

Minutes of the regular meeting of council held Monday, April 27, 2015 No. 1292 held in Council Chambers, 6 Crescent Street, Deer Lake, NL.

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

Also in attendance: Town Clerk, Lori Humphrey  
Administrative Assistant, Christa Jones

Absent: Mayor Dean Ball, Town Manager Maxine Hayden

Gallery:

Regular meeting of council called to order at 7:34pm by Deputy Mayor Sandra Pinksen.

2015-0427-01, Minutes No. 1291

Councillor Elmo Bingle / Councillor Kerry Jones

Resolved that the minutes of regular meeting of council, No. 1291 held Monday, April 6, 2015 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

2015-0427-02, Minutes of Special Meeting

Councillor Elmo Bingle / Councillor Kerry Jones

Resolved that the minutes of special meeting of council, held Monday, April 13<sup>th</sup>, 2015 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Correspondence

Correspondence

Meeting No. 1292

Date: Monday, April 27, 2015

No	NAME	REGARDING	CORRESPONDENCE
01	Corner Brook & District Labour Council	Wreath Laying Ceremony April 28, 5:00 P.M.	Will anyone attend?
02	NL & Labrador Electoral Districts	Notice of Proposals and Public Sitings.	
03	Western Regional Wellness Coalition	Community Grant Deadlines	
04	Dept. of Municipal & Intergov. Affairs	2014 Consolidated Financial Template	FYI
05	Environment & Conservation	2014 Water Quality Report in Office	FYI
06	Hospitality NL & Labrador	Learn & Lead Webinar Series Returns	FYI
07	Gerry Walsh	Looking for stories	FYI
08	Trans Canada Trail	TCT Champion	FYI

**Reports**

(a) Finance

2015-0427-03, Finance

Councillor Elmo Bingle / Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Finance Committee Meeting April 22, 2015 be adopted as presented.

In Favor: Deputy Mayor Sandra Pinksen

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

In favor 6; opposed 0; abstained 0. Carried

Finance  
 April 22, 2015

Deputy Mayor Sandra Pinksen  
 Councillor Elmo Bingle  
 Councillor Jean Young  
 Lori Humphrey

NO	Description	Recommendation
1	Ducks Unlimited – donation	Donation of \$25.00
2	Acting Town Manager Pay	Deferred – Council to discuss
3	Shift premium for call-out vs evening shift	Deferred for more information – Lori to call Union Rep
4	Royal K9 – Information that you requested	Will issue cheque after speaking with accountant
5	Premium Auto World – extra water and sewer.	Staying with policy on two units.
6	70 <sup>th</sup> Anniversary of VE Day – Newspaper Ad	4 x 25 ad for \$73
7	Walk to Cure for Diabetes	\$25 donation
8	Deer Lake Economic Development Training Lunch	Approved
9	Town Web Site Upgrade \$3000-5000	Look at again after reviewing budget
10	SNC Lavalin Middle Road Holdback \$52,437.32	Approved
11	Purchase of Used Truck \$21,470.00	Approved
12	Purchase of Used Dump\$11,300	Apprived
13	Tax Adjustment #110434 - \$437.13 #113161 – 388.33 #113695 – 437.13 #110798 – 232.05	All Tax adjustments are approved
14	A/P - \$78,748.62	Approved

15	Administration Week - Lunch	Approved
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(b) Environment and Housing

2015-0427-04, Environment and Housing

Councillor Kerry Jones/Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Environment and Housing Committee meeting April 24, 2015 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

## Environment & Housing Minutes

Friday, April 24, 2015, 10 am

In attendance:

Chairperson Kerry Jones

Councillor Sheila Mercer

Administrative Assistant Christa Jones

Municipal Enforcement Officer Keith Park

Public Works Supervisor David Thomas

Economic Development Officer Damon Clarke

### Building Permits

Following is a breakdown of the number of permits issued (in brackets) and construction values so far in 2015, up to and including Friday, April 24:

General repairs (5):	\$ 76,500
Accessory buildings (2):	\$ 5,000
Commercial construction (3):	\$ 765,500
New Dwellings (2):	\$ 560,000
<b>TOTAL (12 permits):</b>	<b>\$1,407,000</b>

No.	Name	Address	Description	Action
<b>General Repairs</b>				
1.		2 Langdon's Avenue	Extension to house	Approved, Permit Issued
2.		67 North Main Street	Converting from commercial building to residential	Approved, Permit Issued
<b>New Residential</b>				
3.		13 Scott Drive	New home	Approved, Permit issued
4.		18 D.D. McDonald Drive	New home	Approved, Permit issued
<b>Accessory Buildings</b>				
5.		64 Nicholasville Road	New garage; plans to remove old garage first and build new on same foundation	Approved, Permit issued
<b>Commercial Construction</b>				
6.		14 Wellon Drive	New garage	Approved, Permit issued
7.		Pennell's Lane	Replacing eaves	Approved, Permit issued
<b>New Business Permits</b>				
8.			Small engine repair operation	For information purposes; proponent still deciding on building
<b>Other Issues</b>				
9.	Jade Holdings	Seeking permission to build affordable housing units in Woodford Drive area		Deferred
10.		St. Jude's	New residence	Form signed and sent to Government Services
11.		Nicholsville Road	Town sought to purchase land	Counter offer of \$60,000 firm; EDO told real estate to let us know if they are interested at the price we quoted

12.	Nichols Landing		Official response from developer	Committee recommends the town reject request to swap land
13.		Jeddore's Lane	Homeowner wishes to purchase land from town	Awaiting valuation from Municipal Assessment Agency

(c) Public Works

2015-0427-05, Public Works

Councillor Elmo Bingle /Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Public Works Committee Meeting April 22, 2015 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Public Works  
 April 23, 2015

Councillor Elmo Bingle  
 Councillor Shelia Mercer  
 Councillor Amanda Freake  
 Lori Humphrey  
 Dave Thomas

Date	Description	Recommendation
01	Spring clean up	Deferred – too much snow to start
02	New employees	Looking at Mid-May to determine if temporary employees are required. Public Works superintendent

		to develop job description
03	Gas tax	Begin process for Gas Tax Projects - Recapping Elizabeth Ave and Clinic Drive
04	PW Conference May 6,7,8	Approved
05	On Call	Municipal Enforcement Office to join the On-Call Team
06	Changes in contract –Call outs/Seniority	On call team needed clarification on the change in contract for Call -Outs
07	Lakeside Liftstation	Chris Power is requesting more information - number of homes/unit and potential homes units flowing through Lakeside liftstation
08	Resident Car Damaged by Plow	Call resident to inform her to sent in letter to forward to insurance company

(d) Economic Development
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2015-0427-06, Economic Development

Councillor Sheila Mercer / Councillor Kerry Jones

Resolved that the minutes/recommendations of the Economic Development Committee Meeting April 15, 2015 be adopted as presented.

In Favor: Deputy Mayor Sandra Pinksen  
Councillor Kerry Jones  
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, April 15, 2015

<b>In Attendance</b>	<b>Regrets</b>
Chairperson Sheila Mercer, Town Councillor	Amanda Freake, councillor
Terri Gilbert, committee member	Cyril Kirby, committee member
Walter Dominie, committee member	Terrilynn Robbins, Deer Lake Chamber of Commerce
Damon Clarke, Economic Development Officer	Roseann White, committee member

## **I. Call to Order**

The meeting was called to order at 9:05 am.

## **II. Old Business**

### **a. Deer Lake Development Corporation By-Laws**

The EDO has met with Jim Goudie of James Goudie Law Office and took notes on the changes needed for the by-laws. These changes have been implemented and we are just about ready to roll out the new by-laws.

### **b. Humber Valley Region**

The EDO hopes to convene a meeting in early May to introduce the concept and determine next steps. These are likely to include seeking funds to professionally conduct an inventory of the resources we have in the Humber Valley.

## **III. New Business**

### **a. Business Attraction Strategy**

Stewart Read of Business, Tourism, Culture and Rural Development has met with the EDO to gauge interest in having the town seek funding to prepare a business attraction strategy. This plan of action details a strategic focus on businesses which need to locate to Western Newfoundland to grow and service their markets and also includes a systematic presentation process and implementation plan to make this vision a reality. Mr. Read suggested that a Committee be established to determine a terms of reference with established objectives/goals for such a plan.

## **IV. Land Issues**

### **a. Industrial Park update**

The town is waiting for the delivery of the final report, the scope of which was expanded to include some research into the feasibility of using artesian wells and a "Bio-green"-type system for water and sewage services, respectively.

### **b. Joe Butt's Lookout**

The real estate agent called the EDO to provide a counter offer which was well above the town's offer. The EDO asked the real estate agent to get in contact if the price drops closer to what the town offered.



**V. Other Issues for Discussion**

**a. Long-term planning re-cap**

The EDO distributed a summary of the issues identified to date. The group has done extensive work on tourism, land issues and communications. The group will tackle other issues such as waste management during the next meeting, scheduled for the last week of April.

**b. Economic Development role on TAP-compliance**

There was a brief discussion on whether or not this is a role the EDO should take on. It was felt the EDO has enough on his plate and that the TAP-compliance issue is one for which the Department of Business, Tourism, Culture and Rural Development is responsible.

**Next Meeting**

April 29, 2015, 9 am (planning meeting).

**VI. Adjournment**

The meeting was adjourned at 11:12 am.

(e) Tender Opening

2015-0427-07, Tender Opening

Councillor Elmo Bingle / Councillor Kerry Jones

Resolved that the minutes/recommendations of the Tender Opening April 24, 2015 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Tender Opening  
April 24, 2015

Deputy Mayor Sandra Pinksen  
Dave Thomas  
Keith Park  
Lori Humphrey

NO	Description	Recommendation
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1	Woodward Motors – Monthly Payment \$431.23 for 36 Months. Buy out \$19,656.35 Total \$37,200	Have to review tenders more carefully to ensure that all particulars are correct. If so recommend Woodward Motor’s Tender.
2	Ford – Monthly Payments \$884.34 for 36 month. Buy out \$10,109 Total \$41,994.20	
3	Ford – Quoted on a V8- don’t met tender requirements	

**(f) Public Works Superintendent Report**

Report From: Public Works Superintendent David Thomas

Prepared For: Council & Management Team

Date Prepared: April 24, 2015

Timeframe: April 6, 2015- April 24, 2015

Road:

- Patching
- Cleared snow from ditches and catch basins
- Repaired broken signs
- Repairs to landfill site road

Water:

- Clean filters
- Repaired curb stop on Tower road
- Repaired broken water line on Wight’s Road

Sewer:

- 

Snow:

- 

Building Maintenance:

- Electrical Repairs at liftstations and Depot

Misc :

**(g) Action Report**

**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	Follow up- get estimate on moving pole and fire hydrate and installing culvert.	Waiting on NL Power for pole quote Hydrant aprox. \$5000 to move
2	Dec 15th	Occupancy Permits	E & H	Damon	Staff to work on developing	Keith, Damon and Christa met April 24 to begin shaping this policy
3	Jan 12th	Construction Permits	E & H	Damon	Contact other Municipalities on what they do; put rush on this. Wants done before construction season.	First draft written, currently being reviewed
4	Jan 12th	Darren Brake	E & H	Damon	Talk to Lawyer regarding this issue	Letter sent registered mail April 7th; no response received
5	Jan 12th	Bio Max Water Meter	PW	Dave	Waiting on cost of Solar panel	Cost of \$6,659.43
6	Jan 12th	Nichols Landing	E & H	Damon	Meeting with Mr. Nichols about phase 4 of Nichols Landing	Met with developer; he has responded, discussed response at April 23 E&H meeting

7	Jan 12th	Quarry Permits	E & H	Damon	Yearly Permits for operation of quarries, EDO to speak with one which is not approved	Done, approval forwarded
8	Jan 12th	Regency Mgt.	E & H	Damon/Dave	Concerns on sewage, set up meeting	Still waiting for council to discuss density concerns
9	Jan 12th	Lush's Land	E & H	Damon	Need clarification on exactly what land this is	Damon and Christa visited property April 24; waiting for Tony Lush to return home to follow up with him
10	Jan 12th	Water Line Policy	PW	Dave	Contact other Municipalities on what they do	Gone to PW meeting
11	9-Feb	Whites Rd	PW	Maxine	Request that MAA Visit that area	Will do it before the conference
12	9-Mar	CBPPL Report	Admin	Maxine	Get update on Seepage Report	Request complete waiting on supplement assessment
13	23-Mar	DL DAY	Rec	Maxine	Get new date for DL Day	Still waiting on CBPPL
14	23-Mar	DL Gymnastics	Admin	Maxine	Request Financial Statement/set up meeting with new committee	Sent to Recreation

15	6-Apr	Mayor's March	Admin	Lori	Send in Registration for Mayor's March	request sent waiting reply
16	6-Apr	Municipal Symposium	Admin	Lori	Register Dean, Sandra, Amanda and Jean	Done
17	6-Apr	Sedler Anniversary Supper	Admin	Lori	Get tickets for Dean, Sandra, Elmo, Amanda. Put spouses on wait list	Done
18	6-Apr	Chamber of Commerce	Admin	Lori	Annual awards Gala Cheque	Done
19	6-Apr	Tax Adjustment	Admin	Christa	Inform applicants	Done
20	6-Apr	GIC	Admin	Lori	Inform Scotiabank	
21	6-Apr	Loan	Admin	Lori	Inform CIBC	Done
22	6-Apr	OH&S Conference	Admin	Leslie	Register for Conference	Done
23	6-Apr	Tree House	Admin	Maxine	Request Statements	
24	6-Apr	Royal K9	Admin	Maxine	Request Business number	Done
25	6-Apr	Supplies for Depot	Admin	Lori/Dave	Get supplies needed	Getting Quotes
26	6-Apr	AP	Admin	Lori	Issue Cheques	Done
27	6-Apr	Police Car	Admin	Lori/Keith	Look into leasing or purchasing truck	Tender done
28	6-Apr	Insurance Claim	Admin	Maxine	Pay claim	Done
29	6-Apr	Pot Holes	PW	Dave	Start repairing pot holes	Doing

30	6-Apr	Greasing system	PW	Dave	Order greasing system	Wait until truck comes in for regular service and do it that time
31	6-Apr	Cabin in Watershed	Admin	Maxine/Damon	Set up meeting with Government regarding this	Done

Adjournment

2015-0427-08 Adjournment

Councillor Elmo Bingle/Deputy Mayor Sandra Pinksen

Resolved that since there is no further business that the meeting adjourns at 8:22pm with the next regularly scheduled meeting set for Monday, May 11<sup>th</sup>, 2015 at 7:30 pm.

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

In favor 6; opposed 0; abstained 0. Carried



Mayor Dean Ball



Christa Jones, Administrative Assistant