

MEETING #491

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, MARCH 27TH, 2018

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

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #490 of Tuesday, March 6th, 2018.

Motion
Bennett\Feener

Be it resolved that the Minutes of Meeting #490 of Tuesday, March 6th, 2018 would be adopted as circulated. This motion carried by a vote of 5-0.

BUSINESS ARISING OUT OF THE MINUTES

None

DISBURSEMENT REPORT

Councillor Coady-Davis presented the disbursement report in the amount of \$232,730.66.

Motion

Coady-Davis\Browne

Be it resolved that the disbursement report in the amount of \$232,730.66 would be adopted as presented. This motion carried by a vote of 5-0.

COMMITTEE REPORTS

Exploits Regional Water Supply

The following report was presented by Councillor Bennett.

Adoption of Minutes from September 7th, 2017

Motion

Kirk McDonald\ Dennis Woolridge

Be it resolved that the Minutes of the meeting held on September 7th, 2017 would be adopted as circulated. The motion carried by a vote of 6-0.

2018 Operating Budget

The 2018 Operating Budget was presented and discussed. There is a 5.8% (\$45,453) increase over the 2017 Budget. This increase is due to chemical costs which have increased in price significantly since 2017.

Chlorine Residual – Bishop’s Falls

Mr. Chippett noted that chlorine residuals at the Correctional Centre are now within acceptable limits without flushing lines open. They are still trying to pinpoint the problem why residuals are low in this area. They think it may be at the water tank and will continue to monitor.

Emergency Plan – Water Loss

The Committee discussed the development of an emergency plan for water loss to the communities either due to failure at the Plant or ruptured transmission main. The emergency plan would come into effect if water loss was for an extended period. Central Newfoundland Regional Health Center would be out of

water at some point and these timelines need to be determined and a plan in place. Staff will continue working on the plan.

License to Occupy – Cabin

There has been a request to renew a License to Occupy a cabin in the watershed area and the cabin will be sold. Staff were contacted by the Department of Environment and Conservation and are awaiting a decision from the Department. This information will be discussed at a future meeting when we receive the decision from Environment and Conservation.

Dam Study

There was a study completed on the condition of the dam at Northern Arm Pond. The Consultant noted issues and also prioritized and provided estimated costs to do this work. The control gates and intake were a priority and some of this work can be completed by staff. Other work will require Capital Investment. Staff will source funding for this work and report back to the Committee.

Windmill at Treatment Plant

Application has been completed to construct a windmill at the Water Treatment Plant to supplement energy costs. ACOA has stated that they support these types of projects, but we have no formal response to the application.

Lab Upgrade

The Operations Manager showed a picture of the upgrade to all cabinetry at the Water Treatment Plant. These cabinets came from the lab at the former GFA High School that was demolished. Installation was completed by Town staff so no Capital expense and lab is completely upgraded.

Other Business

Councillor Darren Finn mentioned a presentation that the Conservation Corp. gave to the Grand Falls-Windsor Town Council on water consumption and conservation. Consumption in Newfoundland and Labrador is much higher than the other Canadian Provinces. Ms. Katie Power presented some excellent facts that she will be forwarding to staff and these can be used throughout the communities to show consumption costs, per litre, etc... This would bring

awareness to residents to understand water production and distribution cost and conservation\reduction is important. There were some kits distributed that include low shower heads, water hose nozzles and aerators. Production at our Plant is at an average of 12.5 million litres a day which is down significantly from 2017. Staff in all communities are doing an exceptional job on leak detection and repair.

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 5-0.

Finance and Administration

Prior to the reading of this report it was decided to remove the Corduroy Brook Agreement item to be voted on separately.

Motion

Coady-Davis\Bennett

Be it resolved that the Corduroy Brook Agreement would be removed and voted on separately. This motion carried by a vote of 5-0.

Disbursement Report

The Committee reviewed the Disbursement Report in the amount of \$232,730 and recommends this be presented at the next Council Meeting.

Corduroy Brook Agreement

The Committee reviewed the Corduroy Brook Agreement for use of the new Centre.

The Committee recommends this be approved.

Student Hiring Policy

The Committee reviewed the Student Hiring Policy.

The Committee recommends that this be approved as presented.

Municipal Grants

SPCA

The Committee discussed the Operating Grant for the SPCA. No amount has been approved.

The Committee recommends we obtain a Financial Report for further discussion.

Grand Falls Heritage Society

The Committee reviewed the Financial Report of the Grand Falls-Windsor Heritage Society. The Committee also discussed the status of past commitments to establishing and operating a Heritage Centre.

The Committee recommends no approval of funding at this time. The Committee also recommends that future funding will be considered in the process when a Centre is established.

Exploits Valley YMCA

The Committee reviewed the status of the YMCA Operating Grant and recommends that discussion on this be deferred until we review the 2017 Financial Statement.

Homelessness Partnership Strategy Statement

The Committee reviewed the Homelessness Partnership Strategy Statement for the year ended March 31st, 2017. An audited statement is required under the terms of the program as administered by the Town of Grand Falls-Windsor. Total revenue for the year is \$1,076,738; expenses are \$1,060,213 for a surplus of \$16,425. It was noted the Town of Grand Falls-Windsor receives approximately \$15,000 in administration fees.

The Committee recommends this be accepted.

Gas Tax Funding

The Committee reviewed the Audited Gas Tax Statement for December 31st, 2017 as required under the Gas Tax Funding Agreement and has deferred funding

available of \$338,650. Total Capital Funding available under the Gas Tax for 2018 is \$920,612.

Town Capital

The Committee reviewed the Town Capital Budget for 2018.

The Committee recommends that a Capital Budget of \$592,000 be approved as attached. Also, the Committee recommends the following expenditures be approved as operating expenses:-

Ballard House	\$ 9,000
Gymnastics Mats and Equipment	\$ 10,000
Joe Byrne Memorial Stadium Exterior Painting	\$ 20,000

Chemical Costs

The Committee reviewed the chemical costs for the Exploits Regional Water Supply. Total chemical costs for this year were \$205,972. This amount is in excess of budget by \$28,067 or 12.6%.

Asset Investment Mix

The Committee reviewed the proposed asset investment mix for the Defined Benefit Pension Plan.

The Committee recommends that Council adopt the following investment mix:-

BlackRock Long Bond Index	40%
Franklin Bissett Canadian Equity	10%
Mawer Canadian Equity Fund	10%
Mawer Global Equity Fund	10%
T. Rowe Price Global Focused Equity Fund	10%
Investco Targeted Returns Fund	10%
Schroders Emerging Markets Equity Fund	5%
Lazard Global Small Cap Equity Fund	5%

AND Company

The Committee reviewed the Financial Statement for the AND Company for the year ended December 31st, 2017. Net income for the year was \$21,831. The Committee was pleased with the results and looks forward to continued success.

Municipalities Newfoundland and Labrador Report

The Committee reviewed a request to provide sponsorship for the scheduled March 23rd – 24th meeting in Grand Falls-Windsor.

The Committee recommends \$500 be approved for this.

Harmsworth Public Library

The Committee reviewed a request for funding from the Harmsworth Public Library Board.

The Committee recommends we meet with the Board for further discussion.

I move the recommendations and report of this Committee.

Motion

Coady-Davis\Browne

Be it resolved that these recommendations and report with the Corduroy Brook Agreement removed would be adopted as circulated. This motion carried by a vote of 5-0.

Mayor Manuel advised that the Homelessness Partnership Strategy is administered by staff with offices in the Town Hall. This is a Federally Funded Program.

Mayor Manuel excused himself from the Chair at this time due to a perceived conflict of interest for the vote on the Corduroy Brook Agreement item. Deputy Mayor Browne assumed the Chair.

Motion

Coady-Davis\Feener

Be it resolved that the Corduroy Brook Agreement item would be adopted as circulated. This motion carried by a vote of 4-0.

Mayor Manuel returned to the meeting at this time and assumed the Chair.

Parks, Recreation and Special Events

The following report was presented by Councillor Bennett.

IMBA Canada Presentation (Via Skype)

AJ Strawson from IMBA Canada presented the Committee with a presentation via skype on how his organization could come to Grand Falls-Windsor and assess our Mountain Bike Trail, train our staff and volunteers how to maintain a mountain bike trail, give recommendations to make our trail better and give a written report with his findings.

The Committee recommends staff review his proposal and the budget for the trails competition and report back to the Committee at a future Committee meeting.

Note: Colin Clarkson from the local Mountain Bike Club attending the meeting for this presentation.

Civic Awards

The Director of Parks and Recreation presented the Committee with an update on this year's Civic Awards. The deadline for nominations has now passed and the Judges Committee will meet in the coming weeks to begin the evaluations of the fifty (50) plus nominees.

Mid Winter Bivver Report

The Director of Parks and Recreation presented the Committee with an overview of how the Bivver went this year. The events were a huge success with 85 snowmobiles taking part in the snowmobile ride and 175 people attending the "Foragers Feast". The Director will provide a final written report once all the invoices for the event are paid.

Easter Week Community Opportunity

The Committee reviewed correspondence from the Windsor Pentecostal Church requesting the Town co-sponsor an Easter Week of activities with the Town supplying the bouncy castles as well as the staff to set up and operate.

The Committee recommends sticking with the "No Loan Out Policy" and declined this request.

Chamber of Commerce Show – October 19th - 20th, 2018

The Committee discussed a request from the Chamber of Commerce to host a Trade Show on October 19th – 20th, 2018 in the Joe Byrne Memorial Stadium.

The Committee recommends the Director find out the details of the Show to ensure it does not conflict with the Fall Craft Fair the Parks and Recreation Department were planning for the fall of 2018.

Gorge Park Name – Correspondence

The Committee discussed correspondence from Mr. Thomas Bursey requesting to change the name of Gorge Park.

The Committee feels much consideration was given to the selection of the name of the Park and recommends to deny this request.

Community Gardens Correspondence

The Committee discussed correspondence from the Community Gardens over the troubles within their Executive.

The Committee recommends the Director of Parks and Recreation contact their Executive to see if there is anything the Town can do and to give any necessary assistance with the election of their new Executive at their upcoming Annual General Meeting.

2019 Provincial Special Olympics Update

The Director of Parks and Recreation informed the Committee the dates have been set for the 2019 Provincial Winter Special Olympics that will be hosted in Grand Falls-Windsor over two (2) week-ends from February 28th – March 3rd and March 7th – 10th, 2019. The Joe Byrne Memorial Stadium will be utilized each week-end with the ice floor covering going down each week-end.

Labour Budget

The Director presented the Committee with details of why the Parks and Recreation Labour Budget expenditures have been a little high for the first few weeks of 2018.

The Committee recommends staff closely monitor the labour to ensure we are able to keep labour expenditures within budget.

Atlantic Recreation Conference

The Director presented the Committee with the details of the “Atlantic Recreation & Facilities Conference and Trade Show” which staff will be attending from May 30th – June 1st, 2019.

Recreation Programs Update

The Director presented the Committee with a detailed list of programs, activities and special events that were recently completed, are ongoing now and planned for the next couple of months.

The Committee recommends the Director present a detailed list of programs and events at every meeting to ensure Councillors are informed of all activities the Parks and Recreation Department are organizing.

Burger Wars

The Committee Chair presented the Committee with an idea for a “Burger Wars” competition between the local restaurants in Grand Falls-Windsor.

The Committee recommends staff investigate the idea and speak with the local restaurant owners to see if there is interest.

I move the recommendations and report of this Committee.

Motion

Bennett\Browne

Be it resolved that these recommendations and report would be adopted as circulated. This motion carried by a vote of 5-0.

Mayor Manuel advised that he was excited to be hosting the Special Olympics in 2019 and anyone wishing to assist as volunteers can present themselves at a later date.

Committee of the Whole

The following report was presented by Deputy Mayor Browne.

Municipal Enforcement – Year End Report

Chief Constable Thibault went through the 2017 Year End Report. Municipal Enforcement Calls for Services in 2017 was 1,271. The report was reviewed in detail. Minor changes were suggested to capture other data related to taxi inspections, miscellaneous calls, etc... There was also discussion on several areas concerning traffic flow.

The Committee recommends the report be accepted and staff consider updating the report and follow up on concerns raised.

Animal Control – Year End Report

The Committee reviewed the 2017 Year End Report for Animal Control. There were suggested changes to the report to capture licenses in circulation. There were also discussions on percentage of time spent by the Municipal Enforcement Officer\Animal Control on Animal Control duties.

The Committee recommends the report be accepted and staff review reporting and operations.

The Committee thanked Chief Constable Thibault for his reports and he was excused at 7:15 P.M.

Grand Falls-Windsor Heritage Society

The Committee discussed correspondence from the Grand Falls-Windsor Heritage Society requesting a meeting with Council and the Grand Falls House Committee to discuss and determine roles of the Society regarding the Grand Falls House property.

The Committee recommends that staff arrange this meeting for a time convenient to all groups.

Departmental Budget Review

The Committee discussed a review of Departmental Budgets and recommends the Director of Finance consider the appropriate frequency of these reviews and include as part of a Finance and Administration Committee meeting.

Chamber of Commerce\Council Meeting

The Committee recommends that staff contact the Chamber of Commerce Executive to arrange a meeting to review and discuss issues that are important and common to both groups.

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 5-0.

Public Works and Planning

The following report was presented by Deputy Mayor Browne.

Caribou Road

The Engineering Department sent the residents of Caribou Road a letter concerning a complaint about parking on the street. The Department requested residents to provide their opinion on moving the “No Parking” zone from the west side of the street to the east side.

The Committee reviewed the responses received and all residents that responded to the letter preferred that there be no changes made. The Committee recommends that the “No Parking” area remain as is.

19 Seventeenth Avenue – Meat Cutting Shop

The Committee reviewed a letter from Mr. David Oake of 19 Seventeenth Avenue requesting to start up a meat cutting shop. In his proposal he requested permission to erect a second accessory building to accommodate a freezer for the proposed business. The permitted area of an accessory building(s) has already been met with existing structures. Further development will contravene the Development Regulations.

The Committee recommends that this request for a second accessory building be denied. However, Mr. Oake would be permitted to develop his business if he located the freezer inside the existing structures on the lot.

Plumbing Inspections

The Building Inspector does not currently conduct plumbing inspections during construction or renovation within the Town. To ensure that all plumbing is conducted as per the National Building Code, the Engineering Department recommends that all plumbing be inspected by a Certified Plumbing Inspector registered with the Town of Grand Falls-Windsor. This would be the responsibility of the homeowner and construction would not be permitted to continue until the work is certified as correct and the inspection signed off by the Inspector.

The Committee would like additional information before approving this process, including how other jurisdictions handle plumbing inspections. The Committee is also concerned of the additional cost to the homeowner. The Committee recommends staff gather more information and bring back to the Committee for further discussion.

Rafting NL – Update

The Director of Engineering and Works provided additional information on a request from Rafting NL to set up a seasonal operation for canoeing\rafting at Gorge Park. They also requested for additional signage to be placed on the Town signs to indicate their location.

The Committee recommends that their request for operation be brought to the Economic Development, Tourism and Heritage Committee. In addition, the Engineering Department should look into additional signage to indicate the location of Gorge Park on existing signs within Town. The Committee also recommends their operation be considered under Phase II of the Riverfront Development Plan.

Kingsway Living Inc.

The Committee discussed the request by Kingsway Living Inc. that the Town cover the cost to complete the storm water upgrades at Maple Avenue near the proposed development for a Personal Care Home. These upgrades were noted in the original RFP and the Purchase & Sale Agreement that they were the responsibility of the developer of the lot.

The Committee recommends that their request be denied. The requirements were outlined in the Agreement and it is their responsibility. The Committee also recommends that an estimate for the work be sent to Kingsway Living Inc. and to inquire about their project schedule.

Blackmore Street

The Committee was informed that Mr. Fraser Paul was looking at moving ahead with more development on Blackmore Street. Mr. Paul was informed no development would be permitted until all asphalt and concrete was completed on the initial phase and a Subdivision Agreement was signed which includes all construction drawings.

The Committee recommends staff continue to monitor and keep the Committee updated on the progress.

Asset Management

The Committee was updated on the status of the Asset Management Plan. The Asset Management Committee met to discuss and a readiness scale was completed. The Town is in the preliminary stages of development. The Committee also discussed the proposal by Mr. Milos Posavljak of the University of Waterloo to assist the Town with the FCM grant application and the development of the Asset Management Plan.

The Committee recommends staff work with Mr. Posavljak on the grant application and if successful discuss further on the deliverables of his proposal.

Household Hazardous Waste Day

The Committee reviewed a proposal from the Director of Engineering and Works to have a Household Hazardous Waste Day. Central Newfoundland Waste Management (CNWM) will host the event within the Town for a cost of approximately \$2,000.

The Committee recommends staff to make the necessary arrangements with CNWM to host this on May 12th, 2018 and to ensure notices are delivered to the public.

35A Thirteenth Avenue

The Committee reviewed a request for a home to be constructed at 35A Thirteenth Avenue. The lot is a panhandle lot accessed by a road reservation from Thirteenth Avenue.

The Committee recommends staff contact Crown Lands to inquire if the resident can use the road reservation for the access and installation of services, or if they would need to purchase. Furthermore, all services from Thirteenth Avenue will be the responsibility of the homeowner.

10 Patrick Street – Chickens

The Committee reviewed a request to have two (2) chickens in the rear yard of 10 Patrick Street. The resident would like to have access to fresh eggs.

The Committee recommends that this request be denied. Chickens are considered to be small scale agriculture use and is not permitted under the Development Regulations for this area of Town. Small scale agriculture use is only permitted in Rural Area Zone (RUR) or Rural Residential Zone (RR-1).

Royal Retirement Living

The Committee reviewed a request from Royal Retirement Living to rezone land at 408-410 Grenfell Heights from Rural Area Zone (RUR) to High Density Multi-Unit Residential Zone (RM-2) to permit construction of a Personal Care Home.

The Committee recommends that this be approved and to commence the rezoning process, if the applicant wants to proceed.

Discretionary Use

The Committee reviewed a request from the Engineering Department to increase the fee for advertising discretionary use. The current fee is \$150.00, but actual cost to the Town exceeds this.

The Committee recommends the fee be raised from \$150.00 to \$200.00 to cover the cost of the administration and advertising fee.

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 5-0.

Councillor Bennett advised that he met with the residents on Caribou Road who requested the “No Parking” area be moved to the other side of the road. After advertising the possible change nineteen (19) of the twenty (20) responses wanted the “No Parking” to remain. Also the Municipal Enforcement Officer have continued to monitor the parking concerns and no issues have been noted.

Mayor Manuel advised that we normally invite input from residents when changes are suggested and respect their input in the decision process. He also

advised that the Household Hazardous Waste Day has not been held in Grand Falls-Windsor for several years and stated that he supports the proposed event in Grand Falls-Windsor. Household hazardous waste materials can be dropped off at the Norris Arm site at any time with no fee being charged.

Salmon Festival

The following report was presented by Councillor Feener.

Talent

The Committee discussed the lineup for this year's major Concert.

The Committee recommends that we confirm the remaining acts and plan for a press release and media launch. The Committee also recommends that staff prepare proposals for remaining Festival events.

Major Sponsorships

The Committee reviewed previous years sponsors and recommends that staff prepare proposals to be forwarded for consideration.

Gold\Silver\Bronze Sponsorships

The Committee discussed the Gold\Silver\Bronze sponsorships.

The Committee recommends that staff review the list and begin contacting sponsors.

Sound and Light

The Committee discussed the sound and light for this year's Concert.

The Committee recommends that staff get proposals for further discussion.

Media

The Committee discussed media for this year's event and recommends we get a media proposal for both island wide and local. The Committee will discuss this further at a future meeting.

I move the recommendations and report of this Committee.

Motion

Feener\Browne

Be it resolved that these recommendations and report would be adopted as circulated. This motion carried by a vote of 5-0.

OTHER BUSINESS

Councillor Coady-Davis took the opportunity to wish residents a Holy Easter Week and noted that with the weather improving children will be spending more time outside. She asked motorists to use caution.

Councillor Bennett congratulated Gordon and Eva Maidment on their 70th Wedding Anniversary. He wished the Grand Falls-Windsor Fire Department good luck in the upcoming Hockey Tournament in Bishop's Falls. He also asked all to travel safely while attending hockey events during Easter Week.

Deputy Mayor Browne congratulated the Minor Hockey Association on the 15 Years and Under Hockey Tournament. He also extended congratulations to the Grand Falls-Windsor Minor Hockey Association teams and wished them good luck in their upcoming tournaments. He noted that this is the time of year where there is an increase in the number of potholes. Staff will continue to repair as soon as they can. Residents are asked to report pothole locations by calling our Public Works Depot at 489-0420.

Mayor Manuel advised that potholes are a normal occurrence due to weather conditions and asked motorists to be attentive while driving. He noted that the Parks and Recreation Department held a "tree tapping" event this past week-end which was a success. He advised six hundred (600) people attended a St. Patrick's Day event on Centennial Field. There was a Seniors Day at the Classic Theatre which was also a success with over one hundred (100) attending the movie. He advised that the "Fill It Up with Food" is now taking place in the Town Hall lobby and is on until this Thursday. He thanked those who have contributed and asked those who want to drop off food to do so by this Thursday. He congratulated the Kiwanis Club on a successful Music Festival in Grand Falls-Windsor and also congratulated all participants and winners. He congratulated Aaron Stacey on winning the "Friends of Minor Baseball Scholarship" in the amount of \$1,000.00. He advised that Linda Kelland will be retiring from the Canadian Red Cross and thanked her for her contributions and wished her well in her retirement. He noted that he signed a Proclamation on March 26th for Purple Day for Epilepsy. He also

advised that there was a “Tourette’s Walk” this past week-end from Woodland Primary. The first one that has ever been held in Grand Fall-Windsor with approximately forty (40) people taking part. He noted that he had a couple of issues of concern and one was salmon fishing on the Exploits River with the unknown upcoming decision. This is a big economic impact in this area of approximately \$10 million dollars annually and we want sustainability, but we also caution the Department of Fisheries Officers on the measure implemented. Increased monitoring is critical to gather appropriate science to assist with decision making. Also Botwood’s Mayor Scott Sceviour has been in the media recently expressing their frustration with a proposed business in Botwood requiring an allocation of fiber resources. This Government provided a conditional allocation recently to a Biofuels project, so why won’t they consider an allocation to this company now. The new guideline for allocating the fiber within Newfoundland and Labrador is of concern because it could be allocated outside of Central Newfoundland with no benefit. He commended Mayor Sceviour on his position and we will be following up with MHA’s. This fiber needs to be used to promote development in Central Newfoundland.

Deputy Mayor Browne and Councillor Bennett advised that they attended a Seniors Curling event and expressed thanks to Mr. Joe Tremblett Jr. for his efforts to support this event.

Motion

Coady-Davis\Bennett

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, April 17th, 2018. This motion carried by a vote of 5-0.

The meeting adjourned at 7:58 P.M.

Barry Manuel
Mayor

J. Saunders
Town Manager\Clerk