

Minutes of the regular meeting of council held Monday, March 11<sup>th</sup>, 2013 No. 1248 held in Council Chambers, 6 Crescent Street, Deer Lake, NL.

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

Absent: Councillor Elmo Bingle

Also in attendance: Town Manager, Maxine Hayden  
Town Clerk, Lori Humphrey  
Public Works Superintendent, David Thomas

Gallery: Bill Hayden  
Western Star Reporter Paul Hutchings

Regular meeting of council called to order at 7:45 pm by Mayor Dean Ball

**2013-0311-01, Minutes No. 1247**

**Deputy Mayor Sandra Pinksen / Councillor Kerry Jones**

Resolved that the minutes of regular meeting of council, No. 1247 held Monday, February 11<sup>th</sup>, 2013 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

**2013-0311-02, Deer Lake Day**

**Councillor Kerry Jones / Councillor Sheila Mercer**

Resolved that Town of Deer Lake declare that July 22<sup>nd</sup>, 2013 as Deer Lake Day, the civic holiday.

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

In favor 6; opposed 0; abstained 0. Carried

**2013-0311-03. Scotiabank Signing**

**Councillor Sheila Mercer / Councillor Myra Spence**

Resolved that the signing authority for Scotiabank shall be Town Clerk with either Mayor or Deputy Mayor.

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

In favor 6; opposed 0; abstained 0. Carried

**Correspondence**

Meeting No.1248 March 11<sup>th</sup>, 2013

No.	NAME	REGARDING	RESPONSE
1	NLAMA	Basic Emergency Management Training FES Training Application	Town Clerk to attend
2	Epilepsy NL & Labrador	Purple Day for Epilepsy Proclamation	Sign Proclamation
3	George Murphy	Petition – “slick water fracking”	Need more information
4	CSC NL & Lab	Volunteer Week – April 21 – 27/13	Coffee Break for volunteer. Sign Proclamation
5	Western Hills	Illegal dumping info sessions Mar 7	Terry and Lori Attended. Terry to begin proposal.
6	Stewardship Association Of Municipalities	AGM – April 19 & 20 <sup>th</sup> .	Jean will try.
7	HEDB	Snowmobile Meeting Minutes	For your Information
8	Environment & Conservation	Demolition Waste	List of who is entering out landsite
9	NL & Labrador Tourism Board	A Vision for NL & Labrador	For your Information
10	HEDB Inc.	Closure	For your Information
	Municipal Affairs	Federal Gas Tax	For your

11			Information
12	Municipalities NL & Labrador	Pre-Budget Committee	For your Information
13	Hospitality NL & Labrador	Tourism operators & March news	For your Information
14	Western Royals	Letter of thanks	Set up meeting with Ross Coates to discuss next year

## Reports

<b>(a) Finance</b> (March 6 <sup>th</sup> , 2013)
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### **2013-0311-04, Finance Meeting**

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

Resolved that the minutes/recommendations of the Finance Meeting for March 6<sup>th</sup>, 2013 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Finance  
March 6<sup>th</sup>, 2013

In attendance:

Deputy Mayor Sandra Pinksen  
Councillor Elmo Bingle  
Town Manager, Maxine Hayden

<b>NO</b>	<b>Description</b>	<b>Recommendation</b>
01	Cemetery Donation	Deferred
02	Amec Western Hills Waste Management \$740.15	Recommend approval
03	Ducks Unlimited donation	Recommend approval of \$25.00
04	Marine Birch & Colbourne \$1,084.80	Recommend approval
05	Santec Birch & Colbourne \$333.35	Recommend approval
06	Western Signs Sponsor signs \$542.40	Recommend approval
07	Western Steel \$34,578.00	Recommend approval
08	Animal Welfare training registration would be free the only cost would be travel and hotel and meals; however	Recommend register Municipal Police officer

	they are trying to arrange it for Deer Lake.	
09	Industry Canada Radio license \$1,507.00	Recommend approval
10	Jennifer's MNL \$1,558.62	Recommend approval
11	Credit Card increase limit to \$25,000.00 from \$10,000.00	Recommend approval
12	Budget YTD	Expenses up to end of February were at 15% of budget for 2013

**(b) Environment and Housing (March 8<sup>th</sup>, 2013)**

**2013-0311-05, Environment and Housing**

**Councillor Kerry Jones /Councillor Myra Spence**

Resolved that the minutes/recommendations for items 1 to 8 of the Environment and Housing Meeting March 8<sup>th</sup>, 2013 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Mayor Ball left the meeting at 8:20

**2013-0311-06, Environment and Housing Item 9**

**Councillor Kerry Jones /Councillor Myra Spence**

Resolved that the minutes/recommendations for item #9 of the Environment and Housing Meeting March 8<sup>th</sup>, 2013 be adopted as presented.

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

In favor 5; opposed 0; abstained 0. Carried

Mayor Ball reenters the meeting at 8:25.

Environment & Housing

March 8<sup>th</sup>, 2013

Councillors Myra Spence  
 Maxine Hayden  
 Dave Thomas  
 Terry Barnes

<b>NO</b>	<b>Address</b>	<b>Description</b>	<b>Recommendation</b>
01	Eddy Sister	Street name assessments back to 1970 show it as Whites Lane	Not approved will consider name for next new street
02	17 Lakeside Drive	Land Sale Town offered \$6,900.00 he offered \$4,000.00	Not approved the value of land was based on other land sold in the area
03	Crown Land	Residential subdivision off George Aaron Drive- land would have to be rezoned from agricultural, Land size 300m x 200m	This is in an agricultural zone and will have to be rezoned approved in principle pending rezoning to residential.
04	Crown Land	Commercial Whites Road land size 131m x 165m	Recommend approval
05	Crown Land	Route 430 Agricultural	Recommend approval, land next to landfill site and proposed Marwood site
06	Crown Land	St. Jude's Boat and Skidoo shed	Not approved does not comply with zoning
07	8 Island view	New dwelling 28x54 front yard 9m Sideyard 1 meter	Recommend approval
08	Zoning amendment	Accessory building increase in size.	Defer to in camera

09	Pennell's Lane	Proposed drawing of severance of property	Recommend approval
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**(c) Public Works (March 6<sup>th</sup>, 2013)**

**2013-0311-07, Public Works**

**Councillor Elmo Bingle/Councillor Sheila Mercer**

Resolved that the minutes/recommendations of the Public Works Meeting March 6<sup>th</sup>, 2013 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Public Works  
March 6<sup>th</sup>, 2013

In attendance:

Town Manager Maxine Hayden  
Councillor Elmo Bingle  
Councillor Shelia Mercer

1. Garden Road Dewey – would like drain removed.  
The Town of Deer Lake has reviewed the request and will not be removing the drain at this time. Mr. Dewey can hook into the drain. The ground in that area has a very high water table.
2. Sidewalk - recommend that we purchase our own forms in 2013; Money is allocated in budget, Town look at areas they would like to put a sidewalk in 2013.
3. Bill for Wellon Drive sewer plug (the sewer line was frozen on the individual's lot).  
  
Recommend we send out bill for cost of digging up line; include equipment hours and man hours.
4. Garbage box Seventh Avenue - deferred

5. Cross survey for roadway defer check with Gerard Butler on Land.
6. Spring cleanup - recommend we do cost analysis on the cost to the Town include equipment, man hours and merc cost.
7. Rendezvous 2013 would like to borrow six barricades from Friday – Monday to use to barricade off an area for snowmobiles
8. Strawberry Festival – Defer

<b>(d) Economic Development</b> (February 12 <sup>th</sup> and 26 <sup>th</sup> , 2013)
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**2013-0311-08. Economic Development**

**Councillor Elmo Bingle/Councillor Sheila Mercer**

Resolved that the minutes/recommendations of the Economic Development Meeting February 12th and 26<sup>th</sup>, 2013 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

**Economic Development Committee Minutes**

Meeting of February 12<sup>th</sup>, 2013, 10:00 am

<b>In Attendance</b>	<b>Regrets</b>
Sheila Mercer, Town Councilor	Chairperson Jean Young, Town Councilor
Terri Lynn Robbins, Deer Lake Chamber of Commerce	
Cyril Kirby	
Damon Clarke, Economic Development Officer	
Terri Gilbert	

**Old Business**

**Snowmobile Hub Wayfinder Map**

The committee had a final look at the map, which is now gone to the printers. It is expected the map will be completed in three weeks or so, just in time for Rendez Vous 2013. It was felt that something is needed for the interim period, as there are snowmobilers visiting the community each weekend. The committee directed the EDO to produce an updated version of *The Hub* newsletter for placement in local hotels.

**Action Item:** The EDO was asked to produce an updated Hub newsletter for local hotels until the Wayfinder maps are completed.

### **Re-zoning of Land for Next Phase of Industrial Park**

The town planner is continuing to prepare maps and documentation for this.

### **Heritage Project**

Ad advertisement has been placed on the town web site and Facebook page seeking applications for a Research Co-ordinator. This closes on Feb. 27. The EDO has also submitted an application for Phase II of the project.

### **New Business**

#### **Temporary Vendor Permit**

The committee reviewed a draft of this permit which is being developed to control the activities of temporary vendors. There were several suggested changes.

**Action Item:** The EDO will make the suggested changes and forward the draft permit to the policy committee of council for its review.

#### **Web Site**

The EDO and several other staff members will attend a training session March 5 to learn about making major changes to the design and layout of the town web site. Staff members are currently able to update content but want to acquire the skills to make significant changes to the web site.

#### **MNL Urban Summit**

The EDO and Mayor Dean Ball will attend this conference in St. John's March 1 and 2.

#### **Beach Cleaner Training**

The town is planning to train some staff members in the operation and maintenance of a beach cleaner it recently purchased. The EDO has been speaking with representatives of various government departments to determine if they are able to assist with the cost of training.



**Next Meeting:** February 26, 10 am

*Meeting Adjourned at 11:15 am*

**Economic Development Committee Minutes**

Meeting of February 26<sup>th</sup>, 2013, 10:00 am

<b>In Attendance</b>	<b>Regrets</b>
Chairperson Jean Young, Town Councilor	Cyril Kirby
Sheila Mercer, Town Councilor	
Terri Lynn Robbins, Deer Lake Chamber of Commerce	
Damon Clarke, Economic Development Officer	
Terri Gilbert	

**Old Business**

**Snowmobile Hub Wayfinder Map**

The large signs and the tearaway maps have been delivered. The signs were erected last Monday by members of the Junction Trailblazers Snowmobile Club and the maps were distributed to hotels, food establishments, gas stations, the airport and the Newfoundland and Labrador Snowmobile Federation office. All who have seen the signs and maps were very pleased with the final product.

**Re-zoning of Land for Next Phase of Industrial Park**

The EDO brought the committee up to date on this process, which will move to the next step on March 13 when the town's planner comes for a visit.

**Heritage Project**

The closing date for applications for the position was Feb. 27. Three people applied for the position and the committee will meet on Monday, March 4 to review the applications and set a date for interviews.

**Presentation to Career Development Class at Elwood**

The EDO delivered three presentations to four Career Development classes on Feb. 21. These were well-received and the school has asked that the presentations be delivered on an annual basis.

### **Temporary Vendor Permit**

This is set to go before the Policy sub-committee for its approval before being sent to the town council for ratification.

### **Schedule Meeting with town commercial landowners**

The EDO hasn't had the opportunity to do this yet. He will put it on his list of things to do for next week.

### **Beach Cleaner Training**

To date, the EDO hasn't had any luck in getting any government agencies to consider funding the training costs. He will follow up with them next week. If there is no buy-in, the town will have to fund this itself.

### **New Business**

#### **Horizons Community Profile**

The committee agreed to fund the placement of an advertisement in the Trans-Continental Media publication *Horizons*. It was felt that if the town could get a full page with color, this would have considerably more impact than the smaller ad purchased last year.

#### **Generic Lure Letter**

The EDO has developed a generic letter which could be used to lure potential businesses to locate in Deer Lake. The letter outlines some key strategic strengths the town has going for it.

#### **Site Selectors**

In doing some online research the EDO found that many municipalities have a section on their web site entitled "For Site Selectors." This section contains key indicators that businesses use to determine the communities in which they decide to locate. The EDO has developed a section for the Town of Deer Lake and once completed will post it to the web site.

#### **Qalipu Business Forum**

The EDO attended the Qalipu Business Forum in Corner Brook on Feb. 28. The forum presented topics such as procurement and supplier development strategies for projects such as Muskrat Falls.

#### **Municipalities Newfoundland and Labrador Urban Forum**

The EDO attended this forum in St. John's on March 1 and 2.

### **Sponsorship Package**

The EDO has developed a draft sponsorship package that could be adapted for events such as the Deer Lake Winterfest and the Deer Lake Strawberry Festival. Once it is fine-tuned, the document will be shared with the organizing committees of these events.

### **Underwater Logging**

The EDO has been doing some online research to determine if there is potential for salvaging the thousands of logs which sunk to the bottom of Deer Lake during the years when logs were boomed and transported on the lake prior to being processed at the Bowater paper mill in Corner Brook.

**Next meeting:** March 12, 10 am

*Meeting Adjourned at 11:30 am*

<b>(e) Parks and Recreation (February 26<sup>th</sup>, 2013)</b>
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### **2013-0311-09, Parks and Recreation**

#### **Councillor Elmo Bingle/Councillor Sheila Mercer**

Resolved that the minutes/recommendations of the Parks and Recreation Meeting February 26<sup>th</sup>, 2013 be adopted as presented. Also it is recommended to send a letter to the Winterfest Committee congratulating them on a job well done.

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

In favor 6; opposed 0; abstained 0. Carried

### **Parks & Recreation Committee**

Deer Lake Parks & Recreation Committee held their regular meeting on Tuesday, February 26<sup>th</sup>, 2013.

#### **In Attendance:**

1. Councilor, Sheila Mercer

2. Glynn Wiseman
3. Junior Pinksen

## **Stadium**

- The tender for the new arena boards was published in the Western Star Wednesday Feb 27-2013. Tenders will be accepted until Wednesday March 6-2013. The only tender submitted is attached by Athletica Sport Systems whom we are recommending.
- The Deer Lake Minor Hockey will be hosting the Bantam tournament in our town this year from April 3-6<sup>th</sup>-2013
- Ice will be taken off this year April 13-2013. We will start removal of the boards right away so we can start the install of the new boards early May and complete by end of May.
- Western Royals clued up the season at the Hodder. Owner Ross Coates was very pleased with venue staff and Town of Deer Lake.

## **Pool**

### Swim For Hope

- The Recreation Committee has received a request from the Deer Lake Dolphins Swim Club. The dolphins have changed how they run the SWIM For Hope fund raiser. In the past council has approved the swimming pool from 8:15 PM Friday until 8:15 AM Saturday at a cost of the staff hourly wage so as to help the swim club raise money for themselves and the cancer fund. This year the club would like to start at 7:00 PM in the evening and only run until 12:00 midnight, they are now requesting that we cancel our Family Swim that we run at 7:15PM Friday so that they can start earlier.
- Being that we are already giving the pool hours to the swim club at the cost of staff wages we are not willing to cancel the only source of revenue we would have for that evening. It is the recommendation of the Recreation committee that we not cancel the family Swim but we would still off the pool at the reduced rate. If the swim club would like to run until 1:00 AM Saturday morning we would agree to it

### Swim Meet

- The Provincial Champs swim meet will be taking place March 15, 16, and 17. This Meet has athletes from all across the island and Labrador. Typically there should be 190 swimmers plus family, coaches and officials.

### Evening Lap Swim:

- We have restarted the evening Lap Swim on a sign up basis. Each night we have to make a min of \$ 50.00 this means that each person will pay a registration fee of 50.00 for ten weeks of evening lap swim. We have 10 swimmers on the list and if any others would like to drop in and swim there is a 5.00 charge.

**Bowling Alley:**

- The IP tournament was a success. Humber river lanes won a spot in the national completion in PEI on April 24<sup>th</sup> – 28<sup>th</sup>. The team that won consisted of Horace Mouland, Frank Rideout, Dorm White, Wilf Holloway and the Coach is Christa Jones We had a group of YBC bowlers who played at a tournament in Port Aux Basque in February. They didn't win but they had a great experience. March second there will be the Family Twosome Tournament for the YBC bowlers and there will be a St Patrick's Day Tournament March 16 put off by the Deer Lake 5 Pin.

**Other:**

- Exit Canopies- The tender for the Exit Canopies was awarded to Western Steel. Construction will begin on the canopies the first week of March and the installation will take place as soon as the snow is gone and we can have concrete poured.

**Winterfest-2013:**

- We as a committee felt that Winterfest 2013 was a success. We added new events which were a big hit. This year we heard a lot of comments about that there were activities for everyone from the youngest to the oldest. Weather for the opening was awesome; Mother Nature made it a little wet at the end but overall was a good 10 days. Now we are starting to prepare for 2014.

**(f) Town Manager Action Report**

Town Manager Action Report for  
Meeting No. 1248  
March 8<sup>th</sup>, 2013

No	Item	Dept.	Person responsible	Task/request
1	Urban Summit	Admin	TC/EDO	EDO register and attending Urban Summit in St. John's
2	PMA conference	Admin	TM/TC	Registration send for Town Clerk and Town Manager April 17-19/13
3	Western Steel	Admin /Rec	TM/Glynn	Tenders called for canopy one tender received
4	Bell Aliant	Admin	Tm	Sound system ordered and received
5.	3 Chapel Hill	Admin	TM/EDO	Notified signs approved

6	Commerce street	Admin	TM	Chip Van letter sent not approved for 2013
7	4 Scott Drive	Admin	TM	Notified permit approved
8	7-9 North Main	Admin	TM	Notified approved pending Government services
9	Dog Complaint	Admin	TM	Letter written
10	40 Riverbank Road	Admin	TM	Notified not approved
11	Gas Tax	Admin	TM	Email sent advising of Town would like to use their portion to recap streets.
12	St. Judes LSD	Admin	TM	Still have not paid bill in full, some residents have now come in and paid to dump a load of garbage.

### **(g) Public Works Superintendent Report**

Report From: Public Works Superintendent David Thomas

Prepared For: Council & Management Team

Date Prepared: March 11<sup>th</sup>, 2013

Timeframe: February 11, 2013- March 8, 2013

#### Road:

- Road Patching
- Cleared snow from ditches
- Diverting water during rainstorm

#### Water:

- Maintenance at chlorination and filtration plants
- Emergency main water line break repaired on Trailer Court Road

#### Sewer:

- Sewer plug on Devon Road, Wellon Drive, Middle Road, and Fifth Avenue
- Dug up and repaired sewer line on Wights Lane
- Repairs to liftstations

#### Snow:

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

#### Building Maintenance:

- Electrical repairs at Recreation complex and Town Office

Misc:

- Tasks associated with Winterfest (moving snow, opening up ballfield, moving pallets for fire)

**(h) OH & Safety**

Town of Deer Lake

## **OH&S Agenda**

OH & S Program

Occupational Health and Safety Committee: Last meeting held November 28, 2012 at 9:00 a.m.

**Date: March 1<sup>st</sup>, 2013 at 9:00 a.m.**

### **AGENDA**

1. Minutes of Prior Meeting
2. Business Arising from Minutes
3. Review of OH&S Program Elements:

**1) Leadership & Administration**

**2) OH&S Committee**

**3) Education & Training**

- **Orientation**

- Damon Clarke January 2, 2013
- Mike Janes February 1, 2013
- Shane Yetman February 1, 2013

- **Training-NLCSA**

- **Upcoming Training-NLCSA**

- **Fall Protection April 1, 2013**

- Eric King, Randell Woodford

- **Fall Protection April 29, 2013**

- Ryan Moss, Michael Bickford

**4) Communication**

- New Health and Safety Advisor

**5) Safe Work Practices & Procedures**

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

- Developed Hazard Assessments
- 7) Inspection Reports**
  - Inspections February 19-22, 2013
  - Next Inspection: Tentative May 22, 2013
- 8) Accident Incident Reports**
  - Accident Incidents which occurred on December 11, 2012, December 14, 2012, January 14, 2013 & January 24, 2013
- 9) Emergency Preparedness**
  - All departments need to complete their fire drills
- 10) Disability Management**

4. New Business
5. Adjournment & Date of Next Meeting  
Tentative: May 29, 2013

**Committee Members:**

Management Representatives:

Site 3 (Office):	Maxine Hayden	Lori Humphrey (Co-chair)
Site 7 (Depot):	David Thomas	
Site 9 (Hodder):	Raymond Pinksen Jr.	Glynn Wiseman

Employee Representatives:

Site 3 (Office):	Ashley Williams (Office Assistant)		
Site 7 (Depot):	Jerry Langdon (Co-Chair)	Eric King	Jamie Pinksen
Site 9 (Hodder):	Ira Rideout	Eva Anderson	

Town of Deer Lake

## **OH&S Agenda**

OH & S Program

**Date: November 28, 2012 at 9:00 a.m.**

### **Minutes**

In Attendance:

**Management Representatives:**



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

Site 7 (Depot): David Thomas

Site 9 (Hodder):

### **Employee Representatives:**

Site 3 (Office): Ashley Williams

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

Site 9 (Hodder): Ira Rideout

### **Guest:**

### **Absent:**

Eva Anderson, Glynn Wiseman, Junior Pinksen, Maxine Hayden

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:

#### **11) OH&S Committee**

#### **12) Leadership**

#### **13) Education & Training- Reviewed**

- Katelin Smith November 6, 2012
  - **Training-NLCSA**
  - Transportation of Dangerous Goods November 28, 2012
    - Tony Giles, Ryan Moss
  - **Upcoming Training**
  - OH & S Committee Training December 4-6, 2012
    - Ashley Williams

#### **14) Communication**

#### **15) Safe Work Practices & Procedures**

- Developed Working Alone Policy

#### **16) Hazard Recognition, Evaluation & Control**

- Revise the Hazard Assessment Policy

#### **17) Inspection Reports**

- Inspections November 21, 2012
- Next Inspection: Tentative February 13, 2013

#### **18) Accident Incident Reports**

#### **19) Emergency Preparedness**

- All departments need to complete their fire drills

## **20) Disability Management**

4. New Business

5. Adjournment & Date of Next Meeting

- Meeting Adjourned: 10:00 a.m.
- Date of Next Meeting Tentative: February 19, 2013

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Lori Humphrey, Co-Chair

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Jerry Langdon, Co-Chair

### **Adjournment**

#### **2013-0311-10. Adjournment**

**Deputy Mayor Sandra Pinksen/ Councillor Kerry Jones**

Resolved that since there is no further business that the meeting adjourns at 8:52 pm with the next regularly scheduled meeting set for Monday March 25<sup>th</sup>, 2013 at 7:30 pm.

All in Favor:

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

In favor 6; opposed 0; abstained 0. Carried



Mayor Dean Ball



Lori Humphrey, Town Clerk