

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF SEPTEMBER 18, 2018

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

IN ATTENDANCE: Philip Porter, Karen Rovers and Darlene Robertson

REGRETS: Joe Keddy, Laura Jacobs and Meg Hodges

Chairperson, Lewis Benedict, called the meeting to order at 7:00 p.m.

I. APPROVAL OF MINUTES:

- (a) It was moved and seconded that the minutes of the regular Commission meeting on August 21, 2018 be approved as circulated. **MOTION CARRIED.**

II. Municipality of County of Kings:

- (a) Building Permit Report for the Month of August, 2018. In Kings County 58 building permits were issued with a total value of 8.9 million, 4 permits were issued for Port Williams. *(information only)*
- (b) Notification from the Municipality of the County of Kings that an adjacent property owner to the Village has submitted a site plan for a non-farm dwelling on an eligible lot on an agricultural zone on Collins Road. Deadline for written appeals based on criteria from the Land Use Bylaw is midnight on September 16, 2018. *(information only)*
- (c) Report received by Ergin Nemburt, Fire Official for the Municipality of the County of Kings itemizing deficiencies noted from his August 31, 2018 fire inspection of the Port Williams Community Centre. *Office is working on the deficiencies - fire extinguisher in need of inspection in the Fire Department radio room; Exit signs and emergency lighting in the Fire Department radio room, float room, lions club and both exits of the fire hall; storage area needs to be cleared between the top of storage and underside floor deck in the fire department storage under radio room and float room storage room; upstairs float room emergency lighting requires attention and repairs. Copies of the fire safety plan and life safety systems service documentations to be provided at the next inspection.*

III. Other Correspondence:

- (a) Workers' Compensation Board of Nova Scotia Experience Rating %Statement for 2019 determining total Village rate for 2018 to be 1.87 per \$100 accessible payroll. *(information only)*
- (b) Workers' Compensation Board of Nova Scotia Experience Rating

- Statement for 2019 determining total Fire Protection Services rate for 2019 to be \$.43 per \$100 assessable payroll. *(information only)*
- (c) Workers; Compensation Board of Nova Scotia letter of good standing
 - (d) Thank you card from Marilyn Hovell for the flowers she received. *(information only)*
 - (e) Emailed complaint regarding and unsightly property at 1183 Starrs Point Road *(email was forwarded to the Municipality)*
 - (f) Carbon copy of a letter sent to the Municipality from the Port Williams Business Development Association in support of the Municipality taking ownership of the extended Farnham Dyke. *(information only)*

BUSINESS ARISING FROM MINUTES:

- I. **Farnham Dyke** - Karen Rovers reported that the report has been received and circulated from CBCL. As noted in the correspondence a letter of support was sent to the Municipality from the Port Williams Business Development Association. After discussions it was agreed to set up a meeting on Friday September 28th to review the report. There were discussions about potential fill being available from a developer which should be mentioned to the Municipality to be used to assist with the dyke repair.
- II. **Department of Transportation and Infrastructure Renewal follow-up** – Office reported that a list was compiled and put in order of importance for review. Office will send off a letter to the Department of Transportation and Infrastructure Repair for their follow up.
- III. **Brison Developments (street lights)** – Joe Keddy reported that he had circulated the quotes requested by the Commission for lighting. After discussions it was decided to wait until Councilor Hodges has had an opportunity to obtain further information from the Municipality regarding the exceptions made to the Development Agreement for the Brison Development specific to the streetlights.
- IV. **Sewer Lagoon Project** – Karen Rovers reported that CBCL is in the process of finalizing the report

REPORTS

Association of Nova Scotia Villages – Lewis Benedict reported:

- AGM was held in St. Peters
- New chairperson – Dawn Holmes
- Ken Pineo is remaining as secretary
- Silver Dawn Cameron was the guest speaker
- Lewis is no longer on the executive committee

Municipal Councilor – No report provided

Recreation Director: - report provided

- Current programming - Yoga, Zumba, Rec Softball, indoor walking and Active living
- Summer Day Camp – final review of intake. Sent feedback forms to camp leaders and waiting for responses. Notes – revise registration/intake strategy
- Recreation Advisory Committee – the committee met on September 11th to review and finalize the new terms of reference. Voted in a new chairperson – Stephanie Jones and voted in a secretary – Sylvia Jacquard
- Active Transportation study – waiting final approval in independent study proposal
- Community Activity Box – Volunteer to build the boxes is unable to build the boxes due to his return to school. Will be reassessing the budget required for the project. Looking into a joint proposal with PWES for a grant funding to support the purchase of the boxes, equipment and signage
- Wolfville Farmers Market 2 Go first orders will go in on September 19th with a delivery date of September 26th
- Fall programs new schedule is out
- Fundraiser – Trivia Night – September 28th at 7:00 pm – co-hosted with the Fire Department
- Youth Health/Wellness initiative – coordinating with the youth group – healthy eating, yoga open gym nights, etc
- Social media campaign – increase awareness of programs, community groups activities etc.
- Developing a monthly e-newsletter – based on content supplied by the community groups, sports teams, etc.
- Facility use billing

Janitorial: - no report provided

- It was mentioned that the new flooring has been install on the stage in the auditorium
- Ernie will be following up with Auto Trim regarding the mural for the stage

Fire Department: Philip Porter reported:

- Department responded to three alarms – two mutual aid calls to Canning and one residential fire alarm sounding on Belcher Street
- Practices are going well – approximately 15 to 16 members attending each night
- Pumpers 11 and 12 are both going for their annual motor vehicle inspections and service
- Chad Merrett has stepped down as captain and has been replaced by Adam Griffin.
- Lots of interest for potential members
- Fire Prevention time again – Department will be going to the Port Williams Elementary School on October 2 for their annual fire drill & presentation and also to the Bookers school on the same day for their annual fire drill and presentation.

- October 21st the Department will be hosting an open house from 2 pm to 4 pm
- Thursday evening on September 20th the Kings County Fire Advisory Committee will meet – they are looking for three members of the Community to attend as members-at-large.
- Scott Leier asked Philip if there are any special training requirements for the Firefighters with respect to distillery business in Port Williams. Philip mentioned that this is a discussion item that they are looking into.

Lions Club: - Ernie Hovell reported:

- 26 members
- Adopt-a-Highway is scheduled for October 13th
- Several catering and bar functions coming up in the near future

Public Works: - Joe Keddy reported:

- Water system – two year tests for water system completed, test were fine except for well #4 which had a coliform count. The well has been shut down and isolated system. Looking into repairs to well.
- Sewer systems – mop heads and rags at the Port Pub Pump location are still an issue. Have flushed lines, pumping stations and video camera different areas. Installing screens, traps and inspecting daily to locate where the debris is coming from
- Sewer treatment plant is working fine
- Nitrates are staying the same as per report provided
- Repaired water meters, list completed
- Shop cleaned up and maintenance on equipment
- Responding to alarms
- Regular maintenance on recreation fields and green spaces
- Water and sewer inspections
- Working on GIS system – addition of laterals, lines etc
- Working on Utility Review Board rules and regulations
- Repaired two water leaks – Ports Landing and Leaside drive
- Gave the office a list of ongoing outstanding issues with DTIR
- Planted trees at cenotaph, weed spraying and repairs
- Hydrant repair work scheduled for October 2-4
- Cleaned shop and separating water and sewer operations
- It was suggested that the hydrants to be repaired are tested after repairs are complete to ensure that they are functioning properly before payment is made
- There were discussions regarding sustainable energy
- Scott Leier asked if the Cooperage Lane repair was on the street side or property owner's side of the water shut off valve.

NEW BUSINESS:

Treasurer's Report: Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for August 2018, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to approve the hydrant repairs, flow testing and painting quoted by Aqua Data Atlantic as distributed and agreed through email and noted as a specialized service whereby only one quote was obtained was moved and seconded. **MOTION CARRIED**

New BUSINESS: No new business

Upon a motion being made, the meeting was adjourned at 8.22 p.m.
MOTION CARRIED.



Lewis Benedict, Chairperson



Darlene Robertson, Clerk