

Minutes of the regular meeting of council held Monday, March 7, 2016 No. 1313 held in Council Chambers, 6 Crescent Street, Deer Lake, NL.

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

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

Absent: Councillor Amanda Freake

Gallery: Cory Hurley (Western Star), Bill Hayden, Merne Arsenault, Karen Arsenault

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

2016-0307-01, Minutes No. 1312

Deputy Mayor Sandra Pinksen / Councillor Elmo Bingle

Resolved that the minutes of regular meeting of council, No. 1312 held Monday, February 22nd, 2016 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Date: Tuesday, March 7, 2016

No	NAME	REGARDING	CORRESPONDENCE
1	Chamber of Commerce	AGM	Mayor Ball, Deputy Mayor Pinksen,

			Councillor Bingle
2	Canada 150 Mosaic	Information Package	Send to Finance
3	CMHI	Letter regarding bullying	FYI
4	Municipal Affairs	Letter from Minister	FYI
5	FFAW	Rural Work Initiative	FYI
6	Community Garden Committee	Support Form	Sign Letter
7	Stress Strain	Corner Brook May 30	FYI
8	ICompass	Webinar	FYI
9	RCMP	Letter – request for meeting	Request Meeting for March 21 at 7.
10	The Salvation Army	Quote for Volunteer Dinner	Change day to March 29 th .
11	Hospitality NL	Newsletter	FYI
12	Epilepsy NL	Purple Day for Epilepsy	March 26, 2016

Reports

(a) Finance

2016-0222-02, Finance

Deputy Mayor Sandra Pinksen /Councillor Elmo Bingle

Resolved that the minutes/recommendations of the Finance Committee Meeting on March 3rd, 2016 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried



Finance
March 3, 2016

Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Maxine Hayden

NO	Description	Recommendation
01	Volunteer week Ad \$75.00 plus HST	Recommend approval
02	Walk for Arthritis donation \$25.00	Recommend approval
03	Accounts Payable \$44,191.40	Recommend approval
04	Wellness committee request for corporate plan for employees	Defer to Council

(b) Public Works

2016-0307-03 Public Works

Councillor Elmo Bingle / Councillor Amanda Freake

Resolved that the minutes/recommendations of the Public Works Committee Meeting March 3rd, 2016 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Public Works
March 03, 2016

In attendance
Councillor Elmo Bingle
Maxine Hayden
Dave Thomas

No	Description	Recommendation
1	Gas Tax Tender	Public works superintendent in process of getting tender documents should be ready mid March
2	Pot holes	Public works crew will continue to monitor the roads for potholes and patch them weather permitting.
3.	Truck	Truck has been ordered should be available by June
4	Drainage Doris Philpott	During the last rain fall someone had put a piece of carpet in the culvert down by Lucas place this caused the water to back up no water went into her house but it had stated to back up to her property. The water dropped as soon as the piece of carpet was removed. Call Ms. Philpott and explain what had happened.
5.	Drainage Lushes lane	In the spring the Town will go over and install some dummy catch basins. Will have to look at Jeddore's Lane as well as Cross's Road

(c) Environment and Housing

2016-0307-04, Environment and Housing

Councillor Kerry Jones/ Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Environment and Housing Committee Meeting for items #2, #3 and #4 on March 3rd, 2016 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Councilor Young leaves the meeting at 7:55 due to conflict of interest on item #1.

2016-0307-05, Environment and Housing

Councillor Kerry Jones/ Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Environment and Housing Committee Meeting for item #1 on March 3rd, 2016 be adopted as presented.

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

In favor 5; opposed 0; abstained 0. Carried

Councillor Young returns to the meeting at 8:58.



Environment & Housing Minutes
Thursday, March 3, 2016, 10:30 am

In attendance:

Chairperson Kerry Jones

Deputy-mayor Sandra Pinksen

Councillor Sheila Mercer

Administrative Assistant Christa Jones

Economic Development Officer Damon Clarke

Public Works Supervisor David Thomas

Town Manager Maxine Hayden

Municipal Enforcement Officer Keith Park

#	Name	Address	Description	Action
General Repairs				
New Residential				
1.	Merne Arsenault	31A George Aaron Drive	New residence	Approved, permit to be issued. Be sure to stress that house will be accessed by a long driveway that it is not a road.

Accessory Buildings				
Commercial Construction				
2.	Driftwood Inn	3 Nicholasville Road	Replace siding and shingles	Approved, permit issued
New Business Permits				
3.	Raymond Wellon	MCL Business Solutions	Home office	Recommendation that applicant advertise his plan to establish a home-based business
Other Issues				
4.	NCL Holdings	Off George Aaron Drive	Requesting that the town re-zone land for them	Recommendation that town re-zone land for NCL Holdings

(d) Economic Development

2016-0307-06, Economic Development

Councillor Sheila Mercer / Councillor Kerry Jones

Resolved that the minutes/recommendations of the Economic Development Committee Meeting on March 2nd, 2016 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Economic Development Committee Minutes

Meeting of Wednesday, March 2, 2016

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

I. Call to Order

The meeting was called to order at 3:00 pm.

II. Old Business

a. New committee members

The group had some discussion on potential new members. The EDO has a list of names and he will begin calling these people to see if any are interested in serving on the Economic Development committee.

b. Meeting time, frequency, location

After a discussion among committee members, it was agreed to adjust the committee's activities. Specifically, the group has agreed to hold its meetings once per month instead of every two weeks. In addition, the meetings will be moved out of the town office when possible, likely to the Grand Lake Centre of Economic Development. And, the group decided to set its meeting times for Tuesdays from 1:30 to 3 pm.

c. Web site Request for Proposals

The EDO shared with the group two draft documents as the town prepares to have a new web site developed. One document was the advertisement, which will be placed in the next possible Saturday editions of the Telegram and the Western Star. The other document contains tender specifications and is intended to be provided to those who bid for the web site tender.

III. New Business

None.

IV. Land Issues

None.

V. Other Issues for Discussion

None.

VI. Next Meeting

To be confirmed, but likely March 30 at 1:30 pm at the Grand Lake Centre of Economic Development.

Adjournment

The meeting was adjourned at 4:25 pm.

(e) Parks and Recreation

2016-0307-07, Parks and Recreation

Councillor Jean Young / Councillor Kerry Jones

Resolved that the minutes/recommendations of the Parks and Recreation Committee Meeting on February 2nd, 2016 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Parks & Recreation Committee

Deer Lake Parks & Recreation Committee meeting.

March 1, 2016

In Attendance:

Councilor- Jean Young

Councilor Kerry Jones

Glynn Wiseman

Junior Pinksen

Stadium

- We will be hosting two Easter Hockey Tournaments this March 28-April 2-2016. The first will be a Midget Tournament players age 16-18 the second will be Atom players age 7-9. This will be an extremely busy week and will bring major economic spin off into our community.
- We will host the Corner Brook Royals Game #3 here at the Hodder this Saturday March 5-2016

- The Deer Lake Figure Skating Ice Show will take place on March 23-2016

Bowling Alley Report

- At The Provincial zones that were held in Port Aux Basque Deer Lake's junior team came in Third. We also held the central zones in Deer Lake and had teams come from Baie Verte and Grandfalls. They were unable to offer the tournament at either of their lanes.
- On March 5 the 5 pin bowlers from Deer Lake will be rolling off to decide which 2 teams will be going to the Bowl Canada Cup Provincials in Corner Brook April 30th. The Provincial Winners will be going to the National Finals taking place July 9 - 10, 2016 in Oshawa Ontario.

Swimming pool:

- Swimming Lessons for the winter block are in there last week. The next registration for swimming lesson will take place March 19. Our typical enrolment is between 200 and 225 swimmers. We are preparing for an influx of possible swimmers from the closure of the Grenfell Pool in Corner Brook. We are offering 42 classes with the ability to add a few more (**Max of 46**) if the need is there.
- Swim for Hope is scheduled for March 18th and will run from 8:00 pm until 12:00 midnight.
- School Lessons for Elwood Elementary and Pasadena Elementary will begin after Easter.
- The Evening Aquafit classes will begin again March 8 depending on the enrolment.

Other

- Winterfest is completed for 2016 and the committee felt it was a great year of activities. The dates are set for next year Feb3-13-2017
- We are submitting a proposal to government for funding to help offset the cost for lightning for the Arena, Pool. We are waiting to get last quote in so we can submit the application.
- The Recreation Committee will be some activities for April Find your fit Month for the community.
- Please look at attached terms for a renewal for 5 year park/lease agreement for 2016-2021.

We feel that in renewing a new agreement with the Municipal Park that we will look at the following commitments:

Town Commitment

1. 5 Year Lease
2. Maintaining infrastructure.
3. Road upgrade
4. New Gate system
5. Water and Sewer in stalled to main buildings.
6. New buildings in 5 Years
7. Any area future developments or ideas/concerns should include the lease operator.

Operator Commitment

1. Maintain the Town of Deer Lake Asset (Park)
2. Pay A yearly lease fee
3. Pay for Electrical cost on service lots when in operation.
4. Good Customer service
5. Update Recreation Director on any issues ASAP
6. Show vision and keep with Tourism concept of the town.

(f) Tender Opening

2016-0307-08, Parks and Recreation

Deputy Mayor Sandra Pinksen / Councillor Elmo Bingle

Resolved that B and S Trucking be awarded the tender for clearing of land in preparation for the construction of a road for the amount of \$6,950.00 plus HST

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

In favor 6; opposed 0; abstained 0. Carried

Tender opening
Clearing of land in preparation for the construction of a Road.
February 26, 2016

Maxine Hayden
Damon Clarke

Three tenders were received.

1. B & S Trucking \$6,950.00 plus HST
2. Mayor Logging \$10,500.00 plus HST
3. Curtis Power works \$13,200.00 plus HST

(g) Wellness Meeting

Town of Deer Lake
Wellness Minutes
Wellness Program



Date: Feb 25, 2016, 11:00 am

Minutes

In Attendance:

Management Representatives:

Site 3 (Council): Elmo Bingle
Site 9 (Hodder): Glynn Wiseman

Employee Representatives:

Site 3 (Office): Leslie O'Neill (chair)
Site 3 (Office): Christa Jones (co-chair)
Site 7 (Office): Lori Humphrey

Absent:

Stephen Spence

1. Minutes of Prior Meeting

Reviewed with no errors or omissions

2. Letters

- Park Fitness-Dawn confirmed to speak with committee
- Volunteers Hours (Council & Town Manager)-still ongoing

3. Employee Recognition

- Discussion was made to have employee recognition letters placed with paystubs. We'll look at having recognition every 5 years with a token of appreciation to go along with letter.

4. Presentation: Dawn Park-Park's Fitness

- Dawn spoke to committee members re: benefit of healthy living. Agreed to set up information table for Town employees throughout the year to discuss health and fitness issues
- Offered the Town workers and their families' corporate memberships with 20% off and 10% off any training.
- Dawn will forward offer and details regarding this to Leslie as soon as possible.

- Leslie to forward a letter to council requesting support with cost of membership.

5. Wellness Program and Policy

- Leslie to continue working with this.

6. Create Activity for staff

- Free family swim to be scheduled sometime in March. Glynn to get back to Leslie with available dates. Leslie to have poster created by Wednesday, March 9, 2016 for employee paystubs.

7. What are some program ideas (Volunteer Hours)

- Volunteer Program-Look at scheduling Town employees for the Soup Kitchen and School Breakfast Program. Have Town volunteers wearing our Town logo.
- Leslie spoke with both Brian Snow and the school board for schedule and times.
- Look at letting all organizations in the community aware of our volunteer hours so that we can help in anyway throughout the year.
- Will wait for response from council before going forward.

Meeting Adjourned: Feb 25, 2016 at 11:55 am.

Date of Next Meeting Tentative: Mar 17, 2016

(H) OH&S Committee Meeting

Town of Deer Lake
OH&S Minutes
OH & S Program



Date: Mar 4, 2016 9:00 am

Minutes

In Attendance:

Management Representatives:

Site 3 (Depot): Dave Thomas
Site 9 (Hodder): Glynn Wiseman

Employee Representatives:

Site 3 (Office): Leslie O'Neill

Site 9 (Office): Lori Humphrey
Site 7 (Depot): Jerry Langdon
Site 7(Depot) Ryan Moss

Absent:

Junior Pinksen, Maxine Hayden, Eva Anderson, Ira Rideout

- 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

- Health and Wellness-Program working very well. Corporate membership offer for Park Fitness to go in paystub along with Family swimming scheduled for Mar 12th, 7:30 pm
- Toolbox Talks-Still ongoing. Both Dave and Glynn says it working well for all depts. Leslie to continue with safety talks and as well reminded committee to advise her of any important topics they need discussed.

2) OH&S Committee

- Lori has completed the new committee training. Jerry is scheduled for April 2016. As well, Ryan to be scheduled to attend with Jerry. Leslie to have him registered. Will look at having other members of the committee to attend this training as well.

3) Education & Training

- **Training-NLCSA**
- **Fall Protection-Mar 7, 2016**
 - Eric King
- **Fall Protection Recertification-Mar 9, 2016**
 - Ryan Moss & Randell Woodford
- **Trenching & Excavation-May 20, 2016**
 - Tony Giles, Ryan Moss, David Thomas
- **Powerline Hazards-Sept 9, 2016**
 - Tony Giles & Colin Pittman
- **Powerline Hazards-Sept 15, 2016**
 - Ryan Moss & Jamie Pinksen
- **WHSCC**

- Jerry Langdon-Committee Training-April 18, 2016
- Leslie O'Neill-Controlling Occupational Health Hazards-Mar 16, 2016
- **Upcoming Training-TBA**

4) Communication

- Hearing Test-All employees have been tested.
- All depot employees have been trained in using the man-lift through Battlefield. Will speak to Junior about Recreation, and have them trained as well.
- Leslie to have MSDS sheets for Ammonia-Chlorine Building
- An idea was suggested to paint or tape area in front of electrical panel at the Depot so nothing is put there. As per policy, there should be no items placed in front of panel box.
- Glynn confirmed lights are presently being replaced at pool
- Administration to clear vault of obstruction.

5) Safe Work Practices & Procedures

- Powersaw Training. Leslie received quote from A-1 Safety and is waiting for a quote from Stan Pinksen regarding his cost. All staff from depot to take refresher.
- All Town employees are to complete Fire Extinguisher Training. Leslie spoke with Fire Chief Earl Tansley. This will go ahead in the Spring by our Fire Dept.
- There is a new online WHIMIS course that is to be completed by all staff. Leslie will first complete the course and set up a schedule for each employee to complete as well.

6) Hazard Recognition, Evaluation & Control

7) Inspection Reports

- Next Inspections
- Public Works Tentative May 3, 2016 at 9:00 a.m.
- Stadium/Office Tentative May 2, 2016 at 10:00 a.m.
- Fire Hall Tentative May 2, 2016 at 11:00 a.m.
- All inspections were satisfactory this month.

8) Accident Incident Reports

- Incidents reviewed: Corrective Action is as follows:
 - First on site, to sand parking lot of Dept to avoid slip and falls.
 - Employee to show extra precaution when operating around manholes to avoid striking them. Depot employees to try and cut around manhole and raise asphalt.
 - Employees to be sure sand is spread around Lakeside lift station to avoid slip and falls.

9) Emergency Preparedness

- September 2016

10) Disability Management

4 New Business

5 Adjournment & Date of Next Meeting

- Meeting Adjourned: Mar 4, 2015 at 9:45 am.
- Date of Next Meeting Tentative: May 5, 2016

Lori Humphrey, Co-Chair

Jerry Langdon, Co-Chair

(i) Superintendent Report

Report From: Public Works Superintendent David Thomas
Prepared For: Council & Management Team
Date Prepared: March 4, 2016
Timeframe: February 22, 2016 -March 4, 2016

Road:

- Repaired street sign on Thomey place and Tulk's Lane
- Took snow out of ditches on High Street, Phillip Drive, Old Bonne Bay Road, George Aaron Drive, Mayor Ave, Hancocks Road, Fifth Ave, Reids Lane, Wight's road, Glide Lake Road, Goose Arm road, Garden Road, Scott Drive, Squires Road
- Went around to various residents that were having water issues during the rain.
- Patching Nicholsville Road, Old Bonne Bay Road, George Aaron Drive, High Street, Main Street, Squires Road, Wight's Road

Water:

- Clean filters
- Daily inspection of Chlorination and Filtration Plants
- Repair waterline break on Nicholasville Road

Sewer:

- Checked all lift stations and various man holes in town for Friday maintenance checks
- Repaired lift station pump at Lakeside Drive and Main Lift station, Old Bonne Bay Road, and Wight's Road

Snow:

- Salting and sanding roads
- Cleared around hydrants
- Clearing snow from sidewalks

Building Maintenance:

- Electrical work at Depot, Chlorination Plant, Recreation Complex and Lagoon
- Took ice off eave of gymnastics building

Misc :

- 2 Employees on 1 day first aid training

(j) Town Manager Report

Town Manager Action Report for
Meeting No. 1313
March 03, 2016

No	item	Dept.	Person responsible	Task/request
1	30-32 Wights Road	Admin	TM	Resident advised not willing to write off interest.
2	54 High Street	Admin	TM	Resident advised we will monitor sewer lines and dig it up in the spring.
3	Winter fest committee	Admin	TM	Letter of congratulations sent on a successful 2016 winter fest.
4.	Old Bonne Bay Road	Admin	TM	Zoning letter written to owner Council not in approval for zoning change for apartment building.
5.	Sunrise Crescent	Admin	TM	Appeal hearing tentative scheduled for March 9, 2016
6.	ATV regulations	Admin	TM	Regulations sent to Transportation for approval

(k) Action Report

Action Report						
#	From Meeting	Item	Depart	Individual to Complete Task	Task	Date Completed or Follow Up
1	25-Jan	Chimney	Admin	Lori	Send question out to PMA to see if any towns have regulations regarding chimney's and smoke	The only town that replied said that they follow Provincial Regulations and refers any residents to Department of Environment if they have smoke complaints.
2	22-Feb	Asphalt recycler	PW	Dave/Maxine	Before budget look into if it is financially smart to invest this money into the asphalt machine.	

Adjournment

2016-0307-09 Adjournment

Deputy Mayor Sandra Pinksen

Resolved that since there is no further business that the meeting adjourns at 8:10pm with the next regularly scheduled meeting set for March 21st, 2016 at 7:30 pm.

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

Councillor Jean Young

In favor 6; opposed 0; abstained 0. Carried

Mayor Dean Ball

Town Clerk, Lori Humphrey