

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF March 19, 2013

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

IN ATTENDANCE: Stan Hancock, Brian Tupper, Wayne Blenkhorn, Philip Porter, Geneve Newcombe & Darlene Robertson

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 February 19, 2013 be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- (a) Building Permit Report for Month of February, 2013. In Kings County 28 permits were issued with a total value of \$1.6 Million, 1 permit was issued in Port Williams with a total value of \$10 thousand. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing the Committee of the Whole action list from the February 19th meeting. *(information only)*
- (c) E-mail from the Municipality of the County of Kings communications coordinator advising that Dale Pineo has officially withdrawn his nomination effective February 25, 2013. *(information only)*
- (d) Notice of Public hearing from the Municipality of the County of Kings to be held March 18th regarding proposed amendments to the rezoning property in Pereau from Environmental open space to agricultural and planning application fees. *(information only)*
- (e) E-mail from the Municipality of the County of Kings advising that Council chambers will be open to the public for the special elections results. *(information only)*
- (f) E-mail from the Municipality of the County of Kings announcing the resignation of Bob Ashley the Chief Administration Officer with the County of Kings. *(information only)*
- (g) E-mail from the Municipality of the County of Kings advising that the winter 2013 issue of the wardens update is now available online. *(information only)*
- (h) Letter from the Municipality of the County of Kings looking for confirmation that the Village will accept the additional sewer discharge from this development, has or will at time of final approval take over the sewer & water services and will sign a lease with the Municipality for the Parkland labeled p-

1 & p-2 on the plan of subdivision for Brison Development. - It was moved and seconded to provide a letter of response stating that we will provide approval with the provision that we have received our required documentation. **MOTION CARRIED**

- (i) E-mail from the Municipality of the County of Kings advising of the special elections results for polling districts 8 & 11. (*information only*)

II. Other Correspondence:

- (a) Thank you card from Tracy Hartling and PeopleWorx for the job placement opportunity. (*information only*)
- (b) E-mail from the Nova Scotia Utility and Review Board regarding our 2013 water rate study – providing the notice of hearing and order setting timetable. (*information only*)
- (c) Letter from Nova Scotia Environment providing the Approval to Operate – Water supply system serviced by Non-GUDI wells with disinfection only approval N. 2009-0065820-A02 (*information only*)
- (d) E-mail from Macdonald Chisholm Trask Insurance providing the 2013-2014 renewal report for the Village. Commission will review the policy at the same time as they meet for budget discussions.
- (e) Letter from the Workers' Compensation Board of Nova Scotia providing confirmation that the Port Williams Village Service Commission account is in good standing. (*information only*)
- (f) E-mail from the Heart and Stroke Foundation of Canada informing us that we have been chosen to be a recipient of a grant to purchase an Automated External Defibrillator. The commission was in agreement to purchase a cardiac pediatric pad to compliment the system.

III. E-mailed Correspondence:

- (a) E-mail from Jim Morton, MLA Kings North providing their February 22, 2013 update. (*information only*)
- (b) E-mail from Jim Morton, MLA Kings North providing their February 28, 2013. (*information only*)
- (c) E-mail from Jim Morton MLA Kings North providing their March 7, 2013 update. (*information only*)
- (d) E-mail from Jim Morton MLA Kings North providing their March 15, 2013 update. (*information only*)
- (e) E-mail invitation from Nova Scotia Department of Health and wellness to the Trails and Economic Engine workshop on Wednesday April 17, 2013.
- (f) E-mail from Nova Scotia natural resources advising of public open house sessions defining a final plan to manage and protect the province's natural spaces.
- (g) E-mail from Kings Regional Development Agency advising of their sip, chat, connect special event on March 7, 2013.

BUSINESS ARISING FROM MINUTES:

- (a) **School parking lot proposal** – Left a message for David Floyd , Director of Operations of the Annapolis Valley Regional School Board regarding costs of the revised plans to include a safe option for a bus drop off.
- (b) **Great Valley Juices meter** – waiting on the meter calibration scheduled for the middle to end of March 2013. Will have Joe Keddy phone and follow up.
- (c) **H.B. Legge Volunteer award** – The Volunteer committee has chosen Eldon and Deanna Smith, nominated by the Community Centre Trustees and supported by the Port Williams Recreation Committee, as this year's Representative Volunteer. Accompanied by Commissioner Doug Gates, Eldon and Deanna will be honored at the Provincial Volunteer Awards Ceremony in Halifax and will also receive the Harold B. Legge volunteer of the year award at the June 6th Annual General Meeting.
- (d) **Recognition of the Women's Institute 100 year anniversary** – Commissioner, Ernie Hovell will look into the cost of a carved plaque representative of their crest.

REPORTS:

Janitorial: Brian Tupper reported:

- Parking lot light is out – Stan Hancock responded that it has been reported.
- Light on front of Community Centre is out – Stan Hancock will advise Nova Scotia Power.
- Wreath has been taken down for the year
- Started spring cleaning

Recreation Committee: no report provided

Personnel Committee: Craig Newcombe reported:

- Working on Joe Keddy's contract
- The Committee approached Stanton Hancock as a backup option for Joe Keddy, Stan has agreed to provide backup as needed. The Committee is working on what compensation would look like for this type of call in position.
- Received four applications for the maintenance position which the Committee will be reviewing in the near future.

Fire Department: Philip Porter reported:

- Slow pace, only one alarm
- Attended the Project Life Saver meeting. Looks like a good project which provides search and rescue teams with a tracking system to locate patients affected by Alzheimer's, Autism, Down Syndrome or Traumatic Brain injury. Cost is \$300. for enrollment and \$25. a month to stay in the program.
- Auto aid has been set up for the Port Williams Volunteer Fire Department
- The proposed number system for the Fire Department is being piloted by Wolfville, Greenwich, Kentville and Kingston. The Village Commission asked if it was possible for Port Williams to be part of this pilot- Philip Porter will look into this.
- Renovations are going well.

- Sparky's Birthday celebration will be on Sunday March 24 between the hours of 2-4 pm.
- Will be distributing membership pamphlets in the near future.
- No water was used for the month of February.

Lions Club: Brian Tupper reported:

- Looking at possible renovations to the bar and are currently reviewing plans
- Have some catering coming up in the near future
- Have arranged the Port Williams Days Fireworks.
- Will not be running a canteen during Port Williams Days this year.
- Lions will be making a presentation to the Women's Institute at the Annual General Meeting to celebrate their 100 year anniversary.
- Still actively looking for new members.

Princess Selection: Betty Jean Tupper:

- The Committee is sending letters out to 49 potential applicants in order to generate interest.

Kings County Councilor: No report provided

Area Advisory Committee: Craig Newcombe reported:

- Met on March 18 to discuss proposed sidewalk and streetlight changes to the Secondary Planning Strategy.
- Kings County Planning department presented three possible options to proceed
- The Committee voted to go forward with Option A – Amend Port Williams Secondary Planning Strategy as initially requested to the County.

Water/Sewer/Public Works/Transportation Report: Stanton Hancock reported:

- Meters have been read for the fourth quarter
- Annual water summary report has been completed
- Hiltz and Seamone have stated that they will have the assessment report completed by month end.
- Application to ENVIRONMENTAL for the removal of the UV from the Approval to Operate regulation. Have received new Approval to Operate.
- Snow and ice removal has slowed down
- Repairs to street lights have been reported
- Received a call regarding a sewer back up at 1045 High Street which was looked after by owner
- Met with Geoff Muttart regarding a sewer permit policy
- Average Nitrate levels for the month of February
 - o Well #2 8.5
 - o Well # 1 7.9
 - o Distribution 4
- Stan was asked to report the stop sign which is in need of attention on Middle Street towards Kars Street.
- Stan was advised of a street light near the welcome sign on Canard Dyke (Hwy 358) which needs to be brought to the attention of Nova Scotia Power.

- The Commission thanked Stanton Hancock for his report and wanted to take this opportunity to thank him for his work and dedication over the years he has worked for the Village of Port Williams. He has accomplished a lot during his years, the public works department has expanded and been upgraded.
- Stanton thanked the Commission and said that this was one of the better teams that he has worked with over the years.

Treasurer's Report:

- A motion to accept the Village General Operating and Water Utility financial statements for February 28, 2013 as submitted was moved and seconded.

MOTION CARRIED.

- Financials are currently on target as budgeted.
- Hold back for Howard Little has been paid
- A motion to approve a cost of living increase as reported on the Statistics Canada website as of the end of February with the caveat that any increase over 1.5% is reported back to the Commission for further consideration was moved and seconded. **MOTION CARRIED.**
- Some budgets have been submitted. The Commission scheduled a Budget meeting for April 8th at 7:00 pm.

NEW BUSINESS:

- (a) Wayne Blenkhorn asked for funding for the Remembrance Day ceremonies. After discussion a motion was made and seconded to approve an additional \$500.00 to the budget for the Remembrance Day ceremonies. **MOTION CARRIED.**
- (b) Coffee Machine for Public Works – Commission agreed to reimburse Joe for the purchase of a coffee machine for the Public Works building.
- (c) Stan's retirement gift – After discussions a motion was made and seconded to approve a gift in the amount of \$1,500. for Stan's retirement for him to use for air travel. **MOTION CARRIED.**
- (d) Meeting with the Ombudsman – Meeting went well, they provided some good suggestions.
- (e) Easement Cleanup – Office staff should look into obtaining a list of older easements which might need to be addressed. Office staff will check with Geoff Muttart to see if he can provide a list of outstanding easements.

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

MOTION CARRIED.


Lewis Benedict, Chair


Darlene Robertson, Village Clerk