

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**MEETING OF January 20, 2026**

**MEMBERS PRESENT:** Lewis Benedict, Kim Cogswell, Debbie Graves, and Victor Peach.

**IN ATTENDANCE:** Brock McDougall, Nichole Gilbert, Joe Keddy, Luciano Pereira, Adam Griffin, and Doug Gates.

**1. CALL TO ORDER**

Chairperson Lewis Benedict called the meeting to order at 7:00pm

**2. REGRETS:** Chief Jason Stevens

**3. APPROVAL OF MINUTES:**

- (a) It was moved and seconded that the minutes of the Commission Meeting of December 16, 2025, be approved as circulated. **MOTION CARRIED.**

**4. Correspondence:**

- (a) None

**5. Business arising from Minutes:**

**(a) Wildfire Reimbursement - disbursement of funds (for decision)**

- The Village is in receipt of \$22,926.60 in compensation for the Fire Department's assistance in fighting wildfires last summer. The compensation is based on two categories, apparatus time (tanker) and firefighter time (see spreadsheet attached to your briefing package).
- At the September 16, 2025, Commission meeting the Village Commission discussed how to allocate the funds and determined that a motion to provide the individual members with the payments associated with their time commitments would be made once the total value of the compensation was known.
- It was moved and seconded that the Village Commission direct the CAO to make payments to the individual firefighters based on the time commitments outlined in the Wildfire Compensation summary (totalling \$4,141.60) and that the remaining compensation totalling \$18,785.00, be allocated to the Fire Department Capital Reserve Fund. **MOTION CARRIED.**

**(b) Website Renewal Project – first designs concepts (for discussion)**

- Design concepts and project progress tracker attached to briefing package.
- It is important to note that these are design concepts only, text, header titles, logos, and images may be changed (and may need to be in the case of photos if we don't possess the rights).
- If agreeable the Commission may select a design concept to move forward with or suggest an alternative version to the designer.
- The Commission discussed and agreed the design concepts were all agreeable and left the next steps to the working group managing this project.
- March 2<sup>nd</sup> is the anticipated launch date.

## 6. Reports:

### (a) Municipal Councilor's Report (Councilor Doug Gates)

- Coun. Gates summarized council's activities for the month of December.
- New development rules.
- District 2 Meet & Greet February 5<sup>th</sup> at the Community Centre.
- Gates suggested the Commission read a land acknowledgment before each meeting.
- Gates requested a copy of recent planning documents submitted to the Municipality by the Village and noted that the Village's submission were planned for discussion by Council in February.

### (b) Fire Department (Deputy Chief Adam Griffin)

- The department responded to ten (10) alarms over the past month:
  - Eight calls within the village: three trees on power lines, one MVC, CO2 alarm, and three residential fire alarms.
  - Two mutual aid calls, aid to Kentville for a Structure Fire.
- **Training:**
  - This month's training included PPE, SCBA, Safety & Accountability Review, and Fire Behavior Theory.
- **Membership:**
  - No change in membership during this reporting period.
- **Department Updates:**
  - Department has seven surplus SCBA packs and 14 surplus SCBA bottles that it would like to sell to a department in need. We would like to sell them for \$50 per pack with two bottles. We have a lawyer approved waiver for the receiving department to sign, and the receiving department will need to have the packs and bottles tested to return to service.
  - CAO McDougall advised that the disposal of assets must be made at fair market value and by a motion of the Commission.

- The Department had found similar SCBA packs being sold in the province for \$50, hence the figure in the request.
- iii. It was moved and seconded to direct the Fire Chief to make arrangements to dispose of the surplus SCBA packs and bottles at the determined fair market value of \$50 per pack with two bottles each. **MOTION CARRIED.**

**(c) Public Works Report (Superintendent Joe Keddy)**

**Sewer and Water Utility:**

- Water & sewer inspections
- Water and wastewater building maintenance
- Water tests (daily & weekly)
- Water meter readings
- Water repair on Rawding Drive
- Power outage at the Sewer Lagoon, blower #1 seized. In the process of getting quotes for repair or replacement.
- Reviewing plans on SAG development.

**Alarms:** none

**Public Works General**

- Checking skating pond
- Cleaning snow and salting sidewalks.
- Working on Capital and Operating Budgets

**(d) Recreation Report (Nichole Gilbert, Recreation Coordinator)**

**Winter Programming:**

- Winter Active for Life begins Tuesday January 13<sup>th</sup> and will run until March 26<sup>th</sup>. There are 40 participants registered for the program.
- Chair Yoga will begin on Wednesday January 21<sup>st</sup> at 10 am. Program is drop in (registration required upon arrival) cost is \$10/class.
- Yoga with Lisa Quintin started again for the year on January 12<sup>th</sup>. Programming costs have increased from \$5/person to \$8/person.
- Beginner and advanced line dancing takes place on Monday and Wednesdays from 9:30am-11am. There are 50 people registered for the beginner class on Mondays, and 15 people have moved up to the advanced class. Cost per class is \$3
- Free Indoor walking takes place every Monday & Friday morning from 8:15-9:15.

**Activities/Events:**

- Snowshoes and walking poles are available to borrow from the recreation department.
- Planning is underway for summer day camp and activities.
- Staff will begin working on Port Williams Days planning in the next few weeks. In February the working group will begin meeting to plan details. This year's event is scheduled for June 12<sup>th</sup> – 14<sup>th</sup>

**Facilities:**

- The skating pond ice conditions are being monitored.

**Funding and Reports:**

- Canada Summer Jobs grant funding – application submitted, will hopefully hear back in May.
- Working on final reports for Municipality of Kings: Community Recreation Programming Assistance; Parks, Playground and Trail Maintenance
- Working on drafting a SOP for park bench requests.
- Working on connecting with local schools and track teams for expressions of use for the throw facility located at Visionary Park.

**(e) CAO's Report (Brock McDougall):****i. Fire Services Funding Agreement**

- An initial copy of the Draft Fire Services Agreement between the Village and the Municipality of Kings was reviewed by staff this Fall.
- Legal counsel provided an amended draft agreement on December 8, 2025, that was subsequently sent to the Municipality of Kings for their review and response.
- Correspondence from MOK was received on Dec. 24, 2025, outlining non-specific concerns with the Village draft. We are awaiting their notes and/or alternative drafts for consideration.

**ii. HWY 358 Intersection**

- Info to follow a meeting with Public Works Area Manager.
- Coun. Gates suggested a petition to expedite a solution to improve safety at the intersection.

**iii. Wastewater Treatment Plant – Solar Power Project**

- Progress report attached to briefing package

**iv. SAG Ltd. (Steepleview) Development**

- On December 22, 2025, the Village received a tentative plan of subdivision for the proposed extension of Steepleview Drive, including

engineer drawings via the Municipality of Kings

- Staff forwarded the documents to CBCL engineers on December 23, 2025, requesting a meeting in the new year to confirm sufficient water and wastewater capacity since our initial review when the project was proposed and to confirm planned infrastructure meets standards.
- The CAO, Superintendent Keddy, and Chair Benedict have met to discuss next steps.

**v. Library Funding:**

- CAO McDougall to attend a meeting of municipalities to hear an update on funding efforts from the Annapolis Valley Regional Library.

**(f) Joint Accessibility Advisory Committee (JAAC)**

- No Report

**7. Financial Report:**

- (a) Review of the December 2025 Water Utility and Village Financial Report (for approval)
- (b) It was moved and seconded to approve the December 2025 Water Utility and Village Financial Report as circulated **MOTION CARRIED.**

**8. New Business:**

- (a) Water Utility and Village Operating Budgets 2026-27 – First Reading
  - Draft budget overview provided by CAO McDougall, Commissioners provided feedback in advance of a second reading in March.
- (b) Draft Honorarium Policy (for discussion)
  - Draft policy presented, the Commission determined to table discussion until February.
- (c) Draft Fiscal year-end cut-off procedures
  - Draft procedures attached to briefing package
  - Note that the procedures were reviewed and endorsed by the Village Audit Committee.
  - It was moved and seconded to approve the Fiscal Year-end Cut-Off Procedures as circulated. **MOTION CARRIED.**

**9. IN CAMERA**


It was moved and seconded to begin an *in camera* (closed) session for legal matters at 8:10pm.

**10. RETURN TO OPEN SESSION**

The meeting returned to open session at 8:22pm

**11. Adjournment**

Upon a motion being made, the meeting adjourned at 8:22pm.

  
\_\_\_\_\_  
Lewis Benedict, Chairperson

  
\_\_\_\_\_  
Brock McDougall, CAO/Clerk