

Minutes of the regular meeting of council held Monday May 24<sup>th</sup>, 2022 No. 1437 held in the Council Chambers at 34 Reid's Lane, Deer Lake, NL.

In attendance: Mayor Mike Goosney  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Darren Fitzgerald  
Councillor Kerry Jones

Absent: Councillor Brett Langdon

Also in attendance: Town Manager, Maxine Hayden  
Town Clerk, Lori Humphrey  
Director of Operations & Communications, Jason Young  
Public Works Superintendent, David Thomas

Regular meeting of council called to order at 7:30 pm by Mayor Michael Goosney

2022-0524-01, Minutes No. 1436

Councillor Kerry Jones / Councillor Gordon Hancock

Resolved to accept the minutes of regular meeting of council, 1436 Monday May 9<sup>th</sup>, 2022.

In Favor: Mayor Mike Goosney  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Darren Fitzgerald  
Councillor Kerry Jones

In favor 5; opposed 0. Carried

New Business:

- Councillor Amanda Freake went over Islaview Days Schedule.
- Councillor Gordon Hancock informed council the Come Home Year Festival Events will take place July 8-17 including the Strawberry Festival
- Mayor Michael Goosney read two letters, one from Elwood Elementary Class 5-1 and another Grade 5 student from Elwood Elementary Matthew White, regarding ideas that they would love to see around town.

Correspondence

Correspondence

Meeting No. 1437

Date: Monday, May 24, 2022

No	NAME	REGARDING	ACTION
1	MAA	2023 Assessment Roll	FYI
2	Department of Fisheries	Spruce Bud Worm Control Program	FYI
3	Recreation Month	Proclamation	See motion below
5	Youth Venture	Business tax for Youth	See motion below
6	Dept or Transportation	Gracia Club – Grant expired	FYI

2022-0524-02, Youth Business Tax

Councillor Kerry Jones/ Councillor Gordon Hancock

Move that the Town of Deer Lake accepts the request from Youth Venture to exclude any Youth Businesses from business tax.

In Favor: Mayor Mike Goosney  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Darren Fitzgerald  
Councillor Kerry Jones

In favor 5; opposed 0. Carried

2022-0524-03, Recreation Month

Councillor Kerry Jones / Councillor Amanda Freake

Move that the Town of Deer Lake recognize the month of June as recreation month.

In Favor: Mayor Mike Goosney  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Darren Fitzgerald  
Councillor Kerry Jones

In favor 5; opposed 0. Carried

(a) Finance

2022-0524-04, Finance

Councillor Kerry Jones / Councillor Amanda Freake

Resolved that the recommendations for Finance Report for May 19, 2022 be adopted as presented excluding 4.

In Favor: Mayor Mike Goosney  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Darren Fitzgerald  
Councillor Kerry Jones

In favor 5; opposed 0. Carried

2022-0524-05, Tax Recovery Plan

Councillor Kerry Jones / Councillor Darren Fitzgerald

Resolved that the Town of Deer Lake adopts the Tax Recovery Plan as presented.

In Favor: Mayor Mike Goosney  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Darren Fitzgerald  
Councillor Kerry Jones

In favor 5; opposed 0. Carried

Finance  
May 19, 2022

Councillor Kerry Jones  
Councillor Darren Fitzgerald  
Councillor Amanda Freake (Phone)  
Maxine Hayden

No	Description	Recommendation
01	CBCL \$5,922.50cost shared FED/Prov/Mun/town share \$1,184.50	Recommend approval
02	AppAda Promotion Inc. hosting & Maintenance \$1,895.20 (check to see how many customers have	Recommend approval for 2022

	downloaded the app)	
03	Humber River Golf Club Corporate Advertising Gold \$1,000.00 (check to see if Town sign is already on site)	Recommend approval
04	Tax recovery plan under the Community Sustainability Partnership Town must implement in order to receive future Municipal operating grant and Provincial Gas Tax.	Recommend approval
05	Revenue vs Expenses	FYI
06	Concrete benches (3) \$2,025.00 plus HST	Recommend that Recreation identify money in their budget or thru sponsorship
07	Q.N. H. Excavating Ltd. \$7,541.65 includes fuel surcharge (\$312.25)	Recommend approval less the fuel surcharge and HST on the fuel surcharge

(b) Accounts Payable
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2022-0524-06, Accounts Payable

Councillor Kerry Jones / Councillor Gordon Hancock

Resolved that the recommendations for Accounts Payable Report for May 17, 2022 be adopted as presented excluding items #2.

In Favor: Mayor Mike Goosney  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Darren Fitzgerald  
Councillor Kerry Jones

In favor 5; opposed 0. Carried

Councillor Gordon Hancock steps out due to conflict of interest.

2022-0509-08, Accounts Payable

Councillor Kerry Jones / Councillor Amanda Freake

Resolved that the recommendations for Accounts Payable for May 17, 2022 be adopted as presented for item #2.

In Favor: Mayor Mike Goosney

Councillor Amanda Freake  
Councillor Kerry Jones  
Councillor Darren Fitzgerald

In favor 4; opposed 0. Carried

Councillor Gordon Hancock returns.

**Town of Deer Lake**

Regular Accounts Payable Report

**Date: May 17, 2022**

<b>No.</b>	<b>Name of Supplier</b>	<b>Amount Owing</b>	<b>Notes</b>
1	Ackland Grainger	\$25,462.47	Cylinders (Fire Dept.)
2	B & S Trucking	\$2,507.00	Dumpster Rental & Waste Removal
3	Brandt Tractor	\$370.50	Cutting Edge Unit 61
4	Bureau Veritas	\$396.75	Compressed Breathing Air (Fire Dept.)
5	Canadian Medical Products	\$5,632.70	AED & Carrying case (Fire Dept.)
6	Canadian Red Cross	\$676.50	First Aid Training
7	Central Office Equipment	\$195.95	Service Agreement
8	Chandler	\$941.28	Hot & Ham Foil Bags, Cups, Stir Sticks
9	Crane Supplies	\$1,525.82	Sewer Supplies
10	Dulux Paint	\$6,011.97	Yellow & White Traffic Paint
11	E.L. Bugden	\$66.45	Ketchup & Mustard Portions
12	Economic Developers Association	\$100.00	Member Renewal
13	G.A Duncan	\$470.18	PLC Service
14	Guillevin International	\$568.28	Breaker, Plate,Plugs & Connectors
15	HiTech Communications	\$1,361.23	Monthly AVL Access Fee
16	J.N. Automotive Supply	\$439.19	Sockets, Tail Light, Battery Terminals,

			Oil Filter
17	Jack Watson Sports	\$496.79	Trim Kit
18	Mcloughlan Supplies	\$28.98	Eye wash replacement bottles
19	N.C.L. Contractors	\$7,571.50	Class A & Topsoil
20	North Atlantic	\$1,025.03	Furnace Oil
21	NLCSA	\$201.25	Training
22	On the spot welding	\$195.50	Remove broken bolts
23	Parts for trucks	\$255.85	Wheel Chock, Filters, Mirror
24	Pitney Bowes	\$719.81	Leasing Charges
25	PMA	\$977.50	Convention Registration
26	Purolator	\$99.68	Shipping Cost for Maxxam Analytics
27	Safety Source	\$631.42	Tool Mounts, Trash Hooks (Fire Dept.)
28	Shears Building Supplies	\$1,268.23	Coat hooks, Plywood, Spray Foam, Ext Ladder
29	Simmons Tire	\$128.17	Tire Change & Sensor
30	Speedy Automotive	\$996.81	Coupling, Hydraulic Fittings,
31	Superior Propane	\$483.81	Propane
32	Western Pump Services	\$13,192.80	Repair Pumps
33	Woodward Motors	\$625.29	Oil Change Unit 114, R Tail Light

\$75,624.69

(c) Public Works

2022-0524-08, Public Works

Councillor Darren Fitzgerald / Councillor Gordon Hancock

Resolved that the recommendations for Public Works Report for May 19<sup>th</sup>, 2022 be adopted as presented.

In Favor: Mayor Mike Goosney  
 Councillor Amanda Freake  
 Councillor Gordon Hancock  
 Councillor Darren Fitzgerald  
 Councillor Kerry Jones

In favor 5; opposed 0. Carried

**Public Works Meeting**

May 19<sup>th</sup>, 2022

9:00am

**In Attendance**

Councillor Darren Fitzgerald  
 Councillor Brett Langdon  
 Town Manager Maxine Hayden  
 Public Works Superintendent Dave Thomas  
 Director of Operations & Communications Jason Young

Regrets - Councillor Gordon Hancock

No.	Description	Recommendation/Action
1.	<b>Sidewalk Fifth Ave/ Tulk's Lane</b>	No plan for sidewalk in this area at this time.
3.	<b>Spillway Culvert issue</b>	PW to visit the area and review issue.
3.	<b>Potholes</b>	Pw Crews have been sweeping roads throughout community and cold patching critical areas, more permanent solutions for potholes will commence during the week of May 24 <sup>th</sup> , 2022.
4	<b>Middle Road Pavement</b>	Town Staff have been in contact with the contractor for this road to review issues with asphalt in the area prior to the second layer of asphalt being put down
6	<b>Riverbank Road</b>	Traffic Delineators to be replaced now that winter maintenance should be complete for the season.
6	<b>Spring Cleanup</b>	Bulk drop- off at the public work

		depot on Gatehouse Road will continue from May 26 – 29 <sup>th</sup> . PW started curbside collection on May 16 <sup>th</sup> through the community.
7	<b>Community Compost area</b>	Town staff have observed residents abusing the area adjacent to the compost pile that is only meant for small tree limbs and branches. A new sign is being created to notify residents of the acceptable items.
8.	<b>Line Painting</b>	PW will commence line painting in the coming weeks. Roads are currently being swept prior to line being placed on the pavement.

(d) Environment and Housing

2022-0524-09, Environment and Housing

Councillor Kerry Jones / Councillor Gordon Hancock

Resolved that the recommendations for Environment and Housing for May 18<sup>th</sup>, 2022 be adopted as presented.

In Favor:

Mayor Mike Goosney  
 Councillor Amanda Freake  
 Councillor Gordon Hancock  
 Councillor Darren Fitzgerald  
 Councillor Kerry Jones

In favor 5; opposed 0. Carried



**Environment & Housing Committee Minutes  
 Thursday, May 18<sup>th</sup>, 2022 – 12 pm**

In Attendance:

Councillor Jones  
 Maxine Hayden

Councillor Fitzgerald  
 Keith Park

Christa Jones  
 Dave Thomas



## 2022 Building Permits to Date:

Following is a breakdown of the number of permits issued (in brackets) and construction values so far in 2022, up to and including May 4<sup>nd</sup>, 2022:

- General repairs (33): \$ 194,600
- Accessory buildings (7): \$ 120,000
- Commercial Construction (6): \$ 365,000
- Decks, Extensions, Patios (14): \$ 46,000
- New Dwellings (14): \$ 5,042,700

**Total \$ 2,728,500**

#	Name	Address	Description	Description	Action
<b>General Repairs</b>					
1	Rex Rumbolt	25	Wight's Road	Painting garage, repair fence and windows	Permit Issued
2	Michael Collier	16	First Avenue	Repair to foundation	Permit Issued
3	Cody Simon	4	Middle Road	Siding and Windows	Permit Issued
4	Ronald Connors	27	High Street	Shingles	Permit Issued
5	Daphne Perry	10	Chaulk's Lane	Renewal Permit #3205	Permit Issued
6	Joanne Lane	26	Cross's Lane	Shingles	Permit Issued
7	Brian Sparkes	9	Sunrise Crescent	Shingles	Permit Issued
8	Tony Raike	9	Hancock's Road	Shingles	Permit Issued
9	Greg Adams	9	Third Avenue	Siding	Permit Issued
10	Lori-Ann Moss	10	Moss's Lane	Repair to foundation	Permit Issued
11	Wayne McKay	28	Wights Lane	Metal Roofing	Permit Issued
12	Jordan Jenkins	103-105	Goose Arm Road	Shingles	Permit Issued
13	William Compagnon	50	George Aaron Drive	Shingles	Permit Issued
14	Phillip Hancock	78	Middle Road	Shingles	Permit Issued
<b>Extensions, Decks, Patios</b>					
15	Brian Roberts	32	Middle Road	Deck	Permit Issued
16	Sarah Bursey	90	Nicholsville Road	Replace side and rear deck	Permit Issued
17	Uriah Giles	1	Goodyear's Lane	Extension to shed	Approve, pending site visit
18	Harold Laite	34	Main Dam Road	Shed	Approve, pending site visit
<b>Accessory Building</b>					
19	Andrew Hopkins	28	Fifth Avenue	Garage	Permit Issued

20	Jeffrey Wells	18	Islandview Heights	Garage	Permit Issued
21	Edgar Bennett	255	Nicholsville Rd	Garage	Permit Issued
<b>New Residence</b>					
22	Perry Compton	10-12	Murdoch Drive	New Dwelling	Permit Issued
23	Grayden Rodgers	36	Riverbank Road	New Dwelling	Permit Issued
24	Paul Brown	16-18	Murdoch Drive	New Dwelling	Approve, pending site visit and real property report
<b>Commercial Construction</b>					
25	AJ Liquidation	6	Wight's Road	Metal Roof	Permit Issued
<b>New Business</b>					
26	Morgan Payne – MT Business Solution	38	High Street	Training for small business	
<b>Other</b>					
27	T.J. Power	7	Katelyn Place	Letter received, looking for clarification on tree planting, fence building, if allowed directly on boundary line.	Staff to write response letter explaining that trees are and fences are permitted to be on the boundary
28	Land Development Application			Application to Develop land as per policy	Recommend Approval

(e) Arts, Recreation and Culture

2022-0524-10, Arts, Recreation and Culture

Councillor Gordon Hancock / Councillor Kerry Jones

Resolved that the recommendations for Arts, Recreation and Culture May 18<sup>th</sup>, 2022 be adopted as presented excluding items.

In Favor: Mayor Mike Goosney  
 Councillor Amanda Freake  
 Councillor Gordon Hancock  
 Councillor Darren Fitzgerald  
 Councillor Kerry Jones

In favor 5; opposed 0. Carried

**In Attendance:****Councillor** – Brett Langdon**Director of Recreation Community Services** - Glynn Wiseman**Director of Operations & Communications**– Jason Young

#	Item/Description	Discussion/Notes	Decision
1	RFQ for Beach Log Removal and clean-up.	Because of the large amount of debris that has washed up on Deer Lake Beach, the Recreation department will be contracting out the clean-up as soon as the water resides. The clean-up cost is in budget	For council information
2	RFQ for wheelchair accessible pad at Deer Lake Beach	The recreation department will be contracting out the construction of a concrete pad located at the Deer Lake beach entry point near Joe butt's lookout. The RFQ will go out this week to have the pad construction started ASAP. In the past the recreation department installed flagstone but this is not wheelchair accessible. The funds for this project are in budget.	For council information
3	Flooding on the Humber River Nature Trail	The recreation department has posted signs on the entranceways to the Humber River nature trail to advise the public that there are some areas of the trail that may have water due to high water levels in Humber River. Recreation is monitoring these areas in case the water levels should rise.	For council information
4	Beach Box food service, Deer Lake Beach	The operator's proposal to supply food service at the Deer Lake beach was accepted. The operator is in the process of having their facility constructed and is planning to be on site before the Canada Day holiday	For council information
5	Deer Lake Municipal Park	The director of operations and communications was speaking with the do you like municipal park operator and was advised that their plan is to have the park open by mid-June.	For council information
6	Spring / Summer maintenance	Routine spring set up and maintenance are well underway. With the early spring weather and late closing of the arena staff is working very hard to get everything ready for summer as fast as possible.	For council information

Recommend that the Town of Deer Lake adopts Record and Retention Policy

In Favor: Mayor Mike Goosney  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Darren Fitzgerald  
Councillor Kerry Jones

In favor 5; opposed 0. Carried

**POLICY**  
**Town of Deer Lake**  
**Records and Retention Policy**

**PURPOSE** Policy of the Town of Deer Lake for the safe record keeping and the retaining of important documentation of the town as well as the schedule for necessary disposal of expired documents.

**AUTHORITY** As per resolution at Meeting No. 1195 held July 27, 2010 and further to Section 215 of the Municipalities Act, 1999

**REVISED** As per resolution at Meeting No. 1436 held May 24, 2022 and further to Section 215 of the Municipalities Act, 1999

**DOCUMENTS AVAILABLE FOR PUBLIC VIEWING**

Section 215 of the Municipalities Act, 1999 states that the following documentation is available for public inspection:

- a) Adopted minutes of council
- b) Assessment Rolls
- c) Regulations
- d) Municipal Plans
- e) Opened Public tenders
- f) Financial Statements
- g) Auditor's Report
- h) Adopted Budgets
- i) Contracts
- j) Orders
- k) Permits
- l) All other documents tabled or adopted by council at a public meeting

**RETENTION AND DISPOSAL**

The following schedule will be adhered to for the retention and the disposal of all documentation for the Town of Anywhere:

No.	Item	Retention (in years from the date that the document was created)
	<b><u>ACCOUNTING</u></b>	
1	Annual Financial Statements	Permanent
2	Bank Statements	7
3	Bank Reconciliation Statements	7
4	Cash Receipts	7
5	Cheque Stubs and or duplicates	7
6	Daily Cash Reports and Summaries	7
7	Deposit Books	7
8	Federal and Provincial Remittance Forms	7
9	General Ledgers and Journals	7
10	Invoices including tax notices and utility billings	7
11	Purchase Orders	7
12	Assessment Rolls	Permanent
13	Payroll Records	SAME AS ITEM NO. 31
14	Change of Ownership Documents	Permanent
15	Tax Certificates	Permanent
	<b><u>ADMINISTRATION</u></b>	
16	Appeals under the Planning Act	7
17	Assessment Appeals	7
18	Assessor's Valuation Reports	7
19	Insurance Policies after policy has expired	3
20	Permits	Permanent
21	Photographs	Permanent
22	Tax enforcement records after tax title property has been sold)	7
23	Tax lien withdrawal forms	7
	<b><u>AGREEMENTS &amp; CONTRACTS</u></b>	
24	Agreements and supporting documentation	Permanent
	<b><u>CORRESPONDENCE</u></b>	
25	From residents regarding taxes, property concerns or complaints	Permanent
26	Any other correspondence not relevant to the town history or to properties	3
27	Historical documents	Permanent
28	Government correspondence relating to Capital Works projects	Permanent

29	General Government correspondence not relevant to the town history	7
30	Petitions	7
	<b><u>EMPLOYER-EMPLOYEE AND UNION</u></b>	
31	Employee records after termination, resignation or retirement	10
	<b><u>LEGAL</u></b>	
32	Minister's Orders	Permanent
33	Notices of Claim (upon completion)	10
34	Statements of Claim	10
	<b><u>MINUTES/BYLAWS</u></b>	
35	Minutes of regular and special meetings	Permanent
36	Minutes of Committee Meetings	Permanent
37	Recordings of meetings	Permanent
	<b><u>MUNICIPAL ENFORCMENT</u></b>	
38	Tickets and applicable supporting documents, photos and video footage	7 Years

NOTE: All documents tabled for disposal are to be shredded. All disposals will take place from December 15 to February 15 of each calendar year.

Policy to be tabled for review for the first meeting of December in every calendar year.

Date last reviewed: May 24, 2022

Meeting Date and Number: May 24, 2024 Meeting # 1436

Verified by:



**2022-0524-12 Adjournment**


Councillor Amanda Freake

Resolved that since there is no further business that the meeting adjourns at 8:30 pm. Next Meeting scheduled for June 20<sup>th</sup>, 2022.

In Favor:

Mayor Mike Goosney  
Councillor Amanda Freake  
Councillor Gordon Hancock  
Councillor Darren Fitzgerald  
Councillor Kerry Jones

In favor 5; opposed 0. Carried



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Mayor Michael Gossney



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Town Clerk, Lori Humphrey