

**MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION**  
**MEETING OF May 19, 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, Doug Gates, Sylvia Jacquard, and Brenda Turner.

**1. CALL TO ORDER**

Chairperson Lewis Benedict called the meeting to order at 7:01pm

**2. REGRETS:**

**3. APPROVAL OF MINUTES:**

(a) It was moved and seconded that the minutes of the Commission Meeting of April 21, 2026, be approved as circulated. **MOTION CARRIED.**

**4. Correspondence:**

(a) Municipality of County of Kings:

- Kings Building Report for April 2026

(b) Other:

- Roxy Peterson, Regional Outreach Officer, Department of Emergency Management re: presentations
- Hon. John A. MacDonald, Minister Municipal Affairs, re: MGA Amendments

**5. Presentations:**

(a) Brenda Turner, History A to Z – Digital Project

**6. Business arising from Minutes:**

(a) **Proposed agenda modifications (for Discussion)**

- Add a declaration of conflict of interest
- Add Approval of the agenda at top of meeting
- Changes to the agenda moving forward were accepted by the Commission by consensus agreement

(b) **Capital investment Plan (CIP) update**

- The 5-year CIP was submitted to Municipality of Kings (MOK) May 11, 2026.

- Currently have two major sources of funding other than our own reserves (CCBF and VICE).
- There are also infrastructure programs we may access by expression of interest or application.
- CAO McDougall summarized the draw down schedule of grant funds based on capital projects planned over the next two years.

## 7. Reports:

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

- Coun. Gates summarized council's activities for the month of April 2026.

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

- **Alarms:**
  - i. The department responded to four alarms over the past month:
- **Training:**
  - i. This month's training included motor vehicle accident extraction.
- **Membership:**
  - i. There was no change in membership during this reporting period.

### (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
- Working on SAG and Leaside developments
- Pumping station upgrades
- Adjusting air pressure on sewer lagoons

**Alarms:** None

#### **Meetings and Training**

- Attended MPWANS in Cheticamp

#### **Public Works General:**

- Mowing
- Starting spring clean-up
- Water on at all fields (washrooms)
- Splash pad ready to go

- Summer student began working (Connor Shortall)

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

**Spring / Summer Programming:**

- Summer Day Camp: Registration opens on Thursday, May 14<sup>th</sup> at 9:00am. Registration will take place at the Village Office.
- Chair Yoga – Wednesday and Friday mornings from 10am – 11am cost \$10/person, program will run until the end of June. We will be offering our summer chair yoga series, two classes in July and two classes in August – cost is free for the summer series.
- Yoga with Lisa Quintin Monday evenings in the Auditorium.
- Beginner & Advanced line dancing have finished for the summer. Regular programming will begin again in September.
- Events for community activities are in the planning stages. Staff are connecting with the library to host the reading tent in the park again, along with Archery.

**Activities/Events:**

- Volunteer of the Year: Sandra Nichols was selected to represent Port Williams as this years Volunteer of the Year. Sandra will be recognized for her volunteer efforts at the Village Annual General Meeting in June.
- Port Williams Days will take place on June 11 – 13<sup>th</sup>.

**Facilities:**

- Ballfield and Soccer fields bookings have started to fill up for the 2026 season.
- Splash Pad opened for season on May 15<sup>th</sup> long weekend.

**Personnel:**

- Georgia Kennedy – Recreation Intern has started for the summer; she will be with us from May 4<sup>th</sup> – August 26<sup>th</sup>.
- Victoria Knapp, Isabella Fowles, and Keith Morrison will be joining the team as day camp leaders at the end of June and will be with us until August 21<sup>st</sup>.

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

**i. Wastewater Treatment Plant – Solar Power Project Update**

- Progress report presented to the Commission
- Update given on the pending Agricultural Marshland Conservation Commission hearing for our appeal to permit a variance to allow solar

panels on the Dykes next to the sewer lagoon.

**ii. Website Project Update**

- Progress tracker presented to the Commission, noting the website is live.
- Com. Graves has asked to update the Business directory on the new website; this is a work in progress, currently staff are working on collecting that information and will update the website accordingly.
- Few other minor changes were suggested to add to the recreation page of the new website.

**iii. SAG Ltd. (Steepleview) Development (update)**

- Previously, Village staff provided the developers' engineer with changes necessary for utility approval (the most significant being a looped water distribution system rather than a dead-end, as well as the removal of an air release valve).
- The engineers responded with amended plans (received May 8).
- MOK was advised May 11 that the Superintendent reviewed the plans, and confirmed the plans included the requested changes.
- One exception was the removal of a crosswalk between trails (MOK agreed with the removal, so this is likely an oversight).
- Village staff are also waiting on the streetlight specifications.
- Staff asked for confirmation in writing that MOK intends to maintain the proposed stormwater retention pond in perpetuity.

**iv. Kings County Villages Meeting:**

- We are set to host a meeting of the Kings County Villages on Thursday, June 25th, 2026, at 1:00pm.
- The Purpose of the meeting is to introduce Doug Boudreau, the newly appointed Association of Nova Scotia Villages (ANSV) Coordinator and for a chance for the Kings County Villages to discuss ideas and strategies where we can support each other, for example, when negotiating with the Municipality of Kings.
- To date responses were received from Kingston and New Minas, we've requested an RSVP by June 1st.

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

- Nothing to report, no meeting in this period.

**8. Financial Report:**

- (a) Review of the April 2026 Water Utility and Village Financial Report (for approval)
- (b) It was moved and seconded to approve the April 2026 Water Utility and

Village Financial Report as circulated **MOTION CARRIED.**

**9. New Business:**

- (a) **Water Utility Taxation** – Commissioner Graves asked the CAO to give the Commission an update on the ongoing matter of water utility properties being reclassified as *commercial taxable* from their previously exempt status.
  
- (b) **Active for Life program** – Nichole Gilbert stated that the program is losing funding and suggested a letter for support be sent. The Commission agreed by consensus.
  
- (c) **Crossing Guard** – Councillor Gates provided an update on the issue of managing the crossing guard at the Belcher Street crosswalk nearest the Elementary School. Currently MOK intends to fund the position but wants the school to continue managing the schedule and HR.

**10. IN CAMERA**

It was moved and seconded to begin an *in camera* (closed) session for *Personnel Matters* at 8:15pm.

**11. RETURN TO OPEN SESSION**

The meeting returned to open session at 8:50pm

**12. Adjournment**

Upon a motion being made, the meeting adjourned at 8:50pm.

  
Lewis Benedict, Chairperson

  
Brock McDougall, CAO/Clerk

