

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

VIA MICROSOFT TEAMS

7:00 P.M., MARCH 9TH, 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

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #538 of February 16th, 2021.

Councillor Coady-Davis advised that in the Community Services Minutes on page 2, YMCA Presentation the last line of the first paragraph “they are still planning to be on budget and are not requesting any additional funding from the Town for 2021.”

Motion

Feener\Coady-Davis

Be it resolved that the Minutes of Meeting #538 of February 16th, 2021 would be adopted as circulated with the noted change. 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 \$264,291.86.

Motion

Bennett\Browne

Be it resolved that the Disbursement Report in the amount of \$264,291.86 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.

Town Website Update

The Manager of Economic Development updated the Committee on the progress made with the redesign of our Town Website. We have been working with our website designer, Prime Creative, to switch the site to better platform – Wordpress, to make the site more user friendly and to update the content on the site.

The Committee made several suggestions to the site layout and functionality and recommends staff continue to work with Prime Creative in hopes to have a final draft for Council's approval in the next couple of months.

Programs\Events Update

The Director presented the Committee with a list of proposed virtual programs and events for the next few months that fit within the COVID-19 guidelines for Level 4.

The Committee recommends the approval of these events and to begin promoting the events through our Facebook page.

I move the recommendations and report of this Committee.

Motion

Coady-Davis\Bennett

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 a lot of work has been put into the website so far, and the effort is to be able to navigate easier and more conveniently. This will help us get information out better and provide better communications with both residents and visitors.

Public Works and Development

The following report was presented by Councillor Dwyer.

1 Sapling Street

The Committee discussed the previous claim of damages from the resident at 1 Sapling Street concerning a plugged sewer in 2019. Council has denied this claim as the Town's Sewer Blockage Policy clearly identifies what the Town is responsible for. The resident asked that this be reviewed again noting the Minutes of a Council meeting in 1964 where his connection was approved.

The Committee recommends this be referred to the next Committee of the Whole meeting.

Capital Projects – Schedule “A” Revisions

The Committee reviewed the proposed revision of the Schedule “A”. After completion of many projects, some funding remain, and it is recommended to create one additional project to utilize the remaining Capital. This project would connect the 150mm diameter waterline from Cartwright Street to Sutherland Drive. This area has a dead-end line and this work would increase water quality in this area.

It was also noted that the ICIP Project on the Grenfell Heights Phase II Water and Storm Upgrades was completed \$420,000 below budget. All attempts by staff to reallocate these funds to another water and sewer project was denied by the Provincial Government. The Agreement noted funds remaining would return to the Province for distribution.

The Committee recommends the proposed revision to the Schedule “A” be approved. In addition, the Committee recommends staff reach out to other large

communities in the Province to inquire if they had similar issues with reallocating Federal Capital Funds.

Gas Tax

The Committee reviewed the latest proposal for Gas Tax Projects under the Capital Investment Plan. Staff updated the Committee on projects completed and recommends two (2) new projects be added.

- (1) Scott Avenue Rehabilitation - \$435,416.00
- milling and resurfacing from Scott Avenue Overpass to the intersection of Rothermere Street.
- (2) Upgrade Traffic Lights and Intersection at Cromer Avenue and Pinsent Drive - \$533,900.00.

The Committee recommends these project be approved.

Regional Gas Tax

The Committee reviewed the latest update on the Regional Gas Tax Projects at the Regional Water Treatment Plant in New Bay.

- (1) The WTP Dam Upgrades – project completed at a cost of \$727,081.71.
- (2) Supply and Install New Actuators – project awarded – estimated cost \$181,254.74.
- (3) WTP Mechanical\Electrical Upgrades – project designed and tendered – estimated cost \$506,926.82.

It was noted that the two (2) newest projects have been delayed due to the COVID-19 Pandemic. Also, these projects are one hundred percent (100%) funded by the Regional Gas Tax at no cost to any community in the Region.

Mr. Clendenning was excused from the meeting at 7:00 P.M.

Toulett Drive Street Lights

The Committee reviewed a request from a resident to have street lights installed along Toulett Drive between Queensway Esso and Hickman Honda. This area is very dark and is used frequently by pedestrians.

The Committee recommends staff follow up with a request to Newfoundland Power to install new lights in this area. The Committee also recommends an assessment be completed for all areas in Town to identify locations for new street lights.

Intersection – Seventh Avenue\King Street

The Committee discussed the concerns of speeding at the intersection of Seventh Avenue and King Street. Also, with the rezoning of 19 King Street, there is a possibility of some traffic issues once developed.

The Committee recommends additional enforcement by Municipal Police in this area. Furthermore, the Committee recommends staff follow up with the future owner of 19 King Street to get a full development plan to evaluate if there are any potential traffic issues.

Mobile Vendor Permits

The Committee reviewed a request from a resident to reconsider the permitting costs for the mobile vendors.

The Committee recommends no change to the fee schedule. The Regulations were recently reviewed and updated.

Change of Use – 12 High Street

Councillor Whiffen excused himself from the meeting due to a potential conflict of interest.

The Committee reviewed a request from the owner of 12 High Street to change the business from a fitness centre to a daycare centre, largely due to the negative impact the COVID-19 Pandemic has had on the business. To meet the Town's Regulations, the business would require an outside amenity play area. This would require use of Town land as there is no other land available.

The Committee recommends that staff meet with the owner to discuss further and bring back to the Committee. The area adjacent to the business has

been identified for use by the Farmer's Market. The Committee would like to accommodate this request, if possible.

I move the recommendations and report of this Committee.

Motion

Dwyer\Coady-Davis

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

The following Resolution was presented by Councillor Dwyer:-

RESOLUTION GF-W 2021-308

REVISED SCHEDULE "A"

MULTI-YEAR CAPITAL WORKS PROGRAM

WHEREAS: the Town of Grand Falls-Windsor qualifies for funding under the Provincial Multi-Year Capital Works Program;

WHEREAS: all projects and funding allocation under these Agreements must be approved through the Department of Transportation and Infrastructure;

AND WHEREAS: the Town of Grand Falls-Windsor has available funding remaining in the Multi-Year Capital Works Program and needs to re-profile funding;

THEREFORE BE IT RESOLVED: that the Schedule "A" be revised and funding be re-profiled as per the attached revised Schedule "A".

Motion

Dwyer\Browne

Be it resolved that Resolution GF-W 2021-308 be adopted as presented. This motion carried by a vote of 7-0.

The following Resolution was also presented by Councillor Dwyer:-

RESOLUTION GF-W 2021-309

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;

AND WHEREAS: the Town of Grand Falls-Windsor has a funding surplus in Projects #99-2020-7025 of \$5,356.33; #99-2020-7026 of \$14,885.91; #99-2020-7027 OF \$236,307.03; #99-2020-7028 of \$47,141.56 and #99-2020-7104 of \$25,019.09 and has added two (2) new projects – Scott Avenue Rehabilitation – milling and resurfacing from Scott Avenue Overpass to the intersection of Rothermere Street requiring \$435,416 and upgrade traffic lights and intersection at Cromer Avenue and Pinsent Drive requiring \$533,900 (supporting documents attached). Funds required for new projects will be reallocated from the surplus in Projects #99-2020-7025, #99-2020-7026, #99-2020-7027, #99-2020-7028 and #99-2020-7104 along with the annual Gas Tax Funding which the Town qualifies under the Gas Tax Agreements;

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

- 1) Decrease funding for Project #99-2020-7025 by \$5,356.33 for a total allocation of \$273,838.67.
- 2) Decrease funding for Project #99-2020-7026 by \$14,885.91 for a total allocation of \$96,565.09.
- 3) Decrease funding for Project #99-2020-7027 by \$236,307.03 for a total allocation of \$489,153.97.
- 4) Decrease funding for Project #99-2020-7028 by \$47,141.56 for a

total allocation of \$71,462.44.

- 5) Decrease funding for Project #99-2020-7104 by \$25,019.09 for a total allocation of \$44,205.91.
- 6) Allocate \$435,416 to a new project (supporting documents attached) for milling and resurfacing from Scott Avenue Overpass to the intersection of Rothermere Street.
- 7) Allocate \$533,900 to a new project (supporting documents attached) upgrade traffic lights and intersection at Cromer Avenue and Pinsent Drive.

Motion

Dwyer\Bennett

Be it resolved that Resolution GF-W 2021-309 be adopted as presented. This motion carried by a vote of 7-0.

Corporate Services

The following report was presented by Councillor Bennett.

Human Resources Discussion

Mark Gill, Manager of Human Resources led a discussion about his progress thus far during his first six (6) months on the job. He continued to discuss projects that are planned for the remainder of 2021.

The Committee thanked Mark for the update and looks forward to seeing progress in this area moving forward.

Mark was excused from the meeting at 6:30 P.M.

Labour Report

The Committee reviewed the labour costs as of week eight (8). Total labour was \$482,270. This was \$26,055 (5.1%) under budget.

The Committee is pleased with the early results of the labour budget and recommends that staff continue to monitor costs moving forward.

Disbursement Report

The Committee reviewed the Disbursement Report in the amount of \$264,291.86 and recommends this be presented at the next Council meeting.

Tender- Installation of Gas Detection Exhaust Fans for Windsor Stadium

The Committee reviewed the tender summary related to the installation of gas detection exhaust fans for Windsor Stadium.

The Committee recommends that the Tender be awarded to Newfoundland HVAC Ltd. in the amount of \$77,750.00 plus HST. Ninety percent (90%) of this project is covered under a COVID-19 Stimulus Funding Program from the Provincial Government.

Tender – Diesel Rubber Tire Tractor

The Committee reviewed the tender summary for the Diesel Rubber Tire Tractor.

The Committee recommends that the Tender be awarded to Harvey and Company Ltd. in the amount of \$43,595.00 plus HST.

Policy HR-25: Safety Apparel and Footwear Allowance

The Committee reviewed Policy HR-25: Safety Apparel and Footwear Allowance.

The Committee recommends that this policy be approved.

Policy HR-26: Holiday Shut-down

The Committee reviewed Policy HR-26: Holiday Shut-down.

The Committee recommends that this policy be approved.

Gorge Park Redevelopment Detailed Engineering RFP

The Committee discussed the RFP results that were forwarded from a previous Corporate Services meeting. Since the last meeting, staff received confirmation that Council's decision to award the project will not impact any additional funding being requested.

The Committee recommends the Gorge Park Redevelopment Detailed Engineering Project be awarded to CBCL Limited in the amount of \$605,995 plus HST.

I move the recommendations and report of this Committee.

Motion

Bennett\Whiffen

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

Committee of the Whole

The following report was presented by Deputy Mayor Browne.

Municipal Enforcement and Animal Control Report – 2020

The Committee discussed the 2020 Municipal Police Activity Reports and 2019 comparisons. Enforcement activity was down significantly due to COVID-19 and a reduction in staff. In contrast, meeting activity has increased significantly due to COVID-19 response planning.

The Committee recommends that staff work on increasing its traffic activity and responses to other Municipal By-Laws.

Chief Municipal Enforcement Officer Thibault was excused from the meeting at 5:40 P.M.

Voting by Mail

Staff informed the Committee that in a recent Urban Municipalities meeting there were concerns expressed about how COVID-19 may impact the September 2021 Municipal Election and the ability for citizens to vote in-person. As a result, there was a broad suggestion put forward that municipalities should consider implementing a mail-in voting option.

The Committee recommends that staff write the Minister of Environment, Climate Change and Municipalities to request permission to include a mail-in voting option in our next Municipal Election. As well, the Committee recommends that staff continue to investigate the associated logistics around conducting a mail-in vote.

Deputy Town Clerk Hutchinson was excused from the meeting at 6:00 P.M.

Virtual Trade Show

The Committee reviewed information about a Virtual Trade Show being organized by Stingray during the month of April.

The Committee recommends that Community Services staff participate in this promotional event.

Maloney Street Land Pricing

The Committee discussed the cost of industrial light land that is for sale on Maloney Street. A local businessperson has expressed interest in purchasing the land for development but claims the land sale cost is excessive in comparison to other communities.

The land sale price in this area has been set based on development cost recovery; however, the Committee recommends that staff investigate land sale costs and comparable land opportunities in other communities and report back to Council for possible considerations.

Marine Atlantic Rates

The Committee discussed correspondence from Municipalities NL about pending rate increase by Marine Atlantic and a request to write the Federal Minister responsible for this services to expressed Council's displeasure.

The Committee recommends that Council write a letter expressing the Town's displeasure with any rate increases, particularly during a Pandemic, when food security and commercial trucking are critical services to the Province.

Gymnastics Update

The Committee received an update from staff on the gymnastics program and their efforts to secure space beyond October 2021 when the Joe Byrne Memorial Stadium is expected to open to hockey.

The Committee recommends that staff place this topics back on the next Community Services Agenda to discuss the need for future communications with affected parents and children.

MNL Annual General Meeting

The Committee reviewed information pertaining to the MNL 2020 Annual General Meeting that is rescheduled for May 6th-8th, 2021. This meeting will be virtual and during this meeting an Election to fill Director positions will be carried out. Councillor Coady-Davis has served as the Central Director for the past four (4) years and remains interested in serving in this capacity.

The Committee recommends that Council nominate Councillor Coady-Davis for another term on the MNL Board as the Central Director and they thank her for her past service on the Board.

Mr. Vernon Young Sewer Issue – 1 Sapling Street

The Committee discussed the issue of a damages claim associated with a sewer blockage on 1 Sapling Street that was reviewed by staff and denied.

The Committee recommends that staff investigate some examples of other sewer issues that are thought to be the same but handled differently and report back to the Public Works and Development Committee.

Snow Clearing

The Committee discussed snow clearing operations due to recent heavy snowfalls and expressed they were pleased with clean-up operations.

The Committee does ask that residents be conscious of their responsibility to not block cleared sidewalks when clearing their own driveways and also recommends that our Municipal Enforcement Officers monitor such potential By-Law violations.

Arenas

The Committee discussed whether to keep the ice down at Windsor Stadium due to being at Alert Level 4. The Director informed the Committee that rinks across the Province are trying to figure out what is best in their communities. The Windsor Stadium was scheduled to close on April 1st, 2021, but the Committee also recently received a request to stay open for a hockey school in the month of May.

The Committee recommends that staff keep the ice down in Windsor Stadium until we get more information from our user groups and information about what is possible within the Provincial COVID-19 rules.

I move the recommendations and report of this Committee.

Motion

Browne\Coady-Davis

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 had been in contact with the Minor Hockey Association and it looks like Hockey Newfoundland and Labrador may extend their season to mid or end of April. The kids have been through enough this year with COVID-19 restrictions, so he thinks it is only right to leave the Stadium open longer to extend their hockey season.

Councillor Whiffen noted we are governed by the Municipalities Act, and the Act has strict rules on the process of voting and one of the option available to us other than in-person voting is conducting a mail-in voting process. He thinks we should advocate the Provincial Government for an online voting system. Regarding the Maloney Street land pricing, one of the items that we discussed was how the price of land is presented. Typically, we have a cost per square foot frontage in our commercial properties, but on Maloney Street we price it per acre. The cost that is listed is \$150,000 per acre which people may interpret it as \$150,000 per block which is not the case. Each block is not an acre, they are various sizes, so we ask that the prices be per square footage front.

Councillor Coady-Davis asked due to the shortened season and the co-operation from the user groups, she would like to show some appreciation by, if possible, extending the season by leaving the ice down longer at the Stadium. Municipalities NL will be discussing online voting with the Urban Municipalities, but the regulations currently in place must be followed. With the Symposium coming up in May, Municipalities NL is looking at an online voting option. So, we are investigating as to what options would be available to run that type of election. Municipalities NL will be forwarding information out to the municipalities across the Province as soon as we get information.

Mayor Manuel advised at the Committee meeting we all felt that the ice should be left down, but other factors do cause some hesitation. We decided to leave the ice on until this Friday to see what the Chief Medical Officer says with the report on COVID-19 and the Alert Levels, and to give staff a chance to come back with some numbers as to what kind of demand we are looking at and costs involved.

NOTICE OF MOTION

None

Mayor Manuel said before we move into Other Business, yesterday was “International Women’s Day” and he signed a Proclamation along with the local Status of Women group here in Town. We do have two (2) very strong voice women at the table and it would be only fitting that he got one of them to read the Proclamation.

Councillor Coady-Davis read the Proclamation at this time.

OTHER BUSINESS

Councillor Dwyer mentioned that Stephanie Butler is a Memorial Primary\Elementary Education student, and as part of one of the courses she is doing, is required to do a group project that makes a positive impact on a community. So her and two (2) other members of her group are doing a book drive and so they are looking for people to donate books that appropriate for students from Kindergarten to Grade 6. Those books are going to be donated to three (3) schools within the Province, and one of them will be in Grand Falls-Windsor. The information is on our Facebook page along with contact information of how you can get those books donated. The books are being donated in the names of Nevaeh Denine and Curtis Hudson who are two (2) children who passed away because of childhood cancer. March is Pharmacy Appreciation Month, so she would like to thank all the pharmacies, pharmacists and pharmacy workers in Grand Falls-Windsor who have certainly been convenient and accessible healthcare providers which have been more apparent than ever during the COVID-19 Pandemic.

Deputy Mayor Browne said he would like to complement our snowclearing staff on the excellent job they are doing keeping the streets clear and the recent widening of all streets in Grand Falls-Windsor.

Councillor Coady-Davis expressed thanks again to all of our residents for doing so well in the second lockdown, we have been doing great getting the kids back to school and on a safe schedule. We had vaccinations start today in Grand Falls-Windsor for ages 85 and up, so thank you to everybody giving those vaccinations to help keep our seniors safe.

Mayor Manuel advised we are still waiting on information about COVID-19 which is expected to be released this Friday, at which point we will be active on our Facebook page with information and guidelines. On behalf of Council and

staff, he would like to express condolences to the family of the late Emerson Burton, may he rest in peace.

Motion

Coady-Davis\Browne

Be it resolved that the meeting of the Grand Falls-Windsor Town Council would be adjourned until the next regular scheduled meeting of March 30th, 2021. This motion carried by a vote of 7-0.

The meeting adjourned at 7:53 P.M.

Barry Manuel
Mayor

Darren Finn
Chief Administrative Officer