

**1. CALL TO ORDER**

Regular meeting #8 for 2016 of the Grand Bank Town Council was held in the Executive Boardroom at the Grand Bank Municipal Center on Monday, June 20, 2016 at 4:00 p.m.

Mayor Rex C. Matthews, Deputy Mayor Clayton Welsh (via face time), Councillors Roger Brooks, Stan Burt, Rick Grikis, Travis Parsons and Bruce Warren attended along with Town Manager Wayne Bolt, Town Clerk Cathy Follett, Recreation Director Tom Burton and Office Administrator Sheila Dolimount. Also in attendance was Paul Herridge, representing the Southern Gazette.

**2. ADOPTION OF AGENDA**

MOTION 2016-2711: T. PARSONS/B. WARREN

Motioned that the agenda be adopted as presented.

ALL IN FAVOUR

MOTION CARRIED

**3. DELEGATIONS – NIL**

**4. ADOPTION OF MINUTES**

MOTION 2016-2712: S. BURT/T. PARSONS

Motioned that the minutes of the regular meeting for May 30, 2016 be adopted as presented.

ALL IN FAVOUR

MOTION CARRIED

**5. BUSINESS ARISING FROM MINUTES**

**a. George Cornish**

Councillor Brooks questioned if a response was received from Mr. Cornish. Town Manager Bolt advised that our quick response was acknowledged and they will get back to us with a draft of the sign.

**b. Clean up of Properties**

Councillor Burt questioned if any owners were contacted regarding cleaning up their properties. Mayor Matthews noted that he spoke to a couple of the properties owners and they assured him they have a plan in place to clean up the area. It was agreed that the property owners would be re-contacted if there wasn't any activity in a month.

**6. INCOMING CORRESPONDENCE FOR ACTION**

**a. Stray Cats**

Received an email from a resident requesting something be done about the issue of stray cats in the Evans Street area. Mayor Matthews noted that there are a number of areas in the community that have problems with stray cats; we have had some success but there is still a long way to go. It was noted that people have to be more responsible with their pets and residents have to stop feeding the cats.

**b. Grand Bank Development Corporation**

Received an invitation to the Regional Women in Business 2016 Annual Tradeshow and Holiday Fair, the ribbon cutting will take place at 4:45 p.m., Friday, October 14<sup>th</sup> at the Grand Bank Lion's Community Centre. RSVP by Thursday, September 15<sup>th</sup>.

**c. Municipalities Newfoundland and Labrador (MNL)**

Received an email regarding the 2016 Premier's Forum on Local Government that will be held on Wednesday, October 5, 2016 at the Delta Hotel in St. John's, NL. Nominations are now being accepted from all municipalities for candidates to represent the region. All elected officials are eligible to be nominated as a candidate by their municipality. Nominations to be received to the MNL Office by Thursday, June 30, 2016. Deputy Mayor Welsh suggested that the Mayor be nominated. Mayor Matthews noted that this would

mean an extra expense for the town and felt that our points can be addressed at the Convention.

**d. Grand Bank Heritage Society**

Received an invitation to attend the Official Opening and Ribbon Cutting Ceremony of Phase III of the Mariners' Memorial on Sunday, July 31, 2016 at 2:00 p.m. All Councillors were encouraged to attend.

**7. INCOMING CORRESPONDENCE FOR INFORMATION**

**a. Burin Peninsula-Clarenville-Bonavista Peninsula Access to Justice Committee Inc.**

Received a copy of a press release concerning the action taken by the Burin Peninsula-Clarenville-Bonavista Peninsula Access to Justice Committee Inc. against the Provincial Government. Copied for all councilors.

**b. Office of the Information & Privacy Commissioner (OIPC)**

- \* Received an email advising of a free 2 day conference plus workshops for November 28 – 30, 2016.
- \* Received an email regarding the use of personal email accounts for public business.

**c. Carol Anne Haley, MHA**

Received a copy of a letter from MHA Carol Anne Haley that she forwarded to Hon. Al Hawkins regarding the section of highway on route 220, between Fortune and Grand Bank.

**8. COMMITTEE REPORTS**

**a. Finance Committee**

Councillor Burt, Committee Chairperson, presented a written report of a meeting the Committee held on June 15, 2016.

The question was raised regarding our tax collection rate being on par with last year. Town Clerk Follett noted that the Town hasn't received any taxes from AES or home support care clients so far this year and some accounts remain outstanding for 2015. It was agreed that a letter would forward to our MHA asking her to address the Town's concern.

MOTION 2016-2713: S. BURT/R. GRIKIS

Motioned that the second quarter honourium for all councillors be paid on or about July 1.

ALL IN FAVOUR

MOTION CARRIED

MOTION 2016-2714: S. BURT/R. BROOKS

Motioned that the Finance Committee report for June 15, 2016 be accepted as presented.

ALL IN FAVOUR

MOTION CARRIED

**b. Development Committee**

Councillor Warren, Committee member, presented a written report of a meeting the Committee held on June 15, 2016.

MOTION 2016-2715: B. WARREN/T. PARSONS

Motioned that the Development Committee report of June 15, 2016 be accepted as presented.

ALL IN FAVOUR

MOTION CARRIED

**c. Recreation & Youth Committee**

Deputy Mayor Welsh presented a written report of a meeting the Recreation & Youth Committee held on June 2, 2016.

The Committee will be meeting again on Wednesday to finalize items for Canada Day.

Forget Me Not Pins were used before Newfoundland joined Confederation. They can be worn from June through to January 1, 2017, except during Poppy Week which is the last Friday in October until the 11<sup>th</sup> of November when you should wear a Poppy and not the Forget-Me-Not.

It would be most applicable to wear the Forget-Me-Not during the Memorial Day/Canada Day Event.

MOTION 2016-2716: C. WELSH/T. PARSONS

Motioned that the Recreation & Youth report of April 6, 2016 be accepted as presented.

ALL IN FAVOUR

MOTION CARRIED

**9. OLD BUSINESS**

**a. MV Pursuit**

Councillor Warren noted that the Harbour Authority accepted a bid on the vessel however they have to obtain clearance from the sheriff's office to get the order changed so they can sell the vessel privately rather than through a public tender. The potential owner noted he would require 4 months to have boat removed.

**b. Capital Works Program**

Town Manager Bolt advised that a meeting is scheduled for Wednesday with the contractor and engineer.

**c. Court House Closure**

Mayor Matthews noted that a group of lawyers from the Bonavista and Burin Peninsulas has submitted an application requesting that the Supreme Court remain open in Grand Bank. A hearing is scheduled for June 29, requesting that the court house remain open until after the agreements are heard. Currently, any Supreme Court matters are being scheduled for St. John's. It was also noted that the art work hasn't been returned. Mayor Matthews agreed to follow up on this.

**d. School Council Meeting**

Mayor Matthews noted that no one from the Provincial Government attended the recent meeting but the Minister of Education has agreed to attend a meeting which is set for June 29 at, 7:00 pm. Councillor Parsons agreed to attend on behalf of council.

**e. RCMP Meeting**

Town Manager Bolt noted that he has been in contact with Corporal Williams and he would like a list of matters that the Town would like to discuss. Some items that were brought forward were speeding, ATV use, staffing, coverage, visibility and what happens in the event of a demonstration. Councillors were asked to forward any other items to the staff.

**10. NEW BUSINESS**

**a. Canada 150 – Swimming Pool**

Mayor Matthews noted that there is antiquated equipment at our swimming pool and it needs to be updated. The Town Manager and Recreation Director, with the assistance of our engineers, have put together a good proposal which will be submitted for funding.

Recreation Director Burton noted that the pool is up and running and everything is working well.

The question was raised if the Marystown swim team is still interested in utilizing our pool. The Recreation Director advised they were not as they are now being subsidized by the Town of Marystown for the cost at the YMCA facility.

**b. Gee Bee Data Base**

Mayor Matthews noted that staff has a separate email group set up in our email system of over 300 current and former Gee Bee Players. It was agreed that this group could be emailed in the event that a former player passes or if another major event is happening. Councillor Parsons noted that the soccer committee just formed an alumni sub-committee and they hope to nominate former players for Hall of Fame. The committee is also working on plans that will see the club house converted from a storage area to more of a club house with old photos on the walls.

Mayor Matthews noted that the Recreation Director is also in the process of developing arm bands that would be worn at a former player's funeral.

**c. Collection of Taxes Policy**

Mayor Matthews noted that the tax collection policy has been revised with the following major changes:

- Discontinuing sending statements on June 1.  
This is usually a large billing as most tax payers wait until close to June 30 to pay their taxes.
- Change the date to send the final reminder from the beginning of September to mid-September.  
This still gives tax payers ample time to clear off their account before shut offs commence.
- Water shut offs will now be completed without further notice to the tax payer.  
This will eliminate the harassment to outside workers and decrease the amount of time it takes to complete the shut offs.
- The email system and face book page will be utilized to remind tax payers of due dates for taxes.

MOTION 2016-2717: R. GRIKIS/R. BROOKS

Motioned that the following revised policy be adopted:

POLICY # 10

SUBJECT:

COLLECTION POLICY AND PROCEDURES

1. Objective
2. Applicability
3. Responsibility
4. Collection Activity
5. Charging of Interest
6. Account Monitoring
  - A. Water & Sewer
    1. Action one - Listing
    2. Action two – Notice of Arrears
    3. Action three - Enforcement
  - B. Property Tax/Business Tax/Garbage Tax/Poll Tax
    1. Action one - Reminder
    2. Action two – Listing
    3. Action three - Enforcement
7. Small Claims Court
8. Use of Collection Agencies
9. Bad Debts
10. Bankruptcy and Insolvency
11. Business Conducted with Delinquent Taxpayers

1. Objective

To establish guidelines for the collection of accounts receivable.

2. Applicability

This policy applies to municipal taxes and other revenues.

3. Responsibility

The Town Clerk/Treasurer is responsible for interpretation and administration of these guidelines. When extraordinary circumstances warrant deviation or exception to this policy, they must be specifically approved by a Motion of Council.

4. Collection Activity

One of the first steps in effective collection is ensuring that the taxpayer is aware of the assessed value of property occupied, our terms and rates of taxes. This is accomplished by annually publishing tax rates and fees in a local newspaper, through statements, emails, and the Town's face book page and by staff verbally informing the taxpayer.

Our second measure is prompt and accurate billing. All invoices should prominently show terms and the due date.

Complaints regarding billing should be acknowledged promptly.

Collection efforts should be consistent and persistent. Sound collections begin with the Notice of Assessment; continue with the invoice and follow-up with a combination of telephone calls, letters and contacts. Collection procedures undertaken will be documented on the customer's account on the computer.

5. Charging of Interest

During the budget process the finance committee will recommend to Council the interest rate to be charged for that year. (ie, bank prime rate as of January 1<sup>st</sup> plus 3%). Interest will be charged on overdue accounts commencing July 1<sup>st</sup> and charged at the beginning of each month thereafter.

6. Account Monitoring

It is the responsibility of the Town Clerk/Treasurer (or designate) to monitor accounts to ensure collection procedures are adhered to by reviewing collection efforts.

a. Water & Sewer Tax1. Action one - Listing

Not more than three (3) days after the end of each month all w/s accounts shall be reviewed to determine those accounts that are three (3) months or more in arrears.

2. Action two - Notice of Arrears

Notice of Arrears will be forwarded to those customers advising them that the overdue amount has to be paid within five (5) working days of the statement date.

3. Action three - Enforcement

At the end of the fifth day a final list will be compiled and reviewed by management staff for any extenuating circumstances. All other accounts will be forwarded to the outside foreman to shut off the water without further notice to the property owner. Shut offs will be from Monday thru to Thursday noon.

b. Property Tax/Business Tax/Garbage Tax/Water & Sewer Tax/Poll Tax1. Action one - Reminder

At the first of June and the first of September an email will be forwarded reminding tax payers of the due date of taxes.

At the middle of September a statement will be forwarded to all those accounts that owe a balance on their account advising them that all taxes, plus applicable interest, must be paid by September 30<sup>th</sup>.

2. Action two - Listing

Not more than five (5) days after the due date for taxes, currently September 30<sup>th</sup>, a list of all outstanding accounts shall be compiled and reviewed by management staff for any extenuating circumstances.

3. Action three - Enforcement

- Accounts with access to water will be forwarded to the outside foreman to shut off the water without further notice to the property owner. Shut offs will be from Monday thru to Thursday noon.
- For accounts without access to water, a list shall be compiled and a course of action shall be determined and implemented to ensure collection.
- For Poll Tax accounts, the first action will be to determine if the individual is working, if so forward a letter to their employer requesting payroll deductions in accordance with section 128 (4) of the Municipalities Act.

- For all accounts
  - determine if the account should be recommended for write off
  - forward account to small claims court if the individuals mailing address is known
  - forward account to collection agency if the individuals mailing address is not known.

The Finance Committee shall be made aware before any court action is taken.

7. Small Claims Court

Small Claims Court will be utilized for accounts under \$3,000.00 by internal staff, however where there are controversial issues the account will be forwarded to the Town's solicitor. Accounts will only be placed for collection if there is a good chance of recovery. There is little point in suing for an insolvent account.

8. Use of Collection Agencies

It is the practice of the Town to utilize the services of a collection agency when all efforts to collect internally fail or the whereabouts of the individual are unknown or the overdue account is over \$3,000.00.

9. Bad Debts

Uncollectible accounts should be forwarded to the finance committee for recommendation of writing off when all reasonable efforts have been made to collect. Usual reasons for uncollectability include out of business, or no assets. Proof of companies being insolvent or bankrupt should be provided by the collection agency or the individuals as moved and it is perceived that they have no intentions of returning.

The Town Clerk/Treasurer (or designate) must assure that all write-offs have been approved by Minute of Council.

Accounts which are considered a bad debt should continue to have active collection measures taken if there are sufficient reasons to do so. Any recovery of written-off accounts should be credited to the reserve.

10. Bankruptcy and Insolvency

A copy of all correspondence regarding matters of business failure or bankruptcy should be routed to the Finance committee for review and recommendation.

11. Business Conducted with Delinquent Taxpayers

After an account is considered overdue, any amounts owing by the Town will be applied against that account until it is paid in full.

12. Review

The Town of Grand Bank aims to collect 90% of its outstanding receivables by December 31 of each year. The Town Clerk/Treasurer (or designate) will provide a collection report to the Finance Committee monthly. As well, each action item in our policy will be followed up on, on a quarterly basis.

ALL IN FAVOUR

MOTION CARRIED

d. Animal Control

Mayor Matthews noted that there are several problem areas. The Town tries to respect all animals but can't get overpopulated with stray cats. It was agreed to continue to do what is being done to help control the problem.

e. Canada Day Program

Mayor Matthews noted the Recreation & Youth Committee have put together a good program for Canada Day and Memorial Day. The Town will encourage all citizens to participate.

**11. COUNCILLORS FORUM****a. Dynamic**

Mayor Matthews noted that emails were received from Kay and Aaron giving an update on the company. They noted that there are currently some challenges but hopefully there will be some production in the near future.

**b. Home Care Support Program**

Mayor Matthews noted that he has received a number of phone calls regarding the reduction in the number of hours for home care. He noted that he has spoken to our MHA and Eastern Health and they have noted that this is a result of the recent budget. He noted that approximately on average the household management hours are cut by 14 hours per week from 4 hours to 2 hours per day. There is also an increase in the amount that the individual has to contribute. It was agreed that Mayor Matthews would write our MHA to express the Town's concerns.

**c. Municipal Center**

Councillor Brooks asked if there was any update on the Municipal Center Roof. Mayor Matthews noted that the dates for discovery are scheduled for July 18 & 19. The location is not yet determined.

**d. Irving**

Councillor Burt asked if there was any update regarding the property on Marine Drive. Mayor Matthews noted that he was advised some time ago that the remediation of the property would begin in the summer of 2016. Mayor Matthews agreed to follow up on the matter.

**e. Seaman's Museum**

Councillor Burt noted that there is a number of pieces of siding missing on the building and there is a large amount of garbage in the parking lot area. It was agreed that the local curator would be contacted.

**f. Community Youth Network Exchange**

Councillor Parsons noted that the exchange guests will arrive in Town on the night of 23rd of June and will be here for a week. It was agreed that councillors would be advised of the schedule of events should they wish to attend. It was also agreed that Councillor Parsons would construct an email advising the public of the visitors.

**g. Parking**

Councillor Warren noted that he received a phone call regarding councillors parking in the municipal center entrance and in the visitors parking. It was agreed that the entrance shouldn't be blocked at any time and councillors would not use the visitor's parking spaces.

**h. Tire Disposal**

Councillor Grikis noted that ATV tires can be disposed at the waste site in Jean de Bay as garages don't accept them.

**i. Song**

Deputy Mayor Welsh asked the Recreation Director if he was able to obtain a copy of the song by Shanneyganock. Recreation Director Burton noted that he is still working on obtaining a copy.

**j. Garbage**

Deputy Mayor Welsh noted that he recently read an article in The Packet which noted concerns about garage on the trail in Clarendville.

**12. COMMUNICATIONS FROM TOWN OFFICIALS**

**a. Barbeque**

Office Administrator Dolimount reminded councillors of barbeque next Thursday.

**b. Seniors supper**

Recreation Director Burton noted that the Summer Festival Committee is seeking permission to host the Seniors Fish Supper during Summer Festival in the Partanna Auditorium. They are also requesting permission to obtain a liquor license for the event. Council agreed with both requests.

**13. ADJOURNMENT**

MOTION 2016-2718: R. GRIKIS/R. BROOKS

Motioned that the meeting adjourn at 5:30 p.m.

ALL IN FAVOUR

MOTION CARRIED

Confirmed by: Rex C. Matthews

Cathy Follett  
Town Clerk

Date: July 12, 2016