

COUNCIL

JANUARY 26, 2010

#10-01

The Parrsboro Town Council met in regular session on Tuesday, January 26th, 2010 at 7:00 p.m. in the Council Chambers with Mayor Lois Smith presiding.

PRESENT: Councillor David Harrison
Councillor David Howe
Councillor Dawn Reid
Councillor Lisa Ward
J. Raymond Hickey, C.A.O.
Kevin Yorke, Secretary

1. **WELCOME AND CALL TO ORDER**

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

2. **APPROVAL OF AGENDA**

Moved by Councillor Reid, seconded by Councillor Ward that the Agenda be approved as circulated. Motion carried.

3. **FIRE CHIEF'S REPORT**

There was no report, however, Councillor Howe did indicate that tentatively there is a meeting next Thursday between himself, Councillor Ward and the Fire Chief if the Chief can fit it into his schedule. Mayor Smith noted that she would like to attend the meeting, if only briefly, and Councillor Howe noted he would let her know when the meeting is finalized.

4. **APPROVAL OF MINUTES**

Mayor Smith asked if there were any errors or omissions noted in the Council minutes of November 24th, 2009 (#09-12). Hearing none she declared the minutes approved as presented.

Mayor Smith asked if there were any errors or omissions noted in the Special Council minutes of December 16th, 2009 for the purpose of swearing-in the new mayor and councillor. Hearing none she declared the minutes approved as presented.

5. COMMITTEE REPORTS

(5.1) Finance – Councillor Howe presented the following report:

FINANCE COMMITTEE REPORT

DECEMBER 2009/JANUARY 2010

(a) Committees – Standing Committees of Council have been reviewed and the following are being recommended:

FINANCE

Full Council

YOUTH TOWN COUNCIL

Mayor Lois Smith

ECONOMIC DEVELOPMENT

Councillor David Harrison

Mayor Lois Smith

NORTHERN REGION SOLID

WASTE MANAGEMENT

Councillor Lisa Ward

Councillor David Howe - Alternate

SUSTAINABLE TOURISM

Councillor David Howe

Councillor Dawn Reid

Councillor Lisa Ward

CREDA

Councillor David Harrison

PROTECTIVE SERVICES

Councillor David Howe

Councillor Lisa Ward

JOINT SERVICES

MANAGEMENT AUTHORITY

Councillor Lisa Ward

Councillor David Howe

**PLANNING, DEVELOPMENT, HOUSING
AND HERITAGE**

Councillor David Harrison

Mayor Lois Smith

LIBRARY

Councillor Dawn Reid

PUBLIC WORKS

Councillor Lisa Ward

Councillor Dawn Reid

PROV. CHIGNECTO PARK

Mayor Lois Smith

PERSONNEL

Mayor Lois Smith

Councillor Dawn Reid

CNTA

Councillor David Howe

RECREATION

Councillor Dawn Reid

Councillor Lisa Ward

WHARF COMM. LIAISON

Mayor Lois Smith

SOURCE WATER

PROTECTION

Councillor David Harrison

GLOOSCAP PARK

Councillor David Harrison
Councillor David Howe

POLICE ADVISORY

Councillor Dawn Reid
Councillor Lisa Ward

The Committee also recommends that Councillor Howe be appointed Deputy Mayor.

- (b) **Tax Exemption for 2010** – The Committee reviewed the Tax Exemption for 2009 and agreed that it be increased to \$200 for 2010 which is a \$50 increase. The maximum allowable income remains the same at \$15,500.
- (c) **Fish Ladder** – Randy Corcoran met with the Committee with a proposal to replace the fish ladder at the Aboiteau which was damaged beyond repair last year. The Town was asked to cover the cost of materials with the labour being donated by the Fish Association.
After a discussion Mr. Corcoran was asked to submit a written proposal with an estimate of the cost.
- (d) **Strategic Plan Review** – The Committee felt that it would be appropriate to review the Town's Strategic Plan to see if the various objectives that are identified in the plan are being met.
After a discussion it was agreed to meet on Tuesday, February 2nd at 6:00 p.m. to begin the review process.
- (e) **Letter to County of Cumberland** – The Committee discussed its concern about the untidy condition of some properties just outside of town on the highway to Truro and agreed that with the tourist season just around the corner it would be appropriate to send a letter under the Mayor's signature to the County of Cumberland requesting that the municipality take action to address the situation.
- (f) **Committee Appointments** – The Town has been requested to appoint representatives to a committee raising funds for a new project at the Fundy Geological Museum which is unrelated to the campaign that is already in the works to raise funds for an addition to the museum.
After a discussion it was recommended that Councillor Ward and Councillor Howe be appointed to this committee.
The Cumberland Health Authority has also requested an appointee from Council and it was recommended that Councillor Lisa Ward fill this position.
- (g) **Coffee with the Mayor** – Mayor Smith noted that she would like to host an informal "Coffee Meeting" on Tuesday, January 26th, 2010 at 10:30 a.m. to which citizens would be invited to discuss any issues or concerns they may have, or to just "catch up" on what is happening at Town Hall. The Mayor noted that she would like to hold these meetings on a regular basis if the interest is there.
The Committee agreed that this would be an excellent idea.
Mayor Smith commented on item (g) noting that "Coffee with the Mayor" was very successful with 14 guests attending. She noted that some members of the Town staff also attended and that it was an informative session for all.
- (h) **Newsletter** – Mayor Smith also proposed that a newsletter be sent out from Council on a quarterly basis to keep the public up-to-date on town business.

After a discussion the Committee agreed with her proposal and recommended that it be a collaborative effort between the Council, staff and committees.

- (i) **Lions Club** – On behalf of the Lions Club, Lloyd Smith presented a written request that the Town assist the Lions Club with snow clearing of the Lions Arena parking lot. This service has been provided by a volunteer for a number of years, however, they are unable to continue and the organization finds that the cost of hiring a private contractor would put a strain on their finances.

In the discussion the Committee recognized the contribution of the Lions Club toward the delivery of recreation services and agreed to recommend that the Town assist with snow clearing of the arena parking lot on a trial basis. Mr. Smith indicated that the Lions Club would continue to assist the Town with the delivery of recreation services in whatever capacity it can.

Councillor Howe commented on item (i) noting that since the report was written there had been some email correspondence. Mayor Smith indicated that she had spoken to King Lion, Ralph Deville, who advised that the executive is willing to meet with her, the C.A.O. and any other councillors who may wish to attend to discuss the Lions expectations of the public works crew. She noted that Council has concerns that the resources of Public Works could be spread too thinly during a major snow storm and there is also a concern about liability if an emergency occurs at the Lions arena during a snow storm and the Public Works crew cannot be there immediately to clear a path for emergency vehicles. The Mayor noted that the Lions had sent some additional information about their finances and their contribution to the community. For example, the Lions Clubs yearly expenses are approximately \$100,000 and they ran a deficit last year, as they do every year, even though it was considered a good year. The same result is expected this coming year. The Lions will continue to provide the recreation venue for the Town of Parrsboro and hope to increase their participation. The Lions Den is the "meet and greet" for the Lions organization and has been and will continue to be a venue for seniors' suppers, minor hockey dances, etc., bingo and the Saturday morning market. Each year the Lions Club donates to youth organizations, sight and special needs dogs for the physically challenged, and bursaries for both the Parrsboro and Advocate high schools. Mayor Smith quoted the last line of the letter "If the Town Administrators can see their way clear to assist us, they would be very grateful. She also noted that the Lions are going to continue to hire someone to do snow removal at the Lions Den itself.

Councillor Harrison asked if there had been any mention of shared services between the Town and Lions Club.

Mayor Smith noted a verbal commitment from Mr. Deville to do the best they could to provide services for our recreation programs, i.e. free ice time.

Mayor Smith noted that one point that she was not clear on was the Lions expectation for salting. The C.A.O. noted that he had asked Mr. Deville about salting and he stated that if anyone is going to put salt on the parking lot it was going to be the Town staff, however, he added that it has not really been salted or sanded in the past. That the only areas that have been salted are the walkways which the Lions would continue to do themselves.

Mayor Smith indicated that on behalf of Council and the Town of Parrsboro she would like to thank Stephen Erb and the Erb Family for their many years of

volunteering their time and equipment to plowing both the Lions Arena and Lions Den parking lots for which she is sure the Lions Club is grateful.

Councillor Howe asked if Council were prepared to go ahead with this before the liability issue is sorted out.

Mayor Smith noted the understanding that the Council are agreeing in principle to do this on a trial basis until the end of the winter season and that the Council is looking forward to sharing services with the Lions Club.

- (j) **Board of Trade** – Correspondence from the Board of Trade encouraged the Town to make a presentation at the January 27th Nova Scotia Utility and Review Board public hearing to do with the issue of the special gas pricing zone for the Amherst area. President Karen Dickinson noted that if it succeeds the differential between the local gas station in Parrsboro and those in Amherst, and perhaps Springhill, will be even higher than they are now which would force the one gas station in town to close. In the discussion the Committee agreed that this was an issue that the Town should weigh in on and it was recommended that the Mayor make a presentation at the hearing against the special gas pricing zone.

Councillor Howe commented on item (j) noting that it will be the Deputy Mayor that will be going to the URB hearing in Amherst instead of the Mayor.

- (k) **Decorative Lights** – There have been some concerns expressed about the future of the decorative lights on Main Street following a recent newspaper article. In order to clear up any misunderstanding and to discuss the matter further in more detail it was recommended that an informal meeting be arranged with those concerned.

Moved by Deputy Mayor Howe, seconded by Councillor Ward that the Finance Committee report be accepted with the following changes: Item (i) Lions Club include that they agreed informally that they will give us free ice time, and item (j) that the Deputy Mayor, not the Mayor, will be going to the URB hearing. Motion carried.

- (5.2) **Public Works** – Councillor Lisa Ward presented the following report.

- (a) **Superintendent's Report** – John Henwood reported the following activity:

- projects undertaken during the summer included improvements at the well field and street paving
- benches, garbage bins and picnic tables have been brought in and repaired for spring
- winter gear has been refurbished and put back into service
- sanding and salting of streets and sidewalks as required by weather conditions
- stockpiles of sand and salt are in good shape
- dirt roads were gravelled and graded in the fall as weather permitted
- a load of wood was delivered and is being worked on for winter fuel at works shed and town hall
- catch basins and dry wells were cleaned
- repairs to equipment included general maintenance to back hoe (fluid changes) and repairs to the small street plow

- a water valve was fixed on Main Street
- some repairs are being done at the town shed
- water tests are being done weekly and quarterly as per regulations

(b) LED Lights – The C.A.O. reported on his meeting with a representative from the LED street light company following last month’s Committee-of-the-Whole meeting at which concerns were noted about the brightness of the new LED street lights. He advised that the options to increase the brightness are being looked at including replacing the street lights, especially those on Main Street, with brighter lights. The representative indicated that he would also like to put a proposal together as to what it would cost to replace all street lights with LED lights which could save the Town a significant amount of month over the long run. The C.A.O. advised that he would bring that information back to Council when it is received.

(c) New Street Lights – The Committee was advised that the four new street lights that had been recommended have been installed and are operational.

*Moved by Councillor Ward, seconded by Councillor Harrison that the Public Works Committee report and recommendations contained therein be accepted.
Motion carried.*

(5.3) Recreation – Councillor Dawn Reid presented the following report.

RECREATION COMMITTEE REPORT DECEMBER 2009/JANUARY 2010

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- (a) Newsletter** – A newsletter has been drafted that Recreation would like to send out to the community on a quarterly basis. The first issue covers points of interest such as the ACTION Plan for Recreation and Leisure Services, Take the Roof Off Winter campaign, 1st Annual Cumberland Winterfest from February 20-28, new activities, new “Learn how to” program and Meet Your Recreation Committee. The draft will be finalized once all programs have been confirmed.
After reviewing the draft newsletter the Committee approved it for distribution to the public.
- (b) Calendar of Events** – The Committee was presented with a draft letter to community groups and organizations requesting information they would like included in a calendar of events that will be prepared and distributed by the Recreation Department. This letter will be sent out every 6 months.
After a discussion the Committee approved the letter for distribution.
- (c) Committee Membership** – Ron Forbes has stepped down as a member of the Recreation Committee. An announcement will be placed on the radio for any senior in town who would like to be part of the Parrisboro Recreation Department to submit their name to the Town Hall for consideration.
- (d) Winterfest** – Various outdoor activities are being planned for Winterfest from February 20 to 28, for example the Ship’s Company is having a snowman competition and exhibit with hot dogs and hot chocolate on February 27th, the

Catholic Church is having a casserole dinner and a coasting party and street hockey are also planned.

- (e) **Survey** – As part of the funding that the Town receives from the Province to cover the Recreation Coordinator's costs for the next five years, the Town is required to do a survey at the beginning and again at the end of the five years to determine the impact of recreation participation in the community. The survey will be paid for by the Province, however, the approval of the Town is needed to do it. After a discussion the Committee recommended that the Town approve this survey being undertaken.
- (f) **Jim Campbell** - At a brief meeting of the Recreation Committee it was brought to their attention that Jim Campbell from Recreation Nova Scotia who worked closely with the Recreation Department received the RNS Honourary Life Membership Award. Councillor Reid recommended that the Town send Mr. Campbell a congratulatory card.

Moved by Councillor Reid, seconded by Councillor Ward that the Recreation Committee report and recommendations contained therein be accepted. Motion carried.

- (5.4) **Economic Development** – Report given by Councillor David Harrison.

ECONOMIC DEVELOPMENT COMMITTEE REPORT

DECEMBER 2009/JANUARY 2010

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- (a) **Membership** – New members have been recruited for the Committee: Frank Hartman representing the Board of Trade, Community Development Coordinator, Mary McPhee, Bernie Murphy from CREDA, and representatives from the Provincial Department of Economic Development, Nova Scotia Business Inc. and ACOA. They join Michael Levy and Ross Smith from the previous committee.
- (b) **Community Profile** – The Committee met with Dan Dukes from NSBI who provided a sample community profile which has been redrafted for Parrsboro and is currently under their review. This document will be used by NSBI at trade missions worldwide to promote the town.
- (c) **Real Estate List** – The Committee is working on a list of land and buildings in the town that may be available to potential developers.
- (d) **List of Businesses** – The Committee met with Paul Hopper of CREDA to review a study to do with the "Fundy Triangle", Parrsboro, Joggins and Advocate in which they researched businesses that might potentially work in Parrsboro. The Committee plans to work with the Board of Trade and CREDA to hold a forum in the spring for people who may be interested in starting a business where this information and information on sources of funding will be available.
- (e) **Website** – There are plans to put the community profile and information on economic development on the Town's web site to attract business and investment.

- (f) **Statistics** – On behalf of the Committee, Bernie Murphy is looking into having a survey undertaken to come up with accurate statistics for Parrsboro.

Moved by Councillor Harrison, seconded by Councillor Reid that the Economic Development Committee report be accepted. Motion carried.

- (5.5) **Tourism** – Deputy Mayor Howe presented the following report.

TOURISM COMMITTEE REPORT

DECEMBER 2009/JANUARY 2010

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- (a) **Communities in Bloom 2009** – The Town of Parrsboro was awarded 4 blooms out of a possible 5 which is considered a very good result for the first attempt. This achievement needs to be publicized and has already been placed on the CIB's web site, the Town's web site and there has been an article in the Citizen. The Tourism Committee will, over the next four months, consider the judge's report and make recommendations to Council on possible ways the town could be made more attractive to tourists.
After a discussion the Committee recommended that the Town investigate other advertising opportunities to publicize our good showing in this competition in such publications as the Doer's and Dreamer's Guide, the Chronicle Herald and Saltscapes magazine.
- (b) **Communities in Bloom 2010** – The Tourism Committee would like the Town to enter the Communities in Bloom again next year and would ask Council for the \$300 registration fee. A sub-committee has been struck to start the application and co-ordinate volunteers.
After a discussion the Committee recommended that Town Council approve the \$300 registration fee.
- (c) **Kiosks** – The Committee is working with Aaron from CREDA on the design of the map and the separate panels. A commitment from the Town is needed to cover the \$2,500 cost of printing them which could be less depending on the Harbour Commission's response to a request that they cover the cost of the panels on the kiosk by the wharf.
After a discussion the Committee recommended that this expenditure be approved in next year's budget.
- (d) **Signs on Highway 2** – The Tourism Committee proposes about five signs, depending on the cost, and that they be reflective and 36" x 36". Each would have the town's logo on top and underneath, the number of kilometers to Parrsboro, and an icon indicating accommodation, gas, restaurants, hospital or theatre. Each sign will cost \$206.51 plus posts and installation. The Committee is asking for approval to spend the Town's \$1,688. in "Destination money" on these signs and that the remainder of the cost, approximately \$300. per sign come from the Town's 2009/2010 budget.
After a discussion the Committee recommended approval of these expenditures.

- (e) **Webcam** – Neither the Town nor the Harbour Commission is prepared to guarantee the \$1,500 that the owner of the webcam wants in the event the next one is stolen or damaged again. However, the Committee did not want the idea to be dropped, so other possible sites are being scouted with the idea that if a more suitable and secure location is found the Town may be asked for the guarantee again.

Moved by Deputy Mayor Howe, seconded by Councillor Ward that the Tourism Committee report and recommendations contained therein be accepted. Motion carried.

- (5.6) **Planning, Development and Housing** – Councillor David Harrison presented the following report.

PLANNING, DEVELOPMENT AND HOUSING COMMITTEE REPORT

DECEMBER 2009/JANUARY 2010

- (a) **Building Inspector's Report** - Following is the activity in the Building Inspector's

Office for the months of November and December 2009:

	<u>No. of Permits</u>	<u>Value</u>
Garages and Sheds	3	\$18,000
Development Permit	2	0
Total	5	\$18,000

- (b) **Phinney Lane** – A written request from Matt Brewer asked the Town to take over the private road known as Phinney Lane noting that he has surveyor and engineer reports showing the boundaries, grade in and grade out and segment lengths of the road. The Committee was informed by Town staff during the discussion that Phinney Lane is currently not up to the standard for a public street.

After a discussion it was recommended that a meeting be set up with Mr. Brewer to compare Town documents with the information he has with the idea of coming up with a plan of what he has to do to bring the road up to a standard that would be acceptable.

Councillor Harrison reported on the meeting with Matt Brewer regarding Phinney Lane noting that the C.A.O. was going to talk with Gerry Isenor regarding the requirements to bring it up to standard and why he had objected to it previously. The C.A.O. added that Mr. Brewer seemed willing to do a little bit more work if necessary and he is open to the idea of subdividing to allow further development.

- (c) **Pinky Creek Road** – The C.A.O. presented a report on an ongoing issue to do with a request that the Town look into options to assist a property owner who wishes to construct a home on Pinky Creek Road but cannot meet the requirements of the DOE or the Town's Land Use Bylaw. The Town has been asked to either subdivide and

sell a piece of adjoining property or assume control of a stretch of land referred to as the "Old Road". The Committee was advised that upon investigation it was determined that the first option would not solve the problem and that the second option was not feasible. There are other options available to the property owner including the creation of a cul-de-sac or the installation of a more complex septic system.

After a discussion the Committee agreed that the subdivision and sale of property would not help in this case and recommended against pursuing it further. The Committee also recommended against acknowledging the "Old Road" as a public street at this time.

Moved by Councillor Harrison, seconded by Councillor Ward that the Planning, Development and Housing Committee report and recommendations contained therein be accepted. Motion carried.

(5.7) Protective Services – Deputy Mayor Howe presented the following report.

PROTECTIVE SERVICES COMMITTEE REPORT

DECEMBER 2009/JANUARY 2010

(a) EMO Presentation – Jim Hannon, Emergency Management Coordinator for the Cumberland Regional Emergency Measures Organization met with the Committee at their request to review the details of services provided by the organization to member municipalities.

In the discussion the Committee expressed an interest in the Town of Parrsboro joining REMO but indicated it would like some additional information on the cost factor. Mr. Hannon advised that he would inform the County of Cumberland and member units of Parrsboro's interest and advise that the Council would like some financial information.

(b) Crosswalk Safety – At the last Police Advisory meeting the issue of crosswalk safety was on the agenda. Cpl. LeBlanc advised that the RCMP would be monitoring the situation.

Moved by Deputy Mayor Howe, seconded by Councillor Reid that the Protective Services Committee report be accepted. Motion carried.

(5.8) Northern Region Solid Waste Management – Deputy Mayor Howe presented the following report.

NORTHERN REGION SOLID WASTE MANAGEMENT

DECEMBER 2009/JANUARY 2010

(a) Town Representative – Councillor Howe noted that the Northern Region Solid Waste Management Committee has been having difficulty getting a quorum for

meetings and in an effort to address this problem it was decided that each unit would have a representative and an alternate. He also noted that due to other commitments he has been unable to attend these meetings regularly on the Town's behalf. After a discussion it was recommended that Councillor Lisa Ward be appointed as representative to Northern Region Solid Waste Management and that Councillor Howe be appointed as alternate.

Moved by Deputy Mayor Howe, seconded by Councillor Reid that the Northern Region Solid Waste Management report and recommendations contained therein be accepted. Motion carried.

6. CUMBERLAND REGIONAL ECONOMIC DEVELOPMENT ASSOCIATION

Mayor Smith asked for a motion that the Parrsboro Town Council make a written submission to the Minister of Economic and Rural Development requesting formal establishment of the Cumberland Regional Economic Development Association as the Regional Development Authority in our area.

The motion was so moved by Councillor Ward, seconded by Councillor Harrison and carried.

7. PROCLAMATION RE: NATIONAL FLAG DAY

Mayor Smith read the following proclamation:

WHEREAS the distinctive red and white maple leaf flag of Canada was first raised over Canadian soil as our national flag on February 15th, 1965; and

WHEREAS the Canadian Flag is the most visible and cherished symbol of our country and the many blessing associated with Canadian citizenship; and

WHEREAS the folds of our flag embrace all Canadians as well as our shared values and confidence in the future of our country.

BE IT RESOLVED that I Lois Smith, Mayor of the Town of Parrsboro, do hereby proclaim February 15th, 2010 to be National Flag of Canada Day in the Municipality of Parrsboro.

Mayor Smith added that on February 21st at 1:00 p.m. there is a flag raising ceremony at the Legion to which the public is invited. There will be greetings from her on behalf of the Town of Parrsboro as well as from our MLA and MP. This is a joint effort between the Legion and the Parrsborough Historical Society.

8. CORRESPONDENCE

The C.A.O. advised there was no correspondence.

9. ADJOURNMENT

Upon a motion by Councillor Dawn Reid the meeting adjourned at 7:30 p.m.