

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF OCTOBER 19, 2010**

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

**IN ATTENDANCE:** Bruce Bezanson, Brian Tupper, Chief Philip Porter, Geneve Newcombe and Laura Wightman. **REGRETS:** Janet Newton

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 September 21, 2010 be approved as circulated. **MOTION CARRIED.**

**CORRESPONDENCE:**

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

- a) Building Permit Report for Month of September 2010. In Kings County 84 permits were issued with a total value of \$6,824,760. In Port Williams, 3 permits with a value of \$490,140. (*For Info*)
- b) Letter of subdivision of lot 102B requesting confirmation that the dwelling found at 993 Highway # 358 is connected to sewer services by performing a dye test. (*Completed by Stan Hancock*)

**II. Other Correspondence:**

- a) Carbon copy of letter sent by MTDC to Service NS & Municipal Relations (SNSMR) concerning the status of our sewer by-laws. **ACTION:** *Second signed copy to be sent for ministerial approval as first one misplaced by SNSMR.*
- b) Letter from NS Department of Justice providing a signed copy of our approved Community Centre By-laws. (*Proof reading changes to be made prior to getting printed in booklet format.*)
- c) Letter from Village of Kingston requesting our participation in a group consisting of the seven Villages in Kings County. **ACTION:** *The Village will send the Clerk and a Commissioner to the meeting in order to find out more about this group. We are interested but not committed as we do not wish to dilute or take away from the Assoc. of NS Villages.*
- d) Letter from NS Utility & Review Board concerning our application filed for approval of amendments to our rates, rules and regulations. (*Advertising has commenced and Hearing date has been set for December 7<sup>th</sup> at 10:30am in the Multi-Purpose Room.*)
- e) Letter from Hiltz & Seamone recommending Howard Little Excavating for the renewal of Starr's Point Road waterline from tenders received. It was moved and seconded to approve the recommendation of Hiltz & Seamone and award the tender to Howard Little Excavating for the tendered amount of \$184,277.20. **MOTION CARRIED.**
- f) Letter from Hiltz & Seamone recommending Schaffer Enterprise for the

demolition of the old water tank from tenders received. It was moved and seconded to approve the recommendation of Hiltz & Seamone and award the tender to Schaffer Enterprise for the tendered amount of \$29,504.40. **MOTION CARRIED.**

- g) Other Items received- (*Information only*): UNSM Annual Conference, NS Municipal Finance Corporation Annual Report, Clean NS and launch of new website www.NSwind.ca.

III. **Email Correspondence:**

- a) Emailed a copy of a letter to the Municipality of the County of Kings from Ramona Jennex, Minister of Service NS and Municipal Relations re Port Williams Secondary Planning Strategy approval with amendments. It was noted that this was enacted effective Thursday, October 14. Initiatives in our SPS report would have to go to Council and it was expected that would occur in November. **ACTION:** *The Commissioners would like to obtain a copy of the entire submission that was sent to Halifax.*

**REPORTS:**

**Janitorial:** Brian Tupper reported:

- Ceiling tiles for office have been replaced
- Main entrance door to the Community Centre needs to be serviced
- Issue with the light in the downstairs ladies washroom

**Fire Department:** Chief Philip Porter reported

- 2 motor vehicle accidents and one alarm system
- Participated in 250<sup>th</sup> Celebration
- Hosted a very successful fire prevention week and colouring contest at the Port Williams Elementary School
- Hosting a barbeque on October 20 for the Dept Natural Resources
- Used 1000 gallons of water last month

**Lions Club:** Brian Tupper reported:

- Membership drive is their primary focus
- Adopt a highway was cancelled due to weather and road construction
- Normally canvas for CNIB in October but have not received canvas material from CNIB, so it may not occur this year
- Participated in 250<sup>th</sup> Celebration

**Kings County Councillor:** no report

**Board of Trustees:** Doug Gates reported:

- Approved Community Centre Management By-laws have been received (*See correspondence*)
- Glasses and dishwasher have been ordered
- An inventory of the kitchen will be completed by November 1

**Recreation Committee:** Scott Leier reported:

- Park Committee held the Park it at the Port- the Sequel on Sept 18 which raised \$12,000 for the Community Park. They are currently working on the sign and donor garden.
- The park committee also wished to express their thanks to Bruce Bezanson for all of his work at the park.
- The dance group had a few questions on insurance and was advised to contact the Village Office for more information.
- The ball field is closed for the season. Bruce was complimented on his work at maintaining the ball field this past season. Merle Millett tendered his resignation from the Recreation Committee.
- There was an attempted break in at the Launchers facility.
- Lisa and Danny Lazaric are retiring from the Port Williams Soccer Program.  
**ACTION:** *A letter of appreciation is to be sent on behalf of the Village.*
- Tennis nets need to be taken down.
- Litter on soccer field. **ACTION:** *School should be contacted and suggest a litter clean up done*
- Rink – upper pipe needs to be capped.
- Christmas tree lighting is scheduled for Sunday, November 28.

**Waterfront Steering Committee:** Kim Cogswell reported that the committee met last week and were presented with three different design plans that were based on the input received at the stakeholders and public meetings. A final plan will be brought back to the committee via tele-conference in the near future. A public participation meeting is scheduled for November 18. The steering committee will be approving a final plan on December 16. The Village Commission will meet in early January to discuss the report. After the Commission meets then the report will be presented at a public open house.

**Personnel Policy Committee:** Scott Leier reported that the Commissioners need to hold a meeting soon.

**250<sup>th</sup> Celebration Committee:** Geneve Newcombe reported that the event went well with a great attendance from the Village.

**Association of NS Villages (ANSV):** Scott Leier reported that the Annual General Meeting was held in Bible Hill on September 25, 2010 with representatives from 8 Villages in attendance. There was a presentation on insurance, a discussion on the CAP program and on the Village Discussion Paper. Service NS & Municipal Relations held an orientation session on the Friday for new commissioners and clerks. The ANSV are looking at their website and are designing a brochure to promote the Association. At the AGM Lewis Benedict was elected as the new Chair and Scott Leier was elected as Secretary/Treasurer.

**Association of Municipal Administrators- Fall Conference** Laura reported on some of the sessions that she attended. Laura provided a draft of a letter that she wished to send to

Minister Jennex regarding her remarks at the conference. The Commission was okay with the letter being sent. (Report attached)

**Water/Sewer/Public Works/Transportation Report:** Bruce Bezanson reported: (Copy attached, highlights below)

- Water main break on High Street
- Water audit was done and everything was in compliance
- Third quarter sewer data has been submitted
- “No littering” sign on Belcher Street has been installed
- Sidewalk widening is continuing.
- Have started on the water main on Starr’s Point Road
- Nitrate levels Oct: Well# 1 – 7.1 and Well# 2 9.7

**Treasurer’s Report:**

- Laura Wightman presented the financial statements. A motion to accept the September 2010 Village General Operating and Water Utility Financial Statements as presented was moved and seconded. **MOTION CARRIED.**
- Geneve Newcombe presented a summary of the banking proposals. There was interest expressed in the proposal received from BMO. **ACTION:** *Need to determine terms of proposal and costs involved with switching of banks.*
- The Budget is almost complete and a meeting was set for November 8 at 7:30 pm.

**BUSINESS ARISING FROM MINUTES:**

- a) Meeting of Commission with Insurance Company – *date needs to be set up*
- b) Community Centre Sign: no response to date
- c) Widening of sidewalks: The extra cost was discussed with Dexter’s. Not all sidewalks may get done this year due to time and repairs to Starr’s Point Rd.
- d) Draft Snow & Ice Control Policy: Still no response from our Insurance.
- e) Water rate study: *(Discussed under correspondence)*
- f) Mapping of Wellfields: The time travel for Zone A is max of 3 months, Zone B is max of 1 year and Zone C is a max of 25 years. As this mapping was done in 2003 before wells 5A and 6 were constructed, the addition of these new wells will change the travel times. It takes approximately a month to do the mapping and the cost would be \$18,500.
- g) Environmental Design & Management Ltd – no update
- h) Computer System: Laura Wightman reported that the main computer crashed on September 29th and that the new computer/server had been ordered and would be installed on Oct 20<sup>th</sup>. It was noted that there would still only be 1 desk top computer in the office. **ACTION:** *Laura is to investigate if laptop can be hooked into the system. A portion of the expenses can be allocated to the Community Centre and to Public Works.*

**NEW BUSINESS:**

- a) **Certificate of Appreciation:** It was moved and seconded that a certificate of Appreciation as well as a \$50 gift certificate to the Port Pub be presented to Merle Millet in appreciation of his time on the Recreation Committee

and in overseeing the ball field. **MOTION CARRIED.**

- b) **Solicitation of Representatives for Board of Trustees:** It was moved and seconded that a letter be sent to all Village groups as listed in the Community Centre By-laws to determine who their representative is for the Board of Trustees. A line on the letter will also request if they plan on being part of the kitchen committee. **MOTION CARRIED.**
- c) **Ice Machine Purchase:** A motion to approve the purchase of an ice machine not to exceed \$2500 for the Community Centre and the ice to be used for the transport of water samples was moved and seconded. **MOTION CARRIED.**
- d) **Remembrance Day Services:** Our Community Service will be held on November 7 at 2:00 pm. Ernie Hovell will represent the Village at the service on November 11 in Wolfville.
- e) **Assistant Superintendant of Public Works:** It was moved and seconded to hire Bruce Bezanson as the Assistant Superintendant of Public Works. **MOTION CARRIED.** The Personnel Committee will meet with Bruce to discuss details.
- f) **Capped Assessment Program (CAP):** The Commission would like to see this program continue. *ACTION: It was requested that a letter be sent to the Municipality in regards to the Village's share of the Agricultural land tax.*
- g) **Zone A land:** There was concern expressed that our well fields are still in agriculture. The Village needs to investigate the possibility of purchasing these lands in order to ensure that our well field area is protected. This information also needs to be distributed to our Village residents via our website and newsletter. This issue will be discussed further at a meeting on October 20<sup>th</sup> with members of Environment, John Drage, Hydro geologist and Dawn MacNeill, Watershed Planner and Dave Smith, Asst. Provincial Director of Planning with SNSMR.
- h) **New Dump Trailer for tractor:** The Village needs to back fill areas where the new sidewalks have gone in. If the Village had a new dump trailer then our staff would be able to do this job and the trailer could be used for other purposes as well. Due to a conflict of interest, Chairman Lewis Benedict stepped down from the chair and left the room. Vice Chair Ernie Hovell took the chair. A discussion took place as to where to purchase the trailer. It was moved and seconded that the Village purchase a trailer from LRB Fabricators with a cost not to exceed \$7,000. **MOTION CARRIED.** Mr. Benedict came back into the room and resumed the Chair.
- i) **Pet Waste Boxes:** The Village is in need of having six of these units replaced. Two need to be replaced as soon as possible while the remaining four need to be done by spring.

Upon a motion being made, the meeting was adjourned at 10:30 p.m.

**MOTION CARRIED.**

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Lewis Benedict, Chair

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Geneve Newcombe, Administrative Assistant