

Minutes of the regular meeting of council held Monday, October 15<sup>th</sup>, 2012 No. 1239 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  
Max Wheeler  
Graydon Pelly

Regular meeting of council called to order at 7:35 pm by Mayor Dean Ball

**2012-1015-01, Minutes No. 1237**

**Councillor Elmo Bingle/Deputy Mayor Sandra Pinksen**

Resolved that the minutes of regular meeting of council, No. 1237 held Monday, September 10<sup>th</sup>, 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

**2012-1015-02, Minutes No. 1238**

**Councillor Kerry Jones / Councillor Sheila Mercer**

Resolved that the minutes of regular meeting of council, No. 1238 held Monday, September 24<sup>th</sup>, 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

### **New Business**

#### **2012-1015-03, On Call Policy**

##### **Councillor Myra Spence / Councillor Elmo Bingle**

Resolved that the Town of Deer Lake adopt the On Call Policy 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

## **POLICY**

### **Town of Deer Lake On Call**

PURPOSE To define “On-Call” for the Town of Deer Lake.

AUTHORITY As per resolution at Meeting No.

ACTION During the weeks that Town Clerk, Recreation Director, Operations Supervisor, Recreation Department and Town Manager are on call their responsibility will be only calling out the public works employees that are on a list provided by the Public Works Superintendent. The Public Works Superintendent is responsible for ensuring that all employees on the “Call-Out List” have all the proper safety training and personal protection equipment required. When a public works employee is called out during non-working hours he/she will still be considered under the direction of the Public Works Superintendent.

Meeting Date and Number: \_\_\_\_\_

Verified by: \_\_\_\_\_

**2012-1015-04, Rules of Procedure for Meetings Policy**

**Councillor Elmo Bingle / Councillor Myra Spence**

Resolved that the Town of Deer Lake adopt the Rules for Procedure for Meetings Policy 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

**RULES OF PROCEDURE**

**GOVERNING TOWN OF DEER LAKE MUNICIPAL COUNCIL MEETINGS**

**AUTHORITY**

Whereas section 24(3) of the Municipalities Act requires that every council shall adopt rules of procedure for its meetings. Therefore the Town/Community Council of Deer Lake enacts the following rules and regulations effective from the 17<sup>th</sup> day of September 2012.

**REGULAR MEETINGS  
OF COUNCIL**

1. Regular meetings of Council shall be held on the second and fourth Monday of each month at 7:30 pm in the council chamber of the Town Hall, unless Council, by resolution, directs other wise

**SPECIAL OR PRIVILEGE  
MEETINGS OF COUNCIL**

2. Special meetings of Council may be called by either the Mayor or any two members of Council by giving written notice to the clerk or in a situation where there a pressing matter which cannot wait until the next schedule meeting. The Town Clerk will make every effort to contact each councilor regarding the Special Meeting. The normal Rules of Procedure and provisions of the Act as they relate to meetings of council apply to Special or Privilege Meetings just as they do to regular meetings. Any

motion made at a Special or Privilege Meeting must be ratified at the regular Public Meeting.

### **NOTICE**

3. All meetings of Council shall be called by the Clerk upon the request of the Mayor or any two Councillors. Notice for all meetings of Council shall be by way of the agenda, which shall be provided to all members of council forty-eight hours prior to each meeting. Notice shall be deemed given once the Clerk has placed a copy of the agenda in the Councilors' dropbox. The failure of any Councillor to have received notice shall not invalidate a meeting of Council.

### **MEETING ON A LEGAL HOLIDAY**

4. When the day fixed for a meeting of Council falls on a legal holiday, the said meeting shall be held on the next day following which is not a legal holiday.

### **PRESIDING OFFICER**

5. (1) Every meeting of Council shall be presided over by a presiding officer who shall be:
- (a) The Mayor, if present, or
  - (b) The Deputy Mayor, if the Mayor be absent or in conflict
- (2) If both the Mayor and Deputy Mayor be absent, the Clerk shall take the Chair and call the members to order and if a quorum be present, a presiding officer shall be chosen from among the Councillors present who shall preside during the meeting or until the arrival of the Mayor or the Deputy Mayor.

### **QUORUM**

6. (1) A majority of the number of Councillors that may be elected or appointed for The Municipality, constitutes a quorum for the purpose of a meeting of Council Present, the Clerk shall record the names of the Councillors so present.
- (2) As soon after the hour appointed for holding the meeting as there shall be a quorum present, the presiding officer shall take the Chair, and call the meeting to order.

### **RULES OF PROCEDURE**

### **PAGE 2**

**ABSENCE OF  
QUORUM**

7. If there be no quorum present within fifteen (15) minutes of the time appointed for holding a meeting, the Clerk shall call the roll and record the names of the Councillors then present and the meeting shall stand adjourned until the next regular meeting.

**ATTENDANCE**  
designate and  
  
Council.

8. (1) In addition to the Mayor and Councillors, the Town Clerk or the Town Manager or designate shall attend all meetings of
- (2) Department heads and other employees of Council shall attend meetings of council when requested to do so by Council or Town Manager.

**PUBLIC MEETINGS**  
every meeting of  
  
privileged meeting or  
  
be a privileged  
  
the  
  
appear at a  
  
the delegations'  
  
delegation.  
  
general public may

9. (1) In accordance with section 213(1) of the ***Municipalities Act***, Council shall be open to the public, unless it is held as a declared by a vote of the Councillors present at the meeting to meeting. Any delegation wishing to address council shall notify Town Clerk 72 hours in advance, appoint a spokes person and specified time. Council members may wish to ask questions of spokesperson but not engage in argument or debate with the Once the delegation is complete no other members of the speak during a council meeting.

- (2) Where a meeting is held as or declared to be privileged meeting, all members of the public present at the meeting shall leave.

- (3) In accordance with section 213(3) of the ***Municipalities Act***, where the decision is made by the Councillors at a privileged meeting, the decision, in order to be valid, shall be ratified at the next public meeting of Council.

**MINUTES**

10. Minutes of meetings of Council shall be recorded by the Town Clerk or designate. Such minutes shall contain:

- (a) All motions and resolutions coming before Council, including the names of the movers and seconders thereof.
- (b) The names of all Council members voting in favor or against each motion and the names of those declared in conflict of interest.
- (c) The title or brief description of all reports, petitions, and other documents submitted to Council. Reports accepted by Council shall be attached to the public record minutes.
- (d) If any member objects to any portion of the minutes of the preceding meeting, that member shall state the grounds of objection, and if Council agrees, the motion adopting the minutes shall contain the necessary corrections.

#### **AMENDING MINUTES**

- 11. If all members of Council present do not consent to an alteration to the minutes, then a motion must be duly made and seconded to amend the minutes to meet the objection, which shall then be debatable.

#### **RULES OF PROCEDURE**

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#### **AGENDA**

- 12. (1) Prior to each regular meeting of Council, the clerk shall prepare an agenda of all business to be brought before Council. As indicated in Rule 3, the agenda is to be distributed to Councillors forty-eight hours prior to Council meetings.

#### **AGENDA CONT'D**

- 12. (2) Any member of Council, up until noon of the Friday prior to the Council Meeting, may submit to the Town Clerk an item for inclusion on the agenda.
- (3) The format of the agenda shall be as follows:
  - (a) Calling the meeting to order
  - (b) Delegations
  - (c) Adoption of minutes
  - (d) Business arising from minutes
  - (e) New Business
  - (f) Correspondence

- (g) Committee Reports
- (h) Notice of motion
- (i) Schedule of next meeting
- (j) Adjournment

**AGENDA FOR  
SPECIAL MEETING**

shall not apply.  
  
business for which  
  
notice calling the  
  
majority vote.

13. When a special or privileged meeting is called for the consideration of some particular matter, the order of business as set out in Rule 12

Council shall proceed immediately to consideration of the the meeting was called, and only the business specified in the meeting shall be dealt with, unless otherwise decided by

**DECORM**

member of  
  
conduct at such  
  
an entry shall

14. (1) The presiding officer may expel and exclude from a meeting any Council or other person who has been guilty of improper meeting and in the case of the exclusion of a member of Council be made in the minutes of the reason for such exclusion.

improper language to  
to apologize when so directed  
  
business, he may be  
  
the remainder of  
order of the presiding officer,

(2) If any member of Council or other person uses insulting or the presiding officer or any member and refuses by the presiding officer or willfully obstructs the conduct of ordered by the presiding officer to retire from the Chamber for that meeting, and if he refuses to do so, he by may be removed from the Chamber and the Municipal Hall by any member of the Royal Canadian Mounted Police.

paragraph (2) of  
  
progress, to  
  
officer and to any

(3) Any member removed from a meeting under the provisions of this Rule, may be permitted, by majority vote of the meeting in resume his/her place on making an apology to the presiding member or members insulted by him/her.

**NOTICE OF MOTION**  
writing and be

15. Every notice respecting the passing of a regulation shall be in

placed on the agenda by moving a motion at the previous meeting.

## **RULES OF PROCEDURE**

### **PAGE 4**

#### **MOTIONS DURING DEBATE**

16. When a question is under debate, the following non-written motions shall be in order:

- (a) To extend the time of the meeting
- (b) To refer or commit
- (c) To amend
- (d) To lay on the table
- (e) To postpone
- (f) To move the previous question

#### **MOTION TO BE SECONDED**

17. Every motion shall be seconded before being put or debated.

#### **WITHDRAWAL OF MOTION**

withdrawn except  
and then only

18. When a motion has been moved and seconded, it cannot be with the permission of Council and the mover and seconder, before a decision has been taken or an amendment made.

#### **DIVISION OF MOTIONS**

propositions may, by the  
upon the request of any member, be divided  
motion permits. The vote on each such division shall be  
any request to

19. Any motion or question which contains several distinct direction of the presiding officer or if the sense of the taken separately. If a motion cannot reasonably be so divided, do so shall be declared out of order by the presiding officer.

#### **ADDRESSING THE MOTION** officer and

20. Members of Council shall address their remarks to the presiding confine themselves to the question at hand.

#### **ENTITLEMENT TO SPEAK** officer shall

21. If two or more members speak at the same time, the presiding determine which member is entitled to speak.

#### **CALL TO ORDER** is in progress.

22. The presiding officer may call a member to order while debate



order shall not

The debate shall then be suspended and the member called to speak again until the point of order has been decided.

**POINT OF ORDER**  
subject to an appeal

23. (1) The decision of the presiding officer on a point of order is to the Council which is to be decided without debate.

follows:

(2) The procedure for appealing a decision of a point of order is as

state: "I appeal

(a) The councillor wishing to appeal the ruling shall the ruling of the presiding officer."

(b) The presiding officer shall then immediately put the question, without debate, as follows: "It is moved that the presiding officer's ruling be upheld."

(c) The motion is carried or defeated by majority vote in the same manner as other disputed motions are decided.

## **RULES OF PROCEDURE**

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#### **REREADING OF MOTION**

24. Any member of Council may require the question or motion under discussion to be read for information at any period during the debate, but not so as to interrupt a member speaking.

#### **MEMBER SPEAKING NOT TO BE INTERRUPTED**

25. When a member is speaking or a question is being put, no member shall hold any private discourse or make any noise or disturbance or interrupt a speaker, except to raise a point of order, explain, or ask a question.

#### **LENGTH OF DEBATE**

26. No member, without the consent of Council shall speak longer than five minutes at any one time, or more than once on any motion or amendment thereto. The mover of a motion, however, may speak twice. Debate shall be

closed after

this second occasion.

**VOTING**

the

vote of the

27. All decisions of Council, unless otherwise specified either under *Municipalities Act* or under these Rules, shall be by majority members present.

**NO SECRET BALLOT**

method of secret

28. No vote shall be taken in Council by ballot or by any other voting.

**RECONSIDERATION**

that has resulted

motion of

rules.

29. (1) Any question, except one of indefinite postponement, or one in a tied vote, may be reconsidered, providing a notice of reconsideration is given in accordance with Rule 15 of these

members present and

debate the

- (2) If the motion to reconsider is carried by a majority of the voting, the main question shall then be read and will be open to same as an original motion.

**TIE VOTE**

where there is a tie

been defeated.

30. In accordance with section 212 (5) of the *Municipalities Act*, vote on a question, the question shall be considered to have

**MOTION TO ADJOURN**

31. (1) A motion to adjourn is always in order except when:  
(a) A member is addressing the chair;  
(b) A vote is being taken  
(c) It has been decided that the previous question shall be taken.

(2) A motion to adjourn the Council meeting or adjourn the debate cannot be amended and is not debatable, however, a motion to adjourn the Council meeting or the debate to a given day may be amended and is open to debate.

(3) No second motion to adjourn the Council meeting or the debate shall be made until some intermediate proceedings have transpired.

## **RULES OF PROCEDURE**

### **PAGE 6**

#### **PREVIOUS QUESTION**

32. The "Previous Question" shall preclude all amendments of the main question  
and shall be put in the following words: "That the question now be put." If the  
motion is resolved in the affirmative, the original question shall be voted on  
immediately without amendment or debate. If the motion is defeated, then the  
main question may then be debated and amended.

#### **AMENDMENTS**

33. (1) Every amendment shall be decided or withdrawn before the main question is  
voted on.

(2) Amendments shall be voted on in the reverse order to that in which they are  
moved.

#### **MOTION TO POSTPONE**

34. A motion to postpone shall not be amended and shall not be taken up again  
during the same meeting.

#### **MOTION TO LAY ON THE TABLE**

35. A motion to lay a question on the table shall not be debatable, however, a  
motion to "lay on the table" with addition, qualification or opinion, shall be  
subject to amendment and debate.

#### **MOTION TO SUSPEND THE RULES**

36. A motion to suspend the rules requires a two-thirds vote of members present.

#### **PRIVILEGE**

37. Whenever a matter of privilege arises it shall be dealt with immediately by  
Council.

#### **MOTION TO REFER OR COMMIT**

38. A motion to refer or commit a matter under discussion shall preclude all  
amendments of the main question until it is decided.

**COMMITTEES**

39. Council may from time to time appoint committees. The Mayor shall be an ex-officio member of all committees.

**COMMITTEE OF THE WHOLE**

40. Council may, by majority vote, resolve itself into a Committee of the Whole whereby it will operate under the rules for committees as set out hereunder.  
The deputy mayor will assume the chair, and if the deputy mayor is absent, another member of Council shall be elected as chairman.

**QUORUM OF COMMITTEES**

41. A majority of the members of any committee shall constitute a quorum.

**CHAIRPERSON OF COMMITTEES**

42. When Council appoints a committee, it shall also appoint one of its members to be Chairperson of that committee.

**RULES OF PROCEDURE**  
**PAGE 7**

**MINUTES AND REPORT OF COMMITTEES**

43. (1) Council shall appoint a person to act as secretary to the committee
- (2) Following every committee meeting, the secretary shall prepare for confirmation by the committee a report on the proceedings of the meeting and all matters arising there from which require Council action.
- (3) Following confirmation of the report of a committee meeting, the Clerk shall prepare minutes of the meeting from such a report.

**CONDUCT OF BUSINESS IN COMMITTEES**

44. The following rules and regulations shall apply to the proceedings in committees:

- (a) The Chairperson shall preside at every meeting. In the absence of the Chairperson, one of the other members of the committee shall be elected to preside during the chairperson's absence.
- (b) The Chairperson may vote on all questions submitted. In case of a tie vote on any motion, the question shall be deemed lost.
- (c) Motions need to be seconded.
- (d) The previous question shall not be allowed.
- (e) There shall be no limit on the number of times a member may speak.
- (f) The votes of members on any question shall be recorded if requested by any member.

**MINORITY REPORTS**  
been adopted

Council a minority  
Council to  
the dissenting

45. Members of a committee dissenting from a report which has been adopted by the majority of a committee, may make and present to the Council a minority report. Such report must be presented at the same meeting of which the majority report is submitted and must be signed by the dissenting member(s).

**AMENDMENT OF RULES**  
in accordance  
members present.

46. Any motion to amend these rules shall be submitted to Council in accordance with Rule 15, and must be passed by a two-thirds majority of members present.

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Mayor

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Clerk

**2012-1015-05, Scent Aware Policy**

**Councillor Myra Spence / Councillor Sheila Mercer**

Resolved that the Town of Deer Lake adopt the Scent Aware Policy 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

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.

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

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**Mayor Dean Ball**

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**Occupational Health and Safety Co-Chair**

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**Occupational Health and Safety Co-Chair**

**2012-1015-06, OH & S Programs**

**Councillor Myra Spence / Councillor Elmo Bingle**

Resolved that the Town of Deer Lake send the Respiratory Protection Program and a Hearing Conservation Program to an OH & S Officer for approval.

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

October 4, 2012

Council Members:

As a Town, we need to address a few issues that arose in an Occupational Health and Safety inspection. Under OH & S regulations, the Town of Deer Lake is required to develop a **Respiratory Protection Program** and a **Hearing Conservation Program**. As for the programs, they need to be sent to an OH & S Officer, Wayne Giles, which he will then forward on to a higher ranking individual for approval. These two programs need to be approved through the council before they can be forwarded on. For reference, below is information that was mentioned and is required from the Town of Deer Lake in the inspection.

As per the Occupational Health and Safety Inspection on January 31, 2012,

**Order # 0651075-01** TO WIT: The employer, Deer Lake Town Council, shall ensure a respiratory protection program shall be developed and implemented in accordance with the CSA Z94.4 Standard. A copy of the program and all relevant records relating to this shall be submitted to this Officer for review.

**Order # 0651075-02** TO WIT: The employer, Deer Lake Town Council, shall ensure a hearing conservation program in compliance with these regulations shall be developed and implemented. This document and any relevant records relating to this shall be submitted to this Officer for review. The requirements of such a program are outlined in detail in section 68 of the OHS Regulations.

Sincerely

---

Ashley Williams



**HEARING CONSERVATION  
PROGRAM**





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# Hearing Conservation Program



## POLICY STATEMENT

The Town of Deer Lake's policy is to protect employee's hearing and effectively manage or eliminate hazardous noise exposures. Based upon monitoring results, a continuing Hearing Conservation Program (HCP) is established to meet these objectives.

## RESPONSIBILITIES

### **Employer:**

The **Town of Deer Lake** shall be responsible for implementing, monitoring and updating this program in consultation with the Occupational Health and Safety Committee/Worker Health and Safety Representative and users of Hearing Conservation Program. Management will be responsible for all aspects of the Hearing Conservation Program (HCP) and will act at the Program Administrator.

Name of Administrator: **Maxine Hayden**

Phone Number: 709-635-1116

### **Program Administrator**

- Ensure hearing protection is provided when administrative or engineering controls fail to reduce noise exposure to acceptable levels or are not practicable
- Ensure workers are trained on where, when, why and how hearing protectors should be used
- Ensure that refresher training provided to workers on fit, care and maintenance of hearing protection devices every 2 years
- Ensure that when sound exposure levels are greater than 105dBA, workers wear both earplugs and earmuffs-double protection and additional 5dB protection added to the highest attenuation of any single type of hearing protection device
- Ensure hearing protectors reduce noise exposures to ambient levels or below 85 dBA 8 hour, but not below 70 dBA
- Ensure audiometric testing is required to monitor the hearing of exposed workers and to determine the effectiveness of the hearing protection device worn
- Ensure that there is signs posted in the workplace where noise levels are greater than 85 dBA

- Ensure that a clear visible warning sign must be located at all entrances into the workplace
- Ensure that text on the sign shall be in English and French and in the predominant language of the workplace
- Ensure that signs include a pictogram, according to CSA Standard CAN/CSA-Z321-96, Signs and symbols for the Workplace

### **Supervisor**

- will be responsible for the Coordination and supervision of noise exposure monitoring
- Identify employees to be included in the HCP
- Coordination and supervision of audiometric program
- Supervision of hearing protector selection
- Development of policies relating to the use of hearing protectors
- Supervision of employee training programs
- Coordination and supervision of record keeping and Evaluation of overall program.

### **Worker**

- Will wear ear protection when working in designated noise areas, whose noise exposures equal or exceed the action level of 85dBA (8-hour time weighted average)
- Will participate in hearing conservation training prior to initial use and refresher training.
- Ensure the use of hearing device in accordance with the manufacturer's instruction & training
- Ensure that the hearing protection device must make a tight seal in the ear canal or against the side of the head
- Ensure that clothing, jewelry and hair not interfere with the seal

### **Types of Hearing Protection Devices:**

- Earmuffs- general and cap-mounted
- Earplugs- foam, pre-molded, formable, custom-molded, semi-insert
- Helmets

### **Training**

- The Town of Deer Lake will ensure that all employees have been adequately instructed in the use of hearing devices in accordance with CSA Standard Z94.2-02. This training will take place before a worker is required to use a hearing device. The training shall include:
  - Roles and Responsibilities of all workplace parties
  - Care and use
  - Cleaning
  - Storage
  - Inspection of equipment
  - Maintenance of Equipment
- A record of this training will be maintained for two years.
- Refresher training shall be provided at least every two years.

### **Record Keeping**

- The following records shall be maintained for a minimum of 2 years:
  - Employee audiometric test records
  - Noise exposure measurement records
  - Training

## **Program Review**

- The management of The Town of Deer Lake shall conduct an annual review of this program.
- The review shall include:
  - Consistency with current regulatory requirements
  - Identification of roles and responsibilities
  - Equipment
  - A review of Hearing Device Selection
  - Fit testing records to ensure all are current
  - A review of inspection documentation to ensure compliance with company procedures
- The program shall be reviewed immediately following changes to provincial Occupational Health and Safety Regulations.
- The results of this review shall be documented and the program administrator shall maintain this documentation for a period of two years.
- The results of this review shall be made available to all users.
- The management of The Town of Deer Lake shall ensure that any program changes required are implemented.

## **Enforcement**

- The requirements of this program are mandatory. Persons found not abiding by the requirements of this program will be subject to disciplinary action in accordance with the company's disciplinary procedure.

**RESPIRATORY**

**PROTECTION**

**PROGRAM**

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## **Respiratory Protection Program**

### **INTRODUCTION AND SCOPE**

Although elimination or reduction of respiratory hazards through substitution or engineering controls is preferred, there may be instances in which The Town of Deer Lake employees require the use of appropriate respiratory protection for work, which involves exposure to potentially hazardous environments, such as airborne contaminants or oxygen deficiency. The Canadian Standards Association (CSA) Standard Z94.2.02 (Selection, Use and Care of Respirators) requires a written respirator protection program to be in place where respiratory protection is used to protect workers from inhaling hazardous atmospheres.

The basic elements of the Respiratory Protection Program are:

1. Roles and Responsibilities
2. Hazard Assessment
3. Respirator Selection
4. Training
5. Respirator Fit Testing
6. Use of Respirators
7. Cleaning, inspection, maintenance and storage of respirators
8. Health surveillance
9. Program evaluation
10. Recordkeeping

### **Objective**

It is the objective of this program to adequately protect the health of all workers coming into contact with hazardous atmospheres, where there is no possibility of implementing engineering or work practices controls. In addition, this program is meant to increase the awareness of respiratory hazards in the workplace and to inform employees of means available to protect themselves and others from those hazards.

### **SCOPE**

This program applies to any worker who may be exposed to respiratory hazards during the course of work with The Town of Deer Lake.



## **POLICY STATEMENT**

The Town of Deer Lake is committed to maintaining a healthy and safety work environment. In fulfilling this commitment to protect the employee; management in cooperation with the workplace health and safety committee/worker health and safety representative/workplace health and safety designate and employees, will provide and maintain a Respiratory Protection Program in accordance with industry standards and legislative requirements.

## **Roles and Responsibilities**

### **Employer:**

The Town of Deer Lake shall be responsible for implementing, monitoring and updating this program in consultation with the Occupational Health and Safety Committee/Worker Health and Safety Representative and users of respiratory protection. Management will be responsible for all aspects of the Respiratory Protection Program (RPP) and will act as the Program Administrator.

Name of Administrator: **Maxine Hayden**

Phone Number: 709-635-1116

### **Program Administrator**

- Ensure that all persons identified in this RPP are qualified and competent to perform their respective roles;
- Ensure that respiratory hazards are identified in a hazard assessment;
- Select appropriate respirators based on the hazard assessment;
- Maintain a list of accepted respirators for each respiratory hazard that workers encounter;
- Ensure that all persons required to use respirators receive written instructions, training prior to initial use and refresher training;
- Conduct initial health surveillance to determine if a worker meets the medical requirements to wear a respirator;
- Monitor the use of respirators on a regular basis;
- Ensure that change out schedules are established for the replacement of particulate filters and chemical cartridges/canisters;
- Perform an annual review of the program in consultation with the OH&S Committee/WH&S Rep to determine its effectiveness;
- Update the RPP to reflect any changes in regulatory requirements, program review, accident investigations etc.;

- Ensure that fit testing is carried out for all users;
- Maintain all records related to the RPP (see record keeping).

### **Supervisor**

- Provide workers with the appropriate respiratory protection;
- Ensure that workers follow guidelines established in this program;
- Ensure that workers have been trained, fit tested and medically approved to wear a respirator prior to use;
- Ensure that workers are clean-shaven and that no other factors exist that may interfere with the workers ability to maintain an effective seal or operate the respirator;
- Repair or replace any defective/damaged respirators;
- Notify management of respirator users' concerns, changes in processes, conditions and respiratory protection requirements;
- Notify management of investigation reports that revealed that the use of a respirator may have prevented or contributed to an incident or injury;
- Ensure that canisters, cartridges or respirators are replaced whenever necessary;
- Where respirator use is required, reassign an employee not medically approved to wear the respirator.

### **Worker**

- Participate in respirator training prior to initial use and refresher training;
- Use respirator in accordance with manufacturer's instruction, training and this program;
- Report any change in medical or physical status that could affect their ability to safely wear a respirator;
- Pass a fit-test prior to using each type of respirator and at least every two years thereafter;
- **Be clean shaven** when wearing any respirator requiring a facial seal;
- Ensure that the respirator is clean and in good operating condition prior to each use;
- Perform a seal check each time a respirator is put on;
- Clean, disinfect and inspect the respirator for damage after using;
- Return defective/damaged respirators to the supervisor for repair or replacement;
- Only wear the assigned respirator in atmospheres containing contaminants for which their respirator is designed.
- Will refrain from wearing any personal items that may interfere with the respirator's ability to form a seal. Workers with prescription eyewear may require specially selected respiratory protection.

## **Hazard Assessment**

A hazard assessment of the work area shall be performed by management or supervisors (or by a competent individual or group appointed by management or supervisors) to determine the respiratory hazards present and to assist in the selection of an appropriate respirator where required. This hazard assessment shall be completed in consultation with the Occupational Health and Safety (OH&S) Committee or Worker Health and Safety (WH&S) Representative.

The nature of the hazard shall be determined as follows:

- Identify what contaminant(s) may be present
  - Identify what materials may be released during work activities
  - Determine the period of time the workers are exposed to the contaminant as well as how long the respirator will be used under such conditions
- Identify the physical states of all airborne contaminants as gas/vapor or particulate
- Determine the concentration of the contaminant that is encountered
  - Air sampling will be used to determine whether the respirator being used is adequate for the concentrations of contaminant that is encountered.
- Determine if the atmosphere is potentially oxygen-deficient (i.e. in confined spaces).
- Determine if an immediately dangerous to life and health (IDLH) atmosphere is present
- Determine if there is an applicable health regulation or standard for the contaminants (i.e. asbestos, silica etc.)
- Determine if a know odor, taste, or irritation concentration exists
- Determine for particulate hazards if there is oil present
- Determine if the contaminant can be absorbed through, or is irritating to the skin or eyes

Updated assessments shall be completed when the nature of the hazard changes.

## **Respirator Selection**

- Respirator selection is based on a systematic review of the hazard assessments and acknowledges standards, regulatory criteria, and manufacturer's information on the type and limitations of respirators. Only SCBA respirators will be used by The Town of Deer Lake.
- Respirators shall be made available in an adequate range of sizes.
- Where practicable, respirators will be assigned to individual workers for their exclusive use.

### **Change out Procedures**

Particulate Filters shall be replaced:

- If they become damaged or unhygienic
- When breathing becomes difficult
- When recommended by the manufacturer
- As per the respirator selection form

## **Training**

- The Town of Deer Lake will ensure that all employees have been adequately instructed in the use of respirators in accordance with CSA Standard Z94.4-02. This training will take place before a worker is required to use a respirator. The training shall include:
  - Roles and Responsibilities of all workplace parties
  - Medical assessments
  - Performing pre-use seal checks
  - Care and use
  - Cleaning
  - Storage
  - Limitations
  - Inspection of equipment
  - Maintenance of Equipment
- A record of this training will be maintained for five years.
- Refresher training shall be provided at least every two years.
- The Town of Deer Lake shall conduct an annual review to ensure that all respirator users remain qualified. Where the review indicated that a user requires refresher training, this shall be provided.

### **Respirator Fit Testing**

- Fit testing shall be conducted by an individual certified to complete fit testing.
- No person shall use a tight-fitting respirator until a satisfactory qualitative fit test has been achieved.
- Fit testing shall be carried out:
  - Prior to initial use
  - At least every two years thereafter
  - Whenever changes in the user's physical condition could affect respirator fit (i.e. significant weight loss or gain, requirement to wear prescription glasses etc.)
  - Whenever there is a change in respirator face piece (i.e. brand, model or size)
- If other personal protective equipment (i.e. safety glasses, hearing protection, hard hat etc.) must be worn while a respirator is being used, they shall be worn during the fit test to ensure that they do not interfere with the seal of the respirator.
- A record of the fit testing must be maintained in the employee's file for the duration of the employee's employment.

**A user seal check shall not be used as a substitute for a fit test.**

### **Respirator Maintenance**

- Respirators shall be maintained by the assigned staff, following the manufacturer's instruction and as discussed in the training program.
- The respirator shall be cleaned and sanitized in accordance with the manufacturer's instructions.
- The respirator user shall inspect all components of the respirator before and after each use for wear and tear. If defects are identified, the respirator is not to be worn until the parts have been repaired or replaced as necessary.
- A formal inspection will be conducted of all respiratory equipment on a monthly basis by the user and this inspection will be documented on the "Respirator Inspection Checklist". This document shall be returned to the program administrator and kept on file for a period of five years.
- Respirators shall be stored in a manner that will protect them against dust, sunlight, heat, extreme cold, excessive moisture, rodents, chemicals, oils, greases or any other potential hazard that may have a negative effect on the respirator.

## **Health Surveillance**

- Prior to fit testing, all potential respirator users must complete the medical screening form, to ensure that the user is free from any medical conditions which may prevent them from using a respirator.
- When a medical condition is identified through the screening form, that may prevent a worker from using a respirator, a written opinion from a health care professional will be required.
- Work requiring the use of a respirator shall not be assigned to a worker who has not received the appropriate medical clearance or who refuses to be medically evaluated.

## **Program Review**

- The management of The Town of Deer Lake shall conduct an annual review of this program.
- The review shall include:
  - Consistency with current regulatory requirements
  - Identification of roles and responsibilities
  - Equipment
  - Incident/Accident Reports involving the use of respiratory equipment and corrective actions taken
  - Consultation with the Occupational Health and Safety Committee/Worker Health and Safety Representative and Workers to ensure worker acceptance (i.e. comfort, ease of breathing, fatigue, vision, mobility, job interference etc.)
  - A review of training records (including refresher training) to ensure all are current
  - A review of Hazard Assessments/Respirator Selection
  - Fit testing records to ensure all are current
  - A review of inspection documentation to ensure compliance with company procedures
  - A review of health surveillance documentation to ensure compliance with company procedures
  - Job observations to ensure proper workplace practices are being followed (i.e. hazard assessment, maintenance, storage, inspections, pre-use seal checks, lack of facial hair etc.)
  - A review of the specific contaminants with a view to eliminating/substitution of less hazardous products.
- The program shall be reviewed immediately following changes to provincial Occupational Health and Safety Regulations.

- The results of this review shall be documented and the program administrator shall maintain this documentation for a period of ten years.
- The results of this review shall be made available to all users.
- The management of The Town of Deer Lake shall ensure that any program changes required are implemented.

### **Records**

- The following records shall be maintained for a minimum of 10 years:
  - Fit Testing Records
  - Hazard Assessments
  - Respirator Selection Records
  - Training Records
  - Inspection Records
  - Health Surveillance Records (Note: all medical information other than the user's ability to wear a respirator shall be kept confidential).
  - Annual Program Evaluation

### **Enforcement**

- The requirements of this program are mandatory. Persons found not abiding by the requirements of this program will be subject to disciplinary action in accordance with the company's disciplinary procedure.

### **Initial Respirator User Screening Form** **The Town of Deer Lake**

<b>Part 1: Respirator User</b>
Name:
Address:
Occupation:
Supervisor:

Date:			
<b>Part 2: Conditions of Use</b>			
Frequency of Use <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> yearly <input type="checkbox"/> uncertain			
Exertion Level <input type="checkbox"/> light <input type="checkbox"/> moderate <input type="checkbox"/> heavy			
Duration of Use per shift: <input type="checkbox"/> less than 15 minutes <input type="checkbox"/> more than 15 minutes			
<input type="checkbox"/> More than 2 hours <input type="checkbox"/> variable			
Special Work <input type="checkbox"/> Hazardous Materials <input type="checkbox"/> Oxygen Deficiency			
Considerations <input type="checkbox"/> Confined Spaces <input type="checkbox"/> IDLH <input type="checkbox"/> Emergency Escape			
Other Personal <input type="checkbox"/> Additional PPE required, specify: _____			
Protective Equipment                    _____			
Additional Weight <input type="checkbox"/> Estimated weight to tools and equipment carried/worn during Respirator use: _____			
<b>Part 3: Types of Respirators Used</b> (check all that apply)			
<input type="checkbox"/> Tight-Fitting	<input type="checkbox"/> Non-tight fitting (i.e. hood)	<input type="checkbox"/> SCBA-open circuit	
<input type="checkbox"/> Mouth bit	<input type="checkbox"/> Supplied-air, demand	<input type="checkbox"/> SCBA-closed circuit	
<input type="checkbox"/> Air-purifying	<input type="checkbox"/> Supplied-air, continuous flow	<input type="checkbox"/> SCBA-escape	
Non-powered			
<input type="checkbox"/> Air-purifying	<input type="checkbox"/> Supplied-air, pressure demand	<input type="checkbox"/> SCBA-closed circuit escape	
Powered			
<input type="checkbox"/> Combination pressure demand/supplied-air, pressure demand		<input type="checkbox"/> Supplied-air suit	
<input type="checkbox"/> Combination supplied-air with air-purifying elements		<input type="checkbox"/> Other-Specify: _____	
<b>Part 4: Respirator User's Health Conditions</b> (check YES or NO box only. Do not specify)			
(a) Some conditions can seriously affect your ability to safely use a respirator. Do you have or do you experience any of the following, or another condition that may affect respirator use?			
Shortness of breath	Breathing difficulties	Chronic Bronchitis	Emphysema
Lung disease	Chest pain on exertion	Heart problems	Allergies
Hypertension	Cardiovascular disease	Thyroid problems	Diabetes
Neuromuscular	Fainting spells	Dizziness/nausea	Seizures
Disease			
Temperature	Claustrophobia/fear of heights	Hearing Impairment	Dentures
Susceptibility			
Panic attacks	Color blindness	Asthma	Pacemaker
Vision Impairment	Reduced sense of smell	Reduced sense of taste	Back/Neck problems
Facial features/skin conditions that may interfere with an effective seal			
Prescription medication to control a condition			



Other conditions affecting respirator use:_____	
(b)Have you had any previous difficulty while using a respirator? __ Yes __ No	
(c)Do you have any concerns about your future ability to use a respirator safely? __ Yes __ No	
<b>A “YES” answers to “a”, “b”, or “c” indicates that further assessment by a health care professional is required prior to respirator use. NOTE: Medical information is not to be offered on this form.</b>	
Signature of Respirator User:	
Date:	
Signature of Supervisor:	
Signature of Program Administrator:	
<b>Part 5 Health Care Professional Primary Assessment</b> (if required)	
Assessment Date	___/___/___ (mm/dd/yyyy)
Respirator Use Permitted?	__Yes __No __Uncertain
Referred to medical assessment:	__Yes __No
Comments:	
Name of Healthy Care Professional:	
Signature of HCP:	
Reassessment Date:	___/___/___ (mm/dd/yyyy)
<b>Part 6: Medical Assessment</b> (if required)	
Assessment Date:	
__ Class 1. NO Restrictions __ Class 2. Some specific restrictions __ Class 3. Respirator use is NOT	
Apply:_____ permitted	
Name of Physician (print):	Signature of Physician: Date:

Respiratory Hazard Identification Form				
Date:	Location:		Completed By:	Comments
1. Immediately Dangerous to Life and Health (IDLH)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If the atmosphere is IDLH, select an SCBA or Supplied Air System with an auxiliary self-contained air supply.
2. Oxygen Content	<input type="checkbox"/> Below 19.5%	<input type="checkbox"/> Ambient	<input type="checkbox"/> Above 21.5%	Any condition where the oxygen levels are below 19.5% or above 21.5% must be considered IDLH.
3. Toxic Air Contaminant <input type="checkbox"/> Yes <input type="checkbox"/> No	Specific Contaminant _____		Type of Contaminant: <input type="checkbox"/> Particulate <input type="checkbox"/> Gas <input type="checkbox"/> Vapour	The same contaminant may be present in more than one physical state (i.e. both a vapour and particulate). Ensure you consider all possibilities.
4. If particulate is there oil present in the workplace?	<input type="checkbox"/> "N" No Oil Present	<input type="checkbox"/> "R" – Oil Possible	<input type="checkbox"/> "P" – Oil Present	When selecting particulate filters, choose N, R or P class filters based on the presence or absence of oil.
5. Exposure	<b>Occupational Exposure</b>  Concentration present in workplace _____  <b>Permissible Exposure</b> TLV _____ <hr/> <b>Duration of Exposure</b> _____ (hour) (min)	<b>Exertion</b>  <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy/Strenuous	<input type="checkbox"/> Review of MSDS  Current Issue Date _____	The Threshold Limit Values can be obtained in the American Conference of Governmental Industrial Hygienists Report that is issued annually. Also consider any provincial regulatory standards that may be in place (i.e. asbestos, silica etc.)

Completed By (Print): \_\_\_\_\_ (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Respiratory Equipment Selection					
1. Face Piece	<input type="checkbox"/> Full face	<input type="checkbox"/> Half Face	<input type="checkbox"/> Hood	Other:	Consider other potential exposures when selecting a face piece (i.e. vapors which may be corrosive to skin and eyes).
2. Respirator Type	<input type="checkbox"/> Air Purifying	<input type="checkbox"/> Powered Air Purifying	<input type="checkbox"/> Air Line	<input type="checkbox"/> SCBA	Must be selected base on exposure concentrations, respirator protection factors, presence of an IDLH etc.
3. Cartridge(s)  <input type="checkbox"/> SINGLE <input type="checkbox"/> COMBO  (Mark all needed)	<b>Particulate Filters</b> HEPA (Purple) <input type="checkbox"/> P-100 <input type="checkbox"/> N100  Other Particulate  <input type="checkbox"/> N95 <input type="checkbox"/> P95 <input type="checkbox"/> R95 <input type="checkbox"/> N99		<b>Gas or Vapours Cartridge/ Canisters</b> <input type="checkbox"/> Organic Vapor (Black) <input type="checkbox"/> Organic Vapor/Acid Gas (Yellow) <input type="checkbox"/> Acid Gas (White) <input type="checkbox"/> Ammonia/Amine (Green) <input type="checkbox"/> Mercury/Chlorine (Orange) <input type="checkbox"/> Other:		Contact the manufacturer for further assistance in selecting the correct filters and cartridges/canisters based on the concentrations identified in the workplace/atmosphere.
4. Cartridge Change Out	<b>End of Service on Cartridges</b> <input type="checkbox"/> Replace at End of 8 hour Shift <input type="checkbox"/> Change via End of Life Indicator <input type="checkbox"/> Replace after ____ (minutes) (hours) (days) circle one		<b>Cartridge Reuse</b> <input type="checkbox"/> Leave on face piece, tape inlet <input type="checkbox"/> Dispose after 1 use <input type="checkbox"/> Remove from face piece, store in separate bag		The manufacturer can assist in determining the change out schedule on cartridges/filters
Respirator Equipment Selection Made By:					
Print		Signature		Date	

Respiratory Equipment Selection					Consider other potential exposures when selecting a face piece (i.e. vapors which may be corrosive to skin and eyes).
1. Face Piece	<input type="checkbox"/> Full face	<input type="checkbox"/> Half Face	<input type="checkbox"/> Hood	Other:	Must be selected base on exposure concentrations, respirator protection factors, presence of an IDLH etc.
2. Respirator Type	<input type="checkbox"/> Air Purifying	<input type="checkbox"/> Powered Air Purifying	<input type="checkbox"/> Air Line	<input type="checkbox"/> SCBA	
3. Cartridge(s) <input type="checkbox"/> SINGLE <input type="checkbox"/> COMBO  (Mark all needed)	<b>Particulate Filters</b> HEPA (Purple) <input type="checkbox"/> P-100 <input type="checkbox"/> N100 Other Particulate <input type="checkbox"/> N95 <input type="checkbox"/> P95 <input type="checkbox"/> R95 <input type="checkbox"/> N99 <input type="checkbox"/> Organic Vapor/Acid Gas (Yellow) <input type="checkbox"/> Acid Gas (White) <input type="checkbox"/> Ammonia/Amine (Green) <input type="checkbox"/> Mercury/Chlorine (Orange) <input type="checkbox"/> Other:			<b>Gas or Vapours Cartridge/ Canisters</b> <input type="checkbox"/> Organic Vapor (Black) <input type="checkbox"/> Organic Vapor/Acid Gas (Yellow) <input type="checkbox"/> Acid Gas (White) <input type="checkbox"/> Ammonia/Amine (Green) <input type="checkbox"/> Mercury/Chlorine (Orange) <input type="checkbox"/> Other:	
4. Cartridge Change Out	<b>End of Service on Cartridges</b> <input type="checkbox"/> Replace at End of 8 hour Shift <input type="checkbox"/> Change via End of Life Indicator <input type="checkbox"/> Replace after _____ (minutes) (hours) (days) circle one		<b>Cartridge Reuse</b> <input type="checkbox"/> Leave on face piece, tape inlet <input type="checkbox"/> Dispose after 1 use <input type="checkbox"/> Remove from face piece, store in separate bag		The manufacturer can assist in determining the change out schedule on cartridges/filters
Respirator Equipment Selection Made By:					
Print	Signature			Date	

## RESPIRATOR INSPECTION CHECKLIST

<b>Type of Respirator:</b>	<b>Issued To:</b>
<b>Face Piece</b>	<input type="checkbox"/> Cracks, Tears or Holes <input type="checkbox"/> Face Mask Distortion <input type="checkbox"/> Cracked or Loose Lenses/Face Shield
<b>Head Straps</b>	<input type="checkbox"/> Breaks or Tears <input type="checkbox"/> Broken Buckles
<b>Valves</b>	<input type="checkbox"/> Residue or Dirt <input type="checkbox"/> Cracks or tears in valve material
<b>Filters/Cartridges</b>	<input type="checkbox"/> Approved designation <input type="checkbox"/> Gaskets <input type="checkbox"/> Cracks or dents in housing <input type="checkbox"/> Proper cartridge/filter for hazard
<b>Air Supply Systems</b>	<input type="checkbox"/> breathing air quality/grade <input type="checkbox"/> Condition of supply hoses <input type="checkbox"/> Hose connections <input type="checkbox"/> Settings on regulations and valves
<b>Rubber/Elastomeric Parts</b>	<input type="checkbox"/> Pliability <input type="checkbox"/> Deterioration
<b>Comments/Actions Taken:</b>	
<b>Inspected By:</b>	<b>Date:</b>

## **Correspondence**

Meeting No. 1239

Date: Tuesday, October 22<sup>th</sup>, 2012

No	NAME	REGARDING	CORRESPONDENCE
01	Gov. NL	Wight's Road Upgrading	Recommendation in PW for more funding
02	Gov. NL	Training and Emergency Planning	For your information
03	Gov. NL	2012 Winter drinking water quality report	For your information – It was noted during the meeting that our water was pure enough that it could be use for a dialysis machine where as there are very communities where this can be done
04	Gov. NL	Capital Works Program	Council to meet October 22 to look at Capital Works Programs
05	Gov. NL	FES Training School	For your information
06	Gov. NL	Application of Minimum Property Taxes	For your information
07	FCM	Diamond Jubilee	Invite recipients of the Diamond Jubilee to next council meeting for congratulations.
08	MNL	Membership fee increase	For your information
09	BAE Newplan	Capital Works Applications	Council to meet October 22 to look at Capital Works Programs

10	Carla Foote	Waste Management	For your information
11	Rogers	Notification of Development	For your information
12	SDWF	Newsletter	For your information
13	Atlantic Concrete Association	ACA's certification criteria	For your information
14	CBDC	Annual Report	For your information
15	Donna Giles	Autism Awareness	
16	Residents of Wallace Place	Development of Mini Home Subdivision	Discussed in PW meeting
17	Terri & David Hann	Playground in Wight's Lane area	Resolved
18	Residents – Riverbank Rd	Letters concerning Triplex	Discussed in E & H meeting
19	Deer Lake Airport	News Release	For your information
20	From This Rock	Invitation	For your information
21	Hospitality N & L	October News Letter	For your information
22	Western Hills Waste Management	Minutes from September	For your information
23	Western Hills Waste Management	Responses from other sub-regions	For your information
24	Trio	Pre Authorized	For your information
25	Deer Lake Vera Perlin	Community Awareness Buffet	Mayor Ball to bring greetings and Councillor Bingle to attend.

## **Reports**

### **(a) Economic Development (September 13<sup>th</sup> and September 25<sup>th</sup>, 2012)**

#### **2012-1015-07, Economic Committee Meeting**

#### **Councillor Jean Young /Councillor Sheila Mercer**

Resolved that the minutes/recommendations of the Economic Development Committee Meetings for September 13<sup>th</sup> and September 25<sup>th</sup>, 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**

September 13<sup>th</sup>, 2012 9:00 a.m.

<b>In Attendance</b>	<b>Regrets</b>
Chairperson - Councillor Jean Young	Terri Lynn Robbins – Deer Lake Chamber of Commerce
Councillor Sheila Mercer	
Economic Development Officer Jason Young	
Cyril Kirby	
Terri Gilbert	

### **Heritage Project**

- Contact has been made with candidates to conduct the interviews with seniors in town.
- A meeting will be scheduled with the candidates to present the goals and objectives of the project along with a list of potential questions to be included in the interviews, there will be flexibility in the line of questioning to encourage storytelling of life as it was in yesteryear.
- Chairperson Jean Young has a list of seniors contacted in previous projects that included seniors. These individuals may have memorabilia to include in the seniors event at the culmination of the project.
- A 1 hour timeframe for each interview was suggested.
- Several Families were identified for contact regarding memorabilia.
- The Grand Lake Centre for Economic Development provided a letter of support for the project, should be contacted for cooperation moving forward as they have the permanent Museum.
- Release form to be presented to each person interviewed.
- Economic Development Officer displayed digital recorded that will be used for the interviews, along with voice-to-text dictation software that will assist in transcribing the interviews.



### **Action Item**

Confirm meeting date with all candidates for Heritage Project. Prepare information on project to present to interviewers at this future meeting.

### ***Booth for Fall Fair***

---

- Economic Development Committee will have a booth at the upcoming fall fair.
- Economic Development Officer Young will be present in the booth, along with Councilor Young, Mercer, and other members of the Economic Development committee.
- Information items to include in the booth were discussed, such as the heritage project, the Snowmobile Hub, and commercial growth in Deer Lake.
- The Snowmobile Hub committee want a slogan suggestion box for the Snowmobile Hub
- A suggestion box for economic development and the Town of Deer Lake in general will also be included.

### **Actions Plan**

Have informational media regarding Economic Development projects for the booth. Have town maps, writing pens and lapel pins for visitors to the booth.

### ***Chamber of Commerce Business Display Rack***

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- The Executive Director of the Deer Lake Chamber of Commerce wishes to place a display rack for chamber members in the lobby of the Town Council office.
- The committee discussed a wall-mount rack option being the best for the lobby of the council officer
- A wall-mount rack may be an option for the Hodder Memorial Recreation Centre was also discussed.

### **Action Item**

Recommend council approve a designated area for the display rack.

### ***New Business Information Package***

---

- Economic Development Officer Jason Young has been reviewing the information that is presented to new businesses by the Town of Deer Lake.
- A discuss took place regarding how the town currently promotes itself to potential new businesses, and the information regarding the steps involved in getting a business started.

### **Action Item**

Prepare recommendations for information package for new businesses to present to the Economic Development Committee and the Town Council.

Meeting Adjourned

### **Economic Development Committee**

September 25, 2012 9:00am

<b>In Attendance</b>	<b>Regrets</b>
Chairperson - Councillor Jean Young	Terri Gilbert
Councillor Sheila Mercer	Cyril Kirby
Economic Development Officer Jason Young	
Terri Lynn Robbins – Deer Lake Chamber of Commerce	

### **Heritage Project**

- Residents of Deer Lake that were interested in conducting interviews with seniors for the economic development committee, as part of the heritage project, were welcomed to the meeting.
- A discussion took place regarding the goals and objectives of the project, along with what was expected of those conducting the interviews.
- The question and answer session followed that helped all involved gain an understanding of what has been done in previous heritage projects that would have been initiated by the Gland Lake Centre of Economic Development.
- Those interested in conducting interviews brought about suggestions for new interview candidates that they know personally. The committee stated that the names of these individuals should be submitted to cross reference their name with lists of previous interviews. The committee also recognized that interviewers would benefit from conducting their first interview with a familiar face.
- The committee stated that the project had an objective to collect artifacts and memorabilia that may be of significance to the Town of Deer Lake to show at a heritage fair that would take place

at the end of the project. A databank would then be established to highlight who is in possession of these precious items.

- A review of a list of individuals from a previous heritage projects took place, to identify who has contributed in the past and who may have items to display at a heritage fair.
- Interviewers were briefed on the interview release form, given a list of suggested questions and provided brief instructions on how to use the digital recorder.
- Interviewers advised the committee of their availability to establish a schedule for conducting the interviews.
- Interviewers were told that they would meet with the committee individually to receive training on using the digital recorder.

### **Action Item**

Follow-up with each individual who stated they would help conduct the interviews to highlight those to be interviewed and a schedule for the interview to take place.

*Meeting Adjourned*

<b>(b) Finance</b> (September 26 <sup>th</sup> , 2012)
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**Finance  
September 26<sup>th</sup>, 2012  
Assessment Williams**

Deputy Mayor Sandra Pinksen  
Councillor Elmo Bingle  
Maxine Hayden  
Debbie Allen Municipal assessment division

Ms Allen explained the tenant portion of this building is looked at from an income value of the portion that is used for business.

In assessing the land they allowed for a water line on the property and adjusted the land value the building would not change.

The Town would have the right to expropriate land for the sewer line.

Set up a meeting with Mr. Williams sometime in October.

<b>(c) Finance</b> (October 3 <sup>th</sup> , 2012)
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**2012-1015-08, Finance Committee Meeting****Deputy Mayor Sandra Pinksen/Councillor Elmo Bingle**

Resolved that the minutes/recommendations of the Finance Meeting for October 3<sup>rd</sup>, 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 Committee  
October 3<sup>rd</sup>, 2012**

Deputy Mayor Sandra Pinksen  
Maxine Hayden  
Lori Humphrey

NO.	Description	Recommendation
01	Bae Newplan Wight's Road tender- \$229,510.24 including engineering approved funding \$178,494.00 short fall of \$51,016.24. Marine contractors \$190,007.24	Recommend approval of Marine Contractors
02	Humber Valley Heritage Society annual grant \$1,500.00	Recommend approval
03	Elwood Elementary Breakfast program	Recommend approval of \$25.00
04	Autism Walk	Recommend approval of \$25.00

<b>(d) Public Works Superintendent Report (September 10<sup>th</sup> to October 4<sup>th</sup> 2012)</b>
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**Report From:** Public Works Superintendent David Thomas

**Prepared For:** Council & Management Team

**Date Prepared:** October 4, 2012

**Timeframe:** September 10, 2012 – October 4, 2012

Road:

- Road Patching
- Ditching
- Installed culverts at 2 locations on Fifth Avenue
- Installed street signs
- Vacuumed catch basins and culverts

Water:

- Water service hookups on George Aaron Drive, Lera Street, Scott Drive, McCarthy Place and 5 on Wellon Drive
- Cleaned filters and maintenance at filtration plant
- Repaired curb stop on Crosses Road
- Connected waterline on Garden Road

Sewer:

- Sewer service hook ups on George Aaron Drive, Lera Street, Scott Drive, McCarthy Place, Goodyear Lane and 5 on Wellon Drive
- Dug up and repaired sewer line and house laterals on Tulks Lane

Snow:

- Hauled winter sand

Building Maintenance:

- Electrical repairs at Depot, stadium and Lift stations

Misc:

- 1 day preparing for pending rainfall from hurricane.

Town of Deer Lake



## OH&S Minutes

OH & S Program

**Date: September 18, 2012, 9:00 a.m.**

### Minutes

In Attendance:

**Management Representatives:**

Site 3 (Office): Maxine Hayden (Town Manager), Lori Humphrey (Co-chair)

Site 7 (Depot): David Thomas

Site 9 (Hodder): Junior Pinksen

**Employee Representatives:**

Site 3 (Office): Ashley Williams

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

Site 9 (Hodder):

**Guest:**

**Absent:**

Eva Anderson, Glynn Wiseman, Ira Rideout

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

#### 2) Leadership

#### 3) Education & Training- Reviewed

- **Training-NLCSA**
- Fall Protection September 4-5, 2012
  - Jamie Pinksen, Colin Pittman, Otto Roberts
- Powerline Hazard August 31, 2012
  - Shane Langdon, Otto Roberts
- Trenching & Excavating August 28, 2012
  - Shane Langdon, Otto Roberts, Michael Bickford
- Fall Protection July 5-6, 2012
  - Shane Langdon, Wayne Rumbolt
- **Genie Industries May 14, 2012**
- Self-Propelled Scissors & Boom Operator Safety Training
  - Ira Rideout, Brian Anderson
- Upcoming Training
- Fall Protection October 25, 2012
  - Randell Woodford, Ryan Moss, Eric King

#### 4) Communication

- We were appointed a new Health and Safety Advisor
- Vocam Canada- Safety videos

#### 5) Safe Work Practices & Procedures

- Developed WHMIS Policy and Program

#### 6) Hazard Recognition, Evaluation, & Control

#### 7) Inspection Reports

- Inspections August 2012
- Next Inspection: Tentative November 14, 2012

- Corrective Action Report
  - Hand rail going upstairs at Depot
  - Cover windows in Mechanic Shop
  - Fire rated doors
  - New grates at Depot
  - Exhaust fans
  - No shower available

The last four 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

#### **8) Accident Incident Reports**

#### **9) Emergency Preparedness**

- Make sure all departments have their fire drills completed before the next meeting

#### **10) Disability Management**

#### **4. New Business**

- Discussed about doing a Working Alone Policy
- Talked about doing up Hazard Assessment Forms

#### **5. Adjournment & Date of Next Meeting**

- Meeting Adjourned: 9:45 a.m.
- Date of Next Meeting Tentative: November 28, 2012

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Lori Humphrey, Co-Chair

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Jerry Langdon, Co-Chair



Town of Deer Lake

# Corrective Action Report Form

OH & S Program



Area Inspected: All Areas Date/Time of Inspection: August 22, 2012

Description of Item or Hazard	Location of Item or Hazard	Recommended Corrective Action	Person Responsible for Action	Target Date	Follow up Date/Initials
No Fire rated doors	Depot	Building Maintenance Budget	Dave	31-Aug-12	Quotes been received
No eves trough on entrance, rain makes step slippery	Depot	Install Eves Trough	Dave	31-Aug-12	Quotes being received
Couldn't find MSD Sheets	Fire Hall	Move sheets outside of office	John	30-Jul-12	In office, needs to be outside
Grates is a tripping hazard	Depot	To replace	Dave	31-Aug-12	Getting quote
Does the fire extinguisher in furnace room need to be dry solvent?	Depot	ABC extinguisher should be ok	Dave	30-Jul-12	Check to see if ABC
August 22, 2012					
No signage for scent-aware policy	Office	Send to council for approval	Ashley	Completed	
All light bulbs don't have sleeves	All areas	Get sleeves or covers	Eric Hayden	In progress	
See if cylinders for filling tanks are certified	Fire Hall	Certify if needed	John	5-Sep-12	
Hand rail going upstairs	Depot	Install rail	Dave		
Fire extinguishers need inspection	All areas	Inspect	Ashley	5-Sep-12	Contacted Lloyd Wells August 22, 2012

Only 1 exhaust fan	Depot		Dave	Previously reviewed, Committee & Council agree a major budget item with shower	
Window in Chamber is broken	Office	Replace glass	Ashley		

Inspection performed by: Ashley, Lori, Jerry, Ira,  
Eric

Report written by: Ashley Williams

Occupations Health & Safety Co-Chair

Date

Occupations Health & Safety Co-Chair

Date

### **(f) Boulos Place Meeting**

## **Boulos Place September 21<sup>st</sup>, 2012**

Councillor Shelia Mercer  
Maxine Hayden  
Terry Janes

Discuss around the cul de sac in Boulos place, can the residents purchase more land right in front of their property.

Green space can a bench be added in this area and removed in the winter months. Flower barrels may be able to be put in the area.

Community improvements can look at this area for next year.

<b>(g) Roof and Wellon Dive Tendering Opening</b>
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**2012-1015-09, Parks and Recreation****Councillor Elmo Bingle/ Councillor Kerry Jones**

Resolved that the Town of Deer Lake accepts the lowest bid of \$9,944.00 from Bugden's Roofing Ltd to repair the Town Office roof and that they begin as soon as they can. Also, that the Town of Deer Lake accepts the lowest bid of \$149,261.70 from Marine Contractors for paving on Wellon Drive.

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 Hall Roof Repairs  
September 26<sup>th</sup>, 2012**

Tenders closed on the town office Roof Repairs yesterday at 4:00 P.M.

We had one tender from Bugden's Roofing Ltd.

Remove & Replace 3100 square feet of shingles \$8,800.00 plus HST \$1,144.00 Total  
\$9,944.00

Remove and replace sheeting \$2.50 per St. feet plus HST \$.35 total \$2.85.

As our next meeting is not until October 9th, 2012 and money is in our budget I Would like to get this work done ASAP.

Union has already been notified we are contracting this out.

**Tender opening  
Wellon Drive  
September 28, 2012, 2:00 P.M.**

In attendance  
Councillor Shelia Mercer  
Maxine Hayden  
Dave Thomas

Three tenders were received

1. Evergreen Enterprises total price. \$160,019.30 HST included
2. Marine Contractors total price \$149,261.70 HST included
3. J.& J. Paving total price \$154,640.50 HST included.

Lowest tender is Marine contractors at \$149,261.70.

<b>(h) Environment and Housing</b> (October 11 <sup>th</sup> , 2012)
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**2012-1015-010, Environment and Housing Meeting**

**Councillor Kerry Jones/Councillor Myra Spence**

Resolved that the minutes/recommendations of the Environment and Housing Meeting for October 11<sup>rd</sup>, 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**

**October 11, 2012**

Councillor Kerry Jones  
Councillor Myra Spence  
Lori Humphrey  
Terry Barnes

NO	Address	Description	Recommendation
01	4 & 6 Islandview Heights	2 Tri-Plex	Recommended Approval

02	17 Jack's Place	New dwelling: 34' length 43' width, 66' front yard, 4' left sideyard, 20' right sideyard, 36' rearyard	Recommended Approval
03	6 Maple Street	Purchase extra land in rear, playground area	Deferred until clarification of land requested
04	18 Wallace Place	Purchase extra land for a personal garage	Deferred for more information
05	67 North Main St.	Vender License – 60days	Recommended Approval
06	Wallace Place	Residents with concerns	Maxine and Dave to address letter from Residents of Wallace Place
07	7 Jack's Place	Shed 30 x 24, 20 rearyard, 1 meter side yard	Recommended Approval

**(i) Public Works (October 11<sup>th</sup>, 2012)**

**2012-1015-11, Public Works**

**Councillor Elmo Bingle/Councillor Sheila Mercer**

Resolved that the minutes/recommendations of the Public Works Meeting for October 11<sup>rd</sup>, 2012 be adopted as presented with Item #5 being deferred.

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 October 11<sup>th</sup>, 2012**

In attendance:

Councillor Elmo Bingle  
Councillor Shelia Mercer  
Lori Humphrey  
Dave Thomas

1. Testing for Wellon Drive – Amec \$2,470.00 or Stantec \$2,500.00  
Recommend that we use Standec for testing for Wellon drive due to the fact that if Amec finished work for Marine we would be liable to cover their cost for lodging, meals and travel for the time they stay to do our testing.
2. Culverts for former Stan Dawe Land - Public Works Superintendent to contact Bluebird Investments to discuss the possibility of a swale ditch
3. Contractor leaving a mess around town. Amend Policy to include daily cleaning of debris during ground work.
4. Langdon Avenue – Contact Dwight McKay and request that he clean up his portion then the Town will repair the road.
5. It is recommended that The Town of Deer Lake apply for additional funding in the amount of \$51,016.00 to cover the shortfall required to complete the following project: Town of Deer Lake – Wight's Road Water & Street Upgrade DMA # 08043. – Deferred
6. It is recommended that we reallocate the funding budgeted for Tulk's Lane that will not be used this year to fund the additional paving at Trailer Court Rd.

### **2012-1015-12. Funding for Wight's Road Shortfall**

**Councillor Elmo Bingle/Deputy Mayor Sandra Pinksen**

Recommended that The Town of Deer Lake apply for additional funding in the amount of \$51,016.00 to cover the shortfall required to complete the following project: Town of Deer Lake – Wight's Road Water & Street Upgrade DMA # 08043.

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

## **Adjournment**

### **2012-1015-13, Adjournment**


#### **Deputy Mayor Sandra Pinksen /Councillor Elmo Bingle**

Resolved that since there is no further business that the meeting adjourns at 8:45 pm with the next regularly scheduled meeting set for Monday October 29<sup>th</sup>, 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



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Mayor Dean Ball



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Lori Humphrey, Town Clerk