

Minutes

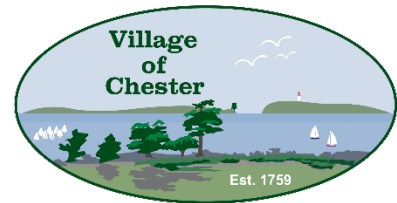
Village Commission Monthly Meeting

Wednesday, March 20, 2024 – 6:00pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

Video Archive <https://www.youtube.com/@villageofchesterns>



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

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

Regrets: Gloria Nauss, Commissioner

1.0 Call to Order

Chair Hatch called the March 20, 2024 Regular Monthly Meeting of the Village of Chester Commission to order at 6:00 pm.

Vice-Chair Pauley stated the Land Acknowledgement:

We recognize that this meeting takes place in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people. This territory is covered by the Treaties of Peace and Friendship of 1725. We are all treaty people, and as such, have a responsibility to each other and to this land.

2.0 Public Forum

2.1 Our Health Centre: Roger Bower & Nate Stepner

Board Member Executive Director of Our Health Centre and Nate Stepner, OHC Board Member, presented an overview of the work of the organization (*Schedule 2.1*).

Mr. Bower stated that the OHC has identified three Strategic Priorities:

1. Develop programs that focus on the Determinants of Health and reduce barriers to better health.
2. Increase access to health services and health care.
3. Increase opportunities for education and sector connections to support the public's awareness of health issues and opportunities.

The two facets of OHC are the Foundation, which does the financial fundraising work, and the Association, which conducts the day-to-day operations.

Chair Hatch thanked Mr. Bower and Mr. Stepner for their presentation.

Both Mr. Bower and Mr. Stepner left the meeting at 6:22 pm.

3.0 Approval of Agenda/Additions to Agenda

Motion #24-014: Commissioner O'Malley moved; Vice Chair Pauley seconded: That the Agenda of the March 20, 2024 Regular Monthly Meeting be approved as presented.

Motion carried unanimously

4.0 Review/Approval of Minutes

4.1 Regular Monthly Meeting: Wednesday, February 21, 2024

Motion #24-015: Commissioner O'Malley moved; Commissioner Mulrooney seconded: That the Minutes of the February 21, 2024 Regular Monthly Meeting be approved as presented.

Motion carried unanimously

5.0 Business Arising

5.1 2024/25 Draft Village Budget

The Draft Village Budget (v.6) was presented for consideration of approval (*Schedule 5.1*).

Motion #24-016: Commissioner O'Malley moved; Vice Chair Pauley seconded: That the 2024/25 Village Budget be approved as presented.

Motion carried unanimously

It was noted that the budget was passed with a Village general government tax rate of \$0.077/\$100 of assessment, the same rate the Village has maintained for several years now.

5.2 Tax Exemptions for NPOs Application: Chester Municipal Heritage Society

The Clerk/Treasurer noted a correction to the summary chart. The total Village tax charged to CMHS properties is \$1,114.30.

Motion #24-017: Vice Chair Pauley moved; Commissioner Mulrooney seconded: That the Chester Village Commission grant the applications of the Chester Municipal Heritage Society under the Tax Exemption for Non-Profit Organizations By-law for Village tax exemptions in the amount of 100%, in the amount of \$1114.30, for the following properties: 82 Union Street; 109 Central Street; 109

Central Street, Parcel L; 133 Central Street, Lot 131-A; 20 Smith Road; and 20 Smith Road, Unit B.

Motion carried unanimously

5.3 Meetings & Procedures Policy: Proposed Amendment

The Policy is brought back for approval (*Schedule 5.3*). The Commission had moved on October 11, 2023 to try the adjusted meeting schedule for the first three months of 2024 before final approval.

The Commission requested an amendment to Article 2.0 “Consensus”, to remove the text “alternative to a formal motion,” noting that not every motion can be replaced by consensus, such as a new expenditure of funds.

Motion: #24-018: Commissioner O’Malley moved; Vice Chair Pauley seconded: That the amended Meetings & Procedures Policy be approved with the revision requested.

Motion carried unanimously

5.4 Heritage Property Signage & Tour Project

The Clerk/Treasurer reviewed the updates to the project estimate and a draft letter to the five property owners selected for the project (*Schedule 5.4*).

Motion #24-019: Vice-chair Pauley moved; Commissioner O’Malley seconded: That the Heritage Property Signage & Tour project signposts be ordered now.

Motion carried unanimously

Motion #24-020: Vice Chair Pauley moved; Commissioner O’Malley seconded: To approve the Heritage Property Signage & Tour project in its entirety as presented.

Motion carried unanimously

The intention is for the costs to come from the current year 2023/24 budget (Tourism Attraction Projects). Letters seeking permission for installation to be sent to the property owners first. It was noted that the initial plan to formally collaborate with the Heritage Society will not be pursued at this time.

6.0 Correspondence

6.1 Dave Foley re: Ownership of Fire Trucks

The Clerk/Treasurer reported that the question has been referred to the Village’s solicitor for legal advice. A response will be provided to the resident when the process is completed.

6.2 NSFM re: Climate Resilient Coastal Communities

The letter from the Nova Scotia Federation of Municipalities regarding the Province's decision against proclaiming the Coastal Protection Act was provided for information.

7.0 Reports

7.1 Clerk/Treasurer

The Clerk/Treasurer presented her monthly activity report (*Schedule 7.1*).

7.2 Financial

The Clerk/Treasurer presented the monthly financial overview report (*Schedule 7.2*).

7.3 Committee: Chester Fire Services (CFSC)

Chair Hatch reported that the majority of callouts were medical.

7.4 Committee: Lunenburg County Accessibility Advisory (LCAAC)

Vice-Chair Pauley stated the Accessibility Foundations training session was postponed twice and is now rescheduled [April 27, 2024]. Monthly meetings continue.

8.0 New/Other Business

8.1 Request for Decision: 2024/25 CVFD Budget Approval

The Clerk/Treasurer presented the request for decision (*Schedule 8.1*). Per the Intermunicipal Fire Services Agreement 2022 and Revising Agreement 2023, the Fire Budget has been prepared and approved by the Chester Fire Services Committee. As the CFSC is jointly owned by the Municipality and Village, the budget comes to both bodies for ratification.

Motion #24-021: Commissioner O'Malley moved; Commissioner Mulrooney seconded: That the Chester Village Commission approve the 2024-25 Chester Volunteer Fire Department Draft Budget and \$0.094 fire rate as presented.
Motion carried unanimously

8.2 Request for Decision: Audit, APM and Election Dates 2024

The Clerk/Treasurer presented the request for decision to set dates for important governance events in 2024. She also confirmed that proxy voting is permitted in Village elections and will be promoted.

Motion #24-022: Vice Chair Pauley moved; Commissioner O'Malley seconded: That the Chester Village Commission set the following dates for governance events in 2024: Audit Committee meetings on April 22nd and June 13th, 2024 at 2:00pm; the Annual Public Meeting on June 18, 2024 at 6:30pm; and the annual Election on June 25, 2024 with an advance poll on June 22, 2024.

Motion carried unanimously

9.0 Commissioner Roundtable

Commissioner Mulrooney commented that she was involved with a CBC presentation concerning the Ferry Wharf future use public consultations.

10.0 In camera – per Section 408B (2) of the Municipal Government Act – Nil

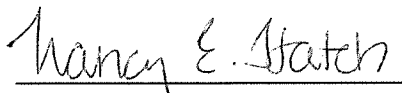
12.0 Resumption of Public Meeting – report in public session per Section 408B (3) of the Municipal Government Act – Nil

12.0 Adjournment


Next meetings:

- The next Regular Monthly Meeting will be held on April 17, 2024 at 6:00 pm.

The meeting was adjourned at 7:15 pm.



Commission Chair
Nancy Hatch



Clerk/Treasurer
Heather McCallum

**Village of Chester Commission
2024/25 Village Budget (Final) - SUMMARY
Mar 20, 2024**

	Budget 2024/25	Notes	
REVENUE SUMMARY			
GENERAL GOV'T/OPERATIONS BUDGET	\$415,201.05	<i>Based 0.0777 property tax revenue (unchanged for several years)</i>	p. 2
CAPITAL BUDGET	\$315,105.00	<i>Sourced from federal/provincial capital grants and reserve funds only</i>	p. 5
EHS BUILDING BUDGET	\$35,135.00	<i>Sourced from EMS rental of building income only; no public funds</i>	p. 6
TOTAL REVENUE	\$765,441.05		
EXPENSE SUMMARY			
GENERAL GOV'T/OPERATIONS BUDGET	\$415,201.05	<i>Disbursement of tax revenue income is contained here</i>	p. 3-4
CAPITAL BUDGET	\$315,105.00	<i>Lido restoration project deferred from 2023/24</i>	p. 5
EHS BUILDING BUDGET	\$35,135.00	<i>Sourced from rental income; no public funds</i>	p. 6
TOTAL EXPENSES	\$765,441.05		
	-0.00	REVENUE minus EXPENSES	

Village of Chester Commission
 2024/25 Village Budget (Final) - GENERAL GOV'T/OPERATIONS BUDGET
 Mar 20, 2024

	Budget 2022/23	Q4 Actual 2022/23	Budget 2023/24	YTD to Feb 29 2023/24	Budget 2024/25	Notes	
REVENUE - General Gov't Operations							
Revenue Sources							
4100	Village General Govt Property Tax (0.0777)	330,222.13	335,555.68	373,454.00	374,383.92	408,476.05	2024 Assessment (pending appeal) x current rate
4116	Eastlink Rental/Tower	2,479.40	2,479.40	2,479.40	2,479.40	2,615.00	Contract indicates 4% increase Jan 1 annually
4201	HST Offset Grant	3,000.00	5,501.09	3,000.00	1,709.94	1,710.00	Split with Fire; based on last year
4225	Transfer fr Federal Govt-Grant (Lifeguards)	1,870.40	1,870.40	2,500.00	1,414.00	2,400.00	Per CSJ application Jan '24 (equivalent to 1 F/T staff award)
	Revenue Total	337,571.93	345,406.57	381,433.40	379,987.26	415,201.05	
	TOTAL REVENUE	337,571.93	345,406.57	381,433.40	379,987.26	415,201.05	

	Budget 2022/23	Q4 Actual 2022/23	Budget 2023/24	YTD to Feb 29 2023/24	Budget 2024/25		
EXPENSES - General Gov't Operations							
Governance							
5450	Annual Public Meeting	300.00	37.50	300.00	338.01	350.00	Based on actual 2023
5477	Commissioner Honorarium	9,360.00	9,333.51	10,400.00	8,101.12	10,820.00	Increased by CPI 4.0%
New	Commissioner Meeting Pay					2,160.00	Based on two external committees' meetings + workshops at MODC \$60 rate
5431	Low-Income Property Tax Exemptions	2,000.00	2,640.12	5,000.00	3,904.06	5,000.00	Unchanged
5432	Non-Profit Tax Exemptions	0.00	1,330.85	3,000.00	1,455.71	3,000.00	Unchanged
5496	Election Expense	1,500.00	2,523.20	2,000.00	0.00	2,625.00	2022 actual x CPI - 2 seats in 2024
	Governance Total	13,160.00	15,865.18	20,700.00	13,798.90	23,955.00	
Administration							
5430	Village Office Rent	12,500.00	13,022.71	18,000.00	14,148.97	16,000.00	Based on 75% of actual (3-year lease 22-25)
5428	Village Office Cleaning	0.00	2,464.48	2,400.00	2,264.88	4,070.00	New commercial cleaning service (bi-weekly)
5435	Audit Fees - VOC	5,000.00	3,910.72	5,000.00	3,910.71	4,200.00	Slight reduction; actual + CPI
5440	Employee Wages	80,000.00	67,374.95	75,000.00	61,065.87	68,000.00	Reduction; incl. CPI salary & WCB increases; Village pays 75% CT + 50% AA
5445	Office Supplies & Expenses - VOC	3,000.00	2,730.97	2,500.00	3,946.88	4,000.00	Based on Jan 31 actual
5447	Employment Insurance	1,541.00	2,151.87	2,000.00	2,620.59	2,300.00	2024 EI calculator for CT & AA
5448	Canada Pension Plan	3,350.00	4,269.78	4,000.00	5,311.72	4,500.00	2024 rates
5455	Advertising	2,000.00	1,891.43	2,000.00	1,511.41	2,000.00	Unchanged
5460	Membership & Dues	1,500.00	1,233.88	1,500.00	1,172.92	1,500.00	Unchanged
5465	Training & Travel	1,000.00	1,378.70	1,500.00	2,034.03	4,000.00	Includes est costs for 2024 ANSV Conference (x3)
5470	Bank Charges	350.00	303.33	350.00	179.37	300.00	Small decrease per actuals
5472	Consultants	3,000.00	0.00	3,000.00	0.00	3,000.00	Placeholder
5475	Legal Fees - VOC	6,000.00	2,095.88	5,000.00	658.01	3,000.00	Decrease based on actuals
5476	Medical Insurance	4,500.00	5,302.58	6,000.00	5,977.93	6,250.00	Based on projected actual
5478	Employee Benefits	0.00	2,127.53	2,000.00	705.00	4,060.00	RSP per CT contract
5480	Office Phone & Internet	2,000.00	1,979.31	2,000.00	1,962.79	2,200.00	Based on projected actual + CPI
5481	IT Support & Website	6,000.00	4,273.96	6,000.00	3,536.44	6,700.00	AMANS website + MJSB IT & security
5490	Insurance (Liability & Property)	14,500.00	17,153.19	19,000.00	23,362.33	24,300.00	Gallagher + MacDonald - Increase by CPI
5492	Cyber Insurance			0.00	2,400.00	2,500.00	New insurance + CPI
5495	Office Equipment & Programs	3,000.00	5,085.34	4,500.00	8,422.07	5,000.00	In 23/24 added \$5K to budgeted figure for Boardroom AV upgrades
	Administration Total	149,241.00	138,750.61	156,750.00	145,191.92	167,880.00	
Protection							
5501	Street Lights Power	9,000.00	7,093.80	8,000.00	7,084.89	12,625.00	Large rate increase Jan 1
5526	Street Lights Maintenance	1,000.00	9,745.24	5,000.00	0.00	10,300.00	Repairs ordered 23/24 (5 fixtures); awaiting installation and billing
5540	Crossing Guards	10,000.00	10,157.68	11,000.00	8,769.16	11,500.00	Incl. WCB, EI, CPP; increase by CPI
	Protection Total	20,000.00	26,996.72	24,000.00	15,854.05	34,425.00	
Beautification							
5565	Flower Baskets	22,000.00	21,205.84	22,000.00	21,038.85	23,000.00	Increase by CPI
5570	Wreaths	4,500.00	4,728.78	5,000.00	4,007.58	5,000.00	Unchanged; Reduced wreaths from 75 to 50 + CPI
5582	Community Celebrations/Grants	9,500.00	3,590.00	9,500.00	9,500.00	10,000.00	Note that this figure has not increased in years
	Beautification Total	36,000.00	29,524.62	36,500.00	34,546.43	38,000.00	
Economic Development							
5590	Tourism Attraction Projects			10,000.00	1,210.39	10,000.00	Unchanged
	Economic Development Total	0.00	0.00	10,000.00	1,210.39	10,000.00	

	Budget 2022/23	Q4 Actual 2022/23	Budget 2023/24	YTD to Feb 29 2023/24	Budget 2024/25		
Operations							
5575	Summer Compost Collection	23,000.00	22,219.42	23,000.00	28,053.22	22,310.00	Reduce weeks from 17 to 13 (mid-Jun to mid-Sep) + CPI - estimate requested
5585	Property Maintenance/Landscaping	3,500.00	3,529.65	3,500.00	3,471.34	4,000.00	Increase by CPI
5960	Public Washroom Operation/Maintenance	15,000.00	13,009.30	15,000.00	11,362.27	15,000.00	Unchanged
5224	Waste Removal (Dumpster at Fire Hall)	3,050.00	5,597.92	5,000.00	5,851.65		Moved to Fire budget starting 2024/25
	Operations Total	44,550.00	44,356.29	46,500.00	48,738.48	41,310.00	
Jib Lot							
5405	Jib Lot Maintenance	1,000.00	727.40	1,000.00	1,348.76	1,500.00	Small increase based on actuals
5410	Land Taxes (Waste Collection)	500.00	564.50	650.00	623.09	650.00	Unchanged; 2023 actual + CPI
5415	Water Lot Taxes (Waste Collection)	110.00	118.09	125.00	138.58	150.00	2023 actual + CPI
	Jib Lot Total	1,610.00	1,409.99	1,775.00	2,110.43	2,300.00	
Lido Pool							
5910	Lido Maintenance & Operations	13,000.00	15,248.97	18,000.00	19,564.30	32,000.00	Excluding capital project; incl CPI, pool vacuum & awning replacement
5925	Lido Insurance	5,000.00	4,646.32	5,100.00	4,176.01	5,100.00	Unchanged
5935	Life Guard Wages	21,000.00	15,564.33	21,000.00	18,246.31	25,500.00	Based on full staff, 50 c/hr increase; no dark days; incl Vac/WCB/EI/ CPP
5940	Supervisor/Security (Race Week)	1,300.00	1,590.36	1,600.00	1,517.67	1,600.00	Via Chester Yacht Club
5945	Lido Taxes (Waste Collection Fee)	1,000.00	1,061.41	1,200.00	1,120.42	1,200.00	Unchanged; 2023 actual + CPI
	Lido Pool Total	41,300.00	38,111.39	46,900.00	44,624.71	65,400.00	
Reserves (Planned)							
5743	Gen Gov't Operating Reserve Deposit	26,710.93	26,710.93	3,308.40	3,308.49	1,931.05	TBD; this deposit comes from previous year's operating surplus, if any.
5937	Lido Reserve Deposit			30,000.00	0.00	30,000.00	Per Reserve Policy at end of fiscal
	Reserves Total	26,710.93	26,710.93	33,308.40	3,308.49	31,931.05	
	TOTAL EXPENSE	332,571.93	321,725.73	376,433.40	309,383.80	415,201.05	

Village of Chester Commission
 2024/25 Village Budget (Final) - CAPITAL BUDGET
 Mar 20, 2024

	Budget 2022/23	Q4 Actual 2022/23	Budget 2023/24	YTD to Feb 29 2023/24	Budget 2024/25	Notes
REVENUE - Capital						
Revenue Sources						
2200					150,000.00	Rec'd 2023; deferred to 2024 for Capital project - Lido Repairs/Accessibility
2200					100,000.00	Rec'd 2023; deferred to 2024 for Capital project - Lido Accessibility
					65,105.00	Capital commitment in EAF grant MOU
	0.00	0.00	0.00	0.00	315,105.00	
TOTAL REVENUE	0.00	0.00	0.00	0.00	315,105.00	
EXPENSES - Capital						
Capital Projects						
5915	5,000.00	0.00	0.00	0.00	150,000.00	Grant rec'd in 2023, deferred to 2024/25
5915					165,105.00	Grant rec'd in 2023, deferred to 2024/25 + VOC's req'd contrib in MOU
	5,000.00	0.00	0.00	0.00	315,105.00	
TOTAL EXPENSE	5,000.00	0.00	0.00	0.00	315,105.00	

Village of Chester Commission
 2024/25 Village Budget (Final) - EMC BUILDING BUDGET
 Mar 20, 2024

	Budget 2022/23	Q4 Actual 2022/23	Budget 2023/24	YTD to Feb 29 2023/24	Budget 2024/25	Notes
REVENUE - EMC Building						
Revenue Sources						
4110 Rental income - EMC	21,256.68	17,494.40	21,256.68	17,494.40	21,260.00	<i>Contract (2018-28) indicates same rent figure for duration Roof repair 75%</i>
Transfer from EHS Reserve					13,875.00	
Revenue Total	21,256.68	17,494.40	21,256.68	17,494.40	21,260.00	
TOTAL REVENUE	21,256.68	17,494.40	21,256.68	17,494.40	35,135.00	
EXPENSES - EMC Building						
EMC Building						
5705 EMC Maintenance & Repairs	4,000.00	3,369.80	4,000.00	2,110.63	3,500.00	<i>Operations funded by rental income only; no tax dollars Based on 22/23 actual + CPI; roof repair is in Capital section 2023 actual + CPI 2023 actual + CPI</i>
5710 EMC Insurance	1,200.00	1,165.45	1,300.00	1,057.97	1,200.00	
5715 EMC Taxes (Property & Waste)	4,500.00	4,639.50	4,800.00	5,058.45	5,260.00	
EMC Building Total	9,700.00	9,174.75	10,100.00	8,227.05	9,960.00	
Reserves (Planned)						
5720 EMS Reserve Deposit	11,556.68	11,556.68	11,156.68	7,142.63	11,300.00	<i>Surplus goes to EHS Reserve per Reserves Policy Rent income minus operating expenses</i>
Reserves Total	11,556.68	11,556.68	11,156.68	7,142.63	11,300.00	
Capital Projects						
New EMC Roof Replacement			0.00	4,014.05	13,875.00	<i>75% Metal roof replacement from reserve; 25% deposit req'd in 23/24</i>
Capital Projects Total	0.00	0.00	0.00	4,014.05	13,875.00	
TOTAL EXPENSE	21,256.68	20,731.43	21,256.68	19,383.73	35,135.00	



Request for Decision

Chester Fire Services Committee

[Schedule 8.1](#)

<p>Topic:</p> <p>2024-25 Chester Volunteer Fire Department Draft Budget: Partners' Consideration and Approval</p>	<p>Date: Mar 13, 2024</p> <p>Proposed By: Kirk Collicutt, Treasurer Chester Fire Services Committee</p>
<p>Issue Summary:</p> <p>Per the Intermunicipal Fire Services Agreement of May 18, 2022 and Revising Agreement of July 31, 2023 between the Municipality of the District of Chester (MODC) and Village of Chester: the 2024-25 annual budget has been prepared by the Chester Fire Services Committee (CFSC) in conjunction with the Chester Volunteer Fire Department (CVFD). The CFSC is a body corporate jointly owned by MODC and the Village that oversees fire and emergency services delivery via the CVFD.</p> <p>The Draft Budget and proposed fire rate were presented to the public at the CFSC's Annual Public Meeting on February 15, 2024 and approved by the Committee at their following March 6, 2024 meeting. It now comes before Municipal Council and the Village Commission for final partners' approval.</p>	
<p>Background:</p> <p>This is the first budget of the Chester Fire Services Committee under the 2022 & 2023 agreements. The process was as follows:</p> <ul style="list-style-type: none"> • Preliminary budget preparation (Dec 2023-Jan 2024): CVFD, Village Clerk/Treasurer (C/T) • Meeting 1 (Jan 15, 2024): Committee Treasurer, CVFD, Village C/T – line-by-line discussion and refinement • Meeting 2 (Jan 24, 2024): Full Committee – line-by-line review of expenses • Meeting 3 (Feb 7, 2024): Full Committee – review revisions; reserves and fire rate decisions • Meeting 4 (Feb 15, 2024): Annual Public Meeting – public presentation – see video archive or meeting minutes • Meeting 5 (Mar 6, 2024): Full Committee – draft budget and fire rate approval; refer to Council and Commission • Meeting 6 (Mar 20, 2024): Village Commission consideration for approval • Meeting 7 (Mar 28, 2024): Municipal Council consideration for approval 	

See rationale for **proposed fire rate** of \$0.094/\$100 assessment ([Attachment A](#)) and **2024-25 Draft Budget** ([Attachment B](#)).

Note: The attached budget reflects Operating, Capital and Reserves plans for 2024-25. A 20-year capital plan is in development by the Committee and Fire Department.

Options:

1. Confirm approval of the 2024-25 Draft CFSC/CVFD Budget and fire rate as presented.
2. Request revisions to the Draft Budget and/or the fire rate.

Considerations:

Financial Impacts

The Committee and Fire Department must have an approved budget to operate in fiscal 2024-25. The agreements direct that the budget be approved by April 1st each year.

Policy

The request is in keeping with the Intermunicipal Fire Agreement, Articles 29-33, and Revising Agreement, Article 4(ii).

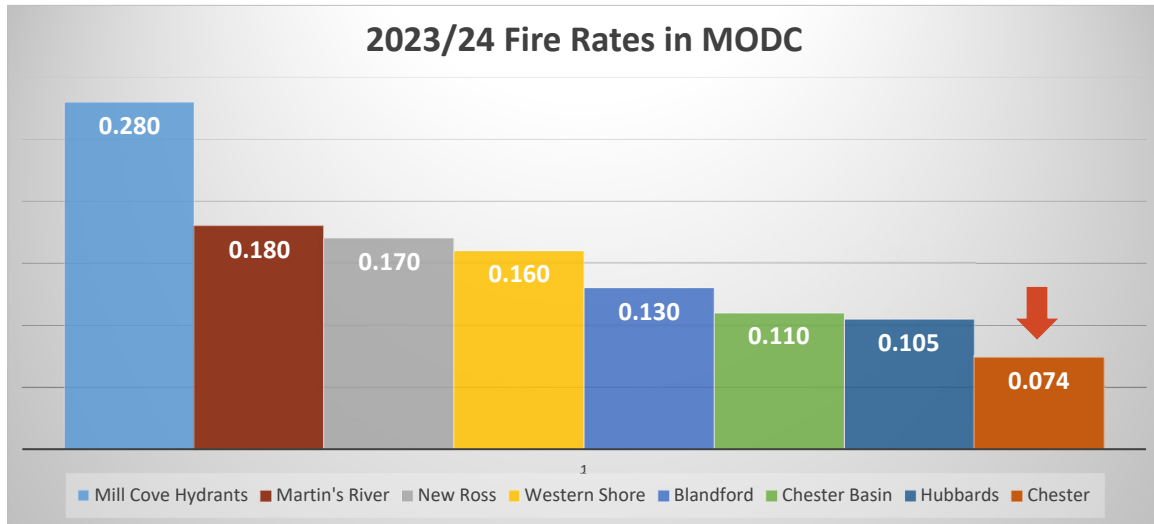
Recommendation:

It is recommended that Municipal Council and the Village Commission approve the attached Draft Operating & Capital Budget and proposed fire rate.

Draft Motion:

That the Chester Village Commission approve the 2024-25 Chester Volunteer Fire Department Draft Budget and \$0.094 fire rate as presented.

Fire Rates in the Municipality of Chester



14

Proposed Fire Rate

- Planning considerations:
 - Five and 20-year capital plans are in development (apparatus and equipment)
 - Two trucks need replacement in 2027 (one deferred from 2021) – estimated cost \$1.7M
 - New fire station engineering and pre-design in progress – estimated cost of build \$TBD
 - Increased reserves are needed.
- Maintaining a 0.074 rate would net 10% more revenue than last year, barely keeping pace with exponentially increasing costs only. No new investment for future needs.
- The new rate 0.094 allows for \$187.5K more funds to be invested in reserves.
- The new fire rate would still be the lowest in the municipality.

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Chester Fire Services Committee
2024/25 CVFD Fire Budget - as approved by Committee
Mar 6, 2024

	Budget 2022/23 (Fire rate 0.0740)	Budget 2023/24 (Fire rate 0.0740)	YTD Actual to Feb 29 2024 (8.33% of year left)	Budget 2024/25 (Fire rate 0.0940)	Notes
REVENUE					
Revenues					
4101 Village Fire Tax	314,497.26	355,670.00	356,556.08	494,166.65	1 2
4102 Outside Area Fire Tax	335,309.76	371,568.00	373,632.00	520,140.54	2
4600 Island Fire Boat Tax	10,276.75	10,548.00	10,548.00	15,073.09	2
Loan from Fire Apparatus Reserve	710,085.90				3
4210 HST Offset Grant		0.00	3,377.64	0.00	3
4221 CVFD Extraordinary Revenue		10,000.00	2,500.00	0.00	3
3400 Surplus Truck Sale (proceeds to Reserve)		0.00	40,000.00		3
Total	1,370,169.67	747,786.00	786,613.72	1,029,380.28	
TOTAL REVENUE	1,370,169.67	747,786.00	786,613.72	1,029,380.28	
EXPENSES SUMMARY					
Subtotal Operating	341,645.31	373,800.00	343,283.21	448,412.00	
Subtotal Capital	827,585.90	122,200.00	99,323.52	148,250.00	
Subtotal Reserves	200,938.47	250,938.47	90,938.47	432,718.28	
TOTAL EXPENSES	1,370,169.68	746,938.47	533,545.20	1,029,380.28	

	Budget 2022/23	Budget 2023/24	YTD to Feb 29 2024	Budget 2024/25	Notes	
EXPENSES DETAILS						
OPERATIONS						
Administration						
5210	Salaries - Bookkeeping & Mgmt	40,000.00	42,450.00	29,139.66	42,450.00	4
5250	Overhead - Bookkeeping & Mgmt	4,500.00	5,900.00	3,152.04	5,900.00	5
5447	Employment Insurance	759.00				
5448	Canada Pension Plan	1,650.00				
5436	Audit Fees - CVFD	5,000.00	5,000.00	3,910.71	5,000.00	6
5442	Office Supplies - CVFD	984.56	1,500.00	636.44	1,500.00	
5495	Office Equipment	1,400.00				
5473	Fire Services Committee - Overhead		5,000.00	771.53	5,000.00	7
New	Annual Public Meeting				350.00	8
New	Advertising				650.00	8
New	CFSC - Liability Insurance		0.00	8,477.78	8,840.00	9
5479	Legal Fees - CVFD	3,000.00	3,000.00	1,605.52	2,000.00	10
	Administration Total	57,293.56	62,850.00	47,693.68	71,690.00	
Firefighting Force						
5115	Firefighters Honorarium	50,000.00	50,000.00	50,000.00	50,000.00	
5116	In Lieu of Fundraising	15,000.00	15,000.00	15,000.00	15,000.00	
5154	Uniforms	3,000.00	3,000.00	231.45	3,000.00	
5167	24hr Firefighter Accident Insurance	8,200.00	9,400.00	8,137.00	9,400.00	
5172	24hr Family Insurance	6,000.00	6,300.00	6,434.00	6,300.00	
New	EAP Program				4,000.00	11
5174	Annual Firefighters Banquet	2,500.00	2,500.00	153.17	2,500.00	12
	Firefighting Force Total	84,700.00	86,200.00	79,955.62	90,200.00	
Training & Education						
5120	Training	20,000.00	35,000.00	21,285.13	30,000.00	
5150	Fire Prevention & Education	2,500.00	3,000.00	5,073.53	5,000.00	
5156	Chief's Conference		500.00	0.00	500.00	
5485	CVFD Bursary	1,500.00	1,500.00	1,500.00	2,000.00	13
	Training & Education Total	24,000.00	40,000.00	27,858.66	37,500.00	
Firefighting Equipment						
5040	Medical Supplies	750.00	2,000.00	1,744.71	1,500.00	
5075	Tools & Equipment	1,500.00	7,500.00	7,001.44	7,500.00	
5160	Hoses (2)	1,500.00				
5162	Flashlights/Camera/Batteries	1,000.00			1,000.00	
5315	CVFD Vehicle Fuel	9,000.00	8,000.00	9,154.76	10,000.00	
5320	CVFD Vehicle Insurance	7,575.00	10,200.00	13,944.48	14,500.00	9
5090	SCBA Masks	4,000.00	2,000.00	581.61	2,000.00	
	Firefighting Equipment Total	25,325.00	29,700.00	32,427.00	36,500.00	

	Budget 2022/23	Budget 2023/24	YTD to Feb 29 2024	Budget 2024/25	Notes
Personal Protective Equipment					
5030		8,250.00	5,619.43	30,000.00	14
5050	1,000.00				
5053	250.00				
5055	2,000.00				
5055	2,000.00				
5060	3,000.00	0.00	112.11		
5130	18,500.00	18,500.00	19,131.21	30,000.00	15
	Personal Protective Equipment Total	26,750.00	24,862.75	60,000.00	
Communication					
5095	5,000.00	5,000.00	5,194.16	5,000.00	
5100	500.00	500.00	99.58	500.00	
5105	2,000.00	2,000.00	3,685.46		
5110	3,500.00	7,500.00	10,675.29	7,500.00	16
5164	1,500.00	1,500.00	1,032.46	1,500.00	
5166	1,500.00				
	Communication Total	14,000.00	20,686.95	14,500.00	
Maintenance					
5005	2,500.00			0.00	17
5088	1,000.00	500.00	0.00	500.00	
5126	850.00	850.00	994.06	850.00	
5125	7,500.00	7,500.00	5,227.69	7,500.00	
5135	4,000.00	4,000.00	3,803.49	5,000.00	
5138	700.00	1,200.00	678.38	1,200.00	
5310	30,000.00	30,000.00	33,370.45	30,000.00	
5017	1,500.00	1,500.00	2,628.00	2,500.00	
	Maintenance Total	48,050.00	46,702.07	47,550.00	
Building & General					
5205	5,000.00	5,000.00	6,745.14	7,500.00	
5220	20,000.00	20,000.00	12,849.79	20,000.00	
5223		1,200.00	1,696.57	1,800.00	
5229	5,000.00	2,500.00	2,264.88	6,300.00	18
5230	10,000.00	12,000.00	14,561.61	12,000.00	
5235	6,500.00	6,500.00	16,447.15	17,100.00	9
5240	4,000.00	4,000.00	3,809.07	4,500.00	
5241		4,500.00	460.13	4,500.00	
5224				5,800.00	19
5445	500.00				
	Building & General Total	51,000.00	58,834.34	79,500.00	

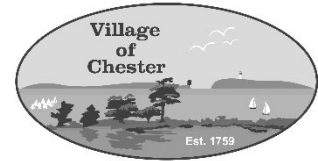
	Budget 2022/23	Budget 2023/24	YTD to Feb 29 2024	Budget 2024/25	Notes
Fire Boat					
5605	1,000.00	1,000.00	0.00	1,040.00	20
5615	776.75	800.00	0.00	832.00	
5620	4,500.00	6,300.00	3,633.80	6,552.00	
5625	2,100.00	2,100.00	0.00	2,184.00	
5627	1,800.00				
5640	100.00	100.00	10.00	104.00	
5626	250.00	250.00	618.34	260.00	21
	10,526.75	10,550.00	4,262.14	10,972.00	
SUBTOTAL OPERATING	341,645.31	373,800.00	343,283.21	448,412.00	
CAPITAL					
1815	80,000.00				22
5084		50,000.00	41,293.44	60,550.00	23
New				30,000.00	24
5087	710,085.90				
5080		4,000.00	2,613.46		
5081		6,000.00	0.00		
5032		13,200.00	1,861.50	13,200.00	25
5058		7,500.00	6,571.55		
5036		2,000.00	2,242.14		
5033		10,000.00	6,345.79	10,000.00	26
5023		4,500.00	1,650.21	4,500.00	
5026		25,000.00	12,739.44		
5087		0.00	24,005.99		
5090	36,000.00			20,000.00	
New				10,000.00	27
5098	1,500.00				
Capital Total	827,585.90	122,200.00	99,323.52	148,250.00	
SUBTOTAL CAPITAL	827,585.90	122,200.00	99,323.52	148,250.00	
RESERVES (Planned)					
5474	50,938.47	50,938.47	50,938.47		28
5305	150,000.00	200,000.00	0.00	232,718.28	29
3400		0.00	40,000.00		
New				0.00	30
New				200,000.00	31
Reserves Total	200,938.47	250,938.47	90,938.47	432,718.28	
SUBTOTAL RESERVES	200,938.47	250,938.47	90,938.47	432,718.28	
TOTAL EXPENSES	1,370,169.68	746,938.47	533,545.20	1,029,380.28	

Chester Fire Services Committee
2024/25 CVFD Fire Budget -- Notes
Mar 6, 2024

- 1 A 2024/25 fire rate increase is needed to allow for building of reserves: \$0.094/\$100 of assessment.
- 2 Figures based on 2024 Preliminary Assessment figures from MODC (note that individual assessment appeals are still open with PVCS).
- 3 Not applicable in 2024/25. Note that blank lines (not \$0.00) indicate a line item from a previous budget that does not carry over into 2024/25.
- 4 Salaries: Village Clerk/Treasurer 25% and Admin Assistant 50%.
- 5 Overhead: Office rental 25%.
- 6 Shared municipal auditor with Village - Morse Brewster Lake 50%.
- 7 Second video monitor for VOC Boardroom requested - has been ordered on 2023/24 budget.
- 8 NEW requirement - based on Village costs for APM and public notice advertising. Does not include a broader marketing allowance.
- 9 NEW requirement for corporate body - 2023 insurance cost plus CPI.
- 10 Shared municipal solicitor with Village - Taylor MacLellan Cochrane; billed actuals.
- 11 NEW EAP program for firefighters.
- 12 2023 actual was thanks to the generosity of the Chester Legion.
- 13 Bursary had not been increased in over 10 years.
- 14 Large replacement of helmets, boots etc. required in 2024/25.
- 15 An application to the provincial Provider Fund has been submitted; awaiting notification.
- 16 Change of line name; includes former portable ratio GLs 5110 & 5166.
- 17 Able to do this testing in-house as the Chief is certified.
- 18 New commercial cleaning service for the fire station.
- 19 Line item moved from Village cost - dumpster at fire station.

- 20 Currently out of service. Parking this section with CPI increase only until replacement need is assessed.
- 21 The inshore boat 732 is seeing more use with the 731 out of service.
- 22 Investigate possibility of access for wider driveway for 4070 Highway 3 from adjacent PID.
- 23 Remainder of Acre Architects contract (total \$106,000 plus HST *minus* \$50,000 from 2023/24).
- 24 Anticipated costs include lot surveying, land registration, public communications, etc.
- 25 Change of line name; formally for wildfire boots only.
- 26 Location(s) to be determined.
- 27 NEW allows for 4-5 firefighters to be outfitted.
- 28 Not applicable; this loan was repayed in full in 2023/24.
- 29 Reserve ownership transferred from Village; current amount is approx. \$549K with 2023/24 \$200K deposit pending at end of fiscal year.
- 30 Separation of Fire portion of Village operating reserve as of 2023/24 pending at end of fiscal year. In general, any operating surplus must be deposited to operating reserve annually.
- 31 NEW reserve account for new fire station building.

Village of Chester Commission Clerk/Treasurer Activity Report March 20, 2024



- **Budgets:** Most of my time this past month continued to be focused on 2024/25 Draft Village Budget and 2024/25 Draft Fire Budget, including costing and contracting for the various capital and operations projects. For example, new cleaning services begin next week at both the Village office and fire station, and contract renewals for IT and maintenance are in progress.
- **CFSC:** Other than clerking duties for the Committee, I've been supporting James Robert with managing the consultants on the pre-design for the new fire station work. We're working on a potential solution to give the lot more road access and I'm sourcing surveyors. Another key project is developing a report for Municipal Council for direction on fire boat services with Jim Barkhouse and the CVFD's boat committee.
- **Training & Meetings:**
 - I attended a short online workshop on Digital Accessibility held by IABC (International Assoc. of Business Communicators); interesting to see the private sector approach.
 - The Lunenburg & Queens Counties communications staff met earlier in the month to share concerns and practices.
 - I attended a short NSFM webinar on a new preferred home and auto insurance program for elected officials and staff. I have information if anyone is interested.
 - I met with MODC's new Economic Development team to discuss possible mutual project support – early days yet.
 - South Shore AMA's bi-monthly meeting was last week. The NS Dept of Environment presented on the new "Future of Nova Scotia's Coastline" plan that is replacing the un-proclaimed Coastal Protection Act (see Agenda item 6.2). Build NS presented on their province-wide cellular access program. One point raised was areas like the Village of Chester that will show in the gap analysis as having cellular service, but that service is not as robust as it once was. The problem appears to be overloading of current infrastructure by the much larger phone data packages that allow more streaming. Municipal Affairs always attends with their own report, and the forum allows information sharing among Lunenburg & Queens Counties staff.
- **MODC Planning:**
 - Secondary Planning Strategy & Village Land-Use By-law: The Municipality is holding public presentations of the latest versions of the SPS and VLUB next week – see poster attached. The Commission and public are invited to attend.
 - Ferry Wharf: You'll recall the Dalhousie students conducting the public consultation into possible new uses of the Tancook Island ferry wharf held a focus group with the Commission, public meetings, and a public survey which closed this past Friday.

Report completed by:
Heather McCallum, Clerk/Treasurer

VILLAGE PLAN REVIEW DRAFT #2

WHEN

EACH MEETING WILL INCLUDE A PRESENTATION, FOLLOWED BY TIME FOR QUESTIONS AND DISCUSSION

- ◆ **March 26** **2:30pm - 4:30pm**
- ◆ **March 28** **6:00pm - 8:00pm**

WHERE

St.Stephen's (Community Centre)
54 Regent Street, Chester

HIGHLIGHTED TOPICS • Changes from Draft #1 • Short-term Rental Regulations (revised) • Accessory Dwelling Units • Highway 3 (North Street) • Architectural Controls (revised) • Renamed & Revised Zone Boundaries • Use of Development Agreements • Water-

FOR MORE INFORMATION VISIT:

Voicesandchoices.ca/villagereview or

Call 902-275-2599 or email: planning@chester.ca

LEARN ABOUT THE DRAFT #2 OF THE VILLAGE PLANNING DOCUMENTS

ASK QUESTIONS

Review the new documents, learn what's changed since Draft #1. Ask questions of staff.

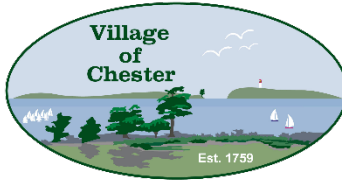
NEXT STEPS

Following these meetings, staff will return to Council to discuss the feedback heard. Council may direct staff to make final changes before considering the Secondary Planning Strategy (SPS) and Land Use By-law (LUB) for 1st Reading.

IMPLEMENTATION

- ◆ Final Draft SPS & LUB
- ◆ 1st Reading
- ◆ Public Hearing held
- ◆ Provincial Review
- ◆ Newspaper ad to make new documents effective





Village of Chester Meetings & Procedures Policy

The procedural requirements in this Policy are intended to complement and supplement, and not to replace the requirements contained in applicable municipal legislation, including but not limited to the Municipal Government Act (MGA).

1.0 Scope

This document applies to all meetings of the Village of Chester.

2.0 Interpretation

- VOC – means the Village of Chester.
- COW – means Committee of the Whole.
- Business day(s) – means a day when the Village of Chester’s office is open for business.
- Commission – means the elected Commissioners of the Village of Chester and includes the Chair unless the context indicates otherwise.
- Committee – means a group of individuals appointed by the Chester Village Commission to serve on a body that makes recommendations to the Commission.
- Consensus – means an idea or opinion that is unanimously shared by all the people in a group. Consensus is a cooperative process.
- Chair – means the presiding officer of the Commission or Committee.
- Quorum – means a majority of the maximum number of people who may be elected to the Commission.
- Majority – means more than one half of those present, unless the context indicates otherwise.
- Motion – a formal proposal put to the Commission or a Committee by a mover and a seconder decided by a majority vote of Commission or Committee members present.

3.0 Policy Statement

The VOC Commission has adopted this policy by resolution on March 20, 2024 and the policy shall remain in force from that day forward and until such time as a revision is made by resolution.

4.0 Regular Monthly Meeting

- 4.1 The Commissioners shall meet at a regular monthly meeting on the third Wednesday of each month commencing at 6:00 pm at 27 Pleasant Street, Chester.
- 4.2 Notice of the regular meeting is not required under the Municipal Government Act unless there is to be a change of date, place or time. In this case, the Clerk/Treasurer shall advertise notice of the meeting on the VOC website and post notice in no less than five (5) conspicuous places at least two (2) days before the date of such meeting.

Regular meetings of the Commission may be rescheduled, relocated or cancelled by motion or consensus of Commissioners.

- 4.3 At regular meetings, unless a majority consents to a different order for that meeting, Commission shall conduct business in the following order:

- 1 Call to order
- 2 Public Forum
- 3 Review and approval of agenda, including additions or deletions
- 4 Review and approval of minutes of last regular monthly meeting, and of any meetings held since such meeting
- 5 Business arising from the minutes
- 6 Correspondence
- 7 Reports:
 - 7.1 Clerk Treasurer
 - 7.2 Financial - YTD
 - 7.3 Committees
- 8 New or other business
- 9 Commissioner Roundtable
- 10 In camera meeting
- 11 Resumption of public meeting
- 12 Adjournment

The Chair and Clerk/Treasurer shall confer on the Commission agenda content before it is circulated. The agenda package containing meeting materials in the agenda sequence will be circulated a minimum two (2) business days before the meeting if possible.

4.4 A quorum must be present at any meeting for business to be conducted. The Chair shall declare a meeting dissolved if no quorum has been achieved within fifteen (15) minutes of the scheduled meeting time.

4.5 The Chair shall preside at all meetings of the Commissioners and shall maintain decorum, including the right to order the removal of any person(s) interfering with the business of the meeting or acting in a disorderly manner.

The Vice-Chair shall act in the absence or inability of the Chair or in the event of the office of Chair being vacant.

4.6 Every Commissioner, prior to speaking on any question or motion, shall raise a hand and wait to be recognized by the Chair.

4.7 All voting matters before the Commission shall be decided by voting on a motion by all Commissioners present (subject to the Municipal Conflict of Interest Act), including the Chair, duly moved and seconded. Such voting to be by a show of hands, and the Chair shall state whether the motion has been carried or defeated based on majority vote. In the event of a tie, the Chair shall declare the motion defeated. An abstention will be treated as a negative vote.

A recorded vote identifies each Commissioner and whether they voted in favour of, or against, the motion in the Minutes. A recorded vote is not necessary but may be requested by any Commissioner.

4.8 All meetings of the Commission and Committees of the Commission shall be open to the public except where matters may be permitted to be discussed in closed session (In Camera) pursuant to the provisions of the Municipal Government Act.

No decision shall be made at a private commission meeting except a decision concerning procedural matters or to give direction to staff or solicitor of the village.

4.9 Members of the public who wish to address the Commission during the public forum may sign up before the start of the meeting with their name and civic address. The time limit for each person requesting to speak will be determined by the chair before the commencement of the meeting. The total allotted time for public forum will not exceed a maximum of 15 minutes.

4.10 Delegations shall apply in writing to be placed on an agenda for the Regular Monthly Meeting to the Clerk/Treasurer stating the essence of the presentation no less than five (5) business days prior to the date of the Regular meeting. A written report of what will be discussed must accompany the request to speak

at a meeting and the submission will be sent to Commission Members. The Commission may, if the subject matter of the presentation is a matter which is outside the jurisdiction of the Village of Chester, refuse the application.

Presentation to the Commission shall:

- Consist of a maximum of two presenters;
- Not exceed 10 minutes in duration, without approval by the Commission;
- Not address personnel matters, labor relations, contract negotiations, litigation, or potential litigation, or legal advice eligible for solicitor-client privilege; and
- Be relevant to the VOC and timely.

Members of the Commission may ask questions of clarification to the presenters, but there shall be no debate of the subject matter of the presentation. The presentation shall be automatically sent to the staff for review, comments and recommendations or it may be added to the agenda unless the presentation is in respect to an item of business before the Commission.

A delegation, once heard, shall not be entitled to be received again on substantially the same matter for a period of three months from the date of the first hearing.

5.0 Committee of the Whole

- 5.1 The Commission in Committee of the Whole, consisting of all the Commission members may meet once a month on the last Wednesday of every month commencing at 6:00 pm, if required.
- 5.2 The COW will be responsible for all matters of concern to the Commission. The COW meets for in-depth discussion on such matters including, but not limited to, human resources, policy, or budget development.
- 5.3 No formal decision can be made when the Commission members are meeting as COW, but a recommendation to the Commission may be made.
- 5.4 At Committee meetings, unless a majority consents to a different order for that meeting, Commission shall conduct business in the following order:
 - 1. Call to order
 - 2. Public Forum
 - 3. Agenda approval and additions
 - 4. Business Arising
 - 5. New Business

6. Adjournment

- 5.5 The COW shall follow the rules and procedures as governed by the Regular Commission Meetings. COW may invite resource people to attend the meeting to discuss items of interest to the Commission.
- 5.6 Members of the public who wish to address the commission during the public forum may sign up prior to the start of the meeting. The time limit for all requesting to speak will be decided by the chair prior to commencement of the meeting. The total allotted time for public forum will not exceed a maximum of 15 minutes.

Members of the Commission may ask questions of clarification to the individuals, but there shall be no debate of the subject matter of the presentation and the matter shall be automatically sent to the staff for review, comments and recommendations or it may be added to the agenda.

6.0 Annual Public Meeting

- 6.1 The Annual Public Meeting of the Village of Chester shall take place on or before July 1 of each fiscal year in accordance with the Municipal Government Act and commence at 6:30 pm. The date will be determined annually by resolution of the Commission.
- 6.2 Notice of the time and place of the Annual Public Meeting must be posted in not less than five conspicuous places in the Village, at least fourteen (14) days before the date of the meeting.
- 6.3 The order of business at the Annual Meeting shall be:
1. Call to Order
 2. Chair's Report
 3. Clerk/Treasurer's Report
 4. Auditor's Report
 5. Chester Fire Services Committee Report
 6. Lido Report
 7. Adjournment
- 6.4 All voting matters before the electors shall be decided by voting on a motion duly moved and seconded, such voting to be by show of hands, and the Chair shall state whether in their opinion the motion has been carried or defeated.

Any two electors may call for a standing vote, in which case the Chair shall conduct a standing vote on the motion. The Clerk/Treasurer shall count those

standing in favor or the motion and those standing against the motion, and shall declare the numbers for and against motion, and the Clerk/Treasurer shall record the same.

In the case of a tie, the Chair shall declare the motion lost.

7.0 Election of Chair and Vice Chair

The first meeting after the Annual Public Meeting, the Village Commissioners shall elect a Chair and Vice Chair. The Clerk will call for nominations from the Commissioners for the positions, and commissioners shall then proceed to vote by ballot by writing the name of the nominee they wish to serve in the Office of Chair and Vice Chair.

8.0 Special Meetings


- 8.1 A Special Commission meeting may be called by:
- (a) The Chair at any time; and
 - (b) Whenever requested in writing by not less than two of the Commissioners. Said request shall set out the purpose for which such a meeting is to be called. A meeting time, place, and date shall be established within seven (7) days of such a request.
- 8.2 Notice of such meeting shall be delivered by telephone or email to each Commissioner at least three (3) days before the meeting. The Clerk shall post such notice in not less than five (5) conspicuous places in the Village, at least two (2) days before meeting. Both notices shall state the time, place, and purpose for which such a meeting is convened.

9.0 Virtual Meetings

A Commission or Committee meeting may be conducted by electronic means, or a Commission or Committee member may participate in a meeting through electronic means, as per the provisions of the Municipal Government Act, Section 19A and the Village's Videoconferencing Policy.

Approved: December 13, 2017	
Amended: May 8, 2019	Motion # 19-027
Amended: September 15, 2021	Motion # 21-117
Amended: October 12, 2022	Motion # 22-119
Amended: March 20, 2024	Motion # 24-018

I certify that this Policy was adopted by the Village of Chester Commission as indicated above.



 Clerk/Treasurer

March 22, 2024

 Date

Heritage Properties Signage & Tour
Project Estimate v3 (all costs include applicable tax)

Schedule 5.4

Elements	Estimates	Options	Notes
1. Interpretive Sign Panels			Estimated costs for plaques to be installed at five selected heritage properties within the Village: Lordly House Museum, Zoe Valle Memorial Library, St. Stephen's Church, St. Augustine's Church, Chester United Baptist Church. Costs for alternatives are provided.
Scan photos	\$0		<i>In-house</i>
Copywriting	\$0		<i>In-house</i>
Layout	\$0	\$313	<i>In-house OR same designer as collateral</i>
DPW Right-of-Way Permits		\$1,564	<i>If in public right-of-way; refundable pending inspection</i>
MODC Dev't Permit(s)	\$0		<i>None required</i>
Property-owner permission	\$6		<i>Postage re letters requesting landowners' permission to install signs</i>
Sign Production (qty 5)			
<u>Version 1</u>			
Real estate-type hanging sign posts	\$704	\$1,173	<i>Metal build: local artist depending on design; sign manufacturer cost would be \$4,244</i>
Painting	\$146		<i>Incl pickup/dropoff of posts</i>
Paint	\$73		<i>5 cans Tremclad black metal spray paint</i>
Sign printing (two-sided, 24x30"	\$1,632	\$1,971	<i>Cost 1 composite material (4-5lb); cost 2 aluminum (8-9lb). Same cost colour or b&w.</i>
Interpretive panel shipping	\$365		<i>Protective crating & delivery</i>
Installation	\$229		<i>Guesstimate 1/2 day - unconfirmed</i>
<u>Version 2</u>			
Lectern-type pedestal sign post		\$2,628	<i>Signmaker alternative style of post</i>
	\$3,155		
2. Print Collateral			Estimated costs for a printed map/guide to the heritage properties for a self-guided tour.
Copywriting	\$0		<i>In-house</i>
Map design	\$365		<i>Ref from Chester Merchants Assoc.</i>
Design - tri-fold brochure/rack card	\$365		<i>"</i>
Printing - tri-fold brochure/rack card	\$156		<i>Qty 200</i>
	\$886		
3. Digital Version for Website			Estimated costs for (1) a PDF version of the print piece to be available for download on the website, and/or (2) a "slide show"-type video of property photos with a voice-over audio track for remote viewing.
<u>Version 1</u>			
PDF layout	\$0	\$104	<i>PDF version of signs and/or map brochure for download from website</i>
<u>Version 2</u>			
PPT for video export	\$0		<i>In-house - based on "slide show" video w audio track</i>
Audio Recording	\$0		<i>In-house - voice volunteer - Laura or Heather</i>
Music bed(s)	\$141		<i>Relaxed folk music feel (5 tracks)</i>
Audio edit and mix	\$0		<i>In-house</i>
	\$141		
TOTAL	\$4,183		



Village of Chester Commission

27 Pleasant Street, PO Box 620, Chester, NS B0J 2C0

Tel: 902-275-4482

www.villageofchesterns.ca

March 20, 2024

[Owner/Contact]

[Property Name]

[Address]

Chester, NS B0J 1J0

Re: Heritage Property Signage & Tour

The Village of Chester Commission is planning a heritage signage project and would like to include [property]. The intention is to inform our residents about the rich built heritage in our midst and share our treasures with visitors.

While the hope is to expand the project in upcoming years, the Village has identified the following five properties to begin with:

Lordly House Museum, 133 Central Street
Zoé Vallé Memorial Library, 63 Regent Street
St. Stephen's Church, 60 Regent Street
St. Augustine's Church, 105 King Street
Chester United Baptist Church, 84 King Street

The Village would like your permission to install a permanent interpretive sign on your property. The design would resemble an upscale real estate sign, with the content including a story of the property and historic photo. We would also produce an accompanying physical brochure and an online version of the tour.

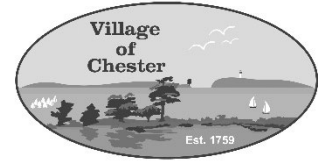
Please contact the Village's Clerk/Treasurer, Heather McCallum with your written response at heather.mccallum@villageofchesterns.ca or the Village office at 27 Pleasant Street. You are most welcome to call her directly at 902-275-4994 with any questions.

Thank you for your consideration,

Nancy Hatch
Chair, Village of Chester Commission

Schedule 7.2

Village of Chester Commission Clerk/Treasurer Financial Report March 20, 2024



- **Scotiabank:** The February 2024 bank statement has been reconciled per the Summary Report. We started the month with \$852,736.06 in the bank and ended with \$900,943.83, with the final outstanding HST rebate from 2022/23 and a refund on the Village's 2024 vehicle insurance received.
- **Village/Fire Bank Accounts:** The calculations of funds that should be transferred to the Chester Fire Services Committee bank accounts are with the auditor. My goal is to have this completed for year-end.
- **2024/25 Budget Preparation:**
 - The Draft Village Budget was scheduled for consideration of approval this evening (Agenda item 5.1). Note that the 2023/24 YTD column has been updated to figures as of February 29th. Items like tax relief provided and reserve deposits will come at year-end.
 - The Draft Fire Budget was approved by the Chester Fire Services Committee on March 6th and referred to the Village Commission (tonight's Agenda item 8.1) and to Municipal Council (presenting March 28th).
- **Workshops:** February's GST/HST session with CRA was on audits and record-keeping, and March's was on cost-sharing which has application in shared services with the Municipality or the Fire Department.

Report completed by:

Heather McCallum, Clerk/Treasurer

Village of Chester Commission

Account Reconciliation Summary Report 02/01/2024 to 02/29/2024

Report By: Statement end date

Description	Amount	Total
Account: 1050 Bank - 171-16		
Statement start date:	02/01/2024	
Statement end date:	02/29/2024	
Reconciliation date:	03/14/2024	
Reconciled		
Financial Institution		
Statement Balance Forward as of 02/01/2024		852,736.06 ✓
Transactions on or before 02/29/2024		
Deposits recorded in Statement	210,151.27	
Withdrawals recorded in Statement	-161,943.50	
Total Transactions		48,207.77
Bank Transactions		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required		0.00
Statement End Balance as of 02/29/2024		900,943.83 ✓
Statement End Balance as of 02/29/2024		900,943.83
Outstanding Transactions as of 02/29/2024		
Outstanding Deposits	0.00	
Outstanding Withdrawals	-18,002.61	
Total Outstanding Transactions as of 02/29/2024		-18,002.61
Adjusted Statement End Balance as of 02/29/2024		882,941.22
General Ledger Account		
Book balance as of 01/31/2024		841,626.82
Transactions on or before 02/29/2024		
Debits recorded in account	210,151.27	
Credits recorded in account	-168,836.87	
Net Amount recorded in account		41,314.40
Book balance as of 02/29/2024		882,941.22
Bank Transactions		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required		0.00
Adjusted Book Balance as of 02/29/2024		882,941.22