

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF MAY 19, 2020

MEMBERS PRESENT: Lewis Benedict, Scott Leier, Doug Gates, Kim Cogswell and Ernie Hovell

IN ATTENDANCE: Karen Rovers, Joe Keddy, Laura Jacobs, Brian Tupper and Darlene Robertson

REGRETS: Meg Hodges & Chief Philip Porter

Chairperson, Lewis Benedict, called the meeting to order at 1:04 p.m.

a) **APPROVAL OF MINUTES:**

- (a) It was moved and seconded that the minutes of the regular Commission meeting on April 21, 2020 be approved as circulated, **MOTION CARRIED.**

b) **Correspondence Municipality of County of Kings:**

- (a) Building Permit Report for month of April, 2020. In Kings County 52 building permits were issued with a total value of 3.8 million, 3 permits were issued for Port Williams with a total value of six hundred sixty thousand dollars, (*Information only*)

c) **Other Correspondence:**

- (a) Letter of response from Minister Chuck Porter to the Village's letter dated March 30, 2020 regarding regulatory enforcement of the Kings County Municipal Planning Strategy and Land Use By-Law. (*Information only*)
- (b) E-mail from the Office of the Attorney General and Minister of Justice advising that their office will be adjusting the timelines for public sector bodies to ensure that there is sufficient time and capacity to support the development of the required accessibility plans once the State of Emergency has ended. (*Information only*)

BUSINESS ARISING FROM MINUTES:

a) **Wastewater II update –**

- (a) A motion to approve engineers' (CBCL) capital expense to develop design criteria & preliminary design (task 1) and a detailed design and tendering (task 2) in the amount of \$19,200.00 was moved and seconded, **MOTION CARRIED.**

b) **DTIR update –** Joe reported

- No update.

c) **Display cabinet and water filling station in Community Centre –**

- Joe explained that there is a one month delay on delivery of the water station (May 28, 2020)
- Joe was asked if he could provide Brian with the specifications of the water station which the cabinet maker would need to plan for the cabinet. Brian to coordinate.

REPORTS

Municipal Councilor – Meg Hodges

- No report provided.

Recreation Director – Laura reported

Programming

All in person programming suspended.

Virtual/Online options-

Monday 7:00pm – Yoga via Zoom

Recreation Advisory Committee

- Zoom meeting May 11
 - o Round table – updates from community groups re: response to COVID-19
 - o Discussion – facility use updates, ideas for potential projects/programs – story walk, trail fit stops, etc.

Newcomers Info Package

- On hold – pending

Summer Day Camp

- pending updates from Province (and ACVRE re use of schools)
- Plan A – daily camps – July/August - reduced attendance
- Plan B- Pop-up Activity Camps – 1 day or half day outdoor activities
- Plan C- virtual events/activities – kids bingo, guided craft time, dance parties, etc
- We have to be prepared for whatever we are able to provide for children (and parents) in the community through the summer
- Request to hire two summer staff positions – can adjust job demands according to what we are capable of offering.
- Waiting on update this afternoon from Dr. Strang regarding possible changes to current restrictions for day camps.

Other

- Grants
 - o Community Culture and Heritage – Planning Grant – Wellness Centre Study
 - o Trails – researching possible support for developing trails on our new land

- Active Communities Fund – CCH – trail signage, play box
 - Awaiting updates from CCH re funding capacity- Meeting May 28th
- Social media- maintain ongoing communication – crafts, recipes, exercise options, etc.
 - Support the Port – created FB trend to support our local businesses
 - Faces of Port Williams – highlight Commissioners, community group leaders, volunteers, etc.
 - Did you Know? Educational posts re: history of PW, etc.
- EMO – newsletter complete and mailed out
- Virtual Trivia Nights – ongoing with the help from Tyson and Karen Rovers
 - Hoping to host a Family/Kids Trivia event soon
- Tribute event – coordinated piper and ringing of the bells for the 22 lives lost
- Memorial Drive-by- organized community event with the Fire Dept in honour of their veteran members who passed away recently.
- Community project- “Get to Know Your Village” - working with Sylvia re: newsletter, zoom interviews, etc.
- Apple Blossom – video submission – video of past photos of our candidates over the years.
- Facility updates – responding to updates from the province re: trail/park updates.
- Received Sandbox Project grant to support our Zoom account and virtual yoga classes.

Valley Recreation

- County wide initiatives within recreation – working with all the departments to support and engage the community
 - Regional events – virtual Canada Day activities, etc.
 - Fit Kits/Play Kits- working with county partnerships to deliver activity kits

New projects

- Story Walk- using our boards along the High St. loop to engage and encourage movement as people walk through the community
- Fit Stops – signage through the trail that suggests body weight movements as they are walking through the trail systems

Laura thanked Lewis and Joe for their help with the Fire Department Veterans memorial drive by.

Janitorial: Brian Tupper reported:

- Helping Joe in Public Works

- Janitorial closet work progressing. Obtaining a janitorial sink which is being made by LRB Fabricators
- Commissioner Hovell asked if Video World had provided instructions for the audio and visual equipment. Brian will follow up with them
- Work on the Lions Den entrance to get rid of a pigeon problem
- It was suggested that there have been many losses in Port Williams and that the Community Centre sign could include the names of recently passed residents and changed to the Port Remembers. Doug suggested that a picture of the sign could be taken and posted on facebook.
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Fire Department: Chief Porter's written report

Alarms: We have responded to 5 alarms this month. 2 mutual aids to Kentville, 2 Brush fires and a building alarm.

Personnel: Membership remains unchanged at 25.

Vehicles: Monthly truck checks and ongoing. With the officers looking after this.

Upcoming: All regular in-person training has been suspended. The Kings County Fire Fighter Association and the Nova Scotia Fire Fighter school have been offering on line training courses for all fire fighters which many of our members have been taking part in. We have been monitoring our PPE and Hand sanitizer supplies. Filling orders as needed.

LIONS Club: - Brian Tupper reported:

- Still not meeting due to COVID-19
- Participated in the memorial drive by on May 14, 2020

Public Works: - Joe Keddy reported:

- Water system: Everything is working fine
- Sewer system: Everything is working fine
- Sewer Treatment Plant: Everything working fine
- Nitrates See report
- Responding to alarms
- Water & Sewer inspections
- Going through plans, revising changes on maps
- Getting quotes on various pending jobs
- New booster pump controller installed. (Power Bills) Joe mentioned that there was a drop in the monthly power bill by \$600.00
- Drilled new #1 well discussion
- Installed new chlorine analyzer
- Work started on Well house 1A, should be complete tomorrow
- Work started on washrooms (Collins Rd.), three quarters done

- Mark had sustained an injury from a shop saw – Personnel coverage discussion in camera
- Mowing and field maintenance started, busy
- New tires on tractor, truck and lawn mower
- Pad quote approved and should be installed this week
- Port Williams sign on Belcher Street repaired temp, new one being built to match the other two – after discussions a motion to approve the expense required to replace the Belcher Street Village sign, up to three thousand dollars was moved and seconded **MOTION CARRIED**
- Working on well study for Well 1A – Blew a fuse when pump was put in, will take 6 weeks for a new motor. Will put in a temporary one for well testing and approval. Lewis asked about using the generator for the 72 hour test which might help with determining the cause of the failure. Joe mentioned that there will be more investigation required to determine the cause of the failure.
- Installed new air compressor in Public works building
- Shop clean up and shelves/benches built
- Will be using APS instead of New Atlantic
- Information Boards at viewing area near the bridge will be put up this week

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for April 2020, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to transfer funds donated in memory of residents recently passed to appropriate reserve as indicated on donation was moved and seconded. **MOTION CARRIED** It was suggested that a summary of the donations should be communicated to the families in which the donations were in memory of.
- A motion to approve the annual renewal invoice for Environmental Impairment Liability insurance as circulated through the Village's insurance agent MacDonald Chisholm Insurance was moved and seconded. **MOTION CARRIED**
- A motion to send a letter of resolution supporting the PCAP application for the sewer lagoon wastewater phase II was moved and seconded. **MOTION CARRIED**
- It was decided to meet on June 9th at 1:00pm for the presentation of the audited financials for the 2019/2020 fiscal year by Bishop and Company Chartered Accountants.

NEW BUSINESS

- a) Port Williams Women's Institute Planters' Monument property tax. After discussions a motion to approve the expense of \$3.78 to the Women's Institute to cover the tax expense for the monument land was


moved and seconded, **MOTION CARRIED**

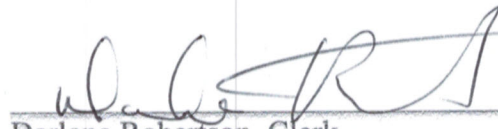
At 2:12pm the meeting went in camera to discuss a personnel matter

Meeting came out of camera at 2:28

- A motion to hire Ben Keddy for a two week term at minimum wage for the Public Works Department was moved and seconded. **MOTION CARRIED**

Upon a motion being made, the meeting was adjourned at 2:30 pm.


Lewis Benedict, Chairperson


Darlene Robertson, Clerk