

TOWN OF BAULINE

MINUTES OF REGULAR MEETING HELD AT 1311 BAULINE LINE 1 MAY 2013

PRESENT

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

REGRETS

Councillor Rita King

PUBLIC IN ATTENDANCE

NIL

1.0 CALL TO ORDER

Mayor C. Dredge called the meeting to order at 7:00 pm.

2.0 ADOPT AGENDA

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

Seconded by Deputy Mayor C. LeGrow
All in favour.

Motion **CARRIED**

3.0 ADOPTION of MINUTES

3.1 Minutes of 10 April 2013

Councillor M. LeGrow moved to **ADOPT** the minutes of 10 April 2013 as presented.

Seconded by Deputy Mayor C. LeGrow
All in favour.

Motion **CARRIED**

As the minutes of 10 April 2013 have been adopted by Council, The Mayor and Town Manager signed the original copy of the minutes.

3.2 Business Arising From Minutes

There were no business items arising from previous minutes discussed.

4.0 APPLICATIONS AND CORRESPONDENCE

4.1 Applications

4.1.1 Development Application – Accessory Building
Desmond Whalen – 1257 Bauline Line

A review of the recent Development Regulations Amendment number 1, 2012 was conducted. Under the new Schedule C paragraph 2 sub-paragraph (c) council exercised its discretionary authority in relation to the dimensions of the accessory building. A discussion arose concerning paragraph 38(1) of the Town of Bauline Development Regulations stating:

“Accessory Buildings shall be clearly incidental and complementary to the use of the main building in character, use and size, and shall be contained on the same lot.”

It was reiterated that this policy was deliberately injected into the development regulations to ensure lots could not be sold for the sole purpose of storage which could detract from the neighboring properties.

Deputy Mayor C. LeGrow moved to **APPROVE IN PRINCIPLE** the application to construct an accessory building at 1257 Bauline Line as presented by Desmond Whalen. Prior to the issuance of the development permit, Mr. Whalen is to ensure his two adjacent properties are surveyed and combined as one property. He must also 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 and Development Regulations 2007-2017.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

4.1.2 Development Application – Accessory Building
Daphne Casey – 77 Pouch Cove Line

Councillor J. King moved to **APPROVE IN PRINCIPLE** the application to construct an accessory building at 77 Pouch Cove Line as presented by Daphne Casey. Prior to the issuance of the development permit, Ms. Casey 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 and Development Regulations 2007-2017.

Seconded by Deputy Mayor C. LeGrow
All in favour.

Motion **CARRIED**

4.1.3 Development Application – Accessory Building –
Aaron Tilley – 1377 Bauline Line (Option A and Option B)

A discussion arose concerning paragraph 38(1) of the Town of Bauline Development Regulations stating:

“Accessory Buildings shall be clearly incidental and complementary to the use of the main building in character, use and size, and shall be contained on the same lot.”

It was reiterated that this policy was deliberately injected into the development regulations to ensure lots could not be sold for the sole purpose of storage which could detract from the neighboring properties.

A second discussion arose concerning paragraph 38(2) of the Town of Bauline Development Regulations stating:

“No accessory building or part thereof shall project in front of any building line.”

Afterwhich:

Councillor M. LeGrow moved to **APPROVE IN PRINCIPLE** the “Option B” application to construct an accessory building at 1377 Bauline Line with a setback equal to the building setback of the existing residence of Aaron Tilley. Prior to the issuance of the development permit, Mr. Tilley is to ensure his two adjacent properties are surveyed and combined as one property. He must also 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 and Development Regulations 2007-2017.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

4.1.4 Development Application – Luxury Cabin / Residence
AKS Development – Bauline Line

With previous approval for AKS Development to rezone the property that is requested to be developed (item 4.1.2, 9 January 2013 Council Meeting), the Land Use Division of Municipal Affairs was engaged. They informed council that the town was not in a position to issue a development permit until the amendment was complete and brought into legal effect.

Councillor M. LeGrow moved to **NOT APPROVE** the application to construct a Luxury Cabin / Residence adjacent to the property of Mr. Auchinleck as presented by AKS Development.

Seconded by Deputy Mayor C. LeGrow
All in favour.

Motion **CARRIED**

4.1.4.1 Access route discussion - use and standard

At the request of AKS Development, a discussion arose concerning the emergency access route in the area being re-zoned by AKS Development from Commercial Tourism to Residential Infill. The Town Manager is currently researching what other municipalities are undertaking with regards to this matter. He will continue to investigate and report back to council.

4.1.5 Development Application – 4 Building Lots
Gordon Chaytor – Bauline Line

Upon review of the application:

Councillor J. King moved to **APPROVE IN PRINCIPLE** the application to develop 4 building lots on Bauline Line as presented by Gordon Chaytor. Prior to the issuance of the development permits, Mr. Chaytor is to meet all regulations and criteria for each lot development and have 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 M. LeGrow
All in favour.

Motion **CARRIED**

COUNCILLOR J. KING DECLARED A CONFLICT OF INTEREST AND LEFT THE BUILDING.

4.1.6 Development Application – Extension to existing house (Porch)
Jacob King – 1314 Bauline Line

Upon review of the application.

Deputy Mayor C. LeGrow moved to **APPROVE IN PRINCIPLE** the application to extend the premises at 1314 Bauline Line as presented by Jacob King. Prior to the issuance of the development permit, Mr. King 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 and Development Regulations 2007-2017.

Seconded by Councillor M. LeGrow
All in favour.

Motion **CARRIED**

COUNCILLOR J. KING WAS RECALLED TO THE MEETING.

4.1.7 Development Application – Accessory Building
John & Judy Pynn – 1014 Bauline Line

Upon review of the application:

Councillor M. LeGrow moved to **APPROVE IN PRINCIPLE** the application to construct an accessory building at 1014 Bauline Line as presented by John Pynn. Prior to the issuance of the development permit, Mr. Pynn 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 and Development Regulations 2007-2017.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

4.1.8 Development Application – Accessory Building
Marven Whalen – 1144 Bauline Line

Upon review of the application it was noted that Marven Whalen was denied constructing an accessory building on this property at a council meeting 13 Sep 2012 until the house (approved same date) was shelled in. The house is now well under construction and after discussion:

Councillor M. LeGrow moved to **APPROVE IN PRINCIPLE** the application to construct an accessory building at 1144 Bauline Line as presented by Marven Whalen. Prior to the issuance of the development permit, Mr. Whalen 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 and Development Regulations 2007-2017.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

4.2 Correspondence

4.2.1 Town of Portugal Cove, St. Phillips – Proposed amendment to the St. John's Urban Region Regional Plan – The proposed amendment was reviewed by council with no objection raised.

4.2.2 Training and Professional Development Opportunities – 2013 – the Training and Professional Development opportunities were reviewed by council.

4.2.3 Tidy Town Judges Wanted – The call for judges was reviewed by council and it was noted that this correspondence was displayed on the Town's website.

- 4.2.4 Children's Wish Foundation – Run the Rock 2013 event – This event was reviewed by council.
- 4.2.5 Special Assistance Grant Project # SA12-193 – This letter announced a special assistance grant in the amount of \$400.00 to defray the cost of the Town Manager attending a Water Operator's workshop.

5.0 NEW BUSINESS

- 5.1.2 Animal Control – The Town Manager reported that negotiations and conversations were still ongoing with the Town of Torbay regarding a Animal Control Officer contract.
- 5.1.3 Website – The Town Manager reported that the town website is starting to get populated with information and updates are ongoing.
- 5.1.4 Scheduled Maintenance day – The Town Manager reported that during the last maintenance day the following was achieved:
- the sign pole and sign straightened and installed for SEAVIEW LANE;
 - all the storm drains inspected;
 - road maintenance carried out on Main Street;
 - he dismantled and cleaned the entire chlorine pump system;
 - he organized and cleaned the small shed, and
 - had the BBQ propane bottle filled

The next scheduled Maintenance Day would be Friday 10 May 2013. He is planning on working on the roof of the pump house, town signage and office maintenance if time permits. The Mayor requested that the Town Manager look into removing the posts around the old War Memorial Site on Main Street as well.

- 5.1.5 Playground Equipment – The playground equipment designed by Henderson Recreation Equipment Ltd. was presented to council by the Town Manager. Upon review and discussion of the project and price quotes, council directed the Town Manger to proceed. It was noted that there was still an installation quote to follow that would be reviewed at the next council meeting.
- 5.2 Water Update – The Town Manager reported that all was going well regarding the towns water supply and distribution system. He informed council that he would be receiving additional instruction in water testing on Monday 6 May 203. He also informed council that he is planning on procuring a second set of hoses and valves for the water chlorination system.

5.3 MNL Symposium – Gander 9-11 May 2013 – Confirmation was given that the Mayor was registered to attend the subject symposium.

5.4 Canada Day and 25th Anniversary of Town's Incorporation

5.4.1 Contract with Sky High Amassments – The Town Manager confirmed that the contract with Sky High Amusements was signed. Unfortunately, the Provision of Services to civilian organizations by the military could not be confirmed and tents for the event would have to be rented. A discussion arose and the Town Manager was directed to rent two tents. One for the day activities at Duck Pond and the other for the proposed evening activities near the wharf. The Town Manager was also requested to liaise with the Harbour Authority to coordinate approval.

5.4.2 Promotional Pins – The Town Manager informed council that 1000 pins are being produced.

5.4.3 Entertainment – A discussion arose concerning the entertainment. Performers are requested for two periods. The first would be 1:00 to 4:00 pm and the second would be from 7:00 to 10:00 pm. There are two quotes so far and the Town Manager was requested to further investigate and get report back to council.

5.4.4 Main Events List -

A proposed Main Events List for the Canada Day and 25th Anniversary activities are as follows: (to be defined and expanded upon)

10:45 am	Welcome
11:00 am	Raising of Flag by Henry King
12:00 am	Kids Bike Ride to Duck Pond
12:00 – 4:00 pm	Activities, Bouncy Castle and games
12:30 pm	BBQ
1:00 pm	Live Entertainment
4:00 pm	Adult Motorcycle parade throughout community
6:00 pm	gather at Wharf
7:00 pm	Live entertainment
10:00 pm	Fireworks
10:30 pm	Closing remarks

5.5 2013 Municipal Elections

5.5.1 CRITICAL DATES:

24 Jul or earlier	Compile Voters List.
24 Aug	Voting List must be completed.
27 Aug – 3 Sep	a one day 8:00 to 8:00 nomination day (specific date to be determined and promulgated).
28 Aug (earliest) – 10 Sep (Latest)	post list of nominees in two places in town and local paper (flyer, Web).
10 Sep – 21 Sep Inclusive	Advance Poling (specific date to be determined and promulgated).
23 Sep	Last Day to swear in Election Officials, Candidates and Agents and for impeditive voters to apply.
24 Sep	Election Day – Polls open at 8:00 am and close at 8:00 pm
25 – 27 Sep	Request for recount period. Not more than 3 days after the election.
25 Sep (Earliest) – 30 Sep (Latest)	Recounts must commence not more than 3 days after receiving the request.
1 Oct	Returning Officer sends Election Report.
8 Oct	Last Day to have new Councillors sworn in.
24 Oct	Election Documents are destroyed UNLESS there is a legal challenge.
23 Dec	Councillors have 90 days to file Oath or Affirmation of Campaign Contributions Disclosure.

5.5.2 Pre-Election Administration and decisions – upon discussion, council decided on the following pre-election matters;

- All candidates will be elected at large with the status quo for Mayor Selection;
- The number of councillors will not change for this upcoming election;
- Election Officials will consist of a Returning Officer and a Poling Clerk with one polling station located at the Town Hall 1311 Bauline Line;
- There will be a one day, 12 hour nomination of candidates period at a date and time to be determined and announced;
- There will be an advanced poll, date and time to be announced;
- Election notifications concerning the upcoming elections will commence the first week of June.

After discussion:

Deputy Mayor C. LeGrow moved to **APPOINT** the Town Manager, Craig Drover as the Returning Officer for the 2013 municipal elections.

Seconded by Councillor M. LeGrow
All in favour.

Motion **CARRIED**

- 5.6 Spring Clean Up – 4-7 May – The Town Manager informed council that all was in order to proceed with the Spring Clean-Up kick-off event 4 May 2013 and that Around the Bay Disposal confirmed that they were prepared for the community collection on 6 and 7 May 2013.
- 5.7 Heart & Stroke Foundation – Mayor’s March – 10-16 June 2013

The Mayor’s March for the Heart Disease and Stroke (Walk the Hill Event) will take place **10 June 2013** with an alternate date of 11 June 2013. Participants will meet on the Wharf in appropriate walking attire at **6:30 pm** and “**Walk the Hill**” to the Town Office. Transportation back to the wharf will be provided at the end of the event. Participants may simply walk for the enjoyment, or they may wish to gather pledges. Those participants who raise \$25.00 or more will receive a Heart and Stroke Foundation T-shirt. To register for the event in order to receive pledge sheets and your T-Shirt, please contact Craig Drover at the contact information provided at the bottom of this flyer. Registration deadline is **10 May 2013**.

