

**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, November 9, 2022, at 7:00 pm**

Page:

1. **Call to Order**
2. **Public Forum**
  - a. Carol Nauss, Chester Municipal Heritage Society
3. **Approval of Agenda/Additions to Agenda**
4. **Report of the Chief, Chester Volunteer Fire Department**
5. **Review/Approval of Minutes** **3**
  - a. Regular Meeting, Wednesday, October 12, 2022
6. **Business Arising**
  - a. Village promotional items 2023
    - Follow up on Commissioners investigation of local sources for affordable promotional items
  - b. Chester Village Christmas contribution 11
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o Clerk/Treasurer Recruitment	
o Maintenance worker	

**10. Commissioner Roundtable**

**11. Adjournment**

**Regular Meeting – December 14<sup>th</sup>, 2022 – 7:00 pm**



**Minutes**  
**Regular Monthly Meeting**  
**In-Person at 27 Pleasant Street**  
**Zoom ID: 935 442 9176 Password: 301715**  
**Wednesday, October 12, 2022 – 7:00 pm**

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

**Regrets:** Nil

**Public Gallery:** Brenda & Paul Mulrooney, Ray Cambria, Greg Conron, Deputy Fire Chief

**1.0 Call to Order**

Chair Hatch called the October 12<sup>th</sup>, 2022, Regular Monthly meeting of the Village of Chester Commission to order at 7:00 pm.

**2.0 Public Forum**

Brenda Mulrooney, Brunswick Street:

- (1) Mrs. Mulrooney asked if the various village properties are exempt from property taxes. Interim Clerk/Treasurer Conrad stated that the Village is exempt from paying property taxes for facilities used for the Village, however garbage collection fees are paid. Fire Hall, Jib Lot, Washrooms and Lido Pool does not pay property taxes, but pay for Municipal service fee, whereas the EHS building and former Windjammer property are considered commercial properties and pay taxes on the assessed rate. Brenda asked if the washrooms pay the sewer tax. Interim Clerk/Treasurer Conrad said he will have to check on this.
- (2) In reviewing the Grant Policy, Brenda asked if various sites, Library, Heritage Society, Chester Municipal Chamber of Commerce, are they eligible for grants? The Heritage society is non-profit and Municipal in name only meaning the municipal area.
- (3) Why is there no charge for the use of Lido, trails, boat moorings, wharfs. Interim Clerk/Treasurer Conrad stated the Village owns the Lido, but not the

trails, moorings, or wharfs. Brenda Mulrooney stated that Mahone Bay, Hubbards, and other areas, have taken on the responsibility of those and then charge a user fee. Chair Hatch thanked Brenda and stated the Commission will take this under advisement.

Ray Cambria, Central Street:

(1) Mr. Cambria stated he is concerned that the Village does not use clear and sufficiently detailed motions when buying big ticket items such as Windjammer site, and now the fire truck. Ray would expect that a motion would be made stating purchase price, property civic and PID numbers, description of item(s) and motion number. Ray feels the current motions were not descriptive enough to be transparent to the electors. Chair Hatch thanked Ray and stated the commission will endeavour to be clearer in the future.

### 3.0 Review/Approval of Agenda/Additions to Agenda

8(f) New Business – Meetings and Procedures

8(g) New Business – Chester Village Christmas

5(a) *Street and sidewalk cleaning* to be postponed until the next meeting

**Motion #22-113:** Commissioner Pauley moved; Commissioner O'Malley seconded:

The approval of the agenda with the addition of 8f and 8g, and the postponement of 5a.

Unanimously Carried

### 4.0 Review/Approval of Minutes

a) Regular Meeting: Wednesday, September 14, 2022

**MOTION #22-114:** Commissioner O'Malley moved; Commissioner Mulrooney seconded:

The approval of the Minutes of September 14, 2022, Regular Monthly meeting as presented.

Unanimously  
Carried

### 5.0 Business Arising

a. Street and Sidewalk Cleaning  
Postponed item until next meeting

b. Rodent Control  
Interim Clerk/Treasurer Conrad spoke with Terminix regarding potentially adding some bait stations. A significant increase was suggested by Terminix representative. To increase by fifty stations, the cost would add approximately \$3000 to the budget costs. In reviewing the maps of

locations and proposed locations, Interim Clerk/Treasurer suggested to reposition the stations presently in the Village and increase a modest number of stations on North Street and #3 Highway.

The Interim Clerk/Treasurer was asked to speak to MoDC Public Works/By-law enforcement of areas that need to be cleaned up to eliminate areas that are causing rodent issues.

- c. Flower Basket – Colours  
Chair Hatch had inquiries for the Village to consider having multi-coloured baskets, instead of purple. The purple wave petunias have proven to be hardier in the Village and the consensus of the commission was to have the purple petunias as in the past.

## 6.0 Correspondence

- a) Notice of Application in Court  
Interim Clerk/Treasurer Conrad stated notification was received of an 'application in court', related to the last election, that Thomas Mulrooney asked the court to review the election, with regard to residency of commissioners. Documents have been filed and served to the Village office. On November 22, 2022, in the Bridgewater Courthouse, the Village will be expected to appear and speak on this application. This paperwork was passed onto the lawyer and the information received back from the lawyer will be passed onto the commissioners, when received.
- b. Insurance Renewal Notice  
Interim Clerk/Treasurer stated that the Village has insurance that renews annually, and he discussed the policies held with the AJ Gallagher representative. Insurance fees increased due to the insurance industry seeing more claims across the industry, higher rates of repairs, higher awards by courts, insurance companies invest monies and over the last few years, investment returns decreased significantly. Interim Clerk/Treasurer contacted other Villages and MoDC, and they are all seeing increases of 20-30% in insurance costs.
- c. OHC Request – Tax Exemption  
Interim Clerk/Treasurer received a request from Our Health Centre (OHC) to consider granting them a tax exemption of residential taxes, pursuant to By-law #02-2021.  
Interim Clerk/Treasurer declared a Conflict of Interest as he is the Treasurer for the OHC board. Technically a conflict of interest is 'when personal/financial gain' take place, however, in this case it could be perceived as a conflict, and so Conrad will remove himself from the room for the Commission to discuss this request.

Interim Clerk/Treasurer Conrad left the room.  
Discussion continued.

**MOTION #22-115:** Commissioner Pauley moved; Commissioner Mulrooney seconded:

The approval of Our Health Centre's request of exemption from property taxes of this current fiscal year from the general government Village's tax rate, under By-law #02-201.

Discussion continued.

**AMENDMENT TO MOTION #22-115:** Commissioner Hiltz moved; Commissioner Pauley seconded; Commissioner Mulrooney agreed to the amendment of the original motion:

That approval be given to Our Health Centre, for a 50% exemption of the current fiscal year general government Village's tax rate, under By-law #02-201.

Unanimously  
Carried

Interim Clerk/Treasurer Conrad returned.

The commission directed Interim Clerk/Treasurer to review By-law #02-201, to have the motion read of an exemption not associated with any organization, as it currently reads.

