

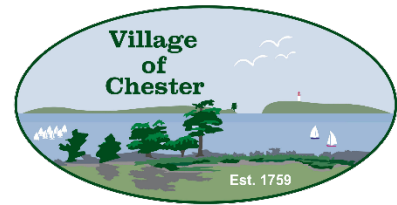
## Minutes

### Village Commission Monthly Meeting Wednesday, September 13, 2023 – 7:00 pm

In-Person & Virtual

27 Pleasant Street, Chester

Video Archive: [https://bit.ly/YouTube\\_villageofchesterns](https://bit.ly/YouTube_villageofchesterns)



**Present:** Nancy Hatch, Commission Chair; Laura Mulrooney, Commissioner; Gloria Nauss, Commissioner; Randall O'Malley, Commissioner, Geraldine Pauley, Commission Vice-Chair

**Staff:** Heather McCallum, Clerk/Treasurer; Maxine Veinot, Recording Secretary

**Regrets:** CVFD Fire Chief Cody Stevens; Deputy Fire Chief Greg Conron

#### 1.0 Call to Order

Chair Hatch called the September 13, 2023 Regular Monthly Meeting of the Village of Chester Commission to order at 7:01 pm.

#### 2.0 Public Forum

No members of the public were in attendance.

#### 3.0 Approval of Agenda/Additions to Agenda

**Motion #23-093:** Commissioner Nauss moved; Commissioner O'Malley seconded: That the Agenda of the September 13, 2023 Regular Monthly Meeting be approved as presented.

*Unanimously Carried*

#### 4.0 Report of the Chief, Chester Volunteer Fire Department

Chief Cody Stevens and Deputy Chief Greg Conron sent their regrets. Clerk/Treasurer McCallum read the CVFD monthly activity report (*Schedule 4.0*).

#### 5.0 Review/Approval of Minutes

5.1 Special Meeting: Thursday, August 3, 2023

**Motion #23-094:** Commissioner Nauss moved; Vice-Chair Pauley seconded: That the Minutes of the August 3, 2023 Special Meeting be approved as presented.

*Unanimously Carried*

## 5.2 Regular Monthly Meeting: Wednesday, August 9, 2023

**Motion #23-095:** Commissioner Nauss moved; Commissioner Mulrooney seconded: That the Minutes of the August 9, 2023 Regular Monthly Meeting be approved as presented.

*Unanimously Carried*

## 5.3 Special Meeting: Saturday, August 26, 2023

**Motion #23-096:** Commissioner Nauss moved; Commissioner Mulrooney seconded: That the Minutes of the August 26, 2023 Special Meeting be approved as presented

*Unanimously Carried*

## 6.0 Business Arising

### 6.1 Proposed amendments: Meetings & Procedures Policy

After discussion was held on the proposed amendments, it was agreed that the Clerk/Treasurer will bring this item back to the October Regular Monthly meeting, with the changes noted in this meeting.

It was agreed by consensus that policy discussions will be held in Committee of the Whole meetings in future.

### 6.2 Street Décor: Heritage Corner, Flower Baskets

- Heritage Corner

Information was presented on street banners for Heritage Corner (*Schedule 6.2*). The discussion was deferred for a future meeting.

- Flower Baskets

Discussion was held on various ideas for the replacement of flower baskets to other options to be more environmentally friendly, permanent, and sustainable. Of the sculptural ideas, the Commission's preference was for a nautical option. If the Commission wishes to continue flower baskets, the order must go in before November 1st.

Further discussion was deferred for a future meeting.

## 7.0 Correspondence

### 7.1 Brenda Mulrooney email re: Lido Pool – for discussion (*Schedule 7.1*)

The Clerk/Treasurer commented that while there are no provincial regulations, provincial guidelines contained in Nova Scotia Operational Guidelines for Aquatic Facilities and its accompanying Safety Plan Template advise following the Lifesaving Society's Public Pool Safety Standards, which includes bather-to-lifeguard ratios and advises a minimum of one lifeguard and one assistant. (*Schedule 7.1-a*) This is the practice followed by the Village for the Lido Pool as a best practice and for risk management. The Village insurer is unlikely to support any lessening of the guidelines.

It was also noted that the COVID-19 pandemic caused a backlog in lifeguard training, however, that training has resumed which will hopefully improve staffing in the future.

#### 7.2 NS's Proposed Built Environment Accessibility Standard Work Available for Comment – for information

The Clerk/Treasurer noted that the Province is soliciting public feedback on the above-named Accessibility Standard: <https://accessibility-engagement.ca/built-environment-public-review>

#### 7.3 Code of Conduct Working Group – for feedback

The Clerk/Treasurer noted the Provincial working group is requesting municipal/village elected officials and staff to provide feedback on a new province-wide Code of Conduct before Monday, September 25th:

<http://surveys.novascotia.ca/TakeSurvey.aspx?SurveyID=I8K18I92J>

## 8.0 Reports

### 8.1 Clerk/Treasurer

The Clerk/Treasurer presented her monthly activity report (*Schedule 8.1*).

### 8.2 Financial

The Clerk/Treasurer presented the monthly overview report (*Schedule 8.2*), including a budget variance report to August 31, 2023.

It was agreed by consensus that the monthly bank account reconciliation document can be the Summary Report rather than the Detail Report. It was also agreed that the preference for the budget variance report is the Excel export version for better readability.

## 9.0 New/Other Business

### 9.1 Cheque Signing Protocol

Discussion was held on this protocol. The Clerk/Treasurer will contact the Auditor for advice on this issue.

#### 9.2 Request for Decision: Remembrance Day Wreath

The Clerk/Treasurer reviewed a staff request for decision (*Schedule 9.2*).

**Motion #23-097:** Commissioner O'Malley moved; Commissioner Nauss seconded: That the cost of an annual Remembrance Day wreath be included in the "Beautification/Events" section of the Village Budget going forward.  
*Unanimously Carried*

**MOTION #23-098:** Vice-Chair Pauley moved; Commissioner O'Malley seconded: That the Commission make a contribution to the Branch #44 Royal Canadian Legion, on an annual basis, to support the laying of a wreath at the Remembrance Day ceremony.  
*Unanimously Carried*

#### 9.3 Tourism: Proposed Heritage Buildings Project

The discussion on this item was deferred for a future meeting.

#### 9.4 Service Dogs Act

Commissioner Mulrooney stated that she was called by a non-resident with a licensed service dog and was illegally refused entrance into three businesses in the Village. They would like to see some education to businesses in Chester on the Service Dog Act: <https://novascotia.ca/servicedogs/>

Commissioner Mulrooney suggested that herself and Vice-Chair Pauley (the Village's representative on the Lunenburg County Accessibility Advisory Committee) meet with various businesses to inform them of the Service Dog Act. The Commissioners agreed by consensus.

### 10.0 Commissioner Roundtable

Commissioner Mulrooney stated her appreciation to all who helped with the relocation of the Turkish family into our community. The children have started school and the family is settling in and very thankful.

### 11.0 In camera – per Section 408B (2) of the Municipal Government Act

**Motion #23-099:** Vice-Chair Pauley moved; Commissioner Mulrooney seconded: That the Commission move in camera as per Section 408B (2) of the Municipal Government Act to consider personnel matters.  
*Unanimously Carried*

The Commission recessed at 9:12 pm.

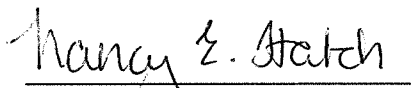
**12.0 Resumption of Public Meeting** – report in public session per Section 408B (3) of the Municipal Government Act

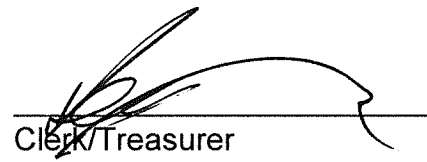
The Commission resumed the public meeting at 9:20 pm.

**Motion #23-100:** Vice-Chair Pauley moved; Commissioner Mulrooney seconded: That the probationary period of the Clerk/Treasurer, normally to conclude on September 13, 2023, be extended three (3) months to December 13, 2023.  
*Unanimously Carried*

**13.0 Adjournment**

The meeting was adjourned by the Chair at 9:21 pm.

  
\_\_\_\_\_  
Commission Chair  
Nancy Hatch

  
\_\_\_\_\_  
Clerk/Treasurer  
Heather McCallum



# Chester Volunteer Fire Department

Email - [info@chesterfd.ca](mailto:info@chesterfd.ca)

Station (902)275-5113 - Fax (902)275-2134

The Chester Volunteer Fire Department (CVFD) responded to 17 incidents in the month of August, with a mixture of medical and non medical calls. .

Based on the experiences the membership gained in the wake of the July 21 weather/rain event, this past month the department trained on deployment and operation of our inshore rescue boat.

The CVFD is in the process of attempting to discern what future emergencies could become realities and, based on that comprehension, anticipate what future skill sets could be needed, and, therefore, what training and equipment will be required to support that evolution. In aid of this effort, the CVFD has been relying upon the Nova Scotia government's documents: *Nova Scotia's Climate Plan for Clean Growth* and *Weathering What's Ahead: Climate Change's Risk and Nova Scotia's Well-Being* in order to better appreciate the possible threats and risks.

Truck 531 is still at Cummins awaiting a new engine after damage during the July 21 weather/rain event. Hopefully, it will be back in service by the third week of September. In order to sustain the service through the apparatus' absence, we have worked with mutual aid partners, including negotiating a new agreement with Halifax Regional Fire and Emergency (HRFE), to ensure coverage for the area.

# Village of Chester Commission Street Décor Discussion

## 1. Heritage Corner

Budget: Tourism Attraction Projects \$10,000

Estimate: 4 double-sided banners 24"x48" (1 per 4 corners or 2 per 2 corners) with mounting hardware  
= approx. \$2,000 + tax, shipping, installation  
Design TBD

Flag styles – *examples for positioning only*



## 2. Flower Basket Alternatives

Budget:       Flowers/Baskets \$22,000  
              \*See attached map of 76 locations

Instead of the annual flower baskets, the Village could consider permanent public art installations. This may require reconsideration of the number of locations, depending on per-item cost, or installation over a span of 1-3 years.

Mahone Bay has:



Lunenburg has:



**Chester = sailing.** Notwithstanding the artworks in Mahone Bay and Lunenburg, there are unlimited artistic interpretations possible of sailboats. Chester's could be painted, or the artworks could alternate boats with related items like buoys, ship's wheels, etc.

Another possibility is to feature local flowers/plants or local wildlife. If we wish to pay homage to the flower baskets, this is another route.

*\*Photos are examples only.*



# Flower Baskets



## Schedule 7.1

**From:** Maxine Veinot  
**To:** Heather McCallum  
**Subject:** FW: Lido Pool  
**Date:** August 29, 2023 12:27:10 PM

---

-----Original Message-----

From: Chester Yacht <chesteryacht@gmail.com>  
Sent: Monday, August 28, 2023 3:08 PM  
To: Maxine Veinot <office@villageofchester.org>  
Subject: Lido Pool

CAUTION: This email originated from an external sender.

Hi Heather,

Have you ever checked with the villages Risk Management advisor to see if the pool needs a full time lifeguard or could have a fill in responsible supervisor on duty to help when staff is unavailable. I was on the commission when we started hiring lifeguards and at that time the supervisor was an option.

Just a thought, as it is unfortunate that the shortage of lifeguards are is causing these closing issues.

Regards,  
Brenda Mulrooney

PS. please feel free to share this with the commissioners.  
Sent from my iPad



**LIFESAVING SOCIETY®**  
**SOCIÉTÉ DE SAUVETAGE**

*The Lifeguarding Experts*  
*Les experts en surveillance aquatique*

Lifesaving Society Canada  
 287 McArthur Avenue, Ottawa, Ontario K1L6P3  
 Telephone: 613-746-5694  
 E-mail: [experts@lifesaving.ca](mailto:experts@lifesaving.ca) Web: [www.lifesaving.ca](http://www.lifesaving.ca)

**Safety Standards**  
**for Canadian Swimming Pools and Waterfronts**  
**Swimming Pool Standard**

**Bather-to-Lifeguard Ratios Standard**

**Standard**

Minimum numbers of lifeguards for public (general/open) recreational swims in a pool with a water surface area of 400 square metres\* or less:

Number of bathers on the deck and in the pool	Minimum number of lifeguards on deck, on duty
0–40	1
41–80	2
81–140	3
141–200	4
201 and beyond	One additional lifeguard for each additional 100 bathers or fraction thereof

**Notes:**

- The bather-to-lifeguard ratio represents a minimum standard. Circumstances (e.g., pool size, depth, design, equipment usage, ability of patrons) may require more lifeguards to be on duty to maintain a safe level of supervision.
- Where there is only one lifeguard on duty, the owner/operator shall ensure that there is at least one other individual on the premises who is within call of the lifeguard and who is able to provide emergency assistance when requested.

\* 6 lane x 25 m swimming pool

**Definitions**

**Recreational swim:** any period where bather’s activities are not restricted and where bathers are not under the supervision or direction of an instructor or coach.

**Rationale**

- Owner/operators seek guidance from the Lifesaving Society when establishing reasonable supervision levels.

- To maintain a safe level of supervision, owners and operators must establish a bather-to-lifeguard ratio that ensures that lifeguard(s) will be able to see all areas of the pool that are accessible to bathers (including but not limited to the bottom of the pool).
- Lifeguards will provide this supervision during recreational swim periods. As the number of bathers increase, the number of lifeguards should increase.
- One other factor that will determine ratios is water surface area. In swimming pools where bathers can disperse over large areas, additional supervision should be provided.

## References

- Various regulatory references from the Canadian Legal Information Institute website ([www.canlii.org](http://www.canlii.org)) which offers regulatory references for all provinces
- Joshua Harder inquest, Manitoba 2003
- Alert: Lifeguarding in Action, Lifesaving Society Canada

## Approval

- Approved by the Lifesaving Society Canada Board of Directors on 10 April 2012.

## Disclaimer

Lifesaving Society Canada's National Safety Standards are developed using Coroners' recommendations, the latest evidence-based research, and reflect the aquatic industry's best practices at the time the publication was approved or revised.

The purpose of these standards is to encourage swimming pool, waterpark and waterfront owners, managers, operators and regulators to adopt these standards in order to prevent drownings in aquatic environments.

Lifesaving Society Canada's National Safety Standards do not replace or supersede local, provincial/territorial or federal legislation or regulations, but they are considered the standard to which aquatic facility operators should work towards in order to enhance safety within their operations and to prevent drowning and aquatic-related injury.

**Village of Chester Commission  
Clerk/Treasurer Activity Report  
September 13, 2023**

- **Lido Pool:** The Lido closed for the season on Sep 2<sup>nd</sup>. Several of the staff have expressed interest in coming back. We will attempt to lock them down early!

Jamie Yates, the structural engineer who conducted the 2017 assessment, was on site at the pool on Sep 8<sup>th</sup>. He will be providing the updated assessment needed to issue an RFP for the exterior wall restoration project. His report is expected around the end of the month, but he was able to tell me that the exterior wall is in good shape. In his opinion we may very well be able to scale back the scope of the work.

The mortar in the rock walls along the pool deck and the upper tier, however, is in poor condition. MODC brought in a supplier to inspect the site, and we are awaiting a preliminary estimate for repairs. This may be a significant project.

- **Insurance:** A new batch of insurance application forms arrived the end of August for the Village, Chester Fire Services Committee, and CVFD. Drafts were provided back to the broker within a few days, and some follow-up information was requested. Thanks to the CVFD for their assistance on fire department asset details.

The current policies are set to expire Oct 11<sup>th</sup>, but our broker has confirmed they will ensure there is no gap in coverage. I will keep an eye on the timeline. I've also requested a quote for cyber insurance and will report back.

I'm also currently drafting the by-law(s) for the Committee to be filed with RJS.

- **Fire Hall:** The Design RFP closed on August 25<sup>th</sup> with seven respondents. The Chester Fire Services Committee has requested that MODC staff and Chief Stevens conduct the first round of evaluation then bring a short list of three to the full Committee for the final round.
- **Policy Review:** The Commission is reviewing proposed amendments to the Meetings & Procedures Policy tonight, which is the first of a comprehensive review on all the Village's by-laws and policies.

I would recommend that the Reserves Fund Policy be next on the list for consideration, as it is also affected by the CVFD financial separation.

- **Boardroom Upgrade:** A new larger video monitor was delivered, but unfortunately arrived damaged. We are awaiting a refund before re-ordering. This monitor will be mounted on the wall, and the current monitor re-positioned for the public gallery.

*Report completed by:*

Heather McCallum, Clerk/Treasurer

**Village of Chester Commission  
Clerk/Treasurer Financial Report  
September 13, 2023**

- **Scotiabank:** The **July 2023** bank statement and the **August 2023** bank statement are both reconciled.
- **Revenue:** The Q2 tax revenue installment for the Village and CVFD was received from MODC on August 2, 2023.
- **Internal Accounting System:** The Village's Sage accounting system has been updated with the inputting of the 2023/24 budget, as well as fully separating Village and CVFD line items in preparation for the new books. The Provincial funding received for the Lido has been included on the revenue side, although the capital project has not been added to the expenses at this time (to be funded from the Lido reserve).
- **Budget Variance Report:** With the updates to the system, it is now possible to provide monthly "comparative income statement" reports. Attached are two versions for Aug 31, 2023 for your consideration:
  - The first is the report as generated by Sage in line item order (so rather mixed up).
  - The second is the same report exported to Excel to organize in section order per the Budget documents.(Please note that the line numbers do not show on this report.)
- **Vehicle Claim:** It was confirmed that the CVFD 531 pumper-tanker truck repairs will be covered by the Village insurers to the amount of the \$10,000 deductible, plus tax.

*Report completed by:*

Heather McCallum, Clerk/Treasurer

## Village of Chester Commission

## Account Reconciliation Summary Report 07/01/2023 to 07/31/2023

8.2-a

## Report By: Statement end date

Description	Amount	Total
<b>Account: 1050 Bank - 171-16</b>		
Statement start date:	07/01/2023	
Statement end date:	07/31/2023	
Reconciliation date:	08/18/2023	

**Reconciled****Financial Institution**

<b>Statement Balance Forward as of 07/01/2023</b>		387,480.46
<b>Transactions on or before 07/31/2023</b>		
Deposits recorded in Statement	6,129.27	
Withdrawals recorded in Statement	-78,923.73	
Total Transactions		-72,794.46
Bank Transactions		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required		0.00
<b>Statement End Balance as of 07/31/2023</b>		<u>314,686.00</u>
<b>Statement End Balance as of 07/31/2023</b>		314,686.00
<b>Outstanding Transactions as of 07/31/2023</b>		
Outstanding Deposits	514.16 *	
Outstanding Withdrawals	-15,908.53	
Total Outstanding Transactions as of 07/31/2023		-15,394.37
<b>Adjusted Statement End Balance as of 07/31/2023</b>		<u><u>299,291.63</u></u>

**General Ledger Account**

<b>Book balance as of 06/30/2023</b>		361,105.86
<b>Transactions on or before 07/31/2023</b>		
Debits recorded in account	6,643.43 *	
Credits recorded in account	-68,457.66	
Net Amount recorded in account		-61,814.23
Book balance as of 07/31/2023		<u>299,291.63</u>
Bank Transactions		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required		0.00
<b>Adjusted Book Balance as of 07/31/2023</b>		<u><u>299,291.63</u></u>

\*Includes transactions entered after reconciliation

## Village of Chester Commission

**Account Reconciliation Summary Report 08/01/2023 to 08/31/2023****Report By: Statement end date**

Description	Amount	Total
<b>Account: 1050 Bank - 171-16</b>		
Statement start date:	08/01/2023	
Statement end date:	08/31/2023	
Reconciliation date:	09/05/2023	

**Reconciled****Financial Institution**

<b>Statement Balance Forward as of 08/01/2023</b>		314,686.00
<b>Transactions on or before 08/31/2023</b>		
Deposits recorded in Statement	291,002.09	
Withdrawals recorded in Statement	-66,698.15	
Total Transactions		224,303.94
Bank Transactions		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required		-856.64
<b>Statement End Balance as of 08/31/2023</b>		<u>538,133.30</u>
<b>Statement End Balance as of 08/31/2023</b>		538,133.30
<b>Outstanding Transactions as of 08/31/2023</b>		
Outstanding Deposits	0.00	
Outstanding Withdrawals	-15,994.23	
Total Outstanding Transactions as of 08/31/2023		-15,994.23
<b>Adjusted Statement End Balance as of 08/31/2023</b>		<u><u>522,139.07</u></u>

**General Ledger Account**

<b>Book balance as of 07/31/2023</b>		299,291.63
<b>Transactions on or before 08/31/2023</b>		
Debits recorded in account	290,487.93	
Credits recorded in account	-66,783.85	
Net Amount recorded in account		223,704.08
Book balance as of 08/31/2023		<u>522,995.71</u>
Bank Transactions		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required		-856.64
<b>Adjusted Book Balance as of 08/31/2023</b>		<u><u>522,139.07</u></u>

Village of Chester Commission 2023/24

**Comparative Income Statement: VOC**

2023-08-31 (5 months = 42% YTD)

- 1 The percentage generated from Sage reflects the amount remaining.
- 2 Possible we won't receive this - the reality of PT staff means the hours may not qualify.
- 3 The total budget excludes Fire Tax revenue, and includes the Provincial grant received.
- 4 This figure is advertising for both the APM and the Annual Election.
- 5 These actual figures come in at end of fiscal year from MODC.
- 6 Includes VOC Boardroom upgrades, for which Commission approved an additional \$2,500 spend.
- 7 Does NOT include expected Lido exterior wall capital project - preliminary \$320,000.

**Village of Chester Commission 2023/24**  
**Comparative Income Statement: VOC**  
**2023-08-31 (5 months = 42% YTD)**

	<b>Actual</b> 04/01/2023 to 08/31/2023	<b>Budget</b> 04/01/2023 to 03/31/2024	Percent	Notes
<b>REVENUE</b>				1
<b>Revenues</b>				
Village General Govt Tax	187,191.96	373,454.00	-49.88	
Rental income - EMC	8,747.20	21,256.68	-58.85	
Eastlink Rental/Tower	2,479.40	2,479.40	0.00	
HST Offset Grant	5,087.58	3,000.00	69.59	
Transfer from Prov Govt - Grants	150,000.00	150,000.00	0.00	
Transfer fr Federal Govt-Lifeguards	0.00	2,500.00	-100.00	2
<b>Total</b>	<b>353,506.14</b>	<b>552,690.08</b>	<b>-36.04</b>	3
<b>TOTAL REVENUE</b>	<b>353,506.14</b>	<b>552,690.08</b>	<b>-36.04</b>	

**EXPENSE**

1

**Governance**

Annual Public Meeting	338.01	300.00	12.67	4
Commissioner Honorarium	2,749.32	10,400.00	-73.56	
Low-Income Property Tax Exemptions	0.00	5,000.00	-100.00	5
Non-Profit Tax Exemptions	0.00	3,000.00	-100.00	5
Election Expense	0.00	2,000.00	-100.00	
<b>Governance Total</b>	<b>3,087.33</b>	<b>20,700.00</b>	<b>-85.09</b>	

**Administration**

Village Office Rent	7,039.31	18,000.00	-60.89	
Village Office Cleaning	1,029.20	2,400.00	-57.12	
Audit Fees - VOC	3,910.71	5,000.00	-21.79	
Employee Wages	28,986.00	75,000.00	-61.35	
Office Supplies & Expenses - VOC	2,005.10	2,500.00	-19.80	6
Employment Insurance	1,341.52	2,000.00	-32.92	
Canada Pension Plan	2,511.57	4,000.00	-37.21	
Advertising	637.96	2,000.00	-68.10	
Membership & Dues	912.71	1,500.00	-39.15	
Training & Travel	241.47	1,500.00	-83.90	
Bank Charges	107.91	350.00	-69.17	
Consultants	0.00	3,000.00	-100.00	
Legal Fees - VOC	135.01	5,000.00	-97.30	
Medical Insurance	2,854.22	6,000.00	-52.43	
Employee Benefits	0.00	2,000.00	-100.00	
Office Phone & Internet	835.47	2,000.00	-58.23	
IT Support & Website	1,711.44	6,000.00	-71.48	
Insurance (General Liability)	2,440.38	19,000.00	-87.16	
Office Equipment & Programs	6,113.53	4,500.00	35.86	
<b>Administration Total</b>	<b>62,813.51</b>	<b>161,750.00</b>	<b>-61.17</b>	

**Protection**

Street Lights (Water Street)	3,287.89	8,000.00	-58.90	
Street Lights Maintenance	0.00	5,000.00	-100.00	
Crossing Guards	3,527.74	11,000.00	-67.93	
<b>Protection Total</b>	<b>6,815.63</b>	<b>24,000.00</b>	<b>-71.60</b>	

**Beautification**

Flower Baskets	15,303.14	22,000.00	-30.44	
Wreaths	0.00	5,000.00	-100.00	
Community Celebrations (Grants)	9,500.00	9,500.00	0.00	
<b>Beautification Total</b>	<b>24,803.14</b>	<b>36,500.00</b>	<b>-32.05</b>	

**Economic Development**

Tourism Attraction Projects	0.00	10,000.00	-100.00
<b>Beautification Total</b>	<b>0.00</b>	<b>10,000.00</b>	<b>-100.00</b>

**Operations**

Summer Compost Collection	12,830.14	23,000.00	-44.22
Property Maintenance/Landscaping	3,745.25	3,500.00	7.01
Public Washrooms	6,382.24	15,000.00	-57.45
Waste Removal	1,876.12	5,000.00	-62.48
<b>Beautification Total</b>	<b>24,833.75</b>	<b>46,500.00</b>	<b>-46.59</b>

**EMC**

EMC Maintenance & Repairs	545.82	4,000.00	-86.35
EMC Insurance	0.00	1,300.00	-100.00
EMC Taxes (Property & Waste)	2,562.38	4,800.00	-46.62
<b>EMC Total</b>	<b>3,108.20</b>	<b>10,100.00</b>	<b>-69.23</b>

**Jib Lot**

Jib Lot Maintenance	861.22	1,000.00	-13.88
Land Taxes (Waste Collection)	309.36	650.00	-52.41
Water Lot Taxes (Waste Collection)	69.29	125.00	-44.57
<b>Jib Lot Total</b>	<b>1,239.87</b>	<b>1,775.00</b>	<b>-30.15</b>

**Lido Pool & Washroom**

Lido Maintenance & Operations	10,604.70	18,000.00	-41.09
Lido Capital Repairs	0.00	0.00	0.00
Lido Insurance	0.00	5,100.00	-100.00
Life Guard Wages	13,888.19	21,000.00	-33.87
Supervisor/Security (Race Week)	0.00	1,600.00	-100.00
Lido Taxes (Waste Collection Fee)	552.94	1,200.00	-53.92
<b>Lido Washroom Total</b>	<b>25,045.83</b>	<b>46,900.00</b>	<b>-46.60</b>

**Reserves (Planned)**

EMS Reserve Deposit	0.00	11,156.68	-100.00
Gen Gov't Operating Reserve Deposit	3,308.49	3,308.40	0.00
Lido Reserve Deposit	0.00	30,000.00	-100.00
<b>Reserves Total</b>	<b>3,308.49</b>	<b>44,465.08</b>	<b>-92.56</b>

<b>TOTAL EXPENSE</b>	<b>155,055.75</b>	<b>402,690.08</b>	<b>-61.50</b>
----------------------	-------------------	-------------------	---------------

<b>NET INCOME</b>	<b>198,450.39</b>	<b>150,000.00</b>	<b>32.30</b>
-------------------	-------------------	-------------------	--------------

Generated On: 09/08/2023

**Village of Chester Commission 2023/24**

**Comparative Income Statement: CVFD**

**2023-08-31 (5 months = 42% YTD)**

- 1 The percentage generated from Sage reflects the amount remaining.
- 2 Includes Fire Services Assoc. of NS - Training funds.
- 3 Main CVFD budget and fire boat budget combined.
- 4 This line item was \$1,000 under admin and \$500 under Building & General - consolidated.
- 5 Does not include the expected 531 repair bill \$10,000 + tax - coming from Operations reserve.

Village of Chester Commission 2023/24  
 Comparative Income Statement: CVFD  
 2023-08-31 (5 months = 42% YTD)

	<b>Actual</b> 04/01/2023 to 08/31/2023	<b>Budget</b> 04/01/2023 to 03/31/2024	Percent	Notes
<b>REVENUE</b>				1
<b>Revenues</b>				
Village Fire Tax	178,278.04	355,670.00	-49.88	
Outside Area Fire Tax	186,816.00	371,568.00	-49.72	
CVFD Extraordinary Revenue	2,500.00	10,000.00	-75.00	2
<b>Total</b>	<b>367,594.04</b>	<b>737,238.00</b>	<b>-50.14</b>	
<b>Fire Boat</b>				
MODC Islands Fire Boat Tax	5,274.00	10,548.00	-50.00	
<b>Total</b>	<b>5,274.00</b>	<b>10,548.00</b>	<b>-50.00</b>	
<b>TOTAL REVENUE</b>	<b>372,868.04</b>	<b>747,786.00</b>	<b>-50.14</b>	3

**EXPENSE**

1

**Administration**

Salaries - Bookkeeping & Mgmt	13,919.53	42,450.00	-67.21
Overhead - Bookkeeping & Mgmt	782.14	5,900.00	-86.74
Audit Fees - CVFD	3,910.72	5,000.00	-21.79
Office Supplies - CVFD	204.97	1,500.00	-86.34
Fire Services Committee - Overhead	0.00	5,000.00	-100.00
Legal Fees - CVFD	681.54	3,000.00	-77.28
<b>Administration Total</b>	<b>19,498.90</b>	<b>62,850.00</b>	<b>-68.98</b>

4

**Firefighting Force**

Firefighters Honorarium	0.00	50,000.00	-100.00
In Lieu of Fundraising	0.00	15,000.00	-100.00
Uniforms	171.64	3,000.00	-94.28
24 Hour Accident Insurance	8,137.00	9,400.00	-13.44
24 Hour Family Insurance	6,434.00	6,300.00	2.13
Annual Firefighters Banquet	153.17	2,500.00	-93.87
<b>Firefighting Force Total</b>	<b>14,895.81</b>	<b>86,200.00</b>	<b>-82.72</b>

**Training & Education**

Training	3,726.69	35,000.00	-89.35
Fire Prevention & Education	0.00	3,000.00	-100.00
Chief's Conference	0.00	500.00	-100.00
CVFD Bursary	1,500.00	1,500.00	0.00
<b>Training &amp; Education Total</b>	<b>5,226.69</b>	<b>40,000.00</b>	<b>-86.93</b>

**Fire Fighting Equipment**

Medical Supplies	296.60	2,000.00	-85.17
Helmets	112.11	0.00	0.00
Tools & Equipment	11,648.26	7,500.00	55.31
CVFD Vehicle Fuel	5,022.08	8,000.00	-37.22
CVFD Vehicle Insurance	1,159.00	10,200.00	-88.64
SCBA Masks	581.61	2,000.00	-70.92
Inshore Boat Equipment	0.00	250.00	-100.00
<b>Fire Fighting Equipment Total</b>	<b>18,819.66</b>	<b>29,950.00</b>	<b>-37.16</b>

**Personal Protective Equipment**

General PPE	902.07	8,250.00	-89.07
Bunker Gear	19,131.21	18,500.00	3.41
<b>Total Personal Protective Equipment</b>	<b>20,033.28</b>	<b>26,750.00</b>	<b>-25.11</b>

**Communication**

Communication Contract	1,995.73	5,000.00	-60.09
Communications General Repair	99.58	500.00	-80.08
Pagers	3,685.46	2,000.00	84.27
Communications (Radio) Upgrades	9,911.92	7,500.00	32.16
Mobile Radio Service Plan	375.44	1,500.00	-74.97
<b>Communication Total</b>	<b>16,068.13</b>	<b>16,500.00</b>	<b>-2.62</b>

**Maintenance**

Small Engine Maintenance	0.00	500.00	-100.00
Extinguisher Maintenance	440.61	850.00	-48.16
SCBA Fill Station Maintenance	4,844.96	7,500.00	-35.40
Bunker Gear Inspection & Repair	293.64	4,000.00	-92.66
Ladder/Harness Inspections	0.00	1,200.00	-100.00
Vehicle Repairs & Maintenance	14,653.32	30,000.00	-51.16
Jaws of Life	2,628.00	1,500.00	75.20
<b>Maintenance Total</b>	<b>22,860.53</b>	<b>45,550.00</b>	<b>-49.81</b>

5

**Building & General**

Telephone & Alarm	2,614.19	5,000.00	-47.72
Fire Station Building Utilities	1,543.16	20,000.00	-92.28
Taxes & Collection Fee - 4070 Hwy 3	846.11	1,200.00	-29.49
Fire Station Janitorial	1,029.20	2,500.00	-58.83
Fire Station Maintenance	6,830.41	12,000.00	-43.08
Fire Station Insurance (Building)	0.00	6,500.00	-100.00
Consumables	3,254.75	4,000.00	-18.63
Storm Event Supplies & Rentals	419.49	4,500.00	-90.68
<b>Building &amp; General Total</b>	<b>16,537.31</b>	<b>55,700.00</b>	<b>-70.31</b>

4

**Capital Purchase**

Capital Project Consultant	0.00	50,000.00	-100.00
Capital Low-Angle Rescue Equipment	2,613.46	4,000.00	-34.66
Capital Firefighting Hand Tools	0.00	6,000.00	-100.00
Capital Non-structural Rescue Boots	0.00	13,200.00	-100.00
Capital High Pressure Air Bags	0.00	7,500.00	-100.00
Capital Wheeled Stokes Basket	0.00	2,000.00	-100.00
Capital Dry Hydrant Installation	0.00	10,000.00	-100.00
Capital General Use Coveralls	1,650.21	4,500.00	-63.33
511 Vehicle Refit	10,308.08	25,000.00	-58.77
<b>Capital Purchase Total</b>	<b>14,571.75</b>	<b>122,200.00</b>	<b>-88.08</b>

**Reserves (Planned)**

Loan Principle Payment	50,938.47	50,938.47	0.00
Fire Apparatus Reserve Deposit	0.00	200,000.00	-100.00
<b>Reserves Total</b>	<b>50,938.47</b>	<b>250,938.47</b>	<b>-79.70</b>

**Fire Boat Budget**

Fire Boat Fuel & Oil	0.00	1,000.00	-100.00
Fire Boat Consumable Items	0.00	800.00	-100.00
Fire Boat Maintenance	3,138.44	6,300.00	-50.18
Fire Boat 571 Insurance	0.00	2,100.00	-100.00
Fire Boat Bank Charges	0.00	100.00	-100.00
<b>Fire Boat Total</b>	<b>3,138.44</b>	<b>10,300.00</b>	<b>-69.53</b>

<b>TOTAL EXPENSE</b>	<b>202,588.97</b>	<b>746,938.47</b>	<b>-72.88</b>
----------------------	-------------------	-------------------	---------------

3

<b>NET INCOME</b>	<b>170,279.07</b>	<b>847.53</b>	<b>19,991.21</b>
-------------------	-------------------	---------------	------------------

Generated On: 09/08/2023

Village of Chester Commission  
**Request for Decision**

Schedule 9.2

<b>Topic:</b>  <b>Remembrance Day Wreath</b>	<b>Date:</b> September 13, 2023  <b>Proposed By:</b> Heather McCallum Clerk/Treasurer
<b>Issue Summary:</b>  Staff are seeking approval to purchase a Village Commission wreath for Remembrance Day ceremonies. This purchase is not currently captured in the budget.	
<b>Background:</b>  The Village Commission has traditionally purchased a wreath for presentation on November 11 <sup>th</sup> from the Chester Branch 44 of the Royal Canadian Legion every year.  The Chair of the Commission normally presents the wreath at the Remembrance Day service.	
<b>Options:</b> 1. Purchase a 2023 wreath and normalize the annual Village contribution to the Remembrance Day event by including in the budget. 2. Purchase a 2023 wreath and continue to consider annually.	
<b>Considerations:</b>  <u>Financial Impacts</u> The wreath has cost approx. \$75 in the past; unconfirmed for 2023. The wreath sale is a fundraiser for the Legion. This cost could be absorbed in the Flower Baskets or Christmas Wreaths lines.  <u>Other</u> Remembrance Day service is an important community event.	
<b>Recommendation:</b> Staff recommend option #1.	
<b>Draft Motion(s):</b>  <i>That staff proceed with the purchase of a Village Commission wreath for presentation at the Chester Legion’s Remembrance Day service. The wreath will be presented at the event by the Chair of the Commission or a designate.</i>  <i>That the cost of an annual Remembrance Day wreath be included in the “Beautification/Events” section of the Village Budget going forward.</i>	