

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JUNE 16, 2020

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

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

REGRETS:

Chairperson, Lewis Benedict, called the meeting to order at 1:03 p.m.

a) **APPROVAL OF MINUTES:**

- (a) It was moved and seconded that the minutes of the regular Commission meeting on May 19, 2020 be approved as circulated. **MOTION CARRIED.**

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

- (a) Letter from Katrina Roefs, Financial Analyst for the Municipality of the County of Kings advising that Municipal Council instructed that operating grants be provided to libraries within the County for 2020/2021 and that funding in the amount of 45,000.00 was approved for the Port Williams Library towards operating costs. (*Information only*)

c) **Other Correspondence:**

- (a) Direction of the Minister under a Declared State of Emergency advising that the Village Commission shall not hold any statutorily required meeting of electors during the declared state of emergency and may postpone such meeting without penalty or recourse, provided that the meeting is held within a period of 90 calendar days after the last date of the declared state of emergency. Failure to comply could result in a summary conviction with fines per incident. (*Information only*)
- (b) Letter from the Annapolis Valley Regional Library advising that they are in the process of developing a phased approach to reopening branches and requested that janitorial services resume and cleaning of the air circulation system for the Murdoch C. Smith Library. (*Information only*)

BUSINESS ARISING FROM MINUTES:

a) **Wastewater update phase II** – Joe reported

- Joe has not heard back from engineers CBCL
- Work in progress
- Lewis asked Joe when he thought that the project would go to tender – Joe believes by the end of the month

b) **DTIR update** – Joe reported

- Has not received any correspondence from the Department of Transportation and Infrastructure Renewal
- Joe noted that the crosswalk have been painted and that there has been some pot hole repairs
- Commissioner Hovell suggested that Joe try to arrange a meeting with Doug Pulsifer from DTIR
- c) **Display cabinet & water filling station in Community Centre** – Brian Tupper reported:
 - From discussions with the cabinet maker, Brian believes that a rough estimate would be \$3,000.00 for the display cabinet
 - It will be 8 weeks before the cabinet maker can start the project
 - All specifications have been provided to the cabinet maker
- d) **Revised Personnel Policy**
 - A motion to approve the revised Personnel Policy as presented was moved and seconded. **MOTION CARRIED**
- e) **Port Williams Sign - Belcher Street** - Joe Keddy reported:
 - Anchors are in and sign has been build
 - Sign needs to be sent to Auto Trim for graphics
 - Should be put up within a month

REPORTS

Municipal Councilor – Meg Hodges

- Kings Transit is operational on Saturdays only between 6 and 6 following the #1 Highway
- There has been a plan submitted to the Utility and Review Board regarding changes to Kings Transit
- Library is operational however not open to the public
- Commissioner Hovell asked what the status of the Municipal Public Works building – Meg responded that they are still working on it
- Commissioner Benedict asked Meg what the process would be for the Village to make changes to the Development agreement so that the pathway in the Brison Development could be categorized as a trail in the event of closures to parks in the future – Meg responded that the request would go through the Planning Advisory Committee. Geoff mentioned that he thought that the request could be handled simpler through administration. Meg mentioned that she had tried this route but due to the Minister's orders being poorly written that she had no success. Geoff offered to address the Village's request with the Municipality. Commission agreed to let Geoff represent the Village in their request to have the trail listed as a trail and not lumped in with parks.

Recreation Director – Laura reported

Programming

Virtual/Online options-

Monday 7:00pm – Yoga via Zoom

Preparing to offer yoga and chair yoga, with approval and guidance from the province.

Recreation Advisory Committee

- Meetings postponed until the Fall

Summer Day Camp

- cancelled for 2020

Other

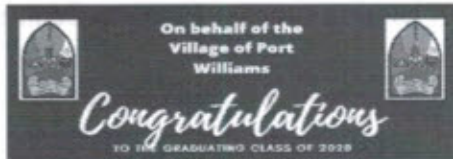
- Grants
 - o Community Culture and Heritage – Planning Grant – Wellness Centre Study
 - o Trails – researching possible support for developing trails on our new land
 - o Active Communities Fund – CCH
 - Fit stops, trail signs, new Story Walk
 - Collaborating with County for projects – playbox, etc.
- Social media- maintain ongoing communication
- Virtual Trivia Nights – ongoing with the help from Tyson and Karen Rovers
 - o Monthly events scheduled through the summer
- Community project- “Get to Know Your Village” - working with Sylvia re: newsletter, zoom interviews, etc.
- Received Sandbox Project grant to support our Zoom account and virtual yoga classes.
- Story Walk- using our boards along the High St. loop to engage and encourage movement as people walk through the community
 - o Update- requested missing pages from AVRL- they will be sending them to the PW Branch
 - o Potential for another story – looking into funding
- Fit Stops – signage through the trail that suggests body weight movements as they are walking through the trail systems
 - o See attached examples
- PW Days – arranged for “Float-by” through the Village
 - o Working with the Fire Dept to host a chicken BBQ when they feel prepared and within regulations/restrictions

Facility updates – responding to updates from the province re: trail/park updates.

- o Tennis Courts are open – signage posted, social media posts
 - o With clear communication on restrictions pertaining to use- Basketball and Volleyball courts can open pending Commission approval
 - o Baseball field- there has been a request from the PeeWee Baseball team to use the field for practices – under the regulations outlined by NS Baseball association.
- Recommendations – if we are not opening the fields for use, we should put out a public statement and potentially a timeline for reassessing opening

Graduate recognition-

- I have been in contact with several parents of the graduating class, they are very appreciative of the Village's recognition.
- Recommendation- plant a tree in the park, marked with a placard to celebrate and recognize the class of 2020 (we recognize that this group of students given all that they have been through due to the COVID 19 restrictions).
- Suggestion for the placard.



*"Be like the tree -
Stay Grounded. Connect with your
roots. Bend before you break.
Keep growing."
- Joanne Rapits*

- After discussions, the Commission agreed that efforts towards a 2020 Port Williams Prom Graduates Parade was more agreeable than the planting of a tree
- Commissioner Cogswell wanted to ensure that all Port Williams Horton High Graduates are contacted and invited to participate.
- It was mentioned that both nets were installed in the tennis courts and that appropriate signage was installed.
- After discussions it was agreed that the basketball court should be opened up with appropriate signage clearly posted.

Janitorial: Brian Tupper reported:

- Fire Department hand sanitizer station has been installed
- Routine sanitizing of high use areas
- Things are quiet
- Commissioner Hovell asked if we have received instructional material for the public to use for the audio and visual equipment. – Brian said he has not heard back from them. The Village Office will follow up with Video World.

Fire Department: Deputy Chief Stevens reported:

- 5 alarms: 3 mutual aid to Kentville and 2 alarms in the Port Williams area
- Membership has increased by one member, now at 24 members
- Tanker has become a priority focus due to mechanical unreliability.
- Have resumed training nights focusing on small group training while respecting social distancing
- After discussions a motion to approve a bid of up to \$ 60,000.00 of Fire Department reserve funding on a 2007 MACK truck sourced through Eddie Corkum as previously circulated by email to the Commission for the purpose of replacement of the current Fire Department Tanker was moved and seconded. **MOTION CARRIED**

LIONS Club: - Brian Tupper reported:

- Idle right now
- Only holding Executive meetings
- Presenting two bursaries to Horton High Graduates

Public Works: - Joe Keddy reported:

- 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.
- Going through plans, revising changes on maps.
- Getting quotes on various pending jobs.
- Well#1A (water tests submitted, working on report)
- Work completed on Well house 1A
- Work completed on washrooms (Collins rd.)
- Mowing and field maintenance.
- Comm center generator is in place& being wired.
- Water repair on Rawding drive. (\$14000.00)
- Gravel delivered for trails, roads ect.
- Working on sewer connection for Collins road bathroom.
- Working on water connection for Collins road. (fire hydrant: Benedict field)
- Fixed level transducer for Well#4A
- Met with customer to go over sewer & water connections for County.
- Meetings and discussions with regards to BG Squared development.
 - Doug Gates mentioned that BG Squared engineers are reviewing the Villages requirements and will be in touch with Joe.
- Commissioner Benedict asked Joe if he has spoken to KD Rogers Drilling that we are not paying for the pump for Well #1 at this time until the pump issue is resolved. Joe confirmed that he will speak to them

Sewer Lagoon Upgrades:

CBCL approved to go ahead with proposal.

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Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for May 2020, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to accept the audited April 1, 2019/March 31, 2020 Port Williams consolidated financials as presented by Bishop and Company Chartered Professional Accountants Inc. on June 9, 2020 was moved and seconded.

MOTION CARRIED

- A motion to transfer \$17,150.06 from the water operating account to the water depreciation account was moved and seconded. **MOTION CARRIED**
- A motion hire Mark Riley as a full time employee was moved and seconded.

MOTION CARRIED

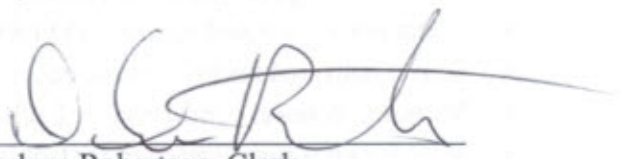
- A motion to approve the five year capital investment plan 2020/2021 as circulated by Chief Financial Officer, Karen Rovers and agreed upon through email was moved and seconded. **MOTION CARRIED**
- Commissioner Hovell mentioned that he would like to ensure discussions surrounding new sidewalk on Collins Road as a priority for the next capital plan

NEW BUSINESS

- After discussions a motion to cancel recreation programming for the 2020 summer months and to continue with the closure of the Community Centre and Village office until further notice was moved and seconded. - **MOTION CARRIED**

Upon a motion being made, the meeting was adjourned at 2:30 pm.


Lewis Benedict, Chairperson


Darlene Robertson, Clerk