

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF JULY 18, 2023**

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

**IN ATTENDANCE:** Philip Porter, one member of the public, Joe Keddy, Clive D-Souza & Darlene Robertson.

**1. CALL TO ORDER**

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

**2. REGRETS:** Andy Nette and Brock McDougall

**3. APPROVAL OF MINUTES:**

- a) It was moved and seconded that the minutes of the Commission meeting of June 20, 2023, be approved. **MOTION CARRIED.**

**4. CORRESPONDENCE**

a) Municipality of the County of Kings:

- Building activity report for the month of June 2023 received from the Municipality of the County of Kings.

b) Other Correspondence:

- Two emails re: after-school programming – CAO to respond to the after-school programming emails. Commission agreed that this is not something the Village would be providing.
- An email from a resident regarding the notification process which the Municipality follows. CAO to send a letter addressing concerns expressed.

**5. BUSINESS ARISING FROM THE MINUTES:**

a) Collins Road Sidewalk Status –

- On June 20<sup>th</sup> the Commission voted to reject the tender bid for the Collins Road sidewalk on the grounds that the bid price was approximately \$250,000 over budget.
- The province intends to move forward with paving Collins Road in July but has advised that Dexter's Construction will come back to infill the gap between the roadway and any curb the Village installs for our sidewalk at a later date.
- The province has been asked to conduct a site visit with

the Superintendent of Public Works to verify the locations of buried infrastructure that may need to be raised during the paving process.

- Two options are currently being considered for the sidewalk:
  - a. Re-tender the project a current spec with the sidewalk work separated from the roadwork.
    - a) **Benefit:** We may receive bids from smaller firms that may price more competitively, without the concern of paving the road. We have CBCL prepared to set up the tender package ASAP to try and turnaround a tender before the construction window closes. The province has already approved this plan for permitting.
    - b) **Risk:** Potential to receive another over budget bid that we are unable to afford. The Sale of GJV has delayed our ability to obtain an easement for the segment in front of their property. Without an easement, some trees would have to be taken down.
  - b. Modify the sidewalk plan to shorten the distance and therefore cut costs; then go to tender:
    - a) **Benefit:** We can cut the total distance to suit our budget and select the worst sections of Collins Road.
    - b) **Risk:** To retain the existing federal grant funding, we are obligated to construct to the length specified on the grant application. If we vary the total sidewalk length the Village would be required to request a change to our funding agreement. In that case the federal government may reject, approve, or partially approve our request. We may ask political representatives to help move the request forward, but there is no guaranteed turnaround time on this request.
  - c. After discussions, the Commission would like certainty regarding the grant funding before they make a decision.

**6. Committee appointments –**

- There are five Committee appointments to be made: Audit, Area Advisory, JAAC, Foam, SWP. Some committees require the appointments to be approved by other parties (e.g. JAAC and Area Advisory).
- A motion that the Port Williams Village Commission appoint Ernie Hovell to sit on the Audit Committee for a two-year term (prorated for the existing vacancy) was moved and seconded. **MOTION CARRIED**
- A motion that the Port Williams Village Commission appoint Kim Cogswell to sit on the Area Advisory Committee for a one-year term was moved and seconded. **MOTION CARRIED**
- A motion that the Port Williams Village Commission appoint Andy Nette to sit on the FOAM Committee for a one-year term was moved and seconded. **MOTION CARRIED**
- A motion that the Port Williams Village Commission appoint Kim Cogswell to sit on the Source Water Protection Committee for a two-year term was moved and seconded. **MOTION CARRIED**
- A motion that the Port Williams Village Commission appoint Andy Nette to sit on the Joint Accessibility Advisory Committee as representative for Port Williams for a term determined by the JAAC Terms of Reference was moved and seconded. **MOTION CARRIED**

**7. REPORTS**

a) **Municipal Councilor** – No report

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

- The department responded to eight calls – 4 assists; 2 residential alarms; 2 commercial alarms; 3 mutual aid and one motor vehicle accident.
- There have been some inquiries about becoming a member of the fire department.
- Pumper 11 and tanker 21 were sent in for some minor repairs.

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

*Operations:*

- Water meter readings & repairs
- Water & Sewer inspections
- Water reports Annual 2022

- Heavy rain which caused a few backups, looking into solutions
- New Bluetooth handheld meter reader ordered. Met with supplier to go over details.
- The owners of the Beehive building are looking to put another building on their property and would need the sewer main moved to accommodate this. Joe has spoken to the owners and feels that this is a good time to increase the size of the sewer main on this stretch. The Commissioners agreed that if the homeowner pays for all other costs related to the moving of the sewer main, that the Village would pay for the cost difference between the different size sewer pipe. Joe would also need to inspect the line before any backfilling.
- Completed the quarterly water sampling.

*Alarms:*

- *Alarm were the well might have been struck by lightning, but will need to confirm before we put in for an insurance claim.*

*Meeting and Training:*

- *Trails & sidewalks: Met Public works to discuss options for this project, discussed with Brock. Gravel ordered for trails*
- *Splash pad complete*
- *Developments Starr's point Road, Mainstreet, Rawding Belcher*
- *Met with CBCL, tour of water facilities*

*Public Works General:*

- Working on trails (signs, gravel)
- Preparing fields and greenspaces for summer month, trying to keep up with the mowing, snipping and general maintenance.
- Regular duties
- Prepared for fireworks, garbage's, portable toilets etc
- Hired a new summer worker, Mason Veinotte. Lauren was offered a position with the Prov Govt.
- JD tractor serviced at Green Diamond, should be looking at replacing the tractor next year.

**d) Recreation and Community Development – Clive reported:**

- Day Camp
  - Our Summer Day Camp started Monday, July 17<sup>th</sup> and will run till August 4<sup>th</sup>. The first couple of days were a success.
  - The United Baptist Church has donated their space for use and will be the homebase for the camp.
  - We have 2 additional staff with us; Hayley Grant, and Brooke Alcoe, and 1 on call staff; Adam Hempel. Hayley joined us at the start of



the month and will be with us until the end of August. Brooke will be here for the 3 weeks of camp, and Adam will be on an as needed basis during camp and/or events.

- A camp information sheet was sent out to parents and/or guardians this past week, and we have received positive remarks, especially regarding the possibility of using the Splash Pad.
- The splash pad has been the talk of the day for the two days of camp that passed.
- We have a total of 43 children enrolled in camp with about 22 campers each week.
- We have a couple of volunteers dedicating some time for camp where we will be doing cookie decorations.
- The Clean Foundation will be one of the special guests for camp, and they will have an educational session once a week for the three weeks.
- Other Programming
  - Our yoga instructor was unable to do the rest of the classes for the spring/summer period, so we have been in touch with another yoga instructor who started classes July 17<sup>th</sup>.
  - We are having our first of the guided paint nights, where a painting will be set up and we will be teaching others how to recreate the painting. Our first event will be held on the 20<sup>th</sup> of July.
  - On July 15<sup>th</sup>, the Lions' Club held the memorial fireworks and there will be food trucks present earlier in the night, Feeds n' Needs have been gracious and allowed us to use their property and power.
  - The Clean Foundation that is with us during the camp will be holding two free sessions for youth aged 12 and up, one on the 21<sup>st</sup> of July and the other on the 1<sup>st</sup> of August. Registration will be done through the recreation department.
  - We have planned an educational event about snakes with "For Pete's Snakes" that will be held July 29<sup>th</sup> from 10am to 12pm at the park. This was a popular event the last time it was held, and we are prepared to hold this indoors if the weather is not good.
  - We have also planned a Basketball Tournament on August 12<sup>th</sup> from 9am to 12pm that will be held at the basketball court at the park. We have parents who will be volunteering along with recreation staff. We are estimating 10 teams to join between the ages of 10 and 14 and the registration fees will be going towards the prizes for the winning team.
  - We are still looking for more talent for the talent show, if you know of someone or are interested for yourself, please email the recreation department or contact the office.
  - We are in the process of organizing "mommy and me" programs, with walking, yoga, and dance as our current options. With the current plan these can start the 2<sup>nd</sup> week of August.
  - We are also working on having pickleball time at the tennis court, more information on this will be available soon.

- e) **CAO/Clerk Report** – Brock McDougall provided an update in writing:

**I. Water Utility Property Taxes:**

- As directed at the last Commission meeting letters drafted with the Villages of Canning and New Minas highlighting concerns over potential future tax burdens imposed by the reclassification of water utility properties as taxable, as well as the corresponding Municipality of Kings Policy for addressing the property taxes levied against utility property.
- Currently, this has minimal impact on the Village of Port Williams, but the letter expresses concerns in support of our neighbouring Villages and with the expectation that Port Williams properties could be reclassified as taxable in the future.
- The letters have been circulated for your reference.

**II. Village Borrowing Process:**

- Previously the Commission requested information on the process for a Village to borrow funds. The process is as follows:
  1. Hold a meeting of the Electors to obtain their approval for the general idea of borrowing and the amount.
  2. Commission meets to pass a borrowing resolution.
  3. The Municipality of Kings must adopt a resolution guaranteeing the Village borrowing.
  4. Village submits to Municipal Affairs and Housing, MAH reviews and makes recommendations to the Minister (Hon. John Lohr).
  5. If the Minister approves, MAH generates two certificates: one for the borrowing and one for the guarantee.
  6. The Village uses those certificates to borrow.

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

**8. NEW BUSINESS –**

- a. There were discussions around the notification process which the Municipality follows specific to public meetings regarding development (Notification to residents within 500 feet of development). There was a concern that the Municipality stated at the public meeting that the Village has confirmed that the Village will provide water, sewer and a sidewalk. It was noted that the Village had not confirmed this and that the Councilors should be aware of this before they vote on the issue at the public meeting July 19<sup>th</sup> at 6:00pm.
  - It was noted that the Commission would like a copy of any public notification from the Municipality specific to the Village of Port Williams to be made available to all residents.
- b. Sewer bylaw – Joe Keddy would like the sewer bylaws to be changed to exempt garden accounts from paying sewer on water usage from those accounts. Commissioner Cogswell suggested that this be run through Legal for an opinion.

**9. IN CAMERA**

Upon a motion being made the meeting went in camera at 8:15 pm for matters of Personnel and Acquisition of Municipal Property

The meeting returned to open session at 9:40pm

**10. ADJOURNMENT**

Upon a motion being made the meeting adjourned at 9:40pm



Lewis Benedict, Chairperson



Darlene Robertson, Financial Officer