

Agenda

Commission Monthly Meeting

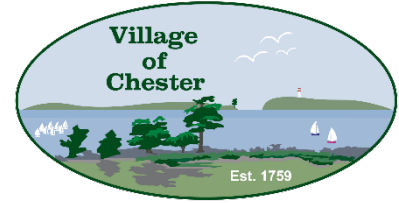
Wednesday, April 17, 2024 – 6:00 pm

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 territory of the Mi'kmaq people. This territory is covered by the 1725 Treaties of Peace and Friendship. We are all treaty people and, as such, have a responsibility to each other and to this land.

2.0 Public Forum

3.0 Approval of Agenda/Additions to Agenda

4.0 Review/Approval of Minutes

4.1 Regular Meeting: Wednesday, March 20, 2024

4.2 Special Meeting: Monday, April 8, 2024

5.0 Business Arising – Nil

6.0 Correspondence – Nil

7.0 Reports

7.1 Clerk/Treasurer

7.2 Financial, including Interim 2023/24 Q4 Budget Variance Report

7.3 Committee: Chester Fire Services – Chair Hatch

7.4 Committee: Lunenburg County Accessibility Advisory
– Vice-chair Pauley

8.0 New/Other Business

8.1 Request for Decision: Community Grants – Applications x 5
(in order of receipt):

8.1.1 Chester Municipal Heritage Society

8.1.2 Chester Merchants Association

8.1.3 Chester Playhouse

8.1.4 Chester Art Centre

8.1.5 Chester Yacht Club

9.0 Commissioner Roundtable

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

- Legal advice eligible for solicitor-client privilege
- Contract negotiations
- Acquisition, sale, lease and security of village property

11.0 Resumption of Public Meeting

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

12.0 Adjournment

Next Meeting(s)

- Regular Monthly: May 15, 2024 – 6:00 pm at 27 Pleasant Street & Virtual
- Annual Public Meeting: June 18, 2024 – 6:30 pm at Location TBD & Virtual

Schedule 4.1

Minutes

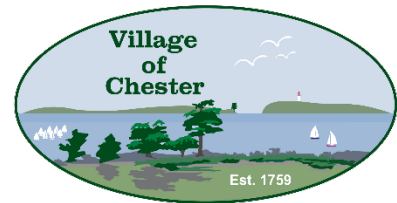
Village Commission Monthly Meeting

Wednesday, March 20, 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; Randall O'Malley, Commissioner; Geraldine Pauley, Commission Vice-Chair

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

Regrets: Gloria Nauss, Commissioner

1.0 Call to Order

Chair Hatch called the March 20, 2024 Regular Monthly Meeting of the Village of Chester Commission to order at 6:00 pm.

Vice-Chair Pauley stated the Land Acknowledgement:

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 of 1725. We are all treaty people, and as such, have a responsibility to each other and to this land.

2.0 Public Forum

2.1 Our Health Centre: Roger Bower & Nate Stepner

Board Member Executive Director of Our Health Centre and Nate Stepner, OHC Board Member, presented an overview of the work of the organization (*Schedule 2.1*).

Mr. Bower stated that the OHC has identified three Strategic Priorities:

1. Develop programs that focus on the Determinants of Health and reduce barriers to better health.
2. Increase access to health services and health care.
3. Increase opportunities for education and sector connections to support the public's awareness of health issues and opportunities.

The two facets of OHC are the Foundation, which does the financial fundraising work, and the Association, which conducts the day-to-day operations.

Chair Hatch thanked Mr. Bower and Mr. Stepner for their presentation.

Both Mr. Bower and Mr. Stepner left the meeting at 6:22 pm.

3.0 Approval of Agenda/Additions to Agenda

Motion #24-014: Commissioner O'Malley moved; Vice Chair Pauley seconded: That the Agenda of the March 20, 2024 Regular Monthly Meeting be approved as presented.

Motion carried unanimously

4.0 Review/Approval of Minutes

4.1 Regular Monthly Meeting: Wednesday, February 21, 2024

Motion #24-015: Commissioner O'Malley moved; Commissioner Mulrooney seconded: That the Minutes of the February 21, 2024 Regular Monthly Meeting be approved as presented.

Motion carried unanimously

5.0 Business Arising

5.1 2024/25 Draft Village Budget

The Draft Village Budget (v.6) was presented for consideration of approval (*Schedule 5.1*).

Motion #24-016: Commissioner O'Malley moved; Vice Chair Pauley seconded: That the 2024/25 Village Budget be approved as presented.

Motion carried unanimously

It was noted that the budget was passed with a Village general government tax rate of \$0.077/\$100 of assessment, the same rate the Village has maintained for several years now.

5.2 Tax Exemptions for NPOs Application: Chester Municipal Heritage Society

The Clerk/Treasurer noted a correction to the summary chart. The total Village tax charged to CMHS properties is \$1,114.30.

Motion #24-017: Vice Chair Pauley moved; Commissioner Mulrooney seconded: 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 100%, in the amount of \$1114.30, for the following properties: 82 Union Street; 109 Central Street; 109

Central Street, Parcel L; 133 Central Street, Lot 131-A; 20 Smith Road; and 20 Smith Road, Unit B.

Motion carried unanimously

5.3 Meetings & Procedures Policy: Proposed Amendment

The Policy is brought back for approval (*Schedule 5.3*). The Commission had moved on October 11, 2023 to try the adjusted meeting schedule for the first three months of 2024 before final approval.

The Commission requested an amendment to Article 2.0 “Consensus”, to remove the text “alternative to a formal motion,” noting that not every motion can be replaced by consensus, such as a new expenditure of funds.

Motion: #24-018: Commissioner O’Malley moved; Vice Chair Pauley seconded: That the amended Meetings & Procedures Policy be approved with the revision requested.

Motion carried unanimously

5.4 Heritage Property Signage & Tour Project

The Clerk/Treasurer reviewed the updates to the project estimate and a draft letter to the five property owners selected for the project (*Schedule 5.4*).

Motion #24-019: Vice-chair Pauley moved; Commissioner O’Malley seconded: That the Heritage Property Signage & Tour project signposts be ordered now.

Motion carried unanimously

Motion #24-020: Vice Chair Pauley moved; Commissioner O’Malley seconded: To approve the Heritage Property Signage & Tour project in its entirety as presented.

Motion carried unanimously

The intention is for the costs to come from the current year 2023/24 budget (Tourism Attraction Projects). Letters seeking permission for installation to be sent to the property owners first. It was noted that the initial plan to formally collaborate with the Heritage Society will not be pursued at this time.

6.0 Correspondence

6.1 Dave Foley re: Ownership of Fire Trucks

The Clerk/Treasurer reported that the question has been referred to the Village’s solicitor for legal advice. A response will be provided to the resident when the process is completed.

6.2 NSFM re: Climate Resilient Coastal Communities

The letter from the Nova Scotia Federation of Municipalities regarding the Province's decision against proclaiming the Coastal Protection Act was provided for information.

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 reported that the majority of callouts were medical.

7.4 Committee: Lunenburg County Accessibility Advisory (LCAAC)

Vice-Chair Pauley stated the Accessibility Foundations training session was postponed twice and is now rescheduled [April 27, 2024]. Monthly meetings continue.

8.0 New/Other Business

8.1 Request for Decision: 2024/25 CVFD Budget Approval

The Clerk/Treasurer presented the request for decision (*Schedule 8.1*). Per the Intermunicipal Fire Services Agreement 2022 and Revising Agreement 2023, the Fire Budget has been prepared and approved by the Chester Fire Services Committee. As the CFSC is jointly owned by the Municipality and Village, the budget comes to both bodies for ratification.

Motion #24-021: Commissioner O'Malley moved; Commissioner Mulrooney seconded: That the Chester Village Commission approve the 2024-25 Chester Volunteer Fire Department Draft Budget and \$0.094 fire rate as presented.
Motion carried unanimously

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

The Clerk/Treasurer presented the request for decision to set dates for important governance events in 2024. She also confirmed that proxy voting is permitted in Village elections and will be promoted.

Motion #24-022: Vice Chair Pauley moved; Commissioner O'Malley seconded: 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.

Motion carried unanimously

9.0 Commissioner Roundtable

Commissioner Mulrooney commented that she was involved with a CBC presentation concerning the Ferry Wharf future use public consultations.

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

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

12.0 Adjournment

Next meetings:

- The next Regular Monthly Meeting will be held on April 17, 2024 at 6:00 pm.

The meeting was adjourned at 7:15 pm.

Commission Chair
Nancy Hatch

Clerk/Treasurer
Heather McCallum

Schedule 4.2

Minutes

Village Commission Special Meeting

Wednesday, April 8, 2024 – 1:00pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester



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

1.0 Call to Order

Chair Hatch called the April 8, 2024 Special Meeting of the Village of Chester Commission to order at 1:00 pm.

2.0 Approval of Agenda/Additions to Agenda

Motion #24-023: Vice-chair Pauley moved; Commissioner O'Malley seconded: That the Agenda of the April 8, 2024 Special Meeting be approved as presented.
Motion carried unanimously

3.0 Approval of Minutes

Motion #24-024: Commissioner O'Malley moved; Commissioner Nauss seconded: That the Minutes of the March 20, 2024 Special Meeting be approved as presented.
Motion carried unanimously

4.0 Business Arising

4.1 Honorarium & Salary CPI Increases

The Clerk/Treasurer noted that these expenses are contained in the approved 2024/25 Village Budget.

Motion #24-025: Vice-chair Pauley moved; Commissioner Nauss seconded: That the proposed pay rates as presented in Schedule 4.1 be approved for the fiscal year 2024/25 [i.e., Commissioner Honorarium by 4% CPI; new external committee meeting pay of \$40/hr for elected officials; 4% CPI increase for the Clerk/Treasurer, Administrative Assistant, and crossing guards; \$0.50/hour increase for lifeguards].
Motion carried unanimously

5.0 New Business

5.1 Fire Committee Bank Accounts

This item was deferred to a future meeting.

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

- Legal advice eligible for solicitor-client privilege
- Acquisition, sale, lease and security of village property

Motion #24-026: Commissioner Mulrooney moved; Commissioner O'Malley seconded: That the Commission move in camera, as per Section 408B (2) of the Municipal Government Act.

Motion carried unanimously

The Commission recessed at 1:03 pm.

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

The Commission resumed the public meeting at 1:42 pm.

Motion #24-027: Vice-chair Pauley moved; Commissioner O'Malley seconded: That the \$200,000 budgeted for the 2023/24 Fire Apparatus Reserve be transferred to the Chester Fire Services Committee operating bank account.

Motion carried unanimously

5.0 Adjournment

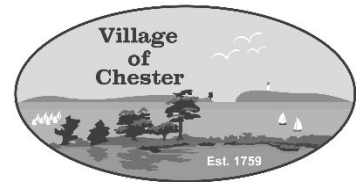
The meeting was adjourned by the Chair at 1:45 pm.

Commission Chair
Nancy Hatch

Clerk/Treasurer
Heather McCallum

Schedule 7.1

Village of Chester Commission Clerk/Treasurer Activity Report April 17, 2024



- **Lido Pool:** We are slowly ramping up for the 2024 season.
 - The accessibility audit of the Lido and public washroom is confirmed to take place on the third week of May.
 - The revised/completed engineering report on the Lido exterior wall is expected this week, with text and drawings for the RFP to follow the week after.
 - Interviews have commenced for lifeguard staff and I hope to have hiring completed by the end of April/early May.
- **Accessibility:** AMANS is beginning a series of Accessibility Lunch 'n Learns to support staff leads on implementation. The first one was on accessible signage and wayfinding, which will be quite helpful on the heritage sign project.
- **Training & Meetings:** The ANSV had its quarterly meeting on April 11th. It appears most villages responded to the question of hiring an Executive Director the same way this Commission did, with approval in principle and awaiting costs.
- **Economic Development:** A Hallmark Christmas movie is shooting in the Village this week and next – please enjoy the wintry decorations on Pleasant Street while they last.

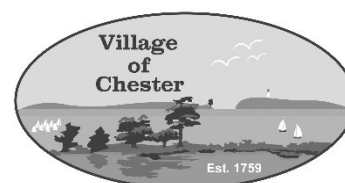
Purchase orders were issued to suppliers for the Heritage Sign/Tour project. Content development – particularly copywriting – will be the next step, with property owner permission-seeking.

- **Commissioner of Oaths:** I have been appointed a Commissioner of Oaths by the Minister of Justice in my capacity as Clerk/Treasurer. This allows me to administer oaths, take and receive affidavits, statutory declarations and affirmations. The Village can offer this service to the public free-of-charge. And as a bonus I will be able to swear the newly-elected Commissioners into office in June!

Report completed by:
Heather McCallum, Clerk/Treasurer

Schedule 7.2

Village of Chester Commission Clerk/Treasurer Financial Report April 17, 2024



- **Scotiabank:** The March 2024 bank statement has been reconciled per the Summary Report. We started the month with \$900,943.83 in the bank and ended with \$841,828.56, with a note that there was a \$15,991 insurance payment dated for April cashed early in March. We'll clean that discrepancy up in next month's reconcile.
- **2023/24 Year-End:** I'm currently working on the 2023/24 Q4 and year-end budget reconciles. An Interim Q4 budget variance (i.e. comparative income statement) is included with this report, but please note this is subject to change. There are very likely some invoices outstanding and there may be adjustments from the auditor. A final 2023/24 budget variance report will be brought to a future meeting.
- **Village/Fire Bank Accounts and 2023/24 Audit:**
 - Per our Sage advisor, the Sage business account for the Chester Fire Services Committee cannot be opened until the 2023/24 audit is completed so that opening balances can be entered for 2024/25.
 - The auditor is on-site on April 15th; I will advise when I have a target completion date and whether the Audit Committee meetings need to be advanced in the calendar.
 - Thanks to a Commission motion on April 8th, the 2023/24 budgeted Fire Apparatus Reserve deposit amount of \$200,000 was transferred to the main CFSC bank account so that bills can be paid. Cheques on this account have to be hand-written until the Sage company is open and accounts entered.
- **Reserves:** The 2023/24 budgeted deposits to the Lido Pool Reserve (\$30,000) and the EMC Building Reserve (\$7,142.63) have been completed and will appear in the April reconcile.
- **Grants:** We were successful in qualifying for the 2024 National Safe Swimming Recovery Program, which covers costs for lifeguard training and a portion of salary for the trainee. Currently one of our staff fits this profile, to be seen if any of our part-timers do as well. The total reimbursement figure from this grant will be known at the end of the summer.
- **2024/25 Contracting:** Per the approved Village Budget, suppliers have been contracted for 2024/25 including: IT services, website services, cleaning services, summer compost collection (mid-June to mid-September), Public Washroom cleaning and garbage collection, a new printer/photocopier lease. The proposed maintenance contract follows later this evening.
- **Workshops:** March's GST/HST session with CRA was postponed.

Report completed by:

Heather McCallum, Clerk/Treasurer

Village of Chester Commission
Account Reconciliation Summary Report 03/01/2024 to 03/28/2024
Report By: Statement end date

Description	Amount	Total
Account: 1050 Bank - 171-16		
Statement start date:	03/01/2024	
Statement end date:	03/28/2024	
Reconciliation date:	04/05/2024	
Reconciled		

Financial Institution

Statement Balance Forward as of 03/01/2024		900,943.83
Transactions on or before 03/28/2024		
Deposits recorded in Statement	5,540.72	
Withdrawals recorded in Statement	-48,664.99	
Total Transactions		-43,124.27
Bank Transactions		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required \$15,991 payment to Andrew MacDonald dated April 1st		-15,991.00
Statement End Balance as of 03/28/2024		841,828.56
Statement End Balance as of 03/28/2024		841,828.56
Outstanding Transactions as of 03/28/2024		
Outstanding Deposits	0.00	
Outstanding Withdrawals	-27,440.71	
Total Outstanding Transactions as of 03/28/2024		-27,440.71
Adjusted Statement End Balance as of 03/28/2024		814,387.85

General Ledger Account

Book balance as of 02/29/2024		882,941.22
Transactions on or before 03/28/2024		
Debits recorded in account	5,540.72	
Credits recorded in account	-58,103.09	
Net Amount recorded in account		-52,562.37
Book balance as of 03/28/2024		830,378.85
Bank Transactions		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required		-15,991.00
Adjusted Book Balance as of 03/28/2024		814,387.85

**Village of Chester Commission 2023/24
 INTERIM Comparative Income Statement: VOC
 Q4 2024-03-31**

	Actual Q4 2023-04-01 to 2024-03-31	Budget 2023-04-01 to 2024-03-31	Percent Remaining	Notes	
REVENUE					
Revenues					
4100	Village General Govt Tax	374,841.12	373,454.00	0.37	1
4116	Eastlink Rental/Tower	2,479.40	2,479.40	0.00	
4223	Transfer from Prov Govt - Grants	0.00	0.00	0.00	2
4225	Transfer fr Federal Govt - Grants	1,414.00	2,500.00	-43.44	3
	Revenues Total	378,734.52	378,433.40	0.08	
EMC Building					
4110	Rental income - EMC	20,993.28	21,256.68	-1.24	
	EMC Building Total	20,993.28	21,256.68	-1.24	
HST Rebates					
4200	HST Rebate (Federal)	34,736.83	0.00	0.00	4
4201	HST Offset Grant (Provincial)	1,709.94	3,000.00	-43.00	5
	Rebates Total	34,736.83	0.00	0.00	
TOTAL REVENUE		436,174.57	402,690.08	8.32	

	Actual Q4 2023-04-01 to 2024-03-31	Budget 2023-04-01 to 2024-03-31	Percent Remaining	Notes	
EXPENSES					
Governance					
5450	Annual Public Meeting	338.01	300.00	12.67	
5477	Commissioner Honorarium	10,701.12	10,400.00	2.90	6
5431	Low-Income Property Tax Exemptions	3,904.06	5,000.00	-21.92	7
5432	Non-Profit Tax Exemptions	1,455.71	3,000.00	-51.48	7
5496	Election Expense	0.00	2,000.00	-100.00	
	Administration Subtotal	16,398.90	20,700.00	-20.78	
Administration					
5430	Village Office Rent	15,357.38	18,000.00	-14.68	8
5428	Village Office Cleaning	2,392.62	2,400.00	-0.31	
5435	Audit Fees - VOC	3,910.71	5,000.00	-21.79	
5440	Employee Wages	66,228.89	75,000.00	-11.69	9
5445	Office Supplies & Expenses - VOC	4,451.39	2,500.00	78.06	10
5447	Employment Insurance	2,814.34	2,000.00	40.72	
5448	Canada Pension Plan	5,745.33	4,000.00	43.63	
5455	Advertising	1,777.34	2,000.00	-11.13	
5460	Membership & Dues	1,178.67	1,500.00	-21.42	
5465	Training & Travel	2,034.03	1,500.00	35.60	
5470	Bank Charges	193.69	350.00	-44.66	
5472	Consultants	0.00	3,000.00	-100.00	
5475	Legal Fees - VOC	908.30	5,000.00	-81.83	
5476	Medical Insurance	6,233.17	6,000.00	3.89	
5478	Employee Benefits	1,005.00	2,000.00	-49.75	11
5480	Office Phone & Internet	2,151.19	2,000.00	7.56	
5481	IT Support & Website	3,536.44	6,000.00	-41.06	
5490	Insurance (Liability & Property)	23,362.33	19,000.00	22.96	12
5492	Cyber Insurance	2,400.00	0.00	0.00	13
5236	Fire Station Co-insurance	0.00	0.00	0.00	14
5495	Office Equipment & Programs	8,699.45	9,500.00	-8.43	15
	Administration Subtotal	154,380.27	161,750.00	-4.56	
Protection					
5501	Street Lights Power	8,177.41	8,000.00	2.22	
5526	Street Lights Maintenance	0.00	5,000.00	-100.00	16
5540	Crossing Guards	9,539.02	11,000.00	-13.28	
	Protection Subtotal	17,716.43	24,000.00	-26.18	
Beautification					
5565	Flower Baskets	21,038.85	22,000.00	-4.37	
5570	Wreaths	4,007.58	5,000.00	-19.85	
5582	Community Celebrations/Grants	9,500.00	9,500.00	0.00	
	Beautification Subtotal	34,546.43	36,500.00	-5.35	

Economic Development					
5590	Tourism Attraction Projects	1,288.45	10,000.00	-87.12	17
Economic Development Subtotal		1,288.45	10,000.00	-87.12	
Operations					
5575	Summer Compost Collection	28,053.22	23,000.00	21.97	
5585	Property Maintenance/Landscaping	4,024.06	3,500.00	14.97	
5960	Public Washrooms	11,362.27	15,000.00	-24.25	
5224	Waste Removal (Dumpster)	6,447.94	5,000.00	28.96	
Operations Subtotal		49,887.49	46,500.00	7.28	
Jib Lot					
5405	Jib Lot Maintenance	1,348.76	1,000.00	34.88	
5410	Land Taxes (Waste Collection)	623.09	650.00	-4.14	
5415	Water Lot Taxes (Waste Collection)	138.58	125.00	10.86	
Jib Lot Subtotal		2,110.43	1,775.00	18.90	
Lido Pool					
5910	Lido Maintenance & Operations	19,763.57	18,000.00	9.80	18
5915	Lido Capital Repairs	0.00	0.00	0.00	19
5925	Lido Insurance	4,176.02	5,100.00	-18.12	
5935	Life Guard Wages	18,246.31	21,000.00	-13.11	
5940	Supervisor/Security (Race Week)	1,517.97	1,600.00	-5.13	
5945	Lido Taxes (Waste Collection Fee)	1,120.42	1,200.00	-6.63	
Lido Pool Subtotal		44,824.29	46,900.00	-4.43	
General Government Total		321,152.69	348,125.00	-7.75	
EMC Building					
5705	EMC Maintenance & Repairs	2,152.34	4,000.00	-46.19	
5709	EMC Capital Projects	4,014.05	0.00	0.00	20
5710	EMC Insurance	1,057.97	1,300.00	-18.62	
5715	EMC Taxes (Property & Waste)	5,058.45	4,800.00	5.38	
EMC Building Total		12,282.81	10,100.00	21.61	
Reserves (Planned)					
5720	EMS Reserve	7,142.63	11,156.68	-35.98	20
5743	Gen Gov't Operating Reserve Deposit	3,308.49	3,308.40	0.00	
5937	Lido Reserve Deposit	30,000.00	30,000.00	0.00	
Reserves Total		40,451.12	44,465.08	-9.03	
TOTAL EXPENSE		373,886.62	402,690.08	-7.15	
Balance to date (surplus)		62,287.95			21

Village of Chester Commission 2023/24
INTERIM Comparative Income Statement: VOC
Q4 2024-03-31

- 1 Final reconciliation of actual Village residential and commercial tax revenue, as provided by MODC. Includes grants-in-lieu of taxes for Village properties owned by the Federal and Provincial governments. Note that this figure includes the low-income resident and non-profit organization exemption amounts not actually collected so that they can be shown in expenses.
- 2 Provincial grant for Lido Pool capital project revenue deferred to 2024/25.
- 3 Actuals received for Canada Summer Jobs grant for lifeguards, as only one qualified for the program. Federal grant for Lido Pool project revenue deferred to 2024/25.
- 4 Federal HST rebates from four reporting periods (2021-2023) received in 2023/24. \$66,157.23 from 2022 new truck purchase specifically earmarked for Apparatus Reserve.
- 5 Provincial HST offset grant for 2021/22 reporting period distributed in 2023/24. Split with VOC along revenue share lines.
- 6 Includes Workers Compensation Board payments for Commissioners.
- 7 These figures provided as actuals by MODC as part of 2023/24 tax revenue reconcile.
- 8 Clerk/Treasurer salary split 75%-25% with Fire; Administrative Assistant split 50%-50%.
- 9 Office rental costs split 75% Village/25% Fire.
- 10 Costs of supplies, like most things, have increased sharply. This item was budgeted at \$3,000 in the previous fiscal and has been increased for 2024/25.
- 11 This is the Clerk/Treasurer's RSP benefit applied in Q4.
- 12 Revised insurance costs as of Nov 2023.
- 13 New insurance approved for addition at the Commission Meeting of Oct 11, 2023.
- 14 Vehicle insurance that was charged to the Village prior to transfer to the Chester Fire Services Committee temporarily and credited back.
- 15 Original budget \$4,500; includes additional Boardroom AV & Furniture expenditure of up to \$5,000 approved on July 12th (to come from Operating Reserve, if required). Note that the additional \$5,000 is not included in the section total.
- 16 The 2023/24 order of five replacement decorative streetlights (PO issued for \$9,875 + tax) was not received and installed until April, invoice is pending.
- 17 Includes blue tribute lights for RCAF Centennial and VOC lapel pins. POs have been issued for the Heritage Sign/Tour project to come from 2023/24 (totalling approx. \$3,414 + tax on a proposed budget of \$4,183 incl tax).
- 18 Q4 invoice not yet received; expected to be minimal.

- 19 Lido capital project deferred to 2024/25.
- 20 Roof replacement 25% deposit. The cost was covered by reducing the budgeted deposit to EHS Reserve by this amount.
- 21 Subject to change pending possible adjustments as well as invoices for 2023/24 streetlight and Heritage Sign/Tour project.

Village of Chester Commission 2023/24
INTERIM Comparative Income Statement: CVFD
Q4 2024-03-31

	Actual Q4 2023-04-01 to 2024-03-31	Budget 2023-04-01 to 2024-03-31	Percent Remaining	Notes	
REVENUE					
Revenues					
4101	Village Fire Tax	356,991.55	355,670.00	0.37	1
4102	Outside Area Fire Tax	378,787.49	371,568.00	1.94	1
4221	CVFD Extraordinary Revenue	3,306.63	10,000.00	-66.93	2
3400	Surplus Truck Sale	40,000.00	0.00	0.00	3
	Revenues Total	779,085.67	737,238.00	5.68	
Fire Boat					
4600	MODC Islands Fire Boat Tax	10,547.51	10,548.00	-0.00	1
	Fire Boat Total	10,547.51	10,548.00	-0.00	
HST Rebates					
4200	HST Rebate (Federal)	126,282.33	0.00	0.00	4
4201	HST Offset Grant (Provincial)	3,377.64	0.00	0.00	5
	Rebates Total	129,659.97	0.00	0.00	
TOTAL REVENUE		919,293.15	747,786.00	22.94	

		Actual Q4 2023-04-01 to 2024-03-31	Budget 2023-04-01 to 2024-03-31	Percent Remaining	Notes
EXPENSES					
Administration					
5210	Salaries - Bookkeeping & Mgmt	31,535.32	42,450.00	-25.71	
5250	Overhead - Bookkeeping & Mgmt	3,554.85	5,900.00	-39.75	
5436	Audit Fees - CVFD	3,910.72	5,000.00	-21.79	
5442	Office Supplies - CVFD	1,866.20	1,500.00	24.41	6
5473	Fire Services Committee - Overhead	1,390.19	5,000.00	-72.20	7
New	Liability Insurance	8,477.78	0.00	0.00	8
5479	Legal Fees - CVFD	2,627.00	3,000.00	-12.43	
	Administration Total	53,362.06	62,850.00	-15.10	
Firefighting Force					
5115	Firefighters Honorarium	50,000.00	50,000.00	0.00	
5116	In Lieu of Fundraising	15,000.00	15,000.00	0.00	
5154	Uniforms	231.45	3,000.00	-92.29	
5167	24 Hour Accident Insurance	8,137.00	9,400.00	-13.44	
5172	24 Hour Family Insurance	6,434.00	6,300.00	2.13	
5174	Annual Firefighters Banquet	153.17	2,500.00	-93.87	9
	Firefighting Force Total	79,955.62	86,200.00	-7.24	
Training & Education					
5120	Training	22,099.10	35,000.00	-36.86	
5150	Fire Prevention & Education	5,073.53	3,000.00	69.12	
5156	Chief's Conference	0.00	500.00	-100.00	
5485	CVFD Bursary	1,500.00	1,500.00	0.00	
	Training & Education Total	28,672.63	40,000.00	-28.32	
Firefighting Equipment					
5040	Medical Supplies	1,758.26	2,000.00	-12.09	
5075	Tools & Equipment	7,001.44	7,500.00	-6.65	
5315	CVFD Vehicle Fuel	9,806.70	8,000.00	22.58	10
5320	CVFD Vehicle Insurance	26,625.48	10,200.00	161.03	11
5090	SCBA Masks	581.61	2,000.00	-70.92	
5626	Inshore Boat Equipment	618.34	250.00	147.34	12
	Firefighting Equipment Total	46,391.83	29,700.00	56.20	
Personal Protective Equipment					
5030	General PPE	15,453.57	8,250.00	87.32	13
5130	Bunker Gear	19,131.21	18,500.00	3.41	
	Personal Protective Equipment Total	34,584.78	26,750.00	29.29	

Communication					
5095	Communication Contract	5,420.35	5,000.00	8.41	
5100	Communications General Repair	99.58	500.00	-80.08	
5105	Pagers	3,685.46	2,000.00	84.27	
5110	Communications (Radio) Upgrades	10,675.29	7,500.00	42.34	
5164	Mobile Radio Service Plan	1,126.32	1,500.00	-24.91	
	Communication Total	21,007.00	16,500.00	27.32	
Maintenance					
5088	Small Engine Maintenance	0.00	500.00	-100.00	
5126	Extinguisher Maintenance	994.06	850.00	16.95	
5125	SCBA Fill Station Maintenance	6,675.46	7,500.00	-10.99	
5135	Bunker Gear Inspection & Repair	3,803.49	4,000.00	-4.91	
5138	Ladder/Harness Inspections	678.38	1,200.00	-43.47	
5310	CVFD Vehicle Repairs & Maintenance	22,345.57	30,000.00	-25.51	14
5017	Jaws of Life	2,628.00	1,500.00	75.20	
	Maintenance Total	37,124.96	45,550.00	-18.50	
Building & General					
5205	Telephone & Alarm	7,294.27	5,000.00	45.89	
5220	Fire Station Building Utilities	17,717.19	20,000.00	-11.41	
5223	Taxes & Collection Fee - 4070 Hwy 3	1,696.57	1,200.00	41.38	
5229	Fire Station Janitorial	2,271.36	2,500.00	-9.15	
5230	Fire Station Maintenance	14,820.77	12,000.00	23.51	
5235	Fire Station Insurance	16,447.15	6,500.00	153.03	15
5240	Consumables	3,815.60	4,000.00	-4.61	
5241	Storm Event Supplies & Rentals	460.13	4,500.00	-89.77	
	Building & General Total	64,523.04	55,700.00	15.84	
Capital Purchase					
5084	Capital Project Consultant	51,752.57	50,000.00	3.51	16
5080	Capital Low-Angle Rescue Equipment	2,613.46	4,000.00	-34.66	
5081	Capital Firefighting Hand Tools	0.00	6,000.00	-100.00	
5032	Capital Non-structural Rescue Boots	1,861.50	13,200.00	-85.90	
5058	Capital High Pressure Air Bags	6,571.55	7,500.00	-12.38	
5036	Capital Wheeled Stokes Basket	2,242.14	2,000.00	12.11	
5033	Capital Dry Hydrant Installation	6,345.79	10,000.00	-36.54	
5023	Capital General Use Coveralls	1,650.21	4,500.00	-63.33	
5026	Capital 511 Vehicle Refit	12,739.44	25,000.00	-49.04	
5087	Capital 551 Fire Tanker 2022	24,005.99	0.00	0.00	17
	Capital Purchase Total	109,782.65	122,200.00	-10.16	
Reserves (Planned)					
3400	Surplus Truck Proceeds to Apparatus Reserve	40,000.00	0.00	0.00	3
5474	Loan Principle Payment	50,938.47	50,938.47	0.00	
5305	Fire Apparatus Reserve Deposit	200,000.00	200,000.00	0.00	18
	Reserves Total	290,938.47	250,938.47	15.94	

Fire Boat Budget

5605	Fire Boat Fuel & Oil	0.00	1,000.00	-100.00	
5615	Fire Boat Consumable Items	0.00	800.00	-100.00	
5620	Fire Boat Maintenance	3,633.80	6,300.00	-42.32	
5625	Fire Boat 571 Insurance	0.00	2,100.00	-100.00	
5640	Fire Boat Bank Charges	10.00	100.00	-90.00	
	Fire Boat Total	3,643.80	10,300.00	-64.62	19

TOTAL EXPENSE	769,986.84	746,938.47	3.09
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Balance to date (surplus) 149,306.31 20

Proposed distribution:

- *Rebate funds to Apparatus Reserve per note #4* 66,157.23
- *Fire Boat surplus to Apparatus Reserve* 6,656.20
- *Capital surplus to TBD (Building?) Reserve* 12,417.35
- *Operating surplus to Operating Reserve* 64,075.53

Village of Chester Commission 2023/24
INTERIM Comparative Income Statement: CVFD
Q4 2024-03-31

- 1 Final reconciliation of actual fire tax revenue, as provided by MODC. Includes grants-in-lieu of taxes for Fire Service Area properties owned by the Federal and Provincial governments.
- 2 Donation to cover cost of bear paw, NS Power grant-in-lieu and fire acreage.
- 3 Sale of surplus truck with proceeds deposited to the Apparatus Reserve.
- 4 Federal HST rebates from four reporting periods (2021-2023) received in 2023/24. \$66,157.23 from 2022 new truck purchase specifically earmarked for Apparatus Reserve.
- 5 Provincial HST offset grant for 2021/22 reporting period distributed in 2023/24. Split with VOC along revenue share lines.
- 6 Overage caused by banking materials needed: deposit book and CFSC cheques.
- 7 Includes costs for the Annual Public Meeting and purchase of a second video screen for the meeting boardroom.
- 8 New liability insurance for Chester Fire Services Committee. Liability was previously borne by the Village, but CFSC is a new corporate entity.
- 9 Thanks to a generous donation from the Chester Legion.
- 10 Much higher fuel costs at the pump than a year ago drove this overage.
- 11 New re-assessed vehicle insurance policy for Chester Fire Services Committee (including an additional vehicle) + \$876 co-insurance to Village for overlap period.
- 12 The inshore boat seeing more use with the fire boat out of commission.
- 13 Includes a significant helmet purchase late in the fiscal to take advantage of available 2023/24 budget funds.
- 14 Includes insurance deductible for repairs to the 531 damaged in the July floods. The insurance reimbursement for the repair itself has been applied.
- 15 New building and contents insurance for the fire station. Reflects increased/accurate replacement value of contents.
- 16 First four payment to Acre Architects for the fire station pre-design project. Remainder of project fee to be incurred in 2024/25.
- 17 Equipment ordered in 2022 for the then-new purchase delivered in 2023/24.
- 18 This \$200,000 amount was transferred from the Village to the CFSC main operating bank account to cover Fire accounts payable until the accounting back-end can be completed post-audit and the remainder of the Village/Fire funds split transferred. CFSC will then move the \$200,000 into the Apparatus Reserve as planned.
- 19 The fire boat was out of service most of 2023/24. Replacement options are under consideration.
- 20 Subject to change pending possible adjustments.



Chester Volunteer Fire Department

Email - info@chesterfd.ca
Station (902)275-5113 - Fax (902)275-2134

Good Evening

The CVFD responded to nine medicals , two investigations , one power line arcing , one mutual aid for inshore boat, one assistance to EHS. in the Month of March.

Our regular monthly training focused on hose deployment and hose advancing. We also finished up our Self Contained Breathing Apparatus face fits to ensure all our members wearing SCBA are in the proper mask.

We have a large-scale mutual aid practice coming up in September at Mabec in East River. It will be a two part event. Day one will be a practical evolution on site for all our mutual partners and more. The second day will be a tabletop exercise led by the Regional Emergency Management Organization .

Our members along with members from other departments are continuing their National Fire Protection Association 1001 level 1 firefighter training.

The CVFD is recommending we keep the current 511 for a period of 12 months after the new unit goes into service later this month . The point of this time will be to determine if a second utility is required to support the service we deliver to the community. We will work with Heather on this to collect relevant data to make a data driven recommendation.

Thank you
Chief Cody Stevens
On behalf of the CVFD

Schedule 7.4

Minutes of the Meeting of Lunenburg County Accessibility Advisory Committee (LCAAC)

Held online via Zoom.

March 6, 2024, from 7-8:30pm

Members Present:

Sheila Landry (Community Member), Teresa Alexander-Arab (Community Member), Louise Hopper (Community Member), Scott Lutes (Community Member), Gregory Novak (Community Member), Councillor Penny Carver (TOMB), Councillor Kacy DeLong (MODL), Councillor Jennifer McDonald (TOB Councillor Abdella Assaff (MODC), Councillor Susan Sanford (TOL), Commissioner Geraldine Pauley (Vice Chair VOC).

Staff Present:

Heather McCallum (Clerk/Treasurer VOC), Dylan Heide (Policy-TOMB), Andrew LeBlanc (Recreation-MODL, Ellen Johnson (Regional Accessibility Coordinator)

Guests Present:

None to note.

Regrets:

Peggy McCalla (Community Member), Hilary Grant (Planning/Heritage-TOL), Tammie Bezanson (Engineering-MODC)

1. Meeting Called to Order

Meeting called to order by Chair Penny Carver.

2. **Acknowledgements and Protocols:** Penny read the Land Acknowledgement and reminder of accessibility as a human right. She also reminded participants to please raise their hand (virtually or physically) and wait to be called on to speak and to also state their name before speaking.

3. Approval of Agenda

MOTION TO APPROVE the agenda, moved by Geraldine Pauley, seconded by Sheila Landry. ALL IN FAVOR, SO MOVED.

4. Approval of Minutes

MOTION TO APPROVE previous meeting minutes for February 7th, 2024, moved by Teresa Alexander-Arab, seconded by Abdella Assaff. ALL IN FAVOR, SO MOVED.

5. Welcome and Introductions

6. Accessibility Coordinator's Update

6.1 Reminder to community members to send your TD1 and Banking information to Anita Macdonald at Municipality of Chester to arrange meeting pay. Please also let her know if you are declining the meeting pay.

6.2 Regional Anti-Racism and Diversity Coordinator Update – The position has been filled and the new hire will start on April 3rd, 2024. Ellen will work collaboratively with this new position.

6.3 Information and Communications Standard Development Committee Recruitment - Actively seeking individuals with disabilities to work on the development of standards and a path forward. Applications are due March 29, 2024, Ellen will email additional information.

6.4 PEACH Research Unit invitation to complete the Walk and Wheel in my Neighbourhood survey. Ellen will forward the link via email.

6.5 MODL Parks accessibility Audit Presentation Request – The committee was in favour of having them present findings at the next LCAAC meeting. Ellen will follow up with MODL Recreation.

7. Matters Arising

7.1. LCAAC Terms of Reference: Approval to go to Councils/Commission: The requested updates raised in the last meeting have been made to the document. Verbiage will be reviewed to ensure that 5.1.5 is clear and concise.

7.2. Accessibility Foundations Training Date: Saturday, April 27, 9:30AM-12PM. Ellen will circulate the information via email.

8. New Business

8.1 Access Awareness Week 2024 Planning – There is discussion of being the hub location for a ‘Silent Disco’. The committee members were unsure of their level of availability for supporting a working group to organize but it was recommended that other social groups in the community may have volunteers that would be able to assist. It would also encourage public engagement and awareness. The committee did not think that the silent disco would be as effective as other potential activities at bringing attention to accessibility and disability in Lunenburg County. Promoting work by the committee and municipalities to date was determined to be a more desirable approach. Ellen suggested if anyone on the committee wanted to participate in an organizing working group, that she could assist them. Greg, Teresa and Sheila agreed to begin preliminary discussions with the initial idea of doing a Photo Voice project in partnership with community members with disabilities. Ellen will follow up accordingly.

8.2 Land Acknowledgement Discussion – A discussion took place about the length of the land acknowledgement currently used by the committee. The importance of having meaning behind the words was expressed by members. They were open to finding a more succinct version however, it would still need to hold meaning to members. The committee

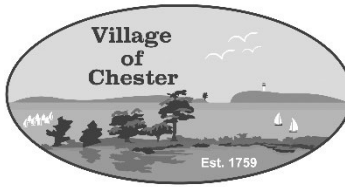
agreed to work on a core statement or template and then have personalized options available they committee could work towards incorporating a model that feels like a fit to everyone. Ellen will circulate some information on this, and Ellen will reach out to the EDI Committee for input as well. Additional discussions will take place.

8.3 Guest Speakers Discussion: Who would you like to hear from? What would you like to learn about?

1. It was suggested that potentially Angela Henoegger, Manager of REMO, could present information on accessibility measures and protocol in emergency management situations. It was also suggested that potentially once the Built Environment Standards and Building Code are approved, to have a high-level presentation of the documents. A further discussion took place about relevant topics. It was suggested to reach out to NSCC to have their accessibility program faculty and suggest they present their program and challenges/trends they are currently facing.
2. **Roundtable Discussions:** A discussion took place about intersectionality and creating space for layered content and understanding. The committee also discussed the importance of having supporting policies in place to provide the foundation if any progress is to be made. They discussed the challenges municipal governments face from provincial mandates and the poor communication that often follows. The committee also discussed budget season and the accessibility initiatives on the table. Staff advised that training took place for community groups in Mahone Bay on making social media accessible. They had a great turn out and will be expanding the training opportunity to other communities.

9. Date of Next Meeting: April 3, 2024, via Zoom.

10. Meeting was adjourned as all items on agenda were completed.



Schedule 8.1 Rev

**Village of Chester Commission
Request for Decision**

<p>Topic:</p> <p>Community Grant Applications 2024/25</p>	<p>Date: Apr 17, 2024</p> <hr/> <p>Proposed By: Heather McCallum Clerk/Treasurer</p>
<p>Issue Summary:</p> <p>The annual allocation of community grant funding is required. The 2024/25 Village Budget allows for a total of \$10,000 to be disbursed.</p>	
<p>Background:</p> <p>Per the 2023 amended Grant Policy, annual deadline is April 1st. As of that date, four applications have been received. The applications are from (in order of receipt) the Chester Municipal Heritage Society, Chester Merchants Association, Chester Playhouse, Chester Art Centre, and Chester Yacht Club. These organizations have been grant recipients in the past.</p> <p>Attachments:</p> <ul style="list-style-type: none"> • Grant Requests 2024 – Chart • Grant Disbursement History • Grant Evaluation Form • Application packages x 5 <p>The Grant Policy states that all grant applications received by the April 1st deadline each year will be considered together for approval and funding allocation at the May meeting of the Village Commission.</p> <p>Note that the Grant Policy also requires grant recipients to submit a project report to the Village after completion. All five have provided reports for 2023 (included).</p>	
<p>Options:</p> <ol style="list-style-type: none"> 1. That the Commission consider grant applications and assign levels of funding. 2. That the Commission seek supplementary information from applicant(s) and defer the funding decision to the Commission’s May 15, 2024 meeting. A deferment would still meet policy requirements. 3. That the Commission cancel the Community Grants program and decline all applications. 	

Village of Chester
Community Grants - Requests

Year	Organization	Project	Ask	Granted
2024/25	Chester Municipal Heritage Society	Canada Day Garden Party	\$3,500	
	Chester Merchants Assoc	Village Christmas	\$5,000	
	Chester Playhouse	Natal Day Concert	\$4,950	
	Chester Art Centre	Artists & Makers Market	\$1,100	
	Chester Yacht Club	Chester Race Week	\$800	
			<hr/>	
			\$15,350	
	Funds available (GL 5582)		\$10,000	

Village of Chester
 Community Grants - Disbursement History (GL5582)

Year	Organization	Amount	Notes
2023/24	Chester Municipal Heritage Society	\$3,000	
	Chester Arts Centre - Summer Festival	\$2,500	
	Chester Playhouse - Public Re-opening	\$2,500	
	Chester Merchants Assoc - Village Christmas	\$1,000	
	Chester Yacht Club - Race Week	\$500	
	Total	\$9,500	
2022/23	Chester Municipal Heritage Society	\$5,000	
	Chester Merchants Assoc - Village Christmas	\$300	
	Chester Yacht Club - Race Week	\$400	
	Total	\$5,700	
2021/22	Chester Municipal Heritage Society	\$5,000	<i>Returned unused \$2,110</i>
	Chester Art Society	\$500	
	Chester Playhouse	\$500	
	Chester Yacht Club	\$500	
	Total	\$6,500	
2020/21	Chester Basin Fire Commission	\$23	
	Everett Hiltz	\$340	
	Lisa Rhyno	\$129	
	Marsha Grist	\$266	
	Total	\$758	
2019/20	Chester Municipal Heritage Society	\$10,000	
		\$10,000	
2018/19	Nil	\$0	
2017/18	Fireworks FX	\$5,419	
		Total	\$5,419
2016/17	Fireworks FX	\$3,794	<i>+ Donations \$1,200</i>
		Total	\$3,794
2015/16	Fireworks FX	\$2,845	<i>+ Donations \$1,450</i>
		Total	\$2,845

Repeat Organizations - Total Granted

Chester Municipal Heritage Society	\$20,890
Chester Yacht Club	\$1,400
Chester Arts Centre/Society	\$3,000
Chester Playhouse	\$3,000
Chester Merchants Assoc	\$1,300

Village of Chester Grant Request Evaluation

The objective of the grant policy is to:

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

The Village Commission reserves the right to approve or deny any project based on conditions and interests at the time of application.

Applicant Organization	
Project	

CRITERIA	NOTES/SCORE
Eligibility	
1. Non-profit organization (churches/faith-based organizations are not eligible)	Y / N
2. Respect the available Village infrastructure	Y / N
3. Have a plan to attract visitors and participants to the event, while encouraging participation by Village residents	Y / N
4. Event or initiative must be open to the public	Y / N
5. Received application by deadline April 1st	Y / N

Reporting	
6. Has the organization applied for and/or received funding from the Village Commission before?	Y / N
If yes, was a report received with financial information that explains how the funds were spent and what outcomes were achieved?	Y / N
Evaluation	
7. Demonstrated impact to attract tourism – enhance the visitor experience or increase the appeal of the Village of Chester as a destination	_____ / 40
8. Benefit to the community at large	_____ / 20
9. The organization has a demonstrated financial need for grant funding	_____ / 20
10. For large projects, evidence of project funding sources and partnerships other than the Village Commission	_____ / 20
TOTAL	_____ / 100

COMMENTS