

Agenda
Regular Monthly Meeting
In-Person & Virtual Meeting via Zoom
27 Pleasant Street, Chester
Zoom ID: 935 442 9176 -- Password: 301715
Wednesday, March 8, 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**
 - a. Special Meeting, Friday, February 3, 2023 3
 - b. Regular Meeting, Wednesday, February 8, 2023 4
 - c. Special Meeting, Tuesday, February 21, 2023 11
6. **Business Arising**
 - a. Village Stationery
 - Update and decision
7. **Correspondence**
 - a) Property Valuation Services Corporation 14
 - a. Income and expense request Windjammer
 - b. Response
 - b) Ray Cambria 17
 - a. Property assessment increase/tax rate concern
 - c) Managed Health Care Services (re: Telus Health) 19
 - a. Possible data breach
8. **Reports**
 - a. Clerk Treasurer 20
 - b. Financial 22
 - c. Committees

9. New/Other Business

- a) 2023/24 Budget Review 24
- b) MoDC Maintenance Agreement 38
- c) Appointment of new Clerk/Treasurer 47
- d) Granite Street water right-of-way 49
- e) Updating Boardroom equipment 56

10. Commissioner Roundtable

11. Adjournment

Next Regular Meeting – April 12th, 2023 – 7:00 pm



Minutes
Special Meeting – In Camera
 In-Person at 27 Pleasant Street
Thursday, February 2, 2023 – 2:00 pm

Attendance: Nancy Hatch, Commission Chair; Laura Mulrooney, Commissioner; Geraldine Pauley, Commission Vice-Chair; Randall O'Malley, Commissioner; Carol Nauss, Commissioners; Jeff Conrad, Interim Clerk/Treasurer

Regrets: Nil

Public Gallery: None

1.0 Call to Order

Chair Hatch called the February 2, 2023, Special Meeting of the Village of Chester Commission to order at 2:00 pm. There being only one item to discuss, contract negotiations, the meeting moved immediately to In-Camera per motion from Commissioner Pauley, seconded by Commissioner O'Malley.

2.0 New/Other Business

Executive Search firm proposals

No motions were made.

Commissioner Mulrooney moved, Commissioner O'Malley seconded to move to regular business.

3.0 Adjournment

Moved by Commissioner Mulrooney to adjourn the meeting at 3:10pm

Commission Chair

Commission Vice Chair



Minutes
Regular Monthly Meeting
 In-Person at 27 Pleasant Street
 Zoom ID: 935 442 9176 Password: 301715
Wednesday, February 8, 2023 – 7:00 pm

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

Regrets: Nil

Public Gallery: Chester Fire Chief Cody Stevens

2.0 Call to Order

Chair Hatch called the February 8, 2023, Regular Monthly meeting of the Village of Chester Commission to order at 7:00 pm.

2.0 Public Forum

Nil

3.0 Review/Approval of Agenda/Additions to Agenda

Motion #23-009: Commissioner Pauley 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 that there were nineteen (19) incidents for the month of January 2023.

Twelve (12) members successfully upgraded their medical training to the next level after MFR (Medical First Responder) to EMR (Emergency Medical Responder). Monthly training was held on firefighter CPR – giving 'downed' fire fighters CPR, new tanker training, and cascade system operation (the system that fills SCBA on scene).

The new tanker was delivered, and there will be a public event to welcome it when the weather is better. Budget preparations have been worked on for the upcoming fiscal year.

Chief Stevens expressed his gratitude for Interim Clerk/Treasurer Conrad's willingness to work very closely on the budget preparations.

Commissioner Mulrooney asked if the trucks are loaded with water prior to call outs. Chief Stevens stated all trucks that can carry water, are returned to the station with water on board.

5.0 Review/Approval of Minutes

a) Regular Meeting: Wednesday, January 11, 2023

MOTION #23-010: Commissioner O'Malley moved; Commissioner Pauley seconded:

The approval of the Minutes of January 11, 2023, Regular Monthly meeting as presented.

Unanimously
Carried

b) Special Meeting: Thursday, January 19, 2023

MOTION #23-011: Commissioner Nauss moved; Commissioner O'Malley seconded:

The approval of the Minutes of January 11, 2023, Special meeting as presented.

Unanimously
Carried

6.0 Business Arising

a) Village Stationary

Discussion was held on the various quotes received. It was stated that the stationery would be used for special events, i.e., congratulations, condolences, etc., not for everyday use.

Chair Hatch suggested a card with pictures of various areas around the village and perhaps these could also be used at promotion items.

Discussion was held with Chair Hatch stating she will talk with Jim Barkhouse.

MOTION #23-012: Commissioner Nauss moved; Commissioner Pauley seconded:

To table this item until the next meeting.

Unanimously Carried

7.0 Correspondence

Nil

8.0 Reports

a) Clerk Treasurer

- MoDC has advised that they are awaiting final approval of the maintenance service agreement.
- The Village insurance company and lawyer have reviewed the draft abuse prevention policy and they do not see any concerns. The policy has been separated from the associated resources so that the resource information can be updated without requiring a review of the full policy.
- Interim Clerk/Treasurer met with the CVFD and developed a first draft 2023/24 budget.
- The electrical installation that controls the lights on Water Street has been repaired and power has been turned on. One light did not work on start-up, and two more have stopped working since. Black and MacDonald will check to see what the issue is; it may just be issues with bulbs that were not lit for over a year.
- A summer grant from the federal government has been applied to for lifeguards and a policy assistant.
- The wreaths have been taken down.
- Meetings and discussions continue with MoDC on implementation of fire agreement.
- The Lido flooded with rain and ocean water in the storm of Jan 26th and was drained January 31st, in anticipation of low temperatures.
- Interim Clerk/Treasurer Conrad participated in the Association of Nova Scotia Villages (ANSV) video call January 20, 2023, along with several commissioners. The main topic was the upcoming draft of a Code of Conduct for Municipal Units, particularly with regard to penalties and investigations.
- Interim Clerk/Treasurer Conrad participated in the South Shore Region Association of Nova Scotia Administrators meeting. Primary discussion was on year-end financial requirements, followed by an activity roundtable by participants.
- Interim Clerk/Treasurer, along with Commission Chair Hatch, participated in a video call put on by St. FX University re Asset Based Community Development.
- Commissioner Mulrooney picked up a sympathy card for the family of the Deputy Chief of the Tidnish Fire Department and it was then signed by the Village Commission and the CVFD.
- Interim Clerk/Treasurer Conrad consulted with the Village lawyer and NS Municipal Affairs regarding the disposal process of the surplus fire truck, to start collecting the information package to accompany the public Request for Proposal.
- The Statement of Work was circulated for recruiting services to four companies and proposals were received from all four. The Interim Clerk/Treasurer also developed scoring grids to assess the proposals.
- Interim Clerk/Treasurer Conrad was contacted by a law firm representing an individual who was hurt and fell on a sidewalk in the village. Interim

Clerk/Treasurer Conrad is currently working with the Insurance company, adjuster, and the lawyer to manage the process. The insurance company for the Village has notified that the adjuster will be the representative for the Village dealing with the claim.

- A sign was posted on the window of the Village Office regarding an AED being on site and also registered with OHC, who are developing a county-wide map of AED locations.

Commissioner Nauss stated that the Chester Baptist Church is now the Emergency Center, with a generator, for the residents, in case of emergency/no power.

Commissioner Nauss would like to see the flower baskets changed to 'something' that remains on the poles and doesn't need to be watered and tended to daily.

It was stated that the flower baskets have been ordered for this summer, but this can be looked at for budgeting and summer of 2024.

b) Financial

<> Interim Clerk/Treasurer Conrad reported that December bank statement is reconciled and that the bank balance was \$885,586.49.

<> 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.

<> On-line review shows since December 30th, there have been deposits of \$14,352.49 and expenses of \$745,210.10 for the balance on February 1st, 2023 of \$154,728.88

<> The 2023/2024 preliminary budget is on the agenda for discussion at this meeting.

c) Committees

Nil

9.0 New/Other Business

a) Election Debrief

Interim Clerk/Treasurer Conrad reported on the election process (as states in the MGA) and said that he created the overview and comments more for the next Clerk/Treasurer to show how things were carried out at this Special Meeting/By-Election. Commissioner Mulrooney felt that Interim Clerk/Treasurer gave a very clear, detailed, explanation of the process to the public, that clearly outlined how the process would happen.

All Commissioners agreed that Interim Clerk/Treasurer made the process very clear for attendees.

b) Abuse Prevention Policy

Interim Clerk/Treasurer reviewed the policy and stated that a 'Resource Guide' was added so that when something needed to change in the resources, the policy did not need to be reviewed, just changes to the resources.

The Intact Insurance company reviewed the policy, as well as the Village Lawyer, with no Issues noted.

Commissioners felt they were not as clearly identified in the policy as were staff and volunteers. Interim Clerk/Treasurer will amend the policy with Commissioners identified.

MOTION #23-013: Commissioner Pauley moved; Commissioner O'Malley seconded:

The approval of the Abuse Prevention Policy with amendment of 'Commissioners', as noted.

Unanimously Carried

c) 2023/2024 Preliminary Budget Review

Interim Clerk/Treasurer Conrad stated that in past all monies for Fire Department came through the Village revenue. With the co-shared contract, this changes the budget processes.

Interim Clerk/Treasurer reviewed the CVFD budget, while Chief Stevens was present if there were questions from the Commissioners. Commissioners asked for clarification as to the airbag heavy extrication. Chief Stevens stated the airbag would be used to lift truck/trailers to enable firefighters to do needed rescue actions. The airbag has a ten-year life expectancy unless damaged. Some line items were combined, i.e., tools and equipment. Patient medical supplies are covered/supplied by EHS, but the department pays for PPE for emergency personnel.

A Project Consultant will be hired to help with the planning/construction of the new Fire Station, as other Fire Stations did, i.e., Mahone Bay. Some changes to the bay door at the present fire station will be made to improve access for the new truck #551, which fits in the hall but with a minimum of clearance.

Interim Clerk/Treasurer stated, that with another truck replacement needed soon, as the age limit is approaching, it would be recommended to place \$200,000.00 in apparatus reserves.

The Fire Boat is separate in the budget as usual, as funded by the islands ratepayers. Chief Stevens expressed his gratitude for the assistance/shared knowledge that Interim Clerk/Treasurer Conrad gave the department on the budget preparations.

Interim Clerk/Treasurer Conrad used the estimated assessments to come up with a draft tax rate to complete the budgeting process.

Chief Stevens left the meeting at 8:24 pm.

Chair Hatch stated there would be a five-minute break at 8:25 pm.
The meeting reconvened at 8:29 pm.

Interim Clerk/Treasurer Conrad reviewed the remainder of the budget for the Village.

Office rent was raised when the new lease was negotiated. In the past, Cleaning/Janitorial was all accounted for in the CVFD budget, but now will be 50% to hall and 50% to Village office.

Salaries are divided for Administrative Assistant 50% to Fire and 50% to Village Administration and Clerk/Treasurer 25% to fire and 75% to Village Administration.

Lido repairs and maintenance lines have been grouped under one heading.

Insurance – liability, contents of office, pool, washroom, signage, was allowed with a small increase. Celebrations is for the grants the commission gives to organizations.

Beautification – 75 baskets of flowers and watering of the baskets daily, picking up and returning when removed. Commissioner Nauss suggested doing something different that the flower baskets, and then daily water/care is not needed. Chair Hatch said that this summer this issue can be discussed as the flower baskets have already been ordered.

Compost collection costs will be confirmed next week. Washroom costs be need to be looked at regarding the accessibility policy and what will be done at the Public Washrooms.

Commissioner Pauley stated she was looking at some grants what might be available for the Village to apply for to ensure accessibility is achieved at the washrooms.

Streetlights had more costs than usual as the power supply post was damaged and in need of repair.

Salaries for Crossing Guards were discussed. The hourly rate has not changed since the program began. With minimum wage raising, the Crossing Guards wages should be reviewed.

MOTION #23-014: Commissioner Nauss moved; Commissioner O'Malley seconded:

To consider raising the hourly rate for Crossing Guards, but defer the decision until the Interim Clerk/Treasurer brings back some comparison budget numbers.

Unanimously Carried

Commissioner Nauss asked where tourism would be in the budget. Interim Clerk/Treasurer stated whatever the Commission wishes can be done, however in the past it has been in the celebrations budget. Interim Clerk/Treasurer Conrad stated that issue can be discussed after the remainder of the budget is reviewed.

Emergency Services budget was reviewed. Traditionally the rent minus expenses has been put into reserves at the end of the fiscal year. It has been talked of having a building assessment completed. Reserves were briefly discussed and can be added to in this 2023/24 budget. Interim Clerk/Treasurer reminded the Commissioners that any sale from the old fire truck to be sold, must go to a reserve. (as stated in the MGA)

Lido Pool major repairs were discussed. Should most of the repairs be done to the outside wall in a large area of work, or in smaller sections, as has been done in the past.

Interim Clerk/Treasurer reminded the Commissioners that the budget needs to be approved prior to the Annual Public Meeting.

10.0 Commissioner Roundtable

a) Commissioner Mulrooney stated that there is a fundraising effort in place for a Syrian family to be brought to Nova Scotia and asked if the Village can share the fundraising event. It was agreed to share it on Facebook.

b) Commissioner Mulrooney is the CBC community contact and February 15, 2023, she will be talking about the new tanker.

c) Commissioner Nauss stated she did not see where tourism is in the budget. Perhaps a walking tour can be organized. For example, the Fo'c'sle being the first tavern in the area, the grocery store used to deliver by horse and carriage. Commissioner Nauss suggested setting aside money in the budget for tourism.

Chair Hatch stated Commissioners to think about this issue and should a specific amount of money be added to the budget and possibly combine/collaborate with the Municipality and the downtown merchants.

11.0 Adjournment

MOTION #23-015: Commissioner Mulrooney moved the meeting adjourn at 9:31 pm.

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

Commission Chair
Nancy Hatch

Commission Vice Chair
Geraldine Pauley



Minutes
Special Meeting – In Camera
 In-Person at 27 Pleasant Street
Tuesday, February 21, 2023 – 2:00 pm

Attendance: Nancy Hatch, Commission Chair (by video); Laura Mulrooney, Commissioner; Geraldine Pauley, Commission Vice-Chair; Randall O’Malley, Commissioner; Carol Nauss, Commissioner; Jeff Conrad, Interim Clerk/Treasurer

Regrets: Nil

Public Gallery: None

3.0 Call to Order

Vice-Chair Pauley called the February 21, 2023, Special Meeting of the Village of Chester Commission to order at 2:00 pm. As all items were confidential topics, the meeting moved immediately to In-Camera.

MOTION #23-016: Commissioner O’Malley moved; Commissioner Mulrooney seconded:

To go In Camera at 2:00 pm.
 Carried

Unanimously

MOTION #23-017: Commissioner Mulrooney moved; Commissioner O’Malley seconded:

To resume the regular meeting.

Unanimously Carried

2.0 New/Other Business

- a) The Interim Clerk/Treasurer has been working with the Village lawyer on an employment contract for a new Clerk Treasurer that would describe the terms and conditions of employment.

MOTION #23-018: Commissioner Nauss moved; Commissioner O’Malley seconded:

That the employment contract for a Clerk/Treasurer be approved by the Village Commission.

Unanimously Carried

- b) The Village Commission received an application for the position of Clerk/Treasurer on January 29th, 2023. Following assessment of the resume, the candidate was interviewed, and the provided references were checked. The Commission found the candidate to be qualified for the position and has held preliminary discussions regarding the position and the terms and conditions of work that indicate both parties would benefit from a working relationship.

MOTION #23-019: Commissioner Mulrooney moved; Commissioner O'Malley seconded:

That the Village of Chester enter into an employment contract with Heather McCallum at a starting salary of \$60,000 for a six (6) month probation period, to be increased at the end of a successful probation to \$65,000 plus a maximum contribution of 6% to a retirement plan. The position includes other benefits as outlined in the employment contract. The start date to be established as soon as possible based on the availability of the candidate.

Unanimously Carried

- c) The Village Commission had released a Request for Proposal (RFP) process to hire an executive search firm. The deadline for the RFP process was January 31st, 2023. Given that a candidate applied for the position on January 29th, and there was no contract in place at the time, services of the search firm will not be required if the candidate accepts the offered position.

MOTION #23-020: Commissioner Nauss moved; Commissioner O'Malley seconded:

That upon completion of an employment contract between the successful candidate and the Village of Chester, that the four companies that submitted proposals under the RFP process be advised that the Village would not be proceeding with the process.

Unanimously Carried

- d) The Commission reviewed information related to Village staff with regard to the current rates of pay, benefits, schedules, and tenure. It was noted that on April 1, 2023 the NS Provincial Minimum Wage will increase from \$13.60/hr to \$14.50/hr (an increase of \$0.90) and another increase on October 1, 2023 to \$15.00/hr (a further increase of \$0.50).

MOTION #23-021: Commissioner O'Malley moved; Commissioner Mulrooney seconded:

That the Administrative Assistant receive a salary increase of \$1.00 per hour starting April 1, 2023.

Unanimously Carried

MOTION #23-022: Commissioner Mulrooney moved; Commissioner Naus seconded:

That the school crossing guards maintain their current payment terms, and that they receive pay increases that would maintain their current salary scale relative to the Provincial minimum wage, that is on April 1, 2023 their pay increase by \$0.90/hr to \$15.90, and on October 1, 2023 by \$0.50/hr to \$16.40.

Unanimously Carried

3.0 Adjournment

Commissioner Mulrooney adjourned the meeting at 3:50 pm.

Commission Chair

Commission Vice Chair



15 Arlington Place, Suite 6
Truro NS
B2N 0G9

Tel 1.902.893.5800
1.800.380.7775
Fax 1.902.893.6101
1.888.339.4555
www.pvsc.ca

February 13, 2023
110601H-184
VILLAGE OF CHESTER
27 PLEASANT ST PO BOX 620
CHESTER NS B0J 1J0



Feb 21/23
- Cathy answered
- transferred to Sandra

RE: **Income and Expense Request for Information**
Assessment Account Number: 10938007
PIN Access Number: c8S4U2
Property Location: 4070 HIGHWAY 3
Form: HOTEL_MOTEL_ACCOMMODATION

Dear Property Owner,

Property Valuation Services Corporation (PVSC) is responsible for assessing all property in Nova Scotia. Every property is reassessed on an annual basis, and for income producing properties the reassessment process includes the collection and analysis of the income and expenses associated with the property.

As part of PVSC's statutory mandate, we are requesting specific information pertinent to your property **for the year ending December 31, 2022**. This information will help us determine the value of both your property and properties of a similar type for the 2024 Assessment Roll.

Last year we added several new fields to the attached form. These new fields, which are highlighted in yellow, identify COVID-related impacts to revenue, occupancy and expenses.

If you wish to provide additional information, please attach a separate letter or document(s) to your submission. We have also provided space on the web app for you to enter additional information.

Please note, **PVSC does not require audited financial statements**. If you have recently purchased the property, please provide us with the information you have.

The requested income and expense information can be submitted in two ways:

1. Fill out and submit the online form by clicking the **Income and Expense tab** at **www.pvsc.ca**. Entering the Assessment Account Number (AAN) and PIN Number automatically generates the correct form for your property.
2. Complete and return the enclosed form. Additional copies can be downloaded at **www.pvsc.ca** or obtained by calling 1-800-380-7775.



Pursuant to Section 21 of the *Nova Scotia Assessment Act*, **you are required to return this information within 30 days** of receipt of this request. Pursuant to Section 23, **failure to do so will result in the loss of your right to appeal your property assessment**. Replies which are submitted but do not contain the actual information requested may also result in the loss of a right of appeal.

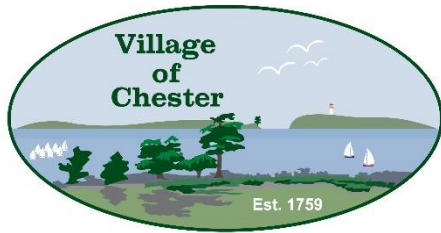
We recommend you keep a copy of your submission for your records. The information you provide is held in strict confidence, except as required by law.

Please contact us if you have questions or require assistance. We will work with you to gather the information needed to best reflect the market value of your property. We appreciate your attention to this request.

Sincerely,

A handwritten signature in cursive script that reads "Matthew Whittleton".

Matthew Whittleton, B.Comm, BBRE, AACI, P.App.
Director, Commercial Valuation & Defense
Property Valuation Services Corporation



Village of Chester
PO Box 620, Chester NS BOJ 1JO
Telephone (902-275-4482)

February 21, 2023

Property Value Services Corporation
15 Arlington Place, Suite 6
Truro NS
B2N 0G9

Re: AAC 10938007

Please be advised that the above noted property is no longer a Hotel/Motel/Accommodation.

This property was purchased by the Village of Chester in 2021. The intended use of the property is the construction of a new Fire Station.

The former Motel building that was on the site has been torn down. As such, the attached form is not applicable to the current use, which I understand from discussion today with your staff is considered vacant commercial land, property tax exempt as it is designated for use of the Village.

Should you have any questions you may reach me at (902) 275-4994, or by email at jeff.conrad@villageofchesterns.ca

Sincerely,

Jeff Conrad
Interim Clerk/Treasurer



Feb. 25, 2023

Village of Chester Commission
P.O. Box 620
Chester, N.S. B0J1J0

Dear Commissioners;

I note that the preliminary assessment figures for the village and the outside area for 2023 show an increase of over 11% over the previous year.

This increase is well in excess of the current rise in inflation.

The Canadian Taxpayers Federation, in their 2023 Pre-budget submission to the Province of Nova Scotia, reports that the after-tax income of Nova Scotians is 9% below the national average.

It is becoming increasingly difficult for the many residents of the village and outside area on modest or fixed incomes to make ends meet on a daily basis.

These figures would suggest that the commissioners should be able to reduce the current year's mill rate to fund the 2023/2024 village budget. A goal of "no increase in the mill rate" is clearly inadequate in view of these numbers. The commissioners should be striving to ensure that restraint is exercised when preparing the budget. A program of cost-cutting and careful budgeting should allow the commissioners to increase the total revenue by no more than the rate of inflation, accomplished by a corresponding reduction

in the mill rate. If the mill rate is unchanged, the minimum all taxpayers would be seeing would be a 7.7% increase in their taxes. And the total increase for villagers and the residents of the outside area would be in excess of 11%.

The increase in assessments for 2022 and 2023 for the village exceeds 22%. If the commissioners leave the mill rate unchanged for this year, as it did last year, this would mean the commissioners are asking the residents of the village and the outside area to pay over 22% more in taxes over only 2 years. In my opinion, this is unsustainable.

For a ratepayer on a modest or fixed income, this is a substantial burden.

The commissioners have a social and moral responsibility to ensure that all village residents are asked to carry a fair and realistic tax burden when this year's budget is prepared.

A significant increase in the assessed value of property in the village does not equate to a corresponding increase in the incomes of village residents. So it should not mean an automatic increase in taxes either.

Yours Truly



*Ray Cambria
216 Central St.
Chester, NS*



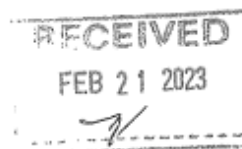
9555 Ave Christophe-Colomb
Montréal, QC H2M 2E3

February 13, 2023

00766-S0NTE3Q G2002 L031 A770 304789



Village Chester
1 Queen Street
Chester NS B0J-1J0



RE: Important notice about your personal information

Dear Client,

We are writing to inform you that, on November 1, 2022, an unauthorized third party gained access to certain company servers containing information relating to MHCSI customers. By way of background, MHCSI provides group benefits administration services to your current (or past) employer, employer plan sponsor or benefits program.

Immediately upon becoming aware of the incident, a robust investigation was commenced with the assistance of leading global cyber security forensic experts, and we have taken steps to further secure all systems to help prevent a similar occurrence.

We have no evidence that the unauthorized third party actually accessed or took your personal information. The impacted personal information varied by individual, and may have included name, email address, residential address, date of birth, benefits plan-related identification number(s), and any of the same information for any dependents.

The incident was reported to privacy regulatory authorities and law enforcement.

We recommend that you remain vigilant of potential phishing attempts, including being cautious of any unsolicited communications that ask you to provide your personal information electronically. You should also avoid clicking on links or downloading attachments from suspicious emails.

MHCSI takes the protection of personal information seriously and we regret that this incident occurred. If you have any questions, you can contact our client hotline at 1-888-667-6241.

Sincerely,

MHCSI Privacy Office

Village of Chester Commission**Clerk/Treasurer Activity Report****February 8, 2023**

- The abuse prevention policy and associated application for coverage has been provided to the insurance broker. VoC Office staff and Crossing Guards have now reviewed the policy and signed the attestation forms. Commissioners will be provided forms for signature at the meeting.
- The three Water Street lights that were not working have been examined by Black and MacDonald. Power has been confirmed at the base of each pole, so the issue is with the “fixtures”. The LED bulbs are non-replaceable, so the fixtures themselves must be replaced. The last time a fixture was replaced due to damage the parts were approximately \$1500.

Once the maintenance agreement is signed with MoDC, this can be an issue they are asked to address. Service from Black and MacDonald on this issue has been very slow, with limited communications, and no proactive approach to addressing the needs of the Village.

- Continued meetings and discussions with MoDC on implementation of fire agreement. An amending agreement is being developed to make changes that would allow for the provision of insurance financial processes
- Participated in a video call held by Nova Scotia Municipal Affairs on February 16th along with Commissioner Hatch. The main topic was the upcoming draft of a Code of Conduct for Municipal Units, particularly with regard to penalties and investigations.
- Finalized the Request for Proposal document to be used to dispose of the old CVFD 551 Pumper. The RFP has been posted on the Village website and Facebook page.
- Audited the interview process for the new Clerk/Treasurer and supported the development and signing of an employment contract between the Village and the candidate.
- Advised the four companies that responded to the RFP for Executive Search services that the Village would not be proceeding with the process.
- Was advised by the insurance adjuster working on behalf of the Village that they have been in contact with the law firm representing an individual who fell and was hurt on a sidewalk in the Village. The adjuster denied any Liability for this incident on behalf of the Village on Feb 10, on the basis that the Village does not, nor have they ever maintained the Streets and Sidewalks of Chester for snow and or ice removal. As of February 23 no response to that denial letter had been received.
- Applied for a grant from NS Community Culture and Heritage for repairs to the Lido pool. If approved there would need to be a financial contribution from the Village towards the costs.

- Participated in a conference call with the Director of IT Services at Municipal Joint Services Board (MJSB). Rates have been the same since the Village contracted for services in 2018. A recent financial review has indicated that MJSB needs to significantly raise their rates, which is reflected in the most recent Village budget documents. Given the agreement between the Village and the MJSB the increase is approximately \$1000 annually. They are undergoing a review and in 2023/24 will be developing more formal contracts between MJSB and clients, which will provide a good review point for the village to make any decisions about future services.

Jeff Conrad

Interim Clerk/Treasurer

Date

Village of Chester Commission

Clerk/Treasurer Financial Report

February 8, 2023

- The January bank statement is reconciled and at the end of the statement the bank account balance was 154,722.97
- The Village is in good fiscal position for this time of the year
- The final quarterly revenue payment from MoDC was received February 28. The final year end reconciliation payment is expected in early March, which will include details on low income property tax relief.
- On-line review shows that since January 31 there have been bank deposits of 249,221.44 and expenses of 44,633.88 for a bank balance on March 1 of 359,310.53
- The fire boat bank account was reconciled. The opening balance was 38,478.01, with deposits of 7395.00 and expenses of 3623.47 for a balance on March 1 of 42,249.54
- The third quarter investment update was received from Scotiabank and the updated chart is attached.
- The 2023/2024 budget is on the agenda for discussion at this meeting.

Jeff Conrad

Interim Clerk/Treasurer

Date

Scotiabank Reserves (Investments) as of March 2, 2023

Account	Investment Type	Interest Rate	Issue Amount	Maturity Date & Amount	Current Value
EH Services	1 yr cashable GIC	3.00	21,712.77	October 28, 2023 22,364.15	21,828.77
Utilities	1 yr cashable GIC	3.00	36,815.09	October 28, 2023 37,919.54	37,011.77
Lido Pool	1 yr cashable GIC	3.00	121,844.69	October 28, 2023 125,500.03	122,495.64
Fire Apparatus	1 yr cashable GIC	3.25	308,846.52	November 21, 2023 318,884.04	309,974.03
General Government	1 yr cashable GIC	3.00	94,767.03	October 28, 2023 97,610.04	95,273.32
Fire and Emergency Operating	1 yr cashable GIC	3.00	115,879.30	October 28, 2023 119,355.68	116,498.38
Total			699,865.40	721,633.48	703,081.91

Note:

In 2021 Funds were borrowed from the Fire Apparatus Reserve to pay for the Fire Station property, and are being repaid in annual installments

Fire Apparatus Loan – 3 year 1.17% Due by March 31, 2024 \$152,815.40

Payment March 25, 2022 50,938.47
 November 21, 2022 50,938.47



The Municipality of Chester
Administration/Finance
Department

101 King St, PO Box 609
Chester, NS B0J 1J0

administration@chester.ca
Phone: (902) 275-3554
Fax: (902) 275-4771
www.chester.ca
@ChesterMunicipality
@chestermun

January 30, 2023

Chester Village Commission
Attn: Jeff Conrad, Clerk/Treasurer
PO Box 620
Chester, NS B0J 1J0

RE: 2023 PRELIMINARY ASSESSMENT FIGURES

Dear Mr. Conrad,

We are providing you now with the preliminary assessment figures for the year 2023/24. This figure is subject to change due to assessment appeals, and you may wish to make some allowance for this when preparing your budget.

Once your budget has been approved by your commission and a rate is set, please inform our office in writing so that we may include it in our budget figures.

2023/24 Village: Residential	\$444,590.000
2023/24 Village: Commercial	\$ 36,045,800
2023/24 Fire Boat	\$ 14,253,400
2023/24 Fire Outside Village	\$502,119,000

If you require any additional information, please feel free to contact me.

Kind regards,

Christine Collicutt, B.Comm.
Manager of Finance

NOVA SCOTIA'S TREASURE

Village of Chester Draft 2023-2024 Rates Assuming no change from previous year

		2021/22		2022/23		2023/24
Fire Operations Outside	0.0460	\$190,516.59		0.0460	\$208,435.80	0.0460 \$230,974.74
Fire Operations Village	0.0460	\$178,538.88		0.0460	\$195,498.30	0.0460 \$221,092.47
		\$369,055.47			\$403,934.10	\$452,067.21
Fire Capital Outside	0.0280	\$115,966.62		0.0280	\$126,873.96	0.0280 \$140,593.32
Fire Capital Village	0.0280	\$108,675.84		0.0280	\$118,998.96	0.0280 \$134,578.02
		\$224,642.46			\$245,872.92	\$275,171.34
Fire Total Outside	0.0740	\$306,483.21		0.0740	\$335,309.76	0.0740 \$371,568.06
Fire Total Village	0.0740	\$287,214.72		0.0740	\$314,497.26	0.0740 \$355,670.49
		\$593,697.93			\$649,807.02	\$727,238.55
General Government	0.0777	\$301,575.46		0.0777	\$330,222.12	0.0777 \$373,454.02
	0.1517	\$895,273.39		0.1517	\$980,029.14	0.1517 \$1,100,692.57

NOTES:

Fire Boat The cost for the fire boat and its equipment is not taxed to the Village of Chester rate payers nor to the rate payers in the outside service area. The boat is paid for by the rate payers of the islands 2023/24 - \$10,548
 Assessment = \$14,253,400 / 100 = \$138,875 X 0.074 = \$10,548

Village of Chester

DRAFT 2023/2024 Rates assuming no change from previous year

	VoC General Government			VoC Fire			MoDC Fire Service Contract			MoDC Fire Boat Service Contract		
	Assessment	Rate	Amount	Assessment	Rate	Amount	Assessment	Rate	Amount	Assessment	Rate	Amount
2021/22	388,128,000	0.000777	301,575	388,128,000	0.000740	287,215	414,166,500	0.000740	306,483	13,519,200	0.000740	10,004

In 2020/21 and previous years, the Village of Chester had a Fire Services Contract with the Municipality of the District of Chester (MoDC) based on providing fire services to MoDC, but that did not include any shared management or ownership. MoDC funds flowed directly to the Village.

In May of 2022 a new Intermunicipal Fire Services Agreement was signed, in which the Village and MoDC agreed to co-fund the delivery of fire services and to share ownership of capital assets. In 22/23 and the beginning of 23/24, pending creation of the new structures, funds flowed through the Village accounts on behalf of both the Village and MoDC. MoDC assessments and rates are provided for information.

	VoC General Government			VoC Fire			MoDC Fire			MoDC Fire Boat		
	Assessment	Rate	Amount	Assessment	Rate	Amount	Assessment	Rate	Amount	Assessment	Rate	Amount
2022/23	424,996,300	0.000777	330,222	424,996,300	0.000740	314,497	453,121,300	0.000740	335,310	13,887,500	0.000740	10,277
2023/24	480,635,800	0.000777	373,454	480,635,800	0.000740	355,670	502,119,000	0.000740	371,568	14,253,400	0.000740	10,548

Budget Planning - DRAFT March 8, 2023

		Budget	YTD	YTD	Budget	
		22/23	End of 3rd Quarter	% Received	23/24	
Revenue by Source						
4100	Village General Government Tax	980,029.16	742,416.00	76%	373,454.00	1
	Village Area Fire Rate				355,670.00	
4110	Rental Income - EMC	21,256.68	15,744.96	74%	21,256.68	
4116	Rental Income - Eastlink	2,479.40	2,479.40	100%	2,479.40	
4201	HST Offset Grant	3,000.00	5,501.09	183%	3,000.00	2
4225	Transfer from Other Governments (Gov of Canada - summer staff)	1,870.40	1,870.00	100%	2,500.00	
TOTAL		1,008,635.64	768,011.45	76%	758,360.08	

Expenses

General Government

		Budget	YTD	YTD	Budget		
		22/23	End of 3rd Quarter	% Expended	23/24		
Governance							
5450	Annual Public Meeting	300.00	37.50	13%	300.00		
5477	Honorariums	9,360.00	6,760.67	72%	10,400.00		
	Property Tax Exemptions	2,000.00		0%	5,000.00	3	
	Non-Profit Tax Exemptions				3,000.00	4	
5496	Election Expense	1,500.00	1,255.21	84%	2,000.00		
	Section Total	13,160.00	8,053.38	61%	20,700.00		
Administration							
5250	Office Rent	12,500.00	9,503.06	76%	18,000.00	5	
5428	Cleaning VoC Office		1,847.52	-	2,400.00	6	
5435	Audit	5,000.00	3,910.72	78%	5,000.00		
5440	Employee Wages	80,000.00	49,366.73	62%	75,000.00	7	
5445	Office Supplies & Expenses	3,000.00	1,435.83	48%	2,500.00		
5447	Employment Insurance	1,541.00	1,693.47	110%	2,000.00		
5448	Canada Pension Plan	3,350.00	3,263.19	97%	4,000.00		
5455	Advertising/Promotion	2,000.00	1,594.09	80%	2,000.00		
5460	Memberships and Dues	1,500.00	829.23	55%	1,500.00		
5465	Travel and Training	1,000.00	1,378.70	138%	1,500.00		
5470	Bank Charges	350.00	137.00	39%	350.00		
5472	Consultants - Other	3,000.00		0%	3,000.00		
5475	Legal	6,000.00	1,474.60	25%	5,000.00		
5476	Medical Insurance	4,500.00	4,647.40	103%	6,000.00	8	
5478	Employee Benefits	0.00	2,127.53	-	2,000.00	9	
5480	Office Phone and Internet	2,000.00	1,470.15	74%	2,000.00		
5481	IT Support and Website	6,000.00	3,400.59	57%	6,000.00	10	
5490	Insurance	14,500.00	17,153.19	118%	19,000.00	11	
5495	Office Equipment & Programs	3,000.00	3,349.92	112%	4,500.00	12	
	Section Total	149,241.00	108,582.92	73%	161,750.00		
Lido Pool							
5910	Maintenance and Operations	13,000.00	14,319.04	110%	18,000.00	13	
5915	Lido Repairs	5,000.00		0%	0.00		
5925	Insurance	5,000.00	4,646.32	93%	5,100.00	11	
5935	Life Guard Wages	21,000.00	15,564.33	74%	21,000.00	14	
5940	Supervisor/Security	1,300.00	1,590.36	122%	1,600.00		
5945	Taxes - Waste Collection Fee	1,000.00	1,061.41	106%	1,200.00		
	Section total	46,300.00	37,181.46	80%	46,900.00		

Expenses

General Government

		Budget	YTD	YTD	Budget	
		22/23	End of 3rd Quarter	% Expended	23/24	
Beautification/Events						
5565	Flower Baskets	22,000.00	21,205.84	96%	22,000.00	
5570	Wreaths	4,500.00	4,249.07	94%	5,000.00	
5582	Celebrations	9,500.00	3,590.00	38%	9,500.00	
	Section Total	36,000.00	29,044.91	81%	36,500.00	
Economic Development						
	Tourism Attraction Projects				10,000.00	15
Operations						
5575	Compost Collections	23,000.00	22,219.42	97%	23,000.00	
5585	Property Maintenance	3,500.00	2,850.75	81%	3,500.00	
5960	Washrooms	15,000.00	13,009.30	87%	15,000.00	16
5224	Waste Removal	3,050.00	3,657.55	120%	5,000.00	17
	Section Total	44,550.00	41,737.02	94%	46,500.00	
Jib Lot						
5405	Jib Lot Maintenance	1,000.00	727.40	73%	1,000.00	
5410	Taxes - Waste Collection Fee	500.00	564.50	113%	650.00	
5415	Water Lot Taxes - Waste Collection Fee	110.00	118.09	107%	125.00	
	Section Total	1,610.00	1,409.99	88%	1,775.00	
Protection						
5501	Street Lights	9,000.00	5,328.83	59%	8,000.00	
5526	Repair & Maintenance	1,000.00	3,681.03	368%	5,000.00	18
5540	Crossing Guard - Wages	10,000.00	7,754.12	78%	11,000.00	19
	Section Total	20,000.00	16,763.98	84%	24,000.00	
Subtotal - General Government		310,861.00	242,773.66	78%	348,125.00	

Expenses						
Emergency Services						
		Budget	YTD	YTD	Budget	
		22/23	End of 3rd Quarter	% Expended	23/24	
5705	Maintenance & Repairs	4,000.00	2,271.40	57%	4,000.00	
5710	EMC Insurance	1,200.00	1,165.45	97%	1,300.00	11
5715	EMC Taxes - Waste and Property	4,500.00	4,639.50	103%	4,800.00	
Subtotal - Emergency Services		9,700.00	8,076.35	83%	10,100.00	
Reserves						
5720	Emergency Services	11,556.68			11,156.68	
	General Government Operating	26,710.93	26,710.93	100%	3,308.40	20
	LIDO				30,000.00	21
Total Reserve Transfer		38,267.61	26,710.93	70%	44,465.08	
Fire Services						
	CVFD (see detail)				355,670.00	22
Total of all expenses		358,828.61	277,560.94	77%	758,360.08	

23/24 Budget Planning Notes

- 1 Includes property tax exemption amounts that were actually deducted at source (MoDC)
- 2 This is a Provincial grant, the Village gets a percentage share based on annual spending by all NS Villages
- 3 In 2021 the amount was \$2000, significant increase was made to the limit for 2022 but the amount approved is not yet available.
- 4 New policy to be written to include a maximum annual amount this amount is just a "placeholder" as the decision has yet to be made.
- 5 New 3 year lease rate negotiated in 2022
- 6 In previous years VoC Office Cleaning and CVFD cleaning were not separated
- 7 75% of Clerk Treasurer and 50% of Admin Support (balance in CVFD budget) + summer student. Total annual C/T estimated at 62500, admin assistant at 30,000, summer student at 10,000, plus WCB, plus misc such as elections
- 8 Total rates likely to rise given eligibility of Commissioners and Staff
- 9 Pension for Clerk/Treasurer at 6% x 65,000 for 6 months after probation
- 10 Cost for support services from Municipal Joint Services Board to increase by \$1000
- 11 increased by 10% to reflect industry trend
- 12 Increase to account for new programs and increased costs of liscence renewals
- 13 Maintenance and repair categories to be combined. There is some deferred activities such as replace doors, canopy, etc.
- 14 in 2022 it was difficult to find lifeguards, and as a result the pool was not open full time. 2023 seems to be improving re availability of staff.
- 15 A new category based on interestt expressed by the Village Commission at the February meeting. The amount id a "placeholder" as a decision was not made.
- 16 Does not include accessibility upgrades to door openers, lighting, signage, rails, pathways, or parking area.
- 17 The cost to empty the dumpster at the Fire Station. Based on costs from 21/22.
- 18 There are three fixtures on water street that need to be replaced, the last one covered was \$1500
- 19 Includes the wage increases approved by the Commission in February 2023
- 20 Unallocated funds.
- 21 No capital maintenance has been done at the pool in 2 years, and renovation of the outside wall needs to be completed. Revised estimates are approximately \$350,000. Several applications for funding have been made (both federal and provioncial) and in each case financial contribution from the Village would be required.
- 22 See separate Budget spreadsheet for CVFD

Chester Volunteer Fire Department Draft Budget 2023-2024

Revenue by Source

Fire Services	Budget	YTD	YTD	Budget
	22/23	End of 3rd Quarter	% Expended	23/24
Village of Chester				355,670.00
MoDC Outside Area				371,568.00
Fire Services Association of NS - Training				10,000.00
Total				737,238.00

Fire Boat

MoDC Island Area				10,548.00
Total				10,548.00

Expenses Fire Services

	Budget	YTD	YTD	Budget	
	22/23	End of 3rd Quarter	% Expended	23/24	
Administration					
5210	Salaries - Bookkeeping & Mgmt	40,000.00	29,721.00	74%	42,450.00
5250	Overhead - Bookkeeping & Mgmt	4,500.00	3,167.68	70%	5,900.00
5435	Audit	5,000.00	3,910.72	78%	5,000.00
5442	Office Supplies & Expenses	984.56	478.61	49%	1,000.00
5447	Employment Insurance	759.00	543.38	72%	
5448	Canada Pension Plan	1,650.00	1,165.72	71%	
5473	Fire Services Committee				5,000.00
5475	Legal	3,000.00		0%	3,000.00
5495	Office Equipment	1,400.00	1,116.64	80%	
	Section Total	57,293.56	40,103.75	70%	62,350.00
Firefighting Force					
5115	Firefighters Honorarium	50,000.00	50,000.00	100%	50,000.00
5116	In Lieu of Fundraising	15,000.00	15,000.00	100%	15,000.00
5154	Uniforms	3,000.00	446.03	15%	3,000.00
5167	24 Hour Accident Insurance	8,200.00	9,319.00	114%	9,400.00
5172	24 Hour Family Insurance	6,000.00	6,218.00	104%	6,300.00
5174	Firefighters Banquet	2,500.00		0%	2,500.00
	Section Total	84,700.00	80,983.03	96%	86,200.00
Training & Education					
5120	Training	20,000.00	35,433.10	177%	35,000.00
5150	Fire Prevention & Education	2,500.00	3,710.01	148%	3,000.00
5156	Chiefs Conference	0.00	0.00	0%	500.00
5485	Bursary	1,500.00	1,500.00	100%	1,500.00
	Section Total	24,000.00	40,643.11	169%	40,000.00
Fire Fighting Equipment					
5040	Medical Supplies	750.00		0%	2,000.00
5075	Tools & Equipment	1,500.00	2,996.98	200%	7,500.00
5160	Hoses (2)	1,500.00		0%	
5162	Flashlights/Camera/Batteries	1,000.00	265.88	27%	
5315	Vehicle Fuel	9,000.00	6,461.40	72%	8,000.00
5320	Vehicle Insurance	7,575.00	10,112.65	134%	10,200.00
5626	Inshore Boat Equipment	250.00	46.10	18%	250.00
5090	SCBA Masks	4,000.00		0%	2,000.00
	Section Total	25,575.00	19,883.01	78%	29,950.00

Expenses Fire Services

	Budget	YTD	YTD	Budget	
	22/23	End of 3rd Quarter	% Expended	23/24	
Personal Protective Equipment					
5030				8,250.00	4
5050	1,000.00		0%		
5053	250.00		0%		
5055	2,000.00		0%		
5059	2,000.00		0%		
5060	3,000.00	4,537.47	151%		
5130	18,500.00	16,750.63	91%	18,500.00	
	Section Total	26,750.00	21,288.10	80%	26,750.00
Communication					
5095	5,000.00	2,202.38	44%	5,000.00	
5100	500.00	201.83	40%	500.00	
5105	2,000.00		0%	2,000.00	
5110	3,500.00	2,566.44	73%	7,500.00	5
5164	1,500.00	657.02	44%	1,500.00	
5166	1,500.00		0%		
	Section Total	14,000.00	5,627.67	40%	16,500.00
Maintenance					
5005	2,500.00		0%	0.00	6
5088	1,000.00	474.50	47%	500.00	
5126	850.00		0%	850.00	
5125	7,500.00	4,614.78	62%	7,500.00	
5135	4,000.00	2,674.66	67%	4,000.00	
5138	700.00	1,176.71	168%	1,200.00	
5310	30,000.00	23,417.92	78%	30,000.00	
5017	1,500.00		0%	1,500.00	
	Section Total	48,050.00	32,358.57	67%	45,550.00
Building & General					
5205	5,000.00	5,476.99	110%	5,000.00	
5220	20,000.00	4,432.68	22%	20,000.00	
5223	0.00	1,155.70	-	1,200.00	
5229	5,000.00	1,847.52	37%	2,500.00	7
5230	10,000.00	5,839.74	58%	12,000.00	8
5235	6,500.00	6,394.97	98%	6,500.00	
5240	4,000.00	1,682.46	42%	4,000.00	
5241				4,500.00	9
5445	500.00	478.61	96%	500.00	
	Section Total	51,000.00	27,308.67	54%	56,200.00
Subtotal - Fire Operations					
	331,368.56	268,195.91	81%	363,500.00	

CVFD Budget 2022-2023

		Budget	YTD	YTD	Budget
		22/23	End of 3rd Quarter	% Expended	23/24
CAPITAL BUDGET					
1815	Building Demolition - Fire Lot	80,000.00	83,908.27	105%	0.00
1815	Project Consultant - New Station				50,000.00 10
5087	2022 Tanker		3,496.12	-	
5080	Low Angle Rescue Equipment				4,000.00 11
5081	Fire Fighting Hand Tools				6,000.00 12
5032	Non-Structural Rescue Boots				13,200.00 13
5058	High Pressure Air Bags - Heavy Extraction				7,500.00 14
5036	Wheeled stokes basket				2,000.00 15
5033	Dry hydrant installation				10,000.00
5023	Coveralls				4,500.00 16
5026	511 Refit				25,000.00 17
5090	SCBA Breathing Apparatus	36,000.00	29,486.78	82%	0.00
5098	Wildfire Hose Pack	1,500.00	1,603.69	107%	0.00
Subtotal - Capital Purchase		117,500.00	118,494.86	101%	122,200.00
Transfer to Reserves					
2650	Fire Apparatus Repayment	50,938.47	50,938.47	100%	50,938.47
5305	Fire Apparatus	150,000.00		0%	200,000.00
Subtotal - Reserves		200,938.47	50,938.47	25%	250,938.47
Total - Fire Services		649,807.03			736,638.47

Fire Boat #571

		Budget	YTD	YTD	Budget
		22/23	End of 3rd Quarter	% Expended	23/24
5605	Fire Boat Fuel & Oil	1,000.00		0%	1,000.00
5615	Fire Boat Consumable Items	776.75		0%	800.00
5620	Fire Boat Maintenance	4,500.00	1,794.49	40%	6,300.00
5625	Fire Boat #571 Insurance	2,100.00	1,727.64	82%	2,100.00
5627	Marina Fees	1,800.00	1,564.29	87%	0.00
5640	Bank Charges Fire Boat	100.00		0%	100.00
Sub-Total Fire Boat		10,276.75	5,086.42	49%	10,300.00

18

- 1 New Fire Services Committee will have some additional expenses related to meeting costs, advertising, communications, training, etc.
- 2 This is fire fighter equipment - PPE. Patient supplies are provided free by EHS Medical First Response
- 3 Tools and equipment sub-categories are being collapsed for ease of budgeting
- 4 PPE sub-categories are being collapsed for ease of budgeting
- 5 This is increased to account for replacement of a number of outdated portable radios which no longer work properly.
- 6 None required in the new fiscal year
- 7 In previous years Cleaning Fees for the Village and CVFD were all charged here
- 8 Modest changes to bay door to improve access for new 551
- 9 The number of storm responses has increased over previous years, requiring additional costs for food, rentals, equipment, etc.
- 10 Project consultant to help develop and oversee the construction of the new fire station
- 11 Existing rope rescue equipment is expiring, this is rescue equipment used at locations like Castlerock
- 12 Cordless tools
- 13 Alternative boots for fire fighters so that the turn out boots don't get ruined through use in circumstances such as medical calls, woodland fires, etc.
- 14 Recent training on heavy equipment extration has identified a shortfall that the department has no way to lift a school bus or large truck should extration be required.
- 15 A wheeled stokes basket with large air filled wheels for use in required extration where ground is uneven
- 16 Basic Coveralls that can be worn for incidents such as traffic direction, medical calls, etc. in lieu of bunker gear
- 17 This truck is more than 20 years old and radios, flashlights, and other equipment needs a refresh
- 18 Marina Fees added to Maintenance Costs, this cost center to be eliminated in 23/24

Request for Decision

<p>Topic:</p> <p>Approval of Maintenance Agreement with MoDC</p>	<p>Date: March 8, 2023</p> <p>Proposed By: Jeff Conrad, Interim Clerk/Treasurer</p>
<p>Issue Summary:</p> <p>The Village has negotiated a maintenance agreement with the Municipality of the District of Chester and approval is required.</p>	
<p>Background:</p> <ul style="list-style-type: none"> • The Village maintenance person retired in November of 2022 • At the November 8, 2022 meeting the Commission directed the Clerk to explore the possibility of creating an agreement with the Municipality of Chester • At the December 14, 2022 the Commission reviewed a drafty agreement with MoDC. Direction was provided to have the contract reviewed by the Village legal counsel, and to request minor wording clarification in the contract. • Both of those requests have been carried out, and the contract sent to MoDC for final review and approval • The contract was to be returned for approval when ready • MoDC has concluded their review which included review of specific parts by the insurance company, Worker’s Compensation, and legal counsel • The contract is now ready for approval by both parties 	
<p>Options:</p> <ol style="list-style-type: none"> 1) Do not approve the contract 2) Request further changes to the contract 3) Approve the contract as submitted 	
<p>Considerations:</p> <p><u>Financial Impacts:</u></p> <ul style="list-style-type: none"> • The contract includes a “no profit” clause • The agreement includes an initial six month period to work out required processes and test the service, with annual renewals thereafter • The Village has control over what work is done by MoDC on their behalf • Certain services may require somewhat greater costs because of enhanced health and safety protocols used by MoDC. From a risk management point of view this may be an advantage for the Village. • MoDC has internal capacity that Village does not, which may save the Village money in some areas. <p><u>Policy Impacts:</u></p>	

- There may be some perspective that this is a loss of control for the Village, however, sufficient controls are in place to allow the Village alternatives, and reasonable withdrawal procedures if the arrangement does not produce satisfactory results

Recommendation:

- 3) Approve the contract as submitted

Potential Motion:

That the Village enter into a maintenance contract with the Municipality of the District of Chester for the provision of infrastructure maintenance as outlined in the tabled contract.

Final contract language expected to be
available from MoDC prior to the
March 8, 2023 Commission meeting

Final contract language expected to be available from MoDC prior to the March 8, 2023 Commission meeting

Final contract language expected to be available from MoDC prior to the March 8, 2023 Commission meeting

Final contract language expected to be available from MoDC prior to the March 8, 2023 Commission meeting

Final contract language expected to be available from MoDC prior to the March 8, 2023 Commission meeting

Final contract language expected to be available from MoDC prior to the March 8, 2023 Commission meeting

Final contract language expected to be available from MoDC prior to the March 8, 2023 Commission meeting

Request for Decision

Topic: Appointment of Clerk/Treasurer	Date: March 8, 2023
	Proposed By: Jeff Conrad, Interim Clerk/Treasurer
Issue Summary: The Village has signed an employment contract with Heather McCallum to serve as the permanent Clerk/Treasurer.	
Background: <ul style="list-style-type: none"> • According to the Nova Scotia Municipal Government Act <ul style="list-style-type: none"> • Section 420 <ol style="list-style-type: none"> (1) The village commission shall appoint a village clerk and treasurer who shall be paid the salary granted by the village commission (2) The village clerk shall <ol style="list-style-type: none"> (a) record all by-laws, resolutions, decisions and other proceedings of the village commission; (b) if requested by any village commissioner, record the vote of every village commissioner voting on any matter; (c) keep the books, records and accounts of the village; (d) preserve and file all accounts, original and certified copies of the by-laws and of all minutes of proceedings of the village commission; and (e) act as clerk at, and keep records of, all meetings of electors • Section 406 <ol style="list-style-type: none"> (1) A village has perpetual succession and shall have a common seal (2) The seal shall be kept by the village clerk (3) A deed or document to which a village is a party shall be authenticated by the seal of the village and the chair of the Village Commission and the village clerk shall, when duly authorized, sign the deed or document and affix the seal • According to the Village's Election by-law <ol style="list-style-type: none"> 4. The Clerk Treasurer shall act as Returning Officer for the Advance Poll and the Election and may appoint such persons as Deputy Returning Officers, who shall act as scrutineers or otherwise to assist in the conduct of the election and to be present at the poll(s) during the balloting. 	
Options: <ol style="list-style-type: none"> 4) Do not appoint Heather McCallum as the Clerk/Treasurer 5) Appoint Heather McCallum as the Clerk/Treasurer 	

Considerations:Financial Impacts:

- None - financial arrangements are in the employment contract approved at the February 21 meeting of the Village Commission and already signed

Policy Impacts:

- Without an appointed Clerk/Treasurer the full business of the Village cannot be accomplished.

Recommendation:

2) Appoint Heather McCallum as the Clerk/Treasurer

Potential Motion:

That effective March 13, 2023 Heather McCallum is appointed as the Clerk/Treasurer of the Village of Chester, with all of the associated duties and responsibilities as outlined in the Municipal Government Act, Village policies and by-laws, and the job description of the position, and that on the same date the appointment of Jeff Conrad as Clerk/Treasurer is rescinded.

Briefing Note

Topic: Granite Street water right-of-way	Date: March 8, 2023
	Prepared by: Jeff Conrad, Interim Clerk/Treasurer
Issue Summary: Several Village Commissioners have been approached by residents on Granite Street regarding maintaining the water right-of-way at the end of the street.	
Background: <ul style="list-style-type: none"> • Granite Street is a North/South running street of approximately two blocks • The northern end of the street runs to the shoreline of the back harbour of Chester • The Nova Scotia Department of Public Works (formerly Transportation) has confirmed that the road is provincially owned and partially maintained, and includes access to the water • This is a historic road, and unlike more modern roads which have a 20 meter right-of-way, the right-of-way on Granite Street is 15 meters (50 feet) • In October of 2021, Jason Mills was provided a permit by then NS Transportation and Infrastructure to Work Within a Highway Right-of-Way in the area of their property at 105 Granite Street • Among other considerations, this permit allowed; <ul style="list-style-type: none"> ○ Landscaping to be located only on half of the right away (25 feet) starting from the property boundary ○ That the 25 feet of right away “is, and always will be public property” ○ That the property owner cannot block or restrict access for anybody that wants to access the water ○ That should the property ever be required for street upgrades that TIR reserves the right to remove part or all of the landscaping • Public Works has indicated that should additional work beyond the landscaping already approved be proposed that would be in the right-of-way, an addition permit would be required • Public Works has also advised that there is a process to sell excess right-of-way <ul style="list-style-type: none"> ○ Once an application is received, the lot in question is investigated and the land must be deemed surplus before things can proceed ○ There is a requirement to seek concerns from other abutting owners and these are then considered for their merit ○ Public Works would not normally sell the entire right of way (thus removing access to the water) to an individual ○ They would consider transferring to another Department, selling to another government, or possibly selling to a non-profit community association, depending on intended use 	

- In September of 2022 several residents of the area wrote to a Village Commissioners expressing concern that the Tristan Mills had approached the Department of Natural Resources (DNR) about obtaining permission to put a private dinghy dock on the right-of-way. Residents were concerned that;
 - if the permit was granted, Mr. Mills may deed access to the dock to other properties in the village that he owns and/or sells
 - that there is no room for public parking on this section of Granite Street
 - that parked cars and increased traffic on the street may create a dangerous situation
 - impact the marine traffic at the end of the cove
 - create further marine congestion resulting in another potentially dangerous situation, where the boat traffic may be unmanageable
- The citizens suggested that the right-of-way be cleaned up so that it is truly accessible to all of Chester's residents and that consideration be given to the possibility of creating a small park or memorial area on the right-of-way to commemorate the boat builders of Chester
- Information received from the Municipality of Chester planning department indicates that;
 - there is nothing in the current Land Use By-law that would prevent the envisioned development from being built on the public road right-of-way
 - section 3.2.4 does encourage the "continued existence of the undeveloped public rights-of-way as shown on Map 3, Public Streets and Rights-of-Way and their development for non-vehicular recreational uses such as walking paths, shoreline access points, etc."
 - Granite Street and the Public Right-of-Way are shown on Map 3 and the policy applies, however, it is not enforceable, and there is no corresponding regulations in the Land Use By-law
 - this could likely be used as a basis for undertaking an amendment to the Land Use By-law to create a corresponding regulation
 - this would need to be initiated by a request to Council from staff, the public or an individual councillor
- In September, residents were advised that the Village of Chester has no authority over planning, Street right-of-ways, or development permits, and were advised to contact MoDC, TiR, and Natural resources, all of which appear to have been done
- Recently, similar concerns have again arisen during a conversation with another Commissioner

Options:

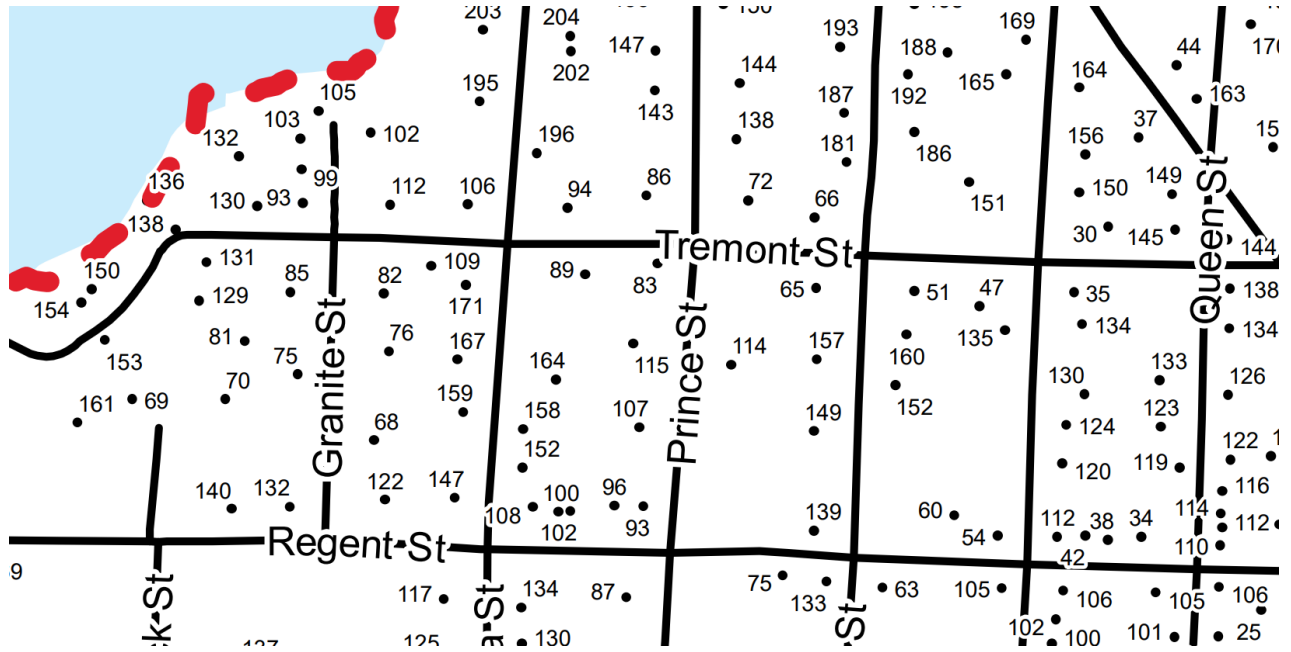
- 1) Ask the landowner if they would be willing to provide additional information as to any intended further development in the area and the proposed use
- 2) Advise residents to continue to express their concerns to authorities that may have jurisdiction (MoDC, NS Public Works, NS Natural Resources, etc.)
- 3) Provide any thoughts of the Village Commission to the appropriate authorities

Considerations:Financial Impacts:

- None

Policy Impacts:

- None – the Village has no mandate or authority under the Municipal Government Act for this issue.



COPY

Work Within Highway Right-of-Way Permit

Who needs this permit? If you are planning any activity / work on the roadway or within the highway right-of-way, including installing a driveway or erecting a structure within 100 metres of any highway, a permit is required prior to starting the work. Please read the "Information for Work Within Highway Right-of-Way Permit" brochure (brochure) before completing this application.

For Staff Use Only

Permit Approved (Check here)

Permit Denied (Check here)

Permit # CH 061-20

Deposit Receipt # 23010

Deposit Amount 300.00

Permit valid until Oct. 27, 2022

1 Applicant Information (owner user)

Name Triswan Mills (Triswan Mills POA)

Mailing address Box 13 Chester Nova Scotia

Postal code B0J 2J0

Daytime phone number 902 489 3001 Email address _____ (if applicable)

2 What type of work will you be doing by the roadside? (check all that apply)

Access to a public highway/roadway for the purpose of Sewer Water Cable Driveway Other _____

Work will disturb existing road surface. If so, what how? Asphalt Concrete Gravel Other _____

Building a structure within 60 metres of the limit of a controlled access highway

Building a structure within 100 metres of centreline of a public highway/roadway

3 Check type of structure or access you require. If not applicable, go to number 4

Residential Agricultural Commercial Industrial Recreational Institutional Other _____

4 Give enough information so our staff can find your property (complete as much as possible)

Name of subdivision Lot 2018/B Name of lot owner Jason Mills

City or lot number _____ Property ID # (if known) 60395224

Name of community Chester County _____

Name of highway/roadway Granite Street on the North South East West side of highway

Approximately _____ km's _____ m (Distance) _____ (Mileage) (Check if any already paid on highway)

GPS Coordinates (if known) _____ N _____ E

Distance of nearest part of structure to centreline of highway is 25 Feet metres

Number of lots to be serviced by this access is _____

Distance from centreline of highway to sewer, well, spring, etc. is _____ metres

NOVA SCOTIA
**Transportation and
 Infrastructure Renewal**

October 27, 2020

Jason Mills
 P.O. Box 13
 Chester, N.S.
 B0J 1J0

4475 Highway Road
 P.O. Box 408
 Bridgewater, NS B4V 2K3
 Tel: 902-543-4171
 Fax: 902-543-3996

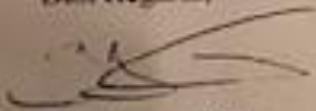
RE: Work Within Highway Right of Way Permit: CM061-20

This letter will certify that Granite Street (Authority No. 1093) is a listed public road, owned and partially maintained by the Department of Transportation and Infrastructure Renewal (TIR).

The above mentioned permit is approved providing the following conditions are met:

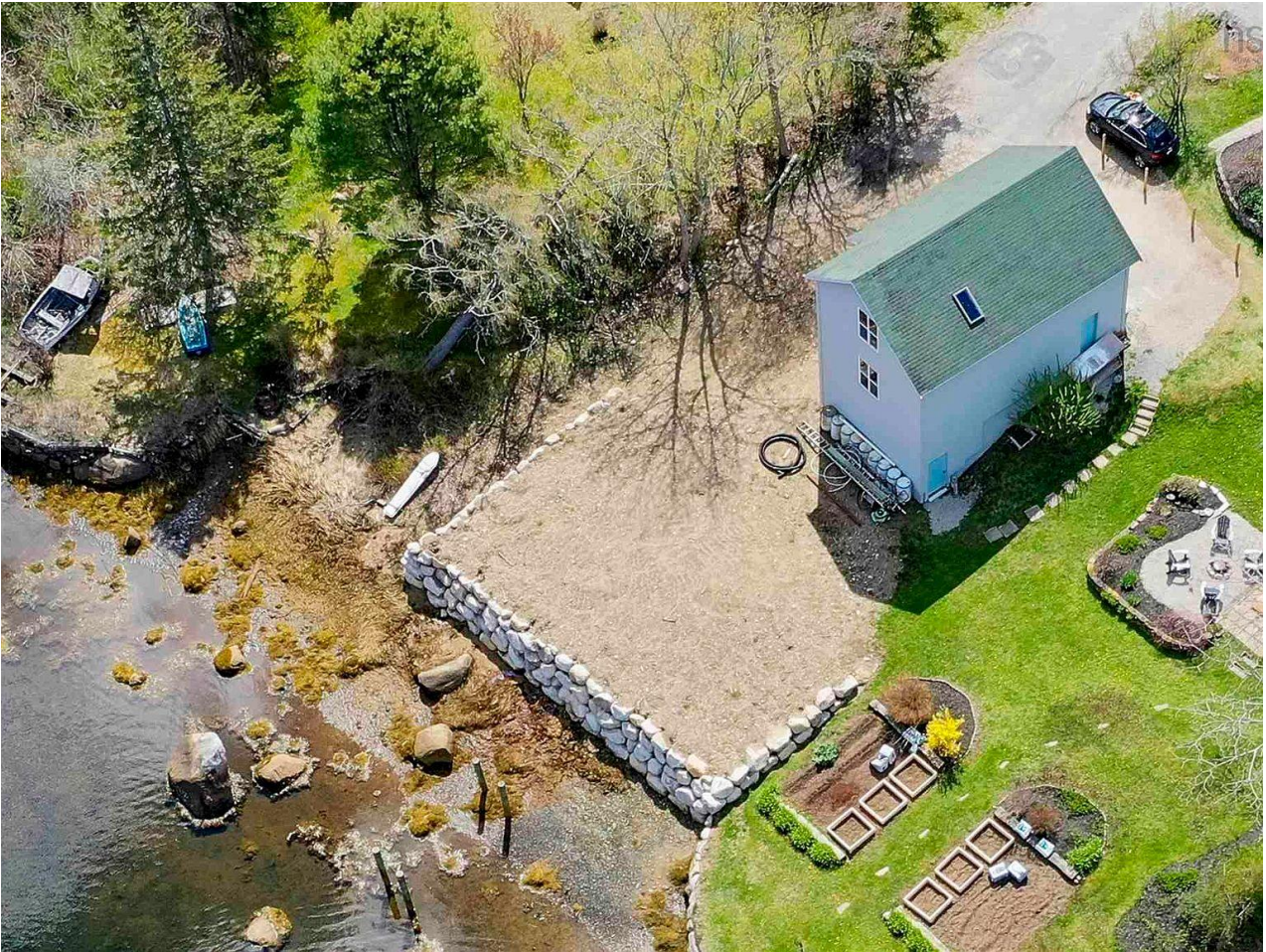
- Granite Street has a width of 50 feet. Your landscaping must be located only on half the right of way (25 feet) from your adjacent property boundary, including the gravel path to the water.
- This 25 feet is, and will always be public property. You can not block or restrict access for anybody who wants to access the water.
- In the event that someone uses this property and is injured, liability will be with the permit holder, not TIR.
- Should this property ever be required for street upgrades TIR reserves the right to remove part or all of this landscaping.
- During regular highway maintenance operations or snow removal operations, should damage occur, the permit holder (adjacent property owner) will be responsible for any repairs to this landscaping.
- Any other permits required to do this work is the responsibility of the permit holder.

Best Regards,



Glen Strang, CET
 Area Manager
 Lunenburg/Queens

GS:rl



Request for Decision

Topic: Potential upgrades to Village Office boardroom	Date: March 8, 2023
	Proposed By: Jeff Conrad, Interim Clerk/Treasurer
Issue Summary: The Village Office Boardroom is used regularly by Commissioners and staff for a variety of meetings and events (elections, video conferences, training, etc.), and occasionally by outside groups (e.g. Chester Merchants). Equipment in the boardroom is less than ideal for these purposes.	
Background: <ul style="list-style-type: none"> • The current boardroom furniture was purchased used when the Village Office was originally rented more than 10 years ago <u>Furniture</u> <ul style="list-style-type: none"> • Prior to any purchase, the Province of Nova Scotia would be approached to see if there is any suitable equipment available through the surplus equipment process • The chairs used by Commissioners are very worn, with little to no ergonomic support • The large boardroom table is not easily configurable to any other use, for example adequate spacing during the pandemic, election processes, displays, public information sessions, etc. <ul style="list-style-type: none"> ○ Mid-level adjustable mesh chairs on casters would cost approximately \$250 each. 6 to 8 would be appropriate for the space and use ○ Moveable, configurable tables would cost approximately \$500 each. 6 to 8 would be appropriate for the space and use <u>Technology</u> <ul style="list-style-type: none"> • The Village does have a laptop for use in the boardroom, and this allows for very basic video conferencing ability, including recording • At the beginning of the pandemic, a very simple camera with integrated microphone was purchased. It does allow recording, but is low quality, non-adjustable, and at times the microphone reception is relatively poor • There is no mechanism by which attendees (either Commissioners or audience) can see who is participating in meetings via video • There is also no method to have participants in a common video call or video training session to jointly participate (short of "huddling" around the laptop screen) <ul style="list-style-type: none"> ○ A basic monitor that could be mounted on the wall and visible to all participants would cost in the range of \$500 including connecting cables, only 1 would be required 	

- A mid-range conference speakerphone that could be positioned in the center of the table and support better reception and sound quality by participants would cost in the range of \$400 and only 1 would be required
- A adjustable, higher quality webcam that would include zoom and focus adjustments would cost in the range of \$150

Sound Deadening

- The room has relatively poor acoustics
- At times the poor sound quality is noticeable in recorded meetings
- Professional acoustic panels to be mounted on walls and/or ceilings can be fairly expensive (\$500+ for small modular panels)
- Panels of this sort may not be easily transferable to a future space should the office relocate in the future, and may require professional installation as well as permission from the landlord
- The Village may want to explore other options such as draperies, wall hangings, free standing baffles/room dividers, etc.

Options:

- 6) Make no upgrades to the boardroom equipment
- 7) Upgrade only certain items
- 8) Upgrade all of the noted items

Considerations:

Financial Impacts:

- Funds are available within the 22/23 budget for these purchases. There is only approximately \$500 available in the Office Supplies allotment, however, due to wage differentials and uncovered periods in the Clerk/Treasurer position the salary allotment alone will be more than \$10,000 under spent.
- Policy Impacts:
 - None

Recommendation:

- 2) Upgrade only certain items

Potential Motion:

That the Village approve the Clerk/Treasurer to purchase equipment to upgrade the boardroom in the areas of technology and furniture to a maximum expenditure of \$7500+HST. Further exploration will be undertaken regarding sound deadening options.



Flash Furniture Mobile 24"W x 48"L Rectangular Grey HP Laminate Activity Table - Standard Height Adjustable Legs

★★★★☆ (0) [Write a Review](#) [Ask a question](#) | [View Product Details](#)

\$474.99

Quantity
- 1 + [ADD TO CART](#)

Ways to get your order

Delivery available
Estimated Delivery by **March 14 - April 4, 2023**
Shipping to **B4V 7P4** [Change Postal Code](#)
FREE Shipping on Orders over \$35

Not Sold in Stores



Staples Mesh Task Chair - Black

Exclusive

★★★★☆ 4.4 (753) [Write a Review](#) [Ask a question](#) | [View](#)

\$249.99

Quantity
- +

Also Consider

1-Yr Replacement Plan for Chairs - 2274068
[Notice for Quebec Residents: Important Warranty Information](#)

Ways to get your order

Delivery available
Estimated Delivery by **March 6, 2023**
Shipping to **B4V 7P4** [Change Postal Code](#)
FREE Shipping on Orders over \$35

FREE Pickup available
Ready for pickup in stores within 2 hours
Pickup at **461 Highway 10** [Check other stores](#)
2 in stock





Samsung M7 32" 4K Ultra HD 60Hz 4ms GTG VA LED Smart Monitor (LS32BM702UNXGO) - Black

Model Number: LS32BM702UNXGO Web Code: 16013593

★★★★★ 4.6 (1574 Reviews) Write your review >

BEST BUY Sold and shipped by Best Buy

SAVE \$100
\$399.99

SALE ends: March 9, 2023

Or get it for:
\$359.99

[Shop Outlet options >](#)

2 special offers available!

- Save 20% on select ASUS gaming accessories when you buy select laptops, desktops, and monitors.*

[See all 2 >](#)

[Home >](#) [Audio >](#) [Portable Audio >](#) [Portable Bluetooth Speakers >](#) [Product Details](#)



Jabra Speak 710 MS Portable Speakerphone USB/BT & LINK 370 (7710-309)

Brand: Jabra Model Number: 7710-309 Web Code: 14481736

☆☆☆☆ No reviews yet. Be the first! >

Sold and shipped by Best Buy Business | 4.0 seller rating (1,672 reviews)

SAVE \$46
\$339.99

SALE ends: March 9, 2023

Delivery

Pick Up

Available online only

Most items leave this seller's location within 2 business days. Allow additional time for shipping to your address.

Add to Cart

[Compare all 2 offers from \\$339.99 >](#)

1 of 4



Overview

Whether you're on a call or listening to music, the Jabra Speak 710 is designed to handle it all. The built-in omni-directional microphone ensures your voice is picked up clearly while the built-in speaker offers enhanced audio playback. Configuring the Speak 710 is simple as it can be connected to your computer via a USB cable or synced to multiple devices via a Bluetooth connection.



Warranty

Parts and Labour: 1 year



Seller Return Policy

[Read return policy >](#)



JLab Epic HD Webcam - Black

Model Number: IFCWEPICCAMRBLK124 Web Code: 16344286

★★★★☆ 4.5 (2 Reviews) [Write your review >](#)

BEST BUY Sold and shipped by Best Buy

\$129⁹⁹

Delivery **Pick Up**

Available to ship

This will be delivered as early as March 7, 2023
Enjoy **fast, free shipping** on most orders over \$35.

Add to Cart