

MINUTES OF GENERAL COUNCIL MEETING HELD AT 2 MEMORIAL PARK PLACE – 7 OCTOBER 2020



PRESENT

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

REGRETS

Councillor Ralph LeGrow

1.0 CALL TO ORDER

Mayor Craig LeGrow called the meeting to order at **7:46 pm**.

2.0 AGENDA

Upon review of the proposed Agenda, the Town Manager requested to add item 5.2.12 and Councillor Chris Palmer requested to add items 9.2.1 and 9.2.2. After which;

MOTION 121 / 2020

*Councillor Carol King moved to **ADOPT** the agenda with items 5.2.12, 9.2.1 and 9.2.2 added to the Agenda.*

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

3.0 ADOPT MINUTES

Upon review of the minutes of a General Council meeting held **15 September 2020**;

MOTION 122 / 2020

*Councillor Chris Palmer moved to **ADOPT** the minutes of 15 September 2020 as presented.*

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

4.0 BUSINESS ARISING FROM MINUTES

4.1 CROWN LANDS DUCK POND & PCL

This item was deferred until the next Council meeting.

4.2 1 OCTOBER PUBLIC MEETING

A short discussion ensued regarding the 1 October Public Meeting. Overall it was considered a good meeting that was well attended with valid discussions.

4.3 2021-2022 MCW APPLICATIONS

After a short discussion it was agreed to not apply for any 2021-2022 Municipal Capital Work funding this year.

4.4 EAST COAST TRAIL MEETINGS

Councillor Carol King informed Council that representatives of Council met with Patrick Ryan a couple of weeks ago to discuss signage and wayfinding in and around Bauline. The Town Manager will be meeting with Patrick next week to walk around town to identify where the signs should be positioned.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS - NIL

5.2 CORRESPONDENCE

5.2.1 Municipal Affairs & Environment – Council reviewed the prescribed 2021 Budget Form, released by MAE.

5.2.2 Municipal Affairs & Environment – Council reviewed the 2020-2021 Municipal Training Circular. It was noted that Councillor King and the Town Manager were scheduled to complete the budget training. As well the Assistant Town Clerk is scheduled to complete 3 core modules of Municipal training.

5.2.3 Lions Club – Council reviewed an e-mail from the Lions Club requesting to place the recycle bin at the centre. After a short discussion, council agreed on the condition that the Lions Club maintain its cleanliness and are available if there is an issue.

5.2.4 University of Waterloo – Council reviewed this FCM T2050 participation invitation to participate in a research study in partnership with FCM and the university of Waterloo. Councillor Chris Palmer agreed to participate.

5.2.5 The Town of Portugal Cove St. Philips – Council reviewed a request from the town of Portugal Cove St. Philips to participate in a Steep Slope Regulations Virtual meeting. The Town Manager was requested to gather more information on the matter.

- 5.2.6 Public Advisory – Council reviewed this public advisory regarding provincial roadwork on bridges commencing 28 September 2020.
- 5.2.7 East Coast Trail Association (ECTA) – Council reviewed this fundraiser event for the ECTA. They are requesting that the Town promote and participate in the event from now until November. Council requested that the Assistant Town Clerk look into this venture.
- 5.2.8 Department of Transportation and Infrastructure (DTI) – Council reviewed this circular regarding the provincial asphalt deadline.
- 5.2.9 Department of Transportation and Infrastructure (DTI) – Council reviewed this circular announcing the DTI regional contacts.
- 5.2.10 MUN – Council reviewed this monthly report from MUN President Vianne Timmons.
- 5.2.11 Municipalities NL – Council reviewed this correspondence announcing that there will be a Ministerial Virtual Town Hall during Conference scheduled for, 2:30 on Saturday 7 November.
- 5.2.12 Town of Pouch Cove – Council reviewed the of Pouch Cove's amendment # 6. There were no issues or concerns raised.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGER

The Town Manager briefed Council on several matters. One of the issues was that the front door accessory entrance does not work due to a broken motor. After a short discussion:

MOTION 123 / 2020

*Deputy Mayor Joanne Whalen moved to **REPAIR** the broken motor to the accessory button on the front door at the quoted price of \$964.85.*

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

6.2 REPORT FROM THE ASSISTANT TOWN CLERK

The Assistant Town Clerk provided Council with a written and verbal report regarding bulk buy, afterschool and High Tea programs. She also discussed future initiatives, incentives and programs. A lengthy discussion arose and Mayor LeGrow thanked her for her efforts and report.

6.3 RESIDENTIAL PROPERTY STANDARDS REGULATION

Council reviewed the draft Residential Property Standards Regulation produced by the Town Manager. After a short discussion, Mayor LeGrow requested that Council review the document over the next few weeks and be prepared to discuss at the next council meeting that all Councillors are present.

6.4 PROVINCIAL GOVT VEHICLE/EQUIPMENT DISPOSAL

Council reviewed the provincial government vehicle/equipment disposal list. There was a short discussion. Time permitting, the Town Manager agreed to visit the Bay Roberts depot to view the inventory.

6.5 FINANCE BUDGET MEETING

Councillor Carol King addressed Council and informed them that the last two provincial budget webinars have been postponed. She indicated that the initial Finance Committee meeting to discuss the 2021 budget will immediately follow the budget webinar. A new date for the webinar has not been set, but it is anticipated to occur in the next week or so.

6.6 MUNICIPAL ASSESSMENT AGENCY – Appeal Documents

The Town Manager informed Council that he has received an Appeal Application from the Municipal Assessment Agency.

6.7 ATIPP REVIEW PROCESS

The Town Manager informed Council that he has been requested to participate in a review regarding the provincial ATIPP process. He will keep Council apprised of the process.

6.8 EAST COAST TRAIL ASSOCIATION

Council reviewed correspondence from the East Coast Trail Association regarding work to be carried out on the Big Hill trail. After a short discussion;

MOTION 124 / 2020

*Deputy Mayor Joanne Whalen moved to **SUPPORT** the East Coast Trail Association in the amount of \$1,500.00 to carry out work on the Big Hill Trail.*

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

6.9 ANNUAL CONTRACTS

The Town Manager informed Council that the Snow Removal, Waste Removal and Water Operator/Maintenance contracts are up for renewal. They are able to be extended for an additional year into 2021, but should go through the tender process in a year's time. Upon review, Council agreed to extend the contracts, if the contractors agreed. The Town Manager was directed to contact the contractors.

7.0 OLD BUSINESS

7.1 GREEN ENERGY UPDATE

The Town Manager informed Council that the solar panel Installation Project is on schedule and due to be completed in a couple of weeks. Council discussed the projects kick-off media event the day before, all went well.

7.2 ALTERNATE POWER SUPPLY UPDATE

The Town Manager informed Council that he had attended the initial virtual construction meeting 5 October. On site-site meeting is scheduled for 8 October with work commencement scheduled shortly after that. The project deadline for completion is 31 December 2020.

7.3 CELL TOWER

The Town Manager informed council that the Cell Tower Project is going along well. Civic portion should be complete in a week or so. Council reviewed the RBC Bank Loan letter. After a short discussion;

Please review Bank Letter for loan.

MOTION 125 / 2020

*Councillor Carol King moved to **BORROW** \$70,000.00 from the Royal Bank of Canada at a fixed loan term of five (5) years, to be amortized over a ten (10) year period at a fixed rate of 2.97%. This loan will be used to erect a cell tower on Town property, as agreed and cost shared between, Bell, the Provincial Government and the Town of Bauline.*

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

MOTION 126 / 2019

Councillor Carol King moved to **REQUEST** an approval to borrow from the Department of Municipal Affairs and Environment for the amount of \$70,000.00 to complete the installation of a Cell Tower.

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

7.4 AMENDMENT # 6

Council reviewed the Minister's letter of approval to proceed with amendment # 6. They also reviewed 2 CV's of potential Public Hearing commissioners. After which:

MOTION 127 / 2019

Councillor Carol King moved to **ADOPT** Amendment # 6 to the Town's Municipal Plan and Development Regulations as presented.

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

MOTION 128 / 2019

Deputy Mayor Joanne Whalen moved to **APOINT** Ms. Anna Myers as the Town Planning Commissioner for Amendment # 6.

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

8.0 FINANCES

8.1 FINANCIAL STATEMENT

After review of the Financial Statement;

MOTION 129 / 2020

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 130 / 2020

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

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

9.0 COMMITTEE REPORTS

9.2 North East Avalon Joint Council – Council reviewed the latest NEAJC minutes.

9.2 Stewardship Association of Municipalities – Councillor Chris Palmer presented Council with a written report of his virtual meeting. A short discussion arose.

9.2 Emergency Response Committee (ERC) – Chair Councillor Chris Palmer tabled an e-mail and information received from one of the ERC members. A discussion arose regarding the need for a First Aid course as well as a near future table top exercise.

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 raised a concern that residents are parking in front of the mailboxes on Main Street. He suggested placing a notice in the next wave. Council agreed.

11.0 NEXT GENERAL MEETING

Mayor Craig LeGrow scheduled the Next General Meeting for **TUESDAY, 27 October 2020 at 7:45 pm.**

12.0 ADJOURNMENT

As there was no further business to discuss;

MOTION 131 / 2020

*Councillor Chris Palmer moved to **ADJOURN** the meeting of **7 October 2020**.*

Mayor Craig LeGrow adjourned the meeting at 10:38 pm.

Craig LeGrow
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline