

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**MEETING OF NOVEMBER 18, 2008**

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

**IN ATTENDANCE:** Brian Tupper, Stanton Hancock, Peter Muttart, Chief Phillip Porter, Janet Newton, Robyn Whidden, 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 October 21, 2008 meeting be approved as amended. **MOTION CARRIED.**

**REPORTS:**

**Janitorial:** Brian Tupper reported that Community Centre is still busy and will continue to be so with Christmas season approaching. Decorating assistance was solicited. For next year, something other than bark mulch on the flower garden near the main entrance will have to be used as with the wind it is ending up inside.

**Board of Trustees:** Doug Gates indicated that the changes to the Community Centre By-laws would be discussed under new business. Agreed. No further report.

**Fire Department:** Chief Philip Porter presented his report as attached. He noted that the pager lease runs out shortly.

**Recreation Committee:** No report. It was noted that no representative of the Village Commission was on this Committee.

**Park Planning Committee:** (Sub-committee of the Recreation Committee) Public meetings will be held November 29 from 10am-noon and 2pm-4pm. The public will be asked to rank a questionnaire to determine the importance of things relating to the planned park.

**Lions Club:** As reported by Brian Tupper:

- Next Variety show on Nov 29<sup>th</sup>
- 3 new Lions Club road signs have been erected
- Cleaned Community Centre sign and put up new 4H logo
- Had several bars over the month
- Christmas raffle tickets are being sold
- Christmas baskets – submit names of needy residents within the community by mid-December

- Donation of \$100 to Recreation Committee towards Community Centre tree lighting ceremony

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

- Update on derelict mill
- Village letter about well protection was read out loud at the Council and was referred to Bill Butler, Director of Community Development. It will also be discussed with the Dept of Environment.
- LED Christmas Tree Lights Program – Janet is going to Wolfville to see how they work theirs
- Election - same warden and deputy warden – having a council workshop
- While campaigning 2 questions were asked of Janet:
  - o Q: How to get a new street light in Port Williams Landing?  
A: Put a request into the Village Commission.
  - o Q: Debt left on the Community Center?  
A: The Clerk will provide Janet with information.

**Gas Tax Committee:** Kim Cogswell reported that the committee met on October 30, 2008. Janet Newton stated that the consultants want to meet with the Village Commission for discussions on Port Williams' 25-year vision. No dates as yet.

**Source Water Protection Committee:** No report

**Secondary Planning Strategy Committee:** Robyn Whidden reported they had a meeting on November 6th, where a plan was developed on how to inform the community. Ben Sivak is arranging the public meetings and setting up dates. Next committee meeting is Dec 4/08 at 7p.m.

**Water & Sewer/Public Works Report:** Stanton Hancock presented the attached report.

- The snow plowing rate will remain the same for 2008
- Vehicles have been readied for winter
- A water audit was conducted by the Department of Environment and Labour.
- Paving of parking lot still not confirmed with Lafarge. If not completed this year, then the price should remain the same as quoted or if prices go down then the lower amount.

**Treasurer's Report:** Presented were The Village Operating and Water Utility financial statements for October and the bills for approval. The approval to pay bills was moved and seconded. **MOTION CARRIED.**

**BUSINESS ARISING FROM MINUTES:**

- a) Siren installation has yet to be done. Work in progress
- b) Fire Dept shower: Received one quote but high, therefore looking for other quotes.
- c) Parking on sidewalks: After investigation, it was determined that the policing would be the RCMP. Department of Transportation would be the responsible department for putting a cement curb in place, another option. Peter Muttart will verify with RCMP.

d) Village Newsletter will go out December 2 or 3<sup>rd</sup>. A draft layout was presented. Suggestions for inclusion were solicited. The draft will go to the Commissioners prior to going to print.

e) Nitrate Problem in Well #2: Letter was sent and received by Council per Janet Newton's report.

**CORRESPONDENCE:**

1. Municipality of County of Kings:

a) Building Permit Report for Month of OCT. 2008:

Permit activity for Kings County for Oct. 2008: 68 permits issued. **For Port Williams**, activity consisted of 1 Addition permit issued for a single family home, estimate value \$35,000. **FOR INFO**

b) Public Participation Meeting – November 26/08 at 7:00pm

To provide an opportunity for the public to comment on an application by Greg and Jocelyn Mackin to amend the Municipal Planning Strategy and Land Use Bylaw to permit a non-farm residential dwelling on agricultural land located on Canard Street in Lower Canard. **FOR INFO**

2. Valley Communications Inc Report for Port Williams Volunteer Fire Dept:

Report for month of Oct. 2008: Fire drill at Port Williams Elementary School, a vehicle collision and 1 house fire. **FOR INFO**

3. Letter from Teryl Scott Lawyers Inc. concerning a Legal Liability Workshop for Non-Profits on Nov 26/08. **NO ACTION**

4. Letter of Feb 27/08 from McKenna Surveys re easements. **ACTION:** McKenna will be notified to continue with the surveys per the quote.

5. Letter from Darla Wood dated Nov. 18/08 concerning use of the kitchen facility to make pies for non-profit fundraiser. **ACTION: As a result of the new amendments to the Bylaw, she will not be required to rent the auditorium but the kitchen fee of \$50.00 would still be required.**

6. Letter from the Village of Canning requesting the use of Port Williams' generator in case of emergency as long as we were not in need of it. Peter Muttart indicated that there would be no Liability issues, but if broken they would have to fix the generator. **It was moved and seconded that neighbouring villages be allowed to borrow the generator if not required by Port Williams as long as it is returned in the condition it was given. MOTION CARRIED.**

**NEW BUSINESS:**

1. Community Centre By-Law #04-02 Amendments:

a) Facility Use Agreement – Part I and Part II: Moved and seconded to approve these forms as presented. **MOTION CARRIED.** Part III will be for information such as number of tables, chairs and capacity for each room.

- b) By-law and Schedules were presented as attached. Discussions and changes followed. The major changes were:
- By-law # 28, 60, 61 and 62 were deleted;
  - Schedule “C” (3) 6. Boardroom fee be changed to \$25.00; and
  - Schedule “E” not list specific organizations but read: “Any community organization in Schedule “D” that approaches the Village Commission for food preparation and that has a member who holds a current Food Safety Training Certificate issued by the Province of Nova Scotia will be permitted to prepare food in the Auditorium Kitchen.”
- It was moved and seconded that the Community Centre By-Law #04-02 be accepted as discussed. **MOTION CARRIED.**

2. The amended Terms of Reference for the Village Clerk/Treasurer were moved and seconded. **MOTION CARRIED.**

3. It was moved and seconded that either the Clerk/Treasurer or Administrative Assistant and one commissioner; or two commissioners be authorized to sign cheques. **MOTION CARRIED.**

4. The motion to develop a uniform time sheet which will be completed and submitted by all staff for each pay period for review and initialing by the commissioner who signs pay cheques was moved and seconded. **MOTION CARRIED.** It was also moved and seconded that Pay Day be the second Thursday of the Bi-weekly pay schedule. **MOTION CARRIED.**

5. The status of the water/sewer account for Maritime Pride needs to be checked pending possible sale.

**OTHER BUSINESS:**

1. It was noted that the Village Commission does not send out Christmas cards.
2. It was moved and seconded that the Village of Port Williams become a member of the Association of Municipal Administrators. **MOTION CARRIED.**

Upon a motion being made and seconded, the meeting was adjourned at 10:30p.m.

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Lewis Benedict, Chair

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Laura Wightman, Clerk/Treasurer