

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

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

IN ATTENDANCE: Karen Rovers, Joe Keddy, Laura Jacobs, Brian Tupper, Geoff Muttart, Meg Hodges, Philip Porter, Wayne Blenkhorn, and Lia Glover

REGRETS: Darlene Robertson

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 March 19, 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 March 5, 2019 Municipal Council meeting action list. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing the agenda package for the Special Council meeting April 18, 2019. *(information only)*
- (c) Building Permit Report for Month of March, 2019. In Kings County 27 building permits were issued with a total value of \$1.2 million, 1 permit was issued for Port Williams. *(information only)*

III. Other Correspondence:

- (a) Thank you card from Marianne Gates *(information only)*
- (b) Notification from Nova Scotia Environment of changes by Health Canada in the guideline for lead in drinking water. *(information only)*

BUSINESS ARISING FROM MINUTES:

I. Industrial Park Dyke - Lewis Benedict reported:

- Lewis met with Scott Conrod at Lewis's place of business for an informal meeting where they discussed the Municipality partnering with the Village on a funding application.
- Lewis communicated that the Village's role was only to facilitate a solution to the flooding concerns and that the Village does not want to take on ownership and liability of the dyke.
- Lewis also showed Scott the emergency flood repairs that were completed in March and indicated that at present, the soil that was moved should mitigate immediate flood concerns.

II. **Sewer Lagoon Project** – Joe Keddy reported:

- Tender closing was held on March 29th, CBCL reviewed and recommended that Brown Bros. be awarded the Project. The project start up meeting was held on April 11th. The gas tax sign was ordered and installed. Joe asked that the minutes from the start-up meeting be circulated and Karen indicated that she would do this.
- Lewis asked Joe if he had spoken to the birdwatching group to give them a heads up regarding the proposed work to the sewer lagoon site and Joe stated that he had not yet contacted George Forsythe but would do-so right away.
- A motion to award the tender for the Village of Port Williams Phase 1 Wastewater Upgrades project to Brown Brothers Excavating Limited was moved and seconded. **MOTION CARRIED.**

III. **Unightly metal frame on property** – it was reported:

- Letter sent to property owner. The Municipality (Mayor, Councilor, and Manager Inspection & Enforcement services) was carbon copied.
- Lewis Benedict reported that Mr. Earl Kidston contacted him and reported having difficulties finding someone to take on the work. Mr. Kidston asked if Lewis would take a look at the site with him and consider assisting with the removal.
- Lewis will look at the sight with Mr. Kidston and report further.

IV. **Gardening Contract** – Karen Rovers reported:

- Revised contract with Village Commission recommendations was circulated by e-mail. Comparable quotes were not obtained due to prior competitive process indicating the contractor is consistently offering a significantly reduced/competitive rate. A motion to accept the gardening contract with Down To Earth without competitive procurement for the amount quoted was moved and seconded. **MOTION CARRIED.**

REPORTS

Municipal Councilor – Meg Hodges

- Kings Transit U-Pass at Acadia University is going to a vote in September
- there has been a lot of positive feedback about the use of the PW Community Centre Auditorium for the Municipality's volunteer dinner.
- Budget discussion continue on April 18th
- the Village/Municipal meeting will take place tomorrow night, April 18 at 7:00pm in the Orchard Room.
- Commissioner Ernie Hovell asked when the PAC will be presenting the 2050 document to Council and when should the Village Commission be prepared to present their position to Council.
- Meg indicated that the red line document is scheduled to be finished in July and Council approval would not be complete until October. She would see when she could get the Commission to appear before Council between those two dates.
- Commissioner Hovell asked how the move to the new building was proceeding.

-Meg answered that the move will begin in May and that they should be fully moved in by June.

Historical Group: - Lewis Benedict reported:

- Last meeting was on April 3rd
- Joe has created a space in the Public Works mezzanine for their use.
- Sylvia has arranged for Kevin Wood to provide a cooperage demonstration as part of PW Days activities.
- The group has chosen to take on the application for the Lieutenant Governor’s Community Spirit Award and is currently gathering testimonials from various community groups.
- They have also made a list of Village residents that they wish to interview to gather historical anecdotal information about the Village.

Recreation Director: - Laura Jacobs reported:

- Current programming

Village of Port Williams – Recreation Programming Spring 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00am Walking Club		9:00am FIT Bootcamp		9:00am Walking Club	8:30am Scotiabank Run/Walk Club
	10:30am Active Living (Apr. 23 - June 28)	10:00am Chair Yoga		10:00am Yoga	
5:45pm Zumba			4:30pm Active Living (Apr 23 - June 28)		
7:00pm Yoga	6:30pm Scotiabank Run/Walk Club	6:30pm Family Basketball @ PWES			

- Programs
 - o Adult Art Classes: Mondays 1:00-3:00pm
New session starts April 29th – 6 weeks for \$120.00
 - o Youth Climbing Club - Partnership with the Annapolis Valley Climbing Club Ages 10-14 - Sundays 10:00am- runs until June
 - o Lego Robotics Club- Ages 9 – 13
Next session being developed for the Fall
- Recreation Advisory Committee – Next meeting is May 14th
 - o Request for approval to rename the throw pitch in memory of Steve Wohlmuth.
 - o The Village Commission indicated that they would be in support of this but would first await feedback from his family.
 - o Updates and discussions will follow at a later date.
- March Break Camps - Very successful camp – exceeded expected registration
Evaluation moving forward- keep schedule at Monday – Thursday, no Friday programs
- Port Williams Days - Submitted event request to DOT for parade use/road closure- awaiting confirmation

- Contacting businesses re: petition to close road on Friday night for community social/ fireworks
- An application to quote for event insurance for the parade has been received and more information will follow once complete.
- Contacting vendors/food trucks for Friday night community social and Night Market
- Developing promotional materials and social media posts
- Working with volunteer Vanessa Hutchinson and Fire Dept to organize a car/truck show to replace the Tribute to Truckers however this event has now been cancelled as the date coincides with a large truck show in Moncton.
- Next committee meeting – April 23rd, 7:00pm
- Community Activity Box/ “Playbox” - CDG proposal – pending updates from CCH re: new grants regulations
 - Pending grant support/2019 budget – coordinate launch with Port Williams Days, June 2019.
 - Recreation Facility By laws – in progress
- Updates to the schedules- naming of recreation facilities
- Summer Day Camp Planning
 - Interviewed several candidates for summer leadership positions – 3 candidates have received official employment offers
 - Updates to registration form
 - Working in intake/money handling protocols
 - Assessing potential for scholarship/reduced fees
 - LIT (Leader in Training) Program will return – 2 LIT per week to assist with management of the campers.
- Facility Booking - Summer field booking ongoing
 - First ball field booking is April 16th – pending field conditions
 - Joe will be installing a new lock on the lights at the ballfield and people who book for the use of the lights can sign out keys.
 - Have been using new booking forms and they are working well.
- Active Hallway Project
 - In partnership with PWES – the project will mirror the efforts of the “Don’t Walk the Halls” program, first initiated in Alberta schools. The program uses existing floor tiles in school hallways and covers them with brightly coloured adhesives in different shapes to indicate a different style of movement. As students walk between classes, or participate in indoor recess, kids can then jump, skip, or hop across the colours, creating patterns in movement. This project is just one step toward developing a child’s physical literacy, as well as boosting overall fitness levels and academic achievement.
 - I have applied for the Active Kids Healthy Kids grant through the County and I will be including it in a grant request through CCH.

- Will be organizing a public information session with Braveheart First Aid to inform the Community about the presence and use of AEDs
- Commissioner Scott Leier asked if there had been any progress finding the agreement about shared facility use between the school and the Village. Laura reported that they have been unable to locate a document. Discussions circulated about looking in the archives around a year from the date of the soccer field refurbishment and it was suggested to contact the former principal, Sandy Carmichael.
- Commissioner Leier also asked if the local bike group had communicated with the Village about the use of the Community Centre parking lot last Sunday. No communication was received. Discussion reinforced that the Village Commission had asked this group in the past to ask for permission to use the parking lot. Geoff Muttart indicated that if the Village wanted to reinforce this position, they should put up signs in the parking lot stating that it is for the use of building users only.

Janitorial: - Brian Tupper reported:

- Float room has been cleaned out and things are running smooth.

Fire Department: Chief Porter reported:

- in the past month the department has responded to seven alarms, four mutual aid calls, two medical and one carbon monoxide detector sounding.
- two members have resigned from the department.
- there is a meeting of the Fire Advisory Committee on Thursday night where the possibility of bulk purchasing will be discussed.
- on April 3, 2019 the Town of Windsor presented the departments (including the Port Williams Volunteer Fire Department) that provided mutual aid help to the Windsor Fire Department on March 29, 2019 certificates of appreciation.

Lions Club: - Brian Tupper reported:

- It has been decided that a community float will be going in the Apple Blossom Parade. The theme will be highlighting 4H. Commissioner Hovell expressed concerns about insurance coverage for 4H float participants and asked if additional event insurance should be obtained. Karen said that she will clarify with the Village insurance company.
- they have been collaborating with the Recreation Department about PW Days.
- they will be hosting a guest speaker who will speak about Alzheimer's.
- they have an upcoming catering function for Kings North PC Party.
- they have assisted a local resident who is confined to a wheel chair with a veterinary bill for her guide dog. The dog was purchased with funding from another Lions Club and the PW Lions Club is pleased to continue this support.
- Adopt-a-Hwy is coming up on April 27th

Public Works: - Joe Keddy reported:

- Water system: Everything is working fine. Calibration on equipment complete by Nuatlantic.
- Sewer systems: Everything is working fine (12 Port Pub pump clogs the last month).
- Port Pub has been given a deadline to get their grease trap installed.
- Sewer Treatment Plant: Everything is working fine. Replaced UV tubes and getting a quote for repair of a blower oil leak.
- Nitrates are staying around the same. New Nitrate analyzer installed and works great.
- Shop clean up and maintenance on equipment.
- Plowing & salting when required. (made some repairs to salt spreader)
- Responding to alarms.
- Water & sewer inspections.
- Well #4A drilled and connected. Flushing and testing to follow, GUDI report for DOE.
- Attended required meetings.
- Skating pond closed for the season
- Tender for Sewer lagoon has been awarded to Brown Brothers. Job meeting was held April 11. (Sign installed)
- Mark Riley, Seasonal employee started April 1 Working on spring clean-up
- Inventory list for shop complete.
- Cleaned a spot for rec in the upstairs of shop.
- Annual water report complete and submitted to DOE.
- Annual water withdrawal report completed and submitted to DOE
- Well head quotes were sent to the office as requested.

-Commissioner Ernie Hovell asked if DTIR was not in favor of the proposed one-way. Joe indicated that there was a misunderstanding on the extent of the one-way and that the proposed section should be acceptable but Doug Pulsifer at DTIR has yet to fully review the file. Joe will clarify with Doug.

-Ernie also asked if the pot hole across from Glenda Clark's had been reported. Joe replied that members of the public should also report it to support the need for repair. Commissioners Leier and Hovell confirmed that they would like the Village to report it. Joe responded that he would report it to DTIR.

Provincial Volunteer Awards Ceremony: Commissioner Ernie Hovell reported:

-he was pleased to attend the event at Casino Nova Scotia April 1st with Port Williams Representative Volunteer Award recipient Wayne Blenkhorn accompanied by his wife Ruth.

-the event was very well done

-Wayne thanked the Village for the nomination and honor of representing the Remembrance Day Observance Committee.

Treasurer's Report: Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for March 2019, as submitted was moved and seconded. **MOTION CARRIED**
- Joe Keddy supplied quotes that were received that afternoon by Dexter Construction Company Limited for Community Centre Parking lot repairs. Another company was contacted and given the evening Commission meeting as a deadline. Joe reported however, that he had not received their quote. Dexters also provided a quote for future budgeting purposes for paving the Village and PWUB Church shared gravel parking lot. Discussions were had about accommodating the repair quotes in the new budget and it was decided to postpone presentation and acceptance of the budget until the May commission meeting to allow for adjustments. The quote for the shared parking lot paving would be forwarded to the Baptist Church and considered for their 2020-21 capital budget.
- A motion to approve the transfer of income from directed donations to the Port Williams Volunteer Fire Department received in the 2018-19 fiscal year and trivia night proceeds totaling \$1,750 to the Fire Department Equipment Reserve for the 2018-19 year-end was moved and seconded. **MOTION CARRIED.**
- It was mentioned that the cost of living increase for applicable employees was set at 1.5%
- Pending the completion of the yearly audit, Bishop and Company has set a tentative date to review the Villages Financial of May 15th. The Commission confirmed availability and set a time for 1:00pm.
- Commissioner Hovell mentioned that an Honorarium request was circulated and approved by the Village Commission via email from the Recreation Director for the March Break Camp volunteer LIT. This requirement to request Commission approval was communicated by the CFO to the Recreation Director as a result of previous meeting discussions on the approval process for future honorarium expenses. Ernie asked if a motion was necessary and Karen replied that as the policy has not yet been updated a motion was not currently necessary however, she will amend the policy and circulate for Commission approval in May to reflect this new process.

New BUSINESS:

Armature Radio Day- Wayne Blenkhorn requested the use of a recreation field on Collins Road for the amateur radio club's field day and confirmed that the club obtains event insurance for this purpose. The Commission confirmed they were agreeable to the use of the field.

Remembrance Memorial Sign- Commissioner Hovell reported that a War Veteran's family had concerns about correcting a name on the 'Supreme Sacrifice' sign at the Port Williams Memorial site. Wayne Blenkhorn also commented on some edits that could be

accomplished in the process of addressing the family's concern. Wayne requested permission to order a new sign with suggested edits. A motion to approve the purchase of a new sign for the Remembrance Memorial Site with a budget of \$200.00 was moved and seconded. **MOTION CARRIED.**

Sewer Services Charges – Karen reported that an in camera meeting would be required to discuss legal advice related to this topic.

Conflict of Interest Insurance- Karen circulated a quote for conflict of interest insurance provided following the insurance review meeting held April 9th. After discussions the Commission decided to decline the purchase of coverage. Karen confirmed that she would communicate this to MCT.

5 Year Capital Project Plan- Commissioner Ernie Hovell indicated that he would like to see a more definitive Capital Project Plan be established and followed for planning purposes.

-Karen indicated that she would find it beneficial to have a group meeting to discuss the current plan

- Commissioner Cogswell indicated that the entire Commission has met to discuss this plan in the past and that a meeting with the Commission should be scheduled.

-Karen confirmed that she will arrange a meeting with the Commission in the near-future.

At 8:45pm the meeting went in camera to discuss labor relations.


The meeting came out of camera at 9:15 pm

Commissioner Doug Gates declared Conflict of Interest for the Sewer legal advice in camera meeting and excused himself from the remainder of the Village Commission meeting.

At 9:20pm the meeting went back in camera to discuss legal advice pertaining to sewer connection charges.

The meeting came out of camera at 9:55 pm

Upon a motion being made, the meeting was adjourned at 10:00 pm


Lewis Benedict, Chairperson


Karen Rovers, Chief Financial Officer