

Minutes of the regular meeting of council held Monday September 17, 2018 No. 1364 held in Council Chambers, 34 Reid's Lane, Deer Lake, NL.

In attendance: Deputy Mayor Michael Goosney  
Councillor Gordon Hancock  
Councillor Amanda Freake  
Councillor Kerry Jones

Absent: Mayor Dean Ball  
Councillor Myra Spence  
Councillor David Parsons

Also in attendance: Town Manager, Maxine Hayden  
Town Clerk, Lori Humphrey  
Public Works Superintend, David Thomas  
EDO, Damon Clarke  
MEO, Keith Park

Gallery: Large crowd in gallery

Regular meeting of council called to order at 7:37 pm by Deputy Mayor Michael Goosney.

2018-0917-01, Minutes No. 1363

Councillor Kerry Jones/Councillor Gordon Hancock

Resolved to accept the minutes of regular meeting of council, No. 1363 Monday, August 20, 2018.

In Favor: Deputy Mayor Michael Goosney  
Councillor Gordon Hancock  
Councillor Amanda Freake  
Councillor Kerry Jones

In favor 4; opposed 0. Carried

2018-0917-02, Minutes Special Meeting September 7, 2018

Councillor Kerry Jones/Councillor Gordon Hancock

Resolved to accept the minutes of special meeting of council, September 7, 2018.

In Favor: Deputy Mayor Michael Goosney  
Councillor Gordon Hancock  
Councillor Amanda Freake  
Councillor Kerry Jones

In favor 4; opposed 0. Carried

Business Arising from Minutes

Councillor Jones brought up the issue of waste management that was on the last meeting's agenda. He said he feeling there is too many unanswered questions regarding waste management and costs associated with waste management.

2018-0917-03, Waste Management Meeting

Councillor Kerry Jones/Councillor Amanda Freake

Resolved that the Town of Deer Lake send a letter to Minister of Municipal Affairs and Environment for more information, facts and figure for the waste management.

In Favor: Deputy Mayor Michael Goosney  
 Councillor Gordon Hancock  
 Councillor Amanda Freake  
 Councillor Kerry Jones

In favor 4; opposed 0. Carried

New Business

A letter from the Tree House was emailed to all councillors from Councillor Freake regarding partnering with the Tree House in hosting a community Bon Fire. They are looking for a place to store donated pallets and wood until the Bon Fire and then would require help bringing it to the locate the day of the Bon Fire.

2018-0917-04, Bon Fire

Councillor Amanda Freake /Councillor Gordon Hancock

Resolved that the Town of Deer Lake partner with the Tree House to host a community Bon Fire. Public Works Superintendent will be in communication with the Tree House to work out details.

In Favor: Deputy Mayor Michael Goosney  
 Councillor Gordon Hancock  
 Councillor Amanda Freake  
 Councillor Kerry Jones

In favor 4; opposed 0. Carried

Correspondence

Meeting No. 1364

Date: Monday, September 17

No	NAME	REGARDING	
1	GHJC	Meeting September 29 in Pasadena – not confirmed.	Councillor Hancock to attend
2	Proclamation	Childhood Cancer Awareness	Proclaim September as Childhood Cancer Awareness Month – see motion below.
3	Trinity Historical Society	Press Release	FYI
4	Grand Lake Centre of Economic Development	Humber Valley Agriculture, Home and Handicraft Exhibition – September 21-22. Invitation for the Mayor to attend the opening.	Mayor Ball to bring greetings
5	Department of Municipal Affairs and	Special Assistance Grant - \$6,000.00	FYI

	Environment		
6	NAIA	Conference and Trade Show	FYI
7	Graham Oliver	Anti-Fracking email	FYI

2018-0917-05, Childhood Cancer Awareness Month

Councillor Gordon Hancock /Councillor Kerry Jones

Resolved that the Town of Deer Lake sign the proclamation for to proclaim September as Childhood Cancer Awareness month.

In Favor: Deputy Mayor Michael Goosney  
Councillor Gordon Hancock  
Councillor Amanda Freake  
Councillor Kerry Jones

In favor 4; opposed 0. Carried

(a) Finance
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2018-0917-06, Finance

Councillor Amanda Freake/ Councillor Kerry Jones

Resolved that the recommendations for Finance Report for September 13, 2018 excluding item 18 be adopted as presented.

In Favor: Deputy Mayor Michael Goosney  
Councillor Gordon Hancock  
Councillor Amanda Freake  
Councillor Kerry Jones

In favor 4; opposed 0. Carried

2018-0917-06, Finance

Councillor Amanda Freake/ Councillor Kerry Jones

Resolved that the recommendations 2017 Financial Reports be accepted as presented in the Finance report.

In Favor: Deputy Mayor Michael Goosney  
Councillor Gordon Hancock  
Councillor Amanda Freake  
Councillor Kerry Jones

In favor 4; opposed 0. Carried



Finance  
September 13, 2018

Councillor Amanda Freake  
Councillor Myra Spence  
Maxine Hayden

NO	Description	Recommendation
01	Stewart Mckelvey duties & obligations of Councillors \$2,654.20	Recommend approval
02	Stewart Mckelvey unlawful road blockage \$769.35	Recommend approval
03	Western Regional hospital foundation radiothon	Recommend \$100.00
04	Marine Fourth Ave. \$339,348.14	Recommend approval
05	Marine 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> \$96,869.00	Recommend approval
06	Tanya Lee Rogers - Mummers vs Mountain Trolls festival	Not approved
07	Donation Conference of Atlantic Medial Students	Not approved
08	Marine Chaulk's Lane \$22,787.08	Recommend approval
09	Marine Gatehouse Road \$86,562.66	Recommend approval
10	Deer Lake Interdenominational cemetery grant \$1,000.00	Recommend approval
11	Poll Tax Allowance for doubtful accounts \$9,479.06	Recommend approval
12	Tax adjustments meets criteria poll \$1,035.00 w/s \$7,053.10 Business Tax \$419.35	Recommend approval for poll tax \$1,035.00, W/S tax \$7,053.10. Not approved \$419.35
13	Humber Valley annual grant \$1,500.00	Recommend approval
14	Marine Chaulks Lane \$125,794.29	Recommend approval
15	Concrete Theater bandstand \$3,708.75	Recommend approval
16	Green bins 2268 for \$51,574.32	Recommend approval
17	Accounts payable \$75,650.19	Recommend approval
18	Financial statements surplus for 2017 \$17,271.00	Recommend approval
19	Deer Lake red wings rental rate \$800 plus HST remove \$1.00 surcharge on adult ticket sales	Recommend rental rate \$800 plus HST not approved to remove \$1.00 surcharge on adult ticket sales it stays in place

(b) Environment and Housing

2018-0917-08, Environment and Housing

Councillor Kerry Jones / Councillor Gordon Hancock

Resolved that the recommendations for Environment and Housing August 23, 2018, with #2 being deferred, be adopted as presented.

In Favor: Deputy Mayor Michael Goosney  
Councillor Gordon Hancock  
Councillor Amanda Freake  
Councillor Kerry Jones

In favor 4; opposed 0. Carried



**Environment & Housing Minutes**  
**Thursday, August 23, 2018, 9 am**

**Prior to the start of the formal meeting, the committee hosted presentation by Kevin McKay and Perry McKay regarding their plan for a mini home development in the Reid's Lane-Fifth Avenue area. The committee will examine the request and come back to the proponents with a formal response.**

**In attendance:**

Councillor Kerry Jones	Councillor David Parsons
Public Works Supervisor David Thomas	Town Manager Maxine Hayden
Economic Development Officer Damon Clarke Jones	Administrative Assistant Christa
Municipal Enforcement Officer Keith Park	

**Building Permits:**

Following is a breakdown of the number of permits issued (in brackets) and construction values so far in 2018, up to and including Thursday, August 23:

- |                                   |              |
|-----------------------------------|--------------|
| • General repairs (100):          | \$ 371,580   |
| • Accessory buildings (24):       | \$ 329,200   |
| • Commercial Construction (5):    | \$ 1,258,500 |
| • Decks, Extensions, Patios (22): | \$ 53,750    |
| • New Dwellings (13):             | \$ 3,222,000 |

**TOTAL (164 permits):** **\$ 5,235,030**

#	Name	Address	Description	Action
<b>Extensions, Decks, Patio</b>				
1.	Wayne Roberts	51 Middle Road	Replace patio	Approved
<b>New Residence</b>				
2.	Tracy Bailey	98 Goose Arm Road	New residence	Deferred
3.	Henry Blanchard	7 Second Avenue	New residence	Approved
<b>Accessory Building</b>				
4.	John Randell	95 George Aaron Drive	New shed	Approved
5.	Donald Cluett	11 A High Street	New garage	Approved
6.	Clint Rumbolt	30 Humberview Drive	Garage	Approved
7.	Alvin Osbourne	39 Middle Road	Shed	Approved
8.	Kirsten Critch	35C Garden Road	Shed	Approved

<b>Commercial Construction</b>				
9.	Robecca Holdings	11 Wellon Drive	Office/warehouse building	Approved
<b>New Businesses</b>				
10.	Janice Ryan	11 Goose Arm Road	Air BnB	Approved
11.	Edna Manual	7 Upper Nicholasville Road	Air BnB	Approved
<b>Other</b>				
12.	Deer Lake Esso	285 Nicholasville Road	Reconstruction of store to accommodate cannabis retail outlet	Approved
13.	Water Resources Division	Permit to Alter a Body of Water	Humber River: dredging for debris removal at Tower Road	As per information provided by government
14.	Kelly Lush	20 Nicholasville Road	Wants w/s installed to shed	Town only installs water and sewer to edge of property; there is a small brook flowing through the property

2018-0917-09, Environment and Housing

Councillor Kerry Jones / Councillor Amanda Freake

Resolved that the recommendations for Environment and Housing September 6, 2018 excluding #15 and #16 be adopted as presented.

In Favor: Deputy Mayor Michael Goosney  
Councillor Gordon Hancock  
Councillor Amanda Freake  
Councillor Kerry Jones

In favor 4; opposed 0. Carried

2018-0917-10, Environment and Housing# 15

Councillor Kerry Jones / Councillor Amanda Freake

Resolved that the Town of Deer Lake issue an order on 8 Trailer Court Road for either repair or removal of structure on land. If order is not completed in the time frame required the Town of Deer Lake will complete the order and all cost associated with completed the order will be attached to the property.

In Favor: Deputy Mayor Michael Goosney  
Councillor Gordon Hancock  
Councillor Amanda Freake  
Councillor Kerry Jones

In favor 4; opposed 0. Carried

2018-0917-11, Environment and Housing #16

Councillor Kerry Jones / Councillor Gordon Hancock

Resolved that the recommendations that the Town of Deer Lake proceeds to sell by auction a piece of land 40 x 100 behind 6 Maple Street. The Town will have the piece of land surveyed and advertised.

In Favor: Deputy Mayor Michael Goosney  
 Councillor Gordon Hancock  
 Councillor Amanda Freake  
 Councillor Kerry Jones

In favor 4; opposed 0. Carried

## Environment & Housing Minutes

**Thursday, September 6, 2018**

**In attendance:**

Councillor Kerry Jones	Councillor David Parsons
Public Works Supervisor David Thomas	Town Manager Maxine Hayden
Economic Development Officer Damon Clarke Jones	Administrative Assistant Christa
Municipal Enforcement Officer Keith Park	

**Building Permits:**

Following is a breakdown of the number of permits issued (in brackets) and construction values so far in 2018, up to and including Thursday, September 6, 2018:

- General repairs (106): \$ 382,480
- Accessory buildings (27): \$ 343,200
- Commercial Construction (5): \$ 1,258,500
- Decks, Extensions, Patios (22): \$ 53,750
- New Dwellings (14): \$ 3,472,000
- TOTAL (174 permits): \$ 5,509,930**

#	Name	Address	Description	Action
<b>New Residence</b>				
1.	Luke Legge	6 Cross's Lane	New home	Approved
<b>Accessory Building</b>				
2.	Adam Ball	22 Amanda Avenue	Garage	Approved
3.	Tyrone Payne	5 Dr. DD MacDonald Dr.	Greenhouse	Approved
4.	Keith Clarke	56 Fifth Avenue	Garage	Approved
5.	Thomas Butt	82 Nicholsville Road	Garage	Approved
<b>Commercial Construction</b>				
6.	Cape D'Or Holdings (Deer Lake Esso)	285 Nicholsville Road	Fire & Life Safety, Buildings Accessibility documents from Service NL	Approved
7.	Coleman's	33 North Main Street	Placing siding over damaged brick	Approved

8.	North Atlantic Orange Store	TCH	Fire & Life Safety, Buildings Accessibility documents from Service NL	Approved
<b>New Businesses</b>				
9.	Nicole's Hidden Treasures	25 North Main Street	Second hand store (Nicole Toope)	Approved
10.	Charlie's Retreat	2 Scott's Drive	Air BnB (Michelle Goobie)	Approved
<b>Other</b>				
11.	Kevin McKay		Requesting permission to put mini-home subdivision in area between Wight's Lane and Reid's Lane	Town will write proponent requiring that he submit plans to Service NL for review
12.	Tara Reid	101 N. Main Street	Replace porch; revisit decision; going back on same footprint	Approval granted to allow porch to be placed on old foundation footprint, as long as it does not touch neighbor's property
13.	Ron Thomas	Evans Lane	House requires road frontage for permit to be issued; the ownership of a strip of land between the property and the Town road is undetermined	Proponent directed to have a title search conducted to determine who owns the strip of land. Would like follow up on this to ensure that it is completed
14.	Roger Lewis	Pasadena	Seeking permission to build cabin in Humber Canal PPWSA	Declined
15.	Estate of Muriel Pynn	8 Trailer Court Road	Removal order	Recommend a motion be made stating that the Town of Deer Lake issue an order to repair or remove the trailer located at 8 Trailer Court Road. (see separate motion).
16.	Land sale	Land behind 6 Maple Street	Land Sale	Recommend that a motion be made stating that the Town of Deer Lake advertises its intention to sell by auction a piece of land located behind 6 Maple Street. (see separate motion).

(c) Public Works
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2018-0917-012, Public Works

Councillor Gordon Hancock /Councillor Kerry Jones

Resolved that the recommendations for Public Works Report for September 13, 2018 be adopted as presented.

In Favor: Deputy Mayor Michael Goosney  
Councillor Gordon Hancock  
Councillor Amanda Freake  
Councillor Kerry Jones



In favor 4; opposed 0. Carried

Public Works  
September 13, 2018

Deputy Mayor Mike Goosney  
Councillor Myra Spence  
Maxine Hayden  
Dave Thomas

Date	Description	Recommendation
01	Bennett Avenue - Public Works staff three weeks plus pavement \$22,279.20	Recommend approval
02	Flooding along Highway 430	Set up meeting with developer to discuss landscape, check with Department of Transportation on culverts.
03	Industrial Park - grading of lots	Tender will be issued next week
04	Waste Disposal	Deferred
05	18 Humberview Drive - sodding of property	On the work list for public works for 2019
06	Route 430 Road - crossing for trail	Department of Transportation is reviewing it.
07	Resident D.D. McDonald Drive - concerns about commercial development	Meets the requirements of development a regulation, Service NL has signed off.

(d) Tax Recovery Plan

2018-0917-13, Tax Recovery Plan

Councillor Amanda Freake/Councillor Gordon Hancock

Resolved that the Town of Deer Lake accepts the Tax Recovery Plan as presented.

In Favor: Deputy Mayor Michael Goosney  
Councillor Gordon Hancock  
Councillor Amanda Freake  
Councillor Kerry Jones

In favor 4; opposed 0. Carried

## ***TOWN OF DEER LAKE***

### **Tax Recovery Plan**

**For the Year Ended December 31, 2017**

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## A. Status of 2016 Objective(s)

The Town was able to recover 59.77% of the 2016 outstanding tax receivable balance by December 31, 2017.

Summary of reasons for **meeting / not meeting** the 2016 objective include:

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## B. 2017 Objective(s)

The Town's objective is to recover 80% of the outstanding tax receivable by December 31<sup>st</sup> each year.

In order to ensure the availability of sufficient municipal services, it is important that residents and businesses make their payments to Council by March 31, or otherwise be placed on the Town's arrears listing and held subject to the Town's arrears recovery actions as presented in this report.

Under the Government of Newfoundland and Labrador's Community Sustainability Partnership (CSP), the Town must implement and maintain a Tax Recovery Plan and Tax Receivable Summary by establishing objectives, timelines and procedures to recover unpaid taxes from the current and previous years.

The Town is subject to these accountability measures in order to receive future Municipal Operating Grant (MOG) funding and a share of Provincial Gas Tax Revenue Sharing funding.

The Town must also present municipal audited annual financial statements in compliance with Public Sector Accounting Board (PSAB) standards and an approved annual budget to receive municipal operating grants.

Moreover, the Town will take all reasonable actions towards the recovery of taxes in arrears while ensuring the tax recovery process being followed is fair and reasonable to the tax payer and the Town, and within the authority provided under the *Municipalities Act, 1999*.

### Tax Year Planning Schedule

- |   |                         |
|---|-------------------------|
| • Tax Notices are mailed out            | January 5 <sup>th</sup> |
| • Taxes are due on                      | March 31 <sup>st</sup>  |
| • Taxes are considered unpaid after     | March 31 <sup>st</sup>  |
| • Taxes are considered in arrears after | March 31 <sup>st</sup>  |
| • Tax Recovery Plan begins              | April 1 <sup>st</sup>   |

## C. Payment Options

*(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, 2017

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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	\$200.00
\$13,501.00 - \$14,500.00	\$225.00
\$14,501.00 - \$15,500.00	\$250.00
\$15,501.00 - \$16,500.00	\$275.00
\$16,501.00 - \$18,500.00	\$300.00

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 2017

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### E. Tax Recovery - Action Plan

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

Date / Timeline	Action
January 2017	<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 2017	<ul style="list-style-type: none"><li>- Offer 2% discount for taxes paid in full by February 28</li></ul>
March 2017	<ul style="list-style-type: none"><li>- Statements mailed / e-mailed reminding taxpayer deadline of March 31</li></ul>
April 2017	<ul style="list-style-type: none"><li>- Charge interest to delinquent taxpayers</li><li>- Issue a payment reminder letter</li></ul>
May 2017	<ul style="list-style-type: none"><li>- Statements mailed / e-mailed</li><li>- Notice of Arrears letter sent to delinquent taxpayers</li></ul>
June 2017	<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 2017	<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 2017	<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>
September 2017	<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 2017	<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 2017	<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 2017	<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</li></ul>

<b>Date / Timeline</b>	<b>Action</b>
	compliant

Tax Recovery Process: Poll Taxes

<b>Date / Timeline</b>	<b>Action</b>
January 2017	<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 2017	<ul style="list-style-type: none"> <li>- Offer 2% discount for taxes paid in full by February 28</li> </ul>
March 2017	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed reminding taxpayer deadline of March 31</li> </ul>
April 2017	<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 2017	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> </ul>
July 2017	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> </ul>
August 2017	<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 2017	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> </ul>
October 2017	<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 2017	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> </ul>
December 2017	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> </ul>

Tax Recovery Process: Business Taxes

<b>Date / Timeline</b>	<b>Action</b>
January 2017	<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 2017	<ul style="list-style-type: none"> <li>- Offer 2% discount for taxes paid in full by February 28</li> </ul>
March 2017	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed reminding taxpayer deadline of March 31</li> </ul>
April 2017	<ul style="list-style-type: none"> <li>- Charge interest to delinquent taxpayers</li> </ul>

Date / Timeline	Action
	<ul style="list-style-type: none"> <li>- Issue a payment reminder letter</li> </ul>
May 2017	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> </ul>
June 2017	<ul style="list-style-type: none"> <li>- Water Shut off notices hand delivered to businesses that are the property owners of delinquent accounts</li> </ul>
July 2017	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> </ul>
August 2017	<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 2017	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> </ul>
October 2017	<ul style="list-style-type: none"> <li>- Contact collection agency for delinquent taxpayers</li> </ul>
November 2017	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> </ul>
December 2017	<ul style="list-style-type: none"> <li>- Statements mailed / e-mailed</li> </ul>

# Town of Deer Lake

## Tax Recovery Plan

For the Year Ended 2017

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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 2017

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#### Resolution of Council

Regular Council Meeting

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

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

#### Tax Recovery Plan - Summary:

Issue tax invoices in January  
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**

(e) Public Works Superintendant Report
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Report From: Public Works Superintendent David Thomas  
Prepared For: Council & Management Team  
Date Prepared: September 14, 2018  
Timeframe: August 20, 2018- September 14, 2018

Road:

- Patching Squires Rd, Humberview Dr, Moss's Lane, GooseArm Rd.
- Installed culverts Elizabeth Ave
- Graded Roads
- Put Calcium on Roads
- Prepared and Paved road cut on Jewers Lane and Wights Rd
- New sidewalk on Main Street
- Made new snowmobile trail by Pizza Delight
- Installed new signs
- Raised catch basins on Wights road
- Made cul de sac on Sunrise Crescent

Water:

- Clean filters
- Daily inspection of Chlorination and Filtration Plants
- Water hook ups on Second Ave
- Repaired curbstop leak on Garden Road and Trailer Court Road

Sewer:

- Checked all lift stations and various man holes in town for Friday maintenance checks
- Sewer plug on Wights Lane

Building Maintenance:

- Electrical work at liftstations, Rec Center

Misc :

- Hauled away debris from beach

Adjournment

2018-0917-14 Adjournment

Councillor Amanda Freake

Resolved that since there is no further business that the meeting adjourns at 8:35 pm with the next regularly scheduled meeting set for October 1, 2018 at 7:30 pm.

In Favor: Deputy Mayor Michael Goosney  
Councillor Gordon Hancock  
Councillor Amanda Freake  
Councillor Kerry Jones

In favor 4; opposed 0. Carried



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Deputy Mayor Michael Goosney

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Town Clerk, Lori Humphrey