

## **Agenda**

### **Regular Monthly Meeting**

**Wednesday, June 14, 2023 – 7:00 pm**

In-Person & Virtual Meeting

VOC Office, 27 Pleasant Street, Chester

Zoom Meeting ID: 849 7893 2278, password 301715

or YouTube Live [https://bit.ly/YouTube\\_villageofchesterns](https://bit.ly/YouTube_villageofchesterns)



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#### **1.0 Call to Order**

#### **2.0 Public Forum**

#### **3.0 Annual Election of Chair and Vice Chair**

#### **4.0 Approval of Agenda/Additions to Agenda**

#### **5.0 Report of the Chief, Chester Volunteer Fire Department**

#### **6.0 Review/Approval of Minutes**

6.1 Regular Meeting of Wednesday, May 10, 2023

6.2 Special Meeting of June 5, 2023

#### **7.0 Business Arising**

Nil

#### **8.0 Correspondence**

8.1 Municipal Affairs Letter re: NSFM 12-Month Notice– for information

8.2 MODC Letter re: Fire Inspection at 10 Parade Square – for information

#### **9.0 Reports**

9.1 Clerk/Treasurer

9.2 Financial

9.3 Committees: Audit Committee of June 1, 2023

#### **10.0 New/Other Business**

10.1 Request for Decision: Chester Fire Station Consultant RFP

10.2 NS Equity & Anti-Racism Act: Requirements for Public Bodies  
– for information

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

- Contract negotiations

## **12.0 Resumption of Public Meeting**

- Report in public session per Section 408B (3) of the Municipal Government Act, if applicable

## **13.0 Commissioner Roundtable**

## **14.0 Adjournment**

### **Next Regular Meeting(s)**

- July 12, 2023 – 7:00 pm at 27 Pleasant Street/Virtual
- August 9, 2023 – 7:00 pm at 27 Pleasant Street/Virtual
- September 13, 2023 – 7:00 pm at 27 Pleasant Street/Virtual



## **Minutes**

### **Village Commission Monthly Meeting**

**Wednesday, May 10, 2023 – 7:00 pm**

In-Person & Virtual

27 Pleasant Street, Chester

Video Archive: [https://bit.ly/YouTube\\_villageofchesterns](https://bit.ly/YouTube_villageofchesterns)

**Present:** Laura Mulrooney, Commissioner; Geraldine Pauley, Commission Vice-Chair; Carol Nauss, Commissioner

**Staff:** Heather McCallum, Clerk/Treasurer; Maxine Veinot, Recording Secretary

**Regrets:** Nancy Hatch, Commission Chair; Randall O'Malley, Commissioner; CVFD Fire Chief Cody Stevens

**Public Gallery:** Nil

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#### **1.0 Call to Order**

Vice Chair Pauley called the May 10, 2023, Regular Monthly Meeting of the Village of Chester Commission to order at 7:00 pm.

#### **2.0 Public Forum**

No members of the public were in attendance.

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

**Motion #23-054:** Commissioner Nauss moved; Commissioner Mulrooney seconded: The approval of the May 10, 2023 Regular Meeting Agenda as presented.

*Unanimously Carried*

#### **4.0 Report of the Chief, Chester Volunteer Fire Department**

Fire Chief Stevens was unable to attend this meeting.

#### **5.0 Review/Approval of Minutes**

5.1 Regular Meeting: Wednesday April 12, 2023

**Motion #23-055:** Commissioner Mulrooney moved; Commissioner Nauss seconded: The approval of the April 12, 2023 Regular Meeting Minutes.

*Unanimously Carried*

5.2 Special Meeting: Monday, April 19, 2023

**Motion #23-056:** Commissioner Nauss moved; Commissioner Mulrooney seconded: The approval of the April 19, 2023 Special Meeting Minutes.

*Unanimously Carried*

## **6.0 Business Arising**

6.1 Grant Policy: Proposed Amendments

The draft amendments were reviewed (*Schedule 6.1*). The following changes were requested in Section 5 “Application Procedure”:

- The annual application deadline will be April 1 of each year
- The last line of the final bullet to be struck: “Applications received after this deadline...”

**Motion #23-057:** Commissioner Nauss moved; Commissioner Mulrooney seconded: That the Grant Policy be approved with the amendments as discussed.

*Unanimously Carried*

**Motion #23-058:** Commissioner Mulrooney moved; Commissioner Nauss seconded: That for the 2023/24 grant applications, the deadline be extended until May 31, 2023, only; and a Special meeting will be held on Monday, June 5, 2023, at 12 noon, to review the grant applications.

*Unanimously Carried*

## **7.0 Correspondence**

7.1 Minister Lohr Letter re: Surplus Fire Truck Sale – for information

Minister Lohr consented to the sale of the Fire Tanker #551.

7.2 Association of Nova Scotia Villages letter re: Sustainable Growth Services Fund

ANSV sent a letter to Minister Lohr re the Sustainable Services Growth Fund (SSGF), expressing concern over villages not being included for the SSGF funding.

## **8.0 Reports**

8.1 Clerk/Treasurer

The Clerk/Treasurer presented her monthly activity report (*Attachment 8.1*).

## 8.2 Financial

The Clerk/Treasurer presented the monthly overview report (*Attachment 8.2*).

## 8.3 Committees: Audit Committee Minutes (Draft) of April 26, 2023

The draft minutes were provided for information.

## 9.0 New/Other Business

### 9.1 MODC Policy P33 Fire Services Provider – annual registration

The P33 Fire Services Provider annual registration is being filled out and will be submitted to MODC when completed.

### 9.2 2022/23 4<sup>th</sup> Quarter Financial Review

The Clerk/Treasurer presented the 4<sup>th</sup> Quarter report on the 2022/23 Budget (*Attachment 9.2*).

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

**Motion #23-059:** Commissioner Nauss moved; Commissioner Mulrooney seconded: That the Commission move in camera as per Section 408B (2) of the Municipal Government Act to consider contract negotiations.  
*Unanimously Carried*

The Commission recessed at 7:51 pm.

## 11.0 Resumption of Public Meeting

The Commission resumed the public meeting at 8:19 pm.

**Motion #23-060:** Commissioner Mulrooney moved; Commissioner Nauss seconded: That the Chester Village Commission approve the Letter of Understanding (LOU) with the Municipal Joint Services Board (MJSB) for the continued provision of IT services for 2023/24 per the draft LOU received on April 11, 2023, and direct the Clerk/Treasurer to sign the LOU on behalf of the Commission.  
*Unanimously Carried*

## 12.0 Commissioner Roundtable – Nil

## 13.0 Adjournment

The Vice Chair adjourned the Meeting at 8:21 pm.

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Commission Vice Chair  
Geraldine Pauley

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Clerk/Treasurer  
Heather McCallum

DRAFT



## **Village of Chester Grant Policy**

### **1. Background**

Under the Municipal Government Act, Villages in Nova Scotia have the authority to advertise the opportunities of the village for business, industrial and tourism purposes and encourage tourist traffic, *with power to make a grant to a non-profit society for this purpose*. This is the only grant giving authority held by the Village.

### **2. Policy Objective**

The objective of the grant policy is to:

- Support activities that advertise opportunities for the Village of Chester and its residents to grow, flourish, and prosper
- To encourage tourism growth in a way that also
  - engages citizens of the Village in the celebration of our heritage, culture, and natural environment
  - promotes inclusion and engagement of citizens from a wide variety of backgrounds, experiences, and socio-economic perspectives
  - supports civic leaders to be innovative and creative in benefitting local community
  - creates a range of experiences and interactions for visitors that encourage ongoing and repeat interactions with the Village and its residents, businesses, and organizations

### **3. Principles**

The grant policy is based on the following:

- activities (e.g., festivals, art retreats, concerts, markets, etc.) should be celebratory in nature
- activities should help to grow the local tourism sector in a way that enhances the visitor experience and makes our community a more appealing destination
- the development of partnerships is important, and priority will be given to projects that encourage participation and funding by a variety of sources
- funding is dependent on both the assessment of the project's fit with the interests of the Village, and also the availability of funds within the annual budget
- funding priority will be for costs associated with implementation of an event or item
- Funds are approved only for the project submitted. Requests for changes to project plans, timelines, or new projects must be made in writing in advance of any spending.
- Unused project funds must be returned to the Village Office for redistribution.

#### **4. Eligibility**

- Organizations are only eligible for one grant from the Village each fiscal year
- The maximum amount available to any one organization is \$5000 annually
- If the request is for a contribution to a larger project, there must be a feasible overarching project plan and budget
- Only non-profit organizations are eligible for funding. Applicants may partner with others in the undertaking of the activity, or apply for funding to support their participation in an activity run by another party
- The project, activity or event must be designed to enhance the visitor experience or increase the appeal of the Village of Chester as a destination
- The project should respect the available village infrastructure (gathering space, parking, water, etc.)
- Applicants need to have a plan to attract visitors and participants to the event, while encouraging participation by Village residents
- Events which limit participation to members of an organization are not eligible for funding. Exceptions may be made where programs or initiatives are open to the public
- Churches/faith-based organizations are not eligible for funding.

#### **5. Application Procedure**

- Interested organizations must complete the Application for Grant and submit it to the Village Office
- Grant applications must be received by April 1st of each year
- A call for applications will be published in advance of the deadline
- Organizations who wish to make a presentation to a Commission meeting in addition to their application, may schedule up to 10 minutes for a presentation at a regular Commission meeting by contacting the Village Office
- All grant applications received by the April 1st deadline each year will be considered together for approval and funding allocation at the May meeting of the Village Commission.

#### **6. Evaluation**

Applications will be reviewed using the following evaluation criteria:

- Demonstrated impact to attract tourism
- Benefit to the community at large
- The organization has a demonstrated financial need for grant funding
- For large projects, evidence of project funding sources and partnerships other than the Village Commission
- The Village Commission reserves the right to approve or deny any project based on conditions and interests at the time of the application

## **7. Reporting**

After project completion, organizations are required to submit a Report Form and financial information that explains how the funds were spent and what outcomes were achieved. Future funding will not be provided to organizations unless report forms are submitted.

**Approved:** September 14, 2022

**Motion #** 22-109

**Amended:** May 10, 2023

**Motion #** 23-057

## Schedule 8.1

### **Village of Chester Commission Clerk/Treasurer Activity Report May 10, 2023**

- **Meetings:** I attended an NSFM one-day conference **Nova Scotia Main Streets Ideas Exchange** held at St. FX University in Antigonish on April 27<sup>th</sup>. The event looked at Main Streets from the perspective of social/community connection, mobility and accessibility, health, and catalysts for the local economy including visitor attraction.

In planning terms, streets are no longer considered as simple conduits – they are places. The space that vehicles take vs. people is being re-evaluated. Main Streets are the heart of a village or municipality. Tools were discussed for assessing your Main Street's health and ideas for vitalizing it.

Speakers from the various provincial bodies such as Build NS and Engage NS, Public Health, the Truro-Colchester REN, CEED (Centre for Entrepreneurship, Education & Development), and planning and engineering experts. The keynote speech from Taraq Hadhad of Peace by Chocolate was truly inspiring, and highlighted what a welcoming and supportive community can do for newcomers and the local economy.


**Other** organization meetings attended in April included the AMANS South Shore Region and Association of NS Villages (ANSV). Coming up in May I'm expecting to attend a provincial briefing for municipalities and villages on our requirements under the Dismantling Racism and Hate Act.

- **Tourism NS:** A Compelling Tourism Communities Programs grant application was submitted online on April 28<sup>th</sup> (deadline May 2<sup>nd</sup>) for support of digital marketing initiatives. If we are successful, the amount of the grant is variable depending on their decision re: program elements that are the best fit. We anticipate hearing a response in the coming weeks.
- **CVFD 551 Pumper Sale:** The surplus fire truck was successfully sold to the Great Village Fire Brigade; the transfer of ownership was signed on April 26<sup>th</sup> and the truck picked up on April 29<sup>th</sup>.
- **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 to begin the work after the summer swim season (July 3-September 1, 2023) is wrapped.

- **Agreements:** The Intermunicipal Agreement for Maintenance with MODC is in effect. The Commission's retired handyman Paul Mulrooney has been very generous with his time in showing the Village facilities and tasks to MODC's Field Maintenance Supervisor, and electronic work order process has been worked through. Several other service agreements are pending and will be made public when negotiations are completed. A public request for proposals is out for the summer flower baskets with a closing date of May 24<sup>th</sup>.
- **Community Grants:** A call for grant applications is also out for non-profit organizations for activities that encourage tourism growth, with a closing date of May 30<sup>th</sup>.
- **2023 APM:** The Annual Public Meeting on June 6, 2023 will take place at 6:30pm at a location TBA (hopefully St. Stephen's Community Centre, 54 Regent Street).
- **2023 Election:** Election Day to elect one new Commissioner has been scheduled for Tuesday, June 13, 2023 from 9am-7pm and the advance poll taking place on Saturday, June 10, 2023 from 11am-7pm – both to be held at the Village Commission office at 27 Pleasant Street.

The List of Electors has been received from the province. Advertising for the election dates and call for nominations will appear next week, with Nomination Day being May 31<sup>st</sup>.

The new Commissioner can be formally appointed at the Regular Meeting on July 12th, or a Special Meeting after June 16th.

  
\_\_\_\_\_  
Heather McCallum  
Clerk/Treasurer

May 5, 2023  
\_\_\_\_\_  
Date

## Schedule 8.2

### **Village of Chester Commission Clerk/Treasurer Financial Report May 10, 2023**

- **Scotiabank:** The March bank statement is reconciled; the end of the statement the bank account balance was \$181,926.63 as of March 31, 2023. See Reconciliation Report, attached.

Online review shows that since March 31st there have been bank deposits of \$191,749.44 and expenses of \$50,025.12 for a bank balance on April 30th of \$323,650.95.

The corporate credit card arrived on May 5, 2023. Attached is the administrative procedure around its use for the Commission's review.

- **2022/23 4th Quarter:** The financial report showing the budget status as of March 31, 2023 follows later in this evening's agenda.


The process has started to enter the 2023/24 Budget into Sage to streamline reporting functions.

- **2022/23 Audit:** The Audit Committee met to kick off the 2022/23 audit on April 26, 2023. The auditor from Morse Brewster Lake was in the office on April 28, 2023. The audit is expected to be completed later this month for the consolidated financial statements to be presented at the Annual Public Meeting on June 6, 2023.

- **HST Return:**

Instructions were sent to Canada Revenue to allow current staff to complete the VOC's HST Return and we await a reply.

The application for the provincial HST Offset Program was issued on May 3, 2023, with a June 13, 2023 deadline.

  
\_\_\_\_\_  
Heather McCallum  
Clerk/Treasurer

May 5, 2023

\_\_\_\_\_  
Date

**Village of Chester**  
**Corporate Credit Card – Admin Procedures**  
**May 5, 2023**

This document describes the terms and conditions for Village of Chester (VOC) corporate credit card use by authorized Village staff: Clerk/Treasurer and Administrative Assistant.

- The VOC's corporate credit card is a Scotialine Visa for Business. It is in the name of the VOC and the Clerk/Treasurer and is issued for a 4-year period.
- The card has a credit limit of \$5,000. If a higher amount is required for a municipal purchase, it must be approved by the Clerk/Treasurer and another Commission member signing authority.
- Use of the corporate credit card must be in alignment with the Village's Purchasing Policy and Reimbursement Policy.
- The card is to be used for Village business only, such as online supply purchases, subscriptions, and business travel. The card is not for use for cash advances. The card is not a personal credit card and therefore use of the card for personal expenses is not permitted.
- Purchase orders are required for items charged to the card, per the Village's Purchasing Policy, and must be for and within approved budget line amounts. Receipts/invoices must be submitted to the Clerk Treasurer or Administrative Assistant for reconciliation.
- Scotiabank's monthly credit card statement is to be reconciled monthly.
- The corporate credit card will be securely stored in the Village Commission office lockbox with the Village Seal. The card is to remain in the office storage unless a purchase requires physical presentation of the card, in which case the user will sign it out/in (see log attached).
- Any lost or stolen card must be reported immediately to the Clerk/Treasurer who will alert Scotiabank to cancel and replace the card.

Notes:

- For details on the card product, visit: <https://www.scotiabank.com/ca/en/small-business/business-banking/credit-cards/scotialine-for-business-visa-credit-card.html>

**Schedule 9.2**

**Village of Chester Budget 2022-2023**

**End of 4th Quarter (Jan 1-Mar 31) Budget Update**

		Budget	YTD	YTD	
		22/23	End of 4th Quarter	% Received	
<b>Revenue by Source</b>					
4100	Taxation	980,029.16	1,016,396.54	104%	1
4110	Rental Income - EMC	21,256.68	20,993.28	99%	
4116	Rental Income - EastInk	2,479.40	2,479.40	100%	
4201	HST Offset Grant	3,000.00	5,501.09	183%	
4225	Transfer from Other Governments (Gov of Canada - Lifeguard)	1,870.40	1,870.00	100%	
	Transfer from Apparatus Reserve		710,085.90	-	2
4600	Fireboat	10,276.75	10,064.76	98%	
<b>TOTAL REVENUE</b>		<b>1,018,912.39</b>	<b>1,767,390.97</b>	<b>173%</b>	

# Expenses

## General Government

		Budget	YTD	YTD	
		22/23	End of 4th Quarter	% Expended	
<u>Governance</u>					
5450	Annual Public Meeting	300.00	37.50	13%	
5477	Honorariums	9,360.00	9,333.51	100%	
	Property Tax Exemptions	2,000.00	2,640.12	132%	3
	Non-Profit Tax Exemptions	0.00	1,330.85	-	3
5496	Election Expense	1,500.00	2,523.20	168%	
	Section Total	13,160.00	15,865.18	121%	
<u>Administration</u>					
5250	Office Rent	12,500.00	13,022.71	104%	4
5428	Cleaning VOC Office	0.00	2,464.48	-	
5435	Audit	5,000.00	3,910.72	78%	5
5440	Employee Wages	80,000.00	67,374.95	84%	
5445	Office Supplies & Expenses	3,000.00	2,730.97	91%	
5447	Employment Insurance	1,541.00	2,151.87	140%	6
5448	Canada Pension Plan	3,350.00	4,269.78	127%	7
5455	Advertising/Promotion	2,000.00	1,891.43	95%	
5460	Memberships and Dues	1,500.00	1,233.88	82%	
5465	Travel and Training	1,000.00	1,378.70	138%	
5470	Bank Charges	350.00	303.33	87%	
5472	Consultants - Other	3,000.00	0.00	0%	
5475	Legal	6,000.00	2,095.88	35%	
5476	Medical Insurance	4,500.00	5,302.58	118%	
5478	Employee Benefits	0.00	2,127.53	-	
5480	Office Phone and Internet	2,000.00	1,979.31	99%	
5481	IT Support and Website	6,000.00	4,273.96	71%	
5490	Insurance	14,500.00	17,153.19	118%	8
5495	Office Equipment & Programs	3,000.00	5,085.34	170%	9
	Section Total	149,241.00	138,750.60	93%	
<u>Lido Pool</u>					
5910	Maintenance and Operations	13,000.00	15,248.97	117%	
5915	Lido Repairs	5,000.00	0.00	0%	
5925	Insurance	5,000.00	4,646.32	93%	
5935	Life Guard Wages	21,000.00	15,564.33	74%	
5940	Supervisor/Security	1,300.00	1,590.36	122%	10
5945	Taxes - Waste Collection	1,000.00	1,061.41	106%	
	Section total	46,300.00	38,111.39	82%	

# Expenses

## General Government

		Budget	YTD	YTD	
		22/23	End of 4th Quarter	% Expended	
<u>Beautification/Events</u>					
5565	Flower/Baskets	22,000.00	21,205.84	96%	
5570	Wreaths	4,500.00	4,728.78	105%	
5582	Celebrations	9,500.00	3,590.00	38%	11
	Section Total	36,000.00	29,524.62	82%	
<u>Operations</u>					
5575	Compost Collections	23,000.00	22,219.42	97%	
5585	Property Maintenance	3,500.00	3,529.65	101%	
5960	Washrooms	15,000.00	13,009.30	87%	
5224	Waste Removal	3,050.00	5,597.92	184%	12
	Section Total	44,550.00	44,356.29	100%	
<u>Jib Lot</u>					
5405	Jib Lot Maintenance	1,000.00	727.40	73%	
5410	Land Taxes - Waste Collection	500.00	564.50	113%	
5415	Water Lot Taxes - Waste Collection	110.00	118.09	107%	
	Section Total	1,610.00	1,409.99	88%	
<u>Protection</u>					
5501	Street Lights	9,000.00	7,093.80	79%	
5526	Repair & Maintenance	1,000.00	9,745.24	975%	13
5540	Crossing Guard - Wages	10,000.00	10,157.68	102%	
	Section Total	20,000.00	26,996.72	135%	
<b>Subtotal # 1 - General Government</b>		<b>310,861.00</b>	<b>295,014.79</b>	<b>95%</b>	

# Expenses

## Emergency Services

		Budget	YTD	YTD
		22/23	End of 4th Quarter	% Expended
5705	Maintenance & Repairs	4,000.00	3,369.80	84%
5710	EMC Insurance	1,200.00	1,165.45	97%
5715	EMC Taxes - Waste and Property	4,500.00	4,639.50	103%
<b>Subtotal #2 - Emergency Services</b>		<b>9,700.00</b>	<b>9,174.75</b>	<b>95%</b>

# Expenses

## Fire Services

		Budget	YTD	YTD	
		22/23	End of 4th Quarter	% Expended	
<u>Fire Boat #571</u>					
5605	Fire Boat Fuel & Oil	1,000.00	0.00	0%	
5615	Fire Boat Consumable Items	776.75	0.00	0%	
5620	Fire Boat Maintenance	4,500.00	1,669.35	37%	
5625	Fire Boat #571 Insurance	2,100.00	1,727.64	82%	
5627	Marina Fees & Storage	1,800.00	5,393.66	300%	14
5640	Bank Charges Fire Boat	100.00	0.00	0%	
				0%	
<b>Sub-Total #3 - Fire Boat</b>		<b>10,276.75</b>	<b>8,790.65</b>	<b>86%</b>	

<u>Commission/Administration</u>					
5210	Admin Salaries	40,000.00	40,292.54	101%	15
5250	Office Rent	4,500.00	4,340.90	96%	6
5435	Audit	5,000.00	3,910.72	78%	7
5442	Office Supplies & Expenses	984.56	1,492.02	152%	
5447	Employment Insurance	759.00	741.14	98%	
5448	Canada Pension Plan	1,650.00	1,668.35	101%	
5475	Legal	3,000.00	1,321.93	44%	
5495	Office Equipment	1,400.00	1,695.11	121%	
Section Total		57,293.56	55,462.71	97%	

<u>Firefighting Force</u>					
5115	Firefighters Honorarium	50,000.00	50,000.00	100%	
5116	In Lieu of Fundraising	15,000.00	15,000.00	100%	
5154	Uniforms	3,000.00	1,415.04	47%	
5167	24 Hour Accident Insurance	8,200.00	9,319.00	114%	
5172	24 Hour Family Insurance	6,000.00	6,218.00	104%	
5174	Firefighters Banquet	2,500.00	0.00	0%	
Section Total		84,700.00	81,952.04	97%	

# Expenses

## Fire Services

		Budget	YTD	YTD	
		22/23	End of 4th Quarter	% Expended	
<u>Training &amp; Education</u>					
5120	Training	20,000.00	29,930.01	150%	16
5150	Fire Prevention & Education	2,500.00	3,710.01	148%	17
5485	Bursary	1,500.00	1,500.00	100%	
	Section Total	24,000.00	35,140.02	146%	
<u>Fire Fighting Equipment</u>					
5040	Medical Supplies	750.00	535.02	71%	
5075	Tools & Equipment	1,500.00	3,044.93	203%	
5160	Hoses (2)	1,500.00	0.00	0%	
5162	Flashlights/Camera/Batteries	1,000.00	307.58	31%	
5305	Inshore Boat Insurance	0.00	1,727.64	-	
5315	Vehicle Fuel	9,000.00	9,235.38	103%	
5320	Vehicle Insurance	7,575.00	10,112.65	134%	
5626	Inshore Boat Equipment	250.00	46.10	18%	
5090	SCBA Masks	4,000.00	0.00	0%	
	Section Total	25,575.00	25,009.30	98%	
<u>Personal Protective Equipment</u>					
5050	Gloves - Fire	1,000.00	0.00	0%	
5053	Gloves - Extrication	250.00	396.27	159%	
5055	Boots	2,000.00	0.00	0%	
5059	Wildland Coveralls	2,000.00	0.00	0%	
5060	Helmets	3,000.00	4,537.47	151%	
	Section Total	8,250.00	4,933.74	60%	
<u>Communication</u>					
5095	Communications Contract	5,000.00	4,274.41	85%	
5100	Communications General Repair	500.00	201.83	40%	
5105	Pagers	2,000.00	3,716.88	186%	
5110	Communications (Radio) Upgrades	3,500.00	2,566.44	73%	
5164	Mobile Radio Service Plan	1,500.00	1,126.31	75%	
5166	Portable Mobile Radios	1,500.00	0.00	0%	
	Section Total	14,000.00	11,885.87	85%	

# Expenses

## Fire Services

		Budget	YTD	YTD
		22/23	End of 4th Quarter	% Expended
<u>Maintenance</u>				
5005	Apparatus Pump Test	2,500.00	0.00	0%
5088	Small Engine Maintenance	1,000.00	474.50	47%
5126	Extinguishers	850.00	581.76	68%
5125	SCBA Fill Station Maintenance	7,500.00	5,994.27	80%
5135	Bunker Gear Inspection & Repair	4,000.00	5,164.58	129%
5138	Ladder/Harness Inspection	700.00	1,176.71	168%
5310	Vehicle Repair & Maintenance	30,000.00	28,782.14	96%
5017	Jaws of Life	1,500.00	0.00	0%
	Section Total	48,050.00	42,173.96	88%
<u>Building &amp; General</u>				
5205	Telephone & Alarm	5,000.00	7,774.72	155%
5220	Building Utilities	20,000.00	13,965.17	70%
5223	Taxes & Collection Fee - 4070 Hwy 3	0.00	1,155.70	-
5229	Janitorial	5,000.00	2,464.48	49%
5230	Maintenance (10)	10,000.00	8,268.23	83%
5235	Insurance (Building)	6,500.00	6,394.97	98%
5240	Consumables	4,000.00	2,604.46	65%
5442	Office Supplies & Expenses	500.00	1,398.17	280% 18
	Section Total	51,000.00	44,025.90	86%
<b>Subtotal #4 - Fire Services</b>		<b>312,868.56</b>	<b>300,583.54</b>	<b>96%</b>

# Village of Chester Budget 2022-2023

		Budget	YTD	YTD
		22/23	End of 4th Quarter	% Expended
<b>2021/22 Capital Budget</b>				
<u>Fire Purchases From Operating</u>				
1815	Building Demolition - Fire Lot	80,000.00	83,908.27	105%
5087	2022 Tanker	710,085.90	670,631.89	94%
5090	SCBA Breathing Apparatus	36,000.00	37,656.92	105%
5130	Bunker Gear	18,500.00	16,750.63	91%
5098	Wildfire Hose Backpacks	1,500.00	1,603.69	107%
	<b>Total Capital Purchase</b>	<b>846,085.90</b>	<b>810,551.40</b>	<b>96%</b>
<u>Transfer to Reserves</u>				
2650	Fire Apparatus Repayment	50,938.47	50,938.47	100%
5305	Fire Apparatus	150,000.00	126,832.53	85%
5720	EH Services	11,556.68	11,556.68	100%
1109	General Government Operating	26,710.93	26,710.93	100%
	<b>Total Reserve Transfer</b>	<b>239,206.08</b>	<b>216,038.61</b>	<b>90%</b>
<b>TOTAL OF ALL EXPENSES</b>		<b>1,728,998.29</b>	<b>1,640,153.74</b>	<b>95%</b>

## 2022/23 4th Quarter Budget Variance Notes

- 1 The Taxation revenue figure includes the property and non-profit tax exemption amounts; these are shown as expenses under Governance.
- 2 Funds withdrawn from the apparatus reserve to pay for the new Fire Truck.
- 3 A detail of the property and non-profit tax exemptions were provided by MODC.
- 4 Rental on the office at 27 Pleasant Street is split 75/25% between the VOC and CVFD.
- 5 Audit costs are split 50/50% for the two audits conducted for the VOC and CVFD.
- 6 It appears that the initial budget did not allow for costs associated with Lifeguards and Crossing guards in this cost center, but included it with the wage costs
- 7 It appears that the initial budget did not allow for costs associated with Lifeguards and Crossing guards.
- 8 Insurance costs are up across municipal units in the Province by 20 to 30%, driven by industry standards. There have been no claims against Village policies in the current or past several years.
- 9 This is primarily the multipurpose printer lease, and cartridges, paper, etc. This year we had to replace two keyboards and an office chair that were no longer useable.
- 10 This is the cost of Race Week security at the Lido. Coverage was the same as previous years, however, rates were up.
- 11 Celebration costs would be higher as \$5000 was granted to the Caboose project by the Heritage Society, however, \$2100 in unused funds from a previous year project were returned to the Village.
- 12 This is the cost of the garbage bin at the Fire Station, which it appears is used by other people, possibly driving costs higher expected.
- 13 This is primarily costs required to fix damage to the electrical controls for the Water Street decorative lights.
- 14 This item includes winter storage alongside marina fees.
- 15 25% of the Clerk/Treasurer and 50% of the Admin Assistant salaries are covered by CVFD.
- 16 Training repayments from the broader area in the amount of \$14,000 is reflected in this quarter.
- 17 Fire prevention costs were up in part due to participating in a county wide fire alarm program for Elementary students following the fire related death of family outside Bridgewater.
- 18 This item is not a percentage split, but actual costs.
- 19 There are additional deposits to reserve accounts with interest earned from the past reinvestments. These are not included in the payment transfers to reserves shown here.



## **Minutes**

### **Village Commission Special Meeting**

**Monday, June 5, 2023 – 12:00 pm**

In-Person

27 Pleasant Street, Chester

**Present:** Nancy Hatch, Commission Chair; Laura Mulrooney, Commissioner (arrived 12:12 pm); Randall O'Malley, Commissioner; Geraldine Pauley, Commission Vice-Chair

**Staff:** Heather McCallum, Clerk/Treasurer

**Regrets:** Carol Nauss, Commissioner

**Public Gallery:** Nil

---

#### **1.0 Call to Order**

Chair Hatch called the June 5, 2023 Special Meeting of the Village of Chester Commission to order at 12:00 pm.

#### **2.0 Approval of Agenda**

**Motion #23-065:** Commissioner Pauley moved; Commissioner O'Malley seconded: That the Agenda of the June 5, 2023 Special Commission Meeting be approved as presented.

*Unanimously Carried*

#### **3.0 In-camera Meeting**

**Motion #23-066:** Commissioner Pauley moved; Commissioner O'Malley seconded: That the Commission move in camera as per Section 408B (2) of the Municipal Government Act to review confidential financial information of community organizations requesting grants.

*Unanimously Carried*

The Commission recessed to move in camera at 12:01 pm.

#### **4.0 Resumption of Public Meeting**

The public meeting resumed at 12:54 pm.

- Community Grants: Funding Allocation

**Motion #23-067:** Commissioner Pauley moved; Commissioner O'Malley seconded:  
That the Commission award 2023/24 community grants in the following amounts:

- a) Chester Municipal Heritage Society \$3,000
- b) Chester Art Centre – Summer Festival \$2,500
- c) Chester Playhouse – Public Re-opening \$2,500
- d) Chester Merchants Assoc – Village Christmas \$1,000
- e) Chester Yacht Club – Race Week \$ 500

For a total disbursement of \$9,500 per the “Celebrations” budget.

*Unanimously Carried*

## **5.0 Adjournment**

The Chair adjourned the Meeting at 12:56 pm.

---

Commission Chair  
Nancy Hatch

---

Clerk/Treasurer  
Heather McCallum



## Schedule 8.1

### Municipal Affairs and Housing Office of the Minister

---

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

---

May 15, 2023

Mayor Brenda Chisholm-Beaton  
President, Nova Scotia Federation of Municipalities  
Suite 1106, 1809 Barrington Street  
Halifax, Nova Scotia  
B3J 2K8

Dear President Chisholm-Beaton,

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs and Housing must provide to the Nova Scotia Federation of Municipalities (NSFM) 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice of such changes for fiscal year 2024-2025 and beyond.

The Department of Municipal Affairs and Housing (DMAH) canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. Below you will find a summary of the results of that process.

Additionally, you will find as an appendix to this notice a listing of other related initiatives that departments feel municipalities should be made aware.

#### **DEPARTMENT OF JUSTICE**

##### Biological Casework Analysis Agreement

The Biological Casework Analysis Agreement provides Nova Scotia's municipalities with DNA analysis arising from criminal investigations. DNA analysis is an important and affordable service that helps solve crimes. The 2023-24 financial cost of this program is expected to be \$845,000 however the proration of the cost to municipalities will be reassessed upon the Department of Municipal Affairs and Housing's release of the "Uniform Assessment" for 2023-24.

If any of the above content is unclear or should you have any questions regarding the provided information, please do not hesitate to contact the corresponding department for clarification.

## **DEPARTMENT OF ENVIRONMENT AND CLIMATE CHANGE**

### Construction and Demolition Debris Regulation and Guideline Changes

As noted in the letter to the Nova Scotia Federation of Municipalities on January 4, 2023 (which was a supplement to the notice for fiscal year 2023-24), the Province has approved changes to the construction and demolition (C&D) debris management in Nova Scotia.

These new measures are designed to ensure that C&D debris management (including disposal, storage, transfer, and processing) does not cause adverse environmental impacts. ECC completed a review of C&D debris management in response to fires and groundwater impacts that occurred at existing C&D debris disposal facilities, as well as community concerns about facilities that store, transfer, and process these materials. The review included engagement and consultation with municipalities, construction industry stakeholders, environmental groups, waste management stakeholders, and provincial government departments.

Amendments to the Activities Designation Regulations and the Solid Waste Resource Management Regulations mean that, starting on July 5, 2023, chemically treated wood will no longer be accepted for disposal at C&D debris facilities. Instead, these materials can be reused, repurposed, or disposed of in municipal solid waste landfills. Storage, transfer, and processing will continue to be permitted for treated wood.

As well, this fall, ECC engaged stakeholders on proposed amendments to the following guidelines:

- Solid Waste Management Facility Guidelines for Construction and Demolition Debris Storage, Transfer, Process and Disposal;
- Solid Waste Management Facility Guidelines for Municipal Waste Transfer.

The guidelines outline details on siting, design, and operational requirements to prevent environmental impacts. Terms and conditions of approvals will outline further site-specific details, which will be developed case-by-case with the facility's respective ECC regional office.

The proposed amended guidelines include an implementation timeline for the ban on treated wood. The implementation of the ban will be staged by having education compliance during the first year to reduce costs associated with adhering to the ban. Municipalities were engaged on this approach during the fall targeted engagement sessions.

In addition, facilities storing, transferring, or processing C&D debris will now require an operating approval from ECC. Previously, only C&D debris required an operating approval. Amending approvals to include C&D transfer, process and storage will be required by July 5, 2023, but any significant terms and conditions will have staged timelines to allow for one year notice. Please note that any new facilities (brand new sites; not currently operating) and expansions of current disposal sites would be subject to requirements starting July 5, 2023.

## Coastal Protection Act

As indicated in last year's letter, it is possible municipalities will incur incremental costs related to implementation of the *Coastal Protection Act* and *Coastal Protection Regulations* in the coming fiscal year. Nova Scotia Environment and Climate Change (ECC) is providing notice of changes which will be required in building permit approval and compliance processes once the *Coastal Protection Act* is proclaimed. This legislation will provide consistent, province-wide protection for our coast by restricting development and related activity where structures will be at risk from coastal flooding and coastal erosion, or where they will cause unnecessary interference with or damage to coastal ecosystems.

Once proclaimed into law, this legislation would create a Coastal Protection Zone, within which the regulations apply. Municipalities would be allowed to issue a building permit for structures within the Coastal Protection Zone if the proposed location of the construction is above a minimum building elevation specified in the regulations and is situated upland of a site-specific horizontal setback certified by a designated professional. This will require modifications to municipal administrative processes for building permits.

Subject to the final form of the regulations, it is anticipated that the municipality will be expected to determine whether the proposed location of the construction is located within the Coastal Protection Zone and whether the regulations apply to the general type of construction and/or the type of structure to be built or expanded. If the regulations apply, the municipality may be required to determine whether the proposed location is above the minimum building elevation prescribed in the regulations and upland of the horizontal setback certified by the designated professional in a coastal erosion risk factor assessment report accompanying the permit application. They also may be required to ensure the designated professional is a member in good standing of the relevant professional body at the time the report was signed.

It is expected that the responsibility for competent, accurate and objective certification of the horizontal setback will rest with the designated professional, with forms and a standard methodology for determining the setback prescribed by regulation and provided by ECC.

Specifics regarding which professional groups will qualify to provide the certification, standards, forms to be used, and other administrative details will be set out in regulations. ECC expects to support municipal officials with training, support materials and digital mapping resources to help interpret the regulations and where they apply.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Lohr". The signature is fluid and cursive, with the first name "John" being larger and more prominent than the last name "Lohr".

Honourable John Lohr  
Minister of Municipal Affairs and Housing

Appendix A:

## **DEPARTMENT OF INTERGOVERNMENTAL AFFAIRS**

### Procurement

Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA), the Canada-UK Trade Continuity Agreement (TCA) and the Canada Free Trade Agreement (CFTA), which covers internal trade within Canada. Municipal procurements are covered under these obligations. All procurements above the thresholds must be publicly tendered unless subject to an exemption.

Thresholds were last updated on January 1, 2022, and are as follows:

	<b>CETA Thresholds</b>	<b>TCA</b>	<b>CFTA Thresholds</b>
<b>Goods</b>	\$366,800	\$366,800	\$121,200
<b>Services</b>	\$366,800	\$366,800	\$121,200
<b>Construction</b>	\$9.1M	\$9.1M	\$302,900

The next update will be posted in December 2023 for calendar years 2024 and 2025. These thresholds are calculated based on data that will not be available until the end of next year, so at this time, the scope for municipal involvement is not known. We will advise as soon as we receive updated information.

Municipal officials may contact Intergovernmental Affairs, Trade Policy, with any questions related to municipal procurement obligations under trade agreements.

## **DEPARTMENT OF JUSTICE**

### RCMP Collective Bargaining Agreements

The RCMP National Police Federation's collective bargaining agreement with the federal government will expire on March 31, 2023, and new contract negotiations are expected to begin. In addition, labour contract negotiations are ongoing for RCMP telecom operators and intercept monitoring employees for the period April 1, 2016, to March 31, 2023. The cost implications and its future impacts cannot be determined until these negotiations have settled. We will monitor the situation closely and keep municipalities up to date as the process moves forward.

### The Accessibility Act

Work is underway on the development of the accessibility standard for the built environment. There will be an opportunity for municipalities, villages, and Nova Scotians to provide feedback or input once the standard has been drafted. The goal is to make the regulations effective in 2024. A compliance and enforcement framework has been approved. At a minimum, one-year notice will be given to municipalities and villages of any policy and regulation change related to obligations under the Accessibility Act and standards that impact revenue or expenditures.

## Amendments to the Part XX of the Municipal Government Act

The Attorney General and Minister of Justice's Mandate Letter of September 14, 2021 directs the Minister to [a]mend the Freedom of Information and Protection of Privacy Act to give order-making ability to the Privacy Commissioner. These amendments, as well as other amendments aimed at modernizing the act are anticipated to be brought forward by government at a future sitting of the House of Assembly. To ensure consistency in access and privacy legislation, Part XX of the Municipal Government Act will be updated at the same time.

## **DEPARTMENT OF ECONOMIC DEVELOPMENT**

### Peggy's Cove Commission Act

A review is seeking to modernize the role and administration of the Peggy's Cove Commission. While it is too early to speculate on the outcomes of the review, given the location of Peggy's Cove within the boundaries of HRM, any proposed changes to the Act, or to the administration of it, could have an impact on the municipality, for example shifting responsibility for planning approvals.

### Community Economic Development

The Department's mandated review of structures and mechanisms to support economic development includes reviewing the current structure and function of the Regional Enterprise Networks (RENs). Over the past several months, the Department has been engaging with the RENs, municipalities, sector and business leaders in communities across Nova Scotia to ensure the best model for community economic development in Nova Scotia. The outcome of this review has the potential to impact the existing REN model, and therefore our municipal funding partners.

## **DEPARTMENT OF NATURAL RESOURCES AND RENEWABLES**

### Feeding Wildlife

The department is currently undertaking consultations on regulations pertaining to the feeding of wildlife, with a goal of introducing regulations in 2023. It is possible there will be impacts on municipalities in relation to green bins and garbage handling, but it is too early to say definitively, and the actions may be limited to supporting NRR's public education efforts. As we complete consultations and move into the regulation writing phase, municipalities will be kept informed.



THE MUNICIPALITY OF  
**CHESTER**

May 22<sup>nd</sup>, 2023



**Schedule 8.2**

**The Municipality of Chester  
Community Development Dept.**

Annex Building  
186 Central Street  
PO Box 369,  
Chester, NS B0J 1J0  
www.chester.ca

Building and Fire Services  
building@chester.ca  
Phone: (902) 275-3080  
Fax: (902) 275-2598

Planning and Development  
Services  
planning@chester.ca  
Phone: (902) 275-2599  
Fax: (902) 275-2598

[f](#) /ChesterMunicipality  
[t](#) @chestermun

Village of Chester  
P.O. Box 620  
Chester, Nova Scotia  
B0J 1J0

**RE: Fire Inspection – 10 Parade Square, Chester PID# 60599164**

To whom it may concern:

A fire inspection took place at the above address on April 28<sup>th</sup>, 2023, under Section 23 the Fire Safety Act of Nova Scotia. Present at the time of inspection was Brendan Mosher, Fire Inspector for the Municipality of the District of Chester.

The following indicates the fire safety code violations and a suggested corrective action for each:

1. *Emergency lighting shall be maintained in operating condition, in conformance with Section 6.5 of the NFC. (National Fire Code 2015, Division B, Article 2.7.3.1, Sentence 3)*

All emergency lights are to be tested. Any units that do not work correctly are to be fixed/replaced. Note, during the inspection the downstairs emergency light was not working.

2. *Self-contained emergency lighting unit equipment shall be tested*
  - a) *at intervals not greater than one month to ensure that the emergency lights will function upon failure of the primary power supply, and*
  - b) *at intervals not greater than 12 months to ensure that the unit will provide emergency lighting for a duration equal to the design criterion under simulated power. (National Fire Code 2015, Division B, Article 6.5.1.6, Sentence 2 (a) and (b))*

The emergency lighting units shall be tested as outlined above and records of tests and repairs maintained as part of the fire safety plan.

3. *Where fire separations are damaged so as to affect their integrity, they shall be required repaired so that the integrity of the fire separation is maintained. (National Fire Code 2015, Division B, Article 2.2.1.2, Sentence 1)*

**Please note:**

*Penetrations of a fire separation in conformance with sentence 3.6.4.2. (2) shall be sealed by a fire stop that, when subjected to the fire test method in CAN/ULC-S115, "Fire Tests of Firestop Systems," has an FT rating not less than the fire-resistance rating for the fire separation of the assembly. (National Building Code 2015, Division B, Article 3.1.9.1, Sentence 3)*

There are penetration holes inside pump room #1/electrical room & pump room #2. These penetration holes are to be filled with an approved ULC fire rated caulking.

A re-inspection has been scheduled for **Monday June 26<sup>th</sup>, 2023 @ 1000HR**. Please do not hesitate to contact the undersigned if you have any questions.

Yours in fire safety,



Brendan Mosher  
Fire Inspector  
Municipality of the District of Chester  
Phone: (902)275-2599  
Email: [bmosher@chester.ca](mailto:bmosher@chester.ca)

**CC:** Fred Whynot, Director of Public Works for the Municipality of the District of Chester

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

May was a very busy month, particularly around the Election and the Audit as well as preparations for the summer season openings of facilities.

- **Special Thanks:** Our volunteer firefighters more than proved their value to the community with their mutual aid assistance in fighting the unprecedented wildfires. Their courage and dedication make us particularly proud to work with them at the Village Commission.
- **Election:** In accordance with the Election Policy, ads were posted in the newspaper, online, and around the Village with the Notice of the Election and Call for Nominations. Documents and content were updated on the website.

There were two candidates who submitted nomination forms on Nomination Day (May 31, 2023), but one later withdrew his candidacy. Gloria Nauss was therefore elected by acclamation and sworn into office on June 8<sup>th</sup>. She is attending her first Commission Meeting tonight. Welcome, Commissioner Nauss!

- **2023 APM:** The Annual Public Meeting took place on June 6, 2023 here at the Village Office. The meeting was a wonderful opportunity to hear about the accomplishments of 2022/23. The meeting video is up on our YouTube channel and is only 35 minutes, so I encourage everyone to take a look:  
[https://bit.ly/YouTube\\_villageofchesterns](https://bit.ly/YouTube_villageofchesterns)
- **Facilities:** The Public Washroom was opened on May 1<sup>st</sup> and will be available 8am-8pm until Remembrance Day.

Preparations are underway for the Lido Pool re-opening planned for the end of June. Swimming lessons are on a slightly different schedule this year and will be two four-week sessions beginning July 10<sup>th</sup>. We are in dire need of lifeguard staff, however, so our eventual opening hours may be affected.

Extra green bin collection for summer began the beginning of June.

- **Agreements:** The Village re-signed with the Municipal Joint Services Board for IT Services, as well as awarded the Flower Baskets RFP to Kerry Keddy, who has performed this service previously.

- **Meetings:** I attended a provincial briefing for municipalities and villages on our requirements under the Dismantling Racism and Hate Act organization meetings; more on this later in the agenda.




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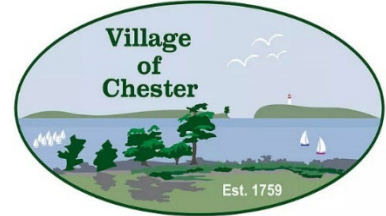
Heather McCallum  
Clerk/Treasurer

**Village of Chester Commission  
Clerk/Treasurer Financial Report  
June 14, 2023**

- **Scotiabank:** The April bank statement is reconciled; the end of the statement the bank account balance was \$323,650.95 as of April 30, 2023. Online review shows that since April 30<sup>th</sup> there have been bank deposits of \$283,029.44 (which includes the Q1 tax revenue) and expenses of \$93,843.10 for a bank balance on May 31<sup>st</sup> of \$512,837.29.
- **2022/23 Audit:** The Audit Committee met to review the 2022/23 audit on June 1, 2023. The auditor from Morse Brewster Lake presented the consolidated financial statements at the Annual Public Meeting on June 6, 2023, where the Commission accepted the report and approved the signing of the financial statements. The Village ended the year in good fiscal health, recording a surplus of \$191,898 for 2022/23. Per the Municipal Government Act, any surplus must be re-invested in reserve funds rather than “rolled over” into the next fiscal year.
- **Community Grants:** This was the most successful year on record for grant applications, with the requests totalling more than triple the amount of funds available. This demonstrates an exciting level of activity in the community around special events and tourism pursuits. Congratulations to the Chester Municipal Heritage Society (\$3,000), Chester Arts Centre (\$2,500), Chester Playhouse (\$2,500), Chester Merchants Association – Village Christmas (\$1,000), and Chester Race Week (\$500).
- **HST:** The application for the provincial HST Offset Program was submitted for the HST assessment for 2021/22. The amount the Village may receive from this program is not a fixed amount but is divided among the applicants. We are still awaiting a reply from Canada Revenue to allow staff to complete the VOC’s HST Return.

  
\_\_\_\_\_  
Heather McCallum  
Clerk/Treasurer

Date/Time(EST)	Description	Transit	Debit	Credit (Payables)	Balance
05/31/2023 23:03	<a href="#">CHEQUE~11465</a>	10173	\$925.75	-	
05/31/2023 B	<a href="#">SERVICE CHARGE~</a>	10173	\$10.74	-	\$512,837.29
	<b>Total</b>		<b>\$93,843.10</b>	<b>\$283,029.44</b>	



## Minutes

### Village Commission Audit Committee Meeting

Thursday, June 1, 2023 – 10:30 am

In-Person & Virtual

VOC Office, 27 Pleasant Street, Chester

Video Archive: [https://bit.ly/YouTube\\_villageofchesterns](https://bit.ly/YouTube_villageofchesterns)

**Present:** Nancy Hatch, Commission Chair; Laura Mulrooney, Commissioner; Randall O'Malley, Commissioner; Geraldine Pauley, Commission Vice-Chair; Sandra Dumaresq, Citizen Representative; Lawrence Lake, Auditor (via Zoom)

**Staff:** Heather McCallum, Clerk/Treasurer; Maxine Veinot, Recording Secretary

**Regrets:** Carol Nauss, Commissioner

**Public Gallery:** Nil

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#### 1.0 Call to Order

Chair Hatch called meeting to order at 10:34 am.

#### 2.0 Approval of Agenda

**Motion #23-061:** Commissioner Pauley moved; Commissioner O'Malley seconded: The approval of the June 1, 2023, Audit Committee Meeting Agenda as presented.  
*Unanimously Carried*

#### 3.0 Review/Approval of Minutes

**Motion #23-062:** Commissioner O'Malley moved; Commissioner Pauley seconded: The approval of the April 26, 2023 Audit Committee Meeting Minutes as presented.  
*Unanimously Carried*

#### 4.0 Business Arising

4.1 Responsibilities per Audit Committee Policy, Item 6:

- Financial Reporting – The Auditor reviewed the Draft Audit Financial Statements (*Schedule 4.1*).

Ms. Dumaresq asked about the addition to Tangible Capital Assets (page 9 Notes to Financial Statements) of \$83,908 which Mr Lake stated was the demolition of the hotel.

Commissioner Pauley questioned the codes/numbers on the side of the Trial Balance pages. Mr. Lake stated these are for his use only.

**Motion #23-063:** Commissioner Pauley moved; Commissioner Mrs. Dumaresq seconded:

The Audit Committee recommend to the Village Commission that the Audit be accepted as tabled by the Auditor.

*Unanimously Carried*

- Risk and Uncertainty
- Financial Controls and Deviations
- Relationship with Auditor
- Audit Committee Composition

The above responsibilities of the Audit Committee were not discussed again, having been reviewed at the previous meeting.

#### 4.2 Public Member Recruitment

The continuing vacancy of a second Citizen Representative was discussed under the Financial Reporting and Accounting regulations of the MGA, an Audit Committee must include a minimum of one member of the public. The Village's Audit Committee Policy requires two.

**Motion #23-064:** Commissioner O'Malley moved; Commissioner Mulrooney seconded:

To recommend to the Commission that the Audit Committee Policy be amended to change the committee composition from "two citizen appointments" to "one to two citizen appointments with a minimum of one per the MGA 44(4)."

*Unanimously Carried*

#### 5.0 Adjournment

Commission Chair Hatch adjourned the meeting at 11:01 am.

---

Commission Chair  
Nancy Hatch

---

Clerk/Treasurer  
Heather McCallum

# Draft

**Village of Chester**  
**Chester, Nova Scotia**

**Financial Statements**  
**March 31, 2023**

# Draft

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# Draft

## Morse Brewster Lake

Chartered Professional Accountants

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

### INDEPENDENT AUDITOR'S REPORT

#### To the Chairman and Commissioners of the Village of Chester

##### Opinion

We have audited the accompanying consolidated financial statements of **Village of Chester**, which comprise the statement of financial position as at March 31, 2023, and the statement of operations, statement of net financial assets and statement of cash flows for the years then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the **Village of Chester**, as at March 31, 2023, and the results of operations and changes in net financial assets for the year then ended, in accordance with Canadian public sector accounting standards.

##### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

##### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

##### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

# Draft

## Independent Auditor's Report (continued)

### Auditor's Responsibilities for the Audit of the Financial Statements (continued)

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.

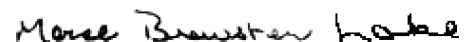
Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.

Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Berwick, Nova Scotia  
Date



Chartered Professional Accountants  
Registered Municipal Auditor

# Draft

## Village of Chester

### Consolidated Statement of Financial Activities

Year Ended March 31, 2023

	2023 <u>Budget</u>	2023 <u>Actual</u>	2022 <u>Actual</u>
<b>Revenue</b>			
Taxation	\$ 990,306	\$ 1,004,476	\$ 909,661
Transfers from other governments	1,870	1,870	2,719
Interest earned	-	19,770	11,486
Rental income	23,736	23,473	23,735
Other	<u>3,000</u>	<u>5,501</u>	<u>4,697</u>
	<u>1,018,912</u>	<u>1,055,090</u>	<u>952,298</u>
<b>Expenditures</b>			
General government services (page 11)	175,695	168,289	158,513
Crossing Guard	10,000	10,158	8,502
Street lighting	10,000	16,839	7,595
Fire protection (page 12)	320,875	278,686	303,879
Beautification and clean up (page 11)	62,500	55,274	56,260
EMC - rental expense	9,700	8,445	11,579
Fire boat	10,527	9,590	9,909
Interest on long term debt	938	938	938
Loss on disposal of assets	-	1,466	2,162
Jib lot - operating expenses	1,610	1,410	1,472
Amortization	262,192	262,192	204,389
Lido pool and washrooms (page 11)	<u>61,300</u>	<u>49,905</u>	<u>55,110</u>
	<u>925,337</u>	<u>863,192</u>	<u>820,308</u>
<b>Annual Surplus</b>	\$ <u>93,575</u>	\$ <u>191,898</u>	\$ <u>131,990</u>

# Draft

## Village of Chester

### Consolidated Statement of Financial Position

March 31, 2023

	<u>2023</u>	<u>2022</u>
<b>Financial Assets</b>		
<b>Current</b>		
Cash -operating	\$ 219,083	\$ 225,314
Short term investments (GIC at 3%, page 14)	829,998	1,310,402
HST recoverable	136,645	24,561
Receivables	<u>155,478</u>	<u>22,275</u>
	<u>1,341,204</u>	<u>1,582,552</u>
<b>Financial Liabilities</b>		
<b>Current</b>		
Payables and accruals	17,545	41,281
Government remittances payable	5,171	4,332
Deferred revenue	<u>150,000</u>	<u>-</u>
	<u>172,716</u>	<u>45,613</u>
<b>Net Financial Assets</b>	<u>1,168,488</u>	<u>1,536,939</u>
<b>Non-Financial Assets</b>		
Prepaid expenses	24,917	20,112
Property and Equipment (note 2)	<u>2,618,169</u>	<u>2,062,625</u>
	<u>2,643,086</u>	<u>2,082,737</u>
	<u>\$ 3,811,574</u>	<u>\$ 3,619,676</u>
<b>Net Assets</b>		
<b>Reserve Funds</b> (page 14)	\$ 951,732	\$ 1,410,791
<b>Investment in Capital Assets</b> (note 4)	2,568,069	1,962,527
<b>Accumulated Net Assets</b> (note 3)	<u>291,773</u>	<u>246,358</u>
	<u>\$ 3,811,574</u>	<u>\$ 3,619,676</u>

On behalf of the Village of Chester

\_\_\_\_\_, Chairperson \_\_\_\_\_, Commissioner

# Draft

## Village of Chester

### Consolidated Statement of Changes in Net Financial Assets

Year Ended March 31, 2023

	2023 <u>Budget</u>	2023 <u>Actual</u>	2022 <u>Actual</u>
<b>Annual Surplus</b>	\$ 93,575	\$ 191,898	\$ 131,990
<b>Add (Deduct):</b>			
Acquisition of tangible capital assets	(117,500)	(819,200)	(108,500)
Amortization of tangible capital assets	262,192	262,192	204,389
Loss on disposal of tangible capital assets	-	1,466	2,162
Use of prepaids assets	<u>-</u>	<u>(4,807)</u>	<u>(2,470)</u>
<b>Increase (Decrease) in Net Financial Assets</b>	\$ <u>238,267</u>	(368,451)	227,571
<b>Net Financial Assets, beginning of year</b>		<u>1,536,939</u>	<u>1,309,368</u>
<b>Net Financial Assets, end of year</b>		\$ <u>1,168,488</u>	\$ <u>1,536,939</u>

# Draft

## Village of Chester

### Consolidated Statement of Changes in Financial Position

Year Ended March 31, 2023

	<u>2023</u>	<u>2022</u>
<b>Cash flow from operating activities:</b>		
Annual surplus	\$ 191,898	\$ 131,990
Amortization	262,192	204,389
Loss on disposal of tangible capital assets	1,466	2,162
Change in		
Accounts receivable	(245,287)	56,981
Prepaid	(4,807)	(2,470)
Payables and accruals	<u>(22,897)</u>	<u>(659,196)</u>
Deferred revenue	<u>150,000</u>	<u>-</u>
	<u>332,565</u>	<u>(266,144)</u>
<b>Cash flow from investing activities:</b>		
Purchase of investments	(829,998)	(1,319,159)
Proceeds on sale of investments	1,310,402	1,142,487
Purchase of tangible capital assets	<u>(819,200)</u>	<u>(108,500)</u>
	<u>(338,796)</u>	<u>(285,172)</u>
<b>Cash Decrease</b>	(6,231)	(551,316)
<b>Cash and Equivalencies, beginning of year</b>	<u>225,314</u>	<u>776,630</u>
<b>Cash and Equivalencies, end of year</b>	\$ <u>219,083</u>	\$ <u>225,314</u>
<b>Represented By:</b>		
Cash -operating	\$ <u>219,083</u>	\$ <u>225,314</u>

## Village of Chester

### Notes to Financial Statements

March 31, 2023

#### 1. Significant Accounting Policies

##### **Basis of Presentation**

The consolidated financial statements of the Village of Chester are the representation of management prepared in accordance with Canadian public sector accounting standards ("PSAB").

##### **Basis of Consolidation**

The consolidated financial statements reflect the assets, liabilities, revenues, expenditures and changes in fund balances and in financial position of the reporting entity. The reporting entity is comprised of all organization and enterprises accountable for the administration of their affairs and resources of the Village and which are owned and controlled by the Village.

Interdepartmental and organizational transactions and balances are eliminated.

##### **Revenue Recognition**

Taxation and related revenue: Property tax billings are prepared based on the assessment rolls issued by Property Valuation Services Corporation. Tax rates are established annually by the Commission, incorporating amounts to be raised for local services. Taxation revenues are recorded at the time tax billings are due.

##### **Government Transfers**

Government transfers are recognized in the consolidated financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

##### **Other Revenue**

Other revenues are recognized as services or goods are provided, the exchange amount is measured and collectibility of the amount is reasonably assured.

##### **Cash and cash equivalents**

Cash and cash equivalents include cash on hand, balances with banks and short term deposits with original maturities of three months or less. Bank borrowings are considered to be financing activities.

##### **Use of Estimates**

The preparation of the financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from those estimates. The most significant accounting estimates in these financial statements include allowance for doubtful accounts, estimated useful life of tangible capital assets and asset retirement obligations.

# Draft

## Village of Chester

### Notes to Financial Statements

March 31, 2023

#### 1. Significant Accounting Policies (continued)

##### Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess revenues and over expenses, provides the consolidated Change in Net Financial Assets for the year.

##### Asset Retirement Obligation

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- a) There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- b) The past transaction or event giving rise to the liability has occurred;
- c) It is expected that future economic benefits will be given up; and
- d) A reasonable estimate of the amount can be made.

Any liability is discounted using a present value calculation, and adjusted yearly for accretion expense. The recognition of a liability would result in an accompanying increase to the respective tangible capital assets. Any increase to the tangible capital assets would be amortized in accordance with the depreciation accounting policies.

The Village has assessed their assets and does not currently have any material asset retirement obligations and as such no increase in asset value or liability has been recognized at this time.

##### Investments

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value.

##### Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributed to acquisition, construction, development or betterment of the asset. Tangible capital assets received as contributions are recorded at their fair value at the date of receipt. The costs, less residual value, of the tangible capital asset are amortized on a straight line basis over their estimated useful life as follows:

Asset type	Years
Land	Indefinite
Land improvements	20 years
Municipal buildings	40 years
Machinery and equipment	10 years
Vehicles	5 -10 years
Lido pool	20 years
Street lights	25 years

# Draft

## Village of Chester

### Notes to Financial Statements

March 31, 2023

#### 2. Tangible Capital Assets

	Cost Opening	Additions	Disposals	Write Downs	Cost Closing	Amortization	Accum Amort	Net Book Value
Land	\$ 745,967	\$ 83,908	\$ -	\$ -	\$ 829,875	\$ -	\$ -	\$ 829,875
Land improvements	63,357	-	-	-	63,357	3,168	36,853	26,504
Buildings	723,893	-	-	-	723,893	12,354	387,466	336,427
Streets lights	184,263	-	-	-	184,263	7,371	87,071	97,192
Machinery & equipment	1,009,224	64,660	(30,384)	-	1,043,501	86,210	656,268	387,233
Lido pool	429,442	-	-	-	429,442	21,472	167,831	261,611
Vehicles	<u>1,077,863</u>	<u>670,632</u>	<u>-</u>	<u>-</u>	<u>1,748,495</u>	<u>131,617</u>	<u>1,069,168</u>	<u>679,327</u>
	<u>\$ 4,234,009</u>	<u>\$ 819,200</u>	<u>\$ (30,384)</u>	<u>\$ -</u>	<u>\$ 5,022,826</u>	<u>\$ 262,192</u>	<u>\$ 2,404,657</u>	<u>\$ 2,618,169</u>

#### 3. Accumulated Net Assets

	<u>2023</u>	<u>2022</u>
Net Assets, beginning of year	\$ 246,358	\$ 307,198
Add (deduct):		
Operating change in fund	<u>45,415</u>	<u>(60,840)</u>
Net Assets, end of year	<u>\$ 291,773</u>	<u>\$ 246,358</u>

#### 4. Investment In Capital Assets

	<u>2023</u>	<u>2022</u>
Balance, beginning of year	\$ 1,962,527	\$ 1,557,312
Add (deduct):		
Other principal repayments	50,000	50,000
Contributions from reserves	819,200	561,766
Disposal of tangible capital assets	(1,466)	(2,162)
Amortization	<u>(262,192)</u>	<u>(204,389)</u>
Balance, end of year	<u>\$ 2,568,069</u>	<u>\$ 1,962,527</u>

## Village of Chester

### Notes to Financial Statements

March 31, 2023

#### 5. Other Matters

The total remuneration paid to each commissioner and the senior management official are as follows:

Commissioners	Compensation	Expenses	Total
Hatch, Nancy (Chair)	2,080	328	2,408
Nauss, Carol	\$ 433	\$ -	\$ 433
O'Malley, Randall	1,560	-	-
Hiltz, Martin	1,213	-	1,213
Mulrooney, Laura	1,560	371	1,931
Heisler, Michael	520	-	-
Pauley, Geraldine	1,560	288	1,848
Staff			
Conrad, Jeff (Clerk/Treasurer)	59,232	366	59,598
McCallum, Heather (Clerk/Treas.)	2,308	-	2,308
Egyedy, Dennis (Clerk/Treasurer)	<u>13,046</u>	<u>-</u>	<u>13,046</u>
	<u>\$ 81,432</u>	<u>\$ 1,353</u>	<u>\$ 82,785</u>

#### 6. Budget amounts

The Village budgets for rate setting and expenditure control purposes, which does not include amortization. The following adjustments to Net Surplus reconcile the budgeted amounts to the financial reporting presentation in accordance with Canadian Public Sector Accounting Standards.

Budgeted net surplus (loss)	\$ -
Transfer to reserve	188,267
Acquisition of tangible capital assets	117,500
Less amortization	(262,192)
Debt repayment	<u>50,000</u>
Revised net surplus	<u>\$ 93,575</u>

#### 7. Lease Commitment

The Village has entered into a lease for office space in Chester. The lease requires monthly payments of \$1,500 plus HST from January 1, 2023 to December 31, 2025. There is a 3% increase each year on the anniversary date.

The Village has entered into a lease contract for office equipment. The contract requires monthly payments of \$196 plus HST until April 2025.

# Draft

## Village of Chester

### Notes to Financial Statements

March 31, 2023

#### 8. Post Employment Benefits

The Village had a severance benefit for the Clerk/Treasurer that provided 9% of their salary as a severance payment on retirement or termination of employment. The cost to the Village for contributions to the plan in the year ending March 31, 2023 was \$1,561. The severance was paid out in the year. The market value of the plan at March 31, 2023 was \$0, (2002 - \$22,278). The accrued benefit liability at March 31, 2023 was \$0, (2022-\$22,025).

# Draft

## Village of Chester

### Schedules to Statement of Operations

Year Ended March 31, 2023

	2023 <u>Budget</u>	2023 <u>Actual</u>	2022 <u>Actual</u>
<b>General Government Services</b>			
Commission honorariums	\$ 9,360	\$ 9,334	\$ 10,096
Advertising	2,000	1,891	1,138
Miscellaneous expenses	1,850	4,153	1,313
Elections expenses	1,500	2,523	1,835
Consultants	3,000	-	4,376
Salaries and benefits	91,800	83,135	75,016
Office supplies	9,185	10,243	7,159
Insurance	14,500	16,424	14,094
Property tax exemptions	2,000	3,971	-
Professional services	19,000	10,921	16,779
Rent	12,500	17,364	16,894
Telephone	2,000	1,979	1,822
Travel and training	1,000	1,379	1,181
Website and IT support	<u>6,000</u>	<u>4,972</u>	<u>6,810</u>
	<u>\$ 175,695</u>	<u>\$ 168,289</u>	<u>\$ 158,513</u>
<b>Lido Pool</b>			
Salaries wages and benefits	\$ 22,300	\$ 17,155	\$ 22,222
Public washrooms	15,000	13,009	13,519
Maintenance and operations	18,000	15,249	14,060
Insurance	5,000	3,431	4,322
Taxes	<u>1,000</u>	<u>1,061</u>	<u>987</u>
	<u>\$ 61,300</u>	<u>\$ 49,905</u>	<u>\$ 55,110</u>
<b>Seasonal and Public Works</b>			
Flowers and wreaths	\$ 26,500	\$ 25,935	\$ 24,040
Garbage collections	23,000	22,219	22,368
Property maintenance	3,500	3,530	3,352
Celebrations	<u>9,500</u>	<u>3,590</u>	<u>6,500</u>
	<u>\$ 62,500</u>	<u>\$ 55,274</u>	<u>\$ 56,260</u>

# Draft

## Village of Chester

### Schedules to Statement of Operations

Year Ended March 31, 2023

	2023 <u>Budget</u>	2023 <u>Actual</u>	2022 <u>Actual</u>
<b>Fire Protective Services</b>			
Fire fighting force			
Insurance - firefighters	\$ 14,200	\$ 15,537	\$ 13,832
Salaries and benefits	40,000	40,293	53,110
Honorarium - firefighters	50,000	50,000	50,000
Training	22,500	33,640	12,348
Grant in lieu of fundraising	<u>15,000</u>	<u>15,000</u>	<u>15,290</u>
	<u>\$ 141,700</u>	<u>\$ 154,470</u>	<u>\$ 144,580</u>
Fire station			
Taxes	\$ -	\$ 1,156	\$ -
Lights and utilities	24,500	12,671	15,865
Maintenance	10,000	8,268	10,402
Waste removal	3,050	5,598	4,666
Janitorial	5,000	2,464	4,909
Insurance	6,500	5,666	6,058
Alarm system and telephone	<u>5,000</u>	<u>7,775</u>	<u>6,205</u>
	<u>\$ 54,050</u>	<u>\$ 43,598</u>	<u>\$ 48,105</u>
Fire fighting equipment			
Gasoline, diesel fuel and oil	\$ 9,000	9,251	5,493
Vehicle maintenance	30,000	28,782	62,802
Equipment maintenance	18,550	13,594	14,973
Leased radios and pagers	10,000	7,873	7,824
Insurance	7,575	9,626	7,103
Replacements	<u>31,500</u>	<u>-</u>	<u>1,460</u>
	<u>\$ 106,625</u>	<u>\$ 69,126</u>	<u>\$ 99,655</u>
Other			
Firefighter's banquet	\$ 2,500	\$ -	\$ -
Fire Chief's convention	-	-	210
Office supplies	-	94	-
Bursary	1,500	1,500	1,500
Uniforms	3,000	1,415	2,098
Small tool and supplies	<u>11,500</u>	<u>8,483</u>	<u>7,731</u>
	<u>\$ 18,500</u>	<u>\$ 11,492</u>	<u>\$ 11,539</u>
	<u>\$ 320,875</u>	<u>\$ 278,686</u>	<u>\$ 303,879</u>

# Draft

## Village of Chester

### Statement of Reserve Funds

### Statement of Financial Position

March 31, 2023

	Building Reserve	Fire Truck Reserve	Lido Pool Reserve	Operating Reserve	Utilities Reserve	Equipment Reserve	2023 Total	2022 Total
<b>Assets</b>								
Accounts								
Receivable	\$ 277	\$ 66,653	\$ 1,552	\$ 2,684	\$ 469	\$ -	\$ 71,635	\$ 290
GIC (3.0%, due Oct - Mar 2024)	21,713	438,979	121,845	210,646	36,815	-	829,998	1,310,402
Due from								
Capital fund	-	50,099	-	-	-	-	50,099	100,099
	<u>\$21,990</u>	<u>\$ 555,731</u>	<u>\$ 123,397</u>	<u>\$ 213,330</u>	<u>\$ 37,284</u>	<u>\$ -</u>	<u>\$ 951,732</u>	<u>\$ 1,410,791</u>
Reserves								
	<u>21,990</u>	<u>555,731</u>	<u>123,397</u>	<u>213,330</u>	<u>37,284</u>	<u>-</u>	<u>951,732</u>	<u>1,410,791</u>
	<u>\$21,990</u>	<u>\$ 555,731</u>	<u>\$ 123,397</u>	<u>\$ 213,330</u>	<u>\$ 37,284</u>	<u>\$ -</u>	<u>\$ 951,732</u>	<u>\$ 1,410,791</u>

### Statement of Changes in Reserves Fund Balances

	Building Reserve	Fire Truck Reserve	Lido Pool Reserve	Operating Reserve	Utilities Reserve	Equipment Reserve	2023 Total	2022 Total
Balance, beginning of year								
	\$10,071	\$ 1,059,923	\$ 121,148	\$ 182,883	\$ 36,766	\$ -	\$ 1,410,791	\$ 1,623,176
Interest	362	12,905	2,249	3,736	518	-	19,770	11,487
Transfer from operating fund								
	<u>11,557</u>	<u>126,832</u>	<u>-</u>	<u>26,711</u>	<u>-</u>	<u>175,271</u>	<u>340,371</u>	<u>338,188</u>
	21,990	1,199,660	123,397	213,330	37,284	175,271	1,770,932	1,972,851
Expenditures								
Transfer to capital fund								
	-	643,929	-	-	-	175,271	819,200	517,060
Transfer to operating fund								
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>45,000</u>
Balance, end of year								
	<u>\$21,990</u>	<u>\$ 555,731</u>	<u>\$ 123,397</u>	<u>\$ 213,330</u>	<u>\$ 37,284</u>	<u>\$ -</u>	<u>\$ 951,732</u>	<u>\$ 1,410,791</u>

Building Reserve Fund is to be used for building renovation of a long-term nature and is not available for general operations

Fire Truck Reserve is to be used for the purchase of a new fire truck

Lido Pool Reserve is to be used for long-term capital improvements and repairs and is not available for general operations

Utilities Reserve is used to fund public utility projects in the Village of Chester.

Operating reserve is used to fund operating expenses

On Behalf of the Village of Chester:

Chairperson \_\_\_\_\_

Commissioner \_\_\_\_\_

**Village of Chester Commission  
Request for Decision**

<b>Topic:</b>  <b>RFP for Chester Fire Station</b>	<b>Date:</b> June 14, 2023  <b>Proposed By:</b> Heather McCallum Clerk/Treasurer
<b>Issue Summary:</b>  See attached Request for Decision from the Municipality of the District of Chester (23 pp), which was on the Municipal Council meeting agenda of June 8, 2023. <ul style="list-style-type: none"><li>• The RFP document was reviewed by the Chester Fire Services Committee at a special meeting on May 17, 2023. Their feedback was captured in this draft of the RFP.</li><li>• The Village Clerk/Treasurer and Chair had the opportunity to review and provide feedback on the draft Request for Decision before it went to Council.</li></ul> Council approved the RFP on June 8 <sup>th</sup> . Pending approval from the Village, MODC staff will proceed to manage the procurement.	
<b>Background:</b>  See attached Request for Decision from MODC.	
<b>Options:</b>  1. Approve the RFP document and the initiation of procurement. 2. Do not approve the document and request further changes or review.	
<b>Considerations:</b>  Please note the “Implications – Financial/budgetary” noted on the MODC Request for Decision (p. 2) regarding the multi-year nature of the project.	
<b>Recommendation:</b>  Staff recommend Option 1.	
<b>Draft Motion:</b>  <i>That the Village Commission approve the “Request for Proposal: Conceptual Design and Project Management Services for Chester Fire Station” document and the initiation of procurement.</i>	



## REQUEST FOR DECISION

**REPORT TO:** Village of Chester Commission & Municipal Council  
**MEETING DATE:** June 8, 2023  
**DEPARTMENT:** Corporate & Strategic Management  
**SUBJECT:** RFP for Chester Fire Station  
**ORIGIN:** Chester Fire Services Committee

Date: June 1, 2023

Prepared by: Erin Lowe, Deputy CAO, MOC

Date: June 5, 2023

Reviewed by: Heather McCallum, Clerk/Treasurer, VOC

Tim Topping, Director of Financial Services, MOC

Tara Maguire, Deputy Chief Administrative Officer, MOC

Date: June 5, 2023

Authorized by: Tara Maguire, Deputy Chief Administrative Officer, MOC

### RECOMMENDED MOTION

Subject to approval of both the Chester Village Commission and Municipal Council, approve the Request for Proposals document and direct staff to initiate procurement.

### CURRENT SITUATION

A scope of work for Conceptual Design and Project Management Services for the Chester Fire Station has been prepared. This scope of work has been developed with and reviewed by members of the Chester Fire Services Committee. Scope of work to be approved by the Village of Chester Commission and Municipal Council.

### BACKGROUND

The Chester Volunteer Fire Department (CVFD) provides fire protection and emergency services for Electoral Districts 3,7 and part of 1 within the Municipality of Chester.

The Chester Fire Services Committee has been formed as a partnership between the Village of Chester and the Municipality of Chester for the delivery of fire protection and emergency services. One of the objectives for the Committee is to develop recommendations for a new Fire Hall to serve the communities within their Fire District.

To supplement internal resources of the CVFD, the Committee is seeking engagement of outside expertise to work with the Fire Department and the Committee in the development of conceptual plans and cost estimates for a new firehall. The consultant must contribute experience, discipline, and resources to minimize the inherent risk in capital project delivery.

### DISCUSSION

The proposed scope of work is limited to the development of conceptual designs and estimated costs to build a new fire hall station to meet the current and future needs of the CVFD and the communities served. The proposed scope of work includes eight components (described in further detail in the Request for Proposals document in **Appendix A**):

1. Site analysis
2. Programming

3. Conceptual Design
4. Design Review and Revision
5. Design Documentation
6. Design Presentation
7. Project Cost Estimation
8. Project Schedule Development

Once approved by both the Village and the Municipality, procurement support for this project will be provided by municipal staff.

The Committee will review the proposals received and will provide a recommendation to award to a consultant to be approved by the Village Commission and Municipal Council.

The Committee will be responsible for the management of the consultant to ensure project deliverables are met. Village of Commission staff will be considered support for this project with municipal staff pulled in on an as-needed basis.

The final report will be brought back with next steps determined to be approved by the Village Commission and Municipal Council.

## OPTIONS

1. Subject to approval of both the Chester Village Commission and Municipal Council, approve the Request for Proposals document and direct staff to initiate procurement.
2. Do not approve and provide further direction to staff.

## IMPLICATIONS

### By-Law/Policy

N/A

### Financial/budgetary

\$50,000 for this project is included in the joint fire services budget for this fiscal year. The Committee anticipates this to be a multi-year project with the total contract likely costing between \$100,000 and \$150,000.

### Environmental

N/A

### Strategic Priorities

The Conceptual Design and Project Management Services for the Chester Fire Station will assist the Municipality in advancing the following Priority Outcomes of the 2021-24 Strategic Priorities Framework:

#### Priority Outcomes: Governance & Engagement

1. Ensure municipal service delivery is efficient and effective, communicated and accessible.

Priority Outcomes: Healthy & Vibrant Communities

1. Ensure residents have access to facilities, natural assets, programs, and services that enrich a quality of life and provide safe communities for residents and visitors alike.

Priority Outcomes: Infrastructure & Service Delivery

1. Develop and implement evidence-based plans for future infrastructure and service needs, along with related funding models, to accommodate sustainable growth and levels of service.
2. Create efficiencies through innovative service delivery, and proactive maintenance and operations of existing infrastructure.

Has Legal review been completed?    \_\_\_ Yes  X  No \_\_\_ N/A

**ATTACHMENTS**

1. Request for Proposals for Conceptual Design and Project Management Services for Chester Fire Station.
2. CVFD Operational and Departmental Requirement List for a New Fire Hall

## Request for Proposal (“RFP”):

### Conceptual Design and Project Management Services for Chester Fire Station

#### BACKGROUND

The Chester Volunteer Fire Department (CVFD) provides fire protection and emergency services for Electoral Districts 3,7 and part of 1 within the Municipality of Chester in Nova Scotia.

The Chester Fire Services Committee has been formed as a partnership between the Village of Chester and the Municipality of Chester for the delivery of fire protection and emergency services. One of the objectives for the Committee is to develop recommendations for a new Fire Hall to serve the communities within their Fire District.

To supplement internal resources of the CVFD, the Committee is seeking engagement of outside expertise to work with the Fire Department and the Committee in the development of conceptual plans and cost estimates for a new firehall. The consultant must contribute experience, discipline, and resources to minimize the inherent risk in capital project delivery.

#### SCOPE

The initial contract will be limited in scope to the development of a project plan to build a new fire hall station meeting the current and future needs of the Chester Volunteer Fire Department and the communities served. With a successful outcome of approval of the first phase of conceptual design and costs and if the project was approved to proceed, the incumbent would be encouraged to submit a proposal for the next phase of project development. Project continuity would be taken into consideration when moving to the next phase.

The project plan and final report must include the following components:

1. **Site analysis:** You would need to conduct a thorough analysis of the proposed site where the fire hall will be constructed. This would involve examining the topography of the land, soil conditions, drainage patterns, and other relevant factors that could impact the design of the building.
2. **Programming:** You would need to work closely with the CVFD to refine their specific needs and requirements for the new fire hall. The department has completed significant work to identify their current and future needs. The consultant would work with the CVFD to ensure that needs are reviewed and incorporated into the conceptual plan. This component would also include a community consultation with the communities served by the Fire Department to determine if there were any community needs that would make sense to include in the project such as a community room, offices or training spaces.
3. **Conceptual Design:** Once the programming is complete, you would need to create a conceptual design (building & site design, floor layout) that meets the needs of the CVFD and the Committee and fits within the constraints of the site. Consideration must be given to materials, accessibility requirements, structural systems, mechanical and electrical systems, and building code requirements. This would typically include preliminary site plans, floor plans, elevations, and/or 3D renderings that illustrate the overall design concept and layout.

4. **Design Review and Revision:** The consultant would review the conceptual design with the client and other stakeholders, gather feedback, and make any necessary revisions or refinements to the design based on feedback received.
5. **Design Documentation:** Once the conceptual design is finalized, the consultant would provide documentation that clearly illustrates the design intent and provides guidance for further design development. This may include annotated drawings, design narratives, and/or specifications that outline materials, finishes, and other important design details.
6. **Design Presentation:** The consultant would present the conceptual design to the client and other stakeholders in a clear and compelling manner, using visual aids such as renderings, diagrams, or other graphics as appropriate.
7. **Project Cost Estimation:** The consultant would provide a preliminary cost estimate for the project based on the conceptual design, which would help the client to evaluate the feasibility of the project and make informed decisions about design options and alternatives.
8. **Project Schedule Development:** The consultant would develop a preliminary project schedule based on the conceptual design, which would help the client to plan for key milestones and anticipate potential project risks or delays.

The consultant is expected to:

1. Lead a detailed engagement process with the CVFD and the Committee that will determine and take into consideration current conditions and future needs of the Fire Department, Municipal Council, Village Commission, community and permitting authorities (Local, Provincial and Federal).
2. Propose additional consultant(s) as necessary and manage any consultant so engaged.
3. Develop a conceptual capital project budget (Class D +/- 20%), on the conceptual designs developed and identify potential risks to the project and potential mitigation measure(s) for each risk. Identify costs for mitigation described.
4. Provide a Communication and Engagement strategy for communicating developments and feedback from stakeholders and the general community.
5. Prepare required reports, presentations and information packages to facilitate effective and productive public consultation and subsequent financial investment decisions.
6. Make recommendations on Construction Delivery Method (Construction Management, Design-Bid-Build, Design-Build) and recommend a Contract Type (Fixed Price, Cost Reimbursable, Unit Price) and project management plan.
7. Provide regular reporting and accountability to the CVFD, Committee and Municipal and Village Administrators.

## **KEY DELIVERABLES**

### **EXISTING CONDITIONS REPORT**

For several years, the Fire Department has expressed the fire hall in its present condition does not meet the needs of the fire department. They have prepared several documents outlining current deficiencies and defined some critical needs for the future.

Through review of existing reports and consultation with the Committee and CVFD, an existing facilities conditions report will include an assessment of the current compliance to code applicable to new or renovated buildings and critical deficiencies to current fire hall design trends, standards and best practices.

#### **Assessment of current facilities as a minimum would identify:**

- Challenges of existing fire station, age, space, operating and maintenance costs
- Adequacy of facilities including showers, washroom facilities, decontamination facilities etc.
- Requirements for bay and doors and heights and room on apparatus floors
- HVAC requirements for proper ventilation and pressurizations
- Electrical (lighting, power, emergency lighting, and fire alarm)
- Lack of storage space and dedicated functional rooms,
- Access and road conditions, emergency response issues e.g. road conditions within Village area access to highways, closures etc.
- Entry and exit of site (lack of traffic and parking control)
- Current seismic design for emergency response facilities
- Sprinkler systems to protect life safety and apparatus in case of fire.
- Accessibility standards and toilet/shower/locker facilities for female fire fighters or staff
- The existing conditions report should make recommendations and draw conclusions on the adequacy of the existing building.

### **CONCEPTUAL DESIGNS FOR NEW FIRE STATION**

**The CVFD has completed an initial needs assessment for the new fire hall. This report is presented in Appendix A.**

The Consultant will review this report and other existing fire hall needs assessments and through consultation with appropriate architectural and engineering staff and site visits develop and provide recommendations concerning firehall space and operational requirements and conceptual designs. The needs assessment will explore possible opportunities for partnerships with other community or municipal organizations and should include engagement with the community served by the department.

An assessment of the current and future operations of the Fire Department will include a review of current and future services expectations (i.e. number and type of emergency calls, corresponding functional requirements at the station, expected staffing level at the station for both volunteer response and any future paid staff).

## **OCCUPATIONAL HEALTH AND SAFETY CONSIDERATIONS**

Fire service personnel are at an increased risk of certain cancers or other long-term health conditions as a part of their service, so it is imperative that they are provided with equipment and protective measures to reduce the likelihood of disease later in life.

Consultation with fire service personnel regarding operational considerations that would require safety infrastructure.

**Hazardous Substances:** Suitable facilities shall be available to cleanse contaminated body areas.

**Ventilation:** Adequate ventilation and air filtration

**Washing and Emergency Washing Facilities:** washing facilities to be provided based on an assessment of the hazards in the work place.

**Work Clothing and Accommodations:** suitable decontamination and changing area and facilities to handle contaminated clothing and equipment.

## **CLIMATE CHANGE RESILIENCE, AND ENERGY EFFICIENCY**

The design of the new fire hall, including site selection, should include climate change, resilience, and energy efficiency considerations. This will enable cost savings, through energy efficiency measures, improved resilience to climate impacts and position the fire service to be able to safeguard these facilities potential hazards

### **Climate Change and Resilience**

Evaluation of climate change risks, flooding, drought, severe weather etc.

### **Energy Efficiency**

Evaluation of energy efficient and sustainable design and operating expenses e.g. high insulation values, efficient heating and ventilation systems, windows, doors, lighting, water usage, etc.

Design as in compliance with National Energy Code of Canada, latest edition or other Provincial codes. Green building measures to be considered including the use of geothermal and other potential solutions.

Meeting criteria of possible efficiency grants.

## **ARCHITECTURAL CONSIDERATIONS**

Buildings are to be designed in accordance with the latest editions of the National Building Codes in force. The Station will be a centerpiece of the community, showing it to be a safe place to live and work. Municipal streetscape design guidelines to be incorporated.

## **FUNCTIONAL REQUIREMENT CONSIDERATIONS**

Analysis of current call volume and registered services and estimates for future service needs will be required to provide baseline requirements as to number of apparatus bays etc. Reference should be made to current risk assessment studies for fire flow requirements and associated apparatus and equipment.

### **Clean Area vs. Dirty Area Separation**

Fire service buildings are to be separated into a dirty area (e.g. apparatus bay) and a clean area (e.g. office and support space). This is an important distinction to prevent potential contaminants from being transferred from the dirty area of the building to the clean. Typically, there would be positive air pressure in the clean areas of the building and negative pressure on the dirty sides.

### **Equipment Storage and Maintenance Space**

The equipment storage and maintenance space must be organized, easily accessible and durable.

Consideration should be given to the different types of response equipment in use by the fire department, and the equipment's specific storage requirements.

A separate outbuilding structure may be a suitable choice in instances where specific response equipment is used only seasonally and is not required to be maintained in a heated building.

### **Apparatus Bays**

The number, dimensions and type e.g. Drive-through: Double deep, wash bays, repair bays must meet the requirements of the fire service operations.

The structure of apparatus bay is to maintain the appropriate separation distances. Columns in apparatus bay should be avoided if practical, depending on specific building structural requirements and the operational requirements of the fire department.

### **Apparatus Bay Doors**

An important feature of any fire service building is the clear height of the apparatus bay. Fire and rescue vehicles need to be able to drive in and out of the bay quickly without any obstructions. Clearance and ceiling heights must be considered along with the placement of building structure, columns and overhead beams.

The doors must be coordinated with the height and width of the largest vehicle entering the particular bay, and in consideration of the potential size and height of future vehicles.

Design and functionality should consider prevention of major heat losses from apparatus bays during response activities.

### **Fire Department Gear**

Fire service personnel require specific equipment and systems to maintain their personal protective and fire response equipment to ensure that they are protected from harmful chemicals that are inherent to their tasks.

Sufficient space to effectively execute the proper wash procedure for SCBA breathing apparatus gear and other fire service equipment e.g. commercial washing machines and appropriate space for drying gear should be considered.

Best practice is to isolate bunker gear in a dedicated room to contain equipment off gassing and include an area for decontamination. Appropriate Decontamination and Laundry facilities should be considered.

**SCBA Tank Fill**

Filling SCBA cylinder tanks poses a safety hazard if the proper equipment is not in place. A defragmentation center must be provided if the fire station is to fill SCBA tanks. If a fill station is to be provided, it must comply with current regulations. Compressor equipment should be housed in a dedicated room, suitably sized for equipment service and operation. Room should be equipped with sound attenuation if operational noise generated is expected to exceed OHS exposure limits.

**Emergency Shower/Eyewash**

Consideration must be given to the installation of emergency eye wash and drench shower facilities.

**MECHANICAL**

New buildings must meet the requirements of the National Building Code of Canada and all other applicable codes with proper consideration of safety and environmental impacts, and operational costs. Proper selection of mechanical equipment will have a considerable impact on the operational efficiency of the building and will ensure that the fire service personnel are provided with the levels of support and safety they expect.

**HVAC and CONTROLS**

All areas of the building are to be ventilated in accordance with applicable codes e.g. NFPA.

Proper ventilation for the apparatus bay is critical for ensuring that fire service personnel are not exposed to hazardous fumes. General exhaust and source capture systems, and gas detection and alarms are requisite parts of the overall safe operation for fire department infrastructure.

Mitigating the contaminants present and preventing the migration of any released contaminants to clean spaces is another important aspect. Consideration should be given to relative air pressurization of the clean vs. dirty sides of the building.

Fire Service Specific source capture (tailpipe) exhaust system for all internal combustion engines (gasoline and diesel) should be considered.

Equipment Drying Room to be provided with dedicated drying/dehumidification unit. Room sized as appropriate for drying all required PPE and other equipment,

Apparatus bay to be maintained at pre-determined temperatures and humidities. Destratification fans to be considered where apparatus bay ceiling height warrants. Mechanical cooling not necessarily required to be provided to apparatus bay. In-floor heating or other systems for Apparatus Bay could be evaluated.

Other occupied areas of building to be provided with heating/cooling suitable for occupant comfort.

**PLUMBING SYSTEMS**

Plumbing and services to be designed to code and accessibility standards, (potable and other water services, sanitary system, Domestic Hot Water Fixtures, toilet and shower facilities) to be provided. Usage efficiency to be reviewed.

Truck fills cisterns and dry hydrant systems are to be considered.

Drainage and water recovery systems should be considered.

## **ELECTRICAL**

Electrical systems are to be designed and installed per Canadian Electrical Code (CSA 22.1), and any other codes and standards in force. Electrical systems to be used in the building are to consider efficient fixtures, equipment, and control schemes, where practical. Adequate provision for outlets supplying power to apparatus bays and equipment and office areas.

Provision of emergency power systems to be considered in conjunction with the community Emergency Management Plan and operations.

## **FIRE PROTECTION**

Fire protection systems must conform to appropriate Codes and Standards, fire extinguishers, sprinklers if so determined, alarm systems, flammable storage areas.

## **BUILDING PROTECTION AND SECURITY**

Security systems (internal and external) to be provided. Bollards to protect building or other infrastructure should be considered.

## **LIGHTING**

Lighting levels to be provided as per code requirements for interior and exterior. Consideration should be given to high efficiency lighting and emergency lighting systems and efficient control schemes.

Charging stations for electric vehicles may be considered.

## **STORAGE AND UTILITY ROOMS**

Storage and Utility Rooms (Mechanical, Electrical, Plumbing, HVAC, Sprinkler, Alarm, etc.) need to meet applicable code requirements.

Storage areas for Janitorial, tables/chairs, training equipment, Flammable and Hazardous Waste, EHS Supply should be considered.

Yard and site storage facilities should be considered.

Consideration should be given to Hose Drying and Storage facilities.

Fuel storage and filling stations are to be considered.

## **ADMINISTRATIVE**

Meeting, training rooms and firefighter social rooms are to be considered.

Administrative Offices: Conference Room, Chief's, Officers' office, Office Support Workroom, Training Office, Records) are to be considered.

Consideration should be given to a physical fitness center for firefighters.

Depending on the future needs as developed, consideration should be given to firefighter sleeping accommodations.

Dispatch and Radio communications center to serve all operation needs, paging systems, TMR, VHF, satellite, internet, cellphone, radio towers and backup systems are to be considered.

Food preparation facilities for emergency personnel and communities are to be considered.

Depending on the possible partnerships considered, additional administrative offices and training facilities should be considered and outlined as options.

## **STRUCTURAL/CIVIL**

Structural and civil aspects of the buildings are to conform to the National Building Code of Canada,

## **SITE SELECTION ANALYSIS**

In order to objectively assess the suitability of the proposed location, a range of considerations need to be evaluated. Based on the conceptual design criteria the consultant will complete a site evaluation that reviews:

1. *Site Identification:* Site name, address, parcel ID ownership, assessed value, etc.
2. *Site Size and Usage:* lot size, current uses, buildings on site, etc.
3. *Site conditions:* site natural features, topography, soils, areas of critical environmental concerns, heritage sites, endangered species site, vegetation, flood plain mapping, vernal pools, wetlands, wildfire and other inherent risks, etc.
4. *Land entitlement matters:* restrictions, ownership, availability etc.
5. *Zoning and permitting:* zoning, setbacks, max building heights, abutting land uses, building and site design etc.
6. *Utilities:* potable water, overall water supply for apparatus filling and training, water, electrical, sewer etc.
7. *Site safety:* sight distances on access routes, traffic circulation and controls, road connectivity
8. *Environmental:* Habitat, surface water protection, ground water protections, aquifer zone,
9. *Specific site construction costs:* underlying structures and sub surface remediation, grading, slopes and other building restrictions.
10. *Potential neighbourhood and community concerns:* population densities, noise, traffic, future domestic and commercial growth etc.
11. *Communication systems*
12. *Potential impact on current Fire Underwriters Domestic and commercial fire gradings*

If it is determined the proposed site is not suitable, the consultant would provide alternate site selection matrices and recommendations.

## **ESTIMATE OF PROBABLE COST**

Develop a conceptual capital project budget (Class D +/- 20%), delivery schedule and conceptual feasibility design complete with a report to enable a referendum and subsequent financial investment decision.

## COMMUNITY ENGAGEMENT

The need for new fire stations is increasingly being scrutinized by many stakeholders. The success of a Fire Hall Project is dependent on building and maintaining public trust by transparency in the decision-making process and ensuring public input and engagement at all stages in the project roll-out process.

The consultant in conjunction with primary stakeholders will develop a “Communications & Engagement Plan” providing direction for communicating developments and feedback from stakeholders and the general community.

## MANDATORY REQUIREMENTS

Project team to contain a minimum of:

- Professional Architect
- Professional Engineer

Registered and licensed by a governing body to practice in Nova Scotia

## EVALUATION CRITERIA

	<b>Rated Criteria Category</b>	<b>Weighting</b>
<b>1</b>	<b>Experience and Qualifications</b>	<b>25 Total Points</b>
1.1	A brief description of the proponent.	5
1.2	<p>A description of the projects the proponent has previously delivered and/or is currently delivering, identifying the size of the projects and results achieved with an emphasis on</p> <p>Project descriptions should include knowledge, skills and expertise in the following areas:</p> <ul style="list-style-type: none"> <li>• Experience relevant to the Deliverables particularly in fire and emergency services. Prior experience with Fire Hall or Public Safety Building projects will be a favourable consideration.</li> <li>• Ability to work collaboratively with various project stakeholders.</li> <li>• Experience representing local government at the Project Manager or Director level.</li> <li>• Demonstrated capabilities working on projects from \$5M to \$20M including similar sized work within the last 5 years.</li> <li>• Adherence to interim and final deadlines.</li> <li>• Demonstrated experience with standard form contract and <i>Municipal Specifications</i>.</li> <li>• Demonstrated familiarity with Canadian building, plumbing, fire and electrical codes.</li> </ul>	20
<b>2</b>	<b>Methodology and Schedule</b>	<b>20 Total Points</b>
2.1	A description of how the proponent will provide the Deliverables, which should include a work plan and an organizational chart indicating how the proponent intends to structure its working relationship with the Municipality.	20

<b>3</b>	<b>Project Team</b>	<b>20 Total Points</b>
3.1	The roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise.	20
<b>4</b>	<b>References</b>	<b>15 Total Points</b>
4.1	Each proponent is requested to provide three (3) references in the last 5 years from the projects described in 1.2. Including the name of each project reference, along with their phone number and email address.	15
<b>5</b>	<b>Pricing</b>	<b>20 Total Points</b>
	Total	100

#### Rating Criteria Scoring Scale

Score	Qualifier	Description
10	Excellent	Exceeds requirements with demonstrable benefits for the Municipality.
9	Exceptional	Full achievement of the requirements specified in the solicitation document for that criterion. Demonstrated strengths, no errors, weaknesses or omissions.
8	Superior	Sound achievement of the requirements specified in the solicitation document for that criterion. Some minor errors, risks, weaknesses or omissions, which are acceptable as offered.
7	Very Good	More than adequately achieves requirements specified in the solicitation document for that criterion. Some minor errors, risks, weaknesses or omissions, which which may be acceptable as offered or corrected/overcome with minimum effort.
6	Good	Admirable effort at achieving the requirements specified in the solicitation document for that criterion. Some errors, risks, weaknesses or omissions, which can be corrected/overcome with minimum effort.
5	Adequate	Satisfactory achievement of the requirements specified in the solicitation document for that criterion. Some errors, risks, weaknesses or omissions, which are possible to correct/overcome and make acceptable.
4	Marginal	Minimally achieves the requirements specified in the solicitation document for that criterion. Several errors, risks, weaknesses or omissions, which are possible, but difficult to correct/overcome and make acceptable.
3	Poor	Barely achieves the requirements specified in the solicitation documentation whereby major considerations are not addressed or so limited that it results in a low degree of confidence in bidder's ability to correct/overcome and make acceptable.
2	Inadequate	No achievement of the requirements specified in the solicitation document for that criterion. Existence of numerous errors, risks, weaknesses or omissions, which are very difficult or costly to correct/overcome and make acceptable.
1	Unacceptable	Totally deficient and non-compliant for that criterion.
0	No Response	Response totally absent or materially deviates from the criterion.

# Equity & Anti-Racism Requirements for Public Bodies

Presentation for Municipalities and Villages



## Land Welcome

We acknowledge that this event is taking place in Mi'kma'ki, which is the traditional and unceded territory of the Mi'kmaq and Maliseet peoples. This territory is covered by the Treaties of Peace and Friendship. We acknowledge that all land in Canada is the traditional territory of Indigenous People. As individuals who reside in Canada, we are all Treaty people, and all hold the responsibility to respect and honor these laws.



# African Nova Scotian Acknowledgement

We acknowledge and request the presence of Mother Afrika and the ancestors whose teachings, strength and perseverance continue to challenge and inspire our community. We recognize that African Nova Scotians are a distinct founding people in Nova Scotia who have been a key part of the province's culture and history.

Ashe/ Ase



Brief Introductions



Housekeeping items

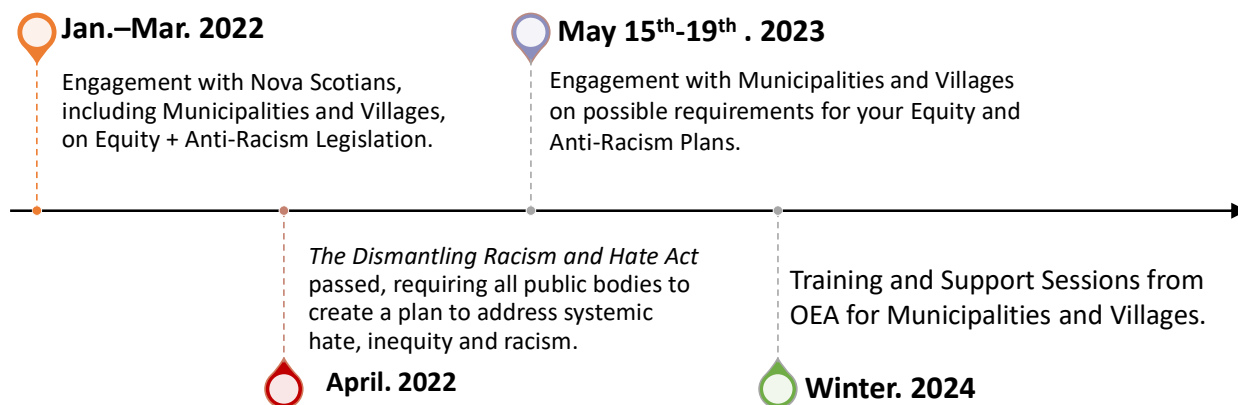


# Background

- The Office of Equity and Anti-Racism Initiatives (OEA) works with other government departments, partners (like municipalities and villages) and communities to help lead and support government's anti-racism initiatives and promote equity in Nova Scotia. We work to identify and address systemic racism and inequity in government policy, legislation, programs and services.
- We can't do this work alone. We need to work together in order to address systemic racism and inequity in our province and make it safe place for all Nova Scotians.
- ***Dismantling Racism and Hate Act* requires all public bodies to create a plan to address systemic hate, inequity and racism.**
- OEA engaged with municipalities and villages while creating the Act and committed to reconnecting after the legislation passed to talk more about the equity and anti-racism plans that you'll need to create.
- Don't panic! No public bodies have been prescribed yet. We will be meeting again next winter to work on how to build your plans. We'll have a better idea of when the regs will be in place at that time.



# Timeline



# Proposed Equity & Anti-Racism Possible Requirements for Public Bodies

- 1. Initiatives to address systemic hate, inequity and racism, including initiatives to identify and remove systemic barriers that contribute to inequitable outcomes. Identification of barriers and suggested initiatives must be informed by community through engagement.**
  - This will include initiatives to assist underrepresented and underserved groups that are the most adversely impacted by systemic racism and inequity, including, but not limited to: Mi'kmaq, Indigenous African Nova Scotian, African Descent, 2SLGBTQ+ communities, persons with disabilities and newcomers.
- 2. Initiatives to advance anti-racism and equity. Initiatives must be informed by community through engagement.**
  - This will include initiatives to address the adverse impact of different forms of hate, inequity and racism including but not limited to: anti-Indigenous racism, anti-Black racism, ableism, antisemitism, Islamophobia, homophobia, transphobia and xenophobia.
- 3. Targets and indicators to measure the effectiveness of your plans.**
- 4. That the prescribed public bodies shall report on the plan annually in May.**
- 5. Prescribed Public Bodies will be required to refresh their plans every 6 years. Government commits to aligning this refresh cycle with the Accessibility Plan refresh cycle.**



## Supports

- 1. Template and Toolbox**
  - We will be creating a template to guide what needs to be included. We will also have a virtual toolbox that you will be able to access as you put your plans together.
- 2. Training and Support from OEA**
  - We understand that this work is complex and can be challenging to navigate. We will be offering 3-4 workshops for municipalities and villages to help you build your plans in the winter (2024).
- 3. Collaboration is Encouraged**
  - When we connected last spring you told us that you would like to have the option to work together with other municipalities to come up with collaborative plans. We support you in doing that.
- 4. Building on Work Underway/Completed in this area is Encouraged**
  - If you have already been working on Equity and Anti-Racism/EDI Plans we encourage you to build off of that work.



# How To Contact Us



**EMAIL US**

**OEAENGAGEMENT@NOVASCOTIA.CA**



**CALL US**

**1-844-424-4897**



# Thank you! Questions?

