

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF OCTOBER 17, 2017

MEMBERS PRESENT: Lewis Benedict, Doug Gates and Ernie Hovell

IN ATTENDANCE: Brian Tupper, Karen Rovers, Philip Porter, Wayne Blenkhorn, Meg Hodges, Melissa Connell, Geoff Muttart, and Darlene Robertson

REGRETS: Commissioner Scott Leier, Commissioner Kim Cogswell, Matt MacKenzie & Joe Keddy

The Chairperson, Lewis Benedict, called the meeting to order at 7:40 p.m.

I. APPROVAL OF MINUTES:

- (a) It was moved and seconded that the minutes of the regular Commission meeting on September 19, 2017 be approved as circulated. **MOTION CARRIED.**

II. Presentation by Kings County Family Resource Centre: Melissa Connell, Executive Director of the Kings County Family Resource Centre, provided a power point presentation around the three main program services provided by the Centre – Family Resource Centre, Family Home Daycare and Parenting Journey Home Visitor.

III. Remembrance Day Observance – Wayne Blenkhorn brought to the attention of the Village Commission that the next Remembrance Day in 2018 will mark the 100 anniversary of the end of the WW1 and he would like input on ways to commemorate this milestone at the next Remembrance Day observance in 2018.

IV. Municipality of County of Kings:

- (a) Building Permit report of the Month of September, 2017. In Kings County 55 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 October 3, 2017 Council Action List. *(information only)*

V. Other Correspondence:

- (a) Carbon copy of an email addressed to Councilor Meg Hodges, Municipality of the County of Kings, from resident Bryan Woodland regarding increased flooding on his property. *(information only)*
- (b) E-mail from Ron Dauphinee, Municipal Advisor for the Department of Municipal Affairs, announcing that the province will be holding several regional workshops specific to municipalities to have open and candid conversations in preparation for the development of the rules and regulations for Nova Scotia in anticipation of the upcoming federal changes legalizing recreational cannabis. *(information only)*
- (c) Letter from the Port Williams Women's Institute requesting that the

couches not be removed from the Multi-Purpose room. *After discussions it was decided that the office is to forward the correspondence to Sylvia Jacquard, Chairperson of the Board of Trustees, to discuss with the Women's Institute.*

BUSINESS ARISING FROM MINUTES:

- I. **Bus Shelter** – Chairperson Lewis Benedict reported that the bus shelter has been installed in the south east corner of the Community Centre by the Library entrance. Councilor Meg Hodges mentioned that she will be in contact with Kings Transit to report that the Village has installed a bus shelter and to request that the bus stop at the new bus shelter at the Community Centre.
- II. **Rugby Field Expansion** – Chief Financial Officer Karen Rovers reported that she had received a correspondence from Ashley Booker of the Valley Bull Dogs requesting, if possible, to have the soccer field increased as they feel that they could attract more games if the field was regulation size. Chairperson Lewis Benedict reported that this is a work in progress.
- III. **Unightly building** – Councilor Meg Hodges reported that a recommendation to consider the Administrator's recommendation of a demolition order at 1105 Kars Street was on the agenda however, because the Municipality was unable to provide notification to the property owner, the item was removed from the agenda. Meg stated that it is expected that it will be back on the Committee of the Whole's agenda in November 2017. Meg further explained that the steps going forward would be to first have the item on the Committee of the Whole's agenda, then the Municipality would hold a hearing as per Section 346 (3) of the Municipal Government Act, and after that the recommendation would be put onto Council's next meeting's agenda.
- IV. **Farnham Marsh Dyke Body** – Commissioner Ernie Hovell reported that he has spoken to the Premier on September 29th. Funding information was sent to Mayor Muttart from Scott Brison's office however Ernie has not hear back from Mayor Muttart. Ernie has also been in contact with Keith Irving's office from whom he has also not received an update and therefore has no report to provide.
- V. **Traffic Concern on the north side of the Community Centre and painting of the FD parking area** Chairperson Lewis Benedict reported that construction is finished on the gate and when Joe has time in his schedule the gate will be installed. It was discussed that the Village should invest in signage advising that this is a no exit.
- VI. **Department of Transportation and Infrastructure Renewal follow-up** – Superintendent of Public Works, Joe Keddy was not in attendance to provide an update.
- VII. **Brison Development** - The office has not received any communication from Brison's office.
- VIII. **Meter Reading procedures** – Changes were made to the last line in the overview section of the meter reading procedures and presented to the Village Commission for review. A motion was made to accept the meter reading procedures with the changes presented was moved and seconded. **MOTION CARRIED.**

- IX. **GIS Locator System project update** – Joe Keddy, Stan Hancock and Lewis Benedict have met to review and compare knowledge while identifying areas of potentially undocumented infrastructure for the surveyor to address. Engineer Keith Kelly has been in contact with Joe to set up a meeting. Project end date with respect to funding would be the end of March. Office will follow up with Keith Kelly.
- X. **Public Information meeting for Kars Street one-way** – It was reported that a hand out advising of a public meeting scheduled for October 24, 2017 with a map of the proposed one-way will be distributed to residents and business effected in the area.

REPORTS

Meeting with Chaiti Seth from Acadia – Commissioner Kim Cogswell was not in attendance and could provide an update at the November 2017 Commission meeting.

Recreation Director: - Matt MacKenzie reported:

- Matt MacKenzie was not in attendance and had provided a report

Board of Trustee's: Commissioner Doug Gates reported:

- A Committee was established to review the guidelines for the Auditorium floor and decorating.
- Addressed concerns regarding the replacement of the worn out glides on the bottom of the chairs.
- Next meeting is scheduled for January 18, 2018

Community Business Meeting – Commissioner Kim Cogswell was not in attendance and had provided a report.

Municipal Councilor – Meg Hodges reported:

- Starting to populate the Youth Council – one or two members from Port Williams. Hoping that the council will be up and running by mid-November.
- Established Kings Transit U pass for Acadia students for a cost of \$80 with the hopes of extending the bus service
- Looking at making changes to the MGA with respect to maternal leave for council.
- Waiting on RFP for the new Municipal Council building
- Hired a new CAO – Scott Conrod who lives in Port Williams

Personnel Committee: - Karen Rovers reported that the Personnel Committee has received a letter of resignation from the Recreation Director, Matt MacKenzie and that the Village has started the hiring process for his replacement.

Janitorial: Brian Tupper reported:

- Things are going well
- Window is in for the boardroom. Soon to be replaced
- Following up regarding the installation date for the new stage in the auditorium – the stage has been shipped and eta is expected to be the end of October
- Fixed slides on the legs of 200 chairs in the auditorium
- Brian noticed that there is a ripple in one area of the new floor and contacted the installer who believes that the ripple is caused by the plywood subfloor. Brian is going to have the area fixed and order an additional sheet of flooring from the same dye lot in order to be prepared for potential future repairs.

Fire Department: Philip Porter reported:

- Three alarms (PWES School, MVA Belcher Street & Power Pole)
- When on site at PWES the department noticed some potential fire safety concerns which were brought to the attention of the Principle of the School.
- The Kings County Fire Fighters Association's meeting held in the Port Williams auditorium was successful.
- The Department was asked by Big Brothers & Sisters to assist with the Spooktacular event this year.
- Have purchased a new cooler for the bar
- Working on Fire prevention program at the Schools
- Successful open house
- Fire Department made the request to liquidate 13 helmets which are not being used. Geoff Muttart will review and adjust the proposed sale agreement.

Auditorium Upgrade Committee: Brian Tupper reported:

- Working on finishing up project

Lions Club: Brian Tupper reported:

- Four volunteers assisted with the adopt- a- highway on Saturday October 14th
- Had some catering fundraisers
- Two new members have joined the Port Williams and District Lions Club

Public Works: Joe Keddy was not in attendance and had circulated his report.

Treasurer's Report:

- A motion to accept the Village General Operating and Water Utility financial statements for September 2017 as submitted was moved and seconded. **MOTION CARRIED.**
- After the HST professional consultation and discussions the Village Commission opted to not become an HST Registrant.

NEW BUSINESS:

- (a) Wolfville Remembrance Day Ceremony - Ernie Hovell stated that it would be his honor to lay a wreath at the Wolfville Remembrance Day Ceremony on behalf of the Port Williams Village Commission.

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At 9:20 pm a motion was made to go in camera to discuss an existing contract.

At 9:28 pm a motion was made to come out of camera

Upon a motion being made, the meeting was adjourned at 9:29 p.m.

MOTION CARRIED.



Lewis Benedict, Chairperson



Darlene Robertson