

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF SEPTEMBER 20, 2022

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

IN ATTENDANCE: Brock McDougall, Joe Keddy, Megan Cyr, Philip Porter, Adam Griffin & Darlene Robertson

1. CALL TO ORDER

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

2. REGRETS: None

3. APPROVAL OF MINUTES:

- It was moved and seconded that the minutes of the Commission meeting on August 16, 2022, be approved as circulated **MOTION CARRIED**. Note: Commissioner Graves abstained from the vote.

4. CORRESPONDENCE

- Municipality of the County of Kings:
 - I. Building activity report for the month of August 2022 received from the Municipality of the County of Kings.
- Other Correspondence:
 - I. Letter of response from Mayor Muttart to the letter sent by the Association of Nova Scotia Villages.

5. BUSINESS ARISING FROM MINUTES:

- Audit Services Request for Proposals – Draft RFP circulated to Commission. Commissioner Cogswell requested that the RFP be circulated to the Chair of the Audit Committee.
- Fire Truck call for tenders -Draft Tender circulated to Commission. Due to estimated fabrication time we may post the tender this year and take delivery next fiscal year or later. Suggest purchasing the chassis this fiscal year. It was noted by Commissioner Benedict that the tender specifications outlined in the tender should be titled “pumper-tanker” and not just a “tanker.” Brock clarified that the specifications were those sought by the FD, but which used the title “tanker.” Chairperson Benedict asked for time to review the specifications. The matter was tabled for a subsequent meeting pending document review.
- Snow/Ice Control Contract – As per the agreed upon terms last

year, we have approached our contractor to request an update on rates before renewing this year's contract. We are also exploring using the same contractor as the PWUB Church due to abutting parking space and the shared access points.

- **Village Signage/branding** – There are several new signs proposed for the Village, such as the memorial sign at the throw pitch, signs for the trails, park and splash pad. At a staff level the need for sign uniformity is being discussed. Brock McDougall CAO/Clerk asked the Village Commission if they would like the staff to investigate further and put together a staff report. Chairperson Benedict wanted to ensure that the crest is not being changed. The Commission agreed that the crest should remain. It was agreed by the Commission that the signage should be consistent throughout the Village and directed staff to report back.
- **NS Department of Public Works** – Commissioner Hovell asked if staff were able to arrange a meeting with the Department of Public Works Area Manager. Brock McDougall, CAO/Clerk stated that he had spoken with the Area Manager and reiterated concerns the Village had regarding Village manholes being paved over and traffic flow while any work takes place in the area, especially regarding impacts on the fire department. Brock said that he was assured by the Area Manager that the manholes would not be covered over and that the Village would receive advance notice of any major road work.
- **Parking on Belcher Street adjacent to the school**- Commissioner Cogswell asked what the status was of the request to only park on one side of the road around the school for both traffic flow and safety concerns. Brock McDougall, CAO/Clerk mentioned that he had a conversation with Doug Pulsifer who stated that he would review the issue during a peak parking event at the school. Brock stated that he would follow up with Doug.

6. REPORTS

- **Municipal Councilor** – no report provided
- **Community Centre / Custodian** – no report provided
- **Fire Department** – Chief Porter reported:
 - Department responded to 5 alarms this past month, with a total of 45 this year.
 - The Department is actively looking into ways to attract more members and are having an open house on October 2nd.
 - Fire Advisory Committee met last week.
 - Joe asked Philip if the Department was still interested in training on the hydrants. Philip said that they were

interested. Joe said that he will make arrangements with a company in Halifax who will be doing the hydrant flushing this year.

- **LIONS Club** – Ernie Hovell reported:
 - Returned to regular meeting times
 - Had a successful catering job for a wedding this past month, with another scheduled for October.
 - Have two new members starting tomorrow, membership is now at 27
 - Working on the Christmas party in December.
 - The Lions Club recently donated a special bike to aid a child in need.
 - Working on preparations for the Christmas Draw and fundraising efforts through the sale of Christmas wreaths.

- **Recreation and Community Development** – Report was read aloud by Brock McDougall as Megan Cyr was attending a recreational meeting:

Programs:

- Regular partnership and tenant programs are ongoing.
 - o Yoga
- Club activities are ongoing
 - o Bridge, Lions, WI, TOPS and Quilt Guild

Facilities:

- Continued booking for sports fields, and additional bookings for one-off events such as weddings and meetings.

Personnel:

- Both of our recreation summer employees' terms have finished as of August 29th.

Events:

- Open pickleball equipment use days starting September 12th
- Seniors outdoor walking group is continuing into the fall, un-facilitated
- Evening yoga is continuing for a 12-week session from September 15th, Monday and Thursday evenings.
- Cake decorating session #3 is happening in October and will be advertised at the end of the month.
- Splash and Kids Days are done for the summer
- Chair Yoga is starting for 8 weeks, every Thursday starting September 22nd.

- Active for Life programming is starting September 20th.
- Open board games and painting events will commence the week of the 21st, to test out participation numbers.
- Chair yoga, yoga, and Active for Life programs are almost at full capacity as of September 8th.
- Still looking into potential options for children's programming this fall.
- Commissioner Hovell asked if there was anything happening with the Business Association. Brock stated not that he is aware of.
- Commissioner Leier suggested that it would be nice to have a newcomer's club, and that the business, Fire Department and Lions Club could be involved. Brock said he would pass on the recommendation to Megan.
- Question was asked, when is the tree lighting scheduled – Commissioner Cogswell mentioned that traditionally it happens on the first Sunday in December
- Commissioner Hovell mentioned that the Santa Breakfast is scheduled for November 26th.

▪ **Public Works** - Joe Keddy reported:

Sewer & Water Utility:

Operations

- Water repair on Belcher Street

Alarms

- None to report

Public Works General:

- Working on infill project (Tender is out)
- Working on Splash pad project (water tap complete, water & electrical being installed)
- Working on trails
- Working on field bookings and field maintenance
- Rugby field prepared for weekend games
- Streetlights repaired
- Clearing brush around lights

Discussion

- Commissioner Hovell asked Joe about having flashing lights at the Church Street intersection. Joe suggested that Brock would be better to follow up with the Department of Public Works because they do not take his calls.
- Brock stated that he will follow up with the list of Village concerns.

- Brock asked the Commission if they have priorities for the Concerns which need to be addressed. Discussions were had regarding addressing the concerns with the local MLA as well as the Minister of Public works, setting a priority list and the concerns around safety.
- Commissioner Graves asked Joe how the communication has been with the school regarding regular maintenance of outdoor spaces. Joe said that he has been in contact with the school to let them know when he has been scheduling maintenance of the field.
- Chairperson Benedict said that he will arrange a meeting with John Lohr

■ **CAO/Clerk Report** – Brock McDougall reported:

I. Collins Road/Ditch in-filling:

- As per the approvals to proceed with the ditch infill project, engineer specs have been submitted to the Department of Public Works seeking a permit. With a successful permit and a minimal remaining construction season a call for tenders was posted seeking bids on the infill project. Tender closed September 20th at 12:01pm
- Currently waiting on a meeting with the Federal Active Transportation Fund administrators to determine how the change in scope from the original sidewalk plan will impact our grant funding for this project.

II. Hopgood development on Belcher Street:

- The engineers have studied our water and wastewater capacity and determined that the Village has sufficient capacity to provide water service to this development.
- There is also sufficient wastewater capacity, but this development will bring the Belcher Street main to its limit. No additional wastewater would be handled without an upgrade to the main.
- Wastewater services would need to be extended at the developer's expense.
- We have proposed cost-sharing on a new booster pump for the water distribution system as this would benefit both the Villages and the developer going forward

III. SAG development on Collins Road:

- We have recently received specifications and forwarded

to our engineers for review before confirming whether we have the appropriate water and wastewater capacity.

IV. Public works shed:

- When the Village purchased the lands of Victor Peach an equipment shed was included.
- Having completed various steps to prove the shed physically sound and safe to use, the Municipality of Kings have granted the appropriate bundling and development permit, rendering the bundling legal.
- Some expenses accrued for this purpose were unplanned such as an engineers review of the foundation/trusses and a surveyor's certificate locating the building within the parcel of land.
- The total project cost, including planned and unplanned expenses brought the project over the original 2021 budget of \$20,000.00 (unplanned expenses to make the building legal included survey \$876.72 + HST, engineering \$500.00 +HST, and \$72.00 permit).
- A motion to acknowledge and capitalize the unplanned expenses in the amount of \$7,058.27 was moved and seconded. **MOTION CARRIED**

V. Wi-Fi Project update:

- As per the Commissions motion in September, the Community Centre Wi-Fi project has been awarded to Digital nGenuity.
- Equipment orders have been made and installation dates will be determined as equipment delivery times become clearer.
- Some cabling work may begin soon, to be confirmed with the cabling sub-contractor.

VI. PWES Facility Use Agreement:

- A proposed facility use agreement has been submitted to the AVRCE.
- They have raised concerns over the use of the gymnasium as included in the agreement.
- We are in discussions on how to move the agreement forward.
- Commissioner Leier will look for the copy of the agreement which allowed for the use of the gymnasium.

VII. Association of Nova Scotia Villages (ANSV) Recap:

- The annual Association of Nova Scotia Villages conference and AGM was held on September 16 and 17

in Bible Hill.

- Good networking with other Clerks/CAO's
- The Association appointed a new Board of Directors
- The Association is going to increase membership fees as well as AGM fees.
- Board meets quarterly
- Clerks would like to work collaboratively with Municipal Affairs and Housing to have a voice in the review of the Municipal Government Act.
- Next AGM will be held in Pugwash

7. FINANCIAL REPORT – Brock McDougall reported:

- a. The written report was read aloud in summary.
- b. A motion to accept the Village General Operating and Water Utility financial statements for August 2022, as submitted was moved and seconded. **MOTION CARRIED**
- c. A motion to transfer the \$500.00 donation received from Charles and Jane Forney to the Fire Department reserve was moved and seconded. **MOTION CARRIED**
- d. A motion to transfer funds allocated from the general capital reserve account to the capital project account in the amount of \$144,687.85, to fund the office renovation project was moved and seconded. **MOTION CARRIED** It was noted that the Office Renovation project is now complete.
- e. A motion to transfer funds from the general capital reserve account to capital project account, required to fund the Public Works shed project in the amount of \$7,058.27 was moved and seconded. **MOTION CARRIED** It was noted that the project for Public Works shed located on lands purchased from Mr. Peach is now complete.
- f. A motion to transfer funds from the general capital reserve account to the capital project account in the amount of \$6,033.10 to fund the Memorial Walkway project was moved and seconded. **MOTION CARRIED** It was noted that the Memorial walkway project is not complete.

8. NEW BUSINESS

- a. Fall Leaf Collection:
 - i. Some requests from the public have been received for a fall leaf collection program. If the program is determined to be desirable by the Commission, then the staff may look at the feasibility of such a program and generate a report. Commissioners agreed that this would not be feasible and that there is currently a free leaf drop off at the Municipal level.

b. Solar Power Generation:

- i. Commissioner Leier requested to discuss the potential of an investment in solar power for various high power demand location in the Village, for example the Sewer Treatment Plant, Water Treatment building, and the Community Centre.
- ii. If the Commission wished to proceed with this project then the staff can look into the feasibility of such a program, generate a report and could incorporate into multi-year capital planning.
- iii. The Baptist Church is currently looking at a solar energy project.
- iv. Commissioner Cogswell stated that the feasibility of solar energy was looked at for the Community Centre, at the time when the Municipality was looking at a mutual shared project. It was deemed that the cost outweighed the benefits.
- v. Commissioner Leier believes that there are funding grants which can cover the costs of this type of project. Scott suggested that the Village staff contact other municipal units who have taken on these types of projects, for information on the return on their investment.
- vi. Commissioner Cogswell stated that she would like to see the numbers before pursuing this project.
- vii. The Commission agreed by consensus that staff should review and report back on this idea

c. Trail Group Meeting:

- i. Joe Keddy requested that Commissioner Graves arrange a trail meeting to discuss the next steps for development of the trail and that there is \$20,000.00 still available for development this year.
- ii. Chairperson Benedict mentioned putting posts on the east edge of the property to deter farm equipment from eroding the trail.

d. Comfort Centre preparation:

- i. Joe Keddy mentioned that we need to be prepared for the upcoming storm on the weekend. Commissioner Graves, who is also the Comfort Centre Coordinator, mentioned that she has already sent out an email to the Comfort Centre volunteers and has receive a positive response.

e. Remembrance Day Expenses:

- i. Ernie Hovell asked if we need to set a budget for the Remembrance Day Ceremony. It was noted by Commissioner Cogswell that the Remembrance Day Ceremony expenses should already be included in the operating budget.

- f. ANSV Long Service Awards:
 - i. Brock McDougall, CAO/Clerk presented Commissioner Scott Leier with his 20 year, long service award from the Association of Nova Scotia Villages.

9. ADJOURNMENT

Upon a motion being made the meeting was adjourned at 8:32 pm.



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk