

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF FEBRUARY 15, 2011

MEMBERS PRESENT: Lewis Benedict, Ernie Hovell, and Doug Gates.

REGRETS: Scott Leier and Kim Cogswell

IN ATTENDANCE: Geoff Muttart, Stan Hancock, Brian Tupper, Janet Newton, Chief Philip Porter, Laura Wightman, and Felicia Wooden.

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 January 18, 2011 be approved as circulated. **MOTION CARRIED.**

CORRESPONDENCE:

I. Municipality of County of Kings:

- (a) Building Permit Report for Month of January 2011: In Kings County 25 permits were issued with a total value of \$2.3 million. One permit issued for Port Williams for one addition and one renovation totaling \$42,560.
- (b) Notice of Public Hearing on February 24, 2011 at 7pm re: proposed amendments to Land Use Bylaw 75, amending the definition of "net acre, which will have no effect on The Village's Secondary Planning Strategy.

II. Other Correspondence:

- (a) Horton High School Letter requesting a donation for safe grad. *(No action)*
- (b) Letter dated January 20 re: insurance claim re: Justin Brown/Bruce Bezanson. *(See New Business)*
- (c) Letter from Municipal Finance Corp. re: Spring Debenture Funding *(No action)*.
- (d) Letter from Service Nova Scotia and Municipal Relations re: Fuel Tax-Consumer's Exemption Permit. **ACTION:** *Stan to give a copy of letter to West Nova and talk to them. May only be for marked fuel.*
- (e) Letter from Jim Morton re: Cancer Awareness. **ACTION:** *Put this in the March News Letter.*

III. Email Correspondence:

- (a) Email from Dawn MacNeill, Water Strategy Coordinator with NS Environment re: New online water portal-site providing all water information available. *(For information)*

REPORTS:

Janitorial: Brian Tupper reported:

- Floors still to be stripped and waxed are the Public Works office and the Library.
- Noted that perhaps the roof should be cleared of snow.

Fire Department: Chief Philip Porter reported:

- Fire at Evangeline Transport and a few motor vehicle accidents.
- Purchased a small generator for radio room building.

Lions Club: Brian Tupper reported:

- First Valentines Dinner went well and was well attended with approx.150 people.
- Lighting in the auditorium, consideration should be given in the purchasing of 4-6 more cone lights.
- The electrical arrangement should be looked into at the Main St/Library hall entrance. **ACTION:** *Call Tibbetts and have them come in to look into this and to check the emergency lighting.*

Kings County Councillor: Janet Newton reported:

- The re-zoning of Greenwich was passed and has been forwarded for Ministerial approval.
- The 2011 County budget seems to be in good shape.
- Valley Waste reported that the cost for garbage pickup is \$152.00 per household per year.
- The Port Williams Wharf is up for tax sale again.

Board of Trustees: Doug Gates reported:

- Kitchen in the auditorium needs some items to make a total of 250 complete place settings.
- Sink in the Bar needs a new faucet. When someone wants a drink of water, because the faucet is broken, it makes a mess.
- The Board needs to call a meeting with the Kitchen Committee. **ACTION:** *Send letter to the Board of Trustees requesting they call a meeting with the Kitchen Committee.*
- Noted that movable coat racks should be looked into for an alternative to leaving coats in the entry way of the Community Centre. When a function is going on in the hall some people feel uncomfortable leaving their coats in the entry way for fear someone may steal their belongings. If movable racks were purchased they could be moved to the storage room during the event. **ACTION:** *Prices will be obtained.*

Recreation Committee: Brian Tupper noted that there were over 100 people in attendance at the Winter Frolic.

Waterfront Steering Committee: Laura Wightman reported:

- Final Waterfront Plan is to be presented at a public meeting to be held Monday February 21, 2011. Letters have been sent inviting individuals who may be able to partner in future development.

Personnel Policy Committee: No report.

Association of NS Villages (ANSV): Lewis Benedict reported:

- The Board of the Association met Friday February 11, 2011 and was very well attended.
- Discussed that the website needs to be fixed up.
- Each Village participating in the Association will be including a note on their letterhead saying “A Member of the Association of Nova Scotia Villages”.
- Next meeting will be held April 15th in New Minas, Nova Scotia.
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Volunteer Representative Committee: Four nominations were received. A meeting will be held after the Commission meeting to choose the 2011 nominee.

Water/Sewer/Public Works/Transportation Report: Stan Hancock reported: (copy attached)

- Have received the UV light for the water treatment plant and are expecting it to be installed later in the week.
- Replaced water service rod at Lillem Stone in the Industrial Park. Excavating done by Charlie’s Excavating.
- Stan and Bruce attended two seminars, one on hydrants by Wolseley Waterworks Group and one on hydrants and fittings by Brunet Waterworks.
- The fire at Evangeline Transport used approx. 50,000 gallons of water.

Treasurer’s Report: Laura Wightman reported:

- Financial Statements for January 2011 were presented. A motion to accept the January 2011 Village General Operating and Water Utility financial statements was moved and seconded. **MOTION CARRIED.**
- Noted that a bill should come from Howard Little Excavating to Hiltz and Seamone to be authorized and then sent to the Village to be paid before year end.
- Was also noted that one small water bill has to be written off.

BUSINESS ARISING FROM MINUTES:

- (a) Meeting with Insurance Company: Going to wait for new policy and then have a meeting.
- (b) Community Sign: Waiting until spring.
- (c) Draft Snow & Ice Control Policy: Ongoing
- (d) Water Rate Study: Received no response as of yet from the UARB.
- (e) Banking Change Over: Process has been started with BMO and changeover will take place the 1st of April.
- (f) Inoculations for Public Works employees and Fire Department: Was decided that the Fire Department should come forward with a request to have the inoculations if they wish to get them. Public Works will have theirs done by their doctors and will be reimbursed.
- (g) Cell phone for Asst Supt of Public Works: In progress.

- (h) Board of Trustee Committee Members: It was moved and seconded that the representative list which was presented be approved. **MOTION CARRIED.**

Board of Trustees Representatives for 2011-2012 per Community Centre Management By-Law #10-1 shall be comprised of:

Commissioner	Doug Gates
Fire Department	Audrey Griffin
Recreation Committee	Sylvia Jacquard
Lions Club	Ernie Hovell
Library	Kathy Laffin-Hanks
Women's Institute	Marion Newcombe
United Baptist Church	Myrtle Merrett
St. John's Anglican Church	Barb Jensen
Village clerk- ex-officio	Laura Wightman

- (i) Port Williams Area Advisory Committee: Draft terms of Reference for this committee had been circulated via email to the commissioners. The Terms of Reference indicated that the committee needs to be made up of 3 Commissioners, 3 community members and Janet Newton. One question that needs to be determined is whether the area covered by this committee be the growth center or the Village boundaries. It was **AGREED** that it should be the Village boundaries. A meeting with Ben Sivak to discuss the draft terms of reference is to be held Feb. 16, 2011.
- (j) Letter to Ben Sivak re: Amendments to By-Law #75: Meeting to take place regarding this on Feb. 16, 2011.
- (k) County Meeting with Villages January 12, 2011: Meeting did not take place due to weather, and will be rescheduled for a later date; Thursday, March 24, 2011 at 6:30pm at the County.
- (l) Emergency Lighting: still in progress, pending Tibbett's review.
- (m) Cross Walk Flag Program: Pending a reply from Department of Transportation.

NEW BUSINESS:

- a. Insurance – Tractor Accident Oct. 9, 2010: Need to give information to our insurance company on who was there so that they can give a statement, if needed, regarding the accident.
- b. Scada at Evangeline Transport: Stan asked Amanda Ley from the Department of Environment about this issue and she told him that until a new one is up and working at this location testing by hand is permitted and should be done once a week.
- c. Letter from Bill Estabrooks re: the Gladys Porter Bridge: Letter states that repairs will be done. It was noted that if the repairs took place this summer it would again impact on businesses along Highway 358. The chance of compensation for loss of business during repair time is highly unlikely.

d. Signs:

- i) Building Canada funds included signage on the new water tank and it was thought that “Port Williams” should be put on the tank. ***ACTION:*** *Contact Auto Trim Design of Nova Scotia Ltd. for a quote including wording, size and cost.*
- ii) The information signs by the waterfront are worn and in need of protection, from vandalism and weather damage. ***ACTION:*** *Contact Auto Trim Design of Nova Scotia Ltd. for a quote.*

OTHER HOUSEKEEPING BUSINESS:

- a) Email from John Eagles: NSLC Occasions Magazine, asking if the Village wanted to be included in the Summer Edition’s spread on Kings County (*No action will be taken on this item.*)

Upon a motion being made, the meeting was adjourned at 9:35 p.m.

MOTION CARRIED.

Lewis Benedict, Chair

Felicia Wooden, Admin. Assistant