

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, JUNE 1<sup>ST</sup>, 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

Prior to the meeting the Mayor signed a Proclamation for Early Childhood Educators' Week – May 30<sup>th</sup> to June 5<sup>th</sup>, 2021.

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #542 of May 11<sup>th</sup>, 2021.

Motion  
Bennett\Browne

Be it resolved that the Minutes of Meeting #542 of May 11<sup>th</sup>, 2021 would be adopted as circulated. 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 \$436,963.45.

Motion

Bennett\Feener

Be it resolved that the Disbursement Report in the amount of \$436,963.45 would be adopted as presented. This motion carried by a vote of 7-0.

## COMMITTEE REPORTS

### Corporate Services (1 of 2)

The following report was presented by Councillor Bennett.

#### Labour Report

The Committee reviewed the labour costs as of week nineteen (19). Total labour was \$1,132,786. This was \$51,493 (4.3%) under budget.

The Committee recommends that staff continue to monitor labour costs moving forward.

#### Disbursement Report

The Committee reviewed the Disbursement Report in the amount of \$436,963.45 and recommends this be presented at the next Council Meeting.

#### Cash Collections Report

The Committee reviewed taxation collection for April 2021. Total taxation receivable as of that date was \$6,802,676 (\$8,464,970 – 2020) a decrease of \$1,662,294 (19.64%) from the previous year.

The Committee recommends that staff continue its efforts to collect all outstanding taxes.

### Ski Trail Garage Plans

The Committee reviewed drawings for a replacement garage at the Ski Chalet. Staff have obtained a preliminary quote for materials and this is estimated to be approximately \$60,000. Total funding remaining from ACOA for the project is seventy-five percent (75%) of \$72,000. To proceed, any amounts greater than \$72,000 will be one hundred percent (100%) funded by the Town.

The Committee recommends proceeding with getting prices for the project. However, the Committee asks that staff revisit the plans to see if there are other more cost-efficient ways to complete the project.

### Tender – Cartwright Street

The Committee reviewed the tender for the Cartwright Street Waterline Extension and Related Works.

The Committee recommends the tender be awarded to Jamar Transport Ltd. in the amount of \$117,320.00 plus HST. This project is cost-shared with the Provincial Government. The Town's share is thirty percent (30%).

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 7-0.

### Corporate Services (2 of 2)

The following report was also presented by Councillor Bennett.

### Municipal Elections – Vote by Mail

The Deputy Town Clerk presented the draft Vote by Mail Regulations and walked through the process that has been developed by staff for residents to vote by mail in the upcoming Municipal Election. The Committee discussed the risks and benefits for the vote by mail option, and also discussed other alternative options to ensure all residents of the Town of Grand Falls-Windsor have safe voting options in light of the current Pandemic.

For the 2021 Municipal Election, the Committee recommends leaving the voting process the same as past years. While the Committee remains interested in alternative voting options for Municipal Elections, the Committee wants to be able to better understand the challenges also involved before making the switch. However, the Committee also recommends that staff ensure they are prepared for the potential impact that COVID-19 may have on the Election, including looking into the option of having more Polling Stations.

I move the recommendation and report of this Committee.

Motion

Bennett\Browne

Be it resolved that this recommendation and report would be adopted as circulated. This motion carried by a vote of 5-2 with Deputy Mayor Browne and Councillor Whiffen voting “Nay”.

Councillor Bennett noted we discussed the mail-in ballot, but the procedure was that the resident would have to deliver it back to the Town Hall. Really, this would not be a mail-in ballot. He did not agree with this at all. The costs would also be a fair dollar and we have nothing budgeted for it this year. These are the reasons why he would rather see it be a regular Election like in the past years rather than it go to a mail-in ballot.

Councillor Whiffen stated he will not be supporting this Motion this evening, people should have another option to vote other than in-person. He thinks another option should be afforded in every Election, not just because of the Pandemic this past year, but for accessibility and that is why he thinks this is something that needs to be considered looking forward. We are still in a Pandemic and we do not know what could happen between now and September, and he would rather have a plan or alternative option of voting in place in case. There is another wave or change in alert levels that have an impact on people getting out to vote in September. He do not want to see a repeat of what happened in the Provincial Election, he would rather there be a process in place. He do not want there to be an Election where the result questions the legitimacy of the Government and questions the results because people do not have another option if they do not feel safe to go out in public. Eventually, he would like to see us move into e-voting as we move into that generation, which would again make voting more accessible.

Deputy Mayor Browne said he would also like to see us offer mail-in voting as this would avoid voters having any contact with anybody as we are unsure right now as to what the situation will be. It looks like the majority of people will be

vaccinated by then, but there is uncertainty there and with this Pandemic it is so contagious that it only takes one person, and we could have a community spread.

Councillor Coady-Davis said she would love to see a mail-in option as well, but she understands the difficulties in making it happen in such a short timeframe. When we discussed this option, it was to mail out the ballot, but then the voter would have to deliver the completed ballot to the Town Hall which goes against the purpose of mail-in voting. We are then reliant on Canada Post to ensure all ballots are returned at the right time with no delays, so we are looking at deadlines and post marked returns, etc... There are too many questions right now, with too little time, so she supports that we stay with the vote in-person option and have additional polling stations to ensure people are physically distanced properly.

Councillor Dwyer advised in addition to the new way proposed to the voting process, obviously we are seeking for options with higher voter turnout, but just because we mail out the ballot and they drop it off does not make it safer. The other aspect that we discussed in Committee was the fact the timing of this, meaning there is a likelihood that voters would not get to hear from all the candidates before returning their ballot. A lot of residents like to hear the debate, and they wait for that, but this option did not allow that to happen. For that reason, she would say we continue with the process we have in place right now.

Mayor Manuel agreed that we should leave voting as in-person voting, for many of the reasons that Councillors have already mentioned. To have people drop off their mail-in vote defeats the purpose of mail-in voting and we can make provisions for the safety of voters. The Election is four (4) months out and according to Minister Haggie, we are going to have three quarters (3\4) of the population vaccinated within a few weeks, so he would expect we will be in a lot better situation. Our voters list is not as accurate as it should be and this could lead to some confusion.

The following Resolution was presented by Councillor Bennett:-

RESOLUTION GF-W 2021-315

RETURNING OFFICER FOR ELECTION

WHEREAS: That the Director of Corporate Services\Clerk and the Deputy Town Clerk be appointed as Returning Officer and the Alternate Returning Officer.

BE IT THEREFORE RESOLVED: That the Town Council of Grand Falls-Windsor designates the Director of Corporate Services\

Clerk and the Deputy Town Clerk as Returning Officer and Alternate Returning Officer.

Motion

Bennett\Coady-Davis

Be it resolved that Resolution GF-W 2021-315 would be adopted as circulated. This motion carried by a vote of 7-0.

The following Resolution was presented by Councillor Bennett:-

RESOLUTION GF-W 2021-316

DAY FOR ELECTION

WHEREAS: That Election Day be held on Tuesday, September 28<sup>th</sup>, 2021 from 8:00 A.M. to 8:00 P.M. at selected polling booths.

BE IT THEREFORE RESOLVED: That the Town Council of Grand Falls-Windsor hereby designates Election Day as Tuesday, September 28<sup>th</sup>, 2021 from 8:00 A.M. to 8:00 P.M. at selected polling booths.

Motion

Bennett\Browne

Be it resolved that Resolution GF-W 2021-316 would be adopted as circulated. This motion carried by a vote of 7-0.

The following Resolution was presented by Councillor Bennett:-

RESOLUTION GF-W 2021-317

ADVANCE POLL FOR ELECTION

WHEREAS: That the Advance Poll will be held Saturday, September 18<sup>th</sup>, 2021 from 8:00 A.M. to 8:00 P.M. at the Grand Falls-Windsor Fire Department;

BE IT THEREFORE RESOLVED: That the Town Council of Grand Falls-Windsor designates the Advance Poll to be held on Saturday, September 18<sup>th</sup>, 2021 from 8:00 A.M. to 8:00 P.M. at the Grand Falls-Windsor Fire Department.

Motion

Bennett\Dwyer

Be it resolved that Resolution GF-W 2021-317 would be adopted as circulated. This motion carried by a vote of 7-0.

The following Resolution was also presented by Councillor Bennett:-

RESOLUTION GF-W 2021-321

NOMINATION DAY FOR ELECTION

WHEREAS: That Nomination Day be held on Tuesday, August 31<sup>st</sup>, 2021 from 8:00 A.M. to 8:00 P.M. at the Grand Falls-Windsor Town Hall.

BE IT THEREFORE RESOLVED: That the Town Council of Grand Falls-Windsor hereby designates Nomination Day as Tuesday, August 31<sup>st</sup>, 2021 from 8:00 A.M. to 8:00 P.M. at the Grand Falls-Windsor Town Hall.

Motion

Bennett\Whiffen

Be it resolved that Resolution GF-W 2021-321 would be adopted as circulated. This motion carried by a vote of 7-0.

Public Works and Development

The following report was presented by Councillor Dwyer.

### Multi-Year Capital Works – Capital Projects

The Committee was presented with a proposed Schedule “A” outlining projects for the Multi-Year Capital Works Funding that was recently received from Government.

The Committee recommends that the Schedule “A” identified as “Scenario 1” be approved and request for approval be sent to the Department of Transportation and Infrastructure, so projects can be tendered for this construction season.

### Regional Gas Tax – Chlorine Booster

The Committee reviewed a recent request for Regional Gas Tax Funding for a Chlorine Booster for \$150,000. This project is to assist Bishop’s Falls achieve better water quality at the end of town. As the Town of Grand Falls-Windsor manages the Water Treatment Plant for the Region it is the Town’s responsibility to work with other communities to ensure good water quality. This funding is one hundred percent (100%) funding and no cost to any town in the Region.

The Committee recommends this be approved and staff make the applicable application to the Gas Tax Secretariat on behalf of the Region.

### Fence – 46 McHugh Street

The Committee reviewed a request from the resident of 46 McHugh Street to erect a 3.05m fence along a section of this property. The resident noted the higher fence is needed for privacy and the fact the land on the back of their property is at a higher elevation. The standard 1.83m fence is not high enough to accomplish this.

The Committee recommends that the request for 3.05m be approved along the rear of the property and along 4.85m on the west boundary from the southwest corner only. All other areas to remain at the lower height as directed by staff.

### Development Regulations Release Letter

The Committee reviewed the release letter from the Local Governance and Land Use Planning Division of the Department of Municipal and Provincial Affairs. The next step is to adopt the revised Regulations and prepare for a Public Hearing as directed in the release letter.

The Committee recommends that the updated Regulations be adopted, and staff arrange a Public Hearing.



Environment Assessment – Wooddale Area Vegetable and Forage Production

The Committee was advised of an undertaking that was registered under the Department of Environment and Climate Change in the Wooddale area. The proposed plan is related to farmland and is outside the Town boundaries. The Department reached out to Council to see if there were any comments or concerns with the proposal.

The Committee recommends that no action be taken as there are no negative affects to the Town.

I move the recommendations and report of this Committee.

Motion

Dwyer\Browne

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 2021-318

FEDERAL GAS TAX FUND

PROVINCIAL WATER AND WASTEWATER INITIATIVE

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

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

THEREFORE BE IT RESOLVED: the Town of Grand Falls-Windsor approves the application of funding under the Federal Gas Tax Fund – Provincial Water and Wastewater Initiative in the amount of \$134,008 for supply and installation of a Chlorine Booster Station within the Bishop's Falls Water Supply.

Motion

Dwyer\Feener

Be it resolved that Resolution GF-W 2021-318 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 2021-319

2021-2023 MULTI-YEAR CAPITAL WORKS PROGRAM

WHEREAS: the Town of Grand Falls-Windsor is eligible for funding under the 2021–2023 Multi-Year Capital Works Program based on the current Provincial Cost Sharing Ratio;

AND WHEREAS: the Town of Grand Falls-Windsor is applying for projects totaling \$6,002,452 to be carried over the next three (3) years. The Provincial Government’s funding for these projects is \$3,307,332 and the Town’s share is \$2,135,900.

AND WHEREAS: the total funding for 2021–2023 is allocated to the projects detailed in the attachment to this Resolution.

THEREFORE BE IT RESOLVED: that Council approves submission of a funding application for the 2021–2023 Multi-Year Capital Works Program in the amount of \$6,002,452 with the Town’s portion being \$2,135,900.

Motion

Dwyer\Bennett

Be it resolved that Resolution GF-W 2021-319 would be adopted as circulated. This motion carried by a vote of 7-0.

The following Resolution was also presented by Councillor Dwyer:-

RESOLUTION GF-W 2021-320

COMMUNITY SUSTAINABILITY MUNICIPAL PLAN AND  
DEVELOPMENT REGULATIONS

Under the authority of Section 16 of the Urban and Rural Planning Act 2000, the Town Council of Grand Falls-Windsor adopts the Town of Grand Falls-Windsor Integrated Community Sustainability Municipal Plan. Adopted by the Town Council of the Town of Grand Falls-Windsor on the 1<sup>st</sup> day of June 2021.

Under the authority of Section 16 of the Urban and Rural Planning Act 2000, the Town Council of Grand Falls-Windsor adopts the Town of Grand Falls-Windsor Development Regulations, as amended by adding the Section 3.4.1 regarding Violations and 3.4.2 regarding Issuance of Summons (refer to attachment). Adopted by the Town Council of the Town of Grand Falls-Windsor on the 1<sup>st</sup> day of June 2021.

Under the authority of Section 16 on the Urban and Rural Planning 2000, the Town Council of Grand Falls-Windsor adopts the Town of Grand Falls-Windsor Development Regulations. Adopted by the Town Council of the Town of Grand Falls-Windsor on the 1<sup>st</sup> day of June.

The Town sets the date July 9<sup>th</sup>, 2021, as the deadline for submissions to the Town for the Public Hearing for the Town of Grand Falls-Windsor Integrated Community Sustainability Municipal Plan and Development Regulations which will not have a physical Hearing as per the Provincial Government COVID-19 protocol (planning Circular attached). The Town appoints Mr. Dan Noseworthy of LW Consulting as Commissioner for the Public Hearing process as per Section 19 of the Urban and Rural Planning Act.

Motion

Dwyer\Whiffen

Be it resolved that Resolution GF-W 2021-320 would be adopted as circulated. This motion carried by a vote of 7-0.

## Community Services

The following report was presented by Councillor Coady-Davis.

### Figure Skating Correspondence

The Committee discussed a request from the Sparkling Blades Figure Skating Club to host competitions in November 2021 and April 2022.

The Committee approves both of these requests. One of the Stadiums will be available for the competitions and if the Stadium Schedule allows it, we will consider their preference of the Joe Byrne Memorial Stadium.

### Gorge Park Phase II Public Consultation

The Committee discussed the Gorge Park Public Consultation Reports for the in-person session that took place on April 29<sup>th</sup> and the virtual session that took place on May 6<sup>th</sup>.

The Committee recommends forwarding the suggestions and questions from these sessions to the Consultant responsible for the engineering work for the Gorge Park Phase II plans.

### “Monday’s Matter” Correspondence

The Committee discussed correspondence from The Canadian Mental Health Association and the Y2C requesting assistance promoting a new program called “Monday’s Matter” which deals with mental health issues for our youth.

The Committee are very supportive of the program and recommends our Communications Officer work with them to promote the program through our social media sites.

### Exploits Valley High Correspondence

The Committee discussed correspondence from the Exploits Valley High School requesting financial support to assist them with the construction of an outside playing field\area behind their School. The Committee agrees with the idea, but noted that such a facility is the responsibility of the School Board and the Provincial Government.

The Committee recommends we write a letter to the Provincial Government highlighting the need for such a facility as well as the need for greater outdoor

maintenance at all our schools in Grand Falls-Windsor. Council is also agreeable to provide some in-kind assistance to the project.

### Grant Submissions

The Director updated the Committee on several Grants we are applying for in the next couple of months including the Community Garden Support Program, EnviroFest, Take Charge of Your Town and the Canada Healthy Communities Initiative Grant.

The Committee recommends staff continue to work on these Grant Applications and report back to the Committee with any results at the next Committee Meeting.

### Large Scale Special Events

The Committee discussed the possibility of operating large-scale Special Events this summer.

Though the number of people getting vaccinated is increasing daily, the COVID-19 situation is still a great concern and therefore the Committee recommends holding off planning any large-scale events for this summer.

### Canadian Remote Access Framework for Clinical Trials

The Director informed the Committee of approval for funding through the Canadian Cancer Clinical Trial Network to provide Cancer Clinical Trials in Grand Falls-Windsor in conjunction with Eastern Health. These research trials will take place at the EXCITE Building here in Grand Falls-Windsor.

I move the recommendations and report of this Committee.

Motion

Coady-Davis\Dwyer

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

Deputy Mayor Browne stated in regard to the Canadian Remote Access Framework for Clinical Trials, Grand Falls-Windsor was one of three (3) locations selected across the country along with the Health Science North in North Sudbury, Ontario and the BC Cancer Clinic in Prince George, BC. Certainly, significant to be selected among the three (3) for these Clinical Trials Clinics that we hope can

help not only residents of Grand Falls-Windsor, but surrounding areas also. As a result of these Trials, we should see some new solutions for cancer patients. He would like to commend our Business\Economic Development Officer who has worked with these professionals across the country and the Province to bring this initiative to Grand Falls-Windsor.

Councillor Whiffen acknowledged the Canadian Remote Access Framework for Clinical Trials, the work of the Healthcare providers and our staff have put into this, again goes to show the quality of work and efforts we go through to secure a lot of these World Health Innovations, programs and services. He looked forward to seeing more of this work in the future. He wanted to take this opportunity to thank everyone for coming to the Gorge Park Public Consultations, by offering the hybrid of in-person and online made it more accessible to more people. He also thinks by offering more ways for participation is a great model for us moving forward.

### Committee of the Whole

The following report was presented by Deputy Mayor Browne.

#### Town of Botwood Correspondence

The Committee reviewed a request from the Town of Botwood to allow them access to the Joe Byrne Memorial Stadium as a reception centre and shelter in the event of an emergency.

The Committee recommends this request be supported and that staff reply to the Town of Botwood.

#### Gorge Park Suspension Bridge

The Mayor and Senior Staff recently met with the Gorge Park Suspension Bridge Consultants to discuss bridge design options and this information was relayed to the Committee. The Committee reviewed bridge options related to dynamic response, accessibility, slopes, landings, handrails, access controls, width, maintenance, vehicular access and decking.

The Committee recommends that feedback and questions be relayed back to the Consultants so they can begin design options.

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 7-0.

Deputy Mayor Browne acknowledged the Town of Botwood are just planning for if there was an event of a major emergency, and he would be only too happy to allow the citizens of Botwood to use our Stadium, if necessary. If the same sort of emergency was happening in Grand Falls-Windsor, that would make it difficult but as always, the Town of Grand Falls-Windsor will do what they can to support other communities.

### NOTICE OF MOTION

None

### OTHER BUSINESS

Councillor Coady-Davis noted we talked about applying for Healthy Living Grants in our Community Services Minutes, and she wanted to let residents know that if you go to the Town of Grand Falls-Windsor Facebook page there is information posted there on a challenge for the month of June with “Participaction”. All you need to do is download the app and it tracks your physical activities and all your active minutes go towards our Town of Grand Falls-Windsor entry which make you eligible for prize draws. The app has several different articles about healthy living, ways to get active, exercise, surveys and how physical activity contributes to good mental health. So she encouraged all residents to check this out and participate with us. The healthcare providers have been doing a great job distributing the COVID-19 vaccines, not just in Grand Falls-Windsor, but across the Province. The whole process of getting a vaccine takes approximately twenty (20) minutes and everyone is set up so that you are all physically distanced apart. Although it is personal preference, she encouraged everyone to get their vaccine, it is a smooth process and we must trust in the service and the healthcare professionals. Thank you to all staff and administrators for providing a safe and well-organized location for vaccines.

Councillor Bennett would like to congratulate the winners of the Chaulk Challenge. If you would like to see their art it is posted on our Facebook page. “Thank You” to residents for adhering to our Spring Clean-Up Policy by not putting out their waste until forty-eight (48) hours before their scheduled pick-up

day. And “Thank You” to Council for lowering the flag in recognition of the two hundred and fifteen (215) children’s bodies that were found buried on the site of what was once Canada’s largest indigenous residential schools.

Councillor Feener advised this afternoon we went back to Level 2, and as it was the third time being shutdown, a lot of the small businesses in our community are struggling. He encouraged all residents to shop locally and support our small community businesses to help them through this Pandemic.

Councillor Dwyer advised with respect to the Spring Clean-Up, unfortunately when we moved back to Level 4, there were some delays in picking up the garbage. Staff are working diligently trying to catch up and our casual workers are back to work tomorrow, so hopefully we will be able to catch up on the streets that are behind. The Spring Clean-Up is only for residential, some commercial businesses had some items out and they had to be spoken to and informed that it is only for residential properties.

Councillor Whiffen advised the Queen Street Dinner Theatre are kicking off their 24<sup>th</sup> summer season, and tickets went on sale May 31<sup>st</sup> and Shows will begin on Tuesday, July 13<sup>th</sup>. There are two (2) new Shows this year, one is “Dolly’s Pop Rock Country Disco” and the Lunch Show this year is ”We’re Doin Duets”. He encouraged everybody to book your tickets as there is limited capacity based on COVID-19 guidelines. Just a quick reminder that even though we are back in Alert Level 2, we need to be diligent and practice public safety guidelines. We saw how quickly things can change when you let your guard down, so follow guidelines and get your vaccine so that we can have an enjoyable summer.

Deputy Mayor Browne mentioned the street lights on Grenfell Heights, particularly past the roundabout are back too far from the road. I know our Director of Public Works and Development has contacted NL Power, but it is time they communicate back to us and solve this issue. It is a dark road and the street lights are not providing enough light.

Mayor Manuel noted you may recall last meeting Councillor Coady-Davis read the Proclamation for Municipal Awareness Day because she was the Interim Chair for Municipalities Newfoundland and Labrador, and he wanted to congratulate her on behalf of Council on becoming the Official Chair of Municipalities Newfoundland and Labrador. It is a big undertaking and Councillor Coady-Davis has jumped in with both feet, so congratulations to the new Madame President of Municipalities of Newfoundland and Labrador.



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 June 22<sup>nd</sup>, 2021. This motion carried by a vote of 7-0.

The meeting adjourned at 8:03 P.M.

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Barry Manuel  
Mayor

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Darren Finn  
Chief Administrative Officer