

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

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

**IN ATTENDANCE:** Philip Porter, Karen Rovers, Joe Keddy, Meg Hodges, Adam Griffin, Brian Tupper, Geoff Muttart and Darlene Robertson

**REGRETS:** Laura Jacobs

Chairperson, Lewis Benedict, called the meeting to order at 7:04 p.m.

**I. APPROVAL OF MINUTES:**

- (a) It was moved and seconded that the minutes of the regular Commission meeting on November 20, 2018 be approved as circulated. **MOTION CARRIED.**

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

- (a) Building Permit Report for the Month of November, 2018. In Kings County 54 building permits were issued with a total value of 5.8 million, 10 permits were issued for Port Williams with a total value of 2.3 million. *(information only)*
- (b) Letter from Erin Nemburt, Fire Official for the Municipality of the County of Kings stating that the Port Williams Community Centre meets the minimum Fire and Life Safety requirements. *(information only)*

**III. Other Correspondence:**

- (a) Notification from the Nova Scotia Labour and Advanced Education Fuel Safety Section stating that a fuel safety inspection was carried out on July 27, 2018 and that deficiencies were identified and are to be completed on or before November 15, 2018. *The office noted that the letter was received after the deadline and therefore had asked and received an extension. Superior Propane has completed an inspection and will be replacing a piece of pipe on the roof.*
- (b) E-mail from Dan Stovel, Kings REMO asking if the Village would be interested in a 30 minute presentation on Kings Regional Emergency Management Organization & Emergency preparedness. *(information only)*
- (c) Thank you letter from Ron Baxter, volunteer with the Port Williams Fire Department, to the Village of Port Williams from the members of the Fire Department. *(information only)*

**BUSINESS ARISING FROM MINUTES:**

- I. Industrial Park Dyke - Karen Rovers reported:**

- Received confirmation that Municipal Council approved the \$6,500 for Dyke repairs and have received the balance of the funding from the Municipality for the Dyke Study project.
- II. **Brisson Developments (street lights)** – Joe Keddy reported:
  - Waiting on Tibbetts Electrical, should be started by the end of January
- III. **Brisson Developments (water service connections)** – Joe Keddy reported
  - Waiting on easement to be signed by the developer
- IV. **Sewer Lagoon Project** – Karen Rovers Reported:
  - Received bids for equipment costs from engineers CBCL. Joe mentioned that he would like to review before he makes his recommendation.
- V. **Fire Department Rules of Governance** – Philip Porter Reported:
  - Chief Porter had circulated rules of governance document by email to the Village Commission for review. It was noted that the document circulated is called Port Williams Fire Department Policies and Procedures. Commissioner Hovell noted that in the circulate document it mentions that members are not allowed to respond to an alarm under the influence of alcohol however it does not mention cannabis. Commissioner Hovell also mentioned that the document did not contain the connection between the Commission representative and officers meeting. After discussions it was noted that both items should be included in the new Fire Department Policies and Procedures and recirculated to the Commission before the next Village Commission meeting.
- a) **NS Power Easement -**
  - A motion to reconsider prior decision and after consultation with legal counsel have decided to not to proceed with the Nova Scotia Power easement request to service a residential property was moved and seconded. **MOTION CARRIED.**
- VI. **Audit Committee Policy -**
  - After discussions it was suggested that where the policy mentions that quorum would consist of two committee members that it should be changed to quorum consisting of one committee member and the citizen member. A motion to approve the Audit Committee Policy with the recommended amendments was moved and seconded. **MOTION CARRIED.**
- VII. **Audit Committee -**
  - After discussions a motion to approve Geneve Newcombe as a Citizen member, Doug Gates as a Commission member and Scott Leier as a Commission member of the Audit Committee was moved and seconded. **MOTION CARRIED.**
- VIII. **Applewood Development Services Acceptance –**
  - The developer requested a meeting with the Village Commission. After discussion it was agreed that Chairperson Lewis Benedict would arrange to meet with Brent Barron.

## REPORTS

### Municipal Councilor – Meg Hodges reported

- Municipality has a new logo which you can go online and provide feedback- Meg will send the link – Village Office to forward to Commissioners
- Exciting things are coming up which will be revealed soon
- Hopeful that the University bus pass item will be on the ballot for February elections at Acadia Student's Union.

### REMO Meeting – Lewis Benedict reported

- Wayne Blenkhorn and Lewis attended the meeting on December 12<sup>th</sup>
- Good idea to have the 30 minute presentation by Dan Stovel, from Kings REMO. It would be good to invite members of local groups (LIONS, Women's Institute and PW Fire Department)

### Recreation Director: - Laura's report was circulated

- Tree Lighting event on Nov 25<sup>th</sup> was successful
- Revamping Winter Frolic – partnering with Scotiabank run/walk club; changing to Heritage Day and will have a fun run followed by chili and hot chocolate at PWES
- Next Recreation Advisory Committee meeting on January 8, 2018
- Evaluating response from survey and developing a running/walking route map
- Will be creating a subcommittee of the Recreation Advisory Committee to review and amend the bylaws
- Developing facility use agreement form for outdoor facilities
- Will be having a Youth Health/Wellness workshop series
- Trivia nights doing well – November event attendance was 65 people and raised \$550. towards skating pond maintenance and upgrades.
- Attended the annual winter meeting on Dec 6 & 7 in Halifax where there were presentations by NS Tourism, Community, Culture and Heritage, HRM Community Programs and Tumblebugs
- Directors meeting- evaluation of Facility Access funding, updates regarding grant funding, sharing programming, facility use and instructor fees.
- Coordinated design and purchase of new sign for skating pond
- Flag system in place
- Safety inspection of skating surface being done by Public Works
- Developed inspection checklist with Public Works
- Surface clearing/maintenance will be coordinated through Recreation Department
- Family New Year's event booked between 10:30am and 12:30 pm in Auditorium

### Janitorial: - Brian Tupper reported:

- Leak in the auditorium has been repaired
- Toilet in the Public Works building has been replaced

**Fire Department:** a report was provided by Chief Porter:

- Two Alarms – both mutual aid assist
- Steven Taylor from Mic Mac Fire and Safety was on site to service breathing apparatus
- At the Fire Service Advisory Committee December meeting it was agreed to recommend to County Council a one percent increase in funding for fire service. It was mentioned that one application was received to fill one of the three community representative for the Committee.
- The Department has received one new membership application
- Question was asked what the total number of members currently is at – Philip believes they have about 24 members
- Scott requested that an email reminder before the Fire Departments officers meeting

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

- Lots of catering in the past month
- Valentine Dinner is their next fundraising event
- The Lions Club donated \$500. to the Festival of Lights, of the Valley Regional Hospital Foundation
- Delivering 31 Christmas Food hampers on Saturday, the Port Williams Elementary School has arranged with local churches to do some of the hampers for their students families.

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

- Water systems working fine
- Contacted Port Pub regarding debris being flushed down the drains – things have been good since
- Replacing belts on blower 7 replacing UV lamps
- Nitrates are staying around the same – working with a company to install nitrate analyzer for trial period and am obtaining quotes
- Plowing and salting when required
- Responding to alarms
- Water and sewer inspections
- Working on GIS system
- Working on URB Rules & Regulations
- Reviewing water and sewer policies
- Finished Water sampling plan and submitted to DOE
- Reviewing and obtaining water easements for Brison subdivision
- All water meters read 7 repaired (except 1, owners on vacation but will get to it before next reading
- Reviewing our sewer bylaws & county building codes. Making some changes on

- our sewer permit form
- All generators annual service and ran generators during the power outage.
- Installing sign at skating pond and taking measurements of ice thickness
- Department of Transportation and Infrastructure Renewal as part of their safety measures has asked that identified manholes in Port Williams be lowered so that the plowing trucks do not hit them during snow removal. Joe said that he has requested a list from DTIR of the manholes which they have identified as possible safety hazards and will get some quotes for fixes and will bring back to the Commission.

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

- A motion to accept the Village General Operating and Water Utility financial statements for November 2018, as submitted was moved and seconded. **MOTION CARRIED**
- A motion to approve 1/3 of remuneration paid to Commissioners in 2018 to be non-taxable income was moved and seconded. **MOTION CARRIED**
- Joe asked if it was possible to compile the wages and costs associated with pulling pumps
- Lewis mentioned that he has been in contact with the commercial property owners regarding disposal of unauthorized materials in the sewer system and has been assured that they are putting measures in place to prevent this from happening in the future.

**New BUSINESS:**

Area Advisory Committee – vacancy has been filled. A motion to approve and forward the following members of the Port Williams Area Advisory Committee for a two year term to Municipal Council was moved and seconded. **MOTION CARRIED.**

Port Williams Area Advisory Committee	Meg Hodges – District 1	3 members of the Port Williams Village Commission  Lewis Benedict  Ernie Hovell  Scott Leier  3 citizen members  David Acton  Wade Noiles  Craig Newcombe	2018/12/12 – 2019/12/12  2018/12/12 – 2019/12/12  2018/12/12 – 2019/12/12  2018/12/12 – 2020/12/12  2018/12/12 – 2020/12/12  2018/12/12 – 2020/12/12
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- Commissioner Leier asked what the Village's requirement was for Criminal


Records checks – there were discussions regarding the current two person policy entering homes vs a criminal record checks - after discussions it was agreed that the Personnel Committee will review.

- Paved over curb stops – Commissioner Doug Gates was asked if he had discussed the issue with the developer. Doug stated that he has brought it to the attention of the developer and will follow up.

Upon a motion being made, the meeting was adjourned at 8:08 p.m.

**MOTION CARRIED.**

  
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Lewis Benedict, Chairperson

  
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Darlene Robertson, Clerk