

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF AUGUST 15, 2023

MEMBERS PRESENT: Lewis Benedict, Kim Cogswell, Andy Nette and Ernie Hovell

IN ATTENDANCE: Joe Keddy, Clive D-Souza, Brock McDougall, Darlene Robertson, Philip Porter, Jason Stevens, Geoff Muttart, & Mark Grotjohn,

1. CALL TO ORDER

Chairperson, Lewis Benedict, called the meeting to order at 7:00 p.m. and welcomed Andy Nette to his first meeting as Commissioner.

2. REGRETS: Debbie Graves

3. APPROVAL OF MINUTES:

- a) It was moved and seconded that the minutes of the Commission meeting of July 18, 2023, be approved. **MOTION CARRIED.** Note: Commissioner Nette abstained from the vote.

4. CORRESPONDENCE

a) Municipality of the County of Kings:

- Building activity report for the month of July 2023 was not received from the Municipality Kings most likely due to their recent cyber-attack.

b) Other Correspondence:

- Association of NS Village/Municipal Affairs Re: Sustainable Services Growth Fund (SSGF). The Association has not received a response to the correspondence sent on July 24th, requesting that Municipal Affairs address the lack of direct fund support to Villages.
- E-mail regarding safety at the intersection of Hwy 358/Starrs/High Street. CAO McDougall indicated that he had sent a response stating that this is a concern that the Village has already brought to the attention of Nova Scotia Public Works Traffic Authority.
- Letter from Min. Lohr to Lassonde Re: Great Valley Juice property requesting that Lassonde consider a gift of green space to the Village for recreational purposes.

5. BUSINESS ARISING FROM THE MINUTES:

- a) Collins Road Sidewalk Status –

- On June 20th the Commission voted to reject the tender bid for the Collins Road sidewalk on the grounds that the bid price was approximately \$260,000 over budget. On July 18th the Commission was presented with two options.
 - Re-tender the project, separate from the roadwork.
 - Modify the Sidewalk plan to shorten the distance and cut costs.
- In July, the Commission directed staff to investigate option two and maintain the total funding awarded.
 - The original sidewalk plan was from the corner of Starrs Point, up Collins Road and ending at Steepleview (approx. 579m)
 - The reduced scope would be from approximately 46 Collins Road to Leaside Court (Approx. 275m)

Bid Price	829,105
Original estimate	567,837
Budget shortfall	261,268
	261,268
Remove line paint	-22,000
Change headwalls	-50,000
Remove GVJ section	-33,000
Remove Leaside to Steepleview section	-160,000
Result	-3,732

*Figures include non-recoverable HST
Cost reductions are estimates from NSDPW*

- An application to change the scope of the project has been submitted to Infrastructure Canada (Pending approval).
- The province indicated intentions to move forward with paving Collins Road in July but had advised that Dexter Construction will come back to infill the gap between the roadway and any curb the Village installs for our sidewalk later. The province has now said that paving will be held until the Village decides on next steps.
- It was questioned that if the Village cannot move forward with the sidewalk at this time would the province move forward with the paving. CAO McDougall stated that he had email correspondence with the province that they would continue with the project. Commissioner Benedict stated that Min. John Lohr had indicated that they would not.
- Commissioner Cogswell suggested that it would be in the

provinces interest to contact the Federal Government regarding the grant funding scope change request sent by the Village.

6. Sewer By-law Amendments –

- In July, the Commission heard a proposal to amend the Sewer By-law to include an exemption for “garden accounts”.
- Garden accounts are secondary water accounts where the intended use of the account is residential garden irrigation.
- All residential sewer accounts are billed a \$240 flat rate for the first 50,000 gallons of water usage and then \$4 for every 1,000 gallons over the first 50,000 gallons.
- Sewer usage is determined by water usage, consequently all metered water could incur additional sewer charges for the customer, even if that water is not collected by the Village wastewater system.
- Any metered water account is charged a flat meter fee, this would include garden accounts i.e., properties with two meters would have two separate meter fees per quarter.
- The Sewer By-law explicitly states that no exceptions will be granted for irrigation.
- Consultation with legal resulted in the following:
 - Making an exception for garden accounts may encourage commercial properties to seek exemptions e.g. irrigation, washing, production etc.
 - Second accounts may encourage excessive water usage, the utility is obligated to encourage water conservation.
 - The limited number of impacted customers may not warrant the expense of an amendment to the by-law.
- **Recommendation:** Status quo, do not proceed with amendments to the by-law at this time (if/when the Village is prepared to review the by-law in its entirety, there would be an opportunity to revisit this idea).
- After discussions it was decided to accept the staff recommendation, and not to proceed with amendments to the by-law at this time. CAO McDougall to advise the resident of this decision.

7. REPORTS

a) **Municipal Councilor** – No report

b) **Fire Department** – Chief Philip Porter reported:

- In the past month the department responded to; 1 motor vehicle accident, 1 propane leak, 2 alarm system

activation, 2 mutual aid to Wolfville, 2 mutual aid to Hantsport and 2 mutual aid to Kentville.

- On Aug 4, 2023, the departments involved in helping extinguish the Shelburne wildfires were invited to Shelburne for a thank you presentation from the Municipality of Shelburne. Chief Porter circulated the gift received to the Commission.
- Chief Porter indicated that he is resigning the position of Chief of the Port Williams Volunteer Fire Department and that this was his last report. Philip thanked the Commission for their support and cooperation over the past thirty-eight years, including 15 years as Chief.
- Chairperson Benedict stated that the Commission appreciated Chief Porter's dedication and time.

c) **Public Works** – Superintendent Joe Keddy reported:

Operations:

- Water meter readings & repairs
- Water & Sewer inspections
- Water reports Annual 2022 and system assessment report
- New Bluetooth handheld meter reader, inputting routes.
- Working on chlorination system, having a few issues, looking at options. Currently using a gas chlorination system. Looking to change to a hypo system which would be liquid chlorination.

Meeting and Training:

- Trails & sidewalks: Met Public Works to discuss options for this project, discussed with the CAO.
- Developments Starr's point Road, Mainstreet, Rawding, and Belcher

Public Works General:

- Preparing fields and greenspaces for summer month, trying to keep up with the mowing, snipping and general maintenance.
- Working on specs for new tractor, blower, and mower
- Ballfield lights are out of order. Will have to look at replacing in the spring.

d) **Recreation and Community Development** – Clive D'Souza reported:

Day Camp

- Day Camp was a success.

- Parents and children have given positive feedback. We sent out a questionnaire to parents regarding their experience with our camp which was displayed along with the images of the day camp activities.
- We would once again like to thank the Port Williams United Baptist Church for donating their space for camp.
- Based on the responses and from discussions at the camp wrap up meeting, we ran some estimations for a budget for camp next year. This would be a break-even model and is presented for a single week, which allows for changes to number of weeks offered. Commissioner Cogswell asked if she could receive a copy of the model for review.
- Recommend that the planning for Camp 2024 start by February to allow for booking local and other businesses or locations for use during the camp.

Other Programming

- Regarding our previous update on Yoga, we are no longer hosting Yoga classes for the summer. We are looking into Fall options.
- Our first of the guided paint nights was a success with 6 attendees. We are planning two more of these, this Saturday Aug 19th and the following Thursday Aug 24th.
- We are also doing a rock painting session at the park on Saturday.
- The Basketball Tournament held August 12th from 9am to 12pm had 31 registrations in total, which made 8 teams with 4 people. The turnout for the tournament was great. Based on the feedback, this is an activity that the community would support on an annual basis. Pictures of the tournament were displayed.
- The educational event about snakes with “For Pete’s Snakes” was held on July 29th. This was a popular event, with over 50 people attending. Pictures of the event were displayed.
- With regards to the request about the afterschool programs, the Commission was agreeable to offering the auditorium for after school programming, once a month, on Tuesdays between 2 and 6, if it is not already booked.
- The open mic / talent show that was in the works is not going forward due to lack of interest.

- The two evening events with the Clean Foundation scheduled for July 29th and Aug 1st respectively, were cancelled because we did not have any registrations.
- Mommy and me programs and Pickle ball time will not be happening this summer.
- Our Summer staff contracts will be ending Aug 25th. This is for Hayley Grant and Clive D'Souza. Clive thanked the Commission for the opportunity to work as the Recreation Coordinator this Summer.

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

I. **Association of Nova Scotia Villages (ANSV) AGM:**

- The ANSV AGM will take place September 15-16 in Pugwash
- Seeking approval to incur conference expenses for one staff and two Commissioners estimated at \$1,112.02 plus tax.
- It was moved and seconded to approve the expense, as presented by the CAO, for one staff and two Commissioners to attend the Association of Nova Scotia Villages AGM **MOTION CARRIED.**

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 July 2023, as submitted. **MOTION CARRIED**

8. NEW BUSINESS:

- a. Kars Street one way:
 - CAO McDougall explained that he just received a visual representation of the proposed one way for Kars Street from the area Manager for Nova Scotia Department of Public Works (NSDPW). They requested that the Village pay for the painting of directional arrows planned for the road.
 - Geoff Muttart, Village Counsel, noted that arrows constitute directional signage, which is not a Village obligation. Geoff cautioned against accepting responsibility and potential liability.
 - After discussion, CAO McDougall was asked to clarify with

- NSDPW if there was confusion about the responsibility.
- b. Audit Committee Policy – Proposed Amendments
 - A draft of changes to the Audit Committee Policy was circulated to the Commission for review. It was moved and seconded to approve the amendments to the Audit Committee Policy as presented. **MOTION CARRIED.**
 - c. Volunteer Awards ceremony – Expense.
 - CAO McDougall asked the Commission to approve a \$225.00 mileage expense to send the Village's Volunteer of the Year award recipient and a guest to the annual Volunteer Awards ceremony in Halifax. It was moved and seconded to approve the mileage expense for travel, to the awards ceremony in Halifax. **MOTION CARRIED.**
 - d. Tanker Sale – Tender closure:
 - Please see the minutes of the bid closure/summary of submissions as circulated (to be discussed in camera)
 - e. Recreation Department Personnel
 - With summer work terms ending the Village staffing will return to regular numbers. The Commission is asked to consider the permanent staffing structure, including the topic of a long-term Director of Recreation and Community Development (to be discussed in camera)

9. IN CAMERA

Upon a motion being made the meeting went in camera at 8:13 pm for matters of Personnel and Contracts.

The meeting returned to open session at 9:01pm

It was moved and seconded to accept the bid of \$10,000.00 made by Eastern Ontario Property Maintenance Solutions Inc. for the 1993 Ford Tanker posted for sale by tender. **MOTION CARRIED**

It was moved and seconded to accept the recommendation of the Fire Department FOAM committee to appoint Jason Stevens as Chief of the Port Williams Volunteer Fire Department, Effective August 31, 2023. **MOTION CARRIED**

10. ADJOURNMENT

Upon a motion being made the meeting adjourned at 9:03pm



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk

