

**COUNCIL**

**JANUARY 26, 2016**

**#16-01**

The Parrsboro Town Council met in regular session on Tuesday, January 26, 2016 at 7:00 p.m. in the Council Chambers with Mayor Lois Smith presiding.

**PRESENT:** Councillor Norman Rafuse  
Councillor Ron Shaw  
Kevin Yorke, Secretary

**REGRETS:** Deputy Mayor Lisa Ward  
Councillor David Harrison  
J. Raymond Hickey, CAO

**1. WELCOME AND CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

**Moved by Councillor Rafuse, seconded by Councillor Shaw that the Agenda be approved as presented.**

**Motion carried.**

**3. PRESENTATION OF AUDITED FINANCIAL STATEMENTS – GEORGE JORGENSEN**

George Jorgensen from the accounting firm, Jorgensen and Bickerton, presented the 2014/15 audited financial statements noting the following:

**Reserves**

Gas Tax Reserves	\$531,696
Operating Reserves	\$504,858
Capital Reserves	\$ 13,627
Equipment Reserves	\$ 71,225
Total Reserves	\$1,121,406

**Water Operating**

Cash	\$ 308,366
Equity	\$ 305,708

Operating Loss \$ 21,612

**Water Capital**

Depreciation Bank \$ 260,648  
Equity \$2,331,425

**General Operating**

Overdraft at year end \$ 843,644  
Receivables \$ 894,674  
Deficit for the year \$ 68,543

**General Capital**

Equity \$3,939,466

Mr. Jorgensen commented that the deficit could in large part be attributed to expenses incurred last winter noting that transportation services came in approximately \$96,000 over budget. He also commented that the Town's reserves are still in good shape as well as the Water Utility.

**Moved by Councillor Rafuse, seconded by Councillor Shaw that the 2014/15 audited financial statements be approved as presented.**

**Motion carried.**

**4. APPROVAL OF MINUTES**

Mayor Smith asked if there were any errors or omissions noted in the Council minutes of November 24<sup>th</sup>, 2015 (#15-12) and Special Council minutes of December 16<sup>th</sup>, 2015 (#15-13). Hearing none the minutes were declared approved as presented.

**5. COMMITTEE REPORTS**

**(a) FINANCE COMMITTEE REPORT**

**DECEMBER 2015/JANUARY 2016**

**Report given by Councillor Rafuse**

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**Presentations –**

**Taylor Redmond** – Special Projects Coordinator, Taylor Redmond, updated the Committee regarding several projects on the go including the Traffic Island Compass, Widow's Walk, T-Shirts, Lighthouse Recycling Bins, Partridge Island Hiking Trail, STEP Program, Band Stand, and Doer's and Dreamer's Guide. She also proposed the Cumberland Art Bank and asked the Council to consider initiating the project by

purchasing a painting by artist Joy Laking that would become the property of the Town and could be used to produce limited edition prints and other promotional items that could be sold to raise funds to sustain the art bank.

**Parrsborough Shore Historical Society** – Randy Mosher, Harriet McCready and Kerwin Davison provided an update on projects that are ongoing or proposed including the upgrading of the Ottawa House Museum and grounds, off-site locomotive display next to the Town Hall, Partridge Island Road, and promotions and marketing initiatives. During the presentation the Committee was informed that the possible relocation of the Visitor Information Centre to a site on the civic grounds could have an impact on plans to enhance the off-site display. Mayor Smith noted the understanding that there are no immediate plans to move the VIC from the Fundy Geological Museum as space continues to be made available at that facility. It was also noted that there is no sign identifying Partridge Island Road or signage indicating that the road is not maintained during the winter months. The Society was informed that the Town would see that the appropriate signage is put in place.

**Special Projects Coordinator Agreement** – The CAO presented a proposed agreement for the Special Projects Coordinator to be a joint position between the County of Cumberland and Town of Parrsboro effective February 1<sup>st</sup> to October 31<sup>st</sup>, 2016. Under this new agreement the Coordinator would focus on promoting the entire Parrsboro shore as well as the town. After reviewing the agreement the Committee recommended that it be approved.

**Parrsboro Welcomes Refugees Request** – The Committee revisited a request from Parrsboro Welcomes Refugees for support from the Town in their efforts to resettle refugees in the Town of Parrsboro. After a discussion it was recommended that the Town contribute \$500.00 to the cause.

**Tax Write-Off** – The CAO presented tax account #10378079 in the amount of \$1,490.27 and in the name of Ruth and James Smith that he recommended be written-off due to the property being doubly assessed. After a discussion the Committee agreed with the CAO's recommendation.

**Moved by Councillor Rafuse, seconded by Councillor Shaw that the Finance Committee report and recommendations contained therein be accepted.**

**Motion carried.**

## **(b) TOURISM COMMITTEE REPORT**

**DECEMBER 2015/JANUARY 2016**

**Report given by Councillor Shaw**

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**STEP Meeting Update** – Following are four action items being worked on in the immediate future:

- **Ambassador Program** (Taylor Redmond, Lead) - Develop Ambassador Program leveraging best practice information, key learnings from research data, and planning a Tourism Fair to engage and motivate local residents, operators and students to become active ambassadors for the Parrsboro Shore.
- **Operator's Toolkit/Marketing Workshop** (Lead to be determined, support from Nick Fry, Wild Caraway and Advocate Kayakers among others). Develop a Toolkit with valuable resources and contact information for operators to use to strengthen and market their businesses in a targeted, effective way.
- **Events Calendar** (Lead, Tim Fedak) - Complete a Parrsboro Shore Events Calendar complete with a strategy for maintaining the calendar and ensuring it is proactively communicated and made available in target locations along the Parrsboro Shore, on-line, at the Tourism Fair and in the Operator's Toolkit.
- **Benchmarking/Research** (Lead, Michelle Byers) – Access current available data for the Parrsboro Shore and confirm a go-forward strategy for measuring tourism visitation and satisfaction for 2015/16 and onward.

**Moved by Councillor Shaw, seconded by Councillor Rafuse that the Tourism Committee report be accepted.**

**Motion carried.**

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

**DECEMBER 2015/JANUARY 2016**

**Report given by Mayor Smith**

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**Building Inspector's Report** – The Building Inspector reported that there were no permits issued during the months of October and November 2015, however, during December there were 2 permits issued for residential new construction, alterations and additions for a total value of \$35,000.

**Assessment Notices** – For the information of the public Deputy Mayor Ward noted that the 2016 Assessment Notices have been sent out by Property Valuation Services Corporation and that the appeal process for those not in agreement with their property assessment ends at midnight on February 8<sup>th</sup>, 2016.

**Moved by Mayor Smith, seconded by Councillor Rafuse that the Planning, Development and Housing Committee report be accepted.**

**Motion carried.**

**(d) CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY  
REPORT**

**DECEMBER 2015/JANUARY 2016**

**Report given by Councillor Shaw**

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**Summary of Material Delivered to Littleforks Landfill:**

**Composting:**

2,599 metric tonnes of organic materials were delivered to our Compost Facility. This is a decrease of 17.1% (444metric tons). We received 3,043 metric tonnes in the same period in fiscal 2014/15.

**Disposal:**

5,034 metric tonnes of garbage was delivered to the landfill. This is a decrease of 4.6% (233 metric tons). We received 5,267 metric tonnes in the same period in fiscal 2014/15.

**Recycling:**

2,291 metric tonnes of recycling product was delivered to the Recycling Facility. This is a decrease of 3% (68 metric tons). We received 2,359 metric tonnes in the same period in fiscal 2014/15.

**Construction and Demolition:**

4,602 metric tonnes of construction and demolition material was delivered to the C&D site. This is an increase of 1% (43 metric tons). We received 4,559 metric tonnes in the same period in fiscal 2014/15.

**Moved by Councillor Shaw, seconded by Councillor Rafuse that the Cumberland Joint Services Management Authority report be accepted.**

**Motion carried.**

**(e) RECREATION COMMITTEE REPORT**

**DECEMBER 2015/JANUARY 2016**

**Report given by Mayor Smith**

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**1. Fitness Centre**

- a. A rowing machine has been purchased and will soon be delivered.

- b. Preventative maintenance has been scheduled the cost of which will be covered by the Town. The School will cover the next maintenance cost in September.

## **2. Current Programming**

- a. Walking Club: New members have signed up since the New Year. Walkers are enjoying new music made available through the new sound system and computer at the fire hall.
- b. Co-ed Sports: Volleyball and basketball continue. There is also badminton on Monday nights as a fundraiser for the badminton team.
- c. Youth Dance Classes: In partnership with the YMCA, this program is offered Wednesday evenings for children ages under 4 to 7. The numbers are strong so far.
- d. Wentworth Bus Trip: Rescheduled to Friday, January 22<sup>nd</sup>.

## **3. Volunteer Awards**

- a. Information circulated to local community groups and noted in December Newsletter. Deadline for applications is March 1<sup>st</sup>, 2016.
- b. Madison Tennant has been selected as the provincial representative from last years local awards.

## **4. Regional Initiatives**

- a. Fundy Connect: This project is moving forward with a letter of understanding for the group being distributed to the signing officers of municipal units.
- b. Cumberland County 55+ Games: This project is being coordinated by Cumberland and Parrsboro. A letter is being drafted to send to organizations, facilities and groups to encourage their participation.
- c. Youth on the Move: Thrive funding assistance is being offered so that the group can access more opportunities. There will be a brainstorming session to assess the needs of the group.

## **5. Other**

- a. Tennis Courts: Power has now been connected and we are waiting for Black and MacDonald to complete the final hook up which should take place by the end of January.
- b. Interviews for the position of Recreation Director have been conducted and a successful candidate should soon be selected.

Mayor Smith added to the report that there is an open invitation to everyone to attend a farewell social for Recreation Director, Tissy Bolivar, on Tuesday, February 2<sup>nd</sup>, 2016 from 3:00pm-4:00pm in the Council Chambers. She noted that Tissy is leaving to assume a new position with the Municipality of the District of Lunenburg's recreation and leisure department and that she will be missed by Town Council and the community.

**Moved by Mayor Smith, seconded by Councillor Shaw that the Recreation Committee report be accepted.**

**Motion carried.**

**(f) PUBLIC WORKS COMMITTEE REPORT**

**DECEMBER 2015/JANUARY 2016**

**Report given by Councillor Shaw**

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**Signage** – It was reported that the Works Department is waiting for a new sign that will be affixed to the works garage.

A sign identifying the road beside the Band Hall as a fire road where parking is prohibited will be replaced as the previous sign was damaged during snow clearing operations.

**Decorative Lights** – The Special Projects Coordinator and Works Department will collaborate on getting a lift to remove the snowflakes and reindeer and reinstall the dinosaur lights and sails. This project will be undertaken around May 1<sup>st</sup>.

**Road Salt** – The Superintendent reports that road salt supplies are in good shape.

**Vehicles & Equipment** – The Superintendent will be exploring the purchase of a new or used vehicle to replace the 1998 ¾ ton truck.

**Moved by Councillor Shaw, seconded by Councillor Rafuse that the Public Works Committee report be accepted.**

**Motion carried.**

**(g) PROTECTIVE SERVICES COMMITTEE REPORT**

**DECEMBER 2015/JANUARY 2016**

**Report given by Councillor Rafuse**

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**Fire Report for November 2015** –

Calls – total 3:

1 – Brush/garbage fire – reported as a house fire in error

1 – Alarm – Smith Avenue – false alarm due to technical error

1 – MFR: Lift Assist to Paramedics

Training:

- November 5: 10 Firefighters (FF's) attended Equipment Check  
November 7: 3 FF's basic training in Pump Operations during annual pump tests  
November 12: 14 FF's observed "grease fire training".  
November 14: 2 FF's took Cumberland BFF-1 training: ladders, forceable entry, ventilation  
November 14: 2 FF's took Cumberland Level 2 training – "Investigations"  
November xx: 1 FF completed a 4 day MFR course in the Yukon  
November 19: 13 FF's toured Evangeline's Tower and Ottawa House – pre-planning of truck positioning and knowledge of interior layout in the event of a structure fire  
  
November 26: 18 FF's attended Monthly Meeting

**Fire Report for December 2015:**

Calls – total 6:

- 2 – MVA's: No serious injuries. Provided lighting and traffic control. One accident with 3 occupants – assisted with removing patients from car.  
  
2 – Alarms: Smith Avenue – heat detector triggered by stove/oven.  
Lions Rink – power outage. Recurring problem that hopefully has been solved  
  
2 – MFR: One false alarm  
One Cardiac Arrest

Training:

- December 2/3: Deputy Chief attended EMO training on weather systems – forecasting, mitigation  
December 3: 12 FF's trained on MFR "scenarios" – assessment, diagnosis, proposed treatment  
  
December 10: 11 FF's attended Equipment Check  
  
December 12: 2 FF's attended Cumberland BFF-1 training: hoses, water supply, foam  
  
December 12: 2 FF's attended Cumberland Level 2 training – "Searches", use of Thermal Imaging Camera  
  
December 17: 16 FF's attended Monthly Meeting.

**Fire Hall Lighting** – The Committee was advised that 60% of lights in the hall and 40% of the lights in the truck bay are not functioning. The CAO noted that he would follow

up on having all of the lights in the building replaced with LED lights through Efficiency Nova Scotia.

**Metal Roof** – It was noted that snow falling off the metal roof of the Fire Hall has been causing problems on the walkways and side doors and it is requested that the Council approve the installation of metal roofing snow stops.

**Rescue Truck** – Flashing lights will be installed on the side of the rescue truck to make it more visible in traffic.

**Moved by Councillor Rafuse, seconded by Councillor Shaw that the Protective Services Committee report and recommendations contained therein be accepted.**

**Motion carried.**

## **(h) PROMOTION AND IMMIGRATION COMMITTEE REPORT**

**DECEMBER 2015/JANUARY 2016**

**Report given by Councillor Shaw**

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Following is a report from the meeting with Special Projects Coordinator, Taylor Redmond, on January 19<sup>th</sup>:

- 10 artists have been selected to paint the lighthouse recycling bins that are to be put on the street. Taylor is requesting that the Town sponsor one of the lighthouses and is looking for sponsors for two more, one at the Library and another at First Beach.
- A community events wall calendar featuring a print of the Joy Laking painting will be distributed at the Saltscapes Show taking place in April.
- Taylor proposes adding more information boards and direction signage to the Fundy Geological Museum for the Visitor Information Centre.
- Work continues on the traffic island compass project incorporating our “anchored and authentic” theme.
- Taylor met with Michele Byers regarding the possibility of bringing a group of 4 people here to catalogue and assess the condition of trees. This service would be free with the only costs associated with accommodations and meals.
- CNTA is requesting support for the commercial that they supplied. The Town also has a \$1,000 credit with CNTA that has gone to Parrsboro and the Glooscap Campground ads in the Fundy Guide.

- The total ask from the Town to support these projects is approximately \$2,500 which is proposed to come out of next year's Tourism and Economic Development budgets.

**Moved by Councillor Shaw, seconded by Councillor Rafuse that the Promotion and Immigration Committee report and recommendations contained therein be accepted.**

**Motion carried.**

**(i) LIBRARY REPORT**

**DECEMBER 2015/JANUARY 2016**

**Report given by Mayor Smith**

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**Cumberland Libraries Brief Report –**

**Did you know?**

In its 11<sup>th</sup> year, Food for Fines is a program where all Cumberland Public Libraries will forgive fines in exchange for non-perishable food items. Food items donated go to the food bank in the community where they are donated. Last year we received over 900 food items to local food banks and forgave over \$1,800 in fines. Now is a great time to check your account for unpaid fines. Food for Fines starts December 1<sup>st</sup> and will continue until the end of December.

**New to the Library**

Cumberland Public Libraries is in the process of creating a survey for library users and non-users. We will be looking at the County to help us distribute copies of this survey in 2016.

**Nova Scotia Accessibility Legislation 2016**

Nova Scotia is in the process of introducing its own Accessibility legislation in 2016. While we have no indication at this time what the legislation will contain, it may be similar to legislation currently being used in Ontario. While there may be a multi-year timeline to affect these changes, there may be very serious ramifications for some of our libraries.

**Statistics**

In the month of October, Cumberland Public Libraries signed out over 9,800 items! This includes books, movies, TV shows, magazines and more.

**Parrsboro Library Stats for December –**

103 open hours  
2 children's programs with 14 attending  
77 information questions

77 hours of Wifi use  
211 hours of computer use  
550 items circulated  
110 holds placed

Also, in September, the 7 libraries held 55 programs County-wide for children and adults, with 931 people in attendance.

At the Parrsboro Library there were 125 open hours; 1 Adult program with 8 people attending; 2 children's programs with 63 people attending; 95 information questions; 111 hours of Wifi used; 280 hours of computer use; 681 items circulated and 153 holds placed.

**Find out what's going on**

Check out the library's webpage ([www.cumberlandpubliclibraries.ca](http://www.cumberlandpubliclibraries.ca)) to see our Calendar of Events and get information on upcoming programs.

Like us on Facebook and follow us on Twitter (@CumberlandPL) to get information on coming events, find out about new books and movies, and see pictures of our programs.

**Repairs Required at Parrsboro Library** – The Committee was advised that some electrical repair is required at the Parrsboro Library and that modification to the new ramp and steps is required to accommodate the book drop-off receptacle.

After a discussion these repairs were approved to be undertaken as soon as possible.

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

**Motion carried.**

**6. CORRESPONDENCE**

(a) **Cumberland-Colchester Regional School Board** – Mayor Smith noted an email from the Cumberland-Colchester Regional School Board advising that last year the Department of Education and Early Childhood Development released a new school review policy, a component of which directed all school boards in Nova Scotia to develop a Long Range Outlook (LRO). The LRO provides information about school building conditions, capacity, and student enrollment for every school. The real value of the information found in the LRO is its collective capacity to help the governing board make decisions regarding the future of all schools in its jurisdiction and to provide a reference for any future school review process. March 31<sup>st</sup>, 2016 marks the first annual update to the LRO for each school board. To assist communities better understand the contents and the purpose of the Long Range Outlook and to gather input for update, meetings have been scheduled at the Cobequid Educational Centre on February 2<sup>nd</sup> - Hants East on February 4<sup>th</sup> Northumberland Region on February 8<sup>th</sup>, and in Springhill on February 9<sup>th</sup>.

7. **ADJOURNMENT**

Upon a motion by Councillor Rafuse the meeting adjourned at 8:00 p.m.