

**MINUTES OF GENERAL COUNCIL MEETING HELD AT
2 MEMORIAL PARK PLACE 7 OCTOBER 2019**



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 **7:32 pm**.

2.0 AGENDA

Upon review of the proposed Agenda, the following items were requested to be added: items 5.1.2, 6.1.4, 6.1.5, 6.8 and 6.9. After which

MOTION 130 / 2019

*Councillor Carol King moved to **ADOPT** the agenda with items 5.1.2, 6.1.4, 6.1.5, 6.8 and 6.9 added.*

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

3.0 PREVIOUS MINUTES

Upon review of the minutes of a General Council meeting held **17 September 2019**;

MOTION 131 / 2019

*Councillor Chris Palmer moved to **ADOPT** the minutes of 17 September 2019 as presented.*

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

4.0 BUSINESS ARISING FROM MINUTES

4.1 INTERIOR PAINTING REQUESTS

The Town Manager informed Council that JOMAR builders have accepted the contract and will start the project in the near future.

4.2 SCHOOL BUS SHELTER

The Town Manager informed Council that the Pouch Cove Lions Club was working with a Bauline residents group on Bauline Line Extension to install a school bus shelter on the corner of Bauline Line Extension and Bauline Line.

4.3 LAND PURCHASE

The Town Manager informed Council that the purchase of 1286-1290 Bauline Line should be completed by the end of the week.

4.4 BROOK PATH BRIDGE – TENDER AWARD

The Town Manager informed Council that this project has been accepted and is proceeding.

4.5 MUNICIPAL DART TOURNAMENT

The Town Manager informed Council that he has received four registration forms, however some other municipalities have verbally committed to participating. Council requested that a reminder e-mail be dispatched to all North East Avalon councils.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 Business Application– Derek & Crystal Bursey; DCJ Construction.

Council reviewed a Business Application for DCJ Construction submitted by Dereck & Crystal Bursey. After a lengthy discussion;

MOTION 132 / 2019

*Councillor Ralph LeGrow moved to **DEFER** the Business Application submitted by Dereck and Crystal Bursey until the next meeting, and requested that the Town Manager gather additional information.*

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

5.1.2 Business Application– Shawn & Wanda Lewis; Air B and B.

Council reviewed a Business Application to operate an Air B and B at 1097 Bauline Line. After a short discussion;

MOTION 133 / 2019

*Deputy Mayor Joanne Whalen moved to **APPROVE** the Business Application submitted by Shawn and Wanda Lewis to operate an Air B and B at 1097 Bauline Line.*

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

5.2 CORRESPONDENCE

- 5.2.1 St. John's Firefighter Association – Council reviewed this request of support to purchase ad space in the “Fire Prevention Guide”. After a short discussion, Council declined at this time.
- 5.2.2 Professional Municipal Administrators (PMA) – Council reviewed this correspondence regarding PMA Core School courses. After a short discussion;
This is the core modules for the Professional Municipal Administrator. Donna has completed the first two. I recommend that she attend and complete the last three. Each module has a registration fee of \$171.35.

MOTION 134 / 2019

*Deputy Mayor Joanne Whalen moved to **APPROVE** the Assistant Town Clerk's attendance at the PMA Core School in Gander 28 October – 1 November 2019.*

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

- 5.2.3 City of St. John's – Council reviewed this invitation to collaborate with other regional municipalities regarding Regional Signage and Wayfinding. After a short discussion, Council agreed and requested that the Town Manger contact the City of St. John's.
- 5.2.4 Municipal Assessment Agency (MAA) – Council reviewed the three memo's from MAA which provided an update of last three Board of Director meetings.
- 5.2.5 Municipal Affairs and Environment (MAE) – Council reviewed this circular regarding the 2020-2021 MCW application deadline extension of 25 October 2019. After a short discussion, Council agreed they would not submit a MCW application this year.

- 5.2.6 Municipal Affairs and Environment (MAE) – Council reviewed this circular regarding the continued enforcement by MAE to the master specifications on road and bridge construction.
- 5.2.7 Office of the Information and Privacy Commissioner (OIPC) – Council reviewed this correspondence informing council that the OIPC will be hosting a workshop on 21 Oct from 1:30-3:30 regarding a new tool designed to support public bodies as they develop privacy management programs – the GAP analysis.
- 5.2.8 Canadian Association for Supported Employment – Council reviewed this request to proclaim October as Disability Employment Awareness Month. After a short discussion, Council agreed.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGE

- 6.1.1 Tax Letters – The Town Manager informed Council that letters had been dispatched to those residents with delinquent municipal taxes.
- 6.1.2 Groundwater Supply Well Inspection report – The Town Manager briefed Council on the latest Ground Supply Well Inspection report. It was noted that there were no issues with the well or well head.
- 6.1.3 The Wave – Council reviewed and approved the October Flyer for dispatch.
- 6.1.4 RNC Chief Letter – Council reviewed and approved the letter for dispatch to the RNC Chief. Mayor LeGrow signed the letter
- 6.1.5 Webmaster – The Town Manager informed Council that the webmaster had resigned from the position.

6.2 REPORT FOR ASSISTANT TOWN CLERK

The Assistant Town Clerk briefed Council on funding applications, town programs and upcoming events.

6.3 CROWN LANDS

- 6.3.1 Duck Pond Application - The Town Manager informed Council that the Duck Pond application has been updated with Councillor LeGrow's draft design of the walking trail.
- 6.3.2 Pouch Cove Line Application – The Town Manager provided a draft letter to the Minister of Municipal Affairs and Environment regarding this application. Upon review and a short discussion, Council agreed and Mayor LeGrow signed the letter.

6.4 TOURISM

Mayor LeGrow addressed Council. He indicated that in light of the recent denial of the MCW Application to develop a Cultural Walk near and around the Bauline Harbour, Council should think of alternative projects to entice tourism in Bauline. A discussion ensued. Mayor LeGrow referred this item to the History and Heritage Committee and the Trails Committee to “brainstorm” some ideas and report back to Council.

6.5 BONFIRE NIGHT

The Town Manager informed Council that he was coordinating with the Community Committee for the Bonfire night event. This year it will be held on a Tuesday night.

6.6 REMEMBRANCE DAY

Council reviewed the draft Main Events List (MEL) and other items regarding the Remembrance Day Ceremony. This item was deferred until the next Council meeting.

6.7 2020 BUDGETARY PROCESS

In preparation for the 2020 budgetary process, Finance Chair Carol King requested that all sub-committees of council who will be requesting funding in 2020; to submit their respective budgets/requests. A date for the public pre-budget consultation meeting was set for Monday 28 October at 8:00 pm. An initial meeting of the Finance Committee was scheduled for Thursday 17 October at 7:00 pm.

6.8 SOLID WASTE MANAGEMENT INNOVATION FUND

Councillor Chris Palmer addressed Council and tabled a briefing note regarding an opportunity to submit an application through the Solid Waste Management Innovation Fund. After a short discussion;

MOTION 135 / 2019

*Councillor Chris Palmer moved to **AUTHORIZE** the Town Manager and Chair of the Waste Reduction Working Group to explore, with Fundamental Inc. opportunities to apply for funding through the MMSB's Solid Waste Management Innovation Fund.*

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

6.9 GREEN ENERGY AND FEDERAL ELECTION

Councillor Chris Palmer addressed Council and tabled a briefing note with a recommendation to either:

- invite the three Federal candidates to Bauline to discuss key regional issues and to discuss the Town's Green Energy proposal as well as other priority municipal matters. Or
- send a short questionnaire to all candidates focusing on green energy and particularly the town's solar and wind proposal. Candidates would be asked to return their completed questionnaires within a week to give Council time to evaluate their responses.

A lengthy discussion ensued. After which, the Town Manager was requested to send an e-mail to each of the three Federal Candidates requesting a separate meeting with Council before election day (21 October), provided they are available.

7.0 OLD BUSINESS

7.1 GREEN ENERGY PROJECT

Transitions 2050 Funding – Council reviewed the e-mail thread from Fundamental inc. indicating that there is approximately \$38,000.00 in funding that can be allocated to the Town's green energy initiatives. A lengthy discussion ensued. After which it was agreed for the Town Manager and Councillor Palmer to work with Fundamental Inc. to determine if the approved 2018 MCW-19-00010 project (in the amount of \$220,000.00) and the Transitions 2050 funding (in the amount of approximately \$38,000.00) could be utilized to install a green back-up power system for the Town Hall and Community Centre; which is also the Town's Emergency Operating Centre (EOC).

8.0 FINANCES

8.1 FINANCIAL STATEMENT

After review of the Financial Statement;

MOTION 136 / 2019

*Councillor Ralph LeGrow moved to **ACCEPT** the Financial Statement as presented.*

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

8.2 OUTSTANDING PAYABLES

After review of the Outstanding Payables;

MOTION 137 / 2019

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

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

8.3 FINANCIL AUDIT QUOTE - 2019

Council reviewed the Financial Audit Quote for the 2019 Financial Statements and Gas Tax audited reports as provided by the firm Abbot + White. After a short discussion, it was agreed to defer this item to the next Council meeting.

9.0 COMMITTEE REPORTS

There were no written reports received.

10.0 TABLE DISCUSSION

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

Councillor Chris Palmer addressed Council and reminded them that the Newleef conference was scheduled for 16 October at the Capital Hotel. He informed Council that he had been asked to sit on a panel regarding the Town's green energy plans, and requested Council's approval. All agreed.

Deputy Mayor requested the status of a registered mail that was dispatched to a resident regarding a compliancy concern. The Town Manager informed Council that the registered letter had been returned as "Unclaimed". Council requested that the Town Manager look into other options to have the letter "legally" delivered to the resident.

Councillor Ralph LeGrow requested that another e-mail be sent to the Department of Transportation and Works regarding the collapsed guide rail near 1180 Bauline Line, the poor brush cutting along Bauline, Line, Bauline Line Extension and Pouch Cove Line, the poor state of the ditches and the deep shoulders, especially near Duck Pond where there is a lot of traffic in the summer.

Mayor LeGrow requested that another date be chosen for the Council Christmas Social, as the previous date of 14 December has been committed for the Senior's Christmas Dinner. After a short discussion it was decided to hold the Council Christmas Social on Friday 4 January 2020.

11.0 NEXT GENERAL MEETING

Mayor Craig LeGrow scheduled the Next General Meeting for **Tuesday, 29 October 2019 at 7:30 pm.**

12.0 ADJOURNMENT

As there was no further business to discuss;

MOTION 138 / 2019

*Councillor Ralph LeGrow moved to **ADJOURN** the meeting of **7 October 2019.***

Mayor Craig LeGrow adjourned the meeting at 11:04 pm.

Craig LeGrow
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline