

Minutes
Regular Monthly Meeting
In-Person at 27 Pleasant Street
Zoom ID: 935 442 9176 Password: 301715
Wednesday, September 14, 2022 – 7:00 pm

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

Regrets: Martin Hiltz, Commissioner

Public Gallery: Brenda & Paul Mulrooney

1.0 Call to Order

Chair Hatch called the September 14th, 2022, Regular Monthly meeting of the Village of Chester Commission to order at 7:03 pm.

2.0 Public Forum

Nil

3.0 Review/Approval of Agenda/Additions to Agenda

Addition – Potential Day of Mourning – 8f

Motion #22-105: Commissioner Mulrooney moved; Commissioner Pauley seconded:
The approval of the agenda with the addition of 8f Potential Day of Mourning.

Unanimously Carried

4.0 Review/Approval of Minutes

a) Regular Meeting: Wednesday, August 10, 2022

MOTION #22-106: Commissioner O'Malley moved; Commissioner Mulrooney seconded:
The approval of the Minutes of August 10, 2022, Regular Monthly meeting as presented.

Unanimously Carried

b) Committee of the Whole (COW) Wednesday, September 7th, 2022

MOTION #22-107: Commissioner Pauley moved; Commissioner O'Malley seconded:
The approval of the Minutes of September 7, 2022, Committee of the Whole meeting as presented.

Unanimously Carried

5.0 Business Arising

- a) Nil

6.0 Correspondence

- a) Chester Municipal Heritage Society

Interim Clerk Treasurer Conrad stated that the Heritage Society did not use the full amount of Celebrations money and therefore, asked if they could use the remaining funds for other work. At the last meeting, the Commission said it could not, as it was allotted for Canada Day. The Village issued a cheque for the costs incurred and told the society they would have to reapply for another use. Once the cheque was mailed, the society replied and stated none of the grant monies were used as they costs were covered by a grant from MoDC.

The Heritage Society also communicated that the monies given during 2021/2022, for the Pavilion project were not all used, and they would return the balance.

The Heritage Society was told, that a Grant Policy was in the process of creation, and once approved, they would be eligible to apply.

7.0 Reports

- a) Clerk Treasurer

- Interim C/T Conrad reviewed the terms of reference for the Audit Committee and stated there is no set renewal period for community-based members terms, therefore they can serve until they step down. Sandy Dumaresq was notified of this information.
- Work continues with MoDC and the Insurance Broker on Fire Services Committee coverage for the new committee. The Insurance Broker will join in on a Zoom call with MoDC and the Village next week to discuss what is the insurance needed once the assets are jointly owned.
- Demolition at the Windjammer site is complete. The backfilling has been completed, and the security fencing has been removed. The final invoice has been paid.
- The Lido pool is closed for the season. It was a successful season. The largest challenge was getting enough staffing. No serious incidents were reported, aside from the normal scrapes and bruises.
- Two MoDC staff trained in accessibility issues met with Commissioner Hiltz and Interim C/T Conrad at the Lido Pool and Public Washrooms, in mid-August. They confirmed that they will be able to complete a full assessment on the Public Washrooms, which has some minor issues. They will also be doing some research on the Lido with regards to getting people to the pool deck as well as getting them in the pool.
- CVFD and MoDC and the Village continue discussions re acquiring a new Tanker. Final design parameters have been drawn, and final pricing received. Procurement forms and processes are now being completed. Expected delivery is February 2023.
- Interim C/T Conrad and Commissioner Hatch attended one of the MoDC Highway 3 Planning discussions on August 18th. Issues of interest to the Village included traffic calming, pedestrian safety, flower basket coverage area, rooming houses, sidewalks, crossing at trail/train station, street lighting, and 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.

- Discussions continues with the Village Insurance Broker regarding renewal of Village Policies (October 2022) which cover all the Village's properties, etc.
- The Village supported the United Way fundraising swim by providing a fresh-water wash-off hose to the 26 participants. Chair Hatch delivered greetings to the swimmers on behalf of the Village.

Chair Hatch seen that the streets around the Village are dirty with sand, dirt, etc. The street sweeper went through this spring but was in the afternoon and cars were parked on the streets.

Interim C/T Conrad will investigate options and bring the information to the next meeting.

b) Financial

- The 2nd quarter payment of \$247,472.00 was received from MoDC in August.
- Activity for the Village's primary account, as of July 31st bank balance was \$257,585.59; expenditures in August were \$114,598.23 and credits were \$254,722.53, for an August 31st balance of \$397,709.83.
- The Village is in a good fiscal position for this time of year.
- Confirmation has been received from the Auditor that transfers to the reserves should be made throughout the year as cash flow allows. Cash flow early in the fiscal year was impacted by the demolition, however, with second quarter payment now received, the Village is now 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 paid per the contract of \$79,500.00.
- Bank reconciliation has been completed for July 2022. Bank statements to support the reconciliation arrive approximately 2 weeks after the end of the month.
- The update on investments for June 30, 2022, is in the meeting package and payments to the reserves can be made in increments. The bank manager did recommend calling prior to the transfers as the interest rates change frequently. Also, if there is a reserve that is not planned on using for some time locking it in for a longer period, can result in a higher interest rate.

c) Fire Chief

Chief Stevens was unable to attend, but forwarded his report to the Clerk/Treasurer, who read the report. The department had twenty-one (21) callouts. The monthly training was on marine rescue in the East River area, utilizing both the #571, Fire Rescue Boat, and #572 Inshore Boat.

The department aided with the Municipality water support for the United Way Harbour Swim.

The Superior Water Shuttle was last Saturday, and a positive report was successful which accredits CVFD for the next five (5) years.

September 17th live fire training skills will be sharpened at the Nova Scotia Firefighting School in Waverly.

d) Committees

- a) Joint Fire Services Committee: Chair Hatch reported that the committee members toured the present fire hall on Central Street.
- b) Chester Merchants Group: Chair Hatch reported that she attended the meeting, and they are planning on the Village Christmas this year and planning has started. Chair Hatch suggested that the Village support the event in some way. Brenda Mulrooney stated that the Village hangs Christmas Wreaths and perhaps can fund a large tree down at Parade Square.

8.0 New/Other Business

- a) Appointment of Alternate Commissioner to the Lunenburg County Joint Accessibility Advisory Committee
At present, Commissioner Hiltz is the committee member for the Village and the committee meets the first Monday of every month. There is a need to have an alternate for this committee. After a brief discussion, Chair Hatch volunteered to be the alternate member and will collaborate with Commissioner Pauley.

- b) Recruitment Clerk/Treasurer
Interim C/T Conrad recommended to begin a recruitment campaign with local advertising, social media, and available web resources and professional distribution networks. The information, job description, salary range, benefit package, etc., were discussed.

Motion #22-108: Commissioner Pauley moved; Commissioner Mulrooney seconded: The approval of option #1 'undertake a recruitment process and using existing resources and assess progress in one month.'

Unanimously Carried

- c) Grant Policy
Interim Clerk/Treasurer stated the Village has given grants over the years for various reasons to various groups. A grant policy was written but was sidelined as it needed to be 'clear' as to what grants can be applied for. Interim Clerk/Treasurer developed a Grant Policy, based on other villages, Municipalities, Municipal Government Act, etc. Interim Clerk/Treasurer will have the Village's lawyer and the MGA representative review the policy.

MOTION #22-109: Commissioner Pauley moved; Commissioner Mulrooney seconded: To accept the Grant Policy as presented.

Unanimously Carried

- d) Flower Baskets 2023
Interim Clerk/Treasurer Conrad reviewed the history of flower baskets, location, cost, and that the baskets were placed to attract people to the business core, North Street, and downtown business districts. Over time, some residents have come to consider

the baskets as general Village beautification. Interim Clerk/Treasurer contacted several local green houses for pricing on providing the flower baskets in the spring. A 'not interested' response was received, and no other responses have been received to date. Interim Clerk/Treasurer suggested that the next request for proposal for daily watering be for a multi-year contract, as opposed to advertising every year, and only one response being received.

Interim Clerk/Treasurer Conrad also added that there were some suggestions to put up flags, etc., or keep flower baskets.

MOTION #22-110: Commissioner Mulrooney moved; Commissioner O'Malley seconded:

That the Village continue, as in the past, with the number of 75 flower baskets and 75 wreaths from the same producers of the flower baskets and wreaths, and hang in the same locations as has been used and issue a multi-year tender for flower basket maintenance.

Unanimously Carried

e) Rodent Control

The village has a contract with Terminix and there are currently 37 boxes around the Village. The Terminix technician is suggesting a significant increase in the bait stations of fifty (50) more bait stations in the next few months to try to manage the population, as close to 100% of the bait is used in the bait stations when he checks the stations each month.

The residents/businesses can improve the situation by not installing bird feeders, low vegetation, garbage/compost, etc. It was felt to put the rodent control issues in the next newsletter to inform/advise the public of actions they can take to help with the issue around their homes.

Paul Mulrooney stated that in Lunenburg, the rodent control is looked at twice a month, where the Village has once per month.

MOTION #22-111: Commissioner Pauley moved; Commissioner O'Malley seconded: To authorize the Interim Clerk/Treasurer to investigate the options and make a recommendation via email to the Commissioners for approval.

Unanimously Carried

f) Potential Day of Mourning

Interim Clerk/Treasurer stated that at a recent AMANS meeting, most Villages and Municipalities that he checked with, have it in their policy book for employees that '*they recognize all holidays recognized by the Government of Canada and the Province of Nova Scotia*'.

MOTION # 22-112: Commissioner Pauley moved; Commissioner O'Malley seconded: To close the office Monday, September 19, 2022, to recognize the 'Day of Mourning' and it be a paid day for staff.

Unanimously Carried

9.0 Commissioner Roundtable

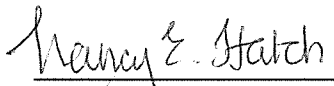
Commissioner Mulrooney stated that further to the discussion on a newsletter, there could be one written mailed newsletter a year and the seconded issue, where residents could sign-up for email subscribers, and that Jim Barkhouse said we could use any of his photos that he has, and on Facebook we could have a 'photo contest' and collect contact information.

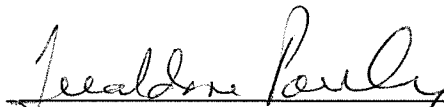
Brenda Mulrooney stated there is a garden that is empty, at the Lido/Washroom building, on the side of the sewage pump, and she could put some ornamental grasses in the empty planter (next to the ladies' washroom wall). Interim Clerk/Treasurer Conrad will check with our grounds keeping company to see if this would work.

10.0 Adjournment

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

Commissioner Pauley adjourned the September 14th, 2022, meeting at 8:57 pm.


Commission Chair


Commission Vice Chair