

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF APRIL 19, 2016**

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

**IN ATTENDANCE:** Brian Tupper, Philip Porter, Joe Keddy, Joseph Memet, Wayne Blenkhorn, Geoff Muttart & Peter Muttart

**REGRETS:** Darlene Robertson, Geneve Newcombe & Craig Newcombe

The Chairperson, Lewis Benedict, called the meeting to order at 7:30 p.m.

**I. APPROVAL OF MINUTES:**

- (a) It was moved and seconded that the minutes of the regular Commission meeting on March 15, 2016, be approved as circulated. **MOTION CARRIED**

**CORRESPONDENCE:**

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

- (a) Building Permit Report for Month of March, 2016. In Kings County 35 building permits were issued with a total value of \$2 Million, one permit was issued in Port Williams. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing Council's action lists for April 1, 2016. *(information only)*
- (c) Letter from Municipality of the County of Kings regarding meeting of the Planning Advisory committee scheduled for April 12, 2016. *(information only)*
- (d) Letter from the Municipality of the County of Kings giving Notice of a Public Hearing scheduled for April 28, 2016, regarding the consideration to amend the Land Use Bylaw to facilitate the development of a Municipal Business Park. *(information only)*

**III. Other Correspondence:**

- (a) Letter from DanceTime at Port Williams providing an update of the executive members and donation. *(information only)*
- (b) Letter from the Chief Executive Officer of the Nova Scotia Department of Seniors, informing the Village that the application for Age-Friendly Communities Grant was not approved for funding. *(information only)*
- (c) E-mail from Nova Scotia Student Employment advising the Village they have been approved for 3 summer day camp leaders for a 9 week period. *(information only)*
- (d) Letter from RCAP Leasing offering information regarding insurance

- coverage. *(information only)*
- (e) Letter from Office of the Fire Marshall appointing and providing the local assistant to the Fire Marshall Card. *(Letter appointed Lionel Rhynard so letter was sent returning card and advising that Lionel is no longer with our Department and advised that Phillip Porter is our current Fire Chief.)*
  - (f) Letter from Nova Scotia Environment with inspection report and directive information requested. *(Required information was submitted by the April 15<sup>th</sup> deadline.)*
  - (g) Carbon copied letter sent to Constable Peters by Anna Saroli regarding traffic concerns. *(discussed under new business)*
  - (h) Letter from JA Mackay rentals concerning the streetlights on Leaside Court. *(Letter to be sent to Brison Development advising that Port Williams will accept conveyance of Streetlights once Village has been provided with documentation that the streetlights are in good working order.)*

**BUSINESS ARISING FROM MINUTES:**

- (a) Easements – in progress
- (b) Sewer Lateral behind homes along Hwy 358 - Superintendent, Joe Keddy, reported that the Village has been carbon copied on email correspondence sent Albert Miner to home owners which outline options and proposed date to further discuss.

**REPORTS:**

**Kings County Councilor:** Peter Muttart reported

- A hearing date has been set in May 2016 by the Utility and Review Board and it is expected that a decision will be made regarding the municipal boundaries in June 2016.
- Municipal budget has been passed
- Kars Street Property with no roof is ongoing and is still a concern
- County planning/development department met with the Villages superintendent of Public Works Joe Keddy
- Attended a meeting with Robin Holman from the Department of Transportation and Infrastructure Renewal and the Villages Superintendent of Public Works Joe Keddy to review concerns regarding road conditions in Port Williams.

**Recreation Committee:** Doug Gates reported:

- Volunteer representative, Sylva Jacquard attended the volunteer luncheon in Halifax
- DanceTime spring dance was sold out
- It was noted that there was a bike ride on Sunday morning where the participants utilized the Community Centre parking lot. After discussions it was decided that the Village Office contact the group and explain that they are welcome to utilize the facility but would be required to contact the office in the event that another function is booked for the same time. This way the Village might suggest an

alternate parking area and could put out an adequate garbage station to avoid parking lot litter.

**Recreation Director:** Joseph Memet reported:

- Provided a spring program update

**Janitorial:** Brian Tupper reported:

- Rearranged the storage cabinets
- Cleaned stove and downstairs toilet
- Commissioner Ernie Hovell complemented Brian on his work and suggested a fix-up in the old bar area which is being used as the janitorial storage closet for the auditorium

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

- Written report provided by Betty-Jean
- Village Office to provide a letter to Betty Jean thanking her for all of her work with the Princess Selection Committee

**Fire Department:** Chief Philip Porter reported:

- 21 members
- Peter Muttart reported that council will form a fire advisory committee and all thirteen fire departments are to have a voice on the fire advisory committee.

**Lions Club:** Brian Tupper reported:

- Two catering functions
- Work has started on Port Williams Days
- Thank you to the Village for the new bar area
- One new member

**Volunteer Committee:** Ernie Hovell reported:

- Commissioners Ernie Hovell and Doug Gates attended the Volunteer Awards luncheon on April 4, 2016 in Halifax with Sylvia Jacquard who is the Port Williams Volunteer Representative for 2016

**Public Works:** Joe Keddy reported:

- Discussions regarding the water and sewer upgrades on High Street
- Environmental audit

**Treasurer's Report:**

- A motion to accept the Village General Operating and Water Utility financial statements for March, 2016 as submitted was moved and seconded. **MOTION CARRIED.**
- Meeting to discuss 2016/2017 budget is scheduled for 7:00pm on May 2, 2016

**NEW BUSINESS:**

- (i) **Date of AGM** – it was decided that the Village's Annual General Meeting will be held on June 2, 2016

Wayne Blenkhorn asked if the Remembrance Day activities would be included in the budget and was assured that they would be.

It was noted that Chief Financial Officer, Geneve Newcombe and Commissioner Craig Newcombe joined the meeting.

- (j) **Insurance Review** – Arrangement will be made to review the Villages Insurance Policy on the same day as the budget review. (May 2, 2016)




- (k) **Approval of water conservation plan**- a motion to accept the water conservation plan as submitted was moved and seconded. **MOTION CARRIED.**
- (l) **Purchase of New truck for Fire Department to replace van** – quotes from Valley Ford, Tusket Sales and Kentville Chrysler Dodge Jeep Inc. were reviewed by the Village Commission
- (m) **Purchase of new truck for Public Works** – quotes from Valley Ford, Tusket Sales and Kentville Chrysler Dodge Jeep Inc. were reviewed by the Village Commission.
  - a. A motion to purchase two trucks; one for Public Works and one for the Fire Department, from Valley Ford provided the Fire Department approves of the truck to be purchased for the department, was moved and seconded. **MOTION CARRIED.**
- (n) **Letter sent to Constable Peters by Anna Saroli regarding traffic concerns** – inform Ann that the Village Commission has discussed with Councillor Peter Muttart and have applied to the County for crosswalk lights.
- (o) **Salary increases** – A motion to approve the salary increases discussed in camera at the March 15<sup>th</sup> Village Commission meeting for Darlene Robertson and Joe Keddy was moved and seconded. **MOTION CARRIED.**

It was noted that a Village/Municipal meeting is scheduled for April 20<sup>th</sup> at 7:00pm at the Municipality in Kentville.

Upon a motion being made, the meeting was adjourned at 9:30 p.m.

**MOTION CARRIED.**

Meeting went in camera at 9:31pm to discuss personnel contracts.

  
Lewis Benedict, Chairperson

  
Ruth Blenkhorn and Genevieve Newcombe