



## Municipal Budget Submission Form For the Calendar Year 2017

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

Pouch Cove

*Name of Municipality*

at a meeting held on the 12 day of December 2016.

*Day*

*Month*

*Year*

Judy Powell  
*Signature of Mayor*

Darlene Jelley  
*Signature of Clerk/Manager*

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**Deadline for Submission:  
DECEMBER 31, 2016**

## Debt Charges Summary

Loan Number	Name of Creditor	Purpose (Water, Roads; etc.)	Original Principal	Maturity Date (dd-month-yyyy)	Council Annual Payment	Provincial Annual Payment
81	RBC	Arena	\$264,726.00	00-00-2023	\$32,160.00	
79	RBC	Road	\$18,733.00	00-11-2017	\$3,795.00	paid
77	RBC	Road	\$21,026.00	00-11-2017	\$4,290.00	paid
82	RBC	Truck	\$32,168.00	00-09-2019	\$7,104.00	
84	RBC	Plow Truck	\$44,666.00	00-10-2021	\$9,612.00	
83	RBC	Roads	\$125,000.00	00-00-0000	\$26,580.00	
Lease	RBC	Backhoe	\$113,110.00	00-11-2017	\$25,597.00	
New	pending	10% WTP	unknown-cost shared	00-00-0000	\$25,000.00	
5353	NMFC			00-03-2017		\$2,050.00
5352	NMFC			00-03-2017		\$10,363.00
5867	NMCF			00-03-2020		\$9,455.00
<b>Totals</b>					<b>\$134,138.00</b>	<b>\$21,868.00</b>

Error  
 Backhoe -  
 paid off  
 Feb 27/17

BF

for Council Annual Payment and Provincial Annual Payment to the "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 -----	\$20,950.00
1.1.2. Travel -----	\$7,000.00

**Total 1.1 Council** ----- \$27,950.00

#### **1.2 General Administration**

1.2.1. Salaries -----	\$385,000.00
1.2.2. Employee Benefits -----	\$23,500.00
1.2.3. Payroll Burden -----	\$35,500.00
1.2.4. Travel -----	\$2,000.00
1.2.5. Supplies -----	\$29,169.86
1.2.6. Purchased Services (other than Insurance) -----	\$32,000.00
1.2.7. Professional Services -----	\$33,000.00
1.2.8. Insurance -----	\$30,000.00

**Total 1.2 General Administration** ----- \$570,169.86

**1.3 Municipal Elections & By-elections** ----- \$8,000.00

**1.4 Property Assessment Services** ----- \$36,000.00

#### **1.5 Common Services**

1.5.1 Engineering Services -----	\$0.00
1.5.2 General Maintenance -----	\$101,000.00
1.5.3 Professional Development and Training -----	\$15,000.00
1.5.4 Public Relations -----	\$11,000.00

**Total 1.5 Common Services** ----- \$127,000.00

**TOTAL 1.0 GENERAL GOVERNMENT** ----- \$769,119.86

**2.0 PROTECTIVE SERVICES**

2.1 Fire Protection -----	\$127,000.00
2.2 Emergency Preparedness and Response -----	\$3,000.00
2.3 Animal and Pest Control -----	\$15,000.00
2.4 Municipal Enforcement -----	\$0.00
2.5 Other Protective Services and Inspections -----	\$0.00
<b>TOTAL 2.0 PROTECTIVE SERVICES -----</b>	<b>\$145,000.00</b>

**3.0 TRANSPORTATION SERVICES**

3.1 Vehicle and Fleet Maintenance -----	\$25,000.00
3.2 Road Transport	
3.2.1 Streets, Roads, Sidewalks, etc. -----	\$125,000.00
3.2.2 Snow Removal -----	\$30,000.00
3.2.3 Street Lighting -----	\$52,000.00
3.2.4 Traffic Services -----	\$10,000.00
<b>Total 3.2 Road Transport -----</b>	<b>\$217,000.00</b>
3.3 Public Transit -----	\$0.00
3.4 Other Transportation Services -----	\$0.00
<b>TOTAL 3.0 TRANSPORTATION SERVICES -----</b>	<b>\$242,000.00</b>

**4.0 ENVIRONMENTAL HEALTH**

4.1 Water Supply -----	\$110,000.00
4.2 Sewage Collection and Disposal -----	\$20,000.00
4.3 Garbage and Waste Collection and Disposal -----	\$127,000.00
4.4 Other Environmental Health Services -----	\$0.00
<b>TOTAL 4.0 ENVIRONMENTAL HEALTH -----</b>	<b>\$257,000.00</b>

**5.0 PLANNING AND DEVELOPMENT**

5.1 Planning and Zoning ----- \$3,000.00

5.2 Community Improvement and Development ----- \$30,000.00

5.3 Regional Development ----- \$1,000.00

5.4 Tourism and Marketing ----- \$3,000.00

5.5 Other Planning and Development ----- \$0.00

**TOTAL 5.0 PLANNING AND DEVELOPMENT ----- \$37,000.00**

**6.0 RECREATION AND CULTURAL SERVICES**

6.1 Recreation Administration ----- \$70,200.00

*6.2 Recreation Facilities*

6.2.1 Recreation and Community Centres ----- \$35,000.00

6.2.2 Parks, Playgrounds etc. ----- \$0.00

6.2.3 Stadium ----- \$10,500.00

6.2.4 Swimming Pool ----- \$0.00

**Total 6.2 Recreation Facilities ----- \$45,500.00**

6.3 Cultural Facilities ----- \$2,000.00

6.4 Recreation and Cultural Programs, Activities etc. ----- \$20,000.00

6.5 Other Recreation and Cultural Services ----- \$6,000.00

**TOTAL 6.0 RECREATION AND CULTURAL SERVICES ----- \$143,700.00**

**7.0 FISCAL SERVICES****7.1 Debt Charges From All Sources (from page 2)**

7.1.1 Municipal Annual Payment -----	\$134,138.00	(See page 2)
7.1.2 Provincial Annual Payment -----	\$21,868.00	(See page 2)
<b>Total 7.1 Debt Charges From All Sources -----</b>	<b>\$156,006.00</b>	

**7.2 Transfers to Authorized Reserves and other Funds**

7.2.1 Provision for Uncollectible Taxes, Fees & Charges -----	\$35,000.00	
7.2.2 Operating Deficit of Prior Year -----	\$0.00	
7.2.3 Accumulated Deficit Reduction Plan -----	\$0.00	
7.2.4 Discounts, Losses, Allowances -----	\$0.00	
7.2.5 Capital Expenditure Out of Revenue:		
7.2.5.1 Federal Gas Tax -----	\$85,864.00	
7.2.5.2 All Other (please provide list) -----	\$113,936.87	
<b>Total 7.2.5 Capital Expenditure Out of Revenue -----</b>	<b>\$199,800.87</b>	
<b>7.2.6 Authorized Transfers to Reserves &amp; Other Funds:</b>		
7.2.6.1 Federal Gas Tax -----	\$0.00	
7.2.6.2 All Other (please provide list) -----	\$0.00	
<b>Total 7.2.6 Authorized Transfers to Reserves &amp; Other Funds -----</b>		
<b>Total 7.2 Transfers to Authorized Reserves and Other Funds -----</b>	<b>\$234,800.87</b>	
<b>7.3 Bank Charges &amp; Other Fiscal Services -----</b>	<b>\$18,000.00</b>	
<b>TOTAL 7.0 FISCAL SERVICES -----</b>	<b>\$408,806.87</b>	

**TOTAL EXPENDITURES****\$2,002,626.73**



## 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	\$192,320,575	868	5.25	\$1,009,683.02
1.1.1.2. Minimum Tax Method		13	\$400.00	\$5,200.00
1.1.1.3. Residential Grants in Lieu				
1.1.1.4. Residential Exempt Properties				

<b>Total Residential Property Info</b> -----	\$192,320,575	881		\$1,014,883.02
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1.1.2 Commercial/Non-Residential	Assessed Values	Number of Properties	Tax Rate	Total Tax
1.1.2.1. Mil Rate Method	\$1,613,855	14	5.25	\$8,472.74
1.1.2.2. Minimum Tax Method (General)				
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				

<b>Total Commercial/Non-Residential</b> -----	\$1,613,855	14		\$8,472.74
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1.1.3 Vacant Land	Assessed Values	Number of Properties	Tax Rate	Total Tax
1.1.3.1. Minimum Rate Method		285	\$400.00	\$114,000.00

<b>Total Vacant Land</b> -----		285		\$114,000.00
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<b>Total 1.1 Property Tax Information</b> -----	\$193,934,430	1,180		\$1,137,355.76
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**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)	247		
1.2.1.2. Water and Sewage Tax	513	600 450	\$230,850.00
1.2.1.3. Water Tax Only (if Separate Tax)	108	375 250	\$27,000.00
1.2.1.4. Sewage Tax Only (if Separate Tax)			
1.2.1.5. Other Residential W/S Tax			

367,800  
49,500  
-----  
348,300

Total Number of Household Units ----- 868

Total 1.2.1 Residential W/S Tax ----- \$257,850.00

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	4	450	\$1,800.00
1.2.2.3. Water Tax Only (if Separate Tax)	4	250	\$1,000.00
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 ----- 8

Total 1.2.2 Commercial/Non-Residential Water and Sewage Tax ----- \$2,800.00

Total 1.2 Water and Sewage Tax ----- \$260,650.00

**BOX B**



**1.3 Other Tax Information**

<b>1.3 Other Taxes</b>	<b># Assessed the Tax</b>	<b>Tax Rate</b>	<b>Total Tax</b>
1.3.1. Poll Tax			
1.3.2. Business Tax			\$41,188.89
1.3.3. Utility Tax			\$93,097.97
1.3.4. Municipal Utility (Sales) Tax			
1.3.5. Direct Seller Tax			
1.3.6. Other Authorized Taxes			

**Total 1.3 Other Taxes** ----- \$134,286.86

**BOX C**

**Grand Total 1.0 Taxes and Related Revenue** ----- \$1,532,292.62

*(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	\$40,000.00
2.3	Transportation Services	
2.4	Fire Protection Service Fees	\$17,500.00
2.5	Animal and Pest Control Fees	\$500.00
2.6	Tipping Fees	
2.7	Water Supply	
2.8	Other Sales of Goods and Services	
<b>TOTAL 2.0 SALES OF GOODS AND SERVICES</b>		<b>\$58,000.00</b>

**3.0 OTHER REVENUE FROM OWN SOURCES**

3.1	Assessments, Levies, Fees and Charges	\$25,000.00
3.2	Rental Income	\$51,000.00
3.3	Interest from Investments	\$0.00
3.4	Interest Collected on Overdue Accounts	\$20,000.00
3.5	Other Revenue From Own Sources	\$0.00
<b>TOTAL 3.0 OTHER REVENUE FROM OWN SOURCES</b>		<b>\$96,000.00</b>

**4.0 GOVERNMENT TRANSFERS**

**4.1 Provincial Government Grants and Subsidies**

4.1.1. Municipal Operating Grant -----	\$181,449.11	
4.1.2. Provincial Portion of Debt Charges -----	\$21,868.00	(See page 2)
4.1.3. Provincial Gas Tax Revenue -----	\$27,153.00	
4.1.4. Other Provincial Grants and Subsidies (Please attach list)-----	\$0.00	
<b>Total 4.1 Provincial Government Grants and Subsidies -----</b>		<b>\$230,470.11</b>

**4.2 Federal Government Grants and Subsidies**

4.2.1. Federal Gas Tax -----	\$85,864.00	
4.2.2. Other Federal Grants and Subsidies (please provide list) -----	\$0.00	
<b>Total 4.2 Federal Government Grants and Subsidies-----</b>		<b>\$85,864.00</b>

<b>TOTAL 4.0 GOVERNMENT TRANSFERS -----</b>		<b>\$316,334.11</b>
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**5.0 OTHER TRANSFERS**

5.1. Operating Surplus of Prior Year -----		
5.2. Transfers from Authorized Reserves -----		
<b>TOTAL 5.0 OTHER TRANSFERS -----</b>		

<b>TOTAL REVENUE</b>	<b>\$2,002,626.73</b>
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***Please Calculate the Debt Servicing Ratio (DSR):***

***Debt Servicing Ratio (DSR)***

**Step 1 : Fill in the following information**

<b>Municipal Annual Debt Payment (7.1.1 - Page 6)</b> -----		\$134,138.00
Local Revenue 1 Total Taxes and Related Revenue (Page 9)-----	\$1,532,292.62	
Local Revenue 2 Total Sales of Goods and Services (Page 10)-----	\$58,000.00	
Local Revenue 3 Total Other Revenue from Own Sources (Page 10)-----	\$96,000.00	
<b>Total Local Revenue</b> -----		<b>\$1,686,292.62</b>
<b>Municipal Operating Grant (MOG) (4.1.1. Page 11)</b> -----		<b>\$181,449.11</b>
<b>Provincial Gas Tax Revenue (4.1.3. Page 11)</b> -----		<b>\$27,153.00</b>
<b>Debt Servicing Ratio</b> -----		<b>7%</b>

**Step 2 : DSR Calculation**

$$\begin{array}{ccccccc}
 \frac{\$134,138.00}{\text{Municipal Debt}} & \div & \left( \frac{\$1,686,292.62}{\text{Local Revenue}} \right. & + & \frac{\$181,449.11}{\text{MOG}} & + & \left. \frac{\$27,153.00}{\text{Provincial Gas Tax Revenue}} \right) \\
 & & & & & & \\
 & & & & & = & \frac{\quad}{\text{DSR (\%)}} \\
 & & & & & & 7\%
 \end{array}$$

## *Summary of The Municipal Budget Submission Form*

Name of Municipality	Pouch Cove	Budget Year	2017
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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 -----	\$769,119.86	
2.0 Protective Services -----	\$145,000.00	
3.0 Transportation Services -----	\$242,000.00	
4.0 Environmental Health -----	\$257,000.00	
5.0 Planning and Development -----	\$37,000.00	
6.0 Recreation and Cultural Services -----	\$143,700.00	
7.0 Fiscal Services -----	\$408,806.87	
<b>Total Expenditures -----</b>		<b>\$2,002,626.73</b>

### *Revenues*

1.0 Taxes -----	\$1,532,292.62	
2.0 Sales of Goods and Services -----	\$58,000.00	
3.0 Other Revenue From Own Sources -----	\$96,000.00	
4.0 Government Transfers -----	\$316,334.11	
5.0 Other Transfers -----		
<b>Total Revenues -----</b>		<b>\$2,002,626.73</b>



## TOWN OF POUCH COVE

660 Main Road  
PO Box 59  
Pouch Cove, NL  
AOA 3L0

(709) 335-2848 (ph)  
(709) 335-2840 (fa)  
info@pouchcove.ca  
www.pouchcove.ca

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## COUNCIL REMUNERATION POLICY

### 1.0 STATEMENT AND PURPOSE

1.1 This policy is developed to allocate remuneration rates for all Council members. It is designed to compensate on a quarterly basis, with extra remuneration occurring at the end of a four-year term for council members who have served for their full term. Any council member who ended their term prematurely would not be entitled to any additional remuneration.

### 2.0 PROCEDURES

2.1 In years 1 to 3, council remuneration will continue at the current rate of \$17,200 per year. This is equal to approximately 0.85% of the Town's 2017 Budget.

- a) \$4,000 for the Mayor,
- b) \$3,200 for the Deputy Mayor
- c) \$2,000 for each Councillor

2.2 For year 4, the rate will be the same as in years 1 to 3, with an additional amount to be paid with the September remuneration installment as follows:

- a) \$5,000 for the Mayor
- b) \$2,500 for all other active council members

2.3 This additional amount will be given to active council members who have finished their term, and will be pro-rated for council members who are still active but have not served the full four years.

*Example: A council member who started their term on a by-election and has served for 26 months would be entitled to an additional \$1,354.08 ( $\$2,500/48 \text{ months} \times 26 \text{ months}$ ).*

*If all council members served a full four-year term, the year 4 remuneration amount would be \$37,200, 1.85% of the 2017 budget.*

### 3.0 ADOPTION

Under section 413 of the Municipalities Act 1999, the Town Council of Pouch Cove adopts the Town of Pouch Cove Council Remuneration Policy as approved (or as amended).

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Town Manager/Clerk





# 2017 FEE STRUCTURE

## PROPERTY TAX

### **Residential & Commercial Property**

5.25 mils with minimum of \$400 per year

## RESIDENTIAL DISCOUNTS

Residents may qualify for a discount on their taxes based on income. Application forms available at the Town Office.

## PAYMENT OPTIONS

1. Payment in Full by March 31, 2017
2. Interest free with post-dated payments on file submitted for equal monthly payments to the end of 2017. (*Interest-free option is valid only if all payments are made good*)
3. Cash, Cheque, Visa, MasterCard, & Interac services are available.

## INTEREST

Interest is charged on all outstanding accounts at 1% simple interest per month.

## DEVELOPMENT

### **Residential & Commercial**

Application Fee	\$100
Permit Fee	\$2/sq. m.
Occupancy Permit Deposit	\$500/lot
<i>*\$400 refunded when Occupancy Permit is obtained.</i>	

### **Accessory Building**

Application Fee	\$25
Permit Fee	\$2/sq. m.

### **Subdivision Development**

Processing Fee for Initial Concept Plans \$100/lot  
*Planned layouts/concept plans are required with development applications for*

- (a) new subdivisions with road construction
- (b) extensions of existing subdivisions

*\*Important: Please note that permit and processing fees will apply to individual applications for each lot after the initial concept plan is approved.*

## GENERAL REPAIRS

Permit Required	No Cost
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## EXCAVATION

Permit Fee	\$100
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*See excavation Regulations for details.*

## ANIMAL CONTROL

Dog License	No Cost
First Pick Up	\$100
Second Pick Up	\$200
Third & Final Pick Up	\$300
Pound Fees	\$20/day
Euthanasia Fee (Charged to Owner)	Cost Recovery

## WATER & SEWER

Water Only	\$225/year/unit
Water & Sewer	\$450/year/unit
Water & Sewer Connection	\$2500
Water Only Connection Fee	\$1250
Sewer Only Connection Fee	\$1250

*\*Fees must be paid prior to connection.*

Water Disconnect/Turn-Off	\$50
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*\*When due to tax arrears*

Water Disconnect/Reconnect by Request	
<i>During Office Business Hours</i>	\$25
<i>Monday to Friday Outside Business Hours</i>	\$110
<i>Saturday or Sunday</i>	\$150

## BUSINESS TAX

### **General Business**

14 mils with minimum \$300/year

General Business includes all categories **except** the following:

### **Quarry**

14 mils with minimum \$1500/year

### **Contractors/Construction/Home Reno**

14 mils with minimum \$500/year

### **Day Care**

5 mils with minimum of \$300/year

### **Parks**

20 mils with minimum of \$1000/year

### **Business Based on Gross Revenue**

Utility: 2.5% of Gross Revenue as per Act

## BUSINESS PROPOSAL

Application Fee	\$40
Discretionary Use Ad	\$225
Business Permit	\$75

*\*Permit required prior to operating.*

## OTHER ASSESSMENTS & FEES

Tax Certificate	\$100
Zoning & Compliance	\$100
Demolition & Removal Permit	\$50
Returned Cheque (NSF Fee)	\$45
Crown Land Application Fee	\$150
Pavement Cut	\$2000
Culvert ( <i>Refunded Upon Inspection</i> )	\$1500
Town Plan & Zoning Amendments	\$5000

*\*Applicant responsible for full cost recovery in the event that the real cost exceeds the deposit.*