

MEETING #469

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, OCTOBER 4<sup>TH</sup>, 2016

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 & Works  
K. Antle, Director of Parks & Recreation  
B. Griffin, Director of Finance

Prior to the meeting Proclamations were signed for National Teen Driver Safety Week and Cadet Week.

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #468 of Tuesday, September 13<sup>th</sup>, 2016.

It was noted on page 8 under Street Name – Cohen is the third name and the remaining three (3) are Chow, Lindahl and Pitcher.

Motion

Coady-Davis\Bartlett

Be it resolved that the Minutes of Meeting #468 of Tuesday, September 13<sup>th</sup>, 2016 would be adopted as circulated with the noted change. This motion carried by a vote of 7-0.

BUSINESS ARISING OUT OF THE MINUTES

None

## DISBURSEMENT REPORT

Councillor Pinsent presented the disbursement report in the amount of \$451,634.73.

Motion

Pinsent\Moores

Be it resolved that the disbursement report in the amount of \$451,634.73 would be adopted as presented. This motion carried by a vote of 7-0.

## COMMITTEE REPORTS

### Parks, Recreation and Special Events

The following report was presented by Councillor Browne.

#### Red Shoe Walk Correspondence

The Committee discussed correspondence from the Ronald McDonald House group requesting the Town's support for their "Red Shoe Crew Walk" on September 24<sup>th</sup>.

The Committee recommends to approve this request to provide them with a BBQ and popcorn.

#### Andrews Crescent Community Gardens Site Visit

The Director of Parks and Recreation and the Recreation Committee Chairman met with a home owner on Andrews Crescent to discuss a possible community garden in the green belt behind the houses on Andrews Crescent.

The Committee recommends we meet with the existing community garden group to discuss their plans for expansion before we make a decision on a second community garden and then report back to the Committee.

#### CNVA Mural Proposal

The Committee discussed the proposal from CNVA to paint murals on the side of the Parks and Recreation Depot at Centennial Field.

The Committee recommends the Director of Parks and Recreation contact CNVAS and get an exact cost of materials and labour and report back to the Committee.

### Red Maple Festival

The Director of Parks and Recreation presented the Committee with the updated Red Maple Festival Schedule.

The Committee recommends the Director finalize the schedule for the next Parks and Recreation Committee meeting. The Committee also asked any community group who would like to be involved in this year's Festival to contact the Parks and Recreation Department office.

### Midwinter Bivver Update

The Director of Parks and Recreation informed the Committee of the ongoing plans for this year's Bivver which include some special draw prizes to help boost the registration numbers. It was also noted that the snowmobile ride in Gander is scheduled for the same week-end as the Bivver which is a change for them as they were always a week later than the Bivver.

The Committee recommends staff check the availability of hotels, chefs and entertainment to see if it is possible to shift the Bivver to the week-end before, February 10<sup>th</sup>-12<sup>th</sup>, 2017.

### Hometown Hockey Update

The Director of Parks and Recreation informed the Committee of the plans for the Hometown Hockey Event scheduled for October 29<sup>th</sup> and 30<sup>th</sup>. The two (2) day outdoor Hockey Festival will take place on High Street and include many interactive games and activities for all ages, culminating in an outdoor viewing party of the NHL game New York Islander vs Toronto Maple Leafs with Ron MacLean and Tara Slone hosting live onsite from the Sportsnet Mobile Studio.

The Committee recommends staff continue the planning for this event and report back to the Committee as more details become available.

### Vending Machine Price Increase

The Director of Parks and Recreation presented the Committee with proposed price increases for our vending machines in both our stadiums as the profit margins are very low at the present price structure.

The Committee recommends we increase the prices, but for the Director of Parks and Recreation to work with the Director of Finance to review our profit margins and increase the prices accordingly.

### Director's Report

The Director of Parks and Recreation presented a list of events, activities and programs the Department organized in the last few weeks as well as upcoming events being planned.

The Committee recommends staff continue with the planning and implementation of these new events and activities.

### Softball Tournament Correspondence

The Committee discussed correspondence from a resident on Main Street about alcohol consumption during the Softball Tournament on the week-end of September 17<sup>th</sup>-18<sup>th</sup>.

The Committee recommends the Director of Parks and Recreation review our alcohol policies for our facilities and ensure we provide the appropriate policing for such events through our MEO's and Parks and Recreation Staff. The Committee also recommends the Town Manager\Clerk and Director of Parks and Recreation meet with the Town's legal representatives to get details of our liabilities during events that involve alcohol.

### Bonfire Night

The Director of Parks and Recreation presented the Committee with the idea of moving the Town bonfire from Centennial Field parking lot to the "Red Cliff Rocks" site. There are several concerns with the Centennial Field site including the nails left in the parking lot after the bonfire and the lack of control of banned items being put into the pile the week prior to the fire.

The Committee recommends to move the bonfire to the "Red Cliff Rocks" site for this year's event.

I move the recommendations and report of this Committee.

Motion

Browne\Moores

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

The Mayor made the correction that we should be referring to Rogers Hometown Hockey and not just Hometown Hockey.

Councillor Finn suggested revisiting naming Red Cliff Rock site so there is no confusion.

Councillor Bartlett also mentioned that the Tournament Liquor License Policy should be on the Town's website.

The Mayor stated that user groups will have to adhere to the present policy.

### Public Works and Planning

The following report was presented by Councillor Coady-Davis.

#### Correspondence – Grenfell Heights Extension – Cyril Farrell

Mr. Farrell questioned who was responsible for Grenfell Heights Extension and if there could be upgrading completed. This section of roadway requires upgrading. Only a portion of the road is within the Town's boundary from the intersection of New Bay Road to the transmission line crossing. Staff has written the Regional Director of Transportation and Works to complete some maintenance along this section.

The Committee recommends writing the Minister of Transportation and Works and request a complete rehabilitation of this roadway at which point the Town could take responsibility moving forward.

#### Permit Policy\Procedure – Double Billing

The Committee discussed concerns raised by staff of residents carrying out work on their property without appropriate permits. Several years ago, consideration was given to charging double the permit fee for anyone commencing work without a permit.

The Committee reviewed the drafted policy and recommends it be discussed at the next Committee of the Whole meeting.

#### Signage Application – 328 Grenfell Heights

The Committee reviewed the Highway Sign Regulations 1999 under the Urban and Rural Planning Act with respect to a signage application at 328 Grenfell

Heights to front on the Trans Canada Highway. The area of the proposed sign is within the control lines of the highway. The applicant must make the appropriate application to the Government Service Centre.

The Committee also recommends staff revise Town regulation to ensure these signs front on municipal roads.

#### Development Request – Queensway (Dion Pardy)

The Committee reviewed a proposal by Mr. Pardy to complete a development for senior's cottages at 40 Queensway, at the corner of Toulett and Queensway.

The Committee recommends that staff request additional information from Mr. Pardy on his proposed plans. The current proposal does not meet regulations. The Committee is open to rezoning this parcel if it can meet the regulations for the proposed development.

#### Property Inspection – 419 Grenfell Heights

The Committee reviewed the inspection report on 419 Grenfell Heights owned by Pius Jesseau.

The Committee recommends staff contact the homeowner to request clean-up of the property.

#### Carmelite Road – Land

Further to previous discussions on possible development of two (2) separate properties at this area there is an issue with the existing pole line and cost to relocate. It is possible to acquire a portion for one (1) lot at approximately 80' x 118' for a single family home.

The Committee recommends that this land be advertised for sale with a minimal purchase price of \$625\foot frontage plus HST, survey and legal fees.

#### 55 Harmsworth Drive – Drainage Issues

The Committee reviewed the survey of the land\ditch in question at the rear of 55-57 Harmsworth Drive. The existing ditch is already lower than the adjacent properties.

The Committee recommends staff meet the residents and discuss the current conditions and propose lowering some high points of the ditch.

### Canada Post – Shelters

Staff contacted Transcontinental to inquire if they can place their flyer bins within the shelters to help control litter. This way residents would only take flyers if they want them. Transcontinental is a competitor of Canada Post and flyers being delivered to mailboxes are not the same as those placed by Transcontinental.

The Committee recommends that garbage bins be removed and staff monitor the areas of concern. May consider removing shelters at a later date in line with other large municipalities in Newfoundland and Labrador.

### Brown Avenue – Crosswalk

The Committee reviewed the request for a crosswalk to be placed across Brown Avenue at the intersection of Finn Avenue. This is to facilitate students crossing the street and also to help serve the large residential area.

The Committee recommends that this crosswalk be installed with the appropriate signage.

### Interfaith Cemetery

The Committee discussed correspondence from Ms. Stanley requesting upgrades at the Interfaith Cemetery adjacent to the Trans Canada Highway. This cemetery is not owned or maintained by the Town, but rather by the churches in the area.

The Committee recommends that staff invite the Interfaith Cemetery Committee to the next Public Works and Planning Committee meeting for a discussion on possible upgrades on the grounds. It is important to get perspective from all denominations that utilize the cemetery.

### Correspondence – Robert Goulding

The Committee acknowledges Mr. Goulding's request to meet with Council to discuss the retaining wall between the properties of 29 and 31 Harmsworth Drive, and requested him to meet at the next Public Works and Planning Committee meeting.

### Dan Penney – Commercial Development

In negotiating the commercial subdivision agreement with Mr. Penney he requested that the requirement in Section 15 (d) of the Agreement be changed to

five (5) years for commencement of building construction rather than one (1) year. Commercial planning is more detailed than residential and therefore requires additional time to complete. This does not mean that some development can and will be completed within the one (1) year, but the developer felt it was restrictive if limited to one (1) year.

The Committee recommends that this request be granted, but to include in the Agreement that there will be no transfer of the deed until construction has commenced.

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 7-0.

Councillor Bartlett suggested a correction in the “Grenfell Heights Extension” item. The last paragraph “could” should be changed to “would”.

### Committee of the Whole

The following report was presented by Deputy Mayor Finn.

#### Gorge Park Limits

The Committee discussed the limits along the Exploits River that will be referred to as Gorge Park. There have been several names used in the past to refer to sections or area along the riverfront.

The Committee recommends that Gorge Park be used to name the area along the Exploits River from the boat launch in the east to the western planning area boundary near North Angle Brook to the west.

#### Mini Home Subdivision

Staff identified nine (9) areas that were large enough to accommodate a mini home subdivision. Several of these are restrictive for various reasons.

The Committee recommends that staff follow up with more information on site #1 – Blackmore Street, #9 – off Grenfell Heights and #7 – off Maloney Street. Numbers 1 and 9 are preferred and are private developments.



### Warhall Investments (Lincoln Road – Club 63 Property)

Staff updated the Committee on a meeting with Mr. Dave McCann representing Warhall Investments about possible development in the former Club 63\Lincoln Road area. Two (2) houses have been demolished and residents are wondering what is happening in this area. Staff did discuss an overall plan for the area with Mr. McCann, but there are still numerous issues that need to be resolved. Also staff are not yet clear on the development plan and asked Mr. McCann to submit a plan so we can discuss to determine whether it fits with the present zoning regulations.

### Valard Update

The Committee discussed the camp set up on Maloney Street. Valard are looking at some additional lands for parking, laydown and cable work.

The Committee recommended staff follow up with Valard on total land requirements for Maloney Street.

### Tennis Clubhouse

The Director of Parks and Recreation informed Council on the poor condition of the old Tennis Clubhouse. It is no longer in use.

The Committee recommends the building be demolished.

### Permit Policy – Double Billing

The Committee discussed the policy regarding double billing for residents commencing work without a permit in place and recommends it not be implemented at this time.

### Permit Policy – Collections\Taxation\Permit

The Committee revisited the policy recently recommended and accepted regarding collection\taxation and permits and recommends it be rescinded and not followed at this time.

### Midwinter Bivver

The Committee asked staff to check availability of venue, hotel, chefs and entertainment for the Midwinter Bivver for an alternate week-end due to conflict with another similar event.

I move the recommendations and report of this Committee.

Motion

Finn\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 asked for clarification on why are we recommending rescinding the policy on collection\taxation and permit.

Deputy Mayor Finn explained there were several operational issues and this can be revisited. We need to consider and reflect special circumstances.

Councillor Moores asked for an update on the Valard camp.

Deputy Mayor Finn stated they are operational and there is a lease agreement being finalized. The Town will receive \$15,000.00 per month and only have to provide water and sewer.

### Finance and Administration

The following report was presented by Councillor Pinsent.

#### Labour Report

The Committee reviewed the labour costs as of week thirty-eight (38). Total labour was \$2,394,161. This was \$70,371 (2.9%) under 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 \$2,590,873 – a decrease of \$33,732 (-1.29%) from the previous year.

The Committee reviewed collection activity and recommended that staff continue to pursue all tax arrears.

### ADD\ADHD Request

The Committee reviewed a request to fund a proposed ADD\ADHD seminar.

The Committee recommended the request be denied as funding for these types of events are outside Council's mandate. It was noted that activities such as this would be done in partnership with Health Services.

### 2015 Mercer Valuation

The Committee reviewed the 2015 Pension Plan Valuation. As of December 31<sup>st</sup>, 2015 total plan assets are \$8.9 million, total liabilities are \$9.9 million resulting in a funding deficit of \$1.9 million. As required by pension legislation our annual pension payment is forecasted to increase from our current payment of \$421,700 to \$545,600 – an increase of \$123,900. This will impact our 2016 revised budget and 2017 budget.

### Revised Budget

The Director of Finance advised the Committee that preparation for the revised budget is underway and will be reviewed in October.

The Committee recommended that staff continue this review and prepare a schedule for the 2017 Budget preparation.

### Disbursement Report

The Committee reviewed the disbursement report for October 4<sup>th</sup> and recommends it be forwarded to the next Council agenda.

### Tax Recovery Plan

The Committee reviewed the Tax Recovery Plan for December 31<sup>st</sup>, 2015 as required under the Government of Newfoundland and Labrador Community Sustainability Partnership (CSB).

The Committee recommended this be adopted and the appropriate Resolution be presented at the next Council meeting.

I move the recommendations and report of this Committee.

Motion

Pinsent\Browne

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

Councillor Bartlett raised concern over the deficit in the pension plan and the importance of managing the plan.

The Mayor noted a correction in the pension plan numbers for total assets which should be \$8.0 million and not \$8.9 million.

Deputy Mayor Finn stated even though there is a deficit, it is still within an acceptable range. Keeping in mind this is a closed plan and no new members are being added, it is being managed well.

The following Resolution was presented by Councillor Pinsent:-

Resolution – GF-W 2016-244

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

Pinsent\Coady-Davis

Be it resolved that Resolution GF-W 2016-244 for Tax Recovery Plan for Grand Falls-Windsor would be adopted as circulated. This motion carried by a vote of 7-0.

## OTHER BUSINESS

Deputy Mayor Finn advised that he recently attended ArtEx at the Gordon Pinsent Centre for the Arts. It was a very successful event and the group of artists displayed their works and held workshops. He also commented on Cadet Week saying enough can't be said about these organizations. They are very well run and provide leadership skills to the youth.

Councillor Coady-Davis mentioned that NLOWE are hosting "Driver's for Growth", a Women's Economic Forum across the Province and you can contact them for additional information. She noted that the Queen's Street Dinner Theatre Christmas Shows will take place December 6<sup>th</sup>-9<sup>th</sup> and tickets will go on sale October 17<sup>th</sup>. She also mentioned that the Food Bank is in need of donations and encouraged residents to give if you are able. There will be drop-off baskets at various locations around Town. She reminded citizens that there will be regular garbage collection on Monday, October 10<sup>th</sup>. She advised citizens that the Senior Fair will take place on Thursday, October 6<sup>th</sup> from 10:00 A.M. to 3:00 P.M. and there are forty-two (42) great information booths for seniors. She also advised that the roundabout construction is proceeding well and will be paved on Saturday, October 8<sup>th</sup> and Sunday, October 9<sup>th</sup>. This area will be closed to traffic on those days from 7:00 A.M. to 7:00 P.M. and anyone requiring information on the use of the roundabout can contact our Municipal Police Department.

Councillor Moores advised that the Firemen's Ball is being held on October 15<sup>th</sup> and tickets can be purchased at the Fire Hall. He also advised the refugee family is in Town and settling in to their apartment. The children are in school and it was suggested they be invited to the next Council Meeting to be introduced to the community.

Councillor Bartlett reiterated Deputy Mayor Finn's comment on the Cadet movement. She noted that the Mill stack demolition will commence tomorrow. The bricks will be salvaged by the Town for future use. She mentioned that it was suggested by a resident that the Town hold a "Gordon Pinsent Day" with a dinner in his honour. This will be referred to a Committee for consideration. She also noted that the CBCD and the Town are holding a coffee break at the Daily Grind on October 20<sup>th</sup> from 9:30 A.M. to 11:00 A.M. for Small Business Week and encouraged people to drop by. It was noted that in 2016 thirteen (13) commercial businesses opened compared to seven (7) in 2015 and twenty-two (22) home based business opened compared to four (4). She questioned the removal of gravel in the center of the roundabout and the reason it is left there.

The Director of Engineering and Works stated it will be landscaped to prevent visual impacts of traffic directly across such as headlights impairing vision especially at night.

Councillor Bartlett welcomed Patrick Murphy, the new Transcontinental reporter to the meeting.

Councillor Pinsent welcomed Nelson Chatman to the Chambers as the new Director of Engineering and Works. He congratulated Councillor Moores and his group for the efforts on bringing a refugee family to Grand Falls-Windsor. He also commended the efforts of the Cadet organizations. He noted that the Queen Street Dinner Theatre will be operating for twenty (20) years in 2017 and was looking for new ideas or special events for the coming year celebrations. He encouraged residents to pay attention to the movement on the new guidelines for the Canada Pension Plan. These changes will make it a livable wage and legislation will be introduced in the House of Commons this fall.

Councillor Browne mentioned that he has received many calls about the street lights that are out around Town. He advised residents that they should call or email NL Power with the location and pole number or contact the Town. He advised the Santa Claus Parade Committee is actively planning this year's event for December 3<sup>rd</sup>. He also advised that he visited the Exploits Road Runners Club event this past week-end which had forty (42) participants.

The Mayor also advised that the Food Bank is in need of donations so give if you can. The Town staff had a successful drive and passed along a donation last week. The Salvation Army will also accept donations at their Family Resource building on Main Street. He extended congratulations to the Fire Department on their recognition of "Muscular Dystrophy Fire Department of the Year" for Atlantic Canada.

Motion

Coady-Davis\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 25<sup>th</sup>, 2016. This motion carried by a vote of 7-0.

The meeting adjourned at 8:30 P.M.

---

Barry Manuel  
Mayor

---

J. Saunders  
Town Manager\Clerk