

# Agenda

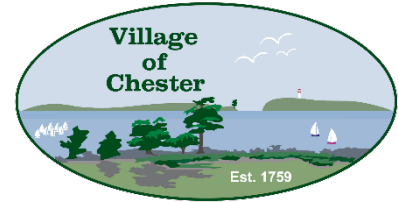
## Special Commission Meeting

Monday, May 27, 2024 – 5:00 pm

In-Person & Virtual Meeting

VOC Office, 27 Pleasant Street, Chester

Zoom <https://us02web.zoom.us/j/87521573477>



### 1.0 Call to Order

### 2.0 Approval of Agenda/Additions to Agenda

### 3.0 Approval of Minutes – Nil

### 4.0 Business Arising

4.1 Reimbursement Policy: 2024 Amendment DRAFT p. 2

4.2 Hospitality Policy DRAFT p. 7

### 5.0 New Business

5.1 Annual Public Meeting Agenda DRAFT p. 10

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

- Contract negotiations

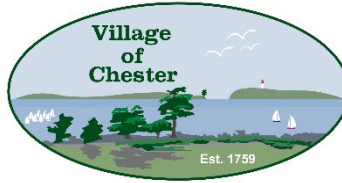
### 7.0 Resumption of Public Meeting

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

### 8.0 Other Business

### 9.0 Adjournment

## Schedule 4.1



# Village of Chester Commission Reimbursement Policy **2024 Amendment DRAFT**

## 1.0 Purpose

The Village of Chester will provide for the reimbursement of travel expenses incurred by a commissioner or employee while conducting Village business away from **their regular office/workspace** or the community.

## 2.0 Policy Statement

**This policy provides direction for the reimbursement of** commissioners and employees for all reasonable and appropriate expenses for travel, meals, and accommodations incurred in the course of carrying out their duties and responsibilities and attending meetings, courses, seminars, or conferences approved by the Commission.

## 3.0 Guidelines

- 3.1 The Clerk/Treasurer shall be responsible to implement and adhere to this policy.
- 3.2 Individuals must submit **an Travel Expense Claim** to receive reimbursement.
- 3.3 Travel Expense Claims including receipts must be submitted within 30 days of completion of the travel.
- 3.4 Alcohol purchases **are not an allowable expense for commissioners or employees of the Village while travelling for Village business and will not be reimbursed, except under provisions of the Village Hospitality Policy.**
- 3.5 Entertainment/hospitality expenses are deemed to be unreasonable and will not be reimbursed, **except under provisions of the Village Hospitality Policy.**

## 4.0 Meal Allowances

- 4.1 A reasonable out-of-pocket costs will be reimbursed for personal meals while travelling on Village business attending meetings. Itemized receipts are not required when claiming the maximum meal rate.
- 4.2 The cost of breakfast may be claimed only when travelling for more than one hour before the recognized time for the **usual** start of the day's work.

4.3 The cost of dinner may be claimed only when traveller is not expected to return home before 6:30PM.

4.4 Per diem maximum without receipts rates:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00
Incidentals	\$10.00
Total	\$80.00 per day

## 5.0 Eligible Vehicle Expenses

- 5.1 Where car travel is indicated as the most suitable mode of transportation, an employee may use their own vehicle and be reimbursed at the current Government of Nova Scotia Kilometrage and Transportation Allowance Rate ([kilometrage-and-transportation-allowance-rates-government-and-public-sector-body-employees-en.pdf \(novascotia.ca\)](#) )
- 5.2 Car rental reimbursement will be made for rental of economy type cars at destination.
- 5.3 All parking expenses and bridge, highways, or ferry tolls will be reimbursed as appropriate (receipts required).

## 6.0 Travel Advances

- 6.1 Estimates for travel, meals, and accommodations in excess of \$150.00 may require an advance paid to the traveller.
- 6.2 All travellers must complete and sign a Travel Advance Expense Claim prior to the issuing of a cheque.
- 6.3 Reconciliation of Travel Advance and actual Travel Expenses must be completed within 15 days on return.

## 7.0 Reporting Requirements

- 7.1 In accordance with the *Municipal Government Act*, an Expense Report that describes all the expenses incurred by Commissioners and the Clerk/Treasurer will be prepared for each fiscal quarter and posted on the Village website within 90 days of the end of each quarter.
- 7.2 By September 30<sup>th</sup> of each year, prepare and file an annual summary report of the previous fiscal year with the Minister of Municipal Affairs.
- 7.3 The Village Commission shall review this policy annually for presentation at the Annual Public Meeting and either re-adopt or amend the policy.

<b>Approved:</b> January 15, 2020	<b>Motion #</b> 20-159
<b>Amended:</b> June 22, 2022	<b>Motion #</b> 22-280
<b>Amended:</b> June 5, 2023	<b>Motion #</b> 23-070
<b>Amended:</b> June 18, 2024	<b>Motion #</b> 24-
<b>Amended:</b>	<b>Motion #</b>

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

\_\_\_\_\_  
Clerk/Treasurer

\_\_\_\_\_  
Date

**Village of Chester Commission  
Travel Advance Request**

**Name:** \_\_\_\_\_

**Date(s) of Function:** \_\_\_\_\_

**Function:** \_\_\_\_\_

**Travel:** \_\_\_\_\_ km x \$0.5838 mileage rate (2024) = \$ \_\_\_\_\_

**Lodging:** \_\_\_\_\_ nights x \$ \_\_\_\_\_ room rate = \$ \_\_\_\_\_

**Meals:**

Breakfast (\$10 per day or receipt) \_\_\_\_\_ days = \$ \_\_\_\_\_

Lunch (\$15 per day or receipt) \_\_\_\_\_ days = \$ \_\_\_\_\_

Dinner (\$25 per day or receipt) \_\_\_\_\_ days = \$ \_\_\_\_\_

Incidentals (\$10 per day or receipt) \_\_\_\_\_ days = \$ \_\_\_\_\_

**TOTAL ADVANCE REQUESTED: \$** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Village of Chester Commission**  
**Expense Claim**

Name: \_\_\_\_\_

Date(s) of Function: \_\_\_\_\_

Function: \_\_\_\_\_

TRAVEL	Quantity	Rate	Cost	Subtotal
Mileage	km	\$0.5838 (2024)	\$	\$
Parking			\$	\$
Tolls			\$	\$
<b>Total Travel</b>				<b>\$</b>

LODGING	Quantity	Rate	Cost	Subtotal
Hotel/Inn	nights	\$	\$	\$
<b>Total Lodging</b>				<b>\$</b>

MEALS	Quantity	Rate	Cost	Subtotal
Breakfast	days	\$15	\$	\$
Lunch	days	\$20	\$	\$
Dinner	days	\$35	\$	\$
Incidentals	days	\$10	\$	\$
<b>Total Meals</b>				<b>\$</b>

OTHER		Subtotal
Description		\$
Description		\$
<b>Total Other</b>		<b>\$</b>

*minus Advance (if any)* \$( \_\_\_\_\_ )

**TOTAL EXPENSE CLAIM:** **\$** \_\_\_\_\_

I hereby certify that the expense(s) claimed are correct and that the expenditure was incurred on government business.

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Village of Chester Commission Hospitality Policy DRAFT**

### **1.0 Purpose**

The Village of Chester recognizes that gifts and hospitality related activities are, at times, appropriate and legitimate expenses to support the Village’s strategic and business objectives. The offering of gifts and hospitality will be done in such a manner to safeguard the appropriate use of public funds.

### **2.0 Policy Statement**

This policy provides direction and guidance with respect to the offering of hospitality in an accountable and economical manner for the facilitation of government business and/or for reasons of diplomacy, protocol, business development, or promotional advocacy and not provide any personal benefit to commissioners or employees of the Village.

### **3.0 Hospitality**

3.1 “Hospitality” and “hospitality event” is defined in this policy as a reception, ceremony, conference or other group event that involves hosting individuals from outside the Village. Hospitality may be offered under the following circumstances:

- a) Hosting dignitaries;
- b) Engaging in official public matters with representatives from other governments;
- c) Hosting business, industry/labour leaders, or other community leaders;
- d) Sponsoring or hosting conferences;
- e) Hosting ceremonies or recognition events; and
- f) Other official functions, as approved by either the Village Commission or the Clerk/Treasurer, as appropriate.

3.2 “Hospitality expense” is defined in this policy as the cost of meals/catering and beverages, rented meeting space/accommodation, gifts, event staffing, and other expenses associated with the act of holding, hosting, or sponsoring a hospitality event.

3.3 Alcohol

a) While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event requires prior approval by either the Village Commission or Clerk/Treasurer, as appropriate.

b) All representatives and employees of the Village are expected to act responsibly in the care and well-being of themselves and their guests with respect to the provision of alcohol. Food must be served at all events where alcohol is provided for hospitality purposes, and non-alcoholic beverages must also be available.

c) All applicable liquor laws and licensing requirements must be adhered to in addition to the principles of this policy.

d) Per the Reimbursement Policy, alcohol is not an allowable expense for commissioners or employees of the Village while travelling for Village business.

### 3.4 Gifts

a) For reasons of diplomacy, protocol, business development, or promotional advocacy, the giving of token gifts to individuals who are not employees or representatives of the Village is sometimes appropriate.

b) Any giving of individual gifts exceeding \$50 in value requires prior approval by either the Village Commission or Clerk/Treasurer, as appropriate.

## 4.0 Prior Authorization

4.1 Subject to this policy, all hospitality events require prior authorization by the Village Commission or the Clerk/Treasurer, as appropriate. A hospitality event requires the following information for prior authorization:

- a) Rational/purpose of the event;
- b) Estimated number of attendees and their respective affiliations;
- c) If alcohol is to be provided at the event, reasons the provision of alcohol is appropriate and warranted in the circumstances; and
- d) Estimate itemized hospitality expenses, including gratuities and supplementary expenses.

4.2 In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined



above and a document outlining the reasons prior approval was not possible.

**5.0 Submission of Expenses**

- 5.1 It is preferred that hospitality expenses shall be incurred directly by the Village by way of direct billing or use of the corporate credit card and not by way of reimbursement of expenses incurred by a commissioner or employee.
- 5.2 Any hospitality expenses incurred by individuals must be submitted on a Hospitality Expense Claim form. The completed expense claim must be submitted to the appropriate signing authority within 30 days after the hospitality event, along with a copy of the approved authorization documentation or explanation, per clause 4.1 and 4.2.

**6.0 Reporting Requirements**

- 6.1 In accordance with the *Municipal Government Act*, a Hospitality Expense Report that describes all the hospitality expenses incurred by the Village will be prepared for each fiscal quarter and posted on the Village website within 90 days of the end of each quarter.
- 6.2 By September 30<sup>th</sup> of each year, prepare and file an annual summary report of the previous fiscal year with the Minister of Municipal Affairs.
- 6.3 The Village Commission shall review this policy annually for presentation at the Annual Public Meeting and either re-adopt or amend the policy.

***NOTE: An authorization form and hospitality expense form will be required.***

<b>Approved:</b> June 18, 2024	<b>Motion # 24-</b>
<b>Amended:</b>	<b>Motion #</b>

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

\_\_\_\_\_  
Clerk/Treasurer

\_\_\_\_\_  
Date

## Schedule 5.1

### Agenda

#### Annual Public Meeting

Tuesday, June 18, 2024 – 6:30 pm

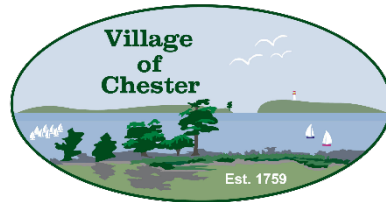
In-Person & Virtual Meeting

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

Zoom <https://us02web.zoom.us/j/83048082122>

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

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- 1.0 **Call to Order – Approval of Agenda**
- 2.0 **Chair's Report:** Commissioner Nancy Hatch
- 3.0 **Clerk/Treasurer's Report:** Heather McCallum
  - 2024 Reimbursement Policy
- 4.0 **Auditor's Report:** Lawrence Lake, Morse Brewster Lake
  - 2023/24 Financial Statements
- 5.0 **Chester Fire Services Committee Report:** One of CFSC officers?
- 6.0 **Lido Report:** Darcy Stephens, Chester District Swim Lessons
- 7.0 **Adjournment**



## Notice of Annual Public Meeting

TAKE NOTICE THAT the Village of Chester's annual meeting of electors is being held on Tuesday, June 18, 2024 at 6:30pm at St. Stephen's Community Centre, 54 Regent Street, Chester.

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## Notice of 2024 Village Commission Election

TAKE NOTICE THAT there are the following Village Commissioner vacancies to be filled in this election:

- Two (2) positions for a 3-year term: June 2024 to May 2027

AND TAKE NOTICE THAT **nominations** for Village Commissioner shall be made on the prescribed paper form, which may be obtained at the Village of Chester Commission office at 27 Pleasant Street or the website <https://villageofchesterns.ca/elections.html>. The nomination form must be signed by the candidate and accompanied by endorsement of five (5) electors supporting the nomination.

A candidate and elector must be ordinarily resident in the Village of Chester for at least six months immediately prior to the Village election to qualify.

The nomination form must be filed in person by the candidate or their agent with the Returning Officer (the Clerk/Treasurer), on Nomination Day, June 12, 2024 between 9am-5pm at the Village office at 27 Pleasant Street.

**Nomination Day** Wednesday, June 12, 2024, 9am - 5pm

**Advance Poll** Saturday, June 22, 2024, 11am - 7pm

**Election Day Poll** Tuesday, June 25, 2024, 9am - 7pm

Location of the Advance poll and Election Day poll is St. Stephen's Community Centre, 54 Regent Street, Chester.

If you would like to confirm that you are on the **List of Electors**, please contact the Clerk/Treasurer at [heather.mccallum@villageofchesterns.ca](mailto:heather.mccallum@villageofchesterns.ca) or 902-275-4994.

***Please note all locations are wheelchair accessible.***