

Minutes of the regular meeting of council held Monday, June 6, 2016 No. 1318 held in Council Chambers, 6 Crescent Street, Deer Lake, NL.

In attendance: Mayor Dean Ball  
Councillor Elmo Bingle  
Councillor Kerry Jones  
Councillor Sheila Mercer

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

Absent: Deputy Mayor Sandra Pinksen  
Councillor Jean Young  
Councillor Amanda Freake

Gallery:

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

2016-0606-01, Minutes No. 1317

Councillor Elmo Bingle/Councillor Sheila Mercer

Resolved that the minutes of regular meeting of council, No. 1317 Monday, May 2, 2016 be adopted as presented.

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

In favor 4; opposed 0; abstained 0. Carried

Correspondence

Meeting No. 1318

Date: Monday, June 6, 2016

No	NAME	REGARDING	CORRESPONDENCE
1	Appeals Board	Philip Hodder Appeal	E & H committee will look at this.
2	Wellness Meeting	Minutes	FYI – Have Wellness Committee do up details of Recognition of Service
3	Water Resources	Report	Report at office if anyone

	Management Division		would like to review
4	Royal Canadian Legion	ATV's crossing Highway	Set up meeting with DOT and invite Legion
5	Sandra Lush - Resident	Crosswalks	FYI - Write resident to inform then that once all lines are down the public works crew will be enhancing cross walk lines
6	Premier's Forum	Candidate Nomination	Send out email to council to see who would like to be nominated.
7	SAM	AGM - Codroy Valley	No one will be attending
8	Great Humber Joint Council	Meeting Minutes	FYI

## **Reports**

### (a) Finance

#### 2016-0606-02, Finance

Councillor Elmo Bingle/ Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Finance Committee Meeting on June 2, 2016 be adopted as presented.

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

In favor 4; opposed 0; abstained 0. Carried



Finance  
June 2, 2016

Councillor Elmo Bingle  
Maxine Hayden

<b>NO</b>	<b>Description</b>	<b>Recommendation</b>
01	Straightline request for payment \$101,700.00	Recommend approval
02	PMA Training Christa Jones June 16 Roles and Responsibilities, June 17 Municipal Office Administration \$351.54	Recommend approval
03	Dr. Susan Russell -Write taxes	Defer for more information
04	Write Offs Property, Poll \$3,719.49	Recommend approval: Council would like administration to look at how other municipalities approve write-offs.
05	Accounts Payable. \$78,683.65	Recommend approval

(b) Environment and Housing

2016-0520-03, Environment and Housing

Councillor Kerry Jones / Councillor Elmo Bingle

Resolved that the minutes/recommendations of the Environment and Housing Committee Meeting, on May 26, 2016 be adopted as presented.

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

In favor 4; opposed 0; abstained 0. Carried



**Environment & Housing Agenda**  
**Thursday, May 26, 2016, 10:30 am**

In attendance:

Councillor Sheila Mercer

Economic Development Officer Damon Clarke

Public Works Supervisor David Thomas

Administrative Assistant Christa Jones

Town Manager Maxine Hayden

Regrets:

Chairperson Kerry Jones

Deputy-mayor Sandra Pinksen

Municipal Enforcement Officer Keith Park

### 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, May 27, 2016:

General repairs (62):	\$ 419,200
Accessory buildings (19):	\$ 184,300
Commercial construction (5):	\$ 146,500
New Dwellings (10):	\$ 2,212,000

**TOTAL (96 permits):** **\$ 2,962,000**

#	Name	Address	Description	Action
<b>General Repairs</b>				
1.	Derrick Gale	1 Dr. DD MacDonald Dr.	Add decks and fill in overhang	Approved, permit issued
2.	Chad Wheeler	7 Maple Street	Windows	Approved, permit issued
3.	Eric Decker	12 Nicholasville Road	Fence	Approved, permit issued
4.	Tanya Stack	5 Islandview Heights	Fence	Approved, permit issued
5.	Francis Rumbolt	16 Second Avenue	Siding	Approved, permit issued
6.	Harvey Woodland	2A Lush's Lane	Windows and siding	Approved, permit issued
7.	Ted Curlew	82 High Street	Siding	Approved, permit issued
8.	Duane Young	62A Wight's Road	New siding and deck	Approved, permit issued
9.	Sherri Rose	17 Eighth Avenue	Shingles	Approved, permit issued
10.	Leslie Humphrey	19 George Aaron Drive	Shingles and eaves trough	Approved, permit issued
11.	Christa Jones	15 Second Avenue	Patio and windows	Approved, permit issued
12.	Joey Critch	5 Gatehouse Road	Fencing and deck	Approved, permit issued

				issued
13.	Jamie Pelley	6 Trailer Court Road	Extension, siding	Approved, permit issued
14.	Oral Clarke	7 Chapel Hill Road	Single car paved driveway	Approved, permit issued
15.	Woodrow Gilley	2 Chapel Hill	General repairs, fencing	Approved, permit issued
16.	Alistair Whalen	12 First Avenue	New porch	Approved, permit issued
17.	Paul Forsey	2 Canal Road	Demolition of house	Approved, permit issued
18.	Edward Hollahan	22 Nicholasville Road	Shingles and siding	Approved, permit issued
19.	Cyril Curlew	8 Chaulk's Lane	Replace patio	Approved, permit issued
20.	Dolph Janes	13 Birch Street	Replace siding	Approved, permit issued
21.	Caribou 50+ Club	8 South Main Street	Re-pave parking lot	Approved, permit issued
22.	Sheldon Jeddore	17 Elizabeth Street	Extension to dwelling	Approved, permit issued
23.	Leaton Compton	9 Wallace Place	Replacing window, two doors	Approved, permit issued
24.	Wilfred Holloway	12 Second Avenue	Retaining wall	Approved, permit issued
25.	Derrick Young	136 Nicholasville Road	Shingles, siding, windows, doors	Approved, permit issued
<b>New Residential</b>				
26.	Jason Cassell	31 Humberview	New dwelling	Approved, permit issued
27.	Thomas Duval	34 Woodford Avenue	New mini home	Approved, permit issued
<b>Accessory Buildings</b>				
28.	Trevor Compton	40 Cross's Lane	New shed	Approved, permit issued
29.	Leslie O'Neil	22 Elizabeth Avenue	New shed	Approved, permit issued
30.	Daniel Ryland	84 Goose Arm Road	New shed	Approved, permit issued
31.	Oral Clarke	7 Chapel Hill Road	New garage	Approved, permit issued

32.	Humberview B&B	11 Humberview Drive	New gazebo	Approved, permit issued
33.	Doug Francis	2 Islandview Heights	New garden shed	Approved, permit issued
34.	Jerry Ball	23 Woodford Drive	New garage	Approved, permit issued
35.	Colin Butt	1 Stella's Place	New garage	Approved, permit issued
36.	Tammy Beck	7 Bennett's Avenue	New garage	Approved, permit issued
37.	Caribou 50+ Club	8 South Main Street	Gazebo, walkways	Approved, permit issued
38.	Doris Hinks	7 Hinks Lane	New shed	Approved, permit issued
<b>Commercial Construction</b>				
<b>New Business Permits</b>				
39.	West Coast Terra	Meadow Lane	Home-based business	Deferred for more information
<b>Other Issues</b>				
40.	Small Cell agreement	Bell Aliant	Proposal for town	Deferred pending thorough analysis of proposal
41.	Riff's Ltd	Commerce Street	Want barricades across parking lot to stop people from driving over sidewalk	Staff to meet with manager to discuss possible options
42.	Bruce Shears	7 Chaulk's Lane	Current owners want to sell; restrictions on future building because of slope concerns	Recommend council not allow any additional building on lot until engineering study completed
43.	Keith Pilgrim	Riverbank Road	Request to use easement as a walking trail; deferred back to committee by council	Denied – Town does not own land
45.	Terry Young	99 Meadow Lane	Plans to build extension onto existing garage but is also seeking variance	Deferred for more information

(c) Public Works

2016-0520-04, Public Works

Councillor Elmo Bingle / Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Public Works Committee Meeting, on June 2, 2016 be adopted as presented.

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

In favor 4; opposed 0; abstained 0. Carried

Public Works  
June 2, 2016

Councillor Elmo Bingle  
Councillor Shelia Mercer  
Maxine Hayden  
Dave Thomas

No	Description	Recommendation
1	Drainage Chapman	Public works will put a concrete gutter on roadway, and check out property for damage.
2	Marine inspection of Roads they have a machine that can x-ray the roads to determine value locations	Town have employee go with Marine and do x-ray of roads to determine if any valves are buried
3	Work Schedule.	P W Crew will be patching, painting lines, street sweeping, plus regular maintenance.
4	Welding	Superintendent will discuss with Local Union President.
5	Visits to Canal over the long weekend people camped in our water shed area	Effective immediately we will be making trips out to the intake and canal banks at least three times per week.
6.	Morey Ave	PW has this schedule for after school closes.
7	Legion a visit to the site shows a couple of options install a larger culvert, reroute the ditch to the rear of the property	Information will be passed onto the Legion

(d) Economic Development

2016-0520-05, Economic Development

Councillor Sheila Mercer / Councillor Kerry Jones

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

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

In favor 4; opposed 0; abstained 0. Carried

**Economic Development Committee Minutes**

Meeting of Wednesday, May 25, 2016

2:30 pm, Grand Lake Centre

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

**I. Call to Order**

The meeting was called to order at 2:30 pm.

**II. Old Business**

**a. Industrial Park Road**

The Town is waiting for a development plan to be completed before a tender goes out for the grubbing of land and the creation of the new road. The tender is now expected to be issued by mid-June.

**b. Update on Buildings**

The new town hall is taking shape and should be ready for occupation by the end of June. Renovations to the building which will become the fire hall are started and it is expected that this work will likely carry on into mid or late-summer.

**c. Beach enhancements**



The work here is continuing to move along at a brisk pace. The new walkway is completed along with a flagstone landing area. The Lions Club is poised to complete a 100<sup>th</sup> anniversary project in the same general area.

**d. Food Concession**

Water and sewer lines have been brought across the beachside parking lot, as has a pole to provide electricity. The area near the concession needs to be graded and smoothed out and there are some minor cosmetic issues to be finalized. The concession is expected to start by the end of June.

**e. Development regulations review**

One or two more meetings are required to complete the review. This timing is opportune because the town is about to award a contract for the overall review of the town plan and development regulations. The information gathered for the staff review will be passed over to council and then to the consultants charged with completed the overall review.

**f. Walking Trail 2016**

The project is well underway for this season. The first phase of the project will concentrate on finishing the section of the trail which still needs mulch. Once that is completed, the workers will begin building structures on another section of the trail.

**g. Web Site**

The town is waiting for the first draft of the new web site from Prime Creative. The consultants have completed a review of the existing web site and the next step is to present a “wire frame” to the town, which will serve as a template for the web site.

**h. Retail Area**

After meeting with the developer, plans are underway to pursue retail development of town-owned land in the Reid’s Lane area. The developer has connected with a real estate agent and the town is providing background information that could be used to lure a retail entity.

**III. New Business**

None.

**IV. Land Issues**

None.

**V. Other Issues for Discussion**

None.

**VI. Next Meeting**

Wednesday, June 22, 2016, 2:30 pm, Grand Lake Centre for Economic Development

**Adjournment**

The meeting was adjourned at 3:30 pm.

Note: Council would like to begin to come up with suggestions for naming the road in Reid's Lane area.

(e) Municipal Plan Tender Opening

2016-0520-06, Municipal Plan Tender Opening

Councillor Elmo Bingle / Councillor Kerry Jones

Move that the Town of Deer Lake accept the tender from Baird Planning Association in the amount of \$54,725.00 for the development of Municipal Plan Tender.

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

In favor 4; opposed 0; abstained 0. Carried

Tender  
Town of Deer Lake Municipal Plan  
Development Regulations  
June 1, 2016

Councillor Shelia Mercer  
Maxine Hayden  
Damon Clark

A total of six (6) tenders were received. They were all reviewed based on their work plan Methodology, Experience and Qualifications References, Schedule and timelines, Fees and expenses, and presentation.

Company Name	Tender price including HST
Baird Planning Associates	\$54,725.00
Upland	\$74,975.50
Tract	\$75,337.10
Dillon Consulting	\$92,971.00
EDM Environmental Design and Management Limited	\$96,845.00
Santec	\$100,966.00

Recommend the contract be awarded to Baird Planning Associate

(f) Town Manager Report

Town Manager Action Report for  
Meeting No.1317  
June 3, 2016

No	Item	Dept.	Person responsible	Task/request
1	Youth Ventures	Admin	TM	Email sent for approval for Youth Ventures program for 2016
2	Ducks Unlimited	Admin	TM/TC	Donation cheque issued
3	B & B Sales	Admin	TM/Glynn	Scrubber was ordered and received
4	Leadership conference	Admin	TM/ Junior	Registered for conference in Corner Brook June 13 and 14.
5	Marine Contracting	Admin	TM/Dave	Letter sent to Marine for Paving for 2016 for Elizabeth and Old Boone Bay Road.
6	Rodney's Contracting	Admin	TM/Glynn	Beach cleanup contractor has been notified.
7	Beds A Bloom in	Admin	TM	Successful Contractor has been notified.

(g) Superintendent Report

Report From: Public Works Superintendent David Thomas  
Prepared For: Council & Management Team  
Date Prepared: June 3, 2016  
Timeframe: May 16, 2016 – June 3, 2016

Road:

- Patching Nicholsville Road, High Street, Pennell's Lane, Old Bonne Bay Rd, Fourth Ave, George Aaron Drive
- Spring Clean up for 2 days
- Ditching on Goose Arm Road and place class A
- Sweep roads
- Line Painting
- Repaired lawns from waterline breaks
- Placed sods at Commerce Street
- Installed culvert on Hancocks Road and Cross's road
- Took down directional signs

Water:

- Clean filters
- Daily inspection of Chlorination and Filtration Plants
- Water hookup on Meadow Lane

- Repaired 2 curbstops on Main Street

Sewer:

- Checked all lift stations and various man holes in town for Friday maintenance checks
- Repaired lift station pumps at Old Bonne Bay Road and riverbank Road
- Sewer Hook up Mayor Ave and Wights Lane
- Sewer plugs on Nicholasville road, Morey Ave, First Ave

Building Maintenance:

- Electrical work at Field and liftstations

Misc :

- Put out 3 sections of dock, remainder to go out when water level decreases
- Removed debris from watershed area that was left behind from campers

(h) Action Report

<b>Action Report</b>						
<b>#</b>	<b>From Meeting</b>	<b>Item</b>	<b>Depart</b>	<b>Individual to Complete Task</b>	<b>Task</b>	<b>Date Completed or Follow Up</b>
1	2-May	Berme at Waste Site	Admin	TM/PWS	Write Minister Joyce to see if we can get funds to extend the berme at our waste disposal site. Our site will need extension to the berme before the site opens in Hampden.	Letter Send
3	2-May	Fingerboards	ED	ED/TM	Remove Fingerbord	Done
4	2-May	Clean Up List	Enforcement	MEO	List of properties to be cleaned up	List done MEO has visit all sites
5	2-May	Fire/Oxygen Fee Structure	Policy	TM/PWS	Recommended that commercial inspections be charged by an hourly rate instead of a flat fee	Go to policy

6	20-May	Waste Management	Admin	TM/TC	Check with other towns to see what they are doing reduce waste	Contacting other towns
7	20-May	Paving Quotes	PW	TM/PWS	Obtain quotes for Wight's Road from Reid's Lane to Wight's Lane, George Aaron Drive from Stella's Place to bottom of the hill, North Main Street starting at Goodyear's Lane	Getting Quotes

Adjournment

2016-0606-07 Adjournment

Councillor Elmo Bingle

Resolved that since there is no further business that the meeting adjourns at 8:30pm with the next regularly scheduled meeting set for June 20, 2016 at 7:30 pm.

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

In favor 4; opposed 0; abstained 0. Carried




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Mayor, Dean Ball




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Town Clerk, Lori Humphrey