

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF AUGUST 21, 2018**

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

**IN ATTENDANCE:** Brian Tupper, Laura Jacobs, Karen Rovers, Jason Stevens, Joe Keddy, Wayne Blenkhorn, Councilor Meg Hodges, Geoff Muttart, Adam Griffin and Darlene Robertson

**REGRETS:** none

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 July 17, 2018 be approved as circulated. **MOTION CARRIED.**

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

- (a) Building Permit Report for the Month of July, 2018. In Kings County 73 building permits were issued with a total value of 6.9 million, 6 permits were issued for Port Williams. *(information only)*
- (b) E-mail from Tim Bouter, engineer from the Municipality of the County of Kings requesting the Village share the recent GIS digital data on for the Villages water, storm and sanitary infrastructure as part of the Memorandum of Understanding under the Kings 2050 project. *After discussion the Village Commission agreed to share the Village's GIS infrastructure with the Municipality and wanted it communicated to the Municipality that they cannot use this information to speak to any member of the public on the Villages behalf.*

**III. Other Correspondence:**

- (a) Letter from Veterans Affairs Canada advising that they have approved funding in the amount of \$1,200.00 to the Port Williams Village Service Commission towards the Port Williams Commemorative Ceremony. *Wayne Blenkhorn spoke to the planning preparations which are taking place for the upcoming Remembrance Day observance and additional signage for the commemorative milestone of the 100<sup>th</sup> anniversary of the end of the First World War.* A motion to apply \$2,400 for expenses towards this fiscal year's expenses on the Veteran's Memorial was moved and seconded. **MOTION CARRIED.**

- (b) Letter from Nova Scotia Department of Municipal Affairs-Grants, Programs and Operations advising the Village that our project for the Sewer Lagoon was not selected to receive funding this year. (*information only*)
- (c) Port Williams & District Lions Club provided the certificate of their liquor liability insurance naming the Village of Port Williams as additional insured. (*information only*)

#### **BUSINESS ARISING FROM MINUTES:**

- I. **Farnham Marsh** - Karen Rovers reported that there was a meeting on July 26<sup>th</sup> where the Municipality, Nova Scotia Department of Agriculture, Village and CBCL Engineers came together to further discuss the project. Everyone was in agreement that they would like to see flood protection eventually to the water front. CBCL's quote focuses on the section which is at risk of breaching in the near future and is not a detailed plan to use for tendering. A motion to go forward with the Farnham Dyke study project based on the costs and quote provided by CBCL in partnership with the Municipality of the County of Kings was moved and seconded. **MOTION CARRIED** The Nova Scotia Department of Agriculture could provide a basic aboiteau design. Municipality cautioned that the issue of ownership needs to be established before funding or construction can take place. Councillor Hodges mentioned that the Municipality has released the funds for the concept design. It was mentioned that a level of Government could take ownership and responsibility of the dyke. Geoff mentioned that Section 442 of the Municipal Government Act would allow for options regarding the implementation of an area tax rate. After discussions it was agreed that the Commission will meet on August 27<sup>th</sup> at 1:00pm to further discuss the ownership concern. Office staff to obtain more information regarding maintenance costs.
- II. **Department of Transportation and Infrastructure Renewal follow-up** – Joe Keddy reported that he has met with the Deputy Minister for the Department of Transportation and Infrastructure Renewal regarding the pot holes in the Bridge, High Street and the Cemetery Road. The Culvert on High Street was also discussed. After discussions it was decided that Joe and the office staff will compile a list of outstanding items, Joe will prioritize, list will circulate to the Commission for their input and office staff will send a letter based on the feedback from the Commission.
- 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 Councillor 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** – Joe Keddy reported that the project is 50% completed and that he should have the final report in two or three weeks.

#### **REPORTS**

**Association of Nova Scotia Villages** – Lewis Benedict reported:

- The upcoming AGM is on September 14<sup>th</sup>/15<sup>th</sup>
- Should be receiving agenda soon
- The AGM will be at the Village of St. Peters

**Municipal Councilor** – Meg Hodges reported:

- Working on information regarding the Brison Development Street Lights
- Attending the Farnham Dyke project meetings
- Municipality working on contract negotiations regarding Valley Waste

**Recreation Director:** - Laura Jacobs reported

- Current programming consists of Yoga, Zumba, Recreation softball , Recreation volleyball and indoor walking
- Summer day camp attendance was between 18 to 25 participants
- Feedback for day camp has been positive – camp ends on August 24<sup>th</sup>
- Request for approval of funding for leader in training honorariums. After discussions a motion to approve honorariums for the leadership-in-training participants in the amount of \$25.00/week for a total cost of \$325.00 was moved and seconded. **MOTION CARRIED**
- Fall programs will be chair yoga, active living, morning Fit.
- Evaluating the need for daily programming through the school year
- Recreation Committee meet on August 7<sup>th</sup> to review the restructuring of the Committee. In order to have a better insight on the direction the Committee the Commission asked if a copy of the minutes could be sent to Commission.
- Maddie Mackenzie an Acadia student attended the Recreation Committee meeting on August 7<sup>th</sup> and gave a brief outline of her Active Transportation study.
- Have a potential donation of Community Activity boxes and will explore grant funding for equipment and signage
- Reviewing skating pond signage and requirements. The Port Williams Fire Department committed to Laura to assist with the skating pond this year. Laura will be purchasing signage for insurance compliance and setting up procedures going forward for documentation and ice monitoring.
- Laura was approached by the Wolfville Farmers Market regarding the Village being a Drop Off Hub. After discussions the Commission approved the Recreation Office in the Public Works building to be a drop off location. Joe Keddy offered to volunteer his time and help out with this venture.

**Janitorial:** - Brian Tupper reported:

- Will be following up with Auto Trim for the stage floor crest
- Covering on stage floor to be completed in September.
- Commissioner Hovell mentioned that there are a few areas which need attention by a carpenter and suggested that the Village hire B & S Classic Cabinetry to do some of the outstanding odd jobs. (old bar, ladies washroom, ceiling tiles, etc)

**Fire Department:** Philip Porter reported:

- Two calls in past month – medical and stand in for Canning Fire Department
- Practices have been ongoing
- Assisted with three slop slides
- Driver training continues on new truck
- Kentville donated a set of stabilization jacks which can be used during motor vehicle accidents
- Tanker has been giving us a few problems lately and are evaluating the best economic decision regarding repair/replacement
- Looking to purchase forestry coveralls
- Looking to repair/replace portable
- Looking ahead regarding river rescue purchases – throw ropes
- Requesting approval from Commission to spend approximately \$1,000. To send one of the firefighters to Alberta to attend the Firefighters Conference. (\$793. airfare and \$100. Conference fee) After discussion a motion to approved the airfare (\$793) and conference fee (\$100) expense to send Adam Griffin to the Conference at Slave Lake Alberta was moved and seconded. **MOTION CARRIED**
- Chairperson Lewis Benedict asked how the issuing of Purchase Order's was working. Jason responded that they are very happy with the PO system.
- The old fire truck has not been sold yet

**Lions Club:** - Brian Tupper reported:

- Things have been quiet
- They have some catering functions coming up

**Public Works:** - Joe Keddy reported:

- Water systems working fine, except for chlorine sensor and are getting a new chlorine sensor installed at the reservoir
- Gathering samples and data on the sewer treatment
- Working with CBCL regarding mop heads and rags in the pumps at the Port Pub location
- Nitrates are staying around the same – see report
- Water meters are read when required
- Shop clean up and maintenance on equipment
- Responding to alarms
- Regular maintenance on recreation fields and green spaces
- Video of the sewer in the Applewood Development, all looks clear. Waiting for the video file from Loomers
- Working at additions to the GIS system
- Working on the Source water protection manual
- Working on URB rules and regulations
- Working on ways to repair broken curb stops
- Meeting with DTIR about potholes in the bridge, High Street and ownership of

- cemetery road. Karen to follow up with letters
- Brison lights – see report from Tibbetts
- Working on the Veterans' Memorial in preparation for the Remembrance Day Observance.
- Hydrant flushing is complete - see quotes on repairs, flows and painting. Commission agreed that repairs are needed and after discussions requested that Joe approach the Aqua Data Atlantic and Scotia Tech to see if they could coordinate their work for a possible cost savings. Commission stated that they could approve a revised quote sent from Joe by e-mail.
- Factory recalls completed for fire truck and public works truck
- Ordered water bottles for two year test (standard water and metals raw & treated)
- Assisted with water lateral repair on Collins Road
- Water main repair on Rawding Drive.
- Repairs required on John Deere Tractor
- Called out about a water leak I Ports Landing, which was a curb stop and I have added to my list of repairs.
- Commissioner Scott Leier asked if there has been any drop in water levels due to the hot summer. Joe responded that no there have not
- Joe mentioned that he does not believe that there is a need for a 17 thousand dollar nitrate analyzer and that he could use these capital funds to purchase new hydrants instead of repairing the old ones. After discussions around repairs vs replacement, the Commission asked Joe to obtain pricing quotes for both cost of hydrant and costs associated with the work involved to replace for the Commission.

#### **NEW BUSINESS:**

- Applewood request for partial security release:
  - o Commissioner Doug Gates declared a conflict of interest regarding Applewood Development and excused himself from the Commission meeting and sat in the audience.
  - o After discussions a motion to waive the requirement for Applewood Development under the Services Acceptance Agreement, to provide an appraisal for the purpose of making changes to the Villages security under this agreement and to release Lot 6 to Applewood Development was moved and seconded. **MOTION CARRIED**
- Commissioner Doug Gates returned to the Commission meeting
- Commissioner Ernie Hovell left the meeting at 9:00pm due to a previous commitment

#### **Treasurer's Report:** Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for July 2018, as submitted was moved and seconded. **MOTION CARRIED**
- Delinquent accounts – After discussion a motion to write off a ballfield invoice in the amount of \$120.00 was moved and seconded **MOTION CARRIED** A

motion to write off a water account invoice in the amount of \$82.92 was moved and seconded. **MOTION CARRIED**

Meeting went in camera to discuss personnel issues at 9:34 p.m.

Meeting came out of camera at 10:08 p.m.

- A motion to give an honorarium in the amount of \$200.00 to Chief Philip Porter for his time spent assisting with the hydrant flushing 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, Clerk