

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
MEETING OF February 17, 2026

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

IN ATTENDANCE: Brock McDougall, Nichole Gilbert, Joe Keddy, Luciano Pereira, Adam Griffin, Jason Stevens, Geoff Muttart, Melissa Chunick, and Doug Gates.

1. CALL TO ORDER

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

2. REGRETS:

3. APPROVAL OF MINUTES:

(a) It was moved and seconded that the minutes of the Commission Meeting of January 20, 2026, be approved as circulated. **MOTION CARRIED.**

4. Correspondence:

(a) Municipality of County of Kings:

- Kings County building/development activity reports for December 2025 / January 2026

5. Presentation

(a) Planning Application 25-22 – 1200 Parkway Drive. (Big Sky Builders).

6. Business arising from Minutes:

(a) Water Utility and Village Capital Budgets 2026-27 – First Reading

- In December 2025, the Commission reviewed a list of potential capital projects for the 2026-27 fiscal year.
- Since then, staff and Commissioners have provided additional feedback to help create the draft budgets.
- The draft Capital Budgets were included in the Commission briefing package.
- Commission asked to price the historical plaque which was requested by the Port Williams Women's Institute for the bridge area.
- Superintendent Keddy asked to add a blower for the Wastewater Treatment Plant in the amount of \$80,000.

(b) 5-Year Capital Investment Plan (CIP) – for discussion

- To participate in programs such as CCBF (Gas Tax) and VICE (CCBF replacement), the Village Commission must approve and submit a 5-year capital investment plan to Municipal Council.
- There is no fixed obligation to fund the projects going forward, but the plan provides some indication of the village's intentions to spend capital grants over the 5-year period.
- The CIP was included in the Commission briefing package.

(c) Village Honorarium Policy (Draft)

- At the January 20, 2026, Village Commission meeting the Commission agreed to table the draft policy for discussion in February.
- The intention of the policy is to define standard honoraria issued by the Village for ease of processing and transparency. The rates are included in the schedule for ease of amendment.
- The draft policy is attached for your reference.
- It was moved and seconded to approve the Village Honourarium Policy as presented. **MOTION CARRIED.**

7. Reports:

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

- Coun. Gates summarized council's activities for the month of January.
- Vision Grant application is opened.
- Changes to the Municipal Planning Documents to expand the New Minas Growth Center.

(b) Fire Department (Chief Jason Stevens)

- The department responded to ten alarms over the past month:
 - Five calls within the village: 2 MVC, 1 Commercial Alarm, 1 Residential Fire Alarm and 1 Medical call.
 - One mutual aid call, a request to respond to the scene; mutual aid to Canning for Rope Rescue team.
- **Training:**
 - This month's training includes Interior Fire Attack fundamentals, vehicle and pump panel review, hose deployment and advances.
- **Membership:**
 - No change in membership during this reporting period.
- **Department Updates:**
 - Had our apparatus floor repaired, finding that moisture had gotten into the rebar and metal mesh causing it to rust and creating a void (and the hollow sound). Found a void under the

original concrete pour in that same area. The void area was filled, the spots have been fixed, and the trucks are now back in their bays. Thank you to public works and to Nick Levy for housing our trucks so we can complete this work.

- ii. Will be working with our society to help bring our department more in line with OH&S standards regarding decontamination of post fire calls. With the increase in cancer awareness within the area Fire Departments, there is a greater demand on all FD's to be better prepared for Decon post fire calls. More to come.

(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
- Annual Sewer reports submitted (Fed & Prov)
- Repairing leak on water reservoir
- Calls made to water customers with regards to overdue accounts

Alarms: none

Meetings and Training

- Reviewing plans on SAG development. Meeting with engineers

Public Works General:

- Regular duties and general maintenance of buildings
- Checking skating pond
- Clearing snow and salting sidewalks
- Working on capital and operating budgets
- Repairs done on salter
- Repairs for Public Works truck

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

Winter / Spring Programming:

- Chair Yoga program is expanding. In March we will be offering chair yoga classes on Wednesday and Friday mornings from 10-11am. Cost will remain the same \$10/drop-in class (no registration required).
- Yoga with Lisa Quintin has also added a Thursday evening meditation class. Meditation begins at 7pm and cost is \$7 drop-in

(no registration required).

- Staff are working on offering a spring “Learn to Run 5Km” program – more information will be available soon.
- Braveheart First Aid in partnership with the recreation department will be hosting a Babysitters course on March 17th, 2026. Registration will be available next week. Cost is \$80/child for a full day certification program.

Activities/Events:

- Snowshoes and walking poles are available to borrow from the recreation department.
- Planning is underway for summer day camp and activities. Summer camp will run for 7 weeks this summer at the school. Camp will run between July 6th – Aug 21st.
- Port Williams Days planning committee met and will continue to meet monthly for event planning.
- Volunteer of the Year nominations are going to be sent out to volunteer organizations and posted on the Facebook page for community members to nominate deserving Port Williams volunteers.

Facilities:

- The skating pond ice is being monitored for use.

Other:

- It was noted that there may be grant funds available to the Village for the purchase of another AED device to be placed at the Rugby/Soccer field.
- It was moved and seconded to approve an unbudgeted capital purchase of a new AED contingent on the Recreation Department finalizing a capital grant for a portion of the purchase price. **MOTION CARRIED.**

(e) CAO’s Report (Brock McDougall):

i. Fire Services Funding Agreement:

- Correspondence from MOK was received on Dec.24, 2025 outlining non-specific concerns with the draft agreement offered by the Village, we are awaiting their notes and/or an alternative draft for consideration.

ii. Wastewater Treatment Plant – Solar Power Project Update:

- A key project milestone was reached by receiving the final

documents (letter from the Belcher Street Marsh Body) necessary to make our permit for variance application to the Marshland Administrator.

- Progress tracker and variance letter were circulated in the Commission briefing package.

iii. Website Project Update:

- Progress tracker circulated in the Commission briefing package.

iv. SAG Ltd. (Steepleview) Development update:

- CBCL provided a report on servicing, attached to briefing package. The report indicates key considerations for this development:
 - a. There is adequate raw water supply to service the development, but the Village must confirm treatment capacity.
 - b. The distribution system has capacity, but the flow rate exceeds our current operating approval from Nova Scotia Environment.
 - c. Additional booster pumping may be necessary to maintain pressures for some demand scenarios and to obtain necessary fire flows.
 - d. Terry's Creek Lift Station and upstream piping capacity will be exceeded by the development and will require upgrade.
 - e. The remaining wastewater piping is sufficient.
- The report concludes that: *"the water system can support the added domestic demand; however, the domestic pumping system capacity may need to be increased. As well, there is insufficient capacity to service the required fire flows due to lower pressures in the higher lands. This can be addressed with high flow pumping and would result in increased available fire flow. The majority of the existing sanitary sewer linear infrastructure has sufficient capacity for increased wastewater flows from the development. However, the capacity of the Terry's Creek Road PS station and the 250mm sewer pipe will need to be increased to support the additional flows from the Steeple View Drive development."*
- Meetings have been held with Able Engineers, who represent the developers, to discuss details of the plans such as the placement of water and sewer piping and to share preferences for the design that the Village will ultimately inherit (e.g. looping the water line versus dead ends).
- While the Village is not directly responsible for storm water, staff have also considered the design of the storm system, which will add considerable storm flows to the downstream infrastructure as well as the implication of new infrastructure such as retention ponds.
- Other considerations outside the basic servicing question have been

raised, including the plan for long term ownership and maintenance of planned trails and green spaces, streetlights, crosswalks, and other secondary infrastructure.

v. Fire Safety Act meeting with Municipal Representatives:

- Highlights from the info session include:
 - a. There will be a transition period of three years that is intended to foster real structured change in the fire service.
 - b. It is not about creating a singular standard or setting them so high that small departments cannot meet the standard.
 - c. The fire service and all legislation pertaining to it will be aligned under one provincial department which will have oversight and enforcement capabilities.
 - d. The Municipalities will oversee managing the fire departments within their border, by either appointing a singular fire chief or a fire services coordinator that several chiefs fall under.
 - e. There will be an Office of the Fire Commissioner (this is phase one), which will include the Fire Marshall, both falling under the one provincial department assigned to oversee the fire service.
 - f. Individual communities will do risk assessments to help determine the need for specialized services, for example not all communities need watercraft, swift water, grain bin rescue, etc.
 - g. Wildfires will still fall under the Department of Natural Resources

vi. Chairperson Benedict raised a question of the Village purchasing additional lands for source water protection purposes, the Commission agreed to discuss that matter *in camera* under contract negotiations.

(f) Joint Accessibility Advisory Committee (JAAC)

- Quarterly meeting on Jan 14th (virtually). Calling for new members.

8. Financial Report:

- (a) Review of the January 2026 Water Utility and Village Financial Report (for approval)
- (b) It was moved and seconded to approve the January 2026 Water Utility and Village Financial Report as circulated **MOTION CARRIED.**

9. New Business:

- (a) None

10. IN CAMERA


It was moved and seconded to begin an *in camera* (closed) session for contract negotiations at 8:53pm.

11. RETURN TO OPEN SESSION

The meeting returned to open session at 9:29pm

12. Adjournment

Upon a motion being made, the meeting adjourned at 9:29pm.



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk

