

TOWN OF BAULINE

MINUTES OF REGULAR COUNCIL MEETING
HELD AT 1311 BAULINE LINE 12 JANUARY 2015

PRESENT

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

REGRETS

PUBLIC IN ATTENDANCE

1.0 CALL TO ORDER

Mayor Christopher Dredge called the meeting to order at **7:30 pm**.

2.0 ADOPT AGENDA

Upon Review of the Agenda:

It was requested that Item 5.2.15 *Killick Coast Games* be added to the Correspondence and Item 6.13 *Chain of Office* be added to New Business.

MOTION 001 / 2015

*Councillor Craig LeGrow moved to **ADOPT** the agenda with the two items added as requested.*

*Seconded by Deputy Mayor Carol King
All in favour.*

*Motion **CARRIED***

3.0 ADOPT the MINUTES

3.1 Minutes of General Council Meeting 3 December 2014

MOTION 002 / 2015

*Deputy Mayor Colin LeGrow moved to **ADOPT** the minutes of 3 December as presented.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

As the minutes of 3 December 2014 have been adopted by Council, The Mayor and Town Manager signed the original copy of the minutes.

4.0 BUSINESS ARISING FROM MINUTES

4.1 Arena “Dasher Board” advertising space – Jack Byrne Arena

The Town Manager informed Council that the dasher board had been produced by Impact signs at a cost of \$140.00 and was dropped off at the Jack Byrne Arena 6 January 2015.

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

Council reviewed documentation regarding Change Orders number one and two, and e-mails regarding the request to replace the wooden fascia with metal.

A lengthy discussion ensued regarding the frustrations encountered with the slow progress of the building. Recent attempts to maintain a steady progress has met with limited success. Many options were discussed, resulting in the Town Manager being directed to coordinate a meeting with selected government officials to discuss future courses of action, levels of authority and responsibilities. Council decided to hold the meeting 19 January 2015 at 7:30 pm in the temporary Town Office, 1311 Bauline Line. They requested the following officials be invited:

- Minister of Municipal and Intergovernmental Affairs – Hon. Keith Hutchings
- Regional Member of House of Assembly (MHA) – Hon. Kevin Parsons
- Regional Director Mr. Dan Noseworthy, and
- Municipal and Intergovernmental Affairs Engineering Contact – Ms. Jill Yetman

The Town Manager is to keep Council informed as to confirmed attendees.

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

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS – NIL

5.2 CORRESPONDENCE

- 5.2.1 Municipal and Intergovernmental Affairs – Change Order # 1 - Council reviewed the approval document for Change Order # 1 for the New Town Hall project.
- 5.2.2 Municipal and Intergovernmental Affairs – Change Order # 2 - Council reviewed the approval document for Change Order # 2 for the New Town Hall project.
- 5.2.3 Department of Natural Resources – Quarry Permit 128550 – Council reviewed the letter received 19 December 2014 regarding the extension to the Quarry Permit on Bauline Line Extension. Council re-iterated its 2-3 year plan for the area and requested that the Town Manager touch base with the excavating company.
- 5.2.4 Heart & Stroke Foundation – Council reviewed the Letter and Christmas card thanking the Town for participating in the Mayor's March for Heart and Stroke.
- 5.2.5 The United Church of Canada – Council reviewed the Invitation to the Bicentennial Ceremony scheduled for 26 April 2015 and requested that this item be deferred until the next council meeting.
- 5.2.6 Municipal and Intergovernmental Affairs – Council reviewed the document indicating an outstanding Gas Tax amount for \$1,600.91 up to the year 2019.
- 5.2.7 Canadian Heritage – Building Communities through Arts and Heritage (BCAH) funding deadline Council reviewed documents regarding this Federal program which supports activities and projects that celebrate local historical heritage as well as local artists and artisans. The objective is to engage citizens in the communities through the presentation of local performing and visual arts. A component of this fund is the **COMMUNITY ANNIVERSARIES** program which provides up to \$200,000 in funding for **NON-RECURRING** events (including up to \$25,000.00 for capital projects. As the deadline for submission this year is 31 January 2015, Council requested that the information be sent to the History and Heritage committee for review and possible submission next year.

5.2.8 Municipal and Intergovernmental Affairs – Asphalt repairs letter

Council reviewed this letter rejecting the Town's request for \$5000.00 to partly cover asphalt repairs.

5.2.9 Municipal Assessment Agency – Council reviewed this update by the Board of Directors for the Municipal Assessment Agency's meeting of 5 December 2014.

5.2.10 Town of Flatrock – Council reviewed the cheque for \$100.00 from the Town of Flatrock presented to the Float Winner in their category at the Flatrock Christmas Parade 7 December 2014. This project was a Town Council initiative which was supported by a large group of volunteers. Council acknowledged the accolade and gratefully thanked the volunteers who helped build, transport and act as mummers on the float.

5.2.11 Citizen's Crime Prevention Association of NL – Council reviewed and declined the request to purchase calendars at this time.

5.2.12 Town of Torbay – Council reviewed the e-mail send by Mayor Tapper requesting confirmation of regional social event. All council members indicated that they were interested in attending and requested that the Town Manager get confirmation of the date, time and location before commitments could be made.

5.2.13 Municipalities Newfoundland Labrador (MNL) – Council reviewed the documents regarding the Avalon Regional Meeting 23-24 January 2015 to be held at the Capital Hotel in St. John's, NL.

MOTION 003 / 2015

*Councillor Craig LeGrow moved to **APPROVE** one Council Member attending the MNL Avalon Regional Meeting at the Capital Hotel 23/24 January 2015.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

5.2.14 Various Organizations – Council reviewed a multitude of Christmas Cards Received over the holiday season, and thanked all organizations for their thoughtfulness.

5.2.15 Town of Pouch Cove – Council reviewed a letter from the Regional Recreation Coordinator requesting that the Town of Bauline approve the proposed dates of 26-30 July 2015 for the Killick Coast Games. Upon review:

MOTION 004 / 2015

*Deputy Mayor Colin LeGrow moved to **APPROVE** the dates for the Regional Killick Coast Games as 26 – 30 July 2015.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

6.0 NEW BUSINESS

6.1 Report from Town Manager

6.1.1 Website Security

The Town Manager informed council that the town's website has been under hacker attack a lot over the holidays, and continues to be threatened. The web master, has been monitoring the situation, changing passwords, setting up free malware plugins etc. She indicates that the free versions are good but the programs you pay for are much better. It is recommended that the town purchase a website security program. The estimated cost is approximately \$40.00 annually.

MOTION 005 / 2015

*Deputy Mayor Colin LeGrow moved to **APPROVE** the purchase of a website security program at a cost not to exceed \$40.00 a year.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

6.1.2 Councillors Remuneration & T4As

The Town Manager informed Council that they would be receiving a T4A for their 2014 Remuneration.

6.1.3 Timber Kings – Bauline

The Town Manager informed council that an episode of Timber Kings will be aired 11 January 2014 which may have some content filmed in Bauline.

6.2 Maintenance Report

The Maintenance supervisor provided Council with a list of items achieved since last meeting and upcoming projects.

6.3 Safety Discussion

The Safety Officer provided the following update and discussed:

During the Christmas Parade there were safety concerns surrounding the marshalling area on Bauline Line... it was recommended that either the parade be marshalled on Bauline Line extension or in an area that does not block a lane of traffic.

It was also noted that more traffic control personnel were required during an event such as this. Although the town has qualified traffic control personnel, most of them were engaged in other aspects of the parade.

There were some incidents of residents not abiding by traffic control persons directions causing a safety concern. The person in question was addressed.

At this time the Maintenance Supervisor/Safety Officer presented the completed Occupational Health and Safety Plan to Council. The Deputy Mayor confirmed that he had reviewed the document and made recommendations for inclusion. The Maintenance Supervisor confirmed that the content was included in the document. With that said, and upon review:

MOTION 006 / 2015

*Councillor Craig LeGrow moved to **ADOPT** the Town of Bauline's new Occupational Health and Safety Plan.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

6.4 Water Update

The Maintenance Supervisor provided council with the water update. Water quality and quantity remain good. There are no suspected leaks at this time.

6.4.1 Back-up chlorine pump

Council reviewed two quotes for a backup chlorine pump. After which:

MOTION 007 / 2015

*Councillor Jason King moved to **APPROVE** the expenditure to purchase and install a backup chlorine pump system as quoted by Electric Motor and Pump.*

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

*Motion **CARRIED***

6.5 Christmas Parade – After Action Review

Council conducted an After Action Review of the Christmas Parade event. The following points were raised.

Items that should be considered for next year:

- Some residents were confused by the start time and the line up time. It should be stressed that the line up time is 30 minutes prior to the start of the parade
- It was suggested to shorten the parade route;
- Torbay Fire Department would like to be invited;
- It was suggested that the marshalling area should be at a different location for safety reasons;
- Check all equipment either the day before or early morning the day of the parade to ensure all is in good working order;
- Have lighting available for cooking.

Items that were incorporated and worked well this year:

- Good use of tent for cooking area;
- Cadet Band ;
- RNC Mounted Unit;
- Portable Latrine.

6.6 Public Hearing – Amendment # 5

The public hearing for Amendment number 5 is scheduled for 21 January 2015 at 7:00 pm at the Bauline United Church. Letters are required to be received at the town office NLT 4:00 pm 19 January 2014. In the event that no letters are received, it is recommended that the public hearing be cancelled. With that said:

MOTION 008 / 2015

Councillor Craig LeGrow moved to **CANCEL** the scheduled Public Hearing of 21 January 2015 at 7:00 pm, regarding Municipal Plan and Development Regulations amendment number 5, **IF** there is no written response received by 4:00 pm 19 January 2015 as announced in two editions of the Telegram.

Seconded by Councillor Carol King
All in favour.

Motion **CARRIED**

6.7 Errors and Omissions Liability Coverage

Council reviewed the documentation regarding Errors and Omissions Liability Coverage, after which:

MOTION 009 / 2015

Deputy Mayor Colin LeGrow moved to **APPLY** for the Municipal Errors & Omissions Liability Coverage based on a limit of \$1,000,000.00 and subject to \$5000.00 deductible through Cal LeGrow Insurance.

Seconded by Councillor Carol King
All in favour.

Motion **CARRIED**

6.8 Financial Audit – 20 January 2015

The Town Manager informed Council that the Town's 2014 Financial Audit is scheduled for 20 January 2015.

6.9 Presentation by Tara Power – Safe Grad Night – Deferred

Deputy Mayor Colin LeGrow declared a Conflict of Interest and left the Building.

6.10 Run-of-the-river micro hydroelectricity unit

The Town Manager informed council that this has been an outstanding issue since 2011. The Deputy Mayor requested that the Town Manager research previous minutes to determine at what stage the file was. The Town Manager provided council with the only information that he uncovered concerning the matter which were two excerpts from 2011 minutes, as follows:

12 Jan 2011 excerpt:

Development Application

Council reviewed an application form (sic) Colin LeGrow regarding a Run of the River Micro Hydro development. Some discussion was held and it was decided to request to meet with Colin LeGrow to obtain more information about this proposed development.

26 Jan 2011 excerpt

Crown Land Applications

Council reviewed a crown land application from Colin LeGrow for an extension to his land to accommodate a micro hydro project.

Councillor M. LeGrow moved to approve the crown land application for Colin LeGrow, seconded by Councillor J. King, all in favor, motion carried.

Two members of council recalled the discussions surrounding this matter, but required additional information. They requested that Deputy Mayor Colin LeGrow be recalled to the meeting, as an applicant, to provide further information.

Colin LeGrow was recalled to the meeting

Mr. LeGrow clarified the concept of Run-of-the-River hydroelectricity and explained that there would be provincial departments involved in the approval process of this project in addition to the municipality. He went on to point out that this project would not alter the river in any way or reduce any of the water flow, and there would be little to no noise emanating from its use.

Council thanked Mr. LeGrow for his input, at which time Mr. LeGrow left the building.

Upon further discussion:

MOTION 010 / 2015

*Councillor Carol King moved to **APPROVE IN PRINCIPLE** the construction of a Run-of-the-River micro hydroelectricity unit by Mr. Colin LeGrow at 1155 Bauline Line. Mr. LeGrow is to meet all federal, and provincial legislation required for this project. Once a development plan has been designed it is to be presented to council for review. Prior to the Installation of the system, the location is to be verified by a town official.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

Deputy Mayor Colin LeGrow was recalled to the meeting.

6.11 Public Meeting and Budget presentation

After a short discussion Council scheduled a public meeting to present the residents of the town with the 2015 budget and update them on recent, current and future projects. The tentative date is 5 February 2015 at 7:00 pm to be held in the Bauline United Church.

6.12 Council social

After a short discussion Council scheduled a Council Social to be held the evening of 31 January 2015. Details are to be promulgated at a later date.

6.13 Chain Of Office

The Maintenance Supervisor provided council with a brief description of Town's Chain of Office, indicating that the medallion apparently was never ordered. He went on to provide samples of recommended medallions. After a short discussion and review a Town of Bauline official Medallion was selected by Council. After which:

MOTION 011 / 2015

*Councillor Craig LeGrow moved to **PURCHASE** a Town of Bauline Chain of Office Medallion and Mayor's perpetual plaque.*

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

*Motion **CARRIED***

7.0 OLD BUSINESS

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

7.2 Alternate Power Supply – Pump House

The Town Manager informed Council that this project is 95% complete. The Generator is installed but awaiting the initial setup and commissioning. The electrical service and components have been replaced. The generator is operational as an alternate power supply and

will automatically start up and generate power immediately upon losing main power.

8.0 FINANCES

8.1 Financial Statement

After review of the Financial Statement by Council;

MOTION 012 / 2015

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

*Seconded by Councillor Craig LeGrow
All in favour*

*Motion **CARRIED***

8.2 Outstanding Payables

After review of the Outstanding Payables by Council;

MOTION 013 / 2015

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

*Seconded by Councillor Jason King
All in favour*

*Motion **CARRIED***

8.3 FINANCIAL ADJUSTMENTS

The Town Manager presented outstanding payables to Council dating back to 2009-2011 which he felt required to be removed from the outstanding payables folder as they were not accurate.

Outstanding Payables:

2013 outstanding payable to SOUTHPAW for	\$14,450.69
2010 outstanding payable to the PCFD for	\$ 5,596.82
2009 outstanding payable to Petty Cash for	\$ 153.13
2011 outstanding payable to NEAJC for	\$ 200.00
2009 outstanding payables to RBC for	\$ -525.00
	\$24,500.00
	\$22,693.35
2009 outstanding payable to GST rebate for	<u>\$ 2,156.28</u>
TOTAL:	\$69,225.27

The only true outstanding account that can be determined is the Southpaw account; leaving \$54,774.58 in non-existent municipal payables.
Upon review:

MOTION 014 / 2015

*Councillor Carol King moved to **REVERT** previous years known false outstanding payables from the applicable accounts into the “Doubtful Accounts” account in the amount of \$54,774.58 as presented by the Town Manager. These accounts are to be verified by the Auditor.*

*Seconded by Deputy Mayor Colin LeGrow
All in favour*

*Motion **CARRIED***

9.0 COMMITTEE REPORTS

9.1 Planning and Development Committee –

9.1.1 Review e-mails regarding D&P Holdings – The Planning and Development Committee reviewed the e-mail from D&P Holdings and indicated they would set a meeting date in either January or February 2015.

9.2 Recreation Committee - There was no committee report submitted.

9.3 Finance Committee – The Finance Committee presented the budget previously.

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 Dredged provided a report of the ICSP meeting held 6 January 2015. As well Council reviewed the minutes of the meeting.

9.7 Northeast Avalon Joint Council Committee (NEAJC) – There was no committee report submitted.

10.0 TABLE DISCUSSION

At this point the chair asked if there were any other items anyone wished to bring forward. The Town Manager presented a letter dated 1943 from the US Military thanking a resident for his assistance in taking personnel to the recent aircraft site. Both the Mayor and Councillor Craig Legrow raised a concern about more salt and sand required on Seaview Lane and LeGrow's Road.

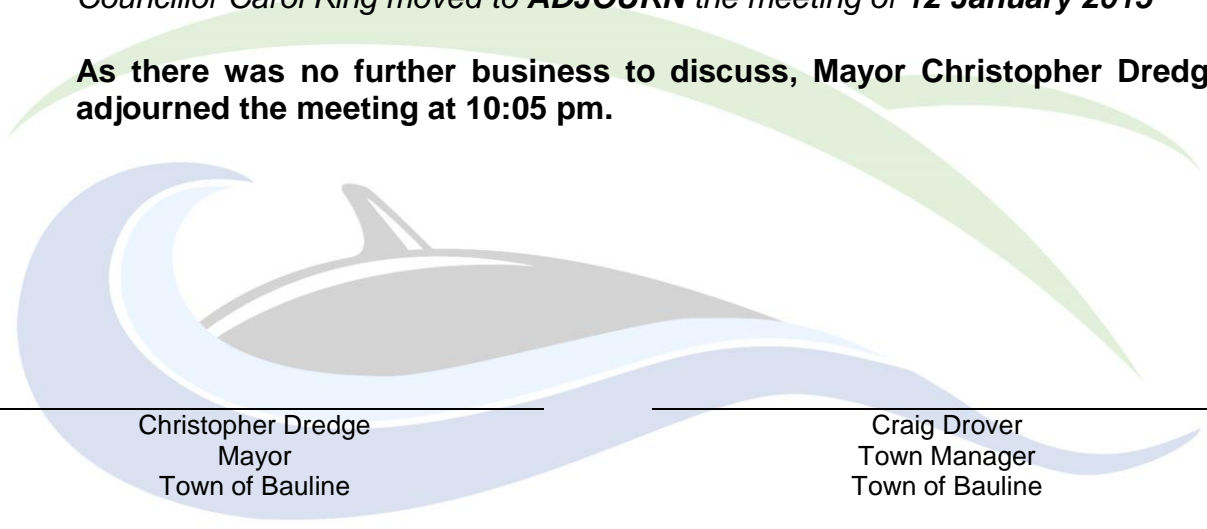
11.0 NEXT GENERAL MEETING

Mayor Christopher Dredge scheduled the Next General Meeting for **WEDNESDAY 28 January 2015 at 7:30 pm.**

12.0 ADJOURNMENT

*Councillor Carol King moved to **ADJOURN** the meeting of **12 January 2015***

As there was no further business to discuss, Mayor Christopher Dredge adjourned the meeting at 10:05 pm.



Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline