Town of Mulgrave
Meeting Minutes
September 21, 2026

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

1. **Call to Order**
   Meeting was called to order by Mayor Chisholm at 6:36 p.m.

2. **Approval of Agenda / Addition of Agenda Items**
   Moved by Councillor Russell, seconded by Councillor Michel, that the agenda be approved with the following additions:
   i. Public Works Supervisor & Recreation Coordinator (CAO Gray advised these would be in-camera)
   ii. Oceanview Fitness Centre Letter
   iii. Staff Meetings
   iv. Source Water Protection Advisory Committee
   v. Donkin St Update
   vi. Sound System for Chambers
   vii. Breakwater
   viii. Personnel – In Camera MGA 22 (2) (c)

   Motion Carried

3. **Minutes – September 8, 2026**
   A few spelling errors in section D of the minutes, along with 'armour stone' spelling error. ***Minutes accepted with the spelling errors resolved***

4. **Business Arising From Minutes**
   Councillor Maas Latimer discussed the motion from a previous meeting regarding removing the audit committee notes and strategic planning references in the Consolidated Financial Statements. CAO Gray advised during the previous meeting, MNP recommended after the motion was passed, only the audit committee notes be removed. Councillor Maas Latimer expressed concern that MNP was directing a change to a Council motion. Councillor Maas Latimer reiterated that she was requesting information, as part of her role as a councillor. Councillor Maas Latimer asked for clarification regarding the acronyms for BCSF and CCBF and how the 'gas tax' relates to this as well. CAO Gray advised that this was previously gas tax funding, and that the Canada Community-Building Fund (CCBF) is now the Building Communities Strong Fund (BCSF), and he could provide a chronology of the acronym changes. These can also be changed within the financial documents. Councillor Maas Latimer asked where the RFP for the McNair's Cove adjusted project. Nothing was posted on the NS Portal, only the original one from April. CAO Gray advised there was not an additional RFP put out, the Engineer advised the companies who submitted a bid that they would require a revised bid for the breakwater only.

5. **Presentations – N/A**

6. **New Business / Carry Forward Business:**
   a. Regional Emergency Management Organization (REMO) Update
   CAO read the letter from Kelsey Reece outlining the updates: Councillor Training is being held on Nov 26th, the next Executive Committee meeting will be the same day, before the training starts. The Planning Committee will meet on Sept 24th. The Emergency Coordination Centre course was held on Sept 17th and another will be held on Oct 15th. A mock incident will be taking place on Dec 10th. The Dept of Emergency Management Outreach Officer and Kelsey are looking for groups within the community to provide information to and have discussions with. Councillor Russell will also bring this to the Mulgrave & Area Medical Centre to arrange something for seniors. Councillor Maas Latimer asked if we would be adding this committee to our list of Council Committee Reports, and Mayor Chisholm agreed this should be added.
   b. Strategic Planning
   CAO Gray would like to schedule the next strategic planning session. CAO requested that Council submit dates that work for each individual. CAO Gray introduced Jeremy Martell from the Gallery, as he is the new Municipal Advisor for our area. Once dates are submitted, they will be given to Jeremy to schedule the sessions. Councillor Maas Latimer asked what would be happening during these sessions, CAO Gray advised that the plans and goals mentioned in the 2025 Strategic Planning session should be finalized and put into a formal document. Priorities from the last meeting included infrastructure, business, finance, and community. Councillor Maas Latimer expressed concern that we still do not have a plan, and CAO Gray advised this would be the session that creates the plan. Jeremy Martell advised that during this session they would take a look at the previous discussions and then could give advice on the next steps.

7. **Reports:**
   i. Policy Advisory – Meeting was held last week, however, due to sound system issues there was no update. Mayor is waiting on information from the meeting. He did not have the opportunity to ask about the Safe Communities for Councillor Michel due to the sound system issues.
   ii. Library – Meeting was scheduled for last week however it was cancelled. The next meeting is scheduled for October.
   iii. Recreation / Culture – N/A
   iv. Guysborough County Home Support Agency (GCHSA) – Next meeting is Sept 24th. Councillor Michel advised that GCHSA provides several services for home care, including advanced meal prep, home exercise programs, housekeeping, laundry, personal care, and range of motion exercises. Report presented from Aug 1st to 31st, they have 3 staff for Mulgrave and the area. 15 clients are being serviced from Mulgrave, and 10 outside our immediate area. "Direct service hours" is 186.36 and there were 242 visits.
   v. Eastern Region Solid Waste Management (ERSWM) – Next meeting is Sept 24th

vi. Tourism Guysborough – Next meeting is Sept 25th

vii. Source Water Protection Advisory Committee – CAO Gray believed that the two individuals who volunteered to sit on the committee were residents but not landowners in the watershed, Councillor Michel clarified that one of these individuals did own property within the watershed. CAO Gray advised that the meeting would be set up within the next 2 weeks.

viii. Inclusion Diversity Equity Accessibility (IDEA) Committee – Still need members for the committee.

ix. Transit Association of Guysborough – Next meeting is Sept 24th

x. Scotia Days Committee – Last meeting was Sept 10th. Dates for next year are July 9 – 18, 2027. During the meeting, they had a review of the events, booked Ryan MacDonald for the dance next year, and the next meeting is Mar 4th. Also, always looking for new members.

xi. Market by the Sea Committee – N/A

xii. Community First – Last meeting was scheduled for 2 weeks ago but was cancelled due to lack of quorum.

xiii. Regional Emergency Management Organization Committee – Training in Guysborough on Nov 26th for all Councillors.

8. Approved Additions to the Agenda

i. Staff Meetings – Councillor Russell asked if these were being scheduled. CAO Gray advised that, with the current vacancies within the organization, they were not happening, but they will start up again.

ii. Source Water Protection Advisory – Update covered during Council Committee Reports.

iii. Donkin St Update – CAO Gray asked the engineer, Daryl Myette to contact the Public Works Lead Hand for a site visit, which has not happened yet. CAO Gray to request an update.

iv. Sound System for Council Chambers – Councillor Maas Latimer does not feel the current system is working well. She advised that other Councils use the Owl, and that seems to work well. Councillor Michel mentioned that when you pull the microphone closer to your person, it works better. Mayor Chisholm advised that we would look into pricing for the Owl to compare.

v. Breakwater – Deputy Mayor Tate asked for an update if Mr. Shea has contacted Martin Marietta to find out what type of stone is needed. Mayor Chisholm advised that this step was completed. Deputy Tate questioned if we received written confirmation that we would be receiving the stone; CAO Gray will request written confirmation of this.

vi. Oceanview Fitness Centre Letter – Councillor Russell advised that the Oceanview Fitness Centre has located a cracked frame on their recumbent bike, along with some new equipment requests from members. The Fitness Centre can contribute $1,200 to the repairs and new equipment. As the Town collects membership fees, Oceanview Fitness Centre is requesting funding up to $1,200 from the Town to cover the costs.

BE IT RESOLVED that
Mayor and Council for the Town of Mulgrave approve $1,200 from the fitness centre membership fees to be used towards repairs of equipment and new equipment where possible.
Moved by Councillor Russell, seconded by Councillor Tate

Motion Carried

9. **Date of Next Meeting: October 5, 2026**

10. **Gallery**

Resident mentioned a previous comment made regarding the armour stone and the location of the piles. Mayor Chisholm clarified that the location of the piles would be out towards where the lighthouse was situated and not at the wall near the parking area.
Resident advised they were looking for an update regarding the status of the RFP. They understood it was awarded, but no further updates were provided from the Administration Office. Mayor Chisholm advised we are waiting to hear back from the engineers on this project, as they are responsible for awarding the contract and scheduling.
Resident asked for clarification on what was discussed regarding the Donkin St Bridge. Mayor Chisholm reiterated the discussion.
Resident asked if Public Works would be doing any further patching throughout Town. Mayor Chisholm advised the Public Works Lead Hand would be discussing with the company doing the paving on Highway 344 to see if we can get asphalt from them.
Resident asked why the discussion regarding the supervisor positions was occurring in-camera. CAO Gray replied that they would be discussing specific individuals, therefore that was not a public discussion. Resident asked if the positions were filled or what was happening and CAO Gray, along with Councillor Russell advised the positions were not filled to date, however, specifics were being discussed regarding this in-camera.

11. **In-Camera**

Moved by Councillor Russell, seconded by Deputy Mayor Tate to move in camera at 7:27 p.m. ***Motion Carried***

Moved by Councillor Russell, seconded by Councillor Michel to move out of in-camera at 8:32 p.m. ***Motion Carried***

12. **Adjournment**

There being no further business, it was moved by Councillor Maas Latimer to adjourn at 8:32 p.m.

Mayor

CAO

Sept 21/26
Date

SEPT 21/26
Date