

TOWN OF BAULINE

MINUTES OF A REGULAR COUNCIL MEETING HELD AT 1311 BAULINE LINE 11 DECEMBER 2013

PRESENT

Deputy Mayor Colin LeGrow
Councillor Carol King
Councillor Craig LeGrow
Town Manager Craig Drover

REGRETS

Mayor Christopher Dredge
Councillor Jason King

PUBLIC IN ATTENDANCE

NIL

1.0 CALL TO ORDER

In the absence of the Mayor the Deputy Mayor assumed the position of Chair.

Deputy Mayor Colin LeGrow called the meeting to order at 6:33 pm.

2.0 ADOPT AGENDA

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

Seconded by Councillor Craig LeGrow
All in favour.

Motion **CARRIED**

3.0 ADOPT the MINUTES

3.1 Minutes of General Council Meeting held 20 November 2013

Councillor Craig LeGrow moved to **ADOPT** the minutes of 20 November 2013 as presented.

Seconded by Councillor Carol King
All in favour.

Motion **CARRIED**

3.2 Minutes of Special Council Meeting held 9 December 2013

Councillor Carol King moved to **ADOPT** the minutes of 9 December 2013 as presented.

Seconded by Councillor Craig LeGrow
All in favour.

Motion **CARRIED**

4.0 BUSINESS ARISING FROM MINUTES

There were no business items arising from previous minutes brought forward for discussion.

In Accordance with item 4.0 of the 25 September 2013 Town Council Minutes, the Deputy 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 Deputy Mayor discussed the special council meeting held 9 December 2013 and e-mail correspondence between all stake holders since that meeting. In light of new information and an upcoming meeting with the contracted engineers scheduled for later this evening, Council decided to wait until all information was gathered before proceeding with the motion made 9 December 2013.

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

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 CROWN LAND – Dr. Ali Q. Syed – minor extension to current property.

Upon review and discussion of the application:

Councillor Carol King moved to **APPROVE** the crown land application to extend the property of Dr. Ali Q. Syed at civic address 826-830 Bauline Line as presented.

Seconded by Councillor Craig LeGrow
All in favour.

Motion **CARRIED**

5.1.2 CROWN LAND – Wayne Crocker on behalf of Nina Crocker extension to current property on the Bauline Line.

Upon review and discussion of the application, it was noted that not enough information was presented for council to adequately review the file. After which:

Councillor Craig LeGrow moved to **DEFER** the crown land application as presented until additional information could be garnered from the applicant and the Crown Lands Division.

Seconded by Councillor Carol King
All in favour.

Motion **CARRIED**

5.1.3 DEVELOPMENT – John Madden – Single Family Dwelling 1027-1031 Bauline Line Extension

Upon review and discussion of the application;

Councillor Carol King moved to **APPROVE IN PRINCIPLE** the application to develop a single family dwelling at civic address 1027-1031 Bauline Line Extension as presented by John Madden. Prior to the issuance of the development permit, Mr. Madden is to meet all regulations in accordance with the Town of Bauline's Municipal Plan and Development Regulations 2007-2017 and have the measurements confirmed by a town official.

Seconded by Councillor Craig LeGrow
All in favour.

Motion **CARRIED**

5.1.4 QUARRY PERMIT – MATRIX construction – Bauline Line Extension

After discussion

Councillor Craig LeGrow moved to **APPROVE** the extension to the Quarry Permit for Bauline Line Extension to MATRIX Construction for the year 2014.

Seconded by Councillor Carol King
All in Favour

Motion **CARRIED**

5.2 CORRESPONDENCE

5.2.1 Canadian Union of Postal Workers – This document requesting that Council pass two resolutions was reviewed by council. Upon discussion, council decided not pass the resolutions at this time.

5.2.2 Cal LeGrow, Baine Johnston Insurance – This document is the annual review of the Town's insurance policy. With a 10% three year claim free discount:

Councillor Craig LeGrow moved to **APPROVE** the expenditure for the Municipal General Insurance Policy with Cal LeGrow, Baine Johnston Insurance for 2014.

Seconded by Councillor Carol King
All in Favour

Motion **CARRIED**

- 5.2.3 Municipal Assessment Agency – This document; a guide to property assessment, highlights how assessments are calculated on properties was reviewed by council.
- 5.2.4 Municipal Affairs - The upcoming Training and Professional development opportunities were reviewed by council.
- 5.2.5 Various Seasons Greetings and Holiday Cards - The annual Christmas Card from Government along with other seasons greeting cards were reviewed by Council with thanks.
- 5.2.6 Royal Canadian Legion – Upon review, council decided not to advertise in this year’s Military Service Recognition Book.
- 5.2.7 Professional Municipal Administrators –The letter from PMA requesting support of the staff was reviewed by council. The Deputy Mayor stated his support of the Town Manager attending upcoming professional development opportunities. The remainder of council echoed the Deputy Mayor’s views.
- 5.2.8 North East Avalon Joint Council - The NEAJC Recording Secretary’s e-mail requesting contact information was reviewed by council. The information requested was provided and the Town Manager was directed to pass the information on to the Recording Secretary.

6.0 NEW BUSINESS

6.1 Report from Town Manager

- 6.1.1 Waste Removal Contract – The Town Manager informed Council that the Waste Removal Contract for 2014 was signed. The Christmas / New Year schedule of waste removal was disseminated through a flyer, e-mail and placed on the Towns Website. A full 2014 schedule will be promulgated early in the new year.
- 6.1.2 Meeting with Scott King regarding Mobile Take-Out - The Town Manager informed Council that he had met with Scott King regarding the placement of the proposed Mobile Take-Out.
- 6.1.3 Renumbering of Bauline Line Extension - The renumbering of the Bauline Line Extension is ongoing and progressing well. The properties have been assigned civic addresses by the Municipal Assessment Agency and an assessment roll has been received. The next step is to meet with Canada Post; this should be carried out early in the new year.

- 6.1.4 Christmas Leave – The Town Manager submitted his leave plan for the Holiday Season. Council reviewed and agreed with the plan. The Town Office will be closed 20 December 2013 – 5 January 2014. The Town Manager will oversee the water chlorination and mitigate emergencies as they arise during this period.
- 6.1.5 Draft Budget – A draft 2014 budget was given to council for review prior to the next council meeting. The Finance committee is expected to meet and discuss in order to present a recommended 2014 budget and Schedule of taxation and fees to Council.
- 6.1.6 Street Lights – The Town Manager informed council that he had a request to place some street lights between 870 and 816 Bauline Line. Council requested that the Manager do a full review of the town and report back to council with recommended areas for additional street lighting.
- 6.2 Water Update – A leak has presented itself at two locations near LeGrow's Road and Seaview Lane. The Town Manager has engaged Kinsella Services to attempt to find and repair the leak at the earliest possible convenience.
- 6.3 Christmas Parade – An After Action Review (AAR) regarding the 2013 Christmas Parade was carried out by council. A few minor points were recorded, but overall Council proclaimed that the event was very successful. After which;
- Councillor Carol King moved to **DONATE** \$100.00 to the 508 Caribou Air Cadet band to go towards band instruments in appreciation for participating in the Bauline Christmas Parade.
- Seconded by Councillor Craig LeGrow
All in Favour
- Motion **CARRIED**
- 6.4 Draft Amendment # 5 – The Town Manager presented council with a draft amendment # 5 to review prior to the next council meeting.

7.0 OLD BUSINESS

- 7.1 Previously addressed
- 7.2 Playground Equipment Grant submission - The letter sent to the RONA / HENDERSON playground committee was reviewed by council.
- 7.3 Municipal Plan and Development Regulation Amendments - update

AMENDMENT # 2 – a Public Hearing is scheduled for Wednesday, 18 December 2014 at the Bauline United Church commencing at 7:00 pm. If no written correspondence is received by 4:00 pm 16 December 2013 council agreed that the Public Hearing should be cancelled.

AMENDMENT # 3 – the Town is still awaiting final confirmation that the amendment has been registered with Municipal Affairs, all other actions have been completed.

AMENDMENT # 4 – The Town Manager in conjunction with the Town Planner is gathering documents and preparing correspondence to send to the Minister regarding this amendment.

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 Carol 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 – The Planning and developing committee currently have 5 items that they are addressing.

9.2 Recreation Committee - The Recreation Committee Representative echoed the success of the Christmas Parade put forth earlier.

9.3 Finance Committee

As the budget is not due to be sent to Municipal Affairs until 31 January, the next budget meeting will be scheduled for early January 2014 where the documents provided by the Town Manager will be reviewed.

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)

There was no committee report submitted.

9.7 Northeast Avalon Joint Council Committee (NEAJC)

There was no committee report submitted.

10.0 NEXT GENERAL MEETING

The Deputy Mayor scheduled the Next General Meeting for **15 January 2013 at 7:30 pm**

11.0 ADJOURNMENT

Councillor Carol King moved to **ADJOURN** the meeting of 11 December 2013.

Seconded by Councillor Craig LeGrow
All in favour

Motion **CARRIED**

As there was no further business to discuss, Deputy Mayor Colin LeGrow adjourned the meeting at 8:05 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline