

MINUTES OF GENERAL COUNCIL MEETING HELD AT 2 MEMORIAL PARK PLACE, BAULINE – 14 JULY 2020



TOWN OF BAULINE

INFORMATION PACKAGE OF REGULAR MEETING

HELD AT 2 MEMORIAL PARK PLACE 14 JULY 2020 AT 7:30 PM

PRESENT

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

REGRETS

Councillor Chris Palmer
Assistant Town Clerk Donna Connors

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, the Town Manager requested to add items 4.6 and 6.1.5. After which

MOTION 086 / 2020

*Deputy Mayor Joanne Whalen moved to **ADOPT** the agenda with items 4.6 and 6.1.5 added.*

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

3.0 ADOPT MINUTES

Upon review of the minutes of a General Council meeting held **25 June 2020**;

MOTION 087 / 2020

*Councillor Carol King moved to **ADOPT** the minutes of 25 June 2020 as presented.*

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

4.0 BUSINESS ARISING FROM MINUTES

4.1 CLEANING SERVICES

Council reviewed the cleaning recommendations provided by the contractor. Upon review, council requested that the Town Manager amend the table provided prior to sending out for quotes from cleaning companies.

4.2 RESIDENT COMPLAINTS

The Town Manager informed Council that he has sent multiple e-mails to the Service NL inspector, and is still awaiting a response.

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

4.3 LETTER OF APPEAL ON COUNCIL DECISION

Council reviewed a letter of appeal received from Mr. Whalen. A discussion arose regarding the use of the accessory building, and requested that the user submit a business application for review by Council. After which:

MOTION 088 / 2020

*Councillor Ralph LeGrow moved to **REPEAL** Motion 081 in its entirety due to new information garnered in a letter of appeal from the applicant.*

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

MOTION 089 / 2020

*Councillor Ralph LeGrow moved to **APPROVE IN PRINCIPLE** the development application of Mr. Whalen to construct an accessory building not to exceed 105.5 m² at 1044 Bauline Line 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;*
- 2. That the total building area not exceed 105.5 m² square meters;*
- 3. In accordance with paragraph 38 of the Municipal Development Regulations,
“an accessory building shall be clearly incidental and complementary to the use of the main buildings in character, use and size”
Therefor there is a requirement to ensure that the accessory building have the same or complimentary finishes on the outside as the primary residence.*
- 4. The responsibility of this construction for compliance with the National Building Code rests with the home owner and/or the contractor;*
- 5. All municipal criteria and legislation is to be met and verified by the Town of Bauline’s Official;*
- 6. The cost of the Building Permit will be \$100.00 plus \$1.00 per square meter of gross floor area (waived for 2020 construction season); and*

7. A Building Permit is to be obtained from the Town of Bauline prior to any work or construction commencing on the site.

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

AT THIS POINT DEPUTY MAYOR JOANNE WHALEN WAS RECALLED TO THE MEETING.

4.4 E-MAIL REQUESTING FURTHER DISCUSSION ON COUNCIL DECISION

Council reviewed an e-mail from Mr. LeGrow regarding council's decision to not approve an accessory building at 46 Main Street. After a short discussion, the Town Manager was directed to set up a meeting with the Harbour Authority to ascertain some basic information regarding development near the wharf.

4.5 CROWN LANDS DUCK POND & PCL

Council reviewed the draft letter to the Minister of Department of Transportation and Works. After a brief discussion, council approved the letter and the Mayor signed the document.

4.6 LETTER TO THE PRIME MINISTER

Council reviewed the draft letter to the Prime Minister of Canada. After a short discussion, Council approved the letter and Mayor LeGrow signed the document.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 Development Application - Accessory Building 1170 Bauline Line

Council reviewed the application submitted to construct a 7 m² accessory building at 1170 Bauline Line. After a short discussion;

MOTION 090 / 2020

*Deputy Mayor Joanne Whalen moved to **APPROVE IN PRINCIPLE** the development application of to construct an accessory building not to exceed 7.4 m² at 1170 Bauline Line 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;*

2. *In accordance with paragraph 38 of the Municipal Development Regulations,*

“an accessory building shall be clearly incidental and complementary to the use of the main buildings in character, use and size”

Therefor there is a requirement to ensure that the accessory building have the same or complimentary finishes on the outside as the primary residence.

3. *The responsibility of this construction for compliance with the National Building Code rests with the home owner and/or the contractor;*
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 (waived for 2020 construction season); and*
6. *A Building Permit is to be obtained from the Town of Bauline prior to any work or construction commencing on the site.*

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

5.1.2 Development Application - Accessory Building 812 Bauline Line

Council reviewed the application submitted to construct a 83.6 m² accessory building at 812 Bauline Line. After a short discussion;

MOTION 091 / 2020

*Deputy Mayor Joanne Whalen moved to utilize Council’s discretionary authority to **APPROVE IN PRINCIPLE** the development application of to construct an accessory building not to exceed 83.6 m² at 812 Bauline Line 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;*
2. *In accordance with paragraph 38 of the Municipal Development Regulations,*

“an accessory building shall be clearly incidental and complementary to the use of the main buildings in character, use and size”

Therefor there is a requirement to ensure that the accessory building have the same or complimentary finishes on the outside as the primary residence.

3. *The responsibility of this construction for compliance with the National Building Code rests with the home owner and/or the contractor;*
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 (waived for 2020 construction season); and*
6. *A Building Permit is to be obtained from the Town of Bauline prior to any work or construction commencing on the site.*

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

5.2 CORRESPONDENCE

- 5.2.1 Eastern Regional Service Board – Council reviewed this “Kidney Car” program whereby anyone within 100km of St. John’s who has an old vehicle on their property can arrange for a free pick up and receive a tax receipt of \$300 in support of the Kidney Foundation. Council requested that this information be posted on the town’s social media platforms.
- 5.2.2 Dept Fisheries & Land Resources – Council reviewed this announcement of a \$500.00 grant under Community Garden Support Program.
- 5.2.3 Community Food Centres Canada – Council reviewed this announcement of a \$10,000.00 grant under the Good Food Access Fund.
- 5.2.4 Paladin Disability – Council reviewed this offer to provide a “Disability Funding presentation”. Council declined at this time.
- 5.2.5 Federation of Canadian Municipalities – Council reviewed the letter and trophy piece announcing Bauline’s accomplishment of Milestone 1 under the Partners of Climate Protection.
- 5.2.6 Neville Webb – Council reviewed correspondence from Mr. Webb regarding the 1943 WW II Crash Site in Bauline. Mr. Webb maintains a website of many such crashes and have visited the Bauline site on several occasions. Information of the disaster is listed on his site. After a short discussion, Council requested that this information be passed on to the Trails Committee, as they have been doing trails work surrounding this event.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGER

6.1.1 Range Hood Vent – The Town Manager informed Council that the range hood vent has been installed and he is awaiting a small amount of construction work to complete the project.

6.1.2 ATIPP Annual Report – The Town Manager informed Council that he will be completing the ATIPP annual report over the next few weeks.





6.1.3 Essential Worker Support Program (EWSP) – The Town Manager informed Council that the Assistant Town Clerk has applied for the EWSP program that staff were entitled to for the period of 15 March - 4 July.

6.1.4 Summer Leave Plans – The Town Manager presented the following chart for summer leave approval. Council reviewed and approved.

| JULY | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| AUGUST | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| SEPTEMBER | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| | |
|--|----------------------|
|  | Government Holliday |
|  | TM Leave |
|  | ATC Leave TBD |
|  | Proposed summer TCMs |

6.1.5 ATIPP – The Town Manager informed Council that the town had received an Access To Information request, that has to be completed by 10 August. He will be working on this over the next several weeks, as it is a priority item.

6.2 REPORT FROM THE ASSISTANT TOWN CLERK (ATC)

In the absence of the Assistant Town Clerk, Council reviewed the ATC's written submission.

6.3 ASSET MANAGEMENT – MNL & FCM

Council reviewed a letter from Jason Garland the Asset Management Officer for Municipalities NL. He is reaching out to communities to assist in getting their Asset Management program off the ground. Funding for 80-90% is available through the Municipal Asset Management Program (MAMP). The first step is to complete the FCM Asst Management Readiness Scale. After a short discussion, Council requested that the Town Manager research this item and report back to Council.

6.4 \$10,000.00 CANADIAN HEALTHY LIVING FUND (CHLF) PROJECT

Council reviewed the options presented by the Town Manager to expend the \$10,000.00 received for the CHLF project. After a short discussion;

MOTION 092 / 2020

Deputy Mayor Joanne Whalen moved to EXPEND the \$10,000.00 Canadian Healthy Living Fund Project on extending the area below the current playground and prepare it for a multi-purpose recreational court.

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

6.5 FIRE & EMERGENCY FEES AND AMENDED MOU

The Town Manager briefed Council on recent phone meetings and documents received from the CAO, Town of Pouch Cove, regarding fire & emergency service fees, as well as, the current Memorandum of Understanding.

After a lengthy discussion, Council agreed to the proposal of cost sharing the Fire Departments annual budget (including the new Fire Truck loan payment) based on the combined households of the Towns of Pouch Cove and Bauline, on a per capita basis. This would involve an annual increase of approximately \$7,500.00 from the 2020 FES Fee to an annual fee of approximately \$33,200.00.

Regarding the proposed amendment to the MOU, upon review council agreed to remove the statement regarding the request for the Town of Bauline to construct a satellite fire station and include a statement that the Bauline Community Centre shall be made available to the Town of Pouch Cove Volunteer Fire Department to use for meetings/training sessions or other forms of social gatherings and fundraising events.

7.0 OLD BUSINESS

7.1 GREEN ENERGY UPDATE

The Town Manager requested Council to review Fundamental Inc's proposed 10 week work period recommendation for discussion at the next Council meeting. The Town Manager briefed Council on the ongoing

progression of the solar panel installation project, scheduled to be completed by the end of August.

7.2 ALTERNATE POWER SUPPLY UPDATE

The Town Manager informed Council that he was awaiting a status report from the Primary Consultant and the Provincial Government Engineering services regarding this project.

7.3 CELL TOWER

The Town Manager informed Council that the next phase of the project was to remove the trees for the access route as well as the tower and anchor cables. This is scheduled to commence over the next couple of weeks.

7.4 AMENDMENT # 6

The Town Manager informed Council that he had received the input from proponents. He requested that Council review in detail and send along any requested amendments or concerns by the end of the week.

7.5 BROOK PATH BRIDGE

The Town Manager informed Council that the Contractor has completed the work. The Town's engineer has been contacted to do a final inspection. A final report for Gas Tax and the final report to Alter a Body of Water, will be finalized in the near future.

8.0 FINANCES

8.1 FINANCIAL STATEMENT

After review of the Financial Statement;

MOTION 093 / 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 094 / 2020

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

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

8.3 **BUDGET REVIEW**

Council reviewed the budget as of 14 July 2020.

9.0 **COMMITTEE REPORTS**

9.1 North East Avalon Joint Council – Council reviewed the latest set of minutes and Deputy Mayor Whalen briefed Council on the latest discussions.

10.0 **TABLE DISCUSSION**

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

Deputy Mayor Joanne Whalen indicated that there was still some debris in the ditch on Bauline Line Extension where the single vehicle accident occurred and burnt. It was requested that the area be cleaned up.

11.0 **NEXT GENERAL MEETING**

Mayor Craig LeGrow scheduled the Next General Meeting for **Thursday, 20 August 2020 at 7:30 pm.**

12.0 **ADJOURNMENT**

As there was no further business to discuss;

MOTION 095 / 2020

*Councillor Carol King moved to **ADJOURN** the meeting of **14 July 2020.***

Mayor Craig LeGrow adjourned the meeting at 11:10 pm.

Craig LeGrow
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline