MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION MEETING OF September 15, 2026

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

IN ATTENDANCE: Brock McDougall, Joe Keddy, Luciano Pereira, Shannon Bishop, Doug Gates, Adam Griffin, Jason Stevens, Wayne Blenkhorn, Ruth Blenkhorn, Kim Graves, and two additional members of the public.

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 with two amendments, to include a letter of petition from residents of High Street under correspondence; and a Lions Club request under new business. **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 Aug 18, 2026, be approved as circulated. **MOTION CARRIED.**

6. **Correspondence:**
   (a) Municipality of County of Kings:
   - Kings County Building/development activity Reports for August 2026.

   (b) Letter of Petition – Wayne Blenkhorn:
   - Letter with 35 signatures from the residents of High Street regarding the condition of the street and requesting immediate repairs.
   - There was discussion of the matter and explanation of the responsibilities for road maintenance (i.e. provincial responsibility for the road)
   - The Commission directed staff to write a letter to MLA John Lohr requesting he act within the provincial government to address the extensive potholes on the road.

7. **Business arising from Minutes:**

(a) **Valley Rugby Union (VRU) – Facility Development Proposal (update).**

- VRU provided a revision of their December 2025 proposal, following discussions with village staff.
- The proposal included five requests for the Commission to consider. It was moved and seconded to:
  i. Approve in principle the development of two rugby sized fields as outlined in the revised proposal.
  ii. Approve VRU (in coordination with Village staff) to proceed with preliminary site prep and grading on field one for fall 2026.
  iii. Direct the Village staff to work collaboratively with VRU on facilitating the work.
- The **MOTION CARRIED.** The Commission also directed staff by consensus to begin working with VRU towards a long-term agreement and to collaborate on phasing the development for field two and beyond.
- Staff will work with VRU to develop and finalize agreement terms and return those to the Commission for consideration.

8. **Reports:**

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

- Presented was a summary of the council's activities for the month of August 2026.
- Councilor Gates confirmed that there are still funds available from the Municipality for the school crosswalk guard, which generated discussion on the lack of a guard at the High St. / Belcher St. crossing. Staff were directed to review the circumstances which led to the failure of the current model (i.e. School management of the crossing guard position revoked by the Annapolis Valley Regional Centre for Education [AVRCE]) and determine if other entities may take on the role (home and school organization for example).

(b) **Fire Department (Chief Jason Stevens)**

- **Alarms:**
  i. The department responded to eight (8) emergency calls over the past month:
    i. Seven (7) calls within the Village – Four (4) Commercial fire alarms, two (2) MVA's, and trees on Power lines.
    ii. One (1) mutual aid call: Kentville for structure fire.
- **Training:**
  i. This month's training included:
    i. Search and Accountability.
    ii. Vehicle Extrication
- **Membership:**

i. Membership is unchanged for this month.

- **Department Updates:**
  i. Requested update on apparatus bay lighting.
  ii. Received shipping container. Planning to use it as storage before it moves to Newcomb's land behind LRB where it will be used for training.
  iii. The bay floor epoxy project will take place next month. Sunday Sept 27th, need to have the floor ready to be worked on. Monday Sept 28th work will start, lasting roughly four weeks. Please do not enter the building during this time. Will be relocating our trucks and essential gear to the Levy building in the industrial park. There is no place for our 51 to park so Chief Stevens or DC Griffin will have that unit depending on our availability.
  iv. Request to use the village tractor to lift the gear racks onto a trailer? FD will get in touch with Superintendent Keddy.

(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. (complete)
- Pumping station upgrades
- Working on High Street sewer line repair
- Quotes on blower at Wastewater Treatment Plant.
- Water main break repair on Rawding Drive
- Sewer lateral repair on High Street

Alarms:

- Well #1 overload (replaced transformer).
- High flow alarm, water tower
- No water at 22 Selena Crt.

Public Works General:

- Working at the pond, leveled fill and installed overflow pipe
- Mowing trails and sidewalks, working on sewer lagoon mowing.
- Working on mini 4x4
- Responded to call about car hitting the Community Centre
- Solar Project
- Installed Flag holder for the library
- Working on streetlights Kidston and Steeple view.

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

Fall Programming:

- Fall programming and program registration have begun.
- Chair Yoga – starting September 30th.
- Yoga – started September 14th.
- Line Dancing – started September 11th (two classes are fully booked).
- Active for Life – starting September 22nd (fully booked).

Activities/Events:

- Babysitter Course – Sunday, September 27th from 9am-3pm.
- Drop in Archery – Monday, September 28th from 6-7:30pm.
- Wild + Woven Hoop Art Workshop – October 4th from 1-3pm.

Facilities:

- Splash pad closed September 8th until next summer.
- Tennis Court will remain open throughout September.
- Fields and Park are all in operation.

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

i. Wastewater Treatment Plant – Solar Power Project Update

- The contractor has initiated the process for the Grid Impact Assessment with Nova Scotia Power. It is confirmed that this will push the construction timeline into spring 2027.
- The Village and the Contractor have agreed to withhold downpayment and bonding requirements until the outcome of the Grid Impact Assessment is known.
- Mandatory funding signage has been ordered and will be put up when available.
- Our Public Works department are taking steps to ensure the land is prepared to receive the racking for the arrays as well as price contractors for related infrastructure (10"x10" shed to contain the equipment connecting the array to the grid, perimeter fencing, etc.).
- Progress tracker attached to briefing package.

ii. Kings County Villages meeting (info)

- Several Villages met September 10th in Port Williams, discussion topics included the VICE funding program and supporting Village colleagues seeking recreational facility funding from the Municipality of Kings
- The group agreed to formalize by requesting regional committee status under the Association of Nova Scotia Villages (ANSV). A draft

Terms of Reference will be brought to the ANSV Annual Meeting on Sept. 19th.

iii. Hydrogeologist report on recreational uses in wellfield protection Zone A

- Report attached to briefing package.
- In summary, the report found that: "Provided that new buildings are not used to store chemicals and will not be heated using an oil furnace (no onsite fuel storage), the proposed change to land uses in Zones A and B is relatively minor. Potential risks to the well field are likely to remain the same or to be lower…"
- Background: In 2021, the Village Commission directed the Village Staff and the Village's Source Water Protection Committee (SWPC) to investigate the process to permit recreational uses within Zone A of our wellfield protection zones. The purpose of the request is to permit the development of recreational uses on lands that were historically used for agriculture, as well as to align policy with current practice where existing parks and rec uses already intersect with Zone A.
- On March 5, 2025, the SWPC met and passed a motion to amend the Source Water Protection Plan (SWPP) to include "The Source Water Protection Committee is recommending that the Municipality of Kings (MOK) amend section 13 of the Land Use By-law to permit the development of parklands and structures related to recreation within the Zone A overlay."
- The Commission adopted the amendments on March 18, 2025. To amend the Zone A restrictions, the Municipality of Kings staff suggested that village staff send the amended SWPP to the Nova Scotia Environment and Climate Change (NSECC) - Watershed Planner, along with the analysis from a hydrogeologist (submitted).
- NSECC is no longer approving plan amendments but acknowledging them. Once NSECC "acknowledge" the SWPP changes staff will advise MOK and request they proceed with the LUB amendment.

iv. Water Utility rate study

- As part of the approved 2026-27 Water Utility Operating budget, funds were allocated to conduct a water rate study. A service provider has been contacted and engagement terms set to conduct the study this fall/winter.
- Water rate studies follow a fixed process through the Nova Scotia Regulatory and Appeals Board (NSRAB) and are conducted by third parties on behalf of utilities.
- Staff are compiling information to submit to the service provider so

they may prepare the NSRAB submissions.

- Commissioner Kim Cosgwell suggested verifying another vendor to compare prices on the Water Study packages (it is staff's understanding that only one service provider is currently offering this service).

v. Upcoming Meeting and events (info)

- The Village-Municipal Meeting, set for September 16th, 6:00pm, has been postponed by the municipality.
- Association of Nova Scotia Villages (ANSV) Conference and AGM, Friday-Saturday, September 18th-19th, Village of Chester.
- Port Williams Growth Centre Expansion (northern boundary) – Public Information Meeting, Tuesday, September 22nd, 6:00pm, Municipality of Kings Offices.

vi. Annapolis Valley Regional Library (update)

- A private donation will ensure services continue at the library throughout the remainder of the fiscal year. The future of the library funding model is still a matter of discussion.

vii. Community Centre Damages (MVI)

- CAO McDougall advised that the stone planters on the front of the Community Centre (library entrance) were struck by a motorist and significantly damaged. The person was driving erratically (security footage of the event). The RCMP attended and there is an active police file as well as insurance claim for the damages.

(f) Joint Accessibility Advisory Committee (JAAC)

- No report.

9. Financial Report:

(a) Review of the August 2026 Water Utility and Village Financial Report (for approval)

(b) It was moved and seconded to approve the August 2026 Water Utility and Village Financial Report as circulated **MOTION CARRIED.**

10. New Business:

(a) Lions Club request

- The club is requesting that the Village Commission cover 50% of their liability insurance policy for offering bar services in the Community Centre Auditorium. The auditorium may be licensed for alcohol services during special events, and the current Community Centre By-law permits the Lions Club or the Firefighters Association

to provide those services pursuant to a liquor license. The total value of the request is $507.50

- It was moved and seconded to authorize the expense as requested **MOTION CARRIED**.

11. IN CAMERA

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

12. RETURN TO OPEN SESSION

The meeting returned to open session at 8:38

13. Adjournment

Upon a motion being made, the meeting adjourned at 8:38pm.

Lewis R Benedict

Lewis Benedict, Chairperson

Brock McDougall, CAO/Clerk