

**PORT HAWKESBURY TOWN COUNCIL
COMMITTEE OF THE WHOLE
1/3 Bear Head Room
Minutes of Meeting
November 19, 2024**

Present

Mayor, Brenda Chisholm-Beaton
Deputy Mayor, Iaian Langley
Councillor, Todd Barrett
Councillor, Paula Hart
Chief Administrative Officer, Terry Doyle
Director of Finance, Erin MacEachen
Manager, Facilities and Operations, Gordie Snook
Manager, Engineering and Public Works, Jason MacMillan
Director, Marketing, Recreation, Tourism, & Culture, Michelle Farrow

Regrets

Councillor, Blaine MacQuarrie

1. Call to Order

A meeting of the Committee of the Whole was held in the 1/3 Bear Head Room, Tuesday, November 19, 2024, and called to order at 7:00 p.m. by Mayor, B. Chisholm-Beaton.

2. Additions to Agenda

- In Camera Session – Mayor B. Chisholm-Beaton

3. Approval of Agenda

MOVED by Councillor T, Barrett and SECONDED by Councillor, I. Langley “to approve the agenda as amended.” MOTION CARRIED.

4. Presentations

There were no presentations scheduled for the November Committee of the Whole Meeting.

5. Council Reports on Assigned Committees –DEFERRED

6. CAO REPORTS

Chief Administrative Officer, T. Doyle noted that reports were submitted electronically. The written reports would not be presented but questions on the submitted reports would be taken. With no questions coming forward, he indicated that Council may reach out at any time with clarification or concerns.

7. Other Business

i. Appointment of Deputy Mayor – Mayor, B. Chisholm-Beaton

Mayor, B. Chisholm-Beaton gave an explanation of the long-standing tradition of the Deputy Mayor selection process dating back to the year 2000. Each Councillor would rotate the Deputy Mayor position based on the order of election vote counts.

The Consensus of Council was to move a recommendation for appointment of Iaian Langley as Deputy Mayor to the Special Public Meeting following this meeting.

ii. Council Priorities Discussion – Mayor, B. Chisholm-Beaton

Mayor, B. Chisholm-Beaton indicated that Council has talked about a council priority setting discussion. CAO, T. Doyle is working on getting a moderator. Mayor, B. Chisholm-Beaton will follow up on that.

iii. Council Committees Discussion – Mayor, B. Chisholm-Beaton

Mayor, B. Chisholm-Beaton noted that a community member P. Davis has expressed interest in the Destination Cape Breton Committee and asked if Council would consider accepting her as the Town representative.

Councillor, I. Langley asked when the assignments will be enacted. Mayor B. Chisholm-Beaton noted that the committee assignments will be ratified this evening and then the corresponding committees will be notified.

CAO, T. Doyle indicated that the membership of the Joint Industrial Park Commission is dictated by Act of Legislature and noted that there are 2 councillors and the Mayor are required to serve on the commission from the Town.

The Consensus of Council was to move item forward to the Special Public Meeting.

iv. Councillor Code of Conduct – CAO, T. Doyle

CAO, T. Doyle gave a brief overview of the Code of Conduct and the Resolution. He noted that the existing policy will need to be repealed.

The Consensus of Council was to move item forward to the Special Public Meeting.

v. 2024 Holiday Hours – CAO, T. Doyle

CAO, T. Doyle provided Council with a draft Holiday Schedule for the Municipal Offices. The schedule is aligned with the schedule of the past few years.

The Consensus of Council was to move item forward to the Special Public Meeting.

vi. Seasonal Services Request – Mayor, B. Chisholm-Beaton

Mayor, B. Chisholm-Beaton reviewed the request from Port Hawkesbury Seasonal Services for 2024.

The Consensus of Council was to move item forward to the Special Public Meeting.

vii. December Meeting – Mayor, B. Chisholm-Beaton

Mayor Chisholm-Beaton asked Council to consider holding a combined meeting on December 10th.

The Consensus of Council was to move item forward to the Special Public Meeting.

viii. Remembrance Day Sidewalk – Mayor, B. Chisholm-Beaton

Mayor, B. Chisholm-Beaton asked Council to consider sending a letter to the Royal Canadian Legion to gauge the interest on creation of a Remembrance Day crosswalk with signage.

The Consensus of Council was to move item forward to the Special Public Meeting.

ix. Traffic & Safety Concerns Remembrance Day – Councillor, I. Langley

Councillor, I. Langley noted that he received multiple requests and safety concerns regarding the Remembrance Day Ceremony. He noted that it was very hard to hear the Ceremony. He asks for Council to consider directing staff to address this concern with the appropriate Nova Scotia Public Works staff. CAO, T. Doyle indicated that staff could explore this issue by requesting the Province of NS to allow the Town to block off a section of Reeves Street for the 2025 Remembrance Day Ceremony.

The Consensus of Council was to move item forward to the Special Public Meeting.

x. Policy and By-Law – CAO, T. Doyle

CAO, T. Doyle indicated that one of the most important responsibilities of Council is creating Policies and Bylaws. He noted that the appropriate form for changing or amending a policy would be during Committee of the Whole or a meeting before Committee of the Whole. He noted that for the December Meeting that staff will note some areas where the focus should be on.

xi. Plebiscite Results – Councillor, P. Hart

Councillor, P. Hart noted that she would like to have staff write a letter which will review the plebiscite results. CAO, T. Doyle noted that Department of Public Works Staff are aware of the plebiscite that took place during the Election. He noted that with the Provincial Election that there may be a shift in the Cabinet. Mayor, B. Chisholm-Beaton noted that there are 14 areas of concern that have been identified a number of times.

The Consensus of Council was to move item forward to the Special Public Meeting.

xii. Agenda Setting Protocol – CAO, T. Doyle

CAO, T. Doyle reviewed an Agenda Setting Protocol. He noted that it gives staff an opportunity to be prepared and have information readily available for Council. Mayor, B. Chisholm-Beaton noted that it gives Council an opportunity to be prepared and work together to make the best decisions possible.

The Consensus of Council was to move item forward to the Special Public Meeting.

8. Approved Additions

In Camera Mayor B. Chisholm-Beaton

The consensus of Council was to move this item following the Special Public Meeting.

9. Future Meetings

- Public Meeting of Council

December 10, 2024

10. Adjournment

MOVED by Councillor, P. Hart and SECONDED by Councillor, T. Barrett the Committee of the Whole adjourned at. 7:45p.m. MOTION CARRIED.

December 10, 2024

Date



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



Recorded by:
Melissa Warner
Communications and
Administration Officer