

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF June 18, 2013

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

IN ATTENDANCE: Geoff Muttart, Brian Tupper, Philip Porter, Joe Keddy, Geneve Newcombe & Darlene Robertson

REGRETS: Emma Van Rooyen

The Chairperson, 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 May 21, 2013 be approved as circulated. **MOTION CARRIED.**

It was moved and seconded that the minutes of the Special Commission Meeting on June 6, 2013 be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- (a) Building Permit Report for Month of May, 2013. In Kings County 91 permits were issued with a total value of \$7.3 Million, 5 permits were issued in Port Williams for a value of \$441 thousand. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing the action list from the May 21st Council action list. *(Information only)*
- (c) E-mail from the Municipality of the County of Kings providing the action list from the May 21st Committee of the Whole Meeting. *(information only)*
- (d) E-mail from the Municipality of the County of Kings providing the action list from the May 28th Committee of the Whole meeting. *(information only)*
- (e) E-mail from the Planning Department of the Municipality of the County of Kings advising that a public hearing has been set for July 11th at 6:00 pm in Municipal Council Chambers, for the intention to remove the mandatory requirement for sidewalks and streetlights on all new roads within the residential compressive development district in Port Williams.
(Commissioners will plan on attending this hearing)
- (f) E-mail from the Municipality of the County of Kings providing the action list from the June 11th Council meeting. *(information only)*
- (g) E-mail from the Manager of Engineering & Public Works department of the Municipality of the County of Kings sharing their newly drafted water conservation bylaw presented to the Greenwood Source Water Committee who suggested it be forwarded to other Villages to see if they wished to be included or otherwise pursue. - *After discussions it was noted that this*

currently not a priority issue and staff will work on developing our own policy at a later date.

II. Other Correspondence:

- (a) Letter from the Apple Blossom Festival thanking the Village for its participation in the year's Apple Blossom Festival.
- (b) Post Card giving thanks for the gift received by Lydia Ritcey Princess Kentville 2013.
- (c) Cards of thanks from Emily Miller, Princess Port Williams 2013 for the donation towards expenses and for the flowers she received.
- (d) Letter from Workers' Compensation Board of Nova Scotia providing confirmation that the Port Williams Village Commission account is in good standing.
- (e) Report from Nova Scotia Labour and Advanced Education Occupational Health and Safety regarding a workplace visit on June 6, 2013 at a private residence across from Great Valley Juices.
- (f) Letter from the Government of Canada advising that they are accepting applications for funding from May 22 to July 5 for the New Horizons for Seniors Program. - *Office staff to verify that the Recreation Committee is aware of this funding program.*

III. E-mailed Correspondence:

- (a) E-mail from Jim Morton, MLA Kings North providing their May 24, 2013 update. *(information only)*
- (b) E-mail from Jim Morton, MLA Kings North providing their May 31, 2013 update. *(information only)*
- (c) E-mail from Jim Morton MLA Kings North providing their June 7, 2013 update. *(information only)*
- (d) E-mail from Jim Morton MLA Kings North providing their June 14, 2013 update. *(information only)*
- (e) E-mail from Jim Morton MLA Kings North providing their June 17, 2013 update. *(information only)*
- (f) Green E-Newsflash e-mail advising that the registration deadline for the June 6th Partners for Climate Protection Climate Change Action Plan training workshop is May 31st.
- (g) E-mail from Statistics Canada advising of their new monthly webinar series with the second topic being "The National Household Survey".
- (h) E-mail invitation to attend the Kings Regional Development Agency's Final Annual General Meeting on June 19, 2013.
- (i) E-mail from the Municipality of the County of Kings Communication Specialist advising that 2013 lake monitoring has begun.
- (j) E-mail invitation to attend the Valley Restorative Justice Society Annual General Meeting on June 20, 2013.
- (k) E-mail invitation to attend the Flowercart Annual General Meeting on June 25, 2013
- (l) E-mail from Kings 2050 providing an update.
- (m) E-mail from the Communication Specialist of the Municipality of the County of Kings announcing that the County of Kings received the FCMI award for

“Outstanding contribution to International Programs at the 2013 Federation of Canadian Municipalities annual Conference and Trade Show held this June.

BUSINESS ARISING FROM MINUTES:

- (a) **Infrastructure checklist** – Village Commission reviewed the attached checklist and after discussions it was moved and seconded to adopt the checklist with amendments made to checklist on June 18, 2013. **MOTION CARRIED.** After discussions about the Water and Sewer Policy document presented it was moved and seconded to accept the Policy subject to a review by the Utility and Review Board and legality of point (d) under billing process. **MOTION CARRIED.** After discussions about the Contractors checklist it was moved and seconded to accept the Contractors checklist with the amendments made to the document on June 18, 2013. **MOTION CARRIED.** Geoff Muttart suggested that the Village consider adopting specifications in its by-law which the Village could obtain from our contracted Engineer in order to have an objective position should a conflict of interpretation between the Village’s Engineer and a Developer’s Engineer at a future date.
- (b) **LED Street lights** – After discussions the Port Williams Village Commission decided to stay with Nova Scotia Power and the Village will not pursue ownership of the street light asset.
- (c) **Wharf Insurance** – Office staff to contact the Halifax Waterfront Development corporation for their engineer contact information.
- (d) **Maintenance of flower beds** – Office staff received a quote from The Port Williams Planter and Lasting Impressions Landscaping and went with most cost effective choice which was The Port Williams Planter.
- (e) **ID Badges** – Fire Department has created ID Badges for both Joe Keddy and Cory Spencer.
- (f) **Fire Department Paging System** – Chief Philip Porter reported that he is still working on providing some options.
- (g) **Lining of Parking Lot – paint** - paint has been purchased and are just waiting for a stretch of good weather for completion

REPORTS:

Janitorial: Brian Tupper reported:

- Things have been busy
- Replaced a broken toilet in the Multi-Purpose Room

Recreation Committee: Craig Newcombe reported:

- Had two guests at the recent meeting
 - o Laura Jacobs – Yoga in the park which would be a 10 or 12 week program
 - o Robin State-Taylor – Seniors fitness course which currently checking into community interest.
- Graffiti in the park has been dealt with.
- Lewis reported that there are two new benches in the Benedict field

Fire Department: Philip Porter reported:

- Busy
- 4 Mutual aid calls
- There was one lift assistant for a lawn mower accident.
- Participated in the Digby Fire Truck Rally
- Water usage was 1000 gal

Lions Club: Brian Tupper reported:

- Princess float won prize for most artistic at the Apple Blossom Festival Parade
- Celebration Days went well in spite of the rain
- Year end is coming up.
- Have some catering and bar functions booked
- One new member – still looking for new members
- Granted one thousand dollars from the Municipality towards Port Williams Days.

Kings County Councilor: No report provided

Source Water Protection Committee: Craig Newcombe reported:

- Had their annual meeting on May 28th
- Joe reported on water blending
- Were discussions around contingency plans

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

- Water break at Collins and Starrs Point Road – Saddle for service line rotted
- Working with Brison and Applewood Developments
- Corey had an accident with the Steiner
- Had Resource Systems in and did an annual check on all of the monitoring systems
- Checking calibration on our Nitrate monitoring stations. Atlantic Purification Systems Ltd will be in to calibrate
- Replaced light bulb in street light on Kidston Avenue
- Contacted Department of Transportation regarding graffiti, pot holes and Centennial Drive bushes.
- Nitrates are dropping from Jan to May outlets 3-1. Inlet staying around 9-8.5
- Working on chlorine injectors - called Stan for assistance
- Reviewing procedure and policy documentation with Geneve, Darlene, Doug Seamone and Lewis
- Scotia Tech in and calibrated the meter at Great Valley Juices. It was discovered that the readings are inaccurate. It was also noted by the Scotia Tech that the meter is not installed correctly so could not complete calibration correctly. It was suggested that a new meter be installed without a bypass or cross connections. Look at arranging a meeting with engineer Doug Seamone and the Water and Utility Review Board to discuss possible move forward options as a first step.
- Question was asked about what could be done to increase security at the tennis courts and throw pitch area. There were discussions around putting in a chain or gate at these locations. Will look further into options.

NS Moves – Kim Cogswell reported

- Kim attended a session held on June 3, 2013
- There are a number of areas that the Village could apply for under this program
- Funding is 50% to a maximum of \$200,00.00 per project.

- The Bike path on the dyke which is part of the water front plan is a good project option because of its fit with the programs mandate for sustainable transportation in Nova Scotia
- Deadline of June 22, 2013 a little tight to meet but suggested the Village begin to prepare application so that we are ready to go when the next round is announced

Treasurer's Report:

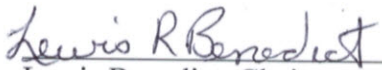
- A motion to accept the Village General Operating and Water Utility financial statements for May 31, 2013 as submitted was moved and seconded. **MOTION CARRIED.**
- The Village is now receiving interest on the Depreciation account in the amount of the Bank's prime rate of that day less 1.80%
- Loretta from Bishop and Company suggested one of the adjusting journal entries should be to write off a possible unrecoverable water bill for commercial use. After discussions it was decided that the Village office should try to locate contact information for the company and pursue payment of the water bill from the company.


NEW BUSINESS:

- (a) Oath of allegiance – Lewis Benedict
- (b) Historic Terry's Creek Planter sign – It was suggested to arrange a meeting with Kim Cogswell where a prototype could be presented and additional information obtained.
- (c) Upgrading the to a 10 digit Dialing for Fire Department
- (d) Loss of Business in Port Williams – After discussions it was determined that it is unfortunate that there might be a possible loss of a long time Business in Port Williams due to building code regulations.
- (e) Dyke mowing – Joe Keddy was asked to contact the Department of transportation regarding mowing the grass on Hwy 358 from Greenwich to Port Williams.
- (f) Bell Aliant new line - Discussions were about the current usability of the cameras in the park and the possibility of putting in a land line in at this location in order to review camera footage from office instead of going to the park to review. Joe reported that if we could look at the footage in the office area there is still a problem of camera clarity. Office staff to arrange a meeting with Video World to address the current challenges before the consideration of a land line.

Upon a motion being made, the meeting was adjourned at 10:25 p.m.

MOTION CARRIED.


Lewis Benedict, Chairperson


Darlene Robertson, Village Clerk