

**MINUTES OF SPECIAL COUNCIL MEETING HELD AT
2 MEMORIAL PARK PLACE 22 MARCH 2018**



PRESENT

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

REGRETS

Councillor Ralph LeGrow

PUBLIC IN ATTENDANCE

Mr. Joe Craig

1.0 CALL TO ORDER

Mayor Craig LeGrow called the meeting to order at **7:47 pm**.

Mayor LeGrow welcomed Mr. Joe Craig to this evenings meeting.

2.0 AGENDA

Upon review of the proposed Agenda, The Town Manger requested that items 6.1.9 and 6.10 be added to the Agenda:

MOTION 032 / 2018

*Councillor Carol King moved to **ADOPT** the agenda with the additions of items 6.1.9 and 6.10.*

*Seconded by Councillor Chris Palmer
All in favour.*

*Motion **CARRIED***

3.0 PREVIOUS MINUTES

Upon review of the minutes of 27 February 2018;

MOTION 033 / 2018

*Deputy Mayor Joanne Whalen moved to **ADOPT** the minutes of 27 February 2018 as presented.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

4.0 BUSINESS ARISING FROM MINUTES

4.1 TARGA

Council reviewed several of the e-mails requesting resident input regarding the TARGA Prologue scheduled for 16 September 2018. The

Town Manager was directed to coordinate a meeting with Mr. Robert Giannou before the next general council meeting.

4.2 MUNICIPAL INVITATION DART TOURNAMENT

A short discussion ensued regarding the re-scheduled Municipal Dart Tournament that will take place Saturday, 14 April 2018 commencing at 9:00 am. The Town Manager was requested to update Council as teams confirmed their attendance.

4.3 FIRST AID TRAINING

Mayor Craig LeGrow addressed council regarding the First Aid Training he attended at the centre, 17 March. It was very good training. The next session is due to take place 7 April. It was suggested that this training be coordinated and offered to residents at cost.

4.4 COME HOME YEAR

Mayor Craig LeGrow addressed council regarding the March 20th meeting. It was well attended and much interest shown towards the event. The event is scheduled for the week of 25 July – 1 August 2020. Correspondence has already commenced through social media in an effort to make contact with as many people as possible. Mayor LeGrow has requested a meeting with Pouch Cove and Flatrock “Come Home Year” coordinators.

4.5 EAST COAST TRAIL MOU CORPORATE SPONSORSHIP

A short discussion ensued regarding the recommendation to request corporate sponsorship to assist in trail upgrades. It was decided to coordinate with the ECTA as they complete a new policy referencing this topic.

4.6 CANADIAN MENTAL HEALTH ASSOCIATION NL – RESPONSE TO MENTAL HEALTH WEEK ACTIVITIES

CMHA NL is appreciative that Bauline has committed to participating in the mental week activity. Bauline will be added to their sponsorship package. They have requested some pictures of the building lit up in green (May 6-12).

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 Rezoning – TRR request to rezone land on Bauline Line Extension

Council reviewed the application for TRR to rezone a plot of land on the Bauline Line Extension. After which:

MOTION 034 / 2018

*Councillor Chris Palmer moved to **REFER** this item to the Planning and Development committee for review and recommendations.*

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

*Motion **CARRIED***

5.2 CORRESPONDENCE

- 5.2.1 Walk For Values – Council reviewed this request to declare 24 April as Human Values Day and sign a proclamation. Upon review;

MOTION 035 / 2018

*Councillor Carol King moved to **DECLARE** 24 April as Human Values Day in support of the national Walk for Values event.*

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

*Motion **CARRIED***

Mayor Craig LeGrow signed the proclamation.

- 5.2.2 Walk for Alzheimer's – Council reviewed this request to participate and promote the Walk for Alzheimer's Sunday 27 May at 1:00 pm from the Northbrook Lodge in Pippy Park. Council requested that this information be placed in the next flyer

- 5.2.3 ATIPP Office – Council reviewed this request for Information from the ATIPP office. Upon review:

MOTION 036 / 2018

*Deputy Mayor Joanne Whalen moved to **APPOINT** the Town Manager as the ATTIP Coordinator for the Town of Bauline in accordance with section 109 of the Access to Information and Protection of Privacy Act.*

*Seconded by Councillor Chris Palmer
All in favour.*

*Motion **CARRIED***

- 5.2.4 Stewardship Association of Municipalities (SAM) – Council reviewed this annual scholarship program offered by SAM. It was requested that this information be placed in the next flyer.

- 5.2.5 Municipal Affairs and Environment – Council reviewed this Information Circular indicating that MAE will continue to enforce strict adherence to the Water, Sewer and Roads Master Construction specifications.
- 5.2.6 Town Manager Flatrock – Council reviewed this Sympathy Card received from Dianne Stamp regarding the Town's recent loss of a valued community member.
- 5.2.7 Town of Pouch Cove – Council reviewed the plaque for Best Float Award received from the Town of Pouch Cove for the Best Float over 8' at their 2018 Christmas Parade.
- 5.2.8 Terry Fox Foundation – Council reviewed this Letter of Appreciation received from the Terry Fox Foundation regarding Bauline's support to the Terry Fox Run.
- 5.2.9 Municipal Affairs and Environment – Council reviewed this circular regarding year end claims and the submission deadline.
- 5.2.10 Municipal Affairs and Environment – Council reviewed this letter indicating that the town was approved for the \$1000.00 Municipal Training Funding.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGER

- 6.1.1 First Aid Cabinet – The Town Manager informed Council that Canadian Linen has a promotion regarding first aid cabinets. It was suggested that the town could purchase a cabinet and stock it themselves. All agreed.
- 6.1.2 Snow Clearing - With the recent death of a resident during a snow storm, the Town Manager was asked to inquire about policies and practices of the provincial and town snow clearing contractors. Council reviewed the findings of the Town Manager. It was requested that a letter be drafted to the Minister of the Department of Transportation regarding this incident.
- 6.1.3 Procurement Webinar Training – The Town Manager informed council that both he and the Asst Town Clerk (ATC) attended the webinar training 9-12:00 13 Mar. All municipalities are required to take the training, as the Government Procurement Agency rolls out its new legislation. Some information was useful and identifies changes from current policies.
- 6.1.4 Donation Request – The Town Manager briefed council on a donation request made on behalf of the recent passing of a valued

committee member. After some discussion it was requested that this request be taken to the Community Committee for discussion as well.

- 6.1.5 Maps and results from last Planning Meeting – The Town Manager informed council that he had met with the Town Planner regarding the last meeting with the Planning and Development Committee. Maps provided by the Town Planner were reviewed. A short discussion ensued.
- 6.1.6 Website – The Town Manager informed Council that the webmaster was in the process of creating a new website design.
- 6.1.7 Simply Accounting – The Town Manager informed Council that there is a requirement to upgrade the Simply Accounting program from 2010 to 2018, and also to purchase a license for the Community Committee that the Asst Town Clerk would be responsible for. The estimated cost of both licences and programs would be \$500.00. Council agreed to proceed.
- 6.1.8 Fundamental Inc Request – The Town Manager informed Council that Fundamental Inc has been approached to present at the upcoming MNL symposium in May. She has requested permission to reference her work with our town. Council agreed, but would like to review the material first.
- 6.1.9 Municipal Tax Update – The Town Manager informed Council that as of today 57% of the 2018 Municipal Taxes have been received.

6.2 REPORT FOR ASST TOWN CLERK

- 6.2.1 Exercise Program update – The Assistant Town Clerk informed Council that there are currently 15 people signed up for the new exercise program offered by the Town.
- 6.2.2 Funding Applications – The Assistant Town Clerk briefed council on the 3 funding applications she has submitted to date.

6.3 SAFETY REPORT/DISCUSSION

There were no safety items discussed at this meeting.

6.4 WATER UPDATE

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

6.4.1 The Town Manager informed Council that the Town contracted Water Operator will be attending the Water Operator Conference in Gander 26-30 March.

6.5 POSSIBLE TRAIL COMMITTEE

Councillor Chris Palmer addressed Council and informed them that he has been approached by three residents with a request to form a Trails Committee in an effort to complete town trails that have been planned for some time. After a short discussion, it was agreed that Deputy Mayor Joanne Whalen would chair the committee and contact the three individuals, the Assistant Town Clerk indicated that she would be part of the committee. The Deputy Mayor will report to Council at the next council meeting with proposed name and draft structure of the committee.

6.6 PROPOSAL TO JOIN NL ENVIRONMENTAL INDUSTRY ASSOC

This item was deferred to a later meeting.

6.7 SIGNAGE FOR BUILDING

Councillor Carol King addressed Council indicating that she felt that there was a requirement to have signage on Bauline Line directing patrons to the Town Hall and Community Centre. After a short discussion all agreed. The Town Manager was directed to research the cost of placing a two sided sign near the entrance of Memorial Park Place.

6.8 STRATEGIC DIRECTION

Deputy Mayor Joanne Whalen addressed Council and explained that she felt that the strategic direction of Council was very broad right now. There are a lot of items being coordinated and it is her opinion that the strategic direction of Council should be more defined. A short discussion ensued and it was suggested that the residents of Bauline be engaged to get their opinion. The Assistant Town Clerk suggested that a Community Needs Assessment be produced and sent out to the general public. All agreed and the Assistant Town Clerk was requested to draft the document.

6.9 VOLUNTEER SOCIAL

Mayor Craig LeGrow addressed Council and requested that the Volunteer Social be planned. All agreed. The Assistant Town Clerk was requested to check the bookings calendar and report back to Council on proposed dates and format.

6.9 WORLD WATER DAY

Councillor Chris Palmer addressed Council and presented them with a press release regarding World Water Day, which is celebrated 22 March.

He requested Council approval to deliver this to media outlets and send it out as a resident householder. After a short discussion, Council agreed. The Town Manager was requested to dispatch this release to local media outlets and produce the document for a resident mailout.

7.0 OLD BUSINESS

7.1 FIRE HALL PLANNING PROJECT

The Town Manager briefed Council on several items regarding Fire Hall Planning Project. Councillor Chris Palmer informed Council that two (2) PCVFD firefighters living in Bauline have joined the ERC Committee to offer assistance to this project.

7.2 CELL COVERAGE

The Town Manager informed Council that he has had correspondence with a Bell representative. At this point, there is no decision made, however they will be proposing micro cells as an interim solution to no cellular coverage in Bauline.

8.0 FINANCES

8.1 FINANCIAL STATEMENT

After review of the Financial Statement by Council;

MOTION 037 / 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 038 / 2018

*Deputy Mayor Joanne Whalen moved to **PAY** the Outstanding Payables as presented.*

*Seconded by Councillor Chris Palmer
All in favour*

*Motion **CARRIED***

9.0 COMMITTEE REPORTS

- 9.1 Planning and Development Committee – No report submitted.
- 9.2 Finance Committee – Chair Carol King had nothing to report.
- 9.3 History & Heritage Committee – Chair Carol King reported that there is a Heritage Fair scheduled for Sunday 6 May.
- 9.4 Emergency Response Committee – Chair Chris Palmer had nothing further to report.
- 9.5 Integrated Community Sustainability Plan Committee (ICSP) – Deputy Mayor Joanne Whalen informed Council that there is an ICSP presentation to Mayors scheduled for 10 May 2018.
- 9.6 Northeast Avalon Joint Council Committee (NEAJC) – Councillor Chris Palmer and Deputy Mayor Joanne Whalen indicated they were unable to attend the last meeting.
- 9.7 Community Committee – No report submitted.
- 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. It was noted that this may conflict with the ICSP meeting.

10.0 TABLE DISCUSSION

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

Deputy Mayor Joanne Whalen requested that the following items be added to the next agenda as requested by Councillor Ralph LeGrow at the last meeting; brush cutting, white boards in Council Chambers and Neighborhood watch.

Mayor Craig LeGrow requested that the topic of Council Desks be added to the next agenda.

Mayor Craig LeGrow brought Council's attention to a news article published earlier in the week indicating that Bauline's funding application for the Generator had been approved by the Provincial Government. It was requested that the Town Manager confirm with the MHA.

11.0 NEXT GENERAL MEETING

Mayor Craig LeGrow scheduled the Next General Meeting for **Tuesday, 10 April at 7:45 pm.**

12.0 ADJOURNMENT

As there was no further business to discuss;

MOTION 039 / 2018

*Councillor Carol King moved to **ADJOURN** the meeting of **22 March 2018.***

Mayor Craig LeGrow adjourned the meeting at 10:24 pm.

Craig LeGrow
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline