

PORT HAWKESBURY TOWN COUNCIL
PUBLIC MEETING
Shannon Studio
Minutes of Meeting
December 20, 2022

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 (virtually)
Director of Marketing, Recreation, Tourism and Culture, Michelle Farrow (virtually)
Manager of Engineering and Public Works, Jason MacMillan
Manager of Facilities, Operations, and Parks, Gordie Snook

1. Call to Order

A Public Meeting of the Port Hawkesbury Town Council was held in the Shannon Studio and virtually on Tuesday, December 20, 2022, 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, J. Aucoin and SECONDED by Councillor, B. MacQuarrie “That the Town of Port Hawkesbury approves December 20, 2022, Public Meeting Agenda as presented”. MOTION CARRIED.

4. Gallery Presentations

There were no gallery presentations.

5. Acknowledgements

Mayor, B. Chisholm-Beaton made the following acknowledgements:
She wished a Merry Christmas to Council, staff and citizens of the Town of Port Hawkesbury.

She extended thanks to the Seasonal Services crew on a successful season again this year. They delivered 155 Christmas boxes to those in need on Sunday, December 18th.

6. Approval of Council Minutes

i. Public Meeting – November 8, 2022
There were no errors or omissions.

7. Business Arising from Minutes

There was no business arising from the minutes.

8. Council Committee Reports

- i. Report from Committee of the Whole

Holiday Schedule

MOVED by Councillor, M. MacIver and SECONDED by Councillor, J. Aucoin “THAT the Town of Port Hawkesbury Approve the 2022 Holiday Schedule as presented at Committee of the Whole held on November 15, 2022.” MOTION CARRIED.

Letter of Support for Gas Services

MOVED by Councillor, J. Aucoin and SECONDED by Deputy Mayor, H. MacDougall “THAT the Town of Port Hawkesbury send a letter to the local gas stations asking for accommodations for a full service gas pump services.” MOTION CARRIED.

- ii. Approval of Committee of the Whole Minutes

Councillor, B. MacQuarrie had asked to add Councillor, J. Aucoin as a member present to the Committee of the Whole Minutes.

MOVED by Councillor, B. MacQuarrie and SECONED by Deputy Mayor, H. MacDougall “THAT the Town of Port Hawkesbury approves the November 15, 2022, Committee of the Whole Minutes as amended.” MOTION CARRIED.

Business Arising from Committee of the Whole Minutes

Councillor, B. MacQuarrie asked if the Mayor had received the recording of the Basic Income Now Atlantic Canada session that was held on November 9th, 2022. Mayor, B. Chisholm-Beaton will follow up.

9. Motions from In-Camera Session

There were no motions coming forward from the In Camera Session.

10. Council Reports on Assigned Committees

Mayor, B. Chisholm-Beaton had stated that most meetings were pushed for the month of December and the bulk of her report would be reported at the January meeting.

Councillor, B. MacQuarrie

Cape Breton South Recruitment for Health – A meeting was held on November 24th.

Strait Area Transit – The monthly board meeting was held on December 2nd.

Strait Area Transit Human Resources Committee - A meeting was held on December 5th.

Eastern Counties Regional Library– a board meeting was held on December 8th.

The current Chair of the Board, Shirley McNamara has served on the committee for over 30 years is retiring from the Committee and Councillor, B. MacQuarrie would like for Council to send a letter to recognize her years of service on the many committees in Town. Municipality of the County of Inverness, Councillor, C. Poirier had joined the committee at the December 8th meeting.

Rules of Order Meeting Processes for Municipal Officials – Councillor B. MacQuarrie attended a workshop in Truro on November 25th facilitated by Association of Municipal Administrators Nova Scotia.

New Dawn Housing Pilot Community Consultation – December 14th there were two Community Consultation sessions for the housing pilot held in the Bear Head Room facilitated by New Dawn Enterprises, the Strait Area Chamber and supported by the Town of Port Hawkesbury.

MOVED by Deputy Mayor, H. MacDougall and SECONDED by Councillor, B. MacQuarrie “THAT the Town of Port Hawkesbury send a letter of congratulations to Shirley McNamara.” MOTION CARRIED.

Deputy Mayor, H. MacDougall

Rules of Order Meeting Processes for Municipal Officials – Deputy Mayor, H. MacDougall attended a workshop in Truro on November 25th facilitated by Association of Municipal Administrators Nova Scotia.

Port Hawkesbury Community Healthcare Conversation – A session was held on December 2nd in the Bear Head Room. Minister of Health and Wellness, M. Thomson was in attendance.

Provincial Policing Meeting – a meeting was held at the Maritime Inn on December 9th.

Sports Wall of Fame- A meeting was held on November 23rd. Deputy Mayor, H. MacDougall would like to recognize Mr. Roy Sturmy.

MOVED by Deputy Mayor, H. MacDougall and SECONDED by Councillor, J. Aucoin “THAT the Town of Port Hawkesbury send a letter of congratulations and thanks to Mr. Roy Sturmy on behalf of the Town as a member of the board of directors of the Sports Wall of Fame Committee.” MOTION CARRIED.

Councillor, J. Aucoin

MADD Canada Flag Raising – Had Attended with the Mayor the flag raising ceremony held on November 16th at the Port Hawkesbury Civic Centre to kick off the Project Red Ribbon Campaign.

Eastern District Planning Commission Meeting – A meeting was held on November 30th.

New Dawn Housing Pilot Community Consultation – December 14th there were two Community Consultation sessions for the housing pilot held in the Bear Head Room facilitated by New Dawn Enterprises, the Strait Area Chamber and supported by the Town of Port Hawkesbury.

11. CAO Reports.

CAO, T. Doyle gave a quick overview of the Departmental Reports including:

- Marketing, Recreation, Tourism and Culture
- Finance,
- Engineering and Public Works, and
- Facilities, Operations, and Parks

He asked that Council reach out to department heads directly if there are any questions about the December reports. Deputy Mayor, H. MacDougall asked if barriers would be placed along the newly paved active transportation trail to separate the trail from Water Street. Manager of Engineering and Public

Works, J. MacMillan confirmed that the project is not yet complete and there would be planters and benches placed along the trail as well as new lighting is installed.

CAO, T. Doyle had reviewed the December events, and notified Council that The Town was unsuccessful in securing a company to conduct fireworks for the New Year's Eve celebrations. The Port Hawkesbury Volunteer Fire Department has agreed to be onsite and would look after the fireworks for the New Years Eve event. He noted that there is only one pyrotechnic company in Atlantic Canada and staff reached out in the early summer, but they were already booked.

12. Correspondence

CAO T. Doyle brought forward correspondence that was circulated in the agenda package from the office of the Nova Scotia Utility and Review Board regarding the Municipal Boundary Review. The Town's Municipal Boundary Review application was received, and a hearing date will be set in the coming weeks.

13. Proclamations/Resolutions

There were no proclamations or resolutions.

14. Other Business

i. Council Expenses, CAO, T. Doyle

CAO, T. Doyle, gave an update on Council Expenses. He reminded the gallery that Council expenses are posted on the Town of Port Hawkesbury website. He noted that there was a revised version of the July/August Council expenses and it will be posted on the website following the meeting.

ii. January Meeting Dates – Mayor, B. Chisholm-Beaton

Mayor, B. Chisholm-Beaton had notified the gallery that in January 2023, that there will be a combined Public Meeting and Committee of the Whole held on January 17, 2023. Deputy Mayor, H. MacDougall stated that he may not be in attendance.

iii. Council Advisory Committees Citizen Appointments – CAO, T. Doyle

Mayor, B. Chisholm-Beaton asked for Council to approve the Committee appointment as presented in the agenda package. Councillor, B. MacQuarrie asked why Festival of the Strait Committee was not advertised. CAO, T. Doyle and Mayor, B. Chisholm-Beaton Festival of the Strait is not a town committee it is a registered society. Deputy Mayor, H. MacDougall asked if the Town could help support the festival with seeking volunteers and advertising.

Consensus of Council was to move item forward to the January 17th Joint meeting of Council.

iv. Surplus Equipment – Councillor, J. Aucoin

Councillor, J. Aucoin had thanked CAO, T. Doyle for putting the surplus out for tender.

Councillor, M. MacIver asked if the horse barn has taken ownership of the old tractor. Manager of Facilities and Operations, G. Snook had stated that the tractor is still in Town's possession, until they find an operator.

v. Department Reviews – Councillor, J. Aucoin

Councillor, J. Aucoin asked Council to consider yearly staff departmental reviews.

MOVED by Councillor, J. Aucoin and SECONED by Deputy Mayor, H. MacDougall “That the Town of Port Hawkesbury will hold conduct employee evaluations by July 1st, 2023, and then on a yearly basis after.” MOTION CARRIED.

vi. Housing Open House Sessions – CAO, T. Doyle

CAO, T. Doyle gave a summary of the Housing Open House Sessions that took place on December 14th at the Port Hawkesbury Civic Centre. The sessions had good representation from council and had smaller crowds in attendance. The sessions were facilitated by New Dawn Enterprises along with The Strait Area Chamber. New Dawn will host a session for Council in the new year to look at challenges and ways to advocate for the town around housing.

vii. Federal Active Transportation Fund – CAO, T. Doyle

MOVED by Councillor, J. Aucoin and SECONDED by Deputy Mayor, H. MacDougall “That the Town of Port Hawkesbury authorizes their Chief Administrative Officer to execute the Canada Active Transportation Fund Agreement on behalf of the Town of Port Hawkesbury.” MOTION CARRIED.

MOVED by Councillor, M. MacIver and SECONDED by Councillor, J. Aucoin “That the Town of Port Hawkesbury allows a reallocation within the previously approved capital plan of \$197,800 of funding to come from the operating reserve instead of the gas tax fund for paving and sidewalks.” MOTION CARRIED.

viii. Strait Richmond Minor Hockey Tournament Funding request – CAO, T. Doyle

CAO, T. Doyle reviewed the request that was submitted by the Strait Richmond Minor Hockey Association regarding the Strait Richmond Minor Hockey Tournament, that will occur over several weekends over the next few months. The committee provided a breakdown of financials as per the CAO’s request.

MOVED by Councillor, B. MacQuarrie and SECONDED by Councillor, M. MacIver “That the Town of Port Hawkesbury will contribute \$2000 to the Strait Richmond Minor Hockey Association for the 2022- 2023 Strait Richmond Minor Hockey Tournament.” MOTION CARRIED.

15. Approved Additions

Deputy Mayor, H. MacDougall asked to add Roberts Rules of Order to the agenda.

MOVED by Councillor, B. MacQuarrie and SECONDED by Councillor, J. Aucoin “THAT the Town of Port Hawkesbury approves Deputy Mayor’s addition to the agenda” MOTION CARRIED UNANIMOUS SUPPORT.

Deputy Mayor, H. MacDougall had mentioned that there are a number of concerns he has with how meetings are conducted, based on the Rules of Order session that he attended in November. Mayor, B. Chisholm-Beaton suggested that he provide a list of amendments/suggestions to Council and add the item to the agenda for the January 17th meeting.

16. Future Meetings

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

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|---|---------------------------|
| i. Joint Public Meeting/ Committee of the Whole | Tuesday, January 17, 2023 |
| ii. Public Meeting of Council | Tuesday, February 7, 2023 |

17. Public Question Period

There were no questions from the gallery.

18. Adjournment

MOVED by Councillor, B. MacQuarrie and **SECONDED** by Deputy Mayor, J. Aucoin "That the Town of Port Hawkesbury adjourns December 20, 2022, Joint Meeting at 7:52pm." **MOTION CARRIED.**

Jan 19 2023
Date

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

Melissa Warner
Recorded by:
Melissa Warner
Communications and
Administration Officer