

MEETING #508

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, MAY 14TH, 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

Prior to the meeting the Mayor signed a Proclamation for Mental Health Week 2019.

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #507 of Tuesday, April 23rd, 2019.

Motion

Bennett\Coady-Davis

Be it resolved that the Minutes of Meeting #507 of Tuesday, April 23rd, 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 \$275,421.74.

Motion

Coady-Davis\Feener

Be it resolved that the disbursement report in the amount of \$275,421.74 would be adopted as presented. This motion carried by a vote of 6-0.

COMMITTEE REPORTS

Salmon Festival

The following report was presented by Councillor Feener.

Schedule of Events

The Assistant Director of Parks and Recreation presented the Committee with an updated Festival Schedule and Budget for this year. The schedule was discussed in detail with several new ideas proposed. The Committee also discussed the new partnership with MusicNL, highlighting their roles and responsibilities for this year's Festival.

The Committee recommends staff continue to work on the schedule and to bring a further update at the next Salmon Festival meeting. Advertising, sound and lights will be discussed at the next meeting.

I move the recommendation and report of this Committee.

Motion

Feener\Bennett

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 the announcement made yesterday on the Salmon Festival line-up has received lots of positive comments on the format.

Mayor Manuel advised there are so many events over the five (5) days and something for everyone. Tickets for all events will go on sale on June 1st.

Deputy Mayor Browne noted that Council always invested in the Salmon Festival and this year the risks are very low for this community Festival.

Finance and Administration

The following report was presented by Councillor Coady-Davis.

Labour Report

The Committee reviewed the labour costs as of week sixteen (16). Total labour was \$946,517. This was \$5,448 (0.6%) over budget.

The Committee recommends that staff continue to monitor labour costs.

Disbursement Report

The Committee reviewed the Disbursement Report in the amount of \$275,421.74 and recommends this be presented at the next Council Meeting.

Correspondence – Commercial Business

The Committee reviewed a request to review taxation on a commercial property.

The Committee recommends that the current mil rate for commercial properties remain in effect.

Tender - One New Mainline Camera System

The Committee reviewed the Tender for One New Mainline Camera System.

The Committee recommends that this be awarded to Insight Vision in the amount of \$33,602.00 USD.

Tender - One New 2019 Four-Drive Rubber Tire Backhoe

The Committee reviewed the Tender for One New 2019 Four-Wheel Drive Rubber Tire Backhoe with Extended Boom and Thumb.

The Committee recommends that this be awarded to Toromont Cat in the amount of \$139,123.00 plus HST.

Tender - One New 2019 Zero Turn 25 HP Industrial Lawn Mower

The Committee reviewed the Tender for One New 2019 Zero Turn 25 HP Industrial Lawn Mower.

The Committee recommends that this be awarded to Harvey & Company in the amount of \$19,500.00 plus HST.

Tender - One New 2019 Diesel Rubber Tire Tracker

The Committee reviewed the Tender for One New 2019 Diesel Rubber Tire Tractor.

The Committee recommends that this be discussed further at a future Finance and Administrative Committee meeting.

Tender - One Used Mini Excavator

The Committee reviewed the Tender for One Used Mini Excavator with less than 1,350 hours.

The Committee recommends that this be awarded to United Rentals in the amount of \$21,900.00 plus HST.

Chief Administrative Officer (CAO)

The Committee reviewed the Chief Administrative Officer job description.

The Committee recommends that this be accepted as presented.

Scent Reduction Policy

The Committee reviewed the Scent Reduction Policy.

The Committee recommends that this be approved as presented.

Funding Requests

The Committee reviewed a funding request from Exploits Valley High School to support the “Rock of Ages” Musical.

The Committee recommends \$500 be approved.

The Committee reviewed a funding request from Exploits Valley High School regarding Safe Grad 2019.

The Committee recommends a \$1,000 donation be approved.

The Committee reviewed a funding request from the Northcliffe Drama Club to assist with costs to attend the Provincial Drama Festival.

The Committee recommends \$500 be approved.

I move the recommendations and report of this Committee.

Motion

Coady-Davis\Whiffen

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

Councillor Bennett noted the tender for the lawn mower in the past by a local dealer carried a five (5) year warranty. For the next tender, the Town should consider the tender to state a five (5) year warranty.

Mayor Manuel advised the Public Tendering Act does state the process. We have called for a one (1) year warranty and bidders are to bid on what is required. We cannot select a higher price unit because someone is supplying more than what was tendered.

Councillor Coady-Davis stated we want to support local businesses where possible and the Public Tendering Act provides that opportunity.

Councillor Bennett talked about asking the local bidder to reduce coverage to one (1) year and maybe next year could ask the others to offer a five (5) year warranty.

Councillor Coady-Davis stated that if the standard is one (1) year, we need to maintain that criteria.

Deputy Mayor Browne expressed thanks to Senior Staff for monitoring the labour budget for the first four (4) months.

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 final draft of the RFP for the Recreation Complex Needs Assessment.

The Committee discussed and approved the final draft of the RFP and recommends staff put out the RFP to qualified Consultants.

OH&S Directives

The Director presented the Committee with several directives from the Provincial Occupational Health and Safety Officer regarding a Carbon Monoxide Monitoring System required for the Windsor Stadium.

As the Monitoring System is very expensive, the Committee recommends the Director obtain prices on the required equipment and confirm with the OH&S Officer exactly what equipment is needed.

Federal Fisheries License Agreement

The Director presented the Committee with a Federal Fisheries License Agreement we have been asked to sign in order for the Department of Fisheries to store their Mobile Laboratory at our Parks and Recreation Depot.

As some of the language in the Agreement is unclear about the Town's responsibilities, the Committee recommends the Director adjust the Agreement before signing to ensure all Town responsibilities are clear.

Softball League Request

The Committee discussed a request from a local softball tournament organizer to make more softball fields available for a large scale softball tournament scheduled for this summer. The Co-Ed Softball League also have a request to utilize a field at the Goodyear Avenue Complex for the Co-Ed Softball League this summer, as their League has increased this year by two (2) teams.

The Committee recommends the Director meet with Minor Baseball, the Men's Softball League and the Co-Ed Softball League to arrange a schedule that will meet the needs of all groups who use our ballfields.

Central Health Breast Feeding Initiative Presentation

Joanne Saunders and Jackie Moore from Central Health were welcomed to the meeting at 6:30 P.M. and presented the Committee with a Breast Feeding Initiative Program that Central Health are promoting.

The Committee recommends supporting this initiative and to utilize the materials supplied to help Breast Feeding in Town facilities.

Both ladies were excused from the meeting at 7:00 P.M.

Sunscreen Policy

The Committee discussed the issue of sunscreen for children during our summer program events and activities.

The Committee recommends the Director develop guidelines for sunscreen use during our summer programs and ensure this information is distributed to the parents of children participating in our outdoor programs this summer.

Civic Awards

The Director updated the Committee on the progress of the Awards which are scheduled for May 9th at 7:00 P.M. at the Gordon Pinsent Centre for the Arts. All the judging is complete and staff are working on the last minute preparations.

Recreation NL Annual General Meeting

The Director informed the Committee things are progressing well with the planning for the Recreation NL Annual General Meeting scheduled for May 22nd to 25th here in Grand Falls-Windsor. Staff will continue to work with the Organizing Committee to ensure a successful Conference with over one hundred (100) delegates from across the Province.

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 6-0.

Deputy Mayor Browne congratulated the staff and community for the Civic Awards. It was another great event.

Councillor Coady-Davis advised that staff from Central Health passed along information they are providing to municipalities to ensure there are welcoming space within our facilities for their Breast Feeding Initiatives Program.

Mayor Manuel expressed congratulations to the winners of the Civic Awards this past week:-

Team of the Year - Grand Falls-Windsor Cataracts Pee Wee A Hockey

Organization of the Year	-	Exploits Nordic Ski Club
Athlete (Female) of the Year	-	Holly Russell
Athlete (Male) of the Year	-	Brandon Casey
Musician of the Year	-	Highschool Musical
Citizen of the Year	-	Colleen Ryan
Heritage Award	-	Audrey Burke
Arts & Culture Award	-	Northcliffe Drama Club
Business of the Year	-	Donnini's
Special Olympic Athlete of the Year	-	Exploits Hurricanes Curling Competitive Team
Volunteer of the Year	-	Dave Noel
Youth of the Year	-	Shannon Ivey

Mayor Manuel also congratulated the four (4) winners of the Mayor's Award for 2018:-

Boyd Cohen
 Renee Osmond and Colleen Mason
 Amanda Saunders
 Jason Thistle

Committee of the Whole

The following report was presented by Deputy Mayor Browne.

Council By-Election

The Council Office held by Darren Finn is now considered vacant and a By-Election is necessary, because the Office will be vacant for more than twelve (12) months. A By-Election is to be called within three (3) months unless a request for deferring to a later date is approved by the Minister of Municipal Affairs and Environment.

The Committee recommends that Council write to the Minister and request the By-Election be deferred to September 17th, 2019.

Correspondence – Gander International Airport Authority

The Committee discussed correspondence received from Gander International Airport Authority concerning seasonal schedules at the Airport. They are pleased with the plan for the summer with Air Canada providing forty-four percent (44%) more seats this summer than last. There is still concern with the seat reduction for the 2019-2020 winter season.

The Committee recommends that Council write to the airline directly and express our support for the Airport Authorities efforts to improve the winter schedule.

Bill C-68 Alert

The Committee reviewed correspondence from Conservative MP Cheryl Gallant concerning changes to the Federal Fisheries Act.

The Committee recommends staff follow up on this to determine whether these changes will have any impact on our Municipality.

Abitibi Land Use

Council received a first draft of the Agreement to transfer Abitibi land to the Town. There are many questions and the Agreement needs significant changes.

The Committee recommends that staff work with our Lawyer to re-draft the Agreement. Points that need to be considered are:-

1. Land Use.
2. Separate Agreements for the Grand Falls House and the Training Centre (Building and Lands).
3. Existing contamination.
4. Leased land VS ownership.

5. Possible areas to be considered for future development.
6. Indemnification of the Town for existing HazMat contamination.
7. Road construction - Scott Avenue to Trans Canada Highway.

Farmers Market

The Grand Falls-Windsor Farmers Market Association has been Incorporated. They are in the process of preparing a Buisness Plan and have several requests for Council. Some issues such as transfer of the social media site, marketing products, etc... can be addressed immediately by staff.

Council supports the Association in principle and recommends that additional requests such as land, funding, tent maintenance responsibilities, etc... would be addressed when we receive their formal plan or proposal document.

Waste Management

The Committee recommends that the Central Newfoundland Waste Management Board Chair be invited to the next Committee of the Whole meeting on May 28th.

Substance Abuse and Fitness for Duty Policy

The Committee reviewed the draft of the new policy and recommends it be added to the next Finance and Administration Committee meeting for approval.

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.

Mayor Manuel advised that he and Councillor Whiffen will be out-of-town on May 28th so wanted the Central Newfoundland Waste Management meeting rescheduled. He advised that Abitibi's request should also include a designated ATV trail. The Town has been working on this Agreement for Abitibi lands for several years. It is critical that the Town not assume any responsibility for existing hazmat contamination.

Prior to the reading of this report Mayor Manuel was excused from the meeting due to a perceived conflict of interest and Deputy Mayor Browne assumed the Chair.

The following report was presented by Councillor Coady-Davis.

Correspondence – Elmo Hewlett, President – Corduroy Brook Enhancement Association

The Committee discussed correspondence from Mr. Hewlett on behalf of the Corduroy Brook Enhancement Association Board. The new Corduroy Brook Nature Centre will be opened in June and there is expectation of an increase in the number of residents and tourists using and benefiting from the trail system and the Centre. They continue to offer additional programs and experiences for tourists that will make the facility another “destination” in Grand Falls-Windsor. They want to ensure the experience offered at the Centre is top notch and what is expected by visitors to the facility. With that in mind, they have had discussions with a private individual to enter into a partnership to operate the kitchen\canteen through the tourist season. By partnering with a private individual, Corduroy Brook Enhancement Association can ensure that food and beverages are offered with high quality as a service to visitors while not having to endure the responsibility of staffing, scheduling, stock and service delivery. They intend to have menu options that are tied to nature, such as their own trail mix, coffee blend and other creative offerings. They also would like to offer a “picnic lunch” provided in replica mill baskets and other unique ideas. The Committee was pleased with the update from the Corduroy Brook Enhancement Association Board and initiatives being considered to improve the experiences at the Corduroy Brook Nature Centre. It is always Council’s desire for these partnerships to grow and expand revenue base to minimize and hopefully over time eliminate the need for annual financial support.

The Committee recommends approval of the partnership concept for the operation of the kitchen\canteen services at the Corduroy Brook Nature Centre.

I move the recommendation and report of this Committee.

Motion

Coady-Davis\Bennett

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

Councillor Bennett would like to inform the residents that any time there is a conflict of interest the member of Council will be excused from discussion.

Councillor Coady-Davis noted not only if it is a conflict of interest, but also if there is a perceived conflict of interest.

Mayor Manuel returned to the meeting at this time.

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. As noted in a previous meeting, the Town will receive an additional \$621,556.05 in funding. The Engineering Department is seeking approval to move forward with the projects identified.

The Committee recommends the updated CIP be approved.

Electric Vehicle Charging Infrastructure

The Committee reviewed correspondence from Climate Watch NL regarding potential funding for an electric vehicle charging station. They noted that Grand Falls-Windsor is an essential location for island wide travelers in the future.

The Committee recognizes the importance of this infrastructure in the Town and it has been included in the Infrastructure Renewal & Sustainability Project with Honeywell and the Trans Canada Highway Beautification Study being completed by Tract Consulting Ltd.

Enforcement of Occupancy and Maintenance Regulations

The Committee reviewed a memorandum from the Town's Solicitor regarding the enforcement of the Occupancy and Maintenance Regulations.

The Committee recommends following the Solicitor's advice in the memorandum. The Town needs to look at these issues on a case by case basis to ensure the discretionary decision is fair, reasonable and in good faith for each resident.

Coronation Street – Concerns

The Committee discussed concerns at the intersection of Coronation Street and Thirteenth Avenue. The resident at 40 Coronation Street has had several vehicles enter into his property due to the configuration of the intersection. Sight distance is partially obstructed that adds to the concerns.

The Committee recommends a three (3) way stop be implemented at this intersection to address the concerns. Having traffic stop in all directions at this location ensures that traffic turning from Thirteenth Avenue to Coronation Street can do it safely and at a speed that will help prevent vehicles from entering the property at 40 Coronation Street. In addition, the Committee recommends staff advise all residents in the area of the change forthcoming.

Noise and Nuisance Regulations

The Committee reviewed a proposed change to the Noise and Nuisance Regulations to address fireworks on Canada Day and New Year's Eve.

The Committee recommends not changing the Regulations at this time, but for staff to issue reminders to residents on these dates concerning the use of fireworks.

1C Valley Road – Rezoning

The Committee reviewed results of a rezoning request for a portion of 1C Valley Road to be rezoned from Recreation Open Space (ROS) to Single Unit Small Lot Residential (RS-2). This was to accommodate plans for a new dwelling on the property. The Engineering Department received one submission of opposition.

The Committee recommends the rezoning process to continue if the applicant has completed all necessary documentation.

Land Request – 79 Main Street

The Committee reviewed a request to purchase additional land from the resident at 79 Main Street. The resident is requesting it be sold at \$0.60\per square foot. This was discussed at a Public Works and Planning Committee meeting on October 14th, 2016, but additional information has been brought forward. The resident was originally offered the additional land in November 2014 for \$0.60\per square foot before the policy was updated.

The Committee recommends that this request be treated the same as others in the neighbourhood and sell the land for \$0.60\square foot. However, the resident must purchase all of the land contained within the existing fence or move the fence to the boundary requested.

Heritage Building

The Committee discussed the recent renovations being completed by staff at the new Heritage Building. The Director of Engineering and Works requested direction to the limits of the works being completed.

The Committee recommends the Director monitor the work and cost closely and to refer this to the Finance and Administration Committee meeting to develop an agreement between the Town and the Heritage Society on the responsibilities moving forward.

Sluice Gates – Tender Results

The Committee reviewed the tender results for the supply of sluice gates for the dam at New Bay. There were three (3) bids received, the lowest being Sansom Equipment Ltd. for \$37,445.15 including HST, which is within budget.

The Committee recommends this tender be awarded to Sansom Equipment, but this should be discussed at the next Finance and Administration 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 advised that the heritage building is being renovated before opening to the public. This is a great facility and is expected to be open this summer.

Mayor Manuel advised that the proposed three-way stop for Coronation Street is a means to quiet traffic flow. The similar set-up was done at Second Avenue and Victoria Street and works very well.

RESOLUTIONS

The following Resolution was presented by Deputy Mayor Browne.

RESOLUTION GF-W 2019-275

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 will receive an additional \$621,556.05 in funding in 2019 under the Plan;

AND WHEREAS: the Town of Grand Falls-Windsor has funding shortfalls in Project #99-2016-5756 of \$12,499.58, Project #99-2018-6451 of \$183,036.98, Project #99-2018-6452 of \$72,059.49;

AND WHEREAS: the Town of Grand Falls-Windsor has a funding surplus in Project #99-2018-6467 of \$279,601.93;

AND WHEREAS: the Town of Grand Falls-Windsor has added six (6) new projects requiring a total of \$543,757.00;

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

- 1) Increase funding for Project #99-2016-5756 by \$12,499.58 for a total allocation of \$189,624.78.
- 2) Increase funding for Project #99-2018-6451 by \$183,036.98 for a total allocation of \$293,537.38.
- 3) Increase funding for Project #99-2018-6452 by \$72,059.49 for a total allocation of \$378,118.04.

- 4) Decrease funding for Project #99-2018-6467 by \$279,601.93 for a total allocation of \$41,619.80.
- 5) Allocate \$203,100.00 to new project (supporting documents attached) for Internal Mapping & Inspection of Water Transmission Lines.
- 6) Allocate \$28,750.00 to new project (supporting documents attached) for Review of Municipal Development Regulations.
- 7) Allocate \$35,167.00 to new project (supporting documents attached) for Purchase of Water CAD and Sewer CAD Software Packages.
- 8) Allocate \$11,740.00 to new project (supporting documents attached) for Comprehensive Inspection of Town Water Storage Tank.
- 9) Allocate \$265,000.00 to new project (supporting documents attached) for Water and Sewer Upgrades on Farmdale Avenue.

Motion

Browne\Coady-Davis

Be it resolved that Resolution GF-W 2019-275 would be adopted as circulated. This motion carried by a vote of 6-0.

Deputy Mayor Browne advised that the Town has been provided with additional Gas Tax Funding requiring a change to the Capital Investment Plan.

The following Resolution was also presented by Councillor Coady-Davis:-

RESOLUTION GF-W 2019-276

FEDERAL GAS TAX FUND

PROVINCIAL WATER AND WASTEWATER INITIATIVE

WHEREAS: the Town of Grand Falls-Windsor qualifies for additional funding under the Provincial Water and Wastewater Initiative Fund;

WHEREAS: all spending under this Agreement must be used for the Exploits Regional Water Supply Upgrades;

THEREFORE BE IT RESOLVED: the Town of Grand Falls-Windsor approves the application of additional funding under the Federal Gas Tax Fund - Provincial Water and Wastewater Initiative in the amount of \$1,595,580.00 for additional work required for the Exploits Regional Water Supply Upgrades. Any funding required in excess of the \$1,595,580.00 would be the responsibility of the Town of Grand Falls-Windsor.

Motion

Coady-Davis\Bennett

Be it resolved that Resolution GF-W 2019-276 would be adopted as circulated. This motion carried by a vote of 6-0.

OTHER BUSINESS

Councillor Coady-Davis advised that she attended the Exploits Valley High “Rock of Ages” and it was a fantastic performance. She congratulated all those involved. She reminded everyone that the Provincial Election is on this Thursday and encouraged everyone the importance to exercise your right to vote for the candidate of your choice.

Councillor Bennett expressed thanks to the staff and volunteer Holly Dwyer for the effort to host another very successful Civic Awards. He also noted another resident from Grand Falls-Windsor recently received a heart at an Ottawa Hospital. He congratulated his children Allison and Jordan on their recent graduations.

Councillor Feener advised that he attended the Salvation Army Social recently to honour volunteers. It was a great event and would like to congratulate all volunteers. He also attended the 224th Anniversary for the Newfoundland and Labrador Regiment.

Deputy Mayor Browne advised that the paint crews are out painting traffic lines and crosswalks and clean-up starts next week. He noted that the schedule and regulations are on the Town’s website. He also advised that the survey is online for the Trans Canada Highway\Cromer Avenue Study and asked residents to look at the survey and provide comments. He expressed congratulations to Dennis Fewer and Ann Dubec on winning the National Crib Championships in Ottawa.

He advised that the Holy Trinity Anglican Church will be hosting the Uganda Choir this coming Sunday. The Cantus Silva Women's Choir are hosting a Concert on May 22nd at the Cathedral of the Immaculate Conception for Amanda Saunders at 7:30 P.M. Also Off the Cuff Community Choir Spring Concert is at the Classic Theatre on May 27th at 7:30 P.M. He advised that the garbage collection for Monday, May 20th will be collected on Tuesday, May 21st.

Mayor Manuel encouraged residents to look at the Trans Canada Highway survey online. This will look at improving access to the community, but also improve infrastructure. Two (2) public meetings will be held on May 21st and May 28th regarding this and he encouraged residents and businesses to attend. He noted that the Northcliffe Drama Club will be holding their 2019 Provincial Festival Play at the Gordon Pinsent Centre for the Arts on Thursday, May 16th. On a sad note, Ms. Geraldine Power passed away at the age of 102 last December and a service was held in Grand Falls-Windsor last week. Also lost last week was a great friend, Paddy Byrne, at the young age of fifty-eight (58). He was a great person and lived his life on his term. He expressed condolences to both families.

Motion

Bennett\Whiffen

Be it resolved that the meeting of the Grand Falls-Windsor Town Council would be adjourned until the next regular scheduled meeting on Tuesday, June 4th, 2019. This motion carried by a vote of 6-0

The meeting adjourned at 8:20 P.M.

Barry Manuel
Mayor

J. Saunders
Town Manager\Clerk