

TOWN OF BAULINE

MINUTES OF REGULAR COUNCIL MEETING
HELD AT 1311 BAULINE LINE 3 DECEMBER 2014

PRESENT

Mayor Christopher Dredge
Deputy Mayor Colin LeGrow
Councillor Carol King
Councillor Craig LeGrow
Councillor Jason King
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 **7:29 pm**.

2.0 ADOPT AGENDA

Upon Review of the Agenda:

MOTION 195 / 2014

*Deputy Mayor Colin 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 22 October 2014

MOTION 196 / 2014

*Councillor Craig LeGrow moved to **ADOPT** the minutes of 22 October 2014 as presented.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

As the minutes of 22 October 2014 have been adopted by Council, The Mayor and Town Manager signed the original copy of the minutes.

3.2 Minutes of General Council Meeting 12 November 2014

MOTION 197 / 2014

*Councillor Carol King moved to **ADOPT** the minutes of 12 November 2014 as presented.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

As the minutes of 12 November 2014 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 Arena “Dasher Board” advertising space – Jack Byrne Arena

Council reviewed a draft Dasher Board design for the Jack Byrne Arena. After some discussion and changes to the draft, council agreed upon a design and requested that the Town Manager make the necessary arrangements to have the Dasher Board installed.

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

Council reviewed the points from the emergency meeting held 17 November 2014 in the Bauline Town Office. In attendance were:

- MHA Kevin Parson;
- An engineering representative of Municipal and Intergovernmental Affairs;
- Engineer representatives of Dillon Consulting Firm;
- An electrical engineer representative from RAN Consultants;
- Representatives of Eastern Contracting; and
- The majority of the Town of Bauline Council and Staff

The meeting was set up by the Bauline Town Council to express its displeasure in the progress to date and in recent discoveries concerning electrical planning.

Direct lines of communication were established between the Town and Eastern contracting for future construction.

The need to “close in” the building before bad weather sets in was stressed.

Somewhat adequate responses were received regarding the confusion of three phase versus single phase power. However, council was assured that the single phase electrical service would be more than sufficient to meet its needs.

Since the meeting, constant communication with the Eastern Contracting has seen progress on the building, but still at a slower pace than expected. The Town Manager was directed to maintain the lines of communication and provide frequent updates to council.

Councillor Jason King, requested that shingle samples be provided for review.

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 Water Resources Management Division – 2014 Water Drinking Water Quality Report

Council reviewed the report indicating that the water quality for 2014 met and/or exceeded all government standards.

5.2.2 Cal LeGrow – Municipal General Insurance Policy

Council reviewed the upcoming insurance policy renewal document and requested the Town Manager liaise with Cal LeGrow regarding adjusting the policy.

5.2.3 United Church of Canada – Invitation to Bicentenary

Council reviewed this invitation to attend the 200th Anniversary of Methodism in the region. The service will take place 26 April 2015, 3:00-4:30 pm at the Gower Street United Church, 99 Queen’s Road. Council requested that this piece of correspondence be deferred to a council meeting early in the new year.

5.2.4 Municipalities Newfoundland and Labrador (MNL) – Dedicated and Sustainable Funds for Municipalities Needed MEMO.

In an effort towards a sustainable future where elected councils can create and plan for better towns, this memorandum requests that a

letter be sent to the Minister of Municipal and Intergovernmental Affairs. Upon review of the memo:

MOTION 198 / 2014

*Councillor Carol King moved for Council to **WRITE** a letter to the Minister of Municipal and Intergovernmental affairs regarding the need for dedicated and sustainable funds for Municipalities.*

*Seconded by Deputy Mayor Colin LeGrow
All in favour.*

*Motion **CARRIED***

5.2.5 City of Mount Pearl – Proposed Municipal Plan Amendment

Council reviewed the proposed municipal plan amendment as submitted by the City of Mount Pearl.

5.2.6 Advanced Education and Skills (AES) – Registration process for Labour Market Programs Support System

Council reviewed the correspondence announcing that AES is introducing an online registration and processing program for the 2015 Summer Student employment Program.

5.2.7 Government House – Christmas card

Council reviewed the Christmas card from Government House.

6.0 NEW BUSINESS

6.1 Report from Town Manager

6.1.1 Traffic Control Training

The Town Manager informed council that there were 7 people trained in traffic control 22 November 2014.

6.1.2 Maps

Council viewed the new zoning and boundary maps. The Town Manager informed council that two maps (one laminated) will be provided to the Pouch Cove Fire Department for their operations board and in vehicle use. Prior to that significant items will be labeled on the maps.

6.1.3 Christmas Season Office Schedule

The Town Manager provided Council with a proposed Christmas Season office schedule. Council decided to close the office commencing 24 December 2014 and re-open it 5 January 2015. The Deputy Mayor requested that all remaining lieu hours be paid

to the staff prior to the end of the fiscal year. The remainder of council agreed.

6.1.4 Capital Works Loan drawdown

The Town Manager informed Council that it is now time to draw down on the “approvals to borrow”, as the final phase of construction is underway and significant invoices are being received. Council agreed and directed the Town Manager to proceed with setting up the loans.

6.1.5 Elections Canada

The Town Manager informed council that Elections Canada dropped by, they requested to use this space for the upcoming federal elections, if we are still located here. In order to comply with legislation, they have to build a wheelchair ramp and install other items to ensure it meets accessibility criteria. They will remove it the day after the elections. The election is scheduled for the Fall 2015 and we hope to be in our new building, but they have to be prepared for the spring of 2015 when the election can be officially called. Council acknowledged and accepted this request.

6.1.6 Resident Complaint – Provincial Snow Clearing

The Town Manager informed council that there was a complaint lodged by a resident regarding the provincial snow clearing on the hill leading down to Main Street. It was a Saturday Morning and the road was not cleared until approximately 7:45 am. It was noted that there were similar complaints last year leading to a strongly worded letter being sent to the Regional Director responsible for this matter. The Town Manager was directed to liaise with the snow clearing supervisor regarding the Towns concerns and keep council informed.

6.2 Maintenance Report

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

6.3 Safety Discussion

The Safety Officer provided the following update and discussed:

The Town OH&S Plan has been received from the Deputy Mayor after his review. Recommendations will be implemented and new items created. The Plan should be completed and presented to Council early in the new year for adoption and implementation.

Regarding the emergency water supply areas identified for use by the Fire Department; some of the accesses have safety issues. He recommended that two in particular should be addressed in the spring when weather permits. The concern raised is steep inclines for the emergency responders having to traverse. The recommendation is to install stairs and platforms at these two sites. Council agreed and requested a plan be raised and provided.

Safety concerns surrounding the Christmas Parade and traffic control were discussed. Mitigation plans included the use of newly purchased high visibility town event signs, trained flag persons, PPE (vests), barricades and cones. A traffic control plan was discussed and agreed upon.

6.4 Water Update

The Maintenance Supervisor provided council with the water update. Water quality and quantity remain good. There are no suspected leaks at this time.

6.4.1 Back-up chlorine pump

A quote to install a back-up chlorine pump was reviewed at \$1,918.74. Council requested that another quote be solicited, prior to moving ahead with the project.

6.5 Bauline Logo Apparel

Council was informed that all Bauline logo items that were ordered have been received. There are currently a limited number of items for sale. Council agreed on the following prices for sale to the general public:

<u>DESCRIPTION</u>	<u>PRICE</u>
Long Sleeve Polo	\$37.00
Short Sleeve Polo	\$32.00
6 Panel Hat	\$18.00
Mugs	\$10.00
Totes	\$5.00
Crests	\$10.00
Soft Shell Jackets	\$80.00
Large Flags	\$45.00
Small Flags	\$7.50

6.6 Events

6.6.1 Christmas Parade – Update

Council reviewed the Main Events List for the upcoming Christmas Parade. All preparations are on track. A volunteer group are scheduled to meet tomorrow evening 4 December to decorate the Santa Float and the Town's float.

6.6.2 Seniors Gift – Update

Council was informed that the senior's gifts have arrived and was provided the opportunity to view them. They were pleased with this year's gifts.

6.7 Pioneer Log Homes

Council reviewed the e-mail from Mr. Auchinleck. They requested that the Town Manager maintain communications with Mr. Auchinleck regarding its content.

6.8 Budget Presentation

The chair of the Finance Committee presented the draft budget. Upon review and a lengthy discussion:

MOTION 199 / 2014

*Deputy Mayor Colin LeGrow moved to **INCREASE** the Water Tax by \$35.00 from \$350.00 to \$385.00.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

MOTION 200 / 2014

*Councillor Craig LeGrow moved to **ADOPT** the 2015 Budget and Schedule of Taxation and Fees.*

*Seconded by Deputy Mayor Colin LeGrow
All in favour.*

*Motion **CARRIED***

7.0 **OLD BUSINESS**

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

7.2 Amendments

Amendment # 5

Upon review of a letter from Municipal and Intergovernmental Affairs received 12 November 2014:

MOTION 201 / 2014

Councillor Craig LeGrow moved to ADOPT Municipal Plan Amendment number 5, 2014 and Development Regulations Amendment number 5, 2014.

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

MOTION 202 / 2014

Councillor Craig LeGrow moved to APPOINT Tom Strickland of Business Logistics (upon his concurrence) as the Commissioner to hear public concerns regarding Municipal Plan Amendments number 5, 2014 and Development Regulations Amendment number 5, 2014.

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

7.3 Alternate Power Supply – Pump House

The Town Manager informed Council that this project continues to evolve. Irving Oil has placed the propane bottles and hooked up the generator. SAMSOM will be on ground 4 December to go over start-up procedures and training. VRI Electrical is scheduled to hook up the generator 9 December 2014.

8.0 **FINANCES**

8.1 Financial Statement

After review of the Financial Statement by Council;

MOTION 203 / 2014

*Councillor Carol King 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 204 / 2014

*Deputy Mayor Colin LeGrow moved to **PAY** the Outstanding Payables as presented.*

*Seconded by Councillor Carol King
All in favour*

*Motion **CARRIED***

8.3 Audit Quote

After review of the letter of quote provided by Gregory Stokes:

MOTION 205 / 2014

*Councillor Carol King moved to **APPROVE** Gregory G. Stokes, Chartered Professional Accountant to conduct the Town's 2014 Financial Audit at a cost not to exceed \$2,600.00.*

*Seconded by Deputy Mayor Colin LeGrow
All in favour*

*Motion **CARRIED***

9.0 COMMITTEE REPORTS

9.1 Planning and Development Committee –

9.1.1 Review e-mails regarding D&P Holdings – The Planning and Development Committee reviewed the e-mail from D&P Holdings and indicated they would set a meeting date in January 2015.

9.2 Recreation Committee - There was no committee report submitted.

9.3 Finance Committee – The Finance Committee presented the budget previously.

9.4 History & Heritage Committee - There was no committee report submitted.

9.5 Emergency Response Committee - There was no committee report submitted.

9.6 Integrated Community Sustainability Plan (ICSP) - Mayor Christopher Dredge provided a report of the ICSP meeting held 2 December 2014.

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 items anyone wished to bring forward. Councillor Craig LeGrow asked if there would be a Council Christmas function for Council, Staff and Spouses this year. A discussion arose and it was decided that there would be a sit down function scheduled in January/February 2015. Councillor Carol King brought up the point that some houses on Pouch Cove Line have not changed their house number or mailing address and there seems to be frustration and confusion by couriers and the post office. The Town Manager indicated that the 1 year of free mail redirection would have terminated at the end of October 2014, so now those who did not change their addresses as directed by council, would stop receiving their mail. The Town Manager would look into the matter and send another letter to those who have not changed their house number or completed the address change at the post office.

11.0 NEXT GENERAL MEETING

Mayor Christopher Dredge scheduled the Next General Meeting for **THURSDAY 8 January 2015 at 7:30 pm.**

12.0 ADJOURNMENT

*Councillor Craig LeGrow moved to **ADJOURN** the meeting of **3 December 2014.***

As there was no further business to discuss, Mayor Christopher Dredge adjourned the meeting at 10:05 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline