

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF November 15<sup>th</sup>, 2011**

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

**IN ATTENDANCE:** Janet Newton, Philip Porter, Stan Hancock, Brian Tupper, Elinor Miller, Geneve Newcombe and Darlene Robertson.

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 October 18, 2011 be approved as circulated. **MOTION CARRIED.**

It was moved and seconded that the minutes of the Special Commission Meeting on October 17, 2011 be approved as circulated. **MOTION CARRIED.**

It was moved and seconded that the minutes of the Regular Commission Meeting on October 25, 2011 be approved as circulated. **MOTION CARRIED.**

**CORRESPONDENCE:**

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

- (a) Building Permit Report for Month of October 2011. In Kings County 85 permits were issued with a total value of \$7.9 million. 3 permits issued for Port Williams with a total value of \$51,270. *(for information only)*
- (b) Notice of Public Hearing on Tuesday December 6<sup>th</sup> at 6:00p.m. in Council Chambers regarding the proposed amendments for the reduction of watercourse setback and C2 zone parking exception in Port Williams – Kim indicated she would be attending this meeting.
- (c) The Village was carbon copied on two letters to Dr. Bruce McLeod, of the Port Pub regarding the proposed amendments for the reduction of watercourse setback and C2 zone parking exception in Port Williams.*(for information only)*
- (d) Story link and pictures from the signing of the Memorandum of Understanding. *(for information only)*

**II. Other Correspondence:**

- (a) Letter from Greg Towne, Clerk/Treasurer of the Village of Kingston regarding a grant in lieu of taxes that counties and towns receive from Aliant. *(for information only)*
- (b) Letter from Nova Scotia Environment Monitoring and Compliance regarding Nitrate Nitrogen Levels in PW #2 meeting standards. *(for information only)*
- (c) Mark Pound of Medtronic dropped by to see if we would like to purchase a

wall mounted defibrillator for the hall – Chief Philip Porter said he would check into the cost of defibrillator with EHS.

- (d) Province of Nova Scotia, minimum wage order changes. *(for information only)*
- (e) Alphonse MacNeil, Assistant Commissioner RCMP Nova Scotia providing us with a copy of “H” Division 2010/2011 Year in Review. *(for information only)*
- (f) Charlottetown conference on Urban Planning, *(for information only)*
- (g) Letter from Elinor Miller Chairperson for the Murdock C. Smith Library regarding the noise level during the Monday Zumba Classes. As per the facility use agreement signed by the user which addresses the noise level restrictions during library hours, the Village office is to contact the user to have her either move the class to after 8:00pm on Mondays or to move to another day when it does not interfere with library open hours.

**III. Email Correspondence:**

- (a) Email from Mark Eastman, of Kings Regional Development Agency providing information on a Christmas concert in support of the Kings County Museum on November 27, 2011. *(for information only)*
- (b) Mark Eastman, of Kings Regional Development Agency providing information on “Your Effortless Business” workshop on November 24<sup>th</sup>. *(for information only)*
- (c) Email correspondence from Barb Baker and Lia Glover regarding why the Village does not have their Remembrance Day Service on November 11<sup>th</sup>. – It was explained that when Port Williams originally established their Remembrance day service the Veterans and Legion members in Port Williams had been going to other Communities that had Legion branches for their Remembrance Day Services on November 11<sup>th</sup>, therefor in order to have the attendance of a color party and Legion members the Village agreed that a Sunday service before would better suit the Village needs.
- (d) Mallory Balsor sent an email invitation to attend the Affordable Housing for Kings County Meeting on November 25<sup>th</sup>. *(for information only)*
- (e) Elvis Aubertin from Socan, regarding Socan license for the Community Centre. – The Village Commission does not host musical events at the Community Centre therefor would not require a license. Party’s renting the facility would be responsible for their own licensing.
- (f) Doug Gates made a request to look at a 4 way stop sign for the intersection of Main Street and High Street due to the dangers crossing Main Street – Village Office to send a request to the Department of Transportation.

**BUSINESS ARISING FROM MINUTES:**

- (a) **Safety Hazard at Sun Shelter:** Lewis reported that this has been repaired.
- (b) **Street lights need to be installed** Village office to send a follow up letter to Nova Scotia Power.
- (c) **School Bus sign** Village office to send a follow up letter to the Department of Transportation.
- (d) **Snow Removal** Stan confirmed Jon Rand will continue doing snow removal for the Village.

- (e) **Removal of Flag holders from Department of Transportation Sign posts**  
Process has started, some have been completed.
- (f) **Promotional Quilt Ad.** A few words of congratulations were sent along with permission to use Port Williams crest.
- (g) **Land Purchase** Committee of the Whole approved our request for funding and the recommendation will now go forward to Council meeting in December.
- (h) **Treasurers Report** Staff reported that the bank charges will be reversed and gas tax claims have been submitted.
- (i) **Treasurers Report** Geneve confirmed that invoices pertaining to the lightning strike have been received and forwarded to the insurance company. It was mentioned that the staff should ensure that the generators have been added to the insurance policy.
- (j) **Three way stop sign** Application made on October 19<sup>th</sup>, acknowledgement received on November 2<sup>nd</sup>.
- (k) **Remembrance Day Service** Donation of \$100.00 was made to the Canning Poppy Fund and a donation to the Wolfville Royal Canadian legion for the wreath that was placed at University Hall on November 11<sup>th</sup>.
- (l) **Ice Machine** Has been purchased and delivered; task now is to have it installed.
- (m) **Quote from Tibbett's** Faxed approval of quote. Tibbett's should be able to start work in the float room in the next week or two.

