

MINUTES OF SPECIAL COUNCIL MEETING HELD AT 2 MEMORIAL PARK PLACE 10 APRIL 2018



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

PUBLIC IN ATTENDANCE

1.0 CALL TO ORDER

Mayor Craig LeGrow called the meeting to order at **7:53 pm**.

2.0 AGENDA

Upon review of the proposed Agenda, The Town Manger requested that items 5.2.11 and 5.2.12 be added to the Agenda:

MOTION 040 / 2018

*Councillor Chris Palmer moved to **ADOPT** the agenda with the additions of items 5.2.11 and 5.2.12.*

*Seconded by Deputy Mayor Joanne Whalen
All in favour.*

*Motion **CARRIED***

3.0 PREVIOUS MINUTES

Upon review of the minutes of 22 March 2018;

MOTION 041 / 2018

*Deputy Mayor Joanne Whalen moved to **ADOPT** the minutes of 22 March 2018 as presented.*

*Seconded by Councillor Chris Palmer
All in favour.*

4.0 BUSINESS ARISING FROM MINUTES

4.1 TARGA

The Town Manager informed Council that he had contacted the TARGA organization and requested a meeting with Mr. Ganniou. He is currently away, but the organization will contact us upon his return.

4.2 MUNICIPAL INVITATION DART TOURNAMENT

Council discussed the Municipal Invitation Dart Tournament scheduled to take place 14 April 2018. It was noted that the number of teams signed up so far was low.

4.3 FIRST AID TRAINING

Councillor Chris Palmer informed Council that the second session of First Aid training was attended by 9 participants on 7 April. It was very good training and well received by all who attended.

4.4 COME HOME YEAR

Mayor Craig LeGrow addressed Council and briefed them on his meeting with Susan Arnes, the Pouch Cove *Come Home Year* Coordinator. Valued information was garnered from the meeting.

4.5 TRAILS COMMITTEE

This item was deferred to the next Council meeting.

4.6 DIRECTIONAL SIGNAGE

Council reviewed the directional signage which will be positioned across the road from the entrance to Memorial Park Place.

4.7 VOLUNTEER SOCIAL

A lengthy discussion arose regarding the volunteer social. The Assistant Town Clerk was requested to coordinate the event and send out invitations.

4.8 STRATEGIC DIRECTION

The Assistant Town Clerk presented Council with a draft needs assessment. The intention is to send this out to all households in order to gather information to guide the Town in its future direction. After a short discussion and a few minor amendments, the Assistant Town Clerk was requested to dispatch the document to the residents.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

At this point Councillor Ralph LeGrow informed Council that he is the uncle to Colin LeGrow the owner of Technical Rope and Rescue and CWL Holdings (items 5.1.1 & 5.1.2). He informed them that he has no financial stake in either venture. He asked Council if they felt he was in a Conflict of interest in this situation. Section 207 of the Municipalities Act (1999) was referred to. Council decided that Councillor Ralph LeGrow was not in a conflict of interest in this situation.

5.1.1 Rezoning – Council reviewed Technical Rope and Rescues request to rezone land on Bauline Line Extension.

The Chair of the Planning and Development Committee presented his report regarding the rezoning request of Technical Rope and Rescue. After a short discussion:

At this point Mayor Craig LeGrow left the Chair
Deputy Mayor Joanne Whalen assumed the Chair

MOTION 042 / 2018

Councillor Ralph LeGrow moved to **APPROVE** Technical Rope and Rescue's request to rezone property on the Bauline Line Extension to develop an administration facility and possible Fire and Emergency Services training facility.

Seconded by Mayor Craig LeGrow
All in favour.

Motion **CARRIED**

- 5.1.2 Septic Design Approval – Council reviewed CWL Holdings request to proceed with septic design and approval process at 46 Main Street.

The Chair of the Planning and Development Committee presented his report regarding the rezoning request of Technical Rope and Rescue. After a short discussion:

MOTION 043 / 2018

Councillor Ralph LeGrow moved to **APPROVE IN PRINCIPLE** the request of CWL Holdings to proceed with a septic design and provincial government review/inspection process to install a septic system at 46 Main Street.

Seconded by Mayor Craig LeGrow
All in favour.

Motion **CARRIED**

At this point Deputy Mayor Joanne Whalen left the Chair
Mayor Craig LeGrow resumed the Chair

5.2 CORRESPONDENCE

- 5.2.1 Royal Canadian Legion – Council reviewed this request for support from the Royal Canadian Legion by purchasing an ad space in their upcoming magazine, "Lest We Forget". Council declined at this time.
- 5.2.2 Recreation NL – Council reviewed this correspondence regarding the Annual Provincial Recreation NL Conference. A short discussion ensued. At this time Council decided not to participate.
- 5.2.3 Stewardship Association of Municipalities (SAM) – Council reviewed this correspondence regarding the Spring AGM 25-26 May in Stephenville. Council decided not to attend the AGM this year.

- 5.2.4 Professional Municipal Administrators (PMA) – Council reviewed correspondence announcing the 46th Annual Convention and Trade Show June 6-8 in Corner Brook. Council decided not to attend this year.
- 5.2.5 RBC – Council reviewed this correspondence regarding a request for an annual review with RBC. The Town Clerk/Manager informed council that he will coordinate this review.
- 5.2.6 City of St. John's – Council reviewed the requested amendment to SJURRP by the city of St. John's. There were no comments to be returned.
- 5.2.7 PCVFD – Council reviewed this request to place recycle bin in Bauline. Council agreed to the request and suggested that the bin be place in the area of the Town Hall and Community Centre. Once in place it will be advertised throughout the towns various media notice avenues.
- 5.2.8 Municipalities NL – Council reviewed this correspondence regarding the MNL Symposium 3-5 May in Gander. After a short discussion:

MOTION 044 / 2018

*Deputy Mayor Joanne Whalen moved to **APPROVE** Councilor Chris Palmer to attend the MNL Symposium 3-5 May in Gander NL.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

- 5.2.9 Tract Consulting – Council reviewed this correspondence regarding asset management. Council requested that the Town Clerk/Manager set up a meeting in the fall.
- 5.2.10 Municipal Affairs & Environment – Council reviewed this municipal training opportunity regarding Conflict of Interest and Conducting Effective Meetings scheduled to take place at the Comfort Inn St. John's on Friday 20 April. Mayor Craig LeGrow encouraged anyone available to attend.
- 5.2.11 Jack Byrne Arena – Council reviewed this correspondence regarding purchasing ad space in the Jack Byrne Arena Guide. After a short discussion:

MOTION 045 / 2018

*Deputy Mayor Joanne Whalen moved to **APPROVE** a half page promotional advertising space in the Jack Byrne Regional Sports Entertainment Centre activity guide at a cost of \$350.00.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

5.2.12 Municipal Affairs and Environment – Council reviewed this correspondence regarding the Approval To Borrow approval process through Municipal Affairs.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGER

6.1.1 Tax Update – The Town Manager updated Council on the latest tax collection statistics.

6.1.2 Food Premises Inspection – The Town Manager presented Council with the latest unscheduled food premises inspection carried out 29 March. There were no deficiencies reported.

6.1.3 Liquor License Renewal – The Town Manager informed Council that the liquor licence has been renewed at the annual cost of \$500.00. It was agreed that this expense would be passed on to the Community Committee.

6.1.4 Promotional Pens – The Town Manager briefed Council on an opportunity to purchase promotional pens on a one time only reduced rate. After a short discussion:

MOTION 046 / 2018

*Councillor Carol King moved to **APPROVE** the purchase of 500 promotional pens at a cost of approximately \$300.00.*

*Seconded by Deputy Mayor Joanne Whalen
All in favour.*

*Motion **CARRIED***

6.1.5 Certificate of MNL Membership – The Town Manager signed and passed out the MNL Membership cards to Council.

6.1.6 Brook Path Bridge – The Town Manager informed Council that there is a requirement to resurface the bridge going over to the pump house on Brook Path. A short discussion ensued and the Town Manager was requested to retrieve the engineering document regarding that bridge and forward it to council members for review at the next Council meeting.

6.2 ASSISTANT TOWN CLERK REPORT

6.2.1 Ongoing Initiatives - The Assistant Town Clerk briefed council on ongoing initiatives she has undertaken regarding new programs, funding applications and administrative processes.

6.2.2 Volunteers List - Council reviewed the list of volunteers collected for the upcoming Volunteer Appreciation event. A discussion arose regarding the menu of the event. The Assistant Town Clerk was requested to carry on with the planning of this event.

6.2.3 Needs Assessment – Council reviewed two draft proposals of a Town Needs Assessment. After a short discussion, one was selected and the Assistant Town Clerk was requested to proceed with its dissemination.

6.3 SAFETY REPORT/DISCUSSION

Councillor Chris Palmer addressed council and recommended that there should be a First Aid qualified person on location for any event that the Town or the Community Committee would be responsible for. In addition, he recommended that first Aid Training be considered mandatory for any bar tender employed by the Town or Community Committee. A short discussion ensued.

6.4 WATER UPDATE

The Town Manager informed Council that the Town water quality and quantity are reported as good.

6.5 SPRING CLEAN-UP

Upon review of the Calendar it was agreed that the Spring Clean-Up event be scheduled for 23 June commencing at 9:00 am. The Town Manager was directed to coordinate the event.

6.6 STUDENT EMPLOYMENT PROGRAMS

After some discussion, Council agreed to put out a call for high school students for summer employment (Level I, II & III).

6.7 WHITE BOARDS

Councillor Ralph LeGrow addressed council and requested that the Town purchase two white boards. Both should be 4' x 8' and magnetic, one should be to mount on the wall in Council Chambers while the other should be on wheels and two sided, so that it can be moved to different areas of the building as need be. After a short discussion:

MOTION 047 / 2018

*Councillor Chris Palmer moved to **APPROVE** the purchase of two 4' x 8' white boards. One mobile and double sided and another to mount on the wall in Council Chambers.*

*Seconded by Councillor Ralph LeGrow
All in favour.*

*Motion **CARRIED***

6.8 BRUSH CUTTING

Councillor Ralph LeGrow addressed Council and requested that a letter be sent to the Department of Transportation and Works requesting that brush cutting operations be carried out in Bauline. Council agreed.

