

# MINUTES OF GENERAL COUNCIL MEETING HELD AT 2 MEMORIAL PARK PLACE 6 AUGUST 2019



## PRESENT

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

## REGRETS

Deputy Mayor Joanne Whalen  
Asst Town Clerk Donna Connors

## GUESTS

### 1.0 CALL TO ORDER

Mayor Craig LeGrow called the meeting to order at **7:49 pm**.

### 2.0 AGENDA

Upon review of the proposed Agenda;

#### **MOTION 098 / 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 **16 July 2019**;

#### **MOTION 099 / 2019**

*Councillor Carol King moved to **ADOPT** the minutes of 16 July 2019 as presented.*

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

### 4.0 BUSINESS ARISING FROM MINUTES

#### 4.1 INTERIOR PAINTING REQUESTS

Council reviewed the bid sheets submitted. After which:

#### **MOTION 100 / 2019**

*Councillor Carol King moved to **AWARD** the interior painting contract to JOMAR Builders Ltd with the condition that all the painted ceilings be included in the quoted price.*

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

## **4.2 SCHOOL BUS SHELTER**

Council reviewed the response from the Department of Transportation and Works indicating that a shelter would not be permitted within the provincial route road easement. The Town Manager was requested to retrieve the bus routes to all four schools for that area and report back to Council. It was noted that, if the bus shelters would not be permitted, then the 2 units would have to be removed from the Town Hall at the owners expense so as not to impair snow clearing operations in the fall/winter.

## **4.3 PARKING LOT AT DUCK POND**

The Town Manager informed Council that the town has received the Highway Access Permit to proceed with the additional parking lot at Duck Pond. An environmental permit will be applied for. In the meantime, Council requested that caution signs be looked into for the Duck Pond area.

## **4.4 BAULINE FLAGS**

The Town Manager informed Council that the Bauline flags of various sizes have been ordered and should arrive in approximately 3 weeks.

## **4.5 LAND PURCHASE**

The Town Manager informed Council that there's an issue with releasing the funds from RBC for this project. They require the town's audited financial records, which have not been completed yet. The Town Manager has been in contact with the vender, lawyers, account managers and auditor to resolve this matter.

## **4.6 MUNICIPAL PLAN REVIEW**

Council reviewed the proposal from Upland regarding the review of the Town's plan and Dev Regs.

## **5.0 APPLICATIONS AND CORRESPONDENCE**

### **5.1 APPLICATIONS**

#### **5.1.1 Development – Rhonda Hillier – Extension to accessory building**

Council reviewed the development application provided by Rhonda Hillier. After which:

Councillor Carol King moved to **APPROVE** the development of a 2.4 meters x 1.4 meters extension to an existing accessory building at 1395 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. All municipal criteria and legislation is to be met and verified by the Town of Bauline’s Official;
4. The cost of the Building Permit will be \$100.00 plus \$1.00 per square meter of gross floor area; and
5. 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*

## **5.2 CORRESPONDENCE**

- 5.2.1 MAE – Master Specification Clarification – Council reviewed this memo regarding construction specification clarification for the use of granular material.
- 5.2.2 NEA ACAP – Request for information – Council reviewed this request for information regarding aquatic connectivity and fish passage, with the intent is to restore these passages in the future.
- 5.2.3 PMA – Construction Corner Free Training – Council reviewed this correspondence offering free training from the Construction Association at different times in September. Council requested that the information be distributed to Council as the dates draw nearer.

- 5.2.4 PMA – Legal Session on Contracts – Council reviewed this opportunity to get training on drafting contracts from the NL Construction Association. The training date is 11 Sep 12-2:30 in Stavanger Drive. Council requested that additional information be sent by e-mail to them as the date gets closer.
- 5.2.5 Dalhousie University – Professional Development Programs for Municipalities – Council reviewed this e-mail and info packages regarding professional development programs for appointed and elected municipal officials from Dalhousie University.
- 5.2.6 Stewardship Association for Municipalities (SAM) – Fall Meeting – Council reviewed this poster which promotes the SAM fall meeting in Gander 20-21 Sep.
- 5.2.7 Public Sectors Partners for Progress – Asset Management – Council reviewed this letter regarding Asset Management. After a short discussion:

**MOTION 102 / 2019**

*Councillor Ralph LeGrow moved to **CONTACT** Public Sectors Partners for Progress to provide a detailed quote as specified in the reviewed correspondence.*

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

**6.0 NEW BUSINESS**

**6.1 REPORT FROM TOWN MANAGER**

- 6.1.1 Community Centre Cleaning – The Town Manager recommended that during the summer months with the Summer Camp in house, and events scheduled each weekend, that the hall cleaning be completed on a weekly basis vice every other week. Council agreed.

**6.2 REPORT FOR ASSISTANT TOWN CLERK**

Council reviewed the written report submitted by the Assistant Town Clerk. After a short discussion, Council agreed with her recommendation to cancel the Bauline BBQ Bramble scheduled for October 2019.

**6.3 MUNICIPAL CAPITAL WORKS APPLICATIONS STATUS**

Council reviewed the following three (3) letters from the department of Municipal Affairs and Environment.

1. Approval for Green Energy infrastructure at 33.3% (\$234,393.00)
2. Application denial of Cultural Walk, Fire Station & Bridge projects
3. Call for new applications 2020/21.

After a lengthy discussion, the Town Manager was directed to request an extension to the approval of Green Energy Infrastructure. In addition, to send an e-mail to the MHA requesting to meet with the minister to determine why the funding stream had changed whereby the town would incur 33% vice 10% of the overall project. At this point Mayor LeGrow called a special meeting of Council to be held Thursday 5 September at 6:00 pm to discuss the entire Green Energy Project.

#### **6.4 CROWN LANDS**

The Town Manager informed Council that Crown Lands have contacted the office regarding the applications for land on Pouch Cove Line and around Duck Pond. There are other administrative items that need to be completed. Councillor Ralph LeGrow requested that the Town Manager send him the Duck Pond map so that he could assist in the process.

#### **6.5 SEAVIEW LANE**

Councillor Chris Palmer addressed Council and indicated that he met with a resident that raised concerns on the road conditions on Seaview Lane. After a short discussion, the Town Manager was directed to look into the situation.

#### **6.6 DEFIBRILLATOR AND CPR**

Councillor Chris Palmer addressed Council and relayed a recent incident regarding the positive outcome of the use of a defibrillator at a public event. He went on to recommend that the Heart and Stroke Foundation be contacted to determine if they are available to conduct training for staff, council and some volunteers. Council agreed.

### **7.0 OLD BUSINESS**

#### **7.1 GREEN ENERGY PROJECT**

The Town Manager informed Council that phase two of the Transitions 2050 training workshop would be conducted in the Bauline. Representatives from 6 communities along with other organizations will participate in a three (3) day training workshop 13-15 August.

Councillor Chris Palmer addressed Council and requested that Council host a meet and greet for the participating Transitions 2050 Workshop. After a short discussion:

## **MOTION 103 / 2019**

Councillor Carol King moved to **HOST** a Meet and Greet function 13 August from 5-7 pm for the Transitions 2050 workshop. The cost of this function shall not exceed \$500.00.

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

### **7.2 BROOK PATH BRIDGE**

After review of the tender package and engineer drawings:

## **MOTION 104 / 2019**

Councillor Ralph LeGrow moved to **PROCEED** with the public tender of the Brook Path Rehabilitation project.

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

### **7.3 MUNICIPAL NATURAL ASSET INVENTORY PROJECT**

This item was deferred, as no new information has been received.

## **8.0 FINANCES**

### **8.1 FINANCIAL STATEMENT**

After review of the Financial Statement;

## **MOTION 105 / 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 106 / 2019**

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

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

## 9.0 COMMITTEE REPORTS

There were no written reports received, and no reports given.

## 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 requested that the RNC be contacted to conduct a "Town Hall" type meeting in Bauline to inform residents on what has been happening in the community and region, and then to have a question/answer period.

Mayor LeGrow indicated that the Fall Dart League would be starting the fall season Wednesday, 11 September at 8:00 pm.

Mayor LeGrow requested that a list of all council members and their e-mails on the North East Avalon be gathered.

## 11.0 NEXT GENERAL MEETING

Mayor Craig LeGrow scheduled the Next General Meeting for **Tuesday, 27 August 2019 at 7:45 pm.**

## 12.0 ADJOURNMENT

As there was no further business to discuss;

**MOTION 107 / 2019**

*Councillor Chris Palmer moved to **ADJOURN** the meeting of **6 August 2019.***

**Mayor Craig LeGrow adjourned the meeting at 11:28 pm.**

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Craig LeGrow  
Mayor  
Town of Bauline

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Craig Drover  
Town Manager  
Town of Bauline