

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF DECEMBER 19, 2023**

**MEMBERS PRESENT:** Lewis Benedict, Debbie Graves, Andy Nette & Kim Cogswell

**IN ATTENDANCE:** Brock McDougall, Darlene Robertson, Joe Keddy, Jason Stevens, Geff Muttart and one member of the public

**1. CALL TO ORDER**

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

**2. REGRETS:** Ernie Hovell & Councilor June Granger

**3. APPROVAL OF MINUTES:**

- a) It was moved and seconded that the minutes of the Commission meeting of November 21, 2023, be approved. **MOTION CARRIED.**

**4. CORRESPONDENCE**

a) Municipality of the County of Kings:

- Building activity reports for November 2023 were received from the Municipality Kings.

b) Other Correspondence:

- Letter of response from Municipal Affairs to the Association of Nova Scotia Villages (ANSV) regarding taxation of water utility properties was received.

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

a) Throw pitch park naming/dedication –

- The village office was approached in 2022 with a proposal to name the Village Throw Pitch in honor of the late Steve Wohlmuth, proponent for the facilities construction and coach to local athletes.
- Office staff met with John Aker and Valerie Wohlmuth on November 29, 2023. Valerie expressed interest in naming the area the Port Williams Visionary Family Park with the request that signage include a photo of Steve Wohlmuth and a statement about the history of the area.
- The expectation is that the Village would cover the purchase cost of the sign. Approx \$681. Plus HST
- Request for a dedication ceremony in the Spring to coincide with installation of the sign. It was moved and seconded to approve the proposed naming of the throw

pitch to be the “Port Williams Visionary Family Park” and to approve the cost of the signage as presented. **MOTION CARRIED.**

- b) High Street Water/Wastewater plan –
- Waiting to hear back from Municipal Affairs for confirmation of merging funds from the ICIP program.
  - Circulated was the CBCL proposal for preliminary engineering services on the site. The cost would be eligible for a claim under the ICIP project if final approval is received.
  - Commissioner Benedict mentioned that the storm drains should be included in the scope of the project. Brock McDougall CAO/Clerk will discuss with Nova Scotia Public Works, who are responsible for storm water management on that road.

## 6. REPORTS

- a) **Municipal Councilor** – Councilor June Granger
- No report.
- b) **Fire Department** – Chief Jason Stevens reported:
- The membership enjoyed a Christmas party. A chance to bring everyone’s family together to meet and greet. We enjoyed a meal and the opportunity to thank the families for supporting our firefighters.
  - Three alarms in the last month.
  - Our capital project, finishing the interior wall, is complete. Next steps will be painting. This is something the members will be undertaking.
  - Chief Stevens recognized that this has been the busiest year to date - 86 calls. He will be working closely with Andy, Brock, and the rest of the commission to keep our fire department strong and growing.
  - We would like to wish everyone a Merry Christmas and a Happy New Year.
- c) **Public Works** – Superintendent Joe Keddy reported:
- Operations:*
- Water & Sewer inspections.
  - Meter readings/repair are all up to date.
  - Chlorine system.
  - Water and wastewater building maintenance.

*Meeting and Training:*

- Trails & sidewalks
- Developments Starr's point Road, Mainstreet, Rawding, and Belcher - ongoing
- Meeting with MOK (storm water management)

*Public Works General:*

- Working on budgets, shop inventory and capital projects
- Working on trail and field drainage (Ditching)
- Working on other repairs required at the Community Centre
- Set up for tree lighting.
- Door had to be replaced on Well #4 – blew off during the storm.
- Generator shorted out in shop resulting in equipment loss.
- Completed the insurance claim for the lift station generator from the last storm.
- Shingles lost on the garage side of the PW shop – will need to replace roof on shop in the next capital budget.

d) **Recreation and Community Development** – Brock McDougall reported.

*Events/Programming:*

- Active for Life, Yoga, and Chair Yoga are ongoing.
- Snowshoes are now available to borrow from the Village Office, require photo ID.

*Facilities:*

- We are busy with Holiday bookings.
- Community Centre has been selected for a potential federal election site in the near future.
- Commissioner Cogswell asked for clarification regarding the changes for the kitchen use recently communicated by the office.

*Personnel:*

- A formal job description has been generated for the permanent position of Recreation Coordinator as directed by the Commission.
- The position is being posted soon.
- We expect to conduct interviews in mid-January with hiring to take place in late January.

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

I. **Starrs Point Road Sewer realignment.**

- Legal is waiting for documents from the developer.
- Superintendent Keddy added that the inspection happened on Saturday December 16<sup>th</sup>.
- Commissioner Nette asked if the office had an update from NS Environment regarding work impacting a water course – CAO McDougall mentioned that NSE has not included the Village in any potential investigation regarding a water course.

II. **Collins Road Sidewalk:**

- As directed in September, staff asked CBCL to prepare a revised tender package for the sidewalk work based on the revised funding arrangements with Infrastructure Canada. Tender package was circulated by email for review.
- Commissioner Nette asked if the village has included in the 2025 capital plan an extension of the Collins Road sidewalk to Steepleview. CAO McDougall explained that the 2025 capital plan had not been finalized and is still subject to Commission input and approval, but also explained that there are competing infrastructure priorities. Commissioner Cogswell noted that sidewalk expansion has also been considered for Belcher Street in the past.

III. **Belcher street Development (Hopgood)**

- CAO McDougall attended the UARB hearing on the appeals made against the Development Agreement on Belcher Street, near Sutton Road.
- The site visit was Dec. 8, 2023.
- UARB heard testimony from the appellants as well as from the proponents, and the Municipality of Kings
- The decision is pending. If the Development Agreement is approved the developer will have to address the outstanding issue of wastewater servicing for the site. The Municipality will not issue a building permit for the site without an approved plan in place for water and wastewater servicing.

f) **JAAC – Commissioner Nette reported:**

- The committee has moved to quarterly meetings with the meetings in the winter months to be held virtually. Community members will meet monthly and provide a report to the committee.

- Discussed possible grants for trails and parks.
- The accessibility budget was circulated by email for review. A motion to accept the Joint Accessibility Advisory Committee’s 2024/2025 budget as circulated was moved and seconded. **MOTION CARRIED.**

**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 November 2023, as submitted. **MOTION CARRIED**
- c) A motion to write off an uncollectable water account in the amount of \$73.57 was moved and seconded. **MOTION CARRIED**

**8. NEW BUSINESS:**

- a) Victor Peach asked the commission if they would be interested in some property, he may be willing to sell.
- b) Chairperson Benedict thanked Mr. Peach for the information and indicated that the Commission would consider his offer.

A motion to move in camera for matters of personnel and contracts was made at 8:12 pm. **MOTION CARRIED**

Meeting returned to an open session at 8:55pm

It was moved and seconded to approve the requested expenditure for staff appreciation gifts for the holidays **MOTION CARRIED**

**9. ADJOURNMENT**

Upon a motion being made the meeting adjourned at 8:56pm



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk