

**PORT HAWKESBURY TOWN COUNCIL
COMMITTEE OF THE WHOLE
Shannon Studio
June 16, 2026
Minutes of Meeting**

Present

Mayor, Brenda Chisholm-Beaton
Deputy Mayor, Todd Barrett
Councillor, Iaian Langley
Councillor, Paula Hart
Councillor B, MacQuarrie
Chief Administrative Officer, Terry Doyle
Director of Finance, B. Luciano
Director of Engineering and Public Works – Jason MacMillan
Manager, Facilities and Operations, Gordie Snook
Municipal Clerk - Melissa Warner

Guests

Local Athlete – Luke MacDonnell
Upland Consulting, Paul Dec

Regrets

Director, Marketing, Recreation, Tourism, & Culture, Michelle Farrow

1. Call to Order

A meeting of the Committee of the Whole was held in the Shannon Studio, Tuesday, June 16, 2026, and called order at 7:10 p.m. by Mayor, B. Chisholm-Beaton.

2. Additions to Agenda

In Camera Session following – Deputy Mayor, T. Barrett

3. Approval of Agenda

**MOVED by Councillor, I. Langley and SECONDED by Councillor, B. MacQuarrie
“to approve the agenda as amended.” MOTION CARRIED.**

4. Presentations

Luke MacDonnell Acknowledgement

Mayor Chisholm-Beaton, on behalf of Port Hawkesbury Town Council, congratulated local athlete Luke MacDonald on winning a gold medal at the 2026 International Cheer Union World Cheerleading Championship while representing Team Canada. She praised Luke's exceptional athleticism, dedication, perseverance, and teamwork, noting that his achievement brings great pride to the community and serves as an inspiration to aspiring athletes. The Mayor also acknowledged the important support of Luke's parents in helping him reach this level of success. Council presented Luke with a certificate and a small token of appreciation in recognition of his outstanding accomplishment.

Paula Davis - Grace Annie Lockhart Sesquicentennial Pin Recipient

Mayor Brenda Chisholm-Beaton recognized longtime Town of Port Hawkesbury employee and volunteer Paula Davis on being awarded the prestigious Grace Annie Lockhart Pin. This special recognition celebrates Mount Allison Alumnae who lives and work reflect that legacy of women who have made meaningful contributions through leadership, service, innovation and community impact. She highlighted Paula's more than 40 years of dedicated service to the community, noting her leadership in organizing major sporting and cultural events, championing the development of the Port Hawkesbury Civic Centre, and helping establish initiatives such as the Granville Green Outdoor Concert Series. Council also acknowledged Paula's ongoing volunteer contributions through the Growing Port Hawkesbury Committee, Destination Cape Breton Association, the Trails Association, the Art Gallery, and other community organizations. Council supported acknowledging Paula on her achievement through the Town's website and social media channels.

The consensus of Council was to promote her achievements on the Town social media outlets.

Paul Dec – Upland Tamarac Heights Extension.

Paul Dec provided Council with a presentation that outlined a long-term housing development concept for approximately 220 acres surrounding Tamarac Drive and Spruce Street, that has been developed in response to Port Hawkesbury's growing housing needs. Referencing the 2023 Municipal Housing Needs Assessment, the consultant noted that the Town faced a shortage of approximately 235 housing units and needed to add 25–50 new units annually to meet demand. With the Town owning approximately 175 acres within the study area, the lands represent a significant opportunity to accommodate future residential growth. The study examined topography, slopes, wetlands, existing infrastructure, active transportation, and municipal services to identify the most suitable areas for development while preserving environmentally sensitive lands and the existing trail network.

The proposed concept includes a mix of housing types, including townhouses, apartment buildings, single-detached homes, and a potential residential care facility, along with parks and open space connections. To support the development, water and sewer infrastructure would need to be extended, stormwater improvements completed, and several amendments made to the Land Use By-law. Recommended planning changes include rezoning lands from R5 to residential and institutional zones, protecting the trail system through open space zoning, removing the development agreement requirement for larger apartment buildings in the R3 Zone, reducing minimum lot size requirements, permitting townhouse subdivisions, and lowering residential parking requirements to encourage higher-density housing while maintaining compatibility with surrounding neighbourhoods.

Deputy Mayor, T. Barrett – asked for a copy of the full report.

Councillor, I. Langley asked about the Strait Area Trail Land and what's the maximum units that could be constructed there. Paul agreed to share at a later date.

CAO, T. Doyle noted this is a very important piece of work to plan for the future. He indicated that the Twon is in the process of extending sewer to help services that area.

5. Council Reports on Assigned Committees

Deputy Mayor, T. Barrett

May 28 – Met with members of the Growing Port Hawkesbury Committee.

June 1 – Met with an official from the Canadian Coast Guard.

June 2 – Met with representatives from the At Home Housing Association.

June 3 – Chaired the Growing Port Hawkesbury Committee meeting.

June 9 – Attended the Joint Police Advisory Committee meeting.

June 11 – Attended a virtual meeting regarding an economic development opportunity.

June 11 – Attended a virtual meeting with Cape Breton South Healthcare Recruitment.

June 12 – Met with members of the Growing Port Hawkesbury Committee regarding defence-related opportunities.

Councillor, P. Hart

May 6 – Attended the Federation of Canadian Municipalities (FCM) Conference in Yarmouth and participated in a Community Development session, where Council was inspired by Yarmouth's *Communities in Bloom* initiative. As a result, David Salas was invited to present to the Community Development Committee on opportunities to enhance and beautify Port Hawkesbury.

May 8 – Attended the Strait Area Transit meeting.

May 21 – Attended the Strait Area Chamber's State of the Strait event.

May 28 – Met with the CAO and Michelle to discuss ideas generated through the Community Development Committee that will be brought forward for Council's consideration.

June 3–8 – Attended the Federation of Canadian Municipalities (FCM) Annual Conference in Edmonton with the Mayor.

June 9 – Attended the Joint Police Advisory Committee meeting.

June 10 – Chaired the Community Development Committee meeting.

Councillor I. Langley

- 1.) **May 05, 2026** 17:00 Budget Planning Meeting
- 2.) **May 05, 2026** 17:30 By-Law & Policy Meeting
- 3.) **May 05, 2026** 19:00 Joint Committee of the Whole and Public Meeting
- 4.) **May 06, 2026** 18:00 GPH
- 5.) **May 07, 2026** 13:30 Strait Area Mun Green Hydrogen OSW Update
- 6.) **May 11, 2026** 13:30 PLANNING ADVISORY COMMITTEE MTG
- 7.) **May 12, 2026** 12:00 Meeting in Potlotek on Economic Development
- 8.) **May 12, 2026** 16:00 GPH meeting on future of Task Force
- 9.) **May 14, 2026** 16:00 CANSEC Prep meeting
- 10.) **May 20, 2026** 15:00 EverWind Fuels CLC Site Tour
- 11.) **May 21, 2026** 07:30 STAIT of the STRAIT
- 12.) **May 21, 2026** Virtual meeting Engagement with Developer (LUNR)

- 13.) **May 25, 2026** 16:00 Special Public Meeting
- 14.) **May 28, 2026** 15:00 -1700 Eco Dev Attraction Presentation Prep
- 15.) **Jun 01, 2026** 14:00- 16:00 Intergovernmental Engagement Mtg PHCC. CCG
- 16.) **Jun 02, 2026** 15:00 CANSEC catch up meeting
- 17.) **Jun 02, 2026** 16:00 -16:30 ACOA meeting with Alexis Kaise and Kelsy Lane
- 18.) **Jun 02, 2026** 18:00 In-camera with council
- 19.) **Jun 02, 2026** 19:00 Public Meeting of Council
- 20.) **Jun 10, 2026** 13:00 – 16:00 Met with Mr. Paul Pynn Managing Director Renewable Energy Invest NS PHCC Boardroom and Strait.
- 21.) **Jun 11, 2026** 15:30 -16:30 LUNR meeting
- 22.) **Jun 12, 2026** 16:00 Chris Gray and associated
- 23.) **June 15, 2026** 18:00-20:00 GPH strategy session

Councillor, B. MacQuarrie

May 6 – Attended the Community Development Committee meeting.

May 8 – Attended the Strait Area Transit meeting.

May 21 – Attended the Eastern Counties Regional Library Board meeting.

June 11 – Attended the Cape Breton South Healthcare Recruitment meeting.

Mayor B Chisholm-Beaton

Mayor, B. Chisholm – Beaton has submitted her reports to Council and advised that reports from the Federation of Canadian Municipalities (FCM) Conference and the CANSEC Conference had been circulated. Materials and contacts gathered at the FCM trade show are available through the Mayor's Office and will later be shared with staff to explore potential opportunities. The Mayor also noted that recommendations arising from the CANSEC Conference, attended with Potlotek First Nation Economic Development Officer Tahiri Paul, will be brought forward at a future meeting. The recommendations include supporting the ongoing work of the Growing Port Hawkesbury Committee and the Potlotek First Nation–Town of Port Hawkesbury Joint Defence Initiative, sharing the conference report with relevant committees, and directing the Mayor and Ms. Paul to continue engaging government and industry contacts to pursue defence-sector opportunities for the community.

6. CAO REPORTS

Engineering and Public Works

Director, J. MacMillan, provided Council with an update from the Department:

- TOPH202601 Spruce Street Sewer Extension
- TOPH202605 Capital Paving Project
- TOPH202603 Street Line Painting RFQ
- Granville Street Bridge Repair Project
- Department Initiatives
- Community Engagement
- Public Works Casual Labour Position
- Tree Planting and Maintenance

- Public Works Activity
- Residential Curbside Spring Cleanup
- Procurement

Director, J. MacMillan noted that the Spruce Street Sewer Extension Project is progressing well despite early weather delays, with approximately 60 to 80 metres of pipe, two manholes, service laterals, and final asphalt restoration remaining. NCL's work and Sajin's project management were recognized positively. The Granville Street Bridge repair contract has been awarded to Brilun Construction, and staff are working with the contractor, engineer, and timber supplier to secure alternative structural timber arrangements that meet design requirements while reducing delivery time by several weeks. Site activity is expected to begin within the next two weeks, pending final submissions and scheduling. Public Works also recognized recent community cleanup efforts by the Port Hawkesbury Sparks, Embers and Rangers, 719 Air Cadets, and SGS Canada, and thanked staff who volunteered at the May 30 Touch-a-Truck event. Additional seasonal work included planting approximately eight trees along Reeves Street, street sweeping, catch basin and sewer cleaning, asphalt repairs, sidewalk replacement on Prince Street, and completion of the 2026 street line painting program. Council members recognized and thanked the many community groups that participated in local cleanup initiatives, noting the positive impact these efforts have on community pride and stewardship. Particular recognition was given to the youth groups for helping instill a sense of ownership in the community, as well as to the Filipino Society for its cleanup of the waterfront area.

Facilities, Parks and Operations

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

- Civic Centre
- Pools
- Parks/Fields
- Tennis Courts
- Fire Hall
- Food Bank
- Airport
- IDEA Advisory Committee

Manager, G. Snook noted continued progress on several projects, including the successful hosting of the NSCC Convocation, ongoing preparations for the SAERC graduation, significant improvements at the Recreation Grounds with the clubhouse nearing completion, completion of tennis court crack repairs, and the Fire Hall energy retrofit nearing completion. Staff also outlined planned accessibility improvements at the Food Bank, provided updates on airport runway maintenance, asphalt repairs, and the upcoming electrical audit report, noted that the Town's accessibility funding application for playground improvements was unsuccessful but may be resubmitted, and highlighted the IDEA Committee's continued support of Pride Month activities and community inclusion initiatives.

Finance

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

- Audit Process
- Housing Development
- Diamond Municipal Solutions
- Training and Development
- Landrie Lake Water Utility

Director, B. Luciano provided updates on several key initiatives, noting that Grant Thornton continues to finalize the year-end audit and is expected to present the audit plan to the Audit Committee and Landrie Lake Board by the end of June. New Dawn Enterprises has signed the purchase and sale agreement for the housing development and submitted its funding application, with approval now pending. Staff also reported progress on the municipal software replacement project, with the draft master agreement under legal review, and highlighted participation in the Spring AMA Conference, which included training on financial policy, water management, legislation, community engagement, and human resources. An update was also provided on the Landrie Lake rate application, with staff and consultants responding to requests from the Nova Scotia Utility and Review Board following the public hearing and awaiting a final decision on the proposed rates.

Council acknowledged the professionalism of staff during the recent Nova Scotia Utility and Review Board hearing for the Landrie Lake rate application. Members noted that staff handled the detailed questioning thoroughly and represented the Town exceptionally well throughout the proceedings.

7. Other Business

i. Intermunicipal Agreement Update – CAO, T. Doyle

CAO, T. Doyle. The CAO presented a comprehensive overview of the Town's intermunicipal agreements and regional partnerships, noting that many have been highly successful in supporting the efficient delivery of municipal services. Key agreements include the jointly owned wastewater treatment facility with the Municipality of the County of Inverness, where ownership and maintenance costs are shared on an 80/20 basis while the Town is responsible for operations and administration. The presentation also outlined agreements for the provision of treated water to Port Hastings, leachate treatment revenue sharing, and the recently launched joint water and wastewater services study with Inverness County. Additional partnerships reviewed included the Eastern District Planning Commission, Eastern Counties Regional Library, Strait Area Transit, Strait Regional IT services, the Alan J. MacEachen Airport Advisory Committee, regional fire mutual aid, the Joint Police Advisory Committee, and the developing Regional Emergency Management Organization, all of which were identified as important examples of regional collaboration.

Council discussed the importance of periodically reviewing all intermunicipal agreements to ensure they continue to meet the Town's fiduciary responsibilities and provide equitable benefits to all participating municipalities. While staff confirmed that existing formal agreements are generally functioning as intended and that all parties are meeting their contractual obligations, concerns were raised regarding regional

assets and services where governance structures or funding arrangements are outdated or absent, including the Alan J. MacEachen Airport and the Strait Area Pool. Councillor, I. Langley reaffirmed its strong support for regional cooperation but emphasized the need for clear governance, sustainable funding models, and accountability to ensure shared regional facilities remain financially viable and continue to serve residents effectively. Staff indicated they will continue identifying areas where updated agreements would strengthen long-term partnerships and improve regional service delivery

ii. Strait of Canso Superport Marine Representative – CAO, T. Doyle

CAO, T. Doyle reviewed a letter from Superport Corporation. Council considered a request from the Strait of Canso Superport Corporation regarding the Town's representative on its Board of Directors. Staff advised that Neil Stewart's current term is ending and that he is eligible for reappointment. Council reached consensus to renominate Mr. Stewart as the Town's representative, with formal ratification to occur at a future public meeting if required. Council also discussed the Corporation's request to identify an alternate representative and directed staff to explore potential candidates by reaching out to former Town representatives and, if necessary, advertising the opportunity within the community to identify interested individuals.

Consensus is to move forward to the Special Public Meeting.

iii. Items from the Community Development Committee - Councillor, P. Hart

Councillor, P. Hart introduced Miley Hanely whom was our student member of the community development committee.

- **Youth Needs Survey:** The Committee launched a Youth Needs Survey, developed by student member Miley, to gather feedback from residents aged 12 to 30 on recreation interests, programming needs, barriers to participation, and community priorities. The survey is available on the Town's website and Facebook page and will help inform future programming and Council decisions.
- **Student Representative:** The Committee recognized and congratulated student member Miley on her graduation and acceptance to the University of Ottawa. Recruitment will begin for a new youth representative to serve on the Community Development Committee.
- **Public Art Fire Hydrant Program:** Staff are developing a program that would invite local artists and community groups to paint selected fire hydrants to enhance community beautification and civic pride. The program will be developed in collaboration with the Fire Department and Public Works and will include guidelines for design, location, paint specifications, and maintenance.

- **Holiday Street Banners:** The Committee is exploring the installation of seasonal holiday banners on existing light standards throughout the community to enhance the Town's streetscape and create a more festive atmosphere.
- **Waterfront Dog Park:** The Committee proposed establishing a dog park within the existing fenced area at the former Pirate Ship Park on the waterfront. The project would require the addition of a safety gate, pet waste disposal stations, and signage. Council supported bringing the proposal forward for consideration at an upcoming public meeting.
- **Communities in Bloom:** The Committee expressed interest in participating in the Communities in Bloom program by establishing a volunteer group to lead beautification initiatives, promote environmental stewardship, and encourage community involvement in enhancing public spaces.

Consensus is to move items forward to the Special Public Meeting.

Council congratulated student Community Development Committee member Miley Hanley on her acceptance to the University of Ottawa and her appointment as a Parliamentary Page in the House of Commons. Miley confirmed she will assist the Committee in recruiting her replacement to ensure continued youth representation, and Council encouraged her to stay connected with the Town and share updates on her future accomplishments.

9. Approved Additions

There were no additions to the agenda.

10. Future Meetings

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| i. | Special Public Meeting of Council | June 16, 2026 |
| ii. | Public Meeting of Council | September 1, 2026 |
| iii. | Committee of the Whole | September 15, 2026 |

11. Adjournment

MOVED by Councillor, P. Hart and SECONDED by Councillor, B, MacQuarrie The Committee of the Whole was adjourned at 8:47p.m.

September 1, 2026

Date



Approved
CAO, Terry Doyle
Chief Administrative Officer



Recorded by:
Melissa Warner
Municipal Clerk