

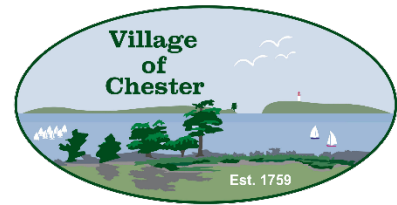
Minutes

Village Commission Monthly Meeting Wednesday, October 11, 2023 – 7:00 pm

In-Person & Virtual

27 Pleasant Street, Chester

Video Archive: https://bit.ly/YouTube_villageofchesterns



Present: Nancy Hatch, Commission Chair; Laura Mulrooney, Commissioner; Gloria Nauss, Commissioner; Randall O'Malley, Commissioner, Geraldine Pauley, Commission Vice-Chair

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

Regrets: CVFD Fire Chief Cody Stevens; Deputy Fire Chief Greg Conron

1.0 Call to Order

Chair Hatch called the October 11, 2023 Regular Monthly Meeting of the Village of Chester Commission to order at 7:00 pm.

2.0 Public Forum

No members of the public were in attendance.

3.0 Approval of Agenda/Additions to Agenda

- Chair Hatch asked to have item 9.1 go first so Ms. Bozek can leave
- Chair Hatch additions to Correspondence:
 - 7.1 Trans Canada Trail
 - 7.2 Retiring Air Force member

Motion #23-101: Commissioner O'Malley moved; Vice-Chair Pauley seconded: That the Agenda of the October 11, 2023 Regular Monthly Meeting be approved as amended.

Motion carried unanimously.

9.1 Presentation: Lisa Bozek, Municipal Joint Services Board

Ms. Bozek spoke of the IT services that are presently in force with the Village of Chester's contract (*Schedule 9.1*). Ms. Bozek also spoke of other services available, and a discussion was held on cyber security.

4.0 Report of the Chief, Chester Volunteer Fire Department

Chief Cody Stevens and Deputy Chief Greg Conron sent their regrets.
Clerk/Treasurer McCallum read the CVFD monthly activity report as follows:

- Over the last month, CVFD has responded to 39 calls for service, with a significant number of those related to post-tropical storm Lee's wind-related damage.
- Engine 531, which has been out of service since the July 22nd floods, is expected to be back in service within the next week or so, pending final touches & inspection.
- A municipal-wide Level 1 course is starting in November, with 5 CVFD members slated to attend. The course is being coordinated by Bruce Blackwood and includes students from several of the 7 MODC fire departments.

5.0 Review/Approval of Minutes

5.1 Regular Monthly Meeting: Wednesday, September 13, 2023

Motion #23-102: Commissioner Nauss moved; Commissioner O'Malley seconded: That the Minutes of the September 13, 2023 Regular Monthly Meeting be approved with amendment.

Motion carried unanimously.

6.0 Business Arising

6.1 Proposed amendments: Meetings & Procedures Policy

Discussion on the various sections of the policy. Clerk/Treasurer McCallum will make the changes noted and bring the Policy back to a future meeting once the third meeting timing has been tested for a few months.

Motion: #23-103: Vice-Chair Pauley moved; Commissioner Nauss seconded: That the Regular Monthly meetings, temporarily be held on the third Wednesday for a few months, until the Commission can assess if the date change works for Commissioners and staff.

Motion carried unanimously.

6.2 Proposed Signing Authority Policy

Discussion on the various sections of the policy. Clerk/Treasurer McCallum will make the changes noted and bring the policy to the next meeting.

6.3 Request for Decision re: Street Décor

a) Flower Baskets

Motion #23-104: Vice-Chair Pauley moved; Commissioner Mulrooney seconded: That the Village of Chester place an order for 75 flower baskets for the Summer 2024 and then consult with the public as to what potential alternative(s) can be used in the future.

Motion carried unanimously.

b) Heritage Corner Flags

This item will be deferred for a future meeting.

c) Holiday Wreaths

Motion #23-105: Commissioner Mulrooney moved; Vice-Chair Pauley seconded: That the Village of Chester place an order for 55 holiday wreaths, thereby staying within the budget allotment.

Motion carried unanimously.

7.0 Correspondence

7.1 Trails Canada Trail

Chair Hatch reported that she received an invitation to join the Trails tour on the East River/Chester trails and the trail in Marriotts Cove on October 14, 2023 (*Schedule 7.1*). Chair Hatch is unavailable for the date.

Commissioner O'Malley stated he will represent the Village on this tour. Clerk/Treasurer McCallum will liaise with Chad Haughn at MODC on this event.

7.2 Major Douglas Publicover – Air Force

Chair Hatch stated that the correspondence was received on behalf of the retirement of Air Force Master Captain Evan Fay, who calls Chester his home, and is requesting recognition from the Village to wish him well in his retirement (*Schedule 7.2*).

It was agreed by consensus that a letter will be sent from the Village as requested.

8.0 Reports

8.1 Clerk/Treasurer

The Clerk/Treasurer presented her monthly activity report (*Schedule 8.1*).

8.2 Financial

The Clerk/Treasurer presented the monthly overview report (*Schedule 8.2*).

8.3 Q2 Budget Variance Report

The Clerk/Treasurer presented the comparative income statement for Q2 of the 2023/24 fiscal year, to September 30, 2023 (*Schedule 8.3*).

9.0 New/Other Business

9.2 Request for Decision re: Cyber Insurance

The Clerk/Treasurer reviewed a staff request for decision (*Schedule 9.2*).

Motion #23-106: Commissioner Nauss moved; Commissioner O'Malley seconded: That the Village of Chester proceed with adding cyber liability insurance to our coverage, provided by CFC per the quotation provided by our broker AJ Gallagher Canada, for an annual premium of \$2,400 for Oct 2023-Oct 2024.
Motion carried unanimously.

Motion #23-107: Commissioner O'Malley moved; Commissioner Nauss seconded: That the Village of Chester proceed with adding cyber-security training to our IT services with the Municipal Joint Services Board for a cost of \$210/year, pro-rated for the remainder of 2023/24.
Motion carried unanimously.

9.3 Request for Decision re: Fire Hall Conceptual Design RFP

This item is deferred to a future meeting.

9.4 Tourism: Proposed Heritage Buildings Project

Chair Hatch presented a concept for historic building signs and an accompanying map for self-guided touring. This project would be applicable to the Tourism Attraction section of the budget. She proposed that this project replace the street flags at "Heritage corner" at this time.

It was decided that the Clerk/Treasurer will prepare an estimate for a more in-depth analysis of what this project could entail.

9.5 Premiums: VOC Pins

The Clerk/Treasurer shared styles and pricing of Village logo lapel pins and stickers, as requested. A decision will be deferred to another meeting.

9.6 Accessibility & Disability FAQs

The Clerk/Treasurer shared a document from the Lunenburg County Accessibility Advisory Committee for information (*Schedule 9.6*).

10.0 Commissioner Roundtable

Chair Hatch asked the Commission who would like to lay the Remembrance Day wreath this year. Vice-Chair Pauley accepted this honour; if necessary, her back-up will be Commissioner O'Malley.

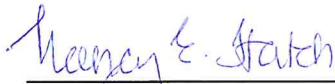
11.0 In camera – per Section 408B (2) of the Municipal Government Act – Nil

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

13.0 Adjournment

The next Regular Monthly meeting will be held on November 15th, 2023.

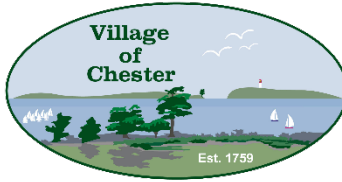
The meeting was adjourned by the Chair at 9:17 pm.



Commission Chair
Nancy Hatch



Clerk/Treasurer
Heather McCallum



Village of Chester

Meetings & Procedures Policy (Draft Amendments v2)

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 Chairperson 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 a general agreement about something; an idea or opinion that is unanimously shared by all the people in a group. Consensus is a cooperative process alternative to a formal motion.**
- **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 **December 13, 2017** _____ 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 **second** Wednesday of each month commencing at **7:00 pm** at 27 Pleasant Street, Chester.

4.2 **Notice** ~~No notice~~ of the **regular** meeting ~~shall be~~ **is not** required **under the Municipal Government Act** unless there is to be a change of date, place or time ~~of the meeting~~. ~~In this in which~~ case, the Clerk/Treasurer shall advertise notice of the meeting on the VOC website and post notice in a **no less than five (5)** conspicuous places at least ~~seven (7)~~ **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~~ ~~Report of the Chief, Chester Volunteer Fire Department~~
- ~~4~~ ~~5~~ Review and approval of minutes of last regular monthly meeting, and of any meetings held since such meeting
- ~~5~~ ~~6~~ Business arising from the minutes
- ~~6~~ ~~7~~ Correspondence
- ~~7~~ ~~8~~ Reports:
 - ~~7.1~~ Clerk Treasurer
 - ~~7.2~~ Financial - YTD
 - ~~7.3~~ Committees [incl Fire]
- ~~8~~ ~~9~~ New or other business
- ~~9~~ ~~10~~ Commissioner Roundtable
- ~~10~~ **In camera meeting**
- ~~11~~ **Resumption of public meeting**
- ~~12~~ ~~11~~ 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 ~~maintain order~~ **preside** at all meetings of the Commissioners and shall **maintain decorum, including** ~~have~~ 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.
- 4.6 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 ~~"yeas" and "nays"~~ **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 ~~"nay"~~ **negative** vote.

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

- 4.7 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.

- 4.8 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.
- 4.9 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 ~~first~~ **last** Wednesday of every month commencing at **7:00 pm**, if required.
- 5.2 The COW will be responsible for **all** matters ~~including Human Resources which would be~~ of concern to the Commission. The COW ~~will meet~~ **will meet** for **in-depth** discussion **on such matters including, but not limited to, human resources, policy, or budget development.** ~~and possible recommendation to the Commission, and n~~
- 5.3 ~~No formal decision can~~ **will** be made when the Commission members are meeting ~~as at the 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. Clerks Report
5. Other Business
6. Adjournment

5.4 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.

5.5 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 7:00 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. Fire Chief's Chester Fire Service 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 favour of 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 may call a special meeting of the Commissioners at any time;~~
and

(b) ~~shall do so~~ 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

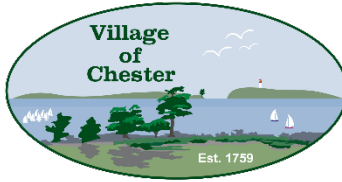
A Commission or Committee meeting may be conducted by electronic means, or a Commission or Committee member may participate in a meeting through electronic means, as per the provisions of the Municipal Government Act, Section 19A and the Village's Videoconferencing Policy.

Approved: December 13, 2017	
Amended: May 8, 2019	Motion # 19-027
Amended: September 15, 2021	Motion # 21-117
Amended: October 12, 2022	Motion # 22-119
Amended: October 11, 2023	Motion # 23-tbd

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

Clerk/Treasurer

Date



Village of Chester Signing Authority Policy DRAFT

1.0 Purpose

The purpose of the Signing Authority Policy is to permit the Village of Chester Commission to authorize designated officials to sign or co-sign various documents including deeds, contracts, agreements, and cheques per the Municipal Government Act, Section 406 (3).

2.0 Policy Statement

The separation of duties is an important financial internal control*. To increase the chance that an error is caught before a transaction is complete, this policy prevents one person from controlling a process from start to finish.

3.0 Definitions

- 3.1 Commission – Refers to the Village of Chester Commission
- 3.2 Commissioner – Refers to an elected representative or member of the Village of Chester Commission
- 3.3 Village Seal – The seal kept by the Clerk/Treasurer per Municipal Government Act, Section 406 (2).

4.0 Banking

- 4.1 All active members of the Commission and the Clerk/Treasurer have signing authority on the Commission bank account(s) and shall be registered with the Commission's bank accordingly.
- 4.2 Cheques, electronic fund transfers, or other banking transactions shall be signed physically or digitally by two people authorized on the accounts, at least one of whom shall be a Commissioner. The preference for cheque signatures shall be two Commissioners.
- 4.3 No one can sign/authorize a cheque or fund transfer for which they themselves are the recipient.

5.0 Contracts, Deeds and Legal Documents

- 5.1 Supplier contracts must be approved by motion of the Commission and may be signed by the Clerk/Treasurer on their behalf.
- 5.3 All documents signed under the seal of the Village shall be signed by the by the Chair of the Commission and the Clerk/Treasurer as per the Municipal Government Act.
- 5.3 When required, the Clerk/Treasurer shall affix the Village seal.
- 5.4 The Village seal is to be stored securely in the Commission office.

***Related documents:**

- Corporate Credit Card Admin Procedures
- Purchasing Policy

Approved: [Date]	Motion # 23-tbd
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I certify that this Policy was adopted by the Village of Chester Commission as indicated above.

Clerk/Treasurer

Date

Schedule 7.1

From: Eleanor McMahon
Sent: Tuesday, October 10, 2023 4:39 PM
To: Nancy Hatch; Margaret Mofford
Subject: [Trans Canada Trail: Invitation](#)

Good afternoon Chair Hatch:

I am writing to invite you to join us, as together with our national Board of Directors, we visit sections your community this Saturday October 14th, as part of a visit to the Rum Runners Trail – and in particular, to see how the flooding in July impacted the Trail.

As you may know, the Trans Canada Trail is the world's longest at 28,000km, touching 15,000 communities across Canada. As stewards of Canada's National Trail we are assisted ably by 500+ Trail groups across Canada, inclusive of municipalities, and driven in many cases, by local volunteer organizations. Our provincial partner in [NS Trails](#).

The federal government, through Parks Canada is our largest funder. In the 2022 federal budget we received a renewal of our annual funding of \$55M over the next four years, to 2027. This funding is focused on infrastructure investments across Canada – growing and sustaining the Trail, support for local Trail organizations, and initiatives such as our National Trails Tourism Strategy – a first for Canada, included in the recently announced as a priority in the federal [Tourism Growth Strategy](#).

As the Trail sector leader in Canada, we recently released a study that looks at the economic, health and environmental impacts of the Trail – both across Canada and via 10 case studies, one of which is the Rum Runners Trail. You can find a [copy of the study here](#), and as you will see on page 3.39, our data points to the economic impact of the Rum Runners Trail as \$15.5M annually.

Our visit to Halifax for our weekend meeting, carries with it a message of solidarity to our 23 Trail partners in Nova Scotia, many of whom were impacted by the severe storms and flooding in July. And we are happy to make a contribution to the local economy this coming weekend given the difficult summer season.

Attached you will find details of our schedule for our event on Saturday. I am happy to provide further details as to the specifics – you are welcome to join us at the hotel at 1:00 p.m., for the bus trip.

You should also know that we will be ably assisted by Chad Haughn, with whom we work quite closely. Chad will be with us on Saturday.

On a final note, we have invited MP Perkins to join us and anticipate that he will do so.

Please let me know of any questions you might have. I would be delighted to assist.

We hope that you can join us on Saturday.

All my best,



Eleanor McMahon (Pronouns: she/her/hers)
President & CEO | Présidente et chef de la direction
Trans Canada Trail | Sentier Transcanadien
C: 613.720.1009
T: 514.485.4341
Toll-free | Sans frais: 800 465.3636 x. 4341
emcmahon@tctrail.ca



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“The care of the Earth is our most ancient and most worthy, and after all, our most pleasing responsibility. To cherish what remains of it and to foster its renewal is our only hope.” – Wendell Berry

405 Long Range Patrol Squadron
PO Box 5000 Stn Main
Greenwood NS B0P 1N0



405e Escadron de patrouille à longue portée
CP 5000 Succ Main
Greenwood N-É B0P 1N0

11 October 2023

Office of the Village of Chester
PO Box 620
27 Pleasant Street
Chester NS B0J 1J0

RETIREMENT OF
CAPTAIN EVAN B. FAY, CD

Dear Commissioner Hatch,

I am writing to you today with the hope that your office will recognize the distinguished career of one our valued Royal Canadian Air Force Master Captains. Capt Evan Fay hails from Chester and credits it as his hometown.

We are in the process of putting together a small retirement ceremony for Captain Evan Fay so that we may have the honour to say farewell to this individual in a manner in keeping with the many outstanding contributions he has made to the RCAF, 14 Wing and especially to 405 Squadron as our Pilot Standards and Training Officer. His last day of work with the CAF will be 21 November 2023 at which time well wishes and presentations will be presented.

After enrolment, Captain Fay attended the Royal Military College of Canada, in Kingston, ON, earning a Bachelor of Aeronautical Engineering. Following pilot training in both Portage la Prairie and Moose Jaw, he earned his Pilot's Wings in 2016 and was subsequently posted to 14 Wing Greenwood. Captain Fay flew his first tour at 405 Long Range Patrol Squadron and based on his performance was selected as a Pilot Standards and Training Officer, keeping him at the Squadron for a second tour. After serving the CAF for over 13 years, Captain Fay, his spouse Thea and their baby girl Emilia, will remain in the Greenwood NS area.

Therefore, it is requested that a formal letter of congratulations be prepared with your signature to recognize Capt Fay's distinguished career.

I believe that the significance of this letter will express to Capt Fay the esteem with which he is regarded by her country, province, fellow 405 Squadron members and the Village of Chester. Your consideration and support would be greatly appreciated. Please direct the letter to the address listed above.

Respectfully,

Doug Publicover
Major
Flight Commander

**Village of Chester Commission
Clerk/Treasurer Activity Report
October 11, 2023**

- **Insurance:** Insurance renewal has been completed for the Village and the Chester Fire Services Committee and CVFD. The CVFD will now be covered under the Committee's policy rather than the Village. Paperwork to bind coverage has been signed, and there will be a bridge period between Oct 11 and the date of incorporation of the Committee.

More on Village insurance coverage to follow later this evening in the cyber-insurance conversation.

- **Chester Fire Services Committee/Fire Hall:** The Committee has held officer elections, and I'm pleased to offer congratulations to Colin MacDonald (President/Chair), Norm Countway (Vice-chair), and Kirk Collicut (Secretary/Treasurer).

The Committee have provided a recommended supplier to the Commission and MODC Council for the Fire Hall pre-design RFP – scheduled for . It was a clear, thorough evaluation process and thanks are due to the evaluation team.

- **Lido Pool/Washroom:** The engineering report on the Lido's exterior wall has been delayed due to the engineer coming down with COVID-19. I don't have revised ETA on this report yet. We are also still awaiting an estimate from the mortaring supplier on rock wall repairs.

I have had discussions with MODC Public Works staff and the Accessibility Coordinator about potential accessibility upgrades to the facility, particularly the Public Washroom. Our best path forward is to have an accessibility audit done that also provides class D estimates to give us more information on options. There is a funding program (deadline in Feb 2024) that may pay for such an audit – more to come on this.

- **Rapid Test Kits:** A shipment of COVID-19 rapid tests have been received from the province and the community was notified of their availability. We are providing them in packages of two kits; the first batch of 30 packages is nearly gone (we have more in the shipment). The residents who have come by to pick some up have been very grateful to get them!

Report completed by:

Heather McCallum, Clerk/Treasurer

**Village of Chester Commission
Clerk/Treasurer Financial Report
October 11, 2023**

- **Scotiabank:** The September 2023 bank statement has been reconciled (see Summary Report).
- **Revenue:** The Q3 tax revenue installment for the Village and CVFD was received from MODC on October 3, 2023.
- **HST Rebates:** The three overdue rebate applications from 2021/22 and 2022/23 were sent on September 27, 2023. The bi-annual rebate application for the first half of 2023/24 was sent on October 6, 2023.
- **Surplus to Reserves:** Our auditor provided an accumulated surplus breakdown going back to 2017. I'm working through this data with him to make the appropriate surplus deposits to reserves in Q3 and Q4, as cashflow permits.
- **Budgeted Reserve Deposits:** Per my July update, the 2023/24 Budget identified the following amounts to be deposited to Reserves, as cashflow permits.

Village:

- EMS Reserve \$11,156.68 (recommend Q4)
- General Government Operating Reserve \$3,308.40 (completed Q1)
- Lido Pool Reserve \$30,000 (recommend Q4)

CVFD:

- Loan Principal Payment \$50,938.47 (completed Q1)
- Fire Apparatus Reserve \$200,000 (recommend Q3)

- **Budget Variance Report – Q2:** The Comparative Income Statement for Q2 (Apr 1-Sep 30, 2023) will be reviewed this evening for the Village budget and the Chester Volunteer Fire Department budget.

Report completed by:

Heather McCallum, Clerk/Treasurer

Village of Chester Commission
 Account Reconciliation Summary Report 09/01/2023 to 09/30/2023
 Report By: Statement end date

Description	Amount	Total
Account: 1050 Bank - 171-16		
Statement start date:	09/01/2023	
Statement end date:	09/30/2023	
Reconciliation date:	10/05/2023	
Reconciled		
Financial Institution		
Statement Balance Forward as of 09/01/2023		538,133.30
Transactions on or before 09/30/2023		
Deposits recorded in Statement	9,404.53	
Withdrawals recorded in Statement	<u>-63,644.09</u>	
Total Transactions		-54,239.56
Bank Transactions		
Income	0.00	
Expense	<u>0.00</u>	
Total Bank Transactions		0.00
Adjustment Required		<u>0.00</u>
Statement End Balance as of 09/30/2023		483,893.74
Statement End Balance as of 09/30/2023		483,893.74
Outstanding Transactions as of 09/30/2023		
Outstanding Deposits	0.00	
Outstanding Withdrawals	<u>-21,856.91</u>	
Total Outstanding Transactions as of 09/30/2023		<u>-21,856.91</u>
Adjusted Statement End Balance as of 09/30/2023		<u><u>462,036.83</u></u>
General Ledger Account		
Book balance as of 08/31/2023		522,139.07
Transactions on or before 09/30/2023		
Debits recorded in account	9,404.53	
Credits recorded in account	<u>-69,506.77</u>	
Net Amount recorded in account		<u>-60,102.24</u>
Book balance as of 09/30/2023		462,036.83
Bank Transactions		
Income	0.00	
Expense	<u>0.00</u>	
Total Bank Transactions		0.00
Adjustment Required		<u>0.00</u>
Adjusted Book Balance as of 09/30/2023		<u><u>462,036.83</u></u>

**Village of Chester Commission 2023/24
Comparative Income Statement: VOC
Q2 2023-09-30 (6 months = 50% YTD)**

	Actual 04/01/2023 to 09/30/2023	Budget 04/01/2023 to 09/30/2023	Percent Remaining	Notes
REVENUE				1
Revenues				2
Village General Govt Tax	187,191.96	373,454.00	-49.88	
Rental income - EMC	10,496.64	21,256.68	-50.62	
Eastlink Rental/Tower	2,479.40	2,479.40	0.00	
HST Offset Grant	5,087.58	3,000.00	69.59	
Transfer from Prov Govt - Grants	150,000.00	150,000.00	0.00	
Transfer fr Federal Govt-Lifeguards	1,414.00	2,500.00	-43.44	3
Total	356,669.58	552,690.08	-35.47	
TOTAL REVENUE	356,669.58	552,690.08	-35.47	

EXPENSE**Governance**

Annual Public Meeting	338.01	300.00	12.67
Commissioner Honorarium	5,349.32	10,400.00	-48.56
Low-Income Property Tax Exemptions	0.00	5,000.00	-100.00
Non-Profit Tax Exemptions	0.00	3,000.00	-100.00
Election Expense	0.00	2,000.00	-100.00
Administration Total	5,687.33	20,700.00	-72.52

Administration

Village Office Rent	7,039.31	18,000.00	-60.89
Village Office Cleaning	1,235.04	2,400.00	-48.54
Audit Fees - VOC	3,910.71	5,000.00	-21.79
Employee Wages	33,855.32	75,000.00	-54.86
Office Supplies & Expenses - VOC	2,370.95	2,500.00	-5.16
Employment Insurance	1,600.83	2,000.00	-19.96
Canada Pension Plan	3,017.83	4,000.00	-24.55
Advertising	637.96	2,000.00	-68.10
Membership & Dues	992.71	1,500.00	-33.82
Training & Travel	241.47	1,500.00	-83.90
Bank Charges	97.44	350.00	-72.16
Consultants	0.00	3,000.00	-100.00
Legal Fees - VOC	658.01	5,000.00	-86.84
Medical Insurance	3,107.80	6,000.00	-48.20
Employee Benefits	0.00	2,000.00	-100.00
Office Phone & Internet	1,024.16	2,000.00	-48.79
IT Support & Website	1,711.44	6,000.00	-71.48
Insurance (General Liability)	2,440.38	19,000.00	-87.16
Office Equipment & Programs	6,364.32	4,500.00	41.43
Administration Total	70,305.68	161,750.00	-56.53

4

Protection

Street Lights (Water Street)	3,850.82	8,000.00	-51.86
Street Lights Maintenance	0.00	5,000.00	-100.00
Crossing Guards	3,895.67	11,000.00	-64.58
Protection Total	7,746.49	24,000.00	-67.72

Beautification

Flower Baskets	21,038.85	22,000.00	-4.37
Wreaths	0.00	5,000.00	-100.00
Community Celebrations/Grants	9,500.00	9,500.00	0.00
Beautification Total	30,538.85	36,500.00	-16.33

Economic Development

Tourism Attraction Projects	0.00	10,000.00	-100.00
Economic Development Total	0.00	10,000.00	-100.00

Operations				
Summer Compost Collection	27,717.46	23,000.00	20.51	5
Property Maintenance/Landscaping	1,662.54	3,500.00	-52.50	
Public Washrooms	8,611.23	15,000.00	-42.59	
Waste Removal	2,945.03	5,000.00	-41.10	
Operations Total	40,936.26	46,500.00	-11.97	
EMC				
EMC Maintenance & Repairs	608.39	4,000.00	-84.79	
EMC Insurance	0.00	1,300.00	-100.00	
EMC Taxes (Property & Waste)	5,058.45	4,800.00	5.38	6
EMC Total	5,666.84	10,100.00	-43.89	
Jib Lot				
Jib Lot Maintenance	1,244.47	1,000.00	24.45	7
Land Taxes (Waste Collection)	623.09	650.00	-4.14	
Water Lot Taxes (Waste Collection)	138.58	125.00	10.86	8
Jib Lot Total	2,006.14	1,775.00	13.02	
Lido Pool				
Lido Maintenance & Operations	13,436.40	18,000.00	-25.35	
Lido Capital Repairs	0.00	150,000.00	-100.00	9
Lido Insurance	0.00	5,100.00	-100.00	
Life Guard Wages	18,129.96	21,000.00	-13.67	
Supervisor/Security (Race Week)	1,517.67	1,600.00	-5.15	
Lido Taxes (Waste Collection Fee)	1,120.42	1,200.00	-6.63	
Lido Pool Total	34,204.45	196,900.00	-82.63	
Reserves (Planned)				10
EMS Reserve	0.00	11,156.68	-100.00	
Gen Gov't Operating Reserve Deposit	3,308.49	3,308.40	0.00	
Lido Reserve Deposit	0.00	30,000.00	-100.00	
Reserves Total	3,308.49	44,465.08	-92.56	
TOTAL EXPENSE	200,400.53	552,690.08	-63.74	

Generated on: 10/03/2023

Village of Chester Commission 2023/24

Comparative Income Statement: VOC

Q2 2023-09-30 (6 months = 50% YTD)

- 1 The percentage generated from Sage reflects the amount remaining.
- 2 50% of projected annual tax revenue received as of Sep 30, 2023.
- 3 Village was able to qualify for one of the three FT positions only. PT not recognized.
- 4 Also includes Boardroom AV & Furniture; up to \$5,000 approved on July 12th to come from Operating Reserve. Funds will be transferred when AV purchases completed.
- 5 Overage due to fuel surcharge. Goods \$19,538.86; fuel surcharge \$5,823.41 (plus tax). Service for four months Jun 1-Sep 30.
- 6 Property tax \$4,042.50; waste collection \$324.75; sewer \$691.20.
- 7 Significant cost increase compared to 2022/23.
- 8 Slightly underbudgeted.
- 9 Preliminary estimate from 2019 put this work at \$320K, however, it is anticipate that the scale can be adjusted. This figure is a placeholder to match the funding received.
- 10 Planned reserve deposits scheduled for Q3/Q4.

Schedule 8.3 (2)

**Village of Chester Commission 2023/24
Comparative Income Statement: CVFD
Q2 2023-09-30 (6 months = 50% YTD)**

	Actual 04/01/2023 to 09/30/2023	Budget 04/01/2023 to 09/30/2023	Percent Remaining	Notes
REVENUE				1
Revenues				2
Village Fire Tax	178,278.04	355,670.00	-49.88	
Outside Area Fire Tax	186,816.00	371,568.00	-49.72	
CVFD Extraordinary Revenue	2,500.00	10,000.00	-75.00	
Total	367,594.04	737,238.00	-50.14	
Fire Boat				
MODC Islands Fire Boat Tax	5,274.00	10,548.00	-50.00	
Total	5,274.00	10,548.00	-50.00	
TOTAL REVENUE	372,868.04	747,786.00	-50.14	

EXPENSE**Administration**

Salaries - Bookkeeping & Mgmt	16,267.11	42,450.00	-61.68
Overhead - Bookkeeping & Mgmt	2,346.43	5,900.00	-60.23
Audit Fees - CVFD	3,910.72	5,000.00	-21.79
Office Supplies - CVFD	204.97	1,500.00	-86.34
Fire Services Committee - Overhead	0.00	5,000.00	-100.00
Legal Fees - CVFD	681.54	3,000.00	-77.28
Administration Total	23,410.77	62,850.00	-62.75

Firefighting Force

Firefighters Honorarium	0.00	50,000.00	-100.00
In Lieu of Fundraising	0.00	15,000.00	-100.00
Uniforms	171.64	3,000.00	-94.28
24 Hour Accident Insurance	8,137.00	9,400.00	-13.44
24 Hour Family Insurance	6,434.00	6,300.00	2.13
Annual Firefighters Banquet	153.17	2,500.00	-93.87
Firefighting Force Total	14,895.81	86,200.00	-82.72

Training & Education

Training	3,761.53	35,000.00	-89.25
Fire Prevention & Education	0.00	3,000.00	-100.00
Chief's Conference	0.00	500.00	-100.00
CVFD Bursary	1,500.00	1,500.00	0.00
Training & Education Total	5,261.53	40,000.00	-86.85

Firefighting Equipment

Medical Supplies	363.30	2,000.00	-81.84	
Helmets	112.11	0.00	0.00	
Tools & Equipment	11,925.66	7,500.00	59.01	3
CVFD Vehicle Fuel	5,854.24	8,000.00	-26.82	
CVFD Vehicle Insurance	1,159.00	10,200.00	-88.64	
SCBA Masks	581.61	2,000.00	-70.92	
Inshore Boat Equipment	618.34	250.00	147.34	4
Firefighting Equipment Total	20,614.26	29,950.00	-31.17	

Personal Protective Equipment

General PPE	3,633.31	8,250.00	-55.96
Bunker Gear	19,131.21	18,500.00	3.41
Personal Protective Equipment Total	22,764.52	26,750.00	-14.90

Communication

Communication Contract	2,437.92	5,000.00	-51.24	
Communications General Repair	99.58	500.00	-80.08	
Pagers	3,685.46	2,000.00	84.27	5
Communications (Radio) Upgrades	9,911.92	7,500.00	32.16	6
Mobile Radio Service Plan	563.16	1,500.00	-62.46	
Communication Total	16,698.04	16,500.00	1.20	

Maintenance

Small Engine Maintenance	0.00	500.00	-100.00	
Extinguisher Maintenance	440.61	850.00	-48.16	
SCBA Fill Station Maintenance	5,227.69	7,500.00	-30.30	
Bunker Gear Inspection & Repair	293.64	4,000.00	-92.66	
Ladder/Harness Inspections	678.38	1,200.00	-43.47	
CVFD Vehicle Repairs & Maintenance	14,653.32	30,000.00	-51.16	
Jaws of Life	2,628.00	1,500.00	75.20	
Maintenance Total	23,921.64	45,550.00	-47.48	

Building & General

Telephone & Alarm	3,971.37	5,000.00	-20.57	
Fire Station Building Utilities	1,543.16	20,000.00	-92.28	
Taxes & Collection Fee - 4070 Hwy 3	1,696.57	1,200.00	41.38	7
Fire Station Janitorial	1,235.04	2,500.00	-50.60	
Fire Station Maintenance	8,301.90	12,000.00	-30.82	
Fire Station Insurance (Building)	0.00	6,500.00	-100.00	
Consumables	3,531.08	4,000.00	-11.72	
Storm Event Supplies & Rentals	460.13	4,500.00	-89.77	
Building & General Total	20,739.25	55,700.00	-62.77	

Capital Purchase

Capital Project Consultant	0.00	50,000.00	-100.00	8
Capital Low-Angle Rescue Equipment	2,613.46	4,000.00	-34.66	
Capital Firefighting Hand Tools	0.00	6,000.00	-100.00	
Capital Non-structural Rescue Boots	0.00	13,200.00	-100.00	
Capital High Pressure Air Bags	6,571.55	7,500.00	-12.38	
Capital Wheeled Stokes Basket	0.00	2,000.00	-100.00	
Capital Dry Hydrant Installation	0.00	10,000.00	-100.00	
Capital General Use Coveralls	1,650.21	4,500.00	-63.33	
511 Vehicle Refit	10,308.08	25,000.00	-58.77	
Capital Purchase Total	21,143.30	122,200.00	-82.70	

Reserves (Planned)

Loan Principal Payment	50,938.47	50,938.47	0.00	9
Fire Apparatus Reserve Deposit	0.00	200,000.00	-100.00	
Reserves Total	50,938.47	250,938.47	-79.70	

Fire Boat Budget

Fire Boat Fuel & Oil	0.00	1,000.00	-100.00
Fire Boat Consumable Items	0.00	800.00	-100.00
Fire Boat Maintenance	3,138.44	6,300.00	-50.18
Fire Boat 571 Insurance	0.00	2,100.00	-100.00
Fire Boat Bank Charges	0.00	100.00	-100.00
Fire Boat Total	3,138.44	10,300.00	-69.53
TOTAL EXPENSE	223,526.03	746,938.47	-70.07

Generated on: 10/03/2023

Village of Chester Commission 2023/24
Comparative Income Statement: CVFD
Q2 2023-09-30 (6 months = 50% YTD)

- 1 The percentage generated from Sage reflects the amount remaining.
- 2 50% of projected annual tax revenue received as of Sep 30, 2023.
- 3 Awaiting redirection on cost posts from CVFD.
- 4 More significant repair work (propellor) required than projected.
- 5 Cost for 6 new pagers.
- 6 Cost for portable upgrades.
- 7 Property tax \$829.95; waste collection \$659.26; sewer \$207.36.
- 8 Approximately half of project cost in this fiscal year.
- 9 Planned reserve deposits scheduled for Q3.
- 10 As the fire boat is out of commission, TBD if further costs are pending this fiscal year.



Municipal Joint Services Board,
Lunenburg Region

IT Shared Services for the Village of Chester

IT Shared Service's mission is to deliver efficient, secure and cost-effective IT services.

Lisa Bozek, Director of IT

Sep 11, 2023

VoC: Current IT Services



2023/24 Staff:

- 1 Director of IT
- 1 Service Desk & Infrastructure
- 1 Projects & Ops
- 2 IT Technicians

Currently in scope for the Village of Chester:

1. Unlimited desktop support and endpoint management
2. Microsoft 365 administration (tenant, licenses, security, backup)
3. Business application support (Sage, M365)
4. Telephony (Eastlink desk phones)
5. Computer procurement (no peripherals)
6. Sophos antivirus license management
7. KnowBe4 IT security training (pending decision)
8. GoDaddy domain registration management
9. Cyber incident response
10. Consulting services
11. Project management

Supported staff + sites:

1. Main office
2. Office staff
3. Commissioners
4. Lido swimming pool (troubleshoot network connectivity)

Out of scope:

1. Eastlink network (security) management
2. AV system support
3. Building security system support
4. Door card access
5. Camera systems
6. Business process management

Shared Services Benefit

- Value added services versus cost reduction/savings
- Provides capacity building not available to individual municipalities
- Expertise and resources not available otherwise
- Process of contracting for services avoided, continuity of service to partner municipalities



**Village of Chester Commission
Request for Decision**

<p>Topic:</p> <p>Cyber Insurance</p>	<p>Date: September 13, 2023</p> <p>Proposed By: Heather McCallum Clerk/Treasurer</p>
<p>Issue Summary:</p> <p>Staff are seeking direction on adding cyber liability to the Village’s insurance package as well as adding cyber-security training to our IT services.</p>	
<p>Background:</p> <p>The Village Commission’s IT supplier is the Municipal Joint Services Board (MJSB). At the most recent contract renewal it was noted that MJSB does not provide cyber insurance and strongly recommended that the Village procure such coverage.</p> <p>See the attached quotation from AJ Gallagher Canada.</p> <p>In discussions with Joseph Hines, the contact at Gallagher on this rather specialized field, his recommendation was CFC both for their expertise in this space, comprehensive product offering, and cost effectiveness. CFC are the market leader and Mr. Hines reports positive claims experiences with them.</p> <p>In addition, MJSB has recommended cyber-security training for Village Commissioners and staff. Currently, the Village is the only government body that MJSB serves who have not done so. The cost is \$2.50/person/month which equals \$210 for a year for our organization. There is an initial online training module of 45 minutes with short 1-5 min update videos every other month afterwards. It is anticipated that the cyber insurer would either require or strongly suggest such training.</p>	
<p>Options:</p> <ol style="list-style-type: none"> 1. Approve the addition of cyber liability insurance to the Village’s coverage from CFC as per the broker’s quote for an annual premium of \$2,400. 2. Approve the addition of cyber-security training for \$2.50/month/person for a total of \$210 for a full year, or \$105 for the remainder of 2023/24. 3. Follow up with the broker with additional questions from the Commission. 4. Decline cyber liability insurance at this time. 	
<p>Considerations:</p> <p><u>Financial Impacts</u></p> <p>Up to now, the Village and CVFD’s general liability and asset insurance coverage has been</p>	

one policy as the Fire Dept was a branch of the Village and the Village owned all the assets. With the changes to the Village's managing relationship with CVFD in favour of the jointly-owned Chester Fire Services Committee, the Village and Committee with each have their own policy with the CVFD covered under the Committee.

General liability/asset insurance:

- Premium Oct 11, 2022-Oct 10, 2023: \$41,706 (\$43,947.70 incl broker/NSFM fees)
- Premium Oct 11, 2023-Oct 10, 2024: \$37,443 (\$39,455.57 incl broker/NSFM fees)

Note that the previous years' premiums were shared with the CVFD; now it will be 100% under the Village budget, and the Committee/CVFD have a separate policy and premium. (Once separated, the 2023/24 budget of \$44,200 will be split \$31,900 Village and \$12,300 Fire. The fire station building insurance is currently under the CVFD portion of the overall budget but will have to be moved to the Village's budget since the Village maintains ownership of this asset.)

Recommendation:

Staff recommend option #1 & 2 together as a best practice in risk management. Cyber crime is increasing in frequency and sophistication, and even the most savvy computer users can be fooled. A data breach would be highly problematic for a public entity like the Village.

Draft Motion(s):

That the Village of Chester proceed with adding cyber liability insurance to our coverage provided by CFC per the quotation provided by our broker AJ Gallagher Canada for an annual premium of \$2,400 for Oct 2023-Oct 2024.

That the Village of Chester proceed with adding cyber-security training to our IT services with the Municipal Joint Services Board for a cost of \$210/year, pro-rated for the remainder of 2023/24.

Accessibility and Disability FAQ's

What is a Disability?

A disability is defined as “a physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual’s full and effective participation in society” ([Nova Scotia Accessibility Act, 2017](#)).

What is a Barrier?

A barrier is defined as “anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice” (Nova Scotia Accessibility Act, 2017).

Although some of the most obvious barriers encountered by persons with disabilities are physical/architectural, like lack of an elevator in a multistory building or poorly designed accessible parking spaces, there are many barriers that are not as easily recognized. These include barriers related to accessing information like printed, audible, visual, or digital material; encountering barriers in policies and practices that (often unintentionally) exclude or impair a person’s ability to access or participate; and attitudes and biases held by others about who should be included and excluded and what persons with disabilities can do. The standards that are being developed in the six categories will address barriers in all of these forms.

How many Nova Scotians have a disability?

In 2017, the Canadian Survey on Disability ([Statistics Canada, 2017](#)) revealed that 30% of Nova Scotians aged 15 and older live with at least one disability, which is the highest number in the country. Our province also has a high number of seniors at 20%. Statistically, people have more disabilities as they age, and the number of people aged 65+ is predicted to reach 25% by 2030. This means that our rate of disability is also predicted to increase. It is important to note that the 30% of persons with disabilities also have friends, family members, support persons, and colleagues who are impacted by barriers they encounter at home and in our communities.

What are the standard areas in the Nova Scotia Accessibility Act?

The Accessibility Directorate website lists the six categories identified by the Act. They are listed here in the order they are scheduled to be enacted:

1. Built Environment: making public buildings, streets, sidewalks and shared spaces accessible to all.
2. Education: making the education system accessible to all students, from early childhood to post-secondary.
3. Employment: making workplaces accessible and supporting people with disabilities in finding meaningful employment.
4. Goods and services: ensuring that people with disabilities have equitable access to goods and services.

5. Transportation: making it easier for everyone to get where they need to go.
6. Information and communication: ensuring all people can receive, understand and share the information they need.

What are we **required** to do to increase accessibility under the Act?

Municipalities are required to create an accessibility advisory committee, create an accessibility plan, and update that plan every three years. The next update to the Lunenburg County Accessibility Plan is due in 2024.

When each of the six standards is enacted, it will identify what municipalities are required to do to comply with the standard and when they need to do it.

The first will be the Built Environment standard, which is scheduled to be enacted in 2024. Most of the requirements under this standard will be in the form of amendments and additions to the Nova Scotia Building Code Regulations and will apply to new construction and major renovations.

What should we consider when we are planning new projects?

There are many factors to consider when deciding how to incorporate accessibility into a project. Some suggestions of questions we can ask are:

- **Will our decision exclude people with disabilities?** When we decide to limit accessibility features, we are deciding who is included and who is excluded. For example, if we choose a new software application for our organization that is not compatible with screen readers, we are excluding current and potential employees who use screen readers (e.g., people with vision or learning disabilities) from accessing the information in an equitable way or at all. If we choose to design an intersection without the best practice accessibility features, we exclude or limit the ability of persons with disabilities to access our communities safely and independently. This can limit a person's ability to work, socialize, and do all the things that people typically do in our communities.
- **Who are the people impacted by the decisions we make about accessibility?** People with disabilities make up 30% of our population aged 15 and over and have a variety of disabilities, some visible, some invisible, some permanent and others intermittent. People with disabilities are parents and children, employees and employers, volunteers and occupy many other roles in our community. People with disabilities participate in all parts of our communities but do so while encountering barriers that determine if, how, and to what extent they can engage. The parents, children, friends, coworkers, and those supporting people with disabilities are also impacted when we don't consider accessibility.
- **What are current best practices for accessibility?** We can look to resources like the Canadian Standards Associations/Accessibility Standards Canada Accessible Design for the Built Environment ([CSA/ASC B651:23](#)) and input from experts like external consultants and our own Lunenburg County Accessibility Advisory Committee. We are also building

capacity around accessibility among staff, who have been learning how to incorporate accessibility into their daily work. In the absence of completed standards, we can use our community needs paired with best practices as a guide to meeting the intent of the Act and meeting the commitments laid out in the Lunenburg County Accessibility Plan.

- **What do we already know about the needs in our communities?** Work is underway to identify actions to support the implementation of the Lunenburg County Accessibility Plan and is incorporating input from the community consultations, staff knowledge, research into best practices around accessibility, and existing information about standards being developed under the Act. Referring to these plans can provide guidance around what accessibility features we can include to meet the needs of the community and the capabilities of the municipalities.
- **Have we asked people what they need/want?** The phrase, “Nothing about us without us,” is used by many people with disabilities to describe how they would like decisions about accessibility to be made. Are we sure that we are making decisions that meet the needs of people with disabilities and not what **we** think is best for them.

[Does it cost more to make a building accessible?](#)

The 2020 study entitled [Rick Hansen Foundation Accessibility Certification Cost Comparison Study](#) (HCM Architecture and Design) identified the following key findings about the cost associated with incorporating accessibility into new construction:

- New construction can achieve a high level of accessibility without additional cost and can meet the highest standard of accessibility with minimal increased cost. For all types of buildings assessed, the increased cost between building to minimum National or Ontario Building Codes and RHF Accessibility Certified Gold was 1%.
- Of the types of buildings assessed, office buildings had the least increase in cost comparing those built to National Building Code or Ontario Building Code and the RHFAC Accessibility Certified Gold with a difference of 0.4%.
- New construction built to the minimum standard of the National or Ontario building codes is inadequate to meet the needs of persons with disabilities.

Retrofitting and renovating existing buildings to increase accessibility can be expensive, but grants are becoming more readily available to support these projects.

[What funding is available to support accessibility projects?](#)

Funding is available from federal and provincial levels and from some non-governmental groups. Staff maintain a list of funding sources and meet regularly on this topic.

Useful Links and Resources

1. [Nova Scotia Accessibility Act, 2017](#)
2. The Canadian Survey on Disability, [Statistics Canada, 2017](#)
3. Canadian Standards Associations/Accessibility Standards Canada Accessible Design for the Built Environment ([CSA/ASC B651:23](#)), 2023
4. [Rick Hansen Foundation Accessibility Certification Cost Comparison Study](#), HCM Architecture and Design, 2020
5. [Guide to Planning Accessible Meetings and Events](#), Nova Scotia Department of Justice, 2018
6. [Guide to Planning Accessible Online Meetings and Events](#), Nova Scotia Department of Justice, 2021
7. [HR Inclusive Policy Toolkit](#), The Canadian Association for Supported Employment is a web based or PDF toolkit for small and medium sized businesses to help with policy review/creation that is inclusive and does not create unintentional barriers to employment for persons with disabilities. (Accessed on August 28, 2023)

Prepared for the Lunenburg County Accessibility Advisory Committee by Ellen Johnson,
Accessibility Coordinator-ejohnson@chester.ca, 902-277-0456
Last updated: September 2023