

Agenda
Regular Monthly Meeting
In-Person & Virtual Meeting via Zoom
27 Pleasant Street, Chester

PLEASE NOTE – ID AND PASSCODE:
Zoom ID: 935 442 9176 Password: 301715
Wednesday, September 14, 2022, at 7:00 pm

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9. Commissioner Roundtable

10. Adjournment

Regular Meeting – October 12th, 2022 – 7:00 pm



Minutes
Regular Monthly Meeting
In-Person at 27 Pleasant Street
Zoom ID: 935 442 9176 Password: 301715
Wednesday, August 10, 2022 – 7:00 pm

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

Public Gallery: Ray Cambria, Central Street; Cody Stevens, CVFD Chief (arrived 7:30 pm)

1.0 Call to Order

Chair Hatch called the August 10th, 2022, Regular Monthly meeting of the Village of Chester Commission to order at 7:01 pm.

2.0 Public Forum

<> **Ray Cambria, Central Street:** Mr. Cambria expressed his interest to have the agenda package posted, item 8(c) of the agenda. When following along with the meeting, it helps to understand what is being talked about. Not posting the agenda is not transparency.

<> Mr. Cambria spoke on the Director & Officer Liability Insurance (8f), which he disagrees with, as the committee members are volunteers making suggestions, and not responsible for signing cheques, and/or financials. If the solicitor advises this, then okay, but if just driven by volunteer requests, then Mr. Cambria is not in agreement to spend those tax dollars.

Chair Hatch thanked Mr. Cambria for his comments/concerns.

3.0 Review/Approval of Agenda/Additions to Agenda

Additions: 8g Tanker

Motion #22-092: Commissioner Mulrooney moved; Commissioner O'Malley seconded:

The approval of the agenda with the addition of 8g – Tanker.

Unanimously Carried

4.0 Review/Approval of Minutes

a) Regular Meeting: Wednesday, July 13, 2022

MOTION #22-093: Commissioner Hiltz moved; Commissioner O'Malley seconded:

The approval of the Minutes of July 13, 2022, Regular Monthly meeting as presented.

Unanimously
Carried

b) Audit Committee, Tuesday, June 9th, 2022

Discussion was held on does the Audit Committee *non-commission* member need to reapply or just continue serving as a committee member. Interim Clerk/Treasurer Conrad will get an answer to that question.

MOTION #22-094: Commissioner Hiltz moved; Chair Hatch seconded:
The approval of the Minutes of June 9, 2022, Audit Committee meeting as presented

Unanimously
Carried

5.0 Business Arising

a) Chester Municipal Heritage Society – Canada Day Funds

- A letter was received from Carol Nauss regarding Canada Day celebrations and the costs involved that were \$2849.89. Ms. Nauss asked if the remainder of the \$5000 previously approved could be used to help with the mowing of Lordly Park and repairs to the Gazebo. Chair Hatch responded to the letter stating that the \$5000.00 was approved, and the office will forward a cheque for the \$2849.89 spent.
- The Village is bound under the Municipal Government Act (MGA) as to what the criteria is for grants that can be given by the Village. Discussion was held regarding the request concerning the outstanding grant balance of \$2150.11.

MOTION #22-095: Commissioner Pauley moved; Commissioner O'Malley seconded:

To have Chester Municipal Heritage Society reapply for a new project, according to the MGA, and the Commission will consider the application.

Unanimously Carried

6.0 Correspondence

- a) MoDC – Highway 3 Planning Workshop, August 18, Chester Legion
A letter was received, as the Commission owns land in Village, stating that there will be a public workshop on the Highway 3 Planning. The Interim Clerk/Treasurer stated the general planning guidelines will be, for example, ‘what does the streetscape have to look like’ and ‘will a general style of building need to be used.’

7.0 Reports

a) Clerk Treasurer

- Clerk/Treasurer Conrad reported that the demolition at the Windjammer has taken place and the backfill has been done. There was a delay with having the power disconnected which is now done. Starfish has demolished the final building as well as the sign and flagpole. They should be finished August 11.
- Managing the water chemistry at the Lido continues to be an issue. As a result of leaks, the need to replenish the salt water is more often than usual, which increases the PH levels. When PH level is too high, the chlorine is less effective.
- With the budget and fire tax rates passed at the last meeting, the info was submitted to MoDC, and the P33 Registration needs two more documents, insurance, and audit statement, and then it will be complete.
- MoDC has two staff working in the accessibility area – one staff person is a full-time Accessibility Coordinator, and the other is trained in the Rick Hansen certification course. They will meet with Commissioner Hiltz and Interim Clerk/Treasurer Conrad and review the areas of the Lido pool and public washrooms and develop a plan for the next steps needed.
- Chair Hatch and Interim C/T Conrad participated in the quarterly board meeting of the Association of Nova Scotia Villages (ANSV) on July 22, 2022. There was a conversation on a Code of Conduct for Village Commissioners and Municipal Councillors. A survey on the Code of Conduct has been circulated to Commissioners for review.

b) Financial

- The Interim Clerk/Treasurer stated that the approved annual budget was submitted to Municipal Services as required under MGA.
- As of July 31st, the account summary for the primary account is \$257,585.59.
- Bank reconciliations have been done for April, May, and June of 2022.
- Scotiabank has provided documentation to add the new Commissioners as signing officers, as approved by the Commission. This process should be finished by mid August.

- As per the Financial Reporting and Accounting Manual, and a reminder from Municipal Affairs, the website has been updated to allow for quarterly reporting of Expenses and Hospitality accounts for Commissioners and the Clerk/Treasurer. The report for the first quarter of 2022/2023 was a zero report and is now posted. Hospitality expenses are funds spent on people outside of the Commission.
- The Village's Insurance broker has advised that the policy renewals are due on October 11, 2022. New this year is a requirement to detail Village policies and processes designed to prevent abuse of children and vulnerable adults. If such policies are not in place, and the Village wishes to maintain this coverage, the insurance company is likely to require policies be developed and grace period may be allowed, but no more than 60 days.
- The Interim Clerk/Treasurer tabled and provided an overview of the 2022/2023 first quarter budget update. Discussion was held on the report on accounts that were over 25% used, which were mostly one-time invoices for the whole year. Commissioners agreed on receiving a quarterly report and it was felt that the investments should be included as well.

c) Fire Chief

Chief Stevens reported that the department had twenty-six (26) callouts. The monthly training was on auto-extrication. During Covid in-person training was not able to be held, and with nine (9) new members in the last 24 months, it was great to get back to in-person training. Apparatus #541 will be at the parade in Western Shore this Saturday, the truck will be staffed with a crew in case of a callout. In August, the department will be working on marine training in the harbour. Next Saturday the antique truck will be at Picnic-in-the-Park. Heavy extraction has been planned with First Star Training from Toronto, and application has been made to the Fire Service Association of Nova Scotia with regards to the tax-levy. There are some Medical First Responder (MFR) recertifications due this year. FIT testing, re breathing apparatuses, continues. September 17th the department members will be completing their yearly refresher course. Bunker gear has been slow to be delivered. What was ordered in 2020, is hoped to be received this year.

