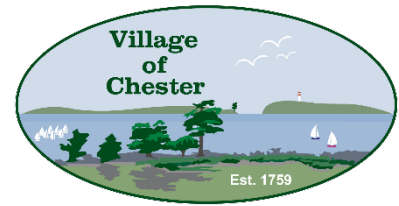


Agenda

Village Commission Monthly Meeting Wednesday, October 16, 2024 – 6:00 pm



In-Person & Virtual Meeting

VOC Office, 27 Pleasant Street, Chester

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

1.0 Call to Order/Land Acknowledgement

2.0 Public Forum

3.0 Approval of Agenda/Additions to Agenda

4.0 Review/Approval of Minutes

4.1 Monthly Commission Meeting: September 18, 2024

5.0 Business Arising

5.1 Request for Decision: Reserve Funds Report & Draft Policy

5.2 Request for Decision: Street Beautification Draft Survey

6.0 Correspondence

6.1 Resident Letter: Ray Cambria

7.0 Reports

7.1 Clerk/Treasurer

7.2 Financial, including 2024/25 Q2 Budget Variance Report

7.3 Chester Fire Services Committee - *for information*

7.4 Lunenburg County Accessibility Advisory Committee – *Chair Pauley*

7.5 MODC Village Planning Advisory Committee – *Vice-chair O'Malley*

8.0 New/Other Business

8.1 Request for Decision: IT Security re: Laptops & Devices

9.0 Commissioner Roundtable

10.0 In-camera – Nil

11.0 Resumption of Public Meeting – Nil

12.0 Adjournment

Next Meeting(s)

- Regular Monthly: November 20, 2024 – 6:00 pm at 27 Pleasant St & Virtual

Schedule 4.1

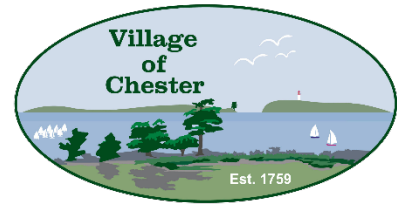
Minutes

Village Commission Monthly Meeting Wednesday, September 18, 2024 – 6:00pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

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



Present: Geraldine Pauley, Chair; Randall O'Malley, Vice-chair; Tom Mulrooney, Commissioner; Laura Mulrooney, Commissioner (arrived 6:45 pm)

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

Regrets: Gloria Nauss, Commissioner

1.0 Call to Order

Chair Pauley called the September 18, 2024 Regular Monthly Meeting of the Village of Chester Commission to order at 6:01pm.

Clerk/Treasurer McCallum stated the Land Acknowledgement:

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

There were no members of the public in attendance.

3.0 Approval of Agenda/Additions to Agenda

Chair Pauley stated she would like to see the Commission follow the parliamentary procedure which is, "to make a motion on an item and once motion moved and seconded, then a discussion will be held." This is meant to keep the discussion on task. All present agreed.

The Clerk/Treasurer asked to add a late item to the agenda

- Item 10: Add In Camera Meeting to discuss contract negotiations

Commissioner T Mulrooney asked to have added to agenda:

- Item 8 New Business: Add EMC/Fire Station Parking Lots

Motion #24-070: Commissioner T Mulrooney moved; Commissioner O'Malley seconded: That the Agenda of the September 18, 2024 Regular Monthly Meeting be approved as amended.
Motion carried unanimously.

4.0 Review/Approval of Minutes

4.1 Monthly Commission Meeting: Wednesday, July 17, 2024

It was noted that the motion numbering was wrong and will be corrected.

Motion #24-071: Commissioner O'Malley moved; Commissioner T Mulrooney seconded: That the Minutes of the July 17, 2024 Monthly Commission Meeting be approved as amended.
Motion carried unanimously.

4.2 Special Meeting: Wednesday, August 7, 2024

Motion #24-072: Commissioner O'Malley moved; Commissioner T Mulrooney seconded: That the Minutes of the August 7, 2024 Special Meeting be approved as presented.
Motion carried unanimously.

5.0 Business Arising

5.1 Reserve Funds Report and Draft Policy

Clerk/Treasurer McCallum reviewed the Request for Decision accompanying a Draft Amended Reserve Fund & Investment Policy. (*Schedule 5.1*).

Motion #24-073: Chair Pauley moved; Commissioner T Mulrooney seconded: That the Village Commission give notice of intent to consider the "Reserve Fund & Investment Policy – Draft Amendments 2024" as presented at its October Monthly Meeting.
Motion carried; Commissioner T Mulrooney voted in opposition.

5.2 Village Strategic Plan

At the July meeting it was decided that a Commission workshop to develop a new Village Strategic Plan be scheduled in October. A workshop was tentatively scheduled for Monday, October 21, 2024 at 1-4 pm.

Materials will be the EDM Planning Services Ltd. "Village of Chester Priority Planning" report (2019), its accompanying public survey results, and a Strategic

Planning Toolkit (2021) from Governance and Advisory Services, Department of Municipal Affairs (MAH).

ACTION: The Clerk/Treasurer will prepare a workbook to guide the conversation.

6.0 Correspondence

6.1 Municipal Affairs: Code of Conduct

A letter from Municipal Affairs states that the new Code of Conduct for elected officials (i.e., municipal councillors and village commissioners) will come into effect after the municipal election next month.

The Commissioners formally acknowledged that the notice has been received and that they understand they are bound by it.

6.2 Association of NS Villages: 2024 Conference & AGM

A copy of the schedule for the September 20-21 conference 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 Chester Fire Services Committee (CFSC)

The Clerk/Treasurer shared the Fire Chief's September 2024 report for information (*Schedule 7.3*).

She also noted that a Public Information Meeting will be scheduled in October/November to present fire station design concepts to the public.

7.4 Lunenburg County Accessibility Advisory Committee (LCAAC)

Nothing to report.

7.5 MODC Village Planning Advisory Committee (VPAC)

Vice-chair O'Malley attended a second Public Hearing on the Draft Village Land Use By-Law on September 5th. This drew another large crowd of residents with concerns about density and water supply. Council again withdrew the draft for further consideration.

8.0 New/Other Business

8.1 EMC/Fire Station Parking Lots

Commissioner T Mulrooney stated that he would like to see the parking lots at the EHS Building and present Fire Hall be salted instead of sanded. The work is done by the Village through a contractor.

ACTION: Clerk/Treasurer McCallum to look into the salting issue with the Municipality of Chester to see if this change can take place.

9.0 Commissioner Roundtable - Nil

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

Motion #24-074: Commissioner O'Malley moved; Commissioner T Mulrooney seconded: That the Commission move in camera as per Section 408B (2) of the Municipal Government Act to discuss contract negotiations.

Motion carried unanimously

The Commission recessed at 7:02 pm.

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

The Commission resumed the public meeting at 7:18 pm.

11.1 Revised Lido Pool Repairs

Motion #24-075: Chair Pauley moved; Commissioner T Mulrooney seconded: That the Commission issue a change order to J. Mason Contracting for the revised scope of 2024-RFP-02 Lido Pool Repairs to item 1, "outer wall concrete repairs", in the amount of \$53,779 + HST as quoted.

Motion carried; Commissioner T Mulrooney voted in opposition.

14.0 Adjournment

There being no further business, the meeting was adjourned at 7:19 pm.

Next meetings:

- Regular Monthly Meeting on October 16, 2024 at 6:00 pm

Commission Chair
Geraldine Pauley

Clerk/Treasurer
Heather McCallum

DRAFT

Schedule 5.1



**Village of Chester Commission
Request for Decision**

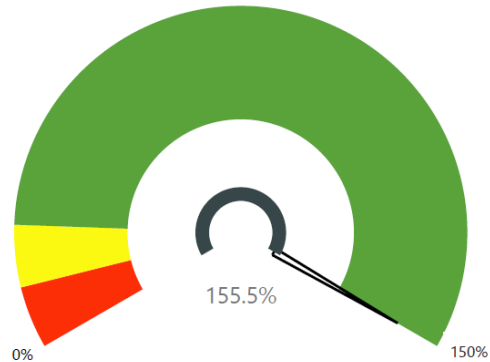
<p>Topic:</p> <p>Reserve Fund & Investment Policy – Revised Report</p>	<p>Date: Oct 16, 2024</p> <p>Proposed By: Heather McCallum Clerk/Treasurer</p>
<p>Issue Summary:</p> <p>With the transfer of Fire Department reserve funds out of Village accounts, the Reserve Policy needs to be updated, with attention to best practice on reserve levels.</p> <p>There is currently no investment policy, which is required under the MGA 100(1)(b). The current policy is expanded to include investment practices.</p>	
<p>Background:</p> <p>The existing Reserve Funds Policy covers:</p> <ul style="list-style-type: none"> • Fire Apparatus Reserve (Capital) – <i>Fire – now transferred</i> • Building Reserve (Capital) – <i>no longer existed; would be for Fire if it did</i> • Operating Reserve (Operating) – <i>was combined Village & Fire, Fire portion transferred</i> • Lido Pool Reserve (Capital) • Utility Reserve (Capital) • Emergency Medical Services Reserve (Capital) <p>Below are factors taken into consideration in amending the policy.</p> <p>A. Legislation</p> <p>Under the <i>Municipal Government Act</i> (Section 444) and its financial reporting regulations (FRAM Section 3), both an operating and capital reserve(s) are required.</p> <ul style="list-style-type: none"> • Any operating budget surplus at the end of a fiscal year must be transferred to an operating reserve fund. • Funds received from the sale of property, proceeds of insurance, any capital grant not expended, and amounts transferred to the fund by the commission must be transferred to a capital reserve fund. • Interest earned on reserve funds must remain in that fund. <p>Further, the MGA authorizes a village to invest funds pursuant to an investment policy developed by the Village Commission <u>and approved by the Minister of Municipal Affairs.</u></p>	

B. Financial Condition Indicators (FCI)

Unlike municipalities, Municipal Affairs does not produce Financial Condition Indicators (FCI) for villages. However, they suggested that the below would be useful for guidance.

a) Operating Reserve FCI: A municipality is considered to be low risk for financial instability when **greater than 20%** of the annual operating expenditures is held in the operating reserves.

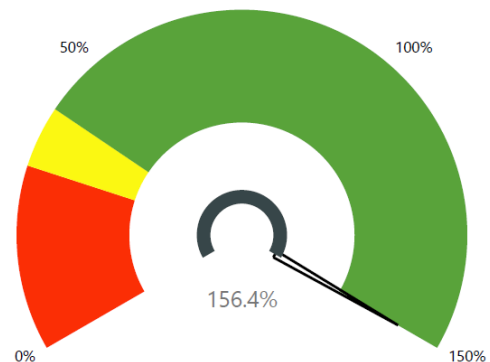
For example, at right is the position of the Municipality of the District of Chester (MODC): they are low risk at **155.5%**.



The Village, based on the 2024/25 Operating budget of \$415,201 and today's Operating Reserve figure of \$82,217, puts us at **19.8%** or just shy of the 20% recommended threshold.

b) Combined Reserve FCI: A municipality is considered to be low risk for financial instability when **greater than 40%** of operating expenses plus amortization is held in the operating and capital reserves.

Again, the position of MODC is at right for comparison; they are low risk at **156.4%**.



The Village's operating expenses (incl EHS) of \$450,336 + 2023/24 amortization of \$275,913 compared to current total reserves of \$299,599, puts us at **41.25%** or just over the threshold.

FCI guidelines show the Village essentially right where we should be.

C. Best Practices

A number of other villages and municipalities were canvassed about how they determine planned reserve deposit amounts annually.

Several villages set a 15% of annual tax revenue ceiling limit on deposits to the Operating reserve, which for the VOC would equal \$62,280 this year. Less than half of that is projected in our 2024/25 budget.

Several towns target 10% of operating budget to capital reserves, some are unrestricted, but most reserves have their own business cases that determine the

contribution. For example, HRM's election reserve estimates twice the cost of an upcoming election and allocates 25% of that total annually.

The Province is advising more robust deposits to capital reserves to deal with asset retirement obligations and long-term capital investment. Certainly, the Lido and washroom facilities are a cause for concern over the coming years.

D. Investments

Current Village investment practice is to maintain separate investment accounts for each reserve. Each account is in Cashable GICs to allow as-needed access to funds and matures annually. The renewal instructions with Scotiabank automatically re-invests 100% of the investments for a one-year term. Holdings are currently in Bank of Nova Scotia, National Trust Company, and Montreal Trust Company of Canada GICs with Scotiabank.

No change to investment practice is suggested. It is, however, recommended that the Village's investment practice be captured within the amended policy.

Options:

1. [The Commission may approve the amended policy as presented and forward to the Minister for approval.](#)
2. The Commission may request revisions to the policy to be brought back to the next meeting.

Note: If required by the Province, the policy may be split into separate Reserve Fund and Investment Policies.

There is no option to not amend the policy, as several of the funds it encompasses no longer exist.

Considerations:

Financial Impacts

Planned reserve deposits are built into the annual budget, as before.

Policy Impacts

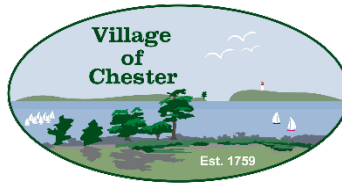
Adherence to *MGA* and *FRAM* guidelines is mandatory for all municipalities and villages.

Recommendation:

Staff recommend Option 1.

Draft Motion:

That the Village Commission approve the draft “Reserve Fund & Investment Policy (2024)” as presented and direct the Clerk/Treasurer to send the policy to the Minister of Municipal Affairs for approval.



Village of Chester Reserve Funds & Investment Policy

1.0 Mandate

The Village of Chester will plan for and invest in specific purpose reserves that support a viable and financially sustainable village government, per the requirements and guidelines of the *Municipal Government Act* (MGA) and its Financial Reporting and Accounting Manual (FRAM).

2.0 Policy Statement

2.1 To establish reserves that will allow for future planned and unplanned expenditures required by the village.

2.2 To safeguard the appropriate use of public funds through the establishment of goals, standards and procedures respecting investment of cash.

2.3 To manage Village of Chester cash and investments with the following primary objectives: (a) safeguarding of principal; (b) maintenance of liquidity for day-to-day budgetary needs; and (c) maximization of returns within legislative, policy, and fiduciary responsibilities (which will not necessarily produce the highest rate of return).

3.0 Investment Guidelines

3.1 MGA Section 100 states: "Funds in a sinking fund, capital reserve fund, utility depreciation fund or other fund of a municipality or village shall be: (a) deposited in an interest-bearing account at a bank doing business in the province; (b) invested pursuant to an investment policy adopted by the council or village commission, as the case may be, and approved by the Minister."

3.2 All funds shall be deposited into Cashable Guaranteed Investment Certificates (GICs) at a local financial institution – the Village banks with the Scotiabank branch located at 2 Pleasant Street, Chester, NS.

3.3 The terms of investments made will be for one year. The renewal instructions with Scotiabank will be to automatically re-invest 100% of the funds for a one-year term.

3.4 Interest earned by any reserve fund must remain in that fund unless there is a special resolution of the Village Commission that allows the interest to be taken into the general operating fund.

3.5 All investments must be authorized by the Clerk/Treasurer and supported by a resolution of the Village Commission.

3.6 A written request to transfer funds directed to the qualifying institution may be used by the Clerk/Treasurer and co-signed by the Commission Chair or Vice-chair to facilitate the transfer of funds for investment purposes between two accounts in the name of the Village.

3.7 Suspicious activity and potential misuse of funds must be reported immediately to the Village Commission.

4.0 Reserve Guidelines

4.1 MGA Section 444 states: “A village shall maintain a capital reserve fund. The capital reserve fund of a village is subject to the same requirements and limitations as the capital reserve fund of a municipality, as per Section 99.”

The FRAM Section 3 states: “Both an operating and capital reserve are required. Additionally, a municipal council or village commission should segregate funding into a ‘Reserve’ Fund where is a statutory requirement, or a design by council or commission to segregate certain monies for future use.”

4.2 Funds available on the date of the first quarterly tax allocation of the following budget year, shall be allocated to: a) payment of Village of Chester debts; b) operating reserve; or c) reducing tax rate for the following year. Planned capital reserve deposits are to take place during the fiscal year as cash flow allows.

4.3 All unallocated surplus funds will be allocated to a reserve within any financial year.

4.4 Quarterly reports shall be provided to the Commission regarding committed reserves, as well as the transfer to and transfer from reserves.

4.5 Each reserve account shall be regulated as identified below into ~~six~~ four funds.

5.0 Operating Reserve

5.1 This reserve provides funds to supply the Village of Chester with emergency operating funds. The Village shall maintain a balance of no less than 20% of annual operating expenditures in this fund.

5.2 If the Village's general government operations budget results in a surplus, the surplus shall be transferred to the operating reserve.

6.0 Lido Pool Reserve (Capital)

6.1 This reserve provides funds for capital repairs, construction, or upgrades to the Village pool.

6.2 This reserve receives an annual contribution of \$30,000.00 or receives funds specifically allocated in the operating budget.

7.0 Utility Reserve (Capital)

7.1 This reserve provides funds for capital repairs and replacements to streetlights in the Village of Chester.

7.2 This reserve receives an annual contribution of 10% of annual streetlight operations expenses or funds specifically allocated in the operating budget.

8.0 Emergency Medical Services Reserve (Capital)

8.1 This reserve provides funds for EMS building maintenance and upgrades.

8.2 This reserve receives funds from the monthly rental payments minus operations expenses. No public funds are allocated to this reserve.

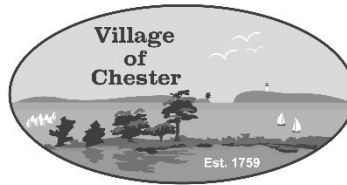
Approved: October 10, 2019	Motion # 19-120
Amended: June 10, 2020	Motion # 20-219
Amended: March 9, 2022	Motion # 22-034
Amended: October 16, 2024?	Motion #

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

Clerk/Treasurer

Date

Schedule 5.2



**Village of Chester Commission
Request for Decision**

Topic: Street Décor – Public Survey and Summer 2025	Date: October 16, 2024 Proposed By: Heather McCallum Clerk/Treasurer
Issue Summary: <ul style="list-style-type: none">• Staff have provided a draft public survey to solicit feedback on flower baskets and possible long-term replacements.• Staff are also seeking direction on procurement of flower baskets for Summer 2025. If proceeding as per past practice, the deadline for ordering is early November.	
Background: <p>At several Commission meetings, options were discussed as potential permanent/sustainable replacements for flower baskets in a very preliminary manner.</p> <p>The Commission decided that public input should be solicited.</p> <p><u>Sustainability</u> While undoubtedly popular, the attraction value of the baskets can vary with weather conditions – 2024 worked out beautifully, but the extreme weather of 2023 had them rather battered and wilted. They need a lot of water and daily maintenance.</p> <p><u>Survey</u> A public survey has been prepared for review (<i>see attached</i>). The survey would be online, with printed versions available in the office. Digital and print promotions would accompany the survey (<i>also attached</i>).</p> <p>Note: Currently the survey does not require a respondent to log in with an email to make it barrier-free. While this provides anonymity it does not allow for blocking of multiple responses from one person, etc.</p> <p><u>Procurement Timing</u> A flower basket order for 2025 must be placed within the month.</p> <p>The RFP for basket installation and maintenance goes out in March/April. The baskets are normally installed in late May/early June.</p>	

Options:

1. Approve or request revisions to the draft public survey. A print version will be created once the survey content is approved.
2. Decline to issue a survey.
-
3. Proceed with a flower basket order for 2025 and concurrently begin public consultation via the survey. The Commission will regroup post-survey to review results and decide on a plan going forward.
4. Decide now to discontinue flower baskets. Expedite the public consultation survey, with a view to possibly conducting an art contest and purchasing the first replacement décor pieces over the winter/spring. There are 6-7 months from now to installation.
5. Investigate delaying the flower basket order and expedite the public consultation survey immediately to have survey results prior to placing an order.
6. Decide now to continue flower baskets for the next 3-5 years and proceed with a flower basket order for 2025. A multi-year RFP for installation and maintenance may be considered.

Considerations:

Financial Impacts

The cost increases every year as well to purchase and install, maintain, and remove the baskets. The cost for Summer 2024 was \$21,722 for 75 baskets, or approximately \$290/basket.

Something like a mounted sculpture may have a higher per-unit cost and installation than an individual basket, but these pieces could be added incrementally over several years and are then complete. Intensive maintenance would not be necessary.

Policy Impacts

While a Chester Village Strategic Plan does not exist yet, beautification is a recognized village service. The *Municipal Government Act* outlines village powers in Article 423, including “(k) advertising the opportunities of the village for business, industrial and tourism purposes and encouraging tourist traffic,” and indeed this is the only purpose a village can provide a community grant for.

Other Impacts

Timing is always the challenge. If the Commission were to proceed with a public art call for submissions, the turnaround time should be 1-2 months. Then there would be a

selection process with further public consultation, then the winner/winners would need time to produce. The 6-7 month time span between now and installation may or may not be sufficient.

Recommendation:

Staff recommend options 1 and 3 or 5.

Draft Motion(s):

That the Commission launch a public survey on Village street décor as per the draft provided OR amended as soon as possible.

That the Commission place an order for 75 flower baskets for Summer 2025, with the cost pre-approved for the 2025-26 budget with a CPI increase.

OR

That the Commission ask the supplier for an extension on the flower order to wait for survey results to come in first.

Attachments:

- Draft survey as it appears on Google Forms.
- Draft promotional piece.



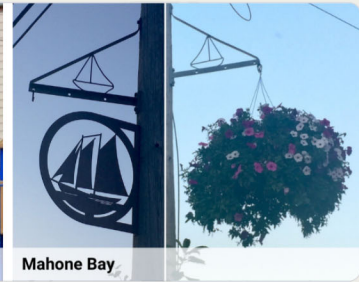
Lunenburg



Bridgewater



Pugwash



Mahone Bay

SURVEY: Is it time to change the Village of Chester flower baskets?

No question that the longtime baskets are popular in the summer months. However, increasing extreme weather (like last year) is rough on hanging plants. And costs continue to go up.

Is there a better, more sustainable way to brighten our streets?
Is public art the answer?

Tell the Village Commission what you think!
Note: All responses are anonymous.

mccallumha@gmail.com [Switch account](#)



Not shared

* Indicates required question

How satisfied are you with the current flower baskets? *

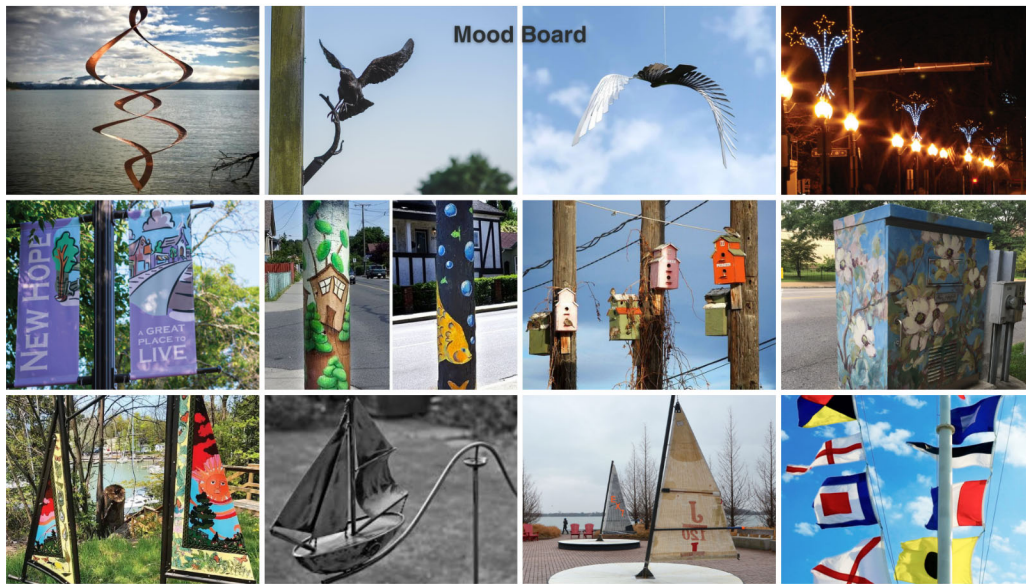
	1	2	3	4	5	
Not very	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Very much

Would you be willing to consider changing the flower baskets to an alternative? [See mood board below for a few examples.] *

- Yes
- No
- Unsure/maybe



Mood board - street decor



What are some alternatives you would be willing to consider? Check * all that apply.

- Permanent sculpture
- Paintings or mosaics
- Sails
- Banners
- Flags
- Lighting displays
- Practical item (birdhouse or bat house)
- Flower baskets only
- Other: _____

What should be the subject of the art or display?

Your answer _____



If you selected public art, would you like to see a community contest to select a winner/winners?

- Yes, contest (one winner to create all pieces)
- Yes, contest (multiple winners to create diverse pieces)
- No contest (Village Commission to source)
- Unsure/don't know

Any further comment on street decor or Village beautification in general?

Your answer

Are you a Village resident or visitor? Where do you live? *

Your answer

Optional: If you'd like us to contact you, enter your name and information below.

Your answer

Submit

Page 1 of 1

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Google Forms





Is it time to change the Village flower baskets?

Increasing extreme weather is rough on hanging plants.

Costs are going up.

Is there a better, more sustainable way to brighten our streets?

Is public art the answer?

Tell the Commission what you think at [\[SURVEY LINK\]](#)



Lunenburg



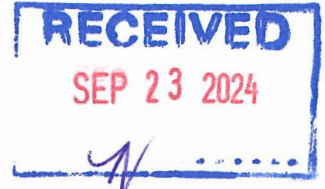
Bridgewater



Pugwash



Mahone Bay



Schedule 6.1

Sept 18, 2024

Commissioners of the Village of Chester
P.O Box 620
Chester, NS B0J 1J0

Subject: Village Offices

Dear Commissioners;

The preliminary drawings and floor plan for the proposed new Chester Volunteer Fire Station showed village offices located in the new building.

This seemed like a good idea, as instead of the village paying rent to a private entity, equivalent funds could then be used to pay down the debt for the proposed fire station.

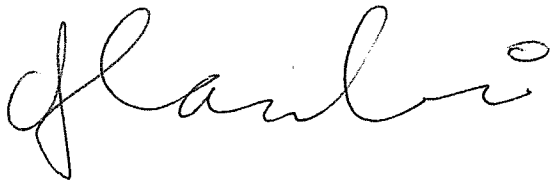
I note that at a meeting on July 22, 2024, the Fire Services committee voted to remove the village offices from the planning for the proposed new fire station.

It is more than a little ironic that the meeting to make this decision was held at the Village offices on Pleasant St. It seems that the Fire Services Committee welcomes the taxes from village residents, but not the commissioners and village staff.

Please advise why the village offices have been removed from planning for the proposed new fire station.

Also, in the event the proposed fire station is completed, who / what entity will hold the deed to the property.

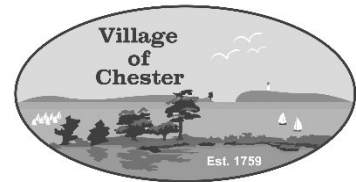
Yours Truly

A handwritten signature in cursive script, appearing to read "Ray Cambria". The signature is written in black ink on a white background.

Ray Cambria
P.O. Box 339
Chester, NS B0J 1J0

Schedule 7.1

Village of Chester Commission Clerk/Treasurer Activity Report October 16, 2024



- **Lido Pool:**

- The exterior wall repair is well underway by J. Mason Contracting. They can only work at high tide, so it is a stop and start process.
- I plan to request an estimate for completion of the final part of the wall not being done this year so we can plan the future capital budget.
- An RFP for repairs to the rock retaining wall is in development.
- The replacement main pump has been delivered. It will be installed when the water lines are put back out in the harbour in spring.

- **Beautification:**

- Benches in front of the public washroom have been repaired, and the bollard covers at the Jib Lot have been installed.
- The draft public survey on street décor is included on this evening's agenda.

- **Insurance:**

- We are still awaiting invoices for the Village insurance renewal, so you will not see these costs reflected in the Q2 Budget Variance Report.

- **Meetings & Training:**

- The ANSV conference on Sep 20-21 in the Village of St. Peter's was very good, as usual, and provided lots of advice, support, and food for thought.

The conference featured:

- A Safety Advisor with the Dept of Labour. Something individuals and organizations like the Village may not realize is that should a worksite accident take place, even one being managed by a contractor, the Village is liable. Safe work practices are essential for all our staff and contractors.
- A Parks Canada talk about the canal at St. Peter's connecting the Bras d'or Lakes and Atlantic Ocean referenced an oral history project that made me think about revisiting our heritage building project (without the signs).
- AMANS conducted a session on Equity and Anti-Racism plans that all municipalities and villages are required to draft, and whether or not these should be combined with Accessibility plans. The Village will participate with Lunenburg County again on this file.
- Municipal Affairs reviewed the new Code of Conduct for elected officials which takes effect later this month, as we discussed here last month.

- We also heard more about the Nova Scotia Guard, which clarified some misconceptions I certainly had. For example, NS Guard volunteers could staff a comfort centre, or they could perform tasks like shoveling snow or preparing food on emergency sites rather than pulling a first responder off the field. It is a support role, but a coordinated one. There are many, many details still to be worked through.
- The Cape Breton Partnership, the REN (Regional Economic Network) for the island, has hired a creative economy lead – very inspiring to hear about this.
- The Warden of the District of Richmond came to speak about offshore wind development. They are working hard to become leaders in this emerging field and the potential for Nova Scotia’s east coast is exciting.
- o I also attended a day-long workshop on procurement at the AMANS Fall Conference on Sep 23th. It was excellent and will be very useful in preparing the larger-scale projects we have coming. Our Purchasing Policy could use a refresh, which I’ll bring to a future meeting.

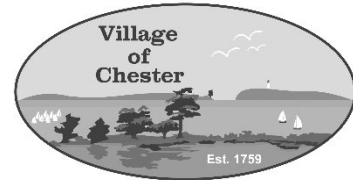
Report completed by:
Heather McCallum, Clerk/Treasurer

Pending items for future consideration:

<i>Meeting Assigned</i>	<i>Item</i>	<i>Delivery</i>
<i>Jul 17, 2024</i>	<i>Accessibility Assessment Report – Retrofit Recommendations</i>	<i>Nov 20, 2024</i>
<i>N/a</i>	<i>Purchasing Policy draft amendments</i>	<i>TBD</i>

Schedule 7.2

Village of Chester Commission Clerk/Treasurer Financial Report September 18, 2024



- **Scotiabank:**

- The September 2024 bank statements have been reconciled.
- The Q3 tax revenue advance amount of \$101,515 was received from MODC a little earlier than usual, on Sep 27th.
- Account balances as of Oct 1, 2024 were:

Banking Accounts	
• Daily Operations account	\$ 604,244
Investment Accounts	
• Operating reserve	\$ 82,402
• Lido Pool reserve	\$ 161,648
• Utilities reserve	\$ 39,592
• EMC Building reserve	\$ 16,623

- **Municipal Finance Annual Reporting:**

- The annual Village financial information required by the Department of Municipal Affairs & Housing has been completed and submitted.

- **Budget Status**

- The 2024/25 Q2 Budget Variance (Apr 1-Sep 30) is included in this report.

Report completed by:

Heather McCallum, Clerk/Treasurer

Village of Chester Commission
 Budget Variance Report - **GENERAL GOV'T OPERATIONS**
 2024/25 Q1 Apr 1-Sep 30 (50% of fiscal year remaining)

	Actual 04/01/2024 to 09/30/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	Notes
REVENUE - General Gov't Operations				
Revenues				
4100	306,705.49	408,476.05	-24.91	1
4116	2,479.40	2,615.00	-5.19	
4201	3,858.02	1,710.00	125.62	2
4225	0.00	2,400.00	-100.00	3
Total	313,042.91	415,201.05	-24.60	
TOTAL REVENUE	313,042.91	415,201.05	-24.60	4
EXPENSES - General Gov't Operations				
Governance				
5450	511.82	350.00	46.23	5
5477	2,876.90	10,820.00	-73.41	6
5461	0.00	2,160.00	-100.00	
5431	0.00	5,000.00	-100.00	7
5432	0.00	3,000.00	-100.00	7
5496	505.57	2,625.00	-80.74	8
Governance Total	3,894.29	23,955.00	-83.74	
Administration				
5430	7,266.78	16,000.00	-54.58	
5428	744.29	4,070.00	-81.71	9
5435	4,831.35	4,200.00	15.03	10
5440	34,721.19	68,000.00	-48.94	
5445	2,061.91	4,000.00	-48.45	
5447	1,874.05	2,300.00	-18.52	
5448	3,051.86	4,500.00	-32.18	
5455	549.47	2,000.00	-72.53	
5460	566.65	1,500.00	-62.22	
5465	2,223.41	4,000.00	-44.41	
5470	97.20	300.00	-67.60	
5472	0.00	3,000.00	-100.00	
5475	104.29	3,000.00	-96.52	
5476	3,998.94	6,250.00	-36.02	
5478	2,022.00	4,060.00	-50.20	
5480	1,140.13	2,200.00	-48.18	
5481	0.00	6,700.00	-100.00	11
5490	1,379.00	24,300.00	-94.33	12
5492	2,400.00	2,500.00	-4.00	13
5495	4,507.21	5,000.00	-9.86	14
Administration Total	73,539.73	167,880.00	-56.20	
Protection				
5501	3,893.86	12,625.00	-69.16	
5526	10,298.21	10,300.00	-0.02	15
5540	4,017.19	11,500.00	-65.07	
Protection Total	18,209.26	34,425.00	-47.10	

	Actual 04/01/2024 to 09/30/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	Notes
Beautification				
5565	21,721.92	23,000.00	-5.56	
5570	0.00	5,000.00	-100.00	
5582	10,000.00	10,000.00	0.00	
	31,721.92	38,000.00	-16.52	
Economic Development				
5590	0.00	10,000.00	-100.00	
	0.00	10,000.00	-100.00	
Misc Operations				
5575	16,552.78	22,310.00	-25.81	
5585	2,110.74	4,000.00	-47.23	
5960	9,026.73	15,000.00	-39.82	
	27,690.25	41,310.00	-32.97	
Jib Lot				
5405	1,262.42	1,500.00	-15.84	
5410	631.39	650.00	-2.86	16
5415	138.58	150.00	-7.61	16
	2,032.39	2,300.00	-11.64	
Lido Pool & Washroom				
5910	26,946.69	32,000.00	-15.79	17
5925	0.00	5,100.00	-100.00	18
5935	26,144.75	25,500.00	2.53	19
5940	0.00	1,600.00	-100.00	20
5945	1,159.88	1,200.00	-3.34	16
	54,251.32	65,400.00	-17.05	
Reserves (Planned)				
5743	0.00	1,931.05	-100.00	
5937	0.00	30,000.00	-100.00	
	0.00	31,931.05	-100.00	
TOTAL EXPENSE	211,339.16	415,201.05	-49.10	

Village of Chester Commission
 Budget Variance Report - CAPITAL
 2024/25 Q1 Apr 1-Sep 30 (50% of fiscal year remaining)

	Actual 04/01/2024 to 09/30/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	Notes
REVENUE - Capital				
Revenues				
4130	100,000.00	100,000.00	0.00	
4120	150,000.00	150,000.00	0.00	
4170	0.00	65,105.00	-100.00	21
Total	250,000.00	315,105.00	-20.66	
TOTAL REVENUE	250,000.00	315,105.00	-20.66	

	Actual 04/01/2024 to 09/30/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	Notes
EXPENSES - Capital				
Capital Projects				
5915	47,256.72	150,000.00	-68.50	22
5916	6,152.86	165,105.00	-96.27	23
Capital Projects Total	53,409.58	315,105.00	-83.05	
TOTAL EXPENSE	53,409.58	315,105.00	-83.05	

Village of Chester Commission
 Budget Variance Report - **EMC BUILDING**
 2024/25 Q1 Apr 1-Sep 30 (50% of fiscal year remaining)

	Actual 04/01/2024 to 09/30/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	Notes
REVENUE - EMC Building				
Revenues				
4110	10,496.64	21,260.00	-50.63	
4180	13,875.00	13,875.00	0.00	24
Total	24,371.64	35,135.00	-30.63	
TOTAL REVENUE	24,371.64	35,135.00	-30.63	

	Actual 04/01/2024 to 09/30/2024	Budget 04/01/2024 to 03/31/2025	Percent Remaining	Notes
EXPENSES - EMC Building				
EMC				
5705	219.01	3,500.00	-93.74	
5710	0.00	1,200.00	-100.00	25
5715	5,149.30	5,260.00	-2.10	26
EMC Total	5,368.31	9,960.00	-46.10	
Reserves (Planned)				
5720	0.00	11,300.00	-100.00	
Reserves Total	0.00	11,300.00	-100.00	
Capital Projects				
5709	12,042.13	13,875.00	-13.21	27
Capital Projects Total	12,042.13	13,875.00	-13.21	
TOTAL EXPENSE	17,410.44	35,135.00	-50.45	

Village of Chester Commission
Budget Variance Report - NOTES
2024/25 Q1 Apr 1-Sep 30 (50% of fiscal year remaining)

Notes

GENERAL GOV'T OPERATIONS BUDGET

- 1 Tax advances Q1-Q3 (75% of year) have been received from MODC.
- 2 Provincial program for 2022/23 spend; Village portion is 42.25% of \$9,131.42.
- 3 End of swim season reports filed; awaiting assessment and funding cheque.
- 4 "HST Rebate" is not revenue and was removed from this section
- 5 Complete for year - ads and hall rental.
- 6 Q1 only had been paid out as of Sep 30. Q2 will show up next quarter.
- 7 Unknown amount until end of fiscal year tax reconcile from MODC.
- 8 Complete for year - ads and hall cancellation fee.
- 9 Does not include \$1,251.22 not yet invoiced from Perfect Home.
- 10 Additional work for Village/Fire account separations; includes half of fire apparatus appraisal fee.
- 11 Suppliers have not yet invoiced this fiscal. MJSB's was received in Oct and AMANS is expected in Nov.
- 12 Includes 24-hr accident annual fee. Remainder renewal in Oct to be billed in Q3.
- 13 Renewal in Oct to be billed in Q3.
- 14 Includes \$2,218 in annual software renewals (Sage, Canva); monthly subscriptions (Adobe, Xerox); printer penalty.
- 15 Decorative light repair from 23/24 completed in May. Awaiting quote for another burnout.
- 16 Property tax installment 2 of 2 paid.
- 17 Anticipate this line item will be over: Q2 maintenance hours to come; main pump replaced in Q3.
- 18 Renewal in Oct to be billed in Q3.
- 19 Complete for year. Labour Day weekend was added for a slight overage.
- 20 Chester Yacht Club invoice for cost share (\$1,838) arrived in Oct. Overage of \$274 was mileage - new this year.

CAPITAL BUDGET

- 21 This figure is a requirement of the federal grant agreement.
- 22 Includes engineering assessment and RFP documents (consultant), and 1st installment of exterior wall repairs.
- 23 Includes accessibility assessment (consultant).

EMC BUILDING BUDGET

- 24 Reserve funds transferred for 75% of roof project on Jul 12th.
- 25 Renewal in Oct to be billed in Q3.
- 26 Property tax installment 2 of 2 paid.
- 27 Completed roof replacement.



Chester Volunteer Fire Department

Email - info@chesterfd.ca

Station (902)275-5113 - Fax (902)275-2134

Good evening all,

The CVFD responded to a total of 32 incidents in the month of September. 21 medicals, 2 water rescues, 4 mva's, 1 car fire, 1 trash fire, 2 commercial fire alarms, 1 investigation.

The CVFD completed large scale scenarios this month with all our mutual aid partners both from fire and industry. The scope of the exercise was around a wildfire at Maibec in East River. The first was an operational base scenario led by the CVFD and the second was a tabletop exercise led by REMO. Both went well with lots of takeaways for improvement. Our monthly practice was broken into two parts: vehicle extraction and static water source utilizing our BearPaw low water suction device.

Lots of training in the upcoming month: live fire and swift water rescue.

We need a decision tonight on the old out of service fire boat, winter is coming.

As always, we the CVFD thank you for your efforts and support



PUBLIC INFORMATION MEETING

New Chester Fire Station Design Concept



Wednesday, Nov 13, 2024
6:30 pm



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



Zoom Meeting 84011671757,
passcode 202410
YouTube Live @ChesterFireCommittee

**Come and learn about
plans for a new fire station
to improve safety and
effectiveness in our area!**

Light refreshments provided.



Chester Fire Services
Committee

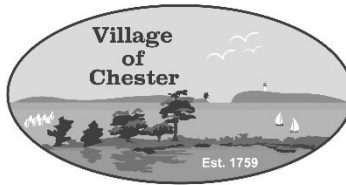
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@chesterfireservicescommittee

@chesterfirecommittee

Schedule 8.1



**Village of Chester Commission
Request for Decision**

Topic: IT Security re: Laptops and Mobile Devices	Date: October 16, 2024 Proposed By: Heather McCallum Clerk/Treasurer
Issue Summary: MJSB is applying another security upgrade to the network as a response to the exponentially increasing cyber-security threat from artificial intelligence (AI). This will affect the devices we use, and will affect our monthly Microsoft user tier.	
Background: The Municipal Joint Services Board (MJSB), our IT supplier, is instituting a security upgrade that will lock down all access points to the network. The user endpoint is always the most vulnerable. Any laptop that is not the property of the Village and configured by MJSB will no longer be able to access the Village infrastructure. Smartphones and tablets are able to have an app installed (Microsoft Intune) that isolates the business network connections from the rest of the device. Laptops cannot. This will affect the Commission in two ways: A. Commissioners and staff who currently use a personal laptop will need to be provided with a Village-owned device. Anyone who has a smartphone or tablet can continue to use it, but the Intune app will have to be installed and configured. Chester Village currently issues no devices for elected officials. Staff are not issued Village smartphones, but the Clerk/Treasurer does use a Village-owned laptop. I believe we have the following <u>personal</u> devices – but please correct me if not correct. <ul style="list-style-type: none">• Chair Pauley smartphone & tablet• Vice-chair O'Malley smartphone & laptop• Commissioner L Mulrooney smartphone & tablet• Commissioner T Mulrooney smartphone• Commissioner Nauss smartphone, tablet & laptop• Clerk/Treasurer smartphone & tablet, Village laptop (<i>laptop originally assigned to Commissioner O'Malley</i>)• Admin Assistant smartphone	

If this is correct, we have a couple of options depending on personal preference; see “Options” below.

Best practice in most government bodies is to issue devices both for security and for FOIPOP (freedom of information and protection of privacy) considerations. As an example, the Town of Lunenburg issues iPads to all elected officials which are configured to access a SharePoint folder for agenda packages and in-camera documents.

Currently we just need to plug the gap, but going forward the Commission may wish to resume Village-provided tablets/laptops segregated from personal devices. These would have light wear and could be re-used by multiple Commissioners over a longer span than a personal device may last. Or the Commission may wish to allow a buy-back benefit where a retiring Commissioner pays the remaining value in the tablet to keep it.

B. Four of the five Village Commissioners are currently on the lowest Microsoft 365 license rate of \$5.10/user/month which will have to go up to \$16/user/month to access the Intune security function. We also have the option of being placed in an MJSB “exceptions list” until the end of this fiscal year and then upgrading on April 1st.

Considerations:

Financial Impacts

Hardware costs are pending from MJSB and will be shared at the October 16th meeting if available.

If the software licence upgrade is activated for the remainder of this fiscal year, the cost would be an additional \$10.90/person/month for four licences for six months, or \$261.60 total. (If there is an update to this figure, I will provide at the meeting.)

Policy Impacts

The Village Commission is bound by the provincial *Freedom of Information and Protection of Privacy Act* and by record-keeping requirements of the *Municipal Government Act*, including all government email and phone use records – even those on personal devices.

Security Impacts

One of the conditions of our cyber-security insurance is robust IT security practices. The Village has consistently signed on to both system upgrades and regular security training to better protect ourselves from ever-evolving threats.

Options:

1. Hardware current: A tablet or laptop to be purchased for Commissioner T. Mulrooney's use during his term. The Village laptop the Clerk/Treasurer is using be handed back to Vice-chair O'Malley for use during his term, and another more robust laptop be purchased for the C/T. Pricing to come; funds would come from the Operating reserve.
2. Hardware current: Two tablets be purchased and configured for the use of Vice-chair O'Malley and Commissioner T. Mulrooney for the remainder of their terms. Pricing to come; funds would come from the Operating reserve.
3. Hardware current: Vice-chair O'Malley and/or Commissioner T. Mulrooney could use their smartphones only, and all other Village business would be on paper.

4. Hardware future: Starting in 2025/26, the Commission will budget for elected official configured devices to match the number of seats coming up for election. Whether there is an actual purchase would be based on inventory and requirements. Use of the Village devices would be limited to the duration of the officials' terms and then returned.
5. Hardware future: The Commission could continue to rely on elected officials' personal smartphones and tablets with InTune enrollment, and only purchase if a new Commissioner owns neither.

6. Software licenses: The Village users could go in an "exceptions list" with MJSB until the end of this fiscal year.
7. Software licenses: The Village could upgrade software licenses immediately for best security.

Recommendation:

Staff do not have a preference between options 1-3.
Between options 4-5, staff recommend #4.
Between options 5-6, staff recommend #6.

Draft Motion (s):

That the Village Commission (a) purchase ___ tablet(s) AND/OR ___ laptop(s) to be configured by our IT provider for Commissioner use during their terms of office at a cost of approximately \$_____, with funds to come from the Operating reserve if necessary; and (b) starting in 2025/26 the Commission will annually budget for elected official devices per number of seats up for election.

That the Village Commission authorizes the \$_____ add-on to the 2024/25 IT service agreement with the Municipal Joint Services Board for Microsoft 365 user license upgrades with Intune.