

Minutes of the regular meeting of council held Monday, October 24, 2011, No. 1220 held in Council Chambers, 6 Crescent Street, Deer Lake.

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

Also in attendance: Town Manager, Maxine Hayden
Town Clerk Kimberly Reid
Gallery: Paul Hutchings, Reporter, The Western Star
Bill Hayden, Andy Barillari

Regular meeting of council called to order at 7:34 pm

Agenda 1220 approved as presented with two report additions, one under the Town Manager for Land Policy amendment and one for Parks and Recreation. Also one addition under new business entitled "Clinic Drive"

2011-1024-01 Minutes, Meeting No. 1219

Councillor Elmo Bingle/Deputy Mayor Sandra Pinksen

Resolved that the minutes to the regular meeting of council, No. 1219 held Monday, October 3, 2011 be adopted as presented with one item corrected under the delegation report – the year 2012 is to be changed to 2015 as noted on page one.

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

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

Business Arising:

- In follow up meeting with the Deer Lake Gymnastics club, clarification needs to be given. The Town of Deer Lake has not committed to building a new facility but will assist where necessary. Future new town office with a possible multipurpose complex which could house gymnastics as well as others was mentioned. All prospects for future development in this area are pending on concept from our engineering firm and on government funding. Note was made that plans have to be started now in order for this project to take place in the next few years. Further discussion will take place at the meeting with the Gymnastics group on November 14, 2011.
- Councillor Elmo Bingle will represent the Town of Deer Lake at the Snowmobile Tourism Workshop in Grand Falls Winsor later this week.

- Poll Tax Residents – LSD of St. Jude’s. As per the Municipalities Act, 1999, section 127, home owners from the LSD of St. Jude’s who are paying their service fees to the LSD are not liable for poll tax in the Town of Deer Lake.

New Business

- **Health Care:** Issues have been brought to light about wait times and issues with residents not able to access medical assistance. Past practice has saw that when one doctor was off, there was always another to fill in (locum). Town Manager is to arrange a meeting with the MHA, the Clinic Corporation and Western Health to see if there is a solution. Western Health has had their salary doctor off on maternity leave and there has not been a regular fill-in. Note was also made that the Clinic Corporation has still not held their AGM.
- **Clinic Road:** safety concern was brought to the forefront regarding walkers on this busy roadway. Money in the budget for sidewalks is to be re-allocated to Clinic Drive. This work is to be completed in this budget year ASAP. Town Manager will have it addressed tomorrow with the Town Superintendent.
- **Letters of Congratulations:** The Town Manager is to forward to the current MHA, Mr. Dwight Ball a letter of congratulations for his newly elected position
- **Thank you for Your Contribution:** The Town Manager is to forward to Mr. Darryl Kelly, a letter of thanks for his help and assistance during his term in office.

Correspondence

	Name	Regarding	Response
1	Deer Lake Vera Perlin Association for Community Living	Community Awareness Buffet scheduled for October 25 th at 6:30 pm, Elwood High. Mayor and two representatives invited to attend.	Mayor Ball, Deputy Mayor Sandra Pinksen and Councillor Jean Young to attend.
2	Humber Economic Development Board (HEDB)	Requesting completion of a survey	Town Manager will complete survey.
3	Dept of Fire and Emergency Services	Guidance document for use of automated external defibrillators. Note made that document be reviewed before acquisition of AEDS	This item is deferred. Meeting is to be arranged with the Fire Dept for further investigation.

4	Xavier Junior High School	Annual Awards Night 2010-2011 Thursday, October 27, 2011	Mayor Dean Ball will bring greetings and assist with presentation of awards.
5	Corner Brook Citizen's Crime Prevention Committee	Holding a counterfeit detection training session on Tues, October 25 th from 10 am to 12 noon at RA Pollett Building, Corner Brook	For information purposes.
6	INTRD	Announcing the appointment of Tony Randell to Economic Development Officer servicing economic zone eight	Mr. Randell is to be invited to the Town Office for an informal meeting and be introduced to management and staff.
7	Government of NL – Fire and Emergency Services	Schedule of Emergency Management training for the Fall of 2011 and Winter 2012	For information purposes.
8	Alison Greene, Conference Coordinator, Building Healthy Communities	Conference on "Bringing Health and Wellness the Community Planning Table" to be held Nov 29-30 in St. John's	Town Manager will check and see if the Recreation Director is available to attend this event.
9	Federation of Canadian Municipalities (FCM)	Request for proposals to host either the March 2014 or Sept 2014 meetings of FCM's board of directors	Town Manager to investigate the particulars on this item and to inquire about the town's financial obligations should the event be held here.
10	Dept of Municipal Affairs	Training and PD event in Deer Lake October 28 th	Councillors Bingle, Mercer, Town Manager and Town Clerk scheduled to attend.

11	Municipalities NL	<ul style="list-style-type: none"> a) Bring skates to convention – Skating Party Nov 4th 9-10:30 Pepsi Centre, Corner Brook b) Info note Oct 14, 2011 c) MNL Revenue Study 	For information purposes.
12	Stewardship Association of Municipalities Inc.	Invitation to become members since we have signed the Wetland Habitat Stewardship Agreement	Town of Deer Lake will become a member. Town Manager will check on if there is a cost involved.
13	NLOWE	Newsletter & weekly update	For information purposes.
14	Federation of Canadian Municipalities (FCM)	<ul style="list-style-type: none"> ➤ News – Week of October 3. Highlights: public transit news and workshop locations. ➤ News – Week of Sept 26th 	For information purposes.
15	Maritime Lumber Bureau	Announcing the launch of a new “wood first” technical advisory service.	For information purposes.
16	Atlantic Council for Community and Social Enterprise	Conference in Halifax, NS Nov 20-22	For information purposes.
17	Lieutenant Governor, Government House	Acknowledging receipt of support letter for the “Sealer’s Memorial Elliston Project”	For information purposes.
18	Dennis Simms, Town of Appleton	Requesting support to run as Small Town Director for MNL in Corner Brook	For information purposes.
19	Dept of Environment and Conservation	Info on proposed undertaking for Reidville Regional Exhibition Grounds and Community Gardens	For information purposes.

Reports

a) Urban Municipalities Meeting, June 17-19, 2011 For information purposes.

a.

MINUTES OF URBAN MUNICIPALITIES COMMITTEE MEETING HELD AT THE ARTS & CULTURE CENTRE, PLACENTIA, NL, JUNE 17-18, 2011

Present:

Deputy Mayor Keith Keating, Chairman, Town of Marystown
Councillor Melvin Walsh, Town of Bay Roberts
Mayor Betty Fitzgerald, Town of Bonavista
Mayor Sam Slade, Town of Carbonear
Mayor Fred Best, Town of Clarenville
Mayor Woodrow French, Town of Conception Bay South
Mayor Dean Ball, Town of Deer Lake
Councillor Rob Anstey, Town of Gander
Mayor Al Hawkins, Town of Grand Falls – Windsor (7:45 pm)
Mayor Leo Abbass, Town of Happy Valley – Goose Bay
Councillor Peter Reccord, Town of Labrador City
Mayor Ralph Wiseman, Town of Paradise
Councillor William Woodman, Town of Placentia
Mayor Bill Fagan, Town of Portugal Cove – St. Philip's
Deputy Mayor Michael Tobin, Town of Stephenville
Councillor Carl Ann Smith, Town of Torbay

Dennis Kelly, Town Clerk/Manager, Town of Marystown (Recording Secretary)

Regrets:

Mayor Brian Button, Town of Channel – Port Aux Basques
Councillor Leo Bruce, City of Corner Brook
Mayor Randy Simms, City of Mount Pearl
Deputy Mayor Shannie Duff, City of St. John's

Also Present:

Mayor Harry Hallett, President, MNL
Mayor William Hogan, Town of Placentia
Craig Pollett, Executive Director, MNL

Call to Order

Chairman Keating called the meeting to order at 7:10 pm.

Welcome, Introduction and Greetings

Chairman Keating recognized Mayor William Hogan, President Harry Hallett, MNL, and Craig Pollett, Executive Director, MNL, and welcomed them to the meeting. He also welcomed members of the committee.

Mayor Hogan welcomed all to the Town of Placentia. He said more formal greetings would come at tomorrow's luncheon sponsored by the Town.

signed the 6% could not be drawn back for the existing agreement so most likely the only way to correct the error is increase the 2015 agreement for municipalities by the amount of the error.

Item # 7: President Hallett to Have the Gas Tax Issues Placed on the Agenda for the FCM Board Meeting in Corner Brook.

President Hallett advised the issues have been placed on the agenda. All were pleased to see the federal government has made a commitment to put the Gas Tax Funding in legislation.

Item #8: Circulate Information at the Next UMC Meeting on the JEPP Program.

Information is included in this meetings booklet.

Correspondence

1. Copy of letter from President Harry Hallett, MNL to Right Honourable Stephen Harper requesting the federal government immediately reverse their decision to consolidate St. John's search and rescue coordination services in Halifax and Trenton.

This issue will be discussed under New Business.

2. Newspaper articles concerning the St. John's Search and Rescue Centres.
3. Newspaper article concerning the announcement at the FCM Conference in Halifax by Federal Transport, Infrastructure and Communities Minister Denis Lebel that the federal government has committed to bring in legislation to continue funding the gas tax program.
4. Newspaper article "*Provinces Share Social Media Success Stories*".
5. Newspaper article "*MPs Address FCM Conference*".
6. Newspaper article "*Could New Tax Structure Help Towns, Cities*".
7. 2010 Resolution Report.

This will be discussed under New Business

8. Newspaper article "*Put Amalgamation Back on the table*".
9. Newspaper article "*Let's Sell the Stadium*".
10. Copy of Editorial in Western Star newspaper concerning amalgamation.
11. Response to editorial in the Western Star from MNL.
12. Copy of Nalcor Energy "*Lower Churchill Project Summary*".
13. Newspaper articles as follows: "*The Dangers of a Muskrat Falls Albatross*"; "*Cleary Plans Private Member's Bill*"; "*Medals Make it Home*".

Urban Municipalities Committee
June 17-18, 2011
Placentia, NL

Old Business

Donations Policy

A survey was carried out of all UMC municipalities and circulated at the last meeting. There is no consistency in the policies collected. Municipalities seem to be dealing with each request on an individual basis except for those normally budgeted for. The big question always seems to be whether or not there is duplication in that individuals are donating and then municipalities are also donating with taxpayer's money.

Municipal Ticketing

This issue is on the agenda for a presentation tomorrow by Chad Blundon and Linda Bishop.

Municipal Act Amendments

The amendments have now been passed in the House of Assembly and those that require it are awaiting Royal Assent.

Marine Atlantic

Mayor Button, Chair of the UMC Transportation Committee, was not present to give a report, however, Councilor Woodman advised the Town of Placentia has been invited to a ceremony in Argentia tomorrow marking the first trip by the Atlantic Vision to Argentia.

Mayor Abbass advised that as Chair of the MNL Transportation Committee, he met with Minister Hedderson at the MNL Symposium. He said the Inter-Provincial Sub-committee is also still in place with Mayor Gary Gosine of Bell Island as the Chairman. He said a number of conference calls have been held and that Minister Hedderson now wants to bring the committee to St. John's for a full briefing. There was a suggestion the UMC should now shift its focus from Marine Atlantic to the inter-provincial ferry service. President Hallett noted the MNL Transportation Committee not only covers water transportation, but also land and air transportation issues. Mayor French noted the provincial government wants the Town of Conception Bay South to take over the 22 km main road through CBS at an estimated cost of \$25 million, which is a big issue for them. Mayor Abbass suggested that if anyone had any concerns regarding transportation issues in the province to refer them to Christine Cave at MNL as she is the MNL resource person on the committee.

Other

Congratulations were extended to Mayor Fitzgerald and the Town of Bonavista on the Boston Bruins winning the Stanley Cup with native son Michael Ryder being an integral part of the championship.

Mayor French expressed thanks for the support given to them in winning the Hockeyville competition. He said as a part of the Hockeyville activities, the new Winnipeg Jets will be playing their first exhibition game in the province, however the location is not yet finalized. It most likely will be at Mile One and not CBS due to the fact that the arena in CBS is not large enough to accommodate the game.

Congratulations were also extended to the Town of Grand Falls – Windsor on winning the Herder Cup and to the Town of Clarendville on winning the Allen Cup.

Presentation

Craig Pollett, Executive Director, MNL – Economic Development for Urban Municipalities

Mr. Pollett gave a presentation on a proposed Economic Development Summit the MNL is planning. He said an application has been made to ACOA for funding in the amount of \$22,880.00 to help fund the proposed summit with the balance of \$11,000.00 coming from a registration fee of \$220.00 for each person attending. He noted ACOA is recognizing regional centres are the place to put funding.

Mr. Pollett said much of the economic development ideas and tools developed by MNL in recent years have focused on building the capacity of smaller, rural municipalities. Urban regional centres in the province face different challenges and opportunities relating to economic development. These larger centres need to play a much more strategic role in economic development that has local and regional impacts. UMC is the best forum through which these centres can be exposed to the latest thinking on economic development and the role of regional centres.

Mr. Pollett said MNL proposes to host a two-day session that will bring the urban municipalities together to begin critical information sharing and learning around economic development and the particular role regional centres have in the process. The two-day session would include the following: Day One – International, national and local speakers focused on identifying best practices and key lessons; Day Two – Workshop sessions focused on identifying home grown approaches to dealing with the issues discussed in Day One. If participants feel it is a worthwhile venture, MNL will maintain the network by hosting the same group for an annual discussion associated with either the MNL Convention or one of the quarterly UMC meetings.

Mr. Pollett said the objective of the summit is to get collective discussion and understanding of the particular economic development challenges facing the urban centres in the province and their strategic role as leaders in the regions; encourage cooperation between urban centres on regional economic activities directly and through Regional Economic Development Boards; and to foster regular exchange on innovation and best practices in integrating municipal planning processes such as land-use planning and economic development.

Those expected to be in attendance would be Mayors, Economic Development Committee Chairs, CAOs or equivalent, EDOs, and the NLREDA Chair and Executive Director - in all about 50 to 60 people. Mr. Pollett also circulated a Tentative Agenda.

The general consensus of the committee was that it was an excellent idea and that those UMC members who are not Mayors should also be involved and that the workshop should be held in February/March, 2012 to coincide with a UMC meeting.

The meeting adjourned at 9:00 pm and was followed by a social hosted by the Town of Placentia at the Arts and Culture Centre.

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The meeting resumed at 9:00 am in the Arts and Culture Centre, Placentia.

Call to Order

Chairman Keating called the meeting to order at 9:00 am.

All those who were present at the June 17th meeting were present.

New Business

Electronic Council Meetings

Mr. Kelly advised the Town of Marystown has decided to go with electronic council meetings. iPad 2s have been purchased for Council and staff attending at the meetings. Plans are to use software programs called Good Reader and Drop Box. The cost to purchase the iPads and accessories was approximately \$10,000.00.

Mount Pearl, Gander and Paradise have already gone electronic. Councillor Anstey and Mayor Wiseman noted their systems are working very well and are cost effective. The Towns of Grand Falls – Windsor, Torbay and Portugal Cove – St. Philips are also looking at electronic meetings.

Cuts to DFO Budget (Closure of St. John's Maritime Rescue Centre)

President Hallett referred to the letter written by MNL to Prime Minister Stephen Harper dated June 16th requesting that the federal government reverse their decision to consolidate St. John's search and rescue coordination services in Halifax and Trenton as the closure will have the effect of endangering the lives of fisheries and offshore workers in this province. President Hallett said the rescue centre operation in St. John's actually comes under the portfolio of Honourable Keith Ashford, Minister of Fisheries and Oceans, who was copied on the letter and has responded to the comments stated in the letter to Prime Minister Harper, noting they will be given serious consideration. He also noted MNL has received calls from the opposition parties wanting to get involved with MNL in sending out a petition however, he does not want to get involved in partisan politics on the issue.

General consensus is the closure will have a very serious impact on search and rescue efforts off our province and every effort should be made to see that it remains open.

Motion:

Moved by Mayor Wiseman, seconded by Mayor Best

“BE IT RESOLVED that MNL get in touch with the head of the St. John's Marine Centre and request a briefing and tour of the facility to determine exactly the impact that the planned closure will have on the province and then immediately call upon the Premier Dunderdale, Federal Ministers Honourable Keith Ashford, Minister of Fisheries and Oceans, and Honourable Peter Penashue, Minister of Intergovernmental Affairs, and the Federal Government to have the decision to close the Search and Rescue reversed; and

BE IT FURTHER RESOLVED MNL also seek the support of all member municipalities on the issue and that these letters of support also be forwarded to Minister Ashford and the Federal Government.”

Motion carried unanimously.

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Mayor Abbass noted the Atlantic Mayor's Caucus will be meeting in Happy Valley – Goose Bay in September and that he will bring forth a resolution at that meeting for their support.

Mayor French said he will table a resolution at the next FCM Transportation Committee meeting, with the support of the other Newfoundland FCM reps, to get an emergency resolution tabled at the next FCM Board meeting.

New MNL Programs

Chairman Keating said this item was added to the agenda to get feedback as to how UMC members would like to see MNL move forward in its existing programs and develop new ones.

Mayor Wiseman suggested MNL continue on the road of promoting regional services, however the biggest single issue was that was discussed was the lack of action by government in dealing with the provincial waste management strategy. Reference was made to the Waste Management Task Force Report done by MNL and the issues that were identified. Consensus was MNL has to continue to put pressure on government to move the waste management strategy forward in all areas of the province.

With regard to other MNL Programs, it was agreed this would be put back on the agenda for a future meeting.

Gas Tax Rebate

As noted in last night's meeting, the federal government has now committed to legislate the Gas Tax Program. There was discussion as to whether or not this fund could be administered through MNL and/or ACOA.

ATV Regulations

Consensus is that this is a problem the UMC cannot solve but rather it is a problem for the individual towns, with support from the Department of Justice.

Resolutions

Chairman Keating referred to the 2010 Resolution Report as of June 3, 2011, tabled in the meeting booklet. He encouraged all towns to consider new resolutions for the 2011 MNL Convention in Corner Brook.

Underground Economy

Consensus is there is not a lot individual municipalities can do, however it was suggested MNL table the issue with government and request they spearhead action.

Water Meters

Marystown is doing a pilot project with six meters. Conception Bay South is also looking at doing a pilot.

Illegal Dumping

This continues to be a major issue in all areas of the province and will continue to get worse unless the provincial waste management strategy is addressed and municipalities are given funding and resources to address the issue.

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Other

Mayor Fagan said Portugal Cove – St. Philips is considering a resolution for FCM with regard to issues with bulk mail. He would like UMC/MNL support when it is finalized.

Presentation

Chad Blundon, Director, Local Governance, Municipal Affairs and Linda Bishop, Senior Legal Council, Legal Department, City of St. John's - Municipal Ticketing

Mr. Blundon referred to the update he gave at the MNL Symposium. He noted the three cities that were included in the pilot program, with St. John's being the biggest user followed by Corner Brook. Mount Pearl has not used it that much. He said the purpose of Municipal Ticketing is to give municipalities a speedier process to enforce its bylaws and regulations that relate to property or touch on property rather than have to go through a full court prosecution as is now the case. He said an online-based computer software program was created for the ticketing process wherein a ticket would be generated on a handheld computer and then automatically generated in the court system. He said that when a ticket is generated, it is given to the property owner who will accept or fight it. Tickets are \$100.00 and for every day that the violation is not corrected, this amount can be applied again and it automatically forms a lien on the property. The original software system was created to handle the pilot only and needs to be revised before any other municipalities can be added.

Mr. Blundon said the department has generated feedback from the three cities and the court system, which has been passed along to the Office of the Chief Information Officer for review. OCIO is carrying out the review on behalf of the Department of Justice. Municipal Affairs is now waiting to hear back from this Office with respect to modifications and cost for a full blown system.

With regard to adding new users, Mr. Blundon said six of the larger towns with municipal enforcement officers have now been invited to get involved, however there is still the question of why all towns cannot get involved, noting there is still the issue of growing pains such as a new computer software system and the capacity and strain on the court system to handle the additional tickets. He said OCIO is doing what they can with the resources they have to get the software developed, which is not something that can be developed in the next week or two but shouldn't take longer than a year. He said that once the software programs are revised, the additional towns will be added and the Minister will enact legislation for each town that is coming in, outlining the municipal regulations and bylaws that can be enforced.

Ms. Bishop noted there is nothing provided in the existing legislation for an administration fee for the municipal ticketing in the court system, as it is now for tickets issued by municipal enforcement officers under the Highway Traffic Act, which is now \$7.00 per ticket. She said the legislation has to be amended to allow for an administration fee noting that even if a ticket is not challenged, there is still an administration fee. She said that up to June 2nd of this year, 936 tickets have been issued, which includes Corner Brook, and out of that amount, 40 have been challenged. She noted fines levied under the ticketing system are collected through the court system and turned over to the municipality who issued the ticket.

With regard to enacting legislation, Ms. Bishop noted towns have to be careful which Acts their regulations and bylaws have been created under. For example, if a regulation was adopted under the Urban and Rural Planning Act, there is an appeal procedure under that Act through the Regional Appeal Boards.

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Ms. Bishop said the ticketing system has been a very efficient tool for the City, noting the City Act requires the City to give notice of the violation by certified mail prior to issuing a ticket. She said their inspectors normally do two visits prior to issuing a ticket. If the violation is not corrected in the timelines outlined in the notice, a ticket will be issued. She said the objective is to get the issue resolved, not to punish. She outlined the procedure for issuing tickets, noting two originals have to be produced for each violation, which have to be sworn before the court. The ticket has to be served personally on the person charged with the violation. If served on someone other than the violator, a form has to be done up clarifying who the ticket was served on. If not challenged, Default Judgment is put in place after 30 days. There is then a wait of another 30 days for an appeal period. If guilty, the fine is paid, and if not paid, a lien is attached to the property. A big downfall with the system is that the courts cannot order compliance if the deficiency is not corrected, however the courts can apply the fine for every day the violation is not corrected. She also noted the courts do not award costs if ticketable offences are challenged. The process is not a revenue generator; the objective is to get violations corrected.

Chairman Keating expressed appreciation to both Ms. Bishop and Ms. Blundon.

Once Around the Table

Representatives gave an update on happenings in their respective towns as follows:

Stephenville – Deputy Mayor Tobin

Things are going well economically. The new fish hatchery is doing well. Three new commercial buildings are now under construction.

Placentia – Councillor Woodman

Councillor Woodman hoped everyone enjoyed their visit to Placentia. Mayor Hogan is going to bring greetings at the luncheon. He is not sure if municipal ticketing is going to be the answer to municipal enforcement.

Happy Valley – Goose Bay – Mayor Abbass

Things are also going well economically. A lot of interest is being expressed from developers. They now have a Federal Government Minister representing them. They are working to construct a new sewer treatment plant; however tenders are showing the project to be 50% higher than the committed Federal/Provincial funding of \$15 million.

Conception Bay South – Mayor French

CBS is growing in leaps and bounds with 200 housing starts to date in 2011. They are working hard on their Gateway development. Kent Building Supplies is now constructing a store using tilt up concrete. They are looking forward to hosting the RCMP Musical Ride and Kraft Hockeyville and the official opening of the new war memorial site.

Bonavista – Mayor Fitzgerald

Bonavista is hoping for funds from the province for a new waterline and from the federal government for a new marginal wharf. Economically, the town is doing well and there have been a number of new housing starts. They are also looking forward to hosting the RCMP

Musical Ride and to also hosting the Stanley Cup through Michael Ryder's visit in September. She said they have been lobbying for funds to renovate the Matthew without success to date.

Carbonear – Mayor Slade

There is a new 49-lot residential lot development under construction. A new hospital parking lot will be constructed at a cost of \$2.5 million before they can start a long-term care facility. A new school is also to be constructed.

President Hallett – MNL

President Hallett gave thanks for the invitation to the meeting. He enjoyed this meeting as well as the last one he attended. His term will be up in November and he will not be running for re-election. He thanked everyone for their support during his term., during which he had the opportunity to meet with both premiers. He noted the Dr. Locke Report is supposed to be tabled with MNL today.

Deer Lake – Mayor Ball

Things are going well economically with two new residential subdivisions under construction. There are also two new commercial developments (A&W and Burger King) under construction along with other business expansion.

Clarenville – Mayor Best

Clarenville is having an exceptional year with some \$20 million in new property value being developed in the town, which hopefully will be doubled before year end. There is a lot of new business starts along with 45 residential permits to date and maybe another 45 before year end.

Gander – Councillor Anstey

Gander is also doing well economically. 180 housing starts are expected this year, with 75 to date. Hickman Motors is constructing a new building and their new Fire Hall is also under construction.

Labrador City – Councillor Reccord

With the demand for iron ore worldwide, IOC is going great, which is creating a lot of development. The town has been very proactive in dealing with the issues that are arising because of the increased demands on municipal infrastructure. He also noted the persons who received Persons of Distinction Awards, noting all volunteers contribute greatly to their individual communities.

Torbay – Councillor Smith

Torbay has 125 housing starts to date. They have major issues with sewage which they are trying to address. Commercially, there is a lot of home base business development.

Portugal Cove - St. Philips – Mayor Fagan

There were 101 housing starts in 2010. They are hoping for more than that in 2011. Two community parks are under construction along with a Lifestyle Centre which includes a

swimming pool. A new Municipal Plan is now being prepared. A lot of special events are planned for this summer.

Bay Roberts – Councillor Walsh

A new pool valued at \$10 million has been approved. Phase 3 of a new subdivision is now being developed which includes 40 lots. A new sewer line is being installed along Route 60. Land acquisition is being finalized for a new 25 acre park with the option for another 40 acres.

Marystown – Deputy Mayor Keating

Economically, the town is doing well with two new subdivisions recently approved. 15 lots have been completely serviced in the new Marine Industrial Park with funding expected shortly for a lay down area. There are issues around the OCI fish plant and Kiewit Offshore Services however it is anticipated things will work themselves out as issues in the fishery are resolved and new work picks up for the Hebron Offshore project and Long Harbour.

All representatives expressed thanks and appreciation to the Town of Placentia for their hospitality and for hosting the meeting.

Thanks and Appreciation

Chairman Keating also expressed thanks and appreciation to the Councillor Woodman, Mayor Hogan and the Town of Placentia for their hospitality and for hosting the meeting.

Next Meeting

The next meeting will be at the Call of the Chair after various municipalities have had an opportunity to check with their respective Councils about hosting the meeting.

Adjournment

Motion:

Moved by Mayor French, seconded by Mayor Ball

“**BE IT RESOLVED** the meeting adjourn at 12:30 pm.”

Motion carried unanimously

Deputy Mayor Keith Keating
Chairman

Dennis Kelly
Recording Secretary

The meeting was followed by a luncheon hosted by the Town of Placentia. Mayor William Hogan brought greetings on behalf of the Town. The luncheon was followed by a presentation about the archaeological dig now going on in Placentia.

*Urban Municipalities Committee
June 17-18, 2011
Placentia, NL*



**Municipalities Newfoundland and Labrador
Urban Municipalities Committee Meeting
Salon C, Hotel Gander, Gander
Friday, September 30th & Saturday, October 1st, 2011**

AGENDA

Friday, September 30th, 2011

- 7:00 p.m. Call to Order
- Welcome from UMC Chair
Deputy Mayor Keith Keating, Marystown
- Welcome from the Town of Gander
Mayor Claude Elliott
- Adoption of Agenda
- Adoption of Minutes, June 17-18, 2011 – Placentia
- Business Arising from Minutes
- Correspondence
- Old Business
- Marine Atlantic
- 8:00 p.m. Presentations
- Corrie Davis, Manager of Land Use Planning
Department of Municipal Affairs
- Churence Rogers, Small Towns Director, MNL
Update on Waste Management and Resolutions
- 9:00 p.m. Social hosted by the Town of Gander
Hotel Gander

Saturday, October 1st, 2011

9:00 a.m. Call to Order

New Business

- Cuts to DFO Budget (Closure of Maritime Rescue Centre)
- New MNL Bulk Tire and Gas Purchasing Program
- Resolutions
- Underground Economy
- Illegal Dumping (MMSB survey)
- Economic Development for UMC Municipalities – ACOA (Dave Strong)
- Other

10:00 a.m. Nutrition Break

10:15 a.m. Presentations

Sharon Walsh, Municipal Safety Sector Council
Sean Martin, CEO, Municipal Assessment Agency
Glenn Sharpe, ABYDOZ Environmental Inc.

12:00 p.m. Once Around the Table

12:30 p.m. Lunch hosted by the Town of Gander

Greetings by Town of Gander

All meetings to take place at the Hotel Gander

b) Western Hills Waste Management Sub Committee, August 29, 2011 For Information Purposes.

(b.)

WESTERN HILLS WASTE MANAGEMENT SUB COMMITTEE

Western Hills Waste Managment Sub Committee P. O. Box 3917 Deer Lake A8A 3M3

WESTERN HILLS WASTE MANAGEMENT EXECUTIVE COMMITTEE and MEETING WITH REPRESENTATIVES FROM PARTICIPATING COMMUNITIES

**MEETING AT 59 NORTH MAIN, SUITE 1, DEER LAKE, NL
AUGUST 29, 2011**

ATTENDING: Vicki O'Leary, Ken Thomas, Roger Barrett, Jean Young, Eli Bishop, Melvin Rideout, Vince Parsons, Tom Pittman, Jim Bingle, Don McLean, Russell Reid, Ross Pinksen, Eric Lovell,

Business arising:

1. Constitution reviewed. Agreed to have one director per community. And that Letters of Proxy would be good for one meeting only. (see proposed constitution)
2. Names reviewed and it was decided to use the name Western Hills Waste Management Committee.
3. Agreed that meetings may rotate from communities and be on the 1st Thursday of each month. Deer Lake may be the meeting place during the winter because of its central location.
4. It was agreed that each community represented on this committee be asked to provide \$100 "seed money" to cover incidentals such as incorporation and office supplies.
5. Meeting was adjourned and the next meeting is set for October 6, 6 p.m. at the Cormack Community Hall.

PROPOSED CONSTITUTION FOR WESTERN HILLS WASTE MANAGEMENT SUB-COMMITTEE (WHMSC)

PROPOSED CONSTITUTION FOR THE COMMITTEE.

ARTICLE I NAME, AREA, ADDRESS

Section 1 - This organization shall be known as **WESTERN HILLS WASTE MANAGEMENT SUB-COMMITTEE (WHMSC)**

Section 2 - The geographic area of **WESTERN HILLS WASTE MANAGEMENT SUB-COMMITTEE (WHMSC)** consists of the boundaries outlined in the Provincial Waste Management Strategy (published April 2002).

See Appendix A for map of the region and Appendix B for the list of communities currently associated with GMWC.

* Don Downer will be contacted for the map and list of communities.

Section 3 - The address shall be:
**Western Hills Waste Management Sub Committee P. O. Box 3917,
Deer Lake, NL A8A 3M3**

ARTICLE II - MISSION STATEMENT AND POWERS

Section 1 - Mission Statement

WHMSC is a committee focused on providing a well-managed and environmentally sound waste management policy for the communities within its jurisdiction. We will encourage waste diversion and recycling to reduce the amount of landfill. We will define possible transfer sites and/or designation regional waste disposal sites, encourage environmentally sound solutions, and review cost implications of any proposals on waste management. By doing so, we aim to fulfill the need for long term, well-managed waste management.

Section 2 - Powers

WHMSC shall have powers granted to it by the existing By-laws from Towns and Local Service Districts currently represented on the Board of Directors, and shall have the ability to do all things necessary and incident to its purposes, provided, however, that WHMSC shall not engage in any activities or exercise any powers not permitted under provincial or federal regulations.

Section 3

WHMSC shall not participate in or intervene in any political campaign on behalf of any candidate for political office.

ARTICLE III - MEMBERSHIP

Section 1

The membership of the WHMSC Board shall consist of residents appointed by a Town Council or Local Service District as representatives. Each community associated with WHMSC shall have one voting representative. This person shall act as a liaison between the WHMSC Board of Directors and the associated Municipal and Local Service District unit.

ARTICLE IV - OFFICERS, DIRECTORS, STAFF

Section 1 - Officers

- a.) There shall be four (4) WHMSC officers designated as Chairperson, Vice-Chairperson, Treasurer and Secretary.
- b.) Officers shall be elected by a majority vote of the members voting. Terms of office shall be two (2) years each for these four officer positions. They shall hold office for the ensuing years or until their successors have been elected and taken office.
- c.) A quorum shall consist of fifty percent (50%) of Municipalities and Local Service Districts to constitute a regular meeting. Letters of Proxy will not be counted to constitute a quorum.
- d.) Duties of officers:

CHAIR:

The chair shall preside at all meetings of this committee, call such special meetings as may be necessary, appoint the membership and the Chair of each committee, appoint an auditor on a periodic basis as needed; be the final authority within the jurisdiction of the chair, on the Constitution and Bylaws of this committee, be authorized to sign checks or make other financial transactions on behalf of this committee as directed by the Board; conduct both internal and external business on behalf of the Board; be the spokesperson for the Board.

CO-CHAIR:

The Co-Chair shall preside at all meetings in the absence of the Chair; assume all powers and duties of the Chair should the Chair be unable to perform.

TREASURER:

The Treasurer shall give a report on any financial transactions and concerns. He or She and the Chair and or the Co-Chair shall have signing authority for any financial transactions.

SECRETARY:

The Secretary shall give written notice of general business, special and Board meetings; keep a record of the minutes of all meetings of this Committee and conduct appropriate correspondence as directed by the Board.

Section 2

- Directors

Each Municipal and Local Service District representative will be designated as a

Director with one (1) vote per community. Letters of Proxy can allow a person to vote on behalf of a community. Letters of Proxy are good for one meeting only and would have to be re-affirmed if used at subsequent meetings.

Section 3 - Staff

The WHMSC will hire staff as needed provided funds are available to pay for the positions.

Section 4

Amendment for the WHMSC Constitution is as follows:

1. Amendments have to be introduced in written format with rationale at a general board meeting.
2. Any motion presented and seconded will be discussed after a thirty (30) day notice to all communities representing the WHMSC has been given.
3. The motion will be presented and voted on at the next WHMSC board meeting.

NOTE: Councillor Jean Young will contact the committee to submit an invoice for the \$100.00 as requested from the Town of Deer Lake.

c) Humber Valley Regional Planning Advisory Authority Leadership Committee meeting of September 20, 2011 For Information Purposes.

**HUMBER VALLEY
REGIONAL PLANNING ADVISORY AUTHORITY**

LEADERSHIP COMMITTEE

Minutes of Meeting
Tuesday, September 20, 2011
19-21 West Street Office, Suite 25, 7:00pm – 8:20pm

Present at this meeting:

Don Downer	Chair, HV Regional Planning Advisory Authority
Pauline Anderson	Office Administrator, HV Regional Planning Advisory Authority
Elmo Bingle	Town of Deer Lake, Councillor
Roger Barrett	Town of Reidville, Councillor
Melvin Rideout	Town of Cormack, Mayor
Donna Thistle	Town of Steady Brook, Mayor
Gary Bishop	Town of Pasadena, Mayor

Missing with apologies:

Corrie Davis	Municipal Affairs, Manager of Land Use Planning
Gordon Davis	Town of Massey Drive, Acting Mayor
Donna Luther	City of Corner Brook, Councillor

Call to Order

The meeting was called to order by Don Downer at 7:03pm. This meeting met the quorum as stated in the Terms of Reference and was approved to continue. This meeting is a rescheduling of the September 8, 2011 meeting which did not reach quorum and became a discussion rather than an official meeting.

Agenda for this meeting included:

1. Review of February 17, 2011 Leadership Committee Minutes
2. Business Arising
3. New Business:
 - a. Extended delay in the official comments from Government Departments.
 - b. Final Research Papers of Greg Wood and Jackie Mercer – review and acknowledge their contributions. Committee’s approval to forward these reports to CBCL and government.
 - c. Steady Brook’s current standing with the HV Regional Land Use Plan.
 - d. Transparency and Accountability Annual Report.
 - e. 2011 meetings – CBCL Timeline (tentative) for remainder of the project.
4. Other

1. Review of February 17, 2011 Leadership Committee Minutes

The last meeting was in February, so there has been long delay between meetings. No errors or omissions were noted and a motion was made by Donna Thistle to accept the February 17th meeting minutes. The motion was seconded by Melvin Rideout and approved by the committee.

2. Business Arising

There was no previous business that needed to be discussed at this meeting so we went on to the new business.

3. New Business:

- a. **Extended delay in the official comments from Government Departments.**

Upon advice of the committee members present at the September 8th discussion meeting, and upon approval of the entire Leadership Committee via email, a letter was sent to Minister O’Brien, DM Sandra Barnes, ADM Cluney Mercer and Corrie Davis on September 13th. This letter was received by all four offices, but we have not had any response from Municipal Affairs. The committee firmly believes in everything that was included in the letter sent and fears further delay will only increase the difficulty in bringing everyone back up to date on the project after losing the much earned momentum of the draft plan.
- b. **Final Research Papers of Greg Wood and Jackie Mercer – review and acknowledge their contributions. Committee’s approval to forward Greg Wood’s Report to CBCL.**

It was agreed by the committee that letters should be sent to Greg Wood and Jackie Mercer acknowledging the work they have done and the contributions they have made.

Greg Wood's report contained more detail in the Tourism and Recreation area than provided in CBCL's report.

Don Downer drafted letters earlier today for Greg and Jackie and presented these letters to the committee for comments. Except for a few minor editorial corrections, the committee approved the letters to be sent to Greg Wood and Jackie Mercer (motion to approve the letters made by Gary Bishop, seconded by Donna Thistle).

c. Steady Brook's current standing with the HV Regional Land Use Plan.

Between February and September there have been multiple correspondences between the Regional Planning office and the Steady Brook Council regarding Steady Brook's rejection of the draft plan back in February 2011.

Steady Brook made some valid points in their correspondence and finally recommended that two points be added to the draft plan in order for Steady Brook to sign off on the draft report. These two items included a recommendation that commercial harvesting be put on hold in the view shed of the Humber Valley until such time as a View Shed Master Plan has been prepared. Exceptions may be made in the case of catastrophic events such as fire or major insect kill that would require the equivalent of commercial harvesting to remove dead wood and or salvage potentially usable wood. The second recommendation is that government create a position for a Development Officer to oversee the development and implementation of the View Shed Master Plan as well as the, soon to be completed, Humber Valley Regional Plan.

There was discussion regarding the wording of Steady Brook's recommendations, as well as who owns the right to the trees/land in the view shed area, but the items listed above were the final results of this discussion. The 'put on hold' is important in that currently we only have verbal confirmation that there are no plans to commercially harvest in the view shed area; the committee (Steady Brook specifically) would just like to take that commitment from Forestry one step further and have that put into the draft in writing.

d. Transparency and Accountability Annual Report.

Don Downer has been working with Cheryl McLean Brown (Municipal Affairs) on the draft of the Annual report for Transparency and Accountability. There have been several minor changes made to the draft and we are currently working on obtaining the financial aspect of the HVRPAA to add to the report. Pasadena Town Manager, Brian Hudson, is working on that this week and should have the information to add to the annual report early next week. Once the financial information is added, the report will be sent to the Transparency and Accountability sub-committee for approval via email; then, once approved by them, will be sent to the Leadership Committee for final approval (via email) in order for this final draft to be submitted to Municipal Affairs.

e. 2011 meetings – CBCL Timeline (tentative) for remainder of the project.

Regardless of when government finally submits their official comments on the draft plan, it will take CBCL Limited 5 months in order to go through the remaining draft edits, meetings and presentations before we get to the point that we can submit the final draft plan to the Minister of Municipal Affairs.

Our meeting schedule is put on hold until the government submits their comments as we cannot proceed any further in this project until this occurs.

No other items were presented for discussion so meeting was adjourned at 8:20pm

d) Economic Development, October 19, 2011

Economic development, October 19, 2011

In attendance

Councillor Jean Young

Terri Gilbert

Cyril Kirby

Angela Chynn

Maxine Hayden

Banner – wait until we hire economic development officer

Land – industrial park is advertised

Hotel

Electronic sign – is up and working will have to get direction on what can go on it.

Items for next year

Promotional items

Use money to leverage more money

Economic development officer should have lap top, cell phone, filing cabinet.

The person will need to review Town plans, ICSP< Strategic economic plan, tourism plan, information from Tract

Try set up meeting with Kruger

Need to look at beach area

Snowmobile plan, mapping, signs.

Shop local program

Next meeting November 15,2011 at 9:00 A.M.

October 18, 2011
From Don of Reidville

Ms. Parsons visited the Reidville pound and complained because the doors to the kennels are made of plexiglass and wood, nothing on the floor just concrete, one base heater not clean.

The doors to the kennels are made of plexiglass and wood...this was recommended by the SPCA. The top of the kennels are all heavy chain link fence so there is lots of ventilation for the animals. There is also a fan above them that is fed to the outside which is turned on to circulate the air from the outside therefore the air is always fresh.

Wood cannot be cleaned - The kennels are painted with recommended paint twice a year so it can be cleaned on a regular basis. It is cleaned with an approved cleaner that kills any germs and makes the kennels safe for animals to be put in.

The bottom of the kennels are concrete but there is a wooden corner piece that fits in the kennels for the animals to lie on. These wooden pieces are removable for cleaning purposes and were also recommended by the SPCA and the local vets.

The day the Ms. Parsons decided to visit was just after three animals were taken out. They were cleaned that evening and the wooden corner pieces put back in to prepare for other animals to be put in. Animals are never put in a kennel that has not been cleaned!!

The baseboard heater that is in the pound was put there for the square footage of the building and is more than adequate to heat the building.

Try set up meeting with Reidville - Ms. Parsons has not tried to contact Reidville concerning any type of meeting. The town would be more than willing to meet with her at any time.

Cost of gas chamber - The town of Reidville is currently in the process of getting a price on a carbon monoxide tank system that is currently used in Labrador City.

The animals are taken out for walks a few times a day and are given fresh water and food everyday and sometimes more often. The animal control officer is very compassionate about the animals that are caught and he treats them with dignity and respect. More so than what some of these animals are used to.

The animal control officer tries his best to be on call and to be available whenever he is needed. He has made several after hours trips for animals that are injured or a nuisance. The RCMP have called him on a number of occasions in the last year and he has answered their plea for help every time.

Every community that is serviced by the town of Reidville has to sign a contract and have regulations adopted by the respected municipality. There are also forms that have to be filled out by any individual giving up animals or getting a live trap.

The town of Reidville works very closely with the SPCA and the local vets to ensure that all aspects of animal control are regulated and appropriate for any and all situations.

Animal control Record (Deer Lake)

Date of Pick-up	tag #	Description of Animal	
Aug 9	-	Cat	Put down
Aug 10	-	Cat	put down
Aug 10	-	Small dog	put down
Aug 13	-	7 Cats	put down
Aug 13	-	Cat	put down
Sept 6	-	7 Cats	put down
Sept 12	-	3 Cats	put down
Sept 12	-	4 Cats	put down
Sept 20	-	2 Cats	put down
Sept 20	-	Cat	put down
Sept 20	-	Small Dog	put down
Sept 23	-	Mid Dog	put down
Sept 28	-	Big Dog (Spaniard)	put down
Oct 3	-	Small Dog	put down

Total 27 cats and 5 dogs.

Business Arising:

- Both councils of Deer Lake and Reidville are to be scheduled to meet on Wednesday, November 9th at 7:30 pm to tour both facilities in both towns providing the timing is convenient with Reidville.
- Council is to be reminded of the meeting.

Pre-Construction Meeting Agenda

Town of Deer Lake

2011 Street Upgrading

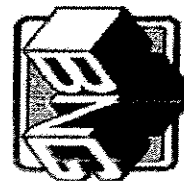
Monday, September 26, 2011 @ 1:15 p.m.

Boardroom - BAE Newplan Group

ATTENDANCE:

- Maxine Hayden, Town Manager
- Elmo Bingle, Town Councillor
- David Thomas, Town Superintendent
- Larry Owens, Evergreen Enterprises
- Pam Chaulk, Evergreen Enterprises
- Sterling Goulding, Evergreen Enterprises
- Ivan Cloutier, Evergreen Enterprises
- Scott Armstrong, Evergreen Enterprises
- Ira Barter, BAE-Newplan Group
- Lesla Pike, BAE-Newplan Group
- Larry Bussey, BAE-Newplan Group

(C)



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BAE NEWPLAN

STANDARD LIST OF ITEMS TO COVER	COMMENTS
1. Appointment of Official Representatives Town	Maxine Hayden, Phone: 635-2481, Cell: 636-1116 Dave Thomas, Cell: 636-1117
Contractor	Larry Owens, Phone: 635-2803; Sterling Goulding, Cell: 636-2801 Ivan Cloutier, Cell: 636-2154
Consultant	Ira Barter, Cell: 636-4344, Larry Bussey, Cell: 636-2551
2. Sub-Contractors	Not Applicable.
3. Award Letter	Award Letter was sent on August 23, 2011

STANDARD LIST OF ITEMS TO COVER	COMMENTS
4. Drawings Issued For Construction Drawings	Construction Drawings are being issued.
5. Items required before work starts Letter of good standing - Workers Compensation Certificate of Recognition - Letter of Good Standing Certificate of Training Form Copy of Safety Manual Certificate of Insurance	On file with BAE-Newplan Group
6. Other documentation required (within 14 days of award) Performance Bond Labour & Materials Bond Blasting Insurance Coverage (if applicable) Wharves Piers & Docks Insurance Policy (if applicable) All Risk Builders Insurance Policy (if applicable) Construction Schedule List of Sub-contractors Detailed Breakdown of Lump Sum Bid	On file with BAE Newplan Group On file with BAE Newplan Group Not Applicable Not Applicable Not Applicable On file with BAE Newplan Group Not Applicable Not Applicable

STANDARD LIST OF ITEMS TO COVER	COMMENTS
7. Contractor Obtained Permits	Not Applicable
Fisheries & Oceans	Not Applicable
NL Power (permit to work overhead wires)	Not Applicable
Bell Alliant (Telephone)	Not Applicable
8. Liability For Engineering Fees	14 Working Days - 168 Working Hours
Time to Complete	
Substantial Completion Date	October 14, 2011.
Engineering charges	SGC 2.0 Contractor's Liability for Engineering Supervision Costs will be strictly adhered to. If any action or event occurs during the performance of the work, which you feel may affect your ability to meet the date of substantial performance, you should notify this office immediately in writing giving the specifics of the event and the length of extension requested.
9. Progress Claims	Contractor completes in conjunction with the site inspector.
Procedure (who completes & submits)	Progress Claims to be submitted between 25th and end of month.
Timing for submittal	
Materials on Site	Not Applicable
Contractor's Request for Substantial Completion	Substantial Completion Certificate has to be requested by the Contractor at the appropriate phase of the contract -- this will not be automatically issued by the Consultant.
10. Construction Schedule	Equipment will be on site September 27th.
Delivery Schedule of Equipment and Materials	Not applicable.
Easements or Land Acquisition Required	Not applicable.
Discuss any special requirements or areas of concern	Patching on Young's Lane if quantities allow.
Town requirements	Not applicable.

STANDARD LIST OF ITEMS TO COVER	COMMENTS
Start Date (14 days from award maximum)	Start Date was September 27, 2011.
Hours of work	Daily work schedule will be 7 a.m. to 6 p.m.
11. Safety Requirements	
Signage	
Vests, hard hats, boots etc.	
Trench boxes	
Confined spaces	
Equipment	Contractor will adhere to all safety requirements.
Inspector will notify Occupational Health & Safety if Deficiencies Observed	
Portable Washrooms	
12. Environmental Requirements	
Fuel	Contractor will do their own fuel ups and spill kits will be kept on site.
Storage	Contractor to follow all environmental requirements.
Pumping (Dewatering)	Contractor to follow all environmental requirements.
13. Changes In The Work (Extras)	
No Payment Without Prior Approval	
Contract to Notify Inspector Immediately	It was explained to the Contractor that the field inspector does not have the authority to sign or approve extra work - only to keep track of the time and equipment. Only the project engineer or manager can sign off or approve extra work. Procedure was reviewed and understood.

STANDARD LIST OF ITEMS TO COVER		COMMENTS
14. Engineering Site Office & Equipment		
Location		
Requirements		
Equipment Required		These items are not applicable.
15. Surveying & Layout		
BNG Provides Control Points & Contractor Responsible for All Layout		
Item was discussed		
16. Shop Drawings (if applicable)		
Format to be Used		
Item was discussed		
List of Items Requiring Shop Drawings		
Item was discussed		
17. Special Owner Requirements		
Project Signs		
Item was discussed		
Project sign is not required for this project.		
Material Storage		
Not applicable		
Operation of Valves or other aspects of Town Water & Sewer System		
Town superintendent to be notified if access to the town's water and sewer system is required.		
Easements (if applicable)		
Not applicable		
Local Labour		
Not applicable		
Detours (procedure & notifications required)		
Contractor to notify the town, fire department and ambulance services of any detours during construction.		
Water supply interruption notice required (announcements)		
Not applicable		

STANDARD LIST OF ITEMS TO COVER	COMMENTS
Disposal of surplus fill	Not Applicable
Entering onto private property - Written approval/agreement to be given to BNG prior to entering.	Discussed
Servicing of vacant lots (permit from Town required)	Discussed
After hour contacts (three names and phone numbers required)	Not Applicable <i>After hours work - Contractor will be given 4 hours to respond to all call outs. If no response is received within 4 hours the Town/third party will undertake the work and all costs incurred will be charged to the contractor</i>
18. Restatement Topsoil & sodding/seeding	Discussed
Asphalt	Discussed
19. Pipe Bedding Sieve Analysis Required Before Material Used	Discussed
20. Asphalt Quality Control Aggregate testing	Not applicable.
Mix design	Shantec Consulting Ltd. will provide QA/QC
Asphalt tests	On file with BAE Newplan Group
Placing	On file with BAE Newplan Group
21. As-Built Drawings Contractor responsible to provide info to inspector	Discussed
22. Communications With Residents Contractors employees should not discuss any item with any resident. If resident asks a question, refer them to BNG representative.	Discussed

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BAE NEWPLAN

10:48:23 a.m. 30/04/2013

6/6

STANDARD LIST OF ITEMS TO COVER	COMMENTS
23. Town Comments The town requested that patching be done on Young's Lane if quantities will allow.	
24. DMA Comments Not applicable.	
25. Contractor Comments All items were covered.	
26. Consultant Comments All items were covered.	

BAE Newplan Group Limited

Kruger, October 12, 2011

In attendance:

- | | |
|-------------------------|---------------|
| Councilor Elmo Bingle | Maxine Hayden |
| Councilor Sheila Mercer | Dave Thomas |
| Councilor Jean Young | Larry Marks |

Discussion was held on money from Kruger and what the town used it towards

1. Boat Launch
2. Strawberry Festival

Both of those projects were approved by Kruger as they profile the intent and can be used by all citizens.

Cemetery Lane – could it be paved with the extra funds from Kruger? This road leads to the inter-denominational cemetery and is used by the public on a daily basis for funerals. Mr. Marks advised he would look at the request and get back to us.

Water – Public Works Depot - Kruger did some work in the area and wanted to know if there have been any changes. The town has not seen any change in the area.

Kruger has done some work in the area but will continue to explore more options.

They will check on weirs to see if they are operating correctly.

Could a ditch on the transmission line to Glide Brook relieve any water seepage?

He will meet with Dave Thomas on Thursday at 2:00 p.m. to look at the area.

Main Dam – they will do a complete assessment every five years. They will have a driver in the area in November looking at the dam.

Old building on site – could it be used as a heritage structure.

They plan to do penstock repairs the week of November 7, 2011.

They will notify the town before they start.

h) Public Works, October 20, 2011

A warm welcome of return was extended to Deputy Mayor Sandra Pinksen on her early return from a leave of absence.

2011-1024-02 Public Works Committee Report of October 20, 2011

Deputy Mayor Sandra Pinksen/Councillor Elmo Bingle

Resolved that the minutes/recommendations of the Public Works Committee meeting of October 21, 2011 be adopted as presented with the exclusion of item number six as Mayor Dean Ball is in conflict of interest with this item. Approved is: Brenda Hodder having to pay for the cost of manhole and pavement – total of approximately \$8000.00; with Nichols Landing, that the base coat can be installed in phase two and the top coat on phase one deferred to 2012 providing we have a signed letter of agreement including the date the item is to be completed stating July 31st and a deposit to the town for the cost of asphalt; installation of a 45 degree angle on the existing pipe with the drainage issue at the Barillari property. Further items explained further in the report attached herein.

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

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

Mayor Dean Ball left the meeting at 8:34 pm declaring conflict of interest. Deputy Mayor Sandra Pinksen assumed the chair.

2011-1024-03 Public Works Committee Report of October 20, 2011, Item No. 6 – Jade Holdings/A&W – Water and Sewer Hookup

Councillor Elmo Bingle/Councillor Kerry Jones

Resolved that the minutes/recommendations of the Public Works Committee meeting of October 21, 2011 for item number six in direct relation to the water and sewer connection for Jade Holdings & the A&W Restaurant be adopted as presented and as detailed in the report attached herein.

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

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

Mayor Dean Ball rejoined the meeting at 8:35 pm and assumed the chair.

Public Works, October 20, 2011 Minutes/Notations

In attendance:

Deputy Mayor Sandra Pinksen
Councillor Elmo Bingle
Councillor Myra Spence
Maxine Hayden
Dave Thomas

Delegation – Brenda Hodder – manhole, pavement 60 – 70 feet.

Ms. Hodder felt that the town should have moved the manhole closer to her property and not had to dig up so much pavement to hook onto the line to continue services to her property.

It was explained that in order to reach her property she had to tie into the existing line. At the time the road was paved it was thought no more houses would be built in that area so a clean out was put at the end.

The line had to be extended to get services to Ms. Hodder and a manhole was required.

In any water and sewer hookup the homeowner is responsible for the cost of replacing any pavement that needs to be cut. In this case she was given a quote of \$5,000.00 to replace the asphalt. The reason for so much having to be cut is the depth the town had to dig to connect services.

Ms. Hodder was excused.

On the application she signed it states that if pavement is cut the owner will be responsible for replacement, also the cost for water and sewer \$500.00 each to hook on.

The manhole was installed to service four blocks of land, she will have to pay for the cost of manhole approximately \$3,000.00 plus pavement \$5,000.00 .

She will need to pay for cost of pavement before town can turn on her services.

2. Nichols Landing –

- a. First phase is almost all built up, street lights will be required. Check with Newfoundland Power.
- b. Base coat asphalt second phase, top coat first phase.

Recommend that due to number of heavy equipment still using road the base coat can be install in phase 2, however top coat on phase 1 be deferred to 2012.

Mr. Nichols can deposit money with town for cost of asphalt.

- c. Ditching and culverts is still an issue.

Homeowners have been given a letter that they have to install culvert and not fill in ditch.

Send another letter advising ditch must be maintained and culvert has to be kept open.

3. Commerce Street Intersection – set up another meeting with Works, Services and Transportation to discuss options.

4. Bill Stentafor – Removal of sewer line.

Mr. Stentafor had given easement for line on his property now he would like it removed. He feels if town is installing culvert to divert drainage then sewer line should be moved also.

Recommend to install a 45° angle on existing pipe to divert it away from Mr. Stentafor's property boundary and then continue to install culvert across Mr. Andy Barillari property.

5. Lodge Humber – Checked the water in basement there was not enough chlorine to determine it was from town water supply. Part of the problem is holes in the wall and on the floor.

They would like assistance from town to install weeping tile around property and install ditch.

Town to keep in touch with them to get work done.

6. Jade Holdings/A & W – Water and sewer hookup.

Recommend cost of 2 days labour at \$1,000.00 per day plus materials of \$1,515.00 plus asphalt \$2,500.00 . Total cost of materials plus HST on asphalt and materials is \$6,015.00 .

7. Kruger – Town Superintendent met with Mr. Marks, Mr. Strangemore and Mr. Park regarding water issues.

Recommend setting up another meeting with Mr. Marks to discuss their findings.

8. Reginald Drive – Recommend approval to extend services, homeowner will be responsible for cost of extending services plus cost of pavement.

9. Seasonal employees

Recommend we give them their 2 week notice on October 21, 2011.

10. Giles Crescent – Pavement approximate cost \$7,000.00.

Defer will look at in 2012 budget.

i) Finance, October 20, 2011

2011-1024-04 Finance Committee Meeting of October 20, 2011

Councillor Elmo Bingle/Deputy Mayor Sandra Pinksen

Resolved that the minutes/recommendations of the Finance Committee meeting of October 20, 2011 be adopted as presented including extra power poles in the Wellon Drive area of the Industrial Park, payment of Claim No. 1 for Marine Contractors pending government's portion, accounts payments are

approved for payment and adjustments are approved as presented in the report attached herein.
Deferred is item No 5 – tax adjustments.

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

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

Finance, October 20, 2011 Minutes/Notations

In attendance:

Councillor Elmo Bingle
Councillor Jean Young
Deputy Mayor Sandra Pinksen
Councillor Myra Spence
Maxine Hayden
Dave Thomas

Delegation: Search & Rescue Brian Chaulk, Robert Cull

Mr. Chaulk advised that Search & Rescue is seeking Council's help in applying for a JEPP program to purchase a first response vehicle.

Their current vehicle they use is a 1996 GMC.

They have one quote for a vehicle at \$47,555.00 with the cap and other requirements for the first response vehicle it would be approximately \$65,000.00 .

The vehicle would be owned by the Town. They have approximately \$7,000.00 they could put toward cost.

Recommend town check on JEPP program . Mr. Chaulk will drop by to fill out application.

Delegation was excused.

2. Deer Lake Strawberry Festival – Tent and trailer \$8,800.00

Council had previously approved for tent with approval from Kruger to apply extra money toward cost.

Check with Kruger see if they will be willing to cost share trailer.

3. Newfoundland Power Industrial Park, extra poles required \$7,576.65 – recommend payment from land sales industrial park.

4. Bae NewPlan, Claim 1, Marine Contractors - \$224,947.92 – recommend approval pending approval Municipal Affairs.

5. Tax adjustments

- Poll Tax – Daisy Lush defer for more information.

Recommend approval \$1,076.40

- Business Tax – Jagged Edge Salon – recommend approval \$24.21 .
- Business Tax – Spud Take Out & Deer Lake Laundromat – recommend approval Business Tax \$399.00 for 2011.

6. Accounts Payable – recommend approval \$132,209.66 .

j) Public Works Superintendent’s Report, September 26-October 10th, 2011 For Information Purposes Only.

Report From: Public Works Superintendent David Thomas

Prepared For: Council & Management Team

Date Prepared: October 11, 2011,

Timeframe: September 26, 2011- October 10, 2011

Road:

- Patching
- Ditching
- Swept roads and sidewalks
- Prepared and paved Farm Road
- Repaired shoulders on road
- Installed signs
- Installed new culvert on Trailer Court Road
- Repaired catch basin on Jewers Lane

Water:

- Water hook ups on Whites Road, Nichols Landing and Scott Ave
- Repairs to filtration plant
- Flushing hydrants
- Repaired service lines on Squires Road and two on Riverview Place
- Installed new fire hydrant on Queen Street
- Raised fire hydrants on McCarthy Place and Lushes Lane
- Repaired broken hydrant on Commerce Street

Sewer:

- Sewer hook ups on Nichols Landing and Scott Ave

- Repairs at lagoon
- Sewer plug on Fifth Ave

Snow:

Building Maintenance:

- Electrical Repairs at Depot and Recreation Center, installed new door inside Depot

Misc :

- Formed up and poured sidewalk on Farm Road
- Ground work for new gazebo
- Hauled winter sand

k) Environment and Housing, October 21, 2011

2011-1024-05 Environment and Housing Committee Meeting of October 21, 2011

Councillor Kerry Jones/Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Environment and Housing Committee meeting of October 21, 2011 be adopted as presented with the exception of items one and nine – these are deferred. Approval includes: garage extension at 175 Nicholsville Road, garages at 9 Birch Street, 10-12 Seventh Avenue and 25 George Aaron Drive, new dwellings at 14 Airport Avenue Extension, 29 Tower Road and 36 Humberview Drive as well as a home based business at 30 Oakes Road. Also note was made to add the date to the report and to ensure that future reports have the names of those in attendance at the meetings.

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

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

Councillor Myra Spence left the meeting at 8:42 pm declaring conflict of interest.

2011-1024-06 Environment and Housing Committee Meeting of October 21, 2011 – Item No. 9 – Refrigeration Building length

Councillor Kerry Jones/Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Environment and Housing Committee meeting of October 21, 2011 for item number nine in direct relation to refrigeration building length be approved in principal pending government services centre approval and as noted in the report attached herein.

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

In favor 6; opposed 0; abstained 0. Carried

Councillor Myra Spence rejoined the meeting at 8:44 pm

Mayor Dean Ball left the meeting at 8:44 pm declaring conflict of interest. Deputy Mayor Sandra Pinksen assumed the chair.

2011-1024-07 Environment and Housing Committee Meeting of October 21, 2011 – Item No. 1 – Queen Street porch development

Councillor Kerry Jones/Councillor Sheila Mercer

Resolved that the minutes/recommendations of the Environment and Housing Committee meeting of October 21, 2011 for porch development and upgrading at Queen Street as detailed in item number one be approved as presented and as detailed in the report attached herein.

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

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

Mayor Dean Ball rejoined the meeting at 8:45 pm and assumed the chair position.

Environment and Housing Committee Meeting, October 21, 2011 Minutes/Notations

NO	Address	Description	Recommendation
01	Queen Street	Shingles/siding (2) porches size 8X10 17 feet from existing garage.	Recommend approval
02	175 Nicholasville Road	10 x 20 foot extension on existing garage ,Rearyard 26 feet	Recommend approval

03	9 Birch Street	Garage 36 x26 3.3 backyard 3.3 Sideyard	Recommend approval
04	25 George Aaron Drive	Garage length 25 feet, width 14 feet, height 12 feet attached with breezeway to dwelling. Right side 1.01m left side 1.25m.	Recommend approval
05	10-12 Seventh Avenue	Garage variance advertised no objections	Recommend approval
06	14 Airport avenue Extension	Remove existing dwelling/build new dwelling and length 36 feet width 32 feet height 29.50 feet single story frontward 30 feet, Rearyard 134 feet, right Sideyard 20 feet, left Sideyard 21 feet.	Recommend approval
07	36 Humberview drive	New dwelling length 22.86 m, width 17.68m height 4m, frontage 20m, Rearyard 13m, right Sideyard 8m, left Sideyard 3m.	Recommend approval
08	29 Tower Road	New dwelling length 56 width 26, 2 story, front yard 40 feet Rearyard 82 feet right Sideyard 17 feet left Sideyard 20 feet, Garage width 24 feet x length 32 feet : 45 feet from dwelling, left Sideyard 5 feet Rearyard 8 feet.	Recommend approval
09	Wights road	Refrigeration building length 60 feet width 40 feet seeking approval in principle. Note this property will require septic system.	Approved in principle pending approval government services
10	30 Oakes road	Home based business spa and aesthetic services , manicures, pedicures, hair removal, facial and body treatment, artificial nail enhancements retail area for supportive products. Must be	This is in a residential zone and has to be advertised.

	advertised.	
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I) Town Manager's Action Report, October 21, 2011 For Information Purposes Only.

No	item	Dept.	Person responsible	Task/request	Date
1	John Dinney	Admin	TM	Set up meeting	October 4,2011 asked him check with Tansley let us know when available.
2.	M& M Auto Glass	Admin	TM	Permit	Advised Oct 4 needs approval government services papers sent.
3.	Melanie Simmons/Kenneth Elms	Admin	TM	Building permit grace avenue	October 04,2011 letter sent approved with stipulation of 16" culvert and swale ditch
4.	Sandstone builders Ltd.	Admin	TM	Repairs to roof	October 06,2011 letter sent repairs will not be done at this time
5.	B&S trucking	Admin	TM	Culvert Riverbank road and culverts	October 06.2011 letter send advising they were successful bidder
6.	Craig Blanchard	Admin	TM	Reset to terminate and pave road	October 06,2011 letter sent advising Council looking at extending road and putting in subdivision. Will not be paving at this time.
7	Emmanuel Pentecostal church	Admin	TM	Erect sign	October 06,2011 letter send explaining we are in process of getting new sign once we have it designed we will notify them.
8	Gordon Locke	Admin/ police	TM/Police	Business	Municipal police visited site they are no longer operation from site
9	Autism Week	Admin	TM/TC	Reminder of autism week	Council notified.
10	Exploits Valley economic development corporation	Admin	TM/TC	Snowmobile tourism workshop	Notified TC October 04 to register for workshop
11	WHSCC/Cathy Sturge	Admin	TM	Apply for refund	This is done automatically when we fill out our claim at year ends to say we

					are compliant.
12	MNL	Admin	TM/TC	Donation for convention	October information was received and forwarded to Council in past we donated \$250.,00 will do same this year.
13	Sid Segal	Admin	TM	Cycling event	October 4, 2011 email sent to Neville Greely
14	Andy Barillari	Admin/Police	TM/TC/Police	Culvert permission to locate on land	October 05,2011 letter hand delivered
15	Bill Stentafor	Admin/Police	TM/TC/Police	Permission for culvert on land	October 05,2011 letter hand delivered
16	Bruce Langdon	Admin/Police	TM/TC/Police	Permission for culvert on land	October 05,2011 letter hand delivered
17	Chris Rideout	Admin	TM	Permission to sell land	Email sent October 6 advising he can advertise for sale but development must comply with Town regulations.
18	Rita Cave	Admin	TM	Operate Chip van on Commerce Street 2012	October 7 Rita advised it has been deferred.
19	Poll tax St. Jude's	Admin	TM	Can we charge poll tax to residents	October 06 request sent for clarification According to municipal affairs. The act states that you can charge a poll tax to a non-resident who has been employed in your municipality for more than 90 days provided that non-resident does not pay a fee to the local service district that they reside in.
20	Allen Rhonda	Admin	TM	Pending from previous meeting	All information and picture of sign has been sent waiting on government approval.
21	Town of Reidville	Admin	TM	Pending from previous meeting to set up meeting with Reidville	Meeting held minutes in this council meeting

m) Policy Amendment – Land Sales

2011-1024-08 Land Sales Policy Amendment

Councillor Kerry Jones/Councillor Myra Spence

Resolved that the Land Sales policy be amended to remove the “payment in full of 30 days” and to add “payment in full within seven days of the auction” as noted in the policy amendment attached herein.

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

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

POLICY

Town of Deer Lake

Land Sales

PURPOSE To ensure fair and equitable sale of “ready for sale” town land which is deemed ready for commercial and/or residential development.

AUTHORITY As per resolution at Meeting No. 1214 held July 18, 2011.

ACTION

Commercial Land and Residential Land:

- 1) All land deemed by council as “ready for sale” must be advertised on the Town of Deer Lake web site.
- 2) All land deemed by Council as ready for sale must be advertised on the town’s web site and in one issue of The Western Star for a period of 30 days prior to auction.
- 3) After the 30 day period said land will be sold at a Public Auction held at the Town Office.

- 4) Reserved bid is the assessed value of the land as stated by the Municipal Assessment Agency.
- 5) Any said land not sold in the public auction will be sold on a first come, first served basis for the assessed value.
- 6) Pursuant to section 110 of the Municipalities Act, 1999, the Town of Deer Lake will require 10 per cent non-refundable down payment to be placed at the Town immediately following the auction. If full payment is not received within seven days immediately preceding the date of the auction, then the 10 per cent will be absorbed by the town for legal fees, administrative costs and service levies as noted in section 149 (e) and (3) Municipalities Act.
- 7) Any permits to develop are subject to zoning regulations.

Auction Process:

- 1) To be completed by the Town Manager
- 2) To be held always in the morning
- 3) Payment of property acquired is to be received by the end of the seventh day immediately preceding the date on which the auction was held.

NOTE (AMENDMENT):

Land that is not sold at the auction table will be available for purchase on a first come-first served basis on the first day of business immediately following the auction.

Meeting Date and Number: _____ 1214, July 18, 2011 _____

Verified by: _____ Original Document was signed by Mayor Dean Ball _____

Amended Meeting No. 1215, August 15, 2011 due to changes in Municipalities Act for 30 days advertisement required for the sale of property.

Amended Meeting No. 1220, October 24, 2011.

Verified by: _____

**** Ready for Sale Definition:**

- Survey is completed
- Land is serviced with Water and Sewer
- Road is up to council specifications

n) Parks and Recreation Meeting of October 20, 2011

2011-1024-09 Parks and Recreation Committee Meeting of October 20, 2011

Councillor Kerry Jones/Councillor Myra Spence

Resolved that the minutes/recommendations of the Parks and Recreation Committee Meeting of October 20, 2011 be adopted as presented and as noted in the report attached herein.

In favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Kerry Jones
Councillor Sheila Mercer
Councillor Elmo Bingle
Councillor Jean Young
Councillor Myra Spence
Opposed: Councillor Elmo Bingle
In favor 6; opposed 1; abstained 0. Carried.

2011-1024-10 Gateway Signs

Councillor Elmo Bingle/Councillor Sheila Mercer

Resolved that the current gateway signs which are low are to be removed, lifted and have reflective letter attached.

In favor: Mayor Dean Ball
Deputy Mayor Sandra Pinksen
Councillor Kerry Jones
Councillor Sheila Mercer
Councillor Elmo Bingle
Councillor Jean Young
Councillor Myra Spence
In favor 7; opposed 0; abstained 0. Carried.

Parks and Recreation Committee, October 20, 2011 Minutes/Notations

Attendance: Junior Pinksen, Myra Spence and Kerry Jones

Bowling Alley and Swimming Pool doing fine.

Upcoming:

- Condom Machine in Arena
- Car Sales – great
- Craft Sale – Nov 26th phone to book table

- Jr. Redwings – going to operate out of Hodder
- Jumpstart – Canadian Tire
- Digital Sign – up and operating need to set policy for pricing
- Budget – working on 2012
- Winter Fest – scheduled for Feb 24-March 4/2012
- Gateway Sign – being done by Robbins
- Boston Bruins – in the red by about \$3000.00. Can probably make it up with Festival money

Bruins Alumni breakdown October 10, 2011

Revenue

900 x \$20.00=	\$18,000.00
VIP Room	\$ 1,500.00
100 Autograph Passes \$	5,000.00
Total Revenue	\$ 24,500.00

Expenses

Game	\$ 22,000.00
Motel	\$ 3,100.00
Pizza Delight	\$ 264.91
Foodland	\$ 208.82
Advertising	\$1973.97
Flags	\$ 130.97
Total	27504.70

Deficit - 3004.70

Other Notes

- The Deer Lake Fire Rescue made approx \$850.00
- The Deer Lake Motel Auction Boston Jersey for a scholarship worth \$500.00
- Canteen did really well.

Business Arising:

- A policy is to be developed on the community bulletin board. This policy is to include what items can appear there and any related charges if applicable.

- Car Sales: general discussion over this item. Mixed feelings after feedback from some members of the business community expressed displeasure.

Adjournment

2011-1024-11 Adjournment

Deputy Mayor Sandra Pinksen/Councillor Kerry Jones


Resolved that since there is no further business in urgent need of discussion that the meeting adjourn at 9:10 pm with the next regularly scheduled meeting set for Monday, November 14, 2011 at 7:30 pm.

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

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



Mayor Dean Ball



Kimberly Reid, Town Clerk