



**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 10<sup>th</sup>, 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 9<sup>th</sup>, 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 31<sup>st</sup>, 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 17<sup>th</sup> 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 “2<sup>nd</sup> Line Duty 2”. Unit #551 is still used as a 1<sup>st</sup> 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/manufacturer 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 Battlesfield 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 20<sup>th</sup>. 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 NSFM 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/Treasure 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 14<sup>th</sup>, 2022 at 7:00 pm

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

Nancy E. Hatch  
Commission Chair

Jeannette Beatty  
Commission Vice Chair