

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF NOVEMBER 21, 2017**

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

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

**REGRETS:** None

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 October 17, 2017 be approved as circulated. **MOTION CARRIED.**

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

- (a) Building Permit report of the Month of October, 2017. In Kings County 48 building permits were issued with a total value of 4.9 million, 1 permit was issued for Port Williams. *(information only)*
- (b) Notice of public hearing from the Municipality of the County of Kings regarding proposed development agreement to permit a 39 unit residential apartment building on Commercial Street in New Minas. *(information only)*

**III. Other Correspondence:**

- (a) Letter from Albert Miner with questions regarding his sewer lateral. *After discussions the Village Commission requested the office to draft a letter restating the Village's position as outlined in a previous correspondence to Mr. Miner by Geoff Muttart.*

**BUSINESS ARISING FROM MINUTES:**

- I. **Rugby Field Expansion** – Lewis Benedict reported that the field has been widened and is ready to have the rocks picked. It was noted that the Bull Dog rugby team has volunteered to assist with the rock picking.
- II. **Unseen building** – Councilor Meg Hodges reported that she has received an update from Terry Brown stating that he is working with the owner to have an action plan in place before the end of the month and that if no action plan is available by November 30<sup>th</sup>, a request for a hearing will go to the Committee of the Whole followed by a hearing at Council.
- III. **Farnham Marsh Dyke Body** – Councilor Meg Hodges stated that she should have an update after tomorrow's meeting with Kevin Beckers from the Nova

- Scotia Department of Agriculture, Municipality's CAO Scott Conrod and Mayor Peter Muttart.
- IV. **Traffic Concern on the north side of the Community Centre and painting of the FD parking area** Chairperson Lewis Benedict reported that the new gate has been installed on the north side of the Community Centre. Joe Keddy reported that the line painting will be scheduled for the spring due to the current weather temperatures.
- V. **Department of Transportation and Infrastructure Renewal follow-up** – Superintendent of Public Works, Joe Keddy, reported that he had sent a follow-up email to Joe Crowell from the Department of Transportation and Infrastructure Renewal. Commissioner Ernie Hovell asked Superintendent of Public Works, Joe Keddy, to restate the Village's concerns to ensure that all the items on the original list are addressed.
- VI. **Brison Development** – Superintendent of Public Works, Joe Keddy, reported that the lights are powered up however approximately half of the lights stay on during daylight hours. Joe has reported the issue to the electrician for Brison Development to be fixed.
- VII. **GIS Locator System project update** – Superintendent of Public Works, Joe Keddy, reported that he has not received an update from Keith Keddy of CBCL. Karen offered to follow-up with Keith this week.
- VIII. **Public Information meeting for Kars Street one-way** – It was reported that a public information meeting was held on October 24, 2017 to discuss traffic concerns at the Kars Street/Hwy #358 intersection. The general consensus from the public who attended the meeting was to have a one-way on Kars Street from Hwy 358, extend past Middle Street to the end of road by the former Shurgain property would be a suitable solution. The Village Commission requested the office send a letter to the Department of Transportation and Infrastructure Renewal advising them of the information received at the Public Information meeting with respect to a one way on Kars Street as an option addressing the safety concerns at the Kars Street and Highway 358 intersection.
- IX. **Community Development Association meeting** – Commissioner Kim Cogswell stated that she attended the meeting to provide support to the group and did clarify this position to the group. Kim commented that the second meeting was not held with the same enthusiasm as the initial meeting. Councilor Meg Hodges offered to attend the next meeting. Commissioner Kim Cogswell will coordinate another meeting for the group where Councilor Meg Hodges would be able to attend in order to provide additional support to the group.

## REPORTS

### **Municipal Councilor** – Meg Hodges reported:

- The Municipality has made the submission to the Utility and Review Board to make changes to the bus stop in Port Williams.
- The Municipality is working through the Municipal Planning Strategy
- The tender should be going out in the next two weeks for the new municipal complex.

- Meg expressed her regrets for not being available for the Port Williams Tree lighting on November 26<sup>th</sup> due to a scheduling conflict.

**Recreation Committee:** - Doug Gates reported:

- Recreation Director Laura Jacobs will be starting in the beginning of December.
- Correspondence was received from Nicole Gilbert of the Municipality advising that the Municipality will no longer cover the Village's advertisement in the recreation guide. Due to the cost being approx. \$160 per page the Committee agreed that the Village could reduce the recreation activities submitted for the guide to approximately one page.

**Janitorial:** Brian Tupper reported:

- The replacement window came in and has been installed in the Boardroom
- Stage installation is the only outstanding item for the auditorium upgrade. Rodney Enterprises informed Brian that they will be back this week to finish up with the installation.

**Fire Department:** Philip Porter reported:

- Fridge in bar has been replaced
- Six alarms- two mutual aid, 1 investigation, 1 carbon monoxide detector sounding, 1 alarm system sounding and 1 medical
- Construction of the new pumper is progressing at a good pace
- New member joined the Department
- One member taking the level one firefighter training course offered through the Kings County Firefighters Association.

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

- Working on finishing up the project

**Lions Club:** Brian Tupper reported:

- Presented Donation for the Christmas tree lighting from the Club
- Two new members and there is a possibility of two additional members to be added.
- Catering projects coming up
- Will be helping out with the Santa Breakfast

**Public Works:** Joe Keddy reported:

- Water and Sewer systems are working fine
- Parks/Rec fields are in good shape. Mowing done for the year.
- Summer equipment put away, winter equipment ready.
- Water meter repair list
- Nitrates staying around the same
- Shop cleaned up and maintenance performed on equipment
- Met with Department of Environment regarding the water withdrawal approval

- Gate installed on the north side of Community Centre
- Met with Keith of CBCL to review water and sewer lines for the GIS Project
- Reviewed and signed water and sewer permits
- Attended the Atlantic Waste Water Association Conference in PEI
- Water main repairs on Rawding Drive, Leaside Court, Main Street and Centennial Drive.
- Spoke to Brison Development's electrician regarding issues with the streetlight which were turned on in the subdivision
- Water turned off at ball field, soccer field and park
- Created daily reports, printed automatically from the SCADA system. Joe was asked if the SCADA data was being backed up. Joe will check with the technician to determine if they do a backup or if he needs to do one.

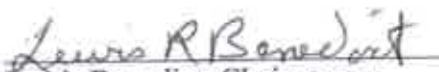
**Treasurer's Report:**


- A motion to accept the Village General Operating and Water Utility financial statements for September 2017 as submitted was moved and seconded. **MOTION CARRIED.**
- A motion to increase the Village Master Card credit limit to \$9000 with \$5000 being allocated to Joe Keddy, \$3000 to Lewis Benedict and \$1000 to Phillip Porter was moved and seconded. **MOTION CARRIED.**

**NEW BUSINESS:**

- (a) Property owner of 1441 Belcher Street requested a letter of acknowledgement – The property owner is looking for a letter stating that the Village is aware that there is an oil tank on the west side of the building, which is within 5 feet of the property line. The Village Commission agreed to have the office staff draft the letter for Mr. Wood once the Village is in receipt of a copy of Mr. Woods's insurance which includes environmental insurance which would cover any spills on Village property.
- (b) Port Williams Remembrance Day Ceremony – After discussion a motion to increase the cheque amounts to \$200.00 for the NS RCMP Pipes & Drums and to \$150.00 for the Atlantic Canadian Military History Association in order to help assist with their expenses during the Port Williams Remembrance Day Observance and to present Wayne Blenkhorn with a gift certificate from the Port Pub in the amount of \$75.00 in appreciation for his contribution arranging the Port Williams Remembrance Day Observance was moved and seconded. **MOTION CARRIED.**
- (c) Procurement Policy – It was agreed to arrange a meeting in the new year to view the Procurement Policy.

Upon a motion being made, the meeting was adjourned at 8:53 p.m.  
**MOTION CARRIED.**

  
Lewis Benedict, Chairperson

  
Darlene Robertson, Village Clerk