

Agenda

Regular Monthly Meeting

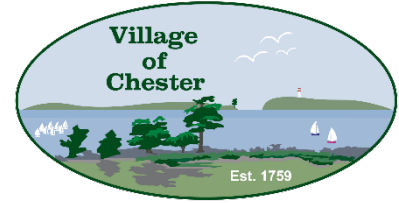
Wednesday, March 20, 2024 – 6:00 pm

In-Person & Virtual Meeting

VOC Office, 27 Pleasant Street, Chester

Zoom <https://us02web.zoom.us/j/89085934666>

or YouTube <https://www.youtube.com/@villageofchesterns>



1.0 Call to Order

We recognize that this meeting takes place in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people. This territory is covered by the Treaties of Peace and Friendship, 1725. We are all treaty people.

2.0 Public Forum

2.1 Our Heath Centre: Roger Bower – *community update*

3.0 Approval of Agenda/Additions to Agenda

4.0 Review/Approval of Minutes

4.1 Regular Meeting: Wednesday, February 21, 2024

5.0 Business Arising

5.1 2024/25 Draft Village Budget

5.2 Tax Exemptions for NPOs Applications: Chester Municipal Heritage Society

5.3 Meetings & Procedures Policy: Proposed Amendment

5.4 Heritage Property Signage & Tour Project

6.0 Correspondence

6.1 Dave Foley re: Ownership of Fire Trucks

6.2 NSFMC re: Climate Resilient Coastal Communities

7.0 Reports

7.1 Clerk/Treasurer

7.2 Financial

7.3 Committee: Chester Fire Services – *Vice-chair Pauley*

7.4 Committee: Lunenburg County Accessibility Advisory – *Chair Hatch*

8.0 New/Other Business

8.1 Request for Decision: 2024/25 CVFD Budget Approval

8.2 Request for Decision: Audit, APM and Election Dates 2024

9.0 Commissioner Roundtable

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

11.0 Resumption of Public Meeting

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

12.0 Adjournment

Next Regular Meeting

- April 17, 2024 – 6:00 pm at 27 Pleasant Street & Virtual

OUR HEALTH CENTRE
Strategic Outlook
2023-2026



Our Health Centre is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. This territory is covered by the Treaties of Peace and Friendship which Mi'kmaq, Maliseet, and Passamaquoddy People first signed with the British Crown in 1726.

We also acknowledge that we, the Board of Directors of OHC, still have a long journey to fully understand the impact of unjust systems on the First Nations of Canada, and our role to foster a more equitable health system in the future. We hope that the indigenous Communities of the South Shore will accept our invitation to help guide our journey.



Community art panels by local students (L-R) Bayswater, Chester, New Ross

Message from the Board

Our Health Centre (OHC) opened late in 2016 after an incredible community effort to raise the funds to create a space where health services and wellness education could be offered to the communities we serve. Services and programs at OHC were determined through extensive consultation in community forums, seniors' residences, schools and a range of other local organizations. Since then, OHC continues to seek input from community partners and others to ensure we remain relevant. Programming and services have grown in number and impact thanks in large measure to the dedication of many volunteers, program leaders and health practitioners. Financial support for OHC comes from many sources, not the least of which is Our Health Centre Foundation. After six and half successful years, OHC's Board of Directors felt it was time to review and refresh OHC's goals and objectives.

Community Health Centres, of which OHC is one, are a cost effective approach to integrated health and social services. It is an approach that has been proven to improve people's health and build strong communities. Community Health Centres put people and community first, by:

- Responding to local needs
- Preventing future illness
- Breaking down barriers to health
- Providing customized care
- Championing health for all

This document is intended to pull together OHC's strategic directions and governance work to ensure there is alignment with the OHC vision, mission and guiding principles and that we respond to the outcomes expected of a community health centre. It is also intended to communicate our priorities to the community and to guide the work of staff as they develop future programs and actions.

OHC's website has a comments and complains button, which we urge you to use. We are also on Facebook and Instagram, and again, welcome feedback.

Sincerely,

Board of Directors

Our Health Centre

Vision

An innovative leader in providing health services and wellness education to the communities we serve.

Mission

To improve the health and well-being of every person in the communities we serve.

Guiding Principles

Communication

We actively engage in a transparent manner with patients, clients, groups, health partners and individuals in the communities we serve in order to create programs and services that meet the health needs of all.

Collaboration

Everyone gets to play a part. All groups and individuals at Our Health Centre consult and cooperate with each other to provide the best health and wellness care and improve the lives of our patients and clients.

Respect

We honour the intrinsic dignity, autonomy, and worth of each person connected with Our Health Centre. We treat others the way we would want to be treated. We are considerate of each other's feelings, values, and points of view.

Excellence

We strive for excellence in every aspect of Our Health Centre. We will provide exceptional service while being knowledgeable, trusted, and innovative leaders who are unwavering in their commitment to advancing solutions for rural health care.

Equity

We will consistently provide fair and equal access to health services and programs based on the unique needs of individuals. We are committed to identifying and eliminating any barriers.

Goals

1. Break down barriers to health and health care.
2. Respond to local needs.
3. Prevent future illness.
4. Champion health and wellness for all.



Strategic Priority #1

Develop programs that focus on the Determinants of Health* and reduce barriers to better health.

Strategic actions for the OHC between 2023 and 2026:

- ▶ Lead the development and implementation of mental health programs.
- ▶ Work with partners and other agencies to ensure that addictions services are hosted at the OHC.
- ▶ Support partnerships that attend to nutrition and food security.
- ▶ Employ a whole-family approach to supporting wellness and addressing the determinants of health.
- ▶ Develop programs that address senior social isolation.
- ▶ Address gender based health inequities through targeted programming.
- ▶ Host community health information sessions.
- ▶ Deliver outreach programming in communities across the Municipality that consider the financial and transportation barriers of participants.

Key Indicators of progress:

- + Program attendance is consistently at capacity, and we are always attempting to expand our capacity and offer new programs.
- + Our bi-annual satisfaction survey (Community Check-up) indicates that citizens are very satisfied with our program offerings and ability to address the determinants of health.
- + Three (3) health information sessions per year are hosted in locations outside of the OHC.

* Determinants of health are the broad range of personal, social, economic and environmental factors that determine individual and population health. The main determinants of health include: income and social status, employment and working conditions, education and literacy, childhood experiences, physical environments, social supports and coping skills, healthy behaviours, access to health services, biology and genetic endowment, gender, culture, and race / racism.



Strategic Priority #2

Increase access to health services and health care.

Strategic actions for the OHC between 2023 and 2026:

- ▶ Maintain the current capacity of the walk-in clinic, and attempt to expand the capacity through recruitment of new support staff.
- ▶ Continue to monitor clinical service needs and encourage NS Health to increase access to them.
- ▶ Encourage and attract aligned health care providers.
- ▶ Continue to advocate for a social prescription* approach to clinical services.

Key indicators of progress:

- + Host four (4) medical learners/year
- + In collaboration with the NSHA, develop a 'social prescription pad' that allows practitioners to refer patients to non-medical services or programs that will contribute to improved health.
- + Increase our ability to meet the demand on our services - decrease walk-in clinic turn-aways, a reduction in the number of those without family practitioners.

* A social prescription is a non-medical intervention that addresses social factors affecting health such as loneliness, stress, food insecurity, isolation, gender, etc.



Strategic Priority #3

Increase opportunities for education and sector connections to support the public’s awareness of health issues and opportunities.

Strategic actions for the OHC between 2023 and 2026:

- ▶ Resource and hire a program development staff person to coordinate the work needed between health, wellness programs, research, and community outreach.
- ▶ Develop an EDI policy/action plan to apply to program development and delivery, and to foster enhanced community relationships.
- ▶ Continue and expand strategic partnerships that help to inform and achieve our strategic priorities.

Key Indicators of progress

- + Adopt an Equity, Diversity, and Inclusion (EDI) policy and action plan and share with aligned groups.
- + Complete our Social Network Mapping (SNM) research project and use the results to validate our strategic priorities and/or inform next steps. SNM seeks to measure the quality and quantity of collaborative relationships the OHC is a part of.



Our Commitment:

While this document sets out our strategic priorities from 2023 to 2026, the Board of Directors of Our Health Centre recognizes the need to be agile in an ever evolving health and wellness landscape. We commit to reviewing this documents’ currency and relevancy annually each fall. As the needs of our communities change, new priorities emerge, or new opportunities are presented, the Board will remain attentive to ensure that we serve the health needs of our citizens to the best of our collective abilities.

Our Desired Future:

Our desired, and indeed ideal, future would be to extend the services of OHC to the communities we serve outside the OHC building in Chester. We envision this outreach to include a mobile, or regularly scheduled community nurse or other care practitioner and also offering services or wellness programs that address the needs of each community. As examples, offerings might include mother and baby wellness, nutrition education, information on diabetes care, heart and stroke prevention and others as locally identified.

OUR IMPACT



OUR HEALTH CENTRE

Healthier People - Healthier Communities

OHC is:

- a Health and Wellness resource hub serving the Municipality of Chester and surrounding areas since 2016
- owned and operated by the community for the community.
- a not-for-profit charitable organization

OHC provides comprehensive health and wellness programs & services to the Municipality of Chester and surrounding areas such as:

- The Hubbards area
- The Tancook Islands
- Mahone Bay
- Bridgewater
- Lunenburg
- and beyond

More than
16,000
Walk-in-Clinic visits in the past five years

The Walk-In Clinic schedule is posted on our Facebook page, on the OHC website, and on Instagram

1 in 2
of our walk-in patients does not have a family doctor

OHC provides space for service providers that are aligned with promoting health and wellness.

For example:

Caregivers NS

Hearing Life

THRIVE: Mental Health Walk-in Clinic

Grief Counselling; Senior Safety courses, Palliative Care Info sessions, etc

Avalon Sexual Assault Centre

For a full list see our monthly schedule online or at the OHC Info desk

Wellness Programs and Services!

Check out our monthly schedule for dates and times: online or at the OHC Info Desk

OHC helps close the gaps in care that many rural communities face

Actively seeking **NEW** doctors!

OHC rents space to the NS Health Authority for their Primary Care Clinic which includes family doctors & nurses; Mental Health & Addictions Counsellors, Continuing Care staff; Public Health staff, a Blood Clinic; Diabetic clinic ; and an Opioid Use Disorder clinic

Guiding Principles:

- Communication
- Collaboration
- Excellence
- Respect
- Equity



3769 Highway 3
Chester NS, B0J 1J0

Chester Community Clinic
902-275-4414

OHC Walk-in Clinic
902-273-2098

OHC Executive Director
902-275-3847

www.OurHealthCentre.ca

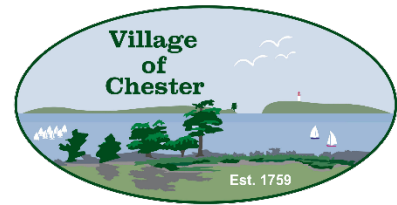


Minutes

**Village Commission Monthly Meeting
Wednesday, February 21, 2024 – 6:00pm**

In-Person & Virtual Meeting
27 Pleasant Street, Chester

Video Archive <https://www.youtube.com/@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

1.0 Call to Order

Chair Hatch called the February 21, 2024 Regular Monthly Meeting of the Village of Chester Commission to order at 6:00 pm.

Vice-Chair Pauley stated the Land Acknowledgement:

Each of us should recognize that this meeting takes place in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people. This territory is covered by the 1725 Treaties of Peace and Friendship. We are all treaty peoples with a responsibility to each other and to this land.

2.0 Public Forum

2.1 **Ashley Marlin and Brian Webb**, Economic Development, Municipality of the District of Chester (MODC)

Ashley Marlin is the new Community Economic Development Officer and Brian Webb is the new Senior Economic Development Officer for the Municipality of the District of Chester. They wished to introduce themselves to the Commission.

Ms. Marlin stated that the Municipality is initiating a new Arts & Culture Strategy invited anyone interested to submit an application to the project's Steering Committee. The application is available on the Municipality's website until the deadline of March 5, 2024 at 4:00 pm: <https://chester.ca/government/committees-and-appointments>

Ms. Marlin and Mr. Webb left the meeting at 6:04 pm.

2.2 **Ray Cambria**, Central Street, Chester

Mr. Cambria, a Chester resident, had a few questions regarding the ownership of the Chester Volunteer Fire Department's apparatus. These assets are now owned by the Chester Fire Services Committee, a joint (50/50) partnership between the Municipality and the Village formed by Intermunicipal Agreement in 2022 and incorporated under the Municipal Government Act in 2023.

Mr. Cambria left the meeting at 6:10 pm.

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

Motion #24-004: Vice Chair Pauley moved; Commissioner Nauss seconded: That the Agenda of the February 21, 2024 Regular Monthly Meeting be approved as presented.

Motion carried unanimously

4.0 **Review/Approval of Minutes**

4.1 **Regular Monthly Meeting:** Wednesday, January 17, 2024

Motion #24-005: Commissioner O'Malley moved; Commissioner Mulrooney seconded: That the Minutes of the January 17, 2024 Regular Monthly Meeting be approved as presented.

Motion carried unanimously

4.2 **HR Committee Meeting:** Tuesday, January 30, 2024

Motion #24-006: Commissioner Nauss moved; Commissioner O'Malley seconded: That the Minutes of the January 30, 2024 HR Committee Meeting be approved as presented.

Motion carried unanimously

4.3 **Committee of the Whole Meeting:** Wednesday, January 31, 2024

Motion #24-007: Commissioner O'Malley moved; Commissioner Nauss seconded: That the Minutes of the January 31, 2024 Committee of the Whole Meeting be approved as presented.

Motion carried unanimously

5.0 **Business Arising**

5.1 **Revised Draft Amendment: Tax Exemption for Non-Profit Organizations By-law – Second Reading**

Motion #24-008: Vice Chair Pauley moved; Commissioner O'Malley seconded: That the version 2 amendment to the Tax Exemption for Non-Profit Organizations By-law be approved as presented.
Motion carried unanimously

The Clerk/Treasurer noted that an ad will be placed to notify the public of its passage and a copy will be sent to the Minister of Municipal Affairs. Per Section 429 (2) of the Municipal Government Act, Ministerial permission is not required for a Village by-law regarding tax exemptions.

5.2 Proposed Heritage Property Signage/Tour Project

The Clerk/Treasurer provided an update on the sourcing and estimated costs for the project; a few updates were requested. It was noted that Chair Hatch had found historic photos of the properties through the Chester Municipal Heritage Society.

The Commission agreed, by consensus, that they would like to proceed with the project. The Clerk/Treasurer will continue clarifying a few of the costs. The Heritage Society is to be approached to partner with the Village to carry out this project, with the Village paying the costs.

6.0 Correspondence

6.1 Association of Nova Scotia Villages: Capacity Building

The Clerk/Treasurer reviewed the letter from ANSV. There are two parts to the ask: (1) the Village Commission's position on their proposal to add a staff person to the organization, and (2) the provision of data for determining cost sharing among the villages.

It was agreed by consensus that the Commission support the addition of a staff person to ANSV in concept, pending costs.

7.0 Reports

7.1 Clerk/Treasurer

The Clerk/Treasurer presented her monthly activity report (*Schedule 7.1*).

7.2 Financial

The Clerk/Treasurer presented the monthly financial overview report (*Schedule 7.2*).

7.3 Committee: Chester Fire Services (CFSC)

Chair Hatch felt the information shared at the Fire Services Committee's Annual Public Meeting, by Norm Countway, Kirk Collicutt, and Clerk/Treasurer McCallum was excellent in explaining the role of the Committee and presenting the Draft 2024/25 Fire Budget and proposed fire rate, respectively.

There was also a report on the new fire station concept design project and building conditions at the current fire hall.

It is expected that the CFSC's approved fire budget will come to Municipal Council and the Commission for consent in early to mid March.

7.4 Committee: Lunenburg County Accessibility Advisory (LCAAC)

Vice-Chair Pauley stated that the committee had met, and a planned "Accessibility Foundations Training" workshop had to be cancelled due to weather. The workshop will be re-scheduled.

8.0 New/Other Business

8.1 2024/25 Draft Village Budget

The Clerk/Treasurer presented the draft budget, with revisions requested at the Committee of the Whole meeting incorporated (*Schedule 8.1*).

It was agreed by consensus that the Clerk/Treasurer change the layout/presentation of the budget, to make clear the funding sources for the General Government operating budget (property tax revenue), Capital budget (grants from federal and provincial governments and reserve funds), and the EHS building operation (rental income only).

A Special Meeting of the Commission will be scheduled to finalize the budget and rate.

8.2 Tax Exemptions for NPOs Applications: Chester Municipal Heritage Society

The Chester Municipal Heritage Society owns six properties in the Village of Chester, for which they are requesting tax exemptions.

Consideration of the applications was deferred to the next meeting, where the Clerk/Treasurer will provide an estimate of tax revenue impact.

10.0 Commissioner Roundtable

The roundtable was not required at this meeting.

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

- Contract negotiations

Motion #24-009: 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.

Motion carried unanimously

The Commission recessed at 7:33 pm.

12.0 Resumption of Public Meeting – report in public session per Section 408B (3) of the Municipal Government Act.

The Commission resumed the public meeting at 8:07 pm.

Motion 24-010: Vice Chair Pauley moved; Commissioner Nauss seconded: That the Clerk/Treasurer contract Walls Metal Roofing to provide a replacement roof on the EHS Building at 139 Central Street, Chester for the quoted price of \$17,705.79 plus tax, to be funded from EHS rental income and the EHS reserve.
Motion carried unanimously.

Motion 24-011: Commissioner O'Malley moved; Commissioner Nauss seconded: That the Clerk/Treasurer contract Perfect Home Cleaning Services for bi-weekly cleaning of the Village office at 27 Pleasant Street, Chester at the quoted rate of \$150/visit or \$3,900/year plus tax.
Motion carried unanimously.

13.0 Adjournment

Next meetings:

- A Special Meeting for the 2024/25 Budget is TBD.
- The next Regular Monthly Meeting will be held on March 20, 2024 at 6:00 pm.

The meeting was adjourned by the Chair at 8:09 pm.

Commission Chair
Nancy Hatch

Clerk/Treasurer
Heather McCallum

Village of Chester Commission
 2024/25 Village Budget DRAFT v5 - SUMMARY PAGE
 Mar 15, 2024

Schedule 5.1

	Budget 2024/25	Notes
REVENUE SUMMARY		
General Gov't Operations Budget	415,201.05	
Capital Budget	315,105.00	Based 0.0777 property tax revenue (unchanged for several years) p. 2
EHS Building Budget	35,135.00	Sourced from federal/provincial capital grants and reserve funds only p. 5
		Sourced from EMS rental of building income only; no public funds p. 6
TOTAL REVENUE	765,441.05	
EXPENSE SUMMARY		
General Gov't Operations Budget	415,201.05	
Capital Budget	315,105.00	Disbursement of tax revenue income is contained here p. 3-4
EHS Building Budget	35,135.00	Lido restoration project deferred from 2023/24 p. 5
		Sourced from rental income; no public funds p. 6
TOTAL EXPENSES	765,441.05	

-0.00 REVENUE minus EXPENSES

Village of Chester Commission
 2024/25 Village Budget DRAFT v5 - GENERAL GOVERNMENT OPERATIONS
 Mar 15, 2024

	Budget 2022/23	Q4 Actual 2022/23	Budget 2023/24	YTD to Feb 29 2023/24	Percent Remaining	Budget 2024/25	Notes
REVENUE - General Gov't Operations							
Revenue Sources							
4100 Village General Govt Property Tax (0.0777)	330,222.13	335,555.68	373,454.00	374,383.92	0.25	408,476.05	2024 Assessment (pending appeal) x current rate
4116 Eastlink Rental/Tower	2,479.40	2,479.40	2,479.40	2,479.40	0.00	2,615.00	Contract indicates 4% increase Jan 1 annually
4201 HST Offset Grant	3,000.00	5,501.09	3,000.00	1,709.94	-43.00	1,710.00	Split with Fire; based on last year
4225 Transfer fr Federal Govt-Grant (Lifeguards)	1,870.40	1,870.40	2,500.00	1,414.00	-43.44	2,400.00	Per CSJ application Jan '24 (equivalent to 1 FT7 staff award)
Revenue Total	337,571.93	345,406.57	381,433.40	379,987.26	-0.38	415,201.05	
TOTAL REVENUE	337,571.93	345,406.57	381,433.40	379,987.26		415,201.05	

		Budget 2022/23	Q4 Actual 2022/23	Budget 2023/24	YTD to Feb 29 2023/24	Percent Remaining	Budget 2024/25
EXPENSES - General Govt Operations							
Governance							
5450	Annual Public Meeting	300.00	37.50	300.00	338.01	12.67	350.00
5477	Commissioner Honorarium	9,360.00	9,333.51	10,400.00	8,101.12	-22.10	10,820.00
New	Commissioner Meeting Pay						2,160.00
5431	Low-Income Property Tax Exemptions	2,000.00	2,640.12	5,000.00	0.00	-100.00	5,000.00
5432	Non-Profit Tax Exemptions	0.00	1,330.85	3,000.00	0.00	-100.00	3,000.00
5496	Election Expense	1,500.00	2,523.20	2,000.00	0.00	-100.00	2,625.00
	Governance Total	13,160.00	15,865.18	20,700.00	8,439.13	-59.23	23,955.00
Administration							
5430	Village Office Rent	12,500.00	13,022.71	18,000.00	14,148.97	-21.39	16,000.00
5428	Village Office Cleaning	0.00	2,464.48	2,400.00	2,264.88	-5.63	4,070.00
5435	Audit Fees - VOC	5,000.00	3,910.72	5,000.00	3,910.71	-21.79	4,200.00
5440	Employee Wages	80,000.00	67,374.95	75,000.00	61,065.87	-18.58	68,000.00
5445	Office Supplies & Expenses - VOC	3,000.00	2,730.97	2,500.00	3,946.88	57.88	4,000.00
5447	Employment Insurance	1,541.00	2,151.87	2,000.00	2,620.59	31.05	2,300.00
5448	Canada Pension Plan	3,350.00	4,289.78	4,000.00	5,311.72	32.79	4,500.00
5455	Advertising	2,000.00	1,891.43	2,000.00	1,511.41	-24.43	1,500.00
5460	Membership & Dues	1,500.00	1,233.88	1,500.00	1,172.92	-21.81	1,500.00
5465	Training & Travel	1,000.00	1,378.70	1,500.00	2,034.03	35.60	4,000.00
5470	Bank Charges	350.00	303.33	350.00	179.37	-48.75	300.00
5472	Consultants	3,000.00	0.00	3,000.00	0.00	-100.00	3,000.00
5475	Legal Fees - VOC	6,000.00	2,095.88	5,000.00	658.01	-86.84	3,000.00
5476	Medical Insurance	4,500.00	5,302.58	6,000.00	5,977.93	-0.37	6,250.00
5478	Employee Benefits	0.00	2,127.53	2,000.00	705.00	-64.75	4,060.00
5480	Office Phone & Internet	2,000.00	1,979.31	2,000.00	1,962.79	-1.86	2,200.00
5481	IT Support & Website	6,000.00	4,273.96	6,000.00	3,536.44	-41.06	6,700.00
5490	Insurance (Liability & Property)	14,500.00	17,153.19	19,000.00	23,362.33	22.96	24,300.00
5492	Cyber Insurance			0.00	2,400.00	0.00	2,500.00
5495	Office Equipment & Programs	3,000.00	5,085.34	9,500.00	8,422.07	-11.35	5,000.00
	Administration Total	149,241.00	138,750.61	161,750.00	145,191.92	-10.24	167,880.00
Protection							
5501	Street Lights Power	9,000.00	7,093.80	8,000.00	7,084.89	-11.44	8,500.00
5526	Street Lights Maintenance	1,000.00	9,745.24	5,000.00	0.00	-100.00	10,300.00
5540	Crossing Guards	10,000.00	10,157.68	11,000.00	8,769.16	-20.28	11,500.00
	Protection Total	20,000.00	26,996.72	24,000.00	15,854.05	-33.94	30,300.00

Based on actual 2023
Increased by CPI 4.0%
Based on two external committees' meetings + workshops at MODC \$60 rate
Unchanged
Unchanged
2022 actual x CPI - 2 seats in 2024

Based on 75% of actual (3-year lease 22-25)
New commercial cleaning service (bi-weekly)
Slight reduction: actual + CPI
Reduction: incl. CPI salary & WCB increases; Village pays 75% CT + 50% AA
Based on Jan 31 actual
2024 EI calculator for CT & AA
2024 rates
Unchanged
Unchanged
Includes est costs for 2024 ANSV Conference (x3)
Small decrease per actuals
Placeholder
Decrease based on actuals
Based on projected actual
RSP per CT contract
Based on projected actual + CPI
AMANS website + MJSE IT & security
Gallagher + MacDonald - Increase by CPI
New insurance + CPI
23/24 included additional \$5K for Boardroom AV upgrades

Increase by CPI+
Repairs ordered 23/24 (5 fixtures); awaiting installation and billing
Incl. WCB, EI, CPP; increase by CPI

	Budget 2022/23	Q4 Actual 2022/23	Budget 2023/24	YTD to Feb 29 2023/24	Percent Remaining	Budget 2024/25
Beautification						
5565 Flower Baskets	22,000.00	21,205.84	22,000.00	21,038.85	-4.37	23,000.00
5570 Wreaths	4,500.00	4,728.78	5,000.00	4,007.58	-19.85	5,000.00
5582 Community Celebrations/Grants	9,500.00	3,590.00	9,500.00	9,500.00	0.00	10,000.00
Beautification Total	36,000.00	29,524.62	36,500.00	34,546.43	-5.35	38,000.00
Economic Development						
5590 Tourism Attraction Projects	0.00	0.00	10,000.00	1,210.39	-87.90	10,000.00
Economic Development Total	0.00	0.00	10,000.00	1,210.39	-87.90	10,000.00
Operations						
5575 Summer Compost Collection	23,000.00	22,219.42	23,000.00	28,053.22	21.97	22,310.00
5585 Property Maintenance/Landscaping	3,500.00	3,529.65	3,500.00	3,471.34	-0.82	4,000.00
5960 Public Washroom Operation/Maintenance	15,000.00	13,009.30	15,000.00	11,362.27	-24.25	15,000.00
5224 Waste Removal (Dumpster at Fire Hall)	3,050.00	5,597.92	5,000.00	5,851.65	17.03	15,000.00
Operations Total	44,550.00	44,356.29	46,500.00	48,738.48	4.81	41,310.00
Jib Lot						
5405 Jib Lot Maintenance	1,000.00	727.40	1,000.00	1,348.76	34.88	1,500.00
5410 Land Taxes (Waste Collection)	500.00	564.50	650.00	623.09	-4.14	650.00
5415 Water Lot Taxes (Waste Collection)	110.00	118.09	125.00	138.58	10.86	150.00
Jib Lot Total	1,610.00	1,409.99	1,775.00	2,110.43	18.90	2,300.00
Lido Pool						
5910 Lido Maintenance & Operations	13,000.00	15,248.97	18,000.00	19,564.30	8.69	32,000.00
5925 Lido Insurance	5,000.00	4,646.32	5,100.00	4,176.01	-18.12	5,100.00
5935 Life Guard Wages	21,000.00	15,584.33	21,000.00	18,246.31	-13.11	25,500.00
5940 Supervisor/Security (Race Week)	1,300.00	1,590.36	1,600.00	1,517.67	-5.15	1,600.00
5945 Lido Taxes (Waste Collection Fee)	1,000.00	1,061.41	1,200.00	1,120.42	-6.63	1,200.00
Lido Pool Total	41,300.00	38,111.39	46,900.00	44,624.71	-7.51	65,400.00
Reserves (Planned)						
5743 Gen Gov't Operating Reserve Deposit	26,710.93	26,710.93	3,308.40	3,308.49	0.00	6,056.05
5937 Lido Reserve Deposit			30,000.00	0.00	-100.00	30,000.00
Reserves Total	26,710.93	26,710.93	33,308.40	3,308.49	-92.56	36,056.05
TOTAL EXPENSE	332,571.93	321,725.73	381,433.40	304,024.03		415,201.05

Increase by CPI
Unchanged, Reduced wreaths from 75 to 50 + CPI
Note that this figure has not increased in years

Unchanged

Reduce weeks from 17 to 13 (mid-Jun to mid-Sep) + CPI - estimate requested
Increase by CPI
Unchanged
Moved to Fire budget starting 2024/25

Small increase based on actuals
Unchanged, 2023 actual + CPI
2023 actual + CPI

Excluding capital project; incl CPI, pool vacuum & awning replacement
Unchanged
Based on full staff, 50 c/hr increase; no dark days; incl Vac/WCB/E/ICPP
Via Chester Yacht Club
Unchanged, 2023 actual + CPI

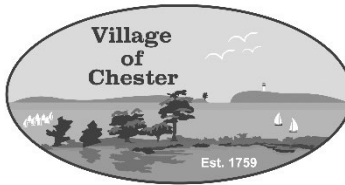
TBD; this deposit comes from previous year's operating surplus, if any.
Per Reserve Policy at end of fiscal

Village of Chester Commission
 2024/25 Village Budget DRAFT v5 - CAPITAL
 Mar 15, 2024

	Budget 2022/23	Q4 Actual 2022/23	Budget 2023/24	YTD to Feb 29 2023/24	Percent Remaining	Budget 2024/25	Notes
REVENUE - Capital							
Revenue Sources							
2200						150,000.00	Rec'd 2023; deferred to 2024 for Capital project - Lido Repairs/Accessibility
2200						100,000.00	Rec'd 2023; deferred to 2024 for Capital project - Lido Accessibility
						65,105.00	Capital commitment in EAF grant MOU
Revenue Total	0.00	0.00	0.00	0.00	0.00	315,105.00	
TOTAL REVENUE	0.00	0.00	0.00	0.00	0.00	315,105.00	
EXPENSES - Capital							
Capital Projects							
5915	5,000.00	0.00	0.00	0.00	0.00	150,000.00	Grant rec'd in 2023 & deferred to 2024/25; engineering report in 23/24 not billed
5915						165,105.00	Grant rec'd in 2023; deferred to 2024/25 + VOC's req'd contrib in MOU
Capital Projects Total	5,000.00	0.00	0.00	0.00	0.00	315,105.00	
TOTAL EXPENSE	5,000.00	0.00	0.00	0.00	0.00	315,105.00	

Village of Chester Commission
 2024/25 Village Budget DRAFT v5 - EMC BUILDING
 Mar 15, 2024

	Budget 2022/23	Q4 Actual 2022/23	Budget 2023/24	YTD to Feb 29 2023/24	Percent Remaining	Budget 2024/25	Notes
REVENUE - EMC Building							
Revenue Sources							
4110	21,256.68	17,494.40	21,256.68	17,494.40	-17.70	21,260.00	Contract (2018-28) indicates same rent figure for duration Roof repair 75%
	Transfer from EHS Reserve					13,875.00	
	Revenue Total	17,494.40	21,256.68	17,494.40	-17.70	21,260.00	
	TOTAL REVENUE	17,494.40	21,256.68	17,494.40		35,135.00	
EXPENSES - EMC Building							
EMC Building							
5705	4,000.00	3,369.80	4,000.00	2,110.63	-47.23	3,500.00	Operations funded by rental income only; no tax dollars Based on 22/23 actual + CPI; roof repair is in Capital section
5710	1,200.00	1,165.45	1,300.00	1,057.97	-18.62	1,200.00	2023 actual + CPI
5715	4,500.00	4,639.50	4,800.00	5,058.45	5.38	5,260.00	2023 actual + CPI
	EMC Building Total	9,174.75	10,100.00	8,227.05	-24.48	9,960.00	
Reserves (Planned)							
5720	11,556.68	11,556.68	11,156.68	6,531.68	-100.00	11,300.00	Surplus goes to EHS Reserve per Reserves Policy EHS rent income minus operating expenses; 2023/24 deposit reduced by 25% of roof
	Reserves Total	11,556.68	11,156.68	6,531.68	-92.56	11,300.00	
Capital Projects							
New	0.00	0.00	0.00	4,625.00	0.00	13,875.00	75% Metal roof replacement from Reserve; 25% deposit req'd in 23/24
	Capital Projects Total	0.00	0.00	4,625.00	0.00	13,875.00	
	TOTAL EXPENSE	20,731.43	21,256.68	19,383.73		35,135.00	



**Village of Chester Commission
Request for Decision**

Topic: Tax Exemption for Non-Profit Organizations Application – Chester Municipal Heritage Society	Date: Mar 20, 2024 Proposed By: Heather McCallum Clerk/Treasurer
Issue Summary: The Chester Municipal Heritage Society has submitted six applications for tax exemptions under the <i>Tax Exemption for Non-Profit Organizations By-law</i> . All but one of the properties submitted are classified as Commercial Taxable; one is Commercial Exempt so is not applicable. Since the applications were received, it has become public knowledge that two of the properties may be listed for sale.	
Background: Per the by-law, the Commission can determine to exempt a property owned by an NPO in full or in part of the \$0.0777/\$100 assessment Village property tax. This does not apply to the fire rate. Currently, the Village provides a 100% exemption to the Chester Garden Club and a 50% exemption to Our Health Centre. 100% of the assessed 2024 Village property tax for the Heritage Society properties would be a total of \$921.29 (see attached breakdown).	
Options: <ol style="list-style-type: none">1. The Commission could deny the request.2. The Commission could grant the request at 100% for a total of \$921.29.3. The Commission could grant the request at 50% for a total of \$460.65.4. The Commission could grant the request at some other percentage.	

Considerations:

Financial Impacts

Any tax exemption granted would reduce the Village revenue by the same amount.

Should the Commission grant the request, they may wish to factor that into any Community Grant application that arises later.

Policy Impacts

Should any of the properties change ownership, the exemption would no longer be applicable to that property.

Other

The Heritage Society are the caretakers of properties with significant heritage value in the Village of Chester. The Society provides clear value to the community and to tourist visitation.

Recommendation:

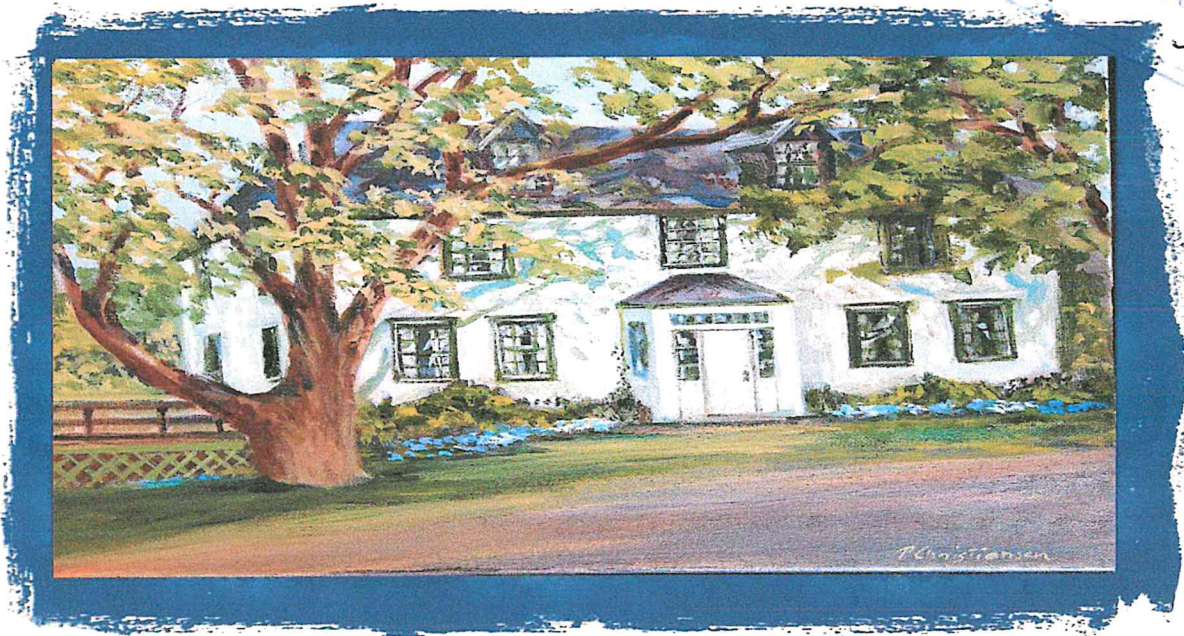
Staff recommend granting the request at whatever percentage the Commission prefers.

Draft Motion:

That the Chester Village Commission grant the applications of the Chester Municipal Heritage Society under the Tax Exemption for Non-Profit Organizations By-law for Village tax exemptions in the amount of ___% for the following “commercial taxable” properties: 82 Union Street; 109 Central Street; 109 Central Street, Parcel L; 133 Central Street, Lot 131-A; and 20 Smith Road. The application for 20 Smith Road, Unit B is not applicable, as it is classified “commercial exempt”.

Chester Municipal Heritage Society
Applications for Tax Exemption for NPOs

Civic Address		Classification	2024 Assessment	2024 Village Tax
82 Union Street	Park	Commercial Taxable	\$70,000	54.39
109 Central Street	Park	Commercial Taxable	\$100,000	77.70
109 Central Street, Parcel L	Park	Commercial Taxable	\$160,100	124.40
133 Central Street, Lot 131-A	Museum	Commercial Taxable	\$676,400	525.56
20 Smith Road	Land Museum	Commercial Taxable	\$179,200	139.24
20 Smith Road, Unit B	Land Museum	Commercial Exempt	\$248,400	0.00
				<hr/> 921.29



Lordly House Museum, 133 Central Street, by Pat Christensen

January 25, 2024

Chester, N.S. BOJ 1J0

The Chester Village Commission

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

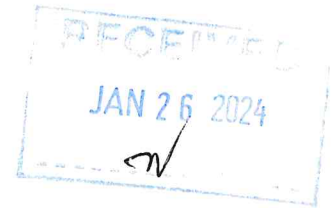
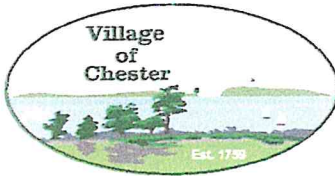
To Whom It May Concern,

I am submitting a request to have the tax exemption for non_ profits applied to the properties owned by the Chester Memorial Heritage Society. Attached you will find the documents you required and the application form. (six parcels of land in total)

Yours truly,

Carol Nauss, Chair

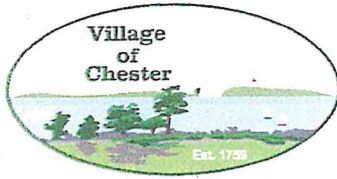
Chester Municipal Heritage Society



Appendix B

Application re: *Tax Exemption for Non-Profit Organizations By-law*

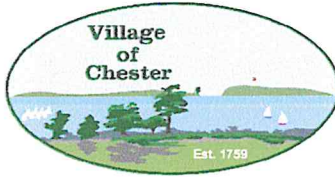
1	Name of Registered Non-Profit/Charity	Chester Municipal Heritage Society
2	Attach: Proof of registration	CRA 11885 1468 RP0001 Joint stocks 1433983 <input checked="" type="checkbox"/> yes <input type="checkbox"/> no
3	Address? (note: if more than one, please submit a separate application per address)	82 Union St.
4	Attach: Proof of Property Ownership (or proof of lease that lists occupant as responsible to pay property tax)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
5	Municipal Account Number	00948845
6	Attach: Notice of Assessment from Property Valuation Services Corporation (or a property tax bill from the Municipality of the District of Chester)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
7	Attach: A financial statement for the prior fiscal year showing all revenues, expenses, assets, and liabilities	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
8	Rationale for requesting tax relief (continue on separate page if needed)	Exploring ways to decrease our costs where possible



Appendix B

Application re: *Tax Exemption for Non-Profit Organizations By-law*

1	Name of Registered Non-Profit/Charity	CMHS
2	Attach: Proof of registration	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
3	Address? (note: if more than one, please submit a separate application per address)	109 Central St.
4	Attach: Proof of Property Ownership (or proof of lease that lists occupant as responsible to pay property tax)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
5	Municipal Account Number	08189250
6	Attach: Notice of Assessment from Property Valuation Services Corporation (or a property tax bill from the Municipality of the District of Chester)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
7	Attach: A financial statement for the prior fiscal year showing all revenues, expenses, assets, and liabilities	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
8	Rationale for requesting tax relief (continue on separate page if needed)	as front page

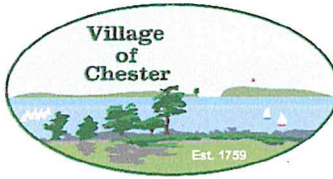


REC
JAN 26 2024
W

Appendix B

Application re: *Tax Exemption for Non-Profit Organizations By-law*

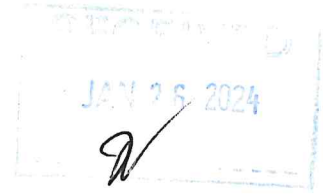
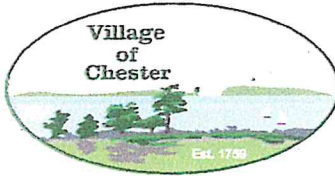
1	Name of Registered Non-Profit/Charity	CMHS
2	Attach: Proof of registration	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
3	Address? (note: if more than one, please submit a separate application per address)	109 Central St. parcel sports Park
4	Attach: Proof of Property Ownership (or proof of lease that lists occupant as responsible to pay property tax)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
5	Municipal Account Number	108179042
6	Attach: Notice of Assessment from Property Valuation Services Corporation (or a property tax bill from the Municipality of the District of Chester)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
7	Attach: A financial statement for the prior fiscal year showing all revenues, expenses, assets, and liabilities	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
8	Rationale for requesting tax relief (continue on separate page if needed)	as front page



Appendix B

Application re: *Tax Exemption for Non-Profit Organizations By-law*

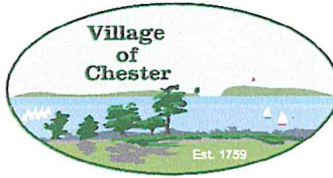
1	Name of Registered Non-Profit/Charity	CMMS
2	Attach: Proof of registration	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
3	Address? (note: if more than one, please submit a separate application per address)	133 Central St. lot 131A (Museum)
4	Attach: Proof of Property Ownership (or proof of lease that lists occupant as responsible to pay property tax)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
5	Municipal Account Number	02950421
6	Attach: Notice of Assessment from Property Valuation Services Corporation (or a property tax bill from the Municipality of the District of Chester)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
7	Attach: A financial statement for the prior fiscal year showing all revenues, expenses, assets, and liabilities	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
8	Rationale for requesting tax relief (continue on separate page if needed)	as front page



Appendix B

Application re: *Tax Exemption for Non-Profit Organizations By-law*

1	Name of Registered Non-Profit/Charity	CMHS
2	Attach: Proof of registration	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
3	Address? (note: if more than one, please submit a separate application per address)	20 Smith Road
4	Attach: Proof of Property Ownership (or proof of lease that lists occupant as responsible to pay property tax)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
5	Municipal Account Number	1084 8016
6	Attach: Notice of Assessment from Property Valuation Services Corporation (or a property tax bill from the Municipality of the District of Chester)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
7	Attach: A financial statement for the prior fiscal year showing all revenues, expenses, assets, and liabilities	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
8	Rationale for requesting tax relief (continue on separate page if needed)	As front page



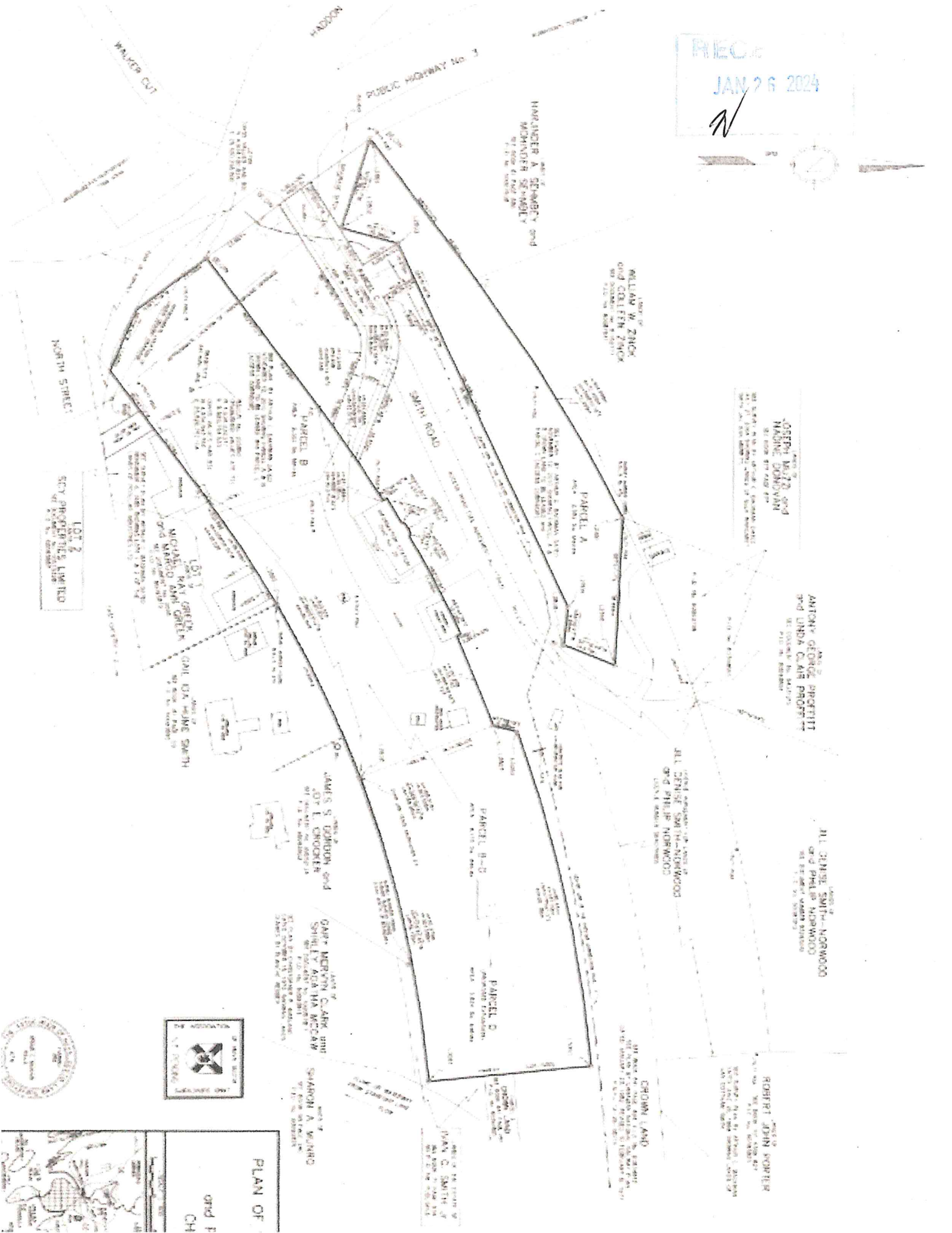
JAN 26 2024
W

Appendix B

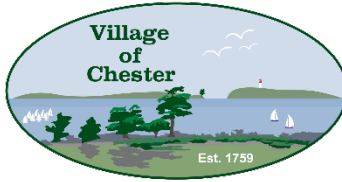
Application re: *Tax Exemption for Non-Profit Organizations By-law*

1	Name of Registered Non-Profit/Charity	CMHS
2	Attach: Proof of registration	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
3	Address? (note: if more than one, please submit a separate application per address)	Unit B, 20 Smith Rd (land and museum)
4	Attach: Proof of Property Ownership (or proof of lease that lists occupant as responsible to pay property tax)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
5	Municipal Account Number	0064 3793
6	Attach: Notice of Assessment from Property Valuation Services Corporation (or a property tax bill from the Municipality of the District of Chester)	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
7	Attach: A financial statement for the prior fiscal year showing all revenues, expenses, assets, and liabilities	<input checked="" type="checkbox"/> yes <input type="checkbox"/> no
8	Rationale for requesting tax relief (continue on separate page if needed)	as front page

REC-6
JAN 26 2024
N



PLAN OF
 and P
 CH



Village of Chester Meetings & Procedures Policy (Draft Amendments v3)

The procedural requirements in this Policy are intended to complement and supplement, and not to replace the requirements contained in applicable municipal legislation, **including but not limited to the Municipal Government Act (MGA)**.

1.0 Scope

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

2.0 Interpretation

- VOC – means the Village of Chester.
- COW – means Committee of the Whole.
- Business day(s) – means a day when the Village of Chester’s office is open for business.
- Commission – means the **elected** Commissioners of the Village of Chester and includes the Chairperson unless the context indicates otherwise.
- **Committee – means a group of individuals appointed by the Chester Village Commission to serve on a body that makes recommendations to the Commission.**
- **Consensus – means a general agreement about something; an idea or opinion that is unanimously shared by all the people in a group. Consensus is a cooperative process alternative to a formal motion.**
- **Chair – means the presiding officer of the Commission or Committee.**
- **Quorum – means a majority of the maximum number of people who may be elected to the Commission.**
- **Majority – means more than one half of those present, unless the context indicates otherwise.**
- **Motion – a formal proposal put to the Commission or a Committee by a mover and a seconder decided by a majority vote of Commission or Committee members present.**

3.0 Policy Statement

The VOC Commission has adopted this policy by resolution on **March 20, 2024** 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 **third** Wednesday of each month commencing at **6:00 pm** at 27 Pleasant Street, Chester.

4.2 **Notice** ~~No notice~~ of the **regular** meeting ~~shall be~~ **is not** required **under the Municipal Government Act** unless there is to be a change of date, place or time ~~of the meeting~~. ~~In this in which~~ case, the Clerk/Treasurer shall advertise notice of the meeting on the VOC website and post notice in a **no less than five (5)** conspicuous places at least ~~seven (7)~~ **two (2)** days before the date of such meeting.

Regular meetings of the Commission may be rescheduled, relocated or cancelled by motion or consensus of Commissioners.

4.3 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~~
- ~~4~~ ~~5~~ Review and approval of minutes of last regular monthly meeting, and of any meetings held since such meeting
- ~~5~~ ~~6~~ Business arising from the minutes
- ~~6~~ ~~7~~ Correspondence
- ~~7~~ ~~8~~ Reports:
 - ~~7.1~~ Clerk Treasurer
 - ~~7.2~~ Financial - YTD
 - ~~7.3~~ Committees [incl CFSC, LCAAC]
- ~~8~~ ~~9~~ New or other business
- ~~9~~ ~~10~~ Commissioner Roundtable
- ~~10~~ **In camera meeting**
- ~~11~~ **Resumption of public meeting**
- ~~12~~ ~~11~~ **Adjournment**

The Chair and Clerk/Treasurer shall confer on the Commission agenda content before it is circulated. The agenda package containing meeting materials in the agenda sequence will be circulated a minimum two (2) business days before the meeting if possible.

- 4.4 A quorum must be present at any meeting for business to be conducted. The Chair shall declare a meeting dissolved if no quorum has been achieved within fifteen (15) minutes of the scheduled meeting time.
- 4.5 The Chair shall ~~maintain order~~ **preside** at all meetings of the Commissioners and shall **maintain decorum, including** ~~have~~ the right to order the removal of any person(s) interfering with the business of the meeting or acting in a disorderly manner.

The Vice-Chair shall act in the absence or inability of the Chair or in the event of the office of Chair being vacant.

- 4.6 Every Commissioner, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair.
- 4.7 All voting matters before the Commission shall be decided by voting on a motion by all Commissioners present (**subject to the Municipal Conflict of Interest Act**), including the Chair, duly moved and seconded. Such voting to be by ~~"yeas" and "nays"~~ **a show of hands**, and the Chair shall state whether the motion has been carried or defeated **based on majority vote**. In the event of a tie, the Chair shall declare the motion defeated. An abstention will be treated as a ~~"nay"~~ **negative** vote.

A recorded vote identifies each Commissioner and whether they voted ~~yea or nay~~ **in favour of, or against, the motion** in the Minutes. A recorded vote **is not necessary but** may be requested by any Commissioner.

- 4.8 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.

- 4.9 Members of the public who wish to address the Commission during the public forum may sign up before the start of the meeting **with their name and civic address**. 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.
- 4.10 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 (5) 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~~ **last** Wednesday of every month commencing at **6:00 pm**, if 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~~ **will meet** for **in-depth** discussion **on such matters including, but not limited to, human resources, policy, or budget development.** ~~and possible recommendation to the Commission, and n~~
- 5.3 ~~No formal decision can~~ **will** be made when the Commission members are meeting ~~as at the~~ COW, **but a recommendation to the Commission may be made.**
- 5.4 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~~ Business Arising
5. New Business
6. Adjournment

5.5 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.

5.6 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 6:30 pm. The date will be determined annually by resolution of the Commission.

6.2 Notice of the time and place of the Annual Public Meeting must be posted in not less than five conspicuous places in the Village, at least fourteen (14) days before the date of the meeting.

6.3 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
5. ~~Fire Chief's~~ Chester Fire Services Committee Report
6. Lido Report
7. Adjournment

- 6.4 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 A Special Commission meeting may be called by:

(a) ~~The Chair may call a special meeting of the Commissioners at any time;~~
and

(b) ~~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.

9.0 Virtual Meetings

A Commission or Committee meeting may be conducted by electronic means, or a Commission or Committee member may participate in a meeting through electronic means, as per the provisions of the Municipal Government Act, Section 19A and the Village's Videoconferencing Policy.

Approved: December 13, 2017	
Amended: May 8, 2019	Motion # 19-027
Amended: September 15, 2021	Motion # 21-117
Amended: October 12, 2022	Motion # 22-119
Amended: March 20, 2024	Motion # TBD

I certify that this Policy was adopted by the Village of Chester Commission as indicated above.

Clerk/Treasurer

Date

Heritage Properties Signage & Tour
Project Estimate v3 (all costs include applicable tax)

Schedule 5.4

Elements	Estimates	Options	Notes
1. Interpretive Sign Panels			Estimated costs for plaques to be installed at five selected heritage properties within the Village: Lordly House Museum, Zoe Valle Memorial Library, St. Stephen's Church, St. Augustine's Church, Chester United Baptist Church. Costs for alternatives are provided.
Scan photos	\$0		<i>In-house</i>
Copywriting	\$0		<i>In-house</i>
Layout	\$0	\$313	<i>In-house OR same designer as collateral</i>
DPW Right-of-Way Permits		\$1,564	<i>If in public right-of-way; refundable pending inspection</i>
MODC Dev't Permit(s)	\$0		<i>None required</i>
Property-owner permission	\$6		<i>Postage re letters requesting landowners' permission to install signs</i>
Sign Production (qty 5)			
<u>Version 1</u>			
Real estate-type hanging sign posts	\$704	\$1,173	<i>Metal build: local artist depending on design; sign manufacturer cost would be \$4,244</i>
Painting	\$146		<i>Incl pickup/dropoff of posts</i>
Paint	\$73		<i>5 cans Tremclad black metal spray paint</i>
Sign printing (two-sided, 24x30"	\$1,632	\$1,971	<i>Cost 1 composite material (4-5lb); cost 2 aluminum (8-9lb). Same cost colour or b&w.</i>
Interpretive panel shipping	\$365		<i>Protective crating & delivery</i>
Installation	\$229		<i>Guesstimate 1/2 day - unconfirmed</i>
<u>Version 2</u>			
Lectern-type pedestal sign post		\$2,628	<i>Signmaker alternative style of post</i>
	\$3,155		
2. Print Collateral			Estimated costs for a printed map/guide to the heritage properties for a self-guided tour.
Copywriting	\$0		<i>In-house</i>
Map design	\$365		<i>Ref from Chester Merchants Assoc.</i>
Design - tri-fold brochure/rack card	\$365		<i>"</i>
Printing - tri-fold brochure/rack card	\$156		<i>Qty 200</i>
	\$886		
3. Digital Version for Website			Estimated costs for (1) a PDF version of the print piece to be available for download on the website, and/or (2) a "slide show"-type video of property photos with a voice-over audio track for remote viewing.
<u>Version 1</u>			
PDF layout	\$0	\$104	<i>PDF version of signs and/or map brochure for download from website</i>
<u>Version 2</u>			
PPT for video export	\$0		<i>In-house - based on "slide show" video w audio track</i>
Audio Recording	\$0		<i>In-house - voice volunteer - Laura or Heather</i>
Music bed(s)	\$141		<i>Relaxed folk music feel (5 tracks)</i>
Audio edit and mix	\$0		<i>In-house</i>
	\$141		
TOTAL	\$4,183		



Village of Chester Commission

27 Pleasant Street, PO Box 620, Chester, NS B0J 2C0

Tel: 902-275-4482

www.villageofchesterns.ca

March 20, 2024

[Owner/Contact]

[Property Name]

[Address]

Chester, NS B0J 1J0

Re: Heritage Property Signage & Tour

The Village of Chester Commission is planning a heritage signage project and would like to include [property]. The intention is to inform our residents about the rich built heritage in our midst and share our treasures with visitors.

While the hope is to expand the project in upcoming years, the Village has identified the following five properties to begin with:

Lordly House Museum, 133 Central Street
Zoé Vallé Memorial Library, 63 Regent Street
St. Stephen's Church, 60 Regent Street
St. Augustine's Church, 105 King Street
Chester United Baptist Church, 84 King Street

The Village would like your permission to install a permanent interpretive sign on your property. The design would resemble an upscale real estate sign, with the content including a story of the property and historic photo. We would also produce an accompanying physical brochure and an online version of the tour.

Please contact the Village's Clerk/Treasurer, Heather McCallum with your written response at heather.mccallum@villageofchesterns.ca or the Village office at 27 Pleasant Street. You are most welcome to call her directly at 902-275-4994 with any questions.

Thank you for your consideration,

Nancy Hatch
Chair, Village of Chester Commission

Schedule 6.1

35 Nauss Point Road,
PO Box 96, Chester, NS
Feb 24, 2024

Village of Chester
27 Pleasant St,
Chester, Nova Scotia
Via email to office@villageofchesterns.ca

Reference: Public Remarks and VOC response Monthly Meeting dated 21Feb2024

Commissioners,

There was a question from the public session questioning the ownership of the Village firetrucks.

As I was involved with the creation of the previous two outside area contracts as a member and eventually Chair of the Village Commission, I can assure you that the previous agreements were for a service only. There was no right of ownership of equipment conveyed to the outside area residents or the Municipality of the District of Chester (MODC).

Further, a letter to MODC, signed by the entire Commission on Feb 16, 2016 further confirmed that the fire rates were for operational costs only and that any request for assistance with capital costs would be separately submitted.

I would point out that the outside area rate is substantially lower than what would be expected for ownership as that (rate X average assessment) produces a tax burden substantially lower as befits a services only contract. I suggest that the outside area contract residents have benefitted by not paying taxes commensurate with ownership of fire apparatus.

Further to the Clerk's response from the public about MGA Section 446 Sale of Village Property, using the term "transfer" of assets, the Cambridge Dictionary includes the following under definition of transfer: to make something the legal property of another .

I would therefore suggest that the decision to transfer the property without proper notice to the citizens of the Village may have contravened Nova Scotia's Municipal Government Act Sections 446A (2)- (5).

Yours respectfully,

David Foley



Digitally signed
by David Foley
DN: cn=David
Foley, o=Risk
Smart
Consulting, ou,
email=david.risk
smart@gmail.co
m, c=CA
Date: 2024.02.24
10:28:41 -04'00'

From: NSFM Communications <communications@nsfm.ca>

Sent: February 26, 2024 10:34 AM

Subject: RE: Government Announces Plan for Climate-Resilient Coastal Communities, Homes

Importance: High

On behalf for President of NSFM Carolyn Bolivar-Getson,

The province has decided not to implement a province-wide Coastal Protection Act for now. Instead, they will introduce a mapping tool to assist property owners and municipalities in identifying at-risk areas. Municipalities can utilize this tool along with available supports to inform their local planning and by-laws.

[Government Announces Plan for Climate-Resilient Coastal Communities, Homes](#)

Note:

- NSFM understands that this new provincial approach is a replacement of the Coastal Protection Act which will not be moving forward.
- NSFM is disappointed that the province is no longer taking a whole-of-province approach and we will be seeking clarification from our members and other stakeholders on the implications.
- The province has stated that municipalities will be supported in developing their own planning and by-laws related to coastal protection.
- NSFM will continue to seek clarification on resources to support municipalities with planning and enforcement, particularly for rural municipalities or those with limited planning capacity.
- The NSFM is pleased to see resources such as the mapping tool provided by the province to assist residents and communities with coastal protection.
- The provincial government has committed to providing communications channels for residents on this plan through a navigator role at the Clean Foundation.
- NSFM will continue to seek clarification on how infrastructure funding will be linked to this plan.
- NSFM is coordinating a Mayors, Wardens, and CAOs call soon to hear additional information from the province.

NOVA SCOTIA FEDERATION OF MUNICIPALITIES

t +902.423.8331

info@nsfm.ca

nsfm.ca | [facebook](#) | [twitter](#) | [linkedin](#) | [instagram](#)



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

NSFM is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaw. We are all Treaty people. We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities who have been here for over 400 years.

News release

Government Announces Plan for Climate-Resilient Coastal Communities, Homes

26 February 2024 | 10:07 AM

Environment and Climate Change

climate change

land and water protection



The coastline off of Mabou in Cape Breton; today the government released its plan to protect people, homes, communities and nature from climate change along the coast. (Communications Nova Scotia / File)

Climate change is causing rising sea levels and stronger storms which can lead to more storm surge flooding and erosion, which put people and properties at risk. Nova Scotians living by the coast and municipalities now have new resources to make their homes, communities and natural areas more resilient to this reality.

Today, February 26, the government released *The Future of Nova Scotia's Coastline: The plan to protect people, homes and nature from climate change along our coast*, which has 15 actions for property owners, municipalities and the Province to take to make coastal homes, communities and natural areas safer.

"Nova Scotians are a coastal people, and being near the ocean contributes significantly to our quality of life – people want to live by it and be safe," said Timothy Halman, Minister of Environment and Climate Change. "However, we need to adapt as climate change increasingly impacts our communities. This new plan is part of our government's integrated and holistic approach to climate change which includes the Environmental Goals and Climate Change Reduction Act, a climate plan, updated risk assessment and more. Together, these initiatives empower Nova Scotians to adapt to climate change, create climate-resilient homes and communities, reduce our greenhouse gas emissions, and in this case, safeguard our coastal way of life."

The plan focuses on empowering coastal property owners to make informed decisions, supporting municipal leadership and aligning resources with coastal protection. The full plan is at: <https://www.novascotia.ca/coastal-plan>

Minister Halman also announced a new navigator service to help coastal property owners understand potential risks and hazards on their property and what they can do to mitigate them.

More than \$3 million in funding from the climate plan will support some of the actions in the coastline plan:

- \$1.6-million investment in municipal flood-line maps so people and municipalities have more information, more quickly, on flooding risks and to support municipalities in better zoning land to reduce coastal and inland flood hazards; part of the funding will be used to hold adaptation workshops for municipal leaders in communities across the province
- a \$1.6-million top-up for the Community Climate Capacity Program, administered on behalf of the Province by Clean Foundation.

Quotes:

“As the level of government responsible for land-use planning, zoning, building permits and building bylaws, municipalities are best equipped to take a holistic approach to planning, designing and building coastal communities so that they are resilient to climate change. They have strong processes and systems to ensure community development and building is done in a way that is sustainable and safe. We will continue to support local municipal leadership and action by investing in more flood-line maps for them to use in their zoning and planning work, through programs like the Sustainable Communities Challenge Fund and the Community Climate Capacity Program, by conducting a provincewide erosion risk assessment, and more.”

— John Lohr, Minister of Municipal Affairs and Housing

Quick Facts:

- the Community Climate Capacity Program helps municipalities, community organizations and Indigenous communities and organizations make their communities resilient to climate change
- about 13.1 per cent of Nova Scotia’s coastline is protected now from development inside provincial parks, wilderness areas, nature reserves, national parks, national wildlife areas and in land owned and managed by conservation land trusts and Mi’kmaq organizations
- the government has committed to increasing this percentage as part of its goal to protect 20 per cent of the province’s land and water by 2030

Additional Resources:

Environmental Goals and Climate Change Reduction Act: <https://nslegislature.ca/sites/default/files/legc/statutes/environmental%20goals%20and%20climate%20change%20reduction.pdf>

Our Climate, Our Future: Nova Scotia’s Climate Change Plan for Clean Growth: <https://climatechange.novascotia.ca/sites/default/files/uploads/ns-climate-change-plan.pdf>

Weathering What’s Ahead: Climate Change Risk and Nova Scotia’s Well-being: <https://climatechange.novascotia.ca/climate-impacts>

More information on the Sustainable Communities Challenge Fund is available at: <https://nschallengefund.ca/>

Other than cropping, CNS photos are not to be altered in any way

Follow Us

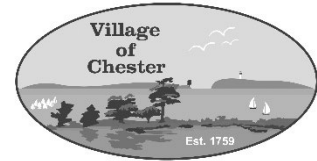
 [Twitter](#)

 [Facebook](#)

 [YouTube](#)

 [All government social media accounts](#)

Village of Chester Commission Clerk/Treasurer Activity Report March 20, 2024



- **Budgets:** Most of my time this past month continued to be focused on 2024/25 Draft Village Budget and 2024/25 Draft Fire Budget, including costing and contracting for the various capital and operations projects. For example, new cleaning services begin next week at both the Village office and fire station, and contract renewals for IT and maintenance are in progress.
- **CFSC:** Other than clerking duties for the Committee, I've been supporting James Robert with managing the consultants on the pre-design for the new fire station work. We're working on a potential solution to give the lot more road access and I'm sourcing surveyors. Another key project is developing a report for Municipal Council for direction on fire boat services with Jim Barkhouse and the CVFD's boat committee.
- **Training & Meetings:**
 - I attended a short online workshop on Digital Accessibility held by IABC (International Assoc. of Business Communicators); interesting to see the private sector approach.
 - The Lunenburg & Queens Counties communications staff met earlier in the month to share concerns and practices.
 - I attended a short NSFM webinar on a new preferred home and auto insurance program for elected officials and staff. I have information if anyone is interested.
 - I met with MODC's new Economic Development team to discuss possible mutual project support – early days yet.
 - South Shore AMA's bi-monthly meeting was last week. The NS Dept of Environment presented on the new "Future of Nova Scotia's Coastline" plan that is replacing the un-proclaimed Coastal Protection Act (see Agenda item 6.2). Build NS presented on their province-wide cellular access program. One point raised was areas like the Village of Chester that will show in the gap analysis as having cellular service, but that service is not as robust as it once was. The problem appears to be overloading of current infrastructure by the much larger phone data packages that allow more streaming. Municipal Affairs always attends with their own report, and the forum allows information sharing among Lunenburg & Queens Counties staff.
- **MODC Planning:**
 - Secondary Planning Strategy & Village Land-Use By-law: The Municipality is holding public presentations of the latest versions of the SPS and VLUB next week – see poster attached. The Commission and public are invited to attend.
 - Ferry Wharf: You'll recall the Dalhousie students conducting the public consultation into possible new uses of the Tancook Island ferry wharf held a focus group with the Commission, public meetings, and a public survey which closed this past Friday.

Report completed by:
Heather McCallum, Clerk/Treasurer

VILLAGE PLAN REVIEW DRAFT #2

WHEN

EACH MEETING WILL INCLUDE A PRESENTATION, FOLLOWED BY TIME FOR QUESTIONS AND DISCUSSION

- ◆ **March 26** **2:30pm - 4:30pm**
- ◆ **March 28** **6:00pm - 8:00pm**

WHERE

St.Stephen's (Community Centre)
54 Regent Street, Chester

HIGHLIGHTED TOPICS • Changes from Draft #1 • Short-term Rental Regulations (revised) • Accessory Dwelling Units • Highway 3 (North Street) • Architectural Controls (revised) • Renamed & Revised Zone Boundaries • Use of Development Agreements • Water-

FOR MORE INFORMATION VISIT:

Voicesandchoices.ca/villagereview or

Call 902-275-2599 or email: planning@chester.ca

LEARN ABOUT THE DRAFT #2 OF THE VILLAGE PLANNING DOCUMENTS

ASK QUESTIONS

Review the new documents, learn what's changed since Draft #1. Ask questions of staff.

NEXT STEPS

Following these meetings, staff will return to Council to discuss the feedback heard. Council may direct staff to make final changes before considering the Secondary Planning Strategy (SPS) and Land Use By-law (LUB) for 1st Reading.

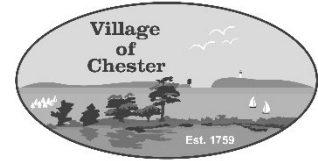
IMPLEMENTATION

- ◆ Final Draft SPS & LUB
- ◆ 1st Reading
- ◆ Public Hearing held
- ◆ Provincial Review
- ◆ Newspaper ad to make new documents effective



Schedule 7.2

Village of Chester Commission Clerk/Treasurer Financial Report March 20, 2024



- **Scotiabank:** The February 2024 bank statement has been reconciled per the Summary Report. We started the month with \$852,736.06 in the bank and ended with \$900,943.83, with the final outstanding HST rebate from 2022/23 and a refund on the Village's 2024 vehicle insurance received.
- **Village/Fire Bank Accounts:** The calculations of funds that should be transferred to the Chester Fire Services Committee bank accounts are with the auditor. My goal is to have this completed for year-end.
- **2024/25 Budget Preparation:**
 - The Draft Village Budget was scheduled for consideration of approval this evening (Agenda item 5.1). Note that the 2023/24 YTD column has been updated to figures as of February 29th. Items like tax relief provided and reserve deposits will come at year-end.
 - The Draft Fire Budget was approved by the Chester Fire Services Committee on March 6th and referred to the Village Commission (tonight's Agenda item 8.1) and to Municipal Council (presenting March 28th).
- **Workshops:** February's GST/HST session with CRA was on audits and record-keeping, and March's was on cost-sharing which has application in shared services with the Municipality or the Fire Department.

Report completed by:

Heather McCallum, Clerk/Treasurer

Village of Chester Commission

Account Reconciliation Summary Report 02/01/2024 to 02/29/2024

Report By: Statement end date

Description	Amount	Total
Account: 1050 Bank - 171-16		
Statement start date:	02/01/2024	
Statement end date:	02/29/2024	
Reconciliation date:	03/14/2024	
Reconciled		
Financial Institution		
Statement Balance Forward as of 02/01/2024		852,736.06 ✓
Transactions on or before 02/29/2024		
Deposits recorded in Statement	210,151.27	
Withdrawals recorded in Statement	-161,943.50	
Total Transactions		48,207.77
Bank Transactions		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required		0.00
Statement End Balance as of 02/29/2024		900,943.83 ✓
Statement End Balance as of 02/29/2024		900,943.83
Outstanding Transactions as of 02/29/2024		
Outstanding Deposits	0.00	
Outstanding Withdrawals	-18,002.61	
Total Outstanding Transactions as of 02/29/2024		-18,002.61
Adjusted Statement End Balance as of 02/29/2024		882,941.22
General Ledger Account		
Book balance as of 01/31/2024		841,626.82
Transactions on or before 02/29/2024		
Debits recorded in account	210,151.27	
Credits recorded in account	-168,836.87	
Net Amount recorded in account		41,314.40
Book balance as of 02/29/2024		882,941.22
Bank Transactions		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required		0.00
Adjusted Book Balance as of 02/29/2024		882,941.22



Request for Decision

Chester Fire Services Committee

[Schedule 8.1](#)

<p>Topic:</p> <p>2024-25 Chester Volunteer Fire Department Draft Budget: Partners' Consideration and Approval</p>	<p>Date: Mar 13, 2024</p> <p>Proposed By: Kirk Collicutt, Treasurer Chester Fire Services Committee</p>
<p>Issue Summary:</p> <p>Per the Intermunicipal Fire Services Agreement of May 18, 2022 and Revising Agreement of July 31, 2023 between the Municipality of the District of Chester (MODC) and Village of Chester: the 2024-25 annual budget has been prepared by the Chester Fire Services Committee (CFSC) in conjunction with the Chester Volunteer Fire Department (CVFD). The CFSC is a body corporate jointly owned by MODC and the Village that oversees fire and emergency services delivery via the CVFD.</p> <p>The Draft Budget and proposed fire rate were presented to the public at the CFSC's Annual Public Meeting on February 15, 2024 and approved by the Committee at their following March 6, 2024 meeting. It now comes before Municipal Council and the Village Commission for final partners' approval.</p>	
<p>Background:</p> <p>This is the first budget of the Chester Fire Services Committee under the 2022 & 2023 agreements. The process was as follows:</p> <ul style="list-style-type: none"> • Preliminary budget preparation (Dec 2023-Jan 2024): CVFD, Village Clerk/Treasurer (C/T) • Meeting 1 (Jan 15, 2024): Committee Treasurer, CVFD, Village C/T – line-by-line discussion and refinement • Meeting 2 (Jan 24, 2024): Full Committee – line-by-line review of expenses • Meeting 3 (Feb 7, 2024): Full Committee – review revisions; reserves and fire rate decisions • Meeting 4 (Feb 15, 2024): Annual Public Meeting – public presentation – see video archive or meeting minutes • Meeting 5 (Mar 6, 2024): Full Committee – draft budget and fire rate approval; refer to Council and Commission • Meeting 6 (Mar 20, 2024): Village Commission consideration for approval • Meeting 7 (Mar 28, 2024): Municipal Council consideration for approval 	

See rationale for **proposed fire rate** of \$0.0974/\$100 assessment ([Attachment A](#)) and **2024-25 Draft Budget** ([Attachment B](#)).

Note: The attached budget reflects Operating, Capital and Reserves plans for 2024-25. A 20-year capital plan is in development by the Committee and Fire Department.

Options:

1. Confirm approval of the 2024-25 Draft CFSC/CVFD Budget and fire rate as presented.
2. Request revisions to the Draft Budget and/or the fire rate.

Considerations:

Financial Impacts

The Committee and Fire Department must have an approved budget to operate in fiscal 2024-25. The agreements direct that the budget be approved by April 1st each year.

Policy

The request is in keeping with the Intermunicipal Fire Agreement, Articles 29-33, and Revising Agreement, Article 4(ii).

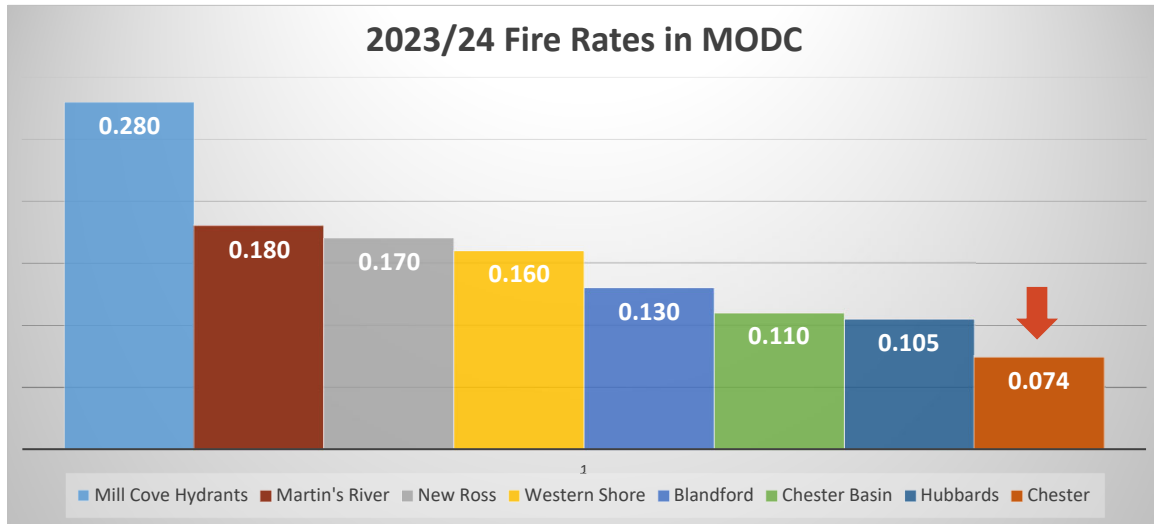
Recommendation:

It is recommended that Municipal Council and the Village Commission approve the attached Draft Operating & Capital Budget and proposed fire rate.

Draft Motion:

That the Chester Village Commission approve the 2024-25 Chester Volunteer Fire Department Draft Budget and \$0.094 fire rate as presented.

Fire Rates in the Municipality of Chester



14

Proposed Fire Rate

- Planning considerations:
 - Five and 20-year capital plans are in development (apparatus and equipment)
 - Two trucks need replacement in 2027 (one deferred from 2021) – estimated cost \$1.7M
 - New fire station engineering and pre-design in progress – estimated cost of build \$TBD
 - Increased reserves are needed.
- Maintaining a 0.074 rate would net 10% more revenue than last year, barely keeping pace with exponentially increasing costs only. No new investment for future needs.
- The new rate 0.094 allows for \$187.5K more funds to be invested in reserves.
- The new fire rate would still be the lowest in the municipality.

15

Chester Fire Services Committee
2024/25 CVFD Fire Budget - as approved by Committee
Mar 6, 2024

	Budget 2022/23 (Fire rate 0.0740)	Budget 2023/24 (Fire rate 0.0740)	YTD Actual to Feb 29 2024 (8.33% of year left)	Budget 2024/25 (Fire rate 0.0940)	Notes
REVENUE					
Revenues					
4101 Village Fire Tax	314,497.26	355,670.00	356,556.08	494,166.65	1 2
4102 Outside Area Fire Tax	335,309.76	371,568.00	373,632.00	520,140.54	2
4600 Island Fire Boat Tax	10,276.75	10,548.00	10,548.00	15,073.09	2
Loan from Fire Apparatus Reserve	710,085.90				3
4210 HST Offset Grant		0.00	3,377.64	0.00	3
4221 CVFD Extraordinary Revenue		10,000.00	2,500.00	0.00	3
3400 Surplus Truck Sale (proceeds to Reserve)		0.00	40,000.00		3
Total	1,370,169.67	747,786.00	786,613.72	1,029,380.28	
TOTAL REVENUE	1,370,169.67	747,786.00	786,613.72	1,029,380.28	
EXPENSES SUMMARY					
Subtotal Operating	341,645.31	373,800.00	343,283.21	448,412.00	
Subtotal Capital	827,585.90	122,200.00	99,323.52	148,250.00	
Subtotal Reserves	200,938.47	250,938.47	90,938.47	432,718.28	
TOTAL EXPENSES	1,370,169.68	746,938.47	533,545.20	1,029,380.28	

	Budget 2022/23	Budget 2023/24	YTD to Feb 29 2024	Budget 2024/25	Notes	
EXPENSES DETAILS						
OPERATIONS						
Administration						
5210	Salaries - Bookkeeping & Mgmt	40,000.00	42,450.00	29,139.66	42,450.00	4
5250	Overhead - Bookkeeping & Mgmt	4,500.00	5,900.00	3,152.04	5,900.00	5
5447	Employment Insurance	759.00				
5448	Canada Pension Plan	1,650.00				
5436	Audit Fees - CVFD	5,000.00	5,000.00	3,910.71	5,000.00	6
5442	Office Supplies - CVFD	984.56	1,500.00	636.44	1,500.00	
5495	Office Equipment	1,400.00				
5473	Fire Services Committee - Overhead		5,000.00	771.53	5,000.00	7
New	Annual Public Meeting				350.00	8
New	Advertising				650.00	8
New	CFSC - Liability Insurance		0.00	8,477.78	8,840.00	9
5479	Legal Fees - CVFD	3,000.00	3,000.00	1,605.52	2,000.00	10
	Administration Total	57,293.56	62,850.00	47,693.68	71,690.00	
Firefighting Force						
5115	Firefighters Honorarium	50,000.00	50,000.00	50,000.00	50,000.00	
5116	In Lieu of Fundraising	15,000.00	15,000.00	15,000.00	15,000.00	
5154	Uniforms	3,000.00	3,000.00	231.45	3,000.00	
5167	24hr Firefighter Accident Insurance	8,200.00	9,400.00	8,137.00	9,400.00	
5172	24hr Family Insurance	6,000.00	6,300.00	6,434.00	6,300.00	
New	EAP Program				4,000.00	11
5174	Annual Firefighters Banquet	2,500.00	2,500.00	153.17	2,500.00	12
	Firefighting Force Total	84,700.00	86,200.00	79,955.62	90,200.00	
Training & Education						
5120	Training	20,000.00	35,000.00	21,285.13	30,000.00	
5150	Fire Prevention & Education	2,500.00	3,000.00	5,073.53	5,000.00	
5156	Chief's Conference		500.00	0.00	500.00	
5485	CVFD Bursary	1,500.00	1,500.00	1,500.00	2,000.00	13
	Training & Education Total	24,000.00	40,000.00	27,858.66	37,500.00	
Firefighting Equipment						
5040	Medical Supplies	750.00	2,000.00	1,744.71	1,500.00	
5075	Tools & Equipment	1,500.00	7,500.00	7,001.44	7,500.00	
5160	Hoses (2)	1,500.00				
5162	Flashlights/Camera/Batteries	1,000.00			1,000.00	
5315	CVFD Vehicle Fuel	9,000.00	8,000.00	9,154.76	10,000.00	
5320	CVFD Vehicle Insurance	7,575.00	10,200.00	13,944.48	14,500.00	9
5090	SCBA Masks	4,000.00	2,000.00	581.61	2,000.00	
	Firefighting Equipment Total	25,325.00	29,700.00	32,427.00	36,500.00	

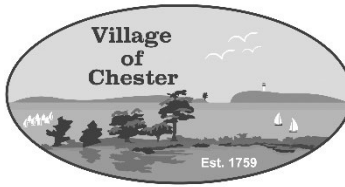
	Budget 2022/23	Budget 2023/24	YTD to Feb 29 2024	Budget 2024/25	Notes	
Personal Protective Equipment						
5030	General PPE		8,250.00	5,619.43	30,000.00	14
5050	Gloves - Fire	1,000.00				
5053	Gloves - Extrication	250.00				
5055	Boots	2,000.00				
5055	Wildland Coveralls	2,000.00				
5060	Helmets	3,000.00	0.00	112.11		
5130	Bunker Gear	18,500.00	18,500.00	19,131.21	30,000.00	15
	Personal Protective Equipment Total	26,750.00	26,750.00	24,862.75	60,000.00	
Communication						
5095	Communication Contract	5,000.00	5,000.00	5,194.16	5,000.00	
5100	Communications General Repair	500.00	500.00	99.58	500.00	
5105	Pagers	2,000.00	2,000.00	3,685.46		
5110	Communications Upgrades	3,500.00	7,500.00	10,675.29	7,500.00	16
5164	Mobile Radio Service Plan	1,500.00	1,500.00	1,032.46	1,500.00	
5166	Portable Mobile Radios	1,500.00				
	Communication Total	14,000.00	16,500.00	20,686.95	14,500.00	
Maintenance						
5005	Apparatus Pump Test	2,500.00			0.00	17
5088	Small Engine Maintenance	1,000.00	500.00	0.00	500.00	
5126	Extinguisher Maintenance	850.00	850.00	994.06	850.00	
5125	SCBA Fill Station Maintenance	7,500.00	7,500.00	5,227.69	7,500.00	
5135	Bunker Gear Inspection & Repair	4,000.00	4,000.00	3,803.49	5,000.00	
5138	Ladder/Harness Inspections	700.00	1,200.00	678.38	1,200.00	
5310	CVFD Vehicle Repairs & Maintenance	30,000.00	30,000.00	33,370.45	30,000.00	
5017	Jaws of Life	1,500.00	1,500.00	2,628.00	2,500.00	
	Maintenance Total	48,050.00	45,550.00	46,702.07	47,550.00	
Building & General						
5205	Telephone & Alarm	5,000.00	5,000.00	6,745.14	7,500.00	
5220	Fire Station Building Utilities	20,000.00	20,000.00	12,849.79	20,000.00	
5223	Taxes & Collection Fee - 4070 Hwy 3		1,200.00	1,696.57	1,800.00	
5229	Fire Station Janitorial	5,000.00	2,500.00	2,264.88	6,300.00	18
5230	Fire Station Maintenance	10,000.00	12,000.00	14,561.61	12,000.00	
5235	Fire Station Insurance	6,500.00	6,500.00	16,447.15	17,100.00	9
5240	Consumables	4,000.00	4,000.00	3,809.07	4,500.00	
5241	Storm Event Supplies & Rentals		4,500.00	460.13	4,500.00	
5224	Waste Removal (Dumpster)				5,800.00	19
5445	Office Supplies & Expenses	500.00				
	Building & General Total	51,000.00	55,700.00	58,834.34	79,500.00	

	Budget 2022/23	Budget 2023/24	YTD to Feb 29 2024	Budget 2024/25	Notes
Fire Boat					
5605	1,000.00	1,000.00	0.00	1,040.00	20
5615	776.75	800.00	0.00	832.00	
5620	4,500.00	6,300.00	3,633.80	6,552.00	
5625	2,100.00	2,100.00	0.00	2,184.00	
5627	1,800.00				
5640	100.00	100.00	10.00	104.00	
5626	250.00	250.00	618.34	260.00	21
	10,526.75	10,550.00	4,262.14	10,972.00	
SUBTOTAL OPERATING	341,645.31	373,800.00	343,283.21	448,412.00	
CAPITAL					
1815	80,000.00				22
5084		50,000.00	41,293.44	60,550.00	23
New				30,000.00	24
5087	710,085.90				
5080		4,000.00	2,613.46		
5081		6,000.00	0.00		
5032		13,200.00	1,861.50	13,200.00	25
5058		7,500.00	6,571.55		
5036		2,000.00	2,242.14		
5033		10,000.00	6,345.79	10,000.00	26
5023		4,500.00	1,650.21	4,500.00	
5026		25,000.00	12,739.44		
5087		0.00	24,005.99		
5090	36,000.00			20,000.00	
New				10,000.00	27
5098	1,500.00				
Capital Total	827,585.90	122,200.00	99,323.52	148,250.00	
SUBTOTAL CAPITAL	827,585.90	122,200.00	99,323.52	148,250.00	
RESERVES (Planned)					
5474	50,938.47	50,938.47	50,938.47		28
5305	150,000.00	200,000.00	0.00	232,718.28	29
3400		0.00	40,000.00		
New				0.00	30
New				200,000.00	31
Reserves Total	200,938.47	250,938.47	90,938.47	432,718.28	
SUBTOTAL RESERVES	200,938.47	250,938.47	90,938.47	432,718.28	
TOTAL EXPENSES	1,370,169.68	746,938.47	533,545.20	1,029,380.28	

Chester Fire Services Committee
2024/25 CVFD Fire Budget -- Notes
Mar 6, 2024

- 1 A 2024/25 fire rate increase is needed to allow for building of reserves: \$0.094/\$100 of assessment.
- 2 Figures based on 2024 Preliminary Assessment figures from MODC (note that individual assessment appeals are still open with PVCS).
- 3 Not applicable in 2024/25. Note that blank lines (not \$0.00) indicate a line item from a previous budget that does not carry over into 2024/25.
- 4 Salaries: Village Clerk/Treasurer 25% and Admin Assistant 50%.
- 5 Overhead: Office rental 25%.
- 6 Shared municipal auditor with Village - Morse Brewster Lake 50%.
- 7 Second video monitor for VOC Boardroom requested - has been ordered on 2023/24 budget.
- 8 NEW requirement - based on Village costs for APM and public notice advertising. Does not include a broader marketing allowance.
- 9 NEW requirement for corporate body - 2023 insurance cost plus CPI.
- 10 Shared municipal solicitor with Village - Taylor MacLellan Cochrane; billed actuals.
- 11 NEW EAP program for firefighters.
- 12 2023 actual was thanks to the generosity of the Chester Legion.
- 13 Bursary had not been increased in over 10 years.
- 14 Large replacement of helmets, boots etc. required in 2024/25.
- 15 An application to the provincial Provider Fund has been submitted; awaiting notification.
- 16 Change of line name; includes former portable ratio GLs 5110 & 5166.
- 17 Able to do this testing in-house as the Chief is certified.
- 18 New commercial cleaning service for the fire station.
- 19 Line item moved from Village cost - dumpster at fire station.

- 20 Currently out of service. Parking this section with CPI increase only until replacement need is assessed.
- 21 The inshore boat 732 is seeing more use with the 731 out of service.
- 22 Investigate possibility of access for wider driveway for 4070 Highway 3 from adjacent PID.
- 23 Remainder of Acre Architects contract (total \$106,000 plus HST *minus* \$50,000 from 2023/24).
- 24 Anticipated costs include lot surveying, land registration, public communications, etc.
- 25 Change of line name; formally for wildfire boots only.
- 26 Location(s) to be determined.
- 27 NEW allows for 4-5 firefighters to be outfitted.
- 28 Not applicable; this loan was repayed in full in 2023/24.
- 29 Reserve ownership transferred from Village; current amount is approx. \$549K with 2023/24 \$200K deposit pending at end of fiscal year.
- 30 Separation of Fire portion of Village operating reserve as of 2023/24 pending at end of fiscal year. In general, any operating surplus must be deposited to operating reserve annually.
- 31 NEW reserve account for new fire station building.



**Village of Chester Commission
Request for Decision**

Schedule 8.2

<p>Topic</p> <p>Setting Audit, Annual Public Meeting, and Election Dates for 2024</p>	<p>Date March 20, 2023</p> <p>Proposed By Heather McCallum Clerk/Treasurer</p>
<p>Issue Summary</p> <p>In an effort to pre-set the 2024 calendar, staff are requesting that dates of key events in the Commission’s governance year be scheduled now. Having the dates set allows for advance planning and publication.</p>	
<p>Background</p> <p>Key governance events in 2024 includes:</p> <ul style="list-style-type: none"> • Audit Committee meetings x2: The MGA 44 (3) and the Village’s Audit Committee Policy requires the formation of an audit committee which “...shall meet at least twice in each fiscal year.” Recommended date: Monday, April 22, 2024 at 2:00pm and Thursday, June 13, 2024 at 2:00pm • Annual Public Meeting: The MGA 413 requires this to be held “...on or before the first day of July in each fiscal year.” Recommended date: Tuesday, June 18, 2024 at 6:30pm (note that regular Commission meeting would fall on Jun 19, 2024) • Annual Commission election (two seats): The MGA 416 and the Village’s Elections By-law require this to be held “...within one week following the annual meeting.” Recommended date: Tuesday, June 25, 2024 (advance poll would be Saturday, June 22, 2024). <p>The Auditor, Audit Committee citizen member, and Commission members were all consulted for availability.</p> <p>Per request, I can confirm that proxy voting is permitted in Village elections.</p>	
<p>Options</p> <ol style="list-style-type: none"> 1. The Commission may approve any or all of the suggested dates above. 2. The Commission may revise any or all of the suggested dates above. 	

Considerations

Financial Impacts

Annual Public Meeting and Election costs will be included in the annual budget, per past practice.

Policy Impacts

Adherence to the *Municipal Government Act* is mandatory.

Recommendation

Staff recommend approving the dates as suggested.

Draft Motion

That the Chester Village Commission set the following dates for governance events in 2024: Audit Committee meetings on April 22nd and June 13th, 2024 at 2:00pm; the Annual Public Meeting on June 18, 2024 at 6:30pm; and the annual Election on June 25, 2024 with an advance poll on June 22, 2024.