

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, DECEMBER 3RD, 2019

PRESENT: Mayor: Barry Manuel
 Deputy Mayor: Mike Browne
 Councillors: Rod Bennett, Amy Coady-Davis, Holly Dwyer,
 Mark Whiffen
 Staff: D. Finn, Chief Administrative Officer\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 #517 of Tuesday, November 12th, 2019.

Motion
Bennett\Dwyer

Be it resolved that the Minutes of Meeting #517 of Tuesday, November 12th, 2019 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 \$2,675,154.60.

Motion

Coady-Davis\Browne

Be it resolved that the disbursement report in the amount of \$2,675,154.60 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.

Review of 2019 Goals and Objectives

The Economic Development Officer and Business Development Officer reviewed their 2019 Goals and Objectives with the Committee.

The Committee recommends they be updated for the 2020 Budget and be presented to the Committee again.

Review of 2020 Economic Development Budget

The Economic Development Officer and Business Development Officer presented the draft Economic Development Budget for 2020 to the Committee.

The Committee recommends that management review the Budget again based on discussions and present the updated Budget again at the next Committee meeting.

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 6-0.

Parks, Recreation and Special Events

The following report was presented by Councillor Bennett.

Facebook Christmas Countdown

The Director presented the Committee with the Schedule of Events for the Facebook Christmas Countdown which will take place the whole month of December.

The Committee recommends all our citizens take part in these events and for all Councillors to participate where possible. All citizens are reminded the “Light Up for Christmas” is scheduled for Thursday, December 5th at 6:00 P.M. at the Church Road Park. Food, refreshments, entertainment, sleigh rides and a new light-up display will ensure a great start to the Christmas Season. Everyone is welcome.

Lat49 Report

The Director presented the Committee with the draft report from Lat49 for the Parks and Recreation Needs Assessment Study.

The Committee recommends all Councillors review the report and forward any suggestions to the Director.

2020 Parks and Recreation Budget

The Committee discussed in detail the 2020 Parks and Recreation Department Budget outlining the aims and objectives as well as recommendations for each individual account.

The Committee recommends to present these Budget submissions to the Finance Department for final revision and approval.

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 Bennet 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.

Whitmore Street – Land Request

The Committee reviewed a request from Bennett’s Excavation to purchase land currently leased from the Town at 67 Whitmore Street.

The Committee recommends this land be sold as per the Town’s Land Sales Policy.

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 5-0.

Councillor Bennett returned to the meeting at this time.

The following report was also presented by Deputy Mayor Browne.

5 King Street – Fence

The Committee discussed with Mr. Power the condition of his property at 5 King Street with regard to the fence and accessory building. There have been many complaints received from residences in the area about the safety of the fence and the appearance of the accessory building. Both structures do not follow the Town’s current Regulations. Mr. Power noted he wants to comply with the current Regulations.

Mr. Power was excused from the meeting at 6:15 P.M.

The Committee recommends that Mr. Power remove the wire\rope used for the fence, but can keep the post. The accessory building is to be moved to a new permanent location by September 2020 after the other homes are constructed. Staff will follow up with Mr. Power with a letter outlining the requirements.

Saturday Drop-off Schedule

The Committee discussed the proposed 2020 Saturday Drop-off Schedule. The schedules for the Spring Clean-up and the Household Hazardous Waste Day are also included.

The Committee recommends this be approved and the schedule be posted on the Town's Website and Facebook Page.

Grenfell Heights\New Bay Road Intersection

The Committee discussed the intersection at Grenfell Heights and New Bay Road. A resident brought this to a Councillors attention after having several close calls.

The Committee recommends the Town contact the Department of Transportation and Works and request upgrades at this intersection. This includes posting larger stop signs, larger "Stop Ahead" signs and complete some brush cutting. If Department of Transportation and Works fail to complete the Committee recommends Town staff to complete the work.

1 Sapling Street

The Committee reviewed a request from the resident at 1 Sapling Street for compensation for a plugged service line. The resident stated that the blockage was outside of his property; however, our policy stated that the homeowner is responsible for blockages to the main service line.

The Committee recommends this request be denied as per current policy.

Clean-up Orders

The Committee reviewed the status of properties that were requested for clean-up by staff. There are several properties that require Clean-up Orders as no work has been completed to rectify the issues. These include:

1. 24 Griffin Street
2. 47 King Street
3. 4 Vine Street
4. 6 Chatman Place
5. 8 Eighteenth Avenue
6. 178 Main Street
7. 10 Hill Street

The Committee recommends staff prepare a property status report for the Chief Administrative Officer\Clerk and Clean-up Orders be issued.

Budget 2020

The Committee reviewed the 2020 Budget in detail.

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

Nalcor

The Committee discussed the decision of Nalcor to install a charging station at Bishop's Falls without any consultation with the Town of Grand Falls-Windsor.

The Committee recommends staff reach out to Nalcor to set up a meeting to discuss.

I move the recommendations and report of this Committee.

Motion

Browne\Bennett

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

Deputy Mayor Browne noted that with respect to the Clean-Up Orders issued, the Engineering and Works Department are working towards some new Policy changes that will enable us to expedite these Order to get them dealt with in a much faster process.

Mayor Manuel stated that with regards to the Grenfell Heights Extension, he spoke with the Deputy Minister of the Department of Transportation and Works a few weeks ago and he committed that the Department is going to assign a Project Manager to look at that road and that Government would take some responsibility to get the upgrades done, but has to go through the correct process to do so. We are hopeful that we will see these changes in the spring.

Mayor Manuel advised that with regard to the charging station we have learned that there unofficially has been some discussion about perhaps getting a charging station here in Town at a business location. We will continue to push that as it is very important for us to have a charging station in our community. It is becoming more prevalent in the future.

Finance and Administration

The following report was presented by Councillor Coady-Davis.

Labour Report

The Committee reviewed the labour costs as of week forty-six (46). Total labour was \$3,184,797. This was \$70,230 (2.2%) under Budget.

The Committee recommends that staff continue to monitor labour costs.

Cash Collections

The Committee reviewed taxation collection for October 31st, 2019. Total taxation receivable as of that date was \$2,453,814 (\$1,971,756 – 2018) – an increase of \$482,058 (24.45%) from the previous year.

The Committee recommends that staff continue to pursue all outstanding taxes through various collection methods.

Disbursement Report

The Committee reviewed the Disbursement Report in the amount of \$2,675,154.60 and recommends this be presented at the next Council meeting.

Art Procurement

The Committee reviewed the summary of art submitted for Council's Art Procurement Program. There were sixty (60) total submissions and ten (10) were purchased by the jury. The Committee was pleased with the participation and congratulates all people who submitted art works.

Exploits Valley Communication Radio

The Committee reviewed a request from the Exploits Valley Communication Radio for support towards the cost of an Emergency Response System.

The Committee recommends that \$1,000 be approved.

Budget Consultation

The Committee reviewed the report from the Public Budget Consultations.

The Committee thanked the residents that attended the Public Consultation and recommends that any suggestions be considered during the Budget process.

Municipal Police Activity Report

The Committee reviewed the Municipal Police Activity Report up to September 2019.

The Committee acknowledges the efforts of the Municipal Enforcement and commends them in their diligence.

Funding Requests

The Committee reviewed a request from the RCMP Grand Falls-Windsor Detachment in support of this year's lighting of the RCMP Wish Tree.

The Committee recommends \$250 be approved.

The Committee reviewed a request from the Grand Falls-Windsor, Bishop's Falls Community Food Bank Inc.

The Committee recommends \$500 be approved.

The Committee reviewed a request from the Salvation Army to help construct a garage to house their emergency response vehicle which serves the Central Newfoundland Region.

The Committee recommends that \$5,000 be approved.

2020 Budget

The Committee discussed the 2020 Budget for the Departments of Finance and Human Resources, Chief Administrative Officer and Council.

The Committee recommends that staff continue to work on the Budget file and bring any additional information to the next Budget 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.

Councillor Bennett advised that with regards to the Salvation Army Garage we approved \$5,000 towards the garage because it is very important to emergency services to store their Emergency Response Vehicle as that unit will attend any disasters what-so-ever to offer help. I believe it is \$5,000 well spent.

Salmon Festival

The following report was presented by Councillor Coady-Davis.

Financial Report

The Director of Finance and HR and the Director of Parks and Recreation presented the Committee with the up-to-date 2019 Salmon Festival Financial Report which looks to be on Budget.

A few items are still outstanding and when finalized, the Committee recommends the final report be presented to the Committee at the next Salmon Festival Committee meeting.

2019 Festival Review and Suggestions

The Committee discussed in detail the Schedule of Events from the 2019 Festival noting the positives and negatives of each event. The Committee is very pleased with the success of the event and noted there was a tremendous amount of positive feedback from the Community.

2020 Festival Format

The Committee discussed the format for the 2020 Salmon Festival.

As the 2019 Festival worked very well, the Committee recommends staff stick with the same format and begin plans for the event early in the New Year. Some minor tweaks to the schedule may be necessary to meet all the needs of our citizens.

2020 Festival Budget

The Committee discussed the Budget for next year's Festival.

The Committee recommends next year's Budget be similar to the 2019 Budget with a few changes that will be finalized when all the entertainment is confirmed.

HR Requirements

The Committee discussed the staffing requirements for next year's Festival.

As there are many events throughout the Festival that require a lot of planning, the Committee recommends staff from outside the Parks and Recreation Department give assistance where needed.

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.

Committee of the Whole

The following report was presented by Deputy Mayor Browne.

Budget Review

The Committee reviewed the projected Revised Budget for 2019.

The Committee is pleased with the results and recommends that Management continue with preparations of the 2020 Budget.

Honorarium for Fire Department

The Committee met with the delegation from the Fire Department about their request for Council to fund their on-duty insurance policy and to consider an increase in their honorarium amounts paid to individual volunteer firefighters. The delegation arrived to the meeting at 6:00 P.M. and immediately left the meeting following their presentation and discussion.

The Committee recommends that the request from the Fire Department be considered as part of the overall Budget deliberations for 2020.

Farmers Market

The Committee received a request from the Farmers Market group for \$30,000 in financial assistance to support their operations in the 2020 summer season.

The Committee recommends that staff request a Business Plan and a copy of their 2019 Financial Statements so the Committee can further evaluate this request. The Committee also recommends that the request be referred to the Finance and Administration Committee for their consideration in the development of the 2020 Budget document.

Municipal Police Budget

The Committee reviewed the 2019 projected Revised Budget for the Municipal Police Department.

The Committee recommends that Management continue the review of this Budget and to forward it to the Finance and Administration Committee for inclusion and discussion in the 2020 Budget documents.

Grand Falls House

The Committee reviewed a request from the Grand Falls House Foundation to separate, in our negotiations, the Grand Falls House lands from the mill lands that were used for industrial purposes. The Foundation believes there is a much lesser risk of contamination on this Heritage Site, therefore possibly less complicated with respect to getting an agreement on the Indemnity Agreement. The Committee is supportive of this request and is willing to work with the Heritage Foundation to facilitate an agreement regarding the same.

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.

NOTICE OF MOTION

None

OTHER BUSINESS

Councillor Dwyer expressed congratulations to Bruce Moores who was recently inducted into the Newfoundland and Labrador Volunteer Hall of Fame. She advised that on November 16th the College of the North Atlantic hosted the Provincial Business Case Competition. They had three (3) teams from Grand Falls-Windsor compete and all three (3) teams made it to the top four (4) and two (2) teams won first and second. She would like to congratulate all winners.

Deputy Mayor Browne expressed congratulations to the Santa Claus Parade Committee for all the great work they do for the Parade which will be this Saturday.

Councillor Coady-Davis advised that Central Health are hosting a Public Engagement Session this Thursday, December 5th starting at 5:00 P.M. at the Salvation Army Hall on Park Street. This Session is to get feedback from the public on the care and services that are provided by Central Health to meet the needs of our communities in the Central area. If you do have time, I encourage everyone to attend as it is very important.

Councillor Bennett advised that the VOCM Cares Happy Tree and Kettle Kick-Off started at the Exploits Valley Mall last week. He encouraged everyone to give this Christmas if you can to the Kettle and to drop off a gift for a child at the Happy Tree at the Mall. He mentioned that the Special Olympics Team received their gold rings about a week ago. It was such a happy event and he wanted to congratulate them all on a job well done. He also wanted to congratulate Cody Drover who plays with the Ottawa Gee Gees. He is playing his one hundredth (100th) game tonight and is only a few assists away from a team record. He expressed congratulations to the Grand Falls-Windsor Minor Baseball Association who had their Annual General Meeting on November 27th and they have some more Executives elected to the Board.

Mayor Manuel stated that our Countdown to Christmas Facebook Contest has started and wanted to encourage everybody to take part in it. He also advised that on December 13th we will have our Random Acts of Kindness Day which is always a fun day giving out random goodies to people around Town.

The following Resolution was presented by Deputy Mayor Browne.

RESOLUTION GF-W 2019-289

TO ADOPT THE KPMG REPORT

WHEREAS: Council, in 2019, contracted the accounting firm KPMG to carry out an Organizational and Operational Review of the Town of Grand Falls-Windsor organization and that this Final Report has now been provided to Council;

BE IT RESOLVED: that the Town of Grand Falls-Windsor will make available electronic copies of the Organizational and Operational Review Final Report to the public.

Motion

Browne\Whiffen

Be it resolved that Resolutions GF-W 2019-289 to Adopt the KPMG Report would be adopted as circulated. This motion carried by a vote of 6-0.

Councillor Whiffen advised that he had the opportunity to sit on the Steering Committee of this Review from the beginning and he thinks overall a lot of people will be satisfied with the Report. A lot of work and time has gone into this and it has helped to identify where we stack in the community and in the field. This Report shows that we operate well, but there are some areas that we can improve.

Mayor Manuel stated this Report shows a lot of recommendations for some changes that we will follow through. There has not been much change at all in the past twenty-five (25) years to the organizations structure, so we will see some changes in the structure and how we operate. We have identified some gaps in the workforce, particularly communications, so we will be hiring a Communications Officer. This day and age with social media and trying to get the word out, a Communications Officer will certainly help with that and keep our citizens informed. KPMG compiled this Report and you will see there is a lot of information and comparability's to other communities. This document will be available on the Town website. These changes that will be made will be positive and will make us more functional, more efficient and more effective and will financially bring some savings for the Town in the long run. We are excited and we look forward to the results, change is good and we will see great things come from these recommendations.

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, December 17th, 2019. This motion carried by a vote of 6-0.

The meeting adjourned at 7:55 P.M.

Barry Manuel
Mayor

Darren Finn
Chief Administrative Officer\Clerk