

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, OCTOBER 23rd, 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
 K. Antle, Director of Parks and Recreation
 B. Griffin, Director of Finance & HR
 S. Gosse, Assistant Director of Finance
 G. Hennessey, Economic Development Officer

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #498 of Tuesday, September 25th, 2018.

Motion
Coady-Davis\Bennett

Be it resolved that the Minutes of Meeting #498 of Tuesday, September 25th, 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 \$2,303,302.99.

Motion

Coady-Davis\Whiffen

Be it resolved that the disbursement report in the amount of \$2,303,302.99 would be adopted as presented. This motion carried by a vote of 6-0.

COMMITTEE REPORTS

Economic Development, Tourism and Heritage

The following report was presented by Councillor Whiffen.

ICSC Retail Conference Report

Councillor Whiffen and the Economic Development Officer attended the two (2) day Trade Show portion of this event in Toronto. We met with several retailers and developers and discussed Grand Falls-Windsor and what we currently have in retail inventory and what gaps we have. There were specific discussions with several parties about opportunities that are currently being sought out or for future plans.

Tourism Summit – November 6th

The Town is organizing a Tourism Summit on November 6th and will be inviting various stakeholders from the Region to attend. It is proposed to run from 10:00 A.M. to 3:00 P.M. on that day and will be facilitated by Adventure Central. The plan is to generate a summary of this summer's activities with local operators and to work towards a strategy to increase visitation.

The Staycation is an idea in which we host our own Trade Show here in April of 2019 showcasing local operators and attractions. The intention is to promote what is offered here to the local market in order to have them stay in next summer.

Botwood Global Mural Conference Summary

This event was held in Botwood from September 12th to 15th. The Economic Development Officer and Councillor Feener attended two (2) days of the presentations of this Conference on behalf of the Town. There were a total of thirteen (13) presentations by some of the best mural artists in the world. The

Economic Development Officer suggested that we commission a street artist (s) to paint a few of these street murals in Town (they only last about three (3) months) and market them as sites to see and explore.

Home Based Business Listing – Results

The notice and an article were posted in the Central Voice and our Town Facebook page two (2) weeks ago. Since then, the Economic Development Officer has heard from at least three (3) daycares, along with a couple of other Home Based Businesses that are not registered. He has sent out application forms to all of them and they are going through the process.

Hospitality Newfoundland and Labrador Conference Letter

A letter was sent to the Chief Executive Officer of Hospitality Newfoundland and Labrador requesting that the Town of Grand Falls-Windsor be included in the RFP process for the 2020 and beyond Conferences. The Economic Development Officer met with the General Manager of the Mount Peyton Resort and Conference Centre and we will work with her on the actual application when we receive it. This event traditionally attracts up to three hundred (300) plus attendees.

Cold Harvest Conference and Trade Show – September 26th to 28th, 2018

The aquaculture industry is expanding. The Town of Grand Falls-Windsor attended this event to promote itself as the gateway to the aquaculture industry.

Two (2) Day Mental Health Conference

On October 18th and 19th, the Town of Grand Falls-Windsor, in partnership with Central Health, is hosting a two (2) day Conference focused on seniors and youth mental health.

This Conference is targeted toward mental health stakeholders in Grand Falls-Windsor.

Council to Meet with Dean, Faculty of Medicine Memorial University

On October 18th, Council will meet with Dr. Margaret Steele, Dean of Medicine from Memorial University to discuss community healthcare projects.

Dr. Steele is also the keynote speaker for the Youth Mental Health Conference on Friday, October 19th, 2018.

I move the recommendations and report of this Committee.

Motion

Whiffen\Bennett

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

Councillor Feener commented that the Town should explore the street artist for next summer.

It was noted that the Tourism Summit is rescheduled to November 27th, 2018.

Mayor Manuel stated that the Seniors and Youth Mental Conferences were a great success last week. The Town of Grand Falls-Windsor is being recognized by professionals as a leader in promoting this very important issue.

The Cold Harvest Aquaculture Conference was a success and the Mayor gave a presentation. Grand Falls-Windsor is positioned to play a part in the growth of this industry on the south coast.

Council did meet with Dr. Margaret Steele, Dean of Medicine at Memorial University. The meeting went very well and we will continue to develop relationships with Memorial University.

Parks, Recreation and Special Events

The following report was presented by Councillor Bennett.

Walking Club Correspondence

The Committee discussed correspondence from the newly formed “Weekly Walkers” walking club that use the walking track at Centennial Field. They would like Council to provide assistance to them throughout the winter to provide washroom facilities, a plowed trail and lights.

The Committee recommends providing as much support as possible for the group to keep the track clear with a snow plough as much as possible as the weather will permit. Several events such as the 2019 Provincial Special Olympics Snowshoeing Competition are scheduled for Centennial Field and as a result the track will not be available to the walkers for several weeks.

2019 Winter Special Olympics

The Committee discussed the 2019 Winter Special Olympics Opening Ceremonies scheduled for March 1st and March 8th, 2018 in the Joe Byrne Memorial Stadium to see if it was possible to lower the operating fees for this event.

The Committee recommends staff check with the Organizing Committee to see if the event could be held in the Armouries which would lower their operating expenses drastically.

Communities in Bloom Report

The Director of Parks and Recreation presented the Committee with the Evaluation Report from the Communities in Bloom Judges. Our community received a rating of “5 Blooms” out of a possible “5 Blooms”. Staff and Council are very proud as this is the first time our community has received this high a rating.

The Committee recommends getting the business community involved next year to help beautify our local businesses and help build community spirit.

Grand Falls-Windsor Sports Hall of Fame

The Committee discussed the idea of developing a Grand Falls-Windsor Sports Hall of Fame.

The Committee recommends staff research other Town’s Sports Hall of Fames as well as the idea of an Arts Hall of Fame and report back to the Committee at a future meeting.

TownSuite Software Update

The Director updated the Committee on the implementation of the new “TownSuite” Recreation Software which is now in operation. It was noted we are experiencing a few glitches getting started, but we are experiencing greater registration numbers for all our programs through this new online registration program.

The Committee recommends all citizens go to the Town of Grand Falls-Windsor website and click on the tab on our homepage to register for any of the Town’s programs or special events.

MusicNL Correspondence

The Director presented the Committee with an invitation from MusicNL to attend MusicNL Week 2018 in Twillingate from October 10th to 14th.

The Committee recommends Councillor Feener attend the event on behalf of the Town.

Indoor Turf Correspondence

The Committee discussed correspondence from a citizen requesting the Town look at funding options to purchase indoor turf for one of our arenas.

The Committee recommends the Director research the funding options and the costs associated to purchase the product as well as the need and facility availability of such a product and report back to the Committee at a future meeting. The Director will respond to the citizen and let them know we are researching the idea.

Skateboard Park Presentation

The Committee welcomed a local skateboard enthusiast to the meeting who presented the Committee with a request to look at installing a new in-ground concrete skateboard park in Grand Falls-Windsor.

The Committee thanked the citizen for his presentation and recommends the Director research the idea and report back to the Committee at a future meeting with possible plans and costs.

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\Browne

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

Councillor Feener advised that he attended the recent MusicNL in Twillingate. There may be an opportunity to work with MusicNL for the Salmon Festival.

Deputy Mayor Browne stated the intent of the Grand Falls-Windsor Sports Hall of Fame is to recognize locals who excelled at sports. We will also have an Arts Hall of Fame to recognize their contribution.

Prior to the reading of these Minutes, Councillor Coady-Davis excused herself from the meeting due to a perceived conflict of interest.

The following report was also presented by Councillor Bennett:-

2017 Minor Baseball and Minor Soccer Grants

As per the recommendations from the last Parks and Recreation Committee meeting regarding Minor Baseball and Minor Soccer not submitting their 2017 Community Organizations Grant Applications, the Committee discussed the Financial Reports submitted by the Minor Baseball and Minor Soccer Associations.

The Committee recommends not to award the 2017 Grants, but to award each Association with a \$2,500.00 Grant for 2018.

I move the recommendations and report of this Committee.

Motion

Bennett\Feener

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

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

Public Works and Planning

The following report was presented by Deputy Mayor Browne.

Home Based Business – Atlantic Image Wear, 264 Grenfell Heights

The Committee reviewed a request from the resident at 264 Grenfell Heights to reconsider his proposal to start a home based embroidery business, Trinity Designs. Most of Council met with the owner on September 24th, 2018 to get a

better understanding of what his business encompasses and what potential impact it would have on the neighbourhood.

The Committee recommends that the request be approved. It is important that staff meet with the owner to ensure all aspect of the regulations are met.

Land Request – 27 Dunn Place

The Committee reviewed a request from the resident at 27 Dunn Place to purchase 618 square feet of backland.

The Committee recommends that this be approved and to sell as per policy. However, staff is to check with the utility company to ensure no concerns with existing power lines on the property.

Crown Land Request – Stella’s Treats

The Committee reviewed a request from Stella’s Treat for Crown Land behind 418-422 Grenfell Heights. The land is proposed to be used for a strawberry and raspberry farm, if successful.

The Committee recommends that this request be denied and for staff to meet with the applicant to try and find another location suitable for his proposed business.

Queen Street\Peronne Road

The Committee discussed the parking concerns at Queen Street and Peronne Road during events at the Royal Canadian Legion. In recent years the Town has upgraded curb and parking alignment at the Royal Canadian Legion and has installed “No parking” signs on the sharp turn on Queen Street.

The Committee recommends that staff continue to encourage the Royal Canadian Legion to upgrade the lower parking lot on Beaumont Avenue. The Committee also requests Municipal Enforcement Officers to continue strictly enforcing the “No Parking” zone. Staff should continue to monitor prior to making any additional changes. The Committee also recommends painting parking spaces on the parking side of Queen Street and Peronne Road.

Pine Avenue – Speed Limit

The Committee reviewed a request from a resident on Pine Avenue to reduce the speed limit to 30 kilometers.

The Committee recommends the speed limit remain at 40 kilometers\hour. The Public Works Department has recently upgraded all “No Parking” signs and has installed signage to alert motorists to watch for pedestrians.

6 East Street

The Committee reviewed a request from a resident to address a perceived water issue at 6 East Street. During winter months it was noted a lot of ice forms at the property and they suspect it comes from water flowing from East Street. During heavy rainfall it was observed by Public Works that the curb is adequate to maintain flow of water to the nearest catch basin and no obvious concerns can be seen.

The Committee recommends that staff monitor this area over the winter and address issues if needed. If repairs are required, it will be added to the Capital Works Program for funding. In addition, the Committee recommends that staff contact the resident to inform them to call the Public Works Department immediately, if they have a concern during the winter.

1C Valley Road – Rezoning Request

The Committee discussed a request to rezone 1C Valley Road from Recreation Open Space (ROS) to a residential zone. The proposed dwelling is 2,400 square feet with a garage.

The Committee recommends that staff meet with the resident to discuss options and bring back to the Committee for further discussion. The Committee would consider the request once all the details are gathered.

Valley Radio

The Committee reviewed a request from Valley Radio to install an antenna at the Water Tower on Andrews Crescent. All they need right now is a letter of support from the Town to submit with their CRTC application.

The Committee recommends supporting Valley Radio to achieve their goal. However, staff must ensure there will be no interference with existing infrastructure prior to installation once approved.

Street Sweeper

The Director of Engineering and Works updated the Committee on the status of the street sweeper. The vehicle is out of commission and requires a minimum of

\$30,000 in repairs. This could be more if additional items are found once the mechanics complete the final evaluation. The truck itself is in good condition, but the sweeper assembly is the issue.

The Committee recommends that the street sweeper be repaired as replacement would be very costly. The repairs are to be budgeted in the 2019 Operating Budget. The Committee also asked the Director of Engineering and Works to look for alternatives for this fall to address fallen leaves around Town.

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.

It was noted that the Home Based Business – 264 Grenfell Heights should be Home Based Business – Atlantic Image Wear, 264 Grenfell Heights.

Councillor Bennett stated that Queen Street and Peronne Road would remain as is. There is concern with traffic flow for emergency vehicles and asked that it be revisited.

Deputy Mayor Browne advised that the street sweeper is out of commission for the remainder of this season.

Councillor Coady-Davis stated that the reason for keeping Queen Street and Peronne Road as it is was due to the results of a survey of residents in the area. The Legion has made several changes to their parking lots. Painting parking spaces on the road will also help with providing clear locations to park without blocking driveways. The Municipal Enforcement Officer will continue to monitor this area.

Mayor Manuel said new signs have been erected on the street. The Legion also were asked to inform users of the building to park in the lower lot. Staff can use the lower lot to ensure more spaces are available in the main parking area for patrons.

Salmon Festival

The following report was presented by Councillor Feener.

Sales Summary

The Committee reviewed the sales summary for this year's Salmon Festival. Total paid attendance for this year's Festival events is 2,550. This is a decrease of 675 (21%) from the previous year's attendance. It was noted that this year's Festival also included a Gospel Concert which attracted 743 patrons.

Financial Report

The Committee reviewed the financial report for this year's Festival. Total revenue for this year's event is \$175,959. Total expenses was \$304,732. Total amount budgeted for the event was \$50,000 resulting in a net budget deficit of \$78,773.

The Committee recommends acceptance of this report. The Committee also recommends that further discussion be had regarding the future format of the Salmon Festival.

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.

Councillor Feener stated that we had a five (5) day event that was successful except for the Saturday Concert. We kept the cost as low as possible to minimize the financial impact.

Deputy Mayor Browne reiterated that it was a great Festival except for the Concert. That event was not supported and ticket sales were low. On a go forward basis, it is critical that we have a Festival that will break even or generate a profit.

Mayor Manuel agreed with previous comments. Outdoor concerts are not being supported. This can be due to numerous conditions. We did decrease the operating budget, but we need to look at the Festival format. We will look at new ideas and new options to make the event a success going forward.

Finance and Administration

The following report was presented by Councillor Coady-Davis.

Labour Report

The Committee reviewed the labour costs as of week forty (40). Total labour was \$2,795,189. This was \$17,458 (0.6%) over budget.

The Committee recommends that staff continue to monitor labour costs.

Water Treatment Plant

The Committee reviewed the cost of construction materials for the Water Treatment Plant Control Room in the amount of \$8,902.

The Committee recommends that this be approved.

Disbursement Report

The Committee reviewed the disbursement report in the amount of \$2,303,302.99 and recommends this be presented at the next Council meeting.

Municipal Assessment Agency

The Committee reviewed Financial Statements from the Municipal Assessment Agency (MAA) for the year ended March 31st, 2018. The Committee noted that the accumulated equity from operations for the MAA was \$494,000 for the year ended. Total equity from operations was \$3,354,000 to-date. The Committee noted that the MAA should not be accumulating surplus and recommends that this be communicated to Municipalities Newfoundland and Labrador and the MAA.

Exploits Regional Services Board

The Committee reviewed the chemical costs for the end of September 30th, 2018. Total costs year-to-date for chemicals is \$163,569 – an increase of \$1,978 over last year. This amount is in line with the annual budget.

Vehicle Tendering

The Committee reviewed tenders on method of procurement.

The Committee recommends that it is our objective to procure vehicles at the best economical cost.

Solvency Exemption

The Committee was notified that our solvency exemption for our Defined Benefit Plan has been extended to December 31st, 2020. Conditions of the solvency exemption are the requirement to provide actuarial valuations on a three (3) year basis ending December 31st. 2020. This will result in savings to the Plan. The exemption also requires any future enhancements to the Plan to be funded on a solvency basis.

Business Taxation

The Committee reviewed a request to adjust taxation charged in error due to non-occupancy of a commercial property.

The Committee recommends that this be approved.

Central Newfoundland Waste Management

The Committee reviewed the Financial Statements for the Central Newfoundland Waste Management (CNWM) for the year ended December 31st, 2017. The Committee was satisfied with the results.

The Committee discussed the cost for West Coast Waste and recommends our representative keep us informed on any future developments pertaining to the CNWM.

Wooddale Agriculture Society

The Committee reviewed a request from the Wooddale Agriculture Society to support their need to upgrade water lines.

The Committee recommends that we support their request. The Committee also recommends that the Wooddale Agriculture Society be required to upgrade their water lines due to excessive water loss from broken lines. The Committee also reviewed the water rates and recommends that the current charge be reduced to \$1.80 per thousand gallons.

Funding Requests

Off the Cuff Community Chorus

The Committee reviewed a request from “Off the Cuff” Community Chorus.

The Committee recommends this be deferred to the Budget discussions. The Committee also recommends that “Off the Cuff” Community Chorus provide a Budget and a Financial Statement for discussion during Budget deliberations.

Rotary Club

The Committee reviewed a request from the Rotary Club of Grand Falls for sponsorship of the ‘Something to Wine About’ Event at the Grand Falls Legion.

The Committee recommends the approval of \$1,000 to purchase a Diamond Sponsorship for this event.

YMCA

The Committee discussed the YMCA request to provide water and sewer services to the proposed new daycare centre. The Committee also discussed the request for land.

The Committee recommends that the land be sold at our back land rate of \$1.00 per square foot. The Committee also recommends that the YMCA be responsible for water and sewer services to the building.

Request to Purchase

The Committee reviewed a request to purchase a replacement truck for the Public Works Department.

The Committee recommends that the cost net of insurance proceeds to \$35,672 be approved for the purchase of this truck.

178 Lincoln Road

The Committee discussed the correspondence from a resident with respect to a property repairs due to damage caused by the Town.

The Committee recommends that more information be required and it be discussed further at the Committee of the Whole meeting.

I move the recommendations and report of this Committee.

Motion

Coady-Davis\Bennett

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 2018-269

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 for the Exploits Regional Water Supply Upgrades, Project #99-2018-6549;

THEREFORE BE IT RESOLVED: the Town of Grand Falls-Windsor approve the acceptance of funding under the Federal Gas Tax Fund – Provincial Water and Wastewater Initiative in the amount of \$536,577. Any funding required in excess of the \$536,577 would be the responsibility of the Town of Grand Falls-Windsor.

Motion

Coady-Davis\Browne

Be it resolved that Resolution GF-W 2018-269 would be adopted as circulated. This motion carried by a vote of 6-0.

OTHER BUSINESS

Councillor Bennett noted that Brenda Wooton has formed a walking group at Centennial Field. They presently have over six hundred (600) members.

Councillor Whiffen stated that Lions International are attempting to start up the Lions Club in Grand Falls-Windsor again and anyone interested are asked to contact Valerie Clarke at 695-1675.

Deputy Mayor Browne advised that the Lincoln Road project is nearing completion. Paving is expected to start next week. He noted there is a delay in the delivery of the traffic light poles for the new traffic lights. He also advised that the

Red Maple Festival will be starting next week and noted there are great events planned and encouraged residents to attend. He advised that there is a big event for the Northcliffe Drama Club at the Gordon Pinsent Centre for the Arts, the Spirits Survivor and asked residents to support this event. He encouraged residents to get out to support Remembrance Day on November 11th. He also wished the Director of Finance, Mr. Griffin success on his retirement at the end of the month and thanked him for thirty- two (32) years of service.

Councillor Coady-Davis advised that the Karate Club of Grand Falls-Windsor will be participating in the World's in St. John's this coming week-end. She noted that the Arts Procurement is happening this week-end and all information is on the Town's website. This is a great event and asked all artists to present their work. She also advised that she had the opportunity to speak this past week-end at the Provincial Student Leadership Conference at Exploits Valley High. It was well attended, but had to cut the agenda short due to the weather. She noted that she attended the Firefighter's Ball on October 20th. Some highlights from October 1st, 2017 to September 30th, 2018 were:-

- 152 emergency calls up from 112 last year
- 20 home fires
- 4 commercial business fires
- 7 vehicle fires
- \$2 million in damages
- 22 motor vehicle calls
- Training: 3,589 hours up from 3,291 last year
- 143 training sessions, 443 session hours
- 409 fire inspections up from 368 last year
- 25 students graduated from the Youth Firefighter Program
- 40 Members

Hats off to the dedication of the Fire Department and the Awards presented this year.

5 Years

Adam Cater

Don Farr

Shannon Malone

Brian Boone

Alex MacIntoish

10 Years

John Mayo

15 Years

Bill Hancock

Mike MacDonald

20 Years

Pete Anstey
Sean Blake
Trevor Philpott

35 Years

Chief Vince MacKenzie

She also advised that the Fire Department will be looking for new recruits in 2019.

Mayor Manuel advised that the Art Procurement is a great event for artists to present their work. He expressed congratulations to Mr. Griffin on his upcoming retirement. He thanked him for his contribution of thirty-two (32) plus years of service. He also noted that the daylight is getting shorter this time of the year and asked motorists as well as pedestrians to be cautious. He advised that he also attended the Provincial Student Leadership Conference this past week-end. Over four hundred (400) delegates attended and it was a great success. He expressed condolences to the Penney family on the passing of Fred Penney Sr. He advised that Council will be starting the 2019 Budget process over the next few weeks. He encouraged residents to provide comments to Council or staff on any issue they want considered as part of the process.

Motion

Bennett\Browne

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

The meeting adjourned at 8:10 P.M.

Barry Manuel
Mayor

J. Saunders
Town Manager\Clerk