

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, MARCH 28TH, 2017

PRESENT: Mayor: Barry Manuel
Deputy Mayor: Darren Finn
Councillors: Peggy Bartlett, Mike Browne, Amy Coady-Davis,
Bruce Moores, Tom Pinsent
Staff: J. Saunders, Town Manager\Clerk
N. Chatman, Director of Engineering and Works
K. Antle, Director of Parks and Recreation

ABSENT: Staff: B. Griffin, Director of Finance

Prior to the meeting the Mayor signed a Proclamation for Daffodil Month.

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #475 of Tuesday, March 7th, 2017.

Motion
Bartlett\Coady-Davis

Be it resolved that the Minutes of Meeting #475 of Tuesday, March 7th, 2017 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 \$508,519.56.

Motion

Pinsent\Finn

Be it resolved that the disbursement report in the amount of \$508,519.56 would be adopted as presented. This motion carried by a vote of 7-0.

Councillor Bartlett reminded the Committee that the disbursement reports are to be approved at the Finance and Administration Committee meetings before being presented to Council.

COMMITTEE REPORTS

Economic Development, Tourism and Heritage

The following report was presented by Councillor Bartlett.

Economic Development Officer and Business Development Officer Action Reports

The Economic Development Officer and Business Development Officer presented monthly reports to the Committee. There was discussion about several of the items. Staff will continue compiling and presenting these reports for each Committee meeting.

Communications\Facebook

The Committee discussed how the Town communicates through the various media.

It was recommended that this topic be referred to the Committee of the Whole for further discussion.

Resident Attraction Strategy

The Economic Development Officer presented several items that were compiled from researching other communities on this issue. There was discussion on the options of doing this work in-house or by hiring a Consultant. The Economic Development Officer will confer with the funding agencies on possible funding of the study.

Trade Show Book Draft

The Committee reviewed the latest draft of the backdrop for our trade show booth.

As the deadline for the final submission is drawing near, it was recommended that we not proceed with this copy and continue to work on a final product once we have more material to use with it. Staff will use the existing booth for the next two (2) trade shows in April.

Heritage Committee Members

The Committee reviewed the list of four (4) submissions for membership on the newly formed Town Heritage Committee. The Committee selected Audrey Burke and Corey Sharpe as the two (2) community representatives on the Committee. The Grand Falls-Windsor Heritage Society has put forth the name of Cathy Simpson as their representative on the Committee. The Mayor will send out official letters inviting these three (3) to serve a one (1) year term on this newly formed Committee.

The Committee also recommended that the Town's Heritage Regulations be amended so the Mayor and one (1) Councillor will serve on the Committee and the Economic Development Officer will serve as a non-voting resource person. Council will officially adopt the amended Regulations at the next Council meeting on March 28th. Councillor Mike Browne has been selected as Council's representative to serve as the Chair of this Committee.

Civic Awards Distribution List

The Economic Development Officer presented a list of community groups that Council will include in the distribution of the Civic Awards nomination form. These forms will be hand delivered to their representatives and Council is encouraging these groups, along with all citizens, to take the time to nominate an individual or group for any of all of the Awards. The deadline to nominate is April 19th and the Awards Ceremony will take place on May 10th at the Gordon Pinsent Centre for the Arts.

Phone App Survey Questions

The Economic Development Officer circulated a list of questions to be included on a survey on our new Phone App. The survey will be promoted through the Town's Facebook and Twitter pages and you have to download the

App in order to participate. A name will be randomly selected from the submissions for two (2) Salmon Festival Concert tickets.

I move the recommendations and report of this Committee.

Motion

Bartlett\Pinsent

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

Councillor Bartlett stated that the Town App survey will be posted on the Town's social media sites later this week.

Parks, Recreation and Special Events

The following report was presented by Councillor Browne.

Newfoundland & Labrador Volleyball Association – Correspondence

The Committee reviewed correspondence from the Newfoundland & Labrador Volleyball Association requesting financial support for the Provincial Senior Volleyball Championships to be held in Central Newfoundland on March 17th-18th, 2017.

The Committee recommends staff meet with their Association to find out the details of the sponsorship request and report back to the Committee.

Spring Brochure

The Director of Parks and Recreation presented the Committee with the draft copy for the Spring Parks and Recreation Brochure.

The Committee recommends that staff circulate this brochure in the mail in late March.

Director's Report

The Director of Parks and Recreation gave an update to the Committee on special events, programs and other important information pertaining to the Park and Recreation Department.

The Committee recommends the Director continue working with the Parks and Recreation staff to host these events and programs.

Recreation Complex

The Committee discussed the idea of a new Recreation and Conference Complex for Grand Falls-Windsor.

The Committee recommends the Director look for funding to complete a needs assessment study for this facility.

I move the recommendations and report of this Committee.

Motion

Browne\Finn

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

Deputy Mayor Finn noted the reference to the Recreation Complex is to determine the “Terms of Reference”. Staff are to consult with other communities that have went through the process. A document is to be prepared for discussion with Council. This is an exploratory exercise to develop the “Terms of Reference” only at this point.

Public Works and Planning

The following report was presented by Councillor Coady-Davis.

Taxi License Request

The Committee reviewed a home based business application from Jordan Lewis for a taxi license. There are currently five (5) active taxi licenses.

The Committee recommends that this application be denied. Town Regulations states a maximum of five (5) taxi licenses be active at one time.

Land Request – 91 Main Street

The Committee reviewed a request from Mr. Leon Kelly for fifty (50) feet of land on the back of his property at 91 Main Street.

The Committee recommends that the land on the back of properties along the T' Railway have a common boundary and to be sold as per policy. All future requests for land in this area to be sold to the boundary only.

Land Request – 3 Maloney Street

The Committee reviewed a request from Mr. Fred Penney Sr. to purchase additional land behind both 1 and 3 Maloney Street. This land would be used for parking\storage for the business at 3 Maloney Street.

The Committee recommends that the land behind 1 Maloney Street not be sold to Mr. Penney, but the land behind 3 Maloney street be sold at \$80,000\acre as per policy.

Playground Safety – Speed Humps

The Committee discussed the possibility of using speed humps within playground areas in the Town for safety reasons. The speed humps are approximately \$3,000 per playground.

The Committee recommends this be added to Town Funded Capital and be discussed at the next Committee of the Whole meeting.

Maple School Property Update

The Committee discussed the results from the three (3) residents who submitted letters voicing their concerns about this property. The Director of Engineering and Works met with these residents and provided more details of the proposed housing for the area which will be addressing the need of more senior residences. These residents were in favour of the Town moving forward.

The Committee recommends that staff continue with the next phase for rezoning this property.

Common Street Names

The Committee discussed the streets in Grand Falls-Windsor that have common names. There are also streets that have extensions such as Grenfell Heights Extension, Wheeler's Avenue Extension, etc... This is a safety concern for emergency responders as clear distinct separate addresses would be better.

The Committee recommends that staff write emergency personnel with these concerns identifying the various streets. The RCMP, Hospital and Fire Department can then review with their staff to ensure all are aware of the streets and where

they are located. The Committee will discuss further if renaming these streets are required.

Crosswalk Analysis Results

The Committee reviewed the analysis of three (3) intersections of concern within the Town. This was completed by using the Pedestrian Crossing Control Guide. Some recommendations were better signage, additional road painting, better lighting and installation of RRFB (Rapid Rectangular Flashing Beacons) in some areas.

The Committee recommends that these recommendations be implemented when funding is available. Furthermore, this item is to be added to Town Funded Capital considerations at the next Committee of the Whole meeting.

216 Main Street – Update

The Committee was updated on the potential cost to complete necessary adjustments at 216 Main Street to alleviate flooding concerns. The estimate received was approximately \$7,000. The contractor could not provide an accurate cost estimate until the spring as property accessibility is impossible at this time.

The Committee recommends that this work be considered under the Town Funded Capital and for staff to follow up to obtain an official quote.

Traffic Controller Painting Tender Results

The Committee reviewed the results of the tender to paint the Traffic Controllers. There were two (2) bidders with the same price of \$500 per box.

The Committee recommends the work be divided between the two (2) artists and a meeting to be scheduled with them to discuss this project. Council will make the final decision on the proposed drawings.

Seventh Avenue\King Street – Residents' Concerns

The Committee discussed a concern from a resident about the intersection at Seventh Avenue and King Street. The resident wanted the intersection configuration to change to allow traffic on Seventh Avenue to have right-of-way.

The Committee recommends that there be no change to this intersection at this time as King Street is the thoroughfare. This is working well and staff will continue to monitor.

Parking – Shoppers Drug Mart

The Committee discussed the parking at the Shoppers Drug Mart on Bond Street. The on-road parking in this area has raised some concerns.

The Committee recommends that the Municipal Enforcement Officers monitor this area and report back to the Committee.

I move the recommendations and report of this Committee.

Motion

Coady-Davis\Bartlett

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

Committee of the Whole

The following report was presented by Deputy Mayor Finn.

Town Funded Capital

The Committee reviewed the Town Funded Capital Program as submitted and made several adjustments.

The Committee recommends the Capital Plan as attached be approved. Further discussion is required on the Recreation Booking Software.

Shared Space Model Presentation

Emile Cabot and his group arrived at 6:00 P.M. and gave a presentation on Social Change and Innovation: A Shared Space Model. This group represents the Exploits Valley Community Coalition, Central Housing and Homelessness Network, Canadian Mental Health Association, Status of Women Central, Central Residential Services Board and Violence Prevention South and Central. They presented results of a study completed by the Gardiner Institute at Memorial University on the Shared Space Model. This group supports this model and has hired Mr. Cabot to do more investigation on costs, building requirements, funding possibilities, etc...

The Committee thanked the group for their presentation and asked they continue to inform Council on their progress.

The members were excused at 7:00 P.M.

Municipal Capital Works

The Committee discussed the new funding arrangement with Municipal Affairs for Capital Works and are disappointed with the additional cost being transferred to the municipality. We have not yet received our formal letter stating the requirements and funding allocation to Grand Falls-Windsor so further comment will be made when we know the full details.

RCMP Performance Plan 2017-18

The Mayor gave a brief summary of the meeting held with Staff Sergeant Kelly Bryan and Sergeant Rod Gallop to discuss their plan for 2017-18. Staff Sergeant Bryan will be arranging another meeting with the Commanding Officer and Council to discuss concerns we have in Grand Falls-Windsor.

The Detachment is at full complement of members now, but still experience challenge with the geographic area to be covered. They continue to work on the issues that concern our community and are open to meeting with Council at any time.

Meeting with Minister Hawkins\MHA Jerry Dean

The Committee discussed an agenda for the meeting with our MHA's scheduled for Thursday, March 23rd, 2017.

I move the recommendations and report of this Committee.

Motion

Finn\Moores

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

Councillor Bartlett noted that the fact the R.C.M.P. say they are at full complement of members from a budget perspective does not reflect our concern that their numbers are too low to meet the needs of the Central Region.

Deputy Mayor Finn stated that Council feels they are lower than what is required.

Councillor Pinsent stated the Town Funded Capital is supporting the operations, but questioned whether it is enough. Are we pushing our equipment beyond its useful life.

Mayor Manuel suggested it be discussed at the next Public Works and Planning Committee meeting.

Salmon Festival

The following report was presented by Councillor Bartlett.

Friday Tribute Night

The Committee discussed the options for entertainment for the Friday Tribute Night.

The Committee recommends that staff continue to review entertainment options.

Media Proposal

The Committee reviewed a proposal for presenting status for this year's events.

The Committee recommends that Steele Communications be approved as the Salmon Festival presenting media.

Sponsorship

The Committee reviewed sponsors confirmed for this year's event.

The Committee recommends that staff continue their efforts in finalizing sponsorships.

Grand Falls-Windsor Day

The Committee discussed proposed entertainment for Grand Falls-Windsor Day.

The Committee recommends staff compile a proposed budget and talent list for review at the next meeting.

Food Services

The Committee discussed food services for this year's concert.

The Committee recommends this be discussed further at a future meeting.

Security\Staffing

The Committee reviewed staffing requirements for the 2017 Exploits Valley Salmon Festival.

The Committee recommends staff prepare budgets for further discussion by the Committee.

I move the recommendations and report of this Committee.

Motion

Bartlett\Finn

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

Councillor Browne reiterated that we proceed with public tender for food services on the field, so all get an opportunity to participate.

Councillor Pinsent noted that the Minutes should reflect the media package selected.

Deputy Mayor Finn advised that the Minutes reflect that we have selected Steele Communications as the presenting media. There will be more discussion on the media requirements prior to selecting the appropriate package.

Finance and Administration

Motion

Finn\Coady-Davis

Be it resolved that the River Gold and Grand Falls Golf Club items be removed and voted on separately. This motion carried by a vote of 7-0.

The following report was presented by Deputy Mayor Finn.

Labour Report

The Committee reviewed the labour costs as of week nine (9). Total labour was \$498,972. This was \$4,894 (-1.0%) over budget.

The Committee recommends that staff continue to monitor labour costs.

Year-End Reports

The Committee reviewed Municipal Performance Measurement for the Finance Department, Financial Statements, Animal Control, Municipal Enforcement, Fire Department, Human Resources and Taxation. The Committee was pleased with the level of activity and outcomes.

The Committee recommends that these reports be accepted.

Another Newfoundland Drama Company Inc.

The Committee reviewed the financial statements for the AND Co. for the year-ended December 31st, 2016. The surplus for the year was \$5,168 based on revenue of \$232,937 and expenses of \$227,769.

The Committee was pleased with these results and recommends the statements be accepted.

Community Operating Grant Policy

This item was deferred until the next Finance and Administration meeting.

Kiwanis Music Festival

The Committee reviewed a request for sponsorship of the Kiwanis Music Festival.

The Committee recommends our annual contribution of \$2,000 be approved.

River Gold Community Group

Mayor Manuel declared himself in conflict of interest and removed himself from this portion of the meeting.

The Committee reviewed a request from the River Gold Community Group to enter a team in the River Gold Best Ball Golf Tournament.

The Committee recommends that this be approved.

Central Newfoundland Hospital Auxiliary

The Committee reviewed a request from the Central Newfoundland Hospital Auxiliary for financial support in hosting the Provincial Convention for Hospital Auxiliaries. It was noted that this year was the organizations 50th Anniversary.

The Committee congratulates them for this milestone and recommends \$500 be approved for this.

Grand Falls Golf Club – Unaudited Financial Statements

Councillor Mike Browne declared himself in conflict of interest and removed himself from this portion of the meeting.

The Committee reviewed the Grand Falls Golf Club Financial Statements pertaining to the loan guarantee in place. The Committee is satisfied with the financial position of the Grand Falls Golf Club and the current loan guarantee.

Exploits Search and Rescue Command Center

The Committee reviewed the proposed funding and costs of the Exploits Search and Rescue Command Center.

The Committee recommends the Town provide interim financing of \$21,337.50 for the HST refund due on the purchase.

Workplace Health, Safety and Compensation Commission

The Committee reviewed the invoice for the Workplace Health, Safety and Compensation Commission Assessment for 2017. Due to high claim for 2016, the Town has been assessed an additional charge of \$7,012 for 2017 resulting in a budget increase of \$17,902.

Aerial Mapping Charges

The Committee reviewed a request to establish a charge for electronic data maps.

The Committee recommends that a charge of \$150 be approved for this service.

Exploits Regional Water Supply Committee

The Committee reviewed the total costs and unit costs for the operation of the Water Treatment Plant. The total cost of plant operation for the year-ended December 31st, 2016 was \$878,895.63 – an increase of \$122,762 over the previous year. Total unit costs were \$162.06 per million litres.

Mayor Manuel excused himself and Deputy Mayor Finn accepted the Chair.

Motion

Pinsent\Coady-Davis

Be it resolved that the River Gold Best Ball Golf Tournament be approved as presented. This motion carried by a vote of 6-0.

Mayor Manuel returned and resumed as Chair. Councillor Browne was excused from the meeting at this time.

Motion

Pinsent\Finn

Be it resolved that Council reviewed the Grand Falls Golf Club Financial Statements and are satisfied with the Club's position and their current loan guarantee. This motion carried by a vote of 6-0.

Councillor Browne returned to the meeting.

I move the recommendations and report of this Committee.

Motion

Pinsent\Finn

Be it resolved that these recommendations and report would be adopted as circulated with the River Gold and Grand Falls Golf Club items removed and voted on separately. This motion carried by a vote of 7-0.

Councillor Bartlett stated that in the AND Co. report and performance review it mentioned in the Minutes that the Committee was "pleased" with the report. We should state "accepted" and remove the emotion from the Minutes.

Councillor Finn stated that he can appreciate the comment, but it is splitting hairs and is satisfied how the Minutes are now written.

Councillor Coady-Davis replied that she is OK with the present wording of the Minutes.

Mayor Manuel also replied that he is fine with how it is written, but can review how we write\report Minutes and be consistent.

Councillor Bartlett stated that we should remove the emotion and be factual so would prefer we use “accepted”.

Deputy Mayor Finn stated that if Council is not pleased with any report, then that should be documented as well.

OTHER BUSINESS

Councillor Moores took the opportunity to wish his mother-in-law a Happy 100th Birthday.

Councillor Bartlett noted it has been a long winter and everyone is getting frustrated with the weather. The forecast is calling for more snow so she asked residents to be patient.

Councillor Browne congratulated the Cataracts on a great season.

Mayor Manuel noted that the Civic Awards criteria is now online and encouraged residents to nominate individuals, teams, etc.. for the appropriate Awards. He noted that the 52nd Annual Kiwanis Music Festival is taking place this week and acknowledged the efforts of the Kiwanis Club and all volunteers who make this event a success. He expressed congratulations to all participants, teachers, etc... who dedicate many hours preparing for this week. He also noted that the 2nd Annual “Fill It Up with Food” event was held in the Town Hall lobby. It was a success and the food was divided between the Food Bank and the Salvation Army. He also noted that he attended an event at the Exploits Valley High School on March 24th to sign a proclamation for Epilepsy. 50,000 Newfoundland and Labrador residents will be impacted by this disease in their life time.

Motion

Browne\Finn

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, April 18, 2017. This motion carried by a vote of 7-0.

The meeting adjourned at 8:40 P.M.

Barry Manuel
Mayor

J. Saunders
Town Manager\Clerk