

**PORT HAWKESBURY TOWN COUNCIL
SPECIAL PUBLIC MEETING
Minutes of Meeting
February 17, 2026
Shannon Studio**

Present

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

Regrets

Councillor, Paula Hart

1. Call to Order

A Special Public Meeting of the Port Hawkesbury Town Council was held in the Shannon Studio, Tuesday, February 17, 2026, and called to order by Mayor, B. Chisholm-Beaton at 7:36p.m.

Mayor Chisholm-Beaton held a moment of Silence for the victims of Tumbler Ridge, BC.

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, B. MacQuarrie
“That the Town of Port Hawkesbury approves the Special Public Meeting Agenda as presented.” **MOTION CARRIED.**

4. Donation of Land PID 50155795

CAO, T. Doyle reviewed the recommendation from staff.

MOVED by Deputy Mayor, T. Barrett and **SECONDED** by Councillor, B. MacQuarrie
“That the Town of Port Hawkesbury Approve the sale of LAND at PID Number 50155795, at a cost of \$10, for the purpose of a housing development, to New Dawn Enterprises, in accordance with Section 51 of the Nova Scotia Municipal Government Act and with conditions to be stipulated in an Agreement of Purchase and Sale.” **MOTION CARRIED.**

5. Civic Naming Policy

CAO, T. Doyle reviewed that Bylaw and Policy meetings that were held on September 16, 2025, and February 3, 2026, to discuss and consider the proposed Civic Naming Policy, with additional discussion carried over from the previous term. At the February 3, 2026, Public Meeting of Council, a motion moved by Councillor Langley and seconded by Councillor Hart directed that the Civic Naming Policy, Commercial Naming Rights and Sponsorships Policy, and Technology Acceptable Use Policy be brought forward to a Special Public Meeting on February 17; the motion was carried. The Civic Naming Policy establishes a clear and transparent framework for naming or renaming municipal facilities, parks, roads, properties, and other public amenities, with the purpose of recognizing significant geographical or historical features and, in exceptional cases, honoring individuals or organizations that have made meaningful contributions to the community of Port Hawkesbury.

MOVED by Deputy Mayor, T. Barrett and SECONDED by Councillor, B. MacQuarrie “That the Town of Port Hawkesbury Adopt the Civic Naming Policy as reviewed and recommended by the Bylaw and Policy Committee with notice of adoption given at the February 3, 2026, Public Meeting of Council.”

Council, B. MacQuarrie requested clarification on **Section 11** of the proposed Civic Naming Policy regarding public support petitions. CAO, Terry Doyle explained that a petition is required for all naming or renaming requests unless initiated by the Town or in recognition of a significant financial gift. The petition must include the name, address, phone number, and signature of Town residents who have lived in Port Hawkesbury for at least six months, are 18 years of age or older, and are Canadian citizens. Signatures must be collected through jointly administered open houses, with a two-thirds majority of attendees required to support the petition.

During discussion, reference was made to an upcoming presentation regarding the potential renaming of the Port Hawkesbury Civic Centre in honour of former Mayor Billy Joe MacLean. Council noted correspondence received from members of the public and highlighted the policy provision requiring a three-year waiting period following an individual’s death before considering naming in their honour. In the interest of transparency and allowing time for review of submissions and presentations, a motion was proposed to defer the matter to the March public meeting for further consideration.

Council discussed a proposed amendment to the Civic Naming Policy to remove Section 7.17(e), which establishes a three-year waiting period following an individual’s death before a naming request can be considered.

AMENDMENT TO MAIN MOTION

MOVED by Councillor MacQuarrie and SECONDED by Deputy Mayor, T. Barrett “To Omit 7.17.(e) of the Civic Naming Policy.” MOTION CARRIED.

MOTION

MOVED and SECONDED “That the Town of Port Hawkesbury adopt the Civic Naming Policy as reviewed and recommended by the Bylaw and Policy Committee, with notice of adoption having been given at the February 3, 2026, Public Meeting of Council, with the amendment that Section 7.17(e) be stricken from the policy.” MOTION CARRIED.

6. Corporate Naming Rights and Sponsorship Policy

CAO T. Doyle reviewed the Corporate Naming Rights and Sponsorship Policy. He noted that the policy outlines the Town of Port Hawkesbury’s commitment to providing high-quality facilities and services that enhance residents’ quality of life, and welcomes naming rights and sponsorship agreements for Town-owned assets from qualified businesses and organizations whose support aligns with municipal values and priorities. The purpose of the Naming Rights Policy is to establish a clear, consistent framework and region-wide protocol for pursuing and accepting naming rights agreements, ensuring they protect the Town’s image, values, assets, and interests, mitigate risk, align with municipal programs and services, provide staff with guidance based on industry best practices, and create opportunities for sustainable revenue generation.

MOVED by Deputy Mayor, T. Barrett and SECONDED by Councillor, B. MacQuarrie “That the Town of Port Hawkesbury Adopt the Commercial Naming Rights & Sponsorship Policy as reviewed and recommended by the Bylaw and Policy Committee with notice of adoption given at the February 3, 2026, Public Meeting of Council.” MOTION CARRIED.

7. Technology Acceptable Use Policy

The Technology Acceptable Use Policy establishes guidelines for the appropriate use of municipal technology and applies to staff, elected officials, contractors, partners, and others using municipal technology or working on behalf of the municipality, including remote or home-based work. The policy covers the use of Town-owned devices (such as laptops, desktops, cell phones, and tablets), municipal systems (including building controls, surveillance, signage, printers, and SCADA systems), and the municipal data network, including authorized use of guest networks and personal devices. The rationale of the policy is to ensure legal compliance, maintain a safe and inclusive workplace, clarify user expectations, protect municipal assets, safeguard cybersecurity, preserve system performance, and uphold the municipality’s reputation and workplace culture.

MOVED By Councillor, B. MacQuarrie and SECONDED by Deputy Mayor, T. Barrett “That the Town of Port Hawkesbury Adopt the Technology Acceptable Use Policy as reviewed and recommended by the Bylaw and Policy Committee with notice of adoption given at the February 3,2026, Public Meeting of Council.” MOTION CARRIED.

8. Motions from In Camera

MOVED by Deputy Mayor, T. Barrett and SECONDED by Councillor, B. MacQuarrie “That the Town of Port Hawkesbury Approve the Agreement with EverWind Fuels Ltd. in principle with conditions as discussed In Camera.” MOTION CARRIED.


9. Approved Additions

There were no approved additions.

10. Adjournment

MOVED by Councillor, B. MacQuarrie and SECONDED by Deputy Mayor, T. Barrett “That the Special Public Meeting was adjourned at 7:56.p.m.” MOTION CARRIED.

March 3, 2026



Date

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

Recorded by:
Melissa Warner
Communications and
Administration Officer