

## COUNCIL

SEPTEMBER 22, 2009

#09-08

The Parrsboro Town Council met in regular session on Tuesday, September 22, 2009 at 7:00 p.m. in the Council Chambers with Mayor Doug Robinson presiding.

**PRESENT:** Deputy Mayor David Harrison  
Councillor David Howe  
Councillor Dawn Reid  
Councillor Lois Smith  
J. Raymond Hickey, C.A.O.  
Kevin Yorke, Secretary

1. **WELCOME AND CALL TO ORDER**

Mayor Robinson welcomed those in attendance and called the meeting to order at 7:00 p.m.

2. **APPROVAL OF AGENDA**

**Councillor Lois Smith moved the acceptance of the Agenda with the addition of Personnel as item (6.8) under Committee reports. Councillor Dawn Reid seconded the motion to approve the Agenda as amended. Motion carried.**

3. **FIRE CHIEF'S REPORT**

No report.

4. **APPROVAL OF CHEQUE SHEET**

**Moved by Councillor Lois Smith, seconded by Deputy Mayor David Harrison that the General Cheque Sheet in the amount of \$682,356.55 be approved. Motion carried.**

5. **APPROVAL OF MINUTES**

Mayor Robinson asked if there were any errors or omissions noted in the Council minutes of June 23, 2009 - #09-06. Hearing none he declared the minutes approved as presented.

The Mayor asked if there were any errors or omissions noted in the Special Council minutes of August 13, 2009 - #09-07 the purpose of which was to approve proceeding to tender for the paving of streets. Hearing none he declared the minutes approved as presented.

## 6. COMMITTEE REPORTS

### (6.1) FINANCE COMMITTEE REPORT

SEPTEMBER 2009

Report given by Deputy Mayor David Harrison

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a) **Regena Yorke RE: Ride for Sight** – Representing the Maritime Ride for Sight, Regena Yorke met with the Committee to discuss the possibility of using Glooscap Park for their 2010 celebration. She noted that funds raised from the event go toward research for a cure for blindness.

After a discussion the Committee basically had no objection to the request but recommended that the Ride for Sight submit a letter outlining the details of their proposal for the Park Committee and staff to look at and make a recommendation to Council.

b) **Street Lights** – Requests from four residents for street lights in the vicinity of their homes were reviewed. After a discussion the Committee recommended that three of the requests be approved with approval of the fourth pending additional information regarding ownership of the street on which the house is located.

c) **Vendor's Fee** – Following a presentation from the Board of Trade in July the Committee discussed vendor's fees under the Trades and Licenses Bylaw as it relates to students operating a business on a seasonal basis during the summer months. At present students are charged the regular annual licensing fee.

In the discussion there was a consensus that special consideration should be given to this particular group and it was recommended that the matter be referred to the Economic Development Committee for a recommendation on a policy and a standardized application form.

d) **Recorded Resolutions** – The Committee discussed the merits of having recorded resolutions and agreed to recommend the following:

**Policy Statement #1 (Recorded Resolutions)**

**WHEREAS** policies passed by Council are often lost in the minutes of meetings and only corporate history reminds us of what policies have been set; and

**WHEREAS** motions that carry long-term should have a repository that is more accessible;

**THEREFORE BE IT RESOLVED** that it shall be the policy of the Town of Parrsboro to maintain a Recorded Resolution Book and that such "Recorded Resolutions" shall be recorded in the Bylaw Book of the Town.

Recorded Resolutions may be defined as Resolutions (motions) passed by Council deemed to be of a long-term implication for the Town.

**Policy Statement #2 (Water Utility Service Pipes)**

It shall be the policy of the Town of Parrsboro that all service pipes used in the Parrsboro Water Utility shall be less than 301 feet in length from the street to serviced building. Connections greater than 301 feet in length shall be made by extension of the water main. All services shall be Copper Type K. The size of the service pipe shall be as specified by the Utility depending on the projected demand of the customer. No pipe smaller than 3/4" in diameter shall be laid for any service.

Date passed by Council: Special Council Meeting, August 21, 2008 #08-07

**Policy Statement #3 (Policy for Information requested from organizations seeking grants and other financial consideration from Town)**

It shall be the policy of the Town of Parrsboro that organizations seeking financial consideration greater than four hundred dollars (\$400.00) from the Town of Parrsboro shall meet the criteria stated in the Municipal Government Act section 71, and shall be requested to submit the following:

- The organization's audited statement from the previous year or similar document as required by CRA;
- Their business plan (or similar planning documents) for the forthcoming year;
- Other information requested by the Town of Parrsboro; and
- Any further information the organization may feel would assist the Town in making a decision on the matter.

**Moved by Deputy Mayor David Harrison, seconded by Councillor Lois Smith that the Finance Committee Report and recommendations contained therein be approved. Motion carried.**

**(6.2) PUBLIC WORKS COMMITTEE REPORT**

**SEPTEMBER 2009**

**Report given by Councillor Lois Smith**

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**(a) Superintendent's Report** – John Henwood reported the following activity for the month of July 2009:  
- routine road maintenance

- routine mowing of town property
- the Christmas lights were repaired and are ready for re-installation in the fall
- painting of crosswalks and parking stalls was completed
- assisted with beautification projects on Main Street and at the Band Stand
- the job at the well field was up to date with some electrical work to be completed
- the report was in for the paving project and our engineer was in to work on the tender documents
- the leak detection contractor was in and found at least three leaking water lines which were repaired
- public works assisted with cleaning up wood from the trees that were cut down
- garbage cans and picnic tables were delivered to the Lions Club for the car show and left there for Old Home Week.

**Moved by Councillor Lois Smith, seconded by Deputy Mayor Harrison that the Public Works Committee report be accepted. Motion carried.**

### **(6.3) TOURISM COMMITTEE REPORT**

**SEPTEMBER 2009**

**Report given by Councillor David Howe**

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- (a) **Signs on Poles** – Bulletin boards are being made and canvas will be painted. Organizations will be asked to use the boards instead of the poles when posting notices. At this point the Committee does not see the need for a bylaw prohibiting using poles for notices.
  - (b) **New Kiosk** – Aaron from CREDA is going to prepare a central map and a subcommittee is going to consider what can be put up around the outside.
  - (c) **Banners** – The Council will be asked to approve the allocation of some of the grant from Destination Development to go toward more banners. By having the brackets in place it will be easier to erect them promptly next year.
  - (d) **Oktoberfest** – There are plans to invite interested groups like restaurants and churches to prepare different foods for the public on October 3<sup>rd</sup> to tie in with Oktoberfest at the band hall.
  - (e) **Recognition Award** – The Committee is applying for a Provincial Arts and Culture Recognition Award.
  - (f) **Signs** – Prices are being obtained for signs on Highway 2 from Five Islands to Parrsboro.
  - (g) **Sculpture** – The Committee is obtaining quotes for sculpting the large tree stump at the Town Hall. Meanwhile public works will paint it to prevent it from rotting.
  - (h) **Clean-Up** – A beach clean-up is being organized.
  - (i) **Webcam** – The owner of the webcam has asked for \$1,000 to cover the cost of the camera that was stolen and a guarantee of \$1,500 if a replacement is stolen as well. The Committee is investigating the possibility of these expenditures or a portion thereof being covered by CREDA.

**Moved by Councillor David Howe, seconded by Councillor Dawn Reid that the Tourism Committee Report and recommendations contained therein be accepted.**

Councillor Howe noted the understanding that CREDA is prepared to cover the costs mentioned in item (i) and he would assume that the acceptance of this report would include acceptance of CREDA covering those costs.

Deputy Mayor Harrison asked if there were plans for the sculpture.

Councillor Howe advised that Governor Parr was one thought or something like that depending on who the sculptor is.

After further discussion the **motion** was voted on and **carried**.

#### **(6.4) CUMBERLAND REGIONAL LIBRARY BOARD REPORT**

**SEPTEMBER 2009**

**Report given by Councillor Dawn Reid**

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- a) **New Staff** – The Cumberland Regional Library has a new Youth Services Librarian. Ms. Chantelle Taylor started at the beginning of August.
  - b) **Borrow Anywhere, Return Anywhere** – CRL, along with all the other regional public libraries, all community college libraries and the majority of university libraries in Nova Scotia are taking part in a one-year pilot project where patrons are able to borrow anywhere and return anywhere. There will be a soft launch in September with public advertising starting in October for Canadian Library month. The project will allow for seamless service to all library users and will make collections in community college and university libraries available without going through inter library loan.
  - c) **CART Program** – CART (Children and Adults Reading Together) will run again in the fall due to \$10,000 in funding from the Family Learning Initiative Endowment Fund. The program enhances the home literacy environment of preschool children and their caregiver and is a continuous program, assessed at the beginning and end, to gauge how well the children are doing.
  - d) **Student Employment** – CRL provided 4 student jobs this past summer, one C@P student in Oxford, a C@P coordinator, a Summer Reading Program coordinator and a circulation desk student in the Amherst library.
  - e) **Statistics** – The libraries in Cumberland County lent over 40,000 books since January, at an average of just over 6,000 books a month through 7 branch libraries and Books by Mail.
  - f) **Signage** – CRL has requested additional directional signage for the Parrsboro library. This is being looked into by Town staff who will make a recommendation to Council.

**Moved by Councillor Dawn Reid, seconded by Councillor Lois Smith that the Library Board Report and the recommendations contained therein be accepted.**

Councillor Reid added comment about item (f) advising that she had located the original letter from CRL and that they were actually requesting three signs. She noted passing this information on to the C.A.O.

As there was no further discussion the **motion** was voted on and **carried**.

**(6.5) PLANNING, DEVELOPMENT AND HOUSING COMMITTEE**

**SEPTEMBER 2009**

**Report given by Councillor Lois Smith**

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**(a) Building Inspector's Report** – Following is a summary of activity in the Building Inspector's office for the months of June, July and August 2009:

	<u>No. of Permits</u>	<u>Value</u>
New Construction, Alterations and Additions (Residential)	2	\$51,000
Garages and Sheds (Residential)	1	\$ 8,000
New Construction, Alterations and Additions (Commercial)	1	\$ 7,200
Demolition	1	-
<b>Total</b>	<b>6</b>	<b>\$66,200</b>

**(b) Appointment to Housing Authority** – The Committee recommends the reappointment of Mr. Bedford Winters to serve another term on the board of the Cobequid Housing Authority as the Town's representative.

**Moved by Councillor Lois Smith, seconded by Councillor Dawn Reid that the Planning, Development and Housing Committee report and recommendations contained therein be accepted. Motion carried.**

**(6.6) RECREATION COMMITTEE REPORT**

**SEPTEMBER 2009**

**Report given by Councillor Dawn Reid**

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a) **Strategy for Recreation** – The Recreation Director reviewed a strategic plan for recreation in Parrsboro which was developed with the assistance of Jim Campbell, Fundy Regional rep of Health Promotion and Protection. Six major areas were covered in the plan which are Facilities and Trails; Programs and Activities; Information; Leadership Development; Support to Community Groups and Increase Physical Activity.

After a discussion the Committee recommended that the strategic plan be accepted in principle with the expectation of receiving further information on implementation schedules, costs, etc.

b) **Jurassic Park** – The Minor Ball Association has requested some improvements at Jurassic Park.

After a discussion it was suggested that the C.A.O., Recreation Director and Superintendent of Public Works meet to take a look at what they want and make a recommendation to Council.

c) **Evening Sports Programs** – Evening sports programs at the high school will be starting up again. This year a volunteer will be designated to chaperone activities.

**Moved by Councillor Dawn Reid, seconded by Deputy Mayor David Harrison that the Recreation Committee report and recommendations contained therein be accepted. Motion carried.**

## **(6.7) POLICE ADVISORY COMMITTEE REPORT**

**SEPTEMBER 2009**

**Report given by Councillor Dawn Reid**

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(a) **Detachment Commander's Report** – The Parrsboro Detachment has seen many changes over the last few months with the renovation of their office space. The office now consists of the married quarters that and will be utilized by the members for their workspace. The kitchen will now be a lunchroom. The upstairs space will have a community room as well as an exercise room. The other space will be used as storage facilities for the members.

Parrsboro has many community events going on throughout the summer months. Old Home Week events occur annually with a parade through the Main Street of Parrsboro kicking off the 4 day event. After the parade is finished the fair grounds are open to the public. This event usually brings in numerous visitors and people home for vacations. The influx of traffic and people to the area is well monitored by the Parrsboro members. The other annual event is the Don Yorke Memorial Ball Tournament. This events draws in ball teams from all over Nova Scotia with a dance being held on Saturday night. This event was uneventful largely due to the police presence in the area for the weekend. The Parrsboro RCMP received a complaint of an outdoor grow operation. The members attended and seized numerous adult plants.

A search warrant was executed at a residence in the Parrsboro area to recover stolen merchandise from a local building supply store. The warrant resulted in the arrest of one male who was charged with possession of stolen property. He is currently before the courts.

During the three month period the Parrsboro Office attended 323 calls for service. The Parrsboro Office has had a number of changes in staff during this report period. Cst. Jeff Davidson has been transferred to the St. George Detachment in New Brunswick. Cst. Terry Brown graduated from Depot in May 2009 and has been posted to Parrsboro to fill Cst. Davidson's vacancy. As well, Cpl. John James was transferred to Ottawa in June and Cpl. Janet LeBlanc was promoted to Cpl and transferred to the Parrsboro Detachment from Bridgewater. The Parrsboro Detachment now consists of Team Leader, Cpl. Janet LeBlanc, Cst. Dal Hutchinson, Cst. Johnathon Roswell, Cst. Denise Munroe, Cst. Terry Brown and D/A Heather Winters.

In addition, the detachment members are currently involved in the planning of the 20<sup>th</sup> annual Spookarama.

**(b) Parrsboro RCMP Advisory Board and Cumberland RCMP Performance Plans**

Attached is a summary of the Parrsboro RCMP Advisory Board including the function of the board and board membership. Also attached is a summary of the Cumberland RCMP Performance Plans to provide youth safety, enhance/contribute to police community relations and to reduce property crime.

**Moved by Councillor Dawn Reid, seconded by Councillor Lois Smith that the Police Advisory Committee report be accepted. Motion carried.**

**(6.8) PERSONNEL**

Councillor Smith advised that the Mayor and Council would like to recognize and congratulate two Town employees who are reaching an anniversary, Kevin Yorke for 25 years service and Superintendent of Public Works John Henwood for 35 years service. She thanked the employees for their dedicated service and noted that there would be a get together for these gentlemen in the near future.

**7. PAVING TENDER**

The C.A.O. advised that the tender closing for paving work was on September 14<sup>th</sup> and that there were two tenders submitted, one from Dexter Construction Ltd. in the amount of \$1,500, 414 including HST and one from Cumberland Paving and Contracting in the amount of \$887,375.44 including HST. He advised that it is recommended that the Council select the tender from Cumberland Paving and Construction.

Councillor Howe noted that there had been discussion as to which roads would be done depending on how much the Town could afford and he asked how this would play into that.

The C.A.O. noted that the tender includes all optional streets – School Street, Ocean View Drive and Lakeview Drive and that it is within Council's discretion to potentially add additional streets if money permits.

**Moved by Councillor Dawn Reid, seconded by Deputy Mayor David Harrison that the tendering contract for paving be awarded to Cumberland Paving and Construction Ltd. Motion carried.**

**8. CREDA REP**

**Moved by Councillor Lois Smith, seconded by Councillor Dawn Reid that Deputy Mayor Harrison be appointed to the Board of the Cumberland Regional Economic Development Association to replace Mayor Robinson.**

Councillor Howe commented that he had no objection to David Harrison being on CREDA and that he was sure that he would do it very well, however, the fact remained that the position is not vacant because the Council had already appointed him to the position. He indicated that what is happening is that, never having been to a meeting, he has been bumped and that it is really not the way that Council should do things. Councillor Howe added, however, that he is happy to stand down to allow his colleague to do it and he is not offended.

Councillor Reid suggested that the issue of bumping be discussed at another time.

As there was no further discussion the motion was voted on and carried.

**9. CORRESPONDENCE**

**(9.1) Letter from Mayor Doug Robinson – The C.A.O. read the following letter from Mayor Doug Robinson.**

21 September 2009

Parrsboro Town Council  
c/o Ray Hickey, C.A.O.  
4030 Eastern Avenue  
P.O. Box 400  
Parrsboro, N.S.  
B0M 1S0

Dear Council:

It is with regret I submit this letter of resignation as Mayor, Town of Parrsboro, due to my medical condition. Although at the moment I feel quite capable of performing in the role, in considering the many other factors, now is the appropriate time to step down.

The strength of any organization is found in its people and Parrsboro has been well served by her staff. I have thoroughly enjoyed my many years serving the Town. Our road crew are second to none and the helpful and friendly working conditions at the Town Hall can brighten even the darkest of moments. Staff dedication, hard work and loyalty to the Town are admirable. I also thank Ashley Brown for his leadership and organizational skills, who has been a main player in the working of the town.

The next group I'd like to recognize is the past Town Council. Over the past eleven years they have done much to their credit and that of the town. One of the first acts the Council initiated, to encourage youth participation, was to establish our own Youth Town Council, an organization still effective today, eleven years later.

As Council you accepted the challenges of upgrading the water utility and bit the bullet in establishing water rates. Setting aside some of the very negative arguments against the project you held in there and, as the citizens acquired a better understanding of our rational and need in upgrading the systems, the perceived problems were reconciled. To improve safety around our main intersection the Council redesigned the traffic flow and at the same time had guard rails erected on the highway north of town. The Council purchased new town equipment and a new fire truck and by prudent financial management did not place the town into any long range debt. We had initiated the first phase of the sewer project and the present Council is investigating various options to complete the project over time. The In-Stream Tidal program is falling into place and the town will see some major street paving this fall. These and many other projects you, as the previous Council, had a hand in and it was through good financial planning that kept the town from any long term debt. You, your family and your town should be very grateful of the service you have rendered to your community.

I would also like to give thanks to the present Town Council for their work over the past year. You have the potential to continue serving the Town very well and the variety of personal experiences each will bring to the table for good decision making. You certainly have your work spread out before you and many issues to deal with. I wish you success in all your endeavors and again appreciate the short time I had to serve with you.

I'd like to thank the Town of Parrsboro for giving me the opportunity to serve you, I trust it has been a mutually rewarding experience. It certainly has been for me.

I will close by thanking all those who have sent cards and letters, made visits and brought items to our home. Your kindness has meant a great deal to Shirley, our family and to me.

Yours sincerely,

Doug Robinson  
Mayor, Town of Parrsboro

**Moved by Councillor Lois Smith, seconded by Deputy Mayor David Harrison that Mayor Robinson's resignation be accepted with regret. Motion carried.**

At this point the Chair was offered to Deputy Mayor Harrison who now became the Acting Mayor. The Deputy Mayor declined, however, indicating that he would like Mayor Robinson to continue as Chair to the end of this Council meeting.

On behalf of the present Council, the previous Council, the citizens of Parrsboro and town staff Councillor Lois Smith stated that Mayor Robinson will be missed; that they all appreciate what he has done for the town over the past 15 years, 3 of which were as Councillor and 12 as Mayor. She noted that he has been a friend and a mentor to many, many people and that he will always be welcome in the Town Hall which will never be the same place without him.

Former members of Council, Lyle Yorke and Lloyd Smith also paid tribute to Mayor Robinson thanking him for his leadership, expertise and wisdom and his many years of dedicated service to the town.

Mayor Robinson added that he would like to publicly acknowledge his wife Shirley as his biggest supporter.

#### **10. ADJOURNMENT**

Upon a motion by Councillor Lois Smith the meeting adjourned.