

TOWN OF BAULINE

MINUTES OF REGULAR COUNCIL MEETING HELD AT 1311 BAULINE LINE 21 MAY 2015

PRESENT

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

REGRETS

Councillor Jason King
Maint Supr Terry Hillier

PUBLIC IN ATTENDANCE

Mr. Joe Craig
Mr. Randy Murphy (ECT)
Ms. Madelein Florent (ECT)
Ms. Geralyn Christmas (ECT)
Mr. Jason King (Fusion Ind)

1.0 CALL TO ORDER

Mayor Christopher Dredge called the meeting to order at **7:25 pm**.

2.0 ADOPT AGENDA

Upon Review of the Agenda, the Town Manager requested that item "5.1.3 Todd Hussey – Development Application, accessory building"; be added.

MOTION 066 / 2015

*Councillor Craig LeGrow moved to **ADOPT** the agenda with the addition of item 5.1.3 as requested.*

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

*Motion **CARRIED***

3.0 ADOPT PREVIOUS MINUTES

Upon review of the 30 April 2015 minutes:

MOTION 067 / 2015

*Councillor Carol King moved to **ADOPT** the minutes of 30 April 2015 as presented.*

*Seconded by Councillor Craig LeGrow
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

4.1 East Coast Trail Presentation.

Mayor Christopher Dredge welcomed the East Coast Trail representatives and requested that they proceed with their presentation.

Mr. Randy Murphy thanked his worship and council for the opportunity to speak/discuss. He proceeded to give a presentation aimed at opening a dialogue with the Town regarding the sustainability of the East Coast Trail and the need to work together. He briefed council on the current status of the trail. He reported on the 2013 East Coast Trail Survey and Economic Assessment which indicates significant economic and recreational benefits to communities and the province. Mr. Murphy went on to explain their focus on sustainability and the challenges that lay ahead. He continued to explain that there is a need for a more formal relationship between the community and the East Coast Trail. He requested that the Town of Bauline and the East Coast Trail Association (ECTA) enter into a Memorandum of Understanding (MOU).

The Objectives of a MOU would be:

- Build a relationship between the ECTA and the town that would be beneficial to both;
- Define the respective roles and responsibilities and how both stakeholders could work together;
- Support hiking in communities as both a recreational and tourism asset;
- Promote the trail to visitors and residents;
- Embrace the trail as a valuable resource to be protected and celebrated;
- Identify key roles of the town regarding land use planning and the Municipal Plan;
- Town support regarding the maintenance challenge and costs
- Importance of cooperation, consultation and communications between ECTA and the Town.

Mayor Christopher Dredge Thanked Mr. Murphy and the East Coast Trail representatives for their presentation, and indicated that council would review the material provided and respond in the near future.

Mr. Murphy thanked council for the opportunity to present on behalf of the ECTA and they departed.

4.2 Jason King Presentation Bauline Line Extension (Fusion Holdings Ltd.)

Mayor Christopher Dredge welcomed Mr. Jason King of Fusion Holding Limited and requested that he proceed with this presentation.

Mr. King thanked council for the opportunity to discuss his proposal with Council.

Mr. King explained to council that he has an agricultural lease that extends on both sides of Bauline Line Extension that is currently used for the farming of sod. He presented a letter indicating that the portion on the South side of the road has been deemed not viable for further sod farming. His proposal to council is to return the agricultural lease back to the Crown Lands division and apply for it as a residential plot of land. His intent is to purchase the entire agricultural lease on the south side of the road and to sell the six (6) lots that front onto Bauline Line extension as residential lots; most likely to a developer. The remaining acreage beyond the 200 foot rear lot lines, he would sow with white clover and convey this back to the town for use as a green space.

After some discussion, it was confirmed that the front 200 feet of the proposed property, which includes the suggested 6 lots, are currently located in a Residential Infill (RI) zone which meets the criteria for residential development.

Mayor Christopher Dredge thanked Mr. King for his proposal and for the offer of a green space in that area. He informed Mr. King that his *Municipal Recommendation Form for Crown Land Applications* will be tabled later in the meeting at item 5.1.2.

Mr. King thanked Council.

4.3 Charities Spreadsheet

The Town Manager informed council that the Charities Spreadsheet requested at the last Council Meeting was a work in progress and he was not prepared to present at this time. Deputy Mayor Colin LeGrow requested that the Town Manager canvass other communities to determine if they have a policy regarding charitable donations, for presentation at the next Council meeting.

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

The Town Manager informed Council that site construction continues to be on pace with the timelines. There has been a recent issue concerning the Electrical/Mechanical room that has required several meetings with engineers, contractors, Town Staff and tradesmen. A viable solution has been found, that should not cause additional Change Orders. He went on to inform Council that drywall started this week as scheduled, plastering should start next week. Site work and the septic system should start the week after that.

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

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 Melvin Hibbs – Sunroom extension to 1319 Bauline Line

Upon review of the application:

MOTION 068 / 2015

*Councillor Craig LeGrow moved to **APPROVE IN PRINCIPLE** the development application of Melvin Hibbs to construct a sunroom/porch addition to his existing residence at 1319 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 Carol King
All in favour.*

*Motion **CARRIED***

5.1.2 Fusion Holdings Ltd – Crown land application and Development on Bauline Line Extension

Upon review of the Municipal Application and Recommendation form for Crown Lands, and Mr. King's earlier presentation:

MOTION 069 / 2015

*Councillor Craig LeGrow moved to **SUPPORT** Mr. Jason King's Municipal application and recommendation form for Crown Land on the Bauline Line Extension as presented.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

Once the application process for crown lands is complete by Fusion Holding Ltd; it is understood that the Town and Mr. King will sit down to formalize the transfer/conveyance of the green space.

Mr. King thanked council once again for his opportunity to present his proposal and departed.

5.1.2 Todd Hussey – Accessory Building – 986 Bauline Line

Upon review of the application:

MOTION 070 / 2015

*Councillor Craig LeGrow moved to **APPROVE IN PRINCIPLE** the development application of Todd Hussey to construct an accessory building at 986 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 Deputy Mayor Colin LeGrow
All in favour.*

*Motion **CARRIED***

5.2 **CORRESPONDENCE**

- 5.2.1 Municipal Assessment Agency – Clar Simmons Scholarship Award.
Council reviewed this scholarship that may be awarded to any child, grandchild or ward of a municipal council member or employee of a community who meets the criteria. At this time there were no eligible candidates.
- 5.2.2 Royal Canadian Legion – Military Service Recognition Book
Council reviewed this fundraising item for the Military Service Recognition Book entitled “*Lest We Forget*”. There are also application forms to have vets entered in the book with their photos and information. Council directed the Town Manager to send this information out to the residents to determine if anyone would like to submit a war veteran for publication in this book. The fundraising portion of this item was deferred to the next council meeting.

5.2.3 The Monarchist League of Canada – Celebrating the Queen’s Reign

Council reviewed this request for the town to 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. Upon discussion, Council decided to defer this item to the next Council meeting.

5.2.4 Chris Palmer – Management of New Town Hall

Council reviewed an e-mail submitted by Mr. Chris Palmer requesting a meeting to sit down and discuss possible catering and facility management options that his company ISLANDS NORTH could provide. After some discussion and consideration, Council indicated that the soon to be Community Committee, along with Council and Town Staff will be responsible for the management/operation of the new Community Centre until it is established and a needs analysis is conducted. They indicated that they will keep Mr. Palmer’s request in mind in the event an external management company is required.

5.2.5 A resident who did not wish to be identified – request re-routing of vehicle traffic on Pouch Cove Line

Council reviewed the correspondence submitted recommending that the town solicit the Town of Torbay to change the signs on the bypass and in Torbay which direct traffic to Marine Park through Bauline. The individual recommended re-routing them through Pouch Cove, as Marine Drive Park is in Pouch Cove. The individual was present and the Mayor invited him to comment on the matter. A discussion arose regarding speeding vehicles on Pouch Cove Line as well as increased litter due to the increased traffic. Council indicated that having the Department of Highways change a route sign for a longer commute may not be feasible, but requested that the Town Manager look into the matter. Council also requested that the Town Manager research getting “Do Not Litter” signs to install on Pouch Cove Line.

The resident thanked Council for consideration of his proposal and departed.

5.2.6 Portugal Cove-St. Phillips – Proposed Amendment

Council reviewed the Town of Portugal Cove-St. Phillips Amendment # 1 2015 to their Municipal Plan and Development Regulations, changing Agriculture to Residential, east of Windsor Heights, Portugal Cove Road.

5.2.7 508 Caribou Royal Canadian Air Cadet Squadron

Council reviewed the Mayor's invitation to attend and be the Reviewing Officer for the 508 Royal Canadian Air Cadets Squadron's 66th Annual Ceremonial Review on Sunday, 31 May 2015 at 1300 hrs. The Mayor indicated that this event is open to the public and invited council to attend.

5.2.8 Northeast Avalon Joint Council (NEAJC) – Review document regarding Land Acts Review

As requested by the NEAJC, Council reviewed this document which supports the governing of Crown Lands by municipalities as well supporting the East Coast Trail's Plight of protecting access to coastal properties.

5.2.9 Northeast Avalon Joint Council – Review document regarding Open Air Fire regulations

As requested by the NEAJC, Council reviewed this draft policy regarding open air fire regulations. At this point Deputy Mayor Colin LeGrow requested that the Town Manager contact the Department of Forestry to determine if the Town could hold and issue open fire permits from the Town Office.

6.0 NEW BUSINESS

6.1 Report from Town Manager

6.1.1 TELUS Meeting – The Town Manager informed council that he met with Jacqui Dupont, a representative from TELUS to carry on the discussion of extending the wireless coverage in the community. Ms. Dupont recommended that the initial step should be a letter being sent to the CWTA. If CWTA supports the request then service providers such as TELUS, Rogers or Bell will be engaged to provide the service. Other options regarding boosting cell service within the new building and surrounding area were also discussed. Council directed the Town Manager to draft the letter to CWTA for their review.

6.1.2 E-mails from resident regarding adjacent development – Council reviewed e-mails that were received from Mr. Doug Kavanagh regarding the development adjacent to his property, and the surrounding area. The Town Manager informed Council that he had contacted Mr. Kavanagh and discussed his concern. Information and contacts were provided to Mr. Kavanagh to assist him in his concerns. This matter prompted a discussion regarding other properties within the community. After some discussion, the Town Manager was directed to send letters to several home/land

owners within the community requesting that certain items be removed and some areas be groomed.

6.1.3 Working Hours – Maintenance Supervisor – At the request of a council member earlier this week, the Town Manager briefed Council on the Maintenance Supervisor’s work schedule, how his pay is calculated and how the overtime is administered. After review of the current Maintenance Supervisor’s contract, the budget, and the work required to be completed, it was determined that this position requires a full time staff member. The Town Manager was directed to research the process of converting this into a full time position.

6.1.4 Antique Pump Organ donation. The Town Manager informed council that Ms. Roma Quinton has indicated that she has an old antique pump organ that she is willing to donate to the town. Council thanked Ms. Quinton for her generous offer and requested that the Town Manager contact her to see if she can provide pictures of the item for review.

6.2 Maintenance Report

In the absence of the Maintenance Supervisor, the Town Manager informed council of the following items:

- 25 Tables and 152 chairs have been ordered through Costco for the Bauline Town Hall and Community Centre and should arrive soon,
- Two garbage receptacles have been built and placed in the harbour front quarry location in an effort to reduce the amount of garbage being thrown on the ground in that area. More receptacles will be built for other areas in town.
- The Gas Tax sign has been installed at the New Town Hall location,
- Other signs have been erected throughout town.

6.3 Safety Discussion

In the absence of the safety officer, there was no report submitted.

6.4 Water Update

In the absence of the Maintenance Supervisor, the Town Manager informed council that water quality and quantity remain stable, and there are no signs of leaks.

6.4.1 Wireless alarm system in the pump house

The Town Manager informed Council that he had discussions with a representative from K.D. Pratt regarding a wireless alarm system

installed in the pumphouse. Due to its limited capabilities with regards to the Town's current system, Council decided not to pursue this matter at this time.

6.5 Spring Clean-up

The Town Manager informed Council that the Spring Clean-up is progressing very well. Due to inclement weather the original date for the Community Clean-Up event has been postponed from 9 May to 23 May 2015. It was noted however, that despite inclement weather Saturday 9 May 2015, an estimated 20 volunteers arrived at the town hall by 9:00 am that morning... they enjoyed a cup of coffee and a short discussion.

6.6 Summer Student Program

The Town Manager informed council that in accordance with the special meeting held 21 April 2015; three (3) summer student employees have been applied for through the LaMPSS system. To date the town has received two (2) resumes and two (2) verbal submissions.

6.7 Canada Day

The Town Manager informed council that the Canada Day events coordination is progressing well. He indicated that at the next Council Meeting a Canada Day Volunteer meeting should be scheduled.

6.8 Killick Coast Games

The Town Manager informed council that the Killick Coast Games information has been dispatched to residents, placed on the Town's Website and published in a household flyer.

6.9 Meeting with Matrix Construction

The Mayor requested that a meeting with Derrick Walsh of MATRIX be coordinated in the near future. It should be at the quarry location off Bauline Line Extension. He recommended that Councillor Jason King also attend, as they were the two (along with the Town Manager) who met Mr. Walsh in the past... but it was open to any council member if they wish to attend.

6.10 Community Committee

The following people have submitted their names for the Community Committee:

Craig LeGrow
Colin LeGrow
Terry Hillier
Joanne Whalen
Jennifer Dredge (Bolt)
Mae LeGrow

Doris LeGrow
John King
Jackie LeGrow
Deborah Hynes
Christopher Dredge

A discussion arose and the following items were agreed upon by council:

- In support of the Community Committee, the treasurer's position will be a town Staff that will be paid by the Town of Bauline;
- A draft Terms of Reference will be agreed upon by council prior to being presented to the Community Committee for review and comment;
- A special Council Meeting will be convened Thursday 28 May 2015 to discuss the draft Terms of Reference and any other recommended Community Committee matters;
- The initial Community Council will convene Monday 1 June 2015. Topics of discussion shall include the Terms of Reference review and election of officers.

