

Minutes

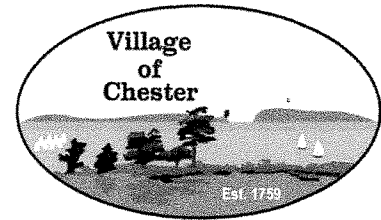
Village Commission Monthly Meeting

Wednesday, April 12, 2023 – 7:00 pm

In-Person & Virtual

27 Pleasant Street, Chester

Video Archive: https://bit.ly/YouTube_villageofchesterns



Present: Nancy Hatch, Commission Chair; Laura Mulrooney, Commissioner; Randall O'Malley, Commissioner; Geraldine Pauley, Commission Vice-Chair

Staff: Heather McCallum, Clerk/Treasurer; Maxine Veinot, Recording Secretary

Regrets: Carol Nauss, Commissioner

Public Gallery: Nil

1.0 Call to Order

Chair Hatch called the April 12, 2023, Regular Monthly Meeting of the Village of Chester Commission to order at 7:01 pm.

2.0 Public Forum

No members of the public were in attendance.

3.0 Approval of Agenda/Additions to Agenda

Motion #23-035: Commissioner Pauley moved; Commissioner Mulrooney seconded: The approval of the April 12, 2023 Regular Meeting Agenda as presented.

The Clerk/Treasurer requested an addition to the Agenda as Correspondence item 7.2.

Amendment to Motion #23-035: Commissioner Pauley moved; Commissioner Mulrooney seconded: The approval of the April 12, 2023 Regular Meeting Agenda as amended.

Unanimously Carried

4.0 Report of the Chief, Chester Volunteer Fire Department

The Fire Chief sent his regrets this evening due to a scheduling conflict.

5.0 Review/Approval of Minutes

5.1 Regular Meeting: Wednesday March 8, 2023

Several corrections were noted.

Motion #23-036: Commissioner O'Malley moved; Commissioner Pauley seconded: The approval of the March 8, 2023 Regular Meeting Minutes with the noted amendments.

Unanimously Carried

5.2 Special Meeting: Monday, April 3, 2023

A correction was noted.

Motion #23-037: Commissioner Mulrooney moved; Commissioner O'Malley seconded: The approval of the April 3, 2023 Special Meeting Minutes with the noted amendment.

Unanimously Carried

6.0 Business Arising

6.1 Updating Boardroom Equipment

The Clerk/Treasurer provided a verbal update on the procurement to date. After a brief discussion, the Clerk/Treasurer will provide a further update at the next meeting.

7.0 Correspondence

7.1 Chester Municipal Heritage Society: 2022/23 Grant Report

The Chester Municipal Heritage Society's letter was received for information.

7.2 Minister of Public Works: Letter re: Granite Street Right-of-Way

The letter from Minister Masland was received for information.

8.0 Reports

8.1 Clerk/Treasurer

The Clerk/Treasurer presented her monthly activity report (*Attachment 8.1*).

Motion #23-038: Commissioner Pauley moved; Commissioner O'Malley seconded: The Annual Public Meeting is scheduled for Tuesday, June 6, 2023; the 2023 Election of one Commissioner is scheduled for Tuesday, June 13, 2023, with an advance poll on Saturday, June 10, 2023.

Unanimously Carried

The Clerk/Treasurer will investigate available venues for the Annual Public Meeting.

8.2 Financial

The Clerk/Treasurer presented the monthly overview report (*Attachment 8.2*).

The Clerk/Treasurer will coordinate the scheduling of two Audit Committee meetings with committee members and the auditor; one before the audit date of April 28, 2023 and the other to receive the audit report.

The Clerk/Treasurer will also run another Call for Volunteers to fill the second citizen representative seat on the Audit Committee. She confirmed that a minimum of one citizen representative is required under the Municipal Government Act, so it does not affect the committee's ability to act if a second does not come forward.

8.3 Committees – Nil

9.0 New/Other Business

9.1 Grant Application: Chester Municipal Heritage Society

The Clerk/Treasurer presented the Request for Decision associated with this grant application for discussion (*Attachment 9.1*).

Motion #23-039: Commissioner Pauley moved; Commissioner O'Malley seconded: The Village Commission approves a 2023/24 village grant to the Chester Municipal Heritage Society in the amount of \$TBD from "Celebrations" and/or "Tourism Attraction Projects".

It was noted that the Commission has yet to determine what tourism projects they may apply to that budget item.

Amendment to Motion #23-039: Commissioner Pauley moved; Commissioner O'Malley seconded: To defer decision on the Chester Municipal Heritage Society grant application until May 30, 2023 when all Grant applications are to be received.

Commissioners Pauley and O'Malley rescinded Motion #23-039 and the amendment.

Motion #23-040: Commissioner Pauley moved; Commissioner O'Malley seconded: To defer all grant applications to a deadline of May 30, 2023, to allow for policy discussion and advertising of the availability of the grant.
Unanimously Carried

9.2 Canada Revenue Agency: Registered Owners/Directors re: HST

The Clerk/Treasurer presented the Request for Decision regarding the Village's upcoming HST Return.

Motion #23-041: Commissioner Mulrooney moved; Commissioner O'Malley seconded: The Village Commission authorizes the registration of Heather McCallum, Clerk/Treasurer and Maxine Veinot, Administrative Assistant, with the Canada Revenue Agency as "Owners/Directors" of the Village of Chester's BN 108175068RT0001.
Unanimously Carried

9.3 Signing Authority for new Clerk/Treasurer

The Clerk/Treasurer presented the Request for Decision.

Motion #23-042: Commissioner Pauley moved; Commissioner O'Malley seconded: The Village Commission approves the addition of the Clerk/Treasurer, Heather McCallum, as a signing authority on the Village of Chester's Scotiabank accounts and approves the issuance of a Scotiabank corporate credit card for the organization, after discussion with the Village Auditor and Solicitor.
Unanimously Carried

It was agreed by consensus that the Clerk/Treasurer would not be one of the two signatories on cheques, in practice. This may be revisited at the end of her probationary period.

After discussion with the auditor and bank, staff will bring back a recommendation regarding electronic bank transfers to the Village's accounting processes.

9.4 Proposed Revision to Documents

The Clerk/Treasurer reviewed updates to the Agenda and Minutes documents to bring in line with accessible document standards and best practices.

10.0 In-camera Meeting

Motion #23-043: Commissioner O'Malley moved; Commissioner Mulrooney seconded: That the Commission move in camera as per Section 408B (2) of the Municipal Government Act to consider contract negotiations.

Unanimously Carried

The Commission recessed at 8:18 pm.

11.0 Resumption of Public Meeting

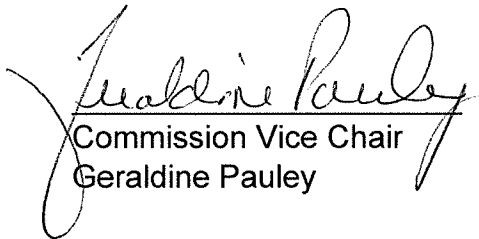
The Commission returned to public session at 8:54 pm.

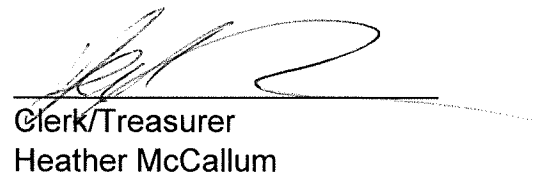
There were no items to report from the in-camera meeting.

12.0 Commissioner Roundtable – Nil

13.0 Adjournment

The Chair adjourned the Meeting at 8:55 pm.


Commission Vice Chair
Geraldine Pauley


Clerk/Treasurer
Heather McCallum

Schedule 7.2



Public Works Office of the Minister

PO Box 186, Halifax, Nova Scotia, Canada B3J 2N2

APR 11 2023

Nancy Hatch, Chair
Village of Chester Commission
PO Box 620
Chester, NS B0J 1J0

Dear Nancy Hatch:

Thank you for your correspondence dated March 14, 2023, regarding the implementation of permit CM061-20 at the foot of Granite Street, Chester Village.

The Department of Public Works strives to balance the needs of all applicable stakeholders when conducting business, including evaluating Work Within Highway Right-of-Way Permits. The comments and concerns of the Village of Chester Commission will be at the forefront of our consideration and review process in any future applications for this location.

Thank you once again for bringing your concerns forward. If you have any other comments or concerns, please contact the local Area Manager Mitchell Conrad by email at Mitchell.Conrad@novascotia.ca or 902-543-4121.

Sincerely,

A handwritten signature in black ink, appearing to read "Kim D. Masland".

Kim D. Masland
Minister

c: Peter Hackett, Deputy Minister
Dan Leopold, A/District Director, Western
Mitchell Conrad, Area Manager, Lunenburg/Queens

Schedule 8.1

**Village of Chester Commission
Clerk/Treasurer Activity Report
April 12, 2023**

- **Orientation:** Start date was March 13, 2023 – focus has been onboarding! Grateful to have had Jeff Conrad's assistance in orientation.
- **Meetings:** Get-acquainted meetings have taken place with Tara Maguire, CAO, MODC; Olivia Corkum, Economic Development Officer, MODC; members of the Chester Business Association; and Andrea Hyslop, Municipal Affairs & Housing.
- **CVFD 551 Pumper Sale:** The winning bid was \$40,000 from Great Village Fire Department. According to section 446 "Powers to sell or lease property" of the Municipal Government Act, permission of the Minister of Municipal Affairs is required. This process is underway and we hope to have permission granted this week.
- **Lido Pool Capital Repairs:** The Village was successful in its grant application to Communities, Culture & Heritage for \$150,000 towards the repair project. An RFP process will be required with the intention of beginning the work after the summer swim season (July 3-September 1, 2023) is wrapped.
- **2023 APM:** The Annual Public Meeting proposed dates are Tuesday, May 30 or June 6, 2023. The time is normally 6:30 pm. Venue to be determined.
- **2023 Election:** Election Day to elect one new Commissioner could therefore be Tuesday, June 6 or June 13, 2023, with the advance poll taking place on Saturday, June 3 or June 10, 2023. The new Commissioner can be formally appointed at the Regular Meeting on June 14 or July 12, 2023.



Heather McCallum
Clerk/Treasurer

April 12, 2023

Date

Schedule 8.2

Village of Chester Commission Clerk/Treasurer Financial Report April 12, 2023


- **Scotiabank:** The February bank statement is reconciled; the end of the statement the bank account balance was \$111,833.53. Online review shows that since February 28th there have been bank deposits of \$259,838.71 (quarterly tax remission) and expenses of \$189,745.61 for a bank balance on April 1st of \$181,926.63.

Later in tonight's agenda is a Request for Decision to make the new Clerk/Treasurer a signing authority for the organization.

- **MODC Payment:** The final year-end 2022/23 Reconciliation payment arrived on March 20, 2023. This included:
 - The Village's improved 2022/23 low-income property tax relief program was subscribed to by 9 residents and 2 non-profit organizations for a total of \$3,970.97, compared to a total of 6 residents for \$1,677.92 in the 2021/22 fiscal year. Please note that the revised program was in effect for half the fiscal year.
 - The Chester Volunteer Fire Department was compensated for the remaining Fire Boat usage fee of \$204.76.
- **2022/23 Audit:** The 2022/23 audit is scheduled to begin on April 28, 2023 by the Village's auditing firm Morse Brewster Lake. Audit Committee meetings therefore need to be scheduled for the weeks of April 24 and May 22 to officially begin the process and receive the final report, respectively.
- **HST Return:** Later in tonight's agenda is a Request for Decision to register staff as Directors on the Village's HST business number account. The October 2022-April 2023 return is pending.

There is a provincial HST Offset Program that should become available for application in May, with a June 13, 2023 deadline.

- **Donations:** Looking into registering the Village to be able to accept donations and issue tax receipts, which requires the Village to be a registered charity with CRA. More to come on this.



Heather McCallum
Clerk/Treasurer

April 12, 2023

Date