

Town of Terra Nova Special Council Meeting February 3, 2023

Minutes of the special council meeting of The Town of Terra Nova, held on Friday, February 3, 2023, at 11:45am.

Members Present

Mayor
Deputy Mayor
Councillor
Councillor

Andrea Granberg
Julie Pike
Linda Hillier-Smith
Geoff Moore

Absent

Also, Present:

Account Manager/Town Clerk

Angela Penney-Tucker

Adoption of Agenda

No. 23-007

Moved by Mayor Granberg, seconded by Deputy Mayor Pike to adopt the agenda as presented, with the one item being the adoption of the revised 2023 budget and tax & fee structure 2023.

In favour: All

Opposed: 0

Motion Carried

The floor was passed to Councillor Hillier-Smith.

We are holding this special meeting regarding the budget and taxes because we have to increase these amounts for 2023. The reason our taxes had to be increased this year is so our 2023 budget could be approved by the Department of Municipal and Provincial Affairs, who noted that as per the accountability measures for funding under the Municipal Operating Grant and Provincial Gas Tax Sharing programs include the requirement for Municipalities to maintain their own source revenues, on a per capita basis (as per the 2021 census), in their municipal budgets over own source revenue levels in their 2015 municipal budget.

Basically this means our total taxation amount for 2023 divided by the population in the last census of 2021 equals our per capita and this amount has to be more than the per capita amount in 2015. In 2015 the population was less than the population in the 2021 census therefore the tax rate of \$350.00 and the mil rate of 0.7 no longer meets the per capita amount needed. Therefore taxes had to be increased to \$380.00 and the mil rate to 0.75. These amounts are the minimum that Municipal Affairs would accept to meet our per capita requirements and accept our budget for 2023.

The following are the changes to the tax and fee structure for 2023. Property tax is now \$380.00 per property under assessment value of \$500,000.00 over this amount at a mil rate of 0.75. Property tax on businesses is now \$380.00 per property under assessment value of \$500,000.00 over this amount at a mil rate of 0.75 and home and tenant businesses is \$400.00 per year. All taxes are due by June 30, 2023. Interest will be charged on all overdue tax accounts at a rate of 4.5% which in 2022 it was 1.5% and is charged on interest and compounded interest, monthly. A copy of the tax and fee structure will be included with the property tax invoices.

No. 23-008

Motion made by Councillor Hillier-Smith to accept the revised tax & fee structure for 2023. Motion seconded by Mayor Granberg.

In favour: All

Opposed: 0

Motion Carried

No. 23-009

Motion made by Councillor Hillier-Smith we have a balanced budget, and I would like to make the motion to accept this revised balanced budget for 2023. Motion seconded by Councillor Moore.

In favour: All

Opposed: 0

Motion Carried

If there is a lot of question come into the office on these changes and tax increase we will have a question and answer meeting at a later date.

No. 23-010

Motion made by Councillor Moore to adjourn the meeting at 11:51am. Motion seconded by Deputy Mayor Pike.

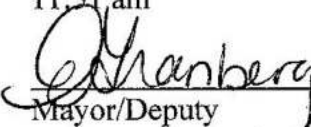
In favour: All

Opposed: 0

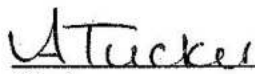
Motion Carried

ADJOURNMENT

11:51 am



Mayor/Deputy



Clerk

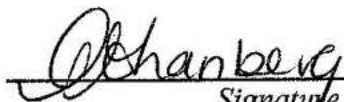
Municipal Budget Submission Form For the Calendar Year 2023

The estimates reported in this submission were approved by the Council of the Municipality of

Town of Terra Nova, NL

Name of Municipality

at a meeting held on the 3 day of February 2023
Day Month Year


Signature of Mayor

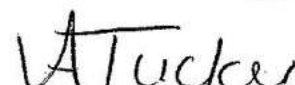

Signature of Clerk/Manager

TABLE OF CONTENTS

Debt Charges Summary-----	Page 2
Expenditures-----	Page 3
Revenues-----	Page 7
Debt Servicing Ratio-----	Page 12
Summary of the Municipal Budget Submission Form-----	Page 13

Deadline for Submission:
31-Dec-22

Debt Charges Summary

[illegible]

BEFORE CONTINUING:



1. Transcribe **BOTH** the above totals for Council Annual Payment and Provincial Annual Payment to the appropriate boxes in section "7.1 Debt Charges From All Sources" of "7.0 FISCAL SERVICES" on Page 6.

2. Transcribe the above total of "Provincial Annual Payment" to sub-section 4.1.2 "Provincial Portion of Debt Charges" found in the section "4.1 Provincial Government Grants and Subsidies" on Page 11.

Expenditures

1.0 GENERAL GOVERNMENT

1.1 Council

1.1.1. Remuneration for Councillors -----

1.1.2. Travel -----

\$3,000.00

Total 1.1 Council -----

\$3,000.00

1.2 General Administration

1.2.1. Salaries -----

\$50,000.00

1.2.2. Employee Benefits -----

1.2.3. Payroll Burden -----

\$7,100.00

1.2.4. Travel -----

\$2,000.00

1.2.5. Supplies -----

\$6,718.76

1.2.6. Purchased Services (other than Insurance) -----

\$11,000.00

1.2.7. Professional Services -----

\$22,500.00

1.2.8. Insurance -----

\$15,000.00

Total 1.2 General Administration -----

\$114,318.76

1.3 Municipal Elections & By-elections -----

\$500.00

1.4 Property Assessment Services -----

\$6,200.00

1.5 Common Services

1.5.1 Engineering Services -----

1.5.2 General Maintenance -----

\$23,000.00

1.5.3 Professional Development and Training -----

\$1,500.00

1.5.4 Public Relations -----	\$500.00	
Total 1.5 Common Services -----		\$25,000.00
TOTAL 1.0 GENERAL GOVERNMENT -----		\$149,018.76

2.0 PROTECTIVE SERVICES

2.1 Fire Protection -----		\$19,500.00
2.2 Emergency Preparedness and Response -----		
2.3 Animal and Pest Control -----		
2.4 Municipal Enforcement -----		
2.5 Other Protective Services and Inspections -----		
TOTAL 2.0 PROTECTIVE SERVICES -----		\$19,500.00

3.0 TRANSPORTATION SERVICES

3.1 Vehicle and Fleet Maintenance -----		
3.2 Road Transport		
3.2.1 Streets, Roads, Sidewalks, etc. -----	\$67,000.00	
3.2.2 Snow Removal -----	\$30,000.00	
3.2.3 Street Lighting -----	\$10,000.00	
3.2.4 Traffic Services -----		
Total 3.2 Road Transport -----		\$107,000.00
3.3 Public Transit -----		
3.4 Other Transportation Services -----		
TOTAL 3.0 TRANSPORTATION SERVICES -----		\$107,000.00

4.0 ENVIRONMENTAL HEALTH

4.1 Water Supply -----		
4.2 Sewage Collection and Disposal -----		

4.3 Garbage and Waste Collection and Disposal -----	\$20,000.00
4.4 Other Environmental Health Services -----	
TOTAL 4.0 ENVIRONMENTAL HEALTH -----	\$20,000.00

5.0 PLANNING AND DEVELOPMENT

5.1 Planning and Zoning -----	
5.2 Community Improvement and Development -----	\$65,000.00
5.3 Regional Development -----	
5.4 Tourism and Marketing -----	
5.5 Other Planning and Development -----	
TOTAL 5.0 PLANNING AND DEVELOPMENT -----	\$65,000.00

6.0 RECREATION AND CULTURAL SERVICES

6.1 Recreation Administration -----	
6.2 Recreation Facilities	
6.2.1 Recreation and Community Centres -----	\$13,400.00
6.2.2 Parks, Playgrounds etc. -----	\$25,000.00
6.2.3 Stadium -----	
6.2.4 Swimming Pool -----	\$53,000.00
Total 6.2 Recreation Facilities -----	\$91,400.00
6.3 Cultural Facilities -----	
6.4 Recreation and Cultural Programs, Activities etc. -----	\$3,000.00
6.5 Other Recreation and Cultural Services -----	

TOTAL 6.0 RECREATIONAL AND CULTURAL SERVICES**\$94,400.00****7.0 FISCAL SERVICES****7.1 Debt Charges From All Sources (from page 2)**

7.1.1 Municipal Annual Payment ----- (See page 2)

7.1.2 Provincial Annual Payment ----- (See page 2)

Total 7.1 Debt Charges From All Sources**7.2 Transfers to Authorized Reserves and other Funds**

7.2.1 Provision for Uncollectible Taxes, Fees & Charges ----- \$1,500.00

7.2.2 Operating Deficit of Prior Year -----

7.2.3 Accumulated Deficit Reduction Plan -----

7.2.4 Discounts, Losses, Allowances -----

7.2.5 Capital Expenditure Out of Revenue:

7.2.5.1 Federal Gas Tax ----- \$12,000.00

7.2.5.2 Federal Gas Tax Top Up -----

7.2.5.3 All Other (please provide list) ----- \$40,000.00

Total 7.2.5 Capital Expenditure Out of Revenue ----- **\$52,000.00****7.2.6 Authorized Transfers to Reserves & Other Funds:**

7.2.6.1 Federal Gas Tax -----

7.2.6.2 All Other (please provide list) -----

Total 7.2.6 Authorized Transfers to Reserves & Other Funds**Total 7.2 Transfers to Authorized Reserves and Other Funds** ----- **\$53,500.00****7.3 Bank Charges & Other Fiscal Services** ----- **\$997.49****TOTAL 7.0 FISCAL SERVICES** ----- **\$54,497.49**

TOTAL EXPENDITURES

\$509,416.25

Revenues**1.0 TAXES AND RELATED REVENUES****1.1 Property Tax Information**

1.1.1 Residential Property Info.	Assessed Values	Number of Properties	Tax Rate	Total Tax
1.1.1.1. Mil Rate Method	\$575,100	1	0.75	\$431.33
1.1.1.2. Minimum Tax Method		216	\$380.00	\$82,080.00
1.1.1.3. Residential Grants in Lieu				
1.1.1.4. Residential Exempt Properties				
Total Residential Property Info -----	\$575,100	217		\$82,511.33

1.1.2 Commercial/Non-Residential	Assessed Values	Number of Properties	Tax Rate	Total Tax
1.1.2.1. Mil Rate Method				
1.1.2.2. Minimum Tax Method (General)		7	\$380.00	\$2,660.00
1.1.2.3. Minimum Tax Method (Small Structures)				
1.1.2.4. Non-Residential Grants in Lieu				
1.1.2.5. Tax Agreements				
1.1.2.6. Non-Residential Exempt Property				
Total Commercial/Non-Residential -----		7		\$2,660.00

1.1.3 Vacant Land	Assessed Values	Number of Properties	Tax Rate	Total Tax
-------------------	-----------------	----------------------	----------	-----------

1.1.3.1. Minimum Rate Method				
Total Vacant Land -----				
Total 1.1 Property Tax Information-----	\$575,100	224		\$85,171.33

BOX A

1.2 Water and Sewage Tax Information

1.2.1 Residential Water and Sewage	# Household Units	Tax Rate	Total Tax
1.2.1.1. # of Households (Not Connected)			
1.2.1.2. Water and Sewage Tax			
1.2.1.3. Water Tax Only (if Separate Tax)			
1.2.1.4. Sewage Tax Only (if Separate Tax)			
1.2.1.5. Other Residential W/S Tax			

Total Number of Household Units -----

Total 1.2.1 Residential W/S Tax -----

1.2.2 Commercial/Non-Residential Water and Sewage	# Comm. / Non-Res. Units	Tax Rate	Total Tax
1.2.2.1. # of Commercial/Non-Residential Units (Not Connected)			
1.2.2.2. Water and Sewage Tax			
1.2.2.3. Water Tax Only (if Separate Tax)			
1.2.2.4. Sewage Tax Only (if Separate Tax)			
1.2.2.5. Other Commercial/Non-Residential W/S Tax			
1.2.2.6. Industrial & Institutional W/S (e.g. Fish Plants, Hospitals)			

Total # of Comm./Non-residential Units -----

Total 1.2.2 Commercial/Non-Residential Water and Sewage Tax -----

Total 1.2 Water and Sewage Tax -----

BOX B

1.3 Other Tax Information

1.3 Other Taxes	# Assessed the Tax	Tax Rate	Total Tax
1.3.1. Poll Tax			
1.3.2. Business Tax			\$4,400.00
1.3.3. Utility Tax		2.5%	\$13,700.00
1.3.4. Municipal Utility (Sales) Tax			
1.3.5. Direct Seller Tax			
1.3.6. Other Authorized Taxes			

Total 1.3 Other Taxes -----

BOX C

Grand Total 1.0 Taxes and Related Revenue -----

(Total of Boxes A, B and C)

2.0 SALES OF GOODS AND SERVICES

2.1 Garbage Collection Fees -----

2.2 Recreation and Cultural Services -----	\$60,000.00
2.3 Transportation Services -----	\$3,600.00
2.4 Fire Protection Service Fees -----	
2.5 Animal and Pest Control Fees -----	
2.6 Tipping Fees -----	
2.7 Water Supply -----	
2.8 Other Sales of Goods and Services -----	\$60,500.00
TOTAL 2.0 SALES OF GOODS AND SERVICES -----	\$124,500.00

3.0 OTHER REVENUE FROM OWN SOURCES

3.1 Assessments, Levies, Fees and Charges -----	
3.2 Rental Income -----	
3.3 Interest from Investments -----	\$6,170.56
3.4 Interest Collected on Overdue Accounts -----	
3.5 Other Revenue From Own Sources -----	\$192,000.00
TOTAL 3.0 OTHER REVENUE FROM OWN SOURCES -----	\$198,170.56

4.0 GOVERNMENT TRANSFERS

4.1 Provincial Government Grants and Subsidies

4.1.1. Municipal Operating Grant -----	\$18,064.36	
4.1.2. Provincial Portion of Debt Charges -----		(See page 2)

4.1.3. Provincial Gas Tax Revenue -----	\$13,410.00	
4.1.4. Other Provincial Grants and Subsidies (Please attach list)-----		
Total 4.1 Provincial Government Grants and Subsidies -----		\$31,474.36
4.2 Federal Government Grants and Subsidies		
4.2.1. Federal Gas Tax -----	\$12,000.00	
4.2.2. Federal Gas Tax Top Up -----		
4.2.3. Other Federal Grants and Subsidies (please provide list) -----		
Total 4.2 Federal Government Grants and Subsidies-----		\$12,000.00
TOTAL 4.0 GOVERNMENT TRANSFERS -----		\$43,474.36

5.0 OTHER TRANSFERS

5.1. Operating Surplus of Prior Year -----	\$40,000.00	
5.2. Transfers from Authorized Reserves		
5.2.1. Gas Tax -----		
5.2.2. Other (please provide list) -----		
TOTAL 5.0 OTHER TRANSFERS -----		\$40,000.00

TOTAL REVENUE	\$509,416.25
----------------------	---------------------

Please Calculate the Debt Servicing Ratio (DSR):

Debt Servicing Ratio (DSR)

Step 1 : Fill in the following information

Municipal Annual Debt Payment (7.1.1 - Page 6) -----		
Local Revenue 1 Total Taxes and Related Revenue (Page 9)-----	\$103,271.33	
Local Revenue 2 Total Sales of Goods and Services (Page 10)-----	\$124,500.00	
Local Revenue 3 Total Other Revenue from Own Sources (Page 10)-----	\$198,170.56	
Total Local Revenue -----		\$425,941.89
Municipal Operating Grant (MOG) (4.1.1. Page 11) -----		\$18,064.36
Provincial Gas Tax Revenue (4.1.3. Page 11) -----		\$13,410.00
Debt Servicing Ratio -----		0%

Step 2 : DSR Calculation

$$\begin{array}{ccccccc}
 \text{-----} & \div & (& \$425,941.89 & + & \$18,064.36 & + & \$13,410.00 &) \\
 \text{Municipal} & & & \text{Local} & & \text{MOG} & & \text{Provincial} & \\
 \text{Debt} & & & \text{Revenue} & & & & \text{Gas Tax} & \\
 & & & & & & & \text{Revenue} & \\
 & & & & & & & & \\
 & & & & & & = & & 0\% \\
 & & & & & & & \text{DSR (\%)} &
 \end{array}$$

Summary of The Municipal Budget Submission Form

Name of Municipality	Town of Terra Nova, NL	Budget Year	2023
----------------------	------------------------	-------------	------

From The Municipal Budget Submission Form, the totals of the seven expenditure functions, the total expenditures, the totals of the five main revenue sources and the total revenues are found in the appropriate boxes below.

Expenditures

1.0 General Government -----	\$149,018.76
2.0 Protective Services -----	\$19,500.00
3.0 Transportation Services -----	\$107,000.00
4.0 Environmental Health -----	\$20,000.00
5.0 Planning and Development -----	\$65,000.00
6.0 Recreation and Cultural Services -----	\$94,400.00
7.0 Fiscal Services -----	\$54,497.49
Total Expenditures -----	\$509,416.25

Revenues

1.0 Taxes -----	\$103,271.33
2.0 Sales of Goods and Services -----	\$124,500.00
3.0 Other Revenue From Own Sources -----	\$198,170.56
4.0 Government Transfers -----	\$43,474.36
5.0 Other Transfers -----	\$40,000.00
Total Revenues -----	\$509,416.25

TAX & FEE STRUCTURE 2023

TOWN OF TERRA NOVA

Property Tax \$380.00 per property under assessment value of
\$500,000.00 over this amount at a mil rate of 0.75

Business Tax:

Construction Services \$400.00 per year plus property tax if applicable

Electrical Services \$400.00 per year plus property tax if applicable

Retail Stores \$400.00 per year plus property tax if applicable

B&B's \$400.00 per year plus property tax if applicable

Exemptions: Annual income under \$3,000.00 not taxed
Annual income \$3,000-\$6,000 66% reduction
Annual income \$6,001-\$10,000 33% reduction

Property tax on businesses \$380.00 per property under assessment value of
\$500,000.00 over this amount at a mil rate of 0.75

Home & Tenant Businesses \$400.00 per year unless they have the following
exemption:

Annual income under \$3,000.00 not taxed

Annual income \$3,000-\$6,000 66% reduction

Annual income \$6,001-\$10,000 33% reduction

For exemptions the onus is on the owner to provide the annual notice of assessment for proof of annual income. All taxes are due by June 30, 2023. Interest will be charged on all overdue tax accounts at a rate of 4.5% and is charged on interest and compounded interest, monthly.

Permits:

House/Cabin/Cottage	\$100.00
Shed/Garage/Deck/Electrical new or existing	\$30.00
Repairs	\$20.00

Adopted: February 3, 2023