

Minutes of the regular meeting of council held Monday, November 28, 2011 , No. 1223 held in the Council Chambers, 6 Crescent Street, Deer Lake, NL.

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

Absent: Councillor Elmo Bingle

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

Delegation: Tony Randell, INTRD

Mayor Dean Ball welcomed Mr. Randell and turned the floor over to him.

Meeting in point format:

- ▶ Mr. Randell introduced himself to council and informed them that he took over the position from Stewart Read at INTRD on October 3, 2011.
- ▶ He advised council that this is a new area of work for him and he does have background in Economic Development, Business Development and had 7 months on municipal council.
- ▶ He is available to the Town to assist them in any programs they would like to apply for.
- ▶ There are a number of programs available such as Workplace Skills Enhancement Program, Regional/Sectoral Diversification Fund and the Community Capacity Building Program. A copy of each were presented to Council.
- ▶ If the Town is interested in submitting a proposal for any program, he would assist the town and would make a recommendation to the Board who would make the final decision on approval.
- ▶ At present he is located at the office in Corner Brook on the main floor of the Millbrook Mall. He will be there until renovations are completed at the office in Deer Lake.

Mayor and Council thanked Mr. Randell for taking the time to meet with them.

Meeting called to order at 7:32 pm.

Agenda 1223 approved as presented.

**Minutes regular meeting No. 1222, November 21, 2011**

**Business Arising from Minutes**

*Discussion:*

The motion and report for (b.) Interview Committee re Town Clerk, November 15, 2011  
Should be stated to read as:

**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. The starting salary to be \$41,000.00 .

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 of Town Clerk be offered to Gordon Hancock with a review after Six (6) months. The starting salary to be \$41,000.00 .

**(d.) Environment & Housing, November 17, 2011**

23A Meadow Lane for a cottage should read being deferred for more information on services and road access.

**2011-1128-01 Minutes, Meeting No. 1222**

**Councillor Sheila Mercer/Deputy Mayor Sandra Pinksen**

Resolved that the minutes to the regular meeting of Council, No. 1222 held Monday, November 21, 2011 be adopted with corrections made within.

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

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

**Reports**

**b.) Public Works, November 24, 2011**

Those in attendance to the Public Works meeting of November 24, 2011 were

- Deputy Mayor Sandra Pinksen
- Councillor Elmo Bingle
- Councillor Myra Spence
- Maxine Hayden, Town Manager
- David Thomas, Town Superintendent

**2011-1128-02 Public Works Committee, November 24, 2011**

**Deputy Mayor Sandra Pinksen/Councillor Myra Spence**

Resolved that the minutes/recommendations of the Public Works Committee meeting held on November 24, 2011 be adopted as presented for items 1 and 2 which includes the letter of concern from Nick Wight re land development from the property on back causing debris onto his parents land. It is recommended a letter be forwarded to the homeowner advising him of concerns and requesting he stop developing his land and provide the town with an engineered stability plan and to have noted in the letter that he has 30 days to have the land reinstated. Have the Town Policeman issue a report to Council. To recommend the Public Works Call Out Log form for approval. Item no. 3 deferred.

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

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

*Deputy Mayor Sandra Pinksen left the meeting at 7:49 pm declaring conflict of interest.*

3. Reid's Lane Culvert – 132.6 culvert, 2 catch basins, 20 bands – approximate cost - \$10,000.00 – Recommend public works get culvert installed. To be completed this year but will be paid under the gas tax monies for 2012.

*Deputy Mayor Sandra Pinksen rejoined the meeting at 7:56 pm.*

*Motion required.*

*Deputy Mayor Sandra Pinksen left the meeting at 7:57 pm declaring conflict of interest.*

2011-1128-03 Public Works Committee, November 24, 2011

**Councillor Myra Spence/Councillor Sheila Mercer**

Resolved that the minutes/recommendations of the Public Works Committee meeting held November 24, 2011 be adopted for item no. 3 to be completed in 2011 and will be invoiced for 2012 and paid under the Gas Tax monies.

In Favor: Mayor Dean Ball  
Councillor Kerry Jones  
Councillor Sheila Mercer  
Councillor Myra Spence  
Councillor Jean Young

In favor 5; opposed 0; abstained 0. Carried.

*Deputy Mayor Sandra Pinksen rejoined the meeting at 7:58 pm.*

Public Works

November 24, 2011

1. Nick Wight – Land Development – property owner behind his land is causing debris onto Mr. Wight’s land.

Write a letter to home owner advising him of concerns and requesting he stop developing his land and provide the town with engineered stability plans.

2. Public Works call out log to be used by management when there is a call-out. – Recommend approval.
3. Reid’s Lane culvert – 132.6m culvert, 2 catch basins, 20 bands – approximate costs - \$10,000.00 – Recommend public works get culvert installed.

Town Manager to contact Municipal Affairs to meet with Council to discuss conflict of interest.

**e.) Public Works Superintendent’s Report, November 10<sup>th</sup>. To November 25<sup>th</sup>. 2011. For information purposes.**

Town Superintendent dismissed at 8:05 pm.

Report From: Public Works Superintendent David Thomas  
Prepared For: Council & Management Team  
Date Prepared: November 25, 2011,  
Timeframe: November 10, 2011 – November 25, 2011

Road:

- Patching
- Prepared and paved road cuts on George Aaron Drive and Spruce Street
- Installed new culverts on McCarthy Place, near Day Park, River Bank Road
- Graded gravel roads in town and Day Park
- Hauled gravel to River Bank Road to fill in where road is dropping

- Ditching on Goose Arm Road

Water:

- Water hook ups on Bennett Avenue and 3 on Nichols Landing
- Repaired service lines on Main Dam Road, Garden Road and Humberview Drive
- Flushing hydrants and vacuuming out hydrants

Sewer:

- 3 Sewer hook ups on Nichols Landing and one on Bennett Ave.
- Vacuumed out lift station on Lakeside Drive
- Sewer plug on Main Dam Road

Snow:

- 1 day of snow clearing

Building Maintenance:

- Electrical Repairs at Depot and Recreation Center

Misc :

- 2 days of safety training for employees
- Put markers on benches, fire hydrants and guide rails
- Extended barrier on end of Cross's Road
- Hauled fill to Day Park site
- cleaned up garbage on Landfill Site Road

New Business

Correspondence, Meeting No. 1223

No.	Name	Regarding	Response
1.	MHA Dwight Ball	Contact information	Information purposes only.
2.	WHSCC	2012 Assessment Information.	Information purposes only.
3.	HEDB Inc.	Invitation to attend the developing a work plan for 2012-2013 fiscal year.	RVSP by Friday, December 2, 2011.
4.	Sheldon Peddle, ACAP Humber Arm	Xmas Social Invite	Thursday, December 5 <sup>th</sup> . 2011
5.	United Way of NL	Launches its 3 <sup>rd</sup> Annual Stuff-A-	Information purposes only.

		Sock Campaign	
6.	Ronald McDonald House	Re Financial Support options	Information purposes only.
7.	FCM	CBC series on Canada's Infrastructure	Information purposes only.
8.	MNL	MNL General Insurance Program – re Fire Departments responding to Emergency – Medical Calls	Information purposes only.
9.	Western Hills Waste Management	Meeting for December 1 at 4 pm.	RVSP

## **Reports**

### **a.) Economic Development, November 22, 2011**

#### **2011-1128-04 Economic Development Meeting of November 22, 2011**

##### **Councillor Jean Young/Deputy Mayor Sandra Pinksen**

Resolved that the minutes/recommendations of the Economic Development Committee meeting for November 22, 2011 be adopted as presented in the report attached herein.

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

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

Economic Development

November 22, 2011

Councilor Jean Young  
 Councilor Sheila Mercer  
 Deputy Mayor Sandra Pinksen  
 Cyril Kirby  
 Angela Chynn  
 Terri Gilbert  
 Maxine Hayden

- Economic Development Officer – proposed start date January 3, 2011.
- List of possible questions for interviews which will be November 29, 2011 starting at 1:00 p.m.
- Once hired, the person will need to review plans already in place that is relevant to Deer Lake
- Town plan
- ICSP
- Tourism Plan
- Economic Development Plan
- Current initiatives
- Types of business present and required
- Type of business that would survive in town
- Attract New Business
- Research Grants
- Accessible Conference Centre.
- Identify potential for growth.
- Make Deer Lake more attractive to businesses and tourists.
- Encourage new industry.

#### Budget for 2011

1. recommend we purchase a laptop,
2. filing cabinet – 4 drawer
3. divider
4. cell phone
5. lapel pins.

#### Budget for 2012

6. Economic Development	\$40,000.00
7. Banner	\$ 1,000.00
8. Table Cloth/Maps	\$ 2,000.00
9. Travel/Mileage	\$ 2,600.00
10. Supplies	\$ 350.00

Next meeting is scheduled for December 12, 2011 at 9:00 a.m.

**c. Environment and Housing Committee, November 25, 2011**

**2011-1128-05 Environment and Housing Committee of November 25, 2011**

**Councillor Kerry Jones/Councillor Sheila Mercer**

Resolved that the minutes/recommendations of the Environment and Housing Committee meeting of November 25, 2011 be adopted as presented for garage at 5 Wight’s Road, garage at 16 Grace Avenue, Commerce Street to have sign place under current sign not approved, Quarry permits approved from items 4 to 17 and the sign for the Salvation Army Church located at Church Street/Farm Road.

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

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

Environment & Housing  
 November 25,2011

Councillor Kerry Jones  
 Councillor Shelia Mercer  
 Deputy Mayor Sandra Pinksen  
 Maxine Hayden  
 Dave Thomas  
 Terry Barnes

NO	Address	Description	Recommendation
01	5 Wight Road	Garage length 24feet, width 18feet, height 12 feet, 17 feet from dwelling , 15 feet from rear of property, 4 feet from right Sideyard.	Recommend Approval
02	16 grace Avenue	Garage length 30 feet width 24 feet height 8 feet, 25 feet from dwelling in line with patio on dwelling, front yard 100 feet	Recommend Approval
03	Commerce Street	Sign placed under current sign	Not Approved
04	North Side of TCH 4.3 Km East of Airport Road	Quarry Gravel Sand	Recommend Approval
05	Junction Brook	Quarry Sand	Recommend

			Approval
06	Deer Lake	Quarry Borrow Material	Recommend Approval
07	2Km West of Junction brook Bridge	Quarry Gravel Sand	Recommend Approval
08	3km from R430 off Incinerator Road	Quarry Borrow Material	Recommend Approval
09	Deer Lake	Quarry Gravel Sand	Recommend Approval
10	Off Deer Lake Access Road	Quarry Sand	Recommend Approval
11	Junction Brook Quarry Area	Quarry Sand	Recommend Approval
12	Junction Brook Quarry Area	Quarry Sand, Gravel	Recommend Approval
13	Junction Brook Quarry Area	Quarry Gravel	Recommend Approval
14	Junction Brook Quarry Area	Quarry Gravel, Sand	Recommend Approval
15	Across from Airport	Quarry Gravel	Recommend Approval
16	S. Side of TCH of Junction Dump Rd.	Quarry Gravel	Recommend Approval
17	W. Side of R430, 1/5 km N of Reidville Road	Quarry Gravel	Recommend Approval
18	Church Street/Farm Road	Sign	Recommend approval

**d. ) Finance Committee, November 24, 2011**

**2011-1128-06 Finance Committee of November 24, 2011**

**Councillor Deputy Mayor Sandra Pinksen/Councillor Myra Spence**

Resolved that the minutes/recommendations of the Finance Committee meeting of November 24, 2011 be adopted as presented which includes approval for Marine Contractors Claim 2 Birch and Colbourne for \$255,780.32 pending approval government services, approval for Evergreen Paving gas tax funding for \$195,215.05, approval of tax adjustments for water and sewer for \$1,143.16 and business tax for \$498.30, to have David Pelly mailer, copier, sorter recommendation be deferred to proceed with getting quotes for full package and accounts payable in the amount of \$33,661.91 .

In Favor            Mayor Dean Ball  
                                 Deputy Mayor Sandra Pinksen

Councillor Kerry Jones  
 Councillor Sheila Mercer  
 Councillor Myra Spence  
 Councillor Jean Young

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

Finance Committee  
 November 24 2011

Councillor Elmo Bingle  
 Councillor Jean Young  
 Deputy Mayor Pinksen  
 Maxine Hayden

1. Marine Contractors Claim 2 Birch & Colbourne \$255,780.32 recommend approval pending approval government services.
2. Evergreen Paving gas tax funding - \$195,215.05 recommend approval
- 3 Tax adjustment water sewer \$1,143.16, Business Tax 498.30 recommend approval
4. David Pelly - mailer, copier, sorter. Recommend that we call for a tender on the copier.
4. Accounts Payable. \$33,661.91 - Recommend approval

f.) Town Manager Action Report for November 21.2011. For information purposes only.

Town Manager Action Report for  
 Meeting No. 1222 held  
 November 21, 2011

No	item	Dept.	Person responsible	Task/request	Date
1	Deer Lake Motel	Admin	TM/Judy	Notify employees of Christmas Party 7:30 December 08,2011	November 23,2011
2	Valarie Simms Anderson	Admin	TM	Snowmobile meeting Pizza Delight Monday Nov. 28,2011	November 22,2011
3.	Gordon Hancock	Admin	TM	Notify he had Town Clerk position	November 21,2011

4.	Christa Jones	Admin	TM	Notify Administrative assistant position	November 22,2011
5.	Applicants for Town Clerk, and Administrative Assistant	Admin	TM/Pat	Notify people positions filled	November 23,2011
6	John Goulding	Admin	TM/Pat	Crown Land Application approved	November 22,2011
7	Barbara Young	Admin	TM	Notify more information required on water, sewer and road access	November 23,2011
8.	Anthony Young	Admin	TM/Pat	Dwelling approved	November 23,2011
9	Jamie Pinksen	Admin	TM	Crown Land application approved	November 21,2011

The Tree Lighting Ceremony will be held at the Town Office parking lot on Thursday, December 8<sup>th</sup>. At 6:30 pm

Budget Review meeting scheduled for December 5, 2011 at 7:30 pm

**Adjournment**

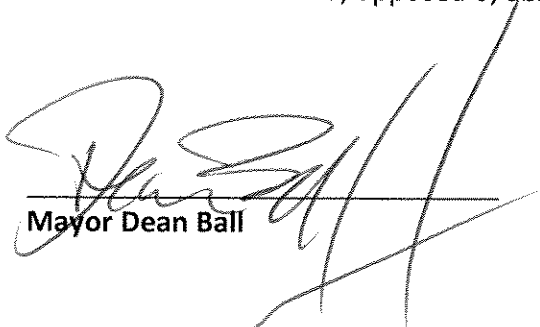
**2011-1128-07 Adjournment**

**Deputy Mayor Sandra Pinksen/Councillor Myra Spence**

Resolved that since there is no further business in urgent need of discussion that the meeting adjourn at 8:37 pm with the next regularly scheduled meeting set for Monday, December 12, 2011 at 7:30 pm.

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

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



\_\_\_\_\_  
 Mayor Dean Ball



\_\_\_\_\_  
 Acting Town Clerk, Judy King