

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF OCTOBER 17, 2023**

**MEMBERS PRESENT:** Lewis Benedict, Debbie Graves, Andy Nette and Ernie Hovell

**IN ATTENDANCE:** Darlene Robertson, Jason Stevens & Adam Griffin

**1. CALL TO ORDER**

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

**2. REGRETS:** Kim Cogswell, Brock McDougall, and Joe Keddy

**3. APPROVAL OF MINUTES:**

- a) It was moved and seconded that the minutes of the Commission meeting of September 19, 2023, be approved. **MOTION CARRIED.**

**4. Presentation – Blomidon Naturalist Society**

- a) Brenda Turner and Anna Saroli made a presentation as proposed by the Blomidon Naturalists Society to dedicate a wilderness area for Southwest Kings County which they refer to as the Chain Lakes Wilderness Area.

**5. CORRESPONDENCE**

a) Municipality of the County of Kings:

- Building activity reports for July and August 2023 was received from the Municipality Kings.

b) Other Correspondence:

1. Request from LML Trading to install a donation collection bin (IWK) at the Community Centre
  - a. Commission directed staff to review existing bins and need for additional bin. There was mention of an existing bin on the corner of Middle Street and Kars Street.

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

a) Records Management Policy –

- Second reading on the proposed amendments which includes minor amendments proposed following the first reading in September.
- It was agreed to move this item onto the November agenda.

- b) Association of Nova Scotia Villages 2023 AGM – Commissioner Graves reported:
- Steve Wood, Emergency Management Office of Cumberland discussed planning for emergencies, role of comfort centre and 72-hour preparedness.
  - NS public health provided COVID test kits to each Village and has requested that Villages host COVID or Flu Vaccination clinics.
    - A motion to support community vaccination clinics for flu and COVID vaccination in the Village of Port Williams was moved and seconded. **MOTION CARRIED**
  - Municipal Advisors Jason Haughn and Andrea Hyslop spoke about:
    - Local governance and key items pertinent to Commissioners
    - Differences between policies and bylaws
    - Commission members are responsible for determining initiatives, providing oversight, and determining success.
    - Issues with Village resources being taxed.
  - There were discussions around looking at initiatives to better inform Municipal Counselors regarding the role and impact of Village Commissions.
  - The next Association of Nova Scotia Villages AGM will be in St. Peter's on September 20<sup>th</sup> and 21, 2024.
  - Commissioner Debbie Graves was elected as a member at large for the ANSV Committee
  - A motion for the Village of Port Williams to host the 2025 Conference and Annual meeting on September 19 and 20<sup>th</sup> was moved and seconded. **MOTION CARRIED**

## 7. REPORTS

- a) **Municipal Councilor** – Councilor June Granger
- No report provided.
- b) **Fire Department** – Chief Jason Stevens reported:
- Busy month
  - Fire prevention month – The department has visited schools in our area and hosted an open house at the fire hall. A great turnout of members at both events and the open house had lots of village residents in attendance.
  - In the past month the department has responded to six alarms – three mutual aids, two structure fire/smoke condition, two illegal brush burning and one motor vehicle accident.

- Members are involved in our in-house training as well as being involved with our Kings County neighbours - Kings County firefighter level one training program, Kings County Joint OH & S committee and two different Chief/Officer working groups.
- Upcoming plans are to meet with the Financial Officer and CAO to discuss budget plans, upgrades are needed to two apparatus, and we have a few capital project ideas.

c) **Public Works** – Superintendent Joe Keddy provided the following report in writing:

*Operations:*

- Water & Sewer inspections
- Level transmitter replacement, Well 5A
- Ordered new chlorine equipment, hypo is working fine

*Meeting and Training:*

- Trails & sidewalks
- Developments Starr's point Road, Mainstreet, Rawding, and Belcher
- Attending the ACWWA in PEI (Oct 15-17)

*Public Works General:*

- Working on trails (signs, gravel). Repairs to trails after water damage
- Preparing fields and greenspaces for summer month, trying to keep up with the mowing, snipping and general maintenance.
- Regular duties
- Working on specs for new tractor, blower, and mower
- Working on budgets and shop inventory
- Commissioner Graves mentioned that TOPS has the bench in memory of Brian and are waiting on Joe's approval for placement.

d) **Recreation and Community Development** – written report was circulated.

*Events/Programming:*

- Active for Life, Yoga, and Chair Yoga are ongoing. The Music program finishes Oct 20, 2023
- Bookings continue to be high in the Community Centre. For example, there are three wedding receptions in October

- The Recreation Advisory Committee will meet in November to discuss a variety of subjects including winter recreation events (e.g. Tree lighting).

*Facilities:*

- The Splash pad is shut down. We will put together a summary of expenses for operating the pad this season, including water, power maintenance, and supplies and present that at the next Commission meeting.
- Other outdoor facilities are being shut down as the average daytime temperatures decrease.
- Commissioner graves mentioned that there will be a Recreation Advisory Committee meeting on November 14<sup>th</sup> in the Community Centre Auditorium, to discuss upcoming events such as the tree lighting and to discuss other initiatives supporting recreation in Port Williams. All are welcome to attend.

e) **CAO/Clerk Report** – Brock McDougall provided a written report:

I. **High Street Water/Wastewater Project status update**

- The request to merge the funding approved for water/wastewater work on Belcher/High Street is still pending federal approval.
- Attached is an updated cost estimate based on conversations with our engineers and inflation estimates.
- Nova Scotia Municipal Affairs and Housing (NSHAM) has submitted the request to Infrastructure Canada
- Commission would like to defer this topic until the November Commission meeting.

II. **Starrs Point Road sewer main realignment update:**

- To be discussed in camera under contract negotiations.

f) **Joint Accessibility Advisory Committee (JAAC) report** –

Commissioner Andy Nette reported:

- There were discussions around meeting frequency. No decision was made at this meeting.
- There are grants available to make changes to current structures to make them more accessible.

## 7. FINANCIAL REPORT:

- a) A 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 September 2023, as submitted. **MOTION CARRIED**
- c) A motion to transfer funds donated in the amount of \$200.00 for Recreation trails to the Recreation Reserve was moved and seconded. **MOTION CARRIED.**

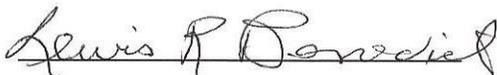
## 8. NEW BUSINESS:

- a) Presentation from members of the Blomindon Naturalists Society:
  - A motion to send a letter to Honourable Timothy Halman, Minister of Environment and Climate change, supporting the Blomidon Naturalists Society proposal to dedicate a wilderness area for Southwest Kings was moved and seconded. **MOTION CARRIED.**
- b) Community Centre By-law:
  - To be deferred until the next commission meeting.
- c) Developers Checklist:
  - Circulated by email for review
  - Deferred until the next Commission meeting. Would like to discuss with both Superintendent Keddy and CAO-Clerk McDougall for input.
- d) Kars Street One Way:
  - Commissioner Graves asked if there was an update.
  - No changes to report since October.
  - Commissioner Graves asked a member of the audience, who stated that there are new signs however the signs have not made an impact.

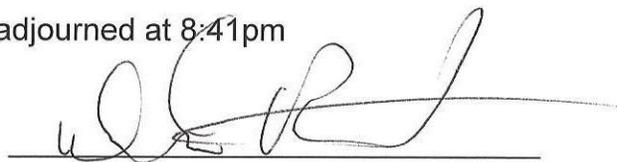
A motion to move in camera for contract negotiations and personnel was made at 8:09pm - Meeting returned to an open session at 8:40pm

## 9. ADJOURNMENT

Upon a motion being made the meeting adjourned at 8:41pm



Lewis Benedict, Chairperson



Darlene Robertson, Financial Officer