

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF OCTOBER 20, 2009

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

IN ATTENDANCE: Stanton Hancock, Brian Tupper, Chief Philip Porter, Janet Newton, Geneve Newcombe and Laura Wightman. **Public Present:** John Regan

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 September 15, 2009 meeting be approved as circulated. **MOTION CARRIED.**

REPORTS:

Janitorial: Brian Tupper reported:

- Furnace has been cleaned and should be done each year
- Work on the Community Centre building is almost complete
- Main kitchen has been cleaned
-

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

- It was **AGREED** that it would be a good idea if the Village staff, including Brian Tupper attend the St. John's Ambulance First Aid Course being held by the Fire Department on Nov 14 & 15th. Laura will let the Fire Department know who would be interested.

Lions Club: Brian Tupper reported:

- Purchased new ice machine and electric stove from Stage 2 for Lions Den
- CNIB community canvass is going on during month of October.
- No Adopt a Highway clean up will happen this year
- A Christmas Raffle to raise funds for food baskets will start in Nov.

Kings County Councillor: Janet Newton reported:

- Open space fund grant for \$25,000 for Park has been approved
- An ACOA grant for \$25,000 for the Park has also been applied for
- Earl Kidston has been in contact with Scott Brison, MP concerning grant monies to remove the Maple Leaf mill.
- Port Lights Landing meeting was held on Oct 15, 2009 with about 15 people in attendance, Robert Blackmore, Engineer with the County of Kings was the facilitator. Most indicated that they would like to look at LED lights.
- Christmas light exchange – **AGREED** to do this again

Park Planning Committee: Reported above. Next meeting Oct 27th at 7:45pm.

Board of Trustees: Meeting was held Sept 17, 2009 at 7pm.

- Copies of food handling certificates are to be given to Village Clerk
- Allowed TOPS to put up pictures
- Usage of open candles—going to check with other halls re procedures
- Laura is to check into Insurance and Fire Marshall re: candles
- It was **AGREED** that Brian will also clean the Multi-Purpose Room kitchen
- Next meeting Jan 21/2010

Recreation Committee:

- Committee met on Oct 13th
- Social Dance Group: started Oct 4th, planning a workshop, Christmas dance will be Dec 5th
- Ball: rentals revenue was about \$1,300 dollars, nets were taken down and should be put in budget to be replaced next year
- Park: earned approx. \$20,000 from “Park-it at The Port” event, are having a variety of other events
- Throw pitch: replacing netting with disc cage, Level 5 coaching received by Steven Wolhuth, hoping to have some kids go to the World Juniors in Moncton, summer of 2010
- Peter MacPhee retirement: going to show their appreciation
- Christmas Tree Lighting: Debbie Benedict and Ruth Blenkhorn are going to organize the event at 6pm on Sunday, Nov 29th, the park committee will be doing a fundraising cake walk.
- Remembrance Day: The Village’s service will be at 2pm Nov 8th at the Port Williams Veteran’s Memorial. The event will be arranged by Wayne Blenkhorn.
- John Regan indicated that there may be funds for recreation from the Louis Millett Estate and it should be looked into.

ICSP/Gas Tax Committee: Meeting had been scheduled for Sept 3 but was rescheduled to Sept 21st. No one was able to attend. As the Village Clerk needs to complete the Gas Tax applications and deal with the funding, Laura will attend the next meeting.

Secondary Planning Strategy Committee: The open house was held with a good turnout of about 50 people on Thursday, Oct 15th from 2-8pm. The public meeting will be held on Thursday, October 22, 2009 at 7pm in the Hall. Questionnaires are coming in. The Committee’s next meeting will be November 12, 2009 at 7:00p.m.

Source Water Protection Committee: The Land Use By-law # 75 was reviewed at the Sept 23/09 meeting and is being presented to the Village for approval. It was **AGREED** that this would be discussed at the meeting of the Committee of the Whole. The committee’s letter stating that it wanted to see Zones A & B protected in the Strategy for Port Williams was forwarded to the Kings County Council with a carbon copy to Janet Newton. The next meeting is scheduled for no later than September 2010.

EMO Committee. Laura Wightman spoke to Mr. Sheldon Stone a Food Specialist with the NS Dept of Agriculture concerning a food-handling course for the Village and he

indicated he was booked up until sometime around Jan/2010. After discussion with Mr. Stone, it was noted that not all certificates are issued by the Province of NS and therefore the Community Centre By-laws were reworded to take that into consideration.

Association of NS Villages:

- Meet and greet was held Fri. Sept 25th at the Port Pub and had a full agenda on Sat. 26th with 15 villages in attendance, there are 21 villages in total and most are in Kings County
- Presentations were given by the AMA Joint Website Venture, Stephen MacNeil/Liberal Party Leader and Jim Morton/MLA Kings North. The PC Party Interim Leader Karen Casey was scheduled but did not show. The luncheon speaker was the Honourable Ramona Jennex Minister for Service NS and Municipal Relations. Long service awards were presented with both Scott Leier (17 years) and Lewis Benedict (24 years) each receiving one. These will be hung in the Boardroom. The annual general meeting was held in the afternoon. Scott Leier was elected to the Executive and Laura Wightman will be doing the audit. As a result of discussions with Ramona Jennex, Lewis Benedict met with her on October 17th to show her around the Village including water source areas and to discuss issues. Ms Jennex will be checking into the Waterfront application.

Association of Municipal Administrators of NS: Laura reported on the 2009 Annual Fall Convention and the recent Valley AMA meeting (see report attached). She noted that there seemed to be a constant theme of “Climate Change” which may be the next area of concern/funding.

Water/Sewer/Public Works/Transportation Report: Stanton Hancock gave his report which is attached.

- Stan will provide Kings County with a list of deficiencies concerning the paving of highway 358 (Main St.) A letter was sent from the Village expressing our displeasure with the job done by the paving company.
- Bridge was patched, but is breaking up again, Stan was informed that the Dept of Transportation and Infrastructure is going to close the bridge this fall and fix it.
- Ditching problems will be mentioned again to the County.
- Bushes obstructing view out of Ports Landing to Hwy 358 still not removed by Dept of Transportation and Infrastructure.
- Light in tennis court needs to be fixed
- Winterizing of Village equipment is being done
- Quote for electrical from Tibbetts in the amount of \$5,495 plus HST was discussed. It was moved and seconded to proceed with the upgrading of the pumping station at the end of Kars Street to enable it to be hooked up to the Village Generator. **MOTION CARRIED.**
- The new reservoir has the piping in the ground but the contractor is having problems finding a concrete supplier.
- It was moved and seconded to accept the quote from M.D. Framing Ltd in the amount of \$40,500 plus HST for the addition to be built onto the Public Works Building. **MOTION CARRIED.**

- The snow removal quotes were reviewed and Stan recommended we continue with Jon Rand's company. It was moved and seconded that a contract be entered into with Jon Rand of #2008277NS Ltd for the 5 year period 2010 to 2015.

MOTION CARRIED.

Treasurer's Report: A motion to accept the September 2009 Financial Statements for the Village General Operating and Water Utility as presented was moved and seconded.
MOTION CARRIED.

BUSINESS ARISING FROM MINUTES:

- a) Building Evacuation Plans: When this is completed, it will be reported.
- b) Acoustics in MPR: Charles Hope email. This was passed on to the Board of Trustees to look into.
- c) Street lights for Ports Landing: Discussed under Kings County Council report.
- d) Lining of Parking Lot: Remainder will be completed shortly.
- e) Ditching in Ports Landing: See Stanton's report
- f) Sewer Bylaws: This will be discussed at the Committee of the Whole meeting.
- g) Status on Repairs to Community Centre Building: See Janitorial report
- h) Snow removal contract: See Stanton's report
- i) Patch bridge: See Stanton's report
- j) Addition to Public Works Building: See Public Works report.
- k) Association of NS Villages AGM: See report above.
- l) Village sign: It was **AGREED** that the Port Williams Planter be contacted to look into low maintenance landscaping to enhance the new sign on Church St.
- m) Frank Cowan Insurance: Laura reported that it was standard that whether or not the indemnity is paid the Insured is responsible for the adjuster and lawyer fees which are classified as expenditures. Geneve pointed out that it was only the deductible that the Village paid. It was requested that Laura contact the insurance company and see what it would cost to have this included in our policy.
- n) AMA Joint Website: The Port Williams new website will be going live shortly.
- o) Letter to Village of Pugwash: Letter was sent but arrived too late (see correspondence).
- p) Request by TOPS to hand some pictures: See Board of Trustees report.
- q) H1N1: Sanitizers have been purchased and placed around the Community Centre.
- r) Flyer re SPS Open House & Public Meetings: Flyer was sent as a mail drop and also included information on the ICSP meeting and Ports Landing Lighting meeting.
- s) Performance Reviews: These will be completed by the end of October.
- t) Peter MacPhee's job description: A draft of the job description was presented by Geneve. It was decided to put this on the agenda for the Committee of the Whole meeting.

NEW BUSINESS:

- a) Peter MacPhee's Retirement: After discussion, it was moved and seconded that a cheque in the amount of \$500 be given to Peter on his retirement and that it be

- presented at a social gathering. **MOTION CARRIED.** Geneve will check on date for the event with Mrs. MacPhee and take care of organizing the event to be held sometime in November.
- b) Resolution for Rural Post Office: It was moved and seconded to approve the resolution as attached. **MOTION CARRIED.**
 - c) Meeting of the Whole: It was **AGREED** to hold a Committee of the Whole on October 27th at 7:00p.m.
 - d) Fire Department Rules of Governance: These will be put on the agenda for the Committee of the Whole meeting.
 - e) NSPC Christmas Light Exchange: This would take place at the Christmas Tree Lighting on Sunday, November 29th at 6pm. It was **AGREED** to have this happen again.
 - f) Remembrance Day Activities: See Recreation report. It was **AGREED** that Ernie Hovell will lay the wreath at the Nov 11th Acadia University ceremony on behalf of the Village of Port Williams.
 - g) Provincial Volunteer Award: It was **AGREED** that Ernie Hovell would again chair this event. The deadline for submission to the Province is March 4, 2010.
 - h) Purchase of New Fridge for Staff Kitchen: This fridge stopped working and after Stage 2 had a look they indicated it was the compressor and would be cheaper to buy a new fridge. The question of the Library cost sharing will be looked into. Lewis will contact Donnie Porter. It was **agreed** that a fridge/freezer for approx \$1,000 be purchased.
 - i) Spurgeon Conrad 90th Birthday: Mr. Conrad will be celebrating it on October 25th from 2-4pm in the Multi-Purpose room. Having been a Fire Chief for Port Williams, it was agreed that his efforts to the Village be recognized with a certificate which will be presented by Lewis.
 - j) Loyal Workers of the Baptist Church: They will be celebrating their 90th anniversary at the Old Orchard on Nov 10th. It was **agreed** that a certificate to recognize this event be sent by the Village.
 - k) Carty Property: Nothing has happened, but Janet will check on status.

CORRESPONDENCE:

I. Municipality of County of Kings:

a) Building Permit Report for Month(FOR INFO):

Total building permit activity for Kings County for September 2009 amounts to 87 permits issued with a value of \$6.1M. **For Port Williams**, activity consisted of 2 permits, estimated value \$377,260.

II. Other Correspondence:

- a) Valley Communications Inc Report for Port Williams Volunteer Fire Dept(FOR INFO): Report for Month of September 2009: 2 mutual aid calls
- b) Nova Scotia Department of Health Promotion & Protection: supports fluoridation of municipal drinking water (.7mg/L optimal concentration)
- c) Canada Postmasters and Assistants Association: Letter canvassing support to lobby politicians on closures of rural post offices. Also obtained was a written resolution (*See new business*)
- d) Letter from NS Utility Review Board dated Oct 7-09 our letter in regards to

Village of Pugwash received too late to be considered.

- e) Letter dated October 2/09 from Creighton Shatford Barr. & Solicitors Re: Application by Earl Chase et al to change boundaries of the Village of Pugwash: Applicants Brief
- f) UNSM Letter dated Oct 1/09(FOR INFO): Re: preliminary program for upcoming Annual Conference in Halifax Nov 4-7th –
- g) NS Municipal Finance Corporation Annual Report: (FOR INFO)
- h) Fire Inspectors Association of NS: Request for coffee break sponsorship – not part of our mandate
- i) VON Annapolis Valley: Re: National Workplace Flu Immunization Campaign
- j) Letter from Natural Resources Strategy 2010: - invitation to submit thoughts and ideas on the questions/themes presented this is Phase 2 of 3. (*copies provided*)

III. Email Correspondence:

- a) UNSM email re: Building Communities Through Arts and Heritage (BCAH) program (minor capital projects) and Legacy Fund (major capital projects)
- b) Communities in Bloom: WinterLights Celebrations
- c) UNSM email re: Community Counts for Crime Prevention and Reduction: NS Dept of Justice and Finance have developed a web-based system for sharing of statistical information related to crime. Training sessions are being offered for free throughout the Province- (*Wolfville and Truro sessions taking place in Oct were full, Nov session were Sydney and Yarmouth*)
- d) UNSM email re October 24th- A Planetary Day of Climate Action & Beyond – possible resolution
- e) Emails from Christine Blair re Village of Pugwash Brief and rough notes re Village of Pugwash proceedings

OTHER BUSINESS:

- 1. A concern from a resident concerning the carelessness of the Flyer Service was noted. A letter will be sent to the Flyer Service requesting them to refrain from throwing the flyers on the sidewalks of the Village and indicating that deliverers should be more considerate of older people when delivering the flyers.

Upon a motion being made and seconded, the meeting was adjourned at 10:24 p.m.

MOTION CARRIED.

Lewis Benedict, Chair

Laura Wightman, Clerk/Treasurer