

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF OCTOBER 18, 2022**

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

**IN ATTENDANCE:** Brock McDougall, Joe Keddy, Brian Tupper, Megan Cyr, Philip Porter, Jason Stevens, Geoff Muttart & Darlene Robertson

**1. CALL TO ORDER**

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

**2. REGRETS:** Kim Cogswell & June Granger

**3. APPROVAL OF MINUTES:**

- It was moved and seconded that the minutes of the Commission meeting on September 20, 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 September 2022 received from the Municipality of the County of Kings.
- Other Correspondence:
  - I. Thank you letter from the Port Williams United Baptist Church re: joint paving project

**5. BUSINESS ARISING FROM MINUTES:**

- Audit Services Request for Proposals – Draft RFP was circulated to and approved by the Chair of the Audit Committee. The RFP has now been posted to NS Tenders with a closing date of November 4, 2022.
- Fire Truck call for tenders – Tender document was circulated to Commission for review and clarify the intended outcome of the tender package. Meeting with FD Chief, village staff and Commission Liaison to the FD has not taken place yet.
- Snow/Ice Control Contract – rates with current contractor have been reviewed and a decision to renew contract has been made based on a renewal clause in the previous contract.

- JAAC appointments – it is recommended the Commission pass a motion regarding a membership appointment on the Joint Accessibility Advisory Committee.
  - I. A motion that the Village of Port Williams appoint Donald Nauss as a citizen member on the Joint Accessibility Advisory Committee for the remainder of the two-year term was moved and seconded. **MOTION CARRIED.** It was also noted that the Terms of Reference for the Committee underwent a review, and that the Committee has made some recommended changes which are more housekeeping in nature.
  - II. A motion to approve the changes to the Terms of Reference for the Joint Accessibility Advisory Committee as presented was moved and seconded. **MOTION CARRIED.**
- Village Signage/branding – The staff report with a recommendation was circulated to the Commission and read at the Commission meeting. A motion to approve the recommendation outlined in the report by CAO/Clerk, Brock McDougall regarding Village Signage/branding, as presented was moved and seconded. **MOTION CARRIED.** The Specific recommendations can be found in the report.
  - I. Commissioner Leier suggested staff consider colour contrasts are given special attention to ensure they are clearly visible to the visually impaired. Geoff Muttart mentioned that staff might contact Nova Scotia Trails for consistency and ensure that if there is a competition for art used on the signage, that the Village obtains ownership of the art through copy right registration.
- Solar discussions – Commissioner Hovell mentioned that he did not see an update regarding the solar discussions from the last meeting. CAO/Clerk Brock McDougall mentioned that there is no update at this time.

## 6. REPORTS

- a) **Municipal Councilor** – Nothing to report for this month
- b) **Community Centre / Custodian** – Brian Tupper reported:
  - Will be doing a walk through the Community Centre to document needed repairs
  - Repairs have been made to two washrooms.
  - The oil furnace has been turned on for the season
- c) **Fire Department** – Chief Porter reported:



- No call outs this past month
- Trucks have been inspected
- Had an open house two weeks ago – 32 people attended
- Did the Port Williams School visit yesterday

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

- One new member
- Christmas wreaths are for sale - \$18.00 each this year
- Raffle tickets are for sale.
- Upcoming bar and catering fundraising events

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

*Programs:*

- Regular partnership and tenant programs are ongoing.
  - o Yoga, Chair Yoga, Active Living
- Club activities are ongoing
  - o Bridge, Lions, WI, TOPS, T & C Quilt Guild

*Facilities:*

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

*Events:*

- Seniors outdoor walking group is continuing into the fall, un-facilitated
- Evening yoga is continuing for a 12-week session from September 15<sup>th</sup>, Monday, and Thursday evenings.
- Cake decorating session #3 and #4 are October 18<sup>th</sup> and October 25<sup>th</sup> Both are at full capacity.
- Chair yoga is ongoing
- Active for Life is ongoing
- Tree Lighting planning is in full swing, a proper schedule and plan will be shared within the coming weeks.
- Tyson's softball has ended as of October 13<sup>th</sup>
- The Baptist Church's Trunk or Treat is happening the 29<sup>th</sup> of October from 4:30pm-6pm, and they will be using part of our parking lot for this. They have extended their invitation to the Village and all who wish to participate/help.
- Play box has been ordered

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

Sewer & Water Utility:  
Operations

- Water repair on Starr's Point Road
- Repair to roof vent on water reservoir – due to storm
- Water meter replacements
- Quarterly water samples for water and wastewater

Alarms

- None

Meetings and Training:

- Trails & sidewalks
- Splash pad
- Developments – Four are ongoing, might be starting next spring
- Attended the ACWWA in Saint John

Public Works General:

- Working on sidewalk project – met with PW and MLA John Lohr
- Working on Splash pad project (water tap complete, water & electrical installed) working with contractors
- Working on trails
- Working on field bookings and field maintenance
- Rugby field prepared for weekend games
- Streetlights repaired and trees trimmed.
- Working to update the GIS system

Discussion

- Commissioner Hovell asked if we are painting the lines in the parking lot – Joe is trying to coordinate with high traffic days and weather. Joe also mentioned that he will be talking to NS Public Works for the painting of the crosswalks.
- Chief Porter mentioned that the hydrant markers need to be identifiable and visible.
- It was mentioned that Starrs Point Road and High Street has two streetlights out, they have been reported but not fixed yet.
- Commissioner Hovell mentioned that there are dangerous limbs by the sidewalk in front of 1069 Highway 358.

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



I. Nova Scotia Public Works Updates:

- We have re-raised the issue of a flashing light at the intersection of Highway 358 and Church Street during a meeting with the Department of Public Works Area Manager and MLA John Lohr. We are confident that this meeting will help advance this issue as a priority.
- We have reached out to the District Traffic Authority at Public Works for an update on the PWES parking issues on Belcher Street. No measurements have been taken as of Oct 11<sup>th</sup> but I have received word that they will happen soon. They are concerned that no-parking in one area of the road will negatively affect parking on the rest of Belcher Street.
- Kars Street one-way is still moving forward through the Public Works processes.
- The District Traffic Authority and Area Manager will be looking at the traffic off the bridge and ways to make it safer.

II. Collins Road update:

- The work within right-of-way permit for the proposed ditch infill was denied by the Department of Public Works
- We will cancel our tender based on the lack of permit.
- The construction window for 2022 is closing
- A meeting was held with the Public Works Area Manager and MLA John Lohr to try and come up with a solution for Collins Road.
- MLA Lohr indicated that there may still be provincial funding available for the full sidewalk project and asked for a revised cost estimate for the original sidewalk plans.
- CBCL is producing a revised estimate but informed that the construction window may be too limited for this year and there may not be an opportunity to go to tender until next spring.
- Staff recommend moving forward this year and complete next year. The Commission agreed by consensus that once we received the revised estimate and tender package, we should go to tender.
- Staff have confirmed with Federal funding partners that we may extend the funding window for a \$340,000 active transportation grant, into the next fiscal year

■ Joint Accessibility Committee update – Scott Leier Reported

- Requirement to become accessible will not be available from the government until June 2024

- Only new buildings or additions will be required to follow accessibility requirements.
- Scott suggested that an accessibility component be added when budgets are set for projects and suggested setting up an accessibility reserve.

**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 August 2022, as submitted was moved and seconded. **MOTION CARRIED**
- c. A motion to approve the hospitality expense submitted for the Remembrance Day Observance was moved and seconded. **MOTION CARRIED**
- d. A motion to approve the expense of \$3.78 to the Port Williams Women's Institute to cover the Planters Monument expenses was moved and seconded. **MOTION CARRIED**

**8. NEW BUSINESS**

- a. Brian Tupper asked if the internet update project had been awarded – Brock responded that it had.
- b. Commissioner Hovell asked if a Remembrance Day Wreath would be laid at the university Hall Remembrance Day Ceremony. Ernie Hovell stated that he would attend and lay the wreath on behalf of the Village. A motion to approve the donation to the Wolfville Legion for the laying of the wreath was moved and seconded. **MOTION CARRIED**
- c. Commissioner Hovell mentioned that the subdivision sign and shrubs are looking unsightly at the entrance to Ports Landing. Brock said he would determine the owner of the land and draft a letter. Commissioner Benedict stated that he would try to contact the owner.

**9. IN CAMERA**

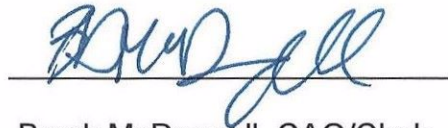
Upon a motion being made the meeting went in camera at 8:14 pm. The meeting returned to open session at 9:22pm

**10. ADJOURNMENT**

Upon a motion being made the meeting adjourned at 9:23pm

Handwritten signature of Lewis R Benedict in blue ink, written over a horizontal line.

Lewis Benedict, Chairperson

Handwritten signature of Brock McDougall in blue ink, written over a horizontal line.

Brock McDougall, CAO/Clerk