

TOWN OF BAULINE

MINUTES OF A REGULAR MEETING HELD AT 1311 BAULINE LINE 23 JULY 2013

PRESENT

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

REGRETS

NIL

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 Councillor R. King
All in favour.

Motion **CARRIED**

3.0 ADOPT the MINUTES

3.1 Minutes of 19 June 2013

Deputy Mayor C. LeGrow moved to **ADOPT** the minutes of 19 June 2013 as presented.

Seconded by Councillor M. LeGrow
All in favour.

Motion **CARRIED**

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– Accessory Building, 69 Pouch Cove Line –
Paul Oates

As this item was approved secretarially 28 June 2013 by council, in order to ratify and record the decision:

Councillor M. LeGrow moved to **APPROVE IN PRINCIPLE** the application to develop an accessory building at 69 Pouch Cove Line as presented by Paul Oates. Prior to the issuance of the development permit, Mr. Oates is to meet all regulations in accordance with the Town of Bauline Municipal Plan and Development Regulations 2007-2017 and have the measurements confirmed by a town official.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

Deputy Mayor C. LeGrow declared a conflict and left the building.

4.1.1 Development– Accessory Building, 1155 Bauline Line –
Colin LeGrow

Upon review of the application:

Councillor J. King moved to utilize councils discretionary authority and **APPROVE IN PRINCIPLE** the application to develop an accessory building at 1155 Bauline Line as presented by Colin LeGrow. Prior to the issuance of the development permit:

- Mr. LeGrow is to provide a detailed sketch/plan of the proposed building;
- The Town Manager is to contact relevant adjacent home owners with the proposed application to determine if they have any comments or concerns;
- Mr. LeGrow is to meet all regulations in accordance with the Town of Bauline Municipal Plan and Development Regulations 2007-2017; and
- Have the measurements confirmed by a town official.

Seconded by Councillor R. King
All in favour.

Motion **CARRIED**

Deputy Mayor C. LeGrow was recalled to the meeting.

4.2 Correspondence

4.2.1 NL Power – rate decrease – The NL Power letters decreasing the rate for the Pump House Account and Old Community Center account were reviewed by council.

4.2.2 Proposed amendment to the St. John's Urban Region Regional Plan by the City of St. John's – The proposed amendment by the City of St. John's to expand the existing quarry in the White Hills areas was reviewed by council.

- 4.2.3 Invitation for the Mayor or representative of Council to attend the Opening Ceremonies of the 2013 Killick Coast Games. This invitation was reviewed by council. The Mayor indicated that he would attend and requested that the Town Manager RSVP on his behalf.
- 4.2.4 Municipal Affairs Circular regarding changes to Capital Works Project Management policies and procedures – This circular was reviewed by council.
- 4.2.5 Response to Bauline's Proposed Amendment # 3 from the City of St. John's – The City of St. John's response was reviewed by council and recommendations noted.
- 4.2.6 Letter from Municipal Affairs regarding the National Building Code – This letter was reviewed by council and it was noted that council had previously taken action as recommended.
- 4.2.7 Letter from Northeast Avalon ACAP requesting GIS information – This letter was reviewed by council. A decision was deferred until additional information could be gathered.
- 4.2.8 Letter from NL Power requesting cooperation regarding GIS information - This letter was reviewed by council. A decision was deferred until additional information could be gathered.
- 4.2.9 Invitation to participate in a project on watershed management by Northeast Avalon ACAP - This letter was reviewed by council. As it relates to item 4.2.7 above, a decision was deferred until additional information could be gathered.

5.0 NEW BUSINESS

5.1 Report from Town Manager

- 5.1.1 Animal Control Officer – Discussions continue with the Town of Torbay regarding this item.
- 5.1.2 Scheduled Maintenance day - The Town Manager informed council that with the hiring of two summer students he would be out of the office more often, directly supervising them in a multitude of maintenance projects throughout the summer.
- 5.1.3 Website – Update – Council was briefed on the new Town Website.
- 5.1.4 Summer Students – Upon secretarial review of received resumes, 15 July 2013, a decision to hire two summer students was made. To ratify and record that decision:

Deputy Mayor C. LeGrow moved to **HIRE** Bradley Vincent and Randy LeGrow under the Provincial Government Summer Student Level I, II and III subsidy program. The terms of employment will be from 16 July to 28 August 2013 at 25 hours a week.

Seconded by Councillor M. LeGrow
All in favour.

Motion **CARRIED**

- 5.1.5 Municipal Assessment Agency assistance – The Town Manager informed council that he had assisted Wayne Rossiter, a supervisor with the Municipal Assessment Agency for a two day period completing a complete review of the town. Follow up administration, assessments and logistical work will be required prior to end August. One of the items accomplished during this review was the required re-numbering of Pouch Cove Line. There will be 42 houses affected by the re-numbering and will require their addresses changed.

Councillor M. LeGrow move to **DEFRAY** the cost of having residents change their addresses by offering a \$25.00 rebate to those who produce a piece of mail with the new address.

Seconded by Deputy Mayor C. LeGrow
4 in favour

Motion **CARRIED**

Councillor J. King did not take part in the discussion or vote as he declared a conflict of interest due to the location of his residence.

The Town Manager will meet with Canada Post and send out letters to those households affected with information regarding the re-numbering process. The effective date for completion is scheduled for 1 October 2013.

- 5.1.6 Casual Employee – The Town Manager proposed that the town hire a casual employee for one or two days a month in order to provide administrative services during his periods of absence (vacation, courses, seminars etc.) Council discussed and agreed. The Town Manager is to draft an implementation plan for review by council.
- 5.1.7 Printer replacement – The Town Manager informed council that the current multi-function printer is worn out and a replacement is required. Council discussed the issue and authorized the Town Manager to research and purchase a suitable replacement.

- 5.1.8 Access to Information Coordinator – Council was informed that there is no Access to Information and Privacy Coordinator identified for the Town of Bauline. After discussion:

Councillor M. LeGrow moved to **APPOINT** the Town Manager, Craig Drover as the Town of Bauline’s Access to Information and Protection of Privacy Coordinator.

Seconded by Deputy Mayor C. LeGrow
All in favour

Motion **CARRIED**

- 5.1.9 Maintenance Tools and Equipment requirement – The Town Manager informed council that there is a requirement for the town to purchase tools, equipment and consumables in order to carry out routine maintenance within the town. A proposed list identified by the Town Manager were items such as:

Tools and Equipment

Lawn mower,
Chain saw,
Generator,
Water Pump,
PPE for chain saw,
Electric drill,
Shovels,
Pick Axe, and
Hand tools, (wrenches, handsaw, Hacksaw, etc.)

Consumables

Paint,
Paint brushes, rollers,
Paint thinners,
Gasoline,
Oil and lubricants,
Tandem load of crushed stone, and
Tandem load of sand (Duck Pond).

Councillor M. LeGrow moved to **EXPEND** funds to purchase required maintenance equipment and tools.

Seconded by Councillor J. King
All in favour

Motion **CARRIED**

- 5.2 Water Update – The Town Manager informed Council that Water Quantity readings have been higher than normal. This may indicate a water leak. He will continue to monitor and take action as necessary.

- 5.3 Canada Day – After Action Review – It was noted by Council that the Canada Day activities were very successful. Many positive comments were received. It was agreed that the substantial volunteer contribution significantly impacted the positive outcome. The Deputy Mayor voiced his gratitude to all those involved, which was affirmed by all council. The Mayor also addressed the contribution made by the Bauline Harbour Authority and requested that a letter of appreciation be sent to them on behalf of the town. Further discussion arose concerning Lessons Learned from a logistical point of view. Items were noted and will be incorporated into the next major activity.
- 5.4 2013 Municipal Elections – The upcoming elections were discussed. It was reaffirmed that plans are progressing. The following list of critical dates was reviewed along with the initial Flyer.

CRITICAL DATES:

By 25 Jul	Flyer announcing election and criteria
16 Aug	Flyer and Newspaper article announcing Nomination Day
28 August	NOMINATION DAY - 8:00 to 8:00 Town Hall
28 Aug (earliest) – 4 Sep (Latest)	post list of nominees in two places in town and local paper (flyer, Web)
5-10 Sep	Post date for Advance Polling day flyer
11 Sep	ADVANCE POLING DAY
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	RO 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

6.0 OLD BUSINESS

- 6.1 Town Hall / Memorial Park - Capital Works Project 11057 – update – Council was informed that the site work portion of the project was drawing to an end. The tender documents for the New Town Hall building was sent from the Town Engineers to Municipal Affairs Engineering Department for review.

- 6.2 Wetland Stewardship – Deferred from last Council Meeting - At the request of Council from the previous Council Meeting, additional information was gathered by the Town Manager. He presented the information which was collected by e-mail and at a meeting with Ms. Charmaine Barney 18 July 2013. After discussion:

Deputy Mayor C. LeGrow moved to **AMEND** the proposed Wetland Stewardship proposal by:

- Supporting a 200 foot depth area, (continuing from its current location at approximately 1136 Bauline Line and extending along the road to approximately 1118 Bauline Line), to be removed from the Bakeapple Marsh Management Unit; and
- Incorporate into the plan a subsequent Habitat Conservation Plan. This plan will reference what is known as the “Ross Traverse Road” and the requirement to expand/upgrade it in the future as an access route. This upgrade will not affect the ecological functions of the wetland or alter the existing hydrology of the wetland by means of extensive infilling and fragmentation beyond the bounds of the road. Additional new roads will not be permitted.

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

The Town Manager is to liaise with Ms. Barney to have a new map created for review by council.

6.3 Amendments

- 6.3.1 AMENDMENT # 2 – Council was informed that a letter (27 June) from the Minister of Municipal Affairs has authorized the Town to proceed with public consultation IAW section 14 of the Urban and Rural Planning Act 2000. Council reviewed the 16 letters for dissemination to the Northeast Avalon Region municipalities. The Mayor signed the letters.

Councillors M. LeGrow and J. King declared a conflict of interest and left the building.

- 6.3.2 AMENDMENT # 3 – Council was informed that in a letter (25 June) the Minister of Municipal Affairs adopted the SJURRP amendment number 2. The Town may now proceed with a public hearing regarding this amendment. With that said:

Deputy Mayor C. LeGrow moved to **ADOPT** Municipal Plan Amendment #3 and Development Regulation Amendment #3, 2012.

Seconded by Councillor R. King.
All in favour

Motion **CARRIED**

Deputy Mayor C. LeGrow moved to **PROCEED** with a public hearing to be held at the Bauline United Church at the earliest possible convenience, based on the availability of a commissioner.

Seconded by Councillor R. King.
All in favour

Motion **CARRIED**

Deputy Mayor C. LeGrow moved to **APPOINT** Thomas Strickland of Business Logistics as the Commissioner for the public hearing regarding Municipal Plan Amendment #3 and Development Regulation Amendment #3, 2012

Seconded by Councillor R. King.
All in favour

Motion **CARRIED**

Councillors M. LeGrow and J. King were recalled to the meeting.

6.4 Old Town Hall – The Town Manager is to continue to ascertain quotes and options for the Old Town Hall.

7.0 FINANCES

7.1 Financial Statement – After review of Council.

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

Seconded by Councillor J. King
All in favour.

Motion **CARRIED**

7.2 Outstanding Payables – After review of Council.

Councillor J. King moved to **PAY** the outstanding payables as presented.

Seconded by Councillor J. King
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 21 August 2013 at 7:00 pm.

10.0 ADJOURNMENT

Councillor M. LeGrow moved to **ADJOURN** the Town Council Meeting of 19 June 2013.

Seconded by Councillor R. King
All in Favour

Motion **CARRIED**

There being no further business, the meeting was adjourned by the Mayor at **10:15 pm.**

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Clerk/Manager
Town of Bauline