## 7.0 Reports

### a) Clerk Treasurer

- The Government of Canada announced its call for proposals for the disability inclusion and access program, for up to \$100,000. Applications are due by the end of October. Interim Clerk/Treasurer will prepare a submission related to the Lido and Public Washroom upgrades.
- Accessibility staff from MoDC have conducted the onsite visits to the Lido Pool and Public Washrooms. Changes anticipated are modest, (door openers, mirrors, grab bars, etc.) They will also provide information on options for the Lido Pool.
- The new Fire Truck has been ordered and delivery is expected in early 2023. The Village and MoDC will explore registration and payment options under the new fire services agreement.
- VOC and MoDC have asked our insurance broker to formally explore with the insurance company options for providing insurance coverage to our joint Fire Services Advisory Committee.

- Work will begin on repairing the streetlights on Water Street which were out of service since December 2021. The main power controls were damaged following a winter storm. It was thought the sidewalk plow hit the post, but MoDC has advised that the sidewalks were not plowed the week it was hit, they expect that a truck hit it from the street. Estimated costs of repairs are \$5800.
- Hurricane Fiona brought relatively minor impact to the Village owned properties. The fire department, EHS, or Lido/Washroom building suffered no know damage. Two large tree limbs were down at the Jib Lot Park and one at the Windjammer property. The limb at the Jib lot was close to the Firefighters monument, the CVFD did an initial clearing to remove the risk. Both limbs have been removed at the Jib lot, and the one at the Windjammer property will be removed.
- Work is underway to brief the new Fire Services Working group on the background related to the fire department, capital needs, and construction approaches. In preparation for these discussions, the Clerk/Treasurer met with the Town of Mahone Bay to discuss fire station construction. Various presentations and background documents have been prepared for discussion by the working group.
- Interim Clerk/Treasurer and two Commissioners attended the two-day annual meeting of the Association of Nova Scotia Villages (ANSV) in Bible Hill. There were learnings sessions and discussions on future direction of the Association and how it can best serve the needs of Villages.

b) Financial

- The September bank statement has not yet been received. The balance online shows a new balance of \$311,638
- The Village is in good fiscal position for this time of the year.
- Discussion with the bank have confirmed that interest rates have risen on cashable GICs. The Village is currently holding one-year investments at 1.0% return, which mature at various dates in 2023. These funds can be drawn out without penalty. The same investment type currently pays 2.5%. A locked in 13-month GIC is paying 4.0% The Clerk/Treasurer recommends drawing these funds out and reinvesting in new one-year cashable at the higher interest rate. At the same time approved funds for 2022/23 reserves can begin to be invested.

**MOTION #22-116:** Commissioner O'Malley moved; Commissioner Hiltz seconded:

The approval of cashing in the 1% interest rate cashable GICs and roll them into 2.5% cashable GICs.

Unanimously  
Carried

- Interim Clerk/Treasurer Conrad reported that the Bank reconciliations have been completed for August and The Village & Fire Department insurance policy for 2022/2023 has been renewed. Policy costs are up approximately 20% overall.  
In addition to the premium, the Village will receive a bill for a 2.5% broker fee, and a 2.5% participation fee from the Nova Scotia Federation of Municipalities who are the holders of the municipal policy agreement.

c) Fire Chief

Chief Stevens was unable to attend and therefore Deputy Chief Conron read the report. Twenty-seven incidents were reported, and this included a structure fire and Motor Vehicle Accident (MVA) today.

During Hurricane Fiona, the CVFD staffed the station for 24 hours, with two crews clearing downed trees and debris off roadways, highways, and private properties to ensure safe access to the areas if needed. At CVFD's request, a common radio channel was dedicated for any inter-departmental operations between any of the seven departments in the municipality to ensure communications during Hurricane Fiona.

Throughout the weekend typical calls of flooded basements and downed lines were received.

The annual live fire certification is almost complete, with this completion there will be sixteen interior firefighters. September's training was at Maibec Mill in East River.

Fire Prevention week visit at Chester District Elementary School, was postponed by the South Shore Regional Education Centre, however, Saturday October 15<sup>th</sup> the department will be in Gold River participating in a municipal-wide fire prevention day.

Commissioner Pauley questioned the high volume of calls. Deputy Chief Conron stated the increase is due to medical calls, as EHS has an issue with volume of calls and not able to answer the calls in a timely manner.

d) Committees

- Working Joint Fire Agreement Group

Chair Hatch reported that the committee is awaiting answers to insurance coverage issues.

## 8.0 New/Other Business

- a) Village Promotional Items 2023  
Interim Clerk/Treasurer Conrad stated that historically the Village has had promotional items for tourists who drop in the office with questions re maps, etc. Discussion was held on several types of items that the village has had in the past and what MoDC has now. Local entrepreneurs were favoured and as well sheltered workshops to make promotional items. Commissioner Pauley and Commissioner Mulrooney will bring contact information to the next meeting.
- b) Low-Income Tax Exemption  
The Low-Income Tax Exemption and the levels of coverage were discussed. Interim Clerk/Treasurer Conrad reviewed the usage of the exemption over the last few years and stated that MoDC carries-out this process.

**MOTION #22-117:** Commissioner Pauley moved; Commissioner Hiltz seconded: To approve the exemption rate levels to be \$20,000 or less - exemption shall be the lesser of \$500 or the actual tax paid; \$20,001 to \$29,999 the tax exemption shall be the lesser of \$350 or the actual tax paid; \$30,000 to \$40,000 the tax exemption shall be the lesser of \$250 or the actual tax paid

Unanimously Carried

- c) Remembrance Day Wreath and Ceremony  
Interim Clerk/Treasurer Conrad stated that a large wreath for Remembrance Day service is \$100; does the Commission wish to purchase a wreath this year and who will lay the wreath at the cenotaph.

**MOTION #22-118:** Commissioner Pauley moved: Commissioner Hiltz seconded: The approval to purchase a large wreath for \$100 and Commissioner O'Malley will lay the wreath on behalf of the Village Commission, at the Cenotaph ceremony.

Unanimously Carried

- d) 2<sup>nd</sup> Quarter Financial Update  
Interim Clerk/Treasurer Conrad reviewed the financial update for the end of the second quarter. Overall, the budget is at 54% at the six-month reporting period.
- f) Meeting and Procedures  
Interim Clerk/Treasurer Conrad suggested that the agenda order be changed to allow the CVFD report to come after Public Forum, allowing the CVFD Chief or representative to give the report earlier and can then

leave, as with the new Joint Fire Committee, there will be one more meeting to attend for the CVFD.

**MOTION #22-119:** Commissioner Hiltz moved; Commissioner O'Malley seconded:

To approve changing the agenda order in the Meeting and Procedures policy to place the CVFD report after the approval of agenda.

Unanimously Carried

- g) Chester Village Christmas  
Commissioner Hatch stated the Chester Merchants are organizing a Village Christmas this year and they are looking for volunteers and they have a meeting tomorrow. Interim Clerk/Treasurer nor Commissioner Hatch are unable to attend and therefore looking for someone to attend the meeting, however no one was available to attend.

**MOTION #22-120:** Commissioner Pauley moved; Commissioner Hiltz seconded:  
To authorize the purchase of a large tree up to \$300.00 for the Village Christmas Activities.

Unanimously Carried

- e) In Camera

**MOTION #22-121:** Commissioner Pauley moved; Commissioner Hiltz seconded:

To move In Camera to discuss Clerk/Treasurer recruitment and Maintenance worker, at 9:07 pm.

Unanimously Carried

The meeting continued In Camera.

## 10.0 Adjournment

Chair Hatch ended the In Camera session and adjourned the meeting at 9:50 pm.

\_\_\_\_\_  
Commission Chair

\_\_\_\_\_  
Commission Vice Chair

## Request for Decision

<p><b>Topic:</b></p> <p>Chester Village Christmas - Contribution</p>	<p><b>Date:</b> November 09, 2022</p> <p><b>Proposed By:</b> Jeff Conrad, Interim Clerk/Treasurer</p>
<p><b>Issue Summary:</b></p> <p>At the October 12, 2022 Commission meeting it was agreed to provide funds to purchase a tree for the Chester Village Christmas.</p>	
<p><b><u>Background:</u></b></p> <ul style="list-style-type: none"> <li>• Follow up with the Chester Merchants Association has revealed that they already have a sponsor for the large Christmas tree.</li> <li>• The Association has a number of areas where only partial sponsorship has been received.</li> <li>• The Association also has expenses that are not appropriate for a traditional "sponsorship" type initiative.</li> <li>• The Association would welcome a "general" contribution from the Village that gave them discretion in how it is used.</li> <li>• The Village would still be acknowledged as a sponsor at the appropriate level</li> </ul>	
<p><b>Options:</b></p> <ol style="list-style-type: none"> <li>1) Withdraw the original motion and not provide a contribution to the event</li> <li>2) Withdraw the motion and move to provide an equivalent amount as an unrestricted contribution</li> </ol>	
<p><b>Considerations:</b></p> <p><u>Financial Impacts:</u> \$300.00</p> <p><u>Policy Impacts:</u> N/A</p>	
<p><b>Recommendation:</b></p> <p>Rescind the original motion and provide the same amount as an unrestricted contribution</p>	
<p><b>Potential Motion(s):</b></p> <p>To rescind motion #22-120: To authorize the purchase of a large tree up to \$300.00 for the Village Christmas Activities</p> <p>To approve a contribution of \$300.00 to the Chester Merchants Association for use in operating the Chester Village Christmas.</p>	

From: Martin Hiltz, Commissioner, Village of Chester

October 18, 2022

To: Jeff Conrad, Interim Clerk/Treasurer, Village of Chester

To whom it may concern. Resignation

Effective October 31 at midnight, I Commissioner Martin Hiltz of 33 old trunk 3 in the Village of Chester, will be resigned, finished with the position I now hold.

Any business between myself and the VC will be concluded by the afore mentioned date.

  
Signature



Board Executive  
**Sara Filbee**  
 Chair  
**Susan Crocker**  
 Vice Chair  
**Tom Boyne**  
 Secretary  
**Mary Jane Andrews**  
 Treasurer

Board Members  
**Alexis Milligan**  
**Carol Dodds**  
**Caroline March**  
**Catherine Read**  
**Frank Metzger**  
**Liz Crocker**  
**Kathy McNab**  
**Kirk MacCulloch**  
**Matthew Ross**

Executive Director  
**Andrew Chandler**

Patron  
**Sir Christopher Ondaatje**



Thursday, October 20, 2022

## Chester Playhouse Rebuilding Project – Update

In early March we informed you of our successful efforts to secure planning approval to rebuild the Chester Playhouse. We now have additional important information to share.

The Chester Playhouse has focused on two priorities this past year.

*The first priority is to continue to present professional performing arts and community programming, while navigating both COVID-19 and the rebuilding process.*

We believe that "Playhouse Without Walls" has been successful and hope you agree. Our summer programs brought audiences and performers back together in a range of venues, indoors and out. Fall programs are underway, with high caliber artists returning to touring. While our lack of a professional venue is an obstacle for some performers, most have been willing to adapt and work with us, in the short term. In addition to presenting cultural programming to the community, "Playhouse Without Walls" has served to sustain the Playhouse organization and ensure preparedness for the transition to a permanent home next year. We are grateful for the ongoing donations to our annual operating fund from you, and others. This support continues to be essential.

*Our second priority is to rebuild the Playhouse, which was destroyed by fire, as quickly as possible.*

We shared with you previously the obstacles we were facing, both technical and financial. We needed to determine fire protection solutions to compensate for the lack of municipal water supply in the Village of Chester. This has been complex, but the resulting approach satisfied the local authority. Rebuilding is well underway, and subject to supply chain issues for construction materials and technical equipment, the Playhouse will reopen early next summer. On the financial side, the estimated cost to rebuild was determined post-fire (August 2021) by professional estimators. This represents the insurance payout. To this cost was added the estimated cost of the new fire protection measures and other building code requirements, important accessibility and technology enhancements and an additional inflation factor. Through this modelling we concluded that \$3.25 million would be sufficient to complete the project.

With only \$2.2 million available from insurance funds and remaining donor funds we turned to our government partners to ask them to enhance their grants to the Playhouse project. As of this past June, \$1.0 million in new funding was committed by government, allowing construction to proceed. Additional new private donor contributions of \$200,000 have since brought our available funds up to \$3.5 million.

In our March update to you we anticipated that the construction environment would remain challenging. In fact, labor costs, specialized equipment and some material costs have continued to escalate. The updated estimate for the total cost of construction is now \$4.0 million, which is \$500,000 in excess of our

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available funds. In preparation, we have again reached out to our government partners to identify additional avenues of support. Our expectation is that \$200,000 in funds may be possible, reducing our gap to \$300,000.

The Playhouse rebuilding project is managed by leaders experienced in commercial construction and complex project management. All suppliers are being advised of our pressures and are being encouraged to provide in-kind support or discounts where possible. We want you to be confident in both our oversight and commitment.

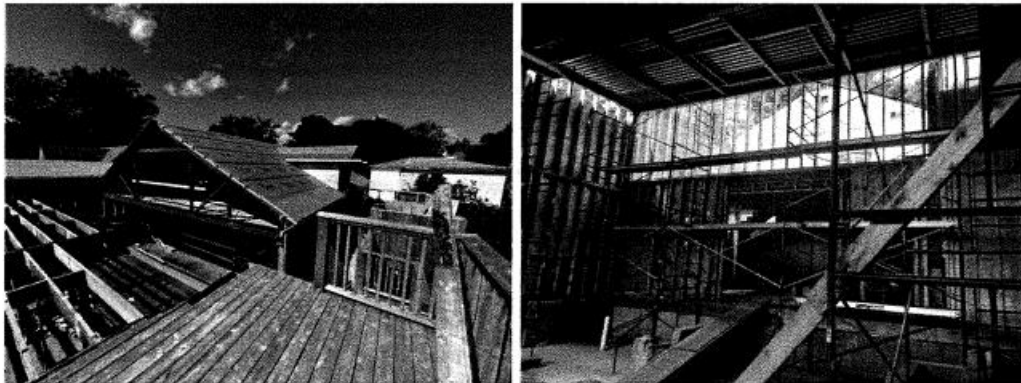
Our goal today is to update you and alert you to our potential additional needs. We will have a clear projection of the costs of completing the project and our total available funds, by early in the new year, and will share that information with you.

Progress on the building will be more visible from the street in the month ahead, and we will share images as we meet important milestones. This is going to be a new, amazing theatre! We have included a summary of the rebuilding features to give to a clearer sense of the Playhouse features.

If you have any questions please email [susan.crocker@me.com](mailto:susan.crocker@me.com) to arrange a conversation with the right person on our team.

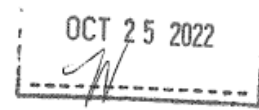
Thank you for your continuing support and patience!

**Chester Playhouse Board of Directors  
and the Chester Playhouse Rebuilding Committee**



## Chester Playhouse Rebuilding Project

*Delivering a New, High Performance Theatre!*



The original plan to restore the Chester Playhouse originated from a place of critical need. The 80-plus year old building was degrading physically inside and out, plus it no longer met expected standards for audience comfort, safety, sound and lighting. It was not insulated for year-round use, and suffered from poor air quality. The restoration project aimed to correct the deficiencies, doing the best job possible given the physical constraints typical of a renovation. The restored theatre was going to be a gem!

The fire transformed the project from a restoration to a rebuild. What does this mean to the end result? It means an opportunity to further upgrade the Playhouse through the construction process. Next summer a very new and improved Playhouse will reopen! In addition to the new fixed seating (that was purchased but not yet installed at the time of the fire), here are the highlights:

**Stage Floor** – This will be rebuilt as a modern, semi-sprung floor more suitable for dance, movement, theatre school and community use.

**Artist space** – The stage will now be accessible with a lift at stage left. The backstage area will be maximized for use and storage, and include an accessible washroom/changeroom. The Green Room above the stage will be thoughtfully equipped to serve artists well.

**Theatre technical performance** – From digital wiring throughout to placement of new sound and lighting, theatre systems will be customized to enhance the artist and audience experience. The Playhouse will be fully equipped for live streaming and hybrid presentations, a new standard for performance venues.

**Film Presentation** – The projector, sound and screen will be at a high commercial grade, meeting the criteria for live stream presentations and delivering an exceptional audience experience. This will be your favorite cinema!

**Hosting Spaces** – The ceiling height in the new main floor lobby bar area has been raised creating a more open environment. The former second floor bar is now a very functional, enclosed multi-purpose room for use as a patron lounge or a meeting space and includes a washroom.

**Staff Work Environment** – The new third floor area will be bright and well laid out to meet staff needs and provide flexibility. The Ondaatje Room and the Green Room will also be equipped to serve as workshop and meeting spaces.

**Accessibility** – The entry, lower and upper lobby and theatre will be fully accessible and serviced by an accessible washroom. The stage and backstage will also be

accessible, including the washroom. Plans include a stair lift to the second floor Ondaatje Room. The Theatre will be serviced by a Hearing Loop system for use by the hearing impaired.

**Air Quality** – As with the restoration project, air circulation, heating and cooling have been prioritized. The difference is that system design and installation no longer involve maneuvering through a difficult existing structure.

**Green Energy** – All technical theatre lighting will be LED, and the insulation qualities of the rebuilt structure will add to energy efficiency.

**Code Changes** – The building will satisfy National Building Code requirements for fire safety at a place of assembly, protecting the building from external fire events and protecting adjacent neighbours from a fire event at the Playhouse. Previously, the Playhouse was grandfathered with respect to many code issues. The standard for fire protection in a public venue is a sprinkler system. This solution is not available to the Playhouse due to the lack of a public water supply in the Village of Chester. The approved alternative approach, incorporated specific construction materials, defined “zones” and extensive venting and alarm systems has added substantially to the costs of rebuilding.

Stay tuned for updates on these and other features of the new Playhouse in the coming months!

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Village of Chester Commission  
Clerk/Treasurer Activity Report  
November 9th, 2022

- A project proposal for the Lido to build an access ramp and to install a pool lift has been submitted to the Enabling Accessibility Fund – Small Projects grant of the Government of Canada. Total value of the project is approximately \$150,000, and if approved the Federal Government would pay \$100,000. Review and response can take up to 16 weeks.
- The C/T visited with the CAO of the Municipality of West Hants to discuss the process they followed in building their fire station. There was a good exchange of ideas and best practices that will be shared with the Fire Services working group.
- The Village’s insurance company has not agreed to provide Director and Officer’s Insurance to the new Fire Services Advisory Committee in advance of establishing the shared responsibility model described in the new Agreement with MoDC. The company has agreed that if the committee was reconstituted as two advisory groups, one for each partner, then they would fall under the existing insurance of the Village and of the MoDC.
- The C/T and the Commission Chair participated in a video call with the Association of Nova Scotia Villages, the NS Department of Municipal Affairs, and representatives of a number of other villages across the province. The discussion was the first of a number of planned conversations regarding potential revisions to the Municipal Government Act. Topics included Public Notice Requirements, Village name changes, and disposal of property for community benefit.
- Advertising for a permanent C/T has taken place on the Village website and Facebook page, InDeed, LinkedIn, and in the Lighthouse newspaper.
- The map and listing of all the locations in the Village where flower baskets and wreaths are hung is now completed. This will be useful in future discussions regarding RFPs and arrangements to look after these.

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Jeff Conrad  
Interim Clerk/Treasurer

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Date

Village of Chester Commission  
Clerk/Treasurer Financial Report  
November 9, 2022

- The September bank statement is reconciled and at the end of the statement the bank account balance was \$323,056.65
- The 3rd Quarter payment of 247,472.00 from the Municipality of Chester was received on October 29, 2022.
- The Village is in good fiscal position for this time of the year
- As directed at the last meeting, GICs have been cashed and reinvested as follows;
  - o General Government Operating – 1.0% interest rate GIC was cashed to yield 68,056.10. This was combined with the new reserve amount of 27,710.93 for a total of 94,767.03. This amount was invested in a 1 year cashable GIC at 3.00% that matures October 28, 2023 for 97,610.04.
  - o EH Services Building - 1.85% interest rate GIC was cashed to yield 10,156.29. This was combined with the new reserve amount of 11,556.48 for a total of 21,712.77. This amount was invested in a 1 year cashable GIC at 3.00% that matures October 28, 2023 for 22,364.15.
  - o Fire and Emergency Operating - 1.0% interest rate GIC was cashed to yield 115,879.30. This amount was invested in a 1 year cashable GIC at 3.00% that matures October 28, 2023 for 119,355.68.
  - o Lido Pool - 1.0% interest rate GIC was cashed to yield 121,844.69. This amount was invested in a 1 year cashable GIC at 3.00% that matures October 28, 2023 for 125,500.03.
  - o Utility Fund- 0.23% interest rate GIC was cashed to yield 36,815.09. This amount was invested in a 1 year cashable GIC at 3.00% that matures October 28, 2023 for 37,919.54.
  - o A dormant GIC account which held 0.08 was closed and the funds transferred to the general bank account.
- Now that the third quarter payment from MoDC has been received, the 50,938.47 repayment to the Fire Apparatus Reserve and the approved 2022/23 Fire Apparatus Reserve transfer of 150,000 will be made. At the same time the existing 1% interest GIC will be cashed in and reinvested. This will be the last of the approved 22/23 reserve fund investments, and the last GIC to be renewed at a higher interest rate.
- On-line review shows that since October 1 there have been bank deposits of 250,970.96 and expenses of 161,188.13 for a bank balance on November 2, 2022 of 412,839.48

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Jeff Conrad  
Interim Clerk/Treasurer

