

TOWN OF BAULINE

MINUTES OF REGULAR MEETING
HELD AT 1311 BAULINE LINE 9 JANUARY 2013

PRESENT

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

REGRETS

Councillor Marie LeGrow
Councillor Rita King

PUBLIC IN ATTENDANCE

Nil

1.0 CALL TO ORDER

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

2.0 AGENDA

Deputy Mayor C. Legrow moved to **ADOPT** the agenda as presented.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

3.0 MINUTES

Councillor J. King moved to **ADOPT** the minutes of 10 December 2012 as presented.

Seconded by Deputy Mayor C. LeGrow
All in favour.

Motion **CARRIED**

As the minutes of 10 December 2012 have been adopted by Council, The Mayor and Town Clerk / Manager signed the original copy of the minutes.

3.1 **BUSINESS ARISING FROM MINUTES**

The Mayor requested an update concerning the speed limit and children at play signs. The Town Clerk / Manager indicated that he has been in contact with the Department of Transportation on several occasions, and have been informed that some signs were in the process of being constructed. The Mayor suggested that the MHA be engaged if nothing transpires in the near future.

4.0 APPLICATIONS AND CORRESPONDENCE

4.1 **APPLICATIONS**

4.1.1 Crown Land Application – Keith Furlong 178-180 Pouch Cove Line – deferred from last meeting.

After consideration of application and advice from the Town Planner Deputy Mayor C. LeGrow moved to **APPROVE** the Crown Land Application for Keith Furlong for 178-180 Pouch Cove Line.

Seconded by Councillor J. King.
All in favour.

Motion **CARRIED**

- 4.1.2 Development Application – Letter from AKS Development concerning re-zoning of Commercial Tourism land to Residential Infill and its recent approval in principal to develop.

Deputy Mayor C. LeGrow moved to **APPROVE IN PRINCIPAL** the request by AKS Development to re-zone its current land holdings from Commercial Tourism to Residential Infill in order to construct ten (10) single dwelling residences vice ten (10) luxury cabins as detailed in its letter to council 21 December 2012. It is also noted that council **DOES NOT** support AKS Development's request for additional crown land at this time.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

4.2 CORRESPONDENCE

- 4.2.1 Hospitality Newfoundland and Labrador – The tourism industry event held at the Delta St. John's 20-22 Feb 2013 was reviewed by council. There is no plan to attend this event.
- 4.2.2 Donation thank you letter from the SPCA – The letter from the SPCA was reviewed by council.
- 4.2.3 Letter from Minister regarding permission for a Council Member to be paid for work performed April to August 2012. This letter was reviewed by council and it was noted that an Honorarium may be paid for volunteer work performed by council members.
- 4.2.4 Heart and Stroke Foundation letter regarding Automated External Defibrillator and CPR training. This letter and e-mail was reviewed by Council. It is recommended that the Town Clerk / Manager investigate and proceed with acquiring an AED and training for the Town Office and future Community Center.
- 4.2.5 Letter from Chris Palmer regarding Business Tax – A discussion arose concerning the request of Mr. Palmer. Council does not support Mr. Palmer's request at this time. However, from a broader point of view, it was decided to discuss how, smaller businesses, home based business and start-up businesses should be addressed as it pertains to Business Taxes within the town. The Town Clerk / Manager is to place this as an Agenda item for the next Town Council Meeting.
- 4.2.6 Letter from David Lacey regarding rent increase – The letter was reviewed and acknowledged by council.
- 4.2.7 E-mail from Chester King – This e-mail was reviewed and acknowledged by Council.
- 4.2.8 Letter from Norman Whalen – A discussion arose concerning Mr. Whalen's letter and his intention to develop land off of Pouch Cove Line. As there are other potential developments within same area, the Town Clerk / Manager is to engage the Town Planner to obtain information regarding developing a zone concept plan for the area in question.

4.2.9 Price Consideration for 2012 Audit services from Gregory Stokes

Upon review the letter from Mr. Stokes, Deputy Mayor C. LeGrow moved to **CONTRACT** Gregory Stokes CA to complete the Town's 2012 Audit and prepare it's annual financial statement, as per quoted price in his 30 December 2013 letter.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

4.2.10 Heritage Day – 18 February 2013 – Monday, February 18th is Heritage Day! This year's theme is Good Neighbours: Heritage Homes and Neighbourhoods. The Heritage Canada Foundation promotes the celebration of Heritage Day nationwide and the Heritage Foundation of Newfoundland and Labrador recognizes and promotes Heritage Day on a provincial level. The Town Clerk Manager is to sign and fax the engagement letter back to the organizers.

5.0 NEW BUSINESS

5.1 Report from Town Clerk/Manager

5.1.1 Removal of Old Town Hall –The Town Clerk / Manager updated council as to the disposition of the research regarding the removal of the Old Town Hall.

5.1.2 RNC Municipality project – The Town Clerk / Manager informed Council that Constable Coombs of the RNC has met on several occasions with him and is assisting on a couple of initiatives.

5.1.3 Waste Removal – DBI Garbage Removal Inc completed there last contractual obligation 27 December 2012. Around the Bay Services, commenced their contract 2 January 2013.

5.1.4 Website – Contact made with Blue River Media 3 January 2013. The new look and design as proposed by the Mayor is being re-worked and should be up and running in about two weeks.

5.1.5 Assessment Roll and Civic numbering Pouch Cove Line – Contact has been made with Ken Glynn of the Municipal Assessment Agency. They have completed their print out of the Town's properties. They expect to start the entire towns review within the next two weeks and should take about a week to complete. Correct civic numbering of Pouch Cove Line should be addressed during this review process.

5.1.6 Draft Operations Manual – the implementation of the Draft Operations Manual has commenced. The new title is the Town of Bauline's Municipal Policy and Procedure Manual.

5.1.7 Meeting with Town of Torbay 4 Jan 13 – A meeting with the Town of Torbay was held 1000 hrs 4 January 13. We discussed Fire and Emergency Services (FES) and Animal Control. The CAO will discuss with the Torbay FES and Animal control staff and get back to us with additional information.

- 5.1.8 Scheduled Maintenance days - With the multitude of areas of responsibility there is a requirement to schedule planned and preventative maintenance. Currently there are shingles off of the pumphouse. The chlorination system requires cleaning. The tool shed requires cleaning and organizing. The Billboard is in disrepair. Old tax and property files are not being attended too etc. It is proposed and approved that the Town Clerk / Manager schedule planned and preventative maintenance days and inform the council and (as much as possible) the residents of the planned maintenance days and where/how the Town Clerk / Manager can be contacted on those days.
- 5.1.9 Vacuum Cleaner – purchase – Due to the donation of a used vacuum cleaner, there is no requirement to purchase one at this time.
- 5.1.10 Postponed Safety Rep course – The Town Clerk / Manger will re-schedule the Safety Rep Course that was postponed from November 2012.
- 5.1.11 Tax Arrear Letters. – Update - Of the letters sent out to over 35 accounts representing approx. \$56,000.00; there are 9 accounts outstanding with about \$21,000.00 remaining in arrears. The remaining accounts will either be sent to the Credit Recovery Limited for collection or in extreme cases, legal action will be sought.
- 5.2 Water Update – Water flow has increased over the last month (approx. 2.5 gallons an hour). This can either be attributed to a slow leak in the system or residents leaving their taps running in the cold months to prevent them from freezing. I will monitor the situation and in the event that it worsens, (indicating a leak) steps will be taken to find and repair as necessary.
- 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 Council and Staff MNL Regional Meeting Registration - MNL Regional Meeting is one of two Gas-Tax related training sessions that all municipal governments must attend. There are 6 meetings, the one for the Avalon will be held at the St. John's Capital Hotel 15-17 Mar 2013. Registration fee is \$100.00. The Town Clerk / Manager will attend this meeting.
- 5.5 PMA Convention and Trade Show Registration - The Professional Municipal Administrators Convention is 17-19 Apr in St. John's NL. The Cost is \$293.80 and must be registered by 22 Mar 13. The Town Clerk / Manager will attend this conference.
- 5.6 Town of Bauline Public Meeting – A Public Meeting will take place at the Bauline United Church, **Wednesday 6 February 2013 at 7:00 pm** to present:
- The 2013 Budget,
 - An update on the New Town Hall,
 - An update on the Old Town Hall location,
 - The Town of Bauline's Website, and
 - Other items to be determined.

- 5.7 Old Town Hall Site – It was recommended that once the building at 2 Brook Path is removed that the site be reverted to a recreation area. More discussion and plans will follow.

6.0 OLD BUSINESS

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

6.1.1 Meeting with Squires Well Drilling and Bridger Design – Two meetings were attended between, the Town Clerk / Manager, Bridger Design representative and Squires Well Drilling. Well drilling should commence the week of 14 January 2013, this phase of the project should be complete by 1 February 2013, barring any unforeseen circumstances. Once flow rate and water quality has been determined to be sufficient, then other tenders (sitework and building) can proceed.

6.1.2 Capital Investment Plan and Signage for Gas Tax Projects – A motion to EXPEND and ALLOCATE Gas tax funds was deferred until the next town council meeting.

6.2 Wetland Stewardship – A review of the e-mail and attached stewardship map from Ms. Charmaine Barney was reviewed by council. Amendments were proposed by council. The Town Clerk Manager is to respond to Ms. Barney with recommended changes.

6.3 Municipal Plan Amendments

6.3.1 Amendment # 1 – Update - An ad was placed in the NL gazette 20 and 21 Dec 12.

6.3.2 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 Auditor's Report and recommendations – Update – The Simply Accounting Subject Matter Expert (SME) will be meeting with the Town Clerk Manager next week to reconcile and resolve accounts.

7.2 Financial Statement

Councillor J. King moved to **ACCEPT** the Financial Statement as presented

Seconded by Deputy Mayor C. LeGrow
All in favour.

Motion **CARRIED**

7.3 Outstanding Payables

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

Seconded by Deputy Mayor C. 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 **30 January 2013 at 7:00 pm.**

10.0 ADJOURNMENT

Councillor J. King moved to **ADJOURN** the Town Council Meeting of 9 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 **10:05 pm**

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Clerk/Manager
Town of Bauline