

COUNCIL

SEPTEMBER 23, 2014

#14-07

The Parrsboro Town Council met in regular session on Tuesday, September 23rd, 2014 at 7:00 p.m. in the Council Chambers with Mayor Lois Smith presiding.

PRESENT: Deputy Mayor Lisa Ward
Councillor Ron Shaw
J. Raymond Hickey, CAO
Kevin Yorke, Secretary

REGRETS: Councillor David Harrison
Councillor Robert Fancy

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 Deputy Mayor Ward, seconded by Councillor Shaw that the Agenda be approved with the addition of “Municipal Awareness Week” under Correspondence and 1st Reading of Development Agreement under Planning, Development and Housing.

Motion carried.

3. **APPROVAL OF MINUTES**

Mayor Smith asked if there were any errors or omissions noted in the Council minutes of June 24th, 2014 (#14-06). Deputy Mayor Ward noted a typographical error in the 125th Birthday Celebrations report which was duly noted by the Secretary.

Hearing no further errors or omissions the minutes were declared approved as amended.

4. **COMMITTEE REPORTS**

FINANCE COMMITTEE REPORT

JULY & SEPTEMBER 2014

Report read by Deputy Mayor Ward

July 2014

David Christie – The Committee received a presentation from David Christie who brought forth issues of concern with regard to tax fairness, statistical information, governance, economic and tourism development.

Wendy Blenkhorn – Wendy Blenkhorn presented the Residents Petition Re: Governance Study. After receiving and reviewing the document the Council agreed that at this time they are not prepared to spend money on a governance study as outlined in the petition, however, they will assess further information and look into the matter and that in the future more information will be released.

Proposed Development at 269 Main Street – Mary Parker, accompanied by Town Planner, Andrew Fisher presented her proposal for a mixed commercial/residential development at 269 Main Street.

After a discussion the Committee recommended agreement in principle to Ms. Parker's proposal as per option 2 in Andrew Fisher's report.

Garbage Fee – The owner of a property on Eddy Street that has been gutted and is uninhabitable requested that the garbage collection fee be waived while the building is in this condition.

After a discussion the Committee recommended that the request be granted.

Sewer at Church – The Anglican Church requested that the sewer charge for the church be waived as there is neither a water or sewer connection to the building.

After a discussion the Committee recommended that the sewer charge be waived.

Maintenance at Newville Lake – The County of Cumberland is proposing to take over the park at Newville Lake and has asked the Town of Parrsboro to help maintain the park area.

After a discussion the CAO was given the authority to negotiate an agreement with the County to provide this service.

Tennis Court Surface – The idea of putting a coat of paint on the surface of the tennis court was proposed to improve the appearance and longevity of the facility. The cost estimated at \$5,000.

After a discussion the Committee recommended that the painting of the tennis court be approved.

Unightly Premises – The Committee reviewed the current list of unsightly premises and added several properties to the list. The CAO was given direction to review the list and take the necessary action.

Geothermal – The Committee discussed becoming a part of the geothermal park for which a study is being proposed. The Committee had concerns especially to do with revenue sharing and recommended that CAO Hickey discuss this issue in more detail with the County CAO and report back to Council.

September 2014

Creative Parrsboro – Michael Fuller updated the Committee regarding the initiatives of Creative Parrsboro noting that they are in the process of establishing a community arts council to advance their concept and open doors to funding. He requested a letter from Town Council indicating support for their goals and that they would like the arts council to proceed which the Committee agreed to provide.

Tidal Readiness – David Beattie updated the Committee regarding tidal power readiness efforts noting that they are currently in the process of contacting all proponents and assessing their needs. The main topic of discussion that followed was infrastructure and the need to ensure that the wharf is up to standard and that there is easy access to it through the town.

Roland MacCaffery - Roland MacCaffery met with the Committee to offer his services on a voluntary basis to assist with economic development initiatives in the town.

The Committee was very receptive to his proposal and recommended inviting him to the next Economic Development Committee meeting.

Letter from Frank Fraser – Correspondence from Frank Fraser, former mayor of Canso, was read congratulating the Town of Parrsboro on its 125th anniversary of incorporation. In the discussion it was suggested that where Mr. Fraser has insight into amalgamation it would be helpful to hear his views on the topic and it was recommended that he be invited to a future Committee meeting.

Tidal Power Agreement – There was a discussion regarding the proposed Tidal Power Agreement between the Towns of Parrsboro, Hantsport and Digby during which the CAO noted reservations about certain clauses in the document.

After a discussion it was recommended that the CAO raise these objections and report back to the Committee.

Glass for Administration Counter – A glass partition at the administrative counter was proposed for the security and privacy of employees.

After a discussion the Committee recommended that this be looked into, as well as a security door to the inner hallway.

Debit Machine – For the convenience of rate payers a debit machine was proposed to accept tax payments.

After a discussion the CAO was asked to check into it.

Water Rate Study – The CAO advised that a water rate study is overdue for the Town and recommended proceeding to have a study done.

After a discussion the Committee agreed with his recommendation.

Municipal Boundary Review – The Committee was advised of the Provincial requirement to have a Municipal Boundary Review for election purposes.

After a discussion the Committee agreed to proceed with this review.

Annual Financial Update – The CAO proposed preparing an 8 – 10 page annual financial update for ratepayers noting that he is working on a report for this year that should be ready sometime in the fall.

The Committee supported the idea and recommended that the report also be published on Facebook and on the Town's website.

Signing Limit Increase – The CAO recommended a signing limit increase from \$2,000 to \$3,000 for staff with signing authority.

After a discussion his recommendation was approved.

Board of Trade RE: Donation for Dinner – The Board of Trade has indicated that their annual dinner this year will pay tribute to the Town's 125th Anniversary of Incorporation and asked for a monetary donation to help defray the cost of this important fundraiser.

After a discussion the Committee recommended a \$300.00 contribution to this event.

Accounting Software – The CAO updated the Committee on progress with regard to the new accounting software noting that Ashley Burton has been volunteering to assist with software transition.

In the discussion the Committee expressed their gratitude for Ms. Burton's help and recommended an appropriate thank you gift.

Moved by Deputy Mayor Ward, seconded by Councillor Shaw that the Finance Committee report and recommendations contained therein be accepted.

Motion carried.

PUBLIC WORKS COMMITTEE REPORT

SEPTEMBER 2014

Report read by Councillor Shaw

Scott Mill Property – Deputy Mayor Ward noted that only a small portion of the money budgeted to do some landscaping at the former Scott Mill property was spent and recommended filling in and seeding some areas that were identified during the music festival that need some attention. She also asked that the area cleared by volunteers for the festival continue to be mowed by Public Works.

After a discussion the Committee supported this recommendation.

Boiler for Public Works – The CAO noted that a quote had been received for a new boiler for the heating system at the Public Works shed in the amount of \$20,000 plus tax and recommended that if the Council wished to purchase the boiler the money should be taken from the funds in the General Operating Reserve dedicated for the Public Works building first, and if there are insufficient funds in that reserve for the project, then the balance should be taken from the General Operating Reserve.

After a discussion the Committee recommended proceeding with this work.

Well #3 – For information the Committee was advised of work undertaken at well #3 to get it operational again after a recent pump failure.

Aboiteau Bridge – The CAO advised that a motion is required for reserve payment to the Nova Scotia Department of Infrastructure Renewal for work completed on the bridge structure which the Committee agreed to process at the next Council meeting. He also noted that the Aboiteau work is complete and the structure appears to be holding water at desired levels, though some erosion has been observed.

In the discussion the Committee recommended looking into doing some additional work around the bottom of the gates to create a more stable berm while our work permit is still open. The CAO advised he would discuss this matter with the Superintendent.

King Street Water – The check valve has been installed, however, particles in the water are still being observed. Currently the cost of hiring a firm to clean the water lines is being investigated with the goal of hiring a company to clean the pipes within 2 weeks.

Crosswalk/Sidewalk Curbs – Some sidewalk curbs on Main Street have been noted as being un-accessible for those using mobility assistance. These sidewalk curbs will be addressed when annual sidewalk maintenance is being planned.

Water to 1st Beach Cottages – Projected project costs for water upgrades for MacKenzie Park and cost per impacted dwelling were reviewed by the Committee. After a discussion the Committee recommended placing the water upgrade project on hold for the time being, and that in the meantime the CAO distribute this financial information to the property owners and solicit their input. However, options to provide year-round water to those property owners who have specifically requested it will be explored.

Sewage Treatment Project – The CAO reported that the pre-design RFP has been prepared and Provincial funding approved. In consultation with the Province it was suggested that an Environmental Risk Assessment be completed prior to the pre-design RFP, therefore, an ERA RFP has been prepared and sent to the Nova Scotia Department of Environment for feedback and approval. Once approved by DOE the ERA will go to tender with 30 days completion, after which the Committee will evaluate the ERA and the Pre-design RFP will be sent to tender.

Moved by Councillor Shaw, seconded by Deputy Mayor Ward that the Public Works Committee report and recommendations contained therein be accepted.

Motion carried.

PROTECTIVE SERVICES COMMITTEE REPORT

SEPTEMBER 2014

Report read by Councillor Shaw

Al Heckbert RE: Insurance – Al Heckbert proposed enrolling the Parrsboro Volunteer Fire Department in an insurance program through Volunteer Firefighters Insurance Services (VFIS) that would cover the entire department, Friends of Firefighters and volunteers invited to help. This insurance would augment Worker's Compensation coverage and is something that all county fire departments are getting involved in. The cost to enroll would be \$1,231/year which would be cost shared by the County of Cumberland as per the shared fire services agreement.

After a discussion the Committee recommended that the PVFD be enrolled in this insurance program.

Fire Chief's Report – Fire Chief Randy Mosher reported 62 calls to September 16th, including 14 medical calls which is a 50% increase in total call volumes since last year. He also noted that two new members recently joined the department bringing the total to 22, and that there is another application on file. The Fire Chief also reported on maintenance of fire department vehicles, parking and intersection issues, and administrative matters.

RCMP RE: Kids/Cameras on Main Street – There was a general discussion with Cst. Rustige regarding vandalism on Main Street and whether cameras would act as a deterrent. After a discussion it was felt that cameras would only have a marginal impact. A proactive approach to the problem was suggested with increased patrols, especially after dark and an educational campaign through the media encouraging people to report vandalism. A community watch program was also suggested as something that could be considered in the future.

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

Motion carried.

PLANNING, DEVELOPMENT AND HOUSING COMMITTEE REPORT

SEPTEMBER 2014

Report read by Mayor Smith

Building Inspector's Report – Following is the activity in the Building Inspector's Office for the months of May to August, 2014:

	<u>No. of Permits</u>	<u>Value</u>
New construction, alterations and additions (Residential)	4	\$30,000
Garages and Sheds	4	\$86,000
New construction, alterations and additions (Commercial)	1	\$ 35
Demolition	3	N/A
Development	4	\$ 5,000
Total	16	\$121,035

Cobequid Housing Authority – It was brought forth that Carolyn Henwood had expressed an interest in filling a vacant position for a Town representative on the Board of the Cobequid Housing Authority.

After a discussion the Committee agreed to recommend Ms. Henwood for the vacant position.

Moved by Mayor Smith, seconded by Deputy Mayor Ward that the Planning, Development and Housing report and recommendations contained therein be accepted.

Motion carried.

Mayor Smith noted that the recommendation to appoint Carolyn Henwood to the Board of the Cobequid Housing Authority has been accepted by the Department of Community Services.

Development Agreement - Mayor Smith moved and Deputy Mayor Ward seconded the 1st Reading of the Proposed Development Agreement with the Town of Parrsboro at 269 Main Street.

Motion carried.

125th BIRTHDAY CELEBRATIONS COMMITTEE REPORT

JULY & SEPTEMBER 2014

Report read by Deputy Mayor Ward

The 125th Birthday Celebration Mayor's Tea held on July 15th was well attended and enjoyed by all. We would like to acknowledge donations from Rosebuds and Petals Flower Shoppe, Bordertown Florists, Parrsboro's Floral Design and the Co-op, as well as the contribution of Susan Burchell who told Glooscap stories. The 125th Birthday Music Festival held on August 30th was also a success with over 700 attending over the course of the afternoon. Thanks to the following 125th Committee members who went above and beyond volunteering 523 hours equivalent to a monetary value of \$6,276.

Myles Willigar
Rob Bentley
Taylor Redmond
Frank Warren
Donna Hanna
Carolyn Henwood
Tissy Bolivar
Lynda Willigar
David Young
David Beattie
Ron Shaw
Gleneida Canning
Lisa Ward

Expenditures for the 125th Celebrations came in under the \$6,000 that was budgeted. Approximately \$2,500 was realized in donations at the Music Festival and \$151.00 from the photo booth at Old Fashion Saturday Night. The Town also provided additional funding for banners, flags and poles that can be re-used for other events.

Moved by Deputy Mayor Ward, seconded by Councillor Shaw that the 125th Birthday Celebration report be accepted.

Motion carried.

Deputy Mayor Ward noted that she would like to add that the Committee would also like to thank Peter Hoar for performing the duties of MC at the Mayor's Tea and Class A Trucking for providing the port-a-potties for the Music Festival.

Mayor Smith also thanked the 125th Birthday Celebration Committee for all their hard work and countless hours spent coordinating and working at the events. She noted that it was a special time for Parrsboro and all communities in Cumberland County.

LIBRARY BOARD REPORT

SEPTEMBER 2014

Report read by Deputy Mayor Ward

Annual Activity for Parrsboro 2013-14

Items Borrowed	11,498
Holds Placed	2,993
Public Access Computer Use Hours	2,491
Wireless Use Hours	2,163
Members	824
New Members	82
Reference Questions	1,420

Parrsboro Library – Recent renovations to the Library building have been completed including a new metal roof and exterior painting. The ramp, however, is in disrepair and needs to be replaced. It is also recommended that the front of the building be spruced up with stickers advertising the various services that are available.

After a discussion the Committee recommended that the replacement of the ramp and stickers be approved.

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

Motion carried.

POLICE ADVISORY REPORT

SEPTEMBER 2014

Report read by Deputy Mayor Ward

Crime Stats – for the time frame of April 1st, 2014 to September 16th, 2014 for the town and the rural areas are as follows: Parrsboro Town Zone 11 – 218; Parrsboro Detachment Zone 8 – 33; Zone 10 – 163.

Detachment Updates

Dare Graduation – Cst. Travise Dow and Cst. Stocker

Safe Grad – Cst. Travise Dow attended with Parrsboro grads

Graduation Party – number of checkpoints with local members and traffic services

Old Home Week Festivities – three parades held which members attended

FPW Annual Field Day – member led parade

Advocate Bazaar – member led parade

Age of Sail Marathon – member attended and led the first runners

Canada Day – July 1 – member attended the Ottawa House for festivities/raising of the flag

SMILE – delivery of flower arrangements to seniors at Advocate manor, Bayview Memorial in Advocate and South Cumberland Community Care Centre

Old Fashion Saturday Night – member attended

Member attended Driving School with impaired vision goggles. Completed talk on impaired driving

Member attended Parrsboro Recreation “Lights and Sirens” for talk with day campers on bullying, cyber bullying, etc.

Moved by Deputy Mayor Ward, seconded by Councillor Shaw that the Police Advisory report be accepted.

Motion carried.

5. MOTION RE: PAYMENT TO NSDIR FROM RESERVES

Moved by Deputy Mayor Ward, seconded by Councillor Shaw that the Town pay its share for repairs to the Aboiteau Bridge structure in the amount of \$22,821.04 to the Nova Scotia Department of Transportation and Infrastructure Renewal as per Maintenance Agreement 17-D, 50/50 cost share with funds to come from the General Operating Reserve.

Motion carried.

6. CORRESPONDENCE

Municipal Awareness Week – Deputy Mayor Ward advised that Municipal Awareness week is October 20th to 25th and proposed having an open house or Mayor’s Tea during that week for the public to attend.

After a discussion it was agreed to make arrangements for this event.

7. ADJOURNMENT

Upon a motion by Deputy Mayor Ward the meeting adjourned at 7:22 p.m.

Mayor

CAO

