



Call for Proposals

Transfer of Governance, Operations and Stewardship Responsibilities of the Zoe Valle Memorial Library to a Community-Based Organization

Issued by: *The Municipality of the District of Chester (Municipality), as Trustee under the Deed of Trust, in collaboration with the Board of Trustees of the Zoe Valle Memorial Library*

Date Issued: September 22, 2025

Proposal Due Date: October 20, 2025

1. Introduction

The Zoe Valle Memorial Library (“the Library”) exists to serve residents and visitors by inspiring lifelong learning, fostering community connections, accessing knowledge, stories, and resources, and providing gathering spaces in accordance with best practices and laws governing non-profit organizations.

This Call for Proposals is issued by the Municipality in partnership with the Library’s Board of Trustees. The Municipality holds title to the Library property as Trustee under the original Deed of Trust. The Municipality intends to transfer title to a qualified community-based body corporate, which will hold the property in trust and assume governance, operations, and stewardship responsibilities in accordance with the Deed of Trust and any amended agreements.

The Municipality and the Library’s Board of Trustees are seeking proposals from qualified community-based organizations (“Applicants”) to transfer title, and assume governance, operations, and stewardship responsibilities—ensuring the original terms of the deed of Trust are carried out, while ensuring sustainability, compliance, and continued service to the public.

This Call for Proposals invites groups with the vision, capacity, and commitment to continue the Library’s legacy while addressing current governance and infrastructure requirements.

2. Purpose of the Call for Proposals

The purpose of this Call for Proposals is to identify and select a Body Corporate to assume title to the Library property and take on governance, operations, and stewardship responsibilities. The successful Applicants will hold the property in trust and carry out the provisions of the original Deed of Trust, along with any additional requirements as directed by the Municipality.

The successful Applicants will:

- a) Assume ownership in trust, governance and operations in compliance with non-profit/community library standards.
- b) Uphold the Library's mission, vision, and values.
- c) Address operational, infrastructure, and compliance needs.
- d) Steward the endowment, property, and collections responsibly.
- e) Deliver sustainable, community-oriented programs and services.

3. Scope of Services and Responsibilities

A. Governance & Accountability

- a) Establish a governing Board with bylaws, policies, and ethical codes.
- b) Ensure transparent decision-making and accountability.
- c) Collect and report data on usage, finances, and program outcomes.
- d) Hold regular Board meetings and an Annual General Meeting.
- e) Create and manage annual budgets.

B. Operations & Management

- a) Manage Library operations, volunteers, and programs.
- b) Prepare annual budgets, reports, and fundraising plans.
- c) Ensure compliance with legal and regulatory requirements.
- d) Provide strong administrative leadership and customer service.

C. Infrastructure & Compliance

- a) Address safety violations and deficiencies.
- b) Ensure building code compliance.
- c) Develop a long-term facility maintenance and improvement plan.

D. Stewardship & Community Engagement

- a) Safeguard, grow, manage, and administer the Library's endowment.
- b) Develop community-driven programs and partnerships.
- c) Engage stakeholders (municipality, donors, public).
- d) Maintain and expand collections and digital access.
- e) Provide free internet and computer resources.

4. Proposal Submission Requirements

Applicants must submit:

- a) Cover Letter – Statement of interest.
- b) Organizational Profile – History, mission, governance structure.
- c) Experience & Capacity – Relevant track record.
- d) Governance Plan – Structure, policies, accountability.
- e) Operational Plan – Staffing/volunteers, programs, services.
- f) Infrastructure & Compliance Plan – Safety and code measures.
- g) Financial Plan – Budget, fundraising, endowment stewardship.
- h) Community Engagement Strategy – Stakeholder involvement.
- i) Transition Plan – Handover from current trustees.
- j) References – At least three.

5. Evaluation Criteria

Proposals will be scored on:

- a) Organizational Capacity – Sustainability of governance and operations.
- b) Governance Model – Strength and clarity.
- c) Operational Approach – Effectiveness and viability.
- d) Infrastructure Readiness – Compliance capacity.
- e) Financial Stewardship – Fiscal responsibility.
- f) Community Alignment – Engagement and inclusion.
- g) Transition Feasibility – Practicality of turnover plan.

6. Submission Instructions

Proposals must be submitted electronically in PDF format by [insert deadline] to:

The Municipality of the District of Chester and the Zoe Valle Memorial Library Board of Trustees:

c/o Pam Myra, Municipal Clerk

pmyra@chester.ca

Late or incomplete submissions will not be considered.

7. Timeline

Release of Call for Proposals: September 22, 2025

Deadline for Questions: October 3, 2025

Proposal Submission Due Date: October 20, 2025

Review and Evaluation: October 21 to November 5, 2025

Recommendation to Council: November 13, 2025

Transition Begins: November 24, 2025

Transition Completion Date: January 30, 2026

8. Additional Information

- a) The Municipality reserves the right to reject any or all proposals.
- b) Questions should be directed in writing to:
Pamela Myra, Municipal Clerk
151 King Street, Chester, NS, B0J 1J0
pmyra@chester.ca
- c) If the trust obligations are not fulfilled by the new titleholder, or if the property ceases to be used in accordance with the Deed of Trust, the property may revert in accordance with the original trust provisions.
- d) A Well Access Agreement between the Municipality and St. Stephen's Anglican Church will be assumed by the Applicants.
- e) Reports and documentation will be transferred to the selected applicant upon request.
- f) The successful applicant would report annually to the Municipality.

9. Legal and Trust Framework

- a) The Municipality currently holds title to the library property under the original Deed of Trust.
- b) The selected organization will receive title and hold the property in trust, subject to the terms of the Deed of Trust.
- c) The organization must demonstrate capacity to fulfill the trust obligations and maintain the property as a public library.
- d) The 2005 Agreement between the Municipality and the Board of Trustees will be terminated and a new agreement will be created between the Municipality and the successful Applicants to reflect the new governance and ownership structure.
- e) In addition to the existing trust provisions there could be additional provisions added by the Municipality which would include a provision that if the successful applicant was unable at any time to fulfill the trust provisions, then title to the

library property and any remaining monies in the benefactors fund be transferred back to the Municipality.

- f) The role of the current Board of Trustees will include advising on permissible additional uses of the property.

Attachment A

Zoe Valle Memorial Library Mission, Vision, and Values

Mission

To inspire lifelong learning, foster community connections, and provide free, inclusive access to knowledge, stories, and resources. We serve as a welcoming hub for all ages—offering engaging children’s programs, reliable digital access, and preserving our community’s unique history for future generations.

Vision

A vibrant, connected community where every person has the opportunity to explore ideas, share stories, and grow. Our library will be the heart of our community, embracing innovation, celebrating local heritage, and ensuring equitable access to information in all its forms.

Core Values

- a) **Accessibility** – Ensuring free and open access to books, technology, programs, and spaces for everyone.
- b) **Community Engagement**– Building strong relationships through programs, partnerships, and events.
- c) **Lifelong Learning** – Supporting education and curiosity from early literacy to adult enrichment.
- d) **Innovation** – Embracing creative solutions to meet evolving needs.
- e) **Stewardship of Local History** – Preserving and celebrating our community’s heritage.
- f) **Inclusion and Respect** – Welcoming and valuing all individuals and voices.
- g) **Transparency**- Demonstrating openness, responsibility and accountability in serving our community.

August 10, 2025

Attachment B

Proposal Evaluation Scoring Sheet

Transfer of Zoe Valle Memorial Library to a Community-Based Organization

Scoring Scale

- 5 – Excellent: Exceeds requirements with strong evidence.
- 4 – Very Good: Fully meets requirements with added strengths.
- 3 – Satisfactory: Adequately meets requirements.
- 2 – Fair: Partially meets requirements; gaps present.
- 1 – Poor: Does not adequately meet requirements.
- 0 – Not Addressed: Insufficient information.

Criterion	Description	Weight (%)	Score (0–5)	Weighted Score
Organizational Capacity	Ability to sustain governance & operations	20	___	___
Governance Model	Strength and clarity of framework	15	___	___
Operational Approach	Viability of programming & management	15	___	___
Infrastructure Readiness	Addressing building compliance	15	___	___
Financial Stewardship	Fiscal responsibility	15	___	___
Community Alignment	Commitment to inclusion & transparency	10	___	___
Transition Feasibility	Achievability of turnover plan	10	___	___
TOTAL		100	___	___

Evaluator Comments:
