

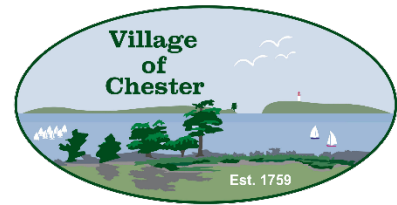
Minutes

Village Commission Monthly Meeting Wednesday, October 15, 2025 – 6:00 pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

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



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

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

Guests: Brian Webb, MODC Economic Development
Ashley Marlin, MODC Economic Development
Councillor Tom Bremner, MODC District 3

1.0 Call to Order

Chair Pauley called the October 15, 2025 Regular Monthly Meeting of the Village of Chester Commission to order at 5:58 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

Chair Pauley asked if there were any additions to the agenda. Commissioner T. Mulrooney requested one In-camera addition.

There were no objections, therefore Chair Pauley stated the Agenda of September 17, 2025 is approved as amended by consensus.

4.0 Approval/Amendment of Minutes

4.1 Monthly Commission Meeting: Wednesday, August 20, 2025

Motion #25-077: Chair Pauley moved; Commissioner Nauss seconded:
That the Minutes of the September 17, 2025 Monthly Commission Meeting be approved as presented.
Motion carried unanimously.

4.2 Special Commission Meeting: Wednesday, October 8, 2025

Motion #25-078: Chair Pauley moved; Commission Nauss seconded:
That the Minutes of the October 8, 2025 Special Commission Meeting be approved as presented.
Motion carried unanimously.

5.0 Special Presentation – Community Beautification

Brian Webb and Ashley Marlin from MODC-Economic Development presented the project - Community Beautification within the Municipality; Hubbards, Chester Basin, New Ross, Western Shore, and the Village of Chester ([Schedule 5.0](#)).

Mr. Webb gave an overview of the Phase 1 and Phase 2, which will be identifying locations, local partners, and developing ‘quick fixes’ with low cost, while evaluating and adapting on the fly, respectively. Examples: Street furniture, painting, landscaping public properties, traffic calming, etc. Phase 3 is to identify infrastructure changes and make longer-term capital budget plans to address them. Example: Waterfront redevelopment when the Tancook Ferry relocates.

Timing: The Municipality would be looking for Phase 1 plans to be proposed for Budget season (Feb-Mar 2026). They expect the available funds from the Municipality to be approximately \$5-10,000 per community.

The Village Commission was asked if they were interested in contributing to the plan and convening a meeting of community groups in the Village? The Commission agreed that they were interested. C/T McCallum noted that there are community suggestions in the responses to the Street Décor/Flower Basket survey last year that could be considered.

Action: Next steps to be determined by the Commission.

6.0 Business Arising

6.1 Volunteer Appointment: Chester Fire Services Committee

Chair Pauley commented that Ms. Nancy Hatch has been the Village’s representative on the CFSC since launch and is willing to continue for another term. She was the only applicant to the Village’s Call for Volunteers advertisements.

Motion 25-079: Chair Pauley moved; Commissioner Nauss seconded:
That the Chester Village Commission appoint Nancy Hatch to a three-year term on the Chester Fire Services Committee, from October 17, 2025 to October 16, 2028.
Motion carried unanimously.

7.0 Correspondence

The order of the first two items of Correspondence was reversed to take advantage of Ms. Marlin's presence.

7.2 Chester Municipal Chamber of Commerce

Ms. Ashley Marlin explained that the Chamber of Commerce, while it has not been active, is still legally in existence and has some funds available. Interest has been growing in the business community to reactivate the organization. An Interim Board has been preparing for an Annual General Meeting to re-launch the Chamber.

The AGM will be held October 28, 2025 at 6:00 pm and will be held at the Chester Basin Legion ([Schedule 7.2](#)).

Action: Chair Pauley will attend on behalf of the Village Commission.

7.1 Resident S. Stiles: Dog Waste Signs

Discussion was held on the dumping of dog waste bags over an embankment on Pig Loop Road ([Schedule 7.1](#)). The Commissioners all agreed that it is a health hazard and an eyesore for irresponsible dog owners to not properly remove their pets' waste. There are pet waste bags with garbage containers in a number of locations around the Village and the trails.

Action: C/T McCallum will investigate further and provide recommendations.

7.3 NS Government: Amendments to Code of Conduct

For information: A press release was circulated to all municipalities and villages on new restrictions to the Code of Conduct for Elected Officials ([Schedule 7.3](#)).

C/T McCallum noted that this was discussed this morning at the South Shore chapter meeting of the Association of Municipal Administrators of Nova Scotia (AMANS) with a representative from Municipal Affairs. AMANS is concerned about how the new restrictions will affect the ability of staff to lay complaints.

Update: Local news has picked this up – questioning how the restrictions will affect the ability of the public to lay complaints. More information will follow as it comes.

7.4 AMANS Training Opportunity: Managing Anger and Hostility

Provided for information only (non-mandatory).

7.5 NS Office of the Ombudsman

For information: Municipal Affairs circulated to inform municipalities and villages of World Ombuds Day on October 9, 2025, and the role of the office ([Schedule 7.5](#)).

8.0 Reports

8.1 Report from the Chair

Chair Pauley reported that the Visitor Information Centre (VIC) has been open on Saturday and Sunday afternoons to align with Oak Island tour groups, but has now closed for the 2025 season. An evaluation of its pilot year will be needed to prepare for next season.

Action: C/T McCallum will prepare a financial breakdown.

8.2 Clerk/Treasurer Report

C/T McCallum presented the monthly activity and financial overview and walked through the Q2 Budget Variance Report ([Schedule 8.2](#)).

There were no concerns in the variance report; everything is sitting where expected for midway through the fiscal year.

Action: C/T McCallum will request an interim report on tax exemptions from the Municipality.

8.3 (a) Chester Fire Services Committee (CFSC)

The CFSC's approved minutes of September 4th were shared for information ([Schedule 8.3 \(a\)](#)). (www.chesterfirecommittee.ca)

(b) MODC Fire Advisory Committee (FAC)

The FAC's minutes of September 17th were shared for information ([Schedule 8.3 \(b\)](#)).

8.4 Lunenburg County Accessibility Advisory Committee (LCAAC)

The LCAAC's minutes of September 3rd were shared for information ([Schedule 8.4](#)). (www.accessiblelunenburgcounty.ca)

8.5 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.

(Chester Village Planning Advisory Committee 2025)

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

Commissioner L. Mulrooney reported there was a meeting on October 7th. The main discussion was on the recommendations from the Truth & Reconciliation Commission and aligning them with Municipal/Village goals. Further training is also forthcoming.

There were no recent minutes to share.

(EDI Advisory Committee 2025)

9.0 New Business

Chair Pauley invited Municipal Councillor Tom Bremener to say a few words. Councillor Bremner said he is pleased with the MODC Economic Development partnership plans for the various communities, as discussed by Mr. Webb and Ms. Marlin earlier. He noted that he has now been in office for one year and is looking forward to the next three. The Chair thanked him for his commitment to the Village and all his constituents.

10.0 Commissioner Roundtable – Nil

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

There were no objections, therefore Chair Pauley stated Commission will move in camera as per Section 408B (2) of the Municipal Government Act to discuss the acquisition, sale, lease and security of Village property and contract negotiations by consensus.

The Commission recessed at 7:07 pm.

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

The Commission resumed the public meeting at 7:31 pm.

12.1 REVISED Administrative Service Agreement: VOC & CFSC

A recorded vote was requested.

Motion #25-080: Chair Pauley moved; Commissioner Nauss seconded:
That the Chester Village Commission approve the Administrative Services Agreement (as presented on October 15, 2025) between the Village and Chester Fire Services Committee, and direct the Chair and Clerk/Treasurer to sign for the Village and apply the Village seal.
Yes: L. Mulrooney, Nauss, O'Malley, Pauley; No: T. Mulrooney. Motion carried.

13.0 Adjournment

There being no further business, the meeting was adjourned at 7:31 pm.

Next Meeting(s)

Monthly: Nov 19, 2025 @ TBD pm – 27 Pleasant St & Livestream

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

Commission Chair
Geraldine Pauley

Clerk/Treasurer
Heather McCallum

Community Beautification & Revitalization

At-a-glance

WHY?

Great public spaces

- improve quality of life for residents
- attract people and businesses to the community
- create opportunities for people to connect with one another
- Foster community pride



WHAT? WHEN? WHERE?

Looking to support community beautification and activation of public spaces in our Municipality's Hamlets (**Hubbards, Chester Basin, New Ross, and Western Shore**) as well as the **Village of Chester** and the surrounding area.

PHASE 1 (2025-2026)

1. Identify locations.
2. Identify local partners.
3. Develop 'cheap & cheerful' plans to implement quick wins.
4. Make it happen.

PHASE 2 (2026-2027)

1. Evaluate & Iterate.
2. Long-term planning.
 - a) Streetscaping / traffic calming
 - b) Infrastructure
 - c) Small / Mid Size Events
 - d) Create connections

WHO?

1. Community Partners, including a lead organization. (Lead)
2. Municipality of Chester (Support & facilitate / provide funding).
3. Who is missing? How can we get them involved as community partners?

Community Beautification and Revitalization | Municipality of The District of Chester, Nova Scotia

The Municipality identifies community beautification as a key initiative that supports Council's 2024-2028 Strategic Plan. We want to create public spaces that are warm, welcoming, and open for enjoyment by residents and visitors alike.

Starting in 2025, the Municipality will begin implementing the following phased Community Beautification and Revitalization Plan.

PHASE 1: 2025-2026

ELEMENT	DESCRIPTION / CONSIDERATIONS
<p>1 Identify Priority Locations within each Hamlet / Create a public open spaces inventory</p>	<p>Align this work with recommendations from the growth plan, putting a priority on our Hamlets. Start with community cores or “main streets” within each of our Hamlet areas – Hubbards, Village of Chester and Periphery, Chester Basin, New Ross, and Western Shore.</p> <p>Where are the public spaces that can attract people and cause them to linger? What spaces exist that can be activated and facilitate programming either for municipal programs or for community groups?</p> <p>Identify key locations throughout the municipality that are (or will be) the key places that can attract people and entice them to get out and enjoy the area. Where should these be located if none currently exist? This can also align with the community asset mapping work underway in our Arts & Culture Strategy and priorities identified within the Recreation & Active Living Strategic Outlook. <i>Places not located within a Hamlet area would be included for consideration in Phase 3 of this plan.</i></p>
<p>2 Identify local partners</p>	<p>Confirm the interest of existing groups in each area (Hamlet) that could support the work. Engage these local “champions” to assist in the work of planning and implementing beautification and activation of public spaces.</p> <p>Work with key partners in each Hamlet to develop plans for public spaces. Municipal work would focus on creating a program that is consistent across the municipality while also being responsive to local context. The consistent questions that would be asked in all contexts could include:</p>
<p>3 Leadership & Co-Creation</p>	<ul style="list-style-type: none"> • Will this make the area more attractive? • Will it cause people to linger? • Can we keep this going? Can we build upon it in future years? • Is it affordable – both to install and maintain? • Is it inclusive, safe, and welcoming?
<p>4 Cheap & Cheerful – Quick Wins</p>	<p>Identify and put plans in place for “cheap & cheerful” tactics to implement Spring/Summer 2026. This could include:</p>

- Paint, rocks, flowers, native species, and food forests.
- Street furniture.
- Landscaping.
- Lighting (canopies, string lights, etc.).
- Activation (potential partnership with Recreation and/or community groups).

This initial work would be designed to build momentum and would consider multiple uses for the spaces and how we can incorporate basic placemaking concepts, including having multiple things to attract and keep people in key, priority spaces. We want residents to feel pride in their communities and visitors to be attracted to spend more time here.

Design business façade program for Council approval

Conduct an environmental scan and design a business façade program that will assist in improving the attractiveness of businesses and storefronts in Hamlet areas. Focus on walkability and celebrating heritage.

PHASE 2: 2026-2027

ELEMENT	DESCRIPTION / CONSIDERATIONS
1 Implement Quick Wins	Implement plans outlined in Phase 1.
2 Develop Long-Term “Master” Plans	Develop long-term beautification plans for each Hamlet as well as a vision for public spaces within each Hamlet area. Develop budget and funding plans that build on initial momentum and progressively improve the spaces over time. The aim is focusing on a natural, phased approach to improve public spaces.
3 Develop standards for public investments	The development of long-term plans for each Hamlet will inform work to create standards for public investments moving forward. This will both identify what makes a public space eligible for beautification investments and create minimum standards for this investment.
4 Implement business façade program	Once approved by Council, promote and administer the business façade program.
5 Streetscaping consultation	Begin engagement with each community identified in the Growth Plan to look at implementing a complete streets approach to the Hamlet areas where traffic is impacting walkability within the community core.
6 Focus on Small-Medium Sized Events	Initiate consultation with the Province to develop plans to implement traffic calming and improve the infrastructure as needed. Identify public spaces that could host small-medium sized events either as they currently exist or with infrastructure improvements. This aligns with recommendations within our Arts & Culture Strategy and would assist in further developing the tourism sector within MOC. Prioritize the development of the identified spaces.
7 Connections / Planting “Breadcrumbs”	One of the key contributors to an areas ability to attract people is connectivity. How can people get to and navigate the space? Consider multiple methods for people to access priority spaces that are welcoming and accessible. Develop a system to place “breadcrumbs” that will encourage people to remain in the area longer by making connections to other key spaces simple and obvious. The focus should be on encouraging people to explore additional places within the community from a single stopping

point. This can be done by nudging people toward other attractions and locations within the community.

PHASE 3: 2027-

ELEMENT	DESCRIPTION / CONSIDERATIONS
1 Public spaces plan implementation	Implement the master plans that have been developed in collaboration with community partners.
2 Chester waterfront redevelopment	Develop and implement plans related to the increased public space(s) created by the relocation of the Tancook ferry from the Chester waterfront.
3 Identify new spaces with potential for further beautification and activation	Major changes, such as the relocation of the Tancook ferry to Blandford, may create new opportunities to develop public spaces in key areas within MOC. Identify these spaces and follow the existing process of working with community partners to develop plans to improve and activate the spaces in ways that attract people and encourage them to stay and use the space.
4 Implement streetscaping plans	Implement streetscaping plans developed in partnership with the Province and supported by community.
5 Ongoing activation of public spaces	
6 Wayfinding	Once a network of activated public spaces is developed, consider implementing a wayfinding program that incorporates Gateway Signage, directional signage to point people to our key public spaces/destinations, and kiosks with additional community information to encourage people to stay longer in our community cores and visit local businesses. Plans to implement a wayfinding program would be brought forward for Council's direction.

Schedule 7.2

From: Ashley Marlin (she/her)
To: Heather McCallum
Cc: Geraldine Pauley
Subject: Be Part of the Relaunch of The Chester Municipal Chamber of Commerce
Date: September 25, 2025 8:50:19 AM
Attachments: image002.png
image561793.png
image450513.png
image678918.png
image476865.png
image162279.png
image714239.png
[MOC Chamber of Commerce 2025 AGM Agenda.pdf](#)

Good morning,

Sharing the below info.



We are contacting you on behalf of the Chester Municipal Chamber of Commerce.

After a pause over the last few years, we want to relaunch our Chester Municipal Chamber of Commerce. We need you to make it happen. Join us at our Annual General Meeting on the evening of October 28, 6pm-8pm, at the Chester Basin Legion. It's time to reimagine how the Municipal Chamber can support and celebrate our business community.

- Renew/Obtain Annual Membership
 - \$50 Businesses
 - \$30 Non-profits
- Meet the Interim Board
- Nominate and elect new board members
- Approve Updated Bylaws
- Share your ideas for supporting and growing local business

Let's work together to build a Chamber that reflects the energy, creativity, and uniqueness of our whole business community.

Date: Tuesday, October 28

Time: 6pm-8pm, doors will open at 5:30pm to collect memberships

Location: Chester Basin Legion, 25 Hwy 12

RSVP: [online](#) or email amarlin@chester.ca



Ashley Marlin (she/her)

Community Economic Development Officer
Corporate Services Dept

Municipality of Chester
151 King Street, Chester, NS, B0J 1J0

Office: 902-277-1571
General Inquiries: 902-275-4147
Web: www.chester.ca



♣ Consider the environment. Do you really need to print this email?

I (we) respectfully acknowledge that I (we) live and work in Mi'kma'ki as a steward of the ancestral territory of the Mi'kmaq people. We are all treaty people.

This message contains confidential information and is intended only for the intended recipients in communication with the Municipality of Chester. If you are not an intended recipient you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the contents of this message, which arise as a result of e-mail transmission. If verification is required please request a hard-copy version.



Annual General Meeting

October 28, 2025

Agenda

- Welcome
- President's Report
- Treasurer's Report
- Election of Board of Directors
- Approval of Updated Bylaws
- Open Floor

Schedule 7.1

From: [Suzanne Stiles](#)
To: [Heather McCallum](#)
Subject: [Dog Waste Signs](#)
Date: September 17, 2025 9:59:24 AM

Hi Heather, As per our phone conversation, I am following up on my concern with the dog poop bags being littered on Pig Loop road. I have attached 2 pictures that I took on September 10th which was the day I discovered a lot of dog poop bags thrown over a bank in one area. I counted 22 bags in an approximate 15 foot diameter area which I moved to a more visible location. Unfortunately this morning someone had thrown them back over the bank.

My question is if the town of Chester would provide a dog waste sign in this particular area or can I order one. This area borders my property. I'm just wondering about the protocols for town signs and homeowner signs.

It seems fitting to have dog waste signs for a town with such an abundance of dog owners.

Thanks for your help,
Suzanne Stiles



Schedule 7.3

From: AMANS List Serve
To: AMA Maritime List Serve
Subject: Code of Conduct
Date: October 7, 2025 11:54:57 AM

Hello everyone, I wanted to share this news release, issued today from the province:

[Amendments Clarify Code of Conduct for Elected Officials | Government of Nova Scotia News Releases](#)



Elizabeth Kennedy M.Sc. P.Geo
Executive Director, Policy, Planning
and Strategic Relations
Office of the Fire Marshal

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PO Box 216, Halifax, NS B3J 2M4

☎ (902) 225-4707

✉ Elizabeth.Kennedy@novascotia.ca

You are currently subscribed to amans as:
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To unsubscribe send a blank email to leave-780046-
8037884.f83cf38c2d5d45aeaa385fef882233b4@lists.gov.ns.ca

News release

Amendments Clarify Code of Conduct for Elected Officials

7 October 2025 | 11:41 AM

Municipal Affairs

The Province is making changes to the code of conduct for elected officials to address feedback from municipalities about the complaints and investigation process.

“We worked closely with our municipal partners to develop a code of conduct to provide elected officials with guidance on procedural standards and the level of professionalism expected of them,” said John Lohr, Minister of Municipal Affairs. “Based on the feedback received from municipalities, we’re refining the language to enhance its clarity, reduce the administrative burden and protect against potential misuse.”

Amendments to the regulations clarify that:

- complaints may be made by a council member related to the conduct of another elected official in the same municipality
- council members may not submit a complaint on behalf of another person or entity
- multiple complaints may not be submitted by a council member on the same subject.

When multiple complaints have been received about the same subject, the investigator must consolidate the complaint into a single investigation, where appropriate.

The changes do not apply to complaints and investigations already in progress.

Now in effect, the changes will address the immediate needs of municipalities while discussions to strengthen and refine the administration of the code of conduct continue.

The Province has committed to conducting a full review of the framework in 2027.

Quotes:

“The code of conduct has been a welcome and important tool for municipalities. As with all new things, we’d expect to make some adjustments. The changes will provide clarity and help our partners manage some unexpected outcomes. We appreciate being able to work hand in hand with the Province to ensure the code of conduct continues to meet the needs of Nova Scotia’s municipalities.”

— Pam Mood, Mayor, Town of Yarmouth; President, Nova Scotia Federation of Municipalities; and Chair, code of conduct working committee

Quick Facts:

- the code of conduct regulations were introduced on October 21, 2024
- the regulations provide guiding principles and conduct requirements for elected officials in municipalities and villages; they were developed based on recommendations of a working group established in 2022
- the working group included representatives from the Department of Municipal Affairs, the Nova Scotia Federation of Municipalities, the Association of Municipal Administrators of Nova Scotia and the Association of Nova Scotia Villages

Additional Resources:

Amendments to the code of conduct are available by selecting “Municipal Government Act” or “Halifax Regional Municipal Charter” at: <https://novascotia.ca/just/regulations/regsbyact.htm>

News release – Province Introduces Code of Conduct for Municipal Officials: <https://news.novascotia.ca/en/2024/10/2/province-introduces-code-conduct-municipal-officials>

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Schedule 7.5

From: Barr, Nick
To: Clerk and Treasurers
Cc: Smith, Lois M; Kozera, Kenzie N; Haughn, Jason M; Hyslop, Andrea; MacDonald, Ross
Subject: World Ombuds Day
Date: October 9, 2025 10:25:44 AM

Hi, Folks!

The information below is being sent on behalf of the Nova Scotia Office of the Ombudsman. We would ask that you share this message with your respective councils and commissions.

Thanks,

Nick

(Français à suivre)

Thursday October 9th is World Ombuds Day, a day to raise awareness and recognise the unique role of an Ombudsman.

People interact with government services in many ways each day in areas such as healthcare, education, recreation, social development, justice, transit, waste collection, and many more.

In Nova Scotia, the Ombudsman is an independent officer of the House of Assembly who promotes fairness and accountability in the administration of provincial and municipal laws including the delivery of public programs and services. The Office of the Ombudsman examines the delivery of those public programs and services to ensure they are being administered fairly. The Office also investigates disclosures of wrongdoing involving provincial government and provides focussed outreach to children, youth, and seniors in care of the province, and persons in custody at provincial correctional facilities.

You can learn more about the Office of the Ombudsman by visiting their website at www.ombudsman.novascotia.ca as well as through a free online module 'Nova Scotia Office of the Ombudsman: An Introduction' which is available on its website at <https://ombudsman.novascotia.ca/introduction/index.html#/> Provincial employees can access the free eLearning module through SuccessFactors Learning Management System (LMS).

If you have questions about the role of the Ombudsman, or if you wish to arrange a presentation on the work of the Office, please contact 902-424-6780, toll free at 1-800-670-1111, or by email at ombudsman@novascotia.ca

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Le jeudi 9 octobre est la Journée mondiale de l'ombudsman, une journée de sensibilisation au rôle unique de l'ombudsman.

Chaque jour, les citoyens interagissent avec les services gouvernementaux de multiples façons, dans des domaines tels que la santé, l'éducation, les loisirs, le développement social, la

justice, le transport en commun, la collecte des déchets, et bien d'autres.

En Nouvelle-Écosse, l'ombudsman est un fonctionnaire indépendant de l'Assemblée législative qui promeut l'équité et la responsabilisation dans l'application des lois provinciales et municipales, y compris la prestation de programmes et de services publics. Le Bureau de l'ombudsman examine la prestation de ces programmes et services publics afin de s'assurer qu'ils sont administrés équitablement. Le Bureau enquête également sur les divulgations d'actes répréhensibles impliquant le gouvernement provincial et offre une sensibilisation ciblée aux enfants, aux jeunes et aux aînés pris en charge par la province, ainsi qu'aux personnes incarcérées dans les établissements correctionnels provinciaux.

Pour en savoir plus sur le Bureau de l'ombudsman, consultez son site Web à l'adresse www.ombudsman.novascotia.ca/fr, ainsi que le module en ligne gratuit, accessible à l'adresse [https://ombudsman.novascotia.ca/introduction/index.html#/. Les employés provinciaux peuvent gratuitement à ce module d'apprentissage en ligne grâce au système de gestion de l'apprentissage \(SGA\) SuccessFactors.](https://ombudsman.novascotia.ca/introduction/index.html#/)

Pour toute question concernant le rôle de l'ombudsman ou pour organiser une présentation sur le travail du Bureau, veuillez composer le 902-424-6780, le numéro sans frais 1-800-670-1111 ou envoyer un courriel à ombudsman@novascotia.ca.



Nicolas A. Barr, B.Sc., J.D.
Director, Governance & Advisory Services

**Maritime Centre, Floor 8 North, 1505 Barrington
Street**

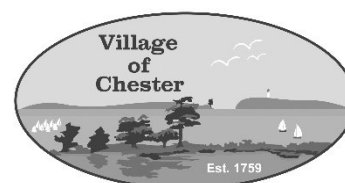
PO Box 216, Halifax, NS B3J 2M4

☎ (902) 943-3090

✉ Nick.Barr@novascotia.ca

Schedule 8.2

Village of Chester Commission Clerk/Treasurer Monthly Report Oct 15, 2025



- **Scotiabank:**

- The September 2025 bank statement has been reconciled. The Village main operations account opened the month with \$414,799 and ended with \$467,302. Funds received include the TIANS grant of \$500, the Canada Summer Jobs final grant of \$4,946, and the Q3 tax advance of \$104,946.

- Snapshot: Account balances as of Oct 3rd were:

Banking Accounts	
Daily Operations account	\$ 461,854
Investment Accounts	
Operating reserve	\$ 87,224
Lido Pool reserve (incl. GRID funding of \$242,000)	\$ 441,555
Utilities reserve	\$ 42,730
EMC Building reserve	\$ 28,615

- **Budget Variance Report**

- The Clerk/Treasurer will review the 2025/26 Q2 report in person.

- **Insurance Renewal**

- The Gallagher's insurance renewal with Intact for liability and property and with CFC for cyber is completed. The premium increase was 4.8% rather than the budgeted 7% - so that was good news. The renewal is effective Oct 11, 2025.
- Note that insurance for potential new services will have to be quoted separately when/if the time comes.

- **Follow-ups from Sep 17th Meeting**

- RCMP Advisory Committee: A letter of request was sent to MODC's CAO, Tara Maguire, and we are awaiting a response.
- Public Works re: snow removal: I have a meeting next week with MODC's Director of Public works, Fred Whynot.
- Fall Newsletter: Please note that the newsletter has been delayed due to the new proposal work and the Canada Post strike.

- **Grants**

- Our contractors are facing staffing and supply chain issues from the US and are running out of weather. I have requested an extension on the federal Enabling Accessibility Fund project period for the Lido/Washrooms accessibility project, and the funders have agreed up to another year. Exact date to be identified.

- Canada Summer Jobs has sent out an alert that they will be accepting 2026 applications from Nov 4-Dec 11, 2025. We will submit an application for lifeguards as usual and consider for the VIC and/or records digitization work.
- **Lido Pool**
 - Pool ramp: Safety issues have been flagged with the approved hybrid ramp – the potential is there for curious children to swim under it and get trapped. They would not be visible from the surface. Sealing the side would make cleaning underneath it, including the water outlet, impossible. It is also missing a bottom landing as required in the latest edition of the Building Code for accessibility. The contracting team are putting their heads together for a solution. We may consider tapping into the unallocated GRID funding. More to come on this.
 - The roadside Lido Pool sign supporting structure has been installed. Awaiting a date on the final sign installation.
- **Fire Services**
 - The most recent approved Minutes for the Chester Fire Services Committee and MODC's Fire Advisory Committee are attached for information.
 - FYI, the RFP for Phase 2 of the fire station project closes tomorrow, Oct 16th, at 3:00 pm. There have been 33 RFP downloads for Design Services and 23 for Project Management services at time of writing. Most of these would have been speculative, but it will still likely be substantial work for the evaluation team.
- **Association of Nova Scotia Villages (ANSV) 2025 Conference**
 - Commissioner Nauss and I attended the 2025 Conference in Port William. The highlight of Day 1 was the Anti-Hate workshop from Craig Upshaw, who was briefly the EDI Coordinator for Lunenburg County. Day 2 was stronger, with Minister of Municipal Affairs John Lohr there for a Q&A, which was continued by Municipal Advisor Jason Haughn when he departed. Jason also shared Municipal Affairs' perspective on the value of an ANSV staff person. The group then went into separate Commissioners' and Clerk-Treasurers' roundtable meetings which are always very useful and too short!
 - At the AGM following the conference, the staff person approval was deferred as some Village Commissions are still outstanding regarding participation. A special meeting is scheduled for Nov 20th at 1:00 pm online over Teams. Please let me know if any of you can attend, as only elected officials can vote.

Report completed by:
Heather McCallum, Village Clerk/Treasurer

Village of Chester Commission
 Budget Variance Report - **GENERAL GOV'T OPERATIONS**
 2025/26 **Q2** Apr 1-Sep 30 2025 (50% of fiscal year remaining)

	Actual 2025-04-01 to 2025-09-30	Budget 2025/26 (Tax rate 0.0777)	Percent Remaining	Notes
REVENUE - General Gov't Operations				
Property Tax Revenue				
4100	308,484.91	413,047.35	-25.31	1
4100	0.00	745.00	-100.00	
	Property Tax Revenue Total	413,792.35		
Other Revenue				
4050	15,965.93	49,100.00	-67.48	2
4118	1,372.54	5,005.00	-72.58	3
4116	2,696.25	2,615.00	3.11	
4201	3,864.10	1,710.00	125.97	
4225	4,946.00	4,945.50	0.01	
	Other Revenue Total	477,167.85	-93.95	
	TOTAL REVENUE	477,167.85	-29.31	
EXPENSES - General Gov't Operations				
Governance				
5450	254.79	1,500.00	-83.01	4
5477	6,070.65	11,520.00	-47.30	
5461	223.76	2,580.00	-91.33	
5462	2,888.62	3,335.00	-13.38	
5431	0.00	4,000.00	-100.00	
5432	0.00	2,000.00	-100.00	
5496	254.79	2,600.00	-90.20	5
	Governance Total	27,535.00	-64.80	
Administration				
5430	7,437.69	15,020.00	-50.48	
5250	2,479.23	5,005.00	-50.46	
5428	1,891.34	3,760.00	-49.70	
5435	0.00	5,000.00	-100.00	
5440	30,305.13	64,635.00	-53.11	
5210	27,032.11	49,100.00	-44.94	
5445	2,942.44	4,000.00	-26.44	
5457	890.01	4,000.00	-77.75	6
5455	0.00	3,000.00	-100.00	
5460	441.58	1,200.00	-63.20	
5459	0.00	3,500.00	-100.00	
5465	1,335.63	5,660.00	-76.40	
5470	308.34	350.00	-11.90	
5472	517.35	3,000.00	-82.76	
5475	643.95	3,000.00	-78.54	
5476	3,821.28	7,650.00	-50.05	
5478	2,076.00	4,150.00	-49.98	
5480	1,193.00	2,400.00	-50.29	
5481	2,517.01	9,040.00	-72.16	7
5490	0.00	22,000.00	-100.00	8
5492	0.00	2,570.00	-100.00	
5495	3,942.76	6,200.00	-36.41	9
	Administration Total	224,240.00	-59.96	

	Actual 2025-04-01 to 2025-09-30	Budget 2025/26 (Tax rate 0.0777)	Percent Remaining	Notes
Protection				
5501	3,956.09	8,000.00	-50.55	
5526	5,011.39	5,100.00	-1.74	
5540	4,804.05	16,000.00	-69.97	10
	Protection Total	29,100.00	-52.68	
Beautification				
5565	22,102.31	23,530.00	-6.07	
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	1,352.61	2,500.00	-45.90	
5595	12,605.46	10,000.00	26.05	11
5591	0.00	4,200.00	-100.00	12
	Economic Development Total	16,700.00	-16.42	
Misc Operations				
5575	24,603.13	25,985.00	-5.32	
5585	2,622.16	7,720.00	-66.03	
5960	9,324.47	14,200.00	-34.33	
	Misc Operations Total	47,905.00	-23.70	
Jib Lot				
5405	927.97	3,000.00	-69.07	
5407	3,635.20	3,700.00	-1.75	
5410	318.71	650.00	-50.97	
5415	72.30	150.00	-51.80	
	Jib Lot Total	7,500.00	-33.94	
Lido Pool & Washroom				
5910	19,702.20	32,750.00	-39.84	13
5925	0.00	4,800.00	-100.00	
5935	24,354.00	32,975.00	-26.14	
5940	0.00	1,880.00	-100.00	14
5945	573.92	1,200.00	-52.17	
	Lido Washroom Total	73,605.00	-39.37	
Reserves (Planned)				
5743	0.00	TBD	0.00	
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	476,415.00	-48.48	

DIFFERENCE (+surplus or -deficit)

91,896.30

752.85

Village of Chester Commission
 Budget Variance Report - **CAPITAL**
 2025/26 Q2 Apr 1-Sep 30 2025 (50% of fiscal year remaining)

	Actual 2025-04-01 to 2025-09-30	Budget 2025/26 (Tax rate 0.0777)	Percent Remaining	Notes
REVENUE - Capital				
Revenues				
4120	26,296.72	26,296.72	0.00	
4130	93,847.14	93,847.14	0.00	
4223	0.00	242,000.00	-100.00	1
4170	0.00	65,105.00	-100.00	
Total	<u>120,143.86</u>	<u>427,248.86</u>	<u>-71.88</u>	
TOTAL REVENUE	120,143.86	427,248.86	-71.88	

	Actual 2025-04-01 to 2025-09-30	Budget 2025/26 (Tax rate 0.0777)	Percent Remaining	Notes
EXPENSES - Capital				
Capital Projects				
5915	30,051.02	26,296.72	14.28	2
5916	0.00	158,952.14	-100.00	3
5916	0.00	TBD	0.00	4
Capital Projects Total	<u>30,051.02</u>	<u>185,248.86</u>	<u>0.00</u>	
TOTAL EXPENSE	30,051.02	185,248.86	-83.78	
DIFFERENCE (+surplus or -deficit)	90,092.84	242,000.00		

Village of Chester Commission
 Budget Variance Report - **EMC BUILDING**
 2025/26 Q2 Apr 1-Sep 30 2025 (50% of fiscal year remaining)

	Actual 2025-04-01 to 2025-09-30	Budget 2025/26 (Tax rate 0.0777)	Percent Remaining	Notes
REVENUE - EMC Building				
Revenues				
4110	10,496.64	21,260.00	-50.63	
4180	0.00	0.00	0.00	
Total	10,496.64	21,260.00	-50.63	
TOTAL REVENUE	10,496.64	21,260.00	-50.63	
EXPENSES - EMC Building				
EMC				
5705	5,260.66	8,500.00	-38.11	1
5710	0.00	1,250.00	-100.00	
5715	2,528.47	5,270.00	-52.02	
EMC Total	7,789.13	15,020.00	-48.14	
Reserves (Planned)				
5720	0.00	6,240.00	-100.00	
Reserves Total	0.00	6,240.00	-100.00	
Capital Projects				
5709	0.00	0.00	0.00	
Capital Projects Total	0.00	0.00	0.00	
TOTAL EXPENSE	7,789.13	21,260.00	-63.36	
DIFFERENCE (+surplus or -deficit)	2,707.51	0.00		

Village of Chester Commission
Budget Variance Report - NOTES
2025/26 Q2 Apr 1-Sep 30 2025 (50% of fiscal year remaining)

NOTES

Please note that due to C/T illness, some of the background accounting has not yet been completed. There will be adjustments.

GENERAL GOV'T OPERATIONS BUDGET

- 1 Includes quarterly tax advances of Q1-Q3 from the Municipality.
- 2 Q2 staff hours have not yet been billed to CFSC.
- 3 Q2 rent overhead has not yet been billed to CFSC.
- 4 *The unspent portion re-allocated to the VIC on Jul 17, 2025 (approx \$1,245).*
- 5 *The unspent portion re-allocated to the VIC on Jul 17, 202 (approx \$2,345).*
- 6 *Incl printing and Canada Post costs for Summer newsletter.*
- 7 *The actuals represent IT supplier costs to date only; there has not been an invoice received yet from AMANS' Municipal Website Venture.*
- 8 *Insurance renewal for 2025 is complete. Invoices & breakdowns to come for posting to various insurance line items. Increase of 4.8% over 2024 instead of budgeted 7%.*
- 9 *Some of these items are annual (like Sage \$1,969) while others are monthly.*
- 10 *Crossing guards off two months of Q2.*
- 11 *Additional funds were allotted to the VIC for its pilot year (approx. \$7,790). A full breakdown of costs to come next month. Reduced winter rent and phone subscription still to come in Q3-4.*
- 12 *This project is not going ahead this fiscal; funds re-allocated to the VIC.*
- 13 *Actuals do not include Q2 billing.*
- 14 *Billed in Oct so not yet posted; CYC has added a new 10% admin fee for a total of \$2,165 (incl payable HST).*

CAPITAL BUDGET

- 1 *GRID funds are parked in Lido reserve; may require access to finish ramp.*
- 2 *Awning approved with a cost increase of \$10K + HST: \$2,275 to be covered under Lido operations and the remainder to be covered by capital and Lido Reserve (Jul 17, 2025).*
- 3 *The completed interior work has not yet been billed.*
- 4 *Unknown cost at this time. To be funded by GRID plus match funds to be determined.*

EMC BUILDING BUDGET

- 1 Maintenance costs to date includes completed painting of exterior.



Minutes

Chester Fire Services Committee (CFSC) Monthly Meeting

Wednesday, September 3, 2025 at 4:00 pm

Village Commission Boardroom, 27 Pleasant Street, Chester

- Present** Colin MacDonald, Chair
Norm Countway, Vice-chair
Kirk Collicutt, Treasurer-Secretary
Wilson Fitt
Nancy Hatch
James Robert
- Other** Cody Stevens, Fire Chief, Chester - 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 4:00 pm.

2. Approval of Agenda

Motion: Moved by Ms. Hatch; seconded by Mr. Fitt: That the Committee approves the Agenda of the Wed, September 3, 2025 Monthly Meeting as presented.

Motion carried.

3. Approval of Minutes

3.1 Monthly Meeting: August 6, 2025

Motion: Moved by Ms. Hatch; seconded by Mr. Collicutt: That the Committee approves the Minutes of the Wed, August 6, 2025 Monthly Meeting as presented.

Motion carried.

4. Business Arising – Nil

5. Chester Volunteer Fire Department: Activity Report

Chief Stevens reviewed the September report (*Schedule 5.0*).

6. Reports

6.1 Secretary-Treasurer

Mr. Collicutt presented his monthly report (*Schedule 6.1*).

The surplus Boston whaler boat has been removed by the purchaser and the proceeds transferred from the Village of Chester to the CFSC. As of Sep 3rd, the proceeds have now been transferred to the Apparatus Reserve. The contents of the Donations bank account have also been transferred to the Building Reserve.

6.2 New Fire Station Project

Mr. Fitt has no written report this month. He reported that the RFPs are now with MODC Procurement being finalized and are only waiting for him to pull the trigger when the loan is secured.

Mr. Robert provided an update on the long-delayed land swap at the new stations site. The agreement had stalled seeking a dollar value on the worth of the small parcels being exchanged, and he was able to provide that as a real estate professional for deed transfer which equals \$296. The final agreement should arrive in the coming days. He has also asked for a billing update.

6.3 Communications Sub-Committee

Mr. Countway reported the following Communications Plan elements for Fall:

- The two 8x16-ft signs at the future site of the new fire station are in production this week. The north-facing one will go up first, then the south-facing one will follow.
- The pamphlet outlining the project has been re-printed. Committee members are encouraged to pass a pamphlet on to anyone inquiring about donation or the project in general.

- The CVFD fire station donation photo op is scheduled for Sep 15th at 6:30 pm, featuring firefighters and trucks. The focus is on how the Fire Department contributes to the community and how the community can contribute to the Fire Department. These pictures will be submitted to Saltwire and Masthead News with a press release, as well as to MODC's Municipal Insight newsletter.
- A new social media video campaign is targeted for mid-Oct.

Mr. Countway asked that he be kept in the loop as the fire station project progresses so that he can ensure public updates are made.

Mr. MacDonald commented that small signs around the community may be appropriate, noting the smell of wildfire smoke in the air and that it shows how important our community volunteers are. **Action: Mr. Countway will address.**

6.4 Fundraising Sub-Committee

Chair MacDonald reported that he has approached six potential private donors.

7. New Business - Nil

8. In-Camera

It was agreed by consensus to continue In-camera as per Section 22/408B (2) of the Municipal Government Act (MGA) re: contract negotiations.

The Committee recessed to meet in-camera at 4:18 pm.

9. Resumption of Public Meeting – per Section 22/408(B) (3) of the MGA

The Committee resumed the public meeting at 4:45 pm. There was nothing to report at this time.

10. Other Business – Nil

11. Adjournment

There being no further business, the meeting was adjourned at 4:45 pm.

Next meeting(s):

- **Regular Monthly:** Oct 1, 2025 at 5:00 pm; Village Commission boardroom
- **Regular Monthly:** Nov 5, 2025 at 5:00 pm; Village Commission boardroom

CFSC Secretary
Kirk Collicutt

VOC Clerk/Treasurer
Heather McCallum

Schedule 8.3(b)

MUNICIPALITY OF THE DISTRICT OF CHESTER FIRE ADVISORY COMMITTEE MEETING (Policy 112)

**Wednesday, September 17, 2025 - 7:00 p.m.
Forest Heights Consolidated School**

Meeting Minutes

“We respectfully acknowledge that we live and work in Mi’kma’ki as a steward of the ancestral territory of the Mi’kmaq people. We are all treaty people.”

Committee Members:

Chuck Bennett, Blandford Commission	Len Stevens, Chester Basin Commission
Stuart Hirtle, Martins River Commission	Stephen Bond, Chester Basin Fire Department
Robert Williams, Chester Basin Fire Department	Mitchell Kaizer, Hubbards Fire Department
Tim Lilly, Martins River Commission	Trevor Pye, Western Shore Commission
Dale Broome, New Ross Commission	
Chris Turpin, Blandford Fire Rescue	
Lyle Russell, New Ross Fire Department	
Clary Coolen, Hubbards Fire Department	
Colin MacDonald, Chester Fire Services Committee	

Guest:

Andrea Shortt (Blandford Fire Rescue, Commission)
Steven Young, Chester Basin Fire Department

Councillors:

Councillor Clarissa Coolen
Councillor Tom Bremner

Staff:

Bruce Blackwood, Fire Services/Safety Coordinator
Erin Lowe, Deputy CAO
Emily Lennox, Executive Secretary

Regrets:

Cody Stevens, Chester Fire Department
Jared Swinemar, Western Shore Fire Department
Jeff Young, Western Shore Fire Department
Tim Morash, Hubbards Commission)
Paula Wedge, Western Shore Commission

1. Meeting called to order by the Chairperson: Chair, Len Stevens called the meeting to order at

6:58 p.m.

2. Review and Approval of Agenda/Order of Business:
MOTION TO APPROVE THE AGENDA AND ORDER OF BUSINESS AS PRESENTED MOVED BY STEWART HIRTLE, SECONDED BY COLIN MACDONALD. ALL IN FAVOUR – MOTION CARRIED.
3. Introduction: A brief round table introduction took place.
4. Approval of previous meeting minutes – July 9, 2025:
MOTION TO APPROVE THE MEETING MINUTES FROM JULY 9, 2025, AS PRESENTED. MOVED BY ROBERT WILLIAMS, SECONDED BY CHRIS TURPIN. ALL IN-FAVOUR- MOTION CARRIED.
5. Chair & Vice Chair Nominations:
Staff called for nominations for Chair for the third term of the FAC. Len Stevens was nominated and accepted the position via acclamation. Staff then called for nominations for Vice Chair for the third term of the FAC. Colin Macdonald was nominated and accepted the position via acclamation.
6. Sub Committee Reports:

Dry Hydrants/Water Supply –

The Sub-Committee is still consolidating data and has not met since the last meeting. They plan on meeting soon and will provide an information update at the next FAC meeting. It was noted they are initially looking at support from the Municipality for the required legal requirements (land access, permits etc.) related to dry hydrant installations, leaving the actual physical installation and ongoing maintenance to the Departments as currently managed. Once all the appropriate documentation is in place a proposal for next steps will be made and presented.

Training –

The Training Sub-Committee advised that the mass casualty training event that was proposed at the last meeting was postponed due to issues acquiring a school bus. Instead, now they are planning a mass vehicle rescue training exercise with approximately 15 cars. Once everything is organized the departments will receive a date and invitation to attend. Stephen Bond noted that he is providing this update in an unofficial capacity as he is not an official member of the subcommittee.

Apparatus/Equipment –

The Apparatus/Equipment Sub-Committee advised that all the information has been collected to date. The next step is to organize the data in a spreadsheet for review and next step planning at their next meeting.

7. New Business –
 - The Training & Retention Committee through Chuck Bennett invited Andrea Shortt, a

member of Blandford Fire & Rescue, to discuss incentives and initiatives in attracting new members. Andrea noted that she has been in the Municipality for five years and before that spent 30 years as a Marketing Expert in Toronto. She explained the importance of community engagement and awareness of the time and energy the volunteers dedicate to Fire Services. She advised that through targeted messaging and strategic planning, vision and programming could be implemented across the Province. She noted the importance of planning community events to create engagement and build relationships to make the process personal for community members. She noted the importance of utilizing modern digital resources to advertise the campaign efforts which will also reach the younger demographic. The why behind the cause needs to be conveyed along with the opportunities and incentives available to volunteers they may not be aware of. She also suggested exploring alternate resources for additional incentives with examples like free parking across the province for red license plate holders or fire tax reductions. The goal is to circulate authentic messaging with realistic expectations at a personal and community level. The ask is that each department provide a member to join a sub-committee to work together towards this goal, as retention and recruitment is a province-wide concern. Andrea provided a copy (attached) of her presentation.

- Chairperson, Len Steven introduced Steven Young from Chester Basin noting he has also presented to the Chiefs on similar initiatives. Steven circulated his proposal (attached) and summarized their efforts in Chester Basin to establish a Community Relations Committee with recruitment at the forefront.
- Discussion around the importance of having mental health resources advertised as well through accessible avenues for members to utilize. The example of the veteran's affairs website was used, suggesting a localized weblink listing all the support resources available. The discussion snowballed to include a centralized list of all businesses that provide discounts to first responders and any other incentives, so members do not miss out on the support and resources available to them.
- Vice Chair Colin Macdonald advised he sits on the TEMA Foundation board that provides support and mental health resources to first responders specifically. He will circulate more information to anyone interested.

MOTION TO STRIKE A SUBCOMMITTEE UNDER RECRUITMENT AND RETENTION SO MOVED BY MITCHELL KAIZER, SECONDED BY ROBERT WILLIAMS. ALL IN FAVOUR. MOTION CARRIED.

The subcommittee will elect a chair and organize their own meetings with the intention of presenting a report/update at the next scheduled FAC meeting.

Bushes on government and private roadways/driveways:

Chairperson Len Stevens advised that Chief Cody Stevens requested this discussion be added to the agenda although he was unable to attend the meeting. He explained his concerns re: safety and access issues related to vegetation overgrowth on roadways along with where the responsibility rests to have these issues resolved. Rob Williams of Chester Basin advised they had a similar issue in their district and did a campaign on Marvins Island for awareness and education about the importance of homeowners maintaining their properties for emergency

access. They noted the response was excellent and the community worked together for a positive outcome. It was suggested that each district could engage in similar personalized campaigns with residents to spread awareness and increase homeowners' engagement and education on the matter. A discussion around Council's role in this took place and resulted in a motion for staff direction and municipal involvement in the campaign efforts.

MOTION TO REQUEST THAT COUNCIL DIRECT STAFF TO RESEARCH AND INITIATE A CAMPAIGN REGARDING OVERGROWN BUSHES AND TREES ON PUBLIC PRIVATE ROADS IN THE MUNICIPALITY – SO MOVED BY CLARY COOLEN, SECONDED BY ROBERT WILLIAMS. ALL IN FAVOR - MOTION CARRIED

Roundtable-

-Stewart Hirle invited all the departments to attend their fire hall's open house scheduled for September 28th. Community members are invited to attend to explore the hall, apparatus used and gain a better understanding of their role within the community.

-Clary Coolen noted that their hall is also undergoing exterior renovations and intends on scheduling an open house that will be open to everyone once work is completed.

-Councillor Bremner thanked the members for their continued dedication and efforts over the summer months on behalf of Council.

-Councillor Coolen echoed Councillor Bremner's comments and added her agreement with the importance of personalizing communications and educational campaign efforts within our communities.

Staff reminded everyone of Fire Prevention Week and the Meet and Greet scheduled in October 5, 2025 at the Chester Shore Mall. noting the expected good turnout.

-Concerns around the new Provincial Department of Emergency Management and lack of communication was expressed. It was noted that significant new positions have been filled related to Fire Services but there has not been any engagement or communication with departments whatsoever. It was suggested that inviting someone from the new department to present to the committee to address these concerns would be helpful.

8. The meeting was adjourned at 7:58 p.m. The Chair confirmed the next FAC Meeting would be scheduled for November 19, 2025, and a save the date calendar hold would be circulated. All committee members were encouraged to contribute ideas or recommendations on discussion topics to the next agenda.

Schedule 8.4

Minutes of the Meeting of Lunenburg County Accessibility Advisory Committee (LCAAC)

Held online via Teams.

September 3, 2025, from 7-8:30pm

Members Present:

Deputy Mayor Jennifer McDonald (TOB), Councillor Penny Carver (TOMB), Deputy Warden Abdella Assaff, Councillor Morgen Reinhardt (MODL), Councillor Gale Fullerton (TOL), VOC Commission Chair Geraldine Pauley, Teresa Alexander Arab, Amy Chrysler, Lora Church, Peggy McCalla

Staff Present:

Mark Flint (Deputy CAO TOB), Tammie Bezanson (CET MOC), Dylan Heide CAO TOMB) Tissy Boliver (Recreation MODL), Ellen Johnson (Regional accessibility Coordinator

Guests Present: none

Regrets:

Louise Hopper, Scott Lutes,

1. Meeting Called to Order:

The Meeting was called to order, and the land acknowledgement was read by Chair, Penny Carver at 7:00 p.m.

2. Acknowledgements and Protocols:

2.1 Penny read reminder of accessibility as a human right.

2.2 Penny also reminded participants to please raise their hand (virtually or physically) and wait to be called on to speak and to also state their name before speaking.

3. Approval of Agenda:

3.1 MOTION TO APPROVE the agenda as circulated, SO MOVED by Amy Chrysler, SECONDED by Geraldine Pauley. ALL IN FAVOR, SO MOVED.

4. Approval of Minutes:

Corrections to note: Geraldine Pauley was listed as Chair, to be corrected to Vice Chair.

After the commentary on Lora's talk, some links were included. It was suggested to include an additional link of Inclusion Nova Scotia which is the current iteration of Community Living.

4.1 MOTION TO APPROVE PREVIOUS MEETING MINUTES AS AMENDED FOR MAY 7, 2025, ALL IN FAVOR – SO MOVED.

6. Accessibility Coordinator's Update:

- Summer Update: The Town of Bridgewater is now training all their staff in the three-hour Accessibility Foundations Training. Almost 40 people have been trained to date and will follow up with broader continued training in the future. Further consultation with Council and Committees of Council will take place to determine what training requirements will be in place for volunteers in committee positions. More to come.
- Town of Bridgewater has launched their internal EDIA Committee with about 17 members with representatives from various departments.
- Municipality of Chester completed phase 2 of their Wild Rose Parks accessibility renovation and installed the ramp to the beach area. Mobi mats have been purchased and will be installed next spring. Phase 3 is scheduled for 2026.
- Municipality of Chester opened their Haughn Property Trail system with accessibility improvements in mind. Positive outcomes have been reported.
- Municipality of the District of Lunenburg now has an accessible kayak launch area at their Miller Point Peace Park.
- Town of Mahone Bay is still working on their accessible path on Edgewater Street. It will be 3 meters wide paved, have benches for resting, and the washroom has been updated with accessibility accommodation (e.g. adult change table). The marina also plans on renovating their washrooms to this standard as well.
- The Town of Lunenburg has a new CAO in place. Paul Nopper was the former CAO in St. Andrews, NB. One planned accessibility project is to update Council Chambers to be more accessible to Council and public.
- The Village of Chester completed an accessibility upgrade to the Lido Pool and by the end of next summer plan to have adult change tables installed in the washrooms.
- Mahone Bay adopted the Built Environment accessibility Standard Regulations earlier than the required April 1, 2026.

7.1 LCAAC Orientation: Three people's terms are expiring at the end of September. It is unclear how much time it will take to process new applications and make recommendations for approval from Councils. The plan is to get advertising out by the end of this week with a closing date expected just before the 22nd. Once the next Mayors and

Wardens meeting is scheduled an idea of a timeline for completion can be determined. Once the new members are all in place the LCAAC Orientation can be implemented.

7.2 Access Awareness Week: Celebrated at the end of May/first of June. A living experience library was hosted with staff and members from each of the municipal units as well as community members living with disabilities. Most people reported getting a lot out of the experience and felt value in the event. Feedback is being cautiously reviewed to ensure that if hosted again all angles for inclusion and comfort at every level will be considered to make it a positive experience for all who participate.

Multiple proclamations and flag raisings took place in each municipal unit along with posters and brochures for further awareness and to celebrate Access Awareness Week.

8.1 Call for Volunteers:

-Skipped as previously discussed.

8.2 Town of Mahone Bay Accessibility Issues Re: Development of Sidewalk Patio:

The town has a street and bylaw policy (in place since 2008) where work will take place in a street right away with discretionary installation i.e. a sidewalk café. The first application for installation of something of this style was received this summer. Once constructed in compliance with the preexisting guidelines it became very clear these standards needed to be updated to accommodate pedestrian infrastructure. Moving forward the Built Environment accessibility Standard Regulations will now be included under the preexisting bylaw until the new bylaw can be developed. Council directed staff to come back with a report on the development of the new bylaw in September to ensure that the new bylaw is inclusive and develops something that is not just reflective of the current standards but also the value people place on paths of travel and the actual impact on public use moving forward. The goal is to have the new bylaw approved and implemented by next season and for any applications received moving forward.

It was recommended that a draft version of the By-Law be circulated to the LCAAC Committee for feedback before it goes to Council.

8.3 Individual Municipal Unit Action Plans:

These are still in progress with each of the Municipal Units. Reviewing and determining next steps of logistics are happening. Some Councils have passed the Actions that would generally be in the plan, but the others haven't officially passed them yet. Once this is completed next steps can proceed, it is a slow and steady process. An example being the Town of Bridgewater doing their mandatory training with staff as previously noted.

8.4 Appointment of Chair & Vice Chair:

The current Chair and Vice Chair terms are up. Nominations were submitted to Ellen for consideration. Four were submitted: Louise, Lora, Geraldine and Gale.

Thank you to all who were nominated and who made nominations. After a brief discussion it was suggested to move in the direction of having a community member in the Chair role. After some nomination withdrawals and further discussion Lora Church was appointed as Chair and Louise was appointed as Vice Chair by acclamation. Ellen will provide support and guidance to both moving forward and navigating these new roles. Also, thanks were given to Penny and Geraldine for their service and completed terms as Chair and Vice Chair.

9. Round Table (Popcorn Style):

-A discussion took place around human rights and the advocacy process for support or referrals when community members encounter discrimination. Staff advised more information and research is needed before a recommendation can be made. It was noted there will be some local community coordinators appointed by the Human Rights Remedy. Once those roles are established and in place more information about their support roles will be available and circulated.

-A discussion took place around painting crosswalks. The safety concerns, inclusion concerns, accessibility issues as well as increasing costs associated with annual maintenance. Several municipal units are facing decisions around whether to include specialized crosswalks and whether there are other, equally effective ways to recognize the groups who are requesting them or if the crosswalks are the most appropriate option.

-A discussion took place around mandatory vs optional EDIA training for municipal volunteers. On one hand the time commitment and resource of even finding enough volunteers can be a challenge but on the other hand having people in volunteer positions who may not have adequate foundational EDIA knowledge could have negative implications. It was agreed that some type of compromise needs to be found to accommodate training while still respecting the commitment of volunteers.

10. Date of Next Meeting: October 1, 2025

11. Meeting was adjourned as all items on agenda were completed.