

**Town of Channel – Port aux Basques
1816th Regular Meeting
December 8th, 2020**

The 1816th Regular Meeting of Council convened at 6:00 pm Mayor Spencer presiding. Present were Councillors Battiste, Blackler, Coffin, Keeping and Lane. Also present was the Town Manager and Town Clerk.

Cathy Lomond, Tourism Southwest re ATV Trails: Cathy Lomond was present on behalf of Tourism Southwest to inform Council of what they have done to date to advance the ATV Tourism Product. She noted a member of a group that came through from New Brunswick that is doing a four part article on their experience when they toured the province via ATVs.

Mayor Spencer thanked Ms. Lomond for her update. He said this industry needs to be tapped into big time. Mayor Spencer said Council are committed and onboard to opening up our town to ATVs. He said currently we are looking at ways and means to give access to downtown and are looking at opening up Hardy's Arterial for this type of traffic.

Councillor Lane asked wouldn't it be prudent once our plans are put in place to meet with this group. Mayor Spencer said the Economic Development Officer will be doing this through public consultation.

Maisie Anderson Osmond 74 Grand Bay Road: Maisie Anderson Osmond was present to discuss her request to install a sewer line from her property at 74 Grand Bay Road that will discharge directly into the ocean.

Mayor Spencer said in relation to her dilemma it was disclosed that there was a line in there previously so it's not an issue now and advised her she can go ahead.

Councillor Lane said it was indicated there used to be a water stop in front of your property at one time. He said we will have to rely on former staff to find out the location for this.

Adoption of Minutes: It was moved by Councillor Battiste and seconded by Councillor Lane the 1815th Regular Minutes of Council be adopted as circulated and discussed. MC Unanimously

It was moved by Councillor Battiste and seconded by Councillor Lane the Privileged Minutes of November 9th, 2020 be adopted as presented. MC Unanimously

It was moved by Councillor Battiste and seconded by Councillor Lane the Special Minutes of November 24th, 2020 be adopted as circulated and discussed. MC Unanimously

Grand Bay Bottom Sanitary Sewer Project: The Town of Channel – Port aux Basques will be seeking to borrow \$494,827.00 for the Town's portion of the Grand Bay Bottom Sanitary Sewer System Design & Construction Project No. 17-GI-20-00002

It was moved by Councillor Keeping /Seconded by Councillor Lane that:

Be it resolved that the Town of Channel – Port aux Basques borrow from Scotiabank the sum of \$494,827.00 for the Town's portion of the Grand Bay Bottom Sanitary Sewer System Design & Construction Project No. 17-GI-20-00002 for a term of 5 years/amortized over a ten year period. The rate will be 2.48%.

In favour 6; Opposed 0; Motion Carried

Tax Writeoffs: The Town Clerk presented a list of outstanding poll tax that we haven't been able to collect for several years. She noted that every measure has been taken to try to collect these amounts but feel at this point we are wasting valuable time trying to collect it.

It was moved by Councillor Battiste and seconded by Councillor Keeping that the Town write off the total poll tax in the amount of \$15,927.00. MC Unanimously

84A Grand Bay Road – Town Retaining Wall & Access Ramp: The Town Manager advised the property owner called back and there is no issue to cross his property with the access ramp. The property owner asked for compensation for the cost of a set of steps he recently replaced on Town property. There is no issue with this.

Intersection at Old Grand Bay Road/LeGrow Street and Grand Bay West Bridge: The Town Manager said that the transportation engineer said to put anything further in the area such as markings would make it more confusing.

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

Request to Meet with Public Works Committee at Hilltop Lane: Correspondence was received from a resident requesting the Public Works Committee find time to visit Hilltop Lane to see the poor condition it is in. The resident said he is willing to meet with the committee on site when they visit the area.

It was recommended the Public Works Committee visit and assess the road.

St. James Regional High re Scholarships: Correspondence was received from St. James Regional High thanking Council for their continued support in providing an annual scholarship and asking us to consider doing so again this year.

It was moved by Councillor Battiste and seconded by Councillor Lane we donate \$250.00. MC Unanimously

Request from Owner of 5 Main Street to Operate Taxi Service: Correspondence was received from the owner of 5 Main Street requesting permission to operate a one car taxi service out of his home.

The Town Manager noted he will also need Service NL approval.

Councillor Keeping said his concern is if he plans on expanding then he would have an issue. It was agreed there is no issue if it's only a one car operation and as long as he receives Service NL approval. The Town Manager will contact him for further clarification.

Public Works Committee Report: Councillor Keeping presented the Public Works Committee Report of December 7th, 2021.

The Public Works Committee met on Monday, December 7th, 2020 at 1:00 p.m. Present were Councillors Keeping, Coffin, Lane, and the Town Manager. The following items were discussed and sites visited:

1. **27 Cox Ave** – Request to purchase back land property for backyard enlargement. The Committee visited the site and has no issues with the request and recommends approving it.
2. **68 Grand Bay Road** – The committee visited this site and decided that before any further assessment, we will require information from past correspondence to and from the property owner that is on file at the office. Once we review this information, we will again visit the property and meet with the owner.
3. **Dennis Road** - Concerns with the hill at Dennis Road and the road intersection to the Industrial Park Road near Todd's Automotive Services Ltd. After viewing and discussion it was agreed the Town Manager will design the proper layout for the intersection taking into consideration the large amount of Tractor Trailer traffic using this area. Also, the sharp turn will need to be redesigned and included in a future application for cost/shared capital funding, for sewer upgrades in this area.
Councillor Keeping said to elaborate they had a discussion in relation to sewer upgrades where we recently put in a manhole for Mary Brown's. The people living on Dennis Road are currently on septic but if we apply for municipal capital works this will allow them to bypass their septic systems and tie into the Town's system.
4. **1 Seaview Lane** – The Committee met with the property owner to discuss his issues with his watermain connection and asphalt driveway which was repaired by Council. After discussion it was agreed that the asphalt driveway which was torn up will be replaced next construction season. With regards to his concern over cost he was charged for this work, the committee will bring it before Council for discussion.
5. **74 Grand Bay Road** – The Committee visited and discussed the water/sewer issues related to this development. This will be discussed with Council.
6. **Provincial Weight Scales** – The Committee discussed on going issues with a concerned resident who provided highly informative information on what/why the services are lacking. The Town Manager will provide the information to our MHA and the Department of Transportation for a response.

7. Smallwood Drive/Taverner Drive – Concerns raised regarding children playing in this area, crawling into our culvert/catch basin. We recommend that these areas be closed off with wire mesh a.s.a.p. to prevent access.

8. 30 and 30A Knott's Ave Garbage Boxes – The Committee visited this area for assessment. We recommend that the owners of these noted boxes be written and advised to repair and cleanout their boxes.

9. 57-59 Main Street/Nelson Ave – Damaged asphalt along shoulder of street caused by water washing out the shoulder of the road. The Committee visited the area and determined we need to install an asphalt gutter along this area and also lower the catch basin at the base of the hill. We recommend this be done.

10. Quotation for Snow Clearing Equipment – The Committee reviewed two bids received. It appears that Port aux Basques Snowclearing Co. Ltd. is the lower bid for John Deere 644 loader basket and blade. Providing all specs are met, the bid be award to the lowest bidder. Staff to reaffirm bids received.

Seaview Lane – Councillor Lane said he had discussions with one of the individuals on this and to elaborate at one point in time the town moved four (4) stops and put in copper lines; it cost the four residents \$12-1400 to get this repaired and he'd like to make a motion to give them back 50% of the cost they paid.

It was moved by Councillor Lane and seconded by Councillor Coffin that we cover 50% of the cost to replace the lines.

Councillor Keeping said he'd like to investigate this a little further. He asked haven't we done stuff like this in the past. The Town Clerk advised we have done projects under Local Improvement on a 50/50 basis.

Councillor Blackler said he would like more information before making a decision on this.

Councillor Battiste said he agrees we need more information like when was this done.

Councillor Coffin said he seconded this motion because it needs discussion.

Councillor Lane said he would like to hold the motion until further information is obtained by the Clerk and passed along to the Public Works Committee.

It was moved by Councillor Lane and seconded by Councillor Blackler the Public Works Committee Report of December 7th, 2020 be accepted as presented and discussed. MC Unanimously

Fire Department Report: Councillor Battiste presented the Fire Department Report of December 2nd, 2020.

1. 9 firefighters have been fit tested.
2. 3 SCBA masks have been purchased.
3. Training course on AFV in Stephenville on December 5th.

4. New truck has arrived.

5. Election of Officers took place

Captains John Collier, Jim Ingram

Lieutenants Gary Sparks, Mark Andrews, Steve Ingram and Greg Cook

Secretary Alvin Sheaves

Treasurer Ed Reid

Budget 2021: Mayor Spencer said in the fourteen (14) years he served on Council this has been the most difficult budget. Since March people have been having so much stress and strain and that along with the rising cost of goods have created a very difficult time for the community and Council. Businesses have shut down and we even had to shut down our Bruce II. Mayor Spencer said he suspects 2021 will be equally as difficult. He thanked the Town Manager and Town Clerk for taking such a difficult task as there was such a gap between expenditures and revenues. Mayor Spencer noted that residential assessments were down by sixteen (16) million and commercial assessments were down by two (2) million, a loss of \$150,000.00 in revenues. The Mayor noted in the past when assessments went down so much they adjusted the mil rate but with such a difficult year there will be no increase in the mil rate. There will also be no extras this year, longer waits for service and no wish list other than a new loader. Mayor Spencer said with the reduction in assessments more people and businesses will see a reduction in 2021 taxes. He noted we did not cut recreation because culture events and activities are important to our residents especially in these trying times.

Councillor Lane said we should really thank the Economic Development Officer for putting out these events on social media such as live music.

Councillor Keeping said he wanted to make it clear that Council had a lot of discussions on this budget but taking into consideration the impact of Covid socially, mentally, physically and financially we did not want to put any more burden on our taxpayers. Councillor Lane said we should be able to relieve some of the burden on the taxpayers.

It was moved by Councillor Coffin and seconded by Councillor Battiste that the Town of Channel – Port aux Basques adopt the 2021 Budget as presented with revenues and expenditures of \$4,764,523.29 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 Operating Line of Credit at Scotiabank for 2021. MC Unanimously

It was moved by Councillor Lane and seconded by Councillor Blackler 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 2021. MC Unanimously

Come Home Year 2021: Councillor Lane said after much consideration with regards to Come Home Year 2021 his recommendation to Council is that we not go ahead. He noted he hasn't met with the Committee yet.

Mayor Spencer said he can certainly support this recommendation because even with the new vaccine coming on there are too many risks to people travelling.

It was moved by Councillor Lane and seconded by Councillor Battiste that we cancel Come Home Year 2021. MC Unanimously

Grand Bay West Industrial Park: The Town Manager said previously we issued letters to businesses in the Industrial Park to clean up their properties but because we failed to ratify the motion at a regular meeting we lost our appeal. He now needs this put in a motion at a regular meeting to ensure this doesn't happen again.

It was moved by Councillor Lane and seconded by Councillor Battiste we proceed to issue letters to all businesses in the Industrial park that have failed to clean up their properties with an order to clean them up within the 14 day period required under the Municipalities Act. MC Unanimously

Tax Rates 2021: The Town Clerk presented the 2021 Tax Rates. It was moved by Councillor Battiste and seconded by Councillor Lane that pursuant to the Municipalities Act the following taxes and fees be imposed by the Town of Channel – Port aux Basques Town Council for 2021. 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 2021 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, 2021. 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 Mills)** - 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 bath unit)

\$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 are due by June 30, 2021. 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, 2021, 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.

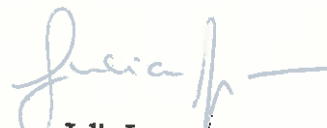
If your combined gross earnings before deductions for 2020 were:	Your 2021 Property Tax will be:
Below \$11,500.00	Minimum Property Tax (\$300.00)
\$11,500.01 - \$13,000.00	Minimum Property Tax or 25% of annual Property Tax Rate, whichever amount is greater.
\$13,000.01 - \$14,500.00	Minimum Property 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 Councillor Lane the meeting be adjourned at 7:15 pm. MC Unanimously


 John Spencer
 Mayor


 Julia Ingram
 Town Clerk