

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF SEPTEMBER 21, 2021

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

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

REGRETS: Geoff Muttart & Councilor June Granger

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

Brock McDougall was welcomed to the Village of Port Williams by the Lewis Benedict, Village Commission Chairperson.

a) APPROVAL OF MINUTES:

- (a) It was moved and seconded that the minutes of the regular Commission meeting on August 19 20, 2021 be approved as circulated. **MOTION CARRIED.**

b) Correspondence Municipality of County of Kings:

- (a) None

c) Other Correspondence:

- (a) E-mailed request from Recreation Director Laura Jacobs to wave the \$30 fee for Men's Soccer team booked by Devan Illsely due to issues expressed by Devan regarding the lining of the soccer field. After discussions a motion to wave the \$30.00 soccer field usage fee for the Men's Soccer team was moved and seconded. **MOTION CARRIED.**
- (b) E-mailed request from Troy Lenihan Valley United soccer requesting to wave the \$255.00 fee for the club's 2021 soccer field usage. A motion to wave the \$255.00 soccer field usage for Valley United soccer was moved and seconded. **MOTION CARRIED.**

BUSINESS ARISING FROM MINUTES:

- a) Drop ceiling for Multi-Purpose room – Brian reported that he has received one quote and has not heard back from the other two people he reached out to.
- b) Illegal signs on Hwy 358 – No update from Department of Transportation and Active Transit. It was noted that TAT is now under the name of Department of Public Works. Office was asked to follow up.
- c) Set a date for the AGM – Waiting until after October 4th which is the target date set by the Province to move into their Covid Phase 5 plan.

REPORTS

Municipal Councilor – June Granger:

- No report provided

Janitorial: Brian Tupper reported:

- Water tank replaced and plumbing upgraded for the two water tanks.

Fire Department: Chief Porter reported

- Five alarms
- Have a potential volunteer attending next Monday meeting.
- Training has been taking place at the Greenwich Fire Department
- Superintendent Joe Keddy suggested that the Village offer the Greenwich Fire Department use of our hydrants to fill up their trucks during this period of time where they are experiencing water supply issues.
- Joe also mentioned that the hydrants were flushed are up and running and that he has a new map of the hydrants for the Department and the Village Office. Chief Financial Officer, Karen Rovers mentioned that if there are any changes or additions that they should be added to the GIS system.

LIONS Club: - Brian Tupper reported:

- Scheduling their fall adopt-a-highway clean up on October 16th.
- Working on a Christmas raffle
- Will be providing bar services for Trivia night on October 15th
- Have some potential catering jobs coming up this fall

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		

New/Coming Soon!

Watercolour Classes – Instructor Grayson Titcomb – pending dates/times

Craft Night – pending dates/times

Recreation Advisory Committee

Meeting – September 14 –

- In attendance – Stephanie Jones, Melissa Smith, Ruth Blenkhorn, Sandra Nichols, James Weekes, Laura Porter Allen
- Regrets- Ashley Brooker
- Missing membership – Lions Club, Commission representative
 - Fundraising Update- Virtual Race update- relaunch planned, connecting with schools for promotion
 - Concerns regarding use of Community Centre – request from WI to review Commission stance on reopening.
 - Fire Dept – fire prevention week promotion project – battery drive – pick up locations arranged with the Village Office, library, and PW Baptist Church
 - Remembrance Day service scheduled for Nov 7th
 - Holiday event planning – scheduled meeting in October to work on Tree Lighting/Night Market
 - Partnership between Booker School and WI to create programs for kids and seniors to engage in reading or games

Capital Project Planning

- Splash Pad – project proposal submitted for approval
 - Awaiting communication from CBCL

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

- Part Time/Casual
 - Grayson Titcomb
 - Ashley Mills
 - Ben West – D&D Leader
 - Daniel Duke – D&D Leader

- Contracts
 - Lisa Quintin (yoga instructor)
- Brian Tupper asked if there would be a Terry Fox run this year. Laura responded that it was done virtually this year.
- Laura reported that she had a request from a resident adjacent to the Collins road sports field parking lot, to park the school bus on the Village owned property. After discussions it was decided to communicate to the resident that snow removal would not be provided and if they are still open to the idea, the Village will draft an agreement to be approved by our insurance company. Chief Administrative Officer Brock McDougall agreed to take care of this.
- A motion to approve engineers CBCL Splashpad proposal in the amount of \$12,000.00 plus HST was moved and seconded. **MOTION CARRIED.**

Public Works: - Joe Keddy reported

Waste Water: Howard Little Excavating work is almost complete. There is still work required on building and a couple of things to be added to the project.

- Engineers, CBCL has scheduled their compact testing for tomorrow.

Water Model: complete at this time

Sewer Model: Complete at this time.

Sidewalks: Engineers, CBCL working on this.

Water Monitoring Buildings: finishing up electrical, water equipment arrived.

Vic's Land: - No progress

Crosswalks: - Engineers, CBCL are working on this.

Water meters: meters complete, all up to date

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
 - Recreation fields and maintenance. Field prepared for an extra rugby game & ball field prepared for ball tournament.

- Hydrant 54 (Belcher street) Temp repair, request for additional repairs.
- Monitoring equipment arrived.
- Water study (storage & supply) Approved, meeting scheduled for Wed.
- Working with Earl Kidston regarding a waterline at the Tupper building.
- Sewer back up at Noodle guy - Joe noted that there is a shared sewer lateral which is the responsibility of the property owners, he will talk to both parties.
- High well level, due to heavy rains and sewer lagoon upgrades.
- Hydrant testing completed.
- Commissioner Hovell asked Joe if there has been any communication with the developers this past month. Joe mentioned that he had communicated with the County that he approved the Lazaric Development plan. He has not heard from the Hopgood Developers.
- Commissioner Leier mentioned that the shrubs/bushes along Highway 358 by the dykes need to be cleaned up for safety reasons. Joe mentioned that this communication would be better addressed by the Village Office. Office to send email communication to the Department of Public Works. It was also mentioned to report that there is a tree impairing vision of the road on Ports Landing when turning onto Highway 358, bushing on the north side of Centennial Drive and also that there is a dangerous pot hole by the stop sign on Starrs Point Drive.

ANSV AGM: - Brock McDougall reported

- Found it a good opportunity to collaborate and network with the Villages in Nova Scotia. There were 13 Villages who participated.
- Our contact with Municipal Affairs was informative – offering training and assistance
- Good review of the history of the Association of Nova Scotia Villages
- There were presentations on the Vision of New Minas: Strategic Planning and on the Joint accessibility Committee
- There were no major decision made at the meeting
- Set the dates for the next meetings – Jan 21/22, April 22/22 and July 22/22
- Set the dates and locations for the next two AGM's – Sept 16 and 17, 2022 in Bible Hill and September 15 and 16, 2023 in Pugwash
- Brock presented the Longs service Awards received by:
 - Lewis Benedict for 35 years of service
 - Ernie Hovell for 15 years of service
 - Kim Cogswell for 15 years of service
 - Doug Gates (retired) for 15 years of service
- Commissioner Cogswell asked if the Code of Conduct was mentioned at the AGM – Brock noted that it was not.
- Brock stated that the minister has committed to do a thorough review of the MGA

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial

statements for August 2021, as submitted was moved and seconded. **MOTION CARRIED**

- Commissioner Hovell asked about an invoice paid for work done on multiple projects. After discussions it was determined that steps taken in planning should be discussed prior to work being completed.
 - A motion to transfer a \$500.00 donated to the splash pad to the recreation reserve account was moved and seconded. **MOTION CARRIED**
 - After discussions it was decided that the office will send a letter to the MLA Kody Blois regarding the additional federal funds held by the Municipality.
 - A motion to approve the hospitality expense report for the Remembrance Day ceremony as circulated by e-mail was moved and seconded. **MOTION CARRIED**
- A motion to add Brock McDougall as an additional signing authority for the Village's operating, water and reserve bank accounts was moved and seconded. **MOTION CARRIED**

NEW BUSINESS

- Vacancy on the Joint Accessibility Committee – A motion that the Village of Port Williams appoints Quentin Hill as the representative for the Village of New Minas on the Joint Accessibility Advisory Committee for the remainder of a 3-year term which commenced June 1, 2021 was moved and seconded. **MOTION CARRIED**
- Port Williams Women's Institute Planters' Monument property tax – A motion to approve the expense of \$3.78 to the Port Williams Women's Institute to cover the tax expense for the monument land was moved and seconded. **MOTION CARRIED**
- A motion to appoint Brock McDougall as Village CAO/Clerk for the Village of Port Williams effective September 17, 2021 was moved and seconded. **MOTION CARRIED**
- Community Centre reopening plan – After discussions it was decided to further investigate options in order to come up with a plan to manage the Provincial requirement of participants to be double vaccinated.

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



Lewis Benedict, Chairperson



Darlene Robertson, Clerk