

Agenda

Commission Monthly Meeting

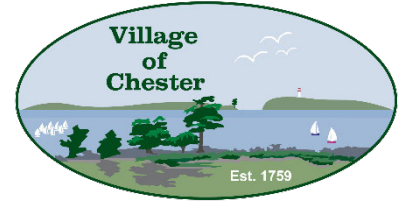
Wednesday, May 15, 2024 – 6:00 pm

In-Person & Virtual Meeting

VOC Office, 27 Pleasant Street, Chester

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

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



1.0 Call to Order

As we meet today, we acknowledge that we live in Mi'kma'ki, the traditional and ancestral territory of the Mi'kmaq people. We are all treaty people with 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, April 17, 2024

5.0 Business Arising – Nil

6.0 Correspondence – Nil

7.0 Reports

7.1 Clerk/Treasurer

7.2 Financial

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 Memorandum: Reimbursement Policy – for information

8.2 Appointment to MODC Village Planning Advisory Committee

8.3 Heritage Signage & Tour Project – discussion

9.0 Commissioner Roundtable

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

11.0 Resumption of Public Meeting

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

12.0 Adjournment

Next Meeting(s)

- Annual Public Meeting: June 18, 2024 – 6:30 pm at St. Stephen's Community Centre, 54 Regent Street & Virtual
- Regular Monthly: June 19, 2024 – 6:00 pm at 27 Pleasant Street & Virtual

Schedule 4.1

Minutes

Village Commission Monthly Meeting

Wednesday, April 17, 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 April 17, 2024 Regular Monthly Meeting of the Village of Chester Commission to order at 6:01 pm.

Vice-chair Pauley stated the Land Acknowledgement:

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

There were no members of the public in attendance.

3.0 Approval of Agenda/Additions to Agenda

Motion #24-028: Commissioner Nauss moved; Commissioner O'Malley seconded: That the Agenda of the April 17, 2024 Regular Monthly Meeting be approved as presented.

Motion carried unanimously.

4.0 Review/Approval of Minutes

4.1 Regular Monthly Meeting: Wednesday, March 20, 2024

Note: There is a clarification to Item 5.4 that is addressed in "Business Arising".

Motion #24-029: Commissioner O'Malley moved; Commissioner Nauss seconded: That the Minutes of the March 20, 2024 Regular Monthly Meeting be approved as presented.

Motion carried unanimously.

4.2 Special Meeting: Monday, April 8, 2024

Motion #24-030: Commissioner Mulrooney moved; Commissioner Nauss seconded: That the Minutes of the April 8, 2024 Special Meeting be approved as presented.

Motion carried unanimously.

5.0 Business Arising

5.1 Clarification re: Monthly Meeting Minutes of March 20, 2024, Item 5.4

After consultation with the Auditor, Mr. Lake, it has been determined that the charges for the Heritage Property Signage & Tour Project must be charged to the year in which goods are invoiced despite Purchase Orders being issued in the previous fiscal year.

Motion # 24-020 Amendment: Vice-chair Pauley moved; Commissioner O'Malley seconded: An amendment to **Motion #24-020** that the Heritage Property Signage & Tour Project costs will be posted to the 2024/2025 budget.

Motion carried unanimously.

6.0 Correspondence – Nil

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*).

The Clerk/Treasurer noted that the 2023/24 Q4 Budget Variance reports are “Interim”, pending arrival of outstanding invoices, audit-related adjustments, etc. The final reports will be brought to a future meeting.

Commissioner O'Malley questioned if the overage on budget items in 2023/24 were accounted for in the budget amounts for 2024/25. Clerk/Treasurer McCallum confirmed that actuals were factored into the new budget figures.

7.3 Committee: Chester Fire Services (CFSC)

Chair Hatch shared the results of the Chester Volunteer Fire Department's officer elections this week and the Fire Chief's April monthly report for information (*Schedule 7.3*).

The results of the CVFD's annual meeting are as follows.

- Chief: Cody Stevens
- Deputy Chief: Greg Conron
- Captains: Blake Corkum, Daniel JessomeT, Jon Waddell, Micayla Dorey, Nick Hirtle, and Kyle Livingstone
- Secretary/Treasurer: Duke Chafe

7.4 Committee: Lunenburg County Accessibility Advisory (LCAAC)

Vice-chair Pauley shared the most recent LCAAC Minutes for information.

The Department of L'nu Affairs have given guidelines to correct and simplify the "Land Acknowledgement", therefore, a revised land acknowledgment has been agreed upon for the LCAAC. *It was agreed by consensus that the Commission would adopt the same text.* Vice-chair Pauley will forward the information to the Clerk/Treasurer.

8.0 New/Other Business

8.1 Request for Decision: Community Grants – Applications x 5

The Clerk/Treasurer presented a Request for Decision on the disbursement of the 2024 Community Grants (*Schedule 8.1*).

Vice-chair Geraldine Pauley declared a conflict of interest with regards to the Chester Yacht Club Community Grant application and Commissioner Gloria Nauss declared a conflict of interest with regards to the Chester Municipal Heritage Society application.

Discussion continued on the grant applications.

Motion #24-031: Commissioner O'Malley moved; Commissioner Nauss seconded: That the Commission award 2024/25 community grants in the following amounts:

- | | |
|---|------------|
| a) Chester Municipal Heritage Society – Canada Day Garden Party | \$2,700.00 |
| b) Chester Merchants Association – Village Christmas | \$2,700.00 |
| c) Chester Playhouse – Natal Day Concert | \$2,700.00 |
| d) Chester Art Centre – Artist & Makers Market | \$1,100.00 |
| e) Chester Yacht Club – Chester Race Week | \$ 800.00 |

For a total disbursement of \$10,000 per the "Celebrations" budget.

Motion carried unanimously

10.0 Commissioner Roundtable

Commissioner Laura Mulrooney is one of the Municipality of the District of Chester's 2024 Volunteer Nominees for her work with the Starfish Refugee Project. The 2024 nominees will be recognized at the Council Meeting of April 18, 2024. Congratulations, Commissioner Mulrooney!

11.0 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

Motion #24-032: 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 7:04 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 7:28 pm.

12.1 Intermunicipal Agreement for Maintenance (*Schedule 12.1*)

Motion #24-033: Vice-chair Pauley moved; Commissioner O'Malley seconded: That the Commission renew the Intermunicipal Service Agreement with the Municipality of the District of Chester for 2024/25 Maintenance Services, and direct the Chair and Clerk/Treasurer to sign the agreement and the Clerk to apply the Village seal.

Motion carried unanimously.

13.0 Adjournment

Next meetings:

- The Audit Committee meets on April 22, 2024 at 2:00 pm.
- The next Regular Monthly Meeting will be held on May 15, 2024 at 6:00 pm.

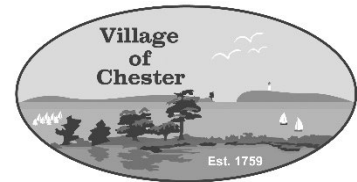
There being no further business, the meeting was adjourned at 7:30 pm.

Commission Chair
Nancy Hatch

Clerk/Treasurer
Heather McCallum

Schedule 7.1

Village of Chester Commission Clerk/Treasurer Activity Report May 15, 2024



- **Public Washroom:** Re-opened for the season on May 1st. This required some pump repair.
- **Lido Pool:**
 - Lifeguard interviews are completed. Paperwork for hiring is in progress – i.e., copies of lifeguard/first aid certifications, vulnerable sector checks, reference checks, etc. and I'm scheduling an online WHMIS course. I'm planning the staff orientation for the last week of June.
 - Swimming lessons are planned to start July 1st. I'm coordinating with Darcy regarding insurance and a contract.
 - The RFP for pool repairs is out, with a deadline of May 24th at noon. This is for outer wall concrete repair, protective coatings, and filler valve repair or replacement, and represents the first phase of the large capital project this year. The RFP was publicly posted on the Village website and social media, a print ad was placed in *Lighthouse Now*, and several suppliers recommended by the engineer were contacted to bring their attention to the post.
 - Supply ordering is in progress: vacuum, awning, first aid, and chemicals.
- **Beautification:** The RFP for Village flower baskets is out, with a deadline of May 24th at noon. The RFP was publicly posted on the Village website and social media, a print ad was placed, and the previous supplier contacted directly.
- **Accessibility:** The firm conducting the accessibility audits and estimates for the public washroom/pool (Atlantic Accessibility Consulting) will be on-site May 28-29th.

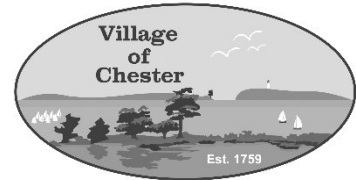
Vice-chair Pauley and I attended an Accessibility Foundations Training put on by the Lunenburg County Accessibility Advisory Committee on April 27th.

- **MODC Arts & Culture Strategy:** Economic Development at the Municipality is launching a strategy which should be very much relevant to the Village. I met with the consultant team last week. Public engagement meetings are coming up in June, and there is an online survey live now. The project link is: <https://www.engagechester.ca/arts-culture-strategy>
- **Training & Meetings:** The next regional AMANS meeting for the South Shore is scheduled for May 15th.

Report completed by:
Heather McCallum, Clerk/Treasurer

Schedule 7.2

Village of Chester Commission Clerk/Treasurer Financial Report May 15, 2024



- **Scotiabank:** The April 2024 bank statement has been reconciled per the Summary Report. We started the month with \$841,828.56 in the bank and ended with \$858,724.04. The Q1 Tax Advance was received from MODC in the amount of \$306,191 – Village government \$90,645 and Village/Outer Fire \$215,546. The Fire portion has been transferred to the Chester Fire Services Committee account, which will be reflected in the May bank reconcile.

The 2023-24 reserve deposits all appear in the April reconcile in the amounts of \$30,000 to the Lido reserve and \$7,142.63 to the EHS reserve. \$200,000 for the Fire Apparatus reserve was transferred to the CFSC main account.

- **Investments:** The 2023-24 Q4 investment statements have arrived, which shows what was in reserve funds as of the end of the fiscal year. As discussed, the entire fire apparatus reserve and a portion of the operating reserve will transfer to the Chester Fire Services Committee after the audit is completed.
- **2023/24 Year-End:** The audit is in progress with a projected finish in early June. The current value of the CVFD's fire apparatus is needed for the consolidated asset statement – an assessor was on site last week and I anticipate a report this week for the auditor and MODC. A final 2023-24 budget reconciliation report will follow with any incorporated adjustments from the auditor.
- **Grants:** We were successful in our application to the Canada Summer Jobs Program towards the costs of two of our lifeguards. The total reimbursement figure from this grant will be known at the end of the summer.

Report completed by:
Heather McCallum, Clerk/Treasurer

Village of Chester Commission
 Account Reconciliation Summary Report 04/01/2024 to 04/30/2024
 Report By: Statement end date

Description	Amount	Total
Account: 1050 Bank - [REDACTED]		
Statement start date:	03/29/2024	
Statement end date:	04/30/2024	
Reconciliation date:	05/08/2024	
Reconciled		
Financial Institution		
Statement Balance Forward as of 03/29/2024		841,828.56
Transactions on or before 04/30/2024		
Deposits recorded in Statement	379,421.38	
Withdrawals recorded in Statement	-378,516.90	
Total Transactions		904.48
Bank Transactions		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required	Adjustment from -\$15,991 last month Andrew MacDonald	15,991.00
Statement End Balance as of 04/30/2024		858,724.04
Statement End Balance as of 04/30/2024		858,724.04
Outstanding Transactions as of 04/30/2024		
Outstanding Deposits	0.00	
Outstanding Withdrawals	-11,520.66	
Total Outstanding Transactions as of 04/30/2024	Refund from Gallagher	-11,520.66
Adjusted Statement End Balance as of 04/30/2024		847,203.38
General Ledger Account		
Book balance as of 03/28/2024		814,387.85
Transactions on or before 04/30/2024		
Debits recorded in account	367,957.38	
Credits recorded in account	-351,132.85	
Net Amount recorded in account		16,824.53
Book balance as of 04/30/2024		831,212.38
Bank Transactions		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required		15,991.00
Adjusted Book Balance as of 04/30/2024		847,203.38

N003755465
 CHESTER (10173)
 2 PLEASANT STREET
 CHESTER, NS B0J 1J0



Your Investments

January 1 to March 31, 2024

BNS_PPSE_PWJB01 E D 10173 016663 12307



THE VILLAGE OF CHESTER
 27 PLEASANT STREET
 CHESTER, NS B0J 1J0

Here's where you can reach us

Name Shannon Beck
 Phone 1-902-275-2603
 Email shannon.beck@scotiabank.com
 Website www.scotiabank.com

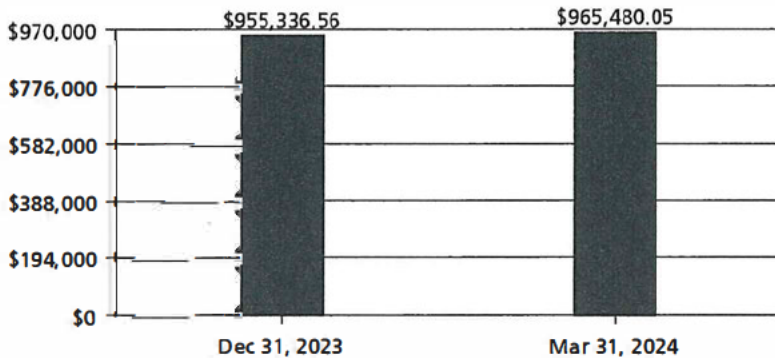
Your investment summary*

TOTAL MARKET VALUE

as of Mar 31, 2024

\$965,480.05

Here's how your portfolio is doing overall



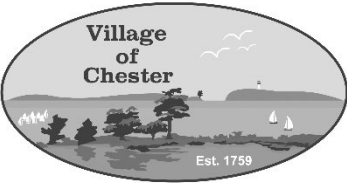
Where to find your details

% OF YOUR PORTFOLIO	ACCOUNT	ACCOUNT TYPE	VALUE AT DEC 31, 2023 (\$)	VALUE AT MAR 31, 2024 (\$)	PAGE
NON-REGISTERED PORTION OF YOUR PORTFOLIO					
57.08%	#0000000 [REDACTED] Scotiabank	Investment Account Fire Apparatus	545,804.96	551,143.86	2
23.28%	#0000000 [REDACTED] Scotiabank	Investment Account Operating	222,176.15	224,780.61	3
13.26%	#0000000 [REDACTED] Scotiabank	Investment Account Lido	126,561.62	128,047.85	4
4.01%	#0000000 [REDACTED] Scotiabank	Investment Account Utilities	38,240.30	38,689.36	5
2.36%	#0000000 [REDACTED] Scotiabank	Investment Account EMC	22,553.53	22,818.37	6

* Your Investment Summary includes all your investments with the Bank of Nova Scotia (Scotiabank) and/or Scotia Securities Inc. (SSI). SSI is a corporate entity, separate from, although wholly-owned by, Scotiabank. SSI accounts, except accounts held by residents of Quebec, are eligible for protection by the Mutual Fund Dealers Association of Canada Investor Protection Corporation (IPC). Please refer to the Special Notes at the end of this statement for additional information.

JTA979083-0075507-1 2307-0005-0001-00-

Schedule 8.1



**Village of Chester Commission
Memorandum**

Topic: Reimbursement Policy – <i>for information</i>	Date: May 15, 2024
	From: Heather McCallum Clerk/Treasurer

Issue Summary:

Staff wish to advise the Commission in advance of the 2024 Annual General Meeting that a significant rethink of the Reimbursement Policy will be brought forward.

Background:

The Municipal Government Act Section 408AA requires:

- 408AA (1) *Each village shall adopt an expense policy and a hospitality policy.*
- (5) *The village commission shall review the expense and hospitality policies at each annual meeting, and following a motion by the village commission, either re-adopt the policies or amend one or both of the policies and adopt the policies as amended.*

Currently, the Village has a Reimbursement Policy which addresses travel expenses only. Either a new Draft Hospitality Policy will be introduced, or the scope of the Reimbursement Policy will be expanded.

Thank you.