

# TOWN OF BAULINE

MINUTES OF REGULAR COUNCIL MEETING HELD AT  
2 MEMORIAL PARK PLACE 13 DECEMBER 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 **7:39 pm**.

### 2.0 AGENDA

Upon Review of the Agenda there were two items requested to be added under *Correspondence* as follows:

Item 5.2.8 - Minister Municipal Affairs – Market Value Pricing Policy for Municipalities; and

Item 5.2.9 – Conservative Corps Newfoundland and Labrador – ECHO Program

**MOTION 162 / 2016**

*Councillor Carol King moved to **ADOPT** the agenda with the addition of the two items as discussed.*

*Seconded by Councillor Craig LeGrow  
All in favour.*

*Motion **CARRIED***

### 3.0 PREVIOUS MINUTES

3.1 Adopt the minutes of 13 October 2016.

With secretarial approval to proceed;

Upon Review of the minutes of 13 October 2016:

**MOTION 163 / 2016**

*Councillor Carol King moved to **ADOPT** the Minutes of 13 October 2016 as presented.*

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

*Motion **CARRIED***

3.2 Adopt the minutes of 24 November 2016.

Upon Review of the minutes of 24 November 2016:

**MOTION 164 / 2016**

*Councillor Craig LeGrow moved to **ADOPT** the Minutes of 24 November 2016 as presented.*

*Seconded by Councillor Carol King  
All in favour.*

*Motion **CARRIED***

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

At this point, the Deputy Mayor requested that Council bring their attention to item 6.5 of the Agenda and asked the Finance Committee Chair to present the 2017 Budget and Schedule of Taxation and Fees.

#### **6.5 2017 BUDGET AND SCHEDULE OF TAXATION AND FEES**

Councillor Carol King presented the Draft 2017 Budget. Questions were asked throughout the budget presentation, and some discussion ensued. After which:

**MOTION 165 / 2016**

*Councillor Carol King moved to **ADOPT** the 2017 Budget as presented.*

*Seconded by Councillor Craig LeGrow  
All in favour.*

*Motion **CARRIED***

Councillor Carol King presented the Draft 2017 Schedule of Taxation and Fees. Questions were asked throughout the presentation, and some discussion ensued. After which:

**MOTION 166 / 2016**

*Councillor Carol King moved to **ADOPT** the 2017 Schedule of Taxation and Fees.*

*Seconded by Councillor Craig LeGrow  
All in favour.*

*Motion **CARRIED***

## 5.0 APPLICATIONS AND CORRESPONDENCE

### 5.1 APPLICATIONS

**At this point the Deputy Mayor declared a conflict of interest and left the Chair and the room.**

**Councillor Carol King assumed the Chair.**

#### 5.1.1 CWL Holdings – Crown Land Application

Upon review and discussion of the Crown land Application submitted by CWL Holdings:

**MOTION 167 / 2016**

*Councillor Jason King moved to **SUPPORT** the Municipal Recommendation Form for Crown Lands as submitted by CWL Holdings for an area of land on the Bauline Line Extension.*

*Seconded by Councillor Craig LeGrow  
All in favour.*

*Motion **CARRIED***

**At this point the Deputy Mayor was recalled to the meeting and resumed the Chair. Councillor Carol King left the Chair.**

#### 5.1.2 Mike Duffy Law – Crown Land Application (Crocker estate)

Council reviewed the Crown Lands Application as submitted by Duffy Law Offices on behalf of Wayne Crocker as the administrator of the Estate of John Wesley Crocker. Upon review and a lengthy discussion there were inconsistencies and discrepancies identified by council. It was requested that Mr. Duffy's office be contacted and clarification of the items be requested: After which;

**MOTION 168 / 2016**

*Councillor Craig LeGrow moved to **NOT SUPPORT** the Municipal Recommendation Form for Crown Lands as submitted by Duffy Law Office, and that clarification be sought through his office on several inconsistencies/discrepancies.*

*Seconded by Councillor Jason King  
All in favour.*

*Motion **CARRIED***

#### 5.1.3 Chester King – Request to amend Concept Plan

Council reviewed the request made by Mr. Chester King to amend one of the roads leading into an approved development off Bauline Line. A discussion arose, after which:

**MOTION 169 / 2016**

*Councillor Jason King moved to **REFER** the file to the Town Planner, for review and comment.*

*Seconded by Councillor Craig LeGrow  
All in favour.*

*Motion **CARRIED***

**5.2 CORRESPONDENCE**

- 5.2.1 Lieutenant Governor – Council reviewed the invitation to Lieutenant Governor's Christmas Levee on Sunday 18 Dec from 3:00-4:30 pm at Government House, 50 Military Road, St. John's NL. The Deputy Mayor encouraged attendance.
- 5.2.2 Government Purchasing Agency – Council reviewed the correspondence regarding the opportunity to enter into a Standing Offer for computer monitors. Council declined.
- 5.2.3 150 Anniversary – Council reviewed this opportunity to nominate individuals and/or organizations for a Canadian Volunteer Award under the 150 Anniversary celebration. Council deferred this item until the next council meeting. It was noted that the deadline for nominations is 3 February 2017.
- 5.2.4 St. John's Fire Fighter's Association – Council reviewed this request for support by sponsoring one of the ad spaces in the "Children's Fire Safety Journal". Council declined at this time.
- 5.2.5 Municipal Affairs – Council reviewed this correspondence indicating that the organization that controls the Municipal Training Financial Assistance Fund has moved.
- 5.2.6 Northbridge Insurance – Council reviewed this correspondence indicating that the insurance rate for 2017 is \$7,802.01.
- 5.2.7 Greg Stokes – Council reviewed this correspondence indicating that the quote to audit the 2016 books is \$3100.00.

**MOTION 170 / 2016**

*Councillor Craig LeGrow moved to **CONTRACT** Gregory Stokes, CA to audit the town's 2016 financial records.*

*Seconded by Councillor Jason King  
All in favour.*

*Motion **CARRIED***

- 5.2.8 Minister Municipal Affairs – Council reviewed this correspondence regarding Market Value Pricing Policy for Municipalities and land transfer options for municipalities including long term leasing and lease-to-own arrangements for Crown Lands. After some discussion the Town Manager was requested to defer this item until next meeting and to

request that a representative from the Department of Municipal Affairs attend the next council meeting to further explain and answer questions regarding this announcement.

- 5.2.9 Conservation Corps Newfoundland and Labrador – Council reviewed the document regarding the Environmental and Cultural Hiring Opportunity (ECHO) Program and requested that this be forwarded to the Chair of the History and Heritage Committee for review and recommendation at the next Council Meeting.

## **6.0 NEW BUSINESS**

### **6.1 REPORT FROM TOWN MANAGER**

- 6.1.1 Deck access for smokers - The Town Manager informed council that there have been more complaints regarding tobacco smoke entering the building through the front doors during events.
- 6.1.2 Christmas Flyer - Council reviewed the draft December Flyer and approved its distribution.
- 6.1.3 Flatrock thank you letter - Council reviewed the draft “thank you” letter to the Town of Flatrock for their presentation at the Grand Opening. Deputy Mayor Colin LeGrow signed the letter on the Mayor’s behalf.
- 6.1.4 Christmas Leave - Council reviewed and approved the Town Manager’s season leave pass from 22 December to 9 January 2016.
- 6.1.5 CC Invoice - Council reviewed the invoice to be sent to the Community Committee with itemizing the payments made for the Community Committee on the Town’s behalf. It was requested that a \$2,000.00 invoice be raised and presented to the Community Committee by Councillor Craig LeGrow which would offset some of the building operating costs. At this point it was suggested that a meeting between Council and the Community Committee be called early in the new year to discuss budgets and funds.
- 6.1.6 MOG and Provincial Gas Tax direct deposits - The Town Manager informed council that all provincial government payments are now completed by direct deposit into the town’s account. He went on to inform council that the final payments of the Municipal Operating Grant (MOG) and the Provincial Gas Tax funds were deposited this past week.

### **6.2 SAFETY REPORT/DISCUSSION**

Council discussed the slippery conditions of the deck leading into the main entrance during certain weather. It was requested that an extra effort be made to ensure the entrance is kept free of ice and snow.

### **6.3 WATER UPDATE**

The Town Manager reported that the water quality and quantity are good.

## 6.4 BUILDING KEYS AND SECURITY

Deputy Mayor Colin LeGrow addressed council regarding building security and access. Several issues were discussed including, parking lot lighting, building alarms and internal security. He went on to indicate that there seems to be a lack of keys provided to the Community Committee for some of the rooms. The Town Manager informed council of the list of keys and who has been provided them, as well as two sets of keys; one is used by on a rotational basis by the duty lockup person and the other set of keys was issued to remain in the Community Committee's office for access by the majority of the CC as required. Upon further discussion, it was decided that there was no need to issue any additional keys, at this time.

## 6.5 PRESENTATION OF 2017 BUDGET AND SCHEDULE OF FEES

Previously addressed

## 7.0 OLD BUSINESS

### 7.1 TOWN HALL / MEMORIAL PARK - CAPITAL WORKS PROJECT 11057

7.1.1 Heat Pumps – The Town Manager informed council that a contractor has been working on two down heat pumps for several days this past week. One heat pump was operational again, while the other heat pump will require parts and is not expected to be fixed until after the holidays. One item will be covered under warranty, the remaining items along with labour will be at the town expence.

7.1.2 Bathroom Floors – The Town Manager informed council that a crack has developed in the female and male washroom ceramic tile floors. Eastern Contracting has been contacted and inspected the crack with the Town Manager the previous week. More information will follow regarding this matter as it becomes available.

## 8.0 FINANCES

### 8.1 FINANCIAL STATEMENT

After review of the Financial Statement by Council;

**MOTION 171 / 2016**

*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 172 / 2016**

*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 – No report submitted
- 9.2 Recreation Committee – No report submitted
- 9.3 Finance Committee – 2017 Budget presented at item 6.5.
- 9.4 History & Heritage Committee – No report submitted
- 9.5 Emergency Response Committee – The Chair informed Council on the recent developments and several meetings between the Pouch Cove Volunteer Fire Department, The Pouch Cove Mayor, HiTech personnel and the Bauline Emergency Response Committee. There will be further discussions amongst this group before a final report can be presented to council.
- 9.6 Integrated Community Sustainability Plan Committee (ICSP) - Council reviewed the latest minutes.
- 9.7 Northeast Avalon Joint Council Committee (NEAJC) – Although there was no report submitted, Deputy Mayor Colin LeGrow suggested to council that it is important that Bauline have a voice at this committee. All agreed.
- 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.

Councillor Craig LeGrow suggested that a Council Social, similar to last year, be planned early in the new year. With that said, the date of Saturday, 28 January 2017 at 6:00 pm was selected as the date of the Council Social. It will be potluck and held in the community centre if available.

## 11.0 NEXT GENERAL MEETING

Deputy Mayor Colin LeGrow scheduled the Next General Meeting for **Thursday, 12 January 2017 at 7:45 pm.**

## 12.0 ADJOURNMENT

As there was no further business to discuss;

**MOTION 173 / 2016**

*Councillor Craig LeGrow moved to **ADJOURN** the meeting of **13 December 2016**.*

**Deputy Mayor Colin LeGrow adjourned the meeting at 11:14 pm.**

---

Christopher Dredge  
Mayor  
Town of Bauline

---

Craig Drover  
Town Manager  
Town of Bauline