

PUGWASH VILLAGE COMMISSION

Regular Meeting #425

17th May, 2021 at 7pm

Cisco Webex Video Conference

Minute Number 425

CALL TO ORDER

425.1 Chair Roger Mundle called the meeting to order at 7:05pm

ROLL CALL

425.2 Commissioners: Chair Roger Mundle
Vice Chair Commissioner Brent Wilson
Commissioner Bill Martin
Commissioner Sue Duncan

Absent: Commissioner Dave MacEwan

Staff: Clerk Treasurer, Lisa Betts (recording secretary)

APPROVAL OF AGENDA

MOTION

425.3 It was moved by Commissioner Duncan and seconded by Commissioner Wilson that the agenda be accepted. **MOTION CARRIED**

APPROVAL OF MINUTES

MOTION

425.4 It was moved by Commissioner Wilson and seconded by Commissioner Duncan that the minutes of regular meeting 424 12th April 2021 be approved. **MOTION CARRIED**

BUSINESS ARISING FROM THE MINUTES

425.5 None.

ACTION LIST

425.6 See attached list.

425.6.1 **Multi-Purpose Centre.** Letter of support was sent and a recent update from Council received and distributed.

425.6.2 **Surplus/obsolete computers** - donated for parts/upgrade and donation to needy families.

425.6.3 **Farmers' Market donation** - waiting for further instructions on when and where to send the funds.

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- 425.6.4 **GIC reactivation** - upon inquiry, the account was never fully closed, just emptied. It is ready to be used when surplus funds can be deposited in it. This will likely be once the first tax payment income arrives in July.
- 425.6.5 **Old fire hall - siding.** Commissioner Martin asked if it would be cost effective to paint the old fire hall the dark colour it turns in wet weather where the paint has peeled off. The Clerk will look at that cost. There may be funds left in the capital reserve to put up siding on the Co-Op side.
- 425.6.6 **Thrive Outside.** No word on whether our application to the Canada Communities Healthy Communities fund. If none is received soon, the Clerk will ask for help from MP Lenore Zann's office.
- 425.6.7 **Playground.** Chair Mundle said that, notwithstanding the possible funding due, in the meanwhile one of the bucket seat swings should be replaced by a sling seat. A donation towards the project is expected soon and could be used for the cost. The Clerk will get one seat ordered.

PRESENTATIONS

- 425.7 The Clerk presented the 2022 Budget. This was developed during *in camera* budget meetings with staff and commission in recent months. The tax rate increases by 1.5c as agreed by the Commission at the last budget meeting. The only significant change in the budget from the previous meeting was the reduction of nearly \$9,000 to capital projects to accommodate for the reduced tax income raise staff had proposed. Any new capital expenditures will be very low this year, unless grants can be found to help.

Commissioner Duncan asked how much more will the tax income be with a 1.5c raise. The Clerk said it would be just under \$9,000. Using data from the 2016 census, when the average value of a home was \$67,000, the Clerk estimated that the increase in Village tax from 32c to 33.5c would be about \$10.50 a year.

The Clerk asked for a motion to accept the 2022 budget.

MOTION

- 425.8 **Commissioner Martin asked for the expenditure for an administrative assistant be removed from the budget. The motion died due to lack of a second.**

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There was some discussion on levels of staffing and employment contracts.

Commissioner Martin was concerned that staff had been hired “without authority” before the budget had been passed. The Clerk said this has been the procedure for many years. The Clerk explained that this is due to granting opportunities for summer staff are only available in January/February, university and college students start looking for summer employment in February/March and any new staff is needed in March/April. The Budget is passed in May which is too late to start looking for summer staff and expect qualified candidates to apply. Total staffing costs have changed very little over the past several years. The emphasis of programming has changed with the strengths of available summer staff. For example, some employees have demonstrated strengths in Recreation, other years we have had staff who excelled in Tourism.

A hiring policy will be developed to formalize how staff can be hired early enough in the year while also within the final budget.

MOTION

425.9 It was moved by Commissioner Duncan and seconded by Commissioner Wilson to adopt the budget as presented. MOTION CARRIED with Commissioners Duncan, Wilson and Mundle in favour and Martin against.

CORRESPONDENCE

425.10 Farmers’ Market - Request permission to put in a French drain to help with pooling water in the areas after wet weather and to possibly install an electric vehicle (EV) station. The Commission agreed that these projects could go ahead. Indeed, the latter is a project the Commission has discussed and approved in the past. The Clerk will investigate what class EV station is proposed and whether the existing electrical service panel is big enough.

425.11 Pugwash and District High School (PDHS) - request for scholarship prize. The Clerk explained that PDHS awards two students going on to further education a \$500 scholarship from the Village. These are awarded at graduation but not given to the students until they have one semester completed at college or university. The schools do not always remember to request these amounts in time for a Commission meeting.

MOTION

425.12 It was moved by Commissioner Wilson and seconded by Commissioner Duncan that a scholarship of \$1,000 be sent to Pugwash and District High School and \$300 in bursaries sent to Cyrus Eaton Elementary School.

MOTION CARRIED

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425.13 **Frank Cowan Company**, the Village insurance carrier, will now be known as Intact Entities Inc.

COMMITTEE REPORTS

425.14 Clerk Treasurer's Reports

425.14.1 **PDHS Graduates' banners**

Parents of 2021 graduating students from PDHS have asked if the Village banner brackets could be used to display banners made of the graduating students. The Clerk suggested a policy be developed that would provide a quick response to this kind of inquiry which often is made too late for a Commission response.

425.14.2 **Pugwash storm drain survey**

The survey is underway. It is hoped this is a precursor to getting the drains fixed which would then

425.14.3 **Gathering of the Clans lapel pin** - now delivered

The Commissioners agreed that the pins should be sold at \$5 each as a fund raiser. The Clerk will follow up on a price for more of the two sided mugs.

425.14.4 **Village Trademark**

The Village of Pugwash logo has been registered as a trademark. A policy for its use for events and nonprofit groups will be developed.

425.14.5 **Community Health Boards - walking challenge.**

SOAR (Springhill, Oxford, Amherst Region) won the walking challenge with 34,273 minutes walked. WWPA (Wallace, Wentworth, Pugwash Area) was second with 20,255 and the third Cumberland health authority, SPAR (Southampton, Parrsboro, Advocate Region) registered 3,677 minutes. Well done everyone.

425.14.6 **Public works staff**

One staff is off work for several weeks as he recovers from a health emergency with no sickness benefit to help with expenses. The Clerk will accelerate investigations into benefits packages for municipal staff.

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425.15 Accessibility (Municipality)

No significant news from the last (teleconference). The Clerk will send the Commissioners the latest report/minutes from the committee. The Clerk plans to have seasonal staff help work on the accessibility audits that need to be done.

425.16 Association of Nova Scotia Villages (ANSV)

Commissioner Martin reported that there was not quorum at the last (teleconference) meeting. Next meeting in July. The Department Municipal Affairs (Jason Haughn) asked whether developing a binder for new Clerk Treasurers as a companion to that being developed for new Commissioners would be helpful. It was given an enthusiastic endorsement from the staff present.

425.17 Audit Committee

No report.

425.18 Physician Recruitment and Retention

Doctor Mueller and his wife, Ruth, are in Pugwash. All efforts are being made to assist them in this move.

425.19 Communities in Bloom (CIB)

The outdoor art project is moving towards a second phase.

425.20 Multi Purpose Centre

Report from Council is that they have agreed to look at downsizing the project. Indications are not there that it would be abandoned. Commissioner Martin reported there was perhaps a chance that private contractor may build a centre and then lease it back to the Municipality. The Clerk described the plans the Village Commission had for a new community centre, library and Village Hall many years ago.

MOTIONS

425.21 None.

NOTICE OF MOTIONS

425.22 None.

NEW OR OTHER BUSINESS

425.23 **Noise complaints** - should be reported to the RCMP.

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425.24 The next regular meeting of the Pugwash Village Commission will be Monday, 7pm 14th June 2021.

425.25 The Village Annual General Meeting (AGM) and election are postponed.

ADJOURNMENT

425.27 The meeting was adjourned at 8:30pm by motion from Commissioner Wilson

Respectfully submitted
Lisa Betts
Clerk Treasurer

Chair _____

Clerk Treasurer _____