

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

VIA MICROSOFT TEAMS

7:00 P.M., TUESDAY, FEBRUARY 16TH, 2021

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
 K. Antle, Director of Community Services
 N. Chatman, Director of Public Works and
 Development
 S. Gosse, Director of Corporate Services\Clerk
 R. Hannaford, Communications Officer
 K. Hutchinson, Deputy Town Clerk

Prior to the meeting the Mayor signed a Proclamation for World Lymphedema Day, March 6th, 2021.

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #537 of January 26th, 2021.

Motion

Bennett\Browne

Be it resolved that the Minutes of Meeting #537 of January 26th, 2021 would be adopted as circulated. This motion carried by a vote of 7-0.

BUSINESS ARISING OUT OF THE MINUTES

None

DISBURSEMENT REPORT

Councillor Bennett presented the Disbursement Report in the amount of \$1,445,049.96.

Motion

Bennett\Browne

Be it resolved that the Disbursement Report in the amount of \$1,445,049.96 would be adopted as presented. This motion carried by a vote of 7-0.

COMMITTEE REPORTS

Community Services

The following report was presented by Councillor Coady-Davis.

Evangel Pentecostal Tabernacle Correspondence

The Committee discussed correspondence from the Evangel Pentecostal Church requesting permission to host a public Family Fun Day at Church Road Park with games, sliding, hot chocolate and sleigh rides on Sunday, February 14th.

As it would be very difficult to control the number of people who would attend this event and as it would be difficult to meet all the COVID-19 Regulations, this request is denied. The Committee agrees this is a great idea and recommends partnering with the Church on such an event when the COVID-19 guidelines allow.

YMCA Presentation

At 5:30 P.M. the Committee welcomed the YMCA Chief Administrative Officer and the YMCA Board Chairperson to the meeting. They presented the Committee with a breakdown of their 2021 Budget and Operational Plan. Though COVID-19 is presenting lots of challenges for their 2021 operations, they are still planning to be on Budget and are not requesting any additional funding from the Town for 2021.

The Committee thanked them for their presentation and recommends staff work with the YMCA to resolve some maintenance issues in the pool.

Both were excused from the meeting at 6:10 P.M.

Gymnastics Correspondence

The Committee discussed correspondence from a Gymnastics Program parent who is requesting details on Council's progress to find a permanent location for the Perfectly Centered Gymnastics Program.

The Committee recommends staff respond to the parent informing her Council is waiting on a response from the RC Diocese to get permission to utilize the old Millcrest Academy School Gymnasium for the short term and that Council are gathering information on the possibilities of a new gymnastic building.

Bang the Table Software

The Committee discussed a Community Engagement Software package called "Bang the Table".

As staff are already in the process of updating our Town website and utilizing several other new pieces of software, the Committee recommends putting this software on hold and revisit purchasing this software next year.

Community Healthy Living Grant

The Director informed the Committee we were awarded a Community Healthy Living Grant from the Provincial Government in the amount of \$7,500.00 for the purchase of gymnastic equipment.

The Committee recommends staff purchase this equipment.

Ribfest

The Director informed the Committee we received correspondence from the organizers of "Ribfest", an event planned for this summer looking for final approval and a contract for the event. They are a travelling Rib Food Festival from Ontario that are planning to travel through Newfoundland this summer.

As we are unsure of the COVID-19 guidelines this summer, the Committee recommends waiting until we know the summer COVID-19 guidelines before final approval to this event.

Business View Magazine Article

The Director presented the Committee with an article from “Business View Magazine” which highlighted Grand Falls-Windsor’s Exploits River, Town infrastructure, our growth in Economic Development as well as many of our tourism opportunities.

The Committee recommends promoting this article through our social media sites.

Economic Development Update

The Director gave the Committee an overview of several of the projects that Economic Development staff are working on including Age Friendly Videos, Rural Health Simulation Lab, NL Centre for Health Information, Aquaculture and Town Website redevelopment.

The Committee recommends the Manager of Economic Development attend the next Committee Meeting to give a detailed report on all the initiatives being worked on within the Department.

Community Organizations Grant Application

The Committee reviewed a Community Organizations Grant Application from Exploits Valley High School to purchase masks for the participants of the Girls High School Regional Volleyball Tournament scheduled for February 6th.

The Committee recommends purchasing masks with the Town logo for all participants and coaches. The Committee also recommends purchasing masks as part of our Grand Falls-Windsor brand items to utilize during events throughout the year.

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.

Councillor Coady-Davis advised we have received several emails from parents with children enrolled in the Gymnastics Program, and she just wanted to reassure them that we are still working very hard to try to find a short term and long-term solution for a facility to use for their Program. We have been having

great difficult securing a building that can give the group everything they need to provide for that Program to succeed and grow. We are still working on the Millcrest Academy School gymnasium and will continue to do so.

Deputy Mayor Browne noted at a meeting with the YMCA they said they have been challenged with COVID-19, but he wanted to thank them for their Budget. They did finish on Budget with no additional funding from the Town, so hats off to them.

Mayor Manuel noted the YMCA were able to finish on Budget, which is always good news, especially with the uncertainty with COVID-19. We will continue to provide support to them wherever we can. He explained the Perfectly Centered Gymnastics is a Town program that started about five (5) years ago and has grown tremendously. We have been working on a solution around providing a long-term facility for them. We looked into the Millcrest Academy School, the old Booth School and other empty buildings that could accommodate them. We have approached contractors for having a building erected, but that was not a feasible option as far as Council was concerned. We have received correspondence from parents, and we have explained to them to use the Joe Byrne Memorial Stadium for their program and we are happy to provide that, but the demand is there for a bigger facility. We are unable to find a solution even though we have given this our best effort. A new facility would have to be a multi-purpose building, but again it is questionable with the uncertainty around the economic impact on our Province from the COVID-19 Pandemic. We are just as frustrated as the gymnastics parents, but we will keep up on the Millcrest Academy School building and continue looking for other buildings.

Public Works and Development

The following report was presented by Councillor Dwyer.

Garbage Collection Regulations

The Committee reviewed the proposed changes to the Garbage, Refuse and Recycling Regulations. Some of the highlighted changes include incorporating four-unit buildings for collection, adding the mandatory use of garbage bins and strengthening the language for better enforcement. These changes are scheduled to be implemented in January 2022.

The Committee recommends these updated Regulations be adopted and staff to ensure these changes are communicated to the residents.

Crown Lands – Marsh Motors

The Committee reviewed a Crown Lands application from Marsh Motors for three (3) hectares of land along Toulett Drive located to the east of the R. C. Cemetery. The proposed use is for vehicle storage and possible mini storage units in the future.

The Committee recommends this application be denied. A complete development plan for all the land was not provided and furthermore, there are other areas in Town developed for Industrial Use that can be utilized for this proposal.

Honeywell Update

The Director of Public Works and Development provided the Committee with an update on the work being completed by Honeywell. All upgrades on lighting and mechanical are completed, but control installation and building envelope upgrades continue. Completion is scheduled to be approximately mid-June. These upgrades, once completed, will provide the Town significant savings in operating cost.

Lightship Update

The Committee was updated in the latest development of work orders that are generated through Lightship. When a resident or Councillor request services from the Department, an automated message is sent when this work order is created and another when it is closed. A work order number and phone number is provided in the message so they can follow up on the status at any time. The residents email address is required for these updates.

The Committee is pleased with the upgrade and ask staff to always request email addresses from residents so they can be updated.

Water Breaks Update

The Committee was concerned with the numerous water line breaks over the last couple of months and asked for an update. There have been thirteen (13) breaks that were repaired by the Water and Sewer Crew from October 1st, 2020 to January 21st, 2021.

The Director of Public Works and Development noted that during temperature changes in the fall and spring, it is common to get some breaks in older lines. This fall and early winter the temperatures hovered around zero degrees resulting in multiple freeze\thaw cycles thereby creating more movement

than normal. Most of the breaks repaired were a result of a large rock penetrating the pipe causing it to leak. The Department is well equipped with the necessary parts, equipment and knowledgeable staff to address these issues.

Resolution – Gas Tax – Inspection and Mapping of Water Mains

The Committee reviewed the recent tender results for the inspection and mapping of the Town's water mains. After the evaluation is completed, the Town will receive a condition assessment, location of any leaks and the GPS location of the infrastructure. This work is essential in the Town's Asset Management Plan. The project will require an additional \$75,000 in Gas Tax and will require a Resolution of Council for the Capital Investment Plan.

The Committee agrees that this work is essential and recommends it be referred to the next Corporate Services Committee for discussion.

Gorge Park

The Committee reviewed the results of the RFP for the engineering work on the future development of Gorge Park along the Riverfront. There were two (2) bidders and the technical evaluation was completed prior to reviewing the financial bids. After completing the scoring, the bidder with the highest score was over the current funding approved through ACOA and TCAR and more funds are needed to move forward with this project. Both ACOA and TCAR were contacted to seek additional funds, but they are unable to commit at this time; however, there is a possibility they will contribute more.

The Committee recommends this be discussed at the next Corporate Services Committee meeting. This RFP includes work essential for the Riverfront Development and would improve Grand Falls-Windsor's tourist attraction once all construction is completed.

I move the recommendations and report of this Committee.

Motion

Dwyer\Whiffen

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 there have been many water line breaks this fall and winter, which is a result of the numerous freeze and thaw events due to the weather. He thinks staff have been doing a great job staying on top of these breaks and fixing them as quick as possible.

Councillor Dwyer noted in regard to the Garbage Regulations one of the main changes is that we will be requiring mandatory garbage bins and the other main change is that we will be collecting from four (4) unit buildings, effective 2022.

Corporate Services

The following report was presented by Councillor Bennett.

Mobile Vendor Regulations

The Committee reviewed the proposed changes to the Mobile Vendors Regulations.

The Committee recommends that this be approved.

Deputy Town Clerk Kara Hutchinson was excused from the meeting at this time.

Disbursement Report

The Committee reviewed the Disbursement Report in the amount of \$1,445,049.96 and recommends this be presented at the next Council meeting.

Cash Collections

The Committee reviewed taxation collection for January 31st, 2021. Total taxation receivable as of that date was \$18,190,080 (\$17,853,542 – 2020) an increase of \$336,537 (1.88%) from the previous year.

The Committee recommends that Cash Collections remain as a top priority of the Corporate Services Department and that staff remain committed to improving collections in 2021.

RFP – Inspection and Mapping of Town Water Mains

The Committee recommends that this RFP be awarded to Echologics, a Division of Mueller Canada Ltd., in the amount of \$241,345 plus HST.

Water Treatment Plant – Supply and Install New Actuators

The Committee reviewed the tender summary related to Supply and Install New Actuators at the Water Treatment Plant.

The Committee recommends that the tender be awarded to Eastern Valve & Controls in the amount of \$157,612.82 plus HST.

CCTV Camera Inspection

The Committee reviewed a tender summary for the CCTV Camera Inspection.

The Committee recommends that the tender be awarded to Afonso Group Limited in the amount of \$93,672.80 plus HST.

Gorge Park RFP Results

The Committee reviewed the results of a Request for Proposals for the Gorge Park Phase II Development.

All submissions were over Budget, and therefore the Committee recommends to defer awarding the RFP until staff can review other funding options available. This will be awarded at a future Corporate Services meeting.

I move the recommendations and report of this Committee.

Motion

Bennett\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 explained the Inspection and Mapping of Town Water Mains is an extension of our Asset Management Plan. This will help us understand the condition of the mains in the community and give us an indication when we can expect problems in the lines. This will help us with directing money for future infrastructure improvements.

The following Resolution was presented by Councillor Bennett:-

Resolution GF-W 2021-307

REVISED CAPITAL INVESTMENT PLAN

WHEREAS: the Town of Grand Falls-Windsor qualifies for funding under the Provincial Gas Tax Agreement;

WHEREAS: all spending under this Agreement must be approved through submission of a Gas Tax Capital Investment Plan;

WHEREAS: there is \$2,414,421.04 of unallocated funds in the current Provincial Gas Tax Agreement with the Town of Grand Falls-Windsor until March 31st, 2024.

BE IT RESOLVED: the Town of Grand Falls-Windsor approves the reallocation of funds under the Provincial Gas Tax Capital Investment Plan in the amount of \$74,486.75 (HST included) required for the Inspection and Mapping of the Town's Water Mains. This additional \$74,486.75 is required to complete Project #99-2019-6736 for a total Project cost of \$277,546.75 (HST included).

Motion

Bennett\Coady-Davis

Be it resolved that Resolution GF-W 2021-307 for Revised Capital Investment Plan 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 Browne.

COVID-19 Special Meeting

Due to reports from the Chief Medical Officer that there were confirmed cases of COVID-19 community spread in the St. John's metro area, Council and the Emergency Operations Committee held special meetings.

The Chief Medical Officer suspended all group sports and cultural activities across the Province effective immediately (February 10th, 2021). Consequently, the Committee recommended the immediate closure of all Town indoor recreation facilities. These closures will include the Windsor Stadium, Joe Byrne Memorial Stadium, Heritage Society building, EXCITE Centre building, Corduroy Brook Nature Centre building and the YMCA building. All will remain closed until February 25th, 2021 at which time we will re-assess.

The Committee also recommends that the Cross Country Ski Chalet be closed, but the ski trails will remain open and groomed. All community trails will remain open as well. Further, the Committee recommended that all employees be encouraged to download the COVID-19 Federal Government App and reminded about the importance of following the established Safe Work Procedures.

I move the recommendations and report of this Committee.

Motion

Browne\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 he was not in favor of closing the YMCA, which left thirty (30) jobs being out of work. He has taken the time to reconsider his decision and agreed that it was best to close as the Province since has shut down. The Emergency Operations Committee is doing a wonderful job and keeping everyone safe.

Mayor Manuel stated we have been ultra-cautious with the COVID-19 situation since the beginning. We have always been consistent on closures as a precautionary measure. We will continue to be proactive in putting measures in place for our community and sometimes it goes above and beyond what is advised, but we are being as cautious as we can. We do not want to have any negative implications on our residents, and then have to look back and wonder why we let certain things go ahead.

Deputy Mayor Browne advised despite the situation residents are advised to use the trails and get some fresh air, with the expected snow tonight we should be

able to get the ski trails groomed and ready to go so people can continue to enjoy outdoor activities.

Mayor Manuel advised outdoor activities are still encouraged by our Council, but please follow the guidelines. Corduroy Brook Trails will have one direction walking and the trails will be widened to help people keep their distance from each other. Our parks and Dog Park are still open for now, but things can change very quickly, and we will take further measures should we need to.

NOTICE OF MOTION

None

OTHER BUSINESS

Councillor Bennett asked all residents to stay safe during this COVID-19 outbreak, we can all do our own part to keep this out of our Town.

Councillor Feener noted Music NL had their Awards Ceremony on February 5th and he would like to congratulate all the winners.

Councillor Dwyer said as students and teachers are transitioning to online learning, she wished them luck, and for parents, students and teachers to have patience with it as it does come with challenges, but it is possible.

Councillor Whiffen advised we are in Alert Level 5 and that means that a lot of our local small businesses have been closed or are operating without in-store services. He would like to encourage residents to support our local businesses as they could certainly use that support now. For those businesses that have seen a serious reduction in revenue, he wanted to remind them to check what support programs that are available for them. He would like to encourage people to go to the Government website and check out the number of programs offered and apply for those you are eligible for. He also wanted to encourage everybody to download the COVID-19 App to help with contact tracing.

Deputy Mayor Browne noted we are back into tough times again with a lockdown in place and we have a couple of snow events coming up, so please check on your neighbours as they may need help. Stay safe and try to get out and get some fresh air every day.

Councillor Coady-Davis advised the schools have been working extra hard to make sure students have extra devices for online learning and that everything runs smoothly and we appreciate their efforts. She asked residents to please follow our Facebook page and Twitter and share our posts to make people aware as we are

posting regular updates on protocols and day-to-day business of the Town making sure residents are up-to-date and informed. She expressed condolences to the family of the late Gerald Thompson, who passed away last week due to illness. It is difficult to lose anybody any time, but during COVID-19 it is extra hard with limited visitation, so you are in our thoughts at this time.

Mayor Manuel said snow is coming, be kind to those that may need some help, and kudos to anyone that is going around the neighbourhood offering free services plowing driveways to those in need. It is important to look after those most vulnerable during this time, and he encouraged everybody to help. He noted we have posted a lot of our guidelines and where we sit within the Alert Level 5, along with closures and guidelines on our Facebook and Twitter pages. It is difficult to reach all citizens in this age of technology because not everyone has Facebook or Twitter, so if you are in a vulnerable situation reach out to family and friends for help. Everyone stay safe, this has impacted people negatively no doubt, but we can get out of it and do it as a community together. We are keeping a close eye on the updates and will advise as they come in.

Motion

Whiffen\Coady-Davis

Be it resolved that the meeting of the Grand Falls-Windsor Town Council would be adjourned until the next regular scheduled meeting of March 9th, 2021. This motion carried by a vote of 7-0.

The meeting adjourned at 8:02 P.M.

Barry Manuel
Mayor

Darren Finn
Chief Administrative Officer