

REGULAR GENERAL MEETING, DECEMBER 14, 2017

A Regular General Meeting of the Council of the Town of Stephenville was held in the Council Chambers at 12:07 p.m. on December 14, 2017.

Present: Mayor Tom Rose
Deputy Mayor Susan Fowlow

Councillors: Laura Aylward
Mark Felix
Don Gibbon
Maurice Hynes
Mike Tobin

Also Present: Town Manager, Mike Campbell
Town Clerk, Jennifer Brake

CALL TO ORDER/ADOPTION OF AGENDA

Motion – Gibbon/Aylward

No.17-310 That the Agenda of the Regular General Meeting of December 14, 2017 be adopted as circulated.
Carried Unanimously

MINUTES

REGULAR GENERAL MEETING, NOVEMBER 30, 2017

Motion – Felix/Fowlow

No.17-311 That the Minutes of the Regular General Meeting of November 30, 2017 be adopted as circulated.
Carried Unanimously

MATTERS ARISING FROM MINUTES

PROCLAMATIONS AND DELEGATIONS

COMMITTEE REPORTS

FINANCE COMMITTEE

POLL TAX

Motion - Felix/Aylward

No.17-312 It was the recommendation of the Finance Committee that Poll Tax write-offs totaling \$175.89 and adjustments totaling \$468.30 be approved.
Carried Unanimously

WATER & SEWER TAX

Motion - Felix/Tobin

No.17- 313 It was the recommendation of the Finance Committee that Water & Sewer Tax adjustments in the amount of \$1,685.69 be approved.
Carried Unanimously

ACCOUNTS PAYABLE LISTING NOVEMBER, 2017

Motion - Felix/Hynes

No.17-314 It was the recommendation of the Finance Committee that Accounts Payable listing for November, 2017 totaling \$147,399.59 be approved.
Carried Unanimously

EXPENSE CHEQUE LISTING NOVEMBER, 2017

Motion - Felix/Aylward

No.17-315 It was the recommendation of the Finance Committee that the Expense Cheque listing for November, 2017 totaling \$404,988.72 be approved.
Carried Unanimously

2018 REGULAR GENERAL MEETING SCHEDULE

Motion - Felix/Tobin

No.17-316 That the recommendation of the Finance Committee be accepted and that the 2018 Regular General Meeting Schedule

be adopted as follows: January 11, 25;
February 8, 22; March 8, 22; April 5, 19;
May 3, 17, 31; June 21; July 12; August 2,
23; September 13, 27; October 11, 25;
November 8, 22; December 13.

Carried Unanimously

2018 BUDGET ADOPTION

Chair of Finance, Mark Felix presented the preamble to the 2018 budget which is attached and forms a part of these minutes.

Motion - Felix/Hynes

No.17-317 That the recommendations of the Finance Committee be accepted; and in accordance with Section 77 of the Municipalities Act, Chapter M-24, the 2018 Budget containing in all total Revenues of \$8,444,915 and total Expenditures of \$8,444,915 be hereby adopted.

Carried

In Favor: 5 (Aylward, Felix, Fowlow, Hynes, Rose) Opposing: 2 (Tobin/Gibbon)

DUE DATE

Motion - Felix/Hynes

No.17-318 That the recommendations of the Finance Committee be accepted; and in accordance with Section 101, Sub-section 2, of the Municipalities Act, Chapter M-24, the due date for taxes for the Town of Stephenville for the year 2018 be March 31, 2018.

Carried

PROPERTY TAX

Motion - Felix/Hynes

No.17-319 That the recommendations of the Finance Committee be accepted; and in accordance with Sections 112, 113 and 114 of the Municipalities Act, Chapter M-24, the Town of Stephenville impose a Real Property Tax on the owners of real

property within the Town of Stephenville
 at a rate of

- a. 7.4 mills per \$1,000 of assessed value for Residential property;
- b. 8.0 mills per \$1,000 of assessed value for Commercial property, with effect January 1, 2018.

The minimum Property Tax per parcel shall be \$150.00 per annum.

Carried

REMISSION OF TAX

Motion - Felix/Hynes

No.17-320 That the recommendations of the Finance Committee be accepted; and in accordance with Section 111 of the Municipalities Act, Chapter M-24, remission of taxes for the year 2018 be granted subject to the following conditions:

A. Based on previous year's income on a sliding scale as follows:

If your combined household gross earnings before deductions for 2017 were:	Your 2018 Property Tax will be
Below \$14,750.00	\$100.00 Property Tax
\$14,750.01 - \$15,750.00	\$100.00 Property Tax or 20% of annual property tax rate, whichever amount is greater
\$15,750.01 - \$16,750.00	\$100.00 Property Tax or 30% of annual property tax rate, whichever amount is greater
\$16,750.01 - \$17,750.00	\$100.00 Property Tax or 40% of annual property tax rate, whichever amount is greater
\$17,750.01 - \$18,750.00	\$100.00 Property Tax or 50% of annual property tax rate, whichever amount is greater

\$18,750.01 - \$19,750.00

\$100.00 Property Tax or 60% of annual property tax rate, whichever amount is greater

\$19,750.01 - \$20,750.00

\$100.00 Property Tax or 70% of annual property tax rate, whichever amount is greater

\$20,750.01 - \$21,750.00

\$100.00 Property Tax or 80% of annual property tax rate, whichever amount is greater

\$21,750.01 - \$22,750.00

\$100.00 Property Tax or 90% of annual property tax rate, whichever amount is greater

\$22,750.01 and over

Full amount of annual Property Tax rate

-
- B. Total 2017 gross earnings of all residents at the property must be within the preceding scale to apply.
 - C. Proof of Income - Certified copy of previous year's income tax return and/or statement of earnings from source of income satisfactory to Council.
 - D. Affidavit - Must be witnessed by a Justice of the Peace or Commissioner of Oaths.
 - E. All 2018 applications must be received before December 31, 2018 and apply to the year 2018 only.
 - F. These requirements apply to personal residence only; and it must be occupied by applicant.
 - G. Liable amount of Property Tax must be paid by taxpayer prior to approval.

Carried

BUSINESS TAX

Motion - Felix/Hynes

No.17-321

That the recommendations of the Finance Committee be accepted; and in accordance with Sections 120, 121, 122, 123, 124, and 125 of the Municipalities Act, Chapter M-24, with effect January 1, 2018:

- (i) a BUSINESS TAX shall be imposed on all individuals, partnerships, associations, and corporations carrying on business in the Town and the rate of Business Tax so imposed for each class of business shall be fixed at:

- a. 2.0% (20.0 mills) Rent-A-Car Agencies
- b. 5.1% (51.0 mills) Rent-A-Car Agencies in Kiosks
- c. 8.0% (80.0 mills) Banks, Credit Unions, Finance Companies
- d. 3.1% (31.0 mills) Mail Order Companies, Pole Yards
- e. 2.1% (21.0 mills) Automotive Sales Lots, Broadcasting Companies, Newspapers, Concrete Plants, Department Stores/Dispensaries, Warehousing with no employees on site; Grocery Store/Dispensaries
- f. 1.6% (16.0 mills) Airline Ticket Offices, Barber Shops, Beauty Shops, Jewelry Stores, Drug Stores, Grocery Stores, Funeral Homes, Restaurants, Lounges, Hotels, Salvage Yards, Service Stations with Auto Sales, Travel Agencies, Video Shops
- g. 1.1% (11.0 mills) Fitness Centres
- h. 0.4% (4.0 mills) Service Clubs
- i. 0.65% (6.5 mills) Industrial Manufacturing Companies
- j. 6.0% (60.0 mills) Oil Companies, Tank Farms
- k. 3.0% (30.0 mills) Service Stations with Convenience Store
- l. 2.5% (25.0 mills) Professional Offices, Insurance Offices
- m. Businesses which operate less than 1 month, where the real property tax is not applicable to the business because it has no fixed place of business, the business tax shall be set at the greater of \$500.00 or 0.5% of the gross revenue of the business.
- n. 1.2% (12.0 mills) All Other businesses, including but not limited to:
Bed and Breakfasts, Construction Companies, Day Care Centres, Flower Shops, Hospitality Homes per annum of the assessed value of real property used by all individuals, partnerships, associations and corporations carrying on business, trade, or profession in respect of which a tax is imposed as determined by the Assessor, using the Town assessment for real property assessed from time to time under The Municipalities Act, Chapter M-24, and the Assessment Act.
 - (ii) The business tax shall be set at the rate of 2.5% of gross revenue for Cablevision Companies, Utility Companies, Power Companies, and Telephone Companies.
 - (iii) Where the amount of tax calculated under (i) or (ii) above is less than \$150.00, the minimum business tax shall be set at \$150.00.

(iv) Businesses operating in the Downtown Stephenville Business Improvement Area

are subject to the lesser of an additional 1 mil in business tax or 10% of the business tax.

New businesses operating in the Town are required to notify the Town Office and register for business tax prior to operating.

All business tax is due January 1st, or from the date the businesses commence.

Carried

POLL TAX

Motion - Felix/Hynes

No.17-322 That the recommendations of the Finance Committee be accepted; and in accordance with Section 126 of the Municipalities Act, Chapter M-24, Council impose a poll tax amounting to \$150.00 per annum, with effect January 1, 2018.

Carried

WATER AND SEWER RATES

Motion - Felix/Hynes

No.17-323 That the recommendations of the Finance Committee be accepted; and in accordance with the provisions of Sections 130 and 131 of the Municipalities Act, Chapter M-24, Water and Sewer Rates with effect from January 1, 2018 be set as follows:

Residential:
Water and Sewer

\$ 28.00 per month

Commercial:
Category I - Commercial General

\$ 54.00 per month

Category II - Restaurants, bars,
public toilets, garages
with car wash

\$105.00 per month

Category III – Hotels

\$1,000 flat rate plus 2 mills of assessed Value

Ships' Water \$5.53 per cubic meter of water; labour costs and HST extra

Provincial Government Buildings 8.4 mills of assessed value

Connection Fees
 Residential
 Commercial

\$1,500.00
 \$1,250.00

Carried

PERMIT FEES

Motion - Felix/Hynes

No.17-324

That the recommendations of the Finance Committee be accepted; and in accordance with the provisions of Sections 194, 195, 196, 197, 198, and 199 of the Municipalities Act, Chapter M-24, permit fees with effect January 1, 2018 be set as follows:

New Residences: \$ 75.00

Residential Alterations, Additions,

Accessory Buildings, Fencing and Demolitions

\$ 10.00

Industrial or Institutional

\$ 8.00 per \$1,000 of value of work being carried out

Commercial :

Signs

\$ 10.00

Minor Repairs, ie. painting

Complimentary

Value up to \$25,000.00

\$100.00

Value \$25,000.01 to \$50,000.00

\$200.00

Value over \$50,000.01

\$4.00 per \$1,000 of value of work being carried out

Permit Renewal Fee

\$ 5.00

Mobile Canteen Operators

\$ 200.00 per year or \$50.00 per month or \$ 10.00 per day

Roadside Vendor

\$ 20.00 per day or \$300.00 per year

Occupancy Permits:

Residential	\$ 10.00
Commercial	\$ 25.00

The first \$25.00 of all permit fees is non-refundable.

Carried

**TOWING CHARGES AND
IMPOUNDMENT FEES**

Motion - Felix/Hynes

No.17-325 That the recommendations of the Finance Committee be accepted; and in accordance with Section 414 (2) (nn) of the Municipalities Act, Chapter M-24, Vehicle Impoundment Fees with effect January 1, 2018 be set as follows:

1. Towing and storage charges as a result of impoundment equivalent to amount charged by towing company.

Carried

DOG/CAT LICENCES

Motion - Felix/Hynes

No.17-326 That the recommendations of the Finance Committee be accepted; and in accordance with Section 414 (2) (m) of the Municipalities Act, Chapter M-24, and regulations made thereunder, Dog and Cat Licenses with effect January 1, 2018 be set as follows:

Dog or Cat License (for life of animal and non-transferable): \$ 5.00

Carried

**DOCUMENTS, NON-CONSTRUCTION
RELATED INSPECTIONS, AND
RESEARCH REPORTS**

Motion - Felix/Hynes

No.17-327 That the recommendations of the Finance Committee be accepted; and in accordance with the provisions of Section 215 of the Municipalities Act, Chapter M-24, Fees for Documents, Non-construction

Related Inspections, and Research Reports be set at \$25.00 each, with effect January 1, 2018.

Carried

**CHEQUES RETURNED BY
THE BANK**

Motion - Felix/Hynes

No.17-328 That the recommendations of the Finance Committee be accepted; and a fee to recover expenses incurred as a result of cheques being returned by the bank be set at:

\$20.00 plus the current bank service charge per cheque returned with effect January 1, 2018.

Carried

INTEREST ON TAXES

Motion - Felix/Hynes

No.17-329 That the recommendations of the Finance Committee be accepted; and in accordance with Section 107 (1) of The Municipalities Act, Chapter M-24, compound interest in the amount of 1% monthly be charged on all taxes that remain unpaid after the Due Date; that is, March 31, 2018.

Carried

**TAX CERTIFICATE/
MUNICIPAL COMPLIANCE
CERTIFICATE**

Motion - Felix/Hynes

No.17-330 That the recommendations of the Finance Committee be accepted; and in accordance with Section 136 of the Municipalities Act, Chapter M-24, Tax Certificates and Municipal Compliance Certificates be set at \$100.00 per residential certificate and \$200.00 per non-residential certificate, with effect January 1, 2018.

Carried

Mayor Rose – commended council, management and staff for the financial position of the Town and thanked management and the finance committee for preparing the budget. He stated community development goes hand in hand with business development. He stated we can find 5% efficiencies or grow revenues we can look at substantial reduction in the mill rate in 2019. He stated this is a great budget; we had great deliberations and great public consultations.

Councillor Felix – stated the 2018 budget has no tax increase and no fees increases. He indicated the property assessments are due in 2018, and it would be premature to adjust mil rates at this time. The budget is about identifying cost efficiencies, building collative partnerships, investing in business development, supporting non- profit organizations and growing our town together. The budget includes putting 10% of the business tax back into business development to provide improved services. It also includes funding for a recreation/wellness position, investing into not-for -profit organizations and a funding reserve of \$50,000.

The budget consultations were delivered to 76 individuals and 241 surveys were returned; all the comments and suggestions were taken into consideration when preparing the 2018 Budget.

Councillor Tobin – The Town is in excellent financial shape, with a debt ratio of 5% and within 15 months it will be at 0%. He believed this council should have modestly reduced both residential and commercial mil rates and for this reason he voted against the budget. He stated he do respect the decision of the council and will be supporting the wishes of the council.

Gibbon – The Town has faced some obstacles in the past including, a major deficit, closure of the Abitibi Mill and the flood. Under the former Mayor, Council, the management and staff over the past twelve years we worked hard and today the Town is great financial shape. During the 2017 election he stated he campaigned for a decrease in the mil rates; and for the accountability to the tax payers he voted against the budget.

PERMITS AND MUNICIPAL PLAN

White's Taxation – 15 King Street

DATA: Request for a permit to operate a home based office to accomodate an income tax and

bookkeeping business from the residence located at 15 King Street.

It was the recommendation of the Planning and Traffic Committee that this permit be granted subject to compliance with all Town Regulations.

Motion - Fowlow/Hynes

No.17-331 That the recommendation of the Planning and Traffic Committee be accepted and Whites Taxation be granted permit to operate a home based office to accommodate income and bookkeeping business from the residence located at 15 King Street. Subject to conditions as outlined in the agenda.

Carried Unanimously

Janice Flynn – Delaware Drive

DATA: Request for Outline Planning Approval to operate a home office to accommodate a bird-based tour and consulting service business from the residence located at 13 Delaware Drive.

It was the recommendation of the Planning and Traffic Committee that this Outline Planning Permission be granted subject to compliance with all Town Regulations.

Motion – Fowlow/Aylward

No. 17-332 That the recommendation of the Planning and Traffic Committee be accepted and Janice Fynn be granted Outline Planning Approval to operate a home office to accommodate a bird-based tour and consulting service business from the residence located at 13 Delaware Drive. Subject to conditions as outlined in the agenda.

Harmon Seaside Park Development Limited – 200 Massachusetts Drive

DATA: Request for a permit to redevelop former Indian Head Park, clearing of overgrowth to develop modern size RV lots, water services to be connected and on site approved septic disposal system, as per plans submitted; on the property located at 200 Massachusetts Drive.

It was the recommendation of the Planning and Traffic Committee that the permit be granted subject to approval of Service NL and compliance with all Town Regulations.

Motion – Fowlow/Tobin

No. 17-333 That the recommendation of the Planning and Traffic Committee be accepted and the permit be granted to Harmon Seaside Park Development LTD to redevelop former Indian Head Park, clearing of overgrowth to develop modern size RV lots, water services to be connected and on site approved septic disposal system, as per plans submitted. Located at 200 Massachusetts Drive. Subject to conditions as outlined in the agenda.

Carried

In Favor: 5 (Aylward, Fowlow, Hynes, Rose) Opposing: 1 (Felix)

Councillor Felix stated he did not support another RV park as its competing with four other parks in the private sector. He felt there should have been public consultations so the user groups of the park could have been aware before development commenced.

Responding to a question, The Town Manager indicated Harmon Sea Side Links was leasing the land from the Government. The Government transferred the land to the

Town of Stephenville and the lease remained in effect. Since the land is leased, any public consultations would be at the discretion of the golf course.

Deputy Mayor, Fowlow commented if something was being taken away, she would agree Harmon Seaside Links have held public consultations, however individuals were using someone else's property because it was vacant.

Councillor Gibbon stated individuals wanted the park developed for a long time.

Councillor Tobin noted this is an asset to our Town.

Councillor Aylward stated this is a positive move and individuals will be happy to have the former Indian head park redeveloped.

Councillor Hynes stated he supports the development as it's a business opportunity but felt information session would have been the right thing to do.

Mayor Rose recognized the ecosystem and the environment will be protected as both Service NL and Natural Resources will complete assessments. He stated this will help the golf course, tourism, business development and is a good community development.

**Dana Fleming, HUSH Essentials –
12 Blanchard's Road, Noels Pond**

DATA: Request for a permit to erect a sign and construct a 10' x 10' foot patio to accommodate a home-based essential oils, alternative & energy healing business in the residence located 12 Blanchard's Road, Noels Pond.

It was the recommendation of the Planning and Traffic Committee that this permit be granted subject to compliance with all Town Regulations.

Motion – Fowlow/Aylward

No. 17-334 That the recommendation of the Planning

and Traffic Committee be accepted and the permit be granted to Dana Fleming, HUSH Essentials for a permit to erect a sign and construct a 10' x 10' foot patio to accommodate a home-based essential oils, alternative & energy healing business. Subject to conditions as outlined in the agenda.

NEW BUSINESS

PUBLIC CONSULTATIONS

Councillor Felix proposed council hold quarterly Town Hall meeting where council will accept questions from the public

Motion – Felix/Fowlow

No. 17-335 That the recommendation of councillor Felix be accepted and council will hold quarterly Town Hall meeting to accept questions from the public. This will be in addition to the Regular General Meeting.

Carried Unanimously

Laura Aylward

She attended the Sir Thomas Roddick Hospital's tree of love ceremony and it was a great success. She also noted that the hospital has two nurse practitioner working in the emergency department from Monday to Sunday.

ADJOURNMENT

Motion – Aylward/Tobin

No. 17-336 That the meeting adjourn at this time, 1:04 p.m.

Carried Unanimously

CHAIRPERSON

DATE CONFIRMED