

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**REGULAR MEETING OF AUGUST 18, 2020**

**MEMBERS PRESENT:** Lewis Benedict, Scott Leier (via phone), Doug Gates, Kim Cogswell and Ernie Hovell

**IN ATTENDANCE:** Karen Rovers, Joe Keddy, Philip Porter, Brian Tupper, Meg Hodges, Geoff Muttart and Darlene Robertson

**REGRETS:**

Chairperson, Lewis Benedict, called the meeting to order at 7:00 p.m.

a) **APPROVAL OF MINUTES:**

- (a) It was moved and seconded that the minutes of the regular Commission meeting on July 21, 2020 be approved as circulated. **MOTION CARRIED.**

b) **Correspondence Municipality of County of Kings:**

- (a) Building permits report for the month of July, 2020. In Kings County 82 building permits were issued with a total value of 7.6 million, 9 permits were issued for Port Williams with a total value of four hundred seventy three thousand dollars. (*Information only*)

c) **Other Correspondence:**

- (a) E-mail from Andrea Jeffs, Senior Policy Adviser for the Department of Municipal Affairs and Housing providing COVID-19 guidelines for Municipalities to administer an election in preparation for when the elections for Villages will proceed. (*Information only*)
- (b) E-mail from the Department of Municipal Affairs and Housing providing a revised order from Minister Porter with respect to Municipal meetings. (*Information only*)
- (c) Letter from Department of Municipal Affairs and Housing advising that they are unable to provide PCAP assistance for the Village's Wastewater Treatment plant – Phase II upgrade project. (*Information only*)

**BUSINESS ARISING FROM MINUTES:**

- a) **Wastewater Upgrade Phase II** – Joe reported
- Should be in position to post tender in two weeks.
  - Chairperson Lewis Benedict asked how long Joe would estimate that the project will take – Joe responded approximately one month.
- b) **Display cabinet & water filling station in Community Centre** – Brian Tupper reported:
- Met with Terry the cabinet maker

- Availability of materials will determine the delivery date.
- c) **Port Williams Sign - Belcher Street** - Joe Keddy reported:
  - Received a call on Wednesday, August 12<sup>th</sup> that the sign was ready for pickup – will be picking up sign soon.
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- d) **B G Squared Development** –
  - Not much changed
  - Sent to engineers for review and should have a reply by end of day tomorrow
  - Working on details
- e) **2007 Mack truck** –
  - 2007 Mack truck has been advertised with an August 28 deadline. Still waiting on approval from the Department of Municipal Affairs and Housing to sell the capital asset
- f) **Request to County to consider Brison Development walkway as a trail**
  - Geoff explained that the proximity of the Park to the trail located in the Brison Development was the reason for the Municipality’s decision with respect to closing the trail during the pandemic. Geoff has reviewed an aerial photo of the trail which shows that both the trail and park land are defined areas, which he has shared with the Municipality.
- g) **J-Class Roads** –
  - Commissioner Leier prepared an email summary of the meeting which the office will forward to the Commission.
  - It was noted that the Village of Port Williams is not involved with this program

## REPORTS

### **Municipal Councilor** – Meg Hodges

- Mentioned that she helped facilitate the approval of the Village Parks and Trail grant proposal.
- Municipality approved the 2020/2021 Gas tax allocations
- Valley Transit service is reduced due to a reduction of available drivers
- Approved COVID relief funding
- Municipal election will be one day of polling with online and phone in options

### **Janitorial:** Brian Tupper reported:

- Quiet right now
- Valley Alarms did their annual testing
- Foster Fire and Safety completed the inspection of the extinguishers
- Oulton’s Fuel did a routine maintenance of the furnace
- Plugged drain in the upstairs washroom sink

### **Fire Department:** Chief Porter reported:

- 9 alarms which were a mixture of mutual aid, brush fires and burn pit
- Continuing with training - working with Greenwich Fire Department
- Currently a fire ban on

**LIONS Club:** - Brian Tupper reported:

- Started a 50/50 online draw for part of their fundraising efforts

**Public Works:** - Joe Keddy reported

- Water system: Everything is working fine.
- Sewer systems: Everything is working fine.
- Sewer Treatment Plant: Everything working fine
- Nitrates See report
- Responding to alarms.
- Water & sewer inspections.
- Mowing and field maintenance.
- Working on BG Squared proposal
- Courts and fields are open. County hosted fun a family day in the park.
- Working on Chlorine analyzer- calibration
- Working on nitrate analyzer – calibration
- Water meter readings complete
- Spread gravel well#1
- Painted Collins road bathroom
- Well#1 blew pole fuse (bird) – NS power looking into older equipment at this location
- Sewer Lagoon Upgrades - CBCL, getting tender prepared.
- It was suggested that Joe follow up with Doug Pulsifer from DTIR
- Signs have been made and erected at the various water and sewer infrastructure locations
- Commissioner Gates asked if Joe had followed up with Great Valley Juice – Joe responded that he is monitoring the well levels

**Treasurer's Report:** -Karen Rovers reported:

- A motion to accept the Village General Operating and Water Utility financial statements for July 2020, as submitted was moved and seconded. **MOTION CARRIED**
- Karen mentioned that she is working with Terry Brown regarding the Village's Community Centre Generator funding application – Commission would like to proceed with signing the Memorandum of Understanding with the caveat that concerns addressed by Lawyer Geoff Muttart are addressed.

**NEW BUSINESS**

- None


Meeting went in camera for personnel discussion, legal opinion and acquisition at 7:55pm.

Meeting came out of camera at 9:43pm

- A motion to reopen the Port Williams Community Centre on September 1, 2020 for room rentals to Port Williams Community groups and Recreation Department usage under restricted capacity bookings and Covid protocols was moved and seconded. **MOTION CARRIED**
- A motion to follow the three-year replacement plan for the Fire Department tanker replacement project as presented was moved and seconded. **MOTION CARRIED**

Upon a motion being made, the meeting was adjourned at 9:50pm.

  
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Lewis Benedict, Chairperson

  
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Darlene Robertson, Clerk

  
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Karen Rovers, Chief Financial Officer