

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JANUARY 16, 2018

MEMBERS PRESENT: Kim Cogswell, Doug Gates and Ernie Hovell

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

REGRETS: Scott Leier and Lewis Benedict

Vice-Chair, Kim Cogswell, 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 December 19, 2017 be approved as circulated. **MOTION CARRIED.**
- (b) Due to regrets received from two Commissioners, a decision was made to schedule an additional Commission meeting on January 22, 2018 at 11:00 am in order to involve all of the Commissioners in some of the items listed on the January 16, 2018 Commission Meeting agenda. *(Scheduled meeting later changed to January 23, 2018 at 1:00 pm)*

II. Municipality of County of Kings:

- (a) Building Permit report of the Month of December, 2017. In Kings County 34 building permits were issued with a total value of 1.9 million, 1 permit was issued for Port Williams. *(information only)*
- (b) Media release from the Municipality of the County of Kings announcing that the contract for the new Municipal offices was awarded to Roscoe Construction Limited of Cambridge. *(information only)*
- (c) E-mail from the Municipality of the County of Kings providing the December 5, 2017 Council Action list. *(information only)*

III. Other Correspondence:

- (a) E-mail from Ken Pineo, Association of Nova Scotia Villages and the Union of Nova Scotia Municipalities advising of the upcoming webinar provided by the Parental Accommodations Committee inviting input/feedback to the Committee's recommendation for legislative changes with respect to parental accommodations for municipal elected officials. *(information only)*

BUSINESS ARISING FROM MINUTES:

- I. **Unseen building** – Councilor Meg Hodges reported that she is hopeful that Terry Brown Supervisor of Building and Enforcement Services for the County of

Kings will attend the February Council meeting with an ordinance regarding the reported unsightly and dangerous building in Port Williams. Councilor Hodges stated that an engineer has determined that the building is structurally sound to support a roof and also that the Department of Transportation and Infrastructure Renewal had reported that the setbacks are fine.

- II. **Farnham Marsh Dyke Body** – Councilor Meg Hodges reported that the province did not accept the proposal and that they will have to rethink their approach.
- III. **Department of Transportation and Infrastructure Renewal follow-up** – Superintendent of Public Works Joe Keddy reported that due to staff changes within the Department of Transportation and Infrastructure Renewal that progress has stalled. Joe expressed his concern with the timing of snow removal on High Street. In order for him to keep sidewalks clear, he is doing snow removal two to three times within a day due to DTIR filling in the sidewalks when clearing the snow on the road. It was noted that there was a traffic accident at the Church Street intersection on January 14th, 2018. Councilor Meg Hodges committed to looking into snow clearing timing issue.
- IV. **Brison Development** – superintendent of Public Works Joe Keddy reported that not all of the lights are fixed in the Brison Development because the electrician is waiting on parts.
- V. **GIS Locator System project update** – Karen Rovers reported that there is a meeting scheduled for next week with Keith Kelly of CBCL.
- VI. **Public Information meeting for Kars Street one-way** – E-mail received from Joe Crowell, DTIR stating that December 20th was his last day on the job and no replacement has been hired at that time. Follow up email sent to Richard Lloyd – his response was that the hiring process is still ongoing, however he will see if he can get someone else to do the data collection.

REPORTS

Municipal Councilor – Meg Hodges reported:

- Council now has awarded the contract for the Municipal building and should be breaking ground soon.
- Council has begun strategic priority planning
- Presentation by Mr. Matthew Connelly, President/CEO, A1 Safety Training & Consulting Ltd. on behalf of Bryan & Glenda Woodland about the flooding and drainage issue to their property on Starrs Point Road since the recent development on Collins Road.
- Meg stated that she will look into the Municipality's expectation/priority regarding snow clearing after a snow fall.

Recreation Committee – Doug Gates

- Cathy Siddall attended the meeting and spoke to the task ahead regarding lawn bowling
- It was mentioned that the Canadian Geographic magazine had announced that Steve Wohlmuth, a grade 11 and 12 geography teacher at Central Kings Rural

High School and resident of the Village was awarded the Geography Teacher of the Month.

Recreation Director: - Laura Jacobs reported:

- Attendance numbers are encouraging
- Winter frolic is approaching – January 28th
- A subcommittee has been created for winter frolic and some alternative activities are being arranged in the event there is no snow. Have received some support from local business and have partnered with a donation program called Mittens 4 Kids.
- Have hired an Acadia Kinesiology student to help supervise and coordinate kids/youth programs for the community.
- Met with a social media manager who provided valuable input regarding social media presence. As a result, created a new Facebook page for Recreation, which allows the full public to view posts.
- Fire Department has taken the lead on snow clearing for the pond and the running group has offered their assistance. After some discussion, Commissioner Kim Cogswell asked Laura if she would contact Jason and Lewis for a plan moving forward.

Janitorial: Brian Tupper reported:

- Everything is going well

Fire Department: Philip Porter reported:

- Responded to 5 calls in the past month, 2 alarm systems sounding, 2 motor vehicle accidents and one vehicle fire
- When responding to the vehicle fire, fire pumper 11 sustained damage to the ladder and side of vehicle when the rear wheels of the truck slid into the ditch causing the truck to lean into a pole. There were no injuries.
- Fire Service Advisory Committee met January 11th, where it was reported that the Municipal Fire Department budgets will be increased by the WCB payments made by each Fire Department.
- Two members enrolled in the Introduction to Hazmat course.
- Progress on the new pumper is going well.
- Philip asked the Commission if there were any objections to purchasing 5 BA masks and a gas detector instead of their original budgeted plan of purchasing 10 BA masks. By reducing their purchase of the BA masks they would stay within their budget. The Village Commission had no objections.

Auditorium Upgrade Committee: Brian Tupper reported:

- Building inspection scheduled for tomorrow, January 17, 2018.
- Stage is functional but not fully completed.

Lions Club: Brian Tupper reported:

- Four new members

- Starting preparations for the upcoming Valentine's Day Dinner. Proceeds from the dinner will go to the Valley Regional Hospital foundation for visitor chairs for families in the Medical B Unit.
- Brian presented the Commission with a cheque for \$750.00 to go towards the purchase of the electronic digital piano for the Auditorium.

Personnel Committee: Kim Cogswell reported:

- Annual reviews were conducted on January 8, 2018.

Public Works: Joe Keddy reported:

- Water & Sewer systems working fine
- Nitrates staying around the same
- Shop clean up and maintenance on equipment
- Signed water & sewer permits (inspections)
- Call out broken water line and responded to alarms
- Pulled sewer pump at Port Pub location – the issue was that a mop head was lodged in the pump. Joe requested that the office construct a letter addressed to the business in the area of this pumping station informing them of the repeated issue of mop heads lodging in the pump causing costly repairs to this pumping station.
- Outside lights repaired/replaced at the reservoir & pond
- Cleared snow and salting parking lot, roadways and sidewalks
- Quarterly water samples completed
- Lights in Brison subdivision are being repaired
- Reset speed radar signs
- Working on pump controller for booster pumps at the reservoir
- Working on renewing the Village's permit to operate a water system
- Contacted DTIR about clearing snow from the roads in the Village.
- Starting review of 5 year plan for capital projects
- Looking at purchasing a chlorine gas detector.
- Joe suggested that it might be a good idea to arrange training for the Fire Department regarding chlorine gas leaks and location of water valves.
- A new salt spreader is being fabricated.
- Hydrant markers are on all hydrants.

Leadership Candidate Selection Committee: Betty Jean Tupper reported

- The Committee has started process of looking for leadership candidate to represent the Village in the 2018 Apple Blossom festival.
- Committee will be meeting sometime in February
- Poster will be going out soon
- They will be contacting the Port Williams Women's Institute to see if they are interested in hosting the Dessert Party.
- The Apple Blossom Festival Committee reported that the booster fee is staying the same and also that the Parade is to stay in Kentville.
- Currently there is no sponsorship for the Fireworks and the Apple Blossom Committee is looking at funding options
- The age for the leadership candidate has dropped, it is now between the ages of

18-23 with a high school diploma.

Treasurer's Report: Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for December 2017 as submitted was moved and seconded. **MOTION CARRIED.**

NEW BUSINESS:

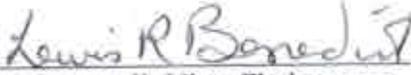
- (a) Fire Department request to repair Tanker – Chief Porter stated that they have been trying to obtain more than one quote and are finding this to be challenging. It was mentioned that there needs to be a plan put in place for future considerations for Fire Department vehicle replacement. Jason and Philip to meet with Chief Financial Officer Karen Rovers to review options and quotes.
- (b) Request to move the Recreation office – Recreation Director Laura Jacobs conveyed her rationalization for moving the Recreation Director's office to the Community Centre Building. The Commission agreed to discuss her request at their January 22, 2018 meeting.
- (c) Notification of Acadia Students upcoming presentation – Acadia Professor Glyn Bissix e-mailed that his students will be presenting their recommendations and findings at Acadia on January 24, 2018.
- (d) Capital planning – Chief Financial Officer Karen Rovers mentioned that due to the upcoming funding deadlines the need to review the Village's capital projects. After discussions it was decided that Joe Keddy, Lewis Benedict and Karen will meet to review possible capital projects for the upcoming year.

At 9:21 pm a motion was made to go in camera to discuss the results of the personnel reviews conducted by the Personnel Committee.

At 10:15 pm a motion was made to come out of camera

Upon a motion being made, the meeting was adjourned at 10:16 p.m.

MOTION CARRIED.


Kim Cogswell, Vice-Chairperson


Darlene Robertson, Village Clerk