



Minutes of the regular meeting of council held Monday, November 7, 2016 No. 1325 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 Jean Young  
Councillor Sheila Mercer

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

Absent: Councillor Amanda Freake

Gallery: Diane Crocker (Western Star)

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

2016-1107-01, Minutes No. 1324

Councillor Elmo Bingle / Deputy Mayor Sandra Pinksen

Resolved that the minutes of regular meeting of council, No. 1324 Monday, October 17, 2016 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Correspondence

Meeting No. 1325



Date: Monday, November 7, 2016

No	NAME	REGARDING	CORRESPONDENCE
1	GHJC Meeting	Minutes	FYI
2	Legion	Remembrance Day Ceremony	Mayor Ball to attend Armistice Day Dinner and Dance

### **New Business**

#### 2016-1107-02, Deer Lake 2017

Councillor Elmo Bingle / Deputy Mayor Sandra Pinksen

Resolved that the Deer Lake Day will be February 13<sup>th</sup>, 2017.

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

In favor 6; opposed 0; abstained 0. Carried

### **Reports**

#### (a) Finance

#### 2016-1107-03, Finance

Councillor Elmo Bingle / Deputy Mayor Sandra Pinksen

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

In Favor: Mayor Dean Ball  
Deputy Mayor Sandra Pinksen



In favor 6; opposed 0; abstained 0. Carried



Finance  
 Nov 3, 2016

Deputy Mayor Sandra Pinksen  
 Councillor Elmo Bingle  
 Maxine Hayden

NO	Description	Recommendation
01	Deer Lake Christian Aid Committee donation	Recommend approval \$100.00
02	S N C Lavlin D.L. Industrial Park \$5,932.39	Recommend approval
03	S.N. C. Lavlin Gatehouse RD. Devon Row \$8,072.28	Recommend approval
04	Filtrum Inc. \$19,526.60	Recommend approval
05	Dulcie Simmonds –assessment – they assessed her basement based as it being finished from 2010-2015. They never appealed their assessment even though it went out each year.	Send a letter to the home owner explaining the right to appeals and how council budget works each year.
06	Dreams take Flight	Recommend approval \$25.00
07	Ronald McDonald House	Recommend approval \$25.00
08	Municipal Assessment Training Corner Brook Dec 08	Recommend Christa attend



09	Royal Canadian Legion poppy campaign	Recommend approval \$25.00
10	B & S Trucking Industrial Park 208,346.54	Recommend approval
11	Accounts Payable.\$38,237.45	Recommend approval
12	Annual Christmas Party, Christmas eve soup for volunteers, turkeys	Recommend approval
13	Great Humber Joint Council 2 gifts at \$25.00 each	Recommend approval
14	Tax adjustments \$624.30	Recommend approval
15	10259 Newfoundland - \$581,524.61 Fire Hall Upgrades	Recommend approval

(b) Environment and Housing

2016-1107-04, Environment and Housing

Councillor Kerry Jones / Deputy Mayor Sandra Pinksen

Resolved that the minutes/recommendations of the Environment and Housing Committee Meeting on October 26, 2016 excluding item #9 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Mayor Ball steps out due to conflict of interests at 7:50p.m. Deputy Mayor Pinksen takes the chair

2016-1107-05, Environment and Housing

Councillor Kerry Jones / Councillor Elmo Bingle

Resolved that the minutes/recommendations of the Environment and Housing Committee Meeting on October 26, 2016 for item #9 be adopted as presented.





TOTAL (266 permits):

\$ 8,807,872

#	Name	Address	Description	Action
<b>General Repairs</b>				
1.	Ted Cross Jr.	4 Cross's Lane	Shingles on shed	Approved, permit issued
2.	Matthew Patterson	40 High Street	Shingles	Approved, permit issued
3.	Tanya Pinksen	19 Airport Avenue	Door and windows	Approved, permit issued
4.	Doris Philpott	12 Old Bonne Bay Road	Retaining wall	Approved, permit issued
5.	Cory Reid	129 Nicholville Road	3 windows	Approved, permit issued
6.	Terry Lidstone	76 Goose Arm Road	Extension	Approved, permit issued
7.	Shawn Watkins	52 Goose Arm Road	Changing a door	Approved, permit issued
8.	Fred Waldron	5 Sixth Avenue	Repairs to front of garage	Approved, permit issued
<b>New Residence</b>				
9.	Timothy Ball	3 Scott Drive	New residence	Approved, permit issued
<b>Accessory Building</b>				
10.	Gordon Knowlton	6 Goose Arm Road	New garage	Approved, permit issued
11.	Norbet Young	50 TCH, St. Jude's	New garage	Approved, permit issued
12.	Todd Lee	7 Islandview Heights	New shed	Approved, permit issued
13.	Harvey Earle	9 Queen Street	Tool shed	Approved, permit issued
14.	Dwayne Anstey	36 Grace Avenue	New garage	Approved, permit issued



<b>Commercial Construction</b>				
15.	Agropur Canada	51 Old Bonne Bay Road	Re-cap parking lot, new shingles, replace sign	Approved, permit issued
16.	Deer Lake Truck and Tire	27-31 Wellon Drive	Ice shelter over main doors	Approved, permit issued
<b>New Businesses</b>				
<b>Other</b>				
17.	Car Town NL	Temp. Vendor Permit	Legion parking lot	Approved, permit issued
18.	Premium Auto Sales	Temp. Vendor Permit	North Atlantic parking lot	Approved, permit issued
19.	Ed Comeau	Temp. Vendor Permit	SA Church parking lot	Approved, permit issued

(c) Public Works

2016-1107-06, Public Works

Councillor Elmo Bingle/Councillor Sheila Mercer

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

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

In favor 6; opposed 0; abstained 0. Carried





Public Works  
Nov 3, 2016

Councillor Elmo Bingle  
Maxine Hayden  
Dave Thomas

Date	Description	Recommendation
01	Murdoch Street, Currently there is no fill behind the curb on the street. If the snow plough hits it the curb it will be damaged	Recommend send letter to contractor that he put some fill behind the curb before the winter otherwise he will be responsible for any damages done by snow clearing.
02	Humberview Drive	Contractor has told home owner he will put some fill in the area once he backfills curbs.
03	Disposal of assets	Recommend dispose of crew cab and 1967 Grader.

(d) Economic Development

2016-1107-07, Economic Development

Councillor Amanda Freake/Councillor Jean Young

Resolved that the minutes/recommendations of the Economic Development Committee Meeting, on October 5, 2016 be adopted as presented.

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

### **Economic Development Committee Minutes**

Meeting of Wednesday, October 26, 2016

2:30 pm, Deer Lake Town Office

<b>In Attendance</b>	<b>Regrets</b>
Damon Clarke, Economic Development Officer	Chairperson Sheila Mercer, Town Councillor
Terri Gilbert, committee member	Walter Dominie, committee member
Cyril Kirby, committee member	Amanda Freake, Town Councillor
Jean Young, Town Councillor	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. Web Site:**

Most of the meeting was taken up with a first review of the draft new web site for the town. The group will conduct several sessions before the review is complete.

#### **III. New Business**

##### **a. Toronto Snowmobile and ATV Show**

The EDO provided a brief report on the4 show, noting it was very well-attended. There was a lot of interest in snowmobiling and quad biking in Western Newfoundland, and many were familiar with the Deer Lake area.

#### **IV. Land Issues**

None.

#### **V. Other Issues for Discussion**

None.

#### **VI. Next Meeting**

Wednesday, November 2, 2016, 2:30 pm, Deer Lake Town Office



## **Adjournment**

The meeting was adjourned at 3:32 pm.

### (e) Industrial Park Update

Industrial Park Road  
November 1, 2016

Ira Barter  
Larry Bussey  
Mayor Dean Ball  
Maxine Hayden

Damon Clarke  
Dave Thomas  
Paul McKay  
Dwight McKay

- The meeting was held to discuss the progress on the Industrial Park Road.
- The contractor felt that they should be given additional time over and above the 35 days to complete the contract due to weather conditions that have occurred.
- Ira pointed out to them that in order to claim weather as a factor they would have to go back to statistical weather patterns over the years to prove that this year was different from other years. They felt that the condition of the ground in the area has caused them delays.
- They have been using Tandem trucks as opposed to off road trucks. It is not a reason for delay the operator is supposed to have equipment available to do job once they bid a project.
- Right now they are looking at a finishing date of November 16, 2016. It will be up to our engineers to determine if they will allow any delays due to weather conditions otherwise the contractor could have to pay for the additional engineering fees.

### (f) OH&S Meeting



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

**Date: October 20<sup>th</sup>, 2016 at 9:00 am**

**Minutes**

In Attendance:

**Management Representatives:**

Site 3 (Depot): Dave Thomas  
Site 9 (Hodder): Glynn Wiseman  
Site 7 (Office): Lori Humphrey

**Employee Representatives:**

Site 3 (Office): Kelsey Jones  
Site 9 (Hodder): Ira Rideout  
Site 7(Depot) Ryan Moss

**Absent:**

Junior Pinksen  
Maxine Hayden  
Eva Anderson  
Jerry Langdon

1. Minutes of Prior Meeting  
Reviewed
2. Business Arising from Minutes  
Fire Extinguisher Training to be done in the new year. WHMIS Training to be done online November 8<sup>th</sup>-10<sup>th</sup> by all employees.
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.
- Return to Work Program – approved by council on October 17<sup>th</sup>
- Workplace Violence Prevention Plan – approved by council on October 17<sup>th</sup>
- Traffic Control manual – approved by council October 17<sup>th</sup>

**2) OH&S Committee**

- Reviewed Terms of Reference

### **3) Education & Training**

- **Powerline Hazards** – completed by Colin, Jamie, Ryan, Tony, and Keith Anderson

### **4) Communication**

- New programs approved by Council
- PRIME Audit – still waiting on the outcome

### **5) Safe Work Practices & Procedures**

- Toolbox Binder almost completed for each department.

### **6) Hazard Recognition, Evaluation & Control**

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

### **7) Inspection Reports**

- Next Inspections last week of November

### **8) Accident Incident Reports**

- No accidents or incidents reported since last meeting

### **9) Emergency Preparedness**

- Fire Drills done at Recreation.
- Fire Drills to be done with Depot and Office next week
- Town Office Emergency Plan updated
- Town of Deer Lake Emergency Plan is updated

### **10) Disability Management**

#### **4. New Business/Questions/Concerns**

- New Programs being worked on are Fall arrest, Transportation of dangerous goods, powerline hazards, confined space, lockout/tagout, trenching and excavation.

#### **5. Adjournment & Date of Next Meeting**

- Meeting Adjourned: October 20<sup>th</sup>, 2015 at 10:00am.
- Date of Next Meeting Tentative: December 15<sup>th</sup>, 2016 at 9:00am

---

Lori Humphrey, Co-Chair

---

Jerry Langdon, Co-Chair

(g) Superintendent Report
---------------------------



Report From: Public Works Superintendent David Thomas  
Prepared For: Council & Management Team  
Date Prepared: November 4, 2016  
Timeframe: October 11, 2016 – November 4

Road:

- Patching Main Street, High Street, Squires Road, Pinetree Dr, Pennells Rd, Commerce St, Garden Road
- Installed culvert on Jeddore Lane and Elizabeth Ave
- Installed catch basin Jeddore Lane, High Street
- Installed street signs
- Shouldering on Squires Rd, Lushes Lane
- Prepared and poured new sidewalk on Wight's Road and Church Street
- Graded Roads

Water:

- Clean filters
- Daily inspection of Chlorination and Filtration Plants
- Water hookup on Dr. DD Macdonald
- Repaired curb stop at cemetery

Sewer:

- Checked all lift stations and various man holes in town for Friday maintenance checks
- Repaired lift station pumps at Main Liftstation
- Sewer hookup on Dr DD Macdonald Dr.

Snow:

- Hauled winter sand

- Hauled winter salt

Building Maintenance:

- Electrical work at liftstations, depot and SAR building
- 

Misc :

- Installed door at new fire hall
- Cleaned up debris in storage are

(h) Town Manager Report
-------------------------

Town Manager Action Report for  
Meeting No.1324  
Nov 04, 2016

No	Item	Dept.	Person responsible	Task/request
1	Waste Management	Admin	TM	Requests sent to Cox/cove, Norpen and Grand Falls on their waste management and recycling programs
2	Philip Hodder	Admin	TM/PW	Met with Mr. Hodder he is willing to let Town use turn around for winter, he also applied to change his land from Agriculture to Residential
3	Kruger	Admin	TM	Meeting set up with Mr. Tull and Mr. Pelley Nov 15
4	Fire Hall/Town Office	Admin	TM	Provided Mr. Williams with some ideas for Town Office and Fire Hall he visited site. Damon and I then met with him on site to discuss options a report will be prepared on the possibilities.
5.	Dave Butt	Admin	TM/PW	Meeting set up for Nov 4,2016
6	Jerome Gedeon	Admin	TM	First Second and Third It's really hard to give you an official date of signature. The documents for the CA approval were submitted to our internal Project Review Panel. The Panel needs time to review the documents and recommend for signature. Once recommended, the CA and all relevant documents are to be forwarded the Minister's office for signature.

				Usually, it takes a few weeks from the moment the documents are submitted by us, analysts, and that the CA is signed. I don't want to give false expectation but I am hopeful that it will ready before the end of the month/early December. I hope this answers your question, Jerome
7	Thanks	Admin	TM	Letter of thank you send to Deer Lake Recovery Team and Salvation Army for their part in search

(i) Action Report

Action Report						
#	From Meeting	Item	Depart	Individual to Complete Task	Task	Date Completed or Follow Up
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	22-Aug	Ladder Truck	Admin	TM	Set up meeting with MA and other communities regarding ladder truck	Waiting on information

3	22-Aug	Fences	Admin	EDO/MEO	Staff to develop a process for follow up on fences that are not conforming	The EDO and Municipal Enforcement Officer have talked about all fence permits that come in. However, they have yet to develop a process to follow up on non-conforming fences. The key point here will be our approach to the owners of non-conforming fences which have been in place for years.
4	22-Aug	Water and Sewer Connection Fee	Admin	EDO/TM	Staff to develop a standard service contract to cover work that is more involved or costly than usual	The EDO has started to develop a standard service contract to cover work that is more involved or costly than normal. He needs to meet with the Public Works supervisor to further flesh out the Deer Lake Municipal Services Contract.
5	22-Aug	Reginald Drive Turn Around	PW	TM/PWS	Set up meeting with David Butt regarding turn around at the end of Reginald Drive	Meeting held on Nov 4
6	22-Aug	Warf at Tailraces	Admin	TM	Meet with Kruger regarding this, need it fix up or removed.	Done



7	26-Sep	Drainage Jeddore's Lane	PW	PWS	Public works will install catch basins	On work schedule
8	17-Oct	Gutter on High Street	PW	PWS	install proper gutters on street	
9	17-Oct	Opening of New Fire Hall	Admin	TC/TM	Send invitations, arrange refreshments	Done
10	17-Oct	No Parking Signs	Admin	MEO	Remove no parking signs by old fire hall	Done
11	17-Oct	Waste Management	Admin	TM	Check with other towns regarding what they are doing to reduce waste	Done - waiting on responses from other towns
12	17-Oct	Xavier Jr High Awards night	Admin	TC	Let Xavier know Mayor will attend	Done
13	17-Oct	Upland Studio Trail Strategy and Signage Manual	E & H	EDO	Provide more information on what this was and why was it not in the tender	Done - explained to council
14	17-Oct	PMA Municipal Law training	Admin	TC	Course cancelled, will register next time it is offered	Done
15	17-Oct	Update on Parking lot for the walking trail	PW	PWS	Update on Parking lot for the walking trail	The PWS has started the parking area but needs the lot be made longer and wider to better accommodate more vehicles. This is not to be a top priority for public works but the hope is the parking area can be enlarged and completed before winter arrives.
16	17-Oct	Send Thank You's	Admin	TM	Send thank you to underwater recovery team and Salvation Army	Done

17	17-Oct	Draft Budget	Admin	TM	Have draft budget prepared for Nov 7	Done
18	17-Oct	Table and podium for Chamber	Admin	TC	Get prices from Barry	Done

Adjournment

2016-1107-08 Adjournment

Deputy Mayor Sandra Pinksen

Resolved that since there is no further business that the meeting adjourns at 8:05pm with the next regularly scheduled meeting set for November 21, 2016 at 7:30 pm.

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

In favor 6; opposed 0; abstained 0. Carried



Mayor, Dean Ball



Town Clerk, Lori Humphrey