

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

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

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

**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 June 15, 2021 be approved as circulated. **MOTION CARRIED.**

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

- (a) Building permits report for the month of June, 2021. In Kings County 104 building permits were issued with a total value of \$8 million, 7 permits were issued for Port Williams with a total value of two hundred and eighty one thousand dollars. (*Information only*)
- (b) Fire inspection report for the Port Williams Community Centre from Dylan Dauphinee Fire Official, Municipality of the County of Kings identifying deficiencies to be addressed before the re-inspection booked for July 20, 2021 at 10:30am. (*Information only*)
- (c) Letter sent to Scott Quinn, Director, Engineering & Public Works, Lands and Parks for the Municipality of the County of Kings regarding ditching required at Ports Landing. *Concerns were expressed to Commissioner Leier by some residents in Ports Landing.* Scott Quinn from the Municipality of the County of Kings reported that they will arrange with their contractor to continue the regular ditching maintenance through that section as well.

c) **Other Correspondence:**

- (a) Letter from Brenda Tracey, Electoral Officer, Confederacy of Mainland Mi'kmaq providing a summary of their status and services. (*Information only*)
- (b) E-mail response from Richard Lloyd, Area Manager, Nova Scotia Transportation and Active Transit in response to the Village's letter sent identifying that NSTAT would be responsible to maintain visual clarity at the intersection on Highway 358. Mr. Lloyd stated in his email that they will be taking measures to remove the signage as requested. (*Information only*)
- (c) E-mail reminder from the Association of Nova Scotia Villages of the upcoming quarterly board meeting on Friday, July 23<sup>rd</sup> at 3:30pm via Microsoft Teams. (*Information only*)

- (d) E-mail from the Association of Nova Scotia Villages cancelling the meeting scheduled with the Minister of Municipal Affairs on July 14<sup>th</sup> with hopes to reschedule with the Minister at the ANSV AGM in New Minas this September. (*Information only*)

**BUSINESS ARISING FROM MINUTES:**

- none

**REPORTS**

**Municipal Councilor** – June Granger:

- no report provided

**Janitorial:** Brian Tupper reported:

- Oil fire water heater leaking water in the furnace room – Oulton’s Home Heating contacted to assess the leak – Oulton’s will be replacing the water heater July 21, 2021
- Water cooling system for the water filling station was leaking into the furnace room – Joe and Brian are looking after
- Otis Canada Inc. has scheduled to do a packing change on July 21, 2021 – the elevator will not be accessible on this day.
- Fire inspection has been completed and all deficiencies have been addressed – next inspection will be in three years

**Fire Department:** Chief Porter reported

- Attended the Municipality of the County of Kings, Municipal Fire Services Advisory Committee meeting – presented with funding models at the meeting. Rob Frost from the Municipality stated that he can be available to discuss the proposal if requested.
- County is looking at combining Greenwich and Wolfville Fire Departments
- After discussions the Commission asked Chief Financial Officer Karen Rovers to contact Rob Frost and arrange for him to meet with the Commission to discuss his funding proposal and future plans for the Port Williams Fire Department.

**LIONS Club:** - Brian Tupper reported:

- Not currently meeting
- The Club is assisting community members with medical expenses

**Recreation:** - Laura Jacobs reported:

**Programming:**

Regular programs:

Yoga – Monday & Thursday 7:00pm

Chair Yoga – Wednesday 10:00am

\* These will finish the end of July and resume in September

### **Recreation Advisory Committee**

- Next meeting – July 13, 7:00pm – cancelled due to personal reasons– reschedule to August

### **Summer Programming**

- Skill/interest based camps
  - Beginner Water Colour Classes – adult and kids programming
  - Dungeons & Dragons – Learn to play workshop and 2 x 1 week camps
  - Tennis
    - Ages 8 – 12 camp – July 26 – 29, August 23 - 26
    - “learn to play” nights
    - cardio tennis for adults
  - Craft Nights – 16+ - 4 sessions with 4 different craft projects
  - Small Engine Repair – 2 workshops
  - Girls on Boards – learn to skate board workshop
  - Rookie Rugby & Girls Flag Rugby – Valley Rugby Union
- Pop up Play days – free play days at the park
- Rec softball nights
- Yoga in the park – all ages
- Tumblebugs – at the park

### **Events**

- Food Truck Night – August 27
- Road Rally – awaiting details
- Human Foosball Tournament – August 21 & 22
- Fire Dept Chicken BBQ – July 24<sup>th</sup> – drive thru

### **Capital Project Planning**

- Splash Pad – project proposal submitted for approval- waiting for update re: engineer RFP
- Facilities – land use review
  - Recreation Strategic Planning Committee – sent email to engage committee in first meeting – planning suspended

### **Grants**

- Planning grant, CCH – Splash Pad – waiting for update from engineers re proposed budget and timeline
- Recreation Facility Development Grant, CCH – splash pad – file is complete – on hold
- Community Recreation Programming Assistance- Kings Co. – submitted, awaiting approval

### **Recreation Facility Booking**

- Following up with groups to re book pending provincial updates

## Minutes of the Village of Port Williams Commission – July 20, 2021

- Coordinating facility maintenance with Public Works

### Other

- Kings County meeting
  - collaborative summer programming
  - Equipment loan program
- Valley Recreation – Recently elected as President for the committee
  - Summer Staff Training – follow up survey

### Personnel

- Summer Recreation Program Coordinator
    - Grayson Titcomb
  - part time summer recreation leaders
    - Macie MacCullough
    - Ashley Mills – craft night instructor
  - Contracts
    - Lisa Quintin (yoga instructor)
- Commissioner Ernie Hovell congratulated Laura on her appointment of President of the Valley Recreation Group.

### Public Works: - Joe Keddy reported

Waste Water: Work is being done on required pipe work for the blowers. Howard Little Excavating is still waiting for parts so they can begin their contract. Had the project start up meeting.

Water Model: Water model is complete, just received and would like to discuss further with the Commission

Sewer Model: Sewer model is complete, just waiting for report and recommendations

Sidewalks: Report circulated.

- CBCL presented a proposal which will be forwarded to Nova Scotia Transportation and Active Transit for approval. Once NSTAT have reviewed and provided their approval, CBCL will submit final design to the Village.
- It was mentioned that the design is part of the Villages financial consideration for the 2021/2021 fiscal year and that the Project work will be in the 2022/2023 fiscal year.
- Joe was asked to follow up with CBCL

Water Monitoring Buildings: Spray foam insulation complete; finish the inside, plumbing & electrical.

Vic's Land: Land prep is complete at this time.

- Joe mentioned that he would like to clear more brush around the property lines to better define boundaries and possibly do further clearing for ease of maintenance. Commission agreed that it was a good idea to clear the property line of brush and asked that Joe investigate the cost and present a proposal of the scope of work to the Commission for consideration.

**BG Squared:** Met with developers on site to go over requirements.

- 1)** Determining the depth of the sewer line where they intend to connect and elevations recorded so the sewer line can be designed.
- 2)** Detailed survey plan showing Infrastructure and easements.

- Fire inspection at Community Center complete.
- Hot water tank at Community Center needs to be replaced
- Installed manhole at the end of sewer line on Belcher
- Water main breaks at the school.
- Sewer back up at Cornwallis farms
- Sewer back up at 1108 Belcher
- Couple complaints about water quality and pressure.
- Recreation fields and maintenance.
- Responded to 4 alarms
- Need to look at repairs to the ball field dugout and outdoor recreation building – Joe to follow up with Karen regarding available funds for repairs.
- Nitrates – 5.2 outlet and 5.6 inlet

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

- A motion to accept the Village General Operating and Water Utility financial statements for June 2021, as submitted was moved and seconded. **MOTION CARRIED**
- Motion to amend the June 15, 2021 motion increasing the Village's contribution to the FRIIP Funding application by \$3,120.00 for contingency expenses was moved and seconded. **MOTION CARRIED**
- Commissioner Hovell mentioned that he heard that there will be additional infrastructure funding from the federal government. After discussions the Commission asked Karen to contact the Municipality to see if there have been any discussions regarding additional funding.

**NEW BUSINESS**

Minutes of the Village of Port Williams Commission – July 20, 2021

- Commission discussed that the Provincial Election and Commission meeting are on the same date in August – After discussion decided to move the Commission meeting to August 19, 2021. Office staff to advertise on website & ask Sylvia to advertise in her newsletter as well as contact returning officer to see where voting will take place.
- AGM – After discussions the Commission decided to wait until the August 19, 2021 Commission meeting to set a date for the AGM
- Creation of consolidated office space for staff – after discussions the Commission directed the office to contact an office supply company to see if they can do an onsite assessment. Commissioner Hovell and Commissioner Benedict will take the lead on this project.

Upon a motion being made, the meeting was adjourned at 8:25 pm.



Lewis Benedict, Chairperson



Darlene Robertson, Clerk