

TOWN OF BAULINE

MINUTES OF A REGULAR COUNCIL MEETING
HELD AT 1311 BAULINE LINE 27 AUGUST 2015

PRESENT

Mayor Christopher Dredge
Deputy Mayor Colin LeGrow
Councillor Jason King
Councillor Carol King
Councillor Craig LeGrow
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 **7:35 pm**.

2.0 ADOPT AGENDA

Upon Review of the Agenda:

MOTION 111 / 2015

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

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

3.0 ADOPT the MINUTES

3.1 Minutes of GENERAL COUNCIL MEETING 30 July 2015

MOTION 112 / 2015

*Deputy Mayor Colin LeGrow moved to **ADOPT** the minutes of 30 July 2015 as presented.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

As the minutes of 30 July 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 East Coast Trail MOU review

Mayor Christopher Dredge informed council that he had officially signed the Memorandum of Understanding (MOU) between the Town and the East Coast Trail Association; which was reviewed at an earlier Council Meeting.

4.2 Capital Investment Plan changes

The Town Manager informed council that the Gas Tax Secretariat had been sent two amended Capital Investment Plans has approved at the 30 July 2015 meeting. Conversations with the Gas Tax Secretariat indicate that the Committee had convened and approved the requested changes.

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

The Town Manager informed council of the following items:

Since the last meeting:

- Millwork almost complete;
- Bulkhead in Council Chambers complete;
- T-Bar ceiling installed, awaiting panels;
- Electricity hooked up by NL Power;
- Heat pumps installed, but no electrical hook up yet;
- Glass and hardware installed in doors;
- Septic system has been inspected, covered and graded;
- More painting has been completed; and
- The Town has received the NL Power Electrical Service Contract, so we will be starting to pay power bills on the building.

Issues we are working through:

- Currently the project is stalled because of Pole Bases... & power to well pump is ran through pole bases;
- Pole bases, crush stone, landscaping and curb has to be installed prior to asphalt being laid (requires coordination through tender);
- No electrical for dishwashers in either kitchen or bar;
- No electrical or venting for range hood (against sheer wall);
- Electrical outlet for screen in Council Chambers not in right place; and
- Door in kitchen swings in, not out... this may be an issue upon inspection;

A discussion arose regarding engaging Municipal and Intergovernmental affairs and the MHA by calling a meeting at the earliest possible date with all stakeholders present. Council requested that the meeting be held at the Town Office, with the option of doing a site visit. It was noted that this project has gone 6 weeks beyond the substantial completion date and must be completed as soon as possible.

At this point and in Accordance with item 4.0 of the 25 September 2013 Town Council Minutes, the 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 Development – Accessory Building –The Town Manager informed council that in accordance with Motion number 095 of 9 July 2015, he approved William Cahill of 1036 Bauline Line Extension the application to construct an accessory building. The development falls well within the Municipal Plan and Development Regulations.

5.1.2 Approval in Principle – New Development – Joyce Mackay, Intersection Bauline Line and Pouch Cove Line

The Town Manager informed Council that Mrs. Mackay has applied for and given approval in principle to develop land on the corner of Pouch Cove Line and Bauline Line at a previous Council Meeting. The requested access on that application was on Pouch Cove Line. According to the Department of Transportation and Works, a driveway access is not approved for Pouch Cove Line, however access to Bauline Line, near the “Gully Path” could be approved. Upon a lengthy discussion:

MOTION 113 / 2015

*Councillor Craig LeGrow moved to **APPROVE IN PRINCIPLE** that Mrs. Joyce Mackay develop property on the corner of Bauline Line and Pouch Cove Line with driveway access to the Bauline Line, provided the following conditions are met:*

- *appropriate land titles and access permits are in place,*
- *A legal document be provided indicating an easement for future road access to the properties on the “Gully Path (Cart Road)”, including the required water buffer, and*
- *The Town Planner be engaged to review the development application.*

Seconded by Deputy Mayor Colin LeGrow
All in favour.

Motion **CARRIED**

5.2 CORRESPONDENCE

- 5.2.1 Epilepsy NL – This request for a donation was reviewed and denied by Council.
- 5.2.2 Department of Municipal and Intergovernmental Affairs – Council reviewed this reminder to municipalities of section 99(1.1) of the Municipalities Act 1999 which states:
*“A council may out of funds at its disposal, and by 2/3 vote of councillors in office provide a grant for charitable or philanthropic causes that it considers appropriate **but grants may not be provided to political parties or candidates in municipal, provincial or federal elections**”.*
- 5.2.3 Royal Newfoundland Constabulary – Council reviewed this Invitation to the RNC Memorial Campus Opening for the Mayor to attend on Tuesday, 29 Sep, 11:00 am at Fort Townsend St. Johns. As the Mayor may not be available, Council requested that this item be deferred until then next General Council Meeting.
- 5.2.4 Pouch Cove Volunteer Fire Department – Council reviewed the invitation for the Mayor to attend: PCFD Firefighter’s ball Saturday, 26 September at 6:30 pm. The Mayor will be attending and asked if there were any other council or staff wishing to attend. Council requested that this item be deferred until the next General Council Meeting.
- 5.2.5 Office of the Premier – Council reviewed these documents regarding the premiers 10 year vision of NL population growth strategy. The program is entitled Live Here – Work Here – Belong Here: A population growth strategy for NL 2015-2025.
- 5.2.6 Municipal Assessment Agency – Council reviewed these preliminary results to reassessment of Bauline whereby the Municipal Assessment Agency (MAA) indicates that property assessments has increased by an average of 10.7% in the town of Bauline, which will be reflected in the next assessment roll.
- 5.2.7 Municipalities NL – Council reviewed the MNL 2015 Convention registration documentation. They requested that this item be deferred until the next General Council Meeting.

6.0 NEW BUSINESS

6.1 Report from Town Manager

6.1.1 Employee Contracts

The Town Manager informed Council that the current employee contracts should be reviewed with the Mayor and/or council. A meeting was set for Wednesday 2 September at 8:00 pm with Councillors Craig LeGrow, Carol King and the Mayor to attend.

6.1.2 Leave

The Town Manager informed Council of the following leave plans:
Drover – 28 August – 2 September in Halifax
Hillier – 3-13 September – Summer vacation.

6.1.3 PMA Fall Forum

The Town Manager requested authority for Mr. Hillier to attend the PMA Fall Forum in Gander 24-25 Sep. Registration fee is \$192.10

MOTION 113 / 2015

*Deputy Mayor Colin LeGrow moved to **APPROVE** Terry Hillier attending the PMA Fall Forum in Gander 24-25 September 2015.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

6.1.4 Summer Student reimbursement

The Town Manager informed council that the students total salaries for the summer was **\$4,530.50**. This week the Town received **\$3182.62** as a 75% reimbursement. Additional funds will be requested once contracts are closed and the final report is sent to Advanced Education and Skills. The Town should receive close to 100% reimbursement for the summer student employment program.

6.1.5 HST Rebate

The Town Manager informed Council that he had applied for the first half of the 2015 HST rebate.

6.1.6 Outstanding Property Taxes

The Town Manager briefed council on the outstanding property taxes. Letters will be sent to delinquent residents. Non-compliance to these letters will result in the accounts being sent to a collection agency.

6.2 Maintenance Report

The Maintenance Supervisor informed council of the following projects since the last meeting:

- The Town Notice Board and all but one of the garbage boxes have been stained.
- Many garbage cleanups were conducted around town and at Duck Pond;
- Several new road barriers have been constructed and painted;
- The Wetland Stewardship sign was erected.

6.3 Safety Report

The Safety Officer informed council that brush on part of Main Street was cut back for better visibility as well as brush and nettles removed around the mail boxes on Main Street.

6.4 Water Update

The Maintenance Supervisor informed Council that one leak was discovered and repaired. The Boil Water Order is still in effect, but should be lifted soon. Current water levels and residuals are good.

6.5 Engineering Report – Tiller Engineering

Council reviewed the engineering report provided by Tiller Engineering regarding the status of the bridge on Brook Path. As recommended signs have been ordered to place on bridge regarding weight restrictions.

The report also recommended that the bridge be replaced in the near future with a new concrete bridge. The estimated cost of a new bridge is \$75K +/- 25%. Council requested that this item be looked at from a budget perspective over the next several years.

6.6 Summer Student Employment – After Action Review

This year's summer students were very busy with a multitude of projects. In addition, the program was heavily subsidized by the provincial government. The primary planned project of Trail cutting could not be accomplished due to poor weather in July combined with higher priority maintenance projects. Other resources such as supervisory time, travel expenses, supplies and materials are expended at a much higher rate with the employment of the summer students. This year two students were employed, while last year there were three. This program is considered mutually beneficial to the Town and to the students being hired.

6.7 Community Sustainability Partnership Accountability Measures

Council reviewed this new administrative/financial guideline which is required to be completed and returned on an annual basis (in conjunction with the Town's budget and audit reports). It requires information dating back to prior 2009 regarding the receivables on different taxes (property,

business, water etc.) An in-depth Tax Recovery Plan has to be produced, adopted and submitted to MIGA along with a taxes receivable summary. This will be a requirement for the release of the Municipal Operating Grant and the shared Provincial Gas Tax Revenues.

6.8 Pavement Tender Package

Council reviewed and approved the Call for Tender notice and the Tender package drafted by the Town Manager. The intent is to release this call for tender with a completion date of 30 October. As this has to be coordinated with Eastern Contracting, it cannot be sent out until after the meeting is held as requested at item 7.1.

7.0 OLD BUSINESS

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

7.2 Town Trails

The Town Manager informed council that he and the Maintenance Supervisor is planning on walking and marking the initial trail of approximately 1 km. They will cut a portion of the trail as time allows. The Town Manager recommended having a volunteer weekend in the fall for as many residents that can make it with saws, axes atv's etc to come out for a Saturday and cut as much trail as possible. An incentive to the volunteers could be to offer the wood to those that want it, along with a "Mug up" or "Boil up" social event. Council agreed with the recommendation and indicated that the 3rd Saturday in October would be a good target date.

8.0 FINANCES

8.1 Financial Statement

After review of the Financial Statement by Council;

MOTION 114 / 2015

*Councillor Craig LeGrow moved to **ACCEPT** the Financial Statement as presented.*

*Seconded by Deputy Mayor Colin LeGrow
All in favour*

*Motion **CARRIED***

8.2 Outstanding Payables

After review of the Outstanding Payables by Council;

MOTION 115 / 2015

*Deputy Mayor Colin LeGrow 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 conducted a budget review with Council, pointing out areas of concern.

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

The Chair of the Emergency Response Committee (Deputy Mayor Colin LeGrow) briefed council on the committee meeting held 3 August 2015. The Chair will continue to liaison with the Pouch Cove Fire Department and the Pouch Cove Council regarding a Fire and Emergency Services MOU.

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 and the Treasure of the Committee (Terry Hiller) informed council that the Community Committee had received a generous \$10,000.00 donation from Cal LeGrow Insurance. The Committee is still in the process of obtaining its charitable donation status before it can officially accept the donation. The Mayor thanked Cal LeGrow Insurance for its support of the Town Hall and Community Center.

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 informed council that he had read an article in the Telegram calling for interested bidders on the property on the north side of Duck Pond (Boulain Property) and asked if anyone had knowledge of the article. There was a short discussion that ensued.

Councillor Jason King reiterated that the Town Hall project was already 6 weeks beyond the substantial completion date, and at the upcoming (proposed meeting) with all stakeholders, pressure must be applied to ensure the project is completed ASAP.

There were no other items of discussion raised.

11.0 NEXT GENERAL MEETING

Mayor Christopher Dredge scheduled the Next General Meeting for **Thursday 17 September 2015 at 7:30 pm.**

12.0 ADJOURNMENT

*Councillor Jason King moved to **ADJOURN** the meeting of **27 August 2015***

As there was no further business to discuss, Mayor Christopher Dredge adjourned the meeting at 10:35 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline