

The Municipality of Spaniard's Bay

Agenda

Wednesday, 16 January 2019 - 7:00 PM

1. **Motion to Adopt Agenda**
2. **Minutes of Meetings Held** January 7, 2019
3. **Business Arising From the Minutes**
4. **Town Managers Report**
5. **Committee Reports:**
 - A. **Finance Committee**
 - Accounts Payable List (\$25,610.89)
 - Cash Position at Jan 14, 2019
 - Quick Statistics Accounts Receivable
 - Income/Expense Statement
 - Cheque Register
 - Budget Presentation 2019
6. **PMA Training/Regional Meeting**
7. **MNL Avalon/Eastern Regional Meeting**
8. **Letters**
 - A. Resident of Back Track Road- Installation of a Fire Hydrant
 - B. Request for Paving & Drainage Improvements - Top of Anthony's Road
9. **Permits**
 - A. Municipal Recommendation for Crown Lands -183 Ridge Road
 - B. Application to build an addition onto a home - 38-42 Brown's Road
10. **Donation Requests**
 - A. Heart & Stroke Foundation - St. John's Hockey Heros
11. **Other Business**
12. **Adjournment**

Mayor - Paul Brazil
Deputy Mayor - Darlene Stamp
Councillors - Eric Jewer
 Sherry Lundrigan
 Paul Ryan
 David Smith
 Tracy Smith
Town Manager - Tony Ryan

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The Municipality of Spaniard's Bay

January 16, 2019

A regular meeting of Council took place on the above date with the following members in attendance: Mayor Brazil, Deputy Mayor Stamp, Councillors Jewer, D Smith, Ryan, T Smith, Lundrigan and Town Manager Tony Ryan. Visitors included John Drover, Donald Gosse, Howard Smith, Dave Gosse, Tony Menchions, and Brenda Coombs. Mayor Brazil called the meeting to order at 7:01 pm and welcomed everyone to the meeting.

Motion to Adopt Agenda

The agenda for January 16, 2019 meeting was tabled.

It was moved by Councillor Jewer, seconded by Councillor Ryan, to adopt the Agenda of January 16, 2019 as presented.

Carried

Adoption of the Minutes

The minutes of the meeting of January 7, 2019 were tabled.

It was moved by Councillor Jewer, seconded by Councillor David Smith, that the minutes of the meeting of January 7, 2019 be adopted as presented.

Carried

Town Managers Report

1. To the best of our knowledge there are no leaks outstanding.
2. Attached to my report is a request for a permit received today to construct a 28ft by 32 ft house on their property at 253-261 Back Track. Lot size is approximately 150 ft by 300 ft which is more than adequate for private well and septic system.
3. I need the Finance Committee to schedule a meeting to review a proposal received for banking services for the Town. In addition, I have a request from a property owner to meet with the committee to discuss payment arrangements on their account.
4. I have a request to rent out room 18 near the back of the upstairs portion of the Municipal Centre. This room measures 17 ft by 33 ft (561 square feet). I need the input from the Building Committee or Council on an acceptable rate that would include electricity.

5. Reminder to any Councillor who has not submitted their annual disclosure statement to submit it to the office at the earliest convenience.
6. The 2014 half tonne pickup is currently in the garage for non start issue. We have not yet been advised of the cause of the cost for repair.
7. All snow clearing equipment is in good working order.

Motions Arising from Town Manager's Report

It was moved by Councillor Jewer, seconded by Councillor Ryan, to grant the permit for the new home at 253 Back Track Road in accordance to the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable provincial and federal regulations.

Carried

The Finance Committee generally agreed to meet at 4:00 pm on January 17, 2019 to discuss banking matters for the town and to discuss payment arrangements with a resident on their account.

Councillor David Smith stated that himself and Councillor Ryan discussed the issue of renting room number 18, he stated that there are a lot of issues to consider with this, as this will create a lot of foot traffic throughout the building and could cause congestion to our parking lot at busy times. He questioned if the business owner would consider taking a room in the basement instead. Town Manager Tony Ryan stated that he had discussed this but it seems he wants to be upstairs.

It was moved by Councillor David Smith, seconded by Councillor Ryan to refer this matter to the building Committee for review and recommendation back to Council

Carried

Committee Reports

Accounts Payable

Accounts Payable list was tabled.

It was moved by Deputy Mayor Stamp, seconded by Councillor Jewer, that Accounts Payables in the amount of \$ 25,610.89 be paid.

Carried

2019 Budget

2019 Tax and Fee Rates

Deputy Mayor Stamp presented the Annual Operating Budget for 2019. All rates and fees from 2019 shall remain unchanged for the upcoming fiscal year.

It was moved by Deputy Mayor Stamp, seconded by Councillor Jewer, that Council adopt the following Basic Fee Structure setting tax rates and fees for service for the 2019 fiscal year.

2019 Annual Budget

Basic Fee Structure

Item	2018
Water/Sewer	360.00
Water/sewer Vacant Rate	180.00
Water Only	180.00
Water Only Vacant	90.00
Commercial Water/Sewer	360.00
Commercial Water Only	180.00
Veterans Commercial Park W/S	2.3 mils
Veterans Commercial Park W/S	Minimum 600.00
Water/Sewer School - Per Student/Staff Member	9.75
School Board Office	n/a
Private School	1000.00
Mil Rate	6.0 mils
Minimum Property Tax	480.00
Commercial Property Tax	6.0 mils
Commercial Property Tax Minimum	480.00
Basic Business Tax	10.5 mils
Minimum Business Tax	300.00
Utility Tax	2.5 %
Business Tax Aggregate Site	100 mils
Business Tax Bingo Operation	15.5 mils
Drug Store/Medical Clinic	12.5 mils
New Car Dealership	25.5 mils
Tax Certificates	100.00
Compliance Letter	100.00
Building Permit	100.00
Commercial Permit	\$9.00 per Thousand/ Min \$200.00
Addition / Shed	25.00
General Repairs	10.00
Water Turn on Arrears	50.00
NSF Charge	25.00
Water on/off After Hours	25.00 ea
Connection Fees Pavement	2000.00

Minimum Charge of \$2,000.00 plus the cost of asphalt repair if required. Fee must be paid before work commences.

Connection Fees on main thoroughfares shall be priced according to each job.

Carried

2018 Operating Budget

Deputy Mayor Stamp summarized the operating budget for 2018 and fielded questions from Council.

It was moved by Deputy Mayor Stamp, seconded by Councillor Jewer, to adopt the Balanced Operating Budget for 2019 with Revenues and Expenses totalling \$ 2,318,380.29.

Carried

5 Year Municipal Capital Works Plan

Deputy Mayor Stamp summarized the towns 5 Year Municipal Capital Works Plan.

The Following are a list of items to make up the priority list for the Town's 5 year Municipal Capital Works Plan.

Items already approved and scheduled to be completed in 2019 include Paving and Road Reconstruction at Brown's Road, Lift Station Upgrade at Mint Cove adjacent the gazebo area and to install a backup generator system at the Town's Chlorination Plant. Further to this, we have applied to complete Paving and Road Reconstruction at Mint Cove Pond Road North and are awaiting approval for this project. Financing involved with these projects are already included in the 2019 Operating Budget.

Other priorities on a go forward basis include Paving and Road Reconstruction at Pondsides Road, Rectory Avenue, Casey's Lane and to provide water and sewer services to the houses inside the overpass along the main road through Tilton (Paris).

It was moved by Deputy Mayor Stamp, seconded by Councillor Jewer, to accept the 5 year Municipal Capital Works Plan in the priority order as presented.

Carried

Gas Tax Projects

Deputy Mayor Stamp stated that the Town has funding available under the Federal Gas Tax Program to be spent on Gas Tax Eligible Projects. The current amount available is \$260,352.72 up to March 31, 2019 which is the end of the current phase of the Gas Tax program. Subject to approval from Council, we will be submitting a Capital Investment Plan to complete the projects listed below in the order they appear up to the amount of the available funding.

1. Replacement of Windows at the Municipal Centre
2. Paving/ Resurfacing Hunt's Road.
3. Paving/ Resurfacing Peddle's Road.
4. Paving and Reconstruction Butt's Path between Seymour's Road and Whalen's Road.
5. Paving and Road Reconstruction at Finn's Drive and Whalefinn Drive.
6. Improvements to the Entrance of the Ryan's Brook Mini-Park.
7. Construction of New Municipal Depot behind the Municipal Centre

Council will also revisit the topic of Providing Water and Sewer along Big Pond Road including preparing estimates and trying to determine whether or not this project will qualify under the Capital Works Program.

It was moved by Deputy Mayor Stamp, seconded by Councillor Jewer, to accept the priority list for projects under the Gas Tax Program as presented and to submit a capital investment plan in that order up to and including current available funding of \$260,352.72.

Carried

PMA Training/Regional Meeting

Mayor Brazil stated there is a train session coming up for the Town Manager and we need a motion to approve his training.

Councillor Ryan declared a conflict of interest in accordance to Section 207 section 1 (c) "a relative of the councillor has a monetary interest directly or indirectly in the matter" of the Municipalities Act he left the meeting at 7:26 pm.

It was moved by Councillor Jewer, seconded by Deputy Mayor Stamp, for the Town Manager to attend the PMA Training on June 5-7 2019.

Carried

Councillor Ryan returned to the meeting at 7:27 pm

MNL Avalon/Eastern Regional Meeting

Mayor Brazil stated that the information is included in your agenda packages on the dates for this meeting, it is a great learning experience. Anyone interested in attending can let the Town Manager know as soon as possible.

Letters

Resident of Back Track Road - Request for a Fire Hydrant

A letter was received from a resident of Back Track Road requesting Council to install a Fire Hydrant in past the overpass to help protect the homes without water access.

Councillor Jewer stated that there is a hydrant right before the overpass that the Fire Department has access to as well as their pumper truck, but the Town Manager can notify the resident that adding water and sewer services to that area is now in our new 5 year plan.

Resident of Anthony's Road - Request for Paving and Drainage upgrades

A letter was tabled from a resident of Anthony's Road requesting paving and drainage upgrades on Anthony's Road.

It was moved by Councillor Jewer, seconded by Councillor Ryan, to turn this matter over to the Public Works Committee for review in the Spring and recommendation back to Council.

Carried

Permits

Application for Municipal Recommendation for Crown Land- 183 Ridge Road

An application for Municipal Recommendation for Crown Land at 183 Ridge Road was tabled.

Councillor Ryan asked Council to decide if they thought he was in Conflict of Interest on this matter, as he owns the waterline which they could possibly need for town services.

Councillor Ryan left the meeting at 7:35 pm

Councillor David Smith stated that he believes that he is in conflict as he could gain if the owners wanted to tie into the waterline. Councillor Jewer stated that he agrees with Councillor David Smith if this was the application for the permit to build, but the applicant is just looking for recommendation to apply for the crown land.

It was moved by Councillor David Smith, seconded by Deputy Mayor Stamp that Councillor Ryan is in Conflict on this matter.

Councillor David Smith voted in favor of this motion and Mayor Brazil, Deputy Mayor Stamp, Councillors Lundrigan, Jewer and Tracy Smith voted against it.

Motion Defeated

Councillor Ryan returned to the meeting at 7:38 pm

It was moved by Councillor Jewer, seconded by Councillor Tracy Smith, to grant approval for Municipal Recommendation for crown land at 183 Ridge Road.

Carried

Application to build an addition to a home at 38-42 Brown's Road

An application was tabled to build an addition onto a home at 38-42 Brown's Road.

It was moved by Councillor Jewer, seconded by Councillor David Smith, to give approval for an addition to a home at 38-42 Brown's Road in accordance to the provisions of the Town of Spaniard's Bay Development Regulations and/or all other applicable provincial and federal regulations.

Carried

Donations

Heart & Stroke Foundation

A request was tabled from Peter Mercer for a donation to support the St. John's Hockey Hero's Weekend, which he is participating in to raise money for the Heart and Stroke Foundation

It was moved by Councillor Jewer, seconded by Deputy Mayor Stamp, to give the standard donation of \$25.00 to the Heart and Stroke Foundation.

Carried

Mayor Brazil stated that the next regular meeting of Council will be on February 11, 2019 at 7:00 pm.

Other Business

Councillor Ryan stated that Fire Hydrants being covered in with snow seems to be a problem. Is there anything we can do about this, as many people seem to be using plows and covering hydrants. Mayor Brazil stated that if you know of anyone doing this you can contact the Town Manager and let him know and he can contact the individual. And also ask the public to help out and clear away the snow from hydrants in their area.

Deputy Mayor Stamp stated she was wondering if she could give the caterer an answer as to if we are going to continue to do the Volunteer Dinner and Dance again this year. Everyone agreed that we would continue to do this.

Adjournment

It was moved by Councillor Jewer, seconded by Councillor Ryan, and carried that the meeting adjourn at 7:46 pm.

Carried

Recorder
Vanessa Higgins

Paul Brazil, Mayor