

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 24th, 2015 (#15-12) and Special Council minutes of December 16th, 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

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 1st to October 31st, 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

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

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 8th, 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

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

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 22nd.

3. Volunteer Awards

- a. Information circulated to local community groups and noted in December Newsletter. Deadline for applications is March 1st, 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 2nd, 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

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 1st.

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

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

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

- 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

Cumberland Libraries Brief Report –

Did you know?

In its 11th 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 1st 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) 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 31st, 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 2nd - Hants East on February 4th Northumberland Region on February 8th and in Springhill on February 9th.

SPECIAL COUNCIL

FEBRUARY 3, 2016

#16-02

The Parrsboro Town Council met in special session on Wednesday, February 3rd, 2016 at 12:07 p.m. in the Council Chambers with Mayor Lois Smith presiding.

PRESENT: Deputy Mayor Lisa Ward
Councillor David Harrison
Councillor Norman Rafuse
Councillor Ron Shaw
J. Raymond Hickey, CAO

1. BAND STAND TENDER

Councillor Rafuse declared a conflict of interest and was excused from the Council Chambers.

Moved by Deputy Mayor Lisa Ward, seconded by Councillor Shaw that the Town Council approve the acceptance of the tender from Rafe's Construction in the amount of approximately \$118,000 for the construction of the new Band Stand, funding source to be determined.

Motion carried.

2. HARBOUR COMMISSION REQUEST FOR FUNDING

Mayor Smith and Councillor Rafuse declared a conflict of interest and were excused from the Council Chambers.

Moved by Councillor Harrison, seconded by Councillor Shaw that the Town Council approve the request from the Parrsboro and Area Harbour Commission for a \$25,000 contribution to assist with upgrading the Parrsboro Wharf to make it tidal energy ready pending commitments for funding from other sources.

Motion carried.

3. PUBLIC WORKS EQUIPMENT PURCHASE

Moved by Deputy Mayor Ward, seconded by Councillor Harrison that the Town Council approve the purchase of a new truck for the Public Works Department up to a maximum of \$37,000 with the funds to come out of the Public Works Equipment Reserve.

4. ADJOURNMENT

Upon a motion by Deputy Mayor Ward the meeting adjourned.

Luis Armita
Mayor

[Signature]
CAO

COUNCIL

FEBRUARY 23, 2016

#16-03

The Parrsboro Town Council met in regular session on Tuesday, February 23rd, 2016 at 7:00 p.m. in the Council Chambers with Mayor Lois Smith presiding.

PRESENT: Deputy Mayor Lisa Ward
Councillor David Harrison
Councillor Norman Rafuse
Councillor Ron Shaw
J. Raymond Hickey, CAO
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 Rafuse, seconded by Deputy Mayor Ward that the Agenda be approved as presented.

Motion carried.

3. 1st READING OF AMENDMENTS TO PLANNING DOCUMENTS, AND A DEVELOPMENT AGREEMENT TO ALLOW THE DEVELOPMENT OF A RESIDENTIAL SUBDIVISION ON A PORTION OF THE LAND AT 14 CHAMBERS BLVD.

Councillor Rafuse declared a conflict of interest and was excused from the Council Chambers for this agenda item.

Moved by Deputy Mayor Ward, seconded by Councillor Harrison that the 1st Reading of Amendments to Planning Documents, and a Development Agreement to Allow the Development of a Residential Subdivision on a Portion of the Land at 14 Chambers Blvd. be approved.

Motion carried.

4. APPROVAL OF MINUTES

Mayor Smith asked if there were any errors or omissions noted in the Council minutes of January 26th, 2016 (#16-01). Hearing none the minutes were declared approved as presented.

Mayor Smith asked if there were any errors or omissions noted in the Special Council minutes of February 3rd, 2016 (#16-02). Hearing none the minutes were declared approved as presented.

5. **COMMITTEE REPORTS**

(a) FINANCE COMMITTEE REPORT

FEBRUARY 2016

Report given by Deputy Mayor Ward

(a) Presentation – Taylor Redmond updated the Committee regarding the STEP (Sustainable Tourism Expansion Program) which is designed to increase the quality and caliber of visitor experiences offered by operators and communities in Atlantic Canada in order to help generate and sustain tourism revenues. Taylor reviewed actions taken by the group to date and 9 key action items that were identified through the program including the Parrsboro Shore Ambassador Program, Parrsboro Shore Calendar of Events and Trade Show event.

(b) Aboiteau Gates – The Committee discussed the problem of water leaking around the gates at the Aboiteau bridge and agreed to proceed in the spring to build up the berm in front of the structure and also to investigate the replacement of the gates that have deteriorated.

(c) Sewer Extension Update – The Committee was advised that the Department of Environment has given the go head to proceed with the sewer extension project on Upper Main Street and that design plans have been drawn up for the tender documents that will be out in the very near future.

(d) Parrsboro Citizens Band Request – The Parrsboro Citizens Band has requested that the Town consider providing tax free status for the Band Hall building and an amendment to the agreement turning over the Band Hall to the Association.

After a discussion the Committee asked that staff investigate what would need to be done to accommodate these requests and report back.

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

Motion carried.

(b) CUMBERLAND PUBLIC LIBRARIES REPORT

FEBRUARY 2016

Report given by Deputy Mayor Ward

Coming Soon

March Break 2016 is fast approaching and planning well under way. Last year the Cumberland Public Libraries had over 250 kids attend programs that week despite the bad weather. March Break 2016 is March 14-18 and all libraries in the Cumberland Public Library system will have programs for kids in grades Primary to six. Call your local library or check our website for more information.

Did you know?

The Cumberland Public Libraries (CPL) has received a \$10,000 donation from Paul Christie of Halifax in memory of his late mother, Thelma Christie. This donation will be dedicated to purchasing new books for CPL, with a focus on CPL's large print collection, for which there is a high demand among library users.

Statistics

In the month of December, Cumberland Public Libraries signed out over 8,000 items. This includes books, movies, TV shows, magazines and more.

Also in December, the 7 libraries held 32 programs County-wide for children and adults, with 532 people in attendance.

Find out what's going on

Check out the library's webpage (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.

Moved by Deputy Mayor Ward, seconded by Councillor Shaw that the Cumberland Public Libraries report be accepted.

Motion carried.

6. CORRESPONDENCE

(a) **Parrsboro Citizens Band** – Deputy Mayor Ward noted an invitation from the Parrsboro Citizens Band Association to attend their Annual General Meeting followed by a celebration marking the 10th Anniversary since the beginning of "Save the Hall". This will take place on Saturday, February 27th starting at 5:00 p.m.

7. ADJOURNMENT

Upon a motion by Deputy Mayor Ward the meeting adjourned.

Leis Smith
Mayor

BA
CAO

SPECIAL COUNCIL

MARCH 17, 2016

#16-04

The Parrsboro Town Council met in Special Session on Thursday, March 17, 2016 at 10:00 a.m. in the Council Chambers with Mayor Lois Smith presiding.

PRESENT: Deputy Mayor Lisa Ward
Councillor Norman Rafuse
Councillor Ron Shaw
Kevin Yorke, Secretary

REGRETS: Councillor David Harrison
J. Raymond Hickey, CAO

Mayor Smith advised that the purpose of this special meeting was to review and vote on signing the Letter of Intent dated March 17, 2016 between the Province of Nova Scotia and the Municipality of the County of Cumberland and the Town of Parrsboro with respect to post-amalgamation financial matters.

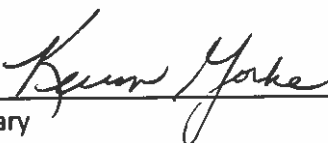
Moved by Councillor Rafuse, seconded by Deputy Mayor Ward that the Town Council approve signing the Letter of Intent as presented.

Motion carried.

Being no further business the meeting adjourned.



Mayor



Secretary

THIS LETTER OF INTENT made this 17th day of March, 2016,

BETWEEN:

HER MAJESTY THE QUEEN, in right of the Province of Nova Scotia, as represented by the Minister of the Department of Municipal Affairs (hereinafter referred to as the "Province");

and

MUNICIPALITY OF THE COUNTY OF CUMBERLAND and the TOWN OF PARRSBORO (hereinafter referred to as the "Municipalities").

WHEREAS on October 1, 2015, the Town of Parrsboro applied to the Nova Scotia Utility and Review Board (NSUARB) pursuant to Section 394(b) of the *Municipal Government Act* to dissolve and become part of the Municipality of the County of Cumberland;

AND WHEREAS the Province of Nova Scotia is supportive of municipal governments that demonstrate leadership for long-term, transformational change, restructuring their governance arrangements to improve efficiency and effectiveness;

AND WHEREAS in the best interests of the Province and the Municipalities (hereinafter referred to as the "Parties") in moving the dissolution process forward, the Parties have come to an agreement with respect to post-amalgamation financial matters prior to the Hearing on the Merits;

NOW THEREFORE in consideration of the mutual covenants and agreements contained in this Letter of Intent, the Parties agree as follows:

1.0 FUNDING ASSISTANCE

1.1 The Province will provide the following:

- (a) Equalization funding shall be paid to the Municipalities (i.e., the new municipality formed by combining the Municipalities as a result of the NSUARB Order) over five (5) fiscal years (i.e. 2017/18 to 2021/22, inclusive). At the expiry of this period, the equalization allocation for the Municipalities will revert to the applicable provincial formula in effect at that time. The amount of Equalization funding to be paid to the combined municipal unit shall be no less than the amounts the Municipalities are entitled to receive in each of the five (5) fiscal year periods (the Municipality of the County of Cumberland total equalization funding received in 2015/16: \$1,182,204 for 2017-2018 to 2019-2020, then \$776,666 in 2020-2022; the Town of Parrsboro total equalization funding received in 2015/16: \$365,901 for five years). The total amount to be paid over the next five (5) fiscal year period shall not be less than \$ 6,929,449 to be paid in amounts of \$1,548,105 for 2017-2018 to 2019-2020; then \$1,142,567 for 2020-2022.
- (b) Special capital funding of \$1,550,000 for infrastructure improvements within Parrsboro, \$1,345,000 of which is to be used for a waste water treatment plant in Parrsboro and to expand the collection system to reach 80% of the households, and \$205,000 of which is to be used for capital purposes to meet the regulatory requirements for its water system as outlined in its infrastructure study. Funding will be paid over five (5) fiscal years beginning in 2017/18 (i.e. 2017/18 to 2021/22, inclusive). Funding can be used to secure additional financial assistance from other programs that are not already part of this Letter of Intent as outlined in the rules and criteria for each program. Moreover, this provision will not be interpreted, employed, or otherwise exploited, to preclude the Municipalities from applying for other funding for its own projects under these programs.
- (c) Roads funding of \$1,072,500, \$825,000 of which is to be used for capital investments and \$247,500 for operating. Operating funding will be paid in annual installments of \$49,500 over five (5) fiscal years beginning in 2017/18 (i.e. 2017/18 to 2021/22, inclusive). Capital funding will be paid in annual installments of \$165,000 per year over five (5) fiscal years beginning in 2017/18 (i.e., 2017/18 to 2021/22, inclusive).

(d) Funding for post-transitional expenses according to criteria agreed to by the Province, and subject to provincial approval, of up to \$90,000 annually for a total provincial commitment by the Province over the next five (5) fiscal years (i.e. 2017/18 to 2021/22, inclusive) of \$450,000. This funding is for incremental dissolution costs, subject to the reporting requirements outlined under section 5.0 of this Letter of Intent, and not to be used to replace normal operating expenses that would be incurred without dissolution.

(e) Work with other provincial government departments to request that no present funding programs available to the Municipalities (e.g., the MPAL program available through the Nova Scotia Department of Health and Wellness) are reduced below current funding levels for the next five (5) fiscal years, where any such reductions are based solely on the dissolution of the Town. This provision does not apply to program or funding changes that are made for reasons other than the dissolution of the Town.

1.2 The Municipalities acknowledge that up to \$375,000 will be provided by the Province to the Municipalities in pre-dissolution funding.

2.0 OTHER ASSISTANCE

2.1 The Province will work cooperatively with the Municipalities to identify funding sources and programs that will assist the Municipalities with future program and infrastructure costs as the need arises and upon request of the Municipalities.

2.2 The Province recognizes that schools constructed prior to 1982 in the Municipalities may revert back to municipal ownership if deemed surplus by the Chignecto-Central Regional School Board. This may result in significant costs for the Municipalities. If this were to happen prior to March 31, 2022, the Province will work cooperatively with the Municipalities to identify funding sources for schools that are transferred back to the Municipalities.

2.3 The Province will work cooperatively with the Government of Canada to secure New Building Canada Fund infrastructure funding for the projects identified as a municipal priority by the Council of the Municipalities. The Municipalities are responsible for the municipal contribution to the project as outlined in the rules and criteria for the program.

3.0 MUNICIPAL STREETS

3.1 The Municipalities will take over responsibility for all streets, roads, lanes, etc., within what will become the former Town of Parrsboro and those roads currently owned by the Municipality of the County of Cumberland. In consideration of same, the Province shall provide the Municipalities with funding as outlined in Section 1.1(c).

4.0 SALE OF MUNICIPALLY-OWNED ASSETS

4.1 The Municipalities agree that the proceeds from the sale of any Tangible Capital Asset during the next five (5) years, owned by any of the Municipalities and exceeding \$10,000 in value, will be held in a special reserve and can be used only for purposes associated with the municipal unit that formerly owned the asset and its respective capital debts.

5.0 REPORTING REQUIREMENTS

5.1 The Municipalities will provide the following:

(a) An overall budget detailing the manner in which funds disbursed pursuant to this Letter of Intent will be expended by the Municipalities.

(b) For the first fiscal year following dissolution, a quarterly forecast update including supporting invoices, detailing the manner in which funds disbursed pursuant to this Letter of Intent have been expended by the Municipalities. This forecast shall be made in a form mandated by the Province.

(c) For each fiscal year thereafter, an annual forecast update including supporting invoices, detailing the manner in which funds disbursed pursuant to this Letter of Intent have been expended by the Municipalities. These reports will be provided within sixty (60) days of the end of each fiscal year, and shall be made in a form mandated by the Province.

(d) Electronic copies of any and all of the following documents relating to expenditures made from funding disbursed pursuant to this Letter of Intent:

- i. Requests for Proposals
- ii. Applicants' submissions to Requests for Proposals
- iii. Monthly bank reconciliations
- iv. Any other records or reports relating to funding provided pursuant to this Letter of Intent as requested by the Province

(e) All electronic copies of all of the documents listed under clause 5.1 (d) shall be retained by the municipalities for at least 24 months from the end of the fiscal year in which funding is provided pursuant to this Letter of Intent.

5.2 The Municipalities will provide any records and reports requested by the Province pursuant to this Letter of Intent at the Province's request, and within thirty (30) days of any such request.

6.0 FISCAL AUDITING

6.1 The Province may, at the cost of the Province, conduct an audit with respect to the use of the funding received for the purposes of this Letter of Intent.

6.2 For the purposes of any audit undertaken by the Province, the Municipalities will provide, upon request and in a timely manner, to the Province or anyone acting on behalf of the Province:

(a) All books, accounts, and financial records held by the Municipalities or by third parties under a contract with the Municipalities, relating to this Letter of Intent and the use of funding pursuant to this Letter of Intent.

(b) Such further information and/or clarification that the Province or anyone acting on behalf of the Province may request relating to this Letter of Intent or to the use of funds pursuant to this Letter of Intent.

6.3 The Municipalities shall, at all times, ensure that third parties are obligated to provide to the Province or its authorized representative the books, accounts, records, and other information that are in the third party's possession and that relate to this Letter of Intent or the use of funds pursuant to this Letter of Intent.

7.0 RESPONSIBILITIES OF THE MUNICIPALITIES

7.1 The Municipalities will:

(a) Work expediently and in good faith with each other and with the Province to implement the Order of the NSUARB dissolving the Town.

(b) Cooperate with each other and with the Province to ensure that the best interests of the residents of the Municipalities are given equal and serious consideration in the delivery of municipal services.

7.2 The parties agree to expend the funding disbursed pursuant to this Letter of Intent directly and solely for the purposes outlined in this Letter of Intent, and may not use such funding for any other expenses, expenditures, or purpose whatsoever.

8.0 DEFAULT OF OBLIGATIONS

8.1 In the event that any funding provided pursuant to this Letter of Intent has been used for purposes other than those dictated hereunder, any and all funding provided pursuant hereto is subject to repayment by the Municipalities at the sole discretion and on such terms and conditions set by the Province, and any future funding dictated by the terms of this Letter of Intent may also be terminated by the Province at its sole discretion.

9.0 MISCELLANEOUS PROVISIONS

9.1 This Letter of Intent is not intended to create legally enforceable obligations under statute, common law, equity, or otherwise until an Order for Dissolution incorporating this Letter of Intent is granted by the Board.

9.2 Other than specified within this Letter of Intent, the Province assumes no further financial responsibility for the dissolution of the Town.

9.3 The provisions of this agreement become effective only upon an order by the NSUARB to dissolve the Town within the twelve (12) months following the execution of this Letter of Intent. Should this period expire without the Town dissolving, this Letter of Intent will be null and void.

9.4 Should the Municipalities withdraw from the dissolution application submitted to the NSUARB on October 1, 2015, it will be responsible for reimbursing the Province for their share of any money expended pursuant to section 1.2 of this Letter of Intent.

10.0 NON-LIABILITY AND INDEMNITY

10.1 The Province shall not be liable for any claims, actions, suits, damages, costs or expenses arising from:

(a) Any injury, death, or damage to property resulting from or arising out of any act or omission of the Municipalities, their servants, agents, or contractors, in carrying out any work made possible through the funding provided for in this Letter of Intent.

(b) Any loans or any other contractual commitments entered into by the Municipalities with any other party or non-party in connection with work made possible through the funding provided for in this Letter of Intent.

10.2 The Municipalities agree that they shall at all times indemnify and save harmless the Province, its Ministers, officers, employees, agents, or assigns from and against all claims, demands, losses, costs, damages, actions, suits or other proceedings of any kind based upon injury, including death, to any person, or damage to or loss of property, arising from any willful or negligent act, omission or delay on the part of the Municipalities, its servants, agents, or contractors, in carrying out any work made possible through the funding provided for in this Letter of Intent.

10.3 The Municipalities agree that they have no authority to bind the Province to any other agreement and the Municipalities agree that they will not hold themselves out as having any authority, express or implied, or on behalf of, the Province.

10.4 The Municipalities agree that they have no authority to assign, transfer, or delegate to third parties, any of their obligations or responsibilities set out in this Letter of Intent unless approved by the Province.

COUNCIL

MARCH 22, 2016

#16-05

The Parrsboro Town Council met in regular session on Tuesday, March 22nd, 2016 at 7:00 p.m. in the Council Chambers with Mayor Lois Smith presiding.

PRESENT: Deputy Mayor Lisa Ward
Councillor David Harrison
Councillor Norman Rafuse
Councillor Ron Shaw
J. Raymond Hickey, CAO
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 Rafuse, seconded by Deputy Mayor Ward that the Agenda be approved as presented.

Motion carried.

3. APPROVAL OF MINUTES

Mayor Smith asked if there were any errors or omissions noted in the Council minutes dated February 23rd, 2016 (#16-03) and the Special Council minutes dated March 17th, 2016 (#16-04).

Hearing none the minutes were declared approved as circulated.

4. COMMITTEE REPORTS

(a) FINANCE COMMITTEE REPORT

MARCH 2016

Report given by Deputy Mayor Ward

1. Taylor Redmond – Main Street Ambassadors – Taylor Redmond proposed the idea of renting office space that has become available on Main Street as a home base for the Main Street Ambassador project.

After a discussion the Committee recommended that Taylor seek feedback from the business community regarding their support for the office being in the proposed location.

2. **Band Hall Tax Status** – A representative from the Band Hall Association met with the Committee to propose tax free status for the Band Hall and that the agreement turning the property over to the Band Association be amended to remove the clause giving the Town of Parrsboro right of first refusal if the Association decided to sell the building.

After a discussion the Committee agreed that tax free status be granted for the Band Hall building and property. The Committee, however, recommended against amending the agreement as the intent of the clause is to ensure that the building is maintained for community function.

3. **Bylaw Amendment** – The Committee further discussed the request from the Board of Trade that the Town's bylaws be amended to permit small scale businesses in the Residential Zone.

Following the discussion the CAO was asked to contact our Planner to draft an amendment to our Land Use Bylaw for this purpose.

4. **King Street Update** – The CAO reported that there had been some cost overruns associated with additional work undertaken during the King Street water project.

After a discussion the Committee requested that the CAO contact our engineers regarding this issue.

5. **Spring Clean-Up** – The Committee discussed details of the upcoming spring clean-up and recommend that it take place this year during the week prior to the long weekend in May rather than the week after as has been the practice. Information regarding accepted items and pick-up schedule will be advertised in advance of the event.

6. **Tax Exemption** – The 2016 tax exemption for low income homeowners was reviewed with the Committee recommending that the amount of the exemption and income levels remain the same as in 2015. Those with a total household income below \$17,500 are eligible to apply for an exemption of \$350.00, while those with a total household income between \$17,500 and \$19,500 are eligible to apply for a \$100.00 exemption. Details of how to apply and application deadline will be advertised in the local paper and on the Town's website.

7. **Volunteer Awards** – The Committee was advised that there were three nominations for Outstanding Volunteer: Linda Littlejohn, nominated by the Parrsborough Shore Historical Society; Gerald Strong, nominated by the Parrsboro and Area Foodbank; and Sandra Spence, nominated by the Parrsboro Radio Society; and one nomination for Volunteer Family: Judith and Todd McCall, nominated by the Greville Bay Ship

Building Museum Society. It was noted that a dinner recognizing these outstanding volunteers will be organized once the new Recreation Director assumes her position.

8. **Street Light** – A request for a street light from a resident on Mill Street was brought to the Committee and will be investigated.

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

Deputy Mayor Ward noted that on behalf of Town Council she would like to thank all volunteers and congratulate those who have been nominated this year.

Motion carried.

(b) PLANNING, DEVELOPMENT AND HOUSING COMMITTEE REPORT

MARCH 2016

Report given by Councillor Harrison

Dan Troke, President and CEO of Housing Nova Scotia will be meeting with Town Council on April 26th at 1:00 p.m. to discuss programs that he had spoken about at the UNSM Conference to do with partnering with developers.

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

Motion carried.

(c) ECONOMIC DEVELOPMENT COMMITTEE REPORT

MARCH 2016

Report given by Councillor Rafuse

The Economic Development Committee met recently with members David Beattie, Thomas McLaren, Tom McLaren, Wendell Gallagher and myself. Topics of discussion focused on what can be done to improve the town. Most ideas centered on the entertainment/food industry as well as using the beautification of our landscape and tides. The idea of holding an open meeting with the public was discussed with all agreeing that this was a good idea. The Committee is working on a date with the hope that there will be a good turn out with many ideas coming forth.

Moved by Councillor Rafuse, seconded by Councillor Shaw that the Economic Development Committee report be accepted.

Motion carried.

(d) PUBLIC WORKS COMMITTEE REPORT

MARCH 2016

Report given by Deputy Mayor Ward

Tree on Civic Grounds – It is recommended that the Public Works Department cut down a dead tree on the civic grounds and remove the stump.

New Truck – The new ¾ ton truck has arrived that will replace the 1998 truck that has outlived its usefulness.

MacKenzie Park – The Superintendent reports that some trees were cut back in MacKenzie Park to permit more room to plow snow and that it has worked out well this season.

#3 Well Pump – There have been some issues with the pump in well #3 resulting in the need to order a new part for the well mechanism. The Works Department has been fortunate in being able to keep the pump working in the interim with repairs.

Letter RE: Use of Copper Piping – The Superintendent and CAO will be meeting to draft a letter that will be posted on our website and Facebook page explaining why copper tubing is used for water hook-ups instead of plastic.

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

Motion carried.

LIBRARY REPORT

MARCH 2016

Report given by Deputy Mayor Ward

(a) January Statistical Report for Parrsboro Branch –

- 108 open hours
- 2 children's programs with 14 participants
- 82 information questions
- 16 hours of Wifi use
- 213 hours of computer use

- 1619 items circulated
- 187 items placed on hold

(b) **Lighting** – The Public Works Department replaced some lights that were burned out.

(c) **Electrical** – There are electrical issues when the air conditioning unit is used in the summer. This should be checked out by an electrical contractor.

(d) **Entrance Door** – The entrance door casing needs to be replaced as the existing casing has rotted resulting in difficulty keeping the door closed.

(e) **Furnace Filter** – Public Works will replace the furnace filter.

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

Motion carried.

7. **CORRESPONDENCE**

(a) **Board of Trade** – Mayor Smith noted an email from David Beattie, President of the Parrsboro and District Board of Trade, inviting Council to attend the organization's Annual General Meeting on March 29th at 7:30 p.m. at the Hall. The Hon. Bill Casey will be the guest speaker.

Deputy Mayor Ward also recommended inviting the Economic Development Committee, of which Mr. Beattie is a member, to the meeting with Dan Troke.

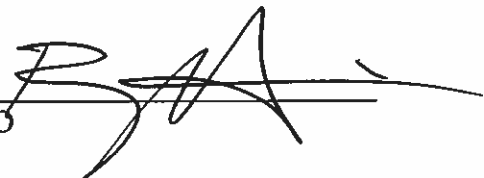
Councillor Rafuse indicated that he would look after this.

8. **ADJOURNMENT**

Upon a motion by Councillor Harrison, the meeting adjourned at 7:10 p.m.



Mayor



CAO

SPECIAL COUNCIL

APRIL 19, 2016

#16-06

The Parrsboro Town Council met in Special Session on Tuesday, April 19th, 2016 at 2:40 p.m. in the Council Chambers with Mayor Lois Smith presiding.


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

Mayor Smith advised that the purpose this meeting was to receive a presentation from applicant Janelle Tyler and Planner, Andrew Fisher regarding the proposed development of a workshop and boutique-gallery at 33 Pleasant Street in the Downtown Commercial Zone.


After a review of the proposal and a discussion there was a motion by Deputy Mayor Ward, seconded by Councillor Rafuse that the Town Council approve the First Reading of a Development Agreement for the proposed development at 33 Pleasant Street.

Motion carried.

Being no further business the meeting adjourned.



Mayor



CAO

COUNCIL

APRIL 26, 2016

#16-07

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

PRESENT: Councillor David Harrison
Councillor Norman Rafuse
Councillor Ron Shaw
J. Raymond Hickey, CAO
Kevin Yorke, Secretary

REGRETS: Deputy Mayor Lisa Ward

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

Motion carried.

3. APPROVAL OF MINUTES

Mayor Smith asked if there were any errors or omissions noted in the Council minutes of March 22nd, 2016 (#16-05). Hearing none the minutes were declared approved as circulated.

The Mayor asked if there were any errors or omissions noted in the minutes of a Special Council meeting held on April 19th, 2016 (#16-06). Hearing none the minutes were declared approved as circulated.

4. 1st READING OF TAX EXEMPTION BYLAW

Councillor Harrison moved and Councillor Rafuse seconded the 1st Reading of the Tax Exemption Bylaw RE: Parrsboro Citizens Band Hall.

Motion carried.

5. 1ST READING OF LAND USE BYLAW AMENDMENT – DEFINITION OF HOME OCCUPATION

Councillor Rafuse moved and Councillor Harrison seconded the 1st Reading of the Land Use Bylaw Amendment – Definition of Home Occupation.

Motion carried.

6. TYLER DEVELOPMENT AGREEMENT AT 33 PLEASANT STREET – SETTING A DATE FOR PUBLIC HEARING

Mayor Smith noted that it was necessary to set a date for the Public Hearing for the Tyler Development Agreement at 33 Pleasant Street for which 1st Reading took place at the Special Council meeting on April 19th.

After a discussion it was recommended that the Public Hearing be scheduled for the next regular Council meeting on May 24th.

7. RAFUSE SUBDIVISION: PLANNING STRATEGY, LAND USE BYLAW AMENDMENTS AND DEVELOPMENT AGREEMENT – SETTING A DATE FOR PUBLIC HEARING

Councillor Rafuse declared a conflict of interest and vacated the Council Chambers for Agenda items #7 and #8.

Mayor Smith advised that it was necessary to set a date for the Public Hearing regarding the Planning Strategy, Land Use Bylaw Amendments and Development Agreement to do with the Rafuse subdivision. She noted that first reading took place at the regular Council meeting in February.

After a discussion it was recommended that the Public Hearing be scheduled for the next regular Council meeting on May 24th.

8. UPPER MAIN SEWER TENDER

The CAO noted that bids had been received for the Upper Main Sewer extension and the recommendation from the Committee was to reject all bids at this point in time.

Moved by Councillor Harrison, seconded by Councillor Shaw that the recommendation of the Committee that all bids be rejected be accepted.

Motion carried.

9. COMMITTEE REPORTS

(a) FINANCE COMMITTEE REPORT

APRIL 2016

Report given by Councillor Harrison

(a) **Presentations** - Planner, Andrew Fisher met with the Committee regarding the following:

Development Agreement – A proposed development for a workshop and boutique-gallery in the Downtown Commercial Zone was presented jointly by the Planner and applicant. After reviewing the proposal and a discussion the Committee recommended reconvening in a Special Council meeting to pass the 1st Reading of the Development Agreement at 33 Pleasant Street.

Land Use Bylaw Amendment – Definition of Home Occupation – The Planner presented a staff report and after a review indicated that he would amend the definition in accordance with the results of the discussion and forward a copy to the CAO.

(b) **Harbour Erosion** – Councillor Shaw noted a concern about erosion along the harbour near the Fundy Geological Museum/Air Ambulance landing area and recommended looking into the matter.

After a discussion the Committee agreed that the first step in the process would be to determine ownership of the property in question.

(c) **Sick Time Payout** – The CAO noted that he was advised to resolve sick time payout as soon as possible before the transition and that he needed a recommendation from Council to pay out accumulated sick time and discontinue the policy of paying out cash for accumulated sick time.

After a discussion the Committee recommended that the foregoing be approved.

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

Motion carried.

(b) PUBLIC WORKS COMMITTEE REPORT

APRIL 2016

Report given by Mayor Smith

(a) **Aboiteau Gates** – A quote in the amount of approximately \$5,000 was received from Granby to manufacture two gates for the Aboiteau bridge which the Committee is recommending be approved by Council. Also, approval has been received from the Department of Fisheries and we are waiting for approval from the Department of Environment to begin work on the berm with June 1st being the earliest start date depending on the tides.

(b) **Whitehall Rd. Culvert** – We are still waiting for approval from the Department of Environment to replace a culvert on Whitehall Rd. where significant erosion has taken place. This will be a costly project requiring not only a new culvert, but also the installation of a pond and rock.

(c) **Civic Grounds** – Two large rotten maple trees have been cut down and removed from the civic grounds.

(d) **Summer Workers** – With the busy summer season approaching the Superintendent and CAO will be reviewing applications and conducting interviews for two summer positions with Public Works.

(e) **New Truck** – The new ¾ ton truck is now in service and the department will be disposing of the old truck and equipment that it replaced. The Department is recommending that the proceeds from the sale of these items be used to purchase a utility trailer.

(f) **Main Street Decorations** – The lift will be arriving on May 1st to remove the snowflake and reindeer decorations and put the sails back up for the summer.

Moved by Mayor Smith, seconded by Councillor Harrison that the Public Works Committee report and recommendations contained therein be accepted.

Motion carried.

(c) PROMOTION AND IMMIGRATION COMMITTEE

APRIL 2016

Report given by Councillor Shaw

Projects in Progress:

Lighthouse Bins – Lighthouses are nearing completion; 4 of 10 have been picked up and are on display at the Parrsboro Creative Office.

Saltscape Trade Show – Ongoing activities for the trade show include booth layout and preparation as well as handouts. Local calendar of events, using a Joy Laking image is being printed. 4 lighthouses will be on display at the booth.

Partridge Island Hiking Trail Repairs – The site has been evaluated, a material list quote completed and a work crew is in development including a student from the Parrsboro Regional High's student Co-op program.

Eco Tour Signs – Signs have been removed in most areas. A few remain due to difficulty reaching them with snow and mud conditions.

Parrsboro Shore Hospitality Trade Show – This event will be held on May 7th. 22 operators have confirmed attendance. Contact is still being made through the shore area. This event is sponsored through the STEP program.

Ambassador Training Program – Weekly informative lunch sessions are ongoing to the end of April. Two sessions have been held so far with an attendance of 11 people. Sessions are open to the public and operators from the shore area have been invited to speak. There will be a presentation in May for the Advocate area and another held in the Economy/Five Islands area. Tide awareness and safety concerns have been brought up at both sessions. This issue could be included in the beach access signage project.

Ambassador Main Street – An application for financial assistance for two summer students has been submitted. A possible location is being discussed to create an Ambassador office/information site. The office will have shore promotional material and act as a location for summer Ambassadors to work out of.

Cumberland County Motorcycle Ride – Collaborating with two organizations in the development of two fall events has started. Parrsboro People Places & Pets Enhancement Society Poker Run will work with the Masstown organization and will see the day long September event include Springhill and Oxford.

Ten Days in October – Taylor will be taking a lead on a photo tour/workshop with Len Wagg as the instructor.

Lieutenant Governor's Community Spirit Award – An application for the Town of Parrsboro has been submitted. Contact was established with several community members and organizations that are a good representation of community spirit.

Moved by Councillor Shaw, seconded by Councillor Harrison that the Promotion and Immigration Committee report be accepted.

Motion carried.

(d) LIBRARY REPORT

APRIL 2016

Report given by Mayor Smith

Statistics for February 2016:

95 open hours
6 programs with 49 people attending
54 information questions
84 hours of WiFi use

172 hours of computer use
621 items circulated
186 holds placed

The library is in need of a new door and door frame. This is being looked into by the CAO as well as having the furnace serviced.

Moved by Mayor Smith, seconded by Councillor Harrison that the Library report be accepted.

Motion carried.

(e) TOURISM COMMITTEE REPORT

APRIL 2016

Report given by Councillor Shaw

(a) CNTA Update – The Committee was updated regarding developments with CNTA and was advised that the organization is requesting funding in the amount of \$1,000 to continue promoting tourism in the area. It was noted that the County of Cumberland has already agreed in principal to support CNTA funding with certain provisions.

After a discussion the Committee recommended that the Town Council approve funding in principal provided CNTA follows through with its mandate.

(b) VIC at the NS/NB Border – The Committee was updated regarding a recent meeting at the border Visitor Information Centre where it was proposed that space once occupied by CNTA be used by tourism stakeholders to promote the area around our shore. The first step in the process will be to compile a list of events.

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

Motion carried.

10. CORRESPONDENCE

An email was noted that would require a response at a later date.

11. ADJOURNMENT

Upon a motion by Councillor Shaw the meeting adjourned at 7:20 p.m.

Lair Smith
Mayor

CAO [Signature]

SUMMARY OF APPROVED EXPENDITURES:

Sick Time Payout – The CAO noted that he was advised to resolve sick time payout as soon as possible before the transition and that he needed a recommendation from Council to pay out accumulated sick time and discontinue the policy of paying out cash for accumulated sick time.

After a discussion the Committee recommended that the foregoing be approved.....3

Aboiteau Gates – A quote in the amount of approximately \$5,000 was received from Granby to manufacture two gates for the Aboiteau bridge which the Committee is recommending be approved by Council. Also, approval has been received from the Department of Fisheries and we are waiting for approval from the Department of Environment to begin work on the berm with June 1st being the earliest start date depending on the tides.....3

CNTA Update – The Committee was updated regarding developments with CNTA and was advised that the organization is requesting funding in the amount of \$1,000 to continue promoting tourism in the area. It was noted that the County of Cumberland has already agreed in principal to support CNTA funding with certain provisions.

After a discussion the Committee recommended that the Town Council approve funding in principal provided CNTA follows through with its mandate.....6

COUNCIL

MAY 24TH, 2016

#16-08

The Parrsboro Town Council met in regular session on Tuesday, May 24th, 2016 at 7:00 p.m. in the Council Chambers with Mayor Lois Smith presiding.

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

REGRETS: Councillor David Harrison

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

Councillor Shaw requested the addition of Parrsboro Shore Projects Report as item 7. (c).

Moved by Councillor Rafuse, seconded by Deputy Mayor Ward that the Agenda be approved with the foregoing addition.

Motion carried.

3. PUBLIC HEARING RE: MPS/LUB AMENDMENTS, AND DEVELOPMENT AGREEMENT

At this point Councillor Rafuse declared a conflict and left the Council Chambers.

For the benefit of those present in the gallery, Planner Andrew Fisher presented an outline of his report that had been submitted to Council in April to do with the following:

1. An amendment to the Generalized Future Land Use Map of the Municipal Planning Strategy to change the designation of the eastern portion of a property located at 14 Chambers Boulevard (PID 25223686) from Industrial to Residential, and an amendment to the Zoning Map of the Land Use Bylaw to change the same property from Industrial and Architectural Residential to General Residential.

2. An application for a Development Agreement for the Eastern portion of 14 Chambers Boulevard (PID 25223686) to permit the construction of a new street, and up to four, 4-unit Townhouse dwellings.

The Planner noted that there was one change to the Development Agreement as discussed at the April meeting to do with the provision to include a reserve within the public right-of-way for a sidewalk should one be necessary. After reviewing his report, Mr. Fisher responded to some generalized questions from those citizens present. He also noted that an application for a Development Agreement for 33 Pleasant Street to permit the construction and operation of an artist's studio and retail uses had been withdrawn.

Deputy Mayor Ward moved and Councillor Shaw seconded the 2nd Reading of an amendment to the Generalized Future Land Use Map of the Municipal Planning Strategy to change the designation of the eastern portion of a property located at 14 Chambers Boulevard (PID 25223686) from Industrial to Residential, and an amendment to the Zoning Map of the Land Use Bylaw to change the same property from Industrial and Architectural Residential to General Residential and an application for a Development Agreement for the Eastern portion of 14 Chambers Boulevard (PID 25223686) to permit the construction of a new street, and up to four, 4-unit Townhouse dwellings.

Motion carried.

At this point Councillor Rafuse returned to the Council Chambers.

4. PUBLIC HEARING RE: TAX EXEMPTION BYLAW AMENDMENT

The CAO advised that the purpose of the amendment to the Tax Exemption Bylaw was to grant to the Parrsboro Band Association an exemption for property tax purposes extending to 100% of the Band Hall building and total land.

Deputy Mayor Ward moved and Councillor Rafuse seconded the 2nd Reading of the Tax Exemption Bylaw Amendment.

Motion carried.

5. 1ST READING OF REZONING OF 451 MAIN STREET FROM RESIDENTIAL TO INSTITUTIONAL

Deputy Mayor Ward moved, and Councillor Shaw seconded the 1st Reading of Rezoning of 451 Main Street from Residential to Institutional.

Motion carried.

6. PUBLIC HEARING RE: AMENDMENT TO THE LAND USE BYLAW TO EXPAND DEFINITION OF HOME OCCUPATION

The Planner reviewed the background to an amendment to the Land Use Bylaw to expand the definition of Home Occupation to include artist studios and retail uses.

Deputy Mayor Ward moved, and Councillor Shaw seconded the 2nd Reading of An Amendment to the Land Use Bylaw to expand the definition of Home Occupation to include artist studios and retail uses.

Motion carried.

7. APPROVAL OF MINUTES

Mayor Smith asked if there were any errors or omissions noted in the Council minutes of April 26th, 2016 (#16-07). Hearing none the minutes were declared approved as presented.

8. COMMITTEE REPORTS

(a) FINANCE COMMITTEE REPORT

MAY 2016

Report given by Deputy Mayor Ward

1. Presentations –

Nova Scotia Housing – Dan MacDonald from Nova Scotia Housing met with the Committee and representatives from County Council, Board of Trade and Economic Development to review programs available to help homeowners stay in their homes as well as options available to assist developers to create affordable housing. Anyone interested in finding out more about these programs is encouraged to contact Nova Scotia Housing at 902-755-7163.

Ship's Company Theatre – Natasha MacLellan, accompanied by Board members, Diane Powell, Chair and Michael Levy met with the Committee to review the upcoming season and to thank Council for their continued support. The Committee was also updated regarding recent repairs and upgrades to the theatre that will enhance the quality of the shows as well as a new marketing initiative through Theatre Nova Scotia that will promote the theatre and the community as a whole.

Open Arms Ministry – Doug Lake advised that Open Arms Ministry is looking to expand and proposed a couple of potential locations for a new church, one of which would require purchasing property from the Town in the area of the former Scott mill and the other a rezoning of a piece of property on Upper Main Street from Residential to Institutional.

After a discussion the Committee agreed that it would not be in the best interest of the Town to sell property at this point in time, and that the preferred option would be a rezoning of the Upper Main Street property. It was therefore, agreed to proceed with 1st Reading of the rezoning at the next Council meeting.

Fundy Geological Museum – Tim Fedak and Leisa Babineau of the Fundy Geological Museum met with the Committee, Municipal Advisor Chris MacNeil and TIR Operations Supervisor, Greg Frail to voice concerns regarding the potential impact the placement of a sewage treatment plant on adjoining property could have on the museum.

After a discussion Mr. Fedak thanked the Committee for their time and consideration and expressed the hope that the dialogue will continue as the project moves forward.

2. **CJSMA Budget** – The Committee reviewed the Cumberland Joint Services Management Authority's Solid Waste Services Budget for fiscal 2016/17 and recommended that it be approved by Council.

3. **Energy Authority Corporate Status** – The CAO advised that there is a recommendation from the Cumberland Energy Authority and its legal counsel that its corporate status be maintained going forward beyond any merger and that the Cumberland County Council has already voted to continue with that format.

After a discussion the Committee recommended that the Town Council also approve the recommendation that the Energy Authority's corporate status be maintained.

4. **Unightly Premises** – An active list of unsightly premises was circulated and reviewed.

As it was noted that some of the properties on the list have already been dealt with, it was recommended that the Committee review the town between now and the next Council meeting to eliminate those properties that have been cleaned-up and then give the CAO direction on those that are remaining.

5. **Tax Exemptions** – The Committee reviewed the applications submitted for the municipal tax exemption and recommended that they be approved pending confirmation from staff that all taxes from 2015/16 have been paid in full.

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

Motion carried.

(b) PUBLIC WORKS COMMITTEE REPORT

MAY 2016

Report given by Deputy Mayor Ward

-
- A gated opening will be installed at the Pier Road playground to improve access to the museum.

- The two new gates for the Aboiteau bridge have been completed. The gates and the berm are both scheduled to be installed around the second week of June. The CAO will follow up on Department of Environment approval for this project.
- The box from the old ¾ ton truck that has been taken out of service has been sold with the proceeds going toward the purchase of a utility trailer.
- Clean-up Week took place on the 18th, 19th and 24th of May and will wind up with the Swan Creek Road landfill being open on the 27th and 28th for leaf and yard waste.
- Recent high tides resulted in damage to the Boardwalk which has since been repaired. Gravel was also placed in areas where the pavement had washed away.
- The works crew will be hosing down the streets after the clean-up in preparation for painting the crosswalks and parking stalls.
- The department is asking for some money to be included in the budget for chains for the loader.

Moved by Deputy Mayor Ward, seconded by Councillor Rafuse that the Public Works Committee report be accepted.

Motion carried.

(c) PARRSBORO SHORE PROJECTS REPORT

Councillor Shaw presented the following report submitted by Special Projects Facilitator, Taylor Redmond:

Projects complete and in progress:

- **Lighthouse Redeemable Bins** – Parrsboro Town Council approved two more lighthouses. Both lighthouses have been constructed and delivered to artists. One sponsor has come forward to be part of the project. One more sponsor will still have to be found. Lighthouses will be launched on June 4th at Parrsboro's Art Installation Day.
- **Saltscape Trade Show** – The show was a great success and was very well attended. A local calendar of events, using a Joy Laking image, was well received, with over 2000 handed out at Saltscape. The remainder of the calendars have been distributed in the Parrsboro area, along the shore, in Truro, Halifax and in Amherst. The banner that was sponsored by the municipality had a very positive impact with the map image of the Shore drawing people and potential tourists into the booth. Three Parrsboro Shore area businesses were present in the booth, promoting their establishment with

the introduction of a Dulse food product. The introduction of food in the booth was very positive and should be considered for 2017.

- **Band Stand** – Is now being constructed on site. The foundation and base platform have been completed. Mid June is the estimated completion date.
- **Partridge Island Hiking Trail Repairs** – The site and trails are being worked on by Randy Corcoran who is being assisted by a student from Parrsboro Regional High's student Co-op program 2 days a week. A group of 5 women has come together who have volunteered their time, to help paint the look-off when all the repairs are completed.
- **Parrsboro Shore Hospitality Trade Show** – The May 7th event had 40 operators from Masstown to Joggins in attendance. It was received very positively by the community. Coverage was obtained on CBC, in the Shoreline Journal, the Amherst papers and on social media. Good attendance from outside our area with additional attendance from the operators of the VIC's in Halifax, Truro and Amherst. It has already been requested that we repeat the event next year. An evaluation questionnaire has been sent out to the vendors for feedback. Plans are underway to make it bigger and better and focus on a Cumberland County initiative for 2017.
- **Ambassador Training Program** – 6 weekly informative lunch sessions were attended by a group of 14 people, varying slightly in numbers from week to week. Positive feedback on all sessions. The speakers have been very informative and expanded awareness for the group. There will be a wrap up session and a discussion to future sessions at the end of May.
- **Ambassador Main Street** – Parrsboro did not receive funding for financial assistance for two summer students as Ambassadors, though the Parrsboro Recreation Department did obtain funding for 2 students. The Ambassadors will be presented to Parrsboro Town Council in order to obtain funding for one or both of these positions.
- **Town Entrance** – A compass for the traffic island at the entrance to Parrsboro is almost complete. The base is being constructed by Lyman Willigar and I am preparing the compass face. This will be installed on our Art Installation Day on June 4th.
- **Main Street** – I have started to re-install the Main Street displays: birdhouses, storyboards, large Adirondack beach chairs which will need repainting. New anchors will also have to be installed on the beach.
- **Main Street Business Signage** – I am working with one business operator to design new store front signage. Painting the front of his building is also in discussion. I am presently seeking out a volunteer team to help paint some of the businesses on Main Street.
- **Spencer's Island Signage** – Met with the Spencer's Island Community Association to develop and create signage for businesses and attractions in the community. It was decided that I connect with businesses individually before we proceed. I will report back to SICA at the June meeting.
- **June 4th Art Installation Day** – Invitations are going out this week for the event. 12 artists will be in attendance. Lighthouses will be placed on Main Street. In addition, two sculptural pieces are to be installed for the completion

of the “Widows Walk”. I met with artist John Little and Heather Lawson on May 17th to confirm their sculptures will be ready for the June 4th event. Things seem to be on schedule but confirmation could not be obtained.

- **STEP** – The working group is in the process of developing a final workshop for interested community members and operators in the area. Workshop topic will be the development and marketing of walking/interactive tours. Proposed workshop date will be decided May 27.

Moved by Councillor Shaw, seconded by Deputy Mayor Ward that the Parrsboro Shore Projects Report be accepted.

Motion carried.

Deputy Mayor Ward asked why the completion date for the Band Stand had been pushed ahead to mid-June. Councillor Rafuse indicated that it had taken a month to get a building permit. The Deputy Mayor recommended advising the Band Association of the delay and the reason for it as to her understanding they were planning to hold their first summer concert on the new structure on June 3rd.

The Deputy Mayor also noted that she had been sharing pictures of the lighthouses with her colleagues at the UNSM, CJSMA, Waste Management Symposium and Town Caucus and that they are thrilled with them. She noted that hopefully the media will be here for their unveiling at the Art Installation Day on June 4th.

9. CORRESPONDENCE

(a) **Kylee Smith** – Deputy Mayor Ward noted that Parrsboro recently hosted the districts soft ball championship and will be hosting the regionals and that according to Doreen Smith, her granddaughter Kylee Smith, distinguished herself as the first female to hit a ball over the fence. The Deputy Mayor recommended that a letter of congratulations be sent to Kylee in recognition of her achievement. She also noted that coaches Matt Smith, Charlene Smith, Sam McCrindle and Bliss Walton should be commended for all of the time and effort they devote to the softball program. The Deputy Mayor also noted that the boy’s slo-pitch team recently won their division.

(b) **Purina Walk for Dog Guides** – Deputy Mayor Ward presented a news release regarding the Purina Walk for Dog Guides taking place across the country in May. She noted that the walk in Parrsboro hosted by the Leo Club would be taking place on May 29th and will be raising funds for Lions Foundations of Canada Dog Guides, a national charity which breeds, trains and matches service dogs with qualifying applicants.

(c) **Feed Nova Scotia** – Mayor Smith presented correspondence from Feed Nova Scotia reminding everyone about the 147 food banks across the province that provide support to those in need and the importance of donations from the public, service

organizations and government to sustaining food banks at both the provincial and local level.

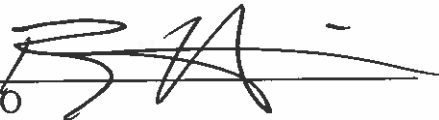
(d) **Bernie Burke Golf Tournament** – Mayor Smith noted correspondence from the organizers of the Bernie Burke Golf Tournament taking place on August 19th which raises funds to assist with the restoration of the Hall and supports local charities. The organizers thanked Town Council for past support and requested it again this year in the form of donated prizes or gift certificates for the tournament.

10. ADJOURNMENT

Upon a motion by Deputy Mayor Ward the meeting adjourned at 7:40 p.m.



Mayor



CAO

SPECIAL COUNCIL

JUNE 23, 2016

#16-09

The Parrsboro Town Council met in Special Session on Thursday, June 23rd, 2016 at 2:05 pm with Mayor Lois Smith presiding.

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

Mayor Smith advised that the purpose of this special meeting was to process a motion with regard to the Wastewater Treatment Plant.

Moved by Deputy Mayor Ward, seconded by Councillor Rafuse that the Wastewater Treatment Plant is the #1 priority of the Parrsboro Town Council under the Clean Water & Wastewater Fund.

Motion carried.

Being no further business the meeting adjourned.



Mayor



CAO

COUNCIL

JUNE 29, 2016

#16-09A

The Parrsboro Town Council met in regular session on Tuesday, June 29th, 2016 at 7:00 p.m. in the Council Chambers with Mayor Lois Smith presiding.

PRESENT: Deputy Mayor Lisa Ward
Councillor David Harrison
Councillor Norman Rafuse
J. Raymond Hickey, CAO
Kevin Yorke, Secretary

REGRETS: Councillor Ron Shaw

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 Rafuse, seconded by Deputy Mayor Ward that the Agenda be approved as presented.

Motion carried.

3. PRESENTATION OF BARRY WOOD MEMORIAL OUTSTANDING ACHIEVEMENT AWARDS

Mayor Smith presented the Barry Wood Memorial Outstanding Achievement Award to the following recipients:

Archery

Austin Ellis: Austin recently became a Provincial Champion in his age category at an Indoor Shoot, a Provincial Champion in a 3D Shoot as well as an Overall Shooter on the Provincial Level Indoor Target. Also, Austin will be attending Nationals.

Ashley Hamel: This year, Ashley acquired the Provincial Champion title in her age category as well as for the 3D Shoot Category.

Jerrid Willigar: Jerrid placed 3rd at a Provincial Shoot for his age category.

Kara-Lyne Shaw: Kara-Lyne placed 1st in Provincials for her age category at a Provincial Shoot.

All Barry Wood Memorial Archery Recipients are coached by Randy Elliott.

Senior Boys Softball

The 2015-2016 Senior Boys Softball team hosted Provincials in June, and finished 3rd in the Province.

Members of the 2015-2016 team are as follows:

Grayson McCrindle
Noah Perrin
Nicolas Leopold
Jerrid Willigar
Corey Merriam
Jackson Colborne
Alex Goodwin
Matthew Morris
Maxwell Hoar
Cole Dowe
Jacob Willigar
Tyler Millar-Hatfield

The 2015-2016 team was coached by Head Coaches Samantha McCrindle and Matthew Smith and by Assistant Coaches Kolby Benjamin, Seth Lake, Jerry Boutilier, Logan Legere and Riley McCulley.

Senior Girls Softball

The 2015-2016 Senior Girls Softball team attended Provincials in Antigonish in June and finished 3rd in the Province.

Members of the 2015-2016 team are as follows:

Dakota Ferdinand
MacKenzie Ferdinand
Kylee Smith
Danielle McLellan
Meana Oliveira
Haley Harrison
Ella Harrison
Rhianna Odlin
Erin Trottier
Casey Hamel
Ashley Hamel
Sarah Merriam

Jasmine Walton
Bryanna Jeffers
Victoria Trotter

The girls were coached by Charlene Smith and Bliss Walton.

4. PUBLIC HEARING RE: REZONING 451 UPPER MAIN STREET

Andrew Fisher, Planner, advised that this was the Public Hearing for a request to amend the Zoning Map of the Land Use Bylaw for a specific property at 451 Main Street. The property is currently zoned Architectural Residential where it fronts on Main Street and the rear of the property is zoned General Residential. The request is to change the zone from a residential designation to an institutional designation to permit the intended use of the property which is a religious institution or church. The Planner reviewed the process leading up to the Public Hearing and advised after the Public Hearing and considering all submissions from the public, the Council can then vote to give it second reading, deny it or defer a decision and ask for more information. If given second reading the amendment is then published in a local newspaper and the public are given 14 days to appeal their decision. After the 14 days the amendment is in effect. The Planner noted that whenever there is an amendment to a planning document it is incumbent upon Council to follow the policies adopted through the Municipal Planning Strategy and Land Use Bylaw and that it is his job to explain what policies are relevant in the amendment and how the subject relates to those policies. In this case there are three main policies that are relevant and the Council must consider: that the proposal conforms to the general intent of the Planning Strategy; that the proposal is not premature or inappropriate by reason of financial capability of the Town to absorb costs; that it is not unduly going to impact municipal services such as water, sewer, storm sewer, road system, etc.; and that consideration is given to the extent to which the proposed development might conflict with adjacent land uses. The Planner pointed out that this amendment would generally conform to the intent of the Municipal Planning Strategy and that, in fact, there is a Municipal Planning Strategy Policy that lists other uses that Council would permit in the Residential Zone, and churches and religious institutions are one of them. The Planner noted that his recommendation would be, after consideration, to adopt the amendment. At this point questions and/or comments were invited from the public and Council.

Mr. Lewis Brown, owner of the property in question, noted that the entire property consists of approximately 7 ¼ to 7 ½ acres including 4 acres of blueberry land and what they are looking at is approximately 3 to 3 ½ acres fronting on Upper Main Street which would be subdivided off the main parcel.

The Planner noted that whether the entire property is zoned Institutional or Residential would not impact the blueberry operation as an agricultural use and that whether or not it can be subdivided and how it would be configured is beyond what is being considered here this evening. However, he did note that if there is a subdivision there would have to be access to the back property from the public street. Mr. Brown noted the understanding that there would be sufficient space for a right-of-way.

Mayor Smith noted having spoken to an individual who was unable to attend the Public Hearing, but had a concern that cars may be parking on either side of Main Street.

Doug Lake indicated that a parking area is part of the plan and that there will be plenty of room for parking on the property.

There were no further questions or comments.

Moved by Deputy Mayor Ward, seconded by Councillor Rafuse that the Zoning Map of the Land Use Bylaw be amended to change 451 Main Street to the Institutional Zone.

Motion carried.

5. APPROVAL OF MINUTES

Mayor Smith asked if there were any errors or omissions noted in the Council minutes of May 24th, 2016 (#16-08) and the minutes of a Special Meeting held on June 23rd, 2016 (#16-09).

Hearing none the minutes were declared approved as presented.

6. COMMITTEE REPORTS

(a) FINANCE COMMITTEE REPORT

JUNE 21, 2016

Report given by Deputy Mayor Ward

Fundy Connect – The Committee received a presentation from Mary Anne MacGrath, Community Data Coordinator, regarding the Fundy Connect project funded by the Province and partnering municipalities. Fundy Connect is a user friendly, online searchable data base for all things related to recreation and physical activity and is a resource for both local residents and tourists. There will be a link to Fundy Connect from the Town's website in the near future.

Randy Corcoran Re: Partridge Island – Randy Corcoran approached the Committee with a concern about the future of Partridge Island, in particular, the property currently owned by the Town where the look-off is located, and he proposed options for maintaining the land undeveloped.

In the discussion the Committee shared Mr. Corcoran's concern for the future of this property and agreed to investigate the best option for preserving it for public enjoyment.

Pier Rd. Playground – The Committee was advised that the Lions Club has expressed an interest in raising funds to upgrade and expand the playground on Pier Rd. near the museum and that they are looking for approval from Council to proceed with the project. The Lions Club also requests that Council consider moving the adjacent dog park to another location so that the entire area could be devoted to playground space.

In the discussion the Committee was supportive of this initiative and recommended that another location be investigated for the Pier Rd. dog park which was intended only as a temporary facility.

Request from Harbour Commission – The Committee was advised that the Parrsboro and Area Harbour Commission has expressed an interest in acquiring three Town owned properties in the First Beach area.

After a discussion the Committee recommended that the Town's legal counsel be consulted with regard to the divestiture of these properties that would address such issues as future public access to the beach area and maintenance of the road.

Capital Purchases – The CAO requested confirmation of funding sources for capital projects and purchases in preparation for the audit. Following are the recommendations of the Committee:

<u>Project/Purchase</u>	<u>Source of Funding</u>
Library ramp design & construction	Library Reserve
Tennis court	Capital out of Revenue
Dry well @ ball field	Public Property Maintenance
Rowing machine for fitness centre	Capital out of Revenue
Band Shell drawings, engineering and demolition of old structure	Operating Reserve
Fire Truck	Fire Department Reserve
Public Works truck	Public Works Equipment Reserve/Capital

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

Motion carried.

(b) PUBLIC WORKS COMMITTEE REPORT

JUNE 2016

Report given by Deputy Mayor Ward

The Public Works Department would like to purchase a tandem trailer which is estimated to cost approximately \$6,000. \$1,350 has already been collected toward this purchase from the sale of the old truck body and that the Committee is requesting approval of funds for the balance.

Electrical work is being done at the Public Works shed.

The outflows of sewage are being monitored.

Hydrant flushing took place last week which is maintenance performed on a yearly basis.

The replacement of a culvert on Whitehall Road will take place during the second or third week of July.

The fence at the dog park has been repaired.

Clean up week went well.

The date of John Henwood's official retirement is November 1st.

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

Motion carried.

(c) PROTECTIVE SERVICES COMMITTEE REPORT

JUNE 2016

Report given by Deputy Mayor Ward

The firemen are busy planning for their July 1st Field Day which will take place on the grounds of the fire hall this year.

If funds are available after the budget and audit are completed, the Fire Department would like the Council to consider assisting with the purchase of a battery operated jaws-of-life estimated to cost approximately \$16,000. This equipment purchase would be cost shared on a 50/50 basis with the County of Cumberland.

The Fire Chief is requesting approval to proceed with repairs to the Fire Hall building including a cover for the generator, bathroom exhaust, and snow stops for the metal roof.

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

Motion carried.

(d) LIBRARY REPORT

JUNE 2016

Report given by Deputy Mayor Ward

Statistics for Parrsboro Branch for 2015-2016:

<u>Circulation</u>	<u>Holds</u>	<u>Active registered users</u>	<u>New users</u>
8,809	2,239	704	87
<u>Adult Program Attendance</u>		<u>Children's Program Attendance</u>	
12		508	

The Library would like to request that the Town donate a number of Heritage Homes and History of Parrsboro books to give out as prizes for the Adult Reading Program.

Moved by Deputy Mayor Ward, seconded by Councillor Rafuse that the Library report be accepted.

Motion carried.

7. **CORRESPONDENCE**

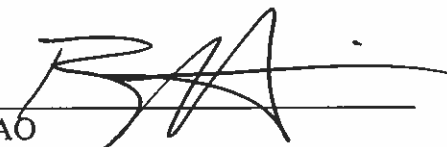
No correspondence.

8. **ADJOURNMENT**

Upon a motion by Deputy Mayor Ward, the meeting adjourned at 7:35 p.m.



Mayor



CAO

SUMMARY OF APPROVED EXPENDITURES:

The Public Works Department would like to purchase a tandem trailer which is estimated to cost approximately \$6,000. \$1,350 has already been collected toward this purchase from the sale of the old truck body and that the Committee is requesting approval of funds for the balance.....6

If funds are available after the budget and audit are completed, the Fire Department would like the Council to consider assisting with the purchase of a battery operated jaws-of-life estimated to cost approximately \$16,000. This equipment purchase would be cost shared on a 50/50 basis with the County of Cumberland.....6

The Fire Chief is requesting approval to proceed with repairs to the Fire Hall building including a cover for the generator, bathroom exhaust, and snow stops for the metal roof.....6

SPECIAL COUNCIL

JULY 19, 2016

#16-10

The Parrsboro Town Council met in Special Session on Tuesday, July 19th, 2016 at 2:15 p.m. in the Council Chambers with Mayor Lois Smith presiding.


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

Mayor Smith advised that the purpose of this meeting was to process a motion to do with John Henwood's vacation pay.


Moved by Councillor Rafuse, seconded by Deputy Mayor Ward that the Town Council approve the payout of John Henwood's accumulated vacation time in excess of 70 days.

Motion carried.

Upon a motion by Councillor Shaw the meeting adjourned.



Mayor

CAO 

SPECIAL COUNCIL

AUGUST 8, 2016

#16-11

The Parrsboro Town Council met in special session on Monday, August 8th, 2016 at 6:00 p.m. in the Council Chambers with Mayor Lois Smith presiding.

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

REGRETS: Councillor David Harrison

2016/2017 BUDGET

Moved by Deputy Mayor Ward, seconded by Councillor Rafuse that the Town Council approve an Operating Budget for the Town of Parrsboro in the amount of \$2,505,384 for the fiscal year April 1, 2016 to March 31, 2017 and that the Residential Tax Rate be set at \$1.75 per \$100 of assessment and that the Commercial Tax Rate be set at \$3.85 per \$100 of assessment, residential solid waste collection fee - \$120.00; residential solid waste collection fee (seasonal) - \$85.00; residential fire protection fee - \$125.00; residential street lighting fee - \$50.00; commercial fire protection fee - \$150.00; commercial street lighting fee - \$55.00. Also, that the taxes be accepted at par until September 14th, 2016 and that interest be charged and calculated at a rate of 2% per month on all accounts after September 14th, 2016.

Motion carried.

WITHDRAWAL FROM WATER RESERVE

Moved by Deputy Mayor Ward, seconded by Councillor Rafuse that funds from the Town of Parrsboro Water Reserve be withdrawn to cover 50% of the cost of the King Street water project.

Motion carried.

As there was no further business, the meeting adjourned.



Mayor



CAO

COUNCIL

SEPTEMBER 27, 2016

#16-11A

The Parrsboro Town Council met in regular session on Tuesday, September 27th, 2016 at 7:00 p.m. in the Council Chambers with Mayor Lois Smith presiding.

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

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 Deputy Mayor Ward, seconded by Councillor Rafuse that the Agenda be approved as presented.

Motion carried.

3. APPROVAL OF MINUTES

Mayor Smith asked if there were any errors or omissions noted in the minutes of a regular Council meeting held on June 29th, 2016 (#16-09A). Hearing none the minutes were declared approved as presented.

The Mayor asked if there were any errors or omissions noted in the minutes of a special Council meeting held on July 19th, 2016 (#16-10). Hearing none the minutes were declared approved as presented.

4. COMMITTEE REPORTS

(a) FINANCE COMMITTEE REPORT

JULY, AUGUST & SEPTEMBER 2016

Report given by Deputy Mayor Ward

Michelle Byers RE: Business Connector – Michelle Byers, CED Coordinator for the Municipality of Cumberland presented a draft Inter-Municipal Funding Agreement for the Cumberland Business Connector which included proposed funding commitments from partnering municipalities. She noted that core activities would focus on supporting, promoting, coordinating and spearheading economic development throughout Cumberland County.

After a discussion the Committee recommended against participating in this endeavor at this time.

Buffy White – DOT RE: Aboiteau Bridge – Buffy White of the Department of Transportation and Infrastructure Renewal met with the Committee at their invitation to open discussions with regard to the replacement of the Aboiteau Bridge. She noted that the bridge is on the list to be replaced during the 2019/2020 construction season and that it would make sense to combine efforts and work together to form some kind of partnership a year or two beforehand especially to coordinate the replacement of the bridge with the new sewage treatment plant and associated infrastructure.

Boardlanding Road Right-of-Way – The CAO noted requests from two Willow Street property owners that consideration be given to the Town relinquishing its right-of-way that extends off Boardlanding Road and runs through their properties along the Aboiteau.

After a discussion the Committee recommended against relinquishing the Town's right-of-way.

Watering Cart – Persistent mechanical problems with the water cart used by the Town's Gardener were brought to the Committee's attention along with a recommendation that consideration be given to purchasing a newer model golf cart to serve this purpose.

After a discussion the Committee recommended purchasing a newer, used golf cart up to the \$3,000 range. It was also recommended that a cost estimate to repair the old golf cart be obtained and that it be repaired, if feasible, and sold.

Katie Fife Request for Donation – The Committee considered a request from Katie Fife for a monetary donation from the Town to assist with her expenses associated with travelling to Toronto to represent Nova Scotia in the Miss Teen Canada competition.

After a discussion it was agreed to donate \$300.00 with funds from the Town's grants budget.

Property Donation – The Committee was advised that the owner of a seasonal property on Pier Road had proposed to donate a small parcel of unusable, adjacent land to the Town.

After a discussion the Committee recommended against accepting this property.

Parrsboro Golf Club – Correspondence from Art Atkinson, coordinator of the Parrsboro Open, requested consideration of a monetary donation to assist with expenses associated with the golf tournament.

After a discussion the Committee recommended a \$100.00 contribution with funds from the Town's grants budget.

FCM – Correspondence was received from the Federation of Canadian Municipalities regarding the Canada 150 Community Leaders network with an invitation to designate one or more leaders from our municipality. These individuals will serve as local representatives at Canada 150 events in the community and members of a legacy network that extends well beyond 2017.

Walk Steady Program – Correspondence from Cindy Yorke of the Parrsboro Primary Health Care Clinic advised that she and Recreation Coordinator, Sarah MacNeil, have been discussing a partnership between Primary Health and the Recreation Department to introduce and continue physical activity programs, one of which is the Walk Steady program for clients with chronic disease or mobility issues. She noted that Primary Health has a vision to see some development at the former Scott Mill property for walking trails or a recreational park for which there may be funds available through SPAR and she asked for the Council's support to make this area available for such development.

After a discussion the Committee recommended support in principle pending further information and details of the proposed development.

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

Motion carried.

(b) PUBLIC WORKS COMMITTEE REPORT

JULY, AUGUST & SEPTEMBER 2016

Report given by Deputy Mayor Ward

Equipment Operator/Laborer Positions – The deadline for receiving applications for 2 Equipment Operator/Laborer positions was September 2nd, 2016. Approximately 30 applications were submitted which will be reviewed and shortlisted for interviews.

Piping – A list of priorities for replacement of piping over the next five to six years will be developed.

Pier Rd./Eddy Street Intersection – A mirror has been installed at the intersection of Pier Rd. and Eddy Street to improve visibility for those entering Pier Rd. from Eddy Street.

Dry Well at Tim Hortons – A dry well located on the Tim Horton property is malfunctioning and overflowing onto Chapel Street. It is recommended that the owner be contacted and requested to repair it or implement an alternative solution. It was also recommended that it be brought to the owner's attention that signage designating the one-way exit onto Chapel Street needs to be upgraded.

Beaverdam Rd./Eastern Ave. Intersection – The Committee discussed how safety might be improved at the intersection of Beaverdam Rd. and Eastern Avenue and recommended that a stop sign be installed to replace the existing yield sign.

Leaf and Yard Waste Disposal – The Committee is recommending that the Swan Creek Road Landfill be open to accept leaf and yard waste on Friday, November 18th and Saturday, November 19th. The details of this event will be advertised in the paper and on our website in advance.

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

Motion carried.

(c) PROTECTIVE SERVICES COMMITTEE REPORT

JULY, AUGUST & SEPTEMBER 2016

Report given by Deputy Mayor Ward

Snow Removal/Lawn Care – It was recommended that snow removal and lawn care at the Fire Hall be discussed with the County as these items are currently taken care of by Public Works.

Paging System – A problem with the backup paging system for firemen has been corrected with the introduction of a new, unlisted telephone number.

Firemen's Honorariums – The Committee is recommending that a letter be sent to the County of Cumberland expressing concern regarding the proposed discontinuation of paying firemen's honorariums and lack of consultation with the Parrsboro Council in this matter.

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

Motion carried.

Deputy Mayor Ward noted receiving an email from the Fire Chief advising that somehow companies have gotten access to the unlisted telephone number which is causing some problems. She asked the CAO to contact the service provider to see what can be done to rectify this matter.

(d) PROMOTION AND IMMIGRATION COMMITTEE REPORT

JULY, AUGUST & SEPTEMBER 2016

Report given by Councillor Shaw

Art Bank – The draft proposal for the Art Bank managing committee was presented to Town Council for their review. Comments and suggestions were noted for further discussions with the group developing the document.

Crosswalks – Research is being done into the possibility of painting crosswalks to reflect our Anchored and Authentic theme.

Lighthouse Recycling Bins – It is recommended that images of the lighthouse recycling bins be included on the Town's website and facebook page.

Benches – Taylor is looking into the availability and price for six new benches for the town square.

Band Stand Plaque – The original plaque that had been affixed to the old Band Stand will be placed on the new structure and there will also be a new plaque on the opposite side with updated information.

Joy Laking Print – 50 limited edition prints of Joy Laking's painting "Parrsboro Starry Night" are now on sale until December 15th for \$285.00. After that date the price will increase to \$350.00. The original painting, along with other works by Joy Laking, will be featured at the Town Hall during the 10 Days in October Art Festival.

Transportation Display – The Committee recommends a thank you letter to Kerwin Davison for his display of the train replica and antique cars which have been a huge draw for both tourists and local residents.

Poker Rally – The Poker Rally organized by the Special Events Coordinator and held on September 18th was a great success with local resident Charles McCully winning the top prize.

Project Facilitator Report –

- Art Installation Day on June 4th was a great success. The lighthouses are making a very strong impact on visitors and the community.

- A second WorldHost Customer Service training day was held on June 28th for operators along the Parrsboro Shore
- A Tour Operator Development Workshop was held July 5-7th entitled “Connecting People & Places... The Art of Interpretive Tours” which attracted 25 participants.
- Ambassador kits were put together and distributed throughout the Parrsboro Shore area.
- Finalization of Main Street traffic island entrance is complete with the compass and anchor exhibit now in place.
- Gateway to “Beyond Main Street” is complete which is designed to encourage traffic to travel down Victoria Street.
- Permission was granted by the Town to use the decommissioned jail as an art studio during the Gem and Mineral Show.
- Attended Port Greville, Spencer’s Island and Advocate community meetings in June to establish contact and project development.
- A live Widow’s Walk evening performance is in development.
- Attended the Sandra Phinney workshop in Joggins on June 3rd which offered learning to maximize promotional opportunities.

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

Motion carried.

(e) LIBRARY REPORT

JULY, AUGUST & SEPTEMBER 2016

Report given by Deputy Mayor Ward

September is Pokemonth! There will be a Pokemon Scavenger Hunt from September 1st – 30th at all libraries for ages 3-18. Stop by the front desk for a Pokedex. Find all the Pokemon hidden in the library to win a book prize. Pokemon Party at the Parrsboro Branch on September 15th from 3-4pm.

One Book Nova Scotia is a province-wide community reading event for adults. Nova Scotians are invited to read, discuss and get excited about the same book. The Book & Author will be announced September 17th.

Halloween for Kids and Teens will be held at the Parrsboro Branch on October 27th from 3:00pm-4:00pm. Check out our special spooky programs!

Teen Nights at the Parrsboro Branch September 23rd and October 21st from 6:00-8:00pm. Join us for crafts, games, snacks and more!

CART (Children and Adults Reading Together) will be taking place in Parrsboro and Advocate with an 8 week fall session. Ages 3-5 with parent or caregiver. Call participating libraries for registration and more information.

Children’s Summer Reading Program Stats 2015/2016 for Parrsboro –

Participants		Hours Read		Library Visits		Activities	
2015	2016	2015	2016	2015	2016	2015	2016
26	27	230	408	-	80	-	90

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

Motion carried.

6. CORRESPONDENCE

(a) **RCMP RE: Spookarama** – Correspondence from the RCMP thanked Council for past donations to the annual Halloween event and to request their continued support.

It was noted that funds for this event had already been approved in the budget.

(b) **Ling Family** – It was noted that a thank you card from the family of the late Elmer Ling was received for the Town’s donation to the South Cumberland Community Care Centre in his memory.

(c) **The Hall** – Correspondence from the Board of the Parrsboro Band Association thanked the Mayor and Council for their decision to give the Hall a tax-free status thus helping them to keep the doors of the Hall open for residents of Parrsboro and Cumberland County as a cultural and community centre.

(d) **Ramona Jennex** – Mayor Smith noted that she had received an email from Ramona Jennex, a former educator and Cabinet Minister in the Nova Scotia Legislature, advising that she had recently visited Parrsboro to take in a show at the Ship’s Company Theatre and that her experience here was very positive from the friendly folks that she met to the beautiful flowers and art installations. Ms. Jennex noted that as a tourist she left with a great deal of satisfaction and that she would be sharing her positive experience with her friends and family.

(e) **Art Lab** – It was noted that a ribbon cutting ceremony was scheduled for October 1st at 1:00 p.m. at the Art Lab and Gallery.

(f) **Parrsboro Band Association** – Mayor Smith noted an email from Nancy Curleigh, a Board Member of the Parrsboro Band Association thanking Town Council for the erection of the new Band Stand.

7. ADJOURNMENT

Upon a motion by Deputy Mayor Ward, the meeting adjourned at 7:25 p.m.

Luis Smith
Mayor

BA
CAO

SPECIAL COUNCIL

October 18, 2016

#16-12

The Parrsboro Town Council met in Special Session on Tuesday, October 18, 2016 at 2:00 p.m. in the Council Chambers with Mayor Lois Smith presiding.

PRESENT: Councillor David Harrison
Councillor Norm Rafuse
J. Raymond Hickey, CAO
Kevin Yorke, Secretary

REGRETS: Deputy Mayor Lisa Ward
Councillor Ron Shaw

Moved by Councillor Rafuse, seconded by Councillor Harrison that the Town of Parrsboro Water Utility apply to the Nova Scotia Utility and Review Board for changes in its rates for water and water service, fire protection to the Town of Parrsboro and changes to its Rules and Regulations for customers served by the Utility, as set out in the Water Rate Study prepared by G.A. Isenor Consulting Limited in association with Blaine S. Rooney Consulting Limited.

Motion carried.

Moved by Councillor Rafuse, seconded by Councillor Harrison that health care benefits through the Town of Parrsboro's employee benefits plan be continued for Janie MacKenzie to the age of 65 years.

Motion carried.

Moved by Councillor Harrison, seconded by Councillor Rafuse that funds for the ramp at the Parrsboro Library come out of the General Operating Reserve; that funds for upgrades to the tennis court come from the General Operating Reserve; that funds for demolition, drawings and wiring for the Band Stand come from Gas Tax pending Provincial approval; that funds for the zodiac boat and fire truck come from the Fire Department Equipment Reserve until depleted, with the balance from the General Operating Reserve; that funds for the Public Works truck come from the Public Works Equipment Reserve until depleted, with the balance from the General Operating Reserve; that funds for the anchor and sculptures come from Gas Tax; that funds for the King Street sewer project come from the Sewer Reserve; and that funds for the Waste Water land survey and engineering come from PCAP.

Motion carried.

Moved by Councillor Harrison, seconded by Councillor Rafuse that Ray Hickey be paid for his accumulated vacation time.

Motion carried.

Moved by Councillor Harrison, seconded by Councillor Rafuse that Mrs. Ella Perrin be offered compensation in the amount of \$10,000 with regard to the location of a sewage treatment plant adjacent to her property on Two Island Road.

Motion carried.

Being no further business the meeting adjourned.

Lais Smith

Mayor

[Handwritten Signature]

CAO

COUNCIL

OCTOBER 25, 2016

#16-13

The Parrsboro Town Council met in regular session on Tuesday, October 25th, 2016 at 7:00 p.m. in the Council Chambers with Mayor Lois Smith presiding.

PRESENT: Councillor David Harrison
Councillor Norm Rafuse
Councillor Ron Shaw
J. Raymond Hickey, CAO
Kevin Yorke, Secretary

REGRETS: Deputy Mayor Lisa Ward

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

As there were no additions to the Agenda, Mayor Smith declared it approved as circulated.

3. MOTION RE: DONATION TO PARIS FAMILY

Moved by Councillor Rafuse, seconded by Councillor Harrison that the Town make a donation to the family of the late Josh Paris in the amount of \$1,000.00

Motion carried.

4. MOTION RE: JOHN HENWOOD'S RETIREMENT CONTRACT

Moved by Councillor Harrison, seconded by Councillor Rafuse that Town Council approve the continuation of health care benefits for John Henwood to age 70 as per his retirement contract.

Motion carried.

5. MOTION RE: APPOINTING AUDITORS

Moved by Councillor Harrison, seconded by Councillor that the accounting firm Jorgensen and Bickerton be appointed as auditors for the partial 2016 year.

Motion carried.

6. **PAVING QUOTATION**

The CAO advised that a quotation from the Miller Group for all patching of pavement that is required in the town had come in at approximately \$34,000 which is \$9,000 over the amount that had been budgeted. He noted that part of the reason for the higher quote is that there is more patching required this year than the average and that the quote also includes some private work in error which would be subtracted from the total. The CAO advised that if the Council wanted to do all of the patching in town an additional \$9,000 would be required which could come from Gas Tax money.

After a discussion there was a motion by Councillor Rafuse, seconded by Councillor Shaw to approve the quote from Miller Group provided the Council is satisfied with the quote after the estimate for private work has been deleted.

Motion carried.

7. **APPROVAL OF MINUTES**

Mayor Smith asked if there were any errors or omissions noted in the minutes of a Special Council meeting (#16-11) held on August 8th, 2016. She noted that the purpose of this meeting was to set the budget for 2016/17 and to approve a motion to withdraw money from the Water Reserve to cover 50% of the King Street water project.

Hearing none the minutes were declared approved as presented.

Mayor Smith asked if there were any errors or omissions noted in the minutes of a regular Council meeting (#16-11A) held on September 27th, 2016.

Hearing none the minutes were declared approved as presented.

The Mayor asked if there were any errors or omissions noted in the minutes of a Special Council meeting (#16-12) held on October 8th, 2016 the purpose of which was to pass a motion to apply to the Nova Scotia Utility and Review Board for changes in its rates for water and water service, fire protection to the Town of Parrsboro and changes to its rules and regulations as set out in the Water Rate Study by G.A. Isenor Consulting Limited in association with Blaine S. Rooney Consulting Limited. The Mayor noted that Mr. Isenor had been a long associate of the Town and had an immense knowledge of its Water Utility.

Hearing none the minutes were declared approved as presented.

8. **CORRESPONDENCE**

There was no correspondence presented, however, it was noted that members of the Council had received a letter from MLA, Jamie Baillie, thanking them for their service.

9. **ADJOURNMENT**

Upon a motion by Councillor Rafuse, the meeting adjourned at 7:15 p.m.

Lois Smith
Mayor

[Signature]
CAO

10. CITIZENS' FORUM

Following are some comments from the Council and those in the gallery regarding this, the final meeting of the Parrsboro Town Council.

Mayor Smith noted that on behalf of Council she would like to congratulate Norm Rafuse on his success in the municipal election becoming the first Councillor on the County Council for Parrsboro. She noted that she was sure that he would serve the community well in his new role. She also acknowledged with appreciation the support of the CAO, administrative staff and staff of public works over the years.

On behalf of the past and present members and executive of the Parrsboro and District Board of Trade, Board President David Beattie, noted that on this historical day he would like to thank past and present Councils and staff for all the time and effort they put into managing the town. He noted that while the Board of Trade and Council were not always in agreement, the Board feels that ultimately the town has been managed well over the years and that it has been due to a lot of hard effort by many people to make it happen. He also acknowledged their strong leadership through the past year which has been stressful and difficult for many going through the transition process.

Andrew Wagstaff of the Citizen/Record thanked Council for all the memories he has had covering Council meetings for the past 21 years. He also noted that he has had a great relationship with many Mayors and Councillors over the years which he will miss.