

Town of Channel – Port aux Basques
1778th Regular Meeting
August 7th, 2018

The 1778th Regular Meeting of Council convened at 5:00 p.m. Mayor Spencer presiding. Present were Deputy Mayor Strickland, Councillors Battiste, Coffin, Blackler, Land and Keeping. Also present were the Town Manager and the Acting Town Clerk.

Adoption of Minutes: It was moved by Deputy Mayor Strickland and seconded by Councillor Battiste the Regular Minutes and the Special Minutes of July 10th, 2018 be adopted as circulated and discussed. M.C. Unanimously.

Outdoor Program: Mayor Spencer asked if there was any news on the program. Councillor Coffin stated Colin Seymour would be leading the hike and the Acting Town Clerk added that 12-14 people were scheduled to hike the Starlight Trail on August 8th.

Marine Excursions Sign: The Town Manager advised Council that the project sign had been removed and the Marine Excursion sign was installed.

Canadian Mental Health Association 100th Anniversary: Councillor Coffin said the date had not been finalized. The middle of September was mentioned as a possible time to have the community event.

NL Power LED Street Light/Lighting Proposal: The Town Manager advised that the pilot project was due to start later this month or early in September.

Bus Shelter – Charles Street: The property owner had been contacted and was supposed to stop in to meet with the Town Manager, but has yet to do so.

Town Plan: The Town Manager stated that any environmentally protected areas are to be inclusive to the Town plan.

GBW Parking Area: Deputy Mayor Strickland asked if there had been any expansions made to the parking area. The Town Manager replied some millings had been put down and large stone will be placed in the lot as well.

Correspondence: It was moved by Councillor Battiste and seconded by Councillor Lane the correspondence be read and dealt with where necessary. MC Unanimously.

Land Zoning – Grand Bay West: A letter was received from a concerned property owner regarding the zoning of land in the Grand Bay West Road area. The letter stated there were revisions to the environmentally protected area on the drawing. In the letter Mr. Bountridge was questioned as to if the problems that have occurred over the years will be corrected. The property owner would like for Council and Mr. Bountridge to walk through the site to get a clear picture of where the problem areas are.

The Town Manager advised that the Municipal Plan was only in the initial phases and would not be completed until the spring of 2019. He went on to say there are a number of steps that have to be completed before the Town's Municipal Plan and Development Regulations were finished.

PSC Holdings: A letter was received from PSC Holdings regarding the Affordable Housing project. The Vice President of PSC Holdings wanted to know if the Town met with landlords in the area to determine if they will be impacted by the Affordable Housing. Another question in the letter was if the Town completed market research to identify future tenants. The Vice President asked if he could obtain results of the market research and he also asked the amount of rent to be charged on a monthly basis and the definition of clientele.

The Town Manager said this letter will be forwarded to the Gateway Village for their response.

2019 Municipal Assessment: Correspondence was received from the Municipal Assessment Agency regarding the assessments for 2019. The assessments will be based on market values of January 2017. The assessment is as follows:

	2018	2019 Preliminary	% Change (+/-)
Total Taxable Value	\$247,106,800	\$252,993,700	2.4%
Total Tenant Value	\$25,681,824	\$24,939,292	-2.9%
Average Residential Value	\$124,631	\$126,349	1.4%

The Town Manager said this will be taken into consideration for the 2019 budget.

Finance & Human Resources Committee Report: Mayor Spencer presented the Finance and Human Resources Committee Report of July 18th, 2018.

A meeting of the Finance and Human Resources Committee convened at 9:30 am, Wednesday, July 18th, 2018. Present were Mayor Spencer, Deputy Mayor Strickland, Councillor Coffin and the Town Clerk.

The following items were discussed and recommendations made:

1. **Tax Write Offs** – The Town Clerk presented the Committee with a list of suggested tax writes offs for Poll Tax and Business Tax for a total write off of \$10,182.83. The Committee reviewed each one and the reasons outlined for the write off. All avenues of collection for these accounts have been exhausted. We will be proceeding with tax sales for vacant properties that have outstanding amounts.

The Committee recommends Council proceed with the noted write offs to get these accounts taken out of our bad debt accounts.

2. **Financial Updates:** The Town Clerk presented a print out of where we are financially as of today's date. It was noted that we are on par with our budget when it comes to expenses and revenues.
3. **Aged Receivables Report:** The Town Clerk advised that in comparing the aged receivables report as of January 1st, 2018 and as of June 30th, 2018 we have been successful in collecting 50% of outstanding taxes. We are hoping to have another quarter of that collected by the end of September. The Town Clerk also advised that our Tax Recovery Plan is now in place to move forward with using whatever means possible under the Municipalities Act to collect outstanding taxes. We have garnished wages, sent small claims, shut off services which have resulted in payment plans being put in place to bring accounts up to date. The Town Clerk noted that there are some accounts that will never be up to date but we are working with residents to ensure a sufficient payment plan is in place and being followed.
4. **Office Staffing:** The Town Clerk updated the Committee on the office staffing positions and where we are in relation to planned leave.
5. **Public Works Superintendent's Position:** The Town Clerk advised we received four applications for the position which the Committee reviewed.

It was recommended the Town Manager set up interviews for those selected as soon as possible.

6. **Employee Insurance Benefits:** The Town Clerk advised our Insurances were up for renewal on July 1st, 2018 and while there is an increase in the medical insurance there was a decrease in the LTD insurance. She said she had hoped to have a chart worked out to show the Finance Committee what it would cost Council to increase certain areas of the benefits but asked that she be allowed time to compile the information to forward to the Committee for review. The Committee agreed that the Clerk forward them this information via email.
7. **Promotional Items:** The Town Clerk presented samples of promotional items Council could possibly obtain as we are out of the pencils we normally use and the lapel pins we have in stock are ones with the old label on them.

The Committee recommended we move forward and order both some pencils and writing pens for promotional purposes.

8. **Permit Fee Structure & Tax Rates:** The Committee agreed that we would set up two separate meetings one to deal with the permit fee structure and one to deal with a review of our current

tax rates. Mayor Spencer asked Deputy Mayor Strickland to email him with some dates that he can be available for same. Once he receives this information we will move forward with setting up the meetings.

It was moved by Councillor Lane and seconded by Councillor Coffin the Finance & Human Resources Committee Report of July 18th, 2018 be adopted as presented and discussed. MC Unanimously.

Waste Management Report: Councillor Keeping presented the Waste Management Report of July 13th, 2018.

Councillor Keeping advised that four people picked up the tender package. It will have to be retendered on August 9th, 2018 as a lot of people found the tender had too many restrictions. Some of the concerns were the fees against the contractors and the bid bonds also were a cause of concern. Kits are to be sent in the mail between August 27th to 31st and everyone should have received a kit by September 3rd to 7th. Councillor Keeping advised he will try to bring more kits back when he attends the next meeting. Edward Collins Contracting Ltd. will be operating the transfer site. The current landfill site should be finished by the end of 2018. Letters will be sent out by Service NL as to how the Government wishes to have the site closed.

Councillor Battiste asked if the Town will be responsible for the cost to close the site.

Councillor Keeping replied that the Government will be coming in to close the site as they did with other landfill sites.

The Town Manager stated that if anyone dumps garbage outside the gates once they are closed the Town will be responsible.

It was moved by Deputy Mayor Strickland and seconded by Councillor Lane the Waste Management Report of July 13th, 2018 be adopted as presented and discussed. MC Unanimously.

Adjournment: With no further business to discuss it was moved by Councillor Battiste and seconded by Deputy Mayor Strickland the meeting adjourn at 5:45 p.m.


John Spencer
Mayor


Tracy Beaton
Acting Town Clerk