

TOWN OF BAULINE

MINUTES OF A REGULAR COUNCIL MEETING
HELD AT 1311 BAULINE LINE 17 SEPTEMBER 2015

PRESENT

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

REGRETS

Mayor Christopher Dredge

PUBLIC IN ATTENDANCE

1.0 CALL TO ORDER

Deputy Mayor Colin LeGrow called the meeting to order at **6:30 pm** on site of the New Town Hall and Community Center.

At **7:40 pm** the Deputy Mayor suspended the meeting and requested that it be re-convened at the temporary Town Office at 1311 Bauline Line.

2.0 ADOPT AGENDA

The meeting re-convened at **7:50 pm**.

Upon Review of the Agenda:

MOTION 116 / 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 27 AUGUST 2015

MOTION 117 / 2015

*Councillor Jason King moved to **ADOPT** the minutes of 27 August 2015 as presented.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

As the minutes of 27 August 2015 have been adopted by Council, The Deputy Mayor and Town Manager signed the original copy of the minutes.

4.0 BUSINESS ARISING FROM MINUTES

4.1 Pavement Tender Package

Upon discussion and review of the completion timeline provided by Eastern Contracting, Council directed that the Call for Tender for the paving of the New Town Hall parking lot and road be advertised.

At this point and in Accordance with item 4.0 of the 25 September 2013 Town Council Minutes, the Deputy 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

Item 7.1 was partly discussed on site commencing at 6:30 pm and the remainder discussed upon re-convening the meeting at 7:50 pm at 1311 Bauline Line.

A thorough walk through the building and its exterior was conducted by Council and staff in order to identify deficiencies. These items are to be addressed at the up-coming, on-site visit with engineers and contractors.

Upon re-convening at 1311 Bauline Line, Council reviewed the notes taken at the 9 September meeting at the Confederation Building between the Town, Engineers, Contractors, Municipal and Intergovernmental Affairs and a representative of MHA Parsons office.

Items of concern raised at that meeting were being actioned, and solutions suggested or implemented. Another meeting with the Engineers, Contractors, MIGA and the Town is scheduled for 21 September at 10:00 am to present and discuss the deficiency list produced this evening.

Council reviewed Claim # 6 and discussed its contents. After which:

MOTION 118 / 2015

*Councillor Craig LeGrow moved to **APPROVE and SIGN** Claim number 6 as presented.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

Additional discussion regarding preparations for moving in and preparing for winter months in the new building took place. It was recommended that the Maintenance Supervisor prepare recommendations on items such as a snow blower for the next council meeting.

At this point and in Accordance with item 4.0 of the 25 September 2013 Town Council Minutes, the Deputy Mayor returned council to the order and 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 – Gordon Chaytor - revised application

Upon review of this application it was noted that this has already been approved in previous minutes, however due to direction given by Crown Lands and a letter from the Water Resources Division, it is required that it be reviewed for a smaller development area. After which:

MOTION 119 / 2015

*Councillor Jason King moved to **SUPPORT** Mr. Gordon Chaytor's Municipal Recommendation Form for Crown Land Applications as presented. Councillor King requested that any advertising of the approved lots by Mr. Chaytor also state that there is a concept plan in place to develop houses behind these approved lots.*

*Seconded by Councillor Carol King
All in favour*

*Motion **CARRIED***

5.2 CORRESPONDENCE

5.2.1 Royal Newfoundland Constabulary – Council reviewed the invitation to the RNC Memorial Campus Opening. There were no members of council available to attend this ceremony.

5.2.2 Municipalities NL – Council reviewed this MNL 2015 Convention registration information package. Council requested that this item be deferred until the next council meeting.

5.2.3 Municipal Assessment Agency – Council reviewed the MAA's audited Financial Statement.

- 5.2.4 Municipal and Intergovernmental Affairs – Council reviewed the Municipal Training Circular. It was requested that a reminder be sent to the Finance Committee regarding the Budget Training to be held in St. John's, 6 October 2015.
- 5.2.5 Municipalities NL – Council reviewed the request for nominations for MNL Positions. There were no council members present that were interested in accepting a nomination for positions available. However, the Town Manager was requested to pass this information on to the Mayor for his review.
- 5.2.6 Municipalities NL – Council reviewed the material regarding, Participatory Strategic Planning opportunity. Upon discussion, some council members were interested in the training, but unavailable. The cost of registration is \$450.00. The Town Manager was requested to liaise with the Mayor to determine his availability and interest.
- A discussion arose regarding drafting a policy concerning the authority for payment of registration fees by council for training purposes. The Town Manager was requested to add this item to the next council meeting agenda.
- 5.2.7 Gas Tax Secretariat – Council reviewed this correspondence regarding direction not to erect gas tax signage during election period.
- 5.2.8 Jonathan Galgay – Council reviewed Mr. Galgay's request for support in his running for Vice President of MNL.
- 5.2.9 Municipalities NL – Council reviewed this memorandum regarding the mid year update of MNL.
- 5.2.10 Alzheimer Society – Council reviewed the flyers regarding Information sessions available to anyone affected by Alzheimers. They requested that the flyer be posted on the towns website.
- 5.2.11 Royal Newfoundland Constabulary – Council reviewed this request for financial support of the RNC by purchasing ad space in their community awareness book. Council declined at this time.

6.0 NEW BUSINESS

6.1 Report from Town Manager

- 6.1.1 Website security – The Town Manager informed council that the Webmaster recommends purchasing SITE LOCK as part of our website security plan. Upon review:

MOTION 120 / 2015

*Councillor Carol King moved to **APPROVE** the purchase SITE LOCK at a cost of \$110.00 a year as part of the town's website security plan.*

*Seconded by Councillor Jason King
All in favour*

*Motion **CARRIED***

- 6.1.2 PCFD Fireman's Ball – The Town Manager reminded council that the upcoming Fireman's Ball is approaching. It is the 40th anniversary of the Fire Department. In the past, gratitude has been expressed at the ball, with a donation of \$250.00. After which:

MOTION 121 / 2015

*Councillor Craig LeGRow moved to **APPROVE** a donation to the Pouch Cove Fire Department in the amount of \$300.00 in recognition of their 40th anniversary.*

*Seconded by Councillor Carol King
All in favour*

*Motion **CARRIED***

- 6.1.3 Alternate Power Source, Town Hall – The Town Manager informed council that he is gathering information regarding getting an alternate power source to the New Town Hall and Community Center, as it will act as the Emergency Operation Center in the event of a disaster.

- 6.1.4 Employee Contracts – The Town Manager reminded council that employee contracts should be reviewed in the near future. Council agreed to meet 30 minutes prior to the next scheduled General Council Meeting to review the contracts.

6.2 Maintenance Report

The Maintenance Supervisor reported that 60% of the valves have been exercised and the remainder will be completed tomorrow. This flushing operation will be scheduled to be conducted on a more regular basis.

6.3 Safety Report

No report submitted

6.4 Water Update

The Maintenance Supervisor informed council that the water boil order was lifted. There are no water leaks suspected and chlorine residuals are good.

6.5 Fall Clean-Up

Upon review of last year's fall clean-up event it was determined that this year, instead of bins being placed in the parking lot, there will be curb side pick-up for residents. Fall Clean-up will be scheduled for the week of 26-30 October 2015. The Town Manager was requested to get some quotes for the next council meeting.

At this point Deputy Mayor LeGrow addressed council regarding the large amount of roadside garbage being seen along Bauline Line. All agreed that it is becoming a problem. The Maintenance Supervisor reported that he regularly patrols the roads and picks up garbage as well, and is surprised by the amount that he collects. Council requested that the Town Manager liaise with other communities to see if they are experiencing the same problem, and how they have dealt with it. Suggestions such as installing signs, cameras etc were given. As well it was suggested that the North East Avalon Times be contacted to determine if they would be interested in completing a news article on the matter.

6.6 Bonfire Night

Council reviewed the Main Events List (MEL) from last year's event. This year it will be conducted on a Thursday evening. Council requested that the same format and materials be applied, i.e. two tower lights, security fencing etc. It was also suggested that the Community Committee be approached to be part of and assist in this event.

6.7 Remembrance Day

Council reviewed the MEL from last year's event. The same format was approved as last year at the Bauline United Church location. Afterwards, if available, it was suggested that the new Town Hall be made available for refreshments. It was also recommended that 508 Air Cadet Sqn be involved if available as cenotaph honour guard etc. As well to see if a Bugler could be found to play Last Post and Reveille.

At this point a discussion arose regarding when the new building would be open to the public for viewing. After some discussion it was determined that if the building is available, staff was directed to plan to have an Open House Sunday, 1 November 2015. Details and further discussion to follow.

6.8 Federal Elections

The Town Manager informed council that he had signed an agreement with Elections Canada to use 1311 Bauline Line as a polling station 19 October 2015. They will be installing an access ramp the day before and removing it the day after.

6.9 Waste Removal Contract

The Town Manager informed council that this is the third year of a three year contract with Around the Bay Disposal. The town is now required to advertise this contract in a public call for tenders. Council agreed and requested that the Town Manger prepare the documents.

6.10 Snow Clearing Contract

Upon review of the Snow Clearing contract from last year, it was determined that this year's contract would be substantially increased due to the 660 meter road and 12,000 square foot parking lot at the new Town Hall site. It was determined that the contract would have to be advertised in a public call for tenders. The Town Manager was requested to prepare the necessary documents.

7.0 OLD BUSINESS

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

7.2 Town Trails

Council was informed that residents had come forward indicating their support of the trails and to offer their assistance.

8.0 FINANCES

8.1 Financial Statement

After review of the Financial Statement by Council;

MOTION 122 / 2015

*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 123 / 2015

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

*Seconded by Councillor Carol King
All in favour*

*Motion **CARRIED***

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 - No report submitted for review. However, the committee was requested to start planning for Budget 2016.
- 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) - No report submitted for review.
- 9.7 Northeast Avalon Joint Council Committee (NEAJC) – No report submitted for review.
- 9.8 Community Committee – Councillor Craig LeGrow briefed council on Community Committee meetings since the last general council meeting. After which:

MOTION 124 / 2015

*Councillor Craig LeGrow moved to **APPROVE** that the Community Committee be responsible for raising funds to furnish and equip the “public” part of the new Town Hall and Community Center, i.e. the Great Hall, the Kitchen, the Bar and Bar Storage area and for items that will be used in the renting of the Council Chambers. As well that the Town would be responsible for furnishing and equipping the operations portion of the building.*

*Seconded by Councillor Jason King
All in favour*

*Motion **CARRIED***

MOTION 125 / 2015

*Councillor Craig LeGrow moved to **APPROVE** that funding be “loaned” to the Community Committee from the Town’s operational resources to purchase items required to furnish and equip the public portion of the building, with the intent that the Community Committee reimburse the Town through its fund raising activities.*

*Seconded by Councillor Carol King
All in favour*

*Motion **CARRIED***

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 presented at this time.

11.0 NEXT GENERAL MEETING

Deputy Mayor Colin LeGrow scheduled the Next General Meeting for **Thursday 8 October 2015 at 7:30 pm.**

12.0 ADJOURNMENT

*Councillor Craig LeGrow moved to **ADJOURN** the meeting of **17 September 2015.***

As there was no further business to discuss, Deputy Mayor Colin LeGrow adjourned the meeting at 10:03 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline