

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF FEBRUARY 21, 2023

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

IN ATTENDANCE: Megvalan Cyr, Brian Tupper, Philip Porter, Adam Griffin, Amber Rand, Brock McDougall, Geoff Muttart & Darlene Robertson

1. CALL TO ORDER

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

2. REGRETS: Joe Keddy

3. APPROVAL OF MINUTES:

- a) It was moved and seconded that the minutes of the Commission meeting on January 17, 2023, be approved as circulated **MOTION CARRIED**. Commissioner Cogswell abstained from voting.

4. CORRESPONDENCE

- a) Municipality of the County of Kings:

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

- b) Other Correspondence:

- None

5. BUSINESS ARISING FROM MINUTES:

- a) Fire Department Draft Policy for appointing Chief/Officers –
 - Amendments recommended by the Fire Department were incorporated in the existing Policies and General Operating Procedures of the Port Williams Volunteer Fire Department, which was displayed for the Commission to review. Following minor changes suggested by Geoff Muttart, it was moved and seconded to amend the Policies and General Operating Procedures of the Port Williams Volunteer Fire Department with the recommended changes. **MOTION CARRIED**.
- b) Fire Department Tanker Project –
 - It was moved and seconded to amend the resolution of January 17, 2023, to select the wrap option in place of the

paint option for the newly purchased Fire Department tanker truck. **MOTION CARRIED.**

- The Fire Department requested additional modification/additions for the newly purchased tanker truck, which were circulated to the Commission for review.
- It was moved and seconded to approve up to \$50,000.00 in additional fabrication/parts for the truck as a change order to the current project. **MOTION CARRIED.**
- Chairperson Lewis Benedict abstained from the motion and debating the matter due to a conflict of interest.

c) **Draft Policy for Abuse Prevention –**

- As recommended by our insurance provider, a draft Abuse prevention Policy was circulated for consideration to the Commission. A motion to accept the Abuse Prevention Policy as circulated was moved and seconded. **MOTION CARRIED.**

6. REPORTS

a) **Municipal Councilor** – Councilor Granger wrote in advance to indicate there was no information to report at this time.

b) **Community Centre / Custodian** – Brian Tupper reported:

- Video World was in to look at the issues with the audio system in the auditorium.

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

- Department has responded to 6 alarms the past month; three mutual aid to Kenville, two commercial fire alarms sounding and one mutual aid to Greenwich.
- The newly purchased tanker truck is in the shop and work has been started on the refurbishment.
- The Fire Service Advisory Committee met on Feb 16, 2023, at which time a new chair and vice chair was elected. Deputy CAO Rob Frost announced that there will be a budget increase of 7% for this year, and the increase in honorariums is being considered by county staff.
- The monthly meeting of the county chiefs will be taking place on February 23, 2023.

d) **LIONS Club** – Brian Tupper reported:

- Upcoming catering and bar events
- Donated \$1,500.00 to the Valley Regional Hospital Foundation to purchase pediatric equipment.
- Membership is stable.

- Working on Port Williams Days

e) **Recreation and Community Development** – Megan Cyr Reported

Programs:

- Regular partnership and tenant programs are ongoing.
- Club activities are ongoing.

Facilities:

- Continued booking for one-of events such as weddings and meetings.

Events:

- Evening yoga 12-week sessions, Monday and Thursday evenings, will continue until March 30th. Another 12-week session will most likely follow in April.
- Chair Yoga will continue until March 22nd, there are still spaces left in this class.
- Active for Life's Winter session has started and will go on until March 23rd. the program is booked solid, and I have a waiting list of 16+ people

Winter Frolic:

- *Snow building competition (winter long)*
- *Snowshoe borrowing program has begun and will be winter long*
- *One-off events to come (weather permitting)*

Brainstorming the return of Summer Kids Day Events in lieu of summer camps, and what that will look like this year.

Finishing the Playbox and installing it in the park will be done in the Spring, to get more use out of it during the warmer weather.

March Break:

- Mad Science half day event on the 15th; partnership with the library.
- Potentially another half day event (paint day, movie, etc.) Advertising will begin shortly.

f) **Public Works** – Joe Keddy submitted a written report

Operations:

- Working on 2023 budget
- Water meter readings & repairs
- Water & sewer inspections
- Curb stop repair Leaside

Meetings and Training:

- Trails & sidewalks
- Splash pad
- Developments

Alarms – Scada Alarm:

- Power outages, restart SCADA and booster pumps

Public Works General:

- Trails & Sidewalks meetings
- Splash pad meeting
- Working on Splash pad project
- Working on trails (signs, gravel)
- Salting sidewalks
- Cross walk reflectors
- Painting pipes in Wastewater building/general cleanup

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

I. Board of Trustees update and recommendations:

- The Community centre Board of Trustees met on January 19, 2023. Action items arising from that meeting are as follows:
 - Identified a need to clarify the rules/regulations around use of the kitchen and food handlers' certifications.
 - The audio system needs to be evaluated – this has now been done.
 - The Community Centre By-law was considered for updates such as rental rates and other fees, restrictions on use, community groups, etc.
 - Part of the review identified a need to address parking issues at the community centre, specifically misuse of parking area.
- Recommendations: Direct staff to draft a parking by-law for first reading by the Village Commission. Direct staff to draft a Community Centre by-law and proposed amendments as necessary.
- The Village Commission directed staff to draft a parking by-law for their review
- The Village Commission directed staff to propose amendments to the Community Centre by-law to be reviewed by the Board of Trustees for their review before presenting to the Village Commission.

h) **JAAC** – Commissioner Leier reported:

I. At the last Joint Accessibility Advisory Committee there was a presentation by Kings County Senior Safety Coordinator.

7. FINANCIAL REPORT:

- a. The written report of the previous months financial activities was distributed.
- b. It was moved and seconded that the Commission approve the Village General Operating and Water Utility financial statements for January 2023, as submitted. **MOTION CARRIED**
- c. It was moved and seconded to transfer the funds required to purchase the Fire Department Tanker from the fire department reserves to capital. **MOTION CARRIED**

8. NEW BUSINESS

a. Water and Wastewater Infrastructure upgrades

- A briefing note was circulated for the Commission regarding a proposal to upgrade water and wastewater on High Street and Belcher Street with a recommendation that the Commission consider these projects as part of the 2023-2024 capital budget, pending confirmation from CBCL of positive project impact.
- It was determined that this information would be considered in March.

b. 2023-24 Village and Water Utility Operating and Capital Budgets – First Reading

- A first reading of the Village Operating and Water Utility Operating Budgets for Fiscal 2023-24 year was presented via summary report:
- The budgets presented were deficit budgets for the water utility of -\$17,500.00 and Village Operating of -\$140,600.00.
- The Commission was uncertain about the figures presented on water metering / budgeted revenue and directed staff to confirm the usage figures for the next reading of the budget.
- A first reading of the Village Capital and Water Utility Capital budget items as presented for the 2023-24 fiscal year.
- Brock McDougall, CAO, outlined a significant capital plan and requested that the Commission consider prioritizing items to reduce capital spending for the fiscal year.
- Brock also indicated that two of the large infrastructure projects were pending details from the engineers to be presented to the Commission in March.
- The Commission requested written reports by the

department head for medium dollar value items presented, so the Commission may prioritize the requests.

- The Commission agreed by consensus to continue the budget conversation at the second reading in March.

c. **Audit Committee:**

- Membership terms: Geneve Newcombe and Scott Leier agreed to renew their terms, with the caveat that Scott can only renew for the remainder of his Commission term which is up in June 2023. It was moved and seconded to renew Audit Committee membership for Geneve Newcome for a two-year term and Scott Leier until the end of his current Commission term. **MOTION CARRIED**
- Brock McDougall outlined the current audit cycle and indicated that the auditors have requested adjustment to specific dates impacted by the audit, including the date of the Annual Meeting of the Village Electors.
- It was moved and seconded to set the date of the Annual Meeting of the Village Electors to the third Thursday in June, falling on June 15, 2023. **MOTION CARRIED**
- A new Asset Retirement Obligation Policy was circulated for review. A motion to accept the ARO Policy as circulated was moved and seconded. **MOTION CARRIED**

9. IN CAMERA

Upon a motion being made the meeting went in camera at 8:30pm for matters of personnel.

The meeting returned to open session at 9:11pm

It was moved and seconded to increase the monthly honorarium for Sylvia Jacquard for her work with the Port Williams News by \$25.00. **MOTION CARRIED**

It was moved and seconded to increase the monthly stipend received by Commissioners by 10%. **MOTION CARRIED**

10. ADJOURNMENT

Upon a motion being made the meeting adjourned at 9:14 pm



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk