

**PORT HAWKESBURY TOWN COUNCIL  
PUBLIC MEETING  
Shannon Studio  
Minutes of Meeting  
December 19, 2023**

**Present**

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

**Regrets**

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 19, 2023, and called to order at 7:05 p.m. by Mayor, B. Chisholm-Beaton.

**2. Additions to Agenda**

- i. There were no additions to the agenda

**3. Approval of Agenda**

**MOVED by Councillor, H. MacDougall and SECONDED by Councillor, J. Aucoin  
“That the Town of Port Hawkesbury approves December 19, 2023, 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:

- December 3 - International Day of Persons with Disabilities
- December 6 - National Day of Remembrance and Action on Violence Against Women
- December 10 - Human Rights Day

Merry Christmas and a Happy New Year to all staff and Council.

She congratulated Town resident 10-year-old Ellie Cluett on her recent role in the locally filmed Hallmark movie: “The Secret Gift of Christmas” Councilor, H. MacDougall also wanted to congratulate Ellie and noted that she is his next-door neighbor.

She offered congratulations and thanks to Seasonal Services team for their work over the past number of months. 164 families were assisted with food boxes this year.

## **6. Approval of Council Minutes**

i. Joint Public Meeting of Council / Committee of the Whole – November 21, 2023

There were no errors or omissions.

ii. Special Public Meeting of Council – November 27, 2023

There were no errors or omissions

iii. Special Public Meeting of Council – December 7, 2023

There were no errors or omissions.

## **8. Business Arising from Minutes**

Councillor, H. MacDougall mentioned that at the November 21<sup>st</sup> Meeting there was a discussion around the water testing results. He is wondering if there is a plan to continue with testing. CAO, T. Doyle noted that there will be procedure put in place in the Spring to continue with regular testing moving forward.

Councillor, B. MacQuarrie reviewed the motion from the Special Public Meeting regarding the Municipal Capital Growth Program. He wanted clarification around the application. CAO, T. Doyle noted that application was submitted for a total of \$800,000.

## **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 will submit her report electronically once she has finalized it.

Councillor H. MacDougall

Port Hawkesbury Development Advisory Committee – A meeting was rescheduled for January 2024.

Waterfront Advisory Committee Meeting – A meeting will be scheduled in the New Year.

Deputy Mayor, M. MacIver

There are several meetings re-scheduled for January 2024.

Councillor, J. Aucoin

Eastern District Planning Meeting was held on November 23<sup>rd</sup>.

Strait Richmond Housing Coalition Meeting was held on December 13<sup>th</sup>.

He was in attendance for the Cape Breton Local Immigration Program that was held at the Port Hawkesbury Civic Centre on December 7<sup>th</sup>.

Planning Advisory Committee Meeting was held on December 7<sup>th</sup>.

Councillor, B. MacQuarrie

There was a Planning Advisory Committee Meeting held on December 7<sup>th</sup>.

**11. CAO Reports.**

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

- Engineering and Public Works
- Marketing, Recreation, Tourism, and Culture,
- And Finance

He reviewed some of the Active Transportation sidewalk project and noted that the work will continue into the spring. He mentioned the Town of Port Hawkesbury Annual Christmas Parade and events that took place over the first weekend of December received very positive feedback and great turn out. December was a busy month for concerts as well. He notified Council of the new community art piece called “The Wave” that was installed on December 13<sup>th</sup> as part of the Waterfront Revitalization Project. The Waterfront Kiosks have also arrived and are placed along Water Street and will be hooked up to services in the spring. He asked that Council reach out to department heads directly if there are any questions about the November reports.

Deputy Mayor, M. MacIver thanked staff for their work on the parade. Councillor, B. MacQuarrie commented on the busy concert lineup that have taken place over the Fall and thanked the staff for their work. Mayor Chisholm-Beaton wanted to pass along congratulations to the Waterfront Development Advisory Committee. Councillor, H. MacDougall wanted to congratulate the Chair of the Waterfront Development Advisory Committee, Deputy Mayor MacIver on the achievement of the committee.

**12. Correspondence**

Mayor, B. Chisolm-Beaton brought forward correspondence that was circulated in the agenda package. Autism Nova Scotia have requested the donation of the of the Bear Head room for a fundraiser to be held in February 2024.

**Autism Nova Scotia Strait Area Chapter**

**MOVED by Councillor, J. Aucoin and SECONDED by Councillor, B. MacQuarrie  
“That the Town of Port Hawkesbury make an in-kind donation of the cost of the Bear Head Room for the Autism Nova Scotia Strait Area Chapter.” MOTION CARRIED.**

### **Municipal Affairs and Housing**

The letter was circulated for information purposes with respect to the request that was put forward regarding including High density residential developments in the development zone process. The Minister noted in the letter that the legislation that must be put in place to move this item forward. Councillor, J. Aucoin thanks to staff for their work and feels it is a positive response.

### **Strait Richmond Minor Hockey Association Tournament**

Director, E. MacEachen noted that Council was provided with the budget in the agenda package. She did request the actual which showed they had a \$12,500 surplus after last year's tournament based on sponsorships. She noted that Richmond County has donated \$1000. She noted that Council is over and above their budget for donations. Councillor, H. MacDougall noted that this was discussed during budget times but was not allocated.

### **MOTION**

**MOVED** by Deputy Mayor, M. MacIver and **SECONDED** by Councillor, H. MacDougall "That the Town of Port Hawkesbury donate \$1000 to the Strait Richmond Minor Hockey Tournament."

### **AMENDMENT**

**MOVED** by Councillor, J. Aucoin **SECONDED** Councillor, H. MacDougall "a donation of \$1000 will be made to the Strait Richmond Minor Hockey Tournament if the tournament actuals show a deficit." **THE AMENDMENT TO THE MOTION WAS CARRIED.**

### **ORIGINAL MOTION AS AMENDED**

**THE MOTION WAS APPROVED AS AMENDED. MOTION CARRIED UNIMOUSLY**

## **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 for the month of October and November. He reminded the gallery that Council expenses are posted on the Town of Port Hawkesbury website.

### **ii. 2024 Municipal Election – CAO, T. Doyle**

CAO, T. Doyle is providing information that was prepared for information purposes. Staff will bring this forward for consideration before Council makes their decision for the 2024 Municipal Election.

- iii. Recommendations from Planning Advisory Committee – CAO, T. Doyle

**Commercial Development Support Program By-Law**

Director, E. MacEachen indicated that Council received the draft version of this By-Law at the Joint Public Meeting held on November 21 and then again at the Special Public Meeting held on December 7<sup>th</sup> where Council reviewed the size of the Development Zone as well as the length of time. The changes have been made that were suggested by Council and she requested consideration for a motion.

**MOVED by Councillor, J. Aucoin and SECONDED by Councillor, B. MacQuarrie “That the Town of Port Hawkesbury approve First Reading of the Commercial Development District Support Program By-Law and schedule a Public Hearing on January 23rd at 5pm.” MOTION CARRIED.**

**Commercial Development District**

CAO, T. Doyle reviewed the rezoning of the Commercial Development District Area and recommended the following motion:

**MOVED by Councillor, J. Aucoin and SECONDED by Councillor, H. MacDougall “That the Town of Port Hawkesbury approve First Reading and schedule a Public Hearing on January 23rd at 5pm regarding approving proposed amendments to the Port Hawkesbury Land-Use By-law and Municipal Planning Strategy to create a Commercial Development District (CDD) Overlay to enable the implementation of the Commercial Assessment Phase-in By- law (CAPB) and to permit mixed use residential unit(s) above ground floor commercial uses in the Commercial Main Street (C5) Zone; and 2. The proposed redesignation of PIDs 50157486, 50155985 & 50155795 from the Open Space Designation to the Downtown Designation and concurrently rezone the properties from Open Space (O-1) to Commercial Main Street (C-5) .” MOTION CARRIED.**

**Prince Street**

CAO, T. Doyle provided some background information on the rezoning of Prince Street properties and recommended the following motion:

**MOVED by Councillor, J. Aucoin and SECONDED by Councillor, B. MacQuarrie “That the Town of Port Hawkesbury approve First Reading and schedule a Public Hearing on January 23rd at 5pm regarding approving proposed amendments to the Port Hawkesbury Land-Use By-law and Municipal Planning Strategy to redesignate a portion of PID 50113745 and 50156132, and the entirety of PID 50029362 from Open Space to Residential; and 2. The rezoning of a portion of PID 50113745 from Recreation Open Space (O-1) to Residential Two Unit (R-2).” MOTION CARRIED.**

Councillor, H. MacDougall asked if this was a recommendation of the Planning Advisory Committee. CAO, T. Doyle noted that all items have been brought forward from the Planning Advisory Committee.

### **MacLeod Avenue**

CAO, T. Doyle reviewed the MacLeod Avenue property and some of the lots on the other side of Reeves Street to be aligned with the zoning in that area. This is a general housekeeping item for zoning in that area. Recommended motion:

**MOVED by Councillor, J. Aucoin and SECONDED by Councillor, B. MacQuarrie “That the Town of Port Hawkesbury approve First Reading and schedule a Public Hearing on January 23rd at 5pm regarding approving proposed amendments to the Port Hawkesbury Land-Use By-law and Municipal Planning Strategy to redesignate PID 50174382, Macleod Avenue, Port Hawkesbury from the Open Space Designation to the Downtown Designation and concurrently rezone the property from Open Space (O-1) to Commercial Main Street (C-5).; and 2. The redesignation of a portion of PID 50272939 and the entirety of PID 50272947, PID 50127885, PID 50316686, & PID 50316678 from Open Space to Residential.” MOTION CARRIED.**

iv. **Wastewater Treatment Vehicle**

Director, E. MacEachen noted that the Waste Utility truck vehicle lease is up on the 2014 Ford-F150 at the end of the year and presented Council with some options. She mentioned that in discussions with the staff that use that vehicle, that truck is serviced on a regular basis and is in good shape with only 15,000kms. The buyout option is \$20,000 with options of extending the warranty. She recommended that the Town buy out this lease and use the Capital Reserves to pay for it.

**MOVED by Councillor M. MacIver and SECONDED by Councillor, H. MacDougall “That the Town of Port Hawkesbury to approve the lease buyout of the 2020 Ford F-150 water/wastewater service truck with a transfer from the capital reserves not to exceed \$25,000 including HST.” MOTION CARRIED**

### **15. Approved Additions**

There were no additions to the December 19<sup>th</sup> agenda.

### **16. Future Meetings**

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

- |                              |                           |
|------------------------------|---------------------------|
| i. Public Meeting of Council | Tuesday, January 9, 2024  |
| ii. Committee of the Whole   | Tuesday, January 23, 2024 |

### **17. Public Question Period**

There were no questions from the gallery.

**18. Adjournment**

**MOVED by Deputy Mayor, M. MacIver and Seconded by Councillor, H. MacDougall  
Town of Port Hawkesbury Public Meeting of Council adjourned at 7:58p.m.**

**January 12, 2024**

Date



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



Recorded by:  
Melissa Warner  
Communications and  
Administration Officer