

MEETING #483

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., SEPTEMBER 19<sup>TH</sup>, 2017

PRESENT: Mayor: Barry Manuel  
 Deputy Mayor: Darren Finn  
 Councillors: Peggy Bartlett, Mike Browne, Amy Coady-Davis,  
 Bruce Moores, Tom Pinsent  
 Staff: J. Saunders, Town Manager\Clerk  
 N. Chatman, Director of Engineering and Works  
 K. Antle, Director of Parks and Recreation  
 B. Griffin, Director of Finance  
 G. Hennessey, Economic Development Officer

Prior to the meeting the Mayor signed a Proclamation for Prostate Cancer Awareness Month.

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #482 of Tuesday, August 15th, 2017.

Motion

Pinsent\Finn

Be it resolved that the Minutes of Meeting #482 of Tuesday, August 15<sup>th</sup>, 2017 would be adopted as circulated. This motion carried by a vote of 7-0.

Councillor Bartlett noted that on page 15 with regard to the correspondence on the Grand Falls Golf Course, that no additional funding from the Town is required.

BUSINESS ARISING OUT OF THE MINUTES

None

## DISBURSEMENT REPORT

Councillor Pinsent excused himself at this time due to a perceived conflict of interest.

Councillor Moores presented the disbursement report in the amount of \$1,620,692.60.

Motion

Moores\Browne

Be it resolved that the disbursement report in the amount of \$1,620,692.60 would be adopted as presented. This motion carried by a vote of 6-0.

Councillor Pinsent returned to the meeting at this time.

## COMMITTEE REPORTS

### Parks, Recreation and Special Events

The following report was presented by Councillor Browne.

#### Joe Byrne Memorial Stadium Opening Date

The Committee discussed the opening date for the Joe Byrne Memorial Stadium for this fall\winter season. With several special events planned for October and November the opening date will be later than normal.

The Committee recommends to open the Joe Byrne Memorial Stadium in mid-November if there is demand or wait until January 2018 to open if there is not enough demand from the user groups.

#### “From the Rock” Culinary Tour

The Committee discussed the “From the Rock” Culinary Tour event we have hosted the last couple of years at the Golf Course which is co-sponsored by the Department of Agriculture.

Due to the large demand for this event in the past, the Committee recommends doing a separate event in the Joe Byrne Memorial Stadium in late October which has a larger capacity.

### TownSuite Recreation Software

The Committee discussed the “TownSuite” Recreation Program Software for the Parks and Recreation Department.

The Committee recommends purchasing this software. The Committee also recommends to review the effectiveness of the program in twelve (12) months as well as investigate user fees to cover the ongoing costs of the program.

### Programmer\Social Media Co-ordinator Position

The Director of Parks and Recreation presented the Committee with a recommendation to hire a Programming\Social Media Co-ordinator for the Parks and Recreation Department.

The Committee recommends to review this request after the upcoming Election.

### Provincial Auto Show

The Director gave the Committee a review of the Provincial Auto Show that took place in Grand Falls-Windsor on Saturday, September 26<sup>th</sup>. Due to the poor weather only 45 of the 200 plus registered cars were in attendance. The organizers were very pleased with the co-operation from the Town of Grand Falls-Windsor and want to host the event in Grand Falls-Windsor again next summer.

The Committee would like to congratulate the Provincial Auto Show on a successful event.

### Choices for Youth

The Director of Parks and Recreation provided the Committee with correspondence from the “Choices for Youth” Charity that work with at-risk and homeless youth who want to host a community forum focused on developing solutions for these people in Central Newfoundland.

The Committee recommends staff work with the group to put off this forum on September 13<sup>th</sup>.

### Fall Programs

The Director of Parks and Recreation informed the Committee of several programs staff are working on for the fall including:- a Gymnastics Program, a

Senior's and Technology Computer Course, Pottery Classes and the FASD Walk in the Park.

### Fall Brochures

The Committee discussed plans for this year's Parks and Recreation Fall Brochure.

The Committee recommends staff formulate the brochure over the next couple of weeks to have ready for distribution in October.

### Provincial Volleyball Request

The Committee discussed correspondence from the Newfoundland and Labrador Volleyball Association requesting the Town assist in the organization and set-up of three (3) of their Provincial Volleyball Championships here in Grand Falls-Windsor.

The Committee recommends Town staff assist them in booking the local gymnasiums. Selecting tournament co-ordinators and the organization of the tournaments will be the responsibility of the NLVA.

### Agrifood & Garden Show

The Director of Parks and Recreation informed the Committee the Agrifood & Garden Show is confirmed for October 17<sup>th</sup>-23<sup>rd</sup>, 2017.

### Minor Baseball Request

Councillor Amy Coady-Davis excused herself from this item due to a perceived conflict of interest.

The Committee discussed a request from the Grand Falls-Windsor Minor Baseball Association to sponsor their banquet at the Atlantic AAA Boys Bantam Baseball Tournament being held in Grand Falls-Windsor on September 15<sup>th</sup>-17<sup>th</sup>, 2017.

The Committee recommends to sponsor the banquet in the amount of \$660.00.

I move the recommendations and report of this Committee.

Councillor Coady-Davis excused herself from the meeting at this time for the vote on the Minor Baseball Request due to a perceived conflict of interest.

Motion

Browne\Moores

Be it resolved that the Minor Baseball Request to sponsor a banquet in the amount of \$660.00 was approved as presented. This motion carried by a vote of 6-0.

Councillor Coady-Davis returned to the meeting at this time.

Motion

Browne\Coady-Davis

Be it resolved that these recommendations and report with the Minor Baseball Request taken out and voted on separately would be adopted as circulated. This motion carried by a vote of 7-0.

Councillor Browne stated that since the meeting, numerous groups have expressed concern with available ice time. At no time was there any discussion on closing our stadium. Minor Hockey and Figure Skating have at this time all been accommodated.

Mayor Manuel said that the Joe Byrne Memorial Stadium is not closing and is scheduled to open on November 13<sup>th</sup>. He encouraged residents and groups to contact the Recreation Department to schedule ice time.

Deputy Mayor Finn agreed with the comments made by previous members of Council and asked the Director of Parks and Recreation to reach out to the several people who have contacted them concerning rentals so all are aware of the decision. He also asked that the TownSuite software be removed and voted on separately.

Motion

Finn\Pinsent

Be it resolved that the TownSuite Recreation software be removed and voted on separately. This motion carried by a vote of 7-0.

Motion

Browne\Moores

Be it resolved that the TownSuite Recreation Software be approved as presented. This motion carried by a vote of 5-2 with Deputy Mayor Finn and Councillor Pinsent voting Nay.

Deputy Mayor Finn said he voted against this purchase because he was not satisfied with how the software package performed. He thought it was difficult to use and was not supporting the Motion.

Councillor Browne said he supported the Motion because we are moving to enhance online purchasing and supports a review of the software again in twelve (12) months.

Councillor Bartlett said she didn't understand the twelve (12) month review was connected to the user fees.

Councillor Browne agreed and this will be followed up by the Director of Parks and Recreation.

Councillor Coady-Davis said she supported this software. It has been under discussion for many months and this will reduce line ups for program registrations. It also ties into our financial programs now being used by the Town.

Councillor Pinsent said there has been a lot of discussion on this software. We can purchase tickets online now and he is now convinced this is the right time. He said he is voting against this.

Councillor Moores said he will be supporting the Motion. We have to use technology wisely.

Councillor Bartlett said she supported the Motion and if a user fee is implemented, will reduce cost. This is moving in the right direction.

Mayor Manuel said he supported the Motion. This software can be used to register for any program being offered by the Town, can be used for scheduling ice time and seating for events. It is very convenient and will be reviewed in twelve (12) months.

Deputy Mayor Finn said he is totally in favour of moving ahead with technology, but just don't feel this is the right software. The cost is \$6,000 up front and will cost approximately \$8,000 per year based on one thousand (1,000) users. This is a new expense and we do this work now. The feature of registering from home is not going to be used by all residents for all programs.

Motion

Browne\Coady-Davis

Be it resolved that these recommendations and report would be adopted with the Minor Baseball Request and TownSuite Recreation Software removed and voted on separately. This motion carried by a vote of 7-0.

Councillor Bartlett asked for clarification on the gymnastics program and use of the former Millcrest School.

The Town Manager\Clerk explained the status of the school with respect to the Church and the Newfoundland and Labrador English School District. Hopefully, we will have a definite answer by mid-October and for more uses other than gymnastics.

Mayor Manuel stated that gymnastics is being offered at the Joe Byrne Memorial Stadium until the ice is required. We will look at other space if the school is not available.

Councillor Moores asked for clarification on when the Joe Byrne Memorial Stadium will open and the Director of Parks and Recreation explained the Cataracts will be notifying him very soon on whether there will be a Senior Hockey League. He said if other user groups require additional time, ice can be available by mid-November.

Mayor Manuel will continue communications with user groups.

Councillor Browne advised that there is multiple use for the Millcrest School such as the Steve Nash Basketball and lots of other uses, if it were available.

#### Parks, Recreation and Special Events

The following report was also presented by Councillor Browne.

#### Station Road Water and Sewer Upgrades Tender

Councillor Bartlett excused herself from the meeting at this time due to a perceived conflict of interest.

The Committee reviewed the results of the tender for the Station Road Water and Sewer Upgrades. The lowest bid was Adam's Construction Ltd. at the amount of \$412,999.50 including HST.

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

I move the recommendation and report of this Committee.

Motion

Browne\Finn

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

Councillor Bartlett returned to the meeting at this time.

### Public Works and Planning

The following report was presented by Councillor Coady-Davis.

#### Locke Street – Duplex

Councillor Bartlett excused herself from the meeting at this time due to a perceived conflict of interest.

The Committee reviewed the correspondence from residents on and near Locke Street in Grenfell Estates. They are opposed to the developer's plan to construct three (3) duplexes at #1, #2, and #5 Locke Street. They also indicated that they were never informed that this was the plan. The area is zoned appropriately for the construction of a duplex and the proposed buildings from the developer will fit in with the neighbourhood and meets the Town's Development Regulations.

The Committee recommends that the developer's plan continue as proposed. Furthermore, the Committee recommends staff instruct the developer to discuss the subdivision plans with residents.

I move the recommendation and report of this Committee.

Motion

Coady-Davis\Browne

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

Mayor Manuel stated that this particular area was zoned for duplex construction in 2012. The plan for the units are very well designed and will fit in with the area. The residents said they were not aware and this would have been a responsibility of the developer.

Councillor Bartlett returned to the meeting at this time.



## Public Works and Planning

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

### Capital

The Committee reviewed a proposal from the Engineering Department on a Schedule “A” change. This change requires some re-profiling of funds from projects that were completed under budget to compensate for overruns on others. There is no request for new funding.

The Committee recommends that the Revised Schedule “A” proposal be approved. Also, recommends the Director of Engineering and Works contact Municipal Affairs and Environment to request transferring the remaining CWWF funds from Second Avenue to Lincoln Road.

### 68 Lincoln Road – Home Based Business

The Committee reviewed the current operation of Lawn and Weed Experts at 68 Lincoln Road. There were some local concerns raised on the size of the current operation and that they have expanded beyond their property boundary.

The Committee recommends that the Building Inspector complete an inspection of the property and business operation. This information is to be brought back to the Committee for further discussion.

### Discretionary Use – 215 Grenfell Heights

The Committee discussed an application for an esthetics salon at 215 Grenfell Heights. Local residents were contacted and there were no objections received.

The Committee recommends this application be approved.

### Discretionary Use – 14 Ivany’s Road

The Committee discussed an application for a child care service for five (5) kids at 14 Ivany’s Road. Local residents were contacted and there were no objections received.

The Committee recommends this application be approved.

### Discretionary Use – 46 Smallwood Drive

The Committee reviewed an application for a child care service for four (4) kids at 46 Smallwood Drive. Local residents were contacted and there was one (1) objection received. The Committee took this under consideration and feels this applicant will not cause any issues for the area.

The Committee recommends this application be approved.

### Variance – 6 Bennett Avenue

The Committee discussed a request for a variance of ten percent (10%) for the size of an accessory building at 6 Bennett Avenue. Local residents were contacted and there were no objections.

The Committee recommends that this variance be approved, however, the resident must be reminded that the maximum area permitted is 528 square feet.

### Variance – 18 Sampson Crescent

The Committee reviewed a request for a variance of ten percent (10%) to the minimum setback from interior side lot line (side yard) at 18 Sampson Crescent. This would reduce the side lot clearance from 3m to 2.7m to accommodate construction of a duplex as designed. Local residents were contacted and there were no objections received.

The Committee recommends that this variance be approved.

### Variance – 37 McCarthy Street

The Committee discussed a request for a variance of ten percent (10%) for the height of an accessory building at 37 McCarthy Street. Local residents were contacted and there was one (1) objection received.

The Committee discussed the resident's concern and took it into consideration, but recommends that this variance be approved.

### Rezoning Request – Ivany's Road and Dwyer Street

The Committee reviewed a request from Corduroy Brook Developers to rezone #20, #26 and #34 Ivany's Road from Single Unit Urban Residential Zone (RS-3) to Two (2) Unit Urban Residential Zone (RT). Also, they have requested #1 and #2 Dwyer Street be rezoned from Single Unit Urban Residential Zone (RS-

3) to Low and Medium Density Multi-Unit Residential Zone (RM-1). The request is to accommodate construction of duplex's and quadplex respectively.

The Committee recommends that staff begin the rezoning process.

#### Rezoning Request – 46 Earle Street

The Committee reviewed a request to rezone the former United Church on 46 Earle Street from Public Use Zone (PU) to Multi-Unit Residential Zone (RM-1 or RM-2). Local residents were contacted and there were several concerns raised and reviewed by the Committee. The Committee feels it is important to address the resident's concerns which include traffic flow and parking.

The Committee recommends that Mr. Bullard be contacted to discuss this issue and if residents' concerns are alleviated then staff can begin the rezoning process.

#### Rezoning – Request – King Street

The Committee reviewed the many objections\concerns from residents regarding the rezoning request to change a property on King Street from Single Unit Small Lot Residential Zone (RS-2) and High Density Multi-Unit Residential Zone (RM-2) to Low and Medium Density Multi-Unit Residential Zone (RM-1). This was to accommodate a 6-8 unit apartment building.

The Committee recommends that the rezoning request not move forward at this time. They also recommended that staff discuss these issues with Mr. Power to see if there is any way to alleviate the concerns with a new proposal.

#### Town Regulations – New Construction

The Committee reviewed a complaint from Mr. Gary Horwood that he felt different developers were treated differently when constructing seniors apartments. He was instructed to install additional brick features to the façade. Mr. Horwood is now looking for compensation. The Committee reviewed the Town of Grand Falls-Windsor Development Regulations 2012-2022 and in several areas it identifies that building appearance is important to the overall development plan. Although other developers were not asked to add the brick features, other architectural features were present that met the Development Regulations.

The Committee recommends that this claim be denied. The Committee also recommends that staff review the regulations and propose changes that will make the requirements more clear.

### Parking – Pondview Drive

The Committee discussed a concern from a resident about the new “No Parking” areas that were identified at the end of Pondview Drive that was approved at a recent Council meeting. The residents feel there are not enough parking areas for daily visits. The Municipal Police have monitored this site and states it is working well. Some of the “No Parking” area is for 10:00 P.M. – 6:00 A.M. only and there are several areas of adequate parking.

The Committee recommends the current “No Parking” area be maintained.

### Parking – Goodyear Avenue Ballfields

The Committee received concerns regarding parking at and near the Goodyear Avenue ballfields. At times some vehicles double park and park too close to Sutherland Drive causing issues.

The Committee recommends the Municipal Police continue to monitor to ensure no illegal parking. Also, Public Works are to grade up the lot in grass areas providing additional parking spaces.

### Parking – Mailboxes – Main Street West

The Committee discussed the lack of parking or pull-off area for the mailboxes on Main Street West.

The Committee recommends that staff contact Canada Post to address this concern and provide a pull-off at this location.

### Speed Humps – Other Areas

The Committee discussed requests from several residents for some speed humps in residential areas. There has been positive feedback on the effectiveness of the speed humps installed at the Main Street and Sutherland Drive playgrounds.

The Committee recommends that these speed humps be kept at the playgrounds areas only.

### Solar Power Flashing Beacons – Cromer Avenue\Trans Canada Highway

The Committee discussed a concern from our Municipal Enforcement Officers about the number of vehicles that coast through the stop sign at the ramp adjacent to Hyundai on Cromer Avenue. Consideration was given to a solar

powered flashing beacon on the stop sign. A large stop sign has been installed by the Transportation and Works Department.

The Committee recommends that “Stop” be painted on the road at the intersection and to install a “Watch for Pedestrians” sign as you travel the ramp. The Committee also recommends that staff discuss this with Transportation and Works Department to help complete the work.

#### 55 Harmsworth Drive – Drainage Problems

The Committee reviewed a request from Peter Walach of 55 Harmsworth Drive for compensation (\$2,093.58) for work he had completed to his property to assist with drainage. Public Works staff was at this location in 2016 to clean out the drainage ditch behind the property. The drainage issues were a result of improper grading on the lot and not the responsibility of the Town.

The Committee recommends this request be denied.

#### 40 Queensway – E-Z Property Holdings Ltd.

The Committee discussed a request received from E-Z Property Holdings Ltd. to upgrade the existing ¾” water service or install a second water service to accommodate the second quadplex currently being constructed. Mr. Pardy stated he would consider providing the service to the cemetery as well.

The Committee recommends the new service line be provided to the boundary line, if E-Z Property Holdings Ltd. agrees to provide a dedicated service from the second building for the Cemetery Committee.

#### Tim Horton’s – Hardy Avenue

The Committee discussed concerns with the traffic on Hardy Avenue at the Tim Horton’s/Trend location. At times traffic is backed up onto Hardy Avenue and others park too close to the sidewalk blocking pedestrians. In addition, these events cause issues with vehicles leaving the parking lot as sight distance is obstructed. Owners of both businesses have already been contacted and they have made improvements, but there are still issues.

The Committee recommends staff contact the businesses again asking them to install car stops keeping parked vehicles away from the sidewalk. Also, need to discuss with the business owner of Tim Horton’s about keeping the traffic off the roadway when in the drive-thru lineup. If the problems persist, the Committee recommends the Municipal Police issue tickets to violators.

### Garbage Regulations

The Committee discussed several recent incidents where garbage operators have been injured collecting garbage because residents have broken glass or needles out at the curb and it is not properly identified or protected. A proposed amendment to the Garbage Regulations to address these concerns was discussed to inform the public how to properly dispose of sharp objects.

The Committee recommends the Garbage Regulations be updated to address the disposal of sharp objects. These Regulations need to define what are considered sharp objects and how to dispose of it properly and how to identify it at the curb for garbage operators. In addition, the Committee recommends that an information alert be placed on the Town's app, website and social media sites to get this information to the public.

### Property Clean-up

The Committee discussed a request sent to 47 King Street and 19 Sutherland Drive to clean up their properties. A follow-up inspection was completed and there was no action taken by the owners to clean up their property.

The Committee recommends a clean-up Order be issued for 47 King Street and 19 Sutherland Drive.

I move the recommendations and report of this Committee.

Motion

Coady-Davis\Moores

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

Councillor Bartlett stated that when we rezone areas the Engineering staff should organize a public meeting with area residents and the sub-division. This would provide the opportunity for all to have input. Residents are always open to having rental properties.

Councillor Pinsent asked if there has been any contact with Canada Post or Tim Horton's and the Director of Engineering and Works stated he will follow up with both of these groups.

### Economic Development, Tourism and Heritage

The following report was presented by Councillor Bartlett.

### Economic Development Officer's Departmental Action Report

The Economic Development Officer presented his monthly report to the Committee. There was discussion about several of the items. He will continue compiling and presenting this report for each Committee meeting.

### ICSC Retail Conference October 2<sup>nd</sup>-4<sup>th</sup>, 2017

The Economic Development Officer will attend this Retail Trade Show\Conference on behalf of the Town. The Town will again have a booth in the Trade Show portion of this event and the Economic Development Officer has begun to reach out to prospective developers and retailers to set up appointments at the Show.

### Mobile Vendor Regulations Review

The Economic Development Officer presented several recommendations from other communities on how they deal with Mobile Vendors. The Committee will review the regulations in detail once the new Council has been elected.

### New Business List

The Economic Development Officer presented an updated list of new businesses that have opened in Town since January 1<sup>st</sup>. A total of twenty-six (26) new businesses have opened with only eleven (11) having closed this year. There are nine (9) applications pending as well.

### Atlanticfest Security

The Economic Development Officer reported on his activities leading up to the recent Concert held on August 26<sup>th</sup>. Staff will meet next week to review in detail, this week.

### Community Profile Funding Application

The Economic Development Officer spoke with a representative of AES (Advanced Education and Skills) on the status of our application. It is currently still in review. If successful, we hope to begin updating the Community Profile in early October.

### Age Friendly

The Town of Grand Falls-Windsor Age Friendly Steering Committee will be completing a need assessment on an Adult Care Program.

The Committee is working with partners to host the 7<sup>th</sup> Annual Seniors Trade Fair at the Joe Byrne Memorial Stadium on Thursday, October 5<sup>th</sup>, 2017.

I move the recommendations and report of this Committee.

Motion

Bartlett\Finn

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

### Finance and Administration

The following report was presented by Councillor Pinsent.

#### YMCA Financial Statements

The Committee met with the YMCA to review the 2016 Financial Statements and the operating grant from the Town. The Committee noted that the financial results revealed a loss of \$54,036 due to a reduction in daycare revenue. This reduction was due to introduction of full time kindergarten. A future loss is projected for further 2017. The YMCA also noted that the pool is a drain on their finances.

The Committee recommended that the grant be discussed at a future meeting.

#### Labour Report

The Committee reviewed the labour costs as of week thirty-four (34). Total labour was \$2,305,293. This was \$82,130 (-3.6%) over budget.

The Committee recommends that staff continue to monitor labour costs.



### Cash Collections

The Committee reviewed the Taxation Receivable Report as of August 31<sup>st</sup>. The total taxes outstanding as of that date are \$2,611,919 –an increase of \$21,045 (0.81%) from the previous year.

### Disbursement Report

Councillors Tom Pinsent and Mike Browne removed themselves from discussion on payments pertaining to G.L.A. Audio and the Grand Falls Golf Club due to a perceived conflict of interest.

The Committee recommends that these two (2) payments be approved in the amount of \$8,469.

The Committee reviewed the Disbursement Report minus the two (2) payments listed above for the amount of \$1,612,223.

The Committee recommends the Disbursement Report be approved as presented.

### Surveillance Cameras

The Committee reviewed proposals for installation of surveillance cameras at various locations in the Town.

The Committee recommends that \$35,000 be approved for this and that staff proceed with the tender. It was noted that the original allocation was \$50,000.

### Fire Department Aerial Ladder Platform

The Committee reviewed a request for funding for the repair of the aerial ladder platform. To replace cables for the aerial ladder the cost is estimated to be \$17,000.

The Committee recommends that this be approved.

### Job Classification Policy

The Committee reviewed the Job Clarification Policy as per the Town Policy Manual. The Committee noted that all classification requests must be reviewed by the Finance and Administration Committee.

The Committee recommends that all classification requests be reviewed as per this policy.

I move the recommendations and report of this Committee.

Motion

Pinsent\Finn

Be it resolved that the G.L.A. Audio Visual and Grand Falls Golf Club items be removed from the Minutes and voted on separately. This motion carried by a vote of 7-0.

Councillors Pinsent and Browne were excused from the meeting at this time due to a perceived conflict of interest.

Motion

Finn\Moores

Be it resolved that the G.L.A. Audio Visual and Grand Falls Golf Club items would be approved as presented. This motion carried by a vote of 5-0.

Councillors Pinsent and Browne returned to the meeting at this time.

Motion

Pinsent\Finn

Be it resolved that the disbursement report in the amount of \$1,620,692.60 with the G.L.A. Audio Visual and Grand Falls Golf Club items removed and voted on separately would be adopted as presented. This motion carried by a vote of 7-0.

Councillor Bartlett questioned the Labour Report and noted that it needs to be clarified that the amount is for the year.

Councillor Pinsent stated that the report was up to week thirty-four (34) and it is over due to the winter conditions and the fact that two (2) staff returned to the workforce.

### Finance and Administration

The following report was also presented by Councillor Pinsent.

#### Tender – Ski Trail

Councillor Bartlett removed herself from this discussion due to a perceived conflict of interest.

The Committee reviewed the results of the Tender for the Water and Sewer Servicing and Site Grading for the Ski Trail building.

The Committee recommends that this be awarded to Adams Construction Ltd. in the amount of \$257,554 plus HST.

#### Ski Trail Funding

The Committee reviewed the current funding and estimated completion costs. The cost of completion is \$370,000 over the approved funding due to underestimating the cost of lighting. The new estimates provide for 2.9 kilometer of LED solar lighting.

The Committee recommends that we apply to funding agencies to identify sources of funding and make application. The Committee also recommends this be reviewed when we receive funding approvals.

#### Pedestrian Solar Signs

The Committee reviewed a request from the Public Works Department to increase our budget for crosswalk signs to \$30,000. This will enable us to purchase three (3) sets of pedestrian solar signs.

The Committee recommends that this be approved.

#### Environment Resources Management Association

The Committee reviewed the statement for the Sanger Park Campground. It was noted that this facility is owned by the Town of Grand Falls-Windsor and operated by the Exploits Resources Management Association. It was also noted that 2016 included \$30,000 reinvested back in the Park.

The Committee was pleased with the financial results and recommends we continue our support of the Exploits Resources Management Association.

#### ERSB Dam Assessment

The Committee reviewed the results of the request for the proposal for the dam assessment at the Water Supply Plant. Based on the criteria outlined in the request for the proposal, the Committee recommends that this be awarded to CECON in the amount of \$16,940 plus tax. Funding for this is in Multi-Year Capital.

Summer Events\Salmon Festival Financial Reports and Sales Reports

The Committee reviewed the financial results of the Salmon Festival and the Atlanticfest hosted this summer. Total revenues for the Salmon Festival was \$238,502; total expenditures were \$316,232; resulting in a net deficit in excess of a budget of \$27,730. The Atlanticfest had a revenue of \$58,775; expenditures of \$31,136; for a net surplus of \$27,639.

The Committee was pleased with this level of economic activity created by the events noting that \$62,567 of direct employment wages were generated by both events in addition to economic spin-off for the area.

Operational and Organizational Review

The Committee discussed the parameters of the proposed operational and organizational review. The plan will do an in-depth analysis of our existing organizational structure and operating procedure. Existing departmental review will determine whether Departments can be combined or share staff to enhance efficiencies and compare our policies and levels, taxation, human resource costs, budgets, Municipal services, long-term debt, etc... and compare with other municipalities of similar size.

The Committee recommends for a discussion to be held on the “Terms of Reference” prior to finalizing our request for proposal. The proposed date to finalize the request for proposal is November 30th.

I move the recommendations and report of this Committee.

Motion

Pinsent\Finn

Be it resolved that the Tender - Ski Trail be removed and voted on separately. This motion carried by a vote of 7-0.

Councillor Bartlett excused herself from the meeting at this time due to a perceived conflict of interest.

Motion

Pinsent\Finn

Be it resolved that the Tender – Ski Trail would be adopted as presented. This motion carried by a vote of 6-0.

Councillor Bartlett returned to the meeting at this time.

Motion

Pinsent\Browne

Be it resolved that these recommendations and report with the Tender – Ski Trail removed and voted on separately would be adopted as circulated. This motion carried by a vote of 7-0.

Councillor Bartlett stated that we should include all supporting documents that is used in the Minutes to assist with decision. This will be included in the future.

### NOTICE OF MOTION

None

### 2016 AUDITED FINANCIAL STATEMENTS

Councillor Pinsent presented the 2016 Audited Financial Statements.

Motion

Pinsent\Browne

Be it resolved that the 2016 Audited Financial Statements be adopted as presented. This motion carried by a vote of 7-0.

### OTHER BUSINESS

Councillor Moores announced that the 2017 Annual Seniors Trade Fair will take place on October 5<sup>th</sup> and encouraged all to attend. He advised that this is his last meeting and that he would like to thank all who helped him in any way over the past eight (8) years on Council and encouraged all to get out and vote next Tuesday.

Mayor Manuel thanked Coouncillor Moores for his contribution over the past eight (8) years.

Councillor Bartlett congratulated Councillor Moores on his retirement and wished him well. She also encouraged all to attend the Seniors Trade Fair. She noted that she attended the FASD event recently held at Church Road Park and it

was a successful event. She also attended a “Women in Politics” event last night held by the Status of Women which was well attended.

Councillor Pinsent congratulated Councillor Moores and said it was a pleasure to serve on Council with him. He would like to thank all his colleagues on the last four (4) years being on Council. A lot of projects and events have been undertaken by this Council and noted that it involves teamwork.

Councillor Browne also congratulated Councillor Moores on his Council contribution and wished him well. He thanked all fellow Councillors and staff for assistance over the past sixteen (16) months. He also mentioned that the Parkinson’s Walk is taking place this Sunday at the YMCA.

Deputy Mayor Finn wished everyone success in the upcoming election. He also wished every success to Councillor Moores on his future endeavours.

Councillor Coady-Davis reminded all that the Red Shoe Crew Walk is happening this week-end starting at Papa’s Sweet Shop. She thanked Councillor Moores for his contributions and it has been a pleasure to serve with him on Council. She also wished everyone success for the upcoming election and appreciated the support of colleagues and staff.

Motion

Moores\Pinsent

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, October 24th, 2017. This motion carried by a vote of 7-0.

The meeting adjourned at 8:55 P.M.

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Barry Manuel  
Mayor

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J. Saunders  
Town Manager\Clerk