

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF MAY 21, 2019**

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

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

**REGRETS:** Meg Hodges

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 April 16, 2019 be approved as circulated. **MOTION CARRIED.**

**II. Municipality of County of Kings:**

- (a) E-mail from the Municipality of the County of Kings providing the April 2, 2019 Municipal Council meeting action list and the April 18, 2019 Special Council meeting action list. *(information only)*
- (b) Notification from the Municipality of the County of Kings of an application for a Development Agreement at 1191 Starrs Point Road. *(information only)*
- (c) Letter from the Municipality of the County of Kings requesting confirmation that lots 4a and 4b are connected to the Village of Port Williams sewer service. *(information only)*
- (d) Notice from the Municipality of the County of Kings of a public hearing on June 4<sup>th</sup> regarding a development agreement for a multi-unit building at 167 Sunnyside Road in Greenwich. *(information only)*

**III. Other Correspondence:**

- (a) Letter from Nova Scotia Utility and Review Board advising of potential revisions to the description and calculation of estimated water losses as set out in the Board's Water Utility Accounting and Reporting Handbook. *(information only)*

**BUSINESS ARISING FROM MINUTES:**

**I. Sewer Lagoon - Joe Keddy reported:**

- Waiting on a pipe for a couple of weeks but are back on track
- Mix up on the gate size – needed to increase size for access of equipment
- Things are running smoothly – old pipes and aerators removed and fence is being installed

- II. **Sewer By-law changes** – Karen reported:
  - Amendments sent for approval to the Minister have been received. Website to be updated with amended by-law
  - Working on potential changes to phrasing in the Sewer bylaw
  
- III. **Unightly metal frame on property** – Lewis Benedict reported:
  - Spoke to Mr. Kidston and offered suggestions on how to remove the metal from the property
  
- IV. **Honorariums** - Karen reported:
  - There have been changes made to the Hospitality and Mileage and Expense Policies and will present the revised policies to the Commission once the Audit Committee has reviewed.

**REPORTS**

**Municipal Councilor** – Meg Hodges

- No report provided

**Recreation Director:** - Laura Jacobs reported:

- Current programming

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00am Walking Club				9:00am Walking Club	8:30am Scotiabanks Run/Walk Club
	10:30am Active Living (Apr. 23 – June 28)	10:00am Chair Yoga		10:00am Yoga	
			4:30pm Active Living (Apr 23 – June 28)		
7:00pm Yoga	6:30pm Scotiabanks Run/Walk Club	6:30pm Family Basketball @ PWES			

- Summer Programming

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00am Walking Club				9:00am Walking Club	8:30am Scotiabanks Run/Walk Club
				10:00am Yoga In the Park	
	6:30pm Scotiabanks Run/Walk Club				
7:00pm Yoga	7:00pm Co-Ed Beach Volleyball	6:00pm Pick up Basketball @the Park	7:00pm Co-Ed Softball		

- Programs

Adult Art Classes - New session starts April 29<sup>th</sup> – 6 weeks

Youth Climbing Club - Partnership with the Annapolis Valley Climbing Club, runs until June

**Recreation Advisory Committee –**

- Met on May 14<sup>th</sup>
- Kings County Recreation Needs Assessment
- County Rec Guide- promotional material options
- Recreation Facility updates
- Random Acts of Kindness Day – May 26th

**Recreation Facility By laws:**

- Updates to the schedules- final draft for approval submitted.

**Port Williams Days**

- Waiting on request to DOT for parade use/road closure
- Promotional materials, advertising and social media posts
- Everything on track
- Concerns regarding facility booking/parking
- Next committee meeting – Wed. May 22<sup>nd</sup>, 7:00pm

**Community Activity Box/ “Playbox”**

- CDG proposal – pending updates from CCH re: new grants regulations- meeting on May 22nd
- New strategy – more cost-effective options - buy two seasonal boxes- one for tennis courts, one for the park

**Summer Day Camp Planning**

- Registration is open
- Leadership training set for June 24 – 28
- Working in intake/money handling protocols
- Assessing potential for scholarship/reduced fees
- LIT (Leader in Training) Program will return – 2 LIT per week to assist with management of the campers.

New – Art Camp for youth

**Facility Booking**

- Summer field booking ongoing
- Coordinating field maintenance with Public Works

**Active Hallway Project**

- Awaiting update from grant submission.

**55+ Games**

- Hosting an event as part of the County’s initiative

**Capital Project**

- Sourcing option for installing a splash pad at the park.



- Meeting with ABC Play representatives, installation company Valley Leisure & Public Works

**Other:**

- District 1 meeting- Peter Muttart & Meg Hodges hosted an information session in Canning
- Board of Trustees meeting
- AED info session booked for Wed. May 29<sup>th</sup>, 6:30pm
- Approached by a High School student regarding green space needed for Community garden project
- Approached by school student to utilize the Village as a drop off location for a collecting shoes project
- Looked in archives for the past agreement with the Port Williams School regarding mutual agreement for recreation spaces
- It was suggested by Commissioner Leier to Laura that it would be beneficial to obtain a new agreement with the school regarding a mutual agreement to use recreation spaces

**Fire Department:** Chief Porter reported:

- Department responded to three alarms in the past month – mutual aid to Canning and two mutual aids to Kentville
- Lockers purchased from the Canning fire Department have been installed
- Chief's meeting discussed bulk purchasing however decided that there was not enough benefit

**Public Works:** - Joe Keddy reported:

- Water system – everything is working fine except for the turbidity analyzer at the Cornwallis Farm's location. Quote was provide to the Commission.
- Sewer systems – everything is work fine
- Nitrates are staying around the same
- Shop clean up and maintenance on equipment
- Responding to SCADA alarms
- Performing water and sewer inspections
- Attended meetings – Met with B & G Squared Development regarding water and sewer for a proposed subdivision
- Met with Department of Environment regarding the annual water report
- Started regular field maintenance
- Pulled the pumps a dozen times at the Port Pub pumping station location – new impellers have been installed on the pumps on Friday to hopefully resolve the issue.
- Submitted report to submit to Department of Environment on May 16<sup>th</sup> for Well #4A
- Followed up with the Department of Transportation and Infrastructure Renewal regarding outstanding issues – asked to have street cleaning done before Port Williams Days

- Request the Commission consider some paving additions to the parking lot paving repairs -
  - o Repair the sidewalk on the south side of the road in front of the doctor's office on Belcher Street
  - o Wheelchair ramp in front of the public washroom at the Public Works building
- It was mentioned that there is a sinkhole in the grass between the sidewalk and the road near the Booker School – Joe said that he would look into it
- A motion to cover the cost for Joe to take the Pesticide Applicator Training and test by Marbicon Inc. was moved and seconded. **MOTION CARRIED.**
- A motion to accept the CO-1 quote from Brown Brothers for \$1825.00 to increase the size of the gate to 24' for the Wastewater Project was moved and seconded **MOTION CARRIED.**
- Joe confirmed that the turbidity analyzer purchase was a specialty item compatible with existing equipment resulting in only one quote to present. After discussions a motion to purchase a turbidity analyzer through Nulantic Water and to open an insurance claim for the damage to the turbidity meter was moved and seconded. **MOTION CARRIED.**

**Lions Club:** - Brian Tupper reported -

- Float ready for the Apple Blossom Parade
- Few catering functions in the month of June
- Good response for the Fire works
- Yard sales are going well
- Adopt A Highway – 9 participants (7 Lions club members and 2 Public); 16 bags of garbage collected

**Janitorial:** - Brian Tupper reported –

- Hot water tank replaced in Multi-Purpose Room not working
- Backup refrigerator in Auditorium has been fixed and working well

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

- A motion to adopt the budget presented by Karen Rovers for the Village's Water Utility account and Village Operating account for the April 1, 2019- March 31, 2020 fiscal year was moved and seconded. **MOTION CARRIED**
- A motion to accept the Village General Operating and Water Utility financial statements for April 2019, as submitted was moved and seconded. **MOTION CARRIED**
- Commissioner Ernie Hovell asked what the invoice paid to 'I Am Responding' was for – Karen answered that it pertains to the Fire Department for communication and inventory management software.
- Commissioner Ernie Hovell asked what the invoice paid to Surfline was for – Joe responded that it was for the SCADA system water reports for the Department of Environment and to connect the Nitrate monitor to the Scada System.

- Karen explained that there were two quotes received for the paving repairs to the parking lot. The second quote did meet the deadline issued by Joe but was received at a later date from the previous Commission meeting due to an email bypass issue. Quotes received from Howard Little Construction and Dexter Construction. A motion to proceed with Howard Little Construction for the paving lot repairs was moved and seconded. **MOTION CARRIED.** Joe was to obtain additional quotes for the additional paving projects mentioned.
- A motion to use gas tax funds for the well replacement project not to exceed the sixty five thousand dollar budget was moved and seconded. **MOTION CARRIED**
- It was noted that Karen had presented a capital project plan for review in preparation of a future meeting.
- Karen mentioned that the AGM is upcoming at 7:00pm on June 6<sup>th</sup>
- Motion to renew the storage tank and environmental insurance was moved and seconded. **MOTION CARRIED**

**New Business:**

- It was mentioned that the debris is blowing around at the new construction sites/subdivisions and is becoming a concern. The office mentioned that they have brought this up with waste management. Joe committed to follow up with waste management.
- Commissioner Gates mentioned that it might be a good idea to have a regular inspection of the Community Centre roof as a preventative measure.

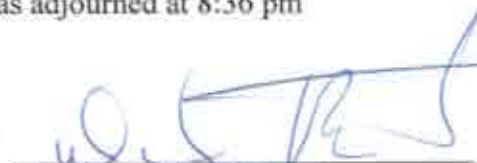
At 8:08 pm the meeting went in camera to discuss a contract negotiation

The meeting came out of camera at 8:35 pm

- (a) A motion to revise the contract with A'N'T' Janitorial as discussed in camera was moved and seconded. **MOTION CARRIED.**

Upon a motion being made, the meeting was adjourned at 8:36 pm

  
Lewis Benedict, Chairperson

  
Darlene Robertson, Clerk