

TOWN OF BAULINE

MINUTES OF REGULAR COUNCIL MEETING
HELD AT 2 MEMORIAL PARK PLACE 15 JUNE 2016

PRESENT

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

REGRETS

PUBLIC IN ATTENDANCE

1.0 CALL TO ORDER

Mayor Christopher Dredge called the meeting to order at **7:30 pm**.

2.0 AGENDA

Upon Review of the Agenda:

MOTION 075 / 2016

*Councillor Craig LeGrow moved to **ADOPT** the agenda as presented.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

3.0 PREVIOUS MINUTES

3.1 MINUTES OF GENERAL MEETING HELD 14 APRIL 2016;

Upon Review of the Minutes:

MOTION 076 / 2016

*Councillor Craig LeGrow moved to **ADOPT** the minutes of 14 April 2016 as presented.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

3.2 MINUTES OF GENERAL MEETING HELD 25 MAY 2016:

Upon Review of the Minutes:

MOTION 077 / 2016

*Deputy Mayor Colin LeGrow moved to **ADOPT** the minutes of 25 May 2016 as presented.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

4.0 BUSINESS ARISING FROM MINUTES

4.1 CELL COVERAGE ASSISTANCE REQUEST

Council reviewed the letter received from Hon Nick Whalen, M.P. St. John's East.

4.2 INCREASE OF COUNCIL MEMBERS REQUEST

Council reviewed the letter received from Hon Eddie Joyce, Minister of Municipal Affairs.

At this point and in Accordance with item 4.0 of the 25 September 2013 Town Council Minutes, the Mayor left 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 briefed council on the current status of the outstanding issues and deficiency lists. He noted that there has been much activity over the past three weeks. The building commissioning meeting was held the morning of 15 June, and arrangements have been made to complete the final deficiency items. Council thanked the Town Manager for his diligence throughout the process.

After some discussion:

MOTION 078 / 2016

*Deputy Mayor Colin LeGrow moved to **RETURN** item 7.1 to its original position in the Agenda under Old Business.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

At this point and in Accordance with item 4.0 of the 25 September 2013 Town Council Minutes, the Mayor returned council to the sequence of the agenda and directed council to item 5.0

Return to order and sequence of AGENDA

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 Development – Residence, Darryl Newell, 929 Bauline Line

The Town Manager informed council that he had a discussion regarding the development with Mr. Newell, but the application has not yet been received. Mr. Newell was granted an excavation permit in order to prepare the site for a new single family dwelling in a residential zone.

After some discussion:

MOTION 079 / 2016

*Councillor Craig LeGrow moved to **APPROVE IN PRINCIPLE** the request to construct a residence at 929 Bauline Line as presented by the Town Manager on behalf of Mr. Darryl Newell. Prior to a permit being issued:*

- *Mr. Newell is to provide a complete development application with detailed sketch/plan of the proposed building, and pay the applicable development fee;*
- *Mr. Newell is to meet all regulations in accordance with the Town of Bauline Municipal Plan and Development Regulations 2007-2017; and*
- *Have the measurements confirmed by a town official.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

5.1.2 Development – Accessory Building, Richard Arnold, 826 Bauline Line, awaiting application.

The Town Manager informed council that he had a discussion regarding the development with Mr. Arnold, but the application has not yet been received. Mr. Arnold is planning on constructing an oversized accessory building at 826 Bauline Line. He has been made aware of the Development Regulations regarding this matter and the process that Council would have to follow to adjudicate on an oversized accessory building.

After a lengthy discussion:

MOTION 080 / 2016

*Deputy Mayor Colin LeGrow moved to **SUPPORT** the request to construct an oversized accessory building at 826 Bauline Line as presented by the Town Manager on behalf of Mr. Richard Arnold. Prior to tabling of the development application for approval:*

- *Mr. Arnold is to provide a complete development application with detailed sketch/plan of the proposed building, and pay the applicable development fee;*
- *The Town Manager is to contact relevant adjacent home owners in writing to determine if they have any comments or concerns;*
- *Mr. Arnold is to meet all regulations in accordance with the Town of Bauline 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***

5.1.3 Managers Approval Report –

The Town Manager informed council of the following permits approved since the last meeting:

- CWL Holdings – Deck at 46 Main Street location;
- Bill Mitchell – Deck at 40 Main Street; and
- Darryl Newell – Excavation Permit.

5.2 CORRESPONDENCE

5.2.1 OIPC – Practice Bulletin regarding personal e-mail accounts

Council reviewed this ATIPPA policy regarding the use of personal email accounts, by public bodies for work.

5.2.2 Marine Institute Ocean Net – Clean up challenge

Council reviewed this correspondence regarding MI Ocean Net working with the province to protect the oceans from one of the greatest threats we are facing today – Litter. Communities across NL are invited to participate in this 3 month long clean up competition. The community that collects the largest amount of debris (in lbs) will win a youth oceans sustainability conference in their community hosted by Fisheries, Marine Institute and MUN.

5.2.3 Water Resource Management - New reporting system and portal

Council reviewed this correspondence indicating that effective 1 May, the Department will eliminate the mailing of seasonal drinking water quality reports to communities. There is also a Water Resource Portal that all historical drinking water quality data can be viewed.

5.2.4 Royal St. John's Regatta – Council reviewed this request for financial support through purchasing ad space in their program. After some discussion it was decided not to financially support the Regatta this year.

5.2.5 Mayor's March for Heart & Stroke – Council reviewed this request to hold annual fundraising event. After some discussion:

MOTION 081 / 2016

*Councillor Carol King moved to **ORGANIZE** a Mayor's March for Heart & Stroke in Bauline with a date to be determined between 9 July and 27 August 2016.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

5.2.6 MNL – Council reviewed this correspondence regarding the MNL Annual Convention (5-8 October 2016) and the Eastern Night event (7 October) to be held at the Jack Byrne Arena. Council expressed their desire to be engaged with the convention and event and requested the Town Manager to contact the coordinator for more information.

5.2.7 Government Purchasing Agency – Council reviewed this correspondence regarding participation in Agency Contracts for First Aid Training. After some discussion:

MOTION 082 / 2016

*Councillor Craig LeGrow moved to **PARTICIPATE** in the Government Purchasing Agency's contract for First Aid training.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGER

6.1.1 Clothing Apparel

The Town Manager informed Council that he had ordered 25 hats and 25 mugs as requested. He presented council with options of hoodies, t-shirts and toques that can be embroidered and sold as Bauline Apparel. Council requested that this information be provided to the public so that interest, quantity and sizes could be determined. After a short discussion:

**Mayor Christopher Dredge left the chair
Deputy Mayor Colin LeGrow assumed the chair**

MOTION 083 / 2016

*Mayor Christopher Dredge moved to **PURCHASE** polo shirts for the Community Committee with similar to the current polo shirts worn by staff, but with Community Committee embroidered on them as well.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

**Deputy Mayor Colin LeGrow left the chair
Mayor Christopher Dredge resumed the chair**

6.1.2 RNC Speed Sign

The Town Manager informed council that he was working through ICSP and with RNC to prepare a weekly schedule of where the mobile speed sign will be located throughout the 9 weeks of summer.

6.1.3 Summer Students

The Town Manager informed Council that although we applied for and was successful for the SWASP program for student employment this year; we have missed the deadline for the LEVEL I, II and III summer student program. The Town Manager presented Council with resumes of applicants for the 2016 summer student program. After some discussion:

MOTION 084 / 2016

*Councillor Craig LeGrow moved to **HIRE** Brody Bowden and Brad Vincent as Bauline summer students and Terry Hillier as supervisor for a term of eight (8) weeks, Five (5) days a week for Five (5) hours a day starting 27 June 2016.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

6.1.4 New Website Theme

The Town Manager informed Council that the new website theme is just about ready to go live. In consultation with the Webmaster, it was determined that there are still items that need to be addressed and it is requested that a representative of the Community Committee and Council sit down with the Webmaster and Town Manager to go over some of the pages and areas that need attention, before it is released to the public. Council agreed.

6.1.5 Review Flyer

The Town Manager presented council with a draft June Flyer. After some discussion, additional items were requested to be incorporated into the flyer.

6.1.6 Google Drive storage Increase

The Town Manager informed Council that he purchased additional storage space in Google Drive for the use of the Town e-mail system. He anticipates this will have to be increased again in a year or two to accommodate the need to save committal documents and e-mails.

6.1.7 Building Security Alarms

The Town Manager informed council that he had been tracking the burglar alarms on a spreadsheet from 15 May to 13 June. With this information he requested the alarm company come in and adjust

alarms in several of the zones, which was completed 13 June. He will continue to monitor the situation and report back to council at the next general meeting.

6.1.8 Broken Door Locks

The Town Manager informed Council that INTEREX had fixed the broken door latches to the building Monday afternoon, 13 June.

6.1.9 Student Intern Honorarium

The Town Manager informed council that Laura Grace completes her 8 week work term as of 23 June. She has diligently worked to complete the OH&S safety manuals requested of the Town. After some discussion:

MOTION 085 / 2016

*Councillor Carol King moved to **PAY** an Honourarium of \$250.00 to Laura Grace for her dedicated work on the Occupational Health and Safety Manual and Policys she created for the Town of Bauline.*

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

*Motion **CARRIED***

6.2 SAFETY - RESPONDING TO BUILDING BURGLAR ALARMS.

Council discussed how council member and staff had responded to recent burglar alarms. There was a division of opinions on requirement, responsibility and perceived desire to respond to these calls. There were guidelines put in place to ensure the safety of anyone feeling the need to respond to an alarm. The Town Manager was requested to liaise with other communities to see how they handle this situation.

6.3 WATER UPDATE

Water quality and quantity are reported as good. Terry continues to monitor.

6.4 SPRING CLEAN-UP – AFTER ACTION REVIEW (AAR)

The curb side bulk pick-up for residents was carried out, as scheduled, 16-20 May 2016. Due to inclement weather the community event was twice postponed, but eventually took place 4 June 2016. A portion of Bauline Line was not picked up and will have to be completed over the summer months. The following were recommendations for next year:

- a. Schedule the community event and bulk pick up in early June instead of May;
- b. Use an additional garbage team and assign them mid Bauline Line;
- c. Purchase mechanical picking arms for kids to use.

6.5 DEBIT MACHINES

Upon review and discussion of the use of debit machines for both the Community Committee and for Town operations, it was decided to defer this matter until September 2016.

6.6 MEMORIAL DAY SERVICE 1 JULY 2016

Council reviewed the Draft Main Events List (MEL) and program prepared by the Town Manager for the Memorial Service 2016. Upon review and a lengthy discussion, it was decided in order to honour the 100th anniversary of the battle of Beaumont Hamel the event will start at 9:00 am, followed by a reception in the Community Centre. The Town Manager was requested to revise the MEL and program and send out to council electronically for review.

6.7 PROVINCIAL FUNDING REQUESTS

The Town Manager informed council that there are several provincial funding programs that could be applied for by the Community Committee. He will monitor the site and prepare the documents for the Community Committee's signature.

6.8 REMAINING 2016 EVENTS

A lengthy discussion arose regarding the division of responsibility between Council and The Community Committee for the remaining 2016 community events. A special meeting was scheduled for Tuesday 5 July 2016 to discuss this matter.

6.9 AED REQUIREMENT

The discussion regarding the requirement for an AED in the community centre was deferred until the next council meeting.

6.10 TARGA

6.10.1 Newsletter

Council reviewed the Targa NL Newsletter, and requested that much of the information regarding Bauline be placed in the next town flyer.

6.10.2 Stage Safety Coordinator

The Town Manager informed council that he had been asked to be the Stage Safety Coordinator for the Bauline prologue portion of the race. As he is then only employee and it may interfere with higher priority tasks, he requested that this position be given to someone else. Council requested that TARGA be contacted to see if there is any budget for this position... if not to place it in the next flyer to see if there were any volunteers interested in accepting the position.

6.11 TAX RECOVERY PLAN & TAXES RECEIVABLE SUMMARY.

Upon review of the Tax Recovery Plan and the Taxes Receivable Summary:

MOTION 086 / 2016

*Councillor Carol King moved to **ADOPT** the 2016 Bauline Tax Recovery Plan and the Taxes Receivable Summary as presented by the Town Manager.*

*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 PLAYGROUND INSTALLATION.

The Town Manager informed council that the playground project continues to move forward at a good pace and on schedule. The final installation should take place Saturday 25 June. The Town Manager was directed to send out an e-mail to the core volunteers to see if anyone was available to assist that day. As well to coordinate a BBQ event for that day as well.

7.3 FIRE SERVICES MOU

Deputy Mayor Colin LeGrow informed council that there is no additional information to pass on at this time.

8.0 FINANCES

8.1 FINANCIAL STATEMENT

After review of the Financial Statement by Council;

MOTION 087 / 2016

*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 088 / 2016

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

*Seconded by Councillor Carol King
All in favour*

*Motion **CARRIED***

8.3 CONSOLIDATED FINANCIAL STATEMENTS

After review of the consolidated financial statements;

MOTION 089 / 2016

*Deputy Mayor Colin LeGrow moved to **ACCEPT** the 2015 Consolidated Financial Statement as prepared by Auditor, Gregory Stokes, CA.*

*Seconded by Councillor Carol 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 – No report submitted
- 9.4 History & Heritage Committee – No report submitted
- 9.5 Emergency Response Committee - No report submitted
- 9.6 Integrated Community Sustainability Plan Committee (ICSP) - Council reviewed the minutes of the May ICSP Meeting. Then the Town Manager briefed council on the items raised at the 7 June ICSP meeting. After a discussion regarding the Terry Fox Run:

MOTION 090 / 2016

*Councillor Carol King moved to **CONDUCT** a 2016 Terry Fox Run with a scheduled activity day of 18 September 2016.*

*Seconded by Councillor Craig LeGrow
All in favour*

*Motion **CARRIED***

- 9.7 Northeast Avalon Joint Council Committee (NEAJC) – No Report submitted
- 9.8 Community Committee –Councillor Craig LeGrow briefed council on items regarding the Community Committee.
- 9.9 War Memorial Committee – The Chair, Deputy Mayor Colin LeGrow, briefed council on the inaugural meeting held 1 June and the direction the War Memorial Committee is planning on taking.

10.0 TABLE DISCUSSION

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

Councillor Craig LeGrow informed council that he and the Town Manager had walked to the World War II crash site from the town Hall on Sunday 5 June. He reported the trail was in good shape and with some effort could be made into a plausible hiking trail. Access to the East Coast Trail system from this route is highly possible and would add greatly to the recreational capabilities of the town. He reported that they had located the Crash Site where an American World War II Plane had crashed and were recovered

by men in Bauline. This site could be cleaned up and made into a War Memorial site. Perhaps the American government could be contacted to see if they would be interested in assisting. Council thanked him for his report and asked the Town Manager to follow up on this item.

11.0 NEXT GENERAL MEETING

Mayor Christopher Dredge scheduled the Next General Meeting for **Wednesday 6 July 2016 at 7:30 pm.**

12.0 ADJOURNMENT

As there was no further business to discuss;

MOTION 091 / 2016

*Councillor Carol King moved to **ADJOURN** the meeting of **15 June 2016.***

Mayor Christopher Dredge adjourned the meeting at 11:35 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline