

**MINUTES OF GENERAL COUNCIL MEETING
HELD VIA ZOOM MEETING – 2 MARCH 2021**



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

1.0 CALL TO ORDER

Mayor Craig LeGrow called the meeting to order at **7:34 pm**.

2.0 AGENDA

Upon review of the proposed Agenda;

MOTION 018 / 2021

*Deputy Mayor Joanne Whalen moved to **ADOPT** the agenda as presented.*

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

3.0 ADOPT MINUTES

Upon review of the minutes of a General Council meeting held **2 February 2021**;

MOTION 019 / 2021

*Deputy Mayor Joanne Whalen moved to **ADOPT** the minutes of 2 February 2021 as presented.*

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

4.0 BUSINESS ARISING FROM MINUTES

4.1 2021 Revised Budget Ratification - Following previous discussions regarding the revised 2020 Budget and Schedule of Taxation and fees:

MOTION 020 / 2021

*Councillor Carol King moved to **ADOPT** the revised 2021 Budget and Schedule of Taxation and fees as presented.*

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

- 4.2 \$50.00 Gift Card for Holy Trinity High School Council – The Assistant Town Clerk informed Council that she had picked up the \$50.00 gift card and had contacted the Holy Trinity High Council. They will coordinate a safe time and place to deliver the donation.
- 4.3 Department of Transportation and Infrastructure (DTI) engagement regarding Duck Pond access – The Town Manager informed Council that due to isolation and the lockdown, he has not had an opportunity to correspond with DTI regarding this issue.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 Accessory Buildings – 46 Main Street

Upon review of the application and documentation, as well as a briefing from the Planning and Development Committee Chair, a discussion arose. After which:

MOTION 021 / 2021

*Councillor Ralph LeGrow moved to **APPROVE IN PRINCIPLE** the construction of two non-permanent accessory buildings (one (1) 4.27m X 4.89m and one (1) 4.27 m x 6.1m non-permanent accessory building(s)), under the following Conditions:*

1. The development shall conform to the requirements of the Marine Industrial (MI) Land Use Zone of the Town of Bauline Municipal Plan and Development Regulations 2007 – 2017 (Regulations available upon request);
2. There shall be an annual review/approval process to confirm land use zone usage of the non-permanent structures;
3. All municipal criteria and legislation is to be met and verified by the Town of Bauline's official;
4. A complete development application must be submitted to council for review and a building permit is to be obtained from the Town of Bauline prior to any work or construction commencing; and
5. In accordance with item 5.10 of the Town Council Meeting held 1 May 2013, the responsibility of this construction for compliance with the National Building Code rests with the home owner and/or developer/contractor.

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

5.1.2 Residence Development – 1035 Bauline Line Extension

Council reviewed the application to construct a primary residence at 1035 Bauline Line Extension. A short discussion arose; after which:

MOTION 022 / 2021

*Deputy Mayor Joanne Whalen moved to **APPROVE IN PRINCIPLE** the construction a residence at 1035 Bauline Line Extension under the following Conditions:*

1. The development shall conform to the requirements of the Residential Infill (RI) Land Use Zone of the Town of Bauline Municipal Plan and Development Regulations 2007 – 2017 (Regulations available upon request);
2. A Provincial Government Services NL, Operations Division Certificate of Approval is required for well and septic system prior to release of a building permit from the Town;
3. A Provincial Government Department of Transportation and Works Highway Access Permit is required prior to release of a building permit from the Town;
4. All municipal criteria and legislation is to be met and verified by the Town of Bauline's official;
5. The cost of the Building Permit will be \$100.00 plus \$1.00 per square meter of gross floor area (previously paid);
6. A complete development application must be submitted to council for review and a building permit is to be obtained from the Town of Bauline prior to any work or construction commencing; and
7. In accordance with item 5.10 of the Town Council Meeting held 1 May 2013, the responsibility of this construction for compliance with the National Building Code rests with the home owner and/or developer/contractor.

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

5.1.3 Demolition & Development – 9 Main Street

Council reviewed this application to demolish the existing residence and construct a new dwelling at 9 Main Street over a period of two (2) years. A short discussion arose. After which;

MOTION 023 / 2021

*Councillor Ralph LeGrow moved to **APPROVE IN PRINCIPLE** the demolition of the current house at 9 Main Street, and the construction of a new residence under the following Conditions:*

1. A demolition permit will be issued upon request at a cost of \$25.00.
2. The demolition is to be completed and verified by a town official, prior to the issuance of a Development permit for the new residence.
3. The development shall conform to the requirements of the Residential Community (RC) Land Use Zone of the Town of Bauline Municipal Plan and Development Regulations 2007 – 2017 (Regulations available upon request);
4. A Provincial Government Services NL, Operations Division Certificate of Approval is required for a septic system prior to release of a building permit from the Town;
5. A written request to disconnect the water supply from the current residence and connect to the new residence will be required 30 days prior to expected dates;
6. All municipal criteria and legislation are to be met and verified by the Town of Bauline's official;
7. The cost of the Building Permit will be \$100.00 plus \$1.00 per square meter of gross floor area;
8. All utility disconnections and re-connections are at the responsibility of the owner/contractor;
9. A complete development application must be submitted to council for review and a building permit is to be obtained from the Town of Bauline prior to any work or construction commencing; and
10. In accordance with item 5.10 of the Town Council Meeting held 1 May 2013, the responsibility of this construction for compliance with the National Building Code rests with the home owner and/or developer/contractor.

