

COUNCIL

SEPTEMBER 24, 2013

#13-11

The Parrsboro Town Council met in regular session on Tuesday, September 24th, 2013 at 7:00 p.m. in the Council Chambers with Mayor Lois Smith presiding.

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

REGRETS: Councillor David Harrison

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 Fancy that the Agenda be approved as circulated.

Motion carried.

3. **PRESENTATION OF FINANCIAL STATEMENTS**

George Jorgensen, CA presented the Town's audited financial statements for fiscal 2012/2013 and the following summary letter:

General Operations

The Town ended the fiscal year with an operating surplus of \$36,895 before transferring accumulated surplus to reserves during the year.

Revenues for the year totaled \$2,314,888 compared to budgeted revenue of \$2,129,579, a difference of \$185,309 (8.7% of budgeted revenue). \$138,068 of the difference was an unbudgeted transfer from reserves.

Expenditures for the year totaled \$2,277,993 before transfer to reserve, compared to budgeted expenditures of \$2,129,579, a difference of \$148,414 (7.0% of budgeted expenditures).

General Capital Operations

During the year the Town spent \$285,114 on capital purchases.

The purchases were financed as follows:

General operations	\$116,866
Reserve funds	163,068
County of Cumberland	-
Grants	2,651
Insurance	-
Donations	<u>2,529</u>
	<u>\$285,114</u>

Water Operating

The water operations ended the year with a deficit of \$(1,661).

Operating revenues for the year totaled \$260,407. Operating expenditures were \$261,933.

The fund also earned \$6,162 interest.

Reserve Funds

The Town has \$985,389 in Reserve funds at March 31, 2013.

Reserve funds reported a net increase of \$53,241.

Reserve funds increased \$216,309 during the year as follows:

Gas tax revenue	\$101,200
Interest earned	5,423
Sale of Equipment	-
Transfer from General Operations	<u>109,686</u>
	<u>\$216,309</u>

\$163,068 was used to fund capital purchases.

General

The accounting records are very well maintained. Expenditures are 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 \$0 capital debt outstanding after capital expenditures and still has \$985,389 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.

Signed,
George Jorgensen, CA
Partner
Jorgensen and Bickerton Inc.

After presenting the foregoing letter to Council, Mr. Jorgensen personally thanked all staff for being so helpful during the audit and commented that they do a good job. He also commented that Parrsboro must be the envy of the Province because last year the Town placed second on the list of best run municipalities.

Mayor Smith thanked Mr. Jorgensen for presenting the financial statements and expressed her gratitude to both staff and Council for working so well together.

Moved by Deputy Mayor Ward, seconded by Councillor Fancy that the Audited Financial Statements for fiscal 2012/2013 be approved.

Motion carried.

4. APPROVAL OF MINUTES

Mayor Smith asked if there were any errors or omissions noted in the minutes of the regular Council meeting held on June 25th, 2013 (#13-08). Hearing none the minutes were declared approved as presented.

The Mayor asked if there were any errors or omissions in the minutes of a Special Council Meeting held on July 16th, 2013 noting that the purpose was to pass a special motion for repairs to the library. Hearing none the minutes were declared approved as presented.

Mayor Smith asked if there were any errors or omissions in the minutes of a Special Council meeting held on September 17th, 2013 the purpose of which was to approve the operating budget in the amount of \$2,246,741 for the fiscal year April 1, 2013 to March 31, 2014 and to set the residential tax rate at \$1.99 per \$100 of assessment and the commercial tax rate at \$4.13 per \$100 of assessment. The Mayor noted that the residential rate was decreased by \$0.01 and the

commercial rate dropped by \$0.02 compared to last year. Hearing no errors or omissions the minutes were declared approved as presented.

5. **COMMITTEE REPORTS**

FINANCE COMMITTEE REPORT

SEPTEMBER 2013

Report given by Deputy Mayor Ward

Tax Exemption – The CAO advised that property with Assessment Account No. 05029171 had been approved for a tax exemption, however, as the property is no longer owned by the applicant, the new owner of the property would be getting a tax exemption that they would not be qualified for. He therefore recommended that the tax exemption be reversed.

After a discussion the Committee agreed with the CAO's recommendation.

Property Donation – The Committee was advised that the owners of a piece of land on King Street (Carolyn Graham, Elspeth Cadman, and Joyce Murray) would like to donate it to the town as the property is unusable as a building lot due to the sewer line running that runs through it to the seniors complex for which there is a legal right-of-way.

After a discussion the Committee recommended accepting the property as a donation to the town.

Smoke-Free Outdoor Spaces Bylaw – Further to a presentation in May requesting the consideration of a Smoke-Free Outdoor Spaces Bylaw, correspondence has been received from the presenters accompanied with letters of support from members of the community.

After a discussion the Committee recommended revisiting this issue at a later date.

Aboiteau Update – The Committee was advised that the work undertaken by the Department of Transportation and Infrastructure Renewal to date is approximately 1/3 to 50% complete and has already reduced the leakage of water. It is hoped that DNR will return in the spring to complete the project with even greater results. In the meantime plywood has been used on the deteriorated gates on a temporary basis and seems to be working to some extent as well. The CAO is currently in discussions with Granby to work out a more permanent solution to repairing the four gates that need replaced for which he has received a quote of \$6,000. He recommended proceeding with repairing the gates with funds to come from Gas Tax money.

After a discussion the Committee agreed with this recommendation.

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

Motion carried.

PLANNING, DEVELOPMENT AND HOUSING COMMITTEE REPORT

SEPTEMBER 2013

Report given by Mayor Smith

Unsightly and Dangerous Properties – The Committee reviewed the list of unsightly and/or dangerous properties deemed in violation of the Municipal Government Act with regard to Dangerous or Unsightly properties and recommended action in the following categories: Dangerous; Garbage; Travel Trailers; Debris; Exteriors; and Vehicles. The process of dealing with this issue is ongoing and preliminary response from property owners has been positive.

Building Inspector's Report - Following are the permits issued during the months of June and July 2013:

	<u>No. of Permits</u>	<u>Value</u>
New construction, alterations and additions (Residential)	6	\$86,500
Demolition	2	N/A
Development	1	N/A
Total	9	\$86,500

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

Motion carried.

PROTECTIVE SERVICES COMMITTEE REPORT

SEPTEMBER 2013

Report given by Councillor Fancy

Fire Chief Randy Mosher met with the Committee to review some issues with the Fire Department:

Training – The Fire Chief circulated copies of a document drafted for the County of Cumberland to do with training policies for fire departments and recommended looking at adopting similar policies for the Town of Parrsboro.

Access to Fire Hydrants – The Chief noted concerns regarding access to two fire hydrants and a sprinkler system on Main Street due to parking issues and recommended that the Town look into restricting parking in these areas.

The Committee agreed to investigate.

Fire Department Bylaws – The Committee was advised that the bylaws for the Fire Department need updated to meet today's standards.

The Chief was requested to prepare a draft and present it to the Committee to keep them informed.

Construction/Demolition Permits – Chief Mosher noted safety concerns about previous construction and demolition projects that have taken place in the town and requested being informed by the Building Inspector when construction permits for flat roofed structures and demolition permits are issued.

After a discussion the CAO indicated he would speak to the Building Inspector about coordinating this with the Fire Chief.

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

Motion carried.

TOURISM COMMITTEE REPORT

SEPTEMBER 2013

Report given by Councillor Shaw

Watering of Plants – The Committee discussed options for watering flowers and weeding the gardens at the Civic Grounds and on Main Street and recommended hiring a couple of students on a part-time basis to share these duties and act as ambassadors on the street. Based on a maximum of 20/hrs. per week for the rest of the summer the CAO felt that a budget of \$2,000 would be sufficient.

After a discussion the Committee recommended approving a budget of \$2,000 for this purpose.

Old Anglican Church Cemetery – Taylor Redmond noted that this property is historically significant as it is the site of a church predating the current church as well as a school for girls in the late 1700's. She proposed expanding on our tourism sites by placing a storyboard at the cemetery on Victoria Street at a total cost of \$352.00.

After a discussion the Committee recommended approving this expenditure.

Harbour Storyboard – Taylor proposed a small addition to the Harbour Storyboard acknowledging that the anchor has been loaned to the Town by the Ottawa House Museum. The cost of this addition would be \$26.00.

After a discussion the Committee agreed with Taylor's recommendation.

Doers and Dreamers – Taylor advised that she is working with CNTA on a new layout and text for the Town's page in the Doers and Dreamers tourist guide and presented a draft for the Committee's consideration.

After a discussion the Committee recommended giving Taylor the authority to proceed with the project.

Fall/Christmas Seasons – Taylor outlined her ideas for the coming seasons including a scarecrow competition and Christmas street festival.

After a discussion the Committee approved the direction Taylor is taking and also asked her to work on an expanded lighting scheme for the Christmas season.

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

Motion carried.

LIBRARY REPORT

SEPTEMBER 2013

Report given by Deputy Mayor Ward

Library Building – The Committee was informed that the library is in need of repairs in several areas including windows, the ramp and repainting the exterior, however, the priority would be a new roof as the present roof is leaking.

After a discussion the Committee recommended replacing the library roof with a metal roof and repainting the exterior. Advertisements requesting proposals for this work have been placed in the local paper with a deadline of September 27th.

Library Report -

Summer Reading Club

More kids participated in this year's summer reading clubs and attendance at the programs held at the libraries throughout the County was up by 5%, making this summer an unqualified success! Studies have shown that Summer Reading Clubs combat summer learning loss for children who participate.

Statistics

In the month of July, Cumberland Public Libraries signed out over 13,800 items! That's a lot of books, movies, TV shows, magazines, and more! It's about 17 items for every hour one of the libraries in the County was open.

Also our computers were in use for over 1,870 hours. Providing free computer use and access to the Internet from our 7 libraries is one of our many services.

Chiltons Auto Repair Manuals

Did you know that you can access Chilton Auto Repair Manuals through the library's website? Chilton provides photographs, step-by-step repair procedures, maintenance schedules, wiring diagrams, recalls and Technical Service Bulletins for thousands of automobiles and light trucks. All you need is a library card.

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.

Chief Librarian

The Chief Librarian, Beth Clinton, has resigned as of October 25th to pursue other opportunities. The Board is in the process of advertising for a new chief librarian.

Insurance

Currently furniture and shelving at our library is insured for \$5,682. which is considered inadequate and should be increased.

2012/13 Parrsboro Branch Annual Activity

Items borrowed: 11,576

Holds placed: 3,025

Computer hours used: 3,102

Wireless hours: 2699.

Members: 878

New members 90

Circulation within all branches: 9%

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

Motion carried.

6. MOTION TO TRANSFER FUNDS FROM GENERAL OPERATING RESERVE

Moved by Councillor Fancy, seconded by Deputy Mayor Ward that Town Council approve transferring \$11,582 from the General Operating Reserve to the Economic Development Committee.

Motion carried.

7. CORRESPONDENCE

(a) **Deputy Mayor RE: Special Council** – For information Deputy Mayor Ward noted that the second item of business in the Special Council minutes of September 17th, 2013 had to do with a request from the Town of Parrsboro 125th Birthday Celebration Committee for improvements to the former Scott Property to be used as a venue for an outdoor concert and that a motion was passed approving the use of Gas Tax dollars to a maximum of \$50,000 to have the property cleared and prepared by the fall of 2013.

(b) **Haunted Hayride** – Correspondence from Lori Kyle requested permission to use Glooscap Park again this year for the Parrsboro Guiding and Parrsboro Regional High School Safe Graduation Committee haunted hayride fundraiser scheduled to be held on October 24th to October 29th.

The Council noted that they had no objection to the use of the Park for this purpose.

(c) **Harbour Commission** – For information Mayor Smith noted that John Ford of the Department of Fisheries and Oceans would be arriving tomorrow to accompany a couple of contractors out to the light house who have been invited to tender on repairs needed to the roof and interior of the building.

8. ADJOURNMENT

Upon a motion by Deputy Mayor Ward the meeting adjourned at 7:48 p.m.