



**Village of Chester Commission  
Regular Monthly Meeting  
December 12, 2018 – 7:00 pm**

**Attendance:** Michael Heisler, Commissioner; Nancy Hatch, Commission Vice Chair; Bill Nauss, Commission Chair; Tom Mulrooney, Commissioner; Jo-Ann Grant, Commissioner; Darrell Hiltz, Interim Clerk Treasurer; Everett Hiltz, Fire Chief, CVFD; Maxine Veinot, Recording Secretary.

**Regrets:** Nil

**Absent:** Nil

**Public Gallery:** There were three members of the public in attendance

**1.0 Call to Order**

Chair Nauss called the December 12, 2018 regular monthly meeting of the Village of Chester Commission to order at 7:00 pm.

**2.0 In-Camera**

There was no In-Camera session.

**3.0 Public Forum**

Nil

**4.0 Review/Approval of Agenda/Additions to Agenda**

Commissioner Grant would like to add 9 c – Water issue

**5.0 Review/Approval of Minutes**

**a) Special meeting: Wednesday October 24, 2018**

**MOTION:** Commissioner Heisler moved, Commissioner Hatch seconded, the approval of the minutes of October 24, 2018 Special meeting. Unanimously passed.

**b) Special Meeting: Tuesday October 30, 2018**

**MOTION:** Commissioner Heisler moved, Commissioner Hatch seconded, the approval of the minutes of October 30, 2018 Special Meeting. Unanimously passed.

**c) Regular Monthly Meeting: Wednesday November 14, 2018**

**MOTION:** Commissioner Heisler moved, Commissioner Hatch seconded, the approval of the minutes of the November 14, 2018 regular monthly meeting. Unanimously passed.

**6.0 Business Arising**

**a) Banking – Credit Card & Delegate Card**

Interim Clerk Treasurer Hiltz met with the Bank Manager and discussed the Visa card and Delegate Card.

## 6.0 Business Arising (continued)

### a) **Banking – Credit Card & Delegate Card** (continued)

Interim Clerk Treasurer Hiltz stated VISA card can be received in the name of ‘Village of Chester’, the same as a small business and not in an individual’s name, however, an individual must be the custodian of the VISA, which the Clerk Treasurer will be. A Delegate card gives access to the bank information and Interim Clerk Treasurer Hiltz will arrange an appointment with the bank and two signing authorities will have to sign the paperwork.

### b) **Fire Committee – Terms of Reference**

Interim Clerk Treasurer Hiltz presented the updated Terms of Reference which were discussed at the November 14, 2018 meeting. Interim Clerk Treasurer Hiltz made minor wording changes. Chair Nauss asked for Commissioners to sit on the Fire Committee – Commissioner Hatch and Chair Nauss volunteered to be on the Committee, and they will report back to the Commission meeting every month, or as required.

Commissioner Heisler asked if it should be classified as a ‘committee’?

Discussion was held.

Chair Nauss said we could do this until the Annual meeting this spring and see how it goes.

Commissioner Mulrooney stated if it is a committee, it must be advertised and public.

Interim Clerk Treasurer suggested it be an ad-hoc committee.

Commissioner Hatch asked if members of the public could be on the ad-hoc Fire Committee.

Interim Clerk Treasurer said ‘yes’ but the public members would have no voting rights at the Commission meeting.

It was agreed by all Commissioners to call it an Ad-hoc Committee of the Commission. Interim Clerk Treasurer Hiltz said the purpose of an ad-hoc committee is for a particular purpose (activity) and for a timeframe.

### c) **Appointment to Fire Committee**

This was covered in the previous agenda item.

### d) **Request to engage a consultant**

Interim Clerk Treasurer Hiltz gave a brief history on the tanker replacement to date.

Three options were identified as:

**Option 1** – use the specifications prepared by John Redden, with the risk of manufacturers not interested in submitting a tender.

**Option 2** – Engaging a consultant to review the Redden specification with the risk of any/all parties not willing to change their positions.

**Option 3** – Source an independent consultant to provide tender specifications that will ensure the equipment will provide the required response capacity.

**RECOMMENDATION:** *Interim Clerk Treasurer Hiltz recommended that approval be given to the Interim Clerk Treasurer, in collaboration with the Fire Chief (members), to pursue Option 3 and engage a consultant to provide the service required. An estimated cost for the consultant is \$3000 - \$5000 and is in Professional Services in the budget.*

Chair Nauss stated timelines is important to put on this issue. Interim Clerk Treasurer said timelines are needed but until he speaks to consultants, he will not know the time needed.

## 6.0 Business Arising (continued)

### d) **Request to engage a consultant** (continued)

**MOTION: Commissioner Grant moved to pursue Option C, as recommended, that we source an independent consultant to provide tender specifications that will ensure that the equipment will provide the required response capacity and that the Interim Clerk Treasurer is authorized to take the lead on this issue and complete with acceptable timelines.**

**Commissioner Heisler seconded the motion.**

Chair Nauss asked for discussion on the issue. There was no discussion.

Chair Nauss asked for **all those in favour – four Commissioners were in favour, contrary minded – one Commissioner. Motion carried.**

## 7.0 Correspondence

a) Costs associated with Cannabis: The Federation of Nova Scotia Municipalities (NSFM) advised all Municipalities that they were informed by Department of Justice that Dispensaries can only be closed under the Safer Communities and Neighbourhoods Act, and in order to do that they must have received a complaint from a resident. NSFM would also like to know if any impact is seen from the legalization of cannabis.

b) Infrastructure programs: Notice was received for applications for the 2019/2020 and 2020/21 fiscal years. Maximum of two applications per unit can be applied for. We do not know the total amount being allocated for the program for the Province, and the applications are available December 3/18 until midnight January 18/19.

Discussion was held, and it was suggested that the Lido Pool wall which needs work could be requested under this program. Interim Clerk Treasurer stated this may not meet the criteria as it is not infrastructure, but Interim Clerk Treasurer Hiltz suggested Health & Wellness grants may cover this, as a Community Facility grant.

c) Mun of Chester: Thank-you re Appreciation Dinner: Bruce Blackwood sent an appreciation letter for sponsoring tables at the recent Volunteer Firefighter Appreciation Dinner.

Commissioner Grant asked the Fire Chief if all firefighters can attend the dinner? Chief Hiltz stated there are 44 members, so they first start with the Officers that can go and then the remaining seats for attendees are based on seniority.

d) Mun of Chester – Re: Schedule B - Notification of Registration Approval/Update: A letter was received from the Municipality advising that they approved the P33 update for specific emergency services as on the 2018/19 Schedule A form.

e) Alternative Procurement Award Postings – CFTA: Interim Clerk Treasurer Hiltz stated this is under the Canada Free Trade Agreement. Alternative procurement circumstances are the procurements that don't qualify for tenders as per the policy.

## 8. Reports

### a) **Clerk Treasurer**

Interim Clerk Treasurer Hiltz reported that he is reviewing the information and files to determine what matters are completed or outstanding and what actions are required.

Daily routines continue, such as emails, inquiries, etc.

January/19's report will be more comprehensive.

Interim Clerk Treasurer Hiltz reviews and monitors weekly the cheque log, bank statements (monthly), general journal, trial balance and comparative statement and plans to provide a

8. **Reports** (continued)

b) **Financial** (continued)

comparative year-to-date statement for the next meeting. Nothing improper or inaccurate has been found.

c) **Fire Chief** (inserted)

**CVFD Fire Chief Report – December 12, 2018**

*Good evening Commission,*

*December has been a festively busy month for the members of Chester Volunteer Fire Department. As part of the Chester Village Christmas campaign we were happy to escort Santa & Mrs. Clause to the tree lighting at the parade square. It was fantastic to see everyone so excited to see the fire trucks and Santa, and we've received a lot of positive feedback from residents. You may have also noticed we decorated the station for the holidays with a trim of very suiting red & white lights, and tree upstairs. I've had several residents mention it and how they have never seen the station decorated for the holidays before.*

**Equipment & Operations**

*Since my last report CVFD has responded to 8 emergency dispatches.*

- 4 Alarms
- 1 Fire
- 1 Mutual aid for Fire
- 1 Motor Vehicle Fire
- 1 Motor Vehicle Collision

*571 has been removed from the water and is currently being serviced and winterized at Blandford Marine.*

*551 has had a leak in the pump fixed*

*531 has had a service recall completed, this required a power steering cooler be added.*

*Forest fire equipment has been removed from 511.*

*Cold Water / Ice rescue equipment has been placed in service on 572.*

**Practices & Training**

*Training is ongoing as always,*

*November regular monthly practice, firefighters reviewed and practiced tactics for dealing with fires involving motor vehicles. Thank you to Land & Sea for allowing us access to their gravel pit to practice these skills.*

*Sincerely,*

*Everett Hiltz*

*Fire Chief, Chester Volunteer Fire Department*

*Time Spent representing CVFD as Fire Chief since last Commission meeting*

*Emergency Response: 6 hours*

*Training: 6 hours*

*Meetings: 22 hours*

*Other: 16 hours*

**9.0 New/Other Business**

**a) Garbage Containers & Maintenance**

Commissioner Hatch stated the Lido Pool/Parade Square have garbage containers and receptacles overflowing and then the seagulls get into the garbage.

Discussion was held on this issue.

Commissioner Heisler suggested using cement garbage cans, made at South Shore Concrete, and Commissioner Hatch suggested having the Art Centre then paint them.

Interim Clerk Treasurer Hiltz would like to contact Region 6 of the Solid Waste which does Hants and South Shore, as they have an educational component where staff go out to work with communities for the business of litter and they would know receptacles and what works and what is available and at what cost. Divert NS should be contacted as they used to have a program which provided some funding for this issue.

Interim Clerk Treasurer Hiltz will investigate this issue.

Public member Michael Mulrooney stated that it sounds that the garbage is not getting emptied enough to eliminate these issues.

**b) Next Meeting**

The next meeting will be held **January 9, 2019 at 7:00 pm**

**c) Village Water**

Commissioner Grant stated there was a public meeting held by Municipality of Chester last evening (Dec 11/18) about the water issue. Several people have been interviewed about the issue and it has been said to Commissioner Grant that the Village should have a public statement on the water issue as well. Commissioner Grant stated that it was clear from the meeting last night that residents wish to have a Pre-Design and have better financial figures. Discussion was held.

Public member Michael Mulrooney said a smaller area needs to be first applied for and work carried out and then add on to it another year or two.

Commissioner Mulrooney stated they will look at a funding request of \$10 million as opposed to \$40 million plus, which would not be approved.

Interim Clerk Treasurer Hiltz asked the Commissioners to send in their thoughts next week and he will put together a statement on this issue.

Commissioner Heisler doesn't want the letter to 'sway' the public's decision.

**10.0 Adjournment**

**MOTION: Commissioner Heisler moved the December 12 meeting adjourn at 8:08 pm.**

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**Bill Nauss**  
**Commission Chair**

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**Maxine Veinot**  
**Recording Secretary**