

# MINUTES OF GENERAL COUNCIL MEETING HELD AT 2 MEMORIAL PARK PLACE 5 FEBRUARY 2019



## PRESENT

Mayor Craig LeGrow  
Councillor Carol King  
Councillor Ralph LeGrow  
Councillor Chris Palmer  
Town Clerk/Manager Craig Drover  
Asst Town Clerk Donna Connors

## REGRETS

Deputy Mayor Joanne Whalen

## PRESENTERS

Laura King (SAM)  
Diane Pelley (SAM)

### 1.0 CALL TO ORDER

Mayor Craig LeGrow called the meeting to order at **7:45 pm**.

### 2.0 AGENDA

Upon review of the proposed Agenda:

#### **MOTION 008 / 2019**

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

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

### 3.0 PREVIOUS MINUTES

Upon review of the minutes of 15 January 2019, Councillor Chris Palmer noted that item 7.2 may be confusing regarding the amount to be expended, and suggested rewording the item:

#### **MOTION 009 / 2019**

*Councillor Chris Palmer moved to **ADOPT** the minutes of 15 January 2019 with the minor change to item 7.2.*

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

At this point Mayor LeGrow welcomed Ms. Laura King and Diane Pelley from the Stewardship Association of Municipalities (SAM) Organization. Mayor LeGrow asked if they were ready to address council. They said they were and presented Council with much information on what the SAM organization is doing in NL and what they can provide to the Town of Bauline. They discussed circumstances where they have worked with towns in the past. It was a very informative presentation. After which, there was a question and answer session with some collaborative ideas being discussed. At this point Mayor LeGrow invited Ms. King and Pelley to stay for the remaining Council meeting or depart if they wished. They thanked Council for their time and departed.

## **4.0 BUSINESS ARISING FROM MINUTES**

### **4.1 CELL SERVICE ANNOUNCEMENT**

Mayor LeGrow informed Council that he and the Town Manager met with Minister Mitchelmore on Thursday 17 Jan at 1:30 pm regarding the Town's application for cell service funding. At the meeting additional information was requested by the Minister for inclusion in the application. An addendum to the original application was sent 21 January. Mayor LeGrow also informed Council that he had also sent correspondence to MP Nick Whalen regarding this matter.

### **4.2 HARBOUR AUTH & SMALL CRAFT HARBOUR MEETINGS**

A short discussion arose regarding the meetings with the Bauline Harbour Authority (21 January) and Small Craft Harbours & the Harbour Authority (29 January). More discussion will occur once the outcome of the Municipal Capital Works Heritage Walk application has been decided.

### **4.3 RESIDENT RECOGNITION POLICY**

Council reviewed sample Resident Recognition policies from other towns. The Town Manager was requested to start the process of drafting the Town of Bauline's policy on this matter.

### **4.4 SECOND LEGAL OPINION**

The Town Manager informed Council that he had dispatched correspondence to 5 legal firms requesting information as requested at the last council meeting. Of the 5, three had returned the information requested, but he was still waiting on the other 2. Council decided to wait for the other two responses then, meet with one of the firms.

## **5.0 APPLICATIONS AND CORRESPONDENCE**

### **5.1 APPLICATIONS – NIL**

### **5.2 CORRESPONDENCE**

5.2.1 Resident Complaint – Council reviewed correspondence from a resident requesting information. The Town Manager informed Council that he had sent an interim reply to the resident, and had discussed the issues with him. Mayor LeGrow indicated that he would send an e-mail to the resident as well.

5.2.2 Workplace NL – Council reviewed the online Workplace NL Connect Registration forms completed by the Town Manager, and confirmed that the Town Manager had the authority to complete the forms.

- 5.2.3 Cown Lands Division – Council reviewed this correspondence regarding the Crown Lands application 154223 being sent for final review.
- 5.2.4 Crown Lands Div – Council reviewed this correspondence regarding the Crown Lands application 154224 being sent for final review.
- 5.2.5 Fire Services Division – Council reviewed this correspondence regarding the adoption of new codes and changes in legislation regarding Fire and Emergency Services.
- 5.2.6 Municipal Affairs & Environment – Council reviewed this correspondence regarding the 2018 Year-end claims and the deadline to submit.

## 6.0 NEW BUSINESS

### 6.1 REPORT FROM TOWN MANAGER

- 6.1.1 PARKING LOT ICE CONTROL – The Town Manager informed Council that the parking lot ice issue had been mitigated by digging a small drainage ditch on the side of the accessory building.
- 6.1.2 PMA SEMINAR CLARENVILLE – The Town Manager requested that he and the Assistant Town Clerk attend the upcoming seminar in Clarenvill, 22 February. After a short discussion:

#### **MOTION 009 / 2019**

*Councillor Carol King moved to **PARTICIPATE** in the PMA Seminar in Clarenville on the 22<sup>nd</sup> February 2019 by sending the Town Manager and Assistant Town Clerk.*

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

- 6.1.3 HEAT PUMPS – The Town Manager informed Council that after the latest loss of another compressor in the heat pumps, he requested the maintenance company do a complete system analysis. The analysis was completed 25 January 2019. The report and quote to carry out the corrective action was provided to Council. A lengthy discussion ensued. After which;

## MOTION 010 / 2019

Councillor Chris Palmer moved to **CONTRACT** EMS to carry out adjustments to the building mechanical system at a cost not to exceed \$6,800.00 with suitable warranties in place.

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

- 6.1.4 TAX BILLS – The Town Manager informed Council that all the municipal taxes have been dispatched.
- 6.1.5 FAMILY FEUD FUNDRAISER - Council reviewed the request to participate in the Family Feud fundraiser by the Torbay Public Library board and the Torbay Folk Arts Council. After a short discussion, Mayor LeGrow, Deputy Mayor Whalen, Councillor King and Councillor Palmer agreed to participate and Councillor LeGrow agreed to be an alternate.
- 6.1.6 NORTHEAST JUNIOR EAGLES HOCKEY – Council reviewed the request to sponsor the local junior hockey league. After a short discussion:

*Mayor Craig LeGrow left the Chair  
Councillor Carol King assumed the Chair*

## MOTION 010 / 2019

Mayor Craig LeGrow moved to **SPONSOR** the Northeast Junior Eagles Hockey association in the amount of \$250.00.

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

*Councillor Carol King left the Chair  
Mayor Craig LeGrow resumed the Chair*

- 6.1.7 HOLY TRINITY HIGH SCHOOL REQUEST – Council reviewed the request from Holy Trinity High School to have a Council member assist in judging their Heritage Fair 10 April 2019. Councillor Carol King indicated she would be honoured to assist in this request.
- 6.1.8 THE WAVE – Council reviewed and approved the February edition of The Wave.

## 6.2 REPORT FOR ASST TOWN CLERK

The Assistant Town Clerk provided Council with her report. A short discussion, questions and responses ensued.

### 6.3 BAULINE LINE – VACANT LAND

Council discussed an issue with vacant land located on Bauline Line. The Town Manger was requested to contact Municipal Affairs and Environment to seek advice.

### 6.4 TRR REQUEST USE OF BUILDING AND DUCK POND AREA

Council reviewed the Technical Rope and Rescue request to utilize the Town Hall and the Duck Pond area in an upcoming training and exercise seminar. Council agreed.

### 6.5 2018 AUDIT – ENGAGMENT LETTER AND INFORMATION REQUEST

Council reviewed the Engagment letter and information package provided by White and Abbot in order to carry out the 2018 Gas Tax and financial statement audits. After which:

#### **MOTION 011 / 2019**

*Councillor Carol King moved to **CONTRACT** White and Abbot to carry out the 2018 Gas Tax and Financial Statement audits.*

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

### 6.6 2019 REVISED BUDGET

Chair of the Finance Committee, Councillor Carol King presented a slightly revised 2019 budget, based on comments from Municipal Affairs and Environment. After a short discussion;

*Mayor Craig LeGrow left the Chair  
Councillor Chris Palmer assumed the Chair*

#### **MOTION 012 / 2019**

*Councillor Carol King moved to **ADOPT** the revised 2019 Budget as presented.*

*Seconded by Mayor Craig LeGrow  
Motion **CARRIED** unanimously*

*Councillor Chris Palmer left the Chair  
Mayor Craig LeGrow resumed the Chair*

### 6.7 STEWARDSHIP ASSOCIATION FOR MUNICIPALITIES - ADDRESS

Previously addressed

## 6.8 FOOD BANK

Mayor LeGrow addressed council regarding the recent loss of the Community shared food bank in a devastating fire. A short discussion ensued. After which

### **MOTION 013 / 2019**

*Councillor Carol King moved to **DONATE** \$500.00 to the local Torbay food bank.*

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

Another short discussion ensued whereby the Town Manager was requested to place a call for donations in the next edition of *The Wave* to add to the Towns contribution.

## 7.0 OLD BUSINESS

### 7.1 SATELLITE FIRE HALL

Mayor LeGrow informed Council that he had sent the proposal to Mayor Wall regarding the satellite fire hall project. He is still awaiting a response.

## 8.0 FINANCES

### 8.1 FINANCIAL STATEMENT

After review of the Financial Statement;

### **MOTION 014 / 2019**

*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 015 / 2019**

*Councillor Ralph LeGrow moved to **PAY** the Outstanding Payables as presented.*

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

## 9.0 COMMITTEE REPORTS

### STANDING COMMITTEES

- 9.1 Finance Committee – Nothing further to report.
- 9.2 Public Works Committee – Councillor Chris Palmer reported a slow leak in the water system is suspected.

### SPECIAL COMMITTEES

- 9.3 Planning and Development Committee – Councillor Ralph LeGrow called a P&D committee meeting for 7:00 pm 11 February 2019.
- 9.4 Community Committee – Mayor Craig LeGrow reported on upcoming events for the Community Committee
- 9.5 History & Heritage Committee – Councillor Carol King had nothing further to report.
- 9.6 Emergency Response Committee – Chair Chris Palmer had nothing further to report
- 9.7 Northeast Avalon Joint Council Committee (NEAJC) – No report submitted.
- 9.8 War Memorial Committee – No report submitted.
- 9.9 Public Affairs Committee – Chair Chris Palmer indicated that there should be a press release sent out regarding the recent award presented to the Town of Bauline by FCM and the Partners for Climate Protection (PCP).
- 9.10 Killick Coast Mayor's Committee – Mayor Craig LeGrow had nothing to report.
- 9.11 Come Home Year Committee – Mayor LeGrow reported on the recent meeting of 17 January, and informed council that another meeting is scheduled for 7 February.
- 9.12 Trails Committee – No report submitted.

## 10.0 TABLE DISCUSSION

Mayor Craig LeGrow asked Council if there were any other items they would like to address at this time. Councillor Ralph LeGrow asked a couple of questions. Then he requested that an item be added to the next agenda regarding the Town Hall's grounds and the possibility of placing a Gazebo on site. Councillor LeGrow requested that he be provided with the Bauline Municipal Plan and Development Regulations.

## 11.0 NEXT GENERAL MEETING

Mayor Craig LeGrow scheduled the Next General Meeting for **Tuesday, 26 February 2019 at 7:45 pm.**

## 12.0 ADJOURNMENT

As there was no further business to discuss;

**MOTION 016 / 2019**

*Councillor Chris Palmer moved to **ADJOURN** the meeting of **5 February 2019.***

**Mayor Craig LeGrow adjourned the meeting at 11:41 pm.**

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Craig LeGrow  
Mayor  
Town of Bauline

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Craig Drover  
Town Manager  
Town of Bauline