

**TOWN OF MULGRAVE
REGULAR MONTHLY MEETING
MINUTES OF JANUARY 7, 2008**

MEETING, DATE & TIME: The regular monthly meeting of the Mulgrave Town Council took place on Monday, January 7, 2008 at the Mulgrave Town Council Chambers, commencing at 7:00pm.

CALL TO ORDER: Mayor Leonard MacDonald called the meeting to order at 7:00pm.

ATTENDANCE: Mayor Leonard MacDonald
Deputy Mayor Arthur Carter
Councillor Lorne MacDonald
Councillor Anne MacDonald
Councillor George Freer
Acting CAO – Jeffery Aitkens
Secretary – Tanya Tibbo

APPROVAL OF AGENDA: MOVED BY COUNCILLOR GEORGE FREER AND SECONDED BY COUNCILLOR LORNE MACDONALD TO APPROVE THE AGENDA WITH THE FOLLOWING ADDITIONS:

1. AUDIT COMMITTEE TERMS OF REFERENCE
2. RABIES
3. WTP OPERATOR JOB AD
4. EMERGENCY SERVICES PROVIDER FUND
5. CLARIFICATION FOR ADDING AGENDA ITEMS – RICK RAMSEY REPORT

MOTION CARRIED 08-01

PRESENTATION – CHRISTMAS DECORATING AWARDS: Mayor Leonard MacDonald welcomes recipients of the 2007 Christmas Decorating Awards to the meeting. Mayor Leonard MacDonald congratulates and presents the winners Shirley and Marvin Ehler, Basil Meagher (Shaunna Meagher accepting on Mr. Meagher's behalf), and Karen and Steven Hoben with their prize. Tracy and Clinton Hadley were also winners, however not present at the meeting.

GALLERY: There are no questions/comments from the gallery.

APPROVAL OF MINUTES: MOVED BY DEPUTY MAYOR ARTHUR CARTER AND SECONDED BY COUNCILLOR LORNE MACDONALD TO APPROVE THE FOLLOWING MINUTES AS CIRCULATED:

1. REGULAR COUNCIL, DECEMBER 3, 2007
2. SPECIAL COUNCIL, DECEMBER 14TH, 2007

MOTION CARRIED 08-02

BUSINESS ARISING: Gasha – Donation
A donation toward a new MRI machine for GASHA was approved at a past meeting; however an amount was not set. Council agreed to make the donation in the Town's 2008-2009 fiscal year.

MOVED BY COUNCILLOR LORNE MACDONALD AND SECONDED BY DEPUTY MAYOR ARTHUR CARTER TO DONATE \$5,000 OVER A TEN YEAR PERIOD TO GASHA FOR THE NEW MRI MACHINE.

MOTION CARRIED 08-03

Update from CAO – Town of Mulgrave Policy and Procedure Manual

As per the organizational review, policies for the Town of Mulgrave will be updated and/or created. It is the CAO's plan to pass three to five policies per meeting. Each policy will be documented in a Policy Manual. The Acting CAO reported that the Town's solicitor Larry Evans reviewed the policies (to be approved at tonight's meeting) and suggested grammatical and other changes.

Motion to Adopt Annual Update and Review of Water Manual Policy

CAO reviewed the policy and Council discussed briefly.

MOVED BY DEPUTY MAYOR ARTHUR CARTER AND SECONDED BY COUNCILLOR GEORGE FREER TO APPROVE ADOPTION OF THE ANNUAL UPDATE AND REVIEW OF WATER MANUAL POLICY.

MOTION CARRIED 08-04

Acting CAO stated that changes have been made to this policy as a result of the review by the Town's solicitor. The date has been fixed to September 1 for the annual review of the Water Manual. Also changed is what staff will be responsible for.

MOVED BY COUNCILLOR LORNE MACDONALD AND SECONDED BY COUNCILLOR ANNE MACDONALD TO RESCIND THE MOTION TO APPROVE ADOPTION OF THE ANNUAL UPDATE AND REVIEW OF WATER MANUAL POLICY.

MOTION CARRIED 08-05

Consensus of Council to table the approval of this policy until it is reviewed with the changes.

Motion to Adopt Deputy Mayor Policy

Council briefly discussed . Acting Cao reported that the Town solicitor made the suggestion that the Deputy Mayor is determined by the highest number of votes received in the election. As the election is in October, the term for Deputy Mayor would be November to October. Council is receptive to this method and requests a provision in the policy that would include a councillor declining the position of Deputy Mayor. Consensus of Council to table approval of this policy at the February meeting once changes have been reviewed.

Motion to Adopt Interest on Overpaid Taxes

Consensus of Council to table approval of this policy at the February meeting once changes have been reviewed. Councillor George Freer suggests that the financial institution not be named specifically.

Motion to Adopt Policy Adoption Procedure

Consensus of Council to table approval of this policy at the February meeting once changes have been reviewed.

Snow Easement

Councillor Lorne MacDonald requested an update on this item. Acting CAO responded that he has documentation and this will be presented at the next Committee of the Whole meeting.

EMO

Councillor Anne MacDonald inquired if the funding has been located. Acting CAO confirmed that it has been located.

NEW BUSINESS:

Letter from the Canadian Cancer Society

Council reviewed the letter. No action is to be taken.

Letter from SAERC Band

Council reviewed the letter requesting a donation.

MOVED BY COUNCILLOR LORNE MACDONALD AND SECONDED BY COUNCILLOR ANNE MACDONALD TO DONATE \$200 TO SAERC BAND FOR THE TRIP.

MOTION CARRIED 08-06

Councillor George Freer inquired if there is a certain amount that Council generally donates or if there are certain organizations to which we donate to and those we do not. There is not a limit, other than the budget.

INFORMATION PACKAGE:

There are no comments/questions regarding the information package.

RECREATION DEPARTMENT:

Councillor Anne MacDonald provided a recreation report, including:

- Weekly program in gym and youth centre running well, 10 programs total;
- Interim Recreation Director will be advertised in near future;
- Jumpstart funding has been allocated to 4 residents;
- Final Claims for grants are being completed;
- Arts and crafts programs are ongoing.

Councillor George Freer inquires if the interim Recreation Director is funded by a grant. Tanya Tibbo reports that it is in the budget.

EASTERN COUNTIES REGIONAL LIBRARY:

Deputy Mayor Arthur Carter reported that there are no minutes.

EASTERN REGION SOLID WASTE:

Deputy Mayor Arthur Carter reported that there are no minutes.

MULGRAVE MUSEUM AND CENOTAPH COMMITTEE:

Councillor George Freer reported that the committee meets regularly. There is little to report at this time.

AIRPORT COMMITTEE:

Councillor George Freer reported that there are no minutes.

Consensus of Council to remove Mulgrave Museum and Cenotaph Committee and Airport Committee from Other Committees and Agencies and to only add to the agenda if needed.

AUDIT COMMITTEE:

MOVED BY DEPUTY MAYOR ARTHUR CARTER AND SECONDED BY COUNCILLOR GEORGE FREER TO APPROVE RECOMMENDATION FROM THE AUDIT COMMITTEE MEETING TO ACCEPT THE TERMS OF REFERENCE FOR THE AUDIT.

MOTION CARRIED 08-07

RABIES:

Council discussed the recent incidents with rabies within the Town of Mulgrave. Council is concerned that a clinic to be held in Mulgrave to inoculate pets was not sanctioned. Council agreed that it must be determined how many residents require transportation to Port Hawkesbury to the vets.

Consensus of Council to post advertisements and place on the radio for residents who require transportation to Port Hawkesbury to get their pets inoculated, contact the Town Office.

Councillor Anne MacDonald inquires what will be done if there is a need. Mayor Leonard MacDonald replies that Council will determine what action to take if a need is identified. Deputy Mayor Arthur Carter inquired if the Town will look for volunteers. Councillor George Freer stated that he knows someone who will volunteer their time and vehicle.

Mayor Leonard MacDonald suggested a public meeting be held involving residents, Department of Health, Canadian Food Inspection Agency, Department of Natural Resources, and local vets to answer any concerns the public may have. The public meeting will be held Thursday, January 17th at the Mulgrave Fire Hall.

**WATER TREATMENT
PLANT OPERATOR:**

Council reviewed the job description. Councillor Lorne MacDonald inquired if the position is full-time. Acting CAO responded that the position is dependant on funding. If funding is approved, the position is one year, full-time. If there is no funding, the position will change. Councillor George Freer states that funding should be received before the advertisement is drafted. Councillor Anne MacDonald responded that the position was approved with a motion at a previous meeting. Council agrees to determine funding before an advertisement is placed. Also, include in job description that electrical experience is an asset.

**EMERGENCY SERVICES
PROVIDER FUND:**

Councillor Lorne MacDonald reported that the Mulgrave Volunteer Fire Department applied for funding under this program to repair its roof and install new windows. A requirement of the funding application is documentation that the Mulgrave Volunteer Fire Department shows proof of ownership and a copy of the lease agreement. Councillor Lorne MacDonald requests a letter from the Town of Mulgrave stating that the Fire Hall is owned by the Town, yet managed by the Mulgrave Volunteer Fire Department. Council agrees.

**CLARIFICATION FOR
ADDING AGENDA
ITEMS – RICK RAMSEY
REPORT:**

Councillor Anne MacDonald stated that the Rick Ramsey Report, accepted by Council, states that items are not to be added to meeting agendas once the agenda is circulated. Mayor Leonard MacDonald responds that items may be added to the agenda with the unanimous consent of Council. If the vote is not unanimous, the item is not added. He stated that Council amended that section in the Rick Ramsey Report because it is not practical. He also stated that items requiring action were not to be added in order to give Council an appropriate amount of time to review information. Councillor Anne MacDonald asked is there not action required from every item brought to Council. Councillor Lorne MacDonald states that if the gallery can bring something to the agenda, Council

should have that same right. Councillor Anne MacDonald inquires if the items can be added to business arising. Mayor Leonard MacDonald responds that only previously discussed agenda items can be dealt with in Business Arising. Councillor George Freer feels that Council should have the right to add items to the agenda. Councillor Anne MacDonald inquires why the Acting CAO did not include the item she added to the agenda in the amended agenda. Acting CAO responds that he did not hear her request and apologizes.

GALLERY:

A member asked why Rick Ramsey recommended that Council not add items to the agenda. Mayor Leonard MacDonald responded that the intent was for Council to have three days notice for any action items. Again, he states that it is not practical to not add agenda items at times.

Neil Cullens inquired why no actions come from in-camera meetings to regular meetings. Mayor MacDonald explains the process to Mr. Cullens. Recommendations are made in-camera and then recorded in regular council meeting minutes. Councillor Lorne MacDonald states that an example would be the Water Treatment Plant Operator job advertisement. That item was a result of the previous regular council meeting.

RECESS:

MOVED BY COUNCILLOR LORNE MACDONALD AND SECONDED BY COUNCILLOR ANNE MACDONALD TO HAVE A FIVE-MINUTE RECESS AT 7:53PM.

MOTION CARRIED 08-08

IN-CAMERA:

MOVED BY COUNCILLOR LORNE MACDONALD AND SECONDED BY COUNCILLOR GEORGE FREER TO CONVENE TO IN-CAMERA AT 8:05PM.

MOTION CARRIED 08-09

COUNCIL RECONVENED TO REGULAR SESSION AT 8:36PM.

ADJOURNMENT:

MOVED BY COUNCILLOR LORNE MACDONALD AND SECONDED BY COUNCILLOR ANNE MACDONALD TO ADJOURN AT 8:36PM.

MOTION CARRIED 08-10

APPROVED BY:



LEONARD MACDONALD
MAYOR

RECORDED BY:



JEFFREY AITKENS
ACTING/CAO