

MINUTES OF GENERAL COUNCIL MEETING HELD AT 2 MEMORIAL PARK PLACE – 20 AUGUST 2020



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, the Town Manager requested to add items 8.4 and 8.5, and Councillor Chris Palmer requested to add item 6.5. After which;

MOTION 096 / 2020

*Councillor Chris Palmer moved to **ADOPT** the agenda with items 6.5, 8.4 and 8.5 added.*

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

3.0 ADOPT MINUTES

Upon review of the minutes of a General Council meeting held **14 July 2020**;

MOTION 097 / 2020

*Deputy Mayor Joanne Whalen moved to **ADOPT** the minutes of 14 July 2020 as presented.*

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

4.0 BUSINESS ARISING FROM MINUTES

4.1 CLEANING SERVICES

Council reviewed the revised cleaning schedule chart and agreed. The Town Manager was requested to solicit quotes regarding cleaning services for the building based on this schedule.

4.2 CROWN LANDS DUCK POND & PCL

Council reviewed letters from the Crown Lands division which denied two town applications. A lengthy discussion arose. The Town Manager was requested to contact the MHA with the intention of setting up a meeting with the Minister of Department of Transportation and Works. After which:

MOTION 098 / 2020

*Councillor Ralph LeGrow moved to **REAPPLY** to the Crown Lands division for the property on Pouch Cove Line, now that the speed limit has been reduced.*

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

4.3 DEBRIS ON BLE

The Town Manger informed Council that the debris on Bauline Line Extension, following a vehicle crash, has been recovered as requested.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 APPROVAL IN PRINCIPLE – 166-168 Pouch Cove Line

Council reviewed an e-mail sent 17 August 2020 requesting an Approval in Principle prior to purchase. Upon review and discussion.

MOTION 099 / 2020

*Councillor Ralph LeGrow moved to **APPROVE IN PRINCIPLE** the keeping of 1-2 ponies/horses at 166-168 Pouch Cove Line if the applicant were successful in purchasing the property.*

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

5.1.2 DEVELOPMENT – Extension to Building – 46 Main Street

Council reviewed the application to construct an extension to an existing building at 46 Main Street. After a short discussion.

*Councillor Ralph LeGrow utilized Councils discretionary authority and moved to **APPROVE IN PRINCIPLE** the construction of a 5.2' x 8.7' extension to the existing building at 46 Main Street under the following conditions:*

- 1. The development shall conform to the requirements of the Industrial Marine (IM) Land Use Zone of the Town of Bauline Municipal Plan and Development Regulations 2007 – 2017;*
- 2. The responsibility of this construction for compliance with the National Building Code rests with the home owner and/or the contractor;*
- 3. Provincial Government Services Centre, Operations Division (Service NL) certificate of approval is required for any septic system that will be installed.*
- 4. All municipal criteria and legislation is to be met and verified by the Town of Bauline's Official; and*
- 5. A Building Permit is to be obtained from the Town of Bauline prior to any work or construction commencing on the site.*

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

5.2 CORRESPONDENCE

- 5.2.1 Municipal Affairs and Environment – Council reviewed this correspondence regarding a Ultimate Gas Tax Agreement Revision.
- 5.2.2 Municipal Affairs and Environment – Council reviewed this letter of approval to proceed to tender regarding the Alternate Power Supply project.
- 5.2.3 Office of Information and Privacy Commission – Council reviewed the quarterly newsletter, *Above Board*.
- 5.2.4 Municipal Advocacy Solutions – Council reviewed this letter regarding Federal funding for local investment opportunities, and the invitation to use this organization to provide assistance.
- 5.2.5 Municipal Assessment Agency – Council reviewed this update on the Municipal Assessment Agency following their latest teleconference meeting of 7 July.

- 5.2.6 University of Waterloo – Council reviewed this request to participate in a FCM T2050 30-60 minute phone interview regarding the Town’s latest project.
- 5.2.7 Municipalities NL – Council reviewed this memo announcing several federal and provincial initiatives that will be coming online over the next several months. More information on these funding opportunities will follow.
- 5.2.8 Ronald McDonald House – Council reviewed this request to support, publish and advertise that September is the Red Shoe Crew, Walk for Families Month. They are encouraging people to register online and raise funds for Ronald McDonald House here in NL. Council requested that it be displayed in the next edition of *The Wave*.
- 5.2.9 Kids Eat Smart – Council reviewed this request for support and funding during the Radiothon to be held 4 November, live on all stations of VOXM.
- 5.2.10 Municipalities NL- Council reviewed this correspondence announcing the MNL 2020 Virtual Conference and Trade Show. This year it will be a virtual platform. It will be an interactive event with a full agenda, acclaimed presenters and the opportunity for questions. There will also be virtual product demos, giveaways, long service awards & music and entertainment. Registration costs will be reduced. Registration will be open on the MNL website by the end of the month.
- 5.2.11 Resident E-mail – Council reviewed this e-mail requesting that any plans surrounding Duck Pond be made public at the inception stage and that residents be invited to a meeting to discuss, or to comment via written correspondence. As this was discussed at the last Public Meeting held 28 October 2019, Council requested that the Town Manager ask the resident to elaborate on his concern.
- 5.2.12 Municipal Assessment Agency – This memo announces two new taxpayer representatives that have been appointed through the Public Service Commission. Council requested that this information be published in the next edition of *The Wave*.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGER

- 6.1.1 Resident Complaints - The Town Manager informed Council that he had received 2 complaints regarding dogs barking at night. As well as a complaint regarding the vehicle congestion at Duck Pond

during hot summer days. It was noted that the Duck Pond parking issue has been discussed and initiatives researched over the past several years. The latest was a request to have the speed limit reduced in that area by the Department of Transportation and works.

- 6.1.2 New COVID-19 public area protocols as of 24 Aug – The Town Manager informed council how the new mandatory public face mask protocol would be enforced in the building.
- 6.1.3 Manganese in Town Water – The Town Manager informed Council that they were still trying to get quotes to install a manganese filtration system in the pumphouse, however, getting sufficient quotes has proven difficult during this time.
- 6.1.4 BBQ – The Town Manager informed Council that the Town’s BBQ is not working and requested authority to purchase a new one. Council agreed for the Town Manager to use his discretion in purchasing a new BBQ.
- 6.1.5 Remaining Summer Leave Plans – Upon review of the latest Summer Leave plans, Council approved the Assistant Town Clerk’s leave and signed the leave pass.

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AUGUST						
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SEPTEMBER						
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- Government Holliday
- Drover - complete
- Connors 31 Aug – 9 Sep
- Proposed TCM

6.2 REPORT FROM THE ASSISTANT TOWN CLERK

The Assistant Town Clerk provided Council with a written and verbal report regarding several ongoing food delivery programs, Summer Student and after school programs, future initiatives and funding opportunities, patio licensing update.

6.3 ASSET MANAGEMENT – POUCH COVE & FCM GRANTS

The Town Manager informed Council that he is working with the CAO of Pouch Cove to apply for funding in order to develop Asset Management plans for both the town of Pouch Cove and Bauline. Additional detail will be promulgated as the project unfolds.

6.4 MR. NEIL ADAMS TO ADDRESS COUNCIL

Mr. Adams addressed council for 10 minutes regarding unsafe conditions at Duck Pond during hot days when the area is full. As well he proposed that the Town of Bauline adopt a by-law regarding Residential Property Standards. Afterwards, Mr. Adams left the building. The Town Manager was requested to research the feasibility and legislative parameters of writing and adopting a Residential Property Standards By-law.

6.5 RESTRICTED PARKING ON MAIN STREET

Councillor Chris Palmer raised a concern that parking on Main Street is becoming an issue. The road is restrictive as is, however, individual residential parking is adding to the issue. A discussion ensued. The Town Manager, and Council was requested to monitor the situation over the next several weeks to determine if it continues after the recreational fishery is finished and school summer vacation is over.

7.0 OLD BUSINESS

7.1 GREEN ENERGY UPDATE

7.1.1 Net metering connection agreement – Council reviewed the Net Metering Interconnection agreement and the quote to change the current meter with a bi-lateral one. After a short discussion;

MOTION 101 / 2020

*Councillor Chris Palmer moved to **SIGN** the Net Metering Interconnection Agreement with NL Power and **EXPEND** \$1,873.90 to replace the current usage meter with a bi-lateral meter.*

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

7.1.2 PCP Milestone 2&3 award – Council reviewed the e-mail and letter from FCM regarding our recent awards of milestones 2 & 3 of the Partners of Climate Protection program.

- 7.1.3 FCM 10 week work recommendation – Council reviewed and discussed the recommended 10 week work table for Fundamental Inc. to proceed. After which;

MOTION 102 / 2020

*Councillor Chris Palmer moved to **APPROVE** the 10 week work schedule/table for Fundamental Inc. to proceed under the FCM 2050 multiple town Green Energy Program.*

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

- 7.1.4 Solar Panel Installation Project – The Town Manager informed Council that this project is proceeding well, with an installation commencement date scheduled for mid September 2020.

7.2 ALTERNATE POWER SUPPLY UPDATE

The Town Manager informed Council that everything is on schedule for the Tenders to be opened 2 September at 2:00 pm. He also informed Council that there is a concern that the bids may be over budget.

- 7.2.1 Milestone payment to Primary Consultant – Council reviewed all documentation regarding the issue of this milestone payment # 2 to the primary consultant of this project. After a short discussion;

MOTION 103 / 2020

*Councillor Carol King moved to **APPROVE** the 2nd milestone installment of \$14,135.80 on a 50/50 cost share basis with the provincial government to Wood Environment. This is for the Municipal Capital Works Project # 17-MCW-19-00010.*

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

7.3 CELL TOWER

The Town Manager informed Council that the Geotech and ESA work is completed. The foundation design is being finalized and construction will be going to tender once completed. It will be approximately 4-6 weeks before construction starts.

7.4 AMENDMENT # 6

The Town Manager informed Council that public consultation through the Telegram started 10 August. The amendment was on display at the Town Hall until 14 August as required.

7.5 BROOK PATH BRIDGE

The Town Manager informed Council that this project is now complete and paid for.

8.0 FINANCES

8.1 2019 AUDIT

Council reviewed the draft Management Letter and Consolidated Financial Statements regarding the 2019 financial audit. A lengthy discussion arose. After which;

MOTION 104 / 2020

*Councillor Chris Palmer moved to **ACCEPT** the draft Management Letter and Consolidated Financial Statements as presented.*

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

8.2 FINANCIAL STATEMENT

After review of the Financial Statement;

MOTION 105 / 2020

*Deputy Mayor Joanne Whalen moved to **ACCEPT** the Financial Statement as presented.*

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

8.3 OUTSTANDING PAYABLES

After review of the Outstanding Payables;

MOTION 106 / 2020

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

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

8.4 BANK LOAN

Council reviewed the promissory note from RBC regarding the loan for Municipal Capital Works Project # 17-MCW-19-00010. A discussion arose regarding not submitting the document until after the Tender process has been completed. After which;

MOTION 107 / 2020

*Deputy Mayor Joanne Whalen moved to **APPROVE** the Promissory Note with the Royal Bank of Canada for the sum of \$99,752.00 with a fixed interest rate of 3.52 amortized over a five year period.*

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

8.5 TAX RECEIVABLE SUMMARY AND TAX RECOVERY PLAN

The Town Manager provided Council with the draft Tax Receivable Summary and Tax Recovery Plan for them to review prior to the next Council meeting.

9.0 COMMITTEE REPORTS

9.1 Planning and Development Committee: Chair/Councillor Ralph LeGrow briefed Council on several topics including the P&D committee meeting with the Harbour Authority, and his discussions with the Crown Land's division regarding property around Duck Pond. The Town Manager was requested to research and produce a Quit Claim document and send it to a former resident, in order to provide it to the Crown Lands division.

9.1 Emergency Response Committee: Chair/Councillor Chris Palmer addressed Council and requested that the joint Emergency Response Plan with the Town of Pouch Cove be reviewed and signed in the near future. He also suggested that the planning start for a tabletop familiarization exercise be planned for the fall.

10.0 TABLE DISCUSSION

At this point, Mayor LeGrow asked if there were any other points that Council/Staff would like to address?

Councillor Chris Palmer raised a concern that a joint Asset Management approach with a neighboring community may not be an equitable approach for the Town of Bauline. A discussion arose and it was agreed to proceed, but to maintain awareness of the situation.

Mayor Craig LeGrow requested that expropriation of land for those parcels without known owners be identified and procedures researched.

11.0 NEXT GENERAL MEETING

Mayor Craig LeGrow scheduled the Next General Meeting for **TUESDAY, 15 September 2020 at 7:45 pm.**

12.0 ADJOURNMENT

As there was no further business to discuss;

MOTION 108 / 2020

*Deputy Mayor Joanne Whalen moved to **ADJOURN** the meeting of **20 August 2020.***

Mayor Craig LeGrow adjourned the meeting at 11:43 pm.

Craig LeGrow
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline