

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF NOVEMBER 20, 2018

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

IN ATTENDANCE: Philip Porter, Karen Rovers, Joe Keddy, Laura Jacobs, Meg Hodges, Brian Tupper, Adam Griffin and Darlene Robertson

REGRETS:

Chairperson, Lewis Benedict, called the meeting to order at 7:02 p.m.

I. APPROVAL OF MINUTES:

- (a) It was moved and seconded that the minutes of the regular Commission meeting on October 16, 2018 be approved as circulated. **MOTION CARRIED.**

II. Municipality of County of Kings:

- (a) Building Permit Report for the Month of October, 2018. In Kings County 36 building permits were issued with a total value of 3.3 million, 5 permits were issued for Port Williams. *(information only)*
- (b) E-mail from Mayor Muttart, Municipality of the County of Kings advising that after the Municipal/Villages meeting where there were discussions regarding the dyke that the Municipality has earmarked funds for this as an ex-gratia payment to the Village for its efforts. *(information only)*
- (c) E-mail from the Municipality of the County of Kings providing the action list for the Municipal Council meeting on October 2 and November 6, 2018 and Special Council meeting for October 16 and October 30, 2018 *(information only)*

III. Other Correspondence:

- (a) Letter from Deputy Minister Paul La Fleche, Nova Scotia Transportation and Infrastructure Renewal responding to the letter sent by the Village Commission on September 21, 2018. *(information only)*
- (b) Commercial Carrier safety Fitness Certificate with satisfactory rating from Service Nova Scotia & Municipal Relations Motor Vehicle Administration. *(information only)*

BUSINESS ARISING FROM MINUTES:

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

- After discussions a motion to approve the funding to a maximum of nine thousand dollars towards flood protection through the invoicing received and approved by the Village Commission for the trucking and excavation of soil in the industrial park area with the understanding that the Village is not assuming responsibility or ownership of this area of the dyke was moved and seconded. **MOTION CARRIED.**
- II. **Brison Developments (street lights)** – Joe Keddy reported:
 - Tibbetts Electrical is approximately 6 to 10 weeks out before they can start the LED lighting retrofit in the Brison Development
 - After discussions a motion to accept the quote received from Tibbetts Electrical to retrofit the existing streetlights to LED in the Brison Development without competitive process due to specific knowledge of the vender of the lighting system was moved and seconded. **MOTION CARRIED.**
- III. **Brison Developments (water service connections)** – Joe Keddy reported
 - looking into having the existing easement wording changed from ‘sewer’ to ‘services’, in order to add an easement for water. Joe mentioned that he had been in contact with Brison Development’s lawyer to work on changing the easement wording and was advised that there is to be no water service connections to the water main behind the properties in the meantime. Commission confirmed that connections can also be made to the water main on Collins Road. Ernie suggested that Joe also contact the Municipality as it was a Development Agreement.
- IV. **Sewer Lagoon Project** – Karen Rovers Reported:
 - Matt from CBCL is planning on two tenders. One for the equipment to suppliers which would be done right away with a December 14 closing date. Then the Village would post the construction tender before the end of January 2019. After discussions a motion to accept the sewer lagoon project proposal from CBCL was moved and seconded. **MOTION CARRIED.** A motion to submit a request for an increase in gas tax funding from \$400,000 to \$450,000 for the sewer lagoon project from the Municipality was moved and seconded. **MOTION CARRIED.**
- V. **Women’s Institute Monument land taxes** – Office reported:
 - The Municipality through their By-Law had waived taxes under the Municipal Government section 71. A Village Commission has the powers of a Municipality to make by-laws pursuant to this act for tax reductions, exemptions and referrals. The Women’s Institute would have payed \$7.56 in Village taxes. After discussions a motion to donate \$7.56 to the Port Williams Women’s Institute was moved and seconded. **MOTION CARRIED.** The office was instructed to contact the Women’s Institute.

REPORTS

Municipal Councilor – Meg Hodges reported

- Mentioned that Council is eliminating the requirements for the \$6,500.

funding for the industrial dyke to “no strings” attached to receiving the funding.

- Working on the U-Pass referendum vote at Acadia University
- Meg mentioned that she would like to see the Community Centre parking lot used for Students parking when taking the bus.
- They are still hopeful that the new Municipal building will be ready for March 2019.

Recreation Director: - Laura reported

- Current programming is – Yoga, Zumba, Indoor Walking, Active Living, Chair Yoga, FIT, Tumblebugs and Family Fun
- Working on new program schedule for January – considerations are youth yoga, Adult dodgeball, etc.
- Upcoming is the Tree Lighting event
- Discussion on Winter Frolic, looking at changing the date from January to the February Heritage Day Holiday
- County offered to supply snow shoes for loan program through winter – if successful committee will reassess funds for purchase of our own snowshoes.
- Developed a community survey to assess need for active transportation planning
- Clarified by-law requirement to assign fees to community use of facilities with legal
- Looking at Recreation Advisory Committee to review and amend by-laws and update fee structure. Look at developing a facility use agreement form.
- Social media campaign – to increase awareness of programs, community groups, sports teams, etc.
- Youth Health/Wellness workshop series – coordinating with the two members of the Port Williams Baptist Church Youth Group.
- Will be contacting Auto Trim to do up signage for the rink

Janitorial: - Brian Tupper reported:

- There appears to be a leak in the roof, as there are water stains on the ceiling by the Auditorium elevator which will need to be addressed. Joe said he will look at.
- Hand rail leading up to the auditorium in the Community Centre needs to be fixed
- It was mentioned that the public washroom toilet in the Public Works building needs replacement

Fire Department: a report was provided by Chief Porter:

- Department responded to two alarms
- Working on Governance Agreement
- Office will email a copy of the last Governance Agreement to Chief Porter

Lions Club: - Brian Tupper reported:

- Catering functions are going well

- Will soon be selling raffle tickets for the annual Christmas Raffle. Funds raised are used to purchase Christmas Food Baskets for individuals/families in need.

Public Works: - Joe Keddy reported:

- Water systems working fine
- Ordered new UV tubes to be replaced in the sewer treatment plant
- Quote for new pump \$6,400 from Sampson Equipment
- Nitrates are staying around the same
- Winter equipment is ready
- Rezoning request received from the Municipality – water and sewer would be ok, Joe confirmed with the Commission that they had no concerns
- Working on inputting additional information into the GIS system
- Working on a new version of our water sampling plan
- Repairs to two additional hydrants –maps and hydrant information was given to the Volunteer Fire Department during the meeting.
- Still having an issue with mop heads. Joe mentioned that he has discovered other unauthorized materials being discharged into the sewer system which will need to be addressed. Lewis mentioned that he would talk to the business and that the office can follow up with letter.
- Obtained quotes from Video World for improvements to the camera system at the park for next year budget considerations.
- NS Power easement circulated to the Commission – Joe asked if the Commission for their approval. After discussion a motion to accept the easement once approved by lawyer Geoff Muttart was moved and seconded. **MOTION CARRIED.**
- Working on curb stop repairs – four curb stops have been paved over in the Applewood Development which makes it hard to locate without damaging the pavement. Commissioner Doug Gates said he would follow up and let Joe know.

Treasurer's Report: Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for October 2018, as submitted was moved and seconded. **MOTION CARRIED**
- After discussions a motion to approve a \$75 gift certificate to Wayne Blenkhorn for his volunteer efforts to the Port Williams Remembrance Day Observance was moved and seconded. **MOTION CARRIED**
- A motion to put the proceeds received from the sale of the Fire Department pumper into reserve funds for Fire Department future capital purchases was moved and seconded. **MOTION CARRIED**
- Karen reported that the village logo has been installed on the stage and the cost was approximately \$200.00
- A motion to approve the the capital purchase of an automatic garage door opener for the public works shop from ECA Blenus for \$1245.00 was moved and seconded. **MOTION CARRIED**
- A motion to approve the capital purchase of the emergency lighting as identified in the Municipalities Fire Inspector's report for the Community Centre by Tibbets for

\$2100.00 was moved and seconded. **MOTION CARRIED**

- A motion to approve the purchase of an additional Remembrance Day banner with corrected spelling for George Price from Colchester Printing for \$65.00 was moved and seconded. **MOTION CARRIED**

New BUSINESS:

(a) Review policies

- i. Revised Personnel Policy – after discussions a motion to approve the revised personnel with the suggested spelling edits was moved and seconded. **MOTION CARRIED**
- ii. Revised Mileage and Expense Policy – after discussions a motion to approve the revised mileage and expense policy as circulated was moved and seconded. **MOTION CARRIED**
- iii. New Hospitality Policy – after discussions a motion to approve the new hospitality policy as circulated was moved and seconded. **MOTION CARRIED**
- iv. New Audit Policy – after discussion it was decided that the office will make some revision and present at a later date.

(b) Special request to carry over vacation days – discussion for in camera

(c) Village logo on wall behind stage – Commissioner Lewis Benedict thought it would be nice to have the logo on the wall behind the stage because when the stage is down you can no longer see the logo. After discussions a motion to spend up to a maximum of \$300.00 to purchase a logo for the wall was moved and seconded. **MOTION CARRIED**
Commissioner Benedict said that he will make the arrangement for the logo with Auto Trim.

Meeting went in camera for legal discussion at 8 p.m.

Meeting came out of camera at 11:19 p.m.

- A motion to amend the Services Acceptance Agreement with Applewood Development to the terms discussed and agreed upon in the November 19th meeting was moved and seconded **MOTION CARRIED** Due to a potential conflict of interest, Commissioner Doug Gates excused himself from discussions and motion regarding the Services Acceptance Agreement.
- A motion to approve Lewis Benedict to spend on Christmas gift certificates for the staff as discussed in camera was moved and seconded. **MOTION CARRIED**

Upon a motion being made, the meeting was adjourned at 11:20 p.m.

MOTION CARRIED.


Lewis Benedict, Chairperson


Darlene Robertson, Clerk

