

Minutes of the regular meeting of council held Monday, January 13th, 2014 No. 1266 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: Bill Hayden, Andy Moss, Renee Moss, Paul Hutchings (Western Star)

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

2014-0113-01, Minutes No. 1265

Councillor Elmo Bingle / Deputy Mayor Sandra Pinksen

Resolved that the minutes of regular meeting of council, No. 1265 held Monday, December 30th, 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

2014-0113-02, Building Applications

Councillor Kerry Jones /Councillor Elmo Bingle

Resolved that the Town of Deer Lake begin using the new building applications as presented with the changes

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. 1266

Date: Monday, January 13th, 2013

No	NAME	REGARDING	CORRESPONDENCE
01	RCMP/Qalipu	Summer Student Program	FYI
02	CWRA	Recycle My Cell Program	FYI
03	Gracia Gymnastics	Heating Expense	Set up Meeting
04	DL Regional Airport	Annual Report	FYI

Reports

(a) Finance (November 28th, 2013)

2014-0113-03, Finance

Deputy Mayor Sandra Pinksen/Councillor Elmo Bingle

Resolved that the minutes/recommendations of the Finance Committee Meeting January 8th, 2014 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
January 8th, 2014

Deputy Mayor Sandra Pinksen

Councillor Elmo Bingle
Maxine Hayden

NO	Description	Recommendation
01	Go Western Newfoundland 2014 Summer Way Finders \$500.00	Recommend approval
02	Deer Lake Chamber of Commerce Awards sponsor \$1,000.00	Recommend approval included in budget 2014
03	The western star Minor Hockey week January 11-18 add 2x50 \$68.00	Recommend approval
04	Tax adjustments Property \$110.96 Exemption \$1,407.25	Recommend approval for tax adjustments \$110.96, not approved for Exemption does not meet the criteria
05	Tender Office cleaning 2 tenders were received (1) North Shore Services - \$800.00 per month plus HST, (2) Torena Wiseman \$700.00 per month.	Recommend approval of Torena Wiseman at \$700.00 per month.
06	Accounts Payable \$63,472.35	Recommend approval

(b) Public Works (January 8th, 2013)

2014-0113-04, Public Works

Councillor Jean Young/ Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Public Works Committee Meeting January 8th, 2014 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

Public works
January 8th, 2014

Councillor Elmo Bingle
Councillor Shelia Mercer
Maxine Hayden
Dave Thomas

1. Generators chlorination plant, town office fire hall, Lakeside Drive. Recommend check on prices for generators.
2. Roads update town crews have been plowing roads, sanding , salting, widening is some areas still more to widening to be done,
3. Sidewalks. – will continue to work on clearing the sidewalks, a part had to be ordered for the small blower and should be here soon.
4. Invoice shoppers – sewer plug. The plug was on their property send out the bill for \$2,500.00.
5. Tank for diesel get more information on the cost for the Town to have a 1000 diesel tank for the winter months.
6. If Skid Steer Tender comes in below budgeted amount, look at using the extra to purchase a new truck for the Public Works department to replace the one that was in an accident and wrote off.

(c) Parks and Recreation (January 9 th , 2014)

2014-0113-05, Parks and Recreation Meeting

Councillor Sheila Mercer /Councillor Kerry Jones

Resolved that the minutes/recommendations, excluding Speaker Mr. Jeremy Bennett, of the Parks and recreations Committee Meeting January 9th, 2014 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

2014-0113-07, Parks and Recreation Meeting

Councillor Jean Young /Councillor Sheila Mercer

Resolved that the Town of Deer Lake bring in Speaker Mr. Jeremy Bennett at a cost of \$1,500.00.

Councillor Young rescinds the motion and at 8:15 p.m. excuses herself from the meeting due to conflict of interest.

2014-0113-07, Parks and Recreation Meeting

Councillor Sheila Mercer/ Deputy Mayor Sandra Pinksen

Resolved that the Town of Deer Lake bring in Speaker Mr. Jeremy Bennett at a cost of \$1,500.00.

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

In favor 0; opposed 6; abstained 0. Defeated

Parks & Recreation Committee

Deer Lake Parks & Recreation Committee held their regular meeting on Thursday, January 9th, 2014

In Attendance:

1. Councilor- Sheila Mercer
2. Kerry Jones- via phone
3. Glynn Wiseman
4. Junior Pinksen

Bowling Alley

- We had an adult tournament held just before Christmas which was ran by our local executive.
- We will host the Western Newfoundland Youth bowling roll off on February 8-2014. This will see bowlers from Port aux Basques, Corner Brook and Deer Lake competing to represent Western NL in the provincial championships.
- We are currently installing new ball return ramps that will hopefully alleviate some of the ball jams that happen from time to time.

Stadium

- We had three different groups from Western NL hold camps in Deer Lake over Christmas.
- Deer Lake Figure skating club held a 4 day camp just before Christmas with skater Joey Russell.
- Western Royals will be playing the cancelled game on Friday January 25th.

- All the grading will soon be completed with Deer Lake minor hockey so we will then find out what provincial tournaments we will be hosting this year in April 2014.

Pool

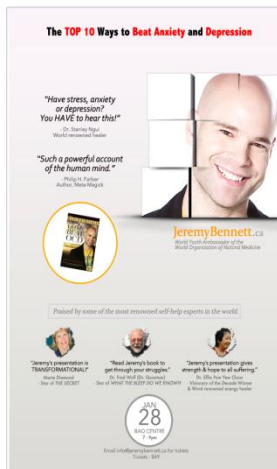
Registration for the Winter Block of lessons was completed on December 8/2013. We had 139 register in this block of lessons. This was on par with years gone by since we have opened. Last Year in this slot we had 140.

We also passed out a survey with 85% in agreement with the current registration process.

Other:

There is an opportunity to bring in a well renowned speaker and author Mr. Jeremy Bennett to speak to our residents about a major concern of “The Power of the Mind: How I Beat OCD” to hear his message that has been changing lives all over the world.

He will be speaking in St John’s on Jan 25-2014 and he can make a stop here and present in Deer Lake sometime that week as well. The cost is \$1500.00 but we can reduce that by selling tickets as well. Normally he charges \$ 49.00 per seat and speaks to approximately 30 people per presentation. We are asking Council if we should sponsor the event.



Budget Items for 2014

1. Booking and accounting program for the Recreation Complex and Facilities

We have attached a quote from Book King Software. This program which is online based would give us the capability to view all the complex schedules online. This would take away the written charge invoices that are now created as well show all the payments online as well.

This program was looked at primarily because the accountant wanted more reporting on outstanding invoices as well feel there would be more transparency. This would give the town office staff access to this information and all reporting at anytime as well.

This program will give us the capability to use it for scheduling for the Stadium, Pool, Bowling Alley, Board Room, Meeting Room 1, Meeting Room 2, Soccer Field, Softball Field, Bowater's Field, chair rental. This would give us detailed reports on all user groups.

In this program in the future we could even open up to let the general public make their own bookings as well but we feel we would like to try first phase where only the staff has access to the program first to make sure are comfortable.

We had a 45 min online demo of the product and were very pleased with the user friendliness and capabilities of the product.

They will provide great support as you can see in the proposal. A couple of great things about this program are there is no contract. It is done on a month to month basis. Glenn and Junior become trainers and can train our staff and new staff on how to use it. We recommend trying the program for six months and then evaluate it.

2. We would like to order 10 new chairs for the board room. There is a sale on currently now. Staples has a price where we can purchase 10 new chairs \$1412.39 taxes inc.
We would recommend purchasing these chairs
3. A floor scrubber which would be better for the rubber matting and pool deck and bowling alley lanes. We feel the current floor scrubber is being used for projects not deigned form the quote is attached. The best of all three quotes is \$2544.45



4. We had a tender gone out for a new Truck for the Recreation Department. This will close on Jan 22-2014. Attached are the specifications we are looking for.

TENDERS DETAILS

Tenders will be received up to the date and time indicated below for the following item:

PROJECT # Rec 01/2014

ITEM: 2008 or Newer 1 Ton Truck (or Bigger) 4X4 Truck with Plow and Lift Dump

CLOSURE DATE: Sealed tenders will be received up to Wednesday, Jan22 at 2 pm. NO FAX

TENDERS will be received.

The Town of Deer Lake will be receiving tenders up to Jan 22, 2014 at 2 pm for a 2008 or newer Heavy Duty 4X4 Truck c/w Hydraulic Dump and plow. For further specifications, please contact

Mr. Junior Pinksen, Town of Deer Lake Recreation Director at 709-635-3682, via email juniorpinksen@nf.aibn.com or via fax at 709-635-3810.

PARTICULARS

- 2008 or Newer less than 65,000 kms
- 4X4 Heavy Duty 1 Ton truck
- Hydraulic Lift box
- Min of a V6 Engine
- Automatic Transmission
- Complete Plow and controls installed
- Complete Tow Package rated for a min of 15,000 lbs
- Min GVWR 13,000 LBS
- Air conditioning
- AM/FM Radio
- Block heater
- Seating capacity: Min of 3 persons
- Vinyl Floor Covering
- Running Boards/Side Steps
- Licensing will be covered by the Town of Deer Lake
- Delivery date of maximum of 30 days from award of tender
- FOB Deer Lake, Newfoundland and Labrador

The Town of Deer Lake does not bind itself to accept the lowest or any tender.

Winterfest-2013

Attached is a Rough Draft of the Tim Horton’s Deer Lake Winterfest schedule. This will be mailed out first week of February 2014. The dates once again are February 7-17.

(d) Steward Ship Agreement

Deferred for more information

(e) Town Manager Report

Town Manager Action Report for Meeting No. 1266
January 13th, 2014

No	Item	Dept.	Person responsible	Task/request
1	Dwight Ball	Admin	TM	Letter sent congratulations on leader of Liberal Party

2	73 High Street	Admin	TM	Letter sent no removal of fill or backfilling of bank
3	6 Pine Street	Admin	TM	Letter sent on relocation of dwelling.
4	Quarry permits	Admin	TM	Email sent to government requesting more information.
5	Budget	Admin	TMTC	Budget has been transferred to the Municipal Budget Submission Form for Municipal Affairs

Annual Leave – now that the power has been restored on the island and the storms hopefully calmed down for a little while I will be taking Annual Leave that I cancelled while the power shortage and storms were in effect. I will need Annual leave from Tuesday January 14, 2014 to Monday January 20, 2014 (5days)

(f) Deer Lake Snowmobile Hub (January 8 th , 2014)

2013-1202-09, Deer Lake Snowmobile Hub

Councillor Kerry Jones /Councillor Amanda Freake

Resolved that the minutes/recommendations of the Deer Lake Snowmobile Hub Meeting January 8th, 2014 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

**Deer Lake Snowmobile Hub
Meeting minutes, January 8, 2014**

In attendance:

Sheila Mercer, Deer Lake town councilor
Sandra Pinksen, Deer Lake town councilor
Maxine Hayden, Deer Lake town manager
Damon Clarke, Deer Lake Economic Development Officer
Terri-Lynn Robbins, Deer Lake Chamber of Commerce
Guy Reid, Junction Trailblazers Snowmobile Club

Carl Reid, Junction Trailblazers Snowmobile Club

Regrets:

Mark Lamswood, Western Destination Management Organization

Paul Taylor, Tourism, Culture and Recreation

1. Welcome, Call to Order

2. Business Arising:

Snow West 2014 Meeting

The online program calendar and banner ads and the printed program calendar and posters are being finalized for the Snow West 2014 series of events. The printed calendar will be distributed throughout the region. Radio ads are being completed and the EDO recorded a 15-second spot highlighting events in Deer Lake. In addition, the Snow West 2014 web site, Twitter account and Facebook sites are up and running. The schedule for Snow West 2014 will include the Deer Lake Winterfest events of Feb. 7, 8 and 9. Junior Pinksen, who is involved in organizing the Stephen Hopkins Foundation snowmobile ride, joined the meeting to provide some details about the route.

Fill and culvert for area between new KFC and Foodland

The EDO noted that the Junction Trailblazers Snowmobile Club has had this task completed. This now gives the groomer an excellent route to follow towards the trail behind Commerce Street. In the future, the Snowmobile Hub committee and the Town of Deer Lake will need to review Nicholville Road in this area to determine if there is a need for better signage, including flashing warning signs to let motorists know there is a snowmobile and groomer crossing nearby. The town will also widen the shoulder on the Legion side of Nicholville Road to give the groomer a more gradual means to make the turn.

Fill for Area behind Commerce Street businesses

The Junction Trailblazers will have this work completed as well, likely in the spring or summer, after the snow has gone.

Update from Paul Taylor (TCR) Regarding Next Steps for Snowmobile Hub

The EDO shared an e-mail from Paul, who was unable to attend the meeting. In the e-mail, Paul noted "I have spoken with Chris Tuck (TCR, Central) and we have decided to engage in a conference call with our Manager, Scott Andrews, to explore next steps for supporting snowmobile initiatives. That call will likely take place this week or next and after that point I should be able to provide clearer direction on TCR support for snowmobiling initiatives." This initiative is designed to explore snowmobiling best practices and how to position the Deer Lake

Snowmobile Hub product offering. This would allow the Hub committee to re-evaluate the winter product, re-engage former partners and seek new partners for the initiative.

3. New Business

Distribution of Wayfinder Maps

The EDO has distributed the bulk of remaining Wayfinder maps to Deer Lake gas stations, restaurants, hotels and the airport. In addition, maps were allocated for distribution to establishments at Howley and Wiltondale, at the Jackladder and at Funland Resort. There are a small number of map pads left in case some of these establishments run out. The maps have been placed on the town web site and Facebook page. The committee will need to have these maps updated and re-printed/re-posted in time for the 2015 snowmobile season.

E-mail to Commerce Street businesses re Snowclearing on Their Parking Lots

The EDO sent e-mails and faxes to businesses on Commerce Street, asking that when their parking lots are cleared, spaces be left so that snowmobilers can more easily access these lots from the groomed trail behind these businesses.

Video with Ernesto Fuentes

The EDO has heard back from Ernesto Fuentes, the Steady Brook resident who will be doing a 1-minute video of snowmobiling in the Deer Lake area for use as a promotional tool on the town web site and Facebook site. His quoted price for the work is \$3,300 plus HST. We have received the go-ahead from Town Manager Maxine Hayden. The EDO met with Mr. Fuentes on Thursday, Jan. 9 to discuss the content of the footage we would like, shooting schedules, and so on. The EDO was joined in this meeting by two members of the Junction Trailblazers Snowmobile Club, who will help the videographer with the logistical issues related to getting the best footage possible.

4. Updates:

Newfoundland and Labrador Snowmobile Federation

No one from the group was in attendance so an update was not provided.

Junction Trailblazers Snowmobile Club

Terrilynn Robbins, who is assisting the club in some of its initiatives, noted the Junction Trailblazers have a new Facebook page and Twitter feed. The former will be updated regularly to provide information on grooming conditions on the various trails in the Deer Lake area. The club's web site is still "a work in progress."

Next meeting

The next meeting is set for two weeks' time, on Wednesday, January 22, 2014.

(g) OH & S

Town of Deer Lake

OH&S Minutes

OH & S Program

Date: December 20, 2013 9:00 a.m.



Minutes

In Attendance:

Management Representatives:

Site 3 (Office): Maxine Hayden
Site 7 (Depot): David Thomas
Site 9 (Hodder): Junior Pinksen

Employee Representatives:

Site 3 (Office): Ashley Williams
Site 7 (Depot): Jamie Pinksen
Site 9 (Hodder): Eva Anderson, Ira Rideout

Guest:

Absent:

Jerry Langdon, Lori Humphrey, Glynn Wiseman

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) **Leadership & Administration**
 - Review Health & Safety Policy
 - Review Return to Work Policy
 - 2) **OH&S Committee**
 - 3) **Education & Training**

- **Training-NLCSA**
- Traffic Control Person March 13, 2014
 - Tony Giles & Ryan Moss
- Traffic Control Person March 26, 2014
 - Jamie Pinksen & Stephen Spence
- **Upcoming Training-NLCSA**

4) Communication

5) Safe Work Practices & Procedures

- Review Safe Work Practice & Procedure Policy
- Review Scent-Aware Policy

6) Hazard Recognition, Evaluation & Control

- Review Hazard Assessment Policy
- Review WHMIS Policy

7) Inspection Reports

- Next Inspections
- Public Works Tentative February 12, 2014 at 9:00 a.m.
- Stadium/Office Tentative February 10, 2014 at 10:00 a.m.
- Fire Hall Tentative February 14, 2014 at 9:00 a.m.

8) Accident Incident Reports

- Review Accident Incident Investigation Policy
- Accident occurred on December 16, 2013
- Accident occurred on December 16, 2013

9) Emergency Preparedness

- All departments need to complete their fire drills

10) Disability Management

4. New Business

5. Adjournment & Date of Next Meeting

- Meeting Adjourned: 9:25 a.m.
- Date of Next Meeting Tentative: February 19, 2014

Maxine Hayden, Acting Co-Chair

Ashley Williams, Acting Co-Chair

(h) Public Works Superintendent Report

Report From: Public Works Superintendent David Thomas
Prepared For: Council & Management Team
Date Prepared: January 10, 2014
Timeframe: December 13, 2013-January 10, 2013

Road:

-

Water:

- Clean filters

Sewer:

- Fixed sewer plug at Shoppers Drug Mart on Whites Road

Snow:

- Plowing snow/sanding and salting
- Widened roads with blower
- Exposed hydrants
- Hauled road salt

Building Maintenance:

- Electrical Repairs at lift stations

Misc :

- Put markers on Hydrants and benches

(i) Environment and Housing (January 13th, 2014)

2014-0113-10, Deer Lake Snowmobile Hub

Councillor Kerry Jones /Councillor Amanda Freake

Resolved that the minutes/recommendations of the Environment and Housing Meeting January 13th, 2014 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

Environment & Housing
January 13th, 2014

Councillor Kerry Jones
Maxine Hayden
Dave Thomas
Damon Clarke
Terry Barnes

NO	Address	Description	Recommendation
01	Route 4 30	Rezoning RV Parks to Outdoor Recreation	Defer for more information
02	Cross Road	Land Sale Price.	Recommend that price be adjusted the same as Lakeside \$4.14 per square foot adjustment will be \$3.600.00

Adjournment

2013-1202-13, Adjournment

Councillor Sandra Pinksen/ Councillor Sheila Mercer

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