

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF JANUARY 19, 2010

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

IN ATTENDANCE: Chief Philip Porter, Stanton Hancock, Janet Newton, Geneve Newcombe and Laura Wightman. **REGETS:** Brian Tupper **Public Present:** Peter Muttart, Doug Clark, and Ryan Davison.

The chairman, Lewis Benedict called the meeting to order at 7:33 p.m.

APPROVAL OF MINUTES:

It was moved and seconded that the minutes of the December 15, 2009 meeting be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

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

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

Total building permit activity for Kings County for December 2009 amounts to 42 permits issued with a value of \$ 6.36M. **For Port Williams**, activity consisted of 3 permits, estimated value \$602,400.

II. **Other Correspondence:**

- a) Valley Communications Inc Report for Port Williams Volunteer Fire Dept: Report for Month of December 2009: 4 mutual aid calls/1 alarm. (*For Info*)
- b) Hiltz & Seamone re: water treatment building tenders (*Dealt with under Public Works report*)
- c) Jim Morton, MLA Kings North re Rural Postal Services (*No Action*)
- d) NS Environment re Municipal Water Approvals Protocol (*Dealt with under Public Works report*)
- e) Letter dated Jan 1/2010 from Riverbrook Farms and Dykeview Farms re SPS (*No Action*)
- f) Application for Trails Assistance Program from Municipality of Kings. (*See Councillor's report.*)

III. **Email Correspondence:**

- a) Association of NS Villages re Village Legislation Discussion Paper:
Comments from Villages were being solicited. An elector meeting not being required for approval of borrowing by a village was a concern brought up by Ernie Hovell. Scott Leier is on the board of the Association and will be contacted about this concern so that he can look into the matter.

REPORTS:

Janitorial: No report.

Fire Department: Chief Philip Porter read his report (copy attached).

- Fire Emergency Fund Grant was submitted for the full \$25,000 for 7 sets of breathing apparatus and turnout gear.
- A rate for honorariums will be presented to the Fire Grant Committee sometime in February or March.
- No water usage.
- Emergency exit layouts have been posted.

Lions Club: Ernie Hovell reported:

- Had a successful Christmas raffle. 14 Christmas food baskets were prepared and delivered
- Plans for 40th anniversary of the Port Williams and District Lions Club are under way for April 10th
- Port Williams Days' planning is commencing

Kings County Councillor: Janet Newton reported:

- Waterfront Grant: – Kings Economic Development has checked with the Provincial Economic Development and no grant money is available this fiscal year.
- Middle St. Heritage Property: – Planning Advisory Committee is a go ahead- the heritage of this home is that it is built from material of the shipping industry. This is the 1st application for a building that the Municipality of Kings has received. It will go to the 1st reading and then to a public meeting.
- LED Street Lights Ports Landing: A sample of the LED is going to be put up by NSPC at the corner of the Community Centre for the residents to have a look at the light prior to continuing with this project.
- Bike path: (across the marsh to Wolfville) - the Dept of Transportation widening the road in the summer of 2010. The Municipality is hoping to get it in writing.
- Assessment notices have gone out and there is no increase in CPI this year.
- Trails Funding: Laura Wightman indicated that both she and Laura Churchill-Duke had been told that due to the Village receiving monies from the Municipality already for the Park that we would not be entitled to any this year and therefore no application was submitted. Janet indicated that she understood there to be monies left. **ACTION:** Janet will look into this.
- Carty property: Nothing is going to happen until spring.

Park Planning Committee: No report.

Board of Trustees: No report. Next meeting is January 21, 2010 at 7pm, but Doug Gates will have to send regrets as he will be unable to attend.

Recreation Committee:

- Winter Frolics will be on Sunday, Jan 31st
- Budgeted money for Port Williams Days
- Rink is just getting going. Signage was discussed. Peter Muttart indicated that it would be useful to have a notice to use caution and will assist in the wording. It was **AGREED** to have a sign prepared and posted.

ICSP/Gas Tax Committee: Gas Tax Committee has not met. The ICSP committee circulated a draft which, will be discussed further. Our request for Gas Tax monies for the water tank has been submitted and it is hoped to come from the 2008/09 allotment.

Secondary Planning Strategy Committee: The last meeting was held on in the Multi-Purpose Room and a large number of people were present. Next meeting will be held at 7pm February 4, 2010 in the auditorium.

Source Water Protection Committee: No report.

EMO Committee: It was determined that another meeting should be set up to discuss the details and extent of assistance to be provided, especially to the persons who have given their names to the office requesting assistance in an emergency. It was indicated by Gary Smith, Emergency Coordinator for the Municipality of the County of Kings that the timeline for emergency assistance should be provided after 72 hours.

Provincial Volunteer Award Committee: Fourteen letters to all community organizations and Commission Committees went out just before Christmas and a notice is on the website. The deadline for application is February 12, 2010.

Water/Sewer/Public Works/Transportation Report: Stanton Hancock read his report.
(Copy attached)

Stan recommended that the Village have a snow plowing policy. A draft snow plowing policy will be prepared by Stan and Village office for presentation to the Commission's next meeting.

A request has been sent to have a new crosswalk installed on Hwy #358 from Centennial Drive to the new Community Park.

A new street light on the crosswalk at High Street will be installed. It was noted that the street light at 1155 Belcher St. was out; NSPC will be contacted concerning these items.

A meeting was held concerning the maintenance program by Resource Systems of the Scada system on January 11, 2010 with New Minas, and others in the area. There seems to be issues with the probes in New Minas and Co of Kings. Port Williams' probes are working correctly. The idea of having someone take a course to become knowledgeable about the maintenance of the SCADA systems may be considered.

Letter from NS Environment re Municipal Water Approvals Protocol: A meeting has been set up for Wed. Jan 27th at 1:30pm in the Village Boardroom with the Dept. of Environment, Hiltz & Seamone, New Minas, Canning, Kings County and the Town of Kentville. NS Environment is updating NS's Drinking Water Treatment Standards, Terms of Reference of System Assessment Reports and Guidelines for Monitoring Public Drinking Water Supplies. Comments are being solicited by March 31st.

New Addition to Public Works Building: Framing is to commence and completion is expected within 2 – 3 weeks.

Water Treatment Building: An advertisement was placed in the Advertiser and the Register for 2 consecutive weeks and 3 tenders were received. The tenders were opened by Hiltz & Seamone and after reviewing recommended the Village accept the tender from Howard Little Contracting. It was moved and seconded that the Village enter into an agreement with Howard Little Contracting to build the Water Treatment Building for the new water tank. **MOTION CARRIED.**

Water tank: The tank is almost complete.

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

Financing of Water Tank: Three Building Canada Fund claims have been submitted in order to receive the federal portion of the water tank funding. Payment has been received in the amount of \$152,988.84 for the 1st claim.

BUSINESS ARISING FROM MINUTES:

- a) Update on Ports Landing Street Lights: *See Councillor's report.*
- b) Sewer Bylaws: The meeting which was to be on Dec 21st was cancelled and another held on January 12, 2010 with Geoff Muttart. Laura Wightman stated the legal concerns and some possible suggestions with regard to exceptions to the standard sewer rates. There being no clear solution from the discussion, it was determined that more investigation and research needs to be done. Laura will review again with Geoff and others to obtain a solution for the next meeting.
- c) Job Description –Public Works Assistant: A meeting was held on Jan 11 at 7:30pm to review the job description and advertisement for the position. It was moved that the Village proceed with the advertisement for the Assistant Public Works position. **MOTION CARRIED.** Kim Cogswell was not at the meeting of Jan 11 and therefore abstained from the vote.
- d) Fire Department Rules of Governance: These draft rules have been reviewed by the auditors and some suggestions made concerning the distinction between the Charity and the Village financials. Our Insurance agent has also asked to look at them prior to completing the review.

NEW BUSINESS:

1) Watershed Protection:

It was moved and seconded to not proceed with the amendments to the By-Law #75 at the present time. **MOTION CARRIED.** Chrystal Fuller will be notified of this.

It was moved and seconded to send a letter to Adrian Fuller, Department of Environment indicating our desire to investigate the feasibility of “watershed designation” and request a meeting. It was also suggested that a list of other municipalities who have gone this route to protect their water be requested in order to contact them for their experiences.

MOTION CARRIED.

2) Community Centre By-Laws:

Laura reported that she had met with Geoff Muttart our lawyer and had reviewed in detail each item in the By-Law with him. She then presented the changes which were deemed to not alter the intent of the By-Laws. It was **AGREED** that these be sent to the Board of Trustees for review.

OTHER BUSINESS:

1. Fire Department Fundraising ideas were presented for approval. It was deemed by both the Commission and our lawyer that there appeared to be no problems with the ideas.

Upon a motion being made and seconded, the meeting was adjourned at 10:13 p.m.

MOTION CARRIED.

Lewis Benedict, Chair

Laura Wightman, Clerk/Treasurer