

**MEETING #459**

**MINUTES OF MEETING**

**GRAND FALLS-WINDSOR TOWN COUNCIL**

**HELD IN THE TOWN HALL**

**7:00 P.M., TUESDAY, MARCH 15<sup>TH</sup>, 2016**

**PRESENT: Mayor: Barry Manuel  
Deputy Mayor: Darren Finn  
Councillors: Amy Coady-Davis, Bruce Moores, Tom Pinsent,  
Peggy Bartlett, Mike Browne  
Staff: M. Pinsent, Town Manager\Clerk  
J. Saunders, Director of Engineering & Works  
K. Antle, Director of Parks & Recreation  
B. Griffin, Director of Finance  
G. Hennessey, Economic Development Officer**

**Swearing In Ceremony**

Prior to the meeting the Town Manager\Clerk conducted the Swearing In Ceremony for the two (2) new Members of Council from the by-election on March 8<sup>th</sup>.

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #458 of Tuesday, February 23<sup>rd</sup>, 2016.

**Motion**

**Moores\Pinsent**

Be it resolved that the Minutes of Meeting #458 of Tuesday, February 23<sup>rd</sup>, 2016 would be adopted as circulated. This motion carried by a vote of 7-0.

**BUSINESS ARISING OUT OF THE MINUTES**

**None**

**DISBURSEMENT REPORT**

Councillor Pinsent presented the disbursement report in the amount of \$161,216.04.

**Motion**

**Pinsent\Coady-Davis**

Be it resolved that the disbursement report in the amount of \$161,216.04 would be adopted as presented. This motion carried by a vote of 7-0.

**COMMITTEE REPORTS**

**Economic Development and Tourism**

The following report was presented by Councillor Coady-Davis.

**Tourism Brochure**

The Committee discussed updating the Grand Falls-Windsor tourism brochure.

It is recommended that staff prepare a mock-up for Council's review. It is also suggested that the Golf Course, Gorge Park, the Royal Canadian Legion Museum and Heritage be added.

**Newsletter**

The Committee discussed preparing a newsletter outlining special events, new Councillors, upcoming Capital Projects and new programs.

The Committee recommends that all Departments submit a list of topics to be included.

**Heritage Society**

The Committee recommends that the Heritage Society be invited to the next Economic Development and Tourism Committee meeting to discuss ongoing topics and issues.

**Tourism Destination Visitor Appeal Assessment**

The Committee had a discussion on the recent Hospitality NL Report regarding what needs to be done to strengthen the ability to grow the tourism industry. There were a total of sixteen (16) findings in the report and many dealt with community and industry collaboration.

The Committee recommends that this be addressed at the next Joint Council meeting. It is also recommended that further investigations into the detailed findings be conducted.

### Mobile Website App

Several municipalities have adapted their new website so they can be accessed on mobile devices. The initial one time cost is \$1,200 for initial design and development to accommodate iPhone and Android phone as well as \$1,200 per year for hosting and maintenance.

The Committee feels this would be a valuable service for our residents and recommends the Town proceed with the app.

### Business Development Office Report

The Committee reviewed a report from the Business Development Officer. The highlights are:-

1. Meals on Wheels Committee are working towards moving from an Ad Hoc Committee to a formal “not for profit” organization. They are planning for a pilot program of fifteen (15) clients to work out the logistics. The next meeting is March 7<sup>th</sup>, 2016.
2. Excite’s Genomics Research Project has a target date for formal announcement on April 6<sup>th</sup>, 2016.
3. The “Youth Mental Health Conference” will be held on April 28<sup>th</sup>-29<sup>th</sup>, 2016. The Town is facilitating this conference with Dr. Lynette Powell. It will feature two (2) experts in this field and registration is expected to be approximately sixty (60) people directly involved in youth mental health.
4. The NLMA will be holding their Board Meeting in Grand Falls-Windsor on April 15<sup>th</sup>, 2016. This will give the Town an opportunity to discuss our health care initiatives.

### Community Garden

The Committee discussed the concept of developing community gardens for use by the general public. This would be an initiative to bring awareness to the food security and sustainability issues facing the Province.

The Committee recommends that Council consider this project.

I move the recommendations and report of this Committee.

**Motion**

Coady-Davis\Pinsent

Be it resolved that these recommendations and report would be adopted as circulated. This motion carried by a vote of 7-0.

## **Parks, Recreation and Special Events**

The following report was presented by Councillor Moores.

### **Joe Byrne Memorial Score Clock Sponsorship Agreement**

The Director of Parks and Recreation informed the Committee of a clause in the previously accepted submission for the Joe Byrne Memorial Score Clock Agreement that was linked to a volume commitment which was not in our "Request for Proposals".

The Committee recommends the Director contact the bidder to finalize the Agreement as per our specified criteria.

### **Recreation Scheduling Computer Software**

The Director informed the Committee he participated in a webinar from "Maximum Solutions" and a presentation from "Town Suite" regarding scheduling and ticket software for the Parks and Recreation Department.

The Committee recommends the Director obtain more detailed information and an exact cost from the suppliers to ensure this is the appropriate software needed for our Recreational Programs and activities.

### **Recreational Capital Update**

The Committee discussed the possible Capital purchase of two (2) lawn mowers versus the purchase of a grass sweeper which was approved in the 2016 Town Capital to better decide which meets the grass mowing requirement in all our recreational facilities.

The Committee recommends purchasing the two (2) lawn mowers.

The Committee also discussed the Curtain and Drapery Capital request for special spectator events in the Joe Byrne Memorial Arena.

The Committee recommends the Director get a final cost and layout of the necessary equipment and report back to the Committee.

### **Recreational Grant Funding**

The Committee discussed the current Recreation Travel Grants, Community Organization Grants, Program Development Grants and Leadership Grants.

The Committee recommends the Director of Parks and Recreation work with the Director of Finance to come up with the criteria, application forms and funding amounts and report back to the Committee.

### Travel Grant Correspondence

The Committee discussed three (3) Travel Grant requests:- one (1) for a Youth Minor Hockey Tournament in Toronto as part of the Atlantic Provinces Team, one (1) for a Youth Volleyball Tournament in Iowa as part of the Newfoundland Canada Games Training Team and one (1) for an Adult Curling Team travelling to the Provincial Championships in Stephenville.

The Committee recommends both youth requests be approved for \$300.00 each. The Committee recommends the curling request be denied as it does not meet the grant criteria.

### Programs\Special Events Update

The Parks and Recreation Director presented the programs and activities the Parks and Recreation Department are organizing or co-sponsoring in the next few months which include:-

- 25<sup>th</sup> Anniversary Facebook Challenges – Weekly
- Couples Cooking Class – March 7<sup>th</sup>, 2016
- Easter Egg Hunt – March 26<sup>th</sup>, 2016
- Male and Female Boxing Classes – April 2016
- Tots Programs Camp (Ages 2-5) – April 2016 (Tuesday & Thursday)
- Ale and Pizza Night – April 29<sup>th</sup>, 2016
- Y2C Healthy Kids Day – May 1<sup>st</sup>, 2016
- Crime Stoppers Dog Show – June 5<sup>th</sup>, 2016
- High School Reunion – July 9<sup>th</sup>, 2016

I move the recommendations and report of this Committee.

#### **Motion**

**Moore\Finn**

Be it resolved that these recommendations and report would be adopted as circulated. This motion carried by a vote of 7-0.

### Finance and Administration

The following report was presented by Councillor Pinsent.

#### Labour Report

The Committee reviewed the labour costs as of week eight (8). Total labour was \$415,976. This was \$14,494 (3.5%) under budget.

The Committee recommends that staff continue to monitor labour costs.

### Fuel Consumption\Mileage

The Committee reviewed fuel consumption, prices and mileage for 2015. Total diesel cost for the year was \$154,962 – a decrease of \$38,548 (20%). Total gasoline cost for the year was \$105,346 – a decrease of \$4,805 (4%) from the previous year. Reduced consumption and lower prices contributed to the decrease.

### Capital – Bunker Gear Washing Machine

The Committee discussed the request for purchase of an industrial washing machine.

The Committee recommends the Director of Finance obtain more information for further discussion.

### Travel Grant\Community Grants

The Committee received the current policies on Travel Grants and Community Grants.

The Committee recommends the Director of Finance review this with the Director of Parks and Recreation for discussion at the next Committee meeting.

### Manulife Financial Pension Plan

The Committee reviewed the financial performance of the Town's Defined Contribution Pension Plan. The total balance as of December 31<sup>st</sup> is \$5.4 million. There is a total of ninety-eight (98) members enrolled in this Plan.

### Exploits Search & Rescue

The Committee reviewed a request for funding towards a new Mobile Command Centre.

The Committee recommends this be reviewed at a future date as their fundraising efforts progress. The Town of Grand Falls-Windsor recognizes the great work and service that this organization provides. It was noted that the Town of Grand Falls-Windsor makes significant contributions to this vital organization.

### Another Newfoundland Drama Company Inc.

The Committee reviewed the December 31<sup>st</sup>, 2015 year-end financial statements for the AND Co. Net loss for the year was \$5,938.

The Committee recommends that the AND Co. Board continue to oversee the activities. The Committee also reviewed the 2016 Budget and recommends it be accepted.

### Grand Falls-Windsor Cataracts

The Committee reviewed a request from the Grand Falls-Windsor Cataracts to attend the 2016 Allan Cup in Steinbach, Manitoba.

The Committee recommends \$5,000.00 be approved for this.

### Funding Requests

The Committee reviewed a request from the Central Female Bantam “AAA” Icepak to represent Newfoundland in the Atlantic Championships taking place in Liverpool, Nova Scotia.

The Committee recommends this be referred to the Parks and Recreation Committee.

The Committee reviewed a request from the Patrick J. Connors Council #8700 to support the Community Luncheon Program on a monthly basis.

The Committee recommends an annual grant of \$1,800.00 be approved for this.

### Taxation – Utilities & Cable

The Committee reviewed the revenue from taxation of utilities. Total revenue reported to-date is \$755,745 resulting in a budget shortfall of \$8,245.

### Job Position – IT Assistant\Accounting Clerk

The Committee reviewed the current job description for IT Assistant\Accounting Clerk.

The Committee recommends that staff amend this job description for review at the next meeting.

### The Centre for Forest Science and Innovation – Contribution Agreement

The Committee reviewed the Centre for Forest Science and Innovation Contribution Agreement. Total funding for this is \$57,500. Council’s required contribution is \$7,500 in-kind. The purpose of this project is to conduct stakeholder consultations for Grand Falls-Windsor Mill Site development opportunities.

The Committee recommends the agreement be accepted.

I move the recommendations and report of this Committee.

**Motion****Pinsent\Moores**

Be it resolved that these recommendations and report would be adopted as circulated. This motion carried by a vote of 7-0.

**Public Works and Planning**

The following report was presented by Deputy Mayor Finn.

**Home Based Business – 15 Coronation Street**

A request was received for a home based business at 15 Coronation Street to provide beauty salon (hair, nails) and body art (tattoos) services. Hours of operation will be Monday to Friday from 9:00 A.M. to 5:00 P.M. There will be five (5) to six (6) visits per day. The notice was placed in the local newspaper and mailed to the property owners within close proximity to the proposed home based business. Two (2) letters were received regarding parking issues.

The Committee recommends the applicant provide a parking plan to the Engineering Department for consideration. The application, including the parking plan, will be reviewed at a future meeting.

**Home Based Business – 36 King Street – Sewing\Alteration of Garments**

The Committee discussed an application for a home based business at 36 King Street for sewing\alteration of garments.

The Committee recommends this be approved.

**Development Regulation Amendment No. 3 – Main Street**

The Committee reviewed the information presented and resolution to adopt rezoning a parcel of land on Main Street from Single Unit Small Lot Residential Zone (RS-2) to Single Unit Compact Residential Zone (RS-1). Also amending Regulation 21.0 – Single Unit Compact Residential Zone (RS-1) to include subsidiary apartment.

The Committee recommends the resolution to adopt be approved.

**Correspondence – Harry and Debra MacDonald – Cater Avenue – Land Request**

The Committee reviewed correspondence from Mr. and Mrs. MacDonald concerning land on Cater Avenue.

The Committee recommends that staff meet with the MacDonald's to discuss the development.



**Correspondence – Bob Lacey – 8 Greenwood Avenue – Land Request**

The Committee discussed correspondence from Mr. Lacey concerning a small parcel of land that he and three (3) neighbours have developed and included in their residential lot. This land was available when a small access road was eliminated approximately twenty (20) years ago. Mr. Lacey is requesting this land be given to him and he will have it surveyed and included with the property he presently owns.

The Committee recommends the land be sold as “back land” at \$1.00 per square foot plus legal, survey and HST.

**Crown Land – Greenwood Avenue – Estate of Late Ruby Gilbert**

The Committee reviewed a request for Crown Lands for the Estate of the Late Ruby Gilbert that has been occupied since 1955.

The Committee recommends this be approved.

**Scott Avenue\Trans Canada Highway East Ramps – Signage\Lighting**

The Committee discussed concerns raised by lack of signage and lighting at the Scott Avenue\Trans Canada Highway east ramps. Staff has contacted the Transportation and Works Department requesting a meeting to discuss the lack of signs at all Trans Canada Highway ramps through Grand Falls-Windsor, but have not yet had any response.

The Committee recommends that staff follow up with the Department of Transportation and Works on meeting to discuss signage and jurisdictional responsibility for their installation and maintenance. The Committee also recommends that street lighting be installed at the Scott Avenue\Trans Canada Highway east ramp intersection when power is extended to the ski trail facility.

**Pat Arnold – Back Lane of Scott Avenue**

Ms. Arnold presented two (2) concerns to the Committee.

- (1) Snow Clearing the “back lane” of Scott Avenue – Ms. Arnold stated this is the main access to these properties (87-91 Circular Road) for ambulance services, oil delivery, etc... Initially this was plowed by Council, but has been in dispute for the past several years. She is requesting on behalf of herself and neighbours that this be plowed.
- (2) Town Compost Facility – Ms. Arnold requested the compost facility on Scott Avenue be relocated because of the foul odor during the summer months.

Ms. Arnold was excused at 6:20 P.M.

The Committee recommends that staff plow the “back lane” off Scott Avenue to the western side of house #91 Circular Road and to the end of the asphalt to the east. The Committee also recommends that Ms. Arnold contact Town Staff when she experiences compost odor issues so it can be investigated and concerns addressed.

### Flooding Issues During Recent Mild Weather

The Committee reviewed several areas that experienced flooding during recent mild weather.

- (1) Snow Crescent\Salvation Army Lot – The rear lot to the Park Street Citadel flooded and caused problems for a residence on Snow Crescent. Staff uncovered a blocked storm sewer and this system is now functioning. Staff also constructed a gravel berm to prevent water from flowing onto residential properties.
- (2) Victoria Street\Second Avenue – The recent upgrade to the Victoria Street sanitary sewer lift station worked very well during recent mild weather and managed to handle the increase flows. There was flooding in one (1) residence that was unrelated, but will be reviewed in the spring for corrective measures. Also, a tender had been called to upgrade a section of Second Avenue from Victoria Street to Mulrooney Avenue at a cost of approximately \$1,000,000. This is Phase I of a multi-phased approach to correcting deficiencies in the system and minimizing the overloading due to infiltration.
- (3) Main Street\Columbus Drive – The main sanitary trunk sewer overloaded in the Main Street\Duggan Street area during wet weather events. This past month did not result in any property damages. Council has applied for new Building Canada funding to upgrade this trunk line at an estimated cost of \$1,400,000. Investigative work must also be undertaken on the distribution system to identify problem areas and determine required action to minimize storm water infiltration in the sanitary system.
- (4) Grenfell Heights – In 2014, the sanitary sewer lift station was upgraded. The existing station was antiquated, but did have an overflow during wet weather conditions. New environmental standards do not permit overflows. The new station was designed for maximum flows in the discharge force main. Unfortunately, during recent wet weather, the pumps could not handle the flows and there was overloading. There was damage to several properties.

This has been ongoing since the upgrade and we have visited the homes on Grenfell Heights and spoken to the homeowners about the sanitary and storm sewer connections on their property. We have identified numerous issues with rain trough, sump pumps, etc... that are connected to the sanitary system contributing to the overloading. We will work with homeowners to correct these issues.

We also have flow meters located in manhole structures on Grenfell Heights to record flow and narrow down search area for infiltration. This is ongoing and is one of our most serious problem areas that must be resolved.

The Committee recommends that staff continue investigating the problem areas and identify cost to correct for consideration in future Capital Works Programs.

#### Sewer Repairs – 22 Sutherland Drive

The Committee discussed the details of this work and recommends staff negotiate a settlement for cost incurred.

#### Correspondence – PBO

The Committee discussed the correspondence from PBO for the operation of the Saturday Drop-Off.

The Committee recommends this be accepted and the contract be extended to March 2017.

#### Street Name

A new street name is required for Amber Estates (Development off Grenfell Heights).

The Committee recommends the street be named “Molloy Street” from the approved list.

#### Correspondence – Garland Smith – Water Connection

The Committee discussed correspondence from Garland Smith requesting permission to connect to the water supply near Wooddale. This is the responsibility of the Exploits Regional Water Supply Committee and the Committee recommends it be forwarded to them for consideration.

I move the recommendations and report of this Committee.

**Motion**

**Finn\Pinsent**

Be it resolved that these recommendations and report would be adopted as circulated. This motion carried by a vote of 7-0.

It was noted that the land request from Mr. Bob Lacey was 8 Glenwood Avenue and not Greenwood Avenue.

### OTHER BUSINESS

Councillor Coady-Davis congratulated Councillor Bartlett and Councillor Browne on their election and welcomed them to the Council Chamber.

Councillor Moores reported that the Refugee Committee has had several meetings and are soliciting funds for a Syrian family. They are investigating housing as well. He encouraged the general public to get involved.

Councillor Pinsent encouraged people to report potholes and to drive with caution. He commended the Mayor on the leadership he has shown on the 2016 Salmon Festival.

Deputy Mayor Finn stated that he had requests from the public that asbestos and sludge were not being handling properly at the Mill demolition site. Correspondence from the Province stated that the work is being monitored by an environmental consultant.

Mayor Manuel complimented the RCMP on having 24/7 policing schedule, but reiterated that we do need more resources. He also complimented our Exploits Valley Search and Rescue group who show tremendous dedication every time they are called upon.

Mayor Manuel reviewed the details of the Salmon Festival as was released on March 15<sup>th</sup>, 2016. The focus was to focus on local, provincial and national entertainment as well as affordability. He encouraged community groups to hold special events during the Salmon Festival week-end. He also congratulated the Cataracts on winning the West Coast Senior Hockey League play-offs and wished them well in the Herder Championship.

**Motion**

**Coady-Davis\Moores**

Be it resolved that the meeting of the Grand Falls-Windsor Town Council would be adjourned until the next regular scheduled meeting of 7:00 P.M., Tuesday, March 29<sup>th</sup>, 2016. This motion carried by a vote of 7-0.

**The meeting adjourned at 8:45 P.M.**

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**Barry Manuel**  
**Mayor**

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**M. Pinsent**  
**Town Manager\Clerk**