

COUNCIL

OCTOBER 25, 2011

#11-09

The Parrsboro Town Council met in regular session on Tuesday, October 25th, 2011 at 7:00 p.m. in the Council Chambers with Mayor Lois Smith presiding.

PRESENT: Deputy Mayor Dawn McCully
Councillor David Harrison
Councillor David Howe (arrived at 7:30 p.m.)
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. She noted that Councillor Howe was absent due to work commitments and may arrive late.

2. **APPROVAL OF AGENDA**

Moved by Deputy Mayor McCully, seconded by Councillor Ward that the agenda be approved as presented. Motion carried.

3. **RCMP REPORT**

Cpl. Janet LeBlanc presented the following report:

- The detachment is at full strength with the Advocate position being filled by Greg Wiley from Bible Hill.
- The RCMP has partnered with DNR for ATV patrols and has spent some time in the Advocate area.
- Damage to the cameras at the school was reported and one person has been charged.
- Enough information has been gathered regarding a stolen vehicle file in August to charge one youth.
- The detachment has been busy gearing up for Spook-a-rama with the generous support of the community. It will be held at the Legion again this year.
- One member has been on an interviewing course, another on tactical training, and a third on a coaching course.

Cpl. LeBlanc answered questions of Council following her report.

4. FIRE CHIEF'S REPORT

Fire Chief Jim Atkinson presented the following report covering November 2010 to October 2011:

Calls for the Year

	Town	County
Structure	9	5
Auto Fire	1	2
Grass/Brush	3	2
Flue Fire	5	2
Smoke Alarms	4	2
Rescue	1	1
MVA	0	2
MFR	1	2
Other	3	2
False Alarm	0	2
Total	27	22 = 49 calls for the year

As you can see we had a pretty busy year. We have 22 full members and 2 auxiliary members. Training is ongoing. We have 2 members that are resigning for various reasons and possibly 2 retiring. We currently have 1 application and possibly another.

We were successful in our application for funding a project through the Emergency Service Providers Fund this year. Details of the project will be released at a later date when the project is complete. A lot of the renovations have been completed on the hall with the rest scheduled to be completed before year end. We have our annual general meeting this week.

On behalf of Council, Mayor Smith thanked the Fire Chief for his report and commended the volunteer fire department for their dedication to the job. The Mayor noted that the Fire Hall has been an ideal venue for wedding receptions and other functions over the years, however, to her understanding the Ladies Auxiliary have not been very active lately and she asked if there are plans to increase the use of the hall once the renovations are complete. The Fire Chief noted that the numbers are down in the Auxiliary which may account for the inactivity and that he would check into it.

5. **APPROVAL OF COUNCIL MINUTES**

Mayor Smith asked if there were any errors or omissions noted in the Council minutes of June 28th, 2011 (#11-08).

Hearing none she declared the minutes approved as presented.

6. **COMMITTEE REPORTS**

FINANCE COMMITTEE REPORT

JULY, AUGUST, SEPTEMBER & OCTOBER 2011

Report given by Deputy Mayor McCully

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- (a) **Jim Hannon – REMO** – Jim Hannon, Regional Emergency Management Coordinator met with Council to give an overview of how Parrsboro will fit into the Regional Emergency Measures Organization. He noted that setting up a local planning committee and getting information out to the public are key components that he will be working on in the near future.
- (b) **Committing to 2012 Tide Chart** – There was a discussion about committing to the 2012 Tide Chart now so that it will be ready for distribution next June. The Committee agreed that this is a good idea and asked the C.A.O. to make the necessary arrangements with the graphic artist and Fundy Geological Museum.
- (c) **Age of Sail Marathon Funding Request** – The Age of Sail Museum requested the Town’s financial support for the Age of Sail Marathon. After a discussion the Committee recommended a \$100 contribution with the money to come from the miscellaneous budget for grants to organizations.
- (d) **Energy Authority Agreement** –A proposed Energy Authority Agreement between Cumberland, Springhill and Parrsboro was presented to the Committee. This agreement sets forth how the organization will be set up, what it will do, what it will have and how it will be funded. The goal is to have a joint council meeting in the fall to review the document.
- (e) **Garbage Cans** – There was a discussion about putting garbage cans and picnic tables at the foot of Atlantic Avenue and on the Partridge Island Beach as the Town had done in the past. In the discussion it was pointed out that the Town does not own either of the properties where the garbage cans and picnic tables had previously been located and that a municipality does not have the authority to maintain property that it does not own. After a discussion it was agreed to put a garbage can on Town owned property at the foot of Atlantic Avenue on a trial basis.
- (f) **UNSM Fall Conference** – Councillor Howe noted that the UNSM has developed its agenda for the fall conference and the question remains whether a debate on using

biosolids for fertilizer will be added. He noted that individuals cannot put it on the agenda but municipalities can request it and that in his opinion it should be discussed. After a discussion it was agreed that a response be sent to the UNSM indicating that Parrsboro would like this item on the agenda.

(g) Well Water Improvement Proposal – A proposal for a new chlorination system to improve the quality of the Town’s well water was presented with cost estimates for engineering and tender preparation in the amount of \$9,480. After a discussion the Committee recommended proceeding with the proposal from CBCL with funds to come from the Water Utility Reserve.

(h) COMFIT Windmill Proposal – A COMFIT Windmill proposal to locate windmills in the Parrsboro area has been put on hold due to regulations governing the production and distribution of windmill energy. However, a smaller scale wind turbine project is being proposed as an alternative.

(i) Tidal Power Toolkit Funding Proposal – A request for funding and a letter of support has been received from Acadia University for the development of a toolkit for communities to take advantage of tidal power. After a discussion the Committee recommended approval of a letter of support and that the request for funding be forwarded to the Energy Authority for consideration in their budget for tidal power.

(j) Library – The Chief Librarian has requested some maintenance at the Parrsboro Library Branch and new shelving. The C.A.O. advised that the maintenance items will be dealt with, however, he recommended looking at alternatives to the shelving unit due to the cost.

(k) Christmas/New Year’s Closing Dates – After a discussion the Committee recommended that the Town Office and Works Department be closed down the week between Christmas and New Years and reopened on January 2nd. Winter maintenance of streets and sidewalks will continue during this period as required by weather conditions.

(l) Tax Write Off – Tax account No. 04616073 in the amount of \$1,691.80 was presented to be written off as uncollectible as this property belongs to a piece sold in a tax sale and should not have been assessed or taxed separately.

After a discussion the Committee agreed to accept the recommendation of staff to write off this tax account.

(m) Wellness Grant – It was recommended that this be referred to the next meeting of the Recreation Committee to see if there would be any benefit to applying for this grant.

(n) Attracting New Residents to Town – There was a general brainstorming session about how to attract new retired residents. The Committee will be looking into developing a marketing strategy over the next few months.

Moved by Deputy Mayor Dawn McCully, seconded by Councillor Lisa Ward that the Finance Committee report and recommendations contained therein be accepted. Motion carried.

Mayor Smith noted that the UNSM fall conference is from November 1st to 4th and that all are attending with the exception of Councillor McCully due to work commitments. Also, that it has been confirmed that biosolids will be on the agenda for a panel discussion of elected officials and experts.

PUBLIC WORKS COMMITTEE REPORT

JULY, AUGUST, SEPTEMBER & OCTOBER 2011

Report given by Councillor Ward

(a) **Removal of Damaged Ramp** – The Committee was advised that the damaged ramp at the Skateboard Park has been removed.

(b) **Public Works Equipment** – Negotiations with the insurance company are continuing to either repair the damaged street sweeper or replace this piece of equipment with a newer model. The Committee has indicated its preference to purchase a newer unit, however, this will depend on the outcome of our claim.

(c) **Sign at Corner of Pier Road and Two Island Road** – It was noted that some complaints had been received that a commercial sign at the corner of Pier Road and Two Island Road blocks the motorist's view when travelling onto Two Island Road from Pier Road. The C.A.O. reported that there have been similar complaints in the past and that upon investigation it was found that the sign is legal and located exactly where it should be.

(d) **Phinney Lane Road Sign** – The Committee has requested that a street sign for Phinney Lane be installed now that the Town has taken over the road.

(e) **Public Works Floor Proposals** – The Committee reviewed three quotes that were submitted for upgrades to the Public Works garage floor.

After a discussion the Committee recommended accepting the lowest quote which was submitted by Eric Henwood Construction in the amount of \$40,000.

Moved by Councillor Ward, seconded by Councillor Harrison that the Public Works Committee Report and recommendations contained there in be accepted. Motion carried.

PLANNING, DEVELOPMENT AND HOUSING COMMITTEE REPORT

JULY, AUGUST, SEPTEMBER & OCTOBER 2011
Report given by Councillor Harrison

(a) **Building Inspector's Report** - Following is a summary of permit activity in the Building Inspector's Office for the months of June, July, August and September 2011 as submitted by Tim Peters.

	<u>No. of Permits</u>	<u>Value</u>
New Construction, Alterations and Additions (Residential)	4	\$221,800
Accessory Buildings (Institutional)	1	\$4,999
Accessory Buildings (Residential)	3	\$56,500
New Construction, Alterations and Additions (Commercial)	1	\$10,000
Development	1	N/A
Demolition	1	N/A
Total	11	\$293,299

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

TOURISM COMMITTEE REPORT

JULY, AUGUST, SEPTEMBER & OCTOBER 2011

Report given by Deputy Mayor McCully

(a) **Brochure Holders for Kiosk** – There was a concern that we are still waiting for a sign to be installed on the civic grounds kiosk that will have holders affixed for tourist brochures. The C.A.O. advised that he would contact CREDA for an update.

(b) **Playground Equipment & Electrical Upgrades for Glooscap Park** – The Committee was advised that a new teetertotter has been ordered for the park and that land has been cleared for an additional 7 electrically serviced lots. An electrician's proposal to supply power to the newly created lots and 6 existing lots was presented to the Committee for their consideration.

After a discussion the Committee recommended proceeding with the proposed electrical work as per the quote from Frank Warren in the amount of \$18,000 with funding coming from park reserves.

(c) **Closing Date for Glooscap Park** – It was noted that there have been requests from seasonal residents that the campground remain open until the Thanksgiving weekend. This would extend the season by approximately one week. After debating the matter the Committee recommended that the park remain open until October 11th for the 2011 season.

(d) **Children’s Street Parade** – Based on the success of last year’s event the Committee recommends a children’s Halloween costume parade again this year on October 29th at 2:00 p.m. with refreshments to follow.

(e) **Spring Bulbs, Rose Bushes on Boardwalk** – Councillor McCully introduced the idea of planting spring bulbs at the boardwalk, Gavin Park, Berry’s hill and the Civic grounds as a beautification project with the assistance of Public Works and volunteers. Part of this project would require the removal of the rose bushes on the boardwalk and fresh earth put in the planters. The C.A.O. also noted that a local florist has proposed planting fall flowers in the barrels on Main Street at minimal cost to the Town. After a discussion the Committee supported planting the tulips, removing the rose bushes on the boardwalk and redoing the barrels on Main Street.

(f) **Story Boards** – Councillor Ward advised that the Hudson Bomber story board for the boardwalk is ready. This one at 4’ x 8’ is larger than the others due to the content and will cost \$235. After a discussion it was agreed that a purchase order be issued for the story board.

(g) **Christmas Lights and Decorations** – A general discussion took place regarding plans for Christmas lighting and decorations and it was agreed to reuse existing lights and decorations that are in good shape. Wreaths and bows will be ordered. The C.A.O. will also be obtaining cost estimates for different Christmas themes and underground wiring for the civic grounds.

(h) **Tourism Workshop** – The Committee is recommending that the second part of the Tourism Workshop be scheduled for sometime in November and that participants be charged the same nominal fee to cover the cost of providing a lunch. Councillor McCully will look after the details.

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

The Deputy Mayor added that due to scheduling conflicts the tourism workshop will not be held until the new year.

PROTECTIVE SERVICES COMMITTEE REPORT

JULY, AUGUST, SEPTEMBER AND OCTOBER 2011

Report given by Councillor Ward

(a) **Fire Department Equipment** – The Fire Department applied for and received approval for 50/50 funding through the Emergency Services Protection Fund that will be used by the department to purchase self-contained breathing apparatuses. The letter of confirmation indicates that \$13,661 will be provided for the purchase of this equipment as long as these funds are matched by the department. The C.A.O. noted that the matching funds would be split between the Town of Parrsboro and County of Cumberland.

After a discussion the Committee recommended that Town Council approve its share of these funds from the Fire Department's equipment reserve.

(b) **Police Advisory Board** – The Committee was advised that the Police Advisory Board recently had its quarterly meeting and that copies of a report are available which includes stats between June 6th and September 10th indicating that the Parrsboro RCMP have responded to 191 calls. Also, the RCMP are going to approach the Youth Town Council to see if they are interested in participating in a youth advisory group for the Police Advisory Board and they are also looking at having an officer go into the schools occasionally to interact with the students as a community service.

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

Mayor Smith added that Dal Hutchinson has been in touch with the Youth Town Council and they are going to work with him on this project.

7. **CREDA**

(a) **Request for Funding for Regional Marketing Strategy** – Mayor Smith reminded Council that this had been brought up at Committee-of-the-Whole for a vote this evening. She explained that there had been a meeting of the C.A.O.'s, Warden and Mayors of the five municipalities in Cumberland last week at the FGM which was facilitated by CREDA to see what interest there would be in developing a regional marketing strategy to promote Cumberland County and the municipalities within. There is a cost factor of which our contribution with the Towns of Oxford and Springhill would be \$10,000. The C.A.O. confirmed that the funding formula has not been finalized, however, it is presumed that the Town of Springhill's share would be significantly more than the Towns of Oxford and Parrsboro as the municipality with the larger population. Mayor Smith noted that there is some urgency to making a decision as the deadline is October 26th in order to hire the consultant and get the Terms of Reference set up, etc.

After a discussion there was a motion by Councillor Ward, seconded by Deputy Mayor McCully that the request for funding for the Regional Marketing Strategy be approved. Motion carried.

8. FALL CLEAN UP

The C.A.O. explained that this is when the former Swan Creek Road landfill is open to the public for them to deposit their leaves and yard waste and that the Superintendent of Public Works is suggesting Friday, November 18th and Saturday, November 19th.

After a discussion the Council recommended proceeding with the fall clean up on the dates suggested.

9. CORRESPONDENCE

(a) Ship's Company Theatre – Mayor Smith read correspondence jointly signed by Artistic Producer, Matthew Tiffin, and Board Chair, David Beattie, thanking the Town for its support this season and to extend their appreciation and gratitude to everyone at the Town.

(b) Invitation to FORCE Opening – Mayor Smith noted that everyone in town is invited to the grand opening of the FORCE visitor centre in West Bay on November 7th at 11:00 a.m. The Mayor noted that she will be the MC and that it is anticipated that Premier Dexter, MP Scott Armstrong and MLA Jamie Baillie will be in attendance.

10. ADJOURNMENT

Upon a motion by Councillor Howe the meeting adjourned at 7:32 p.m.

Mayor

C.A.O.

SUMMARY OF APPROVED EXPENDITURES:

Committing to 2012 Tide Chart – There was a discussion about committing to the 2012 Tide Chart now so that it will be ready for distribution next June. The Committee agreed that this is a good idea and asked the C.A.O. to make the necessary arrangements with the graphic artist and Fundy Geological Museum.....3

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