

# MINUTES OF SPECIAL COUNCIL MEETING HELD AT 2 MEMORIAL PARK PLACE 31 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

Bradley Power - ERSB

### **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 5.2.13 and Item 5.2.14 be added. Councillor Chris Palmer requested that item 4.7 & 4.8 be added. After which;

#### **MOTION 145 / 2017**

*Councillor Chris Palmer moved to **ADOPT** the agenda with the additions of items 5.2.16, 5.2.17, 4.7 and 4.8.*

*Seconded by Councillor Carol King  
All in favour.*

*Motion **CARRIED***

### **3.0 PREVIOUS MINUTES**

Upon review of the minutes:

#### **MOTION 146 / 2017**

*Councillor Chris Palmer moved to **ADOPT** the minutes of 10 October 2017 as presented.*

*Seconded by Councillor Carol King  
All in favour.*

*Motion **CARRIED***

## **AT THIS POINT MAYOR LEGROW DEPARTED FROM THE ORDER OF THE AGENDA AND DIRECTED COUNCIL TO ITEM 6.4**

### **6.4 EASTERN REGIONAL SERVICE BOARD PRESENTATION – Bradley Power**

Mayor LeGrow welcomed Mr. Power to the meeting and asked if he was prepared to carry on with this presentation. Mr. Power indicated he was and

thanked Council for the opportunity to address them regarding Regional Inspection Services that could be provided by the ERSB.

Mr. Power informed council that at the request of the Killick Coast Mayors, including Torbay, Portugal Cove-St. Philips, Logy Bay-Middle Cove-Outer Cove, Pouch Cove, Flatrock and Bauline; The ERSB was tasked to investigate the issues and costs associated with the development of regional capacity to deliver building inspections. He outlined the nine (9) key stages of the building inspection process and indicated that other inspections can be incorporated into the service to cover other areas of development. Utilizing data provided by each of the towns, it can be determined that there is a potential of 410 building inspections required annually. Budgets and fees for this service was discussed. The next progressive steps for this project would be to complete the remaining Council visits within the Killick Coast region. Determine there is interest in participating in this project. Reassess costs. Develop a MOU between partnering communities. Inform the Provincial Government of an interest in launching this regional initiative, establish a service contract and finally launch the service. Mr. Power concluded by providing his opinion that overall, the implementation of this regional inspection service would standardize a regional process; alleviate towns risks regarding home inspections, and would be much more affordable as a regional program.

After Mr. Power's presentation, Council requested clarity on some items and asked questions relating to the proposed project. After which:

Mayor LeGrow thanked Mr. Power for his presentation and welcomed him to stay for the remainder of the meeting and offered him the opportunity to depart if he wished.

Mr. Power thanked Council once again for the opportunity to address council on this matter and departed.

## **AT THIS POINT MAYOR LEGROW DIRECTED COUNCIL BACK TO THE ORDER AND SEQUENCE OF THE AGENDA AND DIRECTED THEM TO ITEM 4.0**

### **4.0 BUSINESS ARISING FROM MINUTES**

#### **4.1 Family Feud**

Deputy Mayor Joanne Whalen briefed council on the Family Feud event sponsored by the Torbay Folk Arts community in support of the Torbay Public Library. All agreed that it was a great evening. The Town Manager was directed to send the Torbay Folk Arts Council an e-mail thanking them for their efforts.

#### **4.2 Budget Training**

Mayor Craig LeGrow briefed council on the Municipal Budget Training day he attended on 11 October.

- 4.3 Councillor Orientation Training  
Deputy Mayor Joanne Whalen briefed Council on the Councillor Orientation Training she attended 21 October.
- 4.4 CBDC AGM  
Council reviewed the written report provided by Councillor Chris Palmer regarding the CBDC AGM which he attended in Manuels NL 16 October. A brief discussion ensued, and it was agreed that Councillor Palmer would contact the CBDC organization to coordinate a meeting with their organization.
- 4.5 Town Apparel  
The Town Manager informed Council that some of the Town Logo items had been ordered.
- 4.6 Dry Hydrant  
The Town Manager informed Council that the dry hydrant has been installed and that he had contacted the Pouch Cove Volunteer Fire Department to test it.
- 4.7 TARGA  
This item was deferred until the TARGA organization contacts the Town of Bauline for the 2018 season.
- 4.8 Responses to Municipal Amendments from other towns  
There was a brief discussion regarding the procedure for replying to other municipal amendment notificaitons/requests.

## 5.0 APPLICATIONS AND CORRESPONDENCE

### 5.1 APPLICATIONS

- 5.1.1 Development Application – Stephanie King & James Jack, Accessory Building, 1066 Bauline Line Extension

This Item was previously reviewed by Council secretarially. Upon further review of the application and a short discussion:

#### **MOTION 147 / 2017**

*Deputy Mayor Joanne Whalen moved to exercise Council's discretionary authority and **APPROVE IN PRINCIPLE** James Jack's application to construct an 88 square meter accessory building at 1066 Bauline Line Extension under the following conditions:*

- 1. The development shall conform to the requirements of the Residential Infill (RI) Land Use Zone of the Town of Bauline Municipal Plan and Development Regulations 2007 – 2017 (Regulations available upon request);*

2. *In accordance with paragraph 38 of the Municipal Development Regulations, “an accessory building shall be clearly incidental and complementary to the use of the main buildings in character, use and size” Therefore there is a requirement to ensure that the accessory building have the same or complimentary finishes on the outside as your primary residence.*
3. *That no portion of the accessory building be utilized for commercial enterprise such as automotive repairs;*
4. *All municipal criteria and legislation is to be met and verified by the Town of Bauline’s Official;*
5. *The cost of the Building Permit will be \$100.00 plus \$1.00 per square meter of gross floor area; and*
6. *A Building Permit is to be obtained from the Town of Bauline prior to any work or construction commencing on the site.*

*Seconded by Councillor Carol King  
All in favour.*

**Motion CARRIED**

## **5.2 CORRESPONDENCE**

- 5.2.1 Recreation Coordinator – Council reviewed the Killick Coast Games expense breakdown provided by the Pouch Cove Recreation coordinator. The Bauline portion of the costs to host the Killick Coast Games was \$1,939.89.
- 5.2.2 Canadian Cancer Society – Council reviewed the 2017 Christmas Card Campaign from the Canadian Cancer Society. A discussion arose regarding sending Christmas Cards to neighboring communities and other organizations. It was suggested that next year a Christmas Card competition should be organized whereby the youth of the community can submit pictures to be included as a Town produced Christmas Card for 2018. All agreed. For 2017, Councillor Carol King volunteered to pick up 50 Christmas Cards for distribution to neighboring communities and other organizations.
- 5.2.3 2017 Premier’s Forum – Council reviewed this circular on Information regarding the The 2<sup>nd</sup> annual Permier’s Forum to be held Wednesday, 1 November at the Greenwood Inn (Corner Brook).
- 5.2.4 Glenn Clarke – Council reviewed this request for support for the Avalon Director’s position.
- 5.2.5 Recreation Coordinator – Council previously reviewed this request for financial support for two regional events. Upon further review:

**MOTION 148 / 2017**

Councillor Carol King moved to **SUPPORT** the 2017 Skate Canada Day in celebration of Canada 150, by providing \$200.00 to the regional Recreational Coordinator.

Seconded by Councillor Chris Palmer  
All in favour.

Motion **CARRIED**

**MOTION 149 / 2017**

Councillor Carol King moved to **SUPPORT** a Regional Winter Carnival Dance by providing \$341.80 to the regional Recreational Coordinator. representing 2% of the overall population involved in this event.

Seconded by Deputy Mayor Joanne Whalen  
All in favour.

Motion **CARRIED**

- 5.2.6 Municipal Assessment Agency – Council reviewed Property Assessment Training Session scheduled for St. John’s 1 December at the Holiday Inn. It was noted that this will be a scheduling conflict as the MAA is also hosting a Meet and Greet breakfast here in Bauline the same day. The Town Manager was directed to liaise with MAA regarding this issue.
- 5.2.7 Municipal Affairs and Environment – Council reviewed the Capital Works funding program for 2018. All three categories were discussed along with the priority of projects. As the Town has not received a response regarding the outstanding 2017 Projects request for additional funds (Generator Project); this item was deferred until the next Council meeting. It was agreed that if the request for additional funding was rejected then the 2018 application would be the Alternate Power supply to the Town Hall/Emergency Operating Centre.
- 5.2.8 ATIPPA – Council reviewed the ATIPPA Quarterly Newsletter.
- 5.2.9 MMSB – Council reviewed the correspondence regarding the Community Waste Diversion Fund. It was suggested that the Town apply for funding with regards to its Bonfire program which is estimated that it keeps 100 tonne of wood from going into the landfill. Council agreed to pursue this idea through the Community Waste Diversion Fund.
- 5.2.10 Municipal Affairs and Environment – Council reviewed this correspondence indicating that the year 12A Gas Tax allocation of \$12,238.80 has been deposited into the Town’s bank account.

5.2.11 Municipal Assessment Agency – Council reviewed this invitation to a Meet and Greet breakfast scheduled for Bauline, 1 December at the Community Centre. It was noted that this will be a scheduling conflict as the MAA is also hosting an assessment training day at the Holiday Inn.

5.2.12 Peter Petipas – Council reviewed this request for support for position of Small Town Director.

5.2.13 Citizens Crime Prevention Association NL – Council reviewed this request for support of the CCPANL by purchasing annual awareness calendars. Council declined at this time.

5.2.14 Municipal Affairs and Environment – Council reviewed this circular regarding additional information on the 2017 Premier’s Forum on Local Government.

## **6.0 NEW BUSINESS**

### **6.1 REPORT FROM TOWN MANAGER**

#### **6.1.1 Milestone Certificate Policy**

The Town Manager informed Council that he was approached by a resident to see if the Town gave out milestone anniversary certificates. i.e. 80<sup>th</sup> birthday or 50<sup>th</sup> wedding anniversary. The town does not currently have such a policy. After a short discussion, the Town Manager was directed to research and draft a policy for review of Council

#### **6.1.2 Auto Scrubber**

The Town Manager informed council that he is currently getting quotes on Auto Scrubbers for the community centre. This would be more clean and efficient then using the standard mop and bucket.

#### **6.1.3 Emergency Contact Wallet Cards**

The Town Manager requested that Council review their contact information on the emergency contact wallet cards. Once confirmed he will produce them for all council members.

### **6.2 SAFETY REPORT/DISCUSSION**

There were no safety reports or discussions at this meeting.

### **6.3 WATER UPDATE**

The Town Manager informed Council that the water quality and quantity remain good, however there is an issue with the chlorine pump, that they are working through.

## 6.4 ERSB PRESENTATION

Previously reported

## 6.5 STAFFING REQUIREMENTS

Mayor Craig LeGrow addressed Council and indicated that in his opinion a second staff member is required for two reasons. One to assist in the marketing and operations of the Community Centre as well as provide administrative assistance to the Town Manager and the second reason is for succession planning for when the Town Manager retires. A discussion ensued. After which, the Town Manager was directed to provide a list of his duties and responsibilities to Council at the next meeting for review.

## 6.6 CONTRACTS

The Town Manager informed Council that there are two ongoing contracts that were last tendered in the Fall of 2015. Each are one-year contracts renewable for up to three years. In the Fall of 2018, these contracts will have to be re-tendered.

### 6.6.1 Snow Clearing & Ice Control

Council reviewed this contract and a short discussion arose. After which:

#### **MOTION 150 / 2017**

*Councillor Chris Palmer moved to **AWARD** the 2017/2018 Snow Clearing and Ice Control Contract to Kinsella Services at a rate of \$23,550.00 + HST for the five month season.*

*Seconded by Councillor Carol King  
All in favour.*

*Motion **CARRIED***

### 6.6.2 Waste Removal

Council reviewed this contract and a short discussion arose. After which:

#### **MOTION 151 / 2017**

*Councillor Carol King moved to **AWARD** the 2018 Waste Removable Contract to Around the Bay Disposal at a cost of \$1,254.14 a month + tipping fees as invoiced.*

*Seconded by Councillor Chris Palmer  
All in favour.*

*Motion **CARRIED***

## 6.7 2018 BUDGET PUBLIC CONSULTATION MEETING

Mayor Craig LeGrow addressed council and indicated that he wished to see a different approach to this years pre-budget consultation meeting. He felt it should be a more open forum on the budget and written submissions should be requested beforehand. A lengthy discussion arose. After which the Mayor noting the lateness of the evening requested that a Council Meeting be scheduled next week to address this item and other items that would be deferred at this meeting. All agreed. A meeting was scheduled for Tuesday, 7 November at 7:30 pm.

#### **6.8 KILLICK COAST MAYOR'S MEETING – AFTER ACTION REVIEW**

Council conducted an after action review of the Killick Coast Mayor's Meeting event held Thursday 26 October 2017. A few minor items were pointed out to address if an event similar to this was conducted by council in the future. Overall it was considered a worthwhile, well executed event.

#### **6.7 UPCOMING EVENTS**

##### **6.7.2 Bonfire Night**

Council reviewed the Main Events List (MEL) for Bonfire Night. The Town Manager reported that coordination between him and the Community Committee is ongoing to ensure the event is conducted successfully. He indicated that if anyone was around on Saturday morning to assist in setting up the tower lights and fencing, then Saturday afternoon to collect wood, it would be appreciated. Mayor Craig LeGrow encouraged those who could to assist in preparations and requested that those available be at the Bonfire Site for Sunday at 5:30 pm.

##### **6.7.3 Remembrance Day**

Mayor Craig LeGrow deferred this item to the 7 November meeting.

##### **6.7.4 Christmas Parade**

Mayor Craig LeGrow deferred this item to the 7 November meeting.

#### **7.0 OLD BUSINESS**

##### **7.1 TOWN HALL / MEMORIAL PARK - CAPITAL WORKS PROJECT 11057**

Mayor Craig LeGrow deferred this item to the 7 November meeting.

##### **7.2 CELL TOWERS**

Mayor Craig LeGrow deferred this item to the 7 November meeting.

##### **7.3 ALTERNATE POWER SUPPLY**

Mayor Craig LeGrow deferred this item and sub-sections to the 7 November meeting.

7.3.1 Review briefing notes from meeting of 21 October 2017

7.3.2 Investigate new capital works projects

7.3.3 Investigate three phase power solution



- 7.3.4 Plan for new PCVFD Satellite Station
- 7.3.5 Investigate Dave Lacy apartments site
- 7.3.6 Investigate Alternate Energy / Energy Efficiency Strategy
- 7.3.7 Investigate Electric Vehicle Charging Station

#### **7.4 CROWN LAND SURVEY**

Mayor Craig LeGrow deferred this item to the 7 November meeting.

### **8.0 FINANCES**

#### **8.1 FINANCIAL STATEMENT**

After review of the Financial Statement by Council;

**MOTION 152 / 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 153 / 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**

Mayor Craig LeGrow deferred all committee reports to the 7 November meeting.

- 9.1 Planning and Development Committee
- 9.2 Finance Committee
- 9.3 History & Heritage Committee
- 9.4 Emergency Response Committee
  - 9.4.1 Review Minutes
  - 9.4.2 Table Top Exercise
  - 9.4.3 Extra Radios
  - 9.4.4 Emergency Consumable Items
  - 9.4.5 First Aid Kit
  - 9.4.6 AED
- 9.5 Integrated Community Sustainability Plan Committee (ICSP)

- 9.6 Northeast Avalon Joint Council Committee (NEAJC)
- 9.7 Community Committee
- 9.8 War Memorial Committee
- 9.10 Public Affairs
- 9.11 Social Media
- 9.12 Regionalization Steering Committee

## 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, 7 November 2017 at 7:30 pm.**

## 12.0 ADJOURNMENT

As there was no further business to discuss;

**MOTION 154 / 2017**

*Councillor Carol King moved to **ADJOURN** the meeting of **31 October 2017.***

**Mayor Craig LeGrow adjourned the meeting at 12:35 am.**

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Craig LeGrow  
Mayor  
Town of Bauline

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Craig Drover  
Town Manager  
Town of Bauline