



**Monthly meeting of Village Commissioners of Cornwallis Square
Jan 21, 2025**

Present: Chair Michael Keith, Vice Chair John Foote, Commissioner Doug MacLean, Commissioner Ric Hamilton, Commissioner Sara White and Clerk Judy Rafuse

Firefighters: Chief Wayne Johnstone, Deputy Chief Tom Whitman, Firefighter Vaughn Gates and Firefighter Ron Rafuse

Absent:

Guests:

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

1. **Approval of agenda:** Commissioner White moved to accept the agenda with the addition of a report from the Code of Conduct training some had attended. Commissioner MacLean second. Carried.
2. **Approval of previous months minutes:** Commissioner White moved to approve the minutes of the December 2024 meeting. Vice Chair Foote second. Carried.
3. **Receiving of Accounts:** Village Clerk went over the accounts from the past months. All payroll dues are up to date as well as WCB. Accounts payable up to date. Commissioner White moved to accept the report of accounts, Vice Chair Foote second. Carried.
4. **Fire Department:**
 - a. **December Incident Report-** as attached
 - b. **Fire Chief's Report-** Chief Johnstone reported that the Training Tower had been used a couple times in the past month. Honorarium motion to award each Kings County Fire Fighter with a \$1000 honorarium per year as been defeated at Municipal council. The subject now goes back to the Kings County Firefighters Association for further information.
 - c. **Building Rental Report-** as attached
 - d. **Fire Dept 24-25 Capital Projects progress report/timeline-** items added included the replacement of the compressor at Station 1 and the installation of the heat pump at Station 2.

- e. **Fire Dept 25-26 Capital Projects/ budget progress**-this is a work in progress. They are waiting on some prices for some items then a meeting will be called to discuss.
- f. **Purchase Orders**-any firefighters who have purchased something or are owed for a service need a purchase order. This allows the Clerk to ensure the approval and gives the account to which the charge should be posted to.
- g. **Harassment Policy Update**- our insurance company is looking for the disciplinary actions for the policy. These will differ from Village to Firefighters. Input is needed from the fire department leadership to develop that procedure. They are also asking that training take place for all Village Commission staff, volunteers, contractors and all firefighters.

Chairman Keith has been in contact with Ennis Security to get information on training. They can do what is needed and will be flexible with times to ensure everyone is trained.

Commissioner MacLean made a motion to retain Ennis Security to provide Harassment training to Village staff, commissioners, contractors and firefighters. Commissioner White second. Carried.

Commissioner Hamilton asked about the new sign show the designation of a comfort centre. Chief Johnstone reported that we have been for some time. The operation of the centre is directed by the county and all monies spent must be approved by them.

- 5. **Correspondence:** letter of resignation from Bill Farrell.

Thank you card and \$50 Sobeyes/Foodland gift card to Brian Chandler as a thank you for placing garbage cans in Cambridge.

- 6. **Old Business: Name Change**- list is down to 4 names. Village Commission will rank again and send back to Commissioner White for a final vote.

Investments with Valley Credit Union: Village Clerk checked with the Valley Credit Union on rates. There seemed to be pretty much a parallel with our current provider. We will invest with RBC.

JAAC Report: Commissioner MacLean reported the total budget for the committee is \$112,000 and our share is \$4980. A study of specification of sidewalks and curbs in in draft form.

AVFN Chief meeting: a letter has been sent requesting a meeting with the Annapolis Valley First Nations Chief. No reply as of yet.

Update on grants: GIRD grant is in. Village Clerk to follow up with government.

Dept of Public Works: meeting re: sidewalks and crosswalks in the Village to take place Jan 22nd. A meeting with the engineers working on the new highway coming next to us will be held Feb 12, 2025 at 6pm in the Village office.

- 7. **New Business: Harassment Policy**- more information needed to add the disciplinary measures. Village Clerk is working on this.

JAAC Motions from the Municipality: That the Joint Accessibility Advisory Committee recommends that Municipal Council and the Villages re-appoint Quentin Hill (Village of New Minas) and Robert Selby (Village of Greenwood) and appoint Doug MacLean (Village of Cornwallis Square) as Village Commissioner representatives on the Joint Accessibility Advisory Committee for terms ending May 31, 2027.

Moved by Vice Chair Foote, second by Commissioner Hamilton. Carried.

Joint Accessibility Advisory Committee recommends approval to Municipal Council and the Villages of Aylesford, Canning, Cornwallis Square, Greenwood, Kingston, New Minas and Port Williams the accessibility plan update entitled "Our Joint Accessibility Plan Update 2025-2028".

Moved by Commissioner Hamilton, second by Commissioner MacLean. Carried.

- 8. Other Business:** Association of Nova Scotia Villages: Village Clerk attended this meeting via Teams. There will be information forthcoming about a proposal for funding to employ an Executive Director for this organization.
- 9. FYI:** Clerk reviewed the assessments of each property for information.
Meeting of the Village Commissioners will be held Feb 11, 2025, 7pm.
- 10. Adjournment:** Vice Chair Foote adjourned the meeting at 8:44 pm