

**PORT HAWKESBURY TOWN COUNCIL
COMMITTEE OF THE WHOLE
Shannon Studio
October 21, 2025
Minutes of Meeting**

Present

Mayor, Brenda Chisholm-Beaton
Deputy Mayor, Iaian Langley
Councillor, Todd Barrett
Councillor, Paula Hart
Councillor B, MacQuarrie
Chief Administrative Officer, Terry Doyle
Director of Finance, B. Luciano
Director, Marketing, Recreation, Tourism, & Culture, Michelle Farrow
Manager, Facilities and Operations, Gordie Snook
Manager, Water Resource – Jason MacMillan
Acting Manager of Engineering and Public Works – Sajin John
Administrative and Communications Officer - Melissa Warner

Guests

Municipality of the County of Inverness – Keith MacDonald
Strait Area Yacht Club – Bert Lewis
Strait Area Yacht Club – Sandy MacDonald
Strait Area Yacht Club – Derney Gillis
A. Langley Developments - Adam Langley

1. Call to Order

A meeting of the Committee of the Whole was held in the Shannon Studio, Tuesday, October 21, 2025, and called order at 7:00 p.m. by Mayor, B. Chisholm-Beaton.

2. Additions to Agenda

- Request Letter Literacy Council – Mayor, B. Chisholm-Beaton

3. Approval of Agenda

MOVED by Councillor, B. MacQuarrie and SECONDED by Councillor, P. Hart “to approve the agenda as amended.” MOTION CARRIED.

4. Presentations

Inverness County Asylum Commemoration Project-

CAO, K. MacDonald provided a presentation on the Inverness County Asylum Commemoration Project and noted that some of the language that he is using throughout the presentation is language that is no longer appropriate. He provided Council on the historical information on the Inverness County Asylum – dating back to 1890 through to present day. He provided council with an overview of the of the recorded deaths - 110 have not been identified. He showed the Asylum location and the project description and the project goal.

He reviewed the research to date. The remedy of the province. The proposed timeline, he reviewed the ask of the partnering municipalities. He also reviewed the request of the Council of next year's budget of \$3,200 and a designated staff member to join their team to work on the initiative.

Deputy Mayor, I. Langley referenced the letter that was included in the September Public Meeting Package. He thanked Keith for his presentation. There was a moment of silence observed for those that have lived and died under those conditions. He stated that the institution is appalling and that the year 1889 was the same year that Port Hawkesbury was incorporated and that's fascinating that it is the first part of the intermunicipal agreement. There could be a number of residents that could have living descendants. Deputy Mayor noted that he will be making a motion for consideration at the November Public Meeting to support the Inverness County Asylum Commemoration Project.

He also indicated that there are many partnerships, associations and joint projects that we share with the Municipality of the County of Inverness: he indicated that he would like Council to further consider requesting that Staff from both municipalities meet and review these joint ventures with respect to clear organizational structure, terms of reference, agreements in place, and general compliance and appropriate participation. In doing so to identify areas for improvement, to help celebrate our successes and to inform our Council of the findings from the review. Councillor, B. MacQuarrie indicated that it was a worthwhile initiative. Councillor, T. Barrett – had acknowledgement acts as a reminder of what was acceptable and not acceptable back in the day. Councillor, P. Hart – expresses her sincere thoughts over what was acceptable and fully supports the project.

Mayor, B. Chisholm-Beaton – will move forward to budget discussions.

Project Brief Port Hawkesbury Waterfront Destination Development - Strait Area Yacht Club

Strait Area Yacht Club Commodore, B. Lewis introduced the project on behalf of the Yacht Club and noted that the Marina is requiring a lot of maintenance and upkeep lately. He indicated that ACOA is not interested in looking at a narrow focus, just the marina. He stated that if the waterfront is developed, it could be a boost for the recreational and tourist sectors. Adam Langley, new resident in Cape Breton Island, has Port Hawkesbury roots. He noted that Halifax, Lunenburg, Baddeck, invested in their waterfronts. The goal is to increase local participation and engagement as a local destination asset. The Project brief aligns with federal and provincial strategies and would provide the tools needed to begin to move opportunities forward. He stated that many plans and studies have taken place in the past all of which have no real starting point. He would like to use the infrastructure that already exists that can be elevated and help grow the waterfront. Strait Area Yacht Club Member, S. MacDonald stated that the Port Hawkesbury Marina is the envy of any land locked town in the country. The Yacht Club is the operator and on the daily basis they see many tourists. He indicated that this week there were tourists travelling from Ontario to Caribbean. The Marina project will require funding from all levels of government and industrial funding, In order to get the funding, they need a plan in place to hand to the industrial sponsors. Looking for financial support of \$15,000 is required to fund the Project Brief/study. The request is that The Town of Port Hawkesbury provide 75% of the cost and they Yacht Club provide 25%.

Councillor, P. Hart – Thanks the Strait Area Yacht Club for attending and on short notice. Paula would be in full support and will be bringing a motion to the November Public Meeting.

Councillor, P. Hart asked about phase two – what brings it to light – out of the brief would come funders that could be pursued by the town under the recommendations of the project brief.

Councillor, T. Barrett – why hasn't past studies gained traction. – A. Langley noted that past studies are not the way studies are conducted today – His opinion would be that feasibility studies are not really done well if you don't know what you are looking to do.

Councillor B. MacQuarrie – Waterfront Development was originally done in 1992 – He noted he is very supportive of the project.

Deputy Mayor, I. Langley – through to the commodore – now operating at the leased land and indicated that there are a number of new users at the waterfront. He asked about facility users – department fisheries, coast guard, RCMP, NSCC, STFX.

Mayor, B. Chisholm-Beaton stated that Port Hawkesbury holds a strong history with a working waterfront. Huge undertaking with huge potential and opportunity. She thanked the members for their presentation.

5. Council Reports on Assigned Committees

Councillor, B. MacQuarrie

- Oct 1 – Community Develop
- Oct 2 – Cape Breton South Recruiting for Health
- Oct 14 – Inverness County Home Support Meeting
- Oct 16 – Eastern District Regional Library meeting

Councillor, T. Barrett

- Sept 18- Met with Eastern District Planning Commission
- Sept 23 – Met with Development Officers from Potlotek
- Sept 25 – Met with Representatives from ACOA
- Oct 1- Growing Port Hawkesbury Committee Meeting
- Oct 2 – Virtual meeting for Cape Breton South Recruiting for Health Care
- Oct 3 – Emergency Meeting of Council
- Oct 4 – Royal Canadian Air Cadet Flag Raising at the Port Hawkesbury Civic Centre
- Oct 8 – Nova Scotia Federation of Municipalities - Lunch and Learn – Nova Scotia Power
- Oct 15 – Met with Developer
- Oct 16 – Board Meeting for At Home Housing Association
- Oct 18- Met with Cape Breton South Recruiting for Health Care' Gina MacDonald and MP Jaime Battiste
- Oct18 – Attended the Austin Letcher Memorial Event

Councillor, P. Hart

September 17- Railway Crossing Look Listen Live Event
Sept 19 – Community Development Meeting met with the Strait Area Yacht Club Members
Sept 22 – Met with Town Staff with a potential Station House Occupant
Sept 25 – Eastern District Planning Commission Board Meeting
October 1 – Community Development Committee Meeting
Oct 3 – Emergency Meeting of Council
Oct 4 – Royal Canadian Air Cadet Flag Raising
Oct 7 – Public Council Meeting
Oct 8 – Met with Town staff and potential vendor for the kiosk on the waterfront
Oct 10 – Celtic Colours Event – she thanked staff for their efforts on that
Oct 18th- Attended the Austin Letcher Memorial Event

Deputy Mayor, I. Langley

Deputy Mayor I. Langley reviewed his report:

- 1- Sept 17, 11:00, McSween Railway Crossing Installation. Discussion on rail cargo and fire safety
- 2- Sept 17, 17:00-18:00 EWF CLC Meeting in-persons at the Point Tupper 4090 Industrial Park Road, Point Tupper
- 3- Sept 18, TOPH EDPC meeting. Virtual for me. Derelict and Unsightly premises.
- 4- Sept 23, 13:00 Grow PH in person meeting with Potlotek PHCC
- 5- Sept 23, 14:00-15:00 Sof COSWTF. Virtual Attendance
- 6- Sept 23, 15:00 17:00 Potlotek Reps and I tour three sites CACTUS, Paint Street, Joint Ind Park
- 7- Sept 25, 10:00 ACOA meeting PHCC thru GPH
- 8- Sept, time spent with Cactus on regular basis throughout the month
- 9- Fri Oct 03, 15:30-16:30 Emerg mtg of Council in person
- 10-Mon Oct 06, 14:00-15:00 Gph Hfx Grain
- 11-Tue Oct 07, 18:30-20:30 Public Meeting of Council
- 12-Wed Oct 08, Sub Committee of Mayors & Warden Municipal Port Cor
- 13-Wed Oct 15 15:00-16:00 GPH with Local Developer and
- 14-Sat Oct 18, 10:30 reviewed complaint of resident and completed form for EDPC
- 15-Mon Oct 20, 15:00-16:30 time with CAO to review status of various initiatives

Mayor B Chisholm-Beaton

Provided council with a written report.

Mayor, B. Chisholm-Beaton and G. Snook held an IDEA committee meeting – Plan going forward move forward part of the IDEA plan to inform the community what the IDEA plans are. The plan is to host two community consultation sessions this fall. Planning is underway.

6. CAO REPORTS

Facilities, Parks and Operations

Manager, G. Snook reported on the initiatives within his department including:

- Port Hawkesbury Civic Centre
- Pools
- Waterfront
- Parks/Fields
- Airport
- Accessibility
- Cenotaph

Manager, G. Snook noted that the Civic Centre held a very successful Celtic Colours event and thanked all staff for their commitment. Both pools are up and running.

IDEA Committee – There will be a tour planned to review all of the accessibility improvements around town and if any council member wants to attend, please let him know.

Recent upgrades to the Cenotaph – There has been a renewed partnership with the new membership from the legion and thanked them for their input.

The boats on the Town property one has been removed, and there has been some progress on having the others removed. The homes behind the ballfield were experiencing a draining issue and the issue should be resolved.

Marketing, Recreation, Tourism and Culture

Director, M. Farrow reported on the initiatives within her department including:

- Recreation Programming
- The Strait Area Pool
- Celtic Colours
- Oktoberfest
- Sports Wall of Fame
- Upcoming Shows/Events
- Marketing/ Media

Director, M. Farrow noted that the Port Hawkesbury Civic Centre hosted a very successful Celtic Colours special thanks to all of the departments, all the local volunteers that came over. She wanted to send a huge thank you to the Manager of Active Living, Corene Gillis-Dorey for her curating the recreation offerings she wanted to make sure that she recognized for the amount of work she does to ensure a full program of offerings for the Town. She noted that Fall Programs are underway. Fall Swimming lessons have begun, and she provided a special thanks to all the staff at the pool for their work. Port Hawkesbury Sports Wall of Fame Inductee Ceremony will take place on November 22 in the Bear Head Room at 2pm.

Engineering and Public Works

Manager of Engineering and Public Works, S. John provided Council with an update from the Department:

- Public Works Building
- Water Systems Upgrades Project, Pitt Street Water Tank
- Pineridge Drive Sidewalk Installation
- Granville Street Bridge Closure
- Veterans Memorial Crosswalk
- Fleet Upgrade
- Public Works Activity

Councillor, P. Hart asked where the leak in the water tank was. Manager, S. John noted that the leak was at the base.

Finance

Director, B. Luciano, reported on the initiatives within his department including:

- Audit Process
- Water Utility
- Tax Billings
- Superport Marine
- Landrie Lake Water Utility
- Professional Development
- Information Technology

Director, B. Luciano noted that the final statements were sent to auditor for their review. Canada Post is back to rotating strike and this shouldn't interrupt billings. He noted that reminder notices have been sent out.

CAO, T. Doyle noted that there has been significant amount of work on planning – the final report is coming shortly. Investigation on the Provincial backyard suite program is being reviewed. We do not have the zoning in place to advance that program. The issue will be brought forward to Planning Advisory Committee.

Mayor, B. Chisholm, thanked Communications and Administrative Officer, M. Warner, Facilities and Operations Manager, G. Snook and the Public Works crew for their work on the Austin Letcher Sr Memorial Project.

7. Other Business

i. Strait Area Soccer Turf Field Request – Councillor, P. Hart

Councillor, P. Hart provided an overview of the project that the Strait Area Soccer Club is requesting support to conduct a feasibility study. She indicated that the Strait Area Soccer Club has been serving our Town and the surrounding Strait area for decades.

It provides opportunities for our youth to have physically active lifestyles in a team environment while developing the skills needed to compete in this sport. The Community Development Committee has heard from Drew MacQuarrie Vice President of Strait Area Soccer and a member of the Committee, on a project to construct a Turf Field in Town. Drew has prepared a letter to Council requesting support that was included in our packages.

The Committee Fully supports this project and recognizes that the next step to move it forward is to have a feasibility completed. The Committee asks Council to support the project and look for opportunities to fund the feasibility study working with the Club. We ask that the request be brought forward to the next Public Council Session for consideration.

Consensus to Move forward to the Public Meeting of Council.

ii. Billy Joe MacLean u13AAA Hockey Tournament

CAO, T. Doyle reviewed the request from the head coach of the Cape Breton West U13AAA Club that are hosting a tournament – in honour of the former Mayor of Port Hawkesbury at the Port Hawkesbury Civic Centre in January 2026.

CAO T. Doyle noted that the request was that the Town of Port Hawkesbury to participate as a presenting sponsor for the tournament.

Consensus to Move forward to the Public Meeting of Council.

8. Approved Additions

- Request from Port Hawkesbury Literacy Council – Mayor, B. Chisholm-Beaton
CAO, T. Doyle reviewed the yearly request from the Port Hawkesbury Literacy Council. He indicated that this is the one large fundraiser that is held every year. The event is being held on November 7th and he is recommending Council support to be ratified at the Joint Public Meeting.

Councillor, B. MacQuarrie noted that in the past, a table of tickets were purchased.

CAO, T. Doyle noted that there are multiple donations for the event such as a donation of the room, purchase of a table of tickets, and items for the silent auction.

Consensus to Move forward to the Public Meeting of Council.

9. Future Meetings

- Joint Public Meeting of Council/ Committee of the Whole November 18, 2025

10. Adjournment

MOVED by Deputy Mayor, I. Langley SECONDED by Councillor, Langley that “the Committee of the Whole be adjourned at 8:33p.m.” MOTION CARRIED.

November 18, 2025



Date

Approved
CAO, Terry Doyle
Chief Administrative Officer

Recorded by:
Melissa Warner
Communications &
Administrative Officer