

# TOWN OF BAULINE

MINUTES OF A REGULAR COUNCIL MEETING  
HELD AT 1311 BAULINE LINE 26 MARCH 2014

## PRESENT

Mayor Christopher Dredge  
Deputy Mayor Colin LeGrow  
Councillor Carol King  
Councillor Craig LeGrow  
Councillor Jason King  
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 ADOPT AGENDA

Prior to adopting the Agenda, the following items were requested to be added:

Item 6.1.5 First Quarter Review requested by Town Manager  
Item 6.9 Council Year End Social requested by Councillor Craig LeGrow

Council agreed to the amendment of the Agenda.

Deputy Mayor Colin LeGrow moved to **ADOPT** the agenda with the added items.

Seconded by Councillor Carol King  
All in favour.

Motion **CARRIED**

### 3.0 ADOPT the MINUTES

#### 3.1 Minutes of GENERAL COUNCIL MEETING 5 March 2014

Councillor Carol King moved to **ADOPT** the minutes of 5 March 2014 as presented.

Seconded by Deputy Mayor Colin LeGrow  
All in favour.

Motion **CARRIED**

As the minutes of **5 March 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 Item 5.2.15 of 5 March 2014 - unsafe snow removal practices – The Town Manager informed Council that the items referred to at 5.2.15 in the 5 March 2014 council meeting were addressed by the appropriate authorities.

4.2 Item 5.2.16 of 5 March 2014 – L'Argent Atlantic's correspondence. Upon further review of the research prepared by the Town Manager and of the *Municipalities Act 1999*, a lengthy discussion ensued: After which

Councillor Craig LeGrow moved to **REDUCE** the 2014 Minimum Commercial Tax rate from \$1000.000 to \$575.00. Councillor LeGrow also moved that L'Argent Atlantic **BE INVOICED** the 2014 Business Tax and the 2014 Water Tax in accordance with *Municipalities Act 1999 sections 123 and 130* and the 2014 adopted Schedule of Taxation and Fees.

Seconded by Councillor Jason King  
All in Favour

MOTION CARRIED

***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

Based on additional information and secretarial review carried out 5-7 March 2014:

Councillor Craig LeGrow moved to **RESCIND** his motion for *an additional \$350,000.00 in Capital Works Funds on a 90/10 cost sharing basis with the provincial government* made at item 7.1 of the Town Council Meeting held 5 March 2014.

As Secunder to the original motion; Councillor Jason King agreed to rescind the motion

All In favour

Motion **CARRIED**

Councillor Craig LeGrow moved to **REQUEST** an additional **\$262,279.89** in Capital Works Funds on a 90/10 cost sharing basis with the provincial government. The funds are to be utilized to offset the overages related to the construction of the New Town Hall project 11058.

Seconded by Councillor Jason King  
All In favour

Motion **CARRIED**

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

## 5.0 APPLICATIONS AND CORRESPONDENCE

### 5.1 Applications

5.1.1 Information on three deferred Crown Land Applications of 5 March 2014 meeting – The Town Manager informed council that there has been no further development regarding the re-zoning of the property in question. As no discussion or decision can be made until the property is re-zoned, Council deferred these applications until the next council meeting.

### 5.2 Correspondence

5.2.1 Department of Finance – Council reviewed the Media Advisory stating that the Provincial Government will deliver Budget 2014 on Thursday 27 Mar 14.

5.2.2 Municipalities Newfoundland & Labrador – Council reviewed the document stating that the 2014 Emergency Management & Response Conference & Municipal Symposium will be held 30 Apr- 1 May 2014 at the Albatross Hotel in Gander. Registration is \$250.00 per person. After which:

Deputy Mayor Colin LeGrow moved to **APPROVE** a Council member or staff to attend the 2014 Emergency Management & Response Conference in Gander 30 April to 1 May 2014, if available

Seconded by Councillor Craig LeGrow  
All In favour

Motion **CARRIED**

5.2.3 Municipalities Newfoundland & Labrador – Council reviewed the weekly *Info Note* as presented by Municipalities Newfoundland and Labrador.

5.2.4 Fire and Emergency Services – The Town Manager provided information to council regarding this province wide Basic 911 service consultation and information gathering package. The Town Manager is to complete and return the required forms.

5.2.5 Municipalities Newfoundland & Labrador – Council reviewed this document announcing an improved multi-year capital works program.

5.2.6 Pouch Cove Volunteer Fire Department – Council reviewed this document regarding a Pouch Cove Volunteer Fire Department

open house and information session scheduled to be conducted 9 April 2014 at 8:00 pm. It was noted that this information was posted on the Website.

Deputy Mayor Colin LeGrow moved to **DONATE** a \$100.00 gift of refreshments to be delivered to the Pouch Cove Volunteer Fire Department 9 April 2014 in support of their open house and information session.

Seconded by Councillor Carol King  
All In favour

Motion **CARRIED**

- 5.2.7 Municipal Safety Council – The Town Manager informed council that the Municipal Safety Council (MSC) had requested information on the requirements for Occupational Health and Safety Courses, for municipal staff. The form was completed and returned to the MSC.
- 5.2.8 Fire and Emergency Services – Council reviewed the 24-30 May 2014 Schedule, and forms regarding the Fire and Emergency Services training school to be held in Clareville.
- 5.2.9 Department of Transportation and Works – Council reviewed the cost of ice control materials 2014-2015 as presented by the Department of Transportation and Works.
- 5.2.10 Credit Bureau Collections – Council reviewed the proposal of this organization regarding municipal tax arrears collections. They agreed to utilize the Credit Bureau Collections company in an effort to collect back taxes. The Town Manager is to coordinate with the company at the earliest possible convenience.
- 5.2.11 Municipalities Newfoundland & Labrador – Council reviewed the criteria for the TORNGAT Awards. This is an initiative of Municipalities Newfoundland and Labrador (MNL) to recognize the exemplary efforts of member municipalities in serving their residents and improving quality of life in their community and in the province as a whole. The award provides municipal leaders with an opportunity to celebrate the accomplishments of their peers. It is also a chance to reward those municipal leaders who, so often, contribute without public recognition of their successes. No nominations were put forward at this time.
- 5.2.12 Municipalities Newfoundland & Labrador – Council reviewed this Expression of Interest, regarding a call for Municipalities Newfoundland and Labrador Committee Members. The Mayor

expressed his interest in putting his name forward for the Small Town Advisory position. Council supported his request and directed the Town Manager to submit the Mayors name.

5.2.13 Municipalities Newfoundland & Labrador – Upon Review of the Tidy Towns Registration Form;

Deputy Mayor Colin LeGrow moved to **REGISTER** the Town of Bauline for the 2014 Tidy Towns initiative.

Seconded by Councillor Councillor Carol King  
All In favour

Motion **CARRIED**

5.2.14 Office of Public Engagement – Upon review of the criteria regarding the 2014 URock Volunteer Awards:

Councillor Carol King moved to **NOMINATE** Ashley Vincent and Sarah Fitzgerald for the 2014 URock Volunteer Awards for their continued volunteer service to both the Town of Bauline and to the Bauline United Church.

Seconded by Councillor Councillor Craig LeGrow  
All In favour

Motion **CARRIED**

5.2.15 Royal Newfoundland Constabulary – Council reviewed this Invitation for the Mayor to attend the International Police and Peace Officer Memorial Service at the Seventh Day Adventist Church located at 33 Aldershot Street on Wed, 14 May 2014 at 11:00 am. The Mayor acknowledged this invitation and informed Council and Staff that he would confirm his schedule prior confirming the engagement.

5.2.16 Opus International – Council reviewed this Federal Government contracted analysis request regarding the Torbay Bypass project. The Town Manager was directed to send the e-mail requesting information to council for comment prior to completing and returning the form.

5.2.17 Marie-Anne Boulain – The Town Manager presented Council with Ms. Marie-Anne Boulains Initial correspondence regarding rezoning of private property on the north-west side of Duck Pond. Prior to discussion, Deputy Mayor Colin LeGrow declared a conflict of interest on this matter citing that he possesses property adjacent to the land tabled for discussion. Council accepted the Deputy Mayors declaration and he was excluded from the discussion.

The remainder of council reviewed the letter submitted by Ms. Boulain. The Town Manger informed council that he had spoken to the Town Planner regarding this request. Upon further discussion it was determined that more information would be required prior to proceeding with decision. The Town Manager was directed to gather additional information from Ms. Boulain and the Town Planner for presentation at the next Council Meeting.

## 6.0 NEW BUSINESS

### 6.1 Report from Town Manager

6.1.1 Meeting with RONA and HENDERSON - The Town Manager informed Council that 11 Mar 2014 a representative from RONA, Henderson Playground, Council and the Town Manager held a meeting to discuss the Playground project. The meeting went well, discussion centered on final design, area of construction, town requirements for the day of construction, dates and alternate dates of construction and overall cost. Further planning, coordinating and correspondence will follow as required.

6.1.2 Meeting with Torbay Chief Administrative Officer (CAO) and Animal Control Officer (ACO) – The Town Manager informed council that he had met with the Town of Torbay’s CAO and ACO 13 March 2014. The discussion centered on (among other things):

- Town boundaries;
- Areas of interest and concern;
- Cell phone coverage in the area;
- Legislation and draft Bauline Animal Control Regulations;
- Invoicing and payment;
- Council’s concerns; and
- routes / timings.

6.1.3 Town Manager – conference 1-4 April 2014 – The Town Manager informed council that he would be attending the Professional Municipal Administrator’s conference in Gander 1-4 April 2014.

6.1.4 Casual Employee – The Town Manager informed council that he had been employing/training the Towns Webmaster on a supplemental Assessment Project (3 hours to date) in an effort to complete an outstanding projects. Council acknowledged this initiative and reemphasized the need to advertise for a casual employee to be trained in order to backfill times when the Town Manager is absent or during busy periods.

- 6.1.5 First Quarter Financial and Administrative Review – The Town Manager presented council with a comparative income statement, a budget review, 2014 Municipal Tax update, and other administrative reports. Overall, the Town of Bauline is heading into the second quarter in a financially and administratively healthy position.
- 6.2 Water Update – The Town Manager informed council that there are no water issues to report. He did, however inform council that he does need to schedule a maintenance day to carry out preventative maintenance on the chlorination system.
- 6.3 Electrical work and alternate power supply to pump house (update) – The Town Manager informed council that he was still awaiting a quote from one of the contractors before he can present the options to council.
- 6.4 Council Business Cards – Council received their Town of Bauline Business Cards.
- 6.5 Animal Control Regulation – Council reviewed the draft Animal Control Regulations presented by the Town Manager. A lengthy discussion ensued. Changes to the document were proposed, agreed upon and approved by council. After which:

Deputy Mayor Colin LeGrow moved to **ADOPT** the Animal Control Regulations with the approved amendments of council.

Seconded by Councillor Craig LeGrow  
All In favour

Motion **CARRIED**

With the Adopted Animal Control Regulations in place, the Town Manager was directed to source out and purchase animal licensing tags and prepare for compulsory dog registration.

- 6.6 Emergency Communication Devices – The Town Manager presented an array of options to Council regarding the purchase of Emergency Communication Devices. After discussion, Deputy Mayor Colin LeGrow recommended that the Town Manager discuss with the Pouch Cove Fire Department (PCFD) to determine what communication devices they utilize and see if the Town of Bauline could purchase compatible devices in order to communicate with that (and other) emergency service departments. The Deputy Mayor felt that a couple of PCFD compatible communication devices combined with four “off the shelf” 2 way radios would be cost effective and sufficient for the Towns Emergency Services plan.

6.7 Public Meeting – Council confirmed the date of the Town Public Meeting to be held at the **Bauline United Church, 7:00 pm on 9 April 2014**. A cursory review was carried out of the Agenda. A coordination meeting to review and rehearse the presentations will be carried out at a later date.

6.8 Summer Student Employment Program – Upon review of the correspondence regarding the 2014 Summer Student Program:

Councillor Craig LeGrow moved to **APPLY FOR** two summer students positions. One position should be a post-secondary student to be employed as an office administrator and the second position should be a labourer from Level I, II or III high school student.

Seconded by Deputy Mayor Colin LeGrow  
All In favour

Motion **CARRIED**

6.9 Year End Council Social – Deputy Mayor Colin LeGrow stated that it was extremely enjoyable to attend the year end Council social which took place at the Saltwater Restaurant 28 February 2014. Council agreed and emphasized the importance of occasionally meeting in a social setting. Councillor Craig LeGrow pointed out that due to unforeseen circumstances it was unfortunate that Councillor Jason King could not join them that evening. With that said:

Deputy Mayor Colin LeGrow moved to **AWARD** Councillor Jason King the cost equal to one fifth (1/5) of the council meal expense of 28 February 2014.

Seconded by Councillor Craig LeGrow  
All In favour

Motion **CARRIED**

## 7.0 **OLD BUSINESS**

7.1 Previously addressed

7.2 Bauline Line Extension renumbering – The Town Manager informed Council that they are waiting for written communication from the Ottawa office of Canada Post before he can proceed with letters to the affected residents on Bauline Line Extension.

7.3 Wetland Stewardship – Council acknowledged the recent announcement that Ms. Charmaine Barney would not be working with the Wetland Stewardship project in the near future. Council expressed its gratitude for her devotion and guidance to the town in assisting the town in its development of Wetland Stewardship within the town and region. The Town Manager was directed to contact the Environment and Conservation



Division to determine who the contact will be as the town draws near completion of this project.

## 8.0 FINANCES

### 8.1 Financial Statement

After review of the Financial Statement by Council;

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

Seconded by Councillor Craig LeGorw  
All in favour

Motion **CARRIED**

### 8.2 Outstanding Payables

After review of the Outstanding Payables by Council;

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

Seconded by Councillor Carol King  
All in favour

Motion **CARRIED**

## 9.0 COMMITTEE REPORTS

9.1 Planning and Development Committee - There was no committee report submitted

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

9.4.1 Committee Meeting Report - Mayor Christopher Dredge and Councillor Carol King presented a verbal report of the History and Heritage initial meeting which was held 11 March 2104. Initiatives such as:

- Working with the Pouch Cove Heritage Committee to develop guidelines;
- the recording of cultural and historical events as told by local residents,
- Plans for cultural and heritage site at the new Town Hall, and
- The gathering of historical artifacts and pictures,

Were discussed among other items.

The Deputy Mayor and Council thanked the Mayor and Councillor Carol King for their initiative and dedication to this much needed program. Councillor Carol King informed council that there are some items that would be required to start operations, one of which would be a recording device. With that said:

Councillor Craig LeGrow moved to **PURCHASE** a recording device for use by the History and Heritage committee.

Seconded by Councillor Jason King  
All In favour

Motion **CARRIED**

- 9.5 Emergency Response Committee - There was no committee report submitted
- 9.6 Integrated Community Sustainability Plan (ICSP) – there was no committee report submitted but Mayor Christopher Dredge did inform council that the next ICSP meeting is scheduled for 15 April 2014.
- 9.7 Northeast Avalon Joint Council Committee (NEAJC) - There was no committee report submitted

## **10.0 NEXT GENERAL MEETING**

The Mayor scheduled the Next General Meeting for **16 April 2014 at 7:30 pm**

## **11.0 ADJOURNMENT**

Councillor Carol King moved to **ADJOURN** the meeting of 26 March 2014.

Seconded by Councillor Jason King  
All in favour

Motion **CARRIED**

**As there was no further business to discuss, Mayor Christopher Dredge adjourned the meeting at 11:05 pm.**

---

Christopher Dredge  
Mayor  
Town of Bauline

---

Craig Drover  
Town Manager  
Town of Bauline