

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
MEETING OF April 21, 2026

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

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

1. CALL TO ORDER

Chairperson Lewis Benedict called the meeting to order at 7:03pm.

2. REGRETS: Kim Cogswell

3. APPROVAL OF MINUTES:

- (a) It was moved and seconded that the minutes of the Commission Meeting of March 17, 2026, be approved as circulated. **MOTION CARRIED.**

4. Correspondence:

(a) Municipality of County of Kings:

- Kings County building/development activity reports for March 2026

(b) Other:

- None

5. Business arising from Minutes:

(a) Water Utility and Village Operating Budgets 2026-27 – Third Reading

- In January 2026, the Commission had first read of the draft operating budgets for the Village and the Water Utility and second read in March 2026.
- The Commission was presented with revisions discussed at the March meeting, including:
 - i. Expenses:**
 - i. Wages have been adjusted as discussed.
 - ii. Updated fuel and electricity expenses to account for market changes.
 - iii. Updated sidewalk line to account for maintenance needs as discussed in March.
 - iv. Reduced FD budget items to account for municipal funding under requested amount.
 - v. Various small adjustments to ensure we are not in a deficit position.

ii. Revenues

- i. Adjusted the Fire Grant by inflation (\$141,767) plus a small margin to account for future contract negotiation with the MOK.
 - ii. Updated to account for potential FD association donations.
- It was moved and seconded to approve the Water Utility and Village Operating Budgets for 2026-27 as circulated. **MOTION CARRIED.**

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

- The Commission had first read of the draft capital budgets for the Village and the Water Utility in February 2026 followed by second reading in March 2026.
- The Commissioners were briefed on the draft Capital Budgets that incorporate amendments described at last reading.
- It was moved and seconded to approve the Water Utility and Village Capital Budgets for 2026-27 as circulated. **MOTION CARRIED.**

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

- The Commission was briefed on the CIP and agreed by consensus to move the auditorium table replacement expense to the 2028-29 fiscal year of the plan.
- It was moved and seconded to approve the 5-Year Capital Investment Plan (CIP) as amended. **MOTION CARRIED**

6. Reports:

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

- Coun. Gates summarized Council's activities for the month of March 2026, including upcoming planning items and proposed by-law/policy amendments.

(b) Fire Department (Chief Jason Stevens)

- The department responded to 12 alarms over the past month:
 - i. Six calls within the village: 1 Assist EHS, 1 Residential Alarm, 1 Commercial Alarm, 1 MVC (iPhone crash notification), investigated an illegal burn, and a Chimney Fire.
 - ii. Six mutual aid calls: Wolfville, Hantsport (2) to scene of structure fire, 4 to Kentville for brush/grass fire and 2 Structure fire.
- **Training:**
 - i. This month's training includes ventilation, interior hose line advance and interior search.

- **Membership:**
 - i. There is no change in membership during this reporting period.

- **Department Updates:**
 - i. It has been a busy spring, several meetings regarding the Fire Service governance review, Fire Service Association of Nova Scotia (FSANS) conference held last weekend with several training opportunities that our members were involved in.
 - ii. Met with Kings County Council regarding the Fire Service governance review. Information supplied to CAO McDougall. Bill 186, Support for Fire Protection Services Act, was passed on April 9th, 2026, with 20/40 recommendations accepted. Waiting to see what guidelines or standards will be for those 20 recommendations so we can act on them.
 - iii. During a training night, damaged the flashing above our utility truck bay door. Have been using the front of the hall for ladder and rope training. Unable to use the balcony attached to the public works building as it is too high and does not provide safe access and enough room to work from. Would like some property to set up a training ground for the fire department to use. Neighbors have set up their own training grounds, (Canning, Wolfville and Waterville) but those departments use them regularly, with some of them designed for specific use. Would like to use a shipping container as the base for this training and add to it as funds/resources become available.

(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 Budget
- Working on SAG and Leaside developments
- Pump station upgrades
- Adjusting air pressure on sewer lagoons for spring turn over
- Working on UV chamber for sewer effluent
- Had to replace panic bar/door latch on chlorine building
- Replaced door on Well house #4, wind damaged.

Alarms: Door / wind

Meetings and Training

- Attended annual seminar in Fredericton

Public Works General:

- Regular duties and general maintenance of buildings
- Clearing snow and salting sidewalks
- Starting spring clean-up
- Winter gear getting put away and summer gear coming out
- Working on capital and operating budgets
- Looking over and completing few jobs that need to be done in the Fire Hall and Comm. Center
- Attended fall arrest course
- Working on 3 streetlights in the Village
- Repaired settled driveway on High Street
- All 5 wells are recovered from the dry summer

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

Spring Summer Programming:

- Summer Day Camp: This summer we will be offering 7 weeks of camp at the Port Williams School. Camp will run from July 6th – August 21st. Cost is \$100/week per child. Registration will open on May 14th at 9:00 am at the Village office. This year we will have the ability to register twenty-five children per week.
- Chair Yoga – Wednesday and Friday mornings from 10am – 11am cost \$10/person drop in only no registration required.
- Yoga with Lisa Quintin on Monday evenings in the Auditorium.
- Beginner line & Advanced line dancing will be wrapping up for the spring session end of April and will begin again in September. We are also looking to add a 'Absolute Beginner' class to fall programming – more information to come closer to fall start up.

Activities/Events:

- Volunteer of the Year nominations are now available, and the deadline for nominations is April 24th.
- Port Williams Days will take place on June 12 – 14th, next committee meeting is scheduled for Apr 20th at 1:30pm.

Facilities:

- Ballfield and Soccer field bookings have started to fill up for the 2026 season.

- Splash Pad will open for season on May 15th (Long Weekend).

Grants and Funding:

- Federal Summer Jobs – received funding for three summer position. Full release of details will be provided soon.
- Park, Playground, Trail Maintenance & Development grant has been submitted to the County of Kings.
- Application for Community Recreation Program Assistance through County of King is being prepared and it will be submitted for May 1st deadline.

Personnel:

- Summer student job advertisements have been posted online for the following positions: Day Camp Leaders, Program Coordinator, and Public Works Labourer.

(e) CAO's Report (Brock McDougall):

i. Kings County Village-Municipal Meeting (Summary):

- A summary of the Village-Municipal meeting was given by the CAO.
- The main discussion topic was the upcoming CHIF - Canada Housing Infrastructure Grant (Federal and Provincial funds) which the Village may apply for and stack with VICE – Village Infrastructure Capital Enhancement Program (Municipal Funds).
- The application window will open soon.

ii. Wastewater Treatment Plant – Solar Power Project Update:

- Presented the progress tracker to the Commission
- Secretary to the Marshland Commission confirmed receipt of our appeal to the Marshland Administrators decision to deny the requested variance – they are required to set a hearing date within 60 days of the appeal.

iii. Website Project Update:

- Presented the progress tracker to the Commission
- CAO showed the Commission functionalities of the new website.

iv. SAG Ltd. (Steepleview) Development update:

- Village staff provided changes necessary for utility approval to the developers' engineer. So far, we have not seen those changes implemented in the plans. The most significant change being the requirement to loop the water main rather than terminate in a dead

end.

- Any new changes will be reported at the Commission meeting.
- At the Municipality of Kings, staff were given approval from Council to begin the work necessary to amend the Land Use By-law (LUB) and the Municipal Planning Strategy (MPS) to adjust the Port Williams Growth Centre boundary to include the entirety of PID 55037139 as requested by SAG Ltd. – further enabling their previously approved Development Agreement for the Steepleview Drive area.
- A larger boundary change requested by the Village was not recommended by municipal staff or considered in a vote of Council.

(f) Joint Accessibility Advisory Committee (JAAC)

- Nothing new to report.

7. Financial Report:

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

8. New Business:

(a) Future agenda modifications

- Proposing a few simple changes to the meeting agenda format to align with the Municipal standard and simplify meeting flow:
 - i. **Add a declaration of conflict of interest** – by adding a declaration of conflicts early in the agenda they can be disclosed immediately and put on the record.
 - ii. **Approval of the agenda** – by approving the agenda at the top of the meeting, commissioners may ask for new business items to be added, which helps to account for time restrictions and keep the meeting on track.
- The Commission determined by consensus to table the conversation until the next meeting.

9. IN CAMERA

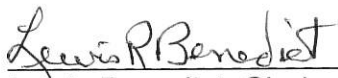
It was moved and seconded to begin an *in camera* (closed) session for legal matters at 8:10pm.

10. RETURN TO OPEN SESSION

The meeting returned to open session at 8:35pm

11. Adjournment

Upon a motion being made, the meeting adjourned at 8:35pm.



Lewis Benedict, Chairperson



Brock McDougall, CAO/Clerk