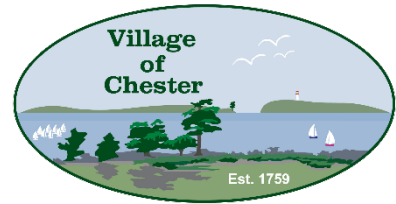


# Agenda

**Village Commission Monthly Meeting**  
**Wednesday, Nov 19, 2025 @ 6:00 pm**



In-Person & Virtual Meeting

Village Commission Office, 27 Pleasant Street, Chester

Zoom <https://us02web.zoom.us/j/81480733054> or [YouTube Live](#)

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## 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: Oct 15, 2025

p. 3

## 5.0 Business Arising

5.1 Lido/Public Washroom Roadside Sign: Discussion

5.2 Visitor Information Centre: End of Season Reports

p. 9

## 6.0 Correspondence

6.1 MODC: Coastal Regulations Public Open House Sessions

p. 14

## 7.0 Reports and External Committees

7.1 Report from the Chair

7.2 Clerk/Treasurer Report

p. 16

7.3 (a) Chester Fire Services Committee

p. 22

(b) MODC Fire Advisory Committee

p. 26

7.4 Lunenburg County Accessibility Committee

p. 27

7.5 MODC Village Planning Advisory Committee

7.6 MODC Equity, Diversity & Inclusion Committee

## 8.0 New Business

8.1 Office Holiday Closure

p. 31

## **9.0 Commissioner Roundtable**

### **10.0 In-Camera**

- Per Section 408B(2) of the *Municipal Government Act*:
  - (a) acquisition, sale, lease and security of village property
  - (e) contract negotiations

### **11.0 Resumption of Public Meeting**

- Report in public session per Section 408B(3) of the *Municipal Government Act*, if applicable

### **12.0 Adjournment**

#### **Next Meeting(s)**

- Monthly: Dec 17, 2025 @ 6:00 pm – 27 Pleasant St & Livestream
- Monthly: Jan 21, 2026 @ 6:00 pm – 27 Pleasant St & Livestream

# Minutes DRAFT

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

In-Person & Virtual Meeting

27 Pleasant Street, Chester

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



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

**Staff:** Heather McCallum, Clerk/Treasurer (C/T)  
Maxine Veinot, Recording Secretary

**Guests:** Brian Webb, MODC Economic Development  
Ashley Marlin, MODC Economic Development  
Councillor Tom Bremner, MODC District 3

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### 1.0 Call to Order

Chair Pauley called the October 15, 2025 Regular Monthly Meeting of the Village of Chester Commission to order at 5:58 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

Chair Pauley asked if there were any additions to the agenda. Commissioner T. Mulrooney requested one In-camera addition.

*There were no objections, therefore Chair Pauley stated the Agenda of September 17, 2025 is approved as amended by consensus.*

### 4.0 Approval/Amendment of Minutes

**4.1 Monthly Commission Meeting:** Wednesday, August 20, 2025

**Motion #25-077:** Chair Pauley moved; Commissioner Nauss seconded:  
That the Minutes of the September 17, 2025 Monthly Commission Meeting be approved as presented.  
*Motion carried unanimously.*

#### **4.2 Special Commission Meeting:** Wednesday, October 8, 2025

**Motion #25-078:** Chair Pauley moved; Commission Nauss seconded:  
That the Minutes of the October 8, 2025 Special Commission Meeting be approved as presented.  
*Motion carried unanimously.*

### **5.0 Special Presentation – Community Beautification**

Brian Webb and Ashley Marlin from MODC-Economic Development presented the project - Community Beautification within the Municipality; Hubbards, Chester Basin, New Ross, Western Shore, and the Village of Chester ([Schedule 5.0](#)).

Mr. Webb gave an overview of the Phase 1 and Phase 2, which will be identifying locations, local partners, and developing ‘quick fixes’ with low cost, while evaluating and adapting on the fly, respectively. Examples: Street furniture, painting, landscaping public properties, traffic calming, etc. Phase 3 is to identify infrastructure changes and make longer-term capital budget plans to address them. Example: Waterfront redevelopment when the Tancook Ferry relocates.

Timing: The Municipality would be looking for Phase 1 plans to be proposed for Budget season (Feb-Mar 2026). They expect the available funds from the Municipality to be approximately \$5-10,000 per community.

The Village Commission was asked if they were interested in contributing to the plan and convening a meeting of community groups in the Village? The Commission agreed that they were interested. C/T McCallum noted that there are community suggestions in the responses to the Street Décor/Flower Basket survey last year that could be considered.

**Action:** Next steps to be determined by the Commission.

### **6.0 Business Arising**

#### **6.1 Volunteer Appointment: Chester Fire Services Committee**

Chair Pauley commented that Ms. Nancy Hatch has been the Village’s representative on the CFSC since launch and is willing to continue for another term. She was the only applicant to the Village’s Call for Volunteers advertisements.

**Motion 25-079:** Chair Pauley moved; Commissioner Nauss seconded:  
That the Chester Village Commission appoint Nancy Hatch to a three-year term on the Chester Fire Services Committee, from October 17, 2025 to October 16, 2028.  
*Motion carried unanimously.*

## 7.0 Correspondence

The order of the first two items of Correspondence was reversed to take advantage of Ms. Marlin's presence.

### 7.2 Chester Municipal Chamber of Commerce

Ms. Ashley Marlin explained that the Chamber of Commerce, while it has not been active, is still legally in existence and has some funds available. Interest has been growing in the business community to reactivate the organization. An Interim Board has been preparing for an Annual General Meeting to re-launch the Chamber.

The AGM will be held October 28, 2025 at 6:00 pm and will be held at the Chester Basin Legion ([Schedule 7.2](#)).

**Action:** Chair Pauley will attend on behalf of the Village Commission.

### 7.1 Resident S. Stiles: Dog Waste Signs

Discussion was held on the dumping of dog waste bags over an embankment on Pig Loop Road ([Schedule 7.1](#)). The Commissioners all agreed that it is a health hazard and an eyesore for irresponsible dog owners to not properly remove their pets' waste. There are pet waste bags with garbage containers in a number of locations around the Village and the trails.

**Action:** C/T McCallum will investigate further and provide recommendations.

### 7.3 NS Government: Amendments to Code of Conduct

For information: A press release was circulated to all municipalities and villages on new restrictions to the Code of Conduct for Elected Officials ([Schedule 7.3](#)).

C/T McCallum noted that this was discussed this morning at the South Shore chapter meeting of the Association of Municipal Administrators of Nova Scotia (AMANS) with a representative from Municipal Affairs. AMANS is concerned about how the new restrictions will affect the ability of staff to lay complaints.

**Update:** Local news has picked this up – questioning how the restrictions will affect the ability of the public to lay complaints. More information will follow as it comes.

## **7.4 AMANS Training Opportunity: Managing Anger and Hostility**

Provided for information only (non-mandatory).

## **7.5 NS Office of the Ombudsman**

For information: Municipal Affairs circulated to inform municipalities and villages of World Ombuds Day on October 9, 2025, and the role of the office ([Schedule 7.5](#)).

## **8.0 Reports**

### **8.1 Report from the Chair**

Chair Pauley reported that the Visitor Information Centre (VIC) has been open on Saturday and Sunday afternoons to align with Oak Island tour groups, but has now closed for the 2025 season. An evaluation of its pilot year will be needed to prepare for next season.

**Action:** C/T McCallum will prepare a financial breakdown.

### **8.2 Clerk/Treasurer Report**

C/T McCallum presented the monthly activity and financial overview and walked through the Q2 Budget Variance Report ([Schedule 8.2](#)).

There were no concerns in the variance report; everything is sitting where expected for midway through the fiscal year.

**Action:** C/T McCallum will request an interim report on tax exemptions from the Municipality.

### **8.3 (a) Chester Fire Services Committee (CFSC)**

The CFSC's approved minutes of September 4<sup>th</sup> were shared for information, ([www.chesterfirecommittee.ca](http://www.chesterfirecommittee.ca))

### **(b) MODC Fire Advisory Committee (FAC)**

The FAC's minutes of September 17<sup>th</sup> were shared for information.

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

The LCAAC's minutes of September 3<sup>rd</sup> were shared for information. ([www.accessiblelunenburgcounty.ca](http://www.accessiblelunenburgcounty.ca))

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

Vice-chair O'Malley reported there was no meeting this past month.  
(Chester Village Planning Advisory Committee 2025)

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

Commissioner L. Mulrooney reported there was a meeting on October 7<sup>th</sup>. The main discussion was on the recommendations from the Truth & Reconciliation Commission and aligning them with Municipal/Village goals. Further training is also forthcoming.

There were no recent minutes to share.  
(EDI Advisory Committee 2025)

## **9.0 New Business**

Chair Pauley invited Municipal Councillor Tom Bremener to say a few words. Councillor Bremner said he is pleased with the MODC Economic Development partnership plans for the various communities, as discussed by Mr. Webb and Ms. Marlin earlier. He noted that he has now been in office for one year and is looking forward to the next three. The Chair thanked him for his commitment to the Village and all his constituents.

## **10.0 Commissioner Roundtable – Nil**

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

There were no objections, therefore Chair Pauley stated Commission will move in camera as per Section 408B (2) of the Municipal Government Act to discuss the acquisition, sale, lease and security of Village property and contract negotiations by consensus.

The Commission recessed at 7:07 pm.

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

The Commission resumed the public meeting at 7:31 pm.

## **12.1 REVISED Administrative Service Agreement: VOC & CFSC**

A recorded vote was requested.

**Motion #25-080:** Chair Pauley moved; Commissioner Nauss seconded:

That the Chester Village Commission approve the Administrative Services Agreement (as presented on October 15, 2025) between the Village and Chester Fire Services Committee, and direct the Chair and Clerk/Treasurer to sign for the Village and apply the Village seal.

*Yes: L. Mulrooney, Nauss, O'Malley, Pauley; No: T. Mulrooney. Motion carried.*

### **13.0 Adjournment**

There being no further business, the meeting was adjourned at 7:31 pm.

#### **Next Meeting(s)**

Monthly: Nov 19, 2025 @ TBD pm – 27 Pleasant St & Livestream

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

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Commission Chair  
Geraldine Pauley

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Clerk/Treasurer  
Heather McCallum

## Schedule 5.2

### **Chester Village Visitor Information Centre**

### **End of Season Report to the Tourism Industry Assoc. of NS (TIANS)**

By Survey Monkey (it disappears after completion, so this is a compilation of the questions and answers)

<b>QUESTION</b>	<b>OUR REPLY</b>
Who are you?	Village of Chester
What services did you provide?	In person counselling Phone service Email service Washroom facilities Literature/provincial Literature/regional & community Literature/operator Online services (Village website & social media provided by ourselves and MODC)
What was the start date?	31 May 2025
What was the end date?	Stopped full time after 30 September 2025. Opened the first two weeks of October for the Farmers' Market Days, for Saturday and Sunday afternoons to support the Oak Island Tour participants, and at request for Tour Buses or other groups. After we stopped providing volunteers, the VIC continues to be available to visitors to pick up literature or use the washroom with camera surveillance by the Station Master Ryan Cameron.
F-t Employees?	No
P-t Employees?	No **please note we cannot call our volunteers employees because they received honorariums which are not eligible for social deductions so not employment.
Volunteers?	Yes. Up to 10 total over the summer season.

How did it compare to last year?	N/a
Did volunteers receive the TNS training?	No. We did not officially qualify as a VIC until late summer, so missed the training sessions.
Total visitors in July and August?	<p>July 344, August 425 (total 769).</p> <p>We discovered as the season went on that we became better at reminding people to sign the visitors' log.</p> <p>However, we think we missed at least 25% of folks who visited.</p>
What were the operational costs exclusive of salary or honoraria?	<p>The total was \$8,474, of which \$3,350 was initial set up costs.</p> <p>The cost of volunteer honoraria was \$7,060.</p>
Did the VIC generate income?	No
Were all reports submitted?	Yes
Did the VIC meet NS Tourism Strategy?	We don't know. No one gave us a copy of the Tourism Strategy.
How does your VIC help tourism in your area?	<p>Visitors enjoy the opportunity to talk to counsellors and tend to stay in the area longer when they are told about special local places or events that they may not have known about by using only provincial information.</p> <p>Visitors especially love local maps, advice about where to get satisfy certain food requests, and stories about area history.</p>

When do you plan to open next year?	1 June 2026
How could the province support the VICs better?	The lack of a central resource for brochures and local maps really makes it difficult to promote tourism provincially. We can manage to get local materials, but the wider province is difficult. If you really want to help tourism, start to print the Doers and Dreamers Guide again. Visitors love it.
Comments not covered in the survey?	<p>We will be open to the end of November for literature and washroom accessibility.</p> <p>We work cooperatively with MODC who operate a moveable kiosk for special events around the area, while we operate the static Visitor Information Centre in the historic train station in the Village of Chester.</p>

Survey completed by Geraldine Pauley, Commission Chair

**Chester Visitor Information Centre**

**COSTS 2025/26**

03-Nov-25

**BUDGET**

2025/26 Village Budget (GL 5595) "Visitor Information Centre"	\$10,000
Unspent re-allocations approved Jul 17,2025 (from GL5450, 5496, 5591)	\$7,790
TIANS Grant	\$500
SUBTOTAL BUDGET	<hr/> <b>\$18,290</b>

**EXPENSES APR-OCT 2025**

Initial set-up of VIC Space	\$3,006
<i>Furniture, office equipment, signage, décor</i>	
Operations	\$362
<i>Office supplies, water, kitchen/bathroom, etc.</i>	
Rent	\$2,550
<i>Paid - 6 months @ \$425</i>	
Internet/phone	\$827
<i>URL, internet/public wifi, cellphone, Telus charges, Gmail for Business, security</i>	
Volunteers	\$7,060
<i>\$30/4-hr shift honorarium</i>	
SUBTOTAL EXPENSES TO DATE	<hr/> <b>\$13,806</b>

**EXPENSES PENDING**

Rent - 6 months @ \$150	\$900
Telus - 2 months @ \$50 & 3 months @ \$19	\$157
Gmail for business @ \$25/month	\$125
SUBTOTAL EXPENSES TO COME	<hr/> <b>\$1,182</b>

**Chester Visitor Information Centre**

**COSTS 2024/25**

03-Nov-25

**BUDGET**

2024/25 Village Budget (GL 5590) "Tourism Attraction Projects"	\$10,000
SUBTOTAL BUDGET	<u>\$10,000</u>

**EXPENSES MAR 2025**

Initial set-up of VIC Space	\$1,229
<i>Furniture, office equipment, signage, décor</i>	
Rent Deposit	\$250
SUBTOTAL EXPENSES	<u>\$1,479</u>

## Schedule 6.1

**From:** Garth Sturtevant  
**To:** Allen Webber; Brenda Mulrooney; Carol Nauss (canauss@gmail.com); Chad Haughn; Darlene Scott; Emily Statton; Heather Archibald; Heather McCallum; Pam Myra (she/her); Paul Riley; Randall O'Malley; Syd Dumaesq (syd@spda.ca); Tom Bremner; Tristan Mills (contact.millsandmac@gmail.com); Abdella Assaff; Darlene Scott; Emily Statton; Hassen Hammond (hasshammond@hotmail.com); Lee Harnish; Leslie Taylor (Gmail for MPAC); Margeson Reeves; Nick Buckle; Sandra Hiscock (sandra.hiscock@hatch.com); Sharon Church  
**Subject:** Coastal Regulations - Public Open House Sessions  
**Date:** November 4, 2025 11:26:52 AM  
**Attachments:** image677472.png  
image736655.png  
image382651.png  
image559551.png  
image555689.png  
image306326.png  
[2025-10-21 Coastal Regulations Public Engagement Sessions Flyer.pdf](#)

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Good Morning VPAC and MPAC Members,

I am writing to distribute some information that may be of interest. On behalf of Council, I have scheduled 3 Open House Sessions in Nov/Dec. The purpose of the sessions is to educate and discuss coastal threats with the public. We are also seeking input and comment on the level and type of coastal regulations that may be desirable.

Following these 3 meetings, staff will prepare a "What We Heard Report" which will summarize the feedback received. Staff then expect to have a meeting/discussion with both PAC's and Council.

Following that meeting, Council may wish to direct staff to conduct a second round of public meetings, or if there seems to be consensus, may direct staff to draft regulations and begin the formal adoption process.

As PAC members, I first want to invite you to attend one or more of the sessions. The format and material presented will be the same, but we anticipate the discussion to vary from session to session. Staff will be positioned around the room with poster boards for small group discussions on a variety of topics. Comment forms will be provided for the public to submit feedback. We will also have a notetaker circulating during the Open House to capture as much discussion as possible.

Second to the invite to attend, I would request your assistance in spreading the word to neighbours, family and friends so that they can attend if interested. Despite our best efforts to advertise (posting, newspaper, radio ads, social media, project website) we always find some folks who haven't heard of the event. Word of mouth, while hard to organize, still reaches a large number of residents.

I have attached the meeting poster (which I have put up around the Municipality) which includes the dates, times and how to get further information. The project website is: <https://www.engagechester.ca/coastal-regulations-for-the-municipality-of-chester>

Any questions, please let me know.

Thank you!

Garth



### Garth Sturtevant

Senior Planner  
Community Development & Recreation

#### Municipality of Chester

186 Central Street, Chester, NS, B0J 1J0

**Office:** 902-275-4135  
**General Inquiries:** 902-275-2599  
**Web:** [www.chester.ca](http://www.chester.ca)



🌱 Consider the environment. Do you really need to print this email?

I (we) respectfully acknowledge that I (we) live and work in Mi'kma'ki as a steward of the ancestral territory of the Mi'kmaq people. We are all treaty people.

This message contains confidential information and is intended only for the intended recipients in communication with the Municipality of Chester. If you are not an intended recipient you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be

Municipality of Chester

# Coastal Regulations: Public Engagement



Municipal Council has asked staff to host a series of community meetings to provide information on coastal threats (erosion, flooding & loss of sensitive coastal wetlands). Staff are seeking input and comments from community members to assist in creating a draft set of regulations that would ensure development on or near the coast is done responsibly and safely. Regulations would also provide protection for sensitive coastal ecosystems. You can play an important role in developing these rules by providing input and comments.

Three meetings have been scheduled throughout November and December. **Anyone** is welcome to attend one or more of the meetings (the material presented will be the same at each meeting). Each meeting will be open from 6:00—8:00pm. The format will be Open House, with attendees welcome to come and go as they wish.

- ◆ **November 13, 2025:** Western Shore—Western Shore Legion (6582 Highway 3, Western Shore)
- ◆ **November 24, 2025:** Village of Chester—Tuck Hall (54 Regent Street, Chester)
- ◆ **December 10, 2025:** Hubbards — Hubbards Area Lions Club (43 Lions Club Rd, Fox Point)

Following these sessions staff will return to Council before draft regulations are created. These draft regulations will then be made available to the public for review with time to provide feedback and comment. Council will then schedule a Public Hearing to vote on the draft regulations for Coastal development

For more information visit:

[www.engagechester.ca/coastal-regulations-for-the-municipality-of-chester](http://www.engagechester.ca/coastal-regulations-for-the-municipality-of-chester)

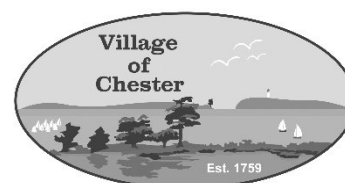
Municipality of Chester

151 King Street  
PO Box 369,  
Chester, NS B0J1 1J0

Phone: 902-275-3554  
Email: [planning@chester.ca](mailto:planning@chester.ca)

## Schedule 7.2

### Village of Chester Commission Clerk/Treasurer Monthly Report Nov 19, 2025



#### • Scotiabank:

- The October 2025 bank statement has been reconciled. The Village main operations account opened the month with \$467,302 and ended with \$436,797.
- Snapshot: Account balances as of Nov 5th were:

Banking Accounts	
Daily Operations account	\$ 432,332
Investment Accounts	
Operating reserve	\$ 87,457
Lido Pool reserve (incl. GRID funding of \$242,000)	\$ 442,540
Utilities reserve	\$ 42,845
EMC Building reserve	\$ 28,680

#### • Financial Reporting

- The **HST rebate** application for Apr 1-Sep 30, 2025 has been submitted, and assessed received in the amount of \$14,673. A cheque will follow from CRA.
- The annual Village report to **Municipal Finance** for 2024/25 has been submitted. This includes audited financial statements and expense reports.
- Update to Q2 Budget Variance Report re: **tax exemptions** to date: Individual low-income property tax exemptions total \$640 and non-profit organization exemptions total \$194. Uptake on the program is significantly down at this point in the year. We'll keep an eye on this and address in the annual review of the Property Tax Exemption Policy.

#### • Insurance Renewal

- The Gallagher's insurance renewal policies have been received and invoiced. The breakdowns by budget line for property and liability cannot be done quite yet for comparison; we require further documentation that will come from Intact. This will be shown in the Q3 Variance report.
- Note that insurance for potential new services will have to be quoted separately when/if the time comes.

#### • Follow-ups from Commission Meetings

- Public Works re: **snow removal**: I met with MODC's Director of Public Works, Fred Whynot, the week of Oct 20<sup>th</sup>. Public Works has moved into a new building next to the RCMP station at exit 8. The Municipality will be using salt

(carefully) on sidewalks this year, which is great news! They have also purchased a new machine for sidewalk plowing. Municipal contractors, not staff, do this work on their behalf.

Regarding the banks of snow, they will be ensuring that there is a 4-foot clear path on sidewalks, and cutting back the banks when they encroach too far. The ends of each block will be cleared, but they will not be removing snowbanks – it's nearly impossible to do so with the parking situation in the "downtown T". Individual business owners are responsible for cutting access points to their doors if they wish.

- **RCMP Advisory Committee:** Tara Maguire advises me that the Village's request for a seat will be on the Agenda of the Nov 27<sup>th</sup> Council Meeting. She also noted:

*I should also make you aware that one of the recommendations from the current policing review being undertaken by the Department of Justice is to create community safety boards. My understanding is that this will replace the current RCMP advisory boards but we are not sure what those new committees will look like.*

- **Dog Waste Signs:** Confirmed that the current dog waste stations are provided by the Municipality. The ones in the Village are located at Lordly Park, Freda's Beach, Water Street, and the Old Trunk 3 Trail Head. The Municipality has no objection if the Village wishes to add to the inventory.

The correspondence reviewed last month requested signage at Pig Loop Road. Question: Would the Commission like to consider sign(s) and/or waste station(s)?

- **Fall Newsletter:** This issue is complete but on hold temporarily re: the Lido sign.

- **Contracts**

- **Administrative Services Agreement:** The Agreement between the Village and CFSC was approved and signed on Nov 5<sup>th</sup>. The agreement covers the period of Oct 17, 2025 to Oct 16, 2030.
- **Holiday Wreaths:** Kerry Keddy was engaged to install and remove the holiday wreaths. The wreaths should be up by time of reading this report!

- **Public Washroom/Lido Pool Projects**

- The Public Washroom was closed for the season on November 12<sup>th</sup>.
- The roadside Lido Pool sign was installed the week of October 27<sup>th</sup>. This is part of the accessibility project.

- All Outdoors' exterior retrofits to the Public Washroom – demolishing and rebuilding the entrance, installing a paved accessible parking spot and a path from there to the washroom entrance – is still TBD on timing. My understanding is that they are short-staffed. I'll update when I hear more.
- **Fire & Emergency Services**
  - For information: Please see the [attached](#) excerpt from MODC's Oct 30<sup>th</sup> CAO Report regarding the Province's in-progress Bill 158 – Fire Safety & Services Act.
- **Association of Nova Scotia Villages (ANSV)**
  - A reminder that the special meeting to confirm the proposed ANSV part-time staff position is scheduled for tomorrow: Nov 20<sup>th</sup> at 1:00 pm online over Teams. Elected officials are needed to vote.

*Report completed by:*

Heather McCallum, Village Clerk/Treasurer

**Attach:**

1. 2025-10-24 CAO Report – extract re: Fire Services Review



# CHIEF ADMINISTRATIVE OFFICER'S REPORT

Corporate & Strategic Management

---

Subject: CAO Report  
To: Municipal Council  
Date Prepared: October 24, 2025  
Prepared by: Tara Maguire, CAO  
Approved by: Tara Maguire, CAO

## **Report excerpt:**

### Fire Services Review

The Province of Nova Scotia has launched a significant reform of fire services through introduction of BILL NO. 158 - Fire Safety and Services Act. The Bill has received first reading. This work is designed to modernize how fire protection is delivered across the province, with a focus on improving governance, training, communications, mental health supports, and sustainable funding. These changes could be transformative for the fire service. Two major reports prompted action:

- A value-for-money audit of the Nova Scotia Firefighters School revealed serious safety and policy gaps.
- A governance review by the Fire Services Association of Nova Scotia (FSANS) outlined 40 recommendations for improving training, funding, volunteer support, and overall service delivery.

For municipalities, the implications are substantial. The recommendations would establish consistent standards and expectations for fire service delivery, training, and oversight. They call for closer coordination between municipal governments and fire departments to ensure compliance and readiness. As a result, this initiative will amount to a significant amount of effort and attention in the upcoming fiscal year.

The Bill, if passed, would initiate a six-month public consultation process to establish a new legislative and operational direction respecting fire safety, fire services, fire training and fire certification matters. It would also require the Minister of Municipal Affairs to introduce a new legislative framework by September 30, 2026.

Municipal staff will continue to monitor developments and work collaboratively with council, fire service leadership, and community stakeholders to ensure that local perspectives are heard and considered in shaping the final framework. We remain committed to fostering a strong, safe, and sustainable fire service for all residents.

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# **BILL NO. 158**

**(as introduced)**



*1st Session, 65th General Assembly  
Nova Scotia  
4 Charles III, 2025*

Government Bill

## **Fire Safety and Services Act**

The Honourable John Lohr  
Minister of Municipal Affairs

[First Reading](#): October 1, 2025

Second Reading:

Third Reading:

### **An Act to Promote and Encourage Fire Safety and Fire Services**

WHEREAS the governance and administration of fire services in Nova Scotia is highly complex and fragmented, resulting in inconsistent service levels across Nova Scotia and, at times, a lack of coordination;

THEREFORE be it enacted by the Governor and Assembly as follows:

1 This Act may be cited as the Fire Safety and Services Act.

2 The Minister of Municipal Affairs and the Minister of Emergency Management shall develop a legislative framework for fire safety, fire services, fire training and fire certification matters in response to

- (a) the recommendations from the 2025 value-for-money audit of the Nova Scotia Firefighters School;
- (b) the recommendations from the interim report of the governance review of fire and associated services throughout the Province, requested by the Fire Services Association of Nova Scotia; and
- (c) information and feedback received from communities, fire safety stakeholders and members of the public through the public consultation process.

3 (1) The Minister of Municipal Affairs and the Minister of Emergency Management shall engage in a six-month public consultation process to establish a new legislative and operational direction respecting fire safety, fire services, fire training and fire certification matters.

(2) The consultation process must address the following topics:

- (a) governance and legislation;
- (b) fire dispatch and communications;
- (c) professional standards, training and certification;
- (d) firefighter health, safety and wellness;
- (e) sustainable fire service funding; and
- (f) volunteer firefighter recruitment and retention.

(3) The purpose of the consultation process is to lay the foundation for future system changes by

- (a) building awareness of the benefits of fire safety and fire services modernization;
- (b) determining how to best operationalize recommended improvements to governance, administration, training and certification;
- (c) clarifying the Government's mandate for fire safety and fire services;
- (d) giving direction for consolidating and updating existing legislative provisions for fire safety and fire services;
- (e) examining best practices for service delivery and governance; and
- (f) identifying sustainable funding models.

(4) The consultation process must engage communities and fire safety stakeholders, including

- (a) municipalities;
- (b) public safety entities, such as Emergency Health Services and law enforcement agencies;
- (c) sector associations; and
- (d) volunteer and career firefighters,

to ensure that the new legislative and operational direction that keeps Nova Scotians safe from fire and other hazards is built with and for communities and the professionals that keep them safe.

4 The Minister of Municipal Affairs shall introduce a bill in the House of Assembly before September 30, 2026, implementing the legislative framework developed under Section 2.



## Minutes

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

Wednesday, Oct 1, 2025 at 5:00 pm

Village Commission Boardroom, 27 Pleasant Street, Chester

- Present** Colin MacDonald, Chair  
Kirk Collicutt, Treasurer-Secretary  
Wilson Fitt  
Nancy Hatch
- Staff** Heather McCallum, Administrator (Clerk/Treasurer, Village of Chester)  
Maxine Veinot, Recording Secretary (Admin Assistant, Village of Chester)
- Regrets** Norm Countway, Vice-chair  
James Robert  
Cody Stevens, Fire Chief, Chester Volunteer Fire Department (CVFD)  
Jared MacDonald, Deputy Fire Chief, CVFD
- Guest(s)** Tom Bremner, Chester Municipal Councillor, District 3
- 

#### 1. Call to Order

The meeting was called to order by the Chair at 4:59 pm.

#### 2. Approval of Agenda

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

That the Chester Fire Services Committee approves the Agenda of the Oct 1, 2025 Monthly Meeting as presented.

*Motion carried.*

#### 3. Approval of Minutes

##### 3.1 Monthly Meeting Minutes: Sep 3, 2025

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

That the Committee approves the Minutes of the Wednesday, Sep 3, 2025 Monthly Meeting as presented.

*Motion carried.*

#### **4. Business Arising**

##### **4.1 Motion re: Signing Authority**

A motion adding the Project Director of the new Chester Fire Station project to bank signing authority was passed via email on Sep 12, 2025 (*Schedule 4.1*). It is reproduced in the Minutes as follows:

**Motion:** Moved by Ms. Hatch; seconded by Chair MacDonald:

That the Project Director on the New Chester Fire Station project be added as a Chester Fire Services Committee signing authority on matters concerning the project. Further, the Project Director has decision-making powers subject to the approved budget and contractual agreements.

*Motion carried.*

##### **4.2 Land Swap Agreement**

On behalf of Mr. Robert, Ms. McCallum reported that the Agreement of Purchase and Sale has been finalized/approved by Mr. Ferguson and the Village Commission (*Schedule 4.2*).

##### **4.3 RFP Evaluation Team**

Mr. Fitt noted that the evaluation team for the Phase 2 Requests for Proposals (RFPs) for Design Services and Project Management must be appointed before the closing date.

**Motion:** Moved by Mr. Fitt; seconded by Mr. MacDonald:

That the Chester Fire Services Committee appoint the following people to the evaluation team for the Fire Station Project Phase 2 Requests for Proposal:

1. Wilson Fitt
2. Colin MacDonald
3. Nancy Hatch
4. Cody Stevens
5. Kirk Collicutt

*Motion carried.*

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

Chief Stevens was not present at the meeting, so no report was provided.

## 6. **Reports**

### 6.1 **Secretary-Treasurer**

Mr. Collicutt presented his monthly report (*Schedule 6.1*). The Q2 financial report will be available at the next meeting.

### 6.2 **New Fire Station Project**

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

### 6.3 **Communications Sub-Committee**

In Mr. Countway's absence, Chair MacDonald presented his report (*Schedule 6.3*).

The first sign is complete and installed at the future Fire Station site and the second sign will be installed very soon. The Chair congratulated Mr. Countway on this work.

The article and photo re: the CVFD cheque presentation (attached) is up on the website and articles are up on the Masthead and Saltwire.

There are several 8"x12" posters to be put up in various locations around the service area, like the grocery stores, post offices, and Pharmasave locations.

### 6.4 **Fundraising Sub-Committee**

It was agreed that donors should be publicized on the website by tier (i.e., level of donation) rather than exact figures. The tiers, perhaps five of them, need names. Chair MacDonald reported that fundraising is progressing, with several donations identified.

Ms. Hatch reminded the Committee that an agreement with a broker for liquidizing stock or other assets that may be donated is still needed. Bruce Towler was recommended.

**Action:** A draft agreement with a stockbroker will be pursued.

## 6.5 MODC Fire Advisory Committee (FAC)

The agenda of the most recent FAC meeting on Sep 17<sup>th</sup> is attached for information (Schedule 6.5). The minutes are not yet available.

## 7. New Business – Nil

## 8. In-Camera

**Motion:** Moved by Ms. Hatch; seconded by Mr. Fitt:  
That the Committee move in camera as per Section 22/408B (2) of the *Municipal Government Act (MGA)* to discuss contract negotiations.  
*Motion carried.*

The Committee recessed at 5:27 pm.

## 9. Resumption of Public Meeting

The Committee resumed the public meeting per Section 22/408B (3) of the *MGA* at 5:31 pm. There was nothing to report.

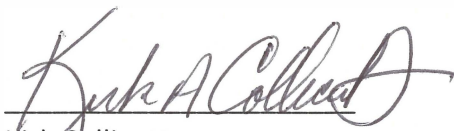
## 10. Other Business – Nil

## 11. Adjournment


The meeting was adjourned at 5:31 pm.

### Next meeting(s):

- **Regular Monthly:** Nov 5, 2025 at 5:00 pm; Village Commission boardroom
- **Regular Monthly:** Dec 3, 2025 at 5:00 pm; Village Commission boardroom



Kirk Collicutt  
CFSC Secretary



Heather McCallum  
CFSC Administrator, VOC Clerk/Treasurer

**Schedule 7.3(b)**

**MUNICIPALITY OF THE DISTRICT OF CHESTER**  
***FIRE ADVISORY COMMITTEE MEETING (Policy 112)***

Wednesday, November 19, 2025

7:00 p.m.

Forest Heights Community School

**AGENDA**

1. Meeting called to order by the Chairperson.
2. Review and Approval of Agenda/Order of Business.
3. Introductions.
4. Approval of previous meeting minutes.
5. Matters Arising

Sub Committee Report Updates:

Dry Hydrants/Water Supply

Apparatus/Equipment

Recruitment and Retention (Status: Chuck Bennett)

6. New Business
  - Governance Review: Initial Overview of Recommendations (Lyle Russell)
  - Water Rescue Emergency Fund Project (Cody Stevens/Stephen Bond)
  - Overgrown bushes and trees on private roads: Municipal Newsletter
7. Roundtable
8. Adjournment

## Schedule 7.4

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

Held online via Teams.

September 3, 2025, from 7-8:30pm

### **Members Present:**

Deputy Mayor Jennifer McDonald (TOB), Councillor Penny Carver (TOMB), Deputy Warden Abdella Assaff, Councillor Morgen Reinhardt (MODL), Councillor Gale Fullerton (TOL), VOC Commission Chair Geraldine Pauley, Teresa Alexander Arab, Amy Chrysler, Lora Church, Peggy McCalla

### **Staff Present:**

Mark Flint (Deputy CAO TOB), Tammie Bezanson (CET MOC), Dylan Heide CAO TOMB) Tissy Boliver (Recreation MODL), Ellen Johnson (Regional accessibility Coordinator

### **Guests Present: none**

### **Regrets:**

Louise Hopper, Scott Lutes,

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

The Meeting was called to order, and the land acknowledgement was read by Chair, Penny Carver at 7:00 p.m.

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

**2.1** Penny read reminder of accessibility as a human right.

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

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

**3.1 MOTION TO APPROVE the agenda as circulated, SO MOVED by Amy Chrysler, SECONDED by Geraldine Pauley. ALL IN FAVOR, SO MOVED.**

#### **4. Approval of Minutes:**

Corrections to note: Geraldine Pauley was listed as Chair, to be corrected to Vice Chair.

After the commentary on Lora's talk, some links were included. It was suggested to include an additional link of Inclusion Nova Scotia which is the current iteration of Community Living.

#### **4.1 MOTION TO APPROVE PREVIOUS MEETING MINUTES AS AMENDED FOR MAY 7, 2025, ALL IN FAVOR – SO MOVED.**

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

- Summer Update: The Town of Bridgewater is now training all their staff in the three-hour Accessibility Foundations Training. Almost 40 people have been trained to date and will follow up with broader continued training in the future. Further consultation with Council and Committees of Council will take place to determine what training requirements will be in place for volunteers in committee positions. More to come.
- Town of Bridgewater has launched their internal EDIA Committee with about 17 members with representatives from various departments.
- Municipality of Chester completed phase 2 of their Wild Rose Parks accessibility renovation and installed the ramp to the beach area. Mobi mats have been purchased and will be installed next spring. Phase 3 is scheduled for 2026.
- Municipality of Chester opened their Haughn Property Trail system with accessibility improvements in mind. Positive outcomes have been reported.
- Municipality of the District of Lunenburg now has an accessible kayak launch area at their Miller Point Peace Park.
- Town of Mahone Bay is still working on their accessible path on Edgewater Street. It will be 3 meters wide paved, have benches for resting, and the washroom has been updated with accessibility accommodation (e.g. adult change table). The marina also plans on renovating their washrooms to this standard as well.
- The Town of Lunenburg has a new CAO in place. Paul Nopper was the former CAO in St. Andrews, NB. One planned accessibility project is to update Council Chambers to be more accessible to Council and public.
- The Village of Chester completed an accessibility upgrade to the Lido Pool and by the end of next summer plan to have adult change tables installed in the washrooms.
- Mahone Bay adopted the Built Environment accessibility Standard Regulations earlier than the required April 1, 2026.

**7.1 LCAAC Orientation:** Three people's terms are expiring at the end of September. It is unclear how much time it will take to process new applications and make recommendations for approval from Councils. The plan is to get advertising out by the end of this week with a closing date expected just before the 22<sup>nd</sup>. Once the next Mayors and

Wardens meeting is scheduled an idea of a timeline for completion can be determined. Once the new members are all in place the LCAAC Orientation can be implemented.

7.2 Access Awareness Week: Celebrated at the end of May/first of June. A living experience library was hosted with staff and members from each of the municipal units as well as community members living with disabilities. Most people reported getting a lot out of the experience and felt value in the event. Feedback is being cautiously reviewed to ensure that if hosted again all angles for inclusion and comfort at every level will be considered to make it a positive experience for all who participate.

Multiple proclamations and flag raisings took place in each municipal unit along with posters and brochures for further awareness and to celebrate Access Awareness Week.

### **8.1 Call for Volunteers:**

-Skipped as previously discussed.

### **8.2 Town of Mahone Bay Accessibility Issues Re: Development of Sidewalk Patio:**

The town has a street and bylaw policy (in place since 2008) where work will take place in a street right away with discretionary installation i.e. a sidewalk café. The first application for installation of something of this style was received this summer. Once constructed in compliance with the preexisting guidelines it became very clear these standards needed to be updated to accommodate pedestrian infrastructure. Moving forward the Built Environment accessibility Standard Regulations will now be included under the preexisting bylaw until the new bylaw can be developed. Council directed staff to come back with a report on the development of the new bylaw in September to ensure that the new bylaw is inclusive and develops something that is not just reflective of the current standards but also the value people place on paths of travel and the actual impact on public use moving forward. The goal is to have the new bylaw approved and implemented by next season and for any applications received moving forward.

It was recommended that a draft version of the By-Law be circulated to the LCAAC Committee for feedback before it goes to Council.

### **8.3 Individual Municipal Unit Action Plans:**

These are still in progress with each of the Municipal Units. Reviewing and determining next steps of logistics are happening. Some Councils have passed the Actions that would generally be in the plan, but the others haven't officially passed them yet. Once this is completed next steps can proceed, it is a slow and steady process. An example being the Town of Bridgewater doing their mandatory training with staff as previously noted.

### **8.4 Appointment of Chair & Vice Chair:**

The current Chair and Vice Chair terms are up. Nominations were submitted to Ellen for consideration. Four were submitted: Louise, Lora, Geraldine and Gale.

Thank you to all who were nominated and who made nominations. After a brief discussion it was suggested to move in the direction of having a community member in the Chair role. After some nomination withdrawals and further discussion Lora Church was appointed as Chair and Louise was appointed as Vice Chair by acclamation. Ellen will provide support and guidance to both moving forward and navigating these new roles. Also, thanks were given to Penny and Geraldine for their service and completed terms as Chair and Vice Chair.

### **9. Round Table (Popcorn Style):**

-A discussion took place around human rights and the advocacy process for support or referrals when community members encounter discrimination. Staff advised more information and research is needed before a recommendation can be made. It was noted there will be some local community coordinators appointed by the Human Rights Remedy. Once those roles are established and in place more information about their support roles will be available and circulated.

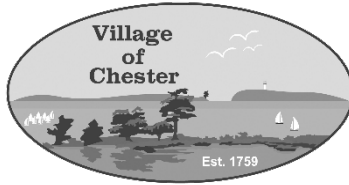
-A discussion took place around painting crosswalks. The safety concerns, inclusion concerns, accessibility issues as well as increasing costs associated with annual maintenance. Several municipal units are facing decisions around whether to include specialized crosswalks and whether there are other, equally effective ways to recognize the groups who are requesting them or if the crosswalks are the most appropriate option.

-A discussion took place around mandatory vs optional EDIA training for municipal volunteers. On one hand the time commitment and resource of even finding enough volunteers can be a challenge but on the other hand having people in volunteer positions who may not have adequate foundational EDIA knowledge could have negative implications. It was agreed that some type of compromise needs to be found to accommodate training while still respecting the commitment of volunteers.

### **10. Date of Next Meeting: October 1, 2025**

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

## Schedule 8.1



### Village of Chester Commission Request for Decision Nov 19, 2025

**RE: Holiday Office Closure**

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#### Issue Summary

The Chester Village Commission's practice is to close the office for the three days between Christmas and New Year. Staff each give up three vacation days to do so.

The office usually closes early on Dec 24<sup>th</sup>, although at what time has varied.

#### Recommendation

If the Village Commission wish to continue this practice, the dates this year fit more neatly than they sometimes do – Dec 29, 30, and 31 are all weekdays.

Office closing: Dec 24<sup>th</sup> at Time TBD  
Office re-opens: Jan 2<sup>nd</sup> at 9:00 am

#### Draft Motion(s)

That the Chester Village Commission close the office for the Holidays on Wednesday, Dec 24, 2025 at \_\_\_\_\_ pm, and re-open on Friday, Jan 2, 2026. Staff will take three vacation days Dec 29-31, 2025 to facilitate the closure.

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31