

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JULY 16, 2019

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

IN ATTENDANCE: Karen Rovers, Laura Jacobs, Brian Tupper, Philip Porter, Jason Stevens, Jason Haughn and Darlene Robertson

REGRETS: Joe Keddy & Meg Hodges

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 June 18, 2019 be approved as circulated. **MOTION CARRIED.**

II. Municipality of County of Kings:

- (a) Building Permit Report for the Month of June, 2019. In Kings County 94 building permits were issued with a total value of 7.4 million, 2 permits were issued for Port Williams with a total value of \$208,000.00
(information only)
- (b) E-mail from the Municipality of the County of Kings providing the July 2, 2019 Municipal Council meeting action list and the June 13, 2019 Special Council meeting action list. *(information only)*
- (c) Letter from the Municipality of the County of Kings requesting confirmation that it is possible for lot 114 Leaside Court and remainder lot to be connected to the Village's sewer service. *(information only)*
- (d) E-mail from Greg Barr, Municipality of the Count of Kings looking for confirmation that the Village wants to participate in the Municipality's offer regarding the solar Electricity for Community Building Pilot Program.

III. Other Correspondence:

- (a) Letter of good standing for the Village from Workers' Compensation Board of Nova Scotia

BUSINESS ARISING FROM MINUTES:

I. Sewer Lagoon – Lewis Benedict reported:

- Had Aaron from engineering firm CBCL come in and look at other cell in the sewer lagoon due to a leak. Suggestion to add a bladder to the lagoon. Would like to start Phase II of the waste water project sooner. Karen noted that the Village would need to send a special request to Municipal Council

about accessing gas tax funding early if the capital project is moved to this year's budget. Will wait to hear back from Aaron for costing of the project.

- II. **Sewer By-law changes** – Karen reported:
 - After discussions it was agreed to meet and discuss both the Sewer By-Law and the Solar Project in early August.
- III. **Unightly metal frame on property** – Lewis Benedict reported:
 - Letter sent to the Municipality. Received response that a file has been opened.
- IV. **Mutual agreement to use recreation spaces with PW School -**
 - Recently found document which expired in 2008 was circulated to Commissioners. After discussion it was agreed that a written request should be sent to the Port Williams Elementary School asking to restore the agreement signed 2004.
- V. **Upgrades to Recreation Office**– Lewis Benedict reported:
 - Insulation has been added to the ceiling of the office for noise control
 - Aug 6th is the scheduled date for the air ventilation system to be installed
- VI. **Solar project activities**– Karen Rovers reported:
 - AREA consultant is supposed to review potential sites and provide information prior to July 31st. The Municipality will schedule a workshop to organized bids prior to the August 9th deadline which Karen plans to attend. Details will be discussed with the Commission once more information has been provided from the consultant and a workshop date has been established.
 - Karen proposed to discuss the Solar Project at the same time as Sewer By-law changes.
- VII. **Community Spirit Award**– Ernie reported:
 - Sylvia is working on securing a date which will work for all parties
 - Committee to complete a Hospitality and Expense form for next Commission meeting
- VIII. **Flag & holders for Auditorium** –Brian reported:
 - Shopped around and Walmart is best option for flag and holders for under \$40.00
- IX. **Community Centre Sign and Auditorium Village Graphic** – Karen reported:
 - Has contacted Auto Trim, we are on their list but they are very busy and will try to get our job done as soon as possible

REPORTS

Public information meeting – Kim Cogswell

- Presentation by Councilor Meg Hodges on Urban Growth Centres
- Presentation by Commissioner Kim Cogswell around the history of Port Williams growth centre
- Presentation by Commission Scott Leier regarding Port Williams water
- Commission was in attendance
- 53 members of the Public in attendance

Area Advisory meeting - Scott Leier

- June 24 meeting
- Two proposals presented by Municipality which were accepted by the Committee
 - o Agri Tourism at 1469 Church Street
 - o Multi-unit residential at 1191 Starrs Point Road

Municipal Councilor – Meg Hodges regrets, no update provided

Recreation Director: - Laura Jacobs reported:

- Summer programming

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00am Walking Club				9:00am Walking Club	8:30am Scotiabanks Run/Walk Club
				10:00am Yoga In the Park	
	6:30pm Scotiabanks Run/Walk Club				
7:00pm Yoga	7:00pm Co-Ed Beach Volleyball	6:00pm Pick up Basketball @the Park	7:00pm Co-Ed Softball		

- **Recreation Facility By laws:**
Updates following previous meeting – pending review re: amendment versus recession of original bylaws
After discussions the Commission suggested that an email be sent to the Village’s legal representative, Geoff Muttart, for a final review.
- **Summer Day Camp**
Registration is ongoing
Art camp cancelled due to lack of interest
- **Facility Booking**
Summer field booking ongoing
Coordinating field maintenance with Public Works
- **After School Programming**
Proposed programming for after school recreation activities
 - o For children in primary to grade 4 (minimum registration 6, max 15)
 - o Monday – Friday, 2:00-5:00pm – at the Community Center (multipurpose room, combined with youth room and hall as needed to accommodate other users) - intention to use the playground as much as possible to encourage outdoor play.
 - o Two leaders required (casual position and/or myself as the backup)
 - o I will be coordinating transportation with the school/bus service for participants – negotiating a bus drop-off at the Community Center.

- Program pending hiring qualified staff and minimum required registration.
- **Other:**
 - Fall program schedule planning
 - Emergency 911 signs for Rec Facilities – signs should be this week or next week
 - Installation of AED – cabinets have arrived and not installed yet
 - Active Communities Grant -updated grant application from CCH– submission for trail signage and play boxes
 - Equipment loan program – tennis rackets and pickle ball rackets
 - County tennis program- shared instructor for community lessons- Thursdays 6:00-8:00pm

Janitorial –

- New taps in the Public Works building
- Girl Guides donated some shrubs for use of hall, which have been planted by the float room
- Change table is in and will soon be installed
- Flags for auditorium will cost approx. \$40. each
- Furnace has been shut down for summer
- Fire extinguishers have been checked
- Rentokill was in spraying for ants around the exterior of the Community Centre

Fire Department: Chief Porter reported:

- 6 Alarms – two mutual aid
- Fire extinguishers have been checked
- Helped with Day Camp soap slide and tour of the Fire Department for the day camp children
- Commissioner Ernie Hovell asked if there are any concerns regarding low numbers of members responding to alarms. Philip stated that this is a concern with all of the Departments and also can be due to not enough time given by Valley Alarm to respond to calls (4 minutes)
- Commissioner Lewis Benedict asked Philip to work out what the needs for the department are and submit to the Commission

Lions Club: -

- New officers have been elected
- Off for the summer months
- Some bars have been scheduled for summer months
- Two new members and two members no longer with the Club

Public Works: - Joe Keddy written report circulated:

- Water system: Everything is working fine

- Sewer systems: Everything is working fine.
- Sewer Treatment Plant: Everything is working fine.
- Nitrates are staying around the same.
- Responding to alarms.
- Water & sewer inspections.
- Regular field maintenance.
- Spoke with DTIR about crosswalk painting
- Parking lot paving repairs scheduled for July 18
- Repaired water meter at 971 High Street
- Repaired curb stop at 984 High Street
- Met with CBCL to go over phase 2 of sewer lagoon project
- Spray foam insulation completed in rec office.
- HVAC system for rec office/shop is scheduled for July 29
- Met with Video world and went over cameras, they are scheduled to do the work July 22
- Obtaining quotes for gravel on water/sewer roads
- **Sewer Lagoon Upgrades**: Few adjustments need to be made

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for June 2019, as submitted was moved and seconded. **MOTION CARRIED**
- Question was asked about the Public Works truck detail costs – after discussions it was agreed that Lewis will suggest some options to Joe regarding alternative options for the Public Works truck.
- A motion to approve the air recovery ventilation system for the Public Works Building as quoted by Annapolis Valley Air Management was moved and seconded. **MOTION CARRIED**
- A motion to spend \$750.00 on the restoration of the brick planter sign in front of the Community Center was moved and seconded. **MOTION CARRIED**

New Business:

- Post office boxes at pond location – The Village Office received an email request for the Commission to consider a proposed location for some community mail boxes at the skating pond location. After discussions it was decided that the skating pond parking area would not be a good location for community mail boxes due to safety concerns and that the Village's dry hydrant was also at this location. – Office to communicate to Canada Post.
- Lions Club Liquor liability renewal – Due to a conflict of interest Commissioner Ernie Hovell and Commissioner Doug Gates excused themselves from discussion regarding the Lions Club Liquor liability renewal. After discussion a motion to pay 50% (\$494.00) of the cost of the Port

Williams and District Lions Club's Legal Liquor Liability Insurance premium was moved and seconded. **MOTION CARRIED**

- Norm Collins who approached the Village in 2011 regarding crosswalk flags dropped into the Village office and presented the Village with 100 new crosswalk flags in appreciation for the Village's assistance and support with the startup of the crosswalk flags. After discussions a motion to send Mr. Collins a thank you was moved and seconded. **MOTION CARRIED**

At 8:29 pm the meeting went in camera to discuss personnel matters

The meeting came out of camera at 9:10 pm

Upon a motion being made, the meeting was adjourned at 9:10 pm.


Lewis Benedict, Chairperson


Darlene Robertson, Clerk