

**MINUTES OF SPECIAL COUNCIL MEETING HELD AT  
2 MEMORIAL PARK PLACE 18 DECEMBER 2017**



**PRESENT**

Mayor Craig LeGrow (joined the meeting at 8:30 pm)  
Deputy Mayor Joanne Whalen  
Councillor Carol King  
Councillor Ralph LeGrow  
Councillor Chris Palmer  
Town Clerk/Manager Craig Drover

**REGRETS**

**PUBLIC IN ATTENDANCE**

Mrs. Jackie LeGrow  
Mr. Aaron Tilley

**1.0 CALL TO ORDER**

Deputy Mayor Joanne Whalen called the meeting to order at **7:37 pm**.

**2.0 AGENDA**

Upon review of the proposed Agenda, Councillor Chris Palmer requested that item 5.2.9 be added. After which

**MOTION 170 / 2017**

*Councillor Carol King moved to **ADOPT** the agenda with the addition of item 5.2.9.*

*Seconded by Councillor Chris Palmer  
All in favour.*

*Motion **CARRIED***

**3.0 PREVIOUS MINUTES**

Upon review of the minutes of 28 November 2017;

**MOTION 171 / 2017**

*Councillor Carol King moved to **ADOPT** the minutes of 28 November 2017 as presented.*

*Seconded by Councillor Chris Palmer  
All in favour.*

*Motion **CARRIED***

***At This time, Deputy Mayor Joanne Whalen left the order and sequence of the agenda and directed Council to Item 6.6.***

**6.6 BUGS & DEBBIE GREENE – Meeting with CC**

Deputy Mayor Joanne Whalen welcomed Jackie LeGrow, the Chair of the Community Committee to the meeting. Deputy Mayor Whalen asked if Mrs. LeGrow was prepared to brief Council on her meeting with Bugs & Debbie Greene. Mrs. LeGrow addressed council and proceeded to summarize the meeting which was held 21 November 2017. In conclusion

she recommended that Council nor the Community Committee engage Bugs and Debbie Greene for any Christmas/winter activities. She indicated that the spring or summer would be better opportunity to promote the Town's activities. Deputy Mayor Whalen thanked Mrs. LeGrow for her report and invited her to stay for the remainder of the meeting or to depart if she wished. Mrs. LeGrow thanked Council for their attention and left.

*At This time, Deputy Mayor Joanne Whalen directed Council to Item 5.1.1.*

#### 5.1.1 DEVELOPMENT – Aaron Tilley

Deputy Mayor Whalen addressed Council and informed them that following the last meeting whereby Mr. Tilley was denied his development application to construct an accessory building due its proposed location; Mr. Tilley requested to meet with the Planning and Development Committee. She then addressed the Chair of the Planning and Development Committee and asked if he had reviewed Mr. Tilley's application. Councillor Ralph LeGrow addressed council and indicated that the Planning and Development Committee had reviewed Mr. Tilley's application as well as met with Mr. Tilley at the proposed site of development. He briefed council on considerations and factors taken into account. He concluded by recommending that the application to construct an accessory building in front of the Building Line Setback be denied as it is in contravention of the Municipal Plan and Development Regulations. There was a short discussion, after which; Deputy Mayor Whalen addressed Mr. Tilley in the Gallery and asked if he had anything to add. Mr. Tilley thanked Council for the opportunity to address them and indicated that the location he is requesting is the ideal location for his property. He went on to say that he would contact the Town Manager at a later date to discuss other options in the new year. Deputy Mayor Whalen thanked Mr. Tilley and invited him to stay for the remainder of the meeting or depart if he wished. Mr. Tilley left.

*At this time, Deputy Mayor Joanne Whalen directed Council back to the order and sequence of the Agenda and referred them to Item 4.*

## **4.0 BUSINESS ARISING FROM MINUTES**

### **4.1 2018 BUDGET.**

The Town Manager presented Council with the amended budget for signature. Prior to being signed Councillor Chris Palmer requested that the Finance Committee review the policy regarding discounts for the next Budget Preparation. He felt that the early payment discount should be applied to (combined with) the discount for those in receipt of a GIS. The

Chair of the Finance Committee indicated this policy will be reviewed in the next budget preparation discussions.

#### 4.2 ALTERNATE POWER & GREEN ENERGY

Councillor Ralph LeGrow indicated that he had tried to contact a firm regarding this item on several occasions to no avail. Councillor LeGrow indicated that he would attempt to contact other companies as well. Councillor Chris Palmer indicated that he would contact the NL Environmental Industry Association for suggestions.

*At this time, Mayor Craig LeGrow arrived.  
Deputy Mayor Joanne Whalen left the Chair  
Mayor Craig LeGrow assumed the Chair*

#### 4.3 TARGA

Council reviewed an excerpt of an e-mail from Councillor Chris Palmer regarding recent announcements by Targa to change the Prologue schedule, without consulting the Town. After a lengthy discussion it was agreed to check with other regional towns and discuss their experiences with working with the TARGA organization. As well as to draft a letter of disappointment to TARGA and carbon copy (cc) other organizations affected. Councillor Chris Palmer agreed to work with the Town Manger on this item.

### 5.0 APPLICATIONS AND CORRESPONDENCE

#### 5.1 APPLICATIONS

##### 5.1.1 DEVELOPMENT – Aaron Tilley

After review of the notes and previous discussion earlier in the evening:

#### **MOTION 172 / 2017**

*Councillor Carol King moved to **NOT APPROVE** the application submitted by Mr. Aaron Tilley as it does not comply with the Municipal Plan and Development Regulations with regards to the proposed location in front of the building line setback.*

*Seconded by Councillor Ralph LeGrow  
All in Favour*

*Motion **CARRIED***

##### 5.1.2 DEVELOPMENT – Randy Janes

This application was secretarially reviewed via e-mail the previous week. Council discussed Mr. Janes application to extend the garage attached to his residence. After which:

**MOTION 173 / 2017**

*Councillor Ralph LeGrow moved to **APPROVE IN PRINCIPLE** the application submitted by Mr. Randy Janes to construct an extension to his residence.*

*Seconded by Deputy Mayor Joanne Whalen  
All in Favour*

*Motion **CARRIED***

**5.2 CORRESPONDENCE**

- 5.2.1 Professional Municipal Administrators – Council reviewed this letter from the PMA President Mr. Brian Peckford requesting support for staff to attend training in 2018.
- 5.2.2 Stewardship Association of Municipalities – Council reviewed this correspondence requesting support for the *Ban the Plastic Bag program*. Council agreed and requested that the Town Manager draft a letter for the Mayor’s signature.
- 5.2.3 Northeast Junior Eagles Hockey Association – Council reviewed this request for support to the Junior Northeast Eagles Hockey team. After some discussion:

**MOTION 174 / 2017**

*Deputy Mayor Joanne Whalen moved to **SUPPORT** the Junior Northeast Eagles Hockey Team by purchasing advertising space at a cost of \$250.00.*

*Seconded by Councillor Carol King  
All in Favour*

*Motion **CARRIED***

- 5.2.4 Cal LeGrow – Council reviewed the 2018 insurance policy renewal documents.
- 5.2.5 Stewardship Association of Municipalities – Council reviewed this request for Council to budget Travel Funds for a council member to attend at least one of the two general meetings of SAM. At this point Councillor Chris Palmer offered to be the SAM representative of Council. All agreed.
- 5.2.6 Royal Newfoundland Constabulary Association – Council reviewed this request for support to the 27<sup>th</sup> annual Crime Prevention Guide targeting “Prescription Drug Abuse”. Council declined at this time.

## 6.0 NEW BUSINESS

### 6.1 REPORT FROM TOWN MANAGER

Outstanding Lieu Hours – The Town Manager informed Council that at the end of the year he would have 48 hours of lieu time remaining. After a short discussion:

**MOTION 175 / 2017**

*Councillor Carol King moved to **PAY** the Town Manager for 40 hours of accumulated lieu time and carry 8 hours into the 2018 leave year.*

*Seconded by Deputy Mayor Joanne Whalen  
All in Favour*

*Motion **CARRIED***

### 6.2 SAFETY REPORT/DISCUSSION

6.2.1 First Aid & CPR information. After a short discussion, Council directed the Town Manager to book two consecutive Saturdays early in the new year and complete a draft list of up to 20 candidates for this training.

6.2.2 Safety Equipment (AED, Safety Lights) – A discussion arose regarding the appropriate AED to acquire for the Community Centre. A suggestion was made to contact the PCVFD and the proposed First Aid instructor to determine if they would have any input.

6.2.3 First Aid Cabinet (Canadian Linen) – Councillor Chris Palmer presented Council with three options of acquiring an appropriate First Aid Cabinet for the Community Centre. After a short discussion the Town Manager was requested to check with other local providers for a cost comparison.

### 6.3 WATER UPDATE

The Town Manager reported that the town water quality and quantity are good.

### 6.4 COUNCIL SOCIAL

After some discussion it was agreed that the Council Social would be held on Saturday 13 January at 5:00 pm. Council, staff and all sub-committee members along with their spouses would be invited. It was agreed that a separate appreciation event would be held for community volunteers sometime in April 2018. Coordination and discussion of the volunteer event was deferred to a later date.

## **6.5 STAFFING REQUIREMENTS**

Council reviewed the draft job ad for the position of Assistant Town Clerk. A few minor changes were suggested. The Town Manger was requested to send this out to an online job site along with the Town's social media sites before the Christmas break.

## **6.6 BUGS & DEBBIE GREENE – Meeting with CC**

Community Committee Chair, Jackie LeGrow previously reported on this item.

## **6.7 MUNICIPAL/GOVERNMENT DART CHALLENGE**

Council reviewed the draft invitation for a government/agency dart challenge early in the new year. The suggested 16 invited teams are:

- 6 Killick Coast Municipalities (Council and/or Staff)
- 3 Fire Departments (Torbay, PCSP, PCVFD)
- Professional Municipal Administrators organization
- Municipalities NL organization
- Municipal Assessment Agency organization
- Eastern Regional Service Board organization
- MHA Team (Hon. Kevin Parsons)
- 1 Provincial Government team (Hon. Eddy Joyce - MAE)
- 1 Federal team (Hon. Nick Whalen)

It was noted that this would be an excellent opportunity for all departments that the town has regular communications with get together in a team building setting. Council agreed that Saturday, 3 March 2018 would be the date. Councillor Chris Palmer volunteered to draft a letter to key invitees to further promote this regional event hosted by Bauline.

## **6.8 CHRISTMAS PARADE AAR**

Council reviewed an e-mail from Councillor Chris Palmer regarding after action points following the 2017 Christmas Parade. The items addressed centered on:

- Increased participation;
- The Parade Route;
- Safety;
- Christmas tree lighting ceremony; and
- Organization.

After a lengthy discussion, it was recommended that a Christmas Committee be formed in September/October to prepare and coordinate the Christmas Parade activity. This will be a joint Community Committee and Council effort. All agreed.

## 6.9 WELCOMING OF NEW RESIDENTS

Deputy Mayor Joanne Whalen addressed Council and proposed that a program be put in place to welcome new residents to the community. It was noted that all new home purchases went through the Town Office, where the information could be gathered. The only new residents that would not be captured would be those renting. Council agreed that this would be a worthwhile program and requested that Deputy Mayor Whalen draft the outline of the program for review.

## 6.10 LITTER ISSUE

Council reviewed an excerpt from Councillor Palmer's E-mail regarding litter in Bauline and the recent publicity in the local media. A short discussion ensued. Further dialogue was deferred to a future Council meeting.

## 7.0 OLD BUSINESS

There were no Old Business items discussed at this time.

## 8.0 FINANCES

### 8.1 FINANCIAL STATEMENT

After review of the Financial Statement by Council;

**MOTION 176 / 2017**

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

*Seconded by Deputy Mayor Joanne Whalen  
All in favour*

*Motion **CARRIED***

### 8.2 OUTSTANDING PAYABLES

After review of the Outstanding Payables by Council;

**MOTION 177 / 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 – Chair Ralph LeGrow addressed Council and briefed them on the meeting of 13 December. At the meeting the following items were discussed: Green Energy, Town Boundaries, the current Town Plan and future development opportunities. A short discussion ensued and the Mayor thanked Councillor LeGrow for his report.
- 9.2 Finance Committee – Chair Carol King had nothing to report.
- 9.3 History & Heritage Committee – Chair Carol King had nothing to report.
- 9.4 Emergency Response Committee – Chair Chris Palmer had nothing to report.
- 9.5 Integrated Community Sustainability Plan Committee (ICSP) – Deputy Mayor Joanne Whalen briefed council on the meeting held 12 December hosted by Bauline. It was noted that the committee is working though the request for a report regarding the committee’s accomplishments so far. In addition, the ICSP requested council approval to approach Dave Snow (Marine Park), East Coast Trail Association, and History and Heritage committees of each town to ascertain how they see themselves plugging into a regional tourism and economic development plan/program. Mayor Craig LeGrow requested to see the report of accomplishments before moving forward on any new projects.
- 9.6 Northeast Avalon Joint Council Committee (NEAJC) – Deputy Mayor Joanne Whalen informed Council that the new Chair of the NEAJC is Mayor Joedy Wall of Pouch Cove.
- 9.7 Community Committee – Councillor Ralph LeGrow briefed Council on recent Community Committee activities. Mayor Craig LeGrow scheduled a Special Meeting of Council at 7:45, 11 January 2018 to discuss the way forward in 2018 regarding the Community Committee.
- 9.8 War Memorial Committee – Councillor Carol King had nothing to report
- 9.10 Public Affairs Committee – Councillor Chris Palmer addressed Council with regards to the meeting held 18 December. He informed Council that he sees the role of the committee in three separate areas, as follows:
- Internal Communications, within the community itself
  - External Communications, to other towns and government agencies, and
  - Emergency Communications, during emergency situations when media involvement would be imminent. A short discussion arose.



- 9.11 Social Media – Deputy Mayor Joanne Whalen addressed Council and informed them that social media activity on the town’s Facebook page has been prolific.
- 9.12 Regionalization Steering Committee – Mayor Craig LeGrow had nothing to report

**10.0 TABLE DISCUSSION**

There were no additional items discussed at this time.

**11.0 NEXT GENERAL MEETING**

Mayor Craig LeGrow scheduled the Next General Meeting for **Tuesday, January 16 at 7:45 pm.**

**12.0 ADJOURNMENT**

As there was no further business to discuss;

**MOTION 169 / 2017**

*Councillor Carol King moved to **ADJOURN** the meeting of **18 December 2017.***

**Mayor Craig LeGrow adjourned the meeting at 11:42 pm.**

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Craig LeGrow  
Mayor  
Town of Bauline

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Craig Drover  
Town Manager  
Town of Bauline