

Minutes of the regular meeting of council held Tuesday, October 11th, 2022 No. 1442 held in the Council Chambers at 34 Reid's Lane, Deer Lake, NL.

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

Also in attendance: Town Manager, Maxine Hayden
Administrative Assistant, Christa Jones
Director of Operations & Communications, Jason Young
Director of Recreation Community Services, Glynn Wiseman

Regular meeting of council called to order at 7:33pm by Mayor Michael Goosney.

2022-1011-01, Minutes No. 1441

Councillor Brett Langdon /Councillor Gordon Hancock

Resolved to accept the minutes of regular meeting of council, 1441 Tuesday September 22nd, 2022.

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

In favor 7; opposed 0. Carried

New Business:

- Parking at Hodder Recreation Complex due to construction of the Annex. This issue is being addressed and hoping to increase parking as soon as possible.
- Letter from Class 7-1 regarding an outdoor classroom. Council would like to commend the students of Xavier. Council will pass this letter on to the committee for review.
- Mayor Avenue stop sign that blew down during last wind storm needs to be raised

- Cross’s Lane stop sign at intersection of Nicholasville Rd needs to be brought up to code height
- New access road on North Main to the stadium took away two parking spots, take to public works to review additional parking solutions

Mayor Mike Goosney asked Deputy Mayor Melanie Young to chair the meeting for the next item.

2022-1011-02, New Business

Mayor Mike Goosney /Councillor Kerry Jones

Motion to rescind motion to modify George Aaron Drive intersection. Public works to get more information before the change for further evaluation.

In Favor: Mayor Michael Goosney
Councillor Kerry Jones

Opposed: Deputy Mayor Melanie Young
Councillor Brett Langdon
Councillor Gordon Hancock
Councillor Amanda Freake
Councillor Darren Fitzgerald

Councilor Fitzgerald stated that public works has reviewed the standards all across Canada. The intersection as it is now is wrong and needs to be addressed. Public works has already deferred this project until next year, the time of the year would not allow for paint on the road to properly set.

Mayor Mike Goosney takes back role of chair.

Correspondence

Meeting No. 1442

Date: Monday, October 11, 2022

No	NAME	REGARDING	ACTION
1	Child Abuse Prevention Month	Proclamation	Motion and Sign
2	Disability Employment Month	Proclamation	Motion and Sign
3	MAA	Newsletter	FYI

4	Department of Transportation and Infrastructure	Circular	FYI
5	Department of Transportation and Infrastructure	Circular	FYI

2022-1011-03, Child Abuse Prevention Month
Councillor Gordon Hancock / Councillor Brett Langdon



Whereas: Children are the foundation for a prosperous and innovative society, and the foundation for a child's growth and development is established when the community takes responsibility for creating healthy environments where our children can thrive;

Whereas: All children deserve to have a safe, stable, nurturing home and community to foster their healthy growth and development;

Whereas: Child abuse and neglect is an important societal concern that may affect the long-term health and well being of not only children, but also the adults they become;

Whereas: Child abuse and neglect impacts our entire society and our society's future;

Whereas: Child abuse prevention is a shared responsibility and finding solutions requires the involvement and collaboration of citizens, organizations and government entities;

Whereas: this month, we emphasize the importance of understanding the devastating problem of child abuse and neglect, and commit to learn more about the behavioural and physical signs of possible abuse.

Therefore: I _____ do hereby proclaim the month of October 2022 to be Child Abuse Prevention Month in _____ and urge all citizens to work together to help reduce child abuse and neglect significantly in years to come.

In Favor:

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

In favor 7; opposed 0. Carried

2022-1011-04, Disability Employment Month

Mayor Mike Goosney / Councillor Melanie Young

October is
**Disability Employment
Awareness Month**



PROCLAMATION

Be it known to all Newfoundlanders and Labradorians; Disability Employment Awareness Month (DEAM) will be an annual awareness campaign which occurs each October throughout Canada. The purpose of Disability Employment Awareness Month is to recognize and celebrate the many and varied contributions of workers with disabilities. DEAM will also recognize the leadership of inclusive employers who promote employment inclusion and educate Newfoundlanders and Labradorians about disability employment issues and the benefits of inclusion to all its citizens.

Whereas: A strong workforce is one, inclusive of the skills and talents of ALL Newfoundlanders & Labradorians.

Whereas: Newfoundlanders and Labradorians with disabilities constitute a growing population and experience issues which require positive change including disproportionate unemployment, poverty, and labour market exclusion

Whereas: The employment inclusion of people with disabilities benefits all our citizens.

Whereas: The awareness of said benefits and the innumerable success stories of employment inclusion serve to positively promote inclusion of people with disabilities in the provincial workforce; and

Whereas: Deer Lake, NL is committed in our work to increase employment inclusion for Newfoundlanders & Labradorians through the provision of leadership, resources and ongoing opportunities for dialogue and engagement.

Now therefore, I, **Mayor Mike Goosney** hereby proclaim the month of October, in perpetuity as: Disability Employment Awareness Month.

Signature:

Date:

Oct 5TH/2022.

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

In favor 7; opposed 0. Carried

(a) Finance

2022-1011-05, Finance

Councillor Amanda Freake / Councillor Darren Fitzgerald

Resolved that the recommendations for Finance Report for October 6th, 2022 be adopted as presented.

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

In favor 7; opposed 0. Carried

Finance

October 06,2022

Councillor Kerry Jones
Councillor Darren Fitzgerald
Maxine Hayden
Jason Young
Via Telephone: Amanda Freake

No	Description	Recommendation
01	Brook Construction Annex Claim 11 \$922,122.90 cost shared	Recommend approval
02	Brook Construction Change order 13 Annex \$6,567.36	Defer for more information, from engineers.
03	Fougere Menchenton Annex \$12,187.64	Recommend approval
04	All North Consultants Relocation of Culvert & Access Road \$25,777.92	Recommend approval
05	GrayBar quote electrical transformer, panel breakers \$3,937.13	Recommend approval
06	Phone Tech quote strone light and sirens Council office \$2,311.76	Recommend approval
07	Elwood High Basketball - \$25 donation for ad in booklet	Recommend approval

Councilor Freake would like to note that council is reviewing its donation policy in this year's budget, and that anything over \$1,000 requires financial reports.

(b) Accounts Payable

2022-1011-06, Accounts Payable

Councillor Amanda Freake / Councillor Kerry Jones

Resolved that the recommendations for Accounts Payable Report for October 5th, 2022 be adopted as presented excluding items #47 and #51.

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

In favor 7; opposed 0. Carried

Councillor Jones leaves the room due to conflict of interest.

2022-1011-07, Accounts Payable

Councillor Amanda Freake / Councillor Gordon Hancock

Resolved that the recommendations for Accounts Payable Report for October 5th, 2022 be adopted as presented for #47 only.

In Favor: Mayor Michael Goosney
Deputy Mayor Melanie Young

Councillor Brett Langdon
Councillor Gordon Hancock
Councillor Amanda Freake
Councillor Darren Fitzgerald

In favor 6; opposed 0. Carried

Councillor Jones returns to the meeting.

Councillor Hancock leaves the room due to conflict of interest.

2022-1011-08, Accounts Payable

Councillor Amanda Freake / Councillor Darren Fitzgerald

Resolved that the recommendations for Accounts Payable Report for October 5th, 2022 be adopted as presented for #51 only.

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

In favor 6; opposed 0. Carried

Councillor Hancock returns to the meeting.

Town of Deer Lake
Regular Accounts Payable Report
Date: October 05, 2022

No.	Name of Supplier	Amount Owing	Notes
1	A & C Enterprises	\$95.79	Monthly Mats
2	Air Liquide Canada	\$1,019.50	C02, Cylinders
3	Atlantic Industries	\$12,041.59	Supplies for Wellon Drive
4	Brian N. Hillier	\$22,310.00	Annual Audit
5	Byron's Shoe & Tarp Repair	\$799.47	Gloves, Lifting Strap, hitch pin, safety glasses

6	Canadian Red Cross	\$140.00	Training
7	Canadian Safety Equipment	\$1,533.59	Helmet Liners (Fire Dept)
8	Cansel	\$28.75	Data Plan
9	CBCL Limited	\$4,151.50	water Filter
10	Central Office Equipment	\$427.59	Service agreement
11	Chandler	\$353.11	shower curtain, scrubbing brush, comet
12	Cimco Refrigeration	\$1,331.70	Service Call
13	Crane Supplies	\$2,633.50	Catch Basin frames and covers
14	Canadian First Aid & Safety	\$146.63	Training
15	Dan Spence Refrigeration	\$1,394.59	Fixed wire on dehumidifier unit and service call
16	Day & Ross	\$851.59	Shipping Chlorine
17	Deer Lake Foodland	\$20.97	Admin
18	Deer Lake Home Hardware	\$788.18	Switch, Paint, Tape, rivets, keys, screw drivers
19	Deer Lake Truck & Tire	\$57.49	Tire Repair Unit 43
20	Gillett's Holdings	\$170.21	Bench Plates
21	Graybar	\$327.75	Label printer kit
22	Guillevin	\$2,520.58	Timers, relays, fuses, ballast for lights
23	Gros Morne Coffee Roasters	\$34.50	Admin
24	HiTech Communications	\$1,361.23	AVL Monthly Charge
25	Hetek Solutions	\$400.20	CO2 Monitors
26	J.N. Automotive	\$745.47	Rags, torq wrench, backup camera
27	Joe Johnson Equipment	\$1,119.93	Broom for Unit 47
28	K.C. Reid	\$278.97	Gloves, tissue paper
29	Kerr Controls	\$268.47	Fan motor
30	Mcloughlan Supplies	\$327.67	Breaker, wire, sticky backs

31	N.C.L Contractors	\$701.56	Class A
32	NLCSA	\$327.75	Training
33	Paint Shop	\$293.30	rollers, paint, trays, paint gun
34	PhoneTech	\$86.08	Quarterly alarm monitoring
35	PMA	\$764.75	meeting/training, fall forum
36	Prime Creative	\$172.50	Monthly Plug ins
37	Purolator	\$50.41	Shipping Chlorine
38	Q.N.H Excavating	\$735.95	Equipment hires as per standing offer
39	Rapid power sports	\$106.96	Protecting rail Unit 105
40	Rigid Sales	\$116.06	Hole saw, cut off blades, screw driver bits
41	Saunders Equipment	\$420.00	Hydraulic control cable Unit 24
42	Shears Building Supplies	\$1,255.72	broom, shelving, door sweeper, relay
43	Town of Reidville	\$697.60	Monthly Animal Control
44	Toope's Auto	\$815.60	Oil, grinding disc, sockets, gauges, ratchet
45	Valmin Fire Protection	\$368.00	SCBA Cylinder Hydro Test (Fire Dept)
46	Western Signs	\$68.37	Stop Sign
47	Western Steel Works	\$123.12	DL angle, hydraulic fitting, fabricate pins
48	Williams Building Supplies	\$450.32	shelving, tiles, screw driver, screws, spray foam
49	WRWM	\$19,670.16	September waste
50	William Perry Trucking	\$8,769.90	1240 Tons winter sand supplied
51	B & S Trucking	\$2,875.00	Set dumpster (Depot & Hodder)
52	Browning Harvey	1091.24	Drinks for vending machine

\$97,640.87

(c) Public Works

2022-1011-09, Public Works

Councillor Darren Fitzgerald / Councillor Brett Langdon

Resolved that the recommendations for Public Works Report for October 6th, 2022 be adopted as presented excluding item #2.

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

In favor 7; opposed 0. Carried

2022-1011-10, Public Works

Councillor Darren Fitzgerald / Councillor Gordon Hancock

Resolved that the recommendations adopting the list as proposed in item #2 on the Public Works agenda for October 6th, 2022 as the Capital Works Priority List 2022.

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

In favor 7; opposed 0. Carried

Public Works Meeting
October 6th, 2022 at 9:00am

In Attendance

Councillor Darren Fitzgerald

Councillor Brett Langdon
 Councillor Gordon Hancock
 Town Manager Maxine Hayden
 Public Works Superintendent Dave Thomas
 Dir. of Operations & Comms. Jason Young

No	Description	Information and Recommendations
1	<p>Quotes for Waste Water Treatment Lagoon Assessment</p> <p>(a) CBCL \$7,950 plus HST \$1,192.50 total \$9,142.50 plus \$1,500 for additional samples</p> <p>(b)Aguathuna Drafting \$25,380.00 plus HST \$3,807.00 total \$29,187.00</p>	<p>Committee recommends acceptance of the CBCL proposal to conduct the assessment of the lagoon.</p>
2	<p>Capital Works Priority List 2023</p> <ol style="list-style-type: none"> 1. Garden Road 2. Main Lift Station 3. Riverbank Road 4. Lagoon 	<p>FYI - Garden Road has been identified for several years along with Main Lift Station Upgrades. Studies are currently being advertised and completed for Riverbank Road and The Waste Water Lagoon.</p>
3	<p>Water Filter Building Extension</p>	<p>Committee recommends approval to request a RFQ and an allocation of Gas Tax to extended the current Water filtration building to provided adequate space for filtration system upgrades and Water Operator office space. This is a proactive measure for potential future expansion of the filtration system.</p>
4	<p>Riverbank Road</p>	<p>FYI - RFQ is currently out for bids for scope of work to rehabilitate Riverbank Road. RFQ closes on October 21, 2022.</p>
5	<p>Fifth Avenue Water Issues</p>	<p>FYI – Public Works has met with a local contractor regarding profile changes required to alleviate as issue of water leaving the roadway on Fifth Avenue and entering private property. Work will be scheduled to be completed in the coming</p>

6	Ditch work update	<p>weeks.</p> <p>FYI - Public Works have been conducting season ditch work in various neighbourhood that have been identified for remediation. These areas include but are not limited to</p> <p>1. Cross's Road</p> <p>2. Fifth Avenue near Reid's Lane.</p>
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(d) Environment and Housing

2022-1011-11, Environment and Housing

Councillor Kerry Jones / Councillor Darren Fitzgerald

Resolved that the recommendations for Environment and Housing for October 6th, 2022 be adopted as presented.

In Favor:

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

In favor 7; opposed 0. Carried



Environment & Housing Committee Minutes

Thursday, October 6th, 2022 – 10:45 pm

In Attendance:	Councillor Fitzgerald	Councillor Jones	Christa Jones
	Maxine Hayden	Dave Thomas	Keith Park
	Jason Young		

Permits Issued – For information purposes

Name	Address	Description	Description	Action
General Repairs				
Andrew Reid	19	Garden Road	Windows	Permit Issued
Trevor Lodge	20	Elizabeth Ave	Renew Permit #3096	Permit Issued
Bernard Ball	1	Garden Road	Repair to basement and patio	Permit Issued
Brian Tulk	88	Nicholsville Road	Permit Renewal #2912	Permit Issued
Sheldon Pittman	2	King's Lane	Shingles and doors	Permit Issued
Kerry Spencer	52	Elizabeth Ave	Windows, doors, siding	Permit Issued
Extensions, Decks, Patios, Fences				
Lacey Williams	28	Woodford Drive	Fence	Permit Issued
Byron Payne	5	Dr. DD Macdonald	Fence	Permit Issued
Accessory Building				
Jordan Ball	32	Sunrise Crescent	Garage	Permit Issued
Chad Halfyard	11	Murdoch Drive	Garage	Approved pending variance
New Dwellings				
Jordan Ball	32	Sunrise Crescent	New Dwelling	Permit Issued
Chad Halfyard	11	Murdoch Drive	New Dwelling	Permit Issued
Commercial Construction				
Salvation Army	20-28	Church Street	Shingles	Permit Issued
Land Development				
Chad Halfyard	11	Murdoch Drive	101-250 Loads	Permit Issued

Following is a breakdown of the number of permits issued (in brackets) and construction values so far in 2022, up to and including October 5th, 2022:

- | | |
|-----------------------------------|---------------------|
| • General repairs (87): | \$ 406,300 |
| • Decks, Extensions, Patios (53): | \$ 222,698 |
| • Accessory buildings (29): | \$ 697,400 |
| • New Dwellings (21): | \$ 6,365,000 |
| • Commercial Construction (13): | \$ 405,000 |
| Total | \$ 8,393,498 |

Action Items					
1	Paul Bennett		Evergreen Lane	Looking to acquire a triangular piece of land from Town. See drawing attached.	Deferred until lagoon study completed
2	Tammy Wheeler	7	Maple Street	Water issues, see letter attached.	P.W looking to mitigate water issues in that area in spring of 2023
3	Heather Langdon		Hillside Drive	Would like to know if she could develop this property before she purchases, see attached proposal.	Defer for more information on type of development
4	Stephen & Melanie Moss	22	Pine Tree Drive	Letter delivered for 2 illegal business on Sept 6. Letter stated they had 30 days to apply or disconnection to services may result. Enforcement officer seeking direction of council to proceed. Letter that was delivered attached.	Send letter for non-compliance, give 7 days' notice of disconnection of services
5	Boat Launch		St. Jude's Ramp	Needs a civic address	Council to choose name of new road this property is located on and bring back to council meeting

Meeting adjourned

(e) Economic Development

2022-1011-12, Economic Development

Councillor Gordon Hancock/Councillor Amanda Freake

Resolved that the recommendations for Economic Development October 7th, 2022 be adopted as presented excluding items.

In Favor:

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

In favor 7; opposed 0. Carried

Economic Development
October 7th, 2022 at 8:30am

In Attendance

Councillor Gordon Hancock

Councillor Amanda Freake

Director of Operations and Communications Jason Young

No	Description	Information and Recommendations
1	EDO Position	Committee recommends HR review hiring of a new EDO ASAP.
2	Board of Trade/Small Business Week	Committee is planning a breakfast event for small business week; committee is working with community groups to plan other events such a lunchtime walks on the trail network.
3	Community Welcome Sign	RFQ is being prepared for the design and install of the sign base for the community welcome sign along the TCH corridor.
4	Schwartz Park	Committee discussed meeting recent meeting that was held between Tract Consulting and Town Management regarding next steps for Schwartz Park. Committee recommends virtual meet with tract and full council to review potential planning for items in 2023.
5	Annex Update	Steel is currently being installed on the building; management continues to be involved in monthly progress meetings for the project. Committee recommends a meeting to be scheduled between the consultant and full council to review project schedule and completion date.
6	New Boat Launch	Topographical survey and soundings will be completed to plan for future development of

the board launch area.

(f) Arts, Recreation and Culture

2022-1011-13, Arts, Recreation and Culture

Councillor Brett Langdon/Councillor Amanda Freake

Resolved that the recommendations for Arts, Recreation and Culture October 7th, 2022 be adopted as presented excluding items.

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

In favor 7; opposed 0. Carried

Department of Arts, Recreation and Culture Minutes

October 7, 2022

In Attendance:

Town Manager – Maxine Hayden

Councillor – Brett Langdon

Director of Recreation Community Services - Glynn Wiseman

Director of Operations & Communications– Jason Young

The meeting started at 10:30am.

#	Item/Description	Discussion/Notes	Decision
1	Parking Lot off Main Street in front of the Hodder	The Recreation Director had a conversation with the Public Works Superintendent about the possibility of	Approve in principle with

		having a parking lot created at the upper entrance of the Hodder, off of Main Street. The public works Superintendent advised this could be done creating about 25 parking spaces at a cost of 10 to \$15,000. This would alleviate some parking issues in the reduced space of the main parking lot. This would also alleviate concerns raised by Minor Hockey and by Sandy Caines around the loss of parking spaces. <u>Recreation recommends public works create this parking space.</u>	further cost and estimates.
2	Swimming Lessons	Swimming registration took place on September 15 th with 201 children registering in group swimming lessons and with 25 in private lessons.	For council information
3	Storage solutions for hockey bags and user groups	The recreation department is looking into storage solutions for user groups equipment and hockey bags in the arena. User groups and some skaters / parents are interested in spaces to store equipment at the arena.	For council information
4	Showers in the pool and arena	At the end of November Duffy's plumbing will be installing new shower valves in the swimming pool showers. We have also contacted the supplier of the shower heads for the arena to see if there are adjustments that can be made to make the showers more usable.	For council information
5	Main Street Tree lights	The Recreation department is looking into options of replacing tree lights along Main Street that are not working with multi colored lights to be used during the holiday season. These lights will not be colour changing.	For council information
6	Ice Rates for off peak times	The Recreation Department would like to run a trial period of reduced rates from Oct 12 – Dec 22, 2022. The rate per hour will be equivalent to the birthday party rate of \$100.00 per hour rather than the regular ice rate of \$135.00 per hour. This trial will be used to see if we can increase revenue during the least used periods of the day. <u>Recreation Recommends</u> this trial rate reduction period	For council approval
	Meeting Adjourned	1:00 pm.	

Action Items in Bold Above

2022-1011-14, Health and Wellness

Deputy Mayor Melanie Young / Councillor Gordan Hancock

Resolved that the Terms of Reference for The Town of Deer Lake Health and Wellness Committee be adopted as presented.

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

In favor 7; opposed 0. Carried



The Town of Deer Lake Health and Wellness Committee

Terms of Reference

The mandate of the Health and Wellness Committee is to advise on related municipal aspects of the provision of services and programming in the Town of Deer Lake, and to develop a framework whereby the committee can survey, engage and support communications on the related municipal health and wellness programming wants and needs of the community.

The committee will be given a two-year mandate to delve into what the Town of Deer Lake feels is a logical first step of creating a strong baseline for existing programming and services in the area in addition to a focused engagement process to ensure local residents have an opportunity to point to what may be missing in the area.

The Health and Wellness Committee shall be responsible for:

- Collecting information and data relating to programming and services in Deer Lake through the provision of surveying, outreach and data collection.
- Providing Council with ongoing updates relating to the results of research and outreach.
- Providing a conduit for citizens to raise issues and concerns regarding Health and Wellness programs and services in the Town of Deer Lake
- Assisting with the coordination of community efforts necessary for the development and implementation of health and wellness facilities and programs.
- Engaging the community partners with development of shared programming or support of the Health and Wellness Committee.
- Promoting volunteerism and participation through supporting of projects and programs via a communications platform delivered by the Town of Deer Lake.
- Undertaking research and data collection projects as assigned by Council from time to time.

The Committee will not be responsible for the following:

- Administrative matters including directions to staff.
- Reviewing staff structure, staff compensation, or other staffing related matters.
- Preparing, approving or delivering the annual budget and capital projects.
- Performing project and program implementation, unless assigned by Council.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

COMMITTEE STRUCTURE

- Up to 3 elected officials as appointed by Council.
- Up to 2 Town staff.
- 6 members of the public appointed by Council, with consideration given to representation by those with a vested interest in the support of services in Deer Lake.

GENERAL RULES OF OPERATION

- The Committee is subject to the oversight and direction of Council, as well as the rules established in Council’s Code of Conduct and Council’s Procedural By-Law.
- All appointed members will be voting members, and a quorum of the Committee shall be the majority of those appointed by Council as members of the Committee.
- At the first meeting, the members shall determine the preferred day and time for Committee meetings.
- If the Committee refuses or neglects to give due consideration to any matter assigned to it or before it, the committee may, by Council resolution, be discharged of its responsibilities.

ROLE OF COUNCIL REPRESENTATIVES

- The Council Representative is a participating voting member of the Committee.
- The Mayor may attend and participate in Committee meetings as ex-officio and shall

have voting rights in accordance with the Town of Deer Lake Procedural By-law.

ROLE OF COMMITTEE CHAIR

A committee Chair and Vice-Chair will be elected yearly from committee members to preside over meetings and committee business.

The Chair's role is to:

- In accordance with the Town's Procedural By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
- Vote on all matters requiring a formal motion.
- Report on the activities of the Committee to Council as required.

ROLE OF COMMITTEE MEMBERS

The Committee Members shall:

- Report to the Chair any issues that they feel should be addressed by the Committee.
- Attend and participate in Committee meetings.
- Contribute time, knowledge, skill and expertise during meetings in order to fulfill the Committee's mandate and report their concerns and issues to the Committee.
- Abide by the procedural decisions made by the Chair.
- Disclose any pecuniary interests per the requirements of the Municipal Code of Conduct.
- Actively participate in carrying out the responsibilities of the Committee.

REPORTING REQUIREMENTS

- Committee minutes are to be submitted to the Recreation Department Committee and then to the Town Clerk for insertion on the Council agenda.
- Recommendations for Council's consideration are to be presented to Council in a report format under signature of the supervising Director.

FINANCIAL PLANNING

Council shall budget an appropriate amount to allow the Committee to conduct its activities.

FREQUENCY OF MEETINGS

- The Committee will meet a minimum of once per quarter, with the actual frequency to be determined by the Committee once it is seated.

TERM

- The term of the Committee shall be for a 2-year (24 month) period with an opportunity for extension should the sitting Council determine necessary.

(h) Deer Lake Emergency Plan

2022-1011-15, Deer Lake Emergency Plan

Councillor Amanda Freake / Councillor Brett Langdon

Resolved that the Terms of Reference for The Town of Deer Lake Emergency Plan be adopted as presented.

In Favor:

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

In favor 7; opposed 0. Carried



Town Emergency Management Plan

TABLE OF CONTENTS

Plan Maintenance	1
Part 1: Forward and Overview	
General	2
Aim	2
Purpose	2
Definitions	2
Implementation	3
Part 2: Emergency Services Act	
Section 5 of the Emergency Services Act	4
Section 6 of the Emergency Services Act	4
Section 7 of the Emergency Services Act	4
Section 8 of the Emergency Services Act	5
Plan Alteration	5
Part 3: Emergency Management System	
Authority	5

Involvement by Provincial Government _____	6
Federal Government Assistance _____	6

Part 4: Direction and Control

Responsibilities _____	6
Emergency Council Committee _____	6
Emergency Planning Committee _____	7
Concept of Operation _____	7
Emergency Operations Centre (E.O.C) _____	8
Communications _____	8
Media Coordinator _____	8
Security/Access _____	8
Parking _____	8
Declaration and Termination of State of Emergency _____	8

Part 5: Roles and Responsibilities

Responsibilities of Emergency Management Coordinator _____	9
Responsibilities of the Town Manager/Clerk _____	9
Responsibilities of Support Staff _____	9
Responsibilities of the Police _____	9
Responsibility of the Ground Search and Rescue Team (GSAR) _____	10
Responsibilities of the Fire Department _____	10
Responsibilities of Public Works Superintendent _____	10
Responsibilities of Regional Health Authority _____	10
Planning _____	10
Response _____	10
Responsibilities of Fire and Emergency Services NL _____	11
Responsibilities of the Department of Advanced Education and Skills _____	12
Responsibilities of the Department of Environment and Conservation _____	12
Responsibilities of Government Service Centre _____	12
Responsibilities of the Department of Natural Resources (Forestry) _____	13
Responsibilities of the Department of Transportation and Works _____	13

Part 6: Potential Hazards

Forest Fires _____	14
Flood _____	15
Dangerous Goods _____	16
Pandemic _____	16

Part 7: Contact List

Emergency Planning Committee _____	18
Resource Group List _____	19
Municipality Groups and Facilities _____	20
Departments/Agencies/Groups in Receipt of the Emergency Management Plan _____	21

List of Available Equipment _____ 21

Part 8: Declarations of a State of Emergency _____ 22

Part 9: Termination of a State of Emergency _____ 23

Town of Deer Lake

Emergency Plan

Approved in Principle:

Town or Region: Deer Lake

Date:

Mayor/Chairperson:

Approved by Fire and Emergency Services – Newfoundland and Labrador

Director: P.L. Rodgers

Date:

Adopted by:

Town or Region: Town of Deer Lake

Date:

Mayor/Chairperson:

The Town of Deer Lake’s Emergency Management Plan will be maintained by the Emergency Planning Committee and the Town Clerk.

1. This plan will be reviewed annually and, where necessary, revised by a meeting(s) of the Emergency Planning Committee.
2. The Emergency Management Plan shall be revised subject to the approval of Council and FES – NL prior to adoption by the Council.

REVIEWS:

MONTH	DAY	YEAR	BY
April	20	2016	Pauline/Lori
March	20	2018	Lori/Maxine/Judy
March	19	2020	Lori/Kelsey
September	23	2022	Lori/Mike/Committee

PLAN REVISIONS:

MONTH	DAY	YEAR	BY

PART 1 - FORWARD AND OVERVIEW

Forward

This Emergency Management Plan describes the basic procedures to be used, and the responsibilities of the various people, agencies and departments in the event of an emergency. It is to be used during any emergency that occurs within the **Town of Deer Lake**. This plan recognizes and is coordinated with any other emergency plans currently in effect for example, Police, Fire, Regional Health Authority, etc.

After each test and/or use of the emergency management plan, these procedures will be evaluated to determine areas of weakness. One way to do this is to debrief after each emergency or exercise to determine what revisions and amendments may be required in your emergency management plan. Amendments should be made as required and in accordance with Section 5, 6 and 7 of the *Emergency Services Act*.

General

The **Town of Deer Lake** acknowledges its responsibility for emergencies or disasters which could threaten the health, safety and/or well being of persons and the protection of property and the environment.

Aim

The aim of this plan is to designate responsibilities and immediate action to be taken by certain individuals, municipal services and voluntary agencies in an emergency.

Purpose

The purpose of this emergency management plan is to clearly establish lines of authority and responsibilities for all concerned during the management of an emergency or disaster in the **Town of Deer Lake** and to avoid misunderstanding and conflicts which could result when various disciplines are involved at the same time. Coordination and cooperation is the goal of the **Town of Deer Lake Emergency Management Plan**.

Definitions

Municipality – means a municipality under the *Municipalities Act, 1999*, the city of St. John's, the City of Mount Pearl and the City of Corner Brook and for the purpose of this *Act* includes local service districts and Inuit communities referred to in section 8.2 of the *Labrador Inuit Claims Agreement Act*.

Council – includes the council of a municipality, a regional council, a local service district committee, a regional emergency management committee and an Inuit Community Council created under the Labrador Inuit Claims Agreement as defined in the *Labrador Inuit Claims Agreement Act*.

Emergency – means a real or anticipated event or an unforeseen combination of circumstances which necessitates the immediate action or prompt coordination of action as declared or renewed by the Lieutenant-Governor in Council, the minister, a regional emergency management committee or a council.

Emergency Management Plan – a written and approved plan which is intended to prepare for, respond to, mitigate the effects of and recover from an emergency and to provide for the health, safety, and well-being of persons and the protection of property and the environment. This plan is to be undertaken by the municipality and or region and authorized and prepared pursuant to Section 5 of the *Emergency Service Act*.

Implementation

This Municipal Emergency Plan has been developed in accordance with the legislative requirement in the **Emergency Services Act**. The following section of the Act outline the roles of Town of Deer Lake in the development, adoption, activation and implementation of the emergency management plan for the town or region of the Town of Deer Lake.

When a state of civil disaster or a state of war emergency is declared under Section 8 of the Act, this plan adopted by the Town of Deer Lake and approved by the Minister of Justice, may come into operation.

When a disaster affecting the Town of Deer Lake occurs and a state of civil disaster has not been authorized under Section 8 of the Act, the Minister may, by order, authorize the Council to put into operation the plan adopted by the Council under Sub-section 1 of Section 7 of the Act.

PART 2 - EMERGENCY SERVICES ACT

Section 5 of the Emergency Services Act states:

1. The councils of every municipality shall, within 3 years of this Act having come into force, adopt an emergency management plan.
2. An emergency management plan shall, before adoption by a municipality be submitted to the director for review, and a council shall make any changes required by the director so that the plan may be approved by the director before the plan is adopted by a council.
3. An emergency management plan may be developed by a committee of a council, or a council may, with the necessary changes adopt the emergency management plan of a neighboring municipality with the consent of that municipality.
4. An emergency management plan which is adopted by a council under subsection (3) shall be submitted for the approval of the director as required under this subsection as if it had been made by the council alone.
5. An emergency management plan shall designate a person to supervise and control the management of the plan.
6. Amendments to an emergency management plan shall be submitted to the director for approval before the amendments may be adopted by a council.

7. An emergency management plan shall be reviewed by a council and a proposed change to the plan shall be submitted to the director for approval before it may be adopted by a council.

Section 6 of the Emergency Services Act states:

1. Where an emergency is declared by a municipality, the emergency management plan adopted by the council of that municipality shall be activated.
2. An emergency which has been declared by a Municipality shall remain in force until it is rescinded by the municipality.
3. Nothing in this section prevents the minister from declaring a municipal emergency, whether a municipal emergency plan has been declared by council or not, and the minister may, following the declaration of the emergency (a) authorize the director to implement the municipality's emergency plan, or (b) respond to the emergency in the manner the minister considers appropriate under section 9.

Section 7 of the Emergency Services Act states:

1. Two or more councils may join together to form a regional emergency management committee for the purpose of developing a regional emergency management plan.
2. A regional emergency management plan shall be approved by the director before a council adopts the plan and the requirements of section 5 apply as if the plan had been made by a council alone.

Section 8 of the Emergency Services Act states:

1. Where an emergency is declared by a regional emergency management committee, the chairperson of the committee shall declare the emergency for a region or a part of the region, and the regional emergency management plan adopted by the committee shall be activated for that region or part of the region as appropriate.
2. An emergency which has been declared by a regional emergency management committee shall remain in force until it is rescinded by the committee.
3. Nothing in this section prevents the minister from declaring a regional emergency in all or part of a region, whether a regional emergency has been declared by the regional emergency management committee or not, and the minister may, following the declaration of the emergency (a) authorize the director to implement the regional emergency management plan; or (b) respond to the emergency in the manner the minister considers appropriate under Section 9.

Plan Alteration

Where a Council asks the Director of Emergency Services to approve an amendment of a Plan adopted under Section 5 of the Emergency Services Act, the Director shall approve the amendment before the Council adopts the amendment.

PART 3 - EMERGENCY MANAGEMENT SYSTEM

Authority

The powers and authority of Council, a Chairperson or Mayor in any emergency or disaster occurring within the Town of Deer Lake is outlined in the Municipalities Act, 1999, relating to the establishment and administration of municipal government in the province.

Section 204 of this Act states that a declaration of a “State of Emergency” can be made by Council, Chairperson or Mayor when any of the following circumstances exist in the municipality:

- (a) A disaster of any kind
- (b) A snowstorm or flood
- (c) A shortage of water

When a “State of Emergency” has been declared under Section 204, the Council, Chairperson or Mayor may order under Section 405, of the Municipalities Act, 1999, the following:

1. The closing of or the hours of operation of businesses and schools or a class of businesses and schools, in the municipality.
2. The banning or controlling of public gatherings.
3. The evacuation of buildings.
4. The restriction or prohibition of the use of vehicles or a class of vehicles on the streets of the municipality, or
5. That children below a stated age or in certain age categories not be permitted on a public road, park or in a place of amusement during prescribed hours, whether alone or in the company of a parent, guardian, or other adult.
6. The restriction or prohibition of the use of water.

Clearly, the Deer Lake Town Council is responsible and will continue to be responsible for all emergency operations should an emergency, which involves the risk of loss of life or property or which threatens the health, safety or well-being of some or all of the residents of the municipality, occur.

Involvement by Provincial Government

Should implementation of these actions prove insufficient to control the emergency, assistance may be requested from the Provincial Government by contacting Fire and Emergency Services – Newfoundland and Labrador, telephone (709) 729-3703 (24 Hrs.)

Federal Government Assistance

Should assistance or resources be required from the Federal Government Departments or agencies, requests will be directed through Fire and Emergency Services – Newfoundland & Labrador, telephone (709) 729-3703 (24 Hrs.)

PART 4 - DIRECTION AND CONTROL

Responsibilities

The Town Council of Deer Lake is directly responsible for control of all emergency operations within the municipality.

The Emergency Management Coordinator will be responsible to ensure any changes to the operations and maintenance of the plan are communicated to Council and the other key stakeholders.

An Emergency Council Committee appointed and approved by Council together with the duly appointed Emergency Management Coordinator, will oversee, control and co-ordinate all emergency operations within the municipality.

Emergency Council Committee

Committee Members:

- Chairperson/Mayor: Michael Goosney
- Deputy Mayor: Melanie Young
- Town Manager: Maxine Hayden
- Town Clerk: Lori Humphrey
- Councillor 1: Kerry Jones
- Councillor 2: Gordon Hancock

Emergency Planning Committee

Emergency Management Coordinator:	Michael Goosney
Mayor/Deputy Mayor:	Michael Goosney/Melanie Young
Town Manager/Clerk:	Maxine Hayden/Lori Humphrey
Fire Chief:	Earl Tansley
RCMP:	Sgt. Joe Anderson
Regional Health Authority Advisor:	Brenda McCarthy

Agencies, departments and non government organizations involved in the emergency planning process: Representatives from:

1. Department of Advanced Education Skills and Labour
2. Transportation and Works

3. Government Services Centre
4. Health and Community Services
5. Natural resources (Forestry)
6. Environment and Conservation.
7. Fire and Emergency Services

Industry

8. NL Power
9. Deer Lake Power

Other individuals with emergency planning training.

Concept of Operation

The Town of Deer Lake will reinforce its authority within its jurisdiction through the Emergency Planning Committee. Problem solving, duty assignment, media relations and public announcements will be discussed and resolved by this committee. From time to time when people with special expertise or knowledge are required to advise the group on any matter associated with the emergency or disaster, they will be invited to attend and perhaps when appropriate, sit as part of the Emergency Planning Committee.

From a practical sense, the Emergency Planning Committee will continue to manage the emergency until such time as it has ended.

Emergency Operations Centre (E.O.C)

Town of Deer Lake Fire Hall

All emergency/disaster operations will be directed by the Committee from the Deer Lake Fire Hall, the Deer Lake Regional Airport will be the alternate E.O.C. in the event the Deer Lake Fire Hall is in the disaster area. Resource personnel involved in the Emergency Operations Center are referred to as the Emergency Operations Control Group.

1. Communications

- a. The Town Communications will be utilized.

2. Media Coordinator

Members of the press will be accommodated at the Media Center at the Deer Lake Fire Hall. It is recommended that the Media Center be a secure facility and should not be located in the Emergency Operations Center (EOC) but in a separate location near the EOC. The Media

Coordinator will be responsible for ensuring that media representatives are adequately accommodated and properly briefed with up to date relevant information and will be the only person authorized to communicate with the media, with few exceptions (Mayor, Fire Chief, etc.) All information distributed to the media, either verbally or written will be consistent.

3. Security/Access

Security and access to the E.O.C. will be restricted to those persons directly involved with the operation and wearing or possessing approved identification. Emergency pass cards will be assigned to appropriate individuals to allow access to the EOC and other areas in the event of an emergency.

4. Parking

Parking anywhere adjacent to the Deer Lake Fire Hall will be permitted.

Declaration and Termination of State of Emergency

The Town of Deer Lake or Mayor, on the advice of the Emergency Planning Committee, may declare a state of emergency. A Council, Chairperson or Mayor, on the advice of the Emergency Planning Committee, may terminate a State of Emergency. All agencies, in particular Fire and Emergency Services-Newfoundland and Labrador, will be informed of these decisions as soon as possible.

Blank declaration and state of emergency forms will be available at all times.

In the event that an emergency is declared in an area that is managed by a regional emergency management plan and two or more communities are involved, the Mayor/Chairperson of these communities must sign the declaration of state of emergency and the termination of emergency.

PART 5 – ROLES AND RESPONSIBILITIES

Responsibilities of Emergency Management Coordinator

1. Initiating the EOC fan out plan when so directed.
2. Advise council of any changes to operations and maintenance of the plan.
3. Ensure key positions are filled as required.
4. The overall coordination of emergency planning and response.
5. Act on behalf of the Mayor and Council, as instructed.
6. Ensuring that a master event log is maintained identifying the date and time that key decisions are made or major events occur.
7. Request expert assistance as required.

Responsibilities of the Town Manager

1. Liaise with the Fire Chief on equipment and manpower for pumping operations and emergency water supplies.
2. Liaise with the Public Works Superintendent about the cutting off or restoration of services.
3. Liaise with the Emergency Management Coordinator providing advice as required.
4. Identify/indicate clerical staff to support the Emergency Operations Centre Group.
5. Record decisions and recommendations and advise of same as directed.
6. Liaise with the Regional Health Authority and the Department of Advanced Education and Skills about the provision of emergency health services and/or emergency social services.

Responsibilities of Support Staff

1. Supply food for office and field workers by coordinating with the Emergency Operations Centre Group.
2. Issue emergency passes to disaster area, subject to direction from Police or Fire Chief.
3. Provide administration and clerical support as required.

Responsibilities of the Police

1. If first on the scene, notify other first responders and/or Council if necessary.
2. Ensure public order and protection of private and public property against looting.
3. Control traffic where required to facilitate the movement of emergency vehicles both in and out of the emergency area.
4. Alert persons endangered by the emergency and assist in the evacuation of buildings as authorized by the EOC Manager.
5. Consult with the Medical Examiner's Office; assist in the identification of deceased persons and notification of families (next of kin).
6. Implement Police contingency plan.

Responsibility of the Ground Search and Rescue Team (GSAR)

In consultation with the police, GSAR teams can:

1. Undertake a search and rescue response.
2. Provide emergency communications.
3. Assist in evacuations.
4. Assist in the recovery of drowning victims.
5. Assist in the other aspects of emergency response.

Responsibilities of the Fire Department

1. The Fire Chief will implement the Fire Department Disaster Plan.
2. The Fire Chief will be responsible for the overall coordination of the fire services and will ensure provision for:
 - a. search and rescue of trapped or injured persons;

- b. resuscitation equipment and trained manpower;
- c. equipment and manpower to assist in pumping operations;
- d. equipment and manpower to handle accidents involving dangerous commodities;
- e. mutual aid from other fire departments; and
- f. making arrangements for additional fire-fighting equipment and liaising with CANUTEC (National Agency for Dangerous Goods) or Fire and Emergency Services for information and assistance regarding controlling of dangerous goods.

Responsibilities of Public Works Superintendent

1. Under the direction of the Town Manager, the Town Superintendent will be responsible for co-ordination of all works services.
2. Implement emergency services, such as water supplies, pumping operations, etc., as designated by the Town Manager.
3. Ensure maximum utilization of town equipment and resources.

Responsibilities of Regional Health Authority

Planning

1. Collaborate in the development of response plans as it relates to Public Health and Environmental Health Emergencies, Mass Casualty Incidents and Psychosocial Emergencies in the community.
2. Provide contact information for use in planning and response initiatives.
3. Participate in exercising municipal plans.

Response

1. Upon request for assistance the Regional Health Authority (RHA) will activate their appropriate emergency response plan(s). Should an EOC be activated by the municipality, the RHA will assign a medical/health representative to report to the EOC if deemed necessary.
2. The nature and degree of response may vary depending on location. The coordinated response of medical and public health services and facilities within the town or area may include but are not limited to:
 - Medical Services – triage, medical treatment at the emergency site, ambulance transportation, hospitalization, psychosocial support, morgue services, pharmaceutical and medical supplies.
 - Public Health Measures – includes the collection, interpretation and dissemination of information to manage a public health response. This includes infectious diseases, sanitation, monitoring of food and water, pest control, environmental health and other threats to the health of the population. All Public Health emergencies require immediate notification of the Medical Officer of Health and/or designated authority.
3. Identify medical/health emergency telecommunications needs and assist in linking response providers, health facilities, all EOC's and field operation sites.

4. Depending on the nature and duration of an event, communicate with the Department of Health and Community Services (DHCS).
5. Monitor the need for more health assistance and resources that may be available in the local area or region and coordinate request for assistance from other RHA's or DHCS.

Responsibilities of Fire and Emergency Services – Newfoundland and Labrador

Fire and Emergency Services – Newfoundland and Labrador (FES-NL) is tasked with the implementation of an emergency management strategy designed to develop and maintain a modern and robust emergency management system in the province, in collaboration with agency partners and stakeholders, in planning against, preparing for, responding to and recovering from emergencies, disasters and fires.

1. Assist Municipalities, as defined in the Emergency Services Act, to meet their legislative requirement to develop an emergency management plan by May 1, 2012, and furthermore to maintain/update these plans on a regular basis to be approved by the Director of Emergency Services and adopted by the respective municipality(s).
2. Provide assistance to municipalities in Newfoundland and Labrador when an emergency occurs and their capacity to respond has been exceeded.
3. Liaise with other provincial government departments, agencies and the Government of Canada (through Public Safety Canada) to acquire additional resources if needed to respond and recover from an emergency.

Responsibilities of Department of Advanced Education Skills and Labour

DAESL has a provincial legislated responsibility to provide Emergency Social Services when individuals, families, and/or municipalities cannot effectively respond and/or when the provincial government needs to respond to ensure the health, safety and well being of its citizens.

The purpose of Emergency Social Services is to meet the survival needs of people following a disaster and provide temporary assistance until regular pre-disaster social services resume operation or until other plans or programs come into operation. Emergency Social Services includes: Reception Center; Lodging; Clothing; Food; Registration and Inquiry; Personal Services, and the care of household pets.

Dept of Education Skills and Labour is accountable for;

1. The operation, direction and supervision of Emergency Social Services.
2. The expenditure of public funds for assistance to any person in need of food, clothing, accommodations or personal services as a result of the emergency.
3. Ensuring the appropriate Memorandum of Understanding is in place should any of the Emergency Social Services be delegated to a partner agency, for example the Red Cross or the Salvation Army.
4. Coordination of volunteer and volunteer agencies wishing to assist in the provision of any of the Emergency Social Services.

To request Emergency Social Services, contact the Regional Director of HRLE or alternate or contact Fire and Emergency Services-NL.

Responsibilities of the Department of Environment and Conservation

1. Act as an advisor agency on the cleanup of hazardous materials, contamination of portable water supplies and emergency sewage disposal.
2. To assist in sampling the soil, water, etc., to determine the level or extent of a contaminant for the purpose of detection and eventual cleanup.
3. Advise on the safety of any area contaminated by hazardous materials or sewage in conjunction with the other responsible agencies.

Responsibilities of Government Services Centre

1. Liaise with the town and power utilities to assess electrical safety issues.
2. Liaise with the Department of Environment and Conservation to assess environmental hazards such as spills, chemical and waste disposal and make recommendations and/or orders on remediation and containment.
3. Liaise with the Department of Health & Community Services, the Regional Medical Officer of Health, and the Department of Advanced Education and Skills to:
 - a. Carry out or perform water safety and food safety inspections.
 - b. Assess the suitability of temporary shelter/housing/food/water.
 - c. Implement disease and rodent control measures.
 - d. Ensure the protection of public health.

Responsibilities of the Department of Natural Resources (Forestry)

1. Respond immediately to the report of any fire near the community; fight the fire with all available resources until it is completely extinguished.
2. Provide protection to property, such as homes, when a fire is near or approaching a community. The local Fire Department will respond to fires within the community.

3. Provide sufficient fire-fighting equipment to assist agencies.
4. Establish communications and advise the Emergency Operations Centre Group on possible dangers to the community.
5. Work with the local Fire Department in addressing any needs as a result of a forest fire.

Responsibilities of the Department of Transportation and Works

1. Maintain a fleet of heavy equipment at maintenance depots located throughout the province. These equipment resources are normally utilized in the course of carrying out routine highway maintenance activities, but in the event of an emergency, may be re-deployed as may reasonably be required in order to respond to issues of life safety and infrastructure loss during the emergency.
2. Provide up to date status reports on road closures, damages, etc., to the Emergency Operations Centre Group.

PART 6 – POTENTIAL HAZARDS

Forest Fires

Major Concerns: Safety of Lives and Property

EMERGENCY RESPONSE	ACTION BY
1. Activate Emergency Management Plan	Emergency Council Committee/Council
2. Activate EOC	Emergency Management Coordinator Emergency Planning Committee

3. Forest Fire Tactical Operations	Fire Department Department of Natural Resources (Forestry)
4. Evacuation Decisions	Emergency Operations Centre Police and Fire Department
5. Relocations/Evacuation	Emergency Operations Centre Department of HRLE (shelter, food, clothing Service Groups, Police, Non-Government Agencies
6. Injuries & Rescue	Regional Health Authority/Local Health Facility Fire & Rescue Team Ambulance
7. Communications	Amateur Radio Communications Group Fire Department Police Municipal Works Vehicle
8. Public & Media Information	Media Coordinator
9. Instructions to Residents	Emergency Operations Centre Police Fire Department
10. Return to Evacuated Area	Emergency Operations Centre Fire Department Police
11. Damage Assessment	Emergency Operations Centre Fire & Emergency Services Department of Municipal Affairs Engineering Consultant
12. Traffic Control	Police
13. Transportation	Emergency Operations Centre

Flood

Major Concerns: Safety of Lives, Loss of Property, Damage to Property, Transportation Problems.

EMERGENCY RESPONSE	ACTION BY
1. Activate Emergency Management Plan	Emergency Council Committee/Council
2. Activate EOC	Emergency Management Coordinator Emergency Planning Committee

3. Assess Flood Problem	Emergency Council Committee Engineers Department of Municipal Affairs Department of Transportation and Works
4. Evacuation Decisions	Emergency Operations Centre Police Fire Department
5. Rescue of Stranded People (particular attention to seniors and persons with disabilities)	Fire and Rescue Team Ground Search and Rescue/Volunteers Ambulance Services Police
6. Injuries	Regional Health Authority Local Health Facility/Ambulance Fire Department
7. Traffic Control	Police
8. Transportation of Furniture and Household Goods	Emergency Operations Centre
9. Communications	Amateur Radio Police Fire Department Municipal Works Vehicles
10. Instruction to Residents	Emergency Operations Centre Police Fire Department
11. Relocation/Evacuation	Emergency Operations Centre Department of Human Resources Labour and Employment (shelter, food, clothing) Service Groups, Police, Non-Government Agencies
12. Barricades, Signs, Sandbags, etc.	Emergency Operations Centre Municipal Works Public Works
13. Public & Media Information	Media Coordinator

Dangerous Goods

Major Concerns: Casualties, Deaths, Contamination of Water Supply, Disruption of Traffic, Explosions and Fire, Hazardous to Humans and Livestock, Loss of Electric Power, Interruption of Communications, Evacuation.

EMERGENCY RESPONSE	ACTION BY
1. Activate Emergency Management Plan	Emergency Council Committee/Council

2. Activate EOC	Emergency Management Coordinator Emergency Planning Committee
3. Establish On-site Communications	Emergency Responders Communications Coordinator
4. Rescue & Fire	Fire Department Search and Rescue Team
5. Determine Nature of Problem	Fire Department CANUTEC Dept. Of Environment Fire and Emergency Services
6. Warn Adjacent Areas and Define Areas of Risk	Fire Department Police Department of Environment
7. Evacuate Area	Emergency Operations Centre
8. Eliminate Further Escape of Dangerous Goods	Fire Department Shipper of dangerous goods CANUTEC Fire and Emergency Services
9. Notify Medical Facility of Casualties Including Number and Type	Medical Advisor at Scene
10. Traffic Control	Police
11. Establish News Release System Including Instructions to Public	Emergency Operations Centre

Pandemic

Major Concerns: Public Health and Safety, Casualties, Deaths

EMERGENCY RESPONSE	ACTION BY
1. Activate Emergency Management Plan	Emergency Council Committee/ LSD/Council
2. Activate EOC	Emergency Management Coordinator & Emergency Planning Committee
3. Assess Public Health situation	Emergency Council Committee, Department of Health and Community Services. Regional Health Facility
4. Individual Assessment Process	Contact 811
5. Closure of Businesses	Follow direction given by the Government of Newfoundland and Labrador and the Department of Health and Community Services

6. Persons requiring immediate medical attention	NL 911 to initiate the appropriate Health response ie: Ambulance Service, Regional Health Facility, Department of Health and Community Services
7. COVID-19 related Communications	Department of Health and Community Services, Mayor and Council
8. Public and Media Information	Media Coordinator Emergency Operations Centre
9. Police	Public Safety (Law and Order)
10. Municipal Services	Mayor /Council will prioritize the services delivered by municipal staff based on the following criteria: (1)Essential: "Must Be Maintained on a 24/7 basis." Example: Water Treatment, Fire Department, Snow Clearing, etc. (2)Services that can be deferred for an unspecified period: Services and deferment time frame to be determined by the Mayor and Council, in consultation with Municipal staff.
11. Emergency Social Services	Department of Advanced Education Skills and Labour

PART 7 – CONTACT LIST

Emergency Planning Committee Contact List – Updated April 2016

Title	Name	Res. #	Bus. #	Cell #
-------	------	--------	--------	--------

Mayor/Chairperson	Michael Goosney			636-6877
Deputy Mayor	Melanie Young			215-9555
Councillor	Kerry Jones	635-8249	635-5429	636-9002
Councillor	Gordon Hancock	637-2949		636-8762
Town Manager	Maxine Hayden	635-3438	635-0100	636-1116
Town Clerk	Lori Humphrey	635-4232	635-0110	636-2963
Fire Chief	Earl Tansley	636-2130		636-3445
Deputy Chief	Stephen Rowsell	636-6699		
On-Call	Fireman			636-9700
Fire and Emergency Services	Judy Bond		635-4153	636-3950
RCMP	Sgt. Joe Anderson		635-2173	632-1906
			635-2173	
Health Care Facility	Brenda McCarthy		635-4076	
Advanced Education Skills and Labour	Jennifer Alton		637-2221	640-8078
Municipal Police	Keith Park		635-0163	636-3952
Deer Lake Airport	Tammy Prittle		635-3601	632-3763
	Alternate #1			
	David Ball			636-2132
	Alternate #2			
	Andrew Rodgers			636-9509
Town of Reidville	Town Clerk/Manager			
	Connie Reid	635-4436	635-5232	636-8489
Medical Advisors	Dr. Terry Maher	635-8174	635-5150	
	Dr. John Kielty Jr.		635-3522	

Resource Group List/Possible EOC Representatives - Revised April 2016

Title/Agency	Name of Contact Person	Res. #	Bus. #	Cell #
Dept. Of Advanced	Jennifer Alton		637-2221	640-8078

Education Skills and Labour				
Dept. Of Transportation and Works	Alternate Josh Young		635-4118 643-4485	636-2826 636-1561
Dept. Of Environment and Conservation	Erin Shea		729-2575	
Canadian Red Cross	Aliusha Benoit		634-7154	639-0859
Ground Search and Rescue	Darren Williams Alternate Wayne Parsons		635-5183 635-2072	636-3200 636-3268
Dept. Of Fisheries and Land Resources	Tim Anderson		686-2420 637-2373	640-0195
NL Power	Supervisor on Call		686-2420 686-2400 18005630919	
Communication Coordinators	Jason Young		635-2451 635-0162	636-9966
Public Relations	Mayor Michael Goosney Melanie Young	391-3830	635-3313	636-6877 215-9555
Town Superintendent	David Thomas Randel Woodford	635-4780 635-5348	635-2451 635-2451	636-1117 636-6956
Town Safety Officer	Leann Bickford		635-2451 635-0171	765-8262
Fire and Emergency Services	Judy Bond		635-4153	636-3950
Government Services Centre			637-2204	
Stephan Hopkins Foundation	Ira Rideout		635-3682	636-0303
Public Health	Beth Williams		635-7832	636-2899
Children, Seniors and Social Development	Whomever is on call		637-5000 Depot 0 or 1-833-552-2368	Hospital will dispatch

Where possible, identify alternates and ensure accurate contact information

Municipality Groups and Facilities

Title/Agency	Name of Contact Person	Res. #	Bus. #	Cell #
Clergy				
Salvation Army	Major Jeff Howard		635-3452	215-4192
Roman Catholic Church	Father Anthony Anh	635-2444	635-2444	
United Church	Myra Spence		635-2932	6369309
Anglican Church	Rev. Jeffery Petten	635-5566	635-2615	
Pentecostal Church	Pastor White		635-3061	680-2208
Service Groups				
Anglican Church	Cathy Moore	635-3435		
Roman Catholic	Father Anthony Anh	635-2444	635-2444	
Legion	Dave Parsons	635-3464		
United Church	Myra Spence	635-5247		636-9309
Knights of Columbus	Bryan Ball	635-5639		
Salvation Army Home League	Major Shannon Howard			215-5374
Pentecostal Women's Association	Carol Anstey	635-3061	635-3061	
Lions Club	Wynona White	635-8119	635-3861	
Reception Centres				
Xavier Junior High	Jodeen Cassell		635-2196	
Elwood High School	Trevor Wall		635-2895	
Elwood Elem. School	Lisa Hyde		635-2337	
Hodder Memorial Stadium	Glynn Wiseman		635-3682	636-1324
Bedding and Clothing				
Riff's	Carol Patey	635-5367	635-2182	
Wal-Mart	Morley Ford		634-2310	
Public Health	Beth Williams		635-7832	636-2899
Pharmacies				
Shoppers Drug Mart	Nicole Head		635-5125	697-9612
Lawtons Drug Store	Jennifer Wall or Lynn Compton		635-3961	636-2393 636-2628
The Medicine Shoppe	Michelle Fowler-White		635-4018	927-7512

List of Departments/Agencies/Groups in Receipt of the Emergency Management Plan

All are to be notified if changes are made to the Emergency Management Plan

Department or Agency	Name of Contact Person	Telephone #
Fire and Emergency Services	Judy Bond	635-4153 636-3950
Police	Srg. Joe Anderson	635-2173 632-1906
Hospital	Dean Barker	637-5000 Ext 6448
Fire Department in Town of Deer Lake	Earl Tansley Fire Chief	636-3445 636-2130
Fire Department in Town of Reidville	Connie Reid Town Clerk/Manager	635-5232
Airport	On Call Fireman	636-1567

List of Available Equipment During an Emergency

Type of Equipment	Owner	Business Tel.#
Backhoe	Deer Lake Airport	635-3601
Grader	Transportation & Works	635-4100
Excavators	William Perry	635-2506 636-1650
Tandem Truck	Transportation	635-4100
Front End Loader	William Perry	635-2506 636-1650
Deck Truck (tow)	Premium Enterprises	635-2671
John Deer Loader	Town of Deer Lake	635-2451
Backhoe	Town of Deer Lake	635-2451
Dump Trucks	Town of Deer Lake	635-2451
Fire Trucks	Town of Deer Lake	635-2451
Drum Roller	Town of Deer Lake	635-2451
Utility Trailer	Town of Deer Lake	635-2451
Snowblowers	Town of Deer Lake	635-2451
Air Compressors	Town of Deer Lake	635-2451
Trackless Tractor	Town of Deer Lake	635-2451
Generators	Town of Deer Lake	635-2451
Steam Jenny	Town of Deer Lake	635-2451
Van	Town of Deer Lake	635-2451
Pick-up Trucks	Town of Deer Lake	635-2451
Tamper	Town of Deer Lake	635-2451
Stake Trucks	Town of Deer Lake	635-2451
Radio	Arthur Sturge	215-5991

DECLARATION OF A STATE OF EMERGENCY

Name of Municipality: _____

Address of Municipality: _____

Pursuant to section 204 of the ***Municipalities Act, 1999*** of the Province of Newfoundland and Labrador, and being satisfied that an emergency exists;

Nature of the emergency:

which endangers or could endanger the health, safety or well being of persons or threatens or could threaten damage to property or the environment within the Municipality;

AND WHEREAS the emergency exists in the area bounded by the following:
(describe boundaries of the emergency)

THEREFORE BE IT RESOLVED THAT PURSIANT TO SECTION 204 OF THE *Municipalities Act, 1999*, RSNL 1990, Chapter E-8, of the Statutes of Newfoundland and Labrador, the Council of the Municipality noted above hereby declares that a state of emergency exists as of and from _____ o'clock in the morning () or in the afternoon () on the ___ day of _____, 20__ at ___ o'clock in the morning () or in the afternoon (), unless this Declaration is renewed or terminated in writing by the Council.

IN WITNESS WHEREOF the Council of the _____ has by resolution number _____ carried and declared this state of emergency.

Moved by Councillor _____

Seconded by Councillor _____

Dated this _____ day of _____, 20_____.

Name – please print

Position

TERMINATION OF A STATE OF EMERGENCY

Name of Municipality: _____

Address of Municipality: _____

The above noted Municipality declared a State of Emergency on _____, 20____, pursuant to section 204 of the ***Municipalities Act, 1999***, a Statute of the Province of Newfoundland and Labrador.

That Emergency is over and the above noted Municipality now wishes to declare the Emergency has ended.

The Council of the _____ of _____, (state the name of the Municipality) hereby declares that the Emergency is terminated in the _____ of _____ (give the location of the Emergency).

IN WITNESS WHEREOF the Council of the _____ has by resolution number _____ carried and declared this state of emergency.

Moved by Councillor _____

Seconded by Councillor _____

Dated this _____ day of _____, 20____.

Name – please print

Position

2022-1011-16Adjournment


Councillor Amanda Freake

Resolved that since there is no further business that the meeting adjourns at 9:37pm. Next Meeting scheduled for October 24th, 2022.


In Favor:

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

In favor 7; opposed 0. Carried



Mayor Michael Goosney



Administrative Assistant, Christa Jones