

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JUNE 21, 2016

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

IN ATTENDANCE: Aaron Baillie, Manager, Municipal Engineering and Mike Abbott, Manager Process Engineering with CBCL Limited, Brian Tupper, Philip Porter, Joe Keddy, Joseph Memet, Geoff Muttart, Geneve Newcombe and Darlene Robertson

REGRETS: Doug Gates, Commissioner and Peter Muttart, Councilor

The Chairperson, Lewis Benedict, called the meeting to order at 7:40 p.m.

I. APPROVAL OF MINUTES:

- (a) It was moved and seconded that the minutes of the regular Commission meeting on May 17, 2016 be approved as circulated. **MOTION CARRIED**
- (b) It was moved and seconded that the minutes of the special Commission meeting of June 2, 2016 be approved as circulated. **MOTION CARRIED**

II. Presentation from CBCL Engineering:

- Aaron Baillie and Mike Abbott from CBCL Limited provided a power point presentation to the Village Commission which included a corporate overview, project services and project experience.
- Question was asked how their Company provides onsite supervision and inspection during the course of a project. Mr. Baillie responded that this would depend on the size of project; type of project; stage of project and direction given by the client for the project, all of which would be discussed with the client before the project start date.
- Question was asked regarding their fee structure/billing, do they charge a percentage of the project – Mr. Baillie responded that they provide a quote for their fee on a project basis, which would include final plans, and the onsite inspection. Typically they do not charge a fee for a pre design study (proposal) for grant and funding considerations. Once client has secured funding and is ready to move forward with project then they would meet with client for direction to move forward with the detailed design of the project.
- Question was asked if they do onsite supervision/inspection of a project which another company has provided the plan for. Mr. Baillie answered that yes they would consider this however could not be responsible for the plans that they would be working from.

CORRESPONDENCE:

III. Municipality of County of Kings:

- (a) Building Permit Report for Month of May, 2016. In Kings County 82 building permits were issued with a total value of \$10.8 Million, 5 permits were issued in Port Williams. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing the May 17, 2016 and June 7, 2016 Council Action list. *(information only)*

IV. Other Correspondence:

- (a) Letter from Bishop & Company Chartered Professional Accountants summarizing the Village's audit and providing recommendations. *(information only)*
- (b) Carbon copy letter from JA MacKay Rentals to Tim Bouter, Municipality of the County of Kings Supervisor of Engineer Services, requesting a status update of the Leaside Court Street light inspection process. *(information only)*
- (c) Letter from Hiltz and Seamone providing their review and recommendations for the "Port Williams High Street Water Main Upgrade" public tender. *(Discussed under new business)*
- (d) Thank you card from Princess Canning 2016, Kelcey Hiltz

BUSINESS ARISING FROM MINUTES:

- (a) **Easements** – Village office reported that there was a response from one property owner who will make an effort to come into the Village office in the summer or fall months to sign the easement documentation.
- (b) **Sewer Lateral behind homes along Hwy 358** - Superintendent, Joe Keddy reported that letters with options were sent to each of the homeowners for review. The Commission met with the property owners on June 21st at 7:00 pm. One property owner has made the decision to connect to the sewer main located in the front of the property. The other homeowners are waiting for Joe to camera the line before making any decisions.
- (c) **Letter sent to Municipality requesting crosswalk lighting** - No update provided.
- (d) **Property on Collins Road with Septic issue in Village well field** – Superintendent of Public Works, Joe Keddy received clarification from the Municipality that the issue with running a sewer lateral along a Municipal road is because the Municipality's policy restricts private sewer laterals to run parallel to Municipal owned roads.
- (e) **Request to transfer approval of Service Canada funding to a different position** – Chief Financial Officer, Geneve Newcombe reported that our request had been denied but was given some suggestions which might help in this area for future request.
- (f) **Refurbish Dyke Sign** – Chairperson, Lewis Benedict reported that he was provided a quote from Auto Trim to reface the sign with aluminum for a cost of \$500. A motion to go ahead and reface the Bridge sign by the dyke through Auto Trim was moved and seconded. **MOTION CARRIED.**

REPORTS:

Kings County Councilor: report to follow at a later date

Village Working Group – MGA review process: Darlene Robertson reported

- Conference call on June 2nd
- Reviewed where we are at and some housekeeping areas of Villages' section in Municipal Government Act
 - o Qualified Elector (MGA 403 & 407)– clean up and make same as Municipal Elections Act
 - o Bylaws – process for Villages to be same as municipality to pass bylaws
 - o Policy still under discussion
 - o Commission meeting time set in bylaw (MGA 408) – change wording instead of bylaw to policy
 - o Planning Advisory committee – (MGA 201) respect between different tiers.(Village/Town/municipality)
- Assigned sections on the Policy Review Working Paper to each member of the group to be completed by next meeting on June 23 or 30th

Recreation Director: Joseph Memet reported:

- 30 Children participated in the After School Program
- Will be looking towards options/service groups for assistance for financially challenged families
- Marking day camps will be starting next week
- Children at Port Williams Days enjoyed performing the street dance
- Bike safety workshop facilitated by the RCMP has been postponed until June 28th
- Renewal Energy Workshop was well attended
- Thank you to the Village Commission for funding the grant writing workshop
- Crafts and Hobbies Group organized by the Port Williams Women's Institute is well attended.

JAM Scholarship: Lewis Benedict reported:

- One application submitted
- Committee reviewed application and awarded the scholarship to Jake Gordon

Janitorial: Brian Tupper reported:

- Things are going well
- Annapolis Valley Air Management was in the past week to provide a quote on a heat pump system
- Outside building has been treated for ants
- It was mentioned that there was a need for a couple extra garbage containers for the auditorium.

Fire Department: Chief Philip Porter reported:

- Received updated modem from Bell Aliant for their internet
- Mutual aid call for dump fire in Hants County
- Call for a motor vehicle accident in Port Williams
- Approved application for membership for two former members
- Attended a Chief Officers' group meeting

- Lantz Truck Body Limited provided a quote for a new pumper design
 - Looking at TMR (Trunked Mobile Radio) Repeater radio base for \$1,600.
- Village Commission agreed with this recommendation

Lions Club: Brian Tupper reported:

- Coming up to their year-end activities
- Port Williams Days were a success – Weather was wonderful
- Many positive comments regarding the fireworks display
- Fire Chief Philip mentioned that he had received comments from many people that it was the best fireworks display they had seen.

Public Works: Joe Keddy reported:

- Normal daily activities as in report provide
- Demonstrated water testing to students at the Booker School
- Lewis mentioned that the soccer field is getting dry and needs watering
- Ernie Hovell mentioned that the bridge is in need of patching potholes. Joe to contact the Department of Transportation and advise them of the potholes.
- Craig Newcombe mentioned that Joe will need to identify the area which will be designated as the future water sampling station at Cornwallis Farms.

Treasurer's Report:

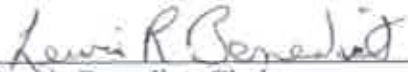
- A motion to accept the Village General Operating and Water Utility financial statements for May, 2016 as submitted was moved and seconded. **MOTION CARRIED.**
- A motion to transfer \$47,879.61 from the Village's Water Capital Reserve to the Water Utility Operation fund, in consideration of the water capital projects funded by the Water Utility in prior years was moved and seconded. **MOTION CARRIED.**
- A motion to transfer \$47,879.61 from the Water Utility Operating Fund to the General Operating Fund as a reduction in the "Due to General Operating Fund" balance was moved and seconded. **MOTION CARRIED.**
- Discussion on the reserve accounts (sewer, general, other)
- A motion to accept the Village's Year Ended March 31, 2016 Consolidated Financial Statements as presented by Bishop and Company Chartered Accountants to the Village Commission on May 25, 2016 was moved and seconded. **MOTION CARRIED.**
- A motion "That the Village of Port Williams supports the "High Street Water Main Upgrade Project" and the application to the Provincial Capital Assistance Program for funding of this project was moved and seconded. **MOTION CARRIED.**
- Hiltz and Seamone bill for water conservation - Superintendent, Joe Keddy mentioned that the water conservation plan he received from Hiltz and Seamone was not applicable to the Village's situation and that the way it was written would make it difficult to implement. The Village office created a water conservation plan which was submitted to the Department of Environment. Office was requested to send a letter to Hiltz and Seamone regarding the invoice.

NEW BUSINESS:

- (a) Discussion/Approval of Policies
 - Conflict of Interest – Conflict of Interest Policy was distributed for review prior to the meeting. A motion to approve the Conflict of Interest Policy as presented was moved and seconded. **MOTION CARRIED**
 - Working with Children and Vulnerable Adults – Working with Children and Vulnerable Adults Policy was distributed for review prior to the meeting. A motion to approve the Working with Children and Vulnerable Adults Policy was moved and seconded. **MOTION CARRIED.**
 - Hiring Policy and Procedure – Hiring Policy and Procedure was distributed for review prior to the meeting. A motion to approve the Hiring Policy and Procedure was moved and seconded. **MOTION CARRIED.**
- (b) Port Williams's Fire Fighter Association request for insurance coverage under the Village's policy - After discussions it was decided that for the one joint fund raising function could be covered under the Village's insurance policy but because the association is separate from the Fire Department that they should look into insurance coverage for future events.
- (c) High Street Water Main Loop Tender – Chief Financial Officer, Geneve Newcombe reported that the application has been submitted for PCAP funding but have not heard back if the funding has received approval. After discussions it was determined that additional funds will be required to cover the cost of the High Street Water Main Loop project. Geneve Newcombe suggested that additional funds could be used from the water depreciation account but the Commission would require approval from the Utility and Review Board. A motion to submit a request to the Nova Scotia Utility and Review Board to use funds from the water depreciation account for the High Street Water Main Loop project was moved and seconded. **MOTION CARRIED.**
- (d) Acknowledge new business "Barrelling Tide Distillery" grand opening – it was decided to send flowers to the Barrelling Tide Distillery grand opening on Friday, June 24, 2016.

Upon a motion being made, the meeting was adjourned at 10:12 p.m.

MOTION CARRIED.


Lewis Benedict, Chairperson


Darlene Robertson