

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF AUGUST 16, 2022

MEMBERS PRESENT: Lewis Benedict, Kim Cogswell, Scott Leier, Debbie Graves and Ernie Hovell

IN ATTENDANCE: Brock McDougall, Joe Keddy, Megan Cyr, Jocelyne Dumaresq, Loretta Kalkman, Philip Porter, Geoff Muttart, Brian Tupper, Darlene Robertson, and 4 members of the public

1. CALL TO ORDER

Chairperson, Lewis Benedict, called the meeting to order at 7:00 p.m.

2. REGRETS: None

3. APPROVAL OF MINUTES:

- It was moved and seconded that the minutes of the Commission meeting on July 19, 2022, be approved as circulated **MOTION CARRIED**. Note: Commissioner Graves abstained from the vote.

4. CORRESPONDENCE

- Municipality of Municipality of Kings of Kings:
 - I. Building permits activity report for the month of July 2022 received from the Municipality of the County of Kings.
- Other Correspondence:
 - I. Letter of response from Mayor Muttart regarding the SERMGAR survey.
 - II. Letter from Nova Scotia Agriculture regarding the Belcher march Body.

5. BUSINESS ARISING FROM MINUTES:

- Trail Concern – After the Village Commission walked the trail and reviewed the concern, Brock McDougall, CAO-Clerk was directed to send a letter of response. Letter was mailed August 11, 2022.
- Auditor Management Letter - Loretta Kalkman & Jocelyne Dumaresq advised the Commission that the Management letter reflected a positive audit of the Villages year end financials. Jocelyne also informed the Village Commission that Bishop & Company had to make a difficult decision. They would no longer be able to provide audit services for the Village due to the ongoing complexity of public sector accounting standards. Chairperson Benedict and Vice-Chairperson Cogswell both thanked Loretta and

Jocelyne for their efforts and professionalism over the years and noted that they were sorry to hear the news.

6. REPORTS

- **Municipal Councilor** – No report provided
- **Community Centre / Custodian** – Brian Tupper reported:
 - Work to deep clean the floors in the Community Centre has started.
 - No concerns currently
- **Fire Department** – Chief Porter reported:
 - Department responded to eight alarms this past month – one mutual aid to Canning, one mutual aid to Kentville, one mutual aid to Mount Uniacke, three motor vehicle accidents, one debris fire and one alarm system sounding.
 - The tanker truck had to have two tires replaced due to a rupture and weather cracking.
 - The Department is looking at ways to increase membership starting in late September or early October.
- **LIONS Club** – Brian Tupper reported:
 - Currently not meeting over the summer months
 - Signed up two new members
 - Resuming regular meetings in September
- **Recreation** – Megan Cyr reported:

Programs:

- Regular partnership and tenant programs are ongoing.
- Club activities are ongoing – Bridge, Lions, WI, TOPS and Quilt Guild

Facilities:

- Continued booking for sports fields, and additional bookings for one-off events such as weddings and meetings.

Personnel:

- River has officially left the summer coordinator position, with remaining summer staff person Hayley taking over River's role and duties until the end of the month.

Events:

- Senior Summer Walking program is successful with a consistent group of around 5 people each day.
- Open pickleball and Tennis equipment days.
- Skill sharing- Birding continues.
- Fall schedule planning is underway.
- Cake decorating session #2 is happening the 16th and is fully booked.
- Splash and Kids Days are ongoing and successful.
- Community nights are ongoing.
- Pop up play event will be hosted by the municipality of Kings in our park on the 23rd
- Our summer coordinator, Hayley is putting on a weekly arts and crafts session until the end of the month.
- Communications with fall programmers are ongoing and hoping to have the things solidified within the next couple weeks.

▪ **Public Works** - Joe Keddy reported:

Sewer & Water Utility:

Operations

- Power outage at the reservoir, loss of phase (NS Power reset and all equipment up and running)
- Camera sewer line on Belcher – Saddle broken and is being repaired.

Alarms

- Water service break, Planter's square

Meetings and Training

- Trails & Sidewalks
- Splash pad
- Developments

Public Works General:

- Working on sidewalk project (waiting on tender package)
- Working on Splash pad project (water tap complete, water & electrical being installed)
- Working on trails
- Working on field bookings and field maintenance
- Rugby field prepared for weekend games
- Sidewalk repairs prepped for pavers
- Parking lot paving & other repairs complete
- Ballfield lights need repair – Joe asked the Commission if they would like to repair this year or next. Commissioner Leier asked what the cost would be. Joe

stated that there would be a cost incurred to investigate. After discussions a motion to investigate the cost and obtain a quote to repair the lights was moved and seconded. **MOTION CARRIED.** Brock stated that he would look to where we might have funding for this investigation.

- Joe mentioned that Starrs point Road is being paved and is concerned that the Village was not contacted regarding our infrastructure in the road. Brock McDougall, CAO-Clerk mentioned that he has been in contact with the new area manager and has arranged a meeting to discuss. Geoff Muttart mentioned that he believes that lower church street is being rebuilt and that Starrs Point is being resurfaced.

▪ **CAO/Clerk Report** – Brock McDougall reported:

I. Paving project:

- Paving has been completed for the parking lot area on the SW side of the Community Centre.

II. Collins Road/Ditch in-filling:

- No response has been received from the Province regarding potential avenues to widen Collins Road
- Brock McDougall, CAO-Clerk heard back from an application for funding through a Federal Active Transit program – Aug 9th the Village received confirmation of federal funding based on the original project cost for a total of \$340,702.00

III. UARB procedures re: Water call-out expense

- According to our procedures under the UARB we are required to charge a fee for customer requests to shut off the water. (\$50. During working hours and \$200.00 for after hours) Traditionally we have not charged for this service. Brock McDougall, CAO-Clerk asked the Commission if this is something the Commission supports to have removed from our procedures under UARB. The Commission agreed to have it removed. At the next Water Utility review, we will make the request to remove this charge.

IV. Splash Pad Budget:

- Public Works has generated the splash pad project budget as circulated. The budget excludes costs incurred in the previous fiscal year and was based on project cost previously approved by the Commission for the fiscal 2022-23 year. Commissioner Cogswell mentioned that

there is no contingency in the budget. Brock mentioned that inflationary increases and project delays have already used up the contingency.

V. Village response to Consolidation:

- A letter has been drafted and circulated to the Commission for the seven Villages in Kings County regarding the discussion of municipal consolidation. Letter has been signed by all signors and will be mailed out tomorrow.

7. FINANCIAL REPORT – Brock McDougall reported:

- a. The written report was read aloud in summary.
- b. Commissioner Hovell had one question regarding specific expenditures which were clarified to his satisfaction.
- c. A motion to accept the Village General Operating and Water Utility financial statements for July 2022, as submitted was moved and seconded. **MOTION CARRIED**
- d. A motion to approve the annual transfer of 75 thousand dollars to the Fire department Reserve was moved and seconded. **MOTION CARRIED**
- e. A motion to pay \$768.50, 50% of the Port Williams and District Lions Club liquor liability renewal was moved and seconded. **MOTION CARRIED** It was noted that Commissioner Hovell abstained from the vote due to a conflict of interest.

8. NEW BUSINESS

- a. ANSV Conference Bible Hill:
 - i. Brock McDougall, CAO-Clerk is seeking Commission approval to incur travel expense to attend the two- day AGM and conference in Bible Hill. A motion to approve the expenses of CAO-Clerk Brock, Commissioner Graves, Chairperson Benedict & Commissioner Leier to attend the ANSV Conference in Bible Hill was moved and seconded. **MOTION CARRIED**

A motion was carried to go in camera at 7:59pm for a personnel matter and Contract discussion.

The meeting came out of the in-camera session at 8:23pm.

A motion to accept and approve the Community Centre Internet upgrade proposal as presented to the Commission and recommended by service provider Digital nGenuity in response to a Village RFP (including the potential for an

additional access point for the Village Office) was moved and seconded.

MOTION CARRIED

9. ADJOURNMENT

Upon a motion being made the meeting was adjourned at 8:25 pm.

A handwritten signature in blue ink, reading "Lewis R. Benedict", written over a horizontal line.

Lewis Benedict, Chairperson

A handwritten signature in blue ink, reading "Brock McDougall", written over a horizontal line.

Brock McDougall, CAO/Clerk