

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JULY 19, 2022

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

IN ATTENDANCE: Brock McDougall, Joe Keddy, Philip Porter, Brian Tupper, Darlene Robertson and five members of the public

1. CALL TO ORDER

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

2. REGRETS: Councilor June Granger, Commissioner Graves & Megan Cyr

3. APPROVAL OF MINUTES:

- It was moved and seconded that the minutes of the Commission meeting on June 21, 2022, be approved as circulated **MOTION CARRIED**. Note: Commissioner Leier abstained from the vote.

4. CORRESPONDENCE

- Municipality of Municipality of Kings of Kings:
 - I. Building permits activity report for the month of June 2022 received from the Municipality of the County of Kings.
- Other Correspondence:
 - I. Letter requesting funding support for participation in the 2022 Canada Summer Games, from Jenna Guy. – Office to send a letter to Jenna explaining that it is not in the Villages mandate to provide financial support but wishing her luck.
 - II. Thank you letter and a \$500.00 donation from Charles and Jane Forney for the Fire Department.
 - III. E-mailed letter from Jane Fitzgerald and David Foster outlining concerns regarding the public's visual understanding of property line boundaries between trail and their property. – Commission tabled discussion until the August Commission meeting. Commissioners would like the opportunity to walk the trail and review the concerns.

5. BUSINESS ARISING FROM MINUTES:

- EMO Committee – Brock McDougall, CAO-Clerk advised the Commission that at as per the June 30, 2022 Committee meeting the proposed amendments to the Emergency Plan for the Comfort Centre at the Community Hall, are recommended by the committee

for adoption by the Village Commission. A motion to approve the proposed amendments to the Emergency Plan for the Comfort Centre at the Community Hall as circulated by email was moved and seconded. **MOTION CARRIED.** Also, per the June 30, 2022 EMO Committee meeting the proposed Village Hazards List be presented to the Village Commission for review. The Commission previously directed the Committee to create this list as a means of tracking hazards that may impact Village and Fire Department operations. The committee recommends that the Village maintain this record as a living document. Commissioner Cogswell asked if the living document will contain more detailed information. Joe Keddy, Superintendent of Public Works, stated that he will be providing more detailed information in this document.

- School Recreation Facilities/Greenspace Leases – Brock McDougall, CAO-Clerk advised the Commission that a draft facility use agreement for the Village recreation infrastructure on lands owned by the Annapolis Valley Regional Center for Education is under legal review.
- JAAC – Brock McDougall, CAO-Clerk advise the Commission that there have been some committee member changes which require a motion by the Commission and that the Committee is requesting a motion be made by the Commission for a letter to be sent to the NS Department of Public Works to work collaboratively with the Villages and Municipality to remove mobility barriers in public infrastructure.:
 - I. A motion that the Village of Port Williams appoint Ben Brown as a citizen member on the Joint Accessibility Advisory Committee for a term running from July 5, 2022 to May 31, 2023 was moved and seconded. **MOTION CARRIED.**
 - II. A motion that the Village of Port Williams appoint Alan Price as a citizen member representing the Western Region on the Joint Accessibility Advisory Committee for a term running from July 5, 2022 to May 31, 2023. **MOTION CARRIED.**
 - III. A motion that the Village of Port Williams pass a motion asking the Village Clerk to write a letter to the Minister of the Nova Scotia Department of Public Works requesting the Department's staff work with the Villages and the Municipality in removing mobility barriers in public infrastructure such as connections between sidewalks and bridges was moved and seconded. **MOTION CARRIED.**

6. REPORTS

- **Municipal Councilor** – No report provided
- **Community Centre / Custodian** – Brian Tupper reported:

- Looking into obtaining quotes for the cleaning and waxing of floors.
- **Fire Department** – Chief Porter reported:
 - Department responded to five alarms
 - Fire advisory Committee meeting was cancelled
 - Kings County Fire Department meeting was not held due to lack of quorum
- **LIONS Club** – Brian Tupper reported:
 - Shut down activities during July and August
 - Actively recruiting members
 - Lions received a grant from the Municipality of the County of Kings
- **Recreation** – Megan Cyr provided a written report read by Brock McDougall.

Programs:

- Regular partnership and tenant programs are ongoing. Yoga moved to outdoors (weather permitting, starting July 18th).
- Club activities are ongoing - Bridge, Lions, TOPS, Quilters etc.

Facilities:

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

Personnel:

- Our Summer Coordinator (River McSwain) is resigning July 31st, and our Summer Arts and Crafts Leader (Hayley Grant) will be taking over her position for the remainder of August.

Events:

- Summer schedule is printed, published online, and hung up around the community.
- Senior Summer Walking program is ongoing with a consistent group of around 5 people each day.
- Archery sessions were fully booked and successful with 24 kids each day. We are hoping to book them again this fall.
- Open pickleball and Tennis equipment days are ongoing.
- Skill sharing- Birding is ongoing.
- Seniors Washer Toss and Bean Bag Toss has commenced.
- Paint Nights, Board games, and Teen trivia have been combined into one community night, every Friday.
- River's Nature Walks are ongoing.
- First Splash Days have been a success so far.

- Pride Event was a success with over 25 people present.
 - Kids Days events have been slow to start, but we have a consistent group showing up.
 - Cake decorating's first session is July 19th.
 - Try it hip-hop dance session on August 2nd.
 - Weekly arts and crafts sessions starting July 28th.
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- **Public Works** - Joe Keddy reported:
 - Sewer & Water Utility:
 - Annual lead samples to AGAT
 - Sewer and water inspections
 - Call out about no water at residence on Collins Road: repaired pressure regulating valve
 - Call out about sewer backing up at residence on Belcher Street
 - Met with Design Point engineer to go over bore hole locates for new development in Leaside Drive
 - Alarms: No alarms this month
 - Meetings and Training
 - Trails & sidewalks – reached our spending limit for this year for trails.
 - Obtained quote from CBCL that the infill section on Collins road would cost between 85 to 100 thousand dollars. Commissioner Cogswell asked if this was within the budget for this project. Brock McDougall explained that it is.
 - Brock noted that costing next year will most likely be modified due to the increase of fuel and supplies.
 - A motion to infill the described ditch section on Collins Road under the sidewalk capital project was moved and seconded. **MOTION CARRIED.**
 - Splash pad project – obtaining a quote for the water line and have started excavating the area.
 - Public Works General:
 - Working on field bookings and field maintenance
 - Installed basketball mesh
 - Painted soccer nets & installed new mesh on soccer nets
 - Working on ballfield (new gravel and grass control, backstop and fence repair)
 - Clearing bushes in sight view along Starrs Point Road

and Collins Road

- Trimming grass and brush from trails, weed control applied
- installed new breaker for ball field lights
- Trimmed branches/trees around the light pools in Planters Square.
- Water tower has some leaking around bolts – Joe has contacted Gretario to come onsite and tighten and seal the bolts.

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

I. Personnel Policy

- Amendments to the Personnel policy have been circulated for review by the Commission. A motion to approve the amendments as presented was moved and seconded. **MOTION CARRIED.**

II. Community Centre Wi-Fi RFP:

- The RFP for the Community Centre Wi-Fi circulated to the Commission – Closing date of July 22nd.

III. Joint Parking lot Paving Project

- Currently waiting for a start date
- Receiving \$25,000 through The Kings Vision Grant

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 June 2022, as submitted was moved and seconded. **MOTION CARRIED**

8. NEW BUSINESS

a. Throw Pitch renaming:

- i. The Village has been approached with a proposal to rename the Throw Pitch in honour of the late Steve Wohlmuth proponent for the facilities construction and coach to local athletes. It was agreed that once an appropriate name has been established that there should be a dedication. Brock McDougall will contact invested parties to see if they have a preference regarding naming and will report back to the Commission.

- b. Brison sinage located at entry way to Ports Landing:
 - i. Commissioner Hovell mentioned that the Brison Development signage located by the entry way to Ports Landing is fading and not aesthetically pleasing. After discussions Joe Keddy said that he will approach Mr. Brison to review / consider removing the sign.
- c. Victor Peach trail naming question
 - i. Mr. Peach had heard that his name was being used as reference to the Village's trails. It was explained that it was used only as a reference to the previously owned land. Naming of the trail system has yet to be determined.

9. ADJOURNMENT

There being no other business raised, upon a motion being made the meeting was adjourned at 8:02 pm.



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk