

TOWN OF STEADY BROOK

2012 BUDGET

This circular provides residents with information on revenue and expenses in relation to the 2012 Municipal Budget.

Mayor and Council

Mayor Donna Thistle
Deputy Mayor Brenda Duffy
Councilor Claude Wilton
Councilor Rob Perry
Councilor Leona Gillette
Councilor Margaret Howlett
Councilor Peter Rowsell

Staff

Rob Gosse, Town Manager / Clerk
Steve Gillette, Maintenance/Operator
Shelley Broughton, Office Assistant (part-time)

2012 Budget Overview

WHERE THE MONEY COMES FROM

General Taxation	
Municipal Tax	376,010.00
Business Tax	18,973.00
Utility Tax	27,000.00
Water and Sewer	67,750.00
Goods and Services	73,827.00
Other Revenue	6,300.00
Govt Transfers	208,035.00
Municipal Operating Grant	17,680.00
Other Transfers	86,138.00

Total Revenue **\$ 881,713.00**

WHERE THE MONEY GOES

Administrative/Council	130,500.00
General Maintenance	164,667.00
Protection Services	15,200.00
Transportation Services	91,780.00
Water and Sewer	65,950.00
Planning & Development	8,200.00
Recreation Services	71,200.00
Municipal Debt	130,881.00
Fiscal Services	203,335.00

Total Expenditure **\$ 881,713.00**

Income Details

Municipal Tax – includes residential and commercial property tax, charged by mil rate
Business Tax – includes business tax charged by mil rate which varies for each business type
Utility tax – includes 2.5% tax changed to utility providers
Water and Sewer – includes residential and commercial water and sewer, and water only properties
Sales of Goods and Services – includes Fire Protection Service Agreement with Humber Village, snow clearing services for Dept. of Transportation (Little Rapids), and the Marble Mountain Service Agreement
Other Revenue – includes fees for services, rentals, interest, signage fees
Government Transfers – includes Provincial portion of Town's debt charges, summer student and community enhancement grants
Municipal Operating Grant – includes operating grant paid to the Town by the Province (based on population)
Other Transfers- includes Federal gas tax, surplus or other authorized transfers

Expenditure Details

Administrative/Council – This cost includes Council remunerations, travel, meeting expenses and supplies. It also includes wages, benefits, office supplies and expenses, audit fees, insurance, computer support, assessment fees and other professional services.

General Maintenance – This cost includes the salaries for maintenance, general maintenance, upgrade/repairs of town hall and office, shop supplies, garage electrical and furnace.

Fire Protection – This cost includes cost of running the fire department, equipment, professional fees, stipends, fuel, training and other expenses.

Transportation Services – This fee includes the cost of running the fleet, fuel, snow clearing, sand and salt, equipment maintenance and part-time staff wages.

Water / Sewer – This cost includes the cost of chlorine, power for all facilities, maintenance and cleaning of facilities, sewage disposal, treatment, garbage collection, clean up week.

Planning and Development – This cost includes the cost of some changes to the Town Plan and Development Regulations, Town Map, trees, flowers and gardens.

Cultural and Recreation – This cost includes the cost of running the community hall, heritage building, and planned work on walking trails, community grants, summer grants, trails, playground equipment, library, Heritage Building and special events for the Town.

Municipal Debt – This cost includes loan payments for Capital Works, Tractor, etc. (Town's Share)

Fiscal Services - This cost represents the provincial share for the town's loans for water and sewer, paving, loader, and other fiscal services, charges, and transfers.

What is Property Assessment?

Property Assessment is the process of establishing a property's dollar value for property tax purposes. Property tax is an "ad valorem" tax, based on the principle that the amount of tax paid should depend on the value of the property owned. Although income and sales taxes are the main sources of revenue for the provincial and federal governments, property tax remains the major source of local government revenue. Generated from within the community, property tax helps to finance such services as garbage collection, water and sewer, parks and leisure and fire protection. All properties in Steady Brook, both residential and commercial, are assessed by the Municipal Assessment Agency and are based on market values.

What is the relationship between Assessed Value and Municipal Taxes?

The Municipal Assessment Agency determines the fair market value of the properties in a municipality. After all the real property has been assessed, the Council uses the information to set the mil rate. The mil rate is then used to establish individual tax bills. The local council sets the rate, calculates and sends out the tax bills, and collects the taxes.

How is my property tax calculated?

The amount of property tax payable by a property owner is calculated by multiplying the mil rate by the assessed value of a property and dividing by 1000.

Mil Rate x Assessed Value / 1,000 = Property Tax Bill

Examples:

Property Value \$55,000 x 6 mils / 1,000 = \$330
Property Value \$100,000 x 6 mils / 1,000 = \$600
Property Value \$150,000 x 6 mils / 1,000 = \$900

What if I don't agree with the assessed value?

Upon receipt of an assessment notice from the MAA, property owners have 21 days to appeal the values assigned to their property. Follow the instructions on your notice, and staff from the MAA will, at the end of the appeal period, contact all appellants to initiate a review of their assessment.

When are taxes due and how is interest applied?

All taxes are due upon receipt of invoice. Each year, all balances not paid in full by the stated due date are subject to interest charges at the rate of 11% per year. Interest is not charged to accounts that have a pre-arranged payment plan, unless cheques are returned NSF.

Where can I pay my taxes?

- Tax payments can be made at the Town Office, between 8:30 a.m. and 4:30 p.m., Monday to Friday. We accept cash, money order, cheque, or bank transfer for payment to your account
- You can mail your payment to the Town of Steady Brook, Box 117, RR# 1, Steady Brook, NL A2H 2N2
- Direct payments are made by mortgage holder of the property, directly to the Town.

Value for Municipal Taxes

An average homeowner in Steady Brook with an assessed value of \$200,000 would pay \$1200.00 in annual property taxes and \$225.00 for water and sewer taxes in 2012. The Town has a mil rate of 6 mils. In exchange for taxes collected, the Town of Steady Brook provides the following services:

- Clean drinking water and maintenance of the water system
- Sewage disposal
- Weekly garbage pickup, annual spring clean up
- Snow clearing, street salt and sand
- Street maintenance / grading / sweeping
- Street lighting
- Fire protection, and fire prevention programs through our volunteer Fire Department
- Commercial and residential fire inspections
- Land Use services
- Municipal Regulations
- Municipal development and planning
- Maintenance of playground and equipment
- Beautification of open spaces, walking trails
- Shrubs, flowers, and hanging baskets
- Picnic tables, park benches and garbage containers throughout the Town
- Floating dock
- Fall leaf collection and Recycling program with free blue boxes
- Library, with new books and computer access
- Community Hall and Heritage Building
- Special Events
 - Canada Day activities
 - Halloween parties
 - Guy Fawkes BonFire Night
 - Outdoor skating rink
 - Christmas Party for Kids

Integrated Community Sustainable Plan

The Town of Steady Brook has completed an Integrated Community Sustainable Plan (ICSP) for the Town. As well, the Town's Municipal Plan and Development Regulations were reviewed and rewritten in 2011. A copy of the Municipal Plan and Development Regulations can be found on the Town's Website at www.steadybrook.com

GENERAL INFORMATION

Water and Sewer

The Town attempts to provide the best possible water and sewer services to residents and businesses, but unavoidable problems occur which may create inconveniences to individual properties. Provincial legislation limits municipal liability to cases of negligence only, and as such, the Town is not liable for damage caused by sewer backups and water line breaks. You may wish to undertake a number of actions which may prevent or reduce loss or damage due to inadvertent malfunctions in the Town and/or property owners' water and sewer systems.

Residents and property owners should ensure that their insurance policy includes coverage in the event of sewer backup and water break. This coverage, as well as coverage for oil tank leaks, is available for a modest premium. Residents should also install on the internal sewer systems, an appropriate back water valve to prevent sewerage from entering the residence from the Town's main sewer line in the event of a line blockage or malfunction.

Homes may have high pressure in the event of a malfunction or failure in the Town's water system. A pressure-reducing valve is required on the main line entering the residence or business. The National Plumbing Code of Canada requires that hot water tanks have an appropriate pressure/temperature relief valve and vacuum relief valve. These devices protect from possible pressure surges or vacuums created within the water lines. Many residents may have already installed such devices, and such installations should be verified by visual inspection. If all the above devices have not been installed, residents are urged to have them installed by a qualified plumber.

Cross Connections

Residents are also advised to be on guard for possible cross connections in the home. A cross connection occurs when part of the water system comes in contact with the sewer system. Should water and sewer system be cross-connected inside the home, possible contamination of the entire Town may result. Contamination may also occur when residents use attachments to garden hoses for lawn fertilizers/insecticides without back-flow preventers being installed on the hose. The concern is that should a vacuum occur in the main line, the fertilizer/insecticide could be drawn back into the water system. Such back-flow preventers are available at most hardware stores and the Town urges the use of such devices.

Snow Clearing Damage

The Town will not accept responsibility for damage caused to fences, hedges or property resulting from the weight of snow being pushed or blown by snow clearing equipment. The Town will only consider claims where a fence or property has been struck by the snow clearing equipment, and only when the damage occurs on private property, and not within the road or street easement. A copy of the Town's Snow Clearing Regulations is found on the Town's Website at www.steadybrook.com

Removal of Snow from Fire Hydrants

While the Town makes every effort to clear snow away from fire hydrants, the number of hydrants makes it difficult to clear all of them in a timely manner. The Steady Brook Volunteer Fire Department suggest that residents locate the hydrant nearest their home and take a little extra time to remove the snow from around the hydrant. This extra time spent may reduce the Fire Department's response time should an emergency occur. Under the Highway Traffic Act, it is an offence for a person to stop or park a vehicle within one meter of a fire hydrant.

Depositing of Snow onto Streets

Residents are asked to not deposit snow on streets. Every attempt will be made to clear the roads in a timely manner, after a snowfall.

Overnight Parking

Your cooperation is requested as it relates to snow clearing operations in the Town. Accordingly, there shall be no over-night parking on roads as it interferes with snow clearing. A copy of the Town's Snow Clearing Regulations is found on the Town's Website at www.steadybrook.com

Smoke and Carbon Monoxide Detectors

In addition to smoke detectors, if your property has a furnace, wood stove, kerosene heater, or oil-fired hot water tank, a carbon monoxide detector is advised, as carbon monoxide is odourless and deadly. Remember to periodically check and replace batteries in your smoke detectors and carbon monoxide detector.

Emergency Preparedness

The Town recommends that you and your family have a 72 Hour Emergency Kit, in the event that an emergency happens in our community. For more information on preparing your emergency kit, visit the Town's Website at: <http://www.steadybrook.com/events.html>

Garbage Collection

Curbside garbage collection is provided by the Town of Steady Brook as follows:

- Garbage and recyclable containers are to be placed at curbside by 8:00 am on the day of the collection.
- Garbage cannot be placed in a fenced yard, carport or garage.
- No commercial or construction material will be accepted. This material must be disposed of by the owner or contractor.
- The contractor will make one trip through Town ONLY, collecting garbage placed at curb-side only. The right side of the road will be collected first, and then the truck will proceed down the other side, again on the right.
- Empty containers and all material not collected shall be removed by the householder.
- All garbage shall be placed in a container (excluding cardboard boxes) or plastic bags designed and sold for the purpose of containing garbage. The garbage bag shall be sufficiently strong enough to protect contents from spillage. Garbage is limited to **4 BAGS** per residence or apartment (not including recyclable materials). Garbage will not be removed from wooden boxes or plastic garbage boxes. Kitchen catchers or shopping bags must be placed inside regular sized garbage bags.
- Clean-up for all spillage due to animals or birds will be the responsibility of the householder, not the Town. It is advised to use a plastic or metal garbage container or cover the garbage with a suitable material to avoid these concerns.
- Animal waste MUST be double bagged, inside your garbage.
- Cardboard boxes are only collected if boxes are broken down, flattened and tied.
- Broken glass must be wrapped in a newspaper to protect our employees