

Minutes of the regular meeting of council held Monday, November 16, 2015 No. 1305 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 Jean Young

Also in attendance: Town Manager Maxine Hayden
Town Clerk, Lori Humphrey

Absent: Councillor Sheila Mercer
Councillor Kerry Jones

Gallery: Bill Hayden

Regular meeting of council called to order at 7:40 pm by Mayor Dean Ball.

2015-1116-01, Minutes No. 1304

Deputy Mayor Sandra Pinksen/ Councillor Elmo Bingle
Resolved that the minutes of regular meeting of council, No. 1304 held Monday, October 26th, 2015 be adopted as presented.

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

In favor 5; opposed 0; abstained 0. Carried

Correspondence

Correspondence

Meeting No. 1305

Date: Monday, November 16, 2015

No	NAME	REGARDING	CORRESPONDENCE
1	Government of NL- Office of Climate Change and Energy Efficiency	Climate Change	FYI
2	Government of NL	News Release	FYI
3	Government of NL – Department of Transportation and Works	Traffic Regulations Approval	FYI
4	MAA	Annual Report	At the office for review
5	CFIB	Presentation and annual report	At the office for review
6	FMC	News Release	FYI
7	Historic Sites Association	Manning Award Nominations	No at this time
8	Chamber of Commerce	Candidates Forum	FYI
9	Trans Canada Trail	List of Trail Champion	FYI – Need more details
10	Santa Stroll	November 28 th	FYI
11	PC – Graydon Pelley- Candidate	Donation Letter	Cannot donate to political parties.

Reports

(a) Finance

2015-1116-02, Finance

Deputy Mayor Sandra Pinksen / Councillor Elmo Bingle

Resolved that the minutes/recommendations of the Finance Committee Meeting with Deer Lake Gymnastic Committee on November 13th, 2015 be adopted as presented.

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

In favor 5; opposed 0; abstained 0. Carried



Finance
November 13, 2015

Deputy Mayor Pinksen
Councillor Elmo Bingle
Maxine Hayden

NO	Description	Recommendation
1	SNC Lavlin upgrade lift station \$3,671.97	Recommend approval
2.	SNC Lavlin upgrade lift station \$2,175.19	Recommend approval
3.	SNC Lavlin Kings Lane \$2,642.96	Defer for more information
4.	SNC Lavlin Nicholasville Road \$54,022.55	Recommend approval
5	Marine Contractors Nicholasville Road \$1,090,181.53	Recommend approval
6.	CFCB Christmas/New Years Greetings \$399.00	Recommend we cost share with Parks & Recreation
7.	Royal Canadian Legion Poppy Campaign.	Recommend donation of \$25.00
8.	Western Star add \$73.00 plus HST	Recommend approval
9.	Deer Lake Christian Aid Committee	Recommend approval of \$100.00
10	Sledworthy \$1,497.00 Plus HST	Recommend approval
11	Ronald McDonald House	Recommend approval of \$25.00
12	Deer Lake Public Library annual grant	Recommend approval
13	Tax adjustments garbage can \$135.50 already has one, property water and sewer 2 Douglas building destroyed by fire \$828.09	Recommend approval of \$963.69
14	Accounts Payable. \$102,304.11	Recommend approval
15	Christmas soup, staff party, turkeys, wreaths	Recommend approval

(b) Public Works

2015-1116-03 Public Works
Councillor Elmo Bingle / Deputy Mayor Sandra Pinksen

Resolved that the minutes/recommendations of the Public Works Committee Meeting November 12, 2015 be adopted as presented.

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

In favor 5; opposed 0; abstained 0. Carried

Public Works
November 12, 2015

Councillor Elmo Bingle
Maxine Hayden
Dave Thomas

Date	Description	Recommendation
1	Paul Parsons South Main lift pump	He has purchase a lift pump in order to reach the line it would be 200 feet recommend Town go 100 feet he would be required to go 100 feet .
2	Reports details required	In future the superintendent will put in more details in the list of work performed for public works
3	Doug Francis Riverbank road Island view heights.	Public works has ditched both sides of the road. We will need to have an engineering firm look at the road in that area in regards to settling.
4	Legions property Water issues	Public works is willing to meet with them however they need to clean out their ditch.
5	Deer Lake Kitty Rescue	Check with the lawyers from MNL
6	Robbins enterprises	We have graded the road during the summer, next spring we can send the grader in more often and in winter we do snow clearing in to the Rod and Gun.

		Public works will meet with them here at the office. .
7	Gymnastics building	The walls are up and they are working on the roof. The electrician is working on the fans and will be installing lights in the porch
8	Cul de sac	The crew have made a turn around on Cross's lane, Forest Drive and the contractor has installed one on Woodford drive.
9	Pavement by bridge	The pavement by the bridge is 10 inches wider than it was before we did work on Nicholasville road. The sensor for the light cannot be moved they have to be a certain distance from the light in order for them to work.

(c) Environment and Housing

2015-1116-04 Environment and Housing

Deputy Mayor Sandra Pinksen/Councillor Amanda Freake

Resolved that the minutes/recommendations of the Environment and Housing Committee Meeting November 4, 2015 be adopted as presented.

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

In favor 5; opposed 0; abstained 0. Carried



Environment & Housing Minutes
Wednesday, November 4, 2015, 9 am

In attendance:

Chairperson Kerry Jones
 Deputy-mayor Sandra Pinksen
 Town Manager Maxine Hayden
 Economic Development Officer Damon Clarke
 Administrative Assistant Christa Jones
 Municipal Enforcement Officer Keith Park

Regrets:
 Councillor Sheila Mercer
 Public Works Supervisor David Thomas

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 Wednesday, Nov. 4, 2015:

General repairs (173):	\$ 892,849
Accessory buildings (55):	\$ 579,900
Commercial construction (18):	\$1,671,500
New Dwellings (33):	\$6,815,500
TOTAL (279 permits):	\$9,959,749

#	Name	Address	Description	Action
General Repairs				
1.	DL Senior Citizens 50+ Club	8 South Main Street	Privacy fence	Approved, permit issued
2.	Eric Pittman	2 Olivia Lane	Siding, doors and windows	Approved, permit issued
New Residential				
Accessory Buildings				
3.	DL Senior Citizens 50+ Club	8 South Main Street	Shed	Approved, permit issued
4.	Margaret Barney	18 George Aaron Dr.	Shed	Approved, permit issued
Commercial Construction				

5.	Lloyd Normore	Nicholsville Road	Commercial building	Conditionally approved; must be advertised for 7 days
New Business Permits				
Other Issues				
6.	Carl Yates	116 Riverbank Road	Inquiring about future plans to service property	No plans at the moment; will inform him when there are plans; check with neighbors around this land
7.	Land on Bonne Bay Highway	20-22 Route 430	Discussion	Tabled for next meeting; check with Department of Transportation regarding access
8.	Chris Cooper	11-13 Jack's Place	Seeking permission for 50 ft. setback	Approved, building permit to be issued in spring

(d) Economic Development

2015-1116-05, Economic Development

Councillor Jean Young/ Councillor Elmo Bingle

Resolved that the minutes/recommendations of the Economic Development Committee Meeting October 28, 2015 be adopted as presented.

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

In favor 5; opposed 0; abstained 0. Carried

Economic Development Committee Minutes

Meeting of Wednesday, October 28, 2015

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

I. Call to Order

The meeting was called to order at 2:10 pm.

II. Old Business

a. Walking Trail Update

The EDO provided an update on the trail work. Most of the work remaining is to chip the brush and logs and lay the mulch down to form the foundation of the trail. Committee members were shown photographs of the trail, along with a sample of the signage design to be used there.

b. Budgetary submissions

There was a discussion of the economic development budgetary submissions to be made to the town. The group reviewed the submissions and made some suggestions which will be implemented in the final submissions. Among the major budget line items were beachfront enhancements, continuation of the industrial park, the town walking trail network, strategic land purchases and development of a marina.

c. Snowmobile Hub committee started again

The EDO informed committee members that the Snowmobile Hub committee has resumed meetings. There was discussion on the plan to create an annual winter snowmobiling event for Deer Lake and about the committee itself. It was felt that in future, monthly meetings should suffice.

d. Snowmobile event/*Sledworthy* magazine

The town plans to advertise in each issue of *Sledworthy* magazine this season. The first ad will run in the November edition of the publication and in an additional three editions during the winter of 2016.

III. New Business

a. Department of Business, Tourism, Culture and Rural Development application for marketing

The EDO explained that he plans to access a portion of the funds sought through his budgetary submissions for the marketing initiatives to be outlined in the 2016 budget. He has met with a representative of the Department of Business, Tourism, Culture and Rural Development (BTCRD), who has indicated that the projects the town has identified would qualify for funding under the department's criteria.

b. No meeting on Nov. 11

The committee's next scheduled meeting is set for Nov. 11, which is Armistice Day. The group decided to skip that meeting and resume meeting on Nov. 25.

IV. Land Issues

a. Land beside Viking Trail bridge

The EDO noted that he has approached the owner of a block of land beside the Viking Trail Bridge to determine the selling price. The land is seen as a possible trail head.

Next Meeting

November 25, 2015, 2 pm.

Adjournment

The meeting was adjourned at 3:20 pm.

(e) Parks and Recreation

2015-1116-06, Parks and Recreation

Councillor Jean Young/ Deputy Mayor Sandra Pinksen

Resolved that the minutes/recommendations of the Parks and Recreation Committee Meeting November 2, 2015 be adopted as presented.

In Favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle

Councillor Amanda Freake
Councillor Jean Young

In favor 5; opposed 0; abstained 0. Carried

Parks & Recreation Committee

Deer Lake Parks & Recreation Committee meeting.
Nov 2, 2015

In Attendance:

Councilor- Kerry Jones
Glynn Wiseman
Junior Pinksen

Arena

- All minor ice sports users programs are in full swing.
- 4th Annual John Pelley Memorial Tournament was a success.
- Helmet Policy is going very well.
- I.B. Storey will be supplying a full update on the energy savings project for the complex by the end of November.

Swimming pool

- Swimming Registration - Swimming Lessons are in week 7 of the eight week program Depending on the need we may offer a stroke improvement program or extra private lessons before the next block of swimming lessons in January.
- The evening Aquafit program is still ongoing and will continue as long as the interest is there.

Bowling Alley:

- All 5 Pin Leagues are up and running as well as the Youth bowling program.
- We have 32 children enrolled in the Youth bowling program this year.

Other

- Winterfest 2016 meeting started a month ago we hope to be able to provide an outline of events before end of the month.
- Waiting for new offers from Coke a Cola and Browning Harvey about the beverage contract. The current contract ends December 31, 2015.
- Budget is submitted for 2016
- Deer Lake Day will be February 15th, 2016

(f) Policy

2015-1116-07, Policy

Councillor Amanda Freake/Councillor Elmo Bingle

Resolved that the policies Smoke Free Workplace Policy, Water Shut Off Procedure, Sub-divide Lane Procedure and Permit and Property Development Policy amendment be adopted as presented.

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

In favor 5; opposed 0; abstained 0. Carried

SMOKE FREE WORKPLACE POLICY

PURPOSE

The Town of Deer Lake maintains a commitment to the health and safety of all its employees. The use of cigarettes and other tobacco and nicotine products has been scientifically proven to be harmful. In the interest of promoting a safe and healthy work environment, and meeting Occupation Health and Safety (OHS) requirements. The Town of Deer Lake has adopted a tobacco nicotine-free workplace policy.

POLICY STATEMENT

The use of tobacco, nicotine and vapor products, (including but not limited to cigarettes, pipes, cigars, snuff or chewing tobacco, electronic cigarettes, vaporizers, etc.) is prohibited in all Town of Deer Lake vehicles owned or leased, workspaces and within nine (9) meters, approximately 30 feet of entrances to Town of Deer Lake buildings.

In accordance with the Smoke Free Environment Act 2005 it is the policy of the Town of Deer Lake to prohibit smoking in or on vehicles owned and operated by the Town of Deer Lake and all buildings belonging to and under management of the Town of Deer Lake including but not limited to Public Works Depot and Garage, Fire Hall, Town office, chlorination Plant Filtration plant, Sewage treatment plant and all other Town buildings within nine (9) meters, approximately 30 feet from all buildings and all job sites. Being permitted to use tobacco products during breaks is a privilege, as long as such use does not interfere with the employees' work, no additional breaks

beyond those allowed under the Town of Deer Lake union contract may be taken for the purpose of using tobacco or similar products. If that privilege is abused, it may be withdrawn altogether.

Policy reviewed at Meeting

No: _____ Dated: _____

VERIFIED BY: _____

**PROCEDURE
Town of Deer Lake
Water Shut Off Communication to Public**

PURPOSE The Town of Deer Lake is responsible for the town's water system. From time to time it is necessary to shut of water to specific areas off town due complete regular maintenance or when there are emergency situations. During these times it is important to communicate information to the affected residents.

PROCEDURE DURING REGULAR OFFICE HOURS

- As soon as Public Works is aware that the water will be shut off they will contact the town office with the information. (in writing or email to town manager)
- The Public Works Superintendent will also contact by email the Fire Chief and the ambulance so the Fire Department and ambulance is aware of what area is without water and any road closure.
- The office staff will then put the information on The Town Facebook, webpage's and the digital sign.
- When the water shut off is planned the office staff will also put a notice on the radio.
- Public Works will post the "Water Shut Off" signs in the affected areas.
- When water is turned back on the Public Works Superintendent will notify the office and Fire Chief

PROCEDURE DURING WEEKENDS AND HOLIDAYS NON OFFICE HOURS

- As soon as Public Works is aware that the water will be shut off they will advise the on-call supervisor.
- Public Works will also contact the Fire Chief so the Fire Department is aware of what area is without water
- Public Works will post the "Water Shut Off" signs in the affected areas.
- When water is turned back on the Public Works will notify the on call supervisor and Fire Chief



Application to Subdivide Land

Applicant Information:

Name of Applicant: _____ Address of Applicant: _____

Applicants' Interest in Land (Owner, Lessee, Prospective Purchaser, Etc.):

Name and Address of Owner (If Applicant Not Owner):

Owners Consented To The Subdivision? _____ Proof (letter, etc.): _____

Land Information:

Location of Land to be Sub-divided: _____

Dimensions of Original Land to Be Subdivided: Area: _____ (Hectares)

Frontage: _____ (Meters) Rearage: _____ (Meters)

Proposed Dimensions of Sub-divided Land: Area: _____ (Hectares)

Frontage: _____ (Meters) Rearage: _____ (Meters)

Lot Information:

Proposed Number of Residential Lots: _____

Area of Land Covered By Residential Lots: _____

Proposed Number of Commercial Lots: _____

Area of Land Covered By Commercial Lots: _____

Proposed Number of Industrial Lots: _____

Area of Land Covered By Industrial Lots: _____

Area of Land Reserved For Open Space: _____

Area of Land Dedicated For Public Use: _____

Area of Land Reserved For Any Other Use: _____

Present Use of Land: _____

Present Use of Adjoining Land:

Right _____

Left _____

Rear _____

Name of Existing Roads To Which The Subdivision Connects:

Number of Street Connections To Existing Roads: _____

Declaration:

I, _____ OF _____

IN THE Province of Newfoundland, do solemnly declare that the plans, specifications and statements herein contained in the said application, conform to the best of my belief to requirements of the Zoning and Subdivision Regulations, and are made with full knowledge of the circumstances connected with same, and that the above regulations will be complied within the development of the said subdivision whether specified herein or not. I make this solemn declaration, conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Witness

Signature

Date

POLICY
Town of Deer Lake
Permits & Property Development

PURPOSE To assist in tax collection should a property owner request permission to complete any development on their property in the Town of Deer Lake boundary.

AUTHORITY As per resolution at meeting No. 1153, May 26, 2008

ACTION If a property owner in the Town of Deer Lake is requesting a permit to do development of any type, then verification is to be made to confirm that their tax account is in good standing up to the current year.
If the said account is in arrears, the permit is to be held until the account is current

Amended/Reviewed at Meeting No. **** held July ***, 2011.

Verified by: _____

(g) Tax Recovery Plan

2015-1116-08, Policy

Councillor Amanda Freake/Councillor Elmo Bingle

Resolved that the Town of Deer Lake adopt the Tax Recovery Plan as presented.

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

In favor 5; opposed 0; abstained 0. Carried

Tax Recovery Plan

Town of Deer Lake

Submitted to: Municipal and Intergovernmental Affairs (Finance Division)
Prior to June annually

Objective:

The Town Council of Deer Lake recognizes the need to administer accounts receivable in the most efficient manner possible. Collections are vital to ensuring that the Town maintains an adequate cash flow and that bad debt losses are minimized.

The town will continue to apply this policy, as with all policies, in a professional manner. Realizing the process involved in collections, it is important that the town be fair, but firm in its collection activities.

Applications of this policy will be necessary on an on-going daily basis to ensure that we meet our objectives of an adequate cash flow and minimization of bad debts.

The Town of Deer Lake overall objective is to collect 80% of all taxes for each calendar year the deadline for the calendar year would be December 31.

Applicability:

The policy applies to municipal taxes and other revenues.

Responsibility:

The Town Manager is responsible for the interpretation and administration of these guidelines. The Accounts Receivable Clerk will work in conjunction with the Town Manager to ensure the application of this policy. When extraordinary circumstances warrant deviation or exception of this policy, they must be specifically approved by a minute of council.

General Procedure:

Effective collection begins by ensuring that the tax payer is fully informed. They will be made aware of the assessed values for their properties/businesses, the tax rates and our terms for payment. This will be accompanied through correspondence, through annually publishing tax rate fees in newspapers and through interaction between the customer and staff.

Billing and statements will be issued promptly and that the information is accurate. All invoicing and statements will prominently show terms and the due date.

Collection efforts will be consistent and persistent. We will continue with the invoice and follow up with a combination of statements, letters, telephone calls, personal contacts and visits and legal notices. All collection efforts undertaken will be documented.

Issuing of invoices:

Property, water and sewer, poll tax and business tax invoices will be issued at the first of January each year. Invoices for services such as ice and pool rentals, water/sewer work, connections etc will be issued at the end of the month.

Account Statements:

Will be issued on a bi-monthly basis.

Due Dates:

Taxes are due and payable by the 31st day of March, compound monthly interest of 1% will be charged after that date.

Taxes that are not paid by the 31st of March in the year they are billed are considered to be in arrears. Full collection efforts will begin on April 1 of the year taxes are billed to collect the delinquent accounts.

Poll Tax will be considered to be in arrears as of March 31 in the year they are billed, if not paid by employee, payroll deductions will be requested after April 1.

Charging of interest:

Interest will be charged at 1% compounded monthly. A motion will be passed on this each year.

Business conducted with delinquent taxpayers:

After an account is considered overdue, any amounts owing by the Town will be applied against that account until it is paid in full.

Collection Methods on Delinquent Accounts

- Poll Tax
- Letters/Telephone calls
- Payment schedule/post-dated cheques
- Employer payroll deductions

Business Tax:
Letter/Telephone calls

Payment /Schedule/Post dated cheques
Rent seizure if they own property
Disconnect water 2 weeks after notice

Property/Water & Sewer
Letter/Telephone calls
Payment schedule/post dated cheques
Rent seizures (if applicable)
Disconnect water two weeks after notice
Disconnect sewer (if applicable)
Dormant property accounts – tax sales

Sundry Accounts/Dump Fees
Letter/telephone calls
Disconnection of Services (if applicable) two weeks after notice

For setting up of payments, post dated cheques, credit card information, banking information will be required.

If services are disconnected, a re-connection fee of \$50.00 will have to be paid before hook-up.

Hardship cases will be brought forward by the Finance Committee for consideration of council.

Bad Debts:

Uncollectable debts will be written off when all reasonable efforts have been made to collect. For businesses, usual reasons for accounts being uncollectable include out of business, bankruptcy, or no assets, for poll tax accounts, when our efforts including the credit bureau bring no results, then the account should be written off.

A provision for bad debts will be reflected in the yearend financial statements using the following criteria:

1. Poll tax or miscellaneous invoices outstanding for over two years.
2. Business tax outstanding for over two years.
3. Property, water/sewer tax outstanding for six years.

The town will ensure that all write-offs have been approved by a minute of Council.

Accounts which are considered bad debt will continue to have active collection measures taken if there are sufficient reasons to do so.

Bankruptcy and Insolvency:

Correspondence regarding bankruptcy should be forwarded to the Town Clerk. He or She will be responsible for protecting our interests as a creditor.

Monitoring Tax Receivables:

The Administrative Assistant is responsible for monitoring the Tax Receivable monthly, sending out by-monthly statements, developing payment plans, carrying out daily follow ups and providing the Town Manager with reports monthly, In addition, reports of Tax Receivable issues are to be reported quarterly to the Finance Committee of the Town of Deer Lake.

Reporting:

Reporting would include all documents such as calls, letters, memos, emails, follow up and reports placed on individual accounts as well as maintained in a tax receivable record system. Council will be given quarterly reports.

Conclusion:

The success of the Municipality of Deer Lake lies on its ability to collect taxes from its residents in a fair and equitable manner. This policy strives to treat each tax payer fairly under the rules set out in the Municipalities Act which governs all municipal governments.

The earlier taxes can be collected the less likely that people will get in a situation not to pay off large outstanding amounts.

Council will stand by their rules and enforce them to ensure fairness and effectiveness.

(h) Wellness Committee

Wellness Committee November 10, 2015

1. Committee Members:

Chairperson, Leslie O'Neil
Co-Chair and Administration Representative- Pat Hayden
Councilor Representative-Elmo Bingle, Absent
Management & Recreation Representative-Glynn Wiseman
Public Works Representative-Stephen Spence

2. What do we want to see as a result of our efforts?

- Employees to enjoy coming to work
- Show pride and loyalty

- Better morale
- Healthier and happier work environment – healthier & happier employees.
- Getting the message out and getting feedback to the committee.
- Decreased sick leave abuse and absenteeism
- Competitive advantage in recruiting new employees
- Reduced employee turnover rates
- Lower catastrophic and long term health costs.

3. **Wellness program and policy**

- Leslie and Pat to look at that. Will be completed for next meeting to review and approve.

4. **What are our employee's needs and expectations of the workplace?**

- Using the walking trails-being able to give good advice to the general public.
- Try to find ways to make use of the pool, bowling alley and stadium.
- Ways the town will benefit as well.
- Improved employee morale
- Friendly environment

5. **Ways to organize our activities**

Educate – Needs & expectations – Ex: Use local resources - Western Health and Active life – any resources available.

- Put in budget for the wellness program. Once in awhile get a fruit or veggie tray for meeting.

Skills Building – get them involved

Work Environment-Change things in our workplace

- Spoke about music being played in the background. Glynn has this for Recreation and this works very well for them.

6. **Put Plan into action?**

- Posters, management to inform employees of the progress.
- E-mail, flyer – put in with pay stubs, brochures
- Free Bowling scheduled for November 20 – 7:00 P.m. – 8:00 P.M. – all lanes – Information to be put in with cheque stubs this payday.
- Plan to have something put in place once a month. After every meeting have a plan in place for the following month

7. **Program ideas**

- a) **Health/Wellness** – info on healthy eating, sample of healthy snacks and healthy recipes.
 - Demonstrations of aerobics, stretches and strength activities. Activities that can be done at work.
 - Stress management info
 - Parks & Rec programs offering (schedule of events in town)
 - Western Health and other resources
 - Local fitness – savings or discount
 - Ergonomic Assessments.

- b) **Physical** – Hold walking or standing meetings, morning/afternoon staff walks, use walking trails, fitness contests, pool, skating, bowling (free of charge)

- c) **Nutrition/Healthy Eating** – Healthy recipe contest, weight loss contest. All meetings offer healthy food alternatives and water. Weight watchers on site programming. Public works to have a healthy breakfast instead. Maybe subway sandwiches for example

- d) **Giving back to our Community**-addressing council to see if they would provide employees with a few hours a year to volunteer here in our own town. Some ideas; the soup kitchen, breakfast program, school functions, and or any other event being held in our town.

- e) **Wellness Seminars** – Massage therapy, time management, balance work life, weight loss, weight and stress management.

8. Employee Recognition

- Recognize our employee's for their years of service. Going on 5 year intervals. Something to thank them for all their hard work and dedication. Some suggestions were items with our logo, gift card etc.

Meeting adjourned 3:00 P.M.

(i) Town Superintendent Report

Report From: Public Works Superintendent David Thomas
Prepared For: Council & Management Team

Date Prepared: November 13, 2015
Timeframe: October 26, 2015 –November 13, 2015

Road:

- Patching Lushes Lane, Powells Lane, Chaulks Lane, Garden Road, Phillip Drive, Second Avenue, High Street, Old Bonne Bay Road, George Aaron Drive
- Ditching on River Bank Road and Scott Drive
- Repaired Street Signs on Airport Ave and Wight's Road
- Cleaned out catch basins on Gatehouse Road, Humberview Drive, Lushes Lane, Cross's Road, High Street and Shaws Lane
- Put class A on shoulder of road on Shaw's Lane
- Installed catch basin and culvert on Fourth Avenue
- Making turnarounds on Cross's Road and Forest Drive for snow clearing
- Prepared section of Lush's Lane for paving

Water:

- Clean filters
- Repaired curb stop on Main Street, Middle Road, Main Dam Road
- Repaired water line break on Middle Road
- Daily inspection of Chlorination and Filtration Plants
- Raised curb stops on Shaws Lane, Peddles Road and 3 on Woodford Drive

Sewer:

- Sewer plug on High Street and Devon Roe
- Checked all liftstations and various man holes in town for Friday maintenance checks
- Repaired liftstation pump at Lakeside Drive

Snow:

- One morning salt roads

Building Maintenance:

- Electrical Repairs at Lakeside and Nicholsville Bridge lift stations, filtration plant, stadium gymnastics and depot
- Building porch for gymnastics
-

Misc :

- Cleaned out porta potties
- Hauled away brush for Elwood parent teacher association
- Took up dock in river
- Placed topsoil around new sidewalk on Commerce Street
- Stored summer equipment in shed
- Two employees on a one day course, three employees on a First aid course
- Hauled gravel and Class A for turnarounds on Forest Road and Cross's Road

(j) Town Manager Report

Town Manager Action Report for
Meeting No. 1305
November 13, 2015

No	Item	Dept.	Person responsible	Task/request
1	Gymnastics	Admin	TM	Public works is continuing to work on building and porch walls are in place roof trust is being put in place electrician is working on inside of building
2.	Policy	Admin	TM	Policy meeting held polices brought to Council for approval
3	Great Humber Joint Council	Admin	TM	Notified that Deputy Mayor Pinksen would attend
4.	Remembrance Day Events	Admin	TM/Leslie	Notices sent to Council on events for Remembrance Day
5	CFIB	Admin	TM/Christa	Meeting held with Vaughan Hammond discussing on taxes and assessments.

(k) Action Report

Action Report						
#	From Meeting	Item	Depart	Individual to Complete Task	Task	Date Completed or Follow Up
1	11-May	CBPPL Grant in Lieu	Admin	Maxine/Damon/Lori	Write up responds to meeting	Waiting on CBPPL
2	10-Aug	Unfinished Houses	E&H	Damon	Contact residents of unfinished house and set up time line	Damon is still working on this

3	10-Aug	Policy for Venders	Policy	Maxine	Policy Venders with outstanding Tax bidding on tenders or quoting	Still with policy committee
4	13-Oct	CFIB	Admin	Maxine	Set Date for Meeting	Done
5	13-Oct	Cul-de-Sacs	PW	Dave	Make list of roads that should have cul-de-sacs or that drivers have to back up while snow clearing	Done
6	13-Oct	Province Smoking Policy	PW	Maxine	Get a copy of Provincial Smoking Policy	Done
7	13-Oct	Cross's Lane	PW	Dave	Look and see if Guard Rail can be moved bank or a Cul-De-Sac put in	Done
8	26-Oct	Gymnastic Building	PW	Maxine/Dave	more signs for entrance/install fans/build porch/check on key for thermostat /look into spray installation budget	Started porch/getting signs/Gymnastic was given a key for the thermostat, if they cannot find it Dave will get another one done/Electrician is putting up fans/Spray installation was not completed because it was not fire rated that was required from our insurance.

Adjournment

2015-1116-09 Adjournment

Councillor Elmo Bingle

Resolved that since there is no further business that the meeting adjourns at 8:40pm with the next regularly scheduled meeting set for December 1, 2015 at 7:30 pm.

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

In favor 5; opposed 0; abstained 0. Carried

Mayor Dean Ball

Lori Humphrey, Town Clerk