

Minutes
Regular Monthly Meeting
In-Person at 27 Pleasant Street
Zoom ID: 935 442 9176 Password: 301715
Wednesday, January 11, 2023 – 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 Deputy Chief Conron

1.0 Call to Order

Chair Hatch called the January 11, 2023, Regular Monthly meeting of the Village of Chester Commission to order at 7:04 pm.

2.0 Public Forum

3.0 Review/Approval of Agenda/Additions to Agenda

Clerk/Treasurer had an addition of 7a Correspondence.
Chair Hatch had an addition of 7b Reminder.

Motion #23-001: Commissioner Mulrooney moved; Commissioner Pauley seconded:
The approval of the agenda with the additions of 7a and 7b.

Unanimously Carried

4.0 Report of the Chief, Chester Volunteer Fire Department

Chief Stevens was unable to attend; Deputy Chief Conron gave the report.

CVFD has wrapped up a busy year, responding to a total volume of 274 callouts. This is a significant increase over the previous year's volume, both with regards to a moderate increase in fire and emergency related responses, but also a significant increase in medical responses due to our change in our medical dispatch level. We are thankful for, and proud of, the support we receive from the village commission, municipality, and residents of our coverage area, and of our members who have put in many long hours for training, meetings, and callouts - often at the expense of time spent with their family and loved ones.

The chief and several captains attended a final inspection for the new tanker (551) this past weekend and the new #551 is expected to be delivered on Monday, January 16th. There are no issues of concern to report, and it has been noted that the tanker is very impressive, both

operationally and visually. Training on the new apparatus will take place on Monday after delivery, and we hope to have an official unveiling for the public in the very near future.

Fundraising for the replacement of 511- the 2002 Utility Truck, is almost complete, and we hope to have an announcement in that regard within the next few weeks to a month. It is very heartwarming to see how significantly the community will support a good cause.

5.0 Review/Approval of Minutes

a) Regular Meeting: Wednesday, December 14, 2022

MOTION #23-002: Commissioner O'Malley moved; Commissioner Mulrooney seconded:
The approval of the Minutes of December 14, 2022, Regular Monthly meeting as presented.
Unanimously Carried

b) Special Meeting: Wednesday, December 19, 2022

MOTION #23-003: Commissioner Mulrooney moved; Commissioner O'Malley seconded:
The approval of the Minutes of December 19, 2022, Special meeting as presented.
Unanimously Carried

6.0 Business Arising

Nil

7.0 Correspondence

- a) Interim Clerk/Treasurer Conrad reported on correspondence received from Dave Foley, village resident, re 'Fit-up' costs for new fire truck and why the Village did not tender for these items.
Interim Clerk/Treasurer Conrad responded to the correspondence stating that he followed the Provinces Procurement policy and inadvertently, thought that the Village's policy was the same as the Provinces. It is not, and C/T Conrad apologized that he made the error in the purchasing process/tender needs. The commissioners were made aware of the error and will strive to follow the policy as stated, in the future.
- b) Chair Hatch reminded Commissioners of the Association of Nova Scotia Villages meeting January 20, 2023. The meeting is in Truro and via zoom.
- c) Commissioner Mulrooney offered to get a sympathy card for the family of the Deputy Chief in Tidnish, NS, and it be signed by the Village and Fire Department. Interim Clerk/Treasurer Conrad will get an address to send the card.

8.0 Reports

- a) Clerk Treasurer
- As directed by the Commission, the Association of Municipal Administrators of Nova Scotia were notified that we would extend our website hosting contract at the silver level for an additional year.
 - The office lease has been renewed for three years and 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. The Abuse policy will be brought to the February meeting for approval.
- Met with staff at MoDC to open discussions regarding possible free Wi-Fi 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 were working as of this morning, January 11, 2023.
- Wreaths were taken down this week.
- 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 appreciated the Commission providing this opportunity to enjoy time with family and friends.

Commissioner O'Malley questioned where the Fire Agreement stands. Interim Clerk/Treasurer Conrad stated that work continues on this issue. It may be time/advantageous for a joint meeting to be held with MoDC Council

b) Financial

<> Interim Clerk/Treasurer Conrad reported that the November bank statement was reconciled and at the bank balance was \$215,402.59 for the end of November.