- 5.8 Watershed Zone – It has been confirmed by the Water Resources Division of Municipal Affairs that the Watershed Zone currently on the planning map was repealed in 2009. In order to have it permanently removed from the planning map it has to proceed through an amendment process.
- 5.9 Brush cutting and signage for Emergency Water Supply areas – After discussion concerning the emergency water source locations, and the need to identify them to the Fire and Emergency Services:

Deputy Mayor C. LeGrow moved to **EXPEND** \$575.00 to produce twelve FIRE SERVICES EMERGENCY WATER SOURCE signs.

Seconded by Councillor M. LeGrow
All in favour.

Motion **CARRIED**

- 5.10 National Building Code – A discussion arose concerning the need to adopt the National Building Code as a standard within the municipality. The following was moved and will be incorporated into the Municipal Policy and Procedure Manual as well as an excerpt added to issued municipal permits related to construction:

Councillor J. King moved to **ADOPT** the National Building Code in accordance with subsection 414(3) of the Municipalities Act, 1999..

Seconded by Councillor M. LeGrow
All in favour.

Motion **CARRIED**

Councillor C. LeGrow moved to **ANNOUNCE and CONFIRM** that the responsibility for compliance with the National Building Code regulations rests with the home owner and/or developer/contractor.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

- 5.11 Municipal Business Applications – A review of the proposed Municipal Business Applications was conducted by council. Amendment to the documents were proposed and agreed upon, after which:

Councillor M. LeGrow moved to **ADOPT** the Municipal Business Applications with proposed changes and that these documents be incorporated into the Municipal Policy and Procedure Manual.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

- 5.12 Student Employment Program (Level I, II, III Students) – After discussion:

Deputy Mayor C. LeGrow moved to **EMPLOY** two (2) summer students for the eight (8) week period 30 June 2013 to 24 August 2013 inclusive as labourers under the Employment and Youth Services Division program.

Seconded by Councillor M. LeGrow
All in favour.

Motion **CARRIED**

6.0 OLD BUSINESS

6.2 Wetland Stewardship

The Town Manager informed Council that he had been in contact with Charmaine Barney and that she could provide material for the town to proceed with a Wetland Stewardship Public Hearing without representation from her department. After discussion:

Councillor M. LeGrow moved to **SCHEDULE** a public hearing for the sole purpose of Wetland Stewardship discussion with the Town and to **APPOINT** Mayor Christopher Dredge as the hearing chairperson. The public hearing should be scheduled for 29 May 2013 at 7:00 pm in the Bauline United Church

Seconded by Deputy Mayor C. LeGrow
All in favour.

Motion **CARRIED**

6.3 Old Town Hall Site

6.3.1 HAZMAT Assessment – 17 April 2013

After unanimous secretarial approval 15 April 2013, A HAZMAT assessment was conducted on the old Town Hall site 17 April 2013 by Davis Industrial Hygiene. It was attended by the Deputy Mayor. Draft Results were received and were reviewed by council. The Town Manager is to further investigate the cost of repairing the roof.

With that said, to ratify the secretarial approval to conduct the assessment:

Deputy Mayor C. LeGrow moved to **APPROVE** a Hazardous Material Assessment of the Old Town Hall be carried out by Davis Industrial Hygiene Consulting Inc. as quoted 10 April 2013.

Seconded by Councillor M. LeGrow
All in favour.

Motion **CARRIED**

6.4 Amendments

6.4.1 AMENDMENT # 2

The Town Manager informed council that he had a discussion with Mr. Chaytor, who indicated that the Ground Water Assessment was complete and to the best of his knowledge sent to the Water Resource Division of Municipal Affairs.

6.4.2 AMENDMENT # 3

Sixteen letters drafted by the Town Manager were reviewed by council and signed by the Mayor. They are to be distributed to the communities of the Avalon Region.

6.4.3 AMENDMENT # 4

A letter drafted by the Town Manager was reviewed by council and signed by the Mayor. The letter is to be sent to the Minister of Municipal Affairs.

7.0 FINANCES

7.1 Financial Statement

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

Seconded by Councillor M. LeGrow
All in favour.

Motion **CARRIED**

7.2 Outstanding Payables

Deputy Mayor C. LeGrow moved to **PAY** the outstanding payables as presented.

Seconded by Councillor M. LeGrow
All in favour.

Motion **CARRIED**

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 22 May 2013 at 7:00 pm.

10.0 ADJOURNMENT

Councillor M. LeGrow moved to **ADJOURN** the Town Council Meeting of 1 May 2013.

Seconded by Councillor R. King
All in Favour

Motion **CARRIED**

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

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Clerk/Manager
Town of Bauline