

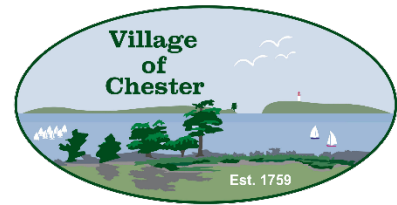
# Minutes

## Village Commission Monthly Meeting Wednesday, November 19, 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

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

**Guests:** Councillor Tom Bremner, MODC District 3

**Regrets:** Gloria Nauss, Commissioner

### 1.0 Call to Order

Chair Pauley called the November 19, 2025 Regular Monthly Meeting of the Village of Chester Commission to order at 6:00 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

There were no members of the public wishing to speak.

Commissioner T. Mulrooney asked Councillor Bremner to pass along a sincere thank-you to the Municipality's Public Works employees for the excellent job they did cleaning up around the cenotaph the day before Remembrance Day.

### 3.0 Approval/Amendment of Agenda

Chair Pauley asked if there were any additions to the agenda. Commissioner T. Mulrooney requested discussion of the Jib Lot and the sidewalk on Water Street, as well as a roundtable item. (The latter does not require an agenda amendment.)

**Action:** The Jib Lot and sidewalk items will be deferred to 2026/27 budget deliberations for 2026/27 in the New Year.

The Agenda of November 19, 2025 was approved as presented by consensus.

#### **4.0 Approval/Amendment of Minutes**

##### **4.1 Monthly Commission Meeting:** Wednesday, October 15, 2025

**Motion #25-082:** Commissioner T Mulrooney moved; Vice-Chair O'Malley seconded: That the Minutes of the October 15, 2025 Monthly Commission Meeting be approved as presented.

*Motion carried unanimously.*

#### **5.0 Business Arising**

##### **5.1 Lido/Public Washroom Roadside Sign: Discussion**

C/T McCallum displayed some photos to assist in the discussion (*Schedule 5.1*).

- Complaints

Commissioners have had some public complaints about the new sign, as well as positive comments. No action will be taken at this time.

- Location

The Commission viewed the current sign location from the intersection and with cars parked to check the view. At the other end of the parking lot the washroom building drops below grade, and with cars parked it is difficult to see the building. The Commission agreed that the current location is the best for visibility.

- Branding

Chair Pauley commented on her preference for Village of Chester branding to be added to the sign. This can be accommodated by the grant funding.

- Construction

The Commission reviewed the sign producer's comments on the visible bowing and its effect on paint on the letters. The Clerk/Treasurer confirmed there is a one-year warranty from installation.

**Motion #25-083:** Chair Pauley moved; Vice-Chair O'Malley seconded. That the Commission let the sign weather over the winter and revisit this conversation in the spring prior to the warranty expiring.

*Motion carried unanimously.*

**Action:** The Village branding add-on to the sign will go ahead. Some version of “closed for the season” will be investigated.

## **5.2 Visitor Information Centre (VIC): End of Season Reports**

Chair Pauley reviewed the TIANS report and costs ([Schedule 5.2](#)). The VIC supported the Village, wider Municipality, and the South Shore. Village Merchants appreciated the customers sent their way.

The Village Information Center was opened May 31<sup>st</sup>, and closed middle of October. She noted visitation was as high in September as it was in August. While it is officially closed now if anyone (i.e., a bus tour) is looking for information on Chester, the station master next door at Station Antiques, Ryan Cameron, can let people in.

Discussions are underway with MODC Economic Development about the 2026 season. MODC will order and store brochures, maps, etc. Currently, MODC is planning to assign their tourism summer student for one or two days a week to the VIC, assuming they are successful in getting one.

## **6.0 Correspondence**

### **6.1 MODC: Coastal Regulations Public Open House Sessions**

The email and poster from the Municipality’s Planning Department were included for information. Note that the Village of Chester session will be held on Monday, November 24<sup>th</sup>. 6-8:00 pm, at St. Stephen’s Community Centre (Tuck Hall).

## **7.0 Reports**

### **7.1 Report from the Chair**

Chair Pauley reported that she attended the Chester Municipal Chamber of Commerce start-up meeting. She commented that the meeting was not as well attended as she had expected. New executives were elected, and there is budget to re-start their activities.

Whether or not the Village becomes a formal member of the Chamber is to be determined. The Village Commission will support both the Chamber and the Chester Merchants Association’s efforts.

### **7.2 Clerk/Treasurer Report**

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

She was asked to circle back with the Municipal Public Works about the snowbanks being removed completely, as was done in the past. When not removed the already narrow Village streets become very difficult to navigate.

C/T McCallum reported that she received confirmation from MODC regarding waste stations provided by MODC in the Village at (1) Lordly Park, (2) Freda's Beach, (3) Water Street, (4) Old Trunk #3 Trail Head. Dog waste is being dumped Pig Loop Road where dog waste is being dumped.

**Action:** Clerk/Treasurer McCallum will follow up with MODC Public Works about snowbanks, and to request a dog waste sign and/or station be installed in the area on Pig Loop Road (approximate address to be confirmed).

The Fall Newsletter is approved for distribution, with one change of photo.

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

The CFSC's approved minutes of October 1, 2025 were shared for information, along with the agenda for tonight's Municipality FAC meeting of November 19, 2025 ([Schedule 7.3 \(a\)&\(b\)](#)). ([www.chesterfirecommittee.ca](http://www.chesterfirecommittee.ca))

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

The LCAAC's approved minutes of September 3, 2025 are attached ([Schedule 7.4](#)). ([www.accessiblelunenburgcounty.ca](http://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 stated there was a meeting on October 7th; minutes have not yet been circulated. The November meeting was cancelled.

([EDI Advisory Committee 2025](#))

## **8.0 New Business**

### **8.1 Request for Decision: Office Holiday Closure**

C/T McCallum provided a brief request to confirm the dates for next month's holiday office closure.

**Action:** The Commission agreed that staff can work out the details and let the Commission know.

## **9.0 Commissioner Roundtable**

Commissioner T. Mulrooney asked the Commission to think about the budget for community event grants given out each year and think if something else can be done, i.e. some spring or fall (shoulder season) events that could bring people to the Village outside of the main tourist season. This will be re-addressed during budget deliberations.

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

**Motion #25-084:** Commissioner T Mulrooney moved; Commissioner L Mulrooney seconded: That the Commission 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.

*Motion carried unanimously.*

The Commission recessed at 6:58 pm.

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

The Commission resumed the public meeting at 7:43 pm.

### **11.1 Lido Pool Accessibility Projects**

**Motion #25-085:** Moved by Commissioner T. Mulrooney; seconded by Vice-chair O'Malley: That the Chester Village Commission cancel the Lido Pool accessibility projects and return the unspent grants to federal and provincial funders, i.e., the Enabling Accessibility Fund and the Growth & Renewal Infrastructure Development Program, respectively. The Public Washroom accessibility projects will continue.

*Motion carried unanimously.*

### **11.2 2026 Flower Basket Order**

Flowers for the street décor baskets must be ordered in the next few weeks.

**Motion #25-086:** Moved by Commissioner T. Mulrooney; seconded by Commissioner L. Mulrooney: That the Village Commission pre-approve the annual order of flower baskets for the 2026/27 Budget.

*Motion carried unanimously.*

**12.0 Adjournment**

There being no further business, the meeting was adjourned at 7:44 pm.


**Next Meeting(s)**

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

Monthly: January 21, 2026 @ 6:00 pm – 27 Pleasant St & Livestream



Commission Chair  
Geraldine Pauley



Clerk/Treasurer  
Heather McCallum



Nov 18, 2025



Nov 19, 2025



Jul 2023



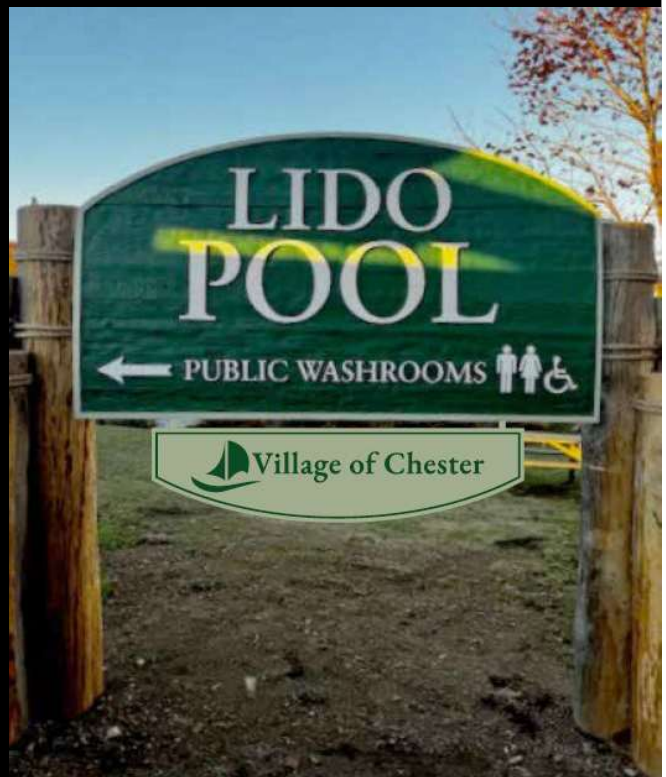
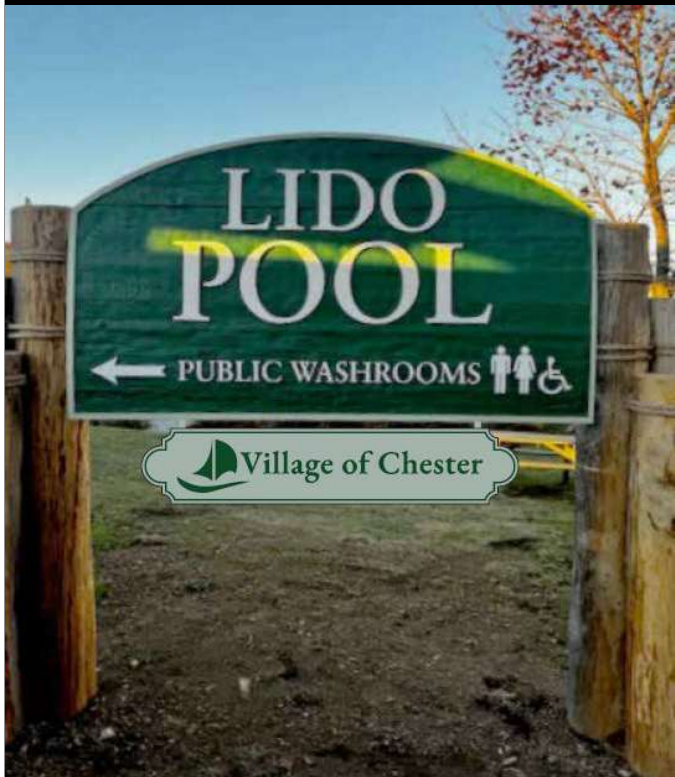
Aug 2012

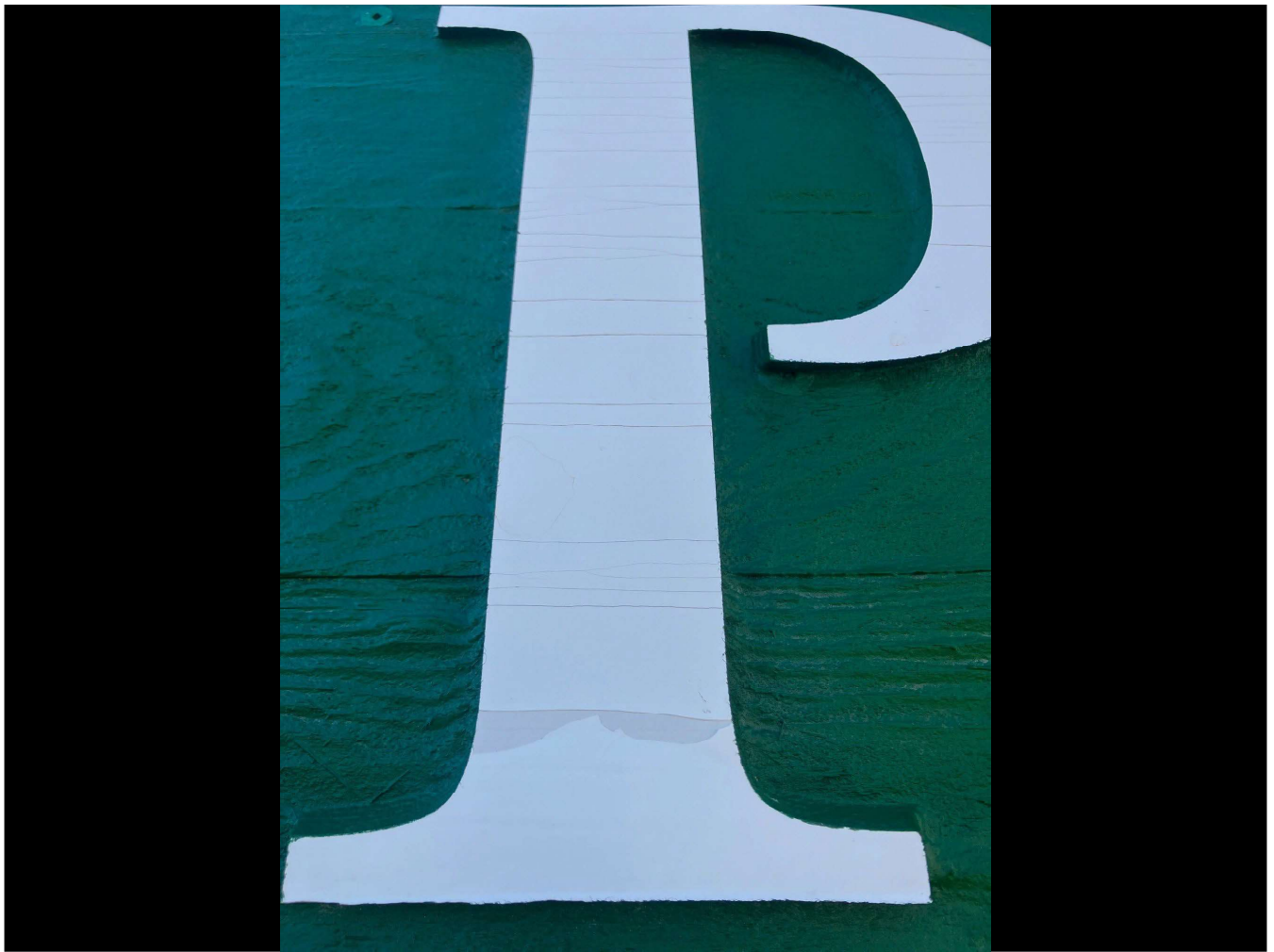


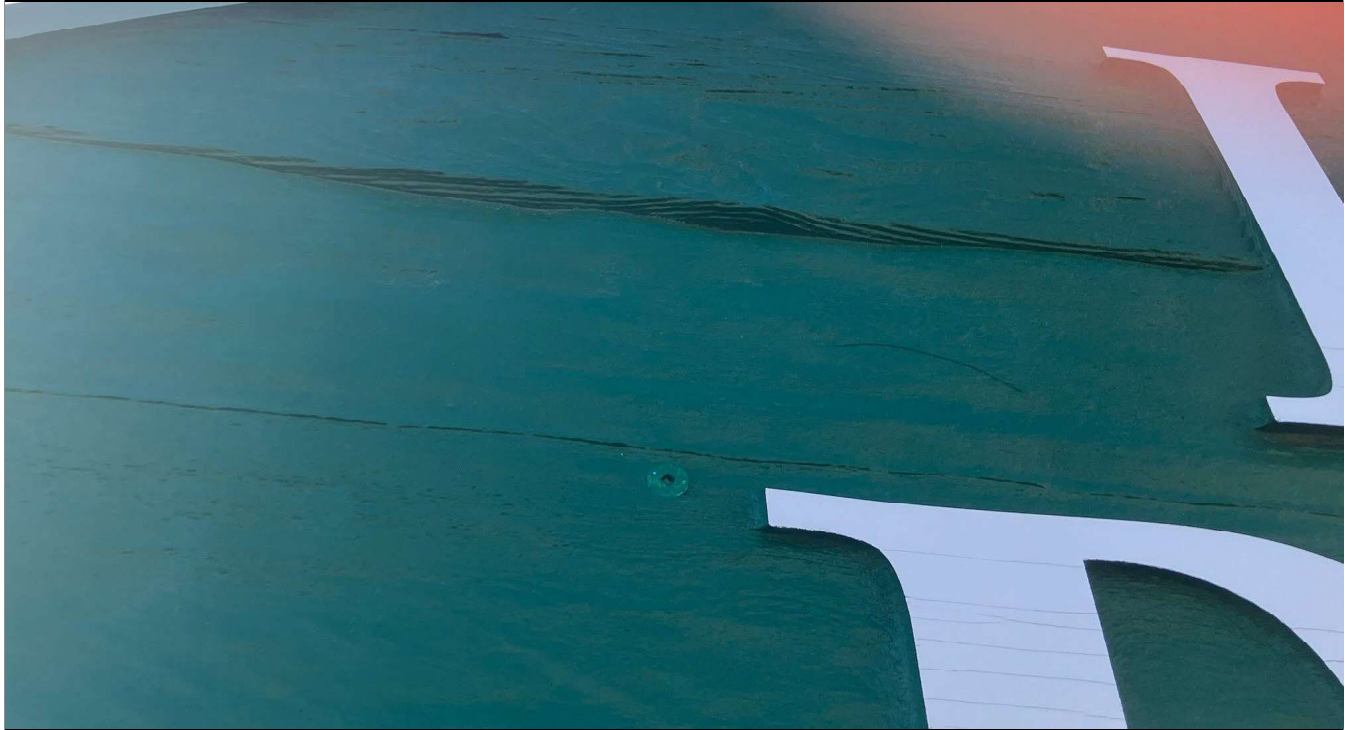
Nov 18, 2025



Aug 2012







## Schedule 5.2

### **Chester Village Visitor Information Centre**

### **End of Season Report to the Tourism Industry Assoc. of NS (TIANS)**

By Survey Monkey (it disappears after completion, so this is a compilation of the questions and answers)

<b>QUESTION</b>	<b>OUR REPLY</b>
Who are you?	Village of Chester
What services did you provide?	In person counselling Phone service Email service Washroom facilities Literature/provincial Literature/regional & community Literature/operator Online services (Village website & social media provided by ourselves and MODC)
What was the start date?	31 May 2025
What was the end date?	Stopped full time after 30 September 2025. Opened the first two weeks of October for the Farmers' Market Days, for Saturday and Sunday afternoons to support the Oak Island Tour participants, and at request for Tour Buses or other groups. After we stopped providing volunteers, the VIC continues to be available to visitors to pick up literature or use the washroom with camera surveillance by the Station Master Ryan Cameron.
F-t Employees?	No
P-t Employees?	No **please note we cannot call our volunteers employees because they received honorariums which are not eligible for social deductions so not employment.
Volunteers?	Yes. Up to 10 total over the summer season.

How did it compare to last year?	N/a
Did volunteers receive the TNS training?	No. We did not officially qualify as a VIC until late summer, so missed the training sessions.
Total visitors in July and August?	July 344, August 425 (total 769).  We discovered as the season went on that we became better at reminding people to sign the visitors' log.  However, we think we missed at least 25% of folks who visited.
What were the operational costs exclusive of salary or honoraria?	The total was \$8,474, of which \$3,350 was initial set up costs. The cost of volunteer honoraria was \$7,060.
Did the VIC generate income?	No
Were all reports submitted?	Yes
Did the VIC meet NS Tourism Strategy?	We don't know. No one gave us a copy of the Tourism Strategy.
How does your VIC help tourism in your area?	Visitors enjoy the opportunity to talk to counsellors and tend to stay in the area longer when they are told about special local places or events that they may not have known about by using only provincial information.  Visitors especially love local maps, advice about where to get satisfy certain food requests, and stories about area history.

When do you plan to open next year?	1 June 2026
How could the province support the VICs better?	The lack of a central resource for brochures and local maps really makes it difficult to promote tourism provincially. We can manage to get local materials, but the wider province is difficult. If you really want to help tourism, start to print the Doers and Dreamers Guide again. Visitors love it.
Comments not covered in the survey?	<p>We will be open to the end of November for literature and washroom accessibility.</p> <p>We work cooperatively with MODC who operate a moveable kiosk for special events around the area, while we operate the static Visitor Information Centre in the historic train station in the Village of Chester.</p>

Survey completed by Geraldine Pauley, Commission Chair

**Chester Visitor Information Centre**

**COSTS 2025/26**

03-Nov-25

**BUDGET**

2025/26 Village Budget (GL 5595) "Visitor Information Centre"	\$10,000
Unspent re-allocations approved Jul 17,2025 (from GL5450, 5496, 5591)	\$7,790
TIANS Grant	\$500
SUBTOTAL BUDGET	<hr/> <b>\$18,290</b>

**EXPENSES APR-OCT 2025**

Initial set-up of VIC Space	\$3,006
<i>Furniture, office equipment, signage, décor</i>	
Operations	\$362
<i>Office supplies, water, kitchen/bathroom, etc.</i>	
Rent	\$2,550
<i>Paid - 6 months @ \$425</i>	
Internet/phone	\$827
<i>URL, internet/public wifi, cellphone, Telus charges, Gmail for Business, security</i>	
Volunteers	\$7,060
<i>\$30/4-hr shift honorarium</i>	
SUBTOTAL EXPENSES TO DATE	<hr/> <b>\$13,806</b>

**EXPENSES PENDING**

Rent - 6 months @ \$150	\$900
Telus - 2 months @ \$50 & 3 months @ \$19	\$157
Gmail for business @ \$25/month	\$125
SUBTOTAL EXPENSES TO COME	<hr/> <b>\$1,182</b>

**Chester Visitor Information Centre**

**COSTS 2024/25**

03-Nov-25

**BUDGET**

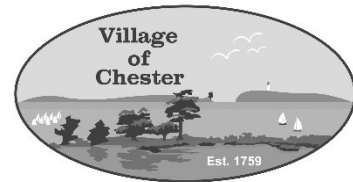
2024/25 Village Budget (GL 5590) "Tourism Attraction Projects"	\$10,000
SUBTOTAL BUDGET	<u>\$10,000</u>

**EXPENSES MAR 2025**

Initial set-up of VIC Space	\$1,229
<i>Furniture, office equipment, signage, décor</i>	
Rent Deposit	\$250
SUBTOTAL EXPENSES	<u>\$1,479</u>

## Schedule 7.2

### Village of Chester Commission Clerk/Treasurer Monthly Report Nov 19, 2025



- **Scotiabank:**

- The October 2025 bank statement has been reconciled. The Village main operations account opened the month with \$467,302 and ended with \$436,797.
- Snapshot: Account balances as of Nov 5th were:

Banking Accounts	
Daily Operations account	\$ 432,332
Investment Accounts	
Operating reserve	\$ 87,457
Lido Pool reserve (incl. GRID funding of \$242,000)	\$ 442,540
Utilities reserve	\$ 42,845
EMC Building reserve	\$ 28,680

- **Financial Reporting**

- The **HST rebate** application for Apr 1-Sep 30, 2025 has been submitted, and assessed received in the amount of \$14,673. A cheque will follow from CRA.
- The annual Village report to **Municipal Finance** for 2024/25 has been submitted. This includes audited financial statements and expense reports.
- Update to Q2 Budget Variance Report re: **tax exemptions** to date: Individual low-income property tax exemptions total \$640 and non-profit organization exemptions total \$194. Uptake on the program is significantly down at this point in the year. We'll keep an eye on this and address in the annual review of the Property Tax Exemption Policy.

- **Insurance Renewal**

- The Gallagher's insurance renewal policies have been received and invoiced. The breakdowns by budget line for property and liability cannot be done quite yet for comparison; we require further documentation that will come from Intact. This will be shown in the Q3 Variance report.
- Note that insurance for potential new services will have to be quoted separately when/if the time comes.

- **Follow-ups from Commission Meetings**

- Public Works re: **snow removal**: I met with MODC's Director of Public Works, Fred Whynot, the week of Oct 20<sup>th</sup>. Public Works has moved into a new building next to the RCMP station at exit 8. The Municipality will be using salt

(carefully) on sidewalks this year, which is great news! They have also purchased a new machine for sidewalk plowing. Municipal contractors, not staff, do this work on their behalf.

Regarding the banks of snow, they will be ensuring that there is a 4-foot clear path on sidewalks, and cutting back the banks when they encroach too far. The ends of each block will be cleared, but they will not be removing snowbanks – it's nearly impossible to do so with the parking situation in the "downtown T". Individual business owners are responsible for cutting access points to their doors if they wish.

- **RCMP Advisory Committee:** Tara Maguire advises me that the Village's request for a seat will be on the Agenda of the Nov 27<sup>th</sup> Council Meeting. She also noted:

*I should also make you aware that one of the recommendations from the current policing review being undertaken by the Department of Justice is to create community safety boards. My understanding is that this will replace the current RCMP advisory boards but we are not sure what those new committees will look like.*

- **Dog Waste Signs:** Confirmed that the current dog waste stations are provided by the Municipality. The ones in the Village are located at Lordly Park, Freda's Beach, Water Street, and the Old Trunk 3 Trail Head. The Municipality has no objection if the Village wishes to add to the inventory.

The correspondence reviewed last month requested signage at Pig Loop Road. Question: Would the Commission like to consider sign(s) and/or waste station(s)?

- **Fall Newsletter:** This issue is complete but on hold temporarily re: the Lido sign.

- **Contracts**

- **Administrative Services Agreement:** The Agreement between the Village and CFSC was approved and signed on Nov 5<sup>th</sup>. The agreement covers the period of Oct 17, 2025 to Oct 16, 2030.
- **Holiday Wreaths:** Kerry Keddy was engaged to install and remove the holiday wreaths. The wreaths should be up by time of reading this report!

- **Public Washroom/Lido Pool Projects**

- The Public Washroom was closed for the season on November 12<sup>th</sup>.
- The roadside Lido Pool sign was installed the week of October 27<sup>th</sup>. This is part of the accessibility project.

- All Outdoors' exterior retrofits to the Public Washroom – demolishing and rebuilding the entrance, installing a paved accessible parking spot and a path from there to the washroom entrance – is still TBD on timing. My understanding is that they are short-staffed. I'll update when I hear more.
- **Fire & Emergency Services**
  - For information: Please see the *attached* excerpt from MODC's Oct 30<sup>th</sup> CAO Report regarding the Province's in-progress Bill 158 – Fire Safety & Services Act.
- **Association of Nova Scotia Villages (ANSV)**
  - A reminder that the special meeting to confirm the proposed ANSV part-time staff position is scheduled for tomorrow: Nov 20<sup>th</sup> at 1:00 pm online over Teams. Elected officials are needed to vote.

*Report completed by:*

Heather McCallum, Village Clerk/Treasurer

**Attach:**

1. 2025-10-24 CAO Report – extract re: Fire Services Review



# CHIEF ADMINISTRATIVE OFFICER'S REPORT

Corporate & Strategic Management

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Subject: CAO Report  
To: Municipal Council  
Date Prepared: October 24, 2025  
Prepared by: Tara Maguire, CAO  
Approved by: Tara Maguire, CAO

## **Report excerpt:**

### Fire Services Review

The Province of Nova Scotia has launched a significant reform of fire services through introduction of BILL NO. 158 - Fire Safety and Services Act. The Bill has received first reading. This work is designed to modernize how fire protection is delivered across the province, with a focus on improving governance, training, communications, mental health supports, and sustainable funding. These changes could be transformative for the fire service. Two major reports prompted action:

- A value-for-money audit of the Nova Scotia Firefighters School revealed serious safety and policy gaps.
- A governance review by the Fire Services Association of Nova Scotia (FSANS) outlined 40 recommendations for improving training, funding, volunteer support, and overall service delivery.

For municipalities, the implications are substantial. The recommendations would establish consistent standards and expectations for fire service delivery, training, and oversight. They call for closer coordination between municipal governments and fire departments to ensure compliance and readiness. As a result, this initiative will amount to a significant amount of effort and attention in the upcoming fiscal year.

The Bill, if passed, would initiate a six-month public consultation process to establish a new legislative and operational direction respecting fire safety, fire services, fire training and fire certification matters. It would also require the Minister of Municipal Affairs to introduce a new legislative framework by September 30, 2026.

Municipal staff will continue to monitor developments and work collaboratively with council, fire service leadership, and community stakeholders to ensure that local perspectives are heard and considered in shaping the final framework. We remain committed to fostering a strong, safe, and sustainable fire service for all residents.

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# **BILL NO. 158**

**(as introduced)**



*1st Session, 65th General Assembly  
Nova Scotia  
4 Charles III, 2025*

Government Bill

## **Fire Safety and Services Act**

The Honourable John Lohr  
Minister of Municipal Affairs

[First Reading](#): October 1, 2025

Second Reading:

Third Reading:

### **An Act to Promote and Encourage Fire Safety and Fire Services**

WHEREAS the governance and administration of fire services in Nova Scotia is highly complex and fragmented, resulting in inconsistent service levels across Nova Scotia and, at times, a lack of coordination;

THEREFORE be it enacted by the Governor and Assembly as follows:

1 This Act may be cited as the Fire Safety and Services Act.

2 The Minister of Municipal Affairs and the Minister of Emergency Management shall develop a legislative framework for fire safety, fire services, fire training and fire certification matters in response to

- (a) the recommendations from the 2025 value-for-money audit of the Nova Scotia Firefighters School;
- (b) the recommendations from the interim report of the governance review of fire and associated services throughout the Province, requested by the Fire Services Association of Nova Scotia; and
- (c) information and feedback received from communities, fire safety stakeholders and members of the public through the public consultation process.

3 (1) The Minister of Municipal Affairs and the Minister of Emergency Management shall engage in a six-month public consultation process to establish a new legislative and operational direction respecting fire safety, fire services, fire training and fire certification matters.

(2) The consultation process must address the following topics:

- (a) governance and legislation;
- (b) fire dispatch and communications;
- (c) professional standards, training and certification;
- (d) firefighter health, safety and wellness;
- (e) sustainable fire service funding; and
- (f) volunteer firefighter recruitment and retention.

(3) The purpose of the consultation process is to lay the foundation for future system changes by

- (a) building awareness of the benefits of fire safety and fire services modernization;
- (b) determining how to best operationalize recommended improvements to governance, administration, training and certification;
- (c) clarifying the Government's mandate for fire safety and fire services;
- (d) giving direction for consolidating and updating existing legislative provisions for fire safety and fire services;
- (e) examining best practices for service delivery and governance; and
- (f) identifying sustainable funding models.

(4) The consultation process must engage communities and fire safety stakeholders, including

- (a) municipalities;
- (b) public safety entities, such as Emergency Health Services and law enforcement agencies;
- (c) sector associations; and
- (d) volunteer and career firefighters,

to ensure that the new legislative and operational direction that keeps Nova Scotians safe from fire and other hazards is built with and for communities and the professionals that keep them safe.

4 The Minister of Municipal Affairs shall introduce a bill in the House of Assembly before September 30, 2026, implementing the legislative framework developed under Section 2.



## Minutes

### Chester Fire Services Committee (CFSC) Monthly Meeting

Wednesday, Oct 1, 2025 at 5:00 pm

Village Commission Boardroom, 27 Pleasant Street, Chester

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

#### 1. Call to Order

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

#### 2. Approval of Agenda

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

That the Chester Fire Services Committee approves the Agenda of the Oct 1, 2025 Monthly Meeting as presented.

*Motion carried.*

#### 3. Approval of Minutes

##### 3.1 Monthly Meeting Minutes: Sep 3, 2025

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

That the Committee approves the Minutes of the Wednesday, Sep 3, 2025 Monthly Meeting as presented.

*Motion carried.*

#### **4. Business Arising**

##### **4.1 Motion re: Signing Authority**

A motion adding the Project Director of the new Chester Fire Station project to bank signing authority was passed via email on Sep 12, 2025 (*Schedule 4.1*). It is reproduced in the Minutes as follows:

**Motion:** Moved by Ms. Hatch; seconded by Chair MacDonald:

That the Project Director on the New Chester Fire Station project be added as a Chester Fire Services Committee signing authority on matters concerning the project. Further, the Project Director has decision-making powers subject to the approved budget and contractual agreements.

*Motion carried.*

##### **4.2 Land Swap Agreement**

On behalf of Mr. Robert, Ms. McCallum reported that the Agreement of Purchase and Sale has been finalized/approved by Mr. Ferguson and the Village Commission (*Schedule 4.2*).

##### **4.3 RFP Evaluation Team**

Mr. Fitt noted that the evaluation team for the Phase 2 Requests for Proposals (RFPs) for Design Services and Project Management must be appointed before the closing date.

**Motion:** Moved by Mr. Fitt; seconded by Mr. MacDonald:

That the Chester Fire Services Committee appoint the following people to the evaluation team for the Fire Station Project Phase 2 Requests for Proposal:

1. Wilson Fitt
2. Colin MacDonald
3. Nancy Hatch
4. Cody Stevens
5. Kirk Collicutt

*Motion carried.*

## 5. **Chester Volunteer Fire Department: Activity Report**

Chief Stevens was not present at the meeting, so no report was provided.

## 6. **Reports**

### 6.1 **Secretary-Treasurer**

Mr. Collicutt presented his monthly report (*Schedule 6.1*). The Q2 financial report will be available at the next meeting.

### 6.2 **New Fire Station Project**

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

### 6.3 **Communications Sub-Committee**

In Mr. Countway's absence, Chair MacDonald presented his report (*Schedule 6.3*).

The first sign is complete and installed at the future Fire Station site and the second sign will be installed very soon. The Chair congratulated Mr. Countway on this work.

The article and photo re: the CVFD cheque presentation (attached) is up on the website and articles are up on the Masthead and Saltwire.

There are several 8"x12" posters to be put up in various locations around the service area, like the grocery stores, post offices, and Pharmasave locations.

### 6.4 **Fundraising Sub-Committee**

It was agreed that donors should be publicized on the website by tier (i.e., level of donation) rather than exact figures. The tiers, perhaps five of them, need names. Chair MacDonald reported that fundraising is progressing, with several donations identified.

Ms. Hatch reminded the Committee that an agreement with a broker for liquidizing stock or other assets that may be donated is still needed. Bruce Towler was recommended.

**Action:** A draft agreement with a stockbroker will be pursued.

## 6.5 MODC Fire Advisory Committee (FAC)

The agenda of the most recent FAC meeting on Sep 17<sup>th</sup> is attached for information (Schedule 6.5). The minutes are not yet available.

## 7. New Business – Nil

## 8. In-Camera

**Motion:** Moved by Ms. Hatch; seconded by Mr. Fitt:  
That the Committee move in camera as per Section 22/408B (2) of the *Municipal Government Act (MGA)* to discuss contract negotiations.  
*Motion carried.*

The Committee recessed at 5:27 pm.

## 9. Resumption of Public Meeting

The Committee resumed the public meeting per Section 22/408B (3) of the *MGA* at 5:31 pm. There was nothing to report.


## 10. Other Business – Nil

## 11. Adjournment

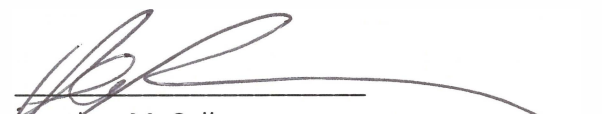
The meeting was adjourned at 5:31 pm.

### Next meeting(s):

- **Regular Monthly:** Nov 5, 2025 at 5:00 pm; Village Commission boardroom
- **Regular Monthly:** Dec 3, 2025 at 5:00 pm; Village Commission boardroom



Kirk Collicutt  
CFSC Secretary



Heather McCallum  
CFSC Administrator, VOC Clerk/Treasurer

**Schedule 7.3(b)**

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

Wednesday, November 19, 2025

7:00 p.m.

Forest Heights Community School

**AGENDA**

1. Meeting called to order by the Chairperson.
2. Review and Approval of Agenda/Order of Business.
3. Introductions.
4. Approval of previous meeting minutes.
5. Matters Arising

Sub Committee Report Updates:

Dry Hydrants/Water Supply

Apparatus/Equipment

Recruitment and Retention (Status: Chuck Bennett)

6. New Business
  - Governance Review: Initial Overview of Recommendations (Lyle Russell)
  - Water Rescue Emergency Fund Project (Cody Stevens/Stephen Bond)
  - Overgrown bushes and trees on private roads: Municipal Newsletter
7. Roundtable
8. Adjournment

## Schedule 7.4

# 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 22<sup>nd</sup>. 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.**