

Town of Mulgrave Meeting Minutes February 20, 2024

Present: Mayor Chisholm, Deputy Mayor King, Councillor Russell, Councillor Luddington, Councillor Carrigan, Deputy CAO Walker, Regrets 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 King, seconded by Councillor Russell that the Agenda be approved with the following additions:

Public Works

Signing Authority

Motion Carried

3. Minutes - January 15, 2024

Moved by Councillor Luddington, seconded by Councillor Carrigan that the Minutes of January 15, 2024 be approved.

Motion Carried

4. New Business / Carried Forward Business

a. McNair's Marina Development Committee

Letter was read to the council members outlining what their goals are for the Marina and how it will benefit the community. Heather Brennan – committee member gave an update what has taken place in the last year with regards to fundraising. The committee is also in the process creating a Joint Stock Account for Non-Profit fundraising and asked if we can give them a Letter of Support

BE IT RESOLVED:

The Town of Mulgrave issue a letter of support to the McNair's Cove Marina Development Committee.

Move by Councillor Luddington, seconded by Councillor Russell

Motion Carried

b. Legislative Requirements for In Camera Discussion

Ross MacDonald and Andrea Hyslop, Municipal Advisors from Department of Municipal Affairs & Housing provided a presentation on “Legislative Requirements for In Camera Discussion”, followed by Q & A. A few suggestions were made by Andrea Hyslop:

1. Ensure items for In Camera are on the Agenda and a motion is made to approve the Agenda;
2. Group together the items to be discussed but still name each item;
3. Make sure you take minutes during in camera session , especially a topic that goes on for a long period of time so you can track the discussion;
4. When coming out of in camera discussions the council has to be very vague so there is no breach of confidentiality. Ross did suggest when coming out of in camera and the council is ready to make a motion that it is presented as a Personnel issue and reference MGA, Section 22 (2)(c);
5. Important to open doors when in camera session is over and also suggested have a slide on the zoom meeting saying “In Camera” to let the public know what is taking place.

c. Four-Day Workweek for Non-Union Employees

Deputy CAO Walker advised there are no issues to date, however due to staffing there have only been a few weeks of working the new schedule. It was recommended by council due to staff changes to extend the trial period of the 4-day work week.

BE IT RESOLVED:

Town Council extend the four-day work week trial period to June 30, 2024

Moved by Councillor King, seconded by Councillor Luddington

Motion Carried

d. Civil Forfeiture Grant Program

Councillor Luddington explained the benefits of the grant and advised funding is now available. Council has decided to proceed with retrieving three quotes for solar lights and poles for the walking trail but to get separate quotes for each section of trail, as the funding is limited. Action item was put on Deputy CAO Walker desk to get the three quotes

e. By-law Enforcement Officer

Mayor Chisholm gave an update and stated it has taken longer than anticipated but the candidate is in training and should be able to write his tickets by April or May 2024

f. Councillor Representation on Town Committees

Reviewed and updated each councillor's committees/associations/board membership.

5. Reports

a. Council Committee Reports

i. Police Advisory

No Update

ii. Library

iii. No Update

iv. MARA

No update

v. Recreation / Culture

Fall/Winter Recap – Falon has resigned and Council thanked her for her work with the Town. Winter Carnival is being put on by council members and community volunteers. There was a donation made by Darryl Lee Memorial in the amount of \$565.00 to the Mulgrave Kids & Sports Fun. Presently working on a form for families to use when applying for sports or equipment. March Break Day Camps are being reviewed for this year, however discussions for half-day events during March Break are taking place. Painting Classes and Wood Sign/Painting classes are being scheduled. The Committee is reviewing the option of having a Multi-Sport Program – 12 week program soccer coaches – there is work happening and hope to have it up and running.

vi. Guysborough County Home Support Agency (GCHSA)

No meetings.

vii. Eastern Region Solid Waste Management (ERSWM)

New truck is operational. Hired a student with ERSWM and will be going to schools for promotion of clean environment.

b. Staff Reports

i) CAO

Deputy CAO Walker highlighted key aspects of the monthly reports, including:

Submitted Community Access-Ability Program application for additional funding re: Mulgrave Memorial Centre accessibility improvements (accessible doors, ramps)

Interviewed candidates for Administrative Assistant position and conducted reference check for successful candidate

Reviewed applications for Recreation and Physical Activity Coordinator position

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Held staff meeting following January 15th Council Meeting.

ii) Recreation and Physical Activity

Made application and poster for Mulgrave Kids in Sport. This is from the donation we received from the Darryl Ley Memorial Dart Tournament.

Meeting with the Recreation Advisory Committee to chat about it.

Typed up 30 pages of notes for the handover to the next person taking over for Falon

Met with Jim about budget/money to defer for next fiscal year

Grants:

Applied to Festival and Community Development grant for Scotia Days
Looking at getting quotes for lighting in Gymnasium, 2 possible grants to apply to after getting quotes.

iii) Public Works

Bio deliveries to MMC ongoing as needed; switched over to furnace oil boiler based on price of fuel (bio fuel= \$1.16; furnace oil \$1.09)

Snow removal, locating hydrants and pushing back snow at intersections ongoing from recent storms

Crew has been extremely busy with snow removal work; limited staff and older equipment have necessitated significant effort to keep things running and open

iv) Water and Wastewater

Productive meeting with Mayor and new ODRC regarding potential issues encountered in ODRC's role

Hydrant and lift station snow removal

All lift stations running in auto and online

Weekly and quarterly sampling

6. Approved Additions to the Agenda

Public Works

A resident who works in town was incredibly grateful for our Public Works team that kept our roadways clear and they felt very safe driving on them.

Signing Authority

Deputy CAO Walker advised we need a new alternate signatory to CAO Gray.

BE IT RESOLVED:

Jackie Stoyles, Administrative Assistant, be granted alternate signing authority to the Chief Administrative Officer effective immediately.

Moved by Councillor Russell, seconded by Councillor King

Motion Carried

7. Next Meeting: March 4, 2024

8. Gallery

Question regarding office hours of operations for four-day workweek. Office hours will be 8:30 – 4:30 Monday - Friday

EMO Coordinator advised that an application for accessibility funding for the Fire Hall has been submitted and will take up to 10 -12 weeks to hear anything on the grant.

Alec Bruce from Guysborough asked for clarification on Ross MacDonald and Andrea Hyslop presentation.

9. Moved by Councillor Russell, seconded by Councillor Luddington to move in camera at @ 8:10 pm.

Motion Carried

In-Camera

- i. Personnel matters – MGA 22(2)(c)
- ii. Labour relations – MGA 22(2)(d)
- iii. Contract negotiations – MGA 22(2)(e)
- iv. Litigation or potential litigation – MGA 22(2)(f)

Moved by Councillor Russell, seconded by Councillor Luddington to move out of in camera at @8:37 pm.

Motion Carried

BE IT RESOLVED:

The Town of Mulgrave accepts the proposal from MNP LLP for the provision of external auditing services for the Town for the three-year period commencing with the fiscal year ending March 31, 2024.

Moved by Councillor Luddington, seconded by Councillor Russell.

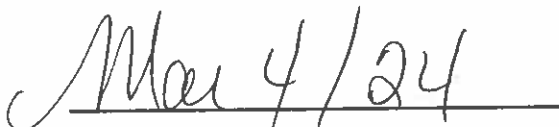
10. There being no further business, it was moved by Councillor Luddington to adjourn at 8:39 pm.



Mayor



CAO



Date



Date