

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF AUGUST 20, 2019**

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

**IN ATTENDANCE:** Karen Rovers, Joe Keddy, Meg Hodges, Laura Jacobs, Brian Tupper, Philip Porter, Jason Stevens, Geoff Muttart and Darlene Robertson

**REGRETS:** None

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 July 16, 2019 be approved as circulated. **MOTION CARRIED.**

**II. Municipality of County of Kings:**

- (a) E-mail from the Municipality of the County of Kings providing the July 31, 2019 Special Council action list. *(information only)*
- (b) Notice of Public Hearing on September 3, 2019 regarding a development agreement permitting tourism commercial uses at 1469 Church Street and a development agreement permitting multi-unit residential development at 1191 Starrs Point Road. *(information only)*
- (c) Notice of Public Hearing on July 31, 2019 regarding a development agreement at 113 Cornwallis Ave, New Minas. *(information only)*
- (d) Letter from the Municipality of the County of Kings requesting confirmation that it is possible for the new lots 26 & 30 Steeple View Drive and remainder to be connected to the Village of Port Williams sewer service. *(information only)*
- (e) Building permit Report from the Municipality of the County of Kings for the Month of July, 2019. In Kings County 69 Building permits were issued with a total value of 9.6 million, 4 permits were issued for Port Williams with a total value of 534 thousand. *(information only)*

**III. Other Correspondence:**

- (a) Copy of the certificate of Liquor Liability Insurance for the Port Williams & District Lions Club which has the Village of Port Williams added as additional insured. *(information only)*

**BUSINESS ARISING FROM MINUTES:**

- I. Postal Boxes – Office reported:**

- Canada Post proposed an alternate location for the remote post office boxes to be added to the existing boxes at the Community Centre parking lot. After discussions it was decided that the Village would enter into negotiations with Canada Post specific to their recent proposed location.
- II. **Sewer Lagoon** – Joe Keddy reported:
- Has a meeting arranged with engineers CBCL on August 21<sup>st</sup> to discuss phase II. Tendered activities for Phase I are complete.
  - Requested quotes for the clay fill at the sewer lagoon. Two companies were unable to provide quotes stating that clay is unavailable at this time.
  - Karen mentioned the option of running this portion under Phase I due to the fact that it is site remediation for the Wastewater Treatment Plant, there is still room budgeted under contingency funding, and that the repairs needed to the sewer berm were identified during and aggravated by the construction and site remediation activity that was conducted in phase I.
  - After discussions a motion to proceed with the quote from Orin Levy Fuels Ltd in the amount of \$17,250.00 taxes included for 30 loads of clay and onsite work to add the clay to the sewer lagoon was moved and seconded.  
**MOTION CARRIED.**
- III. **Sewer By-law changes** – Karen reported:
- Gathering additional information - ongoing.
- IV. **Unightly metal frame on property** – Lewis Benedict reported:
- Lewis was left a message by the Municipal Compliance Officer Darrell who reported that he has had a positive meeting with the property owner and will follow up with the owner in a month.
- V. **Mutual agreement to use recreation spaces with PW School -**
- Office received confirmation that the letter sent to the Annapolis Valley Centre for Education has been received and will be considered.
- VI. **Upgrades to Recreation Office**– Lewis Benedict reported:
- Lewis asked if Laura is happy with the upgrades – Laura confirmed that she was.
- VII. **Solar project activities**– Karen Rovers reported:
- Village Commission reviewed the information provided for the project and made the decision that the project is not financially beneficial. There were discussions around the option to look at a solar project to cover the Village's electrical costs at certain locations.
- VIII. **Signs for the Community Centre** – Karen Rovers reported:
- The signs are complete just waiting on installation times – Ernie Hovell confirmed that he has spoken to Auto Trim and they confirmed that installation of signs will be by August 31, 2019
- IX. **Masonry repairs to Community Centre Sign** – Lewis Benedict reported:
- Repairs have been completed and have also received a quote for masonry restoration to the brick work on the Community Centre. After discussions a motion to proceed with the work quoted by Borealis Horticultural Services in the amount of \$2,316.10 taxes included for the restoration of the Community Centre was moved and seconded. **MOTION CARRIED.**

## REPORTS



**Community Spirit Award Committee** – Ernie Hovell reported:

- The Committee has been meeting on a regular basis
  
- Discussed budget at the last meeting – Committee would like to request an additional one thousand dollars from the Commission for the event. These funds along with \$1500 of funds already received would put the total budget at \$2,500.00 – after discussions a motion to approve the addition of one thousand dollars bringing the total budget for the Community Centre Spirit Award event to \$2,500.00 was moved and seconded. **MOTION CARRIED.**
- Established date for ceremony to be October 27<sup>th</sup> at 4:30 pm
- Cost for dinner is set at \$5.00 per person

**Municipal Councilor** –

- PAC has staff put together recommendations
- Staff working on report to PAC
- PAC will recommend to council
- Port Williams urban growth center expansion is non-substantive
- Municipal Public Works Building announcement is forthcoming
- Meg was asked if the Village should have a presence at the PAC meeting – Meg responded, yes
- Meg said that she will send the PAC meeting date to the office
- Meg is working on some local community work
- Meg expressed interest in establishing an outdoor classroom in Port Williams and was curious about land ownership in some areas around the school

**Recreation Director:** - Laura Jacobs reported:

Recreation Facility By laws:

- Updates following previous meeting – submitted updated version-amendments made following legal council's review and recommendations
- There were some minor changes noted by the office – the first reading has been postponed until the September Village Commission meeting

Summer Day Camp

- Registration is ongoing – attendance is lower than anticipated
- Final day August 23

Facility Booking

- Summer field booking ongoing
- Coordinating field maintenance with Public Works

After School Programming

- Proposed programming for after school recreation activities

- Update – church has approved use of location (as of email confirmation on August 8) – fee would be \$50.00/day
- Based on review of the finances- we would require a minimum 11 full time participants to break even.
- Given the time frame for hiring, advertising and filling the required registration, I am not recommending we move forward with this project for the 2019/2020 school term.

**Other:**

- Fall program schedule planning
- Emergency 911 signs for Rec Facilities
- Active Communities Grant -updated grant application from CCH– submission for trail signage and play boxes- pending
- County tennis program- shared instructor for community lessons- Thursdays 6:00-8:00pm
- Community Spirit Award Event Committee- attending weekly meetings
- FIT4Life- youth wellness program – coordinating with Michelle Elderkin – she runs a youth program in New Minas
- Recreation Advisory Committee- next meeting Sept 10<sup>th</sup> – follow up on Recreation Needs Assessment- project planning, etc.
- Newcomers welcome package – working on brochures, etc to share information about community and recreation as new people move into the Village

**Recreation Personnel:**

Summer Camp Staff – Johanna Gates, Luke Greener, Aria MacDonald

Casual – Trish Hamm

Contract Positions – Lisa Quintin (yoga teacher)

LITs – Emma Powers, Daniel Hennigar, Ava Lockhart, Maggie McMillan, Makenna Marshall

**Fall Programming – new positions pending approval**

- Active Living program leader – 3hr/week
- Bootcamp instructor – 1 hr/week
- Tumblebugs instructor – 1.5 hr/week
- Laura added a word of thanks to the Fire Department for their assistance with a successful slip and slide for the day camp participants.

**Janitorial –**

- Flags have been installed in the Auditorium – need to find a Nova Scotia flag which matched the size of the Canada flag which came with the flag brackets.
- Change table has been installed in the men's washroom
- Busy cleaning and preparing for weddings booked in the Community Centre

- Starting on some outdoor work and sprucing up before the Community Spirit Award
- Need to install no smoking signs in the bus shelter
- Joe mentioned that he will finish the line painting
- Commissioner Ernie Hovell mentioned that the Janitor's Closet and Storage Room should be completed as planned

**Fire Department:** Chief Porter reported:

- 6 alarms in past month – 3 motor vehicle, residential alarm, medical and mutual aid to Canning
- Currently hold at 19 members with two possible new members
- Thank you for advertising membership recruitment on the Community Centre sign
- Utility truck 51 would not start during one of the alarms due to a battery problem
- Looking to have all the units tested and detailed in the coming months
- Practices will be starting back up in September

**Public Works:** - Joe Keddy written report circulated:

- Water systems working fine
- Sewer systems working fine
- Sewer treatment plant work fine
- Nitrates are staying around the same
- Responding to alarms
- Water and sewer inspections
- Regular field maintenance
- Met with John Lohr to do our annual drive around Port Williams with respect to road conditions – Department of Transportation and Infrastructure Renewal was unable to attend
- Public works shop complete
- Public works truck to Valley Ford for recalls and oil change
- Lines painted in parking lot
- Obtaining quotes for various items
- Meeting with engineers CBCL on August 20<sup>th</sup> to discuss the sewer lagoon upgrades
- Joe mentioned that he will send a copy of nitrates to Commissioner Ernie Hovell and Commissioner Doug Gates – nitrates run around 6.1 to 6.7
- There were discussions regarding the insurance deductible for claims on equipment breakdown or lighting strikes
- After discussions and reviewing the quotes provided, a motion to proceed with Congen based on the quote in the amount of \$3,405.15 for the generator transfer switch and to not proceed with an insurance claim for the transfer switch failure was moved and seconded. **MOTION CARRIED.**



- After discussions a motion to approve the change of purchase of a generator to a generator welder combination was moved and seconded. **MOTION CARRIED.**
- After discussions a motion to approve the hydrant flushing and testing to be done by Aqua Data in the amount of \$2,180.40 was moved and seconded. **MOTION CARRIED.**

**Treasurer's Report:** -Karen Rovers reported:


- A motion to accept the Village General Operating and Water Utility financial statements for July 2019, as submitted was moved and seconded. **MOTION CARRIED**
- Commissioner Ernie Hovell inquired about an invoice to Chipman Trucking – Joe responded that it was for repairs to a water line on Collins Road which was accidentally broken when a pole was being installed
- Question was asked how many water meter's are kept in inventory – Joe responded that he tries to keep approximately 16
- Commissioner Benedict asked about a school sewer hook-up – Joe confirmed that there was only one connection for a washroom

**New Business:**

- ANSV AGM – Commission was advised that the Annual General Meeting for the Association of Nova Scotia Villages is on September 21, 2019 at the Village of Tatamagouche.
- Commissioner Benedict mentioned that he would like to go but cannot provide a firm commitment due to family concerns
- Commissioner Leier confirmed that he will attend.
- A motion to approve accommodation and travel expensed for the Commissioners who will be attending the Association of Nova Scotia Villages Annual General Meeting in September was moved and seconded **MOTION CARRIED.**
- Commissioner Ernie Hovell made an observance that the flower bed maintenance is not up to expected standards
- It was noted that John Lohr had been in touch to apprise the Village of the Department of Agriculture funding announcement regarding the Farnham Dyke maintenance work. Commissioner Cogswell clarified that this work does not extend to or is part of the Port Williams industrial dyke.

Upon a motion being made, the meeting was adjourned at 8:35 pm.

  
Lewis Benedict, Chairperson

  
Darlene Robertson, Clerk