

Minutes of the regular meeting of council held Monday, December 2nd, 2013 No. 1263 held in Council Chambers, 6 Crescent Street, Deer Lake, NL.

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

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

Gallery: Myra Spence, Bill Hayden,

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

2013-1202-01, Minutes No. 1262

Councillor Sheila Mercer /Councillor Elmo Bingle

Resolved that the minutes of regular meeting of council, No. 1262 held Monday, November 18th, 2013 be adopted as presented.

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

In favor 7; opposed 0; abstained 0. Carried

New Business

2013-1202-02, Urban Director Ballot

Councillor Kerry Jones /Councillor Elmo Bingle

Resolved that the Town of Deer Lake vote Peggy Roche for Torbay for Urban Director for the Municipal Assessment Agency.

In Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Amanda Freake

Councillor Kerry Jones
Councillor Jean Young
Councillor Sheila Mercer
Councillor Elmo Bingle

In favor 7; opposed 0; abstained 0. Carried

Correspondence
Meeting No. 1263
Date: Monday, December 2nd, 2013

No	NAME	REGARDING	CORRESPONDENCE
01	Bae Newplan	Online Applications	Check to see if there is an extra charge for this
02	FCM	Fund Update	FYI
03	CUPW	Resolutions	No resolution made
04	Municipal Affairs	Training	FYI
05	Municipal Affairs	Lifestation	FYI
06	MNL	Info Note	FYI
07	Town of Bishop Falls	Assets for Sale	No interested in any of these assets

Reports

(a) Finance (November 28th, 2013)

2013-1202-03, Finance

Deputy Mayor Sandra Pinksen/Councillor Elmo Bingle

Resolved that the minutes/recommendations of the Finance Committee Meeting November 28th, 2013 be adopted as presented.

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

In favor 7; opposed 0; abstained 0. Carried

Finance
November 28th, 2013

Deputy Mayor Sandra Pinksen
 Councillor Elmo Bingle
 Maxine Hayden

NO	Description	Recommendation
01	Bae Newplan Deer Lake Paving Program Tulks/Canal \$3,558.31	Recommend approval
02	Bae Newplan Deer Lake Paving Program Reid's And Seventh \$2,027.56	Recommend approval
03	Tax adjustments Account 111146 Interest \$98.63, Account 113851 Business closed Nov. 1,2012 \$957.63, W/S 111967 Apartment closed \$74.68	Recommend approval \$1,130.94
04	Elwood Girls Basketball donation	Recommend approval \$25.00

(b) Economic Development (November 20th, 2013)

2013-1202-04, Economic Development

Councillor Jean Young/ Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Economic Development Committee Meeting November 20th, 2013 be adopted as presented.

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

In favor 7; opposed 0; abstained 0. Carried

Economic Development Committee Minutes

Meeting of Wednesday, November 20th

In Attendance	Regrets
Chairperson Jean Young, Town Councillor	Cyril Kirby, Committee Member
Terri Lynn Robbins, Deer Lake Chamber of Commerce	
Terri Gilbert, Business Owner	
Amanda-Marie Hillyard, Heritage Co-	

ordinator	
Sheila Mercer, Town Councilor	
Damon Clarke, Economic Development Officer	

I. Call to Order

The meeting was called to order at 9:05 pm. The meeting was held mainly to discuss the heritage fair (see below).

II. Old Business

a. Heritage Fair

Heritage Co-ordinator Amanda-Marie Hillyard provided an update on planning for the event, which was planned for Nov. 21 at Deer Lake Manor.

b. Snow West 2014/Snowmobile Hub

The Snow West event schedule is getting finalized and marketing efforts are being developed. This has been communicated to the Snowmobile Hub group.

c. Honeywell update

The EDO has e-mailed his contact at Honeywell twice but has not yet heard back. He will try again.

III. New Business

a. CONA civil engineering students

A College of the North Atlantic engineering student, Robert Wells, has provided the EDO with the parameters of his project. Robert will plot the route of a hiking trail that would go from the Viking Trail Bridge to the Nicholville Bridge. In addition to plotting the route, he will provide cost estimates regarding the work, including bridges. He will start his project in the new year.

b. Council brainstorming session

The EDO will present to the town council on Monday, November 25. He will outline ongoing projects and explain the priorities set to date. He will also seek input from council into potential future initiatives. Appointments from council to the committee need to be made and a course set for the next four years.

Other Business

IV. Next meeting

Wednesday, December 4, 2013, 9 am

V. Adjournment

Meeting Adjourned at 11:15 am

(c) Policy

2013-1202-05, Working Alone Policy and Procedure

Councillor Sheila Mercer /Councillor Elmo Bingle

Resolved that the Working Alone Policy and Procedure be adopted as presented.

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

In favor 7; opposed 0; abstained 0. Carried

Town of Deer Lake

Working Alone Policy

OH & S Program



As per Section 15 in the OHS Regulations, the Town of Deer Lake is to develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation. We are required to implement appropriate controls to protect the health and safety of, and to eliminate or minimize the risks of any employee working alone.

Employers are responsible for developing a written check in/on procedures for the workers which include time intervals between checks, and procedures to follow in case the lone worker cannot be reached. In cases where a worker is incapacitated or unable to call for help themselves, someone must go looking for them. An effective communication system is also an important factor when working alone.

Working alone or in isolation is when a worker is working in a circumstance where assistance would not be readily available in the event of an emergency, illness, or injury situation. This policy is to help meet the health and safety legal requirements in any situation where an employee is working alone.

Mayor Dean Ball

Date

Occupational Health and Safety Co-Chair

Occupational Health and Safety Co-Chair

Town of Deer Lake



Working Alone Procedure

OH & S Program

During a scheduled job, shift or work, when a worker is working alone or in isolation, they are to be in contact with the designated individual within a four hour time check in, unless they have responded back to their designated individual.

When a Town worker is on a call out or scheduled for snow clearing, there is to be contact with the designated individual within a four hour time check in.

When a Town worker is called out (anything other than snow clearing), they will call within one hour with an update, call when the job is done, or call to say if another person is needed then they are no longer working alone.

In case of an emergency and the lone worker is unable to be reached, the designated individual is then responsible to have the worker checked on.

2013-1202-06, Time in Lieu Policy

Councillor Sheila Mercer /Councillor Elmo Bingle

Resolved that the Time in Lieu Policy be adopted as presented.

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

In favor 7; opposed 0; abstained 0. Carried

POLICY
TOWN OF DEER LAKE
Time in Lieu/ Overtime Policy

PURPOSE The Town of Deer Lake recognizes that the nature of its work means that on occasions non- union staff will be needed to work outside recognized working hours. However the Town also acknowledges its duty to protect the health and safety of its staff by ensuring that they do not work excessive hours, and that any addition hours are agreed to in advance and monitored appropriately. It is the Town Manager’s responsibility to oversee the non union staff workloads so that the work is done within the normal working week. Time off in Lieu (TOIL) is for the working hours of non union staff who are asked to work additional hours when there is a busy period or specific event. The assumption is that the non union staff member is willing to work additional hours in excess of regular working hours beyond the normal working day.

TOIL applies to additional periods of work either before or after the normal working day. It does not apply to lunch periods. Town Manager should ensure that non union staff are given the appropriate lunch break each day. If lunchtime meetings are necessary then non union staff should be allowed to take a break either before or after the meeting.

ACTION Any Non union employee who is required to work overtime by the Town Manager will be given equal time off in lieu. Working additional hours is voluntary. The additional hours are required for a limited period of time only and must be agreed in advance by the Town Manager (where possible). If the agreement is not in place then the additional hours will not qualify for time off in lieu.

Time off in Lieu accrued and not redeemed as outlined will be considered lost and no monetary compensation will be offered. Time off in Lieu not taken within 6 months of accrual will be lost.

When an employee wishes to take approved Time off in Lieu this has to be agreed with the Town Manager at least one week in advance. The Town manager may not agree to the request in cases where this leave will conflict with the provision of adequate service for the business. Where the Town Manger does not approve the requested Time off in Lieu, suitable alternatives dates (earlier or later) should be identified and suggested.

Town Manager and Town Clerk should make every effort not to be away from the Town Office at the same time.

Reviewed at Meeting No. 1263, December 2nd, 2013

Meeting Date and Number _____

Verified by: _____

2013-1202-07, Poll Tax Policy

Councillor Sheila Mercer /Councillor Elmo Bingle

Resolved that the Poll Tax Policy be adopted as presented.

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

In favor 7; opposed 0; abstained 0. Carried

POLICY
TOWN OF DEER LAKE
Poll Tax Policy

PURPOSE In relation to Common law couples or Same Sex Couples , to ensure that after a considerable time lapse as identified in the Town Policy, then they are treated the same as a married couple for Poll Tax Purposes only,.

AMENDMENT For tax purposes only Common -law or same sex couples are treated the same as a married couple after a considerable time lapse as identified in the Town Policy, for Poll Tax Purposes only.

AUTHORITY As per resolution at meeting of Council held July 5th, 2010, and through Amendment meeting No. 1263, December 02, 2013.

ACTION If said couple is living together for a period of a minimum of one year and that said couple either

(1) Obtains an affidavit to state that they are living as married (common-law, same sex)

(2) Have both names listed on the deed to the property

- (3) Obtain an affidavit from the financial institution stating that the mortgage taxes and insurance are being paid by the person applying for exemption from poll tax. If property owners have co-signers and the property is not in their name.

Amended/ Reviewed at Meeting No. 1263, December 02, 2013

Meeting Date and Number _____

Verified by: _____

It is recommended that the Tax Collection Policy be sent back to the policy committee for revisions.

2013-1202-08, Accounts Receivable/Tax Collection

Councillor Sheila Mercer /Councillor Elmo Bingle

Resolved that the Accounts Receivable/Tax Collection Policy be adopted as presented.

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

In favor 7; opposed 0; abstained 0. Carried

POLICY
TOWN OF DEER LAKE
Accounts Receivable/Tax Collection Policy

PURPOSE To give Council staff the authority to state that any tax payer paying on account, be required to place payment on both the interest due and oldest invoice first. Also be it resolved that any resident requesting water connection service not be connected until their account is up to date.

AUTHORITY As per The Municipalities Act 1999, Section 132-133 and Section 134-137 and through resolution of Council adopted May 11th 2009 AND THROUGHT AMENDMENT OF Meeting No. 1263 December 2nd, 2013.

ACTION

The agent/employee of council has permission to proceed through of the Municipalities Act, 1999 Section 132 (1) Where a tax, fee, levy, assessment, fine or other charge imposed by council is in arrears in addition to other remedies that a council has to enforce payment, a council may disconnect the service of water system, sewage system, or water and sewage system provided to the person who owes the tax fee, levy assessment, fine or charge to the Council. To state that any tax payer paying on their taxation account be required to place payment on both the interest and the oldest invoice first.

AMENDMENT

Any Resident requesting a permit for repairs, new dwellings, or accessory buildings will not be approved or issued until their account is up to date

Policy Reviewed at Meeting No. 1263 December 2nd, 2013

Verified by: _____

(d) Public Works Superintendent Report

Report From: Public Works Superintendent David Thomas
Prepared For: Council & Management Team
Date Prepared: November 29th, 2013
Timeframe: November 15th, 2013- November 29th, 2013

Road:

- Patching
- Grading shoulders on Nicholasville Road
- Paved road cuts
- Repaired washed out culvert
- Fixing and installed signs

Water:

- Clean filters
- Water hookup on Joel’s Crescent, Cross’s Heights, George Aaron Drive
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Sewer:

- Sewer hook ups on Joel’s Crescent, Cross’s Heights, George Aaron Drive
- Fixed sewer plug on Jewer’s Lane

Snow:

Building Maintenance:

- Electrical Repairs in Recreation complex, fire hall depot and liftstations

Misc :

- Brought cars to fire training site and removed them when finished
- Made walkway to play ground on Maple Street
- Trimmed trees at office
- Removed dock from boat launch

(e) Town Manager Report

Town Manager Action Report for
Meeting No. 1262
November 29, 2013

No	Item	Dept.	Person responsible	Task/request
1	Christa Ramsey	Admin	TM	Water Resources Email sent to see if we need a water use licenses, she is checking it out but is not aware that Municipalities need one.
2	Chris Blanchard	Admin	TM	Sent email requesting information on Water Use License.
3	Bowling Proprietors Association of America	Admin	TM/ Bowling Alley	Passed onto Bowling Alley
4	Take Charge Energy	Admin	TM/ECO	Passed onto EDO
5	Fire & Emergency	Admin	TM/Fire	Training Schedule Passed onto Fire Department
6	Seniors Community Grant	Admin	TM/Rec.	Seniors Community Recreation Grant Program Guidelines passed onto Recreation
7	Finance Committee	Admin	TM/TC	Cheques issued
8	Environment & housing	Admin	TM/TC	Permits issued
9	1 Second Avenue	Admin	TM	Deferred for variance definition a departure , to a maximum of 10% from

				the yard area, lot coverage, setback, size, height , frontage or any other numeric requirements of the applicable Use Zone Table
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(f) Environment and Housing Additions

2013-1202-09, Extention to Industrial Park

Councillor Kerry Jones /Councillor Amanda Freake

Resolved that the Town of Deer Lake move forward with the plans for the expansion of the industrial park. The Town of Deer Lake also resolves that the first step to this process is to begin looking at different Planning and Engineering Firms to help develop the site.

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

In favor 7; opposed 0; abstained 0. Carried

2013-1202-10, Town Office Proposals of Interest

Councillor Kerry Jones /Councillor Sandra Pinksen

Resolved that the Town of Deer Lake go out for proposals of interest for a new town office with the specifications listed. Nothing is binding the town to accepting any proposals.

In Favor: Mayor Dean Ball
 Deputy Mayor Sandra Pinksen
 Councillor Amanda Freake
 Councillor Kerry Jones
 Councillor Elmo Bingle

Opposed: Councilor Jean Young
 Councillor Sheila Mercer

In favor 5; opposed 2; abstained 0. Carried

(g) Public Works Grievance

2013-1202-12, Public Works Grievance

Councillor Elmo Bingle /Councillor Sandra Pinksen

Resolved that the Town of Deer Lake deny the offer of a onetime payment of \$500 and a recall date of June 19th, 2013 put forth by the union for the grievance against contracting out the beach cleaning. The town does not feel that they violated the collected agreement in anyway.

In Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Amanda Freake
Councillor Kerry Jones
Councillor Elmo Bingle
Councillor Sheila Mercer

Opposed: Councilor Jean Young

In favor 6; opposed 1; abstained 0. Carried

Adjournment

2013-1202-13, Adjournment

Councillor Sandra Pinksen/ Councillor Amanda Freake

Resolved that since there is no further business that the meeting adjourns at 8:50 pm with the next regularly scheduled meeting set for Monday December 16th, 2013 at 7:30 pm.

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

In favor 7; opposed 0; abstained 0. Carried



Mayor Dean Ball



Lori Humphrey, Town Clerk