

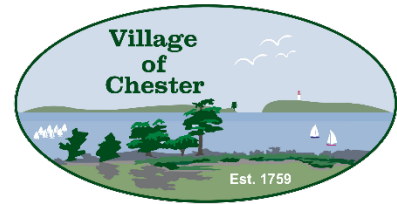
Minutes

Village Commission Monthly Meeting Wednesday, April 17, 2024 – 6:00pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

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



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

1.0 Call to Order

Chair Hatch called the April 17, 2024 Regular Monthly Meeting of the Village of Chester Commission to order at 6:01 pm.

Vice-chair Pauley stated the Land Acknowledgement:

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

2.0 Public Forum

There were no members of the public in attendance.

3.0 Approval of Agenda/Additions to Agenda

Motion #24-028: Commissioner Nauss moved; Commissioner O'Malley seconded: That the Agenda of the April 17, 2024 Regular Monthly Meeting be approved as presented.

Motion carried unanimously.

4.0 Review/Approval of Minutes

4.1 Regular Monthly Meeting: Wednesday, March 20, 2024

Note: There is a clarification to Item 5.4 that is addressed in "Business Arising".

Motion #24-029: Commissioner O'Malley moved; Commissioner Nauss seconded: That the Minutes of the March 20, 2024 Regular Monthly Meeting be approved as presented.

Motion carried unanimously.

4.2 Special Meeting: Monday, April 8, 2024

Motion #24-030: Commissioner Mulrooney moved; Commissioner Nauss seconded: That the Minutes of the April 8, 2024 Special Meeting be approved as presented.

Motion carried unanimously.

5.0 Business Arising

5.1 Clarification re: Monthly Meeting Minutes of March 20, 2024, Item 5.4

After consultation with the Auditor, Mr. Lake, it has been determined that the charges for the Heritage Property Signage & Tour Project must be charged to the year in which goods are invoiced despite Purchase Orders being issued in the previous fiscal year.

Motion # 24-020 Amendment: Vice-chair Pauley moved; Commissioner O'Malley seconded: An amendment to **Motion #24-020** that the Heritage Property Signage & Tour Project costs will be posted to the 2024/2025 budget.

Motion carried unanimously.

6.0 Correspondence – Nil

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*).

The Clerk/Treasurer noted that the 2023/24 Q4 Budget Variance reports are "Interim", pending arrival of outstanding invoices, audit-related adjustments, etc. The final reports will be brought to a future meeting.

Commissioner O'Malley questioned if the overage on budget items in 2023/24 were accounted for in the budget amounts for 2024/25. Clerk/Treasurer McCallum confirmed that actuals were factored into the new budget figures.

7.3 Committee: Chester Fire Services (CFSC)

Chair Hatch shared the results of the Chester Volunteer Fire Department's officer elections this week and the Fire Chief's April monthly report for information (*Schedule 7.3*).

The results of the CVFD's annual meeting are as follows.

- Chief: Cody Stevens
- Deputy Chief: Greg Conron
- Captains: Blake Corkum, Daniel JessomeT, Jon Waddell, Micayla Dorey, Nick Hirtle, and Kyle Livingstone
- Secretary/Treasurer: Duke Chafe

7.4 Committee: Lunenburg County Accessibility Advisory (LCAAC)

Vice-chair Pauley shared the most recent LCAAC Minutes for information.

The Department of L'nu Affairs have given guidelines to correct and simplify the "Land Acknowledgement", therefore, a revised land acknowledgment has been agreed upon for the LCAAC. *It was agreed by consensus that the Commission would adopt the same text.* Vice-chair Pauley will forward the information to the Clerk/Treasurer.

8.0 New/Other Business

8.1 Request for Decision: Community Grants – Applications x 5

The Clerk/Treasurer presented a Request for Decision on the disbursement of the 2024 Community Grants (*Schedule 8.1*).

Vice-chair Geraldine Pauley declared a conflict of interest with regards to the Chester Yacht Club Community Grant application and Commissioner Gloria Nauss declared a conflict of interest with regards to the Chester Municipal Heritage Society application.

Discussion continued on the grant applications.

Motion #24-031: Commissioner O'Malley moved; Commissioner Nauss seconded: That the Commission award 2024/25 community grants in the following amounts:

- | | |
|---|------------|
| a) Chester Municipal Heritage Society – Canada Day Garden Party | \$2,700.00 |
| b) Chester Merchants Association – Village Christmas | \$2,700.00 |
| c) Chester Playhouse – Natal Day Concert | \$2,700.00 |
| d) Chester Art Centre – Artist & Makers Market | \$1,100.00 |
| e) Chester Yacht Club – Chester Race Week | \$ 800.00 |

For a total disbursement of \$10,000 per the "Celebrations" budget.

Motion carried unanimously

10.0 Commissioner Roundtable

Commissioner Laura Mulrooney is one of the Municipality of the District of Chester's 2024 Volunteer Nominees for her work with the Starfish Refugee Project. The 2024 nominees will be recognized at the Council Meeting of April 18, 2024. Congratulations, Commissioner Mulrooney!

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

- Legal advice eligible for solicitor-client privilege
- Contract negotiations
- Acquisition, sale, lease, and security of village property

Motion #24-032: Commissioner Mulrooney moved; Commissioner O'Malley seconded: That the Commission move in camera, as per Section 408B (2) of the Municipal Government Act.

Motion carried unanimously.

The Commission recessed at 7:04 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 7:28 pm.

12.1 Intermunicipal Agreement for Maintenance (*Schedule 12.1*)

Motion #24-033: Vice-chair Pauley moved; Commissioner O'Malley seconded: That the Commission renew the Intermunicipal Service Agreement with the Municipality of the District of Chester for 2024/25 Maintenance Services, and direct the Chair and Clerk/Treasurer to sign the agreement and the Clerk to apply the Village seal.

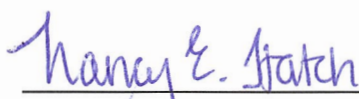
Motion carried unanimously.

13.0 Adjournment

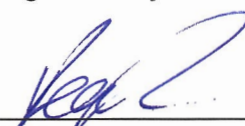
Next meetings:

- The Audit Committee meets on April 22, 2024 at 2:00 pm.
- The next Regular Monthly Meeting will be held on May 15, 2024 at 6:00 pm.

There being no further business, the meeting was adjourned at 7:30 pm.



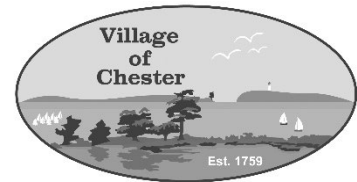
Commissioner Chair
Nancy Hatch



Clerk/Treasurer
Heather McCallum

Schedule 7.1

Village of Chester Commission Clerk/Treasurer Activity Report April 17, 2024



- **Lido Pool:** We are slowly ramping up for the 2024 season.
 - The accessibility audit of the Lido and public washroom is confirmed to take place on the third week of May.
 - The revised/completed engineering report on the Lido exterior wall is expected this week, with text and drawings for the RFP to follow the week after.
 - Interviews have commenced for lifeguard staff and I hope to have hiring completed by the end of April/early May.
- **Accessibility:** AMANS is beginning a series of Accessibility Lunch 'n Learns to support staff leads on implementation. The first one was on accessible signage and wayfinding, which will be quite helpful on the heritage sign project.
- **Training & Meetings:** The ANSV had its quarterly meeting on April 11th. It appears most villages responded to the question of hiring an Executive Director the same way this Commission did, with approval in principle and awaiting costs.
- **Economic Development:** A Hallmark Christmas movie is shooting in the Village this week and next – please enjoy the wintry decorations on Pleasant Street while they last.

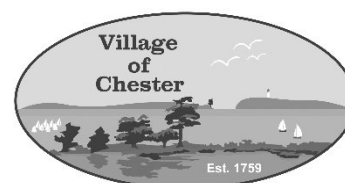
Purchase orders were issued to suppliers for the Heritage Sign/Tour project. Content development – particularly copywriting – will be the next step, with property owner permission-seeking.

- **Commissioner of Oaths:** I have been appointed a Commissioner of Oaths by the Minister of Justice in my capacity as Clerk/Treasurer. This allows me to administer oaths, take and receive affidavits, statutory declarations and affirmations. The Village can offer this service to the public free-of-charge. And as a bonus I will be able to swear the newly-elected Commissioners into office in June!

Report completed by:
Heather McCallum, Clerk/Treasurer

Schedule 7.2

Village of Chester Commission Clerk/Treasurer Financial Report April 17, 2024



- **Scotiabank:** The March 2024 bank statement has been reconciled per the Summary Report. We started the month with \$900,943.83 in the bank and ended with \$841,828.56, with a note that there was a \$15,991 insurance payment dated for April cashed early in March. We'll clean that discrepancy up in next month's reconcile.
- **2023/24 Year-End:** I'm currently working on the 2023/24 Q4 and year-end budget reconciles. An Interim Q4 budget variance (i.e. comparative income statement) is included with this report, but please note this is subject to change. There are very likely some invoices outstanding and there may be adjustments from the auditor. A final 2023/24 budget variance report will be brought to a future meeting.
- **Village/Fire Bank Accounts and 2023/24 Audit:**
 - Per our Sage advisor, the Sage business account for the Chester Fire Services Committee cannot be opened until the 2023/24 audit is completed so that opening balances can be entered for 2024/25.
 - The auditor is on-site on April 15th; I will advise when I have a target completion date and whether the Audit Committee meetings need to be advanced in the calendar.
 - Thanks to a Commission motion on April 8th, the 2023/24 budgeted Fire Apparatus Reserve deposit amount of \$200,000 was transferred to the main CFSC bank account so that bills can be paid. Cheques on this account have to be hand-written until the Sage company is open and accounts entered.
- **Reserves:** The 2023/24 budgeted deposits to the Lido Pool Reserve (\$30,000) and the EMC Building Reserve (\$7,142.63) have been completed and will appear in the April reconcile.
- **Grants:** We were successful in qualifying for the 2024 National Safe Swimming Recovery Program, which covers costs for lifeguard training and a portion of salary for the trainee. Currently one of our staff fits this profile, to be seen if any of our part-timers do as well. The total reimbursement figure from this grant will be known at the end of the summer.
- **2024/25 Contracting:** Per the approved Village Budget, suppliers have been contracted for 2024/25 including: IT services, website services, cleaning services, summer compost collection (mid-June to mid-September), Public Washroom cleaning and garbage collection, a new printer/photocopier lease. The proposed maintenance contract follows later this evening.
- **Workshops:** March's GST/HST session with CRA was postponed.

Report completed by:

Heather McCallum, Clerk/Treasurer

Village of Chester Commission
Account Reconciliation Summary Report 03/01/2024 to 03/28/2024
Report By: Statement end date

Description	Amount	Total
Account: 1050 Bank - 171-16		
Statement start date:	03/01/2024	
Statement end date:	03/28/2024	
Reconciliation date:	04/05/2024	
Reconciled		
Financial Institution		
Statement Balance Forward as of 03/01/2024		900,943.83
Transactions on or before 03/28/2024		
Deposits recorded in Statement	5,540.72	
Withdrawals recorded in Statement	-48,664.99	
Total Transactions		-43,124.27
Bank Transactions		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required \$15,991 payment to Andrew MacDonald dated April 1st		-15,991.00
Statement End Balance as of 03/28/2024		841,828.56
Statement End Balance as of 03/28/2024		841,828.56
Outstanding Transactions as of 03/28/2024		
Outstanding Deposits	0.00	
Outstanding Withdrawals	-27,440.71	
Total Outstanding Transactions as of 03/28/2024		-27,440.71
Adjusted Statement End Balance as of 03/28/2024		814,387.85
General Ledger Account		
Book balance as of 02/29/2024		882,941.22
Transactions on or before 03/28/2024		
Debits recorded in account	5,540.72	
Credits recorded in account	-58,103.09	
Net Amount recorded in account		-52,562.37
Book balance as of 03/28/2024		830,378.85
Bank Transactions		
Income	0.00	
Expense	0.00	
Total Bank Transactions		0.00
Adjustment Required		-15,991.00
Adjusted Book Balance as of 03/28/2024		814,387.85

**Village of Chester Commission 2023/24
 INTERIM Comparative Income Statement: VOC
 Q4 2024-03-31**

	Actual Q4 2023-04-01 to 2024-03-31	Budget 2023-04-01 to 2024-03-31	Percent Remaining	Notes
REVENUE				
Revenues				
4100	374,841.12	373,454.00	0.37	1
4116	2,479.40	2,479.40	0.00	
4223	0.00	0.00	0.00	2
4225	1,414.00	2,500.00	-43.44	3
Revenues Total	378,734.52	378,433.40	0.08	
EMC Building				
4110	20,993.28	21,256.68	-1.24	
EMC Building Total	20,993.28	21,256.68	-1.24	
HST Rebates				
4200	34,736.83	0.00	0.00	4
4201	1,709.94	3,000.00	-43.00	5
Rebates Total	34,736.83	0.00	0.00	
TOTAL REVENUE	436,174.57	402,690.08	8.32	

	Actual Q4 2023-04-01 to 2024-03-31	Budget 2023-04-01 to 2024-03-31	Percent Remaining	Notes	
EXPENSES					
Governance					
5450	Annual Public Meeting	338.01	300.00	12.67	
5477	Commissioner Honorarium	10,701.12	10,400.00	2.90	6
5431	Low-Income Property Tax Exemptions	3,904.06	5,000.00	-21.92	7
5432	Non-Profit Tax Exemptions	1,455.71	3,000.00	-51.48	7
5496	Election Expense	0.00	2,000.00	-100.00	
	Administration Subtotal	16,398.90	20,700.00	-20.78	
Administration					
5430	Village Office Rent	15,357.38	18,000.00	-14.68	8
5428	Village Office Cleaning	2,392.62	2,400.00	-0.31	
5435	Audit Fees - VOC	3,910.71	5,000.00	-21.79	
5440	Employee Wages	66,228.89	75,000.00	-11.69	9
5445	Office Supplies & Expenses - VOC	4,451.39	2,500.00	78.06	10
5447	Employment Insurance	2,814.34	2,000.00	40.72	
5448	Canada Pension Plan	5,745.33	4,000.00	43.63	
5455	Advertising	1,777.34	2,000.00	-11.13	
5460	Membership & Dues	1,178.67	1,500.00	-21.42	
5465	Training & Travel	2,034.03	1,500.00	35.60	
5470	Bank Charges	193.69	350.00	-44.66	
5472	Consultants	0.00	3,000.00	-100.00	
5475	Legal Fees - VOC	908.30	5,000.00	-81.83	
5476	Medical Insurance	6,233.17	6,000.00	3.89	
5478	Employee Benefits	1,005.00	2,000.00	-49.75	11
5480	Office Phone & Internet	2,151.19	2,000.00	7.56	
5481	IT Support & Website	3,536.44	6,000.00	-41.06	
5490	Insurance (Liability & Property)	23,362.33	19,000.00	22.96	12
5492	Cyber Insurance	2,400.00	0.00	0.00	13
5236	Fire Station Co-insurance	0.00	0.00	0.00	14
5495	Office Equipment & Programs	8,699.45	9,500.00	-8.43	15
	Administration Subtotal	154,380.27	161,750.00	-4.56	
Protection					
5501	Street Lights Power	8,177.41	8,000.00	2.22	
5526	Street Lights Maintenance	0.00	5,000.00	-100.00	16
5540	Crossing Guards	9,539.02	11,000.00	-13.28	
	Protection Subtotal	17,716.43	24,000.00	-26.18	
Beautification					
5565	Flower Baskets	21,038.85	22,000.00	-4.37	
5570	Wreaths	4,007.58	5,000.00	-19.85	
5582	Community Celebrations/Grants	9,500.00	9,500.00	0.00	
	Beautification Subtotal	34,546.43	36,500.00	-5.35	

Economic Development					
5590	Tourism Attraction Projects	1,288.45	10,000.00	-87.12	17
Economic Development Subtotal		1,288.45	10,000.00	-87.12	
Operations					
5575	Summer Compost Collection	28,053.22	23,000.00	21.97	
5585	Property Maintenance/Landscaping	4,024.06	3,500.00	14.97	
5960	Public Washrooms	11,362.27	15,000.00	-24.25	
5224	Waste Removal (Dumpster)	6,447.94	5,000.00	28.96	
Operations Subtotal		49,887.49	46,500.00	7.28	
Jib Lot					
5405	Jib Lot Maintenance	1,348.76	1,000.00	34.88	
5410	Land Taxes (Waste Collection)	623.09	650.00	-4.14	
5415	Water Lot Taxes (Waste Collection)	138.58	125.00	10.86	
Jib Lot Subtotal		2,110.43	1,775.00	18.90	
Lido Pool					
5910	Lido Maintenance & Operations	19,763.57	18,000.00	9.80	18
5915	Lido Capital Repairs	0.00	0.00	0.00	19
5925	Lido Insurance	4,176.02	5,100.00	-18.12	
5935	Life Guard Wages	18,246.31	21,000.00	-13.11	
5940	Supervisor/Security (Race Week)	1,517.97	1,600.00	-5.13	
5945	Lido Taxes (Waste Collection Fee)	1,120.42	1,200.00	-6.63	
Lido Pool Subtotal		44,824.29	46,900.00	-4.43	
General Government Total		321,152.69	348,125.00	-7.75	
EMC Building					
5705	EMC Maintenance & Repairs	2,152.34	4,000.00	-46.19	
5709	EMC Capital Projects	4,014.05	0.00	0.00	20
5710	EMC Insurance	1,057.97	1,300.00	-18.62	
5715	EMC Taxes (Property & Waste)	5,058.45	4,800.00	5.38	
EMC Building Total		12,282.81	10,100.00	21.61	
Reserves (Planned)					
5720	EMS Reserve	7,142.63	11,156.68	-35.98	20
5743	Gen Gov't Operating Reserve Deposit	3,308.49	3,308.40	0.00	
5937	Lido Reserve Deposit	30,000.00	30,000.00	0.00	
Reserves Total		40,451.12	44,465.08	-9.03	
TOTAL EXPENSE		373,886.62	402,690.08	-7.15	
Balance to date (surplus)		62,287.95			21

Village of Chester Commission 2023/24
INTERIM Comparative Income Statement: VOC
Q4 2024-03-31

- 1 Final reconciliation of actual Village residential and commercial tax revenue, as provided by MODC. Includes grants-in-lieu of taxes for Village properties owned by the Federal and Provincial governments. Note that this figure includes the low-income resident and non-profit organization exemption amounts not actually collected so that they can be shown in expenses.
- 2 Provincial grant for Lido Pool capital project revenue deferred to 2024/25.
- 3 Actuals received for Canada Summer Jobs grant for lifeguards, as only one qualified for the program. Federal grant for Lido Pool project revenue deferred to 2024/25.
- 4 Federal HST rebates from four reporting periods (2021-2023) received in 2023/24. \$66,157.23 from 2022 new truck purchase specifically earmarked for Apparatus Reserve.
- 5 Provincial HST offset grant for 2021/22 reporting period distributed in 2023/24. Split with VOC along revenue share lines.
- 6 Includes Workers Compensation Board payments for Commissioners.
- 7 These figures provided as actuals by MODC as part of 2023/24 tax revenue reconcile.
- 8 Office rental costs split 75% Village/25% Fire.
- 9 Clerk/Treasurer salary split 75%-25% with Fire; Administrative Assistant split 50%-50%.
- 10 Costs of supplies, like most things, have increased sharply. This item was budgeted at \$3,000 in the previous fiscal and has been increased for 2024/25.
- 11 This is the Clerk/Treasurer's RSP benefit applied in Q4.
- 12 Revised insurance costs as of Nov 2023.
- 13 New insurance approved for addition at the Commission Meeting of Oct 11, 2023.
- 14 Vehicle insurance that was charged to the Village prior to transfer to the Chester Fire Services Committee temporarily and credited back.
- 15 Original budget \$4,500; includes additional Boardroom AV & Furniture expenditure of up to \$5,000 approved on July 12th (to come from Operating Reserve, if required). Note that the additional \$5,000 is not included in the section total.
- 16 The 2023/24 order of five replacement decorative streetlights (PO issued for \$9,875 + tax) was not received and installed until April, invoice is pending.
- 17 Includes blue tribute lights for RCAF Centennial and VOC lapel pins. POs have been issued for the Heritage Sign/Tour project to come from 2023/24 (totalling approx. \$3,414 + tax on a proposed budget of \$4,183 incl tax).
- 18 Q4 invoice not yet received; expected to be minimal.

- 19 Lido capital project deferred to 2024/25.
- 20 Roof replacement 25% deposit. The cost was covered by reducing the budgeted deposit to EHS Reserve by this amount.
- 21 Subject to change pending possible adjustments as well as invoices for 2023/24 streetlight and Heritage Sign/Tour project.

**Village of Chester Commission 2023/24
 INTERIM Comparative Income Statement: CVFD
 Q4 2024-03-31**

	Actual Q4 2023-04-01 to 2024-03-31	Budget 2023-04-01 to 2024-03-31	Percent Remaining	Notes	
REVENUE					
Revenues					
4101	Village Fire Tax	356,991.55	355,670.00	0.37	1
4102	Outside Area Fire Tax	378,787.49	371,568.00	1.94	1
4221	CVFD Extraordinary Revenue	3,306.63	10,000.00	-66.93	2
3400	Surplus Truck Sale	40,000.00	0.00	0.00	3
	Revenues Total	779,085.67	737,238.00	5.68	
Fire Boat					
4600	MODC Islands Fire Boat Tax	10,547.51	10,548.00	-0.00	1
	Fire Boat Total	10,547.51	10,548.00	-0.00	
HST Rebates					
4200	HST Rebate (Federal)	126,282.33	0.00	0.00	4
4201	HST Offset Grant (Provincial)	3,377.64	0.00	0.00	5
	Rebates Total	129,659.97	0.00	0.00	
TOTAL REVENUE		919,293.15	747,786.00	22.94	

		Actual Q4 2023-04-01 to 2024-03-31	Budget 2023-04-01 to 2024-03-31	Percent Remaining	Notes
EXPENSES					
Administration					
5210	Salaries - Bookkeeping & Mgmt	31,535.32	42,450.00	-25.71	
5250	Overhead - Bookkeeping & Mgmt	3,554.85	5,900.00	-39.75	
5436	Audit Fees - CVFD	3,910.72	5,000.00	-21.79	
5442	Office Supplies - CVFD	1,866.20	1,500.00	24.41	6
5473	Fire Services Committee - Overhead	1,390.19	5,000.00	-72.20	7
New	Liability Insurance	8,477.78	0.00	0.00	8
5479	Legal Fees - CVFD	2,627.00	3,000.00	-12.43	
	Administration Total	53,362.06	62,850.00	-15.10	
Firefighting Force					
5115	Firefighters Honorarium	50,000.00	50,000.00	0.00	
5116	In Lieu of Fundraising	15,000.00	15,000.00	0.00	
5154	Uniforms	231.45	3,000.00	-92.29	
5167	24 Hour Accident Insurance	8,137.00	9,400.00	-13.44	
5172	24 Hour Family Insurance	6,434.00	6,300.00	2.13	
5174	Annual Firefighters Banquet	153.17	2,500.00	-93.87	9
	Firefighting Force Total	79,955.62	86,200.00	-7.24	
Training & Education					
5120	Training	22,099.10	35,000.00	-36.86	
5150	Fire Prevention & Education	5,073.53	3,000.00	69.12	
5156	Chief's Conference	0.00	500.00	-100.00	
5485	CVFD Bursary	1,500.00	1,500.00	0.00	
	Training & Education Total	28,672.63	40,000.00	-28.32	
Firefighting Equipment					
5040	Medical Supplies	1,758.26	2,000.00	-12.09	
5075	Tools & Equipment	7,001.44	7,500.00	-6.65	
5315	CVFD Vehicle Fuel	9,806.70	8,000.00	22.58	10
5320	CVFD Vehicle Insurance	26,625.48	10,200.00	161.03	11
5090	SCBA Masks	581.61	2,000.00	-70.92	
5626	Inshore Boat Equipment	618.34	250.00	147.34	12
	Firefighting Equipment Total	46,391.83	29,700.00	56.20	
Personal Protective Equipment					
5030	General PPE	15,453.57	8,250.00	87.32	13
5130	Bunker Gear	19,131.21	18,500.00	3.41	
	Personal Protective Equipment Total	34,584.78	26,750.00	29.29	

Communication					
5095	Communication Contract	5,420.35	5,000.00	8.41	
5100	Communications General Repair	99.58	500.00	-80.08	
5105	Pagers	3,685.46	2,000.00	84.27	
5110	Communications (Radio) Upgrades	10,675.29	7,500.00	42.34	
5164	Mobile Radio Service Plan	1,126.32	1,500.00	-24.91	
	Communication Total	21,007.00	16,500.00	27.32	
Maintenance					
5088	Small Engine Maintenance	0.00	500.00	-100.00	
5126	Extinguisher Maintenance	994.06	850.00	16.95	
5125	SCBA Fill Station Maintenance	6,675.46	7,500.00	-10.99	
5135	Bunker Gear Inspection & Repair	3,803.49	4,000.00	-4.91	
5138	Ladder/Harness Inspections	678.38	1,200.00	-43.47	
5310	CVFD Vehicle Repairs & Maintenance	22,345.57	30,000.00	-25.51	14
5017	Jaws of Life	2,628.00	1,500.00	75.20	
	Maintenance Total	37,124.96	45,550.00	-18.50	
Building & General					
5205	Telephone & Alarm	7,294.27	5,000.00	45.89	
5220	Fire Station Building Utilities	17,717.19	20,000.00	-11.41	
5223	Taxes & Collection Fee - 4070 Hwy 3	1,696.57	1,200.00	41.38	
5229	Fire Station Janitorial	2,271.36	2,500.00	-9.15	
5230	Fire Station Maintenance	14,820.77	12,000.00	23.51	
5235	Fire Station Insurance	16,447.15	6,500.00	153.03	15
5240	Consumables	3,815.60	4,000.00	-4.61	
5241	Storm Event Supplies & Rentals	460.13	4,500.00	-89.77	
	Building & General Total	64,523.04	55,700.00	15.84	
Capital Purchase					
5084	Capital Project Consultant	51,752.57	50,000.00	3.51	16
5080	Capital Low-Angle Rescue Equipment	2,613.46	4,000.00	-34.66	
5081	Capital Firefighting Hand Tools	0.00	6,000.00	-100.00	
5032	Capital Non-structural Rescue Boots	1,861.50	13,200.00	-85.90	
5058	Capital High Pressure Air Bags	6,571.55	7,500.00	-12.38	
5036	Capital Wheeled Stokes Basket	2,242.14	2,000.00	12.11	
5033	Capital Dry Hydrant Installation	6,345.79	10,000.00	-36.54	
5023	Capital General Use Coveralls	1,650.21	4,500.00	-63.33	
5026	Capital 511 Vehicle Refit	12,739.44	25,000.00	-49.04	
5087	Capital 551 Fire Tanker 2022	24,005.99	0.00	0.00	17
	Capital Purchase Total	109,782.65	122,200.00	-10.16	
Reserves (Planned)					
3400	Surplus Truck Proceeds to Apparatus Reserve	40,000.00	0.00	0.00	3
5474	Loan Principal Payment	50,938.47	50,938.47	0.00	
5305	Fire Apparatus Reserve Deposit	200,000.00	200,000.00	0.00	18
	Reserves Total	290,938.47	250,938.47	15.94	

Fire Boat Budget

5605	Fire Boat Fuel & Oil	0.00	1,000.00	-100.00	
5615	Fire Boat Consumable Items	0.00	800.00	-100.00	
5620	Fire Boat Maintenance	3,633.80	6,300.00	-42.32	
5625	Fire Boat 571 Insurance	0.00	2,100.00	-100.00	
5640	Fire Boat Bank Charges	10.00	100.00	-90.00	
	Fire Boat Total	3,643.80	10,300.00	-64.62	19

TOTAL EXPENSE	769,986.84	746,938.47	3.09
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Balance to date (surplus) 149,306.31 20

Proposed distribution:

- *Rebate funds to Apparatus Reserve per note #4* 66,157.23
- *Fire Boat surplus to Apparatus Reserve* 6,656.20
- *Capital surplus to TBD (Building?) Reserve* 12,417.35
- *Operating surplus to Operating Reserve* 64,075.53

Village of Chester Commission 2023/24
INTERIM Comparative Income Statement: CVFD
Q4 2024-03-31

- 1 Final reconciliation of actual fire tax revenue, as provided by MODC. Includes grants-in-lieu of taxes for Fire Service Area properties owned by the Federal and Provincial governments.
- 2 Donation to cover cost of bear paw, NS Power grant-in-lieu and fire acreage.
- 3 Sale of surplus truck with proceeds deposited to the Apparatus Reserve.
- 4 Federal HST rebates from four reporting periods (2021-2023) received in 2023/24. \$66,157.23 from 2022 new truck purchase specifically earmarked for Apparatus Reserve.
- 5 Provincial HST offset grant for 2021/22 reporting period distributed in 2023/24. Split with VOC along revenue share lines.
- 6 Overage caused by banking materials needed: deposit book and CFSC cheques.
- 7 Includes costs for the Annual Public Meeting and purchase of a second video screen for the meeting boardroom.
- 8 New liability insurance for Chester Fire Services Committee. Liability was previously borne by the Village, but CFSC is a new corporate entity.
- 9 Thanks to a generous donation from the Chester Legion.
- 10 Much higher fuel costs at the pump than a year ago drove this overage.
- 11 New re-assessed vehicle insurance policy for Chester Fire Services Committee (including an additional vehicle) + \$876 co-insurance to Village for overlap period.
- 12 The inshore boat seeing more use with the fire boat out of commission.
- 13 Includes a significant helmet purchase late in the fiscal to take advantage of available 2023/24 budget funds.
- 14 Includes insurance deductible for repairs to the 531 damaged in the July floods. The insurance reimbursement for the repair itself has been applied.
- 15 New building and contents insurance for the fire station. Reflects increased/accurate replacement value of contents.
- 16 First four payment to Acre Architects for the fire station pre-design project. Remainder of project fee to be incurred in 2024/25.
- 17 Equipment ordered in 2022 for the then-new purchase delivered in 2023/24.
- 18 This \$200,000 amount was transferred from the Village to the CFSC main operating bank account to cover Fire accounts payable until the accounting back-end can be completed post-audit and the remainder of the Village/Fire funds split transferred. CFSC will then move the \$200,000 into the Apparatus Reserve as planned.
- 19 The fire boat was out of service most of 2023/24. Replacement options are under consideration.
- 20 Subject to change pending possible adjustments.



Chester Volunteer Fire Department

Email - info@chesterfd.ca

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

Good Evening

The CVFD responded to nine medicals , two investigations , one power line arcing , one mutual aid for inshore boat, one assistance to EHS. in the Month of March.

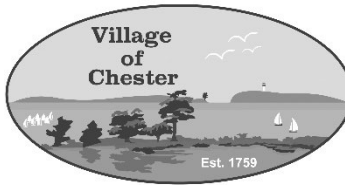
Our regular monthly training focused on hose deployment and hose advancing. We also finished up our Self Contained Breathing Apparatus face fits to ensure all our members wearing SCBA are in the proper mask.

We have a large-scale mutual aid practice coming up in September at Mabec in East River. It will be a two part event. Day one will be a practical evolution on site for all our mutual partners and more. The second day will be a tabletop exercise led by the Regional Emergency Management Organization .

Our members along with members from other departments are continuing their National Fire Protection Association 1001 level 1 firefighter training.

The CVFD is recommending we keep the current 511 for a period of 12 months after the new unit goes into service later this month . The point of this time will be to determine if a second utility is required to support the service we deliver to the community. We will work with Heather on this to collect relevant data to make a data driven recommendation.

Thank you
Chief Cody Stevens
On behalf of the CVFD



Schedule 8.1 Rev

**Village of Chester Commission
Request for Decision**

<p>Topic:</p> <p>Community Grant Applications 2024/25</p>	<p>Date: Apr 17, 2024</p> <hr/> <p>Proposed By: Heather McCallum Clerk/Treasurer</p>
<p>Issue Summary:</p> <p>The annual allocation of community grant funding is required. The 2024/25 Village Budget allows for a total of \$10,000 to be disbursed.</p>	
<p>Background:</p> <p>Per the 2023 amended Grant Policy, annual deadline is April 1st. As of that date, four applications have been received. The applications are from (in order of receipt) the Chester Municipal Heritage Society, Chester Merchants Association, Chester Playhouse, Chester Art Centre, and Chester Yacht Club. These organizations have been grant recipients in the past.</p> <p>Attachments:</p> <ul style="list-style-type: none"> • Grant Requests 2024 – Chart • Grant Disbursement History • Grant Evaluation Form • Application packages x 5 <p>The Grant Policy states that all grant applications received by the April 1st deadline each year will be considered together for approval and funding allocation at the May meeting of the Village Commission.</p> <p>Note that the Grant Policy also requires grant recipients to submit a project report to the Village after completion. All five have provided reports for 2023 (included).</p>	
<p>Options:</p> <ol style="list-style-type: none"> 1. That the Commission consider grant applications and assign levels of funding. 2. That the Commission seek supplementary information from applicant(s) and defer the funding decision to the Commission’s May 15, 2024 meeting. A deferment would still meet policy requirements. 3. That the Commission cancel the Community Grants program and decline all applications. 	

Considerations:

Financial Impacts

There are no additional costs outside the \$10,000 already budgeted for the program.

Policy

Decisions must be in keeping with the Village's Grant Policy.

Other

Support of tourist-friendly activities is a major component of the Village mandate under the *Municipal Government Act*.

Recommendation:

Staff recommend options 1 or 2 – to consider applications and assign funding either tonight or the next Commission meeting.

Draft Motion:

That the Commission award 2024/25 community grants in the following amounts:

- a) Chester Municipal Heritage Society – Canada Day Garden Party \$ _____
- b) Chester Merchants Association – Village Christmas \$ _____
- c) Chester Playhouse – Natal Day Concert \$ _____
- d) Chester Art Centre – Artist & Makers Market \$ _____
- e) Chester Yacht Club – Chester Race Week \$ _____

For a total disbursement of \$10,000 per the "Celebrations" budget.

Village of Chester
 Community Grants - Requests

Year	Organization	Project	Ask	Granted
2024/25	Chester Municipal Heritage Society	Canada Day Garden Party	\$3,500	
	Chester Merchants Assoc	Village Christmas	\$5,000	
	Chester Playhouse	Natal Day Concert	\$4,950	
	Chester Art Centre	Artists & Makers Market	\$1,100	
	Chester Yacht Club	Chester Race Week	\$800	
			\$15,350	
	Funds available (GL 5582)		\$10,000	

Village of Chester
 Community Grants - Disbursement History (GL5582)

Year	Organization	Amount	Notes
2023/24	Chester Municipal Heritage Society	\$3,000	
	Chester Arts Centre - Summer Festival	\$2,500	
	Chester Playhouse - Public Re-opening	\$2,500	
	Chester Merchants Assoc - Village Christmas	\$1,000	
	Chester Yacht Club - Race Week	\$500	
	Total	\$9,500	
2022/23	Chester Municipal Heritage Society	\$5,000	
	Chester Merchants Assoc - Village Christmas	\$300	
	Chester Yacht Club - Race Week	\$400	
	Total	\$5,700	
2021/22	Chester Municipal Heritage Society	\$5,000	<i>Returned unused \$2,110</i>
	Chester Art Society	\$500	
	Chester Playhouse	\$500	
	Chester Yacht Club	\$500	
	Total	\$6,500	
2020/21	Chester Basin Fire Commission	\$23	
	Everett Hiltz	\$340	
	Lisa Rhyno	\$129	
	Marsha Grist	\$266	
	Total	\$758	
2019/20	Chester Municipal Heritage Society	\$10,000	
		\$10,000	
2018/19	Nil	\$0	
2017/18	Fireworks FX	\$5,419	
		Total	\$5,419
2016/17	Fireworks FX	\$3,794	<i>+ Donations \$1,200</i>
		Total	\$3,794
2015/16	Fireworks FX	\$2,845	<i>+ Donations \$1,450</i>
		Total	\$2,845

Repeat Organizations - Total Granted

Chester Municipal Heritage Society	\$20,890
Chester Yacht Club	\$1,400
Chester Arts Centre/Society	\$3,000
Chester Playhouse	\$3,000
Chester Merchants Assoc	\$1,300

Village of Chester Grant Request Evaluation

The objective of the grant policy is to:

- *Support activities that advertise opportunities for the Village of Chester and its residents to grow, flourish, and prosper*
 - *To encourage tourism growth in a way that also engages citizens of the Village in the celebration of our heritage, culture, and natural environment*
 - *promotes inclusion and engagement of citizens from a wide variety of backgrounds, experiences, and socio-economic perspectives*
 - *supports civic leaders to be innovative and creative in benefiting local community*
 - *creates a range of experiences and interactions for visitors that encourage ongoing and repeat interactions with the Village and its residents, businesses, and organizations*

The Village Commission reserves the right to approve or deny any project based on conditions and interests at the time of application.

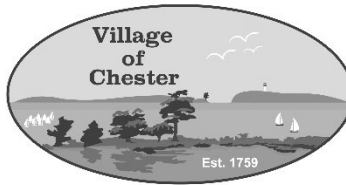
Applicant Organization	
Project	

CRITERIA	NOTES/SCORE
Eligibility	
1. Non-profit organization (churches/faith-based organizations are not eligible)	Y / N
2. Respect the available Village infrastructure	Y / N
3. Have a plan to attract visitors and participants to the event, while encouraging participation by Village residents	Y / N
4. Event or initiative must be open to the public	Y / N
5. Received application by deadline April 1st	Y / N

Reporting	
6. Has the organization applied for and/or received funding from the Village Commission before?	Y / N
If yes, was a report received with financial information that explains how the funds were spent and what outcomes were achieved?	Y / N
Evaluation	
7. Demonstrated impact to attract tourism – enhance the visitor experience or increase the appeal of the Village of Chester as a destination	_____ / 40
8. Benefit to the community at large	_____ / 20
9. The organization has a demonstrated financial need for grant funding	_____ / 20
10. For large projects, evidence of project funding sources and partnerships other than the Village Commission	_____ / 20
TOTAL	_____ / 100

COMMENTS

Schedule 4.2



Village of Chester Commission Request for Direction

Topic: Renewal of Intermunicipal Service Agreement for Maintenance with MODC Public Works 2024/25	Date: Apr 17, 2024 (in camera) Proposed By: Heather McCallum Clerk/Treasurer
Issue Summary: The renewed agreement is presented here for consideration of approval.	
Background: Further to the staff update of February 21 st , the renewed agreement has been provided by Public Works dated April 9 th . The document goes to MODC Committee of the Whole on April 18 th . Changes from the previous agreement are highlighted in the attached document and include: <ul style="list-style-type: none">• Article 3 pay rate – unchanged at \$55/hr for Mr. Dominey and the addition of other labour at a rate of \$40/hr;• Article 13 insurance – as discussed, the liability insurance requirement has been dropped to \$10 million from the previous \$15 million; and• Article 15 term – removes the reference to a pilot project and updates the date for the full fiscal year 2024/25.	
Options: <ol style="list-style-type: none">1. Approve the draft Intermunicipal Services Agreement renewal as presented and direct the Chair and Clerk/Treasurer to sign the agreement (note: Warden Webber and the Municipal Clerk signed on MODC's behalf in 2023);2. Decline to approve as presented, and request amendments; or3. End the agreement with MODC and source an alternative supplier.	
Considerations: <u>Financial Impacts</u> Maintenance line items in the 2024/25 Village Budget have incorporated an expected CPI increase which has not been applied by MODC. Based on the 2023/24 fiscal year, staff anticipate the actual billing for 2024/25 will be within the budgeted estimates.	

Other Impact

To recap comments from February 21st: Our primary Public Works staff contact, Gippy Dominey, has been with us through a cycle. This is particularly valuable for the Lido Pool operation, which takes some time to get up to speed on and required some instruction from Paul Mulrooney for Gippy last year. Changing suppliers would necessitate this process happening all over again.

Recommendation:

1. Staff recommend renewing the maintenance agreement with MODC as presented.

Draft Motions:

To recommend in public session:

[That the Commission renew the Intermunicipal Service Agreement with the Municipality of the District of Chester for 2024/25 Maintenance Services, and direct the Chair and Clerk/Treasurer to sign the agreement and the Clerk to apply the Village seal.](#)

include minor use of vehicles and small tools as required.

4. It is the intention of this Agreement that costs are calculated to fairly cover reasonable full labour, and cost of materials without undue hardship to either party. All costs over \$1000 are to be approved by the Village prior to performing the work.
5. The Village shall provide MODC with a list of and access to all Village assets that will require maintenance. This asset list, among other relevant factors, will determine the list of projects that will pertain to this agreement. The list of projects will be determined, amended, and agreed upon over the course of this agreement by the MODC Director of Public Works and the Village Clerk/Treasurer.
6. It is agreed that MODC staff will abide by all policies and procedures as set out by MODC, including but not limited to safety, emergency management, and human resources. In the event that a Village policy or procedure as described above conflicts with those of MODC, it is agreed that MODC policy and procedures shall prevail.
7. MODC shall provide the Village, upon request, with a copy of policies and procedures that are engaged throughout the course of this Agreement.
8. The parties agree that the provision of services pursuant to this Agreement shall not constitute an employment contract between the individual carrying out the necessary services and the Village. MODC shall remain responsible for all wages, benefits, remittances and the like either required by Federal or Provincial law or as a term of any contract between the individuals providing the services and MODC.

Liability

9. The parties shall be bound by the Mutual/Reciprocal Indemnification as follows:

MODC agrees to defend, indemnify and save harmless the Village along with their respective Counselors, Officers, employees and agents from any and all liability, action, claim, loss, damage, payment, costs, fines, fine surcharge, recovery or expense, including assessable legal fees arising out of the performance of MODC's obligations under this Agreement backed by proof of MODC's insurance with the Village as an additional insured.

The Village agrees to defend, indemnify and save harmless the MODC along with their respective Counselors, Officers, employees and agents from any and all liability, action, claim, loss, damage, payment, costs, fines, fine surcharge, recovery or expense, including assessable legal fees arising out of the performance of the Village's obligations under this Agreement backed by proof of the Village's

insurance with MODC as an additional insured.

10. MODC will add any cost of additional insurance to the quarterly invoices to Village.
11. MODC shall provide the Village, upon request, with a copy of the insurance policy which is required to be put in place under this Agreement. The Village shall provide MODC, upon request, with a copy of the insurance policy which is required to be put in place under this Agreement.
12. MODC shall provide the Village with thirty (30) days written notice of the cancellation, material change, or expiry of any insurance policy. The Village shall provide MODC with thirty (30) days written notice of the cancellation, material change, or expiry of any insurance policy.
13. The Village shall hold a General Liability Policy insuring against injury or damage to persons or property, underwritten by an insurer licensed to conduct business in the Province of Nova Scotia with a limit of not less than \$10,000,000.00. The policy shall be endorsed to include MODC as an additional insured with respect to the Services as per the agreement. The policy shall further be endorsed to include cross-liability, contractual liability and personal injury.
14. The parties hereby agree that any and all matters in dispute under this Agreement that may arise between them and which the parties are not able to resolve themselves through negotiations carried out in the spirit of goodwill and dedication for acting in the public interest, shall be resolved in the following manner:
 - a. first by recourse to the *Commercial Mediation Act S.N.S. 2005 c.36* to which either party may submit and the other party agrees to accept pursuant to Section 7(2);
 - b. if mediation does not result in a settlement agreement and is terminated pursuant to Section 7(3) of that Act, then the parties agree to submit the matter or matters in dispute to arbitration pursuant to the *Commercial Arbitration Act, 1999 c.5* and to be bound by the determination of the Arbitrator.
15. The term of this Agreement is from the date of signing to March 31, 2025. Extension of this Agreement past this date will occur should both parties be in agreement, based on new unit rates for general work.
16. The Village and MODC acknowledge that this Agreement may be terminated by either party at any time upon written notice for cause. Amendments to the Agreement may be made by mutual consent. This Agreement may be terminated by MODC or the Village at any time upon providing 90 days written notice to the other

party. Both parties agree that this shall be an intermunicipal service agreement pursuant to section 60 of the *Municipal Government Act, 1998*.

For the purpose of service of notice, the address of the Village shall be as follows:

The Clerk
Village of Chester
P.O. Box 620
Chester, NS BOJ 1J0

For the purpose of service of notice, the address of MODC shall be as follows:

The Clerk
The Municipality of the District of Chester
P.O. Box 369
Chester, NS BOJ 1J0

17. This Agreement shall bind the parties, their successors, and assigns.
18. The laws of the Province of Nova Scotia shall govern both the application and interpretation of this Agreement.

