

**PORT HAWKESBURY TOWN COUNCIL
PUBLIC MEETING
Shannon Studio
Minutes of Meeting
December 2, 2025**

Present

Mayor, Brenda Chisholm-Beaton
Deputy Mayor, Todd Barrett
Councillor, Iaian Langley
Councilor, Paula Hart
Councillor, Blaine MacQuarrie
Chief Administrative Officer, Terry Doyle
Director of Finance, Brian Luciano
Water Resource Manager, Jason MacMillan
Communications and Administrative Officer, Melissa Warner

Regrets

1. Call to Order

A Public Meeting of the Port Hawkesbury Town Council was held in the Shannon Studio and virtually on Tuesday, December 2, 2025, and called to order at 7:00p.m. by Mayor, B. Chisholm-Beaton.

2. Additions to Agenda

There were no additions to the agenda.

3. Approval of Agenda

**MOVED by Deputy Mayor, T. Barrett and SECONDED by Councillor, I. Langley
“THAT the Town of Port Hawkesbury approve December 2, 2025, Public Meeting
Agenda as presented.” MOTION CARRIED.**

4. Gallery Presentations

Rotary Club – P. Lamey

Council received a presentation formally advising of the official closure of the Rotary Club of Port Hawkesbury and reflecting on its long history of service to the community. The presentation, delivered on behalf of the Club’s final members, outlined the Club’s origins, early membership, and lasting impact. Highlights included a historic clip from the Club’s 50th anniversary featuring the late Doreen Beaton, who spoke about major initiatives such as support for the Eastern Counties Regional Library, a new playground, and work with St. Francis Xavier University’s Coady Institute, noting the Club’s significant influence despite its small size.

P. Lamey reviewed Rotary’s core objectives and raised questions about the evolving role of service clubs in Port Hawkesbury. Council was reminded of the Club’s many contributions, including youth internships, the Adventure in Citizenship program, a \$10,000 major donation, support for local social services, cultural events, and literacy initiatives. While acknowledging the Club’s closure, the presentation emphasized the

ongoing need for community service and engagement, noting that modern Rotary models require a minimum of 15 members and can take more flexible forms to attract a new generation of volunteers.

Mayor, B. Chisholm-Beaton expressed her sincere gratitude and asked if Council could give a round of applause for the Port Hawkesbury Rotary Club.

Councillor, B. MacQuarrie noted that he would guess that the Town will miss those ongoing contributions and that members of the Rotary will miss their interactions and friendships that the club brought.

Councillor, I. Langley – noted that the club was comprised of strong individuals and hoped the good work will continue through a resurrected Rotary club. He thanked P. Lamey for his presentation.

Councillor, P. Hart Indicated that the Rotary Club were stewards of the community and she will be forever grateful for accomplishments

Deputy Mayor, T. Barrett – built on the strength of its people and expressed deep gratitude for the past and outgoing Rotarians.

5. Acknowledgements

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

- 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
- December 25 – Christmas Day

LOCAL

- Sensory Friendly Santa – December 6
- Port Hawkesbury Annual Christmas Celebration and Parade – December 7
 - Events start 3pm- 5:30pm
 - Parade at 6pm
- Mayor’s Family Skate - December 17 – 3pm- 4:30

Mayor, B. Chisholm-Beaton expressed thanks to Town staff for all they do over the holidays, working through the holidays, Public Works, Maintenance, Arena Staff and Recreation.

6. Approval of Council Minutes

- i. Joint Public Meeting – November 18, 2025
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

- i. There was no report coming from Committee of the Whole Session as the last meeting was a joint public meeting.

- ii. Approval of Committee of the Whole Minutes
The last meeting was a Joint Public meeting.

9. Motions from In-Camera Session

There were no motions coming from the In Camera Session.

10. Correspondence

The following correspondence was included in the agenda package for information purposes:

i. Request for Clarification to the Public Record – Mayor B. Chisholm-Beaton

Mayor B. Chisholm-Beaton reviewed a letter that was included in the agenda package regarding the Austin Letcher Sr. Monument Unveiling held on October 18. The letter, submitted by Stephen Long on behalf of the Letcher and Long families, addressed verbal comments that were made during the event concerning the relationship between Austin Letcher Sr. and Grand Chief Donald Marshall Sr.

The Mayor explained that the information she had shared at the event had been provided by another family member and had not been verified. She apologized for presenting the information publicly without fact-checking. The family clarified in their letter that there is no known relationship between the two men.

Stephen Long, on behalf of his family, has requested that the public record be corrected and that any unverified information regarding Austin Letcher Sr. be verified with the family going forward. The council minutes of December 2nd, 2025, will serve as a permanent correction of the public record and the Mayor has committed to consulting the family in future if ever presented with unverified information regarding Austin Letcher Sr. As per the letter, the mayor asked the Communications and Administrative Officer to follow up with Stephen Long to confirm that the correction has been made.

The Consensus of Council was to “follow through with the letter’s recommendation”.

- ii. Department of Municipal Affairs – November 24 & 25
Mayor, B. Chisholm-Beaton reviewed the correspondence that was circulated from the Department of Municipal Affairs on November 24th – CAO, T. Doyle noted that for the Town of Port Hawkesbury there were no concerns with respect to the data that was shared in the documents. The correspondence that was circulated on November 25th was with respect to clarification on where the municipal data was retrieved from.

Councillor I. Langley – asked about the scheduled meeting with Minister of Municipal Affairs and asked if the meeting had been rescheduled. Mayor, B. Chisholm-Beaton, noted that the meeting was cancelled due to the predicted weather forecast and that it would be rescheduled in the new year.

- iii. Color Coded Weather Alerts
CAO, T. Doyle, reviewed the new federal color-coded weather alert system that were circulated in the agenda package.

11. Proclamations/Resolutions

There were no Proclamations/Resolutions.

12. Other Business

- i. Recommendation from the Audit Advisory Committee – Director, B. Luciano
Director, B. Luciano noted that the Audit committee has approved and recommended to move the audited financial statements forward to Council. He indicated that the Landrie Lake Water Utility Board will need to meet to review and approve the Utility statements before Council can move forward with consideration of approval from Council. Once the LLWU Board approves there will be a Special Public Meeting to review the statements.
- ii. Extended Producer Responsibility – CAO, T. Doyle
CAO, T. Doyle noted that as of December 1st 2026 the contract with Circular Materials comes into effect. Circular Materials have agreed to fund us for the blue bag (recycling) program. Blue bags will still be collected curbside by GFL, the only difference is there are more items that are now accepted into the blue bags. He reviewed some of the changes to the sorting guide and indicated that the new sorting guide will be circulated once finalized. The new waste collection schedule and sorting guide are available on the towns website. He indicated that there will be various methods of circulating the sorting guide in the new year.
- iii. Council Expenses – CAO, T. Doyle
CAO, T. Doyle, reviewed the expenses for the month of November. He noted that Council’s Expenses are posted on the Town’s website.

13. Approved Additions

There were no additions.

14. Future Meetings

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

- i. ~~Committee of the Whole~~ ~~Tuesday, December 16, 2025~~
- ii. Public Meeting Tuesday, January 6, 2026

15. Public Question Period

There were no questions from the gallery.

16. Adjournment

The meeting was adjourned at 8:15p.m.

January 7, 2026



Date

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

Recorded by:
Melissa Warner
Communications and
Administration Officer