

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF NOVEMBER 16, 2010

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

IN ATTENDANCE: Stanton Hancock, Brian Tupper, Chief Philip Porter, Janet Newton, Peter Muttart, Marylou Harley, Geneve Newcombe and Laura Wightman.

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 19, 2010 be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- a) Building Permit Report for Month of October 2010. In Kings County 50 permits were issued with a total value of \$3.5 Million. No permits were issued for Port Williams. (*For Info*)
- b) Proposed Greenwich Comprehensive Development District – Public Participation Meeting- Nov 4th at 7pm at Greenwich Fire Hall re: re-designation of lands which will enable mixed uses. (*ACTION: Information has been emailed to commissioners*)

II. Other Correspondence:

- a) Letter from NS Municipal Finance Corporation re workshops (*ACTION: As there is no cost and it is at Dalhousie University. Laura will plan on attending one of the workshops in the New Year.*)
- b) Letter from Recreation NS – 37th Annual Provincial Volunteer Awards Ceremony will be held on April 4th, 2011 at the Westin Hotel in Halifax. (*ACTION: Ernie and Laura will form the committee*) “Model Volunteer Community Award” deadline is Feb 21, 2011. (*ACTION: Submit an application for Port Williams*)
- c) Letter from Alzheimer Society asking that the Village to officially proclaim January as Alzheimer Awareness Month. It was moved and seconded that Port Williams officially proclaim January as Alzheimer Awareness Month. **MOTION CARRIED.** (*ACTION: Put the proclamation on the website and post on bulletin board.*)
- d) Letter from Service NS & Municipal Relations – eminent proclamation of an amendment to the Municipal Government Act that allows municipalities to request debt collection service from the Department’s new Collection Services Unit. (*FOR INFO*)
- e) Letter from RCMP providing a copy of their 2009-10 Year in Review. It was noted that in prior years the RCMP used to come to a Village Committee meeting on an annual basis. (*FOR INFO*)
- f) Letter from Motor Vehicle providing us with a Safety Fitness Certification as

a Commercial Carrier. (*FOR INFO*)

III. **Email Correspondence:**

- a) A thank you was received from Mrs. Nobles Grade 4/5 Red Deer Class re P.I.N.S (Pleasure, Interest, Necessity and Success) a reading program.

REPORTS:

Janitorial: Brian Tupper reported:

- Dishwasher has been installed and a training session was held
- In process of a thorough cleaning of furnace and maintenance rooms
- Looking to replace emergency exit lights in main hall

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

- Responded to 3 alarms
- No water usage last month

Lions Club: Brian Tupper reported:

- Lumber and shingles arrived and the roof has been installed at the Park Pavilion
- Have 14 guests attending their next supper meeting in an attempt to boost membership
- Currently selling raffle tickets to raise funds for Christmas Baskets for families in need

Kings County Councilor: Janet Newton reported:

- The Village Commission extended congratulations to Janet on being elected as Deputy Warden
- Our letter to Council on agricultural grants will be on their next agenda
- Pleased to see that Highway # 358 has been widened and repaved
- Not doing the LED light exchange in Port Williams this year
- Noted that Meghan McBride gave an interesting presentation on poverty in youth in Kings County at the last Council meeting

Board of Trustees: Doug Gates reported:

- Approved Community Centre Management By-laws are almost ready to send to printers
- Glasses are ordered

Recreation Committee: Scott Leier reported:

- At last meeting Merle Millet was presented with a certificate of appreciation
- Tennis nets are down
- Colin Bell has resigned as president of the dance group; Brian Woodland is the new president. The dance club has resolved their insurance questions and will be holding their Christmas Dance on Dec 4th.
- Launchers – currently in their off season and practicing indoors. They are looking at starting a new youth program in the spring.
- The committee received a \$100 donation from the Lions to go towards the Community tree lighting.

- Winter Frolic is scheduled for January 23, 2011 with a poor weather date of January 30th.
- The sign given to the Village by Kingstec is still being fixed.
- There was damage done to the washrooms at the ball field.

Waterfront Steering Committee: Kim Cogswell reported that the committee met yesterday by tele- conference with Ekistics and were presented with their 100 page report and cost estimates. A public participation meeting is scheduled for November 18. The steering committee is pleased with the work received to date.

Personnel Policy Committee: A committee meeting was set for Monday, November 22 at 7:30 pm.

Association of NS Villages (ANSV): Scott Leier reported that a new Village (Canso) may be added in the near future. Currently there are 21 Villages in Nova Scotia.

Water/Sewer/Public Works/Transportation Report: Stanton Hancock reported:
(Copy attached, highlights below)

- Work on sidewalks for this year has been completed. There is still more work to be done. (*ACTION: enter into a new contract at the same rate to complete the work scheduled for this year and add some additional sidewalks. 10% of the current bill will be held back*)
- On track with upgrades to Starrs Point Road waterlines.
- Nitrate levels Nov: Well# 1 – 6.8 and Well# 2 9.3

Treasurer's Report:

- Laura Wightman presented the financial statements. A motion to accept the October 2010 Village General Operating and Water Utility Financial Statements as presented was moved and seconded. **MOTION CARRIED.**
- The Budget is almost complete.

BUSINESS ARISING FROM MINUTES:

- a) Meeting of Commission with Insurance Company – *Scott Robinson was unable to attend this evening's meeting due to illness. Another time to meet will be set up.*
- b) Community Centre Sign: no response to date
- c) Draft Snow & Ice Control Policy: Received comments from our Insurance Company. Will be dealt with at December meeting.
- d) Water rate study has been advertised. Commissioners are welcomed and encouraged to attend the public session. (*ACTION: a flyer should be distributed to residents advising them of the meeting*)
- e) Mapping of Well fields:
- f) This issue needs to be discussed by the Source Water Protection Committee.
- g) We were told that the recommendation by Dr. Jamieson's students should be able to be used instead of hiring a company to do the mapping.
- h) We have received copies of the submission that Ben Sivak sent to the Minister.
- i) A letter has been sent to the Agricultural Minister requesting the best farm

- practices in regards to well fields and also looking for a speaker that can do a presentation to our local farmers
- j) Computer system in place.
 - k) Ice machine – no update
 - l) Kingston request for Village meeting – no update
 - m) Remembrance Day Ceremonies: It was moved and seconded that the Village donate \$100 to the Poppy Fund of the Royal Canadian Legion Canning Branch. **MOTION CARRIED.** The Village would like to purchase 10 wreaths from the Wolfville Legion. (*ACTION: To find out the cost*)
 - n) Bank Proposals – Kim Cogswell agreed to review BMO proposal and bring a recommendation to the December meeting.

NEW BUSINESS:

- (a) **Inoculation for Public Works employees:** It was agreed that inoculations should be offered to Public Works employees and we may also want to consider offering them to our volunteer fire fighters. (*ACTION: check with New Minas on what shots are offered, also check if Public Health offers a program*). (*ACTION: Janet Newton to investigate if this can be added to the County Fire Grant*)
- (b) **Eastlink Christmas Greetings:** Not interested in purchasing greetings.
- (c) **Administrative Assistant Position:** The Commission received 28 applicants for this position. They would like to have a skills test administered to selected applicants and then do interviews. Six applicants will be selected to test and interview.
- (d) **Cell Phone for Public Works assistant:** The Village needs to look at a cell phone and plan for this position.
- (e) **Kings Physiotherapy Accessibility Award:** Our building received this award from Kings Physiotherapy Clinic. Lewis Benedict and Marion Newcombe (Chair of Board of Trustees) accepted the award on behalf of the Village.
- (f) **Paving of Highway # 358:** The Commission would like to have a letter of appreciation sent to the Minister of Transportation for the paving of Highway # 358 and the bridge repairs. The letter is to be copied to Jim Morton, Janet Newton, Thomas Janes and the Trails Committee.
- (g) **Other:**
 - i. In response to a question from Marylou Harley it was noted that the public is allowed to attend meetings of the Source Water Protection Committee.
 - ii. It was suggested that the ASNSV look into the possibility of allowing Villages to hold in camera meetings (currently Municipalities and towns are allowed but Villages are not)
 - iii. The Village Office will be closed on December 27, 28 and January 3rd for the holidays.

Upon a motion being made, the meeting was adjourned at 9:40pm.

MOTION CARRIED.

Lewis Benedict, Chair

Geneve Newcombe, Administrative Assistant