

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

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

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

1. CALL TO ORDER

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

2. REGRETS: Kim Cogswell & June Granger

3. APPROVAL OF MINUTES:

- a. It was moved and seconded that the minutes of the regular Commission meeting on January 18, 2022, be approved as circulated **MOTION CARRIED.** *Note – Commissioner Hovell abstained from the vote.*

4. CORRESPONDENCE

a. Municipality of County of Kings:

- I. Building permits report for the month of January 2021. In Kings County 38 building permits were issued with a total value of 3.8 million, 3 permits were issued for Port Williams with a total value of 252 thousand dollars.

b. Other Correspondence:

- I. Letter from Honorable John Lohr informing the Village of a call for applications re: Investing in Canada Infrastructure Program (ICIP) which funds projects in wastewater, drinking water, and solid waste.
- II. E-mail from Mary Ann Gates inquiring into the Villages interest in having a leadership candidate in the Apple Blossom this year. *Commission supports the volunteer efforts to solicit a leadership candidate for the Village of Port Williams should there be an Apple Blossom festival this year.*

5. BUSINESS ARISING FROM MINUTES:

- a. Joint Accessibility Advisory Committee –
 - Accessibility Plan – A motion that the Port Williams Village

Commission appoints Kirk MacLennan as the Village of Aylesford representative on the Joint Accessibility Advisory Committee for the remainder of a 2-year term, which commenced June 1, 2021, was moved and seconded.
MOTION CARRIED.

6. REPORTS

- a. **Municipal Councilor** – No report provided:
- b. **Custodian:** Brian Tupper reported:
 - Things are going well
 - In floor heating in entrance way may have an issue. Joe will monitor and call in West Nova if the issue continues.
- c. **Fire Department:**
 - Two alarms – both mutual aid for Kentville
 - Practice has resumed on Monday nights
 - Next Fire Committee meeting is on March 17th
 - Commissioner Benedict thanked Chief Porter for the Department clearing around the hydrants. Commissioner Hovell noted that some of the hydrants were filled back in by the plow. Joe will investigate. Chief Porter mentioned that the markers could be changed to better identify the hydrant. Currently the markers could be confused with a driveway marker. Joe mentioned that he would look into this.
- d. **LIONS Club:** - Brian Tupper reported:
 - Meeting scheduled for tomorrow night
 - The club has not met since the middle of December
- e. **Recreation:** - No report
 - Recreation advisory committee met on February 8th
 - Recreation Director job will be posted until February 22nd
 - Committee was asked if they wanted to be involved in the trail planning.
- f. **Public Works:** - Joe Keddy reported:
 - Operations
 - a. Water repair on High Street
 - b. Working on Monitoring equipment
 - c. Working on budget
 - d. Working on UV system
 - e. Expecting to complete Phase II of the wastewater project next week

- Alarms
 - a. Power outages during storms
- Meetings and Training
 - a. Trails meeting, talks with CBCL on projects
 - b. Completed 4 online courses and renewed certification with Department of Environment (4 year certification)
- Public Works General
 - a. Working on sidewalk project
 - b. Snow removal
 - c. Skating pond maintenance
 - d. Communication with Doug Pulsifer from NS Public Works – meeting scheduled this week. Mentioned that Richard Lloyd will be staying on until at least June. The Karrs Street one way is still a possibility if the Village is in support.
- New Business
 - a) Future of skating rink/fire pond. Joe would like to expand this project and to collaborate with both the Fire Department and Recreation Department. Would like to put on hold the removal of the fish in the pond. Commissioner Benedict mentioned that the area which water feeds the pond also needs to be fixed. Commissioner Leier would like to leave the funds allocated in the budget for now. The Commissioners all agreed to leave the funds in the budget.

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

- I. Office Renovation update
 - Demolition and framing completed, electrical is next
 - Need to fix ceiling as per the building inspectors report which will push the date past April 4th
- II. Recreation Director Update
 - Advertisement for position from February 1st to the 22nd
 - So far have received 14 applications
- III. Splash Pad Update
 - RFP has been completed and posted on February 9th to the tender site. Might need to amend and push

back close date. Question was asked how much water would be used (flow rate)– answer was 60 gallons/minute

IV. Leased greenspace update

- The County of Kings is not prepared to sell the leased green space
- Geoff mentioned that the County had sent a revised lease however it did not address the Village's infrastructure on the leased land.

V. Review of Growth Centre boundaries

- Brock met with Laura Mosher from the Municipality's Planning Department and Councilor, June Granger and discussed the possibility of moving the northern urban growth centre boundary
- Laura informed that administratively, it is a lengthy process
- June indicated interest in working with the Commission on this initiative.
- A motion to send a letter to the Municipality of Kings requesting support to change the northern growth centre boundary was moved and seconded. **MOTION CARRIED.**
- Geoff mentioned that it would be advantageous to have the County planning department's support. It was mentioned that the Village could contract out the evaluation and need of the growth centre expansion through an independent professional planner. Geoff stated that the Provincial statement of interest is what stopped this process before.

VI. Proposed legislation

- Brock attended a engagement session on proposed Equity and Anti-Racism legislation. The proposed legislation will be tabled in the spring session of the Provincial Legislature. Potentially the Village could be required to have an equity plan or similar.

VII. Area Advisory – Re: Parkway Drive

- The municipal website lists a pending meeting of the Area Advisory committee re: Parkway Drive development.
- The process is currently pending input / a report from municipal staff before a meeting date can be set by the Committee.

7. FINANCIAL REPORT - Karen Rovers reported:

- a. A motion to accept the Village General Operating and Water Utility financial statements for January 2022, as submitted was moved and

seconded. **MOTION CARRIED**

- b. A motion to transfer \$ 7,786.93 from the Park Reserve to fund splash pad engineering costs was moved and seconded. **MOTION CARRIED**
- c. A motion to transfer the budgeted amount of \$21,189.24 to the sewer reserve was moved and seconded. **MOTION CARRIED**
- d. Motion to transfer \$75.00 received donation to the Fire Department equipment reserve was moved and seconded. **MOTION CARRIED**
- e. A preliminary review of the 2022-2023 budget was presented. The final budget will be presented at the March 15th meeting. Any changes are to be submitted before the March Commission meeting.
- f. Commissioner Hovell complemented Karen on the wonderful work she did on this budget and the appreciation for her five and a half years of service. Chairperson, Lewis Benedict also thanked Karen for all the work she has done for the Village.

8. NEW BUSINESS

- a. Outstanding water invoice –
 - A motion to right off an uncollectable water invoice in the amount of \$77.58 was moved and seconded. **MOTION CARRIED**
 - Commissioner Leier asked if the office kept a list of the delinquent account customers. Brock said yes.
- b. Planning for former Peach lands –
 - Debbie, Joe, and Lewis met to discuss the planning for the land recently purchased. Debbie mentioned that currently the land is informally being used as a trail. Would like to start process of making a formal trail which would better represent the Village. Debbie mentioned that Joe had estimated it would cost 50 thousand dollars to clean up the area. The recreation committee was asked if they would like to be involved with the project. It was mentioned that there is potential funding through Community Culture and Heritage – deadline for the application is March 14th.

Meeting went in camera at 4:48pm to discuss contract negotiations, legal advice, and personnel matters

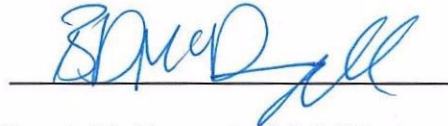
A motion to adjourn the in-camera session was made at 5:56pm

9. ADJOURNMENT

- a. Upon a motion being made the meeting was adjourned at 5:57 pm.

A handwritten signature in blue ink, reading "Lewis R. Benedict", written over a horizontal line.

Lewis Benedict, Chairperson

A handwritten signature in blue ink, reading "Brock McDougall", written over a horizontal line.

Brock McDougall, CAO/Clerk