

Pugwash Village Commission

Regular Meeting #476

October 20th, 2025, at 6 pm

Board Room, Pugwash Village Hall

Minutes

1. Call to Order

1.1 Chair Brent Wilson called the meeting to order at 6:00 pm

1.2 An in-camera meeting was held before this meeting.

In-camera Per Section 408B (2) of the Municipal Government Act, the Commission moves into the in-camera as per Section 408B (2) of the Municipal Government Act to discuss the following: [specific topics addressed in the in-camera meeting].

(a) Village property acquisition, sale, lease, and security.

(e) Contract Negotiations

1.3 Return to Public Meeting at 6:50 pm

1.4 Territorial Acknowledgement- read by Chair Wilson.

“We acknowledge that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq people.”

2. Roll Call of Commissioners

Brent Wilson, Chair

Commissioner Sue Duncan, Vice Chair

Commissioner Dave MacEwan

Commissioner Matthew Parker

Commissioner Margaret Anderson

Clerk-Treasurer Christie Blackie

3. Approval of Agenda

3.1 The agenda was approved as presented.

3.2 Call for Declaration of Conflict of Interest.

Approved by Commissioner MacEwan and Seconded by Commissioner Parker

Motion Carried

4. Approval of the Minutes

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Motion by Commissioner Anderson, seconded by Commissioner Parker, that the minutes of Meeting #475, held September 8th, 2025, be approved.

Motion Carried

5. **Business Arising from the Minutes** - The Clerk presented the finalized community form for storm drain concerns. The commission reviewed the form for compliance and clarity.

Motion by **Commissioner Parker**, seconded by **Commissioner Duncan**, that the staff share the form with the community for 30 days of feedback.

Motion Carried.

6. **Correspondence**

6.1 Road Development – Willet Court (Lee Weir)

A letter from developer Lee Weir was received regarding future discussion with the County on Willet Court subdivision and related infrastructure. The Commission acknowledged receipt.

6.2 Letter from Kevin & Judy Pauley

A written request was received asking that the Village mail its annual budget and expenditure report to all ratepayers. Commissioners discussed that the Municipality of Nova Scotia legislation already provides access to such information through existing public processes.

Motion by **Commissioner MacEwan**, seconded by **Commissioner Parker**, that the Village follow current provincial policies and procedures in responding to this request.

Motion Carried.

6.3 Invitation: Pugwash Fire Department Awards Banquet – December 6, 2025. Commissioner Duncan to attend on behalf of the Village.

6.4 Invitation: Destination Trail AGM – November 16, 2025, at 6:00 pm (Ground Search & Rescue Building).

6.5 Public Health Notice: Vaccination clinic at Pugwash Legion.

6.6 Community Event: The Village Hall staff's "Trunk or Treat" Halloween activity planned jointly with Sunset Industries.

7. **Presentation** – No Presentation

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8. Reports

8.1 Clerk-Treasurer's Report

- Halloween preparations are ongoing for approximately 200 children, in collaboration with Sunset Industries' Haunted Halls.
- Community Harvest Festival scheduled for October 24 (Farmers' Market, 10:30 am–1:30 pm).
- Christmas by the Sea weekend planned for **December 5–6**, parade theme: *Traditional Christmas*.
- Discussions ongoing with the Economic Development Officer regarding new signage and related grant opportunities.
- Attending the **Water Restoration Initiative** meeting on shoreline protection.
- Visitor Information Centre closed for the season: nearly 2,200 visitors recorded (400 in September).
- New Village website launch expected by the end of October.
- Contract signed with **Fero Waste Management**; new, larger bins, reduced tipping fees, and seasonal adjustments in service schedule.
- Work continues on **Gathering of the Clans** 2026 planning and event logistics.

8.2 Financials

- **Insurance premium:** \$36,888.73

Motioned by **Commissioner Anderson**, seconded by **Commissioner Parker**, to approve payment.

Motion Carried

- **Audit bill:** \$8,550

Motioned by **Commissioner Duncan**, seconded by **Commissioner MacEwan**, to approve payment.

Motion Carried

- **Old Fire Hall sale:** finalized at **\$92,000** (buyer: Lee Weir). Net deposit after legal fees: **\$88,360.30**.
- Recent funding received:
 - \$4,396 (summer employment grant)
 - \$3,870 (tourism grant)

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Account balances:

- General account: **\$171,603.88** (includes Fire Hall sale proceeds)
- Gathering of the Clans: **\$43,860**

8.3 Standing Committees

- Accessibility – Meeting missed; next session expected to reconvene shortly.
- Audit – Audit work nearing completion. Discussion held on appointing a community member to the Audit Committee to replace the outgoing member.

Motioned by **Commissioner Duncan**, seconded by **Commissioner Parker**, that the Clerk advertise for expressions of interest from community members with relevant financial experience.

Motion Carried

8.4 Community Committees

Communities in Bloom (CIB)

- Pugwash won Five Blooms in the international competition and received a Special Community Award—the only village globally to achieve this recognition.
- Friends of the Pugwash Estuary also received special mention.
- Fall decorations in place, planning underway for Winter Escape theme.
- Continued collaboration with volunteers and staff on seasonal beautification projects.

Motioned by **Commissioner Parker**, seconded by **Commissioner Anderson**, to send official congratulations to the CIB committee.

Motion carried

8.4.1 Association of Nova Scotia Villages (ANSV)

Report from recent AGM: discussions centred on establishing a permanent administrative position to assist all villages province-wide. The role would support policy coordination, training, and communication with the province and the Federation of Municipalities. The Commission reaffirmed its support for this initiative.

8.5 Advisory Committees

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Eight updated financial and administrative policies drafted for Commission review (reflecting new practices such as e-transfers and technology use). Clerk to circulate via SharePoint for Commissioner comments.

9. New or Other Business

9.1 Tender 2025-1 – Snow Removal

One bid received from **Cunningham Construction** for **\$15,048** (formal contract to follow). Motioned by **Commissioner Anderson**, seconded by **Commissioner Parker**, to accept the tender from Cunningham Construction.

Motion Carried

9.2 Tender 2025-2 – To be reconfigured with a new building plan based on the following requirements: Watertight, with electrical service, and no interior walls or washroom.

Motioned by **Commissioner Parker**, seconded by **Commissioner MacEwan**, that Tender 2025-2 will be reconfigured to the above tender requirements.

Motion Carried

9.3 Sale of Property – Old Fire Hall

Confirmed as complete (see Financial Report).

9.4 John Deere Tractor

This matter is considered a day-to-day operational issue. Responsibility has been delegated to the **Clerk-Treasurer** to ensure that staff have the appropriate equipment required to carry out their duties effectively.

10. Adjournments

Motioned by Commissioner Anderson, meeting adjourned at 7:42 pm

The next regular Village meeting is scheduled for 6:00 p.m. on November 10th, 2025.

Submitted by,
Christie Blackie
Clerk-Treasurer

Chair _____

Clerk Treasurer _____