

TOWN OF BAULINE

MINUTES OF REGULAR COUNCIL MEETING HELD AT 1311 BAULINE LINE 25 SEPTEMBER 2013

PRESENT

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

REGRETS

PUBLIC IN ATTENDANCE

1.0 CALL TO ORDER

As there is no chair appointed at this time:

The Town Manager called the meeting to order at 07:00 pm.

2.0 ADOPT AGENDA

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

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

3.0 ADOPT the MINUTES of previous council

3.1 Minutes of 11 September 2013

Councillor (Mayor of previous council) C. Dredge moved to **ADOPT** the minutes of 11 September 2013 as presented.

Seconded by Councillor (Deputy Mayor of previous council) Colin LeGrow

All members of previous council were in favour.

Motion **CARRIED**

DEPART ORDER OF BUSINESS

At this time the Town Manager proposed and council agreed to depart from the order of business and review items 6.1, 6.2 and 6.3 under New Business regarding the electing of the Mayor and Appointment of the Deputy Mayor.

The Town Manager left the sequence and order of the Agenda and referred Council to items 6.1, 6.2 and 6.3.

6.0 NEW BUSINESS

6.1 Election of Mayor

After discussion and consideration of the majority of votes:

Councillor Colin LeGrow moved to **ELECT** Christopher Dredge as the Mayor of Bauline based on the most popular vote.

Seconded by Councillor Craig LeGrow
All in favour.

Motion **CARRIED**

**At this time the Town Manager left the Chair
Mayor Christopher Dredge Assumed the Chair**

6.2 Appointment of Deputy Mayor

After discussion and consideration of the majority of votes:

Mayor C. Dredge moved to **APPOINT** Colin LeGrow as the Deputy Mayor of Bauline based on the popular vote.

Seconded by Councillor Craig LeGrow
All in favour.

Motion **CARRIED**

6.3 Oath of Office

With the new Council formed as follows:

Mayor Christopher Dredge,
Deputy Mayor Colin Legrow,
Councillor Carol King,
Councillor Craig LeGrow, and
Councillor Jason King.

The Town Manager administered the Oath Of Office and the new council was sworn in.

Mayor C. Dredge returned to the sequence and order of the Agenda and referred Council to items 4.0.

4.0 BUSINESS ARISING FROM MINUTES

Deputy Mayor C. LeGrow recommended that at each meeting from this point forward that the update to the New Town Hall project (normally item 7.1) be addressed as the first item until the project is complete. This way areas of

concern can be raised and adequate discussion and decisions can be made earlier rather than later in the meeting. Council Agreed.

Mayor C. Dredge left the sequence and order of the Agenda and referred Council to Item 7.1

- 7.1 Town Hall / Memorial Park - Capital Works Project 11057 – The Town Manger informed council that the site survey has been completed. South Paw Construction is currently digging the grade for the building according to specs. The tender package was sent to Municipal Affairs 24 September 2013. The Deputy Mayor suggested creating an area on the website dedicated to information concerning this capital project. The remainder of council agreed and the Town Manger was directed to liaise with the web master and coordinate this item with the idea of frequent updates to inform residents.

Mayor C. Dredge returned to the sequence and order of the Agenda and referred Council to items 5.0.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 Applications

- 5.1.3 Business – Mobile Take Out, Scott and Chester King deferred from last meeting

Council reviewed the application, previous documentation, letters to and responses from Chester and Scott King regarding this application. Overall Council is in support of this application and directed the Town Manager to proceed with letters to the Harbour Authority and to relevant residents within that area of Bauline notifying them of the proposal and soliciting comments.

5.2 Correspondence

- 5.2.1 Eastern Waste Management – This letter is a call for nominations to sit on the Eastern Waste Management Board. This board is mandated to develop and implement a modern waste management system across the region. With the municipal elections of 24 Sep, there is a requirement to renew the board's membership. Each community will have the chance to nominate one municipal representative to run in this election. Each council will have the ability to cast one vote on behalf of the community. Nominations will close on Wed, 13 Nov and a list of nominees will be posted on the website. Members elected will receive remuneration at a rate of \$145.00 per day and \$70.00 per half day for activities carried out on

behalf of the board. Council members were encouraged to review the documentation and if interested submit their names at the next council meeting.

- 5.2.2 Minister of Municipal Affairs – The letter authorizing the Town of Bauline to proceed with public consultation for Municipal Plan and Development Regulations, amendment number 4 was reviewed by Council.
- 5.2.3 Minister of Municipal Affairs – Council reviewed the letter appointing Mr. Tom Strickland as Commissioner of the St. John’s Urban Region Regional Plan Amendment number 2, in conjunction with the Town of Bauline’s Municipal Plan and Development Regulations amendment # 3. This allows one commissioner to hear both the municipal and the regional amendment proposals.
- 5.2.4 Eastern Health – World Breastfeeding Week – Council reviewed the letter announcing October 1-7 as World Breastfeeding Week in Canada. This year’s theme is *Breastfeeding support: Close to Mom*. Upon Review:

Councillor C. LeGrow moved to **PROCLAIM** October 1-7 as World Breastfeeding Week.

Seconded by Councillor C. King
All in favour.

Motion **CARRIED**

Afterwhich the Mayor signed the proclamation.

- 5.2.5 Canadian Wireless Telecommunications Association (CWTA) – Recycle My Cell (RMC) program. Council reviewed this program, and decided not to host a drop off location. The RMC program will be posted to the town’s website.
- 5.2.6 Municipalities Newfoundland and Labrador – The Memorandum requesting a donation to “Eastern Night” was reviewed by council. Council decided not to make a donation this year.
- 5.2.7 Lee-Ann Hillier – Council reviewed the ongoing correspondence between the Town and Ms. Hillier regarding purchasing a house and operating a dog kennel at 1222 Bauline Line. Council directed the Town Manger to send letter to the surrounding relevant neighbors detailing the proposal and solicit comments.

6.0 NEW BUSINESS

Items 6-1 – 6-3 were addressed earlier in the meeting.

6.4 Report from Town Manager

6.4.1 Road Maintenance – The Town Manager announced that he is in the process of having the two areas previously dug up for water repair purposes, resurfaced with asphalt by S & L Paving the next time they are in the area with extra pavement. As well Council was informed, that correspondence has been sent to the Department of Transportation and to MHA K. Parsons regarding the potholes near Tommy Whites Pond.

6.4.2 Elections – The Town Manager announced that the election process went smoothly. Reports and returns have been submitted.

6.4.3 Leave – The Town Manager requested to be on leave 27-30 September inclusive. Council agreed.

6.5 Water Update - The water distribution flow meter is indicating a higher than normal output. A leak in the system is suspected, it is recommended that repairs be delayed until the leak presents itself on the surface to indicate where the rupture is located.

6.6 Review Rules of Procedure – Council Meetings – Council was presented with an excerpt from the Bauline Policy and Procedure Manual regarding rules of procedure at council meetings. They were encouraged to review these regulations prior to the next council meeting.

6.7 Council E-Mails – As previously directed, the Town Manager is in the process of setting up and assigning the new council with Town e-mail accounts. It was stressed that E-mails between council members and the office are considered a confidential means of communication. With that said council members will be issued a “@townofbauline.ca” e-mail to conduct municipal business. As some of the e-mails will be considered committal documents, It is expected that the use of this e-mail be professional, courteous and secure.

6.8 Office Entry Rules – Council was advised that The Town office should be a secure area for the administrative staff to conduct town business. Items such as property tax information are not privy to members of council. A separate computer login is set up for council members that are required to carry out town business. Safes and filing cabinets will be locked when the staff is not there. Protocol also dictates that the Office locks will be changed and council will be provided a key.

- 6.9 Area lighting Bauline Line Extension. Area lighting on the Bauline Line Extension has been raised as an issue. NL Power has been contacted and a work order submitted. A technician will meet with with the Town Manager, the week after next to review requirements.

7.0 OLD BUSINESS

- 7.1 Town Hall / Memorial Park - Capital Works Project 11057 – This item was addressed earlier in the meeting.
- 7.2 Old Town Hall - Council reviewed the various options they are considering regarding the Old Town Hall. The next step is to secure quotes to resurface the roof.
- 7.3 Outstanding Projects review
- 7.3.1 New Town Signs – Council reviewed the proof provided, made some minor changes and requested that the Town Manager forward the amended proof in order to get a quote on the three signs.
- 7.3.2 History and Sign Board Old War Memorial Site – Council reviewed the proposal for a history and sign board to be mounted a the Old War Memorial Site. They agreed to continue with the process.
- 7.3.3 Re-numbering Pouch Cove Line – The Town Manager informed council that the re-numbering project is well underway and progressing. There have been a few minor issues but they are being dealt with.
- 7.3.4 Civic Address assignment on Bauline Line Extension - The Town Manager informed council that he is meeting with Wayne Rossiter Tuesday 1 October 2013 to commence the process of identifying civic numbers on the Bauline Line Extension. The numbers will be picked up from the PCSP side and continue through Bauline. Approx 1.8 km will need to be assigned civic numbers on both sides of the road.
- 7.3.5 Playground Equipment – The playground equipment approved at an earlier meeting is being held by Henderson Playgrounds until the installation site is confirmed at the new Town Hall location.
- 7.3.6 Animal Control Officer – As the Town of Torbay is experiencing staffing issues with its Animal Control Officer (ACO) position; a contract with them regarding the ACO patrolling Bauline will be revisited with the Town of Torbay at the end of October.

7.3.7 Municipal Plan and Development Amendments 2, 3 and 4

AMENDMENT # 2: A Letter was sent to the Minister 20 September 2013, requesting that he release the St. John's Urban Region Regional Plan (SJURRP).

AMENDMENT # 3 – Public hearing is scheduled for 2 October. Telegram notice and flyers to be sent out. requesting written questions.

AMENDMENT # 4 – The Ministers letter authorizing the town to carry out public consultation was reviewed at item 5.2.2. 16 Letters have been raised for review prior to being dispatched. The Mayor reviewed and sign the letters.

7.3.8 Wetland Stewardship – A final map was received from Ms. Charmaine Barney. Council directed the Town Manager to send out a flyer for final review by residents.

7.3.9 Wireless Communication in Bauline – Council was informed that once the new building is constructed, wireless communication companies will be once again engaged to negotiate a solution to the wireless coverage within the town.

7.3.10 Town Signage – The Town Manager has been directed to attempt to install the various safety and notification signs throughout the town, utilizing discretion and means available.

7.3.11 Emergency Response Plan – The Emergency Response Plan is still being reviewed by the Town of Pouch Cove. The Deputy Mayor requested that he and if available, other members of council meet with representatives of the Town of Pouch Cove regarding this matter. Council agreed.

7.3.12 Water Distribution System – It was noted that the next capital works project should involve the Water distribution system. As well council agreed to look at a short term plan by allocating funds on an annual basis towards its replacement.

8.0 FINANCES

8.1 Financial Statement

Deputy Mayor C. LeGrow moved to **ACCEPT** the Financial Statement as presented

Seconded by Councillor C. LeGrow
All in favour.

Motion **CARRIED**

8.2 Outstanding Payables

Councillor J. King moved to **PAY** the outstanding payables as presented.

Seconded by Deputy Mayor C. LeGrow
All in favour

Motion **CARRIED**

9.0 COMMITTEE REPORTS

There were no committee reports reviewed at this council meeting. However, the Mayor did request that council reflect upon which committees they would like to see formed and on which committees each councillor would like to be a member of. Suggested committees were:

- Emergency Response Committee;
- Finance Committee;
- Recreation Committee;
- Planning and Development Committee; and
- History and Heritage Committee.

The Deputy Mayor suggested that some committees should be open for volunteers from the community. The Deputy Mayor went on to recommend that at the next council meeting, councillors should be prepared to discuss Council Goals and Timelines. All agreed.

10.0 NEXT MEETING

The Mayor scheduled the next meeting for **9 October 2013 at 7:30 pm**.

11.0 ADJOURNMENT

Deputy Mayor C. LeGrow moved to **ADJOURN** the meeting of 25 September 2013.

Seconded by Councillor C. LeGrow
All in favour

Motion **CARRIED**

Mayor C. Dredge adjourned the meeting at 10:09 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Clerk/Manager
Town of Bauline