

MEETING #460

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, MARCH 29<sup>TH</sup>, 2016

PRESENT: Mayor: Barry Manuel  
Deputy Mayor: Darren Finn  
Councillors: Peggy Bartlett, Mike Browne, Amy Coady-Davis,  
Bruce Moores, Tom Pinsent  
Staff: M. Pinsent, Town Manager\Clerk  
J. Saunders, Director of Engineering & Works  
B. Griffin, Director of Finance

ABSENT: Staff: K. Antle, Director of Parks and Recreation

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #459 of Tuesday, March 15<sup>th</sup>, 2016.

Motion

Bartlett\Coady-Davis

Be it resolved that the Minutes of Meeting #459 of Tuesday, March 15<sup>th</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 \$81,400.36.

Motion

Pinsent\Moores

Be it resolved that the disbursement report in the amount of \$81,400.36 would be adopted as presented. This motion carried by a vote of 7-0.

### COMMITTEE REPORTS

#### Parks, Recreation and Special Events

The following report was presented by Councillor Coady-Davis.

#### Travel Grant Requests

The Committee discussed a request from four (4) girls from Grand Falls-Windsor who were selected as part of the Newfoundland and Labrador Volleyball Association 2017 Canada Games training squad to travel to Iowa in May 2016.

The Committee recommends each girl be approved for a \$250.00 travel grant.

The Committee also discussed a request from nine (9) girls from Grand Falls-Windsor who are part of the Female Bantam "AAA" Central Icepak hockey team who are representing Newfoundland at the 2016 Atlantic Championships in Liverpool, Nova Scotia from April 7<sup>th</sup>-10<sup>th</sup>, 2016.

The Committee recommends each girl be approved for a \$100.00 travel grant.

#### Community Organizations Grant Request

The Committee discussed a request from the Grand Falls-Windsor Steve Nash Youth Basketball Program for a Community Organizations Grant.

The Committee recommends the request be considered when the new grant criteria and application forms are completed in April.

#### Chamber of Commerce Trade Show

The Committee discussed the Towns subsidy\agreement with the Chamber for the 2016 Exploits Valley Chamber of Commerce Trade Show.

The Committee recommends we continue our subsidization of the Trade Show with a \$125.00 daily rental fee and for the Town of Grand Falls-Windsor to receive a complimentary booth in this year's Trade Show.

### Compost Pile

The Committee discussed a concern from a resident about odors from the compost pile on Scott Avenue. The Director of Parks and Recreation informed the Committee of the practices and procedures the Town staff follow to ensure the facility operates efficiently without any odors.

The Committee recommends the Director contact the residents in the vicinity of the compost pile and inform them of our procedures that help make the facility odor free and user friendly. The Committee encourages the public to use the facility and follow all the posted rules and regulations. The facility continues to be well utilized and proves to be beneficial to both the residents and the environment.

### Parks and Recreation Spring\Summer Brochure

The Committee discussed the layout for the Spring\Summer Parks and Recreation Brochure.

The Committee recommends the layout be changed from eight (8) pages to four (4) pages listing more detailed, but concise information for our summer programs and activities to ensure the community gets the necessary program details, contact people and contact numbers.

### Community Garden

The Committee discussed the idea of a community garden for Grand Falls-Windsor.

The Committee recommends the Parks and Recreation Department staff pick out a location within the Town that would best meet the needs of such a facility. The Committee also invites any citizen or group to contact the Parks and Recreation Department to serve on a Community Garden Committee to help develop this program.

### Santa Clause Parade

The Committee discussed the need for the Town's involvement in the Santa Clause Parade after the folding of the Grand Falls-Windsor Lion's Club.

The Committee recommends the Director of Parks and Recreation contact the Santa Clause Parade Committee to arrange a meeting to co-ordinate the Town's role and involvement in this year's parade.

### Director's Report

The Director of Parks and Recreation presented a list of events, activities and programs the Department are involved with over the next couple of months.

The Committee recommends the Department continue the promotion and implementation of these activities to ensure maximum participation from our citizens and community groups.

I move the recommendations and report of this Committee.

Motion

Coady-Davis\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 – 3 Hicks Place

The Committee discussed a request for a home based business at 3 Hicks Place for a Design\Creative Agency. This is for administration only.

The Committee recommends this request be approved.

#### Home Based Business – 48 Peddle Drive

The Committee discussed a request for a home based business at 48 Peddle Drive for electrical contract work. The residence will be used for administration only.

The Committee recommends this request be approved.

### Home Based Business – 148 Grenfell Heights

The Committee discussed a request for a home based business at 148 Grenfell Heights for office administrative work.

The Committee recommends this request be approved.

### Correspondence – Cranberry Association NL Inc. – Stephen Newhook’s Farm

The Committee received a request from Mr. Newhook concerning altering a water body adjacent to his farm to provide more water storage required for expansion.

The Committee recommends the Town support this report, but Mr. Newhook will be responsible to obtain required permits from all other Government agencies.

### MMSB – Indiscriminate Dumping Surveillance Assistance Program

The Committee reviewed information from the Multi-Materials Stewardship Board on available funding (\$5,000) for an Indiscriminate Dumping Surveillance Assistance Program. It will require resources from the Town to implement and monitor. There are many areas that could benefit from this Program.

The Committee recommends that Council make an application for the assistance. The Committee also recommends the Exploits River Bridge area be the site considered. Staff will review additional costs required, available power sources, etc... for future discussion.

### Land Request – High Street

The Committee reviewed a request from Grand Falls Realty concerning vacant land adjacent to what they presently own on High Street West (former Royal Stores\Sobey’s site).

The Committee recommends staff meet with Grand Falls Realty to discuss their request and their future development plans for this property. Staff will report back to the Committee for further discussion.

### Correspondence from Municipal Affairs – Maintenance Assurance Manual

The Committee reviewed the correspondence from Municipal Affairs concerning the development of Maintenance Assurance Manuals. This is now a requirement of our permits to operate our Water Treatment Plant, Sewage

Treatment Plant, Water Distribution System and Waste Water Distribution System. We will be required to develop four (4) manuals. We presently document many of our activities and these manuals will standardize the process for all municipalities.

The Committee recommends staff review this requirement and determine if these manuals can be completed in-house.

#### Crown Land – Subdivision Development – 43 Grenfell Heights

The Committee reviewed correspondence from Crown Lands concerning the land at the rear of 47-51 Grenfell Heights to be used for a small residential subdivision.

The Committee recommends staff meet with the applicant to discuss details prior to proceeding with the land purchase. Also, only land required for the development would be purchased. Any green belt/open space will not be purchased at this time.

#### Correspondence – Curt and Charlene Inkpen – 43 Memorial Avenue

The Committee reviewed correspondence from Mr. and Mrs. Inkpen concerning issues they have at their property at 43 Memorial Avenue. They also requested we waive the fence height restriction on front of their building line.

The Committee recommends the Fence Regulations be followed and staff meet with the Inkpen's to discuss their concern.

#### Crown Lands – Carmelite Road

The Committee discussed correspondence from Crown Lands concerning the application for land on Carmelite Road.

The Committee supports purchasing this property, but recommends it be forwarded to Finance and Administration for consideration.

#### Occupational Health and Safety – Duties of Principal Contractor

Under the Occupational Health and Safety Act and Regulations the Town is considered a Principal Contractor. When a contractor is hired to do work for the Town, we are responsible to ensure they follow and are adhering to the Act and Regulations. We have an excellent Occupational Health and Safety Program for our staff. We are realizing the benefit with staff awareness, reduction in claims and therefore reduction in premiums. We now need to expand to include outside contractors doing work for Public Works and Recreation.

Under our Capital Program, we have the Occupational Health and Safety requirements covered very well as part of our tender package. We do not have the appropriate mechanism in place to address the small contractors that either rent us equipment or do small projects for us. As Principal Contractor, we need to expand this Program. As a minimum moving forward until development and implementation of the Program, we should have the following for the contractors used by Public Works and Recreation.

- (1) Safety Manuals\Programs
- (2) Letter of Good Standing – WHSCC
- (3) Certificate of Recognition (COR) Certification
- (4) Hazard Assessments

The Committee recommends that staff work towards developing and implementing this Program. All local contractors that usually perform work for the Town periodically should be contacted and informed on our new Program and what is required to be considered for work.

#### Town of Grand Falls-Windsor - Occupational Health and Safety Program Manual

Staff tabled the Town's Occupational Health and Safety Program Manual. This is a significant document of approximately eight hundred (800) pages and was well done by the Occupational Health and Safety staff. It is a living document and will be revised, information added, etc... as required.

The Committee recommends this Occupational Health and Safety Program Manual be approved and congratulations to staff for their efforts to develop this Program Manual.

#### Water Service – Walter Pennell – 58 Pondview Drive

Mr. Pennell had raised concern about the quality of his water supply. He is on an artesian well and is asking for a connection to the municipal system.

The Committee recommends staff determine costs associated with extension of the municipal service to this area. Also, discuss water quality with surrounding neighbours that are also on artesian wells. When information is available, it will be discussed at a future meeting.

### 2 and 2A Eighth Avenue - Clean-up\Demolition Order

The Committee reviewed information on the conditions of the buildings at 2 and 2A Eight Avenue. These buildings are in deplorable condition. The owner has suggested the Town purchase both buildings.

The Committee recommends the Town not purchase these buildings at this time and a clean-up order be issued to have these buildings repaired and renovated to meet appropriate standards. Town staff will carry out inspections of these properties and determine what is required and this information will be included in the clean-up order. The Committee also recommends that if appropriate action is not taken on the clean-up order, two (2) months after it is served, a demolition order will be issued to have both buildings removed.

### Signs – Cell Phone Use

Council is concerned about the amount of cell phone use by motorists while driving. Whether it is texting, it is illegal and is very dangerous.

The Committee recommends that staff investigate the cost of erecting two (2) double sided 4 X 8 signs at locations to be determined as well as smaller single post signs that can be erected at various locations. These costs will be presented at a future meeting for further discussion.

### Former Access Road – Oak Drive to Sapling Street

At the last Council meeting, the occupation of this former access road by four (4) residential properties was discussed and agreed to be sold. Upon further investigation, this property was never deeded to the Town and is still included in a grant owned by Victor Mercer or heirs.

The Committee recommends the persons wanting to include this land with their existing property should complete a registry search to determine rightful owner.

### Home Based Business – 15 Coronation Street

This application was discussed at the last meeting, but concerns were expressed with parking. The Committee requested a parking plan prior to considering the request. A plan was presented and includes space for six (6) vehicles.



The Committee recommends the home based business application be approved with conditions for parking, signage, etc... If these conditions are not followed, then the permit to operate can be revoked.

### Roundabout Tender

Tender was called for the construction of the roundabout at Grenfell Heights\Hardy Avenue\Scott Avenue. Two (2) bids were received. The low bid was approximately \$138,600 under budget.

There was lengthy discussion on this project and the Committee recommends it be awarded to W. Reid Construction Ltd. for \$477,514.27.

### Subdivision Agreement

In recent years, we have been experiencing issues in new residential developments with lot grading, drainage control, etc... Lot grading issues are the responsibility of the home owner, but there are ongoing problems when there are elevation differentials between lots. As a result of these ongoing issues, the subdivision agreement has been revised. The new agreement places the responsibility for the full development, including lot grading with the developer.

The following work is to be completed prior to any building permit being issued:-

- (a) Water main, storm sewer and sanitary sewer complete with house connection to lot line.
- (b) Manholes, catch basins, hydrants with the Grand Falls thread and valves adjusted to final grade.
- (c) Ditching and swales, associated headwalls, gabions, or rip rap. etc...
- (d) Roadway subgrade, granular base, concrete curb and gutter and base course asphalt.
- (e) All lots graded to within 150 mm of the grade identified on the Grading Plan.
- (f) All signage including lot identification markers, stop signs and street signs have to be erected as per signage plan.
- (g) "As Built" lateral elevations having been provided to the Town.

Items “d” and “e” are the most fundamental change in the agreement and will have impact on upfront development costs.

The Committee reviewed the document and recommends it be approved with the addition of tree planting for each residential lot. The Committee also recognizes there will be minor text changes periodically, but these changes won't impact the intent of the agent. This agreement will be used for new subdivision developments. Staff will also discuss these changes with existing developers and arrange a schedule to phase in the new conditions.

I move the recommendations and report of this Committee.

Amendment

Bartlett\Coady-Davis

Be it resolved that the “Roundabout Tender” would be removed and voted on separately. This motion carried by a vote of 7-0.

Motion

Finn\Browne

Be it resolved that these recommendations and report with the “Roundabout Tender” removed would be adopted as circulated. This motion carried by a vote of 7-0.

### Roundabout Tender

Motion

Finn\Moores

Be it resolved that the “Roundabout Tender” be awarded to W. Reid Construction Ltd. in the amount of \$477,514.27. This motion carried by a vote of 4-3 with Councillors Pinsent, Bartlett and Coady-Davis voting “Nay”.

Councillor Bartlett wished to express her opposition to the roundabout based on transparency and her hearing from many people on Grenfell Heights and surrounding residential neighbourhood that would prefer traffic lights over the roundabout.

Councillor Coady-Davis also stated she would not support the roundabout and that improvement to the line painting and possibly speeds bumps would be sufficient.

Councillor Pinsent stated he does not support lights or a roundabout and there are more priority areas to spend this amount of money.

Deputy Mayor Finn recapped the decision process of deciding on a roundabout. It was based on public safety and the reduction in accidents and injury.

### Committee of the Whole

The following report was presented by Deputy Mayor Finn.

#### Committee Structure

The Mayor presented the 2016\2017 Committee structure in terms of Chairs and Members. The entire list of nineteen (19) Committees and liaison groups are attached to these Minutes. The Chairs of the main working Committees are as follows:-

Parks, Recreation and Specials Events	Councillor Mike Browne
Public Works and Planning	Councillor Amy Coady-Davis
Economic Development, Tourism & Heritage	Councillor Peggy Bartlett
Finance and Administration	Councillor Tom Pinsent
Salmon Festival	Mayor Barry Manuel
Committee of the Whole	Deputy Mayor Darren Finn

The Committee recommends the 2016\2017 Committee structure be approved.

#### Court House Dedication

Council has received a letter from Mark Griffin of the law firm Inder & Griffin presenting a case for having the Courthouse in Grand Falls-Windsor dedicated in honour of the late Justice Steadman H. Inder. Mr. Inder was a World War II Veteran and after the War studied to be a lawyer. He practiced law in Grand Falls-Windsor from 1953-1966 when he was appointed as the first District Court Judge for Grand Falls-Windsor\White Bay\Labrador.

The Committee recommends that a letter of support to the Provincial Government be written requesting the Courthouse be dedicated and named in honour of Justice Inder.

### Job Description

The Director of Finance and HR presented a job description for the position of IT Assistant\Accounting Clerk.

The Committee recommends the job description be approved as attached to these Minutes.

I move the recommendations and report of this Committee.

Motion

Finn\Bartlett

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

### OTHER BUSINESS

Councillor Browne invited the public to attend the Pee Wee Hockey Tournament and the Championship game.

Councillor Pinsent encouraged the public to watch out for potholes and our crews are busy patching them as they surface.

Councillor Bartlett encouraged Council to wait until the planned roundabout proves successful before we look at this as a solution in other places.

Councillor Moores advised Council that the Exploits Regional Water Supply Committee has a new agreement and that our water quality is excellent with a score of 97 out of 100. He also announced that the Kiwanis Music Festival will be held April 10<sup>th</sup>-16<sup>th</sup>, 2016.

Councillor Coady-Davis encouraged people to get involved with the Recreation NL's Program "Unplug and Play" which focuses on people leaving their screens and getting active.

Mayor Manuel advised that Autism Awareness Day is April 2<sup>nd</sup>. He asked for input from the community regarding the 25<sup>th</sup> Anniversary of our Town, particularly, during the Salmon Festival. He also congratulated the Cataracts on winning the Herder Memorial Trophy.

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 19<sup>th</sup>, 2016. This motion carried by a vote of 7-0.

The meeting adjourned at 8:50 P.M.

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Barry Manuel  
Mayor

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M. Pinsent  
Town Manager\Clerk