

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

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

IN ATTENDANCE: Brock McDougall, Geoff Muttart, Joe Keddy, Philip Porter, and Darlene Robertson

1. CALL TO ORDER

Chairperson, Lewis Benedict, called the meeting to order at 7:01 p.m.

2. REGRETS: Scott Leier

3. APPROVAL OF MINUTES:

- a. It was moved and seconded that the minutes of the regular Commission meeting on March 15, 2022, be approved as circulated
MOTION CARRIED.

4. CORRESPONDENCE

a. Municipality of County of Kings:

- I. Building permits report for the month of February 2021 was not received from the Municipality of the County of Kings.

b. Other Correspondence:

- I. Request from D. Gates re: easement – the Commission determined to discuss this matter in a *in camera* session following the regular agenda.

5. BUSINESS ARISING FROM MINUTES:

- a. Joint Accessibility Advisory Committee (JAAC) – Brock McDougall, Clerk/CAO advised the Commission that the JAAC circulated a recalculation of costs for fiscal 2022-23, reallocating the JAAC coordinator costs to a 20/80 split, reducing Port Williams' annual contribution by \$627.00
- b. Trail Expansion Plan – Brock McDougall, Clerk/CAO presented the amended Three-Year Recreation Trail Expansion Plan initially reviewed by the commission in Marc. A motion to approve the overall trail expansion plan as presented was moved and seconded. **MOTION CARRIED**

6. REPORTS

- a. **Municipal Councilor** – Brock McDougall reported for June:
 - Currently there is no new updates to report.
- b. **Custodian** - Brock reported for Brian:
 - Brian met with one of the suppliers this past month
- c. **Fire Department** - Chief Porter reported:
 - Three calls; two were mutual aid calls & one was to investigate a possible brush fire.
 - Department welcomed a new member
 - Department is in possession of new gear lockers
 - Kings County Firefighters Association Directors have a meeting on April 20, 2022, with a mediator regarding the Wolfville and Greenwich fire study.
 - Commissioner Hovell mentioned that the province had awarded 10 thousand dollars to the Fire Department and asked Chief Porter if the department had any projects earmarked for the funding. Philip indicated that they did not.
- d. **LIONS Club** - Ernie Hovell reported:
 - Upcoming catering functions in the Auditorium
 - Adopt-A-Highway program taking place in the Village
 - Welcomed a new member
 - Port Williams days – Lions will be doing the dinner, fireworks and Village wide yard sale. The Village Recreation is helping this year with the parade and other events
 - Many thanks to Lewis Benedict for painting and putting new wheels on Kitchen cart in the auditorium kitchen.
- e. **Recreation** - Brock reported:
 - Clubs and rentals are active
 - Active Kids Healthy Kids requested \$250.00 funding – after discussion the topic was tabled.
 - Megan Cyr has been hired as the new Recreation Director. Megan starts on April 25, 2020.
 - A variety of school teams have requested to use the Villages outdoor recreation facility. After discussions the Village Commission made a consensus decision that local school teams can use the outdoor recreation fields at no cost for practices, and a cost of \$15.00 per game.
 - Port Williams days planning meeting on April 12. The Firefighter Association is having a chicken BBQ and boot drive. The Booker school is putting on a lobster trap (former mock jail) and spring fair. The Village is arranging food trucks and a parade. These plans are in addition to what the Lions Club already reported.

f. Public Works - Joe Keddy reported:

- Operations
 - New nitrate analyzer
 - Water repair on High Street II (replaced curb stop)
 - Working on Monitoring equipment
 - Working on Well #1 (transformer) due to power bump
 - Working on blowers (transformer & contractor) due to power bump
 - Working on UV system – replaced 2 ballast and worked on intensity sensor)
 - Annual water report completed and submitted April 1 to DOE
 - Water & sewer inspections
 - Water & sewer locates
- Alarms
 - PPS alarm
 - Blower alarm
 - Well #1 alarm
- Meetings and training
 - Trails & sidewalks
 - Water study
 - Developments
 - Water and wastewater certification renewed
- Public Works General
 - Working on sidewalk project
 - Sidewalk & parking lot cleanup
 - Street light maintenance and public concerns
 - Working on field bookings and field maintenance
 - Arranging brush clearing on village land boundaries
- New Issues
 - Twelve anodes are depleting in the water reservoir and need repair. Will include in the 23/24 operating budget
 - Commissioner Hovell asked if there was any news regarding a flashing light at the church Street corner. Joe indicated there was no update, but will reach out to MLA John Lohr to pursue this matter further

g. CAO/Clerk Report – Brock McDougall Reported

- I. Office Renovation update
 - Painters were in today but had to stop due to a medical issue.
- II. Splash Pad Update
 - The Commissioners determined to discuss this ongoing contract matter in a *in camera* session after the planned agenda
- III. Joint Parking lot Paving Project
 - Potential start date will be sometime in June
- IV. Greenspace Lease Agreement
 - 10-year term lengths were accepted by the Municipality of Kings.
 - Geoff Muttart mentioned that use agreements details need to be reviewed by staff, communicated, and properly documented in the agreement to establish liability responsibility. Brock mentioned that the Recreation Committee will discuss and resolve.
- V. Sidewalk
 - Department of Public Works determined that Collins Road needs to be widened for pedestrian sidewalk safety. Cost to move forward with this project would be an additional \$100,000 (approx.) according to our engineers. After discussions the Commission agreed to have a meeting arranged with John Lohr to discuss the issue. The sidewalk project has been tabled until the widening issue can be resolved.

7. FINANCIAL REPORT – Brock McDougall reported:

- a. A motion to accept the Village General Operating and Water Utility financial statements for March 2022, as submitted was moved and seconded. **MOTION CARRIED**
- b. A motion to accept funds donated by the Port Williams Firefighter Association to purchase gear and SCBA bottle holder racks was moved and seconded. **MOTION CARRIED**
- c. Fire Department donation procedures – it was clarified that any external donation made to the Fire Department through the Village would be used for the Fire Department and must be made unconditionally.
- d. Audit Committee recommendations – Brock circulated by email the recommendations from the Audit Committee. A motion was put forward to implement the recommendations of the Audit Committee: approve the annual Mileage and expense report as posted; remove reference to the CFO in applicable policies; amend the lunch hour specifications in the expense policy to be less specific; and approve the letter of Engagement by Bishop and Company for the Villages 2021/2022 fiscal year audit. **MOTION CARRIED**

8. NEW BUSINESS

- a. Tech Policy for the Fire department members - a technology policy which was previously reviewed by the FD FOAM committee was presented to the Commission for approval. A motion to approve the Technology policy for the Fire department as presented was moved and seconded. **MOTION CARRIED**
- b. Area Advisory Committee – the area advisory committee met to review proposal by a land owner and made the following Motion:

Be it resolved that Port Williams Area Advisory Committee recommends that Planning Advisory Committee recommend that Municipal Council give first reading to and hold a Public Hearing regarding the application to rezone the property at 1200 Parkway Drive (PID 55479562) Port Williams from the General Commercial C1 Zone to the light industrial commercial M1 zone as described in Appendix D zone of the report dated April 7, 2022.

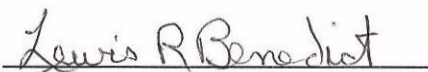
A motion was carried to go in camera at 8:34pm for Legal/Contract matters.

The meeting came out of the in-camera session at 9:30pm.

- It was moved and seconded to cancel the splash pad request for proposal (RFP) on the grounds that the single bid received did not meet the RFP specifications. **MOTION CARRIED**
- It was moved and seconded to release the Village of Port Williams' burden (easement) on PID 55468474 for the price of \$100 plus the cost of legal fees. **MOTION CARRIED**

9. ADJOURNMENT

- a. Upon a motion being made the meeting was adjourned at 9:35 pm.



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk