

Minutes of the regular meeting of council held Monday, May 15, 2017 No. 1337 held in Council Chambers, 34 Reid's Lane, Deer Lake, NL.

In attendance: Mayor Dean Ball  
Deputy Mayor Sandra Pinksen  
Councillor Kerry Jones  
Councillor Jean Young  
Councillor Sheila Mercer  
Councillor Elmo Bingle

Also in attendance: Town Manager, Maxine Hayden  
Administrative Assistant, Christa Jones

Absent: Councillor Amanda Freake  
Town Clerk, Lori Humphrey

Gallery: Bill Hayden,  
Gary Kean, Western Star

Regular meeting of council called to order at 7:31 pm by Mayor Dean Ball

2017-0515-01, Minutes No. 1336

Councillor Sheila Mercer/Councillor Sandra Pinksen

Resolved that the minutes of regular meeting of council, No. 1336 Monday, May 1, 2017 be adopted as presented with the change of wording in the motion 2017-0501-03 to state Environment and Housing not Finance.

In Favor: Mayor Dean Ball  
Deputy Mayor Sandra Pinksen  
Councillor Kerry Jones  
Councillor Jean Young  
Councillor Sheila Mercer  
Councillor Elmo Bingle

In favor 5; opposed 1. Carried

Business Arising from the Minutes

2017-0515-02, Islaview

Councillor Sandra Pinksen/Councillor Elmo Bingle

Resolved that the Town of Deer Lake be named Town of Islaview for the day of May 26, 2017.

In Favor: Mayor Dean Ball  
 Deputy Mayor Sandra Pinksen  
 Councillor Kerry Jones  
 Councillor Jean Young  
 Councillor Sheila Mercer  
 Councillor Elmo Bingle

In favor 6; opposed 0. Carried

Correspondence

Meeting No. 1337

Date: Monday, May 15, 2017

No	NAME	REGARDING	
1	Department of Municipal Affairs	Approval to Award Letter – Water and Sewer 1,2 and 3 Avenues - #17-NRP-17-00003	FYI
2	Coalition of Persons with Disabilities	CODNL Training	How can we use this opportunity?
3	Deer Lake Chamber of Commerce	2017 Deer Lake Regional Business Showcase	FYI
4	Heritage Foundation of NL	Newsletter	FYI
5	Dan Bursy	Benefit Concert and Book Release – symbolically change name to Islaview	Motion
6	Heart and Stroke Foundation	Funding for Defibrillators	FYI
7	Workplace NL	Quarterly Report	FYI

**Reports**

(a) Finance

2017-0515-03, Finance

Deputy Mayor Sandra Pinksen/Councillor Elmo Bingle

Resolved that the minutes/recommendations of the Finance Committee Meeting on May 11, 2017 be adopted as presented.

In Favor: Mayor Dean Ball  
 Deputy Mayor Sandra Pinksen  
 Councillor Kerry Jones  
 Councillor Sheila Mercer  
 Councillor Elmo Bingle

Opposed Councillor Jean Young

In favor 5; opposed 1. Carried

Finance  
 May 11, 2017

Deputy Mayor Sandra Pinksen  
 Councillor Elmo Bingle  
 Maxine Hayden

NO	Description	Recommendation
01	Tonya Stuckless Relay for life donation	Two lane bowling
02	Deer Lake Business Park lot grading fire flow analysis , geotechnical allowance \$163,926.00	Recommend approval
03	Trailhead parking lot design tendering and contract Administration \$22,823.00	Recommend Approval
04	Accounts Payable\$38,736.30	Recommend approval
05	Tax adjustments Account 111453 Not approved, Account 110897 \$758.00. Account 110427 \$1,006.50	Recommend approval of \$1,764.50

(b) Environment and Housing

2017-0515-04, Environment and Housing

Councillor Kerry Jones / Deputy Mayor Sandra Pinksen

Resolved that the minutes/recommendations of the Environment and Housing Committee Meeting on May 11, 2017 be adopted as presented with the exception of item #37.

In Favor: Mayor Dean Ball  
 Deputy Mayor Sandra Pinksen  
 Councillor Kerry Jones  
 Councillor Jean Young  
 Councillor Sheila Mercer  
 Councillor Elmo Bingle

In favor 6; opposed 0. Carried

Councillor Jean Young left the room declaring conflict.

2017-0515-05, Environment and Housing

Councillor Kerry Jones / Councillor Elmo Bingle

Resolved that the minutes/recommendations of the Environment and Housing Committee Meeting on May 11, 2017, item #37, be adopted as presented.

In Favor: Mayor Dean Ball  
Deputy Mayor Sandra Pinksen  
Councillor Kerry Jones  
Councillor Sheila Mercer  
Councillor Elmo Bingle

In favor 5; opposed 0. Carried

Councillor Jean Young returned.



## Environment & Housing Minutes

Thursday, May 11, 2017, 3:30 pm

#	Name	Address	Description	Action
<b>General Repairs</b>				
1.	Robert Wellon	105-109 N. Main Street	Change garage door and siding	Approved
2.	Chris Freake	12 Seventh Avenue	Adding an extension	Approved
3.	Darryl Slade	65 Garden Road	Roof work, fence, replace deck	Approved
4.	Darryl Toope	1A Shaw's Lane	Extension	Approved
5.	Michael Ball	44 Garden Road	Replacing deck	Approved
6.	Fred Waldron	5 Sixth Avenue	New shingles	Approved
7.	Leslie Murrin	22 Elizabeth Avenue	New patio	Approved
8.	Calvin Nichols	8-12 Goose Arm Road	New shingles	Approved
9.	Dan Spence	56 Garden Road	New shingles	Approved
10.	John Boulos	13 Pennell's Lane	New windows	Approved
11.	Augustus Yepiz	24 Pinetree Drive	New windows	Approved

12.	John Lush	11 Lush's Lane	Extension to house	Approved
13.	Mary Cooper	12 Clinic Drive	Repairs, replace rock wall	Approved
14.	Snorri Karason	42-44 Fifth Avenue	New shingles	Approved
15.	Stephen Brent	53A North Main Street	New roof	Approved
16.	Jordan Ball	49 Grace Avenue	New fence	Approved
17.	Martin Wiseman	9 Chaulk's Lane	New fence	Approved
18.	Brendon Lavers	17 Fifth Avenue	New shingles	Approved
19.	Marjorie Canning	1 Boulos Place	New porch	Approved
<b>New Residence</b>				
20.	Derrick Parsons	35 Goose Arm Road	New residence	Approved
<b>Accessory Building</b>				
21.	Rodney Gillett	22 Humberview Drive	New garage	Approved
22.	Keith Sheppard	30 George Aaron Drive	Attached garage	Approved
23.	Todd Rideout	14 Airport Ave. Ext.	New garage	Approved
24.	Kevin LeRoux	58 TCH, St. Jude's	Extension to garage	Approved
25.	Justin Billard	11 Second Avenue	New shed	Approved
26.	Terry Bartlett	7 Canal Road	New garage	Approved
27.	Darren Hillier	30 Boulos Place	New garage	Approved
28.	Donald Hewlin	7 Dr. DD McDonald	New garage	Approved
29.	Milton Caines Jr.	5 Reid's Lane	New garage	Approved
30.	James Cassell	22 Hancock's Lane	Relocating garage	Approved
31.	Elvet Patey	14 Cross's Road	Remove and build shed	Approved
32.	Neil Evans	7 Boulos Place	Shed	Approved
<b>Commercial Construction</b>				
33.	Realty Professionals	10 Church Street	New windows, siding, deck	
34.	Fillatre's Funeral Home	10 Clinic Drive	Extension to funeral home	
<b>New Businesses</b>				
35.	Just Like Home	91 George Aaron Drive	Vacation rentals; Tanya Moores	
36.	Deer Lake Loft	4 Old Bonne Bay Road	Vacation rentals (Kim Halfyard)	
<b>Other</b>				
37.	Air BnB		Referred back to committee by council	
38.	Rodney Gillett	22 Humberview	Variance request on garage	

39.	Chickens		Correspondence
40.	RTGO		Planned development
41.	Beach Food Concession		- Signage - Amendments
42.	Protected road zoning regulations		Mobile Food Truck
43.	Protected road zoning regulations		Residential dwelling, 10 Ridgeview Road
44.	Unfinished properties		For discussion purposes
45.	Foundations under mini homes		For discussion purposes
46.	Alternative ways to advertise notices		For information purposes
47.	Billing for permits		For discussion purposes

(c) Public Works
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2017-0515-06, Public Works

Councillor Elmo Bingle/Deputy Mayor Sandra Pinksen

Resolved that the minutes/recommendations of the Public Works Committee Meeting on May 11 27, 2017 be adopted as presented.

In Favor: Mayor Dean Ball  
Deputy Mayor Sandra Pinksen  
Councillor Kerry Jones  
Councillor Jean Young  
Councillor Sheila Mercer  
Councillor Elmo Bingle

In favor 6; opposed 0. Carried

Public Works  
May 11, 2017

Councillor Elmo Bingle  
Maxine Hayden  
Dave Thomas

Date	Description	Recommendation
01	18A water sewer connection fee, Town had to install new water and sewer line for property, owner did not want to hook up services from other part of dwelling, and owner did not want to have temporary services until new water sewer line was installed on street.	Recommend status quo
02	Garbage cans	Defer to Recreation
03	Update construction Gatehouse and Devon	Asphalt has been stripped off, temporarily water lines in place, temporary road in preprocess.
04	Removal of Penstock	Recommend removal to land fill site same conditions as 2016
05	Bennett Avenue remove sod replace with asphalt	Estimate town do work \$17,920.00 Evergreen \$22,338.75

(d) Tax Recovery Plan
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2017-0515-07, Tax Recovery Plan

Councillor Elmo Bingle/ Deputy Mayor Sandra Pinksen  
Resolved that the tax recovery plan be adopted as presented.

In Favor: Mayor Dean Ball  
Deputy Mayor Sandra Pinksen  
Councillor Kerry Jones  
Councillor Jean Young  
Councillor Sheila Mercer  
Councillor Elmo Bingle

In favor 6; opposed 0. Carried

# TOWN OF DEER LAKE





*(Please use all that apply)*

- In person at the Town Hall** (Office hours are Monday to Friday, 8:30am to 4:30pm)
- Cash, Cheque, Money Order** (Make payable to Town of Deer Lake)
- Interac, Visa, Master Card**
- Mail** (Address: 34 Reid's Lane, Deer Lake, NL A8A 2A2)
- On-line Banking**
- Pre-Authorized Payment**
- Tax Installment Plan** (12 month payment plan)

# Town of Deer Lake

## Tax Recovery Plan

### For the Year Ended December 31, 2016

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#### D. Exemptions:

Exemption Criteria:

Residents are eligible for the following reduction in their annual primary residential taxes provided that the Total Income into the household is less than that shown and Property Taxable amount based on the current Municipal Assessment Roll must be \$150,000 or less. Income is deemed to be income based on the Revenue Canada Assessment Notices which must be provided with the application.

<u>ANNUAL INCOME</u>	<u>OWNER TO PAY</u>
\$0.00 - \$13,500.00	\$150.00
\$13,501.00 - \$14,500.00	\$175.00
\$14,501.00 - \$15,500.00	\$200.00
\$15,501.00 - \$16,500.00	\$225.00
\$16,501.00 - \$18,500.00	\$250.00

This exemption applies only to the current property tax/water/sewer fees. Any property owner with tax arrears will not be eligible for this discount unless they make a minimum payment of \$200 per year towards the tax arrears.

These figures are subject to yearly budget changes. This deduction is only eligible to people who are not in arrears on their taxes. The application will be submitted to the Finance Committee for consideration. If approved, exemption will not be applied to the account until the Payment for the taxes owed is paid in full.

Exemption Summary:

Exemptions are based on income and a Notice of Assessment must accompany application to be considered for exemption.

# Town of Deer Lake

## Tax Recovery Plan For the Year Ended 2016

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### E. Tax Recovery - Action Plan

*Tax Recovery Process: Property Tax / Water & Sewer Tax*

<b>Date / Timeline</b>	<b>Action</b>
January 2016	<ul style="list-style-type: none"><li>- Send out Invoices and statements to all tax payers</li><li>- Send out Newsletter with tax rates, discounts, payment options, due dates and general information about the Town</li><li>- Offer 3% discount for taxes paid in full by January 31</li></ul>
February 2016	<ul style="list-style-type: none"><li>- Offer 2% discount for taxes paid in full by February 28</li></ul>
March 2016	<ul style="list-style-type: none"><li>- Statements mailed / e-mailed reminding taxpayer deadline of March 31</li></ul>
April 2016	<ul style="list-style-type: none"><li>- Charge interest to delinquent taxpayers</li><li>- Issue a payment reminder letter</li></ul>
May 2016	<ul style="list-style-type: none"><li>- Statements mailed / e-mailed</li><li>- Notice of Arrears letter sent to delinquent taxpayers</li></ul>
June 2016	<ul style="list-style-type: none"><li>- Water Shut off notices hand delivered to delinquent taxpayers</li><li>- Rent seizures sent to landlords</li><li>- Land Sale notices sent to vacant property owners</li></ul>
July 2016	<ul style="list-style-type: none"><li>- Statements mailed / e-mailed</li><li>- Follow up with delinquent taxpayers who have not responded and continue with rent seizures and shut offs for non-compliance</li></ul>
August 2016	<ul style="list-style-type: none"><li>- Follow up with delinquent taxpayers who have not responded and continue with rent seizures and shut offs for non-compliance</li></ul>

<b>Date / Timeline</b>	<b>Action</b>
September 2016	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> <li>- Follow up with delinquent taxpayers who have not responded and continue with rent seizures and shut offs for non-compliance</li> <li>- Follow up on all accounts with payment plans to insure they are compliant</li> </ul>
October 2016	<ul style="list-style-type: none"> <li>- Follow up with delinquent taxpayers who have not responded and continue with rent seizures and shut offs for non-compliance</li> <li>- Follow up on all accounts with payment plans to insure they are compliant</li> </ul>
November 2016	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> <li>- Follow up with delinquent taxpayers who have not responded and continue with rent seizures</li> <li>- Follow up on all accounts with payment plans to insure they are compliant</li> </ul>
December 2016	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> <li>- Follow up with delinquent taxpayers who have not responded and continue with rent seizures</li> <li>- Follow up on all accounts with payment plans to insure they are compliant</li> </ul>

*Tax Recovery Process: Poll Taxes*

<b>Date / Timeline</b>	<b>Action</b>
January 2016	<ul style="list-style-type: none"> <li>- Send out Invoices and statements to all tax payers</li> <li>- Send out Newsletter with tax rates, discounts, payment options, due dates and general information about the Town</li> <li>- Offer 3% discount for taxes paid in full by January 31</li> </ul>
February 2016	<ul style="list-style-type: none"> <li>- Offer 2% discount for taxes paid in full by February 28</li> </ul>
March 2016	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed reminding taxpayer deadline of March 31</li> </ul>
April 2016	<ul style="list-style-type: none"> <li>- Letters sent to employers requesting payroll deductions</li> <li>- Charge interest to delinquent taxpayers</li> <li>- Issue a payment reminder letter</li> </ul>
May 2016	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> </ul>
July 2016	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> </ul>
August 2016	<ul style="list-style-type: none"> <li>- Follow up with delinquent taxpayers who have not responded</li> <li>- Follow up on all accounts with payment plans to insure they are compliant</li> </ul>
September 2016	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> </ul>
October 2016	<ul style="list-style-type: none"> <li>- Contact employers for updated list to ensure taxpayers are still working</li> <li>- Contact collection agency for delinquent taxpayers</li> </ul>
November 2016	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> </ul>

<b>Date / Timeline</b>	<b>Action</b>
December 2016	- Statements mailed / e-mailed

*Tax Recovery Process: Business Taxes*

<b>Date / Timeline</b>	<b>Action</b>
January 2016	<ul style="list-style-type: none"> <li>- Send out Invoices and statements to all tax payers</li> <li>- Send out Newsletter with tax rates, discounts, payment options, due dates and general information about the Town</li> <li>- Offer 3% discount for taxes paid in full by January 31</li> </ul>
February 2016	- Offer 2% discount for taxes paid in full by February 28
March 2016	- Statements mailed / e-mailed reminding taxpayer deadline of March 31
April 2016	<ul style="list-style-type: none"> <li>- Charge interest to delinquent taxpayers</li> <li>- Issue a payment reminder letter</li> </ul>
May 2016	- Statements mailed / e-mailed
June 2016	- Water Shut off notices hand delivered to businesses that are the property owners of delinquent accounts
July 2016	- Statements mailed / e-mailed
August 2016	<ul style="list-style-type: none"> <li>- Follow up with delinquent taxpayers who have not responded</li> <li>- Follow up on all accounts with payment plans to insure they are compliant</li> </ul>
September 2016	- Statements mailed / e-mailed
October 2016	- Contact collection agency for delinquent taxpayers
November 2016	- Statements mailed / e-mailed
December 2016	- Statements mailed / e-mailed

# Town of Deer Lake

## Tax Recovery Plan For the Year Ended 2016

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### F. Arrears Monitoring Procedure

The Town Manager will monitor the tax accounts in arrears using Mic Systems Point of Sale Program. The following measures will take place to monitor tax receivable accounts:

- Documenting issuances of invoices
- Maintaining receipt of payments
- Maintaining record of accounts payable
- Documenting all recovery actions taken on each account
- Maintaining a report on each tax recovery account
- Identifying accounts requiring a more active recovery approach
- Identify accounts that are in threat of becoming legally uncollectable
- Provide status information for reporting to Council

**G. Reporting Tax Arrears Activity**

Council:

The Town Manager will provide written reports on the status of the tax arrears to Council at quarterly public council meetings.

The reporting updates will include:

- Current tax receivable balance
- Status of recovery activity
- Recovery issues that require input or action from Council

Department of Municipal Affairs:

The Town will provide a copy of the approved Tax Recovery Plan (TRP) and Tax Receivable Summary (TRS) to the Department of Municipal Affairs by **June 30th** of each year

# Town of Deer Lake

## Tax Recovery Plan For the Year Ended 2016

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**Resolution of Council**  
Regular Council Meeting

Motion #: \_\_\_\_\_

Date: \_\_\_\_\_

**Tax Recovery Plan - Summary:**

Issue tax invoices in January
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Offer discount in January and February  
 All taxes Due March 31  
 Send statements bi-monthly  
 Monitor delinquent accounts on a monthly basis  
 Start action plan in April with letters  
 May send notice of arrears  
 June start water shut offs for delinquent accounts  
 August review all payment plans  
 October go to collections with delinquent poll and business taxpayers  
 Send in report to council quarterly

**Amendments:**

The Town of Deer Lake resolved to accept the Tax Recovery Plan, including associated amendments, for the year 2016;

# In Favour: \_\_\_\_\_; # Opposed: \_\_\_\_\_; # Abstained: \_\_\_\_\_

**Motion carried.**

\_\_\_\_\_  
 Mayor

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

**NAME OF MUNICIPALITY**  
**TAX RECEIVABLE SUMMARY - OPTION 2**  
**Year End December 31, (Current Year)**

Deer Lake  
 2016

Summary of Taxes Receivable as of December 31, (Current Year)			
Total Receivable		Accounts With Payment Plan	
Tax Payers #	Amount \$	Tax Payers #	Amount \$

<b>I. Poll Taxes Receivable</b>					
A	Owed for current tax year	50	\$4,431.12	26	\$1,980.55
B	Owed for preceding tax year	27	\$6,224.58		
C	Owed for two years preceding	19	\$4,690.59		
D	Owed for three years preceding	5	\$858.65		
E	Owed for four years preceding	1	\$345.00		
F	Owed for over four years		\$0.00		
<b>Total Property Taxes Receivable (Dec 31) (A + B + C + D + E + F)</b>		<b>102</b>	<b>\$16,549.94</b>	<b>26</b>	<b>\$1,980.55</b>

<b>II. Property Taxes Receivable</b>		<b>(Include Residential and Commercial)</b>			
A	Owed for current tax year	183	\$54,422.15	99	\$16,653.40
B	Owed for preceding tax year	38	\$12,984.34	6	\$6,856.07
C	Owed for two years preceding	12	\$8,179.58		
D	Owed for three years preceding	9	\$4,616.22		
E	Owed for four years preceding	5	\$3,056.35		
F	Owed for over four years	4	\$3,130.36		
<b>Total Property Taxes Receivable (Dec 31) (A + B + C + D + E + F)</b>		<b>251</b>	<b>\$86,389.00</b>	<b>105</b>	<b>\$23,509.47</b>

<b>III. Business Taxes Receivable</b>					
A	Owed for current tax year	33	-\$1,647.52		
B	Owed for preceding tax year	1	\$399.00		
C	Owed for two years preceding	1	\$399.00		
D	Owed for three years preceding	1	\$11.40		
E	Owed for four years preceding				
F	Owed for over four years				
<b>Total Business Taxes Receivable (Dec 31) (A + B + C + D + E + F)</b>		<b>36</b>	<b>-\$838.12</b>	<b>0</b>	<b>\$0.00</b>

<b>IV. Water &amp; Sewer Taxes Receivable</b>		<b>(Include Residential and Commercial)</b>			
A	Owed for current tax year	116	\$7,148.97	26	\$610.20
B	Owed for preceding tax year	21	\$7,351.65	3	\$286.64
C	Owed for two years preceding	11	\$3,701.90		
D	Owed for three years preceding	7	\$2,759.10		
E	Owed for four years preceding	5	\$2,183.66		
F	Owed for over four years	3	\$2,240.00		
<b>Total Water &amp; Sewer Taxes Receivable (Dec 31) (A + B + C + D + E + F)</b>		<b>163</b>	<b>\$25,385.28</b>	<b>29</b>	<b>\$896.84</b>

<b>V. Other Authorized Taxes Receivable</b>					
A	Owed for current tax year				
B	Owed for preceding tax year				
C	Owed for two years preceding				

D	Owed for three years preceding				
E	Owed for four years preceding				
F	Owed for over four years				
<b>Total Water &amp; Sewer Taxes Receivable (Dec 31) (A + B + C + D + E + F)</b>		<b>0</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>
<b>Total Taxes Receivable (Dec 31) (A + B + C + D + E + F)</b>		<b>552</b>	<b>\$127,486.10</b>	<b>160</b>	<b>\$26,386.86</b>
<b>Allowance for Doubtful Accounts for Taxes Receivable</b>					

(e) Community Improvements

2017-0515-08, Community Improvements

Deputy Mayor Sandra Pinksen/ Councillor Kerry Jones

Resolved that the contract for the Beach Cleanup be awarded to Rodney's Contraction at a price of \$7,400 plus HST.

In Favor: Mayor Dean Ball  
 Deputy Mayor Sandra Pinksen  
 Councillor Kerry Jones  
 Councillor Jean Young  
 Councillor Sheila Mercer  
 Councillor Elmo Bingle

In favor 6; opposed 0. Carried

Community Improvements

Meeting held on May 5, 2017

In Attendance :

Glynn Wiseman  
 Amanda Freak

Grants

We have received student funding from The Federal Government for the Town Of Deer Lake, Deer Lake Tourism Development and Grand lake Center.



Town of Deer Lake:

- 1 Student for 7 weeks at 35 hours per week 50% coverage

Deer Lake Tourism and Development

- 1 Student for Strawberry Festival Set Up 6 Weeks at 35 Hours per week 100% coverage

Grand Lake Center

- 1 Student for 7 weeks at 35 hours per week

The number of grants received so far is on par with what we have received in previous years. We are waiting on the Provincial Grants to be awarded for the number of High School and Post-Secondary positions available.

Depending on the number of Grants we will have most of our students will begin working on June 28 after which we will help with the Canada Day Celebrations, the set up for Strawberry Festival, festival weekend and the town clean up and grass cutting and beautification.

Flowers

THE RFP for town flowers will be going out within a few weeks.  
This year we will be adding in the location by the Town Hall Flag Pole.

Beach Log Removal

Requests for quotes for log removal have been sent out to local contractors. Quotes will be in by May 12 at noon and delivered to Maxine.

Log removal can begin as soon as water levels permit. After May 12.

Tree House Community Garden

We have agreed to donate one load of Top Soil to the community garden for the 2017 season.

We have a presentation at the garden from the Tree House GROW and Community Improvements committee. This will be taking place during the NL recreation conference being here in Deer Lake.

(f) Town Manager Action Report
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No	Item	Dept.	Person responsible	Task/request
1	Children's Wish Run the Rock	Admin	TM	Will make donation when they are in Deer Lake
2	Greater Corner Brook Board of Trade	Admin	TM/TC	Councillor Bingle to attend Greater Corner Brook Board of Trade with Minister Sohi as guest speaker
3	DL Cemetery	Admin	TM/TC	Annual grant approved
4	SNC Lavlin	Admin	TM/EDO	Information for RFP to clear land passed to engineers
5	Electrician Labourer	Admin	TM	Successful candidate notified to start work on May 23, 2017.
6	Annual clean up	Admin	TM/PW	Residents given notice through mail out of annual clean up

(g) Superintendent Report

Report From: Public Works Superintendent David Thomas

Prepared For: Council & Management Team

Date Prepared: May 12, 2017

Timeframe: May 12, 2017 - May 12, 2017

Road:

- Patching Old Bonne Bay Road, Squires Road, High Street, Wight's Road, Nicholville Road, Wellon Drive, Main Street, Riverbank Road, Tower Road,
- Install culverts on Main Street
- Repaired broken stop signs
- Graded roads and hauled class B to landfill road

Water:

- Clean filters
- Daily inspection of Chlorination and Filtration Plants
- Water hook up on Humberview Dr
- Repaired waterline break on Fourth Ave

Sewer:

- Checked all lift stations and various man holes in town for Friday maintenance checks
- Repaired lift station pumps at Riverbank Road and Old Bonne Bay Road
- Sewer line hook up on Humberview Dr

Snow:

-

Building Maintenance:

- Electrical work at liftstations, depot and firehall

Misc :

- Five days of spring cleanup
- Hauled fill to day park

(g) Action Report

Action Report						
#	From Meeting	Item	Depart	Individual to Complete Task	Task	Date Completed or Follow Up
1	1335	Miles for Smiles	admin	Damon	Put on Facebook	done
2	1335	Biomax Report	PW	Maxine	Get report from Biomax	see attached
3	1335	OHS Training	admin	Kelsey	Register for conference	done

Adjournment

2017-0515-09, Adjournment

Councillor Elmo Bingle

Resolved that since there is no further business that the meeting adjourns at 8:02 pm with the next regularly scheduled meeting set for May 29, 2017 at 7:30 pm.

In Favor: Mayor Dean Ball  
Deputy Mayor Sandra Pinksen  
Councillor Kerry Jones  
Councillor Jean Young  
Councillor Sheila Mercer  
Councillor Elmo Bingle

In favor 6; opposed 0. Carried



Mayor, Dean Ball



Administrative Assistant, Christa Jones