

## COUNCIL

JANUARY 22, 2013

#13-01

The Parrsboro Town Council met in regular session on Tuesday, January 22<sup>nd</sup>, 2013 at 7:00 p.m. in the Council Chambers with Mayor Lois Smith presiding.

**PRESENT:** Deputy Mayor Lisa Ward  
Councillor Robert Fancy  
Councillor David Harrison  
Councillor Ron Shaw  
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**

C.A.O. Hickey requested that CREDA be added to the agenda. It was agreed to add this as item 7. (g).

**Moved by Deputy Mayor Ward, seconded by Councillor Fancy that the Agenda be approved as amended.**

**Motion carried.**

3. **RCMP REPORT**

Cpl. Janet LeBlanc sent her regrets, however, she submitted the following report which was read by Councillor Shaw:

The RCMP Parrsboro responded to 68 calls for service between December 15 and January 15.

Officers responded to a vehicle fire on December 20. The matter is under investigation. Officers investigated three complaints of assault – one complaint was unfounded, one remains under investigation and one cleared otherwise. Two reports of break and enter were reported. Both remain under investigation.

Detachment members had a number of checkpoints over the holiday season. During the 14 checkpoints, there were a number of written warnings issued and

one summary offence ticket issued to a driver who was operating a vehicle with an expired license. Four speeding SOTs were issued as well.

Police responded to a number of non-injury traffic accidents, most resulted in property damage only.

Officers have been making regular patrols to the schools. A total of 31 patrols were made during this reporting period. There was a complaint of property damage at the school. A youth has been charged for failing to comply with a probation order and property damage. Charges are currently before the courts.

During their regular patrols, officers have been dropping by the Parrsboro Youth Centre, however, during this reporting period the centre was closed for a number of days.

Officers have completed over 50 Conditional Sentence checks – no breaches of compliance to report.

**Moved by Councillor Shaw, seconded by Deputy Mayor Ward that the RCMP report be accepted.**

**Motion carried.**

#### **4. FIRE CHIEF'S REPORT**

Fire Chief Randy Mosher presented the following report for December 2012 and January 2013.

##### **Fires/Protective Services:**

Dec. 8<sup>th</sup> Alarm – 135 Smith Ave. (burnt food on stove)  
Dec. 13<sup>th</sup> School Bus Accident: 14 members on scene including 9 Medical First Responders  
Dec. 20<sup>th</sup> Car fire Beaver Dam Road  
Dec. 30<sup>th</sup> Residential alarm – Chapel Street. Probable cause – electrical “bump” after power outage

##### **Training Completed:**

SCBA for new members, EHS Life Flight (5 trained “landing zone officers” for helicopter), flue fires, search training in Springhill at County training session (mutual aid), Ice Rescue (practical).  
Special: hosted Coast Guard Auxiliary boating/searching course for 4 members, 2 from Bass River and 3 Coast Guard Auxiliary members.

##### **Membership:**

Current active members based on alarm response/training attendance: 13  
Roster currently lists 19 firefighters, plus 2 auxiliary (of 25 max: 22 plus 3 auxiliary).

**Meetings/Functions:** (Chief's personal volunteer hours since last report: 103 hours)

- Dec. 1<sup>st</sup> Department banquet @ Glooscap Restaurant – awards given out. New group photo taken.
- Dec. 2<sup>nd</sup> Friends of Firefighters Toy Bingo (100 players)
- Dec. 3<sup>rd</sup> SCBA annual maintenance/safety checks (Chief 7 hrs.)
- Dec. 7<sup>th</sup> Santa Claus Parade: float/mule & 3 trucks participated
- Dec. 8<sup>th</sup> Chief plus 1 attended FPW Open House, negotiated Automatic Aid for MVAs
- Dec. 12<sup>th</sup> Filled O'Regan indoor swimming pool (again – pool company installation error)
- Dec. 13<sup>th</sup> Chief plus 4 members to Springhill – Landing Zone Officer training for Life Flight helicopter
- Dec. 15<sup>th</sup> Chief plus 3 students to Springhill – training session (with 4 departments) (Bunker gear issue)
- Jan. 4<sup>th</sup> Chief to Hanna Farms re: Pesticide storage awareness
- Jan. 10<sup>th</sup> 7 firefighters (of 14 at the bus incident) attended high school ceremony for Brady Dunham
- Jan. 13<sup>th</sup> Chief to Cumberland County Association meeting as Secretary
- Jan. 16<sup>th</sup> Briefed Councillors Fancy and Shaw
- Jan. 17<sup>th</sup> 9 members attended graveside service of former firefighter Bill Crossman

**Fire Hall Maintenance/Operation:**

Request update on status of funding for new alarm system, new main entrance doors, other work to building. Was promised same prior to November 30<sup>th</sup>. Carl Skidmore had enquired of doors immediately after municipal election.

Hall use: Ricky Hunter Dance Feb. 23<sup>rd</sup>, (major cleaning required) Ships Company dinner function March 2<sup>nd</sup>. (Rec. Department asked to cancel Walking Club during week of Feb. 25<sup>th</sup> to March 1<sup>st</sup> to allow time to clean & polish floor)

**Planning:**

**Training:** New Basic Fire Training Course this year. Approximately \$700 per FF.

Started 4 members for total cost: \$2,800.

Need formal Water/Ice Rescue Course for 4 members upcoming February 23 in Joggins

Need Pump Operators Course for at least 3 members – estimated \$1,000 cost for 3 members.

**Other:** Need liability waiver form for Yorke's Salvage so we may continue to practice vehicle extrication there.

**Trucks:**

Repairs to pumps and valves will likely exceed allotted budget – see quotes circulated at November Council. Port Greville and Southampton received new tankers. Our 1978 is now stored outside at the Town Works shed.

**Pager System:**

After giving his report the Chief drew Council's attention to a hand out with a quote from Nova Communications, the company that provides the radio and paging systems to Cumberland County. He noted an approximate \$2,500 cost for the radios and that he did not yet know the cost to get the department on the proper integrated radio based paging system as opposed to the telephone line that goes through the SCCCC. The Chief noted that the telephone line that goes through SCCCC is a technological page that most departments now use a their back-up system after going with more modern, reliable equipment and as it stands the PVFD does not have a back up system.

Mayor Smith asked if this was something that is needed before budget time. Chief Mosher noted it depends on how fast things move on Nova's end.

**5. APPROVAL OF MINUTES**

Mayor Smith asked if there were any errors or omissions noted in the Council minutes of November 27, 2012 (#12-13).

Hearing none the minutes were declared approved as circulated.

**6. COMMITTEE REPORTS**

**(a) FINANCE COMMITTEE REPORT**

**DECEMBER 2012/JANUARY 2013**

**Report given by Deputy Mayor Ward**

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**(a) Gesner Society** – Deputy Mayor Ward provided an update from the Gesner Society's Annual General Meeting held on December 8<sup>th</sup>.

After a discussion it was agreed to invite the Chair of the Gesner Society and Chair of the Fundy Geological Museum Society to the next Committee-of-the-Whole to discuss their plans in more detail.

**(b) Building Communities Grant Application** – The Committee was informed about the Building Communities Grant through Arts and Heritage for which the deadline is January 30<sup>th</sup>. The funding is for municipalities with local organized community festivals with emphasis on those that have been in existence for 25 years or more. Also, there is a grant for translation costs with a deadline of mid-February which could be used to translate our brochures into German or French.

After a discussion it was recommended that the C.A.O. check to see if there would be any benefit to the Town applying for these grants.

(c) **Council Meeting Times** – Councillor Shaw noted a concern about the prospect of changing the regular Council meeting from the evening to the morning or afternoon as it would make it difficult for some people to attend who wish to voice their opinions.

After a discussion the Committee recommended continuing with the regular open Council meeting at 7:00 p.m. over the next few months to see if there is an increase in attendance, and then re-evaluate whether or not to change the time.

(d) **Food Bank** – The C.A.O. noted that it had been proposed that instead of having a New Years' levee an equivalent amount to that spent last year be donated to the local Food Bank. He advised that the function cost \$275.00 in 2012.

After a discussion the Committee recommended a donation of \$300.00 to the Food Bank.

(e) **Request from Ottawa House Museum** – The Ottawa House Museum has requested the assistance of the Town's Works Department to plow snow at the museum to keep the property opened while renovations are taking place. In the discussion concerns were expressed about the Works Department having the time and resources to fit this into their snow clearing schedule and that there may be some other arrangement that would be suitable.

After a discussion the Committee recommended a one time grant of \$500.00 to assist the museum with snow plowing this year.

(f) **Dental Office** – Concerns were expressed over the lack of dental services in Parrsboro with the recent retirement of Dr. Goldstein.

After a discussion it was recommended that the Nova Scotia Dental Association be consulted and Councillor Ward indicated she would bring it up at the next SCCCC foundation meeting.

(g) **Parrsboro Band Association** – Correspondence from the Band Association requested the Town's permission to use the civic grounds for their Annual Band Day taking place on July 28<sup>th</sup> and a monetary donation to help offset the cost of bringing outside bands in to perform.

After a discussion the Committee recommended granting permission to use the civic grounds and referring the request for monetary assistance to the budget for further consideration.

**Moved by Deputy Mayor Ward, seconded by Councillor Harrison that the Finance Committee Report and recommendations contained therein be accepted.**

**Motion carried.**

(b)

## **PUBLIC WORKS COMMITTEE REPORT**

**DECEMBER 2012/JANUARY 2013**

**Report given by Councillor Shaw**

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(a) **Crosswalk Curbs** – It was explained to the Committee why crosswalk curbs in four different areas on Main Street make access to sidewalks difficult for the disabled and how the curbs could be modified to remedy the situation.

After a discussion the Committee recommended getting a cost figure and looking at the matter later in the spring as part of budget discussions.

(b) **Sidewalk at Tim Hortons** – The Committee was advised that it has been determined that the problem with the sidewalk at the entryway to Tim Hortons is the Town's responsibility.

After a discussion the Committee recommended investigating a solution and referring it to the budget.

(c) **Water Puddles** – The Committee was advised that there are no simple solutions to water accumulating in front of the Elementary School on School Street and the United Church on the corner of Queen and Dominion Streets and that in both cases the problem has been created by landscaping and paving designed to keep water off private property.

After a discussion the Committee recommended placing crushed rock in the problem area at the United Church for better drainage to see if it will help and that the construction of a raised sidewalk at the school be looked at as part of budget discussions. It has been suggested that converting School Street to a one-way street would help alleviate a lot of problems and Cpl. LeBlanc is looking into this on our behalf.

(d) **Walkway Between Post Office and Former Barber Shop** – It was brought to the Committee's attention that cars are driving through the walkway between the two aforementioned buildings and that there has been a request from the Post Office that action be taken to prevent this activity.

After a discussion it was recommended that some form of barricade be installed.

(e) **Directional Signage** – The Committee was presented with mock-up designs for directional signage that follow the branding using the Band Shell logo. There will be one large sign near the intersection at the Town Hall with smaller signs continuing throughout the downtown to guide people to specific attractions. The colour scheme is blue and white to match other town signs, and there are two options, either a blue background with white lettering, or a white background with blue lettering. The C.A.O. listed priority attractions for the larger sign and made note of the Committee's suggestions for additional attractions.

After a discussion the Committee recommended the purchase of these directional signs with the blue background and white lettering.

(f) **King Street Water** – The C.A.O. advised that there is a problem with the quality of municipal water supplied to a portion of King Street and explained in detail the cause of the problem. He noted that our engineers have come up with three possible solutions noting that they recommend the option to install a stop valve at an estimated cost of \$50,000.

After a discussion the Committee agreed that remedial action should be taken and recommended getting a quote for the installation of the stop valve.

(g) **Public Works Phone Allowance** – The C.A.O. noted a request from the Superintendent for the reinstatement of a phone allowance cut from last year's budget which he views as compensation for always being available on-call to assist the department.

After a discussion the Committee agreed that the quarterly payment be continued until the Superintendent retires.

(h) **Safety Issues RE: Snow Clearing** – An observation was made that the Public Works Department does not use the same precautionary measures during snow clearing operations that are used during construction projects, and perhaps the need for signage and/or flaggers should be evaluated.

After a discussion the C.A.O. noted that he would bring this to the Superintendent's attention.

**Moved by Councillor Shaw, seconded by Councillor Harrison that the Public Works Committee Report and recommendations contained therein be accepted.**

**Motion carried.**

(c) **ECONOMIC DEVELOPMENT/TOURISM COMMITTEE REPORT**

**DECEMBER 2012/JANUARY 2013**

**Report given by Councillor Fancy**

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(a) **Community Development Person** – The Economic Development Committee has been brainstorming for ideas to promote and market the town and have come to the conclusion that a person is needed to work on the Town's behalf to achieve these goals. At this point the Committee is recommending that Taylor Redmond be contracted for a one year term beginning February 1<sup>st</sup>, 2013 to provide this service.

(b) **Brochure** – With the 2013 tourist season fast approaching the Committee recommends that the updating and printing of the Town’s brochure be a priority. The C.A.O. indicated that he will be working toward getting the design and content of the brochure finalized in the near future.

(c) **Viewpoint TV Series** – The Committee looked into participating in this US TV series last year which would showcase Parrsboro in a five minute segment with particular emphasis on tidal power.

After a discussion it was recommended that the C.A.O. revisit the prospect of the Town taking part.

(d) **Main Street Project** – The Committee will be working with the C.A.O. on applications for funding a three phase Main Street beautification project that would upgrade public spaces and provide funding for merchants for façade improvements. At this point the Committee recommends researching planning costs and that meetings be arranged with appropriate Federal and Provincial representatives.

(e) **Correspondence** – Two pieces of correspondence have been received from concerned citizens, one from Bert Lint and another from Brian Fisher, each of whom have made observations about the town and suggestions for economic and tourism development. The Committee will review the correspondence in more detail at the next meeting and forward responses.

(f) **Communities in Bloom** – A letter has been received from David Howe seeking a commitment from the Town to cover the registration fee of \$345.00 for Communities in Bloom and to cover expenses for the judges when they come to town.

After a discussion the Committee recommended the approval of both requests.

**Moved by Councillor Fancy, seconded by Deputy Mayor Ward that the Economic Development/Tourism Committee Report and recommendations contained therein be accepted.**

**Motion carried.**

(d) **LIBRARY REPORT**

**DECEMBER 2012/JANUARY 2013**

**Report given by Deputy Mayor Ward**

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(a) **Report** – Deputy Mayor Ward gave the following updates for the Cumberland Regional Libraries:  
- the Parrsboro branch is in need of some repairs which she will expand on when the next fiscal budget is discussed.

- In September Parrsboro circulated 853 books, 289 were on hold and there were 94 information questions. There were 217.25 wifi hours used and 250 computer hours uses.
- In October Parrsboro circulated 906 books, 230 were on hold and there were 138 information questions. There were 230.75 wifi hours used and 286 computer hours used.
- there are 6198 downloadable books available to the public and audio books are also available.
- Food for Fines is in its eighth year
- The CART program (Children and Adults Reading Together) will return in January.
- in November the Cumberland Public Libraries signed out 10,000 items including books, movies, CD's and magazines. Also in November the seven libraries helped out 53 programs countywide for children and adults with over 770 people in attendance.
- the Parrsboro library serving an area of 2,900 people has 953 members.
- the wooden boards under the book return have rotted and the Library would like Public Works to repair them.

**Moved by Deputy Mayor Ward, seconded by Councillor Shaw that the Library Report and recommendations contained therein be accepted.**

**Motion carried.**

**(e) PROTECTIVE SERVICES COMMITTEE REPORT**

**DECEMBER 2012/JANUARY 2013**

**Report given by Councillor Fancy**

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**(a) Police Advisory Report** – Deputy Mayor Ward reviewed the following highlights from the Police Advisory Committee meeting:

- 528 total calls for service
- regular school patrols, officer on duty drops into the Youth Centre
- Remembrance Day Ceremonies attended by two officers
- presentation on drunk driving to Defensive Driving class, used impaired vision goggles and talked to the graduating licensees
- 17 checkpoints
- 20 Summary Offense Tickets
- 55 written warnings
- 73 CSO checks

**(b) REMO** – Councillor Fancy indicated that the Cumberland County EMO Coordinator will be contacted in the New Year to set up a meeting to ensure that there is a plan in place for Parrsboro. It was also noted that it will be necessary for the Town to adopt a new bylaw and policy for emergency measures in order to meet Provincial requirements and that REMO training for Town Council is also on the agenda in the near future.

**Moved by Councillor Fancy, seconded by Councillor Shaw that the Protective Services Committee Report be accepted.**

**Motion carried.**

**(f) PLANNING, DEVELOPMENT AND HOUSING COMMITTEE REPORT**

**DECEMBER 2012/JANUARY 2013**

**Report given by Councillor Harrison**

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**(a) Building Inspector's Report** - Following is the activity in the Building Inspector's Office for the months of November and December 2012:

	<u>No. of Permits</u>	<u>Value</u>
Development	1	\$2,500.00
Demolition	1	N/A
<b>Total</b>	<b>2</b>	<b>\$2,500.00</b>

**Moved by Councillor Harrison, seconded by Councillor Shaw that the Planning, Development and Housing Committee Report be accepted.**

**Motion carried.**

**(g) CREDA** – Mayor Smith advised that she and the C.A.O. had just returned from a meeting of the Warden, Mayors and C.A.O.'s of Cumberland County that took place in Amherst to do with the winding down of the Regional Development Authorities (RDA's). She explained that the Province is reducing the current 16 RDA's down to 6 Regional Economic Networks (REN's) and that Cumberland will join Colchester, East Hants and Musquodoboit, essentially the riding of Federal MP, Scott Armstrong, to form one of the new REN's. The C.A.O. noted that there are two recommendations from this meeting: First, all member units, of which the Town of Parrsboro is one, must pass a motion authorizing a letter from the municipality to CREDA stating that they will not be funded beyond March 31<sup>st</sup> and that the Town will not be held accountable for any liabilities beyond that point. Secondly, it has been suggested that the Cumberland C.A.O.'s form a Committee with the Executive Director of CREDA and a representative from Nova Scotia Economic Development to oversee the winding down of CREDA.

**Moved by Deputy Mayor Ward, seconded by Councillor Fancy that the Town of Parrsboro write a letter to CREDA stating that we will not be funding the development authority after March 31<sup>st</sup>, 2013 and that the Town will not be held accountable for any liabilities beyond that point, and that the C.A.O. be authorized to work on the Committee to oversee the process of winding down CREDA.**

**Motion carried.**

7. **ADJOURNMENT**

Upon a motion by Deputy Mayor Ward, the meeting adjourned at 7:32 p.m.