

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF MARCH 16, 2021

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

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

REGRETS: June Granger

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 February 23, 2021 be approved as circulated. **MOTION CARRIED.**

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

- (a) Building permits report for the month of February, 2021. In Kings County 56 building permits were issued with a total value of 5.1 million, 2 permits were issued for Port Williams with a total value of thirty two thousand dollars. (*Information only*)

c) **Other Correspondence:**

- (a) Letter of introduction from Brendan Maguire, Minister Municipal Affairs. (*Information only*)
- (b) Letter from Lydia Prange, Treasurer for the Ken-Wo Bridge Club, offering to purchase 80 new chairs with dollies as a gift from the Club to the Village. The chairs would replace the current cloth chairs in the Multi-Purpose Room. *Village Commission asked the Village office to send a thank you letter to the Bridge Club.*

BUSINESS ARISING FROM MINUTES:

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

- Joe just received a response from CBCL engineer Nick Moriarty regarding the Waste Water 2 tendering. He will review and forward to the Commission for their approval.
- A motion to approve CBCL's engineering fees for the Waste Water 2 tendering was moved and seconded. **MOTION CARRIED.**

d) **Community Centre COVID closure review** – Ernie reported:

- After discussions it was agreed to move into the Community Centre Phase III reopening plan as of April 5th as long as there are no new cases in our area. An email will

be circulated to the Commission prior to any changes to the reopening plan to confirm everyone is in agreement.

- e) **Status of new streetlights approved by Commission** – Joe reported:
- Wellington Dyke and Church Street intersection – no change
 - End of Steeple View/Collins Road – no change
 - End of Leaside Drive/Collins Road – no change
 - Applewood Sub/Collins Road - no change
 - Starrs Point Road/High Street intersection – installed
 - In front of Fire Hall – Pole installed
 - Joe mentioned that the Telephone pole in front of Fire Hall has been repaired by BellAliant.
- f) **Collins Road Development** – Office reported
- An email was received from Doug Gates providing approval from BG squared regarding the 52 Collins Road project, their engineers have reviewed and acknowledging the checklist requirements.
 - Joe asked Doug to ensure all verbal correspondences regarding changes to this project be followed up in writing to the office.
- g) **Demolition quotes for structure on the property purchased on Highway 358**
- A motion to approve the quote provided by IJ Corkum for the demolition as circulated by email was moved and seconded. **MOTION CARRIED.**

REPORTS

Municipal Councilor – no report provided

Janitorial: Brian Tupper reported:

- Things are going good
- Waiting on warmer weather to start outside work
- Commissioner Hovell asked if Brian might have the Public Works Department assist with fencing out the pigeons over the Lion's Den entrance.

Fire Department: Chief Porter reported:

- Department responded to five alarms in the past month – two mutual aid calls to Canning; two mutual aid calls to Kentville and one mutual aid call to Berwick.
- One member has resigned from the Department and the Department has received two membership applications.
- Two new tires have been put on the truck – Lewis asked where the tires are that were replaced. Philip responded that they are in the fire hall. Karen mentioned that she had a discussion with Deputy Chief Jason Stevens, who expressed a desire to sell the asset. Lewis asked for them to be taken up to the Public Works shop to be used on the Public Works truck.

LIONS Club: - Brian Tupper reported:

- Joint fundraiser with the Port Williams Home and School, selling tickets on a

roast beef dinner. Tickets are \$15.00 each and meals are to be picked up in the Community Centre parking lot on March 27th.

Recreation: - Laura Jacobs reported:

Recreation Report- March 2021

Programming:

Monday	Tuesday	Wednesday	Thursday	Friday
1:00pm Active Living		10:00am Chair Yoga	9:00am Walking Group	10:00am Yoga
7:00pm Yoga		1:00pm Active Living	7:00pm Yoga	

Rec Advisory Committee

- Meeting via zoom March 9
- PW Days – brainstorming
- Fundraising Update
- Community group updates

March Break

- March 15th – Dungeons & Dragons – full registration and well received
- March 19th – Craft Camp – full registration
- All programs compliant with provincial COVID return to Day Camp guidelines

Summer Programming

- skill specific camps, pop up activity days, music in the park, various events/activities throughout the summer
- Pending provincial updates re: group sizes, etc.

Capital Project Planning

- Splash Pad – project proposal submitted for approval
- Facilities – land use review

Grants

- Planning grant – RFP (to update in capital projects meeting)- on hold
- RFD – splashpad – file is complete – on hold
- Active Communities Fund – support for summer programming- pending updates from the county
- Kings Vision Grant- Splash Pad

Other

- Budget planning for 2021/22
- Kings County meeting – collaborative summer programming
- Valley Recreation - Summer program leadership training
- Fundraising Committee- Yoga Workshop – April 10th (registration full)

Personnel

- Summer Recreation Program Coordinator (intern position)
 - Position posted and have received 10 Applications and will be starting interviews.
 - Start date May 3, 2021
- Contracts
 - Lisa Quintin (yoga instructor)
 - Ashley Mills (craft camp leader)

Public Works: - Joe Keddy reported

- Nitrate system is fixed and should be back next week
- water system is working good
- wastewater system is working good
- Working on easements with Karen (on going). Looking at establishing a priority list and sending out letters advising of the easement with the easement document attached.
- Working on wastewater upgrades Tender to be sent out March 19
- attending required meetings
- snow removal and salting as required
- working on Capital projects for 2021
- finishing capital projects for 2020
- New proposed development on Belcher. (cancelled)
- Street light follow up (work in progress) – will do a check on the streetlights in the Village
- Order of Chlorine gas which has been received – Joe advised Chief Porter that should there be a call out to the water tower building that there is the Chlorine gas risk to consider.
- Tenders & Demo for Jensen house – Joe mentioned that as per our demolition permit that we require a copy of the receipt for the waste debris taken to Valley Waste Management.
- Picked up 2 garbage bins in Bridgewater. – Joe asked Commissioner Hovell to assist with a site location for one of the garbage bins at viewing area by the bridge.
- Cleaned drain and new grates in shop.
- Met with DTIR – they will be painting the crosswalk lines once they receive the cold paint used in colder weather – also received information which is used to determine what type of signage is used for pedestrian traffic at intersections. Office to update Aly Kelly who attended one of the Commission meetings and express concerns regarding this intersection.
- Illegal signs removed in Village – Commissioner Leier asked that the Village office send a letter to the Municipality asking that the County’s bylaw officer remove the illegal signs.

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- Skating pond maintenance. – soon will be closing the skating pond for the season
- Discussions with CBCL : BG Squared, Sidewalks & water model. The Commission asked the office to set up a meeting with CBCL to discuss the deliverables agreed upon.
- Generators in shop serviced.
- Waiting to hear back from garage door installer for the Fire Department bay doors
- Newcombe farms are having some issues with their well – sent water testing samples to Envirosphere Consultants Limited – when we receive the report the office was asked to forward the results to the Farm along with an invoice for the water testing.
- Investigating complaint regarding lawn damage occurring from demolition of building on Highway 358 property. Joe working on locating property line and assessing damage reported.
- Commissioner Leier mentioned to Joe that he noticed the Benedict field garbage can in the field and the stop sign in the hollow on High Street. It was also mentioned that the crosswalk sign on Belcher by the print shop should be straightened up and that there is a sink hole next door by Ken Bezanson's.

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for February 2021, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to approve MCT Insurance quote as circulated by email was moved and seconded. **MOTION CARRIED**
- A motion to transfer the \$100.00 donation to the Fire Department reserve was moved and seconded. **MOTION CARRIED.**
- A motion to transfer all donations received for the Recreation Splash Pad in memory of Harold Benedict to the Recreation reserve was moved and seconded. **MOTION CARRIED.**

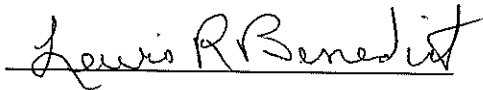
NEW BUSINESS

- Joint Accessibility Committee meeting – Scott Leier reported that a summary of the meeting was circulated by email to the Commission. Accessibility Standards are still being finalized which makes directives of the Committee challenging. Will be working towards providing interim recommendations. A motion to approve acceptance of the Inter-Municipal Service Agreement for the Joint Accessibility Advisory Committee was moved and seconded. **MOTION CARRIED.** A motion to recommend to the other Parties to the Agreement to form a Joint Accessibility Advisory Committee that Commissioner Leier represent the Village of Port Williams on the Committee was moved and seconded. **MOTION CARRIED.**

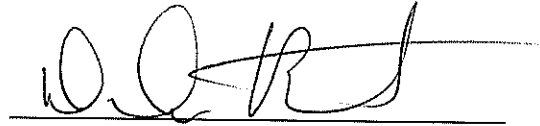
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- Commissioner Hovell reported on behalf of the Port Williams Volunteer of the Year Committee:
 - o Received five nominations
 - o One for Betty Jean Tupper from the Port Williams & District Lions Club
 - o One for Tyson Rovers from the Recreation Advisory Committee
 - o One for Ken Bezanson from the Port Williams Board of Trustees
 - o Two for Liz Johnson from the Port Williams Women’s Institute and the Port Williams Health Auxiliary.
 - o Liz Johnson has been selected by the Committee to be the Village’s Volunteer Representative to attend in the 47th Annual Provincial Volunteer Awards at the virtual awards ceremony in April, 2021.

Upon a motion being made, the meeting was adjourned at 8:30 pm



Lewis Benedict, Chairperson



Darlene Robertson, Clerk