6.11 Zoning Notices

Deputy Mayor Colin LeGrow recommended that all zoning notices be sent to residents by means in addition to the required public notices in the newspaper. After a short discussion:

MOTION 072 / 2015

*Deputy Mayor Colin LeGrow moved to **PUBLISH** all zoning and rezoning notices on the town's website, send it via the residents' e-mail distribution list and to dispatch it in a household flyer.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

6.12 Municipal Enforcement

A discussion arose regarding the issue of vehicles blocking the boat launch at Duck Pond. This is also considered an Emergency Water source in the event of a fire. Recently, on two separate occasions, known residents have left their vehicles in the launch while they go fishing for extended periods of time. This is contrary to two posted municipal signs in at the boat launch location. This means other people cannot use the launch and if there were a fire in the area, this designated water resource would not be available. It was asked if the town has the authority to ticket or tow vehicles blocking an emergency access area. Although the town itself does not have the authority or means to fine/ticket an offending person, the Town can contact the RNC and request that the vehicle be towed and/or ticketed. This can also be done by any resident of the community. Council directed that the town staff contact the RNC if a vehicle is left unattended in the Duck Pond boat launch.

6.13 Social Media

After some discussion regarding social media, the Deputy Mayor offered to set up and manage an account for both Twitter and Facebook.

MOTION 073 / 2015

*Councillor Carol King moved to **ESTABLISH** municipal social media accounts in particular Facebook and Twitter. In addition a social media policy is required to be drafted, approved and implemented.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

7.0 OLD BUSINESS

7.1 Town Hall / Memorial Park - Capital Works Project 11057
Previously addressed

7.2 Town Trails

The Town Manager informed Council that additional Crown Land applications have been submitted to take in the proposed trails around the New Town Hall Site.

7.3 Playground Equipment

The Town Manager informed council that he has been in contact with Colin Doyle regarding the RONA HENDERSON award. The playground equipment is ordered. Mr. Doyle and the Town Manager are scheduled to meet on site next week (TBD) to look at the construction site.

8.0 FINANCES

8.1 Financial Statement

After review of the Financial Statement by Council;

MOTION 74 / 2015

*Deputy Mayor Colin LeGrow 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 75 / 2015

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

*Seconded by Deputy Mayor Colin LeGrow
All in favour*

*Motion **CARRIED***

8.3 Audited Financial Report

Upon review of the Audited Financial Report by submitted by Gregory Stokes C.A.:

MOTION 76 / 2015

*Deputy Mayor Colin LeGrow moved to **ACCEPT** the 2014 Audited Financial Report as submitted by Gregory Stokes, C.A.*

*Seconded by Councillor Carol King
All in favour*

*Motion **CARRIED***

8.4 Budget Review

The Town Manager presented and reviewed the budget as of 21 May 2015. Other than a few minor adjustments all was in order.

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 – Mayor Christopher Dredge briefed council on the committee's meeting with Dale Jarvis held 14 May 2015 in Bauline. It was an excellent meeting enjoyed by all, which placed the committee on a good footing to proceed with the gathering of information and articles regarding the Town's history and heritage.

9.5 Emergency Response Committee - No report submitted for review.

9.6 Integrated Community Sustainability Plan (ICSP) - Mayor Christopher Dredge briefed Council on the ICSP meeting hosted by Bauline 5 May 2015. He indicated that the ICSP Committee is searching for a new secretary and council was provided with the previous minutes and other ICSP material for review.

- 9.7 Northeast Avalon Joint Council Committee (NEAJC) – Mayor Christopher Dredge informed council that the last NEAJC meeting was scheduled for the previous evening, and unfortunately he was unable to attend.

10.0 TABLE DISCUSSION

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

Councillor Carol King informed council that a resident had approached her and offered to donate a Sculling Orr to the Town to hang in the New Bauline Town Office and Community Centre. The remainder of Council agreed, and asked that Councillor Carol King pass on their gratitude.

The Town Manager informed Council that Mr. Gordon Chaytor may have some issues regarding the 14 lot development on Pouch Cove Line. He indicated that he would keep Council informed of future discussion.

There were no other items of discussion raised.

11.0 NEXT GENERAL MEETING

Mayor Christopher Dredge scheduled the Next General Meeting for **Thursday 11 June 2015 at 7:30 pm.**

12.0 ADJOURNMENT

*Deputy Mayor Colin LeGrow moved to **ADJOURN** the meeting of **21 May 2015***

As there was no further business to discuss, Mayor Christopher Dredge adjourned the meeting at 11:18 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline