

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JANUARY 17, 2023

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

IN ATTENDANCE: Megan Cyr, Brian Tupper, Philip Porter, Jason Stevens, Adam Griffin, June Granger & Darlene Robertson

1. CALL TO ORDER

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

2. REGRETS: Kim Cogswell & Brock McDougall

3. APPROVAL OF MINUTES:

- a) It was moved and seconded that the minutes of the Commission meeting on December 20, 2022, be approved as circulated
MOTION CARRIED.

4. CORRESPONDENCE

a) Municipality of the County of Kings:

- Building activity report for the month of December 2022 received from the Municipality of the County of Kings.

b) Other Correspondence:

- None

5. BUSINESS ARISING FROM MINUTES:

- a) Joint Accessibility Advisory committee update – Commission Leier provided the following update
- Had their meeting virtually
 - Looking at meeting quarterly instead of monthly
 - Waiting on the accessibility guidelines from the province.
- b) Credit Card User Agreement –
- A draft Credit Card Agreement was circulated to the Commission as well as auditors with no changes recommended. A motion to approve the Credit Card agreement as presented was moved and seconded.
MOTION CARRIED
- c) FD Draft Policy appointing Chief/Officers –

- The draft policy is currently under review following notes received from legal counsel.
 - The Commission is also seeking input from Commissioner Cogswell given her involvement in drafting previous Fire Department policies.
- d) Fire Department – Commissioning of Tanker 21
- Motion to rescind the motion of November 15, 2022 that directed the village staff to post an RFP to build a new tanker truck was moved and seconded **MOTION CARRIED**
 - The newly purchased Fire Truck from Kentville will need paint/body work. A Request for Quotations closed today, January 17, 2023. Recommendation to discuss in camera.
- e) Draft Policy –
- The Villages insurance providers are requiring an abuse policy to address potential liabilities resulting from abusive behavior by staff, volunteers, or other parties associated with the Village.
 - A draft has been circulated for your first reading.

6. REPORTS

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

- Code of Conduct meeting – Virtual meeting will be held for the Villages on Feb 16 and the Municipality is on Feb 14.
- June asked when the next source water protection meeting is scheduled for? Joe answered that it will be some time in the first Week of February
- June mentioned that she has had some calls regarding who is responsible for roads etc., which she guides people to the Kings County Website.
- Mentioned that the two active developments (Sutton/Belcher Street and Collins Road) are still under review.
- Mentioned the vulnerable person registry. She will send the Village some pamphlets to hand out.

b) **Community Centre / Custodian** – Brian Tupper reported:

- New doors have been installed
- Problems with the PA system upstairs, believes that renters of the Community Hall might have hit the system with tables or chairs. Suggested that we need to contact Video World to assess the issue. Joe said that he will look at the cabinet.

c) **Fire Department** – Chief Porter reported:

- Two alarms – Mutual aid and a motor vehicle accident

d) **LIONS Club** – Brian Tupper reported:

- Busy catering
- Last meeting made the decision not to have the Valentines Day supper this year
- 22 Christmas baskets were delivered.

e) **Recreation and Community Development** – Megan Cyr Reported

Programs:

- Regular partnership and tenant programs are ongoing – Yoga, Chair Yoga and Active Living
- Club activities are ongoing – Bridge, Lions, WI, TOPS and Quilt guild.

Facilities:

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

Events:

- Evening yoga 12 week sessions, Monday and Thursday evengs, has started as of January 9th. New participants are always welcome as drop ins.
- Chair Yoga start scheduled for January 18th
- Active for Life's Winter session has started as of January 17th and will go until March 23rd The program is now fully booked.
- Preparing for the snow – Winter frolic events brainstorming, potentially renting out snowshoes again.
- Brainstorming the return or Summer Kids Day Events (in lieu of summer camps and what that will look like this year.
- Finishing playbox

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

Operations:

- Working on 2023 budget
- Water meter readings & repairs
- Water & sewer inspections
- Curb Stop repair Starrs Point Road
- ¼ water tests and 2-year water sampling complete
- Investigating water leak on Leaside Court.

Meetings and Training:

- Trails & sidewalks
- Splash pad
- Developments

Public Works General:

- Working on Splash pad project – just about complete, has a quote from Tasbo Sod for sod to be put down in the spring.
- Working on trails (signs, gravel)
- Salting sidewalks
- Crosswalk reflectors
- Painting pipes in reservoir building/general cleanup.
- Picked up play box and built stand for it
- Working on Community Centre doors and heat detectors
- Couple of water leaks and has specialist scheduled to investigate a water line leak.
- Commissioner Graves asked if Joe knew where a previously discussed change room/washroom building at the Community Park might be located. Joe responded that he has a proposed sight but will need to check and see if any changes will need to be made to our source water protection document.
- Commissioner Leier suggested that this be added to the agenda for the Source Water protection meeting in February.

g) **CAO/Clerk Report** – Brock McDougall sent a written report:

I. Streets and infrastructure Update:

- Meeting was planned with NS Public Works Area Manager. They are still working on our list of requests but there has been no definitive commitment to any of the items we've raised.

II. Fire Department Recruitment Sign

- We have approval from Public Works and the Municipality of Kings to put up the sign in the Village Welcome area as long as it is temporary (30 days)

III. Leased Greenspace update.

- Update was received from Geoff Muttart:
 - Leased term is 10 years with an additional 10 year renewal option.
 - Infrastructure can remain on the land at the end of the lease term. The Commission agreed that this would be acceptable to keep the process moving forward.
 - It is expected that the Village would request a lease extension or any new infrastructure investment, to match the life of the investment. (i.e, if a new backstop were put in at the ball field we'd want to extend for the reasonable life of the fencing).

- The Village is responsible for liability other than something directly caused by the Municipality, the Municipality should be named on the liability policy.
- Any accessibility requirements that must be satisfied to access the lands (not the infrastructure) pursuant to the Accessibility Act is to be Municipality's responsibility
- Village must get permission before constructing anything or changing use on the land.
- The Village will maintain the land and ensure use is consistent with accepted practices and guidelines for recreation.
- Municipality will monitor the land for non-permitted uses.

IV. Consultation – Re: Code of Conduct update

- The Department of Municipal Affairs is conducting info/consultation sessions in February regarding the implementation of Council/Commission Codes of Conduct.
- Recommendations from the Code of Conduct working group have been circulated.
- We are waiting to determine how implementation may vary between councils and commissions.

7. FINANCIAL REPORT:

- a. The written report of the previous months financial activities was distributed.
- b. It was moved and seconded that the Commission approve the Village General Operating and Water Utility financial statements for December 2022, as submitted. **MOTION CARRIED**

8. NEW BUSINESS

- a. Commissioner Graves mentioned that there has been some unwanted use of the Villages public washroom and wanted to know if the Village should lock the washrooms. Joe said that we have had this issue in the past but have been able to identify and deter the misuse. The Commission agreed to not lock the washroom.
- b. Joe mentioned that there has not been a budget and capital meeting with staff and commission for a couple of years and wanted to know if there would be one soon. Commissioner Leier assured Joe that there would be.

9. IN CAMERA

Upon a motion being made the meeting went in camera at 7:40pm for matters of personnel and contracts.

The meeting returned to open session at 8:20pm

A motion to accept the bid made by LRB Fabricators regarding their submission to the RFQ for paint and bodywork for the newly acquired Fire Truck (Tanker) was moved and seconded. **MOTION CARRIED**

10. ADJOURNMENT

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



Lewis Benedict, Chairperson



Darlene Robertson, FO