

# MINUTES OF GENERAL COUNCIL MEETING HELD AT 2 MEMORIAL PARK PLACE – 27 OCTOBER 2020



## PRESENT

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

## REGRETS

Councillor Chris Palmer

## GUESTS

### 1.0 CALL TO ORDER

Mayor Craig LeGrow called the meeting to order at **7:49 pm**.

### 2.0 AGENDA

Upon review of the proposed Agenda, the Town Manager requested to add item 6.10. After which;

#### **MOTION 132 / 2020**

*Deputy Mayor Joanne Whalen moved to **ADOPT** the agenda with items 6.10 added to the Agenda.*

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

### 3.0 ADOPT MINUTES

Upon review of the minutes of a General Council meeting held **7 October 2020**;

#### **MOTION 133 / 2020**

*Councillor Carol King moved to **ADOPT** the minutes of 7 October 2020 as presented.*

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

### 4.0 BUSINESS ARISING FROM MINUTES

#### 4.1 CROWN LANDS APPLICATIONS

Councillor Ralph LeGrow briefed Council on the latest Crown Land application process.

## **4.2 EAST COAST TRAIL MEETINGS**

The Town Manager informed Council that he had an onsite meeting with the East Coast Trails representative 21 October 2020. The new signs are due to be installed spring/summer 2021.

## **4.3 MUNICIPAL ASSESSMENT AGENCY (MAA) APPEAL**

The Town Manager informed council that he is coordinating the property appeal process. He has contacted the appellant and commissioner, but is awaiting a response from the MAA field agent.

## **4.4 CLEANING CONTRACT**

Council reviewed the quotes for cleaning services as presented. After a short discussion, Council deferred this decision to a later date.

## **5.0 APPLICATIONS AND CORRESPONDENCE**

### **5.1 APPLICATIONS**

#### **5.1.1 ACCESSORY – Approval in Principle**

Council reviewed the application for an Approval in Principle as submitted. After a short discussion, the Town Manager was requested to liaise with the Town Planner and report back to Council at the next Council meeting.

### **5.2 CORRESPONDENCE**

5.2.1 Service NL – Council reviewed the CC copy of letter sent to a resident from Service NL.

5.2.2 Municipal Assessment Agency (MAA) – Council reviewed this letter announcing that the 2021 Assessment fees will be \$7,436.00.

5.2.3 Children’s Wish Foundation – Council reviewed this request for a donation to the Children’s Wish Foundation and information regarding the Radiothon fundraiser. Council referred this item to the Finance Committee for future budgetary consideration.

5.2.4 Department of Transportation & Infrastructure (DTI) – Council reviewed this correspondence identifying the Prime Consultant Agreement Process changes.

5.2.5 Department of Tourism, Culture, Arts & Recreation – Council reviewed this announcement of a \$3000.00 Canadian Healthy Living Fund grant. The Assistant Town Clerk indicated that this grant is to be utilized for physical activity and healthy living equipment or programs. Council requested that she provide recommendations in the near future.

- 5.2.6 Engineering Student e-mail – Council reviewed this e-mail from a MUN student requesting a four month work term. After a short discussion, Council requested that the Town Manager contact him and set up a meeting.
- 5.2.7 Resident e-mail – Council reviewed a resident e-mail regarding the possibility/feasibility of incorporating a Poll Tax in the Town of Bauline. After a lengthy discussion, Council decided not to proceed with a Poll Tax.

## 6.0 NEW BUSINESS

### 6.1 REPORT FROM TOWN MANAGER

The Town Manger informed Council that the Assistant Town Clerk (ATC) had completed her Professional Municipal Administrator's core modules and will be starting the Advanced modules in November. Mayor LeGrow congratulated the ATC on her accomplishment.

### 6.2 REPORT FROM THE ASSISTANT TOWN CLERK (ATC)

The Assistant Town Clerk provided a verbal report to council regarding funding opportunities, programming, and ongoing projects.

### 6.3 RESIDENTIAL PROPERTY STANDARDS REGULATION

Council reviewed the Residential Property Standards Regulation. After a short discussion:

#### **MOTION 134 / 2020**

*Councillor Carol King moved to **ADOPT** the new Residential Property Standards Regulation.*

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

The Town Manager was directed to dispatch the document to the Minister of Municipal Affairs and Environment for review.

### 6.4 ANNUAL CONTRACTS

Council reviewed upcoming contracts for the 2020/2021 fiscal year: After a short discussion:

#### 6.4.1 Snow Removal & Ice Control

#### **MOTION 135 / 2020**

*Councillor Carol King moved to **AWARD** the 2020/2021 Snow removal and Ice Control contract to Kinsella Services at a price of \$31,900.00.*

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

#### 6.4.2 Water Operator & Maintenance

### **MOTION 136 / 2020**

*Deputy Mayor Joanne Whalen moved to **AWARD** the 2021 Water Operator and Maintenance contract to T & R Consulting Inc. at the following rates:*

<i>Daily water testing</i>	<i>\$20.00 per hour</i>
<i>Directed Town Maintenance</i>	<i>\$17.00 per hour</i>
<i>Snow removal around town buildings</i>	<i>\$17.00 per hour</i>
<i>KM rate</i>	<i>Provincial rates</i>
<i>Water Conference/Training</i>	<i>1 per year w/receipts</i>

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

#### 6.4.3 Waste Removal

The Town Manager informed Council that the Waste Removal contract was up for renewal. He briefed Council on a discussion he had with the Manager Corporate Services of the Eastern Regional Service Board, regarding an opportunity to have the services provided by that organization. A lengthy discussion arose. Afterwards, Council decided to issue a Request for Proposal to Waste removal companies in the area. Council directed the Town Manager to prepare and release the document.

#### **6.5 PCSP ENVIRONMENT COMMITTEE REQUEST**

In the absence of Councillor Chris Palmer, this item was deferred until the next Council meeting.

#### **6.6 BONFIRE NIGHT**

After a short discussion Council decided to proceed with Bonfire Night with the expectation that fewer than 100 participants will attend.

#### **6.7 REMEMBRANCE DAY**

After a short discussion Council decided to proceed with the Remembrance Day ceremony with the expectation that fewer than 100 participants will attend. A special presentation was discussed for inside the building immediately following the Remembrance Day Ceremony. It was decided to proceed with the event and to enforce government regulations regarding gatherings.

## **6.8 SENIORS DINNER**

Mayor LeGrow to addressed Council. After a lengthy discussion, the Assistant Town Clerk was requested to liaise with the Community Committee to get their opinion and discuss various options.

## **6.9 CHRISTMAS PARADE**

After a lengthy discussion, Council decided to proceed with the Bauline Christmas Parade this year, with a revised route and no gathering at the community centre afterwards. The Town Manager was requested to make the applicable requests to the various agencies normally involved.

## **6.10 MNL CONFERENCE**

The Town Manager informed Council that two people have been registered for the 2020 MNL Virtual Conference. Councillors were provided with the conference agenda.

## **7.0 OLD BUSINESS**

### **7.1 GREEN ENERGY UPDATE**

The Town Manager informed Council that the 40 Solar Panels were installed on the building over the past week. The inside electrical work is scheduled to be completed after the Generator project is complete. A requested meeting by Councillor Chris Palmer with Fundamental Inc. has been deferred at this time.

### **7.2 ALTERNATE POWER SUPPLY UPDATE**

The Town Manager informed Council that the generator pad and safety bollards have been installed. Ditching and installation of conduit to the building has been completed. The generator is due to arrive within the next month.

### **7.3 CELL TOWER**

The Town Manager informed Council that the Cell Tower Project is going along well, however there have been some delays due to excessive busting of rock.

### **7.4 AMENDMENT # 6**

The Town Manager informed Council that the public hearing notice was in Saturdays 24 October edition of the telegram, another will be in the 1 November edition. The public hearing is scheduled for 12 November at 7:00 pm, if required. The public hearing commissioner has been notified.

## 8.0 FINANCES

### 8.1 FINANCIAL STATEMENT

After review of the Financial Statement;

#### **MOTION 137 / 2020**

*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 138 / 2020**

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

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

### 8.3 AUDIT QUOTE

Council reviewed the quote to carry out the 2020 Financial Audit. After a lengthy discussion, Council decided to issue a Request for Proposal to Chartered Accountants in the area who conduct municipal financial audits and Gas Tax expenditure reports. Council directed the Town Manager to prepare and release the document.

## 9.0 COMMITTEE REPORTS

9.1 Finance Committee – Chair, Councillor King called a Finance Committee meeting for Monday 2 November at 7:00 pm

## 10.0 TABLE DISCUSSION

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

Councillor Carol King raised a concern regarding shadows being cast by the light poles as discussed with one of the solar panel installers. A lengthy discussion arose, and the Town Manager was requested to gather more information.

Mayor LeGrow notified Council that he has a scheduled meeting with the RNC Chief on 12 November at 7:00 pm. He is permitted one guest, and asked if there were any Councillor interested in attending to let him know.

#### **11.0 NEXT GENERAL MEETING**

Mayor Craig LeGrow scheduled the Next General Meeting for **TUESDAY, 17 November 2020 at 7:45 pm.**

#### **12.0 ADJOURNMENT**

As there was no further business to discuss;

**MOTION 139 / 2020**

*Deputy Mayor Joanne Whalen moved to **ADJOURN** the meeting of **27 October 2020.***

**Mayor Craig LeGrow adjourned the meeting at 11:48 pm.**

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Craig LeGrow  
Mayor  
Town of Bauline

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Craig Drover  
Town Manager  
Town of Bauline