

MINUTES OF GENERAL COUNCIL MEETING HELD AT 2 MEMORIAL PARK PLACE 8 MAY 2019



PRESENT

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

REGRETS

Deputy Mayor Joanne Whalen
Councillor Carol King
Asst Town Clerk Donna Connors

1.0 CALL TO ORDER

Mayor Craig LeGrow called the meeting to order at **7:48 pm**.

2.0 AGENDA

Upon review of the proposed Agenda, the Town Manager requested that item 5.2.11 be added to the Agenda.

MOTION 055 / 2019

*Councillor Chris Palmer moved to **ADOPT** the agenda with the requested item added.*

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

3.0 PREVIOUS MINUTES

Upon review of the minutes of **16 April 2019**;

MOTION 056 / 2019

*Councillor Chris Palmer moved to **ADOPT** the minutes of 16 April 2019 as presented.*

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

4.0 BUSINESS ARISING FROM MINUTES

4.1 LAND PURCHASE

The Town Manager provided an update of the land purchase of civic address 1280-1296 Bauline Line.

4.2 MUNICIPALITY CHARITY DART TOURNAMENT

Mayor LeGrow provided an update on responses to the proposed Municipal Charity Dart Tournament, scheduled for the fall 2019.

4.3 INTERIOR BUILDING MAINTENANCE

The Town Manager informed Council that an additional quote to complete the work is forth coming. Council requested that the “call for quotes” be repeated in the next flyer.

4.4 ANNUAL SPONSORSHIP OF CHARTIES

Councillor Ralph LeGrow addressed Council and requested that a policy be drafted for inclusion in the Municipal Policy and Procedure Manual regarding donating to local charities on an annual and rotational basis. This item could also be used as a budgetary tool. Council agreed and requested that the Town Manager draft a policy for review.

4.5 CITIZEN RECOGNITION POLICY

Council reviewed the draft citizen recognition policy, after which:

MOTION 057 / 2019

*Councillor Ralph LeGrow moved to **DEFER** this item to the next general council meeting.*

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

4.6 UPCOMING SAM AGM

Councillor Chris Palmer indicated that he would be attending the upcoming SAM AGM in Pouch Cove.

4.7 ATIPP TRAINING

The Town Manager informed Council that he had requested a 2.5 hour ATIPP training session for an upcoming evening or weekend as requested. He will notify council once he has received a reply.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS - NIL

5.2 CORRESPONDENCE

5.2.1 Newfoundland Aquaculture Industry Association (NAIA) – Council reviewed this request for support from NAIA. A short discussion ensued.

5.2.2 Town of Pouch Cove – Council reviewed this request from the CAO of Pouch Cove for representatives of council to attend a Focus on Youth awards ceremony in Mount Pearl. Mayor LeGrow encouraged any council member who could attend to do so.

- 5.2.3 Canadian Corps of Commissionaires – Council reviewed this correspondence seeking interest in a community shared service initiative. It was noted that two of the Killick Coast municipalities are involved with this initiative. Discussion amongst the Mayors is ongoing.
- 5.2.4 ATIPP – Council reviewed this “Communities of Practice” session scheduled for 21 May at 9:30 – noon. It’s purposed is to introduce the recently developed workbook for departments to use to develop a Privacy Management Program. The Town Manager was encouraged to attend if available.
- 5.2.5 Stewardship Association for Municipalities (SAM) – Council reviewed the SAM Spring Newsletter.
- 5.2.6 Municipal Affairs and Environment (MAE) – Council reviewed the Community Sustainability Partnership Measures required for the town to receive its Municipal Operating Grant and Gas Tax Funds.
- 5.2.7 The town of Portugal Cove-St. Philips (PCSP) – Council reviewed the proposed Amendment to the PCSP Town Plan and Development regulations in conjunction with the SJURRP.
- 5.2.8 Crown Lands Division – Council reviewed this interim correspondence regarding the town’s recent application.
- 5.2.9 Bicycle NL – Council reviewed this correspondence regarding a road cycling event 26 May which will proceed through part of Bauline.
- 5.2.10 Hon. Cheryl Gallant – Council reviewed this correspondence regarding Bill C-68 and the concerns this bill will have on rural municipalities.
- 5.2.11 Royal St. John’s Regatta – Council reviewed this request for sponsorship. After a short discussion, Mayor LeGrow referred to item 4.4 and requested that commencing January 2020 a budget item should be identified for requests such as this.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGER

- 6.1.1 Assistant Town Clerk (ATC) – The Town Manager informed Council that the ATC will be on leave in the UK 22-30 May.
- 6.1.2 Town Manager (TM) – The Town Manager requested Leave 17 May. Council approved.

6.1.3 Work Placement – College of the North Atlantic – The Town Manager informed Council that Dana Sheppard has commenced her 6 week work term placement with the town.

6.1.4 Assistant Town Clerk Contract – Council reviewed the ATC contract and referred this item to the Finance Committee for review and recommendations.

6.1.5 2018 Financial Audit – The Town Manager informed Council that the field portion of the 2018 audit was conducted 1-2 May.

6.2 REPORT FOR ASSISTANT TOWN CLERK

In the absence of the Assistant Town Clerk, this item was deferred.

6.3 SPRING CLEAN-UP 1 JUNE

Council reviewed the program for the Spring Clean up scheduled for Saturday 1 June 2019. It was noted that there is a babysitting course scheduled the same day. In the event of inclement weather, an alternate date of Sunday 2 June was set.

6.4 ENVIROFEST & DUCK POND EVENT

Council reviewed the information regarding the successful application for the Duck Pond beautification project. After some discussion, the date was tentatively set for Saturday 8 June. It was requested that the Assistant Town Clerk coordinate with NL Power to confirm/plan this event. As well, provide suggestions for the project.

6.5 MEMORIAL SERVICE & CANADA DAY – 1 JULY

Council reviewed the draft plan for the Memorial Service 1 July 2019.

6.6 RECYCLABLES

Councillor Chris Palmer addressed Council regarding leading a recycling committee for the town with the intention of reducing the amount of waste materials used by the Community Centre. There is also future intentions of developing an overall plan for incorporation in the Town.

6.7 MNL CONFERENCE

Councillor Chris Palmer addressed Council regarding the upcoming MNL Conference scheduled to be held in St. John's. Councillor Palmer suggested that the Town of Bauline offer the Community Centre for a "Retreat Workshop" to MNL to showcase Bauline's new building and hospitality. Council agreed and requested Councillor Palmer send a briefing note to Council regarding this initiative.

7.0 OLD BUSINESS

7.1 GREEN ENERGY PROJECT

Council reviewed the staff training schedule for the implementation of the Transitions 2050 grant. After some discussion:

MOTION 058 / 2019

*Councillor Chris Palmer moved to **APPROVE** the phase one and phase two training schedule for staff/Council Lead, in the May-August 2019 period.*

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

7.2 BROOK PATH BRIDGE

Council reviewed the latest correspondence regarding the Brook Path Bridge refurbishing project. After some discussion, the Town Manger was requested to contact the engineering firm to determine what it would cost to have construction plans drafted and inspections carried out.

8.0 FINANCES

8.1 FINANCIAL STATEMENT

After review of the Financial Statement;

MOTION 059 / 2019

*Councillor Chris Palmer moved to **ACCEPT** the Financial Statement as presented.*

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

8.2 OUTSTANDING PAYABLES

After review of the Outstanding Payables;

MOTION 060 / 2019

*Councillor Chris Palmer moved to **PAY** the Outstanding Payables as presented.*

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

8.3 BUDGET REVIEW

After review of the first quarter budget;

MOTION 061 / 2019

*Councillor Ralph LeGrow moved to **ACCEPT** the first quarter budget review as presented.*

*Seconded by Councillor Chris Palmer
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 there is still a slow leak in the water system which is being managed at this time.

SPECIAL COMMITTEES

- 9.3 Planning and Development Committee – Councillor Ralph LeGrow reported that he will be meeting with Mark O’Neil 9 May regarding a proposed development on Bauline Line Extension.
- 9.4 Community Committee – Mayor Craig LeGrow reported on upcoming events for the Community Committee. There was some discussion regarding the ATC’s work with the Community Committee and how the building is being utilized. A meeting to discuss this was scheduled for Thursday 16 May.
- 9.5 History & Heritage Committee – No report submitted.
- 9.6 Emergency Response Committee – Chair Chris Palmer had nothing further to report at this time.
- 9.7 Northeast Avalon Joint Council Committee (NEAJC) – No report submitted.
- 9.8 War Memorial Committee – No report submitted.
- 9.9 Public Affairs Committee – No report submitted.
- 9.10 Killick Coast Mayor’s Committee – Mayor LeGrow had nothing further to report at this time.

9.11 Come Home Year Committee – Mayor LeGrow scheduled the next CHY committee meeting for 14 May at 7:30 pm.

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 requested information regarding a non-compliant property. After a short discussion:

MOTION 062 / 2019

*Councillor Ralph LeGrow moved to **DISPATCH** a formal letter to the land owner advising them that the property is non-compliant and a resolution was expected by 30 June 2019.*

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

11.0 NEXT GENERAL MEETING

Mayor Craig LeGrow scheduled the Next General Meeting for **Tuesday, 28 May 2019 at 7:45 pm.**

12.0 ADJOURNMENT

As there was no further business to discuss;

MOTION 063 / 2019

*Councillor Chris Palmer moved to **ADJOURN** the meeting of **8 May 2019.***

Mayor Craig LeGrow adjourned the meeting at 11:53 pm.

Craig LeGrow
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline