

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF JANUARY 17, 2017**

**MEMBERS PRESENT:** Lewis Benedict, Craig Newcombe, Kim Cogswell and Ernie Hovell

**IN ATTENDANCE:** Brian Tupper, Betty Jean Tupper, Philip Porter, Jason Stevens, Joe Keddy, Joseph Memet, Marnie Parker, Karen Rovers, Meg Hodges and Darlene Robertson

**REGRETS:** Doug Gates

The Chairperson, Lewis Benedict, called the meeting to order at 7:27 p.m.

**I. APPROVAL OF MINUTES:**

- (a) It was moved and seconded that the minutes of the regular Commission meeting on December 20, 2016 be approved as circulated. **MOTION CARRIED.**

**II. Presentation from Marnie Parker** – Marnie Parker made a brief presentation on their efforts focusing on creating age friendly bus usage and increasing ridership with Kings Transit.

**CORRESPONDENCE:**

**III. Municipality of County of Kings:**

- (a) Building Permit Report for month of December, 2016. In Kings County 32 building permits were issued with a total value of \$2.8 Million, 1 permit was issued for Port Williams. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing the January 3, 2017 Council meeting action list. *(information only)*
- (c) E-mail from the Municipality of the County of Kings providing the December 6, 2016 Council meeting Action List and the December 8, 2016 Special Council meeting action list. *(information only)*

**IV. Other Correspondence:**

- (a) None

**BUSINESS ARISING FROM MINUTES:**

- (a) **Sale of surplus vehicles** – Superintendent Joe Keddy has asked for a quote on the 4 wheeler and is exploring possible trade in options.
- (b) **Requesting crosswalk lighting** - Councilor Meg Hodges reported that she heard from Mayor Muttart who stated that the Municipality of the County of Kings would only be able to assist the Village with help “in kind”. She further directed

the Village to pursue with our request for crosswalk lighting through the Department of Transportation and Infrastructure.

- (c) **Roofless building** – Councilor Meg Hodges reported that the Municipality has received the letter with our concerns and that the Bylaw Officer, Terry Brown, is actively addressing our concerns.
- (d) **Municipal reserve funding** – Councilor Meg Hodges reported that at the Committee of the Whole meeting today approval was given for allocating the reserve funds \$4,500.00 to Port Williams and that it will be put on the agenda for the next Council meeting on February 7, 2017 for final approval.
- (e) **Farnham Marsh Body** - Commissioner Ernie Hovell reported that he spoke with MLA Keith Irving who has been in contact with the Minister of Agriculture and that they are working together to arrange a meeting of the stakeholders for next Tuesday.
- (f) **Book meeting to discuss sewer laterals on Main Street**- Meeting has been arranged for next Thursday, January 26<sup>th</sup> at 7:30pm.
- (g) **CBCL/Applewood meeting regarding outstanding deliverables** –Office staff to follow up with Village’s Lawyer, Geoff Muttart for a status of what is outstanding.
- (h) **GIS/GPS locator system** – Chief Financial Officer, Karen Rovers, reported that a meeting was arranged between Engineers from CBCL, Theresa Smith from the Municipality of the County of Kings, and the Superintendent of Public Works, Joe Keddy, to determine the most efficient way of mapping the Village’s infrastructure. Keith Kelly from CBCL suggested that they could compile the data into their system which could be viewed through viewing software. Keith also mentioned that due to the detailed view from this mapping system the Village would most likely not need to purchase a GPS locator at this time. Keith committed to providing a quote and time frame to the Village office for this project.

**Municipal Councilor:** Meg Hodges reported

- The Chief Executive Office has resigned and Council is currently engaged in looking for a replacement
- RFP was not accepted for the Municipal Building due to lack of public consultation
- I Valley made a presentation to Council regarding internet solutions in Kings County
- Question was asked what the time frame would be to have the new Municipal building ready for use – Councilor Hodges responded that they have two years at the current location.
- Question was asked how much has Council spent on land preparation for the Municipal building at the Coldbrook location. Councilor Hodges responded that Council has spent just under a million on land preparation.

**Association of NS Villages:** Lewis Benedict reported:

- Mark Peck from Municipal Affairs contacted the Association in search of a member to join the Joint Municipal Accountability and Transparency Committee.

At a recent meeting of the Association of Nova Scotia Villages Lois MacCormick agreed to be a member of the Joint Municipal Accountability and Transparency.

**Recreation Director:** Joseph Memet reported:

- Senior and Adult activities at the Community Centre include Indoor Walking Group, Active Aging, Tennis for Seniors and other indoor games and Afternoon Tea with Board games and Social games.
- After School Time Period Programs for grades Primary to Five include Board Games, Let's Dance and Trailblazers.
- Other programs include Open Gym Adult hoops, Little Aces, Family Fun and Exercise and Saturday Night Youth Drop in at Port Williams Elementary School.
- Still working on skating rink, experiencing a grade issue which is affecting depth of ice and amount of water used to flood.
- Received a donation of cookies from Walmart for the after School Program.

**Janitorial:** Brian Tupper reported:

- Christmas decorations have been packed away for the season.
- Upcoming month the hall is getting busy.

**Fire Department:** Philip Porter reported:

- Two Motor Vehicle accidents
- New utility truck is in service
- Had a County Fire Advisory committee meeting. The main topic of conversation was around budgets and forms. Request was made for Council to increase current budgeted amounts to reflect cost of living.
- Deputy Chief Jason Stevens requested the Village Commission consider changes to the Driver's License Policy to include coverage by the Village for license and medical expenses for license requirements to drive the Fire Department Trucks with license requirement different than a class 5
- Deputy Chief Jason Stevens requested that the Village Commission purchase a repeater for the Fire Department. He explained that the Department has recently been granted a repeater license from Industry Canada. The Department is looking to use the Canning tower for the repeater and are anticipating that there will be a maintenance fee of approximately \$300/350 for the use of the Canning tower. Janson presented a quote of \$8,534.15 for a repeater. Jason was asked if the repeater would replace any existing system. Jason answered that it would provide reliability and not replace any existing system. Jason added that the pagers and radios would need to be reprogrammed to the new repeater.

**Auditorium Upgrade Committee:** Lewis Benedict reported:

- Committee has met with groups and are in the process of obtaining some quotes
- Current list of areas to upgrade include
  - o Lighting and clean-up of electrical
  - o Remove exhaust system and replace with heat pump
  - o Flooring upgrade
  - o Retractable stage

- Soundproof kitchen, change serving window & add a folding serving counter
- Suspended ceiling with a flat section in the middle for mounting purposes
- Drain in women's washroom
- Storage options in storage room
- New window blinds

**Lions Club:** Brian Tupper reported:

- Delivered 28 Christmas food baskets to needy residents
- Have two catering functions and one bar function coming up
- Donation to the Boy Scouts' Camp at Sunken Lake.
- Assisted with financial costs for a student going to Vimy Ridge
- Valentines dinner coming up on the 14<sup>th</sup> in the Community Centre Auditorium

**Princess Selection Committee:** Betty Jean Tupper reported:

- Challenges with current Apple Blossom Committee because the current committee does not have a President or Treasurer
- The Princess Selection Committee would like to see some stability and assurances from the Apple Blossom Committee before our Community Volunteer groups invest any time or expenses in to preparations for the Apple Blossom Princess Selection or Booster Campaign. A motion for the Office Staff to send a letter on behalf of the Village Commission to the Annapolis Valley Apple Blossom Committee asking the Committee for assurances that the Apple Blossom Festival will be going forward this year and advising that if the Village does not receive confirmation by February 15 that the Village of Port Williams will not be participating was moved and seconded. **MOTION CARRIED.**

**Public Works:** Joe Keddy reported:

- Plowing and clearing sidewalks
- Delivered valves for the Fire Department trucks
- Has contacted Curtis from Department of Transportation and Infrastructure Renewal to look into water running down on High Street

**Treasurer's Report:**

- A motion to accept the Village General Operating and Water Utility financial statements for December 2016 as submitted was moved and seconded. **MOTION CARRIED.**

**NEW BUSINESS:**

- (a) Lawn Bowling – Lewis Benedict reported that he met with the chairperson of the Lawn Bowling Committee and they are looking to establish a facility in Port Williams. The Committee stated that they would be operating and maintaining the facility. An agreeable location was determined to be at the west end of the throw pitch facility.
- (b) Donation received - there was a donation to the Village in appreciation of support which the donor had received from the Port Williams and District Lions Club.

Being a Lions Club member Commissioner Ernie Hovell excused himself from discussions and abstained from the vote. After discussions a motion was made to direct the donated funds to a project of benefit to the Village, which would also be supported by the Port Williams and District Lions Club, was moved and seconded. **MOTION CARRIED.**

- (c) FD request for revision to Driver's license policy – Commission will further discuss at a meeting scheduled on January 26<sup>th</sup>.
- (d) Mileage and Expense Policy – After discussions it was agreed to amend the policy to reflect the following –
  - a. no reimbursement for Alcohol
  - b. where the Policy references employees and commissioners to add Chief/Deputy Fire Chief

A motion to accept the Mileage and Expense Policy with the above revisions was moved and seconded. **MOTION CARRIED.**

- (e) Village sign on Church Street and Hwy #358 – It was noted that both signs are in need of structural repairs. It was agreed to have LRB Fabricators fix a metal frame to the existing cemented sonotubes and have both signs resurfaced like the Village sign by the Cornwallis River.

Meeting went in camera at 10:03pm

Upon a motion being made, the meeting was adjourned at 11:30 p.m.  
**MOTION CARRIED.**

  
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Lewis Benedict, Chairperson

  
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Darlene Robertson