

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**MEETING OF March 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, 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 February 20, 2026, be approved as circulated. **MOTION CARRIED.**

**4. Correspondence:**

(a) Municipality of County of Kings:

- Kings County building/development activity reports for February 2026

(b) Other:

- Paul LaFleche, Deputy Minister, Municipal Affairs re: funding programs
- Chris Ross, Marshland Administrator, Request for Variance Response, recommended for discussion *in camera* – *contract negotiations*
- Stephanie Coldwell, re: Prescott House Closure. CAO was asked to respond with a letter.

**5. Business arising from Minutes:**

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

- In January 2026, the Commission had first read of the draft operating budgets for the Village and the Water Utility. Following discussion, the Commission agreed by consensus to advance the budgets to second reading in March.
- The Commission received a revised draft in their briefing package.
- A summary of changes since last reading are below:
  - i. **Expenses:**
    - i. Wages have been adjusted for cost-of-living. It is recommended that discussion of wages be done *in camera*.

- ii. Received our insurance renewal and applied the real figures in place of estimates (\$91,771).
- iii. Updated tax levy fee to 4% of known tax revenue.
- iv. Updated sewer levy fee to 4% of known sewer levy.
- v. \$5,000 for ANSV staff position.
- vi. Increased water testing expenses due to 5-year testing requirements.
- vii. \$5,000 included in water budget for rate study.

**ii. Revenues**

- i. Updates the tax levy to the actual figure (\$955,744).
  - ii. Updated the sewer levy to the actual figures.
  - iii. Adjusted the Fire Grant by inflation (\$141,767) which is significantly less than what the Village requested from the Municipality of Kings for our Fire Grant (\$237,000). The larger figure is a truer reflection of costs to operate the Fire Department and includes amounts that were previously excluded from the grant criteria. The final amount is to be determined through negotiations with the Municipality.
- Considering the unknowns around the fire budget as well as new information on grants, fluctuating fuel costs, and a request from the public works department for \$50,000+ to address sewer maintenance issues, staff are requesting additional time to redraft the operating budgets.
  - The commission agreed by consensus to table the Village and Water Operating budgets until the next Village Commission meeting.

**(b) Water utility and Village Capital Budgets 2026-27 – Second Reading**

- In February 2026, the Commission had first read of the draft capital budgets for the Village and the Water Utility. Following discussed amendments, the Commission agreed by consensus to advance the budgets to second reading in March.
- An amended capital plan was attached to the briefing package.
- The sewer solar project, representing the most significant capital expense for the year is subject to new information not be discussed in camera consequently the Commission agreed by consensus to table the Capital budgets until the next Commission meeting.

**(c) 5-Year Capital Investment Plan (CIP) – Second Reading**

- The draft CIP was attached to the briefing package for second reading.
- Due to the decisions re: Capital Budgets the Commission agreed to table the CIP until the next Commission meeting.

## 6. Reports:

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

- Coun. Gates summarized council's activities for the month of February 2026.
- Budget increased for the new fiscal year.
- Prescott House will likely be put up for sale.

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

- The department responded to eight alarms over the past month:
  - i. Three calls within the village: 1 MVC, 1 report of smoke sighted, and 1 residential fire alarm.
  - ii. Five mutual aid calls: 4 to Kentville and a standby request to Hantsport station.
- **Training:**
  - i. This month's training includes Hydrant operations & Supply lines, pumping basics & relay concepts and water supply scenarios.
- **Membership:**
  - i. There is no change in membership during this reporting period.
- **Department Updates:**
  - i. Request to push gear line over budget, to order needed gear this year and to reallocate funds from elsewhere within the FD budget to keep the department's bottom line on target. It was moved and seconded to direct the CAO and Financial Officer to reallocate funds within the existing budget to allow the FD to extend their firefighting gear budget. **MOTION CARRIED**
  - ii. FD has been working with the Port Williams Firefighter Association to help bring the department more in line with OH&S standards regarding decontamination post fire calls. Would like to direct a donation from the assn. through the Village Commission for a new gear extractor (washing machine). The price is \$15,205.19. It was moved and seconded to accept funds donated by the Port Williams Firefighter Association for the purchase of a gear extractor. **MOTION CARRIED.**
  - iii. FD has received an updated quote for the floor epoxy. Emailed to the CAO. Working with the supplier for time frame to have the work completed.

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

#### Sewer and Water Utility:

- Water & sewer inspections

- Water and wastewater building maintenance
- Water tests (daily, weekly and ¼ tests)
- Water meter readings.
- Reviewing plans for Leaside development.
- Working on Sewer issue on High Street.
- Online monitoring equipment is calculated by APC. (annual service)
- Reviewing Sewer roll with Financial Officer.

**Alarms:** Belcher Street sewer pump, to be verified soon.

**Meetings and Training**

- Meeting with engineers to discuss upcoming projects. (Leaside, Sg & Port Pub pumping station)

**Public Works General:**

- Regular duties and general maintenance of buildings
- Checking skating pond
- Clearing snow and salting sidewalks
- Working on capital and operating budgets

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

**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).
- Lisa Quintin is offering a new perimenopause / menopause yoga program beginning Tuesday April 7th for 6 weeks.
- Spring Active for Life will begin on April 17<sup>th</sup> - June 18<sup>th</sup>
- The Braveheart Babysitter course was postponed due to a lack of enrollment.

**Activities/Events:**

- Ukrainian Egg workshop being held on March 24th in the Multi-Purpose room. Wendy Spicer will facilitate workshop.
- Volunteer of the Year nominations are now available, and the deadline for nominations is April 24<sup>th</sup>.
- Port Williams Days will take place on June 12 – 14th, next committee meeting is scheduled by March 23rd at 1:30pm

**Facilities:**

- New AED was purchased for Benidict Field with funding from Recreation Facility Association of Nova Scotia.

**Grants and Funding:**

- Received funding from the Municipality of Kings for the Town and Village Recreation funding in the amount of \$2,703.78.
- Completing final reports and applying for 2026-2027 budget year grants with the Municipality of Kings and other funding sources.

**Personnel:**

- Summer student job advertisements will be posted online for Recreation Intern, Day Camp, and public works laborer positions.
- The Recreation Coordinator was asked if there is an update from the Rugby group that is interested in developing fields? Reply, no update so far.

**(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, no update since the February meeting.

**ii. Wastewater Treatment Plant – Solar Power Project Update:**

- The Commission briefly reviewed the progress tracker.

**iii. Website Project Update:**

- The Commission briefly reviewed the progress tracker.
- The CAO advised he will circulate a link for the website under development.

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

- CBCL provided a revised report on service, which was discussed at the February 17th Commission meeting. This information has been provided to MOK staff for their consideration.
- Meetings have been ongoing with stakeholders representing MOK and the developer.

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

- Meeting on March 11<sup>th</sup>. Productive meeting, Province is trying to move people from group homes to apartments. Trying to find employment for them, with the goal that they can live independently

and safely.

- There is a program to support homeowners willing to rent a room to persons with disabilities.

**7. Financial Report:**

- (a) Review of the February 2026 Water Utility and Village Financial Report (for approval)
- (b) It was moved and seconded to approve the February 2026 Water Utility and Village Financial Report as circulated **MOTION CARRIED.**
- (c) Eight invoices outstanding in Accounts Receivable were reviewed for potential consideration as bad debt expenses. The Commission reviewed the items and determined that 6 of 8 were uncollectable for various reasons. Two were sent back for further investigation and collection effort by staff. It was moved and seconded to approve the conversion of 6 invoices in accounts receivable to bad debt expenses. **MOTION CARRIED.**

**8. New Business:**

- (a) None

**9. IN CAMERA**


It was moved and seconded to begin an *in camera* (closed) session for contract negotiations at 8:14pm.

**10. RETURN TO OPEN SESSION**

The meeting returned to open session at 10:03pm

**11. Adjournment**

Upon a motion being made, the meeting adjourned at 10:03pm.

  
Lewis Benedict, Chairperson

  
Brock McDougall, CAO/Clerk