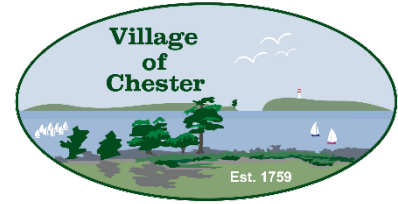


# Agenda

**Chester Village Commission Monthly Meeting**  
**Wednesday, Aug 20, 2025 @ 5:00 pm**



In-Person & Virtual Meeting

Village Commission Office, 27 Pleasant Street, Chester

Zoom <https://us02web.zoom.us/j/85000540546> 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: Jul 16, 2025

p. 3

## 5.0 Business Arising

5.1 New IT Supplier: Luc Boudreau and Chris Chapman, G23

5.2 Fire Rescue Boat Sale: Award

p. 8

5.3 Assoc. of NS Villages (ANSV): Staff Position Funding

p. 15

5.4 Meetings & Procedures Policy: Monthly Meeting Start Time

p. 19

## 6.0 Correspondence

6.1 ANSV: AGM and Conference Registration

p. 26

6.2 NS Safety Branch: Harassment in the Workplace Regulations

p. 28

## 7.0 Reports and External Committees

7.1 Report from the Chair

7.2 Clerk/Treasurer Report

p. 36

7.3 Chester Fire Services Committee + MODC Fire Advisory Committee – *minutes for information*

p. 41, 45

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**

- 8.1 CFSC Term Expirations x2
- 8.2 Discussion: Fall Newsletter

p. 51

**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: Sep 17, 2025 @ Time TBD – 27 Pleasant St & Livestream
- Monthly: Oct 15, 2025 @ Time TBD – 27 Pleasant St & Livestream

# Minutes DRAFT

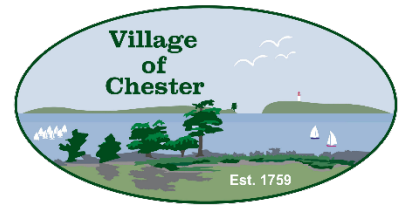
## Village Commission Monthly Meeting

Wednesday, July 16, 2025 – 5:00 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

**Guests:** Nil

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### 1.0 Call to Order

Chair Pauley called the July 16, 2025 Regular Monthly Meeting of the Village of Chester Commission to order at 5:03 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 – Nil

### 3.0 Approval/Amendment of Agenda

**Motion #25-057:** Commissioner Nauss moved; Vice-Chair O'Malley seconded: That the Agenda of the July 16, 2025 Regular Monthly Meeting be approved as presented.

*Motion carried unanimously*

### 4.0 Approval/Amendment of Minutes

#### 4.1 Annual General Meeting: Wednesday, June 11, 2025

Amendment: Page 3 of 4, item 5.4, last paragraph – Chief Stevens reported . . . amongst the Municipality's **fire** departments.

**Motion #25-058:** Commissioner Nauss moved; Commissioner T Mulrooney seconded: That the Minutes of the June 11, 2025 Annual General Meeting be approved as amended.

*Motion carried unanimously.*

#### **4.2 Special Commission Meeting:** Wednesday, June 11, 2025

Amendment: Page 1 of 5, item 3.0, omission to be added to minutes that Commissioner O'Malley was nominated as Chair but declined.

**Motion #25-059:** Commissioner T Mulrooney moved; Vice-Chair O'Malley seconded: That the Minutes of the June 11, 2025 Monthly Commission Meeting be approved as amended.

*Motion carried unanimously.*

#### **5.0 Business Arising – Nil**

#### **6.0 Correspondence**

##### **6.1 Chester Fire Services Committee re: Boat Sale Proceeds**

Clerk/Treasure McCallum summarized that the correspondence from the Chester Fire Services Committee is asking that the Village donate the proceeds from the sale of the Boston Whaler to the Committee for the Apparatus Reserve (*Schedule 6.1*).

**Motion #25-060:** Commissioner Nauss moved; Commissioner L Mulrooney seconded: That the Chester Village Commission agree to donate the proceeds of the sale of the retired fire rescue boat to the Chester Fire Services Committee for the Apparatus Reserve.

*Motion carried unanimously.*

A question was asked about the need to have the Minister of Municipal Affairs approve a sale. UPDATE: According to the *Municipal Government Act* Section 446, "...the consent is not required if the property so leased or sold does not exceed twenty-five thousand dollars in value."

##### **6.2 Municipal Affairs: Training "2 Items + 1 Ask"**

A letter from Municipal Affairs addressed two items (*Schedule 6.2*):

- Code of Conduct training: All Commissioners have had this training, and there are no new Commissioners who have not.
- On-going training for Commissioners: A list of cost-free training available for Commissioners was provided for information.

Chair Pauley reported that she has spoken to other villages about appointing a Code of Conduct Investigator. The retainer cost is high, and far outside many villages' ability to accommodate. What they plan to do is, should an investigation be necessary, ask their respective municipalities to use their investigators and so pay for an active use only. There was general agreement among the Commissioners to this approach.

### **6.3 Association of Nova Scotia Villages (ANSV): Board of Directors**

The ANSV is seeking nominations for the Board ([Schedule 6.3](#)), which will be voted on at the Annual Conference AGM in September. There were no Chester Commissioners interested in being nominated to the Board at this time.

## **7.0 Reports**

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

Chair Pauley reported that the Visitor Information Centre (VIC) is doing well. However, the Municipality of the District of Chester (MODC) had offered a 50% summer staff person, which was not awarded. MODC then offered one of their own staff people one day a week, and that has fallen through as well. However, the volunteers at the VIC have been doing a great job.

Due to the need to provide a T4 if an honorarium total is over \$500, some of the volunteers will have to drop out. The option of using farmers market dollars was raised and will be considered.

The Chair outlined some grants to be investigated next year. Seniors in particular are very good at this and there are grant opportunities in this area.

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

C/T McCallum presented the monthly activity and financial overview reports ([Schedule 7.2](#)). The 2024/25 Q4 Budget Variance Report was also included for review.

Discussion was held on the timing of financial statements distribution. It was decided to continue with the present process but submit a partial C/T report with the regular agenda package distribution. Anything outstanding can be brought to the meeting.

MODC Public Works is getting prices on placing boulders in the parkette around the Lido to prevent parking on the lawn. The C/T will check with other suppliers to see if this could be completed any sooner.

In response to a question, the C/T reported there are still leaks as the tide coming in at the base of the walls lifts the pool bottom. Our maintenance person, Gippy, is monitoring the degree of leaking against last year.

C/T McCallum reviewed the Budget Variance report. The Village sits where expected for this time of year. No red flags.

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

The CFSC's approved minutes of Jun 4 and Jun 26, 2025 were shared for information ([Schedule 7.3 \(a\)&\(b\)](#)). ([www.chesterfirecommittee.ca](http://www.chesterfirecommittee.ca))

C/T McCallum reported that CFSC terms are up for Village appointee Nancy Hatch and MODC appointee James Robert in October. This will be on the CFSC agenda for their August 6<sup>th</sup> meeting. Calls for volunteers will be prepared to go out in early September.

Chair Pauley has expressed interest in also receiving minutes from the MODC **Fire Advisory Committee**. No minutes are currently available for 2025, but the C/T will connect with their Fire Services/Safety Coordinator on this matter.

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

Chair Pauley reported that meetings are on hiatus for the summer.

There were no recent minutes to share for information.  
([www.accessiblelunenburgcounty.ca](http://www.accessiblelunenburgcounty.ca))

### **7.5 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](#))

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

Commissioner L. Mulrooney reported that Chair Pauley, C/T McCallum and she attended Flag Raising at the Municipal Building.

There were no recent minutes to share for information.  
([EDI Advisory Committee 2025](#))

## **8.0 New Business – Nil**

## 9.0 Commissioner Roundtable

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

**Motion #25-061:** Vice-Chair O'Malley moved; Commissioner Nauss 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 6:07 pm.

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

The Commission resumed the public meeting at 6:36 pm.

#### 11.1 Lido Pool: Replacement Awning Award

**Motion #25-062:** Commissioner T. Mulrooney moved; Commissioner L. Mulrooney seconded: That the Chester Village Commission award the replacement Lido Pool awning to Maritime Canvas Converters for a total not to exceed \$10,000 + HST. The work will be funded by the Lido Capital Repairs budget (\$4,250), the Lido Maintenance budget (\$2,275), with the balance from the Lido Reserve.

*Motion carried unanimously.*

## 12.0 Adjournment

There being no further business, the meeting was adjourned at 6:37 pm.

#### Next Meeting(s)

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

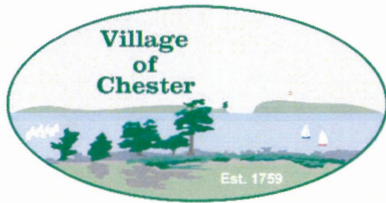
Monthly: Sep 17, 2025 @ TBD pm – 27 Pleasant St & Livestream

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Commission Chair  
Geraldine Pauley

---

Clerk/Treasurer  
Heather McCallum



## Village of Chester Commission


### Sale of Surplus Fire Rescue Boat – Award


**Motion:** Chair Pauley moved; Commissioner L. Mulrooney seconded:  
That the Chester Village Commission award the sale of the surplus Fire Rescue Boat to Scott Webbink, Eagle Beach Contractors Ltd. for \$18,500.00 + applicable HST.

*For: L. Mulrooney, Nauss, O'Malley, Pauley*

*No vote registered: T. Mulrooney*

*Motion carried.*

  
Commission Chair  
Geraldine Pauley

  
Clerk/Treasurer  
Heather McCallum

**From:** [Laura Mulrooney](#)  
**To:** [Heather McCallum](#)  
**Cc:** [Geraldine Pauley](#); [Geraldine Pauley \(pauleygf@gmail.com\)](#); [Gloria Nauss](#); [Gloria Nauss](#); [Laura Mulrooney](#); [Randall O'Malley](#); [Tom Mulrooney](#); [Tom Mulrooney \(tj.mulrooney@gmail.com\)](#)  
**Subject:** Re: VOTE by email: Fire Boat Sale - Award  
**Date:** July 31, 2025 2:48:44 PM

---

CAUTION: This email originated from an external sender.

I second the motion . Laura  
On Thu, Jul 31, 2025 at 1:50 PM Heather McCallum  
<[Heather.McCallum@villageofchesterns.ca](mailto:Heather.McCallum@villageofchesterns.ca)> wrote:

Hello Commissioners,

The RFP to sell the fire rescue boat closed at 1pm today. To get the boat removed by the buyer ASAP, Geraldine recommended a vote-by-email. It's an easy decision, as one bid was far higher than the other four. The decision taken will be read into the minutes at the next Commission meeting on August 20<sup>th</sup>. The draft motion is on p. 2 of the attachment.

**Please respond by noon tomorrow** (Friday) so I can record the vote before the system goes down for the IT transition.

A Request for Decision is attached with a copy of the five bid forms and the RFP. (The RFP package included the Condition & Valuation Survey Report for full disclosure on the boat's condition. You can see the full package on the Nova Scotia Procurement Portal here: <https://procurement-portal.novascotia.ca/tenders/VOC-2025-03>)

Thank you,

Heather

**Heather McCallum**

Clerk/Treasurer

**Village of Chester**

**From:** [Laura Mulrooney](#)  
**To:** [Heather McCallum](#)  
**Subject:** Re: USE THIS -- RE: VOTE by email: Fire Boat Sale - Award  
**Date:** July 31, 2025 8:23:51 PM

---

**CAUTION:** This email originated from an external sender.

In the event you needed another vote , I vote in favour of the highest bidder -  
Thank you ,  
Laura

On Thu, Jul 31, 2025 at 5:09 PM Heather McCallum  
<[Heather.McCallum@villageofchesterns.ca](mailto:Heather.McCallum@villageofchesterns.ca)> wrote:

My apologies, Commissioners,

I neglected to account for the need for a mover and seconder for the formal motion as drafted in the Request for Decision. I'm sorry for the oversight/confusion.

The motion on the table has now been moved and seconded, and is attached as a stand-alone document to show clearly what you are voting on. The Request for Decision is re-attached for reference.

FYI, the motion results with the emailed votes and Request for Decision will be included in the next agenda package to get it in the formal record.

Thank you,

Heather

**Heather McCallum**

Clerk/Treasurer

**Village of Chester**

---

**From:** Heather McCallum  
**Sent:** July 31, 2025 1:50 PM

**From:** [Gloria Nauss](#)  
**To:** [Heather McCallum](#)  
**Subject:** Re: FW: USE THIS -- RE: VOTE by email: Fire Boat Sale - Award  
**Date:** August 1, 2025 12:47:59 PM

---

**CAUTION:** This email originated from an external sender.

I vote yes to sell fire Boat to Eagle contractor.  
 Gloria Nauss

On Fri, Aug 1, 2025, 12:43 p.m. Heather McCallum  
 <[Heather.McCallum@villageofchesterns.ca](mailto:Heather.McCallum@villageofchesterns.ca)> wrote:

Hello Gloria and Tom,

Just a reminder to send me your vote on the fire boat award to the highest bidder. Thank you!

Heather

Heather McCallum  
 Clerk/Treasurer  
 Village of Chester

From: Heather McCallum  
 Sent: July 31, 2025 5:10 PM  
 To: 'Geraldine Pauley' <[Geraldine.Pauley@villageofchesterns.ca](mailto:Geraldine.Pauley@villageofchesterns.ca)>; 'Geraldine Pauley  
 ([pauleygf@gmail.com](mailto:pauleygf@gmail.com))' <[pauleygf@gmail.com](mailto:pauleygf@gmail.com)>; 'Gloria Nauss' <[gloria.nauss@gmail.com](mailto:gloria.nauss@gmail.com)>;  
 '[gloria.nauss@villageofchesterns.ca](mailto:gloria.nauss@villageofchesterns.ca)' <[gloria.nauss@villageofchesterns.ca](mailto:gloria.nauss@villageofchesterns.ca)>;  
 '[juliensbakery@gmail.com](mailto:juliensbakery@gmail.com)' <[juliensbakery@gmail.com](mailto:juliensbakery@gmail.com)>; 'Laura Mulrooney'  
 <[Laura.Mulrooney@villageofchesterns.ca](mailto:Laura.Mulrooney@villageofchesterns.ca)>; 'Randall O'Malley'  
 <[Randall.OMalley@villageofchesterns.ca](mailto:Randall.OMalley@villageofchesterns.ca)>; Tom Mulrooney  
 <[Tom.Mulrooney@villageofchesterns.ca](mailto:Tom.Mulrooney@villageofchesterns.ca)>; 'Tom Mulrooney ([tj.mulrooney@gmail.com](mailto:tj.mulrooney@gmail.com))'  
 <[tj.mulrooney@gmail.com](mailto:tj.mulrooney@gmail.com)>  
 Subject: USE THIS -- RE: VOTE by email: Fire Boat Sale - Award

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FYI, the motion results with the emailed votes and Request for Decision will be included in the next agenda package to get it in the formal record.

Thank you,  
 Heather

Heather McCallum

**From:** [Randall O'Malley](#)  
**To:** [Garth Sturtevant](#); [Cody Stevens](#); [Nancy Hatch](#); [Sara Filbee](#); [Heather McCallum](#); [Geraldine Pauley](#); [Geraldine Pauley \(pauleygf@gmail.com\)](#); [Gloria Nauss](#); [Gloria Nauss](#); [juliensbakery@gmail.com](#); [Laura Mulrooney](#); [Tom Mulrooney](#)  
**Subject:** Re: USE THIS -- RE: VOTE by email: Fire Boat Sale - Award  
**Date:** August 1, 2025 12:27:31 PM

---

I vote YES to the motion to sell the retired Fire Boat to Eagle Beach Contractors.

Randy

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**From:** Heather McCallum <Heather.McCallum@villageofchesterns.ca>  
**Sent:** Thursday, July 31, 2025 5:09 PM  
**To:** Geraldine Pauley <Geraldine.Pauley@villageofchesterns.ca>; Geraldine Pauley (pauleygf@gmail.com) <pauleygf@gmail.com>; Gloria Nauss <gloria.nauss@gmail.com>; Gloria Nauss <gloria.nauss@villageofchesterns.ca>; juliensbakery@gmail.com <juliensbakery@gmail.com>; Laura Mulrooney <Laura.Mulrooney@villageofchesterns.ca>; Randall O'Malley <Randall.OMalley@villageofchesterns.ca>; Tom Mulrooney <Tom.Mulrooney@villageofchesterns.ca>; Tom Mulrooney (tj.mulrooney@gmail.com) <tj.mulrooney@gmail.com>  
**Subject:** USE THIS -- RE: VOTE by email: Fire Boat Sale - Award

My apologies, Commissioners,

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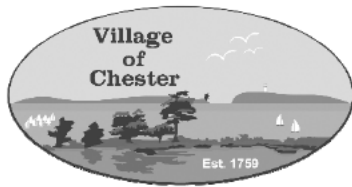
FYI, the motion results with the emailed votes and Request for Decision will be included in the next agenda package to get it in the formal record.

Thank you,  
Heather

**Heather McCallum**  
Clerk/Treasurer  
**Village of Chester**

---

**From:** Heather McCallum  
**Sent:** July 31, 2025 1:50 PM  
**To:** Geraldine Pauley <Geraldine.Pauley@villageofchesterns.ca>; Geraldine Pauley (pauleygf@gmail.com) <pauleygf@gmail.com>; Gloria Nauss <gloria.nauss@gmail.com>; gloria.nauss@villageofchesterns.ca; juliensbakery@gmail.com; Laura Mulrooney



**Village of Chester Commission**  
**Request for Decision** [REDACTED]  
**July 31, 2025**

**RE: Sale of Surplus Fire Rescue Boat – RFP Award**

**Issue Summary**

Staff are seeking the awarding of the surplus fire rescue boat to the highest bidder. In order to expedite the removal of the boat from the Fire Station property ASAP, Commission Chair Geraldine Pauley recommended a **vote-by-email**.

**Background and Description**

A request for proposals was published on the Nova Scotia Procurement Portal on June 25, 2025 seeking bids for the surplus fire rescue boat. The deadline was today, July 31, 2025 at 1:00 pm local time.

Bids received in order of submission (see scanned bid forms attached):

1. [REDACTED] \$5,001.00
2. [REDACTED] \$6,500.00
3. [REDACTED] \$5,069.96
4. Scott Webbink, Eagle Beach Contractors Ltd., Hammonds Plains, NS: \$18,500.00
5. [REDACTED] \$6,175.00

The RFP Section 7 “Evaluation” indicates bids will be scored 100% on the price bid, and that the Village reserves the right to provide a 5% of bid allowance for companies and organizations with business locations within the Municipality of Chester.

If we assume 95% price and 5% location, scored off the highest bid received, we get:

| Proponent               | Bid                 | Location            | Score |
|-------------------------|---------------------|---------------------|-------|
| Eagle Beach Contractors | Highest +100        | Hammond’s Plains -5 | 95    |
| [REDACTED]              | 35% of highest = 33 | [REDACTED] +5       | 38    |
| [REDACTED]              | 33% of highest = 32 | [REDACTED] +5       | 37    |
| [REDACTED]              | 27% of highest = 26 | [REDACTED] +5       | 31    |
| [REDACTED]              | 27% of highest = 26 | [REDACTED] -5       | 21    |

The proposal with the highest bid and highest score is **Eagle Beach Contractors** at **\$18,500**.

According to the *Municipal Government Act*, Section 446, Ministerial permission to sell Village property is not required under \$25,000.

Note: At the Village Commission meeting of July 16, 2025, Motion #25-060: "The Chester Village Commission agree to donate the proceeds of the sale of the retired fire rescue boat to the Chester Fire Services Committee for the Apparatus Reserve."

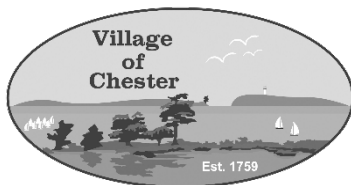
**Draft Motion via Email**

That the Chester Village Commission award the sale of the surplus Fire Rescue Boat to Scott Webbink, Eagle Beach Contractors Ltd. For \$18,500.00 + applicable HST.

Please respond to the Clerk/Treasurer by noon on Friday, August 1, 2025 for a recorded vote. The decision will be read into the public record at the next Commission meeting on August 20, 2025.

Thank you.

## Schedule 5.3



### Village of Chester Commission Request for Decision August 20, 2025

**RE: Association of Nova Scotia Villages (ANSV): Staff Funding Models**

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#### Issue Summary

The ANSV has asked for a financial commitment for a staff person for the association. The cost for a part-time person and the equipment and overhead is calculated at \$50,000. The ANSV has requested that all villages provide a ceiling on what contribution they are willing to make.

The 2025/26 Village of Chester Budget included a placeholder of \$3,500 for its contribution.

#### Background and Description

The Village of Chester passed the following motion at its February 19, 2025 Monthly Commission Meeting:

***Motion #25-006: Commissioner Nauss, moved; Vice-chair O'Malley seconded: That the Chester Village Commission approve the job description for an Association of Nova Scotia Villages staff coordinator and agree in principle to contribute financially to the position, dependant on the funding model proposed. Motion carried unanimously.***

At the most recent **ANSV Board Meeting on July 17, 2025**, three possible funding models for the proposed staff person were reviewed (see charts attached).

#### Chart 1

All villages in NS are included. In this scenario, Chester's Chester proposed contribution would be:

- |   |              |
|---|--------------|
| a) Based on % of population compared to all villages: | \$2,383/year |
| b) Based on % of residential tax revenue:             | \$2,088/year |
| c) Flat rate model:                                   | \$5,000/year |

**Chart 2**

Only the “active” villages are included in this scenario, without New Minas. (New Minas has so far declined to participate, but the association is working on that since they are so large.) Regardless, this is the more realistic one:

- |   |              |
|---|--------------|
| a) Based on % of population compared to all villages: | \$3,202/year |
| b) Based on % of residential tax revenue:             | \$2,871/year |
| c) Flat rate model:                                   | \$5,000/year |

It was raised by a number of meeting attendees that the Flat rate model has a disproportionate % of budget distribution from one village to another. Chester’s appears high in this model.

I provided my opinion at the meeting that the Flat rate model as stated would be beyond Chester’s capacity. If Flat rate is the model selected, the next level down of \$3,000 would possibly be considered. The decision of course rests with the Commission.

**Options**

1. The Commission may provide an upper limit on what Chester is willing to contribute to the ANSV.
2. The Commission may indicate which model(s) they favour, if any.
3. The Commission may make a decision on both 1 and 2.
4. The Commission may request further information from the ANSV before making a decision.
5. The Commission can decline to participate.

**Recommendation**

Staff recommends option 1 or 3.

**Draft Motion(s)**

That the Chester Village Commission agrees to contribute to the funding of a part-time staff person for the Association of Nova Scotia Villages (ANSV) to a maximum of \$\_\_\_\_\_ in 2025/26.

*AND?*

Chester’s preferred funding model for an ANSV staff person is \_\_\_\_\_.

**Attach**

- ANSV Staff Funding Charts

ANSV STAFF POSITION  
Estimated Annual

\$ 50,000

**Based on Percentage of Population compared to all Villages**

**Based on Percentage of Residential Tax Revenue compared to all Villages**

**Flat Rate Model (do we base it on population, revenue, or what a village wants to pay?)**

**Interesting data comparisons**

| Village              | 2025                    | 2023-24                  | % of Total Population | Funding Cost     | % of Total Revenue | Funding Cost     | % of budget | Funding Model    |                | Tax Revenue per resident | Funding cost per resident |
|----------------------|-------------------------|--------------------------|-----------------------|------------------|--------------------|------------------|-------------|------------------|----------------|--------------------------|---------------------------|
|                      | Population              | Total Tax Revenue        |                       |                  |                    |                  |             | flat rate        | % of Budget    |                          |                           |
| 1 Bible Hill         | 5,076                   | 2,538,028                | 18%                   | 8,822.92         | 28%                | \$ 14,189        | 0.559%      | \$8,000          | 0.32%          | \$ 500.01                | \$ 2.80                   |
| 2 New Minas          | 5,000                   | 2,179,508                | 17%                   | 8,690.82         | 24%                | \$ 12,185        | 0.559%      | \$8,000          | 0.37%          | \$ 435.90                | \$ 2.44                   |
| 3 Kingston           | 4,241                   | 923,349                  | 15%                   | 7,371.55         | 10%                | \$ 5,162         | 0.559%      | \$8,000          | 0.87%          | \$ 217.72                | \$ 1.22                   |
| 4 Greenwood          | 3,500                   | 570,241                  | 12%                   | 6,083.57         | 6%                 | \$ 3,188         | 0.559%      | \$8,000          | 1.40%          | \$ 162.93                | \$ 0.91                   |
| 5 Port Williams      | 1,500                   | 799,385                  | 5%                    | 2,607.24         | 9%                 | \$ 4,469         | 0.559%      | \$5,000          | 0.63%          | \$ 532.92                | \$ 2.98                   |
| 6 Chester            | 1,371                   | 373,454                  | 5%                    | 2,383.02         | 4%                 | \$ 2,088         | 0.559%      | \$5,000          | 1.34%          | 272.40                   | \$ 1.52                   |
| 7 Canning            | 1,000                   | 258,374                  | 3%                    | 1,738.16         | 3%                 | \$ 1,444         | 0.559%      | \$3,000          | 1.16%          | 258.37                   | \$ 1.44                   |
| 8 St Peters          | 1,000                   | 152,050                  | 3%                    | 1,738.16         | 2%                 | \$ 850           | 0.559%      | \$3,000          | 1.97%          | 152.05                   | \$ 0.85                   |
| 9 Aylesford          | 834                     | 30,000                   | 3%                    | 1,449.63         | 0%                 | \$ 168           | 0.559%      | \$450            | 1.50%          | 35.97                    | \$ 0.20                   |
| 10 Baddeck           | 800                     | 177,264                  | 3%                    | 1,390.53         | 2%                 | \$ 991           | 0.559%      | \$450            | 0.25%          | 221.58                   | \$ 1.24                   |
| 11 Hebbville         | 796                     | 30,000                   | 3%                    | 1,383.58         | 0%                 | \$ 168           | 0.559%      | \$450            | 1.50%          | 37.69                    | \$ 0.21                   |
| 12 Pugwash           | 746                     | 222,743                  | 3%                    | 1,296.67         | 2%                 | \$ 1,245         | 0.559%      | \$450            | 0.20%          | 298.58                   | \$ 1.67                   |
| 13 Tatamagouche      | 691                     | 201,441                  | 2%                    | 1,201.07         | 2%                 | \$ 1,126         | 0.559%      | \$450            | 0.22%          | 291.52                   | \$ 1.63                   |
| 14 Lawrencetown      | 650                     | 257,918                  | 2%                    | 1,129.81         | 3%                 | \$ 1,442         | 0.559%      | \$450            | 0.17%          | 396.80                   | \$ 2.22                   |
| 15 River Hebert      | 468                     | 30,000                   | 2%                    | 813.46           | 0%                 | \$ 168           | 0.559%      | \$150            | 0.50%          | 64.10                    | \$ 0.36                   |
| 16 Weymouth          | 400                     | 55,980                   | 1%                    | 695.27           | 1%                 | \$ 313           | 0.559%      | \$150            | 0.27%          | 139.95                   | \$ 0.78                   |
| 17 Tiverton          | 300                     | 30,000                   | 1%                    | 521.45           | 0%                 | \$ 168           | 0.559%      | \$150            | 0.50%          | 100.00                   | \$ 0.56                   |
| 18 Freeport          | 200                     | 30,000                   | 1%                    | 347.63           | 0%                 | \$ 168           | 0.559%      | \$150            | 0.50%          | 150.00                   | \$ 0.84                   |
| 19 Westport          | 193                     | 83,860                   | 1%                    | 335.47           | 1%                 | \$ 469           | 0.559%      | \$150            | 0.18%          | 434.51                   | \$ 2.43                   |
| 20 Cornwallis Square |                         |                          | 0%                    | -                | 0%                 | \$ -             |             |                  |                |                          |                           |
| 21 Dover             |                         |                          | 0%                    | -                | 0%                 | \$ -             |             |                  |                |                          |                           |
| <b>Total</b>         | <b>28,766</b>           | <b>\$ 8,943,595</b>      | <b>100%</b>           | <b>50,000.00</b> | <b>100%</b>        | <b>\$ 50,000</b> |             | <b>\$ 51,450</b> | <b>0.73%</b>   | <b>\$ 247.53</b>         | <b>\$ 1.38</b>            |
|                      | <b>Total Population</b> | <b>Total Tax Revenue</b> |                       |                  |                    |                  |             | <b>average</b>   | <b>average</b> | <b>average</b>           | <b>average</b>            |

Old value, no response  
Estimate, no response

Auto Adjustments  
Manual Adjustments

Funding model based on Villages that are "active", less New Minas

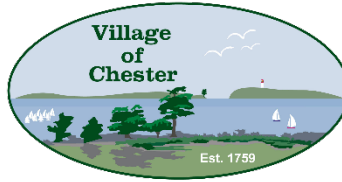
| ANSV STAFF POSITION<br>Estimated Annual | \$ 50,000        |                           | Based on Percentage of Population compared to all Villages |                  | Based on Percentage of Residential Tax Revenue compared to all Villages |                  |             | Flat Rate Model (do we base it on population, revenue, or what a village wants to pay?) |              |
|---|------------------|---------------------------|--|------------------|---|------------------|-------------|---|--------------|
|   | 2025 Population  | 2023-24 Total Tax Revenue | % of Total Population                                      | Funding Cost     | % of Total Revenue  | Funding Cost     | % of budget | flat rate   | % of Budget  |
| 1 Bible Hill                            | 5,076            | 2,538,028                 | 24%  | 11,854.83        | 39%   | \$ 19,511        | 0.769%      | \$8,000   | 0.32%        |
| 2 New Minas                             |                  |                           |  |                  |   |                  |             | \$8,000   | 0.87%        |
| 3 Kingston                              | 4,241            | 923,349                   | 20%  | 9,904.71         | 14%   | \$ 7,098         | 0.769%      | \$8,000   | 1.40%        |
| 4 Greenwood                             | 3,500            | 570,241                   | 16%  | 8,174.13         | 9%  | \$ 4,384         | 0.769%      | \$5,000   | 0.63%        |
| 5 Port Williams                         | 1,500            | 799,385                   | 7%   | 3,503.20         | 12%   | \$ 6,145         | 0.769%      | \$5,000   | 1.34%        |
| 6 Chester                               | 1,371            | 373,454                   | 6%   | 3,201.92         | 6%  | \$ 2,871         | 0.769%      | \$3,000   | 1.16%        |
| 7 Canning                               | 1,000            | 258,374                   | 5%   | 2,335.47         | 4%  | \$ 1,986         | 0.769%      | \$3,000   | 1.97%        |
| 8 St Peters                             | 1,000            | 152,050                   | 5%   | 2,335.47         | 2%  | \$ 1,169         | 0.769%      | \$450   | 1.50%        |
| 9 Aylesford                             | 834              | 30,000                    | 4%   | 1,947.78         | 0%  | \$ 231           | 0.769%      | \$450   | 0.25%        |
| 10 Baddeck                              | 800              | 177,264                   | 4%   | 1,868.37         | 3%  | \$ 1,363         | 0.769%      | \$450   | 0.20%        |
| 11 Hebbville                            |                  |                           | 0%   |                  | 0%  |                  | 0.769%      | \$450   | 0.22%        |
| 12 Pugwash                              | 746              | 222,743                   | 3%   | 1,742.26         | 3%  | \$ 1,712         | 0.769%      | \$450   | 0.17%        |
| 13 Tatamagouche                         | 691              | 201,441                   | 3%   | 1,613.81         | 3%  | \$ 1,549         | 0.769%      |   |              |
| 14 Lawrencetown                         | 650              | 257,918                   | 3%   | 1,518.05         | 4%  | \$ 1,983         | 0.769%      |   |              |
| 15 River Hebert                         |                  |                           | 0%   |                  | 0%  |                  |             |   |              |
| 16 Weymouth                             |                  |                           |  |                  | 0%  |                  |             |   |              |
| 17 Tiverton                             |                  |                           |  |                  | 0%  |                  |             |   |              |
| 18 Freeport                             |                  |                           |  |                  | 0%  |                  |             |   |              |
| 19 Westport                             |                  |                           |  |                  |   |                  |             |   |              |
| 20 Cornwallis Square                    |                  |                           |  |                  |   |                  |             |   |              |
| 21 Dover                                |                  |                           |  |                  |   |                  |             |   |              |
| <b>Total</b>                            | <b>21,409</b>    | <b>\$ 6,504,247</b>       | <b>100%</b>  | <b>50,000.00</b> | <b>100%</b>   | <b>\$ 50,000</b> |             | <b>\$ 42,250</b>  | <b>0.84%</b> |
|   | Total Population | Total Tax Revenue         |  |                  |   |                  |             |   | average      |

|                        |
|------------------------|
| Old value, no response |
| Estimate, no response  |

|                    |
|--------------------|
| Auto Adjustments   |
| Manual Adjustments |



## **Village of Chester Meetings & Procedures Policy**

The procedural requirements in this Policy are intended to complement and supplement, and not to replace the requirements contained in applicable municipal legislation, including but not limited to the Municipal Government Act (MGA).

### **1.0 Scope**

This document applies to all meetings of the Village of Chester.

### **2.0 Interpretation**

- VOC – means the Village of Chester.
- COW – means Committee of the Whole.
- Business day(s) – means a day when the Village of Chester’s office is open for business.
- Commission – means the elected Commissioners of the Village of Chester and includes the Chair unless the context indicates otherwise.
- Committee – means a group of individuals appointed by the Chester Village Commission to serve on a body that makes recommendations to the Commission.
- Consensus – means an idea or opinion that is unanimously shared by all the people in a group. Consensus is a cooperative process.
- Chair – means the presiding officer of the Commission or Committee.
- Quorum – means a majority of the maximum number of people who may be elected to the Commission.
- Majority – means more than one half of those present, unless the context indicates otherwise.
- Motion – a formal proposal put to the Commission or a Committee by a mover and a seconder decided by a majority vote of Commission or Committee members present.

### **3.0 Policy Statement**

The VOC Commission has adopted this policy by resolution on March 20, 2024 and the policy shall remain in force from that day forward and until such time as a revision is made by resolution.

#### 4.0 Regular Monthly Meeting

- 4.1 The Commissioners shall meet at a regular monthly meeting on the third Wednesday of each month commencing at 6:00 pm at 27 Pleasant Street, Chester.
- 4.2 Notice of the regular meeting is not required under the Municipal Government Act unless there is to be a change of date, place or time. In this case, the Clerk/Treasurer shall advertise notice of the meeting on the VOC website and post notice in no less than five (5) conspicuous places at least two (2) days before the date of such meeting.

Regular meetings of the Commission may be rescheduled, relocated or cancelled by motion or consensus of Commissioners.

- 4.3 At regular meetings, unless a majority consents to a different order for that meeting, Commission shall conduct business in the following order:

- 1 Call to order
- 2 Public Forum
- 3 Review and approval of agenda, including additions or deletions
- 4 Review and approval of minutes of last regular monthly meeting, and of any meetings held since such meeting
- 5 Business arising from the minutes
- 6 Correspondence
- 7 Reports:
  - 7.1 Clerk Treasurer
  - 7.2 Financial - YTD
  - 7.3 Committees
- 8 New or other business
- 9 Commissioner Roundtable
- 10 In camera meeting
- 11 Resumption of public meeting
- 12 Adjournment

The Chair and Clerk/Treasurer shall confer on the Commission agenda content before it is circulated. The agenda package containing meeting materials in the agenda sequence will be circulated a minimum two (2) business days before the meeting if possible.

- 4.4 A quorum must be present at any meeting for business to be conducted. The Chair shall declare a meeting dissolved if no quorum has been achieved within fifteen (15) minutes of the scheduled meeting time.
- 4.5 The Chair shall preside at all meetings of the Commissioners and shall maintain decorum, including the right to order the removal of any person(s) interfering with the business of the meeting or acting in a disorderly manner.

The Vice-Chair shall act in the absence or inability of the Chair or in the event of the office of Chair being vacant.

- 4.6 Every Commissioner, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair.
- 4.7 All voting matters before the Commission shall be decided by voting on a motion by all Commissioners present (subject to the Municipal Conflict of Interest Act), including the Chair, duly moved and seconded. Such voting to be by a show of hands, and the Chair shall state whether the motion has been carried or defeated based on majority vote. In the event of a tie, the Chair shall declare the motion defeated. An abstention will be treated as a negative vote.

A recorded vote identifies each Commissioner and whether they voted in favour of, or against, the motion in the Minutes. A recorded vote is not necessary but may be requested by any Commissioner.

- 4.8 All meetings of the Commission and Committees of the Commission shall be open to the public except where matters may be permitted to be discussed in closed session (In Camera) pursuant to the provisions of the Municipal Government Act.

No decision shall be made at a private commission meeting except a decision concerning procedural matters or to give direction to staff or solicitor of the village.

- 4.9 Members of the public who wish to address the Commission during the public forum may sign up before the start of the meeting with their name and civic address. The time limit for each person requesting to speak will be determined by the chair before the commencement of the meeting. The total allotted time for public forum will not exceed a maximum of 15 minutes.
- 4.10 Delegations shall apply in writing to be placed on an agenda for the Regular Monthly Meeting to the Clerk/Treasurer stating the essence of the presentation no less than five (5) business days prior to the date of the Regular meeting. A written report of what will be discussed must accompany the request to speak

at a meeting and the submission will be sent to Commission Members. The Commission may, if the subject matter of the presentation is a matter which is outside the jurisdiction of the Village of Chester, refuse the application.

Presentation to the Commission shall:

- Consist of a maximum of two presenters;
- Not exceed 10 minutes in duration, without approval by the Commission;
- Not address personnel matters, labor relations, contract negotiations, litigation, or potential litigation, or legal advice eligible for solicitor-client privilege; and
- Be relevant to the VOC and timely.

Members of the Commission may ask questions of clarification to the presenters, but there shall be no debate of the subject matter of the presentation. The presentation shall be automatically sent to the staff for review, comments and recommendations or it may be added to the agenda unless the presentation is in respect to an item of business before the Commission.

A delegation, once heard, shall not be entitled to be received again on substantially the same matter for a period of three months from the date of the first hearing.

## **5.0 Committee of the Whole**

- 5.1 The Commission in Committee of the Whole, consisting of all the Commission members may meet once a month on the last Wednesday of every month commencing at 6:00 pm, if required.
- 5.2 The COW will be responsible for all matters of concern to the Commission. The COW meets for in-depth discussion on such matters including, but not limited to, human resources, policy, or budget development.
- 5.3 No formal decision can be made when the Commission members are meeting as COW, but a recommendation to the Commission may be made.
- 5.4 At Committee meetings, unless a majority consents to a different order for that meeting, Commission shall conduct business in the following order:
  1. Call to order
  2. Public Forum
  3. Agenda approval and additions
  4. Business Arising
  5. New Business

## 6. Adjournment

- 5.5 The COW shall follow the rules and procedures as governed by the Regular Commission Meetings. COW may invite resource people to attend the meeting to discuss items of interest to the Commission.
- 5.6 Members of the public who wish to address the commission during the public forum may sign up prior to the start of the meeting. The time limit for all requesting to speak will be decided by the chair prior to commencement of the meeting. The total allotted time for public forum will not exceed a maximum of 15 minutes.

Members of the Commission may ask questions of clarification to the individuals, but there shall be no debate of the subject matter of the presentation and the matter shall be automatically sent to the staff for review, comments and recommendations or it may be added to the agenda.

## 6.0 Annual Public Meeting

- 6.1 The Annual Public Meeting of the Village of Chester shall take place on or before July 1 of each fiscal year in accordance with the Municipal Government Act and commence at 6:30 pm. The date will be determined annually by resolution of the Commission.
- 6.2 Notice of the time and place of the Annual Public Meeting must be posted in not less than five conspicuous places in the Village, at least fourteen (14) days before the date of the meeting.
- 6.3 The order of business at the Annual Meeting shall be:
1. Call to Order
  2. Chair's Report
  3. Clerk/Treasurer's Report
  4. Auditor's Report
  5. Chester Fire Services Committee Report
  6. Lido Report
  7. Adjournment
- 6.4 All voting matters before the electors shall be decided by voting on a motion duly moved and seconded, such voting to be by show of hands, and the Chair shall state whether in their opinion the motion has been carried or defeated.

Any two electors may call for a standing vote, in which case the Chair shall conduct a standing vote on the motion. The Clerk/Treasurer shall count those

standing in favor or the motion and those standing against the motion, and shall declare the numbers for and against motion, and the Clerk/Treasurer shall record the same.

In the case of a tie, the Chair shall declare the motion lost.

## **7.0 Election of Chair and Vice Chair**

The first meeting after the Annual Public Meeting, the Village Commissioners shall elect a Chair and Vice Chair. The Clerk will call for nominations from the Commissioners for the positions, and commissioners shall then proceed to vote by ballot by writing the name of the nominee they wish to serve in the Office of Chair and Vice Chair.

## **8.0 Special Meetings**


- 8.1 A Special Commission meeting may be called by:
- (a) The Chair at any time; and
  - (b) Whenever requested in writing by not less than two of the Commissioners. Said request shall set out the purpose for which such a meeting is to be called. A meeting time, place, and date shall be established within seven (7) days of such a request.
- 8.2 Notice of such meeting shall be delivered by telephone or email to each Commissioner at least three (3) days before the meeting. The Clerk shall post such notice in not less than five (5) conspicuous places in the Village, at least two (2) days before meeting. Both notices shall state the time, place, and purpose for which such a meeting is convened.

## **9.0 Virtual Meetings**

A Commission or Committee meeting may be conducted by electronic means, or a Commission or Committee member may participate in a meeting through electronic means, as per the provisions of the Municipal Government Act, Section 19A and the Village's Videoconferencing Policy.

|                                    |                        |
|------------------------------------|------------------------|
| <b>Approved:</b> December 13, 2017 |                        |
| <b>Amended:</b> May 8, 2019        | <b>Motion #</b> 19-027 |
| <b>Amended:</b> September 15, 2021 | <b>Motion #</b> 21-117 |
| <b>Amended:</b> October 12, 2022   | <b>Motion #</b> 22-119 |
| <b>Amended:</b> March 20, 2024     | <b>Motion #</b> 24-018 |

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

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

March 22, 2024  
 \_\_\_\_\_  
 Date

## Schedule 6.1

**From:** [Brock McDougall](#)  
**To:** ["Clerk and Treasurers"; "directors@ansv.ca"](#)  
**Cc:** [Recreation](#)  
**Subject:** ANSV Annual General Meeting and Conference  
**Date:** August 5, 2025 2:39:56 PM  
**Attachments:** [2025 ANSV Conference Agenda.pdf](#)

---

Good Afternoon,

On behalf of the organizing committee for the 2025 ANSV Conference and AGM I am pleased to share the conference agenda (attached). Registration is available through the linked form: <https://forms.office.com/r/WXkzUU9D8>

Please share with your Village Commissions.

Respectfully,



**Brock McDougall, MPA**  
Chief Administrative Officer / Clerk  
**Village of Port Williams**

**Phone:** 902-670-5722  
**Fax:** 902-542-4566  
**Email:** [bmcdougall@portwilliams.com](mailto:bmcdougall@portwilliams.com)

1045 Highway 358  
Port Williams, NS B0P 1T0

<https://www.portwilliams.com/>

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**Association of Nova Scotia Villages  
2025 Conference and Annual General Meeting  
Port Williams  
Sept. 19 & 20, 2025**

**Friday, Sept. 19**

8:30am – Registration Open / Morning Refreshments

8:45am – Welcome and Land Acknowledgement (Lewis Benedict and Debbie Graves)

9:00am – Training with Anti-Hate Specialist Craig Upshaw (*Generously supported by the AMANS - Equity, Anti-Racism and Accessibility Program*)

10:30am – Nutrition Break

11:00am – Equity and Anti-Racism Plans - info session, AMANS Office of Equity and Anti-Racism

12:00 Lunch

1:00 – Bus Tour of Local Businesses and Points of Interest

- Bus leaves from and returns to the Port Williams Community Centre, with stops at Cornwallis Farms, Taproot Farms, Beausoleil Winery, Willowbank Farms, and Bay of Fundy Brewing Co.

6:00pm – Dinner at the Port Pub (attendees are responsible for own meal expenses)

**Saturday, Sept. 20**

8:30 – Morning Refreshments

8:45 – Discussion of topics of interest with Hon. John Lohr, Minister of Municipal Affairs and staff

10:30 – Nutrition Break

10:45 – Commissioners and Clerks breakout sessions

12:00 – Lunch

12:45 – Annual General Meeting - *Following the AGM the Conference is concluded*

**Heather McCallum**

---

**From:** Safety Branch <safetybranch@novascotia.ca>  
**Sent:** August 12, 2025 2:56 PM  
**To:** Heather McCallum  
**Subject:** Harassment in the Workplace Regulations



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[Le message en français suit le message en anglais.](#)

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## Harassment in the Workplace Regulations

Starting September 1, all workplaces in Nova Scotia must have a policy in place to prevent and respond to physical and psychological harassment. The new **Harassment in the Workplace Regulations** will be published in the *Workplace Health and Safety Regulations, Part 27*.

Employers must have a written harassment prevention policy that includes expectations, how to report concerns, how complaints will be investigated and commitments to confidentiality and non-retaliation. They must also train staff on the policy and review it at least every three years.

### Definition

“**Workplace harassment**” will be defined in subsection 27.1 of the Workplace Health and Safety Regulation:

27.1 In this Part,

“workplace harassment” means a single significant occurrence or a course of repeated occurrences of objectionable or unwelcome conduct, comment or action in the workplace, including bullying, that, whether intended or not, degrades,

intimidates or threatens, and includes all of the following, but does not include any action taken by an employer or supervisor relating to the management and direction of an employee or the workplace:

- (i) workplace harassment or bullying that is based on any personal characteristic, including, but not limited to a characteristic referred to in clauses 5(1)(h) to (v) of the Human Rights Act,
- (ii) inappropriate sexual conduct, including, but not limited to, sexual solicitation or advances, sexually suggestive remarks or gestures, circulating or sharing inappropriate images or unwanted physical contact.

These new rules will help employers take clear, proactive steps to prevent harassment, support their teams and build stronger, safer workplaces for everyone.

### Workplace Resources

- [Harassment in the Workplace – Guide for Employers](#)
- [Harassment in the Workplace – Poster](#)
- [Toolbox Talks – Preventing Harassment in the Workplace](#)

To learn more, visit: [PreventWorkplaceHarassment.ca](https://www.preventworkplaceharassment.ca) or read the Government of Nova Scotia's official [news release](#).

Thank you for your continued collaboration.  
Work safe, home safe, every day!

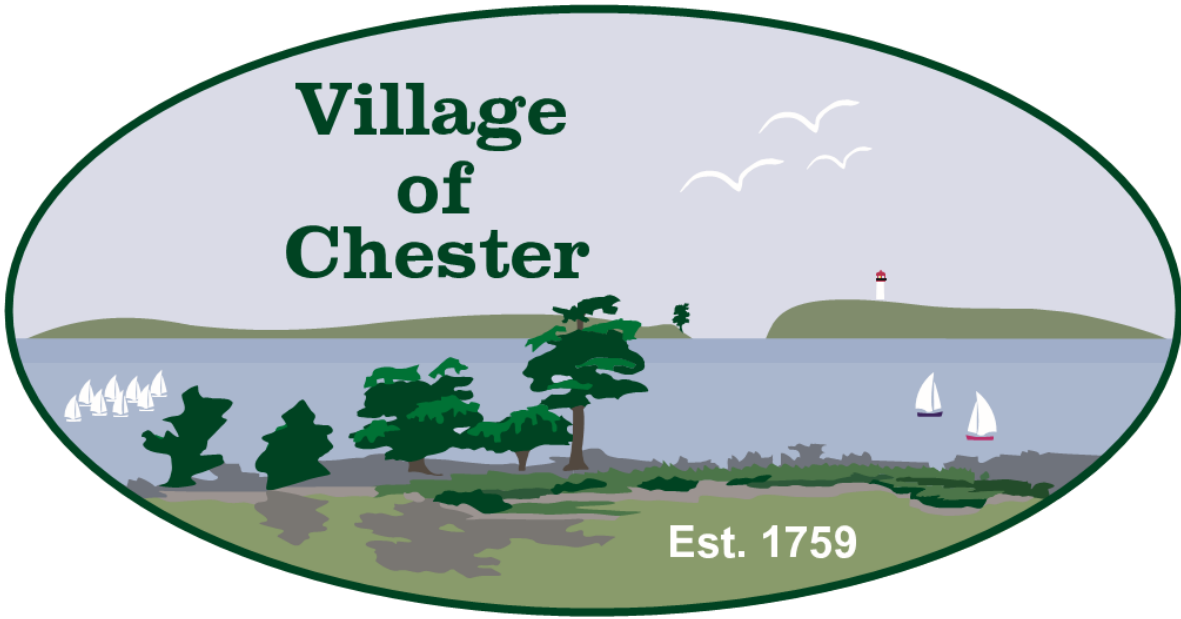
### Safety Branch

Department of Labour, Skills and Immigration

1-800-9LABOUR (1-800-952-2687)

[SafetyBranch@novascotia.ca](mailto:SafetyBranch@novascotia.ca)





# Abuse Prevention Policy

January 2023

The Village of Chester prohibits and does not condone any form of harassment nor physical, sexual, emotional, verbal, or psychological abuse of any staff member or participant in a service offered by the Village.

### **Definitions**

**Harassment** is defined as but not limited to any unwanted physical or verbal conduct that offends or humiliates, including gender-based harassment. It can be a single incident or several incidents over time. It includes threats, intimidation, displays of racism, sexism, unnecessary physical contact, suggestive remarks or gestures, offensive pictures or jokes. Harassment will be considered to have taken place if a reasonable person ought to have known that the behavior was unwelcome.

**Physical abuse** is defined but not limited to the use of intentional force that can result in physical harm or injury to an individual. It can take the form of slapping, hitting, punching, shaking, pulling, pushing, throwing, kicking, biting, choking, strangling, or the abusive use of restraints.

**Sexual abuse** is defined as when a person, without their consent, is used by another person for their own sexual stimulation or gratification and includes but not limited to any unwanted touching, fondling, observations for sexual gratification, penetration or attempted penetration, verbal or written propositions or innuendos, exhibitionism or exploitation for profit including pornography.

**Emotional abuse** is defined but not limited to a chronic attack on an individual's self esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidation, isolating, hazing, habitual scapegoat, and blaming.

**Verbal abuse** is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs.

**Psychological abuse** is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behavior, intimidation, manipulation, and insensitivity to race, sexual preference or family dynamics.

### **Application**

This policy applies to all elected officials including Village Commissioners, staff, volunteers, contractors, and partner organizations utilizing Village facilities.

### **Prevention procedures**

Prior to being hired all staff will provide a resume, cover letter, and participate in a documented interview process. References will be checked for all staff prior to being hired.

All staff of the Village who are required to deal with vulnerable individuals (e.g. lifeguards, crossing guards, washroom attendants) are required to have a satisfactory Child Abuse Registry check and Criminal Records check prior to being hired by the Village. This is an annual requirement for Lifeguards, even if they are returning staff.

A renewed child abuse registry check will be required from staff every three years.

Staff who deal with vulnerable individuals are required to advise the Village if they become the subject of an abuse allegation or investigation from any source, not just related to their employment with the Village.

All staff and volunteers are encouraged whenever possible to interact with vulnerable persons in an open, observable, and transparent location and manner. This would include for example not being alone with a vulnerable person in a location such as a washroom, change room, or living space. If there is a need to be alone, or no other possibility, (e.g. first aid or the person is distressed) make sure that another worker, or program participant knows where you are and why. If no other staff or participants are present, try to move to a space where you are visible by the public. For more information, see the Resources for Abuse Prevention material maintained by the Village.

No staff member or volunteer may use their position with the Village to arrange for meetings with vulnerable persons outside of the workplace. This includes invitations to a person's home, a social event, or other non-work-related activity.

Staff will not take photos of participants unless those participants have confirmed their willingness for their picture to be taken and used for a specific purpose.

Contractors and partners of the Village are expected to establish their own Abuse Prevention Policies and to have their own insurance policies that cover their staff. These policies will be made available to the Village on request.

When interacting with Staff, Volunteers, and clients of the Village, partners and contractors will act in an appropriate manner that respects the policy intent.

### **Roles and Responsibilities**

The Clerk/Treasurer of the Village of Chester has overall responsibility for the implementation of this policy.

Each person who has reviewed and is aware of the Village's Abuse Prevention Policy have a role to play. Commissioners, staff, and volunteers are expected to:

- Ensure that the policy is being put into practice (for example by reminding other individuals of the requirements);
- Keep a record of any concerns expressed about child protection issues;
- Bring any vulnerable persons concerns to the notice of the Village Clerk/Treasurer and/or contact 911 if necessary;
- Ensure that children, youth, and vulnerable persons are given appropriate supervision and care

Responsibility for any media enquiries related to incidents identified under this policy will be the Chair of the Village Commission or the Clerk/Treasurer and will be decided on a case-by-case basis.

### **Incident Reporting**

In spite of the best efforts abuse allegations may be reported. It is important to remember that abuse allegations may not be reported specifically about occurrences with Village staff or at Village locations. Vulnerable persons may feel comfortable enough to report allegations that are happening in other situations.

Allegations may be reported to any member of the Village staff, Village Commission, or volunteer. If approached, it is important to:

- Listen to the participants if they request to talk to you in private about something or indicate they need to tell you something
- Look at them directly and do not promise to keep any secrets before you know what they are, but always let the participant know if, and why, you are going to tell anyone
- Take whatever is said to you seriously and help the participants to feel safe sharing their own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture
- It is not the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a participant must be reported to the Clerk/Treasurer, and/or Family and Children Services, and/or the Police depending on the severity of the situation.
- Following the allegation, speak immediately to a supervisor. If the allegation is against the Supervisor, speak to someone else in authority such as a Village Commissioner
- Fill out an appropriate incident report. Try to write down exactly what the young person or child said. Avoid assumptions and stick to just the facts

#### Things to say or do:

- 'What you are telling me is very important'
- 'This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- 'What you are telling me should not be happening to you and I will find out the best way to help you'

#### Things *not* to say or do:

- Do not ask leading questions – Why? How? What?
- Do not say 'Are you sure?'
- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises

#### What you should not do

- Staff or volunteers should not begin investigating the matter themselves.
- Do not discuss the matter with anyone except the correct people in authority.
- Do not form your own opinions and decide to do nothing.

### **Protocol following Report**

Where a reported incident involves a vulnerable person the report will be forwarded to the appropriate legal entity to respond.

Children - Everyone has a duty to immediately report even a suspicion of abuse to a child 18 or younger. You can report the abuse anonymously. If you suspect a child is being abused or neglected, contact the child welfare agency in the area where the child lives. It's best if you contact

the agency by phone or in person. In the Chester area this is the Lunenburg District Office, Child Welfare, Provincial Building, 99 High Street, Bridgewater, 902-543-4554. After regular business hours, call 1-866-922-2434 if you believe a child is in immediate danger. Social workers in child welfare agencies assess reports of alleged child abuse and neglect to determine an appropriate response.

**Seniors** - If the allegation is of abuse of a senior, it may be reported to police via 911 or to a local police department. If the allegation is not of a criminal nature, the Nova Scotia Senior Abuse Information and Referral Line can provide information about senior abuse or to talk about a situation of abuse. This is not a crisis line. The Department of Seniors cannot investigate, but it can tell you about resources in your community. 1-877-833-3377 toll-free in Nova Scotia.

**Staff or Volunteers** – If the allegation is that a staff member or volunteer is the person subject to abuse, the Clerk/Treasurer will consult with the Chair of the Commission, the Village lawyer, and other experts as required to develop an investigation process appropriate to the allegation.

### **Disciplinary Procedures**

Employees and Officers of the Village, including Village Commissioners, against whom a complaint of employment related abuse is substantiated, or a conviction in a court of law for other situations, may be disciplined up to and including dismissal.

A progressive discipline policy shall apply as deemed appropriate by the Clerk/Treasurer or Village Commission.

- A verbal warning may be issued in the case of a first offence of a less substantive nature
- A written letter of warning in the case of a second offence may be issued and remain on the employee file for a period of five years
- A period of unpaid leave for up to two weeks may be imposed in the case of serious offences or repeated offences.
- A change of duties, work location, or a work arrangement (e.g. remote work location) may be imposed during an investigation, or on a permanent basis following the outcome of an investigation
- The Village may proceed with dismissal for any offence deemed by the Commission to warrant such action.

In the case of a report of abuse of a vulnerable person by a village staff person or volunteer, that person shall be removed from all interaction with vulnerable persons until the investigation is concluded.

A person who makes a complaint of abuse, whether under this policy or otherwise, should not be penalized for doing so. For the purposes of this policy, retaliation against an individual for having filed a complaint or taken any other step under this policy will not be tolerated and will be treated as a disciplinary offence. The person may have their privileges or employment reviewed up to and including termination.

The making of false, frivolous or malicious allegations of abuse by another person will likewise be treated as a disciplinary offence. The person may have their privileges or employment reviewed up to and including termination.

**Confidentiality**

The Village understands and appreciates that it is difficult to come forward with a complaint of abuse and recognizes that there may be an interest of the complainant and other parties in keeping the matter confidential.

To protect the interests of the complainant, the person complained against, and others who may report abuse or be involved in an investigation, the Village shall endeavour to maintain confidentiality throughout the investigative process to the extent practical and appropriate under the circumstances and will request that all parties involved do likewise.

All records of complaints, including the contents of meetings, interviews, results of investigative and other relevant material will be kept confidential by the Village except where disclosure is required by a disciplinary or other remedial process or by order of a court or tribunal of competent jurisdiction. The Nova Scotia Freedom of Information and Protection of Privacy policy shall apply.

**Further Information**

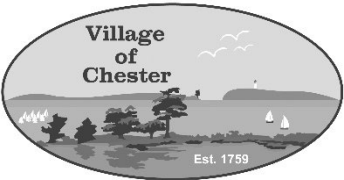
For more information, see the Resources for Abuse Prevention material maintained by the Village.

Approved: February 8, 2023

Motion: 23-013

**Schedule 7.2**

**Village of Chester Commission  
Clerk/Treasurer Monthly Report  
Aug 20, 2025**



**- Scotiabank:**

- The July 2025 bank statement has been reconciled. The Village main operations account opened the month with \$401,123 and ended with \$467,254.
- Account balances as of July 31st were:

|   |            |
|---|------------|
| <b>Banking Accounts</b>                               |            |
| • Daily Operations account                            | \$ 467,254 |
| <b>Investment Accounts</b>                            |            |
| • Operating reserve                                   | \$ 86,737  |
| • Lido Pool reserve (incl. GRID funding of \$242,000) | \$ 439,586 |
| • Utilities reserve                                   | \$ 42,490  |
| • EMC Building reserve                                | \$ 28,486  |

- The 2025-26 Q1 Investment Statement has arrived. These numbers will be a little below what you see in the chart above, since they go to the end of June only.

There is one GIC within the Operating Reserve that matured in July; our standard instructions are to roll over into another year-long GIC. Unfortunately, the interest rate will go down. The remainder mature in October.

**• Lido Pool**

- The Lido Pool is in it's last 10 days: the last day is next Friday, Aug 29<sup>th</sup>. We'll have a seasonal wrap-up report in a future meeting.
- Lido Repairs project: The project close-out report for Communities, Culture, Tourism and Heritage has been submitted. A copy of the report is included. Please note the report reflects 14% HST on the project costs. A small chart is attached to the report to show what the project spend will ultimately be once the HST rebate is received.

**• Public Washroom/Lido Projects**

- Interior accessibility renovation is complete with the exception of the tactile signage. Those are in production and expected next week.


- The exterior door handle has been replaced and re-connected with the automatic locking mechanism.
- All Outdoors Landscaping has scheduled the work on the exterior accessible entry to the Public Washroom for September after the pool closes for minimum public disruption. This will also include the accessible parking spot and pathway to the door.
- The revised roadside Lido Pool sign installation permit from NS Public Works is in progress – my contact has advised that they will require a \$500 refundable deposit.
- The parking boulders were installed at the Lido parkette on Aug 5<sup>th</sup>.
- **IT Supplier**
  - The transition to G23 is complete and has been signed off with MJSB.

**Attach**

- Repairs Project Close-out Report

*Report completed by:*

Heather McCallum, Clerk/Treasurer

|   |   |  |  |
|---|---|--|--|
|  |   | <b>Communities, Culture, Tourism and Heritage</b><br>Communities, Sport & Recreation |  |
|   |   | <b>PROJECT CLOSEOUT - ITEMIZED FINANCIAL REPORT</b>                                  |  |
| REGISTERED ORGANIZATIONS' NAME  |   | Village of Chester   |  |
| ADDRESS   | 27 Pleasant Street, PO Box 620, Chester, NS |  |  |
| POSTAL CODE   | B0J 1J0                                     | TELEPHONE #  | 902-275-4482   |
| CONTACT PERSON  | Heather McCallum                            | EMAIL  | <a href="mailto:heather.mccallum@villageofchesterns.ca">heather.mccallum@villageofchesterns.ca</a> |
| PROJECT DESCRIPTION   | Capital repairs to Lido Pool, Chester, NS   |  |  |
| PROJECT COST (AS STATED IN PROJECT APPLICATION), \$                               | 150,000.00                                  | FUNDING AWARDED (AS STATED IN MINISTER'S LETTER), \$                                 | 150,000.00   |

**1) ITEMIZED COSTS - A) PAID ITEMS (EXPENDITURES)**

|                                    | ITEM   | VENDOR/RECIPIENT           | RECEIPT/CHEQ. # | TOTAL         |
|------------------------------------|--|----------------------------|-----------------|---------------|
| 1                                  | Engineering Assessment & Report                      | JB Yates Engineering       | 12070           | 4,416.60      |
| 2                                  | Engineering Drawings                                 | JB Yates Engineering       | 12070           | 1,380.00      |
| 3                                  | Progress 1: Exterior wall repairs                    | J. Mason Contracting       | 12143           | 41,588.60     |
| 4                                  | Progress 2: Exterior wall repairs & replace pilaster | J. Mason Contracting       | 12161           | 89,027.25     |
| 5                                  | Progress 3: Interior wall repairs                    | J. Mason Contracting       | 12282           | 23,860.20     |
| 6                                  | 50%: Custom permanent building awning*               | Maritime Canvas Converters | 120649091       | 5,673.56      |
| 7                                  |  |                            |                 |               |
| 8                                  |  |                            |                 |               |
| 9                                  |  |                            |                 |               |
| 10                                 |  |                            |                 |               |
| 11                                 |  |                            |                 |               |
| 12                                 |  |                            |                 |               |
| 13                                 |  |                            |                 |               |
| 14                                 |  |                            |                 |               |
| 15                                 |  |                            |                 |               |
| 16                                 |  |                            |                 |               |
| A) TOTAL PAID ITEMS (EXPENDITURES) |  |                            |                 | \$ 165,946.21 |

**\*Note:**

The pending final invoice from Maritime Canvas Converters (like all costs over \$150K) will come from Village capital reserves. CCH share of project is complete.

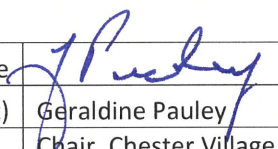

**1) ITEMIZED COSTS - B) DONATED ITEMS (IN KIND CONTRIBUTIONS)**

|   | SERVICE TYPE & DESCRIPTION - LABOUR, PROFESSIONAL SERVICES, EQUIP., MATERIALS | VOLUNTEER/ORGANIZATION OR CONTRIBUTING GROUP | FINANCIAL CONTRIBUTION |            |             |
|---|---|--|------------------------|------------|-------------|
|   |   |  | RATE/HR                | HOUR /UNIT | TOTAL       |
| 1   |   |  |                        |            |             |
| 2   |   |  |                        |            |             |
| 3   |   |  |                        |            |             |
| 4   |   |  |                        |            |             |
| 5   |   |  |                        |            |             |
| 6   |   |  |                        |            |             |
| 7   |   |  |                        |            |             |
| 8   |   |  |                        |            |             |
| 9   |   |  |                        |            |             |
| 10  |   |  |                        |            |             |
| <b>B) TOTAL DONATED ITEMS (IN KIND CONTRIBUTIONS)</b> |   |  |                        |            | <b>0.00</b> |

A) TOTAL PROJECT EXPENSES (A + B) \$ 165,946.21

**2) ORGANIZATIONS' SIGNATURES & VALIDATION**

*The above, itemized financial report represents all costs, items and services utilized in this CCTH funded project. All documents (cheques, invoices and receipts) pertaining to this project and stated here must be retained and kept by the applying group for a minimum of (4) years. Acceptance of these terms is implied by providing signature below.*

|                  |   |                  |   |
|------------------|---|------------------|---|
| Signature        |  | Signature        |  |
| Name (pls print) | Geraldine Pauley  | Name (pls print) | Heather McCallum  |
| Position         | Chair, Chester Village Commission   | Position         | Clerk/Treasurer   |
| Date             | August 15, 2025   | Date             | August 15, 2025   |

**3) DEPARTMENT USE ONLY - APPROVAL & PAYMENT**

*The above, itemized financial report represents all costs, items & services utilized in this CCTH funded project and have been verified to be accurate and considered complete to the best knowledge of inspecting official's signature below. Final payment, representing completion of project, is shown below & requested to be paid.*

|                  |  |                       |  |
|------------------|--|-----------------------|--|
| Signature        |  | a) Total CCTH Funding |  |
| Name (pls print) |  | b) Initial Payment    |  |
| Position         |  | c) <b>AMOUNT DUE</b>  |  |
| Date             |  | d) Total Paid*        |  |

*\*If a)"Total Paid" does not equal d)"Total CCH Funding", pls indicate reason for discrepancy and if project is considered complete.*

|  |  |
|--|--|
|  |  |
|--|--|

**CCH Project - Lido Capital Repairs**

GL 5915

|                     |         |         |
|---------------------|---------|---------|
| <b>Grant Amount</b> | 150,000 | 150,000 |
|---------------------|---------|---------|

| <b>Costs</b>    | <u>With full HST</u> | <u>With payable HST</u> |
|-----------------|----------------------|-------------------------|
| Yates           | 4,417                | 3,911                   |
| Yates           | 1,380                | 1,251                   |
| J. Mason        | 41,589               | 37,714                  |
| J. Mason        | 89,027               | 80,733                  |
| J. Mason        | 23,860               | 21,737                  |
| Maritime Canvas | 5,674                | 5,169                   |
| Maritime Canvas | <i>Pending</i>       | <i>Pending</i>          |
|                 | 165,946              | 150,515                 |



## Minutes

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

Wednesday, Jul 2, 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
- Other** 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)
- Regrets:** James Robert  
Cody Stevens, Fire Chief, CVFD
- Guest(s)** Randy O'Malley, Chester Village Commissioner
- 

#### 1. Call to Order

The meeting was called to order by the Chair at 5:01 pm.

#### 2. Approval of Agenda

The Agenda was approved by consensus.

#### 3. Approval of Minutes

##### 3.1 Monthly Meeting: Jun 4, 2025

**Motion:** Moved by Mr. Fitt; seconded by Ms. Hatch: That the Committee approves the Minutes of the Wednesday, Jun 4, 2025 Monthly Meeting as presented.

*Motion carried.*

##### 3.2 Special Meeting: Jun 26, 2025

There was an error flagged about Mr. Countway's arrival time.

**Motion:** Moved by Mr. Fitt; seconded by Ms. Hatch: That the Committee approves the Minutes of the Thursday, Jun 26, 2025 Monthly Meeting as amended.

*Motion carried.*

#### 4. Business Arising

##### 4.1 2024/25 Audit Report – Lawrence Lake, Morse Brewster Lake

The auditor, Mr. Lake, presented the Draft Audit Report and Financial Statements for the CFSC's 2024/25 past fiscal year. (*Schedule 4.1*).

The audited Financial Statements were reviewed and Mr. Lake noted that the reporting period began in October and therefore the report is for a partial year on the statements.

**Motion:** Moved by Mr. Collicutt; seconded by Mr. Countway: That the audited Financial Statements are accepted and that the Chair and Treasurer are authorized to sign the documents.

*Motion carried.*

#### 5. Chester Volunteer Fire Department: Activity Report

Deputy Chief MacDonald, on behalf of Chief Stevens, presented the July report (*Schedule 5.0*). The CVFD held a fish fry at the Heritage Society's Canada Day event, and are happy to report that it sold out.

Mr. Fitt asked what approximate percentage of the callouts are structure fires? Deputy Chief stated that less than 50% on average.

#### 6. Reports

##### 6.1 Secretary-Treasurer

Mr. Collicutt presented his monthly report (*Schedule 6.1*). He noted that Q1 of the fiscal year has passed, and a Budget Variance Report will be provided at the next meeting.

Reminder of the private Chester Yacht Club social to thank the Chester Volunteer Fire Department this Friday, July 4, 2025. Ms. McCallum confirmed that no media will be present at the social.

Mr. Countway reported that a small run of brochures about the fire station project is being produced to bring to the Yacht Club event.

## **6.2 New Fire Station Project**

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

He has revised the project schedule to incorporate the expectation of receiving Ministerial approval to borrow at the end of summer.

The Municipality of Chester provided a report from the test well they drilled on the new fire station site (included). Mr. Fitt noted the flow rate is poor, 20 litres/minute. Water supply will have to be discussed in more detail through Phase 2.

## **6.3 Communications Sub-Committee**

Mr. Countway reported that photos and coverage of the event will be posted to the CFSC website and social media to treat it as a capital campaign “launch”.

He described a new batch of videos being planned to show firefighters in their day job clothes talking about why they volunteer.

## **6.4 Fundraising Sub-Committee**

The Donations page content was discussed. Mr. Countway, Ms. Hatch, and Ms. McCallum will meet to finalize. The brochure being used at the Yacht Club event will be revised for a larger run.

The use of a donation platform like Canada Helps was discussed regarding the possibility of donations of equities. Chair MacDonald will discuss terms of agreement with a broker who may take this on and report back.

Possible capital campaign posters and/or signage in the community was discussed. Again, care needs to be taken with positioning and wording.

## 7. New Business

### 7.1 Correspondence: FSANS Fire Services Government Review

Ms. McCallum reported on correspondence received from AMANS (Assoc of Municipal Administrators of Nova Scotia) on Fire Service Governance Review (*Schedule 7.1*). There are separate survey links for firefighters themselves, and for municipal staff and administrators. This is the review that the MLA mentioned to Mr. Countway.

Ms. McCallum will re-circulate the email – everyone is encouraged to participate in the survey.

## 8. Other Business – *Nil*

## 9. Adjournment

The meeting was adjourned at 5:47 pm.

### Next meeting(s):

- **Regular Monthly:** Aug 6, 2025 at 5:00 pm; Village Commission boardroom
- **Regular Monthly:** Sep 3, 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 7.3(b)****MUNICIPALITY OF THE DISTRICT OF CHESTER  
FIRE ADVISORY COMMITTEE MEETING (Policy 112)**

Wednesday, July 9, 2025 - 7:00 p.m.

Municipal Office - 151 King Street, Chester, NS B0J 1J0.

**Meeting Minutes****Voting Members Present:**

Dale Broome (New Ross Commission)  
Lyle Russell (New Ross Fire Department)  
Paula Wedge (Western Shore Commission)  
Jamie Swinimer (Western Shore Commission)  
Trevor Pye (Western Shore Commission)  
Jared Swinemar (Western Shore Fire Department)  
Colin MacDonald (Chester Fire Services Committee)  
Cody Stevens (Chester Fire Department)  
Len Stevens (Chester Basin Commission)  
Robert Williams (Chester Basin Fire Department)  
Stephen Bond (Chester Basin Fire Department)  
Chuck Bennett (Blandford Commission)  
Chris Turpin (Blandford Fire Rescue)  
Stuart Hirtle (Martins River Commission)  
Tim Lilly (Martins River Commission)  
Tim Morash (Hubbards Commission)

**MOC Council and Staff:**

Tom Bremner Councillor District 3

Clarissa Coolen Councillor District 2

Erin Lowe, Deputy CAO

Bruce Blackwood, Fire Services/Safety Coordinator

### **Regrets**

Emily Lennox, Executive Assistant

Clary Coolen (Hubbards Fire Department)

Mitchell Kaizer (Hubbards Fire Department)

Scott Rafuse (Martins River Fire Department)

Ted Duchene (Blandford Commission)

1. Meeting Called to Order:

The Meeting was called to order at 7:00 by Chairperson, Len Stevens.

2. Review and Approval of Agenda/Order of Business:

**MOTION TO APPROVE THE AGENDA AND ORDER OF BUSINESS SO MOVED BY STUART HIRTLE SECONDED BY COLIN MACDONALD. ALL IN FAVOUR. SO MOVED.**

The chair also noted that the meeting was being recorded for minute taking purposes and that voting cards would be circulated.

3. Introductions:

A round table introduction took place to welcome the new members.

4. Approval of previous meeting minutes:

**MOTION TO APPROVE THE MEETING MINUTES FROM THE PREVIOUS MEETING SO MOVED BY PAULA WEDGE SECONDED BY CHUCK BENNETT. ALL IN FAVOUR SO MOVED.**

5. Matters Arising:

**FSANS -**

Bruce updated the committee members on the appointment of Arthur Vardjas (BAFR) as FSANS Alternate Director for Lunenburg County. Arthur has started as of May to attend the FSANS Directors Meetings and is getting up to speed on the fire services issues. Bruce and Arthur are working with Michael Nauss of Bridgewater who is the current Director to ensure we have consistent communications. Bruce encouraged everyone to keep Arthur advised of any issues that are impacting the MOC fire services that should be brought to the attention of FSANS. FSANS is the fire services link to the Provincial government. Bruce also mentioned that Arthur would plan on attending future Chief's and FAC meetings. The FSANS report will be added as a regular agenda item.

Bruce reviewed earlier correspondence to the Chiefs and Commissions concerning the current Fire Service Governance review sponsored by FSANS and the Province and stressed that it was important to participate in the consultation process. Registration links for the consultation meetings and the online survey have been sent out. At this time there are evening meetings scheduled for July 24 (Liverpool), July 25 (Lunenburg), and July 26 (Kentville).

Bruce mentioned as well that FSANS is currently working on the audit of the Nova Scotia Fire School.

Chief Stevens commented the wide range of governance styles across the province and how he foresees the government moving towards a streamlined standard of governance for all members. He reminded members the importance of voicing any concerns they may have before the final changes or initiatives are in place.

#### **PFAS-**

Bruce reviewed the information meeting that was held on March 20, 2025, concerning the status of PFAS free turnout gear. In summary there is PFAS free gear available from a limited number of suppliers. There are continuing discussions related to the performance and durability of such gear as there is little in field data available at this time. Textile and gear manufacturers continue to work on new PFAS free formulations. Bruce supplied a copy of the presentation and an overview of the status of the PFAS gear being offered at this time. Included in this information package was a position statement from the Metropolitan Association of Fire Chiefs that requested continuing research efforts on PFAS free gear. This report also included recommended considerations of moving to new PFAS free gear. It is in the hands of the Fire Departments and Commissions to review their current gear and develop a plan for replacement. It was mentioned that there may be an opportunity for bulk purchasing of new gear.

## 6. Sub Committee Report Updates:

-Dry Hydrants/Water Supply: A meeting took place to review what was already laid out for dry hydrants for the departments and what avenues would need to be crossed to proceed with installation. Next steps are identifying landowners and communicating with them to scope locations, gain permissions, and identify any environmental barriers. They noted that the Committee is now including water access points for drafting as well as dry hydrant locations. They are considering a request to Council for funding support and indicated support from the MOC will likely be needed to navigate the permit process. The timeline was discussed and concluded its unlikely any will be installed this year. Staff noted a fully formulated program and workplan would need to be presented to Council for consideration of funding avenues. Staff has provided additional background information on other dry hydrant programs for the Committee's consideration.

-Training/Retention: Nothing to report. The Chair added he would touch base with the committees' new members for a gentle reminder to submit reports or updates moving forward. Bruce did mention that the Committee had organized recent MOC mutual aid training on wildfire response and Live fire training at the MBU. Cody mentioned that he is aware of planning for mass causality response likely in the fall.

-Apparatus/Equipment: A meeting took place two months ago and all the information and data was collected. They plan on putting some graphs along with a report to indicate where each of the seven departments stand with reference to apparatus replacement requirements. Mitchell Kaizer is the acting Chair of this committee now and will provide the data to Municipal staff.

## 7. New Business –

### **Regional Emergency Providers Fund –**

Bruce reminded the group on the new Regional Emergency Providers funding offered this year by the Province. Guidelines and applications have been sent to the Chiefs and Commissions. This grant is in addition to the regular department annual project funding for individual Departments. The regional grant is for up to \$200,000 and can be awarded to a first responder organization in partnership with a municipality to support emergency services across a broader geographical area and is intended to address the collective needs of first response agencies across the region in preparedness, response and recovery. There are several projects within MOC that could be considered. There is a list of eligibility

criteria that should be considered. Bruce noted applications will be accepted starting September 1, 2025, with a deadline of October 14, 2025, and suggested that the Chiefs add this discussion to their August meeting agenda.

-Recruitment and Retention: Chuck Bennett (District 1 Commission) noted at the recent AGM meeting a discussion was held concerning recruitment and retention as their membership numbers have been dropping. The continuing developments within the community will only increase population and increase the load on the Commissions and Departments. Andrea has accepted a position within their organization to try to identify and explore alternate avenues to try and reestablish recruitment opportunities, volunteers, and find other improvements where possible. Chuck would like to explore the formation of a joint recruitment and retention committee that could work together on advancing our programs.

Paula Wedge noted Western Shore has seen an increase in their numbers and have been trying to increase their profile within their communities to encourage new members and create awareness. She is hopeful a solution can be found through working together and sharing some of their efforts that have been successful.

It was also noted the Municipality has a recruitment brochure that was jointly developed by the Departments that is circulated when members of the public inquire about fire department volunteer opportunities. Contact information as available goes directly to the Departments.

-Water Rescue: Cody Stevens (CVFD Chief): It was noted that a discussion was held at the Chiefs meetings about a Municipal wide water rescue program that would include boats, swift water rescue training, and ice rescue training. It would start with having boats currently in the different districts being identified for the program. and noting gaps where ones would need to be purchased. Once the Chiefs have a better formulated plan, they will bring the plan to the FAC for comment and input before bringing it to Council for financial support and approval.

#### 8. Roundtable:

-Paula Wedge noted that since the AGM their commission is operating with nearly an entire brand-new slate of new members and on a steep learning curve. She thanked Chief Jared Swinemar for his help and guidance navigating this new chapter. They look forward to working with everyone and will reach out for support as needed.

Len noted an informal meeting of the Commission Chairs would be beneficial to welcome the new members and provide support as needed. Len will investigate organizing such future meetings.

A question was raised about the different support groups monitoring water rescues and how they overlap and work together (i.e.: DNR, Coast Guard, REMO, GRCC). Members would like a clear understanding of the triggers to have helicopter support when needed. Cody also noted the report that was presented to Council about the decommissioning of the Chester Fire Boat included some of this information and could be circulated to the FAC members for information.

Councillor Bremner thanked everyone for their efforts at the Shoreham evacuation the weekend past for the success in diverting a potential disaster.

He also noted how important it is to work together towards the greater good for the Municipality as a whole.

Colin also echoed gratitude for the volunteer efforts, time and energy that members give and don't always get recognition for.

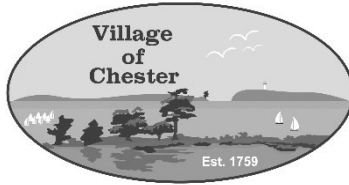
It was noted that if anyone would like anything changed on the website, they can contact Bruce directly.

The next meeting is scheduled for September 17, 2025, at Forest Heights.

## 9. Adjournment

The meeting was adjourned as the agenda was concluded.

## Schedule 8.1



### **Village of Chester Commission Request for Decision August 20, 2025**

**RE: Chester Fire Services Committee: Term Expirations**

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#### **Issue Summary**

The inaugural two-year terms of two members of the Chester Fire Services Committee (CFSC) will expire on October 16, 2025. One is an appointee of the Village of Chester and one is an appointee of the Municipality of the District of Chester.

#### **Background**

AT the CFSC Meeting of August 6, 2025, both of the current appointees, Nancy Hatch and James Robert respectively, confirmed that they are happy to re-offer for a second term. The Committee members noted that they would prefer continuity at this stage of their work.

As this is a new process for the CFSC, bear with me for a walkthrough of the governing documents.

The Intermunicipal Fire Services Agreement (2022) has this to say on Committee Roles and Terms:

- (19) The Municipality and the Village will each appoint two committee members for an initial term of three years, and one committee member for a term of two years. Following the initial term of committee members, the term shall be three years.*
- (20) A committee member may be reappointed.*

The CFSC By-laws say this:

- 25) Members shall retire from office at the end of the term for which they were appointed by their respective incorporating body but shall serve until a successor is appointed. Retiring members shall be eligible for re-appointment and their terms shall be in accordance with the Incorporating Agreement.*

Neither of these documents clarify methodology, i.e, whether public calls for volunteers must go out or whether the current members can simply be re-appointed.

The Municipality's lawyer, Sam Lamey, who drafted the agreement and the by-laws, was asked for clarification. His response:

*My understanding is that it would depend upon the policies of both the Municipality and the Village. The Municipality has policies regarding the appointment, and it would have to decide whether the policy requires it to advertise or whether it can simply accept the existing person.*

The Village has no such policy. The Municipality's policy "P-8 Committees of Council and Their Duties" says this:

*3.1) Procedure for selecting and nominating members of the public at large to Standing and Special Committees:*

- a) An ad will be posted in a local newspaper soliciting applications for the various committee positions available by the Nominating Committee.*
- b) The Committee will review the applications and file their nominating report to Council at the Annual Meeting or at such other time as directed by Council.*

It appears that the Municipality is required to put out a public call for volunteers.

## **Considerations**

### Policy

While the Village does not have a policy requiring it put out a public call for volunteers, since the Municipality does, the Commission may wish to mirror their process. Transparency and the optics of fairness should be considered.

### Financial

The call for volunteers would be required to go into the newspaper, with a likely cost of approximately \$300 for one placement. The 2025/26 Budget has a \$3,000 allowance for advertising.

## **Options**

1. The Commission could decide to re-appoint the incumbent Village representative to the CFSC.
2. The Commission could decide to issue a public call for volunteers. The incumbent could then re-apply.

## **Draft Motion**

That the Chester Village Commission issue a public call for volunteers to recruit a Village representative to the Chester Fire Services Committee for a 2025-2028 term. The call must be advertised in a local newspaper and online.

Note: The Village may wish to consider drafting an appointment policy in future.