

**Minutes**  
**Regular Monthly Meeting**  
**In-Person at 27 Pleasant Street**  
**Zoom ID: 935 442 9176 Password: 301715**  
**Wednesday, June 8, 2022 – 7:00 pm**

**Attendance:** Nancy Hatch, Commission Chair; Michael Heisler, Commissioner; Martin Hiltz, Commissioner; Jeff Conrad, Interim Clerk Treasurer; Maxine Veinot, Recording Secretary

**Public Gallery:** Kerry Keddy, (In Person), Jared MacDonald, Deputy Chief, CVFD (via Zoom)

**1.0 Call to Order**

Commission Chair Hatch called the June 8<sup>th</sup>, 2022, Regular Monthly meeting of the Village of Chester Commission, via Zoom and In Person, to order at 7:03 pm.

Chair Hatch introduced the Interim Clerk Treasurer, Jeff Conrad.

**2.0 Public Forum:**

Kerry Keddy, Highway #3: Kerry Keddy inquired about the Village's involvement with the Fire Department, as there is no mention on the 'duties of a commissioner' on the website concerning election and Commission responsibilities.

Chair Hatch reported that the Village Commission of Chester has entered into a 20-year fire service agreement with the Municipality of Chester, and a joint committee will be formed to deal with Fire Department related issues.

Clerk Treasurer Conrad stated the 'news release' and 'contract' are both on the website. As well there is a recruiting poster on the website looking for anyone interested in serving on the committee.

**3.0 Approval of Agenda/Additions to Agenda**

Additions: Correspondence 6c (formerly 5i)– Chester Heritage Society re Canada Day Garden Party

**Motion #22-069:** Commissioner Heisler moved; Commissioner Hiltz seconded:  
The approval of the agenda with the addition of 6c.

Unanimously Carried

**4.0 Review/Approval of Minutes**

a) Regular Meeting: Wednesday, May 11, 2022

**MOTION #22-070:** Commissioner Hiltz moved; Commissioner Heisler seconded:  
The approval of the Minutes of May 11, 2022, Regular Monthly meeting as presented  
Unanimously Carried

## 5.0 Business Arising

- a) Elections and Annual Public Meeting (APM) - Advertising  
Clerk Treasurer Conrad stated the election notices were in the newspaper, posted on the village's website, Facebook page, emailed to email subscribers and around the Village. That was then followed up with nomination day posting. If enough candidates are nominated to warrant an election, ballots will be printed as stated in the Municipal Government Act.
- b) EHS GIC Investment  
Clerk Treasurer Conrad stated that an EHS GIC reinvestment of a one-year cashable GIC of \$10,077.63 has taken place, as was motioned #22-064, in the last meeting
- c) Bait Stations  
Terminix added five additional bait stations, for a total of 35 bait stations, taking the monthly fee from \$245 to \$260.
- d) April Bank Reconciliation  
The bank reconciliation for April was not done previously as there were duplicate files after an update was installed and the Clerk Treasurer and Administrative Assistant were posting to different files. This issue has been rectified by our Sage supporters and as of last week, the reconciliations can be done.
- e) Fire Truck RFP  
The RFP was not completed as with the new Fire Services Agreement, this will be done by the joint committee that will be established in the very near future.
- f) Windjammer Demolition  
It was approved to move forward with Starfish Demolition Services, and a contract has been created with help from several agencies. The security fencing has been installed and the demolition is to be completed in 6-8 weeks. An update was posted on the website, Facebook page and the Clerk Treasurer went out and hand delivered the paper to approximately twenty homeowners around the site. Overall, positive comments were received. The septic has been capped and the final demolition permit was received.
- g) Signing Authorities  
At the last meeting it agreed to remove Dennis Egyedy and Michael Dockrill as signing authorities, and this has been completed. After the election, new signing authority papers will need to be completed.

h) Fire Services Agreement

The Fire Services Agreement was signed May 12, 2022 and three representatives from the Municipality and three representatives from the Village will be on the joint committee. To date, no submissions have been made. The representatives cannot be an active fire fighter or employee of the Village or Municipality.

**6.0 Correspondence**

a) B.J. Blackwood, Fire Services Coordinator - Registration as a Fire Services Provider  
A letter was received for the annual renewal as a Fire Services Provider. The Village will continue to be the registered provider of fire services as Fire Commissions are not able to be set up. Deputy Chief MacDonald reported that the Department is completing the inventory list needed for the P33 renewal.

b) Kim Johnson, Chester Yacht Club, Race Week Banner  
A request was made to last year to help fund a banner for Race Week, which hung on the south corner of Pleasant and Queen Street. This year they are asking for funding assistance to hang a new banner in the bandstand.

Commissioner Hiltz suggested to hang a banner, instead of the flower baskets, which states 'Welcome to Chester'. Commissioner Heisler stated he would want the flower baskets to continue.

**MOTION #22-271:** Commissioner Hiltz moved; Commissioner Heisler seconded:  
To give the Chester Yacht Club \$400 to help with the banner at the Bandstand.

Unanimously Carried

c) Chester Heritage Society - Canada Day Garden Party request for financial support  
April 13, 2022 meeting  
The Society was not successful in getting the ACOA grant for the Farmer's Market Pavilion – which the Village gave \$5000.00 to proceed with the ACOA grant application in August 2021. The Heritage Society, as a result of this request, did an Engineering Study, supply deck plans, architectural costs, all which cost \$4900.00, which were partial costs. Because the pavilion will not be built at this time, they are requesting to use the \$5000 to offset the costs incurred to complete the grant.

Commissioners agreed they would prefer to see funds spent on more tangible areas than studies and reports, but that they understood the use by the Heritage Society of funds the prior year. No suggestion was put forward to request return of the funds, although an interest in having the grants policy updated was expressed.

The Society is requesting \$5000 for the 2022 Garden Party.

**MOTION #22-272:** Commissioner Hiltz moved; Commissioner Heisler seconded:  
To give the Chester Heritage Society \$5000 to help with the 2022 Garden Party.

## 7.0 Reports

a) Clerk Treasurer

Clerk Treasurer Conrad reported that most of his report was reported in business arising. A Lifeguard was interviewed, but as of this afternoon, she was not interested as she found another job. We have one full-time and one casual Lifeguards. Advertisements are being posted, the Life Saving Society said there is a shortage province wide because Lifeguard training was not held the last two years, due to Covid.

b) Financial Statement/Bank Transactions

Copies of account summaries were in the agenda package for each commissioner. The main account is \$367,201.86 and normal practices are being followed as we have not been able to reconcile the accounts, which will be brought up to date now that the Sage issue has been rectified. The first quarter taxes of \$247,472 has been received.

c) Fire Chief

Deputy Chief MacDonald reported the department had a busy month responding to nineteen (19) incidents Wildfire season is upon us and the equipment for wildfires has been loaded on the apparatus. The P33 paperwork is being gathered and planning on being complete next week. A "Day of Thanks" on June 11<sup>th</sup> is being planned for at the Lordly Park. Chester Fire is hosting a level 1 fire fighting course through the summer and early fall. We have eight members enrolled from CVFD. Live fire training is being scheduled and planned for September along with a MFR course in the fall, followed by a heavy vehicle extrication course in early November.

d) Committee Reports

Nil

## 8.0 New/Other Business

a) Beautification RFP – Flower Basket Maintenance

One RFP was received from Kerry Keddy.

**MOTION #22-273:** Commissioner Heisler moved; Commissioner Hiltz seconded:  
To approve the Flower Basket Maintenance Contract with Kerry Keddy for the 2022 season.

Unanimously Carried

b) Agenda for Annual Public Meeting

Clerk Treasurer Conrad stated that with the MGA's added requirement that at Annual Meetings the Expense policy and Hospitality policy are to be reviewed for comments and then make changes and approve the policies at the following regular meeting. Currently the Village's expense policy is called Reimbursement policy which will be updated for the Annual Public Meeting (APM). The Village does not have a Hospitality policy. The Clerk Treasurer can create a policy to have reviewed at the APM.

The APM agenda has a Lido Pool Report – Darcy Stevens will have an update on the swim program. Then an update on the pool as to the maintenance and any issues will be given.

- c) Appointment of members to the Fire Committee  
The Fire Services Agreement calls for an appointment of members to serve on the joint committee Does the Commission want a Commissioner on the Committee? The agreement calls for ‘no more than one elected official may be appointed’ from the Village. Agreement was to have a Commissioner on the committee. Chair Hatch submitted an application to be on the Committee.

**MOTION #22-274:** Commissioner Hiltz moved; Commissioner Heisler seconded: Nancy Hatch be the Village’s member on the new joint fire committee, as outlined in the new Fire Services Agreement.

Unanimously Carried

- d) Election  
◆ Nomination and Candidate Election Process  
Clerk Treasurer Conrad described the situation of having multiple lengths of terms due to a death and a resignation, plus two terms up for renewal. Clerk Treasurer Conrad reviewed the situation and looked at the MGA and historical legislation. Historical precedent from when Villages were created was that the highest number of votes get the longest term.

The Village Election By-Law requires that a single ballot paper be used if there is more than one vacancy in the office of Commissioner to be filled at the Election. All candidates' names shall appear on the ballot, and an elector may vote once, and no more than once, for each Commissioner to be elected. An elector also may vote no more than once for any candidate.

Therefore, Clerk Treasurer Conrad proposed:

In the 2022 Election the Village of Chester will use the following procedures that are based on precedents of legislation and are similar to those followed by other Nova Scotia Villages.

**If the number of candidates nominated is greater than the number of vacant positions available**

- An election shall be held per the Election By-law
- Once ballots are counted, the four (4) candidates receiving the most votes shall be declared as successful candidates in the election and ranked according to number of votes received.
  - The candidate receiving the most votes in the election shall be appointed to a position with an end of term in 2025.

- The candidate receiving the second most votes in the election shall be appointed to a position with an end of term in 2025.
- The candidate receiving the third most votes in the election shall be appointed to a position with an end of term in 2024.
- The candidate receiving the fourth most votes in the election shall be appointed to a position with an end of term in 2023.

**If the number of candidates nominated is equal to or fewer than the number of vacant positions available**

- All candidates shall be declared elected through acclamation
- The elected candidates shall be considered to be in a situation equivalent to a tie vote
- Candidates shall be placed in available positions by the drawing of lots per the Village of Chester Election By-Law which states “10 Where there is a tie at an election of a Village Commissioner, the Clerk Treasurer shall determine the Successful candidate by lot as prescribed by the Municipal Elections Act.”
  - MEA 138(2) “...”lot” means the method of determining the successful candidate by placing the names of the candidates on equal size pieces of paper placed in a box and one name being drawn by a person chosen by the clerk”
- Lots shall be drawn at the Annual Public Meeting on June 22. Delegates or their agents would be asked to attend, to observe the procedure.
- Lots shall be drawn in the following manner:
  - The candidate whose name is drawn first shall be appointed to a position with an end of term in 2025.
  - The candidate whose name is drawn second shall be appointed to a position with an end of term in 2025.
  - The candidate whose name is drawn third shall be appointed to a position with an end of term in 2024.
  - The candidate whose name is drawn fourth shall be appointed to a position with an end of term in 2023.

**MOTION #22-275:** Commissioner Hiltz moved; Commissioner Heisler seconded:  
To approve the election procedure to the Election 2022.

Unanimously Carried

- ◆ Election By-Law Update  
Commission directed Clerk Treasurer Conrad to review and make amendments to the Election By-Law, which will need Ministerial approval.

- e) Special Meeting for Budget Approval  
Clerk Treasurer Conrad suggested holding the meeting after the Audit Committee and before the Annual Public Meeting. A meeting was scheduled for 10 am, Tuesday June 14, 2022, Special Meeting for Budget Approval.

**9.0 Commissioner Roundtable**

Commissioner Hiltz stated he would get the lumber needed to make covers to go over the concrete posts at the Jib Lot.

Chair Hatch attended the Merchants group last week and they are coordinating their social media and websites and they are looking for a profitable summer.

Chair Hatch spoke with Sue Leblanc at the Chester Art Centre regarding the issue raised about banners between hanging flower baskets.

#### **10.0 Adjournment**

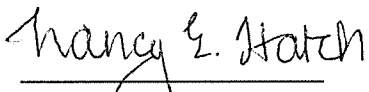
Audit Committee Meeting – June 9<sup>th</sup>, 2022, 7:00 pm

Special Meeting re Budget – June 14<sup>th</sup>, 2022 10:00 am

Annual Public Meeting – June 22<sup>nd</sup>, 2022 6:30 pm at St. Stephen's Community Centre

Regular Monthly Meeting – July 13<sup>th</sup>, 2022 at 7:00 pm

Commissioner Heisler adjourned the June 8<sup>th</sup>, 2022, meeting at 8:25 pm.

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Commission Chair