

COUNCIL
JUNE 23, 2009
#09-06

The Parrsboro Town Council met in regular session on Tuesday, June 23rd, 2009 at 7:00 p.m. in the Council Chambers with Mayor Doug Robinson presiding.

PRESENT: Deputy Mayor David Harrison
Councillor David Howe
Councillor Dawn Reid
Councillor Lois Smith
Ray Hickey, C.A.O.
Kevin Yorke, Secretary
A.D. Brown, Former C.A.O.

1. WELCOME AND CALL TO ORDER

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

2. APPROVAL OF AGENDA

Moved by Councillor Lois Smith, seconded by Deputy Mayor Harrison that the Agenda be approved as presented. Motion carried.

3. PRESENTATION OF AUDITED FINANCIAL STATEMENTS

Mr. George Jorgensen presented the audited financial statements for fiscal 2008/2009. He began with the General Non-consolidated Statements noting that the format had changed over that of other years due to Provincial regulations for financial reporting. Mr. Jorgensen noted revenue of \$2,099,999 and expenditures of \$2,097,243 for a net surplus of \$2,756 and an accumulated surplus of \$66,597. He advised that the Balance Sheet is in good order with \$260,000 in accrued payables and about the same amount in cash and receivables. The Capital Fund Balance Sheet shows an increase in tangible assets from \$5,479,412 to \$6,247,108 mainly due to the paving and sewer projects and an equal increase in equity minus the \$90,000 capital bank loan. Mr. Jorgensen reported that \$174,000 was transferred into operating reserves leaving a balance of \$760,010 in special reserve funds. He commented that the Town is in very good shape with regard to reserve funds because it is less reliant on borrowing for capital projects. Mr. Jorgensen noted Taxes receivable of \$18,373 most of which was the Nova Scotia Liquor Commission which did not get paid until April, otherwise taxes receivable would have been about the same as last year. He commented that the Town staff does a great job collecting taxes and is the envy of other municipalities in the Province. Mr. Jorgensen noted that the Town had \$830,000 in capital

expenditures and owes \$90,000 which in his opinion is really good management. After answering a few brief questions of the General Statements Mr. Jorgensen reviewed the Water Utility Financial Statements which are formatted by the Nova Scotia Utility and Review Board. He noted a very strong balance sheet in the Utility with Assets of \$234,992 and Liabilities of \$10,838 leaving a surplus of \$224,154. The Rate of Return on rate base for the year ended March 31, 2009 increased to 3.68% from 2.63% the previous year.

Moved by Councillor Lois Smith, seconded by Councillor Dawn Reid that the General Non-Consolidated Financial Statements and Water Utility Financial Statements for the year April 1, 2008 to March 31, 2009 be accepted. Motion carried.

At this point Mr. Jorgensen read a management letter addressed to the Mayor and Councillors (copy attached), after which he thanked staff for their assistance during the audit. He noted that he was looking forward to working with the new C.A.O. and commended former C.A.O. Ashley Brown and the various Councils over the past 27 years for doing a great job running the Town and getting it into such excellent financial shape. Mr. Brown thanked Mr. Jorgensen for providing such good advice and guidance to him and staff over the years.

4. FIRE CHIEF'S REPORT

No report.

5. APPROVAL OF CHEQUE SHEET

Moved by Councillor Dawn Reid, seconded by Councillor David Howe that the General Cheque Sheet in the amount of \$291,118.23 be approved as presented. Motion carried.

6. APPROVAL OF MINUTES

Mayor Robinson asked if there were any errors or omissions noted in the minutes of May 26, 2009 (#09-05). Hearing none he declared the minutes approved as presented.

7. APPROVAL OF 2009/2010 BUDGET AND TAX RATES

The Mayor noted that the Council had concluded its budget deliberations over the past couple of days and asked the Deputy Mayor to make a motion of approval.

Moved by Deputy Mayor David Harrison, seconded by Councillor Lois Smith that the Town Council approve an Operating Budget for the Town of Parrsboro in the amount of \$2,007,259 for the fiscal year April 1, 2009 to March 31, 2010 and that the Residential Tax Rate be set at \$2.04 per \$100 of assessment and that the Commercial Tax Rate be set at \$3.93 per \$100 of assessment. Also, that the taxes be accepted at par until August 12th, 2009 and that interest be charged and calculated at a rate of 2% per month on all accounts remaining after August 12th, 2009. Motion carried.

8. COMMITTEE REPORTS

(8.1) Finance – Report given by Deputy Mayor Harrison:

FINANCE COMMITTEE REPORT

JUNE 2009

(a) Bylaw Officer - The C.A.O. reported that with an increasing number of dog complaints recently as well as an issue with a sign on Western Avenue the need for a bylaw enforcement officer has become more evident. He noted there are several options available to fill this position, however, at this point his preference would be to hire someone locally. The C.A.O. advised that he would look at it in more detail and present a proposal to the Committee at the budget meeting.

(b) Assessment Office - The C.A.O. advised that he had made initial contact with the Assessment Office with regard to the possibility of a complete reassessment of properties in Parrsboro. A representative from the Property Valuation Services will be meeting with him in July to give him the full details of what a complete reassessment would involve.

Moved by Deputy Mayor David Harrison, seconded by Councillor Lois Smith that the Finance Committee Report and recommendations contained therein be accepted. Motion carried.

(8.2) Public Works – Report given by Councillor Lois Smith:

PUBLIC WORKS COMMITTEE REPORT

JUNE 2009

(a) Superintendent's Report - John reported on the following activity over the past month:

- mowing of town properties and ditches
- some road work and dust control
- working on fire pits for Glooscap Park
- a water service leak on Pier Road was repaired
- the well field project is 80 - 90 percent complete

- the floats have been put back in the Aboiteau
- the dinosaur lights have been put back up and the Christmas lights removed for repairs and storage.
- work continues on splitting and piling wood for fuel
- the painting of crosswalks and parking stalls is scheduled for week of June 15th

(b) Street Lighting - The C.A.O. reported that Parrsboro has been approved for a pilot project through Nova Scotia Power and a street light supplier that will see 50 LED street lights installed at no charge to the Town. These lights use half as much electricity as regular street lights and have a life expectancy of 20 years. A representative from the company was scheduled to tour the town with the C.A.O. on Wednesday, June 17th to identify which lights to replace. It is their intention to replace street lights in the most visible areas to promote this new technology.

The Superintendent also noted that at the last meeting the Committee had referred requests for street lights to staff for a recommendation. He reported that each request was looked at on an individual basis and that staff are of the opinion that there would be no benefit to the Town by adding any new street lights or changing any existing lights.

c) Tree Removal - The Committee was advised that the tree removal program is underway and that eight trees had been identified as priorities. In the discussion the Committee felt that there may be a few other trees that should be cut down and that it is an opportune time to have the work done while the tree removal contractor is in the area.

After a discussion the C.A.O. was asked to take a look at the trees that the Committee had identified and have them included in the program if they are on Town property and can be done at a reasonable cost.

d) Flower Maintenance - The C.A.O. brought to the Committee's attention that flower maintenance will be an issue this year as the Public Works Department does not have the time or human resources to do this work.

The Committee discussed the options available to provide this service and asked the C.A.O. to look into the feasibility of hiring someone on a part-time basis.

e) Crosswalk & Sign at Tennis Court - Councillor Reid presented the idea of a crosswalk from Eastern Avenue to the tennis court noting that many children cross the street in this area during the summer months to access the facility.

After a discussion the Committee recommended referring the matter to our Traffic Authority for a recommendation.

Moved by Councillor Lois Smith, seconded by Councillor Dawn Reid that the Public Works Committee report and recommendations contained therein be accepted.

Mayor Robinson recalled that for a crosswalk to be legal it must lead from a sidewalk on one side of the street to a sidewalk on the other side and that is the reason why a crosswalk from Tim Hortons to the Town Hall property had not been approved. He felt it was reasonable to assume that the same rule would apply in this case but that it could still be checked out.

As there was no further discussion the motion was voted on and carried.

(8.3) **Recreation** – Report given by Councillor Dawn Reid:

RECREATION COMMITTEE REPORT

JUNE 2009

a) **Physical Activity Strategy** - The 1st draft of the Physical Activity Strategy was presented to the Committee at a meeting on June 10th. This document was prepared by the Recreation Director in cooperation with Jim Campbell of Nova Scotia Sport and Recreation from data collected from the physical activity survey. The strategic planning process will focus on six key areas:

- facilities and trails
- programs and activities
- information
- cost/accessibility
- support to community groups
- increase physical activity

The Recreation Committee accepted the 1st draft of the Physical Activity Strategy and recommends its adoption by Town Council with a mandate to proceed with these six priorities.

b) **Budget Items** - The Recreation Committee would like consideration in the Town's budget for the following items: 1) a street light at the Don Yorke Memorial Ball Field parking lot and moving score board to another location. There have been requests for these items from the general public who use the hill for winter activities; 2) development of green spaces/trails. These were the number 1 and 2 priorities of people who responded to the survey; 3) port-o-potties for the Don Yorke and Jurassic Park ball fields and 4) hiring a person to look after evening activities.

c) **New Member for Committee** - The Committee will be looking at taking on a new member as Darren Ferdinand is leaving the area to accept a position at another school.

d) **Ball Hockey and Soccer** - An agreement has been reached with the Lions Club to hold ball hockey at the arena and there has been an age adjustment for the soccer and ball hockey summer camp program that will allow more children to participate.

e) **Meetings** - The Recreation Committee will not be meeting again until September barring any emergencies.

Moved by Councillor Dawn Reid, seconded by Deputy Mayor Harrison that the Recreation Committee report and recommendations contained therein be accepted.

Mayor Robinson asked that section (b) be removed from the motion and voted on separately. This was agreed to by the mover and seconder of the motion. **Motion carried.**

The Mayor advised that his concern regarding item (b) is that it includes a whole series of work that may not have been through Committee-of-the-Whole.

Moved by Councillor Dawn Reid, seconded by Deputy Mayor Harrison that item (b) be referred to Committee-of-the-Whole. Motion carried.

(8.4) Planning, Development and Housing – Report given by Councillor Lois Smith:

PLANNING, DEVELOPMENT AND HOUSING COMMITTEE REPORT

JUNE 2009

(a) Building Inspector's Report - Following is a summary of the activity in the Building Inspector's office for the month of May 2009:

	<u>No. of Permits</u>	<u>Value</u>
Garages and Sheds (Residential)	2	\$8,000
Development	1	N/A
Total	3	\$8,000

Moved by Councillor Lois Smith, seconded by Councillor Dawn Reid that the Planning, Development and Housing Committee report be accepted. Motion carried.

(8.5) Protective Services – Report given by Councillor David Howe:

PROTECTIVE SERVICES COMMITTEE REPORT

JUNE 2009

(a) EMO Update - The C.A.O. reported on his initial contact with the County regarding the possibility of Parrsboro joining the Cumberland Regional Emergency Measures Organization. He advised that more detailed and formal information would be coming in the near future. The C.A.O. advised that he had also been speaking with Lawrence Nicoll who is taking on the task of developing an emergency response plan for Parrsboro and that Mr. Nicoll expects to begin focusing on the plan in mid July.

Moved by Councillor David Howe, seconded by Councillor Lois Smith that the Protective Services Committee report and recommendations contained therein be accepted. Motion carried.

(8.6) Library – Report given by Councillor Dawn Reid:

**CUMBERLAND REGIONAL LIBRARY BOARD REPORT
JUNE 2009**

All public libraries in Nova Scotia are running a public relations campaign with the slogan: "The library is important to me, my family and my community". Libraries in Cumberland County are distributing yellow posters and door hangers for the public to display how important libraries are to them. A web site has been put together with information about the campaign at: www.standupforlibraries.ca.

The Cumberland Regional Library is getting ready for Summer Reading Club. The kickoff party will be held in most branches on June 25th. Check with your local branch for times. This summer's theme is Agent 009. Kids can look forward to many spy activities throughout the summer. Last year almost 400 children from across the County read over 3,200 books during the summer months.

There will be some new signage up in various places in the County to direct people to the local branches. Some library branches will also be getting new furniture.

Below is some statistical information based on the 2007/2008 fiscal year:

The Cumberland Regional Library serves all residents of Cumberland County via 7 branches and the Books by Mail service.

1 in 4 residents of Cumberland County have an active library card.

There are over 80,000 items on the shelves at our 7 branches and access to millions more through interlibrary loan.

Last year we held 486 programs for children, teens and adults attracting over 6,100 people.

Over 125,000 items were borrowed last year, approximately 3 items for every person in the County.

We provide free access to 35 computers County-wide which were used for over 24,000 hours last year.

Moved by Councillor Dawn Reid, seconded by Deputy Mayor David Harrison that the Library Board report be accepted. Motion carried.

(8.7) Sustainable Tourism – Report given by Councillor David Howe:

**SUSTAINABLE TOURISM COMMITTEE REPORT
JUNE 2009**

a) **Janis McCulloch** - Councillor Howe advised that Janice McCulloch is going to operate a mobile ice cream stand this summer which she feels will be a tourist asset and has asked if the Town would consider waiving or reducing the \$250.00 vendors license fee. In the discussion the C.A.O. pointed out that an ice cream stand would be in direct

competition with other businesses that sell similar products and pay municipal taxes and that relative to the property tax that those people pay the \$250.00 fee is not out of line. He recommended that in order to maintain a level playing field the license fee should be paid.

After a discussion the Committee agreed with the C.A.O.'s recommendation.

b) World Natural Wonders Contest - The Committee was informed that the Bay of Fundy is back in the running for the world natural wonders contest after the winner of the Canadian competition was disqualified. Terri McCulloch has been working diligently to ensure that our entry is ready for international competition within the three week deadline. Everyone is encouraged to vote for the bay at votemyfundy.com before July 7th when the top 77 international sites will be short-listed.

c) Posters on Power Poles - It was brought forth that handmade posters on utility poles may detract from the overall attractiveness of Main Street which is a concern especially where the Town is entering the Communities in Bloom contest. The Committee questioned what options would be available to deal with the issue resulting in a recommendation that the C.A.O. contact other municipalities to see what they do and also Nova Scotia Power.

d) Classical Music Festival - The Committee was reminded that Parrsboro's Classical Music Festival will take place June 26-28 and that for more concert and ticket information you can go to: www.classicsbythebay.com.

Moved by Councillor David Howe, seconded by Councillor Dawn Reid that the Sustainable Tourism Committee report and recommendations contained therein be accepted.

Councillor Howe noted the understanding that Janis McCulloch will be making another request for a reduction in the license fee on the basis that she will be operating for two months and the fees are based on a full year.

As there was no further discussion the **motion** was voted on and **carried**.

(8.8) Source Water Protection – Report given by Deputy Mayor David Harrison.

**SOURCE WATER PROTECTION ADVISORY COMMITTEE
JUNE 2009**

(a) Source Water Protection Plan – The Parrsboro Source Water Protection Plan has been completed and approved by the Source Water Protection Advisory Committee. This is a living document that the Committee is working on continually and to which changes will be made as time progresses. The Source Water Protection Advisory Committee recommends that this document be accepted by Town Council.

Moved by Deputy Mayor David Harrison, seconded by Councillor Lois Smith that the Parrsboro Source Water Protection Advisory Committee report and recommendations contained therein be accepted. Motion carried.

(8.9) Police Advisory Committee – Report given by Councillor Dawn Reid: (Copy attached to minutes)

Moved by Councillor Dawn Reid, seconded by Councillor Lois Smith that the Police Advisory Board report be accepted. Motion carried.

Mayor Robinson commented that the Council owes Cpl. James a debt of gratitude for the excellent job he has done as the Officer in Charge of Parrsboro . The Mayor indicated that Cpl. James took part in life in Parrsboro and fit in very well with the community and likewise the community fit very well with him and he will indeed be missed.

9. TREE

Councillor Howe advised that he was asked by a couple of people to bring forward the idea of planting a tree on the civic grounds in recognition of the works of Douglas Robinson. He noted that several people have indicated that they would like to contribute to the project which would also include a plaque.

After a discussion it was recommended that the individuals be asked to submit a letter with the specifics of their request including where they would like the tree to be planted. The proposal would then be reviewed and if there are no concerns turned over to the C.A.O. to work out the details with the individuals.

10. CORRESPONDENCE

(10.1) Relay for Life – The C.A.O. read a letter from the Canadian Cancer Society thanking the Town, its citizens and many volunteers for supporting the Relay for Life that took place in Parrsboro this year. Donations to date totaled over \$33,000.

11. ADJOURNMENT

Moved by Councillor Lois Smith, seconded by Councillor Dawn Reid that the meeting be adjourned. Motion carried.