

PUGWASH VILLAGE COMMISSION
Regular Meeting #441
12th September 2022 at 7pm
Board Room, Pugwash Village Hall

Meeting Number 441

1 CALL TO ORDER

- 1.1 Vice Chair Brent Wilson called the meeting to order at 7pm.
- 1.2 **Territorial Acknowledgment** – read by Commissioner Wilson.

2 ROLL CALL

- Commissioners: Chair Brent Wilson
Commissioner Roger Mundle
Commissioner Dave MacEwan
Commissioner Anderson
- Staff: Clerk Treasurer, Lisa Betts (recording secretary)
- Regrets: Commissioners Sue Duncan

3 APPROVAL OF AGENDA

IT WAS MOVED by Commissioner MacEwan and seconded by Commissioner Mundle to approve the agenda as presented. MOTION CARRIED

4 APPROVAL OF MINUTES

- 4.1 **IT WAS MOVED by Commissioner Mundle and seconded by Commissioner Anderson to approve the minutes of regular meeting 440, August 8th 2022. MOTION CARRIED**
- 4.2 **An *in camera* meeting was held after the regular August 8th meeting.**

5 BUSINESS ARISING FROM THE MINUTES

- 5.1 **Community led project – Farmers' Market**
Councilor Houghtaling was asked to report from the gallery. The platform is complete. The lights and electrical work is complete. The outdoor furniture is on site, although currently kept in inside for security. Most of the funding has been spent.

6 ACTION LIST

- 6.1 **Playground audit and Fit Trail equipment**
A conversation with Cumberland Trails resulted in an offer to take some of the fit trail equipment. Further discussions with staff at the Municipality are pending.

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- 6.2 **NS Department Public Works – miscellaneous complaints/issues**
Communications were sent but no reply yet received. Correspondence will be re-sent.
- 6.3 **Village Hall front door – auto-opening hardware**
This project is complete and under budget.
- 6.4 **Plaque**
The preferred version among commissioners has been ordered.
- 6.5 **CN Station - Story Board project**
Complete.
- 6.6 **CN Station – Wi-Fi**
The Wi-Fi signal is likely adversely affected by the solid structure of the building and increased traffic on a Saturday from vendors and shoppers. The Clerk will continue to look for options. North Nova Cable which is now offering fiber optic connections.
- 6.7 **Public Works building (old fire hall) – volunteers paint/apply siding**
The Village insurance company is concerned about volunteers working on Village property as they are unlikely to have individual coverage.
- 6.8 **NS Department Municipal Affairs and Housing – strategic planning workshops**
The September date was cancelled. A new date will be determined.
- 6.9 **Municipality – guaranteed funding for recreation**
This request from Councilor Houghtaling was not successful last year. The Municipality's programming in Pugwash this year ended up being sparse and insufficiently staffed. The Commission will be discussing staffing and the budget soon. If asked, Councilor Houghtaling agreed that she will approach the Municipality again about a guaranteed funded amount for recreation in Pugwash, administered by the Village.
- 6.10 **Staff benefits**
Will be part of the Commission's discussion on staffing and budget.

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7 PRESENTATION

7.1 Cumberland Business Development Corporation (CBDC) – Justin Ott, Business Development Officer

In existence for 37 years, dispersing over 823 loans worth over \$25 million in funds. CBDC plans to have an increased presence in the County. A county wide chamber of commerce is in development with benefits potentially more than defraying the cost of membership. Training and support services for small businesses is available from CBDC at no fee.

8 CORRESPONDENCE

8.1 Doctor Recruitment committee

Invitation to include representation from the Commission. Meetings are currently set for afternoons which conflicts with regular working hours. Commissioner Duncan will be Village Commission representative, with Commissioner MacEwan as an alternate.

8.2 Communities in Bloom

Thank you for participation in the meeting with the national judges in July.

9 COMMITTEE REPORTS

9.1 Standing Committees

9.1.1 Accessibility [Betts]

No report

9.1.2 Association of Nova Scotia Villages (ANSV) [Duncan]

Commissioner Duncan and the Clerk will be attending the annual conference and AGM in Bible Hill. Pugwash is hosting the AGM next year. Inquiries indicate that Thinkers Lodge is available.

9.1.3 Audit Committee [Duncan]

No report.

9.1.4 CN Train Station [MacEwan/Wilson]

Councilor Houghtaling, Chair of the committee, reported that an initial meeting had been held at the train station. A tour of the building clarified what may be possible for the space. Items discussed were the Terms of Reference, Committee membership, removal of the old oil furnace and options for use of different spaces within the ground floor of the building. Funding opportunities for renovations will be discussed. The Commission

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will discuss if a rental agreement should be drawn up for for-profit users. It is hoped that renovations can be complete for an opening in Spring 2023. Commissioner MacEwan read out the proposed Terms of Reference of the Train Station Committee (see attached).

9.1.4.1

IT WAS MOVED by Commissioner MacEwan and seconded by Commissioner Mundle to approve the Terms of Reference of the Train Station Committee. MOTION CARRIED

9.1.4.2

Committee chair Houghtaling read out the names of the proposed committee:

Jennifer Houghtaling - Chair - (Farmers' Market)

Pat MacInnis (Farmers' Market)

Brent Wilson (Village Commission)

Dave MacEwan (Village Commission)

Harvey Gullon (North Cumberland Historical Society)

Vivien Godfrey (North Cumberland Historical Society)

Lisa Betts (Village staff)

Rebecca Taylor (Farmers' Market staff)

9.1.4.3

IT WAS MOVED by Commissioner MacEwan and seconded by Commissioner Anderson to ratify the proposed committee members of the Train Station Committee. MOTION CARRIED

9.1.5 **Policy Review** [MacEwan/Wilson]

No report

9.2 **Special Committees**

None

9.3 **Advisory Committees**

None

9.4 **Community Committees or organizations with Village Commission/staff representation.**

9.4.1 **Communities in Bloom (CIB)** [Betts]

The Commission agreed to cost share in the volunteer appreciation luncheon planned for October 18th.

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Two new bike racks were bought by CIB and installed by the Village. They can be removed to make room for winter snow removal. There is one outside of the CN Train Station and one near Monty's at the top of the playground flower gardens. Thanks to Communities in Bloom.

9.4.2 **Physician Recruitment and Retention** [Duncan/MacEwan]
Bill Martin reported from the gallery that a site visit by a potential recruit is expected in October. Martin that the new doctor expected to move to the area soon, as reported in the previous commission meeting, has not yet signed a contract.

9.5 **Clerk Treasurer's Reports**

9.5.1 **Book of Condolence – to the family of Queen Elizabeth**
The Municipality of Cumberland County has started a book of condolence that could be brought to the Village Hall in the next short while. The Commissioners agreed it should be hosted at the Village Hall.

9.5.2 **Financials**
An unaudited financial statement was presented. The Clerk will arrange a time with the Commissioners to explain how Municipal finances are presented.

9.5.3 **Tractor tires**
Rear tires are due for replacement before winter. Various options have been investigated and were presented. The Clerk recommended the option of purchasing them on rims for convenience and long term costs.

11 MOTIONS

11.1 None.

12 NOTICE OF MOTION

12.1 None.

13 NEW OR OTHER BUSINESS

13.1 The next regular Village meeting will be 17th October, 2022.

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14 ADJOURNMENT

14.1 The meeting was adjourned at 8:12pm by motion from Commissioner Mundle.

Respectfully submitted
Lisa Betts
Clerk Treasurer

Chair _____

Clerk Treasurer _____