

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF APRIL 16, 2013

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

IN ATTENDANCE: Joe Keddy, Brian Tupper, Philip Porter, Geoff Muttart, Emma Van Rooyen, Andy Nette, Linda Nette, Merle Millett, Geneve Newcombe & Darlene Robertson

REGRETS: Lewis Benedict

The Vice-Chairperson, Craig Newcombe called the meeting to order at 7:34 p.m.

APPROVAL OF MINUTES:

It was moved and seconded that the minutes of the Regular Commission Meeting on March 19, 2013 be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- (a) Building Permit Report for Month of March, 2013. In Kings County 35 permits were issued with a total value of \$1.9 Million, no permits were issued in Port Williams. *(information only)*
- (b) Letter from Warden Diana Brothers of the Municipality of the County of Kings providing a draft revised statement of Provencal interest regarding agricultural land to Minister MacDonell. *(information only)*
- (c) E-mail from the Municipality of the County of Kings advising that Tom McEwan has been appointed Interim Chief Administration Officer. *(information only)*
- (d) E-mail from the Municipality of the County of Kings providing the action list from the March 19th Committee of the Whole Meeting. *(information only)*
- (e) E-mail from the Municipality of the County of Kings providing the action list from the March 19th council meeting. *(information only)*
- (f) E-mail from the Municipality of the County of Kings providing the action list from the March 26th Committee of the Whole Meeting. *(information only)*
- (g) E-mail from the Municipality of the County of Kings providing the action list from the March 26th Special Council meeting. *(information only)*
- (h) E-mail from the Municipality of the County of Kings advising that polling districts 8 & 11 councilors have been sworn in at the April 2, 2013 Municipal Council meeting. *(information only)*
- (i) E-mail from the Municipality of the County of Kings advising of a public participation meeting on April 24 regarding the proposed changes to the Port Williams SPS. *(information only)*

- (j) Letter from the Municipality of the County of Kings providing the plan of subdivision for the Brison Developments submitted to the Municipality for approval and advising that they will forward copies of the easements once they have received them. *(information only)*
- (k) E-mail from the Municipality of the County of Kings providing an Agreement of Purchase and Sale for the Wharf property to be reviewed, signed and return to Geoff Muttart of Muttarts Law firm before the closing date of April 26, 2013. - Agreement of Purchase and Sale was reviewed by the Commissioners. It was moved and seconded to proceed with the purchase agreement. **MOTION CARRIED.** The purchase agreement was signed and given to Geoff Muttart to process.

II. Other Correspondence:

- (a) Letter from Frank Cowan Insurance Company advising of legislative changes affecting the way claims will be handled effective April 26, 2013. *(information only)*
- (b) Fax from the Annapolis Valley Regional School Board providing changes to the existing Nova Scotia School Boards Association Group Petroleum tender effective April 1 2013 *(information only)*
- (c) E-mail from Caroline Whitby questioning public right of ways and asked for an update to the status of the SPS. *Office staff responded to Ms. Whitby advising here that there are no public right of ways as indicated in her letter and informing her of the date of the upcoming public participation meeting on April 24th*
- (d) E-mail from Mike Payne from the Royal Canadian Mounted Police providing their annual report for 2012. *(information only)*
- (e) Inspection report from Nova Scotia Environment advising that they require our System Assessment Report which was due April 1, 2013, no later than April 19th in order to be in compliance with the Nova Scotia Environment Act 158(f). *Office staff followed up with Hiltz and Seamone and were informed that the System Assessment Report was completed April 17th and will be forward to Nova Scotia Environment before April 19th.*

III. E-mailed Correspondence:

- (a) E-mail from Jim Morton, MLA Kings North providing their March 22, 2013 update. *(information only)*
- (b) E-mail from Jim Morton, MLA Kings North providing their March 28, 2013. *(information only)*
- (c) E-mail from Jim Morton MLA Kings North providing their April 5, 2013 update. *(information only)*
- (d) E-mail from Jim Morton MLA Kings North providing their April 12, 2013 update. *(information only)*
- (e) E-mail from the town of Wolfville announcing that the town has engaged Brian Smith as interim CAO until a full time CAO is recruited. *(information only)*
- (f) E-mail providing the Kings 2050 update for April 2013 *(information only)*
- (g) E-mail from Housing First advising of their open housing forum on May 14 &

15 in the Louis Millett Community Centre, New Minas. *(information only)*

BUSINESS ARISING FROM MINUTES:

- (a) **School parking lot proposal** – Office staff spoke to David Floyd and sent follow up email to Commissioners on March 20, 2013.
- (b) **Great Valley Juices meter** – Joe Keddy has followed up with the company who will be doing the calibration and was advised that once their equipment is back on site they will be scheduling the meter calibration. Joe will have another company do the calibration if they are unable to do the calibration before June, 2013.
- (c) **H.B. Legge Volunteer award** – Commissioners Doug Gates and Ernie Hovell attended the Provincial Volunteer Awards Ceremony in Halifax where Port Williams volunteer representatives Eldon and Deanna Smith were honored. It was reported that they thoroughly enjoyed the luncheon. It was reported that pictures were taken of all of the Volunteers and asked if the office staff could phone and find out if the pictures are available for purchase and at what cost.
- (d) **Recognition of the Women's Institute 100 year anniversary** – Commissioner, Ernie Hovell received and presented a quote from Doug Morse for a carved plaque representative of the Women's Institute crest. It was motioned and seconded to proceed with the carved plaque. **MOTION CARRIED**
- (e) **Heart and Stroke Foundation grant for AED** – Office purchased AED and forwarded invoice and proof of payment to the Heart and Stroke Foundation.
- (f) **Clean up of Property related matters, including easements** – Geoff Muttart provided a list of property related matters for review. A meeting will be set up to review the list provided.

REPORTS:

Janitorial: Brian Tupper reported:

- Stripped and waxed floors in hall, Multi-purpose room and Fire hall meeting room.
- Multi-purpose room should be painted this year.
- Things are progressing

Recreation Committee: did not meet, no report provided.

- Craig Newcombe asked Joe if he could provide a list of what needs to be done to building and equipment for the recreation committee for the next meeting so that they can decide what can be done within their budget.
- Joe reported that the volley ball nets have been fixed and sand around the cement has been fixed. He also suggested that no smoking signs be added to the ball field and a no smoking clause be added to the ball field application. Office staff will look into making the changes to the ball field application.

Personnel Committee: Craig Newcombe reported:

- Joe Keddy's contract has been completed and signed
- Cory Spenser has been hired to fill the advertised term position for a maintenance person. Term of this position is from April 15 2013 to November 15 2013.

Fire Department: Philip Porter reported:

- One call last week for vehicular accident.
- Renovations to the Fire hall meeting room have been completed.
- The call on the vehicular accident was the first time with auto aide. Everything went as expected.
- The new numbering system seems to be working well.
- Looking at 4 new members
- Two people went door to door for recruitment purposes
- 2500 gallons of water usage for the month

Lions Club: Brian Tupper reported:

- Adopt a highway is being rescheduled due to the weather.
- Busy with the princess float
- Have some catering jobs booked
- New board of directors has been elected.

Princess Selection: Betty Jean Tupper:

- There are four candidates this year
- Doug Gates volunteered to escort the princess for coronation.
- Princess visit will be on Sunday, June 2nd at 2:20 pm. The Lions will be making a presentation at that time.
- Child attendant for Princess Port Williams is Paige MacDonald.

Kings County Councilor: Emma Van Rooyen reported:

- Meeting this Thursday evening in the Multi-purpose room regarding the poor condition of Jackson Street and Rawding Drive. This is a jointly owned road by the Province and Municipality which the Municipality maintains. Emma asked if the Village would contribute to the paving for this road. Vice-chair Craig Newcombe explained that they do not have available funds and that road is not owned by the Village.
- Wharf property purchase is going through
- Public participation meeting regarding sidewalks and streetlights will be on April 24 at 7:00 pm in the Multi-purpose room. Andy Nette asked the Commission to explain the history of this topic and why Port Landing does not have streetlights. Vice-chair Craig Newcombe explained the Committee for the Secondary Planning Strategy was a visionary document which the County would like to have for future development plans. The Committee members understood this to be a working document and not a firm policy. The frustration now is that the wording of this document is restrictive. For example during the Brison development agreement, Mr Brison offered to put in a path system and a curb and gutter in place of sidewalks which the Commission agreed would be preferable unfortunately the Secondary Planning Strategy will not allow this option. The Secondary Planning Strategy Committee was composed of people from different backgrounds which included members of the Port Williams Community. The development of Ports Landing was before the Secondary Strategy. There was a separate plebiscite for the Ports Landing subdivision regarding the installation of streetlights where the majority voted against having streetlights.

- Councilor Emma Van Rooyen stated that Councilors must be present at a public hearing in order to be eligible to vote.

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

- Nitrate levels are going to be reviewed with Hiltz and Seamone.
- Two breaks on Starrs Point Road within the property owners lines. Possibly a future consideration would be to put a pressure regulator to help alleviate the pressure in this area.
- Reviewed documentation with office staff.
- Storing winter equipment and preparing summer equipment.
- Audit with Nova Scotia Environment
- Called out on a microprocessor alarm by the Scada system
- Met with Doug Seamone, Dave Bell and office staff regarding capital projects for 2013-2014.
- Met with broiler inspector for insurance

Treasurer's Report:


- A motion to accept the Village General Operating and Water Utility financial statements for March 31, 2013 as submitted was moved and seconded. **MOTION CARRIED.**
- It was motioned and seconded to use the Villages gas tax reserves towards the cost overrun on projects this year, approximately \$40,000. **MOTION CARRIED.**
- Insurance policy was reviewed during the budget meeting.
- A motion to approve the budget for the Villages general operating account as circulated was moved and seconded. **MOTION CARRIED.**
- A motion to approve the budget for the Villages water account as circulated was moved and seconded. **MOTION CARRIED.**
- A motion to approve a gift in the amount of \$600. for the Port Williams 2013 Princess and \$200.00 for the child attendant was moved and seconded. **MOTION CARRIED.**

NEW BUSINESS:

- (a) Steve Wohlmuth reported extensive damage to the throw pitch surface at the Launch Pad. The damage was caused by a car driving on the surface. Might have to look at putting a chain up to detour people from driving on the throw pitch surface.
- (b) Horse droppings at the park. Office staff advised the person that reported it that the Village will be installing cameras in the park. Office staff is to report to public works for clean-up of this kind of complaint in the future.
- (c) Special committee for seniors program – to be discussed at the next Commission meeting when Wayne is in attendance to speak about this topic.
- (d) Frames for the Port Williams Princess/Queen Annapolis pictures – Office staff was looking into framing Samantha Wynot picture and received three different options in order to standardize the picture frames. A motion to approve the reframing of the pictures using a common mahogany frame and purchasing an additional frame for future use was moved and seconded. **MOTION CARRIED.**

- (e) Extra scanner – when there was a purchase of a multi-function copier last year the office no longer uses the old scanner and would like to sell it off. Because the cost of the scanner is minimal, it was agreed that the scanner could be sold and that the office staff could determine a fair price. The office staff are working on a tendering policy
- (f) LED Streetlights – Office staff attended the LED spreadsheet training session on April 3, 2013. A decision needs to be made and a letter sent to the minister by June 3 2013 regarding if the Village is going to take over ownership of streetlights or continue with Nova Scotia Power allowing them to do the LED street light conversion. Currently it is difficult to complete the spreadsheet because of lack of information. Commission asked if we could have an extension. It was reported that this question was asked during the training and that this is a firm date due to legislation. Office staff is looking to bring in a local expert for assistance with the spreadsheet data.
- (g) Fire Department banquet – Fire Chief, Philip Porter requested that the Fire Department Banquet put on by the Village Commission be held at the Port Pub this year. The Commission said that they will discuss and get back to Chief Porter.
- (h) Merle Millett asked if there could be something done about the parking on the sidewalk and curb on Main Street. Public works mentioned that there were times where it was difficult to remove snow in this area. The Village office will send letters and put in the Newsletter our concern the difficulty with maintenance and erosion of the curb due to the parking.
- (i) Donation in memory of Debbie Benedict - A motion to approve the donation of \$500.00 to the Port Williams Baptist Church in lieu of flowers was moved and seconded. **MOTION CARRIED.**

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



Craig Newcombe, Vice-Chair



Darlene Robertson, Village Clerk