

# TOWN OF BAULINE

## MINUTES OF REGULAR MEETING HELD AT 1311 BAULINE LINE 31 JANUARY 2013

### PRESENT

Mayor Christopher Dredge  
Deputy Mayor Colin LeGrow  
Councillor Marie LeGrow  
Town Clerk/Manager Craig Drover

### REGRETS

Councillor Rita King  
Councillor Jason King

### PUBLIC IN ATTENDANCE

Nil

#### 1.0 CALL TO ORDER

Mayor C. Dredge called the meeting to order at 7:05 pm.

#### 2.0 ADOPT AGENDA

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

Seconded by Deputy Mayor C. LeGrow  
All in favour.

Motion **CARRIED**

#### 3.0 ADOPT the MINUTES of 9 January 2012

In the absence of a quorum of council members who attended the 9 January 2013, General Council Meeting, the minutes of 9 January 2013 could not be adopted and this item is deferred until the next Town Council Meeting.

#### 3.1 BUSINESS ARISING FROM MINUTES

Mayor C. Dredge inquired on item *4.2.4 Heart and Stroke Foundation letter regarding Automated External Defibrillator and CPR Training*. The Town Clerk Manager briefed council that completed documentation has been returned to the Heart and Stroke Foundation and we are currently awaiting a reply.

Deputy Mayor C. LeGrow inquired on item *5.1.7 regarding the meeting with the Town of Torbay* and if there was any further information regarding the Fire and Emergency Services. The Town Clerk Manager briefed council that the MHA Kevin Parsons has called a meeting of all Town Managers in the region to discuss this and other topics. A report will be presented to council upon its completion.

#### 4.0 APPLICATIONS AND CORRESPONDENCE

##### 4.1 Applications

4.1.1 Nil

##### 4.2 Correspondence

4.2.1 E-Mail from Matthew Cooper concerning Killick Coast Games – Upon review of the e-mail from Matthew Cooper (Regional Recreational Coordinator), council directed the Town Clerk / Manager to reply to Mr.

Cooper with support for the Killick Coast Games. The official date for the 2013 Killick Coast Games is 11-15 Aug.

- 4.2.2 Letter from Town of Flatrock concerning Composting Program - Upon review and discussion of the Letter from the Town of Flatrock:

Deputy Mayor C. LeGrow moved to **PURCHASE** 50 composting bins with the town of Flatrock on a cost shared basis.

Seconded by Councillor M. LeGrow  
All in favour.

Motion **CARRIED**

- 4.2.3 Letter from Wooden Boat Museum - Upon review of the letter, Council decided not to engage in a community membership of the Wooden Boat Museum.

- 4.2.4 Letter from Torbay - proposed amendment to the St. John's Urban Region Regional Plan – The proposed Amendment number 38 to change RURAL to RESIDENTIAL LARGE LOT on the BAULINE LINE was reviewed by council. There were no objections to the proposal.

- 4.2.5 Letter from Logy Bay, Middle Cove, Outer Cove – proposed amendment to the St. John's Urban Region Regional Plan. The proposed amendment number 10 to change RURAL TO RESIDENTIAL off PINE LINE with Connention to SANDLEWOOD DRIVE, ST. FRANCIS ROAD, LIAM DRIVE and LOGY BAY ROAD was reviewed by council. There were no objections to the proposal.

- 4.2.6 2013 Clean and Safe Drinking Water Workshop - Upon reviewing the details of the workshop:

Councillor M. King moved to **AUTHORIZE** the Town Clerk / Manager to attend the Clean and Safe Drinking Water Workshop to be held in Gander, NL 26-27 March 2013.

Seconded by Deputy Mayor C. LeGrow  
All in favour.

Motion **CARRIED**

- 4.2.7 Animal Welfare Enforcement Training – Council reviewed the e-mail concerning Animal Welfare Enforcement training.

- 4.2.8 E-Mail – President of Federation of Canadian Municipalities (FCM) – This letter indicates that the Mayor has been presented with the Queens Diamond Jubilee Medal 29 January 2013. All Council members and Staff congratulated the Mayor on his achievement.

## 5.0 NEW BUSINESS

- 5.1 Report from Town Clerk/Manager

- 5.1.1 Scheduled Meeting with MHA – 5 February at 11 am. The Town Clerk / Manager informed council that he would be attending subject meeting, and provided council with an agenda delivered by the MHA's office.

- 5.1.2 Website – The Town Clerk / Manager announced that the Town's website was up as of 30 January 2013. Council reviewed the site and was

pleased with the “look and feel”, however did indicate that there are still adjustments required. Council would review the site in more detail over the weekend and report any requested changes to the Town Clerk / Manger. The Town Clerk / Manager is to liaise with Blue River Media concerning modifications.

- 5.1.3 Assessment Roll and Civic numbering Pouch Cove Line – The Town Clerk Manager reported that Contact has been made with Ken Glynn of MAA. They have completed their print out of the Town’s properties. They expect to start the entire towns review the week of 11-15 Feb and should take about a week to complete.
- 5.1.4 2012 T4 and WHSSC reports and information – The Town Clerk Manager reported that T4’s have been dispatched to former and current employees for 2012 Tax Year. The T4 Summary has been sent to Canada Revenue Agency and the WHSSC 2012 report has been sent to Workplace Health and Safety.
- 5.1.5 Scheduled Maintenance days – The Town Clerk / Manager reported that his first scheduled maintenance day will be Thursday, 14 February 2013. He will be out of the office and at the pump house repairing the roof, cleaning the Chlorine pump, system and holding tanks and time permitting will be cleaning up and preparing the work shed. Notices will be sent out to the public indicating that the office will be closed that day and where the Town Clerk / Manager could be located in the event of an emergency.
- 5.1.6 2013 Property Tax information - The Town Clerk / Manager reported that all Municipal Tax invoices have been inputted into the accounting system. The invoices have been printed and will be available for pick up at the upcoming public hearing 6 February 2013. Those that are not picked up will be mailed out the following day.
- 5.1.7 Postponed Safety Rep course – The Town Clerk / Manager informed council that he as rescheduled his Safety Rep course to 27 March 2013. This is in conflict with the Water Treatment Workshop in Gander, and may be required to be rescheduled again. The Town Clerk / Manager will keep council informed.
- 5.1.8 War Memorial Upkeep - The Town Clerk / Manager informed council that he has contacted the Headquarters for the Royal Canadian Legion. They have provided information with regards to Veteran’s Affairs programs for cenotaph maintenance and moving. He will investigate options and report back to council.
- 5.1.9 February activity and information Flyer – The February activity and information flyer was reviewed by council. It was approved for dissemination to the public.
- 5.1.10 Scheduled 2012 Tax Audit - The Town Clerk / Manager informed council that the 2012 Tax Audit is scheduled for 8 February 2013.

5.1.11 Animal Control – The Town Clerk / Manager informed council The Chief Administrative Officer (CAO) for the Town of Torbay sent a letter that other regional municipalities have agreed to when utilizing Torbay’s Animal Control Agent. Upon review of the letter, council agreed with the terms and conditions offered other towns by Torbay and directed the Town Clerk / Manger to follow up with the CAO and determine if Bauline could enter into a similar agreement.

5.2 Water Update - The Town Clerk / Manager informed council The supposed leak reported at the last council meeting has not worsened and as suggested by Councillor J. King it is suspected that it is the result of persons leaving their water running during the cold periods. The Chlorine pump has been acting up and there is a lot of buildup in the holding tank. He has contacted Electric Motor and Pump and they are looking at other methods of chlorination.

5.3 Honorarium for Mayor (volunteer water maintenance work) – in the absence of a quorum this item has been deferred until the next council meeting.

5.4 Councillor Remuneration – Upon review of Newfoundland and Labrador Regulation 89/01 of the Municipalities Act, 1999:

Councillor M. LeGrow moved to **APPROVE** a council remuneration for calendar year 2013. She went on to move that the Total remuneration for the year shall be \$6000.00 and so divided between all councilors on a quarterly basis.

Seconded by Deputy Mayor C. LeGrow  
All in favour.

Motion **CARRIED**

5.5 Town of Bauline Public Meeting - Council Reviewed the Main Events List (MEL), the Agenda, the Presentations and list of Equipment and Supplies required for the Bauline Public Meeting to be held 6 February 2013. A discussion arose as to common items required for public meetings, hearings and activities, after which:

Councilor M. LeGrow moved to **AUTHORIZE** the Town Clerk / Manager to purchase itemized equipment and supplies at a cost not to exceed **\$1000.00** for the use at the upcoming public meeting and for future public meetings, hearing and activities.

Seconded by Deputy Mayor C. LeGrow  
All in favour.

Motion **CARRIED**

5.6 Application of Business Tax – After review of Section 127 of the Municipalities Act, 1999 a discussion arose concerning the application of Business Tax as it relates to home based, start up and small businesses within Bauline.

Councillor M. LeGrow moved **NOT TO APPROVE** a change from Business Tax as stated in the 2013 Schedule of Taxation and Fees.

Seconded by Deputy Mayor C. LeGrow.  
All in favour.

Motion **CARRIED**

5.7 Town Clean-up (Spring, Fall) - A discussion arose concerning conducting two, 2 day Town Clean-ups a year vice one, 1 week long Spring Clean-up. The Town Clerk / Manager is to investigate the feasibility of a 2 day spring clean-up and a 2 day fall clean-up and make recommendations to council.

5.8 Recycling – Upon review and discussion:

Deputy Mayor C. LeGrow moved to **APPROVE** an increase in recycle pick up from once a month to twice a month at an additional monthly cost of \$286.50.

Seconded by Councillor M. LeGrow  
All in favour.

Motion **CARRIED**

5.9 Area Development Concept Plan – Council reviewed of the Town Planner's recommendations and a discussion took place. Council directed the Town Clerk / Manger to engage the Town Planner and determine the "way ahead" with regards to putting an Area Concept Plan in place in the area of Pouch Cove Line on the left side going towards Pouch Cove. Findings shall be reported back to council.

**6.0 OLD BUSINESS**

6.1 Town Hall / Memorial Park - Capital Works Project 11057 – update

6.1.1 Approval to Borrow – The Town has received the approval to Borrow \$47,501.00 for Engineering services towards the building of the new Town Hall. The Town Clerk / Manager is to contact the town's banking institution and arrange for the funds to be transferred.

6.2 Capital Investment Plan and Signage for Gas Tax Projects – After discussion:

Councillor M. LeGrow moved to **EXPEND** the \$135,148.91 Gas Tax allocations up to and including 31 March 2014 on the following projects: \$80,000.00 to be allotted to energy efficient items and materials in the construction of the new Town Hall, including a heat pump and Aragon windows and doors. \$1000.00 to be allotted to erect signage in accordance with the Gas Tax Secretariat signage policy and the remaining \$54,148.91, be allocated to upgrading the Towns Water Supply and Distribution system

Seconded by Deputy Mayor C. LeGrow  
All in favour.

Motion **CARRIED**

6.3 Wetland Stewardship – Upon review of e-mails and documents:

Councillor M. LeGrow moved to **SCHEDULE** the Wetland Stewardship Public Hearing for 21 February 2013 at the Chairpersons request. The hearing shall commence at 7:00 pm.

Seconded by Deputy Mayor C. LeGrow  
All in favour.

Motion **CARRIED**

6.4 Municipal Plan Amendments

6.4.1 Proposed Amendment – Wayne & Marie LeGrow Pouch Cove Line – As there was no quorum, this item has been deferred until the next general meeting.

## 7.0 FINANCES

7.1 2012 Financial Audit – 8 February 2012

7.2 Financial Statement

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

Seconded by Councillor M. LeGrow  
All in favour.

Motion **CARRIED**

7.3 Outstanding Payables

Deputy Mayor C. LeGrow moved to **PAY** the outstanding payables as presented.

Seconded by Councillor M. LeGrow  
All in favour.

Motion **CARRIED**

## 8.0 COMMITTEE REPORTS

There were no committee reports presented at council

## 9.0 NEXT GENERAL MEETING

The Mayor scheduled the next Town Council meeting for **20 February 2013 at 7:00 pm.**

## 10.0 ADJOURNMENT

Councillor M. LeGrow moved to **ADJOURN** the Town Council Meeting of 31 January 2013.

Seconded by Deputy Mayor C. LeGrow  
All in Favour

Motion **CARRIED**

There being no further business, the meeting was adjourned by the Mayor at **9:45 pm**

---

Christopher Dredge  
Mayor  
Town of Bauline

---

Craig Drover  
Town Clerk/Manager  
Town of Bauline