

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF SEPTEMBER 19, 2023**

**MEMBERS PRESENT:** Lewis Benedict, Kim Cogswell, Debbie Graves, Andy Nette and Ernie Hovell

**IN ATTENDANCE:** Joe Keddy, Brock McDougall, Darlene Robertson, Philip Porter, Jason Stevens, Adam Griffin, June Granger, Jenna Warren, and Mark Grotjohn.

**1. CALL TO ORDER**

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

**2. REGRETS:** None

**3. APPROVAL OF MINUTES:**

- a) It was moved and seconded that the minutes of the Commission meeting of August 15, 2023, be approved. **MOTION CARRIED.**  
Note: Commissioner Graves abstained from the vote.

**4. PRESENTATION TO CHIEF PORTER FOR YEARS OF SERVICE:**

- a) Chairperson Benedict presented Philip Porter with a plaque and thanked him for his many years of service. Retired Chief Porter stated that he has enjoyed working with everyone.

**5. CORRESPONDENCE**

a) Municipality of the County of Kings:

- Building activity report for the month of August 2023 was not received from the Municipality Kings.

b) Other Correspondence:

- 1. Emailed / phoned concern received from residents regarding Kars Street becoming one-way from Hwy 358 to Middle Street.
- Commissioner Kim Cogswell spoke about the history of this intersection and the dangers it presented. Which were relayed to the Nova Scotia Department of Public Works (NSDPW). This issue was raised several years ago but was finally resolved this August when the change was implemented by NSDPW.
- The concerns received were that the one-way would increase traffic on Middle Street. Further, that this issue

was raised during consultation in the past, but little was done to include those concerns in making the decision. The process for making the decision was brought into question.

- CAO Brock McDougall noted that he had previously forwarded this concern to NSDPW and had corresponded with the complainants about the decision. Specifically, that the safety concern at Kars Street and Highway 358 warranted the change.
  - NSDPW is aware of the concern and believes that over time the excess traffic will decline as motorists become accustomed to the change.
  - It was noted that directional signage was in place but a “NEW” sign which is usually present when new traffic signs are introduced was not used.
  - Resident Jenna Warren was present at the meeting to represent the residents of Middle Street, speaking to their concerns of increased traffic and the impact on safety in their neighbourhood.
  - After discussions the Commission agreed by consensus that CAO will send a letter to NSDPW, cc. to Hon. John Lohr asking to reduce the speed on Middle Street to 30km/hr as a traffic calming measure.
2. Letter sent to Honorable John Lohr from the Association of Nova Scotia Villages (ANSV) supporting the Villages’ position on water utility taxation issue. The Village Commission was copied.

## **6. BUSINESS ARISING FROM THE MINUTES:**

### **a) Collins Road Sidewalk Status –**

- The application to change the scope of the project submitted to Infrastructure Canada was accepted.
- Paving on Collins Road, organized by the Nova Scotia Department of Public Works (NSDPW), has already begun and the Village has missed the opportunity to complete the sidewalk in conjunction with this work as originally planned.
- NSDPW advised that contractors will return to fill the gap between the roadway and any curb the Village installs later.
- The Commission agreed by consensus that CBCL should be engaged to prepare a tender package, but to ask that the storm water plan be reviewed considering recent flooding concerns. Further, staff were directed not to issue the tender package until a later date to be determined, most likely near the end of winter with a spring construction



timeframe in mind.

## 7. REPORTS

a) **Municipal Councilor** – Councilor June Granger reported:

- Municipal Tax bills are being sent out later than usual – end of September.
- Three planning applications in the village are still being reviewed by municipal planning staff.

b) **Fire Department** – Chief Jason Stevens reported:

- Busy month in the fire house
- Senior members have conducted interviews and appointed a new Deputy Fire Chief and other officer positions. Jason thanked Commissioner Nette for his assistance with the interview process.
- Adam Griffin has accepted the position of Deputy Fire Chief
- Amber Rand and Evan Harvey have accepted the positions of Captains and Mark Riley and Laura Porter have accepted the positions of Lieutenant.
- We have accepted two new members who have joined our ranks. One as a firefighter and the other as a radio operator.
- We are currently running an in-house level one program, taught by instructor DC Adam Griffin, for all our new members.
- We have had 5 alarms this month, 2 residential fire alarms. 1 MVC, 1 house fire and 1 flooded basement.
- With Hurricane Lee coming over this past weekend, we spent most of last week preparing for its arrival. Ensuring all power tools were ready to go, filling sandbags and making sure our station is ready for members if needed. During the hurricane our members responded to help clear several limbs down on our roadways, clear drains on roadways as well as respond to a house fire and flooded basement.
- Chairperson Benedict asked Chief Stevens when the department will be visiting the schools given the new renovations, so that members are aware of any changes – Chief Stevens responded that a visit is planned for October.

c) **Public Works** – Superintendent Joe Keddy reported:

*Operations:*

- Water meter readings & repairs (All meters have been read)

Commissioner Hovell asked Superintendent Keddy if all repairs to meters are up to date. The Superintendent responded that he had 5 repairs to complete before the next meter reading cycle, which would include replacing one meter which has the same serial number as another meter.

- Water & Sewer inspections complete
- New Bluetooth handheld meter reader used this round of meter reading.
- Working on chlorination system. We are now using hypo instead of gas. I have been in talks with the Department of Environment (DOE). There's a list of items that we'll need to finalize the change to hypo. Working on this now and will need the assistance of our engineers, I have included what is needed in the report, including a quote on equipment.
- Working on sewer pump for Starrs point pumping station. Superintendent Keddy mentioned that he has a tech coming in to assess if the problem is the generator or the control panel. Chairperson Benedict suggested that the Village contact the insurance company to determine if this is covered through insurance.
- Water break on Belcher Street, repair occurred today (Sept 19). During the digging we discovered a hidden manhole and raised it to the proper height.

*Meeting and Training:*

- Trails & sidewalks: Met Public Works to discuss options for this project, discussed with the CAO. Gravel ordered for the trails. Superintendent Keddy mentioned that he was talking to Commissioner Benedict and they agreed that we need to ditch the trails.
- Developments Starr's point Road, Mainstreet, Rawding, and Belcher
- Paving on Collins has begun.

*Public Works General:*

- Working on trails (signs, gravel). Repairs to trails after water damage.
- Working on specs for new tractor, blower and mower
- It was mentioned that there is a hole in the road by the pumping station which needs repair.
- There was discussion around the lack of ditching around the Village. The Commission agreed by consensus to direct staff to send a letter to NSDPW and CC John Lohr regarding the need for ditching.

**d) Recreation and Community Development – Brock McDougall**



reported:

*Events/Programming:*

- There are four programs running this fall: Active for Life, Yoga, Chair Yoga, and a music program.
- Bookings are up in the Community Centre as anticipated for the end of summer/beginning of fall. We can expect to see more activity on the weekends.
- Field booking are slowing as the season changes.

*Facilities:*

- Anticipated last day for Splash Pad use is September 30<sup>th</sup> (dependent on temperature/forecast)
- The province is conducting public consultation on accessibility standards which will impact future development of recreational facilities and may impact existing (e.g., playground). More to follow as that process continues.
- The Board of Trustees for the Community Centre will be presented with proposed amendments to the Community Centre by-law at their next meeting. Once the BOT has the opportunity to review those amendments, they may make a recommendation to the Village Commission.

e) **CAO/Clerk Report** – Brock McDougall reported:

**I. Association of Nova Scotia Villages (ANSV) AGM:**

- The ANSV AGM was postponed due to the storm and has tentatively rebooked for the 13 & 14 of October.

**II. Municipality of Kings (MOK) Land Lease update:**

- The MOK staff responsible for the land lease agreement has resigned their position.
- The file is now with CAO, Scott Conrod.
- CAO Conrod has advised that he would like to discuss the greenspaces on Belcher Street/Elementary School property with the Annapolis Valley Regional Centre for Education (AVRCE) before moving forward.
- The Village will need to determine if it is prepared to incur costs in the next fiscal year related to that property, without the protection of a lease in place.

- The largest single expense is repairs needed is the ballfield lights. The Commission agreed by consensus that Superintendent Keddy should get quotes for repairs and/or replacement of the ballfield lights.

f) **Joint Accessibility Committee** – Andy Nette reported:

- Met on September 13<sup>th</sup>.
- Shawn Veldhoven, Municipality of Kings, presented accessibility changes to Aylesford Lake beach washroom / changeroom complex as a case example of building to new accessibility standards.
- Reviewed future provincial standards for the built environment, which should be in effect for 2024.

**7. FINANCIAL REPORT:**

- a) The written report of the previous month's financial activities was distributed.
- b) It was moved and seconded that the Commission approve the Village General Operating and Water Utility financial statements for August 2023, as submitted. **MOTION CARRIED**

**8. NEW BUSINESS:**

- a) Records Management Policy – Proposed Amendments:
  - CAO McDougall presented draft changes to the Records Management Policy as circulated. Commissioners provided feedback on the policy changes. That feedback will be applied and presented for a second reading at the October Commission meeting.
- b) Budget FY 2024/25 – Initial Planning:
  - Staff have been asked to begin preparing proposals for any special expenses and/or capital projects in anticipation of preparing the budget for fiscal year 2024-25. These would be proposals beyond what has already been identified in our 5-year capital plan.
  - If Commissioners have projects or purchases in mind for the Village, we would appreciate hearing ideas as we prepare draft operating and capital budgets for later this year. Proposals may be communicated at any time to the office.
- c) Special Expense Approvals –
  - Request submitted from the Port Williams & District Lions Club for the Village to Cover 50% of their Liquor Liability insurance renewal. If Accepted the Village Portion is \$768.50
    - a. As one of the primary providers of catering and

bar services for events at the Community Centre, the Lions Club play a significant role in facilitating Community Centre bookings.

- b. A motion to approve covering 50% of the Lions Club Liquor Liability insurance renewal in the amount of \$768.50 was moved and seconded.

**MOTION CARRIED** - Commissioner Ernie Hovell abstained from the vote.

- Request to approve the expense of a donation of \$500.00 to the Heart and Stroke Foundation on behalf of Retired Commissioner Leier was moved and seconded. **MOTION CARRIED**

- d) TOPS memorial bench –

- TOPS have purchased a bench in memory of Brian Tupper and would like to place it in the park.
- A motion to accept the donation of the park bench from TOPS in memory of Brian Tupper was moved and seconded. **MOTION CARRIED**

- e) Addition to Councilor Grangers report – There will be a Community Conversation meeting held for district 1 on September 27<sup>th</sup> in Canning at the Ross Creek Centre. From 7-9pm (open forum)

## 9. ADJOURNMENT

Upon a motion being made the meeting adjourned at 8:30pm



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk