

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

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

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

REGRETS: Geoff Muttart & Councilor June Granger

Commissioner Kim Cogswell advised the Commission Chairperson that she would be attending late

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

a) **APPROVAL OF MINUTES:**

(a) It was moved and seconded that the minutes of the regular Commission meeting on July 20, 2021 be approved as circulated. **MOTION CARRIED.**

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

(a) Building permits report for the month of July, 2021. In Kings County 76 building permits were issued with a total value of \$7.4 million, 5 permits were issued for Port Williams with a total value of seventy four thousand dollars. (*Information only*)

(b) Fire inspection report from Dylan Dauphinee, Fire Official Municipality of the County of Kings stating that the Community Centre meets minimum fire and life safety requirements. Next inspection will be in three years. (*Information only*)

c) **Other Correspondence:**

(a) Letter of resignation from Commissioner Doug Gates. (*Information only*)

BUSINESS ARISING FROM MINUTES:

(a) Set Date for Village AGM – The Commission made the decision to wait until the Province has advanced to Phase 5 before the Commission will set a date for the Village's AGM

(b) Hire Clerk/CAO – A motion to approve the additional operating expense to hire and create the position of Clerk/CAO was moved and seconded. **MOTION CARRIED.**

(c) New office space – A motion to hire Wade Noiles to provide a plan to convert the existing boardroom/office space into a new office space for staff and to approve the additional costs associated with the planning and construction of this plan was moved and seconded. **MOTION CARRIED.** Office asked the Commission if they wanted to order a laptop for the new Clerk/CAO. Commissioner Leier suggested waiting and letting that person decide what their preference would be.

- (d) Signage to be removed by NSTAT – Richard Lloyd Area Manager for NSTAT sent an email summarizing the signage to be removed – After discussions it was mentioned that the Village advise Richard that the signs are on Highway 358, not 359 and that the Village’s preference is that the signage be held by his office for pick up.
- (e) ANSV AGM – Commissioner Hovell mentioned that the Association of Nova Scotia Village’s AGM is upcoming in September. The Commission was asked who would be attending. Commissioner Benedict and Commissioner Leier confirmed that they would be attending. Commissioner Hovell will check his schedule and advise the office. Chief Financial Officer Karen Rovers mentioned that she can attend if required.

REPORTS

Municipal Councilor – June Granger:

- No report provided. After discussions the Commission directed the office to relay any concerns or ongoing requests between the Village of Port Williams and Municipality of the County of Kings, to Councilor Granger so that she is aware of the Village’s concerns or topics of interest in order to provide her with assistance with her reporting.

Janitorial: Brian Tupper reported:

- A plumbing issue which has been resolved
- Oil hot water heater has been replaced
- Heat pump has been serviced

Fire Department: Chief Porter reported

- Mutual aid provided for a construction fire
- Received some new applications for membership in the Volunteer Fire Department
- Rob Frost provided an information session for the Commission earlier today on the funding models for the Fire Departments. After consideration, the Commission directed Chief Porter to support funding Model 6 at the next Fire Services Advisory Committee meeting.

LIONS Club: - Brian Tupper reported:

- Dormant over the summer months
- The President, Secretary and Treasurer will remain the same for this year.

Commissioner Kim Cogswell joined the meeting at 8:35pm.

Recreation: - Laura Jacobs reported:

Programming:

- Developing Fall programs-
- Returning- yoga, chair yoga, Active Living, Tumblebugs, walking time
- New- Noodle Fit- partnership with Resilient Fit (local fitness instructor)

- Youth Drop In – partnership with Annapolis Valley Youth Project (timeline pending Phase 5 reopening)

Recreation Advisory Committee

- Next meeting – September 14
 - Agenda items- fundraising committee (Virtual Race update), Fall updates for community groups, planning for Fall/Winter events.

Summer Programming

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

Developing program feedback forms/survey – review for 2022 summer programs.

Events

- NEW! Fall Harvest Event – Oct 15 & 16 (pending provincial regulations)
 - Trivia Night Fundraiser
 - Food Truck/Fall Market
 - Crafts- pumpkin painting
 - Games in the park
 - Movie Night

Capital Project Planning

- Splash Pad – project proposal submitted for approval

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. – received funding to support summer programming

Recreation Facility Booking

- Ongoing facility use bookings
- Seasons invoices
- Coordinating facility maintenance with Public Works
- Developing facility use feedback survey

Personnel

- Summer Recreation Program Coordinator
 - Grayson Titcomb
- part time summer recreation leaders
 - Macie MacCullough
 - Ashley Mills – craft night instructor
- Contracts
 - Lisa Quintin (yoga instructor)
- Laura received a communication from Jon Aker regarding the dedication of the dyke field at Acadia University in memory of Steve. They have now set a date of Saturday August 21st (time to be decided) with a rain date of Sunday August 22nd. Laura stated that she plans to attend.
- The Commission reviewed the Splashpad Proposal circulated by Recreation Director Laura Jacob. After discussions it was decided that the Commission would like to meet and discuss items which might be included in the proposal - Meeting set for August 26th at 10:00am. Commissioner Leier mentioned to Laura that he has a contact with the Town of Stewicke and was asking questions about their splash pad. Scott will give Laura his information.

Public Works: - Joe Keddy reported

- Water Monitoring Stations: Motion to approve APS quote without competitive quotes as a specialized equipment supplier for the water monitoring stations in the amount of \$29,940.00 as circulated by email.
- Motion to approve CBCL’s preliminary design proposal and proceed with Collins Road Sidewalk Project design and tendering specifications as circulated by email.
- Motion to approve emailed request for an increase in budget on the public works shed and water utility land development projects.
- Motion to approve water supply and storage review study to be conducted by CBCL.

Waste Water: Pipe work is complete. Howard Little Excavating scheduled to start next week.

Water Model: complete at this time

Sewer Model: Complete at this time.

Sidewalks: Report circulated. Waiting approval

Water Monitoring Buildings: plumbing & electrical.

Vic's Land: Investigated water leak, repairing roadway and securing well head.

Water meters: Being read this week. The office mentioned that they have all the meter reading books except for one.

BG Squared: Met with developers on site to go over requirements. (No change)

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.

- Hot water tank at community center replaced
 - Water main breaks at the school. (repaired)
 - Recreation fields and maintenance.
 - Hydrant 54 (Belcher street) is out of order. Will get repaired ASAP
 - Monitoring equipment ordered.
 - Budget increase Peachland, waiting approval.
 - In discussions with Hopgood (Roma developments) Water and sewer allocations sent to him.
 - Dugouts at the ball field repaired.(roof)
- A motion to approve the APS quote without obtaining competitive quotes as a specialized equipment supplier for the water monitoring stations in the amount of \$29,940.00 as circulated by email was moved and seconded. **MOTION CARRIED**
- A motion to approve engineers CBCL's preliminary design proposal and proceed with Collins Road Sidewalk project design and tendering specifications as circulated by email was moved and seconded. **MOTION CARRIED**
- Motion to approve the request for \$15,000.00 increase in budget for the water utility land development projects was moved and seconded. **MOTION CARRIED**
- After discussions, a motion to approve a quote for services from engineers CBCL in the amount of \$13,750.00 excluding taxes, to provide the status of the Village's water utility supply and storage and the optional task where they will conduct an options analysis as circulated by email was moved and seconded. **MOTION CARRIED**

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for July 2021, as submitted was moved and seconded. **MOTION CARRIED**

- Motion to transfer \$250.00 donated for the splash pad to the recreation reserve was moved and seconded. **MOTION CARRIED**
- Karen has set up the ability for customers to perform e-transfers as payment option for recreation and facility use payments. *Information only*
- Additional Federal funds held by Municipality -- Karen advised that the office sent an email to our MP, with no response received. Also, that Rob Frost from the Municipality of the County of Kings, at a recent meeting, committed to following up regarding our concerns that the additional Federal funds are being held by the Municipality. Commissioner Cogswell mentioned that there was an MOU regarding the distribution of Federal Funds between the Municipality and Village approximately 15 years ago. It was decided to wait for a response from Rob Frost before any further follow-up.
- A motion to approve the hospitality expense form submitted for Commissioner Doug Gates retirement dinner not to exceed \$2,100.00 was moved and seconded. **MOTION CARRIED**
- Chief Financial Officer Karen Rovers mentioned that she had received an email from Aaron Baillie, engineer for CBCL who had asked if the Village wanted to open up an account for a developer regarding their proposed development on Belcher Street. After discussions the Commission directed Karen to advise Aaron we do not set up an account for a developer unless there is a legal agreement between the Village and developer, which we do not have at this time. The Village is to contact the Developer and advise that an agreement would need to be in place should there be additional requests from our engineers regarding the Village's infrastructure.

NEW BUSINESS

- Bill C-5 amends certain Acts to add a new holiday, namely, National Day for Truth and Reconciliation for Federal employees only. The Village will observe the holiday.
- Joint Accessibility Advisory Committee- A motion to approve the proposed Committee Terms of Reference as presented and recommended by the Joint Accessibility Advisory Committee was moved and seconded. **MOTION CARRIED**
- Motion to approve the \$1,156 increase in budget for the Village portion of the expense incurred to hire a consultant for the Municipal Accessibility Plan was moved and seconded. **MOTION CARRIED**
- A motion to pay \$768.50, 50% of the Port Williams and District Lions Club liquor liability renewal was moved and seconded. **MOTION CARRIED** *It was noted that Commissioner Ernie Hovell abstained from the vote due to a conflict of interest.*
- Commissioner Hovell mentioned that he thought it would be nice to take a picture of the new display cabinet with the Community Service Award, plaque and letter from the Lieutenant Governor the awards that we have received and send it to the Lieutenant Governor with a cover letter. Commissioner Hovell will contact Sylvia Jacquard to take the picture.
- Commissioner Benedict mentioned that it would be nice to obtain a quote for

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a drop ceiling in the Multi-Purpose room from the company who installed the drop ceiling in the auditorium. Brian Tupper said he will forward the contact information.

Upon a motion being made, the meeting was adjourned at 8:47 pm.



Lewis Benedict, Chairperson



Darlene Robertson, Clerk