

# AGM 2022 – CAO / Clerk Report

## June 2, 2022

Brock McDougall, Chief Administrative Officer / Village Clerk

In September 2021, about halfway through the fiscal year under review, I joined the Village of Port Williams to take on the new role of Chief Administrative Office (CAO). The Village Commission had undertaken an organizational review of the Village, saw the growth in Port Williams, and determined that the administrative capacity of the Village would need to grow alongside population and commercial development. To that end, the position of CAO was created, and I was happy to come on-board and work with the Village Commission towards enacting their vision for the Village and the people of Port Williams. Due to this timing, my report only addresses about half of the fiscal year.

This position is the combination of a few roles. First, pursuant to the Municipal Government Act (MGA) I am the Village Clerk and Treasurer. These titles have specific authorities and responsibilities under the MGA and every Village in Nova Scotia must have a Clerk-Treasurer. The title of CAO was determined by the Village Commission to reflect additional management and oversight responsibilities found in similar municipal units. The CAO connects the elected Village Commissioners with the Village staff. While Commissioners are elected, they are also volunteers who devote countless hours to their community. As their responsibilities grew the administration of the Village naturally evolved.

Since then, there have been many activities in the Village worth reporting on. I joined the Village amidst COVID-19 shutdowns and am happy to report that we have reopened our doors to the daily activities that reflect an active and engaged community. In fact, many of the events missed for the past two years are back. For example, we can look forward to Port Williams days June 10 and 11, with many of your favourite attractions returning.

This year the Village developed a three-year Recreational Trail Expansion plan. This plan seeks to outline the future of trail development, beginning with new trails currently under construction. The Village Commission has approved these plans with a long-term vision of supporting recreational trails that tie into our existing and future recreational assets.

At the end of the year under review, we hired a head of our Recreation Department, Megan Cyr, with the new title of Director of Recreation and Community Development. The title reflects the fact that recreation in Port Williams is about creating opportunities for members of the community to come together, socialize, and support a Village where neighbours know and care for each other. With so many newcomers to the Village it is as important as ever to welcome new faces and offer opportunities to get involved, whether through the programs we offer or through volunteer activities like joining a Village committee.

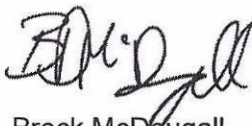
Operationally, the Village is also planning for growth and preparing for the future of the Village. As an operator of water and wastewater utilities the Village must maintain infrastructure that can withstand new housing development. The Village has outlined a five-year capital plan which includes infrastructure upgrades in water and wastewater. Planning for infrastructure is based

on proposed development. Further, the Village engaged engineers to study our utilities' capacity to provide these services going forward, including components like our wells, buried infrastructure, and treatment facilities. With this understanding of capacity, we have an improved ability to continue offering high quality services.

Additional infrastructure planned includes sidewalks and a Village Splash pad. While the splash pad has been in the works for a few years, we are happy to report that construction will begin this spring with the intention of launching our new splash pad alongside Port Williams Days 2023.

Many thanks to the long term Village staff who have welcomed me into the CAO position and to the Village Commission for their support.

I am pleased to offer this report to the Port Williams Village Community and look forward to another year of working for the people of Port Williams.

A handwritten signature in black ink, appearing to read 'Brock McDougall', with a stylized flourish at the end.

Brock McDougall  
CAO / Clerk  
Village of Port Williams



# AGM 2022 – Public Works Report

## June 2, 2022

Joe Keddy, Superintendent of Public Works

My department has been busy as usual with regards to public works activities. The water and wastewater systems have been working extremely well with very little breakdowns. Continuous and preventative maintenance in these areas has proved to be a benefit for running the systems smoothly throughout the entire year. With regards to the water utility, this year marked the completion of the five-year and two-year testing plans. Our annual, quarterly, and weekly testing were completed with no deficiencies or issues as far as the Department of Environment was concerned. The annual sampling and monitoring plans were submitted and accepted by the Department of Environment. The annual fire hydrant and flow testing were completed; a few minor deficiencies were detected and are being repaired accordingly.

Similarly, to the water systems, the wastewater systems for the village have worked well with little breakdowns or alarms. The annual sewer report was completed. Quarterly testing took place and is ongoing; all results have been within compliance guidelines set out by the Department of Environment.

Furthermore, the public works department is responsible for transportation/sidewalks and related infrastructure within the village. On a continuous basis, we report any issues to the Department of Public Works.

### **Capital Projects**

Capital projects relating to water included: two new water monitoring buildings, three sets of water monitoring equipment, purchasing and clearing, cleaning, and road construction on land purchased for well field protection, renovating the public works storage building on water utility land, purchasing of additional source water protection land and demolition of a derelict dwelling. Work on that land included clearing, importing topsoil, levelling, and seeding for ease of maintenance and well field protection. Well house road maintenance and graveling is also done annually. A water model was completed for our water system which included a pumping and storage stud. A biannual inspection of the water tower was also completed this year.

Capital projects for wastewater included: aeration header replacement and blower house upgrades, wastewater road maintenance, a wastewater study completed, and a sewer manhole was installed in front of the elementary school. Additional public works projects included: crosswalk painting; topcoat of gravel on the trail system, upgrades to the security cameras, working on the viewing platform, and improvement to the drainage and pedestrian bridge in the park.

Follow up on the projects that were started in 2021 and that are ongoing or completed in 2022:

- With regards to the water study, the Village water utility is working with developers that are looking to develop residential areas in the Village growth areas. This has been ongoing and we will continue to work together in the upcoming months/years to

achieve excellent drinking water and waste water system for our residents and accommodate growth in the Village

- Phase one of the trails expansion on the Peach property was started in May. A 3-phase approach is being taken with regards to the trail expansion, a copy of the expansion layout can be obtained from the Village office.
- The long-awaited splash pad will begin this year, installing the necessary infrastructure to accommodate the project will begin soon and the pad and equipment will be installed spring of 2023.
- Working on the sidewalk addition along Collins Road with Engineers and Nova Scotia Public Works.

Ongoing maintenance activities concerning recreation facilities and green spaces within the village were conducted. These areas include water reservoir land, throw pitch land, and well house 2 & 4A; Benedict field and well house 5A & 6; walking trails; playground area; well house 1A land; central park land; source water protection land; viewing platform area; community centre; ball field, tennis court, and elementary school field; sidewalks; fire hydrants; three pumping stations; wastewater treatment land.

The public works department also oversees maintenance of the community centre and firehall. These spaces are well looked after by Brian Tupper.

It is enjoyable to work for the Village of Port Williams with all the other employees and the Village Commission. Special thanks to my staff, Mark and Brian, for all the help they do; it is much appreciated.

Sincerely,

Joe Keddy  
Superintendent of Public Works



# AGM 2022 – Recreation Report

## June 2, 2022

Megan Cyr, Director of Recreation and Community Development

For most of the year under review, due to COVID-19 restrictions, many of the Villages recreational activities had to be put on hold or significantly limited. For that reason, rather than reflecting on the impacts of COVID-19, this report looks forward to the future of Village Recreation.

Port Williams Recreation, in addition to the new Director of Recreation and Community Development, has also hired two summer positions. River McSwain is the new Summer Recreation Coordinator, and Macie McCulloch is our returning Arts and Crafts Leader. Since these new recruits have been hired within the last month or so, they have been working hard to ensure as much safe, successful, and fun summer programming can be underway for participants of all ages and abilities.

Unfortunately, this meant the last-minute cancellation of all children's summer camps through the village Recreation Department. This was not an easy decision to make, however, it was the only reasonable option given the late hiring of the Director, and therefore the lack of advanced planning that such camps require. It is unclear at this time if summer camps will continue in the years to come, and the Director looks forward to ongoing conversations between the village and community members on the best ways to deliver summer programming for children, and for all members of the community, in the following summers.

In addition, the Director is planning to create a multi-year plan for the village's recreation. The multi-year plan, once finalized, will have room for edits and adjustments as deemed necessary by the village staff or the community at large. The Director is in the process of applying to the Active Communities Fund, in hopes of receiving funding for a PlayBox – to be implemented this summer. The PlayBox will contain open equipment (balls, jump rope, etc.) for free, open usage for all in the community.

In accordance with the current provincial and federal Covid regulations, all our programming and events will be held in person, with face masks/social distancing left as a personal choice to the participant(s). Those who decide to wear a mask and/or engage in physical distancing will be supported by the Recreation staff to the best of their abilities.

It is a goal of the Director to include more accessible, equitable, diverse, and inclusive programming in the recreation planning and schedules to come. Anyone with related concerns or programming idea's are strongly encouraged to reach out to the Director at [mcyr@portwilliams.com](mailto:mcyr@portwilliams.com) , so any potential accommodations can be accounted for and included.

Below is a summary of our pre-scheduled and consistent summer programming:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8am-9am Indoor walking  9am-10am seniors outdoor walking	Nature Walk 9am-10am		8am-9am Indoor Walking  Seniors walking 9am-10am		Unstructured Play Zones 10am-12pm
	10am-12pm arts and crafts (kids)  1230pm Active Living	Open Tennis 10am-12pm	1230pm Active Living	Open Pickleball 10am-12pm		Splash Days 1pm-3pm
	Sports half day events (kids) 1pm-4pm	Board Games 3pm-6pm		Seniors Washer Toss and BB Toss 1pm-3pm	TBD – Youth Programming (Teens)	TBD
	7:00pm Yoga	Valley Rugby 530pm		7:00pm Yoga	Paint Night 5pm-7pm Movie Night 830pm -10pm	

#### **Yoga:**

All levels vinyasa style class. Instructor- Lisa Quintin

#### **Port Williams Active Living:**

This program is run by students of the Acadia University Exercise Training Practicum. They focus on improving health through aerobic, flexibility and strength exercise. Seniors of all abilities are welcome!

To register contact [activelivingprograms@acadiau.ca](mailto:activelivingprograms@acadiau.ca)

#### **Indoor Walking Group:**

Find your own pace and rhythm to the tunes of rock and roll.

#### **Seniors Outdoor Walking Group:**

Short outdoor walking route for the summer.

#### **Valley Rugby:**

Offered in collaboration with Municipality of Kings. Contact Ashley Brooker at [abrooker@countyofkings.ca](mailto:abrooker@countyofkings.ca)



**Open Paint Night:**

Free, open paint nights for residents of all ages and skill levels. Acrylic and Watercolor paints available.

**Movie Nights:**

Free, outdoor family movie nights in collaboration with the Booker school. All movies rated G.

**Open Tennis and Pickleball equipment days:**

Free usage of the Tennis and Pickleball equipment on selected days.

**Washer Toss and Bean Bag Toss:**

For adults and Seniors, non-competitive games of Washer Toss and Bean Bag Toss.

**Board Game Nights:**

Open board games usage in the auditorium. (Scrabble, Trouble, cards, etc.)

**Sports Half Day events:**

Rotating between Soccer, Basketball, running games and open equipment use for kids.

**Arts and Crafts:**

Half day programming for kids. Various arts and crafts – both open/free use and facilitated available.

**Nature Walk:**

Hosted by our Summer Recreation Coordinator; medium-difficulty local hikes, featuring storytelling, 'magic spots', mindfulness, and more.

**Splash Days:**

Some days in collaboration with the fire dept; sprinklers, bubbles, slip n' slides, water gun usage for kids.

**Unstructured Play Zones:**

Open equipment usage, combined with 'unstructured equipment', such as tires, wooden planks (climbing + building), for kids use.

**+ More programming to be determined!**

Thus far, we have received support from the community on these initiatives and we look forward to continuing to provide additional recreational programming and events, as we solidify our summer schedule. In the future, we are looking to offer programming with Girls on Boards (skateboarding), and various skill sharing events.

We are still looking for partners to facilitate one-time events for skill sharing. These include:

- Birdwatching
- Sewing/Knitting/Quilting
- Indigenous Teachings
- Compass Instruction

- + more!

If any of these are something you'd be interested in facilitating, or if you have a different skill or expert knowledge on something you'd like to share, please contact [mcyr@portwilliams.com](mailto:mcyr@portwilliams.com)

### **Capital Projects – Splash Pad**

This Splash Pad project was presented to the Village Commission as a result of our recreation needs assessment, conducted in 2019. The outcomes from the survey indicated that our community users are less interested in structured programming, but that increased facilities would provide the opportunity for unstructured play. A water play area was a popular response when asked what the community would like to see added to our park/playground.

The splash pad will be under construction in 2022 with the intention of opening to the public in Spring 2023

### **Keep up to date**

For all program and event updates please follow the Port Williams Recreation Facebook page or Instagram page. You may also visit us at the Village Office, in the lower level of the Community Centre or check out the bulletin board at the Community Centre entrance.



## **Port Williams Village Commission**

**June 2022**

### **Councillor Report:**

- Rob Frost, Dept. CAO gave a presentation re: info on Community Building Fund & MOU between Village & Municipality re: funding distribution
- Active Transportation Plan introduced – 15 year plan that outlines 70 recommendations
- Discussion re: Municipality's lease agreement Green Space Land – Scott Conrod, CAO
- Provincial Dyke Plans & funding re: FRIIP app, funding for dyke design. As well as discussion re: a dykes relative to Port William (Farnham Marsh etc.)
- Public Information Meeting on Aug. 26<sup>th</sup> for rezoning on Parkway Dr. for self storage. Changing from C1 (General Commercial) to M1 (Light Industrial)
- Port Williams Water Protection meeting
- Investigated & addressed illegal signage with Municipality & DOTIR

Submitted by: June Granger

**Annual Report of the  
Port Williams Vol. Fire Department  
June 2, 2022**

In 2021 the department responded to 30 calls for assistance. These calls ranged from Medical, Alarm Systems sounding, Brush Fires and Mutual Aid request from neighbouring departments.

The officers in 2021 were; Chief Philip Porter, Deputy Chief Jason Stevens, Captain David Newcombe and Adam Griffin and Lieutenants Mark Riley and Amber Rand. There are currently 21 members.

With co-vid restrictions being lifted, training is getting back on schedule on Monday nights.

With a donation from the Port Williams Firefighters Association, the department was able to purchase a battery operated exhaust fan, used to remove smoke from a building.

Chief Philip Porter

Port Williams Volunteer

Fire Department



## ANNUAL REPORT OF PORT WILLIAMS WOMEN'S INSTITUTE

JUNE 2021 - MAY 2022

Our 15 Women's Institute members are proud to belong to a world wide organization known as Associated Country Women of the World. As a group working together, we continue to accomplish much and learn a lot for the good of home and country.

We have had four in person meetings during this period, and have managed to keep up with our WI work through phone calls and email, if necessary. Our membership has been challenged to read as much as possible of, "The Truth and Reconciliation Report". They are to pass it on to the next member in about three weeks and when all have had it, we will discuss ways we can show our support.

We helped with refreshments and workers at Remembrance Day ceremonies and Port Williams Tree Lighting.

We are continuing to host a craft session open to the community on Tuesday mornings, when COVID restrictions allow.

Our representative member for the Community Comfort Centre, Debbie Graves, is continuing to take classes.

Member, Ruth Blenkhorn, has been presented with the "Adelaide Hoodless Woman Of the Year Award".

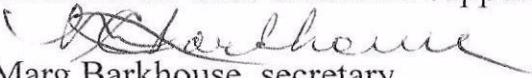
We have completed the amalgamation of East and West Kings Districts to form Kings Region, comprising of 6 branches.

We participated in FWIC "Pack a Purse". Barb Gerritts made 15 lovely purses and we packed them with items and presented them to Chrysalis House in Kentville, a women's shelter.

We will miss the support and knowledge of Myrtle Merrett, a longtime member, who passed away this year.

We continue to keep in touch with and support our members, and it was nice to meet again in person for our March and April meetings.

I'd like to thank our president, Liz Johnson, for her leadership, and all members for their continued support.

  
Marg Barkhouse, secretary

# PORT WILLIAMS & DISTRICT LIONS CLUB

## AGM REPORT

### JUNE 2, 2022

Village Chairperson, Village Clerk, Chief Financial Officer, Commissioners, and Residents

Membership as of May 26, 2021:

24 Members – a net increase of two member since November 2021.

This year, our club celebrated 51 years of service. Two (2) remaining charter members, Lion Ernie Hovell and Lion Eldon Smith remain active in the club.

### FUNDRAISING ACTIVITIES:

- Several catering functions
- Hot-dog sales at Gates U-Pick
- Bar services for various functions
- Annual Valentine's Day Supper in Feb 2022, was again not able to be held due to Covid.
- Christmas ticket raffle draw and Rafflebox
- Christmas Wreath sales
- Pancake Breakfast with Santa in cooperation with Port Williams Public School
- Spring Take-out Dinner in cooperation with Port Williams Public School
- Sale of 911 signs
- Port Williams Days



## COMMUNITY SERVICE ACTIVITIES:

Members serve on:

- Recreation Committee
- Village Commission
- Community centre Board of Trustees
- Port Williams Leadership Candidate Committee

Purchased and distributed Christmas grocery vouchers to local families in need

Maintained Picnic Park and road signs

Collection of used eyeglasses

Organized and participated in Adopt-a-Highway with community volunteers

Filiated monthly Trivia Night organized by the Recreation Department

## LIONS ACTIVITIES:

- Submitted monthly activity and membership reports on time
- International and district dues paid
- Distributed 150 calendars to village residents and businesses at Christmas time, thanking them for their support throughout the year

## FINANCIAL DONATIONS:

Our donation and park maintenance budget exceeded \$7000 this year.

Some highlights:

- District N2 project
- Annual school bursaries totalling \$1350
- Christmas food vouchers
- Port Williams Days Fireworks
- Community member support

## UPCOMING EVENTS:

- Port Williams Days, June 10-11

We would like to extend a sincere thank you to the village commission, local businesses, residents, and other volunteer organizations for your continued support; please know **we are seeking and we always welcome new members!**

As our motto states:

Where there is a need, there is a Lion!

We Serve!

Respectfully Submitted:

Randall Conrad

President

Port Williams & District Lions Club



**Report of the Board of Trustees of the  
Murdoch C. Smith Memorial Library**

**to Village of Port Williams Annual General Meeting  
June 2, 2022**

The Board of Trustees of the Murdoch C. Smith Memorial Library has nine members, each serving a 3 year term. This year we won't be meeting until after the AGM but I'd like to share information about the work of our library and the Annapolis Valley Regional Library since the last AGM in November based on Branch Manager Sue Mullen's report to the Board.

The big news is the launch of the Same Page ([www.samepagens.ca](http://www.samepagens.ca)) initiative on April, 21, 2022. This is a partnership of all of the library regions in the province (except Halifax) to combine their catalogues, adopt the same policies and require only one library card which is valid throughout the respective regions.

All library branches are following NSH guidelines with respect to masks and social distancing. There is no limit to number of patrons allowed in at one time, restrictions on the use of computers or quarantine of returned items. Library Takeout, however, is still available for any patrons who are still uncomfortable with entering the library. Our library branch, like all of the others, is a distribution point for COVID-19 rapid testing kits.

Circulation up 60% from last year but some of this is due to the fact that we hosted the Wolfville Library last October while their flooring was being replaced. During those very busy three weeks our branch handled both branches' patrons, their holds, checkouts and checkins.

The AVRL recognized GAAD (Global Accessibility and Awareness Day – 3<sup>rd</sup> Monday in May) by posting on their website homepage a link to the Interregional Advisory Committee for Library Accessibility Plan which was recently completed.

As of the end of May there is still not any in-house programming. The Community Engagement team has been very supportive of branches and has kept a constant stream of craft kits and Activity booklets arriving for our younger patrons which have been very well-received. There has also been on-line programming, primarily using Zoom, for both adults and children.

Our branch has a seed 'library' again this year with a variety of free seeds for patrons to take home. As well, we will have, in person, one-on-one tech help again this summer.

Early registration for the Summer Reading Challenge for kids, teens and adults started on June 1. We expect that Matt the Music Man ( <https://mattmusicman.com/> ) and another event Juggling Bubbblers ( <https://www.thejugglinbubblers.com/> ) will be available to our patrons. Please check our website at [www.valleylibrary.ca](http://www.valleylibrary.ca) for more information on the

Summer Reading Challenge as well as our upcoming online, and in-person, programming.

Ann-Marie Mathieu, the CEO of the Annapolis Valley Regional Library retired at the end of May. Angela Reynolds, our current Community Engagement Co-ordinator, will be acting CEO until her retirement at the end of the year.

We celebrated Sue Mullen's 25<sup>th</sup> anniversary as our Branch manager in January. I presented her with flowers and a fruit basket. This event was shared with the public through an article in the Port Williams News.

I also echo Sue's thanks to Brian and Scott Tupper for keeping the Library looking its best, for their helpfulness and in wishing Brian the best in his retirement.

Respectfully submitted,

Sylvia Jacquard, Chair  
On behalf of the Board of Trustees of the  
Murdoch C. Smith Memorial Library