

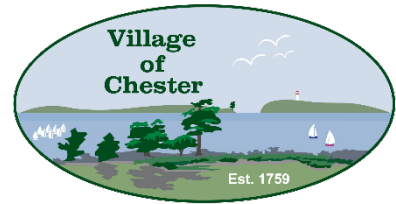
Agenda

Village Commission Monthly Meeting Monday, Jul 13, 2026 @ 10:00 am

In-Person & Virtual Meeting

Library/Village Boardroom, 63 Regent Street, Chester

Zoom Meeting <https://us02web.zoom.us/j/82120074665> or [YouTube Live](#)



1.0 Call to Order/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 Approval/Amendment of Agenda

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3.0 New Business

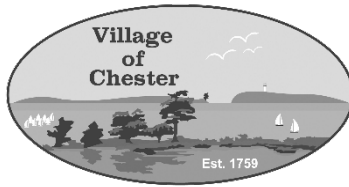
- 3.1 Request for Decision: Surplus Furniture Sale
(Time-sensitive)

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4.0 Adjournment

Next Meeting(s)

- Monthly: Jul 15, 2026 @ 6:00 pm – 63 Regent St & Livestream



Village of Chester Commission
Request for Decision
July 13, 2026

RE: Surplus Furniture Sale

Issue Summary

Some items of office furniture from the old office that are unsuitable for 63 Regent Street have been in storage at the Municipality of the District of Chester (MODC)'s Public Works building.

The Commission is asked to declare the items surplus to be sold at auction. If approved, the RFQ could be posted today with a one-week timeline and closing date of July 20th.

Background and Description

When the question of selling the furniture first came before the Commission at the March 18, 2026 meeting, it was decided to store it for the time being until the Municipality requested it be removed. Gippy Dominey, our maintenance manager, has requested that the items be removed prior to July 22, 2026. The timeline is short.

A draft Auction RFQ is attached with specifications and photos of the furniture under consideration including:

- Clerk/Treasurer's office: desk and credenza
- Reception: 2 desks, display unit
- Other: corner desk w shelves, 8 + 5 guest chairs

Because the furniture was purchased with public funds, items must be publicly sold and the proceeds go into general funds to offset replacement purchases. Any unsold items will be re-evaluated for disposal.

Options

1. Declare the furniture on the attached list surplus; and instruct staff to have it sold immediately at auction "as is, where is".
2. Decline to declare the items surplus and move them to a paid storage facility.

Recommendation

Staff recommend Option 1.

Draft Motion

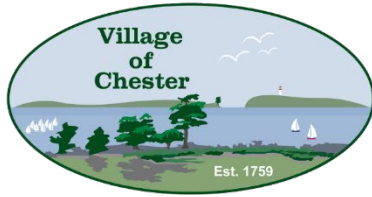
That the Chester Village Commission declares the following items of furniture from the 27 Pleasant Street office surplus:

- Manager's desk and credenza,
- Reception's 2 small desks and display unit,
- Corner desk w shelves,
- 8 cream and 5 hotel-style guest chairs;

and instructs staff to sell the items "as is, where as" by auction as soon as possible.

Attach

- Draft RFQ #VOC-2026-02 "Surplus Office Furniture – Auction"



Village of Chester Commission

63 Regent Street, PO Box 620, Chester, NS B0J 1J0 Canada

Tel: 902-275-4482

www.villageofchesterns.ca

Request for Quotation Surplus Office Furniture – Auction RFQ #VOC-2026-02

Issue date: July 13, 2026

Closing date: July 20, 2026 at 4:00 pm ADT

Overview

The Village of Chester has declared several items of office furniture surplus and would like to see them have another life if possible.

Conditions

- The items are being sold by auction, with bids scored 100% on price.
- The Bid Form is the last page of this RFQ.
- Items are “as-is, where-is” with no warranty or guarantee given or implied.
- In-person viewing of the items will be available on Wednesday, July 15, 2026 between 12pm - 2pm at 643 Highway 14, Windsor Road, NS. Contact heather.mccallum@villageofchesterns.ca to attend.
- Bids should be delivered either electronically to the above email address or to the Village office during regular business at 63 Pleasant Street, Chester.
- Bids shall be irrevocable for thirty (30) days following the closing date.
- Note that all photos in this document were taken in their previous location. They are currently emptied and in storage.

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1.B	Manager – Large Credenza	p. 2	p. 4
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2.B	Reception – Desk 2	p. 2	p. 5
2.C	Reception – Display Unit	p. 2	p. 6
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3.B	Other – Bookcase	p. 3	p. 8
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1. Manager's Furniture

A) Large desk

- Mohagany wood veneer, 6 drawers, wiring access points, keyboard tray
- 72"wide x 30" deep x 29" high
- Excellent condition

B) Large credenza

- Mohagany veneer, two long filing drawers, 2 x 2-door cupboards
- Bottom piece: 72"wide x 24" deep x 29" high
- Top piece: 72"wide x 15" deep x 36" high
- Excellent condition

2. Reception Furniture

A) Reception desk

- Grey veneer, 4 drawers, keyboard tray
- 60"wide x 30" deep x 30" high
- Fair condition

B) Side desk

- Grey veneer, 4 drawers, keyboard tray
- 47"wide x 21 1/2" deep x 30 3/4" high
- Fair condition

C) Display unit

- Corner unit, dark wood veneer, 2 curved shelves
- Each side is 24"wide, shelf centre depth 24", unit height 42"
- Good condition

3. Other Furniture

A) Corner desk w shelves

- L-shaped, dark wood veneer, 0 drawers, keyboard tray in centre, 1 removable shelving unit with 2 static and 2 adjustable shelves
- Desk: each wing is 60"wide x 24" deep x 29 1/2 " high
- Shelves: 36"wide x 10" deep x 41 1/4" high
- Very good condition

3. Other Furniture, continued

B) Bookshelf

- Dark wood veneer, 5 adjustable shelves
- 31 3/3" wide x 12" deep x 60" high
- Good condition

C) Guest chairs x 8

- Cream fabric upholstery, black wooden frame
- Seat 19x19", padded seat and back rest, 28" height
- Fair condition

D) Guest chairs x 5

- Typical hotel banquet chair, beige/black pattern fabric upholstery, metal frame, stackable
- Seat 16x17", padded seat and back, 37 3/4" height
- Fair condition (fabric needs cleaning)

Photo 1.A



Photo 1.B



Photo 2.A



Photo 2.B



Photo 2.C



4. Photo 3.A



Photo 3.B



Photo 3.C



Photo 3.C



Village of Chester Surplus Office Furniture

BID FORM

You may post a bid for one or multiple items. Proponents declare that the Request for Quotation document was carefully examined.

	Item(s) of Interest	Bid	
1.A	Manager – Large desk		
1.B	Manager – Large credenza		
2.A	Reception – Desk 1		
2.B	Reception – Desk 2		
2.C	Reception – Display unit		
3.A	Other – Corner desk w/shelves		
3.B	Other – Bookcase		
3.C	Other – Guest chairs (cream) x ____ of 8		
3.D	Other – Guest chairs (hotel) x ____ of 5		
	Subtotal		
	<i>HST exempt</i>		<i>0.00</i>
	Total		

SIGNING

DATED THIS _____ DAY OF _____, 2026

Signature of Signing Officer _____

Name/Title of Signing Officer (print) _____

Name of Company, if applicable _____

Phone number _____

Email address _____

NOTE: Bids submitted by or on behalf of any organization/company must be signed and sealed by a duly authorized officer or agent.