



**Monthly meeting of Village Commissioners of Cornwallis Square
August 27, 2024**

In attendance: Chair Michael Keith, Commissioners Ric Hamilton, Doug McLean, Sara White

Village Clerk Bill Farrell, Judy Rafuse

Firefighters: Chief Wayne Johnstone, Vaughn Gates, Ron Rafuse

Absent: Vice Chair John Foote

Guests: Simon Holleman

Call to Order: Chair Michael Keith called the meeting to order at 7:30pm

1. **Approval of previous month's minutes:** Moved by Commissioner McLean and seconded by Commissioner White. Motion Carried.
2. **Accounts:** Clerk Bill gave an overview of the accounts payable, monthly statements and bank balance. Paid during month \$27,102.34, payables \$55,478.83. Bank balance \$675,917.24
Moved by Commissioner White, seconded by Commissioner McLean. Commissioner Hamilton stated that the allocated amount to Cambridge Elementary School be shown as a Vendor aged. Motion Carried.
3. **Fire Department Incident Report:** as circulated. A question was asked about the incident on the Frist Nations. Incident was as written on the report.
4. **Fire Department Chief's Report:** Chief Wayne Johnstone reported on a water leak from the A/C unit on the roof resulting in the Fob system malfunctioning. Valley Alarms attended, Kings Security was called to change some lock tumblers. All is working well now. Keys have been cut for certain doors and distributed to select individuals.
MacLarens' have been contacted to see if we can have a wet switch installed with an alarm to go to Valley Alarms.

Chief Wayne also talked about a Capital Purchase for new stalls for turnout gear. With the amount of gear now required larger stalls are needed. In order to accommodate them, Big Flow will be housed in the Storage Shed. An electrical hookup will need to be added.
Building Rental report- as circulated.

5. **Fire Department Maintenance Report:** Firefighter Ron Rafuse noted the firetrucks have all been flow tested. There were a couple of problems that have been repaired. Ricketts' will be back in a year to re-check. Separate files are kept on each truck to record issues/repairs.
Firefighter Vaughn Gates noted that false alarms are being set off from the generator. Cumings Fire and Safety coming to check Sept 3 and 6th to see if there is a fault. **Vaughn** – also waiting for a call back from MacLaren's about the A/C unit in the banquet hall.
6. **Correspondence:** Funding Agreement for Village Infrastructure Capital Enhancement Program. Meeting to discuss/explain to be held Sept 18, 2024, 6:30pm at the Municipal Building.
Open House invitation-Sept 14th, 2024 100th Anniversary of WDFD
Code of Conduct for review
7. **Business Arising from the Minutes: TV & Computer Quote-** Motion by Commissioner White to purchase a TV from Video World and Laptop and accessories from Parker's Satellite and Tech Shop. Second Commissioner Hamilton. Motion Carried
Chair Keith will take the old computer to Station 2 to see if I Am Responding will work on it there.
Access to 101- Province would like to close the sale of the proposed piece of land on September 27, 2024. Agreement has already been signed. No further action needed.
Village Name Change- nothing to report
Harrassement Policy-there is a letter from our insurance company suggesting changes. Question was asked if we can ask other Villages what they have in place? Commissioners to think about possible changes and reconvene.
8. **New Business: Crossing Guard Funding-** agreement sent from the Municipality (as circulated) Bill to check with current crossing guard to see if he is interested in coming back.
Certification Concerns- There is a concern about the lack of people with certification to run the bar and kitchen. Chair Keith noted 2 people have their Serve Right certification for the bar and 1 more is taking the course. Several have the food handlers course current until 2026.
Motion: Commissioner McLean made a motion for Commissioners to establish a policy that proper certified personnel be present at any bar/kitchen event. Second Commissioner White. Motion Carried.
Village Clerk to notify Waterville Fire Department of said policy as of August 27th, 2024.
Bus Shelter Damage- quote as presented
Crosswalk Issue in Cambridge- 2 holes in Crosswalk, 1- 4 ftx16" deep and the other 16" x8"
Chair Keith to get a quote to repair.

Chair Keith also to check crosswalk at Riverside Dr/Highway 1 to see how it may be made fully accessible after a citizen complaint.

Judy to call said citizen back to let her know we are looking into it.

Waterville Day- September 21st, 2024

9. **Other Business:** Chief Johnstone mentioned that discussion had been held around installing a First Aid kit and AED in the Storage building. He will get a quote.
- Guest-** Simon Holleman asked for clarification about the Access to 101 item thinking it may be the access on Black Rock Rd.
- Retiring Clerk Bill** was presented with gifts of thanks for 22 years' service. Thank you Bill!

10. **FYI: Snow Plowing Tenders**-as circulated

11. **Adjournment:** Motion made by Commissioner White to adjourn at 9:10pm.