

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF MARCH 20, 2018

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

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

REGRETS: Councilor Meg Hodges

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 February 20, 2018 be approved as circulated. **MOTION CARRIED.**

II. Municipality of County of Kings:

- (a) Building Permit report of the Month of February, 2018. In Kings County 12 building permits were issued with a total value of 1.8 million, no permits were issued for Port Williams. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing the February 6, 2018 Council Action list. *(information only)*

III. Other Correspondence:

- (a) Letter from Nova Scotia Environment Inspection, Compliance and Enforcement providing our food establishment renewal.
- (b) E-mail from Albert Miner in response to the letter sent to him on December 1, 2017. *Letter to be sent to Mr. Miner acknowledging his correspondence and referring Mr. Miner to the letter sent December 1, 2017.*
- (c) E-mail from the Union of Nova Scotia Municipalities providing a report on the discussions that occurred at the January 31st symposium, "Municipal Modernization".
- (d) E-mail from the Union of Nova Scotia Municipalities providing the webinar sign in information for the Municipal Modernization webinar on March 1, 2018.
- (e) Letter from Workers' Compensation Board of Nova Scotia stating that the Villages account is in good standing.

BUSINESS ARISING FROM MINUTES:

- I. Unsightly building –** Councilor Meg Hodges reported in her circulated report that she will soon have an update which she can share with the Commission.

- II. **Farnham Marsh Dyke Body** – Councilor Meg Hodges reported in her circulated report that the County is currently working on an application for flood risk mitigation and suggested that the Village Commission might consider meeting with the Municipality's CAO, Scott Conrod and Regional Emergency Management Coordinator, Scott Quinn for the purpose of a possible partnership in this effort. After Discussions it was decided that the Village Office set up a meeting with the Municipality regarding this issue.
- III. **Department of Transportation and Infrastructure Renewal follow-up** – Superintendent of Public Works, Joe Keddy reported that he will be doing his annual walk around with the Department of Transportation and Infrastructure renewal in the spring. It was mentioned that the missing storm sewer grate on high Street should be added to Joe's list of follow-up items with DTIR.
- IV. **Brison Development** – Superintendent of Public Works Joe Keddy reported that they are still waiting on the weather to fix the lights. The Commission asked Joe if he could follow up with Brison Development. Joe said that the photo cell sensors are not function on the streetlights.
- V. **GIS Locator System project update** – Superintendent of Public Works Joe Keddy reported that there is a meeting scheduled for Friday where any outstanding deliverables will be discussed.
- VI. **Public Information meeting for Kars Street one-way** – Richard Lloyd, DTIR reported to the office that he has passed on our information regarding the Kars Street one-way to Doug Pulsifer, the new District Traffic Supervisor who is to coordinate the next steps with the Village.

REPORTS

Municipal Councilor – Meg Hodges circulated reported:

Recreation Director: - Laura Jacobs reported:

- Mom and Tot program did not have enough numbers to continue.
- Partnering with fitness junkies and would be offering childcare for the program
- Partnering with Kings Family resource
- Minor basketball scheduled for Thursday's
- Free intro to Tai Chi
- Recreation Committee discussed field use agreement.
- Recently reviewed Recreation By-laws
- Attended an inspirational provincial meeting
- Attended recent Port Williams Days Committee meeting
- Will be discussing the field usage fees at the next Recreation Committee meeting
- Wayne Blenkhorn mentioned that the Recreation Committee has increased the field usage fees since the original Recreation by-laws were developed

Janitorial: Brian Tupper reported:

- Began touch-up painting in the Multi-Purpose room
- Will be replacing the window in the foyer and sinks in the Multi-Purpose room

Fire Department: Jason Stevens reported:

- 4 alarms – mutual aid, transformer on fire, motor vehicle and medical lift assist
- Construction on the new pumper is progressing
- Some members have taken the Medical first responders course
- Two members have been promoted to Captain positions and two members have been promoted to Lieutenant positions

Auditorium Upgrade Committee: - Brian Tupper reported:

- Waiting on some outstanding deliverables for the stage

Lions Club: Brian Tupper reported:

- Next Port Williams Days Committee meeting is scheduled for next Wednesday
- Fireworks have been booked for Port Williams Days
- Couple of Catering events coming up
- No candidate for the Port Williams Day float
- Ernie Hovell mentioned that the Lions club room needs an updated copy of the Community Centre Emergency plan. Karen Rovers stated that she will print one out for the Lions Club

Personnel Committee: Kim Cogswell reported:

- Completed 3 month review for Laura Jacobs, Recreation Director
- It was moved and seconded to accept the wage increases presented by the Personnel Committee. **MOTION CARRIED**
- Cost of living increase for staff was set at 1.4%

Remembrance Day – Wayne Blenkhorn reported:

- This being a milestone year would like to do something extra to commemorate Remembrance Day in Port Williams
- Looking for input
- Option to 7 flags of local veterans
- Would like to have something put on Private George Price's grave stone from the Village
- Possibility of \$1,500. Funding from Veterans Affairs
- In contact with the Reenactment group in hopes that they will be able to attend this year.

Public Works: Joe Keddy reported:

- After consultation with a home owner on Highway 358 they made the decision to install a septic system instead of connection into the Villages water and sewer
- All repairs have been made on the meter repair list with the exception of one where there is a challenge to access the villages meter
- Have filled the seasonal position from the candidates interviewed
- Working on capital projects however need numbers from engineers before funding can take place
- Ongoing incidents with a young resident, would like to see banned from Village property. It was requested that Joe complete an incident report. After discussions

it was moved and seconded that a registered letter be sent to the parents that the minor be banned from village property. **MOTION CARRIED**

- There was discussion regarding the discharge of a pipe into the Villages sewer system. It was believed in the past that this discharge was approved by the Department of Environment to go into Terry's creek.
- Commissioner Doug Gates ask if there was any improvement with the screen which was installed to prevent debris going into the sewer pumps. Joe stated that incidents are not as frequent.
- Nitrates are good
- More salt used this year for ice and snow as a result of complaints that the sidewalks have not been as clear

Treasurer's Report: Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for February 2018, as submitted was moved and seconded. **MOTION CARRIED**
- Budget meeting has been scheduled


NEW BUSINESS:

- (a) Question regarding the water tank cleaning – due to scheduling the tank will be cleaned next year at the quote price given in 2017
- (b) PAC meeting regarding the Village's growth Centre – a County PAC meeting has been scheduled to further discuss the Villages growth centre which the Village has been invited to make a presentation. Commissioner Kim Cogswell volunteered to create the presentation however due to potential scheduling conflicts with her profession one of the other Commissioners might have to make the presentation.

Upon a motion being made, the meeting was adjourned at 9:15 p.m.

MOTION CARRIED.


Lewis Benedict, Chairperson


Darlene Robertson, Village Clerk