

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF SEPTEMBER 19, 2017**

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

**IN ATTENDANCE:** Anna Saroli, Brian Tupper, Joe Keddy, Karen Rovers, Matt MacKenzie, Philip Porter and Darlene Robertson

**REGRETS:** Scott Leier, Commissioner & Councillor 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 August 15, 2017 be approved as circulated. **MOTION CARRIED.**

- II. Traffic concerns on Highway 358:** Resident, Anna Saroli, expressed her concerns regarding the negative impact to the community from increased traffic, and would like to see better enforcement of current regulations. Chairperson Lewis Benedict explained that the Village has taken proactive steps within the Village with respect to bringing better visibility to pedestrians with the installation of flags at the crosswalks. He further explained that the Village has also installed two radar speed signs, moved the 50 KM sign on Hwy 358 for better visibility, will be conducting a traffic study on the corner of Kars Street & Main Street and consistently meets and follows up with the Department of Transportation Infrastructure & Renewal. Anna expressed to the Commission that she would be interested in sitting on a "traffic committee". It was agreed that Superintendent of Public Works Joe Keddy, Commissioner Kim Cogswell and Anna would meet to further discuss.

**III. Municipality of County of Kings:**

- (a) Building Permit report of the Month of July, 2017. In Kings County 75 building permits were issued with a total value of 5.7 million, 2 permits were issued for Port Williams. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing the Special Council Action list for August 8, 2017 and the Council Action list for September 5, 2017. *(information only)*
- (c) E-mailed from Tim Bouter, Supervisor of Engineering Services for the Municipality of the County of Kings responding to the Village's letter sent regarding concerns of potential damage from snow plowing to streetlights & hydrants and the request to have line painted on the road in the Lawrence Park subdivision. *(information only)*
- (d) E-mail from the Municipality of the County of Kings promoting the youth engagement sessions on September 19 & 21 for a Kings County Youth Council. *(information only)*

IV. **Other Correspondence:**

- (a) Doug Pettigrew from Emotion Pictures called to notify Port Williams that the production company will be filming in the local area between the dates of September 18<sup>th</sup> and October 13<sup>th</sup>. They are interested in filming on the banks of the Cornwallis River across from the Port Pub and Wayfarer's Ale and are currently in discussions with both businesses and the Municipality to obtain permission. Filming will be scheduled for a full-day between these dates. *(information only)*
- (b) E-mail from Markus Sommer cautioning the Village to consider potential health risks if the Village pursues the use of artificial turf for the proposed lawn bowling area on Collins Road. *(information only)*
- (c) E-mail request from Laura Churchill Duke to use the office as a drop spot for the Box of Cheer Charity. *(information only)*
- (d) E-mail from Erin Beaudin, chair of the Municipal Government Act Review Committee providing an update on the MGA Review process. *(information only)*

**BUSINESS ARISING FROM MINUTES:**

- I. **Unightly building** – ongoing – it was noted by one of the Commissioners that the wooden door on the east side of the office building is open and children have been spotted entering and exiting the building in the later part of the evening.
- II. **Farnham Marsh Dyke Body** – Commissioner Ernie Hovell reported that Scott Bryson's office had identified potential funding which could be utilized by the Municipality from a climate change program. The information has been sent to the Municipality.
- III. **GIS Locator System** – Chief Financial Officer Karen Rovers reported that engineer Keith Kelly has collected some information and has started the ground work on the project. An additional meeting with Lewis Benedict, Village Chairperson; Joe Keddy, Superintendent of Public Works; Stan Hancock, previous Superintendent of Public Works and engineer Keith Kelly is scheduled to take place in the near future for the purpose of gather some background information.
- IV. **Traffic Concerns on the north side of the Community Centre** – Commissioner Lewis Benedict reported that the gate is at the fabrication stage. After discussions it was decided that the Village will line the Fire Department parking area in red lines in an effort to better define the parking to the public.
- V. **Village Welcome Signs**- Commissioner Lewis Benedict reported that the Village signs are up, look great and are very sturdy.
- VI. **Department of Transportation follow up** – Chief Financial Officer Karen Rovers reported that the office sent a follow up letter to DTIR asking for an update. It was reported that a response was received. After discussions it was suggested that the Village contact DTIR for the propose of obtaining engagement standards for residential engagement regarding a one way on Kars Street to ensure the Village is compliant to DTIR standards/procedures.



- VII. **Lawrence Park subdivision lights** - Chief Financial Officer Karen Rovers reported that the office send a letter to Brison Developments requesting confirmation that deficiencies with the streetlights have been completed and that the office has not received any response. The Village is to follow up with Brison Developments for a status update.
- VIII. **Meter Reading Policy** – It was determined that the meter reading will be a procedure instead of a policy. The Village Commission will review the procedure and discuss at the October 17th Commission meeting.
- IX. **Water tank inspection** – Superintendent of Public Works Joe Keddy reported that Greatario Engineered Storage Systems are looking to schedule the inspection for next year due to their current work load and will hold the rate quoted this year for the inspection.
- X. **Bus shelter** – Chairperson Lewis Benedict reported that he will work with the Public Works Department to install the bus shelter.

## REPORTS

**Association of Nova Scotia Villages:** - Commissioner Lewis Benedict reported:

- The AGM was on September 15<sup>th</sup> to September 16<sup>th</sup> in Baddeck, NS.
- One issue discussed was media issues
- Senator Dan Christmas was a guest speaker
- Lewis reported that he is now sits on the Board as the past chair
- There were 10 Villages in attendance and 12 active Villages in the Association
- Next AGM is to be held at the Village of St. Peters and the one in 2019 is to be held at the Village of Tatamagouche.

**Municipal Councilor:** - no reported provided

**Recreation Director:** - Matt MacKenzie reported:

- Village Commission Congratulated Matt on his recent wedding
- 10 week multisport program afterschool for kids
- Working on the little dribblers basketball program
- Yoga will start September 18<sup>th</sup> in the newly renovated auditorium.
- Coed Slow Pitch is continuing weather permitting
- Working on fall fitness classes – not finalized
- Active aging starts September 26th and will run for 10 weeks on Tuesdays and Thursdays.
- Senior Walking is on Monday's and Friday's between 9:00 and 10:00am.
- Senior Tennis Games will continue on Wednesday mornings.
- Matt thanked Brian Tupper for all his hard work on the Auditorium upgrades

**Janitorial:** Brian Tupper reported:

- Currently working on deep cleaning of Multi-Purpose Room
- Keeping up with the auditorium cleaning during the renovations

- Stripped and waxed the Auditorium floor as suggested by the manufacturer of the new flooring.
- Window sill in the hallway entrance has been fixed and the window has been ordered for the Boardroom where the seal has failed.

**Fire Department:** Philip Porter reported:

- The Department has not responded to any alarms in the past month
- There was one minor motor vehicle accident at the corner of Hwy #358 and Church Street where the Department's assistance was not required
- Starting to focus on fire prevention in the schools. Fire prevention open house is on October 15<sup>th</sup>
- On September 14<sup>th</sup> there was a Chief Officers Working Group meeting. The group discussed accountability procedures and the effectiveness of the Fire Service Advisory Committee.
- Work has begun on the chassis for the new pumper

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

- Audio World has installed the audio system which is up and running. Control system will still need to be put into a small cabinet.
- Power point system will not be installed until the stage is installed with the projector screen. Office was asked to send a follow up email for a firm date when the stage will be installed.
- Heat pumps and air exchange has been installed, waiting on the check list to be performed before operational.
- Floor has been installed
- Wrong color of baseboards were installed and had to be changed
- Questions was asked – where are we standing with the auditorium budgeted costs- Chief Financial Officer stated that currently we are still within budget for the project.

**Lions Club:** Brian Tupper reported:

- Supper meeting on Wednesday have invited guests and are looking recruit new members
- 100 Men fundraiser is tonight
- As part of the Lions Club legacy project, the Club has purchased blinds for all of the windows in the Community Center. In recognition of the project the Port Williams and District Lions Club has a plaque with they would like to have displayed in the Auditorium. The Commission asked the Lions Club to put forward their request to the Board of Trustees agenda for their final approval.

**Public Works:** Joe Keddy reported:

- Randall Hiltchi from Surfline compiled the required information from the Scada system for reporting purposes to Nova Scotia Environment
- Town of Kentville has agreed to cover Joe while he is on holidays next week
- Water and Sewer systems working fine
- Parks/Rec fields are in good shape
- Required repairs to meters
- Nitrates staying around the same
- Reset speed radar sign and trimmed bushes on Belcher Street

- Reviewed water meter policy
- Installed two of the Village welcome signs and the shop sign
- Foundation for heat pumps completed
- Maintenance completed for generators
- Completed the renewal of the water withdrawal permit
- Cleaned storm drains on High Street
- Reported washed out storm drain on Belcher to DTIR
- Annual hydrant flushing and sewer flushing and cleaning

**Treasurer's Report:**

- A motion to accept the Village General Operating and Water Utility financial statements for August 2017 as submitted was moved and seconded. **MOTION CARRIED.**
- A motion to write off an uncollectable water invoice in the amount of \$234.19 was moved and seconded. **MOTION CARRIED.**
- A motion to approve the Maintenance of Unused Acreage Policy was moved and seconded. **MOTION CARRIED.**

**NEW BUSINESS:** None

Upon a motion being made, the meeting was adjourned at 9:23 p.m.  
**MOTION CARRIED.**

  
Lewis Benedict, Chairperson

  
Darlene Robertson