

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF MARCH 21, 2023

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

IN ATTENDANCE: Brian Tupper, Philip Porter, Joe Keddy, Brock McDougall, & Darlene Robertson

1. CALL TO ORDER

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

2. REGRETS: Councilor June Granger

3. APPROVAL OF MINUTES:

- a) Commissioner Hovell noted an error in the Lions Club Report for amendment.
- b) It was moved and seconded that the minutes of the Commission meeting of February 21, 2023, be approved as amended **MOTION CARRIED.**

4. CORRESPONDENCE

a) Municipality of the County of Kings:

- Building activity report for the month of February 2023 received from the Municipality of the County of Kings.

b) Other Correspondence:

- Letter of Complaint regarding the Planters Monument in Starrs Point.
- The Village Office forwarded the letter to the Port Williams Women's Institute (owners of the Monument) for their consideration.
- The Commission agreed that the Women's Institute should be given the opportunity to respond to the complainant directly.

5. BUSINESS ARISING FROM THE MINUTES:

a) Water Revenue and Usage Report –

- Brock McDougall, CAO/Clerk circulated a briefing note summarizing water revenue and usage history, a list of possible reasons for the decrease in water usage, and recommendations on tracking water usage.

- Commissioner Leier asked if the office had annual data on the increase in the number of metered accounts for the past 5 fiscal years. Brock informed that data is available but not immediately at hand.
 - The Commission agreed by consensus that staff should proceed with tracking as outlined in the briefing note.
 - Areas where the staff will enhance their tracking of unmetered water usage include flushing of lines at monitoring stations, hydrant flushing, fire department usage, and water main breaks.
- b) Water and Wastewater Infrastructure Plan –
- Brock McDougall, CAO/Clerk circulated a revised water and wastewater upgrade proposal through a joint federal/provincial funding program, including upgrades to High Street and Belcher street, for consideration in the 2023-24 capital budget.
- c) Public Works Capital Projects Proposals –
- Joe Keddy, Superintendent of Public Works, presented a capital purchase proposal in the amount of \$13,000.00 for a bush-hog ditch mower to be considered in the capital budget.
 - Joe presented a capital purchase proposal in the amount of \$10,000.00 for an automated backup generator for the Public Works Building to be considered in the capital budget. Joe said that it would be nice to have but not a need at this time.
- b) FY 2023-24 Village and Water Operating and Capital Budgets – Second reading.
- A motion to approve the amended Village Capital budget, with the removal of the generator for the Public Works Building, Belcher Street and High Street sewer projects was moved and seconded **MOTION CARRIED.**
 - A motion to approve the amended Water Capital budget, with the removal of the Belcher Street and High Street projects was moved and seconded **MOTION CARRIED.**
 - A motion to approve the amended water operating budget, removing the hiring of an additional water/sewer operator expense was moved and seconded **MOTION CARRIED.**
 - A motion to approve the amended village operating budget, removing the hiring of an additional water/sewer operator expense was moved and seconded **MOTION CARRIED.**
 - In addition to the presented capital budget, Brock advised that staff had just received an update on wastewater

servicing for the proposed R5 Development off Collins road. Brock indicated that based on the engineer's report, there was a suggestion to upgrade the sewer lift station on Terry's Creek Road. The Commission discussed this option and inquired with staff about the necessity of such an upgrade. Joe Keddy, Superintendent of Public Works, advised that the upgrades were not needed at this time and that the Village water and sewer system has existing capacity to incorporate the proposed development.

- It was moved and seconded to direct staff to advise the Municipality of Kings that the Village water and wastewater system can service the SAG Ltd. Development as outlined in the proposed development agreement **MOTION CARRIED.**

6. REPORTS

- a) **Municipal Councilor** – Councilor Granger wrote in advance to indicate there was no information to report at this time.
- b) **Community Centre / Custodian** – Brian Tupper reported:
 - The Village has hired a new custodian, Terry Holloway.
- c) **Fire Department** – Chief Porter reported:
 - Department has responded to one alarm – Vehicle accident.
 - Requested \$1,500.00 for an un-budgeted recruitment project expenditure under the current budget.
 - The Commission asked if the total FD budget could accommodate this request. Brock confirmed that it could.
 - It was moved and seconded to reallocate one thousand, five hundred dollars from the Fire Department operating budget for recruitment with the condition that the department budget is not exceeded for the year **MOTION CARRIED.**
 - One additional member was recruited.
- d) **LIONS Club** – Brian Tupper reported:
 - Charter night is scheduled for April 22
 - Adopt-A-Highway will take place in April.
 - Have some catering and bar events upcoming.
 - Membership is holding.
- e) **Recreation and Community Development** – Megan Cyr provided a written report which was circulated to the Commission. Megan

has resigned her position with the Village.

Programs:

- Regular partnership and tenant programs are ongoing.
- Club activities are ongoing.

Facilities:

- Continued booking for one-of events such as weddings and meetings.

Events:

- Monday and Thursday evening yoga will continue until April 3rd, except for the 27th of March. More yoga sessions expected throughout the spring and summer.
- Chair Yoga has been cancelled due to lack of participants.
- Active for Life Winter session will end March 23rd, and the Spring session will start on April 18th, and go until June 22nd. Both sessions are now full.

March Break:

- St Patty's themed craft and paint night had a turn out of 6 people.

Winter Frolic:

- Continued snowshoe rentals.
- Mad Science activity had upwards of 20 people

f) **Public Works** – Joe Keddy reported:

Operations:

- Working on 2023 budget
- Water meter readings & repairs
- Water & sewer inspections
- Repaired water leak on Leaside
- Working on metered water request
- Repairs on Chlorine gas system
- Water shut off at the school (Sprinkler system) Inspected.

Meetings and Training:

- Trails & sidewalks
- Splash pad
- Developments

Alarms – Scada Alarm:

- SCADA power outage reset.

Public Works General:

- Working on Splash pad project
- Working on trails (sign, gravel)

- Salting sidewalks
- Cross walk reflectors
- Painting pipes/blowers building/general cleanup.

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

I. **Municipality of Kings greenspace lease update:**

- Geoff Muttart has submitted a draft lease agreement to the MOK on our behalf.
- Terms are aligned with our previous discussions.
 - The Village is permitted to remove improvements at the end of the term (e.g. fencing, lights, nets, etc.) or they may remain if the Village chooses to leave them on the land.
 - 10-year term (plus 10-year renewal option)
 - Covers fields at Port Williams Elementary School, trails, and Planters Square greenspace.
- Brock will update the commission when we hear back from the MOK regarding any amendments or approval of terms.
- It is recommended that any additional discussion, if necessary, be conducted *in camera* under the contract negotiation exemption.

II. **NS Department of Public Works – Streets and Traffic items**

- An update was received from the Nova Scotia Department of Public Works Kings area Manager.
 - Kars Street One Way Proposal – Traffic Authority is working on a signage plan. They have requested a formal request from the Village for this change. Staff will draft a letter.
- Left Turn Lane at 358 and Belcher – added to the NSDPW intersection improvements list. There are, according to NSDPW, multiple constraints this location.
- Overhead Flashing Light at 358 and Church Street – After reviewing all the information, they have indicated that a flashing light does not qualify. They plan to improve signage and add stop bars at Church Street.
- Parking at Port Williams School – this is still under review by the traffic authority.

h) **JAAC Committee** – Scott Leier reported:

- Nova Scotia Association of Municipalities hired a coordinator.

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 February 2023, as submitted. **MOTION CARRIED**
- c. A motion to transfer funds from reserves to capital for the completed Community Centre internet upgrade project was moved and seconded **MOTION CARRIED.**
- d. A motion to transfer funds from water reserves to capital for the completed hydrant capital expense was moved and seconded **MOTION CARRIED.**
- e. A motion to transfer funds from the water reserves to capital for the capitalized meter purchases was moved and seconded **MOTION CARRIED.**
- f. A motion to transfer the funds donated by the Port Williams Soccer Association to the Recreation reserves for the splash pad project, was moved and seconded **MOTION CARRIED.**

8. NEW BUSINESS - None

9. IN CAMERA

Upon a motion being made the meeting went in camera at 8:43pm for matters of personnel.

The meeting returned to open session at 9:27pm

It was moved and seconded that accounting for increases in the cost of living, staff receive an annual wage adjustment in accordance with Village procedures. **MOTION CARRIED**

10. ADJOURNMENT

Upon a motion being made the meeting adjourned at 9:29pm



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk