

Minutes of the regular meeting of council held Monday, September 26, 2016 No. 1323 held in Council Chambers, 34 Reid's Lane, Deer Lake, NL.

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

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

Absent: Councillor Jean Young

Gallery: Diana Crocker (Western Star)

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

2016-0926-01, Minutes No. 1322

Councillor Kerry Jones/ Councillor Elmo Bingle

Resolved that the minutes of regular meeting of council, No. 1322 Monday, September 12, 2016 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

2016-0926-02, Minutes Special Meeting September 20, 2016

Councillor Elmo Bingle/ Deputy Mayor Sandra Pinksen

Resolved that the minutes of special meeting of council, September 20, 2016 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Correspondence

Meeting No. 1323

Date: Monday, September 26, 2016

No	NAME	REGARDING	CORRESPONDENCE
1	RCMP	ATV Rules/Regulations	FYI
2	GHJC	Meeting June 24, 2016	FYI
3	DL Fire Rescue	Fireman's Ball	FYI
4	Deer Lake Public Library	Thank you for Grant	FYI

New Business

"Show Us Your Stripes" We will be showing our support for the Ronald MacDonald House by meeting at the "Pride of the Town" on Friday, October 14 at 3:00p.m. for a quick photo and then a short walk. Councillor Freake has sock to sell in aid of the Ronald MacDonald House.

Reports

(a) Finance

2016-0926-03, Finance

Deputy Mayor Sandra Pinksen /Councillor Elmo Bingle

Resolved that the minutes/recommendations of the Finance Committee Meeting on September 22, 2016 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried



Finance
September 22, 2016

Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Maxine Hayden

NO	Description	Recommendation
01	Western Star Ad fire Prevention Week Oct 9-15 ad 3x25 \$67.25 plus HST	Recommend approval
02	Western Star Ad Waste Reduction Week Oct 17-23 ad 3x25 \$67.25 plus HST	Recommend approval
03	Humber Valley Heritage Society annual grant	Recommend approval
04	Marine Contractors (Claim 4 Nicholsville Rod) \$400,006.18	Recommend approval
05	Marine Contractors Lakeside forcemain final claim \$1,259.02	Recommend approval
06	Santec Nicholsville Road \$517.50	Recommend approval
07	Cleaner Extra \$100.00 per month for extra hours for new building	Recommend approval
08	Chamber of Commerce Dale Carnegie Course	Not approved
09	Accounts Payable \$122,382.19	Recommend approval
10	Tax adjustments PW/S exemptions \$1,509.85, water apartment no longer available for rent \$224.00, Business Tax \$759.27, poll tax \$148.75	Recommend approval
11	SNC Lavalin Gatehouse Road & Devon Row \$47,395.56	Recommend approval
12	SNC Lavalin Deer Lake Industrial park \$10,810.00	Recommend approval
13	Vacuum for cleaning port au potties Parks & Recreation	Deferred for more information
14	Convention St. John's - Meal allowance increase to \$100.00 per day, mileage for convention be increased to 50 cents per kilometer	Recommend approval

(b) Environment and Housing

2016-0926-04, Environment and Housing

Councillor Kerry Jones /Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Environment and Housing Committee Meeting, excluding item #19, on September 22, 2016, be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

2016-0926-05, Environment and Housing

Deputy Mayor Sandra Pinksen /Councillor Amanda Freake

Resolved that the minutes/recommendations of the Environment and Housing Committee Meeting item #19 on September 22, 2016, be adopted as presented. Council agrees to purchase Butt's Property for the purchase price of \$55,000 with a 90 day closing date. The price of the purchase will be in the 2017 budget.

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

Opposed by: Councillor Kerry Jones

In favor 5; opposed 1; abstained 0. Carried



Thursday, September 22, 9 am

In attendance:

Deputy-mayor Sandra Pinksen
Municipal Enforcement Officer Keith Park
Clarke
Public Works Supervisor David Thomas

Town Manager Maxine Hayden
Economic Development Officer Damon
Administrative Assistant Christa Jones

Regrets:

Chairperson Kerry Jones
Councillor Sheila Mercer

Building Permits

Following is a breakdown of the number of permits issued (in brackets) and construction values so far in 2016, up to and including Friday, September 23, 2016:

- General repairs (136): \$ 630,850
- Accessory buildings (44): \$ 429,700
- Commercial construction (13): \$ 1,814,000
- New Dwellings (21): \$ 4,646,000

TOTAL (214 permits): \$ 7,520,550

#	Name	Address	Description	Action
General Repairs				
1.	Trevor Hiscock	3 Edward Street	Partial fence, new deck	Approved, permit issued
2.	Keith Park	20 Cross's Lane	Shingles	Approved, permit issued
3.	Margaret Raymond	66 Nicholasville Road	Repairs to bridge	Approved, permit issued
4.	Cynthia Walsh	31 Garden Road	Replacing front door	Approved, permit issued
5.	Philip Langdon	17 Lush's Lane	Fence	Approved, permit issued
6.	Sheldon Goulding	79 Goose Arm Road	Fenced dog enclosure	Approved, permit issued
7.	Lindell Smith	3 Woodford Drive	New deck	Approved, permit issued
8.	Anthony Carroll	4 Bennett's Avenue	Siding	Approved, permit issued

New Residence				
Accessory Building				
9.	Jade Holdings	44 Woodford Drive	Temporary storage shed	Approved, permit issued
10.	Andrew Rogers	17 Woodford Drive	New shed	Approved, permit issued
11.	Tristan McKenzie	8 Reginald Drive	New shed	Approved, permit issued
12.	David Simmonds	50 George Aaron Drive	New shed	Approved, permit issued
Commercial Construction				
13.	B&S Trucking	20 Wellon Drive	Addition on existing garage	Approved, permit issued
14.	Scott's Transport	31 Wellon Drive	Extension on existing garage	Approved, permit issued
15.	Newfoundland Helicopters	Deer Lake Airport	New hangar	Approved, permit issued
16.	Pizza Delight	14 Commerce Street	General repairs	Approved, permit issued
New Businesses				
17.	Suzette Burton	78 High Street	Wants to establish B&B	Must be advertised
18.	Jean Bennett	144 TCH, St. Jude's	Wants to establish B&B	Must be advertised
Other				
19.	Joe Butt's Land	Nicholsville Road	Family has agreed to sell land for town's offer price	See Motion 2016-0926-05
20.	Agricultural land near Trans-Canada Highway	TCH	Mobile home in place with electricity connected	ME0 to investigate
21.	Vaden Williams	Amanda Avenue	Wants to use existing road right of way to access land inside	Town would require that any new developments adhere to subdivision requirements
22.	Upper Humber Rod and Gun Association	Letter outlining future development plans	For information purposes	Town to assist as it can

23.	Tina Oake	36 Humberview Drive	Plan to attach garage to house in spring 2017	Town to write letter
24.	NL Hydro	Industrial park	Town granted permission to cross transmission line to get to industrial park lands	For information purposes
25.	Dwayne Sparkes	76 Wight's Road	Concerns with fence	Town to write resident
26.	Jim Davis	8 Fourth Avenue	Concerns with fence	Town to write resident

(c) Public Works

2016-0912-06, Public Works

Councillor Elmo Bingle / Deputy Mayor Sandra Pinksen

Resolved that the minutes/recommendations of the Public Works Committee Meeting, on August 18, 2016 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried



Public Works
 September 22, 2016

Councillor Elmo Bingle
 Maxine Hayden
 Dave Thomas

Date	Description	Recommendation
01	Vardy – Chapman insurance	Recommend approval for Val U construction \$1,07350 taxes included

		to do work
02	Drainage Jeddore's Lane	Public works will install catch basins
03	Quotes for sand 600 tonne 1. N.C.L Contractors Ltd. \$5.75 plus HST 2. William Perry Trucking \$6.23 plus HST	Recommend approval of N.C.L. at \$5.75 plus HSY for a total of \$3,967.50
04	Temporary Workers	Keep temporary workers on for 2 more weeks.

(g) OH&S Meeting



Town of Deer Lake

OH&S Minutes

OHS Program

Date: September 8th, 2016 at 9:00 am

Minutes

In Attendance:

Management Representatives:

- Site 3 (Depot): Dave Thomas
- Site 9 (Hodder): Junior Pinksen
- Site 7 (Office): Lori Humphrey

Employee Representatives:

- Site 3 (Office): Kelsey Jones
- Site 9 (Hodder): Ira Rideout
- Site 9 (Hodder): Eva Anderson
- Site 7 (Depot): Jerry Langdon
- Site 7(Depot) Ryan Moss

Absent:

Glynn Wiseman and Maxine Hayden

1. Minutes of Prior Meeting
Reviewed
2. Business Arising from Minutes

New WHMIS Program needs to be completed and Fire Extinguisher Training for all employees need to be completed. Kelsey to get in contact with Fire Chief Earl Tansley to set up a time. Kelsey completed her new WHMIS training and now will set up dates for all other employees to do so.

3. Review of OH&S Program Elements:

1) Leadership & Administration

- Health and Wellness-Program working very well. Kelsey to continue with meetings.
- Toolbox Talks-Still ongoing. Both Dave and Junior says it working well for all departments. Kelsey to continue with safety talks and as well reminded committee to advise her of any important topics they need discussed.
- Return to Work Program – committee approved
- Workplace Violence Prevention Plan – committee approved and think it's a great program
- Traffic Control manual reviewed, Dave please with it

2) OH&S Committee

- Both Jerry and Ryan now have their Committee training as well. Will look into having other members to attend training as well in the new year.
- Going to begin doing meetings every two months in the new year.

3) Education & Training

- **Powerline Hazards-September 9, 2016**
 - Jamie Pinksen & Colin Pittman
- **Powerline Hazards-October 7, 2016**
 - Ryan Moss & Tony Giles
- Other training that is outdated, Kelsey will schedule the training and let managers know dates and times.

4) Communication

- New programs to be approved by Council and employees to then be orientated
- PRIME Audit preparation
- Safety bulletin boards to be updated

5) Safe Work Practices & Procedures

- Powersaw Training – 9 employees trained, to set up date for the rest of them.
- All Town employees are to complete Fire Extinguisher Training. Kelsey going to speak with Chief Tansley to set up a date
- There is a new online WHIMIS course that is to be completed by all staff. Kelsey has course completed and will set up date and time for everyone else

6) Hazard Recognition, Evaluation & Control

- New Comprehensive hazard assessments being worked on by Kelsey and management.

7) Inspection Reports

- Next Inspections tentative for September 13th and 14th.

8) Accident Incident Reports

- No accidents or incidents reported since last meeting

9) Emergency Preparedness

- Fire Drills to be done this month by all departments
- Town Office Emergency Plan to be reviewed and updated because of the office move
- Town of Deer Lake Emergency Plan is updated

10) Disability Management

4. New Business/Questions/Concerns

5. Adjournment & Date of Next Meeting

- Meeting Adjourned: September 8th, 2015 at 10:15am.
- Date of Next Meeting Tentative: October 20th, 2016

(h) Superintendent Report



Report From: Public Works Superintendent David Thomas
Prepared For: Council & Management Team
Date Prepared: September 23, 2016
Timeframe: September 12, 2016 – September 23, 2016

Road:

- Patching Main Street, High Street, Squires Road, George Aaron Drive
- Sweep roads and sidewalks
- Installed culvert on Olivia Lane, Wight's Road
- Cleaned out catch basins on Lushes Lane, Wights road,
- Installed street signs
- Shouldering on High Street
- Repaired guiderail on High Street
- Installed asphalt gutter on Garden Road
- Ditching on Mountainview and Grace Ave

Water:

- Clean filters
- Daily inspection of Chlorination and Filtration Plants
- Water hookup on Cross's Heights
- Repaired waterline break on Garden Road

Sewer:

- Checked all lift stations and various man holes in town for Friday maintenance checks
- Repaired lift station pumps at Main Lift station and Riverbank Road
- Sewer hookup on Cross's Heights

Building Maintenance:

- Electrical work at liftstations, depot and new town office

Misc :

- Built parking lot for walking trail by airport

(i) Town Manager Report

Town Manager Action Report for
Meeting No.1322
September 23, 2016

No	Item	Dept.	Person responsible	Task/request
1	Town of Pasadena	Admin	TM/TC	Let them know Mayor Dean Ball, Deputy Mayor Sandra Pinksen and Councillor Elmo Bingle will attend Grand opening. Saturday October 1, 2016
2	Pasadena Fire Department	Admin	TM	Send letter of thanks for MVA support – Deer Lake Fire Rescue
3	Town Hall Electoral Reform	Admin	TM	Notified Gudie Hutchings office Councillor Bingle would attend.
4	Snowmobile ATV power sports	Admin	TM/EDO	Let economic development officer know approved for him to attend.
5	Evergreen	Admin	Tm/PW	Met with Evergreen to discuss contract for mill and patching Goose Arm Road, George Aaron drive as of Thursday September 22., 2016 they are on site working
6.	Skiggs	Admin	TM	Letter written regarding condition of street.
7	Fire Truck	Admin	TM?PW	Checked with Mr. Payne he can repair truck at his garage. Truck was taken to garage repaired ready for pick up Friday September 23, 2016
8	Jerome Gideon	Admin	TM	Followed up they are still waiting on signature from Minister they contact the minister on a daily basis but have not got anything back yet/.

(j) Action Report

Action Report						
#	From Meeting	Item	Depart	Individual to Complete	Task	Date Completed or Follow Up

				Task		
1	2-May	Fire/Oxygen Fee Structure	Policy	TM/Fire	Recommended that commercial inspections be charged by an hourly rate instead of a flat fee	Going to policy
2	18-Jul	Resident	Admin	TM	Check with Lawyer on communication regard residents and class action law suit	Lawyer advised we can respond to resident.
3	18-Jul	Anne Reardon	Admin	TM	Town manager to check if the Town has jurisdiction to change zoning in St. Jude's	Yes we do have jurisdiction to change zoning in St.Judes
4	22-Aug	House numbering	Admin	TM	Reply to residents request	Done
5	22-Aug	Mayor's March	Admin	TC	Schedule Mayor's March	Done on September 12
6	22-Aug	Ladder Truck	Admin	TM	Set up meeting with MA and other communities regarding ladder truck	Waiting on information
7	22-Aug	Fencing 22 Hancock's Road	Admin	EDO	Write letter to neighbor regarding fence	Done
8	22-Aug	Fences	Admin	EDO/MEO	Staff to develop a process for follow up on fences that are not conforming	In progress
9	22-Aug	Water and Sewer Connection Fee	Admin	EDO	Staff to develop a standard service contract to cover work that is more involved or costly than usual	In progress
10	22-Aug	Reginald Drive Turn Around	PW	TM/PWS	Set up meeting with David Butt regarding turn around at the end of Reginald Drive	In progress
11	22-Aug	Flashing Signs	PW	PWS	Go look for quotes on eight flashing signs. 4 for Nicholville Road, 2 Whites Road and 2 for Clinic/ High Street	Price given to Maxine. Put in for 2017 budget

12	22-Aug	Langdon Ave	Admin	TM/PWS	Town Manager to respond to Gordon Hancock regarding Langdon's Avenue paving. Dave to have a look at road that is there now to see where it is washing away.	Will be grading road this week
13	22-Aug	Trees on Hancock Road and Old Bonne Bay Road	PW	PWS	Check on these areas	Working with Keith to have contact with Homeowner
14	22-Aug	Warf at Tailraces	Admin	TM	Meet with Kruger regarding this, need it fixed up or removed.	In progress - looking at dates
15	12-Sep	Riverview Place	PW	PWS	Yellowish water at Riverview. Have Public Works flush out the lines again and then monitor it afterwards.	Hydrant was flushed out resident is not home right now.
16	12-Sep	Opening of Pasadena Place	Admin	TC	Let Pasadena know who will be attending.	Done

Adjournment

2016-0926-07 Adjournment

Deputy Mayor Sandra Pinksen

Resolved that since there is no further business that the meeting adjourns at 8:35pm with the next regularly scheduled meeting set for October 17, 2016 at 7:30 pm.

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

In favor 6; opposed 0; abstained 0. Carried

A handwritten signature in black ink that reads "Dean Ball". The signature is fluid and cursive, with the first name "Dean" and the last name "Ball" clearly distinguishable.

Mayor, Dean Ball

A handwritten signature in black ink that reads "Lori Humphrey". The signature is cursive and elegant, with the first name "Lori" and the last name "Humphrey" clearly distinguishable.

Town Clerk, Lori Humphrey