6.9 NEIGHBORHOOD WATCH

Councillor Ralph LeGrow addressed Council and requested that the RNC be contacted to get information regarding setting up a neighbourhood watch program in Bauline. Council agreed.

6.10 COUNCIL DESKS

This item was deferred until the next meeting.

7.0 OLD BUSINESS

7.1 ALTERNATE POWER AND GREEN ENERGY

Council reviewed the draft final report from Fundamental Inc. Councillor Chris Palmer addressed Council and informed them that he and the Town Manager had met and discussed the report. In addition to this he informed Council that there is a meeting scheduled for Monday 16 April with Fundamental Inc to discuss the report. Council raised concerns and questions. They were recorded and will be presented at the upcoming meeting 16 April. Council agreed and requested additional information be available at the next Council Meeting.

7.2 FIRE DETACHMENT PLANNING PROJECT

Meeting notes from the last Emergency Response Committee were reviewed. Councillor Chris Palmer addressed council and provided them with information regarding the selection process of the proposed location of the New Fire Detachment. Additional meetings are scheduled in the near future. Council requested an update at the next council meeting.

7.3 ALTERNATE POWER – GENERATOR PROJECT

The Town Manager informed Council that it was confirmed through the MHA's office that the Town was approved to proceed with the MCW project installing a generator as an alternate power source to the Town Hall and Community Centre. After a short discussion it was requested that this information be discussed with Fundamental Inc to determine the impact on the green energy project being planned. all agreed.

8.0 FINANCES

8.1 FINANCIAL STATEMENT

After review of the Financial Statement by Council;

MOTION 048 / 2018

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

*Seconded by Deputy Mayor Joanne Whalen
All in favour*

*Motion **CARRIED***

8.2 OUTSTANDING PAYABLES

After review of the Outstanding Payables by Council;

MOTION 049 / 2018

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

*Seconded by Deputy Mayor Joanne Whalen
All in favour*

*Motion **CARRIED***

8.3 GAS TAX AUDITED FINANCIAL REPORTS

After review of the Outstanding Payables by Council;

MOTION 050 / 2018

*Councillor Chris Palmer moved to **APPROVE** the Audited Gas Tax Financial reports as submitted by Gregory Stokes, CA.*

*Seconded by Councillor Carol King
All in favour*

*Motion **CARRIED***

9.0 COMMITTEE REPORTS

- 9.1 Planning and Development Committee – Chair Ralph LeGrow briefed Council on the P&D meeting held 5 April 2018.
- 9.2 Finance Committee – Chair Carol King had nothing to report.
- 9.3 History & Heritage Committee – Chair Carol King reported that there was a H&H committee meeting held 9 April 2018, where it was decided to postpone the Heritage Fair until the fall.
- 9.4 Emergency Response Committee – Chair Chris Palmer presented the meeting notes of a 27 March meeting. It was noted that much of the ERC report was addressed earlier.
- 9.5 Integrated Community Sustainability Plan Committee (ICSP) – Deputy Mayor Joanne Whalen informed Council that the next ICSP meeting is scheduled for 12 April 2018.
- 9.6 Northeast Avalon Joint Council Committee (NEAJC) – There was nothing to report at this time.
- 9.7 Community Committee – A discussion arose regarding the format for the upcoming Community Committee 3 year term appointments. The Terms of Reference were referred to and the format agreed upon. It was requested that the information be sent out to the public at the earliest convenience.

- 9.8 War Memorial Committee – Councillor Carol King had nothing to report.
- 9.9 Public Affairs Committee – Councillor Chris Palmer had nothing further to report.
- 9.10 Social Media – Deputy Mayor Joanne Whalen had nothing further to report at this time.
- 9.11 Regionalization Steering Committee – Mayor Craig LeGrow had nothing to report.
- 9.12 Killick Coast Mayor’s Committee – Mayor Craig LeGrow indicated that the next Killick Coast Mayor’s meeting is scheduled for 10 May.

10.0 TABLE DISCUSSION

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

Councillor Carol King informed Council that she had been approached by a person who offered to teach guitar lessons to seniors at no cost. A discussion arose and it was requested that this item be incorporated into the Needs Assessment document before it is dispatched.

Town Manager Craig Drover informed Council that he had been approached by a resident to request that a Town Flea Market be coordinated through Council or the Community Committee. All agreed that this is a good idea and to start the planning process.

11.0 NEXT GENERAL MEETING

Mayor Craig LeGrow scheduled the Next General Meeting for **Tuesday, 1 May at 7:45 pm.**

12.0 ADJOURNMENT

As there was no further business to discuss;

MOTION 051 / 2018

*Councillor Carol King moved to **ADJOURN** the meeting of **10 April 2018.***

Mayor Craig LeGrow adjourned the meeting at 11:38 pm.

Craig LeGrow
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline