

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF NOVEMBER 17, 2009**

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

**IN ATTENDANCE:** Brian Tupper, Chief Philip Porter, Janet Newton, Geneve Newcombe and Laura Wightman. **Regrets:** Stanton Hancock **Public Present:** John Regan

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 October 20, 2009 meeting be approved as circulated. **MOTION CARRIED.**

**REPORTS:**

**Janitorial:** Brian Tupper reported:

- Repairs on the Community Centre Building are all finished
- Christmas decorating will be taking place shortly

**Fire Department:** Chief Philip Porter read his report (copy attached). Water usage was reported to be 3000 gallons.

**Lions Club:** Brian Tupper reported:

- CNIB canvass has been completed and totaled \$3,800
- Annual sale of Christmas draw tickets has commenced with monies for Christmas food baskets and other community service projects
- Hosting the District Governor on November 18th

**Kings County Councillor:** Janet Newton reported:

- LED Roadway Light meeting on Nov 23 at 7pm in Multi-purpose Room for Ports Landing residents, letter to be hand delivered.
- Christmas light exchange has been set up with NSPC, who will be sending 2 volunteers. 100 sets have been ordered for the exchange with an extra 100 sets being sent to provide to groups
- Age friendly grant for seniors should be looked into for a 50/50 split up to \$5,000. The information was provided to the Park Committee, but perhaps a cross walk and signs or a sidewalk could also be investigated.

**Park Planning Committee:** Next meeting will be December 1, 2009 at 7:45pm.

**Board of Trustees:** Community Centre By-laws are still being discussed with the lawyer.

**Recreation Committee:** Scott Leier provided his report based on the minutes of the Recreation Committee of November 10, 2009(copy attached) No meeting will be held in December, next meeting is Jan 12<sup>th</sup> 2010.

- Laura reported that the lawyer for the Louis Millett Estate was contacted but has not returned her call. She will follow up.
- John Regan pointed out that the area around the pond should to be looked after as it is becoming unsightly.

**ICSP/Gas Tax Committee:** Kim Cogswell reported that the Committee as a whole has not met. Richard Lloyd has requested a meeting with the Village to discuss Gas Tax monies. Monday, November 23 at 10:00am was suggested as a possible date to meet.

**Secondary Planning Strategy Committee:** Meeting was held on November 12, 2009 and there was lot of concern about the wording of the questionnaire. It was noted that no one called Ben Sivak, Planner re the meaning of any questions. Next meetings will be November 26 and December 10, 2009 at 7:00p.m. Waterfront and Parks have been reviewed but the Growth Centre Boundaries will be the last to be considered.

**Source Water Protection Committee:** No report.

**EMO Committee:** A meeting will be set up.

**Water/Sewer/Public Works/Transportation Report:** Stanton Hancock was not present, but his report was read. (Copy attached)

- Concern about the crosswalks not being repainted was discussed and it was **AGREED** that a letter be sent to Fred Whynot of the Department of Transportation and Infrastructure Renewal concerning this matter.

**Treasurer's Report:** A motion to accept the October 2009 Financial Statements as presented for the Village General Operating and Water Utility was moved and seconded. **MOTION CARRIED.**

**Financing of Water Tank:**

Laura explained that there was a possibility for the need to have interim financing for the payment of the water tank invoices prior to receiving the approved monies back from the Building Canada Fund and Gas Tax Monies. It was moved and seconded that the Village borrow an amount up to \$800,000 for interim financing for the water tank from the Royal Bank at an interest rate of prime 5.25% plus .30%. **MOTION CARRIED.** Scott Leier abstained from the vote.

**BUSINESS ARISING FROM MINUTES:**

- a) **Street lights for Ports Landing:** Meeting as noted in Councillor's Report above.

- b) Land use by-laws: The Commissioners met to review the changes recommended by the Source Water Protection Committee to this bylaw and made a few additional changes (final copy attached). It was moved and seconded that the amended Section 13.2 “Groundwater Resource Management, Port Williams” of the Municipality of Kings Land Use Bylaw #75 be forwarded to the Municipality of Kings. **MOTION CARRIED.**
- c) Peter MacPhee’s retirement: An event for Peter will be held on Tuesday, November 24.
- d) Sewer Bylaws: It was **AGREED** that Geoff Muttart be contacted and instructed to write the section under discussion the way the Village would like it to work.
- e) Status on Repairs to Community Centre Building: Completed
- f) Website: Laura reported that the new Village of Port Williams website was live as of November 2<sup>nd</sup> and is being updated by the Village staff and Sylvia Jacquard as needed. Geneve Newcombe will be taking training in Halifax on Friday November 27<sup>th</sup>.
- g) Performance Reviews: Completed and will be discussed at an in-camera meeting of the Commission.
- h) Public Works Assistant Job Description: A copy of the New Minas job description has been obtained and is being looked over by Stan/Lewis. A combination of the draft of Peter MacPhee’s job description and the other items mentioned at a meeting of the Commissioners will be put together for emailing to Commissioners by December 8<sup>th</sup> for review prior to the regular December 15<sup>th</sup> Commission meeting.
- i) Fire Department Rules of Governance: Laura reported that she had received the papers from the Canada Revenue Agency and that the Charity number was given to the Volunteer Fire Department on January 1, 1967. The fact that the Volunteer Fire Department was both a charity on its own and also part of the Village is creating some confusion re liability and financial reporting. It was **AGREED** that prior to the rules being approved, the charity and the Village should be discussed with both the lawyer and the auditor to obtain their opinions.

**NEW BUSINESS:**

- a) Operations Procedure & Maintenance Manual: These documents are required for both the sewer treatment plants and the water tank. It was moved and seconded that Hiltz & Seamone be contracted to prepare the required documents. **MOTION CARRIED.**
- b) Village sign for water tank: Mock-ups of the options for signs on the water tank were presented and noted that it would cost \$4,760 for the sign. It was **AGREED** that the Village not have a sign put on the new water tank.
- c) Radar Graphs : Wayne Blenkhorn’s email was discussed. It was moved and seconded that a letter to the RCMP with a copy to the Citizen’s Patrol voicing the concern of the Village and providing the information and dates. **MOTION CARRIED.**
- d) Water Source Protection: It was **AGREED** that a letter be sent to the Dept of Environment and Minister of Environment with a copy to Municipality of Kings,

Kings North and South MLAs requesting assistance/input/recommendations on how to best protect the Village's water source.

**CORRESPONDENCE:**

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

a) **Building Permit Report for Month(FOR INFO):**

Total building permit activity for Kings County for October 2009 amounts to 58 permits issued with a value of \$4.7 M. **For Port Williams**, activity consisted of 1 permit, estimated value \$69,000.

b) **Municipality of the County of Kings (FOR INFO):** Notice of Public participation meeting November 2, 2009 in Canning.

c) **Municipality of the County of Kings:** A request for additional information on 1108 Middle Street, Port Williams in reference to their application to be a designated Municipal Heritage Property (*Action: Referred to Ken Bezanson.*)

**II. Other Correspondence:**

a) **Valley Communications Inc Report for Port Williams Volunteer Fire Dept(FOR INFO):** Report for Month of October 2009: 1 mutual aid call, 1 alarm and 1 standby to Greenwich

b) **Municipality of the County of Annapolis:** recognition of credentials for out of province building officials (*No Action*)

c) **NS Utility & Review Board:** Letter wanting comments on the setting of a general format for the content of letters from the municipal council concerning liquor licensing. (*Copies passed to Lions Club and Fire Dept for submission of comments by December 7<sup>th</sup> as requested*) This does not apply to the Village.

**OTHER BUSINESS:**

The in-camera meeting of the Commission to discuss the performance reviews was set for 7:30pm on Monday, November 30, 2009.

Upon a motion being made and seconded, the meeting was adjourned at 9:30 p.m.

**MOTION CARRIED.**

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Lewis Benedict, Chair

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Laura Wightman, Clerk/Treasurer