

TOWN OF BAULINE

MINUTES OF REGULAR COUNCIL MEETING
HELD AT 1311 BAULINE LINE 22 OCTOBER 2014

PRESENT

Deputy Mayor Colin LeGrow
Councillor Carol King
Councillor Craig LeGrow
Councillor Jason King
Town Manager Craig Drover
Maint Supr Terry Hillier

REGRETS

Mayor Christopher Dredge

PUBLIC IN ATTENDANCE

1.0 CALL TO ORDER

Deputy Mayor Colin LeGrow called the meeting to order at **7:38 pm**.

2.0 ADOPT AGENDA

Upon Review of the Agenda.

MOTION 173 / 2014

*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

Regarding the minutes of the GENERAL COUNCIL MEETING **1 October 2014**

MOTION 174 / 2014

*Councillor Craig LeGrow moved to **ADOPT** the minutes of 1 October 2014 as presented.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

As the minutes of 1 October 2014 have been adopted by Council, The Deputy 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.

In Accordance with item 4.0 of the 25 September 2013 Town Council Minutes, the Deputy 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 of the following points:

- The new septic field location has been approved and percolation tests are scheduled to be carried out 23 October 2014.
- The excavation from the well to the building has been completed and work is being carried out to hook up the well.
- The Mechanical Roof has been poured.
- The remaining floor is scheduled to be poured 23 October 2014.
- Trusses are due to arrive in 1.5 weeks.
- The building is still on schedule to be closed in by the end of November.

A discussion arose concerning the wall and floor finishes. Council indicated they were comfortable with Councillor Jason King taking lead regarding this matter, given his vocation. Councillor Jason King requested that the Town Manager query the Engineers as to the time line that a final decision has to be made regarding the flooring. In addition the Town Manager was requested to approach the Engineers to determine if a pattern floor in the hall portion of the building was still possible.

The Deputy 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 – Kathleen Hourihan 1002 Bauline Line

Upon review of the development application:

MOTION 175 / 2014

*Councillor Craig LeGrow moved to **APPROVE IN PRINCIPLE** the application to construct an accessory building at 1002 Bauline Line as presented by Kathleen Hourihan and Frank Eldershaw. Prior to the issuance of the development permit, Ms. Hourihan and Mr. Eldershaw are 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 Jason King
All in favour.*

*Motion **CARRIED***

5.1.2 CROWN LAND – Glenn Whalen - Bauline Line Extension

Upon review of the Crown Land Application, it was noted that the requested lot was on the apex of a turn. This raised concern however, it was also noted that the Department of Highways and Transportation is required to approve the highway access permit, prior to the crown land application approval. After which:

MOTION 176 / 2014

*Councillor Jason King moved to **SUPPORT** the Municipal Recommendation Form for Crown Land application for a building lot on Bauline Line Extension as presented by Mr. Glenn Whalen.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

5.2 REZONING

5.2.1 Crown Land / Rezoning / Sub-Division Development – Bauline Line Extension – D&P Holdings

Council reviewed the deferred letter and application from D&P Holdings regarding the proposed development of both sides of Bauline Line Extension, with each block approximately 25 acres. They then reviewed the recommendation from the Planning and Development Committee meeting which was held 20 October 2014. After which:

MOTION 177 / 2014

*Councillor Craig LeGrow moved to **NOT SUPPORT** the request to develop a sub-division off the Bauline Line Extension as submitted by D&P Holdings at this time.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

It was noted that one of the recommendation of the Planning and Development Committee was to possibly budget for and engage a consulting firm to produce a town concept plan of that area for future development.

5.3 CORRESPONDENCE

- 5.3.1 Engineering and Infrastructure Branch (MIGA) – Council reviewed the circular regarding the 2015/2016 Municipal Capital Works Program.
- 5.3.2 Engineering and Infrastructure Branch (MIGA) – Council reviewed the circular indicating that the installation of asphalt deadline for the provincial government is 15 October 2014.
- 5.3.3 Ronald McDonald House NL – Upon review of the *Lights of Love Tree* Fundraising Campaign, by the Ronald McDonald House NL, council decided not to participate this year.
- 5.3.4 Municipalities Newfoundland and Labrador (MNL) – Council reviewed the MNL Position Paper on the Municipal Fiscal Framework position.
- 5.3.5 Municipal Assessment Agency – Council reviewed the 2015 Assessment Service Fee of \$7,476.00. It was noted that this is an increase of about \$800.00 from last year and should be reflected in the 2015 budget.
- 5.3.6 Engineering and Infrastructure Branch (MIGA) – Council reviewed the Circular indicating that there is an extension to deadline for Municipal Capital Works applications until 31 October 2014.
- 5.3.7 Government Purchasing Agency – Council reviewed the correspondence regarding Participation in Government Purchasing Agency Contracts. Council agreed to enter into the provincial government's standing agreement regarding Fabric Road Salt/Sand Storage Structures. The Deputy Mayor signed the agreement and requested that Town Manager send the signed agreement to the applicable organization.
- 5.3.8 Cynthia King – Council thanked Mrs. King for the Blueberry coffee they are enjoying at this evenings meeting.

6.0 NEW BUSINESS

6.1 Report from Town Manager

6.1.1 Traffic Control Training – The Town Manger informed council that: The Traffic Control training is scheduled for 22 Nov 14 at Puglivisch. Currently we have the following eight candidates. Terry Hillier, Craig Drover, Bob Whittle, Gary Whittle, Pam Dunn, John King, Craig LeGrow and Geoff LeGrow.

6.1.2 Tax Arrear Letters – The Town Manager informed council that 33 Letters were dispatched last week requesting outstanding taxes be paid. The total amount of outstanding funds requested were: \$48,585.00.

6.1.3 Ultimate Gas Tax Agreement – The Town Manager informed council that the Ultimate Gas Tax Agreement was signed by the provincial government and our copy has been received.

6.1.4 Gas Tax Signage – The Town Manager informed council that the Gas Tax / Economic Action Plan sign has been ordered for the construction of the New Town Hall as required by the Gas Tax Agreement. Once installed, a picture has to be taken and it has to remain with the project file.

6.2 Town Maintenance

The Maintenance Supervisor briefed council on maintenance projects since the last council meeting and on upcoming projects.

6.3 Water Update

The Maintenance Supervisor informed council that the water quality and quantity is good, however he suspects another leak in the water distribution system.

6.3.1 Water Basic Course – 21 October 2014

The Maintenance Supervisor briefed council on his attendance at the Water Basic Course in Clarendville 21 October 2014. He presented council with a number of recommendations regarding leak repair and water distribution practices. One of the items highly recommended was the purchase and installation of a second chlorine pump. After which:

MOTION 178 / 2014

*Councillor Carol King moved to **APPROVE** the purchase and installation of a second chlorine pump and fittings.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

6.4 Safety

As discussed and approved at the last council meeting 1 October 2014; a recurring item on the Agenda will be Safety. This will be an opportunity for staff and council to discuss safety concerns and solutions. This can either be normal day to day activities or in relation to upcoming events. With that said several items regarding “safety” were requested to be established.

6.4.1 Appointment of Safety Officer

MOTION 179 / 2014

*Councillor Craig LeGrow moved to **APPOINT** Terry Hillier as the Town Safety Officer.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

6.4.2 Safety Committee

MOTION 180 / 2014

*Councillor Jason King moved to **ESTABLISH** a Safety Committee as a special committee of council under section 25 of the Municipalities Act 1999, with Deputy Mayor Colin LeGrow as Chair and Councillor Craig LeGrow and Terry Hillier as members.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

6.4.3 Occupational Health & Safety Plan – Draft

The Town Safety Officer presented council with a draft “Town Occupational Health and Safety Plan” for review. Deputy Mayor Colin LeGrow accepted the draft with the intention of reviewing the document prior to the next council meeting.

6.4.4 Safety Training / items

The Safety Officer presented council with a list of safety training that he felt council/staff should attend over the next year or so. He also presented a list of safety supplies/signage that the town should purchase in the near future. After which:

MOTION 181 / 2014

Councillor Carol King moved to APPROVE First Aid training for both staff members and to purchase required safety items such as safety/caution signage and First Aid kits.

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

6.5 Old Town Hall – Update

The Town Manager informed council that the Old Town Hall has been completely removed. The contractor will be back once the ground has settled and dried to level the area and put some grass seed on the site.

6.6 Road Repairs

The Town Manager informed council that paving operations down over the hill has commenced and should be completed by the end of this week. An additional \$5000.00 fund for paving operations was requested through the MHA.

6.7 Bauline Logo Apparel

The Town Manager informed council that he is still working with Imprint Speciality to coordinate a clothing and item order with the Bualine Logo on them.

6.8 Upcoming Events – Update

At this point the chair recommended convening a separate special meeting of council to discuss the following upcoming events:

- Bonfire Night –
- Remembrance Day –
- Christmas Parade –
- Seniors Gift Baskets –
- Volunteer of the Year Award –

The remainder of council agreed and suggested Thursday **30 October 2014 at 7:30 pm** would be an appropriate time. All agreed.

At this point Deputy Mayor Colin LeGrow left the position as Chair.

Councillor Carol King assumed the position as Chair.

Deputy Mayor Colin LeGrow excused himself as he was not feeling well and left the meeting.

6.9 Killick Coast Mayors Meeting – In the absence of the Mayor, this item was deferred until the next council meeting.

7.0 OLD BUSINESS

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

7.2 Amendments

Amendment number four is in the final stage of approval. 8 October 2014 it was sent to the Minister requesting registration. Correspondence with the Planning and Land Use Department 20 October indicated that it should be registered by the end of this week.

7.3 Alternate Power Supply

The Town Manager informed Council that the project continues to evolve. He met with Irving Oil the afternoon of 21 October. They recommend placing four (4), 420 lb propane bottles as a fuel source. The rental for the first one will be about \$100.00 a year the bottle is free and approximately \$10.00 a year per bottle after that. Propane is only purchased as used, but with the size of the generator, it is possible to go through a bottle of propane in about 48 hours of continuous use. The cost to come in and place and set up the bottles is \$641.95, taxes included. After which:

MOTION 182 / 2014

*Councillor Jason King moved to **ENTER INTO A CONTRACT** with Irving Oil to support the establishment of an alternate power supply to the town's water supply and distribution system. As well Councillor Jason King moved to **APPROVE** the expenditure of \$641.95 to install four (4) 420 lb propane bottles at the pump house location as quoted by Irving Oil.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

8.0 FINANCES

8.1 Financial Statement

After review of the Financial Statement by Council;

MOTION 183 / 2014

*Councillor Craig LeGrow 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 184 / 2014

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

*Seconded by Councillor Jason King
All in favour*

*Motion **CARRIED***

9.0 COMMITTEE REPORTS

9.1 Planning and Development Committee – The Planning and Development Report was deferred until the next Council Meeting.

9.2 Recreation Committee - There was no committee report submitted.

9.3 Finance Committee – The Finance Committee Chair gave a verbal report of the Budget Meeting held 14 October 2014.

9.4 History & Heritage Committee – There was no committee report submitted.

9.5 Emergency Response Committee – There was no committee report submitted.

9.6 Integrated Community Sustainability Plan (ICSP) – The Town Manager briefed Council on the regional meeting held in Flatrock 21 October 2014.

9.7 Northeast Avalon Joint Council Committee (NEAJC) – This report was deferred until then next council meeting.

10.0 TABLE DISCUSSION

Councillor Carol King asked the remainder of council if there any other issues, or items they would like to discuss or address at this time. Councillor Jason King commented that during the remaining budget meetings, efforts should be made to keep property taxes should be kept as low as possible. There was no further town business discussed.

11.0 NEXT GENERAL MEETING

Councillor Carol King scheduled the Next General Meeting for **12 November 2014 at 7:30 pm.**

12.0 ADJOURNMENT

*Councillor Craig LeGrow moved to **ADJOURN** the meeting of **22 October 2014.***

As there was no further business to discuss, Councillor Carol King adjourned the meeting at 10:05 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline