

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF FEBRUARY 16, 2016**

**MEMBERS PRESENT:** Lewis Benedict, Kim Cogswell, Ernie Hovell and Doug Gates  
**IN ATTENDANCE:** Councilor Peter Muttart, Brian Tupper, Philip Porter, Joe Keddy, Joseph Memet, Geoff Muttart & Darlene Robertson

**REGRETS:** Craig Newcombe & Geneve Newcombe

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 January 19, 2016, be approved as circulated. **MOTION CARRIED**

**CORRESPONDENCE:**

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

- (a) Building Permit Report for Month of January, 2016. In Kings County 20 building permits were issued with a total value of \$2.5 Million, no permits were issued in Port Williams. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing Council's action lists for February 2, 2016. *(information only)*
- (c) E-mail from the Municipality of the County of Kings providing the Municipal Special Council action lists for January 22, 2016. *(information only)*
- (d) Letter from the Municipality of the County of Kings Development Officer, Megan Armstrong, providing updated subdivision plans for Applewood Developments and request for comments and approval of the proposed development and expansion of the Village's sewer services. *(discussion under reports section)*
- (e) Correspondence from the Municipality of the County of Kings regarding the official announcement that the County of Kings is one of 12 recipients from across Canada to receive a grant to participate in the Green Municipal Fund's new Leadership in Asset Management Program. *(Information only)*
- (f) E-mail from the Municipality of the County of Kings providing copies of the proposed electoral Districts and Polling Divisions for each district as will be submitted to the Utility and Review Board. *(Information only)*

**III. Other Correspondence:**

- (a) Notification from the Nova Scotia Department of Municipal Affairs Building Code Coordinator of proposed amendments to the Nova Scotia Building Code Regulations due to the making of new On-site Sewage Disposal Systems Regulations by the Department of Environment. *(information only)*

## **BUSINESS ARISING FROM MINUTES:**

- (a) **Easements** – ongoing
- (b) **Wharf Sale update** – Lawyer, Geoff Muttart, reported that he has received the final piece of information that was required to move forward. He is expecting completion of the wharf sale this week.
- (c) **Sewer Lateral behind homes along Hwy 358** - Superintendent, Joe Keddy, and Chairperson, Lewis Benedict met with engineer Dave Bell to discuss options that would address the sewer lateral concerns expressed by the homeowners at the December 15, 2015 Village Commission meeting. Superintendent of Public Works presented the two options provided by Engineer Dave Bell along with the approximate cost associated with both options. After discussions it was decided that Lewis Benedict will arrange a meeting with the home owners who attended the Village meeting in December and present them with the options. Lawyer Geoff Muttart mentioned that a survey of the land would be required to determine the exact areas which would be affected for an easement.
- (d) **Nova Scotia Utility And Review Board** – Undertakings from the UARB hearing on January 12, 2016 have been submitted.

## **REPORTS:**

### **Kings County Councilor:** Peter Muttart reported:

- Council is entering into budget deliberations
- Council has received a tentative copy of the Municipal Strategy (Kings 2050).
- He was informed by the property owner of the property with the roofless building on Kars Street that he is putting the property up for sale. He will be following up the owner.
- It was mentioned that Councilor Patricia Bishop noticed that a tree was removed on the corner of Starrs Point Road and Kars Street and that she would like to see a policy adopted by the Municipality regarding trees being unnecessarily removed.
- Concerns were expressed to Councilor Peter Muttart regarding the back up of drainage water on Starrs Point Road properties that is coming from areas where there are new developments off Collins Road. After discussions Peter suggested that it might be beneficial for Joe to share information specific to his experiences and what he sees happening in new development areas with the Municipality.
  - Peter was asked the status of the new Municipal Complex and the Library. Peter stated that Councils preferred relocation for the Kentville branch of the Annapolis Valley Regional Library is 440 Main St. Kentville formerly the United Church and a new RFP is being sought for the Municipal Complex.

### **Village/Municipal Meeting:** Kim Cogswell reported:

- Municipality's CAO, Tom MacEwan, presented a lengthy explanation of the process taken to determine the proposed electoral districts.
- Recommendations for proposed electoral districts will be forwarded to the Utility and Review Board.



- Decision to create a subcommittee (Village Chairs) to review/discuss MOU, meeting frequency/dates and what future meetings would look like.

**Association of Nova Scotia Villages:** Lewis Benedict Reported:

- Lewis has a meeting scheduled with Robert Frost from Municipal Affairs

**Recreation Committee:** Doug Gates reported:

- Winter frolic was a success, good crowd of people
- Thanks to the Fire Department for flooding the ice

**Recreation Director:** Joseph Memet reported:

- Facebook page is up and running
- Karen Rovers, Lia Glover and Joseph will be maintaining the Facebook site
- Outdoor rink ice is great, thanks to the Fire Department for flooding it
- Joe Keddy has put the lights in the change room
- Need to organize a group of volunteers for ice cleaning
- Chess is going good, currently 40 players. Looking at splitting into two groups and arranging a tournament.
- Applied for three grants, thanks to Geneve for doing the majority of the applications.
- Will be looking at doing a needs analysis for a multi-functional recreational facility. Currently looking at soccer field, three tennis courts and two fitness studios. Hopefully will have something to report to the committee by April.
- Registration has started for March break camp

**Board of Trustees:** Doug Gates reported:

- Meeting on January 21<sup>st</sup>
- Have three new supervisors
- Library renovations completed
- Bar relocation is complete
- Looking at upgrading the Auditorium
- Lewis presented the picture of Cape Split taken by Mark Davidson on behalf of the Village Commission to the Library opening ceremonies.

**Janitorial:** Brian Tupper reported:

- Have ordered parts to repair taps in the Multi-Purpose room bathroom.
- Working on creating a more usable storage area upstairs in the auditorium (library stations modified to create storage cabinets and are moving around the tables and chairs)
- Painting and crack filling
- Obtained pricing for the same type of blinds that are in the Library for the auditorium – approx. \$250. per window. Will be obtaining some other quotes.

**Princess Selection:** Brian Tupper reported:

- Theme this year is “East Coast To The Core”
- Working on date for Princess Dessert Party

**Fire Department:** Chief Philip Porter reported:

- 2 Alarms
- 6 members are now Medical First Responder trained.

- Pagers have been reprogrammed, now being paged from the Garland repeater site located at the top of the mountain north of Berwick
- Banquet is in the planning stage, currently looking at the Port Pub for a meal on March 12<sup>th</sup>.
- Turn out gear has been ordered and should arrive in approximately four weeks.
- Obtained quotes for an exhaust handling system for the fire hall as a result of a conversation with Brian Desloges who expressed concern over the smell of exhaust fumes and air quality in the Port Williams Fire Hall. There was discussion regarding the possibility of the Municipality funding the system.
- Discussion with respect to automatic aid with Valley dispatch, the Municipality and Fire Departments. Chief Porter will talk to Valley dispatch and confirm where they receive direction from with respect to automatic aid. It was suggested that where the Chiefs have operational knowledge it might be beneficial for the department heads and Brian Desloges from the Municipality meet to discuss any concerns.

**Lions Club:** Brian Tupper reported:

- Successful Valentine's Day Dinner with \$1,000. being donated to the Valley Regional Hospital Foundation to purchase two televisions for the Chemotherapy Department.
- Enjoyed working in the new bar area.

**Public Works:** Joe Keddy reported:

- Working on snow removal and salting
- Joe expressed concerns over new subdivision/development areas where runoff water is now being directed in areas which are becoming problematic and also where after the new road infrastructure settles causing problems with the manholes. His observations are that the correct fill is being utilized around areas that the Village would eventually assume responsibility however when the roads are constructed that part of this required fill is being excavated for the road before the fill has a chance to settle.
- After discussions it was suggested that it would be beneficial for Joe and Peter to meet with the Municipal Engineering staff to share information to assist the Municipality and eliminate and/or manage possible problematic areas in the future.

**Personnel Committee:** Kim Cogswell reported;

- Annual staff reviews were held on January 21, 2016

**Treasurer's Report:**

- A motion to accept the Village General Operating and Water Utility financial statements for January, 2016 as submitted was moved and seconded. **MOTION CARRIED.**

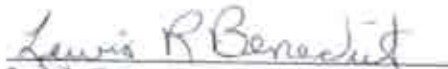
**NEW BUSINESS:**


- (a) **Open sewer permit Booker School** – Discussion regarding the open sewer permit. Superintendent Joe Keddy stated that it is his understanding that the school is looking at classes in the garage and will need to obtain a building permit from the Municipality if they go forward with this option.

- (b) **Former bar area** – question was asked if there was any work planned to board in the service window. Brian mentioned that it would be nice to see a floor sink in this area and would like to keep the existing cabinets for storage of chemicals. Currently the chemicals do not store well in the Janitorial room down stairs because the room is too warm.

Upon a motion being made, the meeting was adjourned at 9:40 p.m.

**MOTION CARRIED.**

  
Lewis Benedict, Chairperson

  
Darlene Robertson, Clerk