

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF DECEMBER 18, 2012**

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

**IN ATTENDANCE:** Stan Hancock, Joe Keddy, Brian Tupper, Emma Van Rooyen, Patricia Bishop, Corina Saunders, Brent Barrett, Caleb Howden, Geoff Muttart, Geneve Newcombe & Darlene Robertson

**REGRETS:** Philip Porter

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 November 20, 2012 be approved as circulated. **MOTION CARRIED.**

Caleb Howden spoke to the Commission about an alternate plan recently presented to the Public Works Department for review, whereby the development (east of Collins Road) could connect to the Villages sewer and water utility. He asked for approval of this plan and requested the Commission provide a letter to the Municipality approving the plan. The Village Commission asked that he requests the Municipality to provide a letter to the Village with their requirements for the Village to respond.

**CORRESPONDENCE:**

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

- (a) Building Permit Report for Month of November, 2012. In Kings County 44 permits were issued with a total value of 3.2 Million, 1 permit was issued for Port Williams with a total value of 45 thousand. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing the Committee of the Whole and Council action list from the November 20, 2012 meeting. *(information only)*
- (c) E-mail from the Municipality of the County of Kings providing the action list from the December 4th, 2012 Council meeting. *(information only)*
- (d) E-mail from the Municipality of the County of Kings providing the action list from the November 27<sup>th</sup> Committee of the Whole meeting. *(information only)*
- (e) E-mail from the Municipality of the County of Kings Manager of Finance providing a report to be brought forward to the Committee of the Whole in December, proposing to change the Gas Tax guidelines for water/sewer infrastructure allowing 100% funding on projects over 50 thousand. *(information only)*
- (f) E-mail from the Municipality of the County of Kings advising of a meeting

set for December 12<sup>th</sup> as an extension to the Village/Municipal meeting held on November 21 to further discuss planning items. – *Three Villages (Greenwood, New Minas & Port Williams) attended the meeting. It was a productive meeting where concerns regarding the planning process were addressed.*

- (g) Notice of Public Hearing from the Municipality of the County of Kings scheduled for December 13, 2012. *(information only)*
- (h) E-mail from the Municipality of the County of Kings advising that the Fall 2012 issue of the Wardens update has been posed online. *(information only)*
- (i) E-mail from the Municipality of the County of Kings requesting confirmation that it is possible the new lots from the submitted subdivision of the Municipal Plan 120163 to be connected to the Village of Port Williams sewer service. *(information only)*
- (j) E-mail from Councillor Emma VanRooyen advising that Council has referred the decision on the wharf property to the January 25, 2013 Council Meeting. *(information only)*
- (k) E-mail from Councillor Emma VanRooyen asking for estimates on what sidewalk clearing/upkeep increase would look like. *Geneve Newcombe will look into this and provide Emma with an estimate.*
- (l) E-mail from Councillor Emma VanRooyen providing additional information about the process, should the motion about the wharf property be passed at the next council meeting.
- (m) E-mail from the Kings County Manager of Finance asking for updated information about the future use of the property purchased around the well field area. *Geneve Newcombe will respond that we currently have no definite plans at this time.*

## **II. Other Correspondence:**

- (a) E-mail from the Nova Scotia Utility and Review Board providing a snapshot of Port Williams utility for review. *Village office has reviewed the snapshot of the Port Williams utility and found it to be in line with the information that the Village had provided to the Board.*
- (b) Letter from Recreation Nova Scotia advising of the 39<sup>th</sup> Annual Provincial Volunteer Awards schedule for 2013 and providing the Model Volunteer Community Nomination form. *Village office will complete and submit form.*
- (c) Information provided by Citizenship and Immigration Canada about the Paul Yuzyk Award for Multiculturalism to honor people dedicated to promoting integration in Canada. *(information only)*
- (d) Letter of thanks from the Royal Canadian Legion providing a receipt for our donation to the Poppy Campaign for use of the Remembrance Day wreaths. *(information only)*
- (e) Letter of response from Nova Scotia Transportation and Infrastructure Renewal responding to our request for a multi way stop at the intersection of high Street, Route 358 and Starrs Point Road. *They reported that a multi way stop is not warranted at this intersection.*

**III. E-mailed Correspondence:**

- (a) E-mail from Jim Morton providing their November 23<sup>rd</sup> update. (*information only*)
- (b) E-mail from Jim Morton providing their November 30<sup>th</sup> update. (*information only*)
- (c) E-mail from Jim Morton providing their December 7<sup>th</sup> update. (*information only*)
- (d) E-mail from Jim Morton providing their December 14<sup>th</sup> update. (*information only*)
- (e) E-mail from Kings 2050 providing the December 2012 update.
- (f) E-mail from Statistics Canada Community Outreach program providing the third edition of their special analytical report on the 2011 census.

**BUSINESS ARISING FROM MINUTES:**

- (a) **Brush Clean up and road repairs** – no response has been received.
- (b) **Creating parking lot out of woodland behind School** – Chairperson Lewis Benedict met with the Director of Operations of the Annapolis Valley Regional School Board, David Floyd to discuss the School Boards support of the proposed parking area. It was reported that Mr. Floyd would consider supporting the project if it also incorporated a drop off area for the School Busses. Lewis reported that plans to meet with the School Boards Safety officer in the new year and will also contact the planner to determine a solution for a dedicated bus route drop off location.

**REPORTS:**

**Janitorial:** Brian Tupper reported:

- Busy month
- New floor in shed is working well
- Looking at painting in the new year

**Fire Department:** no report given

**Princess Selection Committee:** Report Attached

- Committee would like to know if the Commission would support an application to host either the Apple Blossom official opening or the tea.
- Commission would support the application as long as it falls within our budget restrictions and the Committee is able to provide a commitment.

**Lions Club:** Brian Tupper reported:

- Busy catering
- Having their social night December 19<sup>th</sup>
- Helping needy family's – approx. 15 to 20 food hampers
- Christmas raffle proceeds will go towards the hampers.

**Waterfront Development Committee:** Kim Cogswell reported:

- Met on December 6<sup>th</sup>
- Discussed wharf property

- Reviewed the status of the Waterfront committee with the new councilor
- Discussed the new NS Moves grant
- Leigh Morrison is looking into sending in an application to the NS Moves grant program, for funding towards the waterfront plan.
- Office had compiled a list of property owners
- Next meeting is January 17<sup>th</sup>

**Kings County Councilor:** Emma Van Rooyen

- It was mentioned to Emma that there is a concern that the Village is being perceived negatively as anti-sidewalk and that the message does not appear to be clear to the Municipality that we support a trail system for the Village.
- Commissioner Newcombe suggested that the Commission generate a letter for Emma to take to Council regarding our Secondary Strategy to further explain why a trail would make better sense than a sidewalk. Emma suggested a time frame for the letter to be early January. Planning department will be asking for a position paper.

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

- Water meters read for the 4<sup>th</sup> quarter
- By-pass has been capped off at the water meter at Great Valley Juices.
- Taken water sample to Agat lab in Dartmouth for the 4<sup>th</sup> quarter
- Met with Caleb Howden of Denim Homes, Dave Bell from Hilts & Seamone regarding a plan to service their development on Collins Road.
- Attended a water program review of Nova Scotia Environment on December 3<sup>rd</sup>
- Storm water catch basin has been repaired on Karrs Street by the Department of Highways
- Plowed and salted sidewalks and parking lot on November 26<sup>th</sup>
- Water - average nitrates for month of November
  - o Well #2 8.5
  - o Well # 1 7.9
  - o Distribution 4.1

**Treasurer's Report:**

- A motion to accept the Village General Operating and Water Utility financial statements for November 30, 2012 as submitted was moved and seconded.

**MOTION CARRIED.**

- Currently the Village is within budget
- A few questions on payments were asked and answered
- A motion to approve that 1/3 of the remuneration paid to Village Commissioners in 2012 shall be designated as a nontaxable expense was moved and seconded.

**MOTION CARRIED.**

- Geneve suggested that the Village apply to the NS Moves grant program for funding towards a walking trail around the perimeter of the well field land. During discussions of funding, Emma was asked to check into the status of the funding request made by the Village to the Municipality for the proposed parking near the school.
- A motion to approve the purchase of two studded tires, two all-season tires and rims for the village truck through Valley Tire and not to exceed \$1,000.00 was

moved and seconded. **MOTION CARRIED.**


- A motion to cover 1/3 of the cost of Joe Keddy's cell phone bill starting from his start date in August was moved and seconded. **MOTION CARRIED.**
- Staff was tasked into looking at cell phone options for Joe in the new year
- A motion to purchase a 5x7 of Queen Annapolis 80<sup>th</sup> Samantha Whynot from Light and Lens photography and a frame was moved and seconded. **MOTION CARRIED.**

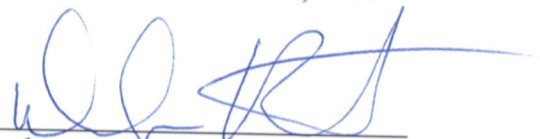
**NEW BUSINESS:**

- (a) Camera from Lions door – When the Village makes a purchase of cameras for the park and community center the Lions Club would like to pay for a camera for their door.
- (b) Emergency lighting and fire extinguisher maintenance checks – It was decided that it will be the Community Centre custodian responsibility to ensure that the required maintenance checks are done on a monthly basis. Brian would like to verify with his insurance carrier that there are no liability issues with this responsibility. The Village office will put together a monthly check log book for this purpose. Joe Keddy said that the process will add approximately two hours of time each month to Brian's current duties. Brian will be expected to submit the check sheet with this report at the monthly commission meeting. Village office to ensure that there is an annual review of the custodian's contract. Brian Tupper brought to the attention of the Commission that during the government inspection of the elevator that there was a concern that the styrofoam in the elevator room could be a concern with the Fire Marshall. Village will investigate this concern.
- (c) TMC Lawyers request for letter of comfort for Eric and Glenda Clark – Geoff Muttart stated that he doesn't recommend what's being asked for, and he has already discussed the matter with Mr. Warren from TMC. Ball field fees – Village reported that the power expenses for the ball field are not being covered from the fees collected from the Ball Field use and suggested a small increase as well as a deposit paid in the beginning of the season due to the difficulty collecting fee's at the end of the season. The schools would be exempt from this fee.
- (d) Peopleworx – Tracy Hartling to start work placement in the Village office on January 7, 2012.
- (e) Snow removal – Bob McKinnon will be doing the walkways around the Community Centre. Office staff to ensure that both Bob and Jon Rand are aware of Community Centre functions.
- (f) Light is out at the industrial park – Stan will flag and report to Nova Scotia Power to replace.

Upon a motion being made, the meeting was adjourned at 9:20 p.m.  
**MOTION CARRIED.**

Minutes of the Village of Port Williams Commission – December 18, 2012

  
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Lewis Benedict, Chair

  
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Darlene Robertson, Village Clerk