

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JANUARY 18, 2022

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

IN ATTENDANCE: Brock McDougall, Brian Tupper, Karen Rovers, Joe Keddy, Philip Porter, Sylvia Jacquard and Darlene Robertson

1. CALL TO ORDER

Chairperson, Lewis Benedict, called the meeting to order at 3:00 p.m.

2. REGRETS: Ernie Hovell & June Granger

3. APPROVAL OF MINUTES:

- a. It was moved and seconded that the minutes of the regular Commission meeting on December 21, 2021 be approved as circulated **MOTION CARRIED.**

4. CORRESPONDENCE

a. Municipality of County of Kings:

- I. Building permits report for the month of December 2021. In Kings County 36 building permits were issued with a total value of 4.8 million, permits were issued for Port Williams with a total value of 457 thousand dollars.

b. Other Correspondence:

- I. Letter from Alex and Heather Crouse regarding the removal of business signs from the corner of Highway 358 and Starrs Point Road. Brock McDougall provided an overview of events leading up to the signage removal and recommended that a letter be sent to the Crouse's explaining the events leading to the removal of the signs by the Nova Scotia Public Works Department. After discussions a motion to direct Clerk/CAO Brock McDougall to send a letter of response to Alex and Heather Crouse clarifying the events which took place that resulted in the removal of the signs and to send the Municipality of the County of Kings a carbon copy of the letter was moved and seconded. **MOTION CARRIED.**
- II. Letter from RCMP H Division Pipe and Drums – thank you re: Remembrance Day Service.

5. BUSINESS ARISING FROM MINUTES:

- a. Committee Appointments -
 - I. Source Water Protection – a motion to appoint Commissioner Debbie Graves to the Source Water Protection Committee was moved and seconded. **MOTION CARRIED**
 - II. Audit Committee – a motion to appoint Commissioner Kim Cogswell to the Audit Committee was moved and seconded. **MOTION CARRIED**
- b. Joint Accessibility Advisory Committee –
 - I. Accessibility Plan – Commissioner Leier provided an update regarding discussions about the Accessibility Plan, at the last Joint Accessibility Advisory Committee meeting and the need for an accessibility Coordinator position for a two-year contract.
 - II. Proposed budget & staffing amendment – Commissioner Scott Leier recommended to the Commission, to approve changes to the 2022-2023 Joint Accessibility budget, to hire an accessibility coordinator position for a two-year contract. After discussions a motion to adjust the Villages portion of the 2022-2023 Joint Accessibility Committee budget to \$3,451.00, to accommodate the hiring of a Joint Accessibility Coordinator for a two-year term was moved and seconded. **MOTION CARRIED**

6. REPORTS

- a. **Municipal Councilor** – No report provided:
- b. **Custodian:** Brian Tupper reported:
 - Renovations have started
- c. **Fire Department:**
 - Due to COVID there restricted entry into the Fire Hall to non-essential personnel
 - One mutual aid call out
- d. **LIONS Club:** - Brian Tupper reported:
 - Not meeting due to COVID
 - Have cancelled the Valentine supper this year due to current COVID restrictions
- e. **Recreation:** - No report
- f. **Public Works:** - Joe Keddy reported:
 - Monitoring equipment installation, working on setup

- Water study (storage & supply) working with CBCL Waiting for results
- ROMA developments (work in progress, no new updates)
- Regular duties of inspections, water meter readings and installs
- Snow removal & salting underway
- Working on 2022 Budget
- Submitted sampling requirements for 2022
- Winter storm, setting up generators and responding to alarms
- Replaced pressure transmitter for booster pumps
- Skating pond maintenance
- Attended online water seminar
- Sewer back up call on Middle Street. (homeowner)
- Cleaning shop and going through inventory
- Water tower inspection and maintenance completed

g. **CAO/Clerk Report** – Brock McDougall Reported

I. Office Renovation update

- Started demolition on Monday, January 17th
- Framing is nearly complete

II. Recreation Director Update

- Have delayed posting for a Recreation Director until February due to office renovations / COVID status
- Commissioner Graves questioned if the timeline would restrict the starting up of programs and having grants in place for recreation programs. Brock assured Commissioner Graves that it would not. CFO Karen Rovers stated that all grant applications except for one is completed by herself and would be completed in the appropriate timeframe.

7. TREASURER'S REPORT - Karen Rovers reported:

- a. A motion to accept the Village General Operating and Water Utility financial statements for December 2021, as submitted was moved and seconded. **MOTION CARRIED**

8. NEW BUSINESS

a. Community Centre reopening status –

- Brock McDougall stated that due to COVID the Community Centre has remained closed for use until the end of the month. He asked the Commission for their input for the month of February. After discussions it was agreed that the Community Centre

remain closed for use, for the month of February.

b. Crosswalk request –

- Commissioner Leier mentioned that some community members have contacted him regarding the need to have a crosswalk from the Ports Landing to the trail crossing Highway 358. Joe mentioned that this was on a list of requests and that he will follow up with Doug Pulsifer from the Department of Public Works.

c. EMO Committee request –

- Brock McDougall mentioned that the EMO Committee at their last meeting requested the possibility of having the Commission direct staff to construct a list of hazardous materials located through out the Village. After discussions it was decided that Brock, Joe and Philip will work together, determine what would be considered as hazardous and what the needs of the Fire Department re: hazardous materials

d. First Aid training –

- Joe Keddy mentioned that the staff first aid training is probably in need to be renewed. Brock mentioned that due to COVID that in-person training could not be arranged but that there may be first aid training online.

e. Recreation land lease agreements with the Municipality –

- Commissioner Benedict asked if we have heard back from the Municipality regarding our proposal to purchase rather than continue leasing the lands. After discussions it was decided that Brock will follow up with Geoff to ask the Municipality for a decision.

9. ADJOURNMENT

- a. Upon a motion being made the meeting was adjourned at 4:15 pm.



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk