

**PORT HAWKESBURY TOWN COUNCIL  
PUBLIC MEETING  
Shannon Studio  
Minutes of Meeting  
September 3, 2024**

**Present**

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

**1. Call to Order**

A Public Meeting of the Port Hawkesbury Town Council was held in the Shannon Studio and virtually on Tuesday, September 3, 2024, and called to order at 7:00 p.m. by Mayor, B. Chisholm-Beaton.

**2. Additions to Agenda**

- i. Letter of Support for Housing not for profit – Mayor, B. Chisholm-Beaton

**3. Approval of Agenda**

**MOVED by Councillor, J. Aucoin and SECONDED by Councillor, B. MacQuarrie  
“THAT the Town of Port Hawkesbury approve September 3, 2024, Public Meeting Agenda as amended.” MOTION CARRIED.**

**4. Gallery Presentations**

There were no gallery presentations.

**5. Acknowledgements**

Mayor, B. Chisholm-Beaton made the following acknowledgements for the month of September:

- She wished new and returning NSCC students and all students a good school year
- Sept 13-22 Welcoming Week for Newcomers
- September 30<sup>th</sup> is National Day of Truth and Reconciliation

**6. Approval of Council Minutes**

- i. Public Hearing – June 18, 2024  
There were no errors or omissions.
- ii. Public Meeting of Council – June 18, 2024  
There were no errors or omissions.

iii. Special Public Meeting of Council – June 28, 2024  
There were no errors or omissions.

iv. Special Public Meeting of Council – August 6, 2024  
There were no errors or omissions.

## **7. Business Arising from Minutes**

There was no business arising from the minutes.

## **8. Motions from In-Camera Session**

There are no motions from In Camera.

## **9. Correspondence**

Mayor, B. Chisholm-Beaton asked if there were any questions on the correspondence that was provided in the package.

Councillor, B. MacQuarrie asked about the Canada Building Fund. CAO, T. Doyle said that staff have reviewed options that would be applicable. He stated that a review of what projects that could meet the criteria and will be presented at Committee of the Whole.

## **10. Proclamations/Resolutions**

### Municipal Election 2024

**MOVED by Councillor, J. Aucoin and SECONDED by Councillor, B. MacQuarrie**  
**“That the Town of Port Hawkesbury hold Advance Polls for the 2024 Municipal Election on Saturday, October 12th and Tuesday, October 15th and The Swearing in Ceremony will Take Place on Tuesday, October 29<sup>th</sup>.” MOTION CARRIED.**

### Illumination for the National Shine the Light on Domestic Violence Campaign

**MOVED by Councillor, J. Aucoin and SECONDED by Deputy Mayor M. MacIver**  
**“That the Town of Port Hawkesbury support the Shine the Light on Domestic Violence Campaign in November” MOTION CARRIED.**

## **11. Other Business**

### **i. Council Expenses, CAO, T. Doyle**

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

### **ii. Low Income Tax Exemption – CAO, T. Doyle**

CAO, T. Doyle provided Council with an overview of the Low-Income Tax Exemption Policy was discussed at the August 6<sup>th</sup> Special Public Meeting. He reviewed that the low-income tax exemption threshold was discussed and with the recommendation was to increase the threshold from \$24,000 to \$27,000.

**MOVED by Councillor H. MacDougall and SECONDED by Councillor, B. MacQuarrie**  
**“That the Town of Port Hawkesbury approve the amended Low Income Tax**

**Exemption Policy to increase the income threshold to \$27,000 as reviewed and discussed at the August 6, 2024, Special Public Meeting.” MOTION CARRIED.**

- iii. Plebiscite Public Consultation – CAO, T. Doyle  
CAO, T. Doyle reviewed section 1.14.2 of the Municipal Returning Officer’s General Information and Handbook and stated that Provincial Engineers will be in attendance as this is a provincial owned street.

**MOVED by Deputy Mayor M. MacIver and SECONDED by Councillor, B. MacQuarrie “That the Town of Port Hawkesbury hold a Public Consultation Session on Thursday October 3rd, in accordance with the Municipal Government Act on the plebiscite to be held during the 2024 Municipal Election.” MOTION CARRIED.**

**Councillor, H. MacQuarrie asked about the timeframe and was in agreement as long as appropriate notice was provided to the public.**

- iv. Welcome Week 2024 - Immigrations, Refugees and Citizenship Canada – Mayor, B. Chisholm-Beaton

Mayor, B. Chisholm-Beaton noted that Welcome week is from September 13<sup>th</sup>- 22 and stated that the YMCA Newcomers Welcome event is scheduled for September 13<sup>th</sup> at 4pm.

- v. Municipal Affairs and Housing Code of Conduct Framework – CAO, T. Doyle  
CAO, T. Doyle mentioned that the Department of Municipal Affairs and Housing is rolling out a Code of Conduct Framework plan in the Fall. He noted that the Town has a current Code of Conduct and staff will review and update as needed to adhere to the newly formed plan.

## **12. Approved Additions**

Strait Area Chamber of Commerce Not-for-Profit Housing Association has requested support from the Town of Port Hawkesbury for \$2,500 as an application partner.

**MOVED by Councillor, B. MacQuarrie and SECONDED by Deputy Mayor, M. MacIver “THAT the Town of Port Hawkesbury make a \$2,500 contribution toward the establishment of the not-for-profit housing application.” MOTION CARRIED.**

Deputy Mayor, M. MacIver wants to ensure that there will be equal municipal representation on any jointly formed association.

Councillor, H. MacDougall asked if there was a rush on this and it may be something that the new council can look at.

Councillor, J. Aucoin asked where the \$5,000 contribution came from. CAO, T. Doyle noted that this is more geared toward the not for profit. He stated that the \$5,000 is the minimum funding requirement being split evenly from the Town of Port Hawkesbury and the Municipality of the County of Richmond. Councillor, J. Aucoin stated that he thinks

this should move this forward as this council has been working on improving housing since the beginning of their term.

**One Ney was recorded by Councillor, H. MacDougall**

**MOVED by Deputy Mayor, M. MacIver and SECONDED by Councillor, H. MacDougall “That when the not-for-profit is formed that representation will be equal between Town of Port Hawkesbury and County of Richmond.” MOTION CARRIED.**

**13. Future Meetings**

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

- i. Committee of the Whole Tuesday, September 17, 2024
- ii. Public Meeting of Council Tuesday, October 1, 2024
- iii. Committee of the Whole Will be determined

**14. Public Question Period**

There were no questions from the gallery.

**15. Adjournment**

**MOVED by Councillor, B. MacQuarrie SECONDED by Deputy Mayor, M. MacIver the Town of Port Hawkesbury adjourns September 3, 2024, Public Meeting at 7:28 p.m.” MOTION CARRIED.**

October 1, 2024

\_\_\_\_\_  
Date



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



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Recorded by:  
Melissa Warner  
Communications and  
Administration Officer