

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF NOVEMBER 15, 2022

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

IN ATTENDANCE: Brock McDougall, Joe Keddy, Brian Tupper, Philip Porter, Jason Stevens, Adam Griffin, & Darlene Robertson

1. CALL TO ORDER

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

2. REGRETS: Megan Cyr

3. APPROVAL OF MINUTES:

- a) It was moved and seconded that the minutes of the Commission meeting on October 18, 2022, be approved as circulated **MOTION CARRIED**. Note: Commissioner Cogswell abstained from the vote.

4. CORRESPONDENCE

a) Municipality of the County of Kings:

- Building activity report for the month of October 2022 received from the Municipality of the County of Kings.

b) Other Correspondence:

- Minister for Public Works re: JAAC

5. BUSINESS ARISING FROM MINUTES:

a) Audit Services Request for Proposals –

- RFP for audit services closed on November 4th
- Request for Proposal response received was from Grant Thornton Kentville, registered municipal auditors
- Bid for the 2023-year end audit is \$19,600.00 plus HST and is subject to a 7% admin and tech fee (\$1372.)
- Recommendation by Brock McDougall, CAO/Clerk is to engage services of Grant Thornton for the 2022/2023 FY on a one-year trial basis, with the intention of determining if this firm is a good fit for the Village.
- A motion to engage the services of Grant Thornton for the 2022/2023 Fiscal year on a one-year trial basis was moved and seconded. **MOTION CARRIED**.

b) Fire Truck call for tenders –

- Tender has been reviewed by Commission and a meeting to review any concerns with the FD took place on November 6th
- Clarification was made by the FD that the truck will be a tanker with modern functionality and not a pumper-tanker.
- No update from the Municipality of Kings regarding the prospect of FD amalgamations other than to inform they are focusing on the Wolfville/Greenwich amalgamation.
- FD would like to move forward with the tender process for the tanker.
- A motion to proceed to tender for a fire truck (tanker) to replace the existing tanker was moved and seconded.
MOTION CARRIED.

c) Collins Road Sidewalk Project –

- Village staff had been working on getting the full sidewalk package to tender with the intention of continuing to work towards obtaining a provincial contribution.
- Following a meeting with local Public Works Staff and the Deputy Minister for Municipal Affairs and Housing, we have reached a verbal agreement with the Province for Collins Road. Moving forward the province intends to repave Collins Road and complete the sidewalk in one project.
- The tender package is to be handled by the province, using our engineers' specifications for the sidewalk/drainage portion of the work.
- The Village will be billed for the sidewalk portion of the project with no village funds to be applied towards the road.
- The engineers are working to amend the plans to include the addition of a new paved road surface on Collins Road.
- We may go to tender this year, but the majority of the work will be completed in Spring of 2023.
- Federal funding partners have confirmed that the \$340,000.00 in federal funding can still be applied towards the sidewalk component of the project.
- Next steps will be to finalize the plan with a written agreement with the province..
- A motion to move forward with the Collins Road paving and Sidewalk project jointly with the Province of Nova Scotia, where the Village of Port Williams is financially responsible for the for the cost of the sidewalk portion of the project was moved and seconded. **MOTION CARRIED.**

d) Subdivision Sign –

- Commissioner Ernie Hovell asked for an update on the status of the Ports Landing Subdivision sign in disrepair.
- Commissioner Lewis Benedict said that he had a conversation with the developer and that he has committed to looking at it.
- Joe Keddy mentioned that he will follow up with the developer.

6. REPORTS

a) **Municipal Councilor** – Nothing to report for this month

b) **Community Centre / Custodian** – Brian Tupper reported:

- Getting busy at this time of the year
- There were repairs to the furnace
- Christmas tree is going up in the auditorium
- Storage room has been cleaned up

c) **Fire Department** – Chief Porter reported:

- Responded to three alarms, two mutual aid calls and one motor vehicle accident
- Prospective new member at last evenings meeting
- Kings County Firefighters Association directors met on the Nov 10th. The topic was regarding funding models. A new proposal was presented and given to each of the Departments. Philip will forward a copy to Brock McDougall, CAO/Clerk.

d) **LIONS Club** – Brian Tupper reported:

- Catering jobs coming up this month
- Santa Breakfast and Tree lighting this month
- Lions Club made a donation to the Village of Port Williams for Tree lighting Activities
- Have five new members

e) **Recreation and Community Development** – Megan Cyr Reported

Programs:

- Regular partnership and tenant programs are ongoing (yoga, Chair Yoga, Active Living)
- Club activities are ongoing (Bridge, Lions, WI, TOPS, Quilters)
- Facilities – continued booking for one-of events such as weddings and meetings.

Events:

- Evening yoga's 12-week session, Monday and Thursday evenings, will be ending Dec 1st.
- Chair yoga is ongoing and ending Nov 2th until the new year.
- Active for Life is ongoing and ending in December. Registration for the next session will begin mid-December.
- Tree Lighting planning is ending. Program has been circulated by email.
- Latin Dance programming is being tried this fall, and if unsuccessful will be tried again in the new year.
- The creation of the Playbox is underway, Truck box us retrieved, signs have been ordered, waiting on dividers and wrapping appointments before the final stages of installation can begin.

Other:

- Commissioner Hovell asked if there was an update on Community Development activities. Brock mentioned that there are some activities in the works but would wait until the Director of Recreation and Community Development was present and able to speak to those details.
- There have been a few requests for indoor pickleball sessions. There were some suggestions to accommodate Pickleball sessions and will further investigate options for a location.

f) **Public Works** - Joe Keddy reported:

Sewer & Water Utility:

Operations:

- Installed hydrant and removed and relocated water service for washrooms in benedict field.
- Hydrant flushing took place last week.

Meetings and Training:

- Trails & Sidewalks
- Splash pad
- Developments

Public Works General:

- Working on sidewalk project
- Working on splash pad project, working with contactors
- Working on trails
- Summer equipment prepared for winter storage
- Winter equipment ready to go

- Remembrance Day setup and take down
- Installed two new sewer and water lines.
- Water line repair on Rawding Drive

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

I. **Streets and infrastructure Update:**

- As of November 7th, the district Traffic Authority has not yet completed the measurements to review the Belcher Street parking issues raised by the Village. Staff will continue to follow-up with NS Public Works on this matter. It was noted that a no parking zone would be enforced by the RCMP.
- No updates on the bridge safety issue, Kars Street one-way or the flashing lights on Highway 358/Church Street, but will continue to follow-up with Public Works
- The streetlight outage at the corner of Hwy 358 and Starrs Point Rod has been reported to Nova Scotia Power, they have given a resolution timeline of up to 30 days from when the response was received (Nov 4). This was also reported to Public Works as a safety concern as the lights illuminate the crosswalks.

II. **Development update:**

- Steepleview/Collins Road – The most recent information from the developers' engineers have been submitted to our engineers for consideration. This includes information on fire flows and storm water management.
- Belcher Street – There has been no update since we provided a response to the municipal planner regarding water and wastewater system capacity. This development will need to go to the Are Advisory committee for review.
- Leaside – The Village is aware of intentions to develop lots in Leaside Court with potential high-density housing. To date, we have not received a request to confirm water/wastewater system capacity. In general, system capacity information will vary (and potentially become limited) as other developments are approved.
- The Village continues to work with legal/engineers to develop formal procedures around the handling development in the village. Currently the procedures have been reviewed by legal counsel and are under

review by CBCL (engineers).

III. Facility Use/Leases

- Regarding the facility use agreement with the PWEs, the AVRCE has stated that they are developing a facility use guideline for use across the AVRCE. They would like to have this guideline in place before we finalize any facility use agreements. In the meantime, the Village may still book the gymnasium through the principal.
- With respect to cleaning fees, they will be flexible. Small groups on weeknights can be cleaned up after by the evening janitors (no charge). Monday morning cleaning must be approved by the principal to ensure that they can spare the space for the first hour of the day. Larger groups on the weekends such as flea markets or craft fairs will require cleaning that weekend and will incur associated cleaning fees.
- Once the guidelines have been finalized, they'll get back in contact with the Village
- Regarding the greenspace leases with the Municipality of Kings. Geoff Muttart has advised that the Municipality does not have time to consider the transfer of ownership, so we are back to working out the details of the lease. Geoff is working on this.
- Commissioner Leier asked if the Village's liability associated with programming at the school considering a lack of lease. Brock responded that the Village maintains insurance coverage for those areas and that there is no change of use.

IV. Joint Accessibility Advisory Committee update:

- Scott Leier reported that the Committee met on November 9th.
- Scott Quinn, Municipality of Kings, provided an overview of Engineering and Public Works at the meeting.
- Committee officers were re-elected.

7. FINANCIAL REPORT – Brock McDougall reported:

- a. The written report of the previous months financial activities was read aloud in summary.
- b. A motion to accept the Village General Operating and Water Utility financial statements for October 2022, as submitted was moved and seconded. **MOTION CARRIED**
- c. A motion to approve the write-off of two uncollectable water

accounts for a customer who has moved and is unreachable (\$180.44 & \$143.78) was moved and seconded. **MOTION CARRIED**

- d. A motion to transfer a donation of \$5.00 to the splash pad fund was moved and seconded. **MOTION CARRIED**
- e. A motion directing the CAO to execute a contribution agreement with Infrastructure Canada to accept funds pursuant to the Active Transportation Fund application made by the Village regarding the Collins Road sidewalk development project was moved and seconded. **MOTION CARRIED**

8. NEW BUSINESS

- a. FD- Process for appointing Chief/Officers
 - i. The Fire Department has requested that the Village develop a process/approach to appointing FD officers and has made the following suggestions:
 - 1. FD post an in-house expression of interest
 - 2. FOAM Committee to receive and review the applications
 - 3. FOAM Committee to present a name for recommendation to the Village Commission
 - 4. Commission would then accept the recommendation or ask the FD to provide an alternative candidate
 - 5. If both parties cannot agree on an internal candidate or if none exist, the Commission could direct the CAO to begin an external recruitment process.
 - ii. Commission was agreeable to the idea in principle and directed staff, by consensus decision, to produce a draft policy for their consideration.
- b. FD – Recruitment sign
 - i. The FD has requested permission to place a recruitment sign (the approximate size of a real estate “for sale” sign) at the Village welcome sign/park area adjacent to the bridge.
 - ii. It was recommended that the NS Department of Public Works (NSDPW) be contacted for permission.
 - iii. This area is not owned by the Village and is within the NSDPW right-of way.
 - iv. The Commission showed general support for the idea and recommended that they get approval from Nova Scotia Department of Public Works and the Municipality of Kings.
- c. Heat Detectors
 - i. Valley Alarms advised the Village that a model of Edwards Brand heat detectors used in the Community Centre has been recalled and that the Village needs to replace these before Valley Alarms can complete their inspection of the fire protection system. Brock mentioned that there are

- approximately 45 detectors in the Community Centre, most of which are the model in question.
- ii. The cost of replacement is about \$28 per unit with installation costs TBD.
 - iii. Commission agreed that they need to be replaced and mentioned that staff should also look at the other building owned by the Village for this brand of heat detectors and replace them as well.
 - d. Brian Tupper thanked the Village on behalf of Volunteer of the Year, Betty Jean Tupper who enjoyed the award ceremony in Dartmouth.
 - e. Brian Tupper also thanked Volunteer Wayne Blenkhorn for a memorable Remembrance Day Observance.

9. IN CAMERA

Upon a motion being made the meeting went in camera at 8:25 pm for matters of personnel and contracts. The meeting returned to open session at 9:26pm

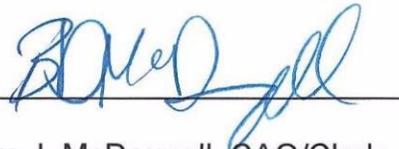
It was moved and seconded that the Village Chairperson, on behalf of the Village, purchase gift cards for the staff as a token of staff appreciation during the Holiday season. **MOTION CARRIED**

10. ADJOURNMENT

Upon a motion being made the meeting adjourned at 9:28pm



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk