

PUGWASH VILLAGE COMMISSION  
Regular Meeting #333  
17th February, 2014 at 7pm  
Pugwash Village Hall

**Minute Number 333**

**PRESENT**

Dave Farley (chair), Roger Mundle and Kathy Redmond

**RECORDING SECRETARY**

Lisa Betts

**CALL TO ORDER**

333.1 The Commission of the Village of Pugwash met at 7pm in the Village Hall office on 17th February, 2014.

333.2 Commissioner Chair, Dave Farley called the meeting to order at 7pm and reminded those in the gallery that the meeting is recorded and that any questions should be kept to the end of the meeting.

**REGRETS**

333.3 Commissioner Benjamin sent his regrets

**APPROVAL OF AGENDA**

333.4 The Clerk requested that item 9.3 be added to the agenda; request for leave of absence from Commissioner Benjamin.

**MOTION**

**333.5 It was moved by Commissioner Mundle and seconded by Commissioner Redmond that the Agenda be approved as amended.**

**MOTION CARRIED**

**APPROVAL OF REGULAR MINUTES**

**333.6 It was moved by Commissioner Redmond and seconded by Commissioner Mundle that the minutes of regular meeting 332, held January 20<sup>th</sup>, 2014 be approved.**

**MOTION CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

333.7 None

**PRESENTATION**

333.8 None

PUGWASH VILLAGE COMMISSION

Regular Meeting #333

17th February, 2014 at 7pm

Pugwash Village Hall

**OLD BUSINESS**

**Pugwash and Area Master Plan - Infrastructure – Municipal Water**

333.9 Work is in progress and results from one site continue to be very favourable.

**Pugwash and Area Master Plan – Multi-purpose Centre (MPC)**

333.10 Clerk Betts and Chair Farley reported that WHW Architects had identified seven potential sites and had then scored them using a set of criteria. The CN Rail yard property had scored in second place. The highest score went to a property that is privately owned. Negotiations to secure that property are not complete. WHW will start working on plans for the #2 site as their report is on a tight schedule and the #1 site may not be available.

**Pugwash and Area Master Plan – Tourism – Visitor Information Centre**

333.11 Clerk Betts reported that funding for two student positions has been completed. Notification as to whether this was successful or not should be received by mid April.

**Pugwash and Area Master Plan - Collaboration and Communication (CCAT)**

333.12 No report

**Evaluations procedures**

333.13 The Clerk presented a draft Performance Appraisal Policy and draft scoring sheets for Clerk and other employee appraisals. The Commissioners will review and send any edits to the Clerk. The sources of materials used to produce the policy include other Village's policies, a variety of websites and the Clerk's personal Instructor reference books.

333.14 The Commissioners agreed that the Clerk's Performance Appraisal (evaluation) should be scheduled for before the next regular Village meeting.

**Cenotaph** (item added to the agenda)

333.15 The Cenotaph committee will meet Saturday, February 22<sup>nd</sup> at 10am. The Committee is comprised of Commissioners Redmond and Mundle; representing the Pugwash Legion: Jim Whitman and Reg Redmond and representing Communities in Bloom: Mary Maron and David Rickard.

PUGWASH VILLAGE COMMISSION

Regular Meeting #333

17th February, 2014 at 7pm

Pugwash Village Hall

**NEW BUSINESS**

**Eaton Park**

333.16 Commissioner Mundle expressed a concern that the use of Eaton Park was not defined well enough for other groups to understand what kind of developments, plantings or programs could be sustained within it. He would like to discuss what the parameters of the Park's use are to avoid confusion. He said he sees it as an open space that has many uses, including that for the Gathering of the Clans, HarbourFest and Gospel in the Park. It is used as a backdrop for photographs for weddings and prom night. There had been reports of Communities in Bloom wishing to add plantings, hedges or flower beds where perhaps they may not be appropriate. Plans should be made to plant trees to eventually replace the big existing trees, but he disagreed with the idea of planting too many trees when the park is most useful and picturesque as an open space. The other Commissioners agreed with Commissioner Mundle and discussed the best way to convey this use to other interested groups. The Clerk suggested that an item could be included in the next Village newsletter describing the history of the park and its uses.

**Association of Nova Scotia Villages (ANSV)**

333.17 Commissioner Farley briefly explained to the gallery the purpose of the ANSV. The particular business in hand for the Association is a position paper sent to the Minister of Municipal Affairs requesting that certain changes to be made to the Municipal Government Act (1998) to give Villages better parity of rights with other municipalities.

**CORRESPONDENCE**

**Request for funding/support**

**333.18 Route 6 Snowmobile Club**

Request for funding to help with the cost of a new trails groomer.

**MOTION**

**333.19 It was moved by Commissioner Redmond and seconded by Commissioner Mundle that the request be held over until the next budget is determined.**

**MOTION CARRIED**

**Pugwash District High School (PDHS) – weight room**

333.20 PDHS Principal Brunt has requested funding to go towards new equipment for the school's gym/weight room. The Commissioners said they would like some more information as to how the public would be able to use this equipment. The request will be discussed further when deliberating the budget.

PUGWASH VILLAGE COMMISSION

Regular Meeting #333

17th February, 2014 at 7pm

Pugwash Village Hall

**Gerald Hoganson**

333.24 Request to use the Village Hall to provide free tax advice to the community. The Commissioners thanked Mr Hoganson for his valuable time volunteering in the community. The Clerk will confirm the requested dates with Mr Hoganson.

**Leave of Absence – Commissioner Benjamin**

333.25 Commissioner Benjamin had requested (by email) for three month leave of absence, although he does hope to be back in Pugwash in time for the April meeting. The Commissioners agreed to grant Commissioner Benjamin's request for a leave of absence.

**TREASURER'S REPORT**

333.26 The Clerk Treasurer presented the most recent financial statement. Revenues and expenditures are very close to those budgeted.

333.27 The Clerk Treasurer reminded the Commissioners that it is the responsibility of the Village to provide maintenance and janitorial care at the library. The librarian has been doing the janitorial work. It has been discovered that the pay is not close to being commensurate for the hours worked. The Clerk Treasurer asked the Commission if the librarian janitor can be put on payroll and thus paid more appropriately. This amount will have to be included in the new budget.

**MOTION**

333.28 **It was moved by Commissioner Redmond and seconded by Commissioner Mundle that the librarian janitor be added to the Village payroll.**

**MOTION CARRIED**

**Budget**

333.29 The Commissioners met to prioritize capital projects on February 6<sup>th</sup>, 2014. The Clerk Treasurer said it will take some time to cost out some of the items before the next budget meeting can be called.

**The Gathering of the Clans** (item added to the agenda)

333.30 The Clerk Treasurer requested that the Gathering of the Clans, as a committee of council, no longer be required to reimburse the Village of Pugwash for the equivalent of the Coordinator's wages. The Clerk is also the Coordinator and it makes no sense to try to parse out the time spent on either job when the wages are coming from the same employer. This would also allow the Gathering to better accumulate funds to carry the organization through a bad gate year or

PUGWASH VILLAGE COMMISSION

Regular Meeting #333

17th February, 2014 at 7pm

Pugwash Village Hall

other capital expenses that may be incurred. The Clerk asked the Commission to approve a capital expenditure to be made by the Gathering of the Clans. The Coordinator would like to order customized “smocks” to be worn by gate keepers and perhaps other GOC volunteers. This would make them very identifiable to visitors. They would be cool and easy to put on or take off. They have pockets, some tartan sewn into them and the GOC logo. The Clerk is also investigating the cost of flooring that can be rolled out for the Highland Dance competition, as the Eaton Stage floor is very rough and not a good surface for dancing.

**MOTION**

**333.28 It was moved by Commissioner Redmond and seconded by Commissioner Mundle that the Gathering of the Clans is approved to purchase 48 customized smocks.**

**MOTION CARRIED**

**INFORMATION ITEMS**

333.28 The next regular meeting of the Pugwash Village Commission will be Monday, March 17<sup>th</sup> at 7pm.

**ADJOURNMENT**

**333.30 It was moved by Commissioner Mundle that the meeting be adjourned.**

(Note: Meeting ended at 8pm)

Respectfully submitted  
Lisa Betts  
Clerk Treasurer

**Chair** \_\_\_\_\_

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