

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF APRIL 20, 2021

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

IN ATTENDANCE: Karen Rovers, Joe Keddy, Philip Porter, Laura Jacobs, Brian Tupper, Darlene Robertson, June Granger, Geoff Muttart, Adam Griffin, Kelly Ferguson and son

REGRETS: None

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

a) **APPROVAL OF MINUTES:**

- (a) It was moved and seconded that the minutes of the regular Commission meeting on March 16, 2021 be approved as circulated. **MOTION CARRIED.**

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

- (a) Building permits report for the month of March, 2021. In Kings County 54 building permits were issued with a total value of 4.8 million, 3 permits were issued for Port Williams with a total value of sixty seven thousand dollars. *(Information only)*

c) **Other Correspondence:**

- (a) Letter from Jodye Routlege, Principal of Horton High School requesting continuation of the fee structure from past years for the use of the ball field. It was moved and seconded to continue with the fee structure of \$15.00 for games and no fees for the use of the ball field for practices by Horton High School as an exception to the Recreation Facility By-Law 19-02 Village of Port Williams, was moved and seconded. **MOTION CARRIED.**
- (b) E-mailed letter from Nova Scotia Utility and Review Board informing the water utilities of the new version of free AWWA Water Audit Software used for water loss assessment. *(Information only)*
- (c) Letter of response from Minister Maguire, Municipal Affairs to the Village's letter dated March 12, 2021 requesting a one year extension to the terms of the Village Commissioners. *(Information only)*
- (d) Letter and Community Spirit Plaque from Lieutenant Governor, Arthur J. LeBlanc. *Commissioner Hovell asked if we could mount the plaque on wood, laminate the letter and have it placed in the Community Centre display cabinet. Brian Tupper said he will make the arrangement for the plaque. (Information only)*

BUSINESS ARISING FROM MINUTES:

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

- The tender opening for the Wastewater Treatment Plant-Phase 2 Upgrades was April 15th. The tenders were reviewed by Joe and engineers CBCL who recommended awarding the tender to Howard E. Little Excavating Limited. A motion to award the Wastewater Treatment Plant Phase 2 Upgrades to Howard E. Little Excavating was moved and seconded. **MOTION CARRIED.** A motion to accept the quote for construction services provided by engineers CBCL was moved and seconded. **MOTION CARRIED.**
- b) **Status of new streetlights approved by Commission** – Joe reported:
 - All the streetlights have been installed and any required adjustments have been made.
- c) **Collins Road Development** – Geoff Muttart suggested that this be discussed in camera.
- d) **CBCL Water distribution system model** – Karen reported:
 - CBCL’s proposal for the water distribution system model was circulated for approval
 - A motion to accept engineers’ CBCL water distribution system model for the full amount as circulated was moved and seconded. **MOTION CARRIED.**
- e) **Illegal signage letter to Municipality** –
 - An emailed response from Councilor Granger was circulated to the Commissioners.
 - It was communicated to Councilor Granger that the Village is concerned about another potential pedestrian/ vehicle accident due to driver distraction to the excessive signage at this intersection.
 - It was mentioned to Councilor Granger that Richard Lloyd from DTIR had committed to the Village that TIR will relocate any TIR regulatory and warning signs that are not needed within that specific area. This will clean up any of their visual clutter for the crosswalk.
 - Commissioner Cogswell asked Councilor Granger to find out who at the Municipality is responsible for enforcement. June committed to discussing with Mayor Muttart.
- f) **Crosswalk line painting** –
 - A recap of what crosswalks had and had not been painted last year. DTIR communicated to the office that they will not be charging for the incomplete painting of sidewalks for last year
 - It was noted that the crosswalk painting promised by DTIR has not been completed
 - The office was asked to send a letter to Richard Lloyd at DTIR asking for an update to the crosswalk painting, as well as the committed to the Village that TIR will relocate any TIR regulatory and warning signs that are not needed

within that specific area. (Hwy358/Starrs Point Rd/High Street) It was also suggested that in the same correspondence that the Village ask if it is a possibility for the Village to source out the sidewalk painting on the provincial roads to a private contractor.

REPORTS

Municipal Councilor – June Granger reported

- Mentioned that the Noodle Guy in Port Williams is temporarily closed due to a potential exposure to someone with COVID
- Committee of the Whole working on budgeting
- The Village should be hearing something regarding the Fire Department budgeting process in the near future
- Joe asked how the construction of the Public Works building is progressing. June committed that it is coming along.

Audit Committee – Scott Leier reported

- The Audit Committee recommends accepting the terms of engagement with Bishop and Company Chartered Accountants for the April 1, 2020/March 31 2021 audit of the Village's Financials. A motion to accept Bishop and Company to audit the Village's April 1, 2020/March 31, 2021 financials was moved and seconded. **MOTION CARRIED**
- Committee reviewed policies legislated to be reviewed annually - no recommended changes.
- Recommends that the Village hire an independent appraiser to establish the current value of the Public Works and Community Centre buildings. A motion to hire an independent appraisal company to determine the replacement value of the Public Works building and the Community Centre building was moved and seconded. **MOTION CARRIED**
- Recommend to accept the annual Mileage & Expense and Hospitality reports. A motion to accept the annual Mileage & Expense and Hospitality reports was moved and seconded. **MOTION CARRIED**

Janitorial: Brian Tupper reported:

- Replaced the flush valves in the men's washroom located in the Community Centre auditorium
- No issues to report

Fire Department: Chief Porter reported:

- In the past month the Department responded to one alarm, a garbage/grass fire.
- Two members have left the department and three people have submitted application for the Department and awaiting interviews.
- Firefighters’ Association is making a donation for the purchase of a new fan
- Members of the department that are medical first responders are scheduled for their N95 mask fitting on Saturday.
- A motion to approve the capital purchase for the new Blow Quickie Fan was moved and seconded. **MOTION CARRIED.**

LIONS Club: - Brian Tupper reported:

- Trivia Night was successful
- Adopt-A-Highway clean-up is scheduled for this Saturday April 24, 2021. Everyone will meet at 9:00am at the Lions Den
- Scheduled the roast beef supper for May 8th. This is a joint fundraiser with the Port Williams Home and School.
- Tomorrow April 21, 2021 will be the 51st Anniversary Dinner for the Port Williams & District Lions Club.

Recreation: - Laura Jacobs reported:

Programming:

Spring session started April 6th

Monday	Tuesday	Wednesday	Thursday	Friday
1:00pm Active Living		10:00am Chair Yoga	9:00am Walking Group	10:00am Yoga
7:00pm Yoga		1:00pm Active Living	7:00pm Yoga	

Rec Advisory Committee

- Next meeting in May 11, 2021

Summer Programming

- Skill/interest based camps – craft camp, D&D, multisport, heritage camp, etc
- Pop up Play days – free play days at the park
- Music in the Park – open mic nights at the gazebo
- 3 v 3 Basketball league
- Rec softball nights
- Pending provincial updates re: group sizes, etc.

Events

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- 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
 - Brainstorming other COVID safe options

Capital Project Planning

- Splash Pad – project proposal submitted for approval- waiting for update re: engineer RFP
- Facilities – land use review
 - Request to form Rec Facility Planning Committee

Grants

- Planning grant, CCH – RFP (to update in capital projects meeting)- on hold
- Recreation Facility Development Grant, CCH – splash pad – file is complete – on hold
- Community Recreation Programming Assistance- Kings Co. – funding support for summer programs
- Community Recreation Youth Employment Assistance- potential funding for summer recreation assistant position

Recreation Facility Booking

- Update to facility booking forms – to reflect COVID requirements
- All users are required to coordinate with their Provincial Sport Organizations for their COVID “Return to Play” plans.
- Horton High School- submitted request to waive fees for practice use
- Coordinating facility use schedule with Public Works

Other

- Kings County meeting
 - collaborative summer programming
 - Equipment loan community survey
 - AT – Implementation Plan scheduled to be released in June
 - Co-hosting Seniors Week in May
- Valley Recreation - Summer program leadership training

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- Assistance with memorial walk- Support the Port “Light the Way”- commemorating those lost in the tragedy of April 18th, and community members who have passed throughout 2020 (credit to Marlene Porter for the idea!)
- Fundraising Committee
 - Yoga Workshop – April 10th
 - Virtual Run – June – highlighting the history of PW

Personnel

- Summer Recreation Program Coordinator (intern position)
 - Interviews completed
 - Successful candidate – Grayson Titcomb (Acadia University- double major in Business and Recreation/Community Development)
- Contracts
 - Lisa Quintin (yoga instructor)

Geoff Muttart asked if the Village had resolved the trail/sidewalk communication issue with the Municipality. Joe confirmed that we have received signage from the Municipality which can be put up should additional restrictions be put in place due to COVID-19.

A motion to approve a 5 year strategic Planning Committee with 5 members consisting of Commissioner, Lewis Benedict, Commissioner, Doug Gates, Recreation Director, Laura Jacobs, Superintendent of Public Works, Joe Keddy and Chief Financial Officer, Karen Rovers was moved and seconded. **MOTION CARRIED** The Terms of Reference for the Committee will be circulated before the next Village Commission Meeting.

Public Works: - Joe Keddy reported

- water system is working good (nitrate analyzer installed)
- wastewater system is working good
- working on easements (on going) – working on arranging time to meet with Karen
- Waste water upgrade (awarded to Howard Little Excavating)
- attending required meetings
- working on Capital projects for 2021 – Commissioner Hovell asked if all of the 2020 capital projects are complete. Joe responded that he is waiting on one invoice and confirmed that completion is at 99.9%
- Preparing for spring and summer field maintenance. Thank you to Mark and Brian for all of their hard work.
- New proposed development on Belcher Street. (Hopgood)
- Street light follow up (work in progress)
- Discussions with CBCL: BG Squared, Sidewalks & water model. (Met with Engineer to go over system.)
- Annual water report submitted.
- Upcoming EMO meeting

- Working on distributing free fill from Kentville disposed at the Jensen property purchased by the Village and the sewer lagoon. Commissioner Leier mentioned that the Village needs to be mindful of the dirt left on the road from these activities. Commissioner Leier mentioned that when he noticed the dirt on the road he got a shovel and cleaned it up as well as assisting with the flagging of traffic.
- Chairperson Benedict asked how the mowing is coming. Joe responded that he has asked Lana for the school schedule so that they can work around activities.
- Leased land agreement's for three properties with the County are up
- Signs by the Bridge will be put up tomorrow

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for March 2021, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to approve sewer operational surplus from the 2020/21 year be transferred to the sewer operating reserve and net sewer capital funding from operations (net of sewer depreciation less sewer capital investments) be transferred to the sewer capital reserve from the 2020/21 year was moved and seconded. **MOTION CARRIED**
- A motion to approve a transfer of \$100,000 from the 2020/21 fiscal year surplus to the general capital reserve was moved and seconded. **MOTION CARRIED**
- A motion to approve salary increases discussed in camera to be effective April 1, 2021 and the cost of living increase of 1.2% was moved and seconded. **MOTION CARRIED**
- A motion to approve the annual April 1 2021/March 31 2022 budget as circulated, with the minor adjustments mentioned was moved and seconded. **MOTION CARRIED**
- A motion to approve acceptance of Geneve Newcombe's contract was moved and seconded. **MOTION CARRIED**

NEW BUSINESS

- Landscape extras proposal from Down to Earth Landscaping
 - o After reviewing the proposed extras from Down to Earth it was decided that Public Works will take care of the willow tree & the maintenance building and advise Down to Earth Landscaping to go ahead with the balance of the items mentioned in their proposal. A motion to approve Down to Earth Landscaping to take care of the work for front sign planter and amend and improve soil in all beds around the Village Office as described in their proposal dated March 16, 2021 was moved and seconded. **MOTION CARRIED**
- Gold fish in pond

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Joe mentioned that he will be meeting with Andrew Lowles, Fisheries & Aquaculture Inland Fisheries Division next week to assess the situation and put together a proposal.

- Fire Department hydrant training –
 - o Joe mentioned that Tom Cameron from Scotia Tech has volunteered to train the Fire Department on May 3rd on hydrants. After discussions a motion to give Tom a \$50.00 gift certificate in appreciation was moved and seconded. **MOTION CARRIED**
- Streetlight audit
 - o Joe mentioned that he is working on and is expecting to have identified streetlights with civic addresses by the end of next month. He asked that the office provide him with the number of streetlights identified on the power bill.

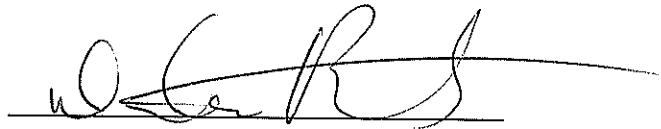
The meeting went in camera at 8:20 pm.

The meeting came out of camera at 9:40 pm.

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



Lewis Benedict, Chairperson



Darlene Robertson, Clerk