

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF MAY 17, 2022

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

IN ATTENDANCE: Jason Haughn, Brock McDougall, Joe Keddy, Philip Porter, Dave Deacon, Megan Cyr and Darlene Robertson

1. CALL TO ORDER

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

2. REGRETS: Commissioner Ernie Hovell & Brian Tupper

3. APPROVAL OF MINUTES:

- It was moved and seconded that the minutes of the regular Commission meeting on April 19, 2022, be approved as circulated
MOTION CARRIED. Commissioner Leier abstained from the vote.

4. CORRESPONDENCE

- Municipality of County of Kings:
 - I. Building permits report for the month of April 2021 was not received from the Municipality of the County of Kings.
- Other Correspondence:
 - I. Annapolis Valley regional Library CEO Ann-Marie Mathieu announced her resignation and thanked the Village Commission for working with her over the years.
 - II. The Horton High School grade parade committee requested financial support for the Graduation Parade. In keeping with the Villages fiscal responsibility to the rate payers and historical precedents regarding requests for funding, the Village Commission determined by consensus that it will not provide financial support. The CAO will respond to the applicant.

5. BUSINESS ARISING FROM MINUTES:

- War Memorial – Brock McDougall, Clerk/CAO advised the Commission that capital costs for this project have increased. The quote from last year for landscaping is no longer valid. Costs have increased primarily due to the sharp increase in material and fuel prices. A newly obtained quote reflects an increase of just under

1200.00 which will also require an increase from capital funds to move forward with this project. Commissioner Cogswell asked if we have the additional funds in capital – Brock responded yes. A motion to approve additional capital funding to a maximum of \$1,200.00 for the War Memorial project was moved and seconded. **MOTION CARRIED.**

6. REPORTS

- **Municipal Councilor** – No report was provided
- **Custodian** – No report was provided
- **Fire Department** - Chief Porter reported:
 - Department responded to three alarms – two mutual aid and one system sounding alarm on Belcher Street
 - April 21, 2022, the Kings County firefighters Association met with the transition coordinator, overseeing the merger of the Wolfville and Greenwich Fire Departments.
 - Commissioner Cogswell mentioned an article she had seen regarding the Chester Fire Department requesting additional operating funds from their Municipality due to the increasing cost of fuel and the training cuts made by the department to keep within their operating budget. Brock McDougall Clerk/CAO stated that he will approach the Municipality of Kings regarding an increase to our departments funding re: Fuel cost.
- **LIONS Club** – No report was provided
- **Recreation** – Megan Cyr reported:
 - Programs:*
 - Regular partnership and tenant programs are ongoing
 - Yoga, Active Living, Trivia etc.
 - A fencing group has been added as a new addition to our regular facility bookings
 - Club activities are ongoing o Bridge, Lions, WI, TOPS, Quilters
 - Request from Active Kids Healthy Kids (AKHK) Grant Committee to contribute to the AKHK Grant program for 2022
 - The Village's past contribution was \$250
 - Facilities:*
 - Groups have started reaching out to book sports fields.
 - Additional bookings for one-off events such as weddings and meetings Personnel.

- We have begun the hiring process for our 2 summer recreation positions now that our federal grant application has been approved.
 - One position has been filled, and the other will be filled by the end of the week.

Events:

- Continuing to prepare for Port Williams Days events.
- The first Open Paint Night will be hosted by the new Director of Rec. & Community Development, starting May 20, and again in June 3d.
 - Free, fully supplied open paint nights in the community center auditorium, with more dates to come.
- Senior Summer Walking program underway starting May 16th.
- Communication with the hosts of Dungeon & Dragon nights, Girls on Boards, and others has started. Hope to have more concrete plans in the coming weeks.
- Weather permitting will have movie night in the park following paint night.
- Looking at cake decorating program, nature walks, boardgame nights, unstructured play days and splash days with the help of the Firefighters Association
- Scheduled an open house on May 24th
- Looking into applying for funding from Active Communities for a play box
- Commissioner Graves asked how she was advertising the recreational activities – Megan responded through Facebook, Instagram, newsletters, posters, and in person.

7. Public Works - Joe Keddy reported:

- Water and sewer working fine
- Performing regular maintenance
- One alarm
- Working on the trails, splashpad and sidewalk projects
- Commissioner Graves mentioned that she enjoyed the onsite meeting to look at the trail site and found everyone involved had feedback which would enhance the environment

8. CAO/Clerk Report – Brock McDougall Reported

- I. Office Renovation update
 - Nearly finished but progress has slowed ~ 95%

complete

II. Splash Pad Update

- Partial funding confirmed
- The plan to complete the project with in-house project management is underway

III. Joint Parking lot Paving Project

- Joe met with Dexters and obtained a revised quote which will require an increase in funding for the project due to sharp increase in materials/fuel. Both the Village and the Baptist Church will be required to contribute and additional \$2,242.50 into the project. Potential start date will be sometime in June. A motion to approve additional capital funding of \$2,242.50 for the Joint parking lot paving project was moved and seconded. **MOTION CARRIED.**

IV. Sidewalk

- Brock McDougall Clerk/CAO stated that he is working with the province for an amicable solution to widening the road in order to accommodate building a new sidewalk on Collins Road.

V. AGM

- Brock McDougall Clerk/CAO asked the Commission if they wanted to have verbal reports or go with the written report as was done at the November AGM. The Commission agreed to go with written but wanted to ensure that the public had access to the reports by May 26th

VI. Developments

- Brock McDougall Clerk/CAO asked the Commission if they would be agreeable to share the Villages water study report with developers. The Commission agreed that it would be beneficial to share the report with the understanding that all water infrastructure development would need to follow our procedure and require Village approval.

9. Joint Accessibility Report: Commissioner Leier reported:

- Committee has posted the position for the support person
- There have been a couple of resignations for person at large members which hopefully will be filled soon

10. FINANCIAL REPORT – Brock McDougall reported:

- a. A motion to accept the Village General Operating and Water Utility financial statements for April 2022, as submitted was moved and seconded. **MOTION CARRIED**
- b. A motion to approve the transfer of \$8,404.94 from Fire Department

- income to Reserves was moved and seconded. **MOTION CARRIED**
- c. A motion to approve the transfer of \$2,200.54 from Fire Department income to Reserves was moved and seconded. **MOTION CARRIED**
- d. Per a request from Wayne Blenkhorn, a motion to approve the purchase of two banners in the amount of \$140.00 for the Remembrance Day Observance to memorialize two local veterans from the Boer war, was moved and seconded. **MOTION CARRIED**
- e. Brock mentioned that he had attended the local business development association meeting and was asked if the Village would support their plans to host a summer event. Brock will be continuing an open dialogue to discuss ways in which the Village might provide non-financial support.

11. NEW BUSINESS

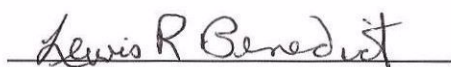
- Renewal of Source Water Protection Committee membership terms – Brock McDougall Clerk/CAO mentioned that the terms are up for the Committee and once members have provided a commitment then the Commission will need to motion approval of membership of the Source Water Protection Committee.
- Association of Nova Scotia Villages – Brock McDougall Clerk/CAO mentioned that he had attended the recent ANSV virtual meeting where a proposed Strategic planning session was mentioned for the 2022 AGM at Bible Hill, and that Clerk/Treasurers may be asked to attend the sessions.
- Village 5 Year Capital Plan- Brock McDougall Clerk/CAO presented the five-year capital plan to the Commission emphasizing that this is a projection for planning and not a commitment to expend funds for the noted Capital projects (outside of the existing capital budget). The plan will be modified over time based on need. A motion to approve the Village's five-year capital plan as presented was moved and seconded. **MOTION CARRIED**

A motion was carried to go in camera at 8:10pm for personnel matters.

The meeting came out of the in-camera session at 8:48pm.

12. ADJOURNMENT

Upon a motion being made the meeting was adjourned at 8:49 pm.



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk