

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF MARCH 17, 2020

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

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

REGRETS: None

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 18, 2020 be approved as circulated. **MOTION CARRIED.**

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

- (a) Building Permit Report for month of February, 2020. In Kings County 12 building permits were issued with a total value of \$800 thousand, 1 permit was issued for Port Williams with a total value of 15 thousand dollars.
(*Information only*)

c) **Other Correspondence:**

- i. Letter provided by the Municipality of the County of Kings from Nova Scotia Department of Municipal Affairs and Housing providing an update to the 2019 Draft Municipal Planning Strategy and Draft Land Use By-Law with amendments. (*information only*)
- ii. Letter from Mark Furey Minister of Justice, providing an Accessibility Planning Toolkit for Municipalities and a reminder of the April 1, 2021 Deadline to have formed an accessibility advisory committee.
- iii. Letter from the Municipality asking for confirmation that Lots 7A and 7B in Selena Court can connect to the Village's wastewater system.
(*Information only*)

IV BUSINESS ARISING FROM MINUTES:

a) **Unightly metal frame on property** – Meg reported:

- It was mentioned that the metal frame has been moved to a less visible area on the property.

b) **Mutual agreement to use recreation spaces with PW School** - Laura reported:

- No update no response received

c) **Wastewater II update** – Joe reported

- Had a meeting with CBCL and are waiting on a response from CBCL regarding meeting discussions
- d) **DTIR update** – Joe reported
 - Just received a follow up communication hours ago from Department of Transportation and Infrastructure Renewal and have not had a chance to review. Have a meeting scheduled tomorrow at 9:00am

REPORTS

Audit Committee – Scott Leier reported

- A motion to accept the terms of engagement with Bishop and Company Chartered Accountants for the April 1, 2020/March 31, 2020 audit of the Village's Financials was moved and seconded. **MOTION CARRIED.**
- Doug Gates renewed his Commitment to the Committee
- The Committee chose to have the in house training provided by Municipal Affairs and to invite any of the other Villages to attend
- Currently reviewing policies legislated to be reviewed annually by the Committee

Municipal Councilor – Meg Hodges

- No report provided

Recreation Director – Laura reported

Village of Port Williams – Recreation Programming Spring 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00am Walking Time				9:00am Walking Time	8:30am Scotiabanks Run/Walk Club
	10:30am Active Living	10:00am Chair Yoga		10:00am Yoga	
1:00pm Painting Class (4-week session)			1:00pm Active Living		
7:00pm Yoga	6:30pm Scotiabanks Run/Walk Club		7:00pm Yoga		

Recreation Advisory Committee

- Meeting March 10th
 - o Beautification committee – gathering interest, Sylvia is going to do an article about it in the newsletter – goal to start meeting in Fall - planning will lead into potential projects for 2020/2021
 - o Fundraising – Splash Pad- subcommittee formed
 - o PW Days – overview of planning – subcommittee meeting April 7th, 7:00pm

Newcomers Info Package

- Work in progress – roll out in time for PW Days
- Potential grant support to purchase photos for use in promotional materials

March Break- all programs cancelled

- Day camp at PWES - March 16 to 19th
- Registration is full
- Camp leaders – Aria MacDonald & Emma Slauenwhite – Powers, and LIT Ava Pangilinan
- Babysitter Course – March 17th – coordinated with Braveheart First Aid – registration is full

Summer Day Camp-

- Coordinating the County wide leadership training day
- Camp schedule set for July 6 – Aug 28, 2020
- Posted for Summer Intern position

PW Days-

- Night Market & Food Trucks – all trucks returning from last years event, plus 3 new food trucks.
- New! Antique Car Show – Saturday in the parking lot – fundraiser for the Splashpad
- Working on promotional materials, new banner for across the main street, flyers etc.

Other

- Grants
 - o Community Culture and Heritage – Planning Grant – Wellness Centre Study
 - o Active Communities Fund – CCH – After School Program, trail signage, play box
- Summer Recreation Facility bookings have started – reached out to Valley United & Gunn Baldersson about using field
- Intro to Pickleball – coordinating with the NS Pickleball Association to offer two workshops at PWES- work in progress – finalizing details for a Spring date
- EMO – working on a newsletter to send out with magnets
- Teaching chair yoga and yoga

Recreation Personnel:

Contract Positions

- Lisa Quintin (yoga teacher)
- Paige Tremblay (Active Living instructor)
- Anna Horsnell (painting instructor)

Upcoming:

- Summer Camp – intern (May – August), 2 camp leaders (July – August)

Janitorial: Brian Tupper reported:

- Everything going good
- Painting and maintenance activities while the Community Centre is quiet
- New shelving unit in storage room
- Ordered extra cleaning supplies
- Commissioner Hovell asked how the janitorial room renovations are progressing – Brian said that he is hoping to also get this done during the slow period

Fire Department: Chief Porter reported:

- No alarms
- Suspended meetings and training due to the Covid-19 pandemic
- Protocols in place for any medical calls
- Fire Department will not be called for any MFR services.

LIONS Club: - Brian Tupper reported:

- Cancelled meetings and postponed events due to the Covid-19 pandemic

Public Works: - Joe Keddy reported:

- Water system: Everything is working fine. (except, need new check valves for booster pumps, on order)
- Sewer systems: Everything is working fine.
- Sewer Treatment Plant: Everything working fine
- Nitrates See report
- Responding to alarms.
- Water & sewer inspections.
- Well #2 pump installed working great.
- Salting sidewalks & parking lots.
- Going through plans, revising changes on maps.
- Getting quotes on various pending jobs.
- Steiner sold
- Pond checks & maintenance.
- Working on plans for replacing Well#1 met with Well drillers.
- New booster pump controller installed.
- Working on Monitoring equipment.
- Water meters are repaired and reports. See report.
- Repaired sidewalk(drain) on High street
- Talked with Doug Pulsifer from DTIR.
- One meter repair to be done – 1085 Rawding
- After discussions about drilling a test well as informational supporting documentation to proceed with drilling a new well to replace well #1 it was moved and seconded to have KD Rogers Well Driller drill a test well in the amount of \$6,900.00 which includes the HST was moved and seconded.

MOTION CARRIED. It was mentioned that no other quotes were solicited due to KD Rogers' knowledge of the Villages water system and limited suppliers.

Sewer Lagoon Upgrades In discussions with CBCL, going to send us a new proposal

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for February 2020, as submitted was moved and seconded.

MOTION CARRIED

- A motion to approve the acceptance of the bid for the Steiner to the successful bidder in the amount of \$21,000.00 plus HST was moved and seconded.

MOTION CARRIED


- After discussions a meeting was scheduled for Tuesday, March 24th at 7:00pm to discuss the Villages budget for 2021

NEW BUSINESS

- Commissioner Ernie Hovell reported that the food permit for the Auditorium kitchen in the Community Centre has been renewed and posted
- There were discussion around the display cabinet and water filling station
- It was mentioned that Lewis Benedict is the Village's representative for Volunteer of the Year and was nominated by five different organizations in the Village
- Commissioner Doug Gates mentioned that some of the shingles on the Community Centre roof by the doors seem to be curling – Joe committed to looking into the condition of the roof.
- Covid 19 –After discussions regarding Covid-19 pandemic it was decided that the Villages park will not be open to the public and that Joe will place a type of barricade at both entrances. Also, the office and Community Centre will be closed to the public with limited access to the office by appointment only.
- After discussions it was agreed by the Commission that there should be a response to the Minister regarding their recent amendment to the Municipality's Land Use By-Law specific to enforcement to stock piling of manure when limits are exceeded; asking who that contact would be for enforcement; expressing the concern that our current well field protection document has no enforcement and if there is money which the Village can utilize to purchase land in the well field.

Upon a motion being made, the meeting was adjourned at 8:45 pm.


Lewis Benedict, Chairperson


Darlene Robertson, Clerk