

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF AUGUST 18, 2009

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

IN ATTENDANCE: Stanton Hancock, Brian Tupper, Geneve Newcombe and Laura Wightman. **REGRETS:** Chief Philip Porter and Janet Newton

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 July 21, 2009 meeting be approved as circulated. **MOTION CARRIED.**

REPORTS:

Janitorial: Brian Tupper reported there was not a lot happening.

Fire Department: Chief Philip Porter's report was read as attached.

Lions Club: Brian Tupper reported:

- the next meeting would be the 1st week of September
- the Port Williams float was going to numerous parades
- 911 signs were being ordered on September 15th.

Kings County Councillor: No report.

Park Planning Committee:

- the hard surface for basketball court has been put down
- a grant from Scotiabank in the amount of \$1,000 has been received
- the committee is going door to door for park donations.

Board of Trustees:

- the next meeting would be Sept 17, 2009 at 7pm.
- the By-laws are being reworked in conjunction with Geoff Muttart

The usage of candles will be passed on to the Board of Trustees for investigation. The Prescott House asked for the use of the old square tables for the Incredible Picnic. It was **agreed** that these could be loaned and that Doug Gates would take care of them.

Recreation Committee:

- Committee not meeting for summer
- Minor soccer is done for the summer
- New liner takes a 3rd of the time to put lines on the fields

Gas Tax Committee: Next meeting is September 23, 2009.

Secondary Planning Strategy Committee: At August 6th meeting, Ben Sivak provided copies and explained the draft working paper. The Committee decided to have an open house on October 15th and also a public meeting on October 22 to allow the public to review the document and information. The Committee's next meeting will be September 24, 2009 at 7:00p.m.

Source Water Protection Committee: The Committee had a meeting on July 29, 2009. It decided to send a letter to the Secondary Planning Strategy Committee and Village Commission stating that it wanted to see Zones A & B protected in the Strategy for Port Williams. It was moved and seconded to forward the letter received to the Kings County Council with a carbon copy to Janet Newton. **MOTION CARRIED.** The next meeting will be September 23, 2009 at 7:00pm.

EMO Committee: The minutes of the meeting held and the present emergency document were forwarded to members and at the next meeting in the fall will be reviewed. Laura Wightman was looking into a food-handling course for the Village. EMO training at Acadia or bringing someone in to train is a possibility.

Water/Sewer/Public Works/Transportation Report: Stanton Hancock gave his report which is attached.

- A request to patch the bridge should be sent in hard copy to the Dept of Highways
- Doug Gates asked about the 4 way stop for Main St and Starrs Point Road. It was noted that this was not an option as stated by the Dept of Highways.
- New Addition to Public Works Building: It was moved and seconded that Hiltz & Seamone should prepare detailed specifications for Option # 3, but the Village will solicit the quotes. **MOTION CARRIED. Once quotes are received, they will be emailed to all commissioners or a short meeting will be held.**
-

Treasurer's Report: A motion to accept the July 2009 Village General Operating and Water Utility financial statements as presented was moved and seconded. **MOTION CARRIED.**

The 2010 budget was to include \$1,500 for a new Village of Port Williams sign on Church Street, Laura will determine under which line item it will be included. Speedpro will be contacted to make the sign.

The letter to be sent to Frank Cowan Insurance will be sent out shortly.

BUSINESS ARISING FROM MINUTES:

- a) **Building Evacuation Plans:** The fire alarm pulls and extinguishers are to be added to the plans along with other helpful information.

- b) Great Valley Juice: The Sewer By-laws are being finalized with Geoff Muttart and juice plants will be included in the by-law. At present information is being obtained to see how other municipalities treat them.
- c) Quotes on water pipes: It was moved and seconded that Kevin Best be hired to have the necessary plumbing repairs done as soon as possible. **MOTION CARRIED.**
- d) Acoustics in MPR: Laura will contact Charles Hope and Lewis will obtain information from the Empire Theatre on where to purchase the sound board.
- e) Waterfront development: Letters of support have been received from 7 companies. Laura will contact Jennifer Weisner to sign the application so it can be submitted.
- f) Street lights for Ports Landing: It was **agreed** that a meeting be set up and the date be put it in the Village Newsletter.
- g) Ditching in Ports Landing: Some ditching has happened, this will be looked into along with the shrubs, which are blocking the line of sight for vehicles.
- h) Painting Community Centre Quotes: Lewis will contact Peter Thomson to do the work as his was the only quote received of the 3 painting contractors solicited for quotes.
- i) Snow removal contract: A draft of the advertisement to be placed in the Advertiser was presented, but it was decided that the following specifics should be include: Community Centre parking lot and pond parking lot, removal and loading of snow on Main Street and Belcher Street when needed and they may be called upon to do utility roads or other plowing as needed. The quote should be an hourly rate and it was agreed that the contract would be for 5 years even though last time was for 3 years. Copies of the ad will go to: Eddie Corkum, Charlie's Hoe, Lasting Impressions, Peter Levy, DM Cavanaugh and #2008277 NS Ltd.
- j) Filling of Swimming Pools: It was agreed that the Port Williams Volunteer Fire Department would continue to charge the accepted rate (\$75.00 per job) with the monies going to the Fire Department and that the Village will bill for the water provided.

NEW BUSINESS:

1. The request to park a vehicle in the Community Centre parking lot on a regular basis was denied by the Commission. The request would be setting a precedent, and with the possibility of damage, insurance would also be a concern.
2. Assoc. of NS Villages held a meeting of the Executive at Port Williams boardroom on Aug 4 at 1:00pm to discuss the Annual General Meeting. As a result of the meeting, the AGM will take place on September 25th and 26th at the Port Williams Community Centre. As the number attending would be under 50, it was agreed that the Women's Institute be asked to provide the breaks and lunch. It was moved and seconded that the Village's dues of \$50.00 be paid to the Association. **MOTION CARRIED.** Doug Gates indicated that he would not be able to attend and Kim Cogswell would let the office know prior to the registration date of September 14th. Next executive meeting is Sept 4, 2009 in the Port Williams boardroom. Geneve Newcombe will attend on behalf of the office.

3. After meetings with both Computerized Business Solutions and the AMA Joint Website Venture people, Sylvia Jacquard and Laura Wightman recommended that the Village become part of the Website Venture and that the cost of \$1,000 per year would be well worth the monies to have a current up-to-date program and be able to control the data being put on the website. It was moved and seconded that approval be given for the Village to join the Association of Municipal Administrators Joint Website Venture. **MOTION CARRIED.**
4. Laura presented the registration information for the Fall Conference of the AMA to be held at Oak Island Resort on September 30, October 1st and 2nd. It was moved and seconded that Laura Wightman be allowed to attend the AMA Conference, but for 2 nights only and not to exceed \$650.00. **MOTION CARRIED.**

Correspondence:

- I. **Municipality of County of Kings:**
 - a) **Building Permit Report for Month of July 2009(FOR INFO):**
Total building permit activity for Kings County for July 2009 amounts to 89 permits issued with a value of \$6.5M. **For Port Williams**, activity consisted of 1 residential single family addition permit, estimated value \$61,600.
 - b) **Public Participation Meeting – Proposed Amendments to allowfor expansion of legal non-conforming residential dwellings in the shoreland districts:**
Meeting Aug 13- sent via email to all commissioners (*For Info*)
- II. OTHER CORRESPONDENCE:
 - a) **Valley Communications Inc Report for Port Williams Volunteer Fire Dept(FOR INFO):** Report for Month of July 2009: 1 alarm call
 - b) **NS Environment, Water and Wastewater Branch:** Letter dated July 31, 2009 to identify Municipal Wastewater Effluent Strategy. (*copy provided to Stan and Doug Seamone- No action required at this time*)
 - c) **Letter from Source Water Protection Committee:** Recommendation – Dealt with under SWP report
 - d) **Letter from NS Municipal Finance Corporationdated July 21/09:** Fall 2009 Debenture Funding –(*No funding is required*)
 - e) **Service NS and Municipal Relations letter dated July 29/09:** Refund of Provincial Tax on Gas, Propane & Diesel for the period April 1/08 to March 31/09. Applied for \$1,107.43 but disallowed Fire Chief’s personal vehicle and therefore received \$995.85.(*FOR INFO*)

- f) **Valley African Nova Scotian Development Assoc. – Annual General Meeting, August 8/09 at 1:30pm:** Invitation to attend.
- g) **Liquor liability insurance certificate showing the Village as an “additional insured” for the period August 1, 2009 to August 1, 2010 was received from the Port Williams and District Lions Club.**

OTHER BUSINESS:

Upon a motion being made and seconded, the meeting was adjourned at 10:10 p.m.
MOTION CARRIED.

Lewis Benedict, Chair

Laura Wightman, Clerk/Treasurer