

Minutes of the regular meeting of council held Monday, December 4<sup>th</sup>, 2023 No. 1462 held in the Council Chambers at 34 Reid's Lane, Deer Lake, NL.

In attendance: Mayor Michael Goosney  
Councillor Amanda Freake  
Councillor Kerry Jones  
Councillor Brett Langdon

Absent: Deputy Mayor Melanie Young  
Councillor Gordon Hancock  
Councillor Darren Fitzgerald

Also in attendance: Town Manager, Jason Young  
Town Clerk, Lori Humphrey

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

2023-1204-01, Minutes No. 1462

Councillor Amanda Freake / Councillor Brett Langdon

Resolved to accept the minutes of regular meeting of council, 1462 Monday, November 20<sup>th</sup>, 2023.

In Favor: Mayor Michael Goosney  
Councillor Amanda Freake  
Councillor Kerry Jones  
Councillor Brett Langdon

In favor 4; opposed 0. Carried

|                |
|----------------|
| Correspondence |
|----------------|

Correspondence

Meeting No. 1463

Date: December 4<sup>th</sup>, 2023

| No | NAME      | REGARDING        | ACTION            |
|----|-----------|------------------|-------------------|
| 1  | NL Health | Tour of Building | Respond by Nov 24 |

|   |                   |                                   |                   |
|---|-------------------|-----------------------------------|-------------------|
| 2 | Grand Lake Centre | AGM December 9 <sup>th</sup> @2pm | Can anyone attend |
|---|-------------------|-----------------------------------|-------------------|

(a) Finance

2023-1204-02, Finance

Councillor Amanda Freake / Councillor Kerry Jones

Resolved that the recommendations for Finance Report for November 16<sup>th</sup>, 2023 be adopted as presented.

In Favor:

Mayor Michael Goosney  
Councillor Amanda Freake  
Councillor Kerry Jones  
Councillor Brett Langdon

In favor 4; opposed 0. Carried

Finance Meeting  
November 29, 2023 at 1:00pm  
Meeting Agenda

Chair Councillor Amanda Freake  
Councillor Darren Fitzgerald  
Town Manager Jason Young  
Town Clerk Lori Humphrey

| No | Description                                                      | Notes                                     |
|----|------------------------------------------------------------------|-------------------------------------------|
| 1. | Brook Construction<br>Annex Change Order #26<br>\$70,874.78      | Recommend Approval                        |
| 2  | Brook Construction<br>Annex Progress Payment #24<br>\$202,995.75 | Recommend Approval                        |
| 3  | Elwood Elem Grant<br>Request to carry over to 2024               | Recommend Approval                        |
| 5  | JW Consultants – Accessibility Plan                              | For Review, get Quotes add to 2024 budget |
| 6. | Cemetery Funding Request<br>\$1,000                              | Recommend Approval                        |
| 7. | CBCL Water Filter - \$5,264.13                                   | Recommend Approval                        |

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| (b) Accounts Payable |
|----------------------|

2023-1204-03, Accounts Payable

Councillor Amanda Freake/Councillor Darren Fitzgerald

Resolved that the recommendations for Accounts Payable Report for November 30<sup>th</sup>, 2023 excluding #36 be adopted as presented.

In Favor: Mayor Michael Goosney  
Councillor Amanda Freake  
Councillor Kerry Jones  
Councillor Brett Langdon

In favor 4; opposed 0. Carried

**Town of Deer Lake**

Regular Accounts Payable Report

**Date: November 30, 2023**

| No. | Name of Supplier    | Amount Owing | Notes                                       |
|-----|---------------------|--------------|---------------------------------------------|
| 1   | Aquam Specialiste   | \$3,054.23   | Swimming supplies                           |
| 2   | Atlantic Industries | \$133.65     | Culvert                                     |
| 3   | Auto Value          | \$10.27      | Headlight bulb and connector                |
| 4   | Browning Harvey     | \$395.67     | Drinks for vending machine                  |
| 5   | Byron's Shoe & Tarp | \$275.72     | Hard hats & zip ties                        |
| 6   | Cansel              | \$28.75      | Data plan                                   |
| 7   | Coleman's           | \$406.23     | Office, stadium, bowling and depot supplies |
| 8   | Crane Supply        | \$5,309.96   | Saddles, stock, sewer supplies              |
| 9   | CRJ Automotive      | \$1,268.63   | Manifold & mounting kit                     |
| 10  | Curtis Power Works  | \$2,736.54   | Supply & install pole - Walking trail       |
| 11  | Day & Ross          | \$160.52     | Shipping                                    |
| 12  | Driveline Plus      | \$550.00     | Drive shaft repair                          |

|    |                               |            |                                           |
|----|-------------------------------|------------|-------------------------------------------|
| 13 | Deer Lake Truck & Tire        | \$324.28   | Tires                                     |
| 14 | Guillevin                     | \$3,618.34 | Wire, boxes, conduit, exhaust fan etc.    |
| 15 | J.N Automotive                | \$266.87   | Vice grip kit & impact driver             |
| 16 | K.C Reid Enterprises          | \$1,983.80 | Paper towel, tissue & soap                |
| 17 | Mcloughlan Supplies           | \$1,570.23 | Cable, connectors & locknut               |
| 18 | Modern Pest Control           | \$125.44   | Monthly Inspections                       |
| 19 | Narl Marketing                | \$705.24   | Furnace Oil                               |
| 20 | NLCSA                         | \$690.00   | Audit & training                          |
| 21 | O'Brien's Mechanical Repair   | \$1,786.72 | Tire change & MVI                         |
| 22 | Pardy's Waste Management      | \$672.98   | Disposal of amonia oil                    |
| 23 | Pizza Delight                 | \$459.72   | Various events                            |
| 24 | Prime Creative                | \$172.50   | Monthly plug ins                          |
| 25 | Peterbilt                     | \$66.33    | Gasket                                    |
| 26 | Royal Canadian Legion         | \$5,434.00 | Health care night & Fireman's Ball        |
| 27 | Rigid Trucking                | \$265.60   | Saw blades & socket adaptor               |
| 28 | Safety Source Fire            | \$801.15   | Gloves (Fire Dept.)                       |
| 29 | Shears Building Supplies      | \$1,064.84 | Rake, lumber, bolts, washers, faucet etc. |
| 30 | Stewart McKelvey              | \$2,568.53 | Tender opinion                            |
| 31 | Superior Propane              | \$1,237.29 | Propane for zamboni                       |
| 32 | Troy Life & Safety            | \$914.25   | Sprinkler System Inspection               |
| 33 | Uline                         | \$453.03   | Plastic Drums                             |
| 34 | Western Hydrulic & Mechanical | \$790.05   | Hydraulic Cylinder                        |
| 35 | Western Signs                 | \$1,473.46 | Train & Road signs                        |
| 36 | Western Steel Works           | \$666.45   | Ground shaft, flat bar, roll mig wire     |

|    |                 |            |                                           |
|----|-----------------|------------|-------------------------------------------|
| 37 | Woodward Motors | \$2,056.75 | Tire rotation, wipers, brakes, oil change |
|----|-----------------|------------|-------------------------------------------|

\$44,498.02

### (c) Public Works

2023-1204-04

Councillor Brett Langdon/ Councillor Kerry Jones

Resolved that the minutes for The Town of Deer Lake Public Works for December 1<sup>st</sup>, be adopted as presented.

In Favor: Mayor Michael Goosney  
Councillor Amanda Freake  
Councillor Kerry Jones  
Councillor Brett Langdon

In favor 4; opposed 0. Carried

### Public Works Meeting

December 1, 2023

Attendance: Councillor Darren Fitzgerald  
Councillor Brett Langdon  
Town Manager Jason Young  
Director of Public Works David Thomas  
Public Works Superintendent Scott Elms

### Meeting Agenda

| No | Description                                   | Notes                                                                                                                                                                                                  |                    |
|----|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1  | Dirt Road coming out from Elwood to Clinic Dr | This is owned by the school. Traffic on Clinic Dr and Farm Rd have right of way. New stop sign will be installed at end of dirt road. Set up meeting with school board to discuss traffic in the area. | Recommend Approval |

|   |                          |                                                                                                                                                                                                                                                                                                                                     |                    |
|---|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 2 | Waste water monitoring   | Existing contract is over December 31, 2023. We have received 2 quotes. Committee will review both quotes and decide on new contact                                                                                                                                                                                                 | Recommend Approval |
| 3 | Snow Clearing            | Have sand and salt stored for winter, most equipment is ready.                                                                                                                                                                                                                                                                      | Recommend Approval |
| 4 | Work update              | Catch basin near Active life being installed, sidewalk patches completed, flashing cross walk signs installed, culverts installed various areas. Next job is catch basins on Ball St.                                                                                                                                               | Recommend Approval |
| 5 | Sewer plug on Wights rd. | Homeowner had sewer plug on Wights rd. They hired plumbing company to repair plug. They said it was on town property and sent invoice to town along with video. Town wasn't called to confirm plug or do own sewer cam inspection. Committee recommends denial because we weren't called before repair was done to confirm problem. | Recommend Approval |

(d) Department of Art, Recreation and Culture

2023-1204-05, Department of Art, Recreation and Culture

Councillor Brett Langdon / Councillor Kerry Jones

Resolved that the minutes for The Town of Deer Lake Art, Recreation and Culture Committee for November 9<sup>th</sup>, 2023 be adopted as presented.

In Favor: Mayor Michael Goosney  
Councillor Amanda Freake  
Councillor Kerry Jones  
Councillor Brett Langdon

In favor 4; opposed 0. Carried

The Department of Arts, Recreation and Culture  
November 23, 2023 9:00am  
Meeting Minutes

In attendance  
Chair Councillor Brett Langdon

Deputy Mayor Melanie Young  
 Councillor Gordon Hancock  
 Town Manager Jason Young

| Date | Description              | Notes                                                                                                                                                                                                            |
|------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01   | Swim for hope            | Group are looking to showcase sponsors on a banner to be displayed during the Swim for Hope. <b>Recommend approval</b>                                                                                           |
| 02   | Change Room - Pool       | Inquiries have been made regarding the change rooms for the swimming pool. This scope of work is being considered in the work planned for the Recreation Complex lobby. <b>FYI</b>                               |
| 03   | Booking system           | The Recreation department are reviewing options for online bookings for the arena and bowling alley. This same system will be used for the annex as well. <b>FYI</b>                                             |
| 04   | Canteen Rental Agreement | The Recreation committee has compiled information for a canteen rental agreement for the current vendor. The vendor is aware that a contract will be presented to them in the coming days for review. <b>FYI</b> |

|                         |
|-------------------------|
| (e) Health and Wellness |
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Health and Wellness Committee  
 November 28, 2023

Attendance:  
 Deputy Mayor Melanie Young  
 Councillor Gordon Hancock  
 Town Clerk Lori Humphrey

|   |                              |                                                                                                                                                 |     |
|---|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 1 | Bridge the Gap               | Bottle session went over well despite the weather. Next session is quilting on December 4 <sup>th</sup> then we will pause till after Christmas | FYI |
| 2 | Move More Stress Less Series | Look to do an event when the Route 430 lighting is complete. Including snacks and hot chocolate                                                 | FYI |
| 3 | Mushroom Foray               | Gordon has reached out and is just waiting for reply. Will look for funding in the meantime that may help costing.                              | FYI |

|   |                      |                                                                                                                                                                                                       |     |
|---|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 4 | Newcomer Skate       | Reach out to Glynn to for time and maybe get local hockey team to help out                                                                                                                            | FYI |
| 5 | Snow Shoes           | Purchases and at the stadium. Need to get more adult pair so will start looking for them.                                                                                                             | FYI |
| 6 | Christmas Light Tour | Still looking at Christmas Light Tour. Planning to continue                                                                                                                                           | FYI |
| 7 | Guitar Lessons       | Continue looking for affordable guitars.                                                                                                                                                              | FYI |
| 8 | Caroling Night       | Move More Stress Less will plan a Caroling Night close to Christmas. Will advertise.                                                                                                                  | FYI |
| 9 | Grant Review         | -\$25,000 Seniors Grant<br>-\$5,000 Participation Grant<br>-\$300 Western Health<br>-\$5,000(apx) Blue Jays<br>Grants Applied for and waiting on:<br>-\$15,000 Seniors Grant<br>-\$10,000 Tree Canada | FYI |

(f) O H&S

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

**Date: November 30, 2023 @ 9:00AM**

### **AGENDA**

#### **OHS Committee Terms of Reference**

It is our belief that, through education programs, investigation of problems and resolutions of these problems, the workplace will be healthy and safe for all employees. We acknowledge that proper functioning of the health and safety committee can only be carried out where representatives of both the employer and workers are committed to these responsibilities. We adapt these guidelines in good faith and agree to promote and assist the health and safety committee whenever possible.



## 1. Minutes of Prior Meeting

## 2. Workplace Inspections

### Feb 17, 2022 – Chlorine Building

- Fall Protection pulley system Inspected – Ongoing

### Feb 17, 2022 – Fire Hall

- Two leaks in training room one over panel – ongoing

## 3. Business Arising from Minutes

- No business arising from last meeting.

## 4. Review of OH&S Program Elements:

## 5. Leadership & Administration

Town of Deer Lake is committed to a strong safety program that protects its staff, its property and the public from accidents. Contractors will be required to operate according to legislative requirements using best practices and following Town of Deer Lake policies and procedures regarding health and safety.

### a. OH&S Committee

- All committee meetings have been scheduled for 2024 these are tentative dates.
- Next Committee meeting is as follows:
  - February 16, 2024
  - March 20, 2024
  - May 18, 2024
  - June 19, 2024
  - August 23, 2024
  - November 16, 2024

### b. Communication

To help ensure safety is a priority there must be constant communications between all workers, supervisor, superintendent and contractors on site. Workers must feel that they can report incidents with-out fear of reprisal and superintendent must be kept inform. A **Tool box meeting will be held weekly** to keep workers informed of hazards, company policies and a variety of safety issues that may arise. Also, the minutes of the OH&S Committee meetings are to be posted in your break room for all to see.

### c. Education & Training-

**Dates below are when training expires. I will coordinate with supervisor on dates to book.**

- **First Aid Training December 15, 2023**

- Colin Pittman
- Brandon Jones
- Jason Young
- Keith Park
- Kaitlynn Hardy
- Leann Bickford
- Lori Humphrey
- Leslie Murrin
- Betty Rideout

- **Fall Protection Training**

- William Farrnell
- Brandon Jones
- Scott Elms

**Safe Work Practices & Procedures**

Regular Tool box talks are taking place.

- Safe work practice – **Good Housekeeping**

**d. Hazard Recognition, Evaluation & Control**

Workers are reminded to be vigilant for potential hazards and keep the supervisor advised of any hazards noted. Supervisors and workers shall evaluate possible hazards and set in place proper control measures. Everyone is responsible to do there due diligence on their part in the workplace.

**e. Accident/Incident Investigations**

- October 15, 2023 – One of our workers were pulling rebar out that was holding the trees in place on Commerce Street. When they cut the wire to release the rebar it flew back and smacked them in the right side of jaw. Small cut outside and cut on inside of gum. No time loss.
- October 19, 2023 – While a worker was getting out of the truck they noticed something wrong with the truck. They turned around to get back into the truck and hit their head on the angle iron that the plow lights are mounted to. No loss time.
- October 24, 2023 – While a worker was cleaning the fan forced heater, they sprayed brake cleaner on the fan motor. Some of the cleaner splashed on the fan blade causing it to splash back onto their face. Eye wash station was used. No loss time.

## **f. Workplace Inspections**

### **August 30, 2023 – Town Office**

- Clutter in the vault and data room.

### **August 30, 2023 - SAR**

- Mess in front of the electrical panel.

### **August 30, 2023 – Lagoon**

- Loose nuts and bolts on compressor 4. – Completed

### **August 30, 2023 – Fire Hall**

- Nothing to report at this time.

### **August 30, 2023 – Filtration Plant**

- Nothing to report at this time.

### **August 31, 2023, 2023 – Depot**

- Nothing to report at this time.

### **August 30, 2023 – Chlorine Building**

- Needs need fall protection rescue winch and arm.

### **August 30, 2023 - Hodder**

- Nothing to report at this time.

### **August 30, 2023 – Joe Butt's Washroom**

- Outside women's door opener not working. – Completed

### **August 03, 2023 – Service NL Inspection – 6 Scott Drive, Deer Lake**

- Workers observed working in the main road area without any traffic control in place.

### **September 28, 2023 – Town Office**

- Clutter in the vault and data room.

### **September 29, 2023 – SAR**

- Clutter in front of electrical panel. – Completed

### **September 28, 2023 – Lagoon**

- Missing hearing protection sign. – Completed
- Broken safety clips on compressors.

### **September 28, 2023 – Fire Hall**

- Nothing to report at this time.

### **September 29, 2023 – Hodder**

- Few pieces of material by electrical room door causing a falling hazard. – Completed
- Poor housekeeping under tunnel. – Completed
- Outdate eye wash station. – Completed
- Buckets (13) of old refrigeration oil. Looked like some were leaking. – Completed
- Expired Fire Alarm inspection.

### **September 28, 2023– Depot**

- Poor housekeeping.- Completed
- Expired eyewash station. – Completed

### **September 28, 2023 – Filtration Plant**

- Nothing to report at this time.

### **September 29, 2023 – Chlorine Building**

- Nothing to report at this time.

**September 28, 2023 – Joe Butt’s Washroom**

- Nothing to report at this time.

**September 13, 2023 – George Aaron Drive – Putting in culvert by bridge**

- Workers wearing proper PPE during time of inspection.
- Hazard assessments were completed during time of inspection.
- Pre-vehicle inspections were completed during time of inspection.
- Signage and flag person was in place during time of inspection.

**September 19, 2023 – Chapel Hill – Fixing sidewalk**

- Workers wearing proper PPE during time of inspection.
- Hazard assessments were completed during time of inspection.
- Pre-vehicle inspections were completed during time of inspection.

**October 31, 2023 – Town Office**

- Nothing to report at this time.

**October 31, 2023 – SAR**

- Nothing to report at this time.

**October 30, 2023 – Lagoon**

- Poor housekeeping on compressor side.

**October 30, 2023 – Fire Hall**

- Broken emergency light by the chief office.

**October 30, 2023 – Hodder**

- Missing fire extinguisher top of stairwell party room A. Completed
- No date on eyewash station. – Completed
- Boxes and tubs blocking heater in mechanical room. – Completed
- Broken handicap chair in pool.
- Temporary power cord from Annex to Hodder is running through 2 doorways. – Completed

**October 31, 2023– Depot**

- Poor housekeeping – rods and wood blocking fire extinguisher. – Completed

**October 30, 2023 – Filtration Plant**

- Nothing to report at this time.

**October 31, 2023 – Chlorine Building**

- Boxes in front of electrical panel. – Completed

**October 12, 2023 – George Aaron Drive Intersection**

- Workers wearing proper PPE during time of inspection.
- Hazard assessments were completed during time of inspection.
- Pre-vehicle inspections were completed during time of inspection.

**October 17, 2023 – George Aaron Drive Intersection**

- Workers wearing proper PPE during time of inspection.
- Hazard assessments were completed during time of inspection.
- Pre-vehicle inspections were completed during time of inspection.
- Flag person was in place during time of inspection.

**October 05, 2023 – Service NL Inspection – Annex**

**Sub contractor 90495 Newfoundland & Labrador**

- Not all workers that are required to respiratory protection were fit tested.
- Not all workers required to wear respiratory protection were clean shaven.
- There was no documentation of the start of shift inspection done on the scissor-lift.
- There was no worker trained in first aid.
- There was no first aid kit available at their work area.
- There was no emergency eyewash station available at the work area.

**Sub contractor Northwest Plumbing and Heating**

- There was no emergency eyewash station located in the workplace where the work was being done.

**General Contractor Brook Construction**

- Portable MAKITA 10" table saw there was no guard present, not in use at the time of inspection.

**Inspections for the next few months are as follows – these are tentative dates.**

- December 13, 2023
- January 25, 2024
- February 21, 2024
- March 20, 2024

**g. Emergency Preparedness**

- Fire Drills will be conducted within the next month.

**h. Disability Management**

- We have no one on ease back right now.

**6. New Business**

- Needs a room made in Town storage for documents.
- Check to see if the chlorine detector has a expire date and when it was last changed.

**7. Adjournment & Date of Next Meeting**

- Date of next meeting tentative: February 16<sup>th</sup>, 2024 at 3:00pm.

**Committee Members:**

|                   |                |
|-------------------|----------------|
| Jason Young       | Ryan Moss      |
| Lori Humphrey     | Matthew Baker  |
| Scotty Elms       | Leann Bickford |
| Glynn Wiseman     | Hillary Hoyles |
| Darren Fitzgerald | Ira Rideout    |

**Town of Deer Lake Employer Representative:**

Lori Humphrey

Signature: \_\_\_\_\_

**Certificate # 234816NL**

**Town of Deer Lake Worker Representative:**

Ryan Moss

Signature: \_\_\_\_\_

**Certificate # rya8017947**

**Employer Representatives:**

Others: Scott Elms  
(Print Name) (Signature)

Others: Glynn Wiseman  
(Print Name) (Signature)

Others: Jason Young  
(Print Name) (Signature)

Others: Darren Fitzgerald  
(Print Name) (Signature)

**Employee Representatives:**

Others: Leann Bickford  
(Print Name) (Signature)

Others: Hilary Hoyles  
(Print Name) (Signature)

Others: Matthew Baker  
(Print Name) (Signature)

Others: Ira Rideout  
(Print Name) (Signature)

**Guests**

Others: \_\_\_\_\_  
(Print Name) (Signature)

Others: \_\_\_\_\_  
(Print Name) (Signature)

2023-1204-06 Adjournment

Councillor Amanda Freake

Resolved that since there is no further business that the meeting adjourns at 7:55 pm. Next Meeting scheduled for January 8<sup>th</sup>, 2023.

In Favor:

Mayor Michael Goosney  
Councillor Amanda Freake  
Councillor Kerry Jones  
Councillor Brett Langdon

In favor 4; opposed 0. Carried

A handwritten signature in black ink, appearing to read "Mike Goosney", written over a horizontal line.

Mayor Michael Goosney

A handwritten signature in black ink, appearing to read "Lori Humphrey", written over a horizontal line.

Lori Humphrey, Town Clerk