

**MINUTES OF GENERAL COUNCIL MEETING
HELD AT 2 MEMORIAL PARK PLACE – 29 JUNE 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 **7:38 pm**.

2.0 AGENDA

Upon review of the proposed Agenda, the Town Manager requested that items 4.2 and 5.2.11 be added to the Agenda. After which;

MOTION 069 / 2021

*Deputy Mayor Joanne Whalen moved to **ADOPT** the agenda with the addition of items 4.2 and 5.2.11.*

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

3.0 ADOPT MINUTES

Upon review of the minutes of a General Council meeting held **1 June 2021**.

MOTION 070 / 2021

*Councillor Chris Palmer moved to **ADOPT** the minutes of 1 June 2021 as presented.*

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

Upon review of the minutes of Council's privileged meeting of **14 June 2021**.
Councillor Ralph LeGrow noted a minor correction. After which;

MOTION 071 / 2021

*Deputy Mayor Joanne Whalen moved to **ADOPT** the minutes of 14 June 2021 with the minor correction noted.*

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

4.0 BUSINESS ARISING FROM MINUTES

- 4.1 Stewardship Association of Municipalities (SAM) AGM – Councillor Chris Palmer attended the virtual SAM AGM on 11 June 2021. He briefed council on the AGM indicating it was an interesting meeting.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 Crown Land Application MO Entertainment - Update

The Town Manager informed Council that he had been in contact with the Department of Transportation and Infrastructure and the applicant regarding the highway access issue. There will be a meeting in the near future.

5.1.2 Crown Land Application Lakewood Development - Update

The Town Manager informed Council that the application submitted by Lakewood Development has an issue regarding zoning. A meeting with the Town Planner is scheduled to discuss.

5.1.3 Development – 130 Pouch Cove Line

The Town Manager informed Council that the public consultation letters have been dispatched, and he is awaiting responses.

5.1.4 Development – Accessory Building 10 Seaview Lane

Council reviewed the application to construct an accessory building at 10 Seaview Lane. After a short discussion:

MOTION 072 / 2021

*Councillor Ralph LeGrow moved to **APPROVE IN PRINCIPLE** the construction of a 12' x 24' accessory building at 10 Seaview Lane as presented, under the following conditions:*

- *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;*
- *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”*
- *Therefore there is a requirement to ensure that the accessory building have the same or complimentary finishes on the outside as the primary residence.*
- *That no portion of the accessory building be utilized for commercial enterprise such as automotive repairs;*
- *The responsibility of this construction for compliance with the National Building Code rests with the home owner and/or the contractor;*
- *All municipal criteria and legislation is to be met and verified by the Town of Bauline’s Official;*
- *The cost of the Building Permit will be \$100.00 plus \$1.00 per square meter of gross floor area; and*
- *A Building Permit is to be obtained from the Town of Bauline prior to any work or construction commencing on the site.*

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

5.2 CORRESPONDENCE

- 5.2.1 Town of Portugal Cove-St Philips – Council reviewed Amendment No. 11 from the Town of Portugal Cove St. Philips.
- 5.2.2 Municipal and Provincial Affairs (MAPA) – Council reviewed this circular regarding Vote by Mail and the Elections Act.
- 5.2.3 Professional Municipal Administrators (PMA) – Council reviewed this correspondence indicating that the presentations and files from the 2 day PMA seminar were now available for downloading and viewing.
- 5.2.4 MAPA – Council reviewed this Ministerial approval authorizing the town to continue with the Vote By Mail option in the upcoming municipal election.
- 5.2.5 MP Shannon Stubbs – Council reviewed MP Stubbs letter and sample resolution regarding Bill C-21, as it is currently written.
- 5.2.6 Municipalities NL (MNL) – Council reviewed this correspondence whereby MNL highlights the Provincial Budget 2021.

- 5.2.7 MNL – Council reviewed Gail Woodfine’s retirement message sent from the MNL President.
- 5.2.8 Eastern Regional Service Board (ERSB) – Council reviewed this announcement by the Provincial Government (through ERSB/Witless Bay) regarding a funding opportunity under the Transportation Program.
- 5.2.9 Municipal Assessment Agency (MAA) – Council reviewed the Board of Directors Update following their Board of Directors meeting 4 June.
- 5.2.10 MAPA – Council reviewed this guideline for running safe elections during the pandemic.
- 5.2.11 Residents Concern – Council reviewed an e-mail from a concerned resident regarding the traffic flow at Duck Pond during hot days. A very lengthy discussion arose. This has been a concern of this council and of previous councils. As it is a provincial route, the provincial government has been engaged on several occasions to try and mitigate the situation. As well the RNC have been contacted regarding this situation. Discussions regarding added parking space, signage, fencing etc was discussed. The Town Manager was requested to Contact the Department of Transportation and Infrastructure to have additional signage added to the area, and to determine if the Town could add its own signage in that area. The Chair of the P&D committee indicated that he would be discussing added parking in that area during his report, and the Mayor indicated that he would reach out to the RNC Community Rep to request added patrols in that area. In the meantime, Council directed staff to utilize the existing town signs to make drivers aware of the swimming area.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGER

- 6.1.1 Town Manager (TM) Leave – The TM requested and was approve leave for 2 July.
- 6.1.2 Assistant Town Clerk (ATC) Leave - The ATC’s Leave requests for 19-29 July and 9-13 August were reviewed and approved.
- 6.1.3 Transfer of Funds – The Town Manager informed Council that the provincial portion of the last Generator Invoice (\$1,825.00) was deposited into the Towns operating account, and should be transferred into the Municipal Capital Works account. After which:

MOTION 073 / 2021

Councillor Carol King moved to **TRANSFER** \$1,825.00 from the Town's operating account into the Municipal Capital Works Account, representing the Provincial Governments share of the latest MCW project payment.

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

- 6.1.4 Resident Complaint – The Town Manager informed Council that a resident from Pouch Cove Line has been in a couple of times very concerned regarding the high speeds on Pouch Cove Line. The location of his driveway seems to be particularly dangerous, especially if vehicles are speeding. A discussion arose regarding this matter and has been discussed in the past. As this is a provincial route, The Department of Transportation has been contacted to try and mitigate the high speeds. It was noted that a speed reduction further back towards Pouch Cove has been recently authorized. The Mayor indicated he would discuss this matter with the RNC Community Rep as well.
- 6.1.5 Memorial Service – Council reviewed and approved the format for the Memorial Day service 1 July. It was noted that the Honourable Jack Harris and the Honorable Joedy Wall will be in attendance and would offer greetings.

6.2 REPORT FROM THE ASSISTANT TOWN CLERK

The Assistant Town Clerk (ATC) briefed Council on Canada Day options. A short discussion arose. The ATC then briefed Council on the summer programming, funding and program initiatives.

6.3 ELECTIONS

Council reviewed several documents regarding the upcoming 2021 Municipal Elections. After some discussion;

6.3.1 ALTERNATE RETURNING OFFICER

MOTION 074 / 2021

Councillor Carol King moved to **APPOINT** the Assistant Town Clerk, Donna Connors as the Alternate Returning Officer for the 2021 Municipal Elections

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

6.3.2 ADVANCE POLL

MOTION 075 / 2021

*Councillor Carol King moved to **NOT SCHEDULE** an Advance Poll day for the 2021 Municipal Elections.*

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

6.3.3 VOTE BY MAIL REGULATIONS – This is a ratification vote of a virtual discussion regarding the Vote By Mail regulations that was had on 22 June 2021.

MOTION 076 / 2021

*Deputy Mayor Joanne Whalen moved to **ACCEPT** the draft Vote By Mail regulations as presented and requested that the Town Manager forward the regulations to the Minister of Municipal & Provincial Affairs for review and approval.*

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

6.3.4 SEPARATE MAYOR NOMINATION

MOTION 077 / 2021

*Deputy Mayor Joanne Whalen moved to **NOT HAVE** a separate election for Mayor, and that all nominations be for Councillor at Large in the 2021 Municipal Elections*

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

6.3.5 NOMINATION OF CANDIDATES (Regular Election)

MOTION 078 / 2021

*Deputy Mayor Joanne Whalen moved to **HOLD** a two day nomination period for a regular election. The nomination days will be 1 & 2 September, if the Town proceeds with a regular election only.*

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

6.3.6 NOMINATION OF CANDIDATES (Vote by Mail Election) –

MOTION 079 / 2021

*Deputy Mayor Joanne Whalen moved to **HOLD** a six day nomination period for a vote by mail election. The nomination days will be 24, 25, 26, 27, 30 & 31 August 2021, if the Town proceeds with a vote by mail election.*

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

6.3.7 ELECTION OFFICIALS – The Town Manager, as the Returning Officer for the 2021 Municipal Elections informed Council of the Election Staff he currently has in place.

7 OLD BUSINESS

7.1 GREEN ENERGY UPDATE

Councillor Chris Palmer and the Town Manager briefed Council on the latest meeting with Fundamental Inc, of Friday 18 June. Some action points discussed were:

7.1.1 Climate Action plan Diagram – Council reviewed this diagram, which basically represents the Town’s adopted Local Climate Action Plan in a one page flowchart.

7.1.2 Bauline Climate Action Day – Council discussed hosting a Climate Action Day as an educational resident engagement at the Town’s green energy initiatives. After which:

MOTION 080 / 2021

*Councillor Chris Palmer moved to **HOST** a Climate Action Day in conjunction with Fundamental Inc on 21 August 2021..*

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

7.2 RECREATION MULTIPURPOSE PARK UPGRADE

The Town Manager informed Council that he and the ATC met with Wood Environment 16 June. They are in the process of surveying the property and identifying options.

7.3 ASSET MANAGEMENT

The Town Manager informed Council that he had to postpone the meeting with the CAO of Pouch Cove. It is now scheduled for the morning of 6 July.

7.4 REGIONAL WAYFINDING PROJECT

There was nothing additional to report on this matter.

8 FINANCES

8.1 FINANCIAL STATEMENT

After review of the Financial Statement;

MOTION 081 / 2021

*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;

MOTION 082 / 2021

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

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

8.3 Budget Review

After review of the Budget:

MOTION 083 / 2021

*Deputy Mayor Joanne Whalen moved to **ACCEPT** the budget review as presented.*

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

9.0 COMMITTEE REPORTS

- 9.1 North East Avalon Joint Council (NEAJC) – Council reviewed the draft minutes of the latest NEAJC meeting. Deputy Mayor Joanne Whalen provided a short brief.

- 9.2 Planning and Development Committee (P&D) – Councillor Ralph LeGrow addressed council regarding an added parking requirement as an access to Crown Land on the west side of Duck Pond. After a lengthy discussion:

MOTION 084 / 2021

*Councillor Ralph LeGrow moved to **APPROVE IN PRINCIPLE** the development of a parking area on the south side of the swimming area, adjacent to the current boat launch, in order to gain a highway access permit and allow a Crown Land application/development on the west side of Duck Pond.*

*Seconded by Deputy Mayor Joanne Whalen
Three (3) Aye, and Two (2) opposed
Motion **CARRIED***

Additional discussion arose regarding this matter. After which:

MOTION 085 / 2021

*Deputy Mayor Joanne Whalen moved to **APPROVE IN PRINCIPLE** the development of a parking area on the south side of the swimming area, adjacent to the current boat launch to mitigate the safety concerns during the swimming season in that area as raised on numerous occasions.*

*Seconded by Councillor Carol King
Four (4) Aye, and one (1) opposed
Motion **CARRIED***

Additional discussion arose regarding a public consultation request received at a previous Public meeting, concerning any development on/around Duck Pond. It was noted that no development of the parking lot would go ahead until a public meeting, (on this topic only), can be scheduled.

10.0 TABLE DISCUSSION

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

Councillor Ralph LeGrow received complaints about the condition of the lawn on Friday 25 June, before a Saturday wedding. A short discussion ensued.

ATC Donna Connors informed Council that the Killick Coast games were proceeding, and that registration numbers had increased significantly since the last report.

11.0 NEXT GENERAL MEETING

Mayor Craig LeGrow scheduled the Next General Meeting for **TUESDAY, 20 July 2021 at 7:30 pm.**

12.0 ADJOURNMENT

As there was no further business to discuss;

MOTION 086 / 2021

*Councillor Chris Palmer moved to **ADJOURN** the meeting of **29 June 2021.***

Mayor Craig LeGrow adjourned the meeting at 12:07 am.

Craig LeGrow
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline