

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF OCTOBER 15, 2019

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

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

REGRETS: Geoff Muttart and Laura Jacobs

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

I. APPROVAL OF MINUTES:

- (a) It was moved and seconded that the minutes of the regular Commission meeting on September 17, 2019 be approved as circulated. **MOTION CARRIED.**

II. Municipality of County of Kings:

- (a) E-mail from the Municipality of the County of Kings advising of a Special Council meeting on October 10 where the draft Municipal Planning Strategy and draft Land Use By-Law is scheduled to be considered for First Reading by Municipal Council. *(information only)*
- (b) E-mail from the Municipality of the County of Kings advising that the next Village-Municipal meeting will be held on Wednesday October 16 at 7:00 pm in the Orchards/Vineyards room at the Municipal Building. *(information only)*
- (c) E-mail invitation to the Grand Opening of the new Municipal Complex at 181 Coldbrook Village Park Drive, Coldbrook on Tuesday, October 29th at 7:00 pm. *(information only)*

III. Other Correspondence:

- (a) Port Williams Elementary School Principal Lana Burns called requesting confirmation that the Port Williams Community Centre continue to be a secondary evacuation location for staff and students in the event of an emergency. *(information only)*
- (b) Notification from organizer of the Valley Harvest Marathon of the upcoming marathon date, time and road closures. *(information only)*
- (c) Thank you card from the Wohlmuth family. *(information only)*

BUSINESS ARISING FROM MINUTES:

I. Sewer Lagoon – Joe Keddy reported:

- Phase One complete and invoices received have been paid.

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- In discussions with engineers CBCL regarding deficiencies. CBCL confirmed that the installation was done as specified and will investigate if there is a flaw with the engineered design.
 - Waiting on the invoice for the additional soil. – Joe will follow up
 - Still in planning stages for Phase II for the sewer lagoon.
- II. **Sewer By-law changes** – Karen reported:
- Commission met and reviewed draft by-law
 - Lawyer Geoff Muttart will modify based on discussions at the Oct 11 meeting and will forward to Commission for review.
- III. **Unightly metal frame on property –**
- Councilor Meg Hodges reported that unfortunately recent events in Canning have been the main focus of Municipal Staff. She will follow up with staff and hopefully will have an update soon.
- IV. **Mutual agreement to use recreation spaces with PW School -**
- Work in progress – Karen mentioned that she had been in contact with Port Williams Elementary School Principal Lana Burns who said that she will follow up with the School Board.
- V. **Signs for the Community Centre –**
- All signs have been received and the auditorium sign has been installed.

REPORTS

Community Spirit Award Committee – Ernie Hovell reported:

- 13 tickets left to sell
- Everything is on track for the event

Board of Trustees – Doug Gates reported

- Met September 19th
- It was reported that at the Emergency Committee that the Committee members expressed an interest in having the Library to be open for the children. Cathy Lafflin-Hanks offered to be called in to open the Library but would need to obtain clearance from the Library Board first.

Municipal Councilor –

- Non substantive changes to the Port Williams growth centre was approved at the first reading of the draft Municipal Planning Strategy and draft Land Use By-law.
- Councilor Meg Hodges was sad to report that the vote for the u-pass failed.
- Chairperson Lewis Benedict and the Commissioners thanked Meg for her hard work on behalf of the Village of Port Williams. The Commission also expressed gratitude for her support.

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- Meg advised that the building which was recently burned down in Canning is up for auction.
- Council approved a J-Class road list today – no roads in Port Williams were on the list.

Recreation Director: - Laura Jacobs provided the following report:

Programming

Village of Port Williams – Recreation Programming Fall 2019

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00am Walking Time				9:00am Walking Time	8:30am Scotiabanks Run/Walk Club
	10:30am Active Living (starts Sept 17 th)	10:00am Chair Yoga (starts Sept 11 th)		10:00am Yoga (starts Sept 13 th)	9:15am Tumblebugs (starts Sept 21 th)
1:00pm Painting Class (starts Sept 9 th)			4:30pm Active Living (starts Sept 19 th)		
7:00pm Yoga	6:30pm Scotiabanks Run/Walk Club		7:00pm Yoga (starts Sept 12 th)		

Recreation Facility By laws:

- Public notification was printed and advertised – no feedback was communicated
- Second reading and request to motion the bylaws be sent to the province

Summer Day Camp

- Working on budget and grants for summer 2020

Facility Booking

- Working on facility use review- fees/outstanding payments, how to increase use next season, signage/promotional materials, etc
- Coordinating field maintenance with Public Works – reviewing maintenance costs per field

Community Spirit Award Committee

- Attending committee meetings
- Coordinating entertainment with Ruth Blenkhorn
- Tickets for Recreation Committee & Commission available

Recreation Advisory Committee- next meeting Nov 12

- Tuesday, Oct 8th – special meeting to coordinate plans for the Christmas tree lighting events and activities

After School Program

- After school program- I did a reach out to the school community looking for numbers interested in after school programming. At this time, we do not have

enough interest to move forward with a January start, but I will continue to work on the potential for this program for the 2020/21 school term.

- Update from the church- potential increase in cost from \$50.00/day to \$75.00 day – this would drastically adjust our fee structure

Newcomers Info Package

- Working on brochures, welcome letter
- Reaching out to local businesses for participation
- Creating a budget for project- printing costs, etc.

Other

- Trivia Night – Oct 4th – 102 in attendance, proceeds to support the Horton Football team, next event will be Saturday, Nov 2 and proceeds will support the Fire Dept Association
- Attended the Family of Schools annual meeting at Horton – discussed combined efforts to engage community partners in promotion of physical activity and how Recreation departments can support the needs of our schools, etc.
- County Rec Guide- meet with all the Rec departments in the County to discuss options and workshopped a solution to decrease costs and still provide ongoing program information and contact information county wide – new template to be reviewed and test run for the Winter.
- Attended Valley/South Shore Recreation meeting in Digby – PD presentations from Participation and their new initiatives, Trails Canada presented on their extension project for the Trans Canada Trail and CCH presented their new mental health training project
- Lego Robotics club has started their new program, they have 5 registered and will be involved in local competitions this year.
- I teach Wednesday Chair Yoga and Friday Yoga in the programming

Recreation Personnel:

Contract Positions

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

A motion to approve the second reading of the Village of Port Williams By-Law 19-02 Recreation Facility By-Law was moved and seconded. **MOTION CARRIED**

Janitorial –

- Repaired the taps in the Auditorium ladies washroom which were causing a water leak.
- Repaired the toilet in the Multi-Purpose room.

- Will soon be turning on the furnace with the upcoming cooler weather.

Fire Department: Chief Porter reported:

- 3 alarms – one motor vehicle, alarm response at the Chiropractic Office and a mutual aid for Canning Fire Department.
- Two new members.
- Scheduled the Open House and Fire Prevention Day for November 3, 2019.
- Kings County Fire Advisory meeting is this Thursday night.

LIONS Club: - Brian Tupper reported:

- Adopt-a-Highway is planned for this Saturday October 19, 2019.
- Some catering jobs coming up this month.
- Membership is staying the same.

Public Works: - Joe Keddy written report circulated:

- Water system: Everything is working fine.
- Sewer systems: Everything is working fine.
- Sewer Treatment Plant: Everything working fine.
- Nitrates (Inlet AVG 6.2 Outlet AVG 6.7)
- Responding to alarms.
- Water & sewer inspections. Installing meters & turning water on.
- Regular field maintenance. Brush clean-up.
- DTIR:
 - It was mentioned that there is a hole in the pavement on Church Street by the picnic park.
 - Joe to follow up with DTIR.
- Electrical work in fire hall & work shop complete – Video world will be installing cameras.
- Internet line installed at water tower.
- Waste water upgrades.
- Replaced 1" water meter for Cornwallis farms. – Darlene asked at which location – Joe responded the one across from the Port Williams School. Darlene asked for the new meter number – Joe said he would send to the office.
- Attended Sewer by-law meeting.
- Annual water sampling report submitted to DOE – Joe mentioned that there are additional sampling parameters required by the Nova Scotia Department of Environment.
- Quarterly water & sewer samples completed.
- Attended ACWWA conference in Halifax.
- Working on Generators.
- Starting to winterize summer equipment & preparing for winter.
- Gravel spread on Water tower road.

- Hydrants have been flushed and Joe is waiting on the report from Aqua Data Atlantic.
- Sewer Lagoon Upgrades: In discussions with CBCL.
- Commissioner Ernie Hovell asked if Joe will be taking the other half of the pesticide course – Joe confirmed that he will be attending one in November.
- Ernie Hovell asked how the Co-op Student arrangement works – Joe explained that the Village has been involved with this program for three of the six years since he has worked for the Village. Joe is the supervisor of the student. Joe can send the student to other employment opportunities where he can assign a person to supervise the student, where the student can gain a variety of exposure and experience for different types of work. Insurance and safety gear is provided by the school. The student puts in hours for the School Coop program with no cost to the Village.

Association of Nova Scotia Villages: - Scott Leier reported:

- 10 Villages attended the AGM (Kingston, Pugwash, Baddeck, Tatamagouche, Greenwood, Bible Hill, St. Peters, New Minas and Port Williams)
- First speaker was Josh Bated from Accessibility Nova Scotia – Nova Scotia has the highest percentage of disabled people in Canada. Province has passed a law that requires that Villages and Municipal units must have an Accessibility Committee with at least 1 self-identified person who has a disability on the committee. They recommend that different units cooperate and form joint committees.
- Mark Austin, Economic Developer for the Municipality of Colchester, presented an overview of ways to encourage and work with local business and develop new business opportunities.
- Kathy Cox-Brown from Department of Municipal Affairs reviewed the changes to the audit and accounting guidelines (FRAM). Kathy outlined procedure and formulas that are used to determine the economic viability of Villages Towns and Municipalities. Kathy was asked about the financial health of Villages – she responded that the majority of Villages are in good shape and a couple were working their way through some issues and that she was unable to contact a couple of the Villages.
- Jammie LeFresne owner of Train Station Inn provide his story of business success. He reviewed his challenges and successful marketing plan, is a believer in Facebook and that people are interested in stories and not business details. Advises to market your own uniqueness.
- Michael Gregory, Councilor District 7 Colchester County, provided opening remarks on Saturday – Stating that there is a new level of cooperation between the County and Village of Bible Hill.
- Jason Haughn from the Department of Municipal Affairs who is responsible for the Valley Area stated that Municipal Affairs is actively supporting Villages and trying to encourage cooperation between villages and other municipal units. Noted that the By-Laws should be online for a higher level of

transparency to the public. Copy of his presentation will be sent to the Villages. He recommends that the association set up a seminar for clerk treasurers and financial officers and that an e-mail group be established for Villages – Clerk Treasurers of Kingston and Bible Hill will work on this.

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for September 2019, as submitted was moved and seconded.

MOTION CARRIED

- Joe mentioned that when repairs were made to replace the transfer switch at the pumping station it was discovered that the control board was gone in the generator as well. Joe noted that the cost to replace the control board would be an additional three thousand dollars. Joe mentioned that worker from Congen mentioned that the failed board would have been caused by a lightening strike. Commissioner Leier asked if Congen would be able to provide a written opinion stating that fact. After discussions a motion to put through an insurance claim for the costs for the transfer switch and board for the generator was moved and seconded. **MOTION CARRIED**
- A motion to approve the budget circulated in the amount of \$675.00 for the Remembrance Day observance on November 10th was moved and seconded.

MOTION CARRIED

- A motion to write off water invoice #19629 in the amount of \$20.00 as unrecoverable was moved and seconded. **MOTION CARRIED**
- After discussions a motion to invoice Annapolis Royal in the amount of \$424.26 for the cost of the flat bed and mileage was moved and seconded.

MOTION CARRIED

New Business:


- No new business
- Meeting went in camera at 8:18 pm to discuss a potential acquisition.
- Meeting came out of camera at 8:30 pm
- A motion to purchase three properties under identification numbers 55485577, 55460364 and 55460372 from Victor Peach for a total purchase price of twenty thousand dollars with an additional three thousand dollars for HST, and to expend any additional costs over the 23 thousand dollars which would be directly associated with the land purchases was moved and seconded.

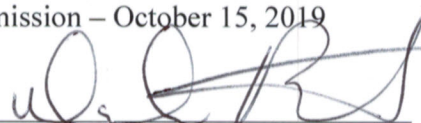
MOTION CARRIED

- A motion to use funds from the Villages water utility account to purchase the properties from Victor Peach for the purpose of future use of the well located on the land was moved and seconded. **MOTION CARRIED**

Upon a motion being made, the meeting was adjourned at 8:35 pm.

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Lewis Benedict, Chairperson


Darlene Robertson, Clerk