

**PORT HAWKESBURY TOWN COUNCIL**  
**PUBLIC MEETING**  
**Shannon Studio**  
**Minutes of Meeting**  
**June 6, 2023**

**Present**

Mayor, Brenda Chisholm-Beaton  
Deputy Mayor, Hughie MacDougall  
Councillor, Mark MacIver  
Councillor, Blaine MacQuarrie  
Councillor, Jason Aucoin  
Chief Administrative Officer, Terry Doyle  
Director of Finance, Erin MacEachen

**Guests**

Stephen Long – Presentation on Renaming the Strait Area Trails

**1. Call to Order**

A Public Meeting of the Port Hawkesbury Town Council was held in the Shannon Studio and virtually on Tuesday, June 6, 2023, and called to order at 7:00 p.m. by Mayor, B. Chisholm-Beaton.

**2. Additions to Agenda**

For Councils benefit Mayor B. Chisholm-Beaton asked to reorganize under other business. Will discuss 2023/2024 Budget, low-income tax policy, and the travel expense claim will move up to discuss after Item 5. Acknowledgments.

**3. Approval of Agenda**

**MOVED by Councillor, J. Aucoin, and SECONDED by Councillor, M. MacIver “That the Town of Port Hawkesbury approves the June 6<sup>th</sup>, Public Meeting Agenda as amended”. MOTION CARRIED.**

**4. Gallery Presentations**

Town of Port Hawkesbury resident, Stephen Long provided Council with a presentation on renaming the Strait Area Trails. He thanked the Strait Area Museum for the use of the photos in his presentation. He introduced the history of his grandfather, Austin Whiley Lavers Letcher Sr. He proceeded to provide Council with the life and history of his grandfather’s family and professional career as a forest ranger for the Province of Nova Scotia. He asked Council to consider renaming the Strait Area Community Trails to the Austin Letcher Sr. Memorial Hiking Trails. He thanked the Mayor and Council on behalf of the Letcher and Long families. Mayor, B. Chisholm-Beaton mentioned that Council would need some time to consider the request put forth and that Council and staff would have to consult with Strait Area Trails Association as they oversee by the Strait Area Trails. Councillor, J. Aucoin mentioned that there is no naming policy in place right now and that would need to be considered. CAO, T. Doyle mentioned would bring forward some examples of naming polices. Councillor, H. MacDougall asked if a new trail could be developed/ existing trail be renamed and with a dedication for his grandfather. There was a Q&A following the presentation.

**5. Acknowledgements**

Mayor, B. Chisholm-Beaton made the following acknowledgements:

On behalf of Council, she congratulated the graduates of the Nova Scotia Community College and all the Strait Area students that will be graduating this month.

June is Pride Month – Taylor Linloff is planning a Pride walk on Saturday, June 10<sup>th</sup>.  
Deputy Mayor, H. MacDougall – Pride/Inclusive Parade called the “Parade of Many” at the Festival of the Strait. The Port Hawkesbury Youth Project is also hosting an event that is still in the planning stages.

Father’s Day is on June 19<sup>th</sup>.

June 21<sup>st</sup> – National Indigenous Peoples Day.

June 12<sup>th</sup> – National Philippines Independence Day – Hosting a flag raising on June 17<sup>th</sup>.

Councillor, J. Aucoin – Congratulated all students that attended the SAERC academic awards last week.

There were no other acknowledgements.

### 13. Other Business

#### i. 2023/2024 Budget Approval – Director, E. MacEachen

Director, E. MacEachen reviewed the Assessment Trends in residential and commercial assessment values. Assessments have increased 1.5% over the last 10 years with most growth happening over the last two years. She reviewed the Town of Port Hawkesbury revenues with a description of each, there is a very minimal transfer from reserves due to the increase in assessments. She reviewed the Town of Port Hawkesbury expenses and provided a detailed description of each. Tax rates within this budget will remain the same at \$1.58 Residential, \$0.22 Sewer Service Charge, and \$4.16 Commercial. The tax rate remains the same as it has been since 1987. She provided an overview of the capital highlights with the 8.8 million capital & operating plans. There was a question-and-answer plan.

**MOTION Councillor, J. Aucoin and SECONDED by Councillor, B. MacQuarrie “That the Town of Port Hawkesbury approves the Operating and Capital Budgets as presented June 6, 2023, with a Residential Tax Rate set at \$1.58/\$100 assessment and a Commercial Tax Rate set at \$4.16/\$100 assessment, and a Sewer Service Charge of \$0.22/\$100 assessment for the fiscal year 2023-2024. Property taxes are payable as billed by June 1, 2023, and October 1, 2023, and interest will be charged at a rate of 18% per annum on overdue accounts” MOTION CARRIED.**

#### ii. Low Income Tax Exemption Policy Amendment – Director, E. MacEachen

Director, E. MacEachen provided council with an overview of the amended changes in the policy. She stated that the last time the policy was reviewed was in 2019. The increase on the exemption was from \$200 to \$350 and the threshold would remain the same at \$24,000. She reviewed a few of the application guidelines. There was a question as to how many

**MOVED by M. MacIver and SECONDED by J. Aucoin “That the Town of Port Hawkesbury adopt the amendments to the low-income tax exemption policy as presented.” MOTION CARRIED.**

#### iii. Notice of Travel Expense Policy Amendment – Director, E. MacEachen

Director, E. MacEachen stated that staff are looking at the allowance within the travel policy and with the fuel prices to mirror the province’s travel policy that is reviewed yearly. She provided Council with notice that the policy will be reviewed at the June 20<sup>th</sup> Committee of the Whole Meeting.

**6. Approval of Council Minutes**

- i. Public Meeting of Council– May 2, 2023  
There were no errors or omissions.

**7. Business Arising from Minutes**

Mayor, B. Chisholm-Beaton asked if the Filipino flag raising was already included in the 2023/2024 Flag raising plan that was passed in January. The answer was yes, it had been included.

**8. Council Committee Reports**

- i. Report from Committee of the Whole

Art Convention

**MOVED by Councillor, J. Aucoin and SECONDED by Councillor, M. MacIver “That the Town of Port Hawkesbury Chief Administrative Officer hold a meeting with the Art Convention host Donny Boudreau and Director Michelle Farrow prior to bringing a recommendation to Council at the June 20<sup>th</sup> Committee of the Whole.” MOTION CARRIED.**

Letter to Rolf Bouman

**MOVED by Councillor, B. MacQuarrie and SECONDED by Councillor, H. MacDougall “That the Town of Port Hawkesbury send a letter of thanks to Rolf Bouman for his donations and support for the Mawio’mi Friendship Gala Fundraiser.” MOTION CARRIED.**

- ii. Approval of Committee of the Whole Minutes – May 16, 2023

**MOVED by Councillor, M. MacIver and SECONDED by Councillor, B. MacQuarrie “THAT the Town of Port Hawkesbury approves the May 16, 2023, Committee of the Whole Minutes as presented.” MOTION CARRIED.**

**9. Business Arising from Minutes**

Mayor, B. Chisholm- Beaton was able to obtain more information on Bill 225 and will add to the Committee of the Whole agenda on June 20<sup>th</sup>.

**10. Motions from In-Camera Session**

There was no In-Camera Session.

**11. Correspondence**

CAO, T. Doyle reviewed the approval letter that was received from Communities Culture Tourism and Heritage for the ACCESS-Ability Program from the Government of Nova Scotia in the amount of \$37, 666.67. He discussed some of the plans that staff had for that fund.

**12. Proclamations/Resolutions**

There were no proclamations or resolutions.

**13. Other Business**

- iv. Council Expenses, CAO, T. Doyle



CAO, T. Doyle, gave an update on Council Expenses for the months of May. He reminded the gallery that Council expenses are posted on the Town of Port Hawkesbury website.

v. Summer Recess – CAO, T. Doyle

**MOVED by Deputy Mayor, H. MacDougall and SECONDED by Councillor, M. MacIver “That the Town of Port Hawkesbury Recess for the months of July and August for Regular Public Council Meetings and Committee of the Whole Meeting and will call Special Public Meetings as required.” MOTION CARRIED.**

vi. Offshore Wind Knowledge Exchange Delegation Invitation Germany – T. Mattheis

T. Mattheis gave a brief overview of the upcoming conference in Germany. He talked about the German Chancellor recently meeting with the Prime Minister. The Province of Nova Scotia sees this as valuable opportunity. The invitation came from the WindEurope event. He talked about making connections and promoting Nova Scotia, The Strait of Canso, and Cape Breton. He gave a summary of the conference which attendees will learn about the offshore wind in the Germany, how it relates to the green hydrogen production, policy development, cross national offshore wind projects, wind farms and control centers. He ensured that the agenda is shared with council following the meeting. He names some of the developers that will be in attendance such as Siemens and RWE offshore wind farm developers.

Mayor, B. Chisholm-Beaton mentioned that it is another opportunity for another delegation for two people to attend from the Wind Task Force she would be happy to make herself available as Warden Mombourquette is not able to attend.

T. Mattheis reviewed the costs – total costs about \$4,000 Cape Breton Partnership would cover 50% of the costs and the Municipalities of the County of Richmond and the Town of Port Hawkesbury would cover 25% each totaling \$1,000.

**MOVED by Deputy Mayor, H. MacDougall and SECONDED by B. MacQuarrie “That the Town of Port Hawkesbury pay 25% of the costs for the Town of Port Hawkesbury’s Economic Development Officer, Martin Thomson and up to \$5000 for Mayor B. Chisholm-Beaton to travel to the Offshore Wind Knowledge Exchange Delegation Germany” MOTION CARRIED.**

vii. NSCC Heavy Equipment Training Area – CAO, T. Doyle

CAO, T. Doyle reviewed the request that came forth from Nova Scotia Community College

Councillor, M. MacIver asked the question on if the parcel would change if there was an interest in land. CAO, T. Doyle stated that there would be a clause in the agreement regarding interest in the land.

**MOVED by M. MacIver and SECONDED by J. Aucoin “That the Town of Port Hawkesbury enter a 5-Year lease with Nova Scotia Community College for the Heavy Equipment Operator (HEO) programs on Unity Drive that will contain an opt out clause should prospects on the land change before the lease is up.” MOTION CARRIED.**

viii. Ballfields – Deputy Mayor, H. MacDougall

**MOVED by Deputy Mayor, H. MacDougall and SECONDED by Councillor, J. Aucoin “that CAO Terry Doyle send an email on behalf of Council to our MLA (Allan MacMaster) asking if he and/or his staff could look at ways of funding for lights at the Dan Willie MacDonald Ballfield in Port Hawkesbury.”**

**Amendment**

MOVED by Councillor, B. MacQuarrie and SECONDED by Deputy Mayor, H. MacDougall "Asking for the MLA and his staff to look at what possible funding might be available and include the soccer field as well."  
**4 NAYS WERE RECORDED. THE AMENDMENT WAS DEFEATED.**

Deputy Mayor, H. MacDougall stated that the underground conduit is already available at the ballfield. Councillor, J. Aucoin brought up that the soccer field isn't equipped. CAO, T. Doyle will send the information to Council regarding the lighting that was presented to Council last year by Manager, G. Snook.

Council returned to the original motion.

**MOVED by Deputy Mayor, H. MacDougall and SECONDED by Councillor, J. Aucoin "that CAO Terry Doyle send an email on behalf of Council to our MLA (Allan MacMaster) asking if he and/or his staff could look at ways of funding for lights at the Dan Willie MacDonald Ballfield in Port Hawkesbury." MOTION CARRIED.**

- ix. Municipal Affairs Funding Applications – CAO, T. Doyle  
CAO, T. Doyle reviewed the two applications that will be submitted on June 7<sup>th</sup> to the Department of Municipal Affairs and Housing for the Beautification and Community Works Programs. He gave an overview of the applications.

**14. Approved Additions**

There were no approved additions.

**15. Future Meetings**

The future meetings of the Town Council are scheduled as follows:

- |                                       |                            |
|---------------------------------------|----------------------------|
| i. Committee of the Whole             | Tuesday, June 20, 2023     |
| ii. Special Public Meeting of Council | Tuesday, June 20, 2023     |
| iii. Public Meeting of Council        | Tuesday, September 5, 2023 |

**16. Public Question Period**

There were no questions from the Gallery.

**17. Adjournment**

**MOVED by Councillor, B. MacQuarrie and SECONDED by Deputy Mayor, H. MacDougall "That the Town of Port Hawkesbury adjourns June 6, 2023, Public Meeting at 8.23.p.m." MOTION CARRIED.**

June 21/2023  
Date

TDO  
Approved by:  
Terry Doyle, P. Eng.  
Chief Administrative Officer

Melissa Warner  
Recorded by:  
Melissa Warner  
Communications and  
Administration Officer