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

5.2 CORRESPONDENCE

- 5.2.1 Lymphedema Awareness – Council reviewed this request to recognize 6 March as Lymphedema Day, by raising awareness and signing a Proclamation. Council agreed.
- 5.2.2 Town of Torbay – Council reviewed this draft amendment to the Town of Torbay's Municipal Plan and Development Regulation.
- 5.2.3 Stewardship Association of Municipalities (SAM) – Council reviewed this first 2021 SAM News letter.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGER

The Town Manager informed Council of the following items:

- 6.1.1 Tax Invoices – All Tax invoices have been dispatched.
- 6.1.2 T4/T4As – All T4s & T4As have been dispatched. CRA T4 Summary has been prepared and sent. New Form PD67 has been completed and sent.
- 6.1.3 ROEs & Web access - All ROEs have been issued regarding the latest pandemic lockdown. A final confirmation has been sent to CRA to have a ROE Web account.
- 6.1.4 Photocopier – Council reviewed a new proposed replacement of the photocopier/printer lease at no additional cost. After a short discussion:

MOTION 024 / 2021

*Deputy Mayor Joanne Whalen moved to **REPLACE** the existing photocopier at no extra user fees and maintaining the current meter reading rates.*

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

- 6.1.5 Semi-Public Water Supply Survey – Council reviewed this report submitted by the Town Manager.
- 6.1.6 Assessment Roll – The name change and supplemental assessment roll amendments have been completed up to and including February 2021.
- 6.1.7 2020 Financial Audit – The 2020 Financial Audit has been temporarily postponed due to the latest pandemic lockdown.

6.2 REPORT FROM THE ASSISTANT TOWN CLERK

The Assistant Town Clerk presented Council with a written and verbal report, regarding programs, Killick Coast Games 2021, Second Harvest funding, Engineering student placement, and the Canadian Healthy Living Fund award. A discussion on each subject ensued.

6.3 COMMUNITY GARDEN APPLICATION STATUS

Council reviewed the latest e-mail from Fundamental Inc. regarding the application. Everything is prepared and ready for the next round of applications.

6.4 FCM ASSET MANAGEMENT FUNDING APPLICATION STATUS

Council reviewed the e-mail from the Federation of Canadian Municipalities which announces that the Town's application has been accepted. An announcement of the outcome should be in about eight (8) weeks.

6.5 ANNUAL EXPENDITURE REPORT – GAS TAX

Council reviewed the letter and regulations regarding the 2021 Annual Expenditure Report. A copy has been sent a copy to the Auditor for processing.

6.6 MUNICIPAL ELECTIONS DISCUSSION

Mayor LeGrow addressed Council regarding an e-mail circulating between the Killick Coast Mayors regarding the upcoming Municipal Elections. A discussion ensued. It was believed that provincial direction will be forthcoming regarding safety protocols concerning the elections.

6.7 TORBAY POST OFFICE RELOCATION DISCUSSION

Mayor LeGrow addressed Council regarding an e-mail circulating between the Killick Coast Mayors regarding the relocation of the Torbay Post Office. A discussion ensued.

6.8 REGIONAL WAYFINDING PROJECT

Council reviewed an email from the Town Manager of CBS concerning phase 2 of the wayfinding project. After a short discussion, the Town Manager was requested to obtain more information prior to making any commitment.

6.9 NORTH EAST AVALON FOODBANK

Council reviewed this letter to all Killick Coast towns regarding a request for an annual financial commitment for operational expenses. This will enable the regional foodbank to continue to offer this service to our area. After a short discussion, the Assistant Town Clerk was requested to gather more information from the foodbank prior to any commitment being made.

7 OLD BUSINESS

7.1 GREEN ENERGY UPDATE

7.1.1 T2050 Final Reporting – Council reviewed the final questions to be completed and returned to the consultant regarding the FCM T2050 project. Councillor Chris Palmer and the Town Manager will complete and return, as requested.

7.2 ALTERNATE POWER SUPPLY UPDATE

The Town Manager informed Council that the Automatic Transfer Switch and Generator have arrived and are being installed.

7.3 CELL TOWER

The Town Manager informed Council that the Cell Tower Project is complete and paid for. Council requested that this item be removed from Old Business.

7.4 RECREATION MULTIPURPOSE PARK UPGRADE

Deputy Mayor Whalen briefed Council on the virtual meeting held 24 February 2021 regarding this project. There was a lengthy discussion regarding this project.

7.0 FINANCES

8.1 FINANCIAL STATEMENT

After review of the Financial Statement;

MOTION 025 / 2021

*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 026 / 2021

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

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

9.0 COMMITTEE REPORTS

9.1 Northeast Avalon Joint Council – Council reviewed the draft minutes of the latest NEAJC meeting. Deputy Mayor Joanne Whalen gave a brief synopsis.

9.2 Emergency Response Committee – Councillor Chris Palmer addressed Council and informed them that despite preliminary planning, a table top exercise will have to be put on hold until after the pandemic threat has significantly diminished. Council agreed.

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 noted that there seems to be wood cutting activity behind the building, and if anyone knew what it was. A discussion arose and the Town Manager was requested to investigate.

Councillor Chris Palmer asked if the Pouch Cove Lions Club recycle bin had been closed with the latest lockdown. Council was informed that it had not been closed.

Councillor Ralph LeGrow requested that the Department of Transportation and Infrastructure be contacted regarding the speed limit reduction on Pouch Cove Line and the access situation on/near Duck Pond.

11.0 NEXT GENERAL MEETING

Mayor Craig LeGrow scheduled the Next General Meeting for **TUESDAY, 23 MARCH 2021 at 7:30 pm.**

12.0 ADJOURNMENT

As there was no further business to discuss;

MOTION 027 / 2021

*Councillor Chris Palmer moved to **ADJOURN** the meeting of **2 March 2021**.*

Mayor Craig LeGrow adjourned the meeting at 10:07 pm.

Craig LeGrow
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline