

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF February 21, 2012**

**MEMBERS PRESENT:** Lewis Benedict, Ernie Hovell, Craig Newcombe, Doug Gates & Kim Cogswell.

**IN ATTENDANCE:** Doug Clark, Philip Porter, Brian Tupper, Janet Newton, Stan Hancock, Peter Muttart, Geneve Newcombe and Darlene Robertson.

**REGRETS:** None

The chairman, Lewis Benedict called the meeting to order at 7:30 p.m.

**APPROVAL OF MINUTES:**

It was moved and seconded that the minutes of the Regular Commission Meeting on January 17, 2012 be approved as circulated. **MOTION CARRIED.**

**CORRESPONDENCE:**

**I. Municipality of County of Kings:**

- (a) Building Permit Report for Month of January, 2012. In Kings County 20 permits were issued with a total value of \$1.7 million. 0 permits issued for Port Williams with a total value of \$0.00. *(for information only)*

**II. Other Correspondence:**

- (a) Received a fax from the Canning Volunteer Fire Department asking for a letter supporting the construction of a new fire station and civic centre. **The Village office is to send in a letter of support to the Canning Volunteer Fire Department.**
- (b) Letter from Valley Waste Resources regarding inspection of waste bags from the Village office. The public works department has put in place a sorting system and has installed locks to prevent unauthorized dumping of garbage.
- (c) Jim Morton, MLA Kings North sent a letter providing summary of legislative work during the 33 days of debate. *(for information only)*
- (d) Notice from Nova Scotia Environment regarding offsite inspection report. *(for information only)*
- (e) Received a Thank you for your donation from Our Community Our Health, Valley Health Revitalization Campaign. *(for information only)*

**III. Email Correspondence:**

- (a) Email from the County of Kings providing the action list from the January 17, 2012 Committee of the Whole Meeting. *(for information only)*
- (b) E-mail from the County of Kings providing the action list from the January

17, 2012 meeting. *(for information only)*

- (c) The Nova Scotia Tourism Agency sent an email about their 5 year strategic plan for Nova Scotia tourism. *(for information only)*
- (d) Email update from Housing first. *(for information only)*
- (e) Email from the Municipal Sustainability Coordinator Union of Nova Scotia Municipalities advising of upcoming Energy & Environmental Review Training for Municipal Staff on February 28<sup>th</sup>. *(for information only)*
- (f) Email from Katherine Kitching, looking for additional parking, dishwashing and washroom facilities for a wedding in August. The Commission thought that the recreation department might be able to provide parking at one of the fields if it is not being utilized during that time. **The office staff to provide Katherine with the contact information for the recreation committee.**

#### **BUSINESS ARISING FROM MINUTES:**

- (a) Land purchase request for funding The Municipality had a meeting with Honourable John MacDonnell. At this meeting it was noted that the Municipal Government Act would need to change to allow the county to provide grants because currently, it prevents grants to Villages. Janet Newton said that the Municipality provided good support of Villages at this meeting. The minister would like to see a letter supporting the proposed changes to the Municipal Government Act from the Association of Nova Scotia Villages.
- (b) Three way stop sign at intersection of High Street and Jakeson. No further correspondence has been received since the initial acknowledgement on November 2<sup>nd</sup>. **The Village office is to send a correspondence asking for an update on the status of the request.**
- (c) Portable Valet The coat racks have been purchased and are currently being used.
- (d) Change Table The change table has been purchased and installed in the lower level women's washroom.
- (e) Wall Mounted Defibrillator EHS was not able to provide one, Chief Philip Porter will check into the cost of a defibrillator.
- (f) Request for a four way stop sign to be installed at the intersection of High Street and Highway #358 No acknowledgement has been received from NS Transportation & Infrastructure Renewal. **The Village office is to send a correspondence asking for an update on the status of the request.**
- (g) Maintenance of recent land purchase There will be a special meeting set up for a future date yet to be determined to address this item.

#### **REPORTS:**

**Janitorial:** Brian Tupper reported:

- Busy cleaning out the room in the auditorium of items left behind where the chairs and tables are kept.
- The tires on the trolley that holds the big tables are going flat, these need to be fixed.
- Kitchen up stairs needs a back splash
- Floor machine is fixed.
- Working on spring cleaning.

**Fire Department:** Philip Porter reported:

- The Department responded to a couple of alarms this month – one single vehicle accident and the other was a structure fire in Canning
- Sold the old ATV and purchased a new one
- There is a fund raising event with the Dukes of Kent in a couple of weeks
- No water usage

**Kings County Councilor:** Janet Newton reported:

- There is a tax sale coming up she believes on March 7<sup>th</sup>. Wharf property currently owned by Base Emporium Inc.
- Support appears to be for more Villages and less Municipalities.
- They are starting their budgeting process

**Water/Sewer/Public Works/Transportation Report:** Stanton Hancock reported:

- Water meters were read for the fourth quarter
- Repairs to the broken water main on Starrs Point Rd – work done by Howard Little Contractors
- Working on annual water reports and finished the water survey study for Environment Accounts and Statistics Division
- Installed continuous water monitoring equipment at Evangeline Transport Starrs Point Road should be up and running by next meeting.
- Busy with Snow and Ice removal
- Meeting with towns and villages on group purchasing
- Nitrate levels for Well # 1 for January was 6.9 and for Well #2 was 11.1

**Lions Club:** Brian Tupper reported:

- Had a successful Valentine's supper
- Started working on more fundraising events
  - Rotary club supper and bar
  - Port Williams Days
- Discussions started around the float for Apple Blossom parade
- Looked at setting up a three part sorting system for garbage

**Board of Trustees:** Doug Gates reported:

- Discussed possibility of accommodating hot yoga classes in the facility, unfortunately the facility is not able to meet their requirements.
- Village office was looking for direction from board of Trustees regarding rental fees. It was motioned where an event is for profit or gain and on a long term basis or half day the fee shall not be less than 50% of the rates noted in the by-laws.
- Discussed request for a three week rental for all three rooms in July – a motion was made to accept the proposal of \$2,000 for the use of the rooms during that period of time.

**Waterfront Development Committee:** Kim Cogswell reported:

- Food Co-op had a successful meeting Jan 23<sup>rd</sup> with approx. 300 in attendance. The coop asked people to move forward with a commitment.
- Colin MacLean has been contacted and has agreed to attend the next scheduled meeting which will probably be at the end of March.
- Interested in the tax sale of the wharf property but would need to check into insurance liabilities.

**Personnel Policy Committee:** Craig Newcombe reported:

- Met with individual staff members and has provided a written report for Commissioners to review and discuss at a meeting – need to set a date.

**Water Area Designation Committee:** Lewis Benedict reported:

- A wrap up meeting was held and the members were thanked for all their time and effort.

**Princess selection Committee:** Updates were:

- The committee has multiple eligible candidates and at least one confirmation.
- A new Tiara has been purchased
- April 27<sup>th</sup> is the dessert party

**Treasurer's Report:** Geneve Newcombe reported:

- A motion to accept the Village General Operating and Water Utility financial statements for January 2012 as submitted was moved and seconded. **MOTION CARRIED.**
- Geneve will set up a meeting for some time in the last week of March to review the budget for next year.
- Doing the assessment roll from the county for sewer billing

**Kings 20/50 Presentation:** Updates were:

- Presentation made by the municipal planner Mark Fredericks, on the Kings 20/50 project.

**Area Advisory Committee:** Craig Newcombe reported:

- The public information meeting regarding the Brison Development took place on February 20, 2012. The planner gave an outline of her part in the process. Due to the fact that the residents within 500 meters of the land development were not notified in writing, there will be a second meeting on March 12<sup>th</sup> with a snow date of March 14<sup>th</sup>.

**NEW BUSINESS:**

**Records Management Policy.**

- Records Management Policy** – A new records management policy was presented. A motion to accept the records management policy was moved and seconded. **MOTION CARRIED.**
- Review and approval of list of documents for destruction** – It was agreed that the items on the list could be shredded.
- Pictures from B.J. Bentley** – B.J. Bentley presented the Village of Port Williams


with a collaboration of pictures taken of the dismembering of the Shur-Gain structure. Village office to send thank you to Mr. Bentley.

- (d) **Wayne Blenkhorn's email about Port William UK** – Wayne has been in contact with Port William, UK and wanted to know if Port Williams would support a reciprocal relationship with this village. A motion to support a reciprocal relationship with this village and that Wayne would be act as liaison, was moved and seconded. **MOTION CARRIED.** Wayne also expressed his delight of how the sidewalks in Port Williams have been maintained and that it is nice to see such active use of them by the residents of Port Williams.
- (e) **Volunteer award selection** – nominations were collected and a selection will be made by the committee after the commission meeting.

Upon a motion being made, the meeting was adjourned at 8:45 p.m.

**MOTION CARRIED.**

  
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Lewis Benedict, Chair

  
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Genevieve Newcombe, Acting Clerk/Treasurer