

Minutes of the regular meeting of council held Monday, November 15, 2021 No. 1426 held in the Council Chambers at 34 Reid's Lane, Deer Lake, NL.

In attendance: Mayor Mike Goosney  
Deputy Mayor Melanie Young  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Kerry Jones  
Councillor Darren Fitzgerald  
Councillor Brett Langdon

Also in attendance: Town Manager, Maxine Hayden  
Administrative Assistant, Christa Jones  
Director of Operations & Communications, Jason Young  
Public Works Superintendent, David Thomas  
Economic Development Officer, Mark Lamswood  
Director of Recreation and Community Services, Glynn Wiseman

Absent: Town Clerk, Lori Humphrey

Gallery: Bill Hayden, Wendy Hancock, Jamie Dumais

Regular meeting of council called to order at 7:30pm by Mayor Michael Goosney

2021-1115-01, Minutes No. 1425

Councillor Amanda Freake/ Councillor Gordon Hancock

Resolved to accept the minutes of regular meeting of council, No. 1425 Monday, November 1, 2021.

In Favor: Mayor Mike Goosney  
Deputy Mayor Melanie Young  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Kerry Jones  
Councillor Darren Fitzgerald  
Councillor Brett Langdon

In favor 7; opposed 0. Carried

New Business

- Health & Wellness Committee moving forward and working on structure for other committees such as senior & youth advocacy.
- Council would like to recognize Mr. Jim Feltham for 50 years of volunteer service as a coach.

- Deer Lake Fire Rescue's Santa Parade will be on December 4<sup>th</sup> at 5:00pm
- Council would like the recreation committee to establish a committee for Come Home Year 2022 to host a July or August event.

2021-1115-02, Swamp Mats

Councillor Gordon Hancock/ Councillor Amanda Freake

Motion to donate 15 swamp mats from our inventory to Junction Trail blazers.

In Favor: Mayor Mike Goosney  
 Deputy Mayor Melanie Young  
 Councillor Amanda Freake  
 Councillor Gordon Hancock  
 Councillor Kerry Jones  
 Councillor Darren Fitzgerald  
 Councillor Brett Langdon

In favor 7; opposed 0. Carried

Correspondence
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Meeting No. 1426

Date: Monday, November 15, 2021

No	NAME	REGARDING	
1	Town of Reidville	Request for meeting regarding the MEO	Reidville is good for anytime – Deer Lake to pick time, try to schedule for next Monday for ½ before budget Meeting
2	Department of Justice and Public Safety	Fire Protection Grant	Check to see if we can order and pay before January to qualify for grant, as gear may take 6 months to arrive.
3	Municipal and Provincial Affairs	Info for new councillors	FYI
4	Municipal and Provincial Affairs	Request for info	Completed and sent in
5	MAA	Ballots	Complete and send back

6	Department of Transportation and Infrastructure	Deadline for applications	FYI
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(a) Finance

2021-1115-03, Finance

Councillor Kerry Jones / Councillor Amanda Freake

Resolved that the recommendations for Finance Report for November 10, 2021 be adopted as presented.

In Favor: Mayor Mike Goosney  
Deputy Mayor Melanie Young  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Kerry Jones  
Councillor Darren Fitzgerald  
Councillor Brett Langdon

In favor 7; opposed 0. Carried

Finance

November 10, 2021

In attendance

Councillor Kerry Jones

Councillor Amanda Freake

Councillor Darren Fitzgerald

Maxine Hayden

No	Description	Recommendation
01	Brook Construction Claim 1 \$125,897.40	Recommend approval
02	2022 Saltscapes advertising	Recommend see other places we have advertised.
03	SN Lavalin Boat launch \$8,205.25 deferred from November 01	Recommend approval
04	Tax adjustments \$43,624.37 Business \$6,006.23 Property \$1,030.34 Other \$24,186.79 (defer \$22,886.79)	Recommend approval for tax adjustment in the amount of \$20,737.58 defer account No 115569 \$22,886.79

	Poll Tax \$12,401.01 Exemptions \$24,605.90	Recommend approval exemptions \$24,605.90 meets criteria for exemptions
05	Revenue & Expenses YTD	Information
06	Noman Wilson tax break due to covid	Not approved

2021-1115-04, Accounts Payable

Councillor Kerry Jones / Councillor Amanda Freake

Resolved that the recommendations for Accounts Payable Report for November 10, 2021 be adopted as presented for excluding item #61.

In Favor: Mayor Mike Goosney  
Deputy Mayor Melanie Young  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Kerry Jones  
Councillor Darren Fitzgerald  
Councillor Brett Langdon

In favor 7; opposed 0. Carried

Councillor Kerry Jones declared conflict for item # 61 and left the meeting.

2021-1115-05, Accounts Payable

Councillor Amanda Freake / Councillor Darren Fitzgerald

Resolved that the recommendations for Accounts Payable for November 10, 2021 be adopted as presented for item #61.

In Favor: Mayor Mike Goosney  
Deputy Mayor Melanie Young  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Darren Fitzgerald  
Councillor Brett Langdon

In favor 6; opposed 0. Carried

Councillor Kerry Jones returned to the meeting.

Town of Deer Lake

Regular Accounts Payable Report

Date November 10, 2021

No	Name of Supplier	Amount owing	Notes
1	A & C Enterprises	\$95.79	Matts
2	Adams Alternator & Starter	\$587.87	Battery,motor repair filtration repairs
3	Air Liquide Canada	\$179.97	Dioxide acetylene
4	All Tech	\$2,911.80	Hazardous Assessment
5.	Aquam	\$1,329.04	Goggles
6	Atlantic Industries	\$5,22.94	culvert Hancocksrd
7	Atlantic Ready Mix	\$2,530.00	Top block riser
8	Ackland Granger	\$1,281.10	Foam test
9	Atlantic Trailer & Equipment	\$89.68	Safety clamp
10	Bowl NL	\$264.00	Lane bed annual fee
11	Brenntag	\$8,303.73	Chlorine
12	Byrons Shoe & Tarp	\$1,999.15	Washer bolt nuts, safety glasses, wire rain suits
13	Bonds Autobody	\$1,786.76	Repairs Unit 12
14	Bonds Courier	\$385.25	Freight
15	Bowl Canada	\$96.00	Registration
16	Canadian Red Cross	\$530.00	Renewal fee training
17	Cansel	\$28.75	Data plan
18	Central Office Supplies	\$305.62	Photo copier
19	Chandler	\$247.36	Wipes blade
20	Computers & Communication	\$12,705.77	Backup fan lift rental computer camera to link chamber
21	Corner Brook Industrial	\$413.13	Coupler fire dept.
22	Crane Supply	\$4,550.16	Catch basin sewer pipe
23	Day & Ross	\$183.87	Freight
24	Deer Lake Aquatics	\$840.00	Rental
25	Deer Lake Home Hardware	\$1,137.92	Drill garbage can bulb pegs batteries
26	Deer Lake Truck Tire	\$41.37	Clamps
27	Fashion Elevator	\$790.00	Maintenance
28	GA Ducan Electric	\$1,584.35	Maintenance PLC filtration
29	Graybar	\$1,874.35	Emergency lights lift
30	Guillevin Industrial	\$926.51	Lights main Street
31	Hitech Communications	\$1,361.23	Vehicle monitors
32	Humber Ready Mix	\$1,277.94	concrete ready mix
33	Humber River Lanes	\$1,430.00	Summer sports

34	Humber Motors Ford	\$30.90	Bolt nut
35	J.N. Automotive	\$347.11	Pads, battery brush hose filter switch
36	KC Reid Enterprises	\$416.82	Mop bags
37	L & H holdings	\$91.72	Coffee
38	Marine	\$1,221.88	Grading Goose Arm Rd.
39	McKays Paving`	\$7,598.63	Patching Islandview Youngs Main
40	McLoughlan Supplies	\$1,618.79	Lights breaker fuses
41	Modern Pest	\$379.59	Inspection
42	NCL Contracting	\$5,635.58	Class A ¼ minus
43	North Atlantic	\$82.50	Furnace oil
44	Pitney Bowes	\$719.81	Lease
45	Prime Creative	\$172.50	Website
46	Royal Canadian Legion	\$1,817.00	Firemens ball
47	Rigid Trucking	\$1,167.22	Impact gun blade
48	Ronald McDonald House	\$320.00	Sock it for sick kids
49	Royal Freightliner	\$773.18	Blower compressor seals
50	Rudy's Courier	\$390.00	Freight
51	Shears Building Supplies	\$2,467.67	All dept
52	Speedy Automotive	\$1,819.12	Hydraulic hose fittings
53	Stewart Mckelvy	\$186.30	Legal
54	Superior propane	\$852.90	Cylinder propane
55	Stephen Rowsell	\$150.00	Ramp inspection
54	Tormont cat	\$215.63	CAG engineering
55	Total Canada	\$1,654.37	Oil
56	Town of Reidville	\$697.60	Dog patrol
57	Traction	\$351.05	Check valve fittings
58	Thomas Coffey Technical	\$3,283.21	Lights
59	Western Hydraulic Technical	\$13,828.75	Cutting edge
60	Western Signs	\$471.56	Signs
61	Western Steel	\$248.68	Wire blade
62	Williams Building Supplies	\$985.88	All depts.
63	Windo Enterprises	\$837.20	Flag
64	Western Regional Waste	\$20,086.72	Waste
65	Western Tire & Glass	\$276.00	Closer
	Total	\$128,571.95	

(b) Environment and Housing

2021-1115-06, Environment and Housing  
Deputy Mayor Melanie Young/ Councillor Darren Fitzgerald

Resolved that the recommendations for Environment and Housing for November 4, 2021 be adopted as presented.

In Favor: Mayor Mike Goosney  
Deputy Mayor Melanie Young  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Kerry Jones  
Councillor Darren Fitzgerald  
Councillor Brett Langdon

In favor 7; opposed 0. Carried

### Environment & Housing Committee Agenda

Thursday, November 4th, 2021 - 3:30pm @ Town Office

In Attendance: Deputy Mayor Young      Councillor Fitzgerald      Mark Lamswood  
Christa Jones      Maxine Hayden      Dave Thomas  
Keith Park

Regrets: Councillor Jones

#### 2021 Building Permits to Date:

Following is a breakdown of the number of permits issued (in brackets) and construction values so far in 2021, up to and including November 4<sup>th</sup>, 2021:

- General repairs (100): \$ 450,850
- Accessory buildings (28): \$ 381,600
- Commercial Construction (18): \$ 530,400
- Decks, Extensions, Patios (42): \$ 180,650
- New Dwellings (14): \$ 3,191,500

**Total \$ 4,735,000**

#	Name	Address	Description	Action
<b>General Repairs</b>				
1	Jean Dawe	80 Nicholasville Rd	Shingles	Approved
2	Darren Guy	11 Lush's Ln	Fence	Approved
3	Calvin & Sharon Budgell	9 Jeddore's Ln	Replace Deck	Approved

<b>Extensions, Decks, Patios</b>				
<b>New Residence</b>				
4	Stephen Blanchard	25 North Main St	Revised Application	Deferred to next meeting; council and staff continue to work on this file
<b>Accessory Building</b>				
<b>Commercial Construction</b>				
<b>Operate A Business</b>				
5	Hannah Victoria Samantha Pollard	13 North Main St	HP Beauty Salon; hairstyling services, product retail selling; 1-3 employees; aiming to start December 1, 2021	Approved pending any Service NL requirements
<b>Other</b>				
6	Kevin & Perry McKay		Next Steps for Council Feedback	EDO to solicit further info from council to convey items back to McKay's for future meeting
7	Norma Zelina	78-80 Riverbank Rd	NL Power Notification for Units 1-4	Approved
8	Robert & Maxine House	2 Sixth Ave	Renewal of Permit #2462	Approved
9	Denise Brown	Alantra Leasing – 8 Piercey's Dr	Request to set up an inspection station for public vehicles	Approved; EDO to forward email of approval
10	Councillor Langdon		Walking Trail wayfinding inquiry	EDO and Recreation Director to coordinate for 2022
11	Wendy Hancock-Dumais	18 George Aaron Dr	Water and Sewer inquiry	Agreement to arrange a meeting to discuss further in person on Monday, Nov. 8



12	Brian Curtis		Farm Plan Referral from Crown Lands	Approved
13	Stephen Blanchard		Floating Dock Referral from Crown Lands	Recommendation to not approve due to watershed depth and boater traffic concerns
14	Western DMO		Requesting Partner Support	Refer to Finance
15	Lewis Forsey	12 Wight's Ln	Temporary cover over portable mill	Approved pending any Dept. of Forestry requirements
16	Farrell's Excavating		Quarry Referral	Deferred to Cormack; not within DL Boundary

(c) Public Works
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2021-1115-07, Public Works

Councillor Darren Fitzgerald/ Councillor Brett Langdon

Resolved that the recommendations for Public Works for November 12, 2021 be adopted as presented.

In Favor: Mayor Mike Goosney  
Deputy Mayor Melanie Young  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Kerry Jones  
Councillor Darren Fitzgerald  
Councillor Brett Langdon

In favor 7; opposed 0. Carried

Public Works

November 12, 2021

In attendance

Councillor Darren Fitzgerald  
Councillor Brett Langdon  
Maxine Hayden

Councillor Gordon Hancock  
Dave Thomas  
Jason Young

No	Description	Recommendation
1	Drainage issue Elizabeth Avenue	By consent of the homeowner, the Town will contact NL Power to ask that the clearing of easement of the adjacent powerline.
02	Water sewer hookup George Aaron	Council will install a new sewer spigot in spring 2022 based on frost acceptability to get off septic system, water line from dwelling will remain as its current location.
03	Flooding Hancock's Road	Defer for more information property to be reviewed after rain fall
04	Contract change Brooks \$8,764.81add rebar cages to anchor bolt locations	Recommend approval of change order, set up meeting with FougereMenchenton, DMG and Jamie Goosney
05	Evans Road drainage off Goose Arm Road	Invite Mr. Evans into a public works committee meeting, let him know culvert must be cleaned out, let resident know we are addressing the issue with the owner
06	Capital works priority Garden Road Phase 2 Main Dam Road Lift Station New Storm Study EDM is willing to resubmit applications and new application.	To set The capital works priority list for 2022 as 1. Garden road phase 2, 2. Main Dam Road 3. Upgrade List station by Nicholsville Bridge 4. Storm drain study Recommend we have SNC Lavlin to prepare and submit the applications for a cost of \$3,910.00
7	Testing and inspections	Recommend to develop a policy to provide an appropriate and consistent level of serve for our residents and future projects the Town would require that Capital projects over \$50,000 incorporate quality control/quality inspection measure which follows monetary values related to the level of inspection required. \$50,000-\$75,000 in term inspection \$75,000 + full-time inspection Those projects that fall within a reasonable monetary range under \$50,000 will be reviewed by the Public works committee to determine if inspection is warranted.
8	Subdivision Greg Collier	PW recommends E&H to invite proponents to

		committee meeting.
9	Xavier - traffic flow	For council discussion
10	Adam Boyle -Tower Road	Recommend a stop work –permit required.
11	Main Street Development (Blanchard)	Recommend stop work further information required
12	Backfilling and excavation Policy and Application	Recommend the Town of Deer Lake adopt a Backfilling and Excavation Policy and Application. Prior to backfilling occurring in the Town of Deer Lake, a permit would be required – excluding project of a small size (less than 6 tandem loads or is related to general landscaping –topsoil)
13	Marine Contractors	PW recommends E&H to invite proponents to committee meeting.

Update the water/sewer connection application and send back to council for approval.

(d) The Department of Arts, Recreation and Culture
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2021-1115-08, The Department of Arts, Recreation and Culture

Councillor Brett Langdon / Deputy Mayor Melanie Young

Resolved that the recommendations for The Department of Arts, Recreation and Culture for November 3, 2021 be adopted as presented.

In Favor:

- Mayor Mike Goosney
- Deputy Mayor Melanie Young
- Councillor Amanda Freake
- Councillor Gordon Hancock
- Councillor Kerry Jones
- Councillor Darren Fitzgerald
- Councillor Brett Langdon

In favor 7; opposed 0. Carried

**The Department of Arts, Recreation and Culture**  
4:00 PM, Nov 3, 2021

**In Attendance:**

**Councillor** – Brett Langdon  
**Councillor** – Gordon Hancock  
**Deputy Mayor** – Melanie Young

**Director of Recreation Community Services - Glynn Wiseman**  
**Town Manager - Maxine Hayden**

### **Walking trail signage**

- Recreation Director will discuss with the Town EDO to have signage erected where the trail ends near Deer Lake Municipal Park to advise that you will take the sidewalk to Nicholville Bridge to continue on the walking trail.

### **Arena Chaperones**

- Recreation will have chaperones on the ice during family skates to keep control of the skaters to make sure they are following the rules while on the ice.

### **Town Christmas Supper**

- Recreation recommends closing the Arena, Pool and Bowling Alley on Friday Night Dec 10 so that all staff can attend the Christmas Supper planned.

### **Main Street Light Pricing**

- In order to change the lights on the trees on Main Street it will cost 7200.00 to go with the double heads to have 2 flood lights on each tree. It seems as if 1 light shining up through the tree won't do it.
- If we went with a single light, it would cost 5000.00.

### **Street Light**

- Recreation will contact NL Power to see if we can have a street light erected on the ramp near the Home Hardware side of the overpass that will light up 3 crosswalks. These crosswalks, cross the ramp leaving Deer Lake to Corner Brook as well as the Ramp entering Deer Lake traveling West on the TCH.

### **FYI**

### **Grants applied for**

- Recreation has applied for 2 community Healthy living grants. One for 10,000 to help offset the cost of the wheelchair assessable swing and one for 7,000 for a wheelchair assessable concrete pad if approved through budget processes.

## Arena Capacity

- The arena capacity is dependent on distancing rules. Arena staff has changed around the seats to allow for the maximum capacity that will fit in the Arena. We now have a combination of single seats, double seats, 3, 4 and 5 seats together with some standing room. For a total of 316 seats available. Each available seat is clearly marked with a Yellow sticker that states **SIT HERE**. As regulations change, as we progress through COVID 19 we will make changes to seating and keep everyone informed

(f) Economic Development
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### 2021-1115-09, Economic Development

Councillor Gordon Hancock / Councillor Amanda Freake

Resolved that the recommendations for Economic Development for November 12, 2021 be adopted as presented.

In Favor: Mayor Mike Goosney  
Deputy Mayor Melanie Young  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Kerry Jones  
Councillor Darren Fitzgerald  
Councillor Brett Langdon

In favor 7; opposed 0. Carried

### **Economic Development Committee Minutes**

**Friday, November 12<sup>th</sup>, 2021, 11:30am**

In attendance: Gordon Hancock, Councillor Amanda Freake, Councillor  
Mark Lamswood, EDO/Town Planner

**The meeting started at 11:00 am**

#	Item/Description	Discussion/Notes

1	Welcome; Additions to Agenda	No additions
2	Heritage Funding for Canada Youth Internship (Heritage Coordinator)	Recommendation to Approve Heritage Coordinator Position for the Town of Deer Lake via the Canada Youth Internship Program funding opportunity as per EDO email to council <b>Recommendation for council approval</b>
3	Developing initial GANTT Chart template for Economic Development; sharing with others (Rec/PW/etc)	Councillor Freake has begun a process to develop a template for the Economic Development Committee to capture and track initiatives; when completed in draft form, to share with council for approval and other departments should they wish to also adopt the planning tool. <b>Councillor Freake to follow up with template developer</b>
4	Food Service Planning for Joe Butt's Beach Area and Hodder	Recommendation to arrange a focused planning meeting with Councillors Hancock, Freake, Mark, Glynn and Jason to determine a process to seek a solution for food services in these two key municipal areas/venues. <b>Mark to send an invitation to all involved to arrange the meeting.</b>
10	Meeting Adjourned	11:50am

**Action Items in Bold Above**

(g) Procurement Policy
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2021-1115-10, Procurement Policy

Councillor Gordon Hancock / Councillor Darren Fitzgerald

Motion that the recommended Procurement Policy be adopted as presented.

In Favor:

- Mayor Mike Goosney
- Deputy Mayor Melanie Young
- Councillor Amanda Freake
- Councillor Gordon Hancock
- Councillor Kerry Jones
- Councillor Darren Fitzgerald
- Councillor Brett Langdon

In favor 7; opposed 0. Carried

**POLICY  
Town of Deer Lake**

## **Purchasing**

**PURPOSE** To ensure that all purchases made by The Town of Deer Lake are the best value, transparent and accountable.

**AUTHORITY** As per resolution at meeting XXXXXXXXXXXXXXXX

**ACTION** All purchases made by The Town of Deer Lake follow the approved guidelines.

Verified by: \_\_\_\_\_  
Mayor Michael Goosney

\_\_\_\_\_  
Town Clerk Lori Humphrey

## **Procurement Policy**

### **1.0 Policy Statement**

Employees with the Town of Deer Lake will always abide by the Public Procurement Act, 2018 and the Town of Deer Lake procedure for purchases that are exempt or below tender thresholds. The Town of Deer Lake regularly uses an open call process for the provision of equipment, goods and services. Any employee who is purchasing must be aware of these procedures and thresholds or must contact the Town Manager before purchasing goods or services.

### **2.0 Scope**

The policy applies to all individuals making purchases on behalf of the Town of Deer Lake.

### **3.0 Purpose**

To establish a Policy that outlines the guidelines and procedures to be followed for the procurements of goods, services, public works, and lease of space (also referred as commodities) to achieve best value, transparency and accountability in procurement.

#### **4.0 Legislative Requirements**

This Policy conforms to the Public Procurement Act, 2018 The Atlantic Procurement Agreement, The Canadian Free Trade Agreement as well as any other relevant laws, rules and legislations. In the event of inconsistencies between this policy and the Public Procurement Act, the Act shall prevail.

#### **5.0 Procurement Thresholds**

The Public Procurement Act, 2018 applies to the purchases of goods over \$105,700, services over \$105,700, public works over \$264,200 and lease of space over \$100,000. If thresholds are not met, The Town must obtain three quotes or establish a fair and reasonable price.

#### **6.0 Purchases under \$3,000 – Reasonable Price**

For the purchases of goods or services less than \$3,000 exclusive of HST, obtain a minimum of one (1) quote from legitimate dealers, suppliers, or contractors by direct quotations, where possible (3) three quotes or by reference to trade catalogues, or price lists, and select reasonable price on the purchase order.

The Town of Deer Lake has a listing of Standing Purchase Agreements (SPA). You must check this listing to see if the item you are purchasing is on this list. If the Town has signed on to a Standing Purchase Agreement, the Town must buy from that vendor.

A purchase order must be obtained for any purchase that will lead to an invoice to be paid by the Town of Deer Lake.

**Important Note:** It is up to the Town to determine a fair reasonable price. Factors that may affect the purchase include local availability, one-time sale price, etc.



## **7.0 Purchases between \$3,000 – \$10,000 - Three Quotes**

For the purchases of goods or services between \$3,000 - \$10,000 exclusive of HST, obtain a minimum of where possible (3) three quotes.

The Town of Deer Lake has a listing of Standing Purchase Agreements (SPA). You must check this listing to see if the item you are purchasing is on this list. If the Town has signed on to a Standing Purchase Agreement, the Town must buy from that vendor.

A purchase order must be obtained for any purchase that will lead to an invoice to be paid by the Town of Deer Lake.

Important Note: It is up to the Town to determine a fair reasonable price. Factors that may affect the purchase include local availability, one-time sale price, etc.

## **8.0 Purchases between \$10,000 and legislated thresholds - Three Quotes**

For purchases of goods or services less than legislated thresholds but above \$10,000, exclusive of HST, quotations shall be obtained from at least three (3) legitimated dealers, suppliers, or contractors by direct quotations. Quotes must be delivered by sealed envelope, no emails or faxes will be accepted.

The Town of Deer Lake has a listing of Standing Purchase Agreements (SPA). You must check this listing to see if the item you are purchasing is on this list. If the Town has signed on to a Standing Purchase Agreement, the Town must buy from that vendor.

A purchase order must be obtained for any purchase that will lead to an invoice to be paid by the Town of Deer Lake.

Important Note: It is up to the Town to determine a fair reasonable price. Factors that may affect the purchase include local availability, one-time sale price, etc.

## **10.0 Standing Purchase Agreements**

### **(a) Provincial Government Standing Purchase agreement**

Prior to proceeding with a “Request for Quotations” purchasers should check to verify whether the Town is a participant in a Standing Purchase Agreement (SPA) issued by the Government Procurement Agency (PPA) for specific goods or services

### **(b) Town of Deer Lake Standing Purchase Agreement**

Where the Town identifies a high volume of specific goods or services with a cost less than the legislated threshold the Town can issue a SPA covering a specific time-period to avoid having to obtain quotations each time a purchase of the specific good or service is required.

## **9.0 Purchases over the legislated threshold –Follow Process Outlined in Public Procurement Act, 2018 and Regulations**

For purchases over the legislated thresholds an open call for bids shall be required in accordance with the thresholds and guidelines specified by the Public Procurement Act 2018 and the Public Procurement Regulations. For purchases over legislated thresholds there are four possibilities:

- Tender – complete the detailed specification and send
- PPA Standing Offer – check to see if there is a Standing Purchase Agreement.
- RFP for purchases where price is not the only consideration, prepare the detailed specification and evaluation criteria.
- Sole Sourced – prepare justification for choosing sole source and send to Town Manager for approval.

2021-1101-11Adjournment

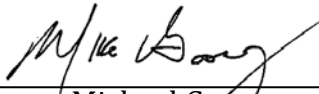
Councillor Amanda Freake

Resolved that since there is no further business that the meeting adjourns at 8:33pm.

In Favor:

Mayor Mike Goosney  
Deputy Mayor Melanie Young  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Kerry Jones  
Councillor Darren Fitzgerald  
Councillor Brett Langdon

In favor 7; opposed 0. Carried



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Mayor Michael Goosney



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Administrative Assistant, Christa Jones