

# Pugwash Village Commission

## Regular Meeting #478

December 15<sup>th</sup>, 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 7:10 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 - Present

Commissioner Sue Duncan, Vice Chair - Present

Commissioner Dave MacEwan - Present

Commissioner Matthew Parker - Regrets

Commissioner Margaret Anderson - Present

Clerk-Treasurer Christie Blackie - Present

#### **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 Duncan

**Motion Carried**

#### **4. Approval of the Minutes**

Motion by Commissioner MacEwan, seconded by Commissioner Duncan, that the minutes of Meeting #477, held November 10<sup>th</sup>, 2025, be approved.

**Motion Carried**

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### 5. **Business Arising from the Minutes**

**5.1** Appointment of Volunteer Audit Committee Member - Interest had been expressed informally; however, no official letters of interest were received. The position will be **re-advertised**.

#### **5.2** Core Active Transportation (AT) Draft Report

An update was provided on the Core Active Transportation project. Correspondence from Nathan Tuck, Director of Blue Route Cycling Advocacy, was read into the record. Highlights included:

Completion of Phase 1 “What We Heard” and Network reports

- Delays due to staffing changes at Cycle Nova Scotia and access to provincial stormwater capital plans
- Confirmation that stormwater upgrade plans will not impact the AT project
- Upcoming site visit by WSP engineers
- Increased consultation planned with the Nova Scotia Department of Public Works.

**5.3** Motion by **Commissioner Anderson**, seconded by **Commissioner Duncan**, that further discussion of the Core Active Transportation project be tabled until the January meeting to allow additional information to be gathered.

**Motion Carried.**

### 6. **Correspondence**

#### **6.1 Premier Tim Houston**

A Christmas card was received from Premier Tim Houston.

#### **6.2 Community Christmas Dinner & Peeling Party**

Information was shared regarding:

- Peeling Party: December 24th, starting at 1:00 pm
- Christmas Dinner: December 25th, 11:30 am – 3:30 pm
- Location: Fire Hall

Community members were invited to volunteer or donate baked goods.

### 7. **Presentation** – No Presentation

### 8. **Reports**

#### **8.1 Clerk-Treasurer’s Report**

The Clerk-Treasurer provided a detailed report, including:

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- Licensing and insurance completed for the Kubota maintenance equipment.
- Insurance reimbursement of approximately \$3,800 for the former Fire Hall.
- An educational workshop was held with Jason Haughn.
- Attendance at a Grant Information Centre session in Springhill on November 26<sup>th</sup>.
- Successful Christmas Parade and Christmas by the Sea event.
- Donation of surplus treat bags to Sunset Community.
- Completion of co-op placement by Trent Ferdinand and commencement of Skylar Adams (marketing focus)
- Appreciation gifts delivered to the Historical Society and planned for Harrison's Home Hardware, as they are tenants of the Village of Pugwash.
- The Clerk-Treasurer advised that she has been appointed as a Commissioner of Oaths at no cost to the Village.

### Storm Drain Survey

The clerk has asked for a continuation of the Storm Drain Survey and to mail surveys to approximately 400 Village households at an estimated cost of \$72, including an incentive draw for a \$25 Co-op gift card. At this time, eleven online responses have been received to date.

Motion by **Commissioner MacEwan**, seconded by **Commissioner Anderson**, that the storm drain survey be distributed by mail with the proposed incentive. The proposal was made to mail surveys to approximately 450 Village households at an estimated cost of \$72, including an incentive draw for a \$25 Co-op gift card.

**Motion Carried**

### 8.2 Financials

- Final municipal tax remittance received for the 2025/2026 fiscal year: **\$71,443.48**.
- Current bank balance approximately **\$162,000** (pending reimbursements and payments).
- Current Balance for the Gathering of the Clans is approximately **\$39,000**.

### 8.3 Standing Committees

- Accessibility – No report.
- Audit – Appointment of a community member remains outstanding. Follow-up correspondence to be issued.

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### 8.4 Community Committees

#### 8.4.1 Communities in Bloom (CIB)

Updates included:

- Ongoing Christmas lighting initiatives
- Development of a Community Bench Program utilizing recycled plastic benches
- Grant funding of \$1,500 secured
- Community interest in memorial benches
- Engagement with a Grade 2–3 class regarding a waterfront project

Motion by **Commissioner MacEwan**, seconded by **Commissioner Duncan**, that the Commission proceed with the development of the Community Bench Program and associated policies.

**Motion Carried**

#### 8.4.2 Association of Nova Scotia Villages (ANSV)

A special online meeting was attended regarding the potential hiring of a paid administrative coordinator. Discussions remain ongoing.

### 8.5 Advisory Committees

#### 8.5.1 Policies – Community Benches

Motion by **Commissioner MacEwan**, seconded by **Commissioner Wilson**, that the Commission proceed with the development of the Community Bench Program and associated policies.

**Motion Carried**

### 9 New or Other Business

**9.1.** The Community Bench program was approved under section 8.5 Advisory Committees - **8.5.1 Policies- Community Benches.**

#### **9.2 Retired Fire Chief Recognition Letter**

The Commission reviewed and supported the issuance of a recognition letter to the retired Fire Chief.

#### **9.3 North Shore Winter Carnival**

The Commission discussed participation in the North Shore Winter Carnival, with Pugwash hosting events at Sunset Community Centre on February 20th and 21st, 2025.

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Motion by Commissioner Duncan, seconded by Commissioner MacEwan, that the Village support the North Shore Winter Carnival initiative.

**Motion Carried**

### **9.4 Holiday Office Closure**

The Clerk-Treasurer advised that the Village Office will be closed during the holiday period, with limited remote availability.

### **9.5 Staff Appreciation**

Motion by Commissioner MacEwan, seconded by Commissioner Duncan, that the Village Commission approve a staff appreciation gathering at *What's for Dinner* and provide staff gift cards. It was amended by Commissioner MacEwan and seconded by Commissioner Anderson, to insert that the staff appreciation gathering not exceed \$1,000, inclusive of the Clerk-Treasurer.

**Motion Carried**

## **10. Adjournments**

Motion by **Commissioner Duncan** to adjourn. Meeting adjourned at **7:45 pm**.

**The next regular Village meeting is scheduled for 6:00 p.m. on January 12th, 2026.**

Submitted by,  
Christie Blackie  
Clerk-Treasurer

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

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