

PUGWASH VILLAGE COMMISSION  
Regular Meeting #404  
12th August, 2019 at 7pm  
Pugwash Village Hall

**Minute Number 404**

**CALL TO ORDER**

404.1 Vice Chair Roger Mundle, acting as Chair, called the meeting to order at 7:03pm.

**SWEARING IN OF NEW COMMISSIONER**

404.2 Kathy Redmond was sworn in as Pugwash Village Commissioner.

**ROLL CALL**

404.3 Commissioners: Vice Chair Roger Mundle  
Commissioner Charles Gould  
Commissioner Bill Martin  
Commissioner Kathy Redmond

Staff: Clerk Treasurer, Lisa Betts (recording secretary)

Regrets: Chair Tracey Mundle

**APPROVAL OF AGENDA**

404.4 Commissioner Redmond requested item 12.4 Crosswalks be added to the agenda  
Commissioner Martin requested that items 12.5 Action List, 12.6 Pugwash  
License plate and 12.7 email address and website added to the agenda.

**MOTION**

**404.5 It was moved by Commissioner Redmond and seconded by Commissioner  
Gould that the agenda be accepted as amended. MOTION CARRIED**

**APPROVAL OF MINUTES**

**MOTION**

**404.6 It was moved by Commissioner Martin and seconded by Commissioner Gould  
that the minutes of special meeting 402, held 10<sup>th</sup> June 2019 be approved.  
MOTION CARRIED**

**MOTION**

**404.7 It was moved by Commissioner Martin and seconded by Commissioner Gould  
that the minutes of regular meeting 403, held 10<sup>th</sup> June 2019 be approved.  
MOTION CARRIED**

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**BUSINESS ARISING FROM THE MINUTES**

404.8 The water cooler provided by WSP Engineers has been installed. Staff are recording the “bottle counter” weekly to measure its use. The cooler is intended for personal water bottles only.

404.9 A letter of support has been sent to the Sunrise Trails ATV Club

**PRESENTATIONS**

404.10 The Clerk explained that there is a current shortfall of funds to pay all bills from APM Construction for the Pugwash Harbourfront Centre. The final amount due is yet to be determined by negotiation. Funding due includes a holdback by ACOA and a substantial refund of HST. There will still be an amount not covered that could be paid with a short term loan.

Jason Haughn of Municipal Affairs gave a review of the process required to secure a Temporary Borrowing Resolution (TBR) approved by the Minister of Municipal Affairs as set out in the Municipal Government Act. For a Village to borrow money, two weeks notice must be given for a public meeting of electors to make a resolution from the electorate. A guarantee from the Municipality is also required. The request for a TBR is then processed within the NS Department of Municipal Affairs for authorization, or not.

The Commissioners asked how the vote would actually be made and what constituted a majority. There was a concern about how legitimate electors could be identified and registered to vote. If the Municipality is able to secure a loan directly, then this process may be unnecessary. The possibility of this will be confirmed.

Commissioner Martin asked about a grant application from NS Dept. Culture, Community and Heritage for funding help with physician search and retention and whether the Pugwash committee qualified as “a municipality”? The suggestion was to apply as a Municipality.

Note: A five minute recess was held.

**CORRESPONDENCE**

**Pugwash and District Volunteer Fire Department**

404.11 Request for funding. Commissioner Martin stated that funds from donations and the upcoming fishing tournament are to go towards a rescue boat.

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**MOTION**

**404.12 It was moved by Commissioner Redmond and seconded by Commissioner Gould that the Village should donate \$1,500 to the fire department.**

**MOTION CARRIED**

**Communities in Bloom (CIB)**

404.13 Letter requesting the Commission to pay an arborist to take down two large trees in Eaton Park and to replace or add new trees in selected areas. The Commission agreed that the two trees in question may require removal but did not see room in the current budget to employ an arborist to do this or conduct other tree care on Village property. There was a concern about too many trees being planted in Eaton Park as they could adversely affect the view plane of the harbour. The Clerk reported that there is already a plan in place to deal with the two older trees and their replacement. Two apple and two pear trees have very recently been planted next to the community garden on Prince Albert Street.

**MOTION**

**404.14 It was moved by Commissioner Martin and seconded by Commissioner Redmond that the Village should obtain additional quotes to remove the two largest and oldest maple trees in Eaton Park.**

**MOTION CARRIED**

404.15 Commissioner Martin asked that the decision on hiring an arborist be deferred until a similar request to the Municipality was resolved.

404.16 Request from CIB to cost share in the annual Pugwash Volunteer Appreciation Luncheon on September 19<sup>th</sup>.

**MOTION**

**404.17 It was moved by Commissioner Redmond and seconded by Commissioner Gould that the Village will cost share in the luncheon up to a value of \$400.**

**MOTION CARRIED**

404.18 Promotional material and a letter from the mayor of Yarmouth inviting representation from the Village to attend the Communities in Bloom National Symposium in September.

**Northumberland Tennis and Pickleball Association (NTPA)**

404.19 The Clerk reported that the tennis and pickleball courts have been very active this summer with a recent clinic of 24 attendees. The association has sent a letter (dated June 30<sup>th</sup>) to share some information about the association and awareness of pickleball's popularity and benefits as a sport and a request for

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funding. The NTPA proposed to purchase four pickleball nets, paint and materials to add lines to create four courts, racquets and balls and a storage bin and requested some financial assistance from the Village. The Clerk approved the new lines at the beginning of the season. There was some concern from some commissioners that young basketball players may be crowded out of their courts.

Commissioner Martin asked if the lines were already installed. The Clerk confirmed they were. Commissioner Martin asked why the Commission was being asked to change in use of the courts when it was already done. The Clerk said the lines were applied on the basketball side which will fit four pickleball courts. The equipment has been purchased by the association and the request is for some reimbursement. Commissioner asked why the Clerk allowed for a change in use of the courts without going through the Commission first? The Clerk responded that this was considered a maintenance item which is budgeted and added the pickleball lines were in addition to, not instead of, the basketball lines. Commissioner Redmond said that the two sports (pickleball and basketball) are played at different times of day. The young people playing pick-up basketball are not being crowded out of the courts. There is no organized basketball time that is impacted. The Clerk said there is a procedure to follow if there is conflict in usage time of the courts. This has only had to be used once in several years.

Commissioner Martin commented his concern that the language from the NPTA suggested ownership of the courts. The Clerk reminded the meeting that this letter had been sent several weeks ago and the relationship between the Village, its staff and the NTPA was greatly improved since then. They had already been reminded that the courts are not theirs, but Village property, and that was now understood. Commissioner Martin did not accept this as being accurate. He said that he was being constantly berated by people claiming the Village has not fixed the tennis courts and they have a large association which includes very few Village residents. He said he did not think the relationship with the NTPA was improved and he was disturbed that they had made arrangements that limit the use of the courts to other users.

Commissioner Redmond said that the court use is not reduced, the players know which of the lines in their court apply to them. Commissioner Redmond added that, from the language used in the request, the association should be reminded that they do not own the courts.

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The Clerk confirmed that of a budget of \$1,200, less than \$400 of it had been used on the courts. Commissioner Redmond said that the maintenance budget already approved should allow the Clerk to use those funds for that purpose. Commissioner Martin felt that this should not include equipment and that the budget was already spent. Commissioner Redmond said that the group should be told that they should make any future request before the next budget is passed.

**MOTION**

**404.20 It was moved by Commissioner Redmond and seconded by Commissioner Gould that the Village grant \$500 to the Northumberland Tennis and Pickleball Association for pickleball equipment. MOTION DEFEATED**

**Cyrus Eaton Elementary School**

404.21 Thank you card sent to the Commission for the bursary sent in June.

**Pugwash District High School**

404.22 Thank you card sent to the Commission for the scholarships sent in June.

**St George's Anglican Church**

404.23 Letter asking the Commission if it would be interested in acquiring any or part of the church property by purchase or lease.

**MOTION**

**404.24 It was moved by Commissioner Redmond and seconded by Commissioner Gould that the Village was not interested in acquiring any of the Anglican Church property. MOTION CARRIED**

**COMMITTEE REPORTS**

**Treasurer's Report**

404.25 The Clerk presented the most recent financial statements, adding that the Village is reaching the end the of the most financially heavy period for expenditures as summer staff adds to payroll expenses. Commissioner Martin questioned some expenses and asked if the Audit Committee could meet to review expenditures. The Clerk will call a meeting of the Audit Committee.

**MOTION**

**404.26 It was moved by Commissioner Martin and seconded by Commissioner Gould to receive the Treasurer's report as presented. MOTION CARRIED**

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**Municipal Water Supply**

404.27 Letters from the Municipality giving payment options for the payment of the local improvement charges for municipal water supply have been received. The options given are to either pay the entire amount of \$4,054 per service or pay over ten years at 2.98% per annum with the annual tax bill of a sum of \$461.03 per service. The Clerk will investigate when the option is taken to make payment by installments, if the Village can later make any lump sum payments.

**MOTION**

**404.28 It was moved by Commissioner Redmond and seconded by Commissioner Gould to arrange to pay the local improvement charges over 10 years.**

**MOTION CARRIED**

**Pugwash Harbourfront Centre (PHC) - Open House**

404.29 The Clerk said there was a concern allowing barbecues in the park, certainly outside of an organized public event. Commissioner Martin said that he considered that there were already too many restrictions on the use of the park and stage and that it should be free to use. Commissioner Martin claimed that access had been denied or made difficult to certain users that had used Eaton Stage for many years.

Commissioner Redmond asked if there was dedicated personnel looking after the building. The Clerk reported that there is no one yet in this position, but this is certainly a position that could be created to keep the building booked with events and maintained. The Clerk added that there has been no restriction of use of the PHC except that now keys must be signed out. Currently, keys can be signed out and returned to the Visitor Information Centre.

Compilation of a usage and care policy is in progress, using information gathered from many similar facilities. Commissioner Mundle added that the policy should include that barbecues not be used within a certain distance of the stage.

The Clerk said a proposal she was working on a proposal that would suggest using income from the Gathering of the Clans to fund free use by non-profit groups the rest of the year. This would be a significant philosophic change of the purpose of the Gathering of the Clans.

404.30 There will be an **Open House** be held for the public to view the interior of the PHC on Sunday, August 25th. This will be a run-up to Gospel in the Park event later in the afternoon. Commissioners and staff will be on hand to answer questions and assist the public.

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**Communities in Bloom (CIB)**

404.31 Nothing additional to report other than already covered in Communications.

**Gathering of the Clans**

404.32 The Commissioners commiserated on the poor weather on July 1st. The formally health bank balance is now down to \$15,000 due to a \$40,000 gift to the Village to go towards the cost of the PHC and a loss of \$15-20,000 gate from this year's wash-out. The Clerk/Coordinator did mention the importance of sponsors in this kind of situation. The Commissioners agreed that they should be thanked for their support in particular.

**Physician Search & Retention**

404.33 Commissioner Martin reported that there is some information that must remain confidential but could say that two prospective physicians have been shown around Pugwash recently. Neither chose to move to the area to practice. Two more visits are forthcoming. The committee is working hard to discover what prospective doctors are looking for and their interests and see if these can be accommodated. There is a great difficulty in competing with more prosperous areas.

**Visitor Information Centre (VIC)**

404.30 An interim report was presented by staff. The most recent selection of information rack cards was presented. This is a project in progress. Commissioner Martin recommended including them for viewing on the village website. VIC summer staff will soon be returning to university. Any offers to volunteer at the site are welcome.

**MOTIONS**

404.31 The Commission deferred the decision to start borrowing proceedings with Municipal Finance Company. They requested to meet with the Municipality staff, to explain the additional charges as seen the Notices of Contemplated Change from APM Construction and then meet with APM. No motion was made.

**NOTICE OF MOTIONS**

404.32 None

**NEW OR OTHER BUSINESS**

**Association of Nova Scotia Villages**

404.33 A regular meeting of the ANSV will be in Bible Hill on August 16th at 11am.

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404.34 The ANSV Conference and Annual General Meeting will be in Tatamagouche on September 20th and 21st. At least three Commissioners will attend some of the conference.

**Old Fire Hall - evaluation**

404.35 The Pugwash Co-Op may be sold to Sobeys next month. In anticipation of a potential offer from Sobeys to purchase the old fire hall building, the Clerk will investigate its value and the cost to build a new public works building. The Municipality will be approached to discover if there is enough land to build on the Prince Albert (Community Garden) property, which is a double Village lot.

**Crosswalks**

**MOTION**

**404.36 It was moved by Commissioner Redmond and seconded by Commissioner Gould that the Village is to contact NS Department of Transportation to ask for an improvement of the poor visibility of the crosswalk on Durham Street near the Russell Street intersection and the one on Church Street near Queen Street intersection.**

**MOTION CARRIED**

**Action List**

404.37 Commissioner Martin requested that an Action List be included in the agenda package sent out before regular commission meetings. The Clerk will develop a list to be sent with the agenda and also include it with draft minutes.

**MOTION**

**404.38 It was moved by Commissioner Martin and seconded by Commissioner Gould that and Action List be implemented and included as part of the agenda package.**

**MOTION CARRIED**

**Pugwash License Plate**

404.39 Commissioner Martin reported that past chair Harold Patterson had complained that the price of the Village license plate had doubled from \$5 to \$10. This change of price listing has been changed in later editions of the June village newsletter. The Clerk explained that the price had changed because the previous supplier was out of business and the new price reflected the new supplier's prices. The Clerk also added that Mr Patterson has his license plate already and has paid \$5 for it. Commissioner Redmond said she would pay for the license plate.

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**MOTION**

**404.40 It was moved by Commissioner Martin and seconded by Commissioner Gould to give Harold Patterson a village license plate. MOTION CARRIED**

**Commissioners' e-mail address**

404.41 Commissioner Martin said that he had been approached a couple of times by people saying that they had not been able to find an email address for commissioners on the village website. Commissioner Martin said that the generic commission email address goes to the Clerk and that is inappropriate. He said that the public feels it cannot find Commissioners. Commissioner Martin requested that all Commissioners have the option to be issued a village email address and have this listed on the village website and newsletter. The other Commissioners present stated that they were content with having their phone numbers listed as they are currently.

404.42 The next regular meeting of the Pugwash Village Commission will be Monday, 7pm September 9th, 2019.

**ADJOURNMENT**

404.43 The meeting was adjourned at 9:12pm by motion of Commissioner Gould.

Respectfully submitted

Lisa Betts

Clerk Treasurer

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

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