

# MINUTES OF GENERAL COUNCIL MEETING HELD AT 2 MEMORIAL PARK PLACE 28 MAY 2019



## PRESENT

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

## REGRETS

Asst Town Clerk Donna Connors

### 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 item 4.6 Recyclables, be added to the Agenda.

#### **MOTION 064 / 2019**

*Councillor Carol King moved to **ADOPT** the agenda with the requested item added.*

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

### 3.0 PREVIOUS MINUTES

Upon review of the minutes of **8 May 2019**;

#### **MOTION 065 / 2019**

*Councillor Chris Palmer moved to **ADOPT** the minutes of 8 May 2019 as presented.*

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

### 4.0 BUSINESS ARISING FROM MINUTES

#### 4.1 CITIZEN RECOGNITION POLICY

Upon review of the Citizen Recognition Policy:

#### **MOTION 066 / 2019**

*Councillor Carol King moved to **ADOPT** the Citizen Recognition Policy as item 5.9 of the Bauline Municipal Policy and Procedure Manual.*

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

#### **4.2 STEWARDSHIP ASSOCIATION OF MUNICIPALITIES (SAM) AGM**

Councillor Chris Palmer briefed Council on the SAM AGM Meet and Greet.

#### **4.3 MOUNT PEARL YOUTH FOCUS GROUP FOLLOW UP – 26 JUN**

Council reviewed the e-mail thread regarding the Mount Pearl Youth Focus Group follow up meeting tentatively scheduled for 26 Jun. Mayor LeGrow encouraged council to attend this meeting.

#### **4.4 MINISTER MCKENNA MEETING**

Deputy Mayor Joanne Whalen addressed Council and gave a detailed briefing of the meeting with Minister McKenna and the Northeast Avalon Mayors; which was held at the City of St. John's 23 May.

#### **4.5 RNC MEETING - Briefing**

Mayor LeGrow, Councillor Carol King and Councillor Ralph LeGrow attended a presentation by RNC Chief Boland 23 May at 6:00 pm. Mayor LeGrow briefed the remainder of Council on the meeting. After which, it was recommended that Chief Boland and/or RNC staff be invited to meet with the residents of Bauline in a "Town Hall" atmosphere.

#### **4.6 RECYCLABLES**

Councillor Chris Palmer presented Council with a draft proposal regarding reducing waste at the community centre as well as throughout the town. He has contacted several residents to sit on a committee devoted to this initiative.

### **5.0 APPLICATIONS AND CORRESPONDENCE**

#### **5.1 APPLICATIONS - NIL**

#### **5.2 CORRESPONDENCE**

5.2.1 Town of Flatrock – Council reviewed this correspondence shared by the Town of Flatrock. After a short discussion, Council agreed to share this information on the Town's media platforms.

5.2.2 Townfolio – The Town Manager gave a short presentation on Townfolio. After which, Council requested additional information from Townfolio.

## **6.0 NEW BUSINESS**

### **6.1 REPORT FROM TOWN MANAGER**

The Town Manager informed Council that he would be meeting with the contractor employed by Small Craft Harbours to negotiate terms for the use of the Town's property near the wharf.

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

Council reviewed the Assistant Town Clerks written report.

### **6.3 SPRING CLEAN-UP 1 JUNE**

Council reviewed the outline for the spring clean up event. After a short discussion, the Town Manager was directed to proceed as planned.

### **6.4 ENVIROFEST & DUCK POND EVENT**

The Town Manager informed Council of the discussions ongoing with NL Power and the Assistant Town Clerk. After a short discussion, Council agreed to hold the Envirofest event on the evening of 19 June between 4:00-8:00 pm with a BBQ for all volunteers. The Town Manager was directed to send out a correction flyer with details of the event and post on the town's social media platforms.

### **6.5 DUCK POND PARKING PROJECT**

The Town Manager presented Council with a draft proposal to create another parking lot near Duck Pond in order to mitigate safety concerns in the area, especially during the summer season. Council reviewed a quote to complete the work. In an effort to reduce costs, the Town Manager was requested to proceed but to explore other options for some of the work. Suggestions were made for the Town Manager to check.

### **6.6 MEDIA TRAINING**

The Town Manager informed Council that a media training agency will be providing a quote to conduct "Traditional Media" and "Social Media" training to councils in the region. He will present this to council when received.

## **7.0 OLD BUSINESS**

### **7.1 GREEN ENERGY PROJECT**

The Town Manager informed Council that the phase one training commences tomorrow morning (29 May). Councillor Chris Palmer and the Town Manager will be present, however any council member was invited to attend if they wished.

## 7.2 BROOK PATH BRIDGE

At this point Councillor Carol King informed Council that the engineer who the Town Manager was consulting regarding the Brook Path Bridge project was her nephew.

Council referred to Section 207 of the *Municipalities Act 1999*. Mayor Craig LeGrow asked each Councillor if they thought the relationship between Councillor King and the Contractor was close enough to be declared a conflict of interest. All responded “no”.

The Town Manager informed Council that he had contacted the Engineer who provided a quote of \$4,800.00 to complete construction drawings and carry out inspections of the bridge through the construction phase. After a short discussion:

### **MOTION 067 / 2019**

*Deputy Mayor Joanne Whalen moved to **CONTRACT** CANPROJECTS to complete construction drawings for the Brook Path Bridge Refurbishing project and to carry out milestone inspections at a cost of \$4,800.00.*

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

### **MOTION 068 / 2019**

*Councillor Chris Palmer moved to **RE-TENDER** the Brook Path Bridge Refurbishing project.*

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

## 8.0 FINANCES

### 8.1 FINANCIAL STATEMENT

After review of the Financial Statement;

### **MOTION 069 / 2019**

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

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

## 8.2 OUTSTANDING PAYABLES

After review of the Outstanding Payables;

**MOTION 070 / 2019**

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

*Seconded by Deputy Mayor Joanne Whalen  
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 reported that he met with Mark O’Neil 9 May regarding a proposed development on Bauline Line Extension. He briefed Council on the meeting and the site visit 27 May. His recommendation was an approval in principle, however would like to negotiate the frontage requested. As well he will request to visit the current operations of the applicant. After a short discussion, Council agreed and requested that the P&D committee meet again with the applicant to further discuss/negotiate, and report back to council at the next general meeting.
- 9.4 Community Committee – Mayor Craig LeGrow reported on upcoming events for the Community Committee.
- 9.5 History & Heritage Committee – No report submitted.
- 9.6 Emergency Response Committee – Chair Chris Palmer reported that the draft amendments to the Emergency Response Plan were sent to the Town of Pouch Cove for inclusion in the joint plan.
- 9.7 Northeast Avalon Joint Council Committee (NEAJC) – No report submitted.
- 9.8 War Memorial Committee – No report submitted.
- 9.9 Public Affairs Committee – No report submitted.

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 had nothing further to report at this time.

9.12 Trails Committee – No report submitted.

## 10.0 TABLE DISCUSSION

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

Councillor Ralph LeGrow asked if there was any response to the letter dispatched to the non-compliant property. The Town Manager informed council there was not.

## 11.0 NEXT GENERAL MEETING

Mayor Craig LeGrow scheduled the Next General Meeting for **Tuesday, 18 June 2019 at 7:45 pm.**

## 12.0 ADJOURNMENT

As there was no further business to discuss;

**MOTION 071 / 2019**

*Councillor Carol King moved to **ADJOURN** the meeting of **28 May 2019.***

**Mayor Craig LeGrow adjourned the meeting at 11:51 pm.**

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Craig LeGrow  
Mayor  
Town of Bauline

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Craig Drover  
Town Manager  
Town of Bauline