

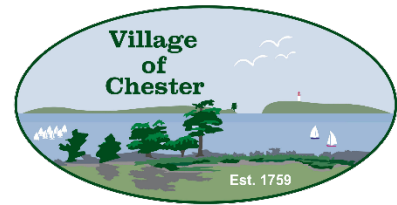
Minutes

Village Commission Monthly Meeting Wednesday, August 20, 2025 – 5:00 pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

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



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: Luc Boudreau, G23 (via Zoom)
Chris Chapman, G23 (via Zoom)
Councillor Tom Bremner, MODC District 3

1.0 Call to Order

Chair Pauley called the August 20, 2025 Regular Monthly Meeting of the Village of Chester Commission to order at 5:02 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 #25-065: Chair Pauley moved; Commissioner Nauss seconded:
That the Agenda of the August 20, 2025 Regular Monthly Meeting be approved as presented.

Motion carried unanimously.

4.0 Approval/Amendment of Minutes

4.1 Monthly Commission Meeting: Wednesday, July 16, 2025

Motion #25-066: Chair Pauley moved; Commissioner Nauss seconded:

That the Minutes of the July 16, 2025 Monthly Commission Meeting be approved as presented.

Motion carried unanimously.

5.0 Business Arising

5.1 New IT Supplier: G23

Luc Boudreau and Chris Chapman introduced themselves and G23, now that the migration is complete. The company was founded in 2008 and provides IT managed services (i.e., back-end and tech support) and AV services. They manage IT for several municipal units and understand our environment.

<https://g23.ca/>

5.2 Fire Rescue Boat Sale: Award

C/T McCallum recapped the awarding of the surplus fire rescue boat. This was done via emailed motion due to time sensitivity. The approved motion of August 1, 2025 is reproduced here:

Motion #25-064: Chair Pauley moved; Commissioner L. Mulrooney seconded: That the Chester Village Commission award the sale of the surplus Fire Rescue Boat to Scott Webbink, Eagle Beach Contractors Ltd. for \$18,500.00 + applicable HST.
For: L. Mulrooney, Nauss, O'Malley, Pauley
No vote registered: T. Mulrooney
Motion carried.

The boat was taken away by the buyer yesterday morning (August 19th).

5.3 Assoc. of NS Villages (ANSV): Staff Position Funding

C/T McCallum presented a Request for Decision on the level of funding for a part-time administrator for the ANSV (*Schedule. 5.3*). A placeholder amount of \$3,500 was included in the 2025/26 Village Budget, as the funding model had not yet been determined.

Motion #25-067: Chair Pauley moved; Commissioner O'Malley seconded: That the Chester Village Commission agrees to contribute to the funding of a part-time staff person for the Association of Nova Scotia Villages (ANSV) to a maximum of \$3,500.
Motion carried unanimously.

NOTE: The Commission's preferred funding model is either of the percentage-based models. They do not support the flat rate model.

5.4 Meetings & Procedures Policy: Monthly Meeting Start Time

The Commission voted to adjust the July and August Monthly Meetings to begin at 5:00 pm, just for the summer.

The Commission has decided to resume a 6:00 pm start time going forward. Therefore, an amendment to the Meetings & Procedures Policy is not required.

6.0 Correspondence

6.1 ANSV: AGM and Conference Registration

C/T McCallum noted that the Conference Schedule is attached ([Schedule 6.1](#)) and registration is open. Chair Pauley, Commissioner Nauss, and C/T McCallum have been registered.

Commissioners L. Mulrooney, T. Mulrooney had previously expressed interest in attending. The C/T will register Commissioner L. Mulrooney; Commissioner T. Mulrooney will not attend, unless needed as a back-up for AGM voting purposes.

6.2 NS Safety Branch: Harassment in the Workplace Regulations

A notice from Safety Branch was received last week, indicating a September 1, 2025 compliance deadline for all employers in Nova Scotia ([Schedule 6.2](#)). C/T McCallum noted that the Village is in compliance through its Abuse Prevention Policy.

Action: The Commission expressed interest in creating a stand-alone Harassment Policy in the longer term. A draft will come to a future meeting.

7.0 Reports

7.1 Report from the Chair

Chair Pauley reported that the Visitor Information Centre (VIC) is slowly becoming established. The Google Translate app is proving to be a useful tool in communicating with visitors who speak little English. She has noted a high number of Americans and Quebeckers.

Many tourists are interested in Oak Island and the new tram tours being offered by Oak Island Legend. Next year contact will be made with them before the tourist season begins.

Action: As Chester is hosting ANSV next year, Commissioner L. Mulrooney suggested looking into this tour for those attendees. The C/T will investigate.

Chair Pauley also noted that the Chester VIC is now formally recognized by the Tourist Industry Association of Nova Scotia (TIANS). An application has been submitted for a \$500 grant that they provide for VICs.

7.2 Clerk/Treasurer Report

C/T McCallum presented the monthly activity and financial overview reports ([Schedule 7.2](#)).

In addition to the report, the C/T updated the Commission on steps taken by the Municipality to establish community wells in all districts. Whether or not a community well on Village property will be requested/needed is to be determined.

7.3 Chester Fire Services Committee (CFSC) & MODC Fire Advisory Committee (FAC)

The CFSC's approved minutes of July 2, 2025 were shared for information, along with the requested sharing of the Municipality's FAC minutes of July 9, 2025 ([Schedule 7.3 \(a\)&\(b\)](#)).
(www.chesterfirecommittee.ca)

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 there was no meeting this past month.

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

8.0 New Business

8.1 CFSC Term Expirations x 2

C/T McCallum presented a Request for Decision regarding the term expiration of one representative each from the Village and Municipality to the CFSC (*Schedule 8.1*). She noted that the Village does not have a policy outlining the citizen appointment process for committees but the Municipality does.

Motion #25-068: Chair Pauley moved; Commissioner O'Malley seconded: That the Chester Village Commission issue a public call for volunteers to recruit a Village representative to the Chester Fire Services Committee for a 2025-2028 term. The call must be advertised in the next issue of the local newspaper, online, and posters.
Motion carried unanimously.

Action: C/T McCallum will draft a policy for Committee appointments for consideration at a future meeting.

Note: Publication date in the Masthead newspaper and online is September 2nd.

8.2 Discussion: Fall Newsletter

Discussion was held on topics to be included in the next newsletter, and Commissioner assignments. Suggestions included:

- Thank you to lifeguards – Commissioner L. Mulrooney
- Success of flowers and green bin – Commissioner T. Mulrooney
- Crossing guards – Commissioner L. Mulrooney
- Streetlights – Commissioner G. Nauss
- Accessibility retrofits TBD – Clerk/Treasurer
- Profiles of Commission elected officials – Chair Pauley & Clerk/Treasurer

C/T McCallum will edit and lay out. The Commission indicated they were happy with the layout used in the inaugural Summer edition. The target timeframe is the end of September.

Action: Copy is requested by the next meeting. A preliminary layout will be circulated in advance of publication.

9.0 Commissioner Roundtable

Commissioner L. Mulrooney suggested consulting with the Rick Hansen Foundation re: funding for accessibility retrofits to the pool.

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

Motion #25-069: Chair Pauley moved; Commissioner L. Mulrooney 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 5:56 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 6:22 pm.

11.1 Lido Pool: Pool Ramp Updated Cost

Note: This is the pool deck ramp into the water to the pool floor.

Motion #25-070: Chair Pauley moved; Commissioner Nauss seconded:
That the Chester Village Commission approve All Outdoors Landscaping’s “Guest
Access to Water” permanent pool ramp estimate of \$69,220 + applicable HST,
replacing the previous estimate for a portable ramp.
Motion carried.

12.0 Adjournment

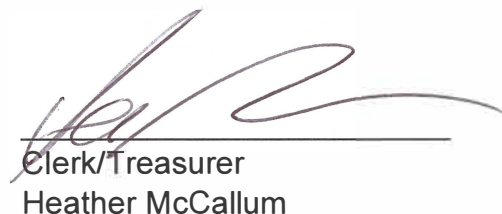
There being no further business, the meeting was adjourned at 6:23 pm.

Next Meeting(s)

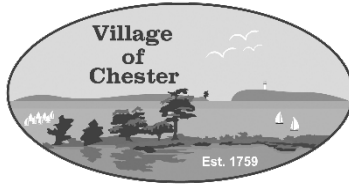
Monthly: Sep 17, 2025 @ 6:00 pm – 27 Pleasant St & Livestream

Monthly: Oct 15, 2025 @ 6:00 pm – 27 Pleasant St & Livestream


Commission Chair
Geraldine Pauley


Clerk/Treasurer
Heather McCallum

Schedule 5.3



Village of Chester Commission Request for Decision August 20, 2025

RE: Association of Nova Scotia Villages (ANSV): Staff Funding Models

Issue Summary

The ANSV has asked for a financial commitment for a staff person for the association. The cost for a part-time person and the equipment and overhead is calculated at \$50,000. The ANSV has requested that all villages provide a ceiling on what contribution they are willing to make.

The 2025/26 Village of Chester Budget included a placeholder of \$3,500 for its contribution.

Background and Description

The Village of Chester passed the following motion at its February 19, 2025 Monthly Commission Meeting:

Motion #25-006: Commissioner Nauss, moved; Vice-chair O'Malley seconded: That the Chester Village Commission approve the job description for an Association of Nova Scotia Villages staff coordinator and agree in principle to contribute financially to the position, dependant on the funding model proposed. Motion carried unanimously.

At the most recent **ANSV Board Meeting on July 17, 2025**, three possible funding models for the proposed staff person were reviewed (see charts attached).

Chart 1

All villages in NS are included. In this scenario, Chester's Chester proposed contribution would be:

- a) Based on % of population compared to all villages: \$2,383/year
- b) Based on % of residential tax revenue: \$2,088/year
- c) Flat rate model: \$5,000/year

Chart 2

Only the “active” villages are included in this scenario, without New Minas. (New Minas has so far declined to participate, but the association is working on that since they are so large.) Regardless, this is the more realistic one:

- a) Based on % of population compared to all villages: \$3,202/year
- b) Based on % of residential tax revenue: \$2,871/year
- c) Flat rate model: \$5,000/year

It was raised by a number of meeting attendees that the Flat rate model has a disproportionate % of budget distribution from one village to another. Chester’s appears high in this model.

I provided my opinion at the meeting that the Flat rate model as stated would be beyond Chester’s capacity. If Flat rate is the model selected, the next level down of \$3,000 would possibly be considered. The decision of course rests with the Commission.

Options

1. The Commission may provide an upper limit on what Chester is willing to contribute to the ANSV.
2. The Commission may indicate which model(s) they favour, if any.
3. The Commission may make a decision on both 1 and 2.
4. The Commission may request further information from the ANSV before making a decision.
5. The Commission can decline to participate.

Recommendation

Staff recommends option 1 or 3.

Draft Motion(s)

That the Chester Village Commission agrees to contribute to the funding of a part-time staff person for the Association of Nova Scotia Villages (ANSV) to a maximum of \$_____ in 2025/26.

AND?

Chester’s preferred funding model for an ANSV staff person is _____.

Attach

- ANSV Staff Funding Charts

ANSV STAFF POSITION
Estimated Annual

\$ 50,000

Based on Percentage of Population compared to all Villages

Based on Percentage of Residential Tax Revenue compared to all Villages

Flat Rate Model (do we base it on population, revenue, or what a village wants to pay?)

Interesting data comparisons

Village	2025	2023-24	Based on Percentage of Population compared to all Villages		Based on Percentage of Residential Tax Revenue compared to all Villages			Flat Rate Model (do we base it on population, revenue, or what a village wants to pay?)		Interesting data comparisons	
	Population	Total Tax Revenue	% of Total Population	Funding Cost	% of Total Revenue	Funding Cost	% of budget	Funding Model flat rate	% of Budget	Tax Revenue per resident	Funding cost per resident
1 Bible Hill	5,076	2,538,028	18%	8,822.92	28%	\$ 14,189	0.559%	\$8,000	0.32%	\$ 500.01	\$ 2.80
2 New Minas	5,000	2,179,508	17%	8,690.82	24%	\$ 12,185	0.559%	\$8,000	0.37%	\$ 435.90	\$ 2.44
3 Kingston	4,241	923,349	15%	7,371.55	10%	\$ 5,162	0.559%	\$8,000	0.87%	\$ 217.72	\$ 1.22
4 Greenwood	3,500	570,241	12%	6,083.57	6%	\$ 3,188	0.559%	\$8,000	1.40%	\$ 162.93	\$ 0.91
5 Port Williams	1,500	799,385	5%	2,607.24	9%	\$ 4,469	0.559%	\$5,000	0.63%	\$ 532.92	\$ 2.98
6 Chester	1,371	373,454	5%	2,383.02	4%	\$ 2,088	0.559%	\$5,000	1.34%	272.40	\$ 1.52
7 Canning	1,000	258,374	3%	1,738.16	3%	\$ 1,444	0.559%	\$3,000	1.16%	258.37	\$ 1.44
8 St Peters	1,000	152,050	3%	1,738.16	2%	\$ 850	0.559%	\$3,000	1.97%	152.05	\$ 0.85
9 Aylesford	834	30,000	3%	1,449.63	0%	\$ 168	0.559%	\$450	1.50%	35.97	\$ 0.20
10 Baddeck	800	177,264	3%	1,390.53	2%	\$ 991	0.559%	\$450	0.25%	221.58	\$ 1.24
11 Hebbville	796	30,000	3%	1,383.58	0%	\$ 168	0.559%	\$450	1.50%	37.69	\$ 0.21
12 Pugwash	746	222,743	3%	1,296.67	2%	\$ 1,245	0.559%	\$450	0.20%	298.58	\$ 1.67
13 Tatamagouche	691	201,441	2%	1,201.07	2%	\$ 1,126	0.559%	\$450	0.22%	291.52	\$ 1.63
14 Lawrencetown	650	257,918	2%	1,129.81	3%	\$ 1,442	0.559%	\$450	0.17%	396.80	\$ 2.22
15 River Hebert	468	30,000	2%	813.46	0%	\$ 168	0.559%	\$150	0.50%	64.10	\$ 0.36
16 Weymouth	400	55,980	1%	695.27	1%	\$ 313	0.559%	\$150	0.27%	139.95	\$ 0.78
17 Tiverton	300	30,000	1%	521.45	0%	\$ 168	0.559%	\$150	0.50%	100.00	\$ 0.56
18 Freeport	200	30,000	1%	347.63	0%	\$ 168	0.559%	\$150	0.50%	150.00	\$ 0.84
19 Westport	193	83,860	1%	335.47	1%	\$ 469	0.559%	\$150	0.18%	434.51	\$ 2.43
20 Cornwallis Square			0%	-	0%	\$ -					
21 Dover			0%	-	0%	\$ -					
Total	28,766	\$ 8,943,595	100%	50,000.00	100%	\$ 50,000		\$ 51,450	0.73%	\$ 247.53	\$ 1.38
	Total Population	Total Tax Revenue							average	average	average

Old value, no response
Estimate, no response

Auto Adjustments
Manual Adjustments

Funding model based on Villages that are "active", less New Minas

ANSV STAFF POSITION

Estimated Annual **\$ 50,000**

Based on Percentage of Population compared to all Villages

Based on Percentage of Residential Tax Revenue compared to all Villages

Flat Rate Model (do we base it on population, revenue, or what a village wants to pay?)

Village	2025	2023-24	% of Total Population	Funding Cost	% of Total Revenue	Funding Cost	% of budget	Funding Model	
	Population	Total Tax Revenue						flat rate	% of Budget
1 Bible Hill	5,076	2,538,028	24%	11,854.83	39%	\$ 19,511	0.769%	\$8,000	0.32%
2 New Minas									
3 Kingston	4,241	923,349	20%	9,904.71	14%	\$ 7,098	0.769%	\$8,000	0.87%
4 Greenwood	3,500	570,241	16%	8,174.13	9%	\$ 4,384	0.769%	\$8,000	1.40%
5 Port Williams	1,500	799,385	7%	3,503.20	12%	\$ 6,145	0.769%	\$5,000	0.63%
6 Chester	1,371	373,454	6%	3,201.92	6%	\$ 2,871	0.769%	\$5,000	1.34%
7 Canning	1,000	258,374	5%	2,335.47	4%	\$ 1,986	0.769%	\$3,000	1.16%
8 St Peters	1,000	152,050	5%	2,335.47	2%	\$ 1,169	0.769%	\$3,000	1.97%
9 Aylesford	834	30,000	4%	1,947.78	0%	\$ 231	0.769%	\$450	1.50%
10 Baddeck	800	177,264	4%	1,868.37	3%	\$ 1,363	0.769%	\$450	0.25%
11 Hebbville			0%		0%				
12 Pugwash	746	222,743	3%	1,742.26	3%	\$ 1,712	0.769%	\$450	0.20%
13 Tatamagouche	691	201,441	3%	1,613.81	3%	\$ 1,549	0.769%	\$450	0.22%
14 Lawrencetown	650	257,918	3%	1,518.05	4%	\$ 1,983	0.769%	\$450	0.17%
15 River Hebert			0%		0%				
16 Weymouth					0%				
17 Tiverton					0%				
18 Freeport					0%				
19 Westport									
20 Cornwallis Square									
21 Dover									
Total	21,409	\$ 6,504,247	100%	50,000.00	100%	\$ 50,000		\$ 42,250	0.84%
	Total Population	Total Tax Revenue							average

Old value, no response

Estimate, no response

Auto Adjustments

Manual Adjustments

Schedule 6.1

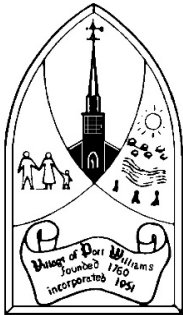
From: [Brock McDougall](#)
To: ["Clerk and Treasurers"; "directors@ansv.ca"](#)
Cc: [Recreation](#)
Subject: ANSV Annual General Meeting and Conference
Date: August 5, 2025 2:39:56 PM
Attachments: [2025 ANSV Conference Agenda.pdf](#)

Good Afternoon,

On behalf of the organizing committee for the 2025 ANSV Conference and AGM I am pleased to share the conference agenda (attached). Registration is available through the linked form: <https://forms.office.com/r/WXkzUU9D8>

Please share with your Village Commissions.

Respectfully,



Brock McDougall, MPA
Chief Administrative Officer / Clerk
Village of Port Williams

Phone: 902-670-5722
Fax: 902-542-4566
Email: bmcdougall@portwilliams.com

1045 Highway 358
Port Williams, NS B0P 1T0

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**Association of Nova Scotia Villages
2025 Conference and Annual General Meeting
Port Williams
Sept. 19 & 20, 2025**

Friday, Sept. 19

8:30am – Registration Open / Morning Refreshments

8:45am – Welcome and Land Acknowledgement (Lewis Benedict and Debbie Graves)

9:00am – Training with Anti-Hate Specialist Craig Upshaw (*Generously supported by the AMANS - Equity, Anti-Racism and Accessibility Program*)

10:30am – Nutrition Break

11:00am – Equity and Anti-Racism Plans - info session, AMANS Office of Equity and Anti-Racism

12:00 Lunch

1:00 – Bus Tour of Local Businesses and Points of Interest

- Bus leaves from and returns to the Port Williams Community Centre, with stops at Cornwallis Farms, Taproot Farms, Beausoleil Winery, Willowbank Farms, and Bay of Fundy Brewing Co.

6:00pm – Dinner at the Port Pub (attendees are responsible for own meal expenses)

Saturday, Sept. 20

8:30 – Morning Refreshments

8:45 – Discussion of topics of interest with Hon. John Lohr, Minister of Municipal Affairs and staff

10:30 – Nutrition Break

10:45 – Commissioners and Clerks breakout sessions

12:00 – Lunch

12:45 – Annual General Meeting - *Following the AGM the Conference is concluded*

Heather McCallum

From: Safety Branch <safetybranch@novascotia.ca>
Sent: August 12, 2025 2:56 PM
To: Heather McCallum
Subject: Harassment in the Workplace Regulations



[Le message en français suit le message en anglais.](#)

Harassment in the Workplace Regulations

Starting September 1, all workplaces in Nova Scotia must have a policy in place to prevent and respond to physical and psychological harassment. The new **Harassment in the Workplace Regulations** will be published in the *Workplace Health and Safety Regulations, Part 27*.

Employers must have a written harassment prevention policy that includes expectations, how to report concerns, how complaints will be investigated and commitments to confidentiality and non-retaliation. They must also train staff on the policy and review it at least every three years.

Definition

“**Workplace harassment**” will be defined in subsection 27.1 of the Workplace Health and Safety Regulation:

27.1 In this Part,

“workplace harassment” means a single significant occurrence or a course of repeated occurrences of objectionable or unwelcome conduct, comment or action in the workplace, including bullying, that, whether intended or not, degrades,

intimidates or threatens, and includes all of the following, but does not include any action taken by an employer or supervisor relating to the management and direction of an employee or the workplace:

- (i) workplace harassment or bullying that is based on any personal characteristic, including, but not limited to a characteristic referred to in clauses 5(1)(h) to (v) of the Human Rights Act,
- (ii) inappropriate sexual conduct, including, but not limited to, sexual solicitation or advances, sexually suggestive remarks or gestures, circulating or sharing inappropriate images or unwanted physical contact.

These new rules will help employers take clear, proactive steps to prevent harassment, support their teams and build stronger, safer workplaces for everyone.

Workplace Resources

- [Harassment in the Workplace – Guide for Employers](#)
- [Harassment in the Workplace – Poster](#)
- [Toolbox Talks – Preventing Harassment in the Workplace](#)

To learn more, visit: [PreventWorkplaceHarassment.ca](https://www.preventworkplaceharassment.ca) or read the Government of Nova Scotia's official [news release](#).

Thank you for your continued collaboration.
Work safe, home safe, every day!

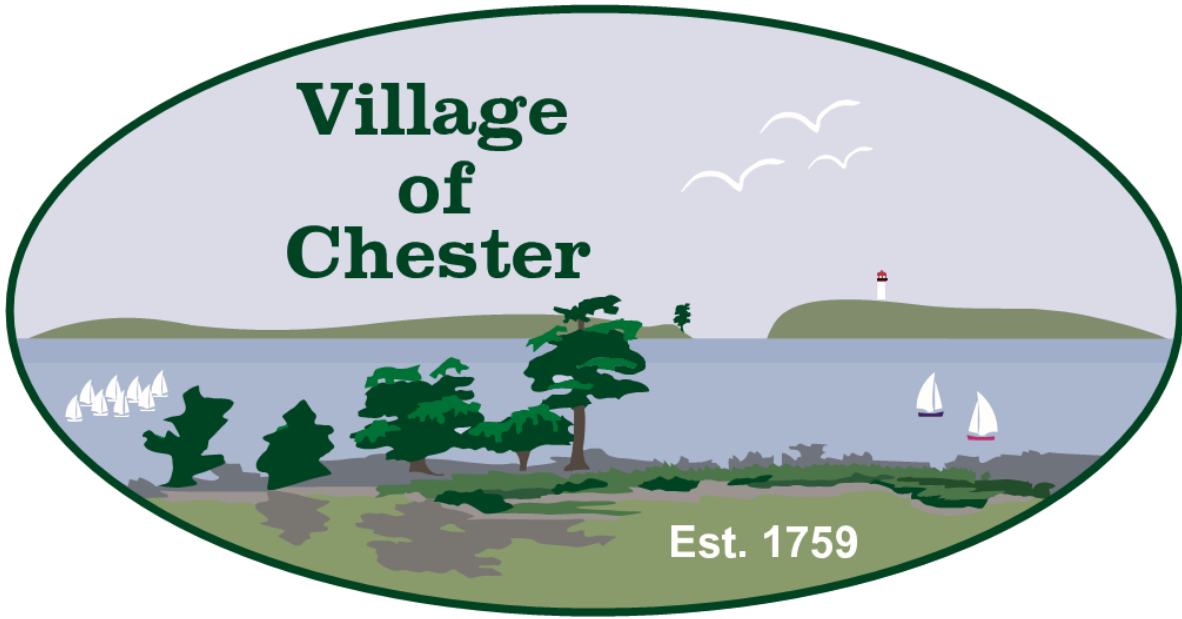
Safety Branch

Department of Labour, Skills and Immigration

1-800-9LABOUR (1-800-952-2687)

SafetyBranch@novascotia.ca





Abuse Prevention Policy

January 2023

The Village of Chester prohibits and does not condone any form of harassment nor physical, sexual, emotional, verbal, or psychological abuse of any staff member or participant in a service offered by the Village.

Definitions

Harassment is defined as but not limited to any unwanted physical or verbal conduct that offends or humiliates, including gender-based harassment. It can be a single incident or several incidents over time. It includes threats, intimidation, displays of racism, sexism, unnecessary physical contact, suggestive remarks or gestures, offensive pictures or jokes. Harassment will be considered to have taken place if a reasonable person ought to have known that the behavior was unwelcome.

Physical abuse is defined but not limited to the use of intentional force that can result in physical harm or injury to an individual. It can take the form of slapping, hitting, punching, shaking, pulling, pushing, throwing, kicking, biting, choking, strangling, or the abusive use of restraints.

Sexual abuse is defined as when a person, without their consent, is used by another person for their own sexual stimulation or gratification and includes but not limited to any unwanted touching, fondling, observations for sexual gratification, penetration or attempted penetration, verbal or written propositions or innuendos, exhibitionism or exploitation for profit including pornography.

Emotional abuse is defined but not limited to a chronic attack on an individual's self esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidation, isolating, hazing, habitual scapegoat, and blaming.

Verbal abuse is defined as but not limited to humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs.

Psychological abuse is defined as but not limited to communication of an abusive nature, sarcasm, exploitive behavior, intimidation, manipulation, and insensitivity to race, sexual preference or family dynamics.

Application

This policy applies to all elected officials including Village Commissioners, staff, volunteers, contractors, and partner organizations utilizing Village facilities.

Prevention procedures

Prior to being hired all staff will provide a resume, cover letter, and participate in a documented interview process. References will be checked for all staff prior to being hired.

All staff of the Village who are required to deal with vulnerable individuals (e.g. lifeguards, crossing guards, washroom attendants) are required to have a satisfactory Child Abuse Registry check and Criminal Records check prior to being hired by the Village. This is an annual requirement for Lifeguards, even if they are returning staff.

A renewed child abuse registry check will be required from staff every three years.

Staff who deal with vulnerable individuals are required to advise the Village if they become the subject of an abuse allegation or investigation from any source, not just related to their employment with the Village.

All staff and volunteers are encouraged whenever possible to interact with vulnerable persons in an open, observable, and transparent location and manner. This would include for example not being alone with a vulnerable person in a location such as a washroom, change room, or living space. If there is a need to be alone, or no other possibility, (e.g. first aid or the person is distressed) make sure that another worker, or program participant knows where you are and why. If no other staff or participants are present, try to move to a space where you are visible by the public. For more information, see the Resources for Abuse Prevention material maintained by the Village.

No staff member or volunteer may use their position with the Village to arrange for meetings with vulnerable persons outside of the workplace. This includes invitations to a person's home, a social event, or other non-work-related activity.

Staff will not take photos of participants unless those participants have confirmed their willingness for their picture to be taken and used for a specific purpose.

Contractors and partners of the Village are expected to establish their own Abuse Prevention Policies and to have their own insurance policies that cover their staff. These policies will be made available to the Village on request.

When interacting with Staff, Volunteers, and clients of the Village, partners and contractors will act in an appropriate manner that respects the policy intent.

Roles and Responsibilities

The Clerk/Treasurer of the Village of Chester has overall responsibility for the implementation of this policy.

Each person who has reviewed and is aware of the Village's Abuse Prevention Policy have a role to play. Commissioners, staff, and volunteers are expected to:

- Ensure that the policy is being put into practice (for example by reminding other individuals of the requirements);
- Keep a record of any concerns expressed about child protection issues;
- Bring any vulnerable persons concerns to the notice of the Village Clerk/Treasurer and/or contact 911 if necessary;
- Ensure that children, youth, and vulnerable persons are given appropriate supervision and care

Responsibility for any media enquiries related to incidents identified under this policy will be the Chair of the Village Commission or the Clerk/Treasurer and will be decided on a case-by-case basis.

Incident Reporting

In spite of the best efforts abuse allegations may be reported. It is important to remember that abuse allegations may not be reported specifically about occurrences with Village staff or at Village locations. Vulnerable persons may feel comfortable enough to report allegations that are happening in other situations.

Allegations may be reported to any member of the Village staff, Village Commission, or volunteer. If approached, it is important to:

- Listen to the participants if they request to talk to you in private about something or indicate they need to tell you something
- Look at them directly and do not promise to keep any secrets before you know what they are, but always let the participant know if, and why, you are going to tell anyone
- Take whatever is said to you seriously and help the participants to feel safe sharing their own feelings. Take notes of exactly what is said to you avoiding assumptions and conjecture
- It is not the role of the worker to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a participant must be reported to the Clerk/Treasurer, and/or Family and Children Services, and/or the Police depending on the severity of the situation.
- Following the allegation, speak immediately to a supervisor. If the allegation is against the Supervisor, speak to someone else in authority such as a Village Commissioner
- Fill out an appropriate incident report. Try to write down exactly what the young person or child said. Avoid assumptions and stick to just the facts

Things to say or do:

- 'What you are telling me is very important'
- 'This is not your fault'
- 'I am sorry that this has happened/is happening'
- 'You were right to tell someone'
- 'What you are telling me should not be happening to you and I will find out the best way to help you'

Things *not* to say or do:

- Do not ask leading questions – Why? How? What?
- Do not say 'Are you sure?'
- Do not show your own emotions e.g. shock/disbelief
- Do not make false promises

What you should not do

- Staff or volunteers should not begin investigating the matter themselves.
- Do not discuss the matter with anyone except the correct people in authority.
- Do not form your own opinions and decide to do nothing.

Protocol following Report

Where a reported incident involves a vulnerable person the report will be forwarded to the appropriate legal entity to respond.

Children - Everyone has a duty to immediately report even a suspicion of abuse to a child 18 or younger. You can report the abuse anonymously. If you suspect a child is being abused or neglected, contact the child welfare agency in the area where the child lives. It's best if you contact

the agency by phone or in person. In the Chester area this is the Lunenburg District Office, Child Welfare, Provincial Building, 99 High Street, Bridgewater, 902-543-4554. After regular business hours, call 1-866-922-2434 if you believe a child is in immediate danger. Social workers in child welfare agencies assess reports of alleged child abuse and neglect to determine an appropriate response.

Seniors - If the allegation is of abuse of a senior, it may be reported to police via 911 or to a local police department. If the allegation is not of a criminal nature, the Nova Scotia Senior Abuse Information and Referral Line can provide information about senior abuse or to talk about a situation of abuse. This is not a crisis line. The Department of Seniors cannot investigate, but it can tell you about resources in your community. 1-877-833-3377 toll-free in Nova Scotia.

Staff or Volunteers – If the allegation is that a staff member or volunteer is the person subject to abuse, the Clerk/Treasurer will consult with the Chair of the Commission, the Village lawyer, and other experts as required to develop an investigation process appropriate to the allegation.

Disciplinary Procedures

Employees and Officers of the Village, including Village Commissioners, against whom a complaint of employment related abuse is substantiated, or a conviction in a court of law for other situations, may be disciplined up to and including dismissal.

A progressive discipline policy shall apply as deemed appropriate by the Clerk/Treasurer or Village Commission.

- A verbal warning may be issued in the case of a first offence of a less substantive nature
- A written letter of warning in the case of a second offence may be issued and remain on the employee file for a period of five years
- A period of unpaid leave for up to two weeks may be imposed in the case of serious offences or repeated offences.
- A change of duties, work location, or a work arrangement (e.g. remote work location) may be imposed during an investigation, or on a permanent basis following the outcome of an investigation
- The Village may proceed with dismissal for any offence deemed by the Commission to warrant such action.

In the case of a report of abuse of a vulnerable person by a village staff person or volunteer, that person shall be removed from all interaction with vulnerable persons until the investigation is concluded.

A person who makes a complaint of abuse, whether under this policy or otherwise, should not be penalized for doing so. For the purposes of this policy, retaliation against an individual for having filed a complaint or taken any other step under this policy will not be tolerated and will be treated as a disciplinary offence. The person may have their privileges or employment reviewed up to and including termination.

The making of false, frivolous or malicious allegations of abuse by another person will likewise be treated as a disciplinary offence. The person may have their privileges or employment reviewed up to and including termination.

Confidentiality

The Village understands and appreciates that it is difficult to come forward with a complaint of abuse and recognizes that there may be an interest of the complainant and other parties in keeping the matter confidential.

To protect the interests of the complainant, the person complained against, and others who may report abuse or be involved in an investigation, the Village shall endeavour to maintain confidentiality throughout the investigative process to the extent practical and appropriate under the circumstances and will request that all parties involved do likewise.

All records of complaints, including the contents of meetings, interviews, results of investigative and other relevant material will be kept confidential by the Village except where disclosure is required by a disciplinary or other remedial process or by order of a court or tribunal of competent jurisdiction. The Nova Scotia Freedom of Information and Protection of Privacy policy shall apply.

Further Information

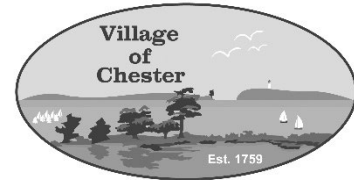
For more information, see the Resources for Abuse Prevention material maintained by the Village.

Approved: February 8, 2023

Motion: 23-013

Schedule 7.2

Village of Chester Commission Clerk/Treasurer Monthly Report Aug 20, 2025



- Scotiabank:

- The July 2025 bank statement has been reconciled. The Village main operations account opened the month with \$401,123 and ended with \$467,254.
- Account balances as of July 31st were:

Banking Accounts	
• Daily Operations account	\$ 467,254
Investment Accounts	
• Operating reserve	\$ 86,737
• Lido Pool reserve (incl. GRID funding of \$242,000)	\$ 439,586
• Utilities reserve	\$ 42,490
• EMC Building reserve	\$ 28,486

- The 2025-26 Q1 Investment Statement has arrived. These numbers will be a little below what you see in the chart above, since they go to the end of June only.

There is one GIC within the Operating Reserve that matured in July; our standard instructions are to roll over into another year-long GIC. Unfortunately, the interest rate will go down. The remainder mature in October.

• Lido Pool

- The Lido Pool is in it's last 10 days: the last day is next Friday, Aug 29th. We'll have a seasonal wrap-up report in a future meeting.
- Lido Repairs project: The project close-out report for Communities, Culture, Tourism and Heritage has been submitted. A copy of the report is included. Please note the report reflects 14% HST on the project costs. A small chart is attached to the report to show what the project spend will ultimately be once the HST rebate is received.

• Public Washroom/Lido Projects

- Interior accessibility renovation is complete with the exception of the tactile signage. Those are in production and expected next week.

- The exterior door handle has been replaced and re-connected with the automatic locking mechanism.
- All Outdoors Landscaping has scheduled the work on the exterior accessible entry to the Public Washroom for September after the pool closes for minimum public disruption. This will also include the accessible parking spot and pathway to the door.
- The revised roadside Lido Pool sign installation permit from NS Public Works is in progress – my contact has advised that they will require a \$500 refundable deposit.
- The parking boulders were installed at the Lido parkette on Aug 5th.
- **IT Supplier**
 - The transition to G23 is complete and has been signed off with MJSB.

Attach

- Repairs Project Close-out Report

Report completed by:

Heather McCallum, Clerk/Treasurer



Communities, Culture, Tourism and Heritage

Communities, Sport & Recreation

PROJECT CLOSEOUT - ITEMIZED FINANCIAL REPORT

REGISTERED ORGANIZATIONS' NAME		Village of Chester	
ADDRESS	27 Pleasant Street, PO Box 620, Chester, NS		
POSTAL CODE	B0J 1J0	TELEPHONE #	902-275-4482
CONTACT PERSON	Heather McCallum	EMAIL	heather.mccallum@villageofchesters.ca
PROJECT DESCRIPTION	Capital repairs to Lido Pool, Chester, NS		
PROJECT COST (AS STATED IN PROJECT APPLICATION), \$	150,000.00	FUNDING AWARDED (AS STATED IN MINISTER'S LETTER), \$	150,000.00

1) ITEMIZED COSTS - A) PAID ITEMS (EXPENDITURES)

	ITEM	VENDOR/RECIPIENT	RECEIPT/CHEQ. #	TOTAL
1	Engineering Assessment & Report	JB Yates Engineering	12070	4,416.60
2	Engineering Drawings	JB Yates Engineering	12070	1,380.00
3	Progress 1: Exterior wall repairs	J. Mason Contracting	12143	41,588.60
4	Progress 2: Exterior wall repairs & replace pilaster	J. Mason Contracting	12161	89,027.25
5	Progress 3: Interior wall repairs	J. Mason Contracting	12282	23,860.20
6	50%: Custom permanent building awning*	Maritime Canvas Converters	120649091	5,673.56
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
A) TOTAL PAID ITEMS (EXPENDITURES)				\$ 165,946.21

***Note:**

The pending final invoice from Maritime Canvas Converters (like all costs over \$150K) will come from Village capital reserves. CCH share of project is complete.

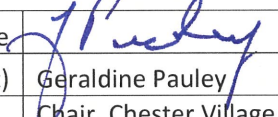
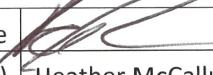
1) ITEMIZED COSTS - B) DONATED ITEMS (IN KIND CONTRIBUTIONS)

	SERVICE TYPE & DESCRIPTION - LABOUR, PROFESSIONAL SERVICES, EQUIP., MATERIALS	VOLUNTEER/ORGANIZATION OR CONTRIBUTING GROUP	FINANCIAL CONTRIBUTION		
			RATE/HR	HOUR /UNIT	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
B) TOTAL DONATED ITEMS (IN KIND CONTRIBUTIONS)					0.00

A) TOTAL PROJECT EXPENSES (A + B) \$ 165,946.21

2) ORGANIZATIONS' SIGNATURES & VALIDATION

The above, itemized financial report represents all costs, items and services utilized in this CCTH funded project. All documents (cheques, invoices and receipts) pertaining to this project and stated here must be retained and kept by the applying group for a minimum of (4) years. Acceptance of these terms is implied by providing signature below.

Signature		Signature	
Name (pls print)	Geraldine Pauley	Name (pls print)	Heather McCallum
Position	Chair, Chester Village Commission	Position	Clerk/Treasurer
Date	August 15, 2025	Date	August 15, 2025

3) DEPARTMENT USE ONLY - APPROVAL & PAYMENT

The above, itemized financial report represents all costs, items & services utilized in this CCTH funded project and have been verified to be accurate and considered complete to the best knowledge of inspecting official's signature below. Final payment, representing completion of project, is shown below & requested to be paid.

Signature		a) Total CCTH Funding	
Name (pls print)		b) Initial Payment	
Position		c) AMOUNT DUE	
Date		d) Total Paid*	

**If a)"Total Paid" does not equal d)"Total CCH Funding", pls indicate reason for discrepancy and if project is considered complete.*

--	--

CCH Project - Lido Capital Repairs

GL 5915

Grant Amount	150,000	150,000
---------------------	---------	---------

Costs	<u>With full HST</u>	<u>With payable HST</u>
Yates	4,417	3,911
Yates	1,380	1,251
J. Mason	41,589	37,714
J. Mason	89,027	80,733
J. Mason	23,860	21,737
Maritime Canvas	5,674	5,169
Maritime Canvas	<i>Pending</i>	<i>Pending</i>
	165,946	150,515



Minutes

Chester Fire Services Committee (CFSC) Monthly Meeting

Wednesday, Jul 2, 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
- Other** 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)
- Regrets:** James Robert
 Cody Stevens, Fire Chief, CVFD
- Guest(s)** Randy O'Malley, Chester Village Commissioner
-

1. Call to Order

The meeting was called to order by the Chair at 5:01 pm.

2. Approval of Agenda

The Agenda was approved by consensus.

3. Approval of Minutes

3.1 Monthly Meeting: Jun 4, 2025

Motion: Moved by Mr. Fitt; seconded by Ms. Hatch: That the Committee approves the Minutes of the Wednesday, Jun 4, 2025 Monthly Meeting as presented.

Motion carried.

3.2 Special Meeting: Jun 26, 2025

There was an error flagged about Mr. Countway's arrival time.

Motion: Moved by Mr. Fitt; seconded by Ms. Hatch: That the Committee approves the Minutes of the Thursday, Jun 26, 2025 Monthly Meeting as amended.

Motion carried.

4. Business Arising

4.1 2024/25 Audit Report – Lawrence Lake, Morse Brewster Lake

The auditor, Mr. Lake, presented the Draft Audit Report and Financial Statements for the CFSC's 2024/25 past fiscal year. (*Schedule 4.1*).

The audited Financial Statements were reviewed and Mr. Lake noted that the reporting period began in October and therefore the report is for a partial year on the statements.

Motion: Moved by Mr. Collicutt; seconded by Mr. Countway: That the audited Financial Statements are accepted and that the Chair and Treasurer are authorized to sign the documents.

Motion carried.

5. Chester Volunteer Fire Department: Activity Report

Deputy Chief MacDonald, on behalf of Chief Stevens, presented the July report (*Schedule 5.0*). The CVFD held a fish fry at the Heritage Society's Canada Day event, and are happy to report that it sold out.

Mr. Fitt asked what approximate percentage of the callouts are structure fires? Deputy Chief stated that less than 50% on average.

6. Reports

6.1 Secretary-Treasurer

Mr. Collicutt presented his monthly report (*Schedule 6.1*). He noted that Q1 of the fiscal year has passed, and a Budget Variance Report will be provided at the next meeting.

Reminder of the private Chester Yacht Club social to thank the Chester Volunteer Fire Department this Friday, July 4, 2025. Ms. McCallum confirmed that no media will be present at the social.

Mr. Countway reported that a small run of brochures about the fire station project is being produced to bring to the Yacht Club event.

6.2 New Fire Station Project

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

He has revised the project schedule to incorporate the expectation of receiving Ministerial approval to borrow at the end of summer.

The Municipality of Chester provided a report from the test well they drilled on the new fire station site (included). Mr. Fitt noted the flow rate is poor, 20 litres/minute. Water supply will have to be discussed in more detail through Phase 2.

6.3 Communications Sub-Committee

Mr. Countway reported that photos and coverage of the event will be posted to the CFSC website and social media to treat it as a capital campaign “launch”.

He described a new batch of videos being planned to show firefighters in their day job clothes talking about why they volunteer.

6.4 Fundraising Sub-Committee

The Donations page content was discussed. Mr. Countway, Ms. Hatch, and Ms. McCallum will meet to finalize. The brochure being used at the Yacht Club event will be revised for a larger run.

The use of a donation platform like Canada Helps was discussed regarding the possibility of donations of equities. Chair MacDonald will discuss terms of agreement with a broker who may take this on and report back.

Possible capital campaign posters and/or signage in the community was discussed. Again, care needs to be taken with positioning and wording.

7. New Business

7.1 Correspondence: FSANS Fire Services Government Review

Ms. McCallum reported on correspondence received from AMANS (Assoc of Municipal Administrators of Nova Scotia) on Fire Service Governance Review (*Schedule 7.1*). There are separate survey links for firefighters themselves, and for municipal staff and administrators. This is the review that the MLA mentioned to Mr. Countway.

Ms. McCallum will re-circulate the email – everyone is encouraged to participate in the survey.

8. Other Business – *Nil*

9. Adjournment

The meeting was adjourned at 5:47 pm.

Next meeting(s):

- **Regular Monthly:** Aug 6, 2025 at 5:00 pm; Village Commission boardroom
- **Regular Monthly:** Sep 3, 2025 at 5:00 pm; Village Commission boardroom

CFSC Secretary
Kirk Collicutt

VOC Clerk/Treasurer
Heather McCallum

Schedule 7.3(b)

MUNICIPALITY OF THE DISTRICT OF CHESTER

FIRE ADVISORY COMMITTEE MEETING (Policy 112)

Wednesday, July 9, 2025 - 7:00 p.m.

Municipal Office - 151 King Street, Chester, NS B0J 1J0.

Meeting Minutes

Voting Members Present:

Dale Broome (New Ross Commission)

Lyle Russell (New Ross Fire Department)

Paula Wedge (Western Shore Commission)

Jamie Swinimer (Western Shore Commission)

Trevor Pye (Western Shore Commission)

Jared Swinemar (Western Shore Fire Department)

Colin MacDonald (Chester Fire Services Committee)

Cody Stevens (Chester Fire Department)

Len Stevens (Chester Basin Commission)

Robert Williams (Chester Basin Fire Department)

Stephen Bond (Chester Basin Fire Department)

Chuck Bennett (Blandford Commission)

Chris Turpin (Blandford Fire Rescue)

Stuart Hirtle (Martins River Commission)

Tim Lilly (Martins River Commission)

Tim Morash (Hubbards Commission)

MOC Council and Staff:

Tom Bremner Councillor District 3

Clarissa Coolen Councillor District 2

Erin Lowe, Deputy CAO

Bruce Blackwood, Fire Services/Safety Coordinator

Regrets

Emily Lennox, Executive Assistant

Clary Coolen (Hubbards Fire Department)

Mitchell Kaizer (Hubbards Fire Department)

Scott Rafuse (Martins River Fire Department)

Ted Duchene (Blandford Commission)

1. Meeting Called to Order:

The Meeting was called to order at 7:00 by Chairperson, Len Stevens.

2. Review and Approval of Agenda/Order of Business:

**MOTION TO APPROVE THE AGENDA AND ORDER OF BUSINESS SO MOVED BY
STUART HIRTLE SECONDED BY COLIN MACDONALD. ALL IN FAVOUR. SO
MOVED.**

The chair also noted that the meeting was being recorded for minute taking purposes and that voting cards would be circulated.

3. Introductions:

A round table introduction took place to welcome the new members.

4. Approval of previous meeting minutes:

**MOTION TO APPROVE THE MEETING MINUTES FROM THE PREVIOUS MEETING
SO MOVED BY PAULA WEDGE SECONDED BY CHUCK BENNETT. ALL IN FAVOUR
SO MOVED.**

5. Matters Arising:

FSANS -

Bruce updated the committee members on the appointment of Arthur Vardjas (BAFR) as FSANS Alternate Director for Lunenburg County. Arthur has started as of May to attend the FSANS Directors Meetings and is getting up to speed on the fire services issues. Bruce and Arthur are working with Michael Nauss of Bridgewater who is the current Director to ensure we have consistent communications. Bruce encouraged everyone to keep Arthur advised of any issues that are impacting the MOC fire services that should be brought to the attention of FSANS. FSANS is the fire services link to the Provincial government. Bruce also mentioned that Arthur would plan on attending future Chief's and FAC meetings. The FSANS report will be added as a regular agenda item.

Bruce reviewed earlier correspondence to the Chiefs and Commissions concerning the current Fire Service Governance review sponsored by FSANS and the Province and stressed that it was important to participate in the consultation process. Registration links for the consultation meetings and the online survey have been sent out. At this time there are evening meetings scheduled for July 24 (Liverpool), July 25 (Lunenburg), and July 26 (Kentville).

Bruce mentioned as well that FSANS is currently working on the audit of the Nova Scotia Fire School.

Chief Stevens commented the wide range of governance styles across the province and how he foresees the government moving towards a streamlined standard of governance for all members. He reminded members the importance of voicing any concerns they may have before the final changes or initiatives are in place.

PFAS-

Bruce reviewed the information meeting that was held on March 20, 2025, concerning the status of PFAS free turnout gear. In summary there is PFAS free gear available from a limited number of suppliers. There are continuing discussions related to the performance and durability of such gear as there is little in field data available at this time. Textile and gear manufacturers continue to work on new PFAS free formulations. Bruce supplied a copy of the presentation and an overview of the status of the PFAS gear being offered at this time. Included in this information package was a position statement from the Metropolitan Association of Fire Chiefs that requested continuing research efforts on PFAS free gear. This report also included recommended considerations of moving to new PFAS free gear. It is in the hands of the Fire Departments and Commissions to review their current gear and develop a plan for replacement. It was mentioned that there may be an opportunity for bulk purchasing of new gear.

6. Sub Committee Report Updates:

-Dry Hydrants/Water Supply: A meeting took place to review what was already laid out for dry hydrants for the departments and what avenues would need to be crossed to proceed with installation. Next steps are identifying landowners and communicating with them to scope locations, gain permissions, and identify any environmental barriers. They noted that the Committee is now including water access points for drafting as well as dry hydrant locations. They are considering a request to Council for funding support and indicated support from the MOC will likely be needed to navigate the permit process. The timeline was discussed and concluded its unlikely any will be installed this year. Staff noted a fully formulated program and workplan would need to be presented to Council for consideration of funding avenues. Staff has provided additional background information on other dry hydrant programs for the Committee's consideration.

-Training/Retention: Nothing to report. The Chair added he would touch base with the committees' new members for a gentle reminder to submit reports or updates moving forward. Bruce did mention that the Committee had organized recent MOC mutual aid training on wildfire response and Live fire training at the MBU. Cody mentioned that he is aware of planning for mass causality response likely in the fall.

-Apparatus/Equipment: A meeting took place two months ago and all the information and data was collected. They plan on putting some graphs along with a report to indicate where each of the seven departments stand with reference to apparatus replacement requirements. Mitchell Kaizer is the acting Chair of this committee now and will provide the data to Municipal staff.

7. New Business –

Regional Emergency Providers Fund –

Bruce reminded the group on the new Regional Emergency Providers funding offered this year by the Province. Guidelines and applications have been sent to the Chiefs and Commissions. This grant is in addition to the regular department annual project funding for individual Departments. The regional grant is for up to \$200,000 and can be awarded to a first responder organization in partnership with a municipality to support emergency services across a broader geographical area and is intended to address the collective needs of first response agencies across the region in preparedness, response and recovery. There are several projects within MOC that could be considered. There is a list of eligibility

criteria that should be considered. Bruce noted applications will be accepted starting September 1, 2025, with a deadline of October 14, 2025, and suggested that the Chiefs add this discussion to their August meeting agenda.

-Recruitment and Retention: Chuck Bennett (District 1 Commission) noted at the recent AGM meeting a discussion was held concerning recruitment and retention as their membership numbers have been dropping. The continuing developments within the community will only increase population and increase the load on the Commissions and Departments. Andrea has accepted a position within their organization to try to identify and explore alternate avenues to try and reestablish recruitment opportunities, volunteers, and find other improvements where possible. Chuck would like to explore the formation of a joint recruitment and retention committee that could work together on advancing our programs.

Paula Wedge noted Western Shore has seen an increase in their numbers and have been trying to increase their profile within their communities to encourage new members and create awareness. She is hopeful a solution can be found through working together and sharing some of their efforts that have been successful.

It was also noted the Municipality has a recruitment brochure that was jointly developed by the Departments that is circulated when members of the public inquire about fire department volunteer opportunities. Contact information as available goes directly to the Departments.

-Water Rescue: Cody Stevens (CVFD Chief): It was noted that a discussion was held at the Chiefs meetings about a Municipal wide water rescue program that would include boats, swift water rescue training, and ice rescue training. It would start with having boats currently in the different districts being identified for the program. and noting gaps where ones would need to be purchased. Once the Chiefs have a better formulated plan, they will bring the plan to the FAC for comment and input before bringing it to Council for financial support and approval.

8. Roundtable:

-Paula Wedge noted that since the AGM their commission is operating with nearly an entire brand-new slate of new members and on a steep learning curve. She thanked Chief Jared Swinemar for his help and guidance navigating this new chapter. They look forward to working with everyone and will reach out for support as needed.

Len noted an informal meeting of the Commission Chairs would be beneficial to welcome the new members and provide support as needed. Len will investigate organizing such future meetings.

A question was raised about the different support groups monitoring water rescues and how they overlap and work together (i.e.: DNR, Coast Guard, REMO, GRCC). Members would like a clear understanding of the triggers to have helicopter support when needed. Cody also noted the report that was presented to Council about the decommissioning of the Chester Fire Boat included some of this information and could be circulated to the FAC members for information.

Councillor Bremner thanked everyone for their efforts at the Shoreham evacuation the weekend past for the success in diverting a potential disaster.

He also noted how important it is to work together towards the greater good for the Municipality as a whole.

Colin also echoed gratitude for the volunteer efforts, time and energy that members give and don't always get recognition for.

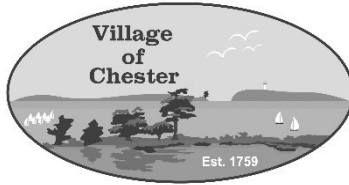
It was noted that if anyone would like anything changed on the website, they can contact Bruce directly.

The next meeting is scheduled for September 17, 2025, at Forest Heights.

9. Adjournment

The meeting was adjourned as the agenda was concluded.

Schedule 8.1



Village of Chester Commission Request for Decision August 20, 2025

RE: Chester Fire Services Committee: Term Expirations

Issue Summary

The inaugural two-year terms of two members of the Chester Fire Services Committee (CFSC) will expire on October 16, 2025. One is an appointee of the Village of Chester and one is an appointee of the Municipality of the District of Chester.

Background

AT the CFSC Meeting of August 6, 2025, both of the current appointees, Nancy Hatch and James Robert respectively, confirmed that they are happy to re-offer for a second term. The Committee members noted that they would prefer continuity at this stage of their work.

As this is a new process for the CFSC, bear with me for a walkthrough of the governing documents.

The Intermunicipal Fire Services Agreement (2022) has this to say on Committee Roles and Terms:

- (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.*

The CFSC By-laws say this:

- 25) Members shall retire from office at the end of the term for which they were appointed by their respective incorporating body but shall serve until a successor is appointed. Retiring members shall be eligible for re-appointment and their terms shall be in accordance with the Incorporating Agreement.*

Neither of these documents clarify methodology, i.e, whether public calls for volunteers must go out or whether the current members can simply be re-appointed.

The Municipality's lawyer, Sam Lamey, who drafted the agreement and the by-laws, was asked for clarification. His response:

My understanding is that it would depend upon the policies of both the Municipality and the Village. The Municipality has policies regarding the appointment, and it would have to decide whether the policy requires it to advertise or whether it can simply accept the existing person.

The Village has no such policy. The Municipality's policy "P-8 Committees of Council and Their Duties" says this:

3.1) Procedure for selecting and nominating members of the public at large to Standing and Special Committees:

- a) An ad will be posted in a local newspaper soliciting applications for the various committee positions available by the Nominating Committee.*
- b) The Committee will review the applications and file their nominating report to Council at the Annual Meeting or at such other time as directed by Council.*

It appears that the Municipality is required to put out a public call for volunteers.

Considerations

Policy

While the Village does not have a policy requiring it put out a public call for volunteers, since the Municipality does, the Commission may wish to mirror their process. Transparency and the optics of fairness should be considered.

Financial

The call for volunteers would be required to go into the newspaper, with a likely cost of approximately \$300 for one placement. The 2025/26 Budget has a \$3,000 allowance for advertising.

Options

1. The Commission could decide to re-appoint the incumbent Village representative to the CFSC.
2. The Commission could decide to issue a public call for volunteers. The incumbent could then re-apply.

Draft Motion

[That the Chester Village Commission issue a public call for volunteers to recruit a Village representative to the Chester Fire Services Committee for a 2025-2028 term. The call must be advertised in a local newspaper and online.](#)

Note: The Village may wish to consider drafting an appointment policy in future.