

TOWN OF BAULINE

MINUTES OF A REGULAR COUNCIL MEETING
HELD AT 1311 BAULINE LINE 9 OCTOBER 2013

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 C. Dredge called the meeting to order at 8:05 pm.

2.0 ADOPT AGENDA

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

Seconded by Councillor C. King
All in favour.

Motion **CARRIED**

3.0 ADOPT the MINUTES

3.1 Minutes of 25 September 2013

Deputy Mayor C. LeGrow moved to **ADOPT** the minutes of 25 September 2013 as presented.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

As the minutes of 25 September 2013 have been adopted by Council, The Mayor and Town Manager signed the original copy of the minutes.

4.0 BUSINESS ARISING FROM MINUTES

There were no business items arising from previous minutes discussed.

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

Council was informed that a Change Order has recently been approved by Municipal Affairs in the amount of \$20,340.00 to pay South Paw Construction to remove the large rock formation on the back of the development. The removal of this rock is required, but was scheduled to be removed in phase 3 of the construction, i.e. in conjunction with the building tender. The rock will now be utilized to build a solid foundation on which the building will be placed. By using the rock from site it is expected that the overall cost of the building tender (next phase of construction) will be reduced by \$20,000 to \$30,000.00.

Council was also informed that the Approval to Call Tenders for the construction of the building was released by Municipal Affairs 8 October 2013. The town's contracted engineers will complete the staff work to ensure the Call for Tenders is published by the end of next week.

Upon review of the building plans, Councillor J. King raised a concern regarding the windows leading to the outside from the bar area. After discussion council agreed that this should not pose a problem.

The Mayor Returned Council to the Order and sequence of AGENDA

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 Applications

5.1.1 Business/Vendor – Mobile Take Out – Scott and Chester King – update on discretionary public consultation

Discretionary letters were dispatched to the residents on Main Street, LeGrows Road, Seaview Lane and Wester point Lane 2 October 2013 regarding the proposal by Mr. Chester and Scott King to operate a Mobile Take out on the harbour front road leading to the abandoned quarry. Comments were requested to be submitted in writing by 18 October 2013. Council reviewed one resident's comments at this time. A compiled list of concerns/comments will be reviewed by council at the next Council Meeting.

5.1.2 Business – Dog Kennel – Lee-Ann Hillier – update on discretionary public consultation.

Discretionary letters were dispatched to eight (8) neighboring residents of 1222 Bauline Line 1 October 2013 regarding the proposal by Ms. Hillier to purchase that residence and operate a dog kennel at the rear of the property. Comments were requested

to be submitted in writing by 18 October 2013. No comments were received prior to this council meeting. A compiled list of concerns/comments will be reviewed by council at the next Council Meeting.

5.2 Correspondence

- 5.2.1 Department of Municipal Affairs – Council reviewed the letter which allocated \$11,587.32 representing year 8A's Federal Gas Tax funding. It was reiterated that this funding is earmarked for the installation of asphalt on the newly constructed road leading to the new Town Hall as detailed at item 5.6 of 10 April 2013 Council Meeting.
- 5.2.2 Municipal Assessment Agency – Council reviewed the Call for Nominations for the Avalon Region Director. No nominations were put forward.
- 5.2.3 Town of Bay Bulls – Council reviewed the proposed amendment to their Municipal Plan and Development Regulations to coincide with an amendment to the St. John's Urban Region Regional Plan. No objections or concerns were raised.
- 5.2.4 Town of Portugal Cove St. Phillips – Council reviewed the proposed amendment to their Municipal Plan and Development Regulations to coincide with an amendment to the St. John's Urban Region Regional Plan. No objections or concerns were raised.
- 5.2.5 Town of Paradise – Council reviewed the proposed amendment to their Municipal Plan and Development Regulations to coincide with an amendment to the St. John's Urban Region Regional Plan. No objections or concerns were raised.
- 5.2.6 Eastern Waste Management – Nominations to Board – deferred from last council meeting. After further review there were no nominations submitted.
- 5.2.7 RNC Association – Upon review of the documentation requesting to purchase advertising space in their 23rd Annual Community Guide in support of this year's theme "Suicide Prevention Awareness" :

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**The Mayor Left the Chair
The Deputy Mayor adopted the Chair**

Councillor C. LeGrow moved to **PURCHASE** a 1/10 of a page (business card size) of advertising for the Town of Bauline in the 23rd annual RNC Community Guide at a cost not to exceed \$225.00

Seconded by Mayor C. Dredge
Councillor J. King in favour
Deputy Mayor C. LeGrow Opposed
Councillor C. King Opposed

Motion **CARRIED**

**The Deputy Mayor Left the Chair
The Mayor resumed the Chair**

5.2.8 Ken Auchinleck (AKS Development) – Council reviewed an e-mail submitted at 3:05 pm 9 October 2013 by Mr. Auchinleck regarding the required standard of an access road and other development questions. After some discussion, council deferred this matter to the Planning and Development Committee and requested that a report with recommendations be submitted to council for review.

6.0 NEW BUSINESS

6.1 Report from Town Manager

- 6.1.1 Budgeting Seminar 18 October 2013 – Both Councillor C. King and the Town Manager is scheduled to attend this seminar.
- 6.1.2 Council E-Mails – The google application of gmail has been trialed by council for the past 15 days. Council has agreed to continue with the gmail accounts and directed the Town Manager to proceed with setup and payment of the accounts.
- 6.1.3 Council Orientation seminars – Councillor C. King is scheduled to attend the 7 December 2013 seminar in St. John's. Councillor C. LeGrow requested to be added to this seminar as well.
- 6.1.4 MNL Conference 7-9 November 2013 – upon review, the Mayor, Deputy Mayor and Councillor C. LeGrow requested to attend the MNL Conference. Council agreed and requested that the Town Manager submit the registration forms.

- 6.1.5 MNL Board of Directors Nominations – The Town Manager confirmed that the Mayor’s nomination as the Small Towns Director to the MNL Board of Directors was submitted and accepted.
- 6.1.6 PMA Conference – Due to scheduling conflicts the Town Manager informed council that he was unable to attend this conference.
- 6.1.7 Pouch Cove Fire Department Letter – A letter of appreciation was reviewed by council via e-mail, signed by the Mayor and presented to the Pouch Cove Fire Department 9 October 2013.
- 6.1.8 Emergency Contact cards – Emergency contact cards were distributed to council.
- 6.1.9 Bauline Mapping – Council was informed and presented with a mapping initiative detailing the property owners within Bauline. Council requested that it be made available to the Pouch Cove Fire Department as an emergency first responder tool.
- 6.2 Water Update – A slow water leak is suspected. The Chlorine pump was taken apart and cleaned this week.
- 6.3 Fall Bulk Clean-Up – Council reviewed the plan to conduct the fall bulk clean-up 5 November 2013. This will be carried out in conjunction with Bonfire night to dispose of any unwanted wood. They agreed and directed the Town Manager to proceed.
- 6.4 Bonfire Night – This year’s bonfire night will be held Tuesday 5 November 2013. A discussion arose concerning the location that it should be held. Two likely areas (the Old Quarry upper level & the lower level) both have notable constraints. Councillor C. LeGrow will contact a resident within the next couple of days to gather some information and report back to council. The proposed flyer was reviewed with minor changes made.
- 6.5 Remembrance Day – The outline of the Remembrance Day ceremony along with the flyer was reviewed by council. They approved the plan and directed the Town Manager to proceed.
- 6.6 Bauline Flags – With requests from residents to purchase the Bauline flag, Council directed the Town Manager to request information regarding costs of flags if ordered in bulk. Specifically, the cost of purchasing 20-25 standard size flags and 20-25 desk size flags.
- 6.7 North East Avalon Joint Council – An e-mail was received concerning a call for representatives for this council. This item was deferred to the Committee discussion at Item 9.

- 6.8 Christmas Parade – A discussion arose concerning this year’s Christmas Parade. The Mayor sent an e-mail requesting RNC mounted division support for Saturday 14 December 2013. It was determined that the Town of Pouch Cove is holding their Parade 7 December 2013. The Town Manager was directed to check with the Town of Pouch Cove to find out what time of day their parade would be held to see if we could hold both parades on the same day.
- 6.9 ICSP meeting report – The Mayor briefed council on the ICSP meeting held 8 October 2013. One of the items discussed was the request by the current community volunteer representative, Mr. Wade LeGrow, to see if there is any interest within the community to replace him. Mr. W. LeGrow stated that he is willing to remain on the committee but would like to offer the opportunity to any other resident who was interested in serving the community in this manner. The Town Manager will liaise with the Web master to put out a call for volunteers and place a note in the next town flyer.

7.0 OLD BUSINESS

- 7.1 Previously addressed
- 7.2 New Town Signs – Upon review of the quotes of the new town signs;
Councillor C. King moved to **PURCHASE** three large new town signs from Imprint specialty as presented and quoted at \$279.99 each.
Seconded by Deputy Mayor C. LeGrow.
All in favour Motion **CARRIED**
- 7.3 Civic Address assignment on Bauline Line Extension - The Town Manager informed council that the Bauline Line Extension was measured and reviewed 4 October 2013 with 2 representatives of the Municipal Assessment Agency (MAA). This also triggered a name and address change report to be sent to MAA on the remainder of Bauline. MAA is allocating the civic addresses to the properties and we should have them within the next couple of weeks. The next step will be to meet with Canada Post to have their data changed. After which the residents on Bauline Line Extension will be notified and address change actions will be carried out.
- 7.4 Wetland Stewardship – The final Wetland Stewardship flyer was reviewed by council. After some minor changes, the Town Manager was directed to produce and dispatch the flyer.

7.5 Municipal Plan and Development Regulation Amendment update

AMENDMENT # 2 – There were no negative replies received from Northeast Avalon region municipalities regarding the letters sent out 18 July 2013. The next step will be public advertising, then a request to release the St. John’s Urban Region Regional Plan followed up with a public hearing.

Councillor J. King declared a conflict of interest and left the building.

The Mayor left the Chair

Councillor C. King assumed the Chair

AMENDMENT # 3 – Public Hearing results – The 2 October 2013 Public Consultation regarding Amendment # 3 was cancelled due to no written correspondence received by 4:00 pm 30 September 2013 as advertised. With that said;

Deputy Mayor C. LeGrow moved to **APPROVE** the Municipal Plan Amendment No. 3 2012, and Development Regulation Amendment No. 3, 2012.

Seconded by Mayor C. Dredge
All In favour

Motion **CARRIED**

Councillor C. King left the Chair

The Mayor resumed the Chair

Councillor J. King was recalled to the building.

AMENDMENT # 4 – Letters were dispatched 25 September 2013 to the fourteen Northeast Avalon region communities for comment.

8.0 **FINANCES**

8.1 Financial Statement

After review of the Financial Statement by Council;

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

Seconded by Deputy Mayor C. LeGrow
All in favour

Motion **CARRIED**

8.2 Outstanding Payables

Upon review of Council;

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

Seconded by Councillor C. LeGrow
All in favour.

Motion **CARRIED**

8.3 Town Credit Card – A discussion arose concerning the need to acquire a town credit card, after which;

Deputy Mayor C. LeGrow moved to **APPLY FOR** a town Credit Card with a \$5000.00 spending limit. The credit card is to be held in the town office to support required town purchasing.

Seconded by Councillor C. King
All in favour

Motion **CARRIED**

9.0 COMMITTEE REPORTS

9.1 Council review of short term and long term goals – As requested by the Deputy Mayor at the last council meeting, the Mayor invited members of council to state any short or long term goals they feel council should address.

Deputy Mayor C. LeGrow

- working towards creating a town concept plan for appropriately planning and developing the future Bauline;
- to upgrade the water distribution system;

Councillor C. King

- to preserve and display the heritage and culture of the community
- to see a walking trail(s) developed within the community

Councillor C. LeGrow

- to see Bauline grow/develop properly;
- promote business development within the community;

Councillor J. King

- to see the new Town Hall completed;
- to see a family orientated playground installed in the community;

Mayor C. Dredge

- strive for better cell phone coverage
- to see a multi-purpose recreation court within the community;
- to provide a backup power supply to the water distribution system.

The Mayor thanked everyone for their input.

9.2 Planning and Development Committee -

Draft Terms of Reference were provided to council for the Planning and Development Committee. Volunteers from council for this committee were:

Deputy Mayor C. LeGrow
Councillor C. LeGrow
Councillor J. King
Councillor C. King
Mayor C. Dredge – ex-officio

At the first meeting, the Terms of Reference will be completed and returned to the Town Office for inclusion in the Town of Bauline's Municipal Policy and Procedures Manual. At this time, if deemed necessary, a call for community volunteers will be dispatched.

9.3 Recreation Committee

Draft Terms of Reference were provided to council for the Recreation Committee. Volunteers from council for this committee were:

Deputy Mayor C. LeGrow
Mayor C. Dredge – ex-officio

Councillor C. LeGrow raised a concern regarding the issue of fundraising as a sub-committee of council. The Town Manager was directed to research this matter and provide council with recommendations.

At the first meeting, the Terms of Reference will be completed and returned to the Town Office for inclusion in the Town of Bauline's Municipal Policy and Procedures Manual. At this time, if deemed necessary, a call for community volunteers will be dispatched

9.4 Finance Committee

Draft Terms of Reference were provided to council for the Finance Committee. Volunteers from council for this committee were:

Deputy Mayor C. LeGrow
Councillor C. LeGrow
Councillor C. King
Mayor C. Dredge – ex-officio

At the first meeting, the Terms of Reference will be completed and returned to the Town Office for inclusion in the Town of Bauline's

Municipal Policy and Procedures Manual. At this time, if deemed necessary, a call for community volunteers will be dispatched.

9.5 History & Cultural Heritage Committee

Draft Terms of Reference were provided to council for the History and Cultural Heritage Committee. Volunteers from council for this committee were:

Councillor C. King
Mayor C. Dredge – ex-officio

At the first meeting, the Terms of Reference will be completed and returned to the Town Office for inclusion in the Town of Bauline's Municipal Policy and Procedures Manual. At this time, if deemed necessary, a call for community volunteers will be dispatched.

9.6 Emergency Response Committee

Draft Terms of Reference were provided to council for the Emergency Response Committee. Volunteers from council for this committee were:

Deputy Mayor C. LeGrow
Councillor J. King
Mayor C. Dredge – ex-officio

At the first meeting, the Terms of Reference will be completed and returned to the Town Office for inclusion in the Town of Bauline's Municipal Policy and Procedures Manual. At this time, if deemed necessary, a call for community volunteers will be dispatched.

9.7 Integrated Community Sustainability Plan (ICSP) Committee

The ICSP is a regional committee comprised of a council rep, the Town Manager and a community rep from each of the communities of Bauline, Flatrock and Pouch Cove.

Currently Bauline's representation is the Mayor, the Town Manager Craig Drover, and Wade LeGrow as the Community Representative. The Mayor voiced his desire to remain the ICSP Council representative, the remainder of council agreed.

9.8 Northeast Avalon Joint Council (NEAJC) Committee

The NEAJC is a committee of representation of all 14 communities within the Northeast Avalon region. They meet once a month at a different location. The Mayor volunteered to be Bauline's primary representative and the Deputy Mayor volunteered to be Baulines Alternate representative. The remainder of Council agreed.

10.0 NEXT GENERAL MEETING

The Mayor scheduled the Next General Meeting for **30 October 2013 at 7:30 pm**

11.0 ADJOURNMENT

Deputy Mayor C. LeGrow moved to **ADJOURN** the meeting of 9 October 2013.

Seconded by Councillor C. King
All in favour

Motion **CARRIED**

Mayor C. Dredge adjourned the meeting at 10:50 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline