

MEETING #552

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, DECEMBER 7<sup>TH</sup>, 2021

PRESENT: Deputy Mayor: Mike Browne  
Councillors: Amy Coady, Holly Dwyer, Andrew Little,  
Bob Hiscock, Dave Noel  
Staff: D. Finn, Chief Administrative Officer  
N. Chatman, Director of Public Works and  
Development  
K. Antle, Director of Community Services  
S. Gosse, Director of Corporate Services\Town  
Clerk  
R. Hannaford, Communications Officer

The Deputy Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #551 of November 16<sup>th</sup>, 2021.

Motion  
Coady\Little

Be it resolved that the Minutes of Meeting #551 of November 16<sup>th</sup>, 2021 would be adopted as circulated. This motion carried by a vote of 6-0.

BUSINESS ARISING OUT OF THE MINUTES

None

## DISBURSEMENT REPORT

Councillor Dwyer presented the Disbursement Report in the amount of \$264,036.05.

Motion

Dwyer\Coady

Be it resolved that the Disbursement Report in the amount of \$264,036.05 would be adopted as presented. This motion carried by a vote of 6-0.

## COMMITTEE REPORTS

### Public Works and Development

The following report was presented by Councillor Coady.

#### Scott Avenue Entrance Ramp

The Committee discussed a letter that MHA Chris Tibbs sent to the Minister of Transportation and Infrastructure concerning the divided highway through Grand Falls-Windsor.

The Committee recommends that Council follow up with a letter to MHA Tibbs regarding the Town's concerns.

#### Discretionary Use – Childcare – 50 Brown Avenue

The Committee reviewed a request for a home based business at 50 Brown Avenue. The proposed business is for childcare services. This type of business is identified as a Discretionary Use for this zone in the Town's Development Regulations. A notice was mailed to adjacent property owners, and it was advertised on the Town's social media pages. No objections were received.

The Committee recommends this request be approved.

#### 20 Lincoln Road – Land Request

The Committee reviewed a request from Central Carpet and Supplies to purchase backland at 20 Lincoln Road. The additional land is to assist the business with the loading and offloading of furniture.

The Committee recommends this request be approved and be sold as per the Town's Land Sales Policy.

### 198 Grenfell Heights

The Committee discussed vacant land between 196 and 198 Grenfell Heights. A neighbour has voiced concerns about the property and requested the Town complete some landscaping.

The Committee recommends staff investigate the ownership of the land. The Committee also recommends no landscaping be completed as it is not Town property.

### 1 Station Road – Clean-Up Order

The Committee reviewed a recent inspection of the property at 1 Station Road. There are concerns about the existing accessory building. The structure is unsafe and beyond repair as the roof has caved in and it is nearly collapsed. Several attempts were made to have the owner address the issue, but were unsuccessful.

The Committee recommends staff prepare a Property Status Report for the Chief Administrative Officer and a Demolition Order be issued for the accessory building.

### Saturday Drop-Off

The Committee reviewed the proposed schedule for the 2022 Saturday Drop-Off. The schedule includes eighteen (18) events and a tentative date for the Household Hazardous Waste Day.

The Committee recommends this request be approved.

I move the recommendations and report of this Committee.

Motion

Coady\Little

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 asked if we have heard back from the Provincial Government with respect to the Scott Avenue ramp and new signage for that area.

The Chief Administrative Officer advised we have not heard back although they have improved signage somewhat in that area. We do have a meeting with the Minister of Transportation and Infrastructure on December 16<sup>th</sup> and additional signage is on the agenda for a topic of discussion at that meeting.

### 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-six (46). Total labour was \$2,203,622. This was \$1,269,857 (36.6%) under budget.

#### Disbursement Report

The Committee reviewed the Disbursement Report in the amount of \$264,036.05 and recommends this be presented at the next Council Meeting.

#### Donation – Girl Guides of Canada

The Committee reviewed a request from the Deputy Youth Chair on the Girl Guides of Canada Provincial Youth Forum to support their Annual Conference.

The Committee recommends offering swag bags as prizes for their event.

Director of Public Works and Development, Nelson Chatman joined the meeting at 5:45 P.M.

#### Millcrest Property

The Committee discussed the possibility of taking ownership of the former Millcrest School property that was recently tendered by the Newfoundland and Labrador English School District and will close on December 1<sup>st</sup>, 2021. The property sits on three (3) acres of land that would also be included in the transfer. However, there are significant costs associated with either repairing or demolishing the school and gymnasium.

The Committee recommends that Councillors consider the options discussed and defer any decision until the Committee of the Whole meeting on November 30<sup>th</sup>.

### Equipment Purchase

The Director of Public Works and Development informed the Committee that the sweeper is at the end of its life and needs to be replaced. This was planned for 2022; however, there is one available now through the Canoe Procurement Group of Canada (a program administered by Municipalities Newfoundland and Labrador) that will be able to be delivered by May 2022. If this purchase is delayed it will likely not show up until 2023 and additional funds will be required to be spent on repairing the existing sweeper. The quoted price through Canoe Procurement is \$335,951.00 plus HST.

The Committee recommends proceeding with a letter of commitment to the vendor to purchase this out of 2022 funds.

### Budget 2022

The Director of Corporate Services provided an overview of the initial operating budget for the upcoming year. The Committee reviewed the additional tasks, budget assumptions, schedule of rates and fees, and the impact on borrowing.

The Committee asked staff to continue working on the budget documents and looks forward to finalizing the budget preparation in the coming weeks.

I move the recommendations and report of this Committee.

Motion

Dwyer\Hiscock

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 it is great news that the Town of Grand Falls-Windsor will have a new street sweeper that is badly needed, as the old one is in a state of disrepair. It is very important that our streets remain clean, and that we have a reliable piece of equipment to do that.

### Corporate Services (2 of 2)

The following report was also presented by Councillor Dwyer.

### Budget

The Committee reviewed the Town Funded Capital and the Five (5) Year Forecasted Capital Project Plan and had discussions on the impacts on the Budget for 2022.

The Committee recommends staff continue working on the 2022 Budget and looks forward to finalizing it in the coming weeks.

### Gorge Park Funding

Staff informed the Committee that the Geotechnical portion of the Gorge Park Phase II work came in over budget. This is essential to the project as it is required to complete the suspension bridge work. There will likely be additional cost overruns due to delays, therefore staff asks that the Committee approve \$80,000 total in additional funding for the project.

The Committee recommends approval of the additional \$80,000 so that the suspension bridge work can continue. However, the Committee also recommends that staff work diligently with the Consultants to reduce costs where possible.

### Donation Request – RCMP

The Committee reviewed a request from the RCMP Wish Tree Campaign in support of Make-A-Wish.

The Committee recommends \$250 be approved.

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 6-0.

Deputy Mayor Browne advised that we are working on our 2022 Budget and it will be released on December 21<sup>st</sup> at a public Council meeting.

The following Resolution was presented by Councillor Dwyer:-

RESOLUTION GF-W 2021-333

2019 AUDITED FINANCIAL STATEMENTS

TOWN OF GRAND FALLS-WINDSOR

WHEREAS: Section 92(1) of the Municipalities Act, 1999 requires presentation and acceptance of the annual Audited Financial Statements;

THEREFORE BE IT RESOLVED: that the Town of Grand Falls-Windsor accepts the December 31<sup>st</sup>, 2019 Audited Financial Statements for approval and submission to the Province of Newfoundland and Labrador.

Motion

Dwyer\Little

Be it resolved that Resolution GF-W 2021-333 would be adopted as circulated. This motion carried by a vote of 6-0.

Community Services

The following report was presented by Councillor Little.

Arenas Schedule

The Director presented the Committee with the final Ice Time Schedule for both arenas. All user groups are now accommodated with the addition of the second ice surface in operation.

The Committee recommends staff continue to work with all user groups to fill all available ice time in both arenas.

Come Home Year Funding

The Director informed the Committee staff applied for “Come Home Year” Funding through the Provincial Government for activities during the summer of 2022.

The Committee recommends the Director follow up on this application and report back to the Committee when results are received.

### Exploits Extreme Correspondence

The Committee discussed a request from the Exploits Extreme Cheerleading Team for funding to attend the Cheer Evolution National Championship in Niagara Falls in April 2022.

As all groups must be a Not-for-Profit Organization to qualify for Travel Grant Funding, this request is denied.

### Curling Club Correspondence

The Committee discussed correspondence from the Curling Club which informed us they recently had plant issues and their facility will be closed until further notice. They expect the cost of repair to be several thousand dollars. They are requesting Council consider increasing their operational grant for 2022.

The Committee recommends staff consider this request in the 2022 budget preparations which are ongoing.

### Concert Request Correspondence

The Committee discussed correspondence from “Bobs Ya Uncle Entertainment” looking to rent the Joe Byrne Memorial Stadium for a Tribute Concert on April 30<sup>th</sup>, 2022.

As ice will still be present at this time in the Joe Byrne Memorial Stadium, the Committee recommends staff suggest to them, they look at renting another facility such as the Classic Theatre or the Gordon Pinsent Centre for the Arts.

### Grand Falls-Windsor