

TOWN OF BAULINE

MINUTES OF A REGULAR COUNCIL MEETING
HELD AT 1311 BAULINE LINE 10 SEPTEMBER 2014

PRESENT

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

REGRETS

PUBLIC IN ATTENDANCE

Mr. Gus Kinsella
Mr. Justin Kinsella

1.0 CALL TO ORDER

Mayor Christopher Dredge called the meeting to order at **7:30 pm**.

2.0 ADOPT AGENDA

MOTION 135 / 2014

*Councillor Carol King moved to **ADOPT** the agenda as presented.*

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

*Motion **CARRIED***

3.0 ADOPT the MINUTES

Regarding the minutes of the GENERAL COUNCIL MEETING **20 August 2014**

MOTION 136 / 2014

*Councillor Craig LeGrow moved to **ADOPT** the minutes of 20 August 2014 as presented*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

As the minutes of 20 August 2014 have been adopted by Council, The Mayor and Town Manager signed the original copy of the minutes.

4.0 BUSINESS ARISING FROM MINUTES

There was no business from previous minutes discussed at this meeting.

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

The Mayor briefed council on the meeting that occurred 8 September 2014 at 7:30 pm between the Town, the Engineers (Dillon Consulting) and the Contractors (Eastern Contracting). Council also reviewed items discussed during a site visit to the location earlier in the evening, as follows:

The Mayor Returned Council to the order and sequence of the AGENDA.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 DEVELOPMENT – Accessory Building – Stephen Anstey 849 Bauline Line

Upon review of the Development application submitted by Stephen Anstey:

MOTION 137 / 2014

*Councillor Craig LeGrow moved to **APPROVE IN PRINCIPLE** the application to construct an accessory building at 849 Bauline Line as presented by Mr. Stephen Anstey. Prior to the issuance of the development permit, Mr. Anstey is to meet all regulations and criteria and have the measurements verified by the Town's official for compliance with the Town of Bauline's Municipal Plan and Development Regulations 2007-2017.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

5.1.2 CROWN LAND – Approval for previously granted Agricultural Land Lease – Gus Kinsella

Upon review of town held documents and a lengthy discussion, Council exercised its discretionary authority:

MOTION 138 / 2014

*Councillor Jason King moved to exercise Council discretionary authority and **SUPPORT** the Municipal Recommendation Form for Crown Land Application as presented by Mr. Gus Kinsella for agricultural purposes in an Open Space Conservation (OSC) land use zone.*

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

Motion CARRIED

5.1.3 CROWN LAND – Multi-dwelling Development – 14 building lots along Pouch Cove Line.

Upon review of Town of Bauline Amendment # 2, and provided documents:

MOTION 139 / 2014

*Councillor Jason King moved to **SUPPORT** the Municipal Recommendation Form for Crown Land Application as presented by Mr. Gordon Chaytor. The application is to proceed with the development of 14 single family dwellings on the Pouch Cove Line.*

*Seconded by Councillor Craig LeGrow
all in favour.*

Motion CARRIED

5.1.4 DEVELOPMENT – Approval in Principle – 2 Building Lots – irregular shape – Randy Janes

Council reviewed a request made by Mr. Randy Janes to develop two single family residences at 921-927 Bauline Line, prior to the purchase of property. Upon review and discussion:

MOTION 140 / 2014

*Councillor Jason King exercised council discretionary authority and moved to **APPROVE IN PRINCIPLE** for Mr. Randy Janes to develop two irregular size and shaped lots at 921-927 Bauline Line as presented. Each lot shall be sub-divided from the other and have its own driveway. Prior to the issuance of a development permit, Mr. Janes is to meet all regulations and criteria and have each of the measurements verified by the Town's official for compliance with the Town of Bauline's Municipal Plan and Development Regulations 2007-2017.*

*Seconded by Councillor Carol King
all in favour.*

Motion CARRIED

5.2 REZONING

5.2.1 Crown Land / Rezoning / Sub-Division Development – Bauline Line Extension – D&P Holdings – deferred from last meeting

The Mayor briefed council on the Planning and Development Committee meeting held 8 September 2014 regarding this item.

The Planning and Development Committee recommended:

- That the Town request a concept plan for a “reasonable” size area close to where the existing Residential Infill zone ends on the Bauline Line extension.
- Any development must include developed lots on both sides of the Bauline Line Extension.
- Any development must include planning and access for future development.

After some discussion, council directed the Town Manager to contact Mr. Quigley and request a concept plan that incorporated both sides of the road on Bauline Line Extension for review and comment by the Planning and development committee.

5.3 CORRESPONDENCE

5.3.1 Stewardship Association of Municipalities (SAM) – Council reviewed an invitation to attend the SAM Fall Meeting in Bonavista 26-27 September 2014. Council respectfully declined the invitation.

5.3.2 Arthritis Society – Council reviewed a request to declare September 2014 as Arthritis Awareness Month. After some discussion:

MOTION 141 / 2014

*Councillor Carol King moved to **DECLARE** September 2014 as Arthritis Awareness Month in the Town of Bauline.*

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

*Motion **CARRIED***

5.3.3 Office of Public Engagement – Council reviewed the updated Access to Information forms that are requested to be utilized in the event of an ATIPPA request.

- 5.3.4 Municipalities NL – Info Note – Council reviewed the Info Note regarding Regional Directors Nominations. There were no nominations presented.
- 5.3.5 Royal Newfoundland Constabulary Association (RNCA) – Council reviewed the request to purchase advertising space in annual RNCA Crime Prevention Guide, with this year’s theme of “Family Violence Awareness”. After some discussion:

MOTION 142 / 2014

*Councillor Craig LeGrow moved to **PURCHASE** a business card sized (1/10 of a page) advertising space in the RNCA annual Guide this year in support of Family Violence Awareness.*

Seconded by Councillor Carol King

Four members of Council in favour.

Deputy Mayor Colin LeGrow Opposed

*Motion **CARRIED***

- 5.3.6 Pouch Cove Heritage Committee – Council reviewed an Invitation to participate in nationwide Culture Days 26-28 September 2014 by the Pouch Cove Heritage Committee. After some discussion, the Town Manager was directed to advertise this information in an upcoming household mail out and place it on the Town’s website, once the remainder of the details are received from the Pouch Cove Heritage Committee.

6.0 NEW BUSINESS

6.1 Report from Town Manager

6.1.1 3rd Quarter Report

The Town Manager provided Council with a 3rd quarter report regarding Budget, Employee Files and Municipal Taxes. Overall the Town is going into the 4th quarter on a good financial footing. It was noted that the bulk of the towns revenue has been received in the way of Municipal Taxes but outstanding taxes remain. Council directed that persistent outstanding tax accounts be sent to a collection agency and the remainder be sent a letter.

6.1.2 Town Uniforms

The Town Manager informed council that the town staff were willing to purchase and wear town uniforms with the Town Logo embroidered on them. The Uniform would consist of a short sleeve

dark blue polo and ball hat in the summer, and a dark blue long sleeve polo, soft shell jacket and hat in the other three seasons, all with the town logo on them. If approved, more items could be ordered to sell if the interest was there from Council and/or the general public. Council requested that, quotes and samples be provided at the next council meeting for review and discussion.

6.1.3 Electronic Council Meeting devices

The Town Manager informed council that due to the high cost of printing supplies and the lowering costs of Tablets/IPads he recommends moving to Electronic Council Meetings. He noted that many of the surrounding councils have migrated to this method of conducting council meetings. Council indicated that this has been a topic of discussion in the past and agreed with the recommendation.

MOTION 143 / 2014

*Deputy Mayor Colin LeGrow moved to **PURCHASE** seven (7) Tablets or IPads and cases for the purpose of conducting electronic Council Meetings, total cost of the devices is not to exceed \$3500.00.*

*Seconded by Councillor Jason King
Four members of Council in favour.
Councillor Craig LeGrow Opposed*

*Motion **CARRIED***

6.1.4 Maintenance Report

Mr. Terry Hillier presented the Maintenance report to council. Council thanked Mr. Hillier for the informative report and abundant work completed over the last three weeks.

6.2 Water Update

Mr. Hillier reported that the water quality and quantity is currently good.

6.3 Town Maps

A discussion arose regarding the need to procure new Town Maps. The three primary reasons are to:

- Update our current zone map with new information;
- Establish an operational map to coordinate work activities and to use in an Emergency Operating Centre; and

- Provide the Pouch Cove Fire Department with suitable operational maps of the town.

The cost of each map is approximately \$40.00 to print and approximately \$40.00 to laminate. After which

MOTION 144 / 2014

*Councillor Carol King moved to **PURCHASE** three (3) planning maps identifying the updated land use zones, and three (3) area maps without the land use zones. Two of each map is to be laminated for operational use.*

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

*Motion **CARRIED***

6.4 Municipalities NL Annual Conventions Corner Brook 9-11 October 2014

Upon discussion surrounding the MNL Annual Convention in Corner Brook;

MOTION 145 / 2014

*Deputy Mayor Colin LeGrow moved to **APPROVE** the attendance of Mayor Christopher Dredge and Councillor Craig LeGrow at the MNL Annual Convention in Corner Brook 9-11 October 2014.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

6.5 Old Town Hall

Council reviewed a series of quotes to Abate the Asbestos in the Old Town Hall and a series of quotes to remove the Old Town Hall after the hazardous materials have been removed. After a lengthy discussion and revisiting previous discussions and decisions regarding this matter; council once again reviewed all options available: after which

MOTION 146 / 2014

*Councillor Craig LeGrow moved to **AWARD** Enviro Air Quality the public works contract to abate asbestos containing roof shingles, floor tiles and lighting heat shields from the Old Town hall at a price not to exceed \$15,000.00 taxes included. As well Councillor LeGrow moved to **AWARD** Kinsella Services the public works contract to remove the hazard free Old Town Hall and level the site at a cost not to exceed \$15,000.00.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

6.6 Temporary Storage

Council reviewed gathered quotes for various sizes of sheds required for the temporary storage of equipment, materials and town assets while the Old Town Hall is being demolished and the New Town Hall is being constructed. Upon discussion it was deemed not feasible to purchase and build a temporary structure for this purpose. The Town Manager was directed to seek out storage facilities and costs and inform Council.

6.7 Ultimate Recipient Gas Tax Agreement

Upon review of the Ultimate Gas Tax Agreement:

MOTION 147 / 2014

*Councillor Jason King moved to **APPROVE** the Ultimate Recipient Gas Tax Agreement 2014-2024 submission in the amount of \$2,011.81 for the purpose of installing asphalt on the road leading to the New Town Hall. This is in addition to the previous allocation of years 7 and 8. The remaining \$120,372.19 is to be utilized for the upgrading the town drinking water distribution system.*

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

*Motion **CARRIED***

As the new Ultimate Recipient Gas Tax Agreement was approved by Council, Mayor Christopher Dredge signed the agreement. The Town Manager was directed to complete the Capital Investment plans and submit the signed Gas Tax Agreement and Capital Investment Plans to the Gas Tax Secretariat.

6.8 2015 Budget Submission

The Town Manager informed Council that the 2015 Budget Submission forms have arrived. Council noted that the Finance Committee should set a committee meeting in the near future.

6.9 Maintenance Supervisor – Draft Contract

The Mayor requested that the Draft Maintenance Supervisor Contract be distributed to all Council members for review and comment at the next council meeting.

6.10 Upcoming Events

Council reviewed a list of upcoming events and the following decisions made:

BONFIRE NIGHT – Bonfire night will progress on its regular scheduled evening of Wednesday 5 November 2014 at the Harbour Front Quarry. For added safety; this year, in addition to the rented tower light, Council recommended renting the event fencing similar to that used during Canada Day. The Town Manager was requested to make the necessary arrangements and request the services of the Pouch Cove Fire Department.

FALL CLEAN UP – Upon discussion and review of the past town bulk clean-ups, it was decided by council to proceed with a Fall Clean-Up utilizing drop off bins rather than a town collection. Residents will be encouraged to drop off their bulk items in three separate bins. One will be bulk, one will be for metals and the other for electronic waste. The clean-up will be scheduled around Bonfire night so that all wooden waste could be deposited at the Bonfire location in order to be burned. Any resident unable to drop off items are requested to contact the Town Office to make alternate arrangements. After which:

MOTION 148 / 2014

*Deputy Mayor Colin LeGrow moved to **APPROVE** A town bulk clean-up period from 24 October 2014 to 3 November 2014 utilizing the rental of two large deposit bins for bulk and metal waste.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

CHRISTMAS PARADE – After some discussion:

MOTION 149 / 2014

*Councillor Craig LeGrow moved to **APPROVE** the Annual Christmas Parade to take place Saturday, 6 December 2014 commencing at 2:00 pm on Bauline Line Extension.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

The Town Manager was requested to contact the RNC Mounted Unit, the 508 Air Cadet band and the Pouch Cove Fire Department to request their services. Volunteers are encouraged to assist in the planning and preparation of the Town's Float. Any business or resident wishing to be part of the Annual Christmas Parade is encouraged to do so. The Recreation Committee is encouraged to convene a meeting in the near future to commence planning the parade.

SENIORS CHRISTMAS BASKETS – After review of past years seniors baskets:

MOTION 150 / 2014

*Councillor Carol King moved to **APPROVE** a Senior Christmas Gift Basket for all residents 60 years of age and over.*

*Seconded by Councillor Jason King
Four members of Council in favour.
Deputy Mayor Colin LeGrow Opposes*

*Motion **CARRIED***

7.0 OLD BUSINESS

7.1 Town Hall / Memorial Park - Capital Works Project 11057 - Previously addressed

7.2 Wetland Stewardship Agreement

A discussion arose concerning the signing of the Wetland Stewardship Agreement which was adopted some months ago. The Town Manager was requested to approach the Ministers Office to determine what the status of the signing ceremony is.

7.3 Amendments

AMENDMENT # 4 – Public Hearing results – The 28 August 2014 Public Hearing regarding Amendment # 4 was cancelled due to no written correspondence received by 4:00 pm 22 August 2014 as advertised. With that said:

MOTION 151 / 2014

*Councillor Craig LeGrow moved to **APPROVE** the Municipal Plan Amendment No. 4 2012, and Development Regulation Amendment No. 4, 2012.*

*Seconded by Councillor Jason King
All In favour*

*Motion **CARRIED***

7.4 Playground Equipment

Based on the discussion between the Engineers, Eastern Contracting Ltd and the Town at a meeting held 8 September 2014, the Town Manager was requested to contact the RONA and Henderson Playground representatives regarding the possibility of completing the installation of the playground equipment at the new Town Hall site sometime in the spring of 2015.

8.0 **FINANCES**

8.1 Financial Statement

After review of the Financial Statement by Council;

MOTION 152 / 2014

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

*Seconded by Councillor Craig LeGrow
All in favour*

*Motion **CARRIED***

8.2 Outstanding Payables

After review of the Outstanding Payables by Council;

MOTION 153 / 2014

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

*Seconded by Councillor Carol King
All in favour*

*Motion **CARRIED***

9.0 COMMITTEE REPORTS

- 9.1 Planning and Development Committee – Mayor Christopher Dredge reported on the meeting held 8 September 2014 regarding the request to develop a subdivision on the Bauline Line Extension, and preliminary discussion regarding the use of non-permanent structures within the Town.
- 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 – There was no committee report submitted.
- 9.5 Emergency Response Committee – There was no committee report submitted.
- 9.6 Integrated Community Sustainability Plan (ICSP) – Mayor Christopher Dredge informed council on the meeting hosted by the Town of Bauline 9 September 2014.
- 9.7 Northeast Avalon Joint Council Committee (NEAJC) - There was no committee report submitted

10.0 TABLE DISCUSSION

The Deputy Mayor asked the remainder of council if there any other issues, or items they would like to discuss or address at this time. Councillor Craig LeGrow asked if there was any information regarding the East Coast Trail work currently being carried out close to Bauline? Neither the Town Manager, nor Council had received any information regarding the subject. The Town Manager was requested to contact the East Coast Trail committee to gather information for the next Council meeting.

11.0 NEXT GENERAL MEETING

The Mayor scheduled the Next General Meeting for **1 October 2014 at 7:30 pm.**

12.0 ADJOURNMENT

*Councillor Craig LeGrow moved to **ADJOURN** the meeting of **10 September 2014**.*

As there was no further business to discuss, Mayor Christopher Dredge adjourned the meeting at 10:15 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline