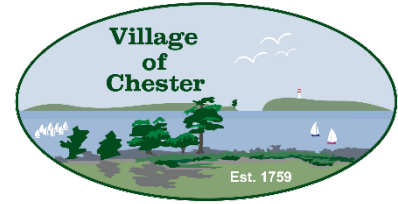


Agenda

Chester Village Commission Monthly Meeting
Wednesday, July 16, 2025 @ 5:00 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 Annual General Meeting: Jun 11, 2025

p. 3

4.2 Monthly Commission Meeting: Jun 11, 2025

p. 7

5.0 Business Arising – Nil

6.0 Correspondence

6.1 Chester Fire Services Committee re: Boat Sale Proceeds

p. 12

6.2 Municipal Affairs: Training '2 Items + 1 Ask'

p. 17

6.3 Association of Nova Scotia Villages: Board of Directors

p. 19

7.0 Reports and External Committees

7.1 Report from the Chair

7.2 Clerk/Treasurer Report, with 2025/26 Q1 Budget Variance

To come

7.3 Chester Fire Services Committee – *minutes for information*

p. 33, 37

7.4 Lunenburg County Accessibility Committee – Chair Pauley

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 – Nil

9.0 Commissioner Roundtable

10.0 In-Camera

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

11.0 Resumption of Public Meeting

- Report in public session per Section 408B(3) of the *MGA*

12.0 Adjournment

Next Meeting(s)

- Monthly: Aug 20, 2025 @ 5:00 pm – 27 Pleasant St & Livestream
- Monthly: Sep 17, 2025 @ Time TBD – 27 Pleasant St & Livestream

Schedule 4.1**Minutes DRAFT****Village Commission Annual General Meeting****Wednesday, June 11, 2025 – 6:30 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 (C/T)
 Maxine Veinot, Recording Secretary

Guests: Councillor Tom Bremner, MODC District 3
 Colin MacDonald, Chair, Chester Fire Services Committee (CFSC)
 Wilson Fitt, Fire Station Project Director, CFSC
 Nancy Hatch, Member, CFSC
 Chief Cody Stevens, Chester Volunteer Fire Department
 Darcy Hiltz, Chester Swim Program

1.0 Call to Order

Chair Pauley called the meeting to order at 6:30 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 Approval/Amendment of Agenda

Motion #25-048: Commissioner Nauss moved; Commissioner L Mulrooney seconded: That the Agenda of the June 11, 2025 Annual General Meeting be approved as presented.

Motion carried

3.0 Auditor's Report**3.1 2024/25 Financial Statements**

Lawrence Lake of Morse Brewster Lake presented the Draft 2024/25 Audit Report and Financial Statements ([Schedule 3.1](#)).

Mr. Lake reviewed the Audit Report and stated that, in the auditor's opinion, the financial statements present fairly in all material respects, the financial position of the Village of Chester, in accordance with the Canadian Public Sector Accounting Standards.

The financial statements prepared on a consolidated basis, and include operating funds, reserve funds and 50% ownership of the Chester Fire Services Committee.

Motion #25-049: Commission Vice-Chair O'Malley moved; Commissioner Nauss seconded: That the Village of Chester Commission approve the 2024/25 Audit Report as submitted by Morse Brewster Lake and authorize the Commission Chair and Clerk/Treasurer to sign the Financial Statements.

Motion carried unanimously.

4.0 New Business

4.1 Approved 2025/26 Village Commission Budget

The Clerk/Treasurer introduced the approved Village budget (v.5 Final), included for information, with an unchanged tax rate of \$0.0777/\$100 of assessment ([Schedule 4.1](#)).

4.2 Annual Review of Reimbursement Policy

The Village Commission re-affirmed the 2024 policy on May 21, 2025, with no changes except the Provincial mileage rate as permitted by the policy, on May 21, 2025. Included for information ([Schedule 4.2](#)).

4.3 Annual Review of Hospitality Policy

The Village Commission re-affirmed the 2024 policy on May 21, 2025, with no changes. Included for information ([Schedule 4](#)).

5.0 Reports

5.1 Chair's 2024/25 Report

Chair Pauley submitted her overview report of the previous fiscal year ([Schedule 5.1](#)).

Chair Pauley stated the transition of the the Fire Department oversight to a new corporate body – the Chester Fire Services Committee – took place in 2024-25.

Accessibility Act compliance is being worked on with the help of several grants (public washrooms and Lido Pool) received from governments.

The outer wall repairs at the Lido Pool have been completed.

The Commission is working on being more visible to the electors and also building on the relationship with the Municipality of Chester.

Chair Pauley was please to report that work has begun on the Strategic Planning for the Village.

5.2 Clerk/Treasurer's 2024/25 Report

C/T McCallum submitted her overview report of the previous fiscal year ([Schedule 5.2](#)).

Clerk/Treasurer stated that the 2025 election was to be for two Commission seats. However, there were two nominations received for the two seats, and therefore they were elected by acclamation and there will not be election days. Welcome back to Randall O'Malley and Laura Mulrooney.

The Village staff continue to support the Chester Fire Services Committee in management and administration. This arrangement was recently renewed.

5.3 Chester District Swim Program 2024 Report

Darcy Stevens provided a 2024 report for information ([Schedule 5.3](#)).

5.4 Chester Fire Services Committee 2024/25 Report

A 2024/25 overview report from Chief Cody Stevens of the Chester Volunteer Fire Department was provided for information ([Schedule 5.4](#)).

Chief Stevens reported that there were 295 emergency calls received in 2024 and that training events were held many times throughout the year with and without neighbouring fire departments.

Chief Stevens was pleased to report the possibility of a ladder truck being purchased and shared amongst the Municipality's departments.

6.0 Public Forum

Commissioner L Mulrooney (who works with newcomers to Nova Scotia) asked Darcy Stevens if there were any of Chester's new Canadians in the swim program: Ms. Stevens reported that two were enrolled to date.

7.0 Adjournment

There being no further business, the Annual General Meeting was adjourned at 6:55 pm.

Commission Chair
Geraldine Pauley

Clerk/Treasurer
Heather McCallum

DRAFT

Minutes DRAFT

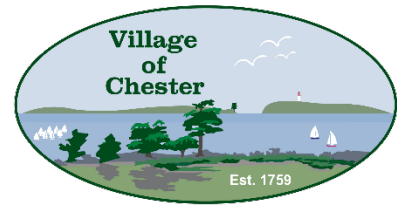
Village Commission Monthly Meeting

Wednesday, June 11, 2025 – 7:00 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 (C/T)
Maxine Veinot, Recording Secretary

1.0 Call to Order

In lieu of a Commission Chair, Clerk/Treasurer McCallum called the June Monthly Meeting to order at 7:02 pm.

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 Swearing-in of Commissioners-elect

Commissioners-elect Laura Mulrooney and Randall O'Malley were sworn into office by the Clerk/Treasurer, in her capacity as a NS Commissioner of Oaths (*see sample document Schedule 2.0*). The new Village Commissioners each signed the Code of Conduct Policy declaration.

3.0 Annual Election of Chair and Vice-chair

The Clerk/Treasurer noted that *Municipal Government Act* 408(1) requires that: "The village commissioners shall, at their first meeting after an election, elect a chair and a vice chair."

C/T McCallum called for nominations for Commission Chair. One nomination was received from the floor, and the call was repeated three times.

She declared that:

[Commissioner Geraldine Pauley is acclaimed as the Chair of the Commission.](#)

C/T McCallum called for nominations for Commission Vice-chair. One nomination was received from the floor, and the call was repeated three times.

She declared that: [Commissioner Randall O'Malley is acclaimed as the Vice-chair of the Commission.](#)

The C/T turned the chairing of the meeting over to Chair Pauley.

4.0 Approval/Amendment of Agenda

Motion #25-050: Commissioner Nauss moved; Commissioner O'Malley seconded: That the Agenda of the June 11, 2025 Regular Monthly Meeting be approved as presented.

Motion carried unanimously.

5.0 Approval/Amendment of Minutes

5.1 Monthly Commission Meeting: Wednesday, May 21, 2025

Motion #25-051: Commissioner Nauss moved; Commissioner L Mulrooney seconded: That the Minutes of the May 21, 2025 Regular Monthly Commission Meeting be approved as presented.

Motion carried unanimously.

6.0 Business Arising

6.1 Request for Decision: Community Grant Overlooked Applicant

C/T McCallum reported that a sixth grant application had been received and requested direction ([Schedule 6.1](#)).

Commission L Mulrooney declared a conflict of interest and left the meeting table to sit in the public gallery.

Motion #25-052: Commissioner T Mulrooney moved; Commissioner Nauss seconded: That the Commission rescind the awarding of a \$1,000 2025/26 community grant from the Visitor Information Centre AND award the funds to the Chester Farmers & Artisans Market for their Customer Appreciation BBQ in the amount of \$700 from the Celebrations/Community Grants budget line.

Discussion was held.

AMENDMENT - Motion #25-052: Commissioner Nauss moved; Commissioner O'Malley seconded: That the Chester Farmers & Artisans Market receive a \$1,000.00 grant.

Motion carried unanimously.

Commissioner L Mulrooney rejoined the meeting table.

Motion #25-053: Commissioner O'Malley moved; Commissioner Nauss seconded: That a maximum of \$3,000.00, unspent funds for the AGM and/or Election in the 2025/26 Village Budget be re-allocated to the Visitor Information Centre budget to be returned if not required.

Motion carried unanimously.

6.2 External Committee Re-appointments

External appointments to two Municipality of the District of Chester committees required renewal with the re-election of Commissioners L. Mulrooney and O'Malley.

- Equity, Diversity & Inclusion Advisory

Motion #25-054: Commissioner Nauss moved; Commissioner T Mulrooney seconded: That the Village Commission re-appoint Commissioner Laura Mulrooney to be its representative on the Municipality of Chester's Equity, Diversity & Inclusion Advisory Committee.

Motion carried unanimously.

- Village Planning Advisory

Motion #25-055: Commissioner Nauss moved; Commissioner O'Malley seconded: That the Village Commission reappoint Commissioner Randy O'Malley to be its representative on the Municipality of Chester's Village Planning Advisory Committee.

Motion carried unanimously.

7.0 Correspondence – Nil

8.0 Reports

8.1 Report from the Chair

Chair Pauley stated her report given at the Annual General Meeting prior to this meeting also stands for this meeting.

8.2 Clerk/Treasurer Report

C/T McCallum presented the monthly activity and financial overview reports (*Schedule 8.2*).

- IT Supplier: The report included an update memo on the recommended change of IT back-end supplier from the Municipal Joint Services Board. The cost in the 2025/26 Budget will not be increased by the change.

Motion #25-056: Commissioner Nauss moved; Commissioner O'Malley seconded: That G23 Technologies be contracted to replace the Municipal Joint Services Board as the Village Commission's IT supplier for a rate of \$250/month + HST plus Microsoft and antivirus licenses, with the transition to take place by the end of July 2025.

Motion carried unanimously.

8.3 Chester Fire Services Committee (CFSC)

The CFSC's approved minutes of May 7, 2025 were shared for information ([Schedule 8.2](#)).

(www.chesterfirecommittee.ca)

8.4 Lunenburg County Accessibility Advisory Committee (LCAAC)

Chair Pauley reported that there was no meeting in May. The LCAAC approved minutes of Apr 2, 2025 were shared for information ([Schedule 8.4](#)).

(www.accessiblelunenburgcounty.ca)

8.5 MODC Village Planning Advisory Committee (VPAC)

Vice-chair O'Malley reported there was no meeting this past month. There were no recent minutes to share for information.

([Chester Village Planning Advisory Committee 2025](#))

8.6 MODC Equity, Diversity & Inclusion Advisory Committee (EDIAC)

Commissioner L. Mulrooney reported that there was a meeting last night, June 10, 2025, but she was unable to attend. There has been an issue getting quorums for these meetings. There were no recent minutes to share for information.

([EDI Advisory Committee 2025](#))

9.0 New/Other Business

9.1 Lunenburg County Senior Safety Program: Membership

Chair Pauley reported that the Senior Safety Program is seeking new members ([Schedule 9.1](#)). If a Commissioner knows of anyone who may be interested, please pass on the information to the Chair.

10.0 Commissioner Roundtable

- Commission Chair Pauley noted that a public service announcement about the Visitor Information Centre (VIC) will be on the Hubbards Cove FM radio station. The VIC was also featured in the *South Shore Bulletin* newspaper, and it will be in the next edition in *The Masthead*.
- Commissioner L Mulrooney reported that the Zoé Vallé Memorial Library has reopened and will have an open public area.

She also noted that the Chester Lighthouse Food Bank has added a monthly night food bank to allow working people to use it. (The evening hours are posted on their Facebook page.)

11.0 In-Camera – Nil

12.0 Resumption of Public Meeting – Nil

13.0 Adjournment

There being no further business, the meeting was adjourned at 7:41 pm.

Please note that the Commission agreed by consensus to hold the summer Monthly Meetings an hour earlier at 5:00 pm instead of 6:00 pm.

Next Meeting(s)

- **Monthly:** July 16, 2025 @ 5:00 pm – 27 Pleasant St & Livestream
- **Monthly:** Aug 20, 2025 @ 5:00 pm – 27 Pleasant St & Livestream

Commission Chair
Geraldine Pauley

Clerk/Treasurer
Heather McCallum



**Chester Fire Services
Committee**

c/o Village of Chester
27 Pleasant Street, PO Box 620
Chester, NS B0J 1J0

July 7, 2025

Geraldine Pauley, Chair
Village of Chester Commission
27 Pleasant Street, PO Box 620
Chester, NS B0J 1J0

Re: Proceeds from Sale of Surplus Fire Boat

Dear Geraldine,

As the Commission is aware, there is a Request for Proposals out seeking bids to purchase the surplus Boston Whaler fire rescue boat. The closing date is July 31, 2025. The Village of Chester is the registered owner of the boat and the decision to award is the Village's.

The Chester Fire Services Committee is requesting that the Village Commission donate the proceeds from the sale to the Committee for the Apparatus Reserve, as the boat was considered part of the fleet used by the Chester Volunteer Fire Department (CVFD).

You may be interested to know that the CVFD is in discussions with other fire departments in the Municipality on potentially getting a new fire boat as a shared resource at the Municipality's Fire Advisory Committee. The Committee will advise when we hear how these discussions plan out.

Please let us know if you would like to discuss the Committee's request further.

Sincerely,

A handwritten signature in black ink, appearing to read 'Colin MacDonald', written over a large, stylized, light-colored watermark of the signature.

Colin MacDonald, Chair
Chester Fire Services Committee





Village of Chester Commission

27 Pleasant Street, PO Box 620, Chester, NS B0J 1J0

Tel: 902-275-4482

www.villageofchesterns.ca

Village of Chester/Chester Fire Services Committee

Request for Proposal

Sale of Surplus Fire Rescue Boat – 1986 Boston Whaler

RFP # VOC-2025-03

Issue date: Wednesday, June 25, 2025

Closing date: Thursday, July 31, 2025 at 1:00pm Atlantic



**Chester Fire Services
Committee**

Village of Chester/Chester Fire Services Committee Request for Proposal: Sale of Surplus Fire Rescue Boat

1. Overview

The Village of Chester and Chester Fire Services Committee have identified the following equipment as surplus to the needs of the Chester Volunteer Fire Department:

- **One (1) 1986 Boston Whaler**



The vessel has been out of commission as a rescue boat since Spring 2023.

2. Specifications

- See Appendix B, “Condition and Valuation Survey Report” for details on the Whaler.
- Its **two Honda 135HP outboard gas motors** and an accessory **Shore 2015 boat trailer** are included in the sale.

3. Viewing

- Photos of the boat may be seen in comprehensive detail in Appendix B.
- In-person viewing of the boat will be available on Saturday, July 26, 2025 between 10:00 am and 12:00 pm at the Chester Volunteer Fire Department, 149 Central Street, Chester Nova Scotia. You **MUST** pre-book.
- Interested parties may register to attend the viewing by emailing heather.mccallum@villageofchesterns.ca. In the event of inclement weather, all registered parties will be advised via email of an alternate time to attend.
- Special arrangements to view the boat at an alternate time may or may not be possible; inquiries should be directed to the same email.

4. Conditions

- 4.1 Appendix B, the “Condition and Valuation Survey Report” from Superior Marine Surveys, May 27, 2023, is attached for reference and full disclosure.
- 4.2 This boat is being sold as-is, where-is, with no warranty or guarantee given or implied.
- 4.3 This is a sale for the boat, trailer, and two motors. It does not include any removeable equipment required to operate it as a fire rescue boat.
- 4.4 The purchaser is responsible to submit HST to the Provincial government upon transfer of ownership.

5. Questions

- Questions on the boat may be sent to chief@chesterfd.ca.
- Questions on the Request for Proposal process may be sent to heather.mccallum@villageofchesterns.ca

6. Proposal Submission

- 6.1 Proposals must be submitted on the supplied form by 1:00 pm local time on Thursday, July 31, 2025 and be clearly marked "Request for Proposal, Surplus Rescue Boat" and bearing the name and address of the proponent.
- 6.2 All submissions are to be signed by a person with the authority to make commitments on the proponent's behalf.
- 6.3 Proposals may be delivered to the following address during regular business hours (9:00am-1:00pm, Monday through Friday):

Chester Fire Services Committee
c/o Village of Chester
Attn: Heather McCallum, Clerk/Treasurer
27 Pleasant Street, Chester, NS, B0J 1J0

OR

Proposals may be submitted electronically to:
heather.mccallum@villageofchesterns.ca. For electronic submissions to be considered accepted, email applications must be received by the closing date and time, and you must receive a confirmation email from the Village.

- 6.4 Where a formal proposal has been received before the specified date and time of proposal closing, amendments to the proposal by email are acceptable, provided that such amendments are received prior to the specified proposal closing time.
- 6.5 The Village will not be responsible for any failure to receive a proposal on time, regardless of the cause. No amendment of change to proposals will be accepted after the closing date and time.
- 6.6 Proposals shall be irrevocable for thirty (30) days following the closing date and shall be retained by the Village of Chester. Should acceptance not be made within this period, the Proponent may, at their option, rule the Proposal invalid.

7. Evaluation

- 7.1 The highest or any tender will not necessarily be accepted. Neither elected officials nor employees of the Village of Chester are eligible to bid.
- 7.2 Bids will be scored based 100% on the price bid.
- 7.3 The Village reserves the right to provide a 5% of bid allowance for companies and organizations with business locations within the Municipality of Chester.
- 7.4 All offers are potentially subject to approval by the Minister of Municipal Affairs. If such approval is necessary, the acceptance of all offers shall be conditional upon receiving said approval.

8. Appendices *[not included here]*

- A. Surplus Rescue Boat – Bid Form
- B. Condition and Valuation Survey Report

***Link to RFP package: <https://procurement-portal.novascotia.ca/tenders/VOC-2025-03>*

Schedule 6.2

From: [Haughn, Jason M](#)
To: [Clerk and Treasurers](#)
Cc: [Barr, Nick](#); [Hyslop, Andrea](#); [MacDonald, Ross](#)
Subject: 2 Items + 1 Ask
Date: July 3, 2025 1:27:07 PM

CAUTION: This email originated from an external sender.

Hello Clerk-Treasurers on the ANSV membership listserv,

We have 2 Items here in this email, with one specific **Ask**

1. Code of Conduct and Commissioners

As you know, all elected village commissioners must complete the mandatory code of conduct training.

We've come to the end of Annual Meeting of the Electors season and that also means Commissioner election season. Many of you may have found yourselves with brand-new commissioners. We're sending this out as a reminder that they are required to complete the mandatory Code of Conduct training provided through NSCC and hosted by NSFAM.

Judy Webber, Director of Events and Member Development with NSFAM has provided the following information on how to complete this process. Any further questions that a commissioner might have for this item specifically would be best directed to NSCC for technical assistance or to NSFAM for any general info.

NSCC is keeping the mandatory training open until we update it prior to the next election. The information on registering will stay up on our NSFAM website.

If you've not already done so – here is the Registration Process:

- 1. Register: Complete the NSCC online registration form [here](#). You'll receive NSCC account setup instructions within 24-48 business hours.*
- 2. Account Setup: The first NSCC email will provide your student ID and temporary password. Follow the instructions to reset your password using the provided NSCC email address*
- 3. Access Brightspace: A second NSCC email will guide you in logging into Brightspace, NSCC's online learning platform. Use your NSCC ID and password. Ignore any references to textbooks.*

For login or password issues contact beth.mccormack@nsc.ca (include your NSCC student ID#).

THE ASK: please ensure that all incoming commissioners have this information and that

they complete this mandatory training ASAP. I would further suggest surveying your incumbent commissioners to confirm that they have completed the training as well.

While the responsibility and accountability rests with individual commissioners, at least one village office I know of has copies of certificates of completion on file for ease of access – if a commissioner misplaces their certificate, if someone from the public inquires, etc., there are copies properly filed that can be easily accessed. It's not a must-have, but it might make life easier down the road.

3. Orientation and On-going training

As always, your governance and advisory team offers training: Orientation for new Commissioners, Refresher workshops for the whole commission and topic-specific training.

I would suggest that if it's been over a year since you've had a training workshop, it might be time for a refresher or a topic not covered yet. Professional development is vitally important and the advisory team offers these services at no cost to your village budget!

Here are some topics to consider:

Village Governance (30 mins)

Village Oversight (30 mins)

Public Meeting Requirements and Private Session Exemptions (45 mins)

Meeting Procedure: Overview (30 mins)

Municipal Conflict of Interest Act (45 mins)

Meeting Procedure: "SMART" Motions (90 mins)

Meeting Procedure: Procedural Potholes (30 mins)

Meeting Procedure: Committees (30 mins if just discussion; 60 mins if doing a strategic review)

Strategic Planning Toolkit (3-4 Hours, usually in two sessions but can be in a single session)

And more...

Reach out to your municipal advisor directly to schedule a session!

Jason

Jason Haughn

Governance and Advisory Services,

Department of Municipal Affairs

PO Box 216

Halifax NS B3J 2M4

902.221.0191

From: [Knickolle Pitcher](#)
To: "directors@ansv.ca"; cats@ansv.ca
Subject: Seeking Nominations for the Director Positions for ANSV
Date: July 7, 2025 5:28:32 PM
Attachments: [BH Logo_FullColour_5c875136-494b-4131-b471-97fb0ee9c51a.png](#)
[SocialLink Facebook_32x32_beed2837-9517-4231-b353-cf8f22d7e641.png](#)
[SocialLink Instagram_32x32_1610939a-6431-4346-950f-2dda9d198e9a.png](#)
[SocialLink LinkedIn_32x32_3410268c-9341-4457-b0af-21e95ee2477d.png](#)
[1024px-Microsoft_Office_Teams_\(2018present\).svg_9b4375c2-a816-4e10-8918-473fe51ad392.png](#)
[ANSV BoD.png](#)
[2024-09-26 - Service NS - ANSV By-law amendment.pdf](#)

You don't often get email from knickolle.pitcher@biblehill.ca. [Learn why this is important](#)

CAUTION: This email originated from an external sender.

Good afternoon,

September will be here before we know it, as will the annual AGM. Writing a brief reminder about the need for nominations for Directors to serve the Association of Nova Scotia Villages. Nominations will be brought to the membership for election at the September AGM. Asking the Clerk and Treasurers to reach out to current commissioners as to their interest in agreeing to the nomination, or, in the case of those currently serving, are they open to re-offering?

Attaching the list of members as well as the by-laws explaining positions, roles, election process, deadlines etc.

Please let me know if you have members who are interested in continuing or offering for the available positions.

Thanks,

Knickolle Pitcher

Commissioner, Village of Bible Hill

Nominating Committee

Knickolle Pitcher
Commissioner



Village of Bible Hill

67 Pictou Road
Bible Hill, Nova Scotia
B2N 2R9

www.biblehill.ca

email: knickolle.pitcher@biblehill.ca

office: [902.893.8083](tel:902.893.8083)

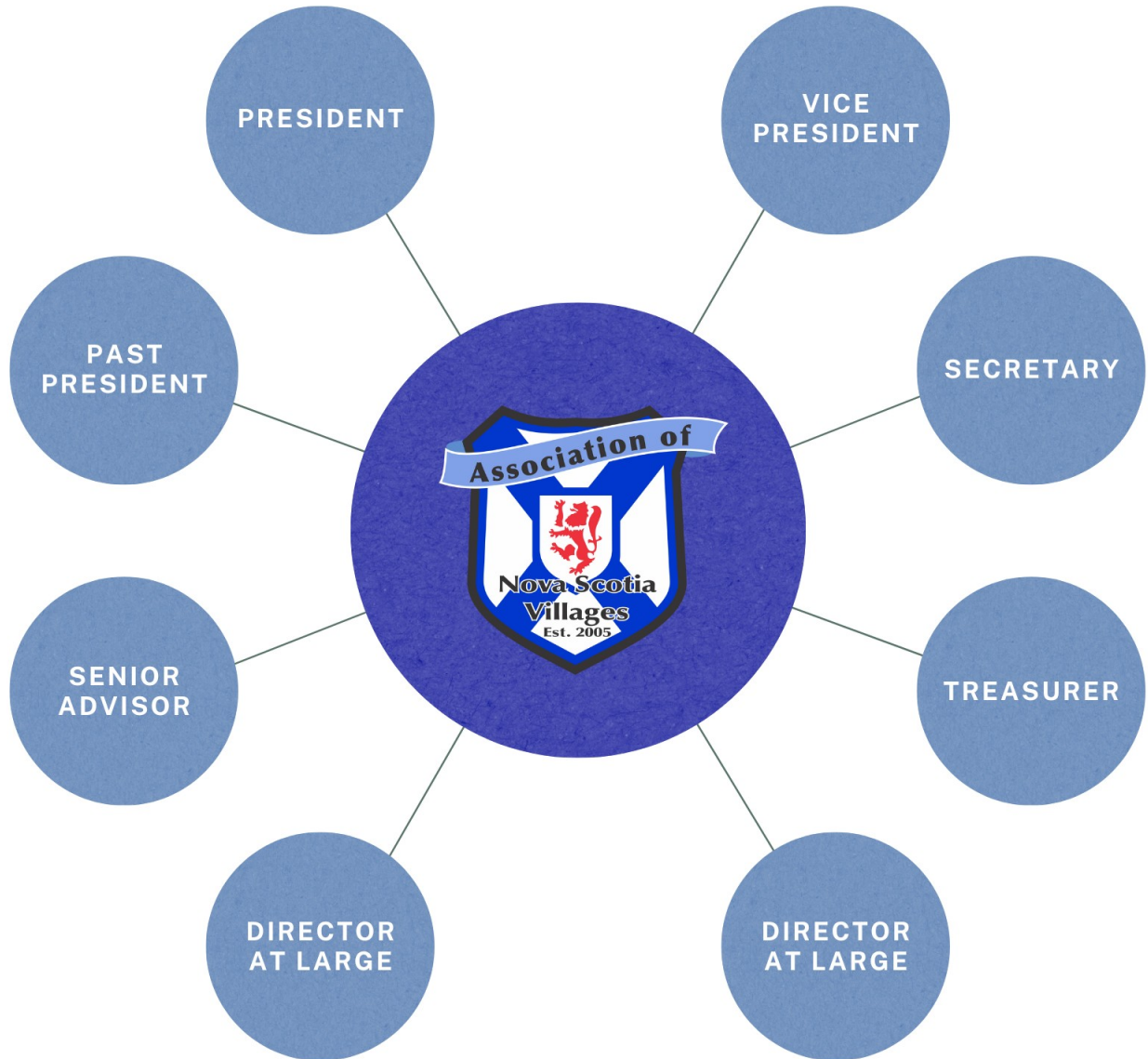
other: [902.843.5292](tel:902.843.5292)



Balance is important. Please do not feel pressure to read, respond, or take action on this email outside of your normal working hours.

This email and any attachments may contain privileged or confidential information and is subject to the Government of Nova Scotia's MGA Part XX privacy requirements. The privilege or confidentiality attached to this email and attachments is not waived by reason of mistaken delivery. If you are not the intended recipient, you must not use, disclose, retain, forward or reproduce this message or any attachments. If you receive this message in error please notify the sender by return email or telephone and destroy and delete all copies. Unless specifically stated, this email should not be construed as a purchase order or an arrangement to provide a service. Opinions in this email do not necessarily reflect the opinions of the Village of Bible Hill. Please consider the environment before printing this message.

ASSOCIATION OF NOVA SCOTIA VILLAGES BOARD OF DIRECTORS - ELECTED BY MEMBERS



Registry of Joint Stock Companies

Association of Nova Scotia Villages
(society name)

I certify that the attached is a true copy of a special resolution duly passed by not less than three-fourths of the members of the society entitled to vote as were present in person or by proxy at a general meeting of the members of the society, held on 2024/09/21
(yyyy/mm/dd)

of which notice of intention to pass the resolution as a special resolution was duly given.

Date: 2024/09/26
(yyyy/mm/dd)

Secretary: Donna Van Kroonenburg
(print or type name)

Donna Van Kroonenburg
(signature)

Memorandum of Association

The name of the Society is: **ASSOCIATION OF NOVA SCOTIA VILLAGES**

On a volunteer and non-profit basis, the Society will seek to achieve these objectives:

Incorporated villages in the Province of Nova Scotia recognize their unique role in providing services to their constituents, as legislated under Part 18 of the Nova Scotia, "Municipal Government Act." Through the Association of Nova Scotia Villages, they are better able to serve their constituents, their community and the wider community, by working together in a cooperative manner.

To explore, develop and coordinate opportunities, to assume an ongoing advocacy role in promoting an awareness of the unique challenges, to create a strong voice for villages within municipal, provincial and federal structures; to develop public policies that address common concerns and issues; to foster communication between all towns, rural municipalities and regional municipalities; and to further enable incorporated villages to fulfil their duties and responsibilities under the Act.

To acquire by way of grant, gift, purchase, bequest, devise or otherwise, real and personal property and to use and apply such to the realization of the objects of the Society;

To buy, own, hold, lease, mortgage, sell and convey such real and personal property as may be necessary or desirable in the carrying out of the objectives of the Society.

Provided that nothing herein contained shall permit the Society to carry on any trade, industry, or business and the Society shall be carried on without purpose of gain to any of the members and that any surplus or any accretions of the Society shall be used solely for the purposes of the Society and the promotion of its objects.

Provided, further, that if for any reason the operations of the Society are terminated or are wound up, or are dissolved and there remains, at that time, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be paid to some other charitable organization in Canada, having objectives similar to those of the Society.

The activities of the Society are to be carried on in the Province of Nova Scotia.

ASSOCIATION OF NOVA SCOTIA VILLAGES

By-Laws

Interpretation

In these bylaws,

“Act” means the Municipal Government Act, Province of Nova Scotia;

“Association” means the Association of Nova Scotia Villages;

“Commissioner” means an elected official to a Village Commission;

“Staff” means the Clerk & Treasurers representing the various incorporated villages in the Province of Nova Scotia;

“Board” means the Board of Directors of the Association of Nova Scotia Villages;

“Member” means a member in good standing of the Association of Nova Scotia Villages

“Special Resolution” means a resolution passed by not less than three-fourths of such members entitled to vote as are present in person, at an annual general meeting or special meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.

(1) **Members of the Association**

Members shall be the incorporated villages in Nova Scotia.

Members shall be in good standing with the Association; that is, member dues shall be paid in full annually.

(2) **Board of Directors**

There shall be a Board of Directors consisting of eight (8) representatives, five (5) from the membership one Past President and one board position. Neither the past President nor one of two board positions **must** be an elected Commissioner.

A Senior Advisor position may be filled to assist in conducting the business of the Association, based on knowledge and experience without regard to whether or not the appointee is an elected Commissioner. All board positions shall be duly nominated and elected at an Annual General Meeting.

The Board of Directors shall consist of the President, the Vice-President, Secretary, Treasurer, two directors, one Past President, and may also include a Senior Advisor.

A Director occupying the positions of President, Vice President, or one of two Directors at Large, shall be a person elected to an incorporated village in Nova Scotia. A Director occupying the position of Secretary, Treasurer, Past President, one of two Directors at Large, or Senior Advisor may or may not be an elected Commissioner.

The incorporated village shall be a member in good standing with the Association; that is, member dues shall be paid in full annually.

Staff employed by a Village that has a Commissioner as a Director shall be ex-officio members of the Board of Directors. They will not have voting privileges.

(3) Responsibilities of the Board of Directors

President

The President shall preside at all meetings of the Association; shall be the contact person of the Association; shall supervise standing committee chairpersons, providing advice, support, evaluation of progress on work assignments and feedback as needed; shall maintain an open line of communication with Association members; shall be the spokesperson for the Association; shall be ex-officio on all committees.

Vice President

In the event the President is unavailable to perform the responsibilities of office, the Vice President will do so. Other duties may be assigned by the Board of Directors and/or the Association membership at an Annual General Meeting.

Secretary

The Secretary shall maintain a written record of Association meetings, attendance and activities; and other duties as assigned by the Board of Directors and/or the Association membership at an Annual General Meeting.

Treasurer

The Treasurer shall maintain and be responsible for the books of account, including accounts payable and receivable, bank deposits, and other duties as assigned by the Board of Directors and/or the Association membership at an Annual General Meeting.

Past President

The Past President shall provide advice and guidance to the Board or other duties as assigned by the Board. The Past President shall be a voting member of the Board of Directors.

Directors at Large

The Directors at Large shall be voting members of the Board of Directors.

Senior Advisor

The Senior Advisor position may be filled in any given year, depending upon the availability and willingness of a capable individual to serve and the perceived need. If the position is filled, the Senior Advisor shall serve as a resource to the Board of Directors, providing information, advice and assistance as required. The Senior Advisor shall be a voting member of the Board of Directors.

(4) Terms of Office

Terms of Office for the Board of Directors shall be for a one-year term. This term may be renewed.

(5) Election of Board of Directors

Election of the Board of Directors shall take place at the Annual Meeting.

Nominating Committee: the up to 5-member nominating committee shall be elected at the Annual Meeting for the Election for the upcoming year, after the election of the Board of Directors. A member of the Board of Directors shall not be elected to the nominating committee.

A member of the nominating committee shall not be barred from becoming a nominee for office.

Prior to submitting its nomination report, the nominating committee shall contact each person whom it wishes to nominate in order to obtain their acceptance of nomination.

The nominating committee report shall be given by written notice to the membership 30 days prior to the Annual General Meeting.

The nominating committee report shall consist of nominations for all elected offices.

The Chair of the nominating committee shall give the nominating committee report at the Annual General Meeting when called upon to do so.

After the nominating committee has presented its report, election of President shall take place, and before the election for the office of President, the current President shall repeat the name submitted by the nominating committee and call for further nominations. After the close of nominations, the election of President shall take place by ballot.

This procedure shall be followed for the remaining seats on the Board of Directors.

After election of the Board, the newly elected Board shall take office.

(6) The removal and appointment of directors

The Society may, by special resolution, appoint any director to hold office where there is a vacancy. The Society may, by special resolution, remove any director before the expiration of the period of office and appoint another person in their stead. The person so appointed shall hold office during such time only as the director in whose place they are appointed would have held office if they had not been removed.

(7) Remuneration

There shall be no remuneration from the Association for representatives on the Board of Directors, standing committees or ad hoc committees.

(8) Meetings

Meetings are normally conducted using the rules of Parliamentary Procedure. For the purposes of this Association, “Roberts Rules of Order” shall be referenced.

(9) Quorum

The Association shall have a quorum of 50 per cent plus one at all meetings of the Association.

(10) Annual General Meetings of the Association of Nova Scotia Villages

The Annual General Meeting shall take place once a year. The Secretary shall give written or electronic notice to the membership of the annual general meeting 30 days prior to the Annual General Meeting. The notice shall state the location, time, date, the purpose of the meeting and the intention to propose any special resolutions.

Each member Village shall appoint a delegate who shall have a vote at the Annual General Meeting.

(11) Special Meetings of the Association of Nova Scotia Villages

A Special Meeting of the Association may be called by the President or by the directors at any time, and shall be called by the directors if requested in writing by at least twenty-five per centum (25%) in number of the members of the Association. The Secretary shall give written or electronic notice to the membership of the special meeting 30 days prior to the special meeting. The notice shall state the location, time, date, the purpose of the meeting and the intention to propose any special resolutions.

BOARD OF DIRECTORS

(12) Board of Directors Meetings

The Board of Directors shall meet a minimum of three times a year, with additional meetings as required. These meetings may be held by alternative means such as telephone or virtual conference calls.

(13) Special Meetings of the Association of Nova Scotia Villages

Special meetings of the Board of Directors may be called by resolution or consensus, including a contingent resolution or consensus, of the Board a

previous meeting three or more days in advance of additional or special meeting.

(14) Committee Meetings of the Board of Directors

The Association's Board of Directors shall have the authority to appoint sub-committees for specific tasks or duties related to planning or carrying out the instructions of the Association.

These committees may be standing committees or ad hoc committees.

Committees shall meet on a scheduled date as agreed to by committee members. Committee work is to be reported to each meeting of the Board of Directors.

Committees may draw members from outside the Association for the purpose of meeting their mandate(s).

Committees shall have their assignments and responsibilities outlined in writing by the Association, with copies supplied to all committee members.

Committees shall review and evaluate these assignments periodically.

(15) Special Assignments

The Association may, after consultation, assign specific duties to members or to non-members.

Special assignments would be administered through the Board of Directors.

The Board of Directors shall have the authority to obtain professional support as required.

(16) Funds

The Board of Directors, on behalf of the Association's membership shall have the authority to receive and disburse funds.

(17) The exercise of borrowing powers

The borrowing powers of the Society may be exercised by special resolution of the members.

(18) Financial reporting

The Treasurer shall make a written report to the members as to the financial position of the Society and the report shall contain a balance sheet and statement of operations. An appointed person with financial competence other than the Treasurer shall make a written report to the members upon the balance sheet and operating account, and in every such report, he shall state whether, in his opinion, the balance sheet is a full and fair balance sheet containing the particulars required by the Society and properly drawn up so as to exhibit a true and correct view of the Society's affairs, and such report shall be read at the annual meeting. A copy of the balance sheet, showing the general particulars of its liabilities and assets and a statement of income and expenditure in the preceding year, with the earlier referenced statement and signature of the appointed person and signature of the Treasurer, shall be filed by the Treasurer with the Registrar within fourteen days after the annual meeting in each year as required by law.

(19) Custody of the society seal

The seal of the Society shall be in the custody of the Secretary and may be affixed to any document upon resolution of the Board of Directors.

(20) Execution of Contracts

Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Society by the President or the Vice President and the Secretary, or otherwise as prescribed by resolution of the Board of Directors.

(21) Preparation and custody of all society books and records

Preparation of minutes, custody of the books and records, and custody of the minutes of all the meetings of the Society and of the Board of Directors shall be the responsibility of the Secretary. Preparation of the books of account, financial statements, custody of the books of accounts and financial records, shall be the responsibility of the Treasurer.

(22) Inspection of Records

The books and records of the Society may be inspected by any member at any reasonable time within two days prior to the annual general meeting at the registered office of the Society.

(23) Dues and Fees

Membership dues shall be paid annually to the Association on or before August 31st of each year.

Membership dues shall be based on the population of the member village.

Up to 1000 residents
 1001 to 2000 residents
 2001 to 3000 residents
 Over 3000 residents

The amount of the dues is to be determined by policy by the Board of Directors.

Reimbursement for travel will not be paid by the Association.

The village hosting a meeting shall
 provide the meeting space;
 provide lunch on an agreed cost-shared basis
 OR agree to allow a lunch break for representatives who will
 provide their own lunch.

(24) Legal Liability

The Association will need to ensure activities of the Association have insurance coverage.

(25) Annual Report

A written annual report of the Association's activities shall be prepared by the President, published and submitted to the membership at least two weeks prior to the Annual General Meeting each fiscal year.

The fiscal year of the Association shall be September 1 to August 31.

The Annual General Meeting of the Association shall be held the third Saturday in September, or as otherwise resolved by the Board at a regular or special meeting no less than 30 days prior to the AGM.

(26) Minutes of Meetings

Written minutes of all meetings of the Association shall be kept.

(27) Association Membership

The Association is a volunteer organization accountable to the membership.

(28) Membership Withdrawal

A member village wishing to withdraw from participation in the Association shall notify the Board in writing.

(29) Dissolution of Association

By Special Resolution the Association may be dissolved.

(30) Subsequent Organization(s)

Any incorporated villages wishing to continue with an organization would need to re-name and reorganize.

(31) By-laws of the Association

By special resolution, the Association shall have the authority to prepare, enact, and revise bylaws relating to the operation of the Association.

(32) By-Laws: Changes

By special resolution changes may be made to the By-Laws of the Association.

ADOPTED BY THE MEMBERSHIP ON SEPTEMBER 24, 2005, AT THE DULY CONVENEED ASSOCIATION OF NOVA SCOTIA VILLAGES ANNUAL GENERAL MEETING.

Amended by the membership on September 16, 2006 at the duly convened Association of Nova Scotia Villages Annual General Meeting.

Amended by the membership on September 23, 2009 at the duly convened Association of Nova Scotia Villages Annual General Meeting.

Amended by the membership on September 22, 2012 at the duly convened Association of Nova Scotia Villages Annual General Meeting.

Amended by the membership on September 17, 2016 at the duly convened Association of Nova Scotia Villages Annual General Meeting held at Greenwood to permit the various notices sent by the Secretary to be distributed electronically in addition to regular mail.

Amended by the membership on September 16, 2017 at the duly convened Association of Nova Scotia Villages Annual General Meeting held at Baddeck to establish the position of Senior Advisor as voting a member of the Board of Directors.



Association of Nova Scotia Villages

Resolution 1 2024-2025

“Amendment of the by-laws of the Association”

Whereas, pursuant to the by-laws of the Association of Nova Scotia Villages (the Association) as amended by the membership September 16, 2017, the Association has the authority to prepare, enact, and revise by-laws relating to the operation of the Association and may, by special resolution, change the by-laws of the Association;

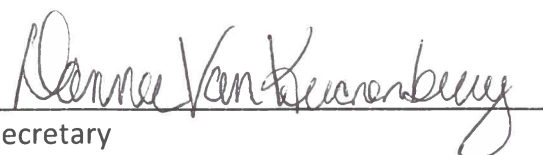
Whereas, the Association has, on August 21, 2024, provided membership notice by e-mail of the intent to propose a special resolution to amend the bylaws of the Association


Therefore be it resolved that the Association adopt changes to the by-laws as set out in the enclosed document, which are summarized below:

- (1) Reduction of the number of required meetings per year from 4 to 3 to enable elimination of the board meeting typically held immediately following the annual general meeting each year;
- (2) Change of process for appointments of certain directors by the board (that take place at what will be, per (1) above, the eliminated board meeting), to instead be elections made by the membership at the annual general meeting as with all other director positions;
- (3) Allow for non-elected officials to serve in the positions of Secretary and Treasurer;
- (4) Allow for the appointment of a director by special resolution in the case of a vacant seat;
- (5) Clarify that virtual meetings are an accepted alternative to in-person meetings;
- (6) Change of terminology relating to the required oversight of the financial statements of the Association by eliminating the use of “audit” and “auditor”;
- (7) Clarification that the annual report to the membership is to be prepared by the President; and
- (8) Allow that the annual general meeting date may be determined by the Board by resolution.

Resolution passed by special resolution of the membership of the Association on the 21st day of September, 2024: Moved by Village of Bible Hill, seconded by Village of Port Williams, that Association of Nova Scotia Villages approve Resolution 1, a special resolution for amendment of the by-laws of the Association.

Motion carried.


Secretary


Date



Minutes

Chester Fire Services Committee (CFSC) Monthly Meeting

Wednesday, Jun 4, 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
- Regrets** James Robert
- 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)
- 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 Chair at 4:59 pm.

2. Approval of Agenda

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

That the Committee approves the Agenda of the Wednesday, Jun 4, 2025 Monthly Meeting as presented.

Motion carried.

3. Approval of Minutes

3.1 Monthly Meeting: May 7, 2025

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

That the Committee approves the Minutes of the Wednesday, May 7, 2025 Monthly Meeting as presented.

Motion carried.

4. Business Arising

4.1 Update re: Council/Commission Approval for Phase 2 Borrowing

Ms. McCallum reported that the Request for Decision for Phase 2 Borrowing was passed by the Village Commission at their May 21, 2025 Monthly meeting. The Municipality of Chester has it on the agenda for their June 12, 2025 Council meeting. Once both the Village and Municipality have approved, then a package goes to the Minister of Municipal Affairs to request his approval.

5. Chester Volunteer Fire Department: Activity Report

Chief Stevens presented the June report (*Schedule 5.0*) and a proposed 20-Year Fleet Replacement Plan (*Schedule 5.1*).

Chief Stevens reviewed the activities of emergency callouts and training.

Chief Stevens also reviewed the 20-year Fleet Replacement Plan that the CVFD officers completed. Chief Stevens noted that U.S. tariffs are exempt on emergency vehicles until October, and that supplier timelines have stabilized at this time.

