

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

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

IN ATTENDANCE: Geoff Muttart, Philip Porter, Karen Rovers, Joe Keddy, Laura Jacobs, Brian Tupper and Darlene Robertson

REGRETS: 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 January 15, 2019 be approved as circulated. **MOTION CARRIED.**

II. Municipality of County of Kings:

- (a) Letter from Mayor Peter Muttart of the Municipality of the County of Kings following up on a discussion at the October 2018 Village/Municipal meeting specific to efforts to utilize green energy. *Discussed under new business*

III. Other Correspondence:

- (a) Letter from John Lohr, MLA requesting a meeting with Minister Keith Colwell, Department of Agriculture; Mayor Peter Muttart, Municipality of the County of Kings and the Village's to discuss the Farnham Marsh Dyke. *(information only)*
- (b) Letter from Cavendish Agri Services advising that the pesticide license they have on file for the Villages account has or will expire within the next 5 months. *Joe committed to qualifying and will apply for the required license within the time frame.*

BUSINESS ARISING FROM MINUTES:

I. Industrial Park Dyke - Ernie Hovell reported:

- There was a meeting on February 8th at the Municipality. At the meeting it was communicated to the Municipality that there is a deal regarding fill which was going to be spread in the fall but weather hindered efforts and are now looking at spreading the fill in the spring. Mr. Jim Legge will be the consultant on sight and the equipment will be provided. The Municipality had committed to doing the FRIIP application.
- It was discovered that the dyke for the Village was on the agenda for Municipality's Committee of the whole meeting on February 19th and that the

office was not informed or aware of the proposal being presented. The office contacted Councilor Meg Hodges who had the agenda item tabled until the next meeting to allow the Village to put into writing their position on the proposal to Council. Office was instructed to send a letter to the Municipality stating the Village's position communicated at the February 8th meeting and identifying points which were not mutually agreed upon at the meeting.

- II. **Brison Developments (street lights)** – Joe Keddy reported:
- Repairs have been completed
 - One of the lights had been backed into by an employee for Howard Little Excavating. Joe had spoken to the foreman and was informed that the incident was communicated to the office for Howard Little and that they will be paying for the fix done by Tibbetts Electrical.
- III. **Brison Developments (water service connections)** – Joe Keddy reported
- Easements have been signed and are in place
 - Water connections are now complete
- IV. **Sewer Lagoon Project** – Joe Keddy reported:
- Joe has been reviewing the scope of the work with Matt Balcombe from our engineering firm, CBCL
- V. **Applewood services agreement** – Office reported:
- Agreement has been struck with Applewood Development regarding the sewer in the Selena Court development.
- VI. **Paved over curb stops in Applewood Development** – Joe Keddy reported
- The curb stops will need to be dug out when the frost has lifted out of the ground. The residents are aware and there is a plan in place should there be a need to shut off the water at this location

REPORTS

Municipal Councilor – Meg Hodges sent an email report

- Commissioner Scott Leier read Councilor Hodges report out loud for the Commission
- The Dyke proposal will not come before Kings County council until it is clearly agreed upon by the Village
- No update to report regarding Kings Transit U Pass yet, other than it is with the lawyers of each group
- Should be in the new Municipal Building by April, 2018

Audit Committee: - Scott Leier reported:

- Had their first meeting
- Reviewed terms of reference
- Established items for review and communication flow
- Next meeting scheduled for March 14th

Recreation Director: - Laura report:

- Youth yoga program did not have enough registrations

- Youth wellness workshop has only one registration
- Has discussed with other municipal units how fee schedule is determined and have discovered that fees are set by the Recreation department through policy and not bylaw. Lawyer Geoff Muttart suggested that the staff are probably not aware that the facility user fees are set out in a bylaw or at the budget process level. Geoff confirmed that the change to the bylaw and any schedule change to the bylaw will have to go to Halifax for Ministerial approval. Commission agreed that the bylaw should be reviewed, adjusted and brought back to Commission for approval and then forwarded for ministerial approval.
- Laura mentioned that she has started booking the recreation facilities for the upcoming summer and that she will be approached by a fundraising organization who will be most likely want to have fees waved – she has advised the group that they will need to formally forward their request to the Commission for consideration. Geoff suggested that the Village for consistency purpose may want to keep the recreation facility user fee arrangement similar to that of the Community Centre.
- Scott asked if there was any progress with finding written documentation regarding the agreement with the School – Laura reported that they are still working on it.

Current Programming

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	10:00am Chair Yoga		10:00am Yoga	
5:45 pm Zumba			4:30pm Active Living		
7:00pm Yoga	6:30pm Scotiabank Run/Walk Club		6:30pm Open Gym @PWES		

- **New Programs -**
 - Adult Art Classes
 - Youth Climbing Club
 - Lego Robotics Club
- **Recreation Advisory Committee –**
 - Winter Frolic- Family Fun Run followed by chili and hot chocolate at PWES
 - Next meeting scheduled for March 12th, 2019
- **Youth Health/Wellness workshop:**
 - First session Feb 9th – only one participant
 - Committee meeting schedule to evaluate and set priorities for moving forward and recruiting participants

- Received a Community Development Grant from CCH and EKM Wellness Fund Grant
- **Trivia Nights –**
 - Next event – February 22nd, 7:00pm – participation and interest continues to grow.
 - Proceeds for upcoming events will support the Highbury Education Centre, PWES Breakfast programs, Booker School Scholarship fund, and Port Williams PeeWee Softball team.
- **Port Williams Days –**
 - First planning committee meeting set for Tuesday, Feb 26th, 7:30pm
 - Expanding Friday night events leading into the fireworks
 - Night Market- local food vendors & food trucks
 - Looking into road closure – Kars St. (from intersection with Main St to Wayfarers Pub) – need to petition local business and make official request to DOT
- **March Break Camps –**
 - In process of hiring two camp leaders
 - Youth events/activities – Cooking Class, Paint Day, Babysitting Course (pending confirmation)
- **Cystic Fibrosis Fundraiser**
 - Annual event relocating to Port Williams – May 26th
 - Cystic Fibrosis Canada is making history because every year across Canada, friends, family, and colleagues of Canadians with cystic fibrosis (CF) lace up their shoes to participate in the Walk to Make Cystic Fibrosis History.
 - Event location will be PWES
 - Event Coordinator – Leslie Hunter (Leslie's daughter Felicia has CF and is a student at PWES – the school has been a huge support and advocate for CF education)

Janitorial: - Brian Tupper reported:

- Water filters have been installed in the Auditorium kitchen
- Scott Leier mentioned that the hot water is dripping in the Fire Departments washroom

Fire Department: a report was provided by Chief Porter:

- 2 alarms – one was an alarm system call out and the other was a motor vehicle accident
- One new member – membership up to 25 members
- 8 BA Bottles have been hydro static tested and they have 5 more to test

- Commissioners, Scott Leier asked if they are monitoring the tanker closely due to the discovery of seam separations – Philip confirmed that they are monitoring it.
- Commissioner Ernie Hovell asked if the Department could consider putting their new logo on the sign in the front of the Community Centre since there are other changes currently being made to the sign. Philip said that the Port Williams Firefighter Association has a meeting coming up and they can add this to their agenda.

Lions Club: - Brian Tupper reported:

- Will be inducting three new members on February 20, 2019
- Valentine's Day Dinner was a huge success
- Waiting to and see if there will be a leadership candidate for the Apple Blossom and a need for a float

Public Works: - Joe Keddy reported:

- Water system: Everything is working fine.
- Sewer systems: Port Pub is doing well with rag management. Found some more debris this week. Will investigate.
- Sewer Treatment Plant: Everything is working well.
- Preparing annual sewer report and submitted.
- Nitrates are staying around the same.
- Shop clean up and maintenance on equipment.
- Plowing & salting when required
- Responding to alarms.
- Water & sewer inspections.
- Meeting with DOE RE: go over process of drilling new well
- Performing checks on the skating pond.
- Well #4 decommissioned
- Water treatment filter installed at the Community Center
- Attended required meetings.
- Pulled pump on Saturday due to baby wipes debris caught in pump – believe that it is still flushing out from one of the laterals in Selena Court area. Joe has spoken to the resident again and will be putting in a screen at this location.
- Joe mentioned that he is concerned about the pond – checks completed in the morning and by the afternoon there are holes in the ice potentially due to the weather change (sun), and is not sure how this should be addressed. It was suggested that the pond could be checked twice a day.
- Joe has gathered and sent historical information to Doug Pulsifer regarding ongoing traffic concerns in the Village
- Commissioner Ernie Hovell asked if Joe has gathered the quotes to raise the well heads – Joe confirmed that he has. Commissioner Lewis Benedict mentioned that wells 5, 5A and 6 should be raised. Joe believes it is approximately 4 thousand

dollars to raise a well head 3 feet. Commissioner Ernie Hovell suggested that the quotes should be given to the Chief Financial Officer. Joe was asked to investigate with the Municipality what the high water mark would be at the well heads. After discussions regarding potential funding applications it was determined that the raising of the well heads would most likely not happen in the upcoming fiscal year.

- The old pit by well #1 needs filling in but Joe is waiting until the end of February to determine if it is financially possible to be done in this fiscal year or wait until next year.

Treasurer's Report: Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for January 2019, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to place the \$150,000 committed to replacement of the Fire Department tanker truck in the 2018/2019 fiscal year capital budget into the Fire Department capital reserve account for future replacement was moved and seconded. **MOTION CARRIED**

New BUSINESS:

- Sewer rate increase – as a result of the February 12th, 2019 budget meeting and discussions a motion to increase the annual base sewer rates from \$210.00 to \$240.00 in the Sewer Discharge By-Law No. 10-02 Schedule "C" Sanitary Sewer Service Charge for 2019 was moved and seconded. **MOTION CARRIED** It was noted that the change to the schedule will need to be forwarded for ministerial approval and once approved will need to be communicated to the Municipality.
- Municipal Solar Project – the office drafted a letter to the municipality based on the feedback from the Village Commission in response to the correspondence received from Mayor Muttart specific to green energy (solar energy)
- Port Williams Community news column in Advertiser – Commissioner Ernie Hovell mentioned that Sylvia Jacquard had advised him that the Valley Journal Advertiser will be discontinuing community news columns after the next issue. Sylvia also has expressed an interest in continuing to report local news. It was suggested that Sylvia could take over the quarterly newsletter on a more frequent basis through an electronic newsletter which members could sign up to have emailed and also have a copy of the newsletter put on the Port Williams website. Office is to talk to Sylvia and discuss/collaborate with her. After discussions a motion to change Sylvia's honorarium to a custom contract was moved and seconded. **MOTION CARRIED**

The meeting went in camera to discuss personnel reviews 8:40 p.m.
Meeting came out of camera at 9:06 pm

Upon a motion being made, the meeting was adjourned at 9:06 pm


Lewis Benedict, Chairperson


Darlene Robertson, Clerk