

TOWN OF BAULINE

MINUTES OF REGULAR COUNCIL MEETING
HELD AT 1311 BAULINE LINE 1 OCTOBER 2014

PRESENT

Mayor Christopher Dredge
Councillor Carol King
Councillor Craig LeGrow
Councillor Jason King
Town Manager Craig Drover
Maint Supr Terry Hillier

REGRETS

Deputy Mayor Colin LeGrow Mr. Paul Quigley

PUBLIC IN ATTENDANCE

1.0 CALL TO ORDER

Mayor Christopher Dredge called the meeting to order at **7:35 pm**.

2.0 ADOPT AGENDA

At this time Mayor Christopher Dredge requested to add items 6.12 Signage on Pouch Cove Line and item 6.13 Traffic congestion during the food fishery.

MOTION 154 / 2014

*Councillor Craig LeGrow moved to **ADOPT** the agenda with the additions of items 6.12 and 6.13 as requested by the Mayor.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

3.0 ADOPT the MINUTES

Regarding the minutes of the GENERAL COUNCIL MEETING **10 September 2014**

MOTION 155 / 2014

*Councillor Craig LeGrow moved to **ADOPT** the minutes of 10 September 2014 as presented.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

As the minutes of 20 August 2014 have been adopted by Council, The Mayor and Town Manager signed the original copy of the minutes.

4.0 BUSINESS ARISING FROM MINUTES

There was no business from previous minutes discussed at this meeting.

In Accordance with item 4.0 of the 25 September 2013 Town Council Minutes, the Mayor Departed from the order and sequence of the AGENDA and directed council to item 7.1

7.1 Town Hall / Memorial Park - Capital Works Project 11057

The Town Manager informed council of the following points:

- All Previous Approvals to borrow were requested to be rescinded by the town through Municipal and Intergovernmental affairs, which was approved earlier this week.
- New Approvals to borrow are now in place for \$176,160.00 over a 10 year amortization and \$67,000 over a one year amortization. It is recommended waiting another month before the Town activates the loans. This has been discussed with RBC.
- NL Power documents regarding the new service have been completed and sent back.
- NL Power Easement documents for the Utility Poles are being signed by the Mayor and Notary then returned to NL Power for signature and action.
- There has been slow progress on the site this past week. Due to a couple of items... The engineers were on site after a heavy rainfall and there was a question regarding the integrity of the compaction inside the walls. That has since been addressed and fixed.
- The septic field needed to be relocated; Southpaw is on site again 30 October to dig test holes for the proposed site. There may be an issue with the utility pole easement conflicting with the septic location.
- The colour board for the interior of the building has arrived and council reviewed the scheme. They had issues with a couple of the selections and requested follow up discussions take place.
- As the new building will also serve as the Emergency Operation Center (EOC) in the event of an emergency, council requested that the Town Manager ask if a shower can be installed in the new building. The response was that it would require re-design in order to accommodate capacity building and accessibility legislation which would require additional funding and delays. Council decided not to pursue this option.
- As well, regarding the use as an EOC the question was asked regarding installing alternate power supply to the building. The engineers confirmed that if only partial electrical services were to be provided with alternate power supply then it should be done

prior to construction to save on time and funds. If the intent was to have the full building on alternate power than installing a generator and transfer switch can be done now or at a later date at approximately the same cost. Council decided to have the building completed prior to installing an alternate power source.

The Mayor Returned Council to the order and sequence of the AGENDA.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

There were no development applications received for this meeting.

5.2 REZONING

5.2.1 Crown Land / Rezoning / Sub-Division Development – Bauline Line Extension – D&P Holdings

Council reviewed a letter and application from D&P Holdings regarding the proposed development of both sides of Bauline Line Extension, with each block approximately 25 acres. As Mr. Quigley was present, the Mayor asked if Mr. Quigley would like to address council. A discussion ensued between members of Council and Mr. Quigley. After which:

MOTION 156 / 2014

*Councillor Craig LeGrow moved to **DEFER** the request to develop a sub-division off the Bauline Line Extension as submitted by D&P Holdings, and refer the file to the Planning and Development Committee for additional review and comment.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

5.3 CORRESPONDENCE

5.3.1 Canadian Union of Postal Workers (CUPW) – Council reviewed a request to join approximately 90 other communities across Canada and support the CUPW opposing Canada Post plans to cut services.

5.3.2 Municipal Engineering and Planning Branch – Council reviewed this circular regarding the New Building Canada Fund (NBCF).

5.3.3 Municipal and Intergovernmental Affairs (Municipal Finances) – Council reviewed two letters regarding Debt Servicing Loan Payment.

5.3.4 Eastern Health – World Breastfeeding Week – Council reviewed an information package designating 1-7 October 2014 as World Breastfeeding week in Canada. This year's theme is Breastfeeding: A Winning Goal for Life! After which:

MOTION 157 / 2014

*Councillor Carol King moved to **PROCLAIM** 1st to 7th October 2014 as World Breastfeeding Week in the Town of Bauline.*

*Seconded by Councillor Jason King
All in favour*

*Motion **CARRIED***

5.3.5 Rita King – Council reviewed Rita King's (former Mayor and Councillor) thank you card from Leduc Hospital in Alberta.

5.3.6 Gregory Stokes, CA – Council reviewed the Management Letter regarding 2013 Financial Audit.

6.0 NEW BUSINESS

6.1 Report from Town Manager

6.1.1 PMA Conference brief –

The Town manager informed council that the PMA conference he attended 18-19 September was very informative and well attended (approx. 160 attendees). The topics covered were:

- Cash Handling,
- Budget,
- Financial Evaluation,
- Capital Works projects,
- ATIPP, and
- OH&S.

Upon further discussion and recommendations from the Town Manager:

MOTION 158 / 2014

Councillor Carol King moved to **APPROVE** that the Town Manager and Maintenance Supervisor each be bonded an appropriate amount to carry out cash handling operations for the Town of Bauline.

Seconded by Councillor Jason King
All in favour.

Motion **CARRIED**

MOTION 159 / 2014

Councillor Carol King moved to **APPROVE** that a cash float be maintained in the Town Office safe in the amount of \$100.00.

Seconded by Councillor Jason King
All in favour.

Motion **CARRIED**

MOTION 160 / 2014

Councillor Jason King moved to **ESTABLISH** the position of Town Manager within the Town of Bauline and **APPOINT** Craig Drover as the Town Manager.

Seconded by Councillor Craig LeGrow
All in favour.

Motion **CARRIED**

MOTION 161 / 2014

Councillor Jason King moved to **ASSIGN** Craig Drover the duties and responsibilities of Town Clerk as outlined in the Municipalities Act sections 53-62.

Seconded by Councillor Craig LeGrow
All in favour.

Motion **CARRIED**

MOTION 162 / 2014

Councillor Craig LeGrow moved to **INCORPORATE** a SAFETY item within the General Council Meetings whereby safety concerns can be raised and discussed on a regular basis.

Seconded by Councillor Carol King
All in favour.

Motion **CARRIED**

6.1.2 Traffic Control Training

The Town Manager informed council that he and the Maintenance supervisor are currently on a wait list to receive Traffic Control Training. The company requires nine (9) personnel before they will run a course. He recommended offering the course to the regular volunteers in order to broaden the traffic control selection pool. After a short discussion:

MOTION 163 / 2014

*Councillor Craig LeGrow moved to **OFFER** the Traffic Control Training to residents of the town that normally volunteer their time to Town events. The cost of the training will be borne by the Town to a maximum of nine (9) residents/staff.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

6.1.3 Compulsory Structure Removal

Through secretarial approval, Council agreed to a one (1) month extension in removing a structure at 1075 Bauline Line. The resident has been contacted and informed of the extension. The structure is now to be removed by 26 October 2014.

6.2 Town Maintenance

The Maintenance Supervisor briefed council on maintenance projects since the last council meeting and on upcoming projects.

6.3 Water Update

The Maintenance Supervisor informed council that the water quality and quantity is good, however he suspects another leak in the water distribution system.

6.3.1 Water Treatment Training – Class 1&2

The Town Manager informed council that there are upcoming water treatment training opportunities for various classes of water operator. He recommended that the Maintenance Supervisor be approved to attend.

MOTION 164 / 2014

*Councillor Carol King moved to **APPROVE** the Maintenance Supervisor attending an upcoming Water Operator course in St. John's December 2014.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

6.4 Old Town Hall – Update

The Town Manager briefed Council on the following items regarding the removal of the Old Town Hall:

- There were Fifty, 65 gallon drums of old files shredded, the majority unreadable due to extensive mould damage.
- NL Power cut the utility service to the Old Town Hall 23 September.
- All salvageable items were removed from the Old Town hall and are presently in storage.
- The asbestos abatement by Enviro Air should be completed by the end of the week.
- The structure is continuing to be demolished under control by Kinsella Services at a quick pace.
- As suggested by the Mayor, the Maintenance Supervisor and I be re-claiming some of the old wood to construct a piece of furniture for use in the new town hall that will be a commemorative piece of the Old School House / Old Town Hall.

6.5 Road Repairs

Council reviewed the quotes to have 7 pieces of pavement patched and two water directing swales installed. After a short discussion:

MOTION 165 / 2014

*Councillor Carol King moved to **AWARD** Dominion Paving the Contract to carry out asphalt patching operations on Seaview Lane, LeGrows Road, Westerpoint Lane and Main Street at a const not to exceed \$16,000 + HST.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

6.6 Ultimate Recipient Gas Tax Agreement

The Town Manager informed council that the estimates to complete the work as applied for in the Ultimate Recipient Gas Tax Agreement was received. The estimate to complete the paving of the 600 meter road leading to the new Town Hall is \$36,160.00. The estimate to completely remove and install a new water distribution system is \$2,100,000.00.

6.7 Bauline Logo Apparel

The Town Manager reviewed the Virtual proofs and quotes to have Bauline logo apparel created for the Town. He addressed council and indicated that he and the Maintenance Supervisor would pay for and wear the items as a town uniform, which would promote the town. Additional items would be ordered and kept on hand to be purchased by the towns residents if they wish. After which:

MOTION 166 / 2014

*Councillor Jason King moved to **PURCHASE** a soft shelled jacket, two long sleeve shirts, two short sleeve shirts, 1 set of coveralls, 1 safety vest and \$120.00 towards a pair of safety boots for permanent town employees. All items with the exception of the safety boots will have the town logo on the front and the coveralls and safety vests will have the TOWN OF BAULINE printed on the back.*

*Seconded by Councillor Carol King
All in favour.*

Motion CARRIED

***Mayor Christopher Dredge left the chair
Councillor Jason King assumed the chair***

MOTION 167 / 2014

*Mayor Christopher Dredge moved to **PURCHASE** a soft shelled jacket with the town logo embroidered on it for the current council and all future elected council members. This is in recognition of their dedication and volunteerism and to promote the Town of Bauline.*

*Seconded by Councillor Jason King
All in favour.*

Motion CARRIED

***Councillor Jason King Left the Chair
Mayor Christopher Dredge resumed the Chair***

6.8 2015 Budget Submission

A discussion arose regarding the 2015 budget submission. It was noted that council must adopt the budget by **1 Dec 2014** and it has to be received by Municipal and Intergovernmental Affairs by **31 Dec 2014**. With that said a Financial Committee meeting was scheduled for Tuesday 14 October 2014.

6.9 Maintenance Supervisor – Draft Contract

Council reviewed the Maintenance Supervisor draft contract. Upon a short discussion:

MOTION 168 / 2014

*Councillor Carol King moved to **EMPLOY** Terry Hillier on a one year contract as detailed in the Maintenance Supervisor Contract.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

6.10 Upcoming Events – Update

A discussion arose regarding the following upcoming events:

6.10.1 Fall Clean up – Council agreed that the Fall Clean-up will be scheduled for 24 October – 3 November. Two bins will be dropped off and picked up at the Temporary Town Hall. Eleven days, drop off and pick up and disposed of will cost \$800.00.

6.10.2 Bonfire Night – 5 November will be Bonfire night. The location will be the Harbour Front Quarry. For safety purposes, the town will rent event fencing and two tower lights. Coordination and further details will be promulgated at the next council meeting.

6.10.3 Remembrance Day – 11 November will be the Remembrance Day ceremony regardless of weather. The location will be the Bauline United Church. Coordination and further details will be promulgated at the next council meeting.

6.10.4 Christmas Parade – 6 December will be the Annual Christmas Parade at 2:00 pm. Alternate date will be 7 December. RNC Mounted unit has been requested along with the marching band from the 508 Caribou Air Cadet Squadron. Coordination and further details will be promulgated at the next council meeting.

6.10.5 Seniors Gift Baskets – Council decided not to do the Purity Gift boxes this year, but to present all residents age 60 or over with a gift basket of a different sort. All eligible residents, 60 or older are requested to notify the town office to ensure they receive their token of appreciation.

6.10.6 Volunteer of the Year Award – Volunteer of the year award will be presented at the Christmas Parade celebration. There has been one nomination received so far. Other nominations are encouraged.

6.11 East Coast Trail and Municipal Trails – Update

A discussion with Randy Murphy (President of East Coast Trails) and meeting with Ed Delaney (Trail Manager), have resulted in the following information regarding the East Coast Trail and Bauline. The East Coast Trail have not worked in our area for almost two years due to other commitments on the trail. There were 30.5 km left between Cape St. Francis (Cripples Cove) and Portugal Cove. There has been 16 km rough cut in the past few months. 8 km between Portugal Cove and Bauline, this was completed 26 September. This is rough cut with no signage at this point, but hikers are using the trail. 30 September, the trail team started in Marine Park and heading towards Bauline and then towards Cape St. Francis. They are expecting to be complete by the end of November. After the rough cut is completed some safety signage should be placed on the trail and some of the stumps etc. removed. After that the trail will be “Trail Hardened” and proper signage installed. The current location of the East Coast Trail on our zoning map has changed... it is now runs closer to the water side. The first 1.7 km from Bauline going to Portugal Cove is considered an advanced hikers trail, but offers some of the best views seen by Mr. Delaney. It is anticipated that the trail head in Bauline will quickly become a very popular part of the trail system. Mr. Murphy and Mr. Delaney indicated that he would meet with council as requested.

6.12 Signage, Pouch Cove Line

The Mayor informed council that he had received a complaint that the traffic on Pouch Cove Line is very fast and dangerous for children, despite the posted 40 km/h speed limit signs on that portion of the road.

MOTION 169 / 2014

*Councillor Carol King moved to **REQUEST** the department of Highways and Transportation to place Children at play signs along the Pouch Cove Line where residences are located.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

6.13 Traffic Congestion

The Mayor informed council that he had received a complaint from a resident on Main Street that during the food fishery it was difficult getting around by vehicle. In fact, one day his driveway was completely blocked due to people parking their trailers and vehicles while they are gone fishing.

MOTION 170 / 2014

Councillor Craig LeGrow moved to PURCHASE signage that can be erected on a temporary basis and can be used for town events and for the food fishery. For example No Parking Private Driveway/Laneway.

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

7.0 OLD BUSINESS

7.1 Town Hall / Memorial Park - Capital Works Project 11057 - Previously addressed

7.2 Playground Equipment

A request was sent to the representatives of Rona and Henderson playground, asking if the Town could postpone installing the new playground equipment until the spring of 2015. An e-mail from Colin Doyle of Rona sanctioned this request.

7.3 Alternate Power Supply

The Town Manager informed council that the generator has been placed and locked down. Irving Oil has been requested to come in and look at placing an appropriate sized propane bottle and hooking it up to the generator as a fuel source. SAMSON has been contacted and agreed to send a technician to train the Town's staff on the operation of the equipment and discuss maintenance agreements. After which, VRI Electrical will be contacted to start the repair of the electrical system and installation of the generator.

8.0 FINANCES

8.1 Financial Statement

After review of the Financial Statement by Council;

MOTION 171 / 2014

*Councillor Jason King moved to **ACCEPT** the Financial Statement as presented.*

*Seconded by Councillor Carol King
All in favour*

*Motion **CARRIED***

8.2 Outstanding Payables

After review of the Outstanding Payables by Council;

MOTION 172 / 2014

*Councillor Carol King moved to **PAY** the Outstanding Payables as presented.*

*Seconded by Councillor Jason King
All in favour*

*Motion **CARRIED***

9.0 COMMITTEE REPORTS

9.1 Planning and Development Committee – There was no committee report submitted.

9.2 Recreation Committee - There was no committee report submitted.

9.3 Finance Committee – The Finance Committee scheduled a budget meeting for 14 October 2014 at 7:30 pm.

9.4 History & Heritage Committee – There was no committee report submitted.

9.5 Emergency Response Committee – There was no committee report submitted.

9.6 Integrated Community Sustainability Plan (ICSP) – Mayor Christopher Dredge briefed Council on the regional meeting held in Flatrock 23 September 2014 with TRACT Consulting. He felt that some matters, such

as branding, Bauline was well ahead of its counterparts. From the meeting one aspect that council should discuss is concept planning.

- 9.7 Northeast Avalon Joint Council Committee (NEAJC) – Mayor Christopher Dredge briefed Council on the latest NEAJC meeting he attended.

10.0 TABLE DISCUSSION

The Deputy Mayor asked the remainder of council if there any other issues, or items they would like to discuss or address at this time. There was no further town business discussed.

11.0 NEXT GENERAL MEETING

The Deputy Mayor scheduled the Next General Meeting for **22 October 2014 at 7:30 pm.**

12.0 ADJOURNMENT

*Councillor Craig LeGrow moved to **ADJOURN** the meeting of **1 October 2014.***

As there was no further business to discuss, Mayor Christopher Dredge adjourned the meeting at 10:45 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline