

**LAWRENCETOWN VILLAGE COMMISSION  
REGULAR MEETING MINUTES  
March 3, 2011**

**COMMISSION**

Brian Reid – Chairman  
Lynette Gilks  
Dianne Moore  
Jaki Fraser  
David Spears – Absent Sends Regrets

**STAFF**

Kelly Rice – Clerk/Treasurer Absent Sends Regrets  
David Allen – Supt. Public Works Absent Sends Regrets

**CHAIRMAN REID** called the meeting to order at 7:00PM.

**MINUTES:**

In absence of Clerk/Treasurer, Comm. Gilks read the Minutes of February 3, 2011.

**Comm. Fraser moved the Minutes of February 3, 2011 be accepted as presented. Seconded by Comm. Gilks. Motion carried.**

**OLD BUSINESS:**

Water Rate Study

Chairman Reid reminded that the date for the Public Hearing has been set by the Utility & Review Board for April 27<sup>th</sup> at 11:00AM in the Boardroom at COGS. He also reported a new development. The UARB asked if the Commission would agree to a smoothing of the rates over 3 years. It had been the understanding of the Commission that it is normal practice for a deficit to be caught up within the first year, with minor cost increases thereafter. If the UARB does not put forth this option again at the Public Hearing, then the Commission will make this enquiry on behalf of the residents of the Village.

**FINANCIAL REPORT:**

Financial Report was deferred to the next Commission Meeting.

**COMMITTEE REPORTS:**

Public Works

Chairman Reid read the report on behalf of the Supt. of Public Works, reporting the following:

- Snow and ice removal continues

- Cooling fan placed in electrical cabinet at STP
- UV lights replaced at STP
- Fitted back rack and wired in amber light on new truck
- Wired in new lights and amber lights on new tractor
- Training completed for First Aid, WHIMIS, Transportation of Dangerous Goods
- Repair to water meters
- Fitted new sink in office washroom
- After consultation with the Commission it was agreed to keep the New Holland tractor for a year to see how it works along side the John Deere

### Recreation

Lynn Roscoe reported that the Ice Rink will operate until the end of March. It has various successful programs including Kids Hockey, Can Skate, and Women & Men's Hockey. The Arena Board has applied to the County for a facility grant. The Recreation Committee is seeking federal and provincial funding for its summer activities program and for the swimming pool.

### Activities/Events Planning Committee

No report this month.

### Annapolis County Councilor Report

Martha Roberts reported the following:

- Celebration of African Heritage Month at Inglenook Community Hall
- RCMP and Seniors' Safety Program reports
- Low attendance at the meeting held in Lawrencetown to gather input from the public as to what types of recreation they would like to see in this area, however those who did attend had good input. The County's Recreation Dept. is reviewing all the information and a copy will be available after it is compiled.

### **CORRESPONDENCE:**

#### 1. DAY OF THE HONEY BEE

Chairman Reid and Comm. Moore addressed a letter requesting all Municipalities and Provinces in Canada to declare May 29<sup>th</sup> as the "Day of the Honey Bee". After discussion, **Comm. Fraser motioned to recognize the request to continue to promote the plight of the Honey Bee, and to forward a reply back that we have done so. Comm. Gilks seconded this motion. Motion carried.**

## **NEW BUSINESS:**

### Public Works Review and Restructuring

Chairman Reid explained that some months ago the Commission began the long process of reviewing the operations, staffing, policies, and procedures associated with the delivery of services to the Village. A Public Works Committee has been formed to give the Commission a better understanding of and closer ties to the day to day operations, and to begin the arduous task of documenting and developing standard procedures for that department. Staffing assessments of the Public Works Department, policies for snow removal, facility management, sidewalk maintenance, etc. shall all be included in an interim report which will be presented at the AGM in June 2011. Please refer any concerns regarding the delivery of service for water, sewer, sidewalks, or the management of our facilities to the Village Office, to be forwarded to the proper staff or to the Commission. Personnel issues or decisions will not be discussed in public forums.

## **COMMENTS/QUESTIONS FROM THE PUBLIC:**

- request regarding financial statements:  
Explained the audited financial statements are presented each year at the Annual General Meeting.
- questions regarding the Public Works Committee:  
Explained the makeup of the committee.
- questions regarding the policy surrounding discontinuation of water service:  
Explained that the terms are in the UARB approved policy and that the Village has the option of terminating water after 40 days of non-payment.
- questions/concerns regarding the new snow removal equipment:  
Indicated that the Commission is satisfied with the new equipment purchase. Given concerns expressed by one of the vendors, the Commission did agree to a review of the process around their quote.
- question regarding the purchase of the new truck and if consideration had been given to upgrading the existing 1-ton to a 4 wheel drive:  
Explained that options were considered, but the Commission decided to go with a smaller 4x4.
- questions regarding the water rate study:  
Indicated that the Commission would put together a response, with the assistance of staff and the consultant.
- some questions/concerns regarding snow removal:  
The Commission will review concerns and address them in the near future after consultation with a former Superintendent.
- questions regarding the education requirements and hiring process for Village employees:  
Explained that it depended on the position, and that the Commission follows all governmental standards and policies.
- request if Minutes could be circulated with Water Bills:  
Indicated that the Minutes were available online and at the Village Office.

- question if it would be more beneficial to amalgamate with the County, than to run our own Public Works and Water Utility:  
A former County Councilor for the Village addressed this question and replied that it had been discussed previously when the Village had been in a poor financial position, however presently the Village's books balance and bills are all paid, and as such, the Village would be less likely to receive the services and service levels that we presently receive today.
- Chairman Reid thanked the public for their comments stating the Commission takes their governing responsibilities very seriously and will consider all opinions expressed.

As there was no further business to discuss, Comm. Fraser moved to adjourn the meeting. The meeting was adjourned at 9:20PM.

---

COMMISSION CHAIRMAN

---

CLERK/TREASURER