



TOWN OF PORTUGAL COVE-ST. PHILIP'S

December 1, 2015

Regular Public Council Meeting 7:30 p.m.

IN ATTENDANCE:	Mayor	Moses Tucker
	Deputy Mayor	Gavin Will
	Councillors:	Joe Butler
		Dave Bartlett
		Norm Collins
		Aaron Facey
		Johnny Hanlon
	Town Manager	Chris Milley
	Town Clerk	Judy Squires
	Director of Financial Operations	Tony Pollard
	Director of Public Works	Gail Tucker
	Planning Coordinator	Les Spurrell

Mayor Tucker called the meeting to order and welcomed the gallery of 3 persons in attendance.

ADOPTION OF AGENDA

Motion: Hanlon/Will
2015-430 Resolved that the Agenda dated **December 1, 2015**, be adopted as circulated.
Carried Unanimously

ADOPTION OF MINUTES

Motion: Will/Bartlett
2015-431 Resolved that the minutes of **November 17, 2015** be adopted as circulated.
Carried Unanimously

BUSINESS ARISING

The Town Manager reported the following items: (1) the Action Item list distributed prior to the meeting has been updated to November 3rd council meeting. It includes 29 new, 24 completed and 17 remaining items. (note: Councillor Facey requested that this report be circulated a day or two earlier in order to review it in detail prior to the meeting.); (2) the Town Manager and the Mayor have been attending Regional Cooperation meetings with Mayors and Town Managers of other Killick Coast communities to discuss the ways we can look to cooperating to provide regional services. Other meetings are being planned to more deeply explore the possibilities; (3) the last number of weeks, budget consultation meetings were completed; and (4) union negotiations are still ongoing.

COMMITTEE REPORTS

Planning & Development Report of November 24, 2015 – presented by Councillor Collins

1. Quarry Permit Referral Letters

The Committee advises Staff to complete the Quarry Permit Referral Letters and return them to the Department of Natural Resources as per Appendix A: Tabled Report.

2. ERPA Appeal Hearing – 22 West Point Road

The Planning Department is in receipt of a notice from the Eastern Newfoundland Regional Appeal Board that an appeal regarding Civic # 22 West Point Road scheduled to be heard by the Board on November 27th, 2015 has been deferred (as per a request from the appellant).

Item Submitted for Information.

3. 1487A Thorburn Road – re Removal Order

Motion: Collins/Butler

2015-432 Resolved that Council avail of the services of the Town's Solicitor to perform work required in relation to a Removal Order against Civic # 1487A Thorburn Road.

Carried Unanimously

4. 1507-1511 & 1513-1517 Thorburn Road – re Removal Orders

Motion: Collins/Will

2015-433 Resolved that Council avail of the services of the Town's Solicitor to perform work required in relation to Removal Orders against Civics # 1507-1511 & 1513-1517 Thorburn Road.

Carried Unanimously

5. Permit Stats: twenty-five (25) permits issued from November 6th to November 19th, 2015.

Recreation & Community Services Committee – no meeting/no report

Councillor Facey noted that he and Dawn Sharpe, Director of Recreation & Community Services recently attended the (Athletic Business Conference & Expo) in New Orleans and he will bring back a report and share information on the informative sessions they attended regarding facilities and facilities development.

Public Works Committee Report of November 26, 2015 - presented by Councillor Bartlett

1. Speed Hump / Asphalt Repair - Updates

Staff provided Committee with an update on the 2015 budgeted road work. Speed humps have been installed on Winsor Heights, Kings Hill Road, Dogberry Hill Road and Tolt Road. Road shouldering work has been completed on Kings Hill Road, Bradburys Road, Cayman Drive, Knapps Road and Farm Road. And various asphalt resurfacing and repair work, as well as some swale installations has been completed. Public Works staff will be conducting a review of the Town's roads to determine what areas will be assessed for 2016 work.

2. Water Tapping Kit

The Water & Wastewater division of Public Works put forward a request to purchase a replacement water tapping kit. The existing kit is eight years old and past its useful life. Staff requested Committee's support for this purchase in the amount of \$7,356.07 plus HST.

Motion: Bartlett/Hanlon

2015-434 Resolved that approval be given for the purchase of a Water Tapping Kit including required components at a cost of \$7,356.07 plus HST from Wolseley Canada Inc.

Carried Unanimously

3. No Parking Signs on Portugal Cove Road - Update

Committee inquired on the status of correspondence sent to the Department of Transportation and Works on October 21, 2015 in support of implementing a no parking zone on Portugal Cove Road between Legion Road and the Canada Post Office. Staff have been advised by the Department of Transportation and Works that this request is on the Department's work schedule.

4. West Point Road Culvert – Tender

Seven (7) tender bids were received for the West Point Road Culvert Replacement Project No.: SJN-00226956-A0. The lowest, qualified bidder is Balco Construction at a cost of \$155,397.60 HST included. The work will begin in the spring of 2016.

Motion: Bartlett/Hanlon

2015-435 Resolved that the West Point Road Culvert Tender be awarded to Balco Construction at a cost of \$155,397.60 HST included.

Carried Unanimously

Note: In response to DM Will's questions, this is the culvert that is exposed and close to the ocean by the sewage plant. In response to Councillor Butler's concerns about the flow and size of culvert, the Town Manager advised that the size was reviewed by the Dept. of Environment for flow and meets requirements.

Other Items Discussed: In conjunction with the Advisory Committee on the Environment (ACE), Public Works is partnering with the Multi Materials Stewardship Board to conduct a recycling and garbage audit which will run December 3 to 10, 2015. Feedback has been retrieved from the new digital radar signs, data will be analyzed and shared with the Royal Newfoundland Constabulary in an effort to increase patrols.

Note: Councillor Bartlett advised that the recycling audit is postponed until after the winter months are over due to safety concerns with weather conditions during snow removal operations.

Added item at Council meeting:

Councillor Bartlett advised that we are having an issue on Fennellys Road with vehicles parked on the road impeding our snow clearing operations and safe maneuvering of equipment. A letter was delivered to residents this afternoon asking for their cooperation.

Economic Development, Marketing & Communications Report for November 26, 2015 – presented by Councilor Butler

1. Budget Consultations

The final public meeting was held on Wednesday, November 25. Over the course of the pre-budget consultations council heard from numerous residents, businesses and community groups. We would like to thank all those who gave input this year and encourage everyone to provide input in the future.

2. New Website

The wireframe of the new website was shown to the committee. The management team and staff have given input into the wireframe and Waterwerks Communications is currently revising before final design will take place. January 2016 remains the target for launch.

3. Advisory Committee on the Environment

Julia Morrissey has expressed an interest in joining ACE. The committee reviewed her request and background that includes work with the Department of Fisheries and Oceans and as an Environmental Assistant in the oil and gas sector.

Motion:
2015-436
Carried

Bartlett/Hanlon

Resolved that Julie Morrissey be appointed to the Advisory Committee on the Environment.

Unanimously

4. Reason for the Rink

The Town will again proudly sponsor Reason for the Rink this year with a logo under the ice and town flag. Last year they raised over \$38,000 for four charities. The Town is also looking to have a charity game again this year. The cost of the sponsorship is \$1000.

5. Town Signs *Placebuilder*

The committee reviewed designs of the town signs developed by Grand Concourse based on the Placebuilder report. Grand Concourse is now finalizing costs for Councils review.

Note: in response to Mayor Tucker's inquiry, Councillor Butler advised costs should be finalized in January to proceed with signage early in the New Year.

6. Waste Audit

The Waste Audit that is being performed in conjunction with MMSB will start on Thursday, December 3rd. The audit will look at 200 households in PCSP and determine the effectiveness of household recycling. The results of the audit will help inform and support the development of new garbage and recycling regulations. (As previously noted in Public Works report – postponed).

7. Heritage Committee

Angie Barrington has resigned from the Heritage committee. Unfortunately she has work commitments that conflict with the Heritage meetings. She will look at getting involved again in the future when her schedule allows. We would like to send our appreciation for her efforts.

Protective Services Committee Report for November 24, 2015 – presented by Councillor Hanlon

1. 1757 Portugal Cove Road

The Committee heard the safety and related concerns from a resident regarding civic address 1757 Portugal Cove Road. The Chair of the Committee will write to the Department of Transportation and Works to find out the status of no parking signs scheduled to be installed along this location on Portugal Cove Road.

2. Speed Limit Implementation Plan

The Town Manager is working with the consultants on a revised implementation plan.

3. Municipal Enforcement

The Committee discussed the criteria for municipal ticking abilities with regards to enforcement. The Town Manager is investigating costs for enforcement services from comparable municipalities.

4. School Zones

The Committee recommends that the Public Works staff proceed with painting the lines in the school zone.

Admin. and Finance Committee Report of November 24, 2015 - presented by Deputy Mayor Will

1. Accounts for Payment

Motion: Will/Collins

2015-437 Resolved that Council pay Regular Accounts in the amount of \$112,380.39 and Capital Accounts in the amount of \$59,090.26 for a total of \$171,470.65

Carried Unanimously

2. Community Sustainability Partnership

The Director of Financial Operations advised the committee that we received an e-mail from the province indicating that we had met the compliance criteria under the new Community Sustainability Partnership and would be receiving our regular Municipal Operating Grant payment of \$121,297.99 along with new Shared Provincial Gas Tax Revenues of \$34,773.79.

3. Adoption of 2016 Budget & 2016 Tax Structure and Schedule of Fees:

Motion: Will/Collins
2015-437 Resolved:

(a) 2016 Budget

That the Town of Portugal Cove-St. Philip's approve and adopt the attached **2016** Budget with Revenues and Expenditures totaling **\$14,948,669**

(b) 2016 Tax Rates

That the Town of Portugal Cove-St. Philip's approve and adopt the following Tax Rates for **2016** taxation year:

Property Tax:

Residential and Commercial Property Tax – **6.9 mils** with a minimum tax of 20.00

Business Tax – Based on Assessment: Rates as follows with a minimum tax of \$200.00

General Business Tax – 8.5 mils

Farms – 5 mils

Daycare and Bed & Breakfasts – 5.5 mils

Golf Courses – 8.5 mils

Nursing & Retirement Homes – 8.5 mils

Non – Profit Organizations – 8.5 mils

Professional Services – 12.5 mils

Medical/Dental/Pharmacy – 12.5 mils

Bank/Financial Institutions – 45 mils

Business Tax – Based on Revenue: Rates as follows with a minimum tax of \$200.00

No Fixed Place of Business – 1 % of Gross Annual Revenue

Home Based - 0.6 % of Gross Annual Revenue

Utilities and Cable Television Tax:

2.5 % of Gross Revenue as per Taxation of Utilities and Cable Televisions Companies Act.

Water and Sewer Taxes:

Residential Water and Sewer - **\$650.00** yearly per unit.

(\$**475.00** for Water only, \$175.00 for Sewer only)

Commercial Water and Sewer - **\$740.00** yearly per unit.

(\$**505.00** for Water only, \$235.00 for Sewer only)

Fish Plant Water and Sewer - \$150.00 per month

Ferry Water Fill up - \$975 per month

(c) Interest

That the Town of Portugal Cove-St. Philip's approve the rate of 1 % per month simple interest to be charged on all outstanding accounts on the unpaid balance at the end of each month commencing January 2016.

(d) Early Payment Discount:

That the Town of Portugal Cove – St. Philip's grant a 5 % discount on the property tax portion only of the tax invoice if payment of all debts, current and prior including water and/or sewer and storm sewer fees (any and all charges or otherwise) is received and paid in full by the discount date of March 31, 2016. Exception as follows: In the case of payments from mortgage companies and other financial institutions (electronic or otherwise) the payment must be received by the discount date of March 15, 2016 to allow for processing. **Furthermore, there will be NO 5% early payment discount for payments made by credit card.**

(e) Other Discount:

That the Town of Portugal Cove-St. Philip's grant a 20 % discount on the Property Tax portion of the invoice to Residential Property owners in receipt of the GIS (Guaranteed Income Supplement) for their principle place of residence only in the Town of Portugal Cove-St. Philip's (this discount does not apply to any vacant lands or summer residences). Completion of a mandatory application is required in order to receive this discount and the calculation for the 20 % reduction will be applied prior to the 5 % early payment discount (if applicable) or when calculating payment plans. Property owners who qualify for this option may avail of any of the payment plans. **Furthermore, there will be NO 5% early payment discount for payments made by credit card.**

(f) Payment Options:

That the Town of Portugal Cove-St. Philip's provide the following payment options:

1. Payment in full by discount date of March 31, **2016** (with the above noted provisions)
2. Interest free (NO early payment discount for this option) a choice of either 6 equal monthly Payments (January to June inclusive) or 8 equal monthly payments (January to August inclusive) for the full balance or 12 equal monthly payments by Pre-Authorized Debit from your bank/financial institution (January to December) Returned cheques/payments will cancel this interest free option and interest will be reinstated retroactively.
3. Debit, Visa and Mastercard accepted. Telephone and Electronic Funds Transfer from banks and other financial institutions are also available.

(g) Tax Structure and Schedule of Fees:

That the Town of Portugal Cove-St. Philip's approve and adopt the attached 2016 Tax Structure and Schedule of Fees to take effect January 1, 2016 and to be advertised accordingly.

Carried Unanimously

The 2016 Municipal Budget Submission Form, Revenue and Expenditures Summary and Tax Structure & Scheduled of Fees are tabled with this report.

Note: Councillor Butler commented that while overall he is pleased with the budget, in our Asset Management Plan would like to see the current debt ratio of 20% reduced over long term from a sustainability model and we are moving toward that in our future deliberations.

4. The 2016 Budget Speech was read by Deputy Mayor Will and is also tabled.

CORRESPONDENCE

(a) Municipal Assessment Agency Inc. – 2014-2015 Annual Report – tabled for info

NEW/GENERAL/ UNFINISHED - None

ADJOURNMENT

Motion:	Facey/Collins
2015-438	Resolved that this meeting be adjourned. Time 8:10p.m.
Carried	Unanimously

Moses Tucker, Mayor

Judy Squires, Town Clerk

Attached: Appendix A of Planning & Development Committee Report

Appendix

November 24th, 2015

Correspondence:

Item # 1:

Department of Natural Resources – Referral Letters for Quarry Permits

The Planning Department is in receipt of referral letters from the Department of Natural Resources seeking comments from Council regarding the potential renewal of the following operations:

- Gravel/sand quarry operated by Carew Services Limited located at Civic # 606-650 Bauline Line Extension;
- Gravel/rock quarry operated by S&H Codner Construction Limited located on the south side of Indian Meal Line;
- Gravel/rock quarry operated by Chris Squires Enterprises Inc. located at Civic # 533 Bauline Line Extension;
- Horticultural peat quarry operated by Murray's Horticultural Services Limited located on Bauline Line Extension, and;
- Horticultural peat quarry operated by Murray's Horticultural Services Limited located on Indian Meal Line.

The Committee advises Planning Staff to complete the Quarry Permit Referral Letters and return them to the Department of Natural Resources.