

Minutes of the regular meeting of council held Monday, January 28th, 2013 No. 1246 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: Bill Hayden
Western Star Reporter Paul Hutchings

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

2013-0128-01, Minutes No. 1245

Deputy Mayor Sandra Pinksen / Councillor Elmo Bingle

Resolved that the minutes of regular meeting of council, No. 1245 held Monday, January 14th, 2013 be adopted as presented.

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

In favor 7; opposed 0; abstained 0. Carried

Correspondence

Meeting No. 1245

Date: Monday, January 28th, 2012

No	NAME	REGARDING	CORRESPONDENCE
1	Bomar Marketing Seminars	How to Create a Request Proposal. – In St. John's	For Information
2	Deer Lake Chamber of Commerce	1 st Annual Business & Community Award –	For information

		Information and Nomination Form	
3	Municipal Outreach Office	Heritage Day Proclamation	Here is sign/Put on Facebook
4	HNL	Press Release Jan 14	For your information
5	HNL	Press Release Jan 24	For your information
6	HNL	Webinar information	Damon will be doing this if anyone else would like to join him
7	Yfactor	Introduction to Website Analytics for EDO's	For your information /passed on to Damon
8	Municipal Affairs	Capital Works Project Guidelines	For your information
09	MNL	Addenda Feb 1,2 and 3	Dean, Sandra, Jean, Sheila, Myra and Maxine to attend

Reports

(a) Finance (January 23th and 25th, 2013)

2013-0128-02, Finance Meeting

Deputy Mayor Sandra Pinksen/Councillor Elmo Bingle

Resolved that the minutes/recommendations of the Finance Meeting for January 23rd, 2013 and January 25th, 2013 be adopted as presented.

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

In favor 7; opposed 0; abstained 0. Carried

Finance
 January 23rd, 2013

Deputy Mayor Sandra Pinksen
 Councillor Elmo Bingle
 Maxine Hayden

NO	Description	Recommendation
1	Western Regional Hospital Foundation donation	Recommend donation of \$25.00
2	Marine contractors Birch & Colbourne Claim 3 \$13,625.63	Recommend approval Claim 3
3	Marine contractors Birch & Colbourne (holdback) Claim 4 \$42,287,36	Recommend approval Claim 4
4	Wooden Boar Museum	Not approved
5	Western Star glossy Paper Maps 5000 \$1,715.00	Recommend approval 5000 maps at \$1,715.00
6	Elwood Girls Basketball tournament donation	Recommend donation \$25.00
7	Loan refinancing \$1,970,496.79 RBC 5 yrs 2.43, BMO 5yrs 2.43 CIBC 5yrs 2.99	Recommend approval of refinancing loan at BMO for 5ys at 2.43%
8	Rescind motion May 11, 2010 acting pay recommendation that any non-union staff employee expected to act in a position over and above their regular duties be compensated with equivalent pay or time in lieu. This would cover Town Clerk acting as Town Manager, Recreation Operations Supervisor acting as Recreation Director, Administrative assistant acting as Town Clerk This would come into effect for the 2010 calendar year. (Note that the budget for 2012 was adopted on December 12, 2011 with acting pay not included for 2012.)	Recommend to rescind motion of May 11, 2010 regarding acting pay for Town Clerk acting as Town Manager, Recreation Operations supervisor acting as Recreation Director and Administrative assistant acting as Town Clerk. As per 2012 budget approved December 12, 2011 acting pay for 2012 not included. Recommend policy committee look at policy for acting positions
9	Capital works Middle Road water sewer & Street upgrade estimate 955,365.77 plus previous 550,000. Less rebates approval to borrow our share of 1 million - \$200,000.00	Recommend to borrow our share of Middle Road water & Sewer & Street upgrade
10	Capital works Gatehouse Road & Devon Row water sewer estimated cost 1,590,109.12 approval to borrow our share of 1.5 million \$240,000.00	Recommend to borrow our share of Gatehouse Road & Devon Row Water and sewer
11	Capital Works Lakeside Drive Lift station upgrade \$207,632.68	Recommend approval

Finance

January 25th, 2013

Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Maxine Hayden

NO	Description	Recommendation
01	Cherrington Enterprises AP \$58,760.00	Recommend approval

02	Fridge 16.5 cu feet Sears 399.97, Coleman's 499.99, Home Depot 648.00	Recommend approval from Sears for \$399.97
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(b) Environment and Housing (January 9th, 2013)

2013-0128-03, Environment and Housing
Councillor Kerry Jones /Councillor Myra Spence

Resolved that the minutes/recommendations of the Environment and Housing Meeting January 25th, 2013 be adopted as presented.

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

In favor 7; opposed 0; abstained 0. Carried

Environment & Housing

January 25th, 2013

Councillor Kerry Jones

Maxine Hayden

Dave Thomas

Terry Barnes

Richard from Canton restaurant would like to discuss commercial land - provided him with a list of commercial land available for sale.

NO	Address	Description	Recommendation
01	Scott drive/Goose Arm Road	Crown Land 65m x 30m for residential use	Defer need to determine if water sewer is available
02	Tower Road	Land for access to property to built hanger4.374	Recommend approval
03	Peddles Road	Land .0142ha approved in 1999 for \$435.00 plus legal and survey fees	Recommend approval

04	Route 430	Crown Land commercial residential 40 hectares – 98 acres want to run an organic beef farm and sell her product from her land. Note this is zoned agriculture	Recommend approval pending approval Natural Resources, Department of Transportation, Kruger for road access, rezoning land to allow for commercial activity
05	17 Lakeside Drive	Looking to purchase 50 feet of land on the back of his property. 7,299 square feet	Recommend approval at a cost of \$6,900.00
06	Environment & Conservation	Domestic harvesting inside the Humber Canal Protected Water Supply Area	Recommend approval
07	28 High street	Garage 30x 20 left Sideyard 6 Rearyard 12, 72 from dwelling.	Recommend approval
08	Government Services Protected Road	31 Nicholsville Road Wilson Fuel	Approved
09	Government Services Protected Road	112 TCH Majors Logging limited	Approved
10	Government Services Protected Road	15 Trans Canada HWY KSAB Construction	Approved
11	Government Services Protected Road	2A Commerce Street FMI Atlantic Inc KFC	Approved

(c) Town Manager Action Report

Town Manager Action Report for
Meeting No. 1246
January 25th, 2013

No	Item	Dept.	Person responsible	Task/request
1	Kevin Holloway	Admin/ Mayor	TM/Mayor	Letter sent giving permission for 103Sar SQN to conduct low altitude flying
2,	Janes	Admin	TM	Letter sent regarding Goose Arm Road Property
3	Municipal assessment	Admin	TM/TC	List of meeting who will attend a breakfast meeting February 08,2013 at 8:30 Holiday Inn Deer Lake
4	Evergreen	Admin	TM/TC	Holdback and certified cheque paid
5.	Taxi Permit	Admin	TM	Letter sent to Mr. Piercey
6	68418 NL Inc.	Admin	TM/PW	Discussed with Mr. Cross road, services, and subdivision regulations
7	Eddy Lane	Admin	TM	Letter sent
8	NLAFS	Admin	TM/Mayor	Noted Mayor will attention seminar in Stephenville January 24/13 (cancelled due to weather)
9	Web site/permit	Admin	TH/AA	New building permits with stipulations on drains and contractors hooking into town lines.

(d) Public Works Superintendent Report

Report From: Public Works Superintendent David Thomas
Prepared For: Council & Management Team
Date Prepared: January 25, 2013
Timeframe: January 14, 2013-January 25, 2013

Road:

- Road Patching

Water:

- Maintenance at chlorination and filtration plants

Sewer:

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Snow:

- Snow clearing
- Cleared out fire hydrants
- Widened roads
- Cleared sidewalks
- Hauled salt and mixed with sand

Building Maintenance:

- Electrical repairs at stadium

Misc :

- Installed snow fencing around concrete barriers on trail near Pinetree Drive
- Picked up Christmas trees

(e) Economic Development Meeting

2013-0128-04, Economic Development Meeting

Councillor Kerry Jones /Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Economic Development Meeting January 15th, 2013 be adopted as presented.

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

In favor 7; opposed 0; abstained 0. Carried

Economic Development Committee Minutes

Meeting of January 15th, 2013, 10:00am

In Attendance	Regrets
Chairperson Jean Young, Councilor	
Sheila Mercer, Councilor	
Terri Lynn Robbins, Deer Lake Chamber of Commerce	
Terri Gilbert	

Cyril Kirby	
Maxine Hayden, Town Manager	
Damon Clarke, Economic Development Officer	

Old Business

New Business Form:

The Economic Development Committee reviewed the forms found by Damon in Jason's files. It was felt the forms, which are now in three separate documents, needed to be tweaked and streamlined so they can be presented as one document. In addition, it was felt the request for a prospective business owner to provide a resume was not appropriate and should be removed. The emphasis should be on getting a brief synopsis of the business and ensuring it meets all town regulations and by-laws. The form should also include a section to tie in with the temporary vendors' permit. Damon will make the changes to the form for presentation at the next ED committee meeting and will also look into providing prospective businesspeople with information they would need about provincial and federal regulations, funding sources and so on. This information can also be conveyed through the town website.

Other:

It was noted that Small Business Week (Oct. 15-19, 2012) activities were considered a great success and they should be considered a regular outlet for communicating with the public. The Chamber of Commerce hosted a breakfast, lunch, and open house that included guest speakers from Innovation, Business, and Rural Development and the Department of Advanced Skill and Education. It was suggested these activities be considered on a quarterly basis.

New Business

New EDO, Damon Clarke

Damon introduced himself to the committee members and provided a brief overview of his background. He brought committee members up to date on some of the issues with which he is working, including the Crown Lands issue and pitches being developed in an attempt to lure Costco and the Qalipu First Nations Band to the town.

There was also a discussion on the communications process. It was noted that sometimes, committee members hear about development issues from sources other than to the committee. This was considered unfortunate but it was decided Damon will send weekly

briefing notes to committee members to keep them informed. He will also send copies of the presentations he is working on and works in progress so that members are better informed of the issues before attending meetings.

The EDO also stressed that committee members need to maintain confidentiality regarding the issues discussed at meetings. The town could lose competitive advantages if details of the issues being pursued are leaked to the public.

Goals and Priorities

Short Term

Heritage Projects:

It was felt this project needs to be moved along quickly, as funding has been approved and needs to be used. Chairperson Jean Young agreed to chair a new Heritage Sub-Committee which will be formed to oversee the interviewing of seniors. She will attempt to recruit volunteers to serve on the committee. Damon will seek the list of seniors to be interviewed and he will explore funding options to hire a person to co-ordinate the transcription and organization of the interviews into an appropriate format. There also exist a number of interviews on cassette tape, which were recorded several years ago. These need to be transcribed as well.

Feb 18 is designated Heritage Day across Canada and a proclamation will be signed by Mayor Dean Ball. The intention is to use this as an opportunity to launch the heritage project and the project secured by another group (Chris Freake and Gordon Hancock) which involves seniors teaching younger people traditional skills such as making and repairing fishing nets and making snowshoes. There has not been an event to mark Heritage Day and since the committee has funding to hold several public events, this year it should be easier to make it happen.

Expanding the town boundaries: This is a project Damon will work on in the short term.

Medium Term:

Tourism Discussion: It was felt that some larger issues, such as the need for tourism development in the town, will be tabled for future discussions.

Town Plan: The current plan expires in 2014. It was felt that discussion on a new plan needs to begin in the short term. Damon will look into this as well.

Longer term initiatives will be discussed at future meetings.

Next Meeting: January 29, 9:30 am.

Meeting Adjourned at 11:15 am

Adjournment

2013-0128-05, Adjournment

Deputy Mayor Sandra Pinksen/ Councillor Elmo Bingle

Resolved that since there is no further business that the meeting adjourns at 8:35 pm with the next regularly scheduled meeting set for Monday February 11th, 2013 at 7:30 pm.

All in Favor:

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

In favor 7; opposed 0; abstained 0. Carried



Mayor Dean Ball



Lori Humphrey, Town Clerk