

MINUTES OF GENERAL COUNCIL MEETING HELD AT 2 MEMORIAL PARK PLACE 18 JUNE 2019



PRESENT

Mayor Craig LeGrow
Deputy Mayor Joanne Whalen
Councillor Carol King
Councillor Ralph LeGrow
Councillor Chris Palmer
Town Clerk/Manager Craig Drover
Asst Town Clerk Donna Connors

REGRETS

GUESTS

1.0 CALL TO ORDER

Mayor Craig LeGrow called the meeting to order at **7:48 pm**.

2.0 AGENDA

Upon review of the proposed Agenda, The Town Manager requested that items 5.1.4, 5.2.6, 5.2.7, 5.2.8 and 7.1.1, be added to the Agenda.

MOTION 072 / 2019

*Councillor Chris Palmer moved to **ADOPT** the agenda with the requested items added.*

*Seconded by Councillor Ralph LeGrow
Motion **CARRIED** unanimously*

3.0 PREVIOUS MINUTES

Upon review of the minutes of **28 May 2019**;

MOTION 073 / 2019

*Councillor Carol King moved to **ADOPT** the minutes of 28 May 2019 as presented.*

*Seconded by Councillor Chris Palmer
Motion **CARRIED** unanimously*

4.0 BUSINESS ARISING FROM MINUTES

4.1 TOWNFOLIO

Council reviewed the added information regarding the Townfolio information app. It was decided to defer this item to later in the fall.

4.2 QUARRY USE

The Town Manager informed Council that he had met with the Contractor completing the replacement of the finger pier in the Bauline harbour. A agreement has been made for the use of the harbour front quarry.

4.3 MOUNT PEARL YOUTH FOCUS GROUP FOLLOW UP

There is a tentative meeting booked regarding this item for 26 June 2019 in Pouch Cove.

4.4 INTERIOR PAINTING REQUESTS

Council reviewed both quotes received. It was requested that the Town Manager complete a bid sheet for councils review with the intention of sending this bid sheet to both bidders and asking them to re-submit their quotes.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

At this point Councillor Ralph LeGrow declared a Conflict of Interest and left the room.

5.1.1 DEVELOPMENT – Ralph LeGrow – Accessory Building

Council reviewed the development application provided by Ralph LeGrow. After which:

MOTION 074 / 2019

*Councillor Carol King moved to **APPROVE** the development of a 10' x 16' accessory building at 861 Bauline Line under the following conditions:*

- 1. The development shall conform to the requirements of the Residential Infill (RI) Land Use Zone of the Town of Bauline Municipal Plan and Development Regulations 2007 – 2017;*
- 2. In accordance with paragraph 38 of the Municipal Development Regulations,*

“an accessory building shall be clearly incidental and complementary to the use of the main buildings in character, use and size”

Therefor there is a requirement to ensure that the accessory building have the same or complimentary finishes on the outside as the primary residence.

3. *That no portion of the accessory building be utilized for commercial enterprise such as automotive repairs;*
4. *All municipal criteria and legislation is to be met and verified by the Town of Bauline's Official;*
5. *The cost of the Building Permit will be \$100.00 plus \$1.00 per square meter of gross floor area (previously paid); and*
6. *A Building Permit is to be obtained from the Town of Bauline prior to any work or construction commencing on the site.*

*Seconded by Deputy Mayor Joanne Whalen
Motion **CARRIED** unanimously*

Councillor Ralph LeGrow was recalled to the meeting.

5.1.2 DEVELOPMENT – Glynn Williams – House Extension

Council reviewed the development application provided by Glynn Williams. After which:

MOTION 075 / 2019

*Councillor Ralph LeGrow moved to **APPROVE IN PRINCIPLE** the development of a 7 meter x 11 meter extension to 1100 Bauline Line Extension under the following conditions:*

1. *The development shall conform to the requirements of the Residential Infill (RI) Land Use Zone of the Town of Bauline Municipal Plan and Development Regulations 2007 – 2017;*
2. *There is a requirement to ensure that the extension and primary residence have the same finishes on the outside;*
3. *The issuance of an approved septic design certificate from Service NL;*
4. *All municipal criteria and legislation is to be met and verified by the Town of Bauline's Official;*
5. *The responsibility of this construction for compliance with the National Building Code rests with the home owner and/or the contractor;*

6. *The cost of the Building Permit will be \$100.00 plus \$1.00 per square meter of gross floor area; and*
7. *A Building Permit is to be obtained from the Town of Bauline prior to any work or construction commencing on the site.*

*Seconded by Deputy Mayor Joanne Whalen
Motion **CARRIED** unanimously*

5.1.3 DEVELOPMENT – Brad Jenkins – Accessory Building

Council reviewed the development application provided by Brad Jenkins. After which:

MOTION 076 / 2019

*Councillor Carol King moved to **APPROVE IN PRINCIPLE** the development of a 28' x 30' accessory building at 906 Bauline Line under the following conditions:*

1. *The development shall conform to the requirements of the Residential Infill (RI) Land Use Zone of the Town of Bauline Municipal Plan and Development Regulations 2007 – 2017;*
2. *In accordance with paragraph 38 of the Municipal Development Regulations,*

“an accessory building shall be clearly incidental and complementary to the use of the main buildings in character, use and size”

Therefor there is a requirement to ensure that the accessory building have the same or complimentary finishes on the outside as the primary residence.

3. *That no portion of the accessory building be utilized for commercial enterprise such as automotive repairs;*
4. *The responsibility of this construction for compliance with the National Building Code rests with the home owner and/or the contractor;*
5. *All municipal criteria and legislation is to be met and verified by the Town of Bauline’s Official;*
6. *The cost of the Building Permit will be \$100.00 plus \$1.00 per square meter of gross floor area; and*
7. *A Building Permit is to be obtained from the Town of Bauline prior to any work or construction commencing on the site.*

*Seconded by Deputy Mayor Joanne Whalen
Motion **CARRIED** unanimously*

5.1.4 BUSINESS APPLICATION – Rhonda Hillier – Business and Signage

Council reviewed the business application provided by Rhonda Hillier. After which:

MOTION 077 / 2019

*Councillor Carol King moved to **APPROVE IN PRINCIPLE** the Business Application and signage request as provided by Rhonda Hillier under the following conditions:*

- 1. The new business be subject to business taxes as set out annually in the Town of Bauline's Schedule of Fees and Taxation; and*
- 2. A draft drawing of the sign to be installed be provided to Council for review and approval.*

*Seconded by Deputy Mayor Joanne Whalen
Motion **CARRIED** unanimously*

5.2 CORRESPONDENCE

5.2.1 Heart & Stroke Foundation – Council reviewed this correspondence regarding a Mayors March event. After some discussion it was decided not to participate this year.

5.2.2 Municipal Assessment Agency (MAA) – Council reviewed this Supplemental Notice Threshold from MAA indicating that only houses that increase or decrease in value of over \$2500.00 will be issued supplementary notices.

5.2.3 NL Corporation – Council reviewed this correspondence which issued the new Club License to the Town of Bauline.

5.2.4 Fire Tech Systems – Council reviewed the check list and system Inspection Certificate.

5.2.5 Municipal Affairs & Environment – Council reviewed the Approval to Borrow letter from MAE, authorizing the town to borrow funds to purchase land.

5.2.6 Bauline Line Extension Resident – Council reviewed this residents request for approval to erect a bus shelter. After some discussion, Council supported the idea, however, requested that the Town Manger liaise with the Department of Transportation and Works, the Town's insurance and legal advisors for an opinion.

- 5.2.7 Water Management Division - Council reviewed the exceedance report from the Water Management Division. The Town Manager informed Council that he would be in contact with the agency to determine requirements.
- 5.2.8 Department of Fisheries and Oceans – Council reviewed the letter of approval to proceed with the Beach Creation project at Duck Pond in conjunction with the NL Power Envirofest grant.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGER

- 6.1.1 The Town Manager presented his leave request forms for the summer period. Upon review and a short discussion council approved the leave requests and Mayor LeGrow signed the forms.
- 6.1.2 The Town Manager informed Council that Mrs. Sheppard had completed her 6 week work term placement through the College of North Atlantic. He indicated that Mrs. Sheppard had performed extremely well and had greatly assisted in the town and community committee operations. After a short discussion:

MOTION 078 / 2019

*Deputy Mayor Joanne Whalen moved to **PROVIDE** an honourarium in the amount of \$500.00 to Mrs. Dana Sheppard for her six weeks of contribution to the Town of Bauline and the Community Committee.*

*Seconded by Councillor Carol King
Motion **CARRIED** unanimously*

- 6.1.3 The Town Manager presented Council with the outline for the upcoming memorial service. Upon review and a short discussion, council approved the outline.

6.2 REPORT FOR ASSISTANT TOWN CLERK

The Assistant Town Clerk provided a written report to Council. It was reviewed and a discussion ensued. After which Mayor LeGrow thanked the Assistant Town Clerk for her report and efforts.

6.3 MUNICIPAL NATURAL ASSET INVENTORY PROJECT

Council reviewed the background material and fact sheet provided regarding this item. After a short discussion it was decided to defer this item and to place into the Old Business section of future agendas.

6.4 ENVIROFEST & DUCK POND EVENT

The Town Manager provided Council with an outline of the NL Power Envirofest event at Duck Pond 19 June 2019. Upon review and a short discussion, Council approved the outline.

6.5 SUMMER STAFF

The Assistant Town Clerk provided Council with a recap of the Summer Staff hired for the Camp Counsellor and labourer positions.

6.6 COMPOSTING PROGRAM

The Town Manager informed Council that as part of the combined Composting Program with other Killick Coast communities, the Town Manager and Assistant Town Clerk attended a training session on how to correctly compost and how to promote and train others to compost. He went on to inform Council that they will be hosting a residents composting workshop Wednesday evening (26 June) at 7:30 pm. This initiative ties in with solid waste and green house gas reduction policy.

6.7 REVISED 2019-2024 GAS TAX ALLOCATIONS

Upon review of the letter dated 7 June 2019 from the Municipal Affairs and Environment's Assistant Deputy Minister's office:

MOTION 079 / 2019

Councillor Carol King moved to APPROVE the funding for the revised distribution of Gas Tax allocation as presented in the Assistant Deputy Minister's letter (Dan Michielsen) dated 7 June 2019.

*Seconded by Deputy Mayor Joanne Whalen
Motion **CARRIED** unanimously*

7.0 OLD BUSINESS

7.1 GREEN ENERGY PROJECT

The Town Manager informed Council that the final training session in phase one had been postponed until 26 June 2019.

7.1.1 The Town Manager tabled the T2050 Project Charter as presented by the Federation of Canadian Municipalities. Upon review and discussion:

MOTION 080 / 2019

*Councillor Chris Palmer moved to **SIGN** the T2050 Project Charter as presented.*

*Seconded by Deputy Mayor Joanne Whalen
Motion **CARRIED** unanimously*

Mayor LeGrow signed the Project Charter.

7.2 BROOK PATH BRIDGE

The Town Manager informed Council that he was in contact with Canadian Projects Limited (Cory Williams). They are completing the construction drawings and will assist in the tendering process.

8.0 FINANCES

8.1 FINANCIAL STATEMENT

After review of the Financial Statement;

MOTION 081 / 2019

*Councillor Carol King moved to **ACCEPT** the Financial Statement as presented.*

*Seconded by Deputy Mayor Joanne Whalen
Motion **CARRIED** unanimously*

8.2 OUTSTANDING PAYABLES

After review of the Outstanding Payables;

MOTION 082 / 2019

*Councillor Carol King moved to **PAY** the Outstanding Payables as presented.*

*Seconded by Councillor Chris Palmer
Motion **CARRIED** unanimously*

8.3 TAX RECEIVABLE SUMMARY

After review of the Tax Receivable Summary;

MOTION 083 / 2019

*Councillor Carol King moved to **APPROVE** the Tax Receivable Summary as presented.*

*Seconded by Deputy Mayor Joanne Whalen
Motion **CARRIED** unanimously*

8.4 TAX RECOVERY PLAN

After review of the Tax Recovery Plan;

MOTION 084 / 2019

*Councillor Ralph LeGrow moved to **APPROVE** the Tax Recovery Plan as presented.*

*Seconded by Councillor Carol King
Motion **CARRIED** unanimously*

9.0 COMMITTEE REPORTS

- 9.1 The Trails Committee Chair addressed Council and informed Council that the Trails Committee had been actively working on trails for the past eleven consecutive weekends. There has been much progress and a link to the East Coast Trail system has been established. The next meeting is scheduled for Thursday, 20 June at 8:00 pm.
- 9.2 The Planning and Development Committee Chair addressed Council and informed Council that they had met with Mark O'Neil regarding the proposed development on Bauline Line Extension. They are awaiting more information from them before proceeding.

10.0 TABLE DISCUSSION

Mayor Craig LeGrow asked Council if there were any other items they would like to address at this time.

The Town Manager informed Council that he had a Tax Account that was three years in arrears, the credit recovery agency dealing with the case has had no success despite repeated discussions with the resident. The credit recovery agency recommended the next step in legal action (small claims court proceedings). The Town Manager supported their recommendation. After a short discussion:

MOTION 085 / 2019

*Councillor Ralph LeGrow moved to **PROCEED** with small claims court proceedings on the three year delinquent tax account.*

*Seconded by Councillor Carol King
Motion **CARRIED** unanimously*

11.0 NEXT GENERAL MEETING

Mayor Craig LeGrow scheduled the Next General Meeting for **Tuesday, 9 July 2019 at 7:45 pm.**

12.0 ADJOURNMENT

As there was no further business to discuss;

MOTION 086 / 2019

*Deputy Mayor Joanne Whalen moved to **ADJOURN** the meeting of **18 June 2019.***

Mayor Craig LeGrow adjourned the meeting at 10:25 pm.

Craig LeGrow
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline