

Town of Channel – Port aux Basques
1785th Regular Meeting
January 15th, 2019

The 1785th Regular Meeting of Council convened at 7:30 p.m. Mayor Spencer presiding. Present were Deputy Mayor Strickland, Councillors Battiste, Blackler, Coffin, Keeping and Lane. Also present were the Town Manager, Economic Development Officer/Recreation Director and Town Clerk.

Recreation Committee Report: Economic Development Officer/Recreation Director Shauna Strickland presented the Recreation Committee Report of December 12th, 2018.

In attendance: Deputy Mayor, Todd Strickland, Councillor Coffin, Facility Manager, Wanda Merrigan, Recreation Director, Shauna Strickland, and Town Manager Leon McIsaac. Absent: Councillor Blackler.

1) Review Minutes of the last meeting: The minutes of the October 2 meeting were adopted at the October 9 council meeting.

2) Business Arising from Minutes:

a) Mariners Contract: The contract was signed by both parties.

3) New Business

a) Targeted Wage for Office Position: The wage subsidy has been approved to cover a portion of the wages.

b) Operator Position: The resignation of the part time worker was received. The committee reviewed the applicants interviewed and choose the person who ranked second.

c) Zip Line Inquiry: Shauna was in contact with a guy who operates the zip line in Petty Harbour. He stated that the business venture would not work in our area. The cost to operate would exceed the revenue we would take in. The insurance alone would be \$30,000. The area in discussion was the channel head lighthouse and he stated this area doesn't have an incline and would not be a good location.

d) Self Care Program: Through a grant we were able to offer a afternoon session for seniors. A lunch was provided and two speakers address the group.

e) Fly Tying Event: It was our hope to host this event before Christmas but numbers were low. It will be re-advertised in the New Year.

f) Circus Confirmation: Benjamin Circus is confirmed for July 2, 2019.

g) **Playground Equipment Information** was reviewed on the double swing for parent and tots. Leon will include this in the budget.

h) **Doors for Stadium:** The doors have been ordered and will be installed by local staff.

i) **Rental Cost for Fields:** There was some discussion on what other communities charge to rent their fields. This will be discussed further at our next meeting.

j) **Zamboni Repairs/Paint Job:** There was discussion on the issues with the zamboni and the need for a backup plan. Todd will talk to Colln regarding this. There was discussion on seeking out a sponsor and including their logo on the zamboni.

k) **Hydroponic System:** A system was received to grow some product and it will be set up at the stadium so the kids can participate in the growing process.

l) **Facility Update:** Wanda stated that hockey school will be in October next year. There are two propane heaters not working.

4) Other Business

There was discussion on seeking new sponsors and potentially taking the hockey banners of the wall and hanging them from the ceiling to make more room for paid sponsors.

There was discussion on the registration for swimming. It is being recommended that we charge 25% more for out of town participants as discussed previously. This will be effective for the January 2019 registration process. The summer sports program will remain the same with one registration time.

There was discussion on taking down the score board sign.

#3. c) **Zip Line Inquiry** – Councillor Lane asked Ms. Strickland if the person she was talking to has a zip line business as he might see this as competition. Ms. Strickland advised yes he does. She noted there are only two on the island. Councillor Lane said there is a large incline on Channel Head. He said we should be trying to promote what we have and this could be a big drawing card. Deputy Mayor Strickland said from the Channel Head Lighthouse Committee they are not in favour of this but he will take it back to the Committee again.

3. e) **Fly Tying Event** – Ms. Strickland advised this was advertised again and there is more interest so it will go ahead in February.

3. i) **Rental Cost for Fields** – Councillor Keeping asked for an explanation regarding this. Ms. Strickland said it was discussed by the Recreation Committee about charging a small fee for use

of the soccer and ball field. Councillor Keeping said these fields have been dormant for years and he won't support any decision to charge a fee for the use of these fields.

Information Line – Councillor Keeping said he realizes this isn't in the report but this has been discussed a number of times previously so people could call to get a list of activities at the Bruce II. He said in the last discussion he was told it was a Bell Aliant problem but was also told it was fixed. He noted he called to ask the clerk at the Centre and she advised him she has never been told to do a recording. He said the clerk has been there a year and a half. To him it's not too much to ask to have this available. Ms. Strickland said she will check into this and ensure it is done. It was agreed this should be updated daily.

It was moved by Deputy Mayor Strickland and seconded by Councillor Lane the Recreation Committee Report of December 12th, 2018 be accepted as presented and discussed. MC Unanimously

Economic Development Committee Report: Economic Development Strategist/Recreation Director Shauna Strickland presented the Economic Development Committee Report of December 12th, 2018.

In attendance: Deputy Mayor, Todd Strickland, Councillor Keeping, Councillor Battiste, Town Manager, Leon McIsaac and Economic Development Officer, Shauna Strickland.

1) Review minutes of the last meeting: The minutes of the September 11 meeting were adopted at the September 18 Council Meeting.

2) Business Arising from Minutes:

a) Reskill Training: A session was held on Dec 4 in PAB. There were about 25 people in attendance. Session looked at unemployed people and what skills employers were looking for especially in the tourism industry.

b) Fall Festival: This event was held at the Lions club and was a great event to kick start small business week.

c) Grand Bay West Video: There has been some issues with uploading the video. Cory is having another look at it.

d) CEEP Update: There are 15 workers hired to complete various projects such as construct more flower boxes, chairs for the beach and 20 new lay back chairs for the beach. A new look out site was constructed and will be installed in the spring. Some new chairs have been built for the dog park as well as some ramps. They built 60 additional flower pots.

e) **Downtown Project:** Some work along the downtown was completed such as sidewalks, but due to weather conditions work was stopped and will resume in the spring. Shauna will work with Aubrey Wells to get some new murals for the downtown. It was agreed that a few murals reflecting Lockie McDougall would be a great addition. They are dedicating a room at the railway heritage site for some small murals.

3) New Business

a) **Advertising Opportunity - WDMO:** It is being recommended that we continue to advertise in the western Newfoundland brochure. The cost is \$550

b) **Business Opportunity:** There was some discussion on possible business ventures for the industrial site.

c) **Gateway Village Board:** There was discussion on the board structure and future recruitment.

d) **Trail Improvement:** There was discussion on the work that has to be done on the Newfoundland Trailway. Shauna was in contact with Parks and Recreation and they have no issue with us doing some maintenance on the trail in our area. Shauna will make arrangements to get the brush cutter for the spring. Tourism Southwest will cover some of the gas cost. They are trying to plan a schedule and have to let the Trailway Association know where they will be cutting.

e) **Follow up on Plant:** There was an inquiry on the industrial facility. Information was sent.

f) **Community Cafe Dec 19:** The community cafe will be on December 19 at the fire hall and we have secured funding to host our second annual turkey dinner. Shauna would like to participate in the event.

g) **Thriving Regions Workshop:** Various sessions were held at the College and three possible projects will be developed in our region. Further discussion will begin in the New Year.

h) **Follow up with Aurora:** Information was sent to Aurora promoting the industrial facility.

i) **Housing Project:** There was discussion on the letter from Mrs. Hutching office regarding a consulting opportunity to discuss housing needs. Information was sent to various landlords in Town encouraging them to register.

4) Other Business:

There was discussion on the ATV trail and the visit from the Department of Transportation. Leon will follow up with Dan Hynes.

There was discussion on the outdoor hockey rink and possible volunteers to construct it.

There was discussion on the dog park and the work that has to be completed. Shauna will be developing a JCP proposal to ensure this area is cleaned up this spring. Application will include new fencing and will be installing items that have already been constructed.

Outdoor Hockey Rink - Councillor Keeping said him and Councillor Lane want to know what size Council would like to have there as they will be going over and looking at it within the next few days. Deputy Mayor Strickland said he was thinking 40' x 80'. Deputy Mayor Strickland asked the Town Clerk to get the Supervisor to drop off the materials by the washrooms at Andy's Rainbow Park.

Mayor Spencer said he hopes this year is as good as last year was with new developments on the go, lots selling in the subdivision and a lot of drop trailers around so maybe someone might develop a marshalling area.

It was moved by Councillor Lane and seconded by Councillor Battiste the Economic Development Committee Report of December 12th, 2018 be adopted as presented and discussed. MC Unanimously

Ms. Strickland left the meeting at this time.

Adoption of Minutes: It was moved by Councillor Battiste and seconded by Deputy Mayor Strickland the Regular Minutes of December 12th, 2018 be adopted as presented and discussed. MC Unanimously

It was moved by Deputy Mayor Strickland and seconded by Councillor Lane the Special Minutes of January 8th, 2019 be adopted as presented and discussed. MC Unanimously

#33 Cox Avenue: Councillor Coffin said he doesn't feel we should meet with this gentleman because we've made our decision and if the person doesn't agree with it he has a right to appeal to the regional appeal board. Councillor Coffin stated in the end Council makes the final decision. The Town Clerk advised the decision of the Regional Appeal Board is final, not Council.

It was agreed to meet with the gentleman in question.

Digital Billboard Sign: Councillor Lane asked the cost to repair this sign. The Town Manager said it can't be repaired and the cost to purchase of new one is \$45,000.00. Mayor Spencer noted given the weather here it's hard with today's electronics. It was agreed to revisit the issue.

Affordable Housing: Mayor Spencer noted Deputy Mayor Strickland will be attending the session in Stephenville on the National House Co-Investment Fund. He noted that there are several local

entrepreneurs attending as well and asked Deputy Mayor Strickland to find out the extent of this pocket of money.

ATV Trail: The Town Manager said he is waiting for Mr. Hynes with the Department of Transportation and Works to get back to us. Right now this is gone back to the Deputy Minister to look at for the alternate route.

Deputy Mayor Strickland said our initial interest was to go up and across Canadian Tire. He asked why this is now changed to a different route.

Councillor Keeping said with the present setup you are crossing a holding lane, the driveway to Canadian Tire and the Grand Bay Road intersection to get to the main trailway. Going up by Tim's you only have to cross by the median at the intersection by the train site. Councillor Keeping noted they are looking at coming above the road by Tim Horton's. He said crossing three areas the risk is higher.

Deputy Mayor Strickland said at the UMC meetings this past weekend it was talked about quite a bit and if it's in Town limits we could do what we want. Councillor Keeping noted the original route was to ride along the guardrail on the TCH coming off of the ferry but the Department of Transportation and Works would not approve that. Councillor Keeping said if the Province agrees to the new route hopefully we'll see this come to fruition this spring.

#16 Currie Avenue Permit to Establish RV Park: The Town Manager advised he hasn't received any further information on this. Councillor Keeping said this will be tied into our new town plan.

Town Plan: Mayor Spencer said the Town Manager have asked Council members to review the plan. He noted he has questions himself and so does Councillor Keeping. He said Council needs to meet on this this week to put our thoughts back to the planner as he is waiting on us to finalize this.

The Town Manager said it needs to be put on overhead projector so Council can see the maps and go over the document. It was agreed to meet at 7:30 pm tomorrow night.

McNell's Lane: The Town Manager noted this was addressed and we haven't heard back from the resident. Councillor Lane asked if we were going back in the spring to address the catchbasin. The Town Manager replied yes.

Port aux Basques Weight Scales: The Town Manager advised he checked with the MHA who understands there is a full compliment there now. He noted that they can't release their hours of operation because of truckers finding out and waiting to go through when they are not open.

New Split Body Waste Collection Truck: Councillor Keeping wanted it noted that this truck was being funded by the Province and south west coast region on a 70/30 cost shared ratio.

Correspondence: It was moved by Deputy Mayor Strickland and seconded by Councillor Lane the correspondence be accepted and dealt with where necessary. MC Unanimously

#33 Cox Avenue: A letter was received from a resident of 33 Cox Avenue requesting a meeting with Council to discuss their rejection to a proposed development located behind #33 Cox Avenue. It was agreed to meet with him Tuesday, January 22nd, 2019 at 6:00 p.m.

Osmond's Lane Request for Manhole System: A letter was received from four residents of Osmond's Lane requesting Council to install a manhole system to connect their sewers into.

It was agreed that the Public Works Committee will look at this and bring back a recommendation to Council.

#90B Grand Bay Road Request for Hidden Driveway Sign: An email was received from residents at 90B Grand Bay Road requesting a "Hidden Driveway" sign at the beginning of their road for safety reasons.

It was agreed the Public Works Committee will follow up on this.

Western Health Community Partner Engagement Sessions: A thank you letter was received from Western Health for our participation in the Community Partner Engagement Sessions in September 2018.

Mayor Spencer noted he attended this and there were some good discussions. He said Western Health were listening when it came to the issue with the cottage tenants and they are willing to come back with an offer for the tenants in relation to rent and paying their own light bills.

Budget 2019: Mayor Spencer presented the proposed budget for 2019.

Council wishes to present a balanced budget for 2019 in the amount of \$4,778,534.60.

Mayor Spencer went through each department in the budget both on the revenue and expenditure side. He then went through the highlights of the budget outlining areas that have not seen an increase since 1993, 2001 and 2006. Mayor Spencer reassured that there would be no mil rate increase however there would be a small increase in fees as follows: Minimum Property Tax would go from \$225.00 per year to \$300.00; Minimum Business Tax would go from \$200.00 to \$300.00; Poll Tax would go from \$200.00 to \$300.00; Sewer will go from \$2.50 per month to \$5.00 per month and water would go from \$24.00 per month to \$29.00 per

month. As well Mayor Spencer noted that the base commercial water and sewer rates will be bought on par with residential rates as they are currently lower.

It was moved by Deputy Mayor Strickland and seconded by Councillor Battiste that the Town of Channel – Port aux Basques adopt the 2019 Budget as presented with revenues and expenditures of \$4,778,534.60. MC Unanimously

It was moved by Councillor Keeping and seconded by Councillor Lane that the Town of Channel – Port aux Basques renew its \$400,000.00 Line of Credit at Scotiabank for 2019. MC Unanimously

It was moved by Councillor Coffin and seconded by Deputy Mayor Strickland that the Town of Channel – Port aux Basques renew its \$27,000.00 Operating Line of Credit at the Bank of Montreal for the Bruce II Complex Account for 2019. MC Unanimously

It was moved by Deputy Mayor Strickland and seconded by Councillor Blackler that pursuant to the Municipalities Act the following taxes and fees be imposed by the Town of Channel – Port aux Basques Town Council for 2019. MC Unanimously

Due notice is hereby given that pursuant to the Municipalities Act, the taxes and fees imposed by the Channel - Port aux Basques Town Council for 2019 are as follows:

1. **Real Property Tax** of 8 mils on every owner of Residential property within the town and 10.5 mils on every owner of Commercial/Non-Residential property within the town. The annual minimum Real Property Tax will be \$300.00. All taxes so imposed shall be based on the value of the real property as specified in the last Assessment Roll of the town, prepared in accordance with the provisions of the Assessment Act.

2. **Poll Tax** set at \$300.00 per annum on persons earning in excess of the basic personal exemption provided for under the Income Tax Act, and who do not own real property in the town.

Persons applying for exemption from Poll Tax on the basis of income must apply before July 1, 2019. Please contact the Town Office to verify you are eligible to pay.

3. **Business Tax**, with a minimum of \$300.00, shall be imposed on every operator carrying on business, trade or profession in the town, and the rate of Business Tax so imposed for each class of business shall be as follows:

a) **Class I - 1.3% - (13 Mils)** - All businesses having a fixed place of business in the town and not specified in any other class.

(b) **Class II - 10% - (100 Mills) - On banks, lending agencies, and Crown Corporations, having a fixed place of business in the town.**

(c) **Class III - 1% - All individuals, partnerships and/or corporations carrying on business within the Town of Channel - Port aux Basques, but having no fixed place of business within the town shall pay a Business Tax equivalent to 1% of the gross revenue derived from doing business within the town by such individual, partnership and/or corporation.**

(d) **Class IV - 2.5% - As per the *Taxation of Utilities and Cable Television Companies Act*, utility companies shall pay a Business Tax equivalent to 2.5% on the gross revenue of the utility for the preceding year derived within the municipality served by the Council.**

4. Water and Sewer:

(A) **Sewer Tax of \$5.00 per month, \$60.00 per annum on all property units connected to a Municipal Sanitary Sewer System.**

(B) **Sewer Tax for hotels, motels and seniors homes - \$1.25 per month per room.**

(c) **Grand Bay West Industrial Park Sanitary Sewer Tax (Lift Stations) - \$13.25 per month (\$159.00 per annum) on each unit connected to the Municipal Sanitary Sewer System in the said park.**

(D) **Water rates per month shall be as follows:**

At the discretion of Council a lateral rate can and will be used in conjunction with other methods as specified below for any class of user and charged as follows:

- 3/4" Lateral - \$ 29.00/month (Commercial/Industrial)
- 3/4" Lateral - 29.00/month (Residential)
- 1" Lateral - 30.00/month
- 2" Lateral - 90.00/month
- 4" Lateral - 228.00/month
- 6" Lateral - 360.00/month
- 8" Lateral - 480.00/month

I. Residential:

- (a) Single Family Dwelling \$29.00/month
- (b) Apartment Unit 29.00/month

II. Commercial/Industrial:

- (a) General commercial, professional, business and government buildings and offices, and service organizations having a 3/4" lateral \$29.00/month per unit
- (b) Hotels, Motels and Seniors Homes \$ 7.75/month per room

III. Hospital:

1 unit per outlet (outlet being toilet, shower or bathunit) \$15.50/month per unit

5. A Municipal Service Fee will be charged to owners and/or tenants of Real Property that are not being charged the Real Property Tax or Poll Tax as specified by class of premises as follows:

Church and Non-Profit Organizations	\$400.00 per year
Educational Facilities	\$500.00 per month
Government Service Facilities	\$100.00 per month
Health Care Facilities	\$500.00 per month

6. Tax Certificates and Compliance Letters - \$100.00 each.

7. Emergency Response Fee will be charged when the Channel - Port aux Basques Volunteer Fire Department is required to respond to an out of town accident or emergency situation. This includes responding to an accident or emergency situation on the Trans Canada Highway within the Town's jurisdiction. The fee will be as follows:

- a) \$200.00 per hour for the pumper or any emergency response vehicles;
- b) \$30.00 per hour per firefighter;
- c) Cost of any materials used.

8. The annual Property, Business, Water/Sewer, and Poll Tax is due by June 30, 2019. Interest at the rate of 1% per month will be applied to all outstanding accounts 90 days after the due date.

9. A discount of 2 ½ % shall be allowed on any Property Tax, Business Tax or Poll Tax paid in full within thirty (30) days of the issuance of invoice or March 31, 2019, whichever date is later.


10. Special Discount on Property Tax only, paid in full within ninety (90) days of the issuance of the annual Property Tax bill, shall be granted to residential property owners who produce certification of a total household income as per the following sliding scale. **Application for this special discount must be made prior to tax payment.**

If your combined gross earnings before deductions for 2018 were:	Your 2019 Property Tax will be:
Below \$11,500.00	Minimum Property Tax (\$300.00)
\$11,500.01 - \$13,000.00	Minimum Property Tax or 25% of annual Property Tax Rate, whichever amount is greater.
\$13,000.01 - \$14,500.00	Minimum Property Tax or 50% of annual Property Tax Rate, whichever amount is greater.
\$14,500.01 - \$16,000.00	Minimum Property Tax or 75% of annual Property Tax Rate, whichever amount is greater.
\$16,000.01 and over	Full amount of annual Property Tax Rate.

11. Water/Sewer thawing fee - \$50.00 per hour.

12. A fee of four times the value of the Building Permit in addition to the cost of the Building Permit will be charged to any citizen who starts construction without a Building Permit or contravenes the conditions of the Building Permit.

Adjournment: With no further business it was moved by Councillor Battiste and seconded by Deputy Mayor Strickland the meeting be adjourned at 8:48 pm MC Unanimously


 John Spencer
 Mayor


 Julia Ingram
 Town Clerk