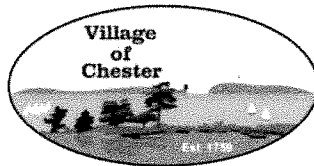


**Agenda**  
**Regular Monthly Meeting**  
**Zoom ID: 935-442-9176 Password: 301715**  
**Wednesday, February 9<sup>th</sup>, 2022, at 7:00 pm**

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<b>1. Call to Order</b>	
<b>2. Public Forum</b>	
<b>3. Approval of Agenda/Additions to Agenda</b>	
<b>4. Vice-Chair Nominations</b>	
<b>5. Review/Approval of Minutes</b>	
a) Regular Meeting, Wednesday, January 12 <sup>th</sup> , 2022	1 - 4
<b>6. Business Arising</b>	
<b>7. Correspondence</b>	
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b) Infrastructure Program – Minister Lohr	6
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a) Clerk Treasurer	9 - 22
b) Financial Statement / Bank Transactions – January 2022	23 - 29
c) Fire Chief	Verbal
d) Committees	
<b>9. New/Other Business</b>	
(a) Draft Budget 2022/23	30 - 37
(b)	
<b>10. Commissioner Roundtable</b>	
<b>11. Adjournment</b>	
Audit Committee Meeting – February 17 <sup>th</sup> , 2022 - 11:30am	
Next Regular Meeting – March 09 <sup>th</sup> , 2022 – 7:00pm	



**Minutes**  
**Regular Monthly Meeting**  
**Zoom ID: 935-442-9173 Password: 301715**  
**Wednesday, January 12, 2022 – 7:00 pm**

**Attendance:** Nancy Hatch, Commissioner Vice-Chair; Michael Dockrill, Commissioner; Michael Heisler, Commissioner; Martin Hiltz, Commissioner; Dennis Egyedy, Clerk Treasurer; Everett Hiltz, Fire Chief

**Regrets:** Bill Nauss, Commissioner Chair

**Public Gallery:**

**1.0 Call to Order**

Commission Vice-Chair Hatch called the January 12, 2022, Regular Monthly meeting, via Zoom video, of the Village of Chester Commission, to order at 7:22 pm.

**2.0 Public Forum: Brenda Mulrooney**

Commissioner Hatch read a letter from Brenda Mulrooney in reference to flower baskets and wreaths in Chandler Cove. In the mid 1990's VOCTADA initiated the first Christmas wreaths followed by flower baskets. The wreaths and baskets were strategically placed to help direct traffic from route 3 into the downtown and enhance the more scenic parts of the village.

The project was never meant to cover the residential areas of the village because it would be cost prohibitive. Mulrooney stated that she simply wanted to make it known what the intent was behind these seasonal endeavours.

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

Addition: 6(d) Public Hearing – Lakeside Zone

**Motion #22-01:** Commissioner Dockrill moved; Commissioner Heisler seconded:

The approval of the agenda with the addition of 6(d) Public Hearing – Lakeside Zone.

Unanimously Carried

**4.0 Review/Approval of Minutes**

a) Regular Meeting: Wednesday, December 8, 2021

**MOTION #22-002:** Commissioner Dockrill moved; Commissioner Heisler seconded:

The approval of the Minutes of December 8, 2021, Regular Monthly meeting as presented.

Unanimously Carried

## 5.0 Business Arising

Nil

## 6.0 Correspondence

### a) Chandler's Cove Village Board of Directors

The commission discussed the letter from John Olsen in relation to the information provided by Brenda Mulrooney and no definitive decision was made.

### b) Fire Services Agreement Extension

The commission expressed concern that the fire services agreement is taking too long to approve and should be completed within the next two months. It was suggested that the extension be for a further 3 months from December 31, 2021 to March 31, 2022. Secondly, a meeting between all parties shall be held in February 2022.

**MOTION #22-03:** Commissioner Dockrill moved; Commissioner Heisler seconded:  
To approve an extension of the fire services agreement for 3 months to March 31, 2022.

Unanimously Carried

### c) Canadian Association of Municipal Administrators

Clerk/Treasurer Egyedy acknowledged that all municipal administrators have been working very hard during this pandemic and the letter was a thank you from the President of CAMA.

### d) Public Hearing – Lakeside Zone

Notification was received from MOC that the Public Hearing scheduled for Thursday, January 27<sup>th</sup>, 2022 at 6:30pm has been moved to an online virtual hearing.

**MOTION #22-04:** Commissioner Dockrill moved; Commissioner Heisler seconded:  
To approve the correspondence (a),(c), and (d) as information.

Unanimously Carried

## 7.0 Reports

### a) Clerk Treasurer

Clerk Treasurer, Egyedy reported on the financial state of the village in light of the fire apparatus payments and operating expenditures to the end of March 31<sup>st</sup>, 2022. Our revenue which includes our bank balance, operating reserve transfer, and final tax quarterly payment will be sufficient to cover our budgeted expenses. The fire apparatus transfers will be completed on the advice from our Auditor's audit.

Egyedy recommends completing the transfer of \$30,000 from operating reserve as per motion: #21-120. The operating and utility reserve funds are maturing on January 17<sup>th</sup> and should be re-invested into a cashable investment. Administration has completed a draft budget for 2022/23 based on estimated expenditures to March 31, 2022. The fire services budget has actual amounts to December 31, 2021. There are no budget amounts for fire services pending feedback from Chief Hiltz.

Chief Hiltz recommended deferral of the \$30,000 operating reserve transfer pending a review of the current year fire budget with the commission. Egyedy cautioned the commission that any decision made at a meeting with the fire service would need to be approved at an open meeting of the public. It was agreed that the commission would meet with the fire service virtually on January 18<sup>th</sup>, 2022 at 7:00pm.

**MOTION #22-05:** Commissioner Dockrill moved; Commissioner Heisler seconded:  
To approve re-investment of \$182,771.17 into a one-year cashable investment fund.  
Unanimously Carried

**MOTION #22-06:** Commissioner Dockrill moved; Commissioner Heisler seconded:  
To approve re-investment of \$36,749.32 into a one-year cashable investment fund.  
Unanimously Carried

**MOTION #22-07:** Commissioner Dockrill moved; Commissioner Hiltz seconded:  
The approval of the Clerk Treasurer's report as presented.  
Unanimously Carried

b) Financial Statement/Bank Transactions – December 2021  
The monthly financial statements were reviewed by the Clerk Treasurer. Egyedy noted that the actual amounts in column one are the amounts used in budget preparations.

**MOTION #22-08:** Commissioner Heisler moved; Commissioner Dockrill seconded:  
To approve the December Financial Statements and Bank Transactions as presented.  
Unanimously Carried

c) Fire Chief  
Chief Hiltz reported fifteen emergency dispatches: three (3) fires, five (5) vehicle collision, two (2) alarms, one (1) medical, two (2) public assistance, two (2) power lines down.

CVFD has upgraded their medical response to Time Critical events due to unavailability of EHS ambulances in the area. Members are training and certifying as Medical First Response.

**MOTION #22-09:** Commissioner Dockrill 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) Taxation Exemption Bylaw  
Clerk/Treasurer noted the addition of Section 2.2 where the Chester Garden Club ceases to occupy the property.

**MOTION #22-10:** Commissioner Dockrill moved; Commissioner Heisler seconded:  
To approve Second Reading of a "Tax Exemption for Non-profit Organization By-law #02-2021."

Unanimously Carried

**MOTION #22-11:** Commissioner Hiltz moved; Commissioner Dockrill seconded:  
To approve Third and Final Reading of a "Tax Exemption for Non-profit Organization By-law #02-2021."

Unanimously Carried

**9.0 Commission Roundtable**

The commission agreed to have a discussion with the Fire Department and their current budget 2020/21.

**10.0 Adjournment**

Next Regular Meeting – February 9<sup>th</sup>, 2022 – 7:00 pm

Commissioner Heisler adjourned the January 12<sup>th</sup>, 2022, meeting at 8:31pm.

\_\_\_\_\_  
Nancy Hatch  
Commission Vice-Chair

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

**Dennis Egyedy**

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**From:** Justice Minister <JUSTMIN@novascotia.ca>  
**Sent:** January 27, 2022 8:42 AM  
**To:** Justice Minister  
**Subject:** Correspondence from Minister Johns

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

CAUTION: This email originated from an external sender.

Dear Prescribed Public Sector Bodies,

As a public sector organization, you are a valuable partner in meeting our goal of an accessible province by 2030. A great amount of work has been done across the province by many prescribed public sector bodies to advance accessibility.

The deadline for meeting obligations under the Accessibility Act is coming soon. For some, including municipalities and villages, libraries and post secondary institutions it is April 1, 2022, and for others it is April 1, 2023.

We know that work is well underway across the province, with accessibility advisory committees established in most public sector bodies and many organizations developing their accessibility plans. We are hearing that most organizations are on track to meet their obligations, but that some of you may require some additional supports. While there is no extension to these timelines, government has no plans to issue penalties to prescribed public sector bodies for not meeting the April 2022 deadline, in the foreseeable future. Instead, the Directorate will continue to provide education, guidance and resources to organizations developing accessibility plans.

The Accessibility Directorate is supporting the work of all prescribed public sector bodies, which is a key part of our commitment to create an accessible province by 2030. There are several resources available to assist prescribed public sector bodies in meeting their obligations under the Accessibility Act, including the Accessibility Planning Toolkit for Prescribed Public Sector Bodies, and the Interim Accessibility Guidelines for Indoor and Outdoor Spaces. These resources along with a number of webinars to guide your efforts are all available online at <https://www.novascotia.ca/accessibility>

We look forward to continuing to advance this important work together. If you have any questions, please contact Dawn Stegen, Interim Executive Director, Accessibility Directorate at [dawn.stegen@novascotia.ca](mailto:dawn.stegen@novascotia.ca).

Thank you for your continued support and commitment to building an inclusive province for all Nova Scotians.

Sincerely,



6

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

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

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February 1, 2022

Dear Mayors, Wardens and Commission Chairs:

**Re: Call for Applications - Investing in Canada Infrastructure Program (ICIP)**

I am pleased to let you know that the Province will soon be accepting applications under the Green – Environmental Quality Stream of the Investing in Canada Infrastructure Program.

When you are preparing to apply for funding, please remember that only projects under the wastewater, drinking water or solid waste categories will be eligible. These projects must meet provincial and/or federal regulations where applicable.

Applications will be accepted between February 4, 2022, and April 1, 2022. I hope you and your councils or commissions will consider potential projects and submit them for consideration.

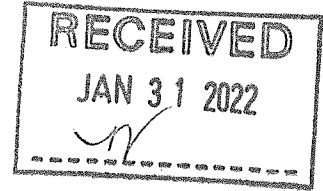
Further details regarding the application process will be sent to your CAO or Clerk in the coming days.

Sincerely,

A handwritten signature in black ink, appearing to read "John A. Lohr".

Honourable John A. Lohr  
Minister

c      CAOs, Clerks/Treasurers



January 27, 2022

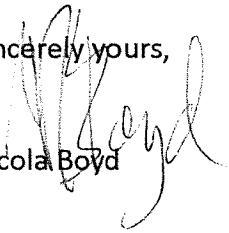
Village Commission  
Pleasant St  
Chester

Dear Commissioners,

On behalf of the Chester Merchant's Association, please accept our sincere condolences for the sad passing of Bill Nauss.

Bill so kindly agreed to portray Santa Claus for the Merchant's Village Christmas event for multiple years, and we could not have had a better person undertake this. He truly embodied all that is special and magical about Santa and that was a clear reflection of his own spirit and joy related to being a part of the community and giving happiness to others.

Our deepest sympathies are extended to Bill's family and colleagues. This is a true loss for the village of Chester.

Sincerely yours,  
  
Nicola Boyd

Chair  
Chester Merchants Association



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VOCTADA

RECEIVED  
JAN 31 2022  
*W*

January 27, 2022

Village Commission  
Pleasant Street  
Chester

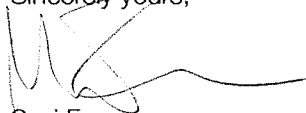
Dear Commissioners,

We were deeply saddened to hear of the sudden passing of Bill Nauss.

Bill has been an integral part of this community for many years. He always rose to the occasion and gave it his all. Bill was always willing to lend a hand for the greater good of the village.

Please know our sympathies are with you and Bill's family.

Sincerely yours,



Suzi Fraser

Secretary for Voctada

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**CLERK TREASURER REPORT**

**February 9<sup>th</sup>, 2022**

Our 2022 property assessment notices are in with a total assessment of \$1,601,000 plus the new firehall property assessment of \$350,000 for a total assessment of \$1,951,700. Since 2021, there has been an increase in our assessments of \$136,600 which does not include the new firehall lot for a total increase of property of \$486,600. The total taxes paid on all taxable properties is \$5,819.37.

Attached is an update of our reserve accounts with the re-investment of our Utility and Operating reserves which have a new maturity date of January 17<sup>th</sup>, 2023. The two funds are cashable with an interest rate of 0.230 percent. On April 21<sup>st</sup>, 2022, the pool reserve of \$135,633.83 will be maturing with interest earned of \$270.73. There is a motion to transfer out \$45,000.00 for pool repairs. All transfers will be completed by March 31<sup>st</sup>, 2022 pending village audit and commission review.

On December 14<sup>th</sup>, 2016 the commission approved an "Employee Handbook". The document is 28 pages of information that does not apply to the village operation and may be defined in simpler terms. Many of the sections in the current handbook may be presented as a policy such as, drug and alcohol usage, scent and smoke free environment, use of smartphones and social media, etc. The attached Human Resources Policy includes all terms and conditions of employment in a ten-page document.

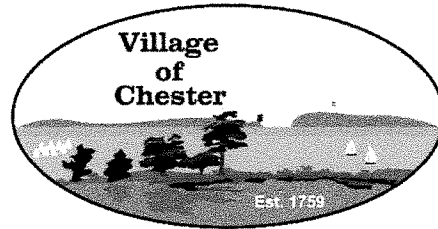
Our Auditor, Lawrence Lake will be in the office on February 16<sup>th</sup> to complete an interim audit. Mr. Lake will be available for an Audit Committee meeting on February 17<sup>th</sup>, via Zoom.

A handwritten signature in black ink, appearing to read "J. Cooper", is located at the bottom right of the page.

**SCOTIABANK RESERVES**

<u>Account</u>	<u>GIC</u>	<u>i Rate</u>	<u>Amount</u>	<u>Maturity</u>	<u>Amount</u>	<u>Interest</u>
Pool #1705854	Cashable – 1yr. Less Repairs	0.200%	135,363.10	April 21/22	135,633.83 <u>-45,000.00</u> \$90,633.83	270.73
EH Services #92067374	Locked – 10 mo.	0.450%	10,040.00	May 27/22	10,085.18	45.18
Pool #05854	Cashable – 1 yr.	0.200%	30,494.74	Oct 27/22	30,555.73	60.99
Fire Apparatus #58436850	Cashable – 1yr. 2021 Repayment 2021 Contribution	0.200%	758,257.42	Dec 26/22	759,689.41 + 50,938.47 <u>+150,000.00</u> \$959,195.89	1,431.99
Utility #58436967	Cashable – 1yr.	0.230%	36,749.32	Jan 17/23	36,833.84	84.52
Operating #65306781	Cashable – 1yr. Less Motion 21-120	0.230%	182,771.17	Jan 17/23	183,191.54 <u>-30,000.00</u> \$152,771.17	420.37
<b>CURRENT TOTALS</b>			<b>\$1,153,675.75</b>		<b>\$1,155,989.53</b>	<b>\$2,313.78</b>
<b>NOTE:</b>						
Fire Apparatus #5843685	Loan – 3 yr.	1.17%	150,099.25	Mar 31/24	152,815.40	2,716.15

# VILLAGE OF CHESTER



## Human Resources Policy

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## Village of Chester

Human Resources Policy

### INTRODUCTION

This manual describes the conditions of employment and personnel policies accepted by the Commission of the Village of Chester. These conditions and policies support the *mission* of the Village of Chester.

*Through innovation, we will promote growth and provide high quality essential services to residents and ratepayers at a reasonable cost.*

And reflect the *values* expected to be demonstrated by all staff and volunteers in their decisions and actions with respect to each other and the Residents of the village.

- Integrity
- Innovation
- Self sufficiency
- Teamwork
- Working cooperatively with others through partnerships
- Using technology to create efficiency
- Fairness and equity
- Common sense-simple, cost effective processes which emphasize goal achievement and minimize "red tape"
- A grass roots approach so planning is "bottom-up"
- Being proactive-recognizing and anticipating community needs

### EQUITABLE AND RESPECTFUL WORKPLACE

The Village of Chester is committed to the fair and equitable treatment of all employees. Every person shall have the right of equal opportunity based on qualifications for employment, for training and for advancement or promotion.

In accordance with the Human Rights Code of Nova Scotia, the Village of Chester shall not refuse to employ or continue to employ or to train individuals for employment or to advance or promote a person because of race, nationality, religion, color, gender, age, marital status, sexual orientation, physical or mental disabilities, ethnic or national origin, political beliefs, family status, or any other provisions established under the Act.

It is the policy of the Village of Chester that all of its employees should be treated with courtesy and respect in the workplace in an environment free of harassment of any kind. The Village of Chester will take steps to ensure that its employees do not have to tolerate harassment of any description which results in inappropriate interference with their work and employment.

The achievement of this objective requires the mutual respect, cooperation, professional conduct and understanding of all parties involved.

**1.0 EMPLOYMENT STATUS AND RECORDS**

**1.1 Organization Structure and Staff Positions**

The organization structure and salary ranges will be developed by the Clerk/Treasurer according to approved Commission budget. The Clerk/Treasurer is responsible for the hiring, promotion, appointment, and dismissal of village staff.

**1.2 Personnel Data Changes**

Each employee is responsible for informing the Clerk/Treasurer of any changes required to their personnel file. These changes would include marital status, birth of children, banking information, emergency contacts.

**1.3 Probationary Period**

The normal probationary period for employees is ninety (90) days from the date of hiring. During this period the employee can become accustomed to the work required and the supervisor can evaluate whether the individual’s skills will be adequate for the full range of responsibilities. At the end of the probationary period the employee will participate in a probationary performance review with his/her supervisor.

Probationary periods may be extended and an additional ninety (90) days upon the recommendation of the supervisor.

**1.4 Performance**

All personnel shall have an annual performance appraisal at their anniversary date of hire. Performance appraisals should be conducted by the immediate supervisor and include the following:

- Performance in comparison with position description;
- Performance in comparison with goals and objectives from past year;
- Goals and objectives for the coming year;
- Training requested by the employee or supervisor

The performance appraisal shall be discussed and signed off by the employee and the supervisor. An employee who has not had an annual appraisal has the right to request one. The supervisor shall perform the appraisal within a reasonable time period.

**2.0 PAID HOLIDAYS**

**2.1 Statutory Holidays**

2.1.1 Employees will receive the following statutory holidays:

- New Year’s Day
- Heritage Day
- Good Friday and Easter Monday
- Victoria Day
- Canada Day
- August Civic Holiday
- Labour Day
- Truth and Reconciliation Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

## Village of Chester

### Human Resources Policy

2.1.2 Employees will receive additional statutory holidays as defined by federal, provincial or municipal legislation. Statutory holidays falling on a weekend will be granted on the subsequent weekday. Statutory holidays for wage employees will be paid providing they meet the requirements of the Nova Scotia Labour Standards Code.

2.1.3 An employee shall not be entitled to a day off with pay or payment in lieu thereof for the aforementioned paid holiday while on layoff; in receipt of compensation from Workers' Compensation Board; on unpaid absence during which the employee is in receipt of weekly indemnity as provided for by the disability insurer; or on any other leave of absence in excess of thirty (30) calendar days for any reason.

2.1.4 To qualify for a paid holiday with pay the employee must have worked for the employer for no less than thirty (30) days in the twelve (12) month period preceding any paid holiday.

### 2.2 Recognition of Ethnic Holidays

The Village of Chester recognizes ethnic holidays and each employee has the right to request time off without pay.

## 3.0 ANNUAL VACATION

### 3.1 Entitlements

Vacation entitlement must be earned and or accrued before it may be taken unless approval is granted by the Clerk/Treasurer. An employee will have the right to access the Annual Vacation entitlement for that year with the understanding that any negative balances at the time of resignation or termination will be recoverable by the employer.

3.1.1 For the first calendar year of employment, vacation entitlement will be 15 (fifteen) working days for all staff.

3.1.2 One (1) additional day per year of employment, as of the employee's anniversary date, will be added to the vacation entitlement to a maximum total vacation of twenty (20) working days.

3.1.3 Vacation earned must be taken by the yearend of each year and an employee may only carry forward five (5) days per year. Subject to commission approval, an employee may be paid the cash equivalent for unused vacation to a maximum of five (5) days.

### 3.2 Vacation Schedule Conflicts

Vacation time for Village staff should be decided upon by March 1<sup>st</sup> of each year in question. When acceptable vacation schedules cannot be developed by mutual agreement, the following policy will take effect:

3.2.1 vacation time shall be used before Leave without Pay for employees with over one year in service.

## Village of Chester

### Human Resources Policy

- 3.2.2 employees with accumulated vacation leave take precedence over employees using leave without pay.
- 3.2.3 seniority in service with the Village gives an employee first choice for vacation time. This advantage can only be used once per year.

## 4 LEAVE OF ABSENCES

### 4.1 Personal Leave

An employee shall earn Personal Leave credits up to a maximum of three (3) days per year. This amount will be prorated for permanent full-time employees who commence employment after January 1 of a given year.

Personal Leave will be taken in half day increments on the basis of the employee's regular scheduled hours of work for the day the leave is taken.

### 4.2 Sick Leave

Sick leave is provided by the employer for the purpose of maintaining the regular earnings of employees, during absences due to illness or accident for which compensation is not payable under the Workers Compensation Act, or other benefits provided by the employer, or for attending medical appointments outside the Village of Chester.

- 4.2.1 Full-time employees shall be provided credit for sick leave on March 1<sup>st</sup> of each year at a rate of five (5) days per calendar year. Sick leave credit will be prorated for employees commencing employment in mid-year. Sick leave cannot be carried forward from one year to next, and in the case of resignation or termination, employees shall not be paid out for any unused sick leave.
- 4.2.2 Employees may be required to substantiate, with proper medical certificate, any claim for sick leave. Where the employer requests substantiation, payment of sick leave benefits shall not be affected until the required substantiation has been provided.
- 4.2.3 An employee who has exhausted their sick leave credits during the course of an illness and the illness continues for which disability benefits are not provided, the employee shall be deemed to be on Leave without Pay for the duration of the illness or as provided below, whichever occurs first. The employee shall keep the employer advised as to when he/she shall be expected back to work and shall provide the employer with twenty-eight (28) days written notice and medical substantiation of readiness to return to work.
- 4.2.4 At the expiration of twenty-four (24) months from the last day of paid sick leave it shall be deemed that the employment relationship is terminated, if an employee:
  - is not capable of resuming the duties of their former position; or
  - after a reasonable effort having been made to place the employee in an alternate available position for which he/she is capable of performing, and such alternate employment is not available.

4.2.5 Employees suffering illness after the commencement of their annual vacation shall not be permitted to access sick leave for such illness without the approval of the Employer and by providing a proper medical certificate.

4.2.6 Recording of personal doctor or dentist appointments of less than three (3) hours in length will not be required.

4.3 Bereavement Leave

Immediate family is defined as an employee’s father, mother, spouse, common-law spouse, child, stepchild, foster child. Extended family is defined as an employee’s siblings, father-in-law, mother-in-law, grandmother, grandfather, and any relative permanently residing in the employee’s household or with whom the employee presently resides.

4.3.1 The employer shall grant Bereavement Leave earned with pay for a period of up to five (5) consecutive working days:

- When there is a death in the employee’s immediate family; or
- When a member of the immediate family requires surgery or becomes ill and the employee is required to care for his/her dependents or for the sick person.

4.3.2 The employer shall grant Bereavement Leave earned with pay for a period of up to five (5) consecutive working days:

- When there is a death in the employee’s extended family;
- When an employee is required to attend to a serious household or domestic emergency;
- When an employee is required to render assistance in the event of serious community emergencies; or
- On the occasion of the birth or an adoption of an employee’s child.

4.4 Maternity, Adoption and Parental Leave

The employer will provide maternity, adoption and/or parental leave in accordance with the minimum standards designated by Labour Standards Code.

4.5 Court Leave

When an employee is summoned or subpoenaed as a witness or a defendant to appear in Court, to give evidence, or to produce employer records arising out of his/her employment with the employer, the employee shall be regarded as being on duty and paid accordingly. Any monies received by the employee from the Court shall be paid to the employer.

Where a full-time employee is required to serve as a juror under the Jury Act or is subpoenaed as a witness in his/her private capacity, he/she shall be allowed leave with pay and any monies other than expense allowances shall be paid to the employer.

4.6 Leave Without Pay

Leave without pay will be granted at the sole discretion of the employer.

Employees on unpaid leave of more than thirty (30) days will cease to accrue vacation, special or sick leave entitlement and will be responsible for paying one hundred percent (100%) of the benefit premiums accounting for both the employee and Employer share, should the employee wish to continue benefit coverage. than being paid for overtime.

4.7 Absent Without Leave

When an employee is absent without leave for a period of two (2) weeks, he/she shall be considered to have abandoned their position and to have terminated their employment on the last day on which they were present at work and performed their regular duties.

**5 EMPLOYEE BENEFITS PROGRAM**

5.1 Insurance Based Programs

The employer supplies a group of insurance-based benefits such as health, dental, and life insurance to all permanent employees who work at least 20 hours per week. The benefit starts after three months of employment and is cost-shared. Participation in the group insurance plan is mandatory but you may opt out of certain components if you are covered by a spousal plan. Information relating to the benefits in the group insurance plan is found in the benefits booklet. Please refer to the booklet for information concerning coverage and limits.

5.2 NSFM Insurance

The employer agrees to pay 60% of the premiums for health benefits offered through "Nova Scotia Federation of Municipalities" as follows:

- Accidental Death and Dismemberment
- Dental
- Dependent Life
- Extended Health Care
- Group Life Insurance
- Long Term Disability
- Short term Disability

5.2.1 Employees must be regularly scheduled to work at least twenty (20) hours per week and have completed the probationary period, in order to be eligible for the NSFM benefits.

Participation in the benefit plan is mandatory unless the employee provides satisfactory proof of similar or superior coverage elsewhere. Employees become eligible for benefits after three (3) months of employment.

5.2.2 The benefit and pension plan carriers shall govern eligibility and coverage in all cases and eligibility is not determine by the employer. It will be the responsibility

of an employee to pursue the carrier of such benefits directly where issues regarding coverage or eligibility arise.

- 5.2.3 The employer reserves the right to change insurance carriers provided similar or superior coverage is maintained.
- 5.2.4 A permanent employee receiving short or long term disability benefits and who, at the commencement of absence from work, is participating in any or all of the employer's benefit package shall continue to be covered under these plans throughout the period the permanent employee is receiving disability benefits. Premium contributions shall continue to be paid by the employer and employee.
- 5.2.5 An employee on disability leave of more than thirty (30) calendar days will cease to accrue vacation, special and sick leave entitlements beginning on the day that the employee began receiving disability benefits.

**6 COMPENSATION AND HOURS OF WORK**

**6.1 Employee Compensation**

Employee compensation shall be determined by the Wage and Salary Grid as approved by the Commission and may be reviewed from time to time. Each employee shall be eligible for an incremental increase, budget permitting, on an annual basis. Increases will be effective at the employee's anniversary date of hire, pending receipt of a satisfactory performance appraisal. Increases are retroactive.

Additional increases may be granted, budget permitting, at the discretion of the Clerk/Treasurer, for the completion of job specific educational requirements.

**6.2 Cost of Living Allowance**

Employees may be eligible for an annual Cost of Living Allowance (COLA), budget permitting, subject to commission approval of the final annual operating budget. The COLA will be calculated annually, as part of the budget process, based on an average of the Statistics Canada CPI for Nova Scotia. Any COLA granted will be administered by way of an adjustment to the wage and salary grid.

**6.3 Hours of Work**

The normal office hours for the public are 9:00am to 1:00pm weekdays. Your hours of work will be detailed in your offer letter.

Within the hours of operation each regular full-time employee is entitled to two (2) paid fifteen (15) minute breaks and a one (1) hour unpaid meal break. Employees are required to be at their place of work during working hours, with the exception of meal periods.

Staff is required by law (Nova Scotia Labour Standards) to keep accurate records of time worked in order to calculate pay and benefits. It is important to submit these records when required to ensure timely preparation of the payroll.

#### 6.4 Overtime

- 6.4.1 An employee may be required to work hours beyond their regularly scheduled hours and employees shall be compensated for all time worked in excess of their regular scheduled hours of work.
- 6.4.2 Overtime must be authorized in advance by the employer. In case of emergency, where the prior authorization of the employer is not possible, the employee will be required to submit, in writing, the reasons for such overtime. The approval of the employer will not be unreasonably withheld where an emergent situation is found to have occurred.
- 6.4.3 Overtime shall be paid at a rate of one and one half times (1½x) the employee's base rate of pay. In the alternative, and where mutually agreed, the employee may take time off in lieu of overtime pay at a rate of one and one half (1½) hours paid time off for every hour of overtime worked.

### 7 DISCIPLINE, DISMISSAL, AND RESIGNATION

#### 7.1 Conduct and/or Performance

Unsatisfactory conduct and/or performance by an employee may be grounds for discipline, up and including, immediate dismissal for just cause. No employee shall be disciplined or dismissed without just cause.

- 7.1.1 Unsatisfactory conduct and/or performance by an employee, which is not considered by the employer to be serious enough to warrant suspension or dismissal, may result in a written warning to the employee. A copy of written warning shall be placed in the employee's personnel file.

#### 7.2 Warning Letter

The employee shall sign any written warnings of discipline for the sole purpose of indicating that they are aware of the disciplinary warning and understand that it will be placed on their personnel file.

- Nothing in this section prevents immediate suspension or dismissal for just cause.

#### 7.3 Resignation

Employees shall give the employer at least fourteen (14) calendar days' notice of their intention to resign.

#### 7.4 Personnel File

Upon a request for the same being made by the employee, the employer will make reasonable arrangements to have an employee's personnel file made available for the employee to examine under supervision of the employer.

- Except in extenuating circumstances, as determined solely by the employer, an employee who is to be interviewed with regard to an incident that may lead to disciplinary action shall be given twenty-four (24) hours' notice of the time and location of such interview.

**8 HEALTH AND SAFETY**

**8.1 Responsibility**

Each employee and each supervisor shall take reasonable care for the protection of public and employee health and safety in the operation of equipment and the storage or handling of materials and substances.

**8.2 Accident Notification**

An employee shall immediately notify his/her supervisor when he/she has had an accident at a work site that results in injury or that had the potential of causing serious injury. An employee who becomes aware of a health and safety concern at his/her work site shall immediately notify their supervisor.

**8.3 Respectful Workplace**

The Village of Chester believes that respect and the spirit of cooperation in the workplace can have a positive impact on your health and productivity. Conflict can happen in most relationships and may need support to get it resolved. We must all support a respectful workplace and be knowledgeable about and willing to address issues as they arise.

8.3.1 Violence, harassment, and bullying are not respectful. If you feel that you have been treated in a manner that is not respectful by someone; you are expected to bring your concerns to the attention of your supervisor. Your supervisor will provide you with the in-depth information of the resolution process and use the services of a mediator if required.

Approved by Commission Motion # \_\_\_\_\_

Date: \_\_\_\_\_

VILLAGE OF CHESTER  
 Effective April 1, 2019  
 Employee Pay Scales

		Clerk						
		Treasurer						
		1 - 2019	2 - 2020	3 - 2021	4 - 2022	5 - 2023	6 - 2024	7 - 2025
	\$70,000.00	\$72,952.00	\$74,411.04	\$75,899.26	\$77,417.25	\$78,975.24	\$80,554.74	\$82,165.83
Increase	2.0%	\$1,400.00	\$1,459.04	\$1,488.22	\$1,517.99	\$1,557.99	\$1,579.50	\$1,611.09
COLA		2.2%	1.6%	0.3%	0 4.1%			

		Administrative 8 Hours/Day Assistant						
		1	2	3	4	5	6	7
	\$45,000.00	\$45,900.00	\$46,743.09	\$47,818.00	\$48,774.36	\$49,749.85	\$50,744.85	\$51,749.85
Increase	2.0%	\$900.00	\$934.86	\$956.36				
COLA	2.0%							

		Maxine Veinot 4 Hours/Day						
		1	2	3	4	5	6	7
	\$26,000.00	\$26,572.00	\$26,572.00	\$26,572.00	\$26,572.00	\$26,572.00	\$26,572.00	\$26,572.00
Increase	2.0%	0	0	0	0	0	0	0
COLA		2.2%	1.6%	0.3%	0 4.1%			

Approved: \_\_\_\_\_ Commission Chairperson: \_\_\_\_\_  
 Bill Naus

**Village of Chester Commission  
Comparative Income Statement**

	Actual 04/01/2021 to 01/31/2022	Budget 04/01/2021 to 03/31/2022	Percent	Actual 01/01/2022 to 01/31/2022	Actual 04/01/2020 to 01/31/2021
<b>REVENUE</b>					
<b>Revenues</b>					
Rates levied	881,581.91	895,273.00	-1.53	219,611.00	665,757.00
Rental income - EMC	17,756.82	20,993.00	-15.42	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>909,528.84</b>	<b>970,141.00</b>	<b>-6.25</b>	<b>221,360.44</b>	<b>697,289.28</b>
<b>Fire Boat</b>					
Fire boat fr Mun of Chester	9,232.00	10,000.00	-7.68	2,308.00	0.00
<b>Total</b>	<b>9,232.00</b>	<b>10,000.00</b>	<b>-7.68</b>	<b>2,308.00</b>	<b>0.00</b>
<b>TOTAL REVENUE</b>	<b>918,760.84</b>	<b>980,141.00</b>	<b>-6.26</b>	<b>223,668.44</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	515.59	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	101.16	1,500.00	-93.26	0.00	912.78
SCBA Masks	25,834.97	52,500.00	-50.79	0.00	0.00
Communication Contracts	3,436.75	5,000.00	-31.27	383.34	2,918.19
Comm. Gen Repair	0.00	500.00	-100.00	0.00	0.00
Pagers	3,606.20	4,000.00	-9.85	0.00	0.00
Radio Upgrades	981.55	5,000.00	-80.37	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	6,976.08	20,000.00	-65.12	0.00	8,144.61
SCBA Maintenance	4,932.96	7,500.00	-34.23	0.00	4,134.06
Extinguisher Maintenance	0.00	500.00	-100.00	0.00	0.00
Bunker Gear (3)	0.00	20,000.00	-100.00	0.00	13,377.80
Bunker Gear Cleaning	3,505.00	3,000.00	16.83	0.00	2,923.05
Ladder/Harness Inspections	523.00	700.00	-25.29	0.00	558.19
Fall Arrest	1,529.87	2,000.00	-23.51	0.00	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	1,281.99	6,000.00	-78.63	341.01	399.59
Chief's Convention	0.00	250.00	-100.00	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 01/31/2022	Budget 04/01/2021 to 03/31/2022	Percent	Actual 01/01/2022 to 01/31/2022	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 Svs Plan	625.80	1,500.00	-58.28	62.58	667.45
Trunked Mobile Radios	0.00	4,000.00	-100.00	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>146,560.32</b>	<b>252,700.00</b>	<b>-42.00</b>	<b>1,302.52</b>	<b>168,251.95</b>
<b>Fire Department Build. &amp; Gene...</b>					
Telephone & Alarm	5,164.79	9,000.00	-42.61	672.12	6,057.65
Admin Salaries	45,226.49	58,300.00	-22.42	3,941.68	41,585.50
Building Utilities-lights,oil,water	7,767.34	14,500.00	-46.43	0.00	9,668.52
Waste Removal	3,400.16	3,000.00	13.34	0.00	3,547.18
Janitorial	3,687.60	5,000.00	-26.25	8.76	3,261.12
Fire Hall Maintenance	7,129.58	10,000.00	-28.70	104.29	3,860.08
Insurance (Building)	6,375.00	6,000.00	6.25	0.00	12,147.00
Consumable Items	1,783.40	4,000.00	-55.42	257.12	1,809.06
Office Rent & Expense	14,078.60	18,000.00	-21.79	1,407.86	14,223.24
<b>Fire Dept Build. &amp; Gen Total</b>	<b>94,612.96</b>	<b>127,800.00</b>	<b>-25.97</b>	<b>6,391.83</b>	<b>96,159.35</b>
<b>Vehicles</b>					
FD Vehicle Capital Expenditure	0.00	150,000.00	-100.00	0.00	150,000.00
FD Vehicle Repairs & Maintena...	57,831.33	25,000.00	131.33	453.64	13,837.80
FD Vehicle Fuel	4,488.43	4,000.00	12.21	264.31	2,266.37
FD Vehicle Insurance	7,525.00	7,500.00	0.33	0.00	14,399.00
<b>Vehicle Total</b>	<b>69,844.76</b>	<b>186,500.00</b>	<b>-62.55</b>	<b>717.95</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	47,355.37	58,300.00	-18.77	4,200.92	48,486.84
Office Supplies & Materials	1,804.37	4,500.00	-59.90	85.37	1,589.85
Employment Insurance	2,064.29	2,300.00	-10.25	180.42	1,833.91
Canada Pension Plan	4,721.96	4,800.00	-1.63	419.64	3,810.35
Annual Public Meeting	119.93	300.00	-60.02	0.00	75.00
Advertising	612.20	2,000.00	-69.39	0.00	281.01
Membership & Dues	1,164.42	1,500.00	-22.37	380.87	2,303.52
Admin. Training & Travel	1,181.24	500.00	136.25	0.00	594.02
Bank Charges	271.37	300.00	-9.54	18.25	230.26
Consultants	1,609.29	5,000.00	-67.81	0.00	51,807.26
Professional Fees - Legal	8,433.23	6,000.00	40.55	0.00	1,016.28
Medical Insurance	3,580.91	7,000.00	-48.84	427.81	3,471.44
Commissioner Honorarium	7,763.47	10,400.00	-25.35	49.70	7,999.86
Employee Benefits	6,114.64	6,300.00	-2.94	565.00	4,725.00
Office Phone & Web	1,509.35	2,000.00	-24.53	160.95	1,471.60
IT Support	4,189.49	6,000.00	-30.18	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	4,474.20	4,200.00	6.53	204.40	4,507.40

Village of Chester Commission  
Comparative Income Statement

	Actual 04/01/2021 to 01/31/2022	Budget 04/01/2021 to 03/31/2022	Percent	Actual 01/01/2022 to 01/31/2022	Actual 04/01/2020 to 01/31/2021
Election	1,859.79	1,200.00	54.98	0.00	1,551.30
<b>Administration Total</b>	<b>122,561.86</b>	<b>147,100.00</b>	<b>-16.68</b>	<b>6,693.33</b>	<b>172,264.10</b>
<b>Lights</b>					
Street Lights ( only)	6,306.96	9,000.00	-29.92	554.68	6,024.29
Decorative Lights Water St	0.00	1,000.00	-100.00	0.00	1,092.38
Crossing Guard	6,583.42	11,000.00	-40.15	300.73	4,597.91
<b>Lights Total</b>	<b>12,890.38</b>	<b>21,000.00</b>	<b>-38.62</b>	<b>855.41</b>	<b>11,714.58</b>
<b>Beautification</b>					
Flowers	19,546.45	20,000.00	-2.27	0.00	18,538.63
Wreaths	4,316.86	4,200.00	2.78	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	2,598.02	3,500.00	-25.77	250.29	3,066.29
<b>Beautification Total</b>	<b>55,329.15</b>	<b>58,700.00</b>	<b>-5.74</b>	<b>250.29</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	4,980.22	4,000.00	24.51	0.00	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>9,880.49</b>	<b>10,150.00</b>	<b>-2.66</b>	<b>0.00</b>	<b>8,708.94</b>
<b>EMC</b>					
EMC Maintenance & Repair	4,075.69	3,500.00	16.45	11.76	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>9,462.23</b>	<b>10,500.00</b>	<b>-9.88</b>	<b>11.76</b>	<b>145,529.56</b>
<b>Lido Pool &amp; Washroom</b>					
Lido Main & Operation	58,316.70	15,000.00	288.78	202.69	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	13,378.14	15,000.00	-10.81	0.00	8,844.60
<b>Lido Washroom Total</b>	<b>99,753.61</b>	<b>59,500.00</b>	<b>67.65</b>	<b>202.69</b>	<b>118,669.09</b>
<b>TOTAL EXPENSE</b>	<b>622,367.44</b>	<b>875,560.00</b>	<b>-28.92</b>	<b>16,425.78</b>	<b>950,657.72</b>
<b>NET INCOME</b>	<b>296,393.40</b>	<b>104,581.00</b>	<b>183.41</b>	<b>207,242.66</b>	<b>-253,368.44</b>

Village of Chester Commission  
 Account Reconciliation Summary Report 01/01/2022 to 01/31/2022  
 Report By: Statement end date

Description	Amount	Total
<b>Account: 1050 Bank - 171-16</b>		
Statement start date:	01/01/2022	
Statement end date:	01/31/2022	
Reconciliation date:	01/31/2022	
<b>Reconciled</b>		
<b>Financial Institution</b>		
Statement Balance Forward as of 01/01/2022		212,203.02
Transactions on or before 01/31/2022		
Deposits recorded in Statement	226,184.31	
Withdrawals recorded in Statement	-42,832.97	
Total Transactions		183,351.34
Bank Transactions		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required		0.00
Statement End Balance as of 01/31/2022		395,554.36
Statement End Balance as of 01/31/2022		395,554.36
Outstanding Transactions as of 01/31/2022		
Outstanding Deposits	0.00	
Outstanding Withdrawals	-815.21	
Total Outstanding Transactions as of 01/31/2022		-815.21
Adjusted Statement End Balance as of 01/31/2022		394,739.15
<b>General Ledger Account</b>		
Book balance as of 12/31/2021		199,271.57
Transactions on or before 01/31/2022		
Debits recorded in account	226,184.31	
Credits recorded in account	-30,716.73	
Net Amount recorded in account		195,467.58
Book balance as of 01/31/2022		394,739.15
Bank Transactions		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required		0.00
Adjusted Book Balance as of 01/31/2022		394,739.15



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

Current balance: **\$395,732.04** Available balance: **\$395,732.04**  
 Document delivery: Paper Statement Balance details: No Holds

Show account number and details

**Your Transactions**

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

Search transaction descriptions . . .		January 2022		
Transaction Date	Transaction description	Withdrawals \$	Deposits \$	Balance \$
January 4, 2022	Miscellaneous Payment EMERGENCY MEDIC		1,749.44	
January 4, 2022	Cheque 10695	1,687.05		212,265.41
January 5, 2022	Cheque 10712	180.00		
January 5, 2022	Cheque 10327	1,552.50		210,532.91
January 6, 2022	Service Charge SCOTIA DIRECT PAYMENT	8.00		210,524.91
January 7, 2022	Cheque 10709	2,197.34		
January 7, 2022	Cheque 10713	977.50		207,350.07
January 10, 2022	Cheque 10707	169.19		207,180.88
January 11, 2022	Cheque 10714	5,146.39		
January 11, 2022	Cheque 10705	225.40		
January 11, 2022	Cheque 10710	491.97		201,317.12
January 13, 2022	Comm. Cash Management SD SETTLEMENT	2,519.27		
January 13, 2022	Cheque 10704	345.00		
January 13, 2022	Cheque 10711	596.61		
January 13, 2022	Cheque 10703	30.90		197,825.34
January 17, 2022	Business PAD GOVERNMENT TAX PAYMENTS	4,473.80		
January 17, 2022	Business PAD GOVERNMENT TAX PAYMENTS	345.43		
<b>Total \$</b>		<b>40,317.10</b>	<b>223,668.44</b>	

28

Transaction Date	Transaction description	Withdrawals \$	Deposits \$	Balance \$
January 17, 2022	Cheque 10715	75.00		
January 17, 2022	Cheque 10724	2,668.01		190,263.10
January 18, 2022	Cheque 10727	139.41		190,123.69
January 19, 2022	Cheque 10719	469.39		
January 19, 2022	Cheque 10723	7,307.84		
January 19, 2022	Cheque 10717	37.93		182,308.53
January 20, 2022	Cheque 10716	69.00		
January 20, 2022	Cheque 10706	68.89		182,170.64
January 21, 2022	Cheque 10728	517.50		
January 21, 2022	Cheque 10725	552.00		
January 21, 2022	Cheque 10721	422.69		180,678.45
January 24, 2022	Cheque 10718	1,138.50		
January 24, 2022	Cheque 10722	24.91		179,515.04
January 26, 2022	Cheque 10720	184.00		179,331.04
January 27, 2022	Comm. Cash Management SD SETTLEMENT	2,763.22		176,567.82
January 28, 2022	Deposit		221,919.00	
January 28, 2022	Cheque 10726	49.21		398,437.61
January 31, 2022	Customer Transfer Dr. INVESTMENT PURCHASE	565.00		
January 31, 2022	Customer Transfer Dr. TRANSFER FROM	2,308.00		
January 31, 2022	Service Charge	10.25		395,554.36
		<b>Total \$</b>	<b>40,317.10</b>	<b>223,668.44</b>

Export results as:

Select Format

**Additional details you may need:**

Find out more about your account balance details.

Account details - Banking:P0BCEF14A

Village of Chester Commission  
 Reconciliation Transactions Detail Report 01/01/2022 to 01/31/2022

Account: 1050 Bank - 171-16

Date	JE#	Comment	Source	Deposits	Withdrawals	Deposit No.	Status
01/01/2022	J38	3259327 NOVA SCOTIA LIMITED	10327	-	1,552.50		Cleared
01/15/2022	J1185	Payroll Tax DECEMBER 2021 R...	Tax Remittance...	-	4,473.80		Cleared
01/15/2022	J1186	Payroll DECEMBER 2021 WCB ...	WCB Remittan...	-	345.43		Cleared
01/13/2022	J1198	Dennis Egyedy	DD420	-	1,704.56		Cleared
01/10/2022	J1199	Maxine Veinot	DD421	-	811.31		Cleared
01/13/2022	J1200	Rev. of J1198. Corr. is J1201.	ADJ DD420	1,704.56	-		Cleared
01/13/2022	J1201	Dennis Egyedy	DD420	-	1,707.96		Cleared
01/10/2022	J1202	Rev. of J1199. Corr. is J1203.	ADJ DD421	811.31	-		Cleared
01/13/2022	J1203	Maxine Veinot	DD421	-	811.31		Cleared
01/12/2022	J1211	Advocate Media	10715	-	75.00		Cleared
01/12/2022	J1212	Bell Mobility Radio Division	10716	-	69.00		Cleared
01/12/2022	J1213	Chester Home Hardware	10717	-	37.93		Cleared
01/12/2022	J1214	D. Boutillier Ent. Ltd.	10718	-	1,138.50		Cleared
01/12/2022	J1215	Eastlink	10719	-	469.39		Cleared
01/12/2022	J1216	Elaine Collicutt & Sons Property M	10720	-	184.00		Cleared
01/12/2022	J1217	GE Environmental	10721	-	422.69		Cleared
01/12/2022	J1218	Nova Scotia Power Inc.	10722	-	24.91		Cleared
01/12/2022	J1219	R. Schnare & Son Septic and Ex...	10723	-	7,307.84		Cleared
01/12/2022	J1220	Taylor MacLellan Cochrane	10724	-	2,668.01		Cleared
01/12/2022	J1221	Terminix Canada	10725	-	552.00		Cleared
01/12/2022	J1222	Tim Hortons	10726	-	49.21		Cleared
01/12/2022	J1223	Ultramar	10727	-	139.41		Cleared
01/12/2022	J1224	Valley Communications Inc.	10728	-	517.50		Cleared
01/01/2022	J1226	To record January rent	EHS Rent	1,749.44	-		Cleared
01/06/2022	J1227	To record charges for Scotia Direct	Scotiacoconnect	-	8.00		Cleared
01/27/2022	J1228	Dennis Egyedy	DD422	-	1,707.96		Cleared
01/27/2022	J1229	Charlotte Butler	DD423	-	134.23		Cleared
01/27/2022	J1230	Maxine Veinot	DD424	-	811.31		Cleared
01/27/2022	J1231	Sherri L Rhodenizer	DD425	-	109.72		Cleared
01/27/2022	J1256	Mun of Chester quarterly payme...	Chq #43809	221,919.00	-		Cleared
01/27/2022	J1258	To record Fire Boat Taxes	Bank Transfer	-	2,308.00		Cleared
01/28/2022	J1262	To record investment for January	Severance	-	565.00		Cleared
01/31/2022	J1293	To record January service charge	Scotiabank	-	10.25		Cleared
				226,184.31	30,716.73		

## Village of Chester Budget 2022-2023

as of February 3, 2022

		Budget		Actual		Budget
		21/22		21/22		22/23
<b>Revenue</b>						
4100	Taxation	\$ 895,273.00	\$	895,273.00	\$	900,000.00
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	\$	9,500.00
<b>TOTAL</b>		<b>\$ 978,114.45</b>	<b>\$</b>	<b>982,978.34</b>	<b>\$</b>	<b>941,136.08</b>

Approved :

Motion # 22-

# Village of Chester Budget 2022/2023

		Budget	Actual	Budget
		21/22	21/22	22/23
<b>Expenditures</b>				
<u>Commissioners</u>				
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	\$ 1,859.79	\$ 1,500.00
SUB-TOTAL		\$ 6,700.00	\$ 7,179.72	\$ 7,000.00
<u>Administration</u>				
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	\$ 1,000.00	\$ 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	\$ 900.00	\$ 2,000.00
5460	Memberships and Dues	\$ 1,500.00	\$ 1,000.00	\$ 1,500.00
5465	Travel and Training	\$ 500.00	\$ 1,200.00	\$ 1,000.00
5470	Bank Charges	\$ 300.00	\$ 343.00	\$ 350.00
5472	Consultants - Other	\$ 5,000.00	\$ 2,200.00	\$ 3,000.00
5475	Legal	\$ 3,000.00	\$ 4,500.00	\$ 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	\$ 2,100.00	\$ 2,200.00
Sub-Total		\$ 123,650.00	\$ 117,690.21	\$ 122,825.00
<u>Lido Pool</u>				
5910	Maintenance and Operations	\$ 15,000.00	\$ 10,000.00	\$ 13,000.00
5915	Lido Repairs	\$ 5,000.00	\$ 3,000.00	\$ 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
Sub-total		\$ 44,500.00	\$ 41,058.16	\$ 46,300.00

## 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	\$ 4,316.86	\$ 4,400.00
5582	Celebrations	\$ 10,000.00	\$ 6,500.00	\$ 10,000.00
	Sub-Total	\$ 34,200.00	\$ 30,363.31	\$ 34,400.00
<u>Operations</u>				
5575	Compost Collections	\$ 21,000.00	\$ 22,367.62	\$ 23,000.00
5585	Property Maintenance	\$ 3,500.00	\$ 2,347.73	\$ 3,000.00
5960	Washrooms	\$ 15,000.00	\$ 13,629.93	\$ 15,000.00
	Sub-Total	\$ 39,500.00	\$ 38,345.28	\$ 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	\$ 6,980.00	\$ 10,000.00
	Sub-Total	\$ 21,000.00	\$ 15,150.00	\$ 20,000.00
	<b>(1) General Government Total</b>	<b>\$ 271,160.00</b>	<b>\$ 251,258.36</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	\$ 3,900.00	\$ 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>\$ 9,286.54</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	\$ 1,000.00	\$ 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	\$ 4,500.00	\$ 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	\$ 2,100.00	\$ 2,200.00

Sub-Total	\$ 91,400.00	\$ 91,251.30	\$ 93,175.00
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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	\$ 1,281.99	\$ -
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	\$ -	\$ -

Sub-Total	\$ 90,000.00	\$ 80,113.99	\$ 79,200.00
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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	\$ 6,976.08	
5150	Fire Prevention & Education	\$ 2,000.00	\$ 1,992.62	
5156	Chief's Convention	\$ 250.00	\$ -	
5485	Bursary	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
	Sub-Total	\$ 23,750.00	\$ 10,468.70	\$ 1,500.00
<u>Fire Fighting Equipment</u>				
5040	Medical Supplies	\$ 750.00	\$ 515.59	\$ -
5075	Tools & Equipment	\$ 3,000.00	\$ 1,103.03	\$ -
5145	Fall Arrest/ Stabilization Upgrade	\$ 2,000.00	\$ 1,529.87	
5160	Hoses (2)	\$ 3,000.00	\$ 1,272.29	
5162	Flashlights/Camera/Batteries	\$ 1,000.00	\$ 1,879.53	\$ -
5315	Vehicle Fuel	\$ 4,000.00	\$ 3,864.99	\$ -
5320	Vehicle Insurance	\$ 7,500.00	\$ 7,525.00	\$ -
5626	Inshore Boat Equipment	\$ 500.00	\$ 621.80	\$ -
5090	SCBA Masks	\$ 2,500.00	\$ -	\$ -
	Sub-Total	\$ 24,250.00	\$ 18,312.10	\$ -
<u>Personal Protective Equipment</u>				
5030	Flash Hoods	\$ 500.00	\$ -	\$ -
5050	Gloves - Fire	\$ 1,500.00	\$ -	\$ -
5053	Gloves - Extrication	\$ 500.00	\$ 433.83	\$ -
5055	Boots (5)	\$ 3,500.00	\$ 187.71	\$ -
5059	Wildland Coveralls(5)	\$ 2,000.00	\$ -	\$ -
5060	Helmets (5)	\$ 1,500.00	\$ -	\$ -
5130	Bunker Gear (5)	\$ 20,000.00	\$ -	\$ -
	Sub-Total	\$ 29,500.00	\$ 621.54	\$ -

# 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	\$ -
5100	Communications General Repair	\$ 500.00	\$ -	\$ -
5105	Pagers	\$ 4,000.00	\$ 3,606.20	\$ -
5110	Communications (Radio) Upgrades	\$ 5,000.00	\$ 981.55	\$ -
5164	Mobile Radio Service Plan	\$ 1,500.00	\$ 625.38	\$ -
5166	Portable Mobile Radios	\$ 4,000.00	\$ -	\$ -
Sub-Total		\$ 20,000.00	\$ 8,649.88	\$ -
<u>Maintenance</u>				
5005	Apparatus Pump Test	\$ 2,500.00	\$ 2,356.20	\$ -
5088	Small Engine Maintenance	\$ 1,500.00	\$ 101.16	\$ -
5126	Extinguishers	\$ 500.00	\$ -	\$ -
5125	SCBA Fill Station Maintenance	\$ 7,500.00	\$ 4,932.96	\$ -
5135	Bunker Gear Inspection & Repair	\$ 3,000.00	\$ 3,505.00	\$ -
5138	Ladder/Harness Inspection	\$ 700.00	\$ 523.00	\$ -
5310	Vehicle Repair & Maintenance	\$ 25,000.00	\$ 57,831.33	\$ -
5017	Jaws of Life	\$ 1,500.00	\$ -	\$ -
Sub-Total		\$ 42,200.00	\$ 69,249.65	\$ -
<u>Fire Boat #571</u>				
5605	Fire Boat Fuel & Oil	\$ 750.00	\$ -	\$ -
5615	Fire Boat Consumable Items	\$ 500.00	\$ -	\$ -
5617	Fire Boat Hose & Nozzles	\$ -	\$ -	\$ -
5620	Fire Boat Maintenance	\$ 4,000.00	\$ 4,980.22	\$ -
5625	Fire Boat #571 Insurance	\$ 1,900.00	\$ 2,008.00	\$ -
5627	Marina Fees	\$ 1,500.00	\$ 1,564.29	\$ -
5630	Rescue Recovery Board	\$ 1,000.00	\$ 632.97	\$ -
Sub-Total		\$ 9,650.00	\$ 9,185.48	\$ -

# 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	\$ 5,164.79	\$ -
5220	Building Utilities	\$ 14,500.00	\$ 7,767.34	\$ -
5224	Waste Removal	\$ 3,000.00	\$ 3,400.16	\$ -
5229	Janitorial	\$ 5,000.00	\$ 3,687.60	\$ -
5230	Maintenance (10)	\$ 10,000.00	\$ 7,129.58	\$ -
5235	Insurance (Building)	\$ 6,000.00	\$ 6,375.00	\$ -
5240	Consumables	\$ 4,000.00	\$ 1,783.40	\$ -
5445	Office Supplies & Expenses	\$ 500.00	\$ 300.00	\$ -
			\$	-
Sub-Total		\$ 52,000.00	\$ 35,607.87	\$ -
(3) Fire Services Total		<b>\$ 382,750.00</b>	<b>\$ 323,460.51</b>	<b>\$ 173,875.00</b>
<b>Total Operating Expenses</b>		<b>\$ 664,410.00</b>	<b>\$ 584,005.41</b>	<b>\$ 456,710.00</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		\$ 55,000.00
5445	UPS Powersupply	\$ 1,200.00	\$ -
5160	Wildfire Hose Pack	\$ 2,500.00	\$ -
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	\$ -
5720	Emergency Medical Services	\$ -	\$ -
Total Reserve Transfer		\$ 200,938.47	\$ -
<b>GRAND TOTAL</b>		<b>\$ 975,798.47</b>	<b>\$ 659,492.57</b>