

TOWN OF BAULINE

MINUTES OF A REGULAR COUNCIL MEETING
HELD AT 1311 BAULINE LINE 8 OCTOBER 2015

PRESENT

Mayor Christopher Dredge
Councillor Jason King
Councillor Carol King
Councillor Craig LeGrow
Town Manager Craig Drover
Maint Supr Terry Hillier

REGRETS

Deputy Mayor Colin LeGrow Mr. Leonard Hatcher

PUBLIC IN ATTENDANCE

1.0 CALL TO ORDER

Mayor Christopher Dredge called the meeting to order at **7:38 pm**.

2.0 ADOPT AGENDA

Upon Review of the Agenda:

MOTION 126 / 2015

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

*Seconded by Councillor Jason King
All in favour.*

*Motion **CARRIED***

3.0 ADOPT the MINUTES

3.1 Minutes of GENERAL COUNCIL MEETING 17 September 2015:

Upon Review of the 17 September 2015 Minutes:

MOTION 127 / 2015

*Councillor Craig LeGrow moved to **ADOPT** the minutes of 17 September 2015 as presented.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

As the minutes of 17 September 2015 have been adopted by Council, The Mayor and Town Manager signed the original copy of the minutes.

At this point the Mayor requested that Council depart from the order and sequence of the Agenda to address item 5.1.1, Mr. Leonard Hatcher's development application.

5.1.1 Development Application – Leonard Hatcher – 853 Bauline Line

Council reviewed the application presented by Mr. Hatcher to develop property at 853 Bauline Line which is adjacent to his current property of 851 Bauline Line. Mr. Hatcher had acquired an excavation permit to grub off and develop a primary residence and accessory building. He has requested to construct the accessory building first (Fall 2015) in order to store building material and equipment that he will use to construct the residence in the spring of 2016.

Upon review, Mayor Christopher Dredge addressed Mr. Hatcher for comment. Mr. Hatcher explained that by constructing the accessory building first, he is able to store materials and equipment to construct this residence in about 5-6 months. In the past it has cost him thousands of dollars in storage fees for this purpose. Council explained that they had received requests to construct accessory building prior to the main residence in the past but have denied all such requests, as accessory buildings are to be "clearly incidental and complementary to the use of the main building in character, use and size".

A discussion ensued, after which:

MOTION 127 / 2015

*Councillor Craig LeGrow moved to **APPROVE IN PRINCIPLE** the construction of an accessory building at 853 Bauline Line prior to the construction of the primary residence, provided Mr. Hatcher produced a signed letter of his intent to construct a primary residence at 853 Bauline Line in the spring of 2016 that will meet Bauline's Municipal Plan and Development Regulations.*

At this point Mayor Christopher left the Chair and:

Mayor Christopher Dredge Seconded the Motion

Councillor Carol King opposed the motion

Councillor Jason King opposed the motion

Motion DEFEATED

As the motion was defeated in a tie vote of two to two, this motion was requested to be repeated at the next General Council Meeting that all council members are in attendance.

4.0 BUSINESS ARISING FROM MINUTES

4.1 Pavement Tender Package

The Town Manager informed council that the closing of the Pavement Tender was extended until Tuesday, 13 October 2015 at 2:00 pm.

Depart Order and sequence of AGENDA

7.1 Town Hall / Memorial Park - Capital Works Project 11057

The Town Manager informed council of the status of the following items:

- SOUTHPAW primary contract;
- Building Deficiency Lists;
- Pole Base update;
- Change Order update (lights, Kitchen door & range hood)

7.1.1 ATM vs Debit/Credit Card

Council discussed the options of an ATM machine, payment by Debit or by Credit to use at the various points of sale within the building. Council decided to place a debit card reader in the Bar and in the Office, at this time with a review of the operations in approximately 6 months.

7.1.2 Phone Systems

The Town Manager presented council with research material regarding the phone system and communication lines in the new Town Hall and Community Center. They requested that further information be gathered, but approved the Town Manager to make the final decision based on cost and stability.

7.1.3 Building Setup

The Town Manager informed council that he had received approval to place items into the two offices, Council Chambers and the two storage rooms. The agreement hinges on the deficiency list and any damage to those rooms outside the deficiency list is the responsibility of the Town. Items will start to be moved into the new location over the next few weeks.

7.1.4 Cell Coverage

A discussion arose regarding cellular coverage in the Community Center. Currently there is none, and there is a concern that people attending functions in the center would not be comfortable if they did not have access by cell phone to their families. This item was moved up the priority list of research items.

Return to Order and sequence of AGENDA

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

- 5.1.1 Development Application – Leonard Hatcher – 853 Bauline Line
Previously addressed

5.2 CORRESPONDENCE

- 5.2.1 Municipal and Intergovernmental affairs – Council reviewed this quarterly letter concerning the town’s debt servicing loan payment.
- 5.2.2 Department of Advanced Education and Skills – Council reviewed this correspondence regarding a new streamlined process for the payment of taxes and fees to municipalities on behalf of long term income support recipients.
- 5.2.3 Cabot Community Business Development Corporation – Council reviewed this invitation to attend the CCBDC Annual General Meeting 19 October 2015 at the Manuals River Hibernia Interpretation center from 1:00-2:00 pm.
- 5.2.4 Municipal Assessment Agency – Council reviewed this letter and assessment notice insert that was provided to each resident along with their assessment notice.
- 5.2.5 Municipal and Intergovernmental affairs – Council reviewed this document and policy regarding, Municipal Crown Lands Reserves. Upon review this item was deferred to the Planning and Development committee for additional examination and recommendations.
- 5.2.6 Municipal and Intergovernmental Affairs – Council reviewed this fall training circular.
- 5.2.7 Government Purchasing Agency – Council reviewed this invitation for participation in this Government purchasing agency contract regarding “office supplies”. After which

MOTION 129 / 2015

*Councillor Craig LeGrow moved to **PARTICIPATE** in the Government Purchasing Agency contract regarding office supplies.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

- 5.2.8 Municipal and Intergovernmental Affairs – Council reviewed the budget submission forms, that are required to be utilized when submitting the 2016 budget.
- 5.2.9 Mayor Tony Keats – Council reviewed this letter from Mr. Keats requesting support for his nomination for MNL Vice President.
- 5.2.10 Municipal Infrastructure and Engineering Branch – Council reviewed the proposed 2016/17 Municipal Capital Works Program with a deadline of 30 November. At this time there are no other capital works projects anticipated for the town in 2016/17.

6.0 NEW BUSINESS

6.1 Report from Town Manager

- 6.1.1 Elections – The Town Manager informed council that the 19 October federal election poll station will be conducted out of the current town office from 0830 – 2030 hrs. Terry Hillier will be the DRO, Mae LeGrow will be Poll Clerk, Doris LeGrow will be the Registration Clerk and Debbie Hynes, and Pearl Whalen will be the Information persons. A ramp will be placed in front of the door the day before and removed the day after, by elections Canada. The day to day office operations will be suspended for this day.

30 November the polling station will be at the new Town Hall for the Provincial Elections, Information on polling staff will be received later.

- 6.1.2 Review Flyer – Council reviewed the October Flyer and approved it's release.

6.2 Maintenance Report

The Maintenance Supervisor reported on projects completed since last meeting, projects ongoing and future projects.

6.3 Safety Report

The Safety Officer reported that at the PMA Conference he had learned that when the town uses flag persons to control traffic on the main route (for example Canada Day and Christmas Parade) they will require a permit from the Department of Transportation and Works.

6.4 Water Update

The Maintenance Supervisor reported that chlorine residuals are good and there are no suspected leaks, however there is an unusually high water usage about every 2-3 days. He will continue to monitor and try and determine the cause.

6.5 Fall Clean-Up

Council reviewed the two quotes received for the Fall Clean-up scheduled for 26-30 October. After which:

MOTION 130 / 2015

*Councillor Jason King moved to **AWARD** the Spring Clean-up contract to Kinsella Services.*

*Seconded by Councillor Craig LeGrow
All in favour.*

*Motion **CARRIED***

6.6 Bonfire Night

Upon review of the Main Event List (MEL) for the Bonfire event, some of the duties were assigned to council members; as well it was determined to make the hot chocolate on site instead of at the office and transporting it to the site. A large propane heating unit would be required.

6.7 Remembrance Day

Council reviewed the MEL for the Remembrance Day ceremony. The Town Manager informed council that a bugler has been requested through 508 Air Cadet Sqn. A discussion arose regarding utilizing the new Community Center for a small reception after the ceremony. It was determined to defer this conversation until the next council meeting.

6.8 Snow Clearing Contract

The Town Manager informed council that the snow clearing and ice control tender has been posted in the paper. The tender will close 21 October 2015 at 2:00 pm. The bids will be opened publically and the results sent to Council for a decision that evening. To date there have been three companies request the tender package.

6.9 Christmas Parade

Council reviewed last year's MEL for the Christmas Parade. They set a date for the parade for Saturday 5 December, with a marshal time of 2:00 pm at the Bauline Line & Bauline Line Extension intersection and a parade start time of 2:30 pm. It was requested that coordination be made with the Towns of Flatrock, Pouch Cove and Torbay for their Christmas parades as well.

- 6.10 Municipal Policy and Procedures Manual – registration fee payment
This item was deferred as not all council members were in attendance.

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 upon walking the route, the walking trail around 1st gully may not be feasible as a walking trail. He recommended exploring other options for a walking trail. One possible solution may be the perimeter of the parking lot down the east side of the building along the road and back to the park which would form a walking loop of about a kilometer. Another recommendation was the trail down behind the old town hall site.

As for hiking trails there are some suitable hiking trails around the New Town Hall site that can be expanded and used.

8.0 FINANCES

8.1 Financial Statement

After review of the Financial Statement by Council;

MOTION 131 / 2015

*Councillor Jason King 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 132 / 2015

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

*Seconded by Councillor Carol King
All in favour*

*Motion **CARRIED***

8.3 Municipal Sustainability Plan

After review of Tax Recovery Plan and the 2014 Tax Receivable Summary prepared by Gregory Stokes, CA;

MOTION 133 / 2015

*Councillor Jason King moved to **ACCEPT** the Tax Recovery Plan as presented and submitted along with the 2014 tax receivable summary to the Department of municipal and intergovernmental affairs as presented.*

*Seconded by Councillor Carol King
All in favour*

*Motion **CARRIED***

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. The Finance Committee scheduled the first Budget meeting for Tuesday 27 October at 7:30 pm.
- 9.4 History & Heritage Committee – No report submitted for review. The Chair scheduled the next History and Heritage Committee meeting for 15 October 2015 at 7:30 pm.
- 9.5 Emergency Response Committee – No report submitted for review.
- 9.6 Integrated Community Sustainability Plan (ICSP) - The Town Manager briefed council on the ICSP Committee meeting that was held 6 October 2015.
- 9.7 Northeast Avalon Joint Council Committee (NEAJC) – No report submitted for review.
- 9.8 Community Committee – Councillor Craig LeGrow briefed council on the last two Community Committee meetings.

10.0 TABLE DISCUSSION

At this point the chair asked if there were any other business that anyone would like to discuss. No other items were discussed.

11.0 NEXT GENERAL MEETING

Mayor Christopher Dredge scheduled the Next General Meeting for **Thursday 29 October 2015 at 7:30 pm.**

12.0 ADJOURNMENT

*Councillor Craig LeGrow moved to **ADJOURN** the meeting of **8 October 2015***

As there was no further business to discuss, Mayor Christopher Dredge adjourned the meeting at 11:35 pm.

Christopher Dredge
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline