

# Minutes

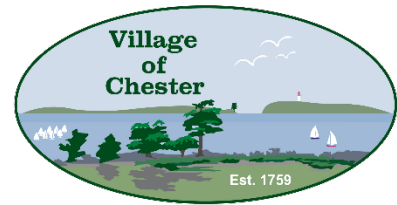
## Village Commission Monthly Meeting

Wednesday, May 21, 2025 – 4:00 pm

In-Person & Virtual Meeting

27 Pleasant Street, Chester

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



**Present:** Geraldine Pauley, Chair  
Randall O'Malley, Vice-chair  
Laura Mulrooney, Commissioner  
Tom Mulrooney, Commissioner  
Gloria Nauss, Commissioner

**Staff:** Heather McCallum, Clerk/Treasurer (C/T)  
Maxine Veinot, Recording Secretary

**Guests:** Councillor Tom Bremner, MODC District 3  
Wilson Fitt, New Fire Station Project Director, Chester Fire Services  
Committee (CFSC)  
Colin MacDonald, Chair, CFSC  
Norm Countway, Vice-chair, CFSC

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### 1.0 Call to Order

Chair Pauley called the May 21, 2025 Regular Monthly Meeting of the Village of Chester Commission to order at 4:02 pm.

Chair Pauley 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 – Nil

### 3.0 Approval/Amendment of Agenda

**Motion #25-035:** Commissioner Nauss moved; Vice-chair O'Malley seconded: That the Agenda of the May 21, 2025 Regular Monthly Meeting be approved as presented.

*Motion carried unanimously.*

### 4.0 Approval/Amendment of Minutes

**4.1 Monthly Commission Meeting:** Wednesday, Apr 9, 2025

**Motion #25-036:** Commissioner T. Mulrooney moved; Commissioner Nauss seconded: That the Minutes of the Apr 9, 2025 Regular Monthly Commission Meeting be approved as presented.  
*Motion carried unanimously.*

#### **4.2 Special Commission Meeting:** Tuesday, May 6, 2025

**Motion #25-037:** Commissioner L. Mulrooney moved; Commissioner T. Mulrooney seconded: That the Minutes of the May 6, 2025 Special Commission Meeting be approved as presented.  
*Motion carried unanimously.*

### **5.0 Business Arising**

#### **5.1 2025/26 Village Budget Final**

C/T McCallum included a clean copy of the approved Village budget for review with the amendments requested on April 9, 2025.

Members of the Commission expressed concern with their previous decision around accessing the Operating Reserve to pay for extra compost pick-ups.

**Motion #25-038:** Commissioner L Mulrooney moved; Vice-Chair O'Malley seconded: That 2025 extra compost bin pick-ups be for fourteen weeks – June 15 to September 19, 2025, and not take Operating Reserve funds for the service.  
*Motion carried unanimously.*

Chair Pauley stated that if the expected postal strike happens, the Commissioners may have to communicate with Villagers about the election.

**Motion #25-039:** Commissioner Nauss moved; Vice-Chair O'Malley seconded: That the 2025/26 Village Budget be approved as amended and discussed at this meeting.  
*Motion carried unanimously.*

#### **5.2 Saltscapes Expo Report**

Commissioner Nauss reported that the event was a great experience and approximately 1,481 people visited the booth. The organizers are going to make sure next year's booking does not fall on the Mother's Day Sunday, as this affected attendance. She indicated her willingness to do Saltscapes again next year, if the Commission decides to participate again.

Chair Pauley and the Commissioners expressed their gratitude to Commissioner Nauss for attending this event for the whole weekend.

### **5.3 Village Newsletter**

Chair Pauley clarified that the intent for the newsletter was for the Commissioners to develop information to be put in the newsletter and then the Clerk/Treasurer would edit and layout the newsletter document. The deadline for information to be given to the Clerk/Treasurer is Monday, June 2, 2025.

### **6.0 Correspondence – Nil**

### **7.0 Reports**

#### **7.1 Report from the Chair**

Chair Pauley reported that the Visitor information Centre (VIC) is nearly ready for opening. An Open House is planned to correspond with the opening of the Chester Farmers and Artisan Market, also at the train station. She has invited Municipal Councillors, the Chester Merchants Association, the Heritage Society, etc.

A summer student was not approved for staffing the VIC. Ashley Marlin, MODC's Community Economic Development Officer, has generously offered one day a week of her time to the VIC. Chair Pauley will seek volunteers, especially seniors, to provide staffing and pay them an honorarium from the funds set aside for the student.

Commissioner L. Mulrooney suggested that volunteers who staff the VIC could be given cash honorariums and/or Farmers Market dollars. The Chester Market opens for the season on Friday, May 23, 2025. UPDATE: Rescheduled to May 30, 2025 due to weather. The VIC Open House will take place 10:00 am – 2:00 pm and Commiss

#### **7.2 Clerk/Treasurer Report**

C/T McCallum presented the monthly activity and financial overview reports ([Schedule 7.2](#)). The 2024/25 Q4 Budget Variance Report was also included for review.

Investment reports from 2024/25 Q4 have been received and copies available upon request. These are not as up-to-date as the financial report, however.

Lawrence Lake, Auditor, was in the office on May 16, 2025 to begin the Audit. There will be another Audit Committee scheduled to receive his report before the Annual General Meeting scheduled for June 11<sup>th</sup> at 6:30 pm.

Maritime Insulators were working on the Public Washrooms roof insulation today, and Eastern Fence have removed the old fence at the Jib Lot. Kerry Keddy will be looking after installation and maintenance of flower baskets again this summer.

### **7.3 Chester Fire Services Committee (CFSC)**

The CFSC's approved minutes of Apr 2 and Apr 29, 2025 were shared for information. ([www.chesterfirecommittee.ca](http://www.chesterfirecommittee.ca))

### **7.4 Lunenburg County Accessibility Advisory Committee (LCAAC)**

Chair Pauley reported that the work continues to move forward by the Committee.

The LCAAC minutes of Apr 2, 2025 were shared for information. ([www.accessiblelunenburgcounty.ca](http://www.accessiblelunenburgcounty.ca))

### **7.5 MODC Village Planning Advisory Committee (VPAC)**

Vice-chair O'Malley reported there was no meeting this past month.

There were no recent minutes to share for information. ([Chester Village Planning Advisory Committee 2025](#))

### **7.6 MODC Equity, Diversity & Inclusion Advisory Committee (EDIAC)**

Commissioner L. Mulrooney reported that there was not a quorum at the last meeting date/time.

There were no recent minutes to share for information. ([EDI Advisory Committee 2025](#))

## **8.0 New/Other Business**

### **8.1 Request for Decision: Community Grant Applications**

C/T McCallum reviewed the Request for Decision report ([Schedule 8.1](#)). The Commission discussed the applications.

**Motion #25-040:** Commissioner L Mulrooney moved; Vice-Chair O'Malley seconded:

That the Commission award 2025/26 community grants in the following amounts:

- |  |           |
|--|-----------|
| a) Chester Art Centre – Mabon Harvest Lantern Festival | \$2000.00 |
| b) Chester Merchants Association – Village Christmas   | \$2000.00 |
| c) Chester Municipal Heritage Society – Canada Day     | \$2000.00 |
| d) Chester Playhouse – Sarah Hagen Concert & Art Show  | \$2000.00 |
| e) Chester Yacht Club – Chester Race Week              | \$1000.00 |

f) The remainder of the budget monies go to the VIC \$1000.00  
For a total disbursement of \$10,000 per the “Celebrations” budget.  
*Motion carried unanimously.*

The Commission agreed by consensus to jump to the In-Camera Meeting (Item 10) at this point to accommodate the guests present from the Chester Fire Services Committee.

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

**Motion #25-041:** Commissioner Nauss moved; Vice-Chair O’Malley 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 5:03 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 5:22 pm.

**11.1 CFSC Request for Decision re: 2025/26 Capital Loan**

A recorded vote was requested for the decision on the ask (*Schedule 11.1*).

**Motion #25-042:** Commissioner Nauss moved; Vice-Chair O’Malley seconded:  
That the Chester Village Commission approves the Chester Fire Services Committee’s 2025/26 capital borrowing plan to seek a loan of \$1.3 million to finance Phase 2 of the Chester Fire Station Project and guarantees the loan repayment  
*For: 4 Commissioners (L. Mulrooney, Nauss, O’Malley, Pauley).*  
*Against: 1 Commissioner (T. Mulrooney).*  
*Motion carried.*

**8.0 New/Other Business, continued**

**8.2 Annual Review of Reimbursement and Hospitality Policies**

C/T McCallum explained that under the *Municipal Government Act*, the Village Commission is required to re-consider these policies annually and report at the Annual General Meeting.

**(a) Reimbursement Policy**

The Clerk/Treasurer noted that the Policy had an overhaul last year (*Schedule 8.2(a)*) and does not recommend amendments at this time. The application forms

for 2025 will need to be updated for 2025 Provincial mileage, which is covered in the Policy.

**Motion #25-043:** Moved and seconded: That the Village of Chester Commission re-affirms the Reimbursement Policy as amended in 2024. The application forms to be updated for 2025 Provincial mileage rates.

*Motion carried unanimously.*

#### **(b) Hospitality Policy**

The Clerk/Treasurer noted that this policy was new in 2024 (*Schedule 8.2(b)*) and does not recommend amendments at this time.

**Motion #25-044:** Vice-chair O'Malley moved; Commissioner Nauss seconded: That the Village of Chester Commission re-affirms the Hospitality Policy as adopted in 2024.

*Motion carried unanimously.*

### **8.3 Annual Review of Property Tax Exemption Policy**

C/T McCallum noted that the Policy requires re-consideration after the passage of the annual budget to possibly adjust exemption thresholds (*Schedule 8.3*). Her recommendation this year is to amend Clause 20 to increase the amount of exemption by 2024 CPI (2.3%).

**Motion #25-045:** Commissioner L. Mulrooney moved; Commissioner T. Mulrooney seconded: That the Village of Chester Commission approves the 2025 draft amendments to the Property Tax Exemption Policy as presented.

*Motion carried unanimously.*

### **8.4 Memo: Parking on Lido Lawn**

C/T McCallum reviewed her memo on a potential public safety hazard (*Schedule 8.4*).

**ACTION:** The Clerk/Treasurer to investigate costs and logistics to install a line of boulders.

### **9.0 Commissioner Roundtable – Nil**

### **12.0 Adjournment**

There being no further business, the meeting was adjourned at 5:54 pm.

**Important Date(s)**


- **Village Election:** Nomination deadline Jun 4, 2025 @ 5:00 pm;

**Next Meeting(s)**

- **Monthly:** Jun 11, 2025 @ 5:00 pm – 27 Pleasant St & Livestream
- **Annual General Meeting:** Jun 11, 2025 @ 6:30 pm – 27 Pleasant St & Livestream



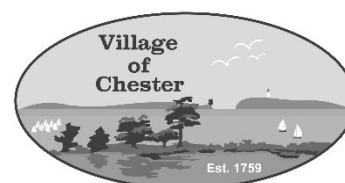
Commission Chair  
Geraldine Pauley



Clerk/Treasurer  
Heather McCallum

## Schedule 7.2

### Village of Chester Commission Clerk/Treasurer Monthly Report May 21, 2025



- **Scotiabank:**

- The April 2025 bank statements have been reconciled. The Village main operations account opened the month with \$380,212 and ended with \$723,954, including the Provincial “GRIT” grant \$242,000 and the 2025/26 Q1 Tax Advance from the Municipality of the District of Chester (MODC) of \$98,593.
- The Q4 Investment Statement has arrived from Scotiabank. The chart below is more up-to-date but the full statement is available for any Commissioner who wishes to view.
- As discussed at the April 9<sup>th</sup> meeting, the transfer request to move the “GRIT” grant funds to the Lido Reserve has been done.
- Account balances as of today, May 21<sup>st</sup>, were:

Banking Accounts	
• Daily Operations account	\$ 455,579
Investment Accounts	
• Operating reserve	\$ 86,187
• Lido Pool reserve	\$ 437,402
• Utilities reserve	\$ 42,224
• EMC Building reserve	\$ 28,343

- **2024/25 Audit**

- Lawrence Lake was in on May 16<sup>th</sup> to do the on-site part of the audit.
- An Audit Committee Meeting will be scheduled in advance of the Annual General Meeting on June 11<sup>th</sup>.

- **2024/25 Budget Report**

- The 2024/25 Q4 Budget Variance Report is attached, which shows the budget details for the full year.
- Just to recap, the budget report is not the same as the audit report, which is comprehensive of all Village assets and depreciations. For example, the budget report will show deposits to reserves as budget expenses, but for the audit those are assets.

- **2025 Election**

- Notices regarding the AGM and upcoming election were published in the local newspaper on May 14<sup>th</sup> and online.

- The nomination deadline is June 4<sup>th</sup> at 5:00 pm. The package and notices were updated to clarify nominations are on or before that date.
- The List of Electors has been received from the Province via MODC.
  
- **Public Washroom Retrofit**
  - The RFP proponents have been notified of the Commission's decision.
  - All Outdoors Landscaping to confirm start date on the washroom work.
  - Maritime Insulators installed the new attic insulation this morning, May 21<sup>st</sup>.
  
- **Lido Pool**
  - Lifeguard interviews are underway. Luckily most of last years' team are interested in coming back and a few new people have applied. I'm planning to have the team finalized by the end of the month.
  - The large wooden Lido Pool sign has been awarded to New Century Signs as discussed. The incremental cost of the requested revisions is expected by the end of this week.
  - The subcontractor for the accessible pool ramp, J. Mason Contracting, plans to do the installation after the swimming season in September. Full cost for this change order is also still pending, awaiting railing fabrication costs.
  
- **Other Maintenance**
  - FYI, MODC will be removing the Christmas tree stand and electrical outlet in Parade Square for public safety reasons. (The removal of the unsightly traffic cones covering them in the park will be welcome.) If a beautification program has not been finalized, they will install a temporary solution for Christmas.
  - Kerry Keddy has been secured to once again hang and maintain the Village flower baskets.
  - Eastern Fence took down the Jib Lot Fence last Friday, May 16<sup>th</sup>. It looks good!
  - The Province has completed street sweeping of the Village downtown to remove the sand.
  
- **IT and Security**
  - The new Clerk/Treasurer laptop is now in place (and a big improvement!). The two tablets are ready for distribution.
  - The report to select a new IT supplier is deferred to next month to allow for further options to be explored.

*Report completed by:*

Heather McCallum, Clerk/Treasurer

Village of Chester Commission  
 Budget Variance Report - **GENERAL GOV'T OPERATIONS**  
 2024/25 Q4 Apr 1 24-Mar 31 25 (0% of fiscal year remaining)  
 \*Adjustments expected during audit

	Actual 2024-25 (Unconsolidated)	Budget 2024/25 (Tax rate 0.0777)	Percent Remaining	Notes
<b>REVENUE - General Gov't Operations</b>				
<b>Property Tax Revenue</b>				
4100	406,241.87	408,476.05	-0.55	1.1
4100	744.99	0.00	0.00	1.2
	<b>406,986.86</b>	<b>408,476.05</b>		
<b>Other Revenue</b>				
4050	40,012.63	0.00	0.00	1.3
4118	3,997.69	0.00	0.00	1.4
4116	2,479.40	2,615.00	-5.19	
4201	3,867.92	1,710.00	126.19	
4225	5,185.42	2,400.00	116.06	1.5
	<b>55,543.06</b>	<b>415,201.05</b>	<b>-86.62</b>	
	<b>462,529.92</b>	<b>415,201.05</b>	<b>11.40</b>	1.6
<b>EXPENSES - General Gov't Operations</b>				
<b>Governance</b>				
5450	511.82	350.00	46.23	
5477	11,167.20	10,820.00	3.21	1.7
5461	690.28	2,160.00	-68.04	
5431	2,702.12	5,000.00	-45.96	1.8
5432	1,337.83	3,000.00	-55.41	1.8
5496	505.57	2,625.00	-80.74	
	<b>16,914.82</b>	<b>23,955.00</b>	<b>-29.39</b>	
<b>Administration</b>				
5430	14,634.15	16,000.00	-8.54	1.9
5250	3,997.69	0.00		1.9
5428	3,888.15	4,070.00	-4.47	1.10
5435	4,831.35	4,200.00	15.03	
5440	70,612.96	68,000.00	3.84	1.11
5210	40,012.63	0.00	0.00	1.11
5445	3,768.89	4,000.00	-5.78	
5447	3,063.16	2,300.00	33.18	1.12
5448	6,138.00	4,500.00	36.40	1.12
5455	549.47	2,000.00	-72.53	
5460	956.84	1,500.00	-36.21	
5465	2,463.41	4,000.00	-38.41	
5470	290.18	300.00	-3.27	
5472	0.00	3,000.00	-100.00	
5475	1,147.15	3,000.00	-61.76	
5476	8,991.08	6,250.00	43.86	1.13
5478	4,050.00	4,060.00	-0.25	
5480	2,356.81	2,200.00	7.13	
5481	10,149.88	6,700.00	51.49	1.14
5490	17,667.17	24,300.00	-27.30	1.15
5492	2,400.00	2,500.00	-4.00	
5495	5,748.53	5,000.00	14.97	
	<b>207,717.50</b>	<b>167,880.00</b>	<b>23.73</b>	

	<b>Actual</b> 2024-25 (Unconsolidated)	<b>Budget</b> 2024/25 (Tax rate 0.0777)	<b>Percent</b> Remaining	<b>Notes</b>
<b>Protection</b>				
5501	7,757.03	12,625.00	-38.56	
5526	10,298.21	10,300.00	-0.02	
5540	10,920.32	11,500.00	-5.04	1.16
	<b>Protection Total</b>	<b>34,425.00</b>	<b>-15.83</b>	
<b>Beautification</b>				
5565	22,689.68	23,000.00	-1.35	1.17
5570	3,780.25	5,000.00	-24.40	
5582	10,000.00	10,000.00	0.00	
	<b>Beautification Total</b>	<b>38,000.00</b>	<b>-4.03</b>	
<b>Economic Development</b>				
5590	1,478.96	10,000.00	-85.21	1.18
	<b>Economic Development Total</b>	<b>10,000.00</b>	<b>-85.21</b>	
<b>Misc Operations</b>				
5575	20,266.20	22,310.00	-9.16	
5585	5,884.49	4,000.00	47.11	1.19
5960	12,434.52	15,000.00	-17.10	
	<b>Misc Operations Total</b>	<b>41,310.00</b>	<b>-6.60</b>	
<b>Jib Lot</b>				
5405	2,253.14	1,500.00	50.21	
5410	631.39	650.00	-2.86	
5415	138.58	150.00	-7.61	
	<b>Jib Lot Total</b>	<b>2,300.00</b>	<b>31.44</b>	
<b>Lido Pool &amp; Washroom</b>				
5910	45,811.26	32,000.00	43.16	1.20
5925	3,980.01	5,100.00	-21.96	
5935	26,323.18	25,500.00	3.23	
5940	1,838.04	1,600.00	14.88	
5945	1,159.88	1,200.00	-3.34	
	<b>Lido Washroom Total</b>	<b>65,400.00</b>	<b>20.97</b>	
<b>Reserves (Planned)</b>				
5743	1,931.05	1,931.05	0.00	
5937	30,000.00	30,000.00	0.00	
5742	1,745.00	0.00	0.00	1.21
	<b>Reserves Total</b>	<b>31,931.05</b>	<b>5.46</b>	
	<b>TOTAL EXPENSE</b>	<b>415,201.05</b>	<b>7.41</b>	1.22
	<b>DIFFERENCE (+surplus or -deficit)</b>	<b>16,576.41</b>	<b>0.00</b>	1.23

Village of Chester Commission  
 Budget Variance Report - CAPITAL  
 2024/25 Q4 Apr 1 24-Mar 31 25 (0% of fiscal year remaining)

	<b>Actual</b> 04/01/2024 to 03/31/2025	<b>Budget</b> 04/01/2024 to 03/31/2025	<b>Percent</b> Remaining	<b>Notes</b>
<b>REVENUE - Capital</b>				
<b>Revenues</b>				
4120	123,703.28	150,000.00	-17.53	2.1
4130	6,152.86	100,000.00	-93.85	2.2
4170	0.00	65,105.00	-100.00	2.3
<b>Total</b>	<u>129,856.14</u>	<u>315,105.00</u>	<u>-58.79</u>	
<b>TOTAL REVENUE</b>	<u><b>129,856.14</b></u>	<u><b>315,105.00</b></u>	<u><b>-58.79</b></u>	

	<b>Actual</b> 04/01/2024 to 12/31/2024	<b>Budget</b> 04/01/2024 to 03/31/2025	<b>Percent</b> Remaining	
<b>EXPENSES - Capital</b>				
<b>Capital Projects</b>				
5915	123,703.28	150,000.00	-17.53	2.4
5916	6,152.86	165,105.00	-96.27	2.5
<b>Capital Projects Total</b>	<u>129,856.14</u>	<u>315,105.00</u>	<u>-58.79</u>	
<b>TOTAL EXPENSE</b>	<u><b>129,856.14</b></u>	<u><b>315,105.00</b></u>	<u><b>-58.79</b></u>	

Village of Chester Commission  
 Budget Variance Report - **EMC BUILDING**  
 2024/25 Q4 Apr 1 24-Mar 31 25 (0% of fiscal year remaining)

	<b>Actual</b> 04/01/2024 to 03/31/2025	<b>Budget</b> 04/01/2024 to 03/31/2025	<b>Percent</b> Remaining	<b>Notes</b>
<b>REVENUE - EMC Building</b>				
<b>Revenues</b>				
4110	20,993.28	21,260.00	-1.25	
4180	13,875.00	13,875.00	0.00	30
<b>Total</b>	<b>34,868.28</b>	<b>35,135.00</b>	<b>-0.76</b>	
<b>TOTAL REVENUE</b>	<b>34,868.28</b>	<b>35,135.00</b>	<b>-0.76</b>	

	<b>Actual</b> 04/01/2024 to 12/31/2024	<b>Budget</b> 04/01/2024 to 03/31/2025	<b>Percent</b> Remaining	
<b>EXPENSES - EMC Building</b>				
<b>EMC</b>				
5705	2,640.37	3,500.00	-24.56	3.1
5710	1,151.76	1,200.00	-4.02	
5715	5,149.30	5,260.00	-2.10	
<b>EMC Total</b>	<b>8,941.43</b>	<b>9,960.00</b>	<b>-10.23</b>	
<b>Reserves (Planned)</b>				
5720	11,300.00	11,300.00	0.00	3.2
<b>Reserves Total</b>	<b>11,300.00</b>	<b>11,300.00</b>	<b>0.00</b>	
<b>Capital Projects</b>				
5709	12,042.13	13,875.00	-13.21	
<b>Capital Projects Total</b>	<b>12,042.13</b>	<b>13,875.00</b>	<b>-13.21</b>	
<b>TOTAL EXPENSE</b>	<b>32,283.56</b>	<b>35,135.00</b>	<b>-8.12</b>	

**Village of Chester Commission**  
**Budget Variance Report - NOTES**  
2024/25 Q4 Apr 1 24-Mar 31 25 (0% of fiscal year remaining)

**# Notes**

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**GENERAL GOV'T OPERATIONS BUDGET**

- 1.1 Tax advances Q1-Q4 from Municipality of the District of Chester; reconciliation noted overpayment of \$6,353.09 to be deducted from 2025/26 Q1.
- 1.2 Grants from Federal and Provincial governments and NS Power in lieu of property taxes, equivalent to tax amount.
  
- 1.3 Chester Fire Services Committee reimbursement of their portion of salaries - see Note #1.11.
- 1.4 Chester Fire Services Committee reimbursement of their portion of rent - see Note #1.9.
- 1.5 \$4,256 from Canada Summer Jobs and \$929.42 from National Safe Swimming Recovery Program to offset lifeguard wages.
- 1.6 Without the added CFSC revenue, the total would be \$418,519.60.
- 1.7 Includes Workers Compensation (WCB) remittance of: \$347.20
- 1.8 Final annual breakdown provided by Municipality of the District of Chester.
- 1.9 Village portion of office rent 75%. Chester Fire Services Committee portion of rent is 25%.
- 1.10 The supplier for Q1 (Perfect Home) has now invoiced.
- 1.11 Village portion of salaries for Clerk/Treasurer 75% + Admin Asst 50%. Includes Workers Compensation (WCB) remittance of: \$3,718.62. Chester Fire Services Committee portion of salaries are Clerk/Treasurer 25% + Admin Asst 50% (\$40,012.63).
  
- 1.12 Includes EI and CPP payments, respectively, for staff, crossing guards, and lifeguards.
- 1.13 Telus Health Insurance for staff and one Commissioner.
- 1.14 Includes two Municipal Joint Services Board 2023/24 payments not previously invoiced.
- 1.15 Minus the fire station property premium of \$1,851 charged to the Chester Fire Services Committee.
- 1.16 Includes Workers Compensation (WCB) remittance of: \$342.49.
- 1.17 Includes costs for the public survey (printing, distribution).  
Visitor Information Centre set-up costs including security deposit on rent, office equipment, cleaning supplies, furniture.
- 1.18
- 1.19 Includes pest control, mowing, brush clearing, ice clearance, repairs and maintenance.
- 1.20 Much more maintenance time required due mainly to leaks in the pool this summer. Leaks have now been repaired.
- 1.21 Transfer to the Utilities reserve was not budgeted, but followed per the Reserve Funds & Investment Policy passed this fiscal. The savings in street light power more than offsets this figure.
- 1.22 Without the added CFSC expenses, the total would be \$401,943.19.
- 1.23 Note that the official surplus/deficit figure may be different in the Audit. Deposits to the Operating Reserve are based on consolidated Audit figures.

**CAPITAL BUDGET**

- 2.1 Portion spent in 2024/25. Remaining interior repairs moved to 2025/26 fiscal budget (with permission of funder). Note: A second grant for the next phase of the project was received and parked in the Lido Reserve \$242,000.
- 2.2 Portion spent in 2024/25. Washroom retrofits and partial Lido retrofits moved to 2025/26 fiscal budget (with permission of funder).

#	Notes
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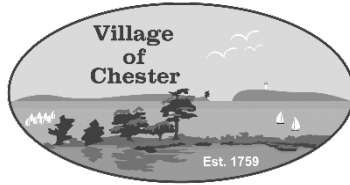
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- 2.3. This figure is a requirement of the federal grant agreement. Moved to 2025/26 fiscal budget.
- 2.4 Includes engineering and exterior wall repairs. The interior wall work to come is moved to 2025/26 fiscal budget.
- 2.5 RFPs pending for accurate cost estimates; also awaiting grant responses.

### **EMC BUILDING BUDGET**

- 3.1 Reserve funds transferred for 75% of roof project on Jul 12th.
- 3.2 Transfer to the EMC reserve depends on a surplus between rent paid and expenses to operate. There is no tax revenue included in operating this building.

## **Schedule 8.1**



### **Village of Chester Commission Request for Decision May 21, 2025**

**RE: Community Grant Applications 2025/26**

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#### **Issue Summary**

The Grant Policy states that all grant applications received by the April 1<sup>st</sup> deadline each year will be considered together for funding allocation at the May meeting of the Village Commission (see Clause 5 in the Policy).

The 2025/26 Village Budget allows for a total of \$10,000 to be disbursed.

#### **Background and Description**

Five applications have been received. The applications are from the Chester Art Centre, Chester Merchants Association, Chester Municipal Heritage Society, Chester Playhouse, and Chester Yacht Club.

These organizations have all been grant recipients in the past. A chart summarizing past grant awards is included for reference.

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 2024 (included).

#### **Options**

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 a future meeting. A deferment would still meet policy requirements.

Irrespective of the above, in future, the Commission may wish to consider (a) the level of annual grant funding and (b) whether to hold some funds back for late submissions. To do the latter would require amending the Grant Policy.

## 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 Art Centre – Mabon Harvest Lantern Festival | \$ _____ |
| b) Chester Merchants Association – Village Christmas   | \$ _____ |
| c) Chester Municipal Heritage Society – Canada Day     | \$ _____ |
| d) Chester Playhouse – Sarah Hagen Concert & Art Show  | \$ _____ |
| e) Chester Yacht Club – Chester Race Week              | \$ _____ |

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

## Attachments

- Grant Requests 2025/26 – Chart
- Grant Disbursement History – Chart
- Grant Policy and Evaluation Form
- Application packages x 5

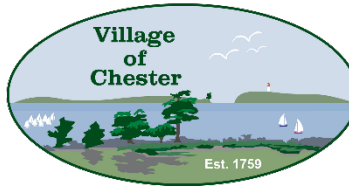
Village of Chester  
Community Grants - Requests

<b>Year</b>	<b>Organization</b>	<b>Project</b>	<b>Ask</b>	<b>Granted</b>
<b>2025/26</b>	Chester Art Centre	Mabon Harvest Lantern Festival	\$2,500	
	Chester Merchants Assoc	Chester Village Christmas	\$5,000	
	Chester Municipal Heritage Society	Canada Day Celebrations	\$4,000	
	Chester Playhouse	Sarah Hagen Concert/Art Show	\$5,000	
	Chester Yacht Club	Chester Race Week	\$1,000	
			<hr/>	
			<b>\$17,500</b>	
	<b>Funds available (GL 5582)</b>		<b>\$10,000</b>	

Village of Chester  
 Community Grants - Disbursement History (GL5582)

Year	Organization	Amount	Notes
<b>2024/25</b>	Chester Arts Centre - Artist & Makers Market	\$1,100	
	Chester Merchants Assoc - Village Christmas	\$2,700	
	Chester Municipal Heritage Society - Canada Day	\$2,700	
	Chester Playhouse - Natal Day Concert	\$2,700	
	Chester Yacht Club - Race Week	<u>\$800</u>	
	<b>Total</b>	<b>\$10,000</b>	
<b>2023/24</b>	Chester Arts Centre - Summer Festival	\$2,500	
	Chester Merchants Assoc - Village Christmas	\$1,000	
	Chester Municipal Heritage Society	\$3,000	
	Chester Playhouse - Public Re-opening	\$2,500	
	Chester Yacht Club - Race Week	<u>\$500</u>	
	<b>Total</b>	<b>\$9,500</b>	
<b>2022/23</b>	Chester Municipal Heritage Society	\$5,000	
	Chester Merchants Assoc - Village Christmas	\$300	
	Chester Yacht Club - Race Week	<u>\$400</u>	
	<b>Total</b>	<b>\$5,700</b>	
<b>2021/22</b>	Chester Municipal Heritage Society	\$5,000	<i>Returned unused \$2,110</i>
	Chester Art Society	\$500	
	Chester Playhouse	\$500	
	Chester Yacht Club	<u>\$500</u>	
	<b>Total</b>	<b>\$6,500</b>	
<b>2020/21</b>	Chester Basin Fire Commission	\$23	
	Everett Hiltz	\$340	
	Lisa Rhyno	\$129	
	Marsha Grist	<u>\$266</u>	
	<b>Total</b>	<b>\$758</b>	
<b>2019/20</b>	Chester Municipal Heritage Society	<u>\$10,000</u>	
		<b>\$10,000</b>	

<b>Repeat Organizations - Total Granted to Date</b>	
Chester Municipal Heritage Society	\$23,590
Chester Yacht Club	\$2,200
Chester Arts Centre/Society	\$4,100
Chester Playhouse	\$5,700
Chester Merchants Assoc	\$4,000



## Village of Chester Grant Policy

### 1. Background

Under the Municipal Government Act, Villages in Nova Scotia have the authority to advertise the opportunities of the village for business, industrial and tourism purposes and encourage tourist traffic, *with power to make a grant to a non-profit society for this purpose*. This is the only grant giving authority held by the Village.

### 2. Policy Objective

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 benefitting 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

### 3. Principles

The grant policy is based on the following:

- activities (e.g., festivals, art retreats, concerts, markets, etc.) should be celebratory in nature
- activities should help to grow the local tourism sector in a way that enhances the visitor experience and makes our community a more appealing destination
- the development of partnerships is important, and priority will be given to projects that encourage participation and funding by a variety of sources
- funding is dependent on both the assessment of the project's fit with the interests of the Village, and also the availability of funds within the annual budget
- funding priority will be for costs associated with implementation of an event or item
- Funds are approved only for the project submitted. Requests for changes to project plans, timelines, or new projects must be made in writing in advance of any spending.
- Unused project funds must be returned to the Village Office for redistribution.

#### **4. Eligibility**

- Organizations are only eligible for one grant from the Village each fiscal year
- The maximum amount available to any one organization is \$5000 annually
- If the request is for a contribution to a larger project, there must be a feasible overarching project plan and budget
- Only non-profit organizations are eligible for funding. Applicants may partner with others in the undertaking of the activity, or apply for funding to support their participation in an activity run by another party
- The project, activity or event must be designed to enhance the visitor experience or increase the appeal of the Village of Chester as a destination
- The project should respect the available village infrastructure (gathering space, parking, water, etc.)
- Applicants need to have a plan to attract visitors and participants to the event, while encouraging participation by Village residents
- Events which limit participation to members of an organization are not eligible for funding. Exceptions may be made where programs or initiatives are open to the public
- Churches/faith-based organizations are not eligible for funding.

#### **5. Application Procedure**

- Interested organizations must complete the Application for Grant and submit it to the Village Office
- Grant applications must be received by April 1st of each year
- A call for applications will be published in advance of the deadline
- Organizations who wish to make a presentation to a Commission meeting in addition to their application, may schedule up to 10 minutes for a presentation at a regular Commission meeting by contacting the Village Office
- 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.

#### **6. Evaluation**

Applications will be reviewed using the following evaluation criteria:

- Demonstrated impact to attract tourism
- Benefit to the community at large
- The organization has a demonstrated financial need for grant funding
- For large projects, evidence of project funding sources and partnerships other than the Village Commission
- The Village Commission reserves the right to approve or deny any project based on conditions and interests at the time of the application

## **7. Reporting**

After project completion, organizations are required to submit a Report Form and financial information that explains how the funds were spent and what outcomes were achieved. Future funding will not be provided to organizations unless report forms are submitted.

**Approved:** September 14, 2022

**Motion #** 22-109

**Amended:** May 10, 2023

**Motion #** 23-057

## 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.*

<b>Applicant Organization</b>	
<b>Project</b>	

CRITERIA	NOTES/SCORE
<b>Eligibility</b>	
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





## REQUEST FOR DECISION

Report to: Chester Municipal Council and Chester Village Commission  
Date: May 21, 2025  
From: Chester Fire Services Committee (CFSC)  
Subject: 2025/26 Capital Loan Approval & Guarantee

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### SUMMARY

The Chester Fire Services Committee, subject to the provisions in the Intermunicipal Fire Services Agreement (2022), Revising Agreement (2023) and new Second Revising Agreement (2025), requires a capital loan to proceed to Phase 2 final design of the new Chester Fire Station Project.

### BACKGROUND

The new Chester Fire Station Project is going into Phase 2 in 2025/26, i.e., final design and tender documents and will need to hire design, project management, and cost consultants to bring the project to the shovel-ready stage. The estimated cost of this work is **\$1,300,000**. Phase 2 will require a capital loan this fiscal year.

Some of the working documents the CFSC has been using for planning purposes are attached for reference, including:

- An overall Project Budget, based on the Phase 1 Class D construction cost estimate, plus costs already disbursed for the land purchase and hotel demolition, design and other soft costs, other capital costs, and net HST.
- A cash flow chart which shows the anticipated expenditures by fiscal year. The column breakdown for 2025/26 is highlighted to show the Phase 2 estimate.
- Financing calculations for a Phase 2 loan, with projected debt servicing. A draft debt payment is already included in the 2025/26 Fire & Protective Services Budget.

The CFSC intends revisions to the station concept design to reduce the Phase 1 building estimate in the Phase 2 process. A financing scenario tool for various project ceilings and their respective impact on the fire tax rate has been created. These scenarios will continue to be refined throughout Phase 2 to arrive at a realistic financing plan for Phase 3 construction, including grants and donations to offset the expenditure.

The CFSC recognizes the balance needed between the cost of building a station for the next 50 years and what ratepayers can accommodate. It is committed to prudent financial stewardship.

## THE REQUEST

Per the new Second Revising Agreement Clause 2:

The Municipality and the Village shall guarantee the approved borrowing of the Chester Fire Services Committee as required to implement the annual capital budget. As between the parties any payments by them pursuant to the guarantee shall be in the same percentage\* as required to fund the annual capital budget.

Therefore, the Chester Fire Services Committee, a body corporate under Section 60 of the *Municipal Government Act*, requests approval and guarantee of a \$1,300,000 capital loan to finance Phase 2 of the Chester Fire Station Project in 2025/26.

\*Note: Regarding “the same percentage as funded”: the partnership is 50-50%. The 2025 property assessment projects this year’s fire rate revenue remitted to the CFSC as 52% from Municipality residents and 48% from Village residents.

The Agreements also already contain direction around dispute or dissolution. The Agreements were signed for a span of 20 years, or 2022 – 2041.

## DRAFT MOTION

*That ~~the Chester Municipal Council~~ the Chester Village Commission approves the Chester Fire Services Committee’s 2025/26 capital borrowing plan to seek a loan of \$1,300,000 to finance Phase 2 of the Chester Fire Station Project and guarantees the loan repayment.*

## ATTACHMENT

- “Firehall budget charts Rev 7(a)”, as described in “Background” section.

**Preliminary Budget - using Phase 1 pre-design costs**

Project Name: Firehall Gross floor area 25,488 SF  
 Location: Chester  
 Revision # 7 (a)  
 Date: 04-May-25

	Item	Rate	Budget	Notes
<b>Site Acquisition</b>	Purchase price		\$625,000	Actual (HST incl?)
	Closing costs		\$51,936	Actual (HST incl?)
	<b>Total Site Acquisition</b>		<b>\$676,936</b>	
<b>Design</b>	Schematic design		\$117,500	Acre actual
	Final design incl arch & engineering	10%	\$1,260,000	RAIC scale
	Geotechnical		\$0	incl in Acre?
	Energy/LEED consulting		\$0	not included
	Materials testing		\$5,000	allowance
	Interior design & furniture		\$5,000	allowance
	Cost consulting		\$10,000	allowance for class B & A estimates
	Commissioning	0.5%	\$63,000	allowance
	Other consulting		\$20,000	allowance
	<b>Total Design</b>		<b>\$1,480,500</b>	
<b>Hard Costs</b>	Demolition		\$83,908	Actual (HST incl?)
	Site remediation		\$0	included in general contract
	General contract		\$12,555,100	Hanscomb Class D estimate 4 Sept 2024
	Well		\$30,000	allowance
	Sprinkler		\$0	not included, Hanscomb est \$150K
	Cistern		\$0	not included, Hanscomb est \$100K
	Geothermal heating		\$0	not included, Hanscomb est \$700K
	Solar power		\$0	not included, guesstimate \$50K+
	Landscaping		\$15,000	allowance
	<b>Total Construction</b>		<b>\$12,684,008</b>	
<b>Soft Costs</b>	Project management fees	2.5%	\$317,000	allowance based in industry standard
	Legal		\$5,000	allowance
	Accounting		\$5,000	allowance
	Permits		\$38,000	confirm rate
	Property taxes during construction		\$10,000	commercial assessment \$547K
	Printing/tendering/advertising		\$1,000	allowance
	Insurance during construction		\$210,000	based on CPH premium rate & time
	Interest during construction		\$210,000	half the cost for half the time at 5% pa
	Misc expenses		\$10,000	allowance
	<b>Total Project Management</b>		<b>\$806,000</b>	
<b>Furnishings &amp; Equipment</b>	Furnishings		\$35,000	allowance based on CPH
	Telephones and network gear		\$25,000	allowance based on CPH
	Computers and IT Equipment		\$25,000	allowance
	Appliances		\$15,000	Hanscomb
	Cleaning and maintenance equipment		\$0	re-use existing
	Other equipment		\$10,000	allowance
	Signage and wayfinding		\$20,000	Hanscomb
	Window treatments		\$5,000	allowance based on CPH
	Storage & filing systems		\$0	re-use existing
	<b>Total Furniture &amp; Equipment</b>		<b>\$135,000</b>	

<b>Start-up</b>	Cleaning		\$5,000	allowance
	Opening stock of supplies		\$5,000	allowance
	Property management services		\$0	
	Promotion and opening celebrations		\$5,000	allowance
	<b>Total Start-Up</b>		<b>\$15,000</b>	
<b>Contingency Allowances</b>	Design and pricing	20.00%	\$3,159,000	
	Escalation (time)	10.00%	\$1,580,000	
	Change orders	10.00%	\$1,580,000	
	<b>Total Contingency</b>		<b>\$6,319,000</b>	
<b>Project Cost</b>			<b>\$22,116,444</b>	
<b>HST</b>	Total HST	14%	\$3,488,000	rate as promised by NS gov't
	less HST rebates		(\$2,243,182)	100% of GST + 57.14% of PST
	<b>Net HST</b>		<b>\$1,244,818</b>	5.63%
<b>Total Project Budget</b>			<b>\$23,361,262</b>	

Total budget per square foot	\$917
Construction budget per sf (ex site)	\$890
Design costs % of construction	11.7%
Soft costs % of construction	6.4%
Contingency % of remaining cost	42.1%
Firefighting equipment not included	

**Chester Firehall**

**Rough schedule and costs by Fiscal Year**

Revised 23 Jan 2025

Retain Arch end Apr 2025  
 Finish construction documents end Jan 2025  
 Tendering Feb/Mar 2025  
 Constr start Apr-26  
 Constr finish Apr-27  
 Occupancy May-27

		expended		FY 2025-26		FY 2026-27		FY 2027-28		
Site	676,936	100%	676,936							100%
Design										
Concept	117,500	100%	117,500	0%	0	0%	0	0%	0	100%
Schematic	12.5% 157,500			100%	157,500	0%	0	0%	0	100%
Design Development	12.5% 157,500			100%	157,500	0%	0	0%	0	100%
Constr Docs	50.0% 630,000			100%	630,000	0%	0	0%	0	100%
Bidding	2.5% 31,500			100%	31,500	0%	0	0%	0	100%
Construction	22.5% 283,500			0%	0	85%	240,975	15%	42,525	100%
Commissioning	63,000			0%	0	50%	31,500	50%	31,500	100%
Other	40,000			25%	10,000	50%	20,000	25%	10,000	100%
Hard Costs										
Demol	83,908	100%	83,908	0%	0	0%	0	0%	0	100%
Well	30,000			100%	30,000	0%	0	0%	0	100%
GC	12,555,100			0%	0	80%	10,044,080	20%	2,511,020	100%
Landscaping	15,000				0	0%	0	100%	15,000	100%
Soft Costs										
PM	317,000			45%	142,650	45%	142,650	10%	31,700	100%
Permits	38,000			100%	38,000	0%	0	0%	0	100%
Interest	210,000			30%	63,000	50%	105,000	20%	42,000	100%
Insurance	210,000			0%	0	90%	189,000	10%	21,000	100%
other	26,000			0%	0	100%	26,000	0%	0	100%
F&E	135,000			0%	0	0%	0	100%	135,000	100%
Startup	15,000			0%	0	0%	0	100%	15,000	100%
Contingency	6,319,000			0%	0	75%	4,739,250	25%	1,579,750	100%
Subtotal	22,111,444		878,344		1,260,150		15,538,455		4,434,495	
Net HST	1,244,536		49,437		70,927		874,577		249,594	
Total	23,355,980		927,781		1,331,077		16,413,032		4,684,089	0
	-5,281									
<b>Rounded</b>			<b>930,000</b>		<b>1,330,000</b>		<b>16,410,000</b>		<b>4,680,000</b>	

## Financing Scenarios - Phase 2 in 2025-26 ONLY

### Assumptions

Assessment base	1,097,115,936	<i>Not including fire boat area</i>
Loan interest rate	5.20%	<i>Current bank lending rate</i>
Loan amortization years	20	

Project cost	1,330,000	<i>From cash flow tab</i>
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### Sources

CFSC Reserves	0
Donations	0
Grants	0
Borrowing	<u>1,330,000</u>
Total	1,330,000

Annual cost of borrowing	110,000	<i>Included in full total of Budget &amp; financing</i>
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Fire rate to support cost of borrowing	0.0100
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## **Village of Chester Commission Reimbursement Policy (2024)**

### **1.0 Purpose**

The Village of Chester will provide for the reimbursement of travel expenses incurred by a commissioner or employee while conducting Village business away from their regular office/workspace or the community.

### **2.0 Policy Statement**

This policy provides direction for the reimbursement of commissioners and employees for all reasonable and appropriate expenses for travel, meals, and accommodations incurred in the course of carrying out their duties and responsibilities and attending meetings, courses, seminars, or conferences approved by the Commission.

### **3.0 Guidelines**

- 3.1 The Clerk/Treasurer shall be responsible to implement and adhere to this policy.
- 3.2 Individuals must submit an Expense Claim to receive reimbursement.
- 3.3 Travel Expense Claims including receipts must be submitted within 30 days of completion of the travel.
- 3.4 Alcohol purchases are not an allowable expense for commissioners or employees of the Village while travelling for Village business and will not be reimbursed, except under provisions of the Village Hospitality Policy.
- 3.5 Entertainment/hospitality expenses are deemed to be unreasonable and will not be reimbursed, except under provisions of the Village Hospitality Policy.

### **4.0 Meal Allowances**

- 4.1 A reasonable out-of-pocket costs will be reimbursed for personal meals while travelling on Village business attending meetings. Itemized receipts are not required when claiming the maximum meal rate.
- 4.2 The cost of breakfast may be claimed only when travelling for more than one hour before the recognized time for the usual start of the day's work.
- 4.3 The cost of dinner may be claimed only when traveller is not expected to return home before 6:30PM.

4.4 Per diem maximum without receipts rates:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00
<u>Incidentals</u>	<u>\$10.00</u>
Total	\$80.00 per day

## 5.0 Eligible Vehicle Expenses

- 5.1 Where car travel is indicated as the most suitable mode of transportation, an employee may use their own vehicle and be reimbursed at the current Government of Nova Scotia Kilometrage and Transportation Allowance Rate ([kilometrage-and-transportation-allowance-rates-government-and-public-sector-body-employees-en.pdf \(novascotia.ca\)](https://www.novascotia.ca/government/kilometrage-and-transportation-allowance-rates-government-and-public-sector-body-employees-en.pdf) )
- 5.2 Car rental reimbursement will be made for rental of economy type cars at destination.
- 5.3 All parking expenses and bridge, highways, or ferry tolls will be reimbursed as appropriate (receipts required).

## 6.0 Travel Advances

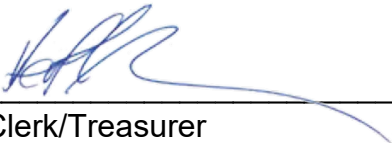
- 6.1 Estimates for travel, meals, and accommodations in excess of \$150.00 may require an advance paid to the traveller.
- 6.2 All travellers must complete and sign a Travel Advance Expense Claim prior to the issuing of a cheque.
- 6.3 Reconciliation of Travel Advance and actual Travel Expenses must be completed within 15 days on return.

## 7.0 Reporting Requirements

- 7.1 In accordance with the *Municipal Government Act*, an Expense Report that describes all the expenses incurred by Commissioners and the Clerk/Treasurer will be prepared for each fiscal quarter and posted on the Village website within 90 days of the end of each quarter.
- 7.2 By September 30<sup>th</sup> of each year, prepare and file an annual summary report of the previous fiscal year with the Minister of Municipal Affairs.
- 7.3 The Village Commission shall review this policy annually for presentation at the Annual Public Meeting and either re-adopt or amend the policy.

<b>Approved:</b> January 15, 2020	<b>Motion #</b> 20-159
<b>Amended:</b> June 22, 2022	<b>Motion #</b> 22-280
<b>Amended:</b> June 5, 2023	<b>Motion #</b> 23-070
<b>Amended:</b> <b>May 27, 2024</b>	<b>Motion #</b> <b>24-037</b>
<b>Amended:</b>	<b>Motion #</b>

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

  
 \_\_\_\_\_  
 Clerk/Treasurer

May 28, 2024  
 \_\_\_\_\_  
 Date

**Village of Chester Commission  
Travel Advance Request (2024)**

**Name:** \_\_\_\_\_

**Date(s) of Function:** \_\_\_\_\_

**Function:** \_\_\_\_\_

**Travel:** \_\_\_\_\_ km x \$0.5838 mileage rate = \$ \_\_\_\_\_

**Lodging:** \_\_\_\_\_ nights x \$ \_\_\_\_\_ room rate = \$ \_\_\_\_\_

**Meals:**

Breakfast (\$10 per day or receipt) \_\_\_\_\_ days = \$ \_\_\_\_\_

Lunch (\$15 per day or receipt) \_\_\_\_\_ days = \$ \_\_\_\_\_

Dinner (\$25 per day or receipt) \_\_\_\_\_ days = \$ \_\_\_\_\_

Incidentals (\$10 per day or receipt) \_\_\_\_\_ days = \$ \_\_\_\_\_

**TOTAL ADVANCE REQUESTED: \$** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Village of Chester Commission Expense Claim (2024)

Name: \_\_\_\_\_

Date(s) of Function: \_\_\_\_\_

Function: \_\_\_\_\_

TRAVEL	Quantity	Rate	Cost	Subtotal
Mileage	km	\$0.5838	\$	\$
Parking			\$	\$
Tolls			\$	\$
<b>Total Travel</b>				<b>\$</b>

LODGING	Quantity	Rate	Cost	Subtotal
Hotel/Inn	nights	\$	\$	\$
<b>Total Lodging</b>				<b>\$</b>

MEALS	Quantity	Rate	Cost	Subtotal
Breakfast	days	\$15	\$	\$
Lunch	days	\$20	\$	\$
Dinner	days	\$35	\$	\$
Incidentals	days	\$10	\$	\$
<b>Total Meals</b>				<b>\$</b>

OTHER		Subtotal
Description		\$
Description		\$
<b>Total Other</b>		<b>\$</b>

minus Advance (if any) \$(\_\_\_\_\_)

**TOTAL EXPENSE CLAIM:** **\$** \_\_\_\_\_

I hereby certify that the expense(s) claimed are correct and that the expenditure was incurred on government business.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



## **Village of Chester Commission Hospitality Policy (2024)**

### **1.0 Purpose**

The Village of Chester recognizes that gifts and hospitality related activities are, at times, appropriate and legitimate expenses to support the Village's strategic and business objectives. The offering of gifts and hospitality will be done in such a manner to safeguard the appropriate use of public funds.

### **2.0 Policy Statement**

This policy provides direction and guidance with respect to the offering of hospitality in an accountable and economical manner for the facilitation of government business and/or for reasons of diplomacy, protocol, business development, or promotional advocacy and not provide any personal benefit to commissioners or employees of the Village.

### **3.0 Hospitality**

3.1 "Hospitality" and "hospitality event" is defined in this policy as a reception, ceremony, conference or other group event that involves hosting individuals from outside the Village. Hospitality may be offered under the following circumstances:

- a) Hosting dignitaries;
- b) Engaging in official public matters with representatives from other governments;
- c) Hosting business, industry/labour leaders, or other community leaders;
- d) Sponsoring or hosting conferences;
- e) Hosting ceremonies or recognition events; and
- f) Other official functions, as approved by the Village Commission.

3.2 "Hospitality expense" is defined in this policy as the cost of meals/catering and beverages, rented meeting space/accommodation, gifts, event staffing, and other expenses associated with the act of holding, hosting, or sponsoring a hospitality event.

### 3.3 Alcohol

a) While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality is deemed an acceptable expense in limited circumstances. Any request for approval to serve alcohol at a hospitality event requires prior approval by the Village Commission.

b) All representatives and employees of the Village are expected to act responsibly in the care and well-being of themselves and their guests with respect to the provision of alcohol. Food must be served at all events where alcohol is provided for hospitality purposes, and non-alcoholic beverages must also be available.

c) All applicable liquor laws and licensing requirements must be adhered to in addition to the principles of this policy.

d) Per the Reimbursement Policy, alcohol is not an allowable expense for commissioners or employees of the Village while travelling for Village business.

### 3.4 Gifts

a) For reasons of diplomacy, protocol, business development, or promotional advocacy, the giving of token gifts to individuals who are not employees or representatives of the Village is sometimes appropriate.

b) Any giving of individual gifts exceeding \$50 in value requires prior approval by the Village Commission.

## 4.0 Prior Authorization

4.1 Subject to this policy, all hospitality events require prior authorization by the Village Commission. A hospitality event requires the following information for prior authorization:

- a) Rational/purpose of the event;
- b) Estimated number of attendees and their respective affiliations;
- c) If alcohol is to be provided at the event, reasons the provision of alcohol is appropriate and warranted in the circumstances; and
- d) Estimate itemized hospitality expenses, including gratuities and supplementary expenses.

4.2 In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and a document outlining the reasons prior approval was not possible.

**5.0 Submission of Expenses**

5.1 It is preferred that hospitality expenses shall be incurred directly by the Village by way of direct billing or use of the corporate credit card and not by way of reimbursement of expenses incurred by a commissioner or employee.

5.2 Any hospitality expenses incurred by individuals must be submitted on a Hospitality Expense Claim form. The completed expense claim must be submitted to the appropriate signing authority within 30 days after the hospitality event, along with a copy of the approved authorization documentation or explanation, per clause 4.1 and 4.2.

**6.0 Reporting Requirements**


6.1 In accordance with the *Municipal Government Act*, a Hospitality Expense Report that describes all the hospitality expenses incurred by the Village will be prepared for each fiscal quarter and posted on the Village website within 90 days of the end of each quarter.

6.2 By September 30<sup>th</sup> of each year, prepare and file an annual summary report of the previous fiscal year with the Minister of Municipal Affairs.

6.3 The Village Commission shall review this policy annually for presentation at the Annual Public Meeting and either re-adopt or amend the policy.

<b>Approved: Jun 18, 2024</b>	<b>Motion # 24-047</b>
<b>Amended:</b>	<b>Motion #</b>

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

  
\_\_\_\_\_  
Clerk/Treasurer

Jun 19, 2024  
\_\_\_\_\_  
Date



## **Village of Chester** **Property Tax Exemption Policy *2025 Draft Amendment***

The *Municipal Government Act*, Section 69, permits a Municipality to grant a tax exemption for low-income earners. Sections 429 and 440(1) permit a Village to do the same.

### **1.0 Scope**

It shall be the policy of the Village of Chester to have clear terms and conditions to provide annual partial property tax relief for low-income property owners.

1.1 Income means a person's total income (total income before deductions) from all sources for the calendar year preceding the fiscal year of the Village of Chester, excluding any allowances paid pursuant to the War Veterans Allowance Act (Canada) or Pension paid pursuant to the Pension Act (Canada) and includes:

- i. The income of all assessed owners, their spouse(s), including common law spouses who occupy the property as their principal residence;
- ii. The income from members of the same family residing in the same household, who contribute to the household expenses; and
- iii. Those who hold an interest in the property and contribute to the household expenses.

1.2 Owner and those who hold an interest in the property includes:

- i. The person assessed for the property;
- ii. A person who holds title including a part owner, joint owner, tenant in common, or joint tenant of the property; and
- iii. A person with a life interest in the property; and
- iv. A person with a matrimonial interest.

Not included are those with a leasehold interest and those with an interest under an agreement of purchase and sale.

1.3 Principal Residence is the ordinary place of residence for a greater part of the year of an owner as well as an owner in a hospital or nursing care facility, unless that person has not slept at the property for a period of two (2) years or more, or unless the property has been rented to paying tenants, in either of which event, the property shall be deemed to cease being the owner's ordinary place of residence.

1.4 Same family in section 1.1(ii) defined as including, but not limited to children, or stepchildren connected to at least one of the legally married or common-law couples included in 1.1(i).

**2.0** The Director of Finance of the Municipality shall grant an exemption as follows:

- i. For owners with an income Level of \$20,000 or less the exemption shall be the lesser of ~~\$524.00~~ **\$536** or the tax on the Village of Chester area rate only.
- ii. For owners with an income Level of \$20,001 to \$29,999 the tax exemption shall be the lesser of ~~\$366.00~~ **\$374** or the tax on the Village of Chester area rate only.
- iii. For owners with an income Level of \$30,000 to \$40,000 the tax exemption shall be the lesser of ~~\$262.00~~ **\$268** or the tax on the Village of Chester area rate only.

**3.0** A person or persons applying for an exemption must:

- i. Make an affidavit:
  - a) Regarding his/her income from all sources in the calendar year preceding the Municipal taxation year for which the exemption is sought. Satisfactory verification of income must be presented to substantiate the exemption. Exemption form attached as Schedule "A".
  - b) Verify that any person who either holds an interest in the property or are family members residing in the same household, whose income is not included in household income pursuant to clause 1.1 (ii), does not contribute to paying household expenses.
  - c) Provide satisfactory verification of income to substantiate the exemption. Satisfactory evidence includes a CRA notice of assessment, GST/HST credit notice, and copy of tax return prepared by a third-party tax preparer.
- ii. Apply for the exemption each year prior to March 31<sup>st</sup> of the Municipal taxation year.

**4.0** The exemption shall only apply to a property where at least one of the assessed owners occupies it as his/her principal residence.

**5.0** Prior to an exemption being granted, all outstanding debts to the Municipality, which are not a lien on the property, shall be paid in full. This would include any fees such as building permit fees, landfill tipping fees, recreation fees, etc.

**6.0** A refusal to grant an exemption pursuant to this Policy may be appealed to Village Commission.

**7.0** Annually, tax exemption income levels and the exemption amounts will be adjusted as follows:

- i. Annual adjustments in the income levels, below which an exemption for taxation is granted, will be adjusted by either the annual increase in CPI for Nova Scotia or to the extent that village commission considers appropriate.
- ii. Annual adjustments in the scale of exemption amounts granted will be adjusted by either the annual increase in the average residential tax bill for the general tax rate, and waste collection and disposal area rate, and the tax on the Village of Chester area rate, or to the extent that village Commission considers appropriate.

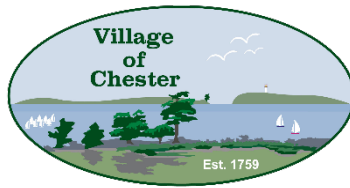
<b>Approved:</b> Jul 8, 2020	<b>Motion #</b> 20-230
<b>Amended:</b> Sep 24, 2020	<b>Motion #</b> 20-259
<b>Amended:</b> Oct 13, 2021	<b>Motion #</b> 21-132
<b>Amended:</b> Oct 12, 2022	<b>Motion #</b> 22-117
<b>Amended:</b> Nov 8, 2023	<b>Motion #</b> 23-115

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

\_\_\_\_\_  
Clerk/Treasurer

\_\_\_\_\_  
Date

## Schedule 8.4



### Village of Chester Commission Memorandum April 9, 2025

## RE: Parking on Lido Lawn

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### Issue Summary

It was brought to staff's attention that users of the nearby wharf frequently park on the grass of the parkette between the Lido/Public Washroom building and the parking lot, raising the question of public safety for those using the parkette. The Village owns this property. See photo below as an example:



### Background

The wharf in question, barely visible in the far right of this photo, is typically used by pleasure boaters. Parking is at a premium in the Parade Square area, with the Chester Yacht Club, public washroom, Lido Pool and the wharf contained in a small area.

The first car in the photo is stopped right next to a picnic table. There are picnic tables and benches throughout the park green space for public use. This kind of unofficial mixed use could result in a vehicle injuring a member of the public (possibly resulting in an injury claim on the Village insurance) or damaging the furniture and lawn.

### **Options**

1. The Commission may wish to consider installing plants/shrubs or a low fence to discourage drivers from encroaching so far onto the grass.
2. The Commission also may wish to consider creating parking spaces in the area and moving the lawn furniture to create shared space.
3. The Commission may wish to defer acting to define the space for a future fiscal year.

### **Considerations**

- Financial Impacts
  - The installation of plants and/or fencing would have a cost. Estimated costs can be sourced upon request and a funding source be recommended.
- Policy Impacts
  - As a public sector entity, the Village Commission is responsible for risk management on its properties for public safety.

### **Recommendation**

Staff await direction from the Commission on next steps, if any.