

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF OCTOBER 20, 2020

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

IN ATTENDANCE: Karen Rovers, Joe Keddy, Laura Jacobs, Philip Porter, Brian Tupper, Meg Hodges, June Granger, Geoff Muttart, Wayne Blenkhorn, Jason Stevens and Darlene Robertson

REGRETS: None

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

Welcome June Granger, Councilor Elect for District 1 and introductions.

a) **APPROVAL OF MINUTES:**

- (a) It was moved and seconded that the minutes of the regular Commission meeting on September 15, 2020 be approved as circulated. *(it was noted that Commissioner Kim Cogswell was not at the September 15, 2020 Commission meeting and therefor abstained from this motion)* **MOTION CARRIED.**

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

- (a) Building permits report for the month of August, 2020. In Kings County 68 building permits were issued with a total value of 5.8 million, 4 permits were issued for Port Williams with a total value of nine hundred and fourteen thousand dollars. *(Information only)*
- (b) Building permits report for the month of September, 2020. In Kings County 70 building permits were issued with a total value of 5.9 million, 2 permits were issued for Port Williams with a total value of three hundred and seventy three thousand dollars. *(Information only)*
- (c) Letter from the municipality of the County of Kings confirming generator funding approval in the amount of \$10,000.00 *(Information only)*
- (d) E-mail from Bonnie Cuming forwarded by Councilor Meg Hodges expressing concern over the Starrs Point Road/High Street intersection, suggesting a 4-way stop as a potential solution. *(Information only)*
- (e) Letter from the Municipality of the County of Kings asking if it is possible to provide sewer service for Lot 4B High Street/Jakeson Street. *(Information only)*

c) **Other Correspondence:**

- (a) Letter from the Lions Club expressing appreciation for the installation of the ventilation system in the Lion's Den. *(Information only)*
- (b) Letter from John Lohr, MLA Kings North, to Department of Agriculture

expressing concerns that the funds budgeted for the repairs to the Farnham Marsh Dyke for last year and this year have not been spent. (*Information only*)

- (c) Letter from Peter Muttart, Mayor Municipality of the County of Kings, to the Department of Agriculture requesting to be kept advised regarding the status of the 2019-20 unspent funds and 2020-21 budgeted funds for the repairs to the Farnham Marsh Dyke.

– *Village Commission asked the office to send a letter of support to the Minister of the Nova Scotia Department of Agriculture.*

BUSINESS ARISING FROM MINUTES:

- a) **Wastewater Upgrade Phase II** – Joe reported:
- Tender has been posted with a closing date of this Thursday, October 22, 2020
 - A motion to approve the quote circulated to the Village Commission by e-mail for the construction phase of the Wastewater upgrade Phase II project from engineers CBCL Ltd for \$19,571.00 was moved and seconded. **MOTION CARRIED.**
- b) **Belcher Street Village welcome sign** - Joe reported:
- Has not received a response from Auto Trim as to the status of the Village sign. He will drop by Auto Trim tomorrow.
- c) **BG Squared Collins Rd subdivision** – Joe reported:
- To be discussed in camera
- d) **Request to County to consider Brison Development walkway as a trail** – Geoff Muttart reported:
- Has not received a response.
 - Will be forwarding his email to June Granger the newly elected councilor for Kings County District 1, for her to follow up.
- e) **Community Centre reopening plan** – Laura reported:
- Happy with the reopening plan and would like to add bar services to the reopening as it would support the Fire Department's fundraising efforts. Also discussed Trivia night's fundraising ownership – to be discussed in camera for legal consultation.
- f) **Village's AGM** – Ernie reported:
- There have been some Villages who have booked their AGM's. Commissioner Hovell stated that he would like to book the Villages AGM in this calendar year. After discussions a motion to have the Village's AGM on November 25, 2020 at 7:00pm was moved and seconded. **MOTION CARRIED.**

REPORTS

Board of Trustees – Ernie reported:

- The Board supported Karen and Laura’s proposal for a staged reopening of the Community Centre which was presented to the Village Commission.

Municipal Councilor – Meg Hodges

- Forming of the Accessibility Committee is moving forward.
- Expressed that it was nice working with the Commission and thanked the Commission for their kindness and patience. Meg said that she can be called upon if the Village is in need of a Volunteer.

Janitorial: Brian Tupper reported:

- Water filling station complete – new drain installed thanks to Joe
- Cleaning has picked up since the opening of the auditorium
- Washrooms have been limited to two people at a time in the Auditorium washrooms due to Covid state of emergency
- Started a Covid check list for janitorial cleaning

Fire Department: Chief Porter reported:

- Six alarms in past month – 1 commercial fire alarm, a vehicle fire, BBQ on fire, motor vehicle accident, mutual aid to Kentville and a field on fire.
- There are 7 members enrolled in the Kings County level training program. This weekend they will be participating in a live fire as part of their training. During one of the training sessions there was a minor injury to one member.
- Trucks 11, 12 and 21 have all been safety inspected.
- After discussions a motion to reallocate funds for radio purchase as circulated to the Village Commission by e-mail was moved and seconded. **MOTION CARRIED**
- After discussions a motion to approve the capital purchase of an automated garage door opening system as circulated by e-mail to the Commission in the amount of \$7,621 plus HST was moved and seconded. **MOTION CARRIED**
- After discussions a motion that the Fire Department purchase a radio for Chairperson Lewis Benedict from Village funds was moved and seconded. **MOTION CARRIED**

LIONS Club: - Brian Tupper reported:

- Adopt-A-Highway – five participants, 13 bags of garbage, cleaned just along

Minutes of the Village of Port Williams Commission – October 20, 2020

- Highway 358 from the bridge to Greenwich corner.
- Resignation of King Lion, Trish Hamm – Randy Conrad has stepped into this position. Trish is continuing as a Lions Club member.
- 50th Charter Night has been set for November 21, 2020
- The Club will be selling wreaths as a fundraising effort this Christmas
- Partnering with the Recreation Department for the Santa Breakfast with proceeds going towards the Christmas Food Baskets.

Recreation: - Laura Jacobs reported:

Programming

- Yoga
Mondays 7:00pm - Sept 21 - Nov 2 (no class Oct 12)
Thursdays 7:00pm - Sept 24 - Oct 28
- Chair Yoga
Wednesdays 10:00am – Sept 23 – Oct 28
- Active Living
Mondays and Wednesdays 1:00pm (starts Oct 19)
- Lego Robotics
Tuesdays 6:00-8:00pm

Recreation Advisory Committee

- Meeting Oct 13th – discussed community centre reopening plan, updates on recreation programs
- Event planning – modified option for Tree Lighting – parade/float by
- Fundraising Committee- Splashpad project (virtual race, online auction, Trivia Night, Christmas breakfast?)

Events

- Trivia Night –
Oct 19th – in support of the Lions Club
Request for consideration of bar services (see attached proposal)
- Remembrance Day
with community tracking at event
Social media and communications
- Tree Lighting
Due to foreseeable crowd issues, we are hoping to offer a Christmas parade/float by instead.
Pending support from the Lions Club & Fire Dept

Other

- Grants
Wellness Centre Study – CCH Planning grant
 - Initial application submitted to CCH – working on required supporting documents (RFP, etc)

Splashpad

- CCH – Recreation Facility Development Grant – building file with CCH
- Kings County – Kings Vision Grant
- Social media- maintain ongoing communication
- Meetings
 - School Partnership
 - Kings County Recreation Committee
 - Active Kids Healthy Kids
 - Accessibility Webinars – Recreation Facility Association of NS
- Newcomers Club – response to input from the community – initial meeting Oct 22nd – hosted at Wayfarers
- CORAH (Centre of Rural Aging and Health) – potential partnership to provide satellite programming for older adults.
- Laura mentioned that she would like one of the Commissioners to be on a community group wellness centre study.
- A motion to approve the Recreation Advisory Committee Terms of Reference as circulated by e-mail to the Village Commission was moved and seconded.
MOTION CARRIED

Public Works: - Joe Keddy reported

- Water system: Everything is working fine.
- Sewer systems: Everything is working fine.
- Sewer Treatment Plant: Everything working fine
- Nitrates See report
- Responding to alarms.
- Water & sewer inspections.
- Mowing and field maintenance.
- Working on BG Squared proposal
- Working on easements.
- EMO meeting
- Generators annual service. – replaced one of the batteries
- **Sewer Lagoon Upgrades:** Tender posted.

Minutes of the Village of Port Williams Commission – October 20, 2020

- Joe mentioned that he would like to purchase water bottles with the Village's logo for promotional purposes.
- Joe mentioned that he would like the Fire Department to do a supervised burn of the organic debris which has accumulated from park maintenance. He noted that it took several days using wood chipper in the spring to take care of the debris. Fire Department agreed to look at the debris pile and assess.
- Joe mentioned that the hydrants have been flushed and flow tested. The office asked if there was a need to advertise the hydrant flushing in the future. The Commission felt that it should be advertised.
- Chief Porter requested that Joe look into having the Parkway hydrant raised – Joe said he will put it on the list.
- Commissioner Hovell asked where the Department of Transportation and Infrastructure Renewal was with some of the Village's concerns. It was noted that Collins Road was getting in severe disrepair.
- There were discussions regarding a list which DTIR has regarding roads scheduled to be repaired.
- It was decided that a letter be sent to the Minister of Transportation and Infrastructure Renewal regarding the roads which are in disrepair in the Village with a carbon copy provided to MLA Kings North, John Lohr.

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for September 2020, as submitted was moved and seconded.
MOTION CARRIED
- A motion to approve the annual honorariums for the Remembrance Observance participants as circulated by email was moved and seconded.
MOTION CARRIED
- A motion to approve the purchase of additional replacement Canadian and Nova Scotia flags for the Village was moved and seconded. **MOTION CARRIED**

NEW BUSINESS

- A motion to pay 50% (\$768.50) of the cost of the Port Williams and District Lions Club's legal liability renewal was moved and seconded. (*Ernie and Doug as Port Williams and District Lions Club members abstained from this motion*) **MOTION CARRIED**
- Municipality's Joint Accessibility Advisory Committee meeting – Commissioner Scott Leier agreed to attend and participate in the Municipality's Joint Accessibility Advisory Committee meeting.
- Wayne Blenkhorn provided a brief status of the 2020 Remembrance Day Observance – it will be a short service outside, with no indoor activities, no coffee or cookies, five wreaths will be placed ahead of the service representing Canada, the Province, the County, the Village and Veterans. Laura will assist


with attendance and ensuring Covid restriction compliance.

Meeting went in camera to discuss acquisitions and obtain legal counsel at 8:34 pm.

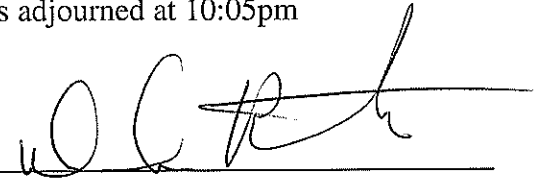
Meeting came out of camera at 10:00pm

- A motion to allow Port Williams Village Electors to rent the facilities in the Community Centre, and to allow liquor sales in the Community Centre provided by either the Port Williams and District Lions Club or the Port Williams Firefighter Association, and to allow catering services in the Community Centre's Auditorium Kitchen provided by either the Port Williams and District Lions Club or the Port Williams Women's Institute as part of the stepped approach to the Community Centre reopening was moved and seconded. **MOTION CARRIED**
- It was noted that all renters of the Community Centre be aware and comply with all COVID-19 restrictions in place at the time of the event as issued by the Province of Nova Scotia and/or Nova Scotia Public Health Act Order safety guidelines and that the Auditorium Kitchen remain closed to all other users of the Community Centre at this time.

Upon a motion being made, the meeting was adjourned at 10:05pm



Lewis Benedict, Chairperson



Darlene Robertson, Clerk