

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

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

**IN ATTENDANCE:** June Granger, Brian Tupper, Philip Porter, Joe Keddy, Brock McDougall, Darlene Robertson, & two members of the public.

**1. CALL TO ORDER**

Chairperson, Lewis Benedict, called the meeting to order at 7:01 p.m.

**2. REGRETS:**

**3. APPROVAL OF MINUTES:**

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

**4. CORRESPONDENCE**

a) Municipality of the County of Kings:

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

b) Other Correspondence:

- Letter from Premier Tim Houston notifying that for another year the Provincial Government will be awarding a one-time payment of \$10,000.00 to each Volunteer Fire Department in Nova Scotia.

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

a) Source Water Protection Land Status –

- Brock McDougall, CAO/Clerk circulated a briefing and recommendation to pass a resolution requesting that the Municipality of Kings amend their Land Use By-law to include parks within the Zone A wellfield overlay for Port Williams. A motion to request that the Municipality of Kings include Recreation and Development facilities in the Villages Zone A wellfield overlay for Port Williams was moved and seconded. **MOTION CARRIED**

b) Water account data –

- Brock McDougall, CAO/Clerk circulated a list of water accounts as of March 31 for each year, for the past 5 years as requested by Commission at the March 2023 Commission meeting.
- c) Infrastructure Funding-
- Brock McDougall, CAO/Clerk has been in contact with the province advising them that, following the capital budgeting process in March, the Village will not be proceeding with the capital project encompassed in a Federal/Provincial Infrastructure grant application that was awarded in 2022 for work completed in fiscal 2023-24.
  - Brock received confirmation from the province that the Village may roll funding into fiscal 2024-25 if the Village agrees and commits to moving forward with the capital project at that time. Brock is recommending that the Village consider initiating the request to roll funding by one fiscal year. After discussions at the staff level, it is also recommended that the Village request to modify the project to focus exclusively on High Street and to incorporate wastewater.
  - The Village Commission requested a briefing package on the scope and financial impact of the revised proposal to consider for the next Commission meeting.

## REPORTS

- a) **Municipal Councilor** – Councilor Granger reported:
- Currently two main development agreements in the planning department
    - i. Collins Road – March 2022 – not gone to PAC Committee.
    - ii. High Street/Sutton Rd – Developer not happy with the slow approval process – June will forward letter to Brock.
    - iii. The Municipality would like to arrange to have a special meeting with the Village Commission to discuss an asset management proposal for the 4 Villages. Brock will arrange a meeting time.
    - iv. Councilor Jim Windsor has resigned his position.
- b) **Community Centre / Custodian** – Brian Tupper reported:
- Everything is going well.
  - The new hire is working out well.
  - Working on repairs

- c) **Fire Department** – Chief Porter reported:
- The department has responded to 9 alarms – three mutual aid, 4 grass/brush fires and two alarm system call outs.
  - Mailed out recruitment flyers.
  - One recruit since last month
  - New tanker is making progress and looking good.
- d) **LIONS Club** – Brian Tupper reported:
- Charter night this Saturday
  - Catering function coming up.
  - Adopt-A-highway this past Saturday – 20 bags of garbage picked up. 6 members of the LIONS Club and 3 members of the running group assisted with the cleanup.
- e) **Recreation and Community Development** – covered under CAO's report
- f) **Public Works** – Joe Keddy reported:

*Operations:*

- Water meter readings & repairs
- Water & Sewer inspections
- Repairs on Chlorine Gas system
- Water line repair on Leaside, another pending on Steepleview
- Sewer blockage on Ports Landing
- Flushed some problem area sewer lines and cleaned pumping station wet wells

*Meetings and Training:*

- Trails & sidewalks
- Developments
- Attended training seminar in PEI

*Alarms – Scada Alarm:*

- SCADA power outage reset.

*Public Works General:*

- Working on Splash pad project - Sod has been laid and Electrical is scheduled for tomorrow.
- Working on trails (sign, gravel)
- Cross walk reflectors
- Painting pipes/blowers building/general cleanup.
- Spring cleanup
- Spring maintenance on equipment
- Sign installed for FD

- New frames for the story book walk have been made and are now in place

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

**I. Municipality of Kings greenspace lease update:**

- Municipality of Kings legal advisors have reviewed the draft lease submitted by the Village and have advised Scott Quinn, Director of Engineering, Public Works, Land, and Park. We are awaiting feedback from Scott.

**II. Port Williams Days Update:**

- Port Williams Days Planning is going well.
- The Village has taken on more of a coordination role.
- Current events, spanning from Friday June 9 to Saturday June 10 include:
  - Food Truck Event, Trivia Night, Fireworks, Library Story Walk, Village wide yard sale, TOPS BBQ, History Display, Booker School Spring Fair, Boot Drive, 50/50 Draw, Children's parade, and the Splash Pad Grand opening, and Community Supper
- Port Williams Elementary School will be hosting their Spring Fling on June 8<sup>th</sup> making a full weekend of events.

**III. Committee update:**

- Area Advisory Committee
  - The Commission representatives for this Committee have expired.
  - Need to nominate the Commission appointees for this committee.
  - A motion to nominate Commissioners Ernie Hovell, Scott Leier and Lewis Benedict to the Area Advisory Committee was moved and seconded.  
**MOTION CARRIED**
- Joint Accessibility Advisory Committee
  - The Commission representative for this Committee is up for renewal.
  - It is recommended to leave this committee position vacant until after the Annual Meeting of the Village Electors in June where a new Commissioner may be elected. The Commission agreed to this proposal by consensus.

h) **JAAC Committee** – Scott Leier reported:

- Scott Quin from the Municipality of Kings was looking for input regarding the accessibility bus stop design and snow removal challenges.
- Training and insight into disability presentation.
- County acknowledges access awareness week. It was suggested that the office contact Sylvia to put it into her newsletter.

**7. FINANCIAL REPORT:**

- a. The 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 March 2023, as submitted. **MOTION CARRIED**
- c. A motion to transfer the donation of \$500.00 to the fire department into to Fire Department Reserves. **MOTION CARRIED**
- d. A motion to transfer \$205.00 donated recreation funds to the Recreation Reserves was moved and seconded **MOTION CARRIED.**

**8. NEW BUSINESS –**

- a. Summer 2023 Children and Youth Programming:
  - Bock McDougall, CAO/Clerk conveyed that the Village received negative community feedback through social media.
  - Commissioner Graves has developed a plan and volunteered to help coordinate three weeks of Children's Summer Camps for 2023, which was circulated to the Commission.
  - The Port Williams Baptist Church has volunteered their space for the Children's Summer camps.
  - Registration intake is expected to start in early May.
  - One member of the public who did not identify himself spoke to his concerns expressed on social media. Specifically, in light of the fact that there is now a plan to implement camps, he asked the Commission why this was not addressed earlier.
  - Commissioner Graves spoke to the circumstances from the Villages position and explained the rationale behind the original plan not to offer camps. Namely, that there were restrictions on the use of space, that staffing was an issue, and poor timing with respect to those challenges, along with a number of other logistical issues that make offering camps much more difficult for smaller communities.
- b. Brian Tupper – The TOPS group would like to plant a tree in the park in memory of Audrey Griffin. Commission approved this request by consensus and asked Brain to coordinate with staff.
- c. Brock McDougall highlighted a recent event where three individuals

working locally for Heritage Carpentry noticed a fire on Centennial Drive. Brian Downey, Alex Kaiser and Matt Priestnall took action to contain the fire in advance of the Port Williams Volunteer Fire Department's arrival. The Commission agreed that Brian Downey, Alex Kaiser and Matt Priestnall should be commended for their efforts. The Commission will send formal letters commending them along with Village pins as a small token of appreciation.

## 9. ADJOURNMENT

Upon a motion being made the meeting adjourned at 8:09pm



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk