

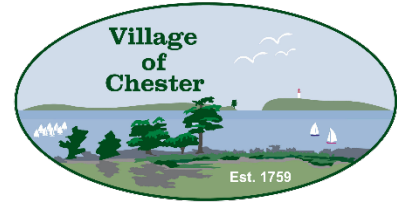
Minutes

Village Commission Monthly Meeting Wednesday, September 18, 2024 – 6:00pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

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



Present: Geraldine Pauley, Chair; Randall O'Malley, Vice-chair; Tom Mulrooney, Commissioner; Laura Mulrooney, Commissioner (arrived 6:45 pm)

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

Regrets: Gloria Nauss, Commissioner

1.0 Call to Order

Chair Pauley called the September 18, 2024 Regular Monthly Meeting of the Village of Chester Commission to order at 6:01pm.

Clerk/Treasurer McCallum stated the Land Acknowledgement:

As we meet today, we acknowledge that we live in Mi'kma'ki, the traditional and ancestral territory of the Mi'kmaq people. We are all treaty people with 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

Chair Pauley stated she would like to see the Commission follow the parliamentary procedure which is, "to make a motion on an item and once motion moved and seconded, then a discussion will be held." This is meant to keep the discussion on task. All present agreed.

The Clerk/Treasurer asked to add a late item to the agenda

- Item 10: Add In Camera Meeting to discuss contract negotiations

Commissioner T Mulrooney asked to have added to agenda:

- Item 8 New Business: Add EMC/Fire Station Parking Lots

Motion #24-070: Commissioner T Mulrooney moved; Commissioner O'Malley seconded: That the Agenda of the September 18, 2024 Regular Monthly Meeting be approved as amended.
Motion carried unanimously.

4.0 Review/Approval of Minutes

4.1 Monthly Commission Meeting: Wednesday, July 17, 2024

It was noted that the motion numbering was wrong and will be corrected.

Motion #24-071: Commissioner O'Malley moved; Commissioner T Mulrooney seconded: That the Minutes of the July 17, 2024 Monthly Commission Meeting be approved as amended.
Motion carried unanimously.

4.2 Special Meeting: Wednesday, August 7, 2024

Motion #24-072: Commissioner O'Malley moved; Commissioner T Mulrooney seconded: That the Minutes of the August 7, 2024 Special Meeting be approved as presented.
Motion carried unanimously.

5.0 Business Arising

5.1 Reserve Funds Report and Draft Policy

Clerk/Treasurer McCallum reviewed the Request for Decision accompanying a Draft Amended Reserve Fund & Investment Policy. (*Schedule 5.1*).

Motion #24-073: Chair Pauley moved; Commissioner T Mulrooney seconded: That the Village Commission give notice of intent to consider the "Reserve Fund & Investment Policy – Draft Amendments 2024" as presented at its October Monthly Meeting.
Motion carried; Commissioner T Mulrooney voted in opposition.

5.2 Village Strategic Plan

At the July meeting it was decided that a Commission workshop to develop a new Village Strategic Plan be scheduled in October. A workshop was tentatively scheduled for Monday, October 21, 2024 at 1-4 pm.

Materials will be the EDM Planning Services Ltd. "Village of Chester Priority Planning" report (2019), its accompanying public survey results, and a Strategic

Planning Toolkit (2021) from Governance and Advisory Services, Department of Municipal Affairs (MAH).

ACTION: The Clerk/Treasurer will prepare a workbook to guide the conversation.

6.0 Correspondence

6.1 Municipal Affairs: Code of Conduct

A letter from Municipal Affairs states that the new Code of Conduct for elected officials (i.e., municipal councillors and village commissioners) will come into effect after the municipal election next month.

The Commissioners formally acknowledged that the notice has been received and that they understand they are bound by it.

6.2 Association of NS Villages: 2024 Conference & AGM

A copy of the schedule for the September 20-21 conference 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 Chester Fire Services Committee (CFSC)

The Clerk/Treasurer shared the Fire Chief's September 2024 report for information (*Schedule 7.3*).

She also noted that a Public Information Meeting will be scheduled in October/November to present fire station design concepts to the public.

7.4 Lunenburg County Accessibility Advisory Committee (LCAAC)

Nothing to report.

7.5 MODC Village Planning Advisory Committee (VPAC)

Vice-chair O'Malley attended a second Public Hearing on the Draft Village Land Use By-Law on September 5th. This drew another large crowd of residents with concerns about density and water supply. Council again withdrew the draft for further consideration.

8.0 New/Other Business

8.1 EMC/Fire Station Parking Lots

Commissioner T Mulrooney stated that he would like to see the parking lots at the EHS Building and present Fire Hall be salted instead of sanded. The work is done by the Village through a contractor.

ACTION: Clerk/Treasurer McCallum to look into the salting issue with the Municipality of Chester to see if this change can take place.

9.0 Commissioner Roundtable - Nil

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

***Motion #24-074:** Commissioner O'Malley moved; Commissioner T Mulrooney seconded: That the Commission move in camera as per Section 408B (2) of the Municipal Government Act to discuss contract negotiations.*

Motion carried unanimously

The Commission recessed at 7:02 pm.

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

The Commission resumed the public meeting at 7:18 pm.

11.1 Revised Lido Pool Repairs

***Motion #24-075:** Chair Pauley moved; Commissioner T Mulrooney seconded: That the Commission issue a change order to J. Mason Contracting for the revised scope of 2024-RFP-02 Lido Pool Repairs to item 1, "outer wall concrete repairs", in the amount of \$53,779 + HST as quoted.*

Motion carried; Commissioner T Mulrooney voted in opposition.

14.0 Adjournment

There being no further business, the meeting was adjourned at 7:19 pm.

Next meetings:

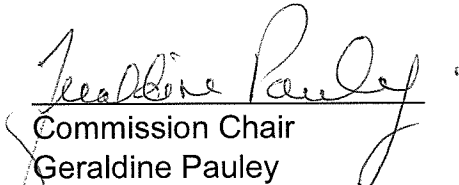
- Regular Monthly Meeting on October 16, 2024 at 6:00 pm


Commission Chair
Geraldine Pauley

Clerk/Treasurer
Heather McCallum

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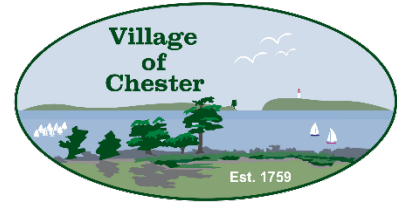
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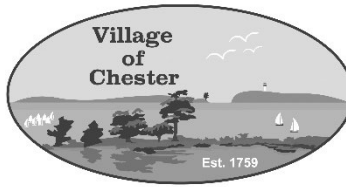
- Regular Monthly Meeting on October 16, 2024 at 6:00 pm

Commission Chair
Geraldine Pauley

Clerk/Treasurer
Heather McCallum

DRAFT

Schedule 5.1



**Village of Chester Commission
Request for Decision**

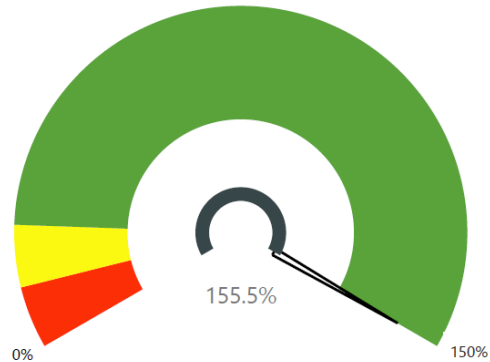
Topic: Reserve Fund (& Investment) Policy - Amended	Date: Sep 18, 2024 Proposed By: Heather McCallum Clerk/Treasurer
Issue Summary: With the transfer of Fire Department reserve funds out of Village accounts, the Reserve Policy needs to be updated, with attention to best practice on reserve levels. There is currently no investment policy, which is required under the MGA 100(1)(b). The current policy is expanded to include investment practices.	
Background: The existing Reserve Funds Policy covers: <ul style="list-style-type: none">• Fire Apparatus Reserve (Capital) – <i>Fire – now transferred</i>• Building Reserve (Capital) – <i>no longer existed; would be for Fire if it did</i>• Operating Reserve (Operating) – <i>was combined Village & Fire, Fire portion transferred</i>• Lido Pool Reserve (Capital)• Utility Reserve (Capital)• Emergency Medical Services Reserve (Capital) Below are factors taken into consideration in amending the policy. A. Legislation Under the <i>Municipal Government Act</i> (Section 444) and its financial reporting regulations (FRAM Section 3), both an operating and capital reserve(s) are required. <ul style="list-style-type: none">• Any operating budget surplus at the end of a fiscal year must be transferred to an operating reserve fund.• Funds received from the sale of property, proceeds of insurance, any capital grant not expended, and amounts transferred to the fund by the commission must be transferred to a capital reserve fund.• Interest earned on reserve funds must remain in that fund. Further, the MGA authorizes a village to invest funds pursuant to an investment policy developed by the Village Commission <u>and approved by the Minister of Municipal Affairs.</u>	

B. Financial Condition Indicators (FCI)

Unlike municipalities, Municipal Affairs does not produce Financial Condition Indicators (FCI) for villages. However, they suggested that the below would be useful for guidance.

a) Operating Reserve FCI: A municipality is considered to be low risk for financial instability when **greater than 20%** of the annual operating expenditures is held in the operating reserves.

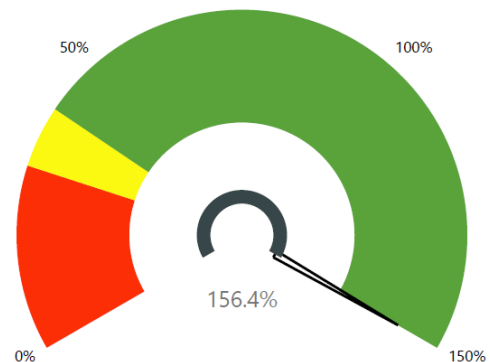
For example, at right is the position of the Municipality of the District of Chester (MODC): they are low risk at **155.5%**.



The Village, based on the 2024/25 Operating budget of \$415,201 and today's Operating Reserve figure of \$82,217, puts us at **19.8%** or just shy of the 20% recommended threshold.

b) Combined Reserve FCI: A municipality is considered to be low risk for financial instability when **greater than 40%** of operating expenses plus amortization is held in the operating and capital reserves.

Again, the position of MODC is at right for comparison; they are low risk at **156.4%**.



The Village's operating expenses (incl EHS) of \$450,336 + 2023/24 amortization of \$275,913 compared to current total reserves of \$299,599, puts us at **41.25%** or just over the threshold.

FCI guidelines show the Village essentially right where we should be.

C. Best Practices

A number of other villages and municipalities were canvassed about how they determine planned reserve deposit amounts annually.

Several villages set a 15% of annual tax revenue ceiling limit on deposits to the Operating reserve, which for the VOC would equal \$62,280 this year. Less than half of that is projected in our 2024/25 budget.

Several towns target 10% of operating budget to capital reserves, some are unrestricted, but most reserves have their own business cases that determine the

contribution. For example, HRM's election reserve estimates twice the cost of an upcoming election and allocates 25% of that total annually.

The Province is advising more robust deposits to capital reserves to deal with asset retirement obligations and long-term capital investment. Certainly, the Lido and washroom facilities are a cause for concern over the coming years.

D. Investments

Current Village investment practice is to maintain separate investment accounts for each reserve. Each account is in Cashable GICs to allow as-needed access to funds and matures annually. The renewal instructions with Scotiabank automatically re-invests 100% of the investments for a one-year term. Holdings are currently in Bank of Nova Scotia, National Trust Company, and Montreal Trust Company of Canada GICs with Scotiabank.

No change to investment practice is suggested. It is, however, recommended that the Village's investment practice be captured within the amended policy.

Options:

1. The Commission may give notice of intent to consider the amended Reserve Fund & Investment Policy as presented at the next Monthly Commission Meeting in October to allow the required seven days for Commissioner consideration (MGA Section 48).
2. The Commission may request revisions to the Policy tonight to be brought back to the next meeting.
3. Note: If required by the Province, the policy may be split into separate Reserve Fund and Investment Policies.
4. There is no option to not amend the policy, as several of the funds it encompasses no longer exist.

Considerations:

Financial Impacts

Planned reserve deposits are built into the annual budget, as before.

Policy Impacts

Adherence to *MGA* and *FRAM* guidelines is mandatory for all municipalities and villages.

Recommendation:

Staff recommend Option 1.

Draft Motion:

That the Village Commission give notice of intent to consider the “Reserve Fund & Investment Policy – Draft Amendments 2024” as presented OR with requested revisions at its October Monthly Meeting.



Village of Chester

Reserve Funds & Investment Policy – Draft Amendment

~~The *Municipal Government Act* (MGA), Section 444, states: “A village shall maintain a capital reserve fund. The capital reserve fund of a village is subject to the same requirements and limitations as the capital reserve fund of a municipality, as per Section 99.”~~ moved

1.0 Mandate

The Village of Chester will plan for and ~~provide~~ invest in specific purpose reserves that support a viable and financially sustainable ~~municipality~~ village government, per the requirements and guidelines of the *Municipal Government Act* (MGA) and its Financial Reporting and Accounting Manual (FRAM).

2.0 Policy Statement

2.1 To establish reserves that will allow for future planned and unplanned expenditures required by the ~~municipality~~ village.

2.2 To safeguard the appropriate use of public funds through the establishment of goals, standards and procedures respecting investment of cash.

2.3 To manage Village of Chester cash and investments with the following primary objectives: (a) safeguarding of principal; (b) maintenance of liquidity for day-to-day budgetary needs; and (c) maximization of returns within legislative, policy, and fiduciary responsibilities (which will not necessary produce the highest rate of return).

3.0 Investment Guidelines

3.1 MGA Section 100 states: “Funds in a sinking fund, capital reserve fund, utility depreciation fund or other fund of a municipality or village shall be: (a) deposited in an interest-bearing account at a bank doing business in the province; (b) invested pursuant to an investment policy adopted by the council or village commission, as the case may be, and approved by the Minister.”

3.2 All funds shall be deposited into **Cashable** Guaranteed Investment Certificates (GICs) at a local financial institution. ~~or a High-Interest Savings Account with the Municipal Financial Corporation.~~

3.3 The term of investments made will be for one year. The renewal instructions with Scotiabank will be to automatically re-invest 100% of the funds for a one-year term.

3.4 Interest earned by any reserve fund must remain in that fund unless there is a special resolution of the Village Commission that allows the interest to be taken into the general operating fund.

3.5 All investments must be authorized by the Clerk/Treasurer and supported by a resolution of the Village Commission.

3.6 A written request to transfer funds directed to the qualifying institution may be used by the Clerk/Treasurer and co-signed by the Commission Chair or Vice-chair to facilitate the transfer of funds for investment purposes between two accounts in the name of the Village.

3.7 Suspicious activity and potential misuse of funds must be reported immediately to the Village Commission.

4.0 Reserve Guidelines

4.1 MGA Section 444 states: “A village shall maintain a capital reserve fund. The capital reserve fund of a village is subject to the same requirements and limitations as the capital reserve fund of a municipality, as per Section 99.”

The MGA’s *Financial Reporting and Accounting Manual (FRAM)* Section 3 states: “Both an operating and capital reserve are required. Additionally, a municipal council or village commission should segregate funding into a ‘Reserve’ Fund where is a statutory requirement, or a design by council or commission to segregate certain monies for future use.”

4.2 Funds available on the date of the first quarterly tax allocation of the following budget year, shall be allocated to: a) payment of Village of Chester debts; b) **operating** reserve; or c) reducing tax rate for the following year. **Planned capital reserve deposits are to take place during the fiscal year as cash flow allows.**

~~**4.2** Commission shall authorize the transfer of funds to and from the Reserve accounts by resolution.~~

4.3 All unallocated surplus funds will be allocated to a reserve within any financial year.

4.4 Quarterly reports shall be provided to the Commission regarding committed reserves, as well as the transfer to and transfer from reserves.

~~3.4 To transfer funds to and from reserve accounts as directed by resolution of the Commission where the Commission deems that such transfers should occur.~~

4.5 Each reserve account shall be regulated as identified below into ~~six~~ four funds.

~~4.0 Fire Apparatus Reserve~~

~~4.1 This reserve provides funds for the purchase of Village Fire Fighting apparatus and vehicles.~~

~~4.2 This reserve receives an annualized contribution of \$150,000.00 or a contribution based on an apparatus replacement schedule. The reserve receives any proceeds from the sale of property, and insurance proceeds.~~

~~5.0 Building Reserve~~

~~5.1 This reserve provides funds for construction or replacement of Village Firehall.~~

~~5.2 This reserve receives funds specifically allocated in the operating budget.~~

4.0 Operating Reserve

~~4.1 General Government Operating Reserve~~

4.1 This reserve provides funds to supply the Village of Chester with emergency operating funds. The Village shall maintain a balance of no less than ~~\$50,000~~ 20% of annual operating expenditures in this fund.

~~4.2 This reserve fund receives surplus funds from General Government Operations. If the Village's general government operations budget results in a surplus, the surplus shall be transferred to the operating reserve.~~

~~6.2 Fire and Emergency Services Operating Reserves~~

~~a) This reserve provides funds to the Village to supply the Chester Volunteer Fire Department with emergency operating funds. The Village shall maintain a balance of no less than \$50,000 in this fund.~~

~~b) This reserve fund receives surplus funds from Fire and Emergency Operations.~~

5.0 Lido Pool Reserve (Capital)

5.1 This reserve provides funds for capital repairs, construction, or ~~replacement~~ upgrades of to the Village pool.

5.2 This reserve receives an annualized contribution of \$30,000.00 or receives funds specifically allocated in the operating budget.

6.0 Utility Reserve (Capital)

6.1 This reserve provides funds for ~~water supply to capital repairs and replacements to streetlights~~ in the Village of Chester.

6.2 This reserve receives an annual contribution of 10% of annual streetlight operations expenses or funds specifically allocated in the operating budget.

7.0 Emergency Medical Services Reserve (Capital)

7.1 This reserve provides funds for EMS building maintenance and upgrades. ~~The Village shall maintain a balance of \$50,000.00.~~

7.2 This reserve receives funds from the monthly rental payments ~~minus operations expenses~~. No public funds are allocated to this reserve.

Approved: October 10, 2019	Motion # 19-120
Amended: June 10, 2020	Motion # 20-219
Amended: March 9, 2022	Motion # 22-034
Amended: TBD	Motion #

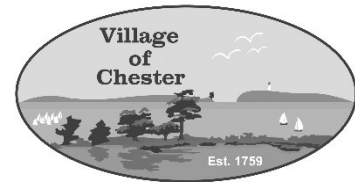
I certify that this Policy was adopted by the Village of Chester Commission as indicated above.

Clerk/Treasurer

Date

Schedule 7.1

Village of Chester Commission Clerk/Treasurer Activity Report September 18, 2024



• **Lido Pool:**

- The season ended on Sep 1st. In the last week or two we had a couple of staff shortages due to illness and travel, but for the most part the public swims were fully available. Staff noticed an increase in guests this summer (I don't have exact numbers).
- The main pump has finally died just days before the season ended. We'll get a new one ordered asap for installation in the spring. Given the leaks, it required more attendance from our maintenance person, Gippy, to top up the water level than last year.
- We had more difficulty with algae control this year than last. A number of interventions were tried to no effect. We will do further research, re-calculate chemical quantities, and may schedule a mid-season drain and clean next year.

• **Lido Capital Repairs:**

- The J. Mason Contracting, the supplier for the exterior wall repair, had a site visit last week alongside our consulting engineer to re-look at the site prior to starting work. Discussions held that day may change the approach for a more sustainable fix – I'm expecting some revised costing and will advise ASAP.
- The consulting engineer is assisting with an RFP for rock wall, which was not included in the earlier one as we didn't know if the accessibility retrofit would affect the area at the time. Re-mortaring and a drain to ease water table pressure on the wall would be involved.

• **Accessibility**

- Due to the above considerations, I've put the accessibility retrofit recommendation report on hold temporarily as it may affect the budget pool.
- FYI, I've been appointed by the provincial Accessibility Secretariat to the "Information and Communication Standard Development Committee". I applied independently of my role with the Village and was pleased to be selected. I'll look forward to this work enriching the Lunenburg County Accessibility Advisory Committee.

• **Insurance:**

- Insurance renewals (exp. Oct 11) have been completed for 2024/25. Coverage has been bound and we are awaiting final paperwork and invoices.
- The cost for cyber insurance is unchanged from last year. The cost for the main Village policy is 4.76% higher than last year but is under the combined insurance costs in the 2024/25 budget.

- With that in mind, I've requested quotes on additional fund transfer and credit card fraud protection. If those are still within budget I will add.
- **Beautification:**
 - A meeting was held with MODC Economic Development and Public Works staff to discuss an audit of waste receptacles around the village with an eye to replacing aged and catch-all containers with consistent designs.
 - A draft public survey to explore alternatives for the flower baskets is pending next month.
- **Test Wells:**
 - The Municipality will be drilling some test wells in various locations for a groundwater source for in the Robinsons Corner/Haddon Hill area, including the Village-owned site at 4070 Hwy 3. We'll be notified when they have dates.
- **Community Events:**
 - The annual Chester Harbour Swim for the United Way was successfully held on Sep 4th as in previous years. The Village assists this event by making Lido space and a garden hose with fresh water available for participants.
- **Meetings & Training:**
 - Lunenburg & Queens communications staff met on August 22. The group meets approx. quarterly to share issues.
 - As noted in Correspondence this evening, the ANSV conference is this week (Sep 20-21). I'll provide a report at the next meeting. Please note I'll be departing the afternoon of Sep 19th for the drive to the Village of St. Peter's.
 - Next week the AMANS Fall Conference is taking place in Halifax. I will be attending a workshop on procurement on the pre-conference day Monday (Sep 23).

Report completed by:
Heather McCallum, Clerk/Treasurer

Pending items for future consideration:

<i>Meeting Assigned</i>	<i>Item</i>	<i>Delivery</i>
<i>Jul 17, 2024</i>	<i>Street Beautification Draft Survey</i>	<i>Oct 16, 2024</i>
<i>Jul 17, 2024</i>	<i>Accessibility Assessment Report</i>	<i>Oct 16/Nov 20, 2024</i>

Information and Communication Standard Development Committee

The Information and Communication Standard Development Committee helps the Accessibility Advisory Board make recommendations to the Minister of Justice on creating and implementing an accessibility standard for information and communication.

The goal of the information and communication standard is to make sure that persons with disabilities have equitable access to information and communication.

About the committee

The majority of committee members identify as having a disability. Committee members include:

- persons with disabilities
- representatives from organizations that provide services to persons with disabilities
- representatives from sectors impacted by the standard (like communications professions, interpretation professions and public and private sectors)
- representatives from the Department of Cyber Security and Digital Solutions and Communications Nova Scotia

Committee members

- Jeff Overmars, Chair - Communications Advisor, Nova Scotia Human Rights Commission, Co-Chair, NS Disability Employees Network, Dartmouth
- Linda Campbell, Vice Chair - Professor and senior research fellow, Department of Environmental Science, Saint Mary's University, Halifax
- Ashar S Ahmed - Cyber Security and Software Advisor, Halifax
- Michelle Bartram - CNIB volunteer and Canadian Council of the Blind National Board, Sydney
- Natasha Benincasa - Northern Region Respite Services, New Glasgow
- Catherine Buckie - Plain language consultant, Dartmouth
- Ashley Campbell - President of Maritime Association of Professional Sign Language Interpreters and Manager of Interpreting Services, Saint Mary's University, Halifax
- Debbie Cavers - Inclusion Nova Scotia, Member of the Board of Directors, Westville
- Adam Fine - Director of Experiential Graphic Design, Fathom Studio, Dartmouth
- Brian Foran - Deaf Community Advocate, Halifax
- Caroline Kovesi - Accessible digital communications specialist, Halifax
- Judy Lewis - Paralegal, Ambassador for Halifax Chamber of Commerce, Patient Family Advisor for Mental Health and Addictions, Nova Scotia Health, Halifax
- **Heather McCallum** - Clerk/Treasurer, Village of Chester, Lunenburg
- Etta Moffatt - Design Consultant, Communications Nova Scotia, Halifax
- Christine Muise - Braille Transcriber/Tactile Illustrator, Atlantic Provinces Special Education Authority, Halifax
- Michael Noonan - Communications Director and Lead for Inclusion, Diversity, Equity and Accessibility, Communications Nova Scotia, Halifax
- Laura Offman - Manager, Digital Strategy, Governance and Performance, Department of Cyber Security and Digital Solutions, Halifax
- Zoh Qureshi - Deaf Accessibility Advocate, Halifax
- John Smith - Chair Annapolis County Accessibility Advisory Committee, Middleton Accessibility Advisory Committee Working Group, Accessibility Advocate, Bridgetown
- Emily Towns - Creative Developer, Forward Creative, Hubbards
- Barbara Welsford - Assistive Technology and UDL Specialist, South Shore Regional Centre for Education, Mahone Bay
- Michelle Zou - Educational Audiologist, Atlantic Provinces Special Education Authority, Halifax

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Related legislation

- [Accessibility Act \(PDF 222 KB\)](https://nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf) (https://nslegislature.ca/sites/default/files/legc/statutes/accessibility.pdf)
- [Accessibility Act \(YouTube, ASL\)](https://www.youtube.com/playlist?list=PLwLZ9YtgHtLAvbujOfto5Sj_7O3HS8ATx) (https://www.youtube.com/playlist?list=PLwLZ9YtgHtLAvbujOfto5Sj_7O3HS8ATx)

Related information

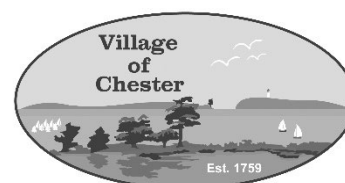
- [Access by Design 2030 \(/accessibility/access-by-design/\)](/accessibility/access-by-design/)
- [Accessibility Act review \(/accessibility/act-review/\)](/accessibility/act-review/)
- [Accessibility Act: compliance overview \(/accessibility/compliance-overview/\)](/accessibility/compliance-overview/)
- [Accessibility Advisory Board \(/accessibility/advisory-board/\)](/accessibility/advisory-board/)
- [Accessibility in Nova Scotia](https://accessible.novascotia.ca) (https://accessible.novascotia.ca)
- [Accessibility resources \(/accessibility/resources/\)](/accessibility/resources/)
- [Government of Nova Scotia Accessibility Plan \(/accessibility/plan/\)](/accessibility/plan/)
- [Nova Scotia Post-Secondary Accessibility Framework \(PDF\)](https://www.nsc.ca/docs/about-nsc/nova-scotia-post-secondary-accessibility-framework.pdf) (https://www.nsc.ca/docs/about-nsc/nova-scotia-post-secondary-accessibility-framework.pdf)
- [Nova Scotia Public Libraries Joint Accessibility Framework \(PDF\)](/accessibility/docs/Nova-Scotia-Public-Libraries-Joint-Accessibility-Framework.pdf) (/accessibility/docs/Nova-Scotia-Public-Libraries-Joint-Accessibility-Framework.pdf)
- [Small Business ACCESS-Ability Grant Program](https://cch.novascotia.ca/small-business-access-ability-grant-program) (https://cch.novascotia.ca/small-business-access-ability-grant-program)
- [What We Heard: Accessibility in Nova Scotia \(/accessibility/consultation/\)](/accessibility/consultation/)

Annual reports

- [Annual Report on Accessibility 2022-2023 \(PDF 1.5 MB\)](/accessibility/docs/ministers-annual-report-accessibility-2022-23.pdf) (/accessibility/docs/ministers-annual-report-accessibility-2022-23.pdf)
- [Historical annual reports on accessibility](https://nslegislature.ca/about/library-services/catalogue-search) (https://nslegislature.ca/about/library-services/catalogue-search)

Schedule 7.2

Village of Chester Commission Clerk/Treasurer Financial Report September 18, 2024



- **Scotiabank:**
 - The July & August 2024 bank statements have been reconciled. We started July with \$557,223.99 in the bank and ended with \$712,365.04, then ended August with \$533,419.54.
 - The Q2 tax revenue advance amount of \$200,305 was received from MODC on Jul 23, including Fire funds of \$85,759 that were transferred to the CFSC on Aug 2.
 - The Q1 Investment Statement arrived on Jul 30 – note that it does not yet reflect the transfers to the CFSC completed in August.

- **HST Offset & Rebate:**
 - The federal GST-HST Rebate for the second half of 2023/24 has been received in the amount of \$25,744.77.

- **Grants:**
 - The Village was unsuccessful in an application to the Tourism Digital Assistance Program this year. I'm still hoping to be able to tap this fund to add to our photography library in a future year.
 - The final reports have been submitted to the Canada Summer Jobs program. We should be notified soon of the exact amount of the grant for our two full-time lifeguards.

- **Sage:**
 - A new company for the CFSC has been opened in the Sage accounting system and the account lines built (approx. 50% of the work).

Report completed by:
Heather McCallum, Clerk/Treasurer



Chester Volunteer Fire Department

Email - info@chesterfd.ca

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

September 11 2024

Good Evening

The CVFD responded to a total of 31 calls. 19 medicals , 1 mutual aid ,4 commercial fire alarms , 1 residential alarm , 4 mva , 1 off highway extraction , 1 investigation.

Final details wrapping up on our M/A practice this coming weekend at the Mabec mill in east river. If you want to see us in operation the scenario will run from 8 am to 11 am. There will also be a ½ day REMO table top on September 28th. This last month we trained on the advantages of solid bore nozzles vs combination nozzles. With the facts presented and hands on compression we will plan to move to solid bore nozzles over the next year. This will take both financial planning(though not major) and a plan for training on solid bore nozzles. We have Captain Livignston headed to Moncton for a 3 day training course on solid bore applications to help facilitate training at the CVFD as we make this shift. October is planned to be a busy training month as well as we have Swift water rescue training and live fire recertifications. Thanks largely to Greg C who has sourced a burn trailer able to come to the municipality we will not have to travel to complete this.

We had the annual Harbour swim for the United way. We partnered with Blandford Fire to support the swim on land and in the water. We were able to have 5 boats CVFD in-shore , Blandford's in-shore and 3 members boats on the water and MFR's on land. We did pick up one swimmer that was not in distress but didn't feel they could finish on their own.

We had some repairs completed at the station for the MODC fire inspection. We also had the infrared light replaced and water filter. We have had problems with the urinal down stairs. It will be replaced later this month. The glycol injection pump for the heating system will be repaired. The furnace has had its annual service.

Chief

Cody Stevens