

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF FEBRUARY 19, 2013**

**MEMBERS PRESENT:** Lewis Benedict, Ernie Hovell, Kim Cogswell, Doug Gates & Craig Newcombe

**IN ATTENDANCE:** Stan Hancock, Brian Tupper, Emma Van Rooyen, Philip Porter, Doug Clark, Geoff Muttart, Geneve Newcombe & Darlene Robertson

The chairperson, 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 15, 2013 be approved as circulated. **MOTION CARRIED.**

**CORRESPONDENCE:**

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

- (a) Building Permit Report for Month of January, 2013. In Kings County 18 permits were issued with a total value of 1.4 Million, 2 permits were issued in Port Williams with a total value of 307 thousand. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing the Committee of the Whole action list from the January 15, 2013 meeting. *(information only)*
- (c) Letter of response from the Municipality of the County of Kings to our letter of concern regarding the advertisement in the October 16, 2012 Kings County Register, by the Citizens for a Better Council. *(information only)*
- (d) E-mail from the Municipality of the County of Kings providing the January 15, 2013 Council action list. *(information only)*
- (e) E-mail from the Municipality of the County of Kings advising that wind turbines would be reviewed as part of the Kings 2050 initiative, as per the council approved fall 2012 Semi-annual work plan. *(information only)*
- (f) E-mail from the Municipality of the County of Kings providing new dates for the presentation of the Kings 2050 Vision to the Municipality and Towns. *(information only)*
- (g) E-mail from the Municipality of the County of Kings providing the action list from the Committee of the Whole meeting held on January 22, 2013. *(information only)*
- (h) E-mail from the Municipality of the County of Kings advising that Municipal Council appointed Patricia Martin to the position of Returning Officer for the upcoming Special Elections at a Special Council meeting held at 1 p.m., Feb. 6, 2013. *(information only)*
- (i) E-mail from the Municipality of the County of Kings providing the action list

from the special Council meeting held on February 6, 2013. *(information only)*

- (j) E-mail from the Municipality of the County of Kings providing the action list from the Council meeting held on February 11, 2013. *(information only)*
- (k) E-mail from Bob Ashley of the Municipality of the County of Kings advising that at the Committee of the Whole debated the resolution to grant Port Williams sixty thousand dollars for the well head property. *Commissioner Craig Newcombe addressed the Committee of the Whole at the February 19<sup>th</sup> meeting regarding Council concerns and answered questions asked. After discussions, Councilor Emma Van Rooyen made the following motion “approve a grant of \$24,750. to the Village of Port Williams for the acquisition of land within Wellhead Protection Zone A and B contingent on a suitable future land use agreement with the Village of Port Williams”*
- (l) E-mail response from Leanne Jennings, planner from the Municipality of the County of Kings regarding the letter sent by Commissioners Kim Cogswell and Craig Newcombe with respect to Port Williams position on Sidewalks. *(information only)*

**II. Other Correspondence:**

- (a) Quote for twenty two thousand dollars provided by Hiltz and Seamone for the design brief to loop the waterline on High street and renewal and extension of water and sewer line on Highway 358. *(information only)*
- (b) Letter from Hiltz and Seamone recommending we do not accept waste stream from New Era Technologies. *(information only)*
- (c) Notice of Surplus Property from Nova Scotia Transportation and Infrastructure Renewal. Surplus portion of the Wellington Dyke Road, PID 55510770. *(information only)*
- (d) Notice of Surplus Property from Nova Scotia Transportation and Infrastructure Renewal. Surplus property identified as PID 55319446 located at Greenwich, Kings County. *(information only)*
- (e) Phone call from the Nova Scotia Office of the Ombudsman requesting information on our sewer bylaws and sewer permit procedures in response to a concern they received. Scheduled meeting on March 6, 2013

**III. E-mailed Correspondence:**

- (a) E-mail from Jim Morton, MLA Kings North providing their January 18, 2013 update. *(information only)*
- (b) E-mail from Jim Morton, MLA Kings North providing their January 25, 2013. *(information only)*
- (c) E-mail from Jim Morton MLA Kings North providing their February 1, 2013 update. *(information only)*
- (d) E-mail from Jim Morton MLA Kings North providing their February 8, 2013 update. *(information only)*
- (e) E-mail from Statistics Canada advising that the January 2013 edition of the Newsletter for Communities is now online.
- (f) E-mail from the Municipality advising that the County of Kings, in partnership with Compassion Action, will be hosting “safeTALK”, a free



three hour certificate course on suicide prevention, Feb. 27, 2013, 6 to 9 p.m.

**BUSINESS ARISING FROM MINUTES:**

- (a) **School parking lot proposal** – Office has been looking into possible funding options however at this time does not look promising. Office staff to send letter to School board to see if they would consider sharing the cost of the revised plans which are to include a safe option for bus drop off area.
- (b) **Apple Wood Development request** – Easement documents on PID 55468474 were amended and signed at Muttarts Law office on Tuesday January 29, 2013.
- (c) **Estimate requested by Emma For Sidewalk clearing and upkeep** The County is aware of the Village's position not to accept responsibility for sidewalk maintenance. Commissioner Kim Cogswell provided a letter to Leanne Jennings, planner with the Municipality of the County of Kings, clarifying the Village Commission's position on the requirement of sidewalks in Port Williams.
- (d) **Submission of Model Volunteer Community Nomination** – Office staff have sent in submission of Model Volunteer Community Nomination to Recreation Nova Scotia.
- (e) **Great Valley Juices meter** – meter calibration has been scheduled for the middle of March 2013.
- (f) **Questions from Brent Barron** – Decided to discuss with Geoff Muttart to determine if an additional meeting is required.

**REPORTS:**

**Janitorial:** Brian Tupper reported:

- Things are running smoothly.
- Replaced light in hallway and repaired door in washroom.
- Soon be starting spring activities.

**Recreation Committee:** Craig Newcombe reported;

- Quiet meeting nothing new to report

**Personnel Committee:** Craig Newcombe reported:

- Meet with Joe Keddy to discuss future personnel needs for lawn and routine maintenance. Potential of 5 to 7 months of maintenance work. Recommend to Commission to hire a seasonal employee. Commission agreed that the position should be advertised.
- Discussed transition of Joe Keddy's contract.

**Fire Department:** Philip Porter reported:

- No fire alarms.
- Water usage – none.
- Down three members.
- Have drafted up a recruitment brochure in hopes of attracting new members.

**Lions Club:** Brian Tupper reported:

- Had a successful 3<sup>rd</sup> annual Valentine dinner.
- Once again will be participating in the creation of the Apple Blossom float and fund raising for the booster club.

**Princess Selection:** Betty Jean Tupper:

Report attached.

**Waterfront Development:** Kim Cogswell reported:

- Wharf property was discussed at the Committee of the Whole meeting today where three scenarios were presented.
- After consideration of the options it was moved and seconded that the Village would consider paying the \$1396.49 asked by the Municipality for the wharf property with the understanding that the property could turn into a tender process subject to a public hearing. **MOTION CARRIED.**
- Next meeting scheduled for March 28<sup>th</sup>.

**Kings County Council:** Emma Van Rooyen reported:

- Kings Transit Board U-pass was defeated. There will be a board meeting with Kings Transit to discuss options.
- Emma supported granting the Village \$24,750 towards the well head land purchase conditional to a mutually supported land use agreement between council and commission. Municipal staff will be tasked with creating the agreement then presenting to Council and the Village.
- Commissioner Craig Newcombe suggested that the municipality advise of their must haves to the staff and approve the agreement before presenting to the Village in order to reduce unnecessary steps in the process.
- Emma did look into the status of the unsightly premises which were reported to the Municipality and was advised that they are on the list. She will follow up.

**Water/Sewer/Public Works/Transportation Report:** Stanton Hancock reported:

- Started reading water meter for the last quarter.
- Annual Water report has been completed and sent to Amanda Ley at the Nova Scotia Department of Environment, Kentville.
- Very busy with snow and ice removal on sidewalks and parking lot
- Repairs to street lights have been reported.
- Hilts & Seamone have started to document the sewer manhole, water main valves and gate boxes throughout the Village for the Assessment study.
- Spoke to the Nova Scotia office of the Ombudsman regarding a complaint.
- Water - average nitrates for month of January
  - o Well #2 8.5
  - o Well # 1 7.9
  - o Distribution 4
- The pothole in front of the Post Office has been reported to the Department of Transportation.

**Treasurer's Report:**

- A motion to accept the Village General Operating and Water Utility financial statements for January 31, 2013 as submitted was moved and seconded. **MOTION CARRIED.**
- A motion to accept the amended water budget s submitted was moved and seconded. **MOTION CARRIED.**

**NEW BUSINESS:**

- (a) Nominations for the Representative Volunteer of the Year Award and the H.B. Legge Volunteer award were presented by Ernie Hovell of the Volunteer



Committee. The Committee will meet and their decision will be reported back to the Commission.

- (b) Recognition of the Port Williams Women's Institute 100<sup>th</sup> Anniversary. They will be having their banquet at the Old Orchard Inn in November. Commission discussed when and what would be the best option to recognize their 100<sup>th</sup> Anniversary. It was decided that when the Commission meets in March that the commission members can bring forward options for review and make a decision at that time.
- (c) Retirement of Port Williams Postmaster Gerry Wood – It was moved and seconded that the Village host Gerry's retirement by providing the hall for his retirement party at no cost. **MOTION CARRIED.**
- (d) Fire Department would like to use the Community Centre Parking lot for a ball hockey tournament. Commission did not have any concerns as long as the hall was not booked when the tournament was taking place.
- (e) Stan's retirement – reservations have been made at the Port pub for the dinner. Staff to host an open house with tea and cake from 2-4 pm on March 28<sup>th</sup> in the Community Centre for associates, customers and staff for Stan's retirement.
- (f) **Upon a motion being made, the meeting was adjourned for a break at 8:50 pm.**
- (g) **The chairperson, Lewis Benedict called the meeting back to order at 9:55 pm**
- (h) Water rate study – reviewed the water rate study in detail. After some minor changes it was motioned and seconded to accept the water rate study. **MOTION CARRIED**

Upon a motion being made, the meeting was adjourned at 10:20 p.m.  
**MOTION CARRIED.**

  
Lewis Benedict, Chair

  
Darlene Robertson, Village Clerk