

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, NOVEMBER 27<sup>TH</sup>, 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 Engineering and Works  
 K. Antle, Director of Parks and Recreation  
 S. Gosse, Director of Finance and HR  
 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 #500 of Tuesday, November 6<sup>th</sup>, 2018.

Motion

Coady-Davis\Feener

Be it resolved that the Minutes of Meeting #500 of Tuesday, November 6<sup>th</sup>, 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 \$493,015.48.

Motion

Coady-Davis\Bennett

Be it resolved that the disbursement report in the amount of \$493,015.48 would be adopted as presented. This motion carried by a vote of 7-0.

### COMMITTEE REPORTS

#### Committee of the Whole

The following report was presented by Deputy Mayor Browne.

#### Correspondence – Central Health

The Committee discussed correspondence from Central Health requesting assistance to determine local labour markets for personal care attendants for the new long-term care facility. Central Health will be conducting a brief survey to gather information.

The Committee recommends we assist Central Health with this process and post the link to the survey on our website.

#### Infrastructure Renewal and Sustainability Project

The Committee reviewed the RFP for an Energy Service Company to undertake an infrastructure renewal and sustainability solution (also known as an Energy Savings Performance Contract). The Capital costs to cover the upgrading will be paid by the energy cost savings. The work to be completed will be determined as part of the contract and will be at the Town's discretion.

The Committee recommends we proceed with advertising the RFP.

#### NL911

The Committee discussed correspondence from NL911 and recommends the Town provide the organization with a Town map identifying street names and homes\businesses numbers.

The Committee also recommends that staff enforce the Policy on house numbers being visible from the street.

### Grand Falls House Foundation

The Grand Falls House Foundation gave a presentation on where they are with the Grand Falls House Project and necessary funding requested to be “Open for Business”. The Mill Manager’s House was destroyed by fire and will not be rebuilt by Government and the decision has changed the focus of the project and sustainability. The Foundation will be applying for funding to complete a Business Plan as well as a JCP application for two (2) employees with a Business Administration background.

The Committee recommends Council continue to support the Foundation and participate in follow-up meetings.

The Grand Falls House Foundation were excused at 7:15 P.M.

### Millcrest School

Millcrest School has been vacant for several years. The latest information from the Newfoundland and Labrador English School District is that the property would be appraised and possibly sold by tender.

The Committee recommends staff obtain additional information on this building.

### Lionel Kelland Hospice

The Lionel Kelland Hospice Project is proceeding and funding efforts are continuing. They have yet to receive any response to the Business Plan and funding request from Government.

The Committee recommends that Council write to the Minister of Health and Community Services in support of the Lionel Kelland Hospice.

### Request for Support – Aquaculture Industry

The Newfoundland and Labrador Aquaculture Industry has requested letters of support from communities in the Province. This industry is expected to see significant growth in the next five (5) years. The south coast of the Province, as well as Central Newfoundland, will realize the economic benefits of this growth.

The Committee recommends that Council send a letter to Government Ministers in support of this industry.

### 21 Sutherland Drive

The Committee reviewed a request for reduction in taxes owing from an individual interested in purchasing the property located at 21 Sutherland Drive.

The Committee recommends additional information is required prior to making a decision.

### Organizational and Operational Review

The RFP for the Organizational and Operational Review closed recently and three (3) proposals were received.

The Committee recommends the proposal evaluations be conducted by three (3) members of Council, the Town Manager\Clerk and the Director of Finance and HR with a recommendation to Council prior to the end of December.

### Terms of Reference – Regional Recreation Complex

The Committee discussed the status of the Terms of Reference for the RFP for the Regional Recreation Complex and recommends staff finalize the document for review as soon as possible.

I move the recommendations and report of this Committee.

Motion

Browne\Finn

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

Mayor Manuel stated that it is a requirement to have numbers on your residence and to be visible. Staff will follow up with this issue.

A letter has been written to Government in support of the Lionel Kelland Hospice.

The Organizational and Operational Review will be evaluated and awarded by the end of December.

The Regional Recreation Complex Study has been discussed and we want to get this completed as a planning tool.

### Parks, Recreation and Special Events

The following report was presented by Councillor Bennett.

### 2019 Parks and Recreation Aims and Objectives

The Director of Parks and Recreation presented the Committee with the 2019 Aims and Objectives for the Parks and Recreation Department. The Committee reviewed and made suggestions to the list.

The Committee recommends the Director of Parks and Recreation revise the list that will be presented as part of the complete Budget package in December.

### 2019 Parks and Recreation Budget

The Director of Parks and Recreation presented the Committee with the proposed 2019 Parks and Recreation Budget. The Committee reviewed each line item in the Budget revising where necessary.

The Committee recommends the Director of Parks and Recreation make all the necessary revisions for the full Budget review in December.

### Exploits TrailNet Presentation

The Exploits TrailNet group attended the meeting at 7:00 P.M. and presented the Committee with the work their group have done over the last couple of years. They have worked hard developing over 400 kilometers of trails and now would like the Town to help promote the trails to increase tourism within our Town.

The Committee thanked them for their presentation and recommends we work with their Club to help promote the trails as well as give assistance with trail maintenance throughout our Town.

They left the meeting at 8:15 P.M.

### Civic Awards

The Committee discussed the date for the 2019 Civic Awards as well as the details for this year's event.

The Committee recommends May 9<sup>th</sup>, 2019 as the date for this year's Awards and also recommends the Director report back to the Committee with revisions to the nomination process at the next Parks and Recreation Committee meeting.

### Adult Dance Classes Correspondence

The Committee discussed correspondence from a citizen requesting to partner with the Town to start an adult fitness class called Vixen Workout. As submitted, the proposal is too expensive for the Town to partner into.

As the start-up costs for the Program are very expensive, the Committee recommends staff meet with the citizen to discuss options such as a Program Development Grant that would help with the start-up.

### Winter Brochure

The Director presented the Committee with a draft of the Parks and Recreation Winter Programs Brochure.

The Committee recommends all Councillors review the brochure and send any suggestions or omissions to the Director in the next couple of weeks.

### Community Organizations Grant

The Committee discussed a Community Organizations Grant from the Cantus Silva GF-W Women's Choir who are requesting assistance for their Choir.

The Committee recommends \$500.00 be awarded to them to help with the costs of their operations.

### Recreation Facility License

The Committee discussed the possibility of a Recreation Facility License for Windsor Stadium to enable the Town or its user groups to sell alcohol at Senior Hockey Games or Special Events.

The Committee recommends the Director apply for this License.

### Goodyear Avenue Facility Renaming

The Committee discussed a request to rename the Goodyear Avenue Clubhouse after Marie Knight, a softball organizer for the last fifty (50) plus years.

The Committee recommends the Deputy Mayor meet with the Minor Baseball Association and the Director of Parks and Recreation and present back to the Committee with details and a recommendation.

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 7-0.

Mayor Manuel asked residents to look at the categories for the Civic Awards and nominate some worthy residents.

The TrailNet group have completed a lot of work on the trails in Central and this industry is making an impact on the tourism businesses in Grand Falls-Windsor.

Mayor Manuel was excused from the meeting at this time due to a perceived conflict of interest.

### Parks, Recreation and Special Events

The following report was also presented by Councillor Bennett.

#### Community Organizations Grant

The Committee discussed a Community Organizations Grant from the Grand Falls-Windsor Blades Hockey Team who were requesting funding to assist with the operation of their team for the 2018\2019 season.

The Committee recommends a \$1,500.00 credit to their ice time invoice.

I move the recommendation and report of this Committee.

Motion

Bennett\Coady-Davis

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

Councillor Coady-Davis noted a typo in her name.

Deputy Mayor Browne stated this is an approved Grant we provide to the Grand Falls-Windsor Blades Hockey Team.

Mayor Manuel returned to the meeting at this time.

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

### Parks, Recreation and Special Events

The following report was also presented by Councillor Bennett.

#### Senior's Matinee

With the huge success of the Senior's Matinees, the Committee discussed the possibility of hosting a Senior's Matinee every month rather than only twice a year.

The Committee recommends staff check with the Classic Theatre to find out what the costs would be and report back to the Committee.

I move the recommendation and report of this Committee.

Motion

Bennett\Browne

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

Councillor Bennett said he has attended these senior's matinees and fully supports additional shows.

Mayor Manuel stated this is one of the programs offered for active living for seniors.

Councillor Feener returned to the meeting at this time.

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

### Public Works and Planning

The following report was presented by Deputy Mayor Browne.



Hollett's Retirement Living Inc.

The Committee reviewed a request from Hollett's Retirement Living Inc. for assistance in the development of their planned expansion. The request is to provide financial assistance with the connection of the sewer service line from the new building to Caribou Road. The existing services from King Street could not accommodate the expansion as the design includes a basement and therefore the grade is not sufficient.

The Committee recommends that this request be denied. The new building is being constructed on land purchased from Crown Lands and was not obtained from the Town. The Town will only service land sold by the Town of Grand Falls-Windsor and as such this request is the responsibility of the developer\property owner and not the Town.

I move the recommendation and report of this Committee.

Motion

Browne\Finn

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

Councillor Coady-Davis clarified the issue because the Hollett's development felt where we upgraded Maple Avenue for the personal care home on the former school lot that therefore we should upgrade Caribou Road for the Hollett's extension. The difference is the Town sold the land on Maple Avenue, but not on Toulett Drive for the Hollett's development.

Councillor Bennett returned to the meeting at this time.

Public Works and Planning

The following report was also presented by Deputy Mayor Browne.

2019 Budget

The Committee reviewed the 2019 Budget in detail.

The Committee recommends that this be forwarded to the Finance Department for further discussion and inclusion in the overall Budget.

### Land Request – 68 Sutherland Drive

The Committee reviewed a request from the resident of 68 Sutherland Drive for an additional 3.05m (10 feet) of backland between this property and the properties of 21 and 23 Bishop Street. This land is Crown Lands.

The Committee recommends that staff discuss with Crown Lands regarding the availability of this piece of property. If it is available it can be sold to the resident as per the Town's policy.

### Quarry Referral – KDJ Enterprises Ltd.

The Committee discussed a request from KDJ Enterprises Ltd. for a quarry permit off of South Side Road just south of the Exploits River. The area is in a Rural Zone and the requested use is a discretionary use.

The Committee recommends that this be denied. This location has been denied in the past from different applicants as it is close to the river and would affect the future development in the area.

### Crown Land Referral – 372 Grenfell Heights

The Committee reviewed a request from the resident of 372 Grenfell Heights for an additional 320 square metres of backland.

The Committee recommends that this be approved and sold as per the Town's policy.

### Main Street Mailboxes

The Committee discussed the request from Canada Post for a new location of the mailboxes that are currently on Main Street near Ruston Avenue. The current location does not meet Canada Post regulations.

The Committee would still prefer the existing location to be upgraded to accommodate the safety considerations such as a pull off area and asked staff to discuss further with Canada Post. If this area cannot be utilized then the Committee recommends moving the mailboxes to Lincoln Road across from the existing businesses. The final location is to be approved by the Committee prior to upgrades by Canada Post.

### Climate Change

The Committee discussed the new partnership between the Town and the Conservation Corps NL in discussing the effects of climate change and impacts to our local area. The Town has put together a team from the community including Council, staff, contractors, engineering consultants, volunteer and emergency services. A meeting is set for December 5<sup>th</sup>, 2018.

The Committee recognizes the importance of climate change adaption and mitigation in making decisions moving forward. The Committee is pleased with the members assembled to attend the training and discussions with the Conservation Corps NL and look forward to further updates.

### Snow Clearing

The Committee discussed the recent events with the last snowfall over the week-end and that services must be improved for the residents of the Town. The Director of Engineering and Works updated the Committee on the events of the week-end and that there has been further discussion with supervisory and operational staff on the Department's shortcomings.

The Committee instructed the Director of Engineering and Works to ensure there will be better results moving forward to meet the service requirements.

### Crown Land Approval – Mini Homes Subdivision

The Committee reviewed an approval from Crown Lands to an independent developer of a mini home subdivision that is accessed from the road to the Water Treatment Plant in New Bay. The Town did not receive any referral from Crown Lands as it is outside the Town's boundaries.

The Committee recommends that staff forward information to Crown Lands to ensure they understand that there are no services from the Town for this area including water, sewer, road maintenance or snow clearing.

### Capital

The Committee reviewed a list of potential projects for consideration to apply for the new Infrastructure Canada Funding announcement. The Engineering Department has noted that a decision must be made at the next Public Works and Planning Committee meeting to meet the deadline for applications.

The Committee recommends further review and discussion at the next Public Works and Planning Committee meeting.

I move the recommendations and report of this Committee.

Motion

Browne\Finn

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

Mayor Manuel stated that we are working through budgets and any resident or business wanting to make a submission can sent them to the Director of Finance and HR.

The quarry permit for KDJ Enterprises Ltd. is in an area that could be developed for trailways in the coming years and therefore denied.

Snow clearing was on issue a couple of weeks ago. We pride ourselves with the level of service we provide depending on the weather, condition and amount, so time to remove the snow can take longer. We have expectations for improvement of services for the next snow clearing event.

Deputy Mayor Browne presented the following Municipal Plan Amendment for the Government of Newfoundland and Labrador Long-Term Care Facility:-

MUNICIPAL PLAN AMENDMENT No. 4, 2018

DEVELOPMENT REGULATIONS AMENDMENT NO. 4, 2018

The Town Council of Grand Falls-Windsor is considering a change to the Town of Grand Falls-Windsor Municipal Plan and Development Regulations. In general terms, the purpose of this change is to rezone an area of land on Scott Avenue from Commercial to Public Use on the Future Generalized Land Use Map of the Municipal Plan – see attached Map A; and to rezone the same area from Commercial Downtown (CD) to Public Use (PU) on the Land Use Zoning Map of the Development Regulations – See attached Map B.

The intent of these changes is to enable the development of the Government of Newfoundland and Labrador Long-Term Care Facility. The Town Council of Grand Falls-Windsor wishes to receive any comments or representation on these proposed changes.

Motion

Browne\Finn

Be it resolved that the Municipal Plan Amendment No. 4 to the Development Regulations be approved as presented. This motion carried by a vote of 7-0.

Deputy Mayor Browne stated this will provide proper zoning to permit the construction of the new Long-Term Care facility. This is great news due to the demand for long-term care beds in this area.

Councillor Whiffen stated this location will bring twenty-four (24) hour activity to the downtown area and improve economic benefits.

### Finance and Administration

Motion

Coady-Davis\Bennett

Be it resolved that the Land Lease Deal item be removed and voted on separately. This motion carried by a vote of 7-0.

Councillor Feener excused himself from this portion of the meeting due to a perceived conflict of interest.

### Land Lease Deal

The Committee reviewed a request to lease land in the Red Cliff Campgrounds area.

The Committee recommends that staff meet with the potential tenant to discuss further.

Motion

Coady-Davis\Browne

Be it resolved that the Land Lease Deal item would be adopted as circulated. This motion carried by a vote of 6-0.

Councillor Feener returned to the meeting at this time.

The remainder of the report was presented by Councillor Coady-Davis.

### Labour Report

The Committee reviewed the labour costs as of week forty-six (46). Total labour was \$3,157,307. This was \$22,122 (0.7%) over budget.

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

### Cash Collections

The Committee reviewed taxation collections for October 31<sup>st</sup>, 2018. Total taxation receivable as of that dates was \$1,971,756 (\$1,707,677 – 2017) – an increase of \$264,079 (15.46%) from the previous year.

The Committee recommends that staff pursue all outstanding taxes.

### Disbursement Report

The Committee reviewed the Disbursement Report in the amount of \$493,015.48 and recommends this be presented at the next Council Meeting.

### Budget

The Committee reviewed the Budget Objectives for 2018 and 2019 and the proposed Budget for 2019.

The Committee recommends these be further reviewed during the Budget preparation.

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.

Finance and Administration

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

2019 Budget

The Committee reviewed the Departmental Budgets for the Fire Department, Town Manager's Office and the Finance Department.

The Committee recommends that the staff continue working on finalizing the 2019 Budget.

I move the recommendation and report of this Committee.

Motion

Coady-Davis\Finn

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

Salmon Festival

The following report was presented by Councillor Feener.

2019 Salmon Festival

The Committee had a general discussion on the 2019 Salmon Festival and recommends a Public Meeting be held on January 24<sup>th</sup>, 2019 at 7:00 P.M. at the Ski Chalet on Scott Avenue. This meeting is not to go over the pros and cons of past Festivals, but to look ahead to the 2019 Salmon Festival. It is open to any resident, business or community group interested in offering suggestions on the format, type of events, location of events, entertainment, etc... More details on this meeting will be coming early in 2019.

I move the recommendation and report of this Committee.

Motion

Feener\Bennett

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

Councillor Feener advised that we are attempting to reformat the Festival. It is a five (5) day Festival and not just a concert on the field.

Mayor Manuel said the Festival is important to our community and the public meeting is expected to generate ideas moving forward. The number one goal is to minimize financial impact on the community while having a great Festival. Our facilities are open to any promoter wishing to have a major concert in Grand Falls-Windsor. Our expectation for a major concert on the field on Saturday have changed.

### OTHER BUSINESS

Councillor Finn said just a follow-up to the Mayor's comments on the Salmon Festival. He supported the comments made and hoped to get great feedback from the Public Consultation. He wanted to discuss the support we are providing to Central Health to gather information on the personal care attendants. There will be approximately ninety (90) personal care attendants required in the region. He advised that we are over half way through our Budget process. We have reached out for public feedback and we have received a few comments. He encouraged residents to provide written comments by Friday, November 30<sup>th</sup>.

Deputy Mayor Browne advised that Beaumont Avenue will be closed from 9:00 A.M. to 3:00 P.M. tomorrow to repair the water line break. He advised the Santa Claus Parade is this Saturday and asked residents to get out and enjoy. The Community Light-Up for Christmas is Thursday, December 6<sup>th</sup> at 6:00 P.M. and it will be at Church Road Park this year. The "Keep Christ in Christmas March" is this Sunday, December 2<sup>nd</sup> at 2:30 P. M. from the Fire Hall. He congratulated the Mayor for being inducted into the Newfoundland and Labrador Baseball Hall of Fame and also Robert Goulding, Rob Finn and Gary Furlong for their induction as well. He thanked Mr. Dave Janes for holding this event. Mr. Janes spent many years supporting baseball in Central Newfoundland.

Councillor Coady-Davis reminded residents of the "Keep Christ in Christmas March" and the Santa Claus Parade. She advised that Rogers will be broadcasting the parade from High Street and that it will be rebroadcasted during the Christmas season. She noted that the Budget submissions deadlines is Friday, November 30<sup>th</sup>. She also noted that the flu season is upon us and there are two (2) events remaining in this area at St. Joseph's on November 29<sup>th</sup> and December 4<sup>th</sup>.

Councillor Bennett noted that the Salvation Army has a new response vehicle located in Grand Falls-Windsor. He stated that the St. John's Edge visit to



Grand Falls-Windsor was an excellent event. He congratulated Brian Cooke and staff for all the work they put into organizing this event. He advised that the number of years ago his wife had breast cancer and they stayed at Daffodil Place for approximately seven (7) weeks. He said he had nothing but compliments and praise for Daffodil Place. He explained that his daughter Allison hosts a basketball tournament to raise funds for Daffodil Place each year and they have reached their \$10,000.00 goal. He expressed thanks to all who have contributed and supported them in any way.

Mayor Manuel congratulated the Rotary Club for their “Wine to Water” event. He noted the “Meals on Wheels” is officially launched and the seniors who will receive a meal has doubled since the start of the program. He noted the VOCM Happy Tree was launched in conjunction with the Salvation Army. He asked residents to support this program. The Salvation Army also have the Christmas Kettle at various locations and asked residents to give as you can. He also advised that The Third Place Café hosted a Red Ribbon Campaign for Mothers Against Drunk Drivers. He asked everyone to not drink and drive or consume any substance that can impair operation of motor vehicles. He also noted there has been a lot of talk recently on trying to keep seniors in their homes as compared to personal care homes. Government seems to be reducing funding for these homes and we will follow up with our MHA for further discussion.

Motion

Finn\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, December 18<sup>th</sup>, 2018. This motion carried by a vote of 7-0.

The meeting adjourned at 8:15 P.M.

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Barry Manuel  
Mayor

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J. Saunders  
Town Manager\Clerk