

Minutes of the regular meeting of council held Monday, November 21, 2011, No. 1222 held in Council Chambers, 6 Crescent Street, Deer Lake, NL.

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

Also in attendance: Town Manager, Maxine Hayden
Acting Town Clerk, Judy King
Gallery: Paul Hutchings, Reporter, The Western Star
Bill Hayden, Public

Meeting called to order at 7:31 pm

Agenda 1222 approved as presented.

Minutes regular meeting No. 1221, November 14, 2011

Discussion:

A discussion was held to revisit the advertising charges on the digital sign. There are concerns regarding the extreme number of charitable organizations, the time consuming process for the staff to oversee the invoicing and keeping account of the free spots for the charitable organizations and churches.

A list of these groups will be available for the next council meeting.

It was suggested to go as status quo for this year and to be review in the new year.

2011-1121-01 Minutes, Meeting No. 1221

Councillor Sheila Mercer/Deputy Mayor Sandra Pinksen

Resolved that the minutes to the regular meeting of Council, No. 1221 held Monday, November 14, 2011 be adopted as presented with no errors or omissions.

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

In favor 7; opposed 0; abstained 0. Carried.

Business Arising from Minutes

- ▶ Letter has been forwarded to Municipal Affairs re JEPP program in assisting the town with advice in seeking funding for a new response vehicle for the Deer Lake Search and Rescue.

- ▶ The debris that was .5 km pass the waste disposal site has been removed.

New Business

Correspondence, Meeting No. 1222

No,	Name	Regarding	Response
1.	Gov't of NL & Lab	2011 Purple Ribbon Campaign November 25 th . To December 10 th .	Information purposes only.
2.	Deer Lake Motel	Christmas Buffet Menu for Annual Xmas party for December 8 th . 2011 at 7:30 pm	Buffet choices to be Roast Beef & Turkey. To have 2012 booked in advance.

Reports

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| <p>a. HEDB Snowmobile Tourism Action Plan Report, November 16, 2011. For Information purposes only.</p> |
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HEDB Snowmobile Tourism Action Plan

Objective	Action	Deliverables/Activities	Who Will Complete?	Estimated Time to Complete	Start Date	Due Date	Done?	Comments
Year 1 (2011-12)								
Staging Areas	Identify staging Areas (3-4) to include point of contact and any special considerations or notes for use, including snowclearing	Howley	Colin Stevens	1 week	11/1/2011	12/5/2011		existing land approval
		Whip River Road	Rosagene White	1 week				would like to hear from Melvin Ribout about snowclearing
		Cypress Lake	Paul Cheuk	1 week				not already with land
		North Abasco Pasture	Joy Mann	1 week				
		Lackaboe	Paul Cheuk	1 week				
		Goose Arm Road/Pat McLean's Dairy Farm						the area past the farm could be used; would need PIR to clear
Staging Areas	Leading and snowclearing service	Dear Lake Motel						has space; need permission, signs and snowclearing
		SAF's Roadside's area						SAF has some; need permission to park
Staging Areas	Leading and snowclearing service	Develop an offroad ramp design and cost estimate	Pat O'Connell WV Curlee	1 week 1 week	11/1/2011	12/5/2011		have number skunk concept, but need it drafted on paper. Will to cost it. Also have concept of an angled pile of dirt that can be used in remote locations.
Staging Areas	Mapping	Add staging areas to HEDB maps						
 Hospitality	Trail stickers	Explore if there is a way of having local access to trail stickers, e.g. computers set up in certain businesses, direct sales from a couple of locations	Valeis/Corrie		11/17/2011	12/5/2011		
 Hospitality	Screening into street	Have a sheet of important information that can be used by front line staff (staging area locations, parking places, etc)	Valeis, Darren		11/17/2011	12/1/2011		
 Hospitality	Newsletter	Design and distribute an information newsletter to stakeholders	Valeis, Darren					
 Mapping	Community safe routes	Identify safe routes through communities			11/16/2011	11/16/2011		Safe routes are already in identified. Some signage and cutting a needed on them.
 Mapping	Info for maps	Identify community safe routes, staging areas, important phone ins, SAR, service facilities, GPS coordinates for key points of interest, safe snowclearing tips	Valeis, Darren		11/1/2011	12/1/2011		
 Mapping	HEDB Maps	Develop community maps for placement on the back of current HEDB maps						
 Mapping	Sponsorship opportunities	Identify sponsors and advertise to offset costs of developing maps						
 Mapping	Community Maps	Develop small pocket sized community maps						
 Training and Education	Stakeholder communication/brain group	Communicate the workshop to stakeholders and see how they are able to be involved in project						
 Training and Education	Community involvement	Partner with the interested committee to provide workshops during the snowmobile race event						
 Training and Education	Awareness Training	Create a Do and Don't list for riders and snowmobile-friendly tip sheet						
 Snowmobile Repairs and Rentals	Identify service providers	Develop a comprehensive listing of all service providers in our area	all		11/16/2011	11/17/2011	U	not completed

HEDB Snowmobile Tourism Action Plan

Objective	Action	Deliverables/Activities	Who Will Complete?	Estimated Time to Complete	Start Date	Due Date	Done?	Comments
Snowmobile Repairs and Rentals	Business engagement	Encourage the development of better services and an enhanced coordination of services and determine if opportunities in servicing and repair exist for potential entrepreneurs						
Snowmobile Repairs and Rentals	Communication and Distributor Plan	Develop a communication and distribution plan to educate businesses on services available and have down info available to frontline staff						
Signage	Signage on town snowmobiling routes	Ensure that signage is in place on all in town routes. Replace any missing signage.	WV, City...		11/16/2011	10/3/2011		Need users to look at the routes and find out what signs are needed. Jurisdiction gets them from McCarthy Signs.
Other	Reconvening 2012	Explore the possibility of hosting Reconnvening 2012 in Deer Lake. If deemed feasible, a sub-committee is organized that will be set up.	WV, Down		11/17/2011	12/5/2011		WV will check to see if another community has expressed interest. Down will see if Motel will be under review at that time.
Other	Broadcasting	Need to organize broadcasting on town sale routes before start of season. Need to assess other routes to ensure that are safe.	WV, WV		11/17/2011	12/5/2011		Need to recruit volunteers.
Signage	Routing	Develop common board and identify common symbols						
Signage	Placement	Identify placement locations						
Capacity	Workshops	Develop workshop series on customer service						
Training and Education	Awareness Training	Develop training workshops for all user groups including service, backcountry and touring riders, including safety and pre-season refresher workshops.						
Marketing	Coordinated marketing plan	Develop a coordinated marketing plan to include multi-media and social network APP and identifying target markets and partners.						
Marketing	Newsletter/Pamphlet	Develop customer focused newsletter for distribution to all hotels, B&B, restaurants and other service providers						
Marketing	Website Links	Ensure community websites contain common links						
Marketing	Trade Show	Explore the feasibility of developing a snowmobile tradeshow for the Fall of 2012						
Marketing	Signage	Develop a common slogan i.e. Big Snow Big Counts						
Emergency Services	Community Emergency Protocols	Ensure communities have identifiable emergency services factored into their emergency action plans						
Emergency Services	Awareness	incorporate into all literature and other applications emergency service availability and in particular where gaps may exist.						
Emergency Services	Local Star Sport Services	Minimize the traffic and availability of emergency service devices such as Global Star Sport Services						

HEDB Snowmobile Tourism Action Plan

Objective	Action	Deliverables/Activities	Who Will Complete?	Estimated Time to Complete	Start Date	Due Date	Done?	Comments
Emergency Services	Signage	Identify backcountry pull service hot spots through appropriate signage						
Social Media Applications	Website	Develop a snowmobile pull website (include SnowShot Enhancement Project)						
Social Media App	iPad	Develop a mobile iPad						

b.) Interview Committee re Town Clerk, November 15, 2011

2011-1121-02 Interview Committee Meeting of November 15, 2011

Councillor Elmo Bingle/Deputy Mayor Sandra Pinksen

Resolved that the minutes/recommendations of the Interview Committee Meeting of November 15, 2011 be adopted as presented for the position of Town Clerk be offered to Gordon Hancock with a review after Six (6) months and the starting salary to be \$41,000.

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

In favor 7; opposed 0; abstained 0. Carried.

Interview Committee

Town Clerk

November 15, 2011

Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Councillor Sheila Mercer
Maxine Hayden

A total of Forty-Five (45) applications were received Six (6) were interviewed for the position of Town Clerk.

Three applicants were selected:

- (1.) Gordon Hancock
- (2.) Glenda Garnier
- (3.) Lori Humphrey

It is the recommendation of the committee that the position be offered to Gordon Hancock at a starting salary of \$41,000.00 to be reviewed after Six (6) months.

c.) Interview Committee re Administrative Assistant, November 17, 2011

Councillor Kerry Jones left the meeting at 7:55 pm declaring conflict of interest.

2011-1121-03 Interview Committee Meeting of November 17, 2011

Deputy Mayor Sandra Pinksen/Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Interview Committee Meeting of November 17, 2011 be adopted as presented for the position of Administrative Assistant be offered to Christa Jones with a review after Six (6) months. The starting salary to be \$35,000 and the position become effective January 3, 2012.

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

In favor 6; opposed 0; abstained 0. Carried.

Councillor Kerry Jones rejoined the meeting at 7:58 pm.

To have the position for an Occupational Health & Safety Coordinator advertised.

d.) Environment and Housing, November 17, 2011

2011-1121-04 Environment and Housing Meeting of November 17, 2011

Councillor Kerry Jones/Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Environment & Housing Committee meeting for November 17, 2011 be adopted as presented for new dwelling at 8 Ridgeview Road to be approved, 23A Meadow Lane for a cottage being denied for more information on services and road access and 12 Philip Drive for the purchase of additional land to construct a 4-plex apartment not approved the owner to submit a new application for development.

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

In favor 7; opposed 0; abstained 0. Carried.

Deputy Mayor Sandra Pinksen left the meeting at 8:08 pm declaring conflict of interest.

2011-1121-05 Environment and Housing of November 17, 2011 for Items 2 and 3

Councillor Kerry Jones/Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Environment and Housing Committee meeting for November 17, 2011 be adopted as presented for item no. 2 for Route 430 re an application for crown land be approved pending approval from government services and item no. 4 for 23-25 Airport Avenue re an application for crown land be approved pending approval government services and available services.

In Favor: Mayor Dean Ball
 Councillor Elmo Bingle
 Councillor Kerry Jones
 Councillor Sheila Mercer
 Councillor Myra Spence
 Opposed: Councillor Jean Young
 In favor 5; opposed 1; abstained 0. Carried.

Deputy Mayor rejoined the meeting at 8:12 pm.

Environment & Housing
 November 17,2011
 In attendance
 Councillor Kerry Jones
 Deputy Mayor Sandra Pinksen
 Councillor Shelia Mercer
 Maxine Hayden
 Terry Barnes

NO	Address	Description	Recommendation
01	8 Ridgeview Road	New dwelling length 10.36 width 9.14m height 7.92m 1 story with a basement, front yard 9 m, Rearyard 68.76m, right Sideyard 55.77left Sideyard 13 this is in a residential zone	Recommend approval
02	Route 430	Crown Land 2000-3000 frontage, 2000-3000 depth, Tourism/Agricultural fish pond- this is in an agricultural zone	Approved pending approval government services
03	23-25 Airport Avenue	Crown Land frontage 180 depth 200 Residential to be used for House Water services only ,	Approved pending approval government services and available services.
04	23A Meadow Lane	Cottage on site of old cabin length 7.92m, width 15.8m Frontage 80.47m Rear 100m right side	Denied for more information on water, sewer

		191m left side 127.9m residential, no services are available	services and road access
05	Philip Drive	4 plex Apartment on land purchase Town right of way. Residential zone discretionary use would have to be advertised	Town is not willing to sell land. He can submit a new application for development.

e.) Town Manager Action Report for November 14, 2011. For information purposes only.

Town Manager Action Report for
Meeting No. 1221held
November 14, 2011

No	item	Dept.	Person responsible	Task/request	Date
1	Pauline Duivcenvoorden	Admin	TM	Congratulations letter	November 15,2011
2	Dimestore Fishermen	Admin	TM	Pricing pending	
3.	Great Humber Joint Council	Admin	TM/ATC	3 to attend 40 th anniversary	November 15,2011 A.M. Judy notified GHJC
4.	Cory Grandy	Admin	TM	Curbside garbage depends of the wishes of the Town. Under current legislation, if a Town wants to continue to provide its own curbside collection they can do so. Alternatively, if there are enough communities interested in a regional collection service a town nay decide to go that route as well	November 15,2011
5.	Don Downer	Admin	TM	Curbside garbage on one has the authority toe require a community to go with regional collection if the town want to do as they have always done they can continue to do so.	November 15,2011
6.	Deer Lake Food bank	Admin	TM	Snow clearing on property town will continue but not go near building	November 16
7.	Mr. Larson	Admin	TM	Sewer plug/ pumps	November 17,2011
8	Prices Digital Sign	Admin	TM/JR	Prices for charges to advertise	November 15/2011

9.	Incinerator Road		TM/PW/ Police	Check out garage PW to remove November 18,2011	November 15,2011
10	Cox & Plamer	Admin	TM	Letter sent we were asked by RCMP	November 15,2011
11	Deer Lake fire Department	Admin	TM	Bunker suites and annual Christmas soup lunch letter to John Dinney	November 17,2011
12	Accounts Payable	Admin	TM/Christa	Accounts payable payments	November 16,2011
13	Fred Hollett	Admin	TM	Request for information on first response vehicle for DLSR	November 17,2011

Adjournment

2011-1121-06 Adjournment

Deputy Mayor Sandra Pinksen/Councillor Elmo Bingle

Resolved that since there is no further business in urgent need of discussion that the meeting adjourn at 8:23 pm with the next regularly scheduled meeting set for Monday, November 28, 2011 at 7:30 pm.

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

In favor 7; opposed 0; abstained 0. Carried.

Mayor Dean Ball

Judy King, Acting Town Clerk