

TOWN OF BAULINE

MINUTES OF A REGULAR COUNCIL MEETING
HELD AT 1311 BAULINE LINE 9 JULY 2015

PRESENT

Mayor Christopher Dredge
Deputy Mayor Colin LeGrow
Councillor Jason King
Councillor Carol King
Councillor Craig LeGrow
Town Manager Craig Drover
Maint Supr Terry Hillier

REGRETS

PUBLIC IN ATTENDANCE

Mr. Justin Kinsella

1.0 CALL TO ORDER

Mayor Christopher Dredge called the meeting to order at **7:33 pm**.

2.0 ADOPT AGENDA

Upon Review of the Agenda:

MOTION 087 / 2015

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

*Seconded by Deputy Mayor Colin LeGrow
All in favour.*

*Motion **CARRIED***

3.0 ADOPT PREVIOUS MINUTES

3.1 Upon review of the 21 May 2015 minutes:

MOTION 088 / 2015

*Councillor Carol King moved to **ADOPT** the minutes of 21 May 2015 as presented.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

3.2 Upon review of the 11 June 2015 minutes:

MOTION 089 / 2015

*Councillor Craig LeGrow moved to **ADOPT** the minutes of 11 June 2015 as presented.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

*As the minutes of 21 May and 11 June 2015 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 East Coast Trail MOU review

Council was informed that the East Coast Trail Association has reviewed the Memorandum of Understanding drafted by the town and are in full agreement. Their executive has indicated that they will be in contact with the town in the near future to coordinate a press release and signing ceremony.

Depart Order and sequence of AGENDA

7.1 Town Hall / Memorial Park - Capital Works Project 11057

The Town Manager informed council of the following items regarding the New Town Hall and Community Center project.

POWER – The hall is now ready to accept power. NL Power was contacted to ensure they have the work order to connect the building. Connection is scheduled for the near future.

PLASTER & PAINT – Plaster is completed and the building has been primed in white with the exception of the bathrooms.

TRIMS – Window furring and trim started this week, 85% of trims have final coat of paint. Baseboards will be painted this weekend in preparation for installation.

FLOORING – Eastern has indicated they are ready to receive ceramic flooring.

DOOR HARDWARE – Door hardware should continue to be installed this week

SITWORK – There were issues with the septic field that has been answered, Southpaw should be back on ground this week. There has also been issues raised regarding the pole bases...

Return to Order and sequence of AGENDA

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 Development –Sue McFadden & Kevin Vaters

Council reviewed an application to sub-divide property into four (4) building lots as submitted by Ms. McFadden. Upon review of the application, it was determined that the requested division of property into four building lots could not be accommodated within the current Municipal Plan and Development Regulation. After which

MOTION 090 / 2015

*Councillor Carol King moved to **APPROVE IN PRINCIPLE** the subdivision of private property at 1161-1171 Bauline Line for the purpose of developing 3 residential building lots.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

5.1.2 Development – Grant King

Upon review of the proposed development application to re-construct a destroyed accessory building and add a four foot extension:

MOTION 091 / 2015

*Councillor Jason King moved to **APPROVE IN PRINCIPLE** the development application of Grant King to re-construct the former accessory building at 1332 Bauline Line, with an extension of 4 feet in the rear. Prior to a permit being issued a town official will verify measurements and compliance with the Municipal Plan and Development Regulations 2007-2017.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

5.2 CORRESPONDENCE

5.2.1 Royal St. John's Regatta – Council reviewed the request to purchase advertising space in support of 197th Royal St. John's Regatta. The request was declined.

- 5.2.2 Chris Palmer – Council reviewed Mr. Palmer’s congratulations on a successful Canada Day Activities and his request for the roads to be swept as part of the road maintenance operations. Council thanked Mr. Palmer for his letter and requested that the road sweeping be added to the student employee’s summer tasks.
- 5.2.3 Access to Information and Protection of Privacy Act – Council reviewed this ATIPPA definition of Public Body which will come into effect 1 August 2015. It was noted that the Community Committee will also be considered a public body under this new policy.
- 5.2.4 News Release – Council reviewed the press release “Protecting Our Natural Heritage” regarding the recent Bauline Wetland Stewardship signing agreement.
- 5.2.5 Government Purchasing Agency – Council reviewed this invitation to participate in government purchasing agency contract for the acquisition of garbage bags. At this time council declined.
- 5.2.6 Department of Municipal and Intergovernmental Affairs – Council reviewed this circular regarding documentation required for Approvals to Borrow applications. It was noted that the Town is currently following this guideline with the New Town hall project.
- 5.2.7 Royal Newfoundland Constabulary – Council reviewed the RNC document “Corporate Plan 2014-2017”.
- 5.2.8 Alzheimer Society of NL – Council reviewed this request to hold a “Coffee Break” in support of the Alzheimer’s Society. It was declined at this time.
- 5.2.9 ROGERS – Council reviewed this correspondence regarding Wireless Coverage in Bauline and that ROGERS does not provide coverage in this area. The Town Manager pointed out that this letter indicates that the Town’s correspondence to the President of CWTA has been actioned by that organization, and other service providers must have been contacted as well.
- 5.2.10 Royal Canadian Legion – Council reviewed this request to purchase advertising space in the “Military Service Recognition Book”, but declined at this time.
- 5.2.11 The Monarchist League of Canada – Council reviewed this correspondence regarding celebrating the Queen’s lengthy Reign as of 9 September 2015. After which:

*Councillor Carol King moved to **RECOGNIZE** the Queen's Reign by posting information on the website and sending out the information in a flyer.*

*Seconded by Deputy Mayor Colin LeGrow
All in favour.*

*Motion **CARRIED***

6.0 NEW BUSINESS

6.1 Report from Town Manager

6.1.1 Staff Summer Leave Request – The Town Manager provided leave passes for the following requested summer vacation for staff members:

DROVER	10-14 July
HILLIER	15-19 July
DROVER	7-17 August
DROVER	3-7 September
HILLIER	5-9 September

Council reviewed the dates and agreed to the vacation times. Mayor Christopher Dredge signed the leave passes.

6.1.4 Speed Sign results – The Town Manager presented Council with the results of the speed monitor sign. They requested that the next time the unit be placed on Pouch Cove Line.

6.1.5 Fire Fighters Challenge – The Town Manager informed council that Bauline took 2nd overall in the challenge and presented some pictures of the event.

6.1.6 Bauline Apparel – The Town Manager informed council that some Bauline apparel items are out of stock and residents have been requesting them. Council agreed to purchase more of the depleted items, and also to check out new items such as t-shirts and hoodies. A discussion arose regarding separate apparel for the Community Committee and the use of the Bauline Logo. It was requested that additional information be gathered from the Community Committee.

6.2 Maintenance Report

The Maintenance supervisor informed council the he received a quote from Tiller Engineering regarding the weight restriction on the Wooden Bridge. It will cost \$3,850 + Taxes to test the bridge and identify a weight restriction. If Bridge is condemned the cost will still be \$2,850.00. After which:

MOTION 093 / 2015

Councillor Craig LeGrow moved to **CONTRACT** Tiller Engineering to inspect the bridge on Brook Path and provide the town with a weight restriction to post on the bridge.

*Seconded by Deputy Mayor Colin LeGrow
All in favour.*

Motion **CARRIED**

As well a discussion arose regarding the location of the Bauline Wetland Stewardship sign. It was agreed that it will be placed in a suitable location on the Bakeapple Marsh.

6.3 Safety Report

The Safety Officer informed Council of the following points:

- There were a few minor incidents during the Canada Day activity at Duck Pond regarding traffic. Several drivers were rude and did not comply with the flag persons.
- The evening traffic flow in the town for the wharf activities was handled very well and there were no complaints.
- The summer employees cut down the trees on the corner of Bauline Line and Bauline Line Extension, visibility has been greatly increased.

At this point a discussion arose regarding people drinking in public at Duck Pond. It was requested that the Town Manager contact the RNC and inform them of this matter.

6.4 Water Update

The Maintenance Supervisor informed that water levels are good and no leaks have been detected. Chlorine levels remain good.

6.5 Wetland Stewardship Signing Ceremony – After Action Report

Council discussed the Wetland Stewardship Ceremony. It was a well planned and executed event. It was very well attended. The excellent weather added to the mornings activities. The format of the overall event was very good, and should be repeated for future similar events.

6.6 Canada Day Event – After Action Review

Council discussed the Canada Day activities. It was well planned and executed. The only incidents were regarding the traffic control at Duck Pond... perhaps next year the venue for that portion of the activities will be conducted out of the New Town Hall location. It was suggested that all Town Events including the evening wharf event for Canada Day be smoke free. This point was requested to be raised at the next Canada Day planning phase.

6.7 Killick Coast Games

The Town Manager informed Council that two Bauline Youths have registered to participate in the Killick Coast Games; Randy LeGrow and Hannah Drover. The Honourary Patron this year is Councillor Craig LeGrow for his involvement with the local Minor Hockey association. A short biography was requested of Councillor LeGrow.

6.8 Mayor's March for Heart Disease and Stroke

A discussion arose regarding the Mayor's March for Heart Disease and Stroke. It was decided that the event will take place Monday, 27 July commencing at 7:00 pm at Duck Pond and finish at the Town Office. In the event of inclement weather, the alternate date will be Tuesday, 28 July.

6.9 Municipal Policy and Procedure Manual

The following additions, deletions and/or amendments to the manual were discussed by Council.

6.9.1 Charitable Donation Policy

Upon review of similar policies in place by surrounding Municipalities:

MOTION 094 / 2015

*Deputy Mayor Colin LeGrow moved to **ADD** a Charitable Donation Policy to the Municipal Policy and Procedure Manual. The policy should be drafted to reflect that Charitable Donations only be considered if they directly benefit the Town of Bauline.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

6.9.2 Town Manager Authority to approve minor Development applications.

Upon discussion:

MOTION 095 / 2015

*Councillor Craig LeGrow moved to **ADD** a Town Manager Authority Policy to the Municipal Policy and Procedure Manual regarding approval of minor development applications. The policy should be drafted to reflect that the Town Manager has the authority of Council to approve minor development applications and to provide a report to council on these approvals at the following general council meeting.*

*Seconded by Deputy Mayor Colin LeGrow
All in favour.*

*Motion **CARRIED***

6.9.3 Political Party Correspondence

Following discussions of the previous and current Council meetings:

MOTION 096 / 2015

*Deputy Mayor Colin LeGrow moved to **ADD** a Political Party Correspondence Policy to the Municipal Policy and Procedure Manual. The policy should be drafted to reflect that no correspondence originating from a political party member be tabled at a council meeting.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

6.9.4 Social Media Policy

At the previous general council meeting, a draft Social Media Policy was reviewed by council and accepted. As motion 080 had already been carried, the policy could not be adopted or included into the Policy and Procedure Manual as not all of council were present. Upon review:

MOTION 097 / 2015

*Councillor Carol King moved to **ADOPT** a the social media policy as presented by Deputy Mayor Colin LeGrow*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

- 6.10 Letter from Mr. Douglas Kavanagh
A letter submitted by Mr. Douglas Kavanagh was tabled and reviewed by Council.
- 6.11 Letter from Mr. Ken Auchinleck
A letter submitted by Mr. Ken Auchinleck was tabled and reviewed by Council. In it, Mr. Auchinleck requested to temporarily live in the former residence of 1075 Bauline Line. It was noted that this building was ordered to be destroyed once the new residence was completed (2013) and had electrical power. It has been requested to be removed on numerous occasions. After which:

MOTION 098 / 2015

*Deputy Mayor Colin LeGrow moved to **DENY** Mr. Auchinleck's request to temporarily move into the old residence. The Deputy Mayor requested that the Town Manager seek legal advice to have the building forcibly destroyed.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

7.0 OLD BUSINESS

- 7.1 Town Hall / Memorial Park - Capital Works Project 11057
Previously addressed
- 7.2 Town Trails
The Maintenance Supervisor and Town Manager will start marking trails in the near future in order to start the cutting operation.

8.0 FINANCES

- 8.1 Financial Statement
After review of the Financial Statement by Council;

MOTION 099 / 2015

*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;

MOTION 100 / 2015

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

*Seconded by Councillor Carol King
All in favour*

*Motion **CARRIED***

- 8.3 Budget Review
The Town Manager presented and reviewed the budget as of 9 July 2015.

9.0 COMMITTEE REPORTS

- 9.1 Planning and Development Committee – No report submitted for review.
- 9.2 Recreation Committee - No report submitted for review.
- 9.3 Finance Committee - No report submitted for review.
- 9.4 History & Heritage Committee – No report submitted for review.
- 9.5 Emergency Response Committee – Deputy Mayor Colin LeGrow briefed Council on the recent meeting of the Emergency Response Committee with the Town of Pouch Cove. In attendance were Mayor Joedy Wall, Fire Chief Derrick Sullivan, Town Manager Barb Tilley, Maintenance Supervisor Terry Hillier and Deputy Mayor Colin LeGrow. The lines of communication were open regarding drafting a Memorandum of Understanding between the towns of Bauline and Pouch Cove concerning Fire and Emergency Service provisions. One item that is required to be determined is a clear line of where Bauline's boundaries are with the towns of Torbay and Portugal Cove-St. Phillips. It was noted that in a recent incident in Bauline, Portugal Cove-St. Phillips Fire Department were dispatched to respond. A letter of appreciation was requested to be sent to the PCSP FD on behalf of the Town.
- 9.6 Integrated Community Sustainability Plan (ICSP) - Mayor Christopher Dredge informed council that there has not been an ICSP since the last Council meeting. The next scheduled meeting is 15 September.
- 9.7 Northeast Avalon Joint Council Committee (NEAJC) – No report submitted for review.

- 9.8 Community Committee – Councillor Craig LeGrow informed council that the Community Committee had met several times since the last General Council Meeting. There was approximately \$490.00 raised during the Canada Day activities. The Community Committee is continuing to investigate areas where they can raise funds.

10.0 TABLE DISCUSSION

At this point the chair asked if there were any other business that anyone would like to discuss.

Councillor Carol King informed council that she has noticed that a pretty large boat was pulled up on the beach at Duck Pond. A discussion arose on how future incidents such as this could be mitigated. As this seems to be a rare occasion, if it is seen again, the owner will be asked to move the boat immediately. If it does seem to become an issue, signage will be procured and installed at Duck Pond.

Deputy Mayor Colin LeGrow requested confirmation that Council wished for him to continue the lines of communication with the Mayor of Pouch Cove to develop a memorandum of understanding. Council confirmed that they did.

Regarding recent e-mail traffic between council members; Mayor Christopher Dredge requested that a schedule of fees for renting town items be listed on the town website. Two items that can be listed at this time are:

- Chairs (red) - \$1.00 each and
- Stage - \$40.00.

There were no other items of discussion raised.

11.0 NEXT GENERAL MEETING

Mayor Christopher Dredge scheduled the Next General Meeting for **Thursday 30 July 2015 at 7:30 pm.**

12.0 ADJOURNMENT

*Deputy Mayor Colin LeGrow moved to **ADJOURN** the meeting of **9 July 2015***

As there was no further business to discuss, Mayor Christopher Dredge adjourned the meeting at 11:25 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline