

Minutes

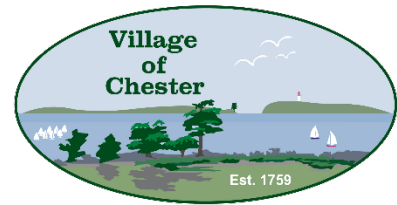
Village Commission Monthly Meeting

Wednesday, July 16, 2025 – 5:00 pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

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



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

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

Guests: Nil

1.0 Call to Order

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

Chair Pauley stated the Land Acknowledgement:

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

2.0 Public Forum – Nil

3.0 Approval/Amendment of Agenda

Motion #25-058: Commissioner Nauss moved; Vice-Chair O'Malley seconded: That the Agenda of the July 16, 2025 Regular Monthly Meeting be approved as presented.

Motion carried unanimously

4.0 Approval/Amendment of Minutes

4.1 Annual General Meeting: Wednesday, June 11, 2025

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

Motion #25-059: Commissioner Nauss moved; Commissioner T Mulrooney seconded: That the Minutes of the June 11, 2025 Annual General Meeting be approved as amended.

Motion carried unanimously.

4.2 Special Commission Meeting: Wednesday, June 11, 2025

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

Motion #25-060: Commissioner T Mulrooney moved; Vice-Chair O'Malley seconded: That the Minutes of the June 11, 2025 Monthly Commission Meeting be approved as amended.

Motion carried unanimously.

5.0 Business Arising – Nil

6.0 Correspondence

6.1 Chester Fire Services Committee re: Boat Sale Proceeds

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

Motion #25-061: Commissioner Nauss moved; Commissioner L Mulrooney seconded: That the Chester Village Commission agree to donate the proceeds of the sale of the retired fire rescue boat to the Chester Fire Services Committee for the Apparatus Reserve.

Motion carried unanimously.

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

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

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

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

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

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

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

7.0 Reports

7.1 Report from the Chair

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

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

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

7.2 Clerk/Treasurer Report

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

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

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

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

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

7.3 Chester Fire Services Committee (CFSC)

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

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

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

7.4 Lunenburg County Accessibility Advisory Committee (LCAAC)

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

There were no recent minutes to share for information. (www.accessiblelunenburgcounty.ca)

7.5 MODC Village Planning Advisory Committee (VPAC)

Vice-chair O'Malley reported there was no meeting this past month.

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

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

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

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

8.0 New Business – Nil

9.0 Commissioner Roundtable

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

Motion #25-062: Vice-Chair O'Malley moved; Commissioner Nauss seconded: That the Commission move in camera as per Section 408B (2) of the Municipal Government Act to discuss contract negotiations.

Motion carried unanimously.

The Commission recessed at 6:07 pm.

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

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

11.1 Lido Pool: Replacement Awning Award

Motion #25-063: Commissioner T. Mulrooney moved; Commissioner L. Mulrooney seconded: That the Chester Village Commission award the replacement Lido Pool awning to Maritime Canvas Converters for a total not to exceed \$10,000 + HST. The work will be funded by the Lido Capital Repairs budget (\$4,250), the Lido Maintenance budget (\$2,275), with the balance from the Lido Reserve.

Motion carried unanimously.

12.0 Adjournment

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

Next Meeting(s)

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

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

Commission Chair
Geraldine Pauley

Clerk/Treasurer
Heather McCallum

Schedule 6.1



Chester Fire Services
Committee

c/o Village of Chester
27 Pleasant Street, PO Box 620
Chester, NS B0J 1J0

July 7, 2025

Geraldine Pauley, Chair
Village of Chester Commission
27 Pleasant Street, PO Box 620
Chester, NS B0J 1J0

Re: Proceeds from Sale of Surplus Fire Boat

Dear Geraldine,

As the Commission is aware, there is a Request for Proposals out seeking bids to purchase the surplus Boston Whaler fire rescue boat. The closing date is July 31, 2025. The Village of Chester is the registered owner of the boat and the decision to award is the Village's.

The Chester Fire Services Committee is requesting that the Village Commission donate the proceeds from the sale to the Committee for the Apparatus Reserve, as the boat was considered part of the fleet used by the Chester Volunteer Fire Department (CVFD).

You may be interested to know that the CVFD is in discussions with other fire departments in the Municipality on potentially getting a new fire boat as a shared resource at the Municipality's Fire Advisory Committee. The Committee will advise when we hear how these discussions plan out.

Please let us know if you would like to discuss the Committee's request further.

Sincerely,

Colin MacDonald, Chair
Chester Fire Services Committee





Village of Chester Commission

27 Pleasant Street, PO Box 620, Chester, NS B0J 1J0

Tel: 902-275-4482

www.villageofchesterns.ca

Village of Chester/Chester Fire Services Committee

Request for Proposal

Sale of Surplus Fire Rescue Boat – 1986 Boston Whaler

RFP # VOC-2025-03

Issue date: Wednesday, June 25, 2025

Closing date: Thursday, July 31, 2025 at 1:00pm Atlantic



**Chester Fire Services
Committee**

Village of Chester/Chester Fire Services Committee

Request for Proposal: Sale of Surplus Fire Rescue Boat

1. Overview

The Village of Chester and Chester Fire Services Committee have identified the following equipment as surplus to the needs of the Chester Volunteer Fire Department:

- **One (1) 1986 Boston Whaler**



The vessel has been out of commission as a rescue boat since Spring 2023.

2. Specifications

- See Appendix B, “Condition and Valuation Survey Report” for details on the Whaler.
- Its **two Honda 135HP outboard gas motors** and an accessory **Shore 2015 boat trailer** are included in the sale.

3. Viewing

- Photos of the boat may be seen in comprehensive detail in Appendix B.
- In-person viewing of the boat will be available on Saturday, July 26, 2025 between 10:00 am and 12:00 pm at the Chester Volunteer Fire Department, 149 Central Street, Chester Nova Scotia. You **MUST** pre-book.
- Interested parties may register to attend the viewing by emailing heather.mccallum@villageofchesterns.ca. In the event of inclement weather, all registered parties will be advised via email of an alternate time to attend.
- Special arrangements to view the boat at an alternate time may or may not be possible; inquiries should be directed to the same email.

4. Conditions

- 4.1 Appendix B, the “Condition and Valuation Survey Report” from Superior Marine Surveys, May 27, 2023, is attached for reference and full disclosure.
- 4.2 This boat is being sold as-is, where-is, with no warranty or guarantee given or implied.
- 4.3 This is a sale for the boat, trailer, and two motors. It does not include any removeable equipment required to operate it as a fire rescue boat.
- 4.4 The purchaser is responsible to submit HST to the Provincial government upon transfer of ownership.

5. Questions

- Questions on the boat may be sent to chief@chesterfd.ca.
- Questions on the Request for Proposal process may be sent to heather.mccallum@villageofchesterns.ca

6. Proposal Submission

- 6.1 Proposals must be submitted on the supplied form by 1:00 pm local time on Thursday, July 31, 2025 and be clearly marked "Request for Proposal, Surplus Rescue Boat" and bearing the name and address of the proponent.
- 6.2 All submissions are to be signed by a person with the authority to make commitments on the proponent's behalf.
- 6.3 Proposals may be delivered to the following address during regular business hours (9:00am-1:00pm, Monday through Friday):

Chester Fire Services Committee
c/o Village of Chester
Attn: Heather McCallum, Clerk/Treasurer
27 Pleasant Street, Chester, NS, B0J 1J0

OR

Proposals may be submitted electronically to:
heather.mccallum@villageofchesterns.ca. For electronic submissions to be considered accepted, email applications must be received by the closing date and time, and you must receive a confirmation email from the Village.

- 6.4 Where a formal proposal has been received before the specified date and time of proposal closing, amendments to the proposal by email are acceptable, provided that such amendments are received prior to the specified proposal closing time.
- 6.5 The Village will not be responsible for any failure to receive a proposal on time, regardless of the cause. No amendment of change to proposals will be accepted after the closing date and time.
- 6.6 Proposals shall be irrevocable for thirty (30) days following the closing date and shall be retained by the Village of Chester. Should acceptance not be made within this period, the Proponent may, at their option, rule the Proposal invalid.

7. Evaluation

- 7.1 The highest or any tender will not necessarily be accepted. Neither elected officials nor employees of the Village of Chester are eligible to bid.
- 7.2 Bids will be scored based 100% on the price bid.
- 7.3 The Village reserves the right to provide a 5% of bid allowance for companies and organizations with business locations within the Municipality of Chester.
- 7.4 All offers are potentially subject to approval by the Minister of Municipal Affairs. If such approval is necessary, the acceptance of all offers shall be conditional upon receiving said approval.

8. Appendices *[not included here]*

- A. Surplus Rescue Boat – Bid Form
- B. Condition and Valuation Survey Report

***Link to RFP package: <https://procurement-portal.novascotia.ca/tenders/VOC-2025-03>*

Schedule 6.2

From: [Haughn, Jason M](#)
To: [Clerk and Treasurers](#)
Cc: [Barr, Nick](#); [Hyslop, Andrea](#); [MacDonald, Ross](#)
Subject: 2 Items + 1 Ask
Date: July 3, 2025 1:27:07 PM

CAUTION: This email originated from an external sender.

Hello Clerk-Treasurers on the ANSV membership listserv,

We have 2 Items here in this email, with one specific **Ask**

1. Code of Conduct and Commissioners

As you know, all elected village commissioners must complete the mandatory code of conduct training.

We've come to the end of Annual Meeting of the Electors season and that also means Commissioner election season. Many of you may have found yourselves with brand-new commissioners. We're sending this out as a reminder that they are required to complete the mandatory Code of Conduct training provided through NSCC and hosted by NSFAM.

Judy Webber, Director of Events and Member Development with NSFAM has provided the following information on how to complete this process. Any further questions that a commissioner might have for this item specifically would be best directed to NSCC for technical assistance or to NSFAM for any general info.

NSCC is keeping the mandatory training open until we update it prior to the next election. The information on registering will stay up on our NSFAM website.

If you've not already done so – here is the Registration Process:

- 1. Register: Complete the NSCC online registration form [here](#). You'll receive NSCC account setup instructions within 24-48 business hours.*
- 2. Account Setup: The first NSCC email will provide your student ID and temporary password. Follow the instructions to reset your password using the provided NSCC email address*
- 3. Access Brightspace: A second NSCC email will guide you in logging into Brightspace, NSCC's online learning platform. Use your NSCC ID and password. Ignore any references to textbooks.*

For login or password issues contact beth.mccormack@nsc.ca (include your NSCC student ID#).

THE ASK: please ensure that all incoming commissioners have this information and that

they complete this mandatory training ASAP. I would further suggest surveying your incumbent commissioners to confirm that they have completed the training as well.

While the responsibility and accountability rests with individual commissioners, at least one village office I know of has copies of certificates of completion on file for ease of access – if a commissioner misplaces their certificate, if someone from the public inquires, etc., there are copies properly filed that can be easily accessed. It's not a must-have, but it might make life easier down the road.

3. Orientation and On-going training

As always, your governance and advisory team offers training: Orientation for new Commissioners, Refresher workshops for the whole commission and topic-specific training.

I would suggest that if it's been over a year since you've had a training workshop, it might be time for a refresher or a topic not covered yet. Professional development is vitally important and the advisory team offers these services at no cost to your village budget!

Here are some topics to consider:

Village Governance (30 mins)

Village Oversight (30 mins)

Public Meeting Requirements and Private Session Exemptions (45 mins)

Meeting Procedure: Overview (30 mins)

Municipal Conflict of Interest Act (45 mins)

Meeting Procedure: "SMART" Motions (90 mins)

Meeting Procedure: Procedural Potholes (30 mins)

Meeting Procedure: Committees (30 mins if just discussion; 60 mins if doing a strategic review)

Strategic Planning Toolkit (3-4 Hours, usually in two sessions but can be in a single session)

And more...

Reach out to your municipal advisor directly to schedule a session!

Jason

Jason Haughn

Governance and Advisory Services,

Department of Municipal Affairs

PO Box 216

Halifax NS B3J 2M4

902.221.0191

Schedule 6.3

From: [Knickolle Pitcher](#)
To: "directors@ansv.ca"; cats@ansv.ca
Subject: Seeking Nominations for the Director Positions for ANSV
Date: July 7, 2025 5:28:32 PM
Attachments: [BH Logo_FullColour_5c875136-494b-4131-b471-97fb0ee9c51a.png](#)
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[SocialLink_Instagram_32x32_1610939a-6431-4346-950f-2dda9d198e9a.png](#)
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[1024px-Microsoft_Office_Teams_\(2018present\).svg_9b4375c2-a816-4e10-8918-473fe51ad392.png](#)
[ANSV BoD.png](#)
[2024-09-26 - Service NS - ANSV By-law amendment.pdf](#)

You don't often get email from knickolle.pitcher@biblehill.ca. [Learn why this is important](#)

CAUTION: This email originated from an external sender.

Good afternoon,

September will be here before we know it, as will the annual AGM. Writing a brief reminder about the need for nominations for Directors to serve the Association of Nova Scotia Villages. Nominations will be brought to the membership for election at the September AGM. Asking the Clerk and Treasurers to reach out to current commissioners as to their interest in agreeing to the nomination, or, in the case of those currently serving, are they open to re-offering?

Attaching the list of members as well as the by-laws explaining positions, roles, election process, deadlines etc.

Please let me know if you have members who are interested in continuing or offering for the available positions.

Thanks,

Knickolle Pitcher

Commissioner, Village of Bible Hill

Nominating Committee

Knickolle Pitcher

Commissioner



Village of Bible Hill

67 Pictou Road
Bible Hill, Nova Scotia
B2N 2R9

www.biblehill.ca

email: knickolle.pitcher@biblehill.ca

office: [902.893.8083](tel:902.893.8083)

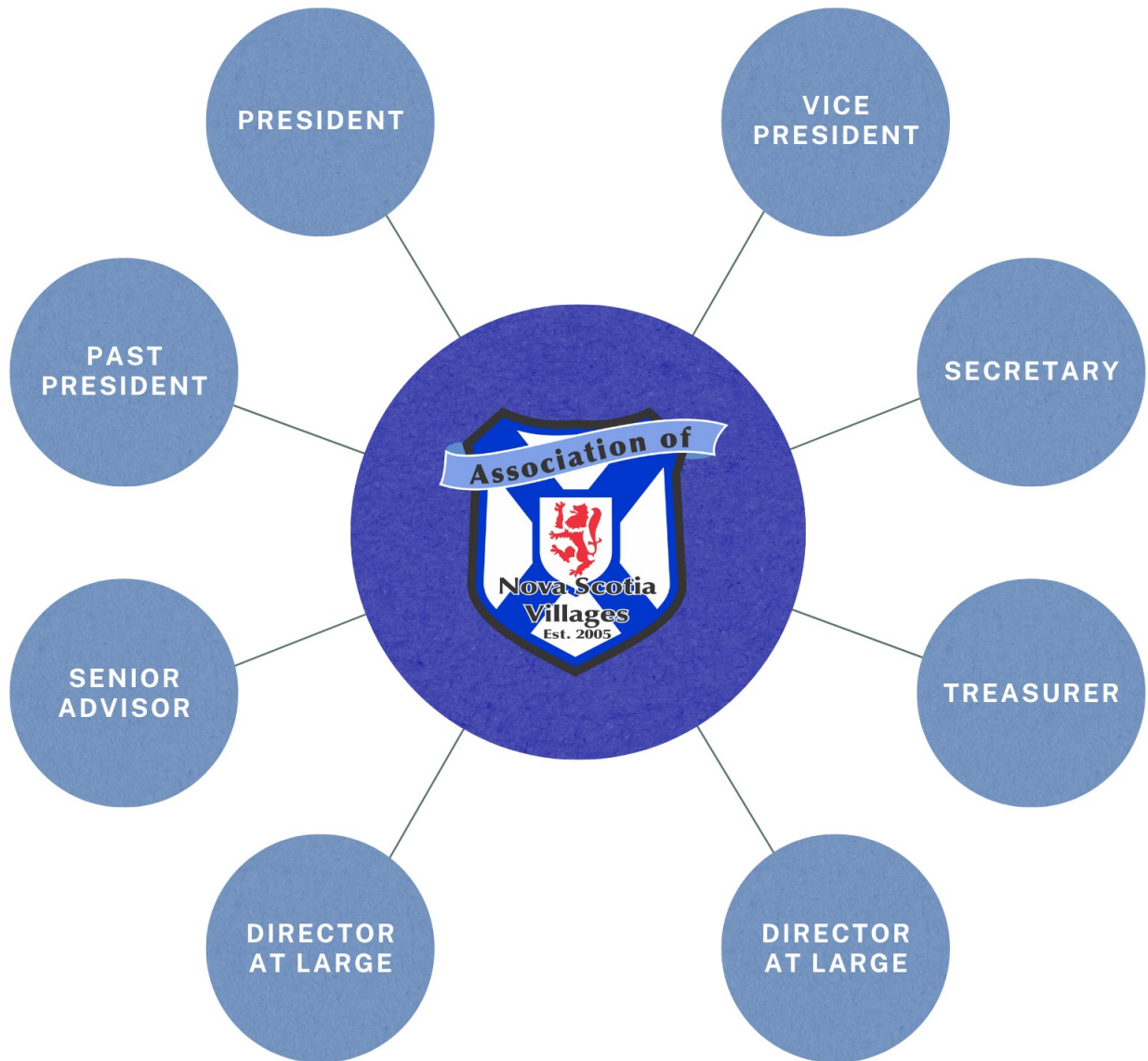
other: [902.843.5292](tel:902.843.5292)



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ASSOCIATION OF NOVA SCOTIA VILLAGES BOARD OF DIRECTORS - ELECTED BY MEMBERS



Registry of Joint Stock Companies

Association of Nova Scotia Villages
(society name)

I certify that the attached is a true copy of a special resolution duly passed by not less than three-fourths of the members of the society entitled to vote as were present in person or by proxy at a general meeting of the members of the society, held on 2024/09/21
(yyyy/mm/dd)

of which notice of intention to pass the resolution as a special resolution was duly given.

Date: 2024/09/26
(yyyy/mm/dd)

Secretary: Donna Van Kroonenburg
(print or type name)

Donna Van Kroonenburg
(signature)

Memorandum of Association

The name of the Society is: **ASSOCIATION OF NOVA SCOTIA VILLAGES**

On a volunteer and non-profit basis, the Society will seek to achieve these objectives:

Incorporated villages in the Province of Nova Scotia recognize their unique role in providing services to their constituents, as legislated under Part 18 of the Nova Scotia, "Municipal Government Act." Through the Association of Nova Scotia Villages, they are better able to serve their constituents, their community and the wider community, by working together in a cooperative manner.

To explore, develop and coordinate opportunities, to assume an ongoing advocacy role in promoting an awareness of the unique challenges, to create a strong voice for villages within municipal, provincial and federal structures; to develop public policies that address common concerns and issues; to foster communication between all towns, rural municipalities and regional municipalities; and to further enable incorporated villages to fulfil their duties and responsibilities under the Act.

To acquire by way of grant, gift, purchase, bequest, devise or otherwise, real and personal property and to use and apply such to the realization of the objects of the Society;

To buy, own, hold, lease, mortgage, sell and convey such real and personal property as may be necessary or desirable in the carrying out of the objectives of the Society.

Provided that nothing herein contained shall permit the Society to carry on any trade, industry, or business and the Society shall be carried on without purpose of gain to any of the members and that any surplus or any accretions of the Society shall be used solely for the purposes of the Society and the promotion of its objects.

Provided, further, that if for any reason the operations of the Society are terminated or are wound up, or are dissolved and there remains, at that time, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall be paid to some other charitable organization in Canada, having objectives similar to those of the Society.

The activities of the Society are to be carried on in the Province of Nova Scotia.

ASSOCIATION OF NOVA SCOTIA VILLAGES

By-Laws

Interpretation

In these bylaws,

“Act” means the Municipal Government Act, Province of Nova Scotia;

“Association” means the Association of Nova Scotia Villages;

“Commissioner” means an elected official to a Village Commission;

“Staff” means the Clerk & Treasurers representing the various incorporated villages in the Province of Nova Scotia;

“Board” means the Board of Directors of the Association of Nova Scotia Villages;

“Member” means a member in good standing of the Association of Nova Scotia Villages

“Special Resolution” means a resolution passed by not less than three-fourths of such members entitled to vote as are present in person, at an annual general meeting or special meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.

(1) Members of the Association

Members shall be the incorporated villages in Nova Scotia.

Members shall be in good standing with the Association; that is, member dues shall be paid in full annually.

(2) Board of Directors

There shall be a Board of Directors consisting of eight (8) representatives, five (5) from the membership one Past President and one board position. Neither the past President nor one of two board positions **must** be an elected Commissioner.

A Senior Advisor position may be filled to assist in conducting the business of the Association, based on knowledge and experience without regard to whether or not the appointee is an elected Commissioner. All board positions shall be duly nominated and elected at an Annual General Meeting.

The Board of Directors shall consist of the President, the Vice-President, Secretary, Treasurer, two directors, one Past President, and may also include a Senior Advisor.

A Director occupying the positions of President, Vice President, or one of two Directors at Large, shall be a person elected to an incorporated village in Nova Scotia. A Director occupying the position of Secretary, Treasurer, Past President, one of two Directors at Large, or Senior Advisor may or may not be an elected Commissioner.

The incorporated village shall be a member in good standing with the Association; that is, member dues shall be paid in full annually.

Staff employed by a Village that has a Commissioner as a Director shall be ex-officio members of the Board of Directors. They will not have voting privileges.

(3) Responsibilities of the Board of Directors

President

The President shall preside at all meetings of the Association; shall be the contact person of the Association; shall supervise standing committee chairpersons, providing advice, support, evaluation of progress on work assignments and feedback as needed; shall maintain an open line of communication with Association members; shall be the spokesperson for the Association; shall be ex-officio on all committees.

Vice President

In the event the President is unavailable to perform the responsibilities of office, the Vice President will do so. Other duties may be assigned by the Board of Directors and/or the Association membership at an Annual General Meeting.

Secretary

The Secretary shall maintain a written record of Association meetings, attendance and activities; and other duties as assigned by the Board of Directors and/or the Association membership at an Annual General Meeting.

Treasurer

The Treasurer shall maintain and be responsible for the books of account, including accounts payable and receivable, bank deposits, and other duties as assigned by the Board of Directors and/or the Association membership at an Annual General Meeting.

Past President

The Past President shall provide advice and guidance to the Board or other duties as assigned by the Board. The Past President shall be a voting member of the Board of Directors.

Directors at Large

The Directors at Large shall be voting members of the Board of Directors.

Senior Advisor

The Senior Advisor position may be filled in any given year, depending upon the availability and willingness of a capable individual to serve and the perceived need. If the position is filled, the Senior Advisor shall serve as a resource to the Board of Directors, providing information, advice and assistance as required. The Senior Advisor shall be a voting member of the Board of Directors.

(4) Terms of Office

Terms of Office for the Board of Directors shall be for a one-year term. This term may be renewed.

(5) Election of Board of Directors

Election of the Board of Directors shall take place at the Annual Meeting.

Nominating Committee: the up to 5-member nominating committee shall be elected at the Annual Meeting for the Election for the upcoming year, after the election of the Board of Directors. A member of the Board of Directors shall not be elected to the nominating committee.

A member of the nominating committee shall not be barred from becoming a nominee for office.

Prior to submitting its nomination report, the nominating committee shall contact each person whom it wishes to nominate in order to obtain their acceptance of nomination.

The nominating committee report shall be given by written notice to the membership 30 days prior to the Annual General Meeting.

The nominating committee report shall consist of nominations for all elected offices.

The Chair of the nominating committee shall give the nominating committee report at the Annual General Meeting when called upon to do so.

After the nominating committee has presented its report, election of President shall take place, and before the election for the office of President, the current President shall repeat the name submitted by the nominating committee and call for further nominations. After the close of nominations, the election of President shall take place by ballot.

This procedure shall be followed for the remaining seats on the Board of Directors.

After election of the Board, the newly elected Board shall take office.

(6) The removal and appointment of directors

The Society may, by special resolution, appoint any director to hold office where there is a vacancy. The Society may, by special resolution, remove any director before the expiration of the period of office and appoint another person in their stead. The person so appointed shall hold office during such time only as the director in whose place they are appointed would have held office if they had not been removed.

(7) Remuneration

There shall be no remuneration from the Association for representatives on the Board of Directors, standing committees or ad hoc committees.

(8) Meetings

Meetings are normally conducted using the rules of Parliamentary Procedure. For the purposes of this Association, "Roberts Rules of Order" shall be referenced.

(9) Quorum

The Association shall have a quorum of 50 per cent plus one at all meetings of the Association.

(10) Annual General Meetings of the Association of Nova Scotia Villages

The Annual General Meeting shall take place once a year. The Secretary shall give written or electronic notice to the membership of the annual general meeting 30 days prior to the Annual General Meeting. The notice shall state the location, time, date, the purpose of the meeting and the intention to propose any special resolutions.

Each member Village shall appoint a delegate who shall have a vote at the Annual General Meeting.

(11) Special Meetings of the Association of Nova Scotia Villages

A Special Meeting of the Association may be called by the President or by the directors at any time, and shall be called by the directors if requested in writing by at least twenty-five per centum (25%) in number of the members of the Association. The Secretary shall give written or electronic notice to the membership of the special meeting 30 days prior to the special meeting. The notice shall state the location, time, date, the purpose of the meeting and the intention to propose any special resolutions.

BOARD OF DIRECTORS

(12) Board of Directors Meetings

The Board of Directors shall meet a minimum of three times a year, with additional meetings as required. These meetings may be held by alternative means such as telephone or virtual conference calls.

(13) Special Meetings of the Association of Nova Scotia Villages

Special meetings of the Board of Directors may be called by resolution or consensus, including a contingent resolution or consensus, of the Board a

previous meeting three or more days in advance of additional or special meeting.

(14) Committee Meetings of the Board of Directors

The Association's Board of Directors shall have the authority to appoint sub-committees for specific tasks or duties related to planning or carrying out the instructions of the Association.

These committees may be standing committees or ad hoc committees.

Committees shall meet on a scheduled date as agreed to by committee members. Committee work is to be reported to each meeting of the Board of Directors.

Committees may draw members from outside the Association for the purpose of meeting their mandate(s).

Committees shall have their assignments and responsibilities outlined in writing by the Association, with copies supplied to all committee members.

Committees shall review and evaluate these assignments periodically.

(15) Special Assignments

The Association may, after consultation, assign specific duties to members or to non-members.

Special assignments would be administered through the Board of Directors.

The Board of Directors shall have the authority to obtain professional support as required.

(16) Funds

The Board of Directors, on behalf of the Association's membership shall have the authority to receive and disburse funds.

(17) The exercise of borrowing powers

The borrowing powers of the Society may be exercised by special resolution of the members.

(18) Financial reporting

The Treasurer shall make a written report to the members as to the financial position of the Society and the report shall contain a balance sheet and statement of operations. An appointed person with financial competence other than the Treasurer shall make a written report to the members upon the balance sheet and operating account, and in every such report, he shall state whether, in his opinion, the balance sheet is a full and fair balance sheet containing the particulars required by the Society and properly drawn up so as to exhibit a true and correct view of the Society's affairs, and such report shall be read at the annual meeting. A copy of the balance sheet, showing the general particulars of its liabilities and assets and a statement of income and expenditure in the preceding year, with the earlier referenced statement and signature of the appointed person and signature of the Treasurer, shall be filed by the Treasurer with the Registrar within fourteen days after the annual meeting in each year as required by law.

(19) Custody of the society seal

The seal of the Society shall be in the custody of the Secretary and may be affixed to any document upon resolution of the Board of Directors.

(20) Execution of Contracts

Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Society by the President or the Vice President and the Secretary, or otherwise as prescribed by resolution of the Board of Directors.

(21) Preparation and custody of all society books and records

Preparation of minutes, custody of the books and records, and custody of the minutes of all the meetings of the Society and of the Board of Directors shall be the responsibility of the Secretary. Preparation of the books of account, financial statements, custody of the books of accounts and financial records, shall be the responsibility of the Treasurer.

(22) Inspection of Records

The books and records of the Society may be inspected by any member at any reasonable time within two days prior to the annual general meeting at the registered office of the Society.

(23) Dues and Fees

Membership dues shall be paid annually to the Association on or before August 31st of each year.

Membership dues shall be based on the population of the member village.

Up to 1000 residents
1001 to 2000 residents
2001 to 3000 residents
Over 3000 residents

The amount of the dues is to be determined by policy by the Board of Directors.

Reimbursement for travel will not be paid by the Association.

The village hosting a meeting shall
provide the meeting space;
provide lunch on an agreed cost-shared basis
OR agree to allow a lunch break for representatives who will
provide their own lunch.

(24) Legal Liability

The Association will need to ensure activities of the Association have insurance coverage.

(25) Annual Report

A written annual report of the Association's activities shall be prepared by the President, published and submitted to the membership at least two weeks prior to the Annual General Meeting each fiscal year.

The fiscal year of the Association shall be September 1 to August 31.

The Annual General Meeting of the Association shall be held the third Saturday in September, or as otherwise resolved by the Board at a regular or special meeting no less than 30 days prior to the AGM.

(26) Minutes of Meetings

Written minutes of all meetings of the Association shall be kept.

(27) Association Membership

The Association is a volunteer organization accountable to the membership.

(28) Membership Withdrawal

A member village wishing to withdraw from participation in the Association shall notify the Board in writing.

(29) Dissolution of Association

By Special Resolution the Association may be dissolved.

(30) Subsequent Organization(s)

Any incorporated villages wishing to continue with an organization would need to re-name and reorganize.

(31) By-laws of the Association

By special resolution, the Association shall have the authority to prepare, enact, and revise bylaws relating to the operation of the Association.

(32) By-Laws: Changes

By special resolution changes may be made to the By-Laws of the Association.

ADOPTED BY THE MEMBERSHIP ON SEPTEMBER 24, 2005, AT THE DULY CONVENED ASSOCIATION OF NOVA SCOTIA VILLAGES ANNUAL GENERAL MEETING.

Amended by the membership on September 16, 2006 at the duly convened Association of Nova Scotia Villages Annual General Meeting.

Amended by the membership on September 23, 2009 at the duly convened Association of Nova Scotia Villages Annual General Meeting.

Amended by the membership on September 22, 2012 at the duly convened Association of Nova Scotia Villages Annual General Meeting.

Amended by the membership on September 17, 2016 at the duly convened Association of Nova Scotia Villages Annual General Meeting held at Greenwood to permit the various notices sent by the Secretary to be distributed electronically in addition to regular mail.

Amended by the membership on September 16, 2017 at the duly convened Association of Nova Scotia Villages Annual General Meeting held at Baddeck to establish the position of Senior Advisor as voting a member of the Board of Directors.



Association of Nova Scotia Villages

Resolution 1

2024-2025

“Amendment of the by-laws of the Association”

Whereas, pursuant to the by-laws of the Association of Nova Scotia Villages (the Association) as amended by the membership September 16, 2017, the Association has the authority to prepare, enact, and revise by-laws relating to the operation of the Association and may, by special resolution, change the by-laws of the Association;

Whereas, the Association has, on August 21, 2024, provided membership notice by e-mail of the intent to propose a special resolution to amend the bylaws of the Association

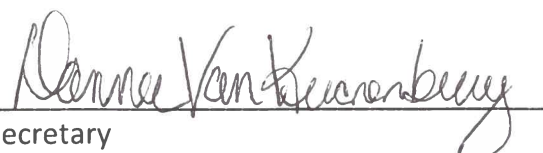
Therefore be it resolved that the Association adopt changes to the by-laws as set out in the enclosed document, which are summarized below:

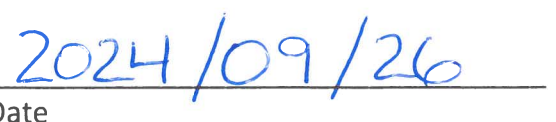
- (1) Reduction of the number of required meetings per year from 4 to 3 to enable elimination of the board meeting typically held immediately following the annual general meeting each year;
- (2) Change of process for appointments of certain directors by the board (that take place at what will be, per (1) above, the eliminated board meeting), to instead be elections made by the membership at the annual general meeting as with all other director positions;
- (3) Allow for non-elected officials to serve in the positions of Secretary and Treasurer;
- (4) Allow for the appointment of a director by special resolution in the case of a vacant seat;
- (5) Clarify that virtual meetings are an accepted alternative to in-person meetings;
- (6) Change of terminology relating to the required oversight of the financial statements of the Association by eliminating the use of “audit” and “auditor”;
- (7) Clarification that the annual report to the membership is to be prepared by the President; and
- (8) Allow that the annual general meeting date may be determined by the Board by resolution.

Resolution passed by special resolution of the membership of the Association on the 21st day of September, 2024:

Moved by Village of Bible Hill, seconded by Village of Port Williams, that Association of Nova Scotia Villages approve Resolution 1, a special resolution for amendment of the by-laws of the Association.

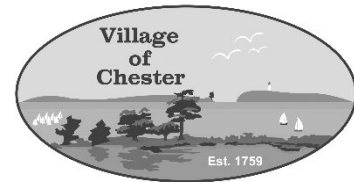
Motion carried.


Secretary


Date

Schedule 7.2

**Village of Chester Commission
Clerk/Treasurer Monthly Report
July 16, 2025**



- **Scotiabank:**

- The June 2025 bank statement has been reconciled. The Village main operations account opened the month with \$442,053 and ended with \$401,123.
- Account balances as of July 3rd were:

Banking Accounts	
• Daily Operations account	\$ 508,700
Investment Accounts	
• Operating reserve	\$ 86,522
• Lido Pool reserve (incl. GRID funding of \$242,000)	\$ 438,724
• Utilities reserve	\$ 42,385
• EMC Building reserve	\$ 28,430

- Both of the 2024/25 HST Rebate cheques were received and deposited in June. Note that these do not appear on the Budget Variance Reports, as HST rebates are not considered income.
 - The 2025/26 Q2 tax advance of \$104,936 was received from the Municipality and deposited on July 3rd, so is captured in this account balance.
- **2025/26 Budget Variance**
 - See attached for the Q1 Budget Variance Report. The Village budget is sitting as expected at this point in the fiscal year.
 - **Municipal Fire Inspections**
 - The Lido/Washroom building and EHS buildings were inspected this month. The Lido/Washroom building has had all deficiencies corrected and is good for another three years.
 - The EHS building has one deficiency to correct (re-levelling the outside propane tanks), and the fire inspector is looking for annual maintenance reports on the furnace (Village) and generator (tenant). A re-inspection is scheduled for August.
 - **NS Fire Governance Review**
 - Please see attached email about the review being conducted by the Fire Services Association of Nova Scotia. Commissioners can respond to the survey if they are interested in doing so – see web link in email. At the website, there are multiple links bottom right... I've attached a screenshot with the correct one circled.

- **Victoria Street Bridge**
 - As we know, the Province is responsible for repairs to the bridge damaged in the 2023 flooding. After receiving a call from a resident, I reached out to the MLA's office and got an update – see attached.

- **Lido Pool**
 - The Lido Pool opened for the season on Monday, June 30! Lifeguards report that more people are using the pool this season, which is great to hear.
 - Swimming lessons finish their first three-week session the end of this week. The instructor reported that enrollment is up this year. The Village provides a lifeguard as backup to the instructor, and she says the lifeguards are great at spotting livelier kids that need an extra eye on them. Parents have been pleasant to deal with.
 - MODC Public Works is getting pricing on placing boulders in the parkette – they noted it would be advantageous to have these in place before Race Week.
 - Lido Repairs project: The project close-out report is due to Communities, Culture, Tourism and Heritage on August 15, which may or may not include the awning to be discussed later. The project reconcile will be shared with the Commission next month.

- **Public Washroom/Lido Accessibility Project**
 - The washroom interior upgrades have been completed, except for the new signage. We're having an issue with the door lock timer on a new exterior door lever installed in error, and I have a service call in to deal with that.
 - Tactile washroom signage from Eye Catch Signs have been ordered and will be installed by MODC Public Works staff. These are wall-mounted with double-sided tape and feature updated symbols, braille, and raised imprints.
 - I am still awaiting the final cost on the ramp being installed in the fall; a new engineering drawing was requested for the agreed-upon location (far end of the pool) which has gone to the concrete and metal fabricator subcontractors.

- **Village Newsletter**
 - The first issue of the new Village Newsletter was sent as bulk mail by Canada Post on July 7th. I'd encourage Commissioners to share any feedback!
 -

- **IT Supplier**
 - MJSB was in last week to do password resets on hardware (modems etc.) G23 report that they have what they need from MJSB and will be starting their software installation next week. I should have more information on next steps in the coming days, and will update.

Report completed by:
Heather McCallum, Clerk/Treasurer

Village of Chester Commission
 Budget Variance Report - **GENERAL GOV'T OPERATIONS**
 2025/26 **Q1** Apr 1-Jun 30 2025 (75% of fiscal year remaining)

	Actual 2025-04-01 to 2025-06-30	Budget 2025/26 (Tax rate 0.0777)	Percent Remaining	Notes
REVENUE - General Gov't Operations				
Property Tax Revenue				
4100	98,592.91	413,047.35	-76.13	1
4100	0.00	745.00	-100.00	2
	Property Tax Revenue Total	413,792.35		
Other Revenue				
4050	15,965.93	49,100.00	-67.48	3
4118	1,372.54	5,005.00	-72.58	4
4116	0.00	2,615.00	-100.00	
4201	0.00	1,710.00	-100.00	
4225	0.00	4,945.50	-100.00	
	Other Revenue Total	477,167.85	-96.37	
	TOTAL REVENUE	477,167.85	-75.70	
EXPENSES - General Gov't Operations				
Governance				
5450	254.79	1,500.00	-83.01	
5477	99.25	11,520.00	-99.14	5
5461	223.76	2,580.00	-91.33	6
5462	2,888.62	3,335.00	-13.38	7
5431	0.00	4,000.00	-100.00	8
5432	0.00	2,000.00	-100.00	8
5496	254.79	2,600.00	-90.20	
	Governance Total	27,535.00	-86.49	
Administration				
5430	3,718.85	15,020.00	-75.24	9
5250	1,239.62	5,005.00	-75.23	9
5428	944.19	3,760.00	-74.89	
5435	0.00	5,000.00	-100.00	10
5440	17,626.03	64,635.00	-72.73	11
5210	14,292.11	49,100.00	-70.89	11
5445	747.92	4,000.00	-81.30	12
5457	0.00	4,000.00	-100.00	
5455	0.00	3,000.00	-100.00	
5460	56.20	1,200.00	-95.32	13
5459	0.00	3,500.00	-100.00	
5465	736.60	5,660.00	-86.99	
5470	145.31	350.00	-58.48	
5472	517.35	3,000.00	-82.76	14
5475	83.09	3,000.00	-97.23	
5476	2,399.46	7,650.00	-68.63	
5478	1,116.00	4,150.00	-73.11	
5480	590.08	2,400.00	-75.41	
5481	0.00	9,040.00	-100.00	
5490	472.00	22,000.00	-97.85	15
5492	0.00	2,570.00	-100.00	
5495	3,085.74	6,200.00	-50.23	16
	Administration Total	224,240.00	-78.70	

	Actual 2025-04-01 to 2025-06-30	Budget 2025/26 (Tax rate 0.0777)	Percent Remaining	Notes
Protection				
5501	2,036.97	8,000.00	-74.54	
5526	5,011.39	5,100.00	-1.74	
5540	3,921.40	16,000.00	-75.49	
	Protection Total	29,100.00	-62.30	
Beautification				
5565	22,102.31	23,530.00	-6.07	17
5570	0.00	5,000.00	-100.00	
5582	10,000.00	10,000.00	0.00	
	Beautification Total	38,530.00	-16.68	
Economic Development				
5590	1,072.61	2,500.00	-57.10	18
5595	4,579.31	10,000.00	-54.21	19
5591	0.00	4,200.00	-100.00	
	Economic Development Total	16,700.00	-66.16	
Misc Operations				
5575	0.00	25,985.00	-100.00	
5585	2,071.68	7,720.00	-73.16	
5960	4,299.49	14,200.00	-69.72	
	Misc Operations Total	47,905.00	-86.70	
Jib Lot				
5405	746.21	3,000.00	-75.13	
5407	3,635.20	3,700.00	-1.75	
5410	318.71	650.00	-50.97	20
5415	72.30	150.00	-51.80	20
	Jib Lot Total	7,500.00	-36.37	
Lido Pool & Washroom				
5910	7,038.17	32,750.00	-78.51	
5925	0.00	4,800.00	-100.00	
5935	0.00	32,975.00	-100.00	
5940	0.00	1,880.00	-100.00	
5945	573.92	1,200.00	-52.17	20
	Lido Washroom Total	73,605.00	-89.66	
Reserves (Planned)				
5743	0.00	TBD	0.00	21
5937	0.00	10,000.00	-100.00	
5742	0.00	1,300.00	-100.00	
	Reserves Total	11,300.00	-100.00	
TOTAL EXPENSE				
	118,971.42	476,415.00	-75.03	

DIFFERENCE (+surplus or -deficit)

752.85

Village of Chester Commission
 Budget Variance Report - **CAPITAL**
 2025/26 Q1 Apr 1-Jun 30 2025 (75% of fiscal year remaining)

	Actual 2025-04-01 to 2025-06-30	Budget 2025/26 (Tax rate 0.0777)	Percent Remaining	Notes
REVENUE - Capital				
Revenues				
4120	26,296.72	26,296.72	0.00	1
4130	93,847.14	93,847.14	0.00	1
4223	0.00	TBD	0.00	2
4170	0.00	65,105.00	-100.00	
Total	120,143.86	185,248.86	-35.14	
TOTAL REVENUE	120,143.86	185,248.86	-35.14	

	Actual 2025-04-01 to 2025-06-30	Budget 2025/26 (Tax rate 0.0777)	Percent Remaining	
EXPENSES - Capital				
Capital Projects				
5915	23,860.20	26,296.72	-9.27	3
5916	0.00	158,952.14	-100.00	4
5916	0.00	TBD	0.00	5
Capital Projects Total	0.00	185,248.86	0.00	
TOTAL EXPENSE	23,860.20	185,248.86	-87.12	

DIFFERENCE (+surplus or -deficit) 0.00

Village of Chester Commission
 Budget Variance Report - **EMC BUILDING**
 2025/26 Q1 Apr 1-Jun 30 2025 (75% of fiscal year remaining)

	Actual 2025-04-01 to 2025-06-30	Budget 2025/26 (Tax rate 0.0777)	Percent Remaining	Notes
REVENUE - EMC Building				
Revenues				
4110	5,248.32	21,260.00	-75.31	1
4180	0.00	0.00	0.00	2
Total	5,248.32	21,260.00	-75.31	
TOTAL REVENUE	5,248.32	21,260.00	-75.31	

	Actual 2025-04-01 to 2025-06-30	Budget 2025/26 (Tax rate 0.0777)	Percent Remaining	
EXPENSES - EMC Building				
EMC				
5705	280.43	8,500.00	-96.70	3
5710	0.00	1,250.00	-100.00	
5715	2,528.47	5,270.00	-52.02	4
EMC Total	2,808.90	15,020.00	-81.30	
Reserves (Planned)				
5720	0.00	6,240.00	-100.00	5
Reserves Total	0.00	6,240.00	-100.00	
Capital Projects				
5709	0.00	0.00	0.00	2
Capital Projects Total	0.00	0.00	0.00	
TOTAL EXPENSE	2,808.90	21,260.00	-86.79	

DIFFERENCE (+surplus or -deficit) 0.00

Village of Chester Commission
Budget Variance Report - NOTES
2025/26 Q1 Apr 1-Jun 30 2025 (75% of fiscal year remaining)

NOTES

GENERAL GOV'T OPERATIONS BUDGET

- 1 Includes Q1 tax advance only.
- 2 These figures (Federal, Provincial, NS Power grants in lieu of taxes) are received at the end-of-year reconcile.
- 3 Last staffing payment for 2024/25 from CFSC. Q1 for this year not yet billed.
- 4 Last overhead payment for 2024/25 from CFSC. Q1 for this year not yet billed.

- 5 Final 2024/25 WCB remittance for Commissioners.
- 6 Includes Accessibility Advisory Committee only; no invoices yet for Planning and EDI Committees.
- 7 Laptop, two tablets, and accessories purchased.
- 8 An interim report will be available the end of Q2 after September property tax bills.
- 9 Rent for three months: Village 75% and CFSC 25% (not yet billed).
- 10 Auditor work is completed, awaiting invoice.
- 11 Salaries for three months: CT 60-40% and Admin 50-50% to Village/CFSC respectively (not yet billed).
- 12 Includes CFSC repayment for radio licenses billed to the Village (license ownership has been clarified with Science and Economic Development Canada).
- 13 Includes local news subscriptions (AllNovascotia and South Shore Bulletin).
- 14 Costs for Sharon LeBlanc workshop.
- 15 Includes MacDonald insurance for Commissioners (\$1,379), and 2024/25 repay of Fire Hall building insurance by the CFSC (\$1,851).
- 16 Includes annual renewals for Sage, Zoom, Canva (\$2,329.10)
- 17 Includes all costs for the flower baskets for the year, although suppliers paid in installments.
- 18 Includes costs for Saltscapes - banner, giveaways, accommodations.
- 19 Shows what has been paid out to date to get the VIC up and running, and a portion of monthly costs.
- 20 Reflects 50% of the annual property tax bills due to the Municipality to date.
- 21 Amount to be deposited to the Operations reserve is TBD.

CAPITAL BUDGET

- 1 Remainder of capital grants received in previous fiscal year.
- 2 Received \$242,000 towards a maximum 50% of costs, but holding in reserve. Further funding will be required for this project.

- 3 Pool wall concrete repairs are completed. Replacement awning TBD.
- 4 Public Washroom retrofits have started and will progress into the summer and fall, to include parking spot and ramp into pool.
- 5 Lido entrance project will not begin until the above two projects are completed, and further funding is available.

EMC BUILDING BUDGET

- 1 Includes rent received for first three months of the year. Rental income funds all operations costs of the building; no tax revenue is used.
- 2 No capital work is planned for this fiscal. Lines are there "just in case" of an unanticipated need.

- 3 Includes mowing, etc. Painting project is still pending start date (weather dependent).
- 4 Reflects 50% of the annual property tax bills due to the Municipality to date. This building is a commercial property.
- 5 Amount to be deposited is based on rental income surplus (if any) compared to costs.

From: [AMANS List Serve](#)
To: [AMA Maritime List Serve](#)
Subject: NS Fire Service Governance Review
Date: June 25, 2025 2:09:50 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[2025 Request for Proposals - Governance review of fire and associated services in Nova Scotia.pdf](#)
Importance: High

CAUTION: This email originated from an external sender.

**** EXTERNAL EMAIL / COURRIEL EXTERNE ****

Exercice caution when opening attachments or clicking on links / Faites preuve de prudence si vous ouvrez une pièce jointe ou cliquez sur un lien

Hi everyone,

The Fire Services Association of Nova Scotia (FSANS), in collaboration with the Departments of Emergency Management and Municipal Affairs, announced that Transitional Solutions Inc. (TSI), a company based out of Alberta, was the successful proponent in the RFP (attached) to lead the upcoming Fire Services Governance Review. As you know, this review will explore how fire and associated emergency services are organized, funded, trained, and supported across the province.

As the order of government responsible for the funding and provision of assets to fire services, it is critical that the municipal administrative voice is heard as the consultants conduct this review. AMANS will directly engage with TSI at a future Board of Directors meeting, and we intend to submit feedback from an administrator's perspective based on the scope and themes of the review.

I urge you to participate in providing feedback to the review through the forums that TSI is offering – either through one of the in-person regional workshops that they will be hosting across the province during the **week of July 21**, or through completing an online survey.

To register for a workshop or to complete the online survey, go
to <https://sites.google.com/tsi-inc.ca/fsans/home>. [See screen shot attached.]

Any further questions about this process can go directly to solutions@tsi-inc.ca.

Thanks,

Victoria
AMANS Vice-President



Victoria Brooks

CHIEF ADMINISTRATIVE OFFICER

CAO@MUNYARMOUTH.CA

(902) 742-7159

MUNYARMOUTH.CA

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You are currently subscribed to amans as:
Heather.McCallum@villageofchesterns.ca
To unsubscribe send a blank email to leave-775639-
8037884.f83cf38c2d5d45aeaa385fef882233b4@lists.gov.ns.ca

Screen shot of survey link



MISSION OF THE PROJECT

*The Fire Services Association of Nova Scotia (FSANS), in collaboration with the Departments of Emergency Management and Municipal Affairs has hired Transitional Solutions Inc. (TSI) to provide a province-wide governance review to **improve the coordination, sustainability, and effectiveness of fire and associated services.** This review is both timely and essential. As Nova Scotia faces increasing climate-related emergencies, complex governance structures, and rising demands on both career and volunteer fire services, there is a critical need to develop a modern governance framework that is collaborative, community-grounded, and adaptable to future risks.*

Phase 1

May 2025

Initiation and Alignment



Phase 2

June & July 2025

Research & Comparative Analysis



Phase 3

July & August 2025

Engagement & Consultation

Workshop Registration

Survey - Fire Services

Survey - Municipal and Go...

Heather McCallum

From: Danielle Barkhouse <barkhousemla@gmail.com>
Sent: July 16, 2025 2:07 PM
To: Heather McCallum
Cc: tbremner@chester.ca
Subject: Re: Victoria St Bridge - Status?

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from an external sender.

Hello Heather,

We are told that the repairs to the bridge are on the work plan for this season. The window of time they have to work within the waterways is open until September 31st and they have allotted for that in their schedule.

My understanding is that last year they tendered for it to be reconstructed, however that ended up being cost prohibitive. They have since determined that a minimally invasive repair is achievable.

At this point we don't know exactly where the repair lies in their schedule, other than that we have confirmed that it is part of their work plan.

Regards,
Lori MacLean
Constituency Assistant

Danielle Barkhouse, MLA (She/Her)

Chester-St. Margaret's

Email: BarkhouseMLA@gmail.com

Phone: 902-275-2501 or 1-833-275-2501



Minutes

Chester Fire Services Committee (CFSC) Monthly Meeting

Wednesday, Jun 4, 2025 at 5:00 pm

Village Commission Boardroom, 27 Pleasant Street, Chester

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

1. Call to Order

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

2. Approval of Agenda

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

That the Committee approves the Agenda of the Wednesday, Jun 4, 2025 Monthly Meeting as presented.

Motion carried.

3. Approval of Minutes

3.1 Monthly Meeting: May 7, 2025

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

That the Committee approves the Minutes of the Wednesday, May 7, 2025 Monthly Meeting as presented.

Motion carried.

4. Business Arising

4.1 Update re: Council/Commission Approval for Phase 2 Borrowing

Ms. McCallum reported that the Request for Decision for Phase 2 Borrowing was passed by the Village Commission at their May 21, 2025 Monthly meeting. The Municipality of Chester has it on the agenda for their June 12, 2025 Council meeting. Once both the Village and Municipality have approved, then a package goes to the Minister of Municipal Affairs to request his approval.

5. Chester Volunteer Fire Department: Activity Report

Chief Stevens presented the June report (*Schedule 5.0*) and a proposed 20-Year Fleet Replacement Plan (*Schedule 5.1*).

Chief Stevens reviewed the activities of emergency callouts and training.

Chief Stevens also reviewed the 20-year Fleet Replacement Plan that the CVFD officers completed. Chief Stevens noted that U.S. tariffs are exempt on emergency vehicles until October, and that supplier timelines have stabilized at this time.

In response to a question about a possible future aerial truck, Chief Stevens noted that buying a 10-year-old used apparatus from a salt-free environment can be a reliable and cost-effective approach. Parts can be a challenge after 20 years, but with a target of 10-years' use it can be managed.

Mr. Fitt will work with Mr. Collicutt on a financial review of annual reserve deposits re: inflation and projected apparatus costs to ensure reserve funds are sufficient to purchase replacement(s).

Chief Stevens attended a Workers' Compensation Board (WCB) "duty to accommodate" legislative changes update, as CVFD members are covered by WCB.

6. Reports

6.1 Secretary-Treasurer

Mr. Collicutt presented his monthly report (*Schedule 6.1*), which also included the 2024/25 Q4 Budget Variance Report, reflecting the full fiscal year. The year-end budget balances (pending the audit report) were: revenue of \$1,248,000 and expenses of \$1,166,000.

The Committee was asked if they wish to review the Boat Sale RFP again before it is issued, but members are comfortable to go ahead.

ACTION: Ms. McCallum and Chief Stevens will collaborate on finalizing the RFP dates and the document will be posted on the Provincial tender site.

6.2 New Fire Station Project

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

He included a revised Project Budget to accommodate the \$20 million target, and recommended it be posted on the website. He also reviewed an organization chart for the project, showing lines of reporting.

6.3 Communications Sub-Committee

Mr. Countway reported that the communication draft of the Fire Station Project brochure should be ready for the Chester Yacht Club' CVFD appreciation event on July 4th. Sections of the brochure content will also be used on the website.

6.4 Fundraising Sub-Committee

Chair MacDonald provided a brief update of discussions at the Provincial government level. He requested that any donor suggestions be passed along to him.

7. New Business – Nil

8. Other Business

- **541 Truck Replacement:** Chief Stevens reviewed a presentation prepared for the upcoming June 9th CVFD Membership Meeting, which outlines the spec for the 541 Request for Proposal (RFP). Chief Stevens spoke with MODC Procurement to let them know this was coming and Ms. McCallum will follow up with them. Procurement is anticipated to write the RFP based on the spec provided.

- **Fire Boat:** Chief Stevens also reported that there is a Fire Chiefs' meeting from across the Municipality coming up to discuss the future of a fire rescue boat that is jointly owned.
- **Fire Station Existing Donations:** Ms. Hatch asked if the Fire Department has been asked to transfer the donations they have received to date. Ms. McCallum noted that the request to the Municipality for the Designated Community Fund has to be granted to the CVFD not the Committee, so that amount plus the amount the CVFD has will be requested at the same time. Chief Stevens has asked Ms. McCallum to send a letter outlining the ask to the Fire Department.

9. Adjournment

The meeting was adjourned at 6:01 pm.


Important date(s):

- **Chester Village Commission AGM:** Jun 11, 2025 at 6:30 pm; Village Commission boardroom
- **MODC Council:** Request for Decision re: Phase 2 Borrowing: Jun 12, 2025 at 8:45 am; Municipal Council Chambers
- **MODC Council:** Request for Decision re: Designated Community Fund: Jun 26, 2025 at 8:45 am; Municipal Council Chambers

Next meeting(s):

- **Regular Monthly:** Jul 2, 2025 at 5:00 pm; Village Commission boardroom
- **Regular Monthly:** Aug 6, 2025 at 5:00 pm; Village Commission boardroom


 CFSC Secretary
 Kirk Collicutt


 VOC Clerk/Treasurer
 Heather McCallum



Minutes

Chester Fire Services Committee (CFSC) Special Meeting

Thursday, June 26, 2025 at 2:00 pm

Village Commission Boardroom, 27 Pleasant Street, Chester

Present Colin MacDonald, Chair
Norm Countway, Vice-chair
Kirk Collicutt, Treasurer-Secretary
Wilson Fitt
Nancy Hatch

Regrets James Robert

Other Heather McCallum, Recording Secretary (Clerk/Treasurer, Village of Chester)

1. Call to Order

The meeting was called to order at 1:55 pm.

2. Approval of Agenda

The Agenda for the Special Meeting of Thursday, Jun 26, 2025 was approved by consensus.

3. Business Arising

3.1 Borrowing Resolution for Municipal Affairs

Ms. McCallum explained that the package for the Minister to request borrowing approval was sent to Municipal Affairs, and that they provided the a resolution (*Schedule 3.1*) be passed by the Committee as an addition to the package. A type-o was noted in the document (“CSFC” vs. the correct “CFSC”) and will be corrected.

Motion: Moved by Mr. Fitt; seconded by Mr. Collicutt:

WHEREAS the Chester Fire Services Committee (hereinafter referred to as the CFSC) was incorporated on Oct 17, 2023 pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Village of Chester and the Municipality of the District of Chester entered into an inter-municipal services agreement pursuant to Section 60 of the Municipal Government Act;

WHEREAS the CFSC pursuant to the inter-municipal agreement states that the body corporate shall be bested with the power to borrow money for the purpose of “Phase 2 Fire Station Project: Final Design and Tender Documents”;

WHEREAS any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units and the Municipal Guarantee percentages and amounts for the municipal parties are attached at Schedule “A”; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing and municipal guarantees have been approved by the Minister of Municipal Affairs;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 92 of the Municipal Government Act, and subject to the approval of the Minister of Municipal Affairs, the CFSC borrow a sum or sums not to exceed one million and three hundred thousand dollars (\$1,300,000) for the purpose set out above;

THAT the sum be borrowed by the issue and sale of debentures of the CSFC of an amount as the CFSC deems necessary;

THAT pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed one million and three hundred thousand dollars (\$1,300,000) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and,

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

Motion carried unanimously.

The Chair of the CFSC and the Clerk of the Village of Chester both to sign the resolution document and affix the seal of the Village, and Ms. McCallum to provide to Municipal Affairs.

4. Other Business

The Vice-chair provided an interim update on the progress of a brochure about the New Fire Station Project, which goes to print on Monday, Jun 30th.

5. **Adjournment**

The meeting was adjourned at 2:03 pm.

Next meetings:

- **Regular:** Jul 2, 2025 at 5:00 pm; Village Commission boardroom
- **Regular:** Aug 6, 2025 at 5:00 pm; Village Commission boardroom



CFSC Secretary
Kirk Collicutt



VOE Clerk/Treasurer
Heather McCallum