

**Town of Mulgrave
Meeting Minutes
June 17, 2024**

Present: Mayor Chisholm, Deputy Mayor King, Councillor Carrigan, Councillor Russell, Councillor Luddington, and 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 Deputy Mayor King that the Agenda be approved with the following additions:

- Policing Priorities for 2024
- Upcoming Election
- Personnel Matter – In Camera

Motion Carried

3. Minutes – June 3, 2024

Moved by Deputy Mayor King, seconded by Councillor Russell that the Minutes of June 3, 2024 be approved.

Motion Carried

4. New Business / Carry Forward Business

a) 2023-2024 Consolidated Financial Statements

Kyle Musial, CPA, CA from MNP LLP presented the Report to Council – 2024 Audit Findings from the March 31, 2024 Audit.

BE IT RESOLVED THAT

The Consolidated Financial Statements for the Town of Mulgrave for the Year Ended March 31, 2024 as presented by MNP LLP be approved.

Moved by Councillor Luddington, seconded by Councillor Carrigan.

Motion Carried

b) Budget 2024-2025

i) General Operating Budget 2024–2025

Total revenue and expenses in the latest version of the operating budget increased by approximately \$28,000 from the previous version.

Revenue: Employment grants increased by \$17,778 (summer students, pool, Visitor Information Center, etc.); Marina Revenue increased by \$5,600.

Expense: Tax Exemption expenditures increased by \$13,000 due to a significant

increase in the assessment for the Museum; Federal Building Repair expense increased by \$4,500; Mulgrave Memorial Center expenses increased by \$5,600; Recreation Supplies increased by \$4,000 (pool supplies and paint). All tax rates remain unchanged from the previous year. The Waste Levy increased from \$1.35 to \$1.43 year over year.

WHEREAS the Town of Mulgrave requires **\$1,854,765** to cover the cost of providing municipal services, after allowing for all other sources of revenue; **BE IT RESOLVED THAT** the **2024 / 2025** tax rate be applied as follows: **\$ 1.2375** per \$100 of taxable residential assessment on the assessment roll; **\$4.5257** per \$100 of taxable commercial assessment on the assessment roll; **AND** that the amount to be paid to the Mulgrave Water Utility of **\$107,793** be recovered through a levy of **\$.2015** per \$100 of assessed value in the area serviced by fire hydrants; **AND** that a rate of **\$.4510** per \$100 of assessed value in the area serviced for sanitary sewer; **AND** that each household pay a special levy of **\$143.00** per annum for solid waste collection.

BE IT RESOLVED THAT the Town of Mulgrave approve the **2024-2025 General Operating Budget of \$2,324,419.**

Moved by Councillor Luddington, seconded by Councillor Carrigan.

Motion Carried

ii) Water Operating Budget 2024–2025

Slight change from last year’s budget (Revenue \$613,000 to \$617,000; Expenditures \$605,000 to \$617,000; Surplus \$8,000 to 0).

BE IT RESOLVED THAT the Town of Mulgrave approve the **2024-2025 Water Utility Operating Budget of \$616,893.**

Moved by Councillor Carrigan, seconded by Councillor Russell.

Motion Carried

iii) General Capital Budget 2024-2025

Street Paving: \$245,000 (Meadow Brook Hill \$140, 000; Middle Street \$105,000).

Mulgrave Memorial Centre - removal of carpet and installation of flooring upstairs: \$15,000. Security Camera and signs - Public Works: \$5,000.

Major Lift Station Repairs: \$20,000; Lawn tractor: \$4,000.

Municipal Capital Growth Program: deadline of March, 2026; 50-50 cost-share with Town and Province; include total of \$100,000 in 2024-2025 General Capital Budget and \$416,544 in 2025-2026 Budget.

BE IT RESOLVED THAT the Town of Mulgrave approve the **2024-2025 General Capital Budget** as presented.

Moved by Councillor Russell, seconded by Deputy Mayor King.

Motion Carried

iv) Water Capital Budget 2024 - 2025

There are no capital expenditures in the 2024-2025 Water Capital Budget.

BE IT RESOLVED THAT Town of Mulgrave Council receive an increase of **3%** in honorariums **effective April 1, 2024.**

Moved by Councillor Luddington, seconded by Councillor Russell.

Motion Carried

BE IT RESOLVED THAT non-unionized staff members of the Town of Mulgrave receive an increase of **3%** in salary **effective April 1, 2024.**

Moved by Councillor Luddington, seconded by Councillor Carrigan.

Motion Carried

5. Reports

a. Council Committee Reports

- i. Police Advisory
Meeting last Tuesday; number of incidents reported at average levels.
- ii. Library
Meeting last Thursday; expenditures at budgeted levels.
- iii. MARA
Next meeting in September.
- iv. Recreation / Culture
No meeting.
- v. Guysborough County Home Support Agency (GCHSA)
Meeting on June 27, 2024.
- vi. Eastern Region Solid Waste Management (ERSWM)
No meeting until the Fall.

b. Staff Reports

- i. CAO
 - Meeting with Senior Project Engineer of Waterford Energy Services Inc. regarding area infrastructure and possible opportunities related to renewable energy – in particular offshore wind; Waterford will present to Council in September;
 - Analysis of questions from Council regarding 2024-2025 Budget including increases in Police Protection costs and Equalization and Special Foundation Grants;
 - Discussion with Returning Officer regarding voters list and possibility of electronic voting in upcoming October election.

- Discussions with Deputy CAO regarding wage rates for Recreation summer staff
- Discussion with Mayor and Fire Chief regarding complaint received for open burning within restricted fire zone
- Contacted engineering firm to confirm accessible washroom modifications will begin June 17th at Mulgrave Memorial Centre
- Sale of Land by Public Tender advertisement published for Town property.

ii. *Recreation & Physical Activity*

- Rec Coordinator hired and orientated May 29th, 2024
- Interviews held for Rec programmer and hired for position
- Interviews held for Maintenance Assistant and hired for position
- Interviews held for Camp Leaders, MARA, and Market-by-the-Sea. All positions filled
- Letters for offers going out. Start date of July 5th
- Interviews, held for Aquatic director and Lifeguards/Instructors, all positions filled. With a potential start date of July 2nd for training day, pending pool opening for July 3rd
- Registration for Day Camps opened the morning of June 5th, all 15 spots filled within 30 minutes, with a long wait list.

iii. *Public Works*

- Bio deliveries completed @ MMC for the season and boilers shutdown
- Repaired sink hole in road at Loggie Street
- Shoulder work completed at Murray and Stafford Streets
- Screen, stock and selling of asphalt millings
- Water turned on at pool and maintenance ongoing for opening
- AC Units installed at Post Office
- Park perimeter fencing replaced, cement slabs poured and 3 new benches mounted at Venus Cove Park
- Old boardwalks removed from Mill Pond and cleaned up with new gravel
- All three seasonal staff back as of May 27th, 2024

6. Approved Additions to the Agenda

- *Policing* – The Advisory Board is looking for each municipality to submit their Policing Priorities for the year 2024, in particular with festival season approaching. Council provided the following priorities:
 1. Recommend an increase in police presence on the highway and through Town. Speeding is a huge concern, especially with children starting summer break soon.

2. Fraud Scams – Education for seniors; possibly quarterly presentations at the Mulgrave Memorial Centre.

3. Littering – More education on the negative impact of littering on the Town.

- *Upcoming Election*

Key Dates include:

Nomination Day - September 10, 2024 (nomination can be filed by appointment with the returning officer in the seven business days prior to nomination day)

First Advance Poll: October 10 or October 12, 2024 (option of council)

Second Advance Poll: October 15, 2024

Election Day (ordinary polling day) – October 19, 2024

7. **Date of Next Meeting: September 3, 2024**

8. **Gallery**

9. **In-Camera**

Moved by Councillor Russell, seconded by Deputy Mayor King to move in camera at 7:35 pm.

Motion Carried

Moved by Councillor Russell, seconded by Councillor Luddington to move out of in camera at 8:33 pm.

Motion Carried

BE IT RESOLVED THAT:

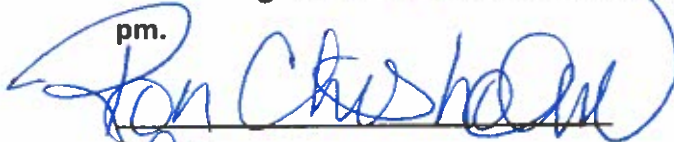
Mayor and Council of the Town of Mulgrave approve a 32-hour, 4-day workweek for all non-union staff on a permanent basis. Office Administration staff schedules will be such that the Town Office is open 5 days per week.

Moved by Councillor Carrigan, seconded by Councillor Russell.

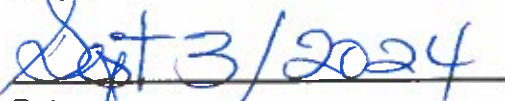
Motion Carried

10. **Adjournment**

There being no further business, it was moved by Councillor Russell to adjourn at 8:36 pm.



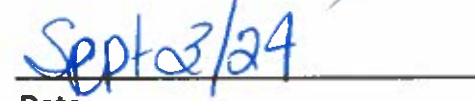
Mayor



Date



CAO



Date