

Minutes of the regular meeting of council held Monday, September 10th, 2012 No. 1237 held in Council Chambers, 6 Crescent Street, Deer Lake, NL.

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

Also in attendance: Town Manager, Maxine Hayden
Town Clerk, Lori Humphrey

Gallery: Paul Hutchings, Western Star
Large number of the public in gallery

Regular meeting of council called to order at 7:30 pm by Mayor Dean Ball

2012-0910-01, Agenda 1237

Councillor Myra Spence /Deputy Mayor Sandra Pinksen

Resolved that the Agenda for Meeting No. 1237 be approved as presented with four additions to Environment and Housing and two additions to New Business.

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

In favor 7; opposed 0; abstained 0. Carried

2012-0910-02, Minutes No. 1236

Councillor Myra Spence /Deputy Mayor Sandra Pinksen

Resolved that the minutes of regular meeting of council, No. 1235 held Monday, August 13th, 2012 be adopted as presented.

In Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councilor Kerry Jones
Councilor Elmo Bingle

Councilor Sheila Mercer
Councilor Jean Young
Councilor Myra Spence

In favor 7; opposed 0; abstained 0. Carried

2012-0910-03, Special Meeting August 29th, 2012

Councillor Sheila Mercer / Councillor Kerry Jones

Resolve to ratify the minutes of the Special Meeting of council held August 29th, 2012 as presented with no errors or omissions as per section 213 (3) of the Municipalities Act.

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

In favor 7; opposed 0; abstained 0. Carried

Minutes of Special Meeting, August 29th, 2012 held in Council Chambers, 6 Crescent Street, Deer Lake, NL.

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

Also in attendance: Town Manager, Maxine Hayden
Town Clerk, Lori Humphrey
Economic Officer, Jason Young
Operations Supervisor, Recreation Dept, Glynn Wiseman

Mayor Ball called the meeting in order at 12:30 pm.

2012-0829-01

Councilor Shelia Mercer /Councilor Elmo Bingle

Resolve that the Town of Deer Lake call for tenders on a New/Used 2010-2012 Beach Cleaner. Operations Supervisor, Recreation Department Glynn Wiseman will continue looking for additional funding and the remainder of the funds will come from the contingency budget.

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

In favor 7; opposed 0; abstained 0. Carried.

Adjournment

2012-0829-02 Adjournment

Councilor Shelia Mercer /Councillor Elmo Bingo

Resolved that since there is no further business in urgent need of discussion that the meeting adjourn at 12:40 am with the next regularly scheduled meeting set for Monday September 10th, 2012 at 7:30 pm.

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

In Favor 7; Opposed 0; abstained 0; Carried

Mayor Dean Ball

Lori Humphrey, Town Clerk

2012-0910-04, Special Meeting August 29th, 2012

Councillor Kerry Jones / Deputy Mayor Sandra Pinksen

Resolve to ratify the minutes of the Special Meeting of council held August 29th, 2012 as presented with no errors or omissions as per section 213 (3) of the Municipalities Act.

Motion laid on the table.

Mayor Dean Ball calls a recess at 8:10.

Mayor Dean Ball calls meeting back to order at 8:50

Motion picked up off the table.

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

In favor 7; opposed 0; abstained 0. Carried

Minutes of Special Meeting, August 29th, 2012 held in Council Chambers, 6 Crescent Street, Deer Lake, NL.

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

Also in attendance: Town Manager, Maxine Hayden
Town Clerk, Lori Humphrey
Economic Officer, Jason Young

Mayor Ball called the meeting in order at 12:45 pm.

2012-0829-03

Councilor Kerry Jones /Deputy Mayor Sandra Pinksen

Resolve that the Town of Deer Lake accept the proposal for residential land development off Wallace Place from DC Land Holdings Ltd. with the exception of the purchase price of the land. The Town of Deer Lake will ask \$110,000 for the land.

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

In favor 7; opposed 0; abstained 0. Carried.

Adjournment

2012-0829-04 Adjournment

Councilor Shelia Mercer /Councillor Elmo Bingo

Resolved that since there is no further business in urgent need of discussion that the meeting adjourn at 12:55 am with the next regularly scheduled meeting set for Monday September 10th, 2012 at 7:30 pm.

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

In Favor 7; Opposed 0; abstained 0; Carried

New Business

2012-0910-05, Restorative Week 2012

Councillor Sheila Mercer / Councillor Myra Spence

Resolve that the Town of Deer Lake support the FCM awareness campaign, Target 2014: Building our Future. Resolution as follows:

Development of a new long-term federal plan for municipal infrastructure funding

WHEREAS, The Building Canada Plan and a number of important federal- provincial transfer agreements vital to Canada's cities and communities, will expire in March 2014;

WHEREAS, Federal investments over the last few years have helped to slow the decline of our cities and communities, and the Government of Canada has committed to develop a new long-term plan for municipal infrastructure funding in consultation with municipal and provincial/territorial governments;

WHEREAS, a seamless transition from the Building Canada Plan to a new long term plan is necessary to ensure that municipalities can continue planning their capital spending effectively;

WHEREAS, The Federation of Canadian Municipalities (FCM) has launched a campaign to ensure the new plan reflects municipal priorities across the country and asks its member municipalities to pass a Council resolution supporting the campaign;

AND WHEREAS, our community has continuing infrastructure needs, such as the waste management and the roads, that can only be met with through the kind of long-term planning and investment made possible by a national plan;

THEREFORE BE IT RESOLVED that Council endorses the FCM campaign and urges the Minister of Transport, Infrastructure and Communities to work with FCM to ensure the new long-term infrastructure plan meets the core infrastructure needs of cities and communities;

BE IT FURTHER RESOLVED that Council urges the Minister of Transport, Infrastructure and Communities to ensure that the new long-term plan is fully in place when existing programs expire in 2014; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to the Minister of Transport, Infrastructure and Communities, to the provincial minister of municipal affairs, to Gerry Byrne (Hon), to the Federation of Canadian Municipalities and to the Municipalities of Newfoundland and Labrador.

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

In favor 7; opposed 0; abstained 0. Carried

2012-0910-06, Request for Proclaiming Restorative Justice Week 2012

Councillor Sheila Mercer /Councillor Myra Spence

Resolved that the Town of Deer Lake proclaim November 18th -25th Restorative Justice Week 2012.

All in Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councilor Kerry Jones
Councilor Elmo Bingle
Councilor Sheila Mercer
Councilor Jean Young
Councilor Myra Spence

In favor 7; opposed 0; abstained 0. Carried

On Call Policy - Deferred

Rules of Procedure for Meetings Policy - Deferred

2012-0910-07, WHMIS

Councillor Myra Spence /Councillor Elmo Bingle

Resolved that the Town of Deer Lake adopt the WHMIS Policy as presented.

All in Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen

Councilor Kerry Jones
Councilor Elmo Bingle
Councilor Sheila Mercer
Councilor Jean Young
Councilor Myra Spence

In favor 7; opposed 0; abstained 0. Carried

Town of Deer Lake

WHMIS Policy

OH & S Program



Hazardous chemical / materials must be properly stored and have proper labels indicating contents and the precautions to be observed when using the chemicals / materials.

Material Safety Data Sheets (MSDS) contain detailed information about the hazards of each chemical including precautions to be followed and what, if any, personal protective equipment, should be used; first aid measures and other relevant information.

This information must be available to all employees who may be exposed to the chemicals / materials and available for each hazardous chemical in the workplace.

All employees who will be handling hazardous materials of those who will be working in close proximity of hazardous materials will be given the required training.

Mayor

Date

Occupational Health and Safety Co-Chair

Occupational Health and Safety Co-Chair

2012-0910-08, Scent Aware Policy

Councillor Elmo Bingle /Councillor Kerry Jones

Resolved that the Town of Deer Lake adopt the Scent Aware Policy as presented.

All in Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councilor Kerry Jones
Councilor Elmo Bingle
Councilor Sheila Mercer
Councilor Jean Young
Councilor Myra Spence

In favor 7; opposed 0; abstained 0. Carried

Town of Deer Lake



Scent-Aware Policy

OH & S Program

In response to health concerns arising from exposure to scented products, the Town of Deer Lake has developed a Scent-Aware Policy. Scented products can trigger reactions such as respiratory distress and headaches. Staff and visitors are asked to be aware of the use of scented products when reporting to this office.

We ask for everyone's cooperation in our efforts to accommodate their health concerns.

Mayor Dean Ball

Occupational Health and Safety Co-Chair

Occupational Health and Safety Co-Chair

2012-0910-09, Accident Incident Investigation Procedure

Councillor Elmo Bingle /Councillor Kerry Jones

Resolved that the Town of Deer Lake adopt the Accident Incident Investigation Procedure as presented.

All in Favor: Mayor Dean Ball

Deputy Mayor Sandra Pinksen
Councilor Kerry Jones
Councilor Elmo Bingle
Councilor Sheila Mercer
Councilor Jean Young
Councilor Myra Spence

In favor 7; opposed 0; abstained 0. Carried

Town of Deer Lake

Accident Incident Investigation Procedure



OH & S Program

INTRODUCTION

The first priority whenever an accident occurs is to deal with the emergency and ensure that any injuries or illnesses receive prompt medical attention. The Second priority is to report the incident to direct supervisor. The accident investigation should begin immediately thereafter. This ensures that details of what occurred will be fresh in people's minds and that witnesses don't influence one another by talking about the accident. It also minimizes the likelihood that important evidence is not moved, lost, taken, destroyed, or thrown away before the scene has been thoroughly inspected.

TYPES OF ACCIDENTS

Accidents fall into two categories, serious and non-serious. Non-serious accidents do not cause lost time even though the worst that could happen did happen. Examples of these include paper cuts, minor scratches or abrasions, or system failures that have minor consequences, such as low-pressure hose that ruptures and sprays cool water. Serious accidents include both those which did involve lost time and those which might have. This second type of serious accident is called a "near miss." Examples of near misses with serious injury potential include a twisted ankle in a fall from a low scaffold (this could easily have been a broken leg or worse).

After an accident or near miss occurs, supervisors should contact the OH&S committee Representative. All serious accidents, those involving lost workdays or near misses, should be investigated with the same thoroughness.

WHO SHOULD INVESTIGATE

Supervisors should note initial details of the incident and contact the OH&S committee to schedule an interview with the injured employee. Regardless of the type of investigation, the supervisor should be involved for the following reasons:

- Supervisors have a responsibility to provide their workers with a safe and healthful workplace;

- Supervisors know the workers and their work better than anyone else and are in the best position to gather the facts and find a practical solution to the problem;
- The supervisor's involvement can help promote better relations with workers by demonstrating concern for their safety and attention to accident prevention.

ACCIDENT INVESTIGATING APPROACH

A good basic approach is to find out what caused the accident and what can be done to prevent or minimize the chances of a similar accident occurring. Key Points include:

- Maintain objectivity throughout the investigation. Its purpose is to find the cause of the accident, not to assign blame for its occurrence.
- Check the accident site and circumstances thoroughly before anything is changed.
- Discuss the accident with the injured person, but only after first aid or medical treatment has been given. Also talk with anyone who witnessed the accident and those familiar with conditions immediately before and after it occurred. Be thorough. Small details may point to the real cause.
- Reconstruct the events that resulted in the accident, considering all possible causes. Determine unsafe conditions or actions that separately or in combination were contributing factors.

WHAT TO DO WITH THE RESULTS

Supervisors should take action to control or eliminate the conditions that caused the accident once these have been conclusively identified. The OH&S committee can provide assistance in determining the level of action that may be necessary, such as the following:

- When equipment changes or safeguards are necessary, supervisors are to discuss specific recommendations with the OH&S committee.
- When an operation can be changed to eliminate the hazard, supervisors should make the change if it is within their authority, or seek the necessary approval from management.
- If unsafe acts by workers are involved, ensure that the worker is properly trained. All others involved in similar operations are to be trained in a timely fashion.

ROLES AND RESPONSIBILITIES

Supervisors

- Ensure accidents involving operations or workers are investigated
- Ensure corrective actions are taken
- Participate in incident investigations
- Take corrective actions

OH&S

- Investigate incidents promptly and thoroughly
- Issue accident investigation reports
- Provide training in investigation methods and techniques when requested

Employees

- Cooperate with supervisors and others during investigations
- Follow recommendations of Supervisors

STEPS IN THE ACCIDENT/INCIDENT INVESTIGATION PROCESS

1. Responding to the accident
2. Conducting the investigation
3. Finding the cause and taking remedial action
4. Completing the accident/incident investigation report
5. Following-up on recommendations
6. Evaluating corrective action

2012-0910-10, Health and Safety Policy

Councillor Elmo Bingle / Deputy Mayor Sandra Pinksen

Resolved that the Town of Deer Lake adopt the Health and Safety as presented.

All in Favor:	Mayor Dean Ball Deputy Mayor Sandra Pinksen Councilor Kerry Jones Councilor Elmo Bingle Councilor Sheila Mercer Councilor Jean Young Councilor Myra Spence
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In favor 7; opposed 0; abstained 0. Carried

Town of Deer Lake

Health and Safety Policy

OH & S Program



Management and Council of the Town of Deer Lake are vitally interested in its employees' health and safety. Our objective is to protect our workers from injury and illness.

The Town of Deer Lake, as employer, is ultimately responsible for worker health and safety.

We the management and council of the Town of Deer Lake are personally committed to taking every reasonable precaution for the protection of all workers. To fulfill this commitment to Town of Deer Lake will make every effort to provide and maintain a safe and healthy workplace by adhering to acceptable industry standards and complying with occupational health and safety legislation. In keeping with occupational health and safety legislation, a healthy and safe workplace will be accomplished in

consultation and cooperation with management/council and employees, in particular the worker health and safety committee.

An Occupational Health & Safety committee is an advisory group comprised of workers and management representatives that is required in all workplaces where ten or more workers are employed. The primary role is to improve health and safety in the work place by assisting in the development, implementation and promotion of safe work practices and procedures.

Supervisors will be held accountable for the health and safety of workers under their supervision. Responsibility includes ensuring that machinery and equipment are safe and that work practices are in compliance with established legislation, workplace practices and procedures. To protect their health and safety, workers must receive adequate specific work task training.

Every employee must protect his/her health and safety and the health and safety of other workers by working in compliance with legislation and established workplace practices and procedures.

Contractors will be required to operate according to legislative requirements using best practices and following the Town of Deer Lake policies and procedures regarding health and safety.

Health and safety is an integral part of this organization's every day business. It is in the best interest of all to join together and put into practice health and safety principles in all work activities.

This policy will be reviewed on an annual basis and revised as necessary.

Mayor Dean Ball

Date

Occupational Health and Safety Co-Chair

Occupational Health and Safety Co-Chair

Correspondence

2012-0910-11, Correspondence Item #10

Councillor Elmo Bingle /Deputy Mayor Sandra Pinksen

Resolved that The Town of Deer Lake accept the tender bid from Evergreen Enterprises Limited for the amount of \$249,050.59 for the paving of Trailer Court Rd and Wight's Rd.

All in Favor: Mayor Dean Ball
 Deputy Mayor Sandra Pinksen
 Councilor Kerry Jones
 Councilor Elmo Bingle

Councilor Sheila Mercer
Councilor Jean Young
Councilor Myra Spence

In favor 7; opposed 0; abstained 0. Carried

Correspondence

Meeting No. 1237

Date: Monday, September 10th, 2012

No	NAME	REGARDING	CORRESPONDENCE
01	HEDB	Snowmobile Initiative Meeting Aug 13, 2012	For your information
02	HEBD	Meeting Minutes	For your information
03	Gov. NL	Federal Project Sign	For your information
04	Hon. Keith Huthchings	Opportunities in the Arctic for NL	For your information
05	Western Regional Waste Management	Response to letter dated August 17	For your information
06	Stewardship Association of Municipalities	Fall Meeting	No one to attend
07	Western Hill Waste Management	Letter from Reidville	For your information
08	Recycling Product	Recycling Product News Application	For your information
09	Gov. NL	Wight's Rd Water and Street Upgrade Approval	For your information/ Request for Tenders sent out
10	Bae Newplan	2012 Street Upgrades	See Motion 2012-

		Bids	0910-10
11	Community Mental Health Initiative	Thank you letter	For your information
12	Hon. James Moore	Katimavik	For your information
13	Red Cross	Invitation	Dean will attend
14	Public Advisory	Rain Storm Warning	Put on website

Reports

(a) Economic Development (August 22 and September 6, 2012)

2012-0910-12, Economic Committee Meeting

Councillor Sheila Mercer /Councillor Jean Young

Resolved that the minutes/recommendations of the Economic Development Committee Meetings for August 22st and September 6th, 2012 be adopted as presented.

All in Favor: Mayor Dean Ball
 Deputy Mayor Sandra Pinksen
 Councilor Kerry Jones
 Councilor Elmo Bingle
 Councilor Sheila Mercer
 Councilor Jean Young
 Councilor Myra Spence

In favor 7; opposed 0; abstained 0. Carried

Economic Development Committee Meeting

August 22, 2012 9:00am

In attendance

Councillor Sheila Mercer
 Economic Development Officer Jason Young
 Terri Lynn Robbins – Deer Lake Chamber of Commerce

Regrets

Councillor Jean Young, Chairperson

Terri Gilbert

Cyril Kirby

Saturday Market

The Economic Development Office and the Executive Director of the Deer Lake Chamber of Commerce met with a representative from Government Services to do a site evaluation for the possibility of hosting a Saturday Market at the Grand Lake Centre for Economic Development's property on the Trans Canada Highway. This site inspection is one aspect of new regulations brought forth by the provincial government to oversee and regulate what can be included in an open air market that involves food vendors. These new regulations also require both the hosting organization and each food vendor to complete an application and follow guidelines set forth in the document.

A discussion took place regarding the information obtained from the government official who conducted the site evaluation. Several issues were identified that would need to be resolved before the market would receive a go ahead from government services. It was determined that more washroom facilities would be required along with fencing to separate each food vendor. Due to the time constraints from the economic development committee and government service, the decision to postpone the market until 2013 was recommended by the economic development committee.

Action Item

Further research into collaboration from local growers and The Grand Lake Centre would continue to take place so that government services would have ample time to respond to the application and identify the regulations to the food vendors who wished to participate

Age-Friendly Seniors Grant

Contact has been made with the Heritage Society of Newfoundland and Labrador on the criteria involved in designating a heritage structure in the Town of Deer Lake. The foundations response highlights a municipal outreach program that has been put into place to assist municipalities in implementing heritage regulations. This process has no effect on a building owner from submitting an application for historical designations with Deadlines of August 1st and March 15th of each year. The Economic Development Committee would like to discuss the possibility of having several buildings in the community designated as heritage structures. Contact with building owners is yet to be made at this time.

Action Item

Review the municipal outreach program regarding heritage designation and the regulations that the heritage foundation suggests be put into place by municipalities.

Economic Development Committee Meeting

September 6, 2012 9:00am

In attendance

Councillor Jean Young, Chairperson

Councillor Sheila Mercer

Economic Development Officer Jason Young

Cyril Kirby

Regrets

Terri Lynn Robbins – Deer Lake Chamber of Commerce

Terri Gilbert

Heritage Project

A list of individuals who will assist the committee in the interview process has been compiled, and contact has been made with several individuals who have shown interest in conducting the interviews on behalf of the committee.

Action Item

Advertise the market to local growers, craftspeople, and artisans once a date has been confirmed.

Commercial Land Inquiries

The Economic Development Officer reported that he has had communication with several individuals who have shown interest in commercial property on the Trans Canada Highway. The Town Office has a listing of vacant commercial property they utilize to assist those who approach office staff to identify potentially available land. Due to the fact the majority of land in the Deer Lake industrial Park being sold, The Town of Deer Lake has begun to explore options to expand the Industrial Park. Town Manager and Economic Development Officer are involved in the process of applying for parcels of crown land that would be developed in a several phases to accommodate the demand for commercial/industrial Land within the municipal boundaries of the Town of Deer Lake.

Actions Plan

Continue to assist those inquiring about commercial property in Deer Lake, and ensure that opens lines of communication are established.

Humber Economic Development Board

The Humber Economic Development Board will be holding a stakeholders appreciation BBQ on September 7, 2012 for those who have taken part in past projects that HEDB have been a part of and give insight into HEDB's plan for the future. HEDB have been an active member of the snowmobile hub initiative for Deer Lake, Economic Development Officer – Jason Young, Councilor Sheila Mercer, and Executive Director of the Deer Lake Chamber of Commerce will be attending the function.

44th Humber Valley Agricultural, Home and Handicraft Exhibition

The Economic Development committee will have a booth at the fair to highlight the current and upcoming projects that the committee is involved in.

(c) Finance (September 7 th , 2012)

2012-0910-013, Finance Committee Meeting

Deputy Mayor Sandra Pinksen/Councillor Myra Spence

Resolved that the minutes/recommendations of the Finance Meeting for September 7th, 2012 be adopted as presented.

All in Favor: Mayor Dean Ball
 Deputy Mayor Sandra Pinksen
 Councilor Kerry Jones
 Councilor Elmo Bingle
 Councilor Sheila Mercer
 Councilor Jean Young
 Councilor Myra Spence

In favor 7; opposed 0; abstained 0. Carried

Finance
September 07, 2012

In attendance
Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Maxine Hayden

No	Description	Recommendation
01	Bae Newplan Roads upgrading & Paving 2012 - \$10,904.47	Recommend approval
02	Be Newplan Birch & Colbourne Street - \$7,518.42	Recommend approval
03	Bae Newplan Road upgrading 2011 - \$909.53	Recommend approval
04	Tax Exemption 11 Lera Street	Recommend approval note under review for 2013 Town will be making a new policy after seeking legal opinion
05	2013 Travel Guide add	Not approved
06	Western star add National Forest Week	Not approved
07	Williams Building Supplies Business Tax exemption	Defer – Check with Municipal Assessment Agency

(d) Environment & Housing (September 6th, 2012)

2012-0910-14, Environmental and Housing

Councillor Kerry Jones /Councillor Myra Spence

Resolved that the minutes/recommendations of the Environmental and Housing Meeting for September 6th, 2012 be adopted as presented.

All in Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councilor Kerry Jones

Councilor Elmo Bingle
 Councilor Sheila Mercer
 Councilor Jean Young
 Councilor Myra Spence

In favor 7; opposed 0; abstained 0. Carried

Environment & housing
 September 06.2012

In attendance
 Councillor Kerry Jones
 Councillor Myra Spence
 Maxine Hayden
 Dave Thomas
 Terry Barnes

N o.	Address	Description	Recommendation
1.	74 Wights Road	Small business Drovers' Roofing	Recommend approval
2	Junction Brook/Crown Land	850m x 250 m landscaping materials, trees, plants, shrubs storage of stone gravel, topsoil run a landscaping business.	Defer, check with Crown Lands
3	Crown Land St. Jude's	Residential 70m x 26.5m	Defer previous application for this block
4	Old TCH St. Jude's /Crown Land	Residential dwelling 70m x 26.5m	Recommend approval
5	144 TCH St. Jude's Crown Land	Driveway 15.20m x 14.13m	Not approved roadway for future development
6	Lot 10-11 Grace Ave	New dwelling frontage 21.33m x 91.216 Dwelling 18.29m x 15.24m	Recommend approval
7	9 Tulk's Lane	New dwelling frontage 22.86 x 40.522 Dwelling 14.4length, width 12.2 height 7.6 front yard 30 feet sideyard 17.5 feet Rearyard 56 feet plus shed 3.65 x 3.65 40 feet from dwelling 12 feet from rear.	Recommend approval
8	Williams Lane	New dwelling land size 60 x 30 x 121, building 30x20 by 7.9	Recommend approval
9	78 Riverbank Road	4 unit dwelling land size 35.05 by 64 dwelling 16.3 by 11.12 height 7	Advertised no objections recommend approval
10	Chaulks Lane	New dwelling land size 6.0 by 35. Building	Defer needs new survey

		10.8 x 11.4 x 6	showing subdivision of land
11	25 Reid's Lane	Garage 4.9 x 43.9 height 4.6 5 meters from dwelling 3 meters from rear.	Recommend approval
12	4 Lera Street	New Dwelling length 42 feet width 35 feet, 30 feet front yard, 35 feet Rearyard, 32 feet left Sideyard 6 feet right Sideyard	Recommend approval
13	11 Scott Drive	New Dwelling length 44feet width 56 feet frontage 50 feet left Sideyard 20 feet	Recommend approval
14	7 Jacks Place	New Dwelling 50 feet by 54 plus garage 30 x 32	Recommend check for distances check on brook
15	Crown Land	Williams Avenue and Whores Road	Recommend approval

(e) Public Works Report (September 5th, 2012)

2012-0910-15, Public Works

Councillor Elmo Bingle/ Councillor Shelia Mercer

Resolved that the minutes/recommendations of the Public Works Committee Meeting for September 5th, 2012 be adopted as presented.

All in Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councilor Kerry Jones
Councilor Elmo Bingle
Councilor Sheila Mercer
Councilor Jean Young
Councilor Myra Spence

In favor 7; opposed 0; abstained 0. Carried

Public Works

September 05, 2012

In attendance:

Councillor Elmo Bingle
Councillor Shelia Mercer
Maxine Hayden
Dave Thomas

1. 8 Main Dam Road Water Damage – recommend public works superintendent check to see if screen can be removed and check pipe in driveway, check to see if there is any other options for water drainage
2. Water Sewer lines industrial park – Backhoe rental recommend public works supervisor get prices and start work next week it will take approximately two weeks to put in laterals.
3. Boulos Place – land in Middle of Cul-de-sac – try to set up meeting with Terry Janes regarding inside cul-de-sac.
4. Playground- Town was not planning on doing any backfilling, or putting in a road.
5. Tower Road traffic have the Town policeman do patrols in area. Town does not put up signs children at play signs; there could be children on every street.
6. Temporary Lead Hand. Position 3 applications were received Jerry Langdon, Randell Woodford and Jamie Pinksen, recommend Jerry Langdon to Lead hand position.
7. Dwayne Perry Industrial Park land – town requires an invoice from Wm Perry Trucking for any materials we have purchased, Any work done by Town will be tendering they may not be awarded successful bidder.

(j) Public Works Superintendent Report (August 13th to September 7th, 2012)

Report From: Public Works Superintendent David Thomas

Prepared For: Council & Management Team

Date Prepared: September 7, 2012

Timeframe: August 13, 2012 – September 7, 2012

Road:

- Road Patching
- Ditching and installed culverts on Grace Avenue
- Installed new paved sidewalk on Clinic Drive
- Finished paving Nicholasville road
- Installed street signs
- Vacuumed catch basins

Water:

- Water service hookups on Langdon's Lane, and 3 on Wellon Drive
- Cleaned filters and maintenance at filtration plant
- Repaired curb stop on Church Street

Sewer:

- Sewer service hook ups on Langdon's Lane, and 3 on Wellon Drive
- Repairs to Lakeside Drive, Motel and Main lift station

Snow:

- Hauled winter sand

Building Maintenance:

- Electrical repairs at Depot, stadium and Lift stations

Misc :

- Removed ice from stadium
- Backhoe at playground removing old equipment
- Screened asphalt
- 3 employees on one day safety course and 3 employees on two day course and 2 employees on a one day safety course

Building Maintenance:

- Electrical repairs at Office, stadium and Lift stations

Misc :

- 270 man hours working at Strawberry Festival
- Hauled and spread topsoil for community improvement bridge project
- Vacuumed sewer tanks at park

(f) Parks and Recreation (September 3rd, 2012)

2012-0910-16, Parks and Recreation

Councillor Sheila Mercer/ Councillor Kerry Jones

Resolved that the minutes/recommendations of the Parks and Recreation Meeting for September 3th, 2012 be adopted as presented.

All in Favor: Mayor Dean Ball
 Deputy Mayor Sandra Pinksen
 Councilor Kerry Jones
 Councilor Elmo Bingle
 Councilor Sheila Mercer
 Councilor Jean Young
 Councilor Myra Spence

In favor 7; opposed 0; abstained 0. Carried

Parks & Recreation Committee

Deer Lake Parks & Recreation Committee held their regular meeting on Wednesday September 3, 2012

In Attendance:

1. Councilor- Sheila Mercer
2. Councilor- Kerry Jones
3. Junior Pinksen

Stadium

- We are now home to the Western Royals of the West Coast Senior Hockey Team. **We as a recreation committee would recommend the Town of Deer Lake becoming a Gold Sponsor with the team.**
- Relay for Life Held here on September 8-9, 2012
- Agricultural Fair September 14-15-2012
- Fall Hockey start up Camp September 28-30-2012
- Legends NHL Legends Hockey Stars Game November 2-2012

Pool

Swimming Lessons Registration

- It is the beginning of the new lesson season. Registration will be taking place for Red Cross Swimming Lessons Friday Sept 7. We expect a large turnout as in the past. The new evaporator will be installed on the 6th which will solve the high humidity issues and help with the heat. This evaporator unlike the old one is coated for a marine environment. Dan Spence is installing it.
- Glynn Wiseman and the recreation committee have recommended **offering an evening Lap swim to the schedule 2 nights a week. This swim will be different from others; the cost will be \$4.50 per person per session. It will have the pool divided into 3 lanes Fast, Medium and Slow.** Glynn will be monitoring the number of swimmers using this swim to see if it feasible to keep in operation.

Bowling Alley:

- The Bowling Alley will be reopening for the season on Monday Sept 10th. Registration will be taking place for Youth Bowling all week. Evening Adult Leagues will be starting as well as our Tuesday morning Senior Bowl.

(g) Town Manager Action Report (August 10th, 2012)
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Town Manager Action Report for
Meeting No. 1237
September 7, 2012

No	item	Dept.	Person responsible	Task/request
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1	Cory Blundon	Admin	TM	Tax exemption email sent to Cory response Section 111 Municipalities act allows Council to grant an exemption council look at policy for liquid assess, cash in bank, investment etc.
2	Crown Land	Admin	TM/EDO	Drawing drafted, contacted MHA and Crown Land for information to see if Kruger has land in that area.
3	Nolan/Joanne Mckay	Admin	TM	Letter send install phone system on lift station. Phone has been installed and is working.
4	Grant Lake Center	Admin	TM	Notified Mayor will attend
5.	Bae Newplan	Admin	TM	Gas tax funding tenders called lowest bidder Evergreen
6	Bae Newplan	Admin	TM	Notified Town wants Birch and Colbourne done
7	Meeting Xavier Principle /RCMP	Admin /Police	TM/Rec. Cashier	Called Principle and Home and at school left messages awaiting on him to let us know when he is available.
8	Don Downer	Admin	TM	Letter send advising Council does not agree with their motion regarding subsidy
0	Corner Brook Pulp & Paper	Admin	TM	Letter sent to regarding Penstock requesting formal report on maintenance, repairs and replacement
9	7 Jewers Lane	Admin	TM	Letter sent regarding lost wages and backup valve
10	PMA professional designation	Admin	TM/TC	Registered Town Clerk and Administrative assistant for course
11	RCMP	Admin	TM	Meeting set up to discuss ATVs traffic

(h) OHS Meeting July 19th, 2012

Town of Deer Lake



OH&S Minutes

OH & S Program

Date: July 19, 2012, 8:45 a.m.

Minutes

In Attendance:

Management Representatives:

Site 3 (Office): Lori Humphrey (Co-chair)

Site 7 (Depot): David Thomas

Site 9 (Hodder): Glynn Wiseman

Employee Representatives:

Site 3 (Office): Ashley Williams

Site 7 (Depot): Eric King (Acting Co-chair), Jamie Pinksen

Site 9 (Hodder): Ira Rideout

Guest:

Christa Jones

Absent:

Maxine Hayden (Town Manager), Junior Pinksen, Jerry Langdon (Co-chair), Eva Anderson

1. Minutes of Prior Meeting

Reviewed with no errors or omissions

2. Business Arising from Minutes

No business arising

3. Review of OH&S Program Elements:

1) OH&S Committee

- Welcome extended to new committee members-Ashley Williams (Office Assistant).
- Sign off OH&S Committee/Worker Health & Safety member's sheet.

2) Leadership

- Revision to the Health and Safety Policy (Committee Roles added)
- OH&S Program Action Plan

3) Education & Training- Reviewed

- **Orientation**
- **Depot**
 - Michael Bickford July 4, 2012
 - Terry Antle March 28, 2012
- **Office**
 - Ashley Williams May 7/June 26, 2012
- **Recreation Complex**
 - Summer Students for Summer Sports & Community Improvements
- **Training-NLCSA**
- Traffic Control & Flagging May 31, 2012
 - David Thomas, Eric King
- Transportation of Dangerous Goods May 23, 2012
 - Ira Rideout, Stephen Spence, Jamie Pinksen, Jerry Langdon, Colin Pittman
- Fall Protection May 11, 2012

- Ira Rideout, Brian Anderson
- Confined Space Training April 24, 2012
 - Eric Hayden, Stephen Spence, Jerry Langdon, Randell Woodford
- Transportation of Dangerous Goods March 14, 2012
 - Wayne Rumbolt, Randell Woodford, Eric Hayden
- Trenching and Excavation February 29, 2012
 - Eric Hayden, Colin Pittman, Stephen Spence
- **First Aid- St. John Ambulance** May 16, 2012
 - Lori Humphrey, Colin Pittman
- COR Training- Wendy Giles April 2,2012- April 6th, 2012
- Battlefield, Platform Lift-Ira Rideout, Brian Anderson
- **Upcoming Training**
- Fall Protection July 30-31, 2012
 - Jamie Pinksen, Colin Pittman, Otto Roberts
- Trenching & Excavating August 28, 2012
 - Shane Langdon, Otto Roberts, Michael Bickford
- Powerline Hazard August 31, 2012
 - Shane Langdon, Otto Roberts

4) Communication

- Audit/Prime Status Report
- Scent-Aware Policy
- Pricing back for Canopy at the Hodder
 - Send two quotes to council for the canopy
 - Place sign on back of Hodder door for freezing ice
 - Signage outside stating Beware of falling ice/snow
- Noise monitoring report
 - Do up policy for Hodder when operating Ice Edger – put in OH & S binder

5) Inspection Reports

- Inspections May 2012
- Next Inspection: Tentative August 22, 2012
- Corrective Action Report
 - Dave has quote for fire rated doors
 - Look at getting quotes for new grates at depot
 - See if extinguisher is ABC, this is compliant
 - Sign at Lagoon stating Hearing Protection needs to be worn
 - Issues with doors between shop and garage
 - Exhaust fans
 - No shower available

The last three points are major and need to be looked at to consider redesigning the building to accommodate.

They are being removed from the Corrective Action form where they are considered long term plans

6) Accident / Incident

- Revision to Accident Incident Investigation Procedure (Steps)
- Eric Hayden-March 26th, incident

7) Emergency Preparedness

- Make sure all departments have their fire drills completed before the next meeting
- Do up Muster Station signs
 - Check for a Muster Station location at depot

8) Disability Management

4. New Business

- Ira looking at doing tool box meetings and Dave is going to pass along some topics

5. Adjournment & Date of Next Meeting

- Meeting Adjourned: 10:10 a.m.
- Date of Next Meeting Tentative: September 5, 2012

Lori Humphrey, Co-Chair

Eric King, Acting Co-Chair

Adjournment

2012-0910-17. Adjournment

Deputy Mayor Sandra Pinksen /Councillor Elmo Bingle

Resolved that since there is no further business that the meeting adjourns at 9:45 pm with the next regularly scheduled meeting set for Tuesday October 9th, 2012 at 7:30 pm.

All in Favor:

Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councilor Kerry Jones
Councilor Elmo Bingle
Councilor Sheila Mercer
Councilor Jean Young
Councilor Myra Spence

In favor 7; opposed 0; abstained 0. Carried

Mayor Dean Ball

Lori Humphrey, Town Clerk