

**Town of Mulgrave  
Meeting Minutes  
November 3, 2025**

**Present:** Mayor Chisholm, Councillor Maas Latimer, Councillor Russell, Councillor Michel, Deputy Mayor Tate and CAO Gray.

**i. Call to Order**

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

**ii. Approval of Agenda / Addition of Agenda Items**

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

- I. Donkin St Bridge Update
- II. Tower Road (Manor) Update
- III. In-Camera: Acquisition, sale, lease and security of Municipal Property – MGA 22(2)(a)

***Motion Carried***

**3. Minutes – October 20, 2025**

***Minutes Accepted***

**4. Business Arising From Minutes**

Deputy Mayor Maas Latimer advised that there were corrections required regarding:

- Town Hall date;
- June 16<sup>th</sup> Meeting minutes;
- October 6<sup>th</sup> Meeting minutes are not yet posted.

The Deputy Mayor requested clarification regarding code of conduct investigation costs. Mayor Chisholm requested clarification on comments made during the last meeting by Deputy Mayor Maas Latimer. Deputy Mayor advised that this was a general statement and was not directed at anyone specifically.

**5. Presentations – None**

**6. New Business / Carry Forward Business**

**a. Appointment of Deputy Mayor**

Outgoing Deputy Mayor Maas Latimer nominated Councillor Tate for the new Deputy Mayor.

**Moved by Councillor Maas Latimer, Seconded by Councillor Michel, that Councillor Jane Tate be appointed as the new Deputy Mayor from Nov 3, 2025, to Nov 2, 2026.**

***Motion Carried***

b. Signing Authority

**BE IT RESOLVED, that Deputy Mayor Jane Tate be appointed signing officer for the Town of Mulgrave, effective Nov 3, 2025.**

**Moved by Councillor Russell, Seconded by Councillor Michel**

***Motion Carried***

c. Committee of the Whole

Councillor Maas Latimer advised that many other municipal units use the Committee of the Whole format. This is a process where information is gathered, questions are asked, and discussions are had. This is an opportunity to inform residents of more information, for example, during budget discussions. This can also help residents understand strategic planning. Councillor Maas Latimer feels that without the Committee of the Whole, Councillors are not getting the information they have requested and 'split-second' decisions are being made. Motions and decisions are not made during Committee of the Whole meetings; they are deferred until the Regular Council Meeting. Her request is to have the third Monday of each month be the Committee of the Whole. Councillor Michel expressed her agreement. CAO Gray advised that we currently have two Regular Meetings each month because decisions can be made at each meeting, rather than having to wait a few more weeks between meetings. Deputy Mayor Tate suggested that if Council Members feel they are making quick decisions, a request should be made to table items until more information is provided, so educated decisions are being made. No official motion was made; however, the consensus was to keep 2 Regular Meetings at this time. Councillor Maas Latimer advised that by doing so, we are not following the Committees of Council Policy, and the recommendation was put forward to have this policy updated.

d. Collection of Solid Waste & Recycling Material By-Law

CAO Gray reviewed the requested changes to the current by-law. Councillor Maas Latimer advised there were a few more items that could be added to the 'electronics' description and requested DivertNS.ca be added to the by-law for more information. Councillor Maas Latimer requested clarification on the number of bags allowed for pick up. CAO Gray advised there is no change to the maximum weight for the number of bags, 10 bags total, with 8 being garbage and 2 being recyclables. Councillor Maas Latimer questioned the bulk dumpster and whether we are paying to have the steel bin & tires picked up by GFL. Mayor Chisholm advised that the bins are scheduled for picking, and the tires would need to be brought to the landfill, or Public Works would need to dispose of these appropriately. The bulk dumpster should not be used for any residential garbage. Councillor Maas Latimer also asked if we could remove section 7.4 Interference from the by-law, as it isn't required. Councillor Michel asked about section 8.2, the Town of Mulgrave determining the amount recovered. CAO

Gray advised that this is the Solid Waste Levy on the tax bills, a charge of approximately \$145 per year, per household. Councillor Maas Latimer asked for clarification on section 8.3. This section references the calculation for the recoverable amount, stating section 7.2, however, 7.2 refers to something separate. CAO Gray will change this accordingly and include the formula for the calculation.

## 7. Reports

### a. Council Committee Reports

- i. Police Advisory – Meeting Scheduled for December
- ii. Library – N/A
- iii. MARA – November 18<sup>th</sup>
- iv. Recreation / Culture – Working on scheduling the meeting
- v. Guysborough County Home Support Agency (GCHSA) – November 25<sup>th</sup>
- vi. Eastern Region Solid Waste Management (ERSWM) – November 27<sup>th</sup>
- vii. Tourism Guysborough County – N/A
- viii. Source Water Protection Committee (SWPC) – Meeting was held on Oct 29<sup>th</sup>  
Councillor Maas Latimer reviewed the highlights from the meeting. Advised that our water source is being threatened by the turbines within the watershed. The Town is working to reactivate this committee in full to ensure we are following the Source Water Protection Plan.
- ix. Accessibility Committee – No response to our request for members.  
Councillor Maas Latimer suggested we could change the name of this to IDEA Committee (Inclusive, Diversity, Equity & Accessibility)
- x. Transit Association of Guysborough (TAG) – N/A
- xi. Scotia Days Committee – Working on scheduling the meeting
- xii. Market-by-the-Sea Committee – Working on scheduling the meeting. Deputy Mayor Tate requested to be notified of this meeting once scheduled.

## 8. Approved Additions to the Agenda

### i. Donkin St Bridge

Public Works scheduled Harbourside Engineering Consultants to come and inspect the bridge on Nov 1st. Their short-term recommendations include diverting traffic to avoid overloading specific stringers. This can be done by reducing this bridge to 1-lane. Concrete barriers can be placed at the ends of the bridge, located on the approach, not on the bridge directly to avoid increased loads. Traffic barrels and cones can be placed on the bridge itself. This is a temporary solution for a few months. Signage will be placed at both ends of the bridge advising of the reduction to 1-lane. The approximate cost for this temporary solution is \$1,000. The barriers and signage should be here by the end of the week, or early next week. We are currently waiting costs estimates for a replacement bridge.

ii. **Tower Road Update (Manor)**

CAO Gray advised that we are still waiting on the Building Inspector. He spoke with the Deputy Fire Marshall, however, he was informed that this is a municipal matter, as it is not a provincially owned building. Deputy Mayor Tate asked if we can ask our Fire Chief or a neighboring Fire Chief to come and inspect the building to determine if it is considered safe. CAO Gray will contact Fire Chief Danny MacEachern to request a visit.

**9. Date of Next Meeting: November 17, 2025**

**10. Gallery**

Resident advised her support of the Committee of the Whole suggestion by Councillor Maas Latimer. This resident feels the public is not getting updates and information on work that is being completed.

Resident advised he feels communication is an issue, and residents don't feel they are getting the answers they would like. The resident asked about the by-law officer. Do we have someone hired? Mayor Chisholm advised that we are currently waiting for this to be completed, and the public will be notified once we have a By-Law Officer in place. The resident inquired about the Recreation Director position. This position is currently vacant. The vacancy will need to be discussed with Council before proceeding with the job posting. Resident asked about Sept 2<sup>nd</sup> meeting, was the legal settlement agreed upon? Mayor Chisholm advised this was ongoing. He asked what the legal fees are since this has been going on, and asked for a follow up answer, as it was not provided in this meeting.

Resident asked about paint on the Donkin St Bridge, questioning if this was from Halloween or Public Works. Another resident advised they spoke with the PW Supervisor and this paint was for marking out where the barriers will be placed.

A resident also asked if this bridge was solely the Town's responsibility, and was advised it is. She asked why the bridge was left to get in this current state. Mayor Chisholm advised that his understanding was that the bridge was looked at 5 years ago. If something happens, would Town insurance cover this? CAO Gray advised that the bridge is covered under the Town's insurance. CAO Gray advised that the engineers took approximately a month to come in for the inspection. Unfortunately, we are doing what can be done and trying to get this remedied as soon as possible.

Resident asked about drug paraphernalia being found at a Town Playground, many Councillors were unaware of this. Council was unsure if the RCMP were notified of these findings. Mayor Chisholm will discuss with the Sargent about having playgrounds included in their patrols. Councillor Michel will also put a post online to warn parents and a mailer will be drafted and sent out.

Garbage was mentioned on Wallace St. This garbage was not picked up during the bulk pick-up. A letter will be sent to the homeowner.

**11. In-Camera**

Moved by Councillor Russell, seconded by Councillor Maas Latimer to move in-camera at 8:01 pm.

*Motion Carried*

Moved by Councillor Maas Latimer, seconded by Councillor Russell to move out of in-camera at 8:17 pm.

*Motion Carried*

**BE IT RESOLVED**, that the Mayor and Council of the Town of Mulgrave award the contract to replace the Main St Lift Station to Ron Chisholm Hydroseeding Ltd. as part of the Investing in Canada Infrastructure Program (ICIP) Waste Water Treatment Plant Project.


Moved by Councillor Russell, Seconded by Deputy Mayor Tate

*Motion Carried*


**12. Adjournment**

There being no further business it was moved by Councillor Russell to adjourn at 8:18 pm.

  
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Mayor

  
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Date

  
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CAO

  
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Date