

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

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The Municipality of Spaniard's Bay

December 14, 2020

A meeting of Council took place on the above date with the following members in attendance: Mayor Brazil, Deputy Mayor Stamp, Councillors T. Smith, Jewer, P. Ryan, Lundrigan and Town Manager T. Ryan. Councillor D. Smith was absent due to work obligations. All residents are invited to watch via Spaniard's Bay Facebook page Live. Mayor Brazil called the meeting to order at 7:06 pm and welcomed everyone to the meeting.

Motion to Adopt Agenda

The agenda for the meeting December 14, 2020 was tabled.

It was moved by Councillor Jewer, seconded by Councillor Ryan to adopt the Agenda of December 14, 2020 as presented.

Carried

Petitions and/or Visiting Groups

Marina Committee was to present. This has been postponed until the new year.

Adoption of the Minutes

The minutes of the meeting November 16, 2020 were tabled.

It was moved by Councillor P. Ryan, seconded by Councillor Lundrigan, that the minutes of the meeting of November 16, 2020 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 an invoice from Progressive Engineering for estimate preparation for Rectory Avenue Capital Works Application. I need a motion to pay the invoice in the amount of \$1725.00.
3. Attached to my report is a letter requesting approval to operate a warehouse/trucking business from W. Andrews Enterprises Ltd. Property at Conception Bay Highway next to Thruway Muffler. I need a motion of Council to approve this request.
4. The lift station on Pondsides Road next to the lodge experienced trouble over the weekend past. One pump is now back in operation while the second pump is being repaired. We also have a pump out of service from the lift station near the Boat Launch at Bishops Cove Road.

5. Yesterday was the first major snow fall of the year. Snow clearing crews worked last evening and started again early this morning to get things cleared up.
6. Snow clearing equipment is in good working order.
7. Attached to my report is a letter from Craig Pollett of MNL advising that membership fees will not be increasing for 2021.

Motions arising from the Town Managers Report

It was moved by Councillor Jewer, seconded by Councillor Ryan to pay the invoice in the amount of \$1725.00 to Progressive Engineering for the estimate for Rectory Avenue Capital Works Application as presented.

Carried

It was moved by Councillor T. Smith, seconded by Councillor Jewer to grant the request to operate a Warehouse/Trucking Business from W. Andrews Enterprises Ltd Property at Conception Bay highway.

Carried

Committee Reports
Finance Committee
Accounts Payable

Accounts Payable list was tabled.

It was moved by Councillor Ryan, seconded by Councillor Lundrigan, that Accounts Payables in the amount of \$98,196.00 be paid.

Carried

Cash Position, Quick Stats, Income Expense Statement and Cheque Register were tabled for Council’s information.

2021 Budget

2021 Tax and Fee Rates

Deputy Mayor Stamp presented the Annual Operating Budget for 2020. All rates and fees from 2021 shall remain unchanged for the upcoming fiscal year.

It was moved by Councillor Jewer, seconded by Councillor Lundrigan, that Council adopt the following Basic Fee Structure setting tax rates and fees for service for the 2021 fiscal year.

2021 Annual Budget

Basic Fee Structure

Item	2021
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
Beauty Salon/Barber Shop	20.5 mils
Tax Certificates	100.00
Compliance Letter	100.00
Building Permit	150.00
Commercial Permit	\$9.00 per Thousand/ <i>Min \$200.00</i>
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 for connection plus the cost of asphalt repair if required.
 Fee must be paid before work commences. Connection Fees on main thorough fares shall be priced according to each job.

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

** Unless quoted otherwise, water and/or sewer rates are based on 'per unit'. **

Carried

2021 Operating Budget

Deputy Mayor Stamp summarized the operating budget for 2021 and fielded questions from Council.

It was moved by Councillor Jewer, seconded by Councillor P. Ryan , to adopt the Balanced Operating Budget for 2020 with Revenues and Expenses totalling \$ 2,683,956.20.

Carried

Motion for Town of Spaniard's Bay Scotia Business Visa Card

It was moved by Councillor T. Smith, seconded by Councillor Lundrigan, that the Town borrow the sum of up to Twenty Thousand Dollars (\$20,000.00) from the Bank of Nova Scotia and that said funds are to be used for the Town of Spaniard's Bay Scotia Business Visa Card.

Carried

Motion for Town of Spaniard's Bay Operating Line of Credit

It was moved by Councillor Ryan, seconded Councillor T. Smith, that the Town borrow the sum of One hundred Thousand (\$100,000) from the Bank of Nova Scotia and that said funds shall be for the Town's Operating Line of Credit.

Carried

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 2021 include Paving and Road Reconstruction at Pondsides Road 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 Rectory Avenue/Casey's Lane and are awaiting approval for this project. Financing involved with these projects are already included in the 2021 Operating Budget.

5 Year Municipal Capital Works Program (2021-2025)

The Following is a list of priorities recommended as a guide for Applying for Funding for Municipal Capital Works. Priorities are in order as listed.

1. **Backup Generator System for the Chlorination Plant.** (Approved and will be completed in 2021)
2. **Road Reconstruction and Paving at Pondsides Road.** (Approved and will be completed in 2021)
3. **Rectory Avenue-Casey's Lane, Annie's Lane** – Road Reconstruction and paving. The area is commonly referred to as the loop.
4. **Wastewater Treatment** - This project may shift along the priority list depending on availability of provincial and/or federal funding. We are unable to provide an estimate at this time.

Gas Tax Eligible Projects

The following is a list of projects recommended to be applied for under the Gas Tax Program. Priority order is as listed below. Please note that the year of completion is dependant on available gas tax funding for a particular year as it is not Council's intention to spend funding beyond the year eligible. (May take several years to complete dependant on cost)

- I. **Wharf Lane (Drainage)**
- II. **Mercer's Lane - Tilton**
- III. **Godsell's Road** – Bishop's Cove Road to Sullivan currently unpaved.
- IV. **CB Highway to Ryan's Brook** – In front of Bowmark Printing.
- V. **Brazil's Hill from Clarke to Newman** - across from Costello's Road.
- VI. **Crane's Lane**
- VII. **Remainder of Northern Cove Pond Road**

- VIII. **Janes Road** – From Coombs to top of road.
- IX. **Smith's Lane**
- X. **Cemetery Road** – Western side from graveyard down to Back Track.
- XI. **Hutchings Lane** – Between Back Track and Pondsides Road.
- XII. **Big Pond Road** – From CB Highway to former Pauls property.
- XIII. **Back Cove Road South** - Section between CB Highway and end of graveyard wall.
- XIV. **Perry's Hill** – New Harbour Road to the turn near the former Vallis property.
- XV. **Access Between Ponds Project Start** – Bread and Cheese and Neddie Smith's Ponds.

5 Year Municipal Capital Works Plan and Gas Tax Projects were adopted at a meeting of Council held on October 19, 2020.

Motion to include CB Highway to Ryan's Brook and Brazil's Hill From Clarkes to Newmans under the Gas Tax Program

It was moved by Councillor Jewer, seconded by Councillor Ryan to include CB Highway to Ryan's Brook – In front of Bowmark Printing and Brazil's Hill from Clarke to Newman - across from Costello's Road in the list of projects to apply for under the Gas Tax Program. These small sections of road should have been included with Costello's Road and Ryan's Road in the 2020 Gas Tax Paving Program.

Carried

Mayor Brazil and Deputy Mayor Stamp, thanked Town Manager Tony Ryan for an excellent job on the preparation of the 2021 Budget.

CBN Joint Council Meeting Minutes

Minutes from December 1,2020 were tabled for Councillors Information

Carried

Public Works - Resident of Back Track

Recommendation for the fence repairs on Back Track Road was presented. It was moved by Councillor Jewer, seconded by Councillor T. Smith to make necessary repairs to the fence on Slide Path only in the Spring.

Carried

Recreation Committee

New lighting for Ball Field

Letter was table to request the upgrade to the Lighting in the Spaniard's Bay Basketball Court and surrounding area.

It was moved by Councillor Lundrigan, seconded by Councillor Jewer to have NL Power replace existing Bulbs with new Brighter LED in the Basketball Court and Ball field.

Carried

Christmas Lights for Town/Parks

It was moved by Councillor Lundrigan, seconded by Councillor Jewer to approve \$1000.00 for Recreation Committee to purchase Christmas Lights.

Carried

Memorial Tree

A letter was tabled from Deputy Mayor Stamp to create a Memorial Tree and fundraiser. There was a lengthy discussion on the purchasing of supplies to start the Tree, the fundraising for more decorations for the Lassy Wall, lack of power options on the Lassy Wall and LR Rustic Designs to complete the work.

It was moved by Deputy Mayor Stamp, seconded by Councillor Lundrigan to investigate the cost of NL Power servicing the Lassy Wall.

Carried

It was moved by Deputy Mayor Stamp, seconded by Councillor Ryan to provide \$300 to kick off the Memorial Tree project with plywood and paints. Lori Rideout is providing the service of painting the tree free of charge. There will be a charge of \$20 for each Memory Puck purchased, \$5.00 to Painter and \$15.00 towards Lassy Wall decoration upgrades

Carried

It was moved by Deputy Mayor Stamp, seconded by Councillor Lundrigan to set up a Town Facebook page and have the Town Office responsible for the Christmas memorial Tree Fund.

Carried

CBN T'railway – Support of Trail/Old Railway Upgrading

A letter was tabled from Adam Hindy of CBN T'railway requesting Town support and assistance with ditching and widening the trail through Spaniard's Bay and Tilton.

It was moved by Councillor T. Smith, seconded by Councillor Ryan to defer to a future meeting for more information and have a representative from CBN T'railway in attendance.

Carried

Letters

Resident of Brazil's Hill - Sewer Back up

A letter was tabled from a resident of Brazil's Hill in regards to Sewer Back up in their basement. It was moved by Councillor Jewer, seconded by Councillor Ryan to refer the sewer backup issues on Brazils Hill to Public Works for review and recommendation back to Council.

Carried

Pipe Down NL

A letter was tabled for the Towns support in Traffic noise reduction. Mayor Brazil stated not applicable to our town. Tabled as received.

Canadian Pharmacare Act

A letter was tabled to support Bill C-213. Mayor Brazil acknowledged receipt of the letter. No further comments were made.

Resident of New Harbour Road- Ditch needs cleaning

A letter was tabled to have ditches cleared on New Harbour Road.

It was moved by Councillor Jewer, seconded by Councillor Ryan to refer Ditching issues on New Harbour Road to Public Works for review and recommendation back to Council.

Carried

Resident of Clenche’s Road – Snow Clearing Issues

A letter was tabled from a resident of Clenche’s Road on issues with snow clearing.

It was moved by Councillor Jewer, seconded by Councillor Ryan to refer snow clearing issues on Clenche’s Road to Public Works for review and recommendation back to Council.

Carried

Resident of Brown’s Road – Water runoff issues

A request was tabled for a resident of Brown’s Road about water run off and pond removal during paving of Brown’s Road 2019. It was moved by Councillor Jewer, seconded by Councillor Ryan to refer the water run off and pond removal issues on Brown’s Road to Public Works for review and recommendation back to Council.

Carried

Resident of Rectory Avenue – Water runoff issues

A letter was tabled from a resident of Rectory Avenue with water run off issues behind property since Brown’s Road was paved 2019. It was moved by Councillor Jewer, seconded by Councillor Ryan to refer water run off issues on Rectory Avenue to Public Works for review and recommendation back to Council.

Carried

Deputy Mayor Stamp inquired about a way to expedite all the referrals to Public Works. Town Manager explained that nothing more can be done as Members of the Public Works Committee are notified in advance in hopes to have a decision made before scheduled Council Meetings.

Resident Chipman’s Road – Sewer Hook-up

It was moved by Councillor Jewer, seconded by Councillor Ryan to defer to Planning Committee for review and recommendation back to Council. After a lengthy discussion, the motion was withdrawn by the mover and agreed upon by all prior to being carried.

It was moved by Councillor T. Smith, seconded by Councillor Ryan to permit resident to run his sewer to the Town Sewer line and to have the fee paid by December 23, 2020 as amended.

Carried

Permits

Application for a New Business – 73-79 Conception Bay Highway

An application was tabled for a New Business at 73-79 Conception Bay Highway.

It was moved by Deputy Mayor Stamp, seconded by Councillor Jewer to approve the application for a new Barber Shop at 73-79 Conception Bay Highway in accordance with the provisions of the Town of Spaniard’s Bay Development Regulations and/or all other applicable Provincial and Federal Regulations.

Carried

Application for a New House – 42 Jack Pine Drive

An application was tabled for a New House at 42 Jack Pine Drive.

It was moved by Councillor T. Smith, seconded by Councillor Ryan to approve the application for a new House on 42 Jack Pine Drive in accordance with the provisions of the Town of Spaniard’s Bay Development Regulations and/or all other applicable Provincial and Federal Regulations.

Carried

Other Business

Councillor T. Smith congratulated the Fire Department on a great job with the Christmas Parade.

Councillor Jewer agreed the Fire Department put off a wonderful Parade.

Deputy Mayor Stamp thanked Council for their support on the Memory Tree.

Councillor Lundrigan commented on the installation of Christmas lights and decorations around the town and its miniparks by the Recreation Committee. She also stated the Parade was a great success.

Councillor Ryan wanted to wish everyone a Merry Christmas and for all to continue to follow Covid-19 Guidelines.

Mayor Brazil spoke of the hard year, from Snowmagedon to the Pandemic. He wished everyone a Merry Christmas. He thanked Town Manager Ryan and Finance Committee on balancing the Budget with no increases. He acknowledged Mr. Humber's letter of praise to the Fire Departments Parade and for all of the towns support.

Adjournment

Mayor Brazil stated that the next regular meeting of Council will be Monday, January 11, 2021 at 7:00 pm.

It was moved by Councillor Lundrigan, seconded by Councillor Ryan, and carried that the meeting adjourn at 8:52pm.

Carried

Recorder
Andrea Sheppard

Mayor, Paul Brazil