

**Minutes**  
**Regular Monthly Meeting**  
**Video Conference**  
**Tuesday, November 10, 2020 – 7:00 pm**

**Attendance:** Bill Nauss, Commission Chair; Nancy Hatch, Commission Vice Chair; Jo-Ann Grant, Commissioner; Michael Heisler, Commissioner; Martin Hiltz, Commissioner; Dennis Egyedy, Clerk Treasurer; Maxine Veinot, Recording Secretary; Everett Hiltz, Fire Chief

**Public Gallery:** Unknown

**1.0 Call to Order**

Chair Nauss called the November 10, 2020, regular monthly meeting , via Zoom video conference, of the Village of Chester Commission to order at 7:00 pm.

**2.0 Public Forum**

N/A

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

**MOTION #20-281** : Commissioner Hatch moved; Commissioner Heisler seconded:  
The approval of the agenda as presented.

Unanimously Carried

**4.0 Review/Approval of Minutes**

a) Regular Meeting: Wednesday, October 21, 2020

**MOTION #20-282** : Commissioner Heisler moved; Commissioner Hiltz seconded:  
The approval of the Minutes of October 21, 2020 Regular Monthly meeting as presented.

Unanimously Carried

b) Special Meeting: Thursday, October 29, 2020

**MOTION #20-283:** Commissioner Hiltz moved; Commissioner Grant seconded:  
The approval of the Minutes of October 29, 2020 Special meeting as presented.

Unanimously Carried

## 5.0 Business Arising

### a) Conflict of Interest

Chair Nauss spoke of an April 15<sup>th</sup>, 2020 memo from Jon Cuming, Attorney which provides his opinion with respect to possible conflict of interest issues relating to Commissioner Hiltz's involvement with the CVFD and the commission. He stated that copies of the memo will be available if requested. Chair Nauss stated that Commissioner Hiltz is not in conflict.

Chair Nauss identified conflict only when money is discussed or when the Commission hires a Fire Chief. It is up to the individual to declare conflict. Any individual has the right to challenge a person with conflict through the court system; it is not up to the commission to make the judgement.

### b) Firehall Building Committee

A committee meeting was held at 5:00pm today to discuss the merits/concerns of three locations for the new firehall. The properties are identified as "Property A" present firehall site; "Property B" location identified for several months; and "Property C" newly identified location. The following motion was approved by the committee:

**MOTION #20-284:** Commissioner Grant moved; Commissioner Hiltz seconded:

That the Chester Village Commission accept the recommendation of the Firehall Building Committee, having discussed the merits of the three properties under consideration at their meeting on November 10<sup>th</sup>, 2020 as potential sites for a new firehall, that Property C is the first choice;

And Furthermore, that the Village of Chester Commission proceed with reasonable due diligence regarding considerations such as sight lines, zoning, and site plans;

And Furthermore, that negotiations regarding "Property C" commence while pursuing necessary discussions with required parties, including the Municipality of Chester.

Unanimously Carried

Chair Nauss stated that the Firehall Building Committee took fifteen months to identify a location and now that the selection is complete, the following motion was made:

**MOTION #20-285:** Commissioner Hatch moved; Commissioner Hiltz seconded:

The dissolution of Firehall Building Committee and authorize representation of the Commission to Chair Nauss, Fire Chief Hiltz, Community Representative Youden, and Clerk Treasurer Egyedy.

**Recorded Vote: In favour – Commissioners Hiltz, Hatch and Nauss (3)  
Opposed – Commissioners Grant and Heisler (2)**

Carried

Commissioner Grant stated that the mandate for the committee was to follow through to the end of construction; therefore, the dissolution is premature. Several site issues required extensive investigation resulting in months delay. Commissioner Grant feels it inappropriate to dissolve the committee considering that only one member of the negotiating team was on the Commission.

Commissioner Hatch stated that the proposed negotiating team has a member of the Commission, member of the Fire Department, member from the Committee and, the Clerk Treasurer. The team must come back to the commission for approval to purchase any land.

Chair Nauss stated that the new team can move faster as there are fewer people involved. He expressed concern that no one has worked on the firehall and we must move forward.

Commissioner Heisler would prefer to see the Clerk Treasurer and the Consultant deal with the land purchase and construction.

**MOTION# 20-286:** Commissioner Hiltz moved; Commissioner Hatch seconded

To grant the replacement team members the authority to begin negotiations with all necessary parties for the purchase price of land recommended by the Firehall Building Committee for a new fire station and bring their recommendation back to the Commission for approval.

**Recorded Vote: In favour – Commissioners Grant, Hiltz, Heisler, Hatch, Nauss  
Opposed – Nil**

Unanimously Carried

## 6.0 Correspondence

### a) Email – Ray Cambria

Clerk Treasurer Egyedy reported that the minutes have been sent to Mr. Cambria and they have been posted on the website. There is no further action to be taken.

## 7.0 Reports

### a) Clerk Treasurer

Clerk Treasurer Egyedy reported that he is working on a Christmas newsletter to inform the public on Commission's activities. A request for submission of email addresses to the village office for sending updates to interested individuals. Commissioner's holiday message would be welcomed for the newsletter.

Egyedy met new Bank Manager, Heather Fralic and discussed the village investments (attached). The bank offers special interest rates at various times such as .75% interest on a 14-month term. He requests commission approval to allow him discretion to lock-in investments when special rates are offered. The budgeted \$150K investment for apparatus reserve requires commission direction.

Egyedy referenced an attached contract with Paul Mulrooney to install 75 Christmas wreaths around the village. The contractor is responsible for the pick-up of wreaths, attaching bows, installation and removal of wreaths in January 2021.

**MOTION# 20-287:** Commissioner Hatch moved; Commissioner Heisler seconded:

To approve a contract for \$1,800.00 with Paul Mulrooney for the delivery, of 75 wreaths with Christmas bows, and the installation including removal of wreaths by January 2021.

Unanimously Carried

**MOTION #20-288:** Commissioner Heisler moved; Commissioner Grant seconded:

The approval of the Clerk Treasurer's report as presented.

Unanimously Carried

b) Financial Statement/Bank Transactions – October 2020

Clerk Treasurer Egyedy reviewed the financial statements, cheque log and bank transactions for October 2020. Egyedy identified a reformatting of F/S to make information relative to the approved budget and actual expenditures. Commissioner Hatch thanked Egyedy for his work.

**MOTION #20-289:** Commissioner Hatch moved; Commissioner Heisler seconded:

To approve the Financial Statements and Cheque Log for October 2020 as presented.

Unanimously Carried

c) Fire Chief

Chief Hiltz reported seven emergency dispatches: one structure fire with vehicle, one smoke condition in a structure, two vehicle fires, one motor vehicle collision, one brush fire and one CO alarm.

Training, practices, and meetings continue with social distancing while wearing masks.

**MOTION #20-290:** Commissioner Hatch moved; Commissioner Grant seconded:

To approve the Fire Chief's verbal report.

Unanimously Carried

## 8.0 New/Other Business

a) Beautification and Streetscaping – Parade Square

Heather Hennigar and Erin Lowe joined the meeting and reviewed the process taken on beautification at Parade Square. Original grant request was \$25,000 but received \$12,500 from Municipal Affairs Beautification and Streetscaping Program. MODC matched the original amount in the budget so the total project funds are \$37,500.

There are four phases in the project with the first phase including improvements to bandstand pathway, yacht club and gardens. New all-weather park benches and tables will be installed. MODC approved moving forward with phase one, and remaining phases with robust communication in the community. The plan will be taken back to Council on November 26<sup>th</sup> to review feedback from the commission and community groups.

The number one goal of this project is to have a positive impact on tourism. The commission thanked Heather and Erin for the presentation and her time.

b) Request for Decision – Village Christmas

Commissioner Hatch presented a funding request for a Village Christmas on November 27<sup>th</sup>, 28<sup>th</sup>, and 29<sup>th</sup>, 2020. The Merchants Association and Firefighters will be serving hot chocolate with marshmallows at a cost of \$151.54 including small cups.

**MOTION #20-291:** Commissioner Hatch moved; Commissioner Heisler seconded:

To approve a funding request of \$151.54 to celebrate a Village Christmas with funds coming from the Celebrations Budget, account #5582.

Unanimously Carried

c) Request for Decision – Employee Handbook

Clerk Treasurer Egyedy recommended an amendment to Section 5.6.2.3 of the employee handbook. The current section states that you must use your vacation time each year or lose it. Due to Covid-19 this has created an issue whereby it is difficult Egyedy suggested to be able to carry forward five days and/or payout.

**MOTION# 20-292:** Commissioner Grant moved; Commissioner Heisler seconded:

To approve the amendment to Section 5.6.2.3 as follows:

“Vacation earned must be taken by the yearend of each fiscal year and an employee may only carry forward 5 (five) days per year. Subject to Commission approval, an employee may be paid the cash equivalent for unused vacation to a maximum of 5 (five ) days. Upon retirement, resignation, or termination an employee will be compensated for any unused vacation entitlement.”

Unanimously Carried

d) Request for Decision – Christmas Office Hours

**MOTION# 20-293:** Commissioner Hatch moved; Commissioner Heisler seconded:

To approve the office closure on Tuesday, December 22<sup>nd</sup>, 2020 at 5:00pm and re-open Monday, January 4<sup>th</sup>, 2020 as recognition of the Christmas Holidays.

Unanimously Carried

e) Request for Decision – Records Disposal Authorization

Commissioner Hatch asked if the request affects Bill Zinck’s information relating to conflict of Interest charges? Clerk Treasurer reported those files are retained in a separate box.

**MOTION# 20-294:** Commissioner Heisler moved; Commissioner Hatch seconded:

To approve a request to destroy invoices, deposit books, bank statements, receivable invoices, and cash journal files from 2010, 2011, and 2012 as per attached authorization form.

Unanimously Carried

**9.0** In Camera – Labour

**MOTION# 20-295:** Commissioner Hatch moved; Commissioner Heisler seconded:

To move “In Camera” in reference to labour at 8:43pm.

Unanimously Carried

**MOTION #20-296:** Commissioner Hatch moved; Commissioner Heisler seconded:  
To move out of "In Camera" at 8:48 pm.

Unanimously Carried

**MOTION #20-297:** Commissioner Hatch moved; Commissioner Heisler seconded:  
To approve the payment of Maxine Veinot's vacation entitlement of 20-days for the years 2017, 2018, and 2019 in the amount of \$2,044.00 less tax withholdings.

Unanimously Carried

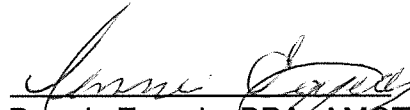
**10.0 Adjournment**

Next Regular Monthly Meeting – December 9, 2020 – 7:00 pm.

Commissioner Heisler adjourned the November 10, 2020 meeting at 8:50pm.



Bill Nauss  
Commission Chair



Dennis Egyedy, BPA, AMCT  
Clerk Treasurer