

MEETING #500MINUTES OF MEETINGGRAND FALLS-WINDSOR TOWN COUNCILHELD IN THE TOWN HALL7:00 P.M., NOVEMBER 6TH, 2018

PRESENT: Mayor: Barry Manuel
 Deputy Mayor: Mike Browne
 Councillors: Rod Bennett, Amy Coady-Davis, Shawn Feener,
 Darren Finn, Mark Whiffen
 Staff: J. Saunders, Town Manager\Clerk
 N. Chatman, Director of Engineer and Works
 K. Antle, Director of Parks and Recreation
 S. Gosse, Director of Finance and HR

Prior to the meeting the Mayor welcome Tara Lundrigan and Joshua Gardner from the Exploits Hurricanes who recently attended the Nationals in Antigonish, Nova Scotia on the Team NL Swimming Team. Tara came home with a Gold Medal in her 200 freestyle. She also had a personal best in every race. Joshua earned himself a Gold in the 400 freestyle, Silver in the 4 X 100 men's freestyle relay and three (3) Bronze Medals for the 25, 50 backstroke and 200 freestyle. He also had personal best times in all races in the prelims. Mayor Manuel thanked them for their hard work and dedication and for representing our Town well.

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #499 of Tuesday, October 23rd, 2018.

Motion

Bennett\Feener

Be it resolved that the Minutes of Meeting #499 of Tuesday, October 23rd, 2018 would be adopted as circulated. This motion carried by a vote of 7-0.

BUSINESS ARISING OUT OF THE MINUTES

None

DISBURSEMENT REPORT

Councillor Coady-Davis presented the disbursement report in the amount of \$1,158,372.92.

Motion

Coady-Davis\Browne

Be it resolved that the disbursement report in the amount of \$1,158,372.92 would be adopted as presented. This motion carried by a vote of 7-0.

COMMITTEE REPORTS

Public Works and Planning

The following report was presented by Deputy Mayor Browne.

Meeting with Hollett's Retirement Living Inc.

The Committee met with the owners of Hollett's Retirement Living Inc. to discuss the facilities expansion plans. They purchased the property in 2016 and recently purchased additional land from Crown Lands which caused some delays. The new design was completed and the existing sewer services to the property cannot accommodate the new structure due to insufficient grade. They are requesting that Council consider assisting with the sewer installation for their expansion at a level equivalent to similar businesses in Town.

The owners left the meeting at 6:45 P.M.

The Committee recommends that this be discussed at the next Finance and Administration Committee meeting after the Engineering Department provides a scope of work and cost estimate to complete the sewer installation.

Meeting with Resident of 4 Chatam Place

The resident from 4 Chatam Place arrived at the meeting at 6:50 P.M.

The Committee listened to the resident's concerns regarding water problems at his property. Furthermore, the resident has issues with his neighbour's snow clearing operations and the unsightly structure on their property.

The resident left the meeting at 7:30 P.M.

The Committee recommends that staff investigate the water issue and inspect the neighbour's property for any violation of the regulations.

Jones Street\High Street Intersection

The Committee discussed concerns when taking a left turn from Jones Street onto High Street. When the parking spaces are full near the intersection, the sight distance is limited.

The Committee recommends that the intersection be changed to permit a "right turn only". Motorists can drive up to and around the traffic circle at the High Street\Church Road \Mill Road intersection as a safer route.

New Salt Shed

The Director of Engineering and Works informed the Committee that the salt shed on Scott Avenue is beyond a condition of repair and requires replacement. The new salt shed should also be constructed at the Public Works Depot on Bayley Street and be larger to accommodate the growth of the Town.

The Committee recommends that this be discussed during the budget process in the coming weeks.

Saturday Drop-Off Schedule

The Committee discussed concerns from residents about some long delays at the Saturday Drop-Off. There were some long periods between events which caused excess numbers on some dates.

The Committee recommends some slight changes to the 2019 schedule to accommodate the busier times with less time between events. The proposed schedule is to be prepared for discussion during the budget process.

Discretionary Use - 15 Mayo Street

The Committee reviewed an application for a home based business at 15 Mayo Street. The proposed business is for an eyelash extension and homemade crafts. There were no objections received by the Engineering Department for this business.

The Committee recommends that this be approved.

1C Valley Road

The Committee reviewed a request by the property owner of 1C Valley Road for Council to purchase the property.

The Committee recommends that this be denied at this time as the Town is currently working on the Riverfront Development Plan.

Public Works Depot\Fire Hall Upgrades

The Committee reviewed the latest conceptual drawings and estimate to upgrade the Public Works Depot and Fire Hall. The work that is required is more than originally anticipated and requires additional funding.

The Committee recommends that staff look for funding opportunities to assist with the upgrades and bring back for further discussion.

Crosswalk\Sidewalk Request

The Committee reviewed a request from a resident of Peddle Drive to complete the following:-

1. Install a crosswalk at the intersection of Peddle Drive and Toulett Drive
2. Construct a sidewalk from the intersection of Peddle Drive and Toulett Drive to the Park Street access for Forest Park Primary School
3. Install "School Zone" signs
4. Lower the speed limit on Park Street from Prices Avenue to Toulett Drive

The Committee recommends that residents walk on the existing sidewalk from Peddle Drive to King Street to access schools on Prices Avenue which is a safer route. The request for additional sidewalks will be added to the Capital List for future projects. Park Street speed limit in this location had been reduced to 40km\hour in recent years. Furthermore, staff will look into placement of "School Zone" signs, if required.

I move the recommendations and report of this Committee.

Motion

Browne\Whiffen

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

Parks, Recreation and Special Events

The following report was presented by Councillor Bennett.

IMBA Report

The Director presented the Committee with the report prepared by IMBA Canada which provided an overall trail assessment and recommendations for future mountain bike trail development. IMBA were very pleased with the work done to this point and recommended a three (3) phase process to complete the existing rough cut trails on Scott Avenue.

The Committee recommends we follow the recommendations of the the report and begin Phase I this fall with the money that is remaining in our current Mountain Bike Trail Grant.

Mountain Bike Club Presentation

The Committee welcomed the Mountain Bike Club President to the meeting. He outlined to the Committee the things their Association are doing to increase their membership as well how they could partner with the Town to assist with the developing of the new trail system.

The Parks and Recreation Chairman thanked the Mountain Bike Club President for his presentation and informed him Council will review his presentation and work closely with them to make our mountain bike trails a success for all our citizens.

Christmas Decorations and Tree Lighting Ceremony

The Committee discussed the Town's Christmas decorations and the Annual Tree Lighting Ceremony.

The Committee recommends to move this Ceremony to Church Road Park for a more festive atmosphere, decorate the Park with the lights that were used at the Fire Hall and to add additional lighting throughout the Park next year.

Christmas Countdown Challenge

The Director informed the Committee this year's Christmas Countdown Challenge is scheduled for early December with a slightly different format.

The Committee recommends all our citizens to follow the Towns Facebook page in the next few weeks for all the details.

Ski Trail Building Update

The Director updated the Committee on the construction progress of the new ski trail building which is on schedule to be completed by the end of November. The building is looking great and the Ski Club are very excited to get in and utilize the building.

Director's Report

The Director presented the Committee with a detailed list of events and activities the Parks and Recreation 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 would be adopted as circulated. This motion carried by a vote of 7-0.

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.

Community Organizations Grants

The Committee further discussed the outstanding 2017 Community Organizations Grants for the Minor Baseball and Minor Soccer Associations. The Committee recommends to approve \$2,500.00 to each Association.

I move the recommendation 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 6-0.

Councillor Finn reiterated this Grant is for 2017.

Councillor Bennett stated that funds are in the budget to cover this cost.

Mayor Manuel noted that he attended this meeting, but it is not recorded.

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

Economic Development, Tourism and Heritage

The following report was presented by Councillor Whiffen.

Tourism Summit 2018 – November 27th, 2018

The Committee discussed the Tourism Summit scheduled for November 27th, 2018 at the Mount Peyton Hotel. The Town is partnering with the Department of Tourism, Culture, Industry and Innovation and it will be presented as an Experience Development Workshop. Stakeholders in the region will be invited, but also the event will be open for anyone interested to attend. The intention is to gather information from local operators on this past summer's activities and to develop a tourism strategy that the Town can use for future planning.

Mineral Resources Review Conference – November 1st to 3rd, 2018

The Town has a booth in the Trade Show section of the Mineral Resource Conference on November 1st to 3rd, 2018. The Economic Development Officer will represent the Town at this event. He reached out to the local business community through the Chamber of Commerce for information on those that would service the mining industry.

Heritage Signage

The Committee reviewed information from the Economic Development Officer on Heritage Signs.

The Committee supports the idea of erecting these types of signs around Town and recommends it be presented to the Heritage Advisory Committee for discussion.

Town Video Promotion

The Economic Development Officer reviewed several options to maximize the benefits of our Town videos. These will be investigated further with appropriate costs.

The Committee recommends that the link to the videos be placed on the home page of the Town website. The Committee also recommends that the Economic Development Officer obtain costs for budget purposes to review and possibly redo the Town website.

Seniors Trade Fair Attendance

The Seniors Trade Fair for 2018 was another success with 40 exhibitors and 500 attendees. The attendees are down from 600 in 2017 so extra effort is required for 2019 to increase participants. There was a concern raised about the available disabled parking spaces close to the arena.

The Committee recommends that in 2019 the parking lot opposite the Joe Byrne Memorial Stadium on Jones Street would be designated for patrons with mobility issues.

Two Day Mental Health Conference

The Seniors Mental Health Day was held on October 18th, 2018 and the Youth Mental Health Day was held on October 19th. They were both a huge success. These events were for practitioners and covered many topics such as distinguishing between depression and dementia, addiction in seniors, genetics of schizophrenia, anxiety and others.

Meeting with Dr. Margaret Steele, Dean of Medicine at Memorial University and Dr. Brenda Wilson, Associate Dean of Community Health and Humanities

Members of Council and staff met with Dr. Steele and Dr. Wilson to discuss support for more collaborative opportunities for Grand Falls-Windsor. We discussed Grand Falls-Windsor as a rural health innovation hub, nursing school, genomics, family medicine teaching site at Killick and economic benefits for Grand Falls-Windsor as a key rural healthcare site.

Both Dr. Steele and Dr. Wilson are impressed with the healthcare initiatives and partnerships that are happening in Grand Falls-Windsor and will keep the communication open for future partnerships in this area.

I move the recommendations and report of this Committee.

Motion

Whiffen\Browne

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

Councillor Finn questioned whether the parking lot opposite the Joe Byrne Memorial Stadium is for the Seniors Fair only or permanently.

Mayor Manuel stated the change would be for the Seniors Fair only.

Deputy Mayor Browne questioned how invites to the Tourism Summit would be circulated.

Councillor Whiffen stated they are still working through the details. When they are finalized the event will be advertised and participants invited by email, social media as well as personal contact.

It was noted that the ending time for this meeting was 6:45 P.M. and not 5:45 P.M.

Finance and Administration

The following report was presented by Councillor Coady-Davis.

Labour Report

The Committee reviewed the labour costs as of week forty-two (42). Total labour was \$2,904,495. This was \$15,460 (0.5%) under budget.

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

Disbursement Report

The Committee reviewed the Disbursement Report in the amount of \$1,158,372.92 and recommends this be presented at the next Council meeting.

Funding Requests

Ronald McDonald House Charities

The Committee received a request for funding from the Ronald McDonald House.

The Committee recommends \$500.00 be approved.

College of the North Atlantic

The Committee reviewed a request for funding for the College of the North Atlantic Business Case Competition.

The Committee recommends \$500.00 be approved.

Fire Hall

The Committee discussed requests for gratuity for covering the temporarily vacant Fire Chief position.

The Committee recommends this be deferred until the honorariums are reviewed.

Ski Trails

The Committee reviewed the costs to upgrade the ski trails and parking lot. The total costs for the project is \$175,000. Available funding through ACOA is \$122,000. The Town's portion of the project is \$53,000.

The Committee recommends that staff proceed with funding approval through ACOA and that the Town's share be approved.

Art Procurement – 2018

The Committee reviewed the summary of art submitted for Council's Art Procurement Program. Total submissions were 44 and total numbers of works purchased were 11. The Committee was pleased with the participation and congratulates all people who submitted art works.

Another Newfoundland Drama Company

The Committee discussed the current financial position for the Another Newfoundland Drama Company.

The Committee recommends the most recent financial report be presented to the Board at its next meeting.

Job Description – IT System Administrator\Accounting Clerk

The Committee reviewed the job description for the IT System Administrator\Accounting Clerk and recommends that this be approved.

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 Whiffen corrected the day for the meeting. It was on Tuesday and not Thursday.

OTHER BUSINESS

Councillor Browne welcomed Steve Gosse to the position of Director of Finance and HR.

Councillor Coady-Davis noted there is a typing error which needs to be corrected in the Occupancy and Maintenance Regulations:-

Consolidated Newfoundland and Labrador Regulation 1021\96

Occupancy and Maintenance Regulations

Under the

Urban and Rural Planning Act
(O.C. 96-201)

In the very first paragraph, the Regulations read “Under the authority of Section 63 of the Urban and Rural Planning Act”

It should read “Under the authority of Section 36 of the Urban and Rural Planning Act”

Motion

Coady-Davis\Finn

Be it resolved that the change to the Occupancy and Maintenance Regulations, Under the Urban and Rural Planning Act be adopted as circulated. This motion carried by a vote of 7-0.

Deputy Mayor Browne officially congratulated the Mayor on being inducted into the Newfoundland and Labrador Baseball Hall of Fame.

Motion

Coady-Davis\Finn

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 27th, 2018. This motion carried by a vote of 7-0.

The meeting adjourned at 7:35 P.M.

Barry Manuel
Mayor

J. Saunders
Town Manager\Clerk