

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF FEBRUARY 16, 2010**

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

**IN ATTENDANCE:** Chief Philip Porter, Stanton Hancock, Brian Tupper, Geneve Newcombe and Laura Wightman. Janet Newton joined the meeting during the correspondence.

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 January 19, 2010 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 January 2010 equals 34 permits issued with a value of \$2.3M. **For Port Williams**, activity nil.
- b) Letter from Fire/Building Inspector, Don Burns re inspection that took place on January 18th. **ACTION:** A response will be sent addressing the items indicated for the Community Centre to be in compliance under the National Fire Code. Some batteries for backup lighting may need to be replaced.

II. **Other Correspondence:**

- a) Valley Communications Inc Report for Port Williams Volunteer Fire Dept (*FOR INFO*): Report for month of January 2010: 1 medical, 1 motor vehicle, 1 mutual aid call and 1 power related alarm.
- b) Letter dated Jan 29/10 from Hiltz & Seamone re: NS Department of Environment Requirements on sewer items needing to be addressed. **ACTION:** This letter was forwarded to Amanda Levy with NSDOE and the Village at the Nov 17/09 Commission meeting had already solicited Hiltz & Seamone to do the contingency plan and operation manual. The installation of a meter on the influent line and the scada system will be worked on during the 2010/11 year.
- c) Letter dated Feb 2/10 from Jim Morton, MLA Kings North providing the website for obtaining the 2008-09 Conserve NS annual report (*FOR INFO*)
- d) Letter dated Jan 14/10 from Jim Morton, MLA Kings North responding to our letter for access to medical equipment for Ms. DeWolfe. (*NO ACTION*)
- e) Fax dated Jan 22/10 from the Bank of Nova Scotia indicating that they have decided to continue to offer free payment remittance reporting service to municipal units. (*NO ACTION*)
- f) Business introductory letter dated Feb 2, 2010 from Earth – Water Concepts

(science based consulting firm focused on surface and subsurface water resources). (*FOR INFO*)

- g) Business introductory letter dated Jan 30, 2010 from the 1850 House (timber-frame company in the Canning). (*FOR INFO*)

**III. Email Correspondence:**

- a) Letter from Gary Smith indicating the Fire Grant Committee Meeting would be held on Tuesday, February 23 at 7pm in the Municipality Council Chambers **ACTION:** Lewis Benedict, Chief Philip Porter and Laura Wightman will attend.
- b) Scott Higgins from Maritime Provinces Water & Wastewater Report magazine would like to do a special news section featuring the water treatment facility project in Port Williams for the April issue. **AGREED** that the Village provide the information for this article.

**REPORTS:**

**Janitorial:** Brian Tupper reported:

- Repairs were made to various items in community centre
- Fire extinguishers are being mounted; emergency lighting and exit lights are being checked-may need to purchase some new exit lights and batteries.
- Food handling person looked over kitchen and gave it her stamp of approval

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

- It was noted that the Municipality of Kings is honouring those firefighters with a 15 year long service; eight members of the Department should be receiving this award.
- 3 members took the food handling course held by the Village
- No Water usage.
- George Foote is relinquishing the Chair of the Fire Grant Committee and they will be looking for a replacement.

**Lions Club:** Brian Tupper reported:

- 40<sup>th</sup> Charter Anniversary this year and are having a dinner/dance on April 10<sup>th</sup>. The Fire Department is catering.
- Lions throughout the Valley are going to hold a weekly Radio Bingo starting on March 1<sup>st</sup>.
- Fundraiser for Ms. Dewolfe is being discussed.
- 10 members attended the food handling course held by the Village

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

- Valley Waste will have an 8% reduction in costs because they have paid off their debt.
- Two consultants are coming to study the Municipality of the Kings, starting February 22 to March 4, 2010. They will provide an opportunity to anyone who would like to have an hour long confidential interview. Janet is on a liaison committee and has asked that the consultants talk to all the Villages. **ACTION:**

- The Commission should decide what it wants to say. The consultants are to have a report to the Municipality of Kings by the end of March 2010.
- Written notification from the Dept of Transportation concerning widening the road from Port Williams to Wolfville in the summer of 2010 has been received. They have indicated that they will not be painting a bike symbol on the widened area.
  - Eveline DeSchiffart is the temporary replacement for Ann Longley, the Clerk and Mr. Keith Fraser, one of the building inspectors is taking paternity leave.

**Board of Trustees:** Meeting was held on January 21, 2010 at 7pm.

- The Community Centre Bylaws were presented; members were to contact the Village Clerk if there were areas of concern or comments. None were received and therefore the By-Laws are being brought back to the Commission for approval.
- The Women's Institute asked to have a mirror installed over the bench outside the Multi-Purpose Room. They purchased the mirror and Brian Tupper installed it.
- Merle Millett resigned as secretary of the Board of Trustees
- Marion Newcombe's name will be submitted for the Volunteer of the Year Award
- The Kitchen Committee indicated that they were going to have a meeting shortly.

**Recreation Committee:**

- The 11<sup>th</sup> Winter Frolics were held on Sunday Jan 31<sup>st</sup> with 80 parents and children in attendance. Leftovers were donated to the school and the Soccer Association.
- A donation of \$200.00 will be made to the Jane Holmes Memorial Fund which supports nutrition at the Port Williams Elementary School.
- The Park Committee was nominated for the Volunteer of the Year Award.
- The amount of \$9,400 was submitted for the 2010/2011 budget.

**Park Planning Committee:**

- March Break Camp is being held as a fundraiser. Kristol Bell who does the camp for the Park made a presentation about doing a two-week summer day camp. This will be decided upon once they see how the March Break Camp does.
- Ticket sales for Music- Play for life are going well and they hope to raise \$2,500.
- Down-to Earth has expressed interest in doing the reflexology garden.
- It is hoped to have the park open for April 1<sup>st</sup>.
- The committee is not planning on as many fundraisers in 2010/2011. They will be doing "Park it at the Pub" again, but also indicated they would like to do something to direct money toward the school.
- Purchasing of benches and tables for memorials will take place in March.
- Construction of a rink at the park is being considered for next year.
- A grant from the Wellness Initiative Fund from the EKM Foundation was received in the amount of \$1,500 to purchase pea gravel to be placed around the playground structures.

The Commission discussed the idea of a summer camp and indicated that there had been previous debates on whether to do summer camps due to the liability issue. It

was also noted that grants were available for staff but they needed to be in by the end of February.

**ACTION:** Laura Wightman will check with the Park Planning Committee about the summer camps and the directing of monies toward the school.

- The wording for the sign for the rink was received from the lawyer and a sign selected from Auto Trim & Signs. No sign has been received as yet. **ACTION:** Laura will contact them again.

**ICSP/Gas Tax Committee:** Kim Cogswell indicated that there have been no meetings of either Committee. Laura Wightman reported that the Village's 2009/2010 Gas Tax monies have been held over to the 2010/2011 year to be utilized for sewer treatment.

**Secondary Planning Strategy Committee:** The February 4th meeting held in the auditorium wasn't well attended but the SPS proposal was passed and was forwarded to the Municipality. Janet Newton reported that the Municipality will be having their PAC meeting on March 9th, 2010. Lewis Benedict, as Chair of the SPS Committee will be presenting the report and Joe Hickman will present a minority report. Then on March 23<sup>rd</sup> the proposal will be debated by the Kings County PAC (Planning Advisory Committee). As Chair of the Village, Lewis can attend to state concerns. This is just the start of the process which will probably take until June.

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

**EMO Committee:** No meeting was set as yet. The Food Handling Course given by Karen Wong-Petrie of the NS Dept of Agriculture – Food Safety and arranged by the Village Clerk was held on February 10<sup>th</sup> for 3 hours in the Community Centre auditorium with 32 people in attendance.

**Provincial Volunteer Award Committee:** The deadline for applications was February 12, 2010. Five organizations and four nominations were received and a recipient will be selected at the meeting following the Commission meeting. Deadline for submission to the Province is March 4, 2010.

**Treasurer's Report:** Laura indicated that there was a computer glitch in the Water simply accounting that explained the Balance Sheet not being in balance. She indicated that the sub-ledgers were correct but that she was working on getting it balanced.

A motion to accept the January 2010 Financial Statements as presented for the Village General Operating and Water Utility was moved and seconded. **MOTION CARRIED.**

**Water Tank Grants:** All expenses have been submitted except the holdback and all monies have been received to date from the Building Canada Fund and the Gas Tax. It was noted that the Village had insurance on water tank, but needed to provide them with details of the size quantity, etc. **ACTION:** Laura will obtain information and provide to MacDonald Chisholm.

Budget Meeting: The meeting was set for March 8<sup>th</sup> at 7pm.

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

The meeting on Jan 27<sup>th</sup> with the Dept. of Environment, Hiltz & Seamone, New Minas, Canning, Kings County and the Town of Kentville was held in connection with the NS Dept of Environment's Water Strategy. Comments were being solicited by March 31<sup>st</sup>.

Addition to Public Works Building: Completion is expected within 2 – 3 weeks.

Water Treatment Building: Howard Little Excavating has commenced the construction of the water treatment building by the new water tank.

**BUSINESS ARISING FROM MINUTES:**

- a) Update on Ports Landing Street Lights: Still awaiting installation of test light by NS Power Inc.
- b) Sewer By-laws: Laura Wightman reviewed Schedule "C" again with Geoff Muttart and a draft solution was circulated via email to Commissioners.  
The paragraph concerning farms was acceptable and therefore a motion to adopt the Sewer By-Law # 10-02 was moved and seconded. **MOTION CARRIED.**
- c) Public Works Assistant: A meeting will be held after the Commission meeting to select who and when to interview.
- d) Fire Department Rules of Governance: The possibility of the Volunteer Fire Department becoming a society in order to clarify the situation was discussed and rejected. **ACTION:** Laura Wightman will discuss changes to these rules with the lawyer and our insurance provider and have a final draft for approval at the next Commission meeting.
- e) Water Utility Rate Study: A quote from Gerry Isenor/Bill Gates was received. Hiltz & Seamone will also be asked to provide a quote for the water rate study. This will be decided on at the March meeting in order to have it completed by the fall.
- f) The new street light on the crosswalk at High Street was installed. Laura Wightman informed the committee that the Village now has its own representative with Nova Scotia Power Inc to deal with our lighting requirements and accounts.
- g) Land Use By-Law # 75 Amendments: Chrystal Fuller was informed that the Village did not want to proceed at the present time with the amendments submitted.
- h) Watershed Protection: The letter to Adrian Fuller, Dept of Environment concerning the desire to start the watershed protection process was determined unnecessary at the present time as the SPS proposal going forward includes the wells in the growth area.
- i) Community Centre Management By-Law # 10-01: Per the Board of Trustees

report, the draft by-laws were returned.

A motion to adopt these By-Laws for forwarding to the Minister was moved and seconded. **MOTION CARRIED.**

- j) Association of NS Villages: The Board Executive met on January 29, 2010. Discussion was held on the benefit to its members of belonging to the Association. A letter is going out to the villages requesting topics for workshops that can be held. It is hoped to develop levels of expertise on areas such as grants, records management and various other topics which would be a great resource for other villages.
- The Villages Discussion Paper was discussed and specifically regarding the borrowing of monies without going to rate payers. Some villages wanted to be able to get the monies quickly instead of having to wait for the setting up of a rate payers meeting, which requires advertising of the meeting 2 weeks prior. Other villages would still be able to go to the rate payers for approval if they chose to. The Discussion Paper has gone on to the Minister.
  - The Village of Pugwash ruling concerning residents being able to opt out of being part of the Village has been delayed.
- k) Snow Removal Policy: Due to the fact that it was getting too late in the winter and that the residents should be made aware of the Village having a policy, it was **agreed** to table this until spring.

**NEW BUSINESS:**

1. The wharf coming up for tax sale in the amount of \$4,000 was discussed. It was noted that it was owned by Base Emporium and that there were 2 different blocks of land. No action was taken.

Upon a motion being made and seconded, the meeting was adjourned at 9:28 p.m.

**MOTION CARRIED.**

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Lewis Benedict, Chair

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Laura Wightman, Clerk/Treasurer