

MINUTES OF MEETINGGRAND FALLS-WINDSOR TOWN COUNCILHELD IN THE TOWN HALL7:00 P.M., TUESDAY, JANUARY 21ST, 2020

PRESENT: Mayor: Barry Manuel
 Deputy Mayor: Mike Browne
 Councillors: Rod Bennett, Amy Coady-Davis, Holly Dwyer,
 Shawn Feener, Mark Whiffen
 Staff: D. Finn, Chief Administrative Officer\Clerk
 N. Chatman, Director of Engineering and Works
 K. Antle, Director of Parks and Recreation
 S. Gosse, Director of Finance and HR
 G. Hennessey, Economic Development Officer
 K. Hutchinson, Executive Secretary

Prior to the meeting the Mayor signed Proclamations for Eating Disorder Awareness Week and Allied Youth Week 2020.

The Santa Claus Parade Committee presented the winning Awards from the Christmas Parade.

Also prior to the meeting the Mayor announced the 2019 "Light Up for Christmas Contest winners and presented the prizes.

1 st Place	-	Dr. James and Candace Sheridan 114 Goodyear Avenue	\$100.00
2 nd Place	-	David Gardner 39 Snow Crescent	\$ 75.00
3 rd Place (Tie)	-	Ivan Ball 7 Queen Street	\$ 50.00
	-	Grayson Winsor 23 Dawe Crescent	\$ 50.00

The Best Decorated Commercial Property was the Newfoundland and Labrador Credit Union at 1 Pinsent Drive.

The Mayor called the meeting to order at 7:15 P.M. and asked for any errors or omissions to the Minutes of Meeting #519 of December 17th, 2019.

Motion

Bennett\Feener

Be it resolved that the Minutes of Meeting #519 of Tuesday, December 17th, 2019 would be adopted as circulated. This motion carried by a vote of 7-0.

BUSINESS ARISING OUT OF THE MINUTES

None

DISBURSEMENT REPORT

Councillor Coady-Davis presented the disbursement report in the amount of \$1,858,504.44.

Motion

Coady-Davis\Browne

Be it resolved that the disbursement report in the amount of \$1,858,504.44 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 Whiffen.

Hospitality Newfoundland and Labrador

The 2020 Hospitality Newfoundland and Labrador Conference will be hosted in the City of Corner Brook from February 25th – 27th.

The Committee recommends that a staff person and one other delegate be registered for the Conference.

Welcome NL

The Town of Grand Falls-Windsor is a host community for delivering the Welcome NL Program. The purpose of the Welcome NL Program is to build capacity in communities so they are better equipped to welcome and retain immigrants. Funding for this Program will end March 31st, but the Committee is hopeful for a six (6) month extension.

If the Provincial Funding is approved, the Committee recommends that the Town continue to support the delivery of this Program.

Website

The Committee discussed the Town's website and the fact that there are technical issues that cause the site to routinely not function. Staff reported that the issues are related to the hosting platform and that immediate upgrades are required to ensure the site can function reliably.

The Committee recommends that staff gather more information about the technical issues and report back to the next Committee meeting.

Choices for Youth

Staff reported that there was a follow-up meeting in December with the Provincial Expansion Co-ordinator for the Choices for Youth Program. Council also provided a letter of support encouraging Officials to have this Program delivered in the Town of Grand Falls-Windsor.

The Committee recommends that staff remain engaged with the Choices for Youth Managers and ensure they have all the information necessary about why Grand Falls-Windsor would be a great site to establish an Office.

Aquaculture

The Town of Grand Falls-Windsor received a request on January 8th, 2020 from the Newfoundland Aquaculture Industry Association for a letter of support towards a Marbase Cleanerfish Hatchery initiative in Marystown. This initiative is a hatchery that is privately owned and it would grow lumpfish for the purpose of supplying aquaculture farms across Atlantic Canada, including Newfoundland.

These fish are essential in the salmon farming process, to make the salmon farming in Newfoundland more efficient.

The Committee recommends that Council write a letter of support to the Minister of Municipal Affairs and Environment encouraging Government to expedite the environmental assessment process.

I move the recommendations and report of this Committee.

Motion

Whiffen\Dwyer

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 Bennett.

Exploits Blades Correspondence

The Committee discussed correspondence from the Exploits Blades Hockey Team requesting assistance for their 2019-2020 season in the form of new jerseys, an ice rental credit and revenue from rink board advertising.

The Committee recommends providing a \$2,000.00 ice rental credit for the 2019-2020 hockey season.

Cataracts Update

The Director informed the Committee the Cataracts Hockey Team are still optimistic they will be playing this season. A final decision is expected in the next week and hope to play their first home game on February 2nd.

Environment Resources Management Association Correspondence

The Committee discussed a request from Environment Resources Management Association to partner with them to host an International Fly Fishing Film Festival during the 2020 Salmon Festival. It is an estimated cost to the Town of less than \$1,000.00.

The Committee recommends approval of this request and for staff to work with Environment Resources Management Association in the planning of this event.

Exploits TrailNet

At 5:30 P.M. Dave Noel and Craig Moore from the Exploits TrailNet Snowmobile Association were welcomed to the meeting. They thanked the Town for the recent assistance in grading the T' Railway through Grand Falls-Windsor as well as gave an update of the things their organization are doing to improve the snowmobile trails in and around Grand Falls-Windsor. They are requesting the Town give assistance to their Club to help make the trails more accessible to residents and tourists.

The Committee recommends their Association submit a written request with all the details of the required sponsorship from the Town.

Mr. Noel and Mr. Moore were excused from the meeting at 6:30 P.M.

In Memorial Bench Request

The Committee discussed a request from a resident to erect a park bench at Church Road Park in memory of their parent.

The Committee recommends staff develop an "In Memorial" Program for all our Parks with a cost structure for citizens to sponsor either a tree or bench in memory of a family member.

Mid Winter Bivver Update

The Director updated the Committee on the plans for this years Mid Winter Bivver which is scheduled for February 14th and 15th.

The Committee recommends staff further promote the event on the West and East Coast to help increase our out-of-town registrations.

Lat49 Report Update

The Director informed the Committee the Recreation Facilities Needs Assessment Study is scheduled to be completed by the end of January.

Gymnastics Program Update

The Director updated the Committee on the success of the Gymnastics Program and the continued request of the Club for a larger facility.

The Committee recommends the Director invite the Gymnastics Parent Committee to attend the next Parks, Recreation and Special Events Committee meeting to give an update on the plans for their group.

Salmon Festival Update

The Director presented the Committee with a tentative layout for the 2020 Salmon Festival.

The Committee recommends staff compile a list of entertainment options and report back to the next Committee meeting.

Ski Chalet Opening

The Committee discussed possible dates for the Grand Opening of the Ski Chalet.

The Committee recommends the Director work with the Ski Club Executive to plan a date for the Grand Opening within the next couple of months.

Winterlude Update

The Director presented the Committee with a tentative schedule for the 2020 Winterlude.

The Committee recommends staff finalize the schedule and begin promotion of the events which are scheduled for February 14th to 17th.

Joe Byrne Memorial Canteen Renaming

The Committee discussed a date for the Renaming Ceremony of the Joe Byrne Memorial Canteen in honour of the late Tom Stagg.

The Committee recommends hosting the Ceremony at the Minor Hockey Atom Tournament scheduled for January 24th.

Town of Badger Correspondence

The Committee discussed a request from the Town of Badger to give our spare Zamboni to their community as their machine is broken and in need of extensive repairs.

The Committee recommends we loan our spare machine to them provided the Town of Badger covers any costs needed to transport and prepare the machine for use as well as make the machine available to the Town of Grand Falls-Windsor whenever we need a spare due to maintenance issues with our current two (2) machines.

I move the recommendations and report of this Committee.

Motion

Bennett\Feener

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

Councillor Bennett advised the Joe Byrne Memorial Stadium canteen renaming after the late Tom Staff is fitting for this week-end because Minor Hockey has a tournament this week-end and they have also named the tournament after Tom Stagg as well.

Deputy Mayor Browne advised that in regards to the meeting with the TrailNet Snowmobile Association, he wanted to congratulate them on another successful season. There is a lot of hard work put into making sure the trails are groomed and maintained and we do what we can in conjunction with them to make sure it is successful.

Mayor Manuel noted as a Town we are proactive to help further the growth of the trail network in our community because there is a huge potential for economic growth, development and tourism here. Our trails are enjoyed by many and we as a Town need to formalize a plan to allow access for our residents to the T'Railway and to allow people that are from out-of-town to access our community from the T'Railway. That should include points of entry and exit to the community with appropriate signage and road crossings. I would like to encourage us as a Council to continue down that path and look at promoting our T'Railway.

Public Works and Planning

The following report was presented by Deputy Mayor Browne.

Snow Clearing

The Committee reviewed the proposed changes in the Snow Clearing Policy including snow route updates and proposed changes to the Snow Clearing Regulations. The Policy update included a new route added that will help provide the level of service that is stated in the Policy.

The Committee recommends that the proposed changes in the Policy and Regulations be approved. Furthermore, the Committee would like to compliment staff on a tremendous job with the snow clearing efforts as it has been very challenging since Christmas.

1B Valley Road

The Committee reviewed the results of the zoning request for 1B Valley Road from a Single Unit Small Lot Residential Zone (RS-2) to a Low and Medium Density Multi-Unit Residential Zone (RM-1). The request is to accommodate the construction of two (2) duplexes with the possibility to subdivide the land in the future. A Public Notice was issued and no objections or concerns were received.

The Committee recommends moving to the next phase of the rezoning process. However, the approval is contingent on the property being accessed from Valley Road and not Scott Avenue.

Discretionary Use – 7 Kelly Place

The Committee reviewed a request for a Home Based Business at 7 Kelly Place. The proposed business (The Beauty Shed) is for a hair salon and is to be located in the accessory building. This type of business is identified as a Discretionary Use for this zone in the Town Development Regulations. A notice was mailed to adjacent property owners and it was advertised on the Town's Facebook page, and no objections or concerns were received.

The Committee recommends this be approved pending approval from Service NL and other Government Agencies as required. Also, water and sewer service is at the owner's expense.

Discretionary Use – 33 Ivany's Road

The Committee reviewed a request for a Home Based Business at 33 Ivany's Road. The proposed business (The Polish Place) is for spa services. This type of business is identified as a Discretionary Use for this zone in the Town Development Regulations. A notice was mailed to adjacent property owners and it

was advertised on the Town's Facebook page, and no objections or concerns were received.

The Committee recommends this be approved pending approval from Service NL and other Government Agencies as required.

Brown Avenue – No Parking Areas

The Committee reviewed a request from a resident concerning the installation of "No Parking" zones in areas along Brown Avenue adjacent to the intersections of Tucker Place, Hicks Place, Finn Avenue, Ebsary Place and Knight Street. The resident had concerns with sight distance when leaving these areas and turning onto Brown Avenue when vehicles are parked near the intersections.

The Committee recommends staff have further discussions with the Chief Municipal Enforcement Officer and then bring the comments back to the Committee for more discussion.

Union Street Overpass

The Committee reviewed the detour plan developed by Town staff to be implemented when the Department of Transportation and Works commence the rehabilitation of the Union Street Overpass in the spring. The initial plan is to close the structure completely to vehicle traffic from May 19th to June 19th and then open to one lane traffic for the rest of the construction.

The Committee was pleased with the layout and recommends that staff inform the Department of Transportation and Works of the plan so it can be included in the tender. Furthermore, the Committee recommends that staff provide details to all emergency services and local businesses and meet to discuss the details with those affected.

Street Name Request – Downton

The Committee reviewed a request to have a street named Downton. The letter from the resident noted the heritage the name has with Grand Falls-Windsor.

The Committee recommends the name Downton be added to the list of street names for future consideration.

Zip Line\Trail Proposal

The Committee discussed a request for a proposed zip line and trail network along the Exploits River. The developer is seeking a letter of support from the Town for such development.

The Committee recommends supporting the overall concept in principle and it must fit in with the Town's Riverfront Development Plan. More discussion is needed with the developer before any plan approval.

Crown Land Referral – Pondview Drive

The Committee reviewed a Crown Land request from a resident for 2.24 hectares of land along Pondview Drive. The applicant has noted to use this land for residential development.

The Committee recommends this application be denied at this time and for staff to gather further information regarding the overall development plan for the property. Furthermore, the land covers multiple zones and a portion of the area would need to be rezoned to accommodate the proposed residential development.

Crown Land Referral – Whitmore Street

The Committee reviewed a Crown Land request for 4 hectares of land inside Whitmore Street Extension on the northwest side on Maloney's Pond. The applicant has indicated that they want to lease the property for agriculture use (hay).

The Committee recommends this application be approved if the Crown is satisfied with the proposed use of this land and size needed.

Crown Land Referral – 34 Ivany's Road

The Committee reviewed a Crown Land request from Corduroy Developers Ltd. for 0.531 hectares of land to increase the proposed lot size of 34 Ivany's Road. The Committee recommends this be approved.

Crown Land Referral – 237 Grenfell Heights

The Committee reviewed a Crown Land request for 0.025 hectares of land at 237 Grenfell Heights. The applicant is looking to take ownership of the land that is currently being occupied by the accessory building.

The Committee recommends this application be approved.

Papa's Sweet Shop – Proposed Arcade

The Committee reviewed a request from Papa's Sweet Shop at 80 Main Street to develop an arcade. The proposed arcade is to facilitate growth of Papa's Sweet Shop and help generate more business during slow winter months. The arcade entrance would be through the front of the existing building. Approval has been granted from Service NL and it meets all Fire and Life Safety requirements. The property is in a Commercial General (CG) zone and an arcade is permitted under the Regulations.

The Committee recommends this be approved.

I move the recommendations and report of this Committee.

Motion

Browne\Bennett

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

Deputy Mayor Browne wanted to clarify with our new updated Snow Clearing Regulations that we have added a new zone. There used to be nine (9) zones and now there will be ten (10). Due to purchasing new loaders in the fall, we are now able to accommodate that. Residents will see the roads cleared a little bit quicker than they have in previous winters. A reminder to residents that you are not permitted to park on the road during a snow event day or night. This slows the snow clearing procedure down and we do not like to force our hand on this, but we will, so please follow the regulations. He also expressed congratulations to the snow clearing operators who take great pride in their job and do a fantastic job.

Mayor Manuel advised that we will post the Snow Clearing Regulations on social media because there are a number of rules that need to be followed. These Regulations are put in place so that it is safe for residents around Town and so that the operators that do a great job can continue to do so. He wanted to thank everyone involved in the snow clearing from workers and Managers, you are doing a fantastic job. He also wanted to thank the first responders who are always there to help when needed. He also noted that the individual who is putting the zip line proposal through the system has had so much patience because this proposal has been going through the system for a few years now. He has gone through the necessary permitting process with the Provincial Government, Crown Lands, Environmental permits and I think we as a Town should try to help speed up the process. This would be a phenomenal tourist attraction for our community, so we need to meet with the developer and make sure that his plan works with our

Riverfront Development plans. We should support this and get it going as quickly as we can so we can bring it here along with the people that come with it.

Finance and Administration

The following report was presented by Councillor Coady-Davis.

Labour Report

The Committee reviewed the labour costs as of week fifty-one (51). Total labour was \$3,539,591. This was \$78,196 (2.2%) under Budget.

The Committee recommends that staff continue to monitor labour costs.

Cash Collections

The Committee reviewed taxation collection for November 30th, 2019. Total taxation receivables as of that date was \$2,084,824 (\$1,606,728 – 2018) an increase of \$478,096 (29.76%) from the previous year. The Committee also reviewed the taxation receivables for December 31st, 2019. Total taxation receivable as of that date was \$1,818,953 (\$1,210,397 – 2018) an increase of \$608,555 (50.28%) from the previous year.

The Committee would like to remind residents that their 2020 tax bills are being sent out now. If you would like to set up a payment plan for your taxes, please call or visit the Town Hall as soon as possible.

Disbursement Report

The Committee reviewed the Disbursement Report in the amount of \$1,858,504.44 and recommends this be presented at the next Council meeting.

Grand Falls-Windsor Farmers Market Association Financial Report

The Committee reviewed the Grand Falls-Windsor Farmers Market Association Financial Report and discussed the future of the Market in Grand Falls-Windsor.

The Committee recognizes the great job the volunteers at the Grand Falls-Windsor Farmers Market are doing and congratulates them on their success this past year.

Appointment of Town Clerk

The Committee reviewed the appointment of a Town Clerk.

The Committee recommends that the function of a Town Clerk be moved from the Chief Administrative Officer to the Director of Corporate Services.

Recommendation to Award Letter – Aeration System

The Committee reviewed a Request for Proposal for the Town of Grand Falls-Windsor Waste Water Treatment Facility Expansion – Aeration System.

The Committee recommends this be awarded to Nexom Inc. in the amount of \$407,905.00 (GST included).

Requests

The Committee reviewed a request from the Grand Falls-Windsor Fire Department and Muscular Dystrophy Canada to enter a team in the 24th Annual Curling for Charity Funspiel.

The Committee recommends approval to sponsor a team for \$150.00.

The Committee reviewed a request from the Grand Falls-Windsor Community Kitchen for sponsorship.

The Committee recommends \$1,800.00 be approved.

I move the recommendations and report of this Committee.

Motion

Coady-Davis\Feener

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

Deputy Mayor Browne advised that there was \$1,800 approved for the community kitchen which takes place every Wednesday from 12:00 Noon to 1:30 P.M. at the Anglican Church. He wanted to congratulate the people that run the community kitchen and said he was very proud to be able to assist and support the fantastic job that they do.

Mayor Manuel explained that the community kitchen contribution has been ongoing annually since the community kitchen began. On an average they get over one hundred (100) residents for meals, so obviously it is a good cause and much needed. So “thank you” to everybody that is involved in making it a success.

Councillor Coady-Davis explained that the Town Clerk responsibilities normally do fall under the Finance and Human Resources Department. We did have an individual doing the Town Clerk duties many years ago and when that person left the duties reverted to the Town Manager. Now, we are reverting the duties back to the appropriate Department of Finance.

Committee of the Whole

The following report was presented by Deputy Mayor Browne.

Committee Changes

The Committee discussed the re-organization of Council Committees and renaming of its Standing Committees to coincide with the KPMG recommendations. The new Standing Committees of Council will be the Community Services Committee, Public Works and Development Committee, Corporate Services and the Committee of the Whole. The former Parks, Recreation and Special Events Committee; Economic Development, Tourism and Heritage Committee and the Salmon Festival Committee now fall under the responsibility of the Community Services Committee. The Public Works and Planning Committee is simply re-titled as the Public Works and Development Committee. The Finance and Administration Committee is simply re-titled as the Corporate Services Committee. The Community Services Committee will be chaired by Councillor Amy Coady-Davis, the Public Works and Development Committee will be chaired by Councillor Holly Dwyer, the Corporate Services Committee will be chaired by Councillor Rod Bennett and the Committee of the Whole will be chaired by Deputy Mayor Mike Browne. All other Councillor Committee representatives are listed in the attached document. In addition, there are eighteen (18) other Committees that Councillors participate on.

The Committee recommends the adoption of the new Committee Structure as presented.

I move the recommendations and report of this Committee.

Motion

Browne\Dwyer

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

Mayor Manuel advised that the eighteen (18) other Committees that Council participate on are outside of Council. They are Community Committees such as the Heritage Society, YMCA, Environment Resources Management Association and many others that we represent Council on. We are gone from five (5) Committee meetings to four (4) now, so there is less opportunity to place Councillors around as a Chair or Member for a Committee. All Councillors have a role to play in every Committee and we make it a practice to attend all meetings, so just because a Councillor is not necessarily on the Committee, they have their input during the meetings.

NOTICE OF MOTION

None

OTHER BUSINESS

Councillor Coady-Davis mentioned that the Northcliffe Drama Club are holding the 9th Annual Robbie Burns Celebration which will consist of a three (3) course meal and entertainment. This event will be at the Shalaps Centre on Saturday, February 1st beginning at 6:30 P.M. If you would like to attend you can contact Diane Bradbury or by using the Facebook page.

Councillor Bennett noted in regards to snow clearing he wanted to mention fire hydrants. A lot of fire hydrants around Town are on properties, so he is asking residents that have a fire hydrant on their property to adopt it and keep it cleared out. Within seven (7) minutes your house can be fully engulfed with flames, our Fire Department can be at the scene in five (5) minutes and they only have two (2) to three (3) minutes of water aboard a truck. If they have to take time to dig out a hydrant, it would make it much more difficult to put out the fire. He advised that the Mid Winter Bivver is February 14th and 15th, so he encouraged people to take part in that. He noted that the Town sent three (3) operators and two (2) pieces of equipment to St. John's to help with the snow clearing out there. He just wanted to say kudos to the staff that went out to help with their situation. He noted that next Saturday, February 1st is Saturday Drop-Off Day. He also congratulated the Exploits Valley Eagles Hockey Team on winning the Donnini's Tournament. It is the first time they have won since 2012. The Exploits Valley High Eagles Basketball Team won the Holy Trinity High 4th Annual 2020 Tiger Cup Tournament in Torbay. He also mentioned that same week-end quite a few Minor Hockey Teams went away for Tournaments and just about every one of them came

home with a Gold Medal. He expressed congratulations to Riverview Motors on the celebration of their fifty (50) years of business. He also extended a “Thank You” to our employees on such as great job with the snow clearing.

Councillor Dwyer advised that she would like to remind residents that Central Health is having a Community Health Engagement Session this Thursday, January 23rd at the Memorial United Church at 5:00 P.M.

Deputy Mayor Browne said he would like to thank and congratulate Frank and Thelma Howard on the fifty (50) year anniversary of Riverview Motors. He noted the Steers Insurance Tom Stagg Memorial Atom Tournament is this weekend. It starts at 9:00 A. M. at the Joe Byrne Memorial Stadium on Friday to Sunday. The Grand Falls-Windsor Atoms have three (3) teams in this Tournament, so feel free to stop by and see some great hockey.

Mayor Manuel explained with the snow clearing assistance in St. John’s, we contacted the Emergency Measures Organization, who confirmed that they could use our help. So we sent out a diesel snow blower and semi dump truck along with three (3) employees who will work around the clock to pitch in. He advised that “Bell Let’s Talk Day 2020” is January 29th. It is an important initiative that really gained momentum over the last couple of years to draw attention to and raise funds for Mental Health Awareness. The Town will have its own activities on that day to support the cause and the Y2C Centre will have its own Bell Let’s Talk Event that evening starting at 6:00 P.M. until 8:30 P.M.

On behalf of Council and staff, Mayor Manuel also wanted to pass along condolences to Councillor Dwyer on the passing of her father just after the Holiday Season.

Motion

Bennett\Whiffen

Be it resolved that the meeting of the Grand Falls-Windsor Town Council would be adjourned until the next regular scheduled meeting of Tuesday, February 11th, 2020. This motion carried by a vote of 7-0.

The meeting adjourned at 8:05 P.M.

Barry Manuel
Mayor

Darren Finn
Chief Administrative Officer\Clerk