

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF JUNE 19, 2018**

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

**IN ATTENDANCE:** Brian Tupper, Laura Jacobs, Karen Rovers, Geoff Muttart, Philip Porter and Darlene Robertson

**REGRETS:** Joe Keddy & Councilor Meg Hodges

Chairperson, Lewis Benedict, called the meeting to order at 7:00 p.m.

**I. APPROVAL OF MINUTES:**

- (a) It was moved and seconded that the minutes of the regular Commission meeting on May 15, 2018 be approved as circulated. **MOTION CARRIED.**
- (b) It was moved and seconded that the minutes of the special Commission meeting on June 7, 2017 be approved as circulated. **MOTION CARRIED.**

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

- (a) Building Permit Report for the Month of April, 2018. In Kings County 48 building permits were issued with a total value of 4 million, 2 permits were issued for Port Williams. *(information only)*
- (b) Building Permit Report for the Month of May, 2018. In Kings County 73 building permits were issued with a total value of 4.5 million, 5 permits were issued for Port Williams. *(information only)*
- (c) E-mail from Mayor Muttart following up on a correspondence he had received from Port Williams resident Anna Saroli regarding noise made by large trucks traveling along Highway 358. *(information only)*

**III. Other Correspondence:**

- (a) Thank you card from 2018 Child Attendant, Penelope Schofield.
- (b) Letter from Bishop & Company summarizing their audit of the Village's financial statements for the year ending March 31, 2018. *(information only)*
- (c) E-mail invitation from Dan Stovel, Regional Emergency Management Coordinator to attend the Regional Emergency Management Planning Committee meeting scheduled for Wednesday, June 20 2018 between 3 and 4:30pm in the Orchards Room at the Municipality of the County of Kings. *Lewis Benedict and Wayne Blenkhorn agreed to attend the meeting.*

- (d) E-mail from resident Julia Stephenson requesting the gravel be cleared off of the bridge for the safety of pedestrian traffic and cyclists. *Village Office opened a ticket with the Department of Transportation and Infrastructure Renewal to have the debris cleared.*
- (e) Clearance letter from Workers' Compensation Board of Nova Scotia. *(information only)*

## BUSINESS ARISING FROM MINUTES:

- I. **Farnham Marsh** - Chief Financial Officer Karen Rovers reported that she has not received a response from the FRIP Application or the PCAP Application submitted regarding the Farnham Marsh.
- II. **Department of Transportation and Infrastructure Renewal follow-up** - Superintendent of Public Works Joe Keddy stated in his report that he has not received a response from DTIR.
- III. **Brison Developments** - Letter drafted and sent to the Village Commissioners for approval/comments on May 28<sup>th</sup>. Lewis informed office that he thought Joe had made arrangement with Brison for Tibbetts to do the work required to make the lights operational. Lewis reported on May 29 that after discussions with Joe it was discovered that there is more work than what was originally anticipated and that replacements parts are not available. (Discontinued). It was noted that the letter drafted was not sent.
- IV. **Sewer Lagoon Project** - Chief Financial Officer Karen Rovers reported that the engineers are currently working on sampling.

## REPORTS

**Municipal Councilor** - No report provided

**Recreation Director**: - Laura Jacobs reported:

- Recreation programs winding down and shifting into summer camp planning
- Looking at switching family basketball to the outdoor facility during the summer
- Yoga and Zumba will continue during the summer for adult programming
- Chair Yoga and Indoor walking will continue through the summer and Active aging will end July 5<sup>th</sup> for seniors programming
- Successful Port Williams Days - Recreation participated in a family softball game, Fireworks, fitness in the park, after parade activities and rugby games for the children. Recreation is looking at being involved in the planning next year to alleviate the full responsibility of the Lions Club for a successful Port Williams Days.
- As well as the normal summer camp activities we will be offering two new special camps (Computer/Tech and Adventure Camp)
- Upcoming programs are recreational softball, beach volleyball and a tennis program



- The Recreation Committee has reviewed the existing bylaws and agree that they do not reflect the current activities of the Committee and the role of a recreation director and are in agreement that a transition is necessary. The Committee is working towards applicable changes.
- Commissioner Ernie Hovell spoke to the long term commitment of Wayne Blenkhorn, Chairperson of the Recreation Committee, who has recently retired from this position. After discussions it was decided that a gift certificate(s) totaling \$100.00 should be awarded to Wayne Blenkhorn as a thank you along with a certificate of appreciation was moved and seconded. **MOTION CARRIED.**
- Commissioner Kim Cogswell mentioned that it would be prudent to rake the sand in the volley ball court due to potential issues with animal feces.

**Janitorial:** - Brian Tupper reported:

- Ongoing repairs to the chairs in the Multi-Purpose Room due to daily use
- Ongoing painting and repairs in the hallway
- Looking into pricing for flooring for stage
- Auditorium kitchen underwent an inspection by Nova Scotia Department of Environment Inspection, Compliance and Enforcement – notes included clean and well maintained facility

**Fire Department:** Philip Porter reported:

- Two alarms – Medical and mutual aid
- There were discussion regarding burning regulations

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

- Port Williams Days was a success
- Lions Club has been doing Port Williams Days for past 19 years and are looking forward to sharing the activities with Recreation Department.
- Would like to thank the Village for arranging the portable toilets and all of the mowing and trimming which made everything look great.
- It was mentioned that not all residents realize that the fireworks are fully funded by various sponsors in and around the community and that it would be nice to put a thank you to the various sponsors in the next newsletter.

**Public Works:** report provided by Joe Keddy

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

- A motion to accept the Village General Operating and Water Utility financial statements for May 2018, as submitted was moved and seconded. **MOTION CARRIED**
- Village's capital plan was distributed for review

**NEW BUSINESS:**

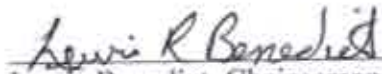
- Wayne Blenkhorn forwarded a request to invite the Lieutenant Governor of Nova Scotia to the Villages annual Remembrance Day Observance on November 4<sup>th</sup>.

After discussions a motion that the Village Office send an invitation to the Lieutenant Governor was moved and seconded. **MOTION CARRIED**

- Commissioner Kim Cogswell mentioned that she noticed grass in the flowerbed by the Port Williams signage by the bridge should be removed due to height. It was uncertain if the grass was ornamental but was agreed that it should be removed.
- Brian Tupper mentioned that the lights in the Multi-Purpose Room should be changed over to the new energy efficient ballast.
- It was mentioned that there have been additional improvements to the Port Williams Post Office. After discussions it was decided that the Village Office should send a letter of appreciation to Canada Post for fixing the sidewalk in front of the Post Office.
- Brian Tupper mentioned that it has been brought to his attention that the Community Centre Auditorium should have CSA approved high chairs available for young family members attending functions.

Upon a motion being made, the meeting was adjourned at 8:02 p.m.

**MOTION CARRIED.**

  
Lewis Benedict, Chairperson

  
Darlene Robertson, Clerk