

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF July 16, 2013**

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

**IN ATTENDANCE:** Brian Tupper, Philip Porter, Joe Keddy, Geneve Newcombe & Darlene Robertson

**REGRETS:** Emma Van Rooyen

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 June 18, 2013 be approved as circulated. **MOTION CARRIED.**

**CORRESPONDENCE:**

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

- (a) Building Permit Report for Month of June, 2013. In Kings County 90 permits were issued with a total value of \$7.1 Million, 1 permit was issued in Port Williams for a value of \$4 thousand. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing the action list from the June 18<sup>th</sup> Council action list. *(Information only)*
- (c) E-mail from the Municipality of the County of Kings providing the action list from the June 18<sup>th</sup> Committee of the Whole Meeting. *(information only)*
- (d) E-mail from the Municipality of the County of Kings providing the action list from the July 2<sup>nd</sup> Council meeting. *(information only)*
- (e) E-mail from the Municipality of the County of Kings providing a revised action list from the July 2, 2013 Council meeting. *(information only)*
- (f) Notice of Public Hearing from the Municipality of the County of Kings to be held on July 11, 2013 regarding the Port Williams Secondary Planning Strategy and a Development agreement for Property at 1429 Lakewood Road, Steam Mill. *Commissioners who attended reported that there were lots of comments from the public. Commissioner, Kim Cogswell responded to some of the comments that this is not about a specific development but our Secondary Planning Strategy. It was noted that overall it was favorable towards the changing of the Secondary Planning Strategy.*
- (g) E-mail from the Development Officer at the Municipality of the County of Kings advising that the Riverbrook Farms Limited Lawrence Park Subdivision was approved on May 31 2013, recorded at the registry of deeds on June 6, 2013 and is now considered complete.*(information only)*
- (h) Letter from the Municipality of the County of Kings providing a copy of the

Applewood Development subdivision plan and requesting confirmation that Lots A-1, A-2, A-3 & A-4 are connected to the Village of Port Williams Sewer service. *(information only)*

- (i) Notice of Public Hearing from the Municipality of the County of Kings to be held on July 25, 2013 regarding a Development Agreement for the Property at 9049 Commercial Street New Minas and the Rezoning Property at 28 Mee Road, North Kentville. *(information only)*
- (j) E-mailed media release from the Municipality of the County of Kings that bylaw enforcement officer, Terry Brown, received the Don Shea Officer of the Year Award for outstanding contribution to the Atlantic Bylaw Officers Association. *(information only)*
- (k) E-mail from the Municipality of the County of Kings announcing that Council has appointed Tom McEwan as the full-time CAO for the County of Kings. *(information only)*
- (l) E-mail from the Municipality of the County of Kings seeking proposals from qualified consultants to lead Kings County and its Race Relations and Anti-Discrimination Committee in the implementation of a newly adopted three to five year action plan for eliminating racism and discrimination towards all marginalized groups in the Municipality. *(information only)*
- (m) E-mail from the Municipality of the County of Kings advising that there is sidewalk construction at the intersection of Highway 359 and Nichols Ave to Scott Drive. *(information only)*
- (n) E-mail from the Revenue Operations & Budget Officer of the Municipality of the County of Kings asking if the Village has set the tax rate for 2013. The office will respond that the tax rate is the same and has not increased as per the approved budget at the Port Williams AGM in June.

## **II. Other Correspondence:**

- (a) Thank you card from the Port Williams Women's Institute for the Plaque in recognition of their 100<sup>th</sup> anniversary.
- (b) Thank you card from Alana Schofield, Princess Coldbrook for the support during the Apple Blossom festival.
- (c) Thank you card from Rachel Lowe, Princess Annapolis Royal for the Villages participation in hosting the Royal party during the Apple Blossom festival.
- (d) E-mail reminder from New Minas that the next meeting of the Village Commission and County councilors will be taking place at the Louis Millett Community complex on Wednesday, July 17, 2013 at 7: pm. *Lewis Benedict confirmed that he will be attending along with Commissioners Doug Gates and Ernie Hovell.*
- (e) Letter from the Bank of Montreal encouraging their customers to go from paper statements to paperless statements and advising if you choose to continue to receive paper statements you will incur a \$3.00 monthly paper statement fee as of September 1, 2013 *(information only)*
- (f) E-mail from the Nova Scotia Utility and Review Board providing the Decision and Order issued by the Board. *New rates have been posted on the Port Williams website and will also be advertised in the July Port Williams newsletter.*



- (g) E-mail from Environment Canada reminding owners and operators of wastewater systems that have not yet submitted an identification report to do so as soon as possible. *Superintendent, Joe Keddy has been working on this report.*
- (h) Fax received from the Annapolis Valley Regional School Board advising of their selection of heating fuel oil and propane from their tendering process. *Commissioners agreed that the office should contact suppliers to the Village and ask if they can match the rates currently being offered to Municipal Units.*
- (i) E-mail from the Heart and Stroke Foundation advising that they will be placing an ad in the Kings County Register on July 15<sup>th</sup> to celebrate the funding we received to purchase an AED for the Community Centre.
- (j) Letter from Workers Compensation asking for information needed for a claim made by a previous employee. *Office staff is in the process of providing the required information.*

**III. E-mailed Correspondence:**

- (a) E-mail from Jim Morton, MLA Kings North providing their June 21, 2013 update. *(information only)*
- (b) E-mail from Jim Morton, MLA Kings North providing their June 28, 2013 update. *(information only)*
- (c) E-mail from Jim Morton MLA Kings North providing their July 5, 2013 update. *(information only)*
- (d) E-mail from Jim Morton MLA Kings North providing their July 12, 2013 update. *(information only)*
- (e) E-mail from Kings 2050 providing the list of graduation high school students who will be awarded with the \$1,000.00 Kings 2050 scholarship at their graduation ceremonies
- (f) Green-E news flash e-mail request for expressions of interest to participate in the municipal energy efficiency showcase on July 5 2013.
- (g) E-mail from Statistics Canada stating that they will be hosting a repeat of the National Household Survey Webinar during the month of July.
- (h) Valley African Nova Scotian Development Association special edition newsletter.

**BUSINESS ARISING FROM MINUTES:**

- (a) **Historic Terry's Creek Planter signage** – Commissioner Kim Cogswell and Margaret Kristiansen have been in contact with one another and are in the process of arranging a meeting.
- (b) **Wharf Insurance** – Office staff has sent a request to the Halifax Waterfront Development for the contact information for the engineer they had used and are awaiting a response.
- (c) **Fire Department Paging System** – Chief Philip Porter is working on providing some options.
- (d) **Dyke Mowing** – Joe has not received and acknowledgement to request sent to the Department of Transportation. Office staff will follow up with the Department of Transportation.

- (e) **Park Cameras** – Office staff found out that Bell Aliant currently has a promotion where the internet installation is free, and that service could be suspend with 30 days' notice and reinstate service with three weeks' notice. Monthly fee would be \$55.95. Commission agreed that this was an affordable option having internet service at the park allowing the review of video footage remotely or at the Village office. Better cameras along with a higher quality DVR have been installed at the park to improve the picture quality. Video World will be replacing the cameras around the Community Center with higher quality cameras. A motion to go ahead with internet service at the park and upgrade camera's was moved and seconded. **MOTION CARRIED.**

## **REPORTS:**

**Kings County Council second reading of Port Williams SPS:** Commissioners reported:

- Tom McEwan, CAO for the Municipality of the County of Kings clarified that it is the Village of Port Williams making the request not a Developer.
- There was a 7 to 3 vote in favour
- Councilors were complementary towards the Village and made some good comments.
- Overall a positive response.

**Janitorial:** Brian Tupper reported:

- Things have been quiet
- Air Conditioners have been installed for the summer
- Expecting things to pick up next month

**Personnel Committee:** Craig Newcombe reported:

- Corry Spencer has resigned
- Kayleb Lazaric has been hired to take on the Grounds Maintenance position
- Kayleb is enjoying the work and has a positive attitude

**Fire Department:** Philip Porter reported:

- Couple of motor vehicle accidents
- Done a few public relations barbeques
- County is looking to do another Fire Study
- Water usage is 1000 gallons
- Question was asked how billing works when the Fire Department fills a swimming pool. The Fire Department charges per truck load and the Village invoices for water usage. Chief Porter suggested to simplify the billing they could increase their fee to accommodate the water usage fee.

**Lions Club:** Brian Tupper reported:

- Do not meet in July and August
- The Float will be in the Canning Parade
- New Board of Directors have been elected, the list will be forward to the Village Office.

**Kings County Councilor:** No report provided

**Water/Sewer/Public Works/Transportation Report:** Joe Keddy reported



- Met with Hiltz and Seamone regarding
  - o Brison Development
  - o Applewood Development
  - o Assessment report
  - o Capital projects
- Met with Great Valley Juices
- Cory Spencer resigned from his position as grounds maintenance
- Kayleb Lazaric has been hired and is working out well
- Reviewing Maritime Provinces Water & Wastewater Association Certification requirements
- Took 2 Days' vacation time
- Nitrate levels are dropping slightly
- Road work required to fix Middle street has been completed.
- All is running ok

**Treasurer's Report:**

- A motion to accept the Village General Operating and Water Utility financial statements for June 30, 2013 as submitted was moved and seconded. **MOTION CARRIED.**
- Updated water budget was presented by Geneve Newcombe. A motion to accept the revised Water budget was moved and seconded. **MOTION CARRIED.**
- The three year water capital budget was presented by Geneve Newcombe. A motion to accept the three year water capital budget was moved and seconded. **MOTION CARRIED.**
- Capital budget was presented. For the renewal of sewer and water lines on Hwy # 358, \$63,953. will need to be used out of the depreciation fund to help fund the water portion of the project. This would be the amount needed after gas tax funding has been applied and based on what Hiltz and Seamone estimate the project could cost. This amount could be higher or lower depending tendering quotes. The primary reason for the project is to replace aging pipes. A motion to have Hiltz and Seamone put the project out for tender was moved and seconded. **MOTION CARRIED.**
- Annual financial reporting requirements have been submitted to the Nova Scotia Utility Review Board.
- Have been trying to collect delinquent commercial water utility invoice and might have to write off if it becomes uncollectable.

**NEW BUSINESS:**

- (a) Nitratax field service quote from Hach Canada Sales & Service Canada Ltd.– Joe presented a quote to have the Nitrate analyzers calibrated as a starting point and also as part of regular maintenance of this equipment. A motion for Joe to proceed with the calibration of Nitratax units was moved and seconded. **MOTION CARRIED.**
- (b) Applewood preconstruction meeting – Preconstruction meeting was held for the Applewood Development. Since the meeting on July 15<sup>th</sup>, all required documentation has been provided. Joe signed the “Notice to Proceed” letter.

- (c) Barber Stewart McVittie & Wallace 2013-2014 Liquor Legal Liability Renewal – The Lions Club requested that the Village shares the cost of the Liquor Legal Liability Insurance. A motion to pay the Lions Club \$480.00 which represents 50% of the cost of the insurance was moved and seconded. **MOTION CARRIED.** It was noted that the two Commissioners who are also Lions club members declined to vote for conflict of interest reasons.
- (d) Inventory of the Mezzanine – Sylvia Jacquard expressed interest in inventorying the Mezzanine over the summer months. Office staff to contact Sylvia that if she wishes to do so she can proceed with inventorying the mezzanine.
- (e) Custodian Brian Tupper advised that he will be taking holidays from July 29 to August 5 and also from August 19 to August 25.
- (f) Ballfield Canteen – The Men's ball team wanted to know if they could use the ball field canteen or if there is a contact person who runs the canteen. The Fire Department use to run the canteen however has not done for a long time. Currently is being used for storage. The team is welcome to use the canteen as long as they are aware it is as is and no alcohol is to be sold out of it. Will confirm with the chair of the recreation committee.
- (g) New Employee check list – A new employee checklist has been created and will be distributed to the Commissioners for review
- (h) Chief Philip Porter requested that the bulletin board at the main entrance be cleaned up. Office staff will take care of.
- (i) Meeting is scheduled next week with the County to determine what the County of Kings criteria will be for the funding they are providing towards our well field land purchase.

Upon a motion being made, the meeting was adjourned at 9:44 p.m.

**MOTION CARRIED.**

  
Lewis Benedict, Chairperson

  
Darlene Robertson, Village Clerk