

# TOWN OF BAULINE

## MINUTES OF A REGULAR COUNCIL MEETING HELD AT 1311 BAULINE LINE 12 FEBRUARY 2014

### PRESENT

Councillor Carol King  
Councillor Craig LeGrow  
Councillor Jason King  
Town Manager Craig Drover

### REGRETS

Mayor Christopher Dredge  
Deputy Mayor Colin LeGrow

### PUBLIC IN ATTENDANCE

#### 1.0 CALL TO ORDER

In the absence of the Mayor and Deputy Mayor the Town Manager called the meeting to order at 7:40 PM. He appointed Councillor Craig LeGrow as Chair and the meeting proceeded.

#### 2.0 ADOPT AGENDA

Councillor Jason King 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 15 JANUARY 2014

Councillor Carol King moved to **ADOPT** the minutes of 15 January 2014 as presented

Seconded by Councillor Jason King  
All in favour.

Motion **CARRIED**

As the minutes of **15 January 2014** have been adopted by Council, The Chair and Town Manager signed the original copy of the minutes.

##### 3.2 Minutes of PRIVILEGED MEETING 28 JANUARY 2014

Councillor Jason King moved to **ADOPT** the minutes of the privileged meeting held 28 January 2014 as presented.

Seconded by Councillor Carol King  
All in favour.

Motion **CARRIED**

As the minutes of **28 January 2014** have been adopted by Council, The Chair and Town Manager signed the original copy of the minutes.

#### **4.0 BUSINESS ARISING FROM MINUTES**

- 4.1 Item 5.2.2 of 15 January meeting - Approval of Auditor Gregory G. Stokes

The Town Manager informed council that the field portion of the 2013 Audit by Gregory Stokes was conducted 21 January 2014.

- 4.2 Item 5.2.7 of 15 January meeting - Complaint regarding provincial snow clearing operations

Council reviewed a letter that was dispatched to the Department of Transportation and Works. It has been noted that the route normally taken by the snow clearing and ice control operator in this area has changed for the last two snowfalls as requested.

***In Accordance with item 4.0 of the 25 September 2013 Town Council Minutes, the Chair 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 that he has had discussions with the Engineers and Municipal Affairs. Bid extensions to March 2014 have been requested by the contracted engineers and granted by Eastern Contractors. The contractors are still awaiting revised costs from their sub-contractors in order to provide the town with an accurate cost savings based on the meeting of 13 January 2014. Council requested the Town Manager to set up another meeting with the Engineers early next week to review the progress.

***The Chair Returned Council to the order and sequence of the AGENDA***

#### **5.0 APPLICATIONS AND CORRESPONDENCE**

- 5.1 Applications

5.1.1 CROWN LAND –Nina Crocker – Bauline Line

5.1.2 CROWN LAND – William Price - Bauline Line

5.1.3 CROWN LAND – Wayne LeGrow – Bauline Line

The Town Manager informed council that the re-zoning for that area has not been completed yet. With that said. Councillor Jason King declared a conflict of interest. There being no quorum to continue

the discussion the item was deferred until the next General Council Meeting.

5.1.4 APPROVAL IN PRINCIPLE – Glenn Whalen – Bauline Line Extension.

Due to the postponement of the regular scheduled meeting 29 January 2014, secretarial review of council was carried out regarding this matter. Approval in principle was granted 7 February 2014. In order to ratify the secretarial decision of council:

Councillor Jason King moved to **APPROVE IN PRINCIPLE** the application to develop a single dwelling residence at civic address 1003-1007 Bauline Line Extension as presented by Glenn Whalen. Prior to the issuance of the development permit, Mr. Whalen is to meet all regulations in accordance with the Town of Bauline's Municipal Plan and Development Regulations 2007-2017 and have the measurements confirmed by a town official.

Seconded by Councillor Carol King  
All In favour

Motion **CARRIED**

5.2 Correspondence

5.2.1 Regional Recreation Coordinator – Support for 2014 Killick Coast Games. Council reviewed the request for support received from the regional recreational coordinator, as well as the Town of Bauline's reply.

5.2.2 Eastern Health – President's Report for 2012-2013 Council reviewed the snapshot of the past fiscal year through four feature stories which illustrate progress in each of Eastern Health/s four strategic priority areas: access, population health, sustainability and quality and safety.

5.2.3 42<sup>nd</sup> Annual Convention & Trade Show. Council reviewed the PMA convention which is scheduled for Gander 2-4 April 2014. The Town Manager indicated that he would wish to attend if his schedule permits. Council agreed.

5.2.4 Newfoundland Power Inc – Statement of Gross Revenue. Council reviewed NL Power's gross statement of revenue for Bauline

5.2.5 Bell – Statement of Gross Revenue. Council reviewed Bell's gross statement of revenue for Bauline.

- 5.2.5 Bell Aliant – Statement of Gross Revenue. Council reviewed Bell Aliant's gross statement of revenue for Bauline.
- 5.2.7 Peter Billard – Council reviewed the letter from Mr. Petter Billard of 879 Bauline Line. The Letter requests approval to keep a riding horse as a pet on his property for the winter months. Upon review, Council supported his request, and directed the Town Manager to send discretionary notice letters to Mr. Billard's surrounding neighbors soliciting comment.
- 5.2.8 MNL Circular – Monthly Status reporting. Council reviewed the MNL Circular regarding the need to submit monthly status reports through MSIS.
- 5.2.9 Minister of Municipal Affairs – Response to 23 January Letter. This item was discussed secretarially and at the 28 January 2014 meeting. Council reviewed the draft response for the Mayor's signature and agreed with the content. The Chair signed the document on behalf of the Mayor.

## **6.0 NEW BUSINESS**

### **6.1 Report from Town Manager**

- 6.1.1 Workers Safety Representative Course. The Town Manager informed council that the Workers Safety Representative course date has changed to 5 March 2014.
- 6.1.2 Remaining Purity Gift Boxes. The Town Manager informed council that there are six purity gift boxes remaining from the Christmas senior gift basket incentive. After a brief discussion Council decided to donate them to the Seniors home in Torbay.
- 6.1.3 Website activity and maintenance. The Town Manager informed council that there are still some website pages that require content. He also informed council that there have been significant advances made in application forms and website content over the past month.
- 6.1.4 Office Maintenance. The Town Manager requested approval to purchase inexpensive shelving to use as storage in the office. Council agreed. The Town Manager informed council that although he schedules an office cleaning once a week, it has been neglected during the recent busy period. He requested that in the future during similar situations he hire a person to clean the office.

Council agreed, and a discussion arose concerning the need to contract a cleaning service when the New Town Hall is in operation.

6.1.5 Casual Employee. Pursuant to item 5.1.6 of 23 July 2013 Council Meeting, the Town Manager informed council that during the busy period of preparing for the Audit, Budget and Municipal Taxes, he sent some administrative work to the web master for completion. He raised the point that in his absence and during demanding periods a casual employee was required. Council agreed, and noted that although this is a good interim solution, that a job listing for a casual employee would need to be posted so that anyone could apply.

6.1.5 Municipal Tax Update. The Town Manager informed council that he expects to have all municipal taxes distributed by the end of next week.

6.1.6 Animal Control Officer. - Council reviewed the 11 February 2014 letter from the Town of Torbay regarding the provision of Animal Control Services for 2014.

Councillor Carol King moved to **APPROVE** the terms and conditions as presented by the Town of Torbay regarding the Provision of Animal Control Services contract for 2014.

Seconded by Councillor Jason King  
All In favour

Motion **CARRIED**

Council requested that the Town Manager send the correspondence to all of council so that they would have an opportunity to review and comment.

6.2 Water Update. The Town Manager informed council that the water distribution system is showing no loss of water, indicating there are no leaks in the system. Council reviewed the water quality report and the field bacteriological water analysis reports for the past quarter. All indicated a good quality of municipal water.

6.3 Electrical work and alternate power supply to pump house. Council reviewed the quote from POWER ELECTRIC to have repairs to the pump house electrical completed and an alternate power source installed. They requested that another quote be gathered for comparison reasons. The Town Manager informed council that he is in contact with Mr. Doug Kavanagh who will also examine the electrical system in the pump house.

- 6.4 Council Business Cards. Council reviewed a draft business card produced by the Town Manager, and reviewed other options of purchasing business cards. They agreed to the Town Manager producing the Business Cards for council.
- 6.5 Emergency Response Items. After discussion council directed the Town Manager to research the cost of purchasing communication devices that could extend to the entire municipal boundaries, and report back to council.
- 6.6 Local art purchase. In accordance with the motion at item 7.3 of 11 September 2013 general council meeting, the Mayor purchased a local art piece produced by Cynthia King. Council reviewed the print and agreed to get it framed for display.
- 6.7 Council Social. Council recommended the last weekend in February for a council social event. The Town Manager is to coordinate.
- 6.8 Public Meeting. Council scheduled a public meeting for Wednesday, 12 March 2014 at 7:30 pm to be held in the Bauline United Church.

## 7.0 OLD BUSINESS

- 7.1 Previously addressed
- 7.2 Bauline Line Extension – Renumbering. Civic and house addresses have been assigned to the properties on Bauline Line Extension. The next step is to engage Canada Post, NL Power and the Torbay Post Office. After that a letter will be sent to each affected household with an effective date of change of address. It is anticipated that the effective date will be 1 May 2014.
- 7.3 Municipal Plan and Development Regulation Amendment update
- AMENDMENT # 2 – documents have been received and require the signature of the Mayor and Manager along with the town seal.
- AMENDMENT # 3 – The Town is still awaiting confirmation of registration.
- AMENDMENT # 4 – Council reviewed the letter and attachments that were sent to the Minister of Municipal and Intergovernmental Affairs.
- 7.4 Wetland Stewardship. The draft wetland stewardship habitat plan produced by Charmaine Barney was reviewed by council. Council agreed to present this plan at the public meeting 12 March 2014 for review by the residents of Bauline, prior to the adoption of council.

## 8.0 FINANCES

### 8.1 Financial Statement

After review of the Financial Statement by Council;

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;

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

Seconded by Councillor Jason King  
All in favour

Motion **CARRIED**

## 9.0 COMMITTEE REPORTS

9.1 Planning and Development Committee – A planning and development committee report of the 28 January 2013 meeting was submitted in writing by Mayor Christopher Dredge.

Upon review;

Councillor Jason King moved to **ACCEPT** the Planning and Development Committee report as presented.

Seconded by Councillor Carol King  
All in favour

Motion **CARRIED**

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 - There was no committee report submitted

9.5 Emergency Response Committee - There was no committee report submitted

- 9.6 Integrated Community Sustainability Plan (ICSP) - There was no committee report submitted
- 9.7 Northeast Avalon Joint Council Committee (NEAJC) - There was no committee report submitted

#### **10.0 NEXT GENERAL MEETING**

The Chair scheduled the Next General Meeting for **5 March 2014 at 7:30 pm**

#### **11.0 ADJOURNMENT**

Councillor Carol King moved to **ADJOURN** the meeting of 12 February 2014.

Seconded by Councillor Jason King  
All in favour

Motion **CARRIED**

**As there was no further business to discuss, the Chair adjourned the meeting at 10:50 pm.**

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Christopher Dredge  
Mayor  
Town of Bauline

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Craig Drover  
Town Manager  
Town of Bauline