

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF FEBRUARY 18, 2020

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

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

REGRETS: Commissioner Scott Leier

Chairperson, Lewis Benedict, called the meeting to order at 7:03 p.m.

a) APPROVAL OF MINUTES:

- (a) It was moved and seconded that the minutes of the regular Commission meeting on January 21, 2020 be approved as circulated. **MOTION CARRIED.** Commissioner Kim Cogswell abstained from the motion because of her absence at the January 21, 2020 Village Commission meeting.

b) Correspondence Municipality of County of Kings:

- (a) Building Permit Report for month of January, 2020. In Kings County 36 building permits were issued with a total value of 2.1 million, 5 permits were issued for Port Williams with a total value of 120 thousand dollars. *(Information only)*
- (b) E-mail from the Municipality of the County of Kings providing the February 4, 2020 Municipal Council meeting action list. *(information only)*
- (c) Notice of Public Hearing from the Municipality of the County of Kings regarding a development agreement permitting expanded tourism, commercial and winery uses at 11611 and 11625 Highway 1 Grand Pré. *(Information only)*

c) Other Correspondence:

- i. Letter from Honorable Keith Colwell, Agriculture Minister acknowledging the letter sent by the Village and commenting that the bylaw changes referenced in the Villages letter is currently under review by the Department of Municipal Affairs. *(information only)*

IV BUSINESS ARISING FROM MINUTES:

a) Unightly metal frame on property – Meg reported:

- E-mail update that an order to remedy has been placed on the property with the metal structure in Port Williams. The order expires on March 13th, 2020.

b) Mutual agreement to use recreation spaces with PW School - Laura reported:

- Laura has e-mailed the Education Board and has not received a response as of today's date.

c) **Land purchase documents** –

- Office reported that we have received the land purchase documents from our lawyer
- After discussions it was moved and seconded to amend the original motion made at the November 19, 2019 Village Commission meeting from “purchase the discussed parcel of land for \$5000.00 plus land owner and Village legal expenses and any applicable taxes” to, “purchase the discussed parcel of land through the water utility for \$5000.00 plus land owner and Village legal expenses and any applicable taxes for the purpose of a future well site location” was moved and seconded. **MOTION CARRIED**

d) **Funding options for flood protection** – Karen reported:

- Karen spoke to the Town of Wolfville, their funding was through FRIP and their request for proposal has been posted and closed. We are currently following their process.

REPORTS

Board of Trustee – Doug Gates reported

- Met on January 23, 2020
- Secretary has resigned and they will be looking for someone to replace her as representative from the Library Association.

Municipal Councillor –

- No report provided

Recreation Director – Laura reported

Village of Port Williams – Recreation Programming Winter 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:15am Bootcamp					8:30am Scotiabanks Run/Walk Club
9:00am Walking Time				9:00am Walking Time	NEW! 9:00am Open Gym @ PWES
	10:30am Active Living	10:00am Chair Yoga		10:00am Yoga	
1:00pm Painting Class			NEW time- 1:00pm Active Living		
7:00pm Yoga	6:30pm Scotiabanks Run/Walk Club		7:00pm Yoga		

Recreation Advisory Committee

- Subcommittee of volunteers worked on Winter Frolic- Monday Feb 17th – Family Fun Run & Community Social
- Next meeting March 10th

- Beautification committee
- Fundraising – Splash Pad
- PW Days

Newcomers Info Package

- Working on brochures, welcome letter – should have a completed package for new community members by spring
- Reaching out to local businesses for participation- the following business are interested in participating – Wayfarer's, Barrelling Tide, Port Pub, Noodle Guy, Planter's Ridge, Wood n Hive
- Work in progress
- NEW! "Did you Know?" poster series – community info posters to be displayed at events, in the community centre and at the schools.

March Break Camp-

- PWES - March 16 to 19th - camp is full and will be at the Port Williams School
- Camp leader hiring
- Registration is filling up

Summer Day Camp-

- Coordinating the County wide leadership training day

Other

- Grants
 - Community Festivals Grant- PW Days
 - Community Recreation Assistance Grant – Summer Day Camp
 - Community Culture and Heritage – Planning Grant – Wellness Centre Study
 - Active Communities Fund – CCH – After School Program, trail signage, play box
- Summer Recreation Facility bookings have started
- Family Play Days – next one- Feb 22nd 1:00-3:00pm
- Intro to Pickleball – coordinating with the NS Pickleball Association to offer two workshops at PWES- work in progress
- EMO – ordered signs for the community centre, magnets ordered and received
- Teaching chair yoga and yoga
- Upcoming babysitter course

Recreation Personnel:

Contract Positions

- Lisa Quintin (yoga teacher)
- Paige Tremblay (Active Living instructor)
- Sandy Pothier (bootcamp instructor)
- Anna Horsnell (painting instructor)

Upcoming:

- March Break Camp – 2 part time positions

- Summer Camp – 3 full time seasonal positions

Janitorial: Brian Tupper Reported

- Furnace and maintenance room have been organized
- Started painting upstairs
- Sound and video upgrades
- New sign installed at the Community Centre entrance
- Attended the fire inspector during the inspection for the possibility of a display case
- Noticed that there is a leak coming from the Fire Department area into the Janitorial room
- Commissioner Ernie Hovell asked what the progress was of the new janitorial closet and storage upstairs. Brian reported that it is still in the works.

Fire Department: Chief Porter reported:

- 5 alarms this month – Mutual aid to Canning, tree on power lines and three building alarms.
- One new member – now at 23 volunteers
- Pumper 12 & Tanker 21 have undergone repairs to the valves
- Utility truck 51 has had recalls fixed and oil change
- Three members attending the Kings County Level one training for the next several months.
- Regular training is ongoing
- Helped out with the family day fun run
- Trivia nights have been well attended
- Fire Department requested approval to reallocate budgeted funds for various equipment purchases. After discussions it was moved and seconded to reallocate \$3,500.00 dollars from training for equipment. **MOTION CARRIED**
- It was moved and seconded to support the Fire Department's expense to Rocky Mountain Phoenix for the purchase of Fire Fighter clothing equipment in the amount of \$9,201.00 plus HST with no comparative quotes due to uniform gear compatibility. **MOTION CARRIED**

LIONS Club: - Brian Tupper reported:

- Successful Valentine's Day Dinner fundraiser (sold out) – raised \$1,300.00 for the Valley Regional Hospital Foundation
- New member – Current membership at 23
- Will be celebrating 50 years of service during their April Charter night
- Working on Port Williams Day planning

Public Works: - Joe Keddy written report circulated:

- Water system: Everything is working fine.

- Sewer systems: Everything is working fine.
- Sewer Treatment Plant: Everything working fine
- Nitrates See report
- Responding to alarms.
- Water & sewer inspections.
- Well #2 ready for pump install(weather)
- Salting sidewalks & parking lots.
- Quarterly Lead samples, 10 locations.
- Going through plans, revising changes on maps.
- Getting quotes on various pending jobs.
- Working on budget. Budget meeting.
- Steiner repaired.
- Pond checks & maintenance.
- Working on plans for replacing Well#1
- Sewer Lagoon Upgrades: In discussions with CBCL, see proposal for Phase 2
- It was moved and seconded to approve the booster pumps control panel upgrade for the water which was previously circulated by e-mail for approval with no comparative quotes due to system equipment compatibility. **MOTION CARRIED**

- Joe reported that he had received a correspondence from the Department of Transportation and Infrastructure Renewal regarding patching holes on Belcher Street. Joe also committed to following up with DTIR regarding the hole in pavement in front of the Community Centre, the hole on High Street by a storm drain and one way proposal on Kars Street.
- It was suggested that the flashing strobe crosswalk lights in Wolfville were effective. Karen said that she would explore the cost of these lights. Joe suggested that the crosswalk by the Noodle Guy restaurant, the School and the High Street/ Highway 358 intersection would be good locations.

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for January 2020, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to approve the honorariums totaling \$300.00 as circulated by e-mail for retiring volunteers of two Village appointed Committees was moved and seconded. **MOTION CARRIED**
- A motion to approve an overage to the Recreation office expense for the purchase of a printer for the Recreation Director in the amount of \$300.00 taxes included was moved and seconded. **MOTION CARRIED**
- A motion to approve the advertisement and sale of the Steiner was moved and

seconded. **MOTION CARRIED**

- Chief Financial Officer, Karen Rovers mentioned that the office staff had met with representatives of the Bank of Montreal and have updated to a business banking platform which is no additional cost to the Village. Purpose was access to more services. Also discussed the potential of offering a debit machine. After discussions it was decided that the cost was too much per transaction at this time.
- A motion to approve the transfer of a \$150.00 donation for recreation to reserves for Recreation was moved and seconded. **MOTION CARRIED**
- A motion to approve the transfer of a \$100.00 donation for the Fire Department to reserves for the Fire Department was moved and seconded. **MOTION CARRIED**
- A motion to approve the transfer of \$50,000.00 to reserves for Village sidewalks was moved and seconded. **MOTION CARRIED**
- A motion to approve the transfer of \$25,000.00 to reserves for Village sewer was moved and seconded. **MOTION CARRIED**
- A motion to approve the transfer of \$2,310.50 representing the net Village cost of the Park digital camera upgrade from the park reserve was moved and seconded. **MOTION CARRIED**

NEW BUSINESS

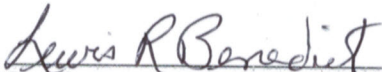
- Landscape contract for 2020 – after discussions a motion to award the landscaping contract to Down to Earth Landscaping as quoted was moved and seconded. **MOTION CARRIED**


Upon a motion being made, the meeting went in camera at 8:09 to discuss personnel matters

Meeting came out of camera at 8:40pm

- A motion to approve a 16 week summer recreation intern position for \$15.00 an hour was moved and seconded. **MOTION CARRIED**
- A motion to approve the increase of the base rate for a summer camp leader position to \$13.00 an hour was moved and seconded. **MOTION CARRIED**

Upon a motion being made, the meeting was adjourned at 8:41 pm.


Lewis Benedict, Chairperson


Darlene Robertson, Clerk

