

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

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

IN ATTENDANCE: Brock McDougall, Darlene Robertson, Geoff Muttart, Joe Keddy, Nichole Gilbert, Adam Griffin, and 4 members of the public

1. CALL TO ORDER

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

2. REGRETS: June Granger

3. APPROVAL OF MINUTES:

- a) It was moved and seconded that the minutes of the Commission meeting of March 19, 2024, be approved. **MOTION CARRIED.**

4. CORRESPONDENCE

a) Municipality of the County of Kings:

- The building activity report for March 2024 was received from the Municipality Kings.

b) Other Correspondence:

- Request from the History Committee to create and manage a virtual history page to reside on the Village's website. Commissioner Cogswell commented that they would have to follow relevant Village policies. The Commission agreed to the request by consensus.

5. Presentation

- a) Dance Time – Sandra Simms-Bishop introduced members of Dance Time in attendance and asked member Marion to provide a brief history of the club, which was formed in 2003. The Club started out with 8 members and have grown to 50 members. They indicated that after initial inception they eventually came under the control of the Village Recreation Committee. Later, when that committee took a step back from day-to-day recreation management and became an advisory committee, they indicated that they came under the management of the Village Recreation Department. They operate as a non-profit club and collect dues from their members. They have their own board of directors and set of by-laws, which include membership restrictions. They have made contributions to the Village over time, including annual donations to

the Village of \$200 as well as to the Fire Department. They also contributed to the air conditioning project for the Community Centre Auditorium. Falling under the recreation umbrella, Dance Time have enjoyed use of the Community Centre Auditorium for many years, free of charge. Marion summarized that the purpose of the introduction was to introduce themselves to the Commissioners who were new to the Commission.

- Commissioner Graves asked what percentage of the group residents of Port Williams are. The group replied that there are about 10 members (20%) who live in the Village.

6. BUSINESS ARISING FROM THE MINUTES:

- a) **Hospitality Policy** – A copy of the hospitality policy with draft amendments discussed in February was circulated in advance of the meeting for review. It was moved and seconded to adopt the draft changes to the Hospitality Policy as presented. **MOTION CARRIED.**

7. REPORTS:

- a) **Municipal Councilor** – sent regrets.
- b) **Fire Department** – Deputy Chief Adam Griffin reported:
 - **Four Alarms** – A fire alarm in the Village, mutual aid to Wolfville and Windsor Structure fires, and to Kentville for a grass fire.
 - Training continues with focus on rope rescue, grass/forest fires and structural firefighting this month.
 - Down a few members, with a couple of people inquiring about joining. Recruitments signs are going back out now that the weather permits.
 - The Port Williams Firefighter Association has provided the funds to purchase some much-needed protective equipment (20 new structural firefighting helmets costing approx. \$11,000.00).
- c) **Public Works** – Superintendent Joe Keddy reported:

Operations

- Water & sewer inspections
- Water and wastewater building maintenance.
- UV tube replacement
- Video camera High Street Sewer line. Looking into changing scope of High Street Sewer project by inserting a lining instead of replacing the line due to cost and better conditions of the existing line than anticipated.

- Working on fine tuning the Chlorine analyzer.

Alarms: power outage

Meetings and Training

- Collins road onsite meeting
- High Street onsite meeting.

General:

- Trail Map, with the county of Kings.
- Clearing snow and salting
- Meeting with a couple residents with concerns about storm water drainage. As a result, met with NS Public Works who will be doing some ditching in the Village.
- Letters dropped off to residents that are backing sewer easement on HWY 358/Ports landing.
- Ballfield power connected, however still need to inspect the power line from the building to the lights.
- Winter equipment getting serviced and put away for the summer. Summer gear being brought out of storage, ballfield and school field rolled.
- Splash pad season opening is slated for May long weekend.
- Will be picking up the new excavator and dump trailer tomorrow.
- There is a ground water problem in Planters Square at one property that is a concern to the owner. We have been investigating. It had been determined that the source of the water was not from a water main (potable water). Have tested the water for chlorine residuals and have also completed a leak detection. Recommend resolution is ditching the area for better storm water control, which the province has agreed to complete this summer.
- Joe requested to remove a broken fire hydrant at the corner of Starrs Point Road and Collins Road. He has confirmed that the Village has adequate fire protection without this hydrant. The Commission agreed with this recommendation by consensus.
- The Public Works truck is out of service due to engine issues. It will require extensive work.

d) **Recreation and Community Development** – Nichole Gilbert reported.

Events/Programming:

- Planning is underway for Port Williams Days 2024. Next committee meeting is Tuesday, May 7, at 7pm in the Yourh Room. Village Recreation will be hosting the annual food truck party Friday evening and assisting with the children's parade on Saturday. We are reaching out to Community Groups to assist with the Friday evening children's games as a potential fund raiser for their organizations.
- Summer Program and camp planning is underway, detailed information and registration dates will be available in the next few weeks. Confirmed that the PWE School will be available for the camps. Registration is open May 6th. Will be hiring 3 summer staff to help run the camps.
- Chair yoga – Have found an instructor.
- Active for Life – Registration is open, program began April 16th, 2024. They have approximately 33-35 participants.
- Port Williams Volunteer of the Year nominations closed on April 15th, 2024.

Facilities:

- Staff are working on mapping and directional signage for the trail system. Working with the county regarding the mapping.

Personnel:

- Summer program job advertisements have been posted. Staff intend to hire a recreation program coordinator and two-day camp leaders. Applications are starting to come in.

Discussion:

- Staff inquired about offering alcoholic beverages at the Port Williams Days food truck event. The Village was approached last year by a vendor who offers this service, but it was declined due to timing. The Commissioners agreed that there were no issues with this as long as the vendor followed all applicable laws.
- Presented three potential locations for the new sign commemorating Steve Wohlmuth and the Lauch Pad, now known as the Visionary Family Park. After discussion it was agreed that Option A (Near the trail entry) was preferable.

- Staff will notify the Commission of the date of the sign reveal and ensure Sylvia Jacquard (Port Williams News) is aware so that she can put details in her newsletter.

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

I. **Collins Road Sidewalk**

- Nova Scotia right-of-way permits have been obtained.
- Construction is planned to begin May 6th, once the spring weight restrictions have been lifted, and will continue until approximately June 17th.
- Due to the reasonable pricing received during the tender process staff have asked the contractor to price a continuation of work from Leaside Court to Steepleview Drive (as originally planned). The contractor is also quoting on concrete versus asphalt as they may be able to provide concrete at similar pricing.
- Notices for impacted properties have been prepared and are being circulated to residents. The site supervisor for Sheehy Construction is Devin Sheehy. Mr. Sheehy's contact information has been circulated.

II. **Community Centre By-law**

- Received notes from initial legal review. Working on a revised draft.

f) **Joint Accessibility Advisory Committee** – Commissioner Andrew Nette reported:

- No activity since the last meeting

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 March 2023, as submitted. **MOTION CARRIED.**
- c) It was moved and seconded to Capitalize the newly purchased pH Sensor for the Reservoir in the amount of \$4,037.43. **MOTION CARRIED.**
- d) It was moved and seconded to write off an uncollectable debt owed to the water utility for water services in the amount of \$131.13. **MOTION CARRIED.**
- e) Year-end summary was given:
 - Revenue higher than expected due to:
 - i. Higher interest revenues in 2023-24 than anticipated.

- ii. Tax levy up from previous year due to a higher than anticipated increase in assessment values.
- Expenses overall down:
 - i. Underspending on Recreation due to lack of permanent full-time staff.
- A concern was highlighted regarding rising expenditures under sewer and the sewer levy not covering the rising costs.
- The Commission directed staff to provide a detailed review of sewer-related expenditures to aid in future decision making.

8. NEW BUSINESS:

a) Dance Time:

- Chairperson Benedict asked the Commissioners if they were prepared to discuss the presentation from Dance Time. The presentation was presumably requested because of recent staff efforts to standardize the handling of Community Centre bookings and to bring all uses of the facilities in line with the Community Centre by-law, although that was not explicitly stated by the presenters.
- Staff confirmed that they had been meeting / discussing potential changes with Dance Time to ensure all programs and other user groups in the Community Centre are treated equitably and that practices support the good fiscal management of the Community Centre.
- The Commissioners discussed the groups makeup and compared their activities to other user groups within the Community Centre. After discussions the Commission agreed by consensus that for all intents and purposes Dance Time is a membership-based independent club and consequently should be treated like other clubs under the existing Community Centre By-law.

b) Community Centre Sign / Planter / other signage

- Chairperson Benedict approached a cement contractor to inquire about the cost to fix the main building sign / planter box. The response was that the repairs would be expensive. Their suggestion is to remove the dirt under the base and fill in the void with cement, which could be done by Public Works staff. Superintendent Keddy estimated that the job would cost \$2,500.00.
- Commissioner Nette mentioned that the sign to Ports Landing Avenue was in disrepair and needs to be taken down. It was noted that the Developer was going to take this down. Superintendent Keddy will follow up with Earl Kidston.

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A motion to move *in camera* for matters of personnel was made at 8:41pm.
MOTION CARRIED

Meeting returned to an open session at 9:07pm

9. ADJOURNMENT

Upon a motion being made the meeting adjourned at 9:08pm



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk