

VILLAGE OF PORT WILLIAMS COMMISSION MINUTES
OCTOBER 21, 2008

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

IN ATTENDANCE: Brian Tupper, Stanton Hancock, Merle Millett, Janet Newton, Lia Hennigar, Wendy Zwicker, 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 September 19, 2008 meeting be approved as circulated. **MOTION CARRIED.**

REPORTS:

Janitorial: Brian Tupper reported that with the increase in the facility usage he had been very busy and with that increase came usage damage to walls. He indicated that paint would be required to touch up the walls. Bill O'Brien of Aspen Counstruction has made the repairs to the facility. A water problem originating from the Fire Hall's washing hose flooded into the maintenance room, downstairs hall and lions den. The valve was shut off but perhaps the plumber could assist with this.

Fire Department: Chief Philip Porter presented his report as attached.

Lion's Club: As reported by Brian Tupper:

- Adopt-a-Highway going to happen again this spring in conjunction with the Women's Institute, but will be looking for graduating high school students to do the clean up with supervision and then give a donation to Horton Safe Grad Program;
- Door to door canvas for CNIB along with sale of 911 signs during October; catering of events; and signage (Community Centre and Road);
- The Community Centre bar area needs revamping and perhaps the Fire Dept and Lions could pool their ideas then come to village for approval. Lion's Club has allotted funds in their 2008-09 budget.

Kings County Councillor: The Chair congratulated Janet Newton on her re-election.

Janet reported:

- Thomas Janes went to trails committee and to council to find funding partners re his idea. David Morse indicated might be repaving that section of the road.
- The old Maple Leaf Foods' mill is still vacant and Mr. Jeff Miller forwarded an email and indicated that they were continuing to try to sell the facility and that the services of a raccoon trapper will be hired again this winter. Janet indicated it was a shame that the recent Harvest Marathon had to run by this derelict mill, as it didn't promote the Village in a good light. It was moved and seconded that a letter

be sent to Maple Leaf Foods stating that the Village is not happy with the mill being vacant for so long and that it would like to offer its assistance to resolve this situation. **MOTION CARRIED. The letter should be sent to Michael McCain and Jeff Miller, Maple Leaf Foods; Scott Brison, MP, and any others deemed necessary.** Some ideas were to buy and demolish the building, leaving the space undeveloped as perhaps a park. The Village would be looking at making a long-term commitment with this matter.

- Christmas tree lighting has been applied for, but nothing received as yet.
- Janet had attended the Port Williams playground meeting.
- Letter sent to Kings Transit re Port Williams being on bus route—nothing yet
- Carty house had a demolition permit but there was concern that there was a deadline for construction of another house. Janet indicated that there was no deadline on residential buildings, but there was a 6-month deadline for commercial.

Gas Tax Committee: Kim Cogswell reported that the committee would meet on October 30, 2008. Phase 2 will be on the agenda then meetings with communities for discussion on their 25-year vision. Deadline is by December, which is an ambitious timetable.

Community Centre Board of Trustees: Doug Gates reported that the committee's review of the By-laws is complete and that they will be presented to the Commission at the November meeting.

-Scottish dance group request to use the auditorium was revisited. The group contact had been told by Merle Millett (Recreation Committee) that the rate would be \$60.00, the Board of Trustees agreed at their meeting that the inside rate of \$50 would apply to this group. The treatment of all dance groups should be the same. The background of the Dance time group is that they are a non-profit group, which is run thru the Recreation Committee. The Village keeps their monies during the summer and returns the funds in the fall. It was noted that the Dance time group was also insured under the Village of Port Williams' insurance. It was noted that the Community Centre By-laws allow for a different rate for events "for more than 3 consecutive days" and that the Commission can instruct the Clerk to issue a permit for a lower rate.

Recreation Committee: Merle Millett reported on behalf of Wayne Blenkhorn. At the last meeting on October 14th, they did housekeeping and discussed what monies would be needed for next year. Lewis Benedict pointed out that the rink shed had been fixed up and the electrical entrance installed on the shed. Winter preparations have been done; all tennis and soccer nets are down and put away; fields were all mowed this past week for the last time; port-a-pots have been taken away and the irrigation reel put away. It was noted that Port Williams' soccer fields were rated 7th in the Province and that the baseball fields were rated 5th in the Province.

Park Planning Committee: (Sub-committee of the Recreation Committee) The group informed that they had looked over the proposed areas and that the land selected for the park would be that by well number 6. There was a lot of legwork involved; catalogues were being reviewed for playground equipment and grants being investigated.

Janet Newton had offered to prepare grant letters. The sub-committee was at this Commission meeting to ask for permission to go ahead. The Village endorsement of the usage of this land, or a portion of, for the development of a Community park/playground was moved and seconded. **MOTION CARRIED.** Brad White of Timbertec, who did Foxhill sub-division's playground, had still to provide his opinion of the land for this purpose.

Source Water Protection Committee: A letter is to be prepared by Geneve Newcombe to arrange a joint meeting of the committee and chosen participants to discuss the water concerns and possible solutions. The Dalhousie grad students, working under Dr. Rob Jamieson came and took samples. There may be more student projects for this summer.

Secondary Planning Strategy Committee: No meeting had been held, due to the death of Ben Sivak's mother. It was moved and seconded that a condolence card be sent on behalf of the Village Commission to Ben. **MOTION CARRIED.** The next meeting will be the 6th of November, when "How to inform the community" would be on the agenda.

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

- Stanton will request a copy of the traffic count, which was done on Main Street and also any historical data for comparison purposes.
- The shoulder of Centennial Drive has been graveled by Department of Transportation.
- Concern was expressed that perhaps the Village should defer the parking lot paving, due to the cold weather. The question was asked if there were any standards that Lafarge had to follow concerning the quality, depth or lasting capabilities of the asphalt due to the effect of cold weather.

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

The addition of Laura Wightman, Village Clerk/Treasurer as an authorized signing officer was moved and seconded. The banking papers were then signed having 2 of the 4 authorized signing officers to sign. **MOTION CARRIED.**

Geneve Newcombe asked that consideration be given to the write-off of 3 water accounts totaling under \$300.00 in order to clean up old outstanding problem areas. Permission to write off these accounts was so moved and seconded. **MOTION CARRIED.**

BUSINESS ARISING FROM MINUTES

a) Settlement Jenni Fetterly: It was moved and seconded that:

Notwithstanding that the Village Water Commission followed adequate procedures for notification of users of the water system of a forthcoming flushing of its system and therefore assumes no liability for any damages flowing therefrom, **RESOLVED** that the Village offer a gratuitous payment of \$300.00 to Ms. Jenni Fetterly who

suffered discolouration in washed clothing that she attributes to a flushing of the system (apparently missing the notice), on condition that this shall not be considered as a precedent;

AND further, that in future, for greater notice coverage, the Village add to its practice of newspaper notice of future flushings, notice to be contained in a direct mailing to water commission customers, accompanied with other mailings, such as accounts, or otherwise as the Commission may determine. **MOTION CARRIED.**

b) Website – some update has been done but still awaiting the EMO information and the event listing has yet to be done.

c) Reserve accounts- monies will be placed in cashable Guaranteed Investment Certificates at the Royal Bank and purchased as directed by the auditor.

d) Rink shed is completed. Siren installation has yet to be done.

e) Annual Meeting of the Assoc. of NS Villages - Attendance by number of villages was good, but only one person from each was present and they would like to see more staff attend. Aileen Waller-Hebb, Program Engineer for Canada-NS Infrastructure Program would like to come out to see us re grants. Laura will give her call to set up a meeting with the Village including Doug Seamone. It was noted that the Village of Canning would also like to meet with her and perhaps the meetings could be held on the same day.

f) Fire Dept shower -Plumber was in and work will be commenced. Due to the water valve problem and flood on Monday, the plumber will be asked to look at fixing the pipe valve so it doesn't happen again.

g) Sylvia Jacquard submitted the announcement of new staff to the paper for input into Port Williams news. It was determined that it was a little late to send out letters to unsuccessful candidates.

h) Meet and greet will be planned by Geneve Newcombe and Kim Cogswell. Brian Tupper, Stanton Hancock and Peter MacPhee will also be invited. All will be notified as to time and place and each will be able to bring a guest.

i) Parking on sidewalks -The question of jurisdiction has yet to be decided. The County of Kings will be contacted.

NEW BUSINESS:

1) Remembrance Day Ceremony: Grant money from the Provincial Democracy 250 Program in the amount of \$3,000 has been approved to fix up plaques and Fred Rogers of Lasting Impressions Landscaping is going to do some landscaping at the Veterans Memorial. The Port Williams service, which will take place on Sunday, Nov. 9th at 2pm, will be officiated by Rev. David Ogilvie and Rev. David Garrett. A reception following the ceremony will take place in the Multi-Purpose Room. Laura will check to see if the Women's Institute will do this again and if not the Village will. The service should be

publicized in all school newsletters (3), both church bulletins and be placed in the Port News. Lewis will look after getting a wreath for the Village. Doug Gates will do the placement of the Village wreath at the Remembrance Day Wolfville ceremony. A donation will be made to the Legion.

2) Winter Snow Removal: The contract with Jon Rand's #d Co. is good until 2009.

3) Village Commission Newsletter: Scott mentioned that it would be a good idea if the residents were informed on a quarterly basis about Village Commission news and happenings. Sylvia Jacquard perhaps taking on this job was discussed since she is being paid an honorarium for The Port news. As this would be for the happenings in the Village Commission, it was felt that the Office staff would be the logical choice. A newsletter containing information summarized from the minutes of the Commission meetings and items from Fire Dept and Recreation events will be prepared on a quarterly basis by the Village Office and sent to residents via a mail out and will also placed on the website. Christmas will be the deadline for the first newsletter. The purchase of publishing software will be required. **AGREED.**

4) Nitrate Problem in Well #2: The Village has been asking the County and Environment for help concerning this problem. The question of what the Village needs to do to get rid of nitrates in the water has not been addressed. A letter will be sent to all involved: County, Mark Parent, and Department of Environment indicating that the issue was being brought to their attention. Kim Cogswell will prepare a draft of the letter. A copy of the letter from NS Environment stating that Well # 2 was 11.3mg/l should accompany the letter. The maximum acceptable concentration of nitrates in drinking water is 10mg/l (expressed as nitrate-nitrogen). The latest well readings will be given to Kim for preparation of the letter. When the letter was initially received, a meeting was held with Stanton Hancock, Doug Seamone and Lewis Benedict. The wells were reset so that well #2 wasn't being used. There had been a problem with the well's pump running backward; therefore, it wasn't pumping to capacity. This was corrected at the same time. Stanton also did our own readings, which were sent away.

CORRESPONDENCE:

For the information of the Commission:

- Municipality of County of Kings:

Building Permit Report for Month of SEPT. 2008:

Total building permit activity for Kings County for Sept. 2008 amounts to 95 permits issued with a value of \$8.8M; this compares to prior year figures of 91 permits at a value of \$5.3M. **For Port Williams**, activity consisted of 1 Demolition permit issued for a single family home and 5 Building permits, estimate for month are a total of \$330,760. (1 home, 2 additions to homes, 1 residential shed and 1 carport/garage).

- Valley Communications Inc Report for Port Williams Volunteer Fire Dept:

Report for Month of Sept. 2008: 1 Mutual aid to Wolfville (house fire).

- Nova Scotia Municipal Finance Corporation's – 28th Annual Report

Letter dated Sept. 22/08 from Greg Keefe with one copy of the report. He also offered assistance/discussions if desired, on capital financing requirements.

Other Correspondence:

a) Letter of Sept. 26/08--Dept. of Environment:

A letter was received from Jessica Paterson, Water Strategy Coordinator with the attached document entitled "What we heard, a public feedback report". This report summarizes the responses received during the consultation period on the best ways to protect, preserve, and use the province's water resource. **One copy of the report was given to Kim Cogswell and the other will be filed.**

b) Letter of Sept. 17/08--Murray Scott, Minister of Transportation and Infrastructure Renewal -- The letter advised that they had no plans at present to upgrade Route 358 to add paved shoulders to accommodate bike lanes. **NO ACTION.**

c) Letter of August 28/08 Received Sept 25/08--HST Audit Division

This letter was regarding the April 1, 2007 to September 30, 2007 HST Rebate Audit. The conclusion was an adjustment of the rebate by an additional \$3,867.47

d) Letter of Sept. 10/08--HST Audit Division

This Audit was for the period ending March 31, 2008. The auditor made an adjustment to the figures submitted.

e) Letter of Sept. 16/08--Muttart Tufts Dewolfe & Coyle

A letter was received from Geoffrey Muttart re Notice of Intended Action -Gyro Member Slip and fall.

f) Letter dated October 3, 2008 – Alan Tattrie of Water and Wastewater Branch of NS Environment: Port Williams well # 2 did not meet the Guidelines for Canadian Drinking Water Quality. **SEE NEW BUSINESS**

Moved and seconded that the meeting be adjourned. **MOTION CARRIED.**

Lewis Benedict, Chair

Laura Wightman, Clerk/Treasurer