

Minutes
Regular Monthly Meeting
In-Person at 27 Pleasant Street
Zoom ID: 935 442 9176 Password: 301715
Wednesday, July 13, 2022 – 7:00 pm

Attendance: Nancy Hatch, Commissioner; Laura Mulrooney, Commissioner; Geraldine Pauley, Commissioner; Martin Hiltz, Commissioner; Randall O'Malley, Commissioner; Jeff Conrad, Interim Clerk/Treasurer; Maxine Veinot, Recording Secretary

Public Gallery: Cody Stevens, CVFD Chief; Greg Conron, CVFD Deputy Chief; Danielle Barkhouse, MLA Province of Nova Scotia; Ray Cambria; Deborah Housser; Cynthia Lamson (via Zoom); Patricia Jackson (via Zoom)

1.0 Call to Order

Interim Clerk/Treasurer Conrad called the July 13th, 2022, Regular Monthly meeting of the Village of Chester Commission to order at 7:00 pm. Interim Clerk/Treasurer stated that following the Village Election in June, Chair and Vice-Chair positions will be elected at this meeting.

2.0 Public Forum:

Danielle Barkhouse, MLA: MLA Barkhouse congratulated the Commissioners on their elected terms. MLA Barkhouse reported that under Worker's Compensation coverage, the Province has now increased the recognition of 19 Presumptive Cancers from 6, for Fire Departments, that may need medical coverage. \$10,000 grants to all not-for-profit Fire Departments have been approved. MLA Barkhouse stated that she will be there for the Village when her support and guidance are needed.

3.0 Nominations for Chair and Vice Chair

Nominations for Chair

Interim Clerk/Treasurer Conrad called for nominations for Chair of the Commission three (3) times, resulting in the nomination of Commissioner Hatch by Commissioner Pauley. Interim Clerk/Treasurer Conrad stated Commissioner Hatch was acclaimed as the Chair of the Commission.

Nominations for Vice Chair

Interim Clerk/Treasurer Conrad called for nominations for Vice Chair of the Commission three (3) times, resulting in Commissioner Mulrooney nominating Commissioner Hiltz. Commissioner Hiltz declined. Commissioner O'Malley nominated Commissioner Pauley.

Interim Clerk/Treasurer Conrad stated Commissioner Pauley was acclaimed as the Vice Chair of the Commissioner.

4.0 Review/Approval of Agenda/Additions to Agenda

Additions: 9e Signing Authorities and 9f Attendance at ANSV.

Motion #22-081: Commissioner Hiltz moved; Commissioner Mulrooney seconded:
The approval of the agenda with the addition of 9e Signing Authorities and 9f ANSV.

Unanimously Carried

5.0 Review/Approval of Minutes

a) Regular Meeting: Wednesday, June 8, 2022

MOTION #22-082: Commissioner Hiltz moved; Chair Hatch seconded:
The approval of the Minutes of June 8, 2022, Regular Monthly meeting as presented

Unanimously Carried

b) Special Meeting, Tuesday, June 14th, 2022

MOTION #22-083: Commissioner Hiltz moved; Chair Hatch seconded:
The approval of the Minutes of June 14, 2022, Regular Monthly meeting as presented

Unanimously Carried

c) Annual Public Meeting, Wednesday, June 22, 2022

MOTION #22-084: Commissioner Mulrooney moved; Chair Hiltz seconded:
The approval of the Minutes of June 22, 2022, APM meeting as presented

Unanimously Carried

6.0 Business Arising

Nil

7.0 Correspondence

a) Morse Brewster Lake – Audit Letter
Interim Clerk/Treasurer reviewed the correspondence from Mr. Lake regarding the Audit

MOTION #22-085: Commissioner O'Malley moved; Commissioner Pauley seconded:
To accept the Audit Letter from Mr. Lake.

Unanimously Carried

8.0 Reports

a) Clerk Treasurer

Clerk/Treasurer Conrad reported that the Asbestos abatement has been completed and now the demolition work is happening at the Windjammer property. Starfish anticipates having all work completed in the next week.

The Lido pool has been a challenge with regards to Lifeguards. There is only one certified Lifeguard, and we will be supplementing with Assistant Lifeguards, which allows an additional 25-30 swimmers in the pool, in addition to the 40 swimmers allowed for a certified Lifeguard. We have a student to do the pool cleaning and general maintenance in the mornings, which takes that requirement off of a lifeguard.

The maintenance student is intending to move forward with their lifeguard certification this fall/winter.

There have also been some challenges with high PH levels this season, but thanks to our lifeguard, we have found a solution. High PH interferes with how effective the chlorine is in killing germs in the water.

At the June meeting there was a question re the cost of medical benefits. The program is based on number of people covered in the plan and also health conditions of the participants.

The Fire Department has submitted their portion of the P33 Registration as a Fire Service Provider. Once the budget and fire tax rate are finalized, the Village will submit its part and then the process will be completed.

Interim Clerk/Treasure has submitted the finalized Audit to Municipal Affairs as required.

b) Financial

Interim Clerk/Treasurer stated that once the Commission approves to add the new Commissioners as signing authority, then Scotiabank will have paperwork to be signed. As of June 30th, the account summary for the primary account is \$319,361.73.

The first payment has been processed o the demolition of the Windjammer, in the amount of \$11,708.44.

The annual HST Rebate grant application has been submitted; the grant is a total of \$70,000 and shared amongst all Nova Scotia Villages that apply.

We have received a notice from Municipal Affairs that Expense and Hospitality accounts for Commissioners and the Clerk/Treasurer must be posted on our website every quarter. This will be added to the website in the near future. The fourth quarter for 2021/2022 will be a nil report.

c) Fire Chief

Chief Stevens congratulated the elected Commissioners on their elected positions. During the last month, the CVFD conducted a training exercise at Castle Rock. The exercise identified some training and equipment upgrades that will be needed. NFPA 1001 Level 1 training occurred. Deputy Conron organized and instructed most of the course. The Officers of the CVFD attended a communications and media relations training given by Peter Spurway. CVFD responded to 18 incidents within our fire district, which is 6 more incidents than this time period, last year. The department participated in the Garden Party hosted by the Chester Heritage Society, serving fish and chips. The department will be barbecuing at Chester Building Supplies Saturday, July 16, 2022, from 11 am to 3 pm, with all proceeds going to the CVFD – this event marks CBS's 40th Anniversary in the community.

The Chief Officers extended an invitation to the Commissioners along with the Clerk/Treasurer, to meet and discuss the CVFD's role in the delivery of emergency services.

CVFD will continue to provide emergency services to those in need, as has been done for the past 86 years

d) Reports

Village Planning and Advisory Committee met, Chair Hatch is a member of the Committee and reported that it is refreshing the 2011 Streetscape report for Highway 3/ North Street. Public engagement will be August 18, 2022, at the legion. The information is posted on 'Voices to Choices'.

Accessibility group met virtually and the plans for accessibility are moving forward. Commissioner Hiltz, committee member, stated that the present Fire Hall and the Lido Pool are not accessible to all and needs to be looked at for solutions. Interim Clerk/Treasurer Conrad suggested a place to start, could be to make the Public Washrooms totally accessible by installing an accessible door to get into the washrooms.

9.0 New/Other Business

a) Appointment and Honoraria of members to the Fire Committee

Interim Clerk/Treasurer Conrad stated that three members of the Village are to be on the new Fire Committee, and no more than one can be an elected official. At the previous meeting in June, the Commission appointed Commissioner Hatch as an elected representative. David Miller and Colin MacDonald have put their names forward to serve on the committee. Commissioner Mulroneu asked who the Municipality representatives are. Chief Stevens said the three reps are Norman Countway, Kirk Collicutt, and James Robert. Therefore, two more representatives are to be appointed for the Village.

Chair Hatch stated the committee was formed from the 20-year contract which was signed and is between the Village and MOC. The purpose of the committee is to advise on the governance and servicing the Fire Service Area covered by the Chester Volunteer Fire Department. The committee will make recommendations to MOC and the Village Commission regarding budget and items pertaining to the budget items.

MOTION #22-086: Commissioner O'Malley moved: Commissioner Pauley seconded: To appoint Colin MacDonald and David Miller as civilian representatives on the Joint Fire Committee.

Unanimously Carried

Honoraria for the members of the Committee from the Village, was discussed.

MOTION #22-087: Commissioner Mulrooney moved; Commissioner O'Malley seconded:

To approve the Honoraria paid to civilian members of the Joint Fire Committee be set at the level that matches MOC's Fire Committee Honoraria.

Unanimously Carried

b) Debrief 2022 Election Process

Interim Clerk/Treasurer reviewed the election processes from Notice of Nomination Day to the end of Election Day and counting ballots, as well as posting the notice of the elected Commissioners.

Most questions raised with electors were 'am I in the Village, and can I vote'.

Interim Clerk/Treasurer Conrad stated the electronic version of the boundary map will be posted on the website, so those questions can be dealt with easily and quickly, in the future.

c) Budget 2022/2023 and Tax Rates – Approval

Interim Clerk/Treasurer Conrad reviewed the budget and Tax Rates. The budget was worked on for a long time. The budget must be a balanced budget when it is proposed for approval. The tax rates have remained the same as they were last year.

In the past 50% of Administration was charged to the Fire Department budget, however, it has been changed to reflect more accurately 35% and this may change once the Joint Committee starts operating.

MOTION #22-088: Commissioner Hiltz moved; Commissioner O'Malley seconded: That the 2022 – 2023 Village of Chester budget be approved as presented. This includes \$318,438.47 in Capital and \$700,473.92 in Operations. Also included and authorized are transfers to reserves in the following amounts:

- ◆ Fire Apparatus Repayment of \$50,938.47
- ◆ Fire Apparatus \$150,000
- ◆ EH Services \$11,556.68
- ◆ General Government Operating \$26,710.93

Unanimously Carried

MOTION #22-089: Commissioner Pauley moved: Commissioner Mulrooney seconded: That the tax rates for 2022 – 2023 be set as follows:

- ◆ For residents of the Village of Chester, a combined General Government and Fire Tax of \$0.1517 per \$100 of assessment
- ◆ For residents covered by the CVFD Fire Boat, a rate of \$0.0740 per \$100 of assessment
- ◆ For residents outside of the Village who are provided Fire and Services by CVFD a rate of \$0.074 per \$100 of Assessment

Unanimously Carried

d) Village Public Works casual labour

Interim Clerk/Treasurer Conrad stated that the current maintenance labourer, Paul Mulrooney, gave his notice that when the pool closes, and maintenance completed on the pool for the season, he will be finished providing maintenance for the Village.

Interim Clerk/Treasurer Conrad suggested several options for this position:

Option #1: Replace Paul

Option #2: Do an RFP for hours through a maintenance company

Option #3: Shared services arrangement with MOC

Discussion was held. It was felt that MOC maintenance may not be able to offer immediate assistance as the Village is used to at present. After discussion it was agreed to interview the individual that works with Paul on some of the maintenance jobs. Commissioner Hiltz questioned if the individual would have liability insurance. Interim Clerk/Treasurer Conrad will check with the Insurance Company as well.

e) Signing Authorities

Interim Clerk/Treasurer Conrad stated that the new commissioners will need to be added to signing authorities at the bank, but a motion is needed to do this.

MOTION #22-090: Commissioner Hiltz moved; Commissioner O'Malley seconded:
To add the three new commissioners to the signing authorities for the Village.

Unanimously Carried

f) ANSV Attendance

Interim Clerk/Treasurer Conrad reviewed the upcoming meeting agenda for the Association of Nova Scotia Villages (ANSV) Annual meeting and training topics, being held September 16-17, 2022, in Bible Hill.

MOTION #22-091: Commissioner Hiltz moved; Commissioner O'Malley seconded:
To send up to three (3) attendees to the ANSV Annual meeting and Conference.

Unanimously Carried

10.0 Commissioner Roundtable

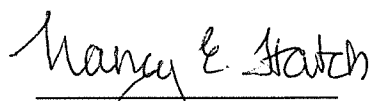
Chair Hatch reported that the July 1st Garden Party was a great success and well attended. Two bouncy castles were well attended by the children, fish & chip booth by CVFD, ice cream/freezes by East River Recreation Centre – were all well supported.

Commissioner Mulrooney stated that the committee wanted to set up for the Garden Party on Friday, however, the Chester Market was set up as usual on Fridays, however the Markets closed early to allow setting up to happen for the Garden Party.

11.0 Adjournment

Regular Monthly Meeting – August 10th, 2022 at 7:00 pm

Chair Hatch adjourned the July 13th, 2022, meeting at 8:58 pm.


Commission Chair


Commission Vice Chair