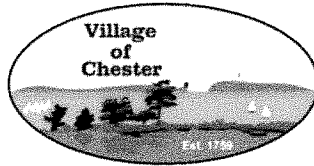


**Agenda**  
**Regular Monthly Meeting**  
**Virtual Meeting Only**  
**Zoom ID: 935-442-9176 Password: 301715**  
**Wednesday, April 13<sup>th</sup>, 2022 at 7:00 pm**

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<b>3. Approval of Agenda/Additions to Agenda</b>	
<b>4. Review/Approval of Minutes</b>	
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<b>10. Adjournment</b>	
Next Regular Meeting – May 11 <sup>th</sup> , 2022 – 7:00pm	



**Minutes**  
**Regular Monthly Meeting**  
**In-Person at 27 Pleasant Street**  
**Zoom ID: 935-442-9176 Password: 301715**  
**Wednesday, March 9, 2022 – 7:00 pm**

**Attendance:** Nancy Hatch, Commission Chair; Michael Heisler, Commissioner; Martin Hiltz, Commissioner; Dennis Egyedy, Clerk Treasurer

**Regrets:** Commissioner Dockrill; Fire Chief Hiltz

**Public Gallery:** Dave Richardson; Andre Veinotte; Darcy Houghton

**1.0 Call to Order**

Commission Chair Hatch called the March 9, 2022, Regular Monthly meeting, via Zoom video and In-Person, of the Village of Chester Commission, to order at 7:00 pm.

**2.0 Public Forum: Nil**

**3.0 Approval of Agenda/Additions to Agenda**

Addition: 6(c) Taxes Collected

**Motion #22-024:** Commissioner Hiltz moved; Commissioner Heisler seconded:

The approval of the agenda with the addition of 6(c) Taxes Collected

Unanimously Carried

**4.0 Review/Approval of Minutes**

a) Regular Meeting: Wednesday, February 9, 2022

Correction noted that Public Gallery included Blake Corkum not Blade.

**MOTION #22-025:** Commissioner Hiltz moved; Commissioner Heisler seconded:

The approval of the Minutes of February 9, 2022, Regular Monthly meeting as presented with one correction.

Unanimously Carried

b) Audit Committee Meeting: February 17, 2022

**MOTION #22-026:** Commissioner Heisler moved; Commissioner Hiltz seconded:

The approval of the Minutes of February 17, 2022, Audit Committee meeting as presented.

Unanimously Carried

**5.0 Business Arising: Nil**

**6.0 Correspondence**

a) Registration Approval – Municipality of Chester (MOC)

A notice was received that Chester Municipal Council approved the annual update for the specific emergency services as provide by the village commission and fire department.

b) Preliminary Assessments 2022

The Municipality of Chester provided the preliminary assessment figures for the year 2022/23.

c) Taxes Collected 2021/22

The final taxes collected by MOC were \$911,676.00 and a final payment to the village will be \$23,981.55.

**MOTION #22-027:** Commissioner Hiltz moved; Commissioner Heisler seconded:

To approve the correspondence as information.

Unanimously Carried

**7.0 Reports**

a) Clerk Treasurer

The transfer of \$150,000.00 was made into the Fire Apparatus Reserve as per budget. The first repayment into the Fire Apparatus Reserve was made in the amount of \$50,938.47. The Lido Pool Reserve was used this year for repairs in the amount of \$45,000.00. The transfer of \$30,000.00 (motion #21-120) from the Operating Reserve was not completed due to commission discussions.

The extension of the Fire Services Agreement has been signed by all parties; however, there has been no indication of meeting dates. The fire communications cable came loose, and Nova Communications made the necessary repairs. The firehall roof was damaged in a windstorm and the repairs were completed under warranty.

This past year was difficult for vacation travel due to vaccine restrictions. I currently have 14.5 vacation days remaining for 2021/22. I am requesting payout of 5 days' vacation and 5 days carry forward to 2022/23. According to section 5.6.2.3 "an employee may only carry forward 5 days per year." The commission must approve the payout of unused vacation to a maximum of 5 days. I would like to use 4.0 vacation days for March 28<sup>th</sup> to 31<sup>st</sup>, 2022.

An advertisement is out in the newspaper for another Member of the Public to serve on Audit Committee. The closing date for the position is March 31<sup>st</sup>, 2022.

Egyedy requested a Motion of the Commission to approve the 5 days payout of vacation. Chair Hatch stated that the request would be referred to HR Committee.

**MOTION #22-028:** Commissioner Hiltz moved; Commissioner Heisler seconded:

To approve the Clerk/Treasurer's report as information.

Unanimously Carried

b) Financial Statement/Bank Transactions – February 2022

The monthly financial statements were reviewed by the Clerk Treasurer. Chair Hatch questioned the rates levied of \$878,444.00 when MOC states they collected \$911,657.53. Egyedy explained that the actual received was \$878,444.00 + \$9,232.00 fire boat + \$23,981.55 final payment equals \$911,657.55.

The commission discussed the motion to transfer \$30,000.00 from the operating reserve. Egyedy suggested that there should be enough of a surplus to cover the additional expenditure; however, it is a commission decision.

**MOTION #22-029:** Commissioner Hiltz moved; Commissioner Heisler seconded:

To rescind Motion #21-120 the transfer of \$30,000.00 from the Operating Reserve to fund the repairs needed for #541.

Unanimously Carried

**MOTION #22-030:** Commissioner Heisler moved; Commissioner Hiltz seconded:

To approve the February 2022 Financial Statements and Bank Transactions as presented.

Unanimously Carried

c) Fire Chief

Chair Hatch read the Chief's report due to his absence. Chief Hiltz reported seventeen emergency dispatches: three (3) fires, two (2) alarms, two (2) power lines down, seven (7) medicals, two (2) motor vehicle incidents, one (1) investigation. The apparatus replacement committee has held another meeting and expects to be able to provide documents to the commission soon.

This Monday, March 14<sup>th</sup>, will be my last day as Chester Fire Chief as I will not be re-offering for the position. I have spent the past 16 years as an officer, the last 4 as Fire Chief, and have proudly represented those who volunteer. Chester is very fortunate to have such a dedicated group of men and women who give countless hours of themselves to assist the residents and visitors of this fire district, and beyond. They are champions of this community and I thank them all for the support they have given me during my tenure. Commissioners and village staff, thank you for working with me these past few years. Our shared goals have brought us to a level of cooperation and understanding I felt was impossible when I was first elected Fire Chief.

Chair Hatch expressed her gratitude to Chief Hiltz for his hard work and dedication to the Chester Volunteer Fire Department.

**MOTION #22-031:** Commissioner Hiltz moved; Commissioner Heisler seconded:

The approval of the Fire Chief's report as presented.

Unanimously Carried

d) Committee Reports

No Reports

## 8.0 New/Other Business

### a) Windjammer Demolition

Chair Hatch recommended that the commission proceed with an RFP for the demolition and asbestos removal of the Windjammer motel using one contractor for the entire project. It was felt that a better price may be received if one contractor was used. The Clerk/Treasurer was instructed to prepare the tender documents for advertising.

Egyedy would like the commission to review the documents prior to distribution.

**MOTION #22-032:** Commissioner Hiltz moved; Commissioner Heisler seconded:

To approve the demolition and asbestos removal of the Windjammer motel by means of an open tender awarding the work to one contractor.

Unanimously Carried

### b) Budget 2022/23

Chair Hatch discussed the need for fire department budget requests and the Clerk/Treasurer should meet with the firefighters to develop a budget.

Commissioner Hiltz stated that due to rising costs of gasoline consideration should be given to an increase of member honorarium. Secondly, the proposed budget has allowed \$4,000.00 for vehicle fuel. That amount must be dramatically increased.

Egyedy stated that he does not meet with firefighters and will only meet with the fire chief to discuss budget.

### c) Reserve Funds

Chair Hatch presented a motion to amend Section 6.0 of the "Reserve Funds Policy" as follows:

#### 6.1 General Government Operating Reserve

- a) This reserve provides funds to supply the Village of Chester with emergency operating funds. The Village shall maintain a balance of no less than \$50,000 in this fund.
- b) This reserve fund receives surplus funds from General Government Operations and General Government HST rebates.

#### 6.2 Fire and Emergency Services Operating Reserves

- a) This reserve provides funds to the Village to supply the Chester Volunteer Fire Department with emergency operating funds. The Village shall maintain a balance of no less than \$50,000 in this fund.
- b) This reserve fund receives surplus funds from Fire and Emergency Operations and Fire and Emergency Services HST rebates.

**MOTION #22-033:** Commissioner Hiltz moved; Commissioner Heisler seconded:  
To approve the changes to the Reserve Funds Policy as presented.

Unanimously Carried

After some discussion of the amendment to the policy, Clerk/ Treasurer Egyedy read an email from the Village Auditor which explained the use of HST rebates. Basically, Egyedy stated that when HST is paid, the funds are taken out of the bank and an accounts receivable is setup for HST owing to the village. When the funds are received, the money goes into the bank and the receivable is cancelled.

**MOTION #22-034:** Commissioner Heisler moved; Commissioner Hiltz seconded:  
To amend Motion #22-033 to exclude reference to Section 6.1(b) General Government HST rebates and Section 6.2.(b) Fire and Emergency Services HST rebates.

Unanimously Carried

Chair Hatch requested that the current operating reserve be divided between General Government and Fire Emergency Services. Based on the 2018 financial records, \$110,923 was the fire operating surplus and \$64,179 was the surplus from general government operations. Therefore, this represents split of 63% of funds from the fire budget and 37% of funds from government operations budget.

**MOTION #22-035:** Commissioner Hiltz moved; Commissioner Heisler seconded:  
To transfer 37% of the funds currently in the Operating Reserve to the General Government Operating Reserve and 63% of the funds currently in the Operating Reserve to the Fire and Emergency Services Operating Reserve.

Unanimously Carried

**9.0 Commission Roundtable**

Commissioner Hiltz expressed concern regarding the Accessibility Legislation and the need for the village to construction ramps at the Lido pool. Secondly, Hiltz noted that the lights at the ferry wharf were out due to damage to the electrical box. Lastly, Hiltz would like to hold a public forum to obtain public opinion on the new firehall.

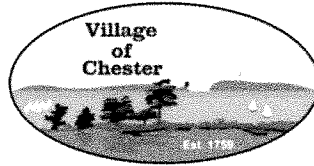
**10.0 Adjournment**

Next Regular Meeting – April 13<sup>th</sup>, 2022 – 7:00 pm

Commissioner Heisler adjourned the March 9<sup>th</sup>, 2022, meeting at 8:09 pm.

\_\_\_\_\_  
Nancy Hatch  
Commission Chair

\_\_\_\_\_  
Dennis Egyedy, BPA, AMCT  
Clerk Treasurer



**Minutes**  
**HR Committee Meeting**  
**In-Person at 27 Pleasant Street**  
**Zoom ID: 935-442-9176 Password: 301715**  
**Wednesday, March 28, 2022 – 2:00 pm**

**Attendance:** Nancy Hatch, Commission Chair; Michael Heisler, Commissioner; Martin Hiltz, Commissioner; Michael Dockrill, Commissioner, Dennis Egyedy, Clerk Treasurer

**1.0 Call to Order**

Commission Chair Hatch called the March 28, 2022, HR Committee meeting, via Zoom video and In-Person, of the Village of Chester Commission, to order at 2:00 pm.

**2.0 Public Forum: Nil**

**3.0 Approval of Agenda/Additions to Agenda**

Chair Hatch requested a change in the order of agenda items beginning with Employee Vacation Payout, Clerk/Treasurer Review, Cost of Living, and HR Policy.

**Motion #22-036:** Commissioner Dockrill moved; Commissioner Heisler seconded:

The approval of the agenda as presented with the change of order.

Unanimously Carried

**4.0 In Camera**

**MOTION #22-037:** Commissioner Dockrill moved; Commissioner Hiltz seconded:

The approval to go "In Camera" at 2:01 pm as per Section 408B(2)(c) of the Municipal Government Act – Personnel Matters.

Unanimously Carried

**MOTION #22-038:** Commissioner Heisler moved; Commissioner Hiltz seconded:

The approval to go "Out of In Camera" at 4:39 pm

Unanimously Carried

**5.0 Adjournment**

Next Regular Meeting – April 13<sup>th</sup>, 2022 – 7:00 pm

Commission Chair Hatch adjourned the March 28<sup>th</sup>, 2022, HR meeting at 4:39 pm.

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Nancy Hatch  
Commission Chair

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Dennis Egyedy, BPA, AMCT  
Clerk Treasurer



File Number: 250057

March 10, 2022

Dennis Egyedy  
Cleark/Treasurer  
VILLAGE OF CHESTER  
27 Pleasant Street  
P.O. Box 620  
Chester, Nova Scotia  
B0J 1J0

**Re: Funding Application to the 2022 Platinum Jubilee Program**

Dear Dennis Egyedy:

Your request for financial assistance under the 2022 Platinum Jubilee of Her Majesty Queen Elizabeth II Program for the "Canada Day Fireworks" project was reviewed by the Department of Canadian Heritage. All eligible proposals were evaluated to determine how well they met the Platinum Jubilee objectives, priorities and other criteria set forth in the funding Application Form and the Application Guidelines.

I regret to inform you that, following a review of your application by an evaluation committee, your project was not recommended for funding. Due to the volume of applications received, we were unable to support all proposals. Priority was given to proposals that best satisfied the Program's objectives and demonstrated a capacity to achieve expected outcomes.

Should you wish to discuss this decision, please send an e-mail to [jubile70-jubilee70@pch.gc.ca](mailto:jubile70-jubilee70@pch.gc.ca) with your name, telephone number, file reference number and the name of your organization. A Program representative will call you back.

Sincerely,

Blair Fay  
Manager



**Dennis Egyedy**

---

**From:** Maxine Veinot  
**Sent:** March 21, 2022 9:40 AM  
**To:** canauss@gmail.com  
**Cc:** Dennis Egyedy  
**Subject:** RE: permission to speak

Good morning,  
I have passed this request on to Dennis Egyedy, Clerk Treasurer,  
Maxine

**From:** Carol Nauss <canauss@gmail.com>  
**Sent:** March 20, 2022 3:03 PM  
**To:** Maxine Veinot <Maxine.Veinot@villageofchesterns.ca>  
**Subject:** permission to speak

CAUTION: This email originated from an external sender.

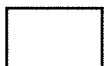
I would like to be able to address the commission at your next regular meeting. I wish to provide an update on the events that are planned by the Chester Heritage Society for the summer months and the grants we have received and applied for.

I would also like to request \$10,000.00 to cover some of the cost of the July 1st celebration at the train station, the village and the Front Harbour.

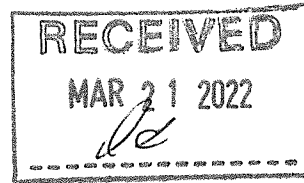
Could you please let me know the date of the meeting and what time would be convenient for the commission.

Yours truly,  
Carol Nauss

▪



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March 15, 2022

Village of Chester Commission  
P.O. Box 369  
Chester, N.S. B0J1J0

Dear Commissioners;

I note that the preliminary assessment figures for the village and the outside area for 2022 show an increase of approximately 9.5% over the previous year.

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

The Canadian Taxpayers Federation reports that the after-tax income of Nova Scotians is 9% below the national average.

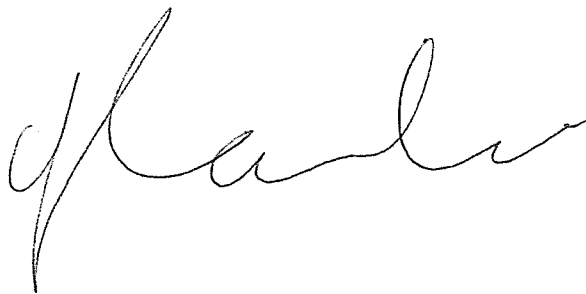
It is becoming increasingly difficult for the many residents of the village and outside area on fixed incomes to make ends meet on a daily basis.

These figures would suggest that the commissioners should be able to reduce the current year's mill rate to fund the 2022/2023 village budget. The usual goal of "no tax increases" seems 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 3%. With a corresponding reduction in the mill rate. If the mill rate is unchanged, the minimum all taxpayers would be seeing would be a 5.4% increase in their taxes. And the total increase for villagers and the residents of the outside area would be 9.5%. For someone on a 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 sudden and unexpected increase in the value of property in the village does not mean a corresponding increase in the incomes of village residents. So it should not mean an automatic increase in taxes either.

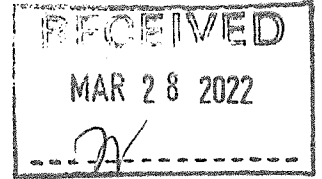
Yours Truly

A handwritten signature in cursive script, appearing to read 'Ray Cambria', written in black ink.

Ray Cambria  
Chester, NS



**Municipal Affairs and Housing  
Office of the Minister**



PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

March 23, 2022

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

Dear Village of Chester Commission:

On behalf of the Department of Municipal Affairs and Housing, I wish to send the Commission and staff of the Village of Chester our condolences on the passing of your friend and colleague, Chairman Bill Nauss. This is certainly a heartbreaking loss for you all.

I have an incredible amount of respect for Chairman Nauss' dedication and commitment to his community and the time spent on the Commission serving your residents. His leadership demonstrated incredible devotion to improving the lives of the people he represented and interacted with. His work was commendable and has not gone unnoticed; his legacy will hold strong.

He will be dearly missed and never forgotten.

Please accept our deepest sympathy.

Sincerely,

Honourable John A. Lohr  
Minister of Municipal Affairs and Housing

N/L-mh

## CLERK TREASURER REPORT

April 13<sup>th</sup>, 2022

The Requests for Proposals on the Windjammer Motel demolition and asbestos removal has received a lot of interest from local and national companies. A total of 25 packages have been distributed since March 28<sup>th</sup>, 2022. The proposal is listed on our website, Facebook, Provincial procurement site, and advertised in the Southshore newspaper. The RFP closes on April 25<sup>th</sup>, 2022 at 1:00 pm and will be opened to reveal the cost of the project. The bids will be reviewed, and a recommendation presented to the commission on May 11<sup>th</sup>, 2022 to award the contract.

Attached are the newly created operating reserve funds, General Government: \$67,653.88 and Fire and Emergency: \$115,194.45, 37% and 63% respectively. Other funds were amalgamated into one reserve, Lido pool \$121,124.58 and Fire apparatus \$959,639.68. The interest rate has increased to 1.0% on cashable terms; however, there are higher rates on locked-in accounts. Our EH Services fund of \$10,085.18 will be maturing on May 22, 2022.

The rising cost of fuel will affect the maintenance of our flower baskets. Our contractor last year has indicated that there will be an increase in fuel added to his contract. Attached for your review is the RFP used in 2019 which may be advertised this year.

**SCOTIABANK RESERVES**

<u>Account</u>	<u>GIC</u>	<u>i Rate</u>	<u>Amount</u>	<u>Maturity</u>	<u>Amount</u>	<u>Interest</u>
<b>EH Services</b> #92067374	Locked – 10 mo.	0.450%	10,040.00	May 27/22	10,085.18	45.18
<b>Utility</b> #58436967	Cashable – 1yr.	0.230%	36,749.32	Jan 17/23	36,833.84	84.52
<b>Lido Pool</b> #1705854	Cashable – 1yr.	1.0%	121,124.58	March 25/23	122,335.83	1,211.25
<b>Fire Apparatus</b> #58436850	Cashable – 1yr.	1.0%	959,639.68	March 25/23	969,236.08	9,596.40
<b>General Government</b> <b>Operating</b> #65306781	Cashable – 1yr.	1.0%	67,653.88	March 25/23	68330.42	676.54
<b>Fire and Emergency</b> <b>Operating</b>	Cashable – 1yr.	1.0%	115,194.45	March 25/23	116,346.39	1,151.94
<b>CURRENT TOTALS</b>			<b>\$1,310,401.91</b>		<b>\$1,323,167.74</b>	<b>\$12,765.83</b>
<b>NOTE:</b>						
<b>Fire Apparatus</b>	Loan - 3yr. Paid Mar 25/22	1.17%	150,099.25 50,938.47	Mar 31,24	152,815.40	2,716.15

**Request for Proposal  
Village of Chester Commission**

Caring of flower baskets this summer. Proposal includes pick up, hanging, daily watering, and fertilizing as required, as well as removal after season. Packages containing "Request for Proposal Form" can be obtained during business hours 9am-1pm Monday to Friday from the Village office.

PO Box 620, 27 Pleasant Street, Chester NS BOJ 1JO  
Telephone (902) 275-4482  
Fax (902) 275-2021  
[dennis.egyedy@villageofchesterns.ca](mailto:dennis.egyedy@villageofchesterns.ca)

Deadline for submission will be June 3, 2019

**Village of  
Chester**  
27 Pleasant Street  
Chester, NS  
B0J 1J0

**REQUEST FOR  
PROPOSAL**

Flower Basket Care 2019

Closing Date : \_\_\_\_\_ June 3, 2019 \_\_\_\_\_

Closing Time : \_\_\_\_\_ 1:00 pm \_\_\_\_\_ AST or ADT

REQUEST FOR  
PROPOSAL

Flower Basket Care 2019  
May 1, 2019

**1. Overview**

The Village of Chester is issuing this Request for Proposal (RFP) for the caring for our flower baskets this summer

**2. Proposal submission**

2.1 One hard copy proposal should be submitted in a sealed envelope marked **RFP Flower Basket Care 2019** bearing the name and address of the proponent, and will be received up to **June 3, 2019 at 1:00 pm** AST (or ADT) during regular business hours (9:00-1:00) Monday through Friday at the office at:

Clerk/Treasurer  
Chester Village  
27 Pleasant St.  
Chester, NS  
B0J 1J0  
(902) 275-4482

2.2 The Village of Chester does not accept any responsibility for proposals received after the date and time of closing. It is the proponents' responsibility to ensure that their proposal submission is delivered complete and on time to the above noted location. Proposals received after the closing date and time will be returned to the proponent unopened.

2.3 Proposals submitted by electronic means will be accepted. Where a formal proposal has been received before the specified date and time of proposal closing, amendments to the proposal by email are acceptable, provided that such amendments are received at the location specified in 2.1 prior to the specified proposal closing time. **In order to maintain the confidentiality of the proposal, all electronic proposal and amendments must be sent to [dennis.egyedy@villageofchesterns.ca](mailto:dennis.egyedy@villageofchesterns.ca)** and the subject line must read "CONFIDENTIAL".

2.4 All submissions are to be signed by a person with the authority to make commitments on the proponents' behalf.

2.5 No amendment or change to proposals will be accepted after the closing date and time.

2.6 Proposals shall indicate the expected date of delivery and must be FOB Chester. This date, if accepted by The Village of Chester, will form part of the Contract.

2.7 Proposals shall be irrevocable for forty-five (45) days following the closing date and shall be retained by the Village of Chester. The closing date being considered the first day the proposal is valid until 2pm AST on the 45<sup>th</sup> day. Should acceptance not be made within this period, the Proponent may, at his option, rule the Proposal invalid.

3. **Other instructions**

3.1 The successful Proponent (if any) must be registered under a Provincial Corporate Registration Act of Partnership and Business Name Registration Act before a contract is awarded by the Village of Chester.

4. **Indemnification and Insurance**

4.1. General Commercial Insurance: Proponents shall, at his or her expense, obtain and keep in force during the term of this agreement, Commercial General Liability Insurance satisfactory to the Village.

4.2 Workers' Compensation Board certificate of insurance for employees and/or contractors to ensure all individuals working on the project have current Workers' Compensation Board Coverage.

5. **Contractor Safety Management Policy**

The proponent shall:

5.1 Comply with all health and safety and environmental legislation and any Village policy or procedure applied to or applicable to the contract in the performance of this contract and to practice the principles of proactive Due Diligence.

5.2 Maintain a safe and healthy work environment during the performance of this contract.

5.3 Permit the Village to audit or inspect any health and safety and environmental records during the term of the contract. Upon its conclusion, to co-operate fully with any such audit or inspection.

6. **Selection, evaluation and award**

6.1 The evaluation criteria for the proposals are determined solely by the Village of Chester and are not subject to discussion or negotiation.

6.2 The Village of Chester reserves the right in its sole discretion to request clarification and/or further information, or to enter into negotiations, from/with one or more proponents after closing without becoming obligated to offer the same opportunity to all proponents.

6.3 In the event of mathematical errors in extension of prices or other ambiguities, unit prices shall govern over total proposal prices and words shall govern over numbers.

6.4 The Village of Chester has the right to cancel this RFP at any time and to reissue it for any reason whatsoever, without incurring any liability and no respondent will have any claim against The Village of Chester as a consequence. Respondents are advised that any award as a result of this RFP **is dependent on funding availability** and that award might be delayed until funding is available or alternatively the RFP, including award, is subject to cancellation and no respondent will have any claim against The Village of Chester as a consequence.

**7. Taxes**

7.1 HST is applicable but should be quoted separately from the quoted price.

7.2 The Proposal is to identify a value equaling 15 % of the Proposal Price, this amount represents the Federal and Provincial Government’s Harmonized Sales Tax. All other charges, including packaging, handling or documentation must be specified.

7.3 To this end, the contractor and his/her sub-contractors shall first pay for and detail on his/her invoice the amount of sales and other value added taxed levied on all labor, equipment and supplies incorporated into the project execution and completion of the work.

**8. Terms and Conditions**

8.1. The agreement/contract to the successful proponent(s) (if any) shall include the terms of this RFP, together with those terms of the Proponents submission, which are not inconsistent with the Village of Chester documents, and which have been specifically accepted by the Commissioners of the Village of Chester

8.2. The successful Proponent (if any) may not assign or subcontract any of the award contract without the knowledge and prior written consent of the Village of Chester

8.3. The successful Proponent (if any) shall warrant its work and/or products for a period of not less than one (1) year from completion, installation or supply against all defects and deficiencies in manufacture, workmanship and installation. The successful Proponent (if any) shall also promptly remedy or replace any defect or deficiency, in the goods or services as solely determined by the Village of Chester upon notice from the Village of Chester to do so, and at no cost to the Village of Chester.

8.4 Should the successful Proponent (if any) fail to remedy any defect or deficiency promptly within a reasonable time after notice to do so, the Village of Chester may remedy the defect or deficiency, at the successful Proponent’s cost.

8.5 Any products supplied and installed by the successful Proponent (if any) shall be installed in such a manner as to preserve any and all manufacturer’s warranties, for the benefit of the Village of Chester

8.6 The Proponent acknowledges a review of Bill C-45 and agrees to indemnify the Village of Chester from any negligence on the part of the proponent in carrying out its obligations under any agreement resulting from this RFP.

8.7 The successful proponent will be required to enter into a written contract/agreement. The contract/agreement between the parties shall ensure to the benefit of the parties and be binding upon them and their successors, executors and administrators.

## **TERMS OF REFERENCE**

**The Village of Chester Commission issuing a Request for Proposal (RFP) on caring for our flower baskets this summer.**

**Proposal should include:**

- **Pick up of 75 flower baskets from the Village Nursery**
- **Hanging of the Baskets**
- **Daily watering and caring, and fertilizing as required**
- **Removal and return of baskets after season**

**Village of Chester Commission  
Comparative Income Statement**

	Actual 04/01/2021 to 03/31/2022	Budget 04/01/2022 to 03/31/2023	Percent	Actual 03/01/2022 to 03/31/2022	Actual 04/01/2020 to 01/31/2021
<b>REVENUE</b>					
<b>Revenues</b>					
Rates levied	878,444.00	895,273.00	-1.88	0.00	665,757.00
Rental income - EMC	21,255.70	20,993.00	1.25	1,749.44	20,118.60
Eastlink Rental/Tower	2,479.40	2,156.00	15.00	0.00	0.00
Interest income	0.00	0.00	0.00	0.00	-0.47
Transfer from Reservers	0.00	45,000.00	-100.00	0.00	0.00
HST OFFSET	2,991.71	4,000.00	-25.21	0.00	4,148.00
Extraordinary Revenue	2,000.00	0.00	0.00	0.00	7,266.15
Federal Grant- Lifeguard	2,719.00	2,719.00	0.00	0.00	0.00
<b>Total</b>	<b>909,889.81</b>	<b>970,141.00</b>	<b>-6.21</b>	<b>1,749.44</b>	<b>697,289.28</b>
<b>Fire Boat</b>					
Fire boat fr Mun of Chester	9,232.00	10,000.00	-7.68	0.00	0.00
<b>Total</b>	<b>9,232.00</b>	<b>10,000.00</b>	<b>-7.68</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUE</b>	<b>919,121.81</b>	<b>980,141.00</b>	<b>-6.23</b>	<b>1,749.44</b>	<b>697,289.28</b>
<b>EXPENSE</b>					
<b>Fire Department Budget</b>					
Apparatus Pump Test	2,356.20	2,500.00	-5.75	0.00	1,564.29
Jaws of Life Service	0.00	1,500.00	-100.00	0.00	0.00
Flash Hoods	0.00	500.00	-100.00	0.00	1,360.17
Medical Supplies	515.59	750.00	-31.25	0.00	97.61
Capital Defibrillator	0.00	2,500.00	-100.00	0.00	0.00
Gloves - Fire	0.00	1,500.00	-100.00	0.00	1,847.72
Gloves (Extrication)	433.83	500.00	-13.23	0.00	0.00
Boots (10)	187.71	3,500.00	-94.64	0.00	1,278.23
Wildland Fire Coveralls	0.00	2,000.00	-100.00	0.00	399.59
Helmets	0.00	1,500.00	-100.00	0.00	3,182.91
Tools & Equipment	1,103.03	3,000.00	-63.23	0.00	3,994.20
Capital Gas Detection Device	0.00	0.00	0.00	0.00	5,921.66
Capital Circular Saw	0.00	0.00	0.00	0.00	3,533.24
Small Engine Maintenance	837.59	1,500.00	-44.16	736.43	912.78
SCBA Masks	45,834.97	52,500.00	-12.70	0.00	0.00
Communication Contracts	5,412.27	5,000.00	8.25	1,975.52	2,918.19
Comm. Gen Repair	610.07	500.00	22.01	0.00	0.00
Pagers	3,606.20	4,000.00	-9.85	0.00	0.00
Radio Upgrades	1,498.04	5,000.00	-70.04	0.00	5,891.87
Honorarium	50,000.00	50,000.00	0.00	0.00	50,000.00
In Lieu of Fundraising	15,000.00	15,000.00	0.00	0.00	15,000.00
Training	10,106.79	20,000.00	-49.47	379.40	8,144.61
SCBA Maintenance	6,012.88	7,500.00	-19.83	0.00	4,134.06
Extinguisher Maintenance	752.69	500.00	50.54	0.00	0.00
Bunker Gear (3)	0.00	20,000.00	-100.00	0.00	13,377.80
Bunker Gear Cleaning	3,880.76	3,000.00	29.36	0.00	2,923.05
Ladder/Harness Inspections	523.00	700.00	-25.29	0.00	558.19
Fall Arrest	2,039.83	2,000.00	1.99	509.96	11.75
Capital Stabilization Equipment	4,652.19	6,500.00	-28.43	0.00	0.00
Fire Prev. Education	1,992.62	2,000.00	-0.37	0.00	0.00
Uniforms	1,308.06	6,000.00	-78.20	0.00	399.59
Chief's Convention	210.00	250.00	-16.00	0.00	210.00
Hose	1,272.29	5,500.00	-76.87	0.00	3,297.51

**Village of Chester Commission  
Comparative Income Statement**

	Actual 04/01/2021 to 03/31/2022	Budget 04/01/2022 to 03/31/2023	Percent	Actual 03/01/2022 to 03/31/2022	Actual 04/01/2020 to 01/31/2021
Flashlights/ Batteries	1,879.53	1,000.00	87.95	0.00	771.60
Trunked Mobile Radios Svcs Plan	959.52	1,500.00	-36.03	93.86	667.45
Trunked Mobile Radios	3,902.37	4,000.00	-2.44	0.00	3,476.88
24 Hour Accident Insurance	8,137.00	8,000.00	1.71	0.00	7,989.00
24 Hr Family Coverage	5,695.00	6,000.00	-5.08	0.00	5,627.00
Annual Banquet	0.00	5,000.00	-100.00	0.00	0.00
Capital Edraulic Combi Tool	0.00	0.00	0.00	0.00	18,761.00
<b>Total Fire Department</b>	<b>180,720.03</b>	<b>252,700.00</b>	<b>-28.48</b>	<b>3,695.17</b>	<b>168,251.95</b>
<b>Fire Department Build. &amp; Gene...</b>					
Telephone & Alarm	5,970.79	9,000.00	-33.66	157.68	6,057.65
Admin Salaries	53,109.85	58,300.00	-8.90	3,941.68	41,585.50
Building Utilities-lights,oil,water	13,099.07	14,500.00	-9.66	0.00	9,668.52
Waste Removal	4,237.60	3,000.00	41.25	0.00	3,547.18
Janitorial	4,908.72	5,000.00	-1.83	410.56	3,261.12
Fire Hall Maintenance	9,650.72	10,000.00	-3.49	1,269.71	3,860.08
Insurance (Building)	6,375.00	6,000.00	6.25	0.00	12,147.00
Consumable Items	2,459.53	4,000.00	-38.51	234.96	1,809.06
Office Rent & Expense	16,894.32	18,000.00	-6.14	1,407.86	14,223.24
<b>Fire Dept Build. &amp; Gen Total</b>	<b>116,705.60</b>	<b>127,800.00</b>	<b>-8.68</b>	<b>7,422.45</b>	<b>96,159.35</b>
<b>Vehicles</b>					
FD Vehicle Capital Expenditure	150,000.00	150,000.00	0.00	0.00	150,000.00
FD Vehicle Repairs & Maintena...	61,919.26	25,000.00	147.68	116.78	13,837.80
FD Vehicle Fuel	5,163.25	4,000.00	29.08	520.21	2,266.37
FD Vehicle Insurance	7,525.00	7,500.00	0.33	0.00	14,399.00
<b>Vehicle Total</b>	<b>224,607.51</b>	<b>186,500.00</b>	<b>20.43</b>	<b>636.99</b>	<b>180,503.17</b>
<b>Jib Lot</b>					
Jib Lot Maintenance	876.01	1,000.00	-12.40	0.00	957.10
Land Taxes	488.18	500.00	-2.36	0.00	482.18
Water Lot Taxes	107.49	110.00	-2.28	0.00	107.49
<b>Jib Lot Total</b>	<b>1,471.68</b>	<b>1,610.00</b>	<b>-8.59</b>	<b>0.00</b>	<b>1,546.77</b>
<b>Administration</b>					
Audit	7,821.43	10,000.00	-21.79	0.00	7,821.43
Employee Wages	55,655.64	58,300.00	-4.54	4,150.15	48,486.84
Office Supplies & Materials	2,908.17	4,500.00	-35.37	101.11	1,589.85
Employment Insurance	2,454.69	2,300.00	6.73	192.49	1,833.91
Canada Pension Plan	5,606.78	4,800.00	16.81	435.41	3,810.35
Annual Public Meeting	119.93	300.00	-60.02	0.00	75.00
Advertising	1,026.75	2,000.00	-48.66	372.84	281.01
Membership & Dues	1,330.50	1,500.00	-11.30	175.00	2,303.52
Admin. Training & Travel	1,181.24	500.00	136.25	0.00	594.02
Bank Charges	295.37	300.00	-1.54	13.00	230.26
Consultants	4,375.60	5,000.00	-12.49	0.00	51,807.26
Professional Fees - Legal	8,957.48	6,000.00	49.29	0.00	1,016.28
Medical Insurance	4,036.66	7,000.00	-42.33	27.94	3,471.44
Commissioner Honorarium	10,095.66	10,400.00	-2.93	2,332.19	7,999.86
Employee Benefits	7,244.64	6,300.00	14.99	565.00	4,725.00
Office Phone & Web	1,821.62	2,000.00	-8.92	155.91	1,471.60
IT Support	4,958.44	6,000.00	-17.36	0.00	4,127.76
Bursary	1,500.00	1,500.00	0.00	0.00	1,500.00
Insurance (admin fees)	14,410.91	13,000.00	10.85	0.00	23,060.01
Office Equipment & Maintenance	4,883.00	4,200.00	16.26	204.40	4,507.40

**Village of Chester Commission  
Comparative Income Statement**

	Actual 04/01/2021 to 03/31/2022	Budget 04/01/2022 to 03/31/2023	Percent	Actual 03/01/2022 to 03/31/2022	Actual 04/01/2020 to 01/31/2021
Election	1,835.15	1,200.00	52.93	0.00	1,551.30
<b>Administration Total</b>	<b>142,519.66</b>	<b>147,100.00</b>	<b>-3.11</b>	<b>8,725.44</b>	<b>172,264.10</b>
<b>Lights</b>					
Street Lights ( only)	7,595.11	9,000.00	-15.61	1,104.14	6,024.29
Decorative Lights Water St	0.00	1,000.00	-100.00	0.00	1,092.38
Crossing Guard	8,502.42	11,000.00	-22.71	847.10	4,597.91
<b>Lights Total</b>	<b>16,097.53</b>	<b>21,000.00</b>	<b>-23.35</b>	<b>1,951.24</b>	<b>11,714.58</b>
<b>Beautification</b>					
Flowers	19,546.45	20,000.00	-2.27	0.00	18,538.63
Wreaths	4,493.88	4,200.00	7.00	0.00	4,137.51
Garbage Collection	22,367.82	21,000.00	6.51	0.00	20,809.41
Celebrations	6,500.00	10,000.00	-35.00	0.00	758.37
Property Maintenance	3,352.06	3,500.00	-4.23	253.46	3,066.29
<b>Beautification Total</b>	<b>56,260.21</b>	<b>58,700.00</b>	<b>-4.16</b>	<b>253.46</b>	<b>47,310.21</b>
<b>Fire Boat Budget</b>					
Fire Boat Fuel & Oil	0.00	750.00	-100.00	0.00	754.66
Fire Boat Consumable Items	0.00	500.00	-100.00	0.00	135.32
Fire Boat Maintenance	5,219.49	4,000.00	30.49	333.66	1,914.08
Fire Boat Insurance	2,008.00	1,900.00	5.68	0.00	3,800.00
Inshore Boat Equipment	621.80	500.00	24.36	0.00	744.63
Marina Fees	1,564.29	1,500.00	4.29	0.00	1,360.25
Rescue Recovery Board	632.97	1,000.00	-36.70	0.00	0.00
Bank Charges Fire Boat	73.21	0.00	0.00	0.00	0.00
<b>Fire Boat Total</b>	<b>10,119.76</b>	<b>10,150.00</b>	<b>-0.30</b>	<b>333.66</b>	<b>8,708.94</b>
<b>EMC</b>					
EMC Maintenance & Repair	6,133.45	3,500.00	75.24	474.50	2,002.04
Site Remediation	0.00	1,500.00	-100.00	0.00	4,194.89
EMC Insurance	1,150.00	1,000.00	15.00	0.00	1,989.00
EMC Taxes	4,236.54	4,500.00	-5.85	0.00	4,343.63
EMS Capital Reserve	0.00	0.00	0.00	0.00	10,000.00
Operating Reserve	0.00	0.00	0.00	0.00	123,000.00
<b>EMC Total</b>	<b>11,519.99</b>	<b>10,500.00</b>	<b>9.71</b>	<b>474.50</b>	<b>145,529.56</b>
<b>Lido Pool &amp; Washroom</b>					
Lido Main & Operation	14,060.47	15,000.00	-6.26	134.43	14,320.56
Lido Repair	0.00	5,000.00	-100.00	0.00	75,722.03
Lido Insurance	4,850.00	3,500.00	38.57	0.00	6,880.00
Life Guard Wages	20,923.25	20,000.00	4.62	0.00	11,928.23
Supervisor/Security	1,298.36	0.00	0.00	0.00	0.00
Lido Taxes	987.16	1,000.00	-1.28	0.00	973.67
Public Washrooms	13,518.93	15,000.00	-9.87	140.79	8,844.60
<b>Lido Washroom Total</b>	<b>55,638.17</b>	<b>59,500.00</b>	<b>-6.49</b>	<b>275.22</b>	<b>118,669.09</b>
<b>TOTAL EXPENSE</b>	<b>815,660.14</b>	<b>875,560.00</b>	<b>-6.84</b>	<b>23,768.13</b>	<b>950,657.72</b>
<b>NET INCOME</b>	<b>103,461.67</b>	<b>104,581.00</b>	<b>-1.07</b>	<b>-22,018.69</b>	<b>-253,368.44</b>



**Current Account - \*\*\*\*00\*7116**

Current balance: **\$168,364.55** Available balance: **\$168,364.55**  
 Document delivery: Paper Statement Balance details: \$2,945.00 currently on hold

Show account number and details

**Your Transactions**

Looking for details of your *Interac*<sup>†</sup> transactions?

Search transaction descriptions . . .		March 2022		
Transaction Date	Transaction description	Withdrawals \$	Deposits \$	Balance \$
March 1, 2022	Miscellaneous Payment EMERGENCY MEDIC		1,749.44	
March 1, 2022	Cheque 10768	367.56		
March 1, 2022	Cheque 10329	1,552.50		
March 1, 2022	Cheque 10772	338.26		
March 1, 2022	Cheque 10771	225.40		210,300.90
March 3, 2022	Service Charge SCOTIA DIRECT PAYMENT	8.00		
March 3, 2022	Cheque 10762	999.91		209,292.99
March 4, 2022	Cheque 10770	449.35		
March 4, 2022	Cheque 10776	1,442.27		207,401.37
March 7, 2022	Cheque 10774	210.00		
March 7, 2022	Cheque 10766	30.90		207,160.47
March 8, 2022	Cheque 10773	400.00		
March 8, 2022	Cheque 10763	53.35		206,707.12
March 10, 2022	Comm. Cash Management SD SETTLEMENT	2,992.28		
March 10, 2022	Cheque 10767	4,303.30		199,411.54
March 11, 2022	Cheque 10793	60.00		199,351.54
March 14, 2022	Cheque 10785	1,569.75		197,781.79
<b>Total \$</b>		<b>39,688.15</b>	<b>1,749.44</b>	

Transaction Date	Transaction description	Withdrawals \$	Deposits \$	Balance \$
March 15, 2022	Business PAD GOVERNMENT TAX PAYMENTS		3,571.98	
March 15, 2022	Business PAD GOVERNMENT TAX PAYMENTS		250.30	
March 15, 2022	Cheque 10794		944.69	193,014.82
March 16, 2022	Cheque 10799		258.75	
March 16, 2022	Cheque 10787		125.24	
March 16, 2022	Cheque 10795		5,163.87	187,466.96
March 17, 2022	Cheque 10780		569.55	
March 17, 2022	Cheque 10781		264.50	
March 17, 2022	Cheque 10788		465.72	
March 17, 2022	Cheque 10791		482.02	185,685.17
March 18, 2022	Cheque 10784		175.00	
March 18, 2022	Cheque 10797		276.00	185,234.17
March 21, 2022	Cheque 10783		105.80	
March 21, 2022	Cheque 10790		250.38	184,877.99
March 22, 2022	Cheque 10792		608.79	184,269.20
March 23, 2022	Cheque 10782		118.85	184,150.35
March 24, 2022	Comm. Cash Management SD SETTLEMENT		2,763.22	181,387.13
March 25, 2022	Cheque 10796		567.19	180,819.94
March 28, 2022	Cheque 10778		63.66	
March 28, 2022	Cheque 10798		81.42	180,674.86
March 29, 2022	Cheque 10824		190.35	
March 29, 2022	Cheque 10815		520.52	
March 29, 2022	Cheque 10810		929.59	
March 29, 2022	Cheque 10801		520.00	178,514.40
March 30, 2022	Cheque 10806		38.26	
March 30, 2022	Cheque 10805		411.14	
March 30, 2022	Cheque 10820		291.57	
March 30, 2022	Cheque 10811		414.37	177,359.06
March 31, 2022	Customer Transfer Dr. INVESTMENT PURCHASE		565.00	

Total \$		39,688.15	1,749.44	
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Transaction Date	Transaction description	Withdrawals \$	Deposits \$	Balance \$
March 31, 2022	Cheque 10831		323.28	
March 31, 2022	Cheque 10829		276.00	
March 31, 2022	Cheque 10832		165.98	
March 31, 2022	Cheque 10817		171.93	
March 31, 2022	Cheque 10786		2,530.00	
March 31, 2022	Cheque 10816		225.40	
March 31, 2022	Service Charge		5.00	173,096.47
		<b>Total \$</b>	<b>39,688.15</b>	<b>1,749.44</b>

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Account details - Banking:G-P1BCA0A5B

Village of Chester Commission  
 Account Reconciliation Summary Report 03/02/2022 to 03/31/2022  
 Report By: Statement end date

Description	Amount	Total
<b>Account: 1050 Bank - 171-16</b>		
Statement start date:	03/02/2022	
Statement end date:	03/31/2022	
Reconciliation date:	04/01/2022	
<b>Reconciled</b>		
<b>Financial Institution</b>		
Statement Balance Forward as of 03/02/2022		211,035.18
<b>Transactions on or before 03/31/2022</b>		
Deposits recorded in Statement	4,430.69	
Withdrawals recorded in Statement	-42,369.40	
Total Transactions		-37,938.71
<b>Bank Transactions</b>		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required		0.00
Statement End Balance as of 03/31/2022		173,096.47
Statement End Balance as of 03/31/2022		173,096.47
<b>Outstanding Transactions as of 03/31/2022</b>		
Outstanding Deposits	0.00	
Outstanding Withdrawals	-7,942.33	
Total Outstanding Transactions as of 03/31/2022		-7,942.33
Adjusted Statement End Balance as of 03/31/2022		165,154.14
<b>General Ledger Account</b>		
Book balance as of 03/01/2022		201,931.11
<b>Transactions on or before 03/31/2022</b>		
Debits recorded in account	2,681.25	
Credits recorded in account	-39,458.22	
Net Amount recorded in account		-36,776.97
Book balance as of 03/31/2022		165,154.14
<b>Bank Transactions</b>		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required		0.00
Adjusted Book Balance as of 03/31/2022		165,154.14

Village of Chester Commission  
 Reconciliation Transactions Detail Report 03/01/2022 to 04/01/2022

Account: 1050 Bank - 171-16

Date	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	...	Status
03/01/2022	J40	3259327 NOVA SCOTIA LIMITED	10329	-	1,552.50		Y	Cleared
03/01/2022	J41	Andrew E MacDonald Insurance ...	10330	-	15,211.00		Y	Cleared
03/01/2022	J42	Rev. of J41. Corr. is J42.	ADJ 10330	15,211.00	-		Y	Cleared
03/15/2022	J1412	Payroll Tax FEBRUARY 2022 R...	Tax Remittance...	-	3,571.98		Y	Cleared
03/15/2022	J1413	Payroll FEBRUARY 2022 WCB ...	WCB Remittan...	-	250.30		Y	Cleared
03/10/2022	J1429	Maxine Veinot	DD434	-	811.31		Y	Cleared
03/10/2022	J1430	Dennis Egedy	DD435	-	1,707.96		Y	Cleared
03/10/2022	J1432	Charlotte Butler	DD436	-	286.12		Y	Cleared
03/10/2022	J1433	Sherri L Rhodenizer	DD437	-	186.89		Y	Cleared
03/09/2022	J1439	Bell Mobility Inc	10780	-	569.55		Y	Cleared
03/09/2022	J1440	Bell Mobility Radio Division	10781	-	264.50		Y	Cleared
03/09/2022	J1441	Big Red's Chester	10782	-	118.85		Y	Cleared
03/09/2022	J1442	Canada Post	10783	-	105.80		Y	Cleared
03/09/2022	J1443	Chester Merchants Association	10784	-	175.00		Y	Cleared
03/09/2022	J1444	D. Boutillier Ent. Ltd.	10785	-	1,569.75		Y	Cleared
03/09/2022	J1445	Doyle Adventure and Safety	10786	-	2,530.00		Y	Cleared
03/09/2022	J1446	Eastlink	10787	-	125.24		Y	Cleared
03/09/2022	J1447	GE Environmental	10788	-	465.72		Y	Cleared
03/09/2022	J1448	Greg Conron	10789	-	29.95		N	Outstanding
03/09/2022	J1449	Irving Oil Marketing GP.	10790	-	250.38		Y	Cleared
03/09/2022	J1450	MORNEAU SHEPELL	10791	-	482.02		Y	Cleared
03/09/2022	J1451	Nova Scotia Power Inc.	10792	-	608.79		Y	Cleared
03/09/2022	J1452	Paul Mulrooney	10793	-	60.00		Y	Cleared
03/09/2022	J1453	Scotia Fleet Services	10794	-	944.69		Y	Cleared
03/09/2022	J1454	Superior Propane	10795	-	5,163.87		Y	Cleared
03/09/2022	J1455	Taylor MacLellan Cochrane	10796	-	567.19		Y	Cleared
03/09/2022	J1456	Terminix Canada	10797	-	276.00		Y	Cleared
03/09/2022	J1457	Tim Hortons	10798	-	81.42		Y	Cleared
03/09/2022	J1458	Valley Communications Inc.	10799	-	258.75		Y	Cleared
03/23/2022	J1460	Martin Hiltz	10800	-	520.00		N	Outstanding
03/23/2022	J1461	Michael Dockrill	10801	-	520.00		Y	Cleared
03/23/2022	J1462	Michael Heisler	10802	-	134.06		N	Outstanding
03/23/2022	J1464	William A Naus	10804	-	169.36		N	Outstanding
03/23/2022	J1465	Rev. of J1461. Corr. is J1466.	ADJ 10801	520.00	-		Y	Cleared
03/23/2022	J1466	Michael Dockrill	10801	-	520.00		Y	Cleared
03/24/2022	J1467	Charlotte Butler	DD440	-	134.23		Y	Cleared
03/24/2022	J1468	Dennis Egedy	DD441	-	1,707.96		Y	Cleared
03/24/2022	J1469	Maxine Veinot	DD442	-	811.31		Y	Cleared
03/24/2022	J1470	Sherri L Rhodenizer	DD443	-	109.72		Y	Cleared

Village of Chester Commission  
 Reconciliation Transactions Detail Report 03/01/2022 to 04/01/2022

Account: 1050 Bank - 171-16

Date	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	...	Status
03/25/2022	J1516	Advocate Media	10805	-	411.14		Y	Cleared
03/25/2022	J1517	Barry Schnare	10806	-	38.26		Y	Cleared
03/25/2022	J1518	Bell Aliant a division of Bell Cana...	10807	-	30.90		N	Outstanding
03/25/2022	J1519	Bell Mobility Radio Division	10808	-	103.50		N	Outstanding
03/25/2022	J1520	Big Red's Chester	10809	-	176.52		N	Outstanding
03/25/2022	J1521	Chester Fire Dept	10810	-	929.59		Y	Cleared
03/25/2022	J1522	Clean Heroes Inc	10811	-	414.37		Y	Cleared
03/25/2022	J1523	Cummings' Fire & Safety Equipme...	10812	-	672.52		N	Outstanding
03/25/2022	J1524	D. Boutillier Ent. Ltd.	10813	-	2,156.25		Y	Cleared
03/25/2022	J1525	Danny's Boat Building Ltd	10815	-	520.52		Y	Cleared
03/25/2022	J1526	Rev. of J1524. Corr. is J1527.	ADJ 10813	2,156.25	-		Y	Cleared
03/25/2022	J1527	D. Boutillier Ent. Ltd.	10814	-	2,156.25		N	Outstanding
03/25/2022	J1529	De Lage Landen Financial Servi...	10816	-	225.40		Y	Cleared
03/25/2022	J1530	Eastlink	10817	-	171.93		Y	Cleared
03/25/2022	J1531	Elaine Collicutt & Sons Property M	10818	-	287.50		N	Outstanding
03/25/2022	J1532	Fleet Ready Ltd	10819	-	128.78		N	Outstanding
03/25/2022	J1533	G & C Hughes Enterprises Limited	10820	-	291.57		Y	Cleared
03/25/2022	J1534	Margaret Beson	10821	-	400.00		N	Outstanding
03/25/2022	J1536	Nick Hirtle	10822	-	105.75		N	Outstanding
03/25/2022	J1537	Nova Scotia Power Inc.	10823	-	608.79		N	Outstanding
03/25/2022	J1538	Petty Cash (Maxime Veinot)	10824	-	190.35		Y	Cleared
03/25/2022	J1539	Phillip Stevens	10825	-	196.60		N	Outstanding
03/25/2022	J1540	Receiver General For Canada	10826	-	1,388.66		N	Outstanding
03/25/2022	J1541	South Shore Metalworks Inc	10827	-	155.25		N	Outstanding
03/25/2022	J1542	St. John Ambulance	10828	-	202.50		N	Outstanding
03/25/2022	J1543	Terminix Canada	10829	-	276.00		Y	Cleared
03/25/2022	J1544	Tim Hortons	10830	-	58.39		N	Outstanding
03/25/2022	J1545	Ultramar	10831	-	323.28		Y	Cleared
03/25/2022	J1547	Eastlink	10832	-	165.98		Y	Cleared
03/01/2022	J1549	To record March rent	EHS Rent	1,749.44	-		Y	Cleared
03/03/2022	J1550	To record charge for Scotia Direct	Scotiainconnect	-	8.00		Y	Cleared
03/31/2022	J1551	To record Investment for Clerk	Severance	-	565.00		Y	Cleared
03/31/2022	J1552	To record March service charge	Scotiabank	-	5.00		Y	Cleared
03/31/2022	J1553	Rev. of J1552. Corr. is J1554.	ADJ Scotiabank	5.00	-		Y	Cleared
03/31/2022	J1554	To record March service charge	Scotiabank	-	5.00		Y	Cleared
				19,641.69	56,221.72			

# Lunenburg County Accessibility Plan

*Submitted to the Accessibility Directorate: March 9, 2021*



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## Introduction

This Accessibility Plan was developed by the Joint Accessibility Advisory Committee, a joint committee of the Municipality of the District of Chester, Municipality of the District of Lunenburg, Town of Bridgewater, Town of Lunenburg, and Town of Mahone Bay.

This committee provided advice to the municipal councils in Lunenburg County on identifying, preventing, and eliminating barriers experienced by people with disabilities in municipal programs, services, initiatives and facilities, and worked with staff on the development and oversight of this plan.

This document outlines the overarching goals for improving accessibility in Lunenburg County. In coordination with this Accessibility Plan, individual municipal units will be releasing local Accessibility Action Plans which will provide more details on action items, associated timelines, and budgets. These individual Accessibility Action Plans may not be available until a future date.

## What We Believe

We commit to fostering a culture of accessibility, encouraging the prevention and removal of barriers to participation, and building capacity in these areas amongst municipal staff, Council members, and the public.

Several principles have guided this process and should remain as priorities as we move forward to implement this plan.

- Working towards equitable access for all members of our community means that every individual has an equal opportunity, and everyone is treated fairly. Equitable access acknowledges individual circumstances to removing barriers.
- It is essential to include first voice perspectives, or lived experience, of people with disabilities in the creation of this plan, actions, and decision-making processes.
- As new standards are introduced and new technologies become available, we will review and update this plan to ensure its relevance. As such, this plan should be interpreted as a living document.
- It is essential to continue to collaborate with other municipal units, the Accessibility Advisory Committee, the Nova Scotia Accessibility Directorate, and community partners to advance this plan and work towards improved accessibility in our communities.

## Glossary of Terms

### **Accessibility Act (2017)**

The provincial law enacted to achieve accessibility by preventing and removing barriers for people with disabilities. The law defines the role and responsibilities of the Accessibility Directorate and the Accessibility Advisory Board, and addresses standards, compliance, and enforcement. ([nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf](https://nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf))

### **Accessibility Advisory Committee**

A volunteer committee established by a municipality to advise municipal council about identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The committee plays a pivotal role in helping the municipality become a barrier-free community that complies with Nova Scotia's Accessibility Act (2017). At least one half of the members of the advisory committee must have a disability or represent an organization that represents people with disabilities.

### **Accessibility Lens**

An Accessibility Lens is a tool for identifying and clarifying issues affecting persons with disabilities used by policy developers and analysts to access and address the impact of all initiatives (policies, programs or decisions) on persons with disabilities. It is also a resource in creating policies and programs reflective of the rights and needs of persons with disabilities.

### **Barrier**

Something that makes it harder for some people to participate. Nova Scotia's Accessibility Act defines a barrier as "anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice."

### **Disability**

As defined in Nova Scotia's Accessibility Act: "a physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual's full and effective participation in society."

### **Equitable/equity**

A commitment to fairness. Equitable access is different from equal access. Equality means everybody is treated the same; equity means everybody is treated fairly, based on their needs and abilities. Equity recognizes and values differences, removing systemic barriers and accommodating individual differences, as needed.

### **Government of Nova Scotia Accessibility Plan**

A multi-year plan setting specific priorities and commitments for achieving accessibility within the Government of Nova Scotia. The first plan was published in 2018 and covers the years 2018-2021. ([novascotia.ca/accessibility/plan](https://novascotia.ca/accessibility/plan))

**Meaningful**

In the context of our Accessibility work, the term meaningful is used to ensure the efforts being made are deemed valuable by those affected by the efforts.

**Plain language**

Clear, conversational communication that makes sense to the intended audience. The goal of plain language is to communicate so clearly that the intended audience can easily find what they need, understand what they find, and use the information ([plainlanguagenetwork.org/](http://plainlanguagenetwork.org/)).

**Prescribed**

Means “prescribed in the Accessibility Act General Regulations.” The Accessibility Act enables the government to use the regulations to identify which organizations must comply with certain requirements. These requirements include forming an Accessibility Advisory Committee and developing an accessibility plan within one year. The use of the word “prescribed” in legislation is intended to give wide authority for regulations to be made that set down a specific rule or direction.

## Community Consultation

The Accessibility Committee undertook public consultation efforts in May and June of 2020. These efforts were hampered by COVID-19 restrictions that prohibited public gatherings and restricted resident movement. Despite these challenges, the Committee heard from more than 170 residents and organizations on the issue of accessibility through an online survey, phone calls, emails, and informational interviews.

### Respondent Demographics

<p>46.53% Persons with a disability (visible or invisible)          27.08% Family member, friend, or caregiver of a person with a disability          26.39% Employed or volunteer at an organization that provides services to people with disabilities          Many of which self-identified as all of the above</p>
<p>67.33% Women          26.67% Men          1.33% Non-binary          Remainder preferred not to say</p>
<p>55.63% aged 55-74          28.48% aged 35-54          10.60% aged 74+          4.64% aged 18-34          0.66% aged Under 18</p>
<p>33.11% Municipality of the District of Lunenburg          25.83% Bridgewater          13.25% Municipality of the District of Chester          12.58% Town of Lunenburg          10.60% Town of Mahone Bay          2.65% Village of Chester          1.99% Do not reside in Lunenburg County</p>

## Areas of Focus

Consistent with the Government of Nova Scotia Accessibility Plan 2018-2021, we have identified commitments to improving accessibility within five areas of focus. These priority areas include (1) Goods and Services, (2) Information and Communications, (3) Transportation, (4) Employment, and (5) Built Environment. Working towards equitable access in these priority areas will help to identify, prevent, and eliminate barriers for people with disabilities to participate fully in our communities. This Accessibility Plan is a united plan based on universal standards. Each municipality has been provided with a template to develop their individual Accessibility Action Plans for each commitment.

### 1. Goods and Services

#### The Commitment

Residents and visitors with disabilities have equitable access to goods and services provided by our municipalities.

- 1.1 Services – Enhance services provided by municipal units by making municipal services and events more accessible to people with disabilities, including but not limited to accessible communication, accessible digital content and technologies, and welcoming service animals and support persons.
- 1.2 Service Delivery – Improve service delivery by developing and implementing ongoing awareness and training programs for municipal staff and Council to increase knowledge and understanding of accessibility, equity, human rights, disability rights, and accessibility barriers in our community, as well as developing and implementing new awareness and training opportunities as part of an orientation package for new employees. This will ensure that all municipal staff and Council are educated in and striving towards building competency in accessibility matters.
- 1.3 Physical Space – Upon entering a municipal building, physical spaces should be conducive to positive accessible customer service experiences. For example, provide chairs to rest in while waiting and/or sensory sensitive spaces to communicate with staff.
- 1.4 Programs – Deliver programming to people of all ages and abilities and commit to training all program delivery staff as per 1.2.
- 1.5 Events - Improve accessibility of public events planned and delivered by a municipal unit by planning events with an accessibility lens including location, event delivery, and/or participation. Planning should consider the needs of persons with disabilities including, but not limited to, having adequate accessible event parking, accessible portable toilets, and when possible, places to rest from sensory overwhelming environments.
- 1.6 Procurement – Apply an accessibility lens to all procurement processes, including creating common accessibility language, accessibility requirements, and factoring accessibility into the scoring process for procurement.
- 1.7 Internal Policy– Apply an accessibility lens to all policy, procedures, and practices.

- 1.8 Emergency Management – Emergency management plans and prioritization of critical infrastructure need to consider accessibility barriers and vulnerable populations to ensure safety of people with disabilities in contingency and evacuation plans.

## **2. Information and Communications**

### **The Commitment**

People with disabilities can equitably access information and communications provided by our municipalities.

- 2.1 Delivery of Communications – Improve communications about existing municipal programs, services, and events that are accessible to people with disabilities by delivering communications in a wide range of accessible formats.
- 2.2 Public Meetings – Ensure that all public open houses and meetings are as accessible as possible to all members of the public by offering materials in various formats, providing support to facilitate participation, and ensuring topics are discussed in plain language when possible.
- 2.3 Advertising/Marketing – Develop and implement a standardized symbol system for all public communications of programs and events to clearly identify what accessibility accommodations are available on site. For example, accessible entrances, scent free facility, and accessible washrooms.
- 2.4 Wayfinding – Improve signage and wayfinding for municipal buildings and public facilities by implementing signage and wayfinding consistent with accessibility best practice. Prioritize having signage and wayfinding where necessary, but not in excess.

## **3. Transportation**

### **The Commitment**

Residents and visitors with disabilities have equitable access to transportation provided by our municipalities.

- 3.1 Pedestrian Infrastructure – Improve connectivity in communities by improving pedestrian infrastructure where possible including constructing sidewalks, improving surface quality of sidewalks, and implementing appropriate curb cuts. Prioritize safety of pedestrian infrastructure by implementing audible signals, tactile walking surface indicators at crossings, appropriate lighting, and benches to rest where possible. Municipalities will comply with the Accessibility Act's Built Environment Standard (when implemented).
- 3.2 Snow Removal – Prioritize snow clearance at transit stops, public buildings, and in municipally managed parking areas.
- 3.3 Parking – Ensure all municipal parking areas and municipally managed parking areas have accessible parking spaces and appropriate drop-off locations for larger vehicles. Accessible parking shall meet the Accessibility Act's Built Environment Standard (when implemented).

3.4 Transit Connectivity – Where possible, support improving transit connectivity by expanding public transportation systems.

3.5 Transit Infrastructure – Improve existing transit infrastructure and ensure transit vehicles, transit stops, and signage are accessible to people with disabilities.

## 4. Employment

### The Commitment

Our municipalities are accessible and equitable employers and support the careers of employees with disabilities. We will seek to attract and retain a skilled workforce that reflects the diverse residents of the municipalities.

4.1 Job Opportunities – Improve opportunities for people with disabilities to gain employment at the municipality by ensuring job postings clearly state they are open to people with disabilities, accommodations may be available in the workplace, and/or advertise job postings across different platforms.

4.2 Hiring – Improve processes, policies, and practices to facilitate and encourage the recruitment, selection, transition, and advancement of people with disabilities in their employment at the municipalities. Improve job standards to reflect the actual standards of the job and examine what assumptions are being made in the job standards.

4.3 Flexibility – Improve support and flexibility in the workplace by ensuring municipal staff and Council with disabilities have access to adaptive technologies, possible accommodations in the workplace, appropriate and supportive leave practices and return to work plans, and a flexible work environment such as the ability to work from home.

4.4 Culture of Inclusion – Build capacity among staff and senior leadership to cultivate a culture of inclusion that supports, retains, and provides opportunities for career growth to people with disabilities. Municipal units will develop Employment Equity Statements.

4.5 Representation – Actively recruit people with disabilities on all municipal committees and working groups. Review committee and Council recruitment materials to ensure they are accessible.

## 5. Built Environment

### The Commitment

Municipal buildings and outdoor spaces within the municipalities provide meaningful and equitable access for users with disabilities.

5.1 Buildings – Improve and maintain the accessibility of municipal buildings and outdoor spaces to comply with the Nova Scotia Building Code, and the Accessibility Act's Built Environment Standard (when implemented), aiming to exceed them when feasible.

5.2 Public Spaces – Improve access to public spaces and opportunities for recreation by improving access to parks and playgrounds, lakes and beaches, diversifying recreation

equipment, and creating accessible parks, playgrounds and trails. Municipalities will comply with the Accessibility Act's Built Environment Standard (when implemented).

5.3 Washrooms – Look for opportunities to construct and maintain more accessible public washrooms and retrofit existing washrooms where possible.

5.4 Temporary Disruptions – Establish and implement processes to ensure accessibility is maintained during temporary disruptions including emergencies, evacuations, and/or special events.

5.5 Emergencies - Ensure emergency management and building evacuation plans are reviewed with accessibility in mind.

5.6 Construction Mitigation - Municipalities should ensure accessible detours are available when a sidewalk is closed for or affected by construction.

The Municipality of the District of Chester, Municipality of the District of Lunenburg, Town of Bridgewater, Town of Lunenburg, and the Town of Mahone Bay hereby all agree together to work cooperatively with regards to the administration and implementation of the Joint Accessibility Plan and hereby agrees to jointly advocate the Provincial and Federal Government to provide new funding initiatives and programs to support the further development and implementation of this Plan.

## **Implementing the Plan**

This plan is a united framework and universal standards, agreed upon by all five municipal units. Each municipal unit is responsible for creating individual operational plans and operationalising those plans.

## **Responsibilities**

### **Accessibility Advisory Committee**

- Review this Accessibility Plan at least every three years as required by the Accessibility Act and update as required.
- Review Municipal Accessibility Report Cards annually and report on progress toward meeting the commitments outlined in this Plan.

### **Accessibility Coordinator**

- Guide the work by the Accessibility Advisory Committee.
- Book meetings, prepare and distribute agendas and minutes, assist Chair in leading the meetings, manage recruitment for Committee when necessary.
- Act as a liaison with the Accessibility Advisory Committee and municipal units.

### **Councils**

- Recognize the significant cost of implementing this plan and the municipal operational plans and seek adequate funding to allow municipalities to meet the requirements under Nova Scotia's *Accessibility Act*.

### **CAOs/Staff**

- Ensure the commitments outlined in the Accessibility Plan are reflected and operationalized in municipal Accessibility Action Plans required as public sector bodies under Nova Scotia's *Accessibility Act*.
- Accept complaints, questions, and concerns submitted to them by the public.
- Provide a summary of complaints, questions, and concerns to the Accessibility Advisory Committee.

### **Timeline**

In 2017, the Government of Nova Scotia passed the province's Accessibility Act. A supporting document, *Access by Design 2030*, is the implementation strategy for how Nova Scotia will achieve an accessible province by 2030. It also identifies actions to improve public awareness, build collaboration and increase compliance with existing regulations. The Accessibility Act set an ambitious goal to become a fully accessible province by 2030. As such, we strive to have the commitments of this plan achieved by 2030, to be consistent with the Province of Nova Scotia.

For specific timelines and budgets associated with the commitments and action items of this plan, please see your municipality's Accessibility Action Plan. As highlighted above, these individual Accessibility Action Plans may not be available until a future date.

### **Monitoring and Evaluating**

Each municipal unit will be responsible for submitting an Accessibility Report Card to the Accessibility Advisory Committee by November 30 each year. This report card will track and report on the progress made towards the commitments in this plan, and performance of the policies and actions in their individual Accessibility Action Plans. The Accessibility Advisory Committee may also make recommendations to improve this plan.

The Accessibility Report Cards of each municipal unit will be public documents, posted on their individual websites.

The Accessibility Advisory Committee will review new directives, guidelines, and updates from the province as they are released, and determine if updates to this Accessibility Plan are required based on those updates. The Accessibility Advisory Committee will make recommendations to the municipal units on the need for updates to their individual Accessibility Action Plans.

## Responding to Questions and Complaints

- Anyone can lodge a complaint, pose a question, or express a concern about accessibility in Lunenburg County. These should be directed to the CAO of the appropriate municipal unit.
- The CAO will respond within a reasonable time. Before responding, the CAO will consult with the staff person responsible for the area of inquiry. The CAO's response will contain the reasons for the decision.
- If the complainant still has concerns, they can contact the Accessibility Advisory Committee Chair.
- Anyone can appeal to Council if they are not satisfied with the response from the CAO or the Accessibility Advisory Committee. Council may refer any appeal to the Accessibility Advisory Committee for additional review and recommendations before issuing a final response to the complainant.
- The CAOs will keep a record of all complaints, questions, and concerns submitted to them, and will provide summary updates to the Accessibility Advisory Committee on a regular basis. These updates will become part of the Accessibility Advisory Committee's continual review of the Accessibility Plan and may inform future changes.

## Reference Documents

The **Built Environment Standard**, under the Government of Nova Scotia Accessibility Plan 2018-2021 will be released soon and include accessibility standards for the built environment, to prevent the design and construction of new barriers and remove existing barriers over time.

The **Clearing Our Path** resource, produced by the CNIB Foundation (2019), provides international standards and universal design principles to build accessible environments for people who are blind or have low vision.

Link: [http://www.clearingourpath.ca/8.0.0-design-needs\\_e.php](http://www.clearingourpath.ca/8.0.0-design-needs_e.php)

The **Guidelines For Accessible Recreation** prepared for Lunenburg Queens Recreation Coordinators and Directors Association and Yarmouth Shelburne Municipal Recreation Association by Fulcrum Accessibility Consulting, 2018, includes a **Basic Standards of Accessibility list** developed as a result of accumulated insight and recommendations based on *the Americans with Disabilities Act*, *the Accessibility for Ontarians with Disabilities Act*, *the Accessibility for Nova Scotian's Act*, and *the Human Rights Act of Nova Scotia*. Interwoven into these Guidelines are principles of Universal Design, the suggestions of persons with disabilities themselves, and learned techniques from practicing accessibility consultants and access audits on various buildings.

Link:

<https://s3.amazonaws.com/southshoreconnect.cioc/CCH/Revised+September+5th+edition+of++April+7+Combined+Audit+%26+Accessibility+Report.pdf>

The **Global Age-friendly Cities: A Guide** document produced by the World Health Organization (WHO), 2007, outlines research and recommendations for communities to become more age-friendly, including but not limited to, recommendations for outdoor spaces and buildings, transportation, and civic participation.

Link: [https://www.who.int/ageing/publications/Global\\_age\\_friendly\\_cities\\_Guide\\_English.pdf](https://www.who.int/ageing/publications/Global_age_friendly_cities_Guide_English.pdf)

The **Government of Nova Scotia Accessibility Plan 2018-2021**, released by the Department of Justice in September 2018, is a multi-year plan setting specific priorities and commitments for achieving accessibility within the Government of Nova Scotia.

Link: <https://novascotia.ca/accessibility/plan/government-accessibility-plan.pdf>

The **Interim Accessibility Guidelines for Indoor and Outdoor Spaces**, released by the Nova Scotia Accessibility Directorate in April 2020, provide ways to identify barriers to accessibility in the built environment and are intended to be replaced by the provincial accessibility standard for the built environment.

Link: <https://novascotia.ca/accessibility/docs/Interim-Accessibility-Guidelines-for-Indoor-and-Outdoor-Spaces.pdf>

The **Wolfville: Access by Design, An Accessibility Plan for 2019-2022**, released by the Town of Wolfville in April 2019, is the first municipal-level accessibility plan. The Town was chosen by the Government of Nova Scotia to serve as an example for other communities in the province.

Link: <https://www.amans.ca/other-resouces/692-wolfville-accessibility-plan/file.html>

## Committee Members

**Accessibility Coordinator:** Sarah Kucharski, Communications Officer, MODL

### Community Members (6 of 6 positions)

<b>David Outhouse</b>	First Appointed: September 01, 2019 Term <b>Expiring September 01, 2022</b>
<b>Louise Hopper</b>	First Appointed: September 01, 2019 Term <b>Expiring September 01, 2022</b>
<b>Patricia George-Zwicker</b>	First Appointed: September 01, 2019 Term <b>Expiring September 01, 2021</b>
<b>Ellen Johnson</b>	First Appointed: September 01, 2019 Term <b>Expiring September 01, 2021</b>
<b>Mary St. Amand</b>	First Appointed: January 30, 2020 Re-Appointed: December 2020 Term <b>Expiring December 2023</b>
<b>Desiree Gordon</b>	First Appointed: December 2020 Term <b>Expiring December 2023</b>

### Elected Officials (6 of 6 positions) Terms: 2yrs

<b>Municipal Unit</b>	<b>Name</b>
Municipality of the District of Lunenburg	Councillor Cathy Moore <b>Alternate:</b> Councillor Reid Whynot
Municipality of the District of Chester	Councillor Danielle Barkhouse <b>Alternate:</b> Councillor Abdela Assaf
Town of Bridgewater	Councillor Jennifer McDonald <b>Alternate:</b> Councillor Mike Conklin
Town of Lunenburg	Councillor Melissa Duggan <b>Alternate:</b> Councillor Susan Sanford
Town of Mahone Bay	Councillor Penny Carver <b>Alternate:</b> Deputy Mayor Francis Kangata
Village of Chester	Commissioner Martin Hiltz

### Staff Resources (6 of 6 positions) Terms: N/A

<b>Department</b>	<b>Name</b>
Recreation	<b>Diana Johnson</b> , Recreation Coordinator, ToB
Communications	<b>Sarah Kucharski</b> , Communications Officer, MODL
Planning	<b>Jessica McDonald</b> , Director of Planning, ToB
Engineering	<b>Greg Jonah</b> , Engineering Technologist, MODC
Policy	<b>Dylan Heide</b> , C.A.O. ToMB
Heritage	<b>Arthur MacDonald</b> , Heritage Manager, ToL

# Village of Chester Budget 2022-2023

as of March 17, 2022

		Budget	Actual	Budget
		21/22	21/22	22/23
<b>Revenue</b>				
4100	Taxation	\$ 895,273.00	\$ 895,273.00	\$ 980,029.14
4110	Rental Income - EMC	\$ 20,993.00	\$ 21,256.68	\$ 21,256.68
4116	Rental Income - Eastlnk	\$ 2,156.00	\$ 2,479.40	\$ 2,479.40
	Tax Exemptions	-\$ 2,026.55	\$ 2,026.55	\$ 2,100.00
4170	Transfer from Reserves			
	Building			
	Operating			
	Lido	\$ 45,000.00	\$45,000.00	
4201	HST Offset	\$ 4,000.00	\$ 2,991.71	\$ 3,000.00
4220	Extraordinary Revenue - Rent	\$ -	\$ 2,000.00	\$ -
4225	Transfer from Other Governments (Gov of Canada - Lifeguard)	\$ 2,719.00	\$ 2,719.00	\$ 2,800.00
4600	MODC Fireboat	\$ 10,000.00	\$ 9,232.00	\$ 10,276.75
<b>TOTAL</b>		<b>\$ 978,114.45</b>	<b>\$ 982,978.34</b>	<b>\$ 1,021,941.97</b>

Approved :

Motion # 22-

# Village of Chester Budget 2022/2023

	Budget	Actual	Budget
	21/22	21/22	22/23

## Expenditures

### Commissioners

5450	Annual Public Meeting	\$ 300.00	\$ 119.93	\$ 300.00
5477	Honorariums	\$ 5,200.00	\$ 5,200.00	\$ 5,200.00
5496	Election Expense	\$ 1,200.00	\$ 1,835.15	\$ 1,500.00
<b>SUB-TOTAL</b>		<b>\$ 6,700.00</b>	<b>\$ 7,155.08</b>	<b>\$ 7,000.00</b>

### Administration

5250	Office Rent	\$ 9,000.00	\$ 8,448.00	\$ 8,500.00
5435	Audit	\$ 5,000.00	\$ 5,214.30	\$ 5,000.00
5440	Employee Wages	\$ 58,300.00	\$ 57,539.00	\$ 60,000.00
5445	Office Supplies & Expenses	\$ 2,000.00	\$ 1,600.00	\$ 2,000.00
5447	Employment Insurance	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00
5448	Canada Pension Plan	\$ 2,400.00	\$ 2,400.00	\$ 825.00
5455	Advertising/Promotion	\$ 2,000.00	\$ 1,100.00	\$ 2,000.00
5460	Memberships and Dues	\$ 1,500.00	\$ 1,330.50	\$ 1,500.00
5465	Travel and Training	\$ 500.00	\$ 1,181.74	\$ 1,000.00
5470	Bank Charges	\$ 300.00	\$ 343.00	\$ 350.00
5472	Consultants - Other	\$ 5,000.00	\$ 4,376.60	\$ 3,000.00
5475	Legal	\$ 3,000.00	\$ 4,800.00	\$ 4,500.00
5476	Medical Insurance	\$ 7,000.00	\$ 4,200.00	\$ 4,500.00
5478	Employee Benefits	\$ 3,500.00	\$ 3,700.00	\$ 3,800.00
5480	Office Phone and Internet	\$ 2,000.00	\$ 1,800.00	\$ 2,000.00
5481	IT Support and Website	\$ 6,000.00	\$ 5,585.00	\$ 6,000.00
5490	Insurance	\$ 13,000.00	\$ 14,410.91	\$ 14,500.00
5495	Office Equipment & Programs	\$ 2,000.00	\$ 2,350.00	\$ 2,200.00
<b>Sub-Total</b>		<b>\$ 123,650.00</b>	<b>\$ 121,529.05</b>	<b>\$ 122,825.00</b>

### Lido Pool

5910	Maintenance and Operations	\$ 15,000.00	\$ 13,926.04	\$ 13,000.00
5915	Lido Repairs	\$ 5,000.00	\$ -	\$ 5,000.00
5925	Insurance	\$ 3,500.00	\$ 4,850.00	\$ 5,000.00
5935	Life Guard Wages	\$ 20,000.00	\$ 20,923.00	\$ 21,000.00
5940	Supervisor/Security	\$ -	\$ 1,298.00	\$ 1,300.00
5945	Taxes	\$ 1,000.00	\$ 987.16	\$ 1,000.00
<b>Sub-total</b>		<b>\$ 44,500.00</b>	<b>\$ 41,984.20</b>	<b>\$ 46,300.00</b>

# Village of Chester Budget 2022-2023

		Budget	Actual	Budget
		21/22	21/22	22/23
<u>Beautification/Events</u>				
5565	Flower/Baskets	\$ 20,000.00	\$ 19,546.45	\$ 20,000.00
5570	Wreaths	\$ 4,200.00	\$ 4,493.48	\$ 4,400.00
5582	Celebrations	\$ 10,000.00	\$ 6,500.00	\$ 10,000.00
	Sub-Total	\$ 34,200.00	\$ 30,539.93	\$ 34,400.00
<u>Operations</u>				
5575	Compost Collections	\$ 21,000.00	\$ 22,367.62	\$ 23,000.00
5585	Property Maintenance	\$ 3,500.00	\$ 3,098.60	\$ 3,000.00
5960	Washrooms	\$ 15,000.00	\$ 13,378.14	\$ 15,000.00
	Sub-Total	\$ 39,500.00	\$ 38,844.36	\$ 41,000.00
<u>Jib Lot</u>				
5405	Jib Lot Maintenance	\$ 1,000.00	\$ 876.01	\$ 1,000.00
5410	Land Taxes	\$ 500.00	\$ 488.18	\$ 500.00
5415	Water Lot Taxes	\$ 110.00	\$ 107.49	\$ 110.00
	Sub-Total	\$ 1,610.00	\$ 1,471.68	\$ 1,610.00
<u>Protection</u>				
5501	Street Lights	\$ 9,000.00	\$ 7,670.00	\$ 9,000.00
5526	Repair & Maintenance	\$ 1,000.00	\$ 500.00	\$ 1,000.00
5540	Crossing Guard - Wages	\$ 11,000.00	\$ 9,000.00	\$ 10,000.00
	Sub-Total	\$ 21,000.00	\$ 17,170.00	\$ 20,000.00
	<b>(1) General Government Total</b>	<b>\$ 271,160.00</b>	<b>\$ 258,694.30</b>	<b>\$ 273,135.00</b>

# Village of Chester Budget 2022-2023

		Budget		Actual		Budget
		21/22		21/22		22/23
<b>Emergency Services (EMC)</b>						
5705	Maintenance & Repairs	\$ 3,500.00	\$	5,429.52	\$	4,000.00
5707	Site Remediation (Knotweed)	\$ 1,500.00	\$	-	\$	-
5710	Insurance	\$ 1,000.00	\$	1,150.00	\$	1,200.00
5715	Taxes	\$ 4,500.00	\$	4,236.54	\$	4,500.00

<b>(2) Emergency Services (EMC) Total</b>	<b>\$ 10,500.00</b>	<b>\$ 10,816.06</b>	<b>\$ 9,700.00</b>
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## Fire Services

### Commission/Administration

5210	Admin Salaries	\$ 58,300.00	\$	57,539.00	\$	60,000.00
5250	Office Rent	\$ 9,000.00	\$	8,448.00	\$	8,500.00
5435	Audit	\$ 5,000.00	\$	5,214.30	\$	5,000.00
5445	Office Supplies & Expenses	\$ 2,000.00	\$	1,600.00	\$	2,000.00
5447	Employment Insurance	\$ 1,150.00	\$	1,150.00	\$	1,150.00
5448	Canada Poension Plan	\$ 2,400.00	\$	2,400.00	\$	825.00
5475	Legal	\$ 3,000.00	\$	4,800.00	\$	4,500.00
5477	Commissioners Honorarium	\$ 5,200.00	\$	5,200.00	\$	5,200.00
5478	Employee Benefits	\$ 3,150.00	\$	3,700.00	\$	3,800.00
5495	Office Equipment	\$ 2,200.00	\$	2,350.00	\$	2,200.00

Sub-Total	<b>\$ 91,400.00</b>	<b>\$ 92,401.30</b>	<b>\$ 93,175.00</b>
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### Firefighting Force

5115	Firefighters Honorarium	\$ 50,000.00	\$	50,000.00	\$	50,000.00
5116	In Lieu of Fundraising	\$ 15,000.00	\$	15,000.00	\$	15,000.00
5154	Uniforms	\$ 6,000.00	\$	1,308.06	\$	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	\$	-	\$	2,500.00

Sub-Total	<b>\$ 90,000.00</b>	<b>\$ 80,140.06</b>	<b>\$ 84,700.00</b>
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## Village of Chester Budget 2022-2023

		Budget	Actual	Budget
		21/22	21/22	22/23
<u>Training &amp; Education</u>				
5120	Training	\$ 20,000.00	\$ 9,727.39	\$ 20,000.00
5150	Fire Prevention & Education	\$ 2,000.00	\$ 1,992.62	\$ 2,500.00
5156	Chief's Convention	\$ 250.00	\$ 210.00	\$ 2,500.00
5485	Bursary	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Sub-Total		\$ 23,750.00	\$ 13,430.01	\$ 26,500.00
<u>Fire Fighting Equipment</u>				
5040	Medical Supplies	\$ 750.00	\$ 515.59	\$ 750.00
5075	Tools & Equipment	\$ 3,000.00	\$ 1,103.03	\$ 1,500.00
5145	Fall Arrest/ Stabilization Upgrade	\$ 2,000.00	\$ 1,529.87	\$ 1,500.00
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	\$ 4,870.09	\$ 4,000.00
5320	Vehicle Insurance	\$ 7,500.00	\$ 7,525.00	\$ 7,575.00
5626	Inshore Boat Equipment	\$ 500.00	\$ 621.80	\$ 250.00
5090	SCBA Masks	\$ 2,500.00	\$ -	\$ -
Sub-Total		\$ 24,250.00	\$ 19,317.20	\$ 18,075.00
<u>Personal Protective Equipment</u>				
5030	Flash Hoods	\$ 500.00	\$ -	\$ -
5050	Gloves - Fire	\$ 1,500.00	\$ -	\$ 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	\$ -	\$ 2,000.00
5060	Helmets	\$ 1,500.00	\$ -	\$ 3,000.00
5130	Bunker Gear	\$ 20,000.00	\$ -	\$ 18,500.00
Sub-Total		\$ 29,500.00	\$ 621.54	\$ 26,750.00

# Village of Chester Budget 2022-2023

		Budget	Actual	Budget
		21/22	21/22	22/23
<u>Communication</u>				
5095	Communications Contract	\$ 5,000.00	\$ 3,436.75	\$ 5,000.00
5100	Communications General Repair	\$ 500.00	\$ -	\$ 500.00
5105	Pagers	\$ 4,000.00	\$ 3,606.20	\$ 2,000.00
5110	Communications (Radio) Upgrades	\$ 5,000.00	\$ 981.55	\$ 5,000.00
5164	Mobile Radio Service Plan	\$ 1,500.00	\$ 865.66	\$ 1,500.00
5166	Portable Mobile Radios	\$ 4,000.00	\$ 3,902.37	\$ -
Sub-Total		\$ 20,000.00	\$ 12,792.53	\$ 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	\$ 101.16	\$ 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	\$ 3,505.00	\$ 4,000.00
5138	Ladder/Harness Inspection	\$ 700.00	\$ 523.00	\$ 700.00
5310	Vehicle Repair & Maintenance	\$ 25,000.00	\$ 62,687.82	\$ 30,000.00
5017	Jaws of Life	\$ 1,500.00	\$ -	\$ 1,500.00
Sub-Total		\$ 42,200.00	\$ 75,938.75	\$ 48,050.00
<u>Fire Boat #571</u>				
5605	Fire Boat Fuel & Oil	\$ 750.00	\$ -	\$ 750.00
5615	Fire Boat Consumable Items	\$ 500.00	\$ -	\$ 500.00
5617	Fire Boat Hose & Nozzles	\$ -	\$ -	\$ -
5620	Fire Boat Maintenance	\$ 4,000.00	\$ 4,885.83	\$ 4,500.00
5625	Fire Boat #571 Insurance	\$ 1,900.00	\$ 2,008.00	\$ 2,100.00
5627	Marina Fees	\$ 1,500.00	\$ 1,564.29	\$ 1,800.00
5630	Rescue Recovery Board	\$ 1,000.00	\$ 632.97	\$ -
Sub-Total		\$ 9,650.00	\$ 9,091.09	\$ 9,650.00

# Village of Chester Budget 2022-2023

		Budget	Actual	Budget
		21/22	21/22	22/23
<u>Building &amp; General</u>				
5205	Telephone & Alarm	\$ 9,000.00	\$ 5,556.98	\$ 5,000.00
5220	Building Utilities	\$ 14,500.00	\$ 13,099.07	\$ 14,500.00
5224	Waste Removal	\$ 3,000.00	\$ 4,237.60	\$ 3,050.00
5229	Janitorial	\$ 5,000.00	\$ 4,498.16	\$ 5,000.00
5230	Maintenance (10)	\$ 10,000.00	\$ 8,138.58	\$ 10,000.00
5235	Insurance (Building)	\$ 6,000.00	\$ 6,375.00	\$ 6,500.00
5240	Consumables	\$ 4,000.00	\$ 1,994.39	\$ 4,000.00
5445	Office Supplies & Expenses	\$ 500.00	\$ 300.00	\$ 500.00
	Sub-Total	\$ 52,000.00	\$ 44,199.78	\$ 48,550.00
	(3) Fire Services Total	\$ 382,750.00	\$ 347,932.26	\$ 369,450.00
	<b>Total Operating Expenses</b>	<b>\$ 664,410.00</b>	<b>\$ 617,442.62</b>	<b>\$ 652,285.00</b>

# Village of Chester Budget 2022-2023

	Budget	Actual	Budget
	21/22	21/22	22/23
<b>2021/22 CAPITAL BUDGET</b>			
<b><u>Fire Purchases From Operating</u></b>			
5045	Defibrillator	\$ 2,500.00	\$ -
5090	SCBA Breathing Apparatus	\$ 52,000.00	\$ 25,834.97
5146	Stabilization Equipment	\$ 5,000.00	\$ 4,652.19
1815	Asbestos Removal - Fire Lot		\$ 70,000.00
1815	Building Removal - Fire Lot		\$ 50,000.00
5445	UPS Powersupply	\$ 1,200.00	\$ -
5160	Wildfire Hose Pack	\$ 2,500.00	\$ 1,500.00
5162	Thermal Camera Battery	\$ 2,250.00	\$ -
Sub-Total		\$ 65,450.00	\$ 30,487.16
<b><u>Lido Repairs from Reserves</u></b>			
5915	Lido Pool Repairs	\$ 45,000.00	\$ 45,000.00
Sub-Total		\$ 45,000.00	\$ -
<b>Total Capital Purchases</b>		<b>\$ 110,450.00</b>	<b>\$ 75,487.16</b>
<b><u>Transfer to Reserves</u></b>			
2650	Fire Apparatus Repayment	\$ 50,938.47	\$ 50,938.47
5305	Fire Apparatus	\$ 150,000.00	\$ 150,000.00
5720	Emergency Medical Services	\$ -	\$ -
Total Reserve Transfer		\$ 200,938.47	\$ 200,938.47
<b>GRAND TOTAL</b>		<b>\$ 975,798.47</b>	<b>\$ 893,868.25</b>
			<b>\$ 1,010,723.47</b>

### Village of Chester 2022-2023 Rates

	2019/20	2020/21	2021/22	2022/23
Fire Operations Outside	0.0460 \$182,491.25	0.0460 \$187,228.65	0.0460 \$190,516.59	0.0460 \$208,435.80
Fire Operations Village	0.0460 \$171,345.12	0.0460 \$175,040.35	0.0460 \$178,538.88	0.0460 \$195,498.30
	<u>\$353,836.37</u>	<u>\$362,269.00</u>	<u>\$369,055.47</u>	<u>\$403,933.10</u>
Fire Capital Outside				
Fire Capital Village	0.0280 \$111,081.63	0.0280 \$113,965.27	0.0280 \$115,966.62	0.0280 \$126,873.96
	0.0280 \$104,297.03	0.0280 \$106,546.30	0.0280 \$108,675.84	0.0280 \$118,998.96
	<u>\$215,378.66</u>	<u>\$220,511.57</u>	<u>\$224,642.46</u>	<u>\$245,872.92</u>
Fire Total Outside	0.0740 \$293,572.88	0.0740 \$301,193.92	0.0740 \$306,483.21	0.0740 \$335,309.76
Fire Total Village	0.0740 \$275,642.15	0.0740 \$281,586.65	0.0740 \$287,214.72	0.0740 \$314,497.26
	<u>\$569,215.03</u>	<u>\$582,780.57</u>	<u>\$593,697.93</u>	<u>\$649,807.02</u>
General Government	0.0777 \$289,424.64	0.0777 \$295,665.99	0.0777 \$301,575.46	0.0777 \$330,222.12
	<u>0.1517 \$858,639.67</u>	<u>0.1517 \$878,446.56</u>	<u>0.1517 \$895,273.39</u>	<u>0.1517 \$980,029.14</u>

**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 2022/23 - \$10,276.75  
 Assessment = \$13,887,500 / 100 = \$138,875 X 0.074 = \$10,276.75  
 Actual expenses \$9,880.49

## Request for Decision

<b>Topic:</b> Elections and Annual Public Meeting Dates	<b>Date:</b> April 13, 2022
	<b>Proposed By:</b> Dennis Egyedy, Clerk/Treasurer
<b>Proposal Summary:</b> <p>This year, Commissioners Heisler and Hiltz have completed their terms on the Commission and are open for election. A third position is open due to the passing of our Chair Nauss. This is a one-year term until May 2023. According to our "Election Bylaw" section 2(g), election day is the first Tuesday following the Annual Public Meeting and elections shall take place between 9:00am and 7:00pm. Immediately following the Annual Public Meeting, an Advanced Election Poll shall be held on the first Saturday between 11:00am and 7:00pm.</p> <p>The date for the Annual Public Meeting shall take place on or before July 1<sup>st</sup> as per the MGA. The Commission must pass a motion on the date for the APM. This year the annual public meeting should take place on Wednesday, June 8<sup>th</sup>, 2022 at 6:30PM.</p> <ul style="list-style-type: none"> <li>• Nomination Day, Wednesday, May 25<sup>th</sup>, 2022 – 9:00am to 5:00pm</li> <li>• Annual Public Meeting, Wednesday, June 8<sup>th</sup>, 2022 – 6:30pm</li> <li>• Advance Election Poll, Saturday, June 11<sup>th</sup>, 2022 – 11:00am to 7:00pm</li> <li>• Election Day Poll, Tuesday, June 14<sup>th</sup>, 2022 – 9:00am to 7:00pm</li> </ul>	
<b>Benefits:</b> <p>The dates and locations are similar to previous years. The residents are familiar with the voting and APM meeting site. The successful candidates may be sworn in at the next regular meeting on June 15<sup>th</sup>, 2019 pending a requirement for 3 days after the election for a recount.</p> <p>Newspaper advertising for elections will start on the week of May 12<sup>th</sup>, 2022.</p>	
<b>Disadvantages:</b> None Identified	
<b>Policy Implications:</b> None Identified	
<b>Options:</b> <ol style="list-style-type: none"> <li>1. To approve the dates and times for the Annual Public Meeting and Village Commissioner elections.</li> <li>2. To refer back to administration with a new date for the APM</li> </ol>	
<b>Costs:</b> Hall rental, refreshments, staffing	<b>Source of Funding:</b>

**Staff Recommendations/Comments:**

To approve the following meeting dates and times:

- Nomination Day, Wednesday, May 25<sup>th</sup>, 2022 – 9:00am to 5:00pm
- Annual Public Meeting, Wednesday, June 8<sup>th</sup>, 2022 – 6:30pm
- Advance Election Poll, Saturday, June 11<sup>th</sup>, 2022 – 11:00am to 7:00pm
- Election Day Poll, Tuesday, June 14<sup>th</sup>, 2022 – 9:00am to 7:00pm

**Clerk/Treasurer's Review/Comments/Initials:**A handwritten signature in cursive script, appearing to read "C. J. [unclear]", is written in the center of the box.

**RFP FOR 551 REPLACEMENT TRUCK FOR CHESTER VOLUNTEER FIRE  
DEPARTMENT**

**CAB AND CHASSIS**

- ENGINE MUST BE CUMMINGS 400-500 HP
  
- TRANSMISSION MUST BE EVS 4000
  
- FRONT AXLE RATING MINIMUM 18000, REAR AXLE RATING MINIMUM 46000, AIR RIDE WITH OVERRIDE VALVE TO ADJUST RIDE HEIGHT

MAXIMUM HEIGHT 116 IN, MIRROR TO MIRROR 115 IN. WITH MAXIMUM LENGTH OF 32 FEET

- PUMP SIZE WILL BE MINIMUM 1200 GPM HALE PTO PUMP, EQUIPPED WITH NON - MECHANICAL PACKING AND ALL STAINLESS PIPING WITH AKRON VALVES
  
- 2 REAR TOW HOOKS
  
- BREAK CANS MINIMUM 3036
  
- COMPOUND BREAKS ON REAR
  
- ALUMINUM BUD WHEELS FULLY DRESSED
  
- ON SPOT CHAINS
  
- EXHAUST MUST EXIT PASSENGER SIDE IN FRONT OF REAR END
  
- 3 DUMP VALVES (1 EACH SIDE AND 1 REAR) TO BE CONTROLLED FROM CAB AND REMOTE OUTSIDE
  
- 360 DEGREE CAMERA
  
- MICHELIN TIRES AND GEL BATTERY
  
- **CAB INTERIOR:**  
AIR CONDITIONING, EQUIP WITH COLD WEATHER CLIMATE PACKAGE ,POWER WINDOWS, HEATED WESTCOAST MIRRORS AND HEATED CONVEX MIRRORS, AM/FM RADIO, ROAD & AIR TEMPERATURE, LED HEADLIGHTS, 12 VOLT BATTERY CHARGER, SPOTLIGHT MOUNTED ON HOOD, ANTENNA FOR TMR AND VHF ( RADIOS WILL BE SUPPLIED BY CHESTER VOLUNTEER FIRE DEPARTMENT)

**BODY**

- TO BE EQUIPPED WITH TWO POWER ASSIST PORTA TANKS 3000 GALLONS EACH (ONE EITHER SIDE)
- 3 TANK LEVEL GUAGES (LARGE LED INDICATORS)
- ONE COMPARTMENT MUST BE A SPECIFIC SIZE TO HOLD THE PORTABLE PUMP. THIS MUST MEASURE 26 IN X 23 IN. X 23 IN.
- BODY CLEARANCE OVER TIRES MUST BE A MINIMUM OF 12 IN.
- TRAFFIC BAR AT REAR OF TRUCK
- **BLACK** TARP FOR HOSE BED TO BE EQUIPPED WITH HOOKS, THUMB SCREWS AND VELCRO
- KUSSMAUL AUTO EJECT FOR AIR AND BATTERY CHARGER
- BODY WILL BE CONSTRUCTED FULLY EXTRUDED 3IN X 3IN X 1/4 IN
- TANK SIZE 3000 IMPERIAL GALLONS
- 2 PRE CONNECTS AND 2 SCBA'S
- Q SIREN
- ALL COMPARTMENTS MUST HAVE ROLL UP DOORS (DOVER OR EQUIVALENT