

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF SEPTEMBER 15, 2020

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

IN ATTENDANCE: Karen Rovers, Joe Keddy, Laura Jacobs, Philip Porter, Brian Tupper, Meg Hodges, Wayne Blenkhorn, Jason Stevens and Darlene Robertson

REGRETS: 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 August 18, 2020 be approved as circulated. **MOTION CARRIED.**

b) **Other Correspondence:**

- (a) E-mail Direction from the Minister of Municipal Affairs and Housing allowing Villages to hold meeting of the electors on condition that all applicable requirements of the Health Protection Order be followed as well allowing Village Commissions to defer at their discretion Annual General meetings until the end of the State of Emergency. (*Information only*)
- (b) E-mail approval and certificate of consent from the Minister of Municipal Affairs and Housing, for the Village Commission to sell the 2007 Mack truck for market value. (*Information only*)
- (c) E-mail acknowledgement from the Nova Scotia Utility and Review Board that submission requirements from the Water Utility Accounting and Reporting Handbook for the Port Williams Water (*Information only*)

BUSINESS ARISING FROM MINUTES:

a) **Wastewater Upgrade Phase II** – Joe reported:

- Received a correspondence from engineers CBCL providing a draft of the wastewater project for review and approval. Will review the document tomorrow and advise if we are good to post the tender.

b) **Display cabinet & water filling station in Community Centre** – Ernie reported:

- Pleased to report that the display cabinet is installed and the water filling station is operational.

c) **Belcher Street Village welcome sign** - Joe reported:

- Had sent back the sign to be corrected and to date have not heard back from the sign company. Joe committed to following up with sign company.

- d) **BG Squared Collins Rd subdivision** – Joe reported:
- Work in progress, going over plans and will send out correspondence.
 - Commissioner Ernie Hovell wondered what the holdup is and asked how much longer this process will take.
 - Joe explained that the grade is insufficient for the sewer line and not to the Village's standards. Currently waiting on ABLE Engineers to provide an acceptable proposal following the Village's standards.
- e) **Request to County to consider Brison Development walkway as a trail**
- No update provided
- f) **Community Centre reopening plan** – Karen reported:
- There have been some groups who have expressed interest in resuming use of the Community Centre and/or kitchen facilities which are not currently part of the soft opening of the Community Centre.
 - There were discussions regarding the reopening of the Community Centre rooms and potential covid fee.
 - After discussions it was decided that the office will draft up a list of challenges for the Board of Trustees to discuss and make their recommendation to the Village Commission.
- g) **Victor Peach land purchase –**
- Commissioner Ernie Hovell asked if there was an update regarding the purchase of additional land from Victor Peach
 - Chairperson Lewis Benedict mentioned that Victor is in the process of moving some items on the land in preparation for selling the land however no update at this time.
 - There were discussions regarding the potential to purchase an additional 25 foot strip in order to have the required frontage for building purposes and Municipality's potential to reduce requirements to 20 feet.

REPORTS

Municipal Councilor – Meg Hodges

- No report provided

Janitorial: Brian Tupper reported:

- Two toilet seats have been replaced in the Fire Department area.
- Display Cabinet/water bottle filling station has been installed
- Some hand sanitizer stations have been installed
- Looking to start some outside Community Centre maintenance work
- Janitorial closet has a sink installed

Fire Department: Chief Porter reported:

- Responded to two alarms: call close to Hwy 358 and a possible flood condition
- Called by dispatch centre to investigate a possible structure fire which was a controlled fire.
- Currently 8 members are enrolled in Level One training

LIONS Club: - Brian Tupper reported:

- First meeting since Covid outbreak
- New board members established for 2020-2021

Recreation: - Laura Jacobs reported:

Programming

- Yoga

Mondays 7:00pm - Sept 21 - Nov 2 (no class Oct 12)

Thursdays 7:00pm - Sept 24 - Oct 28

- Chair Yoga

Wednesdays 10:00am – Sept 23 – Oct 28

Modifications – Pre-registration is now required - max capacity 20 students – we will no longer be able to accommodate drop in's

6-week session - \$20.00 (payment due at first class and there will be no refunds for missed classes)

- You will be required to bring your own mat and blocks/supports. We will no longer be able to loan equipment and in an effort to reduce contact surfaces, everything you bring into the space must stay with you (no coat hangers/boot racks, etc)
- We will have marked spots to place your mats, these locations are pre-measured to insure proper physical distancing.
- Please wear a mask on entry into the building, once you are on your mat you can remove your at you wear your mask as you leave as well.
- We ask that you use the hand sanitizer provided when you enter and exit the space.
- You will sign your name and phone number on entry (for tracking purposes), all other forms will be online.

Recreation Advisory Committee

- Sept 8th – Via Zoom- initial meeting to follow up with community groups regarding re-opening, etc
- Only 5 attended – next meeting set for Oct 13 (in person if possible)
- DanceTime is going to attempt re-opening – couple bubbles, follow social distancing guidelines, etc. Concerned about fundraising opportunities.
- Scotiables have started group runs, following guidelines, etc. Idea for Virtual Race fundraiser.
- Betty Jean discussed bringing back Sparks/Brownies troop to Port Williams.

Events

Trivia Night – proposed reopening Oct 2

- Following guidelines-

- teams of max 6 –7 within existing bubbles- pre-registration required to stay within group size limitations
- Participants must wear mask on entry and can only remove at your table (any movement – to the bar/bathroom, requires you to wear a mask)
- No mingling between tables
- Pre-registration required – sign in with name and phone number for tracking purposes
- No food or kitchen services
- Teams will mark their own score – report verbally to score keeper
- All tables/chairs will be sanitized by event organizers and put away
- Hand sanitizer will be available on entry and exit

Remembrance Day

- Support event in any way we can
- Social media and communications as needed

Tree Lighting

- In discussion with Rec Committee
- Looking into necessary modifications

Other

- Grants
 - Community Culture and Heritage – Planning Grant – Wellness Centre Study
 - Initial application submitted to CCH – working on required supporting documents (RFP, etc)
- Social media- maintain ongoing communication
- Community project- “Get to Know Your Village” - working with Sylvia re: newsletter, zoom interviews, etc.
- Meetings
 - School Partnership via Zoom – how can we as the community support the school through this transition (park benches/bleachers to facility outdoor learning spaces, etc.)
 - Valley Recreation – AGM – via Zoom
 - Newcomers – I reached out to a couple new families to facilitate a larger conversation about how to engage in the community, especially given the state of the world, etc.
- Donation – Tim Duguay donated a hands-free sanitizers for the Community Centre.

Public Works: - Joe Keddy reported

- 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.
 - Mowing and field maintenance.
 - Working on BG Squared proposal
 - Working on Chlorine analyzer, repaired. Also had the chlorine injector fail and had to manual chlorinate system for long weekend. All equipment now is working great.
 - Working on easements.
 - Preparing and painting lines for school.
 - Scoping water line for school.
 - Met with Syrian family to go over water bill.
 - Gravel delivered to park.
 - Graveled trails
 - Electrical inspection on community center generator.
 - Working on water bottle fill station.
 - Lead samples came back, Oulton fuels came back above guideline standards. Protocol to follow.
 - Water turned off at J. Newton's pool house & Sewer line capped.
 - Sewer Lagoon Upgrades: CBCL, getting tender prepared.
 - Joe mentioned that he has cut the hay once and that it needs to be cut again and wanted to know if the Commission was ok if he has someone else cut the field.
- It was mentioned that the residents of the home beside the Village's gravel driveway to the Community Centre parking lot had planted some flowers which made this area look much nicer. The Commission asked the Village office to send a Village pin and a thank you to the residents.

Treasurer's Report: -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for August 2020, as submitted was moved and seconded.
MOTION CARRIED
- Ernie asked if the office could look into the invoices paid out to Superior Propane
- A motion to approve the annual budgeted transfers of \$25,000.00 sewer capital; \$50,000.00 sidewalk and \$25,000.00 Fire Department reserves totaling \$100,000.00 was moved and seconded. **MOTION CARRIED**
- A motion awarding the sale of the 2007 Mack truck to Cornwallis Farms was moved and seconded. **MOTION CARRIED**
- A motion to transfer \$4,511.80 representing the net proceeds of the sale of the 2007 Mack truck to the Fire Department reserve was moved and seconded.
MOTION CARRIED


NEW BUSINESS

Minutes of the Village of Port Williams Commission – September 15, 2020

- Village's AGM date - after discussions it was decided to wait until the end of the state of emergency before setting a date for the Village's AGM.
- A motion to approve the signing of the Kings County Regional Emergency Management Organization Memorandum of Understanding Use of Facilities as a Comfort Centre or Emergency Shelter during an Emergency was moved and seconded. **MOTION CARRIED**
- Remembrance Day service – Wayne Blenkhorn spoke to the limitations due to the Covid outbreak as well as the preparations made. Some suggestions were offered to Wayne. Joe will ensure the posters are installed on the fence.
- Speed on High Street – Wayne Blenkhorn expressed a concern with the speeding traffic on High Street. Wayne mentioned that since he has been monitoring the speed that everyone seems to be within the speed limits. He will continue to monitor the situation.
- Question was asked who is running for District 1 Municipal Council –
 - o Dean Tupper
 - o June Granger
- Chairperson Lewis Benedict mentioned that he would like the Commission to consider building a Public Works storage shed an approximate size of 100' x150' in the back of the parking lot which could be temporarily used by Recreation until a facility has been built for recreation. Chief Financial Officer, Karen Rovers expressed concern with this being a newly identified priority in the Capital budget without additional consultation with Commission and applicable department heads. After discussions Commissioner Scott Leier stated that the Commission would need tighter costing before considering a project.

Upon a motion being made, the meeting was adjourned at 8:40 pm.


Lewis Benedict, Chairperson


Darlene Robertson, Clerk