

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF DECEMBER 15, 2009

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

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

The chairman, Lewis Benedict called the meeting to order at 7:33 p.m.

APPROVAL OF MINUTES:

It was moved and seconded that the minutes of the November 17, 2009 meeting be approved as circulated. **MOTION CARRIED.**

Correspondence:

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

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

Total building permit activity for Kings County for November 2009 amounts to 80 permits issued with a value of \$5.8 M. **For Port Williams**, activity consisted of 5 permits, estimated value \$839,000.

II. **Other Correspondence:**

a) **Valley Communications Inc Report for Port Williams Volunteer Fire Dept (FOR INFO):** Report for Month of November 2009: 3 mutual aid calls and 3 alarms.

b) **Municipality of the County of Annapolis:** requesting the Province to designate a day during Fire Prevention week as “Volunteer Firefighters Day”. **ACTION:** *It was moved and seconded to send a letter of support to Premier Dexter with cc to Municipality of the County of Annapolis.* **MOTION CARRIED.**

c) **Letter from Minister of Transportation (FOR INFO):** Brochures on winter maintenance and road safety.

d) **Letter from the Federal Minister of Citizenship, Immigration and Multiculturalism:** Looking for nominations for the “Paul Yuzyk Award for Multiculturalism”. *(NO ACTION)*

e) **Letter from Alzheimer Society:** Requesting that the Village proclaim January Alzheimer Awareness Month. *(NO ACTION)*

f) **Municipality of the County of Annapolis (FOR INFO):** use of civic numbers on rural mail boxes

g) **Letter from Adrian Fuller:** re water protection **ACTION:** *Laura will contact Dawn MacNeil.*

h) **Letter from NS Utility Review Board (FOR INFO):** Approval to construct a

new reservoir, SCADA pump/disinfection Housing and associated works.

- i) **Invitation from Jim Morton (FOR INFO):** Open House Thursday, December 17 3:00- 6:00p.m.
- j) **Copy of letter from Park Planning Committee to the Municipality:** Thanking the Municipality for its generous grant. *ACTION: It was agreed that a letter from the Village also thanking the Municipality would be in order.*
- k) **Letter from Recreation NS (FOR INFO):** Provincial Volunteer Awards Ceremony scheduled for April 13, 2010 at the Westin in Halifax and Model Community Application form. *ACTION: This was passed on to the Provincial Volunteer Award Committee.*
- l) **Environmental Solutions:** Do we wish to subscribe? *ACTION: We will subscribe as it is free.*
- m) **Thank you from Peter MacPhee (FOR INFO)**
- n) **Thank you from Loyal Workers (FOR INFO)**
- o) **Letter from ScotiaBank:** new charges for bill remittance reports *ACTION: This will be looked into.*

III. **Email Correspondence:**

- a) **NS Utility and Review Board** Letter dated Nov 26/09 re Financial Statements in accordance with Handbook and intentions to comply with the Order for a new rate study. (*SEE NEW BUSINESS*)
- b) **Wetland Conservation Policy:** Consultation period extended to December 21, 2010 (*NO ACTION*)

REPORTS:

Janitorial: Brian Tupper reported:

- It was **agreed** that Brian purchase and provide to Cheryl Sommers salt for the walkways that was more environmentally friendly and won't corrode the metal on the entrance doors.

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

- Philip noted that training on equipment, which the Port does not have but which they may have to operate when called out on a mutual aid to other Fire Departments should be looked into.
- A formula is being developed for honorariums for volunteer firefighters in Kings County and then it will be presented to Municipality of Kings Council.
- No water usage
- Fire Emergency Fund Grant is being prepared by Philip/Laura and will be submitted by Friday, Dec 18th to obtain funding up to \$25,000 for equipment and clothing.
- The yearend indicated in the draft Rules of Governance was discussed. The March 31st in the rules pertains to the Village's yearend and therefore, also the Fire Department's as the rules are the Village's guidance to the department. The Volunteer Fire Department's Charity year end which is December 31st has no bearing on these rules.

Lions Club: Brian Tupper reported:

- Christmas food hampers will be distributed next week
- The Lions Christmas supper will be held on Wed Dec 16th
- The Lions Club will again be providing bar services for the Robbie Burns supper on Jan 23/10.

Kings County Councillor: Janet Newton reported:

- Christmas light exchange held went well
- Park Committee is looking at meeting with the Trail Committee of Kings County and the ACOA grant is being announced on December 17th.
- Long service award medal for fire firefighters is being considered
- Waterfront study – **ACTION:** Janet/Laura will check in to the status of this.

Park Planning Committee: Installation of playground equipment is almost finished.

Board of Trustees: No report. Next meeting is January 21, 2010 at 7pm.

Recreation Committee: Scott Leier reported that no meeting was held in December and that the next meeting is January 12, 2010.

ICSP/Gas Tax Committee: Kim Cogswell reported that neither Committee has met. Richard Lloyd of the Municipality of Kings will be meeting with the Village on Wed. December 16th at 2pm concerning the Village's gas tax allocation.

Secondary Planning Strategy Committee: Meetings were held on November 26 and December 10. It is hoped that the next meeting on Jan 7th at 7pm in the Multi-Purpose Room will be the final meeting prior to the draft being put together. Scott indicated that he will be making a motion that the Secondary Planning Strategy follows the Source Water Protection Committee and the Village's recommendation that Zone B be taken out of agriculture. It was clarified that Lewis Benedict as chair has a vote on this committee.

Source Water Protection Committee: It was noted that the amendments to Section 13.2 of the Land Use Bylaw #75 had been forwarded to Crystal Fuller with a copy to Ben Sivak.

EMO Committee: A meeting was held on December 8, 2009. The Port Williams Emergency Plan was reviewed and amended. A copy of the plan will be circulated to the Commission and all involved. The Village Chair is the Overall Coordinator with Wayne Blenkhorn as the Team Leader. The plan will be kept in an orange emergency binder in the Village Office.

Provincial Volunteer Award Committee: Ernie Hovell/Laura will ensure that the groups receive a letter requesting nominations for the 2010 award by the end of December. It was moved and seconded that the Village Commission and the Village Clerk form the committee to select the volunteer award nominee out of the submissions

received. **MOTION CARRIED.** It was **agreed** to investigate the possibility of the Park Committee being nominated as a group.

Water/Sewer/Public Works/Transportation Report: Stanton Hancock read his report. (Copy attached)

- New Addition to Public Works Building: The concrete is to be poured by December 18th
- Water tank: Should be finished by Friday, December 18th
- The maintenance program for the scada/analysers from Resource Systems Inc. is being reviewed as to whether it should be annual or semi-annual and whether it can be combined with Canning and New Minas's maintenance schedule. A report will be provided at the next meeting.
- Canning has asked to have Stan help with their hydrant repairs. Stan has indicated he will be willing to help instruct but not to do the work.

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

Commissioner remuneration: It was moved and seconded that one-third of all remuneration paid to the Commission Chair and Commissioners shall be designated as a non-taxable expense allowance. **MOTION CARRIED.**

Financing of Water Tank: It was moved and seconded that the Village use monies from the Operating Account cash-on-hand and reserves to temporarily cover the costs incurred in the construction of the water tank. **MOTION CARRIED.**

BUSINESS ARISING FROM MINUTES:

- a) **Street lights for Ports Landing:** Meeting was held on November 23 at 7pm in Multi-Purpose Room. A test LED light will be placed on corner of the Community Centre parking lot. The height of the pole for Ports Landing will be a 25 foot aluminum pole. The project requires 51% of the people that respond to the plebiscite to vote for in order for the project to happen.
- b) **Sewer Bylaws:** Geoff Muttart will be meeting with Laura on December 22 at 2pm at his office to review the problem area.
- c) **Performance Reviews:** All employees have been completed.
- d) **Public Works Assistant Job Description:** Meeting to be held on Jan 11th 7:30pm to finalize the job description and get ad ready for paper.
- e) **Fire Department Rules of Governance:** Moved and seconded that the Volunteer Fire Department Charity status remains as is. **MOTION CARRIED.**
- f) **Landscaping of sign on Church Street:** Laura reported that we had received a quote of \$800 plus tax to have a low maintenance flower bed prepared for this sign. Due to the lateness in the year, this will be tabled until spring.
- g) **Louis Millett Estate Trust:** Laura reported that she had spoken with Chris Parker of Parker/Richter law firm in Kingston and that Mr. Parker will be discussing the

Village with the trustees and will be in contact with us. Mr. Parker noted that he believed the Village of Port Williams was not in the area outlined in the trust. A follow up letter will be prepared to send to Mr. Parker. Obtaining a copy of the will from probate would enable us to determine whether the Village was indeed in the area outlined in the Trust. This will be looked into.

NEW BUSINESS:

- (a) **Water Utility Rate Study**: A letter dated November 26th/09 was received from the NS Utility and Review Board asking what the Village was going to do concerning the water rate study that was to be done in 2009. It was **agreed** to reply to the letter that due to the water tank and other items it was not feasible to do the study in 2009 but that one will be undertaken in 2010. Laura will investigate who can do the rate study and the costs.
- (b) **Water Treatment Building** – Tenders: The advertisement for the tenders went out in the Advertiser on Dec 1 & 8 and in the Register Dec 3 & 10th. Three companies have responded to Hiltz & Seamone but required additional time to obtain sub-contractor prices, therefore tenders were extended one week to December 22nd in order to allow this.

OTHER BUSINESS:

- 1. Lewis noted the need for another street light on the crosswalk on High Street. It was **agreed** to contact Nova Scotia Power to have one installed.
- 2. Residents have been in touch with Lewis wishing the functions at the Community Centre be available on the website. Having the booking information on the website was considered, but there was concern with the privacy issue. A calendar of events for each room will be placed on the website under the Community Centre tab along with a booking form. The calendar will only indicate if the room is booked and not necessarily who has it booked.

Upon a motion being made and seconded, the meeting was adjourned at 9:30 p.m.

MOTION CARRIED.

Lewis Benedict, Chair

Laura Wightman, Clerk/Treasurer