

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF DECEMBER 17, 2019**

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

**IN ATTENDANCE:** Karen Rovers, Joe Keddy, Laura Jacobs, Brian Tupper, Meg Hodges, Philip Porter, Jason Stevens, Mark Riley, Geoff Muttart, John Lohr and Darlene Robertson

**REGRETS:** Scott Leier

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 November 19, 2019 be approved as circulated. **MOTION CARRIED.**

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

- (a) Building Permit Report for month of November, 2019. In Kings County 45 building permits were issued with a total value of 4.9 million, 7 permits were issued for Port Williams with a total value of 691 thousand dollars. (*Information only*)
- (b) Request from the Municipality of the County of Kings for confirmation that sewer for lot D1 High Street is connected to Port Williams sewer system and that it is possible for Lot D2 on High Street to connect to the Village's sewer service. (*Information only*) Letter has been sent to Municipality advising that property owners would require a private easement for their sewer lateral.
- (c) Notice of a Public Hearing from the Municipality of the County of Kings scheduled for January 7, 2020 regarding a development agreement permitting an automobile and recreational vehicle sales and service business at 9678 Commercial Street, New Minas. (*information only*)

c) **Other Correspondence:**

- (a) E-mail from the office of the Attorney General and Minister of Justice advising of the April 1, 2020 deadline where Municipalities must form an accessibility advisory committee and have an accessibility plan in place by April 1, 2021. (*information only*)

**IV BUSINESS ARISING FROM MINUTES:**

- a) **Sewer By-law changes** – Karen reported: a draft has been circulated for Commission approval.

- (b) A motion to approve the first 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 that there has been some progress with a follow up scheduled for the first of January.
- c) **Mutual agreement to use recreation spaces with PW School** - Laura reported:  
- No update.
- d) **Land Purchase** – Lewis reported:  
- Land purchase has been completed.
- e) **Well field protection** –  
- John Lohr, MLA, Kings North spoke to the Commission regarding the package he received outlining concerns about Village Well field protection. After briefly speaking about the subject he stated that he supports the Village's position and that he would write a letter of support.  
- Mr. Lohr was asked about provincial priorities and what issues would carry more weight with respect to the changes passed in the MGA regarding establishing minimum land use planning requirements for Municipalities. He responded that this will be the first real test of the act and further stated that Port Williams has a reasonably good case to take the land in question out of agriculture and put it under restricted residential use.

## REPORTS

- a) **EMO Committee**- Joe reported  
- The EMO plan was circulated by email and after discussions a motion to approve the plan circulated and a budget of no more than one thousand dollars for promotional activities was moved and seconded. **MOTION CARRIED.** It was noted that the Committee is still working on the organization of volunteers who would work when the Community Centre is a Comfort Centre. Joe is working on the Community Centre's power draw to determine the size of generator that would be required to purchase a generator designated for the Community Centre. Karen mentioned a variety of funding possibilities for the funding of a generator dedicated for the Community Centre.
- b) **Municipal Councilor** – Meg reported  
- Municipality has purchased land adjacent to the Municipal Building for the Public Works building  
- Kings Transit has purchased three new busses and ridership is up  
- Meg was asked who should the Village contact regarding the Municipality's accessibility advisory committee. Meg responded that we could contact her as she is on the selection committee or Amy Johnson. She further stated that the Municipality would be contacting the Village.



c) **Recreation Director** – Laura reported

**Programming**

- Tentative schedule for Winter 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:15am Bootcamp (starts Jan 13 <sup>th</sup> )					
9:00am Walking Time				9:00am Walking Time	8:30am Scotiabank Run/Walk Club
	10:30am Active Living (starts Jan 14 <sup>th</sup> )	10:00am Chair Yoga (starts Jan 8 <sup>th</sup> )		10:00am Yoga (starts Jan 10 <sup>th</sup> )	9:15am Tumblebugs @PWES
1:00pm Painting Class (starts Jan 13 <sup>th</sup> )			NEW time- 1:00pm Active Living (starts Jan 16 <sup>th</sup> )		
7:00pm Yoga (starts Jan 6 <sup>th</sup> )	6:30pm Scotiabank Run/Walk Club		7:00pm Yoga (starts Jan 9 <sup>th</sup> )		

**Recreation Advisory Committee**

- Next meeting is January 14<sup>th</sup>, 2020
- Working on plans for Winter Frolic- date set for Monday Feb 17<sup>th</sup> – Family Fun Run with chilli cook off

**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
- Work in progress

**Tree Lighting & Community Social**

- Event was very well attended
- New layout was well received by all groups, better flow of traffic- unfortunate to have moved everything inside, but I think overall it was a success

**Beautification Committee-**

- Proposal to engage interested community members, combined with Commission rep, Public Works and Recreation
- Direction towards projects to “spruce up” the Village – examples being seasonal decorations for community centre, interchangeable hangings or decorations on electrical poles, rebranding the Port Williams logo, updates to Park and other green spaces, etc.
- After discussions Commissioner Kim Cogswell agreed to meet with Laura to discuss a Beautification Committee.

**Other**

- New community events- Family Play Days – invitation for families to come out to the community centre and have an afternoon of board games and snacks

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- New Year's Eve – family play in the park – camp leaders have volunteered to help run games and activities at the playground, we will have festive noise makers, popcorn and hot chocolate available. Due to the success of last year's event, and that the crowd outgrew the Hall so we are moving it outside!
- Attended annual Recreation NS meetings in Halifax- presentation and training on Human Resource management (very beneficial to working with summer staff!), presentation from Pickelball NS – initiatives to expand programs through the Valley, Hockey NS presentation on increasing programs for women/girls in hockey, and tour of the Zatsman Centre in Dartmouth.
- Mike Turner – representative of the charitable trust that helped support the Louis Millet center reached out to us as he would like to discuss opportunities for recreational facilities in Port Williams- specifically suggested a splash pad. We are meeting in January to discuss further.
- Email from John Aker re: Launch Pad- attached correspondence.
- Trivia Night- Dec 6<sup>th</sup> – proceeds to support the Lions Club Christmas hampers – 92 people attended.
- EMO – working with Karen on communication plan – signage, posters, social media, and volunteer recruitment- ongoing.

### Recreation Personnel:

#### Contract Positions

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

#### **Janitorial:** Brian Tupper Reported

- Painting activities
- Receiving extra help from Mark
- Quotes on Video equipment

#### **Fire Department:** Chief Porter reported:

- No Alarms in the past month
- Department has been busy with training ladder, drafting, vehicle stabilization and car fires
- Working on Community events and bar fundraisers
- Assisted with the Christmas tree lighting activities
- Helped the neighboring church with a chimney problem
- Received six new Scott Air Packs along with twelve new air bottles.
- December 14 pumper 11 and crew provided standby for the Kentville Fire Department while they held their annual Christmas party.
- Chairperson, Lewis Benedict asked if the Department could give two of the refurbished air packs to Public Works Department. Deputy Chief Stevens agreed that they could.

**LIONS Club:** - Brian Tupper reported:

- Exceptionally busy month for catering jobs
- Delivering 33 food hampers
- Busy with ticket sales
- Will contribute up to \$500.00 for magnets for the Auditorium decorating
- After discussions and review of the quote from Video World to increase the size of projector screen and upgrade the video and sound system equipment in the Auditorium a motion to approve the quote for the larger projector screen without competitive quotes due to knowledge of existing system was moved and seconded. **MOTION CARRIED**

**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
- Repaired Nitrate analyzer.
- Nitrates See report
- Responding to alarms.
- Water & sewer inspections.
- Waste water upgrades.
- Well #2 (waiting for parts to arrive) Pump is pulled
- Annual Generator service.
- Salting sidewalks & parking lots.
- Working on the skating rink building.
- Working on Chlorine gas leak at the reservoir.
- EMO meeting.
- Sent CBCL well information as per request.
- Truck inspection.
- Fabricating metal valve markers.
- Went door to door and talked to residents on Middle Street about sewer laterals.
- Karen has been going through plans/easements to see which are in place and what we need.
- Richard Lloyd from DTIR contacted Joe to follow up with any concerns
- Joe was asked to contact Bill Thomson regarding a concern he had

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

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




- A motion to approve the quote as circulated from engineers CBCL for review of the Source Water Protection Plan was moved and seconded. **MOTION CARRIED**
- After discussions a motion to approve the increase the budget by one thousand dollars for Well #2 repairs and to proceed with an insurance claim for the repairs. **MOTION CARRIED**

**NEW BUSINESS**

- Commissioner Hovell asked for an update regarding finding a place in the Community Centre to display the Community Spirit Award. Chairperson Benedict mentioned that the wall when you enter the Community Centre would be a good spot but that we will have to have a building inspector from the County come in to ensure we can use this spot because of the firewall for the boiler room.
- Commissioner Benedict mentioned that it would be a good idea to have a GPS installed on all of the equipment, tractors, trailers and vehicles.

Upon a motion being made, the meeting was adjourned at 8:18 pm.

  
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Lewis Benedict, Chairperson

  
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Darlene Robertson, Clerk