

MEETING #461

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

8:00 P.M., TUESDAY, APRIL 19TH, 2016

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

The Mayor called the meeting to order at 8:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #460 of Tuesday, March 29th, 2016.

Motion
 Moores\Pinsent

Be it resolved that the Minutes of Meeting #460 of Tuesday, March 29th, 2016 would be adopted as circulated. This motion carried by a vote of 7-0.

BUSINESS ARISING OUT OF THE MINUTES

Councillor Pinsent referred to the conversation during the last meeting when the roundabout tender was discussed. He said that asphalt had been noted as part of the tender, but that this was not the case.

Deputy Mayor Finn stated that he had used the word asphalt, and although technically correct his point remains the same, that approximately \$200,000 in road work would have to be carried out at this intersection regardless and that road work is a part of the roundabout tender.

The Director of Engineering and Works verified the statement by Deputy Mayor Finn.

DISBURSEMENT REPORT

Councillor Pinsent presented the disbursement report in the amount of \$109,684.86.

Motion

Pinsent\Moores

Be it resolved that the disbursement report in the amount of \$109,684.86 would be adopted as presented. This motion carried by a vote of 7-0.

COMMITTEE REPORTS

Economic Development, Tourism and Heritage

The following report was presented by Councillor Bartlett.

Centre for Forest Science and Innovation Study

The Committee reviewed the purpose of the study that is being carried out by Tract Consultants in co-ordination with the CFSI and the Town. The study will develop a profile of the forest resource supply and access its potential from both social and economic perspective. It will also review the Forest Research Strategy completed in 2008 and examine realistic and sustainable resource use based on current conditions and science. The initial meeting of the partners will be held on Monday, April 11th.

Phone App

The Economic Development Officer presented the first draft of the phone app. This will be a free download for mobile phones and tablets that will allow easy, user friendly access to the Town's website.

The Committee recommends that staff prepare the final product for Council's approval with the intent to have the app live at the end of April.

Town Brochure

The Committee reviewed in detail the draft copy of the new tourism brochure. There were several revisions made in terms of script and pictures.

The Committee recommends that staff incorporate the changes and circulate for approval.

Town Newsletter

The Committee reviewed the topics for a Town Newsletter to be distributed prior to the summer. The content will include information from every Department that will be of interest to our residents. The next step is to write the articles and format the Newsletter.

The Committee recommends that staff proceed with the document and prepare to distribute it by mail, social media and through our website.

Email Service Program

The Committee discussed various methods of communicating and getting information to the public. In addition to the various media available, there was interest in using an email service program such as mail chimp. People who are interested in keeping informed on municipal matters would subscribe to the Town's email service to receive notification, bulletins and newsletters. This is a common method of communication by public bodies.

The Committee recommends that staff proceed to set up this service.

Mud Fest

The Economic Development Officer advised the Committee that he is working with Parks and Recreation in organizing and promoting the 2016 Mud Fest. Last year's event was successful in attracting fifty (50) participants and four hundred and fifty (450) spectators. This year it is hoped to double the participation, improvements and enhancements will be made based on last years experience.

The Committee recommends that work continue on this event that will take place on June 10th and 11th, 2016.

Departmental Goals and Objectives

The Economic Development and Tourism Committee had been expanded to include Heritage.

In light of that, the Committee recommends that the Departmental Goals and Objectives be revisited and discussed at the next Committee meeting.

Farmers Market

The Committee recommends that the next Giant Flea Market and the opening of the Farmers Market be held on Saturday, June 25th. The Flea Market will be held in the Joe Byrne Memorial Stadium. It was also agreed that a meeting will be held with representatives of the Farmers Market in the near future.

Motion

Bartlett\Browne

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

Councillor Coady-Davis advised Council that the Flea Market noted in the Minutes at the Joe Byrne Memorial Stadium on June 25th will now be held at the Windsor Stadium.

Finance and Administration

The following report was presented by Councillor Pinsent.

Labour Report

The Committee reviewed the labour costs as of week fourteen (14). Total labour was \$717,170. This was \$29,553 (4.1%) under budget.

The Committee recommends that staff continue to monitor labour costs.

Cash Collection Report

The Committee reviewed the taxation receivable report as of March 31st, 2016. The total taxes outstanding as of that date are \$5,977,189. An increase of \$196,728 (3.4%). The Committee also reviewed the pre-authorized payments and assessment appeals.

The Committee recommends that staff pursue all outstanding taxes.

Assessment Appeals

The Committee reviewed the assessment appeals. There were one hundred and twenty-six (126) filed appeals resulting in twenty-nine (29) being referred to the Assessment Review Commission.

Crown Land Request

The Committee reviewed a proposal to purchase Crown Land on Carmelite Road.

The Committee recommends that this not be purchased until a sales agreement has been entered into. The Committee noted that we are currently holding \$456,811 of land held for resale acquisition costs.

Gas Tax\Financial Report

The Committee reviewed the 2015 Annual Expenditure Report for Gas Tax Funding. For 2015, the current closing balance of unspent funding was (\$316,215.)

The Committee recommends that this be accepted. The Committee also recommends that we review our planned gas tax expenditures for 2016, 2017 and 2018.

Year-End Reports

The Committee reviewed Municipal Performance Measurement for the Finance Department, Human Resources Office, assessment role changes, Fire Department and Police Department. The Committee was pleased with the level of activity and outcomes.

The Committee recommends that these reports be accepted.

Funding Request

The Committee received a request from Violence Prevention South and Central for the volunteer appreciation evening.

The Committee recommends that \$500.00 be approved for this.

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 Councillor Coady-Davis.

Home Based Business Application – 276 Grenfell Heights

The Committee reviewed a home based business application in the rural area at the rear of 276 Grenfell Heights. The business is for motorcycle, snowmobile and ATV restoration and modifications.

The Committee recommends this be advertised as a discretionary use and will be reviewed at a future meeting.

Home Based Business Application – 17 Junction Road

The Committee reviewed a home based business application for a photography business at 17 Junction Road. This is for administration only.

The Committee recommends this request be approved.

Home Based Business Application – 79 King Street

The Committee reviewed a home based business application for an electrical contracting business at 79 King Street. This is for administration only.

The Committee recommends this request be approved.

Crown Land Request – 5 Queensway

The Committee discussed a request for Crown Land at the rear of 5 Queensway.

The Committee recommends this request be approved.

Crown Land Referral Request – Labrador-Island Link Limited Partnership

The Committee discussed an application for Crown Land from Labrador-Island Link Limited Partnership requesting permission to use Taylor Drive as access for the Maritime Link\Labrador-Island Link project.

The Committee recommends this request be approved. All trucks and equipment using these roads must operate within the weight restriction established by the Department of Transportation and Works. The Committee also recommends that any bridge structures installed on the Southside Road remain in place when transmission line work is completed. This is the only link for east to west vehicle traffic if for some reason the Sir Robert Bond Bridge was closed. An official request will be made to the appropriate Government Departments.

Correspondence – Ella Nault – Beaumont Avenue\Hill Road\Junction Road Intersection

The Committee reviewed a request from Ms. Nault requesting a four (4) way stop be implemented at the intersection of Beaumont Avenue\Hill Road\Junction Road intersection. Staff reviewed the present situation and suggest this four (4) way stop not be installed at this time. Additional signage for motorists and pedestrians and enhanced paint markings should be completed this spring which will improve this situation.

The Committee recommends staff install additional signage and enhanced paint markings at this intersection. Municipal Enforcement will also provide additional patrols in this area to monitor traffic.

Correspondence – Forestry and Agrifoods Department – Domestic Cutting Limits

The Committee discussed the correspondence presented by the Forestry and Agrifoods Department with respect to domestic cutting limits within our municipal boundaries and recommends the following changes to be included.

Area 11-14 and 11-2 – Southside of Exploits River

No cutting east of the Exploits River bridge and north of the Southside Road and/or within 300 meters from Exploits River high water mark.

Area 10-10 – North of the Community

This area to be reduced in size and no cutting be permitted close to the community as per the attached drawing.

Also, no cutting permitted on the east side on the New Bay Road to the eastern Town boundary.

Staff will meet with Forestry and Agrifoods Department to discuss these changes.

Development Request – Harris Avenue\Bartle Place – Triple A Investments

The Committee discussed a preliminary proposal submitted by Triple A Investments for the development of their land off Bartle Place. Their proposal has identified access to Harris Avenue.

The Committee recommends that access to the development be established from Bartle Place and not Harris Avenue. This area is close to the Brown Avenue\Pinsent Drive\Harris Avenue intersection and additional exits\entrances will increase congestion on Harris Avenue.

Corduroy Brook Enhancement Association Building

The Committee reviewed the plans for the new Corduroy Brook Enhancement Association building. Tender documents are nearing completion and tender will be called shortly.

Mail Out – “Flushable\Disposable” Wipes

Our Water and Sewer Department are experiencing problems with products now on the market and labeled as “flushable and disposable” wipes. These do not breakdown in our distribution system and are causing problems with plugging up pumps, etc...

The Committee recommends that notification be sent to homeowners with the next scheduled mail out asking they throw wipes in the trash. This will also be posted on our social media sites.

Clean-up Schedule

The Committee reviewed the clean-up schedule and associated guidelines. The collection days will be changed as the last day collected in 2015 will be the first this year and so on.

The Committee recommends this be approved and circulated.

Second Avenue Tender

The tender closed on April 6th for the reconstruction and upgrading of Second Avenue. Six (6) bids were received and results are attached. The low bid was Piercon Ltd. for \$887,229.67 which is approximately \$100,000 under budget.

The Committee recommends the contract be awarded to Piercon Ltd. in the amount of \$887,229.67.

Riff's Building – Main Street

There has been an offer to purchase the former Riff's Furniture Store on Main Street. The purchaser has asked whether an agreement to utilize existing parking space on Main Street for overnight parking would be permitted.

The Committee recommends that staff work with the purchaser and enter into similar parking arrangements as with Power Apartments and the Trailway Inn.

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.

Parks, Recreation and Special Events

The following report was presented by Councillor Browne.

Kaywood Elliott Correspondence

The Committee discussed correspondence from Mr. Elliott regarding the Town's purchase of "bouncy castles" for its youth programs which he feels is in conflict with his rental business.

The Committee recommends the Director of Parks and Recreation respond to Mr. Elliott with details of the Town's needs and designated uses for this equipment.

Dave Barker Correspondence

The Committee discussed correspondence from Mr. Barker regarding the necessity of Security and Town Policing staff at senior hockey games.

The Committee recommends the Director of Parks and Recreation respond to Mr. Barker outlining our security staffing requirements and regulations as per the Senior Hockey Guidelines.

Softball Leagues Correspondence

The Committee discussed correspondence from the Men's and Mixed Softball Leagues requesting maintenance and capital upgrades to the Main Street Softball Complex.

The Committee recommends the Parks and Recreation Director meet with the Leagues to discuss the timeline of completing their requests.

River Gold Correspondence

The Committee discussed correspondence from the River Gold Group requesting a deal on ice time from the tournament they had at the Joe Byrne Memorial Stadium on April 8th-9th, 2016.

The Committee recommends charging the group the regular ice time rates.

Community Garden

The Committee had requested the Parks and Recreation staff select a location for a Community Garden at the last Parks and Recreation Committee meeting. Staff selected the old Farmers Market next to the Curling Club on Lincoln Road which will meet all the needs of such a project.

The Committee recommends the Director of Parks and Recreation call a public meeting to see if there is enough interest from the community to start this project.

Grant Applications

The Director of Parks and Recreation presented the proposed Travel Grant, Community Organizations Grants, Leadership Development Grant and Program Development Grant Applications as well as criteria for each grant.

The Committee recommends the Director of Parks and Recreation finalize any financial implications with the Director of Finance before final approval.

Travel Grant Request – Chess Club

The Committee discussed a request from the NL School Chess Association for Arrick Chaulk from Exploits Valley High School for a Travel Grant to attend the “Canadian Chess Challenge” in Saskatchewan on May 22nd-23rd, 2016 as part of the Newfoundland and Labrador Team.

The Committee recommends they complete the new Travel Grant Application form and then this request be considered for assistance.

Travel Grant Request – Atlantic 14U Girls Volleyball

The Committee discussed a request from three (3) girls volleyball teams from Grand Falls-Windsor for a Travel Grant to attend the Atlantic 14U Girls Volleyball Tournament in Halifax on May 5th-8th.

The Committee recommends they complete the new Travel Grant Application form and then this request be considered for assistance.

Tidy Towns

The Director of Parks and Recreation presented the Committee with correspondence from the “Tidy Towns” Program stating the Provincial Community Beautification Program is now taking registration.

The Town has been in the program for years and the Committee recommends the Directors of Parks and Recreation register for it again this year.

Men's Ball Hockey Request

The Committee discussed a request to start a Men's Ball Hockey League in Windsor Stadium this summer.

The Committee recommends the Parks and Recreation Department staff look into the interest of such a program and work with the interested group to see if it is feasible.

Community Physical Activity Challenge

The Director informed the Committee that our Town is registered for the "Community Physical Activity Challenge" and staff are working to get events registered in our community.

The Committee recommends staff continue to work with community groups to register their sporting, fitness or healthy living activities to show our community spirit and pride.

Community Organizations Spring Clean-up

The Committee discussed plans for this year's Community Organizations Spring Clean-up Project.

The Committee recommends the Parks and Recreation Department staff contact local community groups who participated in the past to see if they are interested again this year. Any other community groups that are interested are asked to contact the Parks and Recreation Department Office.

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

Browne\Moores

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

Mayor Manuel clarified that there was a Community Garden initiative started last year by William Oldford and acknowledge him for his efforts.

Salmon Festival

The following report was presented by Deputy Mayor Finn.

Salmon Dinner

The Committee reviewed a budget and plan for the Salmon Dinner.

It is recommended that we procure round tables for this event. The Committee also discussed entertainment and a proposal for chefs. The Committee recommends staff prepare in-floor plan and determine capacity for this event.

Friday Night Tribute

The Committee discussed entertainment for the Friday night stadium event.

The Committee recommends staff proceed with planning for this event.

Concert

The Committee reviewed the plans and budget for the Salmon Festival Concert.

The Committee recommends staff continue planning for this event.

Sunday – Concert in the Park

The Committee reviewed a list of potential entertainment for the Sunday – Concert in the Park.

The Committee recommends that staff confirm the entertainment for this event.

Family Day\Grand Falls-Windsor Day

The Committee reviewed a list of potential entertainment and activities for Grand Falls-Windsor Day.

The Committee recommended that staff confirm entertainment for this event.

Marketing\Promotion

The Committee reviewed a proposal for radio and advertising for both the Concert and Festival events.

The Committee recommends that staff have further discussions before finalizing this decision.

Sponsorships

The Committee reviewed proposals for soft drink and beer sponsorships.

The Committee recommends that the soft drink sponsorship be awarded to Browning Harvey Ltd. and the beer sponsorship be awarded to Labatt Breweries Nfld. The Committee also recommends that staff pursue Gold, Silver and Bronze Sponsorships, as well as other Corporate Sponsorships.

Launch Date

The Committee discussed the launch date for this year's Festival events.

The Committee recommends that the official launch date, complete with schedule of events, performers and on sale dates will be released the first week of May.

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.

The Mayor advised that the launch date for all details to be released is May 9th. The Mayor also extended an invitation to groups in the community to participate and host events during this years Festival.

Exploits Regional Water Supply

The following report was presented by Councillor Moores.

Water Service Connection

The Committee received a request from Garland Smith to tap into the main transmission line to provide water to his berry farm.

The Committee recommends that Mr. Smith tap into the Wooddale line and not the main transmission line. The Committee further recommends that Mr. Smith meet with the Wooddale Committee to discuss metering and payment for water service through them.

Operations Report

Staff reported that the Water Treatment Plant is operating smoothly with no problems. The water quality as tested by the Province is “Excellent” with a score of 97 out of 100. THM and HAA levels are well within National Guidelines. There is not as much water in the Northern Arm Pond reservoir as in previous years. The Committee cautions that if we have a dry spring and summer, we will have to be vigilant on water conservation. Since last fall, our production of water is three (3) million litres per day higher than normal. Staff in all four (4) communities have been searching for breaks and have eliminated over half of this water loss through leak repair. These efforts will continue.

Capital Update

The Committee reviewed the list of capital improvements to the Plant. The work includes three (3) flow meters and digital connections to the Water Treatment Plants SCADA systems, as well as associated chambers. Also included were turbidity meters which measures water quality parameters.

Northern Arm Status

Chairman Sceviour reported that Northern Arm is scheduled to connect to the Botwood distribution system in July 2016.

Revised Agreement

The Town of Bishop's Falls proposed their amendments to the agreement:-

- Section 3 (f) set a quorum of three (3) towns being represented and Bishop's Falls asked that it be from four (4).
The Committee felt that three (3) was a more workable arrangement.
- Section 3 (h) stated that the meetings be rotated. Bishop's Falls suggested they all be held at the Grand Falls-Windsor Town Hall.
The Committee agreed.
- Section 4 (c) set the interest rate on arrears at one percent (1%) per month. Bishop's Falls asked that the rate be specified as "one percent (1%) simple interest".
The Committee agreed.

I move the recommendations and report of this Committee.

Motion

Moore\Browne

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

OTHER BUSINESS

Mayor Manuel addressed the Provincial Budget pertaining to Grand Falls-Windsor and that Council is upset and wants to meet with our elected representatives.

Councillor Coady-Davis congratulated the Kiwanis Club on the Music Festival last week. She reminded citizens to check out the "Find Your Fit.ca" which the Town is involved in. She also advised that the Ice Show is taking place on Sunday, April 24th featuring Patrick Chan. She also mentioned that the Status

of Women Central\ Violence Prevention will be hosting a self-defense class in the community.

Councillor Moores noted that the Grand Falls-Windsor Refugee Outlook Committee is active and will be conducting events in the near future and encouraged citizens to help in any way possible.

Councillor Bartlett added her concerns of citizens with this year's Provincial Budget and advised that we would be addressing their concerns. She commented on the Genomics Research launch at the EXCITE Centre and congratulated all partners involved. She also noted that the Exploits Regional Chamber of Commerce had recently held their Annual General Meeting and elected a new Executive.

Councillor Pinsent reminded citizens of the Annual Spring Clean-up and advised that the schedule will be out in the mail soon. He also expressed his concern on the impact for the Town in the recent Provincial Budget.

Councillor Browne suggested we rally against the recent Provincial Budget. He congratulated the Cataracts on a great season coming up a little short of the Allan Cup. He also congratulated the Grand Falls-Windsor Minor Hockey Association on a successful season.

Deputy Mayor Finn commented on the impact of the Provincial Budget on the citizens of Grand Falls-Windsor and the municipality.

Mayor Manuel advised that there is an online business auction this week-end for a ten (10) year burned victim who has significant rehab costs and encouraged citizens to support her cause.

Motion

Bartlett\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, May 10th, 2016. This motion carried by a vote of 7-0.

The meeting adjourned at 9:50 P.M.

Barry Manuel
Mayor

B. Griffin
Acting Town Clerk