

REGULAR GENERAL MEETING, DECEMBER 3, 2015

A Regular General Meeting of the Council of the Town of Stephenville was held in the Council Chambers at 12:24 p.m. on December 3, 2015.

Present: Mayor Tom O'Brien, Chairperson
Deputy Mayor: Mike Tobin

Councillors: Laura Aylward
Don Gibbon
Darlene Oake

Absent: Councillor: Justin House

Also Present: Town Manager, Mike Campbell- Acting Town Clerk

MINUTES

REGULAR GENERAL MEETING, NOVEMBER 19, 2015

Motion – Gibbon/Aylward

No.15-276 That the Minutes of the Regular General Meeting of November 19, 2015 be adopted as circulated.

Carried Unanimously

COMMITTEE REPORTS

FINANCE COMMITTEE

EXPENSE CHEQUE LISTING FOR NOVEMBER, 2015

Motion - Gibbon/Tobin

No.15-277 That the recommendation of the Finance Committee be accepted and Expense Cheque listing for November, 2015 totaling \$483,773.52, be approved.

Carried Unanimously

GRANT, STEPHENVILLE

**HIGH SCHOOL SCHOLARSHIP
AND BURSARY**

Motion - Gibbon/Oake

No. 15-278 That the recommendation of the Finance Committee be accepted and the Stephenville High School Scholarship and Bursary Committee be given a grant in the amount of \$500.00 be approved.

Carried Unanimously

2016 BUDGET ADOPTION

Motion - Gibbon/Aylward

No. 15-279 That the recommendations of the Finance Committee be accepted; and in accordance with Section 77 of the Municipalities Act, Chapter M-24, the 2016 Budget containing in all total Revenues of \$8,312,407.00 and total Expenditures of \$8,312,407.00 be hereby adopted.

Carried Unanimously

DUE DATE

Motion - Gibbon/Tobin

No. 15-280 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 2016 be March 31, 2016.

Carried Unanimously

PROPERTY TAX

Motion - Gibbon/Oake

No. 15-281 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, 2016.

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

Carried Unanimously

REMISSION OF TAX

Motion - Gibbon/Aylward

No. 15-282 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 2016 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 2015 were:**

Your 2016 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 2015 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 2016 applications must be received before December 31, 2016 and apply to the year 2016 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 Unanimously

BUSINESS TAX

Motion - Gibbon/Tobin

No. 15-283 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, 2016:

(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.

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 Unanimously

POLL TAX

Motion - Gibbon/Oake

No. 15-284 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, 2016.

Carried Unanimously

WATER AND SEWER RATES

Motion - Gibbon/Aylward

No. 15-285 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, 2016 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	\$1,500.00
Commercial	\$1,250.00

Carried Unanimously

PERMIT FEES

Motion - Gibbon/Tobin

No. 15-286 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, 2016 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 Unanimously

TOWING CHARGES AND IMPOUNDMENT FEES

Motion - Gibbon/Oake

No. 15-287 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, 2016 be set as follows:

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

Carried Unanimously

DOG/CAT LICENCES

Motion - Gibbon/Tobin

No. 15-288 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, 2016 be set as follows:

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

Carried Unanimously

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

Motion - Gibbon/Aylward

No. 15-289 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, 2016.

Carried Unanimously

**CHEQUES RETURNED
BY THE BANK**

Motion - Gibbon/Oake

No. 15-290 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, 2016.

Carried Unanimously

INTEREST ON TAXES

Motion - Gibbon/Tobin

No. 15-291 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, 2016.

Carried Unanimously

**TAX CERTIFICATE/MUNICIPAL
COMPLIANCE CERTIFICATE**

Motion - Gibbon/Aylward

No.15-292 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, 2016.

Carried Unanimously

PERMITS AND MUNICIPAL PLAN

JESSICA BOYD, COLD BROOK DATA: Request for Outline Planning Permission to carry out repairs to the existing structures, repair bridge, to erect fencing and gates and to house horses/ponies and develop riding arena on the property in Cold Brook known as Pinsent farm.

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

Motion - Aylward/Gibbon

No. 15-293 That the recommendation of the Planning and Traffic Committee be accepted and Jessica Boyd be granted Outline Planning Permission to carry out repairs to the existing structures, repair bridge, to erect fencing and gates and to house horses/ponies and develop riding arena on the property in Cold Brook known as Pinsent farm, subject to conditions as outlined in the agenda data.

Carried Unanimously

**NATHAN CORMIER,
22 HANSEN HIGHWAY**

DATA: Request for Outline Planning Permission to extend existing building 25 x 15 feet to accommodate a spray booth on the property located at 22 Hansen Highway.

It was the recommendation of the Planning and Traffic Committee that this request be denied due to the zoning being Residential Medium Density and there being insufficient rear yard depth for this zone.

Motion - Alyward/Tobin

No. 15-594 That the recommendation of the Planning and Traffic Committee be accepted and Nathan Cormier be denied Outline Planning Permission to extend existing building 25 x 15 feet to accommodate a spray booth on the property located at 22 Hansen Highway, subject to conditions as outlined in the agenda data.

Carried Unanimously

**THE JOHN HOWARD SOCIETY
OF NL INC., 141 MAIN STREET**

As a member of the John Howard Society, Deputy Mayor Tobin declared himself in conflict of interest and left the council table.

DATA: Request for a permit to utilize space on the property located at 141 Main Street in order to accommodate a not for profit office.

It was the recommendation of the Planning and Traffic Committee that this permit be granted subject to conditions as outlined in the agenda data.

Motion - Aylward/Oake

No. 15-595 That the recommendation of the Planning and Traffic Committee be accepted and The John Howard Society of NL inc. be granted permit to utilize space on the property located at 141 Main Street in order to accommodate a not for profit office, subject to conditions as outlined in the agenda data.

Carried Unanimously

Deputy Mayor Tobin abstained from voting. Deputy Mayor Tobin returned to the Council Table at the conclusion of discussion of these items.

**LEIGH-HARRIS, 280A
QUEEN STREET EXTENSION**

DATA: Request for a Permit to erect a 16 foot x 24 foot detached garage on the property located at 280A Queen Street Extension. Due to there being a 10% distance from house variance, it was advertised on November 19, 2015 and no comments were received.

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

Motion - Aylward/Gibbon

No. 15-596 That the recommendation of the Planning and Traffic Committee be accepted and Leigh-Harris be granted a to erect a 16 foot x 24 foot detached garage on the property located at 280A Queen Street Extension, subject to conditions as outlined in the agenda data.

Carried Unanimously

**BAY ST. GEORGE RESIDENTIAL
SUPPORT BOARD, 6 GARDEN
DRIVE**

DATA: Request for a permit to utilize space on the property located at 6 Garden Street in order to accommodate a not for profit office.

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

Motion - Aylward/Tobin

No. 15-597 That the recommendation of the Planning and Traffic Committee be accepted and Bay St. George Residential Support Board be granted a permit to utilize space on the

property located at 6 Garden Street in order to accommodate a not for profit office, subject to conditions as outlined in the agenda data.

Carried Unanimously

**COLLEGE OF THE NORTH
ATLANTIC, 179 MINNESOTA
DRIVE**

As an employee of the College of the North Atlantic, Councillor Oake declared herself in conflict of interest and left the council table.

DATA: Request for a permit to extend existing fenced area by 90 feet x 365 feet, as per attached sketch, and repair damaged sections and gates on the property located at 179 Minnesota Drive.

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

Motion - Aylward/Gibbon

No. 15-598 That the recommendation of the Planning and Traffic Committee be accepted and the College of the North Atlantic be granted a permit to extend existing fenced area by 90 feet x 365 feet, as per attached sketch, and repair damaged sections and gates on the property located at 179 Minnesota Drive, subject to conditions as outlined in the agenda data.

Carried Unanimously

Councilor Oake abstained from voting. Councilor Oake returned to the Council Table at the conclusion of discussion of these items.

NEW BUSINESS

Budget Notes 2016

Don Gibbons thanked staff for all their work on preparing the 2016 budget and highlighted a few items:

- Balanced Budget \$8,312,407.00
 - Down \$144,000 from 2015
 - Combination of increased cost and offset by retirement of debt.
- Residential Mill rate lowered from 8 mil to 7.4 mil
- Water Rates Provincial Government Buildings increase from 6.5mil to 8.4 mil
- All other rates and charges remain unchanged.

Municipal Capital Works Applications Provincial Build Canada Fund (Federal)

- Applications totaling \$7.5 M
- Towns share \$1.5M (20%)

BUDGET 2016

Mayor O'Brien also thanked staff and the Council for their assistance with preparation of the 2016 Budget and Mayor Tom O'Brien also complemented Finance, Chair and Staff for all their hard work and dedication.

ADJOURNMENT

Motion – Gibbon/Aylward

No. 15-275 That the meeting adjourn at this time, 12:41 p.m.

Carried Unanimously

CHAIRPERSON

DATE CONFIRMED