

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF JUNE 20, 2017**

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

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

**REGRETS:**

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 May 16, 2017 be approved as circulated. **MOTION CARRIED.**
- (b) It was moved and seconded that the minutes of the special Commission meeting on June 1, 2017 be approved as circulated. **MOTION CARRIED.**

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

- (a) Building Permit Report for month of April, 2017 In Kings County 87 building permits were issued with a total value of \$6.8 Million, 7 permits were issued for Port Williams, *(information only)*
- (b) Media release from the Municipality of the County of Kings announcing that Council has decided to continue building the New Municipal complex on the current Coldbrook site in the Coldbrook Village Park.
- (c) E-mail from the Municipality of the County of Kings providing the June 6, 2017 Council Action List and the May 25, 2017 Special Council Action list. *(information only)*

**III. Other Correspondence:**

- (a) Letter from Bishop & Company summarizing their audit of the Village's March 31, 2017 financial statement. *(information only)*

**BUSINESS ARISING FROM MINUTES:**

- I. **Unightly building** – Councillor Brian Hirtle asked for some background information. It was explained to Councillor Hirtle that the concerning issues of the Village Commission regarding the property are:

- (a) public safety
  - (b) unsightly condition of the property
  - (c) degradation of property values in the area
- Commissioner Ernie Hovell asked Councillor Brian Hurtle if he could bring our concerns to the next council meeting to be addressed. Councillor Hurtle assured Ernie that he will bring the Village's concerns to Council.
- II. **Farnham Marsh** – Commissioner Ernie Hovell asked if the Commission would be agreeable to having him draft a letter to the Minister of Agriculture, signed by Chairperson Lewis Benedict, for the purpose of initiating another meeting of the stake holders. The Commission agreed to Ernie's proposal.
  - III. **GIS Locator System** – Karen Rovers reported that our engineering company, CBCL identified a potential grant which they are working on in conjunction with the office. Once this has been submitted and we have received confirmation of receipt of our application (usually 5 business days) then the Village can commence working on the project.
  - IV. **Traffic Concerns on the north side of the Community Centre** – Superintendent of Public Works, Joe Keddy reported that this is a work in progress and should have more information in a week.
  - V. **Collins Soccer Field preparation for Rugby** – Chairperson, Lewis Benedict reported that there will be more work done to the field in the fall. Commissioner Kim Cogswell suggested that this topic can be put on the agenda for an update at one of the Commission meetings in the fall.
  - VI. **Village welcome signs** – Lewis Benedict reported that due to staffing issues Auto Design is currently backed up and therefore does not have an update in the status of the Village signs. There were discussions regarding keeping any additional signage in the Village consistent. Joe Keddy and Matt MacKenzie will be working on a sign design strategy for the ball fields.
  - VII. **Department of Transportation follow up** – Joe Keddy agreed to follow up with the Department of Transportation and Infrastructure Renewal to have the crosswalks painted due to the pedestrian safety concerns. It was mentioned that the office received the billing for the crosswalk at Belcher and High Street for the work done in the fall of 2016 and confirmed with Superintendent Joe Keddy that the work was performed however the painted lines did not last as long as expected.
  - VIII. **Applewood Subdivision sewer main** – The Village Commission was asked if they wanted to schedule an inspection of the sewer main. After discussions it was agreed that since a building permit was issued for a home at the end of the cul-de-sac that a scheduled inspection is not required at this time.
  - IX. **HST Status review** – Karen Rovers reported that a letter of engagement has been signed.
  - X. **Land Purchase** – Lewis Benedict reported that the land has been surveyed and asked the question does the Commission want to keep this parcel of land separate or consolidate it with other Village owned land. Lawyer, Geoff Muttart offered that there is not advantage to consolidate. The Commission agreed to keep it separate.

## REPORTS

**Source Water Protection:** -Councilor Meg Hodges reported that she has sent an email to the Municipal Planning Department inquiring about the questions which were asked in the meeting and has received a response back from the Department noting the areas which require more work and that there is no definition for Bulk Storage and Manufacturing.

**Municipal Councilor:** - Brian Hirtle and Meg Hodges reported

- Council attended a municipal planning strategy workshop where they focused on seven items.
- Municipal complex construction will hopefully start in September 2017. An RFP will be going out soon for both the Municipal complex and the Public works building.
- Commissioner Doug Gates made the statement to Councilor Hodges that he would like to see flexibility built into the MPS. Commissioner Scott Leier made the comment that common sense should rule above the rigidity of the document.

**Recreation Director:** - Matt MacKenzie

- Day camps are starting next week; our summer student Chelsea Decker has started the preplanning.
- CANgaroo Tennis has volunteered to provide a day camp on Tuesday mornings as part of the Village's camp programming throughout July and August. They will also be offering a seniors programming on Wednesday mornings]
- In the planning stages of putting together floor hockey program at the Port Williams Elementary School in July.
- The Yoga program is continuing to have great attendance and we will be extending this program into the summer.
- Slow pitch is steadily growing.
- There are two external groups offering tennis in Port Williams
- Acadia's Active Aging program is averaging 18 participants
- Starting in July we will have a free seniors tennis program
- New office is great
- Port Williams days was great and very well organized and would like to thank Brian Tupper, the Port Williams and District Lions Club and everyone who helped facilitate this event.

**Recreation Committee:** Doug Gates reported:

- Dance Time will be donating one thousand dollars to the hall renovation.
- Speed has been reduced to 50km at the Canada trail in Greenwich where it crosses Highway 358. The speed reduction in this area would now fall into the parameters that would allow for the painting of this crossing.

**Janitorial:** Brian Tupper reported:

- Toilets have been purchased to replace the ones in the Multi-Purpose room
- Working on coordinating the renovation schedule and details

**Fire Department:** Philip Porter reported:

- The annual Fire Department Banquet was held on June 17<sup>th</sup>
- Port Williams Days was successful with approximately four to five thousand dollars of funds raised from the boot drive, hotdogs and chicken barbeque
- Assisted with the Port Williams Days children's parade.
- Three members of the Port Williams Fire Department volunteered at the Atlantic Fire Department Instructional Conference in Wolfville.
- At the FSAC Kings County Committee meeting the boundary lines were reviewed and adjusted as needed.
- Commissioner Ernie Hovell made the comment that it was good to see the banquet catered by a local group and offered to help the department in the future with obtaining a closer account of number of attendees to assist with better planning of food requirements.

**Auditorium Upgrade Committee:** Brian Tupper reported:

- Moving very fast due to the short time frame of availability of the auditorium
- Hopeful to have the majority of the work completed in July

**Lions Club:** Brian Tupper reported:

- Happy with the success of Port Williams Days
- Excellent year for attendance
- Successful fundraising for community groups
- Good feedback on the fireworks display
- Although the jail was wet and cold on the Friday it was a successful fundraiser and thanked everyone who participated.
- Thanked the Public Works staff for all their hard work
- Next year will be the 19<sup>th</sup> year for the Port Williams Village Wide Yard Sale.

**Public Works:** Joe Keddy reported:

- Water and sewer ok
- Scada system needs to be calibrated and is scheduled for Thursday
- Inquired into Kentville and New Minas for holiday and sick time coverage for Joe. New Minas responded that due to staffing coverage over the summer months would not be able to provide coverage for the Village.
- Attended and reported at the Village annual general meeting.
- Assisted with Port Williams Days
- Matt's office is now complete
- Working with engineers CBCL regarding capital planning
- Obtained permit for the Community Centre renovations
- Fields are in good shape – Mike Graves is done for the Summer
- Roof fixed at the sewer treatment plant and well number #4
- Ball field dug out roof still needs to be fixed
- Tyler is doing a great job and repairs on equipment is down
- Incident on Friday night where a young person set a fire in the Public Works building public washroom. Joe spoke to the parents and an RCMP liaison. Under the supervision of the parents, the bathroom was cleaned by the young person and

- the toilet seat was replaced. The Commission agreed to discuss the incident in camera.
- Meter repair list is complete
  - Nitrates remain at 8.5
  - Joe noted that the sign area on the Canard dyke (Hwy #358) needs to be weeded.
  - Joe mentioned that the office staff were to follow up with DTIR in October 2016 and also that Councilor Meg Hodges was looking into funding options for the crosswalk lighting.
  - Joe said that Matt and he are working on the design for the signage at the ball fields.
  - Chairperson Lewis Benedict asked Councilor Brian Hirtle if he could look into the County providing coverage for our Superintendent of Public Works during vacation and sick days. Councilor Hirtle asked if the Village could provide details of the scope of coverage and that he would look into this.
  - It was mentioned that we require another quote for the water tank inspection and that the Commission had previously agreed to move forward with the inspection.
  - Joe was asked about water meters needing replacement on a regular basis. Joe stated that there will always be meters where we might need to estimate or that will not read.
  - There was some discussion around the requirement of a smoke detector in the Public Works public washroom.
  - Joe mentioned that the new meters purchased are compatible with the smart meters.

**Treasurer's Report:**

- A motion to accept the Village General Operating and Water Utility financial statements for May 2017 as submitted was moved and seconded. **MOTION CARRIED.**
- Request made to the Village Commission to write off a water invoice which the office has not been able to collect on (no forwarding address or contact information) Superintendent Joe Keddy stated that he has contact information and can try to collect the funds.

**NEW BUSINESS:**

- (a) It was mentioned that there have been complaints regarding the condition of the road when exiting the bridge on Highway 358 and also by the School at 1124 Hwy #358. Joe stated that he will take pictures and forward to the Department of Transportation and Infrastructure Renewal and John Lohr. Joe will also committed to facilitate a meeting with Richard Lloyd from DTIR.

Councillor Brian Hirtle thanked the Chairperson Lewis Benedict and the Commission for allowing him to attend and that he enjoyed the meeting. He further mentioned that George Foote from the Cornwallis Square Commission has retired from his position of Commissioner for 41 years.

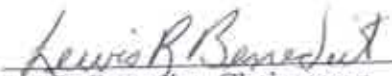
Meeting went in camera to discuss personnel items at 9:20p.m.  
Meeting came out of camera at 11:00pm

After discussions it was decided that the office will draft a letter to the young offender involved in the arson incident in the Public Works washroom, advising that he is to refrain from usage of the Public Works washroom.

As per discussion in camera a motion to have the Superintendent of Public Works Joe Keddy make any necessary repairs to meters where the touchpad is not providing a reading and requires manual follow-up before the August Village Commission meeting was moved and seconded **MOTION CARRIED.**

A motion to have the Chief Financial Officer Karen Rovers draft a Water Meter Reading and Repair Policy was moved and seconded **MOTION CARRIED.**

Upon a motion being made, the meeting was adjourned at 11:00 p.m.  
**MOTION CARRIED.**

  
Lewis Benedict, Chairperson

  
Darlene Robertson & Karen Rovers

