

TOWN OF BAULINE

MINUTES OF REGULAR COUNCIL MEETING
HELD AT 1311 BAULINE LINE 12 MARCH 2015

PRESENT

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

REGRETS

PUBLIC IN ATTENDANCE

Tara Power
Sarah Fitzgerald
Roland LeGrow
Harvey LeGrow
Eric Vincent

1.0 CALL TO ORDER

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

2.0 ADOPT AGENDA

Upon Review of the Agenda:

MOTION 039 / 2015

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

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

3.0 ADOPT the MINUTES

3.1 Minutes of General Council Meeting 19 February 2015

Upon review of the minutes of 19 February 2015;

MOTION 040 / 2015

*Councillor Craig LeGrow moved to **ADOPT** the minutes of 19 February 2015 as presented.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

As the minutes of 19 February 2015 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.

At this point the Mayor directed Council's attention to item 6.6 Presentation to Sarah Fitzgerald.

6.6 Presentation to Sarah Fitzgerald – Safe Grad Night

The Mayor welcomed Ms. Power and Ms. Fitzgerald to this evening's Council meeting, and presented a \$350.00 cheque to Ms. Fitzgerald as a donation towards the Holy Trinity High School 2015 Safe Graduation celebration. Ms Fitzgerald and Ms. Power thanked the Town of Bauline for its generous support of their graduating class of 2015.

At this point the Mayor directed Council's attention to item 6.8 Presentation of petition by Mr. Roland LeGrow.

6.8 Presentation of Petition by Mr. Roland LeGrow

The Mayor welcomed Mr. Roland LeGrow, Mr. Harvey LeGrow and Mr. Eric Vincent to this evenings meeting and requested that they proceed with their presentation of the petition.

Mr. Roland LeGrow speaking on behalf of the group presented a petition signed by 41 senior citizens of Bauline. The document petition's the Town Council of Bauline to give the Seniors of Bauline a 20% municipal tax reduction in the 2015 tax year.

The Mayor thanked the three gentlemen for bringing the petition forward and indicated that council would look into the matter and respond in the near future.

Mr. LeGrow thanked council for the opportunity to speak and they left the building.

Council discussed the petition and reviewed information gathered regarding what eight other towns do as discounts in the surrounding area. Of the eight towns contacted, two offer a seniors discount of 10% to residents 65 and older, while four offer a low income discount where residents are required to apply for a discount based on their household income, this is not age based. One community offers no discount, while the last polled community offers an 8% discount to all residents. The mil rates vary from 4.5 in Logy Bay to 7.9 in Portugal Cove. At a 6.5 mil rate Bauline is the average and no other community offers a 10% discount to **all** its residents. An example of the Low Income Discount application

offered by the Town of Pouch Cove was also reviewed. It indicated that residents who earned \$18,000.00 or less could apply for a 20% discount while households with \$30,000.00 or less could apply for a 10% discount. The application would require residents to bring in their previous year's tax assessments to the office. One town polled indicated that they were advised that offering discounts based on age is a form of discrimination and may not be legislatively permitted by government.

Upon further discussion council decided that there was not much that could be done for the current tax year for the petition group, due to the fact the budget had already been passed and presented to Municipal and Intergovernmental Affairs. As well, residents including some senior citizens had already paid their taxes and took advantage of the 10% discount. The discussion then centered on the fact of offering a discount based on age. Council felt that a Low Income Discount would be more appropriate than one based on age. After which:

MOTION 041 / 2015

*Councillor Colin LeGrow moved to **REFER** the Municipal Tax Discount practices to the Finance Committee and charge the committee with reviewing the current discount package and draft a new discount package to be discussed at a future General Council meeting.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

At this point and 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

7.1.1 Stakeholder Meeting – 26 February 2015

The Town Manager briefed Council on the Stakeholder's Meeting held 26 February 2015 at the Confederation Building. The topics discussed were; building milestones, substantial completion date, sub-contractor discussions, materials, equipment, supplies and obstacles. The second part of the meeting was a discussion regarding a Change Order request submitted by the Primary Engineering firm. Overall the meeting went well; a milestone matrix was received indicating that the substantial completion date for the building is scheduled for 17 July 2015. At the time of the meeting there was 40% of the building construction complete. Items such as the trapezoid windows in the front of the building and the

additional audio visual equipment request will be forwarded to the town by the engineers in the near future. The discussion regarding the change order for engineering fees was addressed by Municipal and Intergovernmental affairs. Since then a written request was received from the engineering firm. With councils support, the request was staffed to Municipal and Intergovernmental affairs for approval for funding requesting the 90/10 split costing.

7.1.2 Site Visit Report

The Town Manager informed council that since the last meeting there has been two site visits by town staff. He informed council that now with the new timeline matrix, the plan is to do a site visit each week using the timeline matrix to determine in what areas to concentrate the inspections. This will also enable early detection if the project starts to get delayed in certain areas. The last site visit was 9 March 2015. According to the timeline there were supposed to be four items ongoing at the site; siding, decking, electrical and plumbing. All four items were well underway and the mechanical crew were also on site installing venting. Progress is steady and on schedule at this time.

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 extension – John Pynn 1014 Bauline Line

Upon review of Mr. Pynn's application to extend the size of his existing accessory building:

MOTION 042 / 2015

*Councillor Carol King moved to **APPROVE IN PRINCIPAL** Mr. John Pynn's application to extend his accessory building at 1014 Bauline Line as presented. Prior to the issuance of the development permit, Mr. Pynn is to meet all regulations and criteria and have the measurements verified by a Town official for compliance with the Town of Bauline's Municipal Plan and Development Regulations 2007-2017*

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

*Motion **CARRIED***

5.1.2 Crown Land - Minor extension to existing property – Deon Fleming
870 Bauline Line

Upon review of Mr. Fleming’s “Municipal Recommendation Form for Crown Land Applications” regarding a minor extension to his property:

MOTION 043 / 2015

*Deputy Mayor Colin LeGrow moved to **SUPPORT** Mr. Deon Fleming’s Crown Land application for a minor extension to his existing property at 870 Bauline Line.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

5.2 CORRESPONDENCE

5.2.1 Transportation Association of Canada – Council reviewed this correspondence regarding a Low Volume Road Load Management survey.

5.2.2 508 (Caribou) Air Cadets – Council reviewed this request for information concerning the Mayor, who has been invited to act as the Reviewing Officer for the Cadets annual parade and inspection.

5.2.3 The Department of Canadian Heritage – Council reviewed this correspondence regarding World War Commemorations Community Fund. This is a yearlong funding initiative beginning 1 April 2015 and ending 31 March 2016 open to a wide range of organizations including municipal governments. Funding will be available in the form of grants and contributions for community-based commemorative and educational projects that foster a greater awareness and understanding of the World Wars in our country’s history. Eligible projects are wide ranged but include monuments and ceremonies for site dedications. After discussion council felt that with the dedication of the new building at memorial park and the possible move of war memorial in 2015/2016, this would be an opportunity to apply for external funding to assist in this project. Council requested that the town staff research the funding criteria and present options at the next Council meeting.

5.2.4 East Coast Trail – Council reviewed a request for a letter of support for the East Coast Trail association’s “Sustain the Trail” funding application from Atlantic Canada Opportunities Agency (ACOA) and the Business, Tourism, Culture and Rural Development NL

(BTCRD). Mayor Dredge indicated that he had received this request directly and had liaised with council and will be responding to the East Coast Trail Association.

- 5.2.5 Town of Torbay – Council reviewed an invitation sent out by the Town of Torbay regarding National volunteer week 2015. The Town of Torbay is inviting volunteers to attend a National Volunteer Week, appreciation Reception Tuesday 14 April from 5-7:00 pm at the Torbay Town Hall. RSVP is by 9 April 2015. The Town manager was requested to liaise with the Town of Torbay to determine if this is a regional initiative and if all volunteers of the Town of Bauline are invited.
- 5.2.6 Atlantic Canada Water & Wastewater Association – Council reviewed this Distribution System Corrosion and Control workshop and determined that there is no requirement for staff to attend at this time.
- 5.2.7 Department of Municipal and Intergovernmental Affairs – Council reviewed this letter regarding the Debt Service Loan payment (NMFC) for the water distribution system on behalf of the provincial government.
- 5.2.8 Information Display Company – Council reviewed this correspondence regarding Speed Check traffic display signs.
- 5.2.9 Municipal and Intergovernmental Affairs – Council reviewed this letter indicating that the Gas Tax Allotments for years 9A and 9B is a total of \$23,632.00. The Town Manager informed council that these funds have already been received and deposited into the Gas Tax Fund account.

6.0 NEW BUSINESS

6.1 Report from Town Manager

6.1.1 Property Taxes

The Town Manager informed council that Municipal taxes continue to be received. To date the town has collected approximately \$42,000.00.

6.1.2 Postage Meter

The Town Manager informed council that the postage meter has arrived and is installed. This action was secretarially approved last

month in order to take advantage of the discount package that ended 27 Feb 15. Postage is now 77cents vice \$1.00 we have received \$200.00 in postage credits and the cost is \$60.00 every quarter (\$15.00 a month). This initiative is expected to be cost effective both financially and in man hours.

MOTION 044 / 2015

*Councillor Craig LeGrow moved to **LEASE** a Mail Station 2 postage meter from Pitney Bowes Limited commencing 1 March 2015.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

6.1.3 1075 Bauline Line

The Town Manager informed council that there are still legal complications surrounding the removal of the previous residence at 1075 Bauline Line. Council stressed the importance that the removal of the former residence be completed as expeditiously as possible and directed the Town Manager to maintain communications with the residents involved.

6.2 Maintenance Report

The Maintenance Supervisor delivered the following report:

6.2.1 Cenotaph / War Memorial

The Maintenance Supervisor informed council that Muir Marble Works has been contacted regarding restoration to the war memorial and adding the additional names for the Korean Conflict and the First Gulf War. Conversations were also had regarding the possible move of the current cenotaph to a new location at the new Town Hall site. A representative from Muir Marble Works will visit the war memorial in the spring to determine the condition of the monument and what would be required if the monument is to be moved.

6.2.2 Walking Trails

The Maintenance Supervisor presented council with a projected three phase walking trail system starting and ending at the New Town Hall site. Grand Concourse has been contacted and will be available in the spring to walk the site and determine what would be required to develop the trail system. Eventually it is anticipated that

this town trail system would lead to the East Coast Trail System. Council requested that the map of the projected trail system be sent out to the residents along with a call for volunteers to help in the development of the trails. Council also requested that Wellness and Health grants and/or Recreation Grants be solicited to assist in the cost of trail development.

6.2.3 New building business plan

The Maintenance Supervisor informed council that the business plan was ongoing, but some items would need to be decided by council in order to proceed any further. Items such as whether the town would be applying for a NL Liquor Licence or not etc.

6.3 Safety Discussion

The Safety Officer discussed the following items:

6.3.1 Coyote Presence – update

There have been many other sightings of coyotes in the town, the most recent was early this morning by Mr. Hillier as he left the pump house at about 7:50 am. A Conservation Officer from the Paddy's Pond detachment was contacted and she visited the Town Office earlier this week. The Officer said this is prime location for a coyote presence, there is nothing that can be done to remove them, so the public will have to learn to live with coyotes within the community. She dropped off some pamphlets to pass out to residents at their request. The Town Manager informed council that he is attempting to get an electronic version so that it can be placed on the website.

6.3.2 AED request to Heart and Stroke Foundation

The Safety Officer informed council that there should be at least one Automated External Defibrillator (AED) installed at the new town hall when it opens. He has sent a request to the Heart and Stroke Foundation regarding a program whereby organizations that meet certain criteria, and complete the training can qualify for a free AED. The cost of an AED averages \$1,500.00.

6.3.3 Fire Safety Inspection – New Building

The Safety Officer informed council that there is a requirement for a Fire Safety inspection to be carried out prior to occupying the new building. Fire extinguishers and other equipment will be required.

The Fire Safety inspection will also determine the buildings capacity which is required to be posted. The fire inspection can be carried out by the Pouch Cove Fire Department who will send their report to the appropriate agency.

6.4 Water Update

The Maintenance Supervisor reported that there are no suspected leaks. Water quality and quantity are good. Council reviewed reports received from the Water Resource Management Department.

6.5 Transition to new building preparations

Council reviewed the following items with regards to the transition from the temporary location to the new location.

6.5.1 Paving

As the town currently has approximately \$35,000.00 in dedicated gas tax funds to pave the new road leading up to the new town hall, the Town Manager was requested to start gathering quotes regarding paving the road along with the parking lot. Final site work is scheduled to start 1 June 2015, the ideal situation would be to have the road and parking lot paved prior to occupancy.

6.5.2 Playground Equipment

Council requested that the Town Manager contact the RONA and HENDERSON representatives to determine their availability for the playground installation. The constraints would be that the site work would have to be completed and permission to install a playground given by Eastern Contracting. With that said it is anticipated that the town would not be prepared to commence this project until mid-June.

6.5.3 Utilities

Council requested that the Town Staff liaise with the current utility providers and commence the transition discussions from the temporary location to the new location.

6.5.4 Cell Phone coverage

Council requested that the TELUS representative Jacqui Dupont, be contacted and provided with the information regarding the progress of the new town hall. It is anticipated that once the

building is complete TELUS or BELL would be interested in installing a wireless communications relay transmitter to improve cell coverage in the town.

6.5.5 Interact Services

Council requested that the town staff research the feasibility of getting interact service machines in both the office and in the bar of the new town hall. It was suggested to contact COSTCO along with other providers to determine the most appropriate course of action.

6.5.6 Cenotaphs & Memorials

Upon a short discussion regarding moving the War Memorial / Cenotaph from its current location in the parking lot of the Bauline United Church to the New Town Hall site:

MOTION 045 / 2015

*Deputy Mayor Colin LeGrow moved to **MOVE** the Town of Bauline War Memorial from the United Church parking lot to formally Memorial Park, the new Town Hall and Community center site. An exact location will be determined at a later time.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

6.5.7 Naming of Road, Building, park, memorial site, trails etc

Council acknowledged the need to name the following new town assets:

- the new road leading to the new town hall;
- the building itself;
- the playground and park site;
- the new memorial site of the cenotaph location;
- the new proposed trail systems;

This item will be referred to a separate committee to report back to council on the best course of action in determining the names of these assets. Council indicated that the previous site name was Memorial Park, it was originally donated by the Royal Canadian Legion and the town's cenotaph will hold a place of honour at the site. With that said, the names should be reflective of its rich historical ties to both the first and second world wars.

6.5.8 Equipment, furniture, supplies and materials

The Maintenance Supervisor presented council with a non-exhaustive list of items that will be required either when the hall opens or sometime in the near future. Council accepted the list of items and indicated they would review and determine which items should be purchased and in what priority. Funding options will also be a topic of discussion as the current budget does not plan for these expenses.

6.5.9 NL Liquor Corporation Licence

The Maintenance Supervisor provided council with the steps that must be taken, if the town wishes to apply for a liquor license. After a short review:

MOTION 046 / 2015

*Deputy Mayor Colin LeGrow moved for the Town of Bauline to **APPLY** for a NL Liquor License to be available as soon as possible once the building is conveyed to the town.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

6.5.10 Committee

Council acknowledged the fact that there should be a separate committee raised to address matters such as those listed in item 6.5 and to provide council with recommendations. A short discussion ensued regarding the composition of the committee, in particular if volunteer residents would be appropriate members or not. As there were many items that already were scheduled to be reported back to council by next council meeting, the striking of a separate committee and its composition was deferred until the next council meeting.

6.6 Presentation to Holy Trinity High School for Safe Graduation

Previously Addressed

6.7 Spring Clean-up

In anticipation of the upcoming spring clean-up, the current waste and recycle contractor approached the Town Manager indicating that May 2015 was completely booked with other town clean-ups but they were

available late April or early June. After some discussion council decided that they preferred if the spring clean-up occurred the second week in May. They requested that the Town Manager liaise with other contractors to get a quote on completing the town's spring clean-up in May.

6.8 Presentation of petition by Mr. Roland LeGrow

Previously Addressed

7.0 OLD BUSINESS

7.1 Town Hall / Memorial Park - Capital Works Project 11057 –

Previously addressed

7.2 Amendment Number 5

The Town Manager informed council that Amendment # 5 to the Municipal Plan and Development Regulations came into effect 27 February 2015 with the publication in the Gazette.

7.3 Town Trails

As stated in the last meeting Town Trails will be a recurring agenda item in the Old Business. As this was addressed previously at item 6.2.2, council decided there was no further discussion warranted.

8.0 FINANCES

8.1 Financial Statement

After review of the Financial Statement by Council;

MOTION 047 / 2015

*Councillor Carol King moved to **ACCEPT** the Financial Statement as presented.*

*Seconded by Councillor Jason King
All in favour*

*Motion **CARRIED***

8.2 Outstanding Payables

After review of the Outstanding Payables by Council;

MOTION 048 / 2015

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

*Seconded by Councillor Jason King
All in favour*

*Motion **CARRIED***

8.3 Budget Review

The Town Manager reviewed the 2015 budget with council. He identified a couple of areas that may need attention in the near future. Councillor Carol King recommended moving the “*Difference*” column from the right side of the comparative year to the middle of the current and comparative year.

9.0 COMMITTEE REPORTS

- 9.1 Planning and Development Committee – The Chair of the Planning and Development Committee (Councillor Jason King) provided a report of the meeting held between D&P Holdings and the Planning and Development committee 25 February 2015. After which;

MOTION 049 / 2015

*Councillor Jason King moved to **APPROVE IN PRICIPLE** a 800 foot road frontage development on the north side of Bauline Line Extension as presented by D&P Holdings. This is contingent on ribbon development across from and on the south side of Bauline Line Extension. Council will require a concept plan, a development plan and an agreed upon contract prior to this development commencing.*

*Seconded by Councillor Craig LeGrow
All in favour*

*Motion **CARRIED***

- 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 – The Chair of the History and Heritage Committee (Mayor Christopher Dredge) informed council that the Committee held a meeting with its newest member present (Cheryl Hoskins) on 24 February 2015. They reviewed the newly found interview material and divided the material up for closer scrutiny by each member. Overall the meeting was a success.

- 9.5 Emergency Response Committee - There was no committee report submitted.
- 9.6 Integrated Community Sustainability Plan (ICSP) - Mayor Christopher Dredge provided a report of the ICSP meeting held 10 March 2015 hosted by the Town of Flatrock. The minutes of the ICSP meeting held 3 February were provided for Councils review. Council was informed that the secretary of the ICSP committee had resigned effective 10 March 2015, so there is currently a vacancy for this position. The next ICSP meeting is scheduled for 1 April 2015 in Pouch Cove and will primarily be a presentation by the Pouch Cove History and Heritage Committee. Mayor Dredge invited those members on the History and Heritage Committee to attend.
- 9.7 Northeast Avalon Joint Council Committee (NEAJC) – There was no committee report submitted.

10.0 TABLE DISCUSSION

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

The Mayor informed council that he had recently attended a Regional Mayors meeting hosted by Torbay. Minister of Transportation and Works was in attendance and requested that each town coordinate a separate meeting with Honourable Brazil to discuss T&W concerns. The Town Manager was requested to liaise with the Ministers office to determine a meeting date.

Councillor Carol King asked what was happening with the 14 lot development on Pouch Cove Line. The Town Manager informed council that he had been talking to both Mr. Chaytor (the developer) and Crown Lands Division. Mr. Chaytor is prepared to commence the development this spring, however Crown Lands division has not released the land for Mr. Chaytor to purchase at this point.

Councillor Jason King asked if there has been any communications regarding the remaining trapezoid windows for the new town hall. The Town manager informed council that a request to change the design slightly has been requested from the building contractor. The design change has to be reviewed by the engineers for structure concerns then to us for approval. To date the request has not reached our office. There will be no added costs to the design change request.

11.0 NEXT GENERAL MEETING

Mayor Christopher Dredge scheduled the Next General Meeting for **Thursday 2 April 2015 at 7:30 pm.**

12.0 ADJOURNMENT

*Councillor Carol King moved to **ADJOURN** the meeting of **12 March 2015***

As there was no further business to discuss, Mayor Christopher Dredge adjourned the meeting at 10:45 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline