

Minutes of the regular meeting of council held Monday, December 5, 2016 No. 1327 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 Amanda Freake

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

Absent: Councillor Sheila Mercer

Gallery: Diane Crocker (Western Star), Bill Hayden

Regular meeting of council called to order at 7:35 pm by Mayor Dean Ball

2016-1205-01, Minutes No. 1326

Councillor Elmo Bingle / Deputy Mayor Sandra Pinksen

Resolved that the minutes of regular meeting of council, No. 1326 Monday, November 21, 2016 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Correspondence
Meeting No. 1325

Date: Monday, December 5, 2016

No	NAME	REGARDING	CORRESPONDENCE
1	GHJC	Minutes	FYI
2	MAA	Annual Report	FYI
3	Hospitality NL	Newsletter	FYI
4	Government NL	Approval for SNC-Lavalin to provide consulting for Water and	FYI

		Sewer Upgrades 1 st , 2 nd , and 3 rd Ave.	
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Reports

(a) Finance

2016-1205-02, Finance

Deputy Mayor Sandra Pinksen/Councillor Elmo Bingle
 Resolved that the minutes/recommendations of the Finance Committee Meeting on November 30, 2016 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried



Finance
 November 30, 2016
 Agenda

In attendance
 Deputy Mayor Pinksen
 Councillor Elmo Bingle
 Maxine Hayden

NO	Description	Recommendation
1	Western Star Ad Don't Drink & Drive December 24 and 31 \$67.25 plus HST each	Recommend we put one in for Town Office and one in for Recreation
2	Central Purchasing tender for truck F450 for	Recommend use money

	Depot \$56,203.00	from sale of previously disposed items plus money from 2016 budget
3	Coleman's Gift Cards	Not approved
4	Provincial Territorial Infrastructure Agreement PTIC_NRP \$3,555,456 Federal share \$1,074,737, Provincial share \$1,504,632 , Town share \$644,842	Recommend approval to accept funding
5	Cell Phone Bell \$515.00 monthly /TELUS \$476.75 Bell pays Property, Water Sewer and utility tax to Town. TELUS does not pay any taxes in Town	Recommend we stay with Bell for cell phones
6	Bell Aliant phones /TELUS Through consolidating of accounts elimination of network charges we have been able to save \$500.00 monthly current charges \$1571.70 Teltus proposed \$1,608.20 monthly	Recommend we continued with Bell Aliant for phones.
7	Accounts Payable \$33,734.30	Recommend approval

(b) 2017 Budget

2016-1121-03, 2017 Budget

Deputy Mayor Sandra Pinksen/ Councillor Elmo Bingle
Resolved that the 2017 Budget be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

Your Worship Mayor Ball, fellow councilors and members of the gallery... as Deputy Mayor and as chairperson of the Finance Committee for the Town of Deer Lake, it gives me great pleasure to present the Budget for the 2017 taxation year.

I would like to take this opportunity to thank the finance committee, my fellow town councillors, the members of our management team and all staff members. Everyone involved played an important role in developing this important financial forecast for 2017. Because of the town's

diligence in working within the limits of presenting a balanced budget, we are pleased to present a balanced budget of \$7,126,652 million, with no tax increases.

However, I wish to note that in presenting a balanced budget, as required by the provincial government, the Town of Deer Lake had to make sacrifices. But we were able to make progress on some items on our wish list. Before I proceed with this year's budget I would like to highlight some of the investments we were able to make in the fiscal year 2016:

- The Town started a major \$2 million re-surfacing of Nicholsville Road;
- The Town purchased and renovated two buildings for use as a town office and fire hall. These two projects, which were cost-shared with the provincial government, cost less than \$3 million, far less than if the town had decided to construct new buildings. As a council, we feel that by making these fiscally-responsible decisions, we now have more resources to direct at further developing the economy of the Town of Deer Lake;
- Additional work was completed on the town's network of walking trails. This work was concentrated on the sections from the Viking Trail bridge to the airport and from the Nicholsville Bridge to the Viking Trail Bridge;

The Recreation Department also enjoyed a good year. The heat recovery program at the Hodder Memorial Recreation Complex has been a great success.

- The Department, in conjunction with the Economic Development department, completed a major enhancement at our beautiful beach. These improvements included a paved parking lot, a new, much wider walkway made from pressure-treated lumber, two foot wash stations and a flagstone landing. The beach cleaner worked very well this year and the town received many positive comments about the cleanliness of the beach.
- In relation to the beach enhancement project, the Deer Lake Lions Club partnered with the town on this project and as a means of celebrating the 100th year of Lionism, the club helped create a seating area with marble bench and flowers and an archway over the walkway, which reads "Welcome to Joe Butt's Lookout."
- The Town's Public Works department completed many jobs and tasks, including the following:
 - Re-capping of Elizabeth Avenue, Wight's Road, Old Bonne Bay Road, Goose Arm Road and George Aaron Drive by using town revenue from the Gas Tax;
 - The department purchased a 2016 Ford 250 pickup truck;
 - Water plant upgrades and sidewalks were completed;

When I delivered the budget address last year, I pointed out the tremendous growth that has been taking place in our community. Let me provide some figures that should help put this growth into perspective. In the past 16 years, the Town of Deer Lake has achieved the following figures:

- 512 new homes with a construction value of some \$87 million;
- 697 garages and sheds, valued at nearly \$5.2 million;
- 78 commercial construction projects valued at \$20.4 million;
- In total, the value of this construction in Deer Lake since the year 2000 is: **\$118 million**

That growth has continued in 2016, despite a downturn in the economy. We had 26 new homes started this year and the total value of commercial and residential building permits was just over \$9 million. In addition, there were 15 new businesses established in the Town of Deer Lake during 2016.

It's time now to look ahead to 2017. Some of the projects planned for next year include the following:

- Resurfacing and replacement of asphalt and asbestos pipes on First, Second and Third avenues, and on Devon Row and Gatehouse Road;
- The continuation of projects started in previous years, including the industrial park, walking trails, sidewalks, the municipal park, the marina and, LED lighting for the stadium, pool and bowling alley
- A new fire rescue vehicle and a new one-ton truck.

The 2017 fiscal year will also see us embark on a number of economic development initiatives. We will continue working hard to acquire and re-zone lands to create additional areas for residential, commercial and retail growth.

In the 2017 budget, the Town of Deer Lake will continue its commitment to low income families. For those residing in their own homes, valued at \$135,000 or less, and earning \$0 to \$18,500 per year, a sliding scale will be used again, reducing the property, water and sewer tax obligations for those families.

Interest on delinquent accounts will stand at 12 per cent and we will be offering residents a ONE MONTH ONLY discount of three per cent if all accounts current and arrears are paid by January 31, 2017.

Please Note: All taxes are due and payable by March 31, 2017. Staff have been instructed to be thorough in collecting arrears as we need 100 % collections to operate our town in the most efficient and effective manner.

Your Worship, this concludes my presentation of the Town of Deer Lake's budget for 2017. I now would like to make a motion for its adoption.

Revenue	
	\$
Property Tax	3,458,995.00
Business Tax	809,250.00
Poll Tax Revenue	65,000.00
Water & Sewer Revenue	1,219,807.00
Deer Lake Power Grant in Lieu	244,518.00
Airport Grant in Lieu	40,000.00
Federal Grant in Lieu	14,003.00
Grant, Municipal Assistance	260,545.00
Grant Water and Sewer Debit	93,188.00
Community Sustainable Gas Tax	38,454.00
Licenses & Permits	153,681.00
Miscellaneous Revenue	2,000.00
Gas Tax Funding Federal	216,619.00
Land Sale	60,000.00
Equipment Hire	5,000.00
Waste Disposal	58,964.00
Stadium Revenue	212,500.00
Pool	109,913.00
Bowling Alley	64,215.00
	\$
	<u>7,126,652.00</u>

Expenses	
Administration	\$ 525,956.00
Election	12,000.00
Professional Development	15,000.00
Cemetery Funds	4,000.00
Council	70,187.00
Assessments	76,972.00
Debut Charges	1,440,685.00
Other Expenditure	303,920.00

Capital Expenditures	1,043,059.00
Road Maintenance	547,072.00
Snow Cleaning	252,361.00
Waste Removal	335,000.00
Water Supply	325,715.00
Sewer System	394,047.00
Fleet Maintenance	202,339.00
Fire Protection	89,975.00
Police Protection	91,482.00
Street Lighting	154,200.00
Dog Control Expense	7,968.00
Search and Rescue	10,000.00
Stadium	535,437.00
Parks and Playground	176,129.00
Swimming Pool	272,708.00
Bowling Alley	85,571.00
Community Improvements	36,150.00
Community Activities	4,000.00
Snowmobile Trail Upgrade	10,000.00
Boat Launch	5,000.00
Strawberry Festival	4,000.00
Tourism and Marketing	95,719.00
	\$ 7,126,652.00

(c) 2017 Tax Rates and Municipal Property Tax Exemption Application

2016-1205-04, 2017 Tax Rates and Municipal Property Tax Exemption Application

Deputy Mayor Sandra Pinksen/ Councillor Kerry Jones

Resolved that the 2017 Tax Rates and Municipal Property Tax Exemption Application be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried

FOR BUSINESS TAX BASED ON REVENUE:

No Fixed Place of Business..... 1% of Gross Revenue
Utilities/Cable Companies 2.5% of Gross Revenue

DIRECT SELLERS TAX/VENDOR PERMIT:

Up to 4 months..... \$50.00 per month
After 4 months..... \$399.00

DEVELOPMENT

Residential Building Permits:

New Construction \$1.00 per sq. m /gross floor area
Extensions \$1.00 per sq. m
Accessory Buildings \$1.00 per sq. m (Min.of \$50.00)
Basement Apartments \$1.00 per sq. m

WATER/SEWER TAX

RESIDENTIAL/COMMERCIAL:

Water & Sewer..... \$448.00 per unit
Water Only..... \$338.00 per unit

BED & BREAKFAST:

Up to 6 rooms..... \$896.00
More than 6 rooms..... \$1,344.00

HOTELS/MOTELS/SENIORS MANORS:

Water & Sewer..... 1 flat rate plus 37.55 per room
Water Only..... 1 flat rate plus 30.80 per room

Water & Sewer Connection Fee:

Hookup Fee..... \$1,000.00
Water Only Hook-up..... \$500.00
Sewer Only Hook-up..... \$500.00
Pavement Cuts..... \$3.00 per sq ft

Other Water & Sewer Fees:

Water & Sewer turn on or turn off fee..... \$50.00
Public Buildings (schools)..... \$1.53 per thousand gallons

Renovations/Improvements:

Construction value less than \$5,000..... \$25.00
Construction value over \$5,000..... \$50.00
Swimming Pools..... \$50.00
Fencing..... \$25.00

Commercial/Industrial/Institutional Building Permit:

New Construction..... \$4.25 per \$1,000 construction value
Extensions..... \$4.25 per \$1,000 construction value
Accessory Buildings..... \$4.25 per \$1,000 construction value
Renovations/Improvements..... \$100.00
Commercial – Other..... \$4.25 per \$1,000 construction value

Other:

Installation of Signs..... \$50.00
Demolition Permits..... \$25.00 minimum
Subdivision Application Fee..... \$500.00
Town Plan Amendment Fee..... \$400.00 plus additional costs
Zoning Amendment Fee..... \$100.00 plus additional costs
Non-Compliant Fee: Commercial..... \$50.00 minimum
 Residential..... \$25.00 minimum

OTHER

Tax Certificates..... \$50.00 each
Compliance Letters..... \$50.00 each
Copies of Municipal Plan/Dev. Regulations..... \$25.00
Letters of Confirmation..... \$100.00
Information Requests..... \$50.00 per hour

Dumping Fee - Truck/Trailer/Van..... \$25.00 per load
 15 bag limit \$5.00 per extra bag
- Tandem Truck \$50.00 per load
- Tandem Packer \$100.00 per load

Taxi Permits..... \$70.00 each
Taxi License..... \$25.00 per year

Fire/Oxygen Inspection: Commercial \$50.00 per visit
 Residential \$30.00 per visit

ALL TAXES ARE DUE AND PAYABLE BY MARCH 31, 2017

MUNICIPAL PROPERTY TAX EXEMPTION APPLICATION FOR 2017

To Qualify:

- Must have a total annual income from the prior year (2016) of 18,500 or less (please see sliding scale below).
- Application must be for primary residential property only

- Property Taxable amount based on the current Municipal Assessment Roll must be \$150,000 or less.
- A copy of the previous year's tax return notice of assessment for all household members – which would include both property owners (husband, wife or Common-Law partners) must accompany this application.
- Deadline for receipt of applications is **July 1st, 2017**

NOTE: This exemption applies **ONLY** to the current property tax/water/sewer fees. Any property owner with tax arrears will not be eligible for this discount unless they make a minimum payment of \$200 per year towards the tax arrears.

If approved, exemption will not be applied to the account until the Payment for the taxes owed is paid in full.

Council reserves the right to approve applications on an individual basis and may not necessarily decline those who only meet one criteria.

SLIDING SCALE

No.	Annual Income Level	Property Tax, Water and Sewer Tax
1	\$0.00 - \$13,500.00	Property Owner to Pay \$150.00 for current year
2	\$13,501.00 - \$14,500.00	Property Owner to Pay \$175.00 for current year
3	\$14,501.00 - \$15,500.00	Property Owner to Pay \$200.00 for current year
4	\$15,501.00 - \$16,500.00	Property Owner to Pay \$225.00 for current year
5	\$16,501.00 - \$18,500.00	Property Owner to Pay \$250.00 for current year

MUNICIPAL PROPERTY TAX EXEMPTION

Applicant Information:

Mailing Address: _____

2016 Income: \$ _____ Marital Status: _____

Spouse/Common-Law Information:

First Name: _____ Last Name: _____

2016 Income: \$ _____

TOTAL INCOME FOR BOTH: \$ _____ (must be less than \$18,500 combined)

Address of Property applying for exemption: _____

Taxable value of property on 2017 Municipal Assessment Roll: \$ _____ (must be less than \$150,000)

Declaration:

I hereby make application for an exemption on my municipal property as per the attached guidelines, for the 2017 tax year.

Signature of Applicant

Date of Application

Please insure to include your 2016 tax return, notice of assessment for all household members.

(d) Environment and Housing

2016-1205-05, Environment and Housing

Councillor Kerry Jones/Councillor Amanda Freake

Resolved that the minutes/recommendations of the Environment and Housing Meeting on November 30, 2016 be adopted as presented.

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

In favor 6; opposed 0; abstained 0. Carried



**Environment & Housing Minutes
Wednesday, November 30, 11 am**

In attendance:

Deputy-mayor Sandra Pinksen
Town Manager Maxine Hayden
Clarke

Public Works Supervisor David Thomas
Economic Development Officer Damon

Regrets:

Chairperson Kerry Jones
Municipal Enforcement Officer Keith Park

Councillor Sheila Mercer
Administrative Assistant Christa Jones

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, December 2, 2016:

- General repairs (176): \$ 787,771
- Accessory buildings (56): \$ 471,900
- Commercial construction (20): \$ 2,272,900
- New Dwellings (26): \$ 5,496,000

TOTAL (278 permits): \$ 9,028,571

#	Name	Address	Description	Action
General Repairs				
1.	Darren Compton	2 Jewer's Lane	Turning garage into living space	Approved, permit issued
2.	Lori Ann Reid	2 Main Dam Road	Shingles	Approved, permit issued
3.	Todd Rideout	14 Airport Ave. Ext.	Fencing	Approved, permit issued
4.	Grand Lake Centre	44 TCH	Fencing, renovations	Approved, permit issued
New Residence				
Accessory Building				
5.	Troy Woolridge	16 Cross's Lane	New garage	Approved, permit issued
6.	Larry Owens	81 Goose Arm Road	New shed	Approved, permit issued
7.	John Goulding	17 Fourth Avenue	New shed	Approved, permit issued
Commercial Construction				
8.	Deer Lake Power	2 TCH	Permit to replace penstocks extended by Dept. of Environment	For information purposes
9.	Humber Ready Mix	19 Wellon Drive	New building for heating aggregates	Approved, permit issued
New Businesses				

10.	The Lotus Yogini	29 North Main Street	Yoga and wellness studio, retail	Approved conditionally, pending Service NL approval
Other				
11.	Barn Fine Eggs	Goose Arm Road	Certificate of Approval, waste management system	For information purposes
12.	Follow up on orders and letters			For discussion purposes
13.	Planned new subdivisions			For discussion purposes
14.	Introduction of new policies		To be implemented early in new year	For discussion purposes
15.	Philip Hodder	Sunrise Crescent	Re-zoning of land from Agriculture to Residential has started	For discussion purposes

(e) Deer Lake Snowmobile Hub Meeting

**Deer Lake Snowmobile Hub
Meeting minutes, November 22, 2016**

In attendance:

Damon Clarke, Deer Lake Economic Development Officer
 Terri-Lynn Robbins, Deer Lake Chamber of Commerce
 Stewart Read, IBRD

Regrets:

Guy Reid, Junction Trailblazers Snowmobile Club
 Ben Fitzgerald, NLSF
 Brian Kelly, JTB
 Vince Kennedy, Parks Canada
 Maxine Hayden, Deer Lake town manager
 Paul Taylor, Tourism, Culture and Recreation
 Sonya Lane, ACOA
 Mark Lamswood, Western Destination Management Organization
 Elmo Bingle, Deer Lake town councilor
 Sheila Mercer, Deer Lake town councilor

1. Welcome, Call to Order

The meeting was called to order at 2:05 pm.

2. Business Arising

- None

3. Old Business

- Town of Deer Lake Website: The new web site is still in draft form but a package of revisions has been sent to the consultant who is creating the site. The new web site will have important implications for the Snowmobile Hub Committee, as the web site will feature a strong presence on winter tourism, snowmobiling in particular. It is expected that this portion of the website will become the main source of information about winter (and other seasons) tourism and will therefore boost the town's profile in the tourism industry.
- Study, Economic Impact of Snowmobiling in Newfoundland: The committee members are waiting for the snowmobile federation to arrange a meeting with the consultants to go over a draft report. It is uncertain when that meeting will be held.

4. New Business

- Toronto Snowmobile and ATV Show, Oct. 21-23: The EDO attended this show to generate some awareness of the Deer Lake area and what it has to offer. There was a lot of name recognition of the area and significant interest in booking trips. The EDO directed those people to the nearby booth of Rugged Edge Sports, a company that already does a fair amount of business in Deer Lake through its various tours.
- 2017 Shindig: This event was held for the first time last winter. The EDO indicated that some people or groups need to take ownership of the event, as the town will not be the sole organizer.
- Trail Signage, Additional Work Needed: The EDO will check with Guy Reid, committee member and also a member of the Junction Trailblazers Snowmobile Club, to see if there is any work needed on the trail. The committee will also look to improve signage on the town's snowmobile trail.
- Mid-December Meeting: The Department of Business, Tourism Culture and Rural Development and the Western DMO will be holding a meeting of winter tourism stakeholders to begin advancing the findings from the Destination Development Plan (DDP). The meeting is planned for Dec. 16, from 10 am to noon at Marble Mountain.
- Grand Lake Centre Fence: The Grand Lake Centre for Economic Development has been experiencing a disturbing trend, in which numerous people on snowmobiles, ATVs, dirt bikes and regular cars and trucks are cutting through its property. To reduce this illegal and dangerous activity, the group is looking to erect a chain link fence. This is a matter of concern to the Snowmobile Hub committee because the fence will block access to the groomer. The EDO and Guy Reid will inspect the site and come back with a recommendation.

5. Updates

- Newfoundland and Labrador Snowmobile Federation: No one present.
- Junction Trailblazers Snowmobile Club: Terri-lynn provided a brief update of the group.

6. Next meeting:

The group will aim to meet again before Christmas.

7. Adjournment

The meeting was adjourned at 3:15 pm.

(f) Public Works Superintendent Report

Report From: Public Works Superintendent David Thomas
 Prepared For: Council & Management Team
 Date Prepared: December 1, 2016
 Timeframe: November 21, 2016- December 1, 2016

Road:

- Patching Squires Road, Old Bonne Bay Road, Upper Nicholasville Road
- Shouldering on Wights Road and Mayor Ave
- Paved gutter on George Aaron Drive
- Repaired manhole on Squires road
- Ditching on Goose Arm Road
- Vaccuumed catchbasins on Nicholasville Road, Sixth Ave

Water:

- Clean filters
- Daily inspection of Chlorination and Filtration Plants
- Raised Hydrants on Peddles Road and George Aaron Drive
- Located curb stop on Nicholasville Road

Sewer:

- Checked all lift stations and various man holes in town for Friday maintenance checks
- Repaired lift station pumps at Riverbank Road
- Sewer plug on First Ave and Third Ave
- Vaccuumed out Meadow Lane liftstation and manholes on Third Ave, South Main Street

Snow:

- Installed hydrant markers and bench markers
- Two days clearing snow
- Cleared snow on sidewalks

Building Maintenance:

- Electrical work at liftstations, depot and firehall

Misc :

- Cleaned up debris in storage area

(g) Town Manager Report

Town Manager Action Report for
Meeting No.1326
December 1, 2016

#	Item	Dept.	Person responsible	Task/request
1	Elwood Little Green Thumbs	Admin	TM	Letter written to Mr. Pink to advise Council will participate in the Little Green Thumbs Program
2	Western Star	Admin	TM/TC	Tender placed for Fire Rescue Vehicle
3	Larry Owens	Admin	TM	Meeting held with Larry Owens regarding Land on Reid's Lane.
4	D.L. Fire Rescue	Admin	TM	Fire men will make pot of soup for annual Christmas appreciation for volunteers.
5	Kelsey Jones	Admin	TM	Thank you letter sent for prime audit.

(h) Tender – Rescue Truck

2016-1205-06, Rescue Vehicle Tender

Councillor Kerry Jones/Councillor Amanda Freake

Recommend that the Town of Deer Lake proceed with the recommendation of the tender opening and purchase the Rescue Vehicle from Fort Garry Fire Trucks for \$193,769.25 taxes included.

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

In favor 6; opposed 0; abstained 0. Carried

Rescue Vehicle
December 2, 2016

Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Earl Tansley
Maxine Hayden

Two tenders were received:

1. Fort Garry Fire Trucks \$193,769.25 taxes included FOB Deer Lake meets all specs.
2. Metalfab Fire Trucks \$160,577.10 plus taxes \$24,086.56 for a total of \$184,663.66 did not meet specs on 12" walk around they quoted on 10", engine tender called for Cummins diesel engine they quoted on Ford Gas Engine, batteries tender called for dual Batteries they quoted single battery, delivery tender called for 90 days from award of tender they quoted 10-12 months from receipt of order. Tender called for constructed from Salt Water Marine Grade aluminum warranty 20 years they quoted 10 year body structural warranty, tender called for minimum 3 110V receptacles they quoted on generator

Recommend awarding to Fort Garry fire trucks they met all specs.

(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	Done
6	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

7	21-Nov	Cheque	Admin	TC	Do Cheque for Elwood Little Green Thumbs	Done
8	21-Nov	Cheque	Admin	TC	Pay Evergreen \$26,297.49	Done
9	21-Nov	Cheque	Admin	AP	Do Cheque for Accounts Payable	Done

Adjournment

2016-1205-07 Adjournment

Councillor Elmo Bingle

Resolved that since there is no further business that the meeting adjourns at 8:05pm with the next regularly scheduled meeting set for December 19, 2016 at 7:30 pm.

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

In favor 7; opposed 0; abstained 0. Carried



Mayor, Dean Ball



Town Clerk, Lori Humphrey