

TOWN OF BAULINE

MINUTES OF REGULAR MEETING
HELD AT 1311 BAULINE LINE 13 MARCH 2013

PRESENT

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

REGRETS

Deputy Mayor Colin LeGrow

PUBLIC IN ATTENDANCE

1.0 CALL TO ORDER

Mayor C. Dredge called the meeting to order at 7:05 pm.

2.0 ADOPT AGENDA

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

Seconded by Councillor M. LeGrow
All in favour.

Motion **CARRIED**

3.0 ADOPTION of MINUTES

3.1 Minutes of 31 January 2013 – deferred from last meeting

Councillor M. LeGrow moved to **ADOPT** the minutes of 9 January 2013 as presented.

Seconded by Councillor M. LeGrow
All in favour.

Motion **CARRIED**

As the minutes of 31 January 2013 have been adopted by Council, The Mayor and Town Manager signed the original copy of the minutes.

3.2 Minutes of 31 January 2013

*Mayor C. Dredge left the Chair
Councillor R. King accepted the Chair*

Councillor M. LeGrow moved to **ADOPT** the minutes of 20 February 2013 as presented.

Seconded by Mayor C. Dredge
All in favour.

Motion **CARRIED**

*Councillor R. King left the Chair
Mayor C. Dredge resumed the Chair*

As the minutes of 20 February 2013 have been adopted by Council, The Mayor and Town Manager signed the original copy of the minutes

3.3 BUSINESS ARISING FROM MINUTES

Regarding the recently approved Towns Amendment # 1, the Mayor directed that the Town Manager dispatch a flyer high-lighting the major points.

4.0 APPLICATIONS AND CORRESPONDENCE

4.1 Applications

4.1.1 Development Application – Single Dwelling Residence – Justin Kinsella – 814 Bauline Line

Councillor M. LeGrow moved to **APPROVE IN PRINCIPAL** the application to construct a residence at 814 Bauline Line as presented by Mr. Justin Kinsella. Prior to the issuance of the development permit, Mr. Kinsella 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.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

Mayor C. Dredge left the Chair

Councillor R. King accepted the Chair

4.1.2 Crown Land Application – Home Garden Lease / Use adjacent to current property – Ali Syed 828 Bauline Line

Mayor C. Dredge moved to **SUPPORT** the Crown Land Application for a Home Garden Lease adjacent to the property of Ali Syed of 828 Bauline Line as presented by Mr. Syed. This provision is subject to final approval by the Crown Lands Division and conditional upon the land being utilized for a home garden only, and that no structure is to be erected upon it.

Seconded by Councillor M. LeGrow
3 in favour.
1 opposed

Motion **CARRIED**

Councillor R. King left the Chair

Mayor C. Dredge resumed the Chair

4.1.3 Crown Land Application – Roy Burry, Pouch Cove Line

Councillor M. LeGrow moved to **SUPPORT** the Crown Land Application on the Pouch Cove Line as presented by Mr. Roy Burry. This provision is subject to final approval by the Crown Lands Division.

Seconded by Councillor R. King
all in favour.

Motion **CARRIED**

4.1.4 Crown Land Application – Carrie Burry, Bauline Line

A discussion arose as to the shape and frontage of the application presented to council seeking support/recommendation. It is noted that

Council does not support a building lot with a 200 foot frontage and a 100 foot depth. Given the constraints surrounding this application i.e. adjacent to a watershed zone, on a one time basis only:

Councillor J. King moved to **SUPPORT** the Crown Land Application on Bauline Line as presented by Mrs. Carrie Burry. This provision is conditional upon confirmation that this application does not encroach upon the adjacent Watershed Zone and is subject to final approval by the Crown Lands Division.

Seconded by Councillor R. King
All in favour.

Motion **CARRIED**

4.1.5 Crown Land Application – Home Garden Lease / Use adjacent to current property – Brian Davis, 879 Bauline Line

Councilor M. LeGrow moved to **SUPPORT** the Crown Land Application for a Home Garden Lease adjacent to the property of Brian Davis of 879 Bauline Line as presented by Mr. Davis. This provision is subject to final approval by the Crown Lands Division and conditional upon the land being utilized for a home garden only, and that no structure is to be erected upon it.

Seconded by Councillor R. King
3 in favour.
1 opposed

Motion **CARRIED**

4.2 Correspondence

4.2.1 Letter from Matrix Construction Ltd appealing decision to deny quarry permit on Bauline Line Extension. Upon review of the correspondence from Matrix Construction, the Town Manager was directed to reply to Matrix Construction and request a meeting to discuss.

4.2.2 Letter from Town of Pouch Cove to Chester King regarding severing land into the jurisdiction of Bauline. The letter was reviewed by council and the positive cooperation of the town of Pouch Cove was noted.

4.2.3 INFO Note with order forms for Ballot Boxes and Privacy Screens. After review of the correspondence the Town Manager was directed to order 2 ballot boxes and 2 privacy screens in anticipation of the upcoming municipal elections.

4.2.4 Purple Day for Epilepsy and proclamation – 26 March 2013 – upon review of the correspondence and enclosed proclamation, Mayor C. Dredge supported and signed the proclamation to hold 26 March 2013 as a day of Epilepsy Awareness within the town of Bauline. He encouraged all members of council and residents to wear purple on that day.

5.0 NEW BUSINESS

5.1 Report from Town Clerk/Manager

- 5.1.1 IT Equipment. The Town Manager reported that the purchase of a laptop, projector, projector screen and uninterruptable power supply has been completed.
- 5.1.2 Animal Control – The Town Manager reported that the CAO of Torbay is in the process of drafting a six month trial contract with the town of Bauline. After further discussion:

Councillor J. King moved that the Town of Bauline adopt the following Acts and Regulations:

- The Animal Health and Protection Act 32/12 (SNL2010 cA-9.1 May 2/12); and
- The Animal Health and Protection Regulations;
 - 33/12 - Animal Health Regulations,
 - 34/12 – Animal Health and Protection Ticket Offences Regulations,
 - 35/12 – Animal Protection Regulations,
 - 36/12 – Animal Protection Standards Regulations,
 - 37/12 – Animal Reportable Diseases Regulations,
 - 38/12 – Fur Farming Regulations,
 - 39/12 – Newfoundland Pony Regulations,
 - 40/12 – Newfoundland Pony Designation Order 2012, and
 - 41/12 – Nuisance Animals Regulations.

Seconded by Councillor M. LeGrow
all in favour.

Motion **CARRIED**

- 5.1.3 Website – Although the Towns Website is up and running, it is still considered under construction. Amendments proposed by the Mayor and Town Manager have been sent to Blue River Media (BRM) for incorporation into the design of the website and they are currently updating the design. The Mayor and Town Manager are scheduled to meet with BRM on Monday 18 March 2013.
- 5.1.4 URock Volunteer Nomination – The Town Manager informed council that the nominations for Jason Birmingham and Marlaine King have been submitted to the URock Volunteer committee.
- 5.1.5 Scheduled Maintenance days – The Town Manager informed council that the next maintenance day will be Friday 22 March 2013 where the Town Manager will be performing maintenance within the town.
- 5.1.6 MNL Regional Meeting 15-16 March 2013 – The Town Manager informed council that he will be attending the MNL Conference from Friday 15 March to Saturday 16 March 2013. The office will be closed early on 15 March in order to prepare for the conference.
- 5.1.7 Water Operators Workshop 25-28 March 2013 – The Town Manager informed council that he will be attending the Water Operators Workshop in Gander 25-28 March 2013. The office will close early on Monday 25 March in order to drive to Gander for the commencement of the workshop, and will not re-open until Friday 29 March. However, e-mails and phone messages will be monitored.

- 5.1.8 Quarterly Report - The Town Manager delivered a 2013 first quarter report to council. He reported on the budget, correspondence, maintenance, bank deposits and employee pay and leave.
- 5.2 Water Update - The Town Manager informed council that between Monday 4 March 2013 and Thursday 7 March 2013 there were two water leaks discovered and successfully repaired within the water distribution system. He recommended that the use of magnetic tape and crushed stone be used in future repairs to clearly define, mark and protect water lines. This would facilitate faster and more efficient repairs. Council agreed and the Town Manager will investigate the cost associated.
- 5.3 Canada Day & 25 Anniversary celebrations - Council has commenced looking into the activities surrounding the 25th Anniversary of the incorporation of the town of Bauline in conjunction with Canada Day celebrations. The Town Manager has been directed to start booking sought after items such as tents, bouncy castles, portable latrines etc in anticipation of the upcoming events. As well the Town Manager is to investigate promotional items for the events and start a Main Events List (MEL) of activities surrounding the joint celebrations.
- 5.4 Assessment Appeal Board – The Town Manager informed council that Mr. Tom Strickland has accepted the appointment as commissioner of the Assessment Appeal Board. The appeal board will sit on 4 April 2013, commencing at 10:30 am in the town office location.
- 5.5 Town Clean-up (Spring, Fall) – The Town Manager informed council that Around the Bay Disposal has agreed to two periods of clean-up; Spring and Fall. 6-7 May 2013 will be the Spring Clean-up and 4-5 November 2013 will be the Fall Clean-up. The Mayor identified 6 May as the Town Clean Up Day and requested that notices go out. Activities surrounding the Clean-up days will be discussed and promulgated at a later date.
- 5.6 Area Development Concept Plan – After reviewing the quote provided by Hatch Mott MacDonald to produce development plans within the town of Bauline, council decided that funds were not available within this year's budget. Council did go on to direct that this item be reviewed and if possible be incorporated into next year's budget.

6.0 OLD BUSINESS

6.1 Town Hall / Memorial Park - Capital Works Project 11057 – update

6.1.2 Capital Investment Plan and Signage for Gas Tax Projects

Upon review of the costs of energy efficient items to be installed in the new Town Hall:

Councillor M. LeGrow moved to **RESCIND** her motion of 31 January 2013 item 6.2 where she was moved to expend the \$135,148.91 remaining gas tax allocations up to and including 31 March 2014 on the following projects: \$80,000.00 to be allotted to energy efficient items and materials in the construction of the new Town Hall, including a heat pump and

Aragon windows and doors. \$1000.00 to be allotted to erect signage in accordance with the gas tax secretariat signage policy and the remaining \$54,148.91 be allocated to upgrading the Towns Water Distribution System.

As seconder to the original motion, Deputy Mayor C. LeGrow secretarially agreed to rescind the motion.

Councillor J. King Seconded the motion to rescind.
All in favour.

Motion **CARRIED**

Councillor M. LeGrow moved to **EXPEND** the \$135,148.91 remaining gas tax allocations up to and including 31 March 2014 on the following projects: \$100,000.00 to be allotted to energy efficient items and materials in the construction of the new Town Hall, including a heat pump and Aragon windows and doors. \$1000.00 to be allotted to erect signage in accordance with the gas tax secretariat signage policy and the remaining \$34,148.91 be allocated to installing an alternate power supply and uninterruptable power source to the Towns Water Supply and Distribution System.

Councillor J. King Seconded the motion
All in favour.

Motion **CARRIED**

- 6.1.2 Well Drilling – The Town Manager informed Council that the well for the New Town Hall is complete, the contractor had to drill to 380 feet to get 73 gal/min.
- 6.1.3 Site Work Contract – The Town Manager informed Council that the Site Work Contract has been requested to be delayed an additional 60 days to 6 May 2013.
- 6.2 Wetland Stewardship – The Wetland Stewardship Public Hearing will be re-scheduled once the commissioner, Mrs. Charmaine Barney, has confirmed her schedule.
- 6.3 Old Town Hall Site
 - 6.3.1 Removal Options – The Town Manager informed Council that discussions with several fire departments are still ongoing regarding the removal of the old Town Hall. In addition demolition firms have been engaged who has informed him that an Environmental / Hazardous Material assessment must be carried out prior to any demolition. The cost of removing a building with HAZMAT in it significantly increased the cost. Further investigation and reports to council is warranted.
 - 6.3.2 Environmental Assessment proposal – After discussion with demolition firms, the Town Manager engaged John Lewis to provide a quote to carry out an Environmental / Hazardous Material assessment. The quote was reviewed by council who has decided to defer any decision until further investigation has been carried out regarding additional options for the Old Town Hall.

7.0 FINANCES

7.1 Financial Statement

Councillor M. LeGrow moved to **ACCEPT** the Financial Statement as presented

Seconded by Councillor R. King
All in favour.

Motion **CARRIED**

7.2 Outstanding Payables

Councillor M. LeGrow moved to **PAY** the outstanding payables as presented.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

7.3 Administrative Write-Offs – Upon review of the Auditor, an amount of \$19,964.28 in administrative adjustments concerning 14 accounts were presented to council. After review, explanations by the Town Manager and discussion:

Councillor M. LeGrow moved to **WRITE-OFF** a credit to receivables in the amount of \$19,964.28 in administrative adjustments from account 4010 Property Tax as presented by the Town Manager.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

7.4 2012 Consolidated Financial Statement review and signing

Upon review of the 2012 Consolidated Financial Statement:

Councillor R. King moved to **ACCEPT** the audited Consolidated Financial Statement for the year ended December 31, 2012 as presented by Gregory Stokes, CA.

Seconded by Councillor M. LeGrow
All in favour.

Motion **CARRIED**

As the consolidated financial statements were accepted as presented, the Mayor, Town Manager and Council Member signed the documents for dissemination to Municipal Affairs.

8.0 COMMITTEE REPORTS

There were no committee reports presented to council.

9.0 NEXT GENERAL MEETING

The Mayor scheduled the next Town Council meeting for **3 April 2013 at 7:00 pm.**

10.0 ADJOURNMENT

Councillor J. King moved to **ADJOURN** the Town Council Meeting of 20 February 2013.

Seconded by Councillor R. King
All in Favour

Motion **CARRIED**

There being no further business, the meeting was adjourned by the Mayor at **10:17 pm**

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Clerk/Manager
Town of Bauline