

**MINUTES OF GENERAL COUNCIL MEETING
HELD AT 2 MEMORIAL PARK PL – 30 NOVEMBER 2021**



PRESENT

Mayor Craig LeGrow
Deputy Mayor Joanne Whalen
Councillor Carol King
Councillor Heidi Kolodniski
Councillor Chris Palmer
Town Clerk/Manager Craig Drover
Asst Town Clerk Donna Connors

REGRETS

GUESTS

Mr. Jeff Sullivan
Mr. Salindra Senalankadhikara

1.0 CALL TO ORDER

Mayor Craig LeGrow called the meeting to order at **7:36 pm.**

2.0 AGENDA

Upon review of the proposed Agenda, the Town Manager requested that item 5.2.8 be added.

MOTION 145 / 2021

*Deputy Mayor Joanne Whalen moved to **ADOPT** the agenda with the addition of item 5.2.8.*

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

3.0 ADOPT MINUTES

Upon review of the minutes of 8 November 2021

MOTION 146 / 2021

*Councillor Carol King moved to **ADOPT** the minutes of 8 November 2021 as presented.*

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

4.0 BUSINESS ARISING FROM MINUTES

4.1 Harassment Prevention Plan

Deputy Mayor Joanne Whalen addressed Council. After a short discussion:

MOTION 147 / 2021

Deputy Mayor Joanne Whalen moved to **ADOPT** the Bauline Harassment Prevention Plan as presented.

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

4.2 Marine Ingredients Plant

Deputy Mayor Joanne Whalen briefed Council on a plan to develop a Marine Ingredients Plant in the Town of Portugal Cove-St. Philips.

4.3 Contact Tanks Cleaning

Council discussed the plan to clean the chlorination contact tanks at the pumphouse.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 Development – 130 Pouch Cove Line - Motorcycle Museum.

Council discussed the results of the public meeting which was held 18 November regarding this application. After a short discussion:

MOTION 148 / 2021

Deputy Mayor Joanne Whalen moved to **APPROVE IN PRINCIPLE** the development of a 40' x 100' motorcycle museum and coffee shop at 130 Pouch Cove line as presented, 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. Must have an approved commercial septic design through Service NL;
3. Must have a Highway access permit issued through the Department of Transportation and Infrastructure;
4. Must apply to the Town of Bauline for a Business permit;
5. All provincial criteria and legislation to operate a Coffee Shop are to be met including a food license/permit from Service NL;

6. *The responsibility of this construction for compliance with the National Building Code rests with the home owner and/or the contractor;*
7. *All municipal criteria and legislation are to be met and verified by the Town of Bauline's Official;*
8. *The cost of the Building Permit will be \$100.00 + \$1.00 per square meter; and*
9. *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 Chris Palmer
Motion **CARRIED** unanimously*

5.1.2 Business Application – 16 Main Street -Dog Daycare

Council reviewed the e-mail from the applicant regarding this request. They are awaiting a business plan and additional information from the applicant prior to any decision being rendered.

5.2 **CORRESPONDENCE**

- 5.2.1 Eastern Regional Service Board (ERSB)– Council reviewed this letter which announces that Mayor Mark Vardy of Pouch Cove has been acclaimed to the ERSB to represent the area of Metro. Mayor LeGrow extended his congratulations on behalf of Council.
- 5.2.2 Water Resources Management Division (WRMD) – Council reviewed this letter seeking input in order to create a Drinking Water Action Plan for the province.
- 5.2.3 WRMD – Council reviewed this letter which informs all councils that under section 48 of the Water Resources Act 2002, that any work within 15 meters of a waterbody requires a permit through the WRMD.
- 5.2.4 Professional Municipal Administrators (PMA) – Council reviewed this letter requesting 2022 budget considerations for training purposes for staff and councillors.
- 5.2.5 Municipal Assessment Agency (MAA) – Council reviewed this update from the MAA following their recent board of directors meeting.

- 5.2.6 Baine Johnston Corp – Council reviewed this letter regarding a donation to the Community Centre in memory of the late Cal LeGrow.
- 5.2.7 Municipal Assessment Agency (MAA) – Council reviewed this revised 2022 Assessment fee letter.
- 5.2.8 North East Avalon FoodBank – Council reviewed this letter regarding a request for either a building or land so that the North East Avalon FoodBank can operate. After a short discussion, Council determined that there were no town assets suitable for this request.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGER

6.1.1 Auditor – Council reviewed the auditors management letter. After a short discussion:

MOTION 149 / 2021

*Councillor Carol King moved to **ACCEPT** the auditor’s management letter as presented by Brian T. Scammell CPA, GBC.*

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

6.1.2 Christmas Leave – The Town Manager presented Council with a draft Christmas Leave plan as follows:

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	1
2	3	4	5	6	7	8

	Christmas Parade
	Projected TCM
	ATC Leave
	TM Leave
	Office Closed

After a short discussion:

MOTION 150 / 2021

*Councillor Carol King moved to **APPROVE** the Christmas Leave Plan as presented.*

*Seconded by Councillor Heidi Kolodniski
Motion **CARRIED** unanimously*

6.2 REPORT FROM THE ASSISTANT TOWN CLERK

The Assistant Town Clerk provided Council with a written and verbal report regarding programs and events.

6.3 REQUEST FOR QUOTES

6.3.1 Town Plan and Development Regulations

Council reviewed the results to the Request for Quotes to produce a new Town Plan and Development Regulations. After a short discussion it was decided to defer this decision until the next Council meeting.

6.3.2 Water System Design

Council reviewed the results to the Request for Quotes to design a new Water distribution system for the town. After a short discussion it was decided to defer this decision until the next Council meeting.

6.4 CHRISTMAS PARADE & TREE LIGHTING

Council reviewed the notes from the Community Committee regarding the upcoming Christmas Parade. The Assistant Town Clerk informed Council of a few items, and the Town Manager briefed Council on some items as well. Council agreed with the format and execution.

6.5 2022 BUDGET UPDATE

Councillor Carol King, Chair of the Finance Committee addressed Council, and provided an update as to where the budgetary process is. She informed Council that there will be another committee meeting prior to the next Council meeting. At the next Council meeting she is anticipating presenting the draft budget to Council.

7 OLD BUSINESS

7.1 GREEN ENERGY UPDATE

There was nothing further to report at this time. It was requested that a meeting with Fundamental Inc. be coordinated in the new year.

7.2 RECREATION MULTIPURPOSE PARK UPGRADE

The Recreational Multipurpose Park is completed. There are a few items left to discuss/purchase within the Covid Stimulus Project.

7.3 ASSET MANAGEMENT

Mr. Shalindra Senalankadhikara a MUN Engineering Intern briefed Council on the status of the asset management project. Mayor LeGrow thanked Mr. Senalankadhikara for his presentation.

7.4 REGIONAL WAYFINDING PROJECT

Councillor Heidi Kolodniski briefed council regarding her meeting/tour with Tract consulting.

8 FINANCES

8.1 FINANCIAL STATEMENT

After review of the Financial Statement;

MOTION 151 / 2021

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

*Seconded by Councillor Heidi Kolodniski
Motion **CARRIED** unanimously*

8.2 OUTSTANDING PAYABLES

After review of the Outstanding Payables;

MOTION 152 / 2021

*Councillor Heidi Kolodniski moved to **PAY** the Outstanding Payables as presented.*

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

9.0 COMMITTEE REPORTS

9.1 Planning and Development Committee – Chair, Mayor Craig LeGrow & DM Joanne Whalen. Nothing to report.

9.2 Policy & Governance Committee – Chair, Deputy Mayor Joanne Whalen. Nothing to report.

- 9.3 Finance Committee – Chair, Councillor Carol King. Nothing further to report beyond item 6.5.
- 9.4 Public Works Committee – Chair, Councillor Chris Palmer and Councillor Heidi Kolodniski.
- sub-committees of the Public Works Committee:
- 9.4.1 Water Advisory Committee – Councillor Heidi Kolodniski briefed Council on this committee and indicated that there is a meeting scheduled for Monday 6 December.
- 9.4.2 Waste Reduction Committee – nothing to report.
- 9.4.3 Sustainable Energy & Environment Committee – nothing to report;
- 9.4.4 Community Garden Committee – nothing to report.
- 9.5 History & Heritage Committee – Chair, Councillor Heidi Kolodniski and Councillor Carol King. Nothing to report
- 9.6 Emergency Response Committee – Chair, Councillor Chris Palmer. Nothing to report.
- 9.7 Northeast Avalon Joint Council Committee (NEAJC) – Representative Deputy Mayor Joanne Whalen. Alternate Councillor Chris Palmer. Deputy Mayor Joanne Whalen informed Council that the next NEAJC meeting is scheduled for 16 November.
- 9.8 Community Committee (CC) – Chair, Councillor Carol King presented minutes of the last meeting of the CC to Council.
- 9.9 Trails & Recreation Committee – Chair, Deputy Mayor Joanne Whalen and Councillor Heidi Kolodniski. Nothing to report.

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 informed Council that she had been contacted by a movie production company, and they may request the use of the Bauline United Church as one of their sets in an upcoming production.

Councillor Chris Palmer raised a concern regarding snow clearing operations on Westerpoint Lane. After a short discussion, the Town Manager was requested to discuss with the snow removal contractor.

Mayor Craig LeGrow addressed Council and discussed the upcoming Senior Supper provided by the Lion's Club with the Bauline Council assisting. After a short discussion:

MOTION 153 / 2021

*Deputy Mayor Joanne Whalen moved to **DONATE** \$500.00 to the Pouch Cove Lions Club in appreciation for providing Christmas cold plates to the Seniors of Bauline.*

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

11.0 NEXT GENERAL MEETING

Mayor Craig LeGrow scheduled the Next General Meeting for **TUESDAY, 14 December 2021 at 7:00 pm.**

12.0 ADJOURNMENT

As there was no further business to discuss;

MOTION 154 / 2021

*Councillor Chris Palmer moved to **ADJOURN** the meeting of **30 November 2021.***

Mayor Craig LeGrow adjourned the meeting at 10:45 pm.

Craig LeGrow
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline