

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF MARCH 19, 2019

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

IN ATTENDANCE: Jason Stevens, Karen Rovers, Joe Keddy, Laura Jacobs, Brian Tupper, Meg Hodges, Ashley Brooker and Darlene Robertson

REGRETS:

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

I. **APPROVAL OF MINUTES:**

- (a) It was moved and seconded that the minutes of the regular Commission meeting on February 19, 2019 be approved as circulated. **MOTION CARRIED.**

II. **Presentation:**

- (a) Ashley Brooker representing Valley Bulldogs Rugby presented a plaque to the Village Commission in gratitude for all the help and hard work that goes into Recreation Facilities. She explained that Port Williams was selected this year for the President's Award at their annual banquet.

III. **Municipality of County of Kings:**

- (a) Building Permit Report for Month of February, 2019. In Kings County 15 building permits were issued with a total value of 1 million, 1 permit was issued for Port Williams. *(information only)*
- (b) E-mail from the Municipality of the Count of Kings providing the February 5, 2019 Municipal Council meeting action list and the February 19, 2019 Special Council meeting action list. *(information only)*

IV. **Other Correspondence:**

- (a) Letter Inspection report from Nova Scotia Environment providing an overview of their inspection and compliance items. *(information only)*
- (b) Letter of engagement from Bishop & Company for the 2018/2019 upcoming audit. *(information only)*
- (c) Letter of good standing from Workers' Compensation Board of Nova Scotia *(information only)*

BUSINESS ARISING FROM MINUTES:

- I. **Industrial Park Dyke** - Ernie Hovell reported:

- Office reported that a letter was sent to the Municipality reiterating the Village's position regarding funding for the dyke. No Response received from the Municipality. Ernie asked Councilor Hodges if she had an update. She stated that the Municipality has put \$87 thousand dollars aside for the dyke and said that she can arrange an informal meeting with the Village Chairperson for tomorrow at 8:30.
- II. **Sewer Lagoon Project** – Karen Rovers reported:
 - Tender has been posted with a closing date of March 29th and that our engineers, CBCL, have forwarded an addendum for posting on the provincial tender website.
 - Joe explained that there would be changes to the Nexon equipment supplied to utilize more of the existing piping. This was an original consideration that was reassessed.
- III. **Electronic Port Williams News** – it was reported:
 - Through help from Laura Churchill Duke, Sylvia Jacquard has worked on and established an electronic newsletter, which is now up and running on a weekly basis. Quarterly newsletter mail outs have been replaced by the electronic newsletter. It was noted that requests for a hard copy of the newsletter can be made through the Village Office. Office to provide the Commission with the newsletter link. Laura Jacobs noted that the link had been sent to her recreation contact list. Commission asked that the office send out a thank you to Laura and Sylvia for their hard work.
 - It was mentioned by Lewis that Sylvia has been using the office for a work space from time to time and that it would be less disruptive if a designated work space could be arranged in the Recreation Office with internet access for Sylvia. Joe is to create storage in the Public Works mezzanine for Recreation supplies.

REPORTS

Municipal Councilor – Meg Hodges reported:

- Municipality should be out of their current building by end of June
- Currently working on budget process – have reviewed the capital budget, next will be the operating budget.
- Volunteer dinner will be in Port Williams this year – hopes to circulate to different community groups for the upcoming years
- Memorandum of Understanding presented to Student's Council at Acadia University for transit U-pass – next step will be presenting to student body.

Audit Committee: - Scott Leier reported:

- Had a meeting on March 14th
 - (a) Reviewed letter of engagement from Bishop & Company and recommend the Commission proceed with Bishop & Company for the Village's upcoming April 1, 2018/March 31, 2019 fiscal year audit. A motion to have Bishop and Company Chartered Accountants audit the April 1,

2018/March 31, 2019 Village Financials was moved and seconded.

MOTION CARRIED

- Recommend to the Village Commission that the proceeds for Trivia night flow through the Village's financials.
- Reviewed and recommend the Village Commission renew the following policies for another year.
 - o Hospitality Policy
 - o Mileage and Expense Policy
 - o Purchase and Tendering Policy
 - o Conflict of Interest Policy
 - o Capitalization Policy
- Reviewed and recommend Commission approve the quarterly/annual mileage and expense report and quarterly/annual hospitality report
- In order to provide better direction regarding the Village's Policy with respect to monetary gifts given to volunteers the Committee is recommending that a letter of understanding is given to the Recreation Director for direction regarding honorariums/gifts granted to volunteers.
- A motion to renew the Hospitality Policy for another year was moved and seconded. **MOTION CARRIED**
- A motion to renew the Mileage and Expense Policy for another year was moved and seconded. **MOTION CARRIED**
- A motion to renew the Purchase and Tendering Policy for another year was moved and seconded. **MOTION CARRIED**
- A motion to renew the Conflict of Interest Policy for another year was moved and seconded. **MOTION CARRIED**
- A motion to renew the Capitalization Policy for another year was moved and seconded. **MOTION CARRIED**
- A motion to approve the quarterly and annual mileage and expense report and quarterly and annual hospitality report was moved and seconded. **MOTION CARRIED**

Historical Group: - Lewis Benedict reported:

- First meeting was on March 6th
- Sylvia Jacquard is the chairperson
- Currently gathering information
- Room was created by Joe in the Public Works building mezzanine for storage of historical information/items
- Meeting dates set for first Wednesday of each month

Recreation Director: - Laura Jacobs reported:

Current Programming

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------------------|--|------------------------|-----------------------------|------------------------|--|
| 9:00am Walking Club | | 9:00am FIT Bootcamp | | 9:00am Walking Club | 8:30am Scotiabanks Run/Walk Club |
| | 10:30am Active Living | 10:00am Chair Yoga | | 10:00am Yoga | |
| 5:45 pm Zumba | | | 4:30pm Active Living | | |
| 7:00pm Yoga | 6:30pm Scotiabanks Run/Walk Club | | 6:30pm Open Gym @PWES | | |

- It was noted by Laura that the current programming will change to reflect the spring programming

New Programs -

Adult Art Classes - Mondays 1:00-3:00pm -8 participants registered

Youth Climbing Club -Partnership with the Annapolis Valley Climbing Club
Ages 10-14 - Sundays 10:00am - Registration full – 12 participants

Lego Robotics Club - Ages 9 – 13 - Fridays 4:00-6:00pm - 9 kids registered

NEW Spring Schedule in development – programs running April to June

- Tumblebugs unable to return due to facility bookings
- Request for board games day – booked in the youth room
- Family Basketball – Thursdays at PWES

Recreation Advisory Committee –

- Port Williams Days planning – next meeting for PW Days is March 26th, 7:00pm - Next meeting is May 14th

Youth Health/Wellness workshop series

- Nutrition 101 session – March 21st 1:00pm – no registrations and has been cancelled

Trivia Nights – Will no longer be through the Recreation Department and will now be a community run program

March Break Camps

- Two camp leaders hired
- Registration/program underway
- Youth events/activities – Nutrition session (Fit4Life workshop), paint day

Port Williams Days

- Submitted event request to DOT for parade use/road closure
- Contacting businesses re: petition to close road on Friday night for community social/ fireworks
- Contacting vendors/food trucks for Friday night community social and Night Market

- Developed Facebook page dedicated to PW Days
- Coordinating with Booker School for kids activities
- Working with volunteer Vanessa Hutchinson to organize the Tribute to Truckers

Cystic Fibrosis Fundraiser

- Annual event relocating to Port Williams – May 26th

PW Soccer Association

- Attended the AGM on March 3rd
- Information from Soccer NS around shifting age groups, new registration database and fees association with this
- Discussion around possibility of combining teams with Wolfville – board voted to request more information before making any decisions

Community Activity Box/ “Playbox”

- Working on CDG proposal – goal is to start with one playbox for the playground
- Pending grant support/2019 budget – coordinate launch with Port Williams Days, June 2019.

Recreation Facility By laws:

- Met with Commissioners to review/amend bylaws
- Received additional information re: necessary amendment bylaw that reflects changes – drafting this document to coordinate with amendments approved by Commission.
- After discussions a motion to approve the changes made to the Village of Port Williams By-Law No. 04-01 Recreation By-Law as presented in the Village of Port Williams By-Law No. 19-02 Recreation Amendment By-Law as circulated to the Village Commission was moved and seconded. **MOTION CARRIED** Office staff to forward to Minister of Municipal Affairs for final approval.

Summer Day Camp Planning

- Municipal wide training – committee to organize training days for all camp leaders within Kings & Annapolis County.
- Standardized template for training to ensure all core competencies are reached.
- Posted to hire three camp leaders
- LIT (Leader in Training) Program will return – 2 LIT per week to assist with management of the campers.

Facility Booking

- Summer field booking has begun
- Developed Facility Use agreement form
- Need to change lock on ball field lights – we will issue keys to users upon

request, with a \$50.00 deposit (returned in exchange for keys at the end of season)

Skating Pond

- Purchased adjustable skate helpers – using CCH Facility Access grant – intended to reduce barriers in participating in recreation facilities
- Closed for the season
- Great feedback from the community on the sign and maintenance through the season
- Laura thanked Joe for his work on the skating pond

Other

- Yoga @PWES – I taught three Friday morning sessions to all the kids at PWES
- Budget review meeting with Karen
- Year-end final reports for CDG and Facility Access grant were due February 28th.
- April 18th at 6:30pm will be summer program registration night

Janitorial: - Brian Tupper reported:

- Started spring cleaning
- Working on filling cracks in walls.
- Put up 4H sign on CC sign – comment made that the sign is not as smooth as it could have been if they used the other side of the sign.

Fire Department: Chief Porter reported:

- 5 alarms in past month – one car fire, two mutual aid and two commercial fire alarms sounding
- Trucks working well – explored potential tanker purchase at auction
- Next fiscal year looking into detailing and annual maintenance of trucks
- Request made for Commission approval to extend the deadline on the budget line for annual banquet due to scheduling issues. Karen stated that the Village Commission has not approved budget for 2020 and will add it to the Fire Departments budget before it goes to the Commission for approval.

Lions Club: - Brian Tupper reported:

- Supper meeting tomorrow night – CNIB local coordinator will be the guest – Lions Club will be presenting a cheque in the amount of \$500.00 to the CNIB
- Will be catering to the Volunteer Awards Banquet for the Municipality
- Heard that there is a potential Port Williams leadership candidate for the Apple Blossom

Public Works: - Joe Keddy reported:

- Water system working fine

- Sewer Systems working fine
- Sewer treatment plant working fine
- Nitrates are staying around the same – new nitrate analyzer arrived and will be install
- Shop cleaned up and maintenance on equipment
- Plowing & salting when required
- Responding to alarms
- Water and sewer inspections
- Well #4 decommissioned – submitted paperwork to Department of Environment for drilling of a new well
- Performing checks on the skating pond
- Attended required meetings
- Working on skating shed
- Room and shelves complete for historical society
- Tender for sewer lagoon is complete and sent out
- Pending approval from Commission Joe will have a seasonal employee starting April 1st
- Looking at scheduling a date for the next source water protection meeting
- Vault will be done before the end of the month
- Starting tomorrow will be busy with well drilling – after discussions it was agreed that the Commission is ok with the well drilling expense which will be presented in the 2020 budget.
- Commissioner Ernie Hovell asked if Joe had an update from the Department of Transportation and Infrastructure Renewal regarding outstanding issues. Joe said that he had not received an update but would follow up with DTIR.
- Ernie asked if Joe could send the quotes for the well heads to Karen
- Ernie asked how Tyson's training was going – Joe said things are going well, Tyson works Tuesday through Thursdays between 9am to 3pm. Joe cautioned that it takes time for Tyson to experience all of the non-day to day events and commented that Tyson is keeping a log book
- Commissioner Scott Leier asked if most of the alarms from the scada system were minor water level alarms. Joe commented that not all were water level alarms.

Treasurer's Report: Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for February 2019, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to approve the circulated vault quote from Howard Little was moved and seconded. **MOTION CARRIED**
- A motion to approve the travel expense for Commissioners Doug Gates and Ernie Hovell and the additional ticket for Doug Gates to the Volunteer Awards Luncheon in

Halifax was moved and seconded. **MOTION CARRIED**

- A quote from Down to Earth was circulated to the Commission – it was agreed that the flower bed locations should be identified as well as the locations of the gardens under the Port Williams welcome signs in their contract – work in progress
- A motion to release Applewood Developments security bond was moved and seconded. **MOTION CARRIED**

New BUSINESS:

- Insurance Review date – after discussion April 9th at 9:00am was scheduled for the Commission to review the Village's insurance policy. – It was noted that the Fire Department and Public Works should review the list of equipment on the policy to ensure that there are no changes require. Office to communicate the meeting date with the insurance company and chair of the Audit Committee.
- Commissioner Ernie Hovell mentioned that the metal frame on former Shur-Gain property is still an eye sore and should be reported to the Municipality and owner as unsightly and in need of cleaning up – Office to send a registered letter to owner and carbon copy the compliance officer with the Municipality, Mayor and local Councilor.


At 9:04 the meeting went in camera to discuss personnel issues

The meeting came out of camera at 9:40pm

Upon a motion being made, the meeting was adjourned at 9:41 pm



Lewis Benedict, Chairperson



Darlene Robertson, Clerk