

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF NOVEMBER 21, 2023**

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

**IN ATTENDANCE:** Brock McDougall, Darlene Robertson, Jason Stevens & Adam Griffin

**1. CALL TO ORDER**

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

**2. REGRETS:** Joe Keddy and June Granger

**3. APPROVAL OF MINUTES:**

- a) It was moved and seconded that the minutes of the Commission meeting of October 17, 2023, be approved. **MOTION CARRIED.**  
Note: Commissioner Cogswell abstained.

**4. CORRESPONDENCE**

a) Municipality of the County of Kings:

- Building activity reports for September and October 2023 were received from the Municipality Kings.

b) Other Correspondence:

1. Email request to consider adding public question period as standing agenda item. After discussions it was decided that the current process whereby, prior to the commission meeting, members of the public can request a ten-minute time slot to address the Commission. The request is then added to the agenda. It was suggested that this process should be advertised through the Villages various media streams.

**5. BUSINESS ARISING FROM THE MINUTES:**

a) Records Management Policy –

- Second reading on the proposed amendments was presented. A motion to approve the amended Records Management Policy as presented was moved and seconded. **MOTION CARRIED.**

b) Donation bin request –

- Upon review, there is a clothing donation bin near the Community Centre. There are also many bins and donation sites in the area. It was agreed by consensus to decline the

- request to add bins at the Community Centre.
- c) Community Centre By-law – proposed amendments
- The Community Centre by-law and appendix were circulated in advance for Commission review. Commissioner Hovell requested that staff review any sections that may need adjustments regarding the food handling requirements, following information received during the most recent food handler’s course.
  - Commissioner Graves requested a second review for any areas which might present difficulties to enforce (i.e. parking and animal restrictions) and circulate prior to the December Commission meeting for review.
- d) Developers’ checklist - proposed.
- A revised developers’ checklist was circulated in advance for Commission review. It was moved and seconded to adopt the Developer’s checklist as a procedural document to guide negotiations with developers. **MOTION CARRIED.**

## 6. REPORTS

- a) **Municipal Councilor** – Councilor June Granger
- No report provided.
- b) **Fire Department** – Chief Jason Stevens reported:
- Alarms down this month with only three alarms.
  - Participating in training activities
  - Working on budget for the 2024/2025 Fiscal Year with Village staff
  - Currently have one outstanding capital project (completing an interior wall in the FD). Attempted to solicit multiple quotes but received only one quote, which has come in at \$1,128.80 over the \$4,000 budget. The contractor can start right away. The FD is requesting that the Commission approve the additional capital funding for this project. Commissioner Cogswell asked staff if the capital funds are available in reserves for this project. CAO Brock McDougall indicated that yes, the funds are available. A motion to approve the additional capital expenditure of \$1,128.80 for the Fire Department wall project was moved and seconded **MOTION CARRIED.**
- c) **Public Works** – Superintendent Joe Keddy provided the following report in writing:
- Operations:*
- Water & Sewer inspections

- Water repair on Collins
- Sewer repair on Belcher
- Meter readings/repair
- Located water leak on a service line in Planters Square

*Meeting and Training:*

- Trails & sidewalks
- Developments Starr's point Road, Mainstreet, Rawding, and Belcher

*Public Works General:*

- Regular duties
- Working on budgets and shop inventory
- Working on trail and field drainage (Ditching)
- Mail drop install at Community Centre
- Working on other repairs required at the Community Centre
- Set up and take down for Remembrance Day

CAO McDougall was asked if there was an update from Superintendent Keddy regarding the developers' meetings which are listed on his report, it was indicated that info would follow in another report. Commissioner Hovell asked the status of the meter readings and any outstanding meter repairs. CAO McDougall responded that the readings have taken place for December billing and Public Works are currently working on the outstanding repairs.

- d) **Recreation and Community Development** – written report was circulated.

*Events/Programming:*

- Active for Life, Yoga, and Chair Yoga are ongoing.
- The Music program finished Oct 20, 2023
- We are busy with Holiday bookings.
- The Recreation Advisory Committee met November 14 to discuss a variety of subjects including winter recreation events (e.g. Tree lighting).

*Facilities:*

- A summary of Splash pad expenses was requested and has been added to the financial report.



- We are in receipt of an additional grant from the Department of Communities, Culture, Tourism, and Heritage for our trail System in the amount of \$7,532.00.
- Commissioner Graves mentioned that she has seen some picknick tables which are inclusive. Commissioner Nette mentioned that he will explore funding possibilities through the JAAC committee, which he sits on.

*For discussion:*

- Trails – is the Commission interested in naming the new trails and/or the entire trail system?
  - Trails could be named something generic such as:
    - Reservoir Trail
    - Port Williams Community Trail
    - North Port Williams Trail
    - Village Trails
    - Or various other examples
  - Or something more specific
    - Named in honor of someone.
  - After discussions it was agreed by consensus that there should be generic naming directly related to the destination so that the public can easily locate the trail system.

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

**I. High Street Water/Wastewater Project status update**

- The request to merge the funding approved for water/wastewater work on Belcher/High Street is still pending federal approval.
- Circulated by email was an updated cost estimate based on conversations with our engineers and inflation estimates.
- Nova Scotia Municipal Affairs and Housing (NSMAH) has submitted the request to Infrastructure Canada. A motion that the Village of Port Williams allocate \$333,852.00. In water and wastewater reserve funds in the 2024-25 capital budget to upgrade water and wastewater infrastructure on High Street, as a cost sharing initiative with the Province of Nova Scotia and the Government of Canada was moved and seconded **MOTION CARRIED.**

**II. Starrs Point Road sewer main realignment update:**

- Work is underway on this project by the developers. Our

engineers and Superintendent have been inspecting and providing feedback to the developers as necessary.

- A draft legal agreement has been put together outlining the transfer of ownership when ready. That transfer is pending the final approval of our engineers, Superintendent, and the establishment of a new grant of easement for the sewer line. Commissioner Hovell asked if there has been any word from NS Environment related to Terry's Creek. CAO McDougall stated that no additional information has been received from NSE.

### III. Great Valley Juices update

- The GVJ property sold effective November 4<sup>th</sup>, 2023.
- The new owners are Noggins Farm.
- We will work with the new owners to determine what water/wastewater services are required. We anticipate their demand for those services will be minimal.

### IV. Collins Road Sidewalk update

- As directed in September, we are having a tender package prepared for the sidewalk work based on the revised funding arrangements with Infrastructure Canada. Commissioner Nette asked where the sidewalk will end for this project, CAO McDougall said it will go up to Leaside.

### V. Asset Management Planning

- Met with AIM Network, who were hired by the Municipality of Kings to Coordinate asset management planning. This project is ongoing, and we anticipate another meeting in November.
- There will be additional updates in December.
- The Commission discussed the connection of this Municipal initiative to Gas Tax finding distribution. CAO McDougall indicated that the Municipality of Kings is looking at revising how funds are distributed and would like a greater understanding of existing Village assets across the County.

### f) JAAC – Commissioner Nette reported:

- Interesting fact that NS has the highest rate of disability in Canada.
- There were discussions regarding accessible transportation options at the last meeting. Specifically, the lack of availability of the service during certain times of day, which Commissioner Nette stated was a concern.
- There is accessibility funding available for projects – up to 50k covering two thirds of the cost.

## 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 October 2023, as submitted. **MOTION CARRIED**
- c) Port Williams and District Lions Club made a \$150.00 donation to the Port Williams Tree Lighting event.

## 8. NEW BUSINESS:

- a) Purchasing and Tendering Policy – Proposed Amendments
  - Draft amendments for the Purchasing and Tendering Policy were circulated in advance for review.
  - The proposed amendments were considered. A motion to approve the amended Purchasing and Tendering Policy as circulated was moved and seconded. **MOTION CARRIED.**
- b) Cybersecurity Review – proposed unbudgeted expenditure.
  - Staff met with the Cybersecurity team from Grant Thornton to learn more about cybersecurity risks. Recent attacks on the County of Kings have raised concerns about our level of cybersecurity.
  - Circulated by email is a proposal for consideration.
  - CAO McDougall suggested that in this current environment the Village should consider our risk level and suggested that the Village obtain additional quotes. The Village Commission agreed.
- c) Commissioner Hovell asked staff if there was a letter of thanks sent to Wayne Blenkhorn for organizing the Remembrance Day observance. CAO McDougall stated that a card was sent with a token of appreciation.

A motion to move in camera for contract negotiations and personnel matters was made at 8:26 pm

Meeting returned to an open session at 9:10pm

It was moved and seconded to direct Village Staff to begin a recruitment process for the position of Recreation Coordinator, with the intention of filling the position in January 2024. Further, that the Commission authorize the expenditure of the salary shortfall above what was allocated in the 2023-24 Village budget for the purpose of recreation staffing.

## 9. ADJOURNMENT

Minutes of the Village of Port Williams Commission – November 21, 2023

Upon a motion being made the meeting adjourned at 9:12pm

Handwritten signature of Lewis R. Benedict in black 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