



**Town of Mulgrave  
Council Meeting Minutes  
January 18, 2021**

**Present:** Mayor Chisholm, Deputy Mayor Snow , C’lr Russell, C’lr Luddington, and CAO Darlene Berthier Sampson,  
**Regrets:** Councillor Crystal Durling

**1. Call to Order**

Meeting called to order at 6:30 by Mayor Chisholm

**2. Approval of Agenda**

**Moved by C’lr Russell, seconded by Deputy Mayor Snow that the agenda be approved as circulated with the following additions:**

a. HVAC system

B. Staff classifications (in camera)

*Motion Carried*

**3. Minutes**

**Moved by C’lr Luddington, seconded by C’lr Russell that the minutes of January 7, 2021 be approved as presented.**

*Motion Carried*

**4. New Business/Carry forward**

a. **Policing Resource Model**-Discussion held with Donna Jewers from Dept of Justice. Process involved in regular review explained as involved and lengthy. Town profile and low crime rates discussed. Alternative discussion with other municipalities proposed. Ms. Jewers to organize discussions. Police advisory committee also discussed.

b. **EMO training:** Trainer not available on Tuesdays. Next regular meeting on Jan 21<sup>st</sup>.  
Proposed date of Wed, Feb 17,2021

**c. Economic Development**

1. Site Certification: CAO to proceed with review of valuation / revenue model.

2. Signage: CAO to proceed with ordering new directional signs for intersection of Main /Stafford and Stafford/Murray street. Discussion on signage options and issues for Aulds Cove location into Town included land ownership and traditional vs electronic sign with rental capacity (pros/cons)

**5. Reports.**

a. **Finance**-Finance report reviewed for YTD period: Apr 1, 2020 to Dec 31, 2020

-Overall, budget on par with projections.

-All planned capital projects for 2020/2021 completed with exception of guardrail in quote phase.

b. **PW** -Annual fire alarm test completed at Mulgrave Memorial and Fire hall. Mulgrave Memorial fire alarm test combined with mock fire drill. Lessons learned from drill discussed with improvements to be implemented (departmental leader vest, door tags, roll calling)

-Heating now changed over to biofuel.

-YTD Salt consumption low relative to other winters

c. **Water/Waste**- New operator hired/in training and ODRC sourced/hired on part time basis.

-Report renewals due in Feb/April: CAO to address/ensure filed in consultation with staff

d. **Rec/Culture**-New part time hire in department. Overview of events provided.

**6. Approved Addition to Agenda**

**HVAC system**-Initial quotes between mid 85K and 100k excluding electrical, air balancing, HST  
-project size warrants/requires RFP/Tender. RFP more appropriate to project.  
-Understanding that \$67k of Safe restart money eligible for HVAC use. Town to fund shortfall.  
-CAO to proceed with RFP development.

**Staff Classification**-Discussion held on classifications including upper management, union staff, part time and non-union/non senior management. Full time permanent, Non-Union /Non-Senior Management were reviewed citing lack of replacements when off, need to catch up on duties, and lack of flexibility in customer service hours and programming hours. **Motion by C’lr Russell, Seconded by C’lr Snow to approve a one time \$1000 bonus to staff in this classification including Heather Brennan and Kathy Hearn effective immediately.** **Motion Carried**

CAO also noted completion of salary review for Recreation/Culture Director position and value of position and performance to population wellness especially the senior population. Review noted need for reclassification to acknowledge combined roles over time. **Motion made by C’lr Russell, Seconded by Clr Luddington to increase base salary of Recreation/Culture Director by \$5k effective immediately.** **Motion Carried**

**7. Date of next meeting:** Monday, Feb 1, 2021

**8. Gallery**

No gallery due to covid restrictions however Mayor brought forward concerns from constituents regarding 4-Wheeler use in town. Discussion took place on issues leading to complaints: speed, usage late at night, unsafe use, using on pubic highway. Councillors to organize pizza night for kids and bring in speakers to discuss safe use, history of accidents, in an attempt to educate youth on safe and respectful use.

**9. In Camera. Negotiations**

Move by Clr Luddington , 2<sup>nd</sup> by C’lr Russell to go in camera at 8:52pm

*-Discussion on staff benefits*

Moved by C’lr Russell, 2<sup>nd</sup> by C’lr Luddington to come out of in camera at 9: 05 pm  
No motions from in camera session.

Council discussed need to support staff when on leave including sick leave and offsetting financial risk of advancing unearned sick time where sick time bank is exhausted. Consensus to permit CAO to advance 50% of requested sick time advance (3 days of 7 day request) to match that of accrual for one time request/advance with promissory note to repay time.

**10. Meeting Adjournment**

**There being no further business, it was Moved by Deputy Mayor Snow to adjourn at 9:10 PM.**

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**Mayor**

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**CAO**

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**Date**

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**Date**