

TOWN OF BAULINE

MINUTES OF REGULAR COUNCIL MEETING
HELD AT 2 MEMORIAL PARK PLACE 13 JANUARY 2016

PRESENT

Mayor Christopher Dredge
Councillor Jason King
Councillor Carol King
Town Manager Craig Drover

REGRETS

Deputy Mayor Colin LeGrow
Councillor Craig LeGrow

PUBLIC IN ATTENDANCE

1.0 CALL TO ORDER

Mayor Christopher Dredge called the meeting to order at **7:37 pm**.

2.0 AGENDA

Upon Review of the Agenda:

MOTION 001 / 2016

*Councillor Jason King moved to **ADOPT** the agenda as presented.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

3.0 PREVIOUS MINUTES

Upon review of the Minutes of General Council Meeting 10 December 2015:

MOTION 002 / 2016

*Councillor Carol King moved to **ADOPT** the minutes of 10 December 2015 as presented.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

As the minutes of 10 December 2015 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 Wetland Stewardship & Municipal Plan

Council discussed the requirement to incorporate the Wetland Stewardship into the Municipal Plan and Development Regulations. They reviewed the quote from the Town Planner of \$2800.00. As the Town Plan is due for a review in 2017, Council decided to incorporate the

Wetland Stewardship agreement into the Plan and Development Regulations in conjunction with the review in 2017.

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 – update

The Town Manager presented Council with a list of quotes as follows:

Install Fire alarm system	\$12,515.00 + HST
Install Range Hood	\$ 3,091.31 + HST
Change Storage Doors	<u>\$ 6,237.55 + HST</u>
TOTAL:	\$21,843.86 + HST

It is understood that this will not be subject to government subsidy and would be the responsibility of the Town.

A lengthy discussion arose. It was determined that the Fire Alarm system installation was questioned by town staff in April 2015, before the installation of drywall and while the electrical sub-contractors were on site. It was felt by council that the installation of the alarm system was not the responsibility of the town. That the range hood should have been part of the electrical engineering drawing along with all the other kitchen appliances and the installation of electrical power to the site is not the responsibility of the town. As well a letter dated 8 May 2013 from Service NL to the engineers clearly identified the two storage doors as fire rated. Therefore the changing of the doors should not be the responsibility of the town.

After which:

MOTION 003 / 2016

*Councillor Jason King moved to **APPROVE** the installation of the Fire Alarm system, the installation of the Range Hood and the changing of the storage room doors at a cost of \$21,843.86 + HST. However Councillor King was adamant that the town be responsible for the equipment only and that the installation costs are borne by the responsible engineering firm(s).*

*Seconded by Councillor Carol King
All in favour.*

Motion CARRIED

Exhaust Fans – The Town Manager informed council that the issue with the exhaust fans have been identified and it is currently with the engineers to determine the best workable solution.

Siding – The Town Manager informed council that Eastern Contracting would be requesting direct liaison between the siding manufacturers and the town in order to have the siding replaced, as it may be a year or so before this item is complete. Councillor Jason King cautioned that, by agreeing to deal direct with the manufacturer that this does not leave the town in the position of accepting the responsibility of removing the old siding and installing the new. It should be agreed upon that replacing the siding by the manufacturer also involves removing the old and installing the new, either by the manufacturer or by Eastern Contracting.

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

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 Charles/Roland LeGrow

Council Referred to Mr. LeGrow's survey in conjunction with the town zoning map. Mr. LeGrow's property has 185.6 foot frontage on Bauline Line. He is requesting that Council authorize the subdivision of the property into two 92.8 foot frontage building lots.

Council noted the irregular shape of the lot and the fact that its depth is approximately 550 feet.

After further discussion:

MOTION 004 / 2016

*Councillor Jason King utilizing Council's discretionary authority regarding a 10% variance on property frontage, moved to **APPROVE IN PRINCIPLE** the subdivision of the property located at civic address 1364-1370 Bauline Line. This subdivision shall be carried out as follows:*

- *The frontage of the two properties shall be 92.8 each.*
- *That the centre line be drawn parallel with the right side of the survey for a distance of 87.4 feet.*
- *That the remaining boundary line proceed straight back to the end of the property from there.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

5.2 CORRESPONDENCE

- 5.2.1 Gregory Stokes – Council reviewed the quote provided by Mr. Gregory Stokes, CA to complete the 2015 Audit.

MOTION 005 / 2016

*Councillor Carol King moved to **CONTRACT** Gregory Stokes, CA as Town Auditor for 2015 at a cost of \$2700.00.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

- 5.2.2 Municipal Assessment Agency – Council reviewed this Board update highlighting some of the issues addressed in its recent meeting as well as the announcement of the winner of the Clar Simmons Scholarship Award.
- 5.2.3 HMJ Consulting – Council reviewed this proposal for planning services by Jen Jenson of HMJ Consulting. Council requested to receive a proposal from this organization.
- 5.2.4 Director of Municipal Finance – Council reviewed this correspondence regarding HST rebate modifications. It was requested that this be sent to the Community Committee for review, as it was felt this may pertain to that committee as well. The Town Manager would review this correspondence in more detail.
- 5.2.5 Holy Trinity High – Council reviewed this invitation for a council member to sit on School Council as a community representative. It was requested that this item be deferred until the next council meeting.
- 5.2.6 RNC Association – Council reviewed this request for support to the RNC Association. After some deliberation, the request was declined at this time.
- 5.2.7 Integrated Community Sustainability Plan Committee (ICSP) – Council reviewed this congratulations letter from the ICSP Committee regarding the recent awarding of the Tidy Towns Award 2015.
- 5.2.8 Municipal and Intergovernmental Affairs – Council reviewed two pieces of correspondence regarding Approval to Borrow funds.
- 5.2.9 Water Resource Management Division – Council reviewed the Drinking water report as well as a survey that is required to be completed by 31 January 2016.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGER

6.1.1 Hall Bookings and Calendar – A hall rental calendar has been created and shared with the Chair of the Community Committee and Council.

6.1.2 Project contracting – After some discussion:

MOTION 006 / 2016

*Councillor Jason King moved to **CONTRACT** an individual on a two week basis to work on an office project.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

6.1.3 Waste Removal Day – After reviewing a request from Around the Bay Disposal, Council agreed to change the garbage and recycle pick up days from Wednesdays to Tuesdays commencing 2 February 2016. The Town Manager is to send out a flyer regarding item 6.1.2 and this item at the earliest convenience. It should also be placed on the bulletin board and on the website.

6.1.4 Flyer – Council reviewed and approved the items for the next flyer due to be released in January.

6.1.5 Water Operators Conference/Course – As Terry Hillier is continuing to maintain the Water purification and distribution for the town, it was requested to send him on the Water Operators course in April 2016. After which:

MOTION 007 / 2016

*Councillor Carol King moved to **APPROVE** Terry Hillier to attend the upcoming water operators conference/course on behalf of the town and commit the necessary funds for this item.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

6.2 MAINTENANCE REPORT

6.2.1 New Building Item requirements – The Town Manager identified a few items that would be required in the new building such as:

- Garbage Box,
- Shelving Units,
- Moving cart;

- Signs;
- Notice bell; etc.

After Which:

MOTION 008 / 2016

*Councillor Carol King moved to **PURCHASE** identified items by the Town Manager as required.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

6.2.3 Building Internal Signage – Council reviewed the building internal signage as presented by the Town Manager.

6.3 SAFETY REPORT

6.3.1 Review Working Alone Policy – Council deferred this item until the next general meeting.

6.4 Water Update – The Town Manager informed council that the water quality and quantity remain good and there are no suspected leaks.

6.5 Room For One meeting request (Mike Dwyer) – This item was deferred until the next council meeting.

6.6 Budget public meeting – Council identified 24 February 2016 at 7:30 pm as the date for the Public Meeting regarding the Town's budget and other items.

6.7 Seniors Dinner – The Mayor informed Council that the Community Committee has been engaged in this event. It is felt that the hall should have a liquor licence prior to holding this event. More information to be disseminated as progress unfolds.

7.0 OLD BUSINESS

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

8.0 FINANCES

8.1 Financial Statement

After review of the Financial Statement by Council;

MOTION 009 / 2016

*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 010 / 2016

*Councillor Jason King 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 31 December 2015 as presented by the Town Manager, noting that some of the current outstanding payables remain to be included.

9.0 COMMITTEE REPORTS

9.1 Planning and Development Committee – No report submitted

9.2 Recreation Committee – No report submitted

9.3 Finance Committee – No report submitted

9.4 History & Heritage Committee – No report submitted

9.5 Emergency Response Committee – Councillor Jason King informed Council that some items have been purchased by the Emergency Committee in the event of a power outage.

9.6 Integrated Community Sustainability Plan Committee (ICSP) - The Town Manager informed Council that the ICSP committee met 6 12 January 2016 with special guest Sgt. Kevin Foley of the RNC. Previous minutes of the December meeting were also tabled.

9.7 Northeast Avalon Joint Council Committee (NEAJC) – No Report submitted

9.8 Community Committee – Mayor Christopher Dredge informed council that he had attended the previous meeting of the Community Committee along with Councillor Craig LeGrow. The Community Committee will be meeting with five other community residents who have expressed interest in joining the committee. They are scheduled to meet Monday, 18 January 2016.

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 raised or discussed.

11.0 NEXT GENERAL MEETING

Mayor Christopher Dredge scheduled the Next General Meeting for **Thursday 4 February 2016 at 7:30 pm.**

12.0 ADJOURNMENT

MOTION 011 / 2016

*Councillor Jason King moved to **ADJOURN** the meeting of **13 January 2016.***

As there was no further business to discuss, Mayor Christopher Dredge adjourned the meeting at 11:32 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline