

**MINUTES OF SPECIAL COUNCIL MEETING HELD AT
2 MEMORIAL PARK PLACE 6 NOVEMBER 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 **7:42 pm**.

2.0 AGENDA

Upon review of the proposed Agenda, the Town Manager requested that Item 5.2.13 be added. After which;

MOTION 155 / 2017

*Councillor Chris Palmer moved to **ADOPT** the agenda with the additions of item 5.2.13.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

3.0 PREVIOUS MINUTES

Upon review of the minutes, Councillor Chris Palmer suggested that items 4.1 and 4.4 required minor amendments. After which:

MOTION 156 / 2017

*Deputy Mayor Joanne Whalen moved to **ADOPT** the minutes of 31 October 2017 with corrections to item 4.1 and 4.4 as suggested by Councillor Chris Palmer.*

*Seconded by Councillor Carol King
All in favour.*

*Motion **CARRIED***

4.0 BUSINESS ARISING FROM MINUTES

4.1 EASTERN REGIONAL SERVICE BOARD PRESENTATION

This item was reviewed and deferred until a letter from the ERSB organization has been received.

4.2 DRY HYDRANT

Council reviewed the latest e-mail from the PCVFD and requested that the Town Manager liaise with them to develop a solution. Mayor Craig LeGrow requested that the PCVFD complete a test of the hydrant as is to determine any issues.

4.3 MILESTONE CERTIFICATE/AWARD POLICY

Council reviewed this item and deferred it to a later meeting.

5.0 APPLICATIONS AND CORRESPONDENCE

5.1 APPLICATIONS - NIL

5.2 CORRESPONDENCE

5.2.1 Municipal Assessment Agency – Council reviewed this correspondence containing the towns Ballot for the Avalon Director and deferred it until the next meeting.

5.2.2 Duffy Law Office – Council reviewed this invitation to a Round Table Discussion on Economic Development with the Minister of Tourism, Culture, Industry and Innovation (Hon. Christopher Mitchelmore) at the Torbay Town Office on 22 November at 6:00 pm. Deputy Mayor Joanne Whalen indicated she would attend on behalf of Council. Councillors Chris Palmer and Ralph LeGrow indicated they would act as alternates in the event the Deputy Mayor could not attend.

5.2.3 Northeast Avalon ACAP – Council reviewed this request to meet with NAACAP, who is an environmental non-profit organization dedicated to protecting watersheds and coastal environments. They have undertaken a variety of projects throughout the Northeast Avalon. They are requesting an opportunity to meet or do a short presentation in person. Council requested that the Town Manger defer this item and suggested that a meeting be organized in early 2018.

5.2.4 ERSB – Council reviewed this letter regarding waste management service fees at Robin Hood Bay. It was noted that the fee structure at the regional waste management facility have not changed since 2013 and will not for this upcoming year.

5.2.5 CBDC – Council reviewed this letter of introduction which details the services the CBDC can provide to residents and businesses in the community. It was noted that Councillor Chris Palmer has already engaged CBDC.

- 5.2.6 Holy Trinity High – Council reviewed this invitation to attend the annual Graduation awards night Thursday, 23 November 2017. Deputy Mayor Joanne Whalen indicated she would attend in the absence of the Mayor.
- 5.2.7 PCVFD – Council reviewed this invitation to attend the Pouch Cove Volunteer Fire Department Christmas Parade which will be held 2 December at 11:00 am... marshalling at 10:30 at the school on Satellite Road. It was noted that the parade rules were also included. It was requested that this correspondence be sent to the Community Committee as well.
- 5.2.8 Mayor Andy Myers – Council reviewed this request for support for Small Towns Director of the MNL Board of Directors. Mayor Craig LeGrow indicated that he had talked to Mr. Myers at the MNL Convention in Corner Brook.
- 5.2.9 MADD – Council reviewed this Invitation to attend the 30th Project Red Ribbon Campaign hosted by MADD. It is scheduled for Monday, 20 November from 10:00-11:30 am at the RNC Training Centre, Fort Townsend. Mayor Craig LeGrow and Councillor Carol King indicated they would be attending.
- 5.2.10 Sterling Willis – Council reviewed this request for support for MAA Avalon Region Director from Mr. Sterling Willis. This item was requested to be deferred until the next council meeting.
- 5.2.11 Peggy Roche – Council reviewed this request for support for MAA Urban Director from Ms. Peggy Roche, the current incumbent. After a short discussion, all agreed to support Ms. Roche in this position.
- 5.2.12 Juniper Ridge Intermediate School – Council reviewed this Invitation to the Remembrance Day ceremony at Juniper Ridge Intermediate School on Wednesday, 8 November at 10:30 am. Mayor Craig LeGrow and Councillor Carol King will attend.
- 5.2.13 Bill Antle – Council reviewed this correspondence requesting support for Bill Antle in the election of the Avalon Regional Director for the Municipal Assessment Agency. Council deferred this item until the next Council Meeting.

6.0 NEW BUSINESS

6.1 REPORT FROM TOWN MANAGER

1.1.1 Complaint – Street Lights

The Town Manager briefed Council on a complaint regarding a streetlight being out. The Town Manger informed Council it has since been repaired.

1.1.2 Complaint - Dogs

The Town Manager briefed council on a complaint regarding dogs. He informed Council that he has sent the complaint to the Torbay Chief Administrative Officer and is awaiting a response.

1.1.3 Auto Scrubber

The Town Manager presented Council with four quotes of different Auto-Scrubbers for the maintenance of the building. Council reviewed the quotes and referred them to the Finance Committee for inclusion in the 2018 Budget discussions.

1.1.4 Emergency Contact Wallet Cards

The Town Manager presented Council with their Emergency Contact wallet cards.

6.2 SAFETY REPORT/DISCUSSION

Councillor Ralph LeGrow briefed Council on his efforts to secure an appropriate AED for the building. He will continue to research for the applicable AED and report back to Council. Councillor Chris Palmer asked if there was any development on CPR & First Aid training. No additional information was available at this time.

6.3 WATER UPDATE

Water quantity is reported as good. There are no leaks suspected. The Town Manager informed Council that there is an issue with the chlorine pump and residuals are low. The Provincial Government Inspector has been notified.

6.4 MUNICIPAL CAPITAL WORKS PROJECTS

Council reviewed the circular regarding the 2018 application for Municipal Capital Works Projects. It was noted that the 2017 application is still pending a reply from Minister Eddy Joyce regarding a request for additional funding. It was agreed that the 2018 request would be submitted the same as the 2017 application, only with the amended request of funds. This will be prepared for submission in the last week of November in the event that the Minister's response is not received by the 30 November submission deadline. It was requested that Hon. Kevin Parson's be contacted to see if he would discuss the matter with Minister Joyce.

6.5 STAFFING REQUIREMENTS

After a lengthy discussion regarding the need for additional staffing, it was agreed to employ a former Town of Pouch Cove employee on a short-term contract, pending the development of a job description and the Finance Committee's research into the feasibility of employing additional staff in 2018.

6.6 2018 BUDGET PUBLIC CONSULTATION MEETING

After a lengthy discussion, a format for the public meeting was outlined and the Town Manager was requested to send out a flyer. A coordination meeting was also scheduled for Monday, 13 November at 8:00 pm.

6.7 UPCOMING EVENTS

6.7.2 Bonfire Night – After Action Review

Council agreed that the format for this event was well coordinated and executed. No additional items need to be added or removed at this time.

6.7.3 Remembrance Day

Council reviewed the Main Events List for the Remembrance Day ceremony. All agreed to the format.

6.7.4 Christmas Parade

Council reviewed the items completed by the Town Manager and requested that the remainder of the planning and coordination be conducted by the Community Committee. Councillor Ralph LeGrow and Mayor Craig LeGrow will attend the upcoming CC Meeting scheduled for Tuesday, 7 November at 7:30 pm.

7.0 OLD BUSINESS

7.1 TOWN HALL / MEMORIAL PARK - CAPITAL WORKS PROJECT 11057

Nothing discussed on this topic.

7.2 CELL TOWERS

The Town Manager tabled an e-mail received from a senior Bell staff member indicating they are in the process of reviewing solutions for 2018/2019 but won't have any answers until the new year. Council expressed their disappointment, and indicated they will announce this information at the Public Meeting to be held 16 November. As well the Town Manger will report this in the next edition of The Wave.

7.3 CROWN LAND SURVEY

This item was referred to the Finance Committee for budgetary considerations.

8.0 FINANCES

There were no financial items reviewed at this meeting.

9.0 COMMITTEE REPORTS

- 9.1 Planning and Development Committee – Chair Ralph LeGrow informed Council that he is planning on calling a meeting of the P&D committee in the near future.
- 9.2 Finance Committee – Chair Carol King tentatively scheduled a Finance Committee meeting for 27 November at 7:30 pm to review the 2018 Budget.
- 9.3 History & Heritage Committee – No report at this time
- 9.4 Emergency Response Committee – Chair Chris Palmer addressed Council regarding the following items.
 - 9.4.1 Review Minutes – Council reviewed the minutes from Committee Meeting
 - 9.4.2 Table Top Exercise – Chair indicated that he will be planning a table top exercise early in 2018.
 - 9.4.3 Extra Radios - Chair requested that a request for and additional eight radios be considered in the budgetary process (\$5,000.00).
 - 9.4.4 Emergency Consumable Items - Chair requested that emergency consumable items such as batteries, flashlights, blankets etc. be considered in the budgetary process (\$1,000.00).
 - 9.4.5 First Aid Kits - Chair requested that first aid kits be considered in the budgetary process (\$500.00).
 - 9.4.6 AED – Councillor Ralph LeGrow discussed this topic at item 6.2 on behalf of the ERC.
- 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 – Coucillor Ralph LeGrow addressed Council and briefed them on the upcoming events planned by the CC.

- 9.8 War Memorial Committee – Councillor Carol King requested that the Finance Committee consider the expansion of the Cenotaph project in the budgetary process (\$10,000.00).
- 9.10 Public Affairs – No report at this time.
- 9.11 Social Media – Deputy Mayor Joanne Whalen called a meeting of the committee for 14 November at 8:00 am with former Deputy Mayor Colin LeGrow.
- 9.12 Regionalization Steering Committee – This item was deferred to the next meeting of Council.

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, November 21 at 7:30 pm.**

12.0 ADJOURNMENT

As there was no further business to discuss;

MOTION 157 / 2017

*Councillor Carol King moved to **ADJOURN** the meeting of **7 November 2017.***

Mayor Craig LeGrow adjourned the meeting at 11:55 am.

Craig LeGrow
Mayor
Town of Bauline

Craig Drover
Town Manager
Town of Bauline