

TOWN OF BAULINE

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

PRESENT

Mayor Christopher Dredge
Deputy Mayor Colin LeGrow
Councillor Marie LeGrow
Councillor Jason King
Town Manager Craig Drover

REGRETS

Councillor Rita King

PUBLIC IN ATTENDANCE

Lee-Anne Hillier

1.0 CALL TO ORDER

Mayor C. Dredge called the meeting to order at 6:55 pm.

2.0 ADOPT AGENDA

Councillor M. LeGrow moved to **ADOPT** the agenda with the addition of item 6.7, Town Manager's Contract Renewal

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

3.0 ADOPT the MINUTES

3.1 Minutes of 23 July 2013

Councillor M. LeGrow moved to **ADOPT** the minutes of 23 July 2013 as presented.

Seconded by Deputy Mayor C. LeGrow
All in favour.

Motion **CARRIED**

3.2 Minutes of 21 August 2013

Councillor J. King moved to **ADOPT** the minutes of 21 August 2013 as presented.

Seconded by Deputy Mayor C. LeGrow
All in favour.

Motion **CARRIED**

4.0 BUSINESS ARISING FROM MINUTES

There were no business items arising from previous minutes discussed.

At this time the Mayor proposed and Council agreed to review item 5.2.12 Ms. Lee-Anne Hilliers request to purchase a house and operate a dog kennel service within the Town of Bauline.

The Mayor left the sequence and order of the Agenda and referred council to item 5.2.12.

5.2.12 Lee-Ann Hillier – Deferred correspondence from last meeting concerning request to operate a dog kennel.

After reviewing the written documentation, council invited Ms. Hillier to give her presentation. Ms. Hillier's presentation detailed the property that she was currently interested in and addressed the concerns and questions raised at the previous council meeting. After which, questions were posed by council and a discussion arose. Upon deliberation Council informed Ms Hillier, that they supported her proposal based on the address she is currently pursuing. As Ms. Hillier does not presently own the property, Council was not in the position to approve the request to operate a dog kennel at the proposed address. Council also informed her that any future application would be subject to conditions applied to the permit and the solicitation of comments of relevant neighbors in the proposed area. It was recommended that a condition of sale be incorporated into the purchase and sale agreement whereby the purchase would be pending Councils final approval of the kenneling service. Ms. Hillier acknowledged and agreed to forward a copy of the purchase and sale agreement with the survey and proposed location of the accessory building / dog kennel in relation to the property.

The Mayor returned Council to the Agenda sequence and order.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 Applications

Deputy Mayor C. LeGrow Declared A Conflict of Interest and left The building.

5.1.1 Development– Accessory Building, 1155 Bauline Line, Colin LeGrow – Review Correspondence

The Town Manager informed council that the application was received 23 July 2013. It was approved in principle subject to conditions and notices being sent to relevant neighbors. Conditions were met 21 August 2013 and letters were sent to neighbors 23 August 2013 with response required by 10 Sep. The letter stated that if there was no response by 10 September 2013, then it would be deemed as no objection. No correspondence or comments has

been received regarding this matter. Upon final discussion council authorized the Town Manager to issue the permit subject to the conditions as detailed at the 23 July 2013 council meeting.

Deputy Mayor C. LeGrow was recalled to the meeting.

5.1.2 Crown Land Application – Glynn Williams, Bauline Line Extension

Upon review and discussion of the application:

Councillor J. King moved to **APPROVE** the crown land application for the property on the Bauline Line Extension (no civic address), as presented by Glynn Williams of 1 Portugal Cove Line.

Seconded by Deputy Mayor C. LeGrow
All in favour.

Motion **CARRIED**

5.1.3 Business / Vender Application – Mobile Take Out, Scott and Chester King

Council reviewed the letter and power point presentation provided by Scott and Chester King. A discussion arose and council requested that the Town Manager gather additional information to be presented at the next council meeting prior to a decision being made. In particular information concerning;

- the ownership of the land of the proposed site,
- solicitation of surrounding neighbors comments of the proposal, and
- the location of storage of the mobile unit in the off season.

5.1.4 Approval in Principle – 14 Bauline Line Extension, John Madden

Upon review of the file:

Councillor M. LeGrow moved to **APPROVE IN PRICIPLE** the application to develop the property currently known as 14 Bauline Line Extension as presented by John Madden. Prior to any development, including “area grubbing”, Mr. Madden is to provide a complete Municipal Development Application for review by council.

Seconded by Deputy Mayor C. LeGrow
All in favour.

Motion **CARRIED**

5.1.5 Approval in Principle – 18 Bauline Line Extension, John Madden

Upon review of the file:

Councillor M. LeGrow moved to **APPROVE IN PRICIPLE** the application to develop the property currently known as 18 Bauline Line Extension as presented by John Madden. Prior to any development, including “area grubbing”, Mr. Madden is to provide a complete Municipal Development Application for review by council.

Seconded by Deputy Mayor C. LeGrow
All in favour.

Motion **CARRIED**

5.2 Correspondence

5.2.1 Town of Portugal Cove St. Phillips – This is a response to Bauline’s Municipal Plan and Development Regulations Amendment number 2. No issues or concerns were noted by the Town of Portugal Cove, St. Phillips.

5.2.2 Town of Petty Harbour/Maddox Cove - This is a response to Bauline’s Municipal Plan and Development Regulations Amendment number 2. No issues or concerns were noted by the Town of Petty Harbour/Maddox Cove.

5.2.3 Town of Petty Harbour/Maddox Cove – This Proposed Amendment to the St. John’s Urban Region Regional Plan is required to designate the existing Maddox Cove subdivision and an identified expansion area to the Urban Development (UD) designation. Council reviewed the proposal.

5.2.4 Town of Paradise - This is a response to Bauline’s Municipal Plan and Development Regulations Amendment number 2. No issues or concerns were noted by the Town of Paradise.

5.2.5 Manager of Municipal Training – Training and Professional Development Opportunities – 2013. The document was reviewed by council and the Town Manager and councillors were encouraged to apply for relevant training and professional development opportunities.

5.2.6 Director, Safety NL Power Inc – This is an advisory that election signage is not permitted on utility poles

- 5.2.7 City of St. John's - This is a response to Bauline's Municipal Plan and Development Regulations Amendment number 2. The City of St. John's encourages the Town of Bauline that no new roads within unserved areas be considered, due to the pressure such forms of development can place on extending municipal water services. Council noted the concerns and stated that there are no plans to extend municipal water services to that area.
- 5.2.8 Professional Municipal Administrators – Fall Training Forum
The Town Manager requested that he attend the conference of 10-11 October 2013, if his schedule permits. Council agreed.
- 5.2.9 Town of Portugal Cove St. Phillips - Proposed Amendment to the St. John's Urban Region Regional Plan. This proposal is submitted to rezone an area south of Chesley-Van Heights off Bauline Line Extension to accommodate a 13 lot unserved cul-de-sac as an extension to the Chesley-Van Heights subdivision. Council reviewed the proposal.
- 5.2.10 Assistant Deputy Minister of MA Engineering and Planning Branch – Launch of Municipal Support Information System (MSIS). Council reviewed this circular detailing this system which will allow municipalities to complete an electronic Municipal Capital Works/Multi Year Capital Works funding application request form, attach multiple documents and submit as part of the funding request form. The system will launch in late-September. User names and passwords with additional instructions will be sent in the coming weeks.
- 5.2.11 Lee-Ann Hillier – Addressed earlier in this meeting.
- 5.2.12 Prestige Taxi – Shuttle service from Bauline to surrounding local region. E-mail correspondence sent to the Mayor and Deputy Mayor by Prestige Taxi announced that there is a shuttle service operating within the surrounding towns that take passengers to and from Stavanger Drive and to the neighboring communities. They requested that the town promote their service. After review, council agreed to promote this service on the town's website and by putting up posters in the town office.
- 5.2.13 Chester King – Bauline Provincial Road Signage. Mr King submitted an e-mail to council regarding the lack of Bauline direction signs on provincial routes. Council noted that they have brought this matter to the attention of Municipal Affairs but agreed to forward this e-mail as well.

6.0 NEW BUSINESS

- 6.1 Report from Town Manager - The Town Manager reviewed the comparative income statement detailing the third quarter of 2013. He stated that the Town is in a healthy position moving forward and (barring any major unforeseen circumstance) should not have any problem staying on budget and ending the year in a positive position.
- 6.2 Water Update – No issues were reported.
- 6.3 Review Rules of Procedure – Council Meetings – Council reviewed the rules of procedure for Town Council Meetings.
- 6.4 Council E-Mails - Deputy Mayor C. LeGrow raised the concern that council members should not be utilizing home e-mails to conduct town's business. The need for committal documents and ongoing issues to remain with council members as council changes requires a common e-mail system for council and its employees. After discussion;

Deputy Mayor C. LeGrow moved to **RESEARCH and ADOPT** a common e-mail program that could be administered by the Town Manager and assigned to council members as required.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

- 6.5 Office Entry Rules - Deputy Mayor Colin LeGrow raised the concern that office entry rules would have to be established with the next council. As well, following the election, locks should be changed on the Town's offices and accessory buildings. The remainder of council agreed.
- 6.6 27 August ICSP meeting – report - Mayor C. Dredge informed council that he attended the last ICSP meeting in Pouch Cove 27 August 2013. The meeting was well attended and regional initiatives were discussed and moving forward. One such initiative is; NL Power has been solicited to use this region as part of their study on LED street lighting.
- 6.7 Town Managers Renewal Contract – It was noted that the current employee contract with the Town Manager expired 26 August 2013. At a special meeting prior to this general meeting a new three year contract was drafted and presented to the Town Manager to review and comment within the next 48 hours.

7.0 OLD BUSINESS

- 7.1 Town Hall / Memorial Park - Capital Works Project 11057 - The Town Manager informed council that the site work portion of the project is nearly complete. They are awaiting a site survey to confirm grades, building location and amount of rock to be removed by next tender. Once the site survey is complete the tender package will be returned to Municipal Affairs by the Town's contracted engineering firm. Once Municipal Affairs reviews the revised tender package and it is approved, the final documents for the building construction will be publicly tendered. There are 180 days allotted from the award of the tender to completion of the building.
- 7.2 Old Town Hall - The Town Manager informed council that he was still awaiting roofing quotes.

MAYOR LEFT THE CHAIR

DEPUTY MAYOR ASSUMED THE CHAIR

- 7.3 Art Work for the New Town Hall

Mayor C. Dredge moved to **PURCHASE** local art at a cost not to exceed \$100.00 to display in the New Town Hall.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

DEPUTY MAYOR LEFT THE CHAIR

MAYOR RESUMED THE CHAIR

- 7.4 New Town Signs - Council reviewed and approved an illustration created by the Mayor depicting the new Town Sign welcoming visitors to Bauline. Quotes have been requested and should be available for review at the next council meeting.
- 7.5 History and Sign Board Old War Memorial Site - The Town Manager informed council that a cost of between \$500-\$700.00 would be required to place an information history and sign board at the old war memorial site. Council agreed to proceed with creating what the sign board would depict, prior to gathering quotes.
- 7.6 Outstanding Projects review
- 7.6.1 Re-numbering Pouch Cove Line - The Town Manager informed council that the re-numbering project of Pouch Cove Line was well

under way. A list of the changes was requested and sent to NL Power who will update their records automatically.

- 7.6.2 Civic Address assignment on Bauline Line Extension - Council was informed that the civic address numbering along Bauline Line Extension is required to be changed in much the same manner as Pouch Cove Line. The numbers will be picked up from the Portugal Cove St. Phillips side and continue through Bauline. Residents would be required to change their addresses.

Councillor J. King moved to **DEFRAY** the cost of having residents change their addresses by offering a \$25.00 rebate to those who produce a piece of mail or change of address form from Canada Post.

Seconded by Deputy Mayor C. LeGrow
All in favour.

Motion **CARRIED**

- 7.6.3 Playground Equipment – Henderson’s Inc. is holding the Town’s playground equipment until needed. It is recommended that in November the town should apply for the Rona Kid’s Advantage Program to hopefully defray the shipping and installation costs.

- 7.6.4 Animal Control Officer – An issue remains with the contract between The Town of Torbay’s Animal Control Officer and the Town of Bauline.

- 7.6.5 Municipal Plan and Development Amendments 2, 3 and 4

AMENDMENT # 2 – A letter is being drafted to the Minister of Municipal Affairs to release the St. John’s Urban Region Regional Plan concerning this amendment. In the meantime a letter to the Crown Land Division has been sent requesting a freeze on this property until the re-zoning has been completed.

COUNCILLORS M. LEGROW AND J. KING DECLARED A CONFLICT OF INTEREST AND LEFT THE BUILDING.

AMENDMENT # 3 – A public hearing is scheduled for 2 October 2013 regarding this amendment. Telegram notices have been requested to be displayed for 14 and 21 September 2013. In the meantime a letter to the Crown Land Division has been sent requesting a freeze on this property until the re-zoning has been completed.

COUNCILLORS M. LEGROW AND J. KING WERE RECALLED TO THE MEETING.

AMENDMENT # 4 – KING – The initial file sent to MA is still under review.

- 7.6.6 Wetland Stewardship – The final map with adopted changes is being produced by the Department of Environment and Conservation for review by council.
- 7.6.7 Wireless Communication in Bauline – This item will be reviewed with TELUS and BELL once the new building is complete. The strategy is to negotiate an arrangement where a communication company could place a receiver on top of a Town building (rent free or reduced rent) that will enhance the cell service in the Town.
- 7.6.8 Town Signage – Town information and safety signs have been purchased. The town manager will have them placed at the appropriate locations at the earliest opportunity.
- 7.6.9 Emergency Response Plan – The joint Bauline / Pouch Cove Emergency Response Plan is currently under review with the Town of Pouch Cove.
- 7.6.10 Water Distribution System – It was noted that the replacement of the water distribution system should be the next capital works project. In the meantime council recommended that it make a short term plan by allocating funds on an annual basis towards its replacement.

8.0 FINANCES

8.1 Financial Statement

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

Seconded by Councillor M. LeGrow
All in favour.

Motion **CARRIED**

8.2 Outstanding Payables

Councillor J. King moved to **PAY** the outstanding payables as presented.

Seconded by Councillor M. LeGrow
All in favour

Motion **CARRIED**

9.0 COMMITTEE REPORTS

There were no committee reports reviewed at this council meeting

10.0 NEXT MEETING

The Mayor scheduled the next meeting for **25 September 2013** at **7:00** pm.

11.0 ADJOURNMENT

Councillor J. King moved to **ADJOURN** the meeting of 11 September 2013.

Seconded by Councillor M. LeGrow
All in favour

Motion **CARRIED**

Mayor C. Dredge adjourned the meeting at 10:05 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Clerk/Manager
Town of Bauline