

**PORT HAWKESBURY TOWN COUNCIL  
COMMITTEE OF THE WHOLE  
Shannon Studio  
Minutes of Meeting  
February 21, 2023**

**Present**

Mayor, Brenda Chisholm-Beaton  
Deputy Mayor, Hughie MacDougall - Virtually  
Councillor, Mark MacIver  
Councillor, Jason Aucoin  
Councillor, Blaine MacQuarrie  
Chief Administrative Officer, Terry Doyle  
Director of Finance, Erin MacEachen  
Director of Marketing, Recreation, Tourism & Culture, Michelle Farrow  
Manager, Engineering and Public Works, Jason MacMillan  
Manager, Facilities and Operations, Gordie Snook

**Guests**

Paul Beazley, Property Valuation Services Corporation - Virtually  
Adam Hanna, Property Valuation Services Corporation - Virtually

**1. Call to Order**

A meeting of the Committee of the Whole was held virtually and in the Shannon Studio Tuesday, February 21, 2023, and called to order at 7:00 p.m. by Mayor, B. Chisholm-Beaton.

**2. Additions to Agenda**

There were no additions to the agenda.

**3. Approval of Agenda**

**MOVED by Councillor, B. MacQuarrie and SECONDED by Councillor, M. MacIver “to approve the agenda as presented”. MOTION CARRIED.**

**4. Presentations**

Property Valuation Services Corporation

Property Valuation Municipal Account Manager, Paul Beazley and Assistant Director, Adam Hanna provided Council with a presentation. The presentation included an Overview of PVSC and the services they provide, a review of the Nova Scotia Assessment Act, a review of important dates for assessments, a review of the housing market in 2021, 2023 assessment for Port Hawkesbury, sector highlights, the capped assessment program and PVSC contact information. There was a Q & A following the presentation.

**5. Council Reports on Assigned Committees**

Councillor B. MacQuarrie

Strait Area Transit – A board meeting was held on February 7<sup>th</sup> the next Strait Area Transit Board meeting is scheduled for Friday February 24<sup>th</sup>.

Eastern Counties Regional Library - the next meeting is scheduled for Thursday February 23.

Planning Advisory Committee – The next meeting is scheduled for Thursday, February 23.

Strait Richmond Housing Coalition – A meeting was held on February 8<sup>th</sup>. Councillor, MacQuarrie was unable to be in attendance, Deputy Mayor, H. MacDougall was asked to attend as the alternate.

Councillor M. MacIver

Waterfront Advisory Committee – A meeting is scheduled for Monday February 27<sup>th</sup>.

Deputy Mayor, H. MacDougall

Strait Area Transit – A board meeting was held on February 7<sup>th</sup> the next Strait Area Transit Board meeting is scheduled for Friday February 24<sup>th</sup>.

Strait Richmond Housing Coalition – A meeting was held on February 8<sup>th</sup>.

Waterfront Advisory Committee – A meeting is scheduled for Monday, February 27<sup>th</sup>.

Port Hawkesbury Development – A meeting is scheduled for Thursday, March 9<sup>th</sup>.

Councillor, J. Aucoin

Nothing to report.

Mayor B. Chisholm-Beaton

Mayor, B. Chisholm-Beaton circulated her report to Council prior to the meeting.

**6. CAO REPORTS**

**i. MARKETING, RECREATION, TOURISM AND CULTURE**

The following report was presented by Director, M. Farrow for Recreation, Marketing, and Tourism & Culture. The report included:

- Strait Area Trails,
- Recreation Programming,
- Upcoming Events,
- Shows,
- Grants,
- And Marketing and Communications

Director, M. Farrow extended thanks the Strait Area Trials Association, volunteers, and staff for their successful S'mores event held on February 18<sup>th</sup>. She reported to Council that the March Break flyer should be released soon and will be shared with Council once it is available. She provided Council with an overview of the funding the department has received and has applied for as well as notified Council that there will be some website updates to both the Town and Port Hawkesbury Civic Centre.

ii. **Finance**

The following report was presented by Director, E. MacEachen for the Finance Department.

The report included:

- Airport Committee,
- Shared IT Project,
- Budget Planning,
- Landrie Lake,
- And Manulife

Director, E. MacEachen reviewed the budget process for 2022 asked how Council would like to proceed with the budget planning process. She will poll Council for their availability.

**The consensus of Council was to discuss public participation at the first budget meeting.**

Director, E. MacEachen explained that Grant Thornton's contract expired in October of 2022. She mentioned that due to staffing shortages in the Finance Department, an RFP for Audit services was not posted. She asked Council to consider a motion to extend Grant Thornton's contract to cover the 2023 fiscal year.

**The consensus of Council is to move item forward to the Public Meeting for ratification.**

iii. **ENGINEERING and PUBLIC WORKS REPORT**

Manager of Engineering and Public Works, J. MacMillan provided a detailed update on many of the projects and initiatives ongoing in his department including:

- Traffic Sign Report,
- ICIP AT Project Design Update,
- Public Works Garage Fire Loss,
- Water Main Break Repairs,
- ICIP Water System Upgrades,

Manager of Engineering and Public Works, J. MacMillan brought forward a motion for consideration with respect to the Federal Active Transportation Fund.

**The consensus of Council is to move item forward to the Public Meeting for ratification.**

**iv. Facilities, Operations and Parks**

Manager, Facilities Operations and Parks, G. Snook gave a brief presentation of the projects and initiatives in the Facilities, Operations and Parks department including:

- Civic Centre,
- Fields and Parks,
- Food Bank,
- Electric Vehicle (EV) Charging Station,
- And Accessibility

Manager of Facilities, G. Snook updated Council on the Food Bank renovations to date. He notified Council that the application for summer students has been submitted and he expects to hear back by the Spring.

**Other Business**

**i. Animal Policy – CAO, T. Doyle**

There was a discussion around creating an animal policy for the Port Hawkesbury Civic Centre. CAO. T. Doyle reminded Council that the practice of the Civic Centre, only allows service animals in the building. There is a sign on the main entrance doors saying service animals only.

**The consensus of Council is for staff to create a policy that mirrors the Service Animal Act.**

**ii. NSFM Advisory Committee Membership – Mayor, B. Chisholm-Beaton**

Mayor, B. Chisholm-Beaton mentioned that the Nova Scotia Federation of Municipalities will be selecting their advisory committees for the year. She will bring forward to Council once more information is available.

**iii. Letter to Municipal Affairs – Councillor, J. Aucoin**

Councillor, J. Aucoin met with John Bain and asked him to clarify apartment buildings. He wanted to know if apartment buildings were mixed use developed in the commercial development district and if they would receive the same benefits as commercial use.

Before Council creates a commercial development district, Executive Director, J. Bain suggested that Council write a letter to the Province asking to include high density housing and or mixed-use buildings. The draft letter was included in the agenda package.

**The consensus of Council was to move item forward to the Public Meeting for ratification.**

**iv. Reeves Street Pilot Project – Councillor, M Maclver**

Councillor, M. Maclver asked for an update on the Reeves Street Pilot Project specifically around the final report. CAO, T. Doyle mentioned that he would email Public Works staff as follow up and if no response is received, he will draft a letter.

v. Signs – Deputy Mayor, H. MacDougall

Deputy Mayor, H. MacDougall asked for a follow up on the signs to honor previous schools around the community. CAO, T. Doyle notified Council that the signs have been created, one sign can be installed immediately, and the installation of other signs will occur this Spring.

vi. Eastern District Planning Commission Appointments – CAO, T. Doyle

CAO, T. Doyle reviewed the letter that was in the agenda package from EDPC's Executive Director, J. Bain asking Council to consider the staff appointments for Eastern District Planning Commission for 2023.

**The consensus of Council was to move item forward to the Public Meeting for ratification.**

vii. Strait Area Highland Dance Association – CAO, T. Doyle

CAO, T. Doyle reviewed the request from the Highland Dance Association supporting both annual competition as well as Atlantic's hosted at SAERC Auditorium. The request didn't clarify amount requested. M. Warner will follow up with the Association to inquire about the amount they are looking for.

**8. Approved Additions**

There were no additions to the Committee of the Whole Meeting.


**9. Future Meetings**

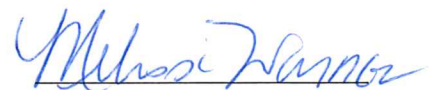
- Public Meeting of Council March 7, 2023
- Committee of the Whole March 21, 2023

**10. Adjournment**

**MOVED by Councillor, B. MacQuarrie and SECONDED by Councillor, M. MacIver to adjourn the February 21, 2023, meeting of the Committee of the Whole at 8:28p.m. MOTION CARRIED.**

March 8/2023  
Date

  
Approved  
Terry Doyle, P.Eng  
Chief Administrative Officer

  
Recorded by:  
Melissa Warner  
Communications and  
Administrative Officer