

**MINUTES OF SPECIAL COUNCIL MEETING HELD AT
2 MEMORIAL PARK PLACE 10 OCTOBER 2017**



PRESENT

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

REGRETS

PUBLIC IN ATTENDANCE

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 5.2.16 and Item 5.2.17 be added. Councillor Ralph LeGrow requested that item 6.8 be added. After which;

MOTION 137 / 2017

*Deputy Mayor Joanne Whalen moved to **ADOPT** the agenda with the additions of items 5.2.16, 5.2.17 and 6.8.*

*Seconded by Councillor Chris Palmer
All in favour.*

*Motion **CARRIED***

3.0 PREVIOUS MINUTES

Upon review of the minutes:

MOTION 138 / 2017

*Councillor Chris Palmer moved to **ADOPT** the minutes of 28 September 2017 as presented.*

*Seconded by Councillor Ralph LeGrow
All in favour.*

*Motion **CARRIED***

4.0 BUSINESS ARISING FROM MINUTES

There was no discussion regarding business arising from previous minutes.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS

5.1.1 Crown Land Application – Robert Richards - Bauline Line Extension

Upon review and discussion of the application:

MOTION 139 / 2017

*Councillor Ralph LeGrow moved to **SUPPORT** Robert Richards application for Crown Land in a Residential Infill (RI) zoned parcel of property on the Bauline Line Extension, as presented.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

5.1.2 Crown Land Application – Christopher Richards - Bauline Line Extension

Upon review and discussion of the application:

MOTION 140 / 2017

*Councillor Ralph LeGrow moved to **SUPPORT** Christopher Richards application for Crown Land in a Residential Infill (RI) zoned parcel of property on the Bauline Line Extension, as presented.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

5.2 CORRESPONDENCE

5.2.1 Torbay Folk Arts Council – Council reviewed this correspondence regarding a Fundraising event for the Torbay Public Library. Council agreed to be a pick-up point for Jiggs Dinner Tickets, to promote the event on social media and to participate in the Family Feud fun night on Friday 20 October.

5.2.2 Eastern Regional Service Board – Council reviewed this correspondence regarding the elections for the ERSB. Mayor LeGrow asked if anyone was interested in being nominated for either of the 20 municipal representative positions. Council declined at this time.

- 5.2.3 Municipal Affairs and Environment (MAE) – Council reviewed the Food Premises Inspection Report of 22 September 2017. The one item to be completed was the cracked tiles in the male and female washrooms, which has been repaired.
- 5.2.4 Municipal Assessment Agency (MAA) – Council reviewed this Call for Nominations for the Avalon Region Director with MAA.
- 5.2.5 Municipalities NL – Council reviewed this Notice of Motion which will be tabled at the 2017 AGM in Corner Brook.

It has been proposed that the by-laws of municipalities NL be amended as follows:

(1) submitted by the MNL Board of Directors.

All references to “Executive Director” be replaced with “Chief Executive Officer”.

- 5.2.6 Municipal Affairs and Environment – Council reviewed the circular and 2018 Budget Form.
- 5.2.7 CAP – Council reviewed this advertising pamphlet for engineering and related services.
- 5.2.8 Municipal Affairs and Environment – Council reviewed this invitation to participate in public consultation meetings regarding regional government. The Mayor informed Council that former Deputy Mayor Colin LeGrow had attended the last public consultation meeting on 6 September. The Mayor requested that a steering committee be formed to actively engage in this topic, as it is expected to be an important regional issue in the future. He also suggested that the former Mayor and Deputy Mayor be approached to see if they would be willing to be members of this steering committee. Deputy Mayor Joanne Whalen, Mayor Craig LeGrow, Councillor Chris Palmer and Ralph LeGrow volunteered to be members of this committee. The Town Manager was directed to liaise with Christopher Dredge and Colin LeGrow to determine their availability and willingness to become members of this steering committee. The first meeting of this committee was scheduled for Tuesday, 24 October at 7:30 pm.
- 5.2.9 Myriad Canada – Council reviewed this promotional material for radar speed signs. Council requested that this item be deferred to the Finance Committee for review at the next 2018 budget meeting.

- 5.2.10 Municipal Affairs and Environment – Council reviewed this correspondence regarding budget training and Councillor Orientation. Mayor Craig LeGrow indicated that he would be attending the budget training (11 October) and councillor orientation training (21 October). Deputy Mayor Joanne Whalen indicated she will be attending the councillor orientation training (21 October). The Town Manager was directed to register the training through MNL.
- 5.2.11 Municipalities NL (MNL) – Council reviewed the MNL AGM Agenda scheduled for 2-4 November in Corner Brook. Mayor LeGrow will be attending and asked if there were any items on the Agenda that council would like to discuss.
- 5.2.12 Stewardship Assoc of Municipalities (SAM) – Council reviewed this Invitation to attend the SAM conference in Grand-Falls Windsor 20-21 October 2017. Council agreed that if anyone wished to attend, to let the Town Manager know before 16 October.
- 5.2.13 Golder Associates – Council reviewed this correspondence requiring the town to complete a survey on NL Dam Inventory & Assessment. The Town Manager was directed to complete the survey.
- 5.2.14 Community Business Development Corp (CBDC) – Council reviewed this CBDC AGM invitation at the Manuel's River Hibernia Interpretation Centre in CBS on Monday 16 October from 12:00-1:00 pm. Councillor Chris Palmer volunteered to attend on behalf of the Mayor.
- 5.2.15 Service NL – Council reviewed this correspondence regarding BizPal. Bizpal is a federal program ran by Dolores Harvey in the province of NL under the Service NL umbrella.
- 5.2.16 LW Consulting– Council reviewed this correspondence from LW Consulting regarding Councillor Orientation and other municipal training offered by this private company.
- 5.2.17 Town of Paradise – Council reviewed this correspondence regarding the Town of Paradise's municipal plan review and the St. John's Urban Region Regional Plan Amendment.
- 5.2.18 True Patriot Love Foundation – Council reviewed this request for donations to the True Patriot Love Foundation.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGER

- 6.1.1 Microsoft office suite 365 – The Town Manager informed council that although the Town tablets have office suite installed on them, a Microsoft Office suite 365 subscription is required in order to use the program to its fullest. He asked was there a requirement to purchase any subscriptions. Council agreed that it was not required.
- 6.1.2 Letter to MAE for Councillor to work for town – Council reviewed a draft letter to the Minister of Municipal Affairs and Environment requesting approval for Councillor Chris Palmer to be employed by the Community Committee on a casual basis. All agreed.
- 6.1.3 Town Apparel – The Town Manager informed council that all town logo items have been sold. He requested permission to purchase additional town apparel items. All agreed

6.2 SAFETY REPORT/DISCUSSION

Councillor Chris Palmer asked if there was a plan to get an AED installed in the Community Centre, as a safety measure. A discussion arose. Councillor Ralph LeGrow indicated he would check with a co-worker regarding this item.

6.3 WATER UPDATE

The Town Manager informed Council that the water quality and quantity are reported as good. A small leak has been discovered and will be addressed soon.

6.4 COMMITTEE COMPOSITION

Mayor LeGrow appointed the following Councillors to Committees:

Planning & Development	Councillor Ralph LeGrow (Chair) Councillor Chris Palmer
Finance Committee	Councillor Carol King (Chair) Mayor Craig LeGrow
History and Heritage	Councillor Carol King (Chair) Councillor Ralph LeGrow
Emergency Response	Councillor Chris Palmer (Chair) Councillor Ralph LeGrow

Integrated Community Sustainability Plan	Mayor Craig LeGrow Deputy Mayor Joanne Whalen
Northeast Avalon Joint Council	Deputy Mayor Joanne Whalen Councillor Chris Palmer
Community	Mayor Craig LeGrow Councillor Ralph LeGrow
War Memorial	Councillor Carol King (Chair) Mayor Craig LeGrow
Public Affairs	Councillor Chris Palmer (Chair)
Social Media	Deputy Mayor Joanne Whalen (Chair) Councillor Carol King
Regionalization Steering	Mayor Craig LeGrow (Chair) Councillor Chris Palmer

It is understood that Mayor Craig LeGrow is the ex-officio for all committees of council. The Mayor also stated that a call for volunteers may be sent out to the general public for the History & Heritage Committee, Emergency Response Committee, ICSP Committee, Community Committee, and the War Memorial Committee. Invitations to Subject Matter Experts (SMEs) may be sent out to certain individuals for the Planning and Development Committee and the Regionalization Steering Committee.

6.5 TARGA 2018

Mayor Craig LeGrow asked council members if they had the opportunity to review the detailed report submitted by the volunteer stage coordinators, Chris Palmer and Coleen O'Toole. All indicated they had done so. There was a short discussion whereby it was agreed that council would request a meeting with the TARGA organizers prior to signing a 2018 contract. At this point Mayor Craig LeGrow deferred this item until the Town has been contacted by the TARGA organization for the 2018 season.

6.6 2018 BUDGET PUBLIC CONSULTATION MEETING

After some discussion, it was agreed to hold a pre-budget public consultation meeting on Thursday, 16 November 2017 at 7:00 pm.

6.7 KILLICK COAST MAYOR'S MEETING

The Mayor informed Council that the Town of Bauline is hosting the first Killick Coast Mayor's meeting since the elections on 26 October 2017. Four of the six regional Mayor's are new and most of the councils have changed. The Mayor suggested that the Town of Bauline host all regional council members and CAO/Managers at this meeting. It will be a

networking social in order to meet our neighboring counterparts. After a short discussion:

MOTION 141 / 2017

*Councillor Carol King moved to **HOST** the Killick Coast Regional Councillors and CAO/Managers in Bauline, 26 October 2017 at a cost not to exceed \$1000.00.*

*Seconded by Deputy Mayor Joanne Whalen
All in favour.*

*Motion **CARRIED***

6.8 UPCOMING EVENTS

6.7.1 Fall Cleanup – Council decided not to conduct a fall bulk clean-up this year.

6.7.2 Bonfire Night – Bonfire night will be held on Sunday 5 November. The Community Committee will take the lead and coordinate the event. The Town Manager was directed to have the pile of wood pushed back with a backhoe, order the event fencing and two tower lights. Councillor Chris Palmer indicated he would check with a colleague regarding rental fees of the event fencing and tower lights. Councillor Ralph LeGrow will liaise with the Community Committee for the event coordination.

6.7.3 Remembrance Day – Remembrance Day will be held Saturday 11 November. This will be the first time it will be held at the new location on Memorial Park Place. The Town Manager will produce a new Main Events List for review at the next Council Meeting.

6.7.4 Christmas Parade – The annual Christmas Parade will be held on Saturday, 2 December. The RNC Mounted unit have already been engaged and will be present for the parade. The Community Committee will be responsible for coordinating the event. The Town Manager will liaise with the RNC and the PCVFD. Councillor Ralph LeGrow will liaise with the Community Committee on items such as Cadet Band, Floats, Food, Prizes etc.

6.9 BAULINE BOUNDARY

The Mayor requested that this item be referred to the Planning and Development Committee for review and recommendations.

7.0 OLD BUSINESS

7.1 TOWN HALL / MEMORIAL PARK - CAPITAL WORKS PROJECT 11057

7.1.1 Final Payment – Council decided to hold the final payment until the Dry Hydrant project was complete.

7.1.2 Bathroom Floors – The Town Manager informed Council that this item is now complete.

7.2 CELL TOWERS

Council reviewed a letter to be dispatched to Bell Mobility Inc. regarding the Cell Tower Project. The Town Manager was directed to send the letter at the earliest convenience.

7.3 ALTERNATE POWER SUPPLY

The Town Manager informed council that three Engineering firms had quoted the project. It was evident that the scope of work far exceeds the original estimate. A detailed estimate was prepared by one of the engineering firms whereby an additional \$88k would be required. Council reviewed a draft letter to be sent to the Minister of Municipal affairs and Environment requesting the additional funds. The Town Manager was directed to send the letter and in conjunction with this, request a meeting with MP. Hon. Nick Whalen.

7.4 CROWN LAND SURVEY

Mayor Craig LeGrow requested that this item be deferred to a later meeting of Council. All agreed.

8.0 FINANCES

8.1 FINANCIAL STATEMENT

After review of the Financial Statement by Council;

MOTION 142 / 2017

*Councillor Carol King moved to **ACCEPT** the Financial Statement as presented.*

*Seconded by Councillor Chris Palmer
All in favour*

*Motion **CARRIED***

8.2 OUTSTANDING PAYABLES

After review of the Outstanding Payables by Council;

MOTION 143 / 2017

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

*Seconded by Deputy Mayor Joanne Whalen
All in favour*

*Motion **CARRIED***

9.0 COMMITTEE REPORTS

- 9.1 Planning and Development Committee – No report submitted.
- 9.2 Finance Committee – No report submitted.
- 9.3 History & Heritage Committee – No report submitted.
- 9.4 Emergency Response Committee – No report submitted.
- 9.5 Integrated Community Sustainability Plan Committee (ICSP) - No report submitted.
- 9.6 Northeast Avalon Joint Council Committee (NEAJC) – No report submitted.
- 9.7 Community Committee – No report submitted.
- 9.8 War Memorial Committee. - No report submitted.
- 9.9 Public Affairs Committee – No report submitted.
- 9.10 Social Media Committee – No report submitted.
- 9.11 Regionalization Steering Committee – No report submitted.

10.0 TABLE DISCUSSION

At this point, Mayor Craig LeGrow asked Council if there were any other items they wished to address.

Deputy Mayor Joanne Whalen asked how complaints were received and reviewed. The Town Manager briefed council on the process.

Mayor Craig LeGrow inquired about the horses at 714 Bauline Line. The Manager informed Council of the matter.

11.0 NEXT GENERAL MEETING

Mayor Craig LeGrow scheduled the Next General Meeting for **Tuesday, 31 October 2017 at 7:45 pm.**

12.0 ADJOURNMENT

As there was no further business to discuss;

MOTION 144 / 2017

*Councillor Carol King moved to **ADJOURN** the meeting of **10 October 2017**.*

Mayor Craig LeGrow adjourned the meeting at 12:56 am.

Craig LeGrow
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline