

Agenda
Regular Monthly Meeting
In-Person & Virtual Meeting via Zoom
27 Pleasant Street, Chester
PLEASE NOTE – ID AND PASSCODE:
Zoom ID: 935 442 9176 Password: 301715
Wednesday, July 13th, 2022, at 7:00 pm

Page:

1. **Call to Order**
2. **Public Forum**
 - a. Danielle Barkhouse – greetings and congratulations
3. **Nominations of Chair and Vice Chair**
4. **Approval of Agenda/Additions to Agenda**
5. **Review/Approval of Minutes**
 - a. Regular Meeting, Wednesday, June 8th, 2022 2
 - b. Special Meeting, Tuesday, June 14th, 2022 9
 - c. Annual Public Meeting, Wednesday, June 22nd, 2022
6. **Business Arising**
7. **Correspondence**
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8. **Reports**
 - a. Clerk Treasurer
 - b. Financial
 - c. Fire Chief
 - d. Committees
9. **New/Other Business**
 - a. Appointment and Honoraria of members to the Fire Committee 11
 - b. Debrief 2022 Election Process 12
 - c. Budget 2022/2023 and Tax Rates – Approval
 - d. Village Public Works casual labour
10. **Commissioner Roundtable**
11. **Adjournment**

Next Regular Meeting – August 10th, 2022 – 7:00 pm



**Minutes
Regular Monthly Meeting
In-Person at 27 Pleasant Street
Zoom ID: 935 442 9176 Password: 301715
Wednesday, June 8, 2022 – 7:00 pm**

Attendance: Nancy Hatch, Commission Chair; Michael Heisler, Commissioner; Martin Hiltz, Commissioner; Jeff Conrad, Interim Clerk Treasurer; Maxine Veinot, Recording Secretary

Public Gallery: Kerry Keddy, (In Person), Jared MacDonald, Deputy Chief, CVFD (via Zoom)

1.0 Call to Order

Commission Chair Hatch called the June 8th, 2022, Regular Monthly meeting of the Village of Chester Commission, via Zoom and In Person, to order at 7:03 pm.

Chair Hatch introduced the Interim Clerk Treasurer, Jeff Conrad.

2.0 Public Forum:

Kerry Keddy, Highway #3: Kerry Keddy inquired about the Village’s involvement with the Fire Department, as there is no mention on the ‘duties of a commissioner’ on the website concerning election and Commission responsibilities.

Chair Hatch reported that the Village Commission of Chester has entered into a 20-year fire service agreement with the Municipality of Chester, and a joint committee will be formed to deal with Fire Department related issues.

Clerk Treasurer Conrad stated the ‘news release’ and ‘contract’ are both on the website. As well there is a recruiting poster on the website looking for anyone interested in serving on the committee.

3.0 Approval of Agenda/Additions to Agenda

Additions: Correspondence 6c (formerly 5i)– Chester Heritage Society re Canada Day Garden Party

Motion #22-069: Commissioner Heisler moved; Commissioner Hiltz seconded:
The approval of the agenda with the addition of 6c.

Unanimously Carried

4.0 Review/Approval of Minutes

a) Regular Meeting: Wednesday, May 11, 2022

MOTION #22-070: Commissioner Hiltz moved; Commissioner Heisler seconded:
The approval of the Minutes of May 11, 2022, Regular Monthly meeting as presented
Unanimously Carried

5.0 Business Arising

- a) **Elections and Annual Public Meeting (APM) - Advertising**
Clerk Treasurer Conrad stated the election notices were in the newspaper, posted on the village's website, Facebook page, emailed to email subscribers and around the Village. That was then followed up with nomination day posting. If enough candidates are nominated to warrant an election, ballots will be printed as stated in the Municipal Government Act.
- b) **EHS GIC Investment**
Clerk Treasurer Conrad stated that an EHS GIC reinvestment of a one-year cashable GIC of \$10,077.63 has taken place, as was motioned #22-064, in the last meeting
- c) **Bait Stations**
Terminix added five additional bait stations, for a total of 35 bait stations, taking the monthly fee from \$245 to \$260.
- d) **April Bank Reconciliation**
The bank reconciliation for April was not done previously as there were duplicate files after an update was installed and the Clerk Treasurer and Administrative Assistant were posting to different files. This issue has been rectified by our Sage supporters and as of last week, the reconciliations can be done.
- e) **Fire Truck RFP**
The RFP was not completed as with the new Fire Services Agreement, this will be done by the joint committee that will be established in the very near future.
- f) **Windjammer Demolition**
It was approved to move forward with Starfish Demolition Services, and a contract has been created with help from several agencies. The security fencing has been installed and the demolition is to be completed in 6-8 weeks. An update was posted on the website, Facebook page and the Clerk Treasurer went out and hand delivered the paper to approximately twenty homeowners around the site. Overall, positive comments were received. The septic has been capped and the final demolition permit was received.
- g) **Signing Authorities**
At the last meeting it agreed to remove Dennis Egyedy and Michael Dockrill as signing authorities, and this has been completed. After the election, new signing authority papers will need to be completed.

- h) Fire Services Agreement
The Fire Services Agreement was signed May 12, 2022 and three representatives from the Municipality and three representatives from the Village will be on the joint committee. To date, no submissions have been made. The representatives cannot be an active fire fighter or employee of the Village or Municipality.

6.0 Correspondence

- a) B.J. Blackwood, Fire Services Coordinator - Registration as a Fire Services Provider
A letter was received for the annual renewal as a Fire Services Provider. The Village will continue to be the registered provider of fire services as Fire Commissions are not able to be set up. Deputy Chief MacDonald reported that the Department is completing the inventory list needed for the P33 renewal.
- b) Kim Johnson, Chester Yacht Club, Race Week Banner
A request was made to last year to help fund a banner for Race Week, which hung on the south corner of Pleasant and Queen Street. This year they are asking for funding assistance to hang a new banner in the bandstand.

Commissioner Hiltz suggested to hang a banner, instead of the flower baskets, which states 'Welcome to Chester'. Commissioner Heisler stated he would want the flower baskets to continue.

MOTION #22-271: Commissioner Hiltz moved; Commissioner Heisler seconded:
To give the Chester Yacht Club \$400 to help with the banner at the Bandstand.

Unanimously Carried

- c) Chester Heritage Society - Canada Day Garden Party request for financial support
April 13, 2022 meeting
The Society was not successful in getting the ACOA grant for the Farmer's Market Pavilion – which the Village gave \$5000.00 to proceed with the ACOA grant application in August 2021. The Heritage Society, as a result of this request, did an Engineering Study, supply deck plans, architectural costs, all which cost \$4900.00, which were partial costs. Because the pavilion will not be built at this time, they are requesting to use the \$5000 to offset the costs incurred to complete the grant.

Commissioners agreed they would prefer to see funds spent on more tangible areas than studies and reports, but that they understood the use by the Heritage Society of funds the prior year. No suggestion was put forward to request return of the funds, although an interest in having the grants policy updated was expressed.

The Society is requesting \$5000 for the 2022 Garden Party.

MOTION #22-272: Commissioner Hiltz moved; Commissioner Heisler seconded:
To give the Chester Heritage Society \$5000 to help with the 2022 Garden Party.

7.0 Reports

a) Clerk Treasurer

Clerk Treasurer Conrad reported that most of his report was reported in business arising. A Lifeguard was interviewed, but as of this afternoon, she was not interested as she found another job. We have one full-time and one casual Lifeguards. Advertisements are being posted, the Life Saving Society said there is a shortage province wide because Lifeguard training was not held the last two years, due to Covid.

b) Financial Statement/Bank Transactions

Copies of account summaries were in the agenda package for each commissioner. The main account is \$367,201.86 and normal practices are being followed as we have not been able to reconcile the accounts, which will be brought up to date now that the Sage issue has been rectified. The first quarter taxes of \$247,472 has been received.

c) Fire Chief

Deputy Chief MacDonald reported the department had a busy month responding to nineteen (19) incidents Wildfire season is upon us and the equipment for wildfires has been loaded on the apparatus. The P33 paperwork is being gathered and planning on being complete next week. A "Day of Thanks" on June 11th is being planned for at the Lordly Park. Chester Fire is hosting a level 1 fire fighting course through the summer and early fall. We have eight members enrolled from CVFD. Live fire training is being scheduled and planned for September along with a MFR course in the fall, followed by a heavy vehicle extrication course in early November.

d) Committee Reports

Nil

8.0 New/Other Business

a) Beautification RFP – Flower Basket Maintenance

One RFP was received from Kerry Keddy.

MOTION #22-273: Commissioner Heisler moved; Commissioner Hiltz seconded:
To approve the Flower Basket Maintenance Contract with Kerry Keddy for the 2022 season.

Unanimously Carried

b) Agenda for Annual Public Meeting

Clerk Treasurer Conrad stated that with the MGA's added requirement that at Annual Meetings the Expense policy and Hospitality policy are to be reviewed for comments and then make changes and approve the policies at the following regular meeting. Currently the Village's expense policy is called Reimbursement policy which will be updated for the Annual Public Meeting (APM). The Village does not have a Hospitality policy. The Clerk Treasurer can create a policy to have reviewed at the APM.

The APM agenda has a Lido Pool Report – Darcy Stevens will have an update on the swim program. Then an update on the pool as to the maintenance and any issues will be given.

- c) Appointment of members to the Fire Committee
The Fire Services Agreement calls for an appointment of members to serve on the joint committee Does the Commission want a Commissioner on the Committee? The agreement calls for 'no more than one elected official may be appointed' from the Village. Agreement was to have a Commissioner on the committee. Chair Hatch submitted an application to be on the Committee.

MOTION #22-274: Commissioner Hiltz moved; Commissioner Heisler seconded: Nancy Hatch be the Village's member on the new joint fire committee, as outlined in the new Fire Services Agreement.

Unanimously Carried

- d) Election
♦ Nomination and Candidate Election Process
Clerk Treasurer Conrad described the situation of having multiple lengths of terms due to a death and a resignation, plus two terms up for renewal. Clerk Treasurer Conrad reviewed the situation and looked at the MGA and historical legislation. Historical precedent from when Villages were created was that the highest number of votes get the longest term.

The Village Election By-Law requires that a single ballot paper be used if there is more than one vacancy in the office of Commissioner to be filled at the Election. All candidates' names shall appear on the ballot, and an elector may vote once, and no more than once, for each Commissioner to be elected. An elector also may vote no more than once for any candidate.

Therefore, Clerk Treasurer Conrad proposed:

In the 2022 Election the Village of Chester will use the following procedures that are based on precedents of legislation and are similar to those followed by other Nova Scotia Villages.

If the number of candidates nominated is greater than the number of vacant positions available

- An election shall be held per the Election By-law
- Once ballots are counted, the four (4) candidates receiving the most votes shall be declared as successful candidates in the election and ranked according to number of votes received.
 - The candidate receiving the most votes in the election shall be appointed to a position with an end of term in 2025.

- The candidate receiving the second most votes in the election shall be appointed to a position with an end of term in 2025.
- The candidate receiving the third most votes in the election shall be appointed to a position with an end of term in 2024.
- The candidate receiving the fourth most votes in the election shall be appointed to a position with an end of term in 2023.

If the number of candidates nominated is equal to or fewer than the number of vacant positions available

- All candidates shall be declared elected through acclamation
- The elected candidates shall be considered to be in a situation equivalent to a tie vote
- Candidates shall be placed in available positions by the drawing of lots per the Village of Chester Election By-Law which states "10 Where there is a tie at an election of a Village Commissioner, the Clerk Treasurer shall determine the Successful candidate by lot as prescribed by the Municipal Elections Act."
 - MEA 138(2) "...lot" means the method of determining the successful candidate by placing the names of the candidates on equal size pieces of paper placed in a box and one name being drawn by a person chosen by the clerk"
- Lots shall be drawn at the Annual Public Meeting on June 22. Delegates or their agents would be asked to attend, to observe the procedure.
- Lots shall be drawn in the following manner:
 - The candidate whose name is drawn first shall be appointed to a position with an end of term in 2025.
 - The candidate whose name is drawn second shall be appointed to a position with an end of term in 2025.
 - The candidate whose name is drawn third shall be appointed to a position with an end of term in 2024.
 - The candidate whose name is drawn fourth shall be appointed to a position with an end of term in 2023.

MOTION #22-275: Commissioner Hiltz moved; Commissioner Heisler seconded:
To approve the election procedure to the Election 2022.

Unanimously Carried

◆ Election By-Law Update

Commission directed Clerk Treasurer Conrad to review and make amendments to the Election By-Law, which will need Ministerial approval.

e) Special Meeting for Budget Approval

Clerk Treasurer Conrad suggested holding the meeting after the Audit Committee and before the Annual Public Meeting. A meeting was scheduled for 10 am, Tuesday June 14, 2022, Special Meeting for Budget Approval.

9.0 Commissioner Roundtable

Commissioner Hiltz stated he would get the lumber needed to make covers to go over the concrete posts at the Jib Lot.

Chair Hatch attended the Merchants group last week and they are coordinating their social media and websites and they are looking for a profitable summer.

Chair Hatch spoke with Sue Leblanc at the Chester Art Centre regarding the issue raised about banners between hanging flower baskets.

10.0 Adjournment

Audit Committee Meeting – June 9th, 2022, 7:00 pm

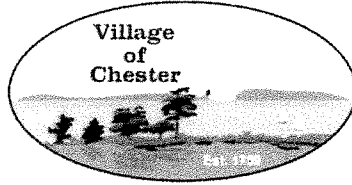
Special Meeting re Budget – June 14th, 2022 10:00 am

Annual Public Meeting – June 22nd, 2022 6:30 pm at St. Stephen's Community Centre

Regular Monthly Meeting – July 13th, 2022 at 7:00 pm

Commissioner Heisler adjourned the June 8th, 2022, meeting at 8:25 pm.

Commission Chair



**Minutes
Special Meeting re Budget
In-Person & Virtual Meeting via ZOOM
27 Pleasant Street, Chester
Wednesday, June 14, 2022 – 10:00 am**

Attendance: Nancy Hatch, Commission Chair; Michael Heisler, Vice Chair; Martin Hiltz, Commissioner, via Zoom; Jeff Conrad, Interim Clerk Treasurer

Public Gallery: Nil

1.0 Call to Order

Chair Hatch called the June 14, 2022, Special Meeting of the Village of Chester Commission to order at 10:04 am.

2.0 New Business

a) Approval of 2022 – 2023 Budget

The Budget was discussed and deferred to the next Regular meeting.

b) Review of Travel and Hospitality Policy

The policy was reviewed and will be discussed at the Annual Public Meeting on June 22, 2022. A Hospitality policy will be developed in the future.

c) Honorariums for Committee participation by community members

The issue of honorariums for committee participation was discussed and deferred to the next regular monthly meeting.

3.0 Commissioner Heisler adjourned the June 14th, 2022 meeting at 11:36 am.

Commission Chair

P.O. Box 718
158 Commercial Street
Berwick, NS
B0P 1E0
Tel: (902) 538-8531
Fax: (902) 538-7610
Email: info@mbcpcpa.ca

Morse Brewster Lake

Chartered Professional Accountants

June 22, 2022

Nancy Hatch, Chair
Village of Chester
PO BOX 620
Chester NS, B0J1J0

Dear Ms. Hatch,

We have recently completed our year end audit of the accounts of the Village of Chester for the year ended March 31, 2022. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of material misstatement and it is not designed to identify matters to communicate. Accordingly, our audit would not usually identify all such matters that may be of interest to management in discharging its responsibilities and it is inappropriate to conclude that no such matters exist.

During the course of our audit we did not identify any of the following matters: material misstatements; fraud; misstatements that may cause future financial statements to be materially misstated; illegal or possibly illegal acts.

We would like to express our appreciation for the co-operation and assistance which we received during our audit from Mr. Jeff Conrad.

This communication is prepared solely for the information of management and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

Yours very truly,

Morse Brewster Lake

Morse Brewster Lake
Chartered Professional Accountants
c.c. Jeff Conrad, Clerk Treasurer (Interim)

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Village of Chester
Biographies for applicants to the Chester Volunteer Fire Services Committee
July 13, 2022

David Miller, QC

David retired two years ago from a 47 year career at Stewart McKelvey. In his career he often wrote about and spoke at conferences on matters relating to the fields of construction, personal injury, insurance and media law. He has conducted a large and broad ranging litigation practice with an emphasis on commercial litigation, insurance litigation, and tort and personal injury litigation. His advocacy experience includes representation of clients before: all levels of Courts in Nova Scotia including Provincial, Family and Small Claims Courts, County Court and Supreme Court in all 18 counties of Nova Scotia, the Court of Appeal, the Federal Court of Canada and the Supreme Court of Canada. His experience also includes private arbitrations, before the China International Economic and Trade Arbitration Commission, Assessment Appeal Courts in all Assessment Regions of Nova Scotia, the Municipal Board, the Public Utilities Board, the Planning Appeal Board, the Labour Standards Tribunal, the Utilities and Review Board and the Tax Court of Canada and; Professional Discipline bodies. David also has extensive experience in Alternative Dispute Resolution, particularly mediation. He has also acted as a Mediator. David has sat as Boards of Inquiry under the Nova Scotia Human Rights Act on several occasions.

With regard to Community Service David has served as president and Board member of the Playhouse Theatre, on the Scouts Canada governing body for the Chester area, as a Director of the Chester Municipal Heritage Society, and as a board member of the Chester Art Centre.

Colin MacDonald

Colin MacDonald is a businessperson who founded Clearwater Seafoods, Inc. and Clearwater Fine Foods, Inc. and who has been the head of 8 different companies. Currently, Mr. MacDonald holds the position of Chairman at Clearwater Seafoods, Inc. and is also on the board of Clearwater Fine Foods, Inc. Colin was a founding member of the Atlantic Veterinary College Lobster Science Centre, and has served as President of the Canadian Lobster Producers' Association.

Among many other community contributions, Colin previously was Chairman of The IWK Foundation, Chairman of The Children's Wish Foundation of Canada, and chaired the Chester and Area Family Resource Centre.

He received an undergraduate degree from Dalhousie University, and in 2005 was selected by the Senate of the University of Prince Edward Island to receive an honorary doctoral degree.

Village of Chester
2023 Election Processes
Debrief Discussion July 13, 202 Meeting of Village Commission

Pre-Election

- Advertising of Nomination Day, Annual Public Meeting, Advance Poll, and Election Day
 - Lighthouse Progress Bulletin twice (enlarged ads)
 - Local Bulletin Boards
 - Website
 - Facebook Page
 - Email distribution List
- Additional advertisement of vacancies with summary description posted to Facebook and Website and email list
- Nomination package included definition of Ordinarily Resident
- Election list made available to candidates and agents
- Candidates Corner site created on Website and offered to all candidates. Not all chose to participate

Advance Poll/Election Day

- Held at the Village Office
- Candidates and/or agents in the voting room. Clarification offered as required on voter identification
- Enlarged Village map with civic addresses in the Polling Station
- Printed ballots with perforated counterfoils
- Voting instructions posted at table and booth
- Written clarification of voting options posted on registration table and verbally reviewed with each voter
- Ballots counted, tallied and recorded immediately following end of voting
- Results posted on Website, Facebook, and Email list immediately following count
- 1007 voters on list, 13 added through oath, 301 ballots used, 1 spoiled, none rejected

Village of Chester Budget

2022 - 2023 Summary July 13, 2022

Summary Pg 1

OVERALL BUDGET SUMMARY - Capital and Operations

		Budget	Actuals	Projected
		21/22	21/22	22/23
Revenue	General Government	355,450.46	358,802.54	337,571.93
by	Emergency Services	20,993.00	21,255.70	21,256.68
Category	Fire Boat	10,000.00	9,232.00	10,276.75
	Fire Capital	224,642.46	221,560.86	245,872.93
	Fire Services	369,055.47	377,252.24	403,934.10
subtotal		980,141.39	988,103.34	1,018,912.39
Expenses	General Government	321,186.55	305,749.45	337,571.93
by	Emergency Services	10,500.00	11,578.68	21,256.68
Category	Fire Boat	9,650.00	9,286.80	10,276.75
	Fire Capital	266,388.47	260,881.41	318,438.47
	Fire Services	370,100.00	332,562.20	331,368.56
subtotal		977,825.02	920,058.54	1,018,912.39
Total		2,316.37	68,044.80	0.00

Summary Pg 2

2022 - 2023 Summary by Category Junly 13, 2022

		Budget	Actuals	Projected
		21/22	21/22	22/23
General Government				
Revenue				
	Taxation	301,575.46	303,612.43	330,222.13
	Rental Income Eastlink	2,156.00	2,479.40	2,479.40
	Transfer from Reserve - Lido	45,000.00	45,000.00	0.00
	HST Offset	4,000.00	2,991.71	3,000.00
	Extraordinary Income - Windjammer rent	0.00	2,000.00	0.00
	Transfer from other Gov'ts - Lifeguard	2,719.00	2,719.00	1,870.40
Subtotal		355,450.46	358,802.54	337,571.93
Expenses				
	Governance	8,726.55	8,999.40	13,160.00
	Administration	123,650.00	118,438.22	149,241.00
	Lido Pool	44,500.00	41,591.33	46,300.00
	Lido Pool Capital	45,000.00	44,705.91	0.00
	Beautification/Events	34,200.00	30,540.33	36,000.00
	Operations	42,500.00	43,905.05	44,550.00
	Jib Lot	1,610.00	1,471.68	1,610.00
	Protection	21,000.00	16,097.53	20,000.00
	General Government Operating (transfer to reserves)	0.00	0.00	26,710.93
Subtotal		321,186.55	305,749.45	337,571.93
Total		34,263.91	53,053.09	0.00
Emergency Services				
Revenue	Rental Income EMC	20,993.00	21,255.70	21,256.68
Expenses	Emergency Services	10,500.00	11,578.68	9,700.00
	EH Services (transfer to reserves)	0.00	0.00	11,556.68
Total		10,493.00	9,677.02	0.00
Fire Boat				
Revenue	Taxation	10,000.00	9,232.00	10,276.75
Expenses	Fire Boat #571	9,650.00	9,286.80	10,276.75
Total		350.00	-54.80	0.00

Village of Chester Budget

2022 - 2023 Summary by Category July 13, 2022

Summary Pg 3

		Budget	Actuals	Projected
		21/22	21/22	22/23
Fire Capital				
Revenue	Taxation - Fire Capital	224,642.46	221,560.86	245,872.93
Expenses	Capital Purchases	65,450.00	59,942.94	117,500.00
	Fire Apparatus Repayment (transfer to reserves)	50,938.47	50,938.47	50,938.47
	Fire Apparatus (transfer to reserves)	150,000.00	150,000.00	150,000.00
subtotal		266,388.47	260,881.41	318,438.47
Total		-41,746.01	-39,320.55	-72,565.54
Fire Services				
Revenue	Taxation Fire Operations	369,055.47	377,252.24	403,934.10
Expenses	Commission/Administration	91,400.00	86,167.64	57,293.56
	Firefighting force	90,000.00	81,220.61	84,700.00
	Training and Education	23,750.00	14,058.46	24,000.00
	Fire Fighting Equipment	24,250.00	19,128.76	25,575.00
	Personal Protective Equipment	29,500.00	621.54	26,750.00
	Communication	20,000.00	8,434.27	14,000.00
	Maintenance	42,200.00	77,165.29	48,050.00
	Building and General	49,000.00	45,765.63	51,000.00
subtotal		370,100.00	332,562.20	331,368.56
Total		-1,044.53	44,690.04	72,565.54

		Budget	Actuals	Budget
		21/22	21/22	22/23
Revenue by Source				
4100	Taxation	895,273.39	902,425.55	980,029.16
4110	Rental Income - EMC	20,993.00	21,255.70	21,256.68
4116	Rental Income - Eastlink	2,156.00	2,479.40	2,479.40
4170	Transfer from reserve - Lido	45,000.00	45,000.00	
4201	HST Offset	4,000.00	2,991.71	3,000.00
4220	Extraordinary Revenue - Windjammer rent	0.00	2,000.00	0.00
4225	Transfer from Other Governments (Gov of Canada - Lifeguard)	2,719.00	2,719.00	1,870.40
4600	Fireboat	10,000.00	9,232.00	10,276.75
TOTAL		980,141.39	988,103.36	1,018,912.39

Village of Chester Budget 2022/2023

Detail Pg 2

		Budget	Actuals	Projected
		21/22	21/22	22/23
Expenses				
General Government				
<u>Governance</u>				
5450	Annual Public Meeting	300.00	119.93	300.00
5477	Honorariums	5,200.00	5,047.83	9,360.00
	Property Tax Exemptions	2,026.55	1,996.49	2,000.00
5496	Election Expense	1,200.00	1,835.15	1,500.00
	Section Total	8,726.55	8,999.40	13,160.00
<u>Administration</u>				
5250	Office Rent	9,000.00	8,447.16	12,500.00
5435	Audit	5,000.00	3,910.72	5,000.00
5440	Employee Wages	58,300.00	55,673.58	80,000.00
5445	Office Supplies & Expenses	2,000.00	986.44	3,000.00
5447	Employment Insurance	1,150.00	1,227.35	1,541.00
5448	Canada Pension Plan	2,400.00	2,803.39	3,350.00
5455	Advertising/Promotion	2,000.00	1,137.56	2,000.00
5460	Memberships and Dues	1,500.00	1,017.64	1,500.00
5465	Travel and Training	500.00	1,181.24	1,000.00
5470	Bank Charges	300.00	295.37	350.00
5472	Consultants - Other	5,000.00	4,375.60	3,000.00
5475	Legal	3,000.00	4,478.74	6,000.00
5476	Medical Insurance	7,000.00	4,036.66	4,500.00
5478	Employee Benefits	3,500.00	3,622.32	0.00
5480	Office Phone and Internet	2,000.00	1,821.62	2,000.00
5481	IT Support and Website	6,000.00	6,809.59	6,000.00
5490	Insurance	13,000.00	14,094.17	14,500.00
5495	Office Equipment & Programs	2,000.00	2,519.07	3,000.00
	Section Total	123,650.00	118,438.22	149,241.00
<u>Lido Pool</u>				
5910	Maintenance and Operations	15,000.00	14,060.47	13,000.00
5915	Lido Repairs	5,000.00	0.00	5,000.00
5925	Insurance	3,500.00	4,322.09	5,000.00
5935	Life Guard Wages	20,000.00	20,923.25	21,000.00
5940	Supervisor/Security	0.00	1,298.36	1,300.00
5945	Taxes - Waste Collection	1,000.00	987.16	1,000.00
	Section total	44,500.00	41,591.33	46,300.00

Village of Chester Budget 2022-2023

Detail Pg 3

		Budget	Actuals	Projected
		21/22	21/22	22/23
<u>Beautification/Events</u>				
5565	Flower/Baskets	20,000.00	19,546.45	22,000.00
5570	Wreaths	4,200.00	4,493.88	4,500.00
5582	Celebrations	10,000.00	6,500.00	9,500.00
	Section Total	34,200.00	30,540.33	36,000.00
<u>Operations</u>				
5575	Compost Collections	21,000.00	22,367.82	23,000.00
5585	Property Maintenance	3,500.00	3,352.06	3,500.00
5960	Washrooms	15,000.00	13,518.93	15,000.00
5224	Waste Removal	3,000.00	4,666.24	3,050.00
	Section Total	42,500.00	43,905.05	44,550.00
<u>Jib Lot</u>				
5405	Jib Lot Maintenance	1,000.00	876.01	1,000.00
5410	Land Taxes - Waste Collection	500.00	488.18	500.00
5415	Water Lot Taxes - Waste Collection	110.00	107.49	110.00
	Section Total	1,610.00	1,471.68	1,610.00
<u>Protection</u>				
5501	Street Lights	9,000.00	7,595.11	9,000.00
5526	Repair & Maintenance	1,000.00	0.00	1,000.00
5540	Crossing Guard - Wages	11,000.00	8,502.42	10,000.00
	Section Total	21,000.00	16,097.53	20,000.00
Subtotal # 1 - General Government		276,186.55	261,043.54	310,861.00

Village of Chester Budget 2022-2023

Detail Pg 4

	Budget	Actuals	Projected
	21/22	21/22	22/23

Emergency Services (EMC)

5705	Maintenance & Repairs	3,500.00	6,508.88	4,000.00
5707	Site Remediation (Knotweed)	1,500.00	0.00	0.00
5710	EMC Insurance	1,000.00	833.26	1,200.00
5715	EMC Taxes - Waste and Property	4,500.00	4,236.54	4,500.00
Subtotal #2 - Emergency Services		10,500.00	11,578.68	9,700.00

Fire Boat #571

5605	Fire Boat Fuel & Oil	750.00	0.00	1,000.00
5615	Fire Boat Consumable Items	500.00	0.00	776.75
5617	Fire Boat Hose & Nozzles	0.00	0.00	0.00
5620	Fire Boat Maintenance	4,000.00	5,219.49	4,500.00
5625	Fire Boat #571 Insurance	1,900.00	1,796.84	2,100.00
5627	Marina Fees	1,500.00	1,564.29	1,800.00
5630	Rescue Recovery Board	1,000.00	632.97	0.00
5640	Bank Charges Fire Boat	0.00	73.21	100.00
Sub-Total #3 - Fire Boat		9,650.00	9,286.80	10,276.75

Fire Services

Commission/Administration

5210	Admin Salaries	58,300.00	53,109.85	40,000.00
5250	Office Rent	9,000.00	8,447.16	4,500.00
5435	Audit	5,000.00	3,910.72	5,000.00
5445	Office Supplies & Expenses	2,000.00	1,000.71	984.56
5447	Employment Insurance	1,150.00	1,227.35	759.00
5448	Canada Pension Plan	2,400.00	2,803.89	1,650.00
5475	Legal	3,000.00	4,478.74	3,000.00
5477	Commissioners Honorarium	5,200.00	5,047.83	0.00
5478	Employee Benefits	3,150.00	3,622.32	0.00
5495	Office Equipment	2,200.00	2,519.07	1,400.00
Section Total		91,400.00	86,167.64	57,293.56

Village of Chester Budget 2022-2023

Detail Pg 5

		Budget	Actuals	Projected
		21/22	21/22	22/23
<u>Firefighting Force</u>				
5115	Firefighters Honorarium	50,000.00	50,000.00	50,000.00
5116	In Lieu of Fundraising	15,000.00	15,290.48	15,000.00
5154	Uniforms	6,000.00	2,098.13	3,000.00
5167	24 Hour Accident Insurance	8,000.00	8,137.00	8,200.00
5172	24 Hour Family Insurance	6,000.00	5,695.00	6,000.00
5174	Firefighters Banquet	5,000.00	0.00	2,500.00
Section Total		90,000.00	81,220.61	84,700.00
<u>Training & Education</u>				
5120	Training	20,000.00	10,355.84	20,000.00
5150	Fire Prevention & Education	2,000.00	1,992.62	2,500.00
5156	Chief's Convention	250.00	210.00	0.00
5485	Bursary	1,500.00	1,500.00	1,500.00
Section Total		23,750.00	14,058.46	24,000.00
<u>Fire Fighting Equipment</u>				
5040	Medical Supplies	750.00	657.40	750.00
5075	Tools & Equipment	3,000.00	62.57	1,500.00
5145	Fall Arrest/ Stabilization Upgrade	2,000.00	2,039.83	0.00
5160	Hoses (2)	3,000.00	1,272.29	1,500.00
5162	Flashlights/Camera/Batteries	1,000.00	1,879.53	1,000.00
5315	Vehicle Fuel	4,000.00	5,492.66	9,000.00
5320	Vehicle Insurance	7,500.00	7,102.68	7,575.00
5626	Inshore Boat Equipment	500.00	621.80	250.00
5090	SCBA Masks	2,500.00	0.00	4,000.00
Section Total		24,250.00	19,128.76	25,575.00

Village of Chester Budget 2022-2023

Detail Pg 6

		Budget	Actuals	Projected
		21/22	21/22	22/23
<u>Personal Protective Equipment</u>				
5030	Flash Hoods	500.00	0.00	0.00
5050	Gloves - Fire	1,500.00	0.00	1,000.00
5053	Gloves - Extrication	500.00	433.83	250.00
5055	Boots	3,500.00	187.71	2,000.00
5059	Wildland Coveralls	2,000.00	0.00	2,000.00
5060	Helmets	1,500.00	0.00	3,000.00
5130	Bunker Gear	20,000.00	0.00	18,500.00
	Section Total	29,500.00	621.54	26,750.00
<u>Communication</u>				
5095	Communications Contract	5,000.00	5,366.64	5,000.00
5100	Communications General Repair	500.00	610.07	500.00
5105	Pagers	4,000.00	0.00	2,000.00
5110	Communications (Radio) Upgrades	5,000.00	1,498.04	3,500.00
5164	Mobile Radio Service Plan	1,500.00	959.52	1,500.00
5166	Portable Mobile Radios	4,000.00	0.00	1,500.00
	Section Total	20,000.00	8,434.27	14,000.00
<u>Maintenance</u>				
5005	Apparatus Pump Test	2,500.00	2,356.20	2,500.00
5088	Small Engine Maintenance	1,500.00	837.59	1,000.00
5126	Extinguishers	500.00	752.69	850.00
5125	SCBA Fill Station Maintenance	7,500.00	6,012.88	7,500.00
5135	Bunker Gear Inspection & Repair	3,000.00	3,880.76	4,000.00
5138	Ladder/Harness Inspection	700.00	523.00	700.00
5310	Vehicle Repair & Maintenance	25,000.00	62,802.17	30,000.00
5017	Jaws of Life	1,500.00		1,500.00
	Section Total	42,200.00	77,165.29	48,050.00

Village of Chester Budget 2022-2023

Detail Pg 7

		Budget	Actuals	Projected
		21/22	21/22	22/23
<u>Building & General</u>				
5205	Telephone & Alarm	9,000.00	6,205.43	5,000.00
5220	Building Utilities	14,500.00	15,865.43	20,000.00
5229	Janitorial	5,000.00	4,908.72	5,000.00
5230	Maintenance (10)	10,000.00	10,041.57	10,000.00
5235	Insurance (Building)	6,000.00	6,058.26	6,500.00
5240	Consumables	4,000.00	2,657.67	4,000.00
5445	Office Supplies & Expenses	500.00	28.55	500.00
	Section Total	49,000.00	45,765.63	51,000.00
Subtotal #4 - Fire Services		370,100.00	332,562.20	331,368.56
Total Operating Expenses		666,436.55	614,471.22	662,206.31

Village of Chester Budget 2022-2023

Detail Pg 8

	Budget	Actuals	Projected	
	21/22	21/22	22/23	
2021/22 CAPITAL BUDGET				
Fire Purchases From Operating				
5045	Defibrilator	2,500.00	0.00	0.00
5075	Tools and Equipment		1,040.46	
5090	SCBA Breathing Apparatus	52,000.00	45,834.97	36,000.00
5105	Pagers		3,606.20	
5146	Stabilization Equipment	5,000.00	4,652.19	0.00
5166	Trunk Mobile Radios		3,902.37	
1815	Building Demolition - Fire Lot			80,000.00
5445	UPS Powersupply	1,200.00	906.75	0.00
5160	Wildfire Hose Pack	2,500.00		1,500.00
5162	Thermal Camera Battery	2,250.00		0.00
	Section Total	65,450.00	59,942.94	117,500.00
Lido Repairs from Reserves				
1870	Lido Pool Repairs	45,000.00	44,705.91	0.00
	Section Total	45,000.00	44,705.91	0.00
	Total Capital Purchases	110,450.00	104,648.85	117,500.00
Transfer to Reserves				
2650	Fire Apparatus Repayment	50,938.47	50,938.47	50,938.47
5305	Fire Apparatus	150,000.00	150,000.00	150,000.00
5720	EH Services			11,556.68
	General Government Operating			26,710.93
	Total Reserve Transfer	200,938.47	200,938.47	239,206.08
	Total of all expenses	977,825.02	920,058.54	1,018,912.39