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Date

## SCOTIABANK RESERVES as of November 1, 2022

Account	Investment Type	Interest Rate	Original Amount	Maturity Date/Amount	Current Value	Interest Earned to Date
EH Services	1 Yr Cashable GIC	3.0%	21,712.77	Oct 28/23	21,712.77	0.00
Utility	1 Yr Cashable GIC	3.0%	36,815.09	Oct 28/23	36,815.09	0.00
Lido Pool	1 Yr Cashable GIC	3.0%	121,844.69	Oct 28/23	121,844.69	0.00
Fire Apparatus	1 Yr Cashable GIC	1.0%	959,639.68	March 25/23	962,216.77	2,577.09
General Government	1 Yr Cashable GIC	3.0%	94,767.03	Oct 28/23	94,767.03	0.00
Fire and Emergency Operating	1 Yr Cashable GIC	3.0%	115,879.30	Oct 28/23	115,879.30	0.00
<b>Total</b>			<b>1,350,658.56</b>		<b>1,353,235.65</b>	<b>2,577.09</b>

## 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
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## Request for Decision

<p><b>Topic:</b></p> <p>Grant Application – Chester Municipal Heritage Society; Caboose Installation</p>	<p><b>Date:</b> November 09, 2022</p> <p><b>Proposed By:</b> Jeff Conrad, Interim Clerk/Treasurer</p>
<p><b>Issue Summary:</b></p> <p>The Chester Municipal Heritage Society has applied for a \$5000 grant to assist with preparing a plot and placing their recently acquired caboose upon rails.</p>	
<p><b>Background:</b></p> <ul style="list-style-type: none"> <li>• The Heritage Society has a long-term vision to develop a railway museum at the Train Station on Smith Road in Chester</li> <li>• Obtaining, installing, and restoring a caboose as an interpretation center is a component of the plan</li> <li>• A former train caboose has been acquired through a donation to the Heritage Society</li> <li>• Phase 1 of the caboose project was to transport the caboose from Moncton to Chester. <ul style="list-style-type: none"> <li>○ This phase is now complete, and the caboose is onsite</li> <li>○ Costs of the transportation phase were covered by contributions from the MoDC (\$4,500), the Daniel Haughan Fund (\$20,000), and donations (\$11,650).</li> </ul> </li> <li>• Phase II of the caboose project is to prepare a small railbed, lay ties and rails, and set the caboose onto the rails <ul style="list-style-type: none"> <li>○ Per the attached application, estimated costs of the second phase are \$14,800</li> <li>○ The Heritage Society has received \$6,500 in grants and donations to date to cover this phase</li> <li>○ They are requesting \$5,000 from the Village towards this phase</li> <li>○ The Heritage Society is confident that they can raise the additional \$3,300 for this phase</li> </ul> </li> <li>• No formal project plan, timeline, or budget has yet been developed for the overall caboose project <ul style="list-style-type: none"> <li>○ It is anticipated that the interior restoration and wiring will take place over the winter of 22/23</li> <li>○ The caboose is expected to be open for viewing in the summer of 2023</li> <li>○ Exterior repairs and painting will take place over a longer period of time</li> </ul> </li> <li>• According to the Village Grant policy, applications will be assessed according to; <ul style="list-style-type: none"> <li>○ Demonstrated impact to attract tourism</li> </ul> </li> </ul>	

- The train station annually has 3 – 6,000 visitors. When the caboose and train museum are completed the Society would see advertising the station as a major tourist destination and hopes to see additional traffic that visit specifically due to an interest in railroad history
- Benefit to the community at large
  - Given its location at the entrance to the Village, and with no established tourist bureau in the community, the train station is a frequent site for visitor information. The Heritage Society maintains a pamphlet rack, and directs many visitors into business and tourist destinations in the local area
- The organization has a demonstrated financial need for grant funding
  - No overall organizational budget information was submitted. The Heritage Society is a non-profit agency that operates a museum, park, playground, and the train station using grants and donations as a primary source of income.
- For large projects, evidence of project funding sources and partnerships other than the Village Commission
  - Multiple other partners and individuals have provided funds to the first and second phase of the caboose project. No evidence was provided of funding commitments of any future phase of either the caboose or larger overall train station project.
- The Village Commission reserves the right to approve or deny any project based on conditions and interests at the time of the application

•  
**Options:**

- 1) Decline the grant request
- 2) Approve the grant request as submitted
- 3) Make approval of the grant request conditional on receiving commitments to the balance of the caboose phase 2 project, or the overall caboose project.

**Considerations:**

Financial Impacts:

\$5,000 has been requested and is available in the "Celebrations" budget line which has been the source of grant funds for a number of years.

Policy Impacts:

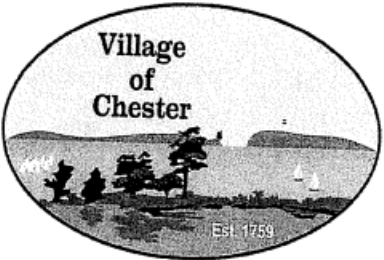
The project meets the grant criteria of being a tourism related initiative.

**Recommendation:**

- 2) Approve the grant request as submitted

**Potential Motion(s):**

The Village approve a grant to the Chester Municipal Heritage Society towards the placement of their caboose for display at the train station. The Heritage Society to provide a follow up report and proof of expenses upon completion of this phase, as outlined in the grant policy.



Village of Chester  
Grant Application Request

ORGANIZATION EVENT	
Name of Organization:	Chester Municipal Heritage Society
Contact Person (print): Title:	Carol A. Nauss
Mailing Address:	80 Main Street P.O. Box 324 Chester, NS B05 1J0
Phone:	902-275-3826
Email:	canauss@gmail.com
Registry of Joint Stocks #	1433983
EVENT INFORMATION	
1. Brief summary of the purpose or objective(s) of your organization (i.e. mission statement):	See attachment
2. Please provide an outline of the project, its tourism perspective, and its benefits to residents.	See attached

MEMORANDUM OF ASSOCIATION OF  
CHESTER MUNICIPAL HERITAGE SOCIETY

The name of the Society is the Chester Municipal Heritage Society.

2. The objectives of the Society are:

(a) To promote the preservation of the character, mood and old world charm of the unique communities of the Municipality of Chester, as reflected in its architecture, the picturesque landscapes and seascapes;

(b) To encourage and sponsor the restoration of the landmarks, historic edifices, and architectural adornments of the Municipality of Chester;

(c) To establish, operate and expand museums for the purpose of recording and displaying the history of our founding cultures and developing community;

(d) To conduct and encourage research as to the origins and background of individuals, families, and groups of founding settlers and their subsequent economic and cultural developments;

(e) To foster and support the publication of papers and books telling of the exploits of our forefathers and their tales of courage and faith;

(f) To co-operate fully with other Historical or Heritage Societies that come into existence within the Municipality so as to further achieve our mutual objectives;

(g) To co-operate with the industrial and commercial sectors of the economic community so that the financial benefits from society activity and promotion may be achieved in concert and not conflict with the existing and expanding viable economy;

(h) To encourage participation and involvement by any and all interested individuals in co-operation with Civic Government, Provincial and Federal Government Departments and Ministries and local organizations;

(i) To acquire, rent, buy, sell, dispose of, erect, maintain, assemble, display, preserve and generally to deal with real property, buildings, relics, models, displays, documents, books, articles of clothing, medals, paintings, portraits, etchings, drawings, water colours, statues, antiques, tapes, records, microfilms, and any other item of work related to the furthering of the general objectives of the Society;

(j) To acquire by way of grant, gift, purchase, bequest, devise, or otherwise, real and personal property and to use and apply such property to the realization of the objectives of the Society;

(k) To buy, own, hold, lease, mortgage, sell and convey such real and personal property as may be necessary or desirable in the carrying out of the objectives of the Society;

3. The activities of the Society are to be carried on within either the Village or the Municipality of Chester;

**4. The registered office of the Society is located within either the Village or the Municipality of Chester, Nova Scotia, at such place as the Society may from time to time determine.**

PROVIDED that nothing herein contained shall permit the Society to carry on any trade, industry or business, and the Society shall be carried on without purpose of gain to any of the members, and that any surplus or any acquisitions of the Society shall be used solely for the purposes of the Society and the promotion of its objectives.

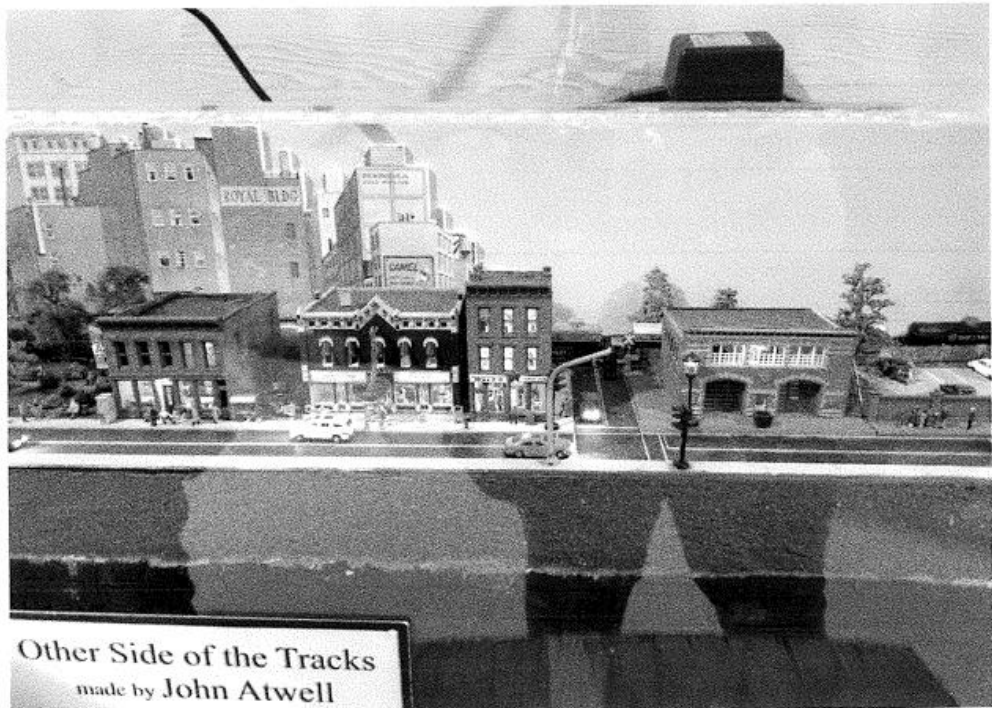
PROVIDED further, that if for any reason the operations of the Society are terminated or wound up, or are dissolved and there remains, at that time, after satisfaction of all its debts and liabilities, and property whatsoever, the same shall be paid to some other charitable organization in Canada, having objectives similar to those of the Society.

The Connection Trail runs past our door and the downtown merchants might consider ways to encourage people to leave the trail and enter the village. Suggestions for tourists might include stopping for a meal, taking a swim in the Lido, shopping in the village, going to a beach, rent a boat and get out on the water, a walk along the waterfront, take a trip to Tancook, a hike up to Castle Rock, go to the playground etc.

It would enhance the visitor's experience if important sites were identified, such as the Rope Loft and its connection to the Young Teazer and prohibition, the Block House ie. Wisteria now, the Tavern etc. etc. Older houses could be signed to explain their importance and what they were originally used for. Flowers, Flowers, Flowers once sat on Queen Street as a Jewellery store, and was moved to its present location. The area around the post office once was the site of a large store, two watch makers shop, an overflow for guests of the Columbia House.

The Train Station and the planned museum, the caboose etc. will enhance the visitor experience drawing railroad enthusiasts giving them a reason to make Chester a destination and then encourage them to visit the village proper once they leave our site. We encourage the businesses within the village to consider using the station as a way to show people what they offer both in shopping and experience.

On a trip to another museum I saw a display called, "The Other Side of the Tracks" and it was a diorama showing the shops etc. that were in the town. I can envision something such as that which would begin with the harbour, then the main village area and finally the train station as a background. Information about what is available in the downtown area could be included around it and store identified on the diorama.



/	
3. Contribution requested from the Village of Chester	\$ 5,000.00
4. Please attach a project budget showing projected revenue and expenses broken out by categories (wages, supplies, food, etc.)	
Attached	
5. Please note fundraising efforts and other partners approached for contributions	
<p>Money for this section of the project has been received already which includes grants from the Municipality of the District of Chester of \$4500.00, donations 11650.00, and the Daniel Haughn Fund of \$20,000.00. This money has been spent to locate the caboos at the Chester Train Station. The Society will continue to fund raise and apply for grants to complete this project.</p>	
6. If approved, how do you plan to spend funds received from the Village of Chester?	
ATTACHED	
7. Is your grant request time sensitive (for example, an event on a specific date)?	

Yes the grant is time sensitive as the contractor requires the work of placing the caboos on the rails must be done before the end of November.

**Budget for placing caboose on rails – one section of the project**

Lifting and placing caboose on rails – Liel Company	12,000.00
Preparation of rail bed – Collicutt and Son	2500.00
Load of ballast stabilize sleepers	300.00

**Total Cost** \$14,800.00

Money received from grants donations 6,500.00

**Money needed to complete this section \$8,300.00**

The following request covers a portion of the Phase one project to develop a railway museum at the Chester Train Station at 20 Smith Road in Chester.

### **How we will spend the money**

This is the installation of the caboose on the rails at the station. It will cover the cost of preparing the site along Smith Road in front of the station, adding stone, leveling and tamping , laying the sleepers and rails and lifting the caboose on to the prepared rail bed by crane. This unit weighs approximately 30 tons.

Money for this section of the project has been received already which includes grants from the Municipality of the District of Chester of \$4500.00, donations 11650.00, and the Daniel Haughn Fund of \$20,000.00. This money has been spent to locate the caboose at the Chester Train Station. The Society will continue to fund raise and apply for grants to complete this project.

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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.

*Attached*

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: *Ed Maus* Title: *Chair*

Date: *Oct. 25, 2022*

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

This project is one component of a much larger project to develop a railway museum at the 1805 Chester Train Station on Smith Road. The current building, freight shed and pump house are original structures from that time period and we wish to conserve them, keeping them open for the public and telling the story of the railway in Chester and in the municipality. The larger plan is to use the freight shed as a museum with displays, as well as the caboose and the main station building containing an Oak Island display, a co-op handicraft shop and gold mining display.

The project covers the following:

1. Obtaining the ownership of the land which we now lease from the Dept. of Natural Resources on a 20 year renewal lease.
2. Install a caboose on rails in front of the station for an interpretation centre. Restore the interior and exterior of the caboose.
3. Construct the original boarding platform between the station and the caboose including accessible access to the platform.

#### **4. Phase II**

5. Install electricity in the freight shed.
6. Build an accessible ramp into the freight shed facing the village.
7. Repair the damage to the bottom edges of the freight shed and the trim.
8. Install a handicap port-a-potty near the freight shed.
9. Begin to build a railroad museum display within the freight shed.
10. Add a small viewing platform on the Smith Road side of the freight shed.
11. Install a seating area between the station and the freight shed for a rest area, interpretation area and other uses as needed.

Our hope is to draw more visitors to the station area , currently our numbers range from 3000 to 6000 visitors over the period that we are open. As always we point them down into the village and to Lordly Museum for historic and genealogy information. We know that many people miss the village because of the poor signage leading them off the highway. Currently we act as a tourist information centre for the area, not just the village and ask people to supply rack cards and information for us to share. It would be a benefit to us if other tourism groups might consider funding a person to provide tourism information etc.

## Request for Decision

<b>Topic:</b>  Village Election Process – Commissioner Resignation	<b>Date:</b> November 09, 2022
	<b>Proposed By:</b> Jeff Conrad, Interim Clerk/Treasurer
<b>Issue Summary:</b> Commissioner Martin Hiltz resigned their position effective October 31, 2022. The Municipal Government Act (MGA) requires that "... within thirty days the remaining village commissioners shall call a special meeting of the electors of the village for the purpose of filling the vacancy..."	
<b>Background:</b> <ul style="list-style-type: none"> <li>• According to the MGA "...a vacancy need not be filled until the next annual meeting or the election held in accordance with the nomination and election by-laws of the village immediately following the next annual meeting if it occurs within six months of the next annual meeting..." <ul style="list-style-type: none"> <li>○ To meet the six month period, the 2023 Annual Public Meeting (APM) would need to be held before the end of April.</li> <li>○ The MGA requires that "The Village Commission shall present a report of the proceeding fiscal year and the audited financial statement at the annual meeting."</li> <li>○ Since due to the required processes the audited financial statements cannot be finalized before the end of April, it will be more than 6 months between the effective date of the resignation and the APM, and therefore the Act calls for the position to be filled</li> </ul> </li> <li>• Also according to the MGA, "The person elected to fill a vacancy shall serve in office for the remainder of the term of the village commissioner whose office the person was elected to fill" <ul style="list-style-type: none"> <li>○ Commissioner Hiltz was elected in June 2022 to serve a one year term. Therefore, the person elected through the by-election shall serve from the date of this election until June 2023</li> <li>○ In June 2023 a regular election process will be held to elect one new Commissioner for a three-year term</li> <li>○ Whoever wins this election will be eligible to reoffer in 2023</li> </ul> </li> <li>• The MGA allows for two different mechanisms when a commissioner resignation occurs <ul style="list-style-type: none"> <li>○ a special meeting of the electors of the village for the purpose of filling the vacancy, which shall be held in the same manner as elections held at an annual meeting;</li> </ul> <p style="text-align: center;">or</p> <ul style="list-style-type: none"> <li>○ an election shall be held in accordance with the nomination and election by-laws of the village</li> </ul> </li> </ul>	

- A copy of the election by-law is attached
- The Village of Chester does not have a written process document that describes how elections shall be held at an annual meeting. Attached is a draft process document that could be adopted and used by the Village should a special meeting option be selected in this circumstance.
- A separate Request for Decision document on possible election dates is included in the meeting package.
- The complexity and cost of an election run under the Election By-Law is more than it would be to run a Special Election process due to added advertising, poll workers, etc.

**Options:**

- 1) Call a Commissioner replacement election under the Election By-law.
- 2) Call a Commissioner replacement election under the special meeting process.

**Considerations:**

Financial Impacts:

The cost to run the 2022 regular election was approximately \$1250 including special poll workers, advertising, and printing of ballots. A Special Meeting approach would be approximately half that amount as it could reduce advertising costs, special poll workers, etc.

Policy Impacts:

Following the Election By-law could require a longer period of time than calling a special meeting. This would potentially impact the period of appointment for a new Commissioner.

From a citizen point of view, it is unclear if there is additional burden between the two options (each citizen gets 1 vote in either scenario).

It is unclear whether having 3 elections in 12 months for the same position (June 22, December 22, June 23) will impact turn out of voters or interest of candidates.

Choosing the special meeting option could impact voter access as the voting window is more limited (only at the special meeting, not a full day advance poll and a full day regular poll).

**Recommendation:**

Call a Commissioner replacement election under the special meeting process.

**Potential Motion(s):**

The Village hold an election to fill the vacancy created on October 31, 2022 by holding a special meeting of the electors of the village.

The Village adopt the special meeting election process as presented (or as amended) for purposes of this election.

**Village of Chester  
Special Meeting Election  
Draft November 9, 2022**

This process is based on review of the MGA, discussions with staff at NS Municipal Affairs, and with staff from other Villages (primarily with Village of Canning)

- The MGA states that;
  - The village commission may convene a special meeting of the electors and shall give fourteen days notice of it by posting notices in conspicuous places in the village stating the time, place and purpose for which the meeting is convened.
  - The village commission may advertise the meeting in a newspaper circulating in the village at least fourteen days before the meeting in lieu of, or in addition to, posting notices

**Advertising**

- Place notice of the special meeting/election and nomination deadline on the Website, Facebook page, and email distribution list of the Village. Place ads on local community bulletin boards. Advertise in Lighthouse publishing twice in the two weeks directly preceding the meeting date.

**Nominations**

- Require nominations to be made using the same form and process as a regular election, including residency requirements, 5 nominators, and swearing the Oath of Candidate
- Nomination forms to be submitted to the Village Office no later than the close of business the day prior to the special meeting
- Ensure that candidates are aware that the Commissioner position is to be filled from the date of election until the next Annual General Meeting in June 2023
- Provide Candidates Corner opportunity on the website as was done in the last election

**Election**

- If no candidates come forward, then cancel the special meeting and elect a Commissioner per election By-law process in 2023
- If only one candidate comes forward, declare them acclaimed, cancel Special Meeting
- If more than 1 candidate comes forward, at the Special Meeting;
  - Confirm the term of the vacancy
  - Explain the voting process
  - Voting to take place from the announced start of the meeting until all eligible voters have submitted a ballot
  - Confirm eligibility of each voter using the Electors list (or acceptable proof of residency)
  - Issue ballots (printed at the VoC Office)
  - Allow voting using ballot booths to maintain confidentiality

- In the presence of the two scrutineers open the ballot box and examine the ballot papers and count the votes
- Declare the person or persons having the greatest number of votes elected
- If there is a tie determine the successful candidate by lot as prescribed by the Municipal Elections Act

## Request for Decision

<b>Topic:</b>  Village Election Dates – Commissioner Resignation	<b>Date:</b> November 09, 2022
	<b>Proposed By:</b> Jeff Conrad, Interim Clerk/Treasurer
<b>Issue Summary:</b> Commissioner Martin Hiltz resigned their position effective October 31, 2022. The Municipal Government Act (MGA) requires that "... within thirty days the remaining village commissioners shall call a special meeting of the electors of the village for the purpose of filling the vacancy..."	
<b>Background:</b> <ul style="list-style-type: none"> <li>• Having selected a process for an election of Commissioner replacement, the Village Commission needs to agree on key dates</li> <li>• Option 1 – Election By-Law <ul style="list-style-type: none"> <li>○ The Clerk/Treasurer shall cause a notice to be inserted in a newspaper circulating in the Village at least 2 weeks prior to nomination day – proposed Nov 16</li> <li>○ Nomination Day means the second Wednesday proceeding election day – Proposed Nov 30</li> <li>○ Advance Polling Day means the first Saturday immediately following the APM – proposed Dec 10</li> <li>○ Election Day means the day the Commissioners are elected to office, the first Tuesday immediately following the APM or another day as may be designated by the Commissioners – proposed Dec 13</li> </ul> </li> <li>• Option 2 – Special Meeting Election <ul style="list-style-type: none"> <li>○ Advertise 2 weeks prior to the date of special meeting – proposed newspaper advertising Nov 16 &amp; 23</li> <li>○ Nomination day shall be the close of business the day before the special meeting – Proposed Wednesday Nov 30</li> <li>○ Election Day means the day the Commissioners are elected to office, the first Tuesday immediately following the APM or another day as may be designated by the Commissioners – proposed Thursday December 1</li> </ul> </li> </ul>	
<b>Options:</b> 1) Call a Commissioner replacement election using dates suggested under the Election By-law.	

2) Call a Commissioner replacement election using dates suggested under the special meeting process.

**Considerations:**

Financial Impacts:

The cost to run the 2022 regular election was approximately \$1250 including special poll workers, advertising, and printing of ballots. A Special Meeting approach would be approximately half that amount as it could reduce advertising costs, special poll workers, etc.

Policy Impacts:

Following the Election By-law could require a longer period of time than calling a special meeting. This would potentially impact the period of appointment for a new Commissioner.

From a citizen point of view, it is unclear if there is additional burden between the two options (each citizen gets 1 vote in either scenario).

It is unclear whether having 3 elections in 12 months for the same position (June 22, December 22, June 23) will impact turn out of voters or interest of candidates.

Choosing the special meeting option could impact voter access as the voting window is more limited (only at the special meeting, not a full day advance poll and a full day regular poll).

**Recommendation:**

Call a Commissioner replacement election under the special meeting process and adopt the suggested dates.

**Potential Motion(s):**

The Village adopt the special meeting election dates as presented (or as amended) for purposes of this election.

## Request for Decision

<b>Topic:</b>  Village of Chester Fire Services Advisory Committee	<b>Date:</b> November 09, 2022
	<b>Proposed By:</b> Jeff Conrad, Interim Clerk/Treasurer
<b>Issue Summary:</b> The Fire Services agreement between the Village and the Municipality of Chester requires the creation of a new joint advisory committee.	
<b>Background:</b> <ul style="list-style-type: none"> <li>• The insurance company (Intact) used by both the Village and MoDC has not been able to provide Director and Officer insurance to the committee pending finalization of the new structures and processes</li> <li>• Committee members have been reluctant to formalize governance structure and to make recommendations until D&amp;O coverage is in place</li> <li>• As of Oct 28, Intact has confirmed that if the Village has a Fire Services Advisory Committee the members of that committee will be covered by the D&amp;O policy of the village at no additional charge</li> <li>• MoDC can undertake the same thing, a committee of their own that would be covered by their policy</li> <li>• The two committees can then agree to hold joint meetings and conversations, and each committee can make recommendations back to their respective unit based on those discussions</li> <li>• When the structure under the Fire Services Agreement is implemented and assets transferred, then a joint integrated committee can be set up, and revised policies can be created for the Village, MoDC, Fire Department, and Joint Committee depending on final duties and responsibilities</li> </ul>	
<b>Options:</b> <ol style="list-style-type: none"> <li>1) Continue with the current process in which there is no integrated committee, but rather a series of information meetings with community representatives. This would like impede progress of implementing the agreement</li> <li>2) Appoint current members to a Village of Chester Fire Advisory Committee with a terms of reference to be developed that includes advice to the Village Commission based on a cooperative relationship with CVFD and with the counterpart committee created by MoDC.</li> </ol>	

**Considerations:**Financial Impacts:

None

Policy Impacts:

Increases community engagement in the fire services responsibilities of the Village

**Recommendation:**

Option 2: Appoint current members to a Village of Chester Fire Advisory Committee

**Potential Motion(s):**

That the Village of Chester create a Fire Advisory Committee that includes community representatives with a terms of reference to be developed. And that the initial members of this committee be Nancy Hatch, David Miller, and Colin MacDonald.

## Frequently Asked Questions for Committees of Council

**What Constitutes a Committee of Council?**

The Intact Public Entities Municipal Liability Policy provides coverage to Committees of Council. They are included in our definition of "Insured". This extension of coverage often brings with it misconceptions of what constitutes a Committee of Council. In order for a Committee to qualify as a Committee of Council, under our policy, the following criteria must be met.

1. Council must pass a resolution stating that a group of individuals will be acting as a Committee of Council;
2. The Committee must be accountable to Council for all their actions and activities;
3. All finances are directed by Council, or at least approved by Council;
4. Typically, one or two Council Members are appointed to sit on the Committee.

Where all the above conditions apply, the Municipal Liability Insurance protection for these committees is automatic and no endorsement to the policy is required. Volunteers to these Committees of Council are also included in the definition of "Insured".

It is not our intent to extend the Municipal Liability coverage to any and all committees formed to provide service or benefit to the community. Where a committee acts completely independent of the municipality, no coverage under the Municipal Liability Policy exists.

If you need further clarification or are in doubt as to whether a committee qualifies, please call us.

## Request for Decision

<b>Topic:</b>  Village of Chester Holiday Office Hours	<b>Date:</b> November 09, 2022  <b>Proposed By:</b> Jeff Conrad, Interim Clerk/Treasurer
<b>Issue Summary:</b> For a number of years the Village Office has had a closure period between the Christmas and New Year Holiday	
<b>Background:</b> <ul style="list-style-type: none"> <li>• Sunday Dec 25, Monday Dec 26, and Sunday Jan 1 are statutory holidays in Nova Scotia</li> <li>• Tuesday Dec 27 is given in lieu of Dec 25, and Monday Jan 2 is given in lieu of Jan 1</li> <li>• If no closure is approved, the office will be open Wednesday 28, Thursday 29, and Friday 30th</li> <li>• Traffic at the Village Office is traditionally extremely light over the holiday period</li> <li>• A number of other government agencies have reduced hours or closures over this period</li> <li>• While Council has not approved Holiday Hours for MoDC as yet, they anticipate being closed noon Dec 23, reopening on January 3<sup>rd</sup>.</li> </ul>	
<b>Options:</b> <ol style="list-style-type: none"> <li>1) Do not approve a Holiday closure</li> <li>2) Approve closure of the office for Dec 28 – 30, with paid days off for staff</li> </ol>	
<b>Considerations:</b> <u>Financial Impacts:</u> Provides a combined 4.5 additional days of Holiday for staff <u>Policy Impacts:</u> N/A	
<b>Recommendation:</b> Option 2) Approve closure of the office for Dec 28 – 30, with paid days off for staff	
<b>Potential Motion(s):</b> That the Village office be closed December 28 through 30 <sup>th</sup> as paid time off for Village staff.	