

# Minutes

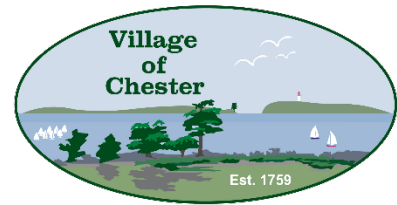
## Village Commission Monthly Meeting

Wednesday, Jan 15, 2025 – 6:00 pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

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



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

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

**Guest(s):** Tom Bremner, MODC Councillor

### 1.0 Call to Order

Chair Pauley called the Jan 15, 2025 Regular Monthly Meeting of the Village of Chester Commission to order at 6:00 pm. She noted that this is the first meeting of 2025.

Chair Pauley stated the Land Acknowledgement:

*As we meet today, we acknowledge that we live in Mi'kma'ki, the traditional and ancestral territory of the Mi'kmaq people. We are all treaty people with a responsibility to each other and to this land.*

### 2.0 Public Forum

Councillor Bremner introduced himself and expressed greetings to the Village Commission.

### 3.0 Approval of Agenda/Additions to Agenda

The following item was added to 8.0 New Business:

- Village Property Maintenance – Commissioner T Mulrooney

**Motion #25-001:** Chair Pauley moved; Commissioner Nauss seconded:  
That the Agenda of the Jan 15, 2025 Regular Monthly Meeting be approved as amended.

*Motion carried unanimously.*

### 4.0 Review/Approval of Minutes

**4.1 Monthly Commission Meeting:** Wednesday, Dec 18, 2024

**Motion #25-002:** Chair Pauley moved; Commissioner O'Malley seconded:  
That the Minutes of the Dec 18, 2024 Monthly Commission Meeting be approved as presented.

*Motion carried unanimously*

## **5.0 Business Arising**

### **5.1 Memo: Connect2 Active Transportation Fund**

The Clerk/Treasurer presented her assessment of the Connect2 grant opportunity (*Schedule 5.1*). The Commission agreed not to apply for it at this time.

## **6.0 Correspondence**

### **6.1 NSFM: Code of Conduct Training**

A communication from the Nova Scotia Federation of Municipalities on in-person training was shared for information.

**ACTION:** Commissioner Nauss asked to be registered for the in-person session.

## **7.0 Reports**

### **7.1 Clerk/Treasurer**

The Clerk/Treasurer presented her monthly activity report (*Schedule 7.1*).

Chair Pauley stated that she did not receive the survey, so her building complex may have been missed in the Canada Post distribution.

**ACTION:** Clerk/Treasurer McCallum will get a supply to place there.

Commissioner T Mulrooney requested that the facilitation of the strategy workshop next week be discussed 'in camera' later in this meeting.

### **7.2 Financial, including. 2024/25 Q3 Budget Variance Report**

The Clerk/Treasurer presented the monthly financial overview report (*Schedule 7.2*), including the Q3 Budget Variance Report.

The Commission would like to see if a lock can be put on the Public Washroom external water supply to avoid vandalism that occurred in 2024.

Discussion was held on the cost and security of electronic fund transfers (EFTs) and signing authorities.

**ACTION:** A copy of the EFT summary form (similar to the in-person cheque summary form) will be cc'd to Commissioners re: payment runs.

### 7.3 Chester Fire Services Committee (CFSC)

The Committee's approved minutes of Dec 4, 2024 were shared for information. See also: [www.chesterfirecommittee.ca](http://www.chesterfirecommittee.ca).

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

The Committee is on post-election hiatus and resumes on February 5, 2025.

### 7.5 MODC Village Planning Advisory Committee (VPAC)

The Committee's minutes of Dec 10, 2024 were shared for information. See also: <https://portal.laserfiche.ca/Portal/Browse.aspx?id=84144&repo=r-0001f4a08362>

## 8.0 New/Other Business

### 8.1 Village Property Maintenance – Commissioner T Mulrooney

- Resident inquiry: what is the status of the ceiling repair in the fire station mechanical room from water damage? [A photo was shared on the CFSC Facebook page.]  
*ACTION: Clerk/Treasurer McCallum will look into this question with the fire department.*
- Can we get an estimate from Eastern Fence to replace the Jib Lot fence in the next budget year.  
*ACTION: C/T McCallum will include this costing with 2025/26 budget preparation.*
- The decorative fence at the driveway of the former Windjammer is reported to be rotten and removal should be considered.  
*ACTION: C/T McCallum will look into this and bring to the attention of the CFSC.*

### 9.0 Commissioner Roundtable – Nil

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

- Contract negotiations

**Motion #25-003:** Chair Pauley moved; Commissioner O'Malley seconded: That the Commission move in camera, as per Section 408B (2) of the Municipal Government Act.

*Motion carried unanimously.*

The Commission recessed at 6:50 pm.

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

The Commission resumed the public meeting at 7:03 pm.

**Motion #25-004:** Chair Pauley moved; Commissioner Nauss seconded:  
That the Commission proceed with one three-hour internal workshop with Gordon Tate on January 23, 2025, and meet with Sharon LeBlanc on February 19, 2025 to discuss a potential public component.  
*Motion carried unanimously.*

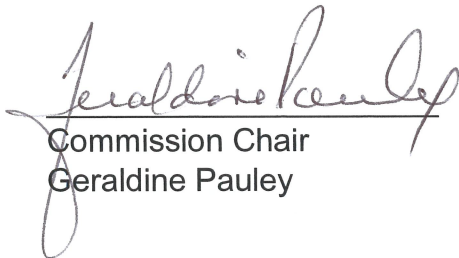
The Clerk/Treasurer will report back on the facilitators' availability ASAP.

**12.0 Adjournment**

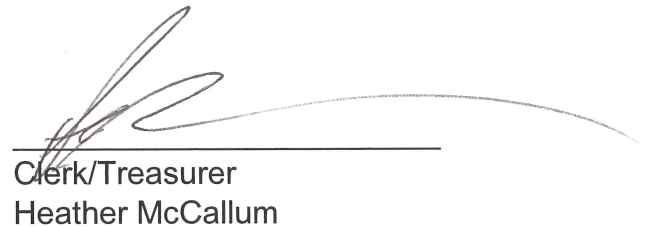
There being no further business, the meeting was adjourned at 7:04 pm.

**Next meeting(s):**

- Strategic Priorities workshop on January 23, 2025 at 1:00 pm
- Regular Monthly Meeting on Feb 19, 2025 at 6:00 pm



Commission Chair  
Geraldine Pauley



Clerk/Treasurer  
Heather McCallum

**Schedule 5.1**



**Village of Chester Commission  
Memorandum**

<b>Topic:</b>	<b>Date:</b> Jan 15, 2025
<b>Connect2 Active Transportation Fund</b>	<b>Proposed By:</b> Heather McCallum Clerk/Treasurer
<b>Issue Summary:</b>  The Clerk/Treasurer was asked to look into the Connect2 program and determine if it was applicable to the Village. Thank you for the question.	
<b>Background:</b>  The introduction to the Connect2 Program Guidelines are attached for reference. I also attended a provincial information session on Jan 10, 2025 which clarified “specific and intentional” projects are being sought.  Summary from NSFM’s Municipal Funding Database:  <b>Department - Organization:</b> NS Dept of Communities, Culture, Tourism and Heritage <b>Description:</b> Active transportation projects that will improve connectivity within and between communities and have the potential to reduce emissions. There are three streams. 1) Capacity Building and Community Engagement, Connect2 provides grants of up to 75% to a maximum of \$50,000 per project in this category. 2) Shared Mobility & Bicycle Fleets, Connect2 provides grants of up to \$75,000 per project in this category. 3) Active Transportation Infrastructure and Design, Connect2 provides grants of up to 75% to a maximum of \$50,000 per project in this category. <b>Deadline:</b> Deadline February 14th (Annually)  More information on the program can be accessed here: <a href="https://novascotia.ca/connect2/">https://novascotia.ca/connect2/</a>	
<b>Considerations:</b>  <u>Financial Impacts</u>	

Potential funding is outlined in the summary's "Description" above. Connect2 is an annual fund.

Note: The Village will be applying to the same funding body, the NS Dept of Communities, Culture, Tourism and Heritage for accessibility retrofit funding for the Lido/Public Washroom.

Any project(s) under consideration need to be included/costed in the annual budget. The 2025/26 budget work begins this month.

### Policy Impacts

Best practice shows municipal/village activities are best guided by what is/is not/could be in the Village's scope; what has the Commission decided its priority activities are; long-term project planning; etc.

Chester doesn't currently have such a priorities framework, but development on one begins next week at the Jan 23<sup>rd</sup> workshop!

### Relevance

The Connect2 grant does not align with any current Village activities.

Although that is not to say it couldn't in the future. For example, should the Village wish to take up active transportation in its strategic priorities, that could look like trails, bicycle or e-bike infrastructure, etc.

### **Recommendation:**

The Village should not apply for the Connect2 grant at this time.

If and when an appropriate Village project arises, it can be re-considered another year.

## Introduction

The Nova Scotia Department of Communities, Culture, Tourism and Heritage is committed to increasing opportunities to use active transportation throughout the province. Supporting community driven active transportation projects increases connectiveness and accessibility, physical activity, improves quality of life, and reduces carbon emissions.

**Active transportation** is any mode of human-powered transportation, including walking, cycling, and wheeling. Active transportation is destination-oriented, such as travel to get to work, school, retail areas, recreation and leisure pursuits, and other activities of daily living.

**Connect2 (C2)** is a Provincial Grant Program intended to respond to the growing interest and need from communities to create active transportation solutions. The intent of Connect2 is to support local projects and initiatives by funding feasibility studies, designs, pilots, plans, engagement activities, and the implementation of a variety of active transportation initiatives throughout Nova Scotia.

### Main objectives of the program:

- Investing in active transportation to increase physical activity and improve quality of life.
- Facilitating active transportation connectivity within communities, between destinations, and to modes of transportation.
- Supporting community led approaches to active transportation.
- Growing capacity to improve active transportation opportunities within communities.

## **Program Overview**

The Connect2 grant program enables communities to create more options for walking, biking, wheeling, and shared mobility, while increasing connectivity to community and other modes of transportation. The program supports projects that enable and increase active transportation options, including building infrastructure for short-distance travel. We are seeking projects that test new ideas or best practices that connect destinations, increase equity and access in transportation opportunities, and decrease dependency on personal vehicles by improving transportation hubs and integrated mobility.

The province has allocated funding in the amount of \$400,000 to the Department of Communities, Culture, Tourism and Heritage to advance active transportation options throughout Nova Scotia for the 2025-2026 fiscal year.

**Projects are eligible for funding up to 75% of their total project costs and are due to be completed by March 1, 2026**

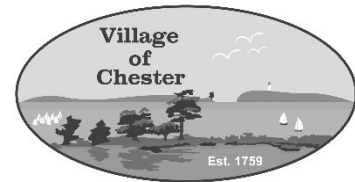
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### **EDIA Commitment Statement:**

- **Communities, Culture, Tourism & Heritage supports our communities to thrive by promoting active living, tourism, and Nova Scotia’s diverse culture, heritage, and languages. We pride ourselves in helping to grow communities and organizations by providing programs and services that support these areas.**
  - **We are committed to ensuring that our programs and services are free of discrimination and barriers, and value equity, diversity, inclusion, and accessibility (EDIA). By applying this lens, and ensuring it is a core value in our programs and decision-making processes, we are taking steps to address the long-standing systemic barriers that impact many communities in our province.**
  - **Communities, Culture, Tourism, and Heritage is committed to advancing equity, diversity, inclusion, and accessibility across Nova Scotia, and we support partners who share in this commitment.**
-

## Schedule 7.1

### Village of Chester Commission Clerk/Treasurer Activity Report Jan 15, 2025



- **Code of Conduct:**

- Mandatory online training for elected officials is expected to roll out in February.
- The Village Commission is required to appoint an investigator per the below extract from the “Code of Conduct for Elected Officials of Villages”. The investigator cannot be our legal advisor. AMANS has issued an RFP for potential investigators to provide a pre-approved list, but response has been slow.

**Appointment of investigator by village**

- 6
- (1) An investigator must have experience conducting investigations and applying the principles of natural justice and procedural fairness.
  - (2) A village must include an investigator’s contact information on its publicly accessible website or by posting notices in conspicuous places in the village.
  - (3) A village must ensure that no conflict of interest exists between the investigator and the parties involved in a complaint.

- **EDI Committee**

- A letter has been sent to Chester Municipal Council with the Village Commission’s request to formally join its Equity, Diversity and Inclusion Advisory Committee.
- If the Municipality agrees, the Commission will need to select your representative.

- **Street Décor Survey**

- The flower basket survey was launched on Jan 6<sup>th</sup> online and via residents’ mailboxes. At time of writing there have been 47 responses received already; the deadline is Jan 24<sup>th</sup>.

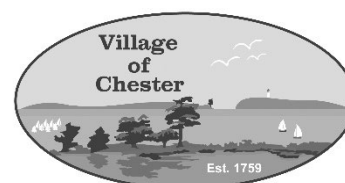
- **Strategic Priorities Workshop**

- I’m pleased to share that Gordon Tate will join us on Jan 23<sup>rd</sup> to facilitate our workshop. Gord is on the board of Our Health Centre and led their strategic plan development and has done so for other non-profits. His “day job” is in the Community Development & Recreation Department at the Municipality of Chester, so he is certainly familiar with the environment we’re working within. The recommendation was provided by Jeff Conrad.

*Report completed by:*  
Heather McCallum, Clerk/Treasurer

## Schedule 7.2

### Village of Chester Commission Clerk/Treasurer Financial Report Jan 15, 2025



- **Scotiabank:**

- The December 2024 bank statements have been reconciled.
- Account balances as of Jan 2, 2025 were:

Banking Accounts	
• Daily Operations account	\$ 400,530
Investment Accounts	
• Operating reserve	\$ 83,185
• Lido Pool reserve	\$ 163,210
• Utilities reserve	\$ 39,966
• EMC Building reserve	\$ 16,788

- The **Q3 Budget Variance Report** (Apr 1-Dec 31, 2024) is attached to this report.
  - Please note that as we continue retroactive data entry into Sage for the Chester Fire Services Committee (CFSC), there may be some corrections with banking required. We should have this work completed by next meeting.
- **Grants:**
    - An application for the Recreation Facility Development Grant (NS Dept of Communities, Culture, Tourism and Heritage) is being prepared. The due date is Feb 14, 2025.
    - No word yet on the Growth & Renewal for Infrastructure application.
  - **Requests for Proposals:**
    - RFPs for the Lido/Washroom accessibility upgrades are still in progress.
  - **2025/26 Budget:**
    - The preparation of a Draft Budget begins this month. The key pieces of information are the 2025 property assessment figures from MODC and the annual CPI for 2024 from the Ministry of Finance. This information should be available by the end of January.
    - Results from our strategic priorities session may also inform the budget.
    - A reminder that the CFSC budget is due to be presented to the Village and Municipality on or before Feb 15<sup>th</sup> and approved by Apr 1<sup>st</sup>. The CFSC's Annual Meeting for ratepayers will be held on Tuesday, Feb 11<sup>th</sup>.

*Report completed by:*

Heather McCallum, Clerk/Treasurer

Village of Chester Commission  
 Budget Variance Report - **GENERAL GOV'T OPERATIONS**  
 2024/25 Q3 Apr 1-Dec 31 (25% of fiscal year remaining)

	<b>Actual</b> 04/01/2024 to 12/31/2024	<b>Budget</b> 04/01/2024 to 03/31/2025	<b>Percent</b> Remaining	<b>Notes</b>
<b>REVENUE - General Gov't Operations</b>				
<b>Revenues</b>				
4100	306,705.49	408,476.05	-24.91	1
4050	22,674.16	0.00	0.00	2
4118	3,997.69	0.00	0.00	3
4116	2,479.40	2,615.00	-5.19	
4201	3,867.92	1,710.00	126.19	
4225	4,256.00	2,400.00	77.33	
<b>Total</b>	<u>343,980.66</u>	<u>415,201.05</u>	<u>-17.15</u>	
<b>TOTAL REVENUE</b>	<u><b>343,980.66</b></u>	<u><b>415,201.05</b></u>	<u><b>-17.15</b></u>	
<b>EXPENSES - General Gov't Operations</b>				
<b>Governance</b>				
5450	511.82	350.00	46.23	
5477	8,374.55	10,820.00	-22.60	
5461	0.00	2,160.00	-100.00	
5431	1,437.67	5,000.00	-71.25	4
5432	0.00	3,000.00	-100.00	
5496	505.57	2,625.00	-80.74	
<b>Governance Total</b>	<u>10,829.61</u>	<u>23,955.00</u>	<u>-54.79</u>	
<b>Administration</b>				
5430	10,900.17	16,000.00	-31.87	
5428	2,902.83	4,070.00	-28.68	5
5435	4,831.35	4,200.00	15.03	
5440	53,950.83	68,000.00	-20.66	
5445	2,951.46	4,000.00	-26.21	
5447	2,448.90	2,300.00	6.47	
5448	4,715.63	4,500.00	4.79	
5455	549.47	2,000.00	-72.53	
5460	756.42	1,500.00	-49.57	
5465	2,463.41	4,000.00	-38.41	
5470	193.56	300.00	-35.48	
5472	0.00	3,000.00	-100.00	
5475	104.29	3,000.00	-96.52	
5476	7,241.93	6,250.00	15.87	
5478	3,114.00	4,060.00	-23.30	
5480	1,552.17	2,200.00	-29.45	
5481	4,348.38	6,700.00	-35.10	
5490	19,518.17	24,300.00	-19.68	
5492	2,400.00	2,500.00	-4.00	
5495	4,968.54	5,000.00	-0.63	
<b>Administration Total</b>	<u>129,911.51</u>	<u>167,880.00</u>	<u>-22.62</u>	
<b>Protection</b>				
5501	5,846.58	12,625.00	-53.69	
5526	10,298.21	10,300.00	-0.02	6
5540	8,143.52	11,500.00	-29.19	
<b>Protection Total</b>	<u>24,288.31</u>	<u>34,425.00</u>	<u>-29.45</u>	

	<b>Actual</b> 04/01/2024 to 12/31/2024	<b>Budget</b> 04/01/2024 to 03/31/2025	<b>Percent</b> Remaining	<b>Notes</b>
<b>Beautification</b>				
5565	21,721.92	23,000.00	-5.56	7
5570	3,780.25	5,000.00	-24.40	8
5582	10,000.00	10,000.00	0.00	
	<b>Beautification Total</b>	<b>38,000.00</b>	<b>-6.57</b>	
<b>Economic Development</b>				
5590	0.00	10,000.00	-100.00	
	<b>Economic Development Total</b>	<b>10,000.00</b>	<b>-100.00</b>	
<b>Misc Operations</b>				
5575	20,266.20	22,310.00	-9.16	
5585	2,110.74	4,000.00	-47.23	
5960	11,339.49	15,000.00	-24.40	
	<b>Misc Operations Total</b>	<b>41,310.00</b>	<b>-18.38</b>	
<b>Jib Lot</b>				
5405	2,253.14	1,500.00	50.21	
5410	631.39	650.00	-2.86	
5415	138.58	150.00	-7.61	
	<b>Jib Lot Total</b>	<b>2,300.00</b>	<b>31.44</b>	
<b>Lido Pool &amp; Washroom</b>				
5910	30,059.45	32,000.00	-6.06	9
5925	3,980.01	5,100.00	-21.96	
5935	26,323.18	25,500.00	3.23	
5940	1,838.04	1,600.00	14.88	
5945	1,159.88	1,200.00	-3.34	
	<b>Lido Washroom Total</b>	<b>65,400.00</b>	<b>-3.12</b>	
<b>Reserves (Planned)</b>				
5743	0.00	1,931.05	-100.00	10
5937	0.00	30,000.00	-100.00	11
	<b>Reserves Total</b>	<b>31,931.05</b>	<b>-100.00</b>	
	<b>TOTAL EXPENSE</b>	<b>415,201.05</b>	<b>-27.59</b>	

Village of Chester Commission  
 Budget Variance Report - CAPITAL  
 2024/25 Q3 Apr 1-Dec 31 (25% of fiscal year remaining)

	<b>Actual</b> 04/01/2024 to 12/31/2024	<b>Budget</b> 04/01/2024 to 03/31/2025	<b>Percent</b> Remaining	<b>Notes</b>
<b>REVENUE - Capital</b>				
<b>Revenues</b>				
4130	100,000.00	100,000.00	0.00	
4120	150,000.00	150,000.00	0.00	
4170	0.00	65,105.00	-100.00	20
<b>Total</b>	<b>250,000.00</b>	<b>315,105.00</b>	<b>-20.66</b>	
<b>TOTAL REVENUE</b>	<b>250,000.00</b>	<b>315,105.00</b>	<b>-20.66</b>	

	<b>Actual</b> 04/01/2024 to 12/31/2024	<b>Budget</b> 04/01/2024 to 03/31/2025	<b>Percent</b> Remaining	<b>Notes</b>
<b>EXPENSES - Capital</b>				
<b>Capital Projects</b>				
5915	135,032.54	150,000.00	-9.98	21
5916	6,152.86	165,105.00	-96.27	22
<b>Capital Projects Total</b>	<b>141,185.40</b>	<b>315,105.00</b>	<b>-55.19</b>	
<b>TOTAL EXPENSE</b>	<b>141,185.40</b>	<b>315,105.00</b>	<b>-55.19</b>	

Village of Chester Commission  
 Budget Variance Report - **EMC BUILDING**  
 2024/25 Q3 Apr 1-Dec 31 (25% of fiscal year remaining)

	<b>Actual</b> 04/01/2024 to 12/31/2024	<b>Budget</b> 04/01/2024 to 03/31/2025	<b>Percent</b> Remaining	<b>Notes</b>
<b>REVENUE - EMC Building</b>				
<b>Revenues</b>				
4110	15,744.96	21,260.00	-25.94	
4180	13,875.00	13,875.00	0.00	30
<b>Total</b>	<b>29,619.96</b>	<b>35,135.00</b>	<b>-15.70</b>	
<b>TOTAL REVENUE</b>	<b>29,619.96</b>	<b>35,135.00</b>	<b>-15.70</b>	

	<b>Actual</b> 04/01/2024 to 12/31/2024	<b>Budget</b> 04/01/2024 to 03/31/2025	<b>Percent</b> Remaining	<b>Notes</b>
<b>EXPENSES - EMC Building</b>				
<b>EMC</b>				
5705	723.15	3,500.00	-79.34	
5710	1,151.76	1,200.00	-4.02	
5715	5,149.30	5,260.00	-2.10	
<b>EMC Total</b>	<b>7,024.21</b>	<b>9,960.00</b>	<b>-29.48</b>	
<b>Reserves (Planned)</b>				
5720	0.00	11,300.00	-100.00	31
<b>Reserves Total</b>	<b>0.00</b>	<b>11,300.00</b>	<b>-100.00</b>	
<b>Capital Projects</b>				
5709	12,042.13	13,875.00	-13.21	
<b>Capital Projects Total</b>	<b>12,042.13</b>	<b>13,875.00</b>	<b>-13.21</b>	
<b>TOTAL EXPENSE</b>	<b>19,066.34</b>	<b>35,135.00</b>	<b>-45.73</b>	

**Village of Chester Commission**  
**Budget Variance Report - NOTES**  
2024/25 Q3 Apr 1-Dec 31 (25% of fiscal year remaining)

**# Notes**

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**GENERAL GOV'T OPERATIONS BUDGET**

- 1 Tax advances Q1-Q3 (75% of year) have been received from MODC.
- 2 Chester Fire Services Committee portion of salaries: Clerk/Treasurer 25% + Admin Asst 50%.
- 3 Chester Fire Services Committee portion of overhead: 25% of office rent.
- 4 This is the combined low income and non-profit exemption figure for half of the year.
- 5 The supplier for Q1 (Perfect Home) has not invoiced for their work (approx. \$1,250); included here as a placeholder.  
A 7th decorative street light is out. Two fixtures are on order: to replace this and to have on standby for the 8th due to the very long production wait time.
- 6
- 7 Costs for the public survey (printing, distribution) will also be captured here.
- 8 Final payment pending when wreaths are taken down.
- 9 There is a very large bill coming from MODC for Lido/Public Washroom maintenance. **EXPLAIN**
- 10 Transfer to the Operations reserve is dependent on whether there is a surplus at year end.
- 11 Transfer to the Lido Pool reserve will take place in Q4.

**CAPITAL BUDGET**

- 20 This figure is a requirement of the federal grant agreement.
- 21 Does not yet include the interior wall work to come in Spring.
- 23 RFPs pending for accurate cost estimates; also awaiting grant responses.

**EMC BUILDING BUDGET**

- 30 Reserve funds transferred for 75% of roof project on Jul 12th.
- 31 Transfer to the EMC reserve depends on a surplus between rent paid and expenses to operate. There is no tax revenue included in operating this building.