

PUGWASH VILLAGE COMMISSION  
Regular Meeting #295  
21st February 2011 at 7pm  
Pugwash Village Hall

**Minute Number 295**

**PRESENT**

Rod Benjamin, Dave Farley, Linda Langille, Danny Brooks

**REGRETS**

Jim Whitman

**RECORDING SECRETARY**

Lisa Betts

**CALL TO ORDER**

295.1 The Commission of the Village of Pugwash met on 21st February 2011 in the Boardroom of the Village Commission Hall.

295.2 Commission chair, Rod Benjamin called the meeting to order at 7pm.

**APPROVAL OF AGENDA**

295.3 **MOTION:** It was moved by Commissioner Farley and seconded by Commissioner Langille that the Agenda be approved as read.

**MOTION CARRIED**

**APPROVAL OF REGULAR MINUTES**

295.4 **MOTION:** It was moved by Commissioner Farley and seconded by Commissioner Brooks that the Minutes of Regular Meeting 294 held on January 17<sup>th</sup>, 2011 be approved as presented.

**MOTION CARRIED**

**TREASURER'S REPORT**

295.5 The Clerk Treasurer presented the Treasurer's report (see attached). Commissioner Farley asked if it were possible for the Treasurer's report to be made available a few days prior to the meeting to allow for more time to review the information before the meeting.

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295.6 The Clerk requested for a motion relating to the Line of Credit with the local Scotiabank branch for their records.

**295.7 MOTION: It was moved by Commissioner Farley and seconded by Commissioner Brooks that the Commissioners of the Village of Pugwash should continue to retain the existing Line of Credit of \$25,000 on account # 10413 0019615 at Scotiabank for the use of the Village of Pugwash .**

**MOTION CARRIED**

295.8 The Clerk asked for the Commissioners to find a convenient date for a preliminary budget meeting. Chair Benjamin announced he will be out of the country for the next five to six weeks. The remaining Commissioners agreed to meet next on March 2<sup>nd</sup> at 10am.

**BUSINESS ARISING FROM THE MINUTES**

295.9 No business to report that is not included elsewhere in the agenda

**PRESENTATIONS**

**295.10 Corporal Marilyn Sexton, Pugwash detachment of the RCMP**

See attached report. Corporal Sexton explained about how staffing has changed in recent times and asked for input on any particular issues in the community that should be included in the RCMP Annual Performance Plan for the area. Parking and vandalism were the most prominent issues raised.

**OLD BUSINESS**

**295.11 Nova Scotia Utilities and Review Board (UARB)**

In a letter to the UARB dated January 31<sup>st</sup>, the Appellants lawyer asked for an update of how the application was proceeding. The UARB responded in a letter dated February 9<sup>th</sup> stating that as their latest decision concerning the Village of Pugwash was less than a year ago, they should defer any further hearing until some more time had elapsed, giving the Pugwash Village Commission "greater opportunity to review, and possibly revise, its approach on key matters..."

**295.12 Freedom of Information Request**

This has been completed within the (extended) time allotted. The remainder of the estimated amount has been invoiced and an invoice for additional time

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spent on the request has also been sent. The Applicant is out of the country until late March.

**295.13 Newsletter**

Some copy has arrived and the Clerk will start working on the newsletter this week with publication aimed for early/mid March. More copy from Pugwash organizations is still welcome.

**295.14 NSPI - Newly Installed lights**

Three new 100W sodium lights have been installed. One replaces the magnesium light at the north end of the municipal parking lot and another has been added at the other end of the same parking lot. The third light has been installed on an existing pole between the train station and Harrison's lumber yard.

**295.15 NSPI - Non-operating street lights**

The Clerk will map out where Village street lights have been installed and then, some evening soon, take inventory as to which ones are working correctly and report this to NS Power.

**295.16 Library - bookcase**

Commissioner Brooks reported that the bookcase has been installed.

**295.17 Parking**

A letter has been sent out to all business owners along Water Street expressing continued concerns over parking and snow removal (see "Correspondence" below). Winter storms have made a relentless impact on the area since the last meeting, delaying any further work on extending parking to the property behind the drug store and further complicating parking problems. The Clerk reported that the idea of the added parking has been met positively in casual contact with local residents/employees.

The Clerk met with the Scotiabank manager and staff to discuss parking ideas and mitigation efforts. There is to be another meeting in a few months. In discussing reasons as to why there is reticence to use the Municipal parking lot on the waterfront, one of the reasons cited was security. The Clerk will investigate if any of the existing security cameras can be repositioned to cover the parking lot.

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**295.18 Signage – gateway signs**

Stormy winter weather has prevented access to the existing signs for examination and to take measurements, slowing down this project. Two companies have been approached and estimates should be received by the time the signs are discussed at a budget meeting.

**295.19 Snow removal bylaw**

The Clerk presented a newly worded bylaw using the content of the previously passed bylaw (November 22009) with the structure of a bylaw model produced by the Association of Municipal Administrators, NS. It is yet to be determined as to by whom or how the bylaw would be enforced.

**295.20 MOTION: It was moved by Commissioner Farley and seconded by Commissioner Langille that the snow removal bylaw be tabled until the next regular meeting.**

**MOTION PASSED**

**295.21 Outdoor ice rink - insurance**

An addition \$67 is required to cover the insurance for the ice rinks.

**295.22 Outdoor ice rink – thanks**

Thanks will be sent to Alex Parker and his helpers for all their hard work putting together the ice rink. Thanks will also be sent to the Pugwash Fire Department for the use of their trucks and equipment to flood the rink. Inclement weather has slowed the progress and limited the use of the rink, but it has been used nonetheless. Bigger and better plans are under way for next year. Research is being done to look at white plastic liner that is of a quality that it could be reused.

**295.23 Use of Village Hall**

Users of the Hall other than for regular bookings are:

- The Board Room and C@P site are being used on Tuesday afternoons for a six week beginners' computer course run through the Cumberland Regional Library.
- February 14<sup>th</sup>. Colchester Cumberland Windfields – presentation looking for investors for wind turbines. This company has a project nearing completion at Spiddle Hill near Tatamagouche. Investors are encouraged to invest through the Province's Community Economic Development Investment Fund (CEDIF)

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- February 17<sup>th</sup>. HarbourFest AGM and general meeting were held in the Board Room.
- A free first aid and CPR course through *Maggie's Place* was held February 5<sup>th</sup>
- Safe food handling course is planned for March or April (Note: this item was a late addition to the agenda)

**295.24 Pugwash and Area Community Master Plan – Steering Committee**

The first meeting was held February 14<sup>th</sup> in the Pugwash Village Clerk's office with:

- Cumberland County CAO, Rennie Bugley
- CREDA Community Field Officer, Ron Robinson
- Pugwash and Area Chamber of Commerce (PACC) director and past Vice President, Peter Finley
- Pugwash Village Clerk, Lisa Betts.

CAO Bugley has enthusiastically embraced the Master Plan and would like for the steering committee to follow the suggestions as closely and expediently as possible. The committee discussed organization structure and of how to call for working/action groups that would ultimately report to the Steering Committee.

**295.25 Visitors' Information Kiosk**

The Clerk reported that it was in April of 2010 that the Commission agreed to look for funding for a Visitors' Information Kiosk. Due to personnel changes at the time, this was never completed. The funding program of that time is no longer available. However, it has been replaced by a different program that is more flexible in its timelines. The Clerk can move forward with applying for these funds once the Commission has agreed to the size and location of the new kiosk.

The Commission agreed that the location should be in in the vicinity of the old CN train yard, near the train station and Farmers Market. The Commissioners agreed that the PACC and the Salt Mine should be encouraged to participate in producing the kiosk.

**295.26 MOTION**      **It was moved by Commissioner Brooks and seconded by Commissioner Farley that the Village Commission should continue to proceed towards the construction of a large kiosk.**

**MOTION CARRIED**

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**295.27 Train Station – repairs**

The Clerk reported repairs recently made and some just identified and requiring attention. These include replacing broken exterior lighting, the addition of a door closer on the exterior door and repairing weather stripping on the back exterior door.

**295.28 Old fire hall**

The Clerk reported a conversation with the same structural engineer (Jim Fletcher) who has just finished inspecting and reporting on all the fire halls in Cumberland County. Mr Fletcher recommended saving money in hiring him or any other engineer and go straight to any qualified contractors with a RFP to deal with the old fire hall. He said that any contractor should be well acquainted with the Building Code and thus know what could or should be done with the structure and/or site. Mr Fletcher suggested options such as:

- Fixing the deficiencies of the building to satisfy the building/fire inspectors
- removal of the structure and remediation of the site
- removal of the top floor and replacing the roof, creating a one story building
- removal of the structure and replacing with a new one.

Current building codes and zoning bylaws would not allow for a new structure to occupy the same footprint as the current structure.

**295.29 MOTION**      **It was moved by Commissioner Langille and seconded by Commissioner Brooks that a Request for Proposals (RFP) should be published in the local media to discover the assets and liabilities of the old fire hall.**

**MOTION CARRIED**

**295.30 Gathering of the Clans**

The Clerk /Coordinator reported that after some investigation, the Gathering is in fact included in this year's Doers and Dreamers guide, but not as large an ad as promised. The PACC no longer has a paid administrator, so the Clerk has taken on the task of finalizing the ads for the Northumberland Shore Guide. This is all but completed and waiting for a final decision from one last advertiser.

The Coordinator reported that Ron MacNutt will be looking after all live entertainment for the Gathering in its coordination, bookings etc. There remains a hope of a dance that could be looked after by DJ Dave. The Coordinator and Mr MacNutt have suggested an altered schedule which would include at least

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some of the awards for the dancers during the (now) 1pm opening ceremonies and push back the live stage entertainment to 4pm. This would allow for the technical staging work to be completed. The trained dog troupe that entered the Parade last year would like to put on a show, preferably on grass. This, performed in front of Eaton Stage, may fit in well with the lull in the schedule between the opening ceremonies and the live stage entertainment.

**NEW BUSINESS**

**295.31 Association of Nova Scotia Villages (ANSV) – board meeting**

Attended by the Clerk and Commissioners Benjamin and Farley (director at large for ANSV) in Bible Hill on February 11<sup>th</sup>. The Clerk reported to the Association the most recent developments in the application to the UARB to dissolve the Village. The ANSV fully supports the Village of Pugwash in this issue. The Pugwash Village Clerk will work with some of the other Village Clerks in producing a survey of all (participating) Villages to compare the similarities and differences in their operations.

**295.32 Central Nova Tourist Association (CNTA) – experiential workshop**

Attended by Commissioner Benjamin at the Glooscap Annex in Millbrook on February 14<sup>th</sup>. Commissioner Benjamin reported about how the participants were first involved in a traditional Mi'kmaq ceremony and then brainstormed some ideas to make the Pugwash Gathering of the Clans more of an interactive experience. This included getting children involved in the heavyweight competition. It was unfortunate the Clerk/Coordinator could not have attended this workshop, but was double booked that day (see section 295.23)

**295.33 Cumberland Care Kits – CREDA**

Care kits of supplies, necessities and some treats are sent out to students in their first year away from home in their further education. This is the third year that CREDA has organised the care kits.

**295.34 MOTION: It was moved by Commissioner Farley and seconded by Commissioner Brooks that the Commissioners of the Village of Pugwash should donate \$50 as a “silver” sponsor to the program.**

**MOTION CARRIED**

**295.35 Automated external defibrillator (AED)**

The Clerk suggested that; given the Village each year hosts two large festivals with thousands of people in attendance, it would be a good idea to look at

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getting an AED in the Village Hall. The Clerk has already started getting some quotes from suppliers and Commissioner Brooks offered to look at pricing (perhaps at cost) from his suppliers. The Clerk has already ordered a NS#2 first aid kit which should be delivered shortly. The purchase of an AED will be included in budget discussions in the next few weeks. The Clerk will approach St Johns Ambulance to come to the Gathering of the Clans as additional emergency personnel.

**295.36 Sunset Industries – quote on picnic tables**

The Eaton Park and train station wooden picnic tables degenerate or disappear over time and the Village should look at purchasing replacements each year. The Commissioners agreed to purchase six tables at a cost of \$110 + tax each. This purchase will have to be made in the next fiscal year.

**295.37 Sunset Industries – quote on podium**

Currently, whenever the Village of Pugwash requires a podium for an event or presentation, one is borrowed from another organization. The Commissioners agreed to purchase a podium at a cost of \$218 + tax. This purchase will have to be made in the next fiscal year. Commissioner Brooks suggested getting the Village logo carved into the front of it before assembly. This could be done by the company who has produced other carved Village signs – BMH Signs in Amherst.

**295.38 Insulation**

Fibreglass insulation from the attic of the old fire hall has been reclaimed and used as a second layer in the Village Hall attic and as a second (and in some places first) layer in the train station attic. The most recent electricity bill for the Village Hall, although still very high, is actually reduced compared to the same period of time from last year. Insulating the attic to a higher “R” value should help reduce future power bills even further.

**295.39 Civic numbers**

Numbers have been assigned to three more Village properties, the signs produced and (thanks to Councillor Gillis) delivered along with their posts. These properties are;

The Cenotaph, 10147 Durham Street

The tennis courts, 75 Prince Albert Street

Eaton Park, 135 Water Street

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**295.40 Trails**

The Clerk will work with local experts and property owners to produce some local hiking/snow shoe trails. This would address one of the suggestions made within the Pugwash Area Master Plan is for more recreational opportunities.

**CORRESPONDENCE**

**295.41 Gerald Hoganson**

Will volunteer again this tax return season to help people with their returns and requests office space available in the Village Hall for three Mondays in March.

**295.42 Keep Garbage Beneficial (KGB)**

Information about pick up tools and long handled dust pans available for picking up litter. The Commissioners agreed to purchase one of the pick-up tools at an estimated cost of \$20.

(Note: Commissioner Brooks requested permission to leave the meeting to attend another commitment.)

**295.43 Cumberland Regional Library**

Notice of change of name from Cumberland Regional Library Board to Cumberland Public Libraries.

**295.44 NSPI**

Thank you for participating in the LED Christmas light exchange

**295.45 Clinton Ekdahl, Saskatoon, SK**

Requesting support for “honey bee day” and possibly hosting honey bee hives on Village property. The Commissioners agreed there was nowhere suitable for a hive and that there were already many blueberry growers in the area who keep bees.

**295.46 To: Water Street business owners**

A letter was sent reminding businesses that sidewalks should be kept clear of ice and snow and that the Municipal parking lots has improved lighting and should be used in deference to customers. The letter sent to businesses nearly two years ago was also included.

**295.47 To: Nature Conservancy of Canada**

Letter of support for funding application (to WalMart?) for their “Stewarding the Pugwash Estuary Project”.

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**295.48 To: all suppliers to and funding sources for the Village**

Notice that all accounts or cheques should be changed to: "Village of Pugwash".  
The Clerk has started on the process of contacting all these companies and organizations.

**INFORMATION ITEMS**

295.49 The next regular meeting of the Pugwash Village Commission will be Monday March 21<sup>st</sup>.

295.50 The guest speaker will be Katherine Reed who will talk about a low income homeowners energy program.

**ADJOURNMENT**

**295.51 It was moved by Commissioner Farley that the meeting be adjourned.**

(Note: Meeting ended at 9:06pm)

Respectfully submitted  
Lisa Betts  
Clerk Treasurer

Chair \_\_\_\_\_

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