

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

MEMBERS PRESENT: Lewis Benedict, Andrew Nette, Kim Cogswell, Michael Payne, and Victor Peach.

IN ATTENDANCE: Brock McDougall, Joe Keddy, Luciano Pereira, Shannon Bishop, Jason Stevens, Adam Griffins, Doug Gates, Wayne Blenkhorn, Rod Tremblay, Rachel Nagy, and Alice Jacob.

1. CALL TO ORDER

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

2. REGRETS: none

3. Approval of the Agenda

- (a) It was moved and seconded to approve the agenda as circulated. **MOTION CARRIED.**

4. DECLARATION OF CONFLICTS OF INTEREST

- (a) There were no conflicts of interest declared.

5. APPROVAL OF MINUTES:

- (a) It was moved and seconded that the minutes of the Commission Meeting of Jun 16, 2026, be approved as circulated. **MOTION CARRIED.**
- (b) It was moved and seconded that the minutes of the Special Commission meeting of June 18, 2026, be approved as circulated. **MOTION CARRIED.**

6. Correspondence:

- (a) Municipality of County of Kings:
- Kings County Building/development activity Reports for June 2026.
- (b) Other:
- Julia Gibson re: Library Closures

7. Presentations:

- (a) **Rachel Nagy and Rod Tremblay - Property Valuation Services Corporation** (PVSC) presented to the Commission re: property taxation of water utility owned properties under the Assessment Act. Discussion deferred to an *in-camera* session at the end of the meeting under legal matters.
- (b) **Alice Jacobs – Municipality of Kings** presented re: Planning Application

26-16 for 110 Starrs Point Loop. Following the presentation Chairperson Benedict noted his support for the application.

8. Business arising from Minutes:

(a) None

9. Reports:

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

- Coun. Gates summarized council's activities for the month of June 2026.
- Coun. Gates proposed dates for a Public Information Meeting (PIM) regarding an application to extend the Port Williams Growth Centre (CAO McDougall to identify an agreeable date among the Commissioners and follow-up with Gates).
- There will be no Municipal Council meetings in the month of August.

(b) Fire Department (Chief Jason Stevens)

- **Alarms:**
 - i. The department responded to five (5) alarms over the past month: Two (2) calls within the Village – Two (2) motor vehicle collisions (MVCs); Three (3) mutual aid calls – One (1) call to Greenwich for farm equipment on fire and Two (2) calls to Kentville for structure fires.
- **Training:**
 - i. This month's training included: agility testing, search and rescue, hose lays.
- **Membership:**
 - i. One new applicant this month.
- **Department Updates:**
 - i. The department has submitted a grant application to assist with the purchase of new turnout gear. Expect to learn whether the application was successful in November.
 - ii. As part of our ongoing commitment to the health and wellness of our members, the PW Volunteer Firefighter Society has purchased new gym equipment for use by the department. This initiative complements the addition of our agility testing program and supports the increasing physical demands placed on our firefighters. With emergency call volumes continuing to rise, both within our community and through mutual aid responses to neighboring departments, maintaining a high level of physical fitness has become increasingly important.
 - iii. Looking for an update on the replacement of the lighting in the apparatus bays. Although several bulbs have been replaced,

additional fixtures now require attention - CAO McDougall responded that there is an electrician preparing a quote to be submitted to the Village regarding the lighting replacement.

(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 sampling
- Water meter readings.
- Working on SAG and Leaside developments
- Pumping station upgrades
- Working on High Street sewer line repair

Alarms: None

Meetings and Training

- Staff meeting
- Meeting with Hon. John Lohr and Charles Hooper about storm water management, roads traffic etc. for the village

Public Works General:

- Regular duties and general maintenance of buildings
- Mowing and snipping all areas
- Working on Dyke and pond walls
- Flags installed along Mainstreet
- Email to Hon. John Lohr to request funding from storm of 2024
- Onsite for the demolition of the apartment on HWY 358
- Mowing trails and sidewalks, working on sewer lagoon mowing
- Tennis nets installed
- Irrigating fields
- Repairs to the Ballfield
- Pave patching crosscut on High Street, Rawding Drive and repairs to sidewalk on Belchers

(d) Recreation Report (Shannon Bishop, Recreation Coordinator)

Summer Programming:

- Summer Day Camp has started - program is going well; we still have some space available for the last four weeks of camp. Registration information is on the website and social media.

- Chair Yoga – We will host a free summer chair yoga series on July 15th, 29th and August 12 and 26th.
- Yoga with Lisa Quintin Monday evenings in the Auditorium.
- Beginner line dancing drop in Monday mornings through July and August. Regular programming will begin again in September.

Activities/Events:

- 3v3 Basketball tournament at the park rescheduled to August 23rd due to low registration. Register by emailing pwrecintern@gmail.com, cost is \$10/player
- Youth archery will continue Thursday mornings from July 2-30th from 10-11:30am – program is full
- Summer Adventures Reading Tent with Kings Family Resource Centre Wednesday mornings in the park. After the park the program moves to the day camp for a one-hour session. We had nine attendees at the park in week one.
- Family Fun Day in the Park – August 15th with rain date scheduled for August 16th. Staff will have BBQ, Bounce Castles and Crafts.

Facilities:

- Splash Pad is in operation.
- Fields and Park are all in operation

Personnel:

- Summer day camp leaders have begun and will continue until August 21st.
- Municipality has provisions to assist children in need to participate in the Day Camps (Councilor Gates)

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

i. Wastewater Treatment Plant – Solar Power Project Update

- The Agricultural Marshland Conservation Commission (AMCC) allowed our appeal, and the AMC Administrator issued a permit for variance.
- A contract has been sent to Watts Up Solar Ltd (pending signatures).
- Progress tracker attached to briefing package.

ii. ANSV Quarterly Board Meeting

- The quarterly meeting was July 16th in Bible Hill. There was good discussion at the meeting, with the topics covered including:
 - i. Letter from DMA re: water utility taxation.
 - ii. Discussion of employees running to be on Commissions -

consensus was that Municipal Elections Act allows for this (other than CAO) but must be on leave of absence, with several stipulations in the Act. Commissioners should not be employed by a Village until six months after they end their term (interpreted from section referencing municipal councils).

- iii. Cost of financial audits – some villages looking for solutions such as group pricing or ways to reduce the cost by changing the rules for annual audits or increase the number of accountants eligible to do the audits.
- iv. Taxation of water utilities – Board agreed to support recommendation to ANSV membership to sponsor legislative amendments that would allow villages to exempt their own water utilities from property taxes.
- v. AGM planning for meeting in September
- vi. ANSV Coordinator talked about an initiative to start standardized Clerk/Treasurer training, proposed by-law amendment to allow ANSV coordinators to attend and participate in meetings officially, and discussion of alternative taxation powers for villages

iii. Kings County Villages meeting (info):

- The Villages met on June 25th and agreed that a quarterly meeting of the Kings Villages approximately one week in advance of the quarterly ANSV board meetings would be a good opportunity to coordinate goals and share information.
- The next Kings Villages meeting is scheduled for September 10th at 1:30 (location TBD) in advance of the Sept. 19th ANSV AGM.

iv. Library Closures (Update)

- The AVRL board met on the evening of July 13th to discuss the possibility of extending the date to close libraries to allow for more time to discuss alternative funding arrangements.
- The board approved the use of ~50% of its remaining reserve funds to extend library service until September 30th at the branches scheduled to be closed on July 20th. The board is also resubmitting its funding request to the funding partner municipalities for the full amount of its original request for 2026-27 operational funding.

(f) Joint Accessibility Advisory Committee (JAAC)

- In September there will be an assessment in the Village of its accessibility provisions.

10. Financial Report:

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

11. New Business:

(a) Annual Review of Standing Committees

- Each year following the (re)election of commissioners we review the Village's standing committees to confirm responsibilities and to renew terms as necessary.
- Also an opportunity to address any concerns with committee's terms of reference (TOR) and to ensure the Village is meeting its committee responsibilities.
- The Committee list was attached to the briefing package.
- It was moved and seconded to appoint Commissioner Payne to sit on the EMO Committee **MOTION CARRIED.**
- Former Commissioner Debbie Graves has agreed to stay on the EMO Committee as a citizen member and to continue her responsibilities as Comfort Centre Coordinator.
- Regarding the vacancy on the ANSV Board of Directors, Commissioner Payne noted his willingness to sit on that board, it was agreed by consensus that his name will be forwarded to the ANSV nominating committee. The ANSV will meet in September and elect members to its board at that time.
- It was moved and seconded to reappoint Chairperson Benedict and Deputy Chairperson Cogswell to the Audit Committee for two-year terms. **MOTION CARRIED**
- It was noted that there is a citizen representative vacancy on the Audit Committee which will be posted soon.
- It was noted that there has been no recent activity or elected chairperson for the Recreation Advisory Committee which must be addressed per the TOR.
- It was moved and seconded to reappoint Chairperson Benedict to the Source Water Protection Committee for a two-year term. **MOTION CARRIED.**

12. IN CAMERA

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

13. RETURN TO OPEN SESSION

The meeting returned to open session at 8:59pm

14. Adjournment

Upon a motion being made, the meeting adjourned at 9:01pm.


Lewis Benedict, Chairperson


Brock McDougall, CAO/Clerk

