

TOWN OF BAULINE

MINUTES OF A REGULAR COUNCIL MEETING
HELD AT 1311 BAULINE LINE 5 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

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

Seconded by Councillor Jason King
All in favour.

Motion **CARRIED**

3.0 ADOPT the MINUTES

3.1 Minutes of GENERAL COUNCIL MEETING 12 February 2014

Councillor Jason King moved to **ADOPT** the minutes of 12 February 2014 with minor administrative corrections.

Seconded by Councillor Craig LeGrow
All in favour.

Motion **CARRIED**

As the minutes of **12 February 2014** have been adopted by Council, The Mayor and Town Manager will sign the original copy of the minutes once the administrative corrections are made.

4.0 BUSINESS ARISING FROM MINUTES

4.1 Item 5.2.7 of 12 February 2014 meeting – The Town Manager informed Council that there were no responses to the letters dispatched to the neighboring residents of Peter Billard regarding his request to own and keep a riding horse on his property. After discussion council requested that the Town Manager contact Mr. Billard and inform him that there is no objection to his request.

- 4.2 Item 6.5 of 12 February 2014 meeting – Deputy Mayor Colin LeGrow requested information on the research of the emergency communication devices for the town. The Town Manager responded that some cursory research has been carried out, but nothing to report at this time. The Deputy Mayor proposed purchasing some emergency communication devices with the capability of communicating with the Pouch Cove Fire Department. The remainder of council agreed.

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

On 13 January 2014, the Deputy Mayor and Town Manager met with the Towns Engineers and the lowest bid contractor in an effort to identify areas where the bid could be lowered. As of today (almost two months later) a final number has not been received despite repeated requests from the town. After a lengthy discussion Council determined that there was a requirement to take action so that mechanisms were in place to start construction at the earliest possible time. Additional discussion ensued whereby it was suggested that the bulk amount of the shortfall (\$355,000.00) be requested from the Provincial Government. This would start the staff work regarding the approval of funds while the final reduction costs were being identified. With that said:

Councillor Craig LeGrow moved to **REQUEST** an additional \$350,000.00 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 CROWN LAND –Nina Crocker – Bauline Line
- 5.1.2 CROWN LAND – William Price - Bauline Line
- 5.1.3 CROWN LAND – Wayne LeGrow – Bauline Line

The Town Manager informed council that the land in all three of the above applications still has not been officially re-zoned by the

Provincial Government. Based on the report given by the Town Manager;

Councillor Craig LeGrow moved to **DEFER** all three Crown Land applications presented by Nina Crocker, Wayne LeGrow and William Price, until amendment number 3 is completed and more information surrounding the situation has been gathered.

Seconded by Councillor Jason King
All in favour.

Motion **CARRIED**

5.2 Correspondence

5.2.1 Professional Municipal Administrators - 42nd Annual Convention & Trade Show and pre-convention workshop 2-4 April 2014.

The Town Manager requested that he attend this professional development opportunity.

Councillor Craig LeGrow moved to **APPROVE** the request of the Town Manager to attend the Professional Municipal Administrators Annual Convention and Trade Show in Gander NL 2-4 April 2014.

Seconded by Councillor Carol King
All In favour

Motion **CARRIED**

5.2.2 Information and Privacy Commissioner – Council reviewed the documents and pamphlets regarding social networking privacy tips, and requested that the poster be displayed in the town office.

5.2.3 Service NL – Council reviewed this document regarding the requirement to obtain permits for development along protected road zonings such as Witless Bay ecological reserve and Butterpot Provincial Park.

5.2.4 Water Resource Management Division – Council reviewed the documents regarding the 2014 Clean and Safe Drinking Water Workshop 25-27 March 2014.

Deputy Mayor Colin LeGrow moved to **APPROVE** a council member or staff to attend the Water resource Management Division Annual Convention and Trade Show in Gander NL 25-27 March 2014 if available.

Seconded by Councillor Carol King
All In favour

Motion **CARRIED**

- 5.2.5 Professional Municipal Administrators – Council reviewed the request for donations for the Professional Municipal Administrators “Central Night”. Upon discussion council decided not to donate this year.
- 5.2.6 Fire and Emergency Services – Council reviewed this letter regarding the Fire Protection Vehicle Program.
- 5.2.7 Municipal and Intergovernmental Affairs – Council reviewed this letter announcing the release of year 8B Gas Tax allocation in the amount of \$11,587.32.
- 5.2.8 Municipalities of Newfoundland and Labrador – Council reviewed the Certificate of Membership for the Town of Bauline into the Municipalities of Newfoundland and Labrador for 2014.
- 5.2.9 Municipal Assessment Agency – Council reviewed the Board of Directors report on the first meeting which was held 7 February 2014.
- 5.2.10 Municipalities of Newfoundland and Labrador – Council reviewed two documents regarding the Avalon Regional Meeting 21-22 March 2014 and prep documents for the Fiscal Framework Consultations which will take place concurrently at the Capital Hotel St. John’s.

Councillor Jason King moved to **APPROVE** two members of council/staff to attend the Avalon Regional Meeting in St. John’s, NL 21 & 22 March 2014 if available.

Seconded by Councillor Carol King
All In favour

Motion **CARRIED**

- 5.2.11 Royal Canadian Legion – Council reviewed an e-mail and letter requesting the Town of Bauline to purchase advertising in the upcoming “*LEST WE FORGET*” book. Upon discussion Council declined the offer at this time.
- 5.2.12 Royal Newfoundland Constabulary – Council reviewed the annual RNC Activity Report.
- 5.2.13 Municipal and Intergovernmental Affairs – Council reviewed the requirements for the annual expenditure report for Gas Tax which will be completed and submitted by the Town’s auditor, Mr. Gregory Stokes.

5.2.14 Eastlink – Council reviewed the Statement of Gross Revenue by Eastlink within the Town of Bauline.

5.2.15 Resident Complaint – Council reviewed the complaint lodged by a resident concerning possible unsafe snow removal practices on Main Street. The Town Manager informed council that he had been monitoring the situation since he became aware of this particular incident about a week ago. With this year's unusual heavy snowfalls it has been challenging for all residents regarding snow removal. With that said the Town Manager did not feel that there was anything unsafe being conducted in this particular case, but did go on to identify two other areas that required discussion. Council reviewed the other areas and requested the Town Manager to place a notice in the flyer and Contact the RNC regarding the more hazardous cases.

At this time MHA Kevin Parsons entered the building. The Mayor departed from the order and sequence of the Agenda and addressed the MHA, thanking him for his visit. There was a short discussion regarding the New Town Hall and the motion made at item 7.1 earlier this evening. MHA Parsons confirmed his overwhelming support of the New Town Hall project for the Town of Bauline, and indicated that he would solicit the Ministers approval of the additional fund request. The Mayor thanked MHA Parsons once again and the MHA left the building. Mayor Christopher Dredge then returned Council to the order and sequence of the Agenda.

5.2.16 L'Argent Atlantic Ltd. – Council received a letter regarding a Taxation Complaint from L'Argent Atlantic Ltd.

Prior to the matter being discussed, Councillor Craig LeGrow asked to disclose information regarding his dealings with L'Argent Atlantic Ltd. to determine if Council felt that he would be in a conflict of interest when discussing this issue. Councillor LeGrow, informed council that he had worked with L'Argent Atlantic Ltd. years ago when they first started in Bauline, he went on to let council know that in the fall of 2013 he approached Mr. Mike Doyle (one of the owners of the company) to see if the company was willing to sell the property. He (Councillor Craig LeGrow) had a small business venture that he was contemplating and the building would work well if available. He explained that he had not heard back from the company until he received a phone call from Mr. Doyle regarding this letter received at council. It was noted by the Finance committee and the Town Manager that Councillor Craig LeGrow was not present at the Finance Committee meeting when the new

commercial tax rate was implemented. Councillor Craig LeGrow added that by December 2013 he was no longer pursuing the business venture. He then asked the question to council if they felt that he was in a conflict of interest regarding this matter.

The remainder of Council discussed this matter and all agreed that as there was no monetary gain to be garnered by Councillor Craig LeGrow in this matter, he was not considered to be in a conflict of interest and could discuss the letter received. With that said:

Councillor Jason King moved to **NOT FIND** Councillor Craig LeGrow in a conflict of interest regarding discussions surrounding the letter received by L'Argent Atlantic Ltd. dated 26 February 2014.

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Seconded by Councillor Carol King
All In favour

Motion **CARRIED**

At this point Deputy Mayor Colin LeGrow reported to council that many years ago he had also approached Mr. Mike Doyle with an interest of purchasing the building on Main Street. He went on to state that he is no longer interested in the building. He then asked council if they felt he was in a conflict of interest regarding this matter.

The remainder of Council discussed this matter and all agreed that as there was no monetary gain to be garnered by Deputy Mayor Colin LeGrow in this matter, he was not considered to be in a conflict of interest and could discuss the letter received. With that said:

Councillor Jason King moved to **NOT FIND** Deputy Mayor Colin LeGrow in a conflict of interest regarding discussions surrounding the letter received by L'Argent Atlantic Ltd. dated 26 February 2014.

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Seconded by Councillor Carol King
All In favour

Motion **CARRIED**

The Letter from L'Argent Atlantic Ltd was tabled for discussion by council. The issue centered around the Commercial Tax rate being raised from \$575.00 in 2013 to \$1000.00 in 2014. As well, it was noted that L'Argent Atlantic Ltd. was not invoiced a Business Tax over the past several years, as it was generally thought that the business had closed. After a lengthy discussion, Council requested that the Town Manager research what the surrounding towns'

commercial rates are as well as similar size towns, and report back to council. With that said:

Councillor Jason King moved to **DEFER** the decision regarding reducing the commercial tax rate for L'Argent Atlantic Ltd, until more information is gathered by the Town Manager and reviewed by Council.

Seconded by Councillor Carol King
All In favour

Motion **CARRIED**

6.0 NEW BUSINESS

6.1 Report from Town Manager

- 6.1.1 Workers Safety Representative Course – The Town Manager informed council that he had attended the Workers Safety Representative Course that day. He reported on items that are required to be in place in accordance with the Health and Safety Act and Regulations. Deputy Mayor Colin LeGrow announced that he had already drafted some documents for the town regarding this matter and offered to assist the Town Manager in preparing requisite policies, procedures and documents.
- 6.1.2 Conversation with TELUS – The Town Manager informed council that he has been in discussion with Jackie Dupont of Telus regarding the cellular wireless coverage within the town. Future options were discussed regarding improving the coverage. One issue that was discussed revolved around the safety of the “soon to be in place” Animal Control Officer contract with the Town of Torbay. A resolution was proposed by Telus and will be discussed with the CAO of Torbay.
- 6.1.3 Municipal Tax Update – All municipal taxes have been distributed except for a couple of special cases that the Town Manager is working on. Residents are encouraged to take advantage of the 10% discount by 31 March 2014.
- 6.1.4 Animal Control Officer – The Town Manager informed council that he will be meeting with the Animal Control Officer and the CAO of Torbay 13 March 2013 to discuss the ACO Contract. In preparation for the meeting, the Town Manager drafted a Town of Bauline, Animal Control By-Law and asked that council review this document and be prepared to discuss at the next council meeting. All agreed.

6.1.5 Lock replacement Old Town Hall – The Town Manager informed council that the broken lock and panic bar on the old town hall was recently repaired by Babb Lock and Safe.

6.2 Water Update – The Town Manager informed council that there were no water issues to report.

6.3 Electrical work and alternate power supply to pump house – The Town Manager informed council that there were still quotes to be received prior to any decision being made. He recommended deferring this matter until the next council meeting. A discussion arose regarding the scope of work to be done. It is now evident that electrical maintenance work has to be carried out as well as installing an alternate power supply. Council requested that the quotes be disbursed to reflect both the electrical maintenance and the installation of the alternate power supply.

Deputy Mayor Colin LeGrow moved to **DEFER** this item until the next council meeting.

Seconded by Councillor Jason King
All In favour

Motion **CARRIED**

6.4 Council Business Cards – the sample business cards for the Mayor were reviewed. The Town Manager was directed to order the remainder of council and staff's business cards using the current template.

6.5 Public Meeting – Council was informed that the Bauline United Church was not available for 12 March 2014. It was recommended that the new date of the public meeting be postponed to 19 March 2014. All agreed. Council reviewed the draft Agenda and Power Point Presentations prepared by the Town Manager. Further discussion, planning and coordination will occur over the next 14 days.

7.0 OLD BUSINESS

7.1 Previously addressed

7.2 Bauline Line Extension – The Town Manager informed council that the renumbering project for the Bauline Line Extension is well under way. Houses have been assigned a street address and Canada Post is entering the information into their system. The next step will be a letter sent to the residents on Bauline Line Extension with all relevant information. The effective target date for the change of addresses is **1 May 2014**.

8.0 FINANCES

8.1 Financial Statement

After review of the Financial Statement by Council;

Councillor Craig LeGrow moved to **ACCEPT** the Financial Statement as presented.

Seconded by Councillor Carol King
All in favour

Motion **CARRIED**

8.2 Outstanding Payables

After review of the Outstanding Payables by Council;

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

Seconded by Councillor Craig LeGrow
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 – The History & Heritage Committee scheduled its first meeting for Tuesday, 11 March 2014 at 7:00 pm

9.5 Emergency Response Committee - There was no committee report submitted

9.6 Integrated Community Sustainability Plan (ICSP)

Mayor Christopher Dredge presented council with an overview of the last ICSP meeting. He informed council that new information regarding vehicle speed monitors has encouraged Pouch Cove and Flatrock to investigate the feasibility of procuring one of these for use by all three towns. Council agreed to proceed. He went on to inform council that the ICSP Committee moved to produce a regional Business Directory again this year. Town Managers are to contact local business for confirmation

that they wish to appear in the directory and send the information to the ICSP Secretary.

- 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 **26 March 2014 at 7:30 pm**

11.0 ADJOURNMENT

Councillor Carol King moved to **ADJOURN** the meeting of 5 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