

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., MONDAY, MAY 29TH, 2017

PRESENT: Mayor: Barry Manuel
Deputy Mayor: Darren Finn
Councillors: Peggy Bartlett, Mike Browne, Amy Coady-Davis,
Bruce Moores, Tom Pinsent
Staff: N. Chatman, Director of Engineering and Works
K. Antle, Director of Parks and Recreation
B. Griffin, Director of Finance

ABSENT: Staff: J. Saunders, Town Manager\Clerk

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #478 of Monday, May 9th, 2017.

Motion

Finn\Coady-Davis

Be it resolved that the Minutes of Meeting #478 of Monday, May 8th, 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 \$241,694.77.

Motion

Pinsent\Browne

Be it resolved that the disbursement report in the amount of \$241,694.77 would be adopted as presented. This motion carried by a vote of 7-0.

Councillor Bartlett questioned the payment to Tract Consulting for the Forestry Diversification Project and the Town's share of the cost. It was noted that this was done by Tract Consulting with no cost to the Town.

COMMITTEE REPORTS

Economic Development, Tourism and Heritage

The following report was presented by Councillor Bartlett.

Economic Development Officer – Department Action Reports

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

Saltscape Expo Report

Councillor Pinsent and the Economic Development Officer attended this Tourism Trade Show in Halifax from April 20th-23rd. Although the final numbers are not in yet, there were in excess of four hundred (400) exhibitors and over 35,000 visitors to the Show. The Town booth was next to the Province's pavilion again this year. There was considerable interest in several tourism activities here including the Salmon Festival, Dinner Theatre and the Salmonid Interpretation Centre. The Economic Development Officer will speak with representatives of the Province about possibly participating with them in 2018.

Downhome Expo Report

The Economic Development Officer attended this Trade Show at the Glacier in Mount Pearl from April 28th-30th. Overall, he found the Show to be quite effective in getting out information about the Salmon Festival and other tourism sites and events.

Community Healthy Living Fund

The Economic Development Officer has applied to the Province for a grant again this year. If approved, a Co-ordinator will be hired from June 12th – September 1st to oversee the marketing of the local Farmer's Market and several special events related to locally grown food.

Centennial Scholarship Update

The Economic Development Officer reported posters and applications forms have been circulated to the administration at Exploits Valley High for the 2017 Scholarships. The Town, on behalf of the 2006 Centennial Celebrations Committee, will again present two (2) \$2,000 Scholarships to students of Exploits Valley High in June at their Graduation ceremonies. One (1) Scholarship is for students attending University and the other is for a student of Exploits Valley High attending College. These scholarships have been presented since 2008. The deadline to submit an application is May 26th.

Adventure Central AGM

The Mayor, along with Councillors Browne and Pinsent and the Economic Development Officer will attend the Adventure Central AGM tomorrow here in Grand Falls-Windsor. There will be several reports read out as well as elections for any vacant positions on their Board.

In addition, the Town was nominated for one (1) of their Bergy Awards, designated to recognize a municipality that has enhanced the industry through inter-community collaboration and partnerships with tourism stakeholders.

Municipal Election Training

The Town Manager\Clerk, along with his Executive Secretary and the Economic Development Officer will attend an all-day session on Municipal Election Training on May 17th here in Grand Falls-Windsor. This is to prepare staff for the upcoming Municipal Elections on September 26th.

Phone App Survey Results

The Economic Development Officer gave Council an overview of the recent Phone App Survey results. We had over two hundred (200) actually take the

survey which contained several questions about Council operations. A prize was randomly awarded to Scott Lynch for participating in the survey. The Town may post another survey in the future on its Phone App.

Youth Mental Health Conference

The Town of Grand Falls-Windsor in partnership with Medical Staff of the Central Newfoundland Regional Health Centre hosted a Youth Mental Health Resiliency Conference. Dr. Michael Ungar is the Canada Research Chair in Child, Family and Community Resilience at Dalhousie University. He is among the best-known writers and researchers on the topic of resilience in the world.

On Sunday, April 30th, 2017, Dr. Ungar hosted a session for the public at the Gordon Pinsent Centre for the Arts. The topic was “How to Make Kids More Resilient by not Bubblewrapping Them”.

On Monday, May 1st, 2017, Dr. Ungar hosted a full day professional development session for youth mental health stakeholders. The stakeholder group included mental health professionals, volunteers and community based groups.

Other Business

Bivver Report\Civic Awards – The Town Manager\Clerk will follow up with staff to generate two (2) separate reports for Council on these two (2) events.

Focus Group\Adventure Central – The Chair has been in conversation with representatives of Adventure Central about a focus group to identify new opportunities for small business in the tourism sector here. She is awaiting further feedback from Adventure Central on this initiative.

Department Action Report – The Chair asked for the Beothuk Institute item to be removed from this report.

I move the recommendations and report of this Committee.

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.

Parks, Recreation and Special Events

The following report was presented by Councillor Browne.

Community Gardens

The Director of Parks and Recreation updated the Committee on the Community Gardens plan for this summer which includes all new wooden bed frames, a new layout plan and a picnic area. The Community Gardens Committee received grant funding to purchase the material for the bed frames and planting materials.

The Committee recommends the Parks and Recreation Department staff construct the bed frames, provide topsoil and landscape the area.

Recreation Software

The Director of Parks and Recreation informed the Committee “TownSuite” have revised their quote for the Recreation software that the Department were considering. The revised yearly operating cost is now \$8,000.00 down from \$14,000.00.

The Committee recommends to refer this item to the Finance and Administration Committee for approval.

Softball Field Rules

The Committee discussed a draft set of rules and regulations for the Main Street softball fields.

The Committee recommends the Director of Parks and Recreation revise this list of rules and bring it back to the next Committee of the Whole meeting.

User Group Code of Conduct Policy

The Committee discussed a draft “User Group Code of Conduct” Policy.

The Committee recommends the Director of Parks and Recreation make revisions to the Policy and bring it back to the next Parks and Recreation Committee meeting.

Plough Damage Landscaping Repairs

The Director of Parks and Recreation presented the Committee with the list of plough damages from the winter and noted there was more than normal this past winter. The Director reminded the Committee of the Snow Clearing Policy which states that all home owners are to erect markers at the front edge of their lawns to give the plough operators knowledge of where the edge of their lawn is located.

The Committee recommends staff make the necessary repairs as soon as possible, but realizes it will take a while as there are over one hundred (100) repairs. The Committee reminds all home owners their property is to be marked at all times throughout the winter.

Community Clean-up

The Committee reviewed the layout for the Community Group Clean-up Project which will take place over the next two (2) weeks.

The Committee would like to thank the many community groups who are volunteering their time to help beautify our community.

Recreation Complex Needs Assessment – Terms of Reference

The Committee discussed the plans for the Recreation Complex Needs Assessment Terms of Reference.

The Committee recommends staff review the 2012 Parks and Recreation Master Plan and finalize the Terms of Reference for the next Parks and Recreation Committee meeting.

Summer Student Employment

The Director of Parks and Recreation informed the Committee interviews for the Parks and Recreation Summer Students are complete.

The Committee recommends to start the hiring process with the successful applicants completing the appropriate forms with the HR Officer.

Departmental Grants Updates

The Director of Parks and Recreation expressed a concern to the Committee of the increased number of departmental grant requests this year.

The Committee recommends the Director revise the grant criteria and report back to the Committee at the next meeting.

YMCA Maintenance Correspondence

The Committee discussed correspondence from a citizen regarding the lack of maintenance being performed at the YMCA. The Director explained he was speaking to the Executive Director of the YMCA as well as the Parks and Recreation Foreman and both have not heard of any outstanding maintenance issues.

The Committee recommends the Director contact the citizen to get full details of the complaint.

Autism Correspondence

The Committee discussed correspondence from the Autism Society requesting support with programs offered by their Association.

The Committee recommends the Parks and Recreation Director and the Recreation Committee Chair meet with them to discuss how we can be of assistance to their organization.

Miss Teen Grand Falls-Windsor

The Committee discussed correspondence from the Miss Teen Grand Falls-Windsor Pageant Committee requesting support to offer the pageant this year.

The Committee recommends the Director meet with their Committee to see if we can offer some assistance.

“The Walk to Fight Arthritis” Correspondence

The Committee discussed correspondence from Mandy Healey regarding the community’s involvement in “Team Mya” attending “The Walk to Fight Arthritis” in Paradise.

The Committee recommends the Director meet with Ms. Healey to get details on how we can be of assistance.

Ball Hockey Birthday Party Request

The Committee discussed correspondence from a citizen requesting a Ball Hockey Birthday Party at the Joe Byrne Memorial Stadium or the Windsor Stadium. With our busy programming and event schedule during the summer it is quite difficult to staff birthday parties during the summer months.

The Committee recommends to deny this request.

I move the recommendations and report of this Committee.

Motion

Browne\Pinsent

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

Public Works and Planning

The following report was presented by Councillor Coady-Davis.

Garbage Regulations – Proposed Changes

The Committee discussed the proposed changes to sections of the Garbage Regulations to clarify items such as garbage being placed at curb, tenant's responsibilities, etc... Rus Thibault, Municipal Police Chief, proposed these changes to address issues that were being encountered around Town causing problems.

The Committee recommends that the Garbage Regulations be updated to reflect the proposed changes except the proposal for garbage bag limit.

216 Main Street

The Committee reviewed a quote received to elevate the house at 216 Main Street. The property would need to be backfilled and miscellaneous work completed around the perimeter of the house after it is elevated.

The Committee recommends that staff get two (2) more quotes for the work and award it to the lowest bidder.

Discretionary Use – 90 Brown Avenue

The Committee reviewed an application for a home based business at 90 Brown Avenue for a nail salon. A notice was mailed to adjacent property owners and advertised in the local newspaper. There were no objections.

The Committee recommends that this application be approved.

Status of Amendments

The Committee discussed the status of three (3) amendments to the Municipal Plan regarding 117-123 Lincoln Road, 40 Queensway and 1 Maple Avenue. Staff is waiting on letters of release for these amendments from the Department of Municipal Affairs and Environment before proceeding to officially adopt the amendments.

The Committee recommends preparing this for the next Council meeting to adopt and then proceed with advertisement.

Maple School RFP

The Committee discussed the RFP for the Maple School property for construction of senior housing. The clean-up of this property will be completed this week.

The Committee recommends this be discussed at the Committee of the Whole after a more thorough review by all Council.

Street Name List

The Committee discussed the possibility of selecting the next six (6) street names from the Street Name List for future use. There are currently three (3) names remaining on the previous list, but two (2) may be used for W. Reid's Construction Ltd.'s subdivision off Grenfell Heights.

The Committee recommends that staff email the Street Name List to the members for ranking the next five (5) names and present results to the next Public Works and Planning meeting.

Exploits TrailNet

The Director of Engineering and Works met with Mr. Dave Noel to discuss the request from Exploits TrailNet and brought these requests to the Committee for consideration.

The Committee recommends that only some of the requests be considered including help with snow clearing at success points along the former railway bed for easier access for the groomer and users. The Director of Engineering and Works is to contact Mr. Noel with the Committee's decision.

Tender – Trackless\Garbage Truck\Loader

The Committee reviewed the tender results for the Trackless, Garbage Truck and Loader. The tender for the Trackless was under budget whereas the tenders for the Garbage Truck and Loader were both over the estimated cost.

The Committee recommends the tender for the Trackless be awarded, Loader tender be deferred to the Finance and Administration Committee for decision and the tender for the Garbage Truck not be awarded. Staff should continue to look for a used Garbage Truck.

Exploits Valley Paving

The Committee reviewed a proposal for Exploits Valley Paving to sell land at Toulett Drive for a new garage business. The area is zoned appropriate for this particular business.

The Committee recommends this be held for the time being and will reconsider only after the conditions previously sent to Exploits Valley Paving regarding 5 Toulett Drive are met. If approved, the cost for services to this property is the responsibility of the owner.

Keats Avenue – Signage

The Committee discussed a request for extra signage from a concerned resident on Keats Avenue to improve safety for children playing in the area.

The Committee recommends that staff reduce the speed limit to 30 km\hour. Also, the Municipal Police Chief will discuss with the residents on other signage they can use in this area.

Pondview Drive – Cul-de-Sac Parking

The Committee discussed correspondence from Mr. Wally Pennell and Mr. Darren Toope expressing their concerns about vehicles parking along the Pondview Drive Cul-de-Sac and the disturbance after hours. There is currently a time parking sign (10:00 P.M.-6:00 A.M.), but this does not seem to be working.

The Committee recommends that staff place new “No Parking” signs from 54 Pondview Drive and around the Cul-de-Sac. There will be time parking signs in designated areas along the water side. Municipal Police will continue to monitor as part of their regular patrol.

Legion Parking

The Committee discussed the proposal for upgrading the Legion's parking. A layout and estimate was prepared by staff which would improve the upper and lower parking lots. It was also discussed that when the Legion is rented that the renters be aware of the "No Parking" on the street.

The Committee recommends that the proposed layout and estimate be forwarded to the Legion for upgrading the lower lot and staff discuss with them the proposed paint layout for the upper area. The Director of Engineering and Works will remind the Legion to ensure renters are aware that there is no parking on the street.

Municipal Asset Management Program

The Committee discussed the requirements on the Municipal Asset Management Program. This program is needed from assessing conditions of current assets to implementing asset management practices and training. There is possible funding from the Federation of Canadian Municipalities to help commence this program.

The Committee recommends that staff apply for the funding and also follow up with Government to ensure what requirements are needed for the Asset Management Program.

Penney Paving – Asphalt Plant

The Committee reviewed the Certificate of Approval for Penney Paving's asphalt plant set-up and operation from Service NL.

The Committee recommends that this be approved and to keep the stipulations the same as previous years.

Lincoln Road Tender Results

The Committee reviewed the tender results for the Lincoln Road Water and Sewer Replacement. There were a total of four (4) bidders with the lowest bid of \$1,536,966.95 including HST by Piercon Ltd.

The Committee recommends that the tender be awarded to Piercon Ltd. The Committee also stressed the importance that there be adequate production with minimal disruptions.

ATV's – Goodyear Avenue

The Committee discussed concerns from residents on the use of ATV's around the Goodyear Avenue ballfield and baseball clubhouse. Some users are speeding and causing a lot of concern.

The Committee recommends staff prepare a layout of a potential trail for ATV's around the ballfields to help keep ATV users and ballfield participants safer. This is to be brought back to the Committee for review.

I move the recommendations and report of this Committee.

Motion

Coady-Davis\Finn

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

The following amendments to the Municipal Plan and Development Regulations were also presented by Councillor Coady-Davis:-

Municipal Plan Amendment No. 5, 2016 (Lincoln Road)

The Town Council of Grand Falls-Windsor wishes to amend its Municipal Plan. The Town of Grand Falls-Windsor has received a request for the construction of a dental office at 117-123 Lincoln Road.

The proposed amendment seeks to change the 2012-2022 Municipal Plan's Future Land Use Map. The purpose of this Municipal Plan Amendment No. 5, 2016 is to change the land use designation of an area of approximately 0.7 hectares located on 117-123 Lincoln Road from "Urban Development" to the "Public Use" and "Commercial General" to "Public Use" on the Municipal Plan's Future Land Use Map.

Motion

Coady-Davis\Pinsent

Be it resolved that Municipal Plan Amendment No. 5, 2016 (Lincoln Road) would be approved as presented. This motion carried by a vote of 7-0.

Development Regulations Amendment No. 5, 2016 (Lincoln Road)

The Town Council of Grand Falls-Windsor wishes to amend its Development Regulations to allow for the development of a dental office. The proposed amendment seeks to change the 2012-2002 Development Regulations Land Use Zoning Map. The purpose of this Development Regulations Amendment No. 5, 2016 is to change the land use zone of an area of approximately 0.7 hectares located on 117-123 Lincoln Road from “Commercial General” zone to “Public Use” zone and from “Single Unit Small Residential” (RS-2) zone to “Public Use” (PU) on the Development Regulations Land Use Zoning Map. The Public Use zone will be amended to add “medical office” (which includes a dental office) as a discretionary use.

The Town of Grand Falls-Windsor has received a request for the construction of a dental office at 117-123 Lincoln Road. The intent of these changes is to enable the development of a dental office.

Motion

Coady-Davis\Bartlett

Be it resolved that Development Regulation Amendment No. 5, 2016 (Lincoln Road) would be approved as presented. This motion carried by a vote of 7-0.

Municipal Plan Amendment No. 1, 2017 (Queensway)

The Town Council of Grand Falls-Windsor wishes to amend its Municipal Plan. The proposed amendment seeks to change the 2012-2022 Municipal Plan’s Future Land Use Map. The purpose of this Municipal Plan Amendment No. 1, 2017 is to change the land use designation of an area of approximately 0.77 hectares located on Queensway from “Commercial” to the “Urban Residential” designation on the Municipal Plan’s Future Land Use Map.

The Town of Grand Falls-Windsor has received a request for the construction of two (2) four-unit residential buildings at 40 Queensway. The intent of these changes is to enable the development of High Density Multi-Residential Units.

Motion

Coady-Davis\Browne

Be it resolved that Municipal Plan Amendment No. 1, 2017 (Queensway) would be approved as presented. This motion carried by a vote of 7-0.

Development Regulations Amendment No. 1, 2017 (Queensway)

The Town Council of Grand Falls-Windsor wishes to amend its Development Regulations. The proposed amendment seeks to change the 2012-2022 Development Regulations Land Use Zoning Map. The purpose of this Development Regulations Amendment No. 1, 2017 is to change the land use zone of an area of approximately 0.77 hectares located on Queensway from “Commercial General” zone to the “High Density Multi-Unit Residential (RM-2)” zone on the Development Regulations Land Use Zoning Map.

The Town of Grand Falls-Windsor has received a request for the construction of two (2) four-unit residential buildings at 40 Queensway. The intent of these changes is to enable the development of High Density Multi-Unit Residential Units.

Motion

Coady-Davis\Moores

Be it resolved that Development Regulations Amendment No. 1,2017 (Queensway) would be approved as presented. This motion carried by a vote of 7-0.

Municipal Plan Amendment No. 2, 2017 (Maple Avenue)

The Town Council of Grand Falls-Windsor wishes to amend its Municipal Plan. The proposed amendments seek to change the 2012-2022 Municipal Plan’s Future Land Use Map. The purpose of this Municipal Plan Amendment No. 2, 2017 is to change the land use designation of an area of approximately 1.8 hectares located on Maple Avenue from “Public Use” to the “Urban Residential” designation on the Municipal Plan’s Future Land Use Map.

Motion

Coady-Davis\Bartlett

Be it resolved that Municipal Plan Amendment No. 2, 2017 (Maple Street) would be approved as presented. This motion carried by a vote of 7-0.

Development Regulations No. 2, 2017 (Maple Avenue)

The Town Council of Grand Falls-Windsor wishes to amend its Development Regulations. The proposed amendment seeks to change the 2012-2022 Development Regulations Land Use Zoning Map. The purpose of this Development Regulations Amendment No. 2, 2017 is to change the land use zone of an area of approximately 1.8 hectares located on Maple Avenue from “Public Use” zone to the “High Density Multi-Unit Residential (RM-2)” zone on the Development Regulations Land Use Zoning Map.

Motion

Coady-Davis\Browne

Be it resolved that Development Regulations No. 2, 2017 (Maple Street) would be approved as presented. 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 eighteen (18). Total labour was \$1,024,930. This was \$49,006 (4.8%) over budget. The Committee noted that the increase in Public Works was due to the extended winter conditions. The Committee recommends that staff continue to monitor labour costs.

Salt Usage Report

The Committee reviewed salt usage for the end of April. Total tonnage used was 858 tons – an increase of 44% over the previous year. Current year-to-date is \$97,231. The usage is high due to the long winter season. The amount allotted for the remainder of the year is \$9,292. This will require a budgeting increase.

Volunteer Firemen’s Insurance

The Committee reviewed an Insurance Proposal for an Employee Assistant Program for first responders.

The Committee supports this, but recommends we wait for a proposal from TRIO. It is expected to receive this by mid-June.

Beothuck Family Park

Deferred to the Committee of the Whole.

Policy\Grant

The Committee reviewed an amendment to the Hiring Policy and the Community Operating Grants.

The Committee recommends this be approved. The Committee also recommends that staff discuss a Hiring Policy for Grants for further discussion.

Disbursement Report

The Committee reviewed the disbursement report and recommends this be presented at the next Council meeting.

Cash Collections

The Committee reviewed the Taxation Receivable Report as of April 30th. The total taxes outstanding as of that date are \$4,907,095. An increase of \$143,370 (3.01%). The Committee also reviewed the pre-authorized payments.

The Committee recommends that staff pursue all outstanding taxes.

Town Capital Summary - 2017

The Committee reviewed the year-to-date Capital spending.

The Committee recommends the Tender for the 4-Wheel Loader be awarded to Nortrax Canada Inc. in the amount of \$270,882.89 net cost.

Funding Requests

Regional Cadet Support Unit

The Committee received a request from the Regional Cadet Support Unit.

The Committee recommends \$1,000 be approved.

South and Central Annual Golf Tournament

The Committee received a request from the South and Central Health Foundation for the 18th Annual “Golfing for Green” Charity Tournament. The Committee recommends \$800 be approved.

Annual Cataract Golf Day

The Committee reviewed a request to enter a team in the Annual Cataract Golf Day. The Committee recommends this be approved.

Townsuite Municipal Software

Deferred to the Committee of the Whole.

Finance Objectives

The Committee discussed the development of Finance Objectives.

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

I move the recommendations and report of this Committee.

Motion

Pinsent\Browne

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.

Correspondence – Shawn Faulkner, Owner of Beothuck Park

The Committee discussed the correspondence from Mr. Faulkner expressing concerns with the road to Beothuck Park, signage, ATV trailway problems, etc... Mr. Faulkner also requested assistance for use of Town equipment to grade the roadway in the Park.

The Committee recommends that the Economic Development Officer meet with Mr. Faulkner to discuss his concerns with directional signage. The Public Works staff will assess the roadway and make necessary repairs to the asphalt surface as well as the gravel shoulder. The Town will lobby the Department of Transportation and Works for a more direct access to the Trans Canada Highway in front of the Park. The Town Police will monitor the ATV traffic in conjunction with the RCMP to determine if controls can be in place to minimize the impact from ATV use. The Committee also recommends Town equipment not be provided as requested.

Correspondence – Plaid for Dad

The Committee reviewed correspondence from Ellen Townshend, Executive Director of Prostate Cancer Canada Atlantic asking for Council's support in their annual fundraiser "Plaid for Dad".

The Committee recommends that Council support this fundraiser and will use our social media to get the message out to residents and other businesses in the community. The Friday before Father's Day, June 16th will be Plaid themed casual Friday.

Correspondence – Darlene Rideout – Violence Prevention South and Central

The Committee discussed correspondence from Ms. Rideout on behalf of the not-for-profit Violence Prevention South and Central requesting assistance with erecting a fence on their property on Main Street.

The Committee recommends that the Town provide a mini excavator and operator to dig all post holes as marked by the property owner.

Correspondence – Jeff Andrews

The Committee discussed correspondence from Mr. Jeff Andrews concerning issues he has with service delivery at his business at 178 Lincoln Road.

Staff have responded to Mr. Andrews, but he is not satisfied. He raised an issue with the adjacent property with ice falling from the roof to the sidewalk. The

owner was contacted by Town staff, but no action was taken. He stated that he has damage to his property due to Town infrastructure and is receiving inferior snow clearing services.

The Committee recommends that the Director of Engineering and Works meet with Mr. Andrews to review his issues in detail. The owner of the adjacent property will be contacted again and if no action taken, the appropriate Order to have the work completed will be issued.

Hiring Policy

The Committee discussed the Hiring Policy for staff required for employment grants and recommends the Director of Finance draft a Policy for review at the next Finance and Administration meeting.

TownSuite Municipal Recreation Software

The Committee reviewed the latest information on the Municipal Recreation Software to address online ticket selling, program registration, etc... There are still some concerns with certain aspects of the software that need to be modified.

The Committee recommends that these concerns be discussed with TownSuite staff and request the appropriate adjustments. Also more detailed demonstration is necessary to ensure the software can be easily navigated and provide the access to programs registrations, ticket sales, etc... There was also discussion on internal finance controls for program registration. The Committee also recommends the Director of Finance review this issue and establish the appropriate controls and ensure they are implemented and followed.

RFP – Maple School

The Committee reviewed the RFP for the sale and development of the former GFA High School on Maple Avenue. There were minor adjustments suggested and will be implemented.

The Committee recommends this be approved.

Memorandum – Softball Field Rules and Regulations

The Director of Parks and Recreation presented a memorandum on Softball Rules and Regulations. There were suggestions on changes.

The Committee recommends the modified Rules and Regulations as attached be approved.

Operational Review

The Committee discussed this process and recommends a Special Committee of the Whole meeting be held to review in more detail and set priorities.

Litter Clean-up

The Town has started its Annual Litter Clean-up with support from community groups. The business community needs to be supportive of this initiative as well and clean up their properties.

The Committee recommends that a letter be drafted and presented to any business that requires litter to be removed from their properties.

Honeywell – Operating Assessment Report

Honeywell completed an Opportunity Assessment Report on all Town owned buildings to determine if there was potential for energy savings that could support Capital investments. This report will be reviewed and discussed in more detail at a future meeting.

I move the recommendations and report of this Committee.

Motion

Finn\Browne

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

Salmon Festival

The following report was presented by Councillor Moores.

Sponsorships

The Committee reviewed an up-to-date sponsorship list.

The Committee recommends that staff continue to follow up on outstanding sponsorships.

Ticket Sales

The Committee reviewed the ticket sales to-date for the Concert.

The Committee recommends this be further monitored. It is noted the early bird cut-off for \$49.50 will end May 31st. A ticket count will be conducted at that time. Tickets will be \$59.50 from June 1st to July 1st.

Press Release\On Sale

The Committee discussed the on sale date for the remaining Festival events.

The Committee recommends a Press Conference be set for June 7th at 10:00 A.M. to be held at the Town Hall.

Food Vendors

The Committee discussed food service for this year's Concert.

The Committee recommends that we advertise publicly for vendors for this year's event.

Festival Events

The Committee discussed the remaining schedule and line-up for Festival events.

The Committee recommends that staff finalize this preparation for the June 7th Press Conference.

I move the recommendations and report of this Committee.

Motion

Moore\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 Pinsent noted the amount of garbage is disgusting and asked residents to be more responsible. He expressed concern with the number of ATV's on Town streets and the need to be more vigilant in enforcing regulations. He noted that the community gardens were looking good for the upcoming season. He also complimented the Recreation staff for hosting the United Church Convention. He advised that the "Relay for Life" was this coming week-end and encouraged resident to take part.

Councillor Browne noted that registration for gymnastics is ongoing with over two hundred (200) registered. He noted that the Ukrainian\Haiti orphanage bake sale is scheduled this Saturday.

Deputy Mayor Finn commented that he was pleased with the gymnastics program as it was started a number of years ago. He also acknowledged the passing of Walter Clarke, a former Councillor and member of many community groups.

Councillor Coady-Davis stated that the Queen Street Dinner Theatre has announced the line-up for this summer performances. She also noted that clean-up is ongoing and asked residents to keep it organized at the curb.

Councillor Moores noted the amount of garbage being collected and implored residents to be respectful of the environment. He added that there was a lot of food available at the Ukrainian\Haiti orphanage fundraiser.

Councillor Bartlett complimented staff on the outstanding Civic Awards Ceremony. She advised that she recently hosted the 1st Grand Falls-Windsor Girl Guides at the Town Hall. She also advised that she attended a session in Gander on diversity in the community. She advised citizens that the Exploits Community Centre is looking for used bikes.

Mayor Manuel offered condolences to the family of long time businessman Max Arnold who recently passed away. He noted that the National Karate Championships held in Grand Falls-Windsor were a great success. He also expressed thanks to Jeff Barry and Randy Edison for covering the Council meetings and getting the message out to the public.

Motion

Moore\ Pinsent

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, June 20th, 2017. This motion carried by a vote of 7-0

The meeting adjourned at 8:20 P.M.

Barry Manuel
Mayor

B. Griffin
Deputy Town Clerk