

TOWN OF BAULINE

MINUTES OF REGULAR COUNCIL MEETING
HELD AT 1311 BAULINE LINE 19 FEBRUARY 2015

PRESENT

Mayor Christopher Dredge
Councillor Carol King
Councillor Craig LeGrow
Councillor Jason King
Town Manager Craig Drover
Maintenance Supervisor Terry Hillier

REGRETS

Deputy Mayor Colin LeGrow Ms. Tara Power

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 029 / 2015

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

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

3.0 ADOPT the MINUTES

3.1 Minutes of General Council Meeting 28 January 2015

Upon review of the minutes of 28 January 2015, Councillor Carol King requested a minor change to item 6.10 New Projects

MOTION 030 / 2015

*Councillor Carol King moved to **ADOPT** the minutes of 28 January 2015 with the minor change to item 6.10 New Projects as requested.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

As the minutes of 12 January 2015 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.

At this point the Mayor directed Council's attention to item 6.6 Presentation by Tara Power.

6.6 Presentation by Tara Power – Safe Grad Night

The Mayor welcomed Ms. Power to this evening's Council meeting and requested that she proceed with her presentation.

Ms. Tara Power is Chair Finance Committee Holy Trinity High School Safe Graduation and the Vice Chair Holy Trinity High School Council.

Ms. Power thanked the Mayor and Council for the opportunity to speak on behalf of the graduating students of Holy Trinity High School.

Ms. Power explained that this is the 3rd annual Safe Graduation celebration held at Holy Trinity High School. It is funded primarily by the parents and the 2015 budget is \$12,000.00. There are 110 graduates in this year's class. The objective of the Safe Graduation celebration is to provide a safe environment to the graduates to celebrate if they choose to attend. This year the celebration will be held the night of 9 May 2015 at "Action" on Topsail road. Following an evening meal, the graduates will be bussed to Action and will remain there from 12:00 midnight until 6:00 am the following morning, and will not be permitted to leave the venue. Ms. Power requested financial support from the town and asked that council consider making an annual contribution. Ms. Power indicated that she has approached the other surrounding municipalities and she was happy to announce that the other councils have financially supported this endeavour. She ended her presentation and thanked Council for the opportunity to speak on behalf of the graduating class of Holy Trinity High School. She then asked if there were any questions.

The Mayor asked if those that donate would be recognized in any way. Ms. Power replied that there would be a flyer circulated, as well as a poster displayed at the venue.

Councillor Craig LeGrow asked what percentage of students attended the Safe Graduation ceremony last year. Ms. Power replied that of the 88 students in last year's class 82 attended.

As there were no other questions, the Mayor thanked Ms. Power for her presentation and invited her to stay for the remainder of the meeting. Ms. Power thanked the Mayor and Council once again and departed.

After a short discussion:

MOTION 031 / 2015

Councillor Craig LeGrow moved to **DONATE** \$300.00 to the 2015 Safe Graduation celebration of Holy Trinity High School.

Mayor Christopher Dredge left the Chair
Councillor Carol King assumed the Chair

The Motion was seconded by Mayor Christopher Dredge
All in favour.

Motion **CARRIED**

Councillor Carol King Left the Chair
Mayor Christopher Dredge resumed the Chair

MOTION 032 / 2015

Councillor Craig LeGrow moved to **BUDGET** and set aside \$300.00 on an annual basis for the duration of the current elected council to be donated to future Safe Graduation celebrations of Holy Trinity High School.

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 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

7.1.1 Engineering Meeting – 5 February 2015

The Mayor provided council with the main points that were covered at the Engineering Meeting held 5 February 2015 in the Minister of Municipal and Intergovernmental Affairs (MIGA) conference room. In attendance at that meeting were the Honourable Kevin Parsons, MHA, Mr. Dan Noseworthy, Regional Director, Ms. Jill Yetman, Engineering consultant with MIGA, Mr. Barry Bridger, Primary Engineering Consultant (Dillon) for the Town, Mr. Chris Willett, project Engineer with Dillon, Mayor Christopher Dredge, Councillor Carol King, Town Manager Craig Drover and Maintenance Supervisor, Terry Hillier. The meeting lasted about an hour and fifteen minutes. Main topics of discussion were ongoing delays with the building, Engineering fees and the requirement to determine a substantial completion date of the project. The meeting ended with

all concerned agreeing to attend another meeting to include the primary contractors, Eastern Contracting. A tentative date was set for 11 February 2015.

7.1.2 Stakeholder Meeting – 26 February 2015

The Mayor explained that the meeting scheduled 11 February 2015 had to be postponed until 26 February 2015. In preparation of this meeting, the Mayor asked, what did Council wish to achieve from this meeting and what approach they should take. After a lengthy discussion it was decided that the primary goal was for all stakeholders to agree to a substantial completion date and portray to the Primary Contractor the importance of meeting this timeline. With that said the Town Manager was requested to contact Mr. Bridger and request that Eastern Contracting come to the meeting prepared to discuss construction milestones, a proposed substantial completion date; what equipment, supplies and materials have been ordered, is on site and if there are any items outstanding. As well, if they foresaw any obstacles in the future. In addition, Council agreed that Mr. Barry Bridger should speak on behalf of the town and impress upon Eastern the importance of meeting the timelines.

7.1.3 Construction Progress update

The Town Manager informed council that a full set of blueprints have been received. The construction phase of the project continues to move at an acceptable pace. The siding and trims have been confirmed as; Khaki for the main color of the siding with sandalwood for the trims, soffit, metal flashings and corners. Windows will be white. Since our last meeting, 98% of the shingles have been installed, most of the windows have been installed, about 85% of the inside framing has been completed. The Town Manager has requested the following items be added, and it is confirmed that they have been sent to the Mechanical and Engineering consultant for costing.

Additional things to look at: (excerpt from an e-mail to C. Willett)

- *The Town will need a phone and data drop in both the kitchen and bar; and another data drop in the Main Hall for public presentations.*
- *The Town will need 6 ceiling mounted speakers in the main hall and four mounted speakers in the council chambers.*
- *We will also need a projector drop in the ceiling of each of the Main Hall and Council Chambers. Main hall projector*

should project on the outside wall of the female washroom. The projector in the Council chambers should project onto the wall facing the parking lot.

- There should be two electronic projector screens, ceiling mounted with switches (retractable) near the vicinity of the screens.*
- As well as dart board lighting (Track lighting) on the outside of the Female washroom in the Main Hall and mid wall facing the road of the main Hall. We believe we can get up to 5 dart boards in these locations.*
- I understand that this will have to be sent to Jay Williams to get it “costed out” with his electrical sub. Let me know if you need anything further from me regarding these items.*

. 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 Newfoundland Power – Council reviewed the Statement of Gross Revenue from Newfoundland Power

5.2.2 Bell Aliant – Council reviewed the Statement of Gross Revenue from Bell Aliant

5.2.3 Bell Canada – Council reviewed the Statement of Gross Revenue from Bell Canada

5.2.4 Municipal and Intergovernmental Affairs – Council reviewed the Budget Submission report letter indicating that there were no material deficiencies found in this year’s budget submission.

5.2.5 Irving Energy – Council reviewed a letter welcoming the town as a new customer along with a brochure regarding Propane Safety.

5.2.6 Fire and Emergency Services NL – Council reviewed a package regarding a new Prevention Program which focuses on older adults and home fire and emergency safety.

5.2.7 Pouch Cove & Flatrock Recreation – Council reviewed the activity calendar for SNOWFEST 2015 provided by Pouch Cove & Flatrock recreation. It was requested that this information be posted on the town’s website.

- 5.2.8 Fire and Emergency Services NL – Council reviewed a package regarding the Fire and Emergency Services Training School. This is regarding the spring 2015 Training School in Gander 23-29 May, the Hazardous Material Training in Clarenville 2-6 May along with a list of other seminars and dates.
- 5.2.9 Municipal and Intergovernmental Affairs – Council reviewed the Training and Professional Development Opportunities for the upcoming training session from 20 February to 20 November 2015.
- 5.2.10 Flatrock Environment Committee – Council reviewed an e-mail regarding a winter hike organized by the Flatrock Environment Committee and promoted by the ICSP committee. The winter hike will take place Saturday, 28 February starting at 10:30 am at the corner of Medalsis Pond road and Admiral's Grove road. Council requested that this be sent out to the resident's e-mail list.

At this point:

MOTION 033 / 2015

*Councillor Carol King moved to **ADD** to the Municipal Policy and Procedure Manual, that all events of the towns of Pouch Cove and Flatrock will be promoted within the town of Bauline.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

- 5.2.11 NL Police Curling Association – Council reviewed a request to purchase advertising space in the Souvenir Hockey Program for the local police curling association. Upon review of the material council declined this offer.
- 5.2.12 Financial Management Institute of Canada – Council reviewed this invitation to attend the St. John's Financial Management Institute's one day seminar 26 February 2015.
- 5.2.13 Municipal and Intergovernmental Affairs – Council reviewed this reminder circular that the date to submit Year End Claims for capital works projects is 6 April 2015.
- 5.2.14 Corporate Services and Policy – Council reviewed this correspondence regarding Amendments to Appeal Provisions in the Urban and Rural Planning Act, 2000. The objective is to create a more effective and efficient appeal process.

5.2.15 Municipalities NL – Council reviewed this correspondence regarding regional meetings. Over the next 8 weeks there will be six regional meetings of Municipalities NL. The Avalon meeting is scheduled for 13-14 March at the Capital Hotel in St. John's.

5.2.16 Holy Trinity High School – Council reviewed a Request for a council representative to be a Judge for the grade 8 Heritage Fair. Mayor Christopher Dredge indicated that he will represent Bauline for this event and requested that the Town Manager inform Ms. Alma McNiven.

6.0 NEW BUSINESS

6.1 Report from Town Manager

6.1.1 Property Taxes

All Property and Water Taxes have been dispatched. Business Taxes and Utility Taxes will be dispatched in the near future. HST rebate has been dispatched.

6.1.2 Town's Crown Land Applications – update

The Town Manager informed council that the two Crown Land applications for Recreational Grants have been submitted. Crown Lands Division is drafting and plotting the areas. Additional details will be presented once received.

6.1.3 Errors and Omissions Insurance

Council was informed that the Errors and Omissions portion of the insurance policy took effect 3 February 2015. Insurance premiums will now increase.

6.1.4 Website

Council was informed that the Town's website has been continually attacked for a couple of months. The webmaster went as far as contacting the internet provider of one particularly tenacious attacker from the US to see if there was anything to be done. The threat seems to have subsided recently.

6.1.5 Postage Meter

As recommended by the post office, town staff is currently looking at the feasibility of getting a postage meter vice paying for stamps at the Post Office. Since July 2014 the Town has spent \$489.07 in postage stamps. The advantage of a postage meter is that the cost of mailing a letter is reduced to .77 cents (a savings of up to 23%). You can recharge the meter on-line. You can weigh the bigger packages and print only what you need, as it has a built in weigh

scale. The Mailstation 2 Postage Meter is currently \$17.95 a month for 1 year and right now there is up to \$200.00 in free postage credits. Investigation is ongoing, additional information will be provided to council once received.

6.2 Maintenance Report

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

6.3 Safety Discussion

The Safety Officer provided the following update and discussed:

Mr. Hillier reported that three work requests were submitted to NL Power regarding utility pole lights not working properly.

The utility pole that has been laying on the ground on Brook Path for an extended period of time has been installed.

A coyote was spotted on Bauline Line the evening of 18 February. Wildlife was contacted and informed of the incident. An e-mail was sent out to the Resident distribution list informing residents of the incident and asking them not to put out garbage prior collection day and not to feed their pets outside. They were also requested to notify the town if there are any other sightings.

6.3.1 Occupational Health and Safety Training

As the designated Town Safety Officer, there is a requirement to attend an Occupational Health and Safety Committee course. With that said:

MOTION 034 / 2015

*Councillor Carol King moved to **APPROVE** for the Town Safety Officer, Mr. Terry Hillier to attend the Occupational Health and Safety Committee training 11-12 March 2015.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

6.4 Water Update

The Maintenance Supervisor provided council with the water update. Water usage seems to have been high several days, but this may be attributed to the lower temperatures experienced over the past few weeks. It is expected that some residents run their water to keep their pipes from freezing. A water analysis report received 18 February where four separate houses were checked, indicate that the chlorine residuals at the end of the line, is very good. Water quality and quantity remain good. There are no suspected leaks at this time.

6.5 Town Bulletin Board Signs

Upon review of several quotes to complete signs:

MOTION 035 / 2015

*Councillor Jason King moved to **PURCHASE** three new bulletin board signs and a set of letters as quoted by Impact Signs.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

6.6 Presentation by Tara Power – Safe Grad Night – Previously addressed

6.7 5 February 2015 Public Meeting – After Action Review

A discussion arose concerning the public meeting held 5 February 2015 and points that could improve the event along with points that worked well were provided as follows:

POINTS TO RETAIN

- Presentation itself was well done
- Set up worked well for the venue

POINTS TO INCORPORATE

- Commence at a later time perhaps 8:00 am to give more time for residents to attend
- Add a slide or two to the presentation with the basic information regarding Mil rate and how it affects the various municipal taxes with regards to previous years etc.

At this point:

MOTION 036 / 2015

*Councillor Craig LeGrow moved to **DONATE** \$150.00 to the Bauline United Church in appreciation for its use during the Town of Bauline Public Meeting of 5 February 2015.*

*Seconded by Councillor Carol King
All in Favour*

*Motion **CARRIED***

6.8 Town Trails

As requested at the last meeting, an ongoing discussion is requested to be tabled regarding hiking and walking trails within the town. It was suggested that this item be added to the agenda under OLD BUSINESS for all future council meetings.

A discussion arose concerning identifying a location for an initial trail to be developed. Councillor Jason King recommended starting out with a smaller trail system originating and ending at the new town hall site. This should make it more accessible and attractable to the general public. All agreed. The recommended trail would start at the north end of the town hall parking lot and proceed to the First Gully then follow the gully south to the second gully (crossing the new road near the culvert system) then go back to the town hall site and end at the proposed playground site. All agreed. The Maintenance Supervisor was directed to contact consultants such as Grand Concourse to investigate and garner information regarding trail development, costs associated and strategy. It was also suggested that the Town of Whiteway be contacted as it was believed that their community recently underwent a similar plan.

EAST COAST TRAIL (ECT)

At this point the Town Manger briefed council on a meeting held at the Town Office 19 February 2015 between Mr. Ed Delaney (Trail Master ECT) and the Town Manager. Some general information that was received was:

- The entire East Coast Trail is considered the Trail;
- Portions of the trail between trail heads such as Bauline and Portugal Cove are referred to as paths;
- There are 350 km of finished trail which includes 26 paths;
- The path between Bauline and Portugal Cove is 17 km;
- The path between Bauline and Cape St Francis is 18.5 km, and 20.2 to Pouch Cove. There is 3.4 km between Bauline and Marine Park;

- The highest portion of the entire trail system is *Picco's Ridge* between Bauline and Portugal Cove.

With the two East Coast Trail paths drawing to a conclusion surrounding the town the ECT Committee recommended a name on the portion of the trail from Bauline to Portugal Cove St. Phillips as **PICCO'S RIDGE**. This name is recommended because part of this trail which traverses *Picco's Ridge* is the highest elevation found on the 350 km East Coast Trail system. As well the committee recommended that the portion of the trail heading from Bauline to Cape St. Francis be called **WHITE HORSE PATH** after a geological feature about midway between the two trail heads. Mr. Delaney has requested that these names be presented to council to determine if there are other names recommended by the towns at each of the trail heads.

After some discussion it was recommended that the trail going from Bauline to Portugal Cove be referred to as **BIG FRESH WATER** path referring to a large water fall midway between the two communities that both communities could identify with. Regarding the name of the north route between Bauline and Cape St. Francis, council had no other suggestions to put forward and agreed with the committee's recommendation. The Town Manager was requested to submit the new name to the ECT committee for consideration.

7.0 **OLD BUSINESS**

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

7.2 Amendment Number 5

Council reviewed a letter requesting Ministerial registration of Amendment number five.

8.0 **FINANCES**

8.1 Financial Statement

After review of the Financial Statement by Council;

MOTION 037 / 2015

*Councillor Carol King 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 038 / 2015

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

*Seconded by Councillor Carol King
All in favour*

*Motion **CARRIED***

8.3 Budget Review

The Town Manager reviewed the 2015 budget with council. He identified a couple of areas that may need attention in the near future.

9.0 COMMITTEE REPORTS

9.1 Planning and Development Committee – The Planning and Development Committee Chair requested that the Town Manager reschedule the meeting with D&P Holdings for some time next week, preferably Wednesday or Thursday evening.

9.2 Recreation Committee - There was no committee report submitted.

9.3 Finance Committee – There was no committee report submitted.

9.4 History & Heritage Committee – The History and Heritage Committee informed council that they will be holding a committee meeting 24 February 2015.

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 3 February 2015 hosted by the Town of Bauline. As well he discussed the ICSP initiative to purchase a regional map by each of the three towns.

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 business that anyone would like to discuss. Councillor Craig LeGrow indicated that he had some wood that may be suitable to construct a Council Chamber table. The Town Manager and Maintenance Supervisor indicated they would assess the material.

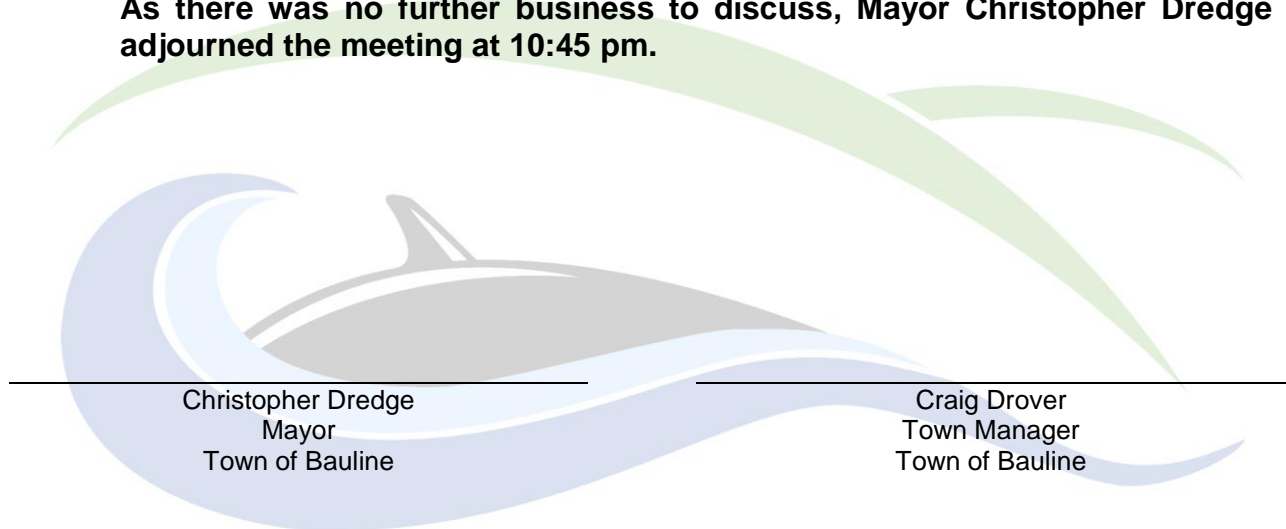
11.0 NEXT GENERAL MEETING

Mayor Christopher Dredge scheduled the Next General Meeting for **Thursday 12 March 2015 at 7:30 pm.**

12.0 ADJOURNMENT

*Councillor Craig LeGrow moved to **ADJOURN** the meeting of **19 February 2015***

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