

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF NOVEMBER 19, 2019

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

IN ATTENDANCE: Karen Rovers, Joe Keddy, Laura Jacobs, Brian Tupper, Philip Porter, and Geoff Muttart

REGRETS: Darlene Robertson, Kim Cogswell, and Meg Hodges

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 October 15, 2019 be approved as circulated. **MOTION CARRIED.**

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

- (a) E-mail from the Municipality of the County of Kings providing the October 10, 2019 and the October 15, 2019 special Council meeting Action List. *(information only)*
- (b) Building Permit Report for the month of October, 2019. In Kings County 57 Building permits were issued with a total value of 5.2 million, 3 permits were issued for Port Williams with a total value of 1.1 million dollars. *(information only)*
- (c) Request from the Municipality of the County of Kings for confirmation that residential units on Lot 8A, Lot 8B, Lot 9A and Lot 9B located on Selena Court are connected to the Villages sewer service. *(information only)*
- (d) Notification from the Municipality of the County of Kings of a Public Hearing on November 14th at 6 pm to seek public opinion regarding the adoption of a new Municipal Planning Strategy and Land Use By-law and repeal of Bylaw 56, Bylaw 75 and Bylaw 57. *(information only)*
- (e) E-mail from the Municipality of the County of Kings advising of a special Council meeting on November 21 at 6pm where the draft Municipal Planning Strategy and draft land Use By-law is scheduled to be considered for Second Reading by Municipal Council. *(information only)*

c) **Other Correspondence:**

- (a) Satisfactory safety rating on Commercial Carrier from Service Nova Scotia & Municipal Relations Motor Vehicle Administration. *(information only)*
- (b) E-mail from Sherry Spencer, MCT Commercial insurance advisor congratulating the Village for being awarded the Lieutenant Governor's

Community Spirit Award. *(information only)*

- (c) Document review inspection report from Nova Scotia Environment stating that the 2020 monitoring plan has been accepted by the Department.
(information only)

IV BUSINESS ARISING FROM MINUTES:

- a) **Sewer Lagoon Phase I**– Joe reported
- Activities have come to a close.
 - Will follow up with Brown Brother about the DO meter credit
 - Working with CBCL to address deficiencies on post design specifications and proposal for Phase II of the Project for the Spring
- b) **Sewer By-law changes** – Karen reported:
- A draft of the proposed by-law changes has been circulated as provided by Geoff
 - There is a question on what the appropriate minimum distance should be requiring connection to the main.
 - Joe and Karen are going to look at possible minimum distances and how they would apply to various properties in question around the Village and provide a recommendation
 - After discussions a recommended distance will be circulated and the By-law would be presented at the December Commission meeting for First Reading.
- c) **Unightly metal frame on property** – Office sent email October 24th asking for an update
- Lewis reported that the structure had been shifted on the property to a different location and that the land owner had been in touch to report that his understanding was that this met the requirements of the By-Law enforcement officer
 - discussions circulated regarding the deteriorating condition of the entire property and felt that the entire property needs to be readdressed as unsightly
 - the office was instructed to draft a letter to the Municipality requesting that the issue be addressed
 - Geoff recommended enlisting the support of surrounding businesses
 - after discussions it was agreed that the office will draft a letter requesting local neighboring business support addressing the unsightly property
- d) **Mutual agreement to use recreation spaces with PW School** - no update
- It was suggested that Laura request for Principal Burns to follow up with the Annapolis Valley Regional Centre for Education
 - Laura agreed to do so
- e) **Land Purchase** – Lewis reported
- the land owner was not currently prepared to meet all the conditions of the proposed sale agreement
 - Lewis suggested returning to the original proposed land purchase of just the 1.9 acre reservoir piece

-after discussions a motion was made to purchase the discussed parcel of land for \$5,000 plus land owner and Village legal expenses and any applicable taxes.

MOTION CARRIED.

- f) **Accessibility Committee**- Commissioner Hovell asked if there had been any initiation of an Accessibility Committee
- Commissioner Leier stated that the he was under the understanding that the Municipality would be establishing a Committee with a representative from each of the Villages
 - it was discussed that the Village should begin considering who might be an appropriate committee member for the Village

REPORTS

- a) **EMO Committee**- Joe reported
- there is an upcoming meeting on Thursday, November 19th at 1:30pm in the Village board room
 - there is a good group of interested members that are working on an Emergency Plan and procedures
- b) **Community Spirit Award Committee** – Ernie Hovell reported
- it was a very successful event
 - a financial report has been submitted showing that the event came in under the \$2500 budget
 - a wrap up meeting has been held and thank-you notes distributed to contributors and dignitaries
 - the Village has received a crystal award and a display case is being planned for the Community Centre
 - deficiencies with the sound system were identified that evening and need to be addressed
 - it was agreed that Brian and Commissioner Hovell will make an appointment with Jeff from Video World to review improvements needed
- c) **Municipal Councilor** – no report
- d) **Recreation Director**: - Laura Jacobs reported:

Programming

- Painting class completed their final session, will resume in January.
- Active Living will finish this session the end of November, resume in January
- Tumblebugs has their last class Dec 7th – waiting on confirmation for a winter session
- Looking into possibility of Zumba (new instructor) and Tai Chi for the winter

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:

- Approved to send to province

Community Spirit Award Committee

- Event went very well – attended final meeting of the organization committee- Nov 5th

Recreation Advisory Committee

- Tuesday, Nov 12th – committee met to discuss long term strategic planning for recreation – the consensus was they would like more information/planning for a wellness centre.
- Request Terms of Reference be approved for the Recreation Advisory Committee
- Commissioner Hovell identified a correction needed for the name of the Port Williams & District Lions Club
- Laura said she would change it
- A motion was made to accept the Terms of Reference for the Recreation Advisory Committee with the amendment. **MOTION CARRIED.**

Newcomers Info Package

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

Tree Lighting & Community Social

- Met with subcommittee – Youth Group, Lions Club, Fire Dept, WI and volunteers.
- Date set for Nov 24th- 6:00pm – guided carol sing, Santa meet & greet, baked goods auction, children's games & activities.
- Promotional materials & social media posted
- Purchasing new decorations & lights for outdoor display

Other

- Trivia Night – Nov 2 and proceeds will support the Fire Dept Association. Next event Friday, Dec 6th – proceeds to support the Lions Club Christmas hampers – ugly xmas sweater theme.
- Attended Blue Zone meeting at County offices- presentation by Albert Lee, MN representative. Outlining the transformation they took to prioritize wellness initiatives in their town.
- EMO meeting – Oct 24th – working with Karen on communication plan – signage, posters, social media, volunteer recruitment.
- Attended Kings County Recreation meeting- discussion on Regional Recreation Needs Assessment, Rec Guide, winter event planning, potential collaborative projects/activities.
- It was asked what changes were made to the Rec Guide and Laura reported that it was going to be downsized to a one page format that provided recreational activity contacts/sources of information.

Recreation Personnel:

Contract Positions

- Lisa Quintin (yoga teacher)

Paige Tremblay (Active Living instructor) and a Boot Camp Fitness Instructor

Janitorial: Brian Tupper Reported

- Things are busy
- Ceiling tile damage is occurring in the main hall due to decorating activity
- The issue is to be taken to the Board of Trustees to consider how to deal with it

Fire Department: Chief Porter reported:

- In the past month the department has responded to one alarm; a motor vehicle collision
- Two trucks have had their pumps serviced and the two pumpers were flow tested
- On November 16, 2019 the department participated in the New Minas Parade of Lights

LIONS Club: - Brian Tupper reported:

- Club membership is down
- Catering is busy right now
- Brian presented a cheque on behalf of the Lions Club to the Village with a donation of \$150 for the Community Christmas Event
- The Club is preparing for the Christmas Hampers going out on December 21st
- They average 30-40 hampers at an approximate cost of \$200 each
- The annual raffle ticket sales supporting the hampers is currently underway

e) **Public Works:** - Joe Keddy written report circulated:

- Water system: Nitrate Analyzer down. A new power supply was needed and will be replaced under warranty. Well #2 has also gone to ground and requires the pump be pulled and replaced. Joe estimated total expenses between \$7500-\$8000. A motion to hire K.D. Rodgers well drilling without comparative quote due to specialized service for an amount not to exceed \$8000 to repair Well #2 was moved and seconded. **MOTION CARRIED.**
- Sewer systems: Everything is working fine.
- Sewer Treatment Plant: Everything working fine
- Nitrates (AVG 6.5)
- Responding to alarms.
- Water & sewer inspections. Installing meters & turning water on.
- Regular field maintenance. Brush clean-up. Done for the winter.
- DTIR: Responded that they will look into list submitted.
- Waste water upgrades.
- Gravel spread on trails (44 tons)
- Well #2 gone to ground. Had Tibbetts electrical confirm.
- Met with insurance adjuster to go over claim on generator. (Starr's point road)
- Sewer repair on Terry's creek road.
- Attended Pesticide course.
- Set up for Remembrance Day ceremonies.
- Set up generator at the Community Center during power outage.
- Two villages trailers ownership papers and inspections complete.
- Salting sidewalks & parking lots.
- Water turned off at Benedict field and park.
- Parking lot lines painted.
- Water meters being read. Commissioner Gates asked about current water meter inventory and Joe reported that there are still 12 available but he is aware of several needed in the near future. More meters will be required in 2020

f) **Treasurer's Report:** -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for October 2019, as submitted was moved and seconded.
MOTION CARRIED
- A motion to approve the circulated quote by MicMac Fire and Safety for SCBA equipment for the Fire Department with no comparative quotes due to the specialized nature and compatibility of the equipment was moved and seconded. **MOTION CARRIED.**
- A motion to approve Commissioner Benedict purchase staff Christmas gifts

for the budgeted amount circulated was moved and seconded. **MOTION CARRIED.**

NEW BUSINESS

- a) **Kings County Regional Emergency Management Comfort Centre/Emergency Shelter Memorandum of Understanding** – an email with legal counsel was circulated for the Commission
 - Geoff highlighted that the agreement does not adequately address liability responsibility in the case of MOK requesting a Comfort Centre or Emergency Shelter be opened.
 - discussion were had about the lack of a dedicated generator for the Community Centre and the fact that the Village does not want the ability to pull the current portable generator off the Community Centre in the event of an emergency
 - consensus was reached that the requirements of a dedicated generator and funding availability for one should be explored before considering signing an agreement with the Municipality
 - it was also agreed that at that time liability issues as well as specifying what specific areas of the Community Centre apply to the agreement (ie excluding Village office, library, etc) should be addressed
- b) **Municipal Planning Strategy and draft Land Use By-Law**
 - Commissioners Hovell, Gates and Leier confirmed that they will be attending the Nov 21st Special Council meeting
 - discussions were had about options if the growth centre boundary change is rejected. Strategy about approaching the Minister of Municipal Affairs with arguments for wellfield protection occurred.

At 9:30pm the meeting went in camera to discuss personnel matters

At 10:14pm the meeting came out of camera and returned to public session.

At 10:15 a motion was made to extend the Public Works Assistant's contract from Dec 1, 2019 to March 31st, 2020 and to include the amended terms discussed in camera was moved and seconded. **MOTION CARRIED.**

Upon a motion being made, the meeting was adjourned at 10:16 pm.


Lewis Benedict, Chairperson


Karen Rovers, Chief Financial Officer