**Chair Hatch stated the agenda order will be adjusted to continue with #8g – Tanker.

8.0 New/Other Business

g. CVFD Tanker

- The Interim Clerk/Treasurer reviewed the situation of the present #551 tanker, which is presently 26 years old. The Fire Underwriters rates

equipment and by their standard in a rural community at over 25 years old, #551 is considered a "2nd Line Duty 2". Unit #551 is still used as a 1st line duty truck. The Underwriters Survey notes that fire service is unique compared to other emergency services in that the apparatuses are not in use continuously, however, when in use, the apparatus is subject to considerable mechanical stress due to the nature of its function. The lack of replacement parts complicates long term use of the apparatus. Investigation by CVFD has noted that current RFPs are being bid on with delivery dates in late 2024 or into 2025. With the age, condition, and history of the current tanker makes for a potentially serious performance issues should an additional 3 years of service be required.

- In March, 2019, the Village commissioned Maritime Fire Apparatus to develop technical specifications for the supply/maker of a tandem tanker for CVFD. A tender was released for provision of a 2020 Custom Chassis Tanker. Two bids were received but rejected in July 2019, due to the bid amounts and pending construction of a new firehall which would potentially allow a greater flexibility of truck design.
- It was later realized that with the design, permitting, and financing requirements to be faced, the new Firehall would not be in place in time to address the growing urgency around replacing Tanker 551.
- April 13, 2022 it was passed to issue an RFP for a replacement of Tanker #551, based on the equipment specifications prepared and submitted by CVFD. With the creation of the new Fire Services Agreement and committee structure, no activity has yet been pursued regarding the release of an RFP.
- Recently, CVFD has located a potential tanker from Battleshield Industries Ltd. The tanker was ordered by an Ontario town, however, the town amalgamated and as a result the order was canceled. The truck is scheduled to be on the assembly line in the next few weeks and completed for delivery in February 2023. CVFD truck committee reviewed the specs, and agreed it meets the departments needs. It is not the exact specs used in 2019 RFP but is close. If the order were placed now, the truck could be had for under \$600,000. With a few modifications/additions to meet CVFD needs the cost may be \$625,000.
- CVFD has arrangements made for an onsite technical inspection of the vehicle by both departmental and outside technical experts on August 20th. CVFD would reference and confirm performance satisfaction of current customers of Battleshield.
- After considering several options, it is recommended to rescind the April 13, 2022 motion (#22-052) to issue an RFP for tanker replacement; approve using an Alternate Procurement process in

collaboration with MoDC to purchase a new tanker, pending technical approval by CVFD; the Apparatus Reserve be utilized to fund any required deposits and overall purchase costs associated with the vehicle.

MOTION #22-096: Commissioner Hiltz moved; Commissioner Pauley seconded:

To rescind the April 13, 2022, Motion #22-052 to issue an RFP for tanker replacement.

Unanimously Carried

MOTION #22-097: Commissioner O'Malley moved; Commissioner Mulrooney seconded:

To approve using an Alternate procurement process in collaboration with the MODC to purchase a new Tanker, pending technical approval by CVFD.

Unanimously Carried

MOTION #22-098: Commissioner Pauley moved; Commissioner O'Malley seconded:

To approve utilizing the Apparatus Reserves to fund any required deposits and overall purchase costs associated with the vehicle.

Unanimously Carried

8.0 New/Other Business

a) Lido Pool

Noticeable water leaks are happening at the Lido Pool. Interim Clerk/Treasurer Conrad reviewed the history of the repairs. The work could be completed in smaller phases or do repairs all at once. Several options were discussed.

Direction was given to the Interim Clerk/Treasurer to explore grants and funding partners, and to prepare documents to have an invitational competition, with work to be completed next year before the opening season.

Tourism Chester requested to feature the Lido Pool in a social media campaign to 'visit Nova Scotia.' They would like to take photos of the pool, stills and videos, on Labour day weekend. Then they would meet and discuss the content and decide what photos videos would be used in the campaign.

MOTION #22-099: Commissioner Mulrooney moved: Commissioner O'Malley seconded:

To allow Tourism Chester to have a photo shoot at the Lido Pool.

Unanimously Carried

b) Request from Association of Nova Scotia Villages regarding NSF
Municipal Survey

Interim Clerk/Treasurer informed the Commissioners that the Minister of Municipal Affairs was directed to renegotiate the Memorandum of Understanding with Municipalities. Nova Scotia Federation of Municipalities (NSFM) created a working group and is surveying members, but not villages, for input. One of the questions on the survey to Municipalities is “should villages be consolidated with districts and counties?” ANSV asked their members to write letters of concern to the local municipality and the Minister of Municipal Affairs.

Municipality of Chester responded with “The Village of Chester provides services that are important to the area and valued by residents and property owners. The Municipality is open to discussion with the Village about how services are governed, planned, and delivered. The consolidation of the Village of Chester with the Municipality is not a current priority of the Council. The Consolidation of Villages with rural municipalities should not be forced.”

Chair Hatch and Interim Clerk/Treasurer Conrad drafted letters to MODC and Minister of Municipal Affairs. The letters were reviewed and discussed.

MOTION #22-100: Commissioner Pauley moved; Commissioner Hiltz seconded:

To send a letter to the Municipality of Chester and a letter to the Minister of Municipal Affairs.

Unanimously Carried

c) Advanced Posting of Commission Agenda Packages

Currently the Commission meeting agendas are posted, and the agenda packages are sent to only the commissioners. This was spoken about in the Public Forum, by Mr. Cambria, and other community members have also indicated informally that wish to see the packages. There was also a media enquiry on this topic. Personal information and In Camera items, such as contract negotiations, HR issues would not be posted in the agenda packages. The Interim Clerk/Treasurer stated the agenda package could be posted two days before the meeting so people could have it to review before the meeting. The Public Forum gives residents

time to speak and also if a presentation is required, they can ask to be placed on the agenda, as per the Meetings and Procedures Policy.

MOTION #22-101: Commissioner Hiltz moved; Commissioner Pauley seconded:

To post the agenda packages two days prior to all scheduled meetings, while keeping each meeting focused on the agenda.

Unanimously Carried

- d) Mandate letter – Minister of Municipal Affairs
Interim Clerk/Treasurer Conrad stated he suggests this item be on the COW meeting in September to enable more discussion. It was agreed to take this letter to the COW meeting, scheduled on September 7, 2022, at 7:00 pm.
- e) Indemnity and Waiver of Claims for committee members
Interim Clerk/Treasurer Conrad stated that when the Village was looking for members to be on the Joint Fire Services committee, the Village was asked for clarity regarding Indemnity and Waiver of Claims. Interim C/T Conrad was asked at an earlier meeting to find out from the lawyer and insurance company what their take is on this. Insurance Company said this is a good policy to have as people are nervous in the modern-day environment about taking on risks. The Village's lawyer was in support with having this and he suggested the wording to be used. The Insurance Company said there is no cost to add this to the policy. Interim Clerk/Treasurer Conrad will ask the insurance company to confirm that there will be no increase in cost for this coverage.

MOTION # 22-102: Commissioner Pauley moved; Commissioner O'Malley seconded:

To add Indemnity and Waiver of Claims, for volunteers on the Village's committees, to the Village policy, with the legal counsel's wording.

Unanimously Carried

- f) Fire Services Committee approval of Director & Officer Insurance
Director & Officer insurance (D & O) is an insurance coverage for community representatives on the Fire Services Committee. This insurance protects individuals from personal losses if they are sued as a result of serving as a director or an officer of a business or other type of organization. The Interim Clerk/Treasurer investigated this issue and was able to determine that the Village has D & O coverage which covers Commissioners and members of committees that are fully within the control of the Commission (e.g. Audit Committee) The insurance broker

reviewed the new Fire Services Agreement, and advised that as the committee is a joint committee with MODC, the D & O coverage of the Village likely does not apply. The broker believes that the coverage needs to be in the committee's name. The Insurance Company has all the documents and is looking through them to see what is needed. This cost is not typically significant for this type of committee – advisory versus direct service and is anticipated to be less than \$5000 per year.

MOTION #22-103: Commissioner Mulrooney moved; Commissioner Pauley seconded:

To pre-approve Director & Officer insurance, up to a cost of \$5000 for the Villages representatives on the Fire Services committee.

Unanimously Carried

9.0 Commissioner Roundtable

Nil

10.0 Adjournment

Committee of the Whole (COW) – September 7, 2022 – 7:00 pm

Regular Monthly Meeting – September 14th, 2022 at 7:00 pm

Chair Hatch adjourned the August 10th, 2022, meeting at 9:11 pm.

Commission Chair

Commission Vice Chair



Minutes
Committee of the Whole Meeting
Zoom ID: 935-442-9176 Password: 301715
Wednesday, September 7, 2022 – 7:00 pm

Attendance: Nancy Hatch, Commission Chair; Laura Mulrooney, Commissioner; Randall O'Malley, Commissioner; Geraldine Pauley, Commission Vice Chair; Jeff Conrad, Interim Clerk Treasurer; Maxine Veinot, Recording Secretary via Zoom

Regrets: Martin Hiltz, Commissioner

1.0 Call to Order

Commission Chair Hatch called the September 7, 2022, Committee of the Whole (COW) meeting of the Village of Chester Commission, via Zoom video and In-Person, to order at 7:00 pm.

2.0 Public Forum: Nil

3.0 Approval of Agenda/Additions to Agenda:

Pests – 5e

MOTION #22-104: Commissioner Pauley moved; Commissioner O'Malley seconded:
 The approval of the agenda with the addition of 5e – Pests.

Unanimously Carried

4.0 Clerk's Report: Nil

5.0 Other Business

a) Recruitment of Clerk/Treasurer

- Interim Clerk/Treasurer Conrad stated that the Municipal Government Act (MGA) requires the Village must hire a Clerk/Treasurer. There is no standard job description as Villages are diverse in their structure. Interim Clerk/Treasurer Conrad stated that approximately 75% is Clerk's duties and 25% is Financial, based on his experience.
- What does the Commission want to see the position taking on for tasks/duties supporting the Village? Discussion was held on the wants/desires of the various commissioners. Commissioners are asked to send Interim Clerk/Treasurer Conrad, 'what are the five most important traits they would look for in this position' which will help in developing a recruitment campaign and interview process.
- Interim Clerk/Treasurer Conrad will develop a recruiting campaign and suggested benefit package for review. The Village will undertake its own search through

sites such as Indeed.ca, Facebook, email various groups. If this process is not successful, then a recruiting company could be involved in the recruiting process.

b) Priorities for Village Communication

- Interim Clerk/Treasurer Conrad indicated that during the election campaign a number of candidates and voters said they do not know where to find what is happening in the village. Interim Clerk/Treasurer Conrad reviewed the current communication channels and what could be done differently or in addition to, thus increasing awareness of the Village's happenings.
- A newsletter would be another way to get out information on a regular basis. Commissioner Mulrooney offered to help with the gathering the information to be in the newsletter and developing something for distribution.
- The subscribed email list could be increased and used more frequently, as at present, it is used on a more technical bases, i.e., minutes, meetings. There could potentially be two email lists, one for technical items such as minutes, meetings, and a second email list to send information on a more regular basis.
- The website is fairly well presented. Some changes could be made to update the information on the site.

c) Upcoming MGA consultation

Interim Clerk/Treasurer Conrad stated that the Minister of Municipal Affairs has been directed to update/amend the Municipal Government Act (MGA). Commissioners were asked to give some thought to areas that they would like to see changed and/or amended. Possibilities might include grant giving power, electronic/mail election voting, (proxy voting is slightly convoluted), the ability to sell surplus assets, gas tax funding/equalization grants. This topic of MGA Consultation may come up at the upcoming Association of Nova Scotia Villages meeting where Commissioners Hatch and Mulrooney will be in attendance.

d) Strategic Priority Discussion

A discussion was held regarding information that could be used to set medium and long-term strategic goals for the Village. There are many possibilities of work that the Village might like to implement on behalf of the Village in the future. Some residents are not aware of what the Village currently operates on their behalf, for example extra compost pick-ups in the summer or crossing guards at CAMS on Duke Street. The Commission needs to consider areas for future works. One significant source of input could be the EDM Priority Planning report that was undertaken a few years ago. Further conversations will need to be held.

e) Pests

Due to time constraints, this issue will be discussed at the September 14th

Regular Meeting.

6.0 Adjournment

Commissioner Pauley adjourned the meeting at 8:35 pm

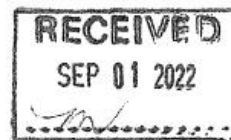
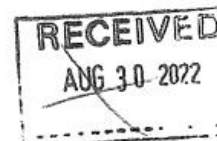
Next Regular Meeting – September 14th, 2022 – 7:00 pm

Nancy Hatch
Commission Chair

Geraldine Pauley
Commission Vice Chair



CHESTER MUNICIPAL HERITAGE SOCIETY



August 28, 2022

Jeff Conrad
Clerk/Treasurer
Village of Chester
PO Box 620
Chester, NS B0J 1J0

Dear Mr. Conrad,

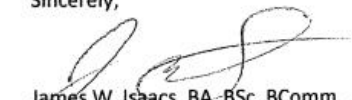
As requested in your August 17, 2022, letter regarding Canada Day Funding, the Chester Municipal Heritage Society is returning your cheque. We wish to thank you for providing funding for this event, but unfortunately, we cannot use these funds as it was paid for from other sources.

I would also like to address Motion#21 from August 24, 2021, letter. As the Pavilion and project at the train station was not approved by ACOA, and because this project is now on hold and being re-looked at by the heritage society, we are returning the unused portion of the initial \$5,000.00 grant in the amount of \$2,110.00 (cheque included). Again, the heritage society thanks you for providing and assisting us with funding for this project.

The Heritage Society will apply again in the fall, after the commission's new grant policies go into effect. We continue to run and operate a tourist information centre at the station and would like to look at future funding to assist with students for this position as this is a great asset for the village of Chester and its surrounding areas. We have solely maintained the information centre yearly and it is open this year until December 7th.

Other continuing projects include rebuilding train station decking trackside, a caboose and rails, station painting, gazebo painting. We look forward to working with you in the future, and again thank you for assisting in previous projects.

Sincerely,



James W. Isaacs, BA, BSc, BComm.
Treasurer,
Chester Municipal Heritage Society

**Village of Chester Commission
Clerk/Treasurer Activity Report
September 14th, 2022**

- As requested at the last meeting, a review was done of the Audit Committee terms of reference. There is no set renewal period for community-based members terms of service. Members serve until they step down. The current community-based member has been advised.
- It was clarified with the Village's insurance broker that there is no immediate and direct cost to grant committee members Indemnity and Waiver of Liability as was done at the last meeting of the Commission for members of the Fire Services Committee. If the Village should ever incur a claim that was paid out based on the fact that these waivers were put in place, at that time the insurance company would review the circumstances and determine if coverage costs would be impacted in the future.
- Demolition at the Windjammer site is now completed. Backfill is done at the entire site, and all security fencing has been removed. The final invoices including contractual hold backs have now been paid.
- The Lido pool is now closed for the season. It was a successful season in the end, with challenges in staffing being the largest concern. Beyond the normal scrapes and bruises, no serious incidents were reported at the pool with any swimmers.
- Two MoDC staff who are trained in accessibility issues met with Commissioner Hiltz and Jeff Conrad at the Lido in mid-August to tour the pool and public washroom building. They are consulting with MODC senior staff to confirm their availability to assist the Village with both recommendations for the pool and the public washrooms.
- CVFD, MoDC and the Village continue to advance discussions concerning the acquisition of a new Tanker. Final design parameters have been drawn, and final pricing received. Procurement forms and processes are now being completed.
- I attended, as did Chair Hatch, one of the MoDC Highway 3 Planning discussions on August 18. Issues raised that may be of interest to the Village included traffic calming, pedestrian safety, flower basket coverage area, rooming houses, sidewalks, crossing at trail/train station, street lighting, the question of whether more vehicles should be encouraged into the downtown core, should businesses be allowed outside patios on the sidewalks/streets, and water supply concerns.
- Discussion continues with the Village Insurance broker regarding renewal of Village policies (Oct 2022) and creation of new policies under the shared Fire Services Agreement including D&O Coverage for committee members.

- The Village supported the United Way fundraising swim by providing a fresh water wash off hose to the 26 participants. Chair Nancy Hatch brought greetings to the swimmers on behalf of the Village.

Jeff Conrad
Interim Clerk/Treasurer

Date

**Village of Chester Commission
Clerk/Treasurer Financial Report
September 14, 2022**

- The second quarter payment of 247,472.00 from the MoDC was received in August
- Activity for the Village's primary account indicates that as of July 31 the bank balance was \$257,585.59. Expenditures in August were \$114,598.23 and credits were \$254,722.53, for a new balance on August 31 of \$397,709.83
- The Village is in good fiscal position for this time of the year
- Confirmation has been received from the Auditor that transfers to the reserves should be made through the year as cash flow allows. Cash flow early in the fiscal was impacted by the Windjammer demolition, however, with second quarter payment now received the Village is in position to begin reserve transfers in September 2022.
- Final payment has now been made for the demolition of the Windjammer contract. The final amount was per the contract of \$79,500.00
- Bank reconciliation has been done for July 2022. Bank statements to support reconciliation arrive approximately 2 weeks after the end of the month.
- The investment update for June 30, 2022 is attached

Jeff Conrad
Interim Clerk/Treasurer

Date

SCOTIABANK RESERVES as of June 30, 2022

Account	GIC	i Rate	Amount	Maturity	Amount	Interest
EH Services	Cashable – 1yr.	1.85%	10,077.63	May 27/23 10,264.07	10,095.51	17.88
Utility	Cashable – 1yr.	0.230%	<u>36,749.32</u>	Jan 17/23 36,833.84	36,787.53	38.21
Lido Pool	Cashable – 1yr.	1.0%	121,124.58	March 25/23 122,335.83	121,449.79	325.21
Fire Apparatus	Cashable – 1yr.	1.0%	959,639.68	March 25/23 969,236.08	962,216.77	2577.09
General Government Operating	Cashable – 1yr.	1.0%	<u>67,653.88</u>	March 25/23 68,330.42	67,835.53	181.65
Fire and Emergency Operating	Cashable – 1yr.	1.0%	115,194.45	March 25/23 <u>116,346.39</u>	115,503.74	309.29
CURRENT TOTALS			\$1,310,401.91		\$1,313,888.87	\$3,449.33
NOTE:						
Fire Apparatus	Loan - 3yr. Paid Mar 25/22	1.17%	150,099.25 <u>50,938.47</u>	Mar 31,24	152,815.40	2,716.15

As of April 5, 2022

Request for Decision

Topic:	Date: September 14, 2022
Appoint a Commissioner as Alternate member to the Lunenburg County Joint Accessibility Advisory Committee	Proposed By: Jeff Conrad, Interim Clerk/Treasurer
Issue Summary: Commissioner Hiltz is the primary representative to the Advisory Committee, and an alternate member is being sought for occasions when they are unable to attend.	
Background:	
<ul style="list-style-type: none"> • Disability as defined by this committee includes a physical, mental, intellectual, learning, or sensory impairment—including an episodic disability—that, in interaction with a barrier, hinders an individual’s full and effective participation in society. • The Lunenburg County Accessibility Advisory Committee <ul style="list-style-type: none"> ○ provides advice to the Municipal Councils in Lunenburg County and the Village of Chester on identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. ○ Is a volunteer committee plays a pivotal role in helping the partners become a barrier-free community that complies with Nova Scotia’s Accessibility Act (2017) ○ At least one half of the members of the advisory committee must have a disability or represent an organization that represents people with disabilities. • The Accessibility Committee undertook public consultation efforts in May and June of 2020. Despite COVID-19 restrictions the Committee heard from more than 170 residents and organizations on the issue of accessibility through an online survey, phone calls, emails, and informational interviews • Following the consultations, an Accessibility Plan was developed and can be found at https://www.accessiblelunenburgcounty.ca/ • While not a signatory to the jointly developed Accessibility plan, the Village of Chester is a member of the Committee and has agreed to respect the principles of the plan. • The Advisory Committee includes 6 community members, 6 Elected Officials (each with an alternate), and 6 Municipal staff. • The committee meets monthly on the first Monday of the month between 11:00am and 12:00 noon. Current priorities include providing feedback on the accessibility plan implementation and evaluation. The committee also needs to clarify how it will provide feedback on other accessibility projects. • Committee terms of reference are attached for reference. 	
Options:	
1) Continue with Status Quo of no alternate.	

- Risks a lack of continuity when the current member cannot attend meetings
 - May signal to the community a lack of interest in Accessibility issues
 - Currently no major interactions are underway with the committee, so unlikely to result in significant barrier to existing work
- 2) Appoint an alternate member to the Committee
- Supports continuity and community interest in accessibility issues.

Considerations:Financial Impacts:

none

Policy Impacts:

Accessibility is an issue of interest to residents of the Village as well as the broader community who access services provided by the Village.

Other:**Recommendation:**

Option 2 - Appoint an alternate member to the Committee.

Decision:

Lunenburg County Accessibility Advisory Committee

Terms of Reference

1.0 PURPOSE

The Lunenburg County Accessibility Advisory Committee's (AAC) role is to assist the five municipal units (the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay) and the village commissions in Lunenburg County develop an Accessibility Plan in accordance with "An Act Respecting Accessibility in Nova Scotia, 2017 (The Act). The AAC provides advice to the municipal councils and village commissions on identifying, preventing and eliminating barriers to people with disabilities in municipal programs, services, initiatives and facilities. The Committee plays a pivotal role in the creation of barrier-free communities and ensuring the obligations under the Act are met.

2.0 SCOPE

These Terms of Reference are applicable to all members appointed to the Lunenburg County Accessibility Advisory Committee (ACC).

3.0 REFERENCES

- 3.1 Bill No. 59 – Accessibility Act, Chapter 2 of the Acts of 2017

4.0

DEFINITIONS

- 4.1 **Barrier** means anything that hinders or challenges the full and effective participation in society of persons with disabilities including a physical barrier, an architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or a practice.
- 4.2 **Commission(s)** means the commissions for the Villages of Chester and Hebbville.
- 4.3 **Council(s)** means the Councils for the Districts of Chester and Lunenburg and the Towns of Bridgewater, Lunenburg and Mahone Bay.
- 4.4 **Disability** includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability (long-term conditions that are characterized by periods of good health interrupted by periods of illness or disability); that, in interaction with a barrier, hinders an individual's full and effective participation in society.

5.0 POLICY 5.1 Membership

- 5.1.1 The Committee shall consist of ten (10) voting members who serve without pay, except for associated expenses. Five (5) community members and five (5) Council members. Each Council will appoint their own Council member representative. The five (5) community representatives are to be appointed by all five (5) municipal units.
- 5.1.2 Commissions may join the Committee or be represented by the Council of the municipal unit in which it is located. When a Commission joins the Committee one (1) commission member and one (1) community member will be added to the Committee. Community members pursuant to this clause will be appointed by the nominating committee.
- 5.1.3 Applications for the community members will be sent to the Lunenburg County

Accessibility Nominating Committee. This Committee will be comprised of the Mayors/Wardens of the five municipal units **or their designate**. The Nominating Committee will send a recommendation to all five councils concerning the appointment of the community members.

- 5.1.4 Councils shall appoint each of the five (5) community representatives' members as follows: Two (2) members to a three (3) year term; two (2) members to a two (2) year term; and one-member (1) to a one (1) year term. Once a member has completed their term all new terms will be for three (3) years. The term for additional community representatives pursuant to section 5.1.2. will be determined by the nominating committee.
- 5.1.5 Council/ Commission appointments shall be for two (2) year terms.
- 5.1.6 At least one half of the members (community and council/commission representatives) of the AAC must be persons with disabilities or representatives from organizations representing persons with disabilities.
- 5.1.7 If a community member vacates the Committee for any reason at any time before that member's term would normally expire, the Councils shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- 5.1.8 If a Council/Commission member vacates the Committee for any reason at any time before that Council/Commission member's term would normally expire, the Council/Commission that the member represents shall appoint promptly a new Council/Commission member to the Committee to hold office for the unexpired term.
- 5.1.9 Applications for the appointment of community representatives to the Committee shall be invited by public advertisement.
- 5.1.10 The Chair and Vice-Chair will be appointed annually by the Committee.

5.2

Qualifications

- 5.2.1 Any member of the Committee is eligible for reappointment.
- 5.2.2 Any member of the Committee, who is absent from three (3) consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or authorized by resolution of the Committee and noted in the Committee minutes. Any member who forfeits office is eligible for reappointments following the remainder of the unexpired term.

5.3 Mandate of Responsibilities

The Committee has the following responsibilities:

- 5.3.1 Advise the five Councils/Commissions in the preparation, implementation and effectiveness of an Accessibility Plan. In accordance with the Act, the Plan must include:
 - a. A report on measures the five (5) municipal units and the Commissions have taken and intend to take to identify, remove and prevent barriers;

- b. Information on procedures the five (5) municipal units and the Commissions have in place to assess the following for their effect on accessibility for persons with disabilities:
 - i. Any of its existing and proposed policies, programs, practices and services, and
 - ii. Any existing and proposed enactments or bylaws it will be administering; and
 - c. Any other prescribed information.
- 5.3.2 Advise all five (5) Councils and the Commissions on opportunities to promote the full participation of persons with disabilities, in accordance with the Act;
 - 5.3.3 Identify and advise on the accessibility of existing and proposed municipal services and facilities;
 - 5.3.4 Advise and make recommendations about strategies designed to achieve the objectives of the five (5) municipal units and the Commissions Accessibility Plans;
 - 5.3.5 Receive and review information directed to it by all five (5) municipal Councils and the Commissions and their committees, and to make recommendations as requested;
 - 5.3.6 Monitor federal and provincial government directives and regulations; and
 - 5.3.7 Host public consultations related to accessibility
 - 5.3.8 Provide input and advice to all five (5) councils and the Commissions with respect to updating the Accessibility Plan every three years.
 - 5.3.9 Provide an annual budget for the five (5) Councils and the Commissions consideration in order for the Committee to carry out their mandate.

5.4 Rules of Engagement:

- 5.4.1 Committee meetings will be called by the Chair as required to fulfill the duties outlined. Meetings of the ACC shall be open to the public and advertised no less than one week in advance.
- 5.4.2 A majority of the appointed voting members of the Committee constitutes a quorum.
- 5.4.3 Subject to the principles set out in the **Municipal Conflict of Interest Act**, all committee members present including the person presiding shall vote on a question.
- 5.4.4 Subject to section 22 of the **Municipal Government Act**, meetings of the committee are open to the public
- 5.4.5 The Committee may receive presentations from the public upon the approval of the Chair.
- 5.4.6 The Committee may establish Working Groups to explore specific issues related to the Accessibility Plan and/or other responsibilities. Members of the Working Group may consist of additional members of the community. A member of the AAC shall chair the Working Group.

5.5 STAFF RESOURCES

- 5.5.1 The Committee will be supported by municipal staff and consulting resources as required.
- 5.5.2 Staff appointed by the five (5) municipal units and the Commissions will attend meetings as a resource to the Committee.
- 5.5.3 The Municipalities will provide administrative support services to the Committee to aid in agenda preparation, minute taking, and other administrative duties as required.

6.0**POLICY REVIEW**

- 6.1 These Terms of Reference will be reviewed by each of the five (5) Councils and the Commissions at least every four years from the effective/amended date.

Request for Decision

Topic:	Date: September 14, 2022
The Village needs to recruit a permanent Clerk/Treasurer (C/T) to manage Village business.	Proposed By: Jeff Conrad, Interim Clerk/Treasurer
Issue Summary:	
The most recent permanent C/T left in April of 2022. The current C/T was hired on an interim basis for 6 months.	
Background:	
<ul style="list-style-type: none"> • The Nova Scotia Municipal Government Act 420(1) requires that the Village appoint a village clerk and treasurer who shall keep the books, records and accounts of the village and also serve as clerk at all meetings of electors (and elections). • The appointment of the Interim C/T started in mid-May, and the individual is not interested in a permanent appointment • The last recruitment by the Village of Chester was in 2018 and only one application was received • Other Villages that have undergone recent recruitment exercises have had a more positive response to advertising. • There are a large number of private consultants who offer services in the HR/Recruitment space and could be utilized for a search process. 	
Options:	
<ol style="list-style-type: none"> 1) Direct the Interim Clerk/Treasurer to begin a recruitment campaign through local advertising, social media, and available web resources and professional distribution networks. Assess response after 1 month. 2) Engage an external recruiting firm immediately to take on all aspects of the recruitment process. 	
Considerations:	
<u>Financial Impacts:</u>	
<ul style="list-style-type: none"> • Establishing a benefit package is challenging for a position such as this due to a lack of directly comparable positions. • The benefit package needs to be competitive to attract a candidate that has the level of skills that the Commission feels is appropriate. • The costs associated with the Clerk/Treasurer are currently split 25% to the fire funds, and 75% to General Government funds, based on estimated workload of the position 	

- To expect reasonable success in attracting a candidate to a full-time position within the Village, it is suggested that the compensation package be advertised to include a starting salary of between \$55,000 and \$70,000 as well as cost shared medical, vacation leave, and sick leave, with no pension or separation payment.

Policy Impacts:

- The C/T is the most senior staff member of the Village and provides oversight to the operation, advice to commissioners, and in many cases serves as the point of contact with the Village for partners, contractors, funding agencies, other orders of government, the media, and citizens.
- The C/T position deals with the full scope of Village activity, from governance, HR/personnel, public and citizen relations, partnership management, research, policy development, legal issues, grant applications, relationships with Municipal Affairs, election issues, and a full range of financial issues including Audit, bookkeeping, and insurance

Other:

Recommendation:

Option 1 – Undertake a recruitment process using existing resources and assess progress after 1 month.

Decision:

Request for Decision

Topic: Grant Policy	Date: Sept 14, 2022
	Proposed By: Jeff Conrad, Interim Clerk/Treasurer
Issue Summary: The Village does not currently have a grant policy, which creates a lack of clarity for both applicants and Commissioners	
Background: <ul style="list-style-type: none"> • The Village is occasionally asked to contribute funds to community based activities • The authority of the village to make grants is limited by section 423(1) (k) of the Municipal Government Act which says power is granted to expend money for "advertising the opportunities of the village for business, industrial and tourism purposes and encouraging tourist traffic, with power to make a grant to a nonprofit society for this purpose" • A draft grant policy has been developed and is ready for review by the Commission 	
Options: <ol style="list-style-type: none"> 1) Continue with current process <ul style="list-style-type: none"> • Continues informal practice which is understood by certain community members • Does not increase administrative burden on community organizations • Contributes to ongoing lack of clarity regarding what activities are eligible and what accountabilities are expected 2) Adopt new grant policy <ul style="list-style-type: none"> • Clarifies process and accountability for all parties involved • May increase administrative burden for community organizations seeking funding 	
Considerations: <u>Financial Impacts:</u> Increased accountability for distribution of funds. <u>Policy Impacts:</u> Ensures funds are spent on activities approved under the MGA <u>Other:</u>	
Recommendation: 3) Adopt the new policy.	
Decision:	



Village of Chester Grant Policy

Updated September 14, 2022

Background

Under the Municipal Government Act, Villages in Nova Scotia have the authority to advertise the opportunities of the village for business, industrial and tourism purposes and encourage tourist traffic, with power to make a grant to a nonprofit society for this purpose. This is the only grant giving authority held by the Village.

Policy Objective

The objective of the grant policy is to:

- Support activities that advertise opportunities for the Village of Chester and its residents to grow, flourish, and prosper
- To encourage tourism growth in a way that also
 - engages citizens of the Village in the celebration of our heritage, culture, and natural environment
 - promotes inclusion and engagement of citizens from a wide variety of backgrounds, experiences, and socio-economic perspectives
 - supports civic leaders to be innovative and creative in benefiting local community
 - creates a range of experiences and interactions for visitors that encourage ongoing and repeat interactions with the Village and its residents, businesses, and organizations

Principles

The grant policy is based on the following:

- activities (e.g. festivals, art retreats, concerts, markets, etc.) should be celebratory in nature
- activities should help to grow the local tourism sector in a way that enhances the visitor experience and makes our community a more appealing destination
- the development of partnerships is important, and priority will be given to projects that encourage participation and funding by a variety of sources
- funding is dependent on both the assessment of the project's fit with the interests of the Village, and also the availability of funds within the annual budget
- funding priority will be for costs associated with implementation of an event or item
- Funds are approved only for the project submitted. Requests for changes to project plans, timelines, or new projects must be made in writing in advance of any spending.
- Unused project funds must be returned to the Village Office for redistribution.

Eligibility

- Organizations are only eligible for one grant from the Village each fiscal year
- The maximum amount available to any one organization is \$5000 annually
- If the request is for a contribution to a larger project, there must be a feasible overarching project plan and budget
- Only nonprofit organizations are eligible for funding. Applicants may partner with others in the undertaking of the activity, or apply for funding to support their participation in an activity run by another party
- The project, activity or event must be designed to enhance the visitor experience or increase the appeal of the Village of Chester as a destination
- The project should respect the available village infrastructure (gathering space, parking, water, etc.)
- Applicants need to have a plan to attract visitors and participants to the event, while encouraging participation by Village residents
- Events which limit participation to members of an organization are not eligible for funding. Exceptions may be made where programs or initiatives are open to the public
- Churches /faith-based organizations are not eligible for funding.

Application Procedure

- Interested organizations must complete the Application for Grant and submit it to the Village Office
- Organizations who wish to make a presentation to a Commission meeting in addition to their application, may schedule up to 10 minutes for a presentation at a regular Commission meeting by contacting the Village Office
- Grant applications received by March 31 of each year will be reviewed during the month of April, and considered for approval at the May meeting of the Village commission. Applications received after this deadline will be reviewed on an ad hoc basis based on the availability of designated funding

Evaluation

Applications will be reviewed using the following evaluation criteria:

- Demonstrated impact to attract tourism
- Benefit to the community at large
- The organization has a demonstrated financial need for grant funding
- For large projects, evidence of project funding sources and partnerships other than the Village Commission
- The Village Commission reserves the right to approve or deny any project based on conditions and interests at the time of the application

Reporting

After project completion, organizations are required to submit a Report Form and financial information that explains how the funds were spent and what outcomes were achieved. Future funding will not be provided to organizations unless report forms are submitted



**Village of Chester
Grant Application Request**

ORGANIZATION EVENT	
Name of Organization:	
Contact Person (print): Title:	
Mailing Address:	
Phone:	
Email:	
Registry of Joint Stocks #	
EVENT INFORMATION	
1. Brief summary of the purpose or objective(s) of your organization (i.e. mission statement):	
2. Please provide an outline of the project, its tourism perspective, and its benefits to residents.	

3. Contribution requested from the Village of Chester	
4. Please attach a project budget showing projected revenue and expenses broken out by categories (wages, supplies, food, etc.)	
5. Please note fundraising efforts and other partners approached for contributions	
6. If approved, how do you plan to spend funds received from the Village of Chester?	
7. Is your grant request time sensitive (for example, an event on a specific date)?	

8. Please attach additional information that may support your grant application, including recent financial statements or reports. Organizations may attached letters of support, reports from previous events, etc.

As an authorized representative of this organization, I apply for funding from the Village of Chester, and certify that to the best of my knowledge, the information contained in this application is true.

Signature: _____ Title: _____

Date: _____

If organizations have questions about the application form or would like to receive assistance in completing the form, please contact the Village Office at 902-275-4482

Completion Report

Following your event or upon the completion of your project it is requested that you provide a very brief report regarding the project and how the Grant money was spent. If a follow-up report is not received future requests may be affected.

Please forward applications and reports to the following:

Clerk/Treasurer
Village of Chester
PO Box 620
27 Pleasant Street
Chester NS
B0J 1J0

office@villageofchesterns.ca

Request for Decision

<p>Topic:</p> <p>Flower Baskets</p>	<p>Date:</p>
	<p>Proposed By:</p> <p>Jeff Conrad, Interim Clerk/Treasurer</p>
<p>Issue Summary:</p> <p>The Commission needs to determine approach to flower baskets for 2023 including total number and company to supply baskets for 2023.</p>	
<p>Background:</p> <ul style="list-style-type: none"> • The Village has been hanging flower baskets for a significant number of years • The number of baskets has remained relatively consistent, and currently numbers 75 • Purple wave petunias have been the flower of choice for a number of years and have become somewhat of a Chester signature • Flower baskets were originally placed as a business attraction effort to attract business to the North Street and downtown business districts • Over time some residents have come to consider the baskets as general village beautification rather than business attraction. This has resulted in various requests over the years to expand the number and distribution area of baskets, including a request from the residents of Chandler's Cove to consider placing baskets in that neighbourhood • The basket program budget for 2022/23 is \$22,000 which includes purchase, care, and any maintenance to materials • Interest in providing the baskets has been solicited in Sept 2022 from the existing provider, Village Nursery, and local greenhouses • Given the value, the contract for flower maintenance services has generally been awarded every year through an RFP process • Suggestions have also been made that the village consider asking for sponsorship for baskets by local merchants, interested citizens, etc. • Discussion has also been held regarding the potential to replace, or perhaps supplement, baskets with permanent banners that would not require maintenance. Banners could be used to promote local topics of interest, or to display artistic works by local artists 	

Options:

Determine the interests of the Commission with regard to the number and distribution of baskets.

Considerations:Financial Impacts:

Baskets cost approximately \$50 each to grow, plus the cost of maintenance and the baskets themselves

Policy Impacts:Other:**Recommendation:****Decision:**



Request for Decision

Topic: Rodent control provided by the Village.	Date: September 14, 2022
	Proposed By: Jeff Conrad, Interim Clerk/Treasurer
Issue Summary: The Village has received request and suggestions to increase the amount of rodent control that is carried out.	
Background: <ul style="list-style-type: none"> • For a number of years the Village has contracted for the provision of rodent control • Control is done through the use of bait stations primarily in the downtown/waterfront areas • The contract is currently with Terminix Canada • Prior to May 2022 there were 30 boxes in the village • In May 5 additional boxes were added to the core number • Since demolition of the Windjammer motel, 4 temporary boxes have been deployed in the area in response to complaints • The Village pays a core fee, plus \$5.00 per month for every bait box • The current monthly charge is \$305 • At the moment 100% of the bait boxes deployed in the Village see some level of activity every month • The bait boxes are loaded with a solid bait attached to a stake in the winter, and a softer bait packet attached to a stake in the summer • There continue to be reports of mice and rats in the village. Over the course of the summer there were a number of rodents found drowned in the Lido pool. Rodents have been seen in the North Street area and in the back harbour waterfront area in recent weeks • The Terminix operator is suggesting a significant increase in boxes (40 more) during at least the next few months to try and manage the situation. It is suggested some of the existing stations could be relocated, and new ones added, particularly along the North Street corridor area. • It is also being suggested that the Village remind residents that vacant homes, businesses, and eating establishments can be negatively impacted by rodents and that in these situations individuals may want to consider a rodent management plan. • Not all Municipalities or Villages have rodent control programs in place. • Rodent control is not just achieved through trapping. Reducing food sources (bird feeders, garbage, compost, etc.) and nest locations (low growing shrubs, ground cover, long grass, etc.) can play a role 	

Options:

- 1) Deploy additional bait stations as suggested.
 - Addresses citizen concerns
 - Potentially avoids damage to public and private properties
 - Causes modest increase in costs to the village
- 2) Deploy additional bait boxes, but less than the 40 suggested by the contractor
 - Addresses citizen concerns
 - Potentially avoids damage to public and private properties
 - Reduces impact in costs to the village
- 3) Maintain the status quo
 - Citizen concerns have been modest in number
 - To date no noticeable damage to public properties
 - No budget impact

Considerations:Financial Impacts:

\$5.00 per bait box per month. 40 boxes for 6 months would be a \$1200 cost.

Policy Impacts:

None

Other:**Recommendation:**

2) Deploy additional boxes, but in increments to address known areas of concern.

Decision:



POL # B138 HST 826498248 RT 0006

Terminix Canada Ltd.
204 Brownlow Ave Unit 155
Dartmouth, NS B3B 0M4
902-465-8118

Service Inspection Report**ORDER #: 134321**

WORK DATE: 08/24/2022

INSPECTION DETAIL

Area	Time	Device	Type	Status	Pest Findings
Throughout Town					
	11:30:47 AM	1 public washroom	Bait Station - Rodent	Activity	
	Comment:	100 percent bait consumption			
	11:30:52 AM	2 Queen and Water	Bait Station - Rodent	Activity	
	11:30:50 AM	3 Park Playground	Bait Station - Rodent	Activity	
	11:30:54 AM	4 Corner of Brun	Bait Station - Rodent	Activity	
	11:30:57 AM	5 Regent and Gra	Bait Station - Rodent	Activity	
	11:30:59 AM	6 Corner of Regent	Bait Station - Rodent	Activity	
	11:31:02 AM	7 Regent and Pri	Bait Station - Rodent	Activity	
	11:31:04 AM	8 Chester Lodge	Bait Station - Rodent	Activity	
	11:31:06 AM	9 King Street Ce	Bait Station - Rodent	Activity	
	11:31:08 AM	10 Duke and Big L	Bait Station - Rodent	Activity	
	11:31:11 AM	12 Tremont corner	Bait Station - Rodent	Activity	
	11:31:16 AM	17 end of regent	Bait Station - Rodent	Activity	
	11:31:18 AM	18 regent trail	Bait Station - Rodent	Activity	
	11:31:20 AM	35 Bottle depot	Bait Station - Rodent	Activity	
	11:31:22 AM	11 66 Tremont	Bait Station - Rodent	Activity	
	11:31:24 AM	14 80 Main	Bait Station - Rodent	Activity	
	11:31:26 AM	19 11 Queen	Bait Station - Rodent	Activity	
	11:31:29 AM	20 27 Victoria	Bait Station - Rodent	Activity	
	11:35:15 AM	22 35 Union	Bait Station - Rodent	Activity	
	11:35:17 AM	23 60 Central	Bait Station - Rodent	Activity	
	11:35:20 AM	24 61 Union	Bait Station - Rodent	Activity	
	11:35:32 AM	25 12 Union	Bait Station - Rodent	Activity	
	11:35:30 AM	26 10 Queen	Bait Station - Rodent	Activity	
	11:35:28 AM	27 69 brunswick	Bait Station - Rodent	Activity	
	11:35:24 AM	13 151 Duke	Bait Station - Rodent	Activity	
	11:35:26 AM	15 227 Central	Bait Station - Rodent	Activity	
	11:35:23 AM	16 170 Queen	Bait Station - Rodent	Activity	
	11:35:36 AM	21 151 King	Bait Station - Rodent	Activity	
	11:35:38 AM	28 181 Duke	Bait Station - Rodent	Activity	
	11:35:40 AM	29 109 Central	Bait Station - Rodent	Activity	
	11:35:43 AM	30 133 Central	Bait Station - Rodent	Activity	
	11:45:01 AM	31 105 Queen	Bait Station - Rodent	Activity	
	11:45:03 AM	32 149 Central	Bait Station - Rodent	Activity	
	11:45:05 AM	33 149 Central	Bait Station - Rodent	Activity	
	11:45:07 AM	34 233 Queen ext	Bait Station - Rodent	Activity	
	11:45:10 AM	35 4061 HWY 3	Bait Station - Rodent	Activity	
Area	Time	Device	Type	Status	Pest Findings
Throughout Town					
	11:30:33 AM		Area	No Activity	
water st					
	11:45:12 AM		Area	No Activity	
water st 48 grams -> Washrooms					
	11:45:12 AM		Area	No Activity	

PRODUCTS APPLIED

None Noted.