In response to a question about a possible future aerial truck, Chief Stevens noted that buying a 10-year-old used apparatus from a salt-free environment can be a reliable and cost-effective approach. Parts can be a challenge after 20 years, but with a target of 10-years' use it can be managed.

Mr. Fitt will work with Mr. Collicutt on a financial review of annual reserve deposits re: inflation and projected apparatus costs to ensure reserve funds are sufficient to purchase replacement(s).

Chief Stevens attended a Workers' Compensation Board (WCB) "duty to accommodate" legislative changes update, as CVFD members are covered by WCB.

6. Reports

6.1 Secretary-Treasurer

Mr. Collicutt presented his monthly report (*Schedule 6.1*), which also included the 2024/25 Q4 Budget Variance Report, reflecting the full fiscal year. The year-end budget balances (pending the audit report) were: revenue of \$1,248,000 and expenses of \$1,166,000.

The Committee was asked if they wish to review the Boat Sale RFP again before it is issued, but members are comfortable to go ahead.

ACTION: Ms. McCallum and Chief Stevens will collaborate on finalizing the RFP dates and the document will be posted on the Provincial tender site.

6.2 New Fire Station Project

Mr. Fitt presented his monthly report (*Schedule 6.2*).

He included a revised Project Budget to accommodate the \$20 million target, and recommended it be posted on the website. He also reviewed an organization chart for the project, showing lines of reporting.

6.3 Communications Sub-Committee

Mr. Countway reported that the communication draft of the Fire Station Project brochure should be ready for the Chester Yacht Club' CVFD appreciation event on July 4th. Sections of the brochure content will also be used on the website.

6.4 Fundraising Sub-Committee

Chair MacDonald provided a brief update of discussions at the Provincial government level. He requested that any donor suggestions be passed along to him.

7. New Business – Nil

8. Other Business

- **541 Truck Replacement:** Chief Stevens reviewed a presentation prepared for the upcoming June 9th CVFD Membership Meeting, which outlines the spec for the 541 Request for Proposal (RFP). Chief Stevens spoke with MODC Procurement to let them know this was coming and Ms. McCallum will follow up with them. Procurement is anticipated to write the RFP based on the spec provided.

- **Fire Boat:** Chief Stevens also reported that there is a Fire Chiefs' meeting from across the Municipality coming up to discuss the future of a fire rescue boat that is jointly owned.
- **Fire Station Existing Donations:** Ms. Hatch asked if the Fire Department has been asked to transfer the donations they have received to date. Ms. McCallum noted that the request to the Municipality for the Designated Community Fund has to be granted to the CVFD not the Committee, so that amount plus the amount the CVFD has will be requested at the same time. Chief Stevens has asked Ms. McCallum to send a letter outlining the ask to the Fire Department.

9. Adjournment

The meeting was adjourned at 6:01 pm.

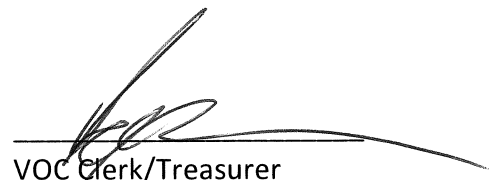
Important date(s):

- **Chester Village Commission AGM:** Jun 11, 2025 at 6:30 pm; Village Commission boardroom
- **MODC Council:** Request for Decision re: Phase 2 Borrowing: Jun 12, 2025 at 8:45 am; Municipal Council Chambers
- **MODC Council:** Request for Decision re: Designated Community Fund: Jun 26, 2025 at 8:45 am; Municipal Council Chambers

Next meeting(s):

- **Regular Monthly:** Jul 2, 2025 at 5:00 pm; Village Commission boardroom
- **Regular Monthly:** Aug 6, 2025 at 5:00 pm; Village Commission boardroom


CFSC Secretary
Kirk Collicutt


VOC Clerk/Treasurer
Heather McCallum



Minutes

Chester Fire Services Committee (CFSC) Special Meeting

Thursday, June 26, 2025 at 2:00 pm

Village Commission Boardroom, 27 Pleasant Street, Chester

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

Regrets James Robert

Other Heather McCallum, Recording Secretary (Clerk/Treasurer, Village of Chester)

1. Call to Order

The meeting was called to order at 1:55 pm.

2. Approval of Agenda

The Agenda for the Special Meeting of Thursday, Jun 26, 2025 was approved by consensus.

3. Business Arising

3.1 Borrowing Resolution for Municipal Affairs

Ms. McCallum explained that the package for the Minister to request borrowing approval was sent to Municipal Affairs, and that they provided the a resolution (*Schedule 3.1*) be passed by the Committee as an addition to the package. A type-o was noted in the document (“CSFC” vs. the correct “CFSC”) and will be corrected.

Motion: Moved by Mr. Fitt; seconded by Mr. Collicutt:

WHEREAS the Chester Fire Services Committee (hereinafter referred to as the CFSC) was incorporated on Oct 17, 2023 pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Village of Chester and the Municipality of the District of Chester entered into an inter-municipal services agreement pursuant to Section 60 of the Municipal Government Act;

WHEREAS the CFSC pursuant to the inter-municipal agreement states that the body corporate shall be bested with the power to borrow money for the purpose of “Phase 2 Fire Station Project: Final Design and Tender Documents”;

WHEREAS any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units and the Municipal Guarantee percentages and amounts for the municipal parties are attached at Schedule “A”; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing and municipal guarantees have been approved by the Minister of Municipal Affairs;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 92 of the Municipal Government Act, and subject to the approval of the Minister of Municipal Affairs, the CFSC borrow a sum or sums not to exceed one million and three hundred thousand dollars (\$1,300,000) for the purpose set out above;

THAT the sum be borrowed by the issue and sale of debentures of the CSFC of an amount as the CFSC deems necessary;

THAT pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed one million and three hundred thousand dollars (\$1,300,000) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and,

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

Motion carried unanimously.

The Chair of the CFSC and the Clerk of the Village of Chester both to sign the resolution document and affix the seal of the Village, and Ms. McCallum to provide to Municipal Affairs.

4. Other Business

The Vice-chair provided an interim update on the progress of a brochure about the New Fire Station Project, which goes to print on Monday, Jun 30th.

5. **Adjournment**

The meeting was adjourned at 2:03 pm.

Next meetings:

- **Regular:** Jul 2, 2025 at 5:00 pm; Village Commission boardroom
- **Regular:** Aug 6, 2025 at 5:00 pm; Village Commission boardroom



CFSC Secretary
Kirk Collicutt



VOE Clerk/Treasurer
Heather McCallum