

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF DECEMBER 21, 2010

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

IN ATTENDANCE: Stan Hancock, Brian Tupper, Chief Philip Porter, Janet Newton and Laura Wightman.

The chairman, Lewis Benedict called the meeting to order at 7:35 p.m.

APPROVAL OF MINUTES:

It was moved and seconded that the minutes of the Regular Commission Meeting on November 16, 2010 be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- (a) Building Permit Report for Month of November 2010: In Kings County 49 permits were issued with a total value of \$4.2 million. Two renovation permits issued for Port Williams in the amount of \$18,000.
- (b) Letter re Port Williams Area Advisory Committee (AAC) -SPS Recommended Initiatives have been approved and is the Village interested in establishing this committee. **ACTION: *Send a reply letter indicating yes***
- (c) Letter re Pubic Hearing of Proposed Greenwich Comprehensive Development District (GCDD) on Monday, January 17, 2011 at 5:00pm in Municipal Council Chambers.
- (d) Kings County Community Volunteer Recreation Package included info on:
 - i. Valley Volunteer Coalition (Series of free workshops designed for volunteers);
 - ii. 2011 NS 55+ Games hosted by Kings Co on Sept 22-25, 2011;
 - iii. Eastern Kings Co "Active kids, Healthy Kids Fund" funding for up to \$1,500; and
 - iv. Community Recreation Assistance Fund Grant Applications for 2011

II. Other Correspondence:

- (a) Letter from NS Utility & Review Board re guidance document clarifying the responsibility of municipal water utilities under the Public Utilities Act and the Environment Act.
- (b) Letter from John MacDonell, Provincial Minister of Agriculture in response to our letter of Nov 24th. It was moved and seconded that on the advice of the Minister of Agriculture the changes to By-Law # 75, which were previously approved at the November 17, 2009 meeting of the Commission, be forwarded again to the Municipality (Ben Sivak) for action. **MOTION CARRIED.**
- (c) Letter from SOCAN re Application for license & fee. **ACTION: *This will be looked into.***

III. Email Correspondence:

- (a) Email from Municipality of Kings re County meeting with Villages on Jan 12th
ACTION: Members of the Village Commission will be in attendance.

IV. For Information:

- (a) Retire Your Ride – Brochures on the program for distribution
(b) Multiculturalism award nominations requested
(c) Tips for Safe Winter Driving – Flyers to share with residents

REPORTS:

Janitorial: Brian Tupper reported:

- Minor repairs from the wind storm are being done. It was noted that the generator which was hooked up to the Community Centre does not cover all areas. Part of the Fire Hall and the staff kitchenette/hall are not covered. ***ACTION: This will be looked in to.***
- *Not all emergency lighting worked on the power outage. ACTION: This will be checked and perhaps additional lighting is needed.*
- Library rain gutter over book drop was fixed.
- Roof over entrance way on Main St. needs to be fixed.
- Elevator lights needed to be replaced. The elevator will work on our generator.
- “E” from Community Centre sign on building needs to be fixed

Fire Department: Chief Philip Porter reported: (Copy attached)

- 1 public assistance, 1 motor vehicle, 1 alarm and 2 mutual aid
- Tickets for the New Year’s Eve Dance are going quickly.
- Fire Dept. will be catering the Robbie Burns supper Jan 22nd.
- So far, the 2 Saturday morning breakfasts and have earned approx. \$400.
- no water usage
- Annual meeting for the Fire Dept. charity designation is coming up.
- Volunteer honorariums have been given out.
- It has come to our attention that 3 departments in Kings South have received Emergency Response Fund monies this year and last year. We had been told that we couldn’t apply because we had received monies last year. ***ACTION: A letter will be written to question this.***

Lions Club: Brian Tupper reported:

- Christmas raffle tickets earned \$1,200 dollars which was used for 15 Christmas hampers. These cover our immediate area and are in conjunction with the Wolfville Interchurch Food Bank.
- A couple of bar events have been worked.
- Planning on doing a Valentine supper in February.
- The roof of the pavilion at the park is still not shingled, the Lions are doing this.
- Picnic tables are going to be stored under pavilion, but floor still not done.

Kings County Councillor: Janet Newton reported:

- A response to our letter re grants in lieu of taxes will be forthcoming.
- Kim MacQuarrie of Canning gave a presentation to Municipality re their trail and a green gym which may be good for our park.
- Port Williams Elementary School won an award from the Autism Society.
- Howard Little is the Company responsible for certain streets during storms.

- SPS (Secondary Planning Strategy) indicated that a tree buffer of 100 feet is required. Ben Sivak indicated that this had to be on the growth centre side. Earl Kidston wanted it on the agricultural side, but that was not allowed per Ben. Perhaps the Village needs to make an application to have a study done. The Greenwich Development was allowed to have their tree buffer on either side. It was moved that a letter be written to the County asking them to ensure that if development does take place on the newly zoned land to maximize utilization in the best interests for the residents of Port Williams. **MOTION CARRIED.**
(Addressee-Ben Sivak; cc-Janet Newton)
- It was **AGREED** that a letter be sent to Nova Agri Inc. to thank them for the quick clean up on the fertilizer warehouse when the roof blew off. We should also indicate that the Village Commission has some concern about the state of the Shur-Gain building opening in the tower that if another windstorm occurs the sheet metal could be a liability.
- ***ACTION: Laura will contact the Village's Insurance Co to confirm that our insurance does not cover volunteers taking their own vehicles to a fire. The Village Commission will then send a letter to the Fire Department that all volunteers will be taking their vehicles at their own risk.***
- Our thank you letter of December 1st, which was sent to the Department of Highway's concerning the paving of Highway #358, did not mention the bridge, as was the intent from the last meeting. ***ACTION: Another letter will be sent and will also indicate that the Commission would like to see the railing repaired and painted.***

Board of Trustees: Doug Gates reported:

- Community Centre Management By-Laws will hopefully be printed by the Jan 20th meeting of the Board of Trustees.
- An inventory of the Multi-Purpose Room Kitchenette has not been completed.

Recreation Committee: Scott Leier had no report as the Committee does not meet in December.

Waterfront Steering Committee: Laura Wightman reported:

- The Steering Committee met on December 16th to review comments on the draft plan. No comments had been received and therefore a discussion on whether the Planners have met the requirements outlined in the request for proposal. Leanne Chisholm indicated some areas of concern and a few others which will be provided to Ekistics were mentioned.
- A final open public meeting to have Ekistics present the report with copies to various organizations will be held the end of January.

Personnel Policy Committee: No report. It was noted that the Committee needs to meet with Bruce Bezanson to discuss overtime.

Association of NS Villages (ANSV): Next Board of Directors meeting will be at Bible Hill on January 21st at 10 am to accommodate Pugwash, who wanted to meet with the Board. It was noted that an article was in the Citizen in Pugwash and the Advertiser. It was noted that perhaps Canso could also be invited as they are looking at becoming a village.

Volunteer Representative Committee: Ernie Hovell reported that 13 letters were sent out for responses by 11th Feb as the event is being held early this year on 4th of April.

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

- The power outages caused some problems but most were able to be fixed. The fact that we should have a way to let residents know that the Community Centre should be contacted if they do not have power. (***ACTION: EMO Committee should have a meeting to discuss this. A notice could be put in the next newsletter and on the website. During the outage perhaps a notice should be put on the radio or the Fire Department could go around with the blow horn.***)
- Water and sewer should be high priority for NS Power when putting power back on line. (***ACTION: This will be checked on to make sure this is the case.***)
- Lewis Benedict was thanked for helping to set up the generators during the storm.

Treasurer's Report:

- Laura Wightman presented the financial statements. A motion to accept the November 2010 Village General Operating and Water Utility Financial Statements as presented was moved and seconded. **MOTION CARRIED.**
- Funds received from Economic & Rural Development re waterfront in amount of \$14,886.97

BUSINESS ARISING FROM MINUTES:

- (a) Meeting with Insurance Company: No date set.
- (b) Community Sign: - A letter was received from the Municipality allowing a second sign. Application has to be made and the sign fixed to specifications prior to getting it put up.
- (c) Draft Snow & Ice Control Policy: The response from the Insurance Company has been received and is being looked into.
- (d) Water Rate Study: - It was moved and seconded that the Village was in agreement with the consultants to utilize the 2011/12 water increase rates starting in the new fiscal year instead of commencing now with the 2010/11 rates. **MOTION CARRIED.**
- (e) Remembrance Day Wreaths: A motion to purchase 10 wreaths for next year at \$40/wreath from Wolfville Branch was seconded. **MOTION DEFEATED.** A new motion was made and seconded to provide a donation in kind to the Poppy Fund of the Royal Canadian Legion Canning Branch on an annual basis to use/borrow their wreaths. **MOTION CARRIED.**
- (f) Bank Proposals: Kim Cogswell reported that she had a meeting with the Bank of Montreal and that their proposal did indeed have no fees at all for services and recommended that the Village change banks. Scott Leier removed himself from the room for this discussion and abstained from the voting. (***ACTION: Laura is to determine if the proposal is still viable based on the fact that the date of the proposal was sometime ago.***) It was moved and seconded that the Village change banks, leaving the Guaranteed Income Certificates until they come due. **MOTION CARRIED.**

- (g) Inoculations for Public Works employees and Fire Department: This can be done by the Public Health. This is still being researched.
- (h) Administrative Assistant: Approval to hire will be obtained once the candidate has been contacted to make sure she will accept the position.
- (i) Cell phone for Asst Supt of Public Works: Research is on-going.
- (j) Widening of sidewalks: A copy of a new contract with Dexter's Construction was presented which will ensure that the remaining sidewalks will be completed next year at the same cost per square meter as this year. In order to make sure that the sidewalks get done, Laura noted and that a completion date of July 31, 2011 would not be out of the question, the Commission agreed.

NEW BUSINESS:

- a. Board of Trustee Committee Members: Not all nominations were received from each of the groups, except the Fire Department and Recreation Committee. Approval will be given at the next meeting.
- b. It was moved and seconded that 1/3 of the remuneration paid to the Village Commissioners for the year 2010 shall be designated as a non-taxable expense allowance. **MOTION CARRIED.** Oil Provider Change: Laura reported that she had met with Mike Trefry of Oulton's to discuss oil prices and servicing. He had indicated that his price for oil will always be slightly higher than the contract through the School Board, but that they would make up for that by reducing the cost of servicing and parts. The fact that the company was local was looked upon favourably. It was moved and seconded that the Village of Port Williams utilize Oulton's for oil and servicing. **MOTION CARRIED.**
- c. Lewis Benedict indicated that he declined to accept the honorarium provided for the position of Chair for the 2010 calendar year. It was noted that this does not preclude him at a future date receiving these funds or if another person is chair they would receive it. The amount would still be budgeted each year.
- d. Merritt Gibson: A card of condolence will be sent to his wife as he was very active with the Village of Canning and subsequently our Village.
- e. It was noted that a new printing shop, the Lucky Dollar has set up shop in the Port and will be utilized as much as possible for Village business.
- f. Disposal of old dishwasher: It was **AGREED** that it be given to St. Luke's, the Anglican Church in Hubbard, along with the extra trays. The dishwasher had no market value.

Upon a motion being made, the meeting was adjourned at 10:20 p.m.

MOTION CARRIED.

Lewis Benedict, Chair

Laura Wightman, Clerk/Treasurer