



**Village of Chester Commission
Regular Monthly Meeting
October 14, 2015**

Present: Ray Cambria, Commissioner; Dave Foley, Commissioner; Bill Zinck Jr, Chair; Iris Tolliver, Clerk Treasurer

Regrets: Bill Nauss, Commissioner; Michael Heisler, Vice-Chair

There was one person in the Public Gallery.

1.0 Call to Order

Chair Zinck called the meeting to order at 7:00 pm.

2.0 Approval of Minutes

- a) **MOTION: Ray Cambria moved, Dave Foley seconded the approval of minutes from September 9, 2015 meeting as presented. Carried.**
- b) Chair Zinck stated there were In Camera meetings September 23/15, September 30/15 and October 7/15, held on the Fire Service Contract and Human Resource issues.

Motion

3.0 Additions to the Agenda & Approval of Agenda

MOTION: Ray Cambria moved, Dave Foley seconded the approval of the agenda for October 14th, 2015 as presented. Carried.

Motion

4.0 Questions from Electors Pertaining to the Agenda

> No questions

5.0 Business Arising from Previous Minutes

a) Rescue Boat Tender

Iris Tolliver stated, as per being directed at the Committee of Whole meeting, the RFP was put on the procurement site.

Iris Tolliver is asking for an extension until Thursday, October 15, 2015, to allow the only bidder to collect all the information requested in the tender. Iris Tolliver also asked for the weight to be provided.

Motion: Dave Foley moved, Ray Cambria seconded, that the Village extend the RFP deadline for the Rescue Boat by 48 hours. Carried.

Motion
Iris Tolliver

b) Annex Building Motion

Ray Cambria stated that in response to a presentation from Nancy Hatch at the last meeting, Ray Cambria made the following motion.

Motion: Ray Cambria moved, Dave Foley seconded, that the Village of Chester Commission instruct the Clerk to write a letter to the Municipality of the District of Chester in support of the proposal by Nancy Green, working with Affordable Housing NS and CMHC, to explore the possibility of converting the Annex building to affordable housing, and to request that the MODC postpone the demolition of the Annex building until such time as this use can be fully explored. Carried.

Motion
Iris Tolliver

5.0 Business Arising from Previous Minutes (continued)

c) EMC Account

Iris Tolliver stated she was directed to provide account of the EMC bank account.

Iris gave this detailed report stating that the account with the Village is in the negative and that the money which is extra in the bank account should go to the Village account then the account could be closed. The loan being paid back could just be deposited into the Village's operating account.

Discussion was held.

Iris said she would be moving the money in the EHS account over to the general account.

Iris Tolliver

6.0 Eastlink Tower Group

Jim Pattillo thanked Iris Tolliver for the information she provided to the group and updated the Commission on the Tower issue.

Mr. Pattillo said MODC has joined with and is in the midst of a report, CRCINS, Canadian Radio Communications Information Notification Service, dealing with locations of towers and the technology that is being applied. Mr. Pattillo said once that report is done, then all will know where they stand but the group is very determined to see the tower relocated. Mr. Pattillo stated he expects to know something in a few weeks.

Chair Zinck thanked Mr. Pattillo for his report on the tower progress.

7.0 Reports

a) Fire Chief's Report

Chief Richardson stated that since the last meeting there have been 8 call outs consisting of 1 boat call, 2 vehicle fires, 1 boat fire, 2 MVCs and 2 alarms.

The siren is up and running and Chief Richardson would like to know the feedback, if any on the siren.

Training is still going strong with the MBU coming back, and then MFR course just completed.

There was a fun-day held in September for members and their families.

A new member was welcomed into the Department which is bringing the numbers close to the maximum of 50 members.

The Fire boat will be in the water for certification for the SVOP-MEDA3 course.

The MBU will be at the old liquor store parking lot from October 20-23/15.

Chief Richardson was contacted by Blandford Fire Chief regarding the proposal for Mutual Aid Agreement. Iris Tolliver mailed the response but will email it as well.

Chair Zinck will provide the Clerk Treasurer with the email address of Blandford's Fire Chief.

Iris Tolliver

Iris Tolliver stated she has not heard any complaints about the siren. She also said the siren can be fine-tuned by Vista Care if needed.

Chief Richardson asked if the red button, that used to be used to shut off the siren, could be wired to the new siren. Iris Tolliver will check into a manual shutoff.

Iris Tolliver

7.0 **Reports** (continued)

b) **Committee of the Whole (COW) Meetings Report**

Ray Cambria, Chair of the Committee of the Whole, gave a report from the COW meeting of September 16/2015:

Issues discussed -

#1 Election By-Law – Recommendation made to have the Clerk Treasurer review other Villages' By-Law, particularly Bible Hill and then report back to the Commission with a suggested revised By-Law by the November meeting. *#2 Fire Boat SOPs* – discussed this with the Chief and this is a work in progress as work is still taking place on this.

#3 Audited Financial Statements – Completed and no changes, but the internal controls and the Management Letter needs to be gone over yet.

#4 Use of Fire Apparatus – a motion resulting of this issue being discussed

MOTION: Ray Cambria moved, Dave Foley seconded, that the VOC Commission amend the existing policy on "Use of Fire Apparatus" to read as: No apparatus may be used for anything other than fire and emergency purpose unless authorized by expressed permission of three of the Commissioners". Carried.

Iris Tolliver gave Chief Richardson a copy of the policy.

#5 Formatting of Budget Report – This was discussed and recommendation was to ask the Clerk to add a column to indicate what percentage of the budget has been spent to date.

Iris Tolliver stated she didn't add a column but added at the top of the report, what percentage of the year has passed.

#6 Protocol on Regular meetings based on a presentation from Brenda Mulrooney – the recommendation was that the clerk is to investigate and determine how other Villages handle public input and then present a draft on protocol. Iris checked and no other Villages allowed mid-meeting questions, they have question period at the end of the meeting. Ray said the outstanding issue is that the current protocol requires public to request two weeks prior to the meeting to speak, but the agenda will be posted one week prior to the meeting. This issue will go back to the COW for further discussion.

#7 Clerk's Report – Iris stated that her report is ongoing, as issues covered at the meeting come up prior to the meeting, sometimes, the same day.

Ray suggested that this issue go back to the COW meeting for more discussion.

Item direction – Item # 1 and #2 will be sent back to COW; #3, #4, #5 is completed; #6 and #7 will go back to COW

MOTION: Ray Cambria moved, Dave Foley seconded, that the September 16/15, Committee of the Whole items next direction is as discussed. Carried.

Committee of the Whole (COW) Meetings Report

Ray Cambria, Chair of the Committee of the Whole, gave a report from the COW meeting of September 30/2015:

Issues discussed -

#1 Fire Advisory Committee – Fire Chief was invited to the next meeting.

This issue is complete.

Iris Tolliver

MOTION

Motion

7.0 Reports (continued)

b) Committee of the Whole (COW) Meetings Report (continued)

#2 Fire Siren – Except for the issue raised tonight that the emergency button is not connected, the Fire Siren has gone live and awaiting feedback from the public. Issue is completed.

#3 Fire Boat – issue completed

#4 Discussion involving tender and repairs to Fire Hall – After discussion direction was given for the Clerk to ask larger Villages who they use to determine the scope of work. This was discussed at the October 7/15 meeting.

#5 Policy List – This list was discussed at the Oct 7/15 meeting.

#6 Motions – The Clerk was asked to make a quick reference sheet.

#7 Annex Building – This issue was completed tonight.

MOTION: Ray Cambria moved, Dave Foley seconded, that the Committee of the Whole meeting action items for the meeting September 30/15, be approved as read. Carried.

Committee of the Whole (COW) Meetings Report

Ray Cambria, Chair of the Committee of the Whole, gave a report from the COW meeting of October 7/2015:

Issues discussed -

#1 FAC - The decision on the FAC was that the Village would continue to be a part of both groups to stay connected to Fire Services in MODL and Village residents.

#2 Fire Siren – The direction was for the Clerk to prepare a motion to change the hours the siren would sound. The siren will be sounded for every call but the hours the siren will sound is between 7:00 am and 9:00 pm.

MOTION: Ray Cambria moved, Dave Foley seconded, that the new Fire Siren be programmed to sound between the hours of 7 am and 9 pm. Carried.

(Ray Cambria and Dave Foley voted in favor of the motion and Chair Zinck abstained.)

#3 Fireboat SOPs & Licensing which was decided to take the issues back to the next COW meeting. The boat appears to be licensed but only as a pleasure craft. Paperwork cannot be found, so Ray Cambria was given direction for paperwork required to make it legal and will report back.

#4 Fireboat - When should the boat be taken out of the water. Direction was given to the Clerk Treasurer to call Danny Boutilier to see when the floats and boat would be taken out. This item is completed.

#5 The Purchasing Policy and Scope of Work for Tenders were discussed. The Clerk was asked to determine how other Villages determine scope of work for tenders that involve repairs. Two tenders were received but awarding was not able to be made as not all the information was received as needed.

MOTION: Ray Cambria moved, Dave Foley seconded that the tender to paint the Chester Fire Hall be deferred until spring and ask that the Clerk advise the three respondents to the tender placed on the NS Procurement site in September, 2015. Carried.

Iris Tolliver

Motion

Motion

Ray Cambria

Iris Tolliver

Iris Tolliver

7.0 Reports (continued)

b) **Committee of the Whole (COW) Meetings Report** (continued)

Ray Cambria stated that motion was made and passed to defer the tenders till spring. The wording of the policy will go back to COW for further discussion.
#6 Rescue Boat Tender – The Clerk made a report on that and a motion will be made to extend the tender for 48 hours so this issue will be considered complete.

MOTION: Ray Cambria moved, Dave Foley seconded, that the discussion from the Committee of the Whole of October 7, 2015, was accepted as presented. Carried.

Motion

c) **Financial Reports**

Iris Tolliver distributed and reviewed the Financial Report:

>Village Account - \$212,981.70

>EMC Account - \$32,992.30

>Fireboat Account - \$17,221.74

>Visa Statement, as requested, is attached

Questions were asked and Iris Tolliver gave the answers as needed.

MOTION: Dave Foley moved, Ray Cambria seconded, the acceptance of the financial report. Carried.

Motion

8.0 New Business

a) **Policy and Procedures**

There was a motion made earlier in the meeting regarding this issue.

9.0 Any Other Business

a) **Clerk's Report**

Iris Tolliver stated that the Village Coordinator, Shawn Wagg, is no longer employed with the Village of Chester. There was an HR committee and his contract was terminated because they felt his position was redundant.
A Remembrance Day wreath has been ordered and Commissioner Cambria has volunteered to present it at the service.

The Speed Sign update is ready to go, except a trailer hitch is needed. The Commissioners will discuss this at the Committee of the Whole.

The public washroom door needs to be replaced. Lindsay's provided a scope of work needed to be completed to replace the door.

Iris Tolliver asked if the Commission would like to see the work completed over the winter or in the spring; work will be carried out now.

MOTION: Ray Cambria moved, Dave Foley seconded, to expend the money to repair the door as quoted by Lindsay's. Carried.

Motion

Christmas wreaths can be supplied by the same supplier as last year.

Discussion was held on the number of wreaths.

MOTION: Dave Foley moved, Ray Cambria seconded, to have 55 wreaths as was ordered last year.

Motion

Discussion was held. Ray Cambria stated that a date should be set to take the wreaths down. It was decided to take the Christmas Wreaths down January 15th.

Iris Tolliver

9.0 **Any Other Business** (continued)

a) **Clerk's Report** (continued)

Iris Tolliver asked the Commission what they wished to do, as the November 2015 Monthly meeting falls on November 11th. It was decided to move the meeting ahead to November 18, 2015. This change will be on website and in the paper.

Iris Tolliver

Chair Zinck and Iris Tolliver attended the Association of Nova Scotia Village conference and AGM. Iris Tolliver gave an overview of the sessions. Discussion was held.

MOTION: Ray Cambria moved, Dave Foley seconded the acceptance of the Clerk Treasurer's report as presented. Carried.

Motion

c) **Recap of Direction from Commission**

Discussion was held that the direction was given at the Committee of the Whole (COW), so the 'Recap' can come off the agenda.

10 **Correspondence**

1 - Iris Tolliver read a letter of response from Mr. Blackwood on the False Alarms issue.

Discussion was held

MOTION: Dave Foley moved, Ray Cambria seconded, to forward Mr. Blackwood's letter to Tammy Wilson with a cover letter asking on behalf of the Village Commission, when MODC is going to start enforcing their By-Laws in two particular properties in the Village of Chester. Carried.

Motion

Iris Tolliver

MOTION: Ray Cambria moved, Dave Foley seconded the acceptance of correspondence as presented. Carried.

Motion

11.0 **Adjournment**

Chair Zinck adjourned the meeting at 8:37 pm.

William Zinck
Commission Chair

Maxine Veinot
Administrative Assistant