

COUNCIL

JUNE 24, 2008

#08-06

The Parrsboro Town Council met in regular session on Tuesday, June 24th, 2008 at 7:00 p.m. in the Council Chambers with Deputy Mayor Lois Smith presiding.

PRESENT: Councillor Gleneida Canning
Councillor Lloyd Smith
Councillor Lyle Yorke
A.D. Brown, C.A.O.
Dylan Heide, Municipal Intern
Kevin Yorke, Secretary

REGRETS: Mayor Doug Robinson (absent for part of the meeting)

1. **WELCOME AND CALL TO ORDER**

Deputy Mayor Smith called the meeting to order at 7:00 p.m. and welcomed those in attendance. She extended regrets on behalf of Mayor Doug Robinson who had left this afternoon to tour the Minas Channel with Minas Basin Pulp and Power and other government people from Halifax and the Valley. The Deputy Mayor also noted that this was the last Council meeting before the summer break, however, to her understanding there will be regular Committee-of-the-Whole meetings in July and August. The next regular Council meeting will be held on the fourth Tuesday in September.

2. **APPROVAL OF AGENDA**

Moved by Councillor Lloyd Smith, seconded by Councillor Gleneida Canning that the Agenda be approved as circulated. Motion carried.

3. **PRESENTATION OF FINANCIAL STATEMENTS BY GEORGE JORGENSEN**
RE: FISCAL YEAR END MARCH 31ST, 2008

Mr. George Jorgensen advised Council that it is customary at the June meeting to present the audited financial statements for the year just ending. He advised that the format for the financial statements have substantially changed this year due to new requirements from the Provincial Government. This will require additional work on his behalf to have them prepared. At this point in time the statements are not completed but he expects to have them out to Council in mid to late summer. He did advise that he was prepared to give an overview of the financial situation of the Town as of March 31st, 2008 based on his audited records. He advised that for the General Operating of the Town we had a net surplus of \$2,132 and had an accumulated surplus of \$63,841. Mr. Jorgensen reported that \$251,000 was transferred into operating reserves leaving a balance of \$871,347 in special reserve funds. He commented that the Parrsboro Town Council has been wise to put money into reserves because the Town is less reliant on borrowing funds for capital projects that come up down the road. He expressed the opinion that every municipality in the Province should be envious of Parrsboro's great financial position in this regard. Mr. Jorgensen reported that the current year tax levy was \$1,022,489 with \$1,014,605 being collected leaving a balance of only \$7,884 outstanding at the end of the year with prepaid taxes actually exceeding that figure. He commented that this rate of tax collection is not seen in very many, if any, other units.

Mr. Jorgensen reviewed the Water Utility Financial Statements noting an operating revenue of \$262,876 and operating expenses of \$219,891 for a net operating profit of \$42,985. He noted an excess of revenue over expenditures of \$36,748 and a surplus at the end of the year

of \$216,938. Mr. Jorgensen noted for the year ended March 31, 2008 the Water Utility had a rate of return on rate base of 2.63% which is up over last year. He commented that the Operating Balance Sheet indicates that the Water Utility is in good shape for the day to day operation.

After reviewing the financial statements Mr. Jorgensen read the following management letter dated June 23, 2008.

We have completed our audit of the Town of Parrsboro financial records for the year ended March 31, 2008.

General Operations

The Town ended the fiscal year with an operating surplus of \$2,132 after transferring \$286,265 to reserves during the year.

Revenues for the year totalled \$1,924,117 compared to budgeted revenue of \$1,815,734, a difference of \$108,383 (5.96% of budgeted revenue).

Expenditures for the year totalled \$1,921,985 compared to budgeted expenditures of \$1,815,734, a difference of \$106,251 (5.85 of budgeted expenditures).

General Capital Operations

During the year the Town spent \$253,681 on capital purchases.

The purchases were financed as follows:

| | |
|---------------------------|----------------------|
| <i>General operations</i> | <i>\$ 7,964</i> |
| <i>Reserve Funds</i> | <i>126,899</i> |
| <i>Donations</i> | <i>19,121</i> |
| <i>Court Settlements</i> | <i>28,400</i> |
| <i>Grants</i> | <i><u>71,297</u></i> |
| | <i>\$253,681</i> |

Water Operating

The water operations ended the year with a surplus of \$36,748 after capital purchases of \$17,924 from revenue.

Operating revenues for the year totalled \$262,876. Operating expenditures were \$219,891.

The fund also earned \$11,687 interest.

Reserve Funds

The Town has \$871,347 in Reserve funds at March 31, 2008.

Reserve funds increased \$622,322 during the year as follows:

| | |
|---|-----------------------|
| <i>Gas tax revenue</i> | <i>\$45,476</i> |
| <i>Interest earned</i> | <i>7,960</i> |
| <i>Transfer from General Operations</i> | <i>286,265</i> |
| <i>Donation - Fire Auxiliary</i> | <i>30,000</i> |
| <i>PCAP water project grant</i> | <i>129,886</i> |
| <i>PCAP sewer project grant</i> | <i><u>122,735</u></i> |
| | <i>\$622,322</i> |

\$213,514 was used to fund capital purchases. \$76,422 was transferred to general operations.

General

The accounting records are very well maintained with timely reports to Council. Expenditures are generally kept within the amounts budgeted.

Special mention is made for Betty Anne Paris for her above and beyond efforts in the collection of taxes and water receivables. For several years the prepaid taxes have exceeded the outstanding balances at year end.

The Town is in excellent financial position having no capital debt outstanding and has in excess of \$850,000 in reserve funds. This is good planning by management and Council for upcoming planned capital expenditures.

Thanks to all staff and management for their assistance during the audit.

*Signed,
George Jorgensen
Partner*

After reading the letter Mr. Jorgensen commented that he has been coming to Parrsboro for the past 26 years and that the Town has great staff who are very dedicated and do a good job.

He asked if the Council had any questions.

Councillor Lloyd Smith noted that in the Water Utility statements it looks like the Town has paid off the water project.

Mr. Jorgensen noted that the starting debt on the water project was between \$400,000 and \$600,000 and that it has, indeed, been all paid off leaving the Water Utility in great shape.

On behalf of the Mayor and Council, Deputy Mayor Lois Smith thanked Mr. Jorgensen for his professionalism and efficiency in doing the audit over the years and she also thanked all of the Town staff.

At this point Mayor Robinson joined the meeting.

Moved by Mayor Robinson, seconded by Councillor Lloyd Smith that the General Non-Consolidated Financial Statements and Water Utility Financial Statements for the year April 1, 2007 to March 31, 2008 be accepted. Motion carried.

4. FIRE CHIEF'S REPORT

No report.

5. APPROVAL OF CHEQUE SHEET

Moved by Councillor Lloyd Smith, seconded by Councillor Lyle Yorke that the General Cheque Sheet in the amount of \$196,703.52 be approved as presented. Motion carried.

6. APPROVAL OF MINUTES

Deputy Mayor Smith asked if there were any errors or omissions noted in the Council minutes of May 27, 2008 (#08-05). Hearing none she declared the minutes approved as circulated.

7. APPROVAL OF 2008/2009 BUDGET AND TAX RATES

Moved by Councillor Lloyd Smith, seconded by Councillor Lyle Yorke that the Town Council approve an Operating Budget for the Town of Parrsboro in the amount of \$2,024,403 for the fiscal year April 1, 2008 to March 31, 2009 and that the Residential Tax Rate be set at \$2.03 per \$100 of assessment and that the Commercial Tax Rate be set at \$3.77 per \$100 of assessment. Also, that taxes be accepted at par until August 13th, 2008 and that interest be charged and calculated at a rate of 2% per month on all accounts remaining after August 13th, 2008. Motion carried.

8. COMMITTEE REPORTS

(8.1) Finance - Report given by Councillor Gleneida Canning:

FINANCE COMMITTEE REPORT**JUNE 2008**

(a) Board of Trade RE: Funding Request - A written submission from Frank Hartman, President of the Board of Trade, requested financial assistance in the amount of \$500. from the Town for the Christmas Parade and other miscellaneous expenses.

After a discussion the Committee felt that more information was needed before recommending that the request be referred to budget. Mayor Robinson advised that he would contact Mr. Hartman for the information.

(b) Port-a-Potties for Ball Fields - The Committee dealt with a verbal request for the Town to consider placing port-a-potties at Jurassic Park and the Don Yorke Memorial Ball Field due to increased usage of the facilities.

After a discussion Councillor Lloyd Smith volunteered to look into the cost and report

back to Council.

(c) Signage Request from MADD - A letter from Andrew McCulley and Eric Tibbetts, members of the Amherst chapter of Mothers Against Drunk Driving, requested Town Council to consider sponsoring a large anti-impaired driving sign for Parrsboro. The sign would be on a removable stand and could be used at police check points and other events in the town. The cost of the sign is \$450.00.

After a discussion the Committee recommended referring this request to the 2008/09 budget for consideration.

(d) UNSM Spring Workshop - Greg Herrett, C.A.O. for the Town of Amherst advised in an email that he was directed to contact the other municipal units in Cumberland County to gauge interest in offering to host the 2009 Spring UNSM Workshop here in Cumberland County.

After a discussion the Committee recommended that the Town of Parrsboro participate in jointly hosting this event next year with the other units in Cumberland.

(e) Parrsboro Drug Awareness Committee - Correspondence from Bob Foley, Chair of the Parrsboro Drug Awareness Committee requested Town Council to consider making a donation to the "Kids to Camp" summer program which targets youth in Grades 5 to 9 who need a chance to see what opportunities, resources and activities are available as alternatives to "at risk" choices.

After a discussion the Committee recommended that the request be forwarded to the 2008/09 budget for consideration.

Moved by Councillor Gleneida Canning, seconded by Councillor Lloyd Smith that the Finance Committee report and recommendations contained therein be accepted.

Motion carried.

(8.2) Public Works - Report given by Councillor Lyle Yorke:

PUBLIC WORKS COMMITTEE REPORT

JUNE 2008

(a) Superintendent's Report - John Henwood reported the following activity in the Public

Works Department:

- brush cutting along Whitehall Road by private contractor
- centre lines have been painted by contractor. The works crew will be doing the crosswalks and parking stalls in the near future.
- spring clean up went well with less debris put out compared to last year. The landfill was very busy on Saturday, May 24th accepting leaf and yard waste.
- fences repaired at the landfill and at the well site.
- the dinosaur lights have been refurbished and are ready for NSP to put up.
- the floats were put back in the Aboiteau.
- flower pots and hanging baskets were put up on the poles on Main Street and at the Town Hall. An additional worker was hired to water the flowers and to help with other summer maintenance jobs.
- gravel walkways on the Civic grounds were tilled and raked.
- repairs to the Two Islands Road sidewalk.
- the pump at the reservoir was rebuilt.
- two water services on Pier Road were renewed.
- a water leak is being investigated at the old dam site in New Prospect resulting from the construction of a woods road in the area.

(b) Sidewalk on Jenks Avenue - A concern was brought up during the meeting about the deteriorated condition of a portion of the sidewalk on Jenks Avenue.

After a discussion the Committee recommended that the Superintendent be requested to get a cost estimate for repairs that can be submitted for consideration in the 2008/09 budget.

(c) CJSMA RE: Drop Off - The Cumberland Joint Services Management Authority is offering a Household Hazardous Waste Program again this year and are requesting permission to use the Public Works grounds as a drop-off location in Parrsboro on July 5th. The event will be advertised in advance with the drop-off hours and list of accepted materials.

After a discussion the Committee recommended that CJMSA be permitted to use the works property for this purpose.

Moved by Councillor Lyle Yorke, seconded by Councillor Lloyd Smith that the Public Works Committee report and recommendations contained therein be accepted.

Motion carried.

(8.3) Planning, Development and Housing - Report given by Councillor Gleneida Canning:

PLANNING, DEVELOPMENT AND HOUSING COMMITTEE REPORT

JUNE 2008

(a) Building Inspector's Report - The Building Inspector submitted the following report of activity for the month of May 2008:

| | <u>No. of Permits</u> | <u>Value</u> |
|---|-----------------------|--------------|
| New Construction, Alterations, Additions (Residential) | 3 | \$120,000 |
| Garages & Sheds (Residential) | 1 | \$ 25,000 |

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| | | |
|--------------|----------|------------------|
| Mobile Homes | 1 | \$ 50,000 |
| Demolition | 1 | - |
| Development | 1 | - |
| Total | 7 | \$195,000 |

Moved by Councillor Gleneida Canning, seconded by Councillor Lyle Yorke that the Planning, Development and Housing Committee report be accepted. Motion carried.

(8.4) Cumberland Joint Services Management Authority - Report given by Councillor Lyle Yorke:

CUMBERLAND JOINT SERVICES MANAGEMENT AUTHORITY REPORT

JUNE 2008

(a) Resolution RE: Monitoring Wells - Correspondence from Stephen Rayworth, Solid Waste Manager, advised that at the CJSMA Board meeting on May 22nd, a motion was passed to recommend to the five councils, as per the special resolution process, to replace the water monitoring wells that were removed during the installation of the leachate treatment system at a cost of \$29,608, and for this cost to be taken from the Post Closure Reserve.

After a discussion the Committee recommended that Town Council approve this resolution.

Moved by Councillor Lyle Yorke, seconded by Mayor Doug Robinson that the Cumberland Joint Services Management Authority report and recommendations contained therein be accepted. Motion carried.

(8.5) Economic Development - Report given by Councillor Gleneida Canning:

ECONOMIC DEVELOPMENT COMMITTEE REPORT

JUNE 2008

(a) **Banners** - Terri McCulloch presented a budget for the Parrsboro Banner Project which will see the installation of "Parrsboro Rocks" banners on every other pole on Upper Main Street to Sargent's garage and Eastern Avenue to Riverview Cottages as well as "Parrsboro Rocks" flags on the Band Stand.

After reviewing the project in detail the Committee recommended that the Banner Project be submitted for consideration in the Town's 2008/09 budget.

Moved by Councillor Gleneida Canning, seconded by Councillor Lyle Yorke that the Economic Development Committee report and recommendations contained therein be accepted. Motion carried.

(8.6) **Recreation** - Report given by Councillor Lloyd Smith:

RECREATION COMMITTEE REPORT

JUNE 2008

(a) **Summer Recreation Program** - The Recreation Committee and Recreation Director, Marc Chagnon, interviewed about a dozen applicants for the summer recreation positions and hired five students to work with the program this year. They are Allison Pickard, Sports Coordinator; Jeaneil Quinn, Sports Instructor; and Day Camp Staff: Candace Lake, Jessica Ward and Abbey Lake. There are few changes and additions to the Sports Program this year which is offering tennis for ages 5-9 and 10-13, and soccer, basketball, ultimate frisbee and flag football for ages 7-13. Registration for all sports camps and all 8 weeks of Day Camps will be on Wednesday, June 25th and Friday, June 27th from 9:30 a.m. to 4:00 p.m.

Moved by Councillor Lloyd Smith, seconded by Mayor Doug Robinson that the

Recreation Committee report be accepted. Motion carried.

9. CORRESPONDENCE

(9.1) CREDA - The Clerk acknowledged a letter from Amanda McInnis, Youth Retention and Attraction Coordinator at CREDA. Ms. McInnis advised that CREDA has developed a re-population strategy with attraction and retention identified as priorities for Cumberland County and is currently recruiting individuals to participate in a youth retention and attraction steering committee. This committee will meet once a month for approximately 1 - 2 hours. Ms. McInnis asked organizations and businesses with an interest and an available candidate to provide representation on the steering committee to contact her by June 30th, 2008.

After a discussion it was suggested that through the press and other means the word be put out to organizations in the Town and surrounding area that CREDA is looking for assistance to pursue this project.

Deputy Mayor Smith noted that she has been in contact with Ms. McInnis several times and that a meeting with the Youth Town Council will be arranged at some point.

(9.2) Final List of Electors - The Clerk advised that a motion was required to set the date for the final list of electors to be completed and that he was recommending August 29th which is the deadline.

Moved by Councillor Gleneida Canning, seconded by Councillor Lloyd Smith that the Town Council set the date for the final list of electors to be completed at August 29th, 2008. Motion carried.

(9.3) Mayor Robinson RE: Tour of Minas Basin - Mayor Robinson apologized for being late for the Council meeting and reported that he, along with a couple of others, had escorted Minas

Basin Pulp and Power on a boat trip out to the waters that are seriously being looked at, more specifically near Black Rock , where there is the best steady current that is needed for the turbine. The idea behind the trip was to let representatives from Minas Basin Pulp and Power, Economic Development, Natural Resources and Nova Scotia Power Inc., actually see the situation they will face when putting the turbine in the water. The Mayor expressed the opinion that it was a very successful day for all those concerned.

10. ADJOURNMENT

Upon a motion by Councillor Gleneida Canning the meeting adjourned at 7:52 p.m.