

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 20th 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 20th 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 14th 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.**

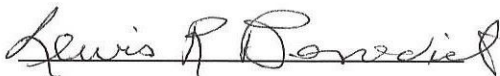
8. NEW BUSINESS:

- 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.

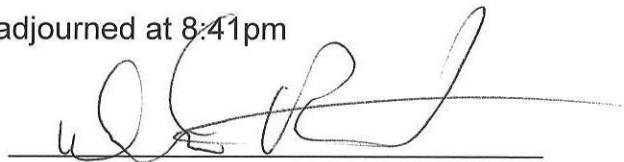
A motion to move in camera for contract negotiations and personnel was made at 8:09pm - Meeting returned to an open session at 8:40pm

9. ADJOURNMENT

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



Lewis Benedict, Chairperson



Darlene Robertson, Financial Officer