

Town of Mulgrave Meeting Minutes January 15, 2024

Present: Mayor Chisholm, Deputy Mayor King, Councillor Russell, Councillor Luddington, Councillor Carrigan, CAO Gray.

1. Call to Order

Meeting called to order at 6:30 pm by Mayor Chisholm.

2. Approval of Agenda / Addition of Agenda Items

Moved by Councillor Russell, seconded by Councillor King that the Agenda be approved with the following additions:

Four-day workweek

Amendment to Water Utility Capital Budget

In Camera: Municipal Property

In-Camera: Personnel (3)

In Camera: Public Security

Motion Carried

3. Minutes - January 2, 2024

Moved by Councillor Russell, seconded by Councillor Luddington that the Minutes of January 2, 2024 be approved.

Motion Carried

4. New Business / Carried Forward Business

a. General Operating Results for the 9 months ended December 31, 2023 with Year-End Projections

The CAO provided a summary of financial results to December 31, 2023, and commented that the surplus after 9 months this fiscal year is similar to the surplus after 9 months during the preceding fiscal year. The surplus is created by a recognition of revenue close to 100% of budget at this time, whereas expenses are approximately 75% of budget at this point. The surplus is expected to decline over the next 3 months as the remaining budgeted expenses are incurred, and we expect to be close to a balanced budget for the 2023-2024 fiscal year.

In response to questions from Council, the CAO indicated that the projected variance does not always tie in directly with the actuals-to-date, as adjustments to accounts (e.g. debits to revenue) may be expected over the remaining three months.

5. Reports

a. Council Committee Reports

- i. Police Advisory
Next meeting scheduled for Wednesday, January 17th.
- ii. Library
Next meeting scheduled for Thursday, January 18th.
- iii. MARA
Next meeting scheduled for Tuesday, January 23rd.
- iv. Recreation / Culture
No date yet.
- v. Guysborough County Home Support Agency (GCHSA)
No date yet.
- vi. Eastern Region Solid Waste Management (ERSWM)
Next meeting scheduled for Tuesday, January 23rd.

b. Staff Reports

- i) CAO
CAO highlighted key aspects of the monthly reports, including:
Submitting the Community Climate Capacity Program application to the Clean Foundation;
Providing revised information to ACOA in support of the application for funding for comfort centre improvement;
Reviewing applications received for the Administrative Assistant position, with interviews to be held on January 17th.
- ii) Recreation and Physical Activity
Concluding Christmas Season activities around Town;
Working on plans for the Winter Carnival;
Applied to the Canada Summer Jobs Grant for MARA, Market-by-the-Sea, and Scotia Days;
Working on the Festival and Community Development Grant for Scotia Days.
- iii) Public Works
Completing washout repairs at two locations;
Installing permanent barriers at the washout on the old rail bed behind Marie Peeples park area;
Completing storm debris cleanup at McNair's Cove and Pirate harbour areas left from high storm surge.
- iv) Water and Wastewater
Repairing and putting back in service the croc pump at the Loggie St. plant, Larry Ryan's lift station pump, SBR #2 pump at Loggie St. plant;
Issues at Jason Peeples lift station; electrical in panel repaired and station back in service (upcoming budget impacts expected due to aging equipment).

After the staff reports were completed, Councillor Luddington asked if staff could review the Active Transportation grant program. A neighbouring municipality was successful in obtaining funds for new sidewalks through this program, and options for Mulgrave could include new sidewalks towards Pirate Harbour, or repairs to existing sidewalks.

6. Approved Additions to the Agenda

Four-day workweek

The CAO indicated the four-day workweek (32 hours per week) has been well-received by staff. It was agreed that the new schedule will be in place on a trial basis until March 31, 2024, at which time Council will make the four-day workweek permanent, or revert back to a five-day workweek (35 hours per week). If the change is permanent, the non-union staff policy and associated HR policies will be revised.

Amendment to Water Utility Capital Budget

BE IT RESOLVED THAT:

Mayor and Council of the Town of Mulgrave amend the 2023-2024 Water Utility Capital Budget to include the purchase / installation of capital items to:

- 1) Enable the Water Utility back-up electrical generator to auto switch during a power outage, at a cost of \$6,358.27; and**
- 2) Install a new power source to the Water Utility water tank to provide for continuous chlorine monitoring and to interconnect with the backup generator, as well as to provide water tank level monitoring interconnectivity with the treatment plant, at a cost of \$4,849.30.**

Moved by Councillor Luddington, seconded by Councillor Russell.

7. Next Meeting: February 5, 2024

8. Gallery

Question regarding the impact of the four-day workweek on staff supervision.

EMO Coordinator advised that an application for accessibility funding for the Fire Hall will be submitted by the deadline of February 14th.

- 9. Moved by Councillor Russell, seconded by Deputy Mayor King to move in camera at 7:12 pm.**

Motion Carried

Moved by Councillor Luddington, seconded by Councillor Russell to move out of in camera at 8:50 pm.

Motion Carried

- 10. There being no further business, it was moved by Councillor Luddington to adjourn at 8:51 pm.**

Ron Chisholm
Mayor

Feb 20/24
Date

G. Walker
Deputy CAO

Feb 20/24
Date