

MEETING #490

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, MARCH 6<sup>TH</sup>, 2018

PRESENT: Mayor: Barry Manuel  
 Deputy Mayor: Mike Browne  
 Councillors: Rod Bennett, Amy Coady-Davis, Shawn Feener,  
 Darren Finn, Mark Whiffen  
 Staff: J. Saunders, Town Manager\Clerk  
 N. Chatman, Director of Engineering and Works  
 K. Antle, Director of Parks and Recreation  
 B. Griffin, Director of Finance  
 G. Hennessey, Economic Development Officer

Prior to the meeting the Mayor signed a Proclamation – Dietitians of Canada Nutrition Month. The theme is Unlock the Potential of Food.

The Mayor also welcomed the 2<sup>nd</sup> Syrian family to our community who arrived three (3) months ago:- Saad Shareef (Father), Rana Alkadrie (Mother) and their three (3) children – Aya, Mohammad and Hala.

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #489 of Tuesday, February 13<sup>th</sup>, 2018.

Motion

Browne\Whiffen

Be it resolved that the Minutes of Meeting #489 of Tuesday, February 13<sup>th</sup>, 2018 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 \$946,414.14.

Motion

Coady-Davis\Bennett

Be it resolved that the disbursement report in the amount of \$946,414.14 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.

#### AND Co. Minutes – February 7<sup>th</sup>, 2018

The Economic Development Officer presented the Minutes of the February 7<sup>th</sup> meeting. The Minutes were accepted as presented.

#### Promotional Video Launch

The Economic Development Officer presented the final two (2) promotional videos completed recently by Up Sky Down Films. The Business video will be shown at the beginning of the next Council meeting on Rogers TV and the Quality of Life video will be shown at the end of the meeting via Rogers TV. Both videos will then be available online on our website and social media forums. The video will also be used at upcoming Trade Shows and special events.

#### Trade Show Booth Templates

The Economic Development Officer presented three (3) drafts of the new tourism background for our formulate Trade Show Booth. Council reviewed each and made their selection. The Economic Development Officer will place the order for the background and use it at two (2) upcoming tourism Trade Shows in Mount Pearl and Halifax in April.

### Air BnB Regulations

The Committee reviewed a draft new regulation pertaining to Short-Term Residential Rental (Air BnB). Staff have been researching similar regulations and communicating with the Province on their Accommodation Regulations. Council made several recommendations and staff will continue to fine tune draft regulations.

### Mobile Vendor Regulations

The Committee reviewed the current Regulations and suggested that staff prepare an aerial map of the Town identifying current food businesses. Staff will bring back the information to Council for further discussion at the next Committee meeting.

### Learning the Ropes Program – Press Event

This is a six (6) week program to slow down the signs of early cognitive impairment. This program was funded by the Town of Grand Falls-Windsor and delivered by Central Health.

### Adult Care – Centre Needs Assessment

The Consultant has been hired and the needs assessment process has started.

### Genomics Innovation Funding

The Town of Grand Falls-Windsor through the EXCITE Corporation has received \$785,282 in funding to implement research. Four (4) positions have been created.

### Youth Mental Health Services Primary Care Initiative

The Town of Grand Falls-Windsor supports the funding application submitted by Central Health to the Department of Health and Community Services. Total funding requested is \$253,750.

### Meals on Wheels (MOW)

The Meals on Wheels Pilot has been completed. The pilot was successful and the Meals on Wheels Grand Falls-Windsor Organization are planning on implementing a full program for the fall of 2018.

### Dragon's Den Style Program

The Town is investigating the details of a Dragon's Den Style Program in Grand Falls-Windsor to highlight entrepreneurship in the community.

### Other Business

Chamber of Commerce Business Awards Sponsorship Request – The Committee reviewed the email from the Chamber of Commerce and recommended Council sponsor the Business Awards this year for \$500.00. The Mayor will bring greetings at the Awards Banquet as well.

I move the recommendations and report of this Committee.

Motion

Whiffen\Coady-Davis

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

Mayor Manuel stated that in light of the Central Health Review, there are several issues included in these Minutes that are in partnership with Central Health. We have a great relationship with them here in Grand Falls-Windsor.

Deputy Mayor Browne advised that Council is investigating the idea of having Dragon's Den style programs for starting up new businesses. We are looking at funding options now to move to the next stage.

### Public Works and Planning

The following report was presented by Deputy Mayor Browne.

### Noise Complaint – Modified Exhaust

The Committee reviewed a noise complaint submitted by Mr. John Bailey concerning a loud muffler on his neighbour's truck. Police Chief Thibault provided details of the complaint and noted the truck has been checked by the RCMP and six (6) inspections by Highway Enforcement Officers with the Motor Registration Division. The investigation found Mr. Bennett's truck to be legal and without defects.

The Committee recommends the complaint file to be closed as no violation was detected.

### Gas Tax

The Committee reviewed the proposed Gas Tax allocation for the remaining funding. Staff proposed the funding be allocated for paving projects and the upgrades to the exterior of the Public Works Depot on Bayley Street.

The Committee recommends the Capital Investment Plan be amended to include the allocation of Gas Tax funds for projects as presented and submit to the Gas Tax Secretariat for approval.

### Rezoning Request – 46 Earle Street

The Committee discussed the rezoning request submitted for 46 Earle Street from Public Use (PU) to Low and Medium Multi Unit Residential (RM-1) which was first advertised on July 18<sup>th</sup>, 2017. Originally there were several objections received, but after residents discussed with Mr. Karl Bullard their concerns were alleviated. A second notice was advertised in the local newspaper and no objections were received.

The Committee recommends that staff continue with the rezoning process if the applicant wants to proceed.

### Rezoning Request – 83 King Street

The Committee reviewed the rezoning request for 83 King Street from Commercial Neighbourhood (CN) to Low and Medium Density Multi Unit Residential (RM-1). A notice was advertised in the local newspaper and no objections were received.

The Committee recommends that staff continue with the rezoning process if the applicant wants to proceed.

### Bartle Place Development

The Committee reviewed the proposed development at Bartle Place submitted by Triple A Investment Ltd. This proposal is for three (3) four (4) unit dwellings. Two (2) buildings would face Bartle Place and the other would face the proposed new access road from the cul-de-sac.

The Committee recommends this be approved, but Triple A Investment Ltd. would remain responsible for all maintenance on the proposed access road. Also, the façade of the proposed buildings must be approved by the Town.

### Crown Lands – License to Occupy

The Committee discussed the proposal by Mr. Chad Porter for the zip line on the Exploits River. Future riverfront plans for both the south and north sides of the river were also discussed.

The Committee recommends that the Town be the applicant for the Crown Land application for both sides of the river to control development and ensure the riverfront is developed correctly.

### Asset Management Committee

The Committee discussed the importance to commence the asset management process and the importance of setting up an Asset Management Committee.

The Committee recommends that the Asset Management Committee be made up of the Director of Engineering and Works, Assistant Director of Engineering and Works, the Director of Finance and HR, the Accounting Clerk\Asset Management, Chair of the Public Works and Planning Committee and another Councillor. This Committee should meet soon to discuss plans moving forward.

### 12 Union Street – Kevin Corbin

The Committee reviewed a request from Mr. Kevin Corbin for compensation for the damage caused to the sewer line at 12 Union Street. Mr. Corbin struck the sewer line while excavating the property. There was only a demolition permit issued for the old house. There was never a building permit issued nor an application received for 12 Union Street.

The Committee recommends that this request be denied because there was no authorization to start house construction.

### Lot Grading

The Committee discussed the proposal from the Engineering Department to have lot grades identified on the plot plan along with foundation grade. Furthermore, the Developer must sign a lot grading document verifying the lot was constructed to the proposed grades.

The Committee recommends that this be approved and implemented retroactive to January 1<sup>st</sup>, 2018. This should ensure grades are constructed as proposed and help eliminate drainage issues that occur by improper lot grading.

### Naming of Roadway – Concerns

The Committee reviewed a request by Mr. Eldon Fudge to name the road that accesses 90A, B and C Main Street. There are concerns about first responders not being able to find the road when needed.

The Committee recommends that this road be given the next name on the approved Street Name List, which is Chow. This street will be named Chow Place.

### Insurance Claim – Jeff Andrews

The Committee was updated on the insurance claim for Mr. Jeff Andrews. The insurance company is still investigating and a representative from the insurance company will correspond with Mr. Andrews when a final decision is made.

The Committee recommends that the Town wait for the insurance company's decision.

### Correspondence – Street Names

The Committee reviewed correspondence from Mr. Aubrey Smith of 17 Park Street regarding street name selection. Mr. Smith disagrees with the process on how the Town selects names for future streets. Mr. Smith also questions and/or disagreed with names that were previously approved.

The Committee recommends that the current system remain where all requests along with their explanation or reasons, are reviewed and ranked by Council. The approved list is a result of a weighted average from all of Council.

### Caribou Road – Concerns

The Committee reviewed correspondence from residents on Caribou Road concerning parking. Currently, there is no parking permitted on the east side of the street (curbside). As the sidewalk and several intersection are on the west side, there was a concern for inadequate sight distance for vehicles.

The Committee recommends that staff reach out to residents on the street to get feedback on moving the no parking to the west side of the street (sidewalk side) and allow parking on the east side. Once feedback is received, it is to be brought back to the Committee for discussion.

### Crosswalk – Grenfell Heights

The Committee discussed the lack of crosswalks along Grenfell Heights. There are no sidewalks outside the roundabout, however, there are wide paved shoulders for pedestrians. Some areas of concern are near Golden Years Estates and Grenfell Estates and the intersections at Finn Avenue, Crawley Avenue and Ireland Drive.

The Committee recommends that staff investigate and determine some possible areas for crosswalks and bring back to the Committee for discussion.

### Request for Dealership License

The Committee reviewed a request from Mr. Derek Stroud to sell used vehicles at his business at 8 Pondview Drive. This area is zoned as Industrial Light (IL) and auto sales are permitted in Commercial General (CG) and Commercial Highway (CH) zones only.

The Committee recommends that this request be denied as the area is not zoned for such use and it would violate the Town of Grand Falls-Windsor's Development Regulations. Mr. Stroud must sell in the appropriately zoned areas only.

### Rezone Request – Ivany's Road\Dwyer Street

The Committee reviewed information from the Developers on their previous rezoning request. Corduroy Developers had reached out to all five (5) residents who opposed the rezone request originally as requested by the Committee. Further discussion resulted in two (2) now supporting the request, one (1) still opposed and other two (2) without further response. The Developer requests the rezoning process to continue.



The Committee recommends that the rezoning process be permitted to continue to rezone #1, #2 Dwyer Street from Single Unit Urban Residential (RS-3) to Low and Medium Density Multi Unit Residential (RM-1) and #20, #26, #34 Ivany's Road from Single Unit Urban residential (RS-3) to Two Unit Urban Residential (RT).

Intersection at Pondview Drive\Toulett Drive

The Committee discussed the sight distance concerns at the intersection of Pondview Drive and Toulett Drive. There are restrictions in some areas due to tree line and rock outcrop. Also, the stop bar location is not ideal to provide maximum sight distance and there are some warning signs stolen.

The Committee recommends that the Public Works Department remove trees\rocks to improve sight distance. In addition, the missing signs are to be replaced and the stop locations to be closer to Toulett Drive. These improvements should provide better conditions for motorists.

I move the recommendations and report of this Committee.

Motion

Browne\Finn

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

Councillor Finn stated that when changes to Toulett Drive and Pondview Drive was initially changed, Council placed all controls in place for motorists. These additional improvements will add to the safety at this intersection. If any resident notices any issue, please contact the Engineering Department and it will be investigated.

Councillor Whiffen advised the house numbering on streets would be revisited to include "1\2" and not "A". Also with zoning changes in new developments, it is imperative that the developers\realtors inform the potential buyers of the full development plan.

Councillor Finn stated that the street numbering was raised and will be revisited at another meeting. Also we need to look at the house numbering issue that was raised by the Fire Chief to ensure first responders can locate the appropriate house when required.

The following Resolution was also presented by Deputy Mayor Browne:-

Resolution GF-W 2018-261Revised 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;

AND WHEREAS the Town of Grand Falls-Windsor has a funding shortfall in Project #99-2016-5756 of \$41,000.00 and has a funding surplus in Projects #99-2015-5279 of \$405,958.78 and #99-2015-5280 of \$444,741.41 and has added three (3) new projects:- upgrades to the existing Public Works Building requiring \$350,000.00; paving Grenfell Heights from the Roundabout to Crawley Avenue requiring \$122,000.00 and mill and pave Hardy Avenue from the intersection with Harris Avenue to the intersection with Brown Avenue requiring \$337,665.48 (supporting documents attached). Funds required for the project shortfall and addition of the new projects will be reallocated from the surplus in Projects #99-2015-5279 and #99-2015-5280 along with the Annual Gas Tax Funding which the Town qualifies under the Gas Tax Agreement.

THEREFORE BE IT RESOLVED that the Gas Tax Capital Investment Plan be amended as follows:-

- 1) Increase funding for Project #99-2016-5756 by \$41,000.00 for a total allocation of \$177,125.20.
- 2) Decrease funding for Project #99-2015-5279 by \$405,958.78 for a total allocation of \$151,341.78.
- 3) Decrease funding for Project #99-2015-5280 by \$444,741.41 for a total allocation of \$0.00.
- 4) Allocate \$350,000.00 to a new project (supporting documents attached) for upgrades to the existing Public Works Building.

- 5) Allocate \$122,000.00 to a new project (supporting documents attached) for paving Grenfell Heights from the Roundabout to Crawley Avenue.
- 6) Allocate \$337,665.48 to a new project (supporting documents attached) for milling and paving Hardy Avenue from the intersection with Harris Avenue to the intersection with Brown Avenue.

#### Motion

Browne\Bennett

Be it resolved that Resolution GF-W 2018-261 for the Revised Capital Investment Plan would be adopted as circulated. This motion carried by a vote of 7-0.

Councillor Finn advised that this is a reallocation of existing money. No new borrowing. The Capital Investment Plan is a requirement by Government.

#### Finance and Administration

The following report was presented by Councillor Coady-Davis.

##### Labour Report

The Committee reviewed the labour costs as of week seven (7). Total labour was \$426,294. This was \$21,177 (5.0%) over budget.

The Committee recommends that staff continue to monitor labour costs. The Committee also recommends that footnotes be provided explaining significant variances.

##### Disbursement Report

The Committee reviewed the Disbursement Report in the amount of \$946,414 and recommends this be presented at the next Council Meeting.

##### Funding Requests

The Committee reviewed a request from Woodland Primary for funding for the Kids Eat Smart Breakfast “Grab and Go” Program.

The Committee recommends \$200 be donated to the Kids Eat Smart Program at Woodland Primary.

The Committee reviewed a request from Enactus – College of the North Atlantic for attendance at the Regional Expedition Business Case Competition. The Committee recommends \$500 be approved.

The Committee reviewed a request from Exploits Valley High School to provide financial support for the 2018 Provincial Student Leadership Conference. The Committee recommends that we sponsor the speaker's performance fee at a cost of \$2,530. The Committee also recommended that a Council representative bring greetings to the Conference and be recognized as a sponsor.

The Committee reviewed a funding request from Exploits Valley High School regarding Safe Grad 2018. The Committee recommended a \$1,000 donation be approved.

#### Pension Plan Year-End Report

The Committee reviewed the Year-End Report for the Defined Benefit and Contribution Plan. Balance for the Defined Contribution Plan as of December 31<sup>st</sup>, 2017 was \$6,932,839. Total memberships in the Plan is 106. The Defined Benefit Plan balance as at December 31<sup>st</sup>, 2017 was \$9,320,722.

The Committee recommends that staff review the investment asset mix for the Defined Benefit Plan for further discussion.

#### Mid Winter Bivver Budget

The Committee reviewed the Budget for Mid Winter Bivver.

The Committee recommends that this be accepted.

#### Food Day Canada Event Budget

The Committee reviewed the Food Day Canada Event Budget.

The Committee recommends that this be accepted.

#### Taxation Levy

The Committee reviewed the Taxation Levy for 2018. The initial tax billing is \$14,958,500 compared to a budget of \$15,073,705. It is expected that the

\$115,205 shortfall will be made up through additional billings from development occurring during the year.

### Beothuck Family Park Taxation

The Committee reviewed the taxation class for Beothuck Family Park relation to other campground operations.

The Committee recommends that campgrounds be assigned a mil rate of zero for business tax. The Committee also recommends we request the Province provide direct access to the Park from the Trans Canada Highway. The Town will review requested improvements to the road for Capital discussions.

### Fire Truck Funding

The Committee reviewed the funding application for a new four (4) door pumper to replace aging equipment. The total cost of replacement is \$440,000. The Town's cost on a 70\30 basis is \$132,000. The purchase of this equipment is not expected to be incurred until 2019.

I move the recommendations and report of this Committee.

Motion

Coady-Davis\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 Browne.

### Security – Town Buildings

The Committee discussed public access in municipal buildings. Measures are in place at some facilities, but not others.

The Committee recommends staff review municipal buildings to determine limits of public access, possible controls to be implemented and report back to the Committee.

### Hiring Policy

The Committee reviewed the Hiring Policy that was revised in May 2017. The importance of removing any bias as part of any hiring procedure was reiterated.

The Student Hiring Policy was also reviewed and it was recommended that the minimum eligibility requirement be modified to include Grade 12 students who are accepted to attend a post-secondary education institute. This change will be communicated to the High School.

### Air Ambulance Aircraft

The Committee discussed an invitation from the Air Ambulance Aircraft Committee based in Gander to a meeting scheduled in Gander on March 2<sup>nd</sup>, 2018. The purpose of the meeting is to give a presentation on supplemental medical air ambulance services.

The Committee supports this program and will have a member of Council attend and report back to the Committee.

### Central Health Review

The Committee discussed the recently announced Central Health Review and will be issuing a media release later this week.

### Operational and Organizational Review

The Committee discussed this review briefly and recommends a meeting be arranged to discuss this RFP only.

### Council Committee Structure

Councillor Whiffen suggested the Council Committee Structure and meeting schedule be reviewed.

The Committee recommends Councillor Whiffen provide more details on the proposal and it will be discussed at a future meeting.

### YMCA

Councillor Bennett attended a YMCA Board meeting. The Town Grant was discussed as well as the land for the Daycare.

The Committee recommends that both of these issues be addressed by the appropriate Committee.

### Salmon Festival

Councillor Feener provided some information on entertainment.

The Committee recommends this be followed up by staff and addressed at the next Salmon Festival Committee meeting.

I move the recommendations and report of this Committee.

Motion

Browne\Finn

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

Councillor Feener advised that there will be a discussion on the last entertainment acts for the Festival and an announcement will be made soon.

Deputy Mayor Browne advised that the Student Hiring Policy was modified to include high school students accepted for a post-secondary education institute.

### OTHER BUSINESS

Councillor Finn stated that in December Council made a “Notice of Motion” to review the Taxi Regulations by the end of March. This should be discussed during the next Committee cycle. Contact will be made with existing taxi operators for their input on any changes.

Deputy Mayor Browne advised that he had calls last evening concerning residents putting snow into the road. He asked that residents keep in mind that when they are cleaning their driveway that this practice is against Town Regulations.

Councillor Coady-Davis advised that this Thursday is International Women’s Day and the theme for this year is “Press for Progress”. She congratulated the Exploits Regional Chamber of Commerce Business Excellence Awards and Hall of Fame Induction winners. Guest speaker was Mr. Paul Griffin, President and CEO of Marine Atlantic. She also congratulated the Chamber on a successful event as well as all of those who were nominated. She advised that the musical “The 25<sup>th</sup> Annual Putnam County Spelling Bee” was recently held by Exploits Valley High. It was a great event and very well attended. This was the

first musical in ten (10) years and she congratulated all those involved. She welcomed Sarah Ladik of the Advertiser as well as Jordan Maloney. Jordan is a published author, so congratulations to him on his book.

Councillor Bennett congratulated Violet and Onias Ralph on their 65<sup>th</sup> Wedding Anniversary. He advised that the Mid Winter Bivver last week-end was a success. He also advised that Andrew Taylor, a resident of Grand Falls-Windsor is at the Brier and congratulated him and the Smith Team. He congratulated the Grand Falls-Windsor Cataracts on their season.

Councillor Feener advised that he attended the Exploits Regional Chamber of Commerce Business Excellence Awards and Hall of Fame Induction and congratulated all involved. He stated that the Mid Winter Bivver was a great success. He said that over \$4,000.00 was raised at the Silent Auction and this amount was donated to the Exploits TrailNet.

Mayor Manuel congratulated Dr. Hodder on the publishing of his book. He congratulated staff on the successful Mid Winter Bivver and Winterlude which was well attended. It was unfortunate some events were cancelled due to the weather. He appreciated the support of the residents and visitors. He also congratulated the Exploits Regional Chamber of Commerce Business Excellence Awards and Hall of Fame Induction winners. He advised that the 2<sup>nd</sup> Annual Civic Awards will be held on May 16<sup>th</sup> and nominations will close on Sunday, March 11<sup>th</sup> so he asked residents to take the time to nominate a worthy recipient. He also advised that the Kiwanis Music Festival will take place on March 18<sup>th</sup>-24<sup>th</sup> and asked residents to get out to support this event. Recently, Shanawdithit Park will be recognized by signage. The monument was upgraded last year and the sign will be additional recognition. The 3<sup>rd</sup> Annual "Fill It Up With Food" Campaign will begin on March 12<sup>th</sup> and he asked residents to bring food to the Town Hall and "Fill the Lobby". This food is well needed to support the two (2) local food banks. The Mayor advised we have been engaged with the Review of Central Health. We reached out to meet with Minister Haggie and expect that meeting soon. We expect this Review will result in improved services for Central Health and residents. We will continue to recognize Grand Falls-Windsor as the Headquarters for Central Health and cannot support any downgrading of that structure on frontline health care service. He also expressed thanks to Jeff Barry from Rogers for his commitment to televise our Council meetings.

Motion

Finn\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 7:00 P.M., Tuesday, March 27<sup>th</sup>, 2018. This motion carried by a vote of 7-0.

The meeting adjourned at 8:15 P.M.

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Barry Manuel  
Mayor

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J. Saunders  
Town Manager\Clerk