

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF JANUARY 15, 2019**

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

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

**REGRETS:**

Chairperson, Lewis Benedict, called the meeting to order at 7:04 p.m.

**I. APPROVAL OF MINUTES:**

- (a) It was moved and seconded that the minutes of the regular Commission meeting on December 18, 2018 be approved as circulated. **MOTION CARRIED.**

**II. Municipality of County of Kings:**

- (a) Building Permit Report for the Month of December, 2018. In Kings County 15 building permits were issued with a total value of .7 million, 1 permit was issued for Port Williams. *(information only)*
- (b) Notice of Public Hearing from the Municipality of the County of Kings to be held on Tuesday Jan 8, 2019 regarding the proposed amendment to the text of the Land Use Bylaw to add Tidal Power Facilities to the list of permitted uses in the Resource Industrial (M4) zone. *(information only)*
- (c) E-mail from the Municipality of the County of Kings Providing the December 4, 2018 Municipal Council meeting action list and the December 18, 2018 Special Council meeting action list. *(information only)*
- (d) Notice of Public Hearing from the Municipality of the County of Kings regarding a rezoning application at 5850 Prospect Road, New Minas. *(information only)*
- (e) E-mail from Dan Stovel requesting confirmation that the Village's Community Centre Auditorium is to be identified as one of Kings County's Comfort Centers/Emergency Shelters. *Office advised that a Kings County Regional Emergency Management Organization (REMO) presentation by Dan Stovel is booked for February 7<sup>th</sup> at 7:00pm in the Community Centre Auditorium.*

**III. Other Correspondence:**

- (a) Clearance letter from Workers' Compensation Board of Nova Scotia stating that the Village is in good standing. *(information only)*
- (b) E-mail from Addie Rand, the recipient for the Port Williams JAM Scholastic award in June 2018, thanking the Village and donor of the

- award for the funds she received. *(information only)*
- (c) E-mail from Mark Reid, Director of Communications, Canada's History Society advising that Temma Frecker, a teacher at the Booker School will be receiving the Governor General's Award for Excellence in Teaching. *(information only)*

**BUSINESS ARISING FROM MINUTES:**

- I. **Industrial Park Dyke** - Karen Rovers reported:  
- No activity due to weather conditions. Karen mentioned that the Village has received the \$6,500.00 ex-gratia payment from the Municipality.
- II. **Brisson Developments (street lights)** – Joe Keddy reported:  
- Repairs have been started by Tibbetts Electrical and are expected to be completed by the end of January 2019.
- III. **Brisson Developments (water service connections)** – Joe Keddy reported  
- Easements are a work in progress
- IV. **Sewer Lagoon Project** – Karen Rovers Reported:  
- Joe reviewed quotes and agreed with CBCL engineers to award Nexom with the purchase of the equipment for the project. A motion to approve the purchase of the cell 2 aeration replacement system equipment for the waste water system project from Nexom in the amount of \$24,300.00 plus the quoted startup costs was moved and seconded. **MOTION CARRIED.**
- V. **Fire Department Rules of Governance** – Philip Porter Report:  
- A Revised draft copy of the Fire Department Policies and Procedures was circulated to the Commission. Based on the feedback the office made some minor amendments which were read out loud to the Chief for his verbal approval. After both the Village Commission and Chief Porter agreed to the amendments presented at the Village Commission meeting, a motion to approve as amended Policies and General Operating Procedures of the Port Williams Volunteer Fire Department, dated January 3, 2019 was moved and seconded. **MOTION CARRIED.**
- VI. **Applewood services agreement** –  
- To be discussed in camera
- VII. **DTIR safety issue with manholes** – Joe Keddy reported:  
- Communicated with DTIR and have fixed the identified manholes. Question was asked how many manholes were fixed – Joe answered that there were 4 manholes. It was mentioned that the catch basin at the corner of Highway 358 and High Street needs fixing. Office committed to reporting/following up.
- VIII. **Paved over curb stops in Applewood Development** –  
- Joe to follow up with Brent Barron regarding the location of curb stops

**REPORTS**

**Municipal Councilor** – Meg Hodges reported

- Should be working out of new Municipal building by the end of March
- Working on prioritizing the Municipal working-on list
- U-pass sitting with the Acadia Students' Union
- Municipality looking into the reduction of single use plastics
- Following up with DTIR regarding the Chase Lane street sign
- Reevaluating the Municipal logo
- Commissioner Ernie Hovell mentioned that he liked the new website and that he would like to see it reflect the current members of the Village's Source Water Committee

**Recreation Director:** - Laura report:

**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 (starts Jan 15 <sup>th</sup> )	10:00am Chair Yoga		10:00am Yoga	
5:45 pm Zumba		4:00pm NEW! Youth Yoga (starts Jan 16 <sup>th</sup> )	4:30pm Active Living (starts Jan 17 <sup>th</sup> )		
7:00pm Yoga	6:30pm Scotiabank Run/Walk Club		6:30pm Open Gym @PWES		

• **New Programs -**

1. Adult Art Classes – 8 week program starting Feb 4<sup>th</sup>; instructor is a local artist - Anna Horsnell Wade
2. Youth Climbing Club, partnership with the Annapolis Valley Climbing Club starting January 27<sup>th</sup>
3. Lego Robotics Club, starting Feb 1st

• **Recreation Advisory Committee –**

- Winter Frolic: revamping event and partnering with Scotiabank Run/Walk Club. Family Fun Run followed by chili and hot chocolate at PWES. Scheduled for Heritage Day on Feb 18<sup>th</sup>. A subcommittee has been formed to organize event with meeting scheduled for Feb 5<sup>th</sup>
- Port Williams Days: committee/community groups to play a stronger role in event organization this year
- Next meeting scheduled for March 12th, 2019

• **Recreation Facility By laws:**

- Subcommittee of the Recreation Advisory Committee – assigned to review and amend bylaws and update fee structure/regulations for facility use – discussed in meeting, email sent to priority users/team/community groups for request to participate in committee

- Developing facility use agreement form- contact information, fee structure, rules & regulations for use, key sign out, etc.
- Recreation Departments within Kings County are meeting to discuss potential standardization of field fees.
- Rink is doing well, lots of use – looking at purchasing puck board to protect the building. A motion to use the funds previously raised for the rink to be used towards the purchase the puck board was moved and seconded.

**MOTION CARRIED.**

- AEDs purchased and picked up from Red Cross.
  - o Planning community training sessions in the Spring
  - o To be installed in the Spring – one at the ballfield and one at the park

After discussions a motion to accept the previously discussed purchase of AED's under the Frank Cowan Company Home Town Program the capital purchase of the AED's in the amount of \$3,500.00 was moved and seconded. **MOTION CARRIED.**

- **Health/Wellness workshop series**

- Promotion and registration were initiated first week of January
- Organizing committee meets January 17<sup>th</sup> to finalize details
- Received a Community Development Grant from NS Community Cultures and Heritage to support instructor fees and supplies.

- **Trivia Nights**

- Very well received and growing!
- Next event is scheduled for Jan 18<sup>th</sup>, 7:00pm – proceeds to support Search & Rescue.

- **Equipment Loan Program**

- In partnership with the County and PWES – free short-term snowshoe sign-out program through the winter.
- Snowshoes supplied by the County and PWES

- **March Break Camps**

- Requested feedback from the community regarding need for full week day camps, awaiting final results from the poll
- Planning more youth-based events – painting session, cooking class, and Red Cross babysitting course

**Janitorial:** - Brian Tupper reported:

- The shield to protect the cupboard by the stove has been installed
- Waiting on the pipe replacement by Superior Propane
- Sign for stage wall is ready to install
- Working on Floors in Multi-purpose room
- Door lock in Multi-purpose room is showing signs of wear and will need to be

replaced

- Taps in Multi-purpose room kitchen need replacing
- LIONS Club is asking if it is possible to reduce the taste and smell of chlorine in the Auditorium kitchen water. After discussions it was decided that more information is needed to determine the most efficient and cost efficient method of reducing the chlorine. Joe to look into and circulate finding to Commission.

**Fire Department:** a report was provided by Chief Porter:

- 1 alarm – chimney fire on Sutton Road
- Trucks working well
- The Fire School is putting on two free courses in February
- The Fire Department was thanked for their part in maintaining the rink

**Lions Club:** - Brian Tupper reported:

- Guest speaker at next meeting will be discussing sharks in the Minas Basin
- 31 food hampers given out to people in need for Christmas
- Valentine Day Dinner coming up in February is just about sold out
- Two guests attending the upcoming meeting will hopefully turn into new members

**Public Works:** - Joe Keddy reported:

- Water system: Everything is working fine. Except had to repair 12" water main at the reservoir.
- Sewer systems: Port Pub is doing well with rag management. Found a lot of debris from Applewood lines. Brent Barron spoke with all residents about putting debris down the lines. Village will follow up with letter which will be hand delivered by Joe to residents
- Applewood manhole has been fixed and the line flushed
- Joe will be following up with the Port Pub regarding their grease traps
- Line to the Port Pub needs replacing – this was noticed when the line was videoed
- Sewer Treatment Plant: Everything is working well.
- Nitrates are staying around the same. Joe provided quotes of analyzers to consider. After discussions a motion to amend the previous motion from a Nitratax nitrate analyzer to a RealTech nitrate analyzer through Atlantic Purification Systems Ltd. after a 30 day satisfactory trial was moved and seconded. **MOTION CARRIED**
- Shop clean up and maintenance on equipment.
- Plowing & salting when required
- Responding to alarms.
- Water & sewer inspections.
- Working on GIS system. (Addition of laterals, lines etc.)
- Working on URB Rules & Regulations.

- Reviewing water & sewer policies.
- Meeting with DOE RE: go over the annual sampling plan and Annual Audit of the water system.
- Brison easements: Work in progress.
- Brison Lights: Repairs have been started and will be complete by end of Jan.
- Reviewing our sewer bylaws & county building codes. Making some changes on our sewer permit form.
- Performing checks on the skating pond.
- Repaired manhole in Applewood as requested.
- Repaired manhole covers requested by DTIR
- Replaced two broken manhole covers(Port pub & Applewood sub)
- Ordered puck board for skating pond shed.
- Met with homeowners at 11 Leaside Drive about water quality in their home.
- Quote for water treatment at the Comm Center.
- Joe had KD Rogers Well Drilling come back and provide a quote for well #4 to raise, seal and installed adaptor for \$8,062. Question was asked if it is possible to investigate the casing at the same time as part of the troubleshooting process for this well. After discussions a motion to proceed with the work quoted by KD Rogers with the addition of the requested investigation of the well casing not to exceed \$10,000 was moved and seconded. **MOTION CARRIED** Joe committed to obtaining additional quotes for the other wells specific to cost to raise the well heads for flood protection which he will circulate for next year's budget.
- In a recent audit by NS Environment it was identified that the Village requires an additional Vacuum switch-over module. Joe previously circulated a quote for consideration. A motion to purchase the vacuum switch over module as presented was moved and seconded. **MOTION CARRIED**
- Joe mentioned that the bearing went in the Steiner

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

- A motion to accept the Village General Operating and Water Utility financial statements for December 2018, as submitted was moved and seconded. **MOTION CARRIED**
- Concern was raised that the water usage at the ball field was up due to an undetermined water leak which negatively reflects on the budget for the Recreation Department. After discussions a motion to adjust the ball field invoice to reflect an average of the previous year was moved and seconded. **MOTION CARRIED**
- Karen asked if the Commission had any questions regarding the preliminary Fire Department budget circulated for submission to the Municipality. No questions or comments.

- Capital budget meeting was set for 1:00pm on February 12th

**New BUSINESS:**

- Commissioners Remuneration – It was noted that there have been no changes to the remuneration since originally implemented in 2007 and that the Commission has not submitted for their additional meeting fee expenses also approved at the 2007 meeting. After discussions a motion to increase the Commissioners Remuneration to \$250.00 per month was moved and seconded. **MOTION CARRIED** It was noted that Chairperson Lewis Benedict continues to not take remuneration from the Village.

The meeting went in camera at 9:15 p.m.

Meeting came out of camera at 9:50 pm

- A motion to negotiate the offer presented by Brent Barron of Applewood Development specific to the sewer main as discussed in camera was moved and seconded. **MOTION CARRIED.**

Upon a motion being made, the meeting was adjourned at 9:53 pm

  
Lewis Benedict, Chairperson

  
Darlene Robertson, Clerk