

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JULY 18, 2017

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

IN ATTENDANCE: Councillor Meg Hodges, Chasity Jodrey, Brian Tupper, Joe Keddy, Karen Rovers, Matt MacKenzie, Geoff Muttart, Philip Porter and Darlene Robertson

REGRETS: Meg Hodges

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 June 20, 2017 be approved as circulated. **MOTION CARRIED.**

- II. Request for Beer tent at Collins Road Soccer field:** Chasity Jodrey on behalf of the Bull Dog Rugby team requested permission from the Village Commission to have a beer tent at their function on August 5, 2017. Chasity explained that the group felt the best way to contain alcohol at the event was to have a licensed beer tent where liquor would be contained and supervised. The group has arranged to have Valley Search and Rescue monitor the event and have applied for a special liquor license and insurance. Chasity was asked if she knew where they would place the tent. She responded that they are looking at a small area near the shed. Chasity was asked if the tent area would be fenced, which she responded that it would be. Commission asked lawyer Geoff Muttart if there were any concerns that should be addressed. Geoff mentioned that the insurance should name the Village as additional insured on the insurance policy. Commissioner Ernie Hovell asked Chasity if they would also need to seek approval from the Municipality. Councillor Meg Hodges nodded no, indicating that it was not a requirement by the Municipality. Scott Leier recommended that the residents bordering the soccer field be notified of the event. A motion providing Village Commission approval to have a beer tent at the Bull Dog Rugby team's event on August 5th was moved and seconded. **MOTION CARRIED.**

III. Municipality of County of Kings:

- (a) Building Permit Report for month of April, 2017 in Kings County 82 building permits were issued with a total value of \$5.3 Million, 3 permits were issued for Port Williams. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing the July 4, 2017 Council Action List. *(information only)*

IV. Other Correspondence:

- (a) Letter from the Annapolis Valley Regional Library presenting their annual report from April 1, 2016 to March 31, 2017. *(information only)*
- (b) Letter from MCT Insurance providing their recommendations resulting from the inspection of the Community Centre and Sewer treatment buildings by their risk inspector and a request that the Village provide confirmation that their recommendation has been fulfilled. *(information only)*
- (c) E-mail from Paula Harmon requesting that her email be forwarded to other Villages and that the Village of Port Williams recognize Oct 15th as International Pregnancy and Infant Loss Awareness Day by lighting up landmarks within the Village pink and blue lights. After discussions it was decided that the Village will recognize the date in the next Village newsletter.
- (d) E-mailed request from Professor Glyn Bissix from Acadia University requesting a meeting to discuss the feasibility of using Port Williams as the subject for developing an in depth case study of a Community. *Commissioners, Kim Cogswell and Lewis Benedict attended the meeting with Professor Bissix. Commissioner Kim Cogswell explained that this is an annual event with students doing a case study on a selected community resulting with a community plan as their deliverable. Professor Bissix would like to use the Village of Port Williams as the community for their case study this year.*
After discussions a move to participate with Acadia University using the Village of Port Williams as the community for their case study was moved and seconded. **MOTION CARRIED.**

BUSINESS ARISING FROM MINUTES:

- I. **Unightly building** – Councillor Meg Hodges reported that she has extensively discussed the issue with Municipal staff and will be having a meeting with Councilor Brian Hirtle to discuss what actions will be needed to bring forward the issue to council. They will be bringing their concerns to the new CAO once the position has been filled. Lawyer Geoff Muttart mentioned that in the Municipal Government Act under section 346 it states that the council may order the owner to remedy the condition by removal, demolition or repair, specifying in the order what is required to be done. After discussions it was agreed that the office will send a letter to Municipal Council requesting the issue to be put on the agenda to be addressed at their next meeting in September.
- II. **Farnham Marsh** – Commissioner Ernie Hovell reported that the letter has been sent for a meeting request and that he has a meeting scheduled with Keith Irving, MLA Kings South for the purpose of facilitating a meeting date.
- III. **GIS Locator System** – Karen Rovers reported that engineers CBCL have assisted with the funding application which was submitted last week and we are hoping to hear from them in the very near future.
- IV. **Traffic Concerns on the north side of the Community Centre** – Lewis reported that Brian Tupper, Joe Keddy and himself met and discussed and decided that the best location for the gate barrier would be centrally between the two side doors. It

was suggested that an announcement be placed in the next newsletter notifying residents about the barrier and that there will no longer be an exit on this side of the building due to safety concerns.

- V. **Village welcome signs**- Lewis Benedict reported that he has taken a close look at the Village sign on Canard Dyke (Hwy #358) and believes that due to its degraded condition that it is not salvageable and will need to be replaced.
- VI. **Department of Transportation follow up** – Joe Keddy reported that Richard Lloyd, John Lohr and himself had a meeting and that Joe had recapped the ongoing concerns at the meeting and also provided them with the documented correspondence. Joe noted that the crosswalks have been painted; the grading was done in the viewing area by the bridge and that DTIR will be addressing the white posts on the Dyke Road (Hwy #358). Joe was also informed that the potholes will be fixed next week at the Starr's Point loop location. Joe arranged for the Village Commission to meet with the Department of Transportation Infrastructure Renewal next Wednesday in the Boardroom at 10:00 am to discuss the Village's priorities/concerns and steps needed to change Kars Street into a one way.
- VII. **Water tank inspection** – Joe reported that he is waiting for a maintenance quote.
- VIII. **Vacation Coverage contract for Superintendent of Public Works** – Karen Rovers reported that the Town of Kentville provided coverage for Joe during his recent holidays and that the office is also working on a contract with the Municipality as a second option for coverage for Joe. The contract is currently being reviewed by legal and the Village's insurance company.
- IX. **Land Purchase** – Lewis Benedict reported that the contract is in the hands of our Lawyer Geoff Muttart. After discussions a motion to approve the purchase and sale agreement drafted by Geoff Muttart for Parcel 117, Port Williams, Kings County, NS being a portion of PID 55037139 (as shown on a Plan of Subdivision of Remaining Portion of Parcel R-1 (PID No. 55037139)) Lands of Brison Developments Limited to form Parcel 117 was moved and seconded. **MOTION CARRIED.**

REPORTS

Municipal Councilor: - Meg Hodges forward her report to the Commission

- Dangerous and unsightly building on Kars Street. Staff have addressed the broken window and secured the building across from the roofless building. Unfortunately the only option offered was to enforce a coat of paint be applied to the roofless building and that the willingness to budge would be ordering a coat of paint on the roofless building. Councillor Hirtle and Councilor Meg Hodges will be meeting after Committee of the Whole meeting to discuss a more political intervention.
- Council has chosen a CAO from many qualified candidates and his name will be released to the public after Thursday with hopes that the new CAO will be able to start September 11, 2017.
- The municipal complex building is coming along and slated for the Coldbrook location. It is hoped to have an RFP released in September.
- Public engagement regarding the MPS/LUB will happen in September. There will be three phases across the County in the East, Centre and West, with no

confirmed dates as yet.

Recreation Director: - Matt MacKenzie

- Day Camps
 - o Camp has started strong with an average attendance of 13-15 kids per day
 - o Ongoing check ins, replenish supplies and staff help are regular.
- CANgaroo Tennis
 - o Have worked extremely well for the Day Camp, and are providing games and social tennis activities.
- Yoga
 - o Yoga has been extended for the duration of the summer and will continue until late August. We will then break for a few weeks and return once parents get back into routine (late September).
- Slo Pitch (Coed)
 - o I have combined the slo pitch nights (male and female) to one Community Slo Pitch on Wednesday's from 6:00-7:30 to produce better numbers. This has turned successful with 17-18 participants this past Wednesday (July 12th). Ages ranging approximately from 10-60.
- Floor Hockey
 - o This program has been dropped due to the school cleaning schedule. It would have limited us to 3 weeks of floor time only.
- Tennis
 - o After no word from Annapolis Valley Tennis, CANgaroo will fill the void of Tennis programming within Port Williams. They are currently supporting private lessons and ironing out a class based session currently.
- Active Aging
 - o Acadia's Active Aging program is still going very strong with the last day fast approaching (August 3rd).
- Senior Walking
 - o Monday's and Friday's 9:00-10:00.
- Senior Tennis Games
 - o July has seen the beginning of the Senior Tennis. This has seen a few seniors out to rally and working on skills every Wednesday's 9:00-10:00am.
- Other notes of Consideration
 - o Sign for civic address for Benedict's field template.
 - o Looking ahead for September programs has begun.

Janitorial: Brian Tupper reported:

- Renovations causing extra work with dust
- Renovations are moving ahead
- Large window in Boardroom will need to be fixed, seal seems to be broken
- Blinds have been installed and look good

Fire Department: Philip Porter reported:

- Department responded to three alarms this month – Mutual aid to Canning, suspicious odor and vehicle leaking gas.
- Nova Communications was at the dispatch centre to install the new radio. The new radio was not compatible with the console they have so a new console has been ordered.
- Clerisy Safety was at the station testing ladders – there were two ladders that failed testing and will need to be replaced. We are looking into pricing for the ladders which need replacing.
- On July 17, 13 members took the Department of Natural Resources Wildland fire training.

Auditorium Upgrade Committee: Brian Tupper reported:

- Moving along – the ventilation work should be roughed-in by the end of the week.
- Met with staging representative today and reviewed height requirements for ordering stage.
- Floor materials have been ordered and should arrive soon.

Lions Club: Brian Tupper reported:

- Successful year-end wind up gathering which was enjoyed by all.
- Approved funding to donate funds to assist with cost of children enrolled in the Port Williams Recreation Day Camps.

Public Works: Joe Keddy reported:

- Water and sewer systems are working fine.
- Meeting with Tyson Rovers and the Town of Kentville crew who will be providing coverage during vacation hours.
- Changed chlorine bottles and repaired small leak for water system
- Addressed permit issues at County office
- Parks/Rec fields in good shape, helping Tylor
- Repairs on water meter list
- Nitrates staying around the same
- Water/sewer inspection at Applewood
- Water and sewer approval for New Valley homes
- Pulled sewer pump at Port pub station. Found mop head which was causing issues with pump and spoke to business which might have caused issue.
- Met with DTIR and John Lohr for transportation tour
- Water turned back on as requested by property owner
- Water turned off at another location as requested by property owner
- Met with NSP to review drainage issues in Brison Sub Division
- Met with potential developer to review water and sewer lines in Brison lands.
- Supervised and inspected manhole installation and sewer connection
- Helped with Community Centre renovation work
- Shop cleaned up and maintenance done on equipment
- Sewer samples taken into lab
- Arranged meeting with Joe Crowell, DTIR for next Wednesday at 10:00 am
- Met with Recreation Director to review potential signage and introduce him to some new contacts.

- Reset speed radar sign
- Water shut off notices delivered and water shut off as per office request
- Water turned on for two locations as per office request
- Reviewed Water front development plan
- Reviewed water meter policy, entering home owner's policy and water Utility rules and regulations.
- Installed fire extinguishers at the sewer blower house and UV Building
- There were discussions regarding the possible installation of water drinking fountains in the park.

Treasurer's Report:

- A motion to accept the Village General Operating and Water Utility financial statements for June 2017 as submitted was moved and seconded. **MOTION CARRIED.**
- Request made to the Village Commission to write off an uncollectable water invoice. A motion to write off the delinquent water invoice in the amount of \$104.36 was moved and seconded. **MOTION CARRIED.**
- A motion to accept the five year capital investment plan as circulated was moved and seconded. **MOTION CARRIED.**

NEW BUSINESS:

- (a) Water Meter reading Policy – Tabled until next meeting to give Superintendent of Public Works Joe Keddy time to review the policy.
- (b) Lions Club's Liquor Legal Insurance Liability Renewal. A motion to pay 50% (\$494.00) of the cost of the Port Williams and District Lions Club's legal liability renewal was moved and seconded. **MOTION CARRIED** Commissioner Doug Gates and Commissioner Ernie Hovell abstained from the vote.
- (c) Request from Canada Post to install two new concrete pads – after discussions a motion to approve the request to install two new concrete E101 pads which would take up 2.1 meters to the left of the current concrete pads was moved and seconded. **MOTION CARRIED.**

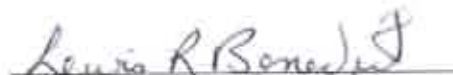
Meeting went in camera to discuss personnel items at 9:26 p.m.

Meeting came out of camera at 10:05 pm

- A motion to adopt and confirm the Personnel policy as previously submitted by the Chief Financial Officer has been in effect since January 1, 2015 was moved and seconded. **MOTION CARRIED.**
- A motion to approve Brian Tupper's time spent and future labor spent working on the Auditorium upgrades was moved and seconded. **MOTION CARRIED.**

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

MOTION CARRIED.


Lewis Benedict, Chairperson


Darlene Robertson & Karen Rovers


Karen Rovers