

TOWN OF BAULINE

MINUTES OF REGULAR COUNCIL MEETING HELD AT 1311 BAULINE LINE 11 JUNE 2015

PRESENT

Deputy Mayor Colin LeGrow
Councillor Jason King
Councillor Crail LeGrow
Town Manager Craig Drover
Maint. Supr. Terry Hillier

REGRETS

Mayor Chris Dredge
Councillor Carol King

PUBLIC IN ATTENDANCE

Joanne Whalen (Committee)
Jackie LeGrow (Committee)
Deborah Hynes (Committee)
Mae LeGrow (Committee)
Doris LeGrow (Committee)

1.0 CALL TO ORDER

Deputy Mayor Colin LeGrow called the meeting to order at **7:15 pm** on site of the Municipal Capital Works Project for the New Town Hall and Community Centre.

At this point and 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

Council and Staff toured the building and identified a list of deficiencies and requested that they be presented to the contracted engineers, primary contractor and a Municipal and Intergovernmental affairs engineering representative.

The Town Manager informed council of the following items.

Power Hook Up: Electrical power to the building has been delayed and has the potential for causing significant delays in the project. After multiple phone calls and e-mails, the reason for the delay stems from the electrical sub-contractors waiting on the mechanical sub-contractors to complete some work in the mechanical room. Mechanical sub-contractors were scheduled to return 10 June. ETA for electricians and power TBA.

Electrical: After several meetings with engineers, contractors, and electrical sub-contractors a solution regarding the electrical panel installation in the mechanical room has been arrived at. The solution should be cost neutral to the project.

Plastering/Painting: The first coat of plaster is complete. The drywall will need 4-5 days of heat to dry the drywall and plaster. Contractors have indicated that they should not put a second coat of plaster on the drywall until this is done to avoid future cracking. As stated earlier, the lack of electrical power is creating a stall in the project.

Site work: Site work has been ongoing. The sub-contractors have leveled the parking lot. They have also moved fill to the playground area and roughly levelled it. There may still be an issue with water in this area, but for now it has been ditched around the back.

Septic: The septic system has been dug and septic tank scheduled to be placed 10 June.

Paving: Several quotes for paving have been requested.

Playground: The Town Manager met with Colin Doyle of RONA 9 June. The playground site work requires additional levelling and compacting, as expected. The Town requested that the playground installation be extended to late August; indications from Mr. Doyle were that the delay would not be a problem. The structure is being constructed and RONA will hold it in their warehouse until we give them a date to install. Paperwork will be sent to the town for signature. The town will have to engage its own contractors to finish leveling the site and deal with the ditching issue, as well as coordinating a volunteer base on the day of the installation.

Windows: The large trapezoid windows are on site. The Town Manager met with Eastern Contracting regarding the window installation and they discussed the following items:

- Broken shingle tabs;
- Missing frost shield (north west corner);
- Replace some deck boards;
- wrinkled tin fascia;

Water hook up: The town Manager discussed this matter with Eastern. They have asked for the Well specifications in order to get the correct sized deep well pump etc.

Bathrooms hardware and stalls: Council reviewed the samples received for the bathroom hardware and stalls and agreed to the colour #827, Slate Gray.

Funding: The town Manager informed council that funding discussions regarding the requested additional overrun costs are still ongoing with the Department of Municipal and Intergovernmental Affairs.

At this point, the Deputy Mayor requested that Council re-convene back at the Town Office, 1311 Bauline Line.

Council re-convened its General Meeting of 11 June 2015 in 1311 Bauline Line at 7:44 pm.

2.0 ADOPT AGENDA

Upon Review of the Agenda:

MOTION 077 / 2015

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

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

3.0 ADOPT PREVIOUS MINUTES

In the absence of Two Council members who attended the last council meeting; the adoption of the 21 May 2015 minutes was deferred.

4.0 BUSINESS ARISING FROM MINUTES

4.1 Community Committee Introduction and TOR signing

Council reviewed the Terms of Reference agreed upon by the Community Committee. After which:

MOTION 078 / 2015

*Councillor Jason King moved to **ACCEPT** the Community Committee's Terms of Reference as presented.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

At this point, the Terms of Reference were signed by those in attendance.

4.2 East Coast Trail MOU review

Council reviewed the draft Memorandum of Understanding between the East Coast Trail and the Town of Bauline. After which;

MOTION 079 / 2015

*Councillor Craig LeGrow moved to **ACCEPT** the Memorandum of Understanding between the East Coast Trail and the Town of Bauline regarding sections of the East Coast Trail that pass through the Town.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

At this point the Deputy Mayor requested that the Town Manager contact the East Coast Trail Association to inform them and to coordinate an official signing date and appropriate ceremony as required.

4.3 Charities information and policy from other Towns –

As requested at the last meeting, the Town Manager presented correspondence regarding how other communities manage requests for charitable donations. Upon review it was agreed upon that this item should be deferred until the remainder of council was present and had the opportunity to review the documents.

A discussion arose regarding changes to the Municipal Policy and Procedures Manual. After which:

MOTION 080 / 2015

*Councillor Craig LeGrow moved to **ADOPT** a policy that any addition, deletion or amendment to the current Municipal Policy and Procedures manual could only be affected if all Council members are present and have the opportunity to discuss and vote.*

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 Rhonda Moore – New Deck at 906 BL
Upon Review;

MOTION 081 / 2015

*Councillor Craig LeGrow moved to **APPROVE IN PRINCIPLE** the development application of Rhonda Moore to construct a new deck to her existing residence at 906 Bauline Line. 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 Jason King
All in favour.*

*Motion **CARRIED***

5.1.2 Jacob King – Generator Enclosure
Upon Review;

MOTION 082 / 2015

*Councillor Craig LeGrow moved to **APPROVE IN PRINCIPLE** the development application of Jacob King to construct a new generator enclosure to his residence at 1314 Bauline Line. 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 Jason King
All in favour.*

*Motion **CARRIED***

5.1.3 Development – Judith Kilgore – Proposal for two lots at 921-927
Bauline Line

The Town Manager informed council that this application had been “approved in principle” for Mr Randy Janes at MOTION 140 / 2014, 10 September 2014. Mr. Janes had received the approval in principle prior to this purchasing the property. He has since changed his mind and is not planning on pursuing this endeavour. Ms. Judith Kilgore, an acquaintance of Mr. Janes, has decided to pursue the development of this property and is submitting the exact development application that Mr. Janes did in September 2014.

MOTION 083 / 2015

*Councillor Craig LeGrow exercised council discretionary authority and moved to **APPROVE IN PRINCIPLE** for Ms. Judith Kilgore 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, Ms. Kilgore 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 Jason King
all in favour.*

*Motion **CARRIED***

At this point a discussion arose regarding creating a policy whereby the Town Manager be granted the authority to approve minor development applications. As this would be a policy further discussion was deferred until the next council meeting in accordance with Motion 080 / 2015.

5.2 CORRESPONDENCE

5.2.1 Municipal and Intergovernmental Affairs

Council reviewed this updated Professional Municipal Administrator's (PMA) development opportunities and the Municipalities NL (MNL) Training calendar. The Town Manager informed council that staff will be requesting to attend one of these sessions, as it is a pre-requisite to the gas tax funding.

5.2.2 Municipal and Intergovernmental Affairs

The Town Manager informed council that he had not had the opportunity to review this document regarding Community Sustainability Partnership in detail, but after a cursory review, recommended that council and staff familiarize themselves with its content. There appears to be many plans and initiatives that could benefit the town. Council quickly reviewed the extensive package and indicated they will review in more detail at a later time.

5.2.3 Municipalities Newfoundland and Labrador

Council reviewed this correspondence from the president MNL reminding councils of the value of getting community youth involved in municipal planning and governance.

5.2.4 Canadian Postmasters and Assistants Association (CPAA)

Council reviewed this request by CPAA for council to support a resolution objecting to the Canada Post Corps continued attack on our public postal service and elimination of good paying jobs in rural and urban Canada.

5.2.5 Access to Information and Protection of Privacy Act (ATIPPA)

Council reviewed this ATIPPA newsletter.

5.2.6 Royal Canadian Legion

Council reviewed this fundraising item for the Military Service Recognition Book entitled "Lest We Forget". Council requested that this item be deferred until the next council meeting.

5.2.7 The Monarchist League of Canada

Council reviewed this request that the town join a chain of similar events by organizing a brief, simple, heartfelt noon-time Ceremony in the town on Wednesday, 9 September 2015 to celebrate the Queen's Reign, Longest in modern history. After a short discussion Council deferred further conversation until the next Council meeting.

At this point, a discussion arose regarding implementing a policy regarding Council's actions on handling correspondence received from political party members. It was suggested that this be tabled at the next meeting attended by all council members and a policy be drafted/adopted.

6.0 NEW BUSINESS

6.1 Report from Town Manager

6.1.1 Regional Manager's meeting

The Town Manager presented council with documents pertaining to municipal permit letters and a Development Checklist that was received from the Town of Torbay. Based on these documents, he indicated that he may draft a new policy and checklist for council's review.

6.1.2 Website Breach

The town Manager informed council that there had been a major security breach of the Town's website. The site was down for approximately 72 hours. It is now up and running with increased security measures.

6.1.3 Planning Meeting

The Town Manager informed council that the Town Planner will be attending a meeting between Tract Consulting and Ms. Marie-Anne Boulain regarding the development of a concept plan on her private property near Duck Pond.

6.2 Maintenance Report

The Maintenance Supervisor informed Council of the following items:

- He had received a quote from Tiller Engineering regarding inspecting the bridge and identifying a weight restriction for it. The total cost for this would be \$3850.00 plus taxes
- The Maint Supr will be installing a curb stop water valve at 12 Main Street.

At this point there was a discussion concerning the quote for the engineering quote. The Maintenance Supervisor was requested to find out if in the event that the bridge is condemned, what would the cost be.

Another point raised by Councillor Craig LeGrow was that he believed there was already a curb stop for 12 Main Street and it may be a matter of locating it.

6.3 Safety Discussion

The Safety Officer briefed Council on the following items:

- There is a lot of glass in the Harbour Front Quarry area.
- During the Clean-up day it was noticed that there was, what seems to be, raw sewage running down over the bank into the ocean, from the direction of Seaview lane and Main Street. There was also an old, now unused, septic tank left rusted and open in the same area.

After a lengthy discussion:

MOTION 084 / 2015

*Councillor Craig LeGrow moved to **CONTACT** by letter the residents in the surrounding area identifying the issue and request that this matter be dealt with in an urgent timeframe.*

*Seconded by Councillor Jason King
all in favour.*

*Motion **CARRIED***

6.4 Water Update

The Maintenance Supervisor informed council that water quality and quantity remain stable, and there are no signs of leaks.

6.5 Wetland Stewardship Signing Ceremony

Council reviewed the program and Main Events List for the upcoming Wetland Stewardship Signing Ceremony scheduled for 9:30 am, 19 June. Invitation lists were confirmed. Refreshment items were confirmed and alternate location was confirmed.

6.6 Representation Letter – Gregory Stokes

Council reviewed the draft representation letter as presented by Mr. Gregory Stokes regarding the 2014 financial audit. Council agreed to its content.

6.7 Canada Day

Council reviewed the Main Events List for the Canada Day event. All was in order.

6.7.1 Canada Day Volunteer meeting

Council agreed to set the Canada Day Volunteer meeting for 18 June at 7:30 pm. The Deputy Mayor indicated that he would not be in attendance but volunteered to be responsible for the following items:

- Audio System for the Memorial service

- Audio System and music for Duck Pond
- Coordinating and conducting the Adult motorcycle ride.

6.8 Community Clean Up Day – After Action Review

A discussion ensued regarding the Community Clean Up day that took place 30 May. It was noted that it was the largest turnout to date over 100 residents of all ages.

Points for Next Year to consider:

- Add a small hand sanitizer to each of the vehicle equipment boxes.
- Ensure a more in depth Safety Brief

6.9 Killick Coast Games

The Killick Coast games start 26 July in Portugal Cove-St. Phillips. There are two Bauline youths that registered through the office.

6.9.1 Honourary Patron

After some discussion, Councillor Craig LeGrow was nominated as the Honourary Patron for the Killick Coast Games. Mr. LeGrow accepted the nomination and all Council members agreed.

6.10 Social Media Policy

Council reviewed the Social Media Policy drafted by Deputy Mayor Colin LeGrow. All were in agreement to accept this Social Media Policy as presented, however in accordance with Motion 080 / 2015, Council deferred this item to the next council meeting.

Deputy Mayor Colin LeGrow requested that an Acknowledgment Form Letter be created whereby town Council and Staff are required to read and acknowledge that they understand the policy.

6.11 Mayor's March for Heart Disease and Stroke

Upon review of this item, it was recommended that this activity be coordinated for the later part of July, and was deferred to the next Council meeting.

6.12 Emergency Response and Civic Addresses

A discussion arose regarding the potential issue regarding the civic numbering on the Bauline Line Extension, and how it affects emergency response. Further research and investigation may be warranted.

7.0 OLD BUSINESS

- 7.1 Town Hall / Memorial Park - Capital Works Project 11057
Previously addressed
- 7.2 Town Trails
Additional crown land applications have been made in order to incorporate the proposed walking trail sites into the Town's recreational land inventory.
- 7.3 Playground Equipment
Reported on previously

8.0 FINANCES

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

MOTION 085 / 2015

*Councillor Jason King 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 086 / 2015

*Councillor Craig LeGrow moved to **PAY** the Outstanding Payables as presented.*

*Seconded by Councillor Jason King
All in favour*

*Motion **CARRIED***

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 - No report submitted for review.
- 9.6 Integrated Community Sustainability Plan (ICSP) - The Town Manager informed Council that Bauline resident Jennifer Power was the successful candidate for the Secretary position to the ICSP committee. The next committee meeting is primarily a meet and greet, scheduled for 7 July in Bauline. As well the Speed Monitor mobile sign should be place in Bauline by the RNC Monday 15 June for a one week period.
- 9.7 Northeast Avalon Joint Council Committee (NEAJC) – No report submitted for review
- 9.8 Community Committee – Councillor Craig LeGrow indicated that the Community Committee had met 1 and 8 June. The Committee is off to a good start with the following elected members: Joanne Whalen President, Jackie LeGrow, Vice President and Doris LeGrow, Secretary. Terry Hillier has been appointed by Council as Treasurer.

10.0 TABLE DISCUSSION

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

There were no other items of discussion raised.

11.0 NEXT GENERAL MEETING

Deputy Mayor Colin LeGrow scheduled the Next General Meeting for **Thursday 9 July 2015 at 7:30 pm.**

12.0 ADJOURNMENT

*Councillor Craig LeGrow moved to **ADJOURN** the meeting of 11 June 2015*

As there was no further business to discuss, Deputy Mayor Colin LeGrow adjourned the meeting at 11:13 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline