

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF MAY 18, 2021

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

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

REGRETS: Philip Porter & June Granger

Chairperson, Lewis Benedict, called the meeting to order at 2:00 p.m.

a) **APPROVAL OF MINUTES:**

(a) It was moved and seconded that the minutes of the regular Commission meeting on April 20, 2021 be approved as circulated. **MOTION CARRIED.**

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

(a) Building permits report for the month of April, 2021. In Kings County 69 building permits were issued with a total value of 4.4 million, 3 permits were issued for Port Williams with a total value of eighty thousand dollars. *(Information only)*

c) **Other Correspondence:**

(a) Letter from Brian Banks, President of the Association of Nova Scotia Villages, as a reminder of the existence, purpose and benefits of the ANSV. *(Information only)*

(b) Correspondence from the Association of Nova Scotia Villages to the Minister of Municipal Affairs offering feedback on the development of regulations. *(Information only)*

(c) E-mailed response from Richard Lloyd, Area Manager, Nova Scotia Transportation and Active Transit, to the Village's letter dated May 5, 2021. *(Information only)*

BUSINESS ARISING FROM MINUTES:

a) **Wastewater Upgrade Phase II** – Joe reported:

- Howard Little is waiting on materials and will be ready to start once received.
- Joe mentioned that he is also waiting on materials.
- Hoping to start the first week of June and finish by the end of June.

b) **CBCL Water distribution system model** – Office reported:

- Progress has stalled until Covid-19 travel restrictions lift.
- CBCL is also waiting on a drawing of the water booster station. Joe will contact Aaron regarding this.

c) **Illegal signage letter to Municipality** – no report provided

- Office sent follow up email to June today regarding her commitment to determine who is responsible for enforcement.
- c) **Status of new streetlights approved by Commission** – Joe reported:
 - All the streetlights have been installed and any required adjustments have been made.
- d) **Gold fish in pond** – Update Joe
 - Due to Covid-19 travel restrictions, Nova Scotia Fisheries & Aquaculture Inland Fisheries have been unable to do an onsite assessment.
- e) **Streetlight Audit** – - Update Joe
 - Mark, Brian and Joe have been working on a comprehensive list of the streetlights in the Village – Joe has also determined from NS Power that they have a GPS map of all streetlights which identify if they are privately owned or owned by the Village.
- f) **Independent appraiser** – Update Office
 - Have left messages both locally and in Halifax area for an appraisal quote. Only one response from a company in Halifax who was unable to respond to our request due to limited information in our area.
- g) **Approval of Terms of Reference for the Recreation Strategic Planning Committee**
 - A motion to approve the terms of reference for the Recreation Strategic Planning Committee as circulated by Laura Jacobs was moved and seconded. **MOTION CARRIED.**

REPORTS

Municipal Councilor – No report provided

Janitorial: Brian Tupper reported:

- Everything going good

Fire Department: Emailed report from Chief Porter:

- One alarm this month – mutual aid to Kentville
- Activities at the Fire Hall have been shut down except for emergency calls until it is safe to resume activities.
- The new turnout clothes and dress uniforms have arrived.
- New application for membership was dropped off.
- Some members of the Department have had their first Covid vaccinations.

LIONS Club: - Brian Tupper reported:

- Members did a cleanup at the Church Street pick nick park

Recreation: - Laura Jacobs reported:

Programming: Ongoing programs are temporarily suspended due to COVID restrictions.

Recreation Advisory Committee

- May 11th – via zoom
- In attendance- Sylvia Jacquard, Stephanie Jones, Margaret McLean (WI), Sandra (DanceTime), Kim Porter (Youth Group), James Weekes (Booker School), Emma Slauenwhite Powers (youth representative), Melissa Smith
- Majority of the groups are “on hold” given COVID restrictions
- Booker School- conducting 5-10 year planning- looking to expand on current land, potential for building a location for the middle school age group
- Fundraising Committee – Virtual Run Event – highlighting the heritage and culture of the Village, still working out the routes and collaborations with local businesses, etc. Majority of the funds will go to support the splash pad project.
- Review of membership – update email list. Set to review Terms of Reference and positions in September.
- Next meeting – July 13, 7:00pm

Summer Programming (all pending provincial updates)

- Skill/interest based camps
 - Beginner Watercolour Classes – adult and kids programming
 - Dungeons & Dragons – Learn to play workshop and 2 x 1 week camps
 - Tennis – Collaboration with Kings CO. - Family Lessons and adult lessons
 - Craft Nights – 16+ - 4 sessions with 4 different craft projects
 - Small Engine Repair – 2 workshops
 - Heritage Camp – connecting with local businesses to engage youth in tradition and history of industry in PW
 - Basketball – skills based camps or 3 v 3 league
- Pop up Play days – free play days at the park
- Music in the Park – open mic nights at the gazebo
- Rec softball nights
- Yoga in the park – all ages
- ParticipAction – Community Challenge- Wellness Stops

Events

- PW Days – official weekend of events cancelled, events will be spread out over the summer
 - Lions – Pancake Breakfast?
 - Fire Dept – chicken BBQ (2-3 over the summer)
 - Food Truck Night
 - Road Rally
 - Family Trivia in the park
 - All pending provincial guidelines for group limitations, etc.

- Canada Day
 - Community decorating competition

Capital Project Planning

- Splash Pad – project proposal submitted for approval- waiting for update re: engineer RFP
- Facilities – land use review
 - Recreation Strategic Planning Committee – request to approve Terms of Reference (as circulated via email)

Grants

- Planning grant, CCH – Splash Pad- submitted to office for review
- Recreation Facility Development Grant, CCH – splash pad – file is complete – on hold
- Community Recreation Programming Assistance- Kings Co. – submitted, awaiting approval

Recreation Facility Booking

- Cancellations for May
- Follow up with users regarding COVID regulations

Other

- Kings County meeting
 - collaborative summer programming
 - Equipment loan community survey
- Valley Recreation - Summer program leadership training
- Promotional materials – event/activities calendar and community flyer

Personnel

- Summer Recreation Program Coordinator
 - Grayson Titcomb
- Contracts
 - Lisa Quintin (yoga instructor)

Question was asked about the Gaga pit area – Joe and Laura will look into

Public Works: - Joe Keddy reported

- water system is working good
- wastewater system is working good
- working on easements (met with Karen, on going)
- Waste water upgrade (waiting on supplies for Howard Little Excavating to start)
In house work being done.
- attending required meetings
- working on capital projects for 2021
- field maintenance, sidewalks etc
- Street light follow up (work in progress)

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- Discussions with CBCL: BG Squared, Sidewalks & water model. (Met with Engineer to go over system.)
- Annual water withdrawal report submitted.
- Work on Flemming Jensen's lot – Commissioner Hovell mentioned that the park is looking good.
- Work at Victor Peach's land.
- Cross walk painting, High street & Collins (DTIR) Joe mentioned that they will complete the crosswalk painting in June and the Village will do it again in September. Quotes were sent out today. Question was asked if they are going to fix High Street. Joe said that they are going to fix High Street and Collins Road potholes.
- Flower garden (look out site)

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for April 2021, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to approve renewal of the Fire Department AD&D insurance policy for the 3-year prepaid amount of \$5,498.00 was moved and seconded. **MOTION CARRIED**
- Karen reported that she received an e-mail communication from John Churchill representing the property committee at the Port Williams United Baptist Church indicating the Church would like to proceed with a fundraising campaign to pave the back parking lot and inquiring if the Village would still be interested in a 50% cost-sharing as previously discussed for the shared parking area. The goal would be to pave the area in the summer of 2023. Cost estimates would be obtained once again closer to that date but the 2019 quote was for \$64,000 + HST for which the Village had offered a 50% cost share at that time. Commission agreed that they are still interested and that the 2023 time frame works. Karen to communicate back to John Churchill.
- A motion to approve the Gas Tax 5 Year Capital Plan as circulated by e-mail was moved and seconded. **MOTION CARRIED**

NEW BUSINESS

- Port Williams Women's Institute Planters' Monument property Tax. A motion to approve the expense of \$3.78 to the Port Williams Women's Institute to cover the tax expense for the monument land was moved and seconded. **MOTION CARRIED**
- A motion to approve CBCL's fee for assessing the Collins Road sidewalk project for \$4500 and removing Belcher Street from the scope of work was moved and seconded. **MOTION CARRIED**
- Municipality of the County of Kings Joint Accessibility Advisory Committee –

Motions needed to appoint members to the Joint Accessibility Committee.

- A motion that the Village Commission appoint the following citizen member representatives to the Joint Accessibility Advisory Committee: **Dino Wamboldt** as Eastern Area representative, **M. Patricia Norris** as Western Area representative, **Charlene Park**, and **Kathleen Purdy**, each for a 2 year term commencing on the first day of the month in which the holds it inaugural meeting was moved and seconded. **MOTION CARRIED**

- A motion that the Village Commission appoint the following citizen member representatives to the Joint Accessibility Advisory Committee: **Crystal McCormack** as Centre Area representative, **Thomas Leblanc**, **Doug Ralph** and **Mary Fox**, each for a 3-year term commencing on the first day of the month in which the Committee holds it inaugural meeting was moved and seconded. **MOTION CARRIED**

- A motion that the Village Commission appoint **Councillor Lixie Misner** as the Municipal Council representative on the Joint Accessibility Advisory Committee for a 3-year term commencing on the first day of the month in which the Committee holds its inaugural meeting was moved and seconded. **MOTION CARRIED**

- A motion that the Village Commission appoint the following Village Commissioners to the Joint Accessibility Advisory Committee for a 2-year term: **John Decoste** of the Village of Aylesford; **Andy Vermeulen** of the Village of Canning, **Mike Bishop** of the Village of Kingston, and **Scott Leier** of the Village of Port Williams, with the terms commencing on the first day of the month in which the Committee holds its inaugural meeting was moved and seconded. **MOTION CARRIED**

- A motion that the Village Commission Appoint the following Village Commissioners to the Joint Accessibility Advisory Committee for a 3-year term: **Bruce Rood** of the Village of Cornwallis Square, **Robert Selby** of the Village of Greenwood, and **Cheryl Manzer** of the Village of New Minas, with all terms commencing on the first day of the month in which the Committee holds its inaugural meeting was moved and seconded. **MOTION CARRIED**

- Commissioner Gates asked about the status of the Fire Department's water tanker. – It was mentioned that there have been no reported issues with the current tanker and that we are on track with allocation of funds and that the tender for the chassis will probably be early next year.

- After discussions it was decided to wait on the AGM until Covid-19 restrictions change.

Meeting went in camera at 3:15 pm to discuss a proposed acquisition.

Meeting came out of camera at 3:30 pm

Upon a motion being made, the meeting was adjourned at 3:30 pm.

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Lewis R Benedict

Lewis Benedict, Chairperson

Darlene Robertson

Darlene Robertson, Clerk