

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF MARCH 15, 2022**

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

**IN ATTENDANCE:** Brock McDougall, Brian Tupper, Jason Stevens, Joe Keddy, Philip Porter, Mark Riley, Anna Saroli, Carolyn Green and Darlene Robertson

**1. CALL TO ORDER**

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

**2. REGRETS:**

**3. APPROVAL OF MINUTES:**

- a. It was moved and seconded that the minutes of the regular Commission meeting on February 15, 2022, be approved as circulated **MOTION CARRIED.** *Note – Commissioner Cogswell abstained from the vote. Commissioner Leier was not present to vote.*
- b. It was moved and seconded that the minutes of the special Commission meeting on November 9, 2021, be approved as circulated **MOTION CARRIED.** *Commissioner Leier was not present to vote.*

**4. CORRESPONDENCE**

- a. Municipality of County of Kings:
  - I. Building permits report for the month of February 2021. In Kings County 28 building permits were issued with a total value of 1.6 million, 2 permits were issued for Port Williams with a total value of 26.9 thousand dollars.
- b. Other Correspondence:
  - I. E-mailed request for a pollinator garden. (Blomidon Naturalists Society. Proposal was read aloud by Brock McDougall. Carolyn Green spoke about the proposal and current agreements with other Towns and Villages. The Society's preference is to use existing gardens which might need a refresh. After discussions there was a motion to go ahead with the proposal. **MOTION CARRIED**

## 5. BUSINESS ARISING FROM MINUTES:

- a. Approved funding for War memorial – Brock McDougall, Clerk/CAO advised the Commission that the Village will receive funding from a government partner which will be announced at a later date, for the War Memorial project in the amount of \$6,150.00 which represents 50% of the proposed budget for this project.
- b. Joint Accessibility Advisory Committee – Commissioner Leier requested that the Commission motion approval of the Joint Accessibility Plan prepared by Intelligent Futures and Level Playing Field. This is an overall plan which meets one of the Villages regulatory requirements under the Accessibility Act. A motion that the Village of Port Williams accept the Accessibility Plan was moved and seconded. **MOTION CARRIED**
- c. Potential hazards – Commissioner Hovell asked what the status was of the discussions regarding potential hazards in the Village. Brock mentioned that there was a list made which will be brought to the next EMO Committee Meeting.
- d. Commissioner attended Committees: Commissioner Hovell wanted to ensure all Committees had Village Commission representation. After discussions it was determined that all Committees had sufficient representation.

## 6. REPORTS

- a. **Municipal Councilor** – Following report was read by Brock McDougall:
  - The Municipality is in receipt of a planning application for a development agreement for the property located at 1207 Belcher Street, Port Williams. The application has been submitted by Michael Napier on behalf of the property owner, Brad Hopgood. The applicant is intending on developing three, five-storey multi-unit residential buildings, along with commercial space. The total area is approximately 12 acres. There is a single unit residential dwelling on one of the four properties that constitute the land assembly, which is intended to remain. The remainder of the land assembly is zoned Comprehensive Neighbourhood Development (R5). The purpose of this zone is to enable the development of large-scale and comprehensively planned neighbourhoods by development agreement. The Public Information Meeting (PIM) is available to view online at: [www.countyofkings.ca](http://www.countyofkings.ca)



- The Port Williams Business Development Association has invited me to their meeting on March 22<sup>nd</sup>. I will update next month on highlights of the meeting.
  - As a board member of the Planning Advisory Committee (PAC), the recommendation that The PAC appoint Lewis Benedict, Ernie Hovell & Scott Leier to sit on the Port Williams Area Advisory Committee for a one (1) year term and that David Acton, Wade Noiles and Craig Newcombe be appointed citizen members for a two (2) year term, was tabled & passed.
  - Grants to organizations & a New COVID-19 Relief Fund are now on [www.countyofkings.ca](http://www.countyofkings.ca). If you know of any organizations that may benefit from these, please let them know.
- b. **Custodian:** Brian Tupper reported:
- Deep cleaning in the auditorium kitchen
  - With restrictions lifting things are getting busier
  - The kitchen needs a coat of paint
  - Commissioner Hovell mentioned that the teared rolling cart needs sand blasting and painting
  - The windows in the Multi-purpose room are collecting water and might need to be replaced in the near future
- c. **Fire Department:**
- 8 Call outs in past month
  - Contacted New Ross to look at their tanker for design ideas
  - March 15<sup>th</sup> is the start of burn season
- d. **LIONS Club:** - Brian Tupper reported:
- Starting to get some catering functions
  - Port Williams Days have been set for June, the Lions Club will be doing the Fire Works, Supper and Yard Sale.
  - Lions Club has donated some wheelchairs to the Community Centre.
- e. **Recreation:** - No report
- f. **Public Works:** - Joe Keddy reported:
- Operations
    - Water repair on High Street II
    - Working on Monitoring equipment
    - Working on budget

- Working on blowers
- Working on UV system – change all UV lights
- Water meter readings and follow up on discrepancy on readings
- Capital work at the sewer lagoon complete.
- Alarms
  - Intrusion well#4
  - High well levels during rain (responding to multiple calls of home flooding)
- Meetings and Training
  - Trails & sidewalks
  - Water study
- Public Works General:
  - Working on sidewalk project
  - Snow removal
  - Skating pond maintenance
  - Talking with Public works (Doug Pulsifer)
  - Shop clean up
  - Employee Annual assessments
  - Informed residents that light repairs will be done in the spring.
  - Curb clean up from snow plow
  - Valve box replaced from snow plow damage
- Commissioner Benedict mentioned that a potential future capital project was to replace the water line on High Street from Main Street to Jackson and asked the staff if they could inquire when High Street is scheduled to be paved.

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

I. Office Renovation update

- During the building inspection it was noted that the ceiling in the office area was not up to fire code which generated required change orders with Rosco Construction for the office renovation project. A motion to approve a change order for the HRV system in the amount of \$13,513.00 was moved and seconded. **MOTION CARRIED.**
- A motion to approve a change order in the amount of \$9,274.00 for the changes in the ceiling was moved and seconded. **MOTION CARRIED.** It was noted that



the required changes put the project over budget by 10 thousand dollars.

II. Recreation Director Update

- Interviews are set for March 17<sup>th</sup> and 18<sup>th</sup>

III. Splash Pad Update

- Public bid opening was held with one submission
- Further discussions will be held in camera

IV. Apple Blossom update

- The 2022 theme is "Back in Bloom"
- There are no Leadership candidates this year
- The Village staff, volunteers, and the Lion's Club will have to determine if there is interest in putting a float in the parade.

V. Community Centre update

- As COVID restrictions have been easing the Community Centre has started to host regular groups and some recreation groups are resuming.
- Bookings are coming in for special events with the understanding that COVID restrictions could return.
- Commissioner Benedict mentioned that the snow accumulation in the back section of the parking lot should be removed as it is causing ice to accumulate on the lot

**7. FINANCIAL REPORT** – Brock McDougall reported:

- A motion to accept the Village General Operating and Water Utility financial statements for February 2022, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to approve a 3% cost of living increase for the Village staff was moved and seconded. **MOTION CARRIED**
- A motion to approve the Village operating and Water Utility 2022/2033 fiscal year budget was moved and seconded. **MOTION CARRIED**
- A motion to approve the purchase of 6 tablets and associated costs for the ongoing data plan, for the Fire Department, with the understanding that the Port Williams Firefighters Association would donate to the Village for the costs of the tablets, was moved and seconded. **MOTION CARRIED**
- A motion to approve transferring \$50,000.00 less the engineer costs for the 2021-2022 sidewalk project to reserves was moved and seconded. **MOTION CARRIED**

**8. NEW BUSINESS**

- AGM – It is proposed that the Village Commission set the Village's 2022 AGM date for June 2, 2022, at 7:00pm. Commission agreed.
- Draft Recreation Trail Expansion – Brock McDougall, Clerk/CAO

presented a phased approach to the Trail Expansion. After discussions it was agreed that a final version will include additional information provided.

A motion to go in camera at 8:37pm for Legal/Contract matters.

The meeting came out of the in-camera session at 9:38pm.

**9. ADJOURNMENT**

- a. Upon a motion being made the meeting was adjourned at 9:39 pm.



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk