

Agenda

Regular Monthly Meeting

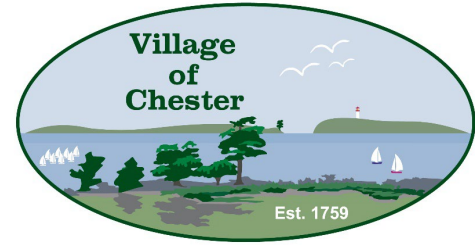
Wednesday, August 9, 2023 – 7:00 pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

Zoom Meeting ID: 849 7893 2278, password 301715

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



1.0 Call to Order

2.0 Public Forum

3.0 Approval of Agenda/Additions to Agenda

4.0 Report of the Chief, Chester Volunteer Fire Department

4.1 Request for Decision: Truck 531 Repairs

5.0 Review/Approval of Minutes

5.1 Regular Meeting of Wednesday, July 12, 2023

6.0 Business Arising – Nil

7.0 Correspondence – Nil

8.0 Reports

8.1 Clerk/Treasurer

8.2 Financial

8.3 2023/24 Q1 Budget Variance Report

9.0 New/Other Business

9.1 Flower Baskets – future use discussion

9.2 Regular Commission Meetings – discussion

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

11.0 Resumption of Public Meeting

12.0 Commissioner Roundtable

13.0 Adjournment

- Next Regular Meeting – September 13, 2023 – 7:00 pm

**Village of Chester Commission
Request for Decision**

<p>Topic:</p> <p>Truck 531 Repairs</p>	<p>Date: August 9, 2023</p> <hr/> <p>Proposed By: Heather McCallum Clerk/Treasurer</p>
<p>Issue Summary:</p> <p>The Chester Volunteer Fire Department’s 531 pumper-tanker (2014 Spartan Metro Star) sustained significant damage during the July flood. It is in for repairs at Cummins now at an estimated cost of approximately \$58,000 including HST. They project completion of the work the week of August 21st, therefore the CVFD will not have to rent a temporary replacement truck from Ontario. Due to the expediency required, Cummins was given the go-ahead on the work.</p> <p>The repairs will need to be paid to the supplier upon completion of the work, with the hope that insurance reimbursement would come later. Staff are requesting authorization to access funds for this unplanned expense.</p>	
<p>Background:</p> <p>At time of writing, a claim has been submitted to the Village/CVFD insurer and we await their decision. (There is also a recently-announced Disaster Financial Assistance Program from the Province for flood damage that may be an option to explore if the 531 is deemed uninsured.)</p> <p>In the 2023/24 CVFD budget, the line item for “Vehicle Repair & Maintenance” in the operating budget is \$30,000, with 26% or \$7,931 spent in Q1. The payment could be funded through:</p> <ul style="list-style-type: none"> • Adjusting the CVFD2023/24 budget to find additional monies through cuts to other priorities • Access the Fire Emergency operating reserve which stood at \$118,222 as of June 30, 2023 • Access the Fire Apparatus capital reserve which stood at \$535,010 as of June 30, 2023, with budgeted purchases of \$122,200 planned for this fiscal year and 11% or \$13,840 spent in Q1 	
<p>Options:</p> <ol style="list-style-type: none"> 1. Authorize the Clerk/Treasurer, working with the CVFD, to access the fire operating reserve or the fire apparatus capital reserve to pay for the repairs, if required. If insurance reimbursement is received, it would go back into the applicable reserve fund. 	

2. Authorize the Clerk/Treasurer, working with the CVFD, to find the repair funding through realignment of the 2023/24 CVFD budget only. If insurance reimbursement is received, it would go back into the operating account.
3. A combination of the two; realign the budget where possible with access to reserve funds to make up the total required.

Note that there is no guarantee that insurance reimbursement will be received, or for what amount.

Considerations:

Financial Impacts

As above.

Policy Impacts

The availability of the 531 pumper-tanker is essential to the delivery of CVFD fire and rescue services.

Other

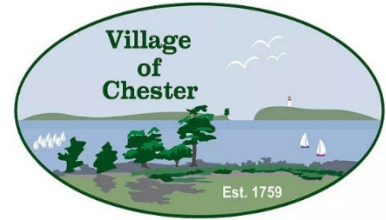
Recommendation:

Option 1 is recommended as a way to access repair funds without disrupting the CVFD priorities and projects planned for this fiscal year.

Option 2 could also be successful without disrupting projects if, for example, planned transfers to reserve of \$200,000 are reduced by the amount needed. Consultation with CVFD officers would be needed to determine the path forward.

Draft Motion:

That the Commission authorize the funding of flood damage repairs to the Chester Volunteer Fire Department's 531 pumper-tanker truck from reserve funds if required, in the amount of approximately \$60,000 including HST. Insurance reimbursement, if received, would be returned to the applicable reserve account(s).



Minutes

Village Commission Monthly Meeting

Wednesday, July 12, 2023 – 7:00 pm

In-Person & Virtual

27 Pleasant Street, Chester

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

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

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

Other: CVFD Deputy Fire Chief Greg Conron

Public Gallery: Nil

1.0 Call to Order

Chair Hatch called the July 12, 2023, Regular Monthly Meeting of the Village of Chester Commission to order at 6:59 pm.

2.0 Public Forum

No members of the public were in attendance.

3.0 Approval of Agenda/Additions to Agenda

The Clerk/Treasurer requested an addition to the agenda under New Business – item 9.1 Chester Race Week – Lido Pool Security.

Motion #23-080: Commissioner Pauley moved; Commissioner O'Malley seconded: That the Agenda of the July 12, 2023 Regular Monthly Meeting be approved as amended.

Unanimously Carried

4.0 Report of the Chief, Chester Volunteer Fire Department

Deputy Chief Greg Conron presented the CVFD monthly activity report (*Schedule 4.0*).

5.0 Review/Approval of Minutes

5.1 Annual Public Meeting: Tuesday, June 6, 2023

An error in the title of meeting was noted.

Motion #23-081: Commissioner Pauley moved; Commissioner Mulrooney seconded: That the Minutes of the June 6, 2023 Annual Public Meeting be approved as amended.

Unanimously Carried

5.2 Regular Meeting: Wednesday, June 14, 2023

Motion #23-082: Commissioner Nauss moved; Commissioner Mulrooney seconded: That the Minutes of the June 14, 2023 Regular Monthly Meeting be approved as presented.

Unanimously Carried

5.3 Special Meeting: Tuesday, July 4, 2023

Motion #23-083: Commissioner Nauss moved; Commissioner O'Malley seconded: That the Minutes of the July 4, 2023 Special Meeting be approved as presented.

Unanimously Carried

6.0 Business Arising

6.1 Request for Decision: Morse Brewster Lake – Audit Letters.

The Clerk/Treasurer reviewed the request for decision (*Schedule 6.1*).

Motion #23-084: Commissioner O'Malley moved; Commissioner Nauss seconded: That the Commission approve the audit letters as received from Morse Brewster Lake and direct the Chair to sign the Engagement letter and the Clerk/Treasurer to sign the Representation letter and return to the auditors.

Unanimously Carried

6.2 Request for Decision: Update on Boardroom AV & Furniture

The Clerk/Treasurer reviewed the request for decision (*Schedule 6.2*).

Motion #23-085: Commissioner Pauley moved; Commissioner Mulrooney seconded:

That the Commission approve the Clerk/Treasurer to purchase equipment to upgrade the boardroom with video monitor(s) and eight boardroom chairs, to a maximum expenditure of \$5,000 + HST/shipping, with the funds to come from the General Government operating reserve.

Unanimously Carried

6.3 Launch of Equity and Anti-Racism Strategy

The Clerk/Treasurer reviewed the update from the Provincial government's Office of Equity and Anti-Racism for information (*Schedule 6.3*).

7.0 Correspondence

7.1 CCTH Letter: Digital Marketing Program Acceptance

The Clerk/Treasurer reviewed the letter from the Minister of Communities, Culture, Tourism and Heritage (*Schedule 7.1*).

The summer campaign of tourism videos for the Atlantic Canada market can be viewed here:

- Visit Chester. Experience Life by the Bay https://youtu.be/Y8U7UTf7o_8
- Chester: A Foodie's Paradise https://youtu.be/f62U_TvAzGU
- Chester: Your Next Road Trip Destination <https://youtu.be/3KIYtUTdjUQ>

The content of the winter campaign will be initiated in the fall.

8.0 Reports

8.1 Clerk/Treasurer

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

8.2 Financial

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

9.0 New/Other Business

9.1 Chester Race Week – Lido Pool Security

The Clerk/Treasurer reported that the cost estimate for the 2023 overnight security at the Lido Pool during Chester Race Week could be considerably higher than budgeted.

Per the Commission's direction, she will speak with the Chester Yacht Club and see if the Village can work with their security company for Race Week.

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

11.0 Resumption of Public Meeting – Nil

12.0 Commissioner Roundtable

- Several community members have asked Commissioner Mulrooney if the Village could do something to help Walker Road get much-needed repairs. The Clerk/Treasurer will draft letters to the Village's municipal Councillor and MLA to bring the matter to their attention.
- Community members have asked Commissioner Mulrooney about garbage that has created a huge issue of unsightliness by the waterfront pump-out station. It was suggested that if MODC were to install a suitable garbage container there, we could add this container to the Village's Public Washroom/Lido Pool garbage collection supplier. Clerk/Treasurer McCallum will draft a letter for MODC to inquire.
- Commissioner Pauley asked if the new Heritage video "How Well do You Know Chester?" had been shared by the Village. The Clerk/Treasurer confirmed that the video link has been posted to the Village's website, social media, and YouTube channel (Visit Chester playlist). The video can be viewed here: <https://youtu.be/-jK50Zpwelw>
- Chair Hatch noted that there are three upcoming MODC public consultation meetings on the Village Plan (i.e., the Secondary Planning Strategy and Land Use By-law). The Village will help publicize the meetings. Information is available here: <https://www.voicesandchoices.ca/villagereview>

13.0 Adjournment

The Chair adjourned the meeting at 7:56 pm.

Commission Chair
Nancy Hatch

Clerk/Treasurer
Heather McCallum

**Village of Chester Commission
Clerk/Treasurer Activity Report
August 9, 2023**

- **Lido Pool:** We are now halfway through the swim season! We continue to post the schedule week-by-week as there are variations due to weather and staff availability. <https://villageofchesterns.ca/lido-pool.html>

The Lido was affected by the July flash floods and had to be closed for several days due to the storm itself and then clean-up. Other than debris, the facility appears not to have suffered any significant new damage.

We purchased a small pool vacuum to help with the storm clean-up but need a new permanent one. We're getting an opinion from a pool maintenance expert on what would be most suitable.

There is significant moisture in the lower level of the pool building. We've added a dehumidifier to run at night in an effort to forestall damage to the walls and ceiling.

- **Race Week:** The Village is collaborating with the Chester Yacht Club to align the overnight security we maintain at our respective facilities during Chester Race Week, per the recommendation from the Commission at the previous Regular meeting.
- **Chester Fire Services Committee:** The signed agreements are being submitted to the Registry of Joint Stocks to form the body corporate. The Village's insurance policies for the Chester Volunteer Fire Department require transferal to the Committee. The Clerk/Treasurer, MODC staff, and our insurance providers are meeting later this week to begin this process.
- **Boardroom Upgrade:** New chairs have arrived for the Village boardroom, but there is a delay in getting them assembled due to the flood response taking most of the maintenance team's time. An upgraded video monitor will be ordered this week; the Commission can decide once installed if they want a second one for the public gallery.

Report completed by:

Heather McCallum, Clerk/Treasurer

**Village of Chester Commission
Clerk/Treasurer Financial Report
August 9, 2023**

- **Scotiabank:** The **June 2023** bank statement is reconciled; the end of the statement the bank account balance was \$387,480.46 as of June 30th.

Online review shows that during the month of **July 2023** there have been bank deposits of \$4,228.84 and expenses of \$77,023.30 for a bank balance on July 31st of \$314,686.00.

- **MODC:** The Q2 quarterly tax advance for the Village Government, Village Fire, Outside Fire, and Fire Boat was received from the Municipality on August 2, 2023.
- **HST Offset:** The Province's HST Offset program is complete and the Village's share was \$5,087.58, received on August 2, 2023.
- **Financial Reporting:** The financial reporting for 2022/23 that the Village is required to submit to Municipal Affairs by September annually is completed, along with documents for 2021/22 that were outstanding. This includes the audited financial statements as well as a compensation and expense report re: Commissioners and the Clerk/Treasurer.
- **Q1 Budget Report:** The budget variance report for the first quarter of 2023/24 (Apr 1-Jun 30, 2023) shows budget-to-actuals for this period and percentage completion of revenue and expenses. Reports for the Village Commission and Chester Volunteer Fire Department will be reviewed this evening.
- **Chester Fire Services Committee:** New bank accounts will be required for the new body corporate and CVFD funds and investments transferred from Village accounts. The Clerk/Treasurer will work with MODC staff on this process and report back upon completion.
- **Vehicle Claim:** The CVFD 531 pumper-tanker truck was damaged in the July flash flooding and is in for repairs. The Clerk/Treasurer is working with the Village's insurance provider on recouping some of the repair cost.

Report completed by:

Heather McCallum, Clerk/Treasurer

Village of Chester Budget 2023/24

End of Quarter 1 (Apr 1-Jun 31, 2023) - Budget Variance Report

	Budget	YTD	YTD
	2023/24	End of Q1	% Received

Revenue by Source

4100	Village General Gov't Tax (0.777)	373,454.00	93,595.98	25%	
	Village Fire Rate (0.740)	355,670.00	89,139.02	25%	1
4110	Rental Income - EMC	21,256.68	5,248.32	25%	
4116	Rental Income - Eastlnk	2,479.40	0.00	0%	
4200	HST Rebate	0.00	0.00	0%	2
4201	HST Offset Grant	3,000.00	0.00	0%	
	Transfer from Other Governments:			0%	
4225	Gov't of Canada - summer staff	2,500.00	0.00	0%	
4223	Gov't of NS - CCTH for Lido repairs	150,000.00	150,000.00	100%	3

TOTAL REVENUE	758,360.08	337,983.32	45%
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**Total does not include CCTH grant*

**Includes CCTH grant*

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Expenses

General Government

		Budget	YTD	YTD	
		2023/24	End of Q1	% Expended	
<u>Governance</u>					
5450	Annual Public Meeting	300.00	338.01	113%	
5477	Honorariums (Commissioners)	10,400.00	73.42	1%	5
	Property Tax Exemptions	5,000.00	0.00	0%	
	Non-Profit Tax Exemptions	3,000.00	0.00	0%	
5496	Election Expense	2,000.00	0.00	0%	6
	Section Total	20,700.00	411.43	2%	
<u>Administration</u>					
5250	Office Rent (75%)	18,000.00	3,519.65	20%	
5428	Cleaning VOC Office	2,400.00	617.52	26%	
5435	Audit (50%)	5,000.00	3,910.72	78%	
5440	Employee Wages	75,000.00	19,053.00	25%	7
5445	Office Supplies & Expenses	2,500.00	924.65	37%	8
5447	Employment Insurance	2,000.00	697.18	35%	
5448	Canada Pension Plan	4,000.00	1,577.33	39%	
5455	Advertising/Promotion	2,000.00	637.96	32%	9
5460	Memberships and Dues	1,500.00	552.71	37%	10
5465	Travel and Training	1,500.00	196.47	13%	11
5470	Bank Charges	350.00	56.04	16%	
5472	Consultants - Other	3,000.00	0.00	0%	
5475	Legal	5,000.00	51.62	1%	
5476	Medical Insurance	6,000.00	1,950.48	33%	
5478	Employee Benefits	2,000.00	0.00	-	
5480	Office Phone and Internet	2,000.00	501.32	25%	
5481	IT Support and Website	6,000.00	697.57	12%	
5490	Insurance	19,000.00	2,440.38	13%	
5495	Office Equipment & Programs	4,500.00	2,793.27	62%	12
	Section Total	161,750.00	40,177.87	25%	
<u>Lido Pool</u>					
5910	Maintenance and Operations	18,000.00	3,949.18	22%	13
5915	Lido Repairs	0.00	0.00	0%	
5925	Insurance	5,100.00	0.00	0%	
5935	Life Guard Wages	21,000.00	0.00	0%	
5940	Supervisor/Security (Race Week)	1,600.00	0.00	0%	
5945	Taxes - Waste Collection	1,200.00	552.94	46%	
	Section total	46,900.00	4,502.12	10%	

Expenses

General Government, con't

		Budget	YTD	YTD	
		2023/24	End of Q1	% Expended	
<u>Beautification/Events</u>					
5565	Flower/Baskets	22,000.00	9,567.43	43%	
5570	Wreaths	5,000.00	0.00	0%	
5582	Celebrations	9,500.00	9,500.00	100%	14
	Section Total	36,500.00	19,067.43	52%	
<u>Economic Development</u>					
	Tourism Attraction Projects	10,000.00	0.00	0%	
	Section Total	10,000.00	0.00	0%	
<u>Operations</u>					
5575	Compost Collections	23,000.00	6,520.94	28%	
5585	Property Maintenance	3,500.00	829.08	24%	
5960	Public Washrooms	15,000.00	2,251.53	15%	15
5224	Waste Removal	5,000.00	1,396.22	28%	16
	Section Total	46,500.00	10,997.77	24%	
<u>Jib Lot</u>					
5405	Jib Lot Maintenance	1,000.00	516.22	52%	
5410	Land Taxes - Waste Collection	650.00	309.36	48%	
5415	Water Lot Taxes - Waste Collection	125.00	69.29	55%	
	Section Total	1,775.00	894.87	50%	
<u>Protection</u>					
5501	Street Lights	8,000.00	2,016.66	25%	
5526	Repair & Maintenance - Street Lights	5,000.00	0.00	0%	
5540	Crossing Guard - Wages & WCB	11,000.00	3,311.65	30%	
	Section Total	24,000.00	5,328.31	22%	
Subtotal - General Government		348,125.00	81,379.80	23%	

Expenses

Emergency Services

		Budget	YTD	YTD
		2023/24	End of Q1	% Expended
5705	Maintenance & Repairs	4,000.00	494.07	12%
5710	EMC Insurance	1,300.00	0.00	0%
5715	EMC Taxes - Waste and Property	4,800.00	2,562.38	53%
Subtotal - Emergency Services		10,100.00	3,056.45	30%

Reserves (Planned)

5720	Emergency Services	11,156.68	0.00	0%	17
5743	General Government Operating	3,308.40	3,308.49	100%	
	Lido Pool	30,000.00	0.00	0%	18
Subtotal - Reserve Transfers		44,465.08	3,308.49	7%	19

Fire Services Operations

	CVFD (see separate budget for detail)	355,670.00	172,074.42	48%	20
Subtotal - Fire Operations		355,670.00	172,074.42	48%	

TOTAL EXPENSES		758,360.08	259,819.16	34%	
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Village of Chester

2023/24 Q1 Budget Variance - Notes

- 1 Recommend removing the CVFD revenue and corresponding lump expense line items from the Village budget when these are revised/separated.
- 2 Not shown in original budget, but once HST returns are able to be made, we should expect a rebate.
- 3 Provincial grant awarded after the 2023/24 Budget passed; Budget should be revised to include this project. Recommend this be done when the budget split happens re the Chester Fire Services Committee becoming a body corporate.
- 4 The amount of the Provincial grant is not included in the 2023/24 Budget column, but is in the actuals. The percentage figure in the revenue section is therefore off.
- 5 Includes WCB remittance only.
- 6 The June 2023 regular election was cancelled; Commissioner elected by acclamation.
- 7 Includes WCB remittance with salaries (C/T 75% and AA 50%).
- 8 Includes onboarding supplies for new Clerk/Treasurer (new office chair, etc.)
- 9 Recommend moving \$300 for giveaway cards to Tourism Attraction Projects line.
- 10 Includes annual AMANS membership and Zoom subscription renewal.
- 11 Includes NSFM Main Streets workshop and boardroom table mileage.
- 12 Includes Boardroom audio-visual and furniture upgrades for Commission meetings, which were not included in budget but the Commission separately approved by motion.
- 13 Includes power, telephone and wifi, landscaping maintenance, and facility maintenance.
- 14 Community grants 2023/24 disbursal.
- 15 Includes landscaping maintenance, cleaning services and supplies, and facility maintenance.
- 16 This includes garbage removal from the large bin outside the Fire Hall. Recommend moving this portion to CVFD budget.
- 17 Planned transfer to EH Services reserve scheduled for Q4.
- 18 Planned transfer to Lido Pool reserve scheduled for Q3; consider redirect to capital repair project.
- 19 These planned reserve transfers do NOT include the transfer of the 2022/23 surplus to reserves (\$45,415 operating; \$146,483 capital), which is outside the realm of this budget.
- 20 See note #1.

Chester Volunteer Fire Department (CVFD) Budget 2023/24

End of Quarter 1 (Apr 1-Jun 31, 2023) - Budget Variance Report

	Budget	YTD	YTD
	2023/24	End of Q1	% Received

Revenue by Source

4100	Village Fire Rate (0.740)	355,670.00	89,139.02	25%	1
	Outside Area Fire Rate (0.740)	371,568.00	93,408.00	25%	
4116	Fire Services Assoc of NS - Training	10,000.00	0.00	0%	
4220	Extraordinary Revenue	0.00	2,500.00	-	2

TOTAL REVENUE	737,238.00	185,047.02	25%
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Expenses

Fire Operations

		Budget	YTD	YTD	
		2023/24	End of Q1	% Expended	
<u>Administration</u>					
5210	Salaries - Bookeeping & Management	42,450.00	9,016.57	21%	3
5250	Overhead - Bookeeping & Management	5,900.00	1,173.22	20%	
5435	Audit (50%)	5,000.00	3,910.72	78%	
5442	Office Supplies & Expenses	1,000.00	204.97	20%	
5473	Chester Fire Services Committee	5,000.00	0.00	0%	
5475	Legal	3,000.00	639.79	21%	
	Section Total	62,350.00	14,945.26	24%	
<u>Firefighting Force</u>					
5115	Firefighters Honorarium	50,000.00	0.00	0%	
5116	In Lieu of Fundraising	15,000.00	0.00	0%	
5154	Uniforms	3,000.00	171.64	6%	
5167	24 Hour Accident Insurance	9,400.00	8,137.00	87%	
5172	24 Hour Family Insurance	6,300.00	6,434.00	102%	
5174	Firefighters Banquet	2,500.00	153.17	6%	
	Section Total	86,200.00	14,895.81	17%	
<u>Training & Education</u>					
5120	Training	35,000.00	3,084.96	9%	
5150	Fire Prevention & Education	3,000.00	0.00	0%	
5156	Chief's Conference	500.00	0.00	0%	
5485	Bursary	1,500.00	1,500.00	100%	
	Section Total	40,000.00	4,584.96	11%	

Expenses

Fire Operations, con't

4

		Budget	YTD	YTD
		2023/24	End of Q1	% Expended
<u>Fire Fighting Equipment</u>				
5040	Medical Supplies	2,000.00	287.75	14%
5075	Tools & Equipment	7,500.00	11,648.26	155%
5315	Vehicle Fuel	8,000.00	3,172.28	40%
5320	Vehicle Insurance	10,200.00	1,183.00	12%
5626	Inshore Boat Equipment	250.00	0.00	0%
5090	SCBA Masks	2,000.00	0.00	0%
	Section Total	29,950.00	16,291.29	54%
<u>Personal Protective Equipment</u>				
5030	General PPE	8,250.00	0.00	0%
5130	Bunker Gear	18,500.00	19,131.21	103%
	Section Total	26,750.00	19,131.21	72%
<u>Communication</u>				
5095	Communications Contract	5,000.00	1,512.61	30%
5100	Communications General Repair	500.00	0.00	0%
5105	Pagers	2,000.00	3,685.46	184%
5110	Communications (Radio) Upgrades	7,500.00	9,911.92	132%
5164	Mobile Radio Service Plan	1,500.00	187.72	13%
	Section Total	16,500.00	15,297.71	93%

Expenses

Fire Operations, con't

		Budget	YTD	YTD
		2023/24	End of Q1	% Expended
<u>Maintenance</u>				
5088	Small Engine Maintenance	500.00	0.00	0%
5126	Extinguishers	850.00	0.00	0%
5125	SCBA Fill Station Maintenance	7,500.00	275.31	4%
5135	Bunker Gear Inspection & Repair	4,000.00	0.00	0%
5138	Ladder/Harness Inspection	1,200.00	0.00	0%
5310	Vehicle Repair & Maintenance	30,000.00	7,931.07	26%
5017	Jaws of Life	1,500.00	2,628.00	175%
	Section Total	45,550.00	10,834.38	24%
<u>Building & General</u>				
5205	Telephone & Alarm	5,000.00	1,776.64	36%
5220	Building Utilities	20,000.00	1,543.16	8%
5223	Taxes & Collection Fee - 4070 Hwy 3	1,200.00	846.11	71%
5229	Janitorial	2,500.00	617.52	25%
5230	Maintenance (10)	12,000.00	4,290.94	36%
5235	Insurance (Building)	6,500.00	0.00	0%
5240	Consumables	4,000.00	2,035.79	51%
5241	Storm Supplies & Rentals	4,500.00	0.00	0%
5442	Office Supplies & Expenses	500.00	204.97	41%
	Section Total	56,200.00	11,315.13	20%
Subtotal - Fire Operations		363,500.00	107,295.75	30%

Expenses

<u>Fire Capital Budget</u>		Budget	YTD	YTD	
		2023/24	End of Q1	% Expended	
<u>Capital Purchase</u>					
1815	Project Consultant - New Station	50,000.00	0.00	0%	
5080	Low Angle Rescue Equipment	4,000.00	2,613.46	65%	
5081	Fire Fighting Hand Tools	6,000.00	0.00	0%	
5032	Non-Structural Rescue Boots	13,200.00	0.00	0%	
5058	High Pressure Air Bags - Heavy Extraction	7,500.00	0.00	0%	
5036	Wheeled Stokes Basket	2,000.00	0.00	0%	
5033	Dry Hydrant Installation	10,000.00	0.00	0%	
5023	Coveralls	4,500.00	1,650.21	37%	
5026	511 Refit	25,000.00	9,576.53	38%	
Subtotal - Capital Purchase		122,200.00	13,840.20	11%	
<u>Transfer to Reserves</u>					
3560	Fire Apparatus Loan Repayment	50,938.47	50,938.47	100%	6
5305	Fire Apparatus (Planned)	200,000.00	0.00	0%	7
Subtotal - Reserve Transfer		250,938.47	50,938.47	20%	8
TOTAL EXPENSES		736,638.47	172,074.42	23%	

CVFD Fire Boat Budget 2023/24

	Budget	YTD	YTD
	2023/24	End of Q1	% Received

Revenue by Source

4600	MODC Island Area (Fire Boat)	10,548.00	2,637.00	25%
TOTAL REVENUE		10,548.00	2,637.00	25%

	Budget	YTD	YTD
	2023/24	End of Q1	% Expended

Expenses

5605	Fire Boat Fuel & Oil	1,000.00	0.00	0%
5615	Fire Boat Consumable Items	800.00	0.00	0%
5620	Fire Boat Maintenance	6,300.00	2,727.55	43%
5625	Fire Boat #571 Insurance	2,100.00	0.00	0%
5627	Marina Fees	0.00	0.00	0%
5640	Bank Charges Fire Boat	100.00	0.00	0%
TOTAL EXPENSES		10,300.00	5,364.55	52%

Chester Volunteer Fire Department 2023/24 Q1 Budget Variance - Notes

- 1 See note #1 on VOC Budget Variance report.
- 2 This was a contribution from the residents of Shaw Island for the Bear Paw water pump equipment.
- 3 Includes salaries (C/T 25% and AA 50%).
- 4 The unprecedented wildfires in May-June 2023 came with additional costs.
- 5 Unexpected damage to the 531 truck in the flash floods in July 2023 is estimated at \$60,000. TBD how funds will be allocated for repairs.
- 6 This was the final payment on the loan.
- 7 Planned transfer to Fire Apparatus reserve scheduled Q4.
- 8 The planned reserve transfers do NOT include the transfer of the 2022/23 surplus to reserves (\$TBD operating), which is outside the realm of this budget. This should be completed in Q2 before budget separation, if possible.
- 9 The Fire Boat is retired from service and requires replacement.



VILLAGE OF CHESTER MEETING AND PROCEDURES POLICY

The procedural requirements in this Policy are intended to complement and supplement, and not to replace the requirements contained in applicable municipal legislation.

1.0 Scope

This document applies to all meetings of the Village of Chester.

2.0 Interpretation

2.1 VOC – means the Village of Chester.

2.2 COW – means Committee of the Whole.

2.3 Business day(s) - means a day when the Village of Chester's office is open for business.

2.4 Commission - means the Commissioners of the Village of Chester and includes the Chairperson unless the context indicates otherwise.

2.5 Majority - means more than one half of those present, unless the context indicates otherwise.

3.0 Policy Statement

The VOC Commission has adopted this policy by resolution on **December 13, 2017** and the policy shall remain in force from that day forward and until such time as a revision is made by resolution.

4.0 Regular Monthly Meeting

4.1 The Commissioners shall meet at a regular monthly meeting on the second Wednesday of each month commencing at 7:00 pm at 27 Pleasant Street, Chester. No notice of the meeting shall be required unless there is to be a change of date, place or time of the meeting in which case the Clerk Treasurer shall advertise notice of the meeting on the VOC website and post notice in a conspicuous place at least 7 days before the date of such meeting.



VILLAGE OF CHESTER MEETING AND PROCEDURES POLICY

4.2 At regular meetings, unless a majority consents to a different order for that meeting, Commission shall conduct business in the following order:

- (1) Call to order
- (2) Public Forum
- (3) Review and approval of agenda, including additions or deletions
- (4) Report of the Chief, Chester Volunteer Fire Department
- (5) Review and approval of minutes of last regular monthly meeting, and of any meetings held since such meeting
- (6) Business arising from the minutes
- (7) Correspondence
- (8) Reports:
 - Clerk Treasurer
 - Financial - YTD
 - Committees
- (9) New or other business
- (10) Commissioner Roundtable
- (10) Adjournment.

4.3 The Chair shall maintain order at all meetings of the Commissioners and shall have the right to order the removal of any person(s) interfering with the business of the meeting or acting in a disorderly manner.

4.4 All voting matters before the Commission shall be decided by voting on a motion by all Commissioners present, including the Chair, duly moved and seconded. Such voting to be by "yeas" and "nays", and the Chair shall state whether the motion has been carried or defeated. In the event of a tie, the chair shall declare the motion defeated. An abstention will be treated as a "nay" vote. A recorded vote identifies each Commissioner and whether they voted yea or nay in the Minutes. A recorded vote may be requested by any Commissioner.

4.5 All meetings of the Commission and Committees of the Commission shall be open to the public except where matters may be permitted to be discussed in closed session (In Camera) pursuant to the provisions of the Municipal Government Act. No decision shall be made at a private commission meeting except a decision concerning procedural matters or to give direction to staff or solicitor of the village.



VILLAGE OF CHESTER MEETING AND PROCEDURES POLICY

4.6 Members of the public who wish to address the Commission during the public forum may sign up before the start of the meeting. The time limit for each person requesting to speak will be determined by the chair before the commencement of the meeting. The total allotted time for public forum will not exceed a maximum of 15 minutes.

4.7 Delegations shall apply in writing to be placed on an agenda for the Regular Monthly Meeting to the Clerk Treasurer stating the essence of the presentation no less than five business days prior to the date of the Regular meeting. A written report of what will be discussed must accompany the request to speak at a meeting and the submission will be sent to Commission Members. The Commission may, if the subject matter of the presentation is a matter which is outside the jurisdiction of the Village of Chester, refuse the application.

Presentation to the Commission shall:

- Consist of a maximum of two presenters,
- Not exceed 10 minutes in duration, without approval by the Commission
- Not address personnel matters, labor relations, contract negotiations, litigation, or potential litigation, or legal advice eligible for solicitor-client privilege, and
- Be relevant to the VOC and timely.

Members of the Commission may ask questions of clarification to the presenters, but there shall be no debate of the subject matter of the presentation. The presentation shall be automatically sent to the staff for review, comments and recommendations or it may be added to the agenda unless the presentation is in respect to an item of business before the Commission.

A delegation, once heard, shall not be entitled to be received again on substantially the same matter for a period of three months from the date of the first hearing.

5.0 Committee of the Whole

5.1 The Commission in Committee of the Whole, consisting of all the Commission members may meet once a month on the first Wednesday of every month commencing at 7:00pm as required.

5.2 The COW will be responsible for all matters including Human Resources which would be of concern to the Commission. The COW will meet for discussion and possible



VILLAGE OF CHESTER MEETING AND PROCEDURES POLICY

recommendation to the Commission, and no formal decision will be made when the Commission Members are meeting at the COW.

5.3 At Committee meetings, unless a majority consents to a different order for that meeting, Commission shall conduct business in the following order;

- 1) Call to order
- 2) Public Forum
- 3) Agenda approval and additions
- 4) Clerks Report
- 5) Other Business
- 6) Adjournment

5.4 The COW shall follow the rules and procedures as governed by the Regular Commission Meetings. COW may invite resource people to attend the meeting to discuss items of interest to the Commission.

5.5 Members of the public who wish to address the commission during the public forum may sign up prior to the start of the meeting. The time limit for all requesting to speak will be decided by the chair prior to commencement of the meeting. The total allotted time for public forum will not exceed a maximum of 15 minutes. Members of the Commission may ask questions of clarification to the individuals, but there shall be no debate of the subject matter of the presentation and the matter shall be automatically sent to the staff for review, comments and recommendations or it may be added to the agenda.

6.0 Annual Public Meeting

6.1 The Annual Public Meeting of the Village of Chester shall take place on or before July 1 of each fiscal year in accordance with the Municipal Government Act and commence at 7:00pm. The date will be determined annually by resolution of the Commission.

6.2 The order of business at the Annual Meeting shall be:

- 1) Call to Order
- 2) Chair's Report
- 3) Clerk Treasurer's Report
- 4) Auditor's Report



VILLAGE OF CHESTER MEETING AND PROCEDURES POLICY

- 5) Fire Chief's Report
- 6) Lido Report
- 7) Adjournment

6.3 All voting matters before the electors, shall be decided by voting on a motion duly moved and seconded, such voting to be by show of hands, and the Chair shall state whether in their opinion the motion has been carried or defeated. Any two electors may call for a standing vote, in which case the Chair shall conduct a standing vote on the motion. The Clerk Treasurer shall count those standing in favor or the motion and those standing against the motion, and shall declare the numbers for and against motion, and the Clerk Treasurer shall record the same. In the case of a tie, the Chair shall declare the motion lost.

7.0 Election of Chair and Vice Chair

The first meeting after the Annual Public Meeting, the Village Commissioners shall elect a Chair and Vice Chair. The Clerk will call for nominations from the Commissioners for the positions, and commissioners shall then proceed to vote by ballot by writing the name of the nominee they wish to serve in the Office of Chair and Vice Chair.

8.0 Special Meetings

8.1 The Chair may call a special meeting of the Commissioners at any time and shall do so whenever requested in writing by not less than two of the Commissioners. Said request shall set out the purpose for which such a meeting is to be called. A meeting time, place, and date shall be established within seven (7) days of such a request.

8.2 Notice of such meeting shall be delivered by telephone or email to each Commissioner at least three (3) days before the meeting. The Clerk shall post such notice in not less than five (5) conspicuous places in the Village, at least two (2) days before meeting. Both notices shall state the time, place, and purpose for which such a meeting is convened.

Approved: December 13, 2017

Amended: May 08, 2019, **Motion # 19-027**

Amended: September 15, 2021, **Motion # 21-117**

Amended: October 12, 2022, **Motion # 22-119**