



**Village of Chester Commission
Regular Monthly Meeting
July 12, 2017**

Present: Dave Foley, Commission Chair; Tom Mulrooney, Commissioner; Nancy Hatch, Commissioner; Michael Heisler, Commissioner; Bill Nauss, Commission Vice-Chair; Forrest McWade, Clerk Treasurer; Maxine Veinot, Recording Secretary

Regrets: Nil Absence: Nil

Public Gallery: There were no members of the public in attendance

1.0 Call to Order

Commission Chair Foley called the July 12, 2017, regular monthly meeting of the Village of Chester to order at 5:30 pm.

2.0 Public Forum

There were no members of the public in attendance.

3.0 Approval of Minutes

a) *June 14, 2017 Regular Monthly VOC*

MOTION: Commissioner Hatch moved, Commissioner Mulrooney seconded, the approval of the June 14, 2017 regular monthly meeting minutes. Motion passed unanimously.

Motion

b) *June 21, 2017, COW Meeting*

MOTION: Commissioner Mulrooney moved, Commissioner Heisler seconded, the approval of the June 21, 2017 COW minutes, with amendments. Motion passed unanimously.

Motion

c) *July 5, 2017 COW Meeting*

MOTION: Commissioner Mulrooney moved, Commissioner Nauss seconded, the approval of the July 5, 2017 COW meeting minutes, with amendments. Motion passed unanimously.

Motion

d) *June 7, 2017 AGM Meeting*

Discussion was held on the approval of AGM (Annual General meeting) minutes. Clerk Treasurer McWade reported that he contacted Municipal Affairs and the AGM minutes can be approved at the next meeting of the commission or at the next year's AGM.

MOTION: Commissioner Mulrooney moved, Commissioner Heisler seconded, the approval of the June 7, 2017 AGM minutes.

Motion

Commissioner Hatch asked if the Commission can look at a policy on approval of annual public meeting minutes in the future. Clerk Treasurer McWade stated this will be discussed when reviewing the meetings and procedures policy.

Motion passed unanimously

4.0 Approval of Agenda

8.b Village Area Advisory Committee agenda – Commissioner Hatch

8.c Signage – Commissioner Hatch

5.0 **Business Arising from Previous Minutes**

a) **Committees**

Clerk Treasurer McWade sent the committee list to Commissioners in an email. This list needs to be updated as to the recent discussion held on committees.

Human Resources – Tom Mulrooney & Dave Foley

Lunenburg East Fire Advisory – Nancy Hatch

Spectacle Lake Watershed – Nancy Hatch

Village Area Advisory – Nancy Hatch

Municipal Planning Advisory (PAC) – Dave Foley

Budget – Clerk Treasurer McWade stated that the purpose for having this committee is to meet next spring for the 18/19 budget meetings, with the fire department and discuss the requests in their budget.

Then this committee will make recommendations to the Commission.

Discussion was held on the purpose of this committee.

Clerk Treasurer asked for nominations for this committee.

Bill Nauss & Dave Foley volunteered to be on this committee.

b) **Election By-law**

Clerk Treasurer McWade stated the next step with this by-law is to have agreement on the draft changes made and then it will be forwarded to Municipal Affairs for pre-approval. When pre-approval is received, the by-law will be on an agenda for a future regular meeting for final approval.

The changes were reviewed by Clerk Treasurer McWade.

Commissioner Hatch would like to see section 5, include “posting in five different locations”.

Discussion continued.

Chair Foley asked for a vote on making the requested changes of formalizing the ‘posting in five different locations’.

In favour – Commissioners’ Hatch and Nauss;

Opposed – Commissioners’ Heisler, Mulrooney and Foley. Request defeated.

DIRECTION TO THE CLERK: The Clerk Treasurer will send the amended Election By-law to Municipal Affairs to seek their pre-approval and any recommendations they may make.

Committee
Appointments

Direction to the Clerk

6.0 **Correspondence**

a) **MODC request for response**

An email from Pam Myra, MODC, was received looking for the Village’s acceptance of a letter to the Minister of Municipal Affairs from Blandford Fire Commission concerning - (1) clarification on audit requirements; (2) suggested revision of audited statement dates; and (3) suggested revision on annual meeting dates.

Clerk Treasurer McWade stated that these three issues do not directly affect the Village as audits and dates are legislated by the Municipal Government Act (MGA) and not by separate rule of Rural Fire District Act (RFDA). MODC is looking for all fire services providers’ input on the three issues, so MODC can consider all input when making a recommendation as a Municipality. Discussion was held.

6.0 Correspondence (continued)

a) **MODC request for response** (continued)

The Clerk Treasurer recommends that the Village Commission confirm their support of Blandford District Fire Commission's request on clarification of the audit requirements as well as dates of the audit and annual meeting. Discussion was held.

DIRECTION TO THE CLERK: The Clerk Treasurer was directed to draft a letter of response for Chair Foley to send to MODC advising them that the Village supports the clarification requested by Blandford District Fire Commission.

7.0 Reports

a) **Clerk's Report**

Clerk Treasurer McWade reported that he has been going through the changes to the Policies and Procedures.

Last night, July 11th, the Clerk Treasurer attended the Joint Fire Advisory Committee (JFAC) to deal with some questions and concerns on the tanker and on insurance coverage issues.

The meeting on the tanker was rescheduled for July 19th, which will be the first meeting to move forward on the tanker.

The Clerk Treasurer reported that Brenda Mulrooney spoke to the Commission concerning an event for the 150th celebration at the Lido. The Recreation Department of MODC is looking at giving a grant to the Village, as opposed to an individual, which it cannot do. The Clerk Treasurer told the Recreation Department at MODC that the Village will administer the grant, if approved. The Clerk Treasurer spoke with Ms. Mulrooney and advised her that the Commission will advertise, have the facility available at the pool and staff, if available, to help with the event. The Recreation Department will put the request to Council July 13, 2017 for \$700.00 for the event.

b) **Financial Report - YTD**

Clerk Treasurer McWade reported that the year-to-date report is to the end of June/17 and was emailed to the Commissioners.

There were no questions or discussion brought forward on the report.

(c) **Fire Chief's Report**

Chief Richardson was not able to attend as he is at the Chief's Conference this week. He sent his report in and the Clerk Treasurer read the report:

'The Mobile Burn Unit (MBU) will be back and Chief Richardson invited the Commission to a training night.

For the LP mock practice, all departments in the Municipality took part in the exercise. There were water shuttles, rescues, ladder truck and flowing water.

There were both positive and negatives taken away from this exercise.

The first meeting for the truck is on July 19th and looking forward to getting the truck-build started.

Chief Richardson has spoken to truck vendors at the conference about their trucks, and different ladder trucks that are on display.

The inshore rescue boat cover is in the process of being made.

7.0 Reports

c) **Fire Chief's Report**

Pre-planning will take place on some of the islands that CVFD provides fire protection.

Member training is ongoing.

While at the Chief's Conference good speakers were heard and a lot of useful information is being received and will be brought back to the department.'

8.0 Any Other Business

a) **Auditor Appointment**

Chair Foley stated an auditor needs to be appointed for 2017/18 fiscal year. The Clerk Treasurer stated that the RFP was awarded to MBL Chartered Accountants - Morse, Brewster, Lake, for a one-year contract with the option of renewal. Clerk Treasurer McWade recommended renewing with MBL auditing for the 2017/18 fiscal year.

MOTION: Commissioner Mulrooney moved, Commissioner Nauss seconded, the appointment of MBL Chartered Accountants as the 2017/18 auditors. Unanimously passed.

Motion

b) **Village Area Advisory Committee (VAAC) Agenda**

Commissioner Hatch reviewed the agenda for the VAAC meeting scheduled for July 18, 2017.

Discussion was held on the shipping containers and the request to MODC to reconsider the past approval allowing shipping containers in the Village.

c) **Signage**

Commissioner Hatch spoke on the signage request that was received from VOCTADA a few months ago.

Discussion was held on this issue.

The Clerk Treasurer stated that a policy needs to be developed for this issue.

There is a section in the MGA that enables the village to give grants to non-profit societies for various reasons. A policy or regulation needs to be developed. This will be looked at when the policies are updated and developed.

9.0 Adjournment

MOTION: Commissioner Heisler moved the meeting adjourn at 6:54 pm.

Motion

Dave Foley
Commission Chair

Maxine Veinot
Recording Secretary