<> The Village is in good fiscal position for the time of year, with the final quarterly revenue payment from MoDC expected in early February 2023, and the final year-end reconciliation payment in early March.

<> As approved motions, funds in the amount of \$710,085.90 (\$617,466 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 CVFD. Payment will be made by wire transfer, pending final approval by DVFD, during an onsite inspection. Deliver is expected mid January.

<> On-line review shows since December 1st, deposits of \$713,740.33 and expenses of \$42,959.23 for the balance on December 5, 2022 of \$886,183.69

<> The third quarter financial update is on the agenda for discussion.

<> 2023/2024 preliminary budget should be ready for a first discussion at the February 8th, 2023 meeting.

c) Committees

Nil

9.0 New/Other Business

a) Art Center request for tax exemption

There is a tax exemption policy that was written several years ago and needs to be updated and this has not been done yet. Our Health Centre recently was granted a tax exemption, and now the Chester Art Centre has made a request.

The Commissioners discussed the request, and the By-law, and agrees that the By-Law needs to be updated, with timelines and other information.

MOTION #23-004: Commissioner Pauley moved; Commissioner Mulrooney seconded: That before the Commission considers any further applications of non-profits for tax exemptions, the Commission develop a by-law that considers implications of all such requests, and the applications include annual budgets.

Commissioners Pauley and Mulrooney **withdrew Motion #23-004.**

MOTION #23-005: Commissioner Pauley moved; Commissioner Mulrooney seconded: To defer any decisions on applications for non-profit tax exemptions until the by-law is developed within the next three months.

Unanimously Carried

b) Disposal of Fire Truck 551 – Tanker

Interim Clerk/Treasurer stated that with the arrival of the new tanker next week, the surplus vehicle needs to be disposed of and Conrad reviewed the options of disposal. Unlike procurement, there is no Provincial disposal process for Municipal units.

The Municipal Finance requires that any funds realized from the sale must be placed in a capital reserve and spent on capital assets.

The Village is not registered to collect HST, and until the annual threshold of more than \$50,000 is met, the Village is not required to collect.

Under the Code of Conduct and Municipal Conflict of Interest Act, Commissioners and staff of the Village would not be eligible to bid.

Discussion was held on selling it at an auction and/or offering to other Fire Departments, Search and Rescue, private business for watering, etc.

MOTION #23-006: Commissioner Pauley moved; Commissioner O'Malley seconded: 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, and the provision to accept less than the highest bid. Sealed bids are to be received for thirty (30) days after the date of advertisement.

Unanimously Carried

c) 3rd Quarter Financial Review

Interim Clerk/Treasurer Conrad reviewed the 3rd Quarter financial report and explained several items that were at 100% as they were one-time costs, but for the full budget year.

Notes were included in the report to answer possible questions. Most categories are at 75% spent. Commissioners expressed their appreciation of the 'notes' included in the report.

d) Obtaining Specialized Recruitment Services

MOTION #23-007: Commissioner Mulrooney moved; Commissioner Pauley seconded: That the Village send a Statement of Work to at least three companies, potentially five 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.

Unanimously Carried

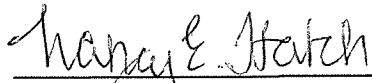
10.0 Commission Roundtable

- a) Commissioner Mulrooney asked if there could be something put in the window of the office letting the public know that there is a AED machine in the office. Interim Clerk/Treasurer will have this posted.
- b) Commissioner Pauley asked if the Commission could have 'note paper' created. Jim Barkhouse has stated the Village could use his pictures. Commissioner Pauley will look into this and get costings.

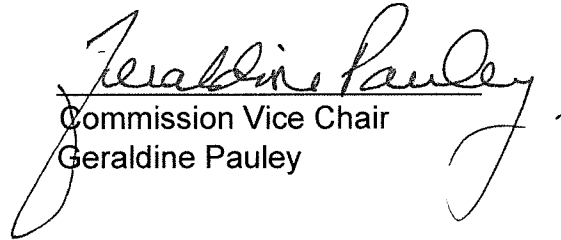
11.0 Adjournment

MOTION #23-008: Commissioner O'Malley moved the meeting adjourn at 8:20 pm.

Next Regular Meeting – February 8th, 2023 – 7:00 pm



Commission Chair
Nancy Hatch



Commission Vice Chair
Geraldine Pauley