

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

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

IN ATTENDANCE: Brock McDougall, Karen Rovers, Joe Keddy, Laura Jacobs, Geoff Muttart, June Granger, Philip Porter, Stephanie Jones, Brian Tupper, and Darlene Robertson

1. CALL TO ORDER

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

2. REGRETS: None

3. APPROVAL OF MINUTES:

- a. It was moved and seconded that the minutes of the regular Commission meeting on September 21, 2021 be approved as circulated. **MOTION CARRIED.**

4. CORRESPONDENCE

a. Municipality of County of Kings:

- I. Building permits report for the month of September, 2021. In Kings County 75 building permits were issued with a total value of 7 million, 4 permits were issued for Port Williams with a total value of two hundred and five thousand dollars.

b. Other Correspondence:

- I. E-mail from Roman Holz, Office of the Lieutenant Governor, thanking the Village Commission for the picture of the display cabinet with the Community Spirit Award displayed in it, and also stating that they are collecting images of the various communities to do a larger social media push.
- II. E-mailed letter from Honourable John Lohr, Minister of Municipal Affairs and Housing re: Funding Application to be announced at a later date
- III. Letter from Nicolas Barr, Director Governance & Advisory Services replying on behalf of Honourable John Lohr, Minister of Municipal Affairs and Housing in response to the Village letter sent on September 10, 2021.

5. BUSINESS ARISING FROM MINUTES:

- a. Village AGM – After discussions a motion to set the Villages AGM for November 18, 2021 under the condition that the Village’s accounting firm Bishop and Company is available to present the year end audited financials on that date was moved and seconded. **MOTION CARRIED.**
- b. Request to waive fees for use of Ballfield – A motion to waive the Port Williams Softball team fees for the use of the ball field was moved and seconded. **MOTION CARRIED.**
- c. Resident request to park school bus – Brock McDougall, CAO/Clerk Brock reviewed the request from the resident and reported that this location is in the Village’s well field zone A which is a cause of concern with the larger fuel tank capacity of a school bus. He recommended declining the request. The Commission agreed and instructed Brock to respond to the resident.
- d. Request for drop ceiling in Multi-Purpose room – Brian advised the Commission that he has contacted three companies for quotes and only received a quote from Free-Barr Interiors Inc. and when he followed up with the other two companies they expressed no interest in the project. After discussions a motion to proceed with Free-Barr Interiors Inc. to install a drop ceiling in the Multi-Purpose room was moved and seconded. **MOTION CARRIED.**
- e. Office renovations – CAO/Clerk Brock McDougall reported that the tender was posted to the Nova Scotia Procurement site today with a closing date of November 2, 2021.
- f. Bushing along the Dyke – Commissioner Hovell asked for an update to the Villages bushing along the Dyke request made to the Nova Scotia Department of Public Works. After discussions regarding this request and a couple of other requests to Public Works it was decided that the Village would follow up on the unresolved requests made to the Nova Scotia Department of Public Works. Joe Keddy, Superintendent of Public Works mentioned that he soon will be meeting with John Lohr, MLA Kings North and the Nova Scotia Department of Public works to review concerns reported.

6. REPORTS

- a. **Municipal Councillor** – June Granger reported:

- Asked if the Village has received a response regarding the

- distribution of the additional top up of the Canadian Building Funds. June stated that she would follow up with Rob Frost.
- Active Transportation Plan info available on Municipal website – 15 year plan that outlines 70 recommendations
 - No update on the status of the Lease agreements. Councilor June Granger asked Geoff if he has received a response. Geoff responded that he has not heard back from Scott Conrod regarding the lease agreements. June stated that she will follow up with Scott Conrod
 - Fire Department funding models are being worked on with an October 25th deadline
 - Provincial Dyke Plans & funding – note meeting with John Lohr, September 29th at Municipality to express the need for detailed discussions re: funding for dyke design. As well as discussions Re: a dykes relative to Port Williams (Farnham Marsh etc.)
 - Public Information meeting on August 26 regarding a request from a business owner to change zoning of a property in Port Williams from C1 (general industrial) to M1 (light industrial) on Parkway Drive for self-storage, after which will go back to the Planning Advisory Committee for review. Information session online until October 21st.
 - Commissioner June Granger mentioned that the Villages Source Water Protection Committee is due for a meeting. Brock mentioned that this was on his list to set a meeting date.
 - June mentioned that she has committed to attending the Village's February, June, October and December meetings as well as the Village AGM.
 - The Municipal Strategic Plan is complete
 - June was asked if the Public Works building was complete. June mentioned that hopefully by the end of the year.
 - Custodian Brian Tupper asked if there was a contact at Valley Waste who he could contact regarding waste pick up. They have missed stopping for the Village the last two pickups June stated that she will send him a name and contact.
 - Commissioner Benedict mentioned that he had an issued expressed by a business owner regarding a recent inspection by the Municipal Fire Marshall and asked June if she was familiar with this concern. June mentioned that she was. Geoff mentioned that it would be best for the Village to direct the business owner to deal directly with the Municipality and

suggested that they might want to also get a third party expert to review. Brock will pass along Geoff's suggestion.

- b. **Janitorial:** Brian Tupper reported:
 - All is good
 - Green bins have not been picked up by Valley Waste the past two scheduled pick up
- c. **Fire Department:** Chief Porter reported
 - Slow month only one alarm
 - Training is going well
- d. **LIONS Club:** - Brian Tupper reported:
 - Trivia night was successful – proceeds went to Horton Football Team
 - Wreath sales were successful last year so will be doing again this year
 - Upcoming meeting with the Port Williams Home and School group to discuss the Santa Breakfast.
- e. **Recreation:** - Laura Jacobs reported:

Programming:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	9-10 Walking		10-11 Chair Yoga		9-10 Walking	
1-5pm DanceTime	1-2 Active Living		1-2 Active Living		10-11 Yoga	
	7-8 Yoga	6-7 Fitness class	6:30-8:30 Youth Drop In	7-8 Yoga		

Pilates- Mondays – 5:45pm & Thursdays 9:30am (starting Oct 28th)
 6 week session (then evaluate adding to ongoing programming)
 Instructor – Rose Buchanan

Water colour Classes – Instructor Grayson Titcomb – pending dates/times

D&D Club – monthly meetings October - December, ages 10-14
 Max 10 participants- \$50.00 registration
 Instructors – Ben West & Daniel Duke

CORAH (Centre of Rural Aging and Health) – Port Williams will serve as a satellite location for virtual presentations (pending facility availability). Meeting with program coordinator and participating satellite locations on October 12th

Brownies/Sparks/Guides – assisting to facilitate/schedule groups for Port Williams. Contact/Leader – Betty Jean Tupper

Annapolis Valley Youth Project – assisting to facilitate youth drop in nights

Events:

Day for Truth & Reconciliation- Walk to Remember

- September 30th – opening remarks, followed by a moment of silence
- Participants then tied orange ribbons on the fence and began the walk of approx 6509 steps to recognize the 6509 unmarked graves of indigenous children in residential schools
- Approx 100 participants attended.
- Photos/remarks noted in the e-newsletter

Craft Nights – October 16th & November 13th 7:00-9:00pm

- Holiday themed directed crafts
- Bar service arranged with Port Williams & District Lions Club
- Instructor – Ashley Mills

Trivia Night – October 15th 7:00pm

- Hosted by Port Williams & District Lions Club
- Thanked Brock for volunteering his time to assist with verification that participants were double vaccinated.
- Fundraiser – all proceeds donated to the Horton Football team
- Assisting with COVID/POV protocols
- Next one booked for November 19th

Recreation Advisory Committee

- Special meeting Oct 5th – planning for holiday events
- Saturday, November 27th – tree lighting and holiday night market
 - o Location – park/green space
 - o Posting for vendors
 - o Coordinate traffic concerns with Fire Dept

- WI- cookie/hot chocolate stand
- Youth Group – kids activities/games
- Festive costume competition

Capital Project Planning

- Splash Pad – project proposal submitted for approval
 - Awaiting task 1 report from CBCL

Grants

- Planning grant, CCH – Splash Pad – waiting for update from engineers re proposed budget and timeline – NO UPDATE
- Recreation Facility Development Grant, CCH – splash pad – file is complete – on hold – NO UPDATE

Recreation Facilities

- Seasons invoices
- Coordinating facility maintenance with Public Works
- Received request for waive fee – Port Williams Softball Team (annual request)
- Story Walk – library will be donating a new story for next season (requested that frames be repaired/modified to prevent damage)
 - Previous stories are missing/missing pages – Joe stated that he will look for the story walk pages

Personnel

- Part Time/Casual
 - Grayson Titcomb
 - Ashley Mills
 - Ben West – D&D Leader
 - Daniel Duke – D&D Leader
- Contracts
 - Lisa Quintin (yoga instructor)
 - NEW- Rose Buchanan (pilates instructor)

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

Wastewater: Howard Little Excavating is almost complete, work required on building.

Water Model: complete at this time

Sewer Model: Complete at this time.

Sidewalks: CBCL working on this.

Water Monitoring Buildings: most of the water equipment arrived. Still need to move SCADA system to new locations

Peach Lands: roadway completed.

Crosswalks: No update

Water meters: meters complete, all up to date

BG Squared Development: 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.

Additional Items:

- Recreation fields and maintenance. Trimming trails and fixing trail gravel.
- Monitoring equipment arrived. Working on buildings.
- Water study (storage & supply) working with CBCL
- ROMA developments (work in progress, no new updates)
- Water main repair on Main Street. Unfortunately had to dig twice because piping specification in the scada system were incorrect.
- Regular duties of inspections, water meter readings and installs.
- Water and sewer samples (1/4 water ^ sewer , 5 Year water tests & Annual lead sampling)
- Capital work should be complete by next month
- Working on preparation of the snow removal equipment
- UV tubes have been replaced in sewer treatment
- Working on trails
- Doors have been put on to the building located on the previous owned Peach property
- Joe was asked about the Earl Kidston Cornwallis Trucking line – Joe reported that the line has been located.
- Joe was asked about the sewer line for the Noodle Guy. Joe reported that he is still reviewing.

g. **CAO/Clerk Report** – Brock McDougall Reported

I. Dyke Planning

- Brock provided a brief overview of options previously circulated to the Commissioners with a recommendation to proceed with a funding option.

After discussions a motion to proceed with the identified funding agreement was moved and seconded. **MOTION CARRIED.**

II. Community Centre COVID vaccine update

- Currently the Community Centre is being used for recreation programming and any long standing Community Centre groups all of which have signed forms regarding the requirement to verify members are double vaccinated.
- Currently not accepting bookings for one of events

III. Resident request for a flashing speed sign on Belcher Street

- There was a request for a flashing speed reduction sign to be installed on Belcher Street near Sutton Road
- Brock stated that it was his understanding that our current signs were donated by the Port Williams and District Lions Club and that this capital cost request is not in this year's budget. Councilor Granger mentioned that she had assisted the Village of Canning with a similar request and that they were successful with communications with the Nova Scotia Department of Public Works who installed a flashing speed sign in a dangerous high speed transition location close to a playground. June committed to assisting the Village with pursuing NS Public Works to install one for the Village. Brock stated that he will reach out to the Nova Scotia Department of Public Works.

IV. Request to schedule a virtual Village/municipal meeting on November 17th or wait until Covid restriction allow for in person meetings.

- After discussions it was decided to decline the virtual meeting option. The Commission thought it would be a good idea for the Villages to resume their meeting and suggested Brock reach out and arrange.

7. TREASURER'S REPORT: -Karen Rovers reported:

- a. A motion to accept the Village General Operating and Water Utility financial statements for September 2021, as submitted was moved and seconded. **MOTION CARRIED**
- b. Motion to transfer \$130.00 donations received to the Fire Department reserve. **MOTION CARRIED**

8. NEW BUSINESS

- a. Joint Accessibility Committee members and Committee update –
 - A motion that the Port Williams Village Commission appoints Amanda Baker as the Western Area representative on the Joint Accessibility Advisory Committee for the remainder of a 2-year term, which commenced June 1, 2021 was moved and seconded. **MOTION CARRIED.**
 - A motion that Village of Port Williams appoints Michael Keith as the representative for the Village of Cornwallis Square on the Joint Accessibility Advisory Committee for a period of 1 year commencing September 21, 2021 was moved and seconded. **MOTION CARRIED.**
 - Intelligent futures consulting Company will be here in the Valley between October 24th to the 27th
 - There will be three Public interactions located in Wolfville, New Minas and Kingson.
 - There is an online survey for community member's to complete
 - Scott asked the Committee who is responsible for ensuring accessibility for assets located on leased lands
 - List of the Villages assets was provided to Intelligent Futures as well as to the Committee.

- a. Remembrance Day Update -
 - Remembrance Day Observance will be on November 7th
 - Provide wreath to Acadia ceremony for November 8th
 - No cookies or refreshments will be offered due to COVID-19
 - Will be covered in Sylvia newsletter
 - Suggest advertising to bring your own chair or if you have your mask on can sit on bleachers. Brock will ask Wayne his preference.

- b. Waste Dumping –
 - It was mentioned that people have been dumping garbage at the viewing station by the bridge. It was suggested to contact Valley Waste for some no dumping signs. Brian stated that he can do this when he discussed the garbage pick up

- c. Cameras being worked on –
 - Joe mentioned that he has been working with BellAliant and Video World to fix the camera system issues and upgrade to fibreop

- d. Geoff asked for some information he required regarding the Victor Peach land in order to complete the statutory declaration to amalgamate two of the PID's (old road and building land) into one. After discussions it was decided to only amalgamate the two PIDs

and leave the other Peach PID as a separate lot.

9. IN CAMERA

- a. The meeting went *in camera* for a personnel matter at 8:50pm by motion
- b. The *in camera* session ended at 9:50 pm by motion

10. ADJOURNMENT

- a. Upon a motion being made the meeting was adjourned at 9:51pm.



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk