

Minutes

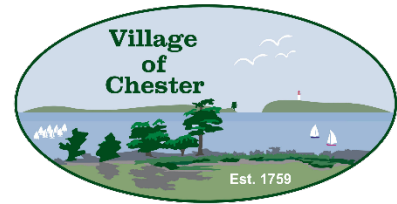
Village Commission Monthly Meeting

Wednesday, June 19, 2024 – 6:00pm

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; Maxine Veinot, Recording Secretary

Note: This is the first Village Commission meeting since the 2024 Election-by-acclamation.

1.0 Call to Order

In lieu of a Commission Chair, the Clerk/Treasurer called the June 19, 2024 Regular Monthly Meeting of the Village of Chester Commission to order at 6:02pm.

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

There were no members of the public in attendance.

3.0 Swearing in of New Commissioners

Commissioners-elect Tom Mulrooney and Geraldine Pauley were sworn into office by the Clerk/Treasurer, in her capacity as a NS Commissioner of Oaths ([Schedule 3.0](#)).

The new Village Commissioners also signed the Code of Conduct Policy declaration and Abuse Prevention Policy attestation forms (after receiving the policies in advance to review).

4.0 Annual Election of Chair and Vice-chair

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

C/T McCallum called for nominations for Commission Chair. One nomination was received from the floor, and the call was repeated three times. She declared that: [Commissioner Geraldine Pauley is acclaimed as the Chair of the Commission.](#)

C/T McCallum called for nominations for Commission Vice-chair. One nomination was received from the floor, and the call was repeated three times. She declared that: [Commissioner Randall O'Malley is acclaimed as the Vice-chair of the Commission.](#)

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

5.0 Approval of Agenda/Additions to Agenda

The Clerk/Treasurer requested two additions to the agenda:

- Under New Business, 10.3 “Financial Statements 2023/24”, as the authorization motion was missed at last night's Annual Public Meeting.
- Under 12.0 In Camera, the addition of “contract negotiations.”

Commissioner T. Mulrooney requested one addition:

- Under New Business, 10.4 “Jib Lot Maintenance”.

Motion #24-048: Commissioner Nauss moved; Vice-chair O'Malley seconded: That the Agenda of the June 19, 2024 Regular Monthly Meeting be approved as amended.

Motion carried unanimously.

6.0 Review/Approval of Minutes

6.1 Regular Monthly Meeting: Wednesday, May 15, 2024

Motion #24-049: Commissioner L Mulrooney moved; Commissioner Nauss seconded: That the Minutes of the May 15, 2024 Regular Monthly Meeting be approved as presented.

Motion carried unanimously.

6.2 Special Meeting: Friday, June 7, 2024

Motion #24-050: Vice-chair O'Malley moved; Commissioner L Mulrooney seconded: That the Minutes of the June 7, 2024 Special Meeting be approved as presented.

Motion carried unanimously.

7.0 Business Arising – Nil

8.0 Correspondence

8.1 Sepsis Canada: Illumination Request for Sep 13, 2024

Motion #24-051: Commissioner L Mulrooney moved; Commissioner Nauss seconded: That the Village publicize and explain Sepsis Day, but that the Village forgo the lights.

Motion carried unanimously.

8.2 Municipal Affairs & Housing: 12-Months Notice to NSFM

The C/T highlighted items in the letter that may be of relevance to the Village ([Schedule 8.2](#)).

8.3 D. Foley: Ownership of Apparatus Response

The letter was provided for information.

9.0 Reports

9.1 Clerk/Treasurer

The Clerk/Treasurer presented her monthly activity report ([Schedule 9.1](#)).

9.2 Financial

The Clerk/Treasurer presented the monthly financial overview report ([Schedule 9.2](#)).

9.3 Committee: Chester Fire Services (CFSC)

The C/T shared the Fire Chief's APM 2023/24 report, for information ([Schedule 9.3](#)).

9.4 Committee: Lunenburg County Accessibility Advisory (LCAAC)

Chair Pauley stated that this Committee is establishing "terms and conditions".

10.0 New/Other Business

10.1 RFD: External Committee Appointments

The Chair reviewed the request for decision ([Schedule 10.1](#)).

Motion #24-052: Commissioner Nauss moved; Commissioner L Mulrooney seconded: That the Village Commission make the following appointments:

- a) Chair Geraldine Pauley to complete her term on the Lunenburg County Accessibility Advisory Committee.

b) Commissioner Randy O'Malley to the MODC Village Planning Advisory Committee for a two-year term.
Motion carried unanimously.

10.2 RFD: Chester Fire Services Committee Member Terms

The C/T reviewed the request for decision from the Chester Fire Services Committee (*Schedule 10.2*). She confirmed that appointees to this Committee are not required to be elected officials.

Motion #24-053: Commissioner O'Malley moved; Commissioner Nauss seconded: That the Chester Village Commission reset the start date of the Chester Fire Services Committee's current member terms to the date of incorporation: October 17, 2023.
Motion carried unanimously.

The request for decision will go before Municipal Council at an upcoming meeting.

10.3 Financial Statements 2023/24

The C/T noted that the Village's audited financial statements were reviewed at the Annual Public Meeting of June 18, 2024 by the auditor, Lawrence Lake (*Schedule 10.3*).

Motion #24-054: Commissioner O'Malley moved; Commissioner Nauss seconded: To receive the Auditor's Report submitted by Morse Brewster Lake and authorize the Commission Chair and Clerk/Treasurer to sign the audited 2023/24 Village Financial Statements.
Motion carried unanimously.

10.4 Jib Lot Maintenance

Commissioner T. Mulrooney reported that bollards and fencing at the Jib Lot are in poor condition and need repairs.

The Clerk/Treasurer was instructed to look into recommended maintenance and costs and report back to the Commission.

11.0 Commissioner Roundtable

Commissioner L. Mulrooney reported that she has accepted the nomination to be the Chester-St. Margarets candidate for the Liberal Party of Nova Scotia in the next Provincial election. An election is not anticipated for another year; this nomination does not affect her current role on the Commission.

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

Motion #24-055: Commissioner Nauss moved; Commissioner L Mulrooney seconded: That the Commission move in camera as per Section 408B (2) of the Municipal Government Act, at 6:47 pm.

Motion carried unanimously.

The Commission recessed at 6:48 pm.

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

The Commission resumed the public meeting at 6:59 pm.

Motion #24-056: Commissioner L. Mulrooney moved; Commissioner Nauss seconded: That the Chester Village Commission approve the Memorandum of Understanding (MOU) with the Chester District Swim Program pending legal review and direct the Clerk/Treasurer to sign the MOU on behalf of the Commission.

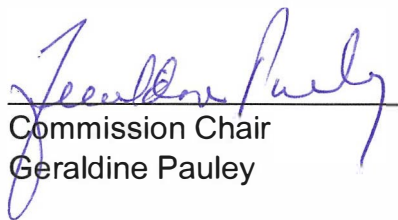
Motion carried unanimously.

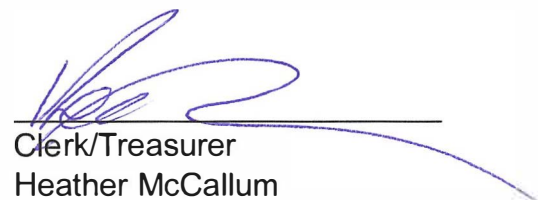
14.0 Adjournment

Next meetings:

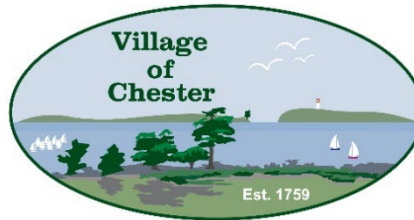
- Regular Monthly Meeting on July 17, 2024 at 6:00 pm at the Village office

There being no further business, the meeting was adjourned at 7:00 pm.


Commission Chair
Geraldine Pauley


Clerk/Treasurer
Heather McCallum

Schedule 3.0



**Village of Chester Commission
Oath of Office & Confidentiality Agreement**

I, _____, a Commissioner of the Village of Chester, declare that, in carrying out the duties as a Commissioner, I will:

1. Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interests of the Village residents.
2. Exercise these responsibilities, at all times, with due diligence, care, and skill in a reasonable and prudent manner.
3. Respect and support the by-laws, policies, code of conduct, and decisions of the Commission.
4. Keep confidential all information that I learn about Commissioners, personnel, contract negotiation and any other matters specifically determined by the Commission to be matters of confidence including matters dealt with during in-camera meetings.
5. Conduct myself in spirit of congeniality and respect for the collective decisions of the Commission and subordinate my personal interest.
6. Immediately declare any personal conflict of interest that may come to my attention.

SWORN/AFFIRMED at **CHESTER, Nova Scotia** in the County of Lunenburg this

_____ day of _____, 2024:

Village Commissioner

Before me:

Heather McCallum, A Commissioner of Oaths



Municipal Affairs and Housing Office of the Minister

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

April 22, 2024

Your Worship Carolyn Bolivar-Getson
President, Nova Scotia Federation of Municipalities
Suite 1106, 1809 Barrington Street
Halifax, NS B3J 2K8
Via email: president@nsfm.ca

Dear President Bolivar-Getson:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs and Housing must provide to the Nova Scotia Federation of Municipalities (NSFM) 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2025-2026 and beyond.

The Department of Municipal Affairs and Housing (DMAH) canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

Communities, Culture, Tourism and Heritage*

Review of the *Libraries Act Funding Regulations*

Public regional libraries receive annual operating funding from the Province, municipalities, and their regional library boards. The *Libraries Act Funding Regulations* stipulate a sharing ratio that requires a contribution from municipalities. Currently, for libraries outside Halifax Regional Municipality (HRM), the Province contributes 71%, municipalities contribute 26%, and library and boards contribute 3%, while within HRM, the Province contributes 26%, the municipality contributes 71%, and the board contributes 3%.

The department is currently conducting a funding review that may have an impact on the municipalities on April 1, 2025. However, at this time, the impact on the municipalities is not known, as this work is underway and will require Executive Council approval.

We will provide further updates on any potential impacts as we get closer to a decision on this initiative.

Department of Intergovernmental Affairs

Procurement Thresholds and Free Trade Agreements

Intergovernmental Affairs would like to advise that there are procurement thresholds under several free trade agreements that could impact municipalities.

Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA), the Canada-UK Trade Continuity Agreement (TCA) and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above the thresholds must be publicly tendered unless subject to an exemption.

The threshold values in Canadian dollars for the period of January 1, 2024, to December 31, 2025, are as follows:

FTA	Goods	Services	Construction
CFTA	Province		
	\$33,400	\$133,800	\$133,800
	Municipalities and MASH		
	\$133,800	\$133,800	\$334,400
	Crowns, Utilities, etc.		
	\$353,300	\$668,800	\$6,685,000
CETA/TCA	Province, Municipalities and MASH		
	\$353,300	\$353,300	\$8,800,000
	Crowns		
	\$627,200	\$627,200	\$8,800,000
	Utilities, etc.		
	\$706,700	\$706,700	\$8,800,000

Department of Justice

The Department of Justice are aware of the following changes:

1. The current RCMP labour contract for regular members and reservists below the rank of inspector expires on March 31, 2023, and new labour negotiations began on April 1, 2023. The negotiations remain ongoing and are moving to mediation as of January 2024. The cost implications cannot be determined at this time.
2. RCMP Multi-Year Financial Plan (MYFP) of Nova Scotia's RCMP "H" Division includes RCMP salary increases, fleet requirements, accommodation, and business cases in 2023-24. The total financial impact for the new Provincial Police Service Agreement to Municipalities is \$6.231 million.

3. Biological Casework Analysis Agreement provides municipalities with DNA analysis arising from criminal investigations. Costs will be determined upon the release of the "Total Uniform Assessment" by Municipal Affairs.
4. Work is underway for the development of the accessibility standards and compliance of the Act. The cost implications cannot be determined at this time. At a minimum, one-year notice will be given to municipalities and villages of any policy and regulation change related to obligations under the *Accessibility Act* and standards that impact revenue or expenditures.
5. The *Dismantling Racism and Hate Act* enables the Minister to require prescribed public sector bodies, including municipalities and villages to develop equity and anti-racism plans to address systematic hate, inequity, and racism. The provincial government is providing municipalities and villages with \$1.185 million to support this work. It is anticipated that plans will be required by April 1, 2025.
6. The Attorney General and Minister of Justice's Mandate Letter of September 14, 2021, directs the Minister to amend the *Freedom of Information and Protection of Privacy Act* to give order-making ability to the Privacy Commissioner. The Department of Justice is undertaking a comprehensive review of access and privacy legislation with the goal of modernization. To ensure consistency in access and privacy legislation, Part XX of the *Municipal Government Act* is included in this review and will be updated at the same time. The Department of Justice is undertaking engagement with municipalities and villages as part of the review.

Department of Labour, Skills and Immigration

Firefighters' Compensation Regulations

This item is regarding the Firefighters' Compensation Regulations under the *Workers' Compensation Act*, and the expanded cancers included in the presumption in Nova Scotia. The estimated financial cost of this amendment was determined via an actuarial assessment. The Workers' Compensation Board of Nova Scotia (WCB) will need to determine if the impact of cancer claims on the liability requires a rate increase for municipalities, as they are considered employers for volunteer firefighters in the *Workers' Compensation Act*. The WCB will communicate the 2025 rates to employers by September 2024.

Department of Municipal Affairs and Housing

Statement of Provincial Interest

The Department of Municipal Affairs and Housing (DMAH) has initiated a review of the Statement of Provincial Interest (SPI) Regarding Housing and the Statement of Provincial Interest (SPI) Regarding Infrastructure. The current SPIs have not been amended since their inception in 1999. Municipalities are required to have a comprehensive land use plan for the entire extent of their municipality and new municipal planning documents, as well as

amendments made after these statements come into effect, must be reasonably consistent with them. Municipalities are also required to review their planning documents every 10 years, at a minimum. It is difficult at this time to determine if there will be a potential financial impact on municipalities, in the form of additional studies to support their planning work, as this will be dependent on the results of the review.

Department of Emergency Management

Regulations to support the new Act to Establish a Department of Emergency Management and Authorize the Establishment of a Nova Scotia Guard will be developed in the coming year which may have a financial impact on municipalities. This includes regulations respecting regional emergency management offices; the relationship between municipalities and regional emergency management offices; the provision of fire dispatch services through regional emergency management offices; vulnerable persons registries and their implementation; and a regional emergency alert system and the participation of municipalities in the system.

Department of Economic Development

The Department of Economic Development has two initiatives underway that could potentially have financial impacts on municipalities:

Review of the Peggy's Cove Commission Act

This review is seeking to modernize the role and administration of the Peggy's Cove Commission. Given the location of Peggy's Cove within the boundaries of HRM, any proposed changes to the Act or its administration could have an impact on the municipality, for example shifting responsibility for planning approvals.

Regional Enterprise Networks (RENs)

In 2023 the department engaged in a series of interviews, interactive sessions, and discussions around our vision for economic growth, the existing tools and partnerships that support this shared work, and opportunities to support continued economic growth in Nova Scotia. This, in part, involved municipalities and the Regional Enterprise Networks (RENs). There were common themes that emerged from the sessions, most notably the need for consistent service delivery across the province, complete geographical coverage, and improved navigation of existing programs and services for businesses. The outcome of addressing these challenges has the potential to impact the existing REN model, and therefore our municipal partners.

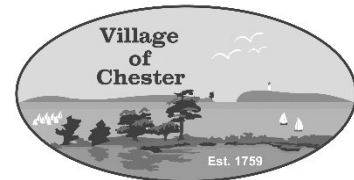
Sincerely,



Honourable John A. Lohr
Minister of Municipal Affairs and Housing

Schedule 9.1

Village of Chester Commission Clerk/Treasurer Activity Report June 19, 2024

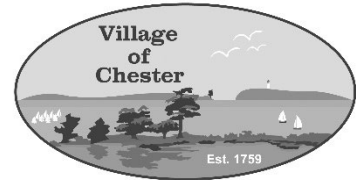


- **Annual Election:** Preparations for the 2024 election were well underway before being decided by acclamation on Nomination Day. You will see costs for advertising and venue cancellation on the Q1 variance report next month.
- **Annual Public Meeting:** As we all know, this meeting took place last night at St. Stephen's Community Centre.
- **Lido Pool:**
 - The salt water pump in the harbour, which was repaired several times last year, has failed and had to be replaced.
 - 2024 opening date will be Saturday, June 29th.
 - Preparations are going smoothly, with the pool cleaned and painted, the replacement vacuum arrived, and supplies ordered. The replacement awning still needs to be ordered and installed.
 - Lifeguard hiring is complete and staff orientation will be Friday, June 28th.
 - Chester District Swimming Program (Darcy) has provided an insurance certificate and an MOU for use of the pool is in progress.
 - MJSB will be on site to get the security cameras back up and running this week. There has been some vandalism in the area and the RCMP would appreciate our help. For example, the public washroom's water tank was emptied two weekends ago, leaving the facility out of service temporarily.
- **Lido/Washroom Capital Projects:**
 - The pool repair RFP has been officially awarded to J. Mason Contracting, who have a history with the facility. The work begins early September on outer wall concrete repair, protective coatings, and filler valve repair or replacement.
 - The accessibility audit on-site assessment for the pool/washroom took place on May 29th and I expect the report with Class D estimates the end of this week.
- **Beautification:** The 76 Village flower baskets are being picked up on June 19th for installation.
- **EHS Capital Project:** Walls Metal Roofing completed the installation of the new roof on the EHS building earlier than expected on June 4-5th. It looks great!
- **Strategic Plan:** Now that the Commission election is over, I'd like to propose a workshop be scheduled to start the development of a new Village Strategic Plan. As previously discussed, the existing EDM report would be used as a jumping off point. If the Commission is in agreement, perhaps this could be scheduled this summer.

Report completed by:
Heather McCallum, Clerk/Treasurer

Schedule 9.2

Village of Chester Commission Clerk/Treasurer Financial Report June 19, 2024



- **Scotiabank:** The May 2024 bank statement has been reconciled. We started the month with \$858,724.04 in the bank and ended with \$618,624.46. As noted last month, the Q1 Tax Advance was received from MODC and the Village/Outer Area Fire portion of \$215,546 has been transferred to the CFC account accordingly.
- **Investments:** The Fire Apparatus reserve was due for renewal on May 10th and was reinvested at a slightly higher interest rate of 4.25%.
- **2023/24 Audit:** Audit preparation has been a big focus of the last two months. The audit and financial statements were presented at last night's Annual Public Meeting.

With this information, I will be able to bring the final Village-Fire banking separation figures to the Commission for approval in short order. It will be a big improvement to have the banking transition completed and the account data input into Sage!

- **Budget Reports:** A final 2023/24 Budget Reconciliation report will follow with incorporated adjustments from the audit next month. The 2024/25 Q1 Budget Variance report will also be available next month.
- **HST Offset & Rebate:** The provincial HST Offset Program application for 2024/25 was submitted before the deadline of May 31st. Now that the audit is complete, I can also prepare the federal HST Rebate application for the second half of 2023/24.

Report completed by:

Heather McCallum, Clerk/Treasurer



Chester Volunteer Fire Department

Email - info@chesterfd.ca

Station (902)275-5113 - Fax (902)275-2134

Good Evening

On behalf of the entire membership of the Chester Volunteer Fire Department, we want to say thank you for your support this past year. We could not have delivered this service to our community without your support.

The year of 2023 was one for the history books. The CVFD responded to 357 emergency calls, which included structure fires, chimney fires, car fires, . We sent crews to the Barrington Lake wildland fire to relieve local crews. We also assisted in the floods in Brooklyn.

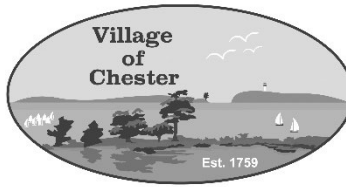
We have incorporated the new tanker, which, I'm happy to report, has been a great addition to the fleet.

We've had a busy training schedule, including monthly practices and extracurricular training, including chimney fires, vehicle extrication, driver training, pump training, medical training, car fires, wildfire, and marine operations, to name a few. We also participated in two mutual aid training sessions: One was a pumper-relay practice supplying water to Shoreham Village . The other was a heavy-vehicle extrication practice, focusing on school buses. We have four members currently participating in National Fire Protection Association 1001 level 1 firefighter training.

Our recruitment and retention efforts continue and we have over 45 members currently.

As we read the province's report *Weathering What's ahead. Climate Change Risk and Nova Scotia's Well-being* we have begun to try and understand how a changing climate could affect our community. Specifically, how to respond to major weather events projected in the report. We have commenced researching the necessity of having swift water rescue trained personnel and how we can implement this training into our system to acquire this skill set to protect the community we serve.

Schedule 10.1



**Village of Chester Commission
Request for Decision**

Topic: External Committee Appointments	Date: Jun 19, 2024
Issue Summary: With the beginning of a new Commission term, several external committees require renewals or appointments by Commission motion. Applicable terms of reference are attached.	Proposed By: Heather McCallum Clerk/Treasurer
Background: a) Lunenburg County Accessibility Advisory Committee (LCAAC) Geraldine Pauley was appointed to this committee as a Village elected official on July 4, 2023 for a two-year term which expires in 2025. As she has just been re-elected to the Commission her appointment should be re-confirmed. b) MODC Village Planning Advisory Committee (VPAC) Nancy Hatch was the Village Commission representative on this Municipality of the District of Chester committee. Another commissioner should now replace her in this role.	
Options: 1. That Commissioner Pauley be re-appointed to serve out her term with the LCAAC committee; and Commissioner _____ be newly-appointed to the VPAC. 2. Declined to appoint one or more of the above and select a different representative from the Commission table or a public call for volunteers, as appropriate. 3. Withdraw the Village Commission from participating in the LCAAC and/or VPAC.	
Considerations: <u>Financial Impacts</u> Regarding the LCAAC: The Commission allocated Meeting pay of \$60 in the 2024/25 budget for the elected official member.	

Policy Impacts

MODC's "Chester Village Planning Advisory Committee Policy" clause 4(d) requires: "One (1) member nominated by the Commissioners for the Village of Chester"; and clause 5(a) specifies that terms are for two years.

The LCAAC's terms of reference clause 5.1.2 requires one serving Commission member appointment, and clause 5.1.5 states that terms are for two years.

Other

Regarding the VPAC: While planning is a Municipal responsibility, the Village Commission should be at the table for discussion of Village land use, planning, and development matters.

Recommendation:

Staff recommend option 1.

Draft Motion:

That the Village Commission make the following appointments:

- a) Commissioner Geraldine Pauley to complete her term on the Lunenburg County Accessibility Advisory Committee.
- b) Commissioner _____ to the MODC Village Planning Advisory Committee for a two-year term.

Lunenburg County Accessibility Advisory Committee (LCAAC) Terms of Reference

1.0 Purpose

The Lunenburg County Accessibility Advisory Committee's (LCAAC) role is to assist the five municipal units (the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay) and the village commissions in Lunenburg County to implement, update, and evaluate their Accessibility Plan(s) in accordance with "An Act Respecting Accessibility in Nova Scotia, 2017 (The Act). The LCAAC provides advice to the municipal units and village commissions on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in the creation of barrier-free communities and ensuring the obligations under the Act are met.

2.0 Scope

These Terms of Reference are applicable to all members appointed to the Lunenburg County Accessibility Advisory Committee (LCAAC).

3.0 References

3.1 Bill No. 59 – Accessibility Act, Chapter 2 of the Acts of 2017

4.0 Definitions

4.1 Barrier means 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 communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

4.2 Commission(s) means the commissions for the Villages of Chester and Hebbville.

4.3 Council(s) means the Councils for the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay.

4.4 Disability includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability (long-term conditions that are characterized by periods of good health interrupted by periods of illness or disability); that, in interaction with a barrier, hinders an individual's full and effective participation in society.

5.0 Policy

5.1 Membership

5.1.1 The Committee shall consist of ten (10) voting members. Five (5) community members and five (5) **serving Council members**. Each Council will appoint their own Council member representative. The five (5) community representatives are to be appointed by all five (5) municipal units.

5.1.2 Commissions may join the Committee or be represented by the Council of the municipal unit in which it is located. When a Commission joins the Committee one (1) commission member and one (1) community member will be added to the Committee as voting members. Community members pursuant to this clause will be appointed by the Lunenburg County Accessibility Nominating Committee.

5.1.3 Applications for the community members will be sent to the Lunenburg County Accessibility Nominating Committee. This Committee will be comprised of the Mayors/Wardens of the five municipal units or their designate. The Nominating Committee will send a recommendation to all five councils concerning the appointment of the community members.

5.1.4 Councils shall appoint each community representative member for three (3) year terms.

5.1.5 **Council/ Commission appointments shall be determined by each Council/Commission at the time of appointment but shall not exceed two (2) years.**

5.1.6 At least one half of the members (community and council/commission representatives) of the LLCAAC must be persons with disabilities or representatives from organizations representing persons with disabilities.

5.1.7 If a community member vacates the Committee for any reason at any time before that member's term would normally expire, the Councils shall appoint a

new member to the Committee to hold office for the unexpired term. Where a member is so appointed, the Nominating Committee may choose to appoint the member for an alternate term equal to the remaining unexpired term plus the standard term of three (3) years.

5.1.8 If a Council/Commission member vacates the Committee for any reason at any time before that Council/Commission member's term would normally expire, the Council/Commission that the member represents shall appoint promptly a new Council/Commission member to the Committee to hold office for the unexpired term. **When a Council/Commission member vacates their seat on Council they are considered to have vacated this seat on the Committee.**

5.1.9 Applications for the appointment of community representatives to the Committee shall be invited by public advertisement.

5.1.10 The Chair and Vice-Chair will be appointed annually by the Committee.

5.2 Remuneration

5.2.1 Remuneration for community members will follow the Municipality of the District of Chester Remuneration of Committee Members Policy P-58.

5.2.2 Council/Commission members will serve without pay except for associated expenses, which will be paid by their respective municipal unit or village commission.

5.3 Qualifications

5.3.1 Any member of the Committee is eligible for reappointment.

5.3.2 Any member of the Committee, who is absent from three (3) consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or authorized by resolution of the Committee and noted in the Committee minutes. Any member who forfeits office is eligible for reappointments following the remainder of the unexpired term.

5.4 Mandate of Responsibilities

The Committee has the following responsibilities:

5.4.1 Advise the five Councils/Commissions in the preparation, implementation and effectiveness of their Accessibility Plan(s). In accordance with the Act, plans must include:

a. A report on measures the five (5) municipal units and the Commissions have taken and intend to take to identify, remove and prevent barriers;

b. Information on procedures the five (5) municipal units and the Commissions have in place to assess the following for their effect on accessibility for persons with disabilities:

i. Any of its existing and proposed policies, programs, practices and services, and

ii. Any existing and proposed enactments or bylaws it will be administering;
and

c. Any other prescribed information.

5.4.2 Advise all five (5) Councils and the Commissions on opportunities to promote the full participation of persons with disabilities, in accordance with the Act;

5.4.3 Identify and advise on the accessibility of existing and proposed municipal services and facilities;

5.4.4 Advise and make recommendations about strategies designed to achieve the objectives of the five (5) municipal units and the Commissions Accessibility Plans;

5.4.5 Receive and review information directed to it by all five (5) municipal Councils and the Commissions and their committees, and to make recommendations as requested;

5.4.6 Monitor federal and provincial government directives and regulations; and

5.4.7 Host public consultations related to accessibility.

5.4.8 Provide input and advice to all five (5) councils and the Commissions with respect to updating the Accessibility Plan every three years.

5.4.9 Provide an annual budget for the five (5) Councils and the Commissions consideration in order for the Committee to carry out their mandate.

5.5 Rules of Engagement:

5.5.1 Committee meetings will be called by the Chair as required to fulfill the duties outlined.

5.5.2 Subject to section 22 of the Municipal Government Act, meetings of the committee are open to the public. Meetings shall be advertised no less than one week in advance.

5.5.3 A majority of the appointed voting members of the Committee constitutes a quorum.

5.5.4 Subject to the principles set out in the Municipal Conflict of Interest Act, all committee members present including the person presiding shall vote on a question.

5.5.5 The Committee may receive presentations from the public upon the approval of the Chair.

5.5.6 The Committee may establish Working Groups to explore specific issues related to Accessibility Plan(s) and/or other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the LCAAC shall chair the Working Group.

5.6 Staff Resources

5.6.1 The Committee will be supported by municipal staff and consulting resources as required.

5.6.2 Staff appointed by the five (5) municipal units and the Commissions will attend meetings as a resource to the Committee.

5.6.3 The Municipalities will provide administrative support services to the Committee to aid in agenda preparation, minute taking, and other administrative duties as required.

6.0 Policy Review

6.1 These Terms of Reference will be reviewed by each of the five (5) Councils and the Commissions at least every four years from the effective/amended date.

10.1 (b)

Municipality of the District of Chester

Chester Village
Planning Advisory
Committee

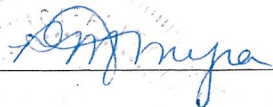
Policy P-39

Amended - Effective Date - August 26, 2021

MUNICIPALITY OF THE DISTRICT OF CHESTER
POLICY P-39
CHESTER VILLAGE PLANNING ADVISORY COMMITTEE

1. This Policy applies to the Committee expressly established by this policy.
2. Council hereby establishes the Planning Advisory Committee for the Village of Chester as a standing Committee of Council.
3. The mandate of this Committee shall be as follows:
 - (a) Under the Municipal Government Act:
 - (i) To advise Council on planning matters that have been referred to it by Council, including the preparation, amendment, and administration of the Secondary Planning Strategy, the Land Use By-law, and the Subdivision By-law which apply to Chester Village.
 - (ii) The Committee may request that Council refer to it for study and recommendation any planning related matter that has come to the Committee's attention.
4. The Committee may be made up of eight (8) members composed as follows:
 - (a) The member of Council representing District 3, being the only Council District affected by the Chester Village Secondary Planning Strategy;
 - (b) The Warden (ex officio);
 - (c) Up to four (4) members appointed by Council from the general public residing within the area affected by the Chester Village Secondary Planning Strategy;
 - (d) One (1) member nominated by the Commissioners for the Village of Chester; and
 - (e) The Chair, or their designate, of the Chester Municipal Planning Advisory Committee.
5. The following provisions shall apply to the Committee:
 - (a) The Council member shall be appointed for a one (1) year term and all other members shall be appointed for a two (2) year term unless Council, by resolution, appoints for either a shorter or longer term at its discretion. The Warden shall be an ex officio member during the term of office;
 - (b) The Chair and Vice-Chair of the Committee shall be elected by the Committee for a two (2) year term;

- (c) Members of the Committee shall receive remuneration for attendance at all meetings called to deal with Committee business in accordance with the rates established by Council for Standing Committees;
- (d) The Committee shall meet as frequently as necessary upon the call of the Chair to deal with its mandate as expressed in this policy. All motions of the Committee shall be reported to the Citizen Planning Advisory Committee meeting which next follows each Committee meeting;
- (e) The Committee may request, through the Chief Administrative Officer, assistance from Municipal Staff in the form of advice, consultation, background research, preparation of materials for meetings, and attendance at meetings.
- (f) All Committee meetings shall be open to the public unless the Committee by majority vote moves to a meeting in private to discuss matters related to personnel, certain types of legal advice or other issues in accordance with Section 203 of the Municipal Government Act.
- (g) Notice of Committee meetings shall be posted in a conspicuous place in the Municipal building for five (5) days prior to the date of the meeting and notice of the meeting shall be given either on the Municipal Website or in a local newspaper.
- (h) Minutes of Committee meetings shall be made available to the Public after the minutes are approved by the Committee.
- (i) The Chair of the Committee may request through the Chief Administrative Officer that the Municipal Solicitor attend meetings of the Committee or otherwise advise the committee.
- (j) The Chair of the Chester Village Planning Advisory Committee, or their designate, shall serve as a regular member of the Municipal Planning Advisory Committee and shall attend meetings held by both Committee's.

Annotation for Official Policy Book	
Date of First Notice at Council	August 19, 2021 (2021-326)
Date of Second Notice at Council	August 26, 2021 (2021-333)
Effective Date	August 26, 2021
I certify that this Policy was amended by Council as indicated above.	
 _____	<u>August 30, 2021</u>
Pamela M. Myra, Municipal Clerk	Date

ADOPTION/AMENDMENT INFORMATION

Date	Reason for Adoption/Amendment
2014	To establish the terms of the Chester Village Area Advisory Committee, which will allow for the mandate of the Citizens Planning Advisory Committee and its review of the Municipal Planning Strategy and Land Use By-law, and to direct the Committee to advise Council on matters under the Heritage Act.
2020	To re-establish a Planning Advisory Committee for the Village of Chester. This change coincides with the adoption of the new Municipal Planning Strategy and Land Use By-law and the disbanding of the Citizen's Planning Advisory Committee.
2021	To amend the policy to remove mandate for Heritage Properties (Section 3b) from the Chester Village Area Advisory Committee.



**Chester Fire Services Committee
Request for Decision**

<p>Topic:</p> <p>Chester Fire Services Committee (CFSC) – Member Terms</p>	<p>Date: June 19, 2024</p> <p>Proposed By: Heather McCallum Village Clerk/Treasurer</p>
<p>Issue Summary:</p> <p>The Municipality of the District of Chester appointed three members to the CFSC on June 30, 2022. The Village of Chester appointed three members to the CFSC on July 13, 2022. At the time the CFSC was incorporated, the legal advice from Sam Lamey was that all members be re-appointed as of the incorporation date October 13, 2023. This was put on hold at the time.</p> <p>Committee officers now request that Municipal Council and the Village Commission agree to reset the clock on member terms to a start date of October 13, 2023. Two of the current Committee members original terms expire next month, making this request time-sensitive.</p>	
<p>Background:</p> <p>The 2022 Intermunicipal Fire Services Agreement states:</p> <p>Committee Structure</p> <ul style="list-style-type: none">12) The Municipality shall appoint three members, and the Village shall appoint three members. No more than 1 of the appointments from each party may be an elected official. <p>Committee Roles and Terms</p> <ul style="list-style-type: none">19) The Municipality and the Village will each appoint two committee members for an initial term of three years, and one committee member for a term of two years. Following the initial term of committee members, the term shall be three years.20) A committee member may be reappointed. <p>The current list of CFSC Directors & Officers is attached.</p>	

Schedule 10.2

Options:

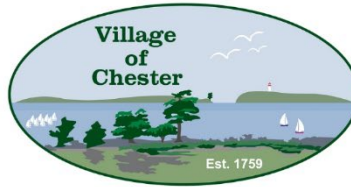
- 1. Approve the CFSC Officers’ request to reset the start date of each two and three-year term to October 17, 2023.
- 2. Decline to reset the start date and reappoint the two CFSC members whose terms are expiring to new three-year terms – Mr. Robert is a Municipal appointee and Ms. Hatch is a Village appointee.
- 3. Decline to reset the start date and require the Municipality and Village to search for new appointees.

Recommendation:

Per Mr. Lamey's advice, the CFSC's preference is option 1.

Draft Motion(s):

That the Chester Village Commission reset the start date of the Chester Fire Services Committee’s current member terms to the date of incorporation: October 17, 2023.



Directors and Officers

Chester Fire Services Committee

A. Directors

Voting Committee members appointed by motion of Council and the Commission on Jun 30 and Jul 13, 2022, respectively. VOC replacement member Jim Barkhouse appointed by motion of the Commission on Oct 26, 2023 to serve out David Miller's term.

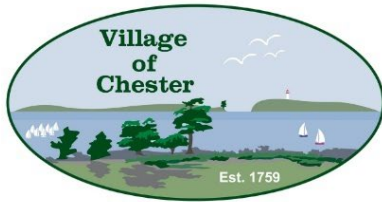
*The date of incorporation was Oct 17, 2023.

Name	Appointed by	Civic Address
Jim Barkhouse	VOC (2023-25)	Pig Loop Road, Chester
Kirk Collicut	MODC (2022-25)	Pig Loop Road, Chester
Norm Countway	MODC (2022-25)	Marriotts Cove Road, Chester Basin
Nancy Hatch	VOC (2022-24)	Central Street, Chester
Colin MacDonald	VOC (2022-25)	Victoria Street, Chester
James Robert	MODC (2022-24)	NS Trunk 3, Chester Basin

B. Officers

Elected by Committee Members on Oct 4, 2023 and re-affirmed (after passage of By-laws) on Jan 3, 2024.

Colin MacDonald	Chair/President
Norm Countway	Vice-Chair
Kirk Collicut	Secretary
Kirk Collicut	Treasurer



Village of Chester Commission

27 Pleasant Street, PO Box 620, Chester, NS B0J 1J0
Tel: 902-275-4482
www.villageofchesterns.ca

Village of Chester

Lido Pool – Memorandum of Understanding 2024 DRAFT

THIS MEMORANDUM OF UNDERSTANDING is effective June ____, 2024 for the 2024 swim season (July-August)

Between

THE VILLAGE OF CHESTER, a body corporate pursuant to the *Municipal Government Act* (SNS 1998, c. 18), having its chief place of business at 27 Pleasant Street, PO Box 640, Chester, in the County of Lunenburg, Nova Scotia, B0J 1J0 (“the Village”);

~and~

CHESTER DISTRICT SWIM PROGRAM ASSOCIATION, a non-profit corporation registered under the *Societies Act*, at PO Box 147, Chester, NS, B0J 1J0, (“the Program”).

1. Responsibilities

This Memorandum of Understanding outlines the relationship between the Village and the Program with regard to the Lido Pool facility located at 10 Parade Square, Chester.

The Lido Pool is owned and operated by the Village of Chester. The Village provides lifeguard and maintenance staff for the facility as well as all pool equipment and supplies. Final authority of the use and operation of the Lido Pool rests with the Village.

The Program is an independent Society. The Program provides swim instructor(s) and swimming aids. The Program manages their activities independently of the Village.

2. Use Agreement

The Village of Chester considers the Chester District Swim Program to be carrying on an activity that is beneficial to the Village.

The Village of Chester agrees to provide the use of the Lido Pool facility to the Chester District Swim Program **free of charge**. The Program is not a supplier to the Village and there is no financial relationship between the organizations.

3. Insurance

The Village maintains building, liability, and workers compensation board insurance for the Lido Pool facility, operations, and staff.

The Program shall provide the Village with a copy of their liability insurance in the amount of \$2,000,000, with the Village listed as an additional insured.

4. Safety Management

The Program shall comply with all health and safety and environmental legislation to maintain a safe and healthy work environment for its staff and students.

The Village, whenever possible, will provide a lifeguard to be on duty during swim lessons. It is understood that the Program swim instructor also has lifeguard and first aid certification.

5. Contact

The Village contact person for Lido Pool operations is the Clerk/Treasurer, Heather McCallum. The Program contact person is Darcy Stevens, Chair of the Society. Seasonal pool use is to be coordinated between these parties.

Any dispute that may arise may be elevated to the Village Commission, if required.

Chester District Swim Program


Date

Village of Chester
Clerk/Treasurer

Date

CERTIFICATE OF INSURANCE


DATE: May 17, 2024

	<p style="text-align: center;">BROKER</p> <p style="text-align: center;">PO Box 880 6 Masters Avenue Kentville, NS B4N 4H8</p>	<p>This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.</p>
<p>INSURED'S FULL NAME AND MAILING ADDRESS Chester District Swimming Program Association 4071 Highway 3, P.O. Box 147 Chester, NS B0J 1J0</p>		<p>COMPANIES AFFORDING COVERAGE</p>
		<p>COMPANY A Certain Underwriters at Lloyd's, Under Agreement No. MKL2024001; UMRB6027MKL2024001 issued by Markel Canada</p>
		<p>COMPANY B</p>
		<p>COMPANY C</p>
		<p>COMPANY D</p>

COVERAGES
 This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period that is indicated. Notwithstanding any requirements, terms or conditions of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.
LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (YYYY/MM/DD)	POLICY EXPIRATION DATE (YYYY/MM/DD)	LIMITS (Canadian dollars unless indicated otherwise)	
A	<p>GENERAL LIABILITY</p> <p><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY</p> <p><input type="checkbox"/> CLAIMS MADE</p> <p><input checked="" type="checkbox"/> OCCURRENCE</p> <p><input checked="" type="checkbox"/> TENANTS LEGAL LIABILITY</p> <p><input checked="" type="checkbox"/> NON-OWNED AUTOMOBILE</p>	CAS799981-02	2024/04/01	2025/04/01	EACH OCCURRENCE GENERAL AGGREGATE PRODUCTS-COMP/OP AGGREGATE TENANT'S LEGAL LIABILITY NON-OWNED AUTOMOBILE PROPERTY DAMAGE DEDUCTIBLE BODILY INJURY DEDUCTIBLE	\$ 2,000,000 \$ n/a \$ 2,000,000 \$ 500,000 \$ 2,000,000 \$ 1,000 \$ 1,000
	<p>AUTOMOBILE LIABILITY</p> <p><input type="checkbox"/> DESCRIBED AUTOS</p> <p><input type="checkbox"/> ALL OWNED AUTOS</p> <p><input type="checkbox"/> LEASED AUTOS</p>	Not applicable			BODILY INJURY & PROPERTY DAMAGE COMBINED COLLISION DEDUCTIBLE COMPREHENSIVE DEDUCTIBLE ALL PERILS DEDUCTIBLE	\$ \$ \$ \$
	<p>EXCESS/ UMBRELLA</p> <p><input type="checkbox"/> UMBRELLA FORM</p> <p><input type="checkbox"/> OTHER THAN UMBRELLA FORM</p>	Not applicable			EACH OCCURRENCE AGGREGATE RETAINED LIMIT	\$ \$ \$
	<p>PROPERTY</p> <p><input type="checkbox"/> BROAD FORM</p> <p><input type="checkbox"/> NAMED PERILS</p>	Not applicable			LIMIT DEDUCTIBLE	\$ \$
	<p>OTHER</p>	Not applicable			LIMIT DEDUCTIBLE	\$ \$

A	<p>ADDITIONAL INSURED (Excluding owned & non-owned automobiles)</p> <p>Village of Chester is/are added as additional insured(s) but only in respect to liability arising out of the operations of the Named Insured.</p>	<p>DESCRIPTION OF OPERATIONS/LOCATIONS/ SPECIAL ITEMS</p> <p>Proof of General Liability Insurance for the operations of water safety instruction to participants from infants to adults.</p>
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<p>CERTIFICATE HOLDER</p> <p>Village of Chester PO Box 620 27 Pleasant Street Chester, NS B0J 1J0</p>	<p>CANCELLATION</p> <p>Should any of the above described policies be cancelled before the Expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.</p> <p>AUTHORIZED REPRESENTATIVE</p> <p style="text-align: right;">  Nancy Steele </p>
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CHESTER DISTRICT SWIMMING PROGRAM ASSOCIATION

[Profile](#) [Relationships](#) [Events \(28\)](#)

Reg. Number
1740274

Reg. Name
CHESTER DISTRICT SWIMMING PROGRAM ASSOCIATION

Type
Society

Status	Effective Date
Active	06-Jan-1997

Registered on
20-Oct-1986

Next Annual Return
31-Oct-2024

Addresses

Reg. Address
4071 HIGHWAY 3, CHESTER, NOVA SCOTIA, B0J 1J0, CANADA

Mailing Address
4071 HIGHWAY 3, PO BOX 147, CHESTER, NOVA SCOTIA, B0J 1J0, CANADA

[Documents \(33\)](#) [Reports \(4\)](#)

Type to filter

Society Annual Renewal Statement (SR464772)

Registered on: 15-Nov-2023, Effective from: 15-Nov-2023

Standard \$12.45

Certified \$12.45

Society Annual Renewal Statement (SR295382)

Registered on: 14-Nov-2022, Effective from: 14-Nov-2022

Standard \$12.45

Certified \$12.45

Society Annual Renewal Statement (SR134335)

Registered on: 10-Nov-2021, Effective from: 05-Nov-2021

Standard \$12.45

Certified \$12.45

Annual Statement Filed: Annual Statement (ML5825312)

Registered on: 19-Nov-2020, Effective from: 19-Nov-2020

Standard \$12.45

Certified \$12.45

Annual Statement Filed: Annual Statement (ML5593645)

Registered on: 22-Oct-2019, Effective from: 22-Oct-2019

Standard \$12.45

Certified \$12.45

Annual Statement Filed: Annual Statement (ML5376335)

Registered on: 02-Nov-2018, Effective from: 02-Nov-2018

Standard \$12.45

Certified \$12.45

Annual Statement Filed: Annual Statement (ML5115206)

Registered on: 26-Sep-2017, Effective from: 26-Sep-2017

Standard \$12.45

Certified \$12.45

Annual Statement Filed: Annual Statement (ML4913958)

Registered on: 01-Nov-2016, Effective from: 01-Nov-2016

Standard \$12.45

Certified \$12.45

Address Change: Notice of Registered Office (ML4730682)

Registered on: 14-Dec-2015, Effective from: 14-Dec-2015

Standard \$12.45

Certified \$12.45

Annual Statement Filed: Annual Statement (ML4730690)

Registered on: 14-Dec-2015, Effective from: 14-Dec-2015

Standard \$12.45

Certified \$12.45

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CHESTER DISTRICT SWIMMING PROGRAM ASSOCIATION

[Profile](#) [Relationships](#) [Events \(28\)](#)

Name: [DARCY STEVENS](#)

Relationship: Director

Effective From: 10-Nov-2008

Name: [ELIZABETH HEISLER](#)

Relationship: Director

Effective From: 10-Nov-2008

Name: [CODY HILTZ](#)

Relationship: Director

Effective From: 02-Nov-2016

Name: [TREVA HILTZ](#)

Relationship: Director

Effective From: 23-Dec-2015

Name: [HARRY DAVIS](#)

Relationship: Director

Effective From: 23-Dec-2015

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[Documents \(33\)](#) [Reports \(4\)](#)

Type to filter