

TOWN OF BAULINE

MINUTES OF REGULAR COUNCIL MEETING HELD AT
2 MEMORIAL PARK PLACE 24 NOVEMBER 2016

PRESENT

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

REGRETS

Mayor Christopher Dredge

PUBLIC IN ATTENDANCE

1.0 CALL TO ORDER

Deputy Mayor Colin LeGrow called the meeting to order at **7:52 pm**.

2.0 AGENDA

Upon Review of the Agenda:

MOTION 155 / 2016

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

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

3.0 PREVIOUS MINUTES

3.1 Adopt the minutes of 13 October 2016.

In the absence of a quorum of council members that attended the 13 October 2016 general meeting, the adoption of the minutes were deferred.

3.2 Adopt the minutes of 3 November 2016.

Upon Review of the minutes of 3 November 2016:

MOTION 156 / 2016

*Councillor Craig LeGrow moved to **ADOPT** the Minutes of 3 November 2016 as presented.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

4.0 BUSINESS ARISING FROM MINUTES

4.1 GENERAL MAINTENANCE CONTRACT

The Town Manager informed council that he had not had the opportunity to draft the expression of interest letter for review, as requested at the last meeting.

**At this point Deputy Mayor Colin LeGrow declared a Conflict of Interest and left the Chair and departed the room.
Councillor Carol King assumed the chair**

4.2 TECHNICAL ROPE & RESCUE (TRR) – LAND FREEZE REQUEST

Council reviewed the e-mail thread from Crown Lands division regarding the “first right of refusal” on the property of land that was under a land freeze at the request of TRR. It indicated that there was no such clause in place for that particular application. Council requested that the Town Manager liaise with Colin LeGrow of TRR and request that he re-submit an application that fits the current land use zone of Rural (RU) or request that the land be re-zoned to meet TRR’s needs.

**At this point Deputy Mayor Colin LeGrow was recalled to Council Chambers and resumed the Chair.
Councillor Carol King left the chair**

4.3 WATER LEAK AT 14 MAIN STREET

The Town Manager informed Council that leak repairs at 14 Main Street took place Saturday 5 November 2016. The Town Water Operator was on site and had to carry out digging operations and water valve replacements. The leak is now repaired and no other leaks are suspected at this time.

4.4 SNOW CLEARING PATIO & PUMP HOUSE

Upon review of submitted quotes to carry out snow removal and ice control of the Town Hall patio and areas leading to the pump house:

MOTION 157 / 2016

*Councillor Carol King moved to **AWARD** the Patio and Pump house snow clearing contract to T & R Contracting.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS – No applications submitted

5.2 CORRESPONDENCE

5.2.1 Cal LeGrow – Council reviewed the Errors and Omissions policy renewal completed by the Town Manager, after which the Deputy Mayor signed the application.

5.2.2 Government Purchasing Agency – Council reviewed the Master Standing Offer regarding Liquid Chlorine. After which;

MOTION 158 / 2016

*Councillor Carol King moved to **PARTICIPATE** in GPA # 116015391 regarding a standing offer on Liquid Chlorine.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

5.2.3 RBC – Council reviewed the Master Client Agreement with RBC. Deputy Mayor Colin LeGrow and the Town Manager signed all applicable areas. Mayor Christopher Dredge will be contacted to review and sign his applicable areas.

5.2.4 CRA – Council reviewed this Community Volunteer Income Tax Program (CVITP). They declined to participate this year.

5.2.5 Municipal Affairs – Council reviewed this information circular regarding the revised master specification documents for water, sewer and roads.

5.2.6 Gregory Stokes – Council reviewed the 2015 Audit Report letter as provided by Gregory Stokes. A discussion arose regarding some of its content.

5.2.7 CRA – Employer – Council reviewed the Employer Account Remitting requirements for 2017 for the town. This letter indicates that the town meet certain criteria, (low withholding amount, perfect compliance history for remittance and perfect compliance history on GST/HST) and for 2017. The town will only have to submit a quarterly CRA remittance payment vice monthly.

5.2.8 Eastern Regional Service Board – Council reviewed this letter indicating the new main user fees for Robin Hood bay starting 1 April 2017.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGER

15 DECEMBER MEETING - The Town Manager informed Council that there was a meeting of Mayors, Town Managers and Planners 15 December at 7:00 pm in Logy Bay. It is regarding administrative/ coordination support to Killick Coast Mayors Committee from Easter Regional Service Board. Mayor Dredge and the Town Manger are planning on attending.

6.2 SAFETY REPORT/DISCUSSION

There were no safety issues discussed at this meeting.

6.3 WATER UPDATE

The Town Manager informed Council that the water quality and quantity remain good.

6.4 TURKEY DRIVE CHALLENGE

As this was an item requested to be added to the agenda by the Mayor, this item was deferred until the next general council meeting.

6.5 VIGILANT MANAGEMENT INC

Deputy Mayor Colin LeGrow briefed council on his discussions with Vigilant Management Inc and recommended that prior to any capital works projects being undertaken by the town, that they should consult with this organization first.

7.0 OLD BUSINESS

7.1 TOWN HALL / MEMORIAL PARK - CAPITAL WORKS PROJECT 11057

The project continues to wind down with one outstanding invoice to pay.

7.2 BONFIRE NIGHT – AFTER ACTION REVIEW (AAR)

Council reviewed the events of Bonfire night 2016. There were no points of improvement to be added.

7.3 REMEMBRANCE DAY – AFTER ACTION REVIEW (AAR)

Council reviewed the events of Remembrance Day 2016. Well over 100 people attended the service at the cenotaph. The addition of the reception in Council Chambers was well received with about 40 people attending. This reception could be enhanced for next year. Deputy Mayor Colin LeGrow indicated he would send a note to the CLB thanking them for their participation.

7.4 GRAND OPENING OF COMMUNITY CENTRE – (AAR)

Council acknowledged that this is not a regular occurring event. It was an excellent event with detailed planning, preparation and coordination. Many accolades were received. The only point of improvement would be to ensure payment for the tickets before the event be mandatory so as not to pay for extra meals.

8.0 FINANCES

8.1 FINANCIAL STATEMENT

After review of the Financial Statement by Council;

MOTION 159 / 2016

*Councillor Craig LeGrow 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 160 / 2016

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

*Seconded by Councillor Craig LeGrow
All in favour*

*Motion **CARRIED***

8.3 BUDGET REVIEW

Council reviewed the budget as of 24 November 2016.

At this point Councillor Jason King suggested to the Finance Committee that perhaps there should be a Fire Protection Services fee for each household much the same as there is a Water Tax for each household to collect the funds to pay for the annual water expenses. The Chair of the Finance Committee indicated that they would discuss his recommendation at the next Finance Committee Meeting.

9.0 COMMITTEE REPORTS

9.1 Planning and Development Committee – No report submitted

9.2 Recreation Committee – No report submitted

- 9.3 Finance Committee – The Chair indicated that there will be a Finance Committee meeting called in the near future to discuss the budget.
- 9.4 History & Heritage Committee – No report submitted
- 9.5 Emergency Response Committee – No report submitted
- 9.6 Integrated Community Sustainability Plan Committee (ICSP) - No report submitted
- 9.7 Northeast Avalon Joint Council Committee (NEAJC) – No report submitted
- 9.8 Community Committee – Councillor Craig LeGrow informed council of ongoing initiatives of the Community Committee.
- 9.9 War Memorial Committee. No report submitted.

10.0 TABLE DISCUSSION

At this point Deputy Mayor Colin LeGrow asked if there were any items that council or staff would like to address.

At this point Deputy Mayor Colin LeGrow informed Council that his company Technical Rope & Rescue (TRR) would be meeting with the regional Mayors and Fire Departments here in Bauline's Town Hall 7 December 2016.

11.0 NEXT GENERAL MEETING

Deputy Mayor Colin LeGrow scheduled the Next General Meeting for **Tuesday, 13 December 2016 at 7:45 pm.**

12.0 ADJOURNMENT

As there was no further business to discuss;

MOTION 161 / 2016

*Councillor Craig LeGrow moved to **ADJOURN** the meeting of **24 November 2016.***

Deputy Mayor Colin LeGrow adjourned the meeting at 10:47 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline