

COUNCIL

NOVEMBER 22, 2011

#11-10

The Parrsboro Town Council met in regular session on Tuesday, November 22, 2011 at 7:00 p.m. in the Council Chambers with Mayor Lois Smith presiding.

PRESENT: Deputy Mayor Dawn McCully
Councillor David Harrison
Councillor David Howe
Councillor Lisa Ward
J. Raymond Hickey, C.A.O.
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 McCully, seconded by Councillor Ward that the Agenda be approved as circulated. Motion carried.

3. PRESENTATION OF AUDITED FINANCIAL STATEMENTS

George Jorgensen of Jorgensen and Bickerton Inc., Chartered Accountants, accompanied by Denise Smith, presented the Town's audited financial statements for the fiscal year 2010/2011 and the following summary letter:

General Operations

The Town ended the fiscal year with an operating surplus of \$119,002 before transferring accumulated surplus to reserves during the year.

Revenues for the year totaled \$2,110,846 compared to budgeted revenue of \$1,959,102, a difference of \$151,744 (7.7% of budgeted revenue). \$115,409 of the difference was an unbudgeted transfer from reserves.

Expenditures for the year totaled \$1,991,844 compared to budgeted expenditures of \$1,959,102, a difference of \$32,742 (1.7% of budgeted expenditures).

General Capital Operations

During the year the Town spent \$175,046 on capital purchases.

The purchases were financed as follows:

General operations	\$34,894
Reserve funds	83,010
County of Cumberland	52,667
Grants	<u>4,475</u>
	<u>\$175,046</u>

Water Operations

The water operations ended the year with a surplus of \$142,254 after \$83,002 from PCAP. Operating revenues for the year totaled \$261,947. Operating expenditures were \$204,516. The fund also earned \$2,467 interest.

Reserve Funds

The Town has \$778,948 in Reserve funds at March 31, 2011.

Reserve funds reported a net increase of \$183,737, the majority a result of gas tax revenue and transfer of operating surplus.

Reserve funds increased \$299,146 during the year as follows:

Gas tax revenue	\$105,899
Interest earned	3,084
Transfer from General Operations	187,663
Sale of Equipment	<u>2,500</u>
	<u>\$299,146</u>

\$115,409 was used to fund capital purchases.

General

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

The Town continues to excel 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 good financial position having only \$30,000 capital debt outstanding after capital expenditures and still has \$778,948 in reserve funds. This is good planning by management and Council for any upcoming planned capital expenditures.

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

After receiving the audited financial statements Mayor Smith thanked Mr. Jorgensen and Ms. Smith stating that it was a pleasure working with them and she also thanked the town staff for all their input into the audit process.

Moved by Deputy Mayor McCully, seconded by Councillor Ward that the 2010/2011 audited financial statements be approved as presented. Motion carried.

4. PRESENTATION TO LYLE YORKE

On behalf of Town Council Mayor Smith presented Lyle Yorke, proprietor of House of Yorke Home Furnishings, with a plaque in recognition of 50 years in business in Parrsboro. The Mayor noted that it is difficult to sustain a business in a small community and that Mr. Yorke's success can be attributed to having faith in the town and the younger generation coming along. Mr. Yorke expressed his appreciation and encouraged new entrepreneurs to stick with it even in times of adversity.

5. RCMP REPORT

Cpl. Janet LeBlanc reported 77 calls for service since the last meeting for anything from domestic disturbances to traffic complaints and high lighted the following activity:

- The officers are continuing to do traffic enforcement to meet their EPP's and to check on people under house arrest.
- Cpl. LeBlanc attended the defensive driving course for newly licensed drivers.
- Public appearances included attending the FORCE opening in West Bay, three members attended Remembrance Day ceremonies at PRES, and Cst. Parsons spoke to the Brownies.
- Spook-a-rama was a great success again this year with 85% attendance and no calls for service over Halloween. Local merchants donated over \$3,000 for prizes and the bus drivers donated their buses and services.
- Daily school patrols are continuing.
- Cpl. LeBlanc has started doing foot patrols.
- Investigations are ongoing into 3 incidents of fire hydrants being opened.

Mayor Smith thanked Cpl. LeBlanc for her report and asked her to pass on Council's appreciation for their participation in the Spook-a-rama program and also acknowledged the support of sponsors, merchants and the Legion.

6. FIRE CHIEF'S REPORT

Fire Chief Randy Mosher presented the following report:

Fires/Protective Services

October 31 st	Halloween. Stand-in @ station 1800 to 2230. No calls. 2 trucks/8 FF on patrol for 1.5 hours. Capt. Matthews & Chief extinguished small pile of leaves at approximately 2245.
Wednesday 9 th	Mutual Aid to Port Greville-stand-in@their station – they were assisting Advocate at a structure fire.
Saturday 12 th	Flue fire Eastern Avenue. Minor, contained in flue, with “textbook response”. No loss/damage.
Sunday 13 th	Protective services for fireworks display. Assisted pyrotechnics officer.
Saturday 19 th	Single vehicle MVA in Halfway River. EHS transported 5 individuals. No assistance required from fire dept.
Monday 21 st	Inspected roofing work at Old Post Office to assess if (fire) safe work practices were in place.

Chief Mosher inquired at this point if there is a process when a building permit is issued for flat roof work that he be notified of it and if there is not then it would be an appropriate action due to the danger posed by the use of torches.

Training Completed: Flue fires, vehicle extrication.

Membership: Current active members based on alarm response/training attendance: 12 (of max. 22 plus 3 aux.)

Meetings/Functions:

Saturday 5 th	Met MLA Jamie Baillie at Port Greville fundraising supper. Thanked him for provincial funding for SCBA equipment. He agreed to meet soon. Offered him to try on a new SCBA vs. old style & compare.
Monday 7 th	Attended Tidal Power Center opening. Capt. Matthews and FF Young also in attendance in uniform. Did “preplanning inspection” of new building. Met Minas Basin VP John Woods to discuss (cost of) protecting their new infrastructure in our coverage area. Met Warden Keith

Hunter and County CAO Rennie Bugley regarding loaning 1978 spare truck to Port Greville.

Monday 7th Met with Janie to clarify Purchase Order process, assist with rebate of taxes on past purchases.

Monday 7th EMO planning meeting.

Thursday 10th Met EMO/Red Cross re: fire hall use as emergency shelter. Desirable upgrades, funding available?

Friday 11th Attended Remembrance Day ceremonies. 7 firefighters in uniform.

Monday 14th Met Efficiency N.S. @ fire hall- received 2 water heater “blankets” and some light bulbs – Free!

Thursday 18th Met with CAO Hickey to establish dept. funding strategy and “go-forward” budget reporting format.

Saturday 19th Delivered 1978 truck to Port Greville with FF Clarke. Provided training on truck/pump operation.

Sunday 20th Attended Cumberland County Firefighters Assn. meeting in Springhill.

Monday 21st EMO planning meeting.

Fire Hall Maintenance:

Ongoing: Inspection by Fire Marshall had expired in 2009. Repairs/upgrades now almost up-to-date.

Ongoing: Improving bulk storage in basement (various groups)- with intention to use basement for dept. training.

Required: 4 new emergency light fixtures in truck bays. Too expensive to replace 1989 vintage battery packs.

Suggesting: Replacement of all lights in hall – significant maintenance issues and probable energy savings/short payback.

Planning:

Have met “one-on-one” with 90% of firefighters to discuss strengths, weaknesses, training needs. Attempting to send up to 5 firefighters for Level 1 training in January. (\$600 each, plus travel costs). Many, many casual meetings with community leaders and business owners in effort to raise the profile of the department. Clarifying role of fire hall contract cleaners vs. volunteer labour vs. paid maintenance. Attempting to clarify shortages of small equipment for purchase/replacement this fiscal year. Initiated preliminary discussions for replacement of 25 year old pumper truck.

After giving his report, Chief Mosher responded to a question from Councillor Howe with regard to a news item stating that provincially the Fire Marshall’s department hasn’t been inspecting buildings as often as they should and how we may be impacted by this. Chief Mosher replied that all levels of the Fire Marshall’s office, Federal, Provincial and municipal are understaffed for the number of buildings they have to inspect, therefore, they are not being inspected as often as they should. He noted that with some training he may be able to

provide this service locally. On a point of clarification CAO Hickey noted that the Town of Parrsboro currently contacts this service from the Town of Amherst.

7. APPROVAL OF MINUTES

Mayor Smith asked if there were any errors or omissions noted in the Council minutes of October 25, 2011 (#11-09). Hearing none she declared the minutes approved as circulated.

8. COMMITTEE REPORTS

FINANCE COMMITTEE REPORT

NOVEMBER 2011

Report given by Deputy Mayor McCully

(a) **Ian Black RE: Signs** – Ian Black noted a concern that the empty sign frames on Highway 2, one at Long Hill and the other near the Sunshine Inn, reflect a poor image of the town and presented a proposal to take ownership of the vacant frames for the purpose of erecting signs for his business on Main Street that would also indicate the distance to Parrsboro.

After a discussion the Committee agreed that they had no objection to Mr. Black taking over these signs frames and using them for the purpose stated.

(b) **No Smoking Signs and Areas** – Councillor Howe noted that at one of the sessions at the UNSM Fall Conference the Canadian Cancer Society encouraged municipalities to promote no smoking and he proposed extending non-smoking areas in Parrsboro beyond the ball fields.

After a discussion it was agreed to look at no-smoking at all recreation facilities and for the time being leave other public spaces as they are. Councillor Howe indicated he would check into appropriate signage through the Cancer Society.

(c) **Toronto Home Show** – As a follow up to discussion at the last meeting about attracting retired people to Parrsboro, Councillor Howe proposed taking part in the Toronto Home Show in March. He noted the understanding that the show attracts approximately 200,000 people and that a large number are looking to relocate to smaller communities. Space for a display booth is limited and there would be expenses associated with rental and having someone there to staff the booth.

In the discussion the Committee agreed that this would be an excellent opportunity to showcase Parrsboro but was concerned about the cost. It was felt that a cooperative venture with the other municipalities in Cumberland in conjunction with CREDA might be more efficient and it was agreed to put this on the agenda for the next CAPSO meeting.

(d) **Strategic Planning Meeting** – The Committee scheduled a strategic planning meeting with agenda items to include Phase II of the sewer project, Aboiteau bridge repairs, upgrades at Glooscap Park, economic development and tourism.

(e) **Call Centre** – The C.A.O. reported on his contact with a company that has been looking at setting up call centres in small towns and that he expects to hear back in the next three weeks if Parrsboro could potentially be a location for a call centre.

(f) **Sewer** – The Committee was advised that staff had located the document confirming that the Aboiteau bridge is owned by the Province and it is responsible for maintaining the bridge and the superstructure of the bridge, while the Town is responsible for maintaining the road. The C.A.O. noted that as Phase II of the sewer project involves putting sewer lines across the Aboiteau bridge in order to tie the town and Riverside sewers together it would be practical to coordinate the sewer project with an upgrade of the bridge if at all possible and this is something that he will be looking into.

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

PUBLIC WORKS COMMITTEE REPORT

NOVEMBER 2011

Report given by Councillor Ward

(a) **Plowing at Band Hall** – Councillor Ward reminded the Committee that last year the Town agreed to assist the Band Association with their snow plowing, however, they were wondering if it would be possible for the Town crew to also occasionally remove some snow as part of their duties.

The Committee agreed this would be helpful and recommended that the Works Department be requested to add this to their snow removal schedule.

(b) **Christmas Decorations** – The Committee was informed of plans for Christmas decorations that will include wreaths and candy canes for Main Street and the Band Shell. Snowflake and reindeer lights are scheduled to be put up the week of November 21st as well as additional lights in the trees around the Town Hall.

Moved by Councillor Ward, seconded by Councillor Harrison that the Public Works Report and recommendations contained therein be accepted. Motion carried.

CUMBERLAND PUBLIC LIBRARIES

BRIEF REPORT

NOVEMBER 2011

Report given by Councillor McCully

E-Readers

The Cumberland Public Libraries is lending eReaders loaded with current best selling titles. If you'd like to try out a Kobo or a Sony eReader place a hold on one through our online catalogue (www.cumberlandpubliclibraries.ca) or pop in to one of our branches and have one of our helpful staff place a hold for you.

Food for Fines

In its 7th year and running strong. Food for Fines is a month long program that allows library patrons to pay off their fines with non-perishable food items that the library donates to local food banks. One non-perishable food item = one fine. It's that simple.

Statistics

Over 27% of Cumberland County residents have a library card that they have used within the last 3 months.

Did you know?

The Cumberland Public Libraries has movies and TV shows available on DVD (and a few on Blu-Ray). Check out our selection online. (www.cumberlandpubliclibraries.ca) or stop by a branch to see what's available.

Fundraiser

The Friends of the Pugwash Library will be holding "An Evening of Words and Music" as a fundraiser at 7:30 p.m. on November 19th at the Pugwash Curling Club. Proceeds will go to a new building for the Pugwash branch. Tickets are \$10 each, or \$12 at the door.

Moved by Deputy Mayor McCully, seconded by Councillor Howe that the Cumberland Libraries report be accepted. Motion carried.

ECONOMIC DEVELOPMENT COMMITTEE REPORT

NOVEMBER 2011

Report given by Councillor Harrison

(a) **Attracting Residents to Parrsboro** - Councillor Ward noted that the at the last meeting there had been a discussion about what can be done to attract people to Parrsboro and that the main topic was how to encourage interest in the development of suitable housing.

After a discussion it was recommended that this be added to the agenda of the next Strategic Planning meeting.

Moved by Councillor Harrison, seconded by Deputy Mayor McCully that the Economic Development Committee report and recommendations contained therein be accepted. Motion carried.

TOURISM COMMITTEE REPORT

NOVEMBER 2011

Report given by Deputy Mayor McCully

(a) **Kiosk** – A sample of the sign designed by CREDA for the kiosk at the Town Hall was presented and approved by the Committee. Brochure racks will be ordered to affix to the sign. With these items in place the kiosk should be completed in time for the next tourist season.

(b) **Glooscap Park** – The Committee was advised that the main goal is to get the 7 new RV sites ready for spring. The building to house the electrical panels has been constructed, the lots have been cleared and leveled and are close to being completed. The contractor has submitted his plans to Nova Scotia Power and will proceed to install the electrical with their approval.

(c) **Tourism** – Councillor Ward recommended planning for next year's tourist season for such things as the tidal chart which has already been agreed upon, development of a new brochure, beautification, banners, festivals and any new ideas that the Committee may come up with. The C.A.O. will also be looking into the procedure to get Parrsboro identified as a tourist destination on PDA's and expanding WIFI service in Parrsboro.

Moved by Deputy Mayor McCully, seconded by Councillor Howe that the Tourism Committee report be accepted. Motion carried.

9. CJSMA – SPECIAL RESOLUTION RE: WINDROW TURNER

Moved by Councillor Ward, seconded by Councillor Howe that the Town Council approve a Special Resolution approving the purchase of an unbudgeted Windrow Turner using equipment reserves. Motion carried.

10. CORRESPONDENCE

No correspondence.

11. ADJOURNMENT

Upon a motion by Deputy Mayor McCully, the meeting adjourned at 7:55 p.m.

Mayor

C.A.O.