

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JANUARY 21, 2020

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

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

REGRETS: Commissioner Kim Cogswell

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 December 17, 2019 be approved as circulated. **MOTION CARRIED.**

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

- (a) Building Permit Report for month of December, 2019. In Kings County 44 building permits were issued with a total value of 3.9 million, 5 permits were issued for Port Williams with a total value of 1 million 41 thousand dollars. *(Information only)*
- (b) E-mail from the Municipality of the County of Kings providing the December 3, 2019 and January 7, 2020 Municipal Council meeting action list. *(information only)*
- (c) Invitation from the Municipality of the County of Kings to their African Heritage Month proclamation event on February 3, 2020 at 6:00pm. *(Information only)*

c) **Other Correspondence:**

- i. Letter from Frank Cowan Company advising that Intact Financial Corporation recently acquired Frank Cowan Company. *(information only)*
- ii. Letter supporting the Village's position regarding the Municipality's Planning Strategy and Land Use By-Laws document from John Lohr, MLA Kings North sent to Hon. Chuck Porter, Minister of Nova Scotia Department of Municipal Affairs and Housing. *(information only)*
- iii. E-mail from Betty Jean Tupper advising that she is resigning from her volunteer position as Apple Blossom Community Representative. *It was suggested that there should be an appropriate thank-you given to Betty Jean for all of her years of volunteer service. Commission will discuss at a later time. It was decided that Laura could advertise the volunteer position to sit on the Port Williams Leadership Candidate Committee through the Village's social media.*

- iv. Letter from Gordon Wilson, Minister of Nova Scotia Department of Environment thanking the Village of Port Williams for the letter sent on December 3, 2019 regarding protection of the Village's drinking water. *(information only)*
- v. Letter of response from Gordon Smith, Provincial Director of Planning for Nova Scotia Department of Municipal Affairs and Housing, informing the Village Commission that after examination of Kings County Municipal Planning Strategy and Land Use By-law that it has been referred for Ministerial Review where by the Minister has 60 days to conduct his review and make a decision. *(information only)*

IV BUSINESS ARISING FROM MINUTES:

- a) **Sewer By-Law changes** – Karen reported:
 - a. A draft has been circulated for Commission approval of the second reading of the Sewer By-Law. A motion to approve the second reading of the By-Law respecting the regulation of discharges to the sewer of the Village of Port Williams By-Law No. 20-01 was moved and seconded. **MOTION CARRIED.**
- b) **Unightly metal frame on property** – Meg reported:
 - a. The Village office has not received an update from the Municipality. Commissioner Hovell mentioned that there had been no change to the property as of today. Meg stated that she will follow up with Municipal staff.
- c) **Mutual agreement to use recreation spaces with PW School** - Laura reported:
 - a. Work in progress
- d) **Display for Community Spirit Award** –
 - a. Steps are in place to investigate a feasible location for a display case.

REPORTS

EMO Committee- Joe reported

- There was a meeting last week
- The Volunteer contact lists have been put together
- Have a good direction going forward
- The Committee is recommending to the Commission to purchase a dedicated generator for the Community Centre. It was suggested that the cost would be approximately one hundred thousand dollars for the electrical, pad and generator.
- Laura mentioned that she has ordered the signs for the comfort centre
- Karen is looking into possible grant funding for the generator
- Will include the generator in the capital budget discussions - Commissioners agreed to discuss at the budget review

Municipal Councilor – Meg reported

- Eagle watch season is here
- 175 Thousand dollars has been given to Kings Transit from the province
- In the design stage for the public works building – looking at a net zero energy efficient building
- Engaged in grant meeting sessions
- Two Committee of the Whole meetings each month now
- Municipal Planning Strategy has gone to Minister for review with March 2nd 2020 as the new deadline.

Recreation Director – Laura reported

Village of Port Williams – Recreation Programming Winter 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:15am Bootcamp (starts Jan 13 th)					8:30am Scotiabanks Run/Walk Club
9:00am Walking Time				9:00am Walking Time	NEW! 9:00am Open Gym @ PWES (starts Jan 11 th)
	10:30am Active Living (starts Jan 14 th)	10:00am Chair Yoga (starts Jan 8 th)		10:00am Yoga (starts Jan 10 th)	
1:00pm Painting Class (starts Jan 13 th)			NEW time- 1:00pm Active Living (starts Jan 16 th)		
7:00pm Yoga (starts Jan 6 th)	6:30pm Scotiabanks Run/Walk Club	NEW! 6:00pm Family Zumba @ PWES (starts Jan 15 th)	7:00pm Yoga (starts Jan 9 th)		

Recreation Advisory Committee

- Working on plans for Winter Frolic- date set for Monday Feb 17th – Family Fun Run with chili cook off, request for volunteers, etc.
- John Aker presented an update on the Launchers and the Launch Pad- following conversation it was suggested that we maintain the Launch Pad as it has been and promote this unique recreation facility to other Track & Field users for potential opportunities.
- Conversation and feedback on the topic of a splashpad addition to the park – a lot of support for the idea with the understanding that more information is required- costs, maintenance, feasibility of installation, etc
- Port Williams Days – need to start planning – feedback on ideas for the parade, etc.

Newcomers Info Package

- Working on brochures, welcome letter
- Reaching out to local businesses for participation- so far the following business are interested in participating – Wayfarer's, Barrelling Tide, Port Pub, Noodle Guy, Planter's Ridge n
- Work in progress

Beautification Committee-

- Need to set date for first meeting
- I have recruited interested members of the community – via the Recreation Advisory Committee and individual reach outs.

March Break Camp-

- PWES is booked for March 16 to 19th
- Promotion went out this week
- Camp Leader positions will be posted in February.

Proposed Recreation Projects-

- For your review and feedback
- Water bottle refill/water fountains – for the Community Centre and the park (2020/2021)
 - o Approx. investment with installation – \$12,000.00
 - o Potential grant support available – CCH Community Hall Assistance Program
- Spash Pad (2020/2021)
 - o Approx. investment with installation - \$125,000.00
 - o Potential grant support available – CCH, CDG and CUA Community Investment grant
 - o Investor interest – Mike Turner
 - o Project initiated based on community feedback in the Recreation Needs Assessment Survey
 - Face Book poll – in less than 24 hours it had 314 votes, 95% in favour of the project.
- Wellness Centre/Recreation Centre
 - o Project initiated based on community feedback and concept proposal by Jonathan Fowles re: the need to connect Recreation and Community with the Medical community
 - o At this point there are too many variables to propose an actual budgetary amount for the scope of the project.
 - o If there was interest in moving forward to explore the potential of this project – my recommendation is to invest \$10,000.00 to hire a consultant for planning purposes.
 - Potential grant support from CCH for Project Development (up to 50%)

Other

- New community events- Family Play Days – invitation for families to come out to the community centre and have an afternoon of board games, puzzles and snacks – Jan 18th & Feb 22nd 1:00-3:00pm

Minutes of the Village of Port Williams Commission – January 21, 2020

- Intro to Pickleball – coordinating with the NS Pickleball Association to offer two workshops at PWES.
- Trivia Night- January was in support of the PW Basketball Association – very well attended, raised approx. \$900.00
- EMO – working with Karen on communication plan – signage, posters, social media, volunteer recruitment- ongoing.

Recreation Personnel:

Contract Positions

- Lisa Quintin (yoga teacher)
- Paige Tremblay (Active Living instructor)
- Sandy Pothier (bootcamp instructor)

Upcoming:

- March Break Camp – 2 part time positions
- Summer Camp – 3 part time positions

Janitorial: Brian Tupper Reported

- Ongoing house cleaning
- Working of minor fixes, ceiling tiles, painting
- Working on scheduling of video equipment move from auditorium to multi-purpose room

Fire Department: Chief Porter reported:

- Busy – 4 alarms (chimney fire, two mutual aid and one alarm system)- total of 43 alarms this year
- New Breathing Apparatus's have arrived
- Scheduled the Fire Department Association's AGM for February 10th in the meeting room
- Two BA's have been set aside for Joe and training to be arranged.
- A local business has approached the Fire Department to purchase one of the non-firefighting approved breathing apparatus and Chief Porter would like to know if the Village could donate 4 BA's which are no longer used by the Port Williams Fire Department to the English Town Volunteer Fire Department in Cape Breton. Chief Porter was asked what the value of the older BA's would be – Philip estimated \$800.00 After discussions a motion to sell the 4 breathing apparatuses to the English Town Volunteer Fire Department for a total of one dollar with the understanding that a purchase and sale agreement provided by the Village office would be used to finalize the sale, was moved and seconded. **MOTION CARRIED.** A motion to allow Chief Porter to sell non firefighting approved Breathing Apparatus to a Port Williams resident was moved and seconded. **MOTION CARRIED.**

LIONS Club: - Brian Tupper reported:

- Have the Valentine's Day Dinner fundraiser coming up next month
- Tickets are now available for the Valentine's Day Dinner from club members
- One potential new member

Public Works: - Joe Keddy written report circulated:

- Joe extended a thank you to the Port Williams Volunteer Fire Department for clearing out the snow around the hydrants
- 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.
- Waste water upgrades.
- Well #2 ready for pump install (weather)
- Salting sidewalks & parking lots.
- Calibrating and testing Chlorine gas detector at the reservoir.
- EMO meeting. Electrical assessment and generator quotes.
- Going through plans/easements to see which are in place and what we need.
- Getting quotes on various pending jobs.
- Working on budget.
- Water and sewer quarterly samples.
- Steiner broke down, getting repaired. Joe mentioned that approximate cost to fix the Steiner would be between twelve to fifteen hundred dollars. Joe mentioned that he would like to sell the 440 Steiner as he does not feel that this piece of equipment currently fulfills the Village's sidewalk snow removal needs. After discussions it was agreed that Joe will obtain an appraisal to determine a fair market value and that depending on the value the Village would have to obtain ministerial approval and put the sale of this piece of property to public auction.
- The John Deere tractor is being retrofitted with a snow plow for sidewalk snow removal
- Met with Albert Miner about sewer lateral.
- Pond checks & maintenance.
- Joe will purchase and have installed a deadbolt on the Public Works building
- Joe was asked what the status was of the meters. Joe responded that the meters are all accessible and repaired after each reading. Scott asked Joe to include this on his monthly report.
- **Sewer Lagoon Upgrades:** In discussions with CBCL


Treasurer's Report: -Karen Rovers reported:

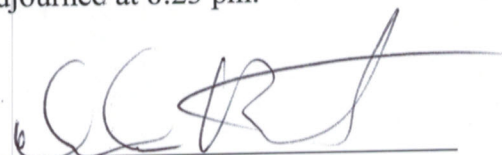
- The office was asked to follow up with Lawyer Geoff Muttart regarding documentation for the recent land purchase.
- A motion to accept the Village General Operating and Water Utility financial statements for December 2019, as submitted was moved and seconded.
MOTION CARRIED
- A motion to approve the Fire Department's budget submission to the Municipality of the County of Kings was moved and seconded. **MOTION CARRIED**
- After discussion a motion to write-off a water account in the amount of \$136.21 as unrecoverable was moved and seconded. **MOTION CARRIED**
- There were discussions surrounding the use of Tibbetts Electrical vs. a request for proposal for the Village's electrical services. A motion, due to long standing service history and historical knowledge of the Village's electrical needs, to use Tibbetts Electrical without soliciting comparative quoting and to be reviewed the same time as other specialized services are reviewed by the Audit Committee was moved and seconded. **MOTION CARRIED**

NEW BUSINESS

- Commissioner Hovell mentioned the need for medium size bowls in the auditorium kitchen. After discussions a motion to approve the purchase of medium bowls which exceeds the kitchen supply budget was moved and seconded. **MOTION CARRIED**
- It was mentioned that the Town of Wolfville is engaged in a flood plan for the town. Commissioner Hovell asked Chief Financial Officer, Karen Rovers, if she could check into possible funding options should the Village want to explore a similar plan.

Upon a motion being made, the meeting was adjourned at 8:23 pm.


Lewis Benedict, Chairperson


Darlene Robertson, Clerk