

Minutes of the regular meeting of council held Monday, January 27, 2020 No. 1392 held in Council Chambers, 34 Reid's Lane, Deer Lake, NL.

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

Absent: Mayor Dean Ball  
Councillor David Parsons

Also in attendance: Town Manager, Maxine Hayden  
Town Clerk, Lori Humphrey

Gallery: Bill Hayden

Regular meeting of council called to order at 7:45 pm by Deputy Mayor Goosney.

2020-0127-01, Minutes No. 1391

Councillor Myra Spence / Councillor Kerry Jones

Resolved to accept the minutes of regular meeting of council, No. 1390 Monday, December 16, 2019.

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

In favor 5; opposed 0. Carried

Business Arising from Minutes.

- It was noted that from last meeting to get quotes for repairs for the windows at the depot. Reminder to get that done so we have them for the spring.
- Follow up on any rat complaints. Look into the causes and preventions. Get update for council by end of week.

Correspondence

Meeting No. 1391

Date: Monday, January 13, 2020

No	NAME	REGARDING	
1	MNL	Email	FYI
2	WRWM	Accounts and operations	FYI
3	MNL	Urban Municipalities Meeting	FYI

(a) Finance

2020-0127-02, Finance

Councillor Amanda Freake /Councillor Myra Spence

Resolved that the recommendations for Finance Report for January 23, 2020 be adopted as presented.

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

In favor 5; opposed 0. Carried



Finance  
January 23, 2020

Councillor Amanda Freake  
Councillor Myra Spence via phone  
Maxine Hayden  
Lori Humphrey

NO	Description	Recommendation
1	Mike Kelly & Sons Pine Tree Drive \$285,527.62	Recommend approval
2	Marine Contractors High Street \$378,865.35	Recommend approval

3	FCM Membership \$1,724.92	Recommend approval
4	NLCSA safety conference Registration \$295.00	Recommend approval
6	Trees Recreation	Defer Recreation check with Shawn on trees and spacing
7	Marine Bennett avenue \$97,750.00	Deferred

(b) Accounts Payable
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2020-0127-03, Accounts Payable

Councillor Amanda Freake /Councillor Myra Spence

Resolved that the recommendations for Accounts Payable Report excluding #2 for January 23, 2020 be adopted as presented.

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

In favor 5; opposed 0. Carried

Councillor Gordon Hancock leaves meeting due to conflict of interest on #2.

2020-0127-04, Accounts Payable

Councillor Amanda Freake /Councillor Gordon Hancock

Resolved that the recommendations for Accounts Payable Report #2 only for January 23, 2020 be adopted as presented.

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

In favor 4; opposed 0. Carried

Councillor Gordon Hancock returns to the meeting.

**Town of Deer Lake**

Regular Accounts Payable Report

**Date: January 23, 2020**

<b>No.</b>	<b>Name of Supplier</b>	<b>Amount Owing</b>	<b>Notes</b>
1	Adam's Electrical Contracting	\$805.00	Lift rental
2	B & S Trucking	\$2,196.50	Dumpsters
3	Brandt Tractor	\$80.34	Unit #33
4	Cansel	\$41,904.16	GPS - PW
5	Corner Brook Industrial	\$121.85	Belts for stadium
6	Chandler	\$1,335.22	Parts for floor scrubber at stadium
7	Eastchem	\$1,410.83	Chemicals
8	Harvey & Company	\$3,501.75	Snowblower attachment for stadium
9	Hitech Communications	\$1,063.46	Web hosting
10	JN Automotive	\$1,605.53	All departments
11	Municipal Assessment Agency	\$18,161.00	First quarter fees
12	Narl Marketing Ltd.	\$339.27	Furncae oil - depot
13	Nevco Screboard	\$1,610.91	Controler for score clock
14	Newlab Supply	\$166.60	Garbage bags and soap - depot
15	Parts for Trucks	\$2,473.59	Unit #75
16	Royal Garage	\$138.54	Unit #42
17	Saunders Equipment Ltd.	\$544.20	Push button & seatbelt for new zamboni
18	Speedy Automotive	\$1,013.01	Unit #107, shop supplies & SAR
19	Stewart Mckelvey	\$423.20	Lease with Stirling Group
20	Superior Propane	\$204.62	Recreation
21	Total Canada	\$1,638.63	Oils - depot
22	Town of Reidville	\$697.60	Animal control
23	Traction	\$916.21	Unit #97, 28 & shop supplies

24	Wajax Industrial	\$68.13	Belts for stadium
25	Western Hydrualic & Mechanical	\$400.20	Cutting edges
26	Western Signs	\$150.36	Advertise here sign & South Main Street
27	Western Steel Works	\$551.08	Unit #61, 75, 101
28	Yellow Pages	\$49.80	Administration

\$83,571.59

(c) Public Works
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2020-0127-05, Public Works

Councillor Myra Spence Councillor Gordon Hancock

Resolved that the recommendations for Public Works Report for January 23, 2020 be adopted as presented.

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

In favor 5; opposed 0. Carried

Public Works  
 January 23, 2020

Deputy Mayor Mike Goosney  
 Dave Thomas  
 Maxine Hayden

Date	Description	Recommendation
01	Clean and safe drinking water workshop	Recommend Stephen Spence attend.
02	Woodrow Hedd Remediation	Recommend revisit in the spring, notify Mr. Head
03	Quotes trucks  Hickman Motors \$28,057.00 x 4 =\$112,920.00 HST \$16,834.20 = \$129,062.20  Dennis GM \$33,230.00 x 4 \$132,920.00 HST \$19,828.00 =\$152,748.00	Recommend Hickman Motors. Recommend to purchase the fifth truck as the tender came in lower than the budgeted amount. Also go out for loan for the amount of the tender less HST rebate.

<p>Kelly Ford \$33,758.28 x4 = \$135,033.12 HST \$20,254.96 = \$155,288.08</p> <p>Woodward Motors Ltd. \$35,997.00 x 4 = 143,988.00 HST \$21,598.20 = \$165,586.20</p> <p>Humber Motors Ford \$38,291.00 x 4 = \$153,164.00 HST \$22,974.60 = \$176,138.60</p>	<p>\$28,057.00 per truck <u>5 trucks</u> 140,285.00 <u>15% HST</u> 161,327.75 Total for trucks <u>15,030.84 HST Rebate</u> <u>\$146,296.91 Total loan amount</u></p> <p>3 public works 2 recreation</p>
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(d) Environment and Housing
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2020-0127-06, Public Works

Councillor Myra Spence/Councillor Gordon Hancock

Resolved that the recommendations for Environment and Housing Report for January 22, 2020 be adopted as presented.

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

In favor 5; opposed 0. Carried

**Environment & Housing Committee Minutes  
Wednesday, January 22<sup>nd</sup>, 2020, 9am**

In Attendance: Dave Parsons      Keith Park      Mark Lamswood  
Dave Thomas      Christa Jones      Leslie Murrin

Regrets: Kerry Jones      Maxine Hayden

**Meeting started at 9:00 am**

**2020 Building Permits to Date:**

Following is a breakdown of the number of permits issued (in brackets) and construction values so far in 2020, up to and including January 22<sup>nd</sup>, 2020:

- General repairs (1): \$ 0
- Accessory buildings (0): \$ 0
- Commercial Construction (0): \$ 0
- Decks, Extensions, Patios (0): \$ 0
- New Dwellings (0): \$ 0

#	Name	Address	Description	Action
<b>General Repairs</b>				
	Augustus & Audrey Yepiz	24 Pine Tree Drive	General Repairs - Renewal	Approved
<b>Extensions, Decks, Patio</b>				
<b>New Residence</b>				
<b>Accessory Building</b>				
	Devon Roberts	63 George Aaron Drive	Garage 40'x26'x19.8"	Approved pending Variance (height) Approval
<b>Commercial Construction</b>				
<b>New Businesses</b>				
<b>Other</b>				
	Fred Rice	Route 430	Request to re-consider decision re: crown lands application for personal vegetable garden usage;	Original Recommendation to Deny Remains for same reasons as originally stated; Mark L has also requested additional feedback from Crown Lands and waiting for this feedback
	NL Snowmobile Federation		Application for trail upgrades in PPWSA	Approved
	CBPPL/Kruger		Silviculture Application	Approved

	William Pittman	Route 430	Quarry Referral	Denied no new quarries in Town planning area
	Affordable Housing		Update and request to revisit at next meeting	Revisit at next E&H to determine next steps
	ATV/SBS Update		Meeting with Junction Trailblazers' Eugene Reid	Follow up meeting on Exit/Entry Signage Feb. 17 <sup>th</sup>
	Bev Ollerhead	2 North Main Street	Update	Town will not pursue to purchase
	Grenfell Student Report	Lukas Bosch	Rural Place-based Development & Cultural Capital	Mark L to distribute for reference
	Airport Avenue Extension		Update from Christa J that most tenants have been notified; will notify all of the name change to High Street	Christa J to continue to communicate with residents affected

(e) OHS Meeting

Town of Deer Lake  
**OHS Minutes**  
 OHS Program  
**Date: January 10, at 2:30pm**  
Minutes



In Attendance:  
**Management Representatives:**  
 Site 3 (Office): Lori Humphrey  
 Site 3 (Office): Michael Goosney  
 Site 9 (Hodder): Glynn Wiseman

**Employee Representatives:**  
 Site 3 (Office): Kelsey Jones  
 Site 7 (Depot): Ryan Moss  
 Site 7 (Depot): Jamie Pinksen

**Absent:**  
 Maxine Hayden



Dave Thomas  
Collette Carroll  
Ira Rideout  
Stephen Spence

1. Review of OH&S Program Elements:

**1) Leadership & Administration**

- Reviewed all policies
- Working Alone – SafetyLine App – waiting to see what management and council have decided.
- Reviewed the new regulations for 2020 – risk assessments, harassment prevention plan, violence prevention, record keeping – Kelsey to review all these and ensure that the Town is up to date on these regulations and see what training/in-services need to be done.

**2) OHS Committee**

- All committee meetings have been scheduled for 2020 – these dates will not change unless an emergency comes up or Kelsey ends up being off.
- The dates are as follows:
  - February 20<sup>th</sup>
  - April 17<sup>th</sup>
  - August 20<sup>th</sup>
  - October 21<sup>st</sup>
  - December 16<sup>th</sup>

**3) Education & Training**

- Supervisor Health & Safety – March 5<sup>th</sup>  
Kelsey Jones
- OHS Committee Training – March 9<sup>th</sup>  
Ryan Moss
- Fall Protection Recertification – May 6<sup>th</sup>  
Keith Anderson
- Fall Protection Recertification – June 25<sup>th</sup>  
Steven Hayden
- Fall Protection Recertification – July 2<sup>nd</sup>  
Jerry Langdon  
Tony Giles  
Ryan Lush
- Confined Space – July 15<sup>th</sup>  
Jerry Langdon  
Randell Woodford
- Fall Protection Recertification – July 20<sup>th</sup>  
Dave Thomas

- Stephen Spence
- Powerline Hazards – August 6<sup>th</sup>  
Dave Thomas  
Randell Woodford  
Ryan Lush
- Confined Space – August 12<sup>th</sup>  
Jamie Pinksen  
Colin Pittman  
Keith Anderson
- Fall Protection Recertification – August 27<sup>th</sup>  
Shawn Anderson
- Powerline Hazards – August 28<sup>th</sup>  
Jerry Langdon  
Steven Hayden
- Confined Space – September 16<sup>th</sup>  
Ryan Moss  
Stephen Spence  
Tony Giles  
Ryan Lush
- Confined Space – October 15<sup>th</sup>  
Ira Rideout
- Trenching and Excavation – Online  
Jerry Langdon  
Jamie Pinksen  
Steven Hayden
- Transportation of Dangerous Goods – Kelsey to teach  
Dean Jenkins  
Jamie Pinksen  
Colin Pittman  
Tony Giles  
Michael Bickford  
Matthew Baker  
Steven Hayden  
Dave Thomas  
Ira Rideout  
Keith Anderson  
Ryan Lush  
Shawn Anderson
- First Aid – Kelsey to teach  
Dean Jenkins  
Ira Rideout  
Keith Anderson  
Ryan Lush  
Shawn Anderson  
Lori Humphrey

- Fire Extinguisher training – Kelsey to teach  
All employees
- WHMIS – Online  
All Public Works Department
- Training for harassment prevention and the harassment prevention plan are both required – Kelsey to come up with an in-service that will be conducted to all employees, management, and council.

#### **4) Communication**

- Calendars will begin going out Monthly again with all information needed for when meetings, inspections, fire drills, birthdays, years of service, and any activities going on within the Town will take place.
- Toolbox Talks will be twice a week for public works and stadium staff, once a week for pool and bowling staff, administration staff will have one at the beginning of their staff meetings.
- Once summer sports students and community improvement students start, they will have a toolbox once a week.

#### **5) Safe Work Practices & Procedures**

- Kelsey to sit down with employees from the Public Works and Recreation departments to go through safe work practices and procedures – review, update, and create more. Date for this will be January 21<sup>st</sup> and further dates will be set as they are required.

#### **6) Hazard Recognition, Evaluation & Control**

- Pre-job hazard assessments – Kelsey will begin to accompany employees during the first couple months of these to ensure they are being done properly.
- Kelsey to sit down with employees from the Public Works and Recreation departments to go through Comprehensive Hazard Assessments – review, update, and create more. Date for this will be January 22<sup>nd</sup> and further dates will be set as they are required.
- Recognizing hazards training for all employees and management – Kelsey to come up with an in-service.

#### **7) Workplace Inspections**

- Reviewed inspections and corrective action forms for the Depot, Hodder and Office.
- Total Coverage to come and do inspections on the fire extinguishers for the Hodder, depot and all equipment.
- Unit's 43, 45, and 97 are to be scheduled for inspection by Dave – dates to be set and emailed to Kelsey.
- Ensure new trucks have back racks, a clip on the back rack for a fire extinguisher and first aid kits.
- Radio to be put in the excavator.

- Western Glass to be installing an automatic push button for the main office door and Steven Hayden to be installing a buzzer.
- All inspections have been set monthly for the first week of each month.

**8) Incident Investigations/Reports**

- Reviewed Randell Woodford’s reported incident – no loss time.

**9) Emergency Preparedness**

- Fire Drills to be scheduled for the end of January for all departments.

**2. New Business/Questions/Concerns**

- Signage to be removed from the old Town Office and Fire Hall
- Look into getting a trailer for all road signs and pylons
- Check all the road signs to see if all are up to code and if there need to be new ones ordered

**3. Date of Next Meeting**

- Date of Next Meeting Tentative: February 20<sup>th</sup>, 2020 at 2:30pm

(f) Public Works Report
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Report From: Public Works Superintendent David Thomas  
 Prepared For: Council & Management Team  
 Date Prepared: January 24, 2020  
 Timeframe: January 2, 2020- January 24, 2020

Road:

- Trimmed trees at intersections
- Repaired street signs

Water:

- Clean filters
- Daily inspection of Chlorination and Filtration Plants

Sewer:

- Checked all lift stations and various man holes in town for Friday maintenance checks
- Repaired lift station pumps at Main Lift station
- Sewer plug on Wights Rd

Snow:

- Clearing snow
- Cleared snow on sidewalks

- Cleared Hydrants
- Widening Roads

Building Maintenance:

- Electrical work at Rec centre, Office, Depot

Misc :

- Made sliding hills on field
- Sent 2 employees, loader and blower to St. John's to help with their clean up

Adjournment

2020-0127-07 Adjournment

Councillor Amanda Freake

Resolved that since there is no further business that the meeting adjourns at 9:15 pm with the next regularly scheduled meeting set for February 10, 2020 at 7:30 pm.

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

In favor 5; opposed 0. Carried



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Mayor Dean Ball



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Town Clerk, Lori Humphrey