

Minutes of the regular meeting of council held Monday, December 17, 2018 No. 1370 held in Council Chambers, 34 Reid's Lane, Deer Lake, NL.

In attendance: Mayor Dean Ball
Deputy Mayor Michael Goosney
Councillor Amanda Freake
Councillor Myra Spence
Councillor David Parsons
Councillor Gordon Hancock
Councillor Kerry Jones

Absent:

Also in attendance: Town Manager, Maxine Hayden
Town Clerk, Lori Humphrey
PW Superintendent, David Thomas

Gallery: Bill Hayden, Diane Crocker Western Star

Regular meeting of council called to order at 8:00 pm by Mayor Ball

2018-1217-01, Minutes No. 1369

Deputy Mayor Michael Goosney /Councillor David Parsons

Resolved to accept the minutes of regular meeting of council, No. 1369 Monday, November 26, 2018

In Favor: Mayor Dean Ball
Deputy Mayor Michael Goosney
Councillor Amanda Freake
Councillor Myra Spence
Councillor David Parsons
Councillor Gordon Hancock
Councillor Kerry Jones

In favor 7; opposed 0. Carried

New Business

Mayor Ball, Councillor Parsons, Councillor Spence and Councillor Hancock leave the meeting due to conflict of interest. Deputy Mayor Goosney Chairs the meeting.

2018-1217-02, Rescind Motion 2018-1122-01

Councillor Kerry Jones/ Councillor Amanda Freake

Resolve that the following motion 2018-1122-01 be rescinded.

In Favor: Deputy Mayor Michael Goosney
Councillor Amanda Freake
Councillor Kerry Jones

In favor 3; opposed 0. Carried

2018-1122-01, Commercial Waste

Councillor Kerry Jones / Deputy Mayor Michael Goosney

Move that the Town of Deer Lake discontinue commercial waste pickup as of January 1st, 2019. All business will be responsible for transporting waste to the designated transfer station along with payment of tipping fees from Western Waste Management. Apartment complexes of any size must comply with residential waste regulation if they wish to avail of residential waste curbside pickup. This will include proper sorting, adhering to bag limits, paying the garbage fee per unit and any other regulation that may be set in the future. If an apartment complex wishes not to participate in the residential waste curbside pickup, the property owner will be responsible for transporting waste to the designated transfer station along with any tipping fees from Western Waste Management.

Letters will be sent to businesses, apartment owners and anyone this motion affects once ratified at the next regular council meeting.

*In Favor: Deputy Mayor Michael Goosney
Councillor Amanda Freake
Councillor Kerry Jones*

In favor 3; opposed 0. Carried

2018-1217-03, Commercial Waste

Councillor Kerry Jones/ Councillor Amanda Freake

In Favor: Deputy Mayor Michael Goosney
Councillor Amanda Freake
Councillor Kerry Jones

In favor 3; opposed 0. Carried

Move that as of January 1st, 2019 any business, including home based business, wishing to have the Town of Deer Lake pick up their waste must comply with the residential regulation. This will include but not limited to proper sorting, adhering to bag limits, paying the garbage fee per unit and any other regulations that may be set in the future. The decision to opt in or out of waste pick up will be a onetime decision and cannot be changed throughout the year. Commercial buildings with multiple businesses must pay a garbage rate for each business, if they wish to opt out it must

be for the whole building and not just for individual businesses. Apartment complexes of any size (homes with apartments, duplexes, triplexes and apartment building) must comply with residential waste regulation if they wish to avail of residential waste curbside pickup. This will include but not limited to proper sorting, adhering to bag limits, paying the garbage fee per unit and any other regulation that may be set in the future. If an apartment complex wishes not to participate in the residential waste curbside pickup, the property owner will be responsible for transporting waste to the designated transfer station along with any tipping fees from Western Waste Management.

Mayor Ball, Councillor Parsons, Councillor Spence and Councillor Hancock return to the meeting. Mayor Ball resumes the chair.

Correspondence

Meeting No. 1370

Date: Monday, December 17, 2018

No	NAME	REGARDING	
1	Advance Education and Skills	Conciliation Officer	FYI
2	MAA	Amendments to the Act	FYI
3	Canadian Wireless Telecommunications Association	Recycle my Cell	FYI

(a) Finance

2018-1217-04, Finance

Councillor Amanda Freake/Councillor Myra Spence

Resolved that the recommendations for Finance Report for December 13, 2018 excluding # 5 be adopted as presented.

In Favor: Mayor Dean Ball
 Deputy Mayor Michael Goosney
 Councillor Amanda Freake
 Councillor Myra Spence
 Councillor David Parsons
 Councillor Gordon Hancock
 Councillor Kerry Jones

In favor 7; opposed 0. Carried

Councillor Hancock leave meeting due to conflict of interest.

2018-1217-05, Finance

Councillor Amanda Freake/Councillor Myra Spence

Resolved that the recommendations for Finance Report for December 13, 2018 # 5 be adopted as presented.

In Favor: Mayor Dean Ball
Deputy Mayor Michael Goosney
Councillor Amanda Freake
Councillor Myra Spence
Councillor David Parsons
Councillor Kerry Jones

In favor 6; opposed 0. Carried

Councillor Hancock returns to the meeting.



Finance
December 13, 2018

Councillor Amanda Freake
Councillor Myra Spence
Maxine Hayden

NO	Description	Recommendation
1	SNC Lavalin Fourth Avenue Upgrade - \$97,065.64	Recommend approval
2	Marine Fourth Ave. \$100,244.40	Recommend Approval
3	2 Lakeview Crescent - water tax Air B&B	Not approved write a letter explaining the reason for extra water

4	NCL Contractors Industrial Park - \$331,571.37	Recommend approval
5	Waste removal Town/Municipal Park Dumpster / collection including tipping fee not including HST B & S Trucking \$12,120.00, C & R contractors \$14,216.00	Recommend approval of B & S Trucking for 2019
6	Deer Lake Fire Dept. winter tires Deer Lake Truck \$3,641.68, Woodward's \$3,768.44, Simmons \$2,855.91, Simmons \$2,890.41(Rescue 1, current tires on vehicle will be put back on again in summer)	Recommend approval of winter tires for Rescue 1
7	Accounts Payable \$55,986.39	Recommend approval
8	Christmas Eve vacation day office staff. The office will be closed Monday December 24, Tuesday December 25 and Wednesday December 26.	Recommend approval for office staff to use vacation day for December 24, 2018.

(b) Budget

2018-1217-06, Budget

Councillor Amanda Freake/Councillor Myra Spence
 Resolved that the 2019 budget be adopted as presented.

In Favor: Mayor Dean Ball
 Deputy Mayor Michael Goosney
 Councillor Amanda Freake
 Councillor Myra Spence
 Councillor David Parsons
 Councillor Gordon Hancock
 Councillor Kerry Jones

In favor 7; opposed 0. Carried

PUBLIC ADDRESS: Deer Lake Budget 2019
From: Finance Chairperson Amanda Freake
Date: December 17, 2018

Your Worship Mayor Ball, fellow councillors and members of the gallery...
 ...as chairperson of the Finance Committee for the Town of Deer Lake, it gives me great pleasure to present the Budget for the 2019 taxation year.

I would like to take this opportunity to thank the finance committee, my fellow town councillors, the members of our management team and all staff members.

Everyone involved played a very important role in developing this important financial forecast for 2019. Because of the town's diligence in working within the limits of presenting a balanced budget, we are pleased to present a balanced budget of **\$7,896,810 million**, with no increases in the residential mill rate.

For 2019, the Town's debt to service ratio sits at 14%. This leaves the Town with significant flexibility which allows council to avoid an increase in property taxes.

However, waste management will be a significant cost to the town in 2019 because of the provincially-mandated decision to move waste from municipalities to a new transfer station located at Hampden junction, with waste then being moved onto Norris Arm.

In 2018, the Town of Deer Lake had charged a waste collection fee of \$116.50 for a six-month period. The waste collection program was delayed in starting, creating a surplus in waste fees. This surplus will be applied to the 2019 waste expenses, enabling council to lower the waste collection rate for 2019 to \$165 from the expected \$281.

This was an estimated cost, as the Town only had two-and-a-half months of actual costing to go by so waste expenses will be closely monitored in 2019 to ensure a more accurate number going forward.

Councillors also wish to assure residents that they are committed to researching all avenues to help reduce tipping and trucking costs.

Moving forward, I would like to present some of the investments we were able to make in the fiscal year 2018 and highlight those investments planned for 2019.

There will be funds to cover increased labour hours in some departments as we continue to grow in 2019.

In the 2019 budget, the Town of Deer Lake will allocate funds to purchase a new fire truck in partnership with the provincial government.

We will start with the **Department of Public Works'** achievements for 2018:

- The Town completed asphalt, curb, gutter, water and sewer work on Fourth Avenue and Chaulk's Lane;
- Sidewalks were added to Main Street, Chaulk's Lane, Wight's Road and Fourth Avenue;
- Upper Nicholville Road, Tower Road and Wallace Place were re-capped;
- The department purchased a wheeled excavator and sidewalk snow cleaner and
- The Town introduced new traffic-calming measures such as signage, flashing lights and sidewalks near our school zones.

In 2019, the **Department of Public Works** has prioritized the following:

- In the area of capital works, the Town has received funding for water, sewer, paving and sidewalks on part of High Street;

- There are plans to re-cap Old Bonne Bay Road, Pennell's Lane and Squires Road;
- The Town has submitted applications through the provincial capital works program to complete water and sewer upgrades to Canal, Garden and Middle roads and to conduct a water study to determine if additional water filters are needed for the Town.

The **Recreation Department** also enjoyed a good year in 2018:

First of all I wish to acknowledge the wonderful job done by everyone in the Town in putting off the 2018 Newfoundland and Labrador Winter Games.

This was an exciting two weeks for all of us, especially the hundreds of athletes who competed. I also believe that many people came away with a very positive view of our Town.

Some other accomplishments were:

- The Department completed work at Deer Lake RV Park, upgrading water and sewer lines, buildings and roadways;
- The annual beach clean-up was another great success, resulting in a record number of users. Additional beach enhancements are planned for 2019.

The **Recreation Department** provides services to hundreds of people in Deer Lake and the surrounding areas. In 2018, 1,000 taxpayers came through the doors of the recreation complex every week.

These people skate with the minor hockey program, skate with the figure skating program, take part in bowling leagues and swim on the swim team. We have also taught 500 students swimming lessons.

In 2019, the **Recreation Department** will work on the following:

- The Town of Deer Lake will host the 2019 provincial broom ball tournament;
- A program that will see the installation of LED lighting which will reduce energy costs in 2019;
- Extending the stage at the outdoor theatre;
- Continuing upgrades to Deer Lake RV Park, including a possible road and lot expansion, upgrades to the main building and the playground area, and
- New playground equipment for the Main Street playground. In addition, the Town continues to plan for the purchase of a new Zamboni.

In the area of **Economic Development, the following was achieved:**

- Veteran's Memorial Industrial Park welcomed its first tenants and more will follow early in the new year;
- The Town received funding to hire a Climate Control Action Co-coordinator through funding from the Federation of Canadian Municipalities (FCM);
- A section was added to the airport walking trail to create a continuous loop some 5 km in distance. In addition, considerable work was done on the trailheads near the airport and beside the Humber River, across from the Insectarium.

For 2019, areas of priority within **economic development** are:

- Continued work on the Town walking trails. The new airport loop will be mulched and signed, with the goal of finalizing this loop in 2019. Plans also call for possible trail work in the areas of the Duck Pond, located behind Commerce Street, and Spillway Brook;
- At Veteran's Memorial Industrial Park, 2019 work will include finalization of soil redistribution, installation of electrical poles; completion of a welcome structure with directory of tenants and upgrades to the road and parking lot;
- Arts and Culture: The Town will explore avenues in elevating arts and culture in the community.
- Work on snowmobile trails: The Town will improve the approaches to town by removing brush, widening the trail and adding signage. The approaches will be dealt with an eye to accommodating quad bike traffic;
- Signage: The Town plans to erect wayfinding signage in the community and larger, billboard-type signs on the three main highway approaches to Deer Lake.

Also introduced in 2018 was Property of the Week that will continue in 2019.

When the budget address was delivered last year, it was noted that there has been exciting growth in our Town. That growth continues and we expect it will continue for the next 1-2 years at least. One indicator is the value of our building permits. While the number of new homes constructed decreased in 2018, the overall value of construction in Deer Lake during the season totaled nearly \$7.5 million.

Another indicator of growth is the significant new commercial construction projects currently underway in the Town. Currently, Deer Lake is enjoying the development of several major properties, including:

- A new Hampton Inn with 85 rooms and a 5,000 square foot conference centre. This \$10 million facility is expected to employ over 50 people;
- A new Orange Store with Tim Horton's and Dairy Queen food outlets, which will employ 45 people at a construction cost of \$2.5 million;
- The Foodland building is being expanded to twice its current size to accommodate a new Dollarama store. This \$750,000 project is expected to employ 15 people;
- Another project to be announced will see the construction of a new Wingin' It restaurant. This \$900,000 initiative will employ some 25 people.

The overall value of these initiatives is some \$14 million.

The Town will also continue its commitment to low income families by removing home values in the sliding scale that is used to reduce the property, water and sewer tax obligations for those families.

Interest on delinquent accounts will stand at 1 per cent per month and we will be offering residents a discount of 3% if paid by January 31, 2019, and 2% if paid by February 28, 2019.

Your Worship, this concludes my presentation of the Town of Deer Lake's budget for 2019.

I now would like to move the adoption of this budget as presented.



2019 Budget Summary

Revenues

Local Revenues	5,975,571.00
Municipal Operating Grant	260,545.00
Grant Water and Sewer	93,188.00
Community Sustainable Gas Tax	38,454.00
Other Revenues	180,024.00
Miscellaneous Revenue	2,000.00
Gas Tax Funding	231,567.00
Recreation Revenue	357,926.00
Land Sale	360,000.00
Equipment Hire	5,000.00
Waste Disposal	<u>392,535.00</u>
	<u><u>\$7,896,810.00</u></u>

Expenditures

Administration	595,822.00
Protection	384,687.00
Waste	513,200.00

Recreation	597,421.00
Community Activities	27,340.00
Water Supplies	354,138.00
Sewer System	428,304.00
Capital	1,635,602.00
Other Expenditures	392,109.00
Bowling	79,346.00
Council	80,524.00
Property Assessments	76,972.00
Fleet	216,871.00
Road	583,151.00
Snow Clearing	277,358.00
Community Improvements	40,207.00
Tourism	117,190.00
Debt	986,445.00
Parks	172,041.00
Swimming Pool	313,682.00
Election	12,000.00
Donations	<u>12,400.00</u>
	<u><u>\$7,896,810.00</u></u>

(e) Tax Rates

2018-1217-07, Tax Rates

Councillor Amanda Freake/Councillor Myra Spence
Resolved that the 2019 tax rates be adopted as presented.

In Favor: Mayor Dean Ball
Deputy Mayor Michael Goosney
Councillor Amanda Freake
Councillor Myra Spence
Councillor David Parsons
Councillor Gordon Hancock
Councillor Kerry Jones

In favor 7; opposed 0. Carried

TOWN OF DEER LAKE 2019 Tax Rates	
PAYMENT OPTIONS: 1. Payment in full by March 31, 2019 2. Payment Plan for payment in full by December 31, 2019, interest free with post dated cheques or pre-authorized debit transactions. Interest will be reinstated if any of the above noted transactions are declined or returned NSF. A NSF charge of \$25.00 will be applicable. 3. Interact, Visa, MasterCard, cash, cheques, automatic debit accepted.	
DISCOUNTS: 3% - if paid by January 31, 2019 2% - if paid by February 28, 2019	
INTEREST: 1% compound monthly interest	
On an ongoing basis council will be enforcing the March 31 st deadline and encourage you to set up equal payments or have the balance paid in full by March 31 st , otherwise they shall take action against your property.	
PROPERTY TAX RESIDENTIAL: Ml Rate 7.0 mils Minimum \$495.00 COMMERCIAL: Ml Rate 7.0 mils Minimum \$495.00 VACANT: Unservicable lots 7.0 mils Servicable lots Ml Rate 7.0 mils Servicable lots Minimum \$495.00	WATER/SEWER TAX RESIDENTIAL: Water & Sewer \$448.00 per unit Water Only \$338.00 per unit Sewer Only \$110.00 per unit COMMERCIAL: Water & Sewer \$448.00 per unit Water Only \$338.00 per unit Sewer Only \$110.00 per unit BED & BREAKFAST: Up to 6 rooms \$896.00 More than 6 rooms \$1,344.00 HOTELS/MOTELS/SENIORS MANORS: Water & Sewer: \$448 plus 37.55 per room Water & Sewer Connection Fee: Hookup Fee \$1,000.00 Water Only Hook-up \$500.00 Sewer Only Hook-up \$500.00 Pavement Cuts \$3.00 per sq ft Other Water & Sewer Fees: Water/Sewer turn on/off fee \$50.00 After Hours Call Out \$110.00 School Transportation \$1.53 per 1k gal
GARBAGE FEE: Residential \$165.00 per unit Apartment \$165.00 per unit Commercial \$165.00 per unit 5 bag limit - garbage (blue bags) 5 bag limit - recycle (blue bags) \$1 per bag for extra bags, up to max. of 5 extra bags per week, must be purchased before garbage day.	BUSINESS TAX FOR BUSINESS TAX BASED ON ASSESSMENT: Minimum \$399.00 General Business 7.5 mils Includes all categories except the following: Doctors/Dentist/Professionals 12.5 mils Banks and Financial Services 10.0 mils Drug Stores 14 mils Car Rental Agencies 69.5 mils Bed & Breakfast 7.5 mils Aviation 10 mils Financial Services 17 mils Insurance Services 17 mils Hotels/Motel 8 mils Agriculture 5.5 mils Senior's Manor 6.5 mils Funeral Homes 16 mils FOR BUSINESS TAX BASED ON REVENUE: No Fixed Place of Business 1% of Gross Revenue Utilities/Cable Companies 2.5% of Gross Revenue DIRECT SELLERS TAX/VENDOR PERMIT: Up to 4 months \$50.00 per month After 4 months \$399.00
POLL TAX Minimum \$345.00	COMMUNITY SERVICE FEES Fire Protection \$65.00 per household Reidsville Water \$147.70 per household ANIMAL CONTROL FEES License Fee (Lifetime of animal) \$10.00 Impounding Fee 1 st offence \$50.00 2 nd offence \$75.00 3 rd offence \$100.00 Overnight Stay \$10.00 per night Disposal of Animal \$50.00
OTHER Tax Certificates \$100.00 each Compliance Letters \$100.00 each Copies of Municipal Plan/Dev. Regulations \$25.00 Letters of Confirmation \$100.00 Information Requests \$50.00 per hour Printing/Copying \$5.00 per copy (kg) Fencing \$0.20 per copy (letter/legal size) Fencing \$2.00 per fac Taxi Permits \$70.00 each Taxi License \$25.00 per year Fire/Oxygen Inspection: Commercial \$50.00 per visit Residential \$30.00 per visit	DEVELOPMENT Residential Building Permits: New Construction \$1.00 per sq. m /gross floor area Extensions \$1.00 per sq. m Accessory Buildings \$1.00 per sq. m (Min. of \$50.00) Basement Apartments \$1.00 per sq. m Renovations/Improvements: Construction value: less than \$5,000 \$25.00 Construction value: over \$5,000 \$50.00 Swimming Pools \$50.00 Fencing \$25.00 Commercial/Industrial/Institutional Building Permit: New Construction \$4.25 per \$1,000 construction value Extensions \$4.25 per \$1,000 construction value Accessory Buildings \$4.25 per \$1,000 construction value Renovations/Improvements \$100.00 Commercial - Other \$4.25 per \$1,000 construction value Other: Installation of Signs \$50.00 Demolition Permits \$25.00 minimum Subdivision Application Fee \$500.00 Town Plan Amendment Fee \$400.00 minimum Zoning Amendment Fee \$100.00 minimum Non-Compliant Fee: Commercial \$50.00 minimum Residential \$25.00 minimum
ALL TAXES ARE DUE AND PAYABLE BY MARCH 31, 2019	

(d) Tax Exemption Form

2018-1217-08, Tax Exemption Form

Councillor Amanda Freake/Councillor Myra Spence

Resolved that the 2019 tax exemption form be adopted as presented.

In Favor: Mayor Dean Ball
Deputy Mayor Michael Goosney
Councillor Amanda Freake
Councillor Myra Spence
Councillor David Parsons
Councillor Gordon Hancock
Councillor Kerry Jones

In favor 7; opposed 0. Carried



MUNICIPAL PROPERTY TAX EXEMPTION APPLICATION FOR 2019

To Qualify:

- Must have a total annual income from the prior year (2018) of 18,500 or less (please see sliding scale below).
- Application must be for primary residential property only
- A copy of the previous year's tax return notice of assessment for all household members – which would include both property owners (husband, wife or Common-Law partners), must accompany this application.
- Deadline for receipt of applications is **July 1st, 2019**

NOTE: This exemption applies **ONLY** to the current property tax/water/sewer fees. Any property owner with tax arrears will not be eligible for this discount unless they make a minimum payment of \$200 per year towards the tax arrears.

If approved, exemption will not be applied to the account until the Payment for the taxes owed is paid in full. **The exemption does not include garbage fees, these fees must be paid.**

Council reserves the right to approve applications on an individual basis and may not necessarily decline those who only meet one criteria.

SLIDING SCALE

No.	Annual Income Level	Property Tax, Water and Sewer Tax
1	\$0.00 - \$13,500.00	Property Owner to Pay \$200.00 for current year
2	\$13,501.00 - \$14,500.00	Property Owner to Pay \$225.00 for current year
3	\$14,501.00 - \$15,500.00	Property Owner to Pay \$250.00 for current year
4	\$15,501.00 - \$16,500.00	Property Owner to Pay \$275.00 for current year
5	\$16,501.00 - \$18,500.00	Property Owner to Pay \$300.00 for current year

(e) Environment and Housing

2018-1217-09, Environment and Housing

Councillor Kerry Jones /Councillor David Parsons

Resolved that the recommendations for Environment and Housing Report for December 7 and 14, 2018 be adopted as presented.

In Favor: Mayor Dean Ball
 Deputy Mayor Michael Goosney
 Councillor Amanda Freake
 Councillor Myra Spence
 Councillor David Parsons
 Councillor Gordon Hancock
 Councillor Kerry Jones

In favor 7; opposed 0. Carried

**Environment & Housing Committee Minutes
Friday, December 7, 2018, 10 am**

In attendance:

Councillor Kerry Jones

Public Works Supervisor David Thomas

Town Manager Maxine Hayden
Clarke

Economic Development Officer Damon

Municipal Enforcement Officer Keith Park

Administrative Assistant Christa Jones

Regrets:

Councillor David Parsons

Building Permits:

Following is a breakdown of the number of permits issued (in brackets) and construction values so far in 2018, up to and including Friday, December 7, 2018:

- General repairs (123): \$ 440,830
- Accessory buildings (35): \$ 394,200
- Commercial Construction (13): \$ 2,309,000
- Decks, Extensions, Patios (26): \$ 75,250
- New Dwellings (16): \$ 3,772,000

TOTAL (213 permits): \$ 6,991,280

#	Name	Address	Description	Action
New Residence				
1.	Ron Thomas	3 Evan's Lane	New dwelling	Approved
Commercial Construction				
2.	Great Canadian Dollar Store	16 Church Street	Roof extension	Approved
New Businesses				

3.	Spud Takeout	53 North Main Street	New operator	Approved
4.	Trailway Suite 59	59 North Main Street	Air BnB	Approved
Other				
5.	Main Dam rehabilitation	Main Dam		For information Purposes
6.	Coleman's	Pennel's Lane	Trailer attached to business	Does not comply, no permit application was received
7.	Boundary expansion		Two meetings planned for Tuesday, December 11, 2018	For information purposes
8.	Civic numbering		Draft regulation sent to council for input; will go back to council at Dec. 17 meeting for final sign-off...will then be sent to government	
9.	Euthanizing and disposal of animals		Residents who wish service can contact town office; \$25 fee for disposal service going forward	

**Environment & Housing Committee Minutes
Thursday, December 14, 2018, 10:30 am**

#	Name	Address	Description	Action
General Repairs				
Extensions, Decks, Patio				
New Residence				
Accessory Building				
Commercial Construction				
New Businesses				
Other				

1.	Mike Kelly & Sons	33 Reid's Lane	Company seeking permission to house 15-20 workers using construction trailers located on site	Committee recommends approval, pending the acceptance of several conditions.
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(c) Public Works

2018-1217-10, Public Works

Deputy Mayor Michael Goosney/Councillor Myra Spence

Resolved that the recommendations for Public Works Report for December 13, 2018 be adopted as presented.

In Favor: Mayor Dean Ball
 Deputy Mayor Michael Goosney
 Councillor Amanda Freake
 Councillor Myra Spence
 Councillor David Parsons
 Councillor Gordon Hancock
 Councillor Kerry Jones

In favor 7; opposed 0. Carried

Public Works
 December 13, 2018

Deputy Mayor Mike Goosney
 Councillor Myra Spence
 Dave Thomas
 Maxine Hayden
 Keith Park attended meeting for items 1 and 2

Date	Description	Recommendation
01	Intersection Fifth Ave. extension, Hancock's, Wight's Lane - a resident was in and feels this should be a four way stop	The MEO visited the site , currently there is a stop sign on Hancock's and Wight's Lane, Fifth avenue has enough line of site for vehicles coming from Hancock's and Wight's Lane. Recommend status quo on stop signs for the intersection.
02	Deer Lake Fire Rescue - opening burning	MEO will check with other Town and look at regulations regarding opening burning.
03	Generator our generator broke	Recommend purchase a new generator

	down cost to repair is \$2,100.00 we can get a new one for \$1,765.00	
04	Deer Lake Fire Rescue markers for fire hydrants.	Public Works crew is working on getting markers installed.
03	SNC Lavalin - Bennett Ave. anticipated cost including engineering \$182,292.25	Recommend hold off awarding contracting

(c) Civic Numbering Regulations

2018-1126-06, Civic Numbering Regulations

Councillor Kerry Jones / Councillor David Parsons

Resolved that the Civic Regulations be adopts as presented.

In Favor: Mayor Dean Ball
Deputy Mayor Michael Goosney
Councillor Amanda Freake
Councillor Myra Spence
Councillor David Parsons
Councillor Gordon Hancock
Councillor Kerry Jones

In favor 7; opposed 0. Carried



**Town of Deer Lake
Civic Numbering Regulations**

PUBLISHED BY AUTHORITY

The following regulations have been made by the Town of Deer Lake pursuant to the provisions of Section 414 or the *Municipalities Act, 1999*, Chapter M-24, and were adopted by resolution of Council on the 17 day of December, 2018.



Dean Ball, Mayor



Lori Humphrey, Town Clerk

Civic Numbering Regulations

1. These Regulations may be cited as the Town of Deer Lake Civic Numbering Regulations.
2. Interpretations: In these Regulations unless the context otherwise requires;
 - a) "Act" means the *Municipalities Act, 1999*.
 - b) "Building Line" means a line established by an authority that runs parallel to a street line and is set at the closest point to a street that a building may be placed.
 - c) "Civic Address" means civic number and street name.
 - d) "Civic Number" means the number assigned to a property by the Council in accordance with these Regulations;
 - e) "Corner Lot" means a lot or parcel of land abutting upon two or more streets at their intersection or upon two parts of the same street forming an interior angle of less than 135 degrees.
 - f) "Council" means the Town Council of the Town of Deer Lake, Newfoundland.
 - g) "Front Yard Civic Numbering Sign" means a sign that is located within the Front Yard, attached to a post or a securely fixed landscaping element that clearly marks the civic number for the street onto which it fronts.
 - h) "Good State of Repair" means the civic numbers are complete and visually apparent, and in a structurally sound condition, plumb and securely anchored, and all stained or painted elements are maintained and free of peeling;

- i) "Grade" (as applying to the determination of building height) means the lowest of the average levels of finished ground adjoining each exterior wall of a building, except that localized depressions such as for vehicle or pedestrian entrances need not be considered in the determination of average levels of finished ground.
- j) "Lot" means any plot, tract or parcel of land, which can be considered as a unit of land for a particular use or building.
- k) "Main Building" means a building in which is conducted the main use of the lot on which it is located.
- l) "Town" means the Town of Deer Lake
- m) "Owner" means any person, firm or corporation controlling the property under consideration.
- n) "Residential Lot" means a lot used exclusively or primarily for a dwelling or dwelling unit.
- o) "Street" means street, road, highway or other way designed for the passage of vehicles and pedestrians and which is accessible by fire department and other emergency vehicles.
- p) "Street Name" means the official name of a street and street type as it appears in the Civic Address File, and
- q) "Street Name Sign" means the name plate and the sign post for either private or public roads.

3. Application

These regulations shall apply to the municipal area of the Town.

4. Conformity with Regulations

No person shall erect, maintain or repair a civic number except in accordance with these Regulations.

5. Assigning Civic Numbers

- a) The civic number shall be assigned by Council through the Town Office Staff designate.
- b) Civic numbers previously assigned by the Town are valid for the purpose of these Regulations unless directed otherwise by the Town Office Staff designate.

6. Procedures

- a) Upon the receipt of a development application, the Town Office Staff designate will locate the property and determine the appropriate civic number to assign to the property.
- b) Where required, the assigning of a civic number and address to a property shall form a condition of the Building Permit.
- c) In those circumstances where civic numbers and addresses have not been assigned to an existing property or building by Council, the owners of those existing buildings shall be notified in writing of the civic number and address and required to post the civic number of the building in compliance with these Regulations.
- d) No permit shall be required to install, replace, and maintain a civic number in accordance with these Regulations.
- e) Where required, the civic number shall be posted on the building in accordance with these Regulations prior to the issuance of an occupancy permit.
- f) Periodic inspections of buildings throughout the Town by Municipal Enforcement or designate shall be undertaken to ensure compliance with these Regulations. Where it is required by the town, the owners of those existing buildings that are not in compliance with these Regulations, shall be notified in writing and required to post the civic number on the building in compliance with these Regulations.

7. Existing Civic Numbering Signs May Continue to be Used

- a) A civic number which is displayed on a building or property on the date of the enactment of these Regulations shall continue to be its civic number until such time as Council may, by written notice, direct otherwise.
- b) Civic numbering signs that do not conform to these Regulations may continue to be used until such time as the Council advises the property owner in writing of a revised civic number.

8. Civic Number Requirements

- a) The owner of a property on which a main building is located shall post the civic number(s) of the property in accordance with these Regulations.
- b) Unless otherwise determined by Council, the owner of a property shall keep the civic number of the property as assigned by the Town posted at a location in accordance with these regulations.

- c) Where the building is comprised of multi-tenant occupancies that are accessed externally at grade level, each tenant unit shall be identified by the posting and display of a suite or tenant number.
- d) Where it is determined by Town of Deer Lake officials that the assigned civic number cannot be easily read when viewed from the closest place on the travelled portion of the street or private road upon which the property is situated or from which it has access, the civic number shall be posted on the structure or facility and shall also be posted on the ground sign or at the end of the access driveway.
- e) The Town Office Designate may by written notice to an owner, change or reassign civic numbers to correct errors, inaccuracies or rationalize civic numbering along a street or road as a result of new development projects.
- f) The Fire Chief may, in writing, require an owner to place any number of civic numbering signs located on the property adjacent to the entrance of a driveway, including within Town lands, which provides emergency vehicle access to a building.

9. Civic Numbering Standards

A civic number shall be displayed on the main building of each property in a conspicuous location and displayed in a visually suitable manner, such that:

- a) it is in Arabic numbers;
- b) the civic number shall be displayed in a horizontal orientation;
- c) the color of the numerals shall clearly contrast with the background upon which the numbers are displayed;
- d) the minimum character size of numerals on residential properties shall be in accordance with the following table:

Distance of Building Line Setback From Street Line	Minimum Character Size
0 - 15 m (0 - 49.2 ft)	10 cm (4 inches)
15 m - 20 m (49.2 - 65.8 ft)	15 cm (6 inches)
Greater than 20 m (65.8 ft)	20 cm (8 inches)

- e) the bottom of the numerals on residential properties shall be a minimum of 1.2 m above grade;
- f) the minimum character size of numerals on non residential properties shall be 250 mm;
- g) the bottom of the numerals on non-residential lots shall be a minimum of 2.0 m above grade;
- h) the civic number shall be displayed on the building in a conspicuous manner that is clearly visible from the street or private road;
- i) the civic number shall be displayed on the side of the building that faces towards the street or private road upon which the property is addressed; and
- j) the civic number shall be displayed in a location which is not obstructed from view when viewed from the closest place on the travelled portion of the street or private road upon which the property is situated or from which it has access.

10. Public Authorities

The provision of these Regulations shall apply to all public authorities except in those cases where an exception from the Regulations is required to respond to an emergency or for a public purpose.

11. Conformity with Regulations

No person shall erect, maintain or repair a civic number except in accordance with these Regulations.

12. Maintenance

- a) Maintenance of the civic number sign shall be the responsibility of the owner.
- b) Every property owner shall maintain a civic number in a good state of repair.

13. Corner Lots

A civic number on a property that is a corner lot shall face, and be seen easily from the street that the address specifies. In some cases, Council may specify the location of the civic number.

14. Residential Lot – Front Yard Sign

No person shall erect or construct a civic sign for residential purposes in the area of the lot between the building line and front lot line with the exception of the following instances:

- a) where there is not a more visible location on the front elevation of the building; and

b) where an established form of front yard civic numbering signage has been established along a street, a new civic numbering sign may be erected such that is consistent with this form of front yard signage provided the sign:

(i) does not create a visual obstruction for vehicles entering or exiting the lot,

(ii) does not create an obstruction to the travelling public,

(iii) does not interfere with snow clearing operations, and

(iv) is consistent and is in line with other signs in the immediate neighbourhood.

15. Responsibility for Damage

The Council shall not be liable for any damages for the repair of any Civic Numbering Sign whatsoever where the Council, its employees or agents or otherwise have acted without negligence. In particular, the Council shall not be liable for any damages for the repair of any civic numbering sign whatsoever during the normal municipal operations located within the Municipal Area.

16. Enforcement

These regulations may be enforced by the Town Municipal Enforcement Officer, or any person appointed by Council.

17. Penalties

The Town of Deer Lake may, by written notice, require an owner to remove from his/her property any number which is displayed thereon which is not its civic number and the owner shall comply with such notice within seven (7) days of receiving the notice.

Every person who fails to comply with or otherwise contravenes any of these regulations is guilty of an offence and is liable on summary conviction.

a) Where the offence is a first offence, to a fine not exceeding \$500 but not less than \$100 and if in default of payment of fine, to imprisonment for a period not exceeding one month, and

b) Where the offence is a second or subsequent offence, to a fine not exceeding \$1,000, but not less than \$500 and in default of payment of fine to imprisonment not exceeding three months.

The Town of Deer Lake may install and bill the owner for labour and associated cost of installing the correct civic numbering if owner fails to comply.

Report From: Public Works Superintendent David Thomas
Prepared For: Council & Management Team
Date Prepared: December 14, 2018
Timeframe: November 26, 2018-December 14, 2018

Road:

- Patched Squires Rd, Airport Ave Ext, High Street, Riverbank Road, Goose Arm road, Commerce Street, Old Bonne Bay Road
- Repaired stop signs , and crosswalk signs
- Prepared and pave Cross's Road

Water:

- Clean filters
- Daily inspection of Chlorination and Filtration Plants
- Maintenance of filtration plant
- Water hookups on Evan's Lane, Cross's Rd, Cross's Heights

Sewer:

- Checked all lift stations and various man holes in town for Friday maintenance checks
- Repaired sewer plug on Wights Road
- Sewer Hookups on Evans Lane, Cross's Rd, Cross's Heights and Orange Store

Snow:

- Plowed roads
- Cleared sidewalks
- Cleared hydrants

Building Maintenance:

- Electrical work at liftstations, Rec Center

Adjournment

2018-1217-12 Adjournment

Councillor Amanda Freake

Resolved that since there is no further business that the meeting adjourns at 8:45 pm with the next regularly scheduled meeting set for January 14, 2019 at 8 pm.

In Favor: Mayor Dean Ball
Deputy Mayor Michael Goosney
Councillor Amanda Freake

Councillor Myra Spence
Councillor David Parsons
Councillor Gordon Hancock
Councillor Kerry Jones

In favor 7; opposed 0. Carried



Mayor Dean Ball



Town Clerk, Lori Humphrey