

**MINUTES OF GENERAL COUNCIL MEETING HELD
DURING PANDEMIC VIA ZOOM 2 JUNE 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

INVITED VIA ZOOM

GENERAL INFORMATION: This meeting was convened via ZOOM Technology with each attendee at home. In addition, the public was invited to attend given the meeting ID and Password.

1.0 CALL TO ORDER

Mayor Craig LeGrow called the meeting to order at **7:35 pm**, and welcomed everyone attending from their homes.

2.0 AGENDA

Upon review of the proposed Agenda;

MOTION 064 / 2020

*Councillor Chris Palmer moved to **ADOPT** the agenda as presented.*

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

3.0 PREVIOUS MINUTES

3.1 Upon review of the minutes of a General Council meeting held **12 May 2020**;

MOTION 065 / 2020

*Deputy Mayor Joanne Whalen moved to **REPEAL** Item 7.2.2 in its entirety including motions 059 and 060, due to the fact the amortization period was incorrectly stated.*

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

MOTION 066 / 2020

*Deputy Mayor Joanne Whalen moved to **BORROW** \$99,752.00 from the Royal Bank of Canada at a fixed loan term of five (5) years, to be amortized over a ten (10) year period at a fixed rate of 3.82%. This loan will be used to provide alternate power supply to the Town Hall and Community Centre as detailed in the 17-MCW-19-00010 approved municipal capital works project.*

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

MOTION 067 / 2019

*Deputy Mayor Joanne Whalen moved to **REQUEST** an approval to borrow from the Department of Municipal Affairs and Environment for the amount of \$99,752.00 to complete approved municipal capital works project 17-MCW-19-00010.*

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

MOTION 068 / 2020

*Deputy Mayor Joanne Whalen moved to **ADOPT** the minutes of 12 May 2020 with amendments and repeals as discussed.*

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

4.0 BUSINESS ARISING FROM MINUTES

4.1 CLEANING SERVICES

The Town Manager informed Council that he has met with a consultant to determine what cleaning services would be required based on use and size. A report will be received in the near future.

4.2 RESIDENT COMPLAINTS

Council reviewed voice and other correspondence from a resident responding to a letter from the Town regarding a complaint. The Town Manager informed Council that he had spoken to the provincial environmental inspector for this region. The inspector requested that the resident be contacted and asked to contact him directly to set up a date and time for him to visit. Council directed the Town Manager to send another letter to the resident.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

AT THIS POINT DEPUTY MAYOR JOANNE WHALEN DECLARED A CONFLICT OF INTEREST AND LEFT THE VIRTUAL MEETING

5.1.1 Development Application – Accessory Building Extension – Marven Whalen 1040 Bauline Line

Council reviewed the development application submitted. It was noted that the extension to the existing accessory building would exceed the area that Council could approve. After a short discussion:

MOTION 069 / 2020

*Councillor Carol King moved to **DEFER** this application until a public consultation of neighboring properties have been conducted.*

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

5.1.2 Development Application – Accessory Building Extension – Marven Whalen 1044 Bauline Line

Council reviewed the development application submitted. It was noted that the extension to the existing accessory building would exceed the area that Council could approve. After a short discussion:

MOTION 070 / 2020

*Councillor Chris Palmer moved to **DEFER** this application until a public consultation of neighboring properties have been conducted.*

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

AT THIS POINT DEPUTY MAYOR JOANNE WHALEN WAS CONTACTED AND ADMITTED BACK INTO THE VIRTUAL MEETING

AT THIS POINT MAYOR CRAIG LEGROW ASKED COUNCILLOR RALPH LEGROW IF HE THOUGHT HE WAS IN A CONFLICT OF INTEREST REGARDING THE NEXT MEETING ITEM. HE DID NOT. AFTER A SHORT DISCUSSION:

MOTION 071 / 2020

*Deputy Mayor Joanne Whalen moved to **DECLARE** that Councillor Ralph LeGrow was not in a conflict of interest for the next agenda item, in accordance with section 207-209 of the Municipalities Act 1999.*

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

5.1.3 Possible Development Application – Accessory Building – Colin LeGrow

Council reviewed a draft drawing of a proposed development application provided by Mr. Colin LeGrow. After a lengthy discussion, the Town Manager was directed to liaise with the Department of Transportation and Works regarding this request. This item was then referred to the Planning and Development Committee for review and comment.

5.2 CORRESPONDENCE

5.2.1 Municipal Affairs & Environment – Council reviewed this Circular regarding availability, storage and handling of Chlorine for drinking water during COVID-19.

5.2.2 Municipal Assessment Agency – Council reviewed the letter regarding 2021 annual assessment that announces that 1 Jun the 2021 assessment notices will be mailed out to residents. The appeal period will be 60 days ending 31 July. It also announces that property values have declined with 86% of residential properties changed by \$5000.00 or less.

5.2.3 Eastern Regional Service Board – Council reviewed this correspondence that announces, effective 2 June, the waste recovery facility outside of St. John’s will reopen using a phased in approach.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGE

6.1.1 Return to Office Operations – The Town Manager recommended that staff return to the office effective 8 June. Council agreed.

- 6.1.2 Range Hood & Siding – The Town Manager informed Council that a contractor will be carrying out the required maintenance to exhaust the kitchen range hood out side as well as replace the broken siding on the front of the building.
- 6.1.3 Exterior Lights – The Town Manager informed Council that the building exterior light replacements is scheduled to commence next week.
- 6.1.4 2019 Financial Audit - The Town Manager informed Council that the auditor is close to completing the Community Committee audit and will be working on the Town audit in the near future.
- 6.1.5 Permit Fees – The Town Manager informed Council that some neighboring towns have deferred development fees in order to offset financial hardship to its residents. After a short discussion:

MOTION 072 / 2020

*Councillor Carol King moved to **SUSPEND** the following permit fees until the end of 2020, Business Application, Development Application, demolitions Permit, and Excavation Permit.*

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

6.2 REPORT FROM THE ASSISTANT TOWN CLERK

The Assistant Town Clerk provided a written and verbal report to council regarding, funding, Senior bulk buy program, summer staff, water body regulations and ongoing initiatives.

6.3 BULK CLEAN-UP

Council reviewed the quotes received for the curbside bulk garbage pick up. After a short discussion:

MOTION 073 / 2020

*Councillor Ralph LeGrow moved to **CONTRACT** Ron's Disposal Services to carry out the towns 2020 curbside bulk clean-up at a cost of \$1080.00 plus HST and tipping fees.*

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

6.4 SUMMER CAMP & OUTSIDE WORKERS

The Assistant Town Clerk (ATC) briefed Council on funding received for summer camp staff and outside workers. The ATC indicated that she was anticipating the release of provincial government guidelines regarding protocols required to operate a summer camp. Once received, she would determine the feasibility of the program and inform Council.

6.5 CANADA DAY / MEMORIAL SERVICE

A short discussion arose regarding Canada Day and the Beaumont Hamel Memorial service. Given the current regulations, Council concluded that the traditional ceremony or celebrations could take place. The Town Manager was requested to investigate the possibility of a virtual Memorial Service, and councillors and staff were encouraged to determine if there were online activities that could be incorporated for Canada Day.

6.6 2021 ASSESSMENT ROLL

The Town Manager informed Council that the 2021 Assessment Roll has been received. Overall there is a significant decrease in property values throughout the town. This item was deferred to the Financial Committee to review.

6.7 DUCK POND INCIDENT

Mayor LeGrow informed Council of a recent near fatal boating accident on Duck Pond, where emergency services had to respond. Only for the quick actions of two residents Mr. Wade and Bill LeGrow, the outcome may have been tragic. This led into a lengthy discussion regarding three topics surrounding Duck Pond. 1- Motorized boats on Duck Pond. 2- Beach and water access during the pandemic. 3- Parking safety. These topics were deferred to a later meeting.

7.0 OLD BUSINESS

7.1 GREEN ENERGY UPDATE

Council reviewed correspondence from Fundamental Inc and the Town Manager. They indicated that they had reviewed the 3rd version of the proposed Local Climate Action Plan 2020, for the town of Bauline. After a brief report from Councillor Palmer and a short discussion;

MOTION 074 / 2020

*Councillor Chris Palmer moved to **ADOPT** the Bauline Local Climate Action Plan 2020 - Living Document as presented by Fundamental Inc.*

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

7.2 ALTERNATE POWER SUPPLY UPDATE

The Town Manager informed Council that they are still waiting on the approval to borrow from the provincial government. In addition, the Primary Consultant is in the final stages of design and should release a tender package in the near future.

7.3 CELL TOWER

The Town Manager informed Council that discussions with Bell and contractors indicate the project is still on track for a fall completion date.

7.4 TOWN AMENDMENT # 6

Council reviewed the draft map produced by Plantech Inc. regarding the town's proposed amendment. After a short discussion, the Town Manager was directed to liaise with the planner and this item was referred to the Planning and Development committee for review.

7.5 BROOK PATH BRIDGE

Council reviewed the correspondence regarding the requirement to acquire a permit to alter a body of water from the provincial government. The Town Manger was directed to maintain contact with the contractor.

8.0 FINANCES

8.1 FINANCIAL STATEMENT

After review of the Financial Statement;

MOTION 075 / 2020

*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;

Councillor Ralph LeGrow indicated that Canadian Linen should be suspended during the pandemic. All agreed. The Town Manager was directed to contact the company to request a suspension of services until the building is back to normal operations.

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

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

9.0 COMMITTEE REPORTS

- 9.1 NEAJC - Council reviewed the North East Avalon Joint Council minutes. Deputy Mayor Joanne Whalen briefed Council.
- 9.2 Killick Coast Mayors Meeting – Mayor Craig LeGrow provided information from the regional meeting of 28 May. There was much discussion regarding how each community was dealing with the pandemic and its affect on operations and programming.
- 9.3 P&D Committee – Councillor Ralph LeGrow discussed the requirement to install a trail camera in areas of the town where garbage dumping is occurring multiple times. A discussion arose and the Town Manager was directed to liaise with OPIC and ATIPP to determine process.
- 9.4 Community Committee – The Assistant Town Clerk provided a verbal report on behalf of the Community Committee. Mayor LeGrow and Council once again expressed their appreciation for the ongoing work being carried out by Megan Hibbs and other members of the CC during this pandemic.
- 9.5 Finance Committee – Councillor Carol King indicated that she would be calling a Finance Committee meeting in the near future, and requested that the Town Manager prepare the necessary documents.

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 that there was an unknown vehicle/person going through garbage bags and bulk items and leaving the bulk pick up piles strewn around the individual properties.

Councillor Chris Palmer noted that some residents have started their annual clean-up, and it was already looking as though it would be a substantial clean up this year.

Mayor LeGrow informed Council of an incident regarding a call to the RNC surrounding a suspected drunk driver.

11.0 NEXT GENERAL MEETING

Mayor Craig LeGrow scheduled the Next General Meeting for **Tuesday, 23 June 2020 at 7:30 pm** location and method to be determined.

12.0 ADJOURNMENT

As there was no further business to discuss;

MOTION 077 / 2020

*Councillor Carol King moved to **ADJOURN** the meeting of **2 June 2020**.*

Mayor Craig LeGrow adjourned the meeting at 11:18 pm.

Craig LeGrow
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline