

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JANUARY 16, 2024

MEMBERS PRESENT: Lewis Benedict, Debbie Graves, Ernie Hovell & Kim Cogswell

IN ATTENDANCE: Brock McDougall, Darlene Robertson, Joe Keddy, June Granger, Jason Stevens 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: Andy Nette

3. APPROVAL OF MINUTES:

- a) It was moved and seconded that the minutes of the Commission meeting of December 19, 2023, be approved. **MOTION CARRIED.** Commissioner Hovell abstained from the vote.

4. CORRESPONDENCE

a) Municipality of the County of Kings:

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

b) Other Correspondence:

- Letter from the Annapolis Valley Regional Library to the Minister for Communities, Culture, Tourism and Heritage (Commission copied) requesting that the Minister initiate the funding review process as soon as possible.
- E-mail from Cyrille LeBlanc to Chairperson Lewis Benedict requesting support with a copy of Mr. LeBlanc's letter to the Port Williams Women's Institute – Staff directed to draft a letter of receipt to Mr. LeBlanc.
- Letter from Communities in Bloom Canada inviting Village participation in their program – no action

5. BUSINESS ARISING FROM THE MINUTES:

a) Community Centre By-law –

- The Community Centre Board of Trustees held their quarterly meetings on January 10, 2024.
- Brock McDougall, CAO-Clerk, requested that matter be tabled until the next meeting so that edits arising from the January 10th meeting could be incorporated into the draft.
- The Commission agreed by consensus to table the matter.

b) Collins Road Sidewalk Tender Package –

- The Collins Road tender package will be posted as soon as possible. A copy of the revised drawing/specifications was circulated prior to the meeting for Commission consideration.

6. REPORTS

a) **Municipal Councilor** – Councilor June Granger reported:

- Municipal Council approved the Collins Road Development Application on January 11th (Planning application 22-02).
- 2025 will have a district boundary change.
- Community grant funding information session was Jan. 15.
- Councilor Granger asked if the village would post the personal property tax exemption information, importance of house numbers, and information for Vulnerable persons on its website / social media.

b) **Fire Department** – Chief Jason Stevens reported:

- SCBA's serviced and tested, Units have all been checked over with a few items/changes identified as needed.
- Three alarms in the last month. – 2 MVC's and a heating appliance on fire.
- During one of our calls, we unfortunately damaged several pieces of gear due to diesel fuel saturation: 1 coat, 4 pairs of pants, and 9 sets of gloves – totaling approx. \$15k. We are in discussions with staff on the next steps. It was agreed that the gloves can be purchased at the cost quoted (\$1,200.00) and that the remaining gear will be sent out for a second attempt at cleaning and if unsuccessful the Commission will consider the cost to replace.
- Training continues every Monday night.

c) **Public Works** – Superintendent Joe Keddy reported:

Operations:

- Water & Sewer inspections.
- Water meters repairs update, Commissioner Hovell asked how progress was on fixing broken meters. Superintendent Keddy noted that all meters are working, but some of the exterior touch pads still have bad connections. It is a matter of accessing properties to repair loose / damaged wires.
- Chlorine system being fine-tuned.
- Water and wastewater building maintenance.
- Hydrant at former Great Valley Juices – Hydrant is out of

order until further investigation can take place. The Commission agreed by consensus, and in consultation with Chief Stevens, that this work should be postponed until the ground thaws.

- There will be one insurance claim for the lift station pump on Starrs Point Road, rather than the three initially considered.
- Trails & sidewalks
- Developments Starr's point Road, Rawding, Belcher – Commissioner Hovell asked about progress on the Starrs Point Sewer realignment. CAO-Clerk McDougall informed that a legal easement and agreement for the transfer of ownership is being finalized between the developer's legal counsel and our own, following receipt of approval from the engineer and Superintendent Keddy.

Public Works General:

- Clean up after the storm.
- Working on budgets, shop inventory.
- Working on trail and field drainage (Ditching).
- Working on other repairs required at the Community Centre
- Trail map, with the Municipality of Kings.

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

Events/Programming:

- New sessions of health and fitness activities are starting for 2024 (yoga, Active for Life)
- Snowshoes are still available to borrow from the Village Office, require photo ID.

Facilities:

- Staff are working to improve communication of the rules around the Community Centre Kitchen since updates have been made, as we continue to meet health and safety standards.
- We have received the text for the throw pitch signs from Mrs. Wohlmuth as follows: **Visionary Family Park** *The former site of "The Launch Pad", an athletics throwing field and home to many local, provincial, and national track and field athletes. Dedicated to the vision and spirit of Steve*

Wohlmuth, motivator behind the creation of The Launch Pad.

Personnel:

- The position of Recreation Coordinator is in an active recruitment process.

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

I. High Street Project Update

- Meeting on Jan. 12, with Nova Scotia Department of Public Works to discuss coordinating stormwater repairs during our work on the water/wastewater lines. NSDPW staff believed stormwater management was included with installation of the sidewalk and therefore a Village responsibility. Recommend that the Village oppose this claim as NSDPW's own policy makes stormwater their responsibility.
- Funding: The change request was put on hold because there was a progress report submission for the project (Infrastructure Canada [INFC] requested from the province). INFC just approved the province's progress report and they put the project change request to INFC for review. They have been told to expect an answer in one to two weeks and will update accordingly.
- Request - seeking conditional approval of the project engineering budget presented at the December meeting to facilitate faster turnaround if/when INFC approves our change request.
- It was moved and seconded to approve the preliminary engineering budget for the High Street project, conditional to funding approval from Infrastructure Canada. **MOTION CARRIED**

f) **Joint Accessibility Advisory Committee (JAAC)** – no report

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 December 2023, as submitted. **MOTION CARRIED**
- c) It was moved and seconded to transfer \$25,000.00 from Village to the sewer reserve. **MOTION CARRIED**
- d) It was moved and seconded to transfer \$38,593.10 from water reserves to water capital for meters, Chlorination system, meter

reader, and hydrant capital purchases. **MOTION CARRIED**

- e) It was moved and seconded to transfer \$60,123.61 from village general reserves to village capital for capital purchases of: a laptop (\$2594.74), trail project expenses in the FY2024 (\$35,326.67) and the balance of the splash pad project expenses in the FY2024 (\$22,202.20), and to transfer \$63,003.87 from the Fire Department reserve to Village capital for the FD tanker project and \$7019.00 from the Recreation reserve for a portion of the splash pad expenses, to village capital. **MOTION CARRIED**

8. NEW BUSINESS:

a) Property sale proposal –

- Victor Peach asked for a copy of an appraisal report on his properties which he had offered for sale. – CAO-Clerk McDougall will contact Mr. Peach following commission consideration of the matter in-camera (closed session – contract negotiations).

b) 2024-25 Operational and Capital Budget – initial review of Capital projects

- Setting Capital priorities for 2024-25
- Review of capital projects on the proposed list circulated in advance.
- Items removed following discussion: Half-ton truck, tractor, auditorium folding tables, auditorium commercial toilets, building key fob system, relocation of the tennis courts, park changing room, and parking lot signs.
- Quotes or further investigation were requested for: Excavator/dump trailer, Public Works shop generator, Community Centre main sign repair, ballfield lights, and fire department floor repairs.
- ESPF funding amount to be verified for five Self-Contained Breathing Apparatus (SCBA) proposed for the Fire Department.
- Commissioner Cogswell asked Superintendent Keddy how many hours are on our current tractor.

Initial review of operational budget

- Add 20K to operational budget for tractor repairs in lieu of a new tractor purchase.
- Add 2.5k to operational budget for tennis court repairs in lieu of relocating the tennis courts.
- Staff were asked to verify the draft figures used to anticipate Community Centre rental income and donations.

c) Community Centre parking lot lights

- Commissioner Hovell mentioned that the Community Centre lights are still out. CAO-Clerk McDougall noted that Nova Scotia Power provided a repair timeline of 60 business

days, that time elapsed in December. Discussion took place around the Village installing their own lighting given the significant delay in service from NSP.

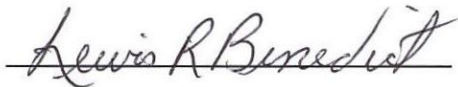
- d) Association of Nova Scotia Villages quarterly board meeting.
 - Commissioner Graves asked for clarification on her role as an ANSV board member citing concerns with the direction given to the Village CAO's regarding the water utility property tax issue. CAO-Clerk McDougall advised that he will not meet with political representatives on this matter without consent from the ANSV Board / Village Commission.

A motion to move in camera for matters of personnel and contracts was made at 10:10 pm. **MOTION CARRIED**

Meeting returned to an open session at 10:31pm

9. ADJOURNMENT

Upon a motion being made the meeting adjourned at 10:31pm



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk