policy as a reception, ceremony, conference or other group event that involves hosting individuals from outside the Village. Hospitality may be offered under the following circumstances:

- a) Hosting dignitaries;
- b) Engaging in official public matters with representatives from other governments;
- c) Hosting business, industry/labour leaders, or other community leaders;
- d) Sponsoring or hosting conferences;
- e) Hosting ceremonies or recognition events; and
- f) Other official functions, as approved by the Village Commission.

3.2 "Hospitality expense" is defined in this policy as the cost of meals/catering and beverages, rented meeting space/accommodation, gifts, event staffing, and other expenses associated with the act of holding, hosting, or sponsoring a hospitality event.

### 3.3 Alcohol

a) While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event requires prior approval by the Village Commission.

b) All representatives and employees of the Village are expected to act responsibly in the care and well-being of themselves and their guests with respect to the provision of alcohol. Food must be served at all events where alcohol is provided for hospitality purposes, and non-alcoholic beverages must also be available.

c) All applicable liquor laws and licensing requirements must be adhered to in addition to the principles of this policy.

d) Per the Reimbursement Policy, alcohol is not an allowable expense for commissioners or employees of the Village while travelling for Village business.

### 3.4 Gifts

a) For reasons of diplomacy, protocol, business development, or promotional advocacy, the giving of token gifts to individuals who are not employees or representatives of the Village is sometimes appropriate.

b) Any giving of individual gifts exceeding \$50 in value requires prior approval by the Village Commission.

## 4.0 Prior Authorization

4.1 Subject to this policy, all hospitality events require prior authorization by the Village Commission. A hospitality event requires the following information for prior authorization:

- a) Rational/purpose of the event;
- b) Estimated number of attendees and their respective affiliations;
- c) If alcohol is to be provided at the event, reasons the provision of alcohol is appropriate and warranted in the circumstances; and
- d) Estimate itemized hospitality expenses, including gratuities and supplementary expenses.

- 4.2 In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and a document outlining the reasons prior approval was not possible.

## 5.0 Submission of Expenses


- 5.1 It is preferred that hospitality expenses shall be incurred directly by the Village by way of direct billing or use of the corporate credit card and not by way of reimbursement of expenses incurred by a commissioner or employee.
- 5.2 Any hospitality expenses incurred by individuals must be submitted on a Hospitality Expense Claim form. The completed expense claim must be submitted to the appropriate signing authority within 30 days after the hospitality event, along with a copy of the approved authorization documentation or explanation, per clause 4.1 and 4.2.

## 6.0 Reporting Requirements

- 6.1 In accordance with the *Municipal Government Act*, a Hospitality Expense Report that describes all the hospitality expenses incurred by the Village will be prepared for each fiscal quarter and posted on the Village website within 90 days of the end of each quarter.
- 6.2 By September 30<sup>th</sup> of each year, prepare and file an annual summary report of the previous fiscal year with the Minister of Municipal Affairs.
- 6.3 The Village Commission shall review this policy annually for presentation at the Annual Public Meeting and either re-adopt or amend the policy.

<b>Approved: Jun 18, 2024</b>	<b>Motion # 24-047</b>
<b>Amended:</b>	<b>Motion #</b>

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

  
 \_\_\_\_\_  
 Clerk/Treasurer

Jun 19, 2024  
 \_\_\_\_\_  
 Date

**Schedule 8.3****Village of Chester****Property Tax Exemption Policy *2025 Draft Amendment***

The *Municipal Government Act*, Section 69, permits a Municipality to grant a tax exemption for low-income earners. Sections 429 and 440(1) permit a Village to do the same.

**1.0 Scope**

It shall be the policy of the Village of Chester to have clear terms and conditions to provide annual partial property tax relief for low-income property owners.

1.1 Income means a person's total income (total income before deductions) from all sources for the calendar year preceding the fiscal year of the Village of Chester, excluding any allowances paid pursuant to the War Veterans Allowance Act (Canada) or Pension paid pursuant to the Pension Act (Canada) and includes:

- i. The income of all assessed owners, their spouse(s), including common law spouses who occupy the property as their principal residence;
- ii. The income from members of the same family residing in the same household, who contribute to the household expenses; and
- iii. Those who hold an interest in the property and contribute to the household expenses.

1.2 Owner and those who hold an interest in the property includes:

- i. The person assessed for the property;
- ii. A person who holds title including a part owner, joint owner, tenant in common, or joint tenant of the property; and
- iii. A person with a life interest in the property; and
- iv. A person with a matrimonial interest.

Not included are those with a leasehold interest and those with an interest under an agreement of purchase and sale.

1.3 Principal Residence is the ordinary place of residence for a greater part of the year of an owner as well as an owner in a hospital or nursing care facility, unless that person has not slept at the property for a period of two (2) years or more, or unless the property has been rented to paying tenants, in either of which event, the property shall be deemed to cease being the owner's ordinary place of residence.

- 1.4 Same family in section 1.1(ii) defined as including, but not limited to children, or stepchildren connected to at least one of the legally married or common-law couples included in 1.1(i).

**2.0** The Director of Finance of the Municipality shall grant an exemption as follows:

- i. For owners with an income Level of \$20,000 or less the exemption shall be the lesser of ~~\$524.00~~ **\$536** or the tax on the Village of Chester area rate only.
- ii. For owners with an income Level of \$20,001 to \$29,999 the tax exemption shall be the lesser of ~~\$366.00~~ **\$374** or the tax on the Village of Chester area rate only.
- iii. For owners with an income Level of \$30,000 to \$40,000 the tax exemption shall be the lesser of ~~\$262.00~~ **\$268** or the tax on the Village of Chester area rate only.

**3.0** A person or persons applying for an exemption must:

- i. Make an affidavit:
  - a) Regarding his/her income from all sources in the calendar year preceding the Municipal taxation year for which the exemption is sought. Satisfactory verification of income must be presented to substantiate the exemption. Exemption form attached as Schedule "A".
  - b) Verify that any person who either holds an interest in the property or are family members residing in the same household, whose income is not included in household income pursuant to clause 1.1 (ii), does not contribute to paying household expenses.
  - c) Provide satisfactory verification of income to substantiate the exemption. Satisfactory evidence includes a CRA notice of assessment, GST/HST credit notice, and copy of tax return prepared by a third-party tax preparer.
- ii. Apply for the exemption each year prior to March 31<sup>st</sup> of the Municipal taxation year.

**4.0** The exemption shall only apply to a property where at least one of the assessed owners occupies it as his/her principal residence.

**5.0** Prior to an exemption being granted, all outstanding debts to the Municipality, which are not a lien on the property, shall be paid in full. This would include any fees such as building permit fees, landfill tipping fees, recreation fees, etc.

**6.0** A refusal to grant an exemption pursuant to this Policy may be appealed to Village Commission.

**7.0** Annually, tax exemption income levels and the exemption amounts will be adjusted as follows:

- i. Annual adjustments in the income levels, below which an exemption for taxation is granted, will be adjusted by either the annual increase in CPI for Nova Scotia or to the extent that village commission considers appropriate.
- ii. Annual adjustments in the scale of exemption amounts granted will be adjusted by either the annual increase in the average residential tax bill for the general tax rate, and waste collection and disposal area rate, and the tax on the Village of Chester area rate, or to the extent that village Commission considers appropriate.

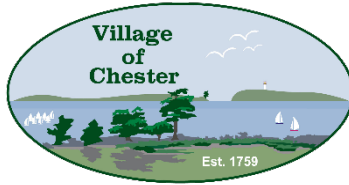
<b>Approved: Jul 8, 2020</b>	<b>Motion # 20-230</b>
<b>Amended: Sep 24, 2020</b>	<b>Motion # 20-259</b>
<b>Amended: Oct 13, 2021</b>	<b>Motion # 21-132</b>
<b>Amended: Oct 12, 2022</b>	<b>Motion # 22-117</b>
<b>Amended: Nov 8, 2023</b>	<b>Motion # 23-115</b>

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

\_\_\_\_\_  
Clerk/Treasurer

\_\_\_\_\_  
Date

## Schedule 8.4



### Village of Chester Commission Memorandum April 9, 2025

## RE: Parking on Lido Lawn

### Issue Summary

It was brought to staff's attention that users of the nearby wharf frequently park on the grass of the parkette between the Lido/Public Washroom building and the parking lot, raising the question of public safety for those using the parkette. The Village owns this property. See photo below as an example:



### Background

The wharf in question, barely visible in the far right of this photo, is typically used by pleasure boaters. Parking is at a premium in the Parade Square area, with the Chester Yacht Club, public washroom, Lido Pool and the wharf contained in a small area.

The first car in the photo is stopped right next to a picnic table. There are picnic tables and benches throughout the park green space for public use. This kind of unofficial mixed use could result in a vehicle injuring a member of the public (possibly resulting in an injury claim on the Village insurance) or damaging the furniture and lawn.

### **Options**

1. The Commission may wish to consider installing plants/shrubs or a low fence to discourage drivers from encroaching so far onto the grass.
2. The Commission also may wish to consider creating parking spaces in the area and moving the lawn furniture to create shared space.
3. The Commission may wish to defer acting to define the space for a future fiscal year.

### **Considerations**

- Financial Impacts
  - The installation of plants and/or fencing would have a cost. Estimated costs can be sourced upon request and a funding source be recommended.
- Policy Impacts
  - As a public sector entity, the Village Commission is responsible for risk management on its properties for public safety.

### **Recommendation**

Staff await direction from the Commission on next steps, if any.