



**Village of Chester Commission
Regular Monthly Meeting
November 18, 2015**

Present: Ray Cambria, Commissioner; Bill Zinck Jr, Chair; Michael Heisler, Vice-Chair; Dave Foley, Commissioner; Iris Tolliver, Clerk Treasurer

Regrets: Bill Nauss, Commissioner

There was one person in the Public Gallery.

1.0 Call to Order

Chair Zinck called the meeting to order at 7:00 pm.

2.0 Approval of Minutes

- a) **MOTION: Michael Heisler moved, Dave Foley seconded, the approval of minutes from October 14, 2015 meeting, with the change to page 2, #7, 3rd from last paragraph, should be Chair Zinck instead of Chief Zinck. Carried.**
- b) Chair Zinck stated there were In Camera meetings October 19, November 4, November 7 re Fire Service Contract.
Chair Zinck stated there were Committee of the Whole meetings October 21 and October 28.

Motion

3.0 Additions to the Agenda & Approval of Agenda

MOTION: Ray Cambria moved, Dave Foley seconded, the approval of the agenda for November 18, 2015 as presented. Carried.

Motion

4.0 Business Arising from Previous Minutes

- a) Previous motion re usage of Fire Trucks
Ray Cambria said the above mentioned motion needs to be clarified and will be taken back to the next COW meeting.

5.0 Election Day By-Law

Iris Tolliver stated that these changes need to be made to section 2b and 2g, to the By-Law to bring it in-line with the Municipal Government Act (MGA). A motion needs to be made to accept the amendment and then sent in for Ministerial approval.

MOTION: Dave Foley moved, Ray Cambria seconded, to make the recommended changes to the Election Day By-Law and send the amended by-law for Ministerial approval. Carried.

Motion

6.0 Reports

a) Fire Chief's Report

Chief Richardson stated that since the last meeting there have been 8 call outs consisting of 1 alarm, 2 MVC's, 1 structure, 2 garbage fires, 1 garage fire and 1 mutual aid to New Ross.

Training session are winding down as holiday season is approaching.

November 7th and 8th First Aid and CPR was held with 10 people attending.

The fire boat will soon be coming out of the water with the weather getting colder and it will be winterized at Honda Powerhouse.

6.0 **Reports** (continued)

a) **Fire Chief's Report** (continued)

The old building looks good and wondering when phase two will be done on the small out building. There has been some discussion on 'if a mini-split heat pump was going to be installed' in the fire hall for air conditioning in the summer time.

The appreciation night held at Oak Island Inn for the fire service in the Municipality was well attended by our department. We had three pieces of equipment at the dinner that were all manned in case of a fire call.

We are working on budget items and trying to stay within budget but with the Canadian dollar being so low it is hard to do. Our budget this year may have some items over and some items under, but we are trying to get the most out of what we have to work with.

The training budget will be over as we have 8 new members, and some older members are showing more interest in the training sessions.

Commissioner Heisler congratulated the department on the number of people taking training.

MOTION: Michael Heisler moved, Ray seconded, the approval of the Fire Chief's report. Carried.

Motion

b) Committee of the Whole (COW) Report (Oct 21 7 Oct 28/15)

Ray Cambria reported that two meetings were held – Oct 21 & Oct 28th.

Oct 21/15 COW meeting

- ◆ Lake Boat – proceeding satisfactorily
- ◆ PSI Compressor – proceeding satisfactorily
- ◆ Election Day By-Law – this issue has been concluded with the above motion
- ◆ Protocol for meetings – this was discussed and is an agenda item for this meeting
- ◆ Purchasing Policy involving the tender for the repair work for the Fire Hall – tabled until the next COW meeting
- ◆ Records Management - discussed and is an agenda item for this meeting

Oct 28/15 COW meeting

- ◆ Election Day By-Law – on this meeting's agenda
- ◆ PSI Compressor – on this meeting's agenda
- ◆ Purchasing Policy – the commission feels it needs to tighten up the Purchasing Policy and will be taken back to the next COW meeting
The MASH template is being looked at, which is a standardized template
Which will produce a tender that clearly outlines what the company tendering needs to have in place

c) **Financial Reports**

Iris Tolliver distributed and reviewed the Financial Report:

>Village Account - \$157,860.84

>EMC Account - \$34,801.35

>Fireboat Account - \$19,217.74

>Visa Statement, as requested, is attached and the investments statements.

6.0 Reports (continued)

c) Financial Report (continued)

Chair Zinck asked about the service charge/record keeping. Iris Tolliver said fees are charged, but the cheques are free.

MOTION: Ray Cambria moved, Mike Heisler seconded, the acceptance of the financial report as presented. Carried.

Iris Tolliver distributed the Year-to-date report as of November 17, 2015. General Ledger #5120 Training budget of \$20,000.00 and at 70% through the fiscal year, the amount spent on this GL is \$30,000.00. Overall budget is at 41%.

Discussion was held on training for the fire boat. Iris Tolliver stated there is no training budget for the Fire Boat.

Chair Zinck asked the Clerk Treasurer to check to see where the training came from for the last training, and report on this at the next COW meeting.

The issue of adding a training budget to the Fireboat accounts for the next year budget, will be discussed at the next COW meeting.

Commission Foley congratulated the Chief and department for the recruitment.

Motion

7.0 New Business

a) Meeting Protocol

Ray Cambria stated the background with this issue and that the goal is to give the public an opportunity to see the agenda and then ask questions at a following meeting. However with the Fire Contract taking up so much time, it was agreed to table this issue until the Fire Contract is settled.

b) Re-structure of meetings

It was agreed to table this issue as well, until the Fire Contract is settled.

c) Records Management

Iris Tolliver stated the change was to add electronic filing to the policy.

Dave Foley suggested tabling this issue for the next COW meeting, as there is an Act from 2006, regarding storage of information in a US based companies. It was agreed to take this issue to COW.

8.0 Any Other Business

a) Carol Nauss – Chester Municipal Heritage Society

Carol stated she was looking for a decision to see if the Village is interested in being involved with the 150th Celebration in 2017.

Carol stated that Heritage properties could be identified with signs for walking tours, tourists, boaters, etc. View plains could be established at various sites. The Heritage Society has agreed to supply website space and the information on the sites.

Discussion was held.

Carol stated that this is a possible project for the 150th Celebration for the Village and the Municipality.

Commissioner Foley asked if it would be possible to quantify what the Heritage Society is looking for.

Carol stated to do this she would need the Village View Plains to be identified. Prices of signs would vary on the size of the signs.

8.0 Any Other Business (continued)

a) Carol Nauss – Chester Municipal Heritage Society (continued)

View plains could be at 1) Ferry Terminal; 2) down by Admiral Piers'; 3) Lido Pool; 4) Jib Lot.

Carol could do prices based on signs made for Lordly Park.

This item will be tabled for the next COW meeting to discuss.

b) Clerk Report

Rescue Boat – The purchase order has been issued and the boat has been ordered from Bridgewater Honda.

Compressor Room Key Fob's have been installed and the two rooms upstairs. The Christmas Wreaths should be up next week; they will be ready for pickup on Monday.

Speed Sign is somewhat cumbersome as it is on a trailer, and has to be put away every night and put out every morning.

Iris met with Steve McQueen, RCMP, and they would able to place it, but not only in Chester, if given to them to use.

Discussion was held.

MOTION: Ray Cambria moved, Dave Foley seconded, that the Clerk Treasurer be authorized to loan the speed sign to Chester detachment of the RCMP, for use as they see fit, on an annual basis and have Sergeant McQueen come back annually to give a report on the usage and effectiveness.

Michael Heisler asked for an approximate cost of the speed sign; Iris will get back with a figure. **Carried.**

The PSI Compressor has been placed on the NS Procurement website. No responses have been received, so Iris is going to email it to the two companies who previously responded.

MOTION: Dave Foley moved, Michael Heisler seconded, the acceptance of the Clerk's Report. Carried.

Motion
Iris Tolliver

Iris Tolliver

Motion

9.0 Correspondence

1 - Email was received from Pat Joudrey re a movement re Paris attack. Iris read the email.

2 - MODC – a letter was received re proposed re-zoning on Duke and Water Street re the proposed Inn. It notified of a Public Information Meeting.

MOTION: Ray Cambria moved, Michael Heisler seconded, the acceptance of the correspondence. Carried.

Motion

10.0 Adjournment

Chair Zinck adjourned the meeting at 8:20 pm.

William Zinck
Commission Chair

Maxine Veinot
Administrative Assistant