

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
MEETING OF June 16, 2026

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

IN ATTENDANCE: Brock McDougall, Joe Keddy, Luciano Pereira, Adam Griffin, Doug Gates, Geoff Muttart, Jessica Clahane, and Aaron Kelly.

1. CALL TO ORDER

Deputy Chairperson Kim Cogswell called the meeting to order at 7:03 pm.

2. REGRETS:

Lewis Benedict.

3. APPROVAL OF THE AGENDA:

- (a) It was proposed by Deputy Chair Cogswell that the Commission amend the agenda to have a presentation of the Village and Water Utility Consolidated Financial Statement by Grant Thornton LLP added to the top of the meeting, a motion was made and seconded to that effect. **MOTION CARRIED**

4. PRESENTATION OF THE 2025-2026 AUDIT REPORT:

- (a) Presentation of the Draft of the 2025-2026 Audit Report and Consolidated Financial Statements for the period ending March. 31, 2026, by Jessica Clahane and Aaron Kelly of Doane Grant Thornton LLP
- (b) It was moved and seconded to begin an *in camera* (closed) session for *Personnel Matters* at 7:54pm.
- (c) The meeting returned to open session at 8:10pm
- (d) It was moved and seconded to approve the Consolidated Village and Water Utility Financial Statements for the period ending March 31, 2026. **MOTION CARRIED**

5. DECLARATION OF CONFLICTS OF INTEREST

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

6. APPROVAL OF MINUTES:

- (a) It was moved and seconded that the minutes of the Commission Meeting of May 19, 2026, be approved as circulated. **MOTION CARRIED.**

7. Correspondence:

- (a) Municipality of County of Kings:

- The Kings Building Report for May 2026 was not received in time for the meeting.

(b) Other:

- Janet Ness, Chair AVRL Board re: Library Closure

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 May 2026.
- Superintendent Joe Keddy raised a question to Councilor Gates regarding storm water management by the Municipality of Kings and how large developments should be considered based on best practices and municipal specifications, giving a specific example where he felt the approach used to manage stormwater was illogical. Councilor Gates noted that he will follow up on that issue with the Municipality.

(b) Fire Department (Deputy Chief Adam Griffin)

- **Alarms:**
 - i. The department responded to six alarms over the past month:
- **Training:**
 - i. This month's training included physical readiness for all the crew members.
- **Membership:**
 - i. There were three new members that joined the department last month.
- **Equipment:**
 - i. D/C Griffin reported that the FD is working with expired gear on some new members and needs a plan to update gear.

(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 - completed
- Working on SAG and Leaside developments
- Pumping station upgrades

Alarms: None

Meetings and Training

- Staff meeting
- Meeting with MOK, developer, engineer about storm water management in the Leaside and SAG developments

Public Works General:

- Regular duties and general maintenance of buildings
- Mowing and snipping all areas
- Working on Dyke and pond walls
- Signs installed at look out
- Story walk signs out
- Responded to four complaints about storm water and ditching.

(d) Recreation Report (Nichole Gilbert, Recreation Coordinator provided in writing)

Summer Programming:

- Summer Day Camp: Registration is open, there are still some spaces available. Camp starts on Monday July 10th.
- Chair Yoga – Wednesday and Friday classes will end for the summer on June 19th. 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 & Advanced line dancing have finished for the summer. Regular programming will begin again in September.

Activities/Events:

- Port Williams Days: June 11th – 13th.
 - Food Truck Party Friday evening, this was the largest food truck event Port Williams has had. Fireworks followed at 10pm on the Dyke.
 - Parade on Saturday was a success.
 - Family fun event in the park following the parade including petting zoo, Aurora & Billy bones had games and activities for kids of all ages, Dairy Farmers of NS gave out chocolate milk and cheese strings.
- 3v3 Basketball at the park will take place on July 12th beginning at 9am. Register by emailing pwrecintern@gmail.com, cost is \$10/player
- Youth archery will take place on Tuesday mornings from July 2-30th from 10-11:30am

- Summer Reading Tent, staff are still working to confirm with the Family Resource Centre dates and times for programming in the park
- Family Fun Day in the Park – August 15th with rain date scheduled for August 16th. Staff will have BBQ, Bounce Castles and Crafts.

Facilities:

- AED for Benedict field has been ordered with funding from Recreation Facility Association of Nova Scotia. Device has been ordered through BraveHeart First Aid – machine is currently on back order and we will be notified when it is shipped.
- Splash Pad is in operation.

Personnel:

- Summer day camp leaders will begin on June 29th for summer programming and prep week before summer camp at the school begins.

Camps:

- CAO McDougall provided a summary of the summer camp logistics on behalf of the Recreation Coordinator.

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

i. Wastewater Treatment Plant – Solar Power Project Update

- The Agricultural Marshland Conservation Commission (AMCC) heard our appeal on June 4, 2026. The result of the appeal is unknown.
- Commissioners reviewed the project progress document.

ii. SAG Ltd. (Steepleview) Development (update)

- No change since the May update.

iii. Fire Service and Provincial Oversight:

- With the introduction of the *Act to Provide Support for Fire Protection Services*, the Department of Emergency Management (DEM) is providing one-year notice that all municipalities (meaning Kings not the Village) – whether they oversee fire services or not – will be required to:
 - conduct a fire protection service review to ensure municipalities and fire service providers make evidence-based decisions about the services they provide to their community,
 - ensure that local firefighter competencies, training, and personal

- protective equipment meet the service standard required by the fire protection service review (the standard is TBD).
 - iii. participate in a common records management system.
- These requirements will not take effect this fiscal year (2026-2027). Over the next three years, DEM will be working with municipal fire services to complete fire service reviews beginning in 2027-2028 and to develop the regulations and standards.
- The first step for 2026-27 will be to roll-out an online assessment tool to gather information and facilitate decision making about fire protection service levels that are aligned with recommended training and assets requirements.
- The province has committed to:
 - i. Standing up the Office of the Fire Commissioner
 - ii. Providing access to firefighter training and certification
 - iii. Training for municipal elected officials
 - iv. Procurement support
 - v. Providing mutual aid and service agreement templates
 - vi. Implementing the assessment tool previously mentioned
 - vii. Rolling out the new Fire Records Management System

iv. Annual meeting of the Village Electors:

- The Annual Meeting of the Village Electors is Tuesday June 18, at 7:00pm in the Village Auditorium.
- There are two positions on the Commission up for election.
- As we have done in recent years, there will be written reports in lieu of verbal reports (other than the Chair's Report and the Auditor's Report).
- Electors may propose items to be included on the agenda under new business or may request to discuss business arising from the previous meeting minutes, as well as vote on motions and nominate for Commission seats.

v. Kings County Villages Meeting

- Reminder that the Kings County Villages meeting is taking place in Port Willams on Thursday, June 25th, at 1:00pm.
- Let us know if you have items that you would like added to the agenda.

(f) Joint Accessibility Advisory Committee (JAAC)

- Commissioner Nette participated in a presentation about Active Living and its impact on Community Engagement. There is a Federal

Fund available to help Communities across Canada to initiate the program.

- A meeting is scheduled to get more information about the program.

10. Financial Report:

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

11. New Business:

- (a) **Murdoch C. Smith Memorial Library / Annapolis Valley Regional Library (AVRL)** – On June 1, 2026, the AVRL announced five libraries within the AVRL system will be closed on July 20, 2026.

- The library is organized as follows:
 - i. Building / infrastructure owned by the Village.
 - ii. Operational costs budgeted by the Village and paid through funding from the Library Trust (managed by a board of trustees independent of the Village and the AVRL).
 - iii. Staffed by AVRL, collections, and small assets such as computers owned by AVRL.
- The locks to the entrances have been changed and access to the space for AVRL staff will be managed by Village staff and/or library trustees until the final closure date.
- We have no definitive information from the AVRL Board about how our library was selected for closure, other than geographic reasons (eastern Annapolis valley has more library density).
- The AVRL is meeting with the Board of Trustees to discuss options.

- (b) **Canada Post – Community Mailbox Request**

- The community mailbox currently serving Leaside Court and area needs to be relocated due to changes on the street (new apartment building), with Canada Post indicating there are no options on the street.
- Canada Post is requesting permission to locate the community box within the parking lot of Benedict field; they are also open to other suggestions.
- Superintendent Keddy raised concerns about winter parking lot maintenance, traffic, and other nuisances related to locating the box within our property.
- The Commissioners agreed by consensus to decline the request to

relocate the community mailbox to the Benedict field parking lot.

(c) Wastewater lift Station

- Staff have ordered a pump assembly for the submersible sewer pump that runs the Starrs Point lift station (broken drive shaft) and are pulling the pump at the Belcher street lift station to replace the rotating assembly (integral part of self priming pumps).
- Both are costly replacement / repair expenses.
- Due to delivery lead times the pump and parts have been put on order per section 3(1)(e) of the Village Purchase and Tendering Policy which allows for expedited purchases in situations where regular procurement practices could cause emergency situations (major wastewater backups) due to delays.
- Our practice is to keep backup pumps on hand for these situations, but the backup has already been put into use at Terry's Creek lift station. That station is planned for a larger capital upgrade in 2027 (CBCL Engineers are designing the station per the current capital budget) and the pump pulled from there will be serviced to keep as backups in the future.

12. IN CAMERA

It was moved and seconded to begin an *in camera* (closed) session for *Personnel Matters* at 9:04pm.

13. RETURN TO OPEN SESSION

The meeting returned to open session at 9:44pm

14. Adjournment

Upon a motion being made, the meeting adjourned at 9:44pm.



Kim Cogswell, Deputy Chairperson



Brock McDougall, CAO/Clerk