

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, APRIL 23RD, 2019

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

Prior to the meeting the Mayor signed two (2) Proclamations – Talk with your Kids about Money Day and National Organ and Tissue Donation Awareness Week. Renee and Lee Osmond attended the meeting on behalf of Organ and Tissue Donation as Renee recently donated part of her liver to her sister Colleen and both are doing well.

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #506 of Tuesday, March 26<sup>th</sup>, 2019.

Motion  
 Coady-Davis\Bennett

Be it resolved that the Minutes of Meeting #506 of Tuesday, March 26<sup>th</sup>, 2019 would be adopted as circulated. This motion carried by a vote of 6-0.

BUSINESS ARISING OUT OF THE MINUTES

None

## DISBURSEMENT REPORT

Councillor Coady-Davis presented the disbursement report in the amount of \$666,999.84

Motion

Coady-Davis\Feener

Be it resolved that the disbursement report in the amount of \$666,999.84 would be adopted as presented. This motion carried by a vote of 6-0.

## COMMITTEE REPORTS

### Economic Development, Tourism and Heritage

The following report was presented by Councillor Whiffen.

#### Main Street Business Association Meeting

The Economic Development Officer invited all businesses on Main Street to attend a meeting on April 17<sup>th</sup> at 7:00 P.M. at the Corduroy Brook Nature Centre building. To-date only four (4) have confirmed that they are attending. One person will be away, but has submitted his comments.

The Committee encourages the Main Street businesses to contact our Economic Development Officer and sign up to attend.

#### Welcome NL Orientation Session – April 10<sup>th</sup>, 2019

Welcome NL, is a program sponsored by the Province of Newfoundland and Labrador and Municipalities Newfoundland and Labrador, to increase and support immigration. There is an orientation session on April 10<sup>th</sup>, 2019 for community representatives interested in attracting and retaining immigrants.

#### Cushman and Wakefield

The Economic Development Officer received a quotation from Cushman and Wakefield to conduct a Market Study and Narrative Appraisal Report on accommodation capacity in Grand Falls-Windsor.

The Committee recommends staff investigate funding options and proceed with the project.

### Big Data\Big Ideas

A representative of Municipalities Newfoundland and Labrador and RanLab (MUN) presented an overview of the project to participants through video and audio conferencing.

Our region consists of Grand Falls-Windsor, Bishop's Falls, Botwood and Peterview. The project is expected to be completed by the end of 2019.

### Brand Items

The Committee discussed purchasing additional brand items and recommends the following:-

Cleaning Cloth (Lens)	1,000 @ \$0.97	from Brymark Promotions
Croc Clips	500 @ \$0.74	from Staples
Mug (Clear)	250 @ \$5.65	from 4Imprint

Additional information is required for the pens and bags.

### AND Co. Minutes – March 25<sup>th</sup>, 2019

The Committee reviewed the Minutes from March 25<sup>th</sup>, 2019 and recommends they be approved. The Committee suggested that their grant be increased from \$10,000 to \$11,300 (same as 2018) and asked this be addressed at the next Finance and Administration Committee meeting.

### Business Development Officer's Report

The Business Development Officer provided a report (attached) on the ongoing work with the Excite Corporation. Renovations are ongoing at the Excite Centre to accommodate additional office space for NL Dizzy and Balance Clinic, a Public/Private Partnership. There are additional offices that can be used for other medical staff.

On April 12<sup>th</sup>, 2019 at 11:30 A.M. in the Town Hall, there will be a signing of an MOU with Eastern Health to:-

1. Facilitate increased access to technology and talent.
2. Facilitate research and development, co-operation between research facilities, innovation hubs and businesses in the area of mutual interest.
3. Building linkages between research activities networks and research and innovation agencies to explore how best to support and advance health outcome in the Province.
4. Support efforts to integrate healthcare knowledge throughout the Province.
5. Create new industry opportunities through health research collaboration.

### Bonavista Tourism

The Deputy Mayor mentioned a discussion he had recently with Mr. John Norman, Mayor of Bonavista concerning their success in expanding tourism product. He did say he would be willing to visit Grand Falls-Windsor and make a presentation to Council.

The Committee recommends we try to arrange a time that works for Mr. Norman.

### Exploits Valley Tourism

Councillor Whiffen stated that he would like to arrange an event where all Central NL tourism operators can attend to discuss new possibilities for this area to extend the tourism options into the shoulder season.

The Committee supports this initiative and staff will discuss the concept in more detail.

### Aquaculture Tour

Councillor Bennett stated that we should reschedule the trip originally planned to visit the aquaculture facilities on the South Coast.

Staff will contact NAIA and determine if there are any other suitable times.

I move the recommendations and report of this Committee.

Motion

Whiffen\Browne

Be it resolved that these recommendations and report would be adopted as circulated. This motion carried by a vote of 6-0.

Councillor Whiffen advised that we held a meeting with the Main Street businesses recently. Several issues were discussed. Their suggestions will be discussed at the next Economic Development, Tourism and Heritage meeting and another meeting will be arranged in a couple of months.

Deputy Mayor Browne advised that he attended the recent Urban Municipalities Committee meeting in Stephenville and Bonavista Mayor Norman stated that they were in the top three (3) for most tourists in 2018.

Mayor Manuel said that it is important for community involvement to grow tourism. We have that now with the Grand Falls House Foundation.

### Parks, Recreation and Special Events

The following report was presented by Councillor Bennett.

#### RFP Recreation Complex Needs Assessment

The Director presented the Committee with a draft of the RFP for the Recreation Complex Needs Assessment.

The Committee reviewed the RFP and recommends staff make additional revisions and present the final draft for approval at the next Parks and Recreation Committee meeting.

#### Spring and Summer List of Special Events

The Director presented the Committee with a list of Special Events the Parks and Recreation Department have planned for the next few months. New events and programs are being added daily as staff get ready for a busy summer of activities.

The Committee recommends the Director update the Committee at the next few Recreation Committee meetings to help keep them aware of all the activities planned for this summer.

#### Volunteer Appreciation Week

The Director informed the Committee of the schedule of activities for Volunteer Appreciation Week from April 7<sup>th</sup> to 13<sup>th</sup>, 2019.

The Committee recommends staff promote the week long schedule of activities to help get as many volunteers involved as possible. Council also recommends each member of Council attend as many of these events as possible.

### Special Events Sponsorship

The Committee discussed options the Town uses to develop sponsorship packages for many of our Special Events.

The Committee recommends staff develop the appropriate sponsorship packages for each event ensuring we give all possible sponsors equal opportunity to be involved.

### ACOA Grant Application

The Committee discussed the Tourism\Trade Show ACOA Grant Application the Recreation Department are applying for in the next couple of weeks. Staff met with the local ACOA representative to discuss application options.

The Committee recommends staff meet with ACOA and combine the Tourism\Trade Show Application with an existing application we have on file with ACOA.

### “AAA” Midget Hockey Proposal

The Director informed the Committee Impact Hockey has been awarded the bid to host the Central “AAA” Midget Hockey Team for Central Newfoundland.

The Committee recommends staff make all the necessary arrangements to host the team in Grand Falls-Windsor this fall.

### Civic Awards

The Director updated the Committee on the plans for this year’s Civic Awards noting the judging has been completed and staff are now working on producing the Show.

The Committee recommends staff continue with the planning for this year’s Awards which are scheduled for May 9<sup>th</sup> and to update the Committee again at the next Parks and Recreation Committee meeting.

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 6-0.

Councillor Feener advised that he took part in most of the volunteer events and Grand Falls-Windsor is blessed with the numbers and contributions of volunteers.

Mayor Manuel said it is important that we say “Thank You” to these residents during Volunteer Week.

Councillor Bennett expressed congratulations to Impact Hockey on being successful on being awarded the Midget “AAA” Team for Central Newfoundland. There will be lots of spin-offs with hotels, restaurants, etc... with hosting this team.

### Salmon Festival

The following report was presented by Councillor Feener.

#### Proposed Salmon Festival Schedule

The Director of Parks and Recreation presented the Committee with a Festival Schedule for this year. The schedule was discussed in detail with several new ideas proposed.

The Committee recommends staff continue to work on the schedule and to update the Committee at the next Salmon Festival meeting.

I move the recommendations and report of this Committee.

Motion

Feener\Coady-Davis

Be it resolved that these recommendations and report would be adopted as circulated. This motion carried by a vote of 6-0.

Councillor Feener is expecting to meet this week to finalize the format and make announcements over the next couple of weeks.

### Committee of the Whole

The following report was presented by Deputy Mayor Browne.

Letter of Support – Beothuk Remains Returned to Central NL

The Committee discussed the on-going project to repatriate the Beothuk remains from Scotland to Canada and then to Newfoundland and Labrador. This process is just starting and it is unknown when the remains will be returned to Newfoundland and Labrador.

The Committee recommends writing the appropriate Minister and Officials requesting the final resting place for these remains be in Central Newfoundland.

Branding Merchandise – 2019

The Committee reviewed the branding merchandise presented.

The Committee recommends five hundred (500) of the prism type bags be ordered and the colour would be green with our logo in white and five hundred (500) of the non-woven bags in royal blue with our logo in white.

Enforcement of Occupancy and Maintenance Regulations

The Committee discussed the opinion we received from our lawyer on the enforcement of the Regulations.

The Committee recommends this be retired to the next Public Works and Planning Committee meeting.

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 6-0.

Deputy Mayor Browne stated the hope is that the Beothuk remains will be repatriated in Central Newfoundland. It is important that municipalities express their views on this issue.

Councillor Coady-Davis stated the remains are expected to be held at The Rooms, but only until the final resting place is determined.

The following report was also presented by Deputy Mayor Browne.

### Chief Administrative Officer Position

Council reviewed the report from LW Consulting on the recruitment of the Chief Administrative Officer. There were forty-six (46) applications received in total. These were screened internally and thirteen (13) applications were forwarded to LW Consulting for them to complete the process with a recommendation on a suitable candidate. After preliminary review of applications and phone interviews LW Consulting reduced the list to eight (8) individuals for face-to-face interviews. These were conducted on April 3<sup>rd</sup>, 2019 and we received the report from LW Consulting on April 15<sup>th</sup>, 2019.

The Committee is recommending the Chief Administrative Officer position be awarded to Mr. Darren Finn. This offer is conditional on providing several documents to our Human Resources Department.

I move the recommendation and report of this Committee.

Motion

Browne\Whiffen

Be it resolved that this recommendation and report would be adopted as circulated. This motion carried by a vote of 6-0.

Councillor Feener advised that he was not present for the discussion because he was out of the Province, but fully supports the decision.

Mayor Manuel stated that the Chief Administrative Officer position is very important and went to an outside Consultant for assistance. Mr. Finn is a worthy candidate and the start date is May 27<sup>th</sup>, 2019.

### Finance and Administration

The following report was presented by Councillor Coady-Davis.

#### Labour Report

The Committee reviewed the labour costs as of week thirteen (13). Total labour was \$787,289. This was \$10,554 (1.4%) over budget.

The Committee recommends that staff continue to monitor labour costs.

### Cash Collections

The Committee reviewed taxation collections for March 31<sup>st</sup>, 2019. Total taxation receivable as of that date was \$7,723,752 (\$5,991,542 – 2018) – an increase of \$1,732,210 (28.91%) from the previous year. The Committee also reviewed all pre-authorized payments.

The Committee recommends that staff continue to pursue all outstanding taxes.

### Disbursement Report

The Committee reviewed the Disbursement Report in the amount of \$666,999.84 and recommends this be presented at the next Council Meeting.

### NL Co-ordinator Position

The Committee reviewed the NL Co-ordinator position.

The Committee recommends this be accepted and that the successful candidate be contacted.

### Another Newfoundland Drama Company

The Committee discussed the current Grant for the Another Newfoundland Drama Company.

The Committee recommends that the Grant be increase from \$10,000 to \$11,300.

### Tender Summary - One-Man Co-Mingle Garbage Packer

The Committee reviewed the Tender for One New 2019 One-Man Co-Mingle Garbage Packer.

The Committee recommends that this be awarded to Saunders Equipment in the amount of \$321,500 plus HST.

### Tender Summary - One Used 2016 or Newer 350 Series Cube Van

The Committee reviewed the Tender for One Used 2016 or Newer 350 Cube Van.

The Committee recommends that this be awarded to O'Neill Motors Grand Falls Ltd. in the amount of \$37,900 plus HST.

Councillor Shawn Feener was excused from the meeting at this time for a prior commitment.

### Corduroy Sub-Division

The Committee reviewed Town taxes for unsold lots in the Corduroy Sub-Division.

The Committee recommends that fully developed lots remain at a one (1) year grace period.

### Corduroy Developers

The Committee reviewed Town taxes for five (5) undeveloped lots located on Sampson Crescent and Ivany's Road.

The Committee recommends that staff contact the Municipal Assessment Agency to discuss assessed value of undeveloped lots.

### Energy Consultant

The Committee discussed a proposal from a Consultant regarding an opportunity to find efficiency in power consumption. However, the Town has already committed to completing an external Energy Performance Review.

The Committee recommends that this be denied.

### Enterprise Resource Planning Software

The Committee discussed a summary of Software and Professional Services relating to a new Enterprise Resource Planning Software.

The Committee recommends that staff move forward with the Request for Proposal process and continue to gather more information.

### Banking Annual Leave for Senior Management Employees

The Committee reviewed the Banking Annual Leave Policy for Senior Management Employees.

The Committee recommends that this be accepted.

### Funding Requests

The Committee reviewed a request from the Red Indian Lake Fishing Derby taking place from June 14<sup>th</sup> to 16<sup>th</sup>.

The Committee recommends that the Town provide a Salmon Festival Ticket Package.

The Committee received a request from The Salvation Army in support of the Red Shield Appeal.

The Committee recommends \$500 be approved.

I move the recommendations and report of this Committee.

Motion

Coady-Davis\Feener

Be it resolved that these recommendations and report would be adopted as circulated. This motion carried by a vote of 6-0.

Deputy Mayor Browne advised that the two (2) tenders included in these Minutes are part of the Equipment Replacement Program.

Councillor Coady-Davis advised that cash collections need additional attention. Soon we will be stepping up collection which will include water shut-offs. If you are having difficulty meeting your taxation commitment, please contact the Finance Department at 489-0403 and they will work with you.

Councillor Whiffen advised that the position is Welcome NL and not a NL Co-ordinator position. It is a position in Grand Falls-Windsor to attract more people to move here and live here.

### Public Works and Planning

The following report was presented by Deputy Mayor Browne.

#### Gas Tax – Town of Grand Falls-Windsor

The Committee reviewed the updated Capital Investment Plan (CIP) for the Town. The Town will receive an additional \$621,556.05 in funding. Several projects were proposed for 2019.

The Committee recommends the updated CIP be brought to the Committee of the Whole for more discussion.

### Gas Tax – Exploits Regional Water Supply Committee

The Committee reviewed potential projects for the Exploits Regional Water Supply Committee. The Gas Tax Secretariat has indicated there is a potential for additional funding for the Committee for clean water projects.

The Committee recommends staff make the application for projects as presented.

### 2019 Asphalt Paving Program

The Committee reviewed the list of proposed streets for resurfacing in 2019. This is the last paving program from the current Multi-Year Capital Works Agreement.

The Committee recommends staff prepare the tender for 2019. Depending on the outcome of the tender, additional streets may be added.

### Software for Public Works

The Committee discussed the proposal from the Director of Engineering and Works for the purchase of software to aid in proper record keeping for the Department. This includes necessary documentation required for the Town's equipment fleet.

The Committee recommends this be approved to purchase and for funding to come from the current operating budget.

### Discretionary Use – 24 Southcott Drive

The Committee reviewed a request for a home based business at 24 Southcott Drive. The proposed business (The Beauty Bar) is for spa services. This type of business is identified as a discretionary use for this zone in the Town's Development Regulations. A notice was mailed to adjacent property owners and advertised on the Town's Facebook Page and there were no objections or concerns received.

The Committee recommends this be approved.

### Rezoning Request – 6 West Street

The Committee reviewed a request from the owner of 6 West Street to rezone the lot from Single Unit Small Lot Residential (RS-2) to Low and Medium

Density Multi Unit Residential (RM-1). This is a new dwelling built in 2018 and the owner would like to rent three (3) units.

The Committee recommends starting the rezoning process to get feedback from the local residents and to bring back to the Committee.

#### Rezoning Request – 12 Pondview Drive

The Committee reviewed a request from the owner of 12 Pondview Drive to rezone the lot from Industrial Light (IL) to Single Unit Small Residential Zone (RS-2). The owner noted he would like to build a new home at this location.

The Committee recommends that this request be denied. A residential house does not belong in the middle of an Industrial Zone.

#### Crown Land Referral – 477 Grenfell Heights

The Committee received a Crown Land request from a resident at 477 Grenfell Heights for 6.22 ha of land to lease for agriculture use.

The Committee recommends that this request be denied. This land may be used for residential use in the future. The Committee also recommends the applicant look at land along New Bay Road outside of Town boundaries for their potential development.

#### Correspondence – Stroud’s Horses

The Committee reviewed correspondence from a resident on Pondview Drive who had concerns with a neighboring lot housing horses and chickens on their land, along with construction of a barn.

The Committee recommends staff complete a full investigation and bring the report back to the Committee for review.

#### Correspondence - Cul-de-Sac Parking

The Committee reviewed correspondence from a resident of Hicks Place who recently received a parking ticket for parking in the middle of the cul-de-sac. The resident requested parking be permitted and to have his ticket forgiven. Adequate signage is in place to identify the no parking areas and this was done to eliminate obstruction for garbage collection, snow clearing and to stop the excess use of the cul-de-sac as a parking lot.

The Committee recommends staff review the parking in all cul-de-sacs where there is a high density of residents to see if changes are needed. Also, the Committee recommends the ticket as issued be upheld.

### Land Request – 417 Grenfell Heights

The Committee reviewed a request from a resident to purchase an additional fifty (50) feet of frontage adjacent to 419 Grenfell Heights. The resident is considering purchasing land at 419 Grenfell Heights and would like additional land to accommodate his building plans.

The Committee recommends this be denied as this area may be used for access to the backland in the future for potential subdivision development.

### Clean-up Schedule

The Committee reviewed the proposed Clean-up Schedule for 2019. The proposed dates are from May 21<sup>st</sup> to June 7<sup>th</sup>. This represents a revised breakdown from previous years to spread the clean over three (3) weeks instead of two (2). In addition, a Household Hazardous Waste Day is schedule for May 11<sup>th</sup>.

The Committee recommends staff get the information to all residents as soon as possible.

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 6-0.

Councillor Coady-Davis questioned the rezoning process for a three (3) unit residence. Her understanding was that this was for a duplex. The permit issued was for a single family house with an apartment. The homeowner developed three (3) units without permission.

A mail-out for comments from residents will be mailed out next week and any comments will be discussed at the next Public Works and Planning Committee meeting.

Deputy Mayor Browne advised that the clean-up schedule is over three (3) weeks and the schedule is on the Town's website.

Mayor Manuel stated there was a misunderstanding last week at the Saturday drop-off and residents were sent away. Contact was made with the contractor and they apologized and this should not happen again.

### OTHER BUSINESS

Deputy Mayor Browne would like to mention the ongoing campaign to get additional palliative care beds through the Lionel Kelland Hospice. This group have raised \$80,000 plus and they own the building. Government needs to meet with the Committee and give them clear indication on what their position is on this Hospice Project.

Mayor Manuel advised that he did an interview on VOCM and this was a topic that was raised. It is such an important project and Government needs to be upfront with this group. This region needs more than one (1) palliative care bed.

Councillor Coady-Davis noted that the members of the Lionel Kelland Hospice gave a presentation to the Joint Council recently and they received overwhelming support. She advised that she attended the recent Kiwanis 54<sup>th</sup> Highlights of the Festival. This was a great event and lots of talent in Central NL. She congratulated all who participated and the Organizing Committee. She also attended the Northcliffe Drama Club's Charlotte's Web performance. She advised that the Harmsworth Public Library had their Annual General Meeting recently and it was great to see they have a Newfoundland reading room. She also advised that at 10:30 A.M. on May 2<sup>nd</sup> the Town and the Library will be hosting Christine LeGrow and Shirley Scott who will discuss their book "Salt Water Mittens" and Newfoundland and Labrador knitting traditions.

Councillor Bennett advised that the last twenty-nine (29) years the Bishop's Falls Fire Department hosted the Grand Falls-Windsor Fire Department to a hockey game. Hats off to the organizers. He advised that Amanda Saunders who had a heart transplant in January is expected to be home next week. He encouraged all residents to become organ donors.

Councillor Shawn Feener advised that on April 11<sup>th</sup> he and the Assistant Director of Parks and Recreation contacted Terry Lane and thanked him for his work on clearing residents driveways during the winter. He also supported the comment of Deputy Mayor Browne on the Lionel Kelland Hospice and felt that Government are not interested in supporting this project.

Councillor Whiffen congratulated Master Seaman Kylie Morey of the 67 RCSCC Windsor Sea Cadets on receiving the Gold Medal in the Junior Category at the Provincial Marksmanship Championships in St. John's on April 13<sup>th</sup> -14<sup>th</sup>, 2019. She also placed 8<sup>th</sup> overall in the Province which included all competitors.

She advanced to the Provincial Competition from the Central NL Zone Competition held in Grand Falls-Windsor in March. He also mentioned many people heard recently the ideas of Data Centres. He explained that we have spent several years dealing with this issue. Government have been difficult to deal with on this project. We could not get answers to questions. In the Budget last week they appear to be champions of Data Centres, but left Grand Falls-Windsor out of the picture. He encouraged residents to challenge the candidates during this election on their position and Data Centres in Central NL. He mentioned the proposed fibre project in Botwood and noted whatever happens in this region is a benefit to all communities. Fibre in the Central Region is being shipped to the east and west coast and Central receives no benefit. Both these projects are very important to the Economic Development of Central NL.

Mayor Manuel advised that he did an interview on VOCM on the Data Centre issue. The company that we had interested in this region was Fortune 50 Company. We had many meetings with Government and the proposed project was for a Data Centre Campus and included the large IT firms. The company would not believe the time it took to get a response from Government. They get a decision on similar projects in the US in days. Some residents were told by Government that this did not happen because they would not confirm jobs. This was not true. It is a significant lost opportunity for this region. It has been a very frustrating process. He also congratulated the Cataracts on winning the Herder Memorial Trophy and the Organizing Committee. He noted this is Minor Hockey Week so he wished the best of luck to all participants across the Province. He advised that this Sunday, April 28<sup>th</sup> is the “National Day of Mourning” and encouraged residents to attend the flag lowering and proclamation signing at 12:00 noon at the memorial site again this year. He congratulated the Northcliffe Drama Club on their attendance at the Provincial Drama Festival in St. John’s this week and wished them well. He also expressed condolences to the Edwards family on the passing of Allan Edwards.

Motion

Browne\Whiffen

Be it resolved that the meeting of the Grand Falls-Windsor Town Council would be adjourned until the next regular scheduled meeting of Tuesday, May 14<sup>th</sup>, 2019. This motion carried by a vote of 6-0.

The meeting adjourned at 8:30 P.M.

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Barry Manuel  
Mayor

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J. Saunders  
Town Manager\Clerk