

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF October 18<sup>th</sup>, 2011**

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

**IN ATTENDANCE:** Janet Newton, Doug Clark, Stan Hancock, Peter Muttart, Brian Tupper, Wayne Blenkhorn and Geneve Newcombe.

**REGRETS:** Craig Newcombe

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 September 20, 2011 be approved as circulated. **MOTION CARRIED.**

**CORRESPONDENCE:**

**I. Municipality of County of Kings:**

- (a) Building Permit Report for Month of September 2011. In Kings County 71 permits were issued with a total value of \$6.8 million. 3 permits issued for Port Williams with a total value of \$1,397,400. *(for information only)*
- (b) Date changed from Oct 20<sup>th</sup> to Oct 25<sup>th</sup>, 2011 for the signing of the memorandum of understanding between the Villages and County. **(Doug Gates will attend this meeting on behalf of the Village).**
- (c) There will be a public participation meeting on Tuesday, October 25<sup>th</sup>, 2011 on the Proposed Amendments for Watercourse setback in Port Williams. A number of the Commissioners indicated that they planned on attending this meeting.
- (d) There will be a Village/County meeting on Monday, October 24<sup>th</sup>, 2011 from 2:30-4:30 in the Orchards Room. **(a staff member and a commissioner will attend this meeting)**

**II. Other Correspondence:**

- (a) Letter from New Minas Water Commission responding to our letter of September 26<sup>th</sup> to discuss our water supply options. *(for information only)*
- (b) Letter from Basil Pitt of NS Transportation & Infrastructure Renewal requesting the removal of our flag holders from the Department of Transportation sign posts. **ACTION: send letter of response indicating that we will move them once we receive the appropriate materials. Also requested that a copy of the original letter be sent to Norm Collins of the Waverly Cross walk program.**
- (c) Letter from Shelly Taylor of Eastern Kings Memorial Health Foundation regarding their November 2011 Promotional Quilt Ad. **(agreed that we would send a few words of congratulations and allow them to use our Village**

**crest in their ad)**

- (d) Letter from Minister John MacDonnell concerning potential amendments to the Municipal Elections Act. *(for information only)*

**III. Email Correspondence:**

- (a) Email from Mark Eastman advising when the 3<sup>rd</sup> Annual Annapolis Valley Event & Sport Tourism Association Awards will take place. *(for information only)*
- (b) Email from Mark Eastman regarding deadlines for nominations for the 2011 Kings County business Awards. *(for information only)*
- (c) Email from Mark Eastman advising that the Race Relations and Anti-Discrimination Committee of the Municipality of the County of Kings will be celebrating their 3<sup>rd</sup> Anniversary on November 16<sup>th</sup>, 2011. *(for information only)*

**BUSINESS ARISING FROM MINUTES:**

- (a) Safety Hazard at Sun Shelter: Lewis noted that he and Lia Glover were looking into the safety hazard where the aluminum edger's holds back the stone in the sun shelter. This will be repaired this month.
- (b) Donation to the Hospice: It was noted that the cheque to the Valley Hospice Foundation in honour of Canon Davis 100<sup>th</sup> Birthday had been sent. *(for information only)*
- (c) Applications for a BMO MasterCard: Geneve noted that a BMO MasterCard for both Lewis and Stanton has been set up. *(for information only)*
- (d) Snow Removal of Walkways and Parking Lots: ongoing
- (e) Land Purchase: It was moved and seconded that the Village ratify the agreement to purchase a parcel of land from Greg Coldwell that is part of our well field area (approximately 12 acres) at a purchase price of \$180,000 plus the costs of surveying. **MOTION CARRIED**  
It was moved and seconded that a request be sent to the Municipality of the County of Kings for financial assistance in the amount of one third of the cost of the land purchase. **MOTION CARRIED**
- (f) Street Lights: Stan reported that he has contacted NS Power on the need to install street lights by the Port Williams Welcome sign and at the north side of the intersection of Church Street and Magee Road. *Still waiting for a reply.*
- (g) School Bus Sign: Stan reported that he has sent an email to have the sign replaced. *Still waiting for a reply.*

**REPORTS:**

**Janitorial:** Brian Tupper reported:

- The window screens have been removed; some have been repaired and replaced.
- Currently doing the annual kitchen clean up as requested by the Board of Trustees.
- The Hall has been fairly busy with functions.
- In the coming weeks he will begin painting the trim in the Hall.

**Fire Department:** Deputy Chief Doug Clark reported:

- Department responded to a fatal accident this past Saturday. Members were counseled and debriefed last evening.
- Have three upcoming functions.
- Will maintain a presence in the Village on Halloween.
- Minimal water usage.

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

- The County met with their auditors and received a clean audit.
- Committee of the Whole meeting was held today at the Cambridge Reserve.
- County currently looking at where there are dry hydrants and where they should be locating additional dry hydrants.
- Noted that the Village received positive comments at the Brown Fundraiser.

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

- Well # 1 is back in operation
- New pumping station is up and running
- Waiting for parts for fire hydrant

**Lions Club:** Brian Tupper reported:

- On Saturday the Lions completed an Adopt a Highway clean up from the Community Centre to Canard Acres.
- Sponsored the Jordan Brown fundraiser this past weekend.
- Have closed the Church Street Picnic Park for the winter.
- Are looking at hosting a fund raiser for Darrell Schofield.

**Board of Trustees:** Ernie Hovell reported:

- Approved the issuing of main door and kitchen keys to the kitchen supervisors.
- Kitchen Inventories will be completed by November 1<sup>st</sup>, 2011.
- Suggestion to investigate the costs of a keyless entry system.
- Next meeting to be held January 19, 2012.

**Waterfront Development Committee:** Kim Cogswell reported:

- Have not met this past month.
- Looking at Wednesday, November 9th, 2011 as a date for the next meeting.

**Personnel Policy Committee:** Geneve Newcombe reported:

- Ongoing process.
- Draft copy of personnel policy will be emailed to Commissioners by end of week.

**Water Area Designation Committee:** No Report.

**Treasurer's Report:** Geneve Newcombe reported:

- Financial Statements for September 30, 2011 were presented. A motion to accept the Village General Operating and Water Utility financial statements was moved and seconded. **MOTION CARRIED.**
- **Staff was tasked to look into the status of provincial grants and on activity charges from the bank.**
- **Geneve to check with Stan to see if all invoices pertaining to the lightning strike have been received so that the insurance claim can be submitted.**

**NEW BUSINESS:**

- (a) **Three Way Stop Sign at Intersection of High Street and Jakeson:** Village resident, Wayne Blenkhorn addressed the meeting with his concerns re the speed of traffic on High Street. He noted that he had numerous discussions with residents in the area and they were of the opinion that a stop sign at this intersection would be beneficial in this situation. It was moved and seconded that the Village make an application to the Department of Highways to have a three way stop sign installed at the intersection of High Street and Jakeson. **MOTION CARRIED.**
- (b) **Remembrance Day Service:** Wayne Blenkhorn provided a brief overview of the Remembrance Day Service that will be held in Port Williams on Sunday, November 6, 2011 at 2:00PM. Information on the Service will be posted on the Village website. The Village will ask the Women's Institute to look after the refreshments. It was moved and seconded that a donation of \$100 be made to the Canning Poppy Fund. **MOTION CARRIED.** It was moved and seconded that a donation, to cover the cost of a wreath, be made to the Royal Canadian Legion, Branch # 74. **MOTION CARRIED.** Ernie Hovell will represent the Village at the Services in Wolfville and lay our wreath.
- (c) **Ice Machine:** Direction was given to proceed with the purchase of an ice machine for the Community Centre.
- (d) **Library Concerns:** There was discussion on a complaint received from the Library in regards to noise from the Zumba class in the Hall. The user has been informed of the concern and the issue seems to have been resolved. If there are further issues with this then it will be referred to the Board of Trustees.
- (e) **Quote from Tibbett's :** A quote from Tibbett's Electrical was received on installing lighting in the float room and mezzanine. The Commission agreed to accept the quote and proceed with the work.

**OTHER HOUSEKEEPING BUSINESS:**

- Newsletter was reviewed, a few minor changes noted.
- Commissioners noted that they like receiving the activity reports from the office and that these should be continued.

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

**MOTION CARRIED.**

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Lewis Benedict, Chair

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Geneve Newcombe, Acting Clerk/Treasurer