

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF October 21, 2014**

**MEMBERS PRESENT:** Lewis Benedict, Kim Cogswell, Ernie Hovell and Doug Gates  
**IN ATTENDANCE:** Geoff Muttart, Brian Tupper, Fire Chief Lionel Rhynard, Ryan Miller, Councilor Emma Van Rooyen, Joe Keddy & Geneve Newcombe.

**REGRETS:** Darlene Robertson & Craig Newcombe

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

**APPROVAL OF MINUTES:**

- I. It was moved and seconded that the minutes of the regular Commission meeting on September 16, 2014, be approved as circulated. **MOTION CARRIED.**

**CORRESPONDENCE:**

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

- (a) Building Permit Report for Month of September, 2014. In Kings County 62 permits were issued with a total value of \$6.2 Million, one permit was issued in Port Williams. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing the September 2 Council Action list, September 16 Council Action list and September 22 Special Council action list, *(information only)*
- (c) E-mail from the Municipality of the County of Kings providing the action list from the September 16<sup>th</sup> Committee of the Whole meeting.
- (d) E-mail from the Municipality of the County of Kings providing the link to the draft Municipal Planning Strategy and advising that the Municipality is looking at setting up a meeting with the Village Commission for later this year or early 2015 to review the process to date; discuss changes that could affect the community and receive input from the Village Commission. *(Information only)*
- (e) E-mail from the Municipality of the County of Kings providing the Councilor Appointments to Committees for 2014-2015 which were approved at the October 7<sup>th</sup> meeting of Council. *(Information only)*

**II. Other Correspondence:**

- (a) Notification from Nova Scotia Environment providing an update on new Activities Designation Regulations.
- (b) Inspection report from Nova Scotia Environment requesting the 2015

- monitoring plan for the water supply system be submitted by October 16<sup>th</sup>.
- (c) Letter from some of the children of Port Williams requesting a skate park for the Community. *Office staff to forward the request for a skate park to the Recreation Committee and the Lions Club.*
  - (d) E-mail from the Union of Nova Scotia Municipalities providing the report of the Fiscal Review initiative, an Executive Summary, a list of questions focusing on the important aspects of the report and a request to submit written feedback by December 15, 2014. Included were dates and times of four planned information sessions: All will be held from 10:00 – 2:00, in an open house format that allows the asking of questions during this time.
  - (e) Letter from the Annapolis Valley Regional School Board in response to the letter sent by the Village Commission requesting an additional bus stop at 1143 Belcher Street. *The School Board stated that they are not willing to make an exception in this case due to the fact that it is not a safe location to stop a School Bus as the sight distance is inadequate. After discussions it was decided that the Village office send a letter to the Tim Bouter, Municipality of Kings County asking if they would consider putting in a one kilometer sidewalk from the school. A carbon copy of the letter is to be sent to Our Municipal Counsellor and the family.*

### III. E-Mailed Correspondence:

- (a) Green E- Newsflash – An invitation from UNSM inviting Municipalities to apply for its 2<sup>nd</sup> annual Climate Change Leader’s Award. *(Information only)*
- (b) E-mail invitation from Warden Diana Brothers and the Equity Office of Acadia University, to attend Kings County’s 6<sup>th</sup> Annual Celebration of Multiculturalism & Inclusion.

### BUSINESS ARISING FROM MINUTES:

- (a) Tender for UV System for Sewage Treatment plant – All bids submitted for this tender came in higher than what was budgeted. No bids were accepted.
- (b) Insurance for Wharf – Still in progress, currently the area is fenced and secured.
- (c) Road Conditions – There has been a little patching done in some areas.
- (d) Cross Walk Painting - Letter to be sent to the Regional Manager for Department of Transportation along with photographs of the condition of our crosswalk areas expressing the safety concerns. A carbon copy of the letter is to be sent to the Minister of Transportation.
- (e) Community Centre Fans – In progress, currently looking at a different motor with variable speed. Agreed to replace one fan.



- (f) **Snow removal quotes** – It was moved and seconded to accept the quote received from Jon Rand for the five year snow removal contract with an annual review.  
**MOTION CARRIED.**
- (g) **Lawn repairs** – Repairs have been completed to the lawns along Highway 358, as a result of the sewer and water installation in 2013-2014.
- (h) **Fire Department Rules of Governance** – Ongoing
- (i) **Insurance claims for generator and wells** – There were discussions on how to prevent further claims due to lightning strikes or power issues. Joe placed a call to Nova Scotia Power regarding this issue. Tibbetts Electrical has a solution however the cost would be approximately ten thousand dollars. The claim for the generator has been received. Still waiting for an update on the well claim.
- (j) **Roof repairs** – Acadia Roofing was in to examine the Community Centre roof and reported that there was no additional rot to the roof and have made the required repairs to the roof. There was discussion regarding budgeting for roof replacement in the future. It was decided that the office should include future roof replacement in the budget over the next few years.
- (k) **Easements** – work in progress as reported by Village lawyer.
- (l) **Letter sent to Municipality to reconsider grant funding for wellhead land purchase**- Councillor Emma Van Rooyen reported that it was on today's agenda. It appeared to Emma that The Municipal Council did not have the appetite for \$60,000, and would still want conditions attached to grant funding for wellhead land purchases. Emma is working with the Chief Administrative Officer and the Planning Advisory Committee to create a policy for Municipal land grants for the purpose of well head protection in order that it is policy instead of a "one off".
- (m) **Brown Brothers** – Brown Brothers have agreed to come back and work on deficiencies identified. Department of Transportation have now approved the manholes.

## REPORTS:

### **Janitorial:** Brian Tupper reported

- All folding tables have been returned and are in storage in the float room.
- There are still a few items to be done before winter – outside painting, library front entrance. It was suggested that Mike Graves could assist Brian with some of these items.
- A new sign for library is needed
- Things have been steady and busy
- Furnace has been serviced and is operational
- Superintendent of Public Works, Joe Keddy will tighten the belt on the fan in the kitchen.

### **Village/Municipal meeting October 15th:** Lewis Benedict reported:

- Brought up sidewalks
- It was discussed to have a meeting between the County and Villages regarding the Fiscal report before the October 31<sup>st</sup> meeting.

**Board of Trustee Meeting on September 18<sup>th</sup>:**

- Business as usual
- Looking into pricing on new tables

**Recreation Committee:** Doug Gates reported:

- Working on funding application for a part time Recreation director – draft has been sent to Meg Cuming, Manager of Recreation Services for the Municipality of the County of Kings.
- It was suggested to announce in the next newsletter that the Village is looking for youth representation on the Committee, and that serving on a committee is a great way to build your resume.

**Fire Department:** Chief Lionel Rhynard reported:

- 1 new member
- 13 members taking level one training
- 10 Members have gone through the burn training in Canning
- 4000 gal of water used for pump training
- Fire prevention week was very successful
- School visit went well

**Lions Club:** Brian Tupper reported:

- District Governor's supper went well
- Inducted a new member
- May have a couple more members
- 13 volunteers attended the Adopt a highway on the October 16<sup>th</sup> & 17<sup>th</sup>, some were students from Landmark East
- Collected 18 bags of garbage, down from previous years, which is a good thing.

**Kings County Councilor:** Emma Van Rooyen

- Chief Administrative Officer wants to do an infrastructure study of entire county however this has been deferred to December (*Commissioner Kim Cogswell noted that this had been done in the past 10 years so much of this information has already been collected*)
- November 4 is the scheduled election for the Warden
- The Volunteer Research Centre is offering a program on how to recruit volunteers
- Planning Advisory Committee have a draft copy of the Municipal Strategy Planning

**Water/Sewer/Public Works/Transportation Report:** Joe Keddy reported:

- Looking at doing the parking lot lines on a day when the weather permits and the parking lot is not busy.
- Suggested that a spreadsheet be developed of when the street lights were reported, if follow up required and when they were repaired.

**Treasurer's Report:**

- A motion to accept the Village General Operating and Water Utility financial statements for September 30, 2014 as submitted was moved and seconded.  
**MOTION CARRIED.**

- A motion to write off the presented uncollectable water invoice was moved and seconded. **MOTION CARRIED.**

**NEW BUSINESS:**

- (a) Conveyance of street lights in new Brison Subdivision – Developer should be providing a bill of sale providing the number of LED lights, warranty etc. Village to ensure that there are no outstanding power bills before accepting the lights.
- (b) Remembrance Day Ceremony - A motion to approve the expenses presented for the Remembrance Day Ceremony and wreaths was moved and seconded. **MOTION CARRIED.**
- (c) Applewood Development –
  - Sewer
  - Replace existing line and T in to pumping station
  - Upgraded to 8"
  - Approving what developer presented – Village is agreeable to duplicate lines in order to avoid multiple cuts in pavement on Starr's Point Road.
- d) UV System – Village to take project on, modifying plans to come in on budget. A motion for the Village to proceed with project was moved and seconded. **MOTION CARRIED.**

Upon a motion being made, the meeting was adjourned at 9:35p.m.  
**MOTION CARRIED.**

  
Lewis Benedict, Chairperson

  
Genevieve Newcombe, Chief Financial Officer