

Minutes of the regular meeting of council held Monday, July 6th, 2014 No. 1276 held in Council Chambers, 6 Crescent Street, Deer Lake, NL.

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

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

Absent: Councillor Kerry Jones

Gallery: Myra Spence, Bill Hayden, Terry Janes, Derek Chaulk, Paul White, Paul Harris

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

2014-0707-01, Minutes No. 1275

Councillor Elmo Bingle/ Deputy Mayor Sandra Pinksen

Resolved that the minutes of regular meeting of council, No. 1275 held Monday, June 9th, 2014 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

New Business

2014-0707-02, Farmers Market

Deputy Mayor Sandra Pinksen /Councillor Sheila Mercer

Resolved that the council gives permission for a Farmers Market on September 13th from 10 a.m. to 3 p.m. in the stadium parking lot, location determined by recreation director, this shall be arranged and maintained by the Humber Valley Fall Fair Committee. No vendors shall be in competition with the recreation canteen.

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

In favor 6; opposed 0; abstained 0. Carried

Correspondence

Meeting No. 1276

Date: Monday, July 7th, 2014

No	NAME	REGARDING	CORRESPONDENCE
01	Gov. NL	Letter to Richard Dewey, Re: Deer Lake Water Canal	FYI
02	Gov. NL	Approval to Borrow	FYI
03	Gov. NL	Capital Works Application	FYI
04	Gov. NL	LSD of St. Jude's	FYI
05	Gov. NL	Approval to Award	See Motion 2014-0707-03
06	Municipal Assessment Agency	Committee meetings update	FYI
07	WHSCC	Prime Audit Report	FYI
08	Bae Newplan	Middle Road Tender	FYI
09	Residents of Queen Street	Dirt bike & ATV problem	Council will be meeting with RCMP on Thursday about the problem. In mean time there will be a guardrail constructed on the end of Queen Street to try and help solve the problem.

2014-0707-03, Middle Road Sewer and Road Upgrade

Councillor Elmo Bingle/ Deputy Mayor Sandra Pinksen

Resolved that the Town of Deer Lake accepts the tender from West Coast Excavating and Equipment Ltd. in the amount of \$642,103.86 for the capital project of Middle Road Sewer and Road Upgrade.

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

In favor 6; opposed 0; abstained 0. Carried

Reports

(a) Finance (July 2 nd , 2014)

2014-0707-04, Finance

Deputy Mayor Sandra Pinksen/ Councillor Elmo Bingle

Resolved that the minutes/recommendations of the Finance Committee Meeting July 2nd, 2014 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Finance
 July 2nd, 2014

In attendance

Deputy Mayor Sandra Pinksen
 Councillor Elmo Bingle
 Maxine Hayden

NO	Description	Recommendation
01	Beach cleanup (1) Rodney's \$7,887.40 , (2) NCL Holdings \$8,588.00	Recommend Rodney's at \$7,887.40
02	Tax adjustments Poll tax \$1,380.00 income below basic	Recommend approval of \$1,380.00
03	Terri Lynn Robbins taxes looking for adjustment due to services not provided.	Recommend onetime adjustment of \$500.00 to be applied to interest

		and property tax. Remaining balance must be paid in full.
04	Finance committee reviewed Revenue and Expenses to June 30/ 14 Revenue to budget 97%, Expenses to budget 54%.	Information only

(b) Public Works (July 2nd, 2014)

2014-0707-05 Public Works

Councillor Elmo Bingle/Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Public Works Committee Meeting July 2nd, 2014 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Public Works
July 2nd, 2014

1. Delegation Gymnastics Mandy Coish The committee advised here of the price for foam insulation and fire retardant paint plus cost of labour to install.

She wanted to know if Council would consider extending their lease on the building.

She will check into see if they could help with the cost of installation, extending on the lease. They will also check out the building on Whites road to see if it is suitable.

We will meet with her again once she gathers some information.

2. Asphalt Quote from Evergreen for various street. Recommend we have them do cut on High Street (37 x 38) \$3712.50, Seventh Avenue (10 x 58) \$1,575.00 and South Main (21 x 78) \$3,990.00, plus HST \$1,206.07 for a total of \$10,483.57.
To mill patch & tack Coat Thomey Place, Clinic, Hancock Road High Street it would cost \$237, 879.98

3. Leak detector \$4,500.00 recommend approval
4. Sewer lagoon flows Public works superintendent will check with other municipalities to see which flow meter they are using.
5. Clean up July 10, 2014 – recommend this be the last date for clean up. After that date if someone should call in with a bulk item washer refrigerator chesterfield Town would make arrangement to pick it up.

2014-0707-06 Engineer for King's Lane

Councillor Elmo Bingle/ Deputy Mayor Sandra Pinksen

Resolved that we engage Bae New Plan as the engineers for the King's Lane.

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

In favor 6; opposed 0; abstained 0. Carried

(c) Environment and Housing (July 2 nd , 2014)

2014-0707-07 Environment and Housing

Councillor Amanda Freake / Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Environment and Housing Committee Meeting July 2nd, 2014 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Environment & Housing Agenda
July 2nd, 2014

No	Name	Address	Description	Action
General Repairs				
1.	Paul Antle	9 Main Dam Road	Windows, door and bridge replacement	Permit issued
2.	Laverne Clarke	9 Goose Arm Road	Shingles and fence	Permit Issued
3.	Wade Adams	15 Wight's Lane	Add on a porch	Permit Issued
4.	Shane Langdon	32 Lush's Lane	Fence	Permit Issued
5.	Marjorie Pearce	12 Trailer Court Road	Bridge and roof	Permit Issued
6.	Kenneth Ricketts	48 Wight's Road	Replacing deck	Permit issued
7.	Guy Langdon	11 Tulk's Lane	New fence	Permit Issued
8.	Myles Vardy	2 Crescent Street	Replacement of 26 windows	Permit issued
9.	Lorie Ann Williams	5A High Street	Back porch, windows and siding	Permit issued
10.	Ivan Thomas	158 Nicholasville Road	Build deck	Permit issued
11.	NL & Lab. Housing	55 High Street	New siding	Permit issued
12.	Dana Burridge	43 Garden Road	Siding and windows	Permit issued
13.	Hazen Janes	7 Pine Tree Drive	New shingles	Permit Issued
14.	Leyon Williams	5 MAPLE STREET	Replace patio, patio door and window	Permit issued
15.	Darren Curtis	18 Cross's Lane	Replace siding and windows	Permit issued
16.	Raymond Rodgers	71 Wight's Road	New windows and siding, replace deck	Permit issued
17.	Dwayne Campbell	13 Middle Road	New shingles	Permit Issued
18.	Kimberly Pearce	40 Middle Road	Roof, siding and windows	Permit Issued
19.	Shawn Keats	16 Airport Avenue	Windows and shingles	Permit issued

		Extension		
20.	Frazer Cross	32 Main Dam Road	Replace bridge and porch	Permit issued
21.	Jonathan Colbourne	9 Lera Street	New fence	Permit issued
New Residential				
1.	David Thomas	25 Humberview	New dwelling	Permit issued
2.	Derrick Gale	1 Dr. McDonald Drive	New dwelling	Permit issued
3.	Krista Rodgers	33 Amanda Avenue	New dwelling	Permit issued
4.	Construction Solutions	30 Grace Avenue	New dwelling	Permit issued
Accessory Buildings				
1.	Melvin Coles	8 Grace Avenue	New garage	Permit issued
2.	Myles Vardy	2 Crescent Street	New garage	Permit issued
3.	David Thomas	25 Humberview Drive	New garage	Permit issued
4.	Derrick Gale	1 Dr. McDonald Drive	New garage	Permit issued
5.	Lenora Hooper-Randell	17 Jack's Place	New garage	Permit issued
6.	Ronald Parsons	46 High Street	New garage	Permit issued
7.	Kevin Young Sr.	7 Shaw's Lane	New garage	Permit issued
8.	Pat Tompkins	38 Cross's Lane	New garage	Permit issued
				Permit issued
Commercial Construction				
	More for Less	7 Farm Road	Roofing and siding	Permit issued
New Business Permits				

	HH Construction, Darrell Hilliard	17 George Aaron Dr.	Residential and building repairs; have letter from landlord; home-based business	Permit issued
Other Issues				
	Nichol's Landing		Next phase of development	Ask him to attend next housing & environment meeting
	Quarry Permit: LTJ Trucking			Permit issued

Building Permits

Following is a breakdown of the number of permits issued (in brackets) and construction values so far in 2014, up to and including Friday, July 4:

General repairs (72):	\$ 396,950
Accessory buildings (32):	\$ 385,600
Commercial construction (11):	\$ 819,900
New Dwellings (20):	\$4,714,000 (unchanged)
TOTAL (135 permits):	\$6,316,450

(d) Economic Development (June 25th, 2014)

2014-0707-08, Economic Development

Councillor Sheila Mercer/Deputy Mayor Pinksen

Resolved that the minutes/recommendations of the Economic Development Committee Meeting June 25th, 2014 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Economic Development Committee Minutes

Meeting of Wednesday, June 25, 2014

In Attendance	Regrets
Chairperson Sheila Mercer, town councilor	Roger Barrett, Grand Lake Centre of Economic Development
Sandra Pinksen, town councilor	Cyril Kirby, committee member
Terri Gilbert, committee member	
Terrilynn Robbins, Deer Lake Chamber of Commerce	
Damon Clarke, Economic Development Officer	
Amanda-Marie Hillyard, Heritage Co-ordinator	

I. Call to Order

The meeting was called to order at 9:00 am.

II. Old Business

a. Heritage project

Project co-ordinator Amanda-Marie Hillyard continues to oversee ongoing projects such as Grand Friends, discussion groups, and knitting and crafting circles. She brought the committee up to date on planning for the second annual heritage celebration on Saturday, July 5, from 2-4 pm at Deer Lake Manor. This will feature skits, music and readings. The co-ordinator is finalizing the JCP application for a regional folklorist and there was some discussion about the possibility of applying through the JCP for a person to serve as a seniors' events co-ordinator. She regularly updates the Deer Lake Area Heritage Facebook page, which now has 344 likes.

b. Tourism rack card/Re-print of town maps

The EDO reported that he has distributed these materials to businesses and organizations which cater to tourists. It was suggested that these items also be placed at the municipal RV park and at the Gateway to the North RV park.

c. Snowmobile Tourism Workshop

The committee discussed possible dates for (a) the planning session to finalize content of the workshop and (b) a date for the workshop itself. The planning session is set for July 25 and will include the EDO, councilors Mercer and Pinksen and representatives for the Departments of Tourism and Industry, Business and Rural Development. Tentatively, the workshop itself is set for September 25.

III. New Business

a. JCP Applications

The applications for the Deer Lake Walking Trail and the Stewardship Area Viewing Platforms are just about complete and will be submitted before the July 15 deadline. If funded, these projects would like commence in August and run for two months or so.

b. TD Tree Days

The EDO was contacted recently by the TD (Toronto Dominion Bank) Tree Days to see if the town would be interested in organizing a volunteer effort to have 150 trees planted at a site in the community. The EDO discussed the issue with representatives of the Economic Development Committee and the Community Improvements committee and it was felt this could be a boost to the plans to enhance Schwartz Park, the newly-renamed recreation area on Bennett's Avenue. TD would donate the trees and materials and the town would organize volunteers to assist with the planting. The prospects of being selected for the project look very promising. If the town is chosen, the tree-planting event would like take place in September.

IV. Land Issues

a. Glide Brook Industrial Park

The deadline for the submission of proposals for the engineering study for the Glide Brook Industrial Park was Friday, July 4 at 4 pm. A total of six companies requested the Terms of Reference and of those, five submitted proposals. In the coming days, there will be a need to review the submissions and decide on the winning bid.

b. Re-zoning of land south of Spillway

A public hearing was held June 25 to discuss the town's plans for re-zoning of land south of Spillway, which the town has undertaken on behalf of a proponent who has applied for Crown Land to pursue development of a residential subdivision. The meeting was attended by a representative of Corner Brook Pulp and Paper. The company had concerns about the fact that Glide Lake Road would be encompassed by the land for which the proponent has applied. The company uses the road to access its cutting areas and has plans to utilize the road for the next 15 years. In addition, the northeastern end of the land in question borders directly on the intake from Humber Canal to the powerhouse. The town has taken these concerns and communicated them to the proponent, to see if the Crown Lands application can be adjusted.

V. Other Issues

a. 10-Year Municipal Plan

The committee had a discussion about the need to begin preparing a new 10-year municipal plan for Deer Lake. The existing plan expires this year. The committee members felt there is a need for

town councilors and senior management to meet for at least a half day to begin these discussions. The purpose of the meeting would be to strategize on future directions for the town, which could then be formally laid out in a new 10-year plan.

VI. Next Meeting

The next meeting will be held Wednesday, July 9, 2014

VII. Adjournment

Meeting Adjourned at 11:15 am.

(e) Parks and Recreation (June 9th and July 3rd, 2014)

2014-0707-09, Parks and Recreation

Councillor Jean Young / Councillor Elmo Bingle

Resolved that the minutes/recommendations of the Parks and Recreation Committee Meeting June 9th and July 3rd, 2014 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Parks & Recreation Committee

Deer Lake Parks & Recreation Committee held their regular meeting on Monday June 9th, 2014

In Attendance:

1. Councilor- Jean Young
2. Glynn Wiseman
3. Junior Pinksen

Stadium

- I.B. Storey is projecting to have the tender document for the upgrades to arena heating, AC and dehumidification ready to look over in two weeks. In discussion with them at the Recreation NL AGM they are confident they this will not hinder any delay in putting on the ice in October as planned.

- With the upgrade to the arena this summer and having to cancel Humber Valley Hockey School Todd Stark had no issue with it and feels getting it in operation next year should be no issue
- I am in discussion with the Western Royals on the upcoming year whether it will be Deer Lake or Corner Brook.
- The Recreation Committee would like to name the rooms at the Hodder instead of using Room A, B and board room. Here is our recommendation __Party Room B in the stadium --- **Kenny Room** after Pat Kenny, Party room overlooking Pool and arena know as room A ---- **White Room** after Harold White and The Board room in the Foyer--- **Fudges Room** after Derek Fudge.

Pool:

- The next swimming registration for the Summer Red Cross Swimming Lessons and the Lifesaving Bronze Cross and Bronze Medallion courses will take place June 12.
- The evening Aquafit classes have been extended until June 26 at which time they will end and start up again in September depending on enrolment.
- The month of June has quite a few end of school season bookings in the Swimming pool.

Bowling Alley:

- We hosted the Ken Chynn Memorial tournament Sat May 26 and had 21 YBC members; this was the last tournament of the YBC season. The following Monday we had the YBC banquet and awards ceremony.
- The month of June has quite a few end of school season bookings in the bowling alley. The Bowling Alley will close for the summer season officially June 17. During the summer the bowling alley is open for bookings of 3 lanes or more, staff will come in to work.

Other

- The New Truck for the Parks & Recreation Department is here and is a great asset to the department.
- We have attached a copy of what we are suggesting for an interpretative panel for the area across from the former Joe Butts Garage and naming the area.
- Here are a couple suggestions for the wording:
 - 1 . For 55 years, Joe Butt and his family ran Deer Lake Sales & Services across the road from this lookout. Joe Butt played an active part in many social and

political organizations. Deer Lakers have always called this space, "Joe Butt's Lookout."

2. Joe Butt's Lookout - Joe Butt's Garage was a landmark of this area for more than 50 years. This lookout is a memorial to an accomplished businessman and community leader

- We would like to proceed with the naming of the Sports Field area after the Schwartz Family. "Schwartz Recreation Area"
- On July 9 we will be hosting Jim Cain here at the Hodder Complex with approximately 50 front line staff from Deer Lake and surrounding areas. The attached information sheet will explain how this will be valuable to our front line staff.
- We have inquired about hosting 2016 Recreation AGM
- The planning for Canada Day is full steam ahead and going quite well. We did receive a \$ 4000.00 grant from Heritage Canada. We think as a committee it would be a great time during the Canada Day festivities to officially give the names to the rooms at the complex as well as the Joe Butts look out and Sports area. We want to recognize these areas and officially give them their names and acknowledge the family members publically.

(f) OH & S (June 24th, 2014)

Town of Deer Lake

OH&S Minutes

OH & S Program

Date: June 24, 2014 9:00 a.m.

Minutes

In Attendance:

Management Representatives:

Site 3 (Office): Lori Humphrey

Site 7 (Depot): David Thomas

Site 9 (Hodder): Glynn Wiseman

Employee Representatives:

Site 3 (Office): Leslie O'Neill

Site 9 (Hodder): Eva Anderson

Guest: Stephen Spence

Absent:

Junior Pinksen, Maxine Hayden, Jamie Pinksen, Jerry Langdon

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

- We should look at putting a safety incentive or reward program in place for all employees to be more safe in the workplace and prevent accidents/incidents.
- Leslie to look into Safety Marketing in the Grand Falls area.

2) OH&S Committee

3) Education & Training

- **Training-NLCSA**

- **WHSCC**

- **Upcoming Training-NLCSA Tentative Dates**

- Trenching & Excavation July 29, 2014
 - Jerry Langdon & Jamie Pinksen

- Powerline Hazard August 7, 2014
 - David Thomas & Randell Woodford

- Fall Protection August 11, 2014
 - Jerry Langdon & Tony Giles

- Fall Protection August 25, 2014
 - Stephen Spence

- Powerline Hazard September 11, 2014
 - Jerry Langdon & Eric Hayden

- Fall Protection October 2, 2014

➤ David Thomas

- Traffic Control October 30, 2014
 - Stephen Spence & Randell Woodford

4) Communication

- Prime Audit – April 2, 2014-This year's Prime has been passed. Continue with great work practices.
- Town Clerk Conference Report-Lori advised committee of the benefits from attending the training. Will be looking at sending Leslie along with one other in 2015.

5) Safe Work Practices & Procedures

➤ Continue to develop safe work practices and procedures.

6) Hazard Recognition, Evaluation & Control

- Meet with each department and do a Risk Assessment on Workplace Violence & develop a Policy & Procedure

7) Inspection Reports

- Next Inspections
- Public Works Tentative Aug 20, 2014 at 9:00 a.m.
- Stadium/Office Tentative Aug 20, 2014 at 10:00 a.m.
- Fire Hall Tentative Aug 20, 2014 at 11:00 a.m.

8) Accident Incident Reports

- No accidents or incidents to report

9) Emergency Preparedness

- All departments need to complete their fire drills
- All departments are going to review their Emergency Plans and make any necessary changes
- E-mail to be sent to advise all departments of having fire drills and review of Emergency Plan completed by the end of August.

10) Disability Management

4. New Business

5. Adjournment & Date of Next Meeting

- Meeting Adjourned: 10:00 a.m.
- Date of Next Meeting Tentative: Sept 8, 2014

Lori Humphrey, Co-Chair

Jerry Langdon, Co-Chair

(g) Community Improvement (May 29th, 2014)

2014-0707-10, Community Improvements

Councillor Amanda Freake / Deputy Mayor Sandra Pinksen

Resolved that the minutes/recommendations of the Community Improvement Committee Meeting May 29th, 2014 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

**COMMUNITY IMPROVEMENTS COMMITTEE
MINUTES OF MEETING
MAY 29, 2014**

Attendance: Amanda Freake Ivy Cassell Dinah Holloway
Glynn Wiseman Sandra Perry

Regrets: Jean Young Barbara Ball

BUSINESS ARISING FROM MINUTES OF MAY 13, 2014:

Correction in Minutes of May 13: Site of Nicholasville Bridge Arch. The Minutes should have read that the stones at that site were to be painted.

Budget: No recent changes in Committee's Budget.

Student Hire: Glynn advised that up to (23) Applications have been received. We hope to hire up to (8) Students. (1) Student was hired in late May.

Landscape Design: The Committee was advised that at least one interested Company indicated that a site visit would be necessary before a quote was presented.

Tree Planting: After much discussion, it was decided that we would gather Thursday, June 5 at 2:00 p.m. to plant the tree on the embankment side Crescent Street entrance. Carmelita Morgan and Sarah Short will be notified.

Boulos Place: An estimate of the cost of topsoil and other supplies showed that it could cost up to \$3000.00 to carry out the project as proposed. It was agreed that this project could have quite an impact on our Budget and would leave little money to complete our Mandate. Therefore, it was agreed that the Community Improvements Committee would not be able to pursue this project and this item will be removed from our Agenda.

Ramp to the Beach: It was agreed that this Committee will ensure that the ramp is reconstructed to be wide enough to accommodate wheelchairs and strollers.

Log Recovery: It was reported that because the water is still very high and that there is quite a bit of debris on the beach, that this project will be delayed until we are able to get the beach cleaned up.

Walking Trail: Discussion deferred until next meeting.

Councillor Over A Barrel: Glynn reported that the Students of Kindergarten and Grade One assisted with the planting of 10 barrels. He said that the children had a very enjoyable time.

Picnic Tables: Once the Students are hired, they will construct two picnic tables which will be wheel chair accessible and will be located on the beach.

Waste/Garbage Barrels around Town: It was agreed that we would acquire the appropriate number of Waste Barrels. In the meantime, it was suggested that we contact Samantha Caines to see if she would consider painting appropriate scenes on the Barrels.

NEXT MEETING: It was agreed that the next meeting will be scheduled during the last week of June

(h) Managers Action Report

Town Manager Action Report for
Meeting No. 1276
July 4, 2014

No	item	Dept.	Person responsible	Task/request
1	Larry Marks	Admin	TM	Emails sent still waiting on information on weirs
2	Hospitality Newfoundland & Labrador	Admin	TM	Letter sent regarding ferry service to Minister Lisa Raitt , cc to Mr. Ball , Mr. Byrne and Leslie Rossiter
3	Dept. of Municipal Affairs	Admin	TM	Letter sent Minister Kent re Heat Recovery Upgrade Hodder Memorial Stadium , cc Mr. Ball
4	Mr. Alexander Caines	Admin	TM	Letter sent re location of fence, he will move the fence
5	Graham Wells Trust	Admin	TM	Letter sent re 20 Airport Avenue waiting on reply
6	Dept. of Municipal Affairs	Admin	TM	Letter sent re acceptance of \$230,000.00 for Middle Road , cc to Mr. Ball, Mr.

				Mercer, Mr. Power, Mr. Hynes and Bae Newplan
7	Minister of Transport	Admin	TM	Letter sent to Minister Raitt re Canada Post cuts to mail service
8	Mr. Scott King	Admin	TM	Letter sent requesting a meeting to discuss ditch
9	Chamber	Admin	TM	Chamber notified will take part in newsletter
10	CIBC	Admin	TM	Notified they were not lowest bidder
11	Salary Scale / Job descriptions	Admin	TM	Information is still being gathered from other Towns.
12	Krista Rodgers	Admin	TM	Letter sent with information we have regarding her requests for this land waiting on her response
13	RCMP	Admin	TM	Request for meeting waiting on Sergeant he is out of office until next week.
14	Gymnastics	Admin	TM/PW	Meet with Mandy regarding installation will meet with her again for further discussion.

I will be on Annual leave July 21st to August 1st, 2014.

(i) Public Works Superintendent Report
--

Report From: Public Works Superintendent David Thomas
 Prepared For: Council & Management Team
 Date Prepared: July 4th, 2014
 Timeframe: June 9th, 2014- July 4th, 2014

Road:

- Patching
- Sweeping of roads
- Painting lines
- Installed culvert on Grace Avenue

Water:

- Clean filters
- Repaired broken waterline on Canal Road and Fifth Avenue
- Water hook ups on Joels Crescent and 3 on High Street
- Repaired curb stop on Jacks Place

Sewer:

- Sewer hook ups 3 on High Street and Joels crescent
- Sewer plugs on Middle road and Nicholsville Road

Snow:

-

Building Maintenance:

- Electrical Repairs at lift station, and stadium. Installing new electrical panel at main lift station

Misc :

- Spring clean up
- Installed dock at boat launch

(j) Action Report (July 7th, 2014)

Action Report						
#	Date Added	Item	Depart	Individual to Complete Task	Task	Date Completed or Follow Up
1	25-Mar	Roads by School	PW	Maxine/Dave	Set up meeting with schools council	Waiting for the school to get back to us
2	14-Apr	Gymnastics Ceiling	PW	Maxine	Set up meeting with Gymnastics	Meet with Mandi and they are looking at another building and also looking to see if there is money to contribute to ceiling
3	14-Apr	Royal K9	Finance	Maxine	Pilot project going to finance for approval	Done - Angie now has all the dog tags and the pilot project is up and running

4	14-Apr	Signs	Policy	Terry/Damon	Meet with Policy Committee to develop policy regarding signs	In Progress
5	Past	Salary Scale	Admin		Set salary scale for all non-union employees	Gathering information from other municipalities
6	Past	Job descriptions	Admin		Non-union employees would like updated job descriptions	Gathering information from other municipalities
7	May 5th	Mayors March	Council	Mayor	What date	June 26th
8	May 5th	Tim Horton's sidewalks	PW	Dave	Where to put sidewalks	Dave working on it
9	May 5th	Lines on Road	PW	Dave	Public works make this a priority to have lines painted	In Progress
10	May 26th	Culvert Elizabeth and Edward	PW	Dave	Look at extending culvert	Resident buying culvert, waiting on that
11	May 26th	2 Kerwin Place	PW/Admin	Maxine	Set up meeting with owner	Pending
12	May 26th	Woodford Drive	PW/Admin	Maxine/Dave	Check with developer on height of curb	Done
13	May 26th	Krista Rogers	E&H	Maxine	Wants access to land from above; not proper road allowance	Done

14	June 9th	Meeting with RCMP	Admin	Maxine	Set up meeting regarding dirt bikes	Meeting on Thursday
15	June 9th	Meeting with Canada Lime	Admin	Maxine	Set up meeting regarding land	Maxine to set up meeting
16	June 9th	Contractors	Admin	Maxine/Lori	Send letters to contractors regarding amendment in policy	Needs policy signed before sending out
17	June 9th	V & J Tech	Admin	Maxine/Damon	Check to see where the crown land process is	In Progress

Adjournment

2014-0707-11, Adjournment

Deputy Mayor Sandra Pinksen/ Councillor Elmo Bingle

Resolved that since there is no further business that the meeting adjourns at 9:30 pm with the next regularly scheduled meeting set for Monday, August 11th, 2014 at 7:30 pm.

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

In favor 6; opposed 0; abstained 0. Carried



Mayor Dean Ball



Lori Humphrey, Town Clerk