

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JANUARY 19, 2021

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

IN ATTENDANCE: Ron Baxter, Karen Rovers, Joe Keddy, Philip Porter, Laura Jacobs, and Darlene Robertson

REGRETS: June Granger

Chairperson, Lewis Benedict, called the meeting to order at 7:00 p.m.

a) **Resident Ron Baxter:**

(a) Spoke to the upcoming Coldest Night of the Year walk on Saturday February 20, 2021. Ron informed the Commission to be aware that the walk for the TREKKER Team will take place in Port Williams and if anyone would like to join the walk his phone number is on the notice he handed out. Laura stated that she would join the team and would be happy to advertise the walk on social media. Commissioner Leier asked if the Village advertised the walk on the Community Centre sign would Ron be ok with having his phone number on the sign.

b) **APPROVAL OF MINUTES:**

(a) It was moved and seconded that the minutes of the regular Commission meeting on December 15, 2020 be approved as circulated. **MOTION CARRIED.**

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

(a) Letter from Mayor Muttart from the Municipality of the County of Kings in response to Village request for assistance with funding of Wellfield Protection Land purchases. (*Information only*)

d) **Other Correspondence:**

(a) Inspection report from Nova Scotia Environment for the Community Centre Auditorium and Kitchen. *No deficiencies and facility is in compliance with the recent version of the Medical Officer of Health Order.*

(b) Nova Scotia Accessibility Directorate e-mail notification of extension granted to Public Sector Bodies to meet obligations prescribed under the Accessibility Act to April 1, 2022. (*Information only*)

BUSINESS ARISING FROM MINUTES:

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

- Currently working on and things are moving along
- Tibbetts Electrical Contracting Inc. to work on electrical for this project.

- After discussions a motion to approve the quote provided by Tibbetts Electrical Contracting Inc. in the amount of \$17,250.00 was moved and seconded. **MOTION CARRIED**
- b) **Community Centre COVID closure review** – Laura reported:
 - As circulated by email it was agreed that the Community Centre is in Phase 1 of the reopening plan. It was agreed that if things loosen up further by the Province on Friday that we could move into phase 2 of the reopening plan which would allow for Community Groups to utilize the Community Centre but with the restriction of no food or drinks.
 - Commissioner Hovell mentioned that the Lions Club has been approached by the Port Williams Home and School group to prepare a roast beef take out dinner on February 14th as one of their fundraiser events. It was mentioned that this would only be allowed if the Commission allows for food and drink before that time.
- c) **Status of new streetlights approved by Commission** – Joe reported:
 - Joe mentioned that the Fire Department light has been ordered but not installed.
 - The additional lights have not been ordered.
 - Commissioner Hovell asked if we have received a response from DTIR to our letter sent on October 23 regarding Collins Road. Village Office to follow up.

REPORTS

Municipal Councilor – no report provided

Meeting with PW Business Association: Kim Reported:

- Met with Sarah Dobson, Russell Murphy and Lewis Benedict
- Port Williams Business Association is now incorporated – Officers have been identified and working on Board of Directors
- When they meet we have agreed to have a representative/liaison attend their meetings in order to keep communication and information flowing between the Village and Business Association.

- Kim committed to providing the Association with contact information for the Canning Business Development.
- Kim made the statement that she sees Laura Jacobs as a key personnel person to keep in contact with the Business Association. The cooperative efforts can be beneficial for the Association and the Village.

Janitorial: No report

Fire Department: Chief Porter reported:

- Two alarms this past month – one chimney and one mutual aid call
- Started practicing again on Monday nights.
- A motion to approve the purchase of turnout gear (coats and pants) through Rocky Mountain Phoenix as identified as one of the Fire Department’s approved vendors in Appendix B of the Village’s Purchasing Policy in the amount of \$5,696.00 plus HST was moved and seconded. **MOTION CARRIED**
- A motion to approve the Fire Department’s budget reallocation of funds as circulated by email in the financial report to support the purchase of dress uniforms and a washing machine was moved and seconded. **MOTION CARRIED**

LIONS Club: - Ernie Hovell reported:

- There were 20 Christmas hampers distributed this year – Ernie noted that donations were excellent this year.
- All wreaths were sold

Recreation: - Laura Jacobs reported:

Programming:

Restarting suspended programs as of January 18 - 4 weeks remaining in current session, new sessions tentatively set for Feb 15th

Monday – Tumblebugs & Yoga

Wednesday – Chair Yoga

Thursday – Yoga

Friday – Yoga

Active Living has started as a virtual offering – in person sessions pending group comfort level

Recreation Advisory Committee:

Virtual meeting January 12th

- Debrief on holiday events and programs
- Winter Frolic

- PW Days/Summer events

Events

- In-service play days – partnership with Kings County Rec
- Winter Frolic- modified due to COVID – planning pop-up events throughout the winter- sledding, skating, bonfire, etc.
- March Break – modified options – skill specific activity days, babysitting course, etc.

Summer Programming

- Plan A - COVID safe day camp
- Plan B – skill specific camps, pop up activity days, music in the park, various events/activities throughout the summer

Grants

- Planning grant – RFP (to update in capital projects meeting)
- RFD – splash pad – file is complete
- Active Communities Fund – support for summer programming
- Active Kids Healthy Kids- funding to support the PW Basketball Association

Other

- Budget planning for 2021/22
- Capital project planning
- Kings County Rec meeting – collaborative programming
- Meeting with MPAL re Active Transportation project
- Meeting with Canning & Kentville re: Active Living programs
- Helping Sylvia with the newsletter
- Booker School is working on poster format for their mapping project with hopes to put on display on the Community Centre fence.
- Ernie mentioned that there are some corrections needed on the new community members flyer

Public Works: - Joe Keddy reported

- water system is working good
- wastewater system is working good
- working on easements – Commissioner Hovell asked which easements were being work on – Joe mentioned that 99% of the Brison Development easements were complete – working on one with developer B G Squared and one on High Street.
- working on wastewater upgrades
- attending required meetings
- snow removal and salting as required
- working on Capital projects for 2021
- shop clean up and general repairs to buildings

- water meters are all in good standing
- finishing capital projects for 2020 which include the water fountain and soccer shed. (new park washroom)
- bids for Fire Dept door openers (approved as submitted)
- Nitrates averaging 8.5 mg/l
- Level transmitter for well #6 was put in today
- Found cement garbage cans in Bridgewater and will be placing a bid for two which if successful will place one by the bridge and the other by the crosswalk by Ed Turbitt's Service Station.

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for December 2020, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to purchase a replacement laptop for the Recreation Director not to exceed \$1,600.00 as circulated by email was moved and seconded. **MOTION CARRIED**
- A motion to motion to approve the budget submission to the Municipality of the County of Kings for the Fire Department Funding as emailed was moved and seconded. **MOTION CARRIED**
- A motion to approve electrical quote from Tibbetts Electrical for the Fire Department's garage doors for \$2,350 +HST as circulated by email was moved and seconded. **MOTION CARRIED**
- A motion to approve the quote from Maritime Dock and Door for the Fire Department garage door openers for \$5,979.96 + HST as circulated by email was moved and seconded. **MOTION CARRIED.**

NEW BUSINESS

- Commissioner Gates mentioned that he would like a reserve to be set up for Village equipment i.e. Village tractor
- Commissioner Hovell mentioned that the letters for Volunteer of the year nominations will be sent out tomorrow. He also expressed concern that the advertisement of the County's volunteer nominations on Recreation's facebook could be confused with the Village's efforts.

Upon a motion being made, the meeting was adjourned at 8:05 pm



Lewis Benedict, Chairperson



Darlene Robertson, Clerk