**REPORTS:**

**Janitorial:** Brian Tupper reported:

- Posts have been painted; windows touched up and trim painted in the hall.
- He received a concern that the skirting around the stage needs cleaning.

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

- Hits from the Blitz fundraiser was a success
- Busy pumping out the basement of Great Valley Juices so that they could clear a clogged drain.
- The fire department will be participating in the New Minas Christmas parade and assisting with the Port Williams Community Christmas party.

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

- Gas Tax allocation was passed

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

- Well #2 is down and will require repairs.
- Fire hydrant on Starrs Point Road has been repaired.
- Generators have been installed at Starrs Point Road and Kars Street stations.

**Lions Club:** Brian Tupper reported:

- \$100.00 donation to Village of Port Williams to assist with the costs of the Community Christmas Tree Lighting party.
- Helped purchase hearing aid for an individual in the Community.

- Purchased gas cards for local family for transportation of their daughter to and from Halifax for treatment.
- November 16<sup>th</sup> will be hosting the Lions Club event for 5 local clubs.
- Are currently selling tickets for their annual Christmas raffle fundraiser.

**Board of Trustees:** Doug Gates reported:

- No report, next meeting set for January 19<sup>th</sup>.

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

- Met November 9<sup>th</sup>
- Next meeting with CEO of Waterfront Development Corporation to come and discuss possible funding, direction, etc.
- Waterfront setback public information meeting will be held
- Jon Oulton wanted to know what the plan was for flood protection. Committee would investigate the opportunities for public money for flood protection.
- There is a group that has a proposal for establishing a business in Port Williams that would like to discuss their venture as it may relate to the Waterfront Plan. Kim will make arrangements to meet with this group sometime in the next two weeks.

**Personnel Policy Committee:** Craig Newcombe reported:

- Personnel Policy – It was moved and seconded to accept the personnel policy that was presented. **MOTION CARRIED.**
- Contracts –It was moved and seconded to accept the employee contract presented for Bruce Bezanson, Assistant Superintendent of Public Works. **MOTION CARRIED.**
- It was moved and seconded to accept the contract for the term position of Acting Clerk/Treasurer presented for Geneve Newcombe. **MOTION CARRIED.**
- It was noted that job descriptions for the positions of Clerk/Treasurer and Administrative Assistant are currently being developed and should be ready for presentation at the next Commission meeting.

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

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

- Financial Statements for October 31, 2011 were presented. A motion to accept the Village General Operating and Water Utility financial statements was moved and seconded. **MOTION CARRIED.**
- Water bill for Darren Ford was presented to be written off due to unsuccessful attempts to collect the funds. A motion to write off Darren Fords water invoice in the amount of \$142.13 was moved and seconded. **MOTION CARRIED.**

**NEW BUSINESS:**

- (a) **Quotes provided for purchase of portable valet for Community Centre** The quotes that were obtained appeared to be fairly costly for the quality and size of the products. It was decided to pursue an additional quote from LRB Fabricators.
- (b) **Board of Trustees recommendation for a change table to be installed in the washroom downstairs.** Staff to investigate cost; ensure that there is adequate room in the washroom and that it would not interfere with wheelchair accessibility. Quote to be emailed to Commissioners.
- (c) **Quote from Otis for emergency return unit** Quote was not solicited by the Village Commission and it was felt that this was not needed.
- (d) **Quote from Data Wave** A request for a quote was made to Data Wave to replace the Village office laptop and to have the Public Works Department utilize the replaced laptop to monitor the Scada system. A motion to accept the quote for \$1,100.00 and to have Geneve decide which unit to purchase that would best suit the Village office needs was moved and seconded. **MOTION CARRIED.**
- (e) **Quote for land survey** Two quotes were presented, a motion was made to accept the quote from Norval Higgins was moved and seconded. **MOTION CARRIED.**
- (f) **Quote from W & R Drilling Company to repair well #2** A motion to accept the quote as received was moved and seconded. **MOTION CARRIED.**
- (g) **Community hall rental** The Village office was looking for direction for pricing the facility rooms for hourly and ongoing events. It was noted that in the bylaws that the office Clerk had discretion to set these prices however a suggestion was made to send a letter to the Board of Trustee for direction on pricing.
- (h) **Fire Department roof is leaking** Village office to phone Acadia roofing to repair the roof and to find out a time frame when they would be available

**OTHER HOUSEKEEPING BUSINESS:**

- Tide time stand should be brought in.
- Plants should be cut down at the Village signs.
- Volunteer of the Year nomination letters are ready to be mailed out.
- Investigate pricing of a solar light for the Village sign located by the bridge.

Upon a motion being made, the meeting was adjourned at 9:45 p.m.

**MOTION CARRIED.**

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Lewis Benedict, Chair

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Geneve Newcombe, Acting Clerk/Treasurer