

Minutes
Regular Monthly Meeting
In-Person at 27 Pleasant Street
Zoom ID: 935 442 9176 Password: 301715
Wednesday, November 09, 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: Nil

Public Gallery: Chester Fire Chief Stevens

1.0 Call to Order

Chair Hatch called the November 9th, 2022, Regular Monthly meeting of the Village of Chester Commission to order at 7:00 pm.

2.0 Public Forum

- a Carol Nauss, Chester Municipal Heritage Society
Mrs. Nauss delivered all necessary Grant paperwork and decided not to be present.

3.0 Review/Approval of Agenda/Additions to Agenda

Motion #22-122: Commissioner Mulrooney moved; Commissioner O'Malley seconded:
The approval of the agenda as presented.

Unanimously Carried

4.0 Report of the Chief, Chester Volunteer Fire Department

Chief Stevens reported on another busy month with 24 emergency calls. Training was held on pump operations. Members were finishing the Hazmat awareness and the last of their Interior fire fighters completed yearly live fire certification. Also, regular monthly training will be held on heavy vehicle extraction focusing on school bus extraction. Nov 22, 2022, CVFD is hosting Fire Chief Jaime Coutts for an information session on the Slave Lake fire, Fort MacMurray fire and the lessons learned. Commissioners are invited to the session as well. There will be a facility visit completed in November 18th at BattleShield Manufacturing as the body is back from paint and ready to be installed on the chassis. Delivery is expected in late January, 2023.

It has been a busy year for the CVFD, and Chief Stevens thanked Clerk/Treasurer Conrad, office staff member Maxine Veinot, as well as Commissioners for their continued support.

5.0 Review/Approval of Minutes

a) Regular Meeting: Wednesday, October 12, 2022

MOTION #22:123: Commissioner O'Malley moved; Commissioner Pauley seconded:
The approval of the Minutes of October 12, 2022, Regular Monthly meeting as presented.

Unanimously Carried

6.0 Business Arising

a. Village promotional items 2023

Follow-up on Commissioners investigation of local sources for affordable promotional items.

- ◆ Commissioner Pauley reported a name of the local company is *Fully Promoted*
- ◆ Commissioner Mulrooney stated the Farmers Market Contact is Golden Silk Screening; Oyster is a local company as well
- ◆ Chair Hatch spoke with Liz Finney of Bonny Lea Farm who will review the requirements and advise if they would be in a position to take on this work.

b. Chester Village Christmas contribution

Clerk/Treasurer Conrad reported that in a prior meeting the Commission motioned (22-120) to sponsor the large Christmas Tree for Parade Square, for the Village Christmas, however, the tree has already been looked after. Discussion was held.

MOTION #22-124: Commissioner O'Malley moved; Commissioner Pauley seconded:
To RESCIND Motion #22-120 to authorize the purchase of a large tree up to \$300 for the Village Christmas Activities.

Unanimously Carried

MOTION #22-125: Commissioner Mulrooney moved; Commissioner O'Malley seconded:
To approve a contribution of \$300.00 to the Chester Merchants Association for use in operating the Chester Village Christmas.

Unanimously Carried

7.0 Correspondence

a) Commissioner resignation notice

Chair Hatch reported that the Commission received Martin Hiltz's resignation as of October 31, 2022. Chair Hatch thanked Mr. Hiltz on behalf of the Commission for his work with the Commission and his years with CVFD.

Chair Hatch announced Paul Mulrooney's retirement after ten years of service on behalf of the Commission.

Interim Clerk/Treasurer Conrad will get cards and Chair Hatch will sign the cards on behalf of the Village, for their years of service.

- b. **Chester Playhouse Update**
Interim Clerk/Treasurer Conrad reported that an update bulletin was received from the Chester Playhouse on the theatre rebuilding.

8.0 Reports

a) Clerk Treasurer

- <> Interim Clerk/Treasurer submitted a proposal for the Enabling Accessibility Fund – Small Projects grant. It can take up to four months for a response.
- <> Municipality of West Hants CAO was visited by Interim Clerk/Treasurer Conrad to discuss the process they followed in building their fire station. The information of ideas and best practices will be shared with the Fire Services working group.
- <> The Villages Insurance Company has not agreed on providing Director and Officer's Insurance to the new Fire Services Advisory Committee. The Insurance Company has agreed that if the committees were reconstituted as two advisory groups, one for each partner, then they would fall under the existing insurances of the Village and of MODC.
- <> The Interim Clerk/Treasurer and Commission Chair Hatch participated in a video call with the Association of Nova Scotia Villages, 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.
- <> Advertising for a permanent Clerk/Treasurer has taken place on the Village's website, Facebook page, InDeed, LinkedIn, and in the Lighthouse newspaper.
- <> A map and listing of all locations in the Village where flower baskets and wreaths are hung, has been completed, which will be useful in future arrangements to look after wreaths and flower baskets.

b) Financial

- <> Interim Clerk/Treasurer Conrad reported on the financials, that the bank balance at the end of September, 2022, was \$323,056.65 and that the 3rd quarter payment of \$247,472.00 taxes levied was received from the Municipal of Chester. The Village is in good fiscal position for the time of year.
- <> The investments were carried out as motioned and a dormant GIC account which held 0.08 cents was closed and funds transferred to the general bank account.
- <> Third quarter taxes were received from MoDC, therefore the \$50,938.47 repayment to the Fire Apparatus Reserve and the approved 2022/2023 Fire Apparatus Reserve transfer of \$150,000.00 will be made. The existing 1% interest GIC will be cashed in and reinvested. This is 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 a bank balance on November 2, 2022, of \$412,839.48.

c) Committees

Village Planning Advisory Committee

Chair Hatch reported that she was at the meeting and reported that they are still working through the secondary planning strategy for the Village.

9.0 New/Other Business

a) Grant Application – Chester Municipal Heritage Society

An application was received for a \$5000.00 grant to assist with preparing a plot and placing their recently acquired caboose upon rails. The application was reviewed and discussed.

MOTION #22-126: Commissioner Pauley moved; Commissioner Mulrooney seconded: To approve a grant of \$5000 to the Chester Municipal Heritage Society towards the placement of their caboose for display at the train station. The Heritage Society is to provide a follow up report and proof of expenses upon completion of this phase, as outlined in the grant policy.

Unanimously Carried

b) Court Filing – Election Lawsuit

Interim Clerk/Treasurer updated the Commission on the status of the Election Lawsuit. The Commission's lawyer filed a response, saying that we disagree with the allegations that people were not eligible to run in the election and there is a hearing November 22, to review the filed papers and set another date for testimonies.

c) Village Election Process – Commissioner Resignation

Interim Clerk/Treasurer Conrad stated that the Municipal Government Act (MGA) requires that within thirty (30) days of a vacancy the commission is to call a special meeting of the electors of the village for the purpose of filling the vacancy. This position elected term is ending June 2023. To meet the six-month period the 2023 Annual Public Meeting would need to be held by the end of April, and the Audit is to be presented at the Annual meeting, which cannot be accomplished. Therefore, the Act calls for the position to be filled.

Municipal Affairs said the by-election is to be held for the term ending June 2023. Then the process as to how to run an election to fill the vacancy is to be carried out. The MGA allows for two different mechanisms which is hold an election as stated in the election by-law or hold a special meeting and the election is on the meeting agenda. Since the length of the term is just to June 2023, a special election of the Village can be held, and follow the nomination process as for regular elections.

Discussion was to hold the Special meeting/Election in December or wait until January, 2023. It was agreed to hold the Special Meeting in January, 2023.

MOTION #22-127: Commissioner O'Malley moved; Commissioner Pauley seconded: The Village hold an election to fill the vacant position created by a resignation effective October 31, 2022, and the Village hold a Special Meeting of the electors to fill the position.

Unanimously Carried

d) Village Election – Proposed Dates

Dates for December 2023 Special meeting/Election were discussed. Due to the holidays in December it was agreed to hold the special meeting/election in January.

Nominations can be accepted in December, 2022 through to January, 2023.

MOTION #22-128: Commissioner Pauley moved; Commissioner Mulrooney seconded:
To have nominations close Wednesday, January 11, 2023 and hold the Special Meeting/Election Wednesday, January 18, 2023.

Unanimously Carried

- e) Interim Fire Services Advisory Committee
Interim Clerk/Treasurer Conrad stated that it is a struggle to get insurance in place, as the joint committee, will not be covered, unless two separate committee, one for MoDC and one for Village of Chester, and then they can meet together and take the recommendations back to the own group of elected officials.
Interim Clerk/Treasurer stated that making a motion to adopt a resolution and making it clear to the Insurance Company that there will be two committees with resolutions that will meet jointly for the Fire Services Advisory Committees.

MOTION #22-129: Commissioner Pauley moved; Commissioner O'Malley seconded:
To adopt the following resolution:

WHEREAS the Village of Chester, the Municipality of the District of Chester, and the Chester Volunteer Fire Department wish to employ a partnership to provide the best emergency services; and

WHEREAS when this agreement is finalized and implemented, and assets transferred, then final policies will be created for the Village, MoDC, Fire Department, and Advisory Committee depending on final duties and responsibilities;

THEREFORE, be it resolved that the Village of Chester shall establish a Fire Services Advisory Committee to meet jointly with the appropriate Committee established by the Municipality of Chester to provide advice, guidance, and recommendations on Fire Service and Chester Volunteer Fire Department issues.

Unanimously Carried

- f) Village Office Holiday Hours
Discussion was held on Holiday hours.

MOTION #22-130: Commissioner O'Malley moved; Commissioner Pauley seconded:
That the Village office close at 12 noon on Friday, December 23, 2022, and re-open Tuesday, January 3, 2023, at 9:00 am, with no loss of pay for employees.

Unanimously Carried

g) In Camera

MOTION #22-131: Commissioner Pauley moved; Commissioner O'Malley seconded:
To move In Camera to discuss Clerk/Treasurer recruitment and Maintenance worker
at 8:30 pm.

Unanimously Carried

The meeting continued In Camera.

MOTION #22-132: Commissioner O'Malley moved; Commissioner Pauley seconded:
To resume the regular meeting at 9:06 pm.

Unanimously Carried

MOTION #22-133: Commissioner Mulrooney moved; Commissioner O'Malley seconded:
To direct the Clerk/Treasurer to begin exploring the options and costs of hiring a recruiting
firm to assist in finding a permanent Clerk/Treasurer.

Unanimously Carried

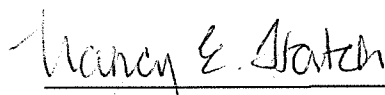
MOTION #22-134: Commissioner Pauley moved; Commissioner O'Malley seconded:
To direct the Clerk/Treasurer to negotiate a Service Contract with the Municipality of Chester
for property maintenance services.

Unanimously Carried

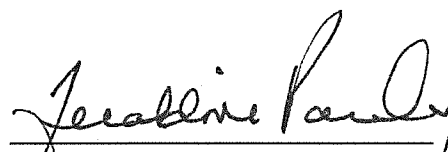
10.0 Commissioner Roundtable
Nil

11.0 Adjournment

MOTION #22-135: Commissioner O'Malley moved to adjourn the meeting at 9:14 pm.



Commission Chair



Commission Vice Chair