

TOWN OF BAULINE

MINUTES OF A REGULAR COUNCIL MEETING
HELD AT 2 MEMORIAL PARK PLACE 10 DECEMBER 2015

PRESENT

Mayor Christopher Dredge
Deputy Mayor Colin LeGrow
Councillor Jason King
Councillor Carol King
Councillor Craig LeGrow
Town Manager Craig Drover

REGRETS

Maint Supr Terry Hillier

PUBLIC IN ATTENDANCE

1.0 CALL TO ORDER

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

2.0 ADOPT AGENDA

Upon Review of the Agenda:

MOTION 149 / 2015

*Councillor Craig LeGrow moved to **REVIEW** the 2016 financial budget immediately after the item 3.0.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

MOTION 150 / 2015

*Councillor Craig LeGrow moved to **ADOPT** the agenda as presented.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

3.0 ADOPT the MINUTES

3.1 Minutes of GENERAL COUNCIL MEETING 8 October 2015

MOTION 151 / 2015

*Councillor Carol King moved to **ADOPT** the minutes of 19 November 2015 as presented.*

*Seconded by Deputy Mayor Colin LeGrow
All in favour.*

*Motion **CARRIED***

As the minutes of 19 November 2015 have been adopted by Council, The Mayor and Town Manager signed the original copy of the minutes.

At this point Mayor Christopher Dredge directed Council to item 9.3 and presented the floor to the Chair of the Finance Committee.

9.3 Finance Committee report – 2016 Budget Presentation

The Chair of the Finance Committee, Councillor Carol King presented Council with the proposed 2016 Scheduled of Taxation and Fees, the new Discount Application for those residents in receipt of the Guaranteed Income Supplement and the 2016 financial budget. Upon a detailed review and a lengthy discussion:

MOTION 152 / 2015

*Deputy Mayor Colin LeGrow moved to **ADOPT** the 2016 financial budget as presented.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

4.0 BUSINESS ARISING FROM MINUTES

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

At this point and in Accordance with item 4.0 of the 25 September 2013 Town Council Minutes, the Mayor left the order and sequence of the agenda and directed council to item 7.1

7.1 Town Hall / Memorial Park - Capital Works Project 11057

Deputy Mayor Colin LeGrow briefed Council on a site meeting between the towns Contracted Engineers, Municipal and Intergovernmental Affairs engineering representative, the Town Manager and himself, which was held 8 October 2015. He reported that overall the meeting was positive, progressive and informative. There were some areas of concern which were tasked to the towns contracted engineers for a concentrated effort towards resolution.

Other topics regarding the New Town Hall's progress were discussed by council.

At this point the Town Manager briefed council on the financial situation regarding the final stages of this capital works project. He provided recommendations and presented a plan for the first quarter of 2016. After which:

MOTION 153 / 2015

Deputy Mayor Colin LeGrow moved to **REQUEST** an Approval to Borrow \$10,861.00 as detailed in the 14 July 2015 Letter (COR/2015/02481-02) from the Minister of Municipal and Intergovernmental Affairs, representing the town's 10% portion of project 11057. At a rate of 4.06% and amortized over a five year period.

Seconded by Councillor Carol King
All in favour.

Motion **CARRIED**

MOTION 154 / 2015

Deputy Mayor Colin LeGrow moved to **REQUEST** an Approval to Borrow \$5000.00 as detailed in the 14 July 2015 Letter (COR/2015/02481-02) from the Minister of Municipal and Intergovernmental Affairs, representing the GST portion of project 11057. At a rate of 1.25% and amortized over a one year period.

Seconded by Councillor Carol King
All in favour.

Motion **CARRIED**

MOTION 155 / 2015

Deputy Mayor Colin LeGrow moved to **REQUEST** an extension from the Minister of Municipal and Intergovernmental affairs to the current GST loan of the remaining \$30k. The requested extension is from 1 Jan – 30 April 2016, as supported in the RBC letter dated 10 December 2015.

Seconded by Councillor Carol King
All in favour.

Motion **CARRIED**

MOTION 156 / 2015

Deputy Mayor Colin LeGrow moved to **REQUEST** an increase in the Town's line of credit from 24K to a maximum of 20% of the budgeted 2016 revenues in accordance with section 93 of the Municipalities Act 1999, at an approximate amount of \$61,000.

Seconded by Councillor Carol King
All in favour.

Motion **CARRIED**

At this point and in Accordance with item 4.0 of the 25 September 2013 Town Council Minutes, the Mayor returned council to the sequence of the agenda and directed council to item 5.0

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 Crown Land Application – WAYNE LEGROW

Council reviewed e-mails received from Wayne and Marie LeGrow regarding their 2012 application for Crown Land along the Bauline Line. They also reviewed the documents regarding the file and comments received from the Crown Land Division. A discussion ensued. It was determined that council had acted appropriately and supported the application as much as they could. It was also pointed out that highway access is not a municipal responsibility, but rather is determined by the Department of Transportation and Works. The Town Manager was directed to respond to Mr. & Mrs. LeGrow.

5.2 CORRESPONDENCE

5.2.1 Citizen's Crime Prevention – Council reviewed the request for support from Citizen's Crime Prevention by purchasing calendars. The request was declined at this time.

5.2.2 Deputy Minister MIGA – Council reviewed this correspondence regarding Title Documents for Crown Lands. It indicates that crown land titles will now be sent to the municipalities.

5.2.3 Workplace NL – Council reviewed the 2016 Notice of assessment at a rate of \$2.06.

5.2.4 Cal LeGrow Insurance – Council reviewed the town's General Insurance Policy documentation. The Town Manager cautioned that he expected the rate to change as the new building is added to the policy.

5.2.5 Municipal Assessment Agency – Council reviewed the 2014/2015 Annual Report.

5.2.6 Municipal Assessment Agency – Council reviewed the 2016 Service Fee for assessments of \$7560.00.

5.2.7 Gregory Stokes – Council reviewed the 2015 Sustainability Plan as prepared by the town's auditor.

- 5.2.8 Communities in Bloom Canada – Council reviewed the invitation to participate in the 2016 National Edition of Communities in Bloom. Registration is by 11 Feb 2016. Cost for us to register will be \$540.75. Council declined the invitation at this time.
- 5.2.9 FES NL – Council reviewed Fire and Emergency Services' recommendation regarding the town's Emergency Management Plan. This item was referred to the Emergency Response Committee for review and action.
- 5.2.10 Various Christmas Cards – Council reviewed the various Christmas Cards received at this time.
- 5.2.11 Municipal Assessment Agency – Council reviewed the Assessment Appeals as provided by the Municipal Assessment Agency.

6.0 NEW BUSINESS

6.1 Report from Town Manager

6.1.1 Fire and Emergency Service Inspection.

The Town Manager briefed council on the recent inspection by a Fire and Emergency Services inspector. This was attended by Deputy Mayor Colin LeGrow as well.

6.1.2 Maintenance Supervisor

The Town Manager informed council that 11 December 2015 will be the Maintenance Supervisors last day of work. Council thanked Terry Hillier for his contribution to the Town's progress over the past 18 months, and wished him all the successes in his future endeavours.

6.1.3 Hall rental request

Council reviewed e-mails from Alive Adventures regarding renting the hall 9:00 am to 5:00 pm Mon-Fri for the months of July and August 2015. Council requested that this information be passed to the Community Committee at their next meeting. The importance of corresponding with this organization in a short timeframe was stressed.

6.1.4 Loan Payment

The Town Manager informed council that a \$37,000.00 payment was made to the GST loan for the capital works project 11057.

6.1.5 Seasonal Office Hours

With the recommendation of the Town Manager, Council agreed to close the town office from 21 December 2015 to 4 January 2016.

6.2 Safety Report

Council was requested to review the recently drafted "Working Alone policy" in preparation for discussion at the next council meeting.

6.4 Water Update

Chlorine levels are good, there are no suspected leaks. However, there was one resident complaint regarding low water pressure. The curb stop was excavated and it was determined that the problem lay with the residents line. There was no further action required of the town.

6.5 Hosting Pouch Cove Fire Department

At a special meeting, 26 November 2015 it was decided to host the Pouch Cove Fire Department on the evening of 16 December from 7:00-9:00 pm. An invitation was sent to the Fire Department, but was declined due to safety concerns.

6.6 Open House – After Action Review

Council discussed the Open House event for the New Town Hall and Community Center. Overall it was considered a success.

6.7 Christmas Parade – After Action Review

Council discussed the Christmas Parade event, realizing that this was the first time that it ended at the New Town Hall.

Overall the event was very successful.

The following items were recommended:

- Provide all parade participants with an information flyer at the start of the parade;
- Do not give out loot bags or candy along the parade route;
- Investigate a shorter parade route;
- Liaise with mounted unit regarding requirement for driver in the community;
- Liaise with mounted unit and cadets regarding their parade route;
- Coordinate and communicate more with community committee;

6.8 Tidy Town Sign placement

After discussion it was determined that the Tidy Town Sign will not be erected until the spring.

6.9 Fire Alarm Quotes

Council reviewed two fire alarm quotes... it was noted that the quotes do not include installation.

6.10 Bauline Harbour Authority

A discussion arose regarding use of the town office equipment / space by the Harbour Authority. After which:

Mayor Christopher Dredge left the Chair
Deputy Mayor Colin LeGrow assumed the Chair

MOTION 157 / 2015

*Mayor Christopher Dredge moved to **PERMIT** the Bauline Harbour Authority to use office equipment and space during normal working hours.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

Deputy Mayor Colin LeGrow left the Chair
Mayor Christopher Dredge resumed the Chair

6.11 Room For One meeting request (Mike Dwyer)

Mayor Christopher Dredge addressed council and advised them that he had been approached by Mike Dwyer on behalf of the Room for One organization. They would like to meet with all the regional councils. After some discussion, it was agreed to invite Mr. Dwyer and his organization to meet with council 7 January 2016 at 7:30 pm.

6.12 Waste Collection Tender

The Tender for the 2016 Waste Collection closed 26 November at 2:00 pm. At a special meeting of Council that evening the contract was awarded by a motion of council. To ratify this decision:

MOTION 158 / 2015

*Councillor Jason King moved to **AWARD** the 2016 Waste Removal Contract for to Around The Bay Disposal, with a possibility of extensions until 2019.*

*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

Councillor Carol King informed council that the Playground equipment consisting of two 14 foot skids and other loose items have been received and are currently stored in her back yard. Council thanked Councillor King for providing a storage space for the equipment until it can be erected in the spring.

7.3 Wetland Stewardship incorporation into Municipal Plan

After some discussion, Council requested that the Town Manager contact the Town's Planner to initiate the proceedings to incorporate the Wetland Stewardship program into the current Municipal Plan and Development Regulations.

8.0 FINANCES

8.1 Financial Statement

After review of the Financial Statement by Council;

MOTION 159 / 2015

*Deputy Mayor Colin LeGrow moved to **ACCEPT** the Financial Statement as presented.*

*Seconded by Councillor Jason King
All in favour*

*Motion **CARRIED***

8.2 Outstanding Payables

After review of the Outstanding Payables by Council;

MOTION 160 / 2015

*Councillor Craig LeGrow moved to **PAY** the Outstanding Payables as presented.*

*Seconded by Councillor Carol King
All in favour*

*Motion **CARRIED***

8.2 Budget Review

Council reviewed the budget as of 10 December 2015 as presented by the Town Manager.

9.0 COMMITTEE REPORTS

- 9.1 Planning and Development Committee – No report submitted for review.
- 9.2 Recreation Committee - No report submitted for review.
- 9.3 Finance Committee – In addition to the 2015 Budget previously discussed. The following two items were addressed by the Finance Committee:
- 9.3.1 Councillor Remuneration – Upon review of Newfoundland and Labrador Regulation 89/01 of the Municipalities Act, 1999:

MOTION 161 / 2015

*Councillor Jason King moved to **APPROVE** a council remuneration of \$6000.00 in total for calendar year 2016 to be divided between all councilors on a quarterly basis.*

*Seconded by Deputy Mayor Colin LeGrow
All in favour.*

*Motion **CARRIED***

- 9.3.2 2016 Schedule of Taxation and Fees – Upon review of the 2016 Schedule of Taxation and Fees as presented:

MOTION 162 / 2015

*Deputy Mayor Colin LeGrow moved to **ADOPT** the 2016 Schedule of Taxation and fees as presented by the Finance Committee.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

- 9.4 History & Heritage Committee – No report submitted for review.
- 9.5 Emergency Response Committee – No report submitted for review.
- 9.6 Integrated Community Sustainability Plan (ICSP) - Councillor Carol King informed council of the last ICSP meeting held 3 December 2015 in Pouch Cove. Discussions surrounded the EXPRO project in Pouch Cove, the request to enter into an agreement with Cal LeGrow regarding a regional speed monitor sign, the visit of Mr. Stephen Decker from Corner Brook regarding the natural assets project and upcoming events in each community. Mayor Christopher Dredge thanked Councillor King for the report and attending the meeting on his behalf.

- 9.7 Northeast Avalon Joint Council Committee (NEAJC) – A letter from the NEAJC regarding Excessive Noise – Motorcycles dated 7 October 2015 was tabled for review of council. It requested support to change the current legislation amending it to be more enforceable with an appropriate penalty to be more effective. After which:

MOTION 163 / 2015

*Deputy Mayor Colin LeGrow moved to **SUPPORT** the City of St. John's in its attempt to change the current regulations concerning excessive noise – motorcycles.*

*Seconded by Councillor Craig LeGrow
Three in favour
Councillor Jason King Opposed*

*Motion **CARRIED***

- 9.8 Community Committee – Councillor Craig LeGrow briefed council on the previous Community Committee meeting.

10.0 TABLE DISCUSSION

At this point the chair asked if there were any other business that anyone would like to discuss. No other items were discussed.

11.0 NEXT GENERAL MEETING

Mayor Christopher Dredge scheduled the Next General Meeting for **Thursday 7 January 2016 at 7:30 pm.**

12.0 ADJOURNMENT

*Councillor Carol King moved to **ADJOURN** the meeting of **10 December 2015***

As there was no further business to discuss, Mayor Christopher Dredge adjourned the meeting at 11:55 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline