

MINUTES OF GENERAL COUNCIL MEETING HELD AT 2 MEMORIAL PARK PLACE 16 APRIL 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

Mr. Neil Adams

1.0 CALL TO ORDER

Mayor Craig LeGrow called the meeting to order at **7:45 pm**.

2.0 AGENDA

Upon review of the proposed Agenda, Councillor Chris Palmer requested that items 6.8 Recyclables and 6.9 MNL Convention be added to the Agenda.

MOTION 036 / 2019

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

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

3.0 PREVIOUS MINUTES

Upon review of the minutes of **19 March 2019**;

MOTION 037 / 2019

*Councillor Chris Palmer moved to **ADOPT** the minutes of 19 March 2019 as presented.*

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

Upon review of the minutes of **24 March 2019**;

MOTION 038 / 2019

*Councillor Chris Palmer moved to **ADOPT** the minutes of 24 March 2019 as presented.*

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

At this point Mayor LeGrow left the order of business and directed Council to item 6.7. Mayor LeGrow welcomed Mr. Neil Adams to the meeting and asked if he was prepared to address council as requested. Mr. Adams thanked the Mayor and Council for the opportunity to speak and proceeded to address council with two main concerns. The issue of the lack of cell service in the Town and that of a safety concern regarding street lights not being repaired in a timely manner. Afterwards, a short discussion ensued between the Mayor and Mr. Adam. After which; Mayor LeGrow thanked Mr. Adams for raising his concerns and invited him to stay for the rest of the meeting or depart. Mr. Adams, thanked Council for their time and remained for some time before departing. Meanwhile, Mayor LeGrow directed Council back to the order of the agenda and item 4.0.

4.0 BUSINESS ARISING FROM MINUTES

4.1 LAND PURCHASE

Council reviewed the latest copy of the purchase and sale agreement regarding the purchase of land for the proposed fire department satellite station. After which;

MOTION 039 / 2019

Councillor Carol King moved to **PURCHASE** the property at 1286-1290 Bauline Line at a cost of \$52,000.00 as agreed upon in the Purchase and Sale agreement.

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

MOTION 040 / 2019

Councillor Carol King moved to **ENGAGE** a real estate law firm to complete the legal procedures to change the land title and purchase the property.

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

MOTION 041 / 2019

Deputy Mayor Joanne Whalen moved to **BORROW** \$55,000.00 from the Royal Bank of Canada at a fixed loan term of five (5) years, to be amortized over a five (5) year period at a fixed rate of 4.85%. This loan will be used to purchase the property at 1286-1290 Bauline Line.

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

MOTION 042 / 2019

*Deputy Mayor Joanne Whalen moved to **REQUEST** an approval to borrow from the Department of Municipal Affairs and Environment for the amount of \$55,000.00 to purchase the property at 1286-1290 Bauline Line.*

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

4.2 MUNICIPALITY CHARITY DART TOURNAMENT

Council reviewed the draft e-mail provided by the Mayor that he will send out to all North East Avalon Mayors regarding this event. All agreed, and requested that Mayor LeGrow proceed.

4.3 INTERIOR BUILDING MAINTENANCE

Council reviewed the quote received regarding the plastering/painting of the inside of the Town Hall and Community Centre. After a short discussion, the Town Manager was requested to seek additional quotes.

4.4 HIKE / FOOD FEST

The Assistant Town Clerk addressed council and provided an update on this event.

4.5 EMERGENCY WASTE MANAGEMENT MEETING

Deputy Mayor Joanne Whalen addressed council and provided a briefing on this meeting which she attended 6 April 2019.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 Approval in Principle – William LeGrow 143-147 Pouch Cove Line

Council reviewed the documentation provided by Mr. William LeGrow to permit the development of this vacant land as a residential property. After a short discussion and referencing the Town Municipal Plan and Development Regulations;

MOTION 043 / 2019

*Deputy Mayor Joanne Whalen moved to utilize Councils discretionary authority and **APPROVE IN PRINCIPLE** the vacant lot at 143-147 Pouch Cove Line for the development of a residential dwelling 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. *A Provincial Government Services NL, Operations Division Certificate of Approval is required for well and septic system prior to release of a building permit from the Town;*
3. *A Provincial Government Department of Transportation and Works Highway Access Permit is required prior to release of a building permit from the Town;*
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;*
6. *A complete development application must be submitted to council for review and a building permit is to be obtained from the Town of Bauline prior to any work or construction commencing; and*
7. *In accordance with item 5.10 of the Town Council Meeting held 1 May 2013, the responsibility of this construction for compliance with the National Building Code rests with the home owner and/or developer/contractor.*

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

5.1.2 Development – Donna Manning 102-104 Pouch Cove Line

Council reviewed the documentation provided by Ms. Donna Manning to permit the development of this vacant land as a residential property. After a short discussion and referencing the Town Municipal Plan and Development Regulations;

MOTION 044 / 2019

*Councillor Carol King moved to **APPROVE IN PRINCIPLE** the vacant lot at 102-104 Pouch Cove Line for the development of a residential dwelling 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. *A Provincial Government Services NL, Operations Division Certificate of Approval is required for well and septic system prior to release of a building permit from the Town;*

3. *A Provincial Government Department of Transportation and Works Highway Access Permit is required prior to release of a building permit from the Town;*
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);*
6. *A complete development application must be submitted to council for review and a building permit is to be obtained from the Town of Bauline prior to any work or construction commencing; and*
7. *In accordance with item 5.10 of the Town Council Meeting held 1 May 2013, the responsibility of this construction for compliance with the National Building Code rests with the home owner and/or developer/contractor.*

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

5.2 CORRESPONDENCE

- 5.2.1 Fire and Emergency Services (FES) – Council reviewed this package identifying the FES Training School dates and courses that will take place in Clarendville 25-31 May 2019.
- 5.2.2 Traffic Advisory Group – Council reviewed this correspondence from a group of citizens concerned with roads and traffic in NL. They are lobbying municipal governments to join their cause.
- 5.2.3 Municipal Affairs and Environment (MAE) – Council reviewed this semi-annual NMFC debt servicing loan payment from MAE Debt Servicing Loan payment.
- 5.2.4 East Coast Trail Assoc – Council reviewed this correspondence announcing the East Coast Trail 25th Anniversary Trail Raiser Hike on 8 June 2019.
- 5.2.5 NL Chapter of the Canadian Transplant Assoc – Council reviewed this request to recognize 21-27 April 2019 as National Organ and Tissue Donor Awareness Week by signing a proclamation and lighting up the building in green during that week. After a short discussion;

MOTION 045 / 2019

*Councillor Chris Palmer moved to **RECOGNIZE** 21-27 April as National Organ and Tissue Donor Awareness week by signing a proclamation and lighting up the Town Hall and Community Centre in green during that week.*

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

Mayor LeGrow signed the proclamation.

- 5.2.6 Royal Canadian Legion NL – Council reviewed this request for sponsorship by purchasing ad space in their Lest We Forget magazine. Council declined at this time, however a discussion ensued and it was requested that a policy be drafted regarding a cyclical annual support for certain organizations.
- 5.2.7 School Lunch Assoc – Council reviewed this invitation for the Mayor to participate in an event 9 May 10:00 am – 3:00 pm at the Avalon Mall on a Radiothon hosted by Bill Hart. Mayor LeGrow indicated that he was not available at that time, but encouraged any council member to attend if they could.
- 5.2.8 Canadian Mental Health Association – Council reviewed this request to recognize 6-12 May 2019 as Canadian Mental Health Awareness Week by signing a proclamation and lighting up the building in green during that week. After a short discussion;

MOTION 046 / 2019

*Councillor Chris Palmer moved to **RECOGNIZE** 6-12 May as Canadian Mental Health Awareness week by signing a proclamation and lighting up the Town Hall and Community Centre in green during that week.*

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

Mayor LeGrow signed the proclamation.

- 5.2.9 Eastern Health – Council reviewed this request from Eastern Health to share their 2019 Community Health Survey on all our media outlets. Council agreed.
- 5.2.10 Municipal Affairs and Environment (MAE) – Council reviewed this circular announcing updates to the Municipal Water, Sewer and Roads Master Construction Specifications.

- 5.2.11 Royal Newfoundland Constabulary – Council reviewed this correspondence inviting the Mayor to attend the International Police and Peace Officer Memorial Service at the Seventh Day Adventist Church, 30 Aldershot Street, St. John's on Wednesday 16 May at 11:00 am.
- 5.2.12 St. Nicholas Anglican Church – Council reviewed this invitation to attend a special church service and reception to mark 200 years of faithful service by St. Nicholas Church. The service will be held 5 May at 4:00 pm.
- 5.2.13 Municipalities NL (MNL) – Council reviewed this correspondence indicating that Registration is now open for the MNL Symposium 2-4 May 2019 in Gander.
- 5.2.14 Recreation NL – Council reviewed this correspondence announcing that the Recreation NL AGM and Trade Show will be held 23-25 May in Grand Falls/Windsor.
- 5.2.15 Stewardship Association of Municipalities (SAM) – Council reviewed this correspondence indicating that This year's SAM AGM is in Pouch Cove 10-11 May, at the recreation centre on Satellite Road. Councillor Chris Palmer informed Council that he is planning on attending.
- 5.2.16 East Coast Trail Assoc – Council reviewed the 2018 East Coast Trail update, for the trails around Bauline.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGER

- 6.1.1 Summer Maintenance Priorities – The Town Manager reviewed the Summer maintenance priorities that were sent to the Department of Transportation and Works via their online submission platform.
- 6.1.2 Funds received for Municipal Capital Works Project – The Town Manager informed Council that \$58,000.00 was deposited into the Towns operating account for a Municipal Capital Works project. After a short discussion:

MOTION 047 / 2019

*Councillor Carol King moved to **TRANSFER** \$58,000.00 from the town's operating account into the Capital Works Account.*

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

6.1.3 Draft Report from MUN on Rural Sustainability (ICSP) – The Town Manager presented Council with the draft MUN report that the former ICSP committee was involved in.

6.1.4 Gas Tax Funds received - The Town Manager informed Council that \$13,081.78 of the semi-annual Gas Tax funds were deposited into the Towns operating account. After a short discussion:

MOTION 048 / 2019

*Councillor Carol King moved to **TRANSFER** \$13,081.78 from the Town's operating account into the Gas Tax Account.*

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

6.1.5 Work Term Placement – Dana Sheppard – The Town Manager informed Council that Dana Sheppard who is completed her studies at the College of the North Atlantic has been selected for a work term here at the centre commencing Monday 6 May.

6.1.6 Spring Clean-Up – The Town Manager recommended that Spring Clean-up be carried out in early June. After a short discussion:

MOTION 049 / 2019

*Councillor Ralph LeGrow moved to **SCHEDULE** the 2019 Spring Clean-up event for Saturday 1 June 2019 with the alternate date being 2 June.*

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

6.2 REPORT FOR ASST TOWN CLERK

The Assistant Town Clerk (ATC) addressed council and provided reports and returns regarding bar operations, funding applications, upcoming events and ongoing programs. Mayor LeGrow thanked The ATC for her ongoing efforts and congratulated her on the success of the funding applications.

6.3 KILLICK COAST REUSABLE BAGS

Mayor LeGrow addressed Council with an initiative that he and the other Killick Coast Mayors were conversing about. After a short discussion, Council indicated that they would be interested in proceeding with the purchase of a common six town killick coast reusable bag in support of the Ban the Plastic Bag project, and were interested in learning more.

6.4 MUNICIPAL TRAINING CIRCULAR

Council reviewed the Municipal Training Circular. Mayor LeGrow encouraged Council members and staff to review the list and identify any training they feel would be beneficial that they would like to attend.

6.5 ATIPP TRAINING

Council reviewed the Access to Information Training schedule. After a short discussion Council requested that the Town Manager coordinate a date for council and staff training.

6.6 MUNICIPAL NATURAL ASSETS INITIATIVE (MNAI) PROJECT

Mayor LeGrow addressed Council regarding this project. After a short discussion, the Town Manager was requested to contact the Town Manager of Logy Bay, Middle Cove, Outter Cove to determine if Mr. Paul Ryan would be available to provide council with a presentation on the subject.

6.7 NEIL ADAMS ADDRESS

Mr. Adams addressed council previously. A short discussion regarding the items presented by Mr. Adams took place.

6.8 RECYCLABLES

Councillor Chris Palmer addressed Council and indicated that he would like to defer this item to the next council meeting. All agreed.

6.9 MNL CONVENTION

Councillor Chris Palmer addressed Council and indicated that he would like to defer this item to the next council meeting. All agreed.

7.0 OLD BUSINESS

7.1 GREEN ENERGY PROJECT

The Town Manager provided a recap of the 1 April meeting with Fundamental Inc. Council reviewed the successful funding applications received to date. One of the successful applications required affirmation by council in order to proceed. Upon review:

MOTION 050 / 2019

*Councillor Chris Palmer moved to **ACCEPT** the terms and conditions and enter into the Project Charter as detailed in the FCM Climate Change Partnership Staff Grant Program revision 1, dated 1 April 2019.*

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

At this point Mayor LeGrow signed the required documents.

8.0 FINANCES

8.1 FINANCIAL STATEMENT

After review of the Financial Statement;

MOTION 051 / 2019

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

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

8.2 OUTSTANDING PAYABLES

After review of the Outstanding Payables;

MOTION 052 / 2019

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

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

8.3 GAS TAX AUDIT REPORT

After review of the Gas Tax Audit Report;

MOTION 053 / 2019

*Councillor Ralph LeGrow moved to **ACCEPT** the draft 2018 Ultimate Recipient Annual Expenditure Report as received.*

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

9.0 COMMITTEE REPORTS

STANDING COMMITTEES

- 9.1 Finance Committee – Nothing further to report.
- 9.2 Public Works Committee – Councillor Chris Palmer reported there is still a slow leak in the water system which is being managed at this time.

SPECIAL COMMITTEES

- 9.3 Planning and Development Committee – Councillor Ralph LeGrow had nothing further to report at this time.
- 9.4 Community Committee – Mayor Craig LeGrow reported on upcoming events for the Community Committee.
- 9.5 History & Heritage Committee – Nothing further to report
- 9.6 Emergency Response Committee – Chair Chris Palmer had nothing further to report at this time.
- 9.7 Northeast Avalon Joint Council Committee (NEAJC) – The next meeting of the NEAJC is scheduled for 8 May in the City of St. John's.
- 9.8 War Memorial Committee – No report submitted.
- 9.9 Public Affairs Committee – Chair Chris Palmer reported that he had submitted the PCP media release to the Town Manager for disbursement.
- 9.10 Killick Coast Mayor's Committee – Mayor LeGrow had nothing further to report at this time.
- 9.11 Come Home Year Committee – Mayor LeGrow scheduled the next CHY committee meeting for 2 May at 7:30 pm.
- 9.12 Trails Committee – Deputy Mayor Joanne Whalen reported that the Trails Committee has been very active. They were in the woods last week and plan on doing the same this week.

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 raised a question regarding an ongoing project with Tract Consulting, which was answered.

Councillor Ralph LeGrow requested more information on bar sales. The Assistant Town Clerk indicated she would pull the information for him in the near future.

11.0 NEXT GENERAL MEETING

Mayor Craig LeGrow scheduled the Next General Meeting for **Wednesday, 8 May 2019 at 7:30 pm.**

12.0 ADJOURNMENT

As there was no further business to discuss;

MOTION 054 / 2019

*Councillor Chris Palmer moved to **ADJOURN** the meeting of **16 April 2019.***

Mayor Craig LeGrow adjourned the meeting at 10:49 pm.

Craig LeGrow
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline