

**Agenda**  
**Regular Monthly Meeting**  
**In-Person & Virtual Meeting via Zoom**  
**27 Pleasant Street, Chester**  
**Zoom ID: 935 442 9176 -- Password: 301715**  
**Wednesday, January 11, 2023, at 7:00 pm**

Page:

1. **Call to Order**
2. **Public Forum**
3. **Approval of Agenda/Additions to Agenda**
4. **Report of the Chief, Chester Volunteer Fire Department**
5. **Review/Approval of Minutes**
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6. **Business Arising**
7. **Correspondence**
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  - c. Committees
9. **New/Other Business**
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  - b) Disposal of Fire Truck 551 – Tanker 14
  - c) 4<sup>th</sup> quarter financial review 18
  - d) Obtaining specialized recruitment services 29
10. **Commissioner Roundtable**
11. **Adjournment**

**Next Regular Meeting – February 8<sup>th</sup>, 2023 – 7:00 pm**



## Minutes

### Regular Monthly Meeting

In-Person at 27 Pleasant Street

Zoom ID: 935 442 9176 Password: 301715

**Wednesday, December 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:** Nil

**Public Gallery:** Chester Fire Chief Stevens

#### 1. Call to Order

Chair Hatch called the December 14<sup>th</sup>, 2022, Regular Monthly meeting of the Village of Chester Commission to order at 7:00 pm.

#### 2.0 Public Forum

Fire Chief Cody Stevens

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

Clerk/Treasurer had an addition of 4a Fit up Cost of new truck

**Motion #22-136:** Commissioner Pauley moved; Commissioner O'Malley seconded:

The approval of the agenda with the addition of 4a.

Unanimously Carried

#### 4.0 Report of the Chief, Chester Volunteer Fire Department

Chief Stevens reported on 30 emergency calls. Training was held on 'forcible entry'. A door prop was borrowed from Bridgewater Fire Department to complete this training. A mid-build inspection was completed on the replacement for unit #551. The truck build is ahead of schedule and should be in Chester, in service, by mid January. The CVFD is proceeding along at the fundraising efforts to replace truck #511 – Utility Medical Response vehicle. Chief Steven's expressed his appreciation for the continued support from the Commission.

a) Fit up cost of new truck

Chief Stevens reported that he received three quotes on parts needed for the new truck, that do not come on the truck when built. Items such as hose, fire extinguishers, CO2, pressurized water cans, adaptors, etc. Of the three quotes, Cumings Fire & Safety was the lowest pricing.

**Motion #22-137:** Commissioner Pauley moved; Commissioner Mulrooney seconded:

That the Village approve the purchase of fit up supplies for the new fire truck up to \$50,000 including items detailed in the attached lists, as presented.

Unanimously Carried

## 5.0 Review/Approval of Minutes

a) Regular Meeting: Wednesday, November 9, 2022

**MOTION #22:138:** Commissioner O'Malley moved; Commissioner Mulrooney seconded:

The approval of the Minutes of November 9, 2022, Regular Monthly meeting as presented.

Unanimously  
Carried

## 6.0 Business Arising

## 7.0 Correspondence

Chair Hatch reported that a letter was sent to the Chief, Officers, and membership of CVFD, thanking them for inviting the Commission and staff to the wonderful meal that they had last weekend. The letter confirmed that the 'In Lieu of Fundraising' monies in the CVFD budget can be spent on fire department and fire fighter activities as determined by the CVFD, although not on alcohol. This support has been in place for a number of years and was originally put in place to reduce the time fire fighters needed to spend on fundraising, and to reduce the use of fire equipment in those ventures.

## 8.0 Reports

a) Clerk Treasurer

<> Interim Clerk/Treasurer reported that an update will be given at the in-camera session on the recruitment activity for a permanent C/T.

<> Wreaths have been picked up and hung for the season. Due to the warm weather the needles are already dropping and the "life span" may be shorter than normal.

<> The driveway at Emergency Health Services ambulance building was patched to repair a large pothole in front of vehicle bay door, as per the lease agreement.

<> Clerk/Treasurer Conrad attended the regional meeting of the Association of Municipal Administrators of NS (AMANS) in Bridgewater, and also the presentation hosted by CVFD with Jamie Coutts, on wildfire and disaster management in Slave Lake and Fort McMurray.

<> The Clerk/Treasurer met with CVFD to discuss ways to improve financial processes, and on implementation of the new fire services agreement.

<> Meetings continue with MoDC to discuss the implementation of the Fire Agreement.

Clerk/Treasurer Conrad began exploring the process to dispose of the current CVFD tanker when the new truck is received.

b) Financial

<> Interim Clerk/Treasurer Conrad reported on the financials and that the bank balance at the end of October, 2022, was \$482,768.13. The Village is in good fiscal position for the time of year.

<> GIC activities of the Fire Apparatus Reserve, was cashed in and combined with \$50,938.47 repayment to the reserve, which is now \$1,016,914.92, which was invested for a 1 (one) year cashable GIC at 3.25%, that matures November 28, 2023 for \$1,049,946.65

<> As directed at the last meeting, the reserve amount of \$150,000 to the Apparatus reserve will be managed following the final purchase of the new fire truck and associated costs.

<> On-line review dated November 1<sup>st</sup>, shows that there have been bank deposits and expenses, for a bank balance on November 2, 2022 of \$212,361.16

<> The third quarter financial update will be prepared for the January meeting.

<> 2023/2024 budget preparations and discussions should begin early in the new calendar year to be ready for the beginning of the fiscal year.

<> By mid January 2023 there will be an overview of the budget process.

c) Committees

Nil

**9.0 Commission Roundtable**

<> Commission Mulrooney, spoke with CBC about the Train Station Caboose, as they are interested in the story of the caboose. It was a community story and would be on CBC in the 6:00 am broadcast.

<> A community member mentioned to Commissioner Mulrooney, that she has an idea for the Lido Pool, and will be in touch with Commissioner Mulrooney in the near future

<> Chair Hatch attended an AMANS "Rules of Order" workshop in November, which was very good and full of valuable information

<> Chair Hatch attended the Merchants group meeting re the Village Christmas. The event went very well and also was attended by many and was very successful.

<> December 23<sup>rd</sup> the Commissioners and staff are going out to lunch at the Fo'c'sle and it was agreed that everyone pay their own costs

<> Chair Hatch suggested to Commissioner Pauley to work with Clerk/Treasurer Conrad and Municipal Joint Service Board (MJSB) techs to try to get her village email account to work.

## 10.0 New/Other Business

### a) Court Filing – Election Lawsuit

Clerk/Treasurer Conrad reported that the Village has received official notice that the election lawsuit has been discontinued by Tom Mulrooney.

### b) Village Abuse Prevention Policy

Clerk/Treasurer Conrad received notice from the insurance company that the village needs to have an Abuse Prevention policy or the insurance can not be renewed. Conrad looked at several other organizations policy and is still working on this. A virtual video training course is being searched for as well.

**MOTION #22-139:** Commissioner O'Malley moved; Commissioner Pauley seconded:

That the Village Abuse Prevention Policy be amended to include input from the commissioners, and referred to legal council for review, with a revised version brought to a future council meeting for approval.

Unanimously Carried

### c) In-Camera

**MOTION #22-140:** Commissioner O'Malley moved; Commissioner Pauley seconded:

To continue the meeting In-Camera at 8:00 pm, for contract issues, lease renewal and recruiting for Clerk/Treasurer.

Unanimously Carried

The meeting continued in-camera.

**MOTION #22-141:** Commissioner Pauley moved; Commissioner Mulrooney seconded:

To resume the regular meeting at 9:44 pm.

Unanimously Carried

- Village Promotional items 2023  
Deferred to a future meeting.

- Village Website

**MOTION #22-142:** Commissioner Pauley moved; Commissioner O'Malley seconded:

To approve that the Village renew its website hosting and support contract with AMANS for 23-24 at the Silver package level.

Unanimously Carried

- Lease renewal for Village Office

**MOTION #22-143:** Commissioner Pauley moved; Commissioner O'Malley seconded:

That the Village extend its lease with 3259327 Nova Scotia Limited, under the conditions proposed in the new lease document, subject to changes requested by the Insurance Broker and following satisfactory review by legal counsel.

Unanimously Carried

- Maintenance contract with MoDC

**MOTION #22-144:** Commissioner Mulrooney moved; Commissioner Pauley seconded:

To request that the Municipality of the District of Chester – Village of Chester service agreement be reviewed by legal counsel and to request clarification that the language around billing costs and estimated levels applies to workers doing the work and estimated levels. To be returned for final approval.

Unanimously Carried

- Abuse Prevention Policy

**MOTION #22-145:** Commissioner O'Malley moved; Commissioner Pauley seconded:

That the draft Abuse policy be reconsidered to include an on-line training component that could be sourced for free, that further discussion take place to clarify impact of CVFD, and that it be reviewed by legal counsel, with an amended version brought to a future commission meeting for approval.

Unanimously Carried

- Recruitment of Clerk/Treasurer – HR Matter  
To be discussed at a future meeting.

**11.0 Adjournment**

**MOTION #22-146:** Commissioner Mulrooney moved the meeting adjourn at 9:55 pm.

**Next Regular Meeting – January 11<sup>th</sup>, 2023 – 7:00 pm**

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Commission Chair  
Nancy Hatch

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Commission Vice Chair  
Geraldine Pauley



**Minutes**  
**Special Meeting – In Camera**  
In-Person at 27 Pleasant Street  
**Monday, December 19, 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

**Regrets:** Nil

**Public Gallery:** None

**1.0 Call to Order**

Chair Hatch called the December 19, 2022, Special Meeting of the Village of Chester Commission to order at 7:00 pm. There being only one item to discuss, personnel issues, the meeting moved immediately to In-Camera

**2.0 New/Other Business**

Recruitment of Clerk/Treasurer

No motions were made.

**3.0 Adjournment**

Commissioner O'Malley moved to adjourn the meeting at 8:02 pm

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Commission Chair

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Commission Vice Chair

**Village of Chester Commission  
Clerk/Treasurer Activity Report  
January 11, 2023**

- As directed by the Commission, confirmed with the Association of Municipal Administrators of Nova Scotia that we would extend our website hosting contract at the silver level for an additional year.
- As directed by the Commission, worked with the property management company to renew the Office Lease. The landlord agreed to change the insurance clauses as requested by the Village insurance agent, and also agreed to insert a right of renewal clause as suggested by Village legal counsel. Insurance confirmation has been requested, and the draft lease has been signed by the Village and is awaiting signature by the landlord.
- As directed by the Commission, the service agreement was reviewed by the Village legal council and he suggested a minor change in wording related to WCB coverage, and that the agreement should specify more clearly how the cost of tools is to be covered. MoDC is working on those changes and do not anticipate any issue.
- Following discussion with the Village Insurance broker, they offered to obtain comments on the draft abuse prevention policy from the Insurance company, prior to sending it to the Village legal counsel. Those comments are still pending. Exploration of possible training resources has continued.
- Met with staff at MoDC to open discussions regarding possible free WiFi in the downtown shopping area of the Village as a possible tourism attraction effort. MoDC would like to gather information regarding interest, support, possible use, and costs before proceeding. Discussion was held regarding ways to undertake a small study on the topic, with agreement to continue to pursue the topic.
- Met with the officers of the CVFD and held a budget management and planning session. There was broad discussion of how budgets get set, the impacts on area rates, and setting priorities. Agreed to continue shared work on managing the fourth quarter of 22/23 while also starting to build a 23/24 budget submission that reflects the interests of the fire service.
- The electrical installation that controls the lights on Water street has been repaired, two inspections done by NS Power, and the lights should be working by late January.
- Wreaths are still up and while there has been some wind damage, they are in better condition than may have been originally anticipated. It is expected that removal of wreaths will start around the end of January, weather permitting.
- Continued meetings and discussions with MoDC on implementation of fire agreement
- The Lido flooded with rain and ocean water in the storm prior to Christmas, but there was no obvious damage caused. The pool was drained Christmas Eve day in case of a cold snap and possible freezing.
- The Village Office was closed from December 23 to January 3, and staff appreciate the Commission providing this opportunity to enjoy time with family and friends.

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Jeff Conrad  
Interim Clerk/Treasurer

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Date

**Village of Chester Commission  
Clerk/Treasurer Financial Report  
January 11, 2023**

- The November bank statement is reconciled and at the end of the statement the bank account balance was \$215,402.59
- The Village is in good fiscal position for this time of the year, with the final quarterly revenue payment from MoDC expected in early February 2023, and the final year end reconciliation payment in early March
- Per the approved motions, funds in the amount of \$710,085.90 (617,466.00 purchase price plus 92,619.90 HST) have been withdrawn from the Vehicle Reserve and held in the chequing account in anticipation of final payment for the 2022 Freightliner M2-112 Conventional Cab Tanker for the CVFD. Payment to be made via wire transfer to the company pending final approval by CVFD during an onsite inspection. Delivery to CVFD by the company is anticipated for mid-January.
- On-line review shows that since December 1 there have been bank deposits of 713,740.33 and expenses of 42,959.23 for a bank balance on December 5, 2023 of 886,183.69
- The 2022/2023 third quarter financial update is on the agenda for discussion.
- The 2023/2024 preliminary budget should be ready for a first discussion at the February 8<sup>th</sup> meeting.

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Jeff Conrad  
Interim Clerk/Treasurer

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Date

## Request for Decision

<p><b>Topic:</b></p> <p>Request for Tax Exemption by Chester Art Centre</p>	<p><b>Date:</b> January 11, 2023</p> <p><b>Proposed By:</b> Jeff Conrad, Interim Clerk/Treasurer</p>
<p><b>Issue Summary:</b></p> <p>The Chester Art Centre has asked to be made exempt under the property tax by-law.</p>	
<p><b>Background:</b></p> <ul style="list-style-type: none"> <li>• The Village of Chester has by-law 02-2021 – Tax exemption for non-profit organization             <ul style="list-style-type: none"> <li>○ The By-Law as currently written is specific to the Chester Garden Club water street property, and grants that organization 100% exemption from the residential tax rate of the Village</li> </ul> </li> <li>• In October 2022 the Commission considered a request from Our Health Center to be considered for a tax exemption under the same policy. The decision was to approve a 50% exemption to the general government tax for the current tax year (980.42) for OHC.</li> <li>• The Clerk/Treasurer was directed to amend the Tax Exemption By-Law to have a broader approach that would allow any non-profit from the Village to be considered, with criteria that the Commission could consider when a request was made, with the intent that rate reductions would only be to the general rate, not to area fire rates. That work is still outstanding.</li> <li>• According to their website, the Art Centre             <ul style="list-style-type: none"> <li>○ provides a forum for celebrating and promoting awareness of the arts being created in the Municipality of Chester by full-time and part-time residents and provides opportunities for their work to be promoted and exhibited to the public</li> <li>○ provides educational art programming that helps to promote the area as an art centre, by providing opportunities for local and guest artists to interact with and share skills and knowledge with a cross-generation of residents</li> <li>○ expands audiences for art generally and helps to develop emerging artists within the community</li> <li>○ makes a significant contribution to the growth of the Chester area as a bustling art centre</li> </ul> </li> <li>• In 2022 the Art Centre annual general government taxes was 178.17, and the Fire Tax was 169.68 on their property at 60 Queen Street</li> </ul>	
<p><b>Options:</b></p> <ol style="list-style-type: none"> <li>1) Do not approve the request</li> <li>2) Approve the request in total for the general government tax</li> <li>3) Approve a partial reduction in the general government tax</li> </ol>	
<p><b>Considerations:</b></p>	

**Financial Impacts:**

- Minimal

**Policy Impacts:**

- When amendments are proposed to the non-profit tax relief policy, it would be reasonable to include a phased approval approach similar to what is done on the low income tax exemption. The Commission could consider a “floor” that would be higher than the total amount paid by the Arts Centre.

N/A

**Recommendation:**

2) Approve the request in total for the general government tax

**Potential Motion:**

That the Chester Art Centre receive a 100% exemption of the Government tax rate for the current tax year.



December 13, 2022

Attn: Chester Village Commission  
PO Box 620, 27 Pleasant Street  
Chester, NS B0J 1J0

Dear Commissioners,

Please accept this request for the Chester Art Centre Association, a non-profit organization and a registered charity (83287 2964 RR0001) to be exempt from property tax as per by-law #02-2021. Please contact us if you require any further documentation or have any questions.

With many thanks for your service and support,

A handwritten signature in black ink, appearing to read "Suzanne LeBlanc".

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Suzanne LeBlanc  
Executive Director

A handwritten signature in black ink, appearing to read "Trudi Curley".

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Trudi Curley  
Acting Chair

<b>Topic:</b>  Disposal of Surplus Fire Truck	<b>Date:</b> January 11, 2023
	<b>Proposed By:</b> Jeff Conrad, Interim Clerk/Treasurer
<b>Issue Summary:</b> The Village is anticipating delivery of a new fire truck in mid-January and will need to dispose of the surplus vehicle.	
<b>Background:</b> <ul style="list-style-type: none"> <li>• The new CVFD 2022 Freightliner M2-112 Conventional Cab Tanker is expected to be delivered in mid-January</li> <li>• Once the transfer of equipment from the existing truck is made to the new one (24 hours after delivery) the old unit will no longer be required</li> <li>• CVFD is making arrangements to store Tanker 551 until disposal can happen. They are hoping to arrange heated storage, but if not will completely drain the system and cold store the truck</li> <li>• The existing tanker Truck 551 is a 1997 International. The FIRE UNDERWRITERS SURVEY™ is the primary organization in Canada that rates fire equipment, and has developed a standard for acceptance of apparatus. According to the standard, at 26 years of age no credit is granted which means that insurance companies will not provide homeowners with a rate reduction based on this apparatus.</li> <li>• Fire trucks are specialized pieces of equipment, and even though they are generally in very good physical condition due to a combination of being stored indoors and well maintained, there tends to be a limited market for used fire trucks           <ul style="list-style-type: none"> <li>○ Several local companies that do work with the Village and/or CVFD have expressed an interest in the truck to CVFD volunteers               <ul style="list-style-type: none"> <li>▪ Price and disposal process were not discussed, just high level interest</li> </ul> </li> </ul> </li> <li>• Documentation from 1996 indicates that the original purchase price was approximately \$250,000</li> <li>• There are relatively few fire trucks disposed of locally to provide comparisons           <ul style="list-style-type: none"> <li>○ Amherst Fire department disposed on a 1987 Pumper in 2018 and it sold for \$1200. They disposed of a 1992 Spartan Tanker in 2019 and it sold for \$8000</li> <li>○ There are currently four trucks listed on a popular auction website used by multiple government entities, GovDeals. Of the three most comparable, they have minimum bids of \$5,000 to \$20,000 and as of January 6 none had any bids submitted. The other vehicle had a bid of \$2001</li> </ul> </li> <li>• The Chief of the CVFD is a mechanic with HRM Fire and has said based on his knowledge the truck is perhaps worth \$10,000           <ul style="list-style-type: none"> <li>○ When this figure was mentioned in discussions with procurement/disposal staff in other areas, it was met with mild skepticism that the Village could realize that amount</li> </ul> </li> </ul>	

- Unlike procurement, there is no Provincial disposal process imposed on municipal units
  - The Municipal Government Act requires that a Village that wishes to dispose of an asset worth more than \$25,000 at a price below market value must get written permission from the Minister. Given the information above, that requirement will likely not be triggered.
- There is a Municipal Finance requirement that any funds realized on the sale must be placed in the capital reserve and spent on capital assets.
  - The Village is not registered to collect HST, and until the annual threshold of commercial sales of more than \$50,000 is met would not be required to do so
- Under the code of conduct and Municipal Conflict of Interest Act, Commissioners and staff of the Village would not be eligible to bid

**Options:**

1. Offer the truck to another Fire Department or similar agency (e.g. Search and Rescue), either in the province or further afield
  - a. The truck would likely only be of interest to a department with an older fleet that were open to an upgrade even if it did not meet the Underwriter's standard.
  - b. In these cases it is common that special arrangements are made to transfer ownership at greatly reduced or even no cost to departments that might have need
  - c. In some circumstances (e.g. HRM and the Province) they allow for a transfer without cost to a non-profit, but do not advertise what is available.
  - d. In some cases (e.g. Town of Amherst) they contact local departments to assess interest prior to going to market
  - e. In some cases (e.g. Town of Bridgewater) they include language that highest or any tender may not be accepted, which creates an opportunity for a lower cost sale to an interested non-profit
2. The Village could send the truck to auction through an entity such as GovDeals (as noted above) or through Auction Advantage, a Nova Scotia based auction company
  - a. An auction may give a better exposure for the vehicle and realize a higher price
  - b. The Village could post a reserve/minimum price if they desired to ensure the truck was not sold at an abnormally low price (for example a \$1.00 bid or a price below scrap value)
  - c. According to other entities an auction process is administratively straight-forward, however, the realized costs are impacted because the auction company is required to collect HST, and there is generally a seller's premium of 7% to 10% of the cost of the sale
  - d. In some cases (e.g. Town of Amherst) they advertise on their website that the vehicle has been sent to an auction site so that any local company or individual would be aware, however, it is likely that any local advantage that a company may anticipate is lost through the use of a broader process
  - e. It is harder to incorporate accepting less than the highest bid in an auction environment

3. The Village could advertise the truck for sale using a closed-bid tender process through its own resources (website, Facebook, and local advertising)
  - a. This is the process currently followed by the Town of Bridgewater
  - b. This option provides for the most control, for example accepting an offer less than the highest bid and also imposing a reserve price
  - c. Care needs to be taken to ensure that the process includes provisions not to provide any warranty or guarantee
  - d. Processes need to be in place to ensure transparency in opening of bids, decisions on winning bids, breaking of ties, transfer of funds, whether any non-monetary considerations would be allowed, etc
  - This option likely provides the most access/opportunity to local companies
  - The gross sale price realized may not be as high as through an auction. It is difficult to assess if the net price would be similar or not

**Considerations:**

Financial Impacts:

- The proceeds of sale must be used for future capital purchase, so there is no direct impact on operational budgets. The largest financial impact would be as a result of whether consideration is given to a low or zero cost transfer to another entity
- Upon sale of the truck the asset is removed from the books of the Village as it the associated depreciation that has happened since the date of original purchase

Policy Impacts:

- N/A

**Recommendation:**

A combination of 3 and 1 – advertise it through the Village’s own resources with provision to entertain accepting less than the highest bid.





**Potential Motion:**

That the Village move forward with the disposal of Fire Tanker 551 through a sealed bid tender process, with the decision on final sale to be approved by the Commission. The process should include an “as is, where is” provision, a minimum reserve of \$5000, and the provision to accept less than the highest bid.



## Search Results for Fire Trucks

Items 1 through 4 of 4

<a href="#">Home</a>	<a href="#">DESCRIPTION</a>	<a href="#">LOCATION</a>	<a href="#">AUCTION CLOSE</a>	<a href="#">CURRENT BID</a> ▼
	<p><b>2002 American LaFrance Pumper Fire Truck</b>            Make/Brand: American LaFrance            Model: Pumper            Year: 2002            ID: 2</p>	Duncan, BC Canada	1/26/2023 8:00 PM ET	C \$20,000.00
	<p><b>2000 American LaFrance 100 ft. Aerial Ladder/Platform Fire Truck</b>            Make/Brand: American LaFrance            Model: 100 ft. Ladder/platform            Year: 2000            ID: 3</p>	Duncan, BC Canada	1/25/2023 8:00 PM ET	C \$15,000.00
	<p><b>2001 HME Pumper Fire Truck</b>  <b>New Listing!</b>            Make/Brand: HME Inc            Model: Custom Cab            Year: 2001            ID: 02-5001</p>	Barrie, ON Canada	1/19/2023 3:30 PM ET	C \$5,000.00
	<p><b>1986 GMC C7D042 Fire /Pumper Truck</b>            Make/Brand: GMC            Model: C7D042            Year: 1986            ID: 365</p>	Sechelt, BC Canada	1/19/2023 8:30 PM ET	C \$2,001.00 Bids: 1

**Village of Chester Budget 2022-2023**  
**End of Third Quarter (April - December) Update**

		Budget	YTD	YTD	
		22/23	End of 3rd Quarter	% Received	
<b>Revenue by Source</b>					
4100	Taxation	980,029.16	742,416.00	76%	
	Property Tax Exemption (deducted)				
	Non-Profit Tax Exemption (deducted)				
4110	Rental Income - EMC	21,256.68	15,744.96	74%	
4116	Rental Income - Eastlink	2,479.40	2,479.40	100%	
4201	HST Offset Grant	3,000.00	5,501.09	183%	1
4225	Transfer from Other Governments (Gov of Canada - Lifeguard)	1,870.40	1,870.00	100%	
	Transfer from Apparatus Reserve		710,085.90		2
4600	Fireboat	10,276.75	7,395.00	72%	
<b>TOTAL</b>		<b>1,018,912.39</b>	<b>1,485,492.35</b>	<b>146%</b>	

## Expenses

### General Government

		Budget	YTD	YTD	
		22/23	End of 3rd Quarter	% Expended	
<u>Governance</u>					
5450	Annual Public Meeting	300.00	37.50	13%	
5477	Honorariums	9,360.00	6,760.67	72%	
	Property Tax Exemptions	2,000.00		0%	
	Non-Profit Tax Exemptions				
5496	Election Expense	1,500.00	1,255.21	84%	
	Section Total	13,160.00	8,053.38	61%	
<u>Administration</u>					
5250	Office Rent	12,500.00	9,503.06	76%	
5428	Cleaning VoC Office		1,847.52	-	
5435	Audit	5,000.00	3,910.72	78%	
5440	Employee Wages	80,000.00	49,366.73	62%	
5445	Office Supplies & Expenses	3,000.00	1,435.83	48%	
5447	Employment Insurance	1,541.00	1,693.47	110%	3
5448	Canada Pension Plan	3,350.00	3,263.19	97%	4
5455	Advertising/Promotion	2,000.00	1,594.09	80%	
5460	Memberships and Dues	1,500.00	829.23	55%	
5465	Travel and Training	1,000.00	1,378.70	138%	5
5470	Bank Charges	350.00	137.00	39%	
5472	Consultants - Other	3,000.00		0%	
5475	Legal	6,000.00	1,474.60	25%	
5476	Medical Insurance	4,500.00	4,647.40	103%	6
5478	Employee Benefits	0.00	2,127.53	-	
5480	Office Phone and Internet	2,000.00	1,470.15	74%	
5481	IT Support and Website	6,000.00	3,400.59	57%	
5490	Insurance	14,500.00	17,153.19	118%	7
5495	Office Equipment & Programs	3,000.00	3,349.92	112%	8
	Section Total	149,241.00	108,582.92	73%	
<u>Lido Pool</u>					
5910	Maintenance and Operations	13,000.00	14,319.04	110%	9
5915	Lido Repairs	5,000.00		0%	
5925	Insurance	5,000.00	4,646.32	93%	
5935	Life Guard Wages	21,000.00	15,564.33	74%	
5940	Supervisor/Security	1,300.00	1,590.36	122%	10
5945	Taxes - Waste Collection	1,000.00	1,061.41	106%	
	Section total	46,300.00	37,181.46	80%	

## Expenses

### General Government

		Budget	YTD	YTD	
		22/23	End of 3rd Quarter	% Expended	
<u>Beautification/Events</u>					
5565	Flower Baskets	22,000.00	21,205.84	96%	
5570	Wreaths	4,500.00	4,249.07	94%	
5582	Celebrations	9,500.00	3,590.00	38%	11
Section Total		36,000.00	29,044.91	81%	
<u>Operations</u>					
5575	Compost Collections	23,000.00	22,219.42	97%	
5585	Property Maintenance	3,500.00	2,850.75	81%	
5960	Washrooms	15,000.00	13,009.30	87%	
5224	Waste Removal	3,050.00	3,657.55	120%	12
Section Total		44,550.00	41,737.02	94%	
<u>Jib Lot</u>					
5405	Jib Lot Maintenance	1,000.00	727.40	73%	
5410	Land Taxes - Waste Collection	500.00	564.50	113%	
5415	Water Lot Taxes - Waste Collection	110.00	118.09	107%	
Section Total		1,610.00	1,409.99	88%	
<u>Protection</u>					
5501	Street Lights	9,000.00	5,328.83	59%	
5526	Repair & Maintenance	1,000.00	3,681.03	368%	13
5540	Crossing Guard - Wages	10,000.00	7,754.12	78%	
Section Total		20,000.00	16,763.98	84%	
<b>Subtotal # 1 - General Government</b>		<b>310,861.00</b>	<b>242,773.66</b>	<b>78%</b>	

## Expenses

### Emergency Services

		Budget	YTD	YTD
		22/23	End of 3rd Quarter	% Expended
5705	Maintenance & Repairs	4,000.00	2,271.40	57%
5710	EMC Insurance	1,200.00	1,165.45	97%
5715	EMC Taxes - Waste and Property	4,500.00	4,639.50	103%
<b>Subtotal #2 - Emergency Services</b>		<b>9,700.00</b>	<b>8,076.35</b>	<b>83%</b>

## Expenses

### Fire Services

		Budget	YTD	YTD
		22/23	End of 3rd Quarter	% Expended
<b>Fire Boat #571</b>				
5605	Fire Boat Fuel & Oil	1,000.00		0%
5615	Fire Boat Consumable Items	776.75		0%
5620	Fire Boat Maintenance	4,500.00	1,669.35	37%
5625	Fire Boat #571 Insurance	2,100.00	1,727.64	82%
5627	Marina Fees	1,800.00	1,564.29	87%
5640	Bank Charges Fire Boat	100.00		0%
<b>Sub-Total #3 - Fire Boat</b>		<b>10,276.75</b>	<b>4,961.28</b>	<b>48%</b>
<b>Commission/Administration</b>				
5210	Admin Salaries	40,000.00	32,298.86	81%
5250	Office Rent	4,500.00	3,167.68	70%
5435	Audit	5,000.00	3,910.72	78%
5445	Office Supplies & Expenses	984.56	478.61	49%
5447	Employment Insurance	759.00	570.92	75%
5448	Canada Pension Plan	1,650.00	1,230.18	75%
5475	Legal	3,000.00		0%
5495	Office Equipment	1,400.00	1,116.64	80%
	Section Total	57,293.56	42,773.61	75%
<b>Firefighting Force</b>				
5115	Firefighters Honorarium	50,000.00	50,000.00	100%
5116	In Lieu of Fundraising	15,000.00	15,000.00	100%
5154	Uniforms	3,000.00	446.03	15%
5167	24 Hour Accident Insurance	8,200.00	9,319.00	114%
5172	24 Hour Family Insurance	6,000.00	6,218.00	104%
5174	Firefighters Banquet	2,500.00		0%
	Section Total	84,700.00	80,983.03	96%

## Expenses

### Fire Services

		Budget	YTD	YTD	
		22/23	End of 3rd Quarter	% Expended	
<u>Training &amp; Education</u>					
5120	Training	20,000.00	36,177.55	181%	14
5150	Fire Prevention & Education	2,500.00	3,710.01	148%	15
5485	Bursary	1,500.00	1,500.00	100%	
	Section Total	24,000.00	41,387.56	172%	
<u>Fire Fighting Equipment</u>					
5040	Medical Supplies	750.00		0%	
5075	Tools & Equipment	1,500.00	2,996.98	200%	16
5160	Hoses (2)	1,500.00		0%	
5162	Flashlights/Camera/Batteries	1,000.00	265.88	27%	
5315	Vehicle Fuel	9,000.00	7,237.97	80%	
5320	Vehicle Insurance	7,575.00	10,112.65	134%	17
5626	Inshore Boat Equipment	250.00	46.10	18%	
5090	SCBA Masks	4,000.00		0%	
	Section Total	25,575.00	20,659.58	81%	
<u>Personal Protective Equipment</u>					
5050	Gloves - Fire	1,000.00		0%	
5053	Gloves - Extrication	250.00		0%	
5055	Boots	2,000.00		0%	
5059	Wildland Coveralls	2,000.00		0%	
5060	Helmets	3,000.00	4,537.47	151%	18
	Section Total	8,250.00	4,537.47	55%	
<u>Communication</u>					
5095	Communications Contract	5,000.00	2,202.38	44%	
5100	Communications General Repair	500.00	201.83	40%	
5105	Pagers	2,000.00		0%	
5110	Communications (Radio) Upgrades	3,500.00	2,566.44	73%	
5164	Mobile Radio Service Plan	1,500.00	657.02	44%	
5166	Portable Mobile Radios	1,500.00		0%	
	Section Total	14,000.00	5,627.67	40%	

<b>Expenses</b>				
<b>Fire Services</b>				
		Budget	YTD	YTD
		22/23	End of 3rd Quarter	% Expended
<b>Maintenance</b>				
5005	Apparatus Pump Test	2,500.00		0%
5088	Small Engine Maintenance	1,000.00	474.50	47%
5126	Extinguishers	850.00		0%
5125	SCBA Fill Station Maintenance	7,500.00	4,614.78	62%
5135	Bunker Gear Inspection & Repair	4,000.00	2,674.66	67%
5138	Ladder/Harness Inspection	700.00	1,176.71	168% 19
5310	Vehicle Repair & Maintenance	30,000.00	23,417.92	78%
5017	Jaws of Life	1,500.00		0%
	Section Total	48,050.00	32,358.57	67%
<b>Building &amp; General</b>				
5205	Telephone & Alarm	5,000.00	5,737.70	115%
5220	Building Utilities	20,000.00	4,432.68	22% 20
5223	Taxes & Collection Fee - 4070 Hwy 3	0.00	1,155.70	-
5229	Janitorial	5,000.00	1,847.52	37%
5230	Maintenance (10)	10,000.00	5,839.74	58%
5235	Insurance (Building)	6,500.00	6,394.97	98%
5240	Consumables	4,000.00	1,682.46	42%
5445	Office Supplies & Expenses	500.00	478.61	96% 21
	Section Total	51,000.00	27,569.38	54%
<b>Subtotal #4 - Fire Services</b>		<b>312,868.56</b>	<b>255,896.87</b>	<b>82%</b>

## Village of Chester Budget 2022-2023

	Budget	YTD	YTD	
	22/23	End of 3rd Quarter	% Expended	
<b>2021/22 CAPITAL BUDGET</b>				
<b>Fire Purchases From Operating</b>				
1815	Building Demolition - Fire Lot	80,000.00	83,908.27	105%
5087	2022 Tanker	710,085.90	3,496.12	0%
5090	SCBA Breathing Apparatus	36,000.00	29,486.78	82%
5130	Bunker Gear	18,500.00	16,750.63	91%
5098	Wildfire Hose Pack	1,500.00	1,603.69	107%
	<b>Total Capital Purchase</b>	<b>846,085.90</b>	<b>135,245.49</b>	<b>16%</b>
<b>Transfer to Reserves</b>				
2650	Fire Apparatus Repayment	50,938.47	50,938.47	100%
5305	Fire Apparatus	150,000.00		0%
5720	EH Services	11,556.68	11,556.68	100%
	General Government Operating	26,710.93	26,710.93	100%
	<b>Total Reserve Transfer</b>	<b>239,206.08</b>	<b>89,206.08</b>	<b>37%</b>
	<b>Total of all expenses</b>	<b>1,728,998.29</b>	<b>736,159.73</b>	<b>43%</b>

### Third Quarter Budget Notes

- 1 The HST Offset Grant is run by the Government of NS, and Villages receive a share based on the proportion of HST spent relative to other Villages. The budget was based on previous years, and the share ended up being larger.
- 2 Funds withdrawn from the apparatus reserve to pay for the new Fire Truck.
- 3 It appears that the initial budget did not allow for costs associated with Lifeguards and Crossing guards in this cost center, but included it with the wage costs
- 4 It appears that the initial budget did not allow for costs associated with Lifeguards and Crossing guards.
- 5 A number of in-person and virtual conferences and training events were available this year that were attended by both staff and commissioners.
- 6 Costs are based on both eligibility and use by staff and Commissioners, which was higher in the current year than the previous one that was used to set the budget.
- 7 Insurance costs are up across municipal units in the Province by 20 to 30%, driven by industry standards. There have been no claims against Village policies in the current or past several years.
- 8 This is primarily the multipurpose printer lease, and cartridges, paper, etc. This year we had to replace two keyboards and an office chair that were no longer useable.
  
- 9 In future budgets it is proposed that 5910 Maintenance and 5915 repairs be combined due to the similarity. Combined the two areas are well under budget.
- 10 This is the cost of Race Week security at the Lido. Coverage was the same as previous years, however, rates were up.
- 11 Celebration costs would be higher as \$5000 was granted to the Caboose project by the Heritage Society, however, \$2100 in unused funds from a previous year project were returned to the Village.
- 12 This is the cost of the garbage bin at the Fire Station, which it appears is used by other people, possibly driving costs higher expected.
- 13 This is primarily costs required to fix damage to the electrical controls for the Water Street decorative lights. Additional costs in excess of \$6000 are expected before year end.
  
- 14 CVFD hosted two training events on behalf of a broader area, and repayments are now being received. More than \$14,000 was received in January which will be reflected on the next update.
- 15 Fire prevention costs were up in part due to participating in a county wide fire alarm program for Elementary students following the fire related death of family outside Bridgewater.
- 16 In a future year a broader category of tools will be used as at the start of the budget year CVFD can predict they will need some tools, but not be sure which. This will help mitigate some categories being at zero and others over budget.
- 17 Vehicle insurance may be impacted by purchase of the new fire truck and dual coverage during the period until the surplus vehicle can be sold.

- 18 PPE is another area where a broader cost center will be created to prevent some categories being at zero and some over budget. Helmets do have an expiry date and need to be replaced on a schedule.
- 19 Maintenance is another area where a broader cost center will be created to prevent some categories being at zero and some over budget. There are required inspections of certain equipment such as safety harnesses .
- 20 Building utilities see the highest demand through the cost of propane in the winter months. During the last 4 months of fiscal 21/22 there was more than \$12,000 in propane costs alone.
- 21 This is the CVFD portion of costs noted in #7 above.

SCOTIABANK RESERVES as of January 9, 2023

Account	Investment Type	Interest Rate	Original Amount	Maturity Date/Amount	Current Value
EH Services	1 Yr Cashable GIC	3.0%	21,712.77	Oct 28/23	21,712.77
Utility	1 Yr Cashable GIC	3.0%	36,815.09	Oct 28/23	36,815.09
Lido Pool	1 Yr Cashable GIC	3.0%	121,844.69	Oct 28/23	121,844.69
Fire Apparatus	1 Yr Cashable GIC	3.25%	306,829.02	Nov 21/23	306,829.02
General Government	1 Yr Cashable GIC	3.0%	94,767.03	Oct 28/23	94,767.03
Fire and Emergency Operating	1 Yr Cashable GIC	3.0%	115,879.30	Oct 28/23	115,879.30
<b>Total</b>			<b>697,847.90</b>		<b>697,847.90</b>

NOTE:

Fire Apparatus	Loan - 3yr.	1.17%	150,099.25	Mar 31,24	152,815.40	2,716.15
	Paid Mar 25/22		<u>50,938.47</u>			
	Paid Nov 21, 2023		<u>50,938.47</u>			

### Request for Decision

<p><b>Topic:</b></p> <p>Acquiring professional assistance for recruitment of Clerk/Treasurer</p>	<p><b>Date:</b> January 11, 2023</p> <p><b>Proposed By:</b> Jeff Conrad, Interim Clerk/Treasurer</p>
<p><b>Issue Summary:</b></p> <p>The Village undertook a self-directed search for a permanent Clerk/Treasurer without success and may benefit from professional assistance.</p>	
<p><b>Background:</b></p> <ul style="list-style-type: none"> <li>• In September 2022 the Commission moved to undertake a recruitment process using their own resources and assess progress</li> <li>• In November 2022 the Commission approved the exploration of options and costs associated with hiring a recruiting firm to assist in the recruitment process</li> <li>• The Interim Clerk/Treasurer has agreed to an extension until the end of March 2023 at the existing rate of pay - \$70,000 annually</li> <li>• The Village of Chester falls under the Government of Nova Scotia Procurement Act and processes</li> <li>• As such, the Village is required to consider mandatory standing offers, which are a contractual arrangement between the Province and pre-approved suppliers for certain goods or services, including Executive Search services</li> <li>• There are 9 companies listed on the standing offer for these services</li> <li>• There is a defined process to seek quotes from companies on the standing offer that includes the preparation of a Statement of Work (SoW) including evaluation criteria</li> <li>• The SoW must be circulated to at least 3 vendors and they must have at least 5 business days to respond</li> <li>• There are a suite of services available from search firms of this sort, and can include everything from supporting the development of job descriptions, understanding the market, developing and supporting interviews, and the identification of potential candidates.</li> <li>• Costs are difficult to estimate in advance of receiving bids, however, for Senior Executive positions (CEO/CAO of large organization) may be as much as 30% of the first year salary. For positions at this level, costs are more likely to be based on a fixed rate, perhaps in the \$5,000 to \$10,000 range</li> <li>• Contract arrangements can vary from a "time and materials" approach (where the winning bidder charges hourly and with associated costs) to a set rate. Contracts may be based on a staged payment system (e.g. a percentage up front, then a set percentage at certain stages of the project) or on a contingency basis (expenses</li> </ul>	

monthly, a set amount when a candidate is hired, the balance after the candidate finishes probation)

**Options:**

- 1 – Do not hire a consultant and continue to look using the Commission’s own resources
- 2 – Seek quotes for a consultant to assist with just the recruitment phase using the existing job description and pay scale
- 3 – Seek quotes for a consultant to assist with a review of the Job Description, wage scale, recruitment, and support in the interview process

**Considerations:**

Financial Impacts:

The Commission has \$3000 allocated for Consultants in the current budget. The third quarter financial report indicates the Village is in good financial condition and could reallocate funds from other underutilized cost areas in the budget.

Policy Impacts:

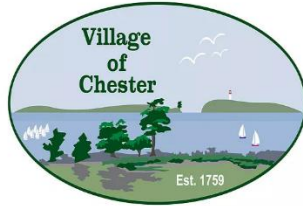
The Clerk/Treasurer is the most senior staff person in the Village, and has significant impact on the operations of the Village on a daily basis.

**Recommendation:**

- 3 - Seek quotes for a consultant to assist with a review of the Job Description, wage scale, recruitment, and support in the interview process

**Potential Motion:**

That the Village send a Statement of Work to at least three companies on the provincial standing offer for executive search requesting quotes to assist the Village with recruiting a Clerk/Treasurer, and that quotes to be brought to the Commission for evaluation and decision.



**Statement of Work (SOW)  
Executive Search  
Village of Chester  
Draft**

## 1.0 Overview

The Village of Chester was incorporated in 1935 to provide services to the Village, who now number approximately 1500 residents. The Clerk/Treasurer is the senior leader supporting an elected Commission of five members, and also at the forefront of representing the Village. As the only full-time position in the Village government, the Clerk/Treasurer works in all areas of Village interests and the position is ideally suited to someone who has a broad interest in Municipal government including policy, finance, governance, communication, fire service, and operations.

Over the past five years the Village has experienced some turnover in this position, with the most recent permanent person resigning from the position in April of 2022. The Village has arranged for an interim appointment to support the work of the Village, however, that candidate is not interested in the permanent position.

During the period of November to December 2022 the Village Commission undertook a self-directed recruitment process using their own resources. No candidate was identified, and the Commission is now seeking support to assist in the search process.

<b>Project Name</b>	Clerk/Treasurer Recruitment	<b>2.0</b>
<b>Client Department</b>	Village of Chester	
<b>Contact Name</b>	Jeff Conrad	
<b>Contact Phone</b>	902-275-4494	
<b>Contact e Mail</b>	Jeff.Conrad@villageofchesterns.ca	
<b>Begin date</b>	January 30, 2023	
<b>End date</b>	March 31, 2023	

### Requirements

The terms and conditions of the **Province of Nova Scotia's Flextrack Program Master Service Agreements (MSAs)** apply in full to the services and products provided under this Statement of Work.

#### 2.1 Project Scope and Time-Frames

- Support a review of the existing Job Description and Benefit package and provide advice on potential changes to ensure the Village and the position are seen as an attractive employer
- Assist in the development of an interview process that will allow the Village to assess the suitability of any identified candidates
- Recruit and/or identify candidates that are interested in the position and present those to the Village Commission. The Commission would be interested in interviewing a minimum of 3 potential candidates.
- Provide the Commission with support on structuring a successful transition into the position for the successful candidate.

- The position is responsible for liaison with partners and citizens, and as such is primarily based at the Village Office in Chester.
- The Interim Clerk/Treasurer has indicated a preference to have their term finish on or before March 31<sup>st</sup>, 2023
- The Commission would like to enter into a contingency contract based on expenses paid as incurred, with the bulk of payment contingent on successfully locating a candidate for the position.

## **2.2 Project Tasks and Deliverables**

- Review written material such as the existing Job Description and Benefit package information
  - Discuss with the Commission the current trends and factors of the local labour market, particularly from similar organizations, that might influence amendments to these documents and methods to enhance the competitiveness of the Village.
  - Provide specific advice on potential changes
- Review the interview questions and process developed by the Village
  - Provide feedback on questions and processes designed to identify a qualified candidate, and to also allow the candidate to explore the Commission as an employer
- Recruit and/or identify candidates
  - Prescreen candidates against the agreed upon criteria and interests of the Village
  - Participate in the interview processes, providing support to the Commission and feedback on candidate performance for consideration
  - Ensure a minimum of 3 candidates are available for interview
- Support successful transition into the position
- Based on the specific candidate selected and the Commission interests, suggest any appropriate training, supports, or particular performance management processes that may be helpful in ensuring a successful integration to the position

## **2.3 Consultant / Department Responsibilities**

- The Commission is seeking an in-person presentation by the proponent company as part of the submission. The presentation should include as a minimum the resource person who will have primary responsibility for conducting the work.
- The successful proponent will provide the Commission with at least weekly updates via email.
- Any suggestions related to amendments to the job description, benefit package, etc. should be evidence-based with appropriate supporting documentation supplied.
- The Interim Clerk/Treasurer will be available to assist with preparation and delivery of project deliverables
- All project deliverables are to be presented to the client contact or their designated

representatives for review, approval and acceptance.

- All deliverables are to be submitted in electronic format. All work to be carried out on site and must be performed to the satisfaction of the client department. All deliverables will be reviewed to ensure development standards and efficiencies are utilized. All work products are the property of the Village of Chester.

#### **2.4 Proponent Qualifications**

- The proponent should identify what personnel will be engaged in any manner in the project, with a particular focus on the lead resource that will be working with the Village.
- The Village would like resumes with the work of each person and showing the similar work that they have done, and any professional designations or memberships that may be applicable to this work.
- The Village is seeking an understanding of similar work undertaken for organizations of a similar size and nature within the last 3 years
- The Village would like at least two specific example included as references and with contact information supplied.

#### **2.5 Mandatory Criteria**

- Have at one individual designated as the lead on this project and responsible to communicate with the Village.
- All proposals must be submitted as a total fixed price bid in Canadian dollars (CDN) exclusive of all taxes.
- Vendors will submit a bid response inclusive of all supplementary information such as per diem rates, any fees and mark-ups that make up the total bid price for the deliverable.

#### **2.6 COVID-19 – Notice to Suppliers**

*Suppliers working on behalf of the Nova Scotia Government and entering High-Risk Settings must adhere by the [COVID-19 Mandatory Vaccination Protocol in High-Risk Settings](#) protocol and complete the Supplier Attestation Form if they have not previously submitted a form. Supplier Attestation Form can be located at the following link: [COVID-19 Vaccination Requirement for Suppliers and Attestation Form](#).*

#### **3.0 Evaluation Criteria**

##### **Mandatory**

- Have 1 resources experienced in recruitment of government personnel who has worked with municipal government
- All proposals must be submitted as a total fixed price bid in Canadian dollars (CDN) exclusive of all taxes.
- Vendors will submit a bid response inclusive of all supplementary information such as per diem rates, any fees and mark-ups that make up the total bid price for the

deliverable.

**Desirable Criterion**

- **Sector Experience – 20 percent**
- **Technical competence (approach) – 10 percent**
- **Knowledge transfer – 10 percent**
- **Proven performance / experience – 20 percent**
- **Timeframe – 20 percent**
- **Price – 20 percent**

The Supplier shall not permit an actual or potential conflict of interest to arise between its obligations to the Province under this Agreement and its obligations to any third party. The Supplier shall immediately notify the Province in writing if any such potential or actual conflict of interest should arise at any time during the Term. Should the Province become aware of any conflict of interest following a proposal submission to a SOW or engagement, the Province reserves the right to disqualify the proposal, stop work until the matter is resolved or cancel the work, at its discretion.