

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF December 20, 2011

MEMBERS PRESENT: Lewis Benedict, Ernie Hovell, Craig Newcombe and Doug Gates.

IN ATTENDANCE: Peter Muttart, Philip Porter, Stan Hancock, Brian Tupper, Geneve Newcombe and Darlene Robertson.

REGRETS: Kim Cogswell

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 Regular Commission Meeting on November 15, 2011 be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- (a) Building Permit Report for Month of November 2011. In Kings County 52 permits were issued with a total value of \$4.1 million. 0 permits issued for Port Williams with a total value of \$0.00. *(for information only)*
- (b) The Municipality of the County of Kings council gave a second reading to the Municipal Planning Strategy and Land Use Bylaw text amendments to reduce the watercourse setback along the Cornwallis River in Port Williams on December 6th, 2011. *(for information only)*
- (c) The Municipality of the County of Kings gave notice of a public participation meeting regarding the proposed county-wide amendment for rezoing from R1 to R2 outside the residential district held on December 13th, 2011. *(for information only)*
- (d) The Village of Port Williams received acknowledgement from the County of Kings approving our application for assistance under the Community Park Development Program. *(for information only)*
- (e) The Municipality of the County of Kings provided written acknowledgement of their failure to notify the Village of Port Williams of a Public Participation Meeting on October 24, 2011. *(for information only)*
- (f) A list was provided by the Municipality of the County of Kings of the appointed Committee Members. *(for information only)*
- (g) The Council of the Municipality of the County of Kings approved the Gas Tax Allocations as well as the Capital Investment Plan on December 6th 2011. *(for information only)*

- (h) The Next Village-Municipal meeting date is January 18, 2012 at the Municipal Complex in Kentville from 7:00 pm – 9:00 pm (**Commissioners will check their schedules and advise who will be attending**)

II. Other Correspondence:

- (a) Letter from Nova Scotia Environment Monitoring and Compliance acknowledging that the Village mixes water from multiple wells to ensure Nitrate Nitrogen levels are within guidelines. (*for information only*)
- (b) Letter from the Town of Kentville declining the request from the Village of Port Williams to provide water to our utility. (*for information only*)
- (c) Letter from the Town of Wolfville acknowledging receipt of a letter from the Village of Port Williams regarding water supply for the Village. (*for information only*)
- (d) Letter from Nova Scotia Transportation and Infrastructure Renewal acknowledging receipt of a request to have the school bus stop sign on Rte 358 replaced. (*for information only*)
- (e) Letter from Nova Scotia Transportation and Infrastructure Renewal acknowledging receipt of a request for a four way stop sign at the intersection of Highway 358 and High Street and Starrs Point Road in Port Williams. (*for information only*)
- (f) Letter from Recreation Nova Scotia advising that the 38th annual provincial volunteer awards ceremony will take place on April 2, 2011 at the Westin Nova Scotian, in Halifax. (**Office staff to fill in an application for the Village of Port Williams**)
- (g) Citizenship and Immigration Canada provided information about the Paul Yuzyk Award for Multiculturalism to honour people dedicated to promoting integration in Canada. (*for information only*)
- (h) The Bridge Class instructor who utilizes the Youth room on Tuesday evenings advises that her students found it hard to concentrate due to the noise level of the Zumba classes on Tuesday nights. (*for information only*)
- (i) Letter from the Nova Scotia Utility and Review Board providing a “snapshot” of the utility’s financial picture for review. (*for information only*)
- (j) Notice of Bankruptcy sent in response to water bill invoice recently sent to one of our customers. (*for information only*)

III. Email Correspondence:

- (a) E-mail from a Port Williams citizen sent to Gale Abbey of Brison Developments concerned about the naming of the planned new Brison Development project. (*for information only*)
- (b) E-mail sent from Geoff Muttart of Muttarts Law advising the Village of Port Williams of an existing Cornwallis Township plan which the surveyors should ensure does not negatively affect the land being acquired. (*for information only*)
- (c) Email correspondence from Felicia Wooden tendering her resignation as Administrative Assistant for the Village of Port Williams. It was moved and seconded to acknowledge receipt of resignation and provide a letter of reference for Felicia. **MOTION CARRIED.**

BUSINESS ARISING FROM MINUTES:

- (a) **Street lights need to be installed** Village office received a response from Nova Scotia Power stating they are acting on the outstanding orders. Stan reported that one street light has been installed and he believes that the other street light has also been done but will verify.
- (b) **School Bus sign** Department of Transportation has acknowledged receipt of our request.
- (c) **Removal of Flag holders from Department of Transportation Sign posts** Stanton Hancock, Superintendent of Public Works confirmed that the flag holders have been relocated and that we are now compliant with the Department of Transportation
- (d) **Land Purchase** Meeting with the Municipality of the County of Kings and the Village of Port Williams took place on December 13th. The general feeling was that this meeting was a positive one. The Municipality will vote on the issue in their January 2012 meeting.
- (e) **Three way stop sign** No further correspondence have been received since the acknowledgement received on November 2nd.
- (f) **Remembrance Day Service** Staff responded to inquiry and explained why the Village of Port Williams has their Remembrance Day service on the Sunday before Remembrance Day. Commission suggested that this would be a good article for the Village newsletter.
- (g) **Ice Machine** Ice machine has been installed and is fully functional.
- (h) **Quote from Tibbett's** Tibbett's has completed the installation of lighting in the float room.
- (i) **Portable Valet** LRB was unable to compete with existing quote. Staff to order two 60" stands with single upper rack.
- (j) **Change Table** Staff to order change table from Koala Kare for installation in the lower female washroom.
- (k) **Laptop from Data Wave** Laptop has been ordered from Data Wave
- (l) **Wall Mounted Defibrillator** Chief Philip Porter sent out inquiry to EHS regarding the cost of a wall mounted defibrillator and is waiting on a response.
- (m) **Noise level from Zumba Classes effecting Library** Office staff contacted Karen Goodwin to have classes change to different nights which do not interfere with the Library hours. Classes are now on Tuesday and Thursday nights.
- (n) **Request for a four way stop sign** Letter sent to Department of Transportation requesting a four way stop sign be installed at the intersection of High Street and Highway #358
- (o) **Solar lighting by welcome sign** Staff investigated the cost of solar lighting to be installed by the welcome sign. Cost was quite high and it was suggested that we might revisit this at a later date when cost for this technology goes down.
- (p) **Fire Department roof leaking** Acadia roofing has fixed the reported leak in the fire department roof. The Fire department reported that they have a new leak in a different area. Bruce from Public works is to investigate.
- (q) **Insurance claim** The insurance claim settlement has been received and the new generators have been added to the Village policy. Staff to find out if the new

pumping station is insured.

REPORTS:

Janitorial: Brian Tupper reported:

- Work has been done to library door as well as other doors. Door on north side of Fire Department and the door to the Multi-purpose room still need the sweeps to be added.
- Musty smell in hallway seems to be gone after the roof repair.
- Stage curtains still to be cleaned and the mess in the storage room needs to be addressed.

Fire Department: Chief Philip Porter reported:

- Couple of alarms in the past month – power pole arching on Collins road.
- Annual Fire Department Christmas supper was last night.
- Fire Department is actively selling their New Year's tickets.
- Their joint fundraiser with the Baptist church was a success.
- Dukes of Kent approached the Fire Department with a fund raising event idea around the super bowl.
- 3 Loads of water were drawn yesterday (3000 liters to a load)

Kings County Councillor: Janet Newton not in attendance, no report:

Water/Sewer/Public Works/Transportation Report: Stanton Hancock reported: *(copy attached)*

- Well #2 back in operation
- Water meters read for the 4th quarter
- Electrical completed for Starrs Point Rd and Kars St. Just waiting on final inspection.
- Received a reply regarding the installation of the two new street lights
- Snow and Ice removal has started with first major snow storm November 23
- Fire Department Water usage was 9000 gals.
- Street Lights are out on Belcher Street by the duck pond and outside light on the changing room building by the duck pond.
- Average Nitrates
 - o Well #2 9.18, Well #1 5.5 with an average distribution of 4.8

Lions Club: Brian Tupper reported:

- Delivered calendars to the supporters of Port Williams Days events. Made donations to Open Arms Society(Inn from the Cold), Inn from the Cold, Valley Regional Hospital Foundations Festival of lights, Victoria Order of Nurses, CNIB and Kentville Kingsmen/Kinettes Christmas Miracle.
- Twenty Christmas food hampers will be delivered and is currently the largest number in past 40 years.
- Catered two suppers.

Board of Trustees: Doug Gates reported:

- No report, next meeting set for January 19th, 2012.

Waterfront Development Committee: Nothing reported:

Personnel Policy Committee: Craig Newcombe reported:

- Job descriptions have been updated for all positions. The Commission approved the descriptions as circulated and will do an annual review of them.
- When investigating into hiring guidelines, it was found that according to Municipal Government Act under the Village section on page 274 “The Village commission shall appoint a Village Clerk and Treasurer who shall be paid the salary granted by the Village Commission” and on Page 275 under Power to employ persons section that, “The Village Commission may employ the persons necessary for the purposes of the Village”. It was also discovered under Labor Standards that in a non-union environment it is up to the employer’s discretion if they want to advertise for a position. They are not required by Labor Standards to advertise/post a position.

Water Area Designation Committee: No Report.

Treasurer’s Report: Geneve Newcombe reported:

- Question was asked, can we capitalize the additions by LRB Fabricators to the public works truck – Geneve to check into this.
- A motion to accept the Village General Operating and Water Utility financial statements as submitted was moved and seconded. **MOTION CARRIED.**

NEW BUSINESS:

- Bubbles in Port Williams Welcome Sign** Peter Murray phoned inform us that he is still working on the bubble issue with the Port Williams welcome sign. He has repaired three times and is waiting on new vinyl.
- Fire Department revised Rules of Governance** The Port Williams Fire Department submitted its revised Rues of Governance for approval. On page 13 where it states “50%”, it was suggested to clarify specifically what the 50% is. A motion to approve the submitted Rules of Governance with changes proposed was moved and seconded. **MOTION CARRIED.**
- Water Heater Quote** The water heater is leaking. We have obtained a quote for \$1,795 plus tax and installation to replace the water heater. A motion to approve the purchase and installation of a new water heater was moved and seconded. **MOTION CARRIED.**
- Remuneration Paid to Village commissioners in 2011** A motion to approve that 1/3 of the remuneration paid to Village Commissioners in 2011 shall be designated as a nontaxable expense allowance was moved and seconded. **MOTION CARRIED.**

- (d) **Apple Blossom Princess** It was suggested that the commission should call a meeting with the volunteers in order to go forward with the Apple Blossom Princess selection process for 2012. – Village to set a date in early January with Betty Jean Tupper, Kim Porter, Marianne Gates and Lori Ansems. criteria/information to be advertised in the Port Williams newsletter.
- (e) **Kings 2050 Project** A meeting with Mark Fredericks and the Village will be set up in early January.
- (f) **Land Purchase** – Existing land needed to be migrated because the land to be purchased had already been migrated. Need to look into the cost of having all properties owned migrated – It was moved and seconded to accept the sellers offer to convey an additional three acres at a cost of \$7,500 per acre for fifteen acres in total. **MOTION CARRIED.**
- (g) **Peopleworx** - It was agreed to offer a work placement for the time period between January and March if Peopleworx had a need for a placement

Upon a motion being made, the meeting was adjourned at 9:10 p.m.
MOTION CARRIED.

Lewis Benedict, Chair

Geneve Newcombe, Acting Clerk/Treasurer