

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JUNE 15, 2021

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

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

REGRETS: Philip Porter & June Granger

Chairperson, Lewis Benedict, called the meeting to order at 2:00 p.m.

a) **APPROVAL OF MINUTES:**

- (a) It was moved and seconded that the minutes of the regular Commission meeting on May 18, 2021 be approved as circulated. **MOTION CARRIED.**

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

- (a) Building permits report for the month of May, 2021. In Kings County 83 building permits were issued with a total value of 13.6 million, 3 permits were issued for Port Williams with a total value of three hundred seventy one thousand dollars. (*Information only*)
- (b) Letter from Scott Conrod, Municipality of the County of Kings in response to the Village's letter sent on March 17th, regarding the concern over the posting of Illegal Signage.

c) **Other Correspondence:**

- (a) Invitation from Brian Banks, President of the Association of Nova Scotia Villages, to attend a virtual meeting with the Minister of Municipal Affairs on July 7th at 1:00 pm and requesting that any questions for the Minister be sent into the secretary prior to the meeting to avoid duplication of questions. (*Commission will meet on June 22, 2021 at 1:00 pm to discuss potential questions to ask the Minister*).
- (b) Thank you card and donation to the Port Williams Fire Department from Paul and Doreen Guppy. (*Information only*)
- (c) Letter from Bishop & Company summarizing the audit of the Village's financial statement for the April 1, 2020 – March 31, 2021 fiscal year. (*Information only*)
- (d) Certificate from Kody Blois MP Kings-Hants celebrating the Fire Department's 70 years of service.

BUSINESS ARISING FROM MINUTES:

a) **Wastewater Upgrade Phase II** – Joe reported:

- Currently waiting for parts to come in before Howard Little can start on the project
- Will soon be working on the outside of the building

b) **CBCL Water distribution system model** – Joe reported:

- CBCL was onsite the other day gathering information

- Waiting for Aaron to provide their recommendation
- Joe mentioned that he is getting a quote to put in a manhole from the school to our sewer main and also a manhole at High Street and Belcher.
- c) **Illegal signage letter to Municipality** –
 - Office to send correspondence thanking the Municipality for their information and send a follow up letter to Nova Scotia Transportation and Active Transit.
- d) **Gold fish in pond** – Update Joe
 - Spoke with Andrew Walsh from the Nova Scotia Department of Fishery who requested that Joe put together a plan to submit to the Department for approval.
- e) **Streetlight Audit** – - Update Karen
 - Joe obtained a spreadsheet which lists all street lights and Karen compared to the current billing form NS Power and found a discrepancy of 3 extra street lights that are billed. Karen has asked Joe for a count of the Brison subdivision street lights – ongoing
 - It was mentioned that the lights in Canard Acres might be the responsibility of the Municipality as part of the subdivision agreement – Office will inquire
- f) **Municipal/Village lease agreements** - Geoff
 - No update from the last report – approached Municipality and waiting on their response.
- g) **Independent appraiser** – Update Office
 - Office received a quote from Wetmore Appraisals and Consulting Inc. in the amount of \$6,900.00
 - Commission decided to wait until 2022 and request that the insurance company reassess the value of the Community Centre and Public Works buildings.

REPORTS

Provincial Dyke Plan meeting –Karen reported

- Municipality of the County of Kings approached the Village to meet and discuss the possible usage of a Provincial grant for flood risk funding. The Municipality was tasked with the potential cost and scope of the dyke study. Karen circulated the proposal which was presented by Municipal staff to the Municipality’s Committee of the Whole for the Commission which indicated a shared cost with the Village’s portion of \$15,600.00
- After discussions a motion to approve the joint funding application to FRIIP with the Municipality of the County of

Kings for a flood mitigation study with the Village's portion to be no more than \$15,600.00 with the understanding that the Port Williams Village Commission will not take ownership or responsibility of the Farnham Dyke. **MOTION CARRIED.**

Municipal Councilor – No report provided

Janitorial: Brian Tupper reported:

- Fire inspection of Community Centre

Fire Department: Emailed report from Chief Porter:

- We have had 5 alarms this month; 2 mutual aid calls for structure fires, 2 mutual aid calls for woods fires and a call for a motor vehicle collision.
- Activities at the hall, except for emergency calls, have been suspended over the last several weeks. We have started Monday night training and will open the hall back up to members after the Province starts its next phase on Wednesday.
- With most of our membership having at least one Covid vaccine shot and with our Medical First Responders having been trained with extra personal protective equipment we are now able to respond to medical calls within our community.

LIONS Club: - Brian Tupper reported:

- Reviewing school bursary applications
- Planning to have a final meeting before month end, Covid restrictions allowing

Recreation: - Laura Jacobs reported:

Programming:

Regular programs are on track to start in Phase 2 of the provincial reopening plans.

Yoga – Monday & Thursday 7:00pm

Chair Yoga – Wednesday 10:00am

* Resuming for the remaining 4 classes in the suspended session.

Recreation Advisory Committee

- Next meeting – July 13, 7:00pm

Summer Programming (all pending provincial updates- phase 2)

- Skill/interest based camps
 - Beginner Water Colour Classes – adult and kids programming
 - Dungeons & Dragons – Learn to play workshop and 2 x 1 week camps

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- 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
- ParticipAction – Community Challenge- Wellness Stops
- Tumblebugs – at the park

Events

- Canada Day - Community decorating competition

Pending Phase 3 start date:

- Food Truck Night
- Road Rally
- Family Trivia in the park
- Human Foosball Tournament
- Fire Dept Chicken BBQ
- Music in the Park – open mic style

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 – awaiting response from membership

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
- 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

Personnel

- Summer Recreation Program Coordinator
 - Grayson Titcomb
- Posted part time summer recreation leader position
 - Update following hiring process

- Contracts
 - Lisa Quintin (yoga instructor)

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.

Water Model: CBCL was on site in the Village and with the help of the Fire Dept. & Public Works staff conducted numerous tests on the water system. CBCL will be in touch with the results and recommendations.

Sewer Model: CBCL was on site last week and we took measurements and located manholes, flow, etc. to give them required info for the sewer model. Recommendations will follow.

Sidewalks: CBCL was on site last week and we looked at the installation of a side walk along Collins Road. Recommendations will follow.

Water Monitoring Buildings: Belcher Street and Evangeline Transportstations are built. Spray foam insulation will follow; finish the inside, plumbing & electrical.

Vic's Land: Driveway & drainage. Area cleaned and ready for closing in storage building. Park culvert removed and new bigger one installed. Park work completed.

Crosswalks: painted

- Bridge has some potholes which require repair
- Commissioner Hovell asked Joe when the newly acquired garbage bins will be placed at the viewing area by the bridge. Joe explained that he is waiting for some equipment to move the bins but is expecting to do soon
- Questions was asked how the newly purchased truck is

working – Joe said it is working fine and that they are working on acquiring Village identification stickers for the truck

- A Motion to approve the purchase of a new wheel (walk behind) weed trimmer for \$1,319.96 plus HST as circulated through email by Joe was moved and seconded. **MOTION CARRIED**

Water meters read and all in good working order.

BG Squared: Sent correspondence to Doug & Brent, explaining what the next steps are in their development.

- 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.

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for May 2021, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to approve the capital purchase of the Suzuki mini truck in the amount of \$13,314.70 as circulated through email by Joe was moved and seconded. **MOTION CARRIED**
- Karen received a correspondence from the Baptist Church indicating that they are moving up the date which they are planning to pave their parking area to the 2022-2023 fiscal year. A motion to change the capital project to pave the Village's driveway adjacent to the church's parking area to coincide with the church's project dates was moved and seconded. **MOTION CARRIED**
- Motion to transfer directed splash pad donations to recreation reserve in the amount of \$670.90 was moved and seconded. **MOTION CARRIED**
- Motion to transfer \$50.00 donation to the Fire Department reserve was moved and seconded. **MOTION CARRIED**
- Gas tax update – Karen mentioned to the Commission that Gas tax funds will not cover feasibility study costs on a project.
- Motion to approve the transfer of \$70,409.87 from the water depreciation account to the water utility account for the 2020/2021 fiscal year was moved and seconded. **MOTION CARRIED**

NEW BUSINESS

- Motion to approve the proposed June 21, 2021 Phase I reopening plan for the Community Centre for Recreation and Village usage following the Provincial Covid restrictions was moved and seconded. **MOTION CARRIED**
- Commissioner Hovell mentioned that the brick planter in front of the Fire Hall has not been attended to – Office staff to send a correspondence to the

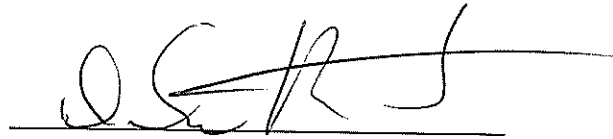
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- Landscapers to attend to the planter as agreed.
- Commissioner Leier mentioned that the Accessibility Committee met on June 2 and will be meeting again tomorrow June 16, 2021. They have been busy with elections within the group and reviewing documents. Mary Fox was elected as Chairperson and Lexie Misner was elected as Co-chairperson.
 - Brian Tupper mentioned that during the fire inspection the inspector established the maximum capacity of the Library to be 50 people.

Upon a motion being made, the meeting was adjourned at 3:26 pm.



Lewis Benedict, Chairperson



Darlene Robertson, Clerk