



**Village of Chester Commission
Regular Monthly Meeting
November 14, 2018 – 6:45 pm**

Attendance: Nancy Hatch, Commission Vice-Chair; Tom Mulrooney, Commissioner; Michael Heisler, Commissioner; Jo-Ann Grant, Commissioner

After the In-Camera session ended Darrell Hiltz, Interim Clerk Treasurer, Chief Hiltz, Chester Volunteer Fire Department; Maxine Veinot, Recording Secretary joined the meeting.

Regrets: Bill Nauss, Chair

Absent: Nil

Public Gallery: There were seven members of the public in attendance

1.0 Call to Order

Vice-Chair Hatch called the November 14, 2018 Regular Monthly meeting of the Village of Chester Commission to order at 6:45 pm.

2.0 In-Camera – Personnel

MOTION: Commissioner Mulrooney moved, Commissioner Grant seconded, to continue In-Camera at 6:45 pm to discuss a personnel matter. Motion carried.

MOTION: Commissioner Mulrooney moved, Commissioner Grant seconded, to end the In-Camera session and re-convene the Public portion of the Regular Monthly Meeting at 6:51 pm. Motion carried.

The Regular Monthly Meeting continued at 6:51 pm.

2.0 a) MOTION: Commissioner Grant moved, Commissioner Mulrooney seconded, that effective November 6, 2018 Darrell Hiltz be appointed Interim Clerk Treasurer for the Village of Chester Commission. Carried.

3.0 Public Forum

<> Gail Fraser, 7 King Street:

Ms. Fraser congratulated Mr. Hiltz on his appointment as the Interim Clerk Treasurer.

Ms. Fraser stated that there are certain things, as per the Municipal Government Act (MGA), that the Village Commission should be doing but they are not doing. It is important to have a vision and a means to achieve that vision

3.0 Public Forum (continued)

<> Gail Fraser, 7 King Street: (continued)

Water – we cannot depend of the Municipality as the Village is only one seventh of the area that the Municipality encompasses. Ms. Fraser would like to see the Village of Chester become a viable Village and to ‘stand proud and be a good Village’.

<> Kerry Keddy, Chair of VOCTADA:

We have heard that January 26, 2019 is the proposed date for a vote or plebiscite that the Municipality of Chester (MOC) is carrying out on water.

Also, December 5, 2018 is going to be one of the information meetings, but the date has apparently been put on hold as it conflicted with one of their departments. A lot of VOCTADA membership is frustrated as it appears it is not being taken as a serious issue. Vice Chair Hatch stated the Village Commission will be in discussion with Municipality of Chester and are looking forward to a greater dialogue, more information, etc.

4.0 Review/Approval of Agenda/Additions to Agenda

Commissioner Grant would like to add 9 e – Communication between Commission and residents

Commissioner Mulrooney would like to add 9 f – Website and 9 g – EDM Study

Vice-chair called for all in favour of the additions to the agenda – Unanimously in favour.

5.0 Review/Approval of Minutes

a) **Regular meeting: Wednesday October 10, 2018**

Commissioner Grant questioned the attendance as the Municipal Advisor was in attendance on a formal basis. The minutes mentioned the Municipal Councillor, Danielle Barkhouse who was not present by invitation but simply as a resident. It was agreed to strike it from the minutes.

MOTION: Commissioner Mulrooney moved, Commissioner Heisler seconded, the approval of the minutes from October 10, 2018, with the noted change. Unanimously approved.

b) **Special Meeting: Wednesday October 24, 2018**

The minutes are not ready and will be at the next regular meeting for approval.

c) **Special Meeting: Wednesday October 30, 2018**

The minutes are not ready and will be at the next regular meeting for approval.

6.0 Business Arising

a) **Clerk Treasurer Appointment**

This item was dealt with earlier in the meeting.

b) **Fire Committee**

Vice Chair Hatch stated this was discussed in September or October.

Commissioner Heisler was asked if he wanted to be on the Committee. Commissioner Heisler stated he did not wish to be on the Committee.

Vice Chair Hatch read the Terms of Reference that she created.

Commissioner Mulrooney would rather see the fire department deal with staff directly and then staff present it to the Commission.

This issue was tabled for Interim Clerk Treasurer Hiltz to research for the next meeting.

Commissioner Grant stated we are into November and talking about a Fire Committee and as other Committees have been put in place, we need to be aware of that and be prepared that when the next meeting comes up commissioners need to be prepared for committees that they want to be on rather than losing half a year.

7.0 Correspondence

No correspondence to report

8.0 Reports

a) **Clerk Treasurer**

Interim Clerk Treasurer Hiltz reported that he is working on priority driven items and time sensitive issues.

He is reviewing outstanding correspondence as well.

Interim Clerk Treasurer Hiltz is dealing with items that haven't been completely dealt with, ie Insurance Claim.

b) **Financial Report**

Interim Clerk Treasurer Hiltz compared the expenditures to date with the budget and for six months into the budget it is 55% with no red flags.

c) **Fire Chief Report** (inserted)

CVFD Fire Chief Report – November 14, 2018

Good evening Commissioners & welcome Daryl.

As part of our 2018 Fire Prevention Program, CVFD ran a T-shirt campaign and delivered 339 T-shirts to the children of Chester District School. Each shirt had a Maltese cross on the front and dubbed the kids "Junior Fire Inspector" across the back. It was a huge success with the kids and parents. We're told that almost every child in the district wore the shirt home the day they were delivered.

On Monday November 5th 15 CVFD firefighters attended the appreciation dinner hosted at the Oak island spa. I would like to thank the commission for sponsoring the event.

Lastly, many active, retired, and junior members represented CVFD at the Remembrance Day march to the cenotaph on November 11th. It was a great showing from the members in support of the legion and commemorating the 100th anniversary of the Armistice

Equipment & Operations,

Since my last report CVFD has responded to 6 emergency dispatches.

- 1 Down power line
- 1 Fire Investigation
- 1 CO alarm
- 1 Medical
- 2 MVA

Unit 531 & 572 trailer have both been inspected and passed safety Inspection.

571 is currently in the back harbor at Heisler's Boat Yard tied to a float. Due to weather conditions it was deemed the best location for it as the municipal float behind the government wharf (ferry wharf) has been removed. There are concerns for the stability of our float as the outside rail is pulling out of the wharf. Monday evening we found the float completely separated from the outside rail, had the boat still been attached there would have been significant damage to the inside rail guide. We have reattached the outside rail but further repairs need to be completed before the boat be returned to the float.

Practices & Training

Training is ongoing as always,

c) **Fire Chief Report** (inserted) continued

October regular monthly practice, firefighters reviewed policies and procedures for dealing with Chimney fires. We set up a “mock” chimney with 6” pipe at the rear of the station and practiced deploying dry chemical powder and utilized weight & chains to simulate knocking down obstructions in the chimney. Crews also practiced tying proper fire service knot used to hoist tools and equipment to the roof.

Sincerely,

Everett Hiltz

Fire Chief, Chester Volunteer Fire Department

Time Spent representing CVFD as Fire Chief since last Commission meeting

Emergency Response: 11 hours

Training: 6 hours

Meetings: 18 hours

Other: 15 hours

d) **Chester Merchants – A Village Christmas**

Vice Chair Hatch stated the Chester Merchants are having a Village Christmas for three days this year – November 30th, December 1 and 2/18. There will be a Christmas Tree lighting at the bandstand, On Point dancers and Santa and Mrs. Claus arriving in the antique fire truck. Vice Chair Hatch asked if the public washrooms will be opened. The public washrooms are winterized and shut down for the season.

e) **Bell Small Cell Technology**

Vice Chair stated that Bell presented their information on the Small Cell Technology. Discussion was held.

It was agreed that Interim Clerk Treasurer Hiltz will look into this issue.

9.0 **New/Other Business**

a) **Visa Card for Village**

Vice Chair stated that the Village has had a Visa in the past but it must be in someone’s name. A brief discussion was held.

Interim Clerk Treasurer Hiltz will inquire with the bank on this issue.

b) **Delegate Card(s)**

Vice Chair Hatch said there has been issues being able to access banking information with regards to cheques cleared and not cleared. The bank manager recommended one or two commissioners received a ‘Delegate’ card which would allow the commissioners to access the bank records but would have no spending limit attached to it.

Vice Chair Hatch said the Delegate cards would be handy to have just in case.

Commissioner Mulrooney felt that should be left with the Interim Clerk Treasurer to discuss with the bank manager.

c) **Legion Wreath**

Vice Chair Hatch stated we ordered and paid for a larger wreath but only had a small wreath to present on Remembrance Day.

Commissioner Heisler stated if the wreath would be removed from the site and recycled by the Legion and then use it again next year, it would be a good way to recycle.

It was agreed to not ask for a refund but to order the wreath earlier for next year.

9.0 New/Other Business (continued)

e) Communications between Commission and residents

Commissioner Grant suggested collecting email addresses to send communications directly from the Commission to the residents. (i.e. newsletters, meetings notices, etc.)

Discussion was held.

Interim Clerk Treasurer will check into this with David Muise, Municipal Joint Services.

f) Webpage

Commissioner Mulrooney would like to see this issue wrapped up with a timeframe to do so.

Interim Clerk Treasurer Hiltz will be speaking with Andrea Jeffs to talk about the content and a launch date of January 1, 2019.

g) EDM Study

Commissioner Mulrooney would like to get the findings presented.

Interim Clerk Treasurer Hiltz is planning on speaking with Trevor Hume in the near future.

h) Next Meeting

Discussion was held on meetings in December.

It was agreed to have a regular monthly meeting on Wednesday December 12, 2018 at 6:30 pm.

i) Office Hours Over Christmas

After a brief discussion it was agreed that the Village office will close Friday December 21, 2018 at 1:00 pm and will re-open Wednesday January 2, 2019.

j) Appreciation

Vice Chair Hatch thanked the Administrative Assistant, Brenda & Paul Mulrooney, Robin Carling for the wreaths with bows.

10.0 Adjournment

MOTION: Commissioner Heisler moved to adjourn the meeting at 7:49 pm.

Nancy Hatch
Commission Vice Chair

Maxine Veinot
Recording Secretary