

MEETING #496

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, JULY 17TH, 2018

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
S. Gosse, Assistant Director of Finance

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting # 495 of Tuesday, June 19th, 2018.

Motion

Coady-Davis\Bennett

Be it resolved that the Minutes of Meeting #495 of Tuesday, June 19th, 2018 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 \$676,996.67.

Motion

Coady-Davis\Browne

Be it resolved that the disbursement report in the amount of \$676,996.67 would be adopted as presented. This motion carried by a vote of 6-0.

Councillor Bennett questioned the charge for insurance for Fire Chief MacKenzie.

The Assistant Director of Finance will follow up and report back to Council.

COMMITTEE REPORTS

Salmon Festival

The following report was presented by Councillor Feener.

Ticket Sales Report

The Committee reviewed the ticket sales report as of July 3rd.

The Committee recommends that final ticket sales be reviewed after the event.

Miss Newfoundland and Labrador

The Committee reviewed a request from Miss Newfoundland and Labrador.

The Committee recommends that she be invited to attend the event and provided tickets as required.

Security

The Committee reviewed the security proposals for the Salmon Festival.

The Committee recommends that Blackriver Security be awarded the security contract for this year's event.

Dinner Program

The Committee reviewed the Dinner Program.

The Committee recommends some minor changes and that the program be approved for printing.

Concessions

The Committee discussed concessions for this year's Concert.

The Committee recommends that concession operators from last year be approved for this year's event.

Media Update

The Committee reviewed the social media report. The Committee also discussed radio promotions.

The Committee recommends we continue all promotion for this year's event.

First Aid

The Committee reviewed the requirements for this year's Concert and recommends that St. John Ambulance be contracted for this service in the amount of \$500.00.

I move the recommendations and report of this Committee.

Motion

Feener\Bennett

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

Finance and Administration

The following report was presented by Councillor Coady-Davis.

Report on the Actuarial Valuation at December 31st, 2017

The Committee reviewed the actuarial valuation of the Town's Defined Benefit Pension Plan. Total plan assets are \$9,377,000. Total plan liabilities are \$10,771,600. Net plan deficit is \$1,394,600 (2016 - \$2,214,100). This is a

reduction of \$819,500 from the 2016 valuation. The Committee was pleased with the improved financial position of the Plan.

The Director of Finance and HR advised the Committee that our request for solvency exemption has not yet been approved by the Province. The Director will advise when this has been approved.

Tax Recovery Plan

The Committee reviewed the Tax Recovery Plan for 2017 as required by the Gas Tax Funding Agreement.

The Committee recommends that this be approved.

Labour Report

The Committee reviewed the labour costs as of week twenty-five (25). Total labour was \$1,572,281 (Budget - \$1,572,023) which is \$258 over budget.

The Committee was pleased with these results and recommends that staff continue to monitor labour costs.

Disbursement Report

The Committee reviewed the Disbursement Report in the amount of \$676,996.67 and recommends this be presented at the next Council Meeting.

The Committee also noted that staff ensure all purchases are made in accordance with Government purchasing requirements.

Charitable Donations Policy

The Committee reviewed the amended policy and recommends that it be accepted as attached.

Grand Falls-Windsor Heritage Society

The Committee received correspondence requesting the Town review its annual funding.

The Committee recommends that staff meet with the Grand Falls-Windsor Heritage Society for further discussion.

Community Healthy Living Fund

The Committee reviewed the funding application from the Community Healthy Living Fund. Total project cost is \$60,765. The Town's requirement from Town Funded Capital is \$5,716.

The Committee recommends that this be approved.

Request – 16 Hardy Avenue

The Committee reviewed a request to provide compensation for asphalt removed due to reconstruction at the Hardy Avenue intersection. This asphalt was on Town property.

The Committee recommends this request be denied.

Wooddale Agriculture Society

The Committee reviewed a request from the Wooddale Agriculture Society.

The Committee recommends that staff compile usage information for further review.

Town Hall Security

The Committee reviewed security requirements for the Town Hall.

The Committee recommends that funding be provided for the purchase of a FOB System in the amount of \$5,000. The Committee also discussed the implementation of controlled access to the general public entering the Town Hall. The Committee recommends that further discussion be held prior to finalizing the Committee approved security.

Tender – Bucket Truck

The Committee reviewed the Tender for One Used Bucket Truck.

The Committee recommends that this be awarded to MacFarland's Ltd. in the amount of \$37,500 plus HST.

Disability Swing Set

The Committee reviewed a request for funding for three (3) disability swings to be installed at Rotary Park, Sutherland Drive and Main Street Playgrounds. Total cost is \$27,244 plus HST. The Town's share for this project is \$5,000.

The Committee recommends that this 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.

Councillor Bennett reported that the disability swings have been ordered and will be installed as soon as they are delivered.

Deputy Mayor Browne mentioned the Town Hall security is to ensure public visitors to the Town Hall are greeted and directed to the appropriate Department.

Finance and Administration

The following report was also presented by Councillor Coady-Davis.

Early Retirement Assistance

The Committee reviewed a request from the Supervisor of Accounting and IT for eligibility to the Early Retirement Assistance Supplement that is available to staff under the Collective Agreement.

The Committee recommends the benefit be approved on a pro-rated basis until the age of 65 for the Director of Finance and HR and the Supervisor of Accounting and IT, given their early retirement and long service to the Town of Grand Falls-Windsor. The Committee also recommends the request to waive the early retirement pension penalty be denied.

I move the recommendations and report of this Committee.

Motion

Coady-Davis\Browne

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

The following Resolution was presented by Councillor Coady-Davis.

Resolution GF-W 2018-264

TAX RECOVERY PLAN – TOWN OF GRAND FALLS-WINDSOR

WHEREAS: the Province of Newfoundland and Labrador has announced a new Community Sustainable Partnership to provide new sources of revenues and a partial rebate of the Provincial portion of the Harmonized Sales Tax;

WHEREAS: to be eligible for this funding, the Province of Newfoundland and Labrador requires additional accountability measures to be implemented including the annual submission of a Taxes Receivable Summary and Tax Recovery Plan;

THEREFORE BE IT RESOLVED: that the Town of Grand Falls-Windsor adopt the Tax Recovery Plan as attached for approval and submission to the Province of Newfoundland and Labrador.

Motion

Coady-Davis\Bennett

Be it resolved that Resolution GF-W 2018-264 would be adopted as presented. This motion carried by a vote of 6-0.

Economic Development, Tourism and Heritage

The following report was presented by Councillor Whiffen.

Community Profile Up-date

The Committee reviewed the Community Profile document and made recommendations. The Economic Development Officer will follow up on the recommendations and will forward the revised document to the Town Manager\Clerk for review.

I move the recommendations and report of this Committee.

Motion

Whiffen\Feener

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

Committee of the Whole

The following report was presented by Deputy Mayor Browne.

Organizational and Operational Review

The Committee discussed the document submitted and recommends the Finance and HR staff review for the next Finance and Administration 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 that the Organizational and Operational Review has been discussed for some time and the RFP will be called after the next Finance and Administration Committee meeting.

Parks, Recreation and Special Events

Prior to the reading of the Minutes it was agreed to separate the Memorial Plaque Request.

Motion

Coady-Davis\Browne

Be it resolved that the Memorial Plaque Request item would be removed from the Minutes and voted on separately. This motion carried by vote of 6-0.

The following report was presented by Councillor Bennett.

Communities in Bloom

The Director of Parks and Recreation presented the Committee with the itinerary for the Judges that will be coming to Grand Falls-Windsor for the Communities in Bloom Competition from July 24th-26th, 2018.

The Committee approves the itinerary and recommends the Director make all the necessary plans for the Judges visit.

Minor Softball Tournament Request

The Committee discussed a request from Denise MacKenzie to host the Softball Newfoundland and Labrador Under 19 Provincial Boys Slo-Pitch Softball Championships from August 10th-12th, 2018 with the Town co-sponsoring the event providing free fields rentals.

The Committee recommends the Director contact Softball NL to get all the details of the tournament and report back to the Committee before committing to hosting the event.

Windsor Stadium Plant Repairs

The Director presented the Committee with an invoice of repairs to the plant in Windsor Stadium which is above our budgeted plant maintenance. The repairs are not complete to-date and further work is required to have the plant operational for the summer hockey and figure skating schools.

The Committee recommends staff make the necessary repairs for the schools to start in August.

Stadium User Group Meeting

On July 3rd, the Parks and Recreation Department staff had a meeting with the stadium user groups to discuss how the 2017\2018 season went and to look at any changes for next season to make things run smoother. Unfortunately only one adult user group showed up to the meeting. All minor groups and the adult group were very pleased with last season and are looking forward to next season with the addition of our new computerized ice booking system which will help all groups booking ice.

St. John's Edge Training Camp Game

The Committee discussed a request from Brian Cooke to host a St. John's Edge Training Camp and Game in the Joe Byrne Memorial Stadium in October 2018.

The Committee recommends the Director of Parks and Recreation investigate all the associated expenses for the camp and report back to the Committee at the next Parks and Recreation Committee meeting.

Fire Department Request

The Committee discussed a request from the Grand Falls-Windsor Fire Department for support with the 4th Annual Tug of War Challenge on August 4th, 2018.

As the Fire Department is a part of the Town of Grand Falls-Windsor, the Committee recommends fully supporting their request.

CNVAS Fine Arts and Craft Fair

The Committee discussed the CNVAS Fine Arts and Craft Fair scheduled for November 3rd, 2018. The event has outgrown the EXCITE Building and they would like to partner with the Town to host the events in the Joe Byrne Memorial Stadium.

The Committee recommends the Town partner with CNVAS on this event and Town staff assist with the planning of the event. Any profits from the event will be split between CNVAS and the Town.

Director's Report

The Director presented the Committee with a detailed list of events and activities the Parks and Recreation Department have operated in the last few weeks as well as a list of upcoming events, activities and programs.

I move the recommendations and report of this Committee.

Motion

Bennett\Coady-Davis

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

It was noted that the 4th Annual Tug of War Challenge should read “4th Annual Fire Truck Pull Challenge”.

Councillor Feener asked if there was any contact with regards to the Minor Softball Tournament Request.

Mayor Manuel stated the Director was going to follow up.

Councillor Whiffen joined the meeting late and was not in attendance for the St. John’s Edge Training Camp Game discussion.

Mayor Manuel stated staff are working out logistics and costs of the event prior to finalizing approval.

Deputy Mayor Browne stated that the Town will be judging for the Community in Blooms on July 24th – 26th. He asked all residents to maintain their properties. He also suggested that staff review policies/regulations with respect to the maintenance of residential and commercial properties.

The Mayor advised that the Town is up against two (2) other communities in the Communities in Bloom Contest. He also noted that other communities are implementing regulations to ensure residents maintain their properties, mow lawns, etc...

Mayor Manuel stated that CNVAS have outgrown their Fine Arts and Craft Fair and the Town is pleased to be a partner.

Councillor Feener also mentioned that there are several apartment buildings that need to be inspected for maintenance issues.

Mayor Manuel excused himself from the meeting at this time due to a perceived conflict of interest.

The following item was also presented by Councillor Bennett.

Memorial Plaque Request

The Committee discussed a request from Joanne Zimmerman to purchase a plaque in memory of her mother who grew up in Grand Falls-Windsor.

The Committee recommends the Director refer her to the Corduroy Brook Enhancement Association as they have an existing “In Memorium” program to purchase park benches.

Motion

Bennett\Coady-Davis

Be it resolved that the Memorial Plaque Request item would be adopted as circulated. This motion carried by a vote of 5-0.

Deputy Mayor Browne stated that there was a request to have a memorial bench. This is a good fit for the Corduroy Brook Enhancement Association and the reason the Mayor excused himself.

The Mayor returned to the meeting at this time.

Public Works and Planning

The following report was presented by Deputy Mayor Browne.

14 Union Street

The Committee discussed the request from Mr. David Power for assistance to have the existing water line relocated to facilitate the construction of two (2) new houses on Union Street.

The Committee recommends that the Public Works Department adjust a short section of service line to tie into the sewer main, but the residents would need to complete the relocation of the main at their own property.

79 Main Street – Land

The Committee reviewed a request from the resident at 79 Main Street for Council to reconsider the price of backland that was previously requested.

The Committee recommends that the price of the backland be sold as per policy.

27 Snow Crescent – Land Request

The Committee discussed a request from the resident at 27 Snow Crescent to purchase 1,500 square feet of backland.

The Committee recommends that the backland be sold as per policy.

71 Earle Street – Property for Sale

The Committee reviewed a proposal from Mr. Fred Parsons for the Town to purchase the land at 71 Earle Street. The Committee discussed if this could be used to link Earle Street and Eleventh Avenue.

The Committee recommends not purchasing the property as this location is not feasible to complete the connection as it is too close to the intersection of Earle Street and King Street.

Tuck's Bee Better Farm

The Committee reviewed responses from residents of Grenfell Heights who were asked their opinion on Tuck's Bee Better Farm's proposed expansion at 267 Grenfell Heights. There were thirty-seven (37) residents contacted who live in close proximity to the development and the Town received ten (10) responses that were all positive.

The Committee recommends that Mr. Tuck's proposal in principle pending complete details of his plan being submitted to the Town. Also, the existing ATV trails in the Crown Land area must be maintained.

Cannabis – Municipalities Act

The Committee reviewed a "Circular to Municipalities" from the Department of Municipal Affairs and Environment concerning recreational cannabis production with respect to the Municipalities Act, 1999 and the Urban and Rural Planning Act, 2000.

The Committee recommends that all cannabis retail sales be limited to the Commercial General (CG) zone. Also, production facilities are to be permitted in Industrial Light (IL) zones only.

Garbage Disposal – Goodyear Avenue

The Committee reviewed correspondence from Ms. Renee Fancy who has requested additional garbage cans around Town, particularly, in the Goodyear Avenue area.

The Committee recommends this be deferred to the Parks, Recreation and Special Events Committee as they are currently assessing the Town for all potential areas to add garbage bins. This may be a future Capital Project.

37 Caribou Road – Fence

The Committee reviewed correspondence from both residents on 37 Caribou Road and 1 Glenwood Avenue concerning a six (6) foot fence constructed at the rear yard of 37 Caribou Road. The Committee also reviewed an inspection report that was completed by the Town's Building Inspector.

The Committee recommends that staff verify that the fence meets the regulations and report back to the Committee.

Main Street Development

The RFP for the Main Street Development was issued for a second time and there were no bidders. The Director of Engineering and Works has requested to tender Phase I of the development for seven (7) residential lots. This will also address a storm water issue. Cost of investment is approximately \$200,000. Land sales will generate approximately \$270,000.

The Committee recommends that a tender be issued for Phase I of the development, but refer this to the Finance and Administration Committee for approval of funds.

Beaumont Avenue – Speeding

The Committee reviewed correspondence from Mr. Ed Power concerning issues along Beaumont Avenue. Mr. Power notes speeding motorists and concerns about the blind hill near Holy Trinity Anglican Church. There are a lot of young kids in the area and parents are concerned for their safety.

Deputy Mayor Browne and the Director of Engineering and Works met with Mr. Power to discuss these issues. New 30 KM/hour speed limit signs were installed, new blind hill signs are ordered and will be installed soon, and Municipal Enforcement Officers were requested to make additional patrols in the area. In addition, Mr. Power was informed he could erect a “Children Playing” sign.

The Committee recommends the Director ensure the signs are installed soon and continue to monitor the area.

Canada Post – Location of Mailboxes on Main Street

The Committee reviewed a request from Canada Post to relocate the existing mailboxes on Main Street from their current position to an area near Blackmore Street. Two (2) different locations were proposed.

The Committee recommends that their request be denied and for Canada Post to improve the site at its current location.

Clean-up Orders – 60 Lind Avenue

The Committee reviewed a report on the condition of the property at 60 Lind Avenue. A letter has been issued to the resident to clean up their property. The

homeowner has commenced some clean-up and has requested more time to complete.

The Committee recommends the extension be granted, however, if the resident fails to meet all the requirements, a Clean-up Order is to be issued.

Maple Avenue Tender

The Committee reviewed the results of the Tender to Upgrade the Water Line on Maple Avenue. There were four (4) bidders with the lowest acceptable bid from Adam's Construction Ltd. with a bid of \$245,502 plus HST.

The Committee recommends this tender be awarded to Adam's Construction Ltd.

Mulrooney Avenue Playground

The Committee discussed concerns from residents of speeding motorists on Mulrooney Avenue near the playground. Residents have requested speed humps in this area similar to that of other playgrounds at Main Street and Sutherland Drive. The estimated cost of the material for installation is approximately \$3,000 plus HST.

The Committee recommends staff obtain a quote for the supply of new speed humps for this section of Mulrooney Avenue and to install if the price is acceptable.

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 noted that the garbage receptacles need to be reviewed for the community, but it was decided that staff would go ahead with the Grenfell Heights and Goodyear Avenue areas.

She noted that the land at 79 Main Street never had a request prior to the change in the policy. 81 Main Street request was prior to the policy change and therefore the original price quoted of \$0.60\foot was maintained.

Councillor Feener asked for clarification on the speed hump for Mulrooney Avenue.

Deputy Mayor Browne stated the price had to be confirmed prior to making the order. Deputy Mayor Browne stated we have requested for the speed humps at different locations in Town, but they are now only being installed in the playground areas. Also that residents slow down and be more attentive.

Mayor Manuel agreed that this issue has been raised many times in the Chamber. The Municipal Enforcement Officers will continue to monitor traffic and tickets will be issued to violators as the Municipal Enforcement Officers do monitor areas where complaints are received.

Mayor Manuel stated that Tuck's Bee Better Farm is expanding and that's great news.

Mayor Manuel also stated that the cannabis circular from the Department of Municipal Affairs and Environment should also reference medical and not just recreational.

The following Resolution to Approve Amendment No. 2 to the Municipal Plan was presented by Deputy Mayor Browne:-

URBAN AND RURAL PLANNING ACT, 2000

RESOLUTION TO APPROVE NO. 2, 2018

AMENDMENT TO THE TOWN OF GRAND FALLS-WINDSOR

MUNICIPAL PLAN & DEVELOPMENT REGULATIONS

46 EARLE STREET

Under the authority of Section 16, Section 17 and Section 18 of the Urban and Rural Planning Act 2000, the Town Council of Grand Falls-Windsor.

- a) adopted the Amendment No. 2, 2018 to the Town of Grand Falls-Windsor Municipal Plan & Development Regulations on the 8th day of May, 2018
- b) gave notice of the adoption of the Amendment No. 2, 2018 to the Grand Falls-Windsor Municipal Plan & Development Regulations by advertisement inserted on the 24th and 31st days of May, 2018 in the Advertiser newspaper(s).

- c) set the 11th day of June, at 7:00 P.M. , at the Town Hall, 2018, for the holding of a Public Hearing to consider objections and submissions.

Now under the authority of Section 23 of the Urban and Rural Planning Act 2000, the Town Council of Grand Falls-Windsor approves the Amendment No. 2, 2018 to the Town of Grand Falls-Windsor Municipal Plan & Development Regulations as adopted.

Motion

Browne\Feener

Be it resolved that the Resolution to Approve No. 2 Amendment to the Municipal Plan be adopted as circulated. This motion carried by a vote of 6-0.

The following Tender Summary – Lincoln Road Phase II - Water and Sewer Replacement was also presented by Deputy Mayor Browne:-

Tender Summary

Lincoln Road Phase II – Water and Sewer Replacement

#MA11318

<u>Company Name</u>	<u>Amount</u>	<u>HST</u>	<u>TOTAL</u>
ANW Construction Ltd.	\$624,618.50	\$ 93,692.78	\$718,311.28
Professional Grading & Contracting	\$644,090.00	\$ 96,613.50	\$740,703.50
Adam's Construction Ltd.	\$712,055.00	\$106,808.25	\$818,863.25
W. Reid Construction Ltd.	\$779,957.00	\$116,993.55	\$896,950.55

It is recommended that the Tender be awarded to ANW Construction Ltd. in the amount of \$718,311.28.

Motion

Browne\Coady-Davis

Be it resolved that the Tender for Lincoln Road Phase II – Water and Sewer Replacement would be awarded to ANW Construction Ltd. in the amount of \$718,311.28. This motion carried by a vote of 6-0.

Deputy Mayor Browne stated this is Phase II of this project and will continue from Riverview Road to Beaumont Avenue. The tender came in \$136,864.02 under budget.

OTHER BUSINESS

Deputy Mayor Browne noted the Exploits Community Centre does great work and Lorraine Gear has been on this Board for twenty (20) years. She recently retired and he wished her well on her retirement. He congratulated the Special Olympics on their performance in Stephenville in the various events. He also advised residents of two (2) important public meetings – Grenfell Gardens (Grenfell Heights Personal Care Home) on July 26th and Corduroy Developers (Dwyer Street) on July 31st. He advised that the Grand Toyota Culinary Festival will take place on August 18th and that tickets are now on sale.

Councillor Coady-Davis congratulated the two (2) students Chandler Anstey and Rebecca Parsons who were successful in winning the Centennial Legacy Scholarships. She also noted that while there is no water ban in place, she asked residents to follow the policy as outlined on the Town's website.

Councillor Bennett expressed congratulations to Mr. & Mrs. Bob King on their 60th Wedding Anniversary. He noted that Grand Falls-Windsor Day was a great success and expressed congratulations to all staff. He also reminded residents not to forget to play River Gold this week. The funds raised go to support three (3) local charities.

Councillor Feener congratulated staff for their efforts this past week-end hosting the Kelly Ford Exploits Valley Salmon Festival. Results of participation will be released in the coming weeks.

Mayor Manuel also congratulated Bob and Juanita King on their 60th Wedding Anniversary. He congratulated Arleen Jones on her recent retirement from the Town after approximately thirty (30) years of service. He advised that Council had the opportunity to meet with Government Ministers last week. We will be following up on specific issues later this year with individual Ministers and staff. He noted that staff did a tremendous job this past week-end and also congratulated Councillor Feener and Council for their participation in this year's Festival. Unfortunately, people measure the success of the Festival based on the Saturday Concert. The events of the five (5) day Festival was a great success and he appreciated the efforts of all involved.

Motion

Coady-Davis\Browne

Be it resolved that the meeting of the Grand Falls-Windsor Town Council would be adjourned until the next regular scheduled meeting of 7:00 P.M., Tuesday, August 14th, 2018. This motion carried by a vote of 6-0.

The meeting adjourned at 8:05 P.M.



Barry Manuel
Mayor



J. Saunders
Town Manager\Clerk