

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF DECEMBER 21, 2021

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

IN ATTENDANCE: Brock McDougall, Brian Tupper, and Darlene Robertson

1. CALL TO ORDER

Chairperson, Lewis Benedict, called the meeting to order at 3:05 p.m.

2. REGRETS: Karen Rovers, Joe Keddy, and Geoff Muttart

3. APPROVAL OF MINUTES:

- a. It was moved and seconded that the minutes of the regular Commission meeting on November 16, 2021 be approved as circulated with the name (Peter Harrison) correction identified by Commissioner Hovell. **MOTION CARRIED.**
- b. It was moved and seconded that the minutes of the special Commission meeting of November 18, 2021 be approved as circulated. **MOTION CARRIED.**

4. CORRESPONDENCE

a. Municipality of County of Kings:

- I. Building permits report for the month of November, 2021. In Kings County 82 building permits were issued with a total value of 10.1 million, 3 permits were issued for Port Williams with a total value of 1.1 million dollars.

b. Other Correspondence:

- I. Letter from Honourable John Lohr, Minister of Municipal Affairs and Housing providing an update to work commencing on Municipal and Village Code of Conduct Regulations.
- II. Letter from Cornwallis farms requesting review of abnormal water metering and subsequent billing. Brock McDougall, Clerk/CAO explained that Joe Keddy, Superintendent of Public Works was working with Cornwallis farms to determine the issue, which was identified as a check valve failure. Commissioner Cogswell asked if the part was part of the Villages system or Cornwallis Farms. Brock stated that it was part of Cornwallis Farms system. Commissioner Cogswell excused herself from further discussions. After

discussions a motion to forgive all but \$1000.00 of water usage for Cornwallis Farms for the past quarter and for Cornwallis Farms to incur the cost to replace the faulty valve was moved and seconded. **MOTION CARRIED.**
Commissioner Cogswell abstained from the vote.

5. BUSINESS ARISING FROM MINUTES:

- a. Splash pad location – A location has been selected, CBCL is currently working on preparing the RFP which should be ready by January.
- b. Parking lot paving – received two bids as circulated. Brock recommends awarding to Dexter. Cost of this project is shared 50% with the Port Williams Baptist church. Tentatively looking at starting project in the spring. Commissioner Leier suggested that since Kings Transit Authority uses our parking lot to access their bus stop that the Village might approach them for financial support. A motion to award Dexter Construction the parking lot paving project in the amount of \$67,950.00 with 50% of this amount by the Port Williams Baptist Church was moved and seconded. **MOTION CARRIED.**
- c. JAAC operating budget – a proposed operating budget for the 2022/23 year has been established by the Joint Accessibility Committee. A motion to approve the Joint Accessibility Advisory Committee 2022/2023 operating budget of \$14,000.00, with the Village of Port Williams portion being 3.40% (\$476.00). **MOTION CARRIED**

6. REPORTS

- a. **Municipal Councilor** – No report provided:
- b. **Janitorial:** Brian Tupper reported:
 - Things going well
 - New drop ceiling has been installed in the multi-purpose room
- c. **Fire Department:** No report provided
- d. **LIONS Club:** - Brian Tupper reported:
 - Successful wreath fundraiser
 - 25 Christmas hampers distributed to the community
- e. **Recreation:** - Brock McDougall reported:
 - All program sessions are complete for the calendar year and are on pause until the Recreation Director position has been filled
 - Recreation Director job description was circulated to the Village Commission by email. Brock asked if there

were any revisions or changes the Commission recommended. Commissioner Hovell suggested that the Community Development area should be expanded on. Brock will make the recommended adjustments and redistribute for review to the Commission.

f. **Public Works:** - Brock reported on behalf of Joe Keddy:

- Deficiencies identified with the Water monitoring equipment which were recently installed. Joe is working with the company to resolve the issue.
- Received a general update from CBCL on the projects they are currently working on.
- Updated our sampling procedures as per Nova Scotia Environments new requirements
- Attended a Source Water Protection meeting on December 14th
- Attended a mutual aid meeting to discuss operator coverage with the County/towns on December 17th
- Reservoir was inspected on the 18th found wind damage to roof flashing allowing debris to enter. Repairs to the flashing were conducted and a certified diver was engaged to remove debris and inspect the interior. Additional water testing was conducted during and after the repairs, with positive results.

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

I. Office Renovation

- Contract has been signed and renovations are expected to start early to mid January.

II. Recreation Director Update

- Brock noted that the commission received a draft job description for the Recreation Director Position and provided a brief update on the recruitment process.

7. TREASURER'S REPORT - Brock McDougall reported on behalf of Karen Rovers:

- a. A motion to accept the Village General Operating and Water Utility financial statements for November 2021, as submitted was moved and seconded. **MOTION CARRIED**
- b. Fire Department requested to reallocate one thousand dollars from the supplies line item to equipment line item in the approved operating budget for the 2020/2021 fiscal year to purchase a fire

hose nozzle. A motion to reallocate one thousand dollars from the supplies line item in operating budget to the equipment line item was moved and seconded. **MOTION CARRIED**

8. NEW BUSINESS

- a. Village Commission Committee Obligation - Brock circulated a list of Committee's and the Commissioners who currently sit on each committee. After discussions the Commission will review and make a final decision on which Committees they would like to sit on.
- b. Commissioners email on website – After discussions it was agreed that any inquiries made through the website to Commissioners will be directed to the Villages general email and redistributed to the Commission/Commissioners.
- c. Ice Monitoring – Commissioner Hovell mentioned that he would like to see the status of the pond ice put on the Villages Facebook page. Brock said he will take care of this.
- d. Clearing of land around the property lines on newly purchased property – Commissioner Benedict mentioned that the brushing needs to be done again around the boundary lines (regular maintenance). A motion to allocate \$2,500.00 towards the clearing of the property boundary lines on the newly purchased property was moved and seconded. **MOTION CARRIED**
- e. Trail Development – After discussions a motion to have Brock McDougall develop a comprehensive 3 to 5 year plan for the development of trails in the Port Williams Community was moved and seconded. **MOTION CARRIED**
- f. Community Centre opening status – Question was asked as to the status of use of the Community Centre under the new Covid restrictions. Brock mentioned that recreation activities have wrapped up for the year and that there is only one user who will be meeting this week with a group limit of 8. We will revisit the status of Covid restrictions in the new year.

9. ADJOURNMENT

- a. Upon a motion being made the meeting was adjourned at 4:25 pm.



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk