

MEETING #568

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, NOVEMBER 8<sup>TH</sup>, 2022

PRESENT: Mayor: Barry Manuel  
Deputy Mayor: Mike Browne  
Councillors: Amy Coady, Holly Dwyer, Bob Hiscock,  
Andrew Little, Dave Noel  
Staff: Darren Finn, Chief Administrative Officer  
Keith Antle, Director of Community Services  
Nelson Chatman, Director of Public Works and  
Development  
Steve Gosse, Director of Corporate Services\Town  
Clerk  
Robyn Hannaford, Communications Officer

Prior to the meeting the Mayor read a Proclamation for Veterans Week November 5<sup>th</sup> – 11<sup>th</sup>, 2022 which he signed last 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 #567 of October 18<sup>th</sup>, 2022.

Motion  
Coady\Noel

Be it resolved that the Minutes of Meeting #567 of Tuesday, October 18<sup>th</sup>, 2022 would be adopted as circulated. This motion carried by a vote of 7-0.

BUSINESS ARISING OUT OF THE MINUTES

None

## DISBURSEMENT REPORT

Councillor Dwyer presented the Disbursement Report in the amount of \$1,656,209.20.

Motion

Dwyer\Browne

Be it resolved that the Disbursement Report in the amount of \$1,656,209.20 would be received as presented. This motion carried by a vote of 7-0.

## COMMITTEE REPORTS

### Public Works and Development

The following report was presented by Councillor Coady.

#### Public Works Reports

The Committee reviewed the latest reports from Public Works. Employees were extended a couple of weeks for the season due to good weather to complete additional work. Asphalt patching and catch basin\manhole repairs have been a tremendous increase from recent years. Seasonal staff lay-off will occur on Friday, October 28<sup>th</sup>, 2022.

The Committee is pleased with the report and work of staff this season.

#### Saturday Drop-off

The Committee discussed concerns of some citizens concerning the Saturday Drop-off operations. During a recent event, there were a few residents turned away at closing time after a long waiting period. The Public Drop-off has seen a large increase in usage in recent events and the long line up at the end of the day has been rare.

The Committee recommends staff provide better communication to the public on cut-off times for the facility. Also, staff and the waste collection contractor need to monitor the operation more closely to identify the appropriate cut-off point and ensure proper communication to residents arriving at the facility.

### Permit Summary

The Director of Public Works and Development provided the Committee with an update on permits for 2022. There have been two hundred (200) permits issued up to September 30<sup>th</sup>, 2022 which includes sixteen (16) new residential and one (1) commercial development. The total permits are up forty-six percent (46%) from the same time in 2021.

### Goals and Objectives

The Committee reviewed the Goals and Objectives for the Department for 2023.

### 145 Grenfell Heights

The Committee reviewed a report from the Department on the condition of the property at 145 Grenfell Heights. There are foundation concerns on the principal building including chimney issues, and accessory buildings that are collapsed or illegal and need to be removed. Furthermore, clean-up is required on the property including ground maintenance.

The Committee recommends staff complete a thorough assessment of the principal building to identify necessary repairs. The Committee also recommends staff prepare a Property Status Report for the Chief Administrative Officer and an Order be issued to address the violations.

### ATV Accessibility

The Committee discussed correspondence from residents of Riverview Road concerning the use of ATV's and dirt bikes on the streets in the neighbourhood. They acknowledged there are several that obey the rules of the road, but there are several that operate all hours of the night speeding, and some are driving recklessly. The residents are requesting Council to address.

The Committee acknowledges that this area is a concern and Council is working diligently with Government to gain control of the old mill stretch so recreational vehicles can be re-routed away from residential areas.

The Committee recommends staff respond to the letter and encourage all residents of Grand Falls-Windsor to write their MHA and the Minister of Transportation and Infrastructure to try and move the transfer along.

I move the recommendations and report of this Committee.

## Motion

Coady\Noel

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

Councillor Hiscock commented on ATV accessibility and advised residents that Council is in consultation with Provincial Government on this matter and hope to have a resolution soon.

Councillor Noel was excused from the meeting at 7:09 P.M. due to a perceived conflict of interest.

Councillor Coady added that grading the T' Railway system from Grand Falls-Windsor to Badger area was also an effort to alleviate ATV traffic on roadways.

Mayor Manuel provided clarification on the grading of the T' Railway system and that it was a staff decision and not a decision made by Council. Exploits TrailNet has the support of Council as a whole now and has historically for many reasons, particularly tourism.

Deputy Mayor Browne reiterated the Mayor's comments about attracting people to Grand Falls-Windsor. Council looks forward to increasing ATV and snowmobile traffic in the community and enhancement of the T' Railway assists in this effort.

Councillor Noel returned to the meeting at 7:22 P.M.

Deputy Mayor Browne acknowledged the increase in permits as positive and looks forward to further increase in development.

Councillor Coady commented that previous issues experienced at the Saturday Drop-off were addressed and Council is working to ensure residents are not denied going forward. She requested that residents make a conscious effort to arrive at the Drop-off timely.

## Community Services

The following report was presented by Deputy Mayor Browne.

### 2022 Goals and Objectives

The Director of Community Services gave the Committee a review of the 2022 Community Services Department's Goals and Objectives highlighting the items that have been completed in 2022 as well as the items that will continue to be worked on in 2023.

The Committee recommends the Director work on the new Goals and Objectives for the 2023 Budget Consultations next month.

### EXCITE Building Tenants

The Committee discussed the arrangement several community groups have utilizing office space in the EXCITE Building.

The Committee recommends the Director finalize the office space utilization plan and contact all the community groups using this office space to give them as much detail as possible as to how long the current Agreements will remain in place. The long-term plan is to find alternate locations for these community groups.

### Grand Falls-Windsor Minor Hockey Association Correspondence

The Committee discussed correspondence from the Grand Falls-Windsor Minor Hockey Association requesting permission to sell the advertising on the arena boards in the Joe Byrne Memorial Stadium.

The Committee recommends the Director contact Minor Hockey, Figure Skating and the Exploits Blades Hockey Team to see which groups would be interested in working on this board advertising as a fundraiser.

### Dolly Parton Book Club

The Director updated the Committee on the start of the Dolly Parton Book Club which will give a free book every month to every child in Grand Falls-Windsor under the age of five.

The Committee recommends staff work to promote this Program through our social media pages.

### Director's Report

The Director updated the Committee on the programs and activities the Department has been working on over the last month.

The Committee recommends staff continue to work on the programs and activities upcoming for the Christmas Season including the CNVAS Art Festival, the Christmas Light-Up at Church Road Park, the Santa Claus Parade, the Christmas Facebook Challenge, as well as the Bonfire.

I move the recommendations and report of this Committee.

Motion

Browne\Dwyer

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

Councillor Noel encouraged residents to avail of the Dolly Parton Book Club initiative.

Deputy Mayor Browne reminded residents about the upcoming Santa Claus Parade on December 3<sup>rd</sup> beginning on Main Street at 10:00 A.M. All information is available on our social media outlets.

Councillor Little offered commends to the Community Services Department for their work on the Art Expo and the upcoming Santa Claus Parade and Christmas Light-Up in the Park.

### Committee of the Whole (1 of 3)

The following report was presented by Deputy Mayor Browne.

#### Regional Gas Tax Application – Filter Upgrades

The Committee reviewed a proposal to replace the four (4) water filters at the Water Treatment Plant. The estimated cost of this work is \$2,160,060.00. Staff believe this Capital Works may be eligible under the Regional Gas Tax Funding.

The Committee recommends that staff proceed with an application for funding to complete this project.

#### Fire Department Roof Strengthening Project

Staff discussed the requirements to strengthen the roof along the area where the Fire Department garage doors are located. This Capital Works was tendered

and the lowest bid was from Bluebird Investments at a cost of \$36,048.54. This is \$8,141.61 over budget.

The Committee recommends this tender be awarded to Bluebird Investments.

### Carmelite House

Central Health has contacted the Town looking for feedback about any considerations they should have when they vacate the Carmelite House in 2023. After Central Health staff vacate this property, they will not have any future use for the property so will need to dispose of it.

The Committee recommends that staff request copies of any building condition reports that may have been prepared related to this building. Once Council gets more information, they will provide feedback at a later time.

I move the recommendations and report of this Committee.

Motion

Browne\Hiscock

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

Councillor Coady corrected the Minutes as she was not present at that meeting.

The following Resolution was presented by Deputy Mayor Browne:-

### RESOLUTION GF-W 2022-352

WHEREAS: the Town of Grand Falls-Windsor qualifies for funding under the Provincial Water and Wastewater Initiative Fund Agreement;

WHEREAS: all spending under this Agreement must be used to improve the Exploits Regional Water Supply;

THEREFORE BE IT RESOLVED: the Town of Grand Falls-Windsor approves the application for funding under the Federal Gas Tax Fund – Provincial Water and Wastewater Initiative Agreement in the amount of \$2,160,060 for Filter Upgrades.

Motion

Browne\Little

Be it resolved that Resolution GF-W 2022-352 would be adopted as circulated. This motion carried by a vote of 7-0.

Deputy Mayor Browne mentioned that this funding will replace all filters at the Water Treatment Facility.

Committee of the Whole (2 of 3)

The following report was presented by Deputy Mayor Browne.

Director's Position Recruitment Efforts

The Committee received an update on the recruitment efforts to fill the Director of Community Services position. The current Director of Community Services, Keith Antle, has given notice of his intention to retire and is finishing work on November 25<sup>th</sup>, 2022. The Selection Committee has nearly completed its work and will soon be prepared to recommend a candidate to Council.

I move the recommendation and report of this Committee.

Motion

Browne\Dwyer

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

Mayor Manuel was excused from the meeting at 7:47 P.M. due to a perceived conflict of interest.

Committee of the Whole (3 of 3)

The following report was also presented by Deputy Mayor Browne.

### Correspondence

The Committee discussed correspondence from a local group “Concerned Citizens Central” requesting information about travel remuneration associated with the Mayor.

The Committee recommends staff reply to this correspondence.

I move the recommendation and report of this Committee.

Motion

Browne\Hiscock

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

Councillor Coady commented that this issue has been discussed on multiple occasions and recognized the need for remuneration for Council and for staff.

Mayor Manuel returned to the meeting at 7:51 P.M.

### Corporate Services (1 of 2)

The following report was presented by Councillor Dwyer.

#### Labour Report

The Committee reviewed the labour costs as of week forty-four (44). Total labour was \$3,217,433. This was \$227,366 (6.6%) under budget.

The Committee is pleased with the result of the Labour Report and encouraged Management to remain fiscally responsible when deciding to complete projects that will require additional funds.

#### Disbursement Report

The Committee reviewed the Disbursement Report in the amount of \$1,656,209.20 and recommends this be presented at the next Council meeting.

### Taxation Receivable Analysis Report

The Committee reviewed the taxation analysis for October 2022. The report analyzes the receivable balances, along with the amount collected during the month. Total taxation receivable as of October 31<sup>st</sup>, 2022 was \$3,143,691.60 (\$3,734,492.16 – 2021) a decrease of \$590,800.56 (15.8%) from the previous year. Total amount of taxes collected in October 2022 was \$526,773.

The Committee is pleased with the October results and recommends that staff remain vigilant in collecting all outstanding balances as we head towards the end of the year. Residents and businesses are encouraged to reach out to the Corporate Services Department at 489-0402, 0403 or 0404 to discuss their outstanding balance and make payment arrangements.

### Municipal Codes of Conduct

The Committee reviewed the draft Council and Municipal Codes of Conduct that are required under the new Municipal Conduct Act legislation. The Codes of Conduct are required to be adopted by March 2023. There is also mandatory training required of all Councillors and staff that will be implemented in the coming months.

The Committee recommends that Council read over the draft policies and provide any feedback they may have to staff.

### HR-23 Harassment Prevention Plan

The Committee reviewed a draft of HR-23 Harassment Prevention Plan Policy.

The Committee recommends that this Policy be approved and communicated to everyone in the organization.

### HR-30 Workplace Violence Prevention Policy

The Committee reviewed a draft of HR-30 Workplace Violence Prevention Policy.

The Committee recommends that this Policy be approved and communicated to everyone in the organization.

### Rules of Procedure

The Committee reviewed a draft Rules of Procedure for Council meetings as prepared by staff.

The Committee recommends that Council review this document and provide feedback for adoption at a future Committee meeting.

### Spreader Quote

The Committee reviewed a quote for a new salt spreader from Action Trucks through the Canoe Procurement Program. This equipment is an attachment for the new International truck purchased this year. The old spreader is not compatible with this truck and therefore replacement is required. The old spreader will be sold to reduce the net cost of this purchase.

The Committee recommends approval of this purchase as it is required for the winter operations.

### ICIP Funding Approval

The Committee reviewed the notification of Approval for a Project that was originally meant to expand the Skateboard Park and upgrade parking in the area. The total cost of the approved project is \$630,222 which are broken down as follows:-

Federal Contribution	-	\$210,116
Provincial Contribution	-	\$210,053
Municipal Contribution	-	\$210,053

There is some confusion as to what parts of the project have been approved, and therefore the Committee recommends staff reach out to the Government to clarify the scope of the project.

### Revised Budget 2022

The Committee reviewed the Revised Budget as presented by the Director for the 2022 year. Excess of revenues over expenditures were budgeted to be \$383,315; however, the Revised Budget expects that number to increase to \$495,793.

This increased surplus will help keep borrowing costs down. In addition, the net cost of Capital purchases this year is expected to be \$1,861,915 compared to

the originally budgeted \$3,402,851. Overall, this reduces our expected borrowing by \$1,653,414 to approximately \$1,366,122.

### Corporate Services Goals and Objectives

The Committee reviewed the Goals and Objectives for the 2023 Budget year and recommends they be finalized with the Budget later this month.

### Funding Requests

Grand Falls-Windsor, Bishop's Falls Food Bank has requested funding for their annual Christmas hampers.

The Committee recommends a donation in the amount of \$1,000.

VOCM Happy Tree has requested funding for their annual program.

The Committee recommends a donation in the amount of \$500.

Make-a-Wish Tree Campaign has requested funding for their annual program.

The Committee recommends a donation in the amount of \$250.

Ronald McDonald House has requested donations for their organization.

The Committee recommends a donation in the amount of \$500.

### Grand Falls House Insurance

Councillor Little, the liaison for the Grand Falls House Foundation, brought forward a question from the Foundation on whether the amount of insurance coverage on the Grand Falls House property is sufficient.

The Committee recommends that staff reach out to the Foundation to discuss this issue and determine next steps.

I move the recommendations and report of this Committee.

Motion

Dwyer\Little

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

Councillor Dwyer commented on confusion regarding the ICIP Funding. This funding for the Skateboard Park will have to be cancelled and resubmitted due to an error in allocations.

Councillor Noel commented on the Spreader Quote and reminded residents that the Town's snow clearing efforts are second to none. This asset is crucial to keeping Town streets safe for residents.

Mayor Manuel encouraged residents to donate to the local Food Bank.

Mayor Manuel and Deputy Mayor Browne were excused from the meeting at 8:03 P.M. due to a perceived conflict of interest. Councillor Coady assumed Chair of the meeting.

Corporate Services (2 of 2)

The following report was also presented by Councillor Dwyer.

#### Correspondence

The Committee reviewed correspondence from a local group called "Concerned Citizens Central" regarding community grants that were approved by Council during the Budget 2022.

Mayor Barry Manuel and Deputy Mayor Mike Browne were excused prior to the start of this meeting due to a perceived conflict of interest since the correspondence referenced their employers.

The Committee recommends that staff respond to the correspondence.

I move the recommendation and report of this Committee.

Motion

Dwyer\Hiscock

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

Councillor Dwyer commented that while the Committee recommended staff respond to this correspondence, she added that no Council Members have

expressed any concern with supporting the Corduroy Brook Enhancement Association or the Grand Falls Golf Club by way of grants. She recognized the importance of these organizations in the community and the value they provide for residents.

Councillor Hiscock commented the Corduroy Brook Enhancement Association encompasses twenty-two (22) kilometers of trail that is accessible for all residents, and the Association is able to apply for enhancement funding that the Town would not qualify for. He also commented on the Grand Falls Golf Club and the number of outsiders that it attracts to our community.

Councillor Noel reiterated Councillor Dwyer and Councillor Hiscock's comments on the value these organizations provide for the Town.

Councillor Dwyer mentioned that the Concerned Citizens Coalition (CCC) has been invited to speak with the Mayor and Council regarding any concerns they may have. A scheduled meeting would alleviate the lengthy process of correspondence submitted to Council.

Councillor Coady commented that the Corduroy Brook Enhancement Association and the Grand Falls Golf Club funding grants have been assessed and are considered eligible for monetary donations.

Mayor Manuel and Deputy Mayor Browne returned to the meeting at 8:16 P.M.

### NOTICE OF MOTION

None

### OTHER BUSINESS

Councillor Coady, along with Deputy Mayor Browne and Councillor Little recently attended the Exploits Chamber of Commerce 22<sup>nd</sup> Annual Business Excellences Awards at the Legion. It was a great event to celebrate our business community. Congratulations to all Award recipients.

Councillor Noel echoed Councillor Coady's comments and offered commends to all local businesses and the organizers of the Excellence Awards.

Councillor Hiscock extended a Happy 100<sup>th</sup> Birthday wish to Mrs. Douglas Frampton. He reminded citizens that our Seniors' Mental Health Conference is upcoming on November 16<sup>th</sup> at the Memorial United Church. Honourable John Abbott will be in attendance. Registration ends tomorrow and residents can call

Rhoda in the Community Services Department at 489-0450 to register. He also commented that he and Deputy Mayor Browne attended the recent Municipalities NL Convention in Gander. Mayor Manuel and Chief Municipal Enforcement Officer Thibault attended as well, and both provided speeches that were very well received.

Deputy Mayor Browne recognized and remembered former employee Norm Healey who recently passed. Council offers their condolences to the family. He also wished congratulations to Keith Antle, Director of Community Services on his retirement after thirty-two (32) years of service with the Town of Grand Falls-Windsor.

Mayor Manuel thanked staff and volunteers for their work on the Annual Civic Awards. He mentioned the recent Firefighter's Ball event where Dave Byrne was presented with an Award for fifty (50) years of volunteer service with the Fire Department. Congratulations and thank you for your service. He also reiterated Deputy Mayor Browne's comments to Keith Antle on hard work and dedication during his time working for the Town and sends well wishes on his retirement. Congratulations on behalf on the Town of Grand Falls-Windsor, you will be missed.

Motion

Coady\Noel

Be it resolved that the meeting of the Grand Falls-Windsor Town Council would be adjourned until the next scheduled meeting of Tuesday, November 29<sup>th</sup>, 2022. This motion carried by a vote of 7-0.

The meeting adjourned at 8:36 P.M.

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Barry Manuel  
Mayor

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Darren Finn  
Chief Administrative Officer