

NACKAWIC-MILLVILLE RURAL COMMUNITY
SPECIAL COUNCIL MEETING
July 24, 2023

PRESENT: Mayor Fox
Deputy Mayor MacFarlane
Councillor Simpson
Councillor Clark
Councillor Trail
Councillor Arbuckle

ABSENT: Councillor Nozzolillo
Councillor Graham

IN ATTENDANCE: Kathryn Clark, CAO

TO ORDER: Mayor Fox called the special meeting to order at 7:00 PM

APPROVAL OF AGENDA:

23-122 Motion: Councillor Arbuckle
Second: Councillor Trail

“That the agenda be approved with the addition under New Business C)
Millville Ballfield Project

Motion carried.

DECLARATION OF CONFLICTS OF INTEREST

Councillor Trail declared a conflict of interest with the Millville Ballfield Project if Council votes on it.

TO THE FLOOR

NEW BUSINESS:

A) Marina Personnel Policy & Procedures

Mayor Fox stated that at the previous Council meeting, a draft was presented and forwarded to the By-law Committee which have now submitted to Council for approval. One change was to create a separate discipline policy to cover all municipal employees.

Deputy Mayor MacFarlane also clarified the addition of the use of personal cell phones is prohibited during scheduled working hours.

Councillor Arbuckle noted a phrase had been duplicated on page 3 and should be removed.

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23-123 Motion: Deputy Mayor MacFarlane
Second: Councillor Simpson

“That Council approve the Personnel Policy & Procedures for the Big Axe Marina as amended.”

Motion carried.

B) NMRC Employee Discipline Policy

23-124 Motion: Councillor Trail
Second: Councillor Arbuckle

“That Council approve the NMRC Employee Discipline Policy as amended.”

On the Question

Discussion on volunteer fire department firefighters and whether they should be included. It was decided to keep volunteer issues separate. Remove all discipline information from non-unionized personnel policy.

Kathryn Clark would like to add verbal reprimand is to be documented and signed by the manager and employee and placed in the personnel file.

Councillor Clark asked for clarification on how many verbal reprimands before a written one.

Mayor Fox stated that the minimum requirement is one and depending on the severity of the events may require swift action in consultation with the Human Resources Committee.

Motion carried.

C) Millville Ballfield Project

Councillor Trail left the meeting.

23-125 Motion: Councillor Clark
Second: Councillor Arbuckle

“That Council award the Millville Ballfield Project tender to King Construction for a total of \$436,149.”

Motion carried.

Councillor Trail returned to the meeting.

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23-126 Motion: Councillor Arbuckle
Second: Deputy Mayor MacFarlane

“That Council move to closed session.”

Motion carried.

Council moved to closed session at 7:58 PM,

CLOSED SESSION:

A) Staffing/Legal Option

23-127 Motion: Councillor Trail
Second: Councillor Arbuckle

“That Council move back to regular session.”

Motion carried.

Council moved back to open session at 9:20 PM.

23-128 Motion: Councillor Simpson

“That the meeting be adjourned.”

Motion carried.

The meeting adjourned at 9:21 PM.

Tim Fox
Mayor

Kathryn Clark
Clerk