

Agenda

Regular Monthly Meeting

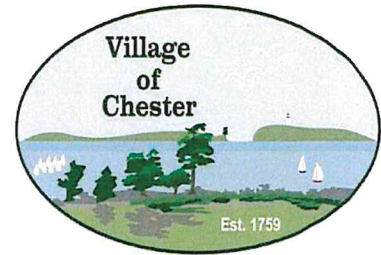
Wednesday, April 12, 2023 – 7:00 pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

Zoom Meeting ID: 849 7893 2278, password 301715

or YouTube Live https://bit.ly/YouTube_villageofchesterns



1.0 Call to Order

2.0 Public Forum

3.0 Approval of Agenda/Additions to Agenda

4.0 Report of the Chief, Chester Volunteer Fire Department

5.0 Review/Approval of Minutes

5.1 Regular Meeting: Wednesday, March 8, 2023

5.2 Special Meeting: Monday, April 3, 2023

6.0 Business Arising

6.1 Updating Boardroom Equipment – status

7.0 Correspondence

7.1 Chester Municipal Heritage Society: 2022/23 Grant Report – for information

8.0 Reports

8.1 Clerk/Treasurer

8.2 Financial

8.3 Committees

9.0 New/Other Business

9.1 Grant Application: Chester Municipal Heritage Society

9.2 Canada Revenue Agency: Registered Owners/Directors re: HST

9.3 Signing Authority for new Clerk/Treasurer

9.4 Proposed Revisions to Documents

10.0 In-camera – per Section 408B (2) of the Municipal Government Act

- Contract negotiations

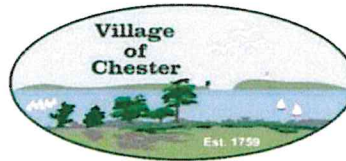
11.0 Resumption of Public Meeting

- Rise and report, if applicable

12.0 Commissioner Roundtable

13.0 Adjournment

Next Regular Meeting – May 10, 2023 – 7:00 pm



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

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

Regrets:

Public Gallery: Chester Fire Chief Cody Stevens; Heather McCallum, via Zoom

1.0 Call to Order

Chair Hatch called the March 8, 2023, Regular Monthly meeting of the Village of Chester Commission to order at 7:01pm.

2.0 Public Forum

Nil

3.0 Review/Approval of Agenda/Additions to Agenda

Additions to agenda: 7d Correspondence – J Wentzell
9b MoDC Maintenance Agreement – not received

Motion #23-023: Commissioner Pauley moved; Commissioner Nauss seconded:
The approval of the agenda as amended with addition of 7d and deletion of 9b.

Unanimously Carried

4.0 Report of the Chief, Chester Volunteer Fire Department

Chief Stevens reported that there were twenty-four (24) incidents for the month of February 2023. The department evaluated a piece of equipment at Shaw's Island this past weekend, from Cumings Fire & Safety, to draft water in very low water conditions. The test was very successful and CVFD hopes to acquire one in the coming year. In the past month nine (9) members took Strategy and Tactics training from the NS Firefighters School. CVFD was invited by mutual aid partners, Western Shore & District Fire Department to tour Oak Island Inn and Marina to help develop a pre-plan.

Chief Cody Stevens expressed "the CVFD members and his 'heartfelt' thank-you to Jeff Conrad, Interim Clerk/Treasurer, for all he has done to work with CVFD." 'It was a real pleasure to work and learn from Jeff.'

5.0 Review/Approval of Minutes

a) Special Meeting: Friday, February 3, 2023

MOTION #23-024: Commissioner O'Malley moved; Commissioner Nauss seconded:
The approval of the Minutes of February 3, 2023, Special meeting as presented.

Unanimously Carried

b) Regular Meeting: Wednesday, February 8, 2023

One spelling error was noted and minutes will be amended.

MOTION #23-025: Commissioner Pauley moved; Commissioner O'Malley seconded:
The approval of the Minutes of February 8, 2023, Regular Monthly meeting as amended.

Unanimously Carried

c) Special Meeting: Tuesday, February 21, 2023

MOTION #23-026: Commissioner Mulrooney moved; Commissioner O'Malley seconded:
The approval of the Minutes of February 21, 2023 as presented.

Unanimously Carried

6.0 Business Arising

a) Village Stationary

<> Update and decision

Chair Hatch distributed several cards that Jim Barkhouse created. The cards would be \$3.00 per card and there are many different photos that could be on the cards. These cards will not replace stationery used in the Business office but will be used for special occasions and possibly for promotional purposes.

MOTION #23-027: Commissioner Pauley moved; Commissioner O'Malley seconded:
To purchase one hundred (100) cards from Jim Barkhouse at a cost of \$3.00 each.

Unanimously Carried

Chair Hatch will pass a selection of photos to the Commissioners to have each Commissioner pick out their choice, which will be the stock cards that will be bought.

7.0 Correspondence

a) Property Valuation Services Corporation

Income and expense request Windjammer Interim Clerk/Treasurer Conrad explained that the Property Valuations Services were aware that the property is no longer used as a motel, however, this change was not carried out through their system and a letter was received asking for income and expenses information for the Windjammer. Interim C/T Conrad wrote another letter to Property Valuation Services Corporation to have the property taken off as a commercial motel property.

- b) Ray Cambria - Property assessment increase/tax rate concern
Interim Clerk/Treasurer Conrad stated the copy of the letter was in the agenda package and that Mr. Cambria asked that with assessments increasing, he would like to see the Commission decrease the tax rate for Villagers.
The Commissioners discussed this issue and asked for Interim C/T respond in writing to Mr. Cambria advising that the Commission will take this information under advisement when reviewing the 2023/2024 budget.
- c) Managed Health Care Services (re: Telus Health)
(i) Possible Data breach
Interim Clerk/Treasurer Conrad advised the Commission that there was a potential data breach at MHCSI, may have affected Blue Cross services and its participants.
- d) Jane Wentzell
Interim Clerk/Treasurer Conrad reported that Commissioner Mulrooney received correspondence from Jane Wentzell about several issues she is concerned about and that they be discussed at this meeting.
Commissioner Mulrooney spoke of the garbage being put in 'group' garbage boxes causing smells, but it is not to be put out until the day of pickup. Also, dog feces being left laying on sidewalks, parks ,trails, etc., but waste bags are offered free of charge. Ms. Wentzell also is concerned with parking in the Village being poor and yet some homeowners are blocking off the shoulders of the roads, creating a parking issue. There are by-laws against some of these concerns, yet they don't seem to be enforced. Commissioner Nauss stated to contact the Village Advisory Committee. Commissioner Mulrooney volunteered to speak to Public Works to get clearer information on the issues. Interim Clerk/Treasurer will respond to Ms. Wentzell.

8.0 Reports

a) Clerk Treasurer

- The abuse prevention policy and associated application for coverage has been provided to the insurance broker. VoC Office staff and Crossing Guards have now reviewed the policy and signed the attestation forms. Commissioners will be provided forms for signature at the meeting.
- The three Water Street lights that were not working have been examined by Black and MacDonald. Power has been confirmed at the base of each pole, so the issue is with the "fixtures". The LED bulbs are non-replaceable, so the fixtures themselves must be replaced. The last time a fixture was replaced due to damage the parts were approximately \$1500.
Once the maintenance agreement is signed with MoDC, this can be an issue they are asked to address. Service from Black and MacDonald on this issue has been very slow, with limited communications, and no proactive approach to addressing the needs of the Village.
- Continued meetings and discussions with MoDC on implementation of fire agreement. An amending agreement is being developed to make changes that would allow for the provision of insurance and

- Participated in a video call held by Nova Scotia Municipal Affairs on February 16th along with Commissioner Hatch. The main topic was the upcoming draft of a Code of Conduct for Municipal Units, particularly with regard to penalties and investigations.
- Finalized the Request for Proposal document to be used to dispose of the old CVFD 551 Pumper. The RFP has been posted on the Village website and Facebook page.
- Audited the interview process for the new Clerk/Treasurer and supported the development and signing of an employment contract between the Village and the candidate.
- Advised the four companies that responded to the RFP for Executive Search services that the Village would not be proceeding with the process.
- Was advised by the insurance adjuster working on behalf of the Village that they have been in contact with the law firm representing an individual who fell and was hurt on a sidewalk in the Village. The adjuster denied any Liability for this incident on behalf of the Village on Feb 10, on the basis that the Village does not, nor have they ever maintained the Streets and Sidewalks of Chester for snow and or ice removal. As of February 23, no response to that denial letter had been received.
- Applied for a grant from NS Community Culture and Heritage for repairs to the Lido pool. If approved there would need to be a financial contribution from the Village towards the costs.
- Participated in a conference call with the Director of IT Services at Municipal Joint Services Board (MJSB). Rates have been the same since the Village contracted for services in 2018. A recent financial review has indicated that MJSB needs to significantly raise their rates, which is reflected in the most recent Village budget documents. Given the agreement between the Village and the MJSB the increase is approximately \$1000 annually. They are undergoing a review and in 2023/24 will be developing more formal contracts between MJSB and clients, which will provide a good review point for the village to make any decisions about future services.

b) Financial

- Interim Clerk/Treasurer Conrad reported that January's bank statement is reconciled and at the bank balance was \$154,722.97
- The Village is in good fiscal position for the time of year.
- The final quarterly revenue payment from MoDC received February 28, 2023. The final year-end reconciliation payment in early March, which will include details on low-income property tax relief.
- On-line review shows since January 31st there have been deposits of \$249,221.44 and expenses of \$44,633.88 for the balance on March 1st, 2023 of \$359,310.53
- The fire boat bank account was reconciled. The opening balance was \$38,478.01, with deposits of \$7395.00 and expenses of \$3623.47 for a balance on March 1, 2023 of \$42,249.54
- The third quarter investment update was received from Scotiabank and the updated chart is attached
- The 2023/2024 budget is on the agenda for discussion at this meeting
- The Auditor will not be doing a pre-audit, instead a full year audit will be carried out in May or June.

c) Committees

Nil

9.0 New/Other Business

a) 2023/24 Budget Review

Interim Clerk/Treasurer Conrad reviewed the Village 2023-2024 budget with the Commissioners.

MOTION #23-028: Commissioner Mulrooney moved; Commissioner O'Malley seconded: To approve the budget 2023/2024 as presented; to keep tax and fire rates for the Village as last year.

Unanimously Carried

Commissioners Hatch stated that she and Commissioner Nauss will be taking part in a webinar "On The Spot Community."

b) MoDC Maintenance Agreement

Interim Clerk/Treasurer Conrad stated that the Maintenance Contract has not been received back. The contract is expected in the near future.

c) Appointment of new Clerk/Treasurer

Interim Clerk/Treasurer Conrad stated that a motion is needed to officially appoint the Clerk/Treasurer.

MOTION #23-029: Commissioner Pauley moved; Commissioner O'Malley seconded: That effective March 13, 2023, Heather McCallum is appointed as the Clerk/Treasurer of the Village of Chester, with all of the associated duties and responsibilities as outlined in the Municipal Government Act, Village policies and by-laws, and the job description of the position, and that on the same date the appointment of Jeff Conrad as Clerk/Treasurer is rescinded.

Unanimously Carried

d) Granite Street water right-of-way

Village Citizens have expressed their concern on the water right-of-way at the end of Granite Street. Interim Clerk/Treasurer Conrad explained the situation that the Village is in, where it is not the Village's authority to grant permits. Commissioners were concerned that permission was granted by DOTIR.

After discussion it was agreed Commissioner Pauley draft a letter expressing the Village's concern with this issue and any possible future permits.

e) Updating Boardroom Equipment

Interim Clerk/Treasurer Conrad reviewed the present equipment in the Boardroom. Several items were discussed to make changes to upgrade the equipment, electronics and furniture.

MOTION #23-030: Commissioner Pauley moved; Commissioner Nauss seconded: That the Village approve the Clerk/Treasurer to purchase equipment to upgrade the boardroom in the areas of technology and furniture to a maximum expenditure of \$7500 + HST.

Discussion was held.

Amendment to Motion #23-030:

Commissioner Pauley moved; Commissioner Nauss seconded:

That the Village approve the Clerk/Treasurer to purchase equipment to upgrade the boardroom in the areas of first priority of technology; second priority of tables; and third priority of chairs, to a maximum expenditure of \$7500.00 + HST.

Unanimously Carried

f) Cell Phone, Clerk/Treasurer

Interim Clerk/Treasurer stated in the past a cell phone was not provided, however Conrad suggested that the Commission provide the new Clerk/Treasurer with a stipend.

Chair Hatch asked if Commissioners wanted cell phones, as other municipalities have provided for the members. It was agreed that Commissioners did not need cell phones.

MOTION #23-031: Commissioner Nauss moved; Commissioner O'Malley seconded:

To provide the new Clerk/Treasurer with a \$50.00 stipend per month for a cell phone.

Unanimously Carried

10.0 Commissioner Roundtable

Nil

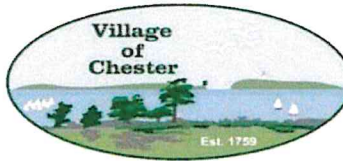
11.0 Adjournment

MOTION #23-032: Commissioner O'Malley moved that the meeting adjourn at 9:20 pm.

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

Commission Chair
Nancy Hatch

Commission Vice Chair
Geraldine Pauley



Minutes
Special Meeting
In-Person at 27 Pleasant Street
Monday, April 3, 2023 – 12:00 pm

Attendance: Nancy Hatch, Commission Chair (by video); Laura Mulrooney, Commissioner; Geraldine Pauley, Commission Vice-Chair; Randall O'Malley, Commissioner; Heather McCallum, Clerk/Treasurer

Regrets: Carol Nauss, Commissioner

Public Gallery: None

1. Call to Order

Chair Hatch called the April 3, 2023, Special Meeting of the Village of Chester Commission to order at 12:03 pm.

2 Review/Approval of Agenda/Additions to Agenda

Motion #23-032: Commissioner Pauley moved; Commissioner O'Malley seconded: The approval of the April 3, 2023 Special Meeting agenda as presented.

Unanimously Carried

3 New/Other Business

a) Review of Request for Proposals for Surplus Fire Truck

Motion #23-033: Commissioner O'Malley moved; Commissioner Mulrooney seconded: That the Village of Chester accept the proposal from Great Village Fire Department to purchase the surplus Fire Tanker for a sum of \$40,000. Approval of the sale to be sought by from the Minister of Municipal Affairs per the *Municipal Government Act*. Proceeds of the sale to be transferred to the Apparatus Reserve upon receipt.

Unanimously Carried

4 Adjournment

The Chair adjourned the Meeting at 12:04 pm.

Commission Chair
Nancy Hatch

Commission Vice-Chair
Geraldine Pauley



CHESTER MUNICIPAL HERITAGE SOCIETY
P.O. BOX 628. CHESTER, N.S. BOJ 1J0

March 24, 2023

Chester Village Commission,
Pleasant Street, Chester, NS

Village Commissioners,

This is to report on the money you granted us during the past year. The money was gratefully accepted, as it, along with many other donations enabled us to move and relocate the CN caboose from Moncton to its final home in front of the Chester Train Station. The total cost for that move was over \$34,000.00.

Again thank you for your support and hopefully you will see the value of this to the village and continue to support CMHS in the future as we endeavour to save our heritage, add to our information regarding the importance of the train to the village and the Municipality and endeavor to make Chester an even more must see tourist destination.

Yours truly,

Carol A. Nauss, Chair

CMHS

**Village of Chester Commission
Clerk/Treasurer Activity Report
April 12, 2023**

- **Orientation:** Start date was March 13, 2023 – focus has been onboarding! Grateful to have had Jeff Conrad’s assistance in orientation.
- **Meetings:** Get-acquainted meetings have taken place with Tara Maguire, CAO, MODC; Olivia Corkum, Economic Development Officer, MODC; members of the Chester Business Association; and Andrea Hyslop, Municipal Affairs & Housing.
- **CVFD 551 Pumper Sale:** The winning bid was \$40,000 from Great Village Fire Department. According to section 446 “Powers to sell or lease property” of the Municipal Government Act, permission of the Minister of Municipal Affairs is required. This process is underway and we hope to have permission granted this week.
- **Lido Pool Capital Repairs:** The Village was successful in its grant application to Communities, Culture & Heritage for \$150,000 towards the repair project. An RFP process will be required with the intention of beginning the work after the summer swim season (July 3-September 1, 2023) is wrapped.
- **2023 APM:** The Annual Public Meeting proposed dates are Tuesday, May 30 or June 6, 2023. The time is normally 6:30 pm. Venue to be determined.
- **2023 Election:** Election Day to elect one new Commissioner could therefore be Tuesday, June 6 or June 13, 2023, with the advance poll taking place on Saturday, June 3 or June 10, 2023. The new Commissioner can be formally appointed at the Regular Meeting on June 14 or July 12, 2023.

Heather McCallum
Clerk/Treasurer

Date

**Village of Chester Commission
Clerk/Treasurer Financial Report
April 12, 2023**

- **Scotiabank:** The February bank statement is reconciled; the end of the statement the bank account balance was \$111,833.53. Online review shows that since February 28th there have been bank deposits of \$259,838.71 (quarterly tax remission) and expenses of \$189,745.61 for a bank balance on April 1st of \$181,926.63.

Later in tonight's agenda is a Request for Decision to make the new Clerk/Treasurer a signing authority for the organization.

- **MODC Payment:** The final year-end 2022/23 Reconciliation payment arrived on March 20, 2023. This included:
 - The Village's improved 2022/23 low-income property tax relief program was subscribed to by 9 residents and 2 non-profit organizations for a total of \$3,970.97, compared to a total of 6 residents for \$1,677.92 in the 2021/22 fiscal year. Please note that the revised program was in effect for half the fiscal year.
 - The Chester Volunteer Fire Department was compensated for the remaining Fire Boat usage fee of \$204.76.
- **2022/23 Audit:** The 2022/23 audit is scheduled to begin on April 28, 2023 by the Village's auditing firm Morse Brewster Lake. Audit Committee meetings therefore need to be scheduled for the weeks of April 24 and May 22 to officially begin the process and receive the final report, respectively.
- **HST Return:** Later in tonight's agenda is a Request for Decision to register staff as Directors on the Village's HST business number account. The October 2022-April 2023 return is pending.

There is a provincial HST Offset Program that should become available for application in May, with a June 13, 2023 deadline.

- **Donations:** Looking into registering the Village to be able to accept donations and issue tax receipts, which requires the Village to be a registered charity with CRA. More to come on this.

Heather McCallum
Clerk/Treasurer

Date

**Village of Chester Commission
Request for Decision**

<p>Topic:</p> <p>Grant Application from Chester Municipal Heritage Society</p>	<p>Date: April 12, 2023</p> <p>Proposed By: Heather McCallum Clerk/Treasurer</p>
<p>Issue Summary:</p> <p>The Chester Municipal Heritage Society is requesting a 2023/24 grant in the amount of \$15,000.</p>	
<p>Background:</p> <p>The Heritage Society is a well-established and regarded non-profit organization in the Village which has received grants from the Village in the past.</p> <ul style="list-style-type: none">• In 2022/23 four organizations applied for Village grants for a total of \$5,700; \$5,000 of which was for the Heritage Society.• In 2021/22 four organizations applied for a total of \$6,500, again \$5,000 of which was the Heritage Society. <p>The total amount allocated for the 2022/23 fiscal year in the budget for “Celebrations” (i.e., community grants) is \$9,500. The maximum amount available to any one organization under the Grant Policy is \$5,000.</p> <p>There is also an amount in the 2022/23 budget for “Tourism Attraction Projects” of \$10,000. While this fund has not yet been allocated to a project, the Commission may prefer to consider other projects as they emerge.</p>	
<p>Options:</p> <ol style="list-style-type: none">1) Deny the grant application.2) Approve the grant application at a lesser amount.3) Approve grant application in full.	
<p>Considerations:</p> <p><u>Financial Impacts</u> The maximum under the Grant Policy is \$5,000. Further grants to the Heritage Society under</p>	

the Tourism line would affect the funds available to other organizations and/or projects.

Policy Impacts

Under the Grant Policy, this project meets the Objective "To encourage tourism growth" and the Principle to "enhance the visitor experience" as an immersive experience.

Under the policy's Evaluation section, for a large project the applicant must show evidence of other funding or partnerships. Their application states that they are seeking funding from MODC, the Haughan Heritage Trust, their own fundraising, and unknown Provincial grants.

Other

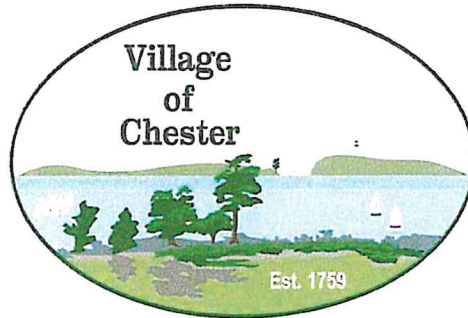
The train station currently functions as a tourism ambassador site and gift shop, with an estimated 4,000-6,000 visitors annually.

Recommendation:

2) Approve the grant application at a lesser amount.

Draft Motion:

The Village Commission approves a 2023/24 Village grant to the Chester Municipal Heritage Society in the amount of \$_____ from "Celebrations" and/or "Tourism Attraction Projects".



**Village of Chester
Grant Application Request**

ORGANIZATION EVENT	
Name of Organization:	<i>Chester Municipal Heritage Society</i>
Contact Person (print): Title: <i>Secretary</i>	<i>Mrs. Vicki Levy</i>
Mailing Address:	<i>Chester Municipal Heritage Society 133 Central St, P.O. Box 628 Chester, NS B0J 1J0</i>
Phone:	<i>902-277-0218</i>
Email:	<i>vickiheritage1806@gmail.com</i>
Registry of Joint Stocks #	<i>1433983</i>
EVENT INFORMATION	
1. Brief summary of the purpose or objective(s) of your organization (i.e. mission statement): <i>Attached # 1</i>	
2. Please provide an outline of the project, its tourism perspective, and its benefits to residents. <i>Attached # 2</i>	

3. Contribution requested from the Village of Chester	\$ 15,000.00
4. Please attach a project budget showing projected revenue and expenses broken out by categories (wages, supplies, food, etc.) attached # 4	
5. Please note fundraising efforts and other partners approached for contributions See intro letter # A	
6. If approved, how do you plan to spend funds received from the Village of Chester? The funds will be used to restore the Trip Station for future use as a tourism destination and a museum for railroad articles.	
7. Is your grant request time sensitive (for example, an event on a specific date)?	We hope to open the Caboose this year

8. Please attach additional information that may support your grant application, including recent financial statements or reports. Organizations may attached letters of support, reports from previous events, etc.

Attached # 5-1 and 5-2 and 5-3

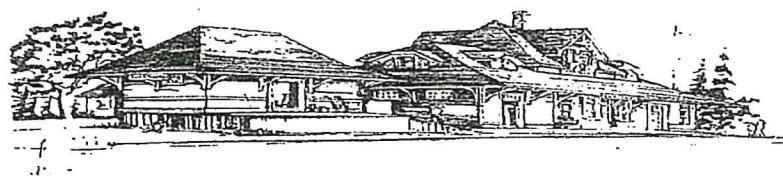
As an authorized representative of this organization, I apply for funding from the Village of Chester, and certify that to the best of my knowledge, the information contained in this application is true.

Signature: *Vicki Levy* Title: *Secretary*

Date: *Feb 13/23*

If organizations have questions about the application form or would like to receive assistance in completing the form, please contact the Village Office at 902-275-4482

A



CHESTER MUNICIPAL HERITAGE SOCIETY
P.O. BOX 628, CHESTER, N.S. BOJ 1J0

February 11, 2023

Chester Village Commission

Pleasant Street, Chester, N. S. BOJ 1J0

Dear Commissioners ,

CMHS is working toward the development of a railway museum to be housed at the Freight Shed and Chester Train Station on Smith Road. This project came to the forefront of our plans when we were offered a large number of railroad artifacts on long term loan to add to the artifacts we already have.

Currently we have applied for a capital grant from the Municipality of the District of Chester and will also be applying to the Haughan Heritage Trust for help with funding this project.

There are other provincial options for funding but at this point our main objective is to replace the platform in front of the station and freight shed, install power to the freight shed and paint and refurbish the caboose so that we may be able to provide it as a tourist experience this summer.

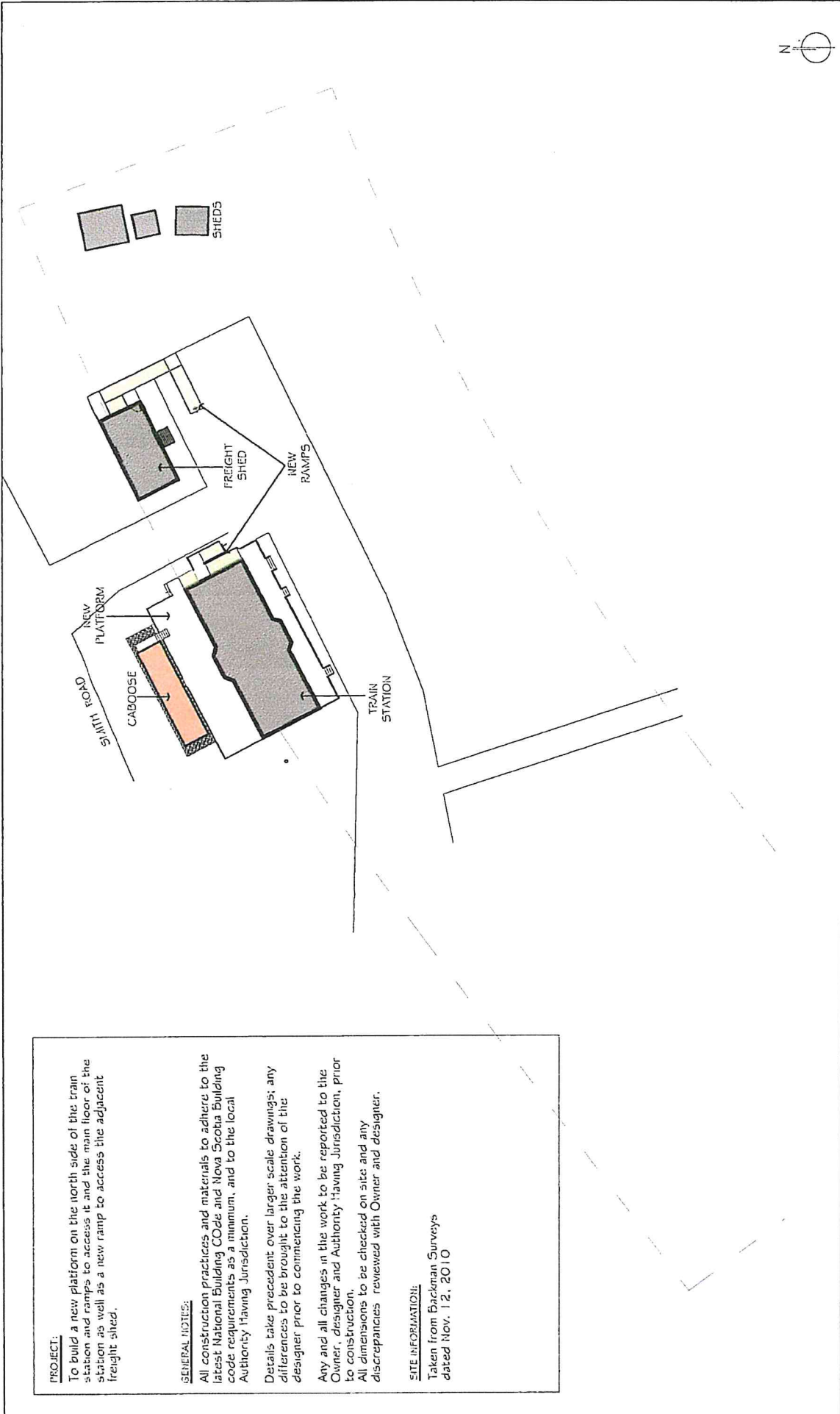
We would ask that you consider a grant that could be applied to painting the caboose, replacing the windows and the steps to allow access to the caboose or to cover the cost of installing a level area between the station and the freight shed to be used for an accessible seating and discussion area for both the station, the freight shed and general village information.

Attached you will find an estimate of the cost to restore these areas. It is almost impossible to put a price tag of many of the items as they are historic pieces and not new ones we can purchase.

Thank you for your consideration and for your assistance in the past in this endeavour.

Yours truly,





PROJECT:
 To build a new platform on the north side of the train station and ramps to access it and the main floor of the station as well as a new ramp to access the adjacent freight shed.

GENERAL NOTES:
 All construction practices and materials to adhere to the latest National Building Code and Nova Scotia Building code requirements as a minimum, and to the local Authority Having Jurisdiction.
 Details take precedent over larger scale drawings; any differences to be brought to the attention of the designer prior to commencing the work.
 Any and all changes in the work to be reported to the Owner, designer and Authority Having Jurisdiction, prior to construction.
 All dimensions to be checked on site; and any discrepancies reviewed with Owner and designer.

SITE INFORMATION:
 Taken from Backman Surveys dated Nov. 12, 2010

#5-1

#1

MEMORANDUM OF ASSOCIATION OF
CHESTER MUNICIPAL HERITAGE SOCIETY

The name of the Society is the Chester Municipal Heritage Society.

2. The objectives of the Society are:

(a) To promote the preservation of the character, mood and old world charm of the unique communities of the Municipality of Chester, as reflected in its architecture, the picturesque landscapes and seascapes;

(b) To encourage and sponsor the restoration of the landmarks, historic edifices, and architectural adornments of the Municipality of Chester;

(c) To establish, operate and expand museums for the purpose of recording and displaying the history of our founding cultures and developing community;

(d) To conduct and encourage research as to the origins and background of individuals, families, and groups of founding settlers and their subsequent economic and cultural developments;

(e) To foster and support the publication of papers and books telling of the exploits of our forefathers and their tales of courage and faith;

(f) To co-operate fully with other Historical or Heritage Societies that come into existence within the Municipality so as to further achieve our mutual objectives;

(g) To co-operate with the industrial and commercial sectors of the economic community so that the financial benefits from society activity and promotion may be achieved in concert and not conflict with the existing and expanding viable economy;

(h) To encourage participation and involvement by any and all interested individuals in co-operation with Civic Government, Provincial and Federal Government Departments and Ministries and local organizations;

(i) To acquire, rent, buy, sell, dispose of, erect, maintain, assemble, display, preserve and generally to deal with real property, buildings, relics, models, displays, documents, books, articles of clothing, medals, paintings, portraits, etchings, drawings, water colours, statues, antiques, tapes, records, microfilms, and any other item of work related to the furthering of the general objectives of the Society;

(j) To acquire by way of grant, gift, purchase, bequest, devise, or otherwise, real and personal property and to use and apply such property to the realization of the objectives of the Society;

(k) To buy, own, hold, lease, mortgage, sell and convey such real and personal property as may be necessary or desirable in the carrying out of the objectives of the Society;

3. The activities of the Society are to be carried on within either the Village or the Municipality of Chester;

4. The registered office of the Society is located within either the Village or the Municipality of Chester, Nova Scotia, at such place as the Society may from time to time determine.

PROVIDED that nothing herein contained shall permit the Society to carry on any trade, industry or business, and the Society shall be carried on without purpose of gain to any of the members, and that any surplus or any acquisitions of the Society shall be used solely for the purposes of the Society and the promotion of its objectives.

PROVIDED further, that if for any reason the operations of the Society are terminated or wound up, or are dissolved and there remains, at that time, after satisfaction of all its debts and liabilities, and property whatsoever, the same shall be paid to some other charitable organization in Canada, having objectives similar to those of the Society.

#2

This project is one component of a much larger project to develop a railway museum at the 1905 Chester Train Station Freight Shed on Smith Road. The current building, freight shed and pump house are original structures from that time period 1905 and we wish to conserve them, keeping them open for the public and telling the story of the railway in Chester and in the municipality. The extended plan is to use the freight shed as a museum with displays, as well as the caboose and the main station building containing an Oak Island display, a co-operative handicraft shop and gold mining display. We are expecting this railway museum will become a destination location for railway buffs and others, expanding our ability to send visitors into the central part of the village.

The project covers the following: 2023

1. Obtaining the ownership of the land which we now lease from the Dept. of Natural Resources on a 20 year renewal lease. Currently we are waiting for the decision regarding the land.
2. Install a caboose on rails in front of the station for an interpretation centre. (completed) Restore the interior and exterior of the caboose.

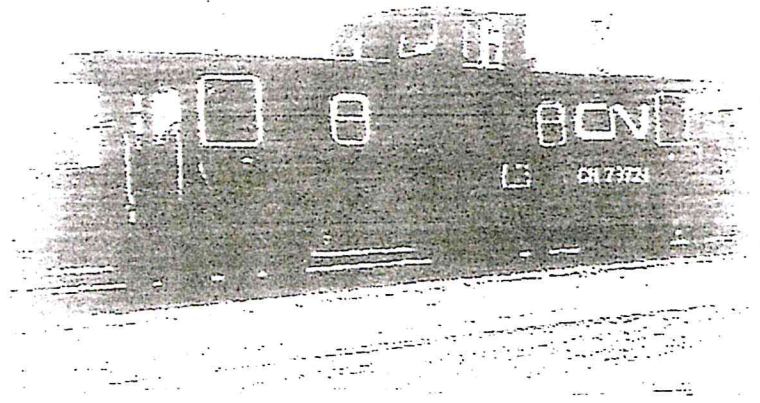
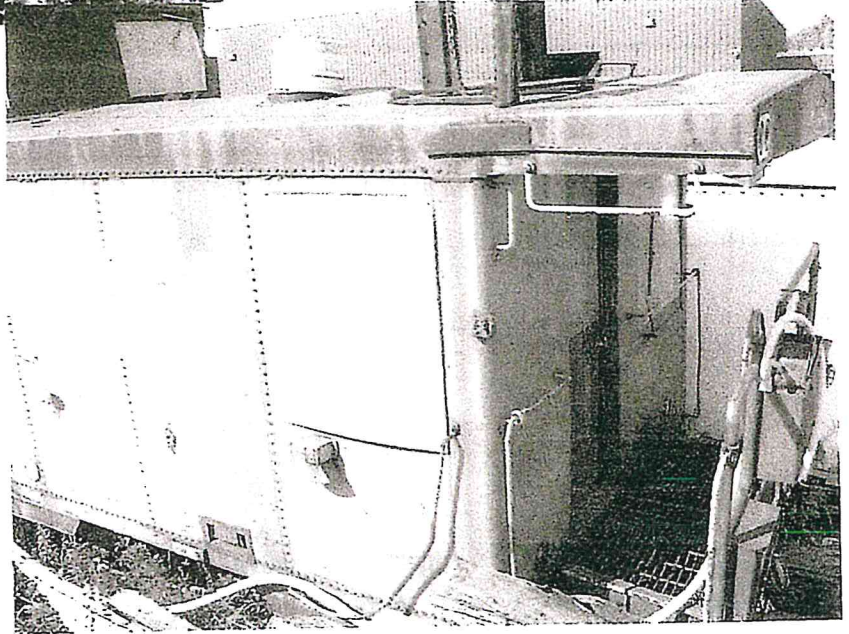
Phase II – 2023- 2024

3. Restore the interior and exterior of the caboose.
4. Construct the original boarding platform between the station and the caboose including accessible access to the platform.
5. Install electricity in the freight shed.
6. Build an accessible ramp and door into the freight shed facing the east with applicable accessible hardware.
7. Repair the damage to the bottom edges of the freight shed and the trim.
9. Construct museum displays within the freight shed.
10. Add a small viewing platform on the Smith Road side of the freight shed.
11. Install a heat pump for the freight shed.

12. Install a seating area between the station and the freight shed for a rest area, interpretation area and other uses as needed.

Our hope is to draw more visitors to the station area , currently our numbers range from 3000 to 6000 visitors over the period that we are open. As always we point them down into the village to shop and appreciate our location on Mahone Bay and to Lordly House Museum for historic and genealogy information.

We act as a tourist information centre for the municipality as part of the Municipal Ambassador Program. We provide visitors with rack cards and information. It is planned that we will be better able to advertise the village and its businesses.



#3-2

Describe the project that would be funded by this grant, in detail including how the project will make the existing place of business accessible or compliment current accessible features.

Our hope is to draw more visitors to the station area , currently our numbers range from 3000 to 6000 visitors over the period that we are open. As always we point them down into the village to shop and appreciate our location on Mahone Bay and to Lordly House Museum for historic and genealogy information.

We act as a tourist ambassador centre for the municipality. We provide visitors with rack cards and information. It is planned that we will be better able to advertise the village and its businesses.

LOCATION:

The Chester Train Station is located at 20 Smith Road on Route #3 (North Street). It is surrounded by green space which is used by the local Farmers' Market during the spring and summer, a location for community garden beds, a labyrinth and picnic space. Smith Road runs along the front of the station. The Chester Connection Trail runs in front of the station and provides a stop for people using the trail as well as being the location of the Connection Trail head for the village.

We also have an on site a display featuring Forman Hawboldt who developed the make and break engine which changed the fishing industry on the Eastern Coast from sail power to horse power.

The station and buildings belong to the Chester Municipal Heritage Society and the land is leased from the Dept. of Natural Resources. The Heritage Society also operates Lordly House Museum, Maple Cottage, Lordly Park and a children's playground, open to all, within the village at 133 Central Street.

How this project will be sustainable

The project will be sustainable through donations to the Chester Municipal Heritage Society from our membership base, members, etc. which has been a revenue source for the Society. Fund raising activities designed to fund the railway museum, tourism grants from the municipality and a small entrance fee at the museum itself and a percentage of the money raised through the co-op at the Station 20 Shop. A copy of sales through Square use is attached but does not include cash sales. The ability to board the caboose will be by donation and we expect it to generate funds as well.

This will be the only railway museum in this area of the province and the municipality. With a partner we will have access to many authentic artifacts from our railway history and the story of the railway in our lives throughout the intervening years until the trains stopped running.

The railway played a role in the development of the barrel industry, lumbering, Christmas tree farming, tourism and businesses that relied on rail for merchandise, travel and connection to other areas in Nova Scotia, Canada and the United States.

By using the display and telling the stories that are connected to the railway we will be collecting local stories that affected our area such as the first and second world wars, accidents, mining, etc. These stories will be offered on a scheduled basis at the station by local historians who have a story to tell with a fee attached.

We will apply for other grants from the provincial government which will be for heritage monies to add electricity and other needed repairs. The Accessibility grant will cover the cost of the ramps, door etc. The final grant will be to the Municipality of Chester for additional funds to complete the project in a timely manner. Beyond that we will continue to fund raise and request donations for the project.

How will your project enhance the use and access of your business?

This project will add to the overall experience of visiting a train station, including a caboose and will become a destination for those looking for information about the village, the history of the railroad and draw more visitors and locals to our area. The Station 20 shop will have increased buyers as will the merchants within the down-town core of the village. The project supports everyone in the area from the artisans who sell their items, the Heritage Society with funding for local businesses. We intend that this will be a benefit for Lordly House Museum increasing visitors to the museum many of whom are seeking information both local and genealogical. We intend that this will be an enhancement that will make the Chester area a destination drawing more people to the village and the surrounding municipal area.

What are the potential benefits of these enhancements for persons with disabilities or other community organizations representing persons with disabilities?

It is our plan to hire a person with disabilities to act as a tour guide within the museum as it will be accessible to all. This person would also be available to provide information on the displays

that are contained in the accessible station, including wrought iron work, gold mining, Oak Island and the building itself which is structurally unchanged from its 1905 use. We are in close proximity to Bonny Lea Farm which works with persons who have disabilities and Shoreham Village Seniors Complex. This museum will provide another venue for them to access. A chance in some cases to relive their experiences with train travel and a way to share with the Heritage Society and others.

Describe accessible features not listed above and give other relevant information.

We are close to Smith Road and the access from the planned accessible parking is close to the ramp with little or no grade to contend with. The portable wheelchair accessible washroom will be located close to the freight shed, but also offers this amenity to others who use the Connection Trail using alternative means of mobility. We plan to instal a hard surface accessible area between the station and the freight shed with a path to the entrance to the ramp up to the freight shed museum.

The Connection Trail runs past our door and the downtown merchants should consider ways to continue to encourage people to leave the trail and enter the village. Suggestions for tourists might include stopping for a meal, taking a swim in the Lido pool, shopping in the village, going to the beach, renting a boat to get out on the water, taking a walk along the waterfront, or hiking to, Castle Rock, going to the beach or playground etc

It would enhance the visitors experience if important sites were identified, such as the Rope Loft and its connection to the Young Teaser and prohibition, the Blockhouse that is Wisteria now, the Tavern etc. etc. Older houses could be signed to explain their importance or even a story connected to them and what their originally use was; Flowers, Flowers, Flowers once sat on Queen St. as a jewelry store and was moved to its present location. The area around the post office once was the site of a large store, two watchmaker shops, and overflow for guests of the Columbia House

The train station and the planed railway museum, the caboose etc. Will enhance the visitors experience drawing railway enthusiasts giving them a reason to make Chester a destination and then encourage them to visit the village proper and other sites within the Municipality once they leave our site. We encourage the businesses within the village and other areas to consider using the station as a way to show people where they are what they offer both in shopping and experience.

On a trip to another museum I saw a display called the other side of the tracks and it was a diorama showing the shops etc that were in the town. I can envision something such as that which would begin with the harbor, then the main village area and finally the train station is a background. Information about what it is available in the downtown area could be included around it and the stores identified on the diagram .

Chester Municipal Heritage Society

Chester Municipal Heritage Society (CMHS) is a registered non-profit society with both the CRA and Nova Scotia Joint Stocks. We have been in operation since 1981 when the Chester Train Station and buildings were transferred to CMHS and it became the home of the society in the village of Chester. We do not have any employees or tenants. We supply research and genealogy resources at Lordly Museum for Chester Municipality and the Blandford area. We are also a source for individuals and others seeking information regarding the municipality and the village. The surrounding land adjacent to Smith Road, was leased to the society and we have added additional property to the original lease and are currently applying for ownership of the entire leased piece holding a 20 year, renewable lease on the property. The Chester Connection Trail is located on a portion of the leased land.

We have purchased and restored a circa 1806 Georgian house at 133 Central Street and an adjoining building which houses research facilities and the first municipal office for the Municipality of the District of Chester. Our next purchases were lands surrounding the house which contain a gazebo used weekly during the summer for local concerts and events, a park open to all, a wet land donated by the municipality and a children's playground funded by donations. Today we own and maintain a complete block within the village of Chester, free to all.

We endeavour to be good community partners and have joined with the Chester Art Centre, The Chester Play House and the Mental Health Association to develop original programs combining youth and seniors at Shoreham Village Nursing Home. In municipality we continue to record and archive stories and memories. We sponsor a Canada Day Event for the entire municipality with volunteers from all areas. In conjunction with the Municipality we have identified houses within the municipality that are 150 years old or older and provided burgundy and white house numbers to identify them.

We are always seeking money and new ways to pay for maintaining our properties and the cost of heating, insurance, and upkeep of both 133 Central Street and 20 Smith Road. Our biggest difficulty is to find volunteers with time and the willingness to donate time for programs and displays we wish to create. Our village is predominantly composed of older retired couples with few younger residents most of whom work outside of the village in Halifax and Bridgewater or the surrounding areas. The older residents feel they have already donated their time and energy and the younger families don't have the time nor inclination to volunteer.

Regular activities conducted each year:

1. Operation of the Station 20 co-op store (40 +vendors) at the train station
2. Displays available Hawboldt, Oak Island, Gold Mining, blacksmithing at the Train Station
3. Provided space for a weekly farmers market
4. Provided space for raised gardens for the food bank
5. Operated Lordly House Museum and Research Centre at 133 Central Street in the village
6. Provided a free space for the Picnic in the Park weekly during the summer months 133 Central Street
7. Provided a free daily use park and playground for the community at 133 Central Street
8. Conducted research, collection and accessioning of items through ANSM
9. Hire local students, when possible, for summer positions.
10. Prepared changing displays for Lordly House Museum 133 Central Street
11. Raised funds and applied for grants to cover the cost of operations at both locations station and museum.
12. Hold an annual Canada Day celebration for the municipality
13. Conduct a flea market yearly and when articles are available an auction
14. Provide tourism information about our municipality and the village
15. Accession materials and upload to provincial database on NovaMuse.

Other activities:

1. Cooperate with the Mental Health Assoc. and Dawn Harwood Jones to apply for programs for older citizens and youth
2. Keep in touch with local government to inform them of what we did and what we plan for current year
3. Provide information to people who are seeking information
4. Conduct fund raising activities such as the roast beef dinner, the picnic basket, yard sale, auction, when possible, for the society itself

*Chester Municipal Heritage Society
presents:*

Queen's  **Jubilee**

White Glove Tea & Fashion Show

ADMISSION
Donation to CMHS

MUSIC
2:15 p.m. Daniel White
& Jamie Junger
3:00 p.m. Chester Brass Band

FASHION SHOWS
by Esther Amiro & Erin Gore
Courtesy of the
Chester Drama Society
2:30 p.m. & 3:30 p.m.

2-4 p.m. Sat. July 9

RAIN DATE: Sunday, July 10

LORDLY HOUSE

**133 Central St.
Chester**

Partially funded through grants from:   **Canada**

CANADA DAY, JULY 1

GARDEN PARTY



OTHER EVENTS

FOX POINT: LION'S CLUB

FREE FULL BREAKFAST 8 – 11 AM

- "Cruisers Band" – FREE from 3 to 6 PM

– canteen & bar open

43 Lion's Club Rd., Fox Point from 8 to 11 AM

NEW ROSS: NEW ROSS LEGION HALL

- 4 PM Opening Ceremony (Bar open)

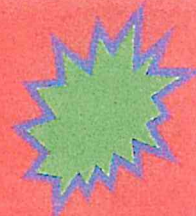
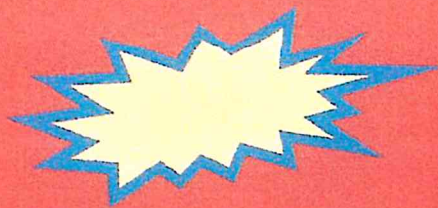
Live Music :

4:30 -5 PM – Tyler Knockwood-Corbin

5:30 -6:15 PM – Aaron Warren

6:30 – 9:30 pm – "The Upbeats"

- Fireworks 10:PM (rain date July 2nd)



OUR SPONSERS:



Canadian
Heritage

Patrimoine
canadien



Canada 157

CHESTER MUNICIPAL HERITAGE SOCIETY
COMMUNITY

YARD SALE

CHESTER TRAIN STATION

20 SMITH ROAD, CHESTER

SAT. AUG. 6

(Rain date: SUN. AUG. 7)

9:30 A.M. - 2 P.M.

Several large furniture items for sale!



Donations drop off: 902-275-8416 or 275-3826
by 3 p.m. Friday Aug. 4

ORGANIZATIONS/ GROUPS WELCOME TO
COME SALE WITH US: \$20/TABLE

Info: 902-275-3826 or LORDLYHOUSE@GMAIL.COM

The Chester Heritage Society
Welcomes Spring With A
Prime Rib Dinner



Prime Rib Medium, served with Roasted Potatoes, Mixed Vegetables,
Gravy and Horseradish. Followed by Chocolate Cadillac Cheesecake

Prepared by Chef Tom Connors

Saturday March 26th, 2022

Take Away Meal, \$40.00 per Person

Pick up at the Royal Canadian Legion, Chester, N.S.

From 4PM – 6 PM

Advance Ticket Purchase Required

To reserve your dinner please call

Carol 902-275-3826 or Jayne 902-228-2628.

**Village of Chester Commission
Request for Decision**

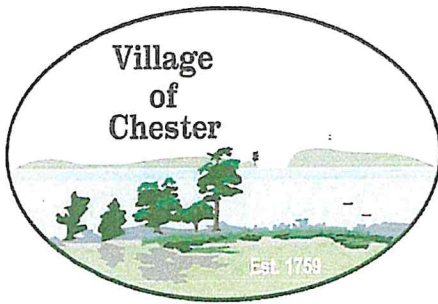
Topic: CRA: Change of Directors for Village of Chester BN	Date: April 12, 2023
	Proposed By: Heather McCallum Clerk/Treasurer
Issue Summary: The Village is required to change the names of its registered Owner/Directors on its BN (business number) with CRA for the purpose of completing the Village’s HST Tax Return(s). This is a task carried out by staff.	
Background: The Village is required to complete an HST Tax Return – basically a comparison of any HST collected by the Village, and HST paid out by the Village, with the difference going to CRA. The return is done online via the CRA’s web portal. The BN (business number for HST collection) account can only be accessed by individuals designated as “Owners/Directors” of the account. A Motion of the Commission is needed. This plus a letter to the CRA has been prepared for the Commission Chair’s signature.	
Options: 1) Register the Clerk/Treasurer and Administrative Assistant as Directors on the Village’s HST account. 2) Decline to register staff, and ask CRA what options the Commission has.	
Considerations: <u>Financial Impacts</u> This action is required to carry out the Village’s responsibility to file tax returns, so is a key part of financial stewardship of the organization. <u>Policy Impacts</u> N/a	

Recommendation:

- 1) Register the Clerk/Treasurer and Administrative Assistant as Directors on the Village's HST account.

Draft Motion:

The Village Commission authorizes the registration of Heather McCallum, Clerk/Treasurer and Maxine Veinot, Administrative Assistant with the Canada Revenue Agency as "Owners/Directors" of the Village of Chester's BN 108175068RT0001.



PO Box 620
27 Pleasant Street
Chester, NS
BOJ 1J0

April 14, 2023

Canada Revenue Agency
PEI Tax Center
275 Pope Road
Summerside, PE
C1N 6A2

Re: Change of Directors for Village of Chester – BN 108175068RT0001

The Village of Chester would like to change the names of its registered Owner/Directors.

The Owners/Directors of the business should be:

Heather McCallum

SIN: [REDACTED]

Clerk/Treasurer

902-275-4994

Heather.McCallum@villageofchesterns.ca

Maxine Veinot

SIN: [REDACTED]

Administrative Assistant

902-275-4482

Maxine.Veinto@villageofchesterns.ca

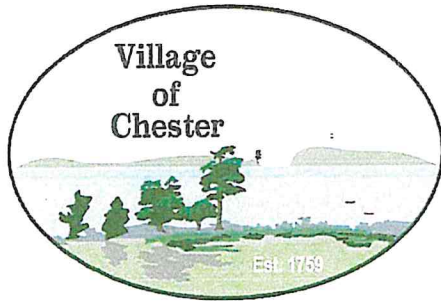
Please delete all other registered Owner/Directors from the account.

Attached is a signed copy of the minutes of the July 13 2022 meeting of the Village Commission appointing myself as the Chair of the Commission. Also attached is a signed copy of the March 8, 2023 minutes of the Village Commission appointing Heather McCallum as the Clerk/Treasurer of the Village Commission . Also attached is a letter from the Clerk/Treasurer affixed with the Village Seal confirming that Maxine Veinot is an employee in good standing of the Village of Chester.

Please advise if you should require any further information.

Sincerely,

Nancy Hatch
Chair
Village of Chester Commission



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

April 14, 2023

Canada Revenue Agency
PEI Tax Center
275 Pope Road
Summerside, PE
C1N 6A2

Re: Change of Directors for Village of Chester – BN 108175068RT0001

Please be advised that Maxine Veinot is, and has been for more than 10 years, an employee in good standing with the Village of Chester, and as such should be included as an Owner/Director for purpose of access to and use of the Villages CRA Business Account.

Sincerely,

Heather McCallum
Clerk Treasurer

**Village of Chester Commission
Request for Decision**

Topic: Clerk/Treasurer Signing Authority	Date: April 12, 2023
	Proposed By: Heather McCallum Clerk/Treasurer
Issue Summary: The Clerk/Treasurer requires signing authority on the Village accounts with Scotiabank, which is also a requirement for a corporate credit card to be issued for administrative use.	
Background: Historically, Clerk/Treasurers had signing authority on the accounts. This procedure was paused while there was an Interim Clerk/Treasurer. It is desirable to re-instate a corporate credit card for certain purchases and subscriptions where a cheque is not possible. The Branch Manager at the Village's bank recommends a Scotialine Visa for Business with a proposed credit limit of \$5,000. There was a corporate credit card in the past, but a previous Clerk/Treasurer cancelled it, preferring to use a personal card for Village business in order to collect points. It is not recommended that this be the practice going forward. Cheques would require one Commissioner's signature alongside the Clerk/Treasurer.	
Options: 1) Do not approve signing authority or a corporate credit card. 2) Approve Clerk/Treasurer signing authority but not a corporate credit card. 3) Approve Clerk/Treasurer signing authority and the issuance of a corporate credit card.	
Considerations: <u>Financial Impacts</u> There is no cost to the change. The recommended Scotialine Visa for Business does not have an annual fee. Details on the card are available here .	

Policy Impacts

N/a

Other

Approving the request will increase efficiency in day-to-day operations. It will also make monthly account reconciliations more efficient without needing to transfer funds for staff expenses.

Recommendation:

3) Approve Clerk/Treasurer signing authority and the issuance of a corporate credit card.

Draft Motion:

The Village Commission approves the addition of the Clerk/Treasurer, Heather McCallum, as a signing authority on the Village of Chester's Scotiabank accounts and approves the issuance of a Scotiabank corporate credit card for the organization.

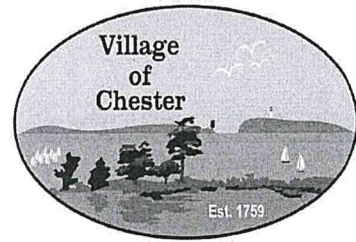
Minutes

Village Commission Monthly Meeting

Wednesday, April 12, 2023 – 7:00 pm

27 Pleasant Street, Chester

Video Archive: https://bit.ly/YouTube_villageofchesterns



Present: Nancy Hatch, Commission Chair; Laura Mulrooney, Commissioner; Geraldine Pauley, Commission Vice-Chair; Randall O'Malley, Commissioner; Carol Nauss, Commissioner

Staff: Jeff Conrad, Interim Clerk/Treasurer; Maxine Veinot, Recording Secretary

Regrets: N/a

Public Gallery: Chester Fire Chief Cody Stevens; Heather McCallum, via Zoom

1.0 Call to Order

Chair Hatch called the March 8, 2023, Regular Monthly meeting of the Village of Chester Commission to order at 7:01pm.

2.0 Public Forum

Nil

3.0 Review/Approval of Agenda/Additions to Agenda

Additions to agenda: 7d Correspondence – J Wentzell

9b MoDC Maintenance Agreement – not received

Motion #23-023: Commissioner Pauley moved; Commissioner Nauss seconded: The approval of the agenda as amended with addition of 7d and deletion of 9b.

Unanimously Carried

4.0 Report of the Chief, Chester Volunteer Fire Department

Chief Stevens presented his report (*Attachment 4.0*).

The Chief expressed "the CVFD members and his 'heartfelt' thank-you to Jeff Conrad, Interim Clerk/Treasurer, for all he has done to work with CVFD." 'It was a real pleasure to work and learn from Jeff.'

5.0 Review/Approval of Minutes

a) Special Meeting: Friday, February 3, 2023

Motion #23-024: Commissioner O'Malley moved; Commissioner Naus seconded: The approval of the Minutes of February 3, 2023, Special meeting as presented.

Unanimously Carried

b) Regular Meeting: Wednesday, February 8, 2023

One spelling error was noted and minutes will be amended.

Motion #23-025: Commissioner Pauley moved; Commissioner O'Malley seconded: The approval of the Minutes of February 8, 2023, Regular Monthly meeting as amended.

Unanimously Carried

c) Special Meeting: Tuesday, February 21, 2023

Motion #23-026: Commissioner Mulrooney moved; Commissioner O'Malley seconded: The approval of the Minutes of February 21, 2023 as presented.

Unanimously Carried

6.0 Business Arising

a) Village Stationary: Update and decision
Chair Hatch distributed several cards that Jim Barkhouse created. The cost is \$3.00 per card; they will be used for special occasions and/or promotional purposes.

Motion #23-027: Commissioner Pauley moved; Commissioner O'Malley seconded: To purchase one hundred (100) cards from Jim Barkhouse at a cost of \$3.00 each.

Unanimously Carried

Action: Chair Hatch will pass a selection of photos to the Commissioners to each select a choice, which will be the cards purchased.

7.0 Correspondence

a) Property Valuation Services Corporation (PVSC) – Income and expense request Windjammer

Interim Clerk/Treasurer Conrad explained that the PVSC were aware that the property is no longer used as a motel, however, this change was not carried out through their system and this letter was received in error. Interim C/T Conrad has

written another letter to Property Valuation Services Corporation to have the property taken off as a commercial motel property.

- b) Ray Cambria - Property assessment increase/tax rate concern

Interim Clerk/Treasurer Conrad stated the copy of the letter regarding tax rates was in the agenda package.

Action: The Clerk/Treasurer will respond.

- c) Managed Health Care Services (re: Telus Health) – Possible Data breach

Interim Clerk/Treasurer Conrad advised the Commission that there was a potential data breach at MHCSI, may have affected Blue Cross services and its participants.

- d) Jane Wentzell

Interim Clerk/Treasurer Conrad reported that Commissioner Mulrooney received correspondence from Jane Wentzell about several issues including solid waste, dog clean-up, parking and by-law enforcement.

8.0 Reports

- a) Clerk Treasurer's Report

The Clerk/Treasurer reviewed his Activity report (*Attachment 8.0 a*).

- b) Financial

The Clerk/Treasurer reviewed his Financial report (*Attachment 8.0 b*).

- c) Committees
Nil

9.0 New/Other Business

- a) 2023/24 Budget Review

Interim Clerk/Treasurer Conrad reviewed the Village 2023-2024 budget with the Commissioners (*Attachment 9.0 a*).

MOTION #23-028: Commissioner Mulrooney moved; Commissioner O'Malley seconded: To approve the budget 2023/2024 as presented; to keep tax and fire rates for the Village as last year.

Unanimously Carried

Commissioners Hatch stated that she and Commissioner Nauss will be taking part in a webinar "On The Spot Community."

b) MoDC Maintenance Agreement

Interim Clerk/Treasurer Conrad stated that the Maintenance Contract has not been received back. The contract is expected in the near future.

c) Appointment of new Clerk/Treasurer

Interim Clerk/Treasurer Conrad stated that a motion is needed to officially appoint the Clerk/Treasurer.

MOTION #23-029: Commissioner Pauley moved; Commissioner O'Malley seconded: That effective March 13, 2023, Heather McCallum is appointed as the Clerk/Treasurer of the Village of Chester, with all of the associated duties and responsibilities as outlined in the Municipal Government Act, Village policies and by-laws, and the job description of the position, and that on the same date the appointment of Jeff Conrad as Clerk/Treasurer is rescinded.

Unanimously Carried

d) Granite Street water right-of-way

Village Citizens have expressed their concern on the water right-of-way at the end of Granite Street. Interim Clerk/Treasurer Conrad explained that it is not in the Village's authority to grant permits, this authority resides with the Province.

Commissioner Pauley will draft a letter to the Department of Transportation & Infrastructure Renewal expressing the Village's concern with this issue and any possible future permits.

d) Updating Boardroom Equipment

Interim Clerk/Treasurer Conrad reviewed the present equipment in the Boardroom. Several items were discussed to upgrade equipment and furniture.

MOTION #23-030: Commissioner Pauley moved; Commissioner Nauss seconded: That the Village approve the Clerk/Treasurer to purchase equipment to upgrade the boardroom in the areas of technology and furniture to a maximum expenditure of \$7500 + HST.

Amendment to Motion #23-030:

Commissioner Pauley moved; Commissioner Nauss seconded: That the Village approve the Clerk/Treasurer to purchase equipment to upgrade the boardroom in the areas of first priority of technology; second priority of tables; and third priority of chairs, to a maximum expenditure of \$7500.00 + HST.

Unanimously Carried

f) Cell Phone, Clerk/Treasurer

Interim Clerk/Treasurer stated in the past a cell phone was not provided, however Conrad suggested that the Commission provide the new Clerk/Treasurer with a stipend. It was agreed that Commissioners did not need cell phones.

MOTION #23-031: Commissioner Nauss moved; Commissioner O'Malley seconded: To provide the new Clerk/Treasurer with a \$50.00 stipend per month for a cell phone.

Unanimously Carried

10.0 Commissioner Roundtable

Nil

11.0 Adjournment

The Chair adjourned the Meeting at 9:20 pm.

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

Commission Chair
Nancy Hatch

Commission Vice Chair
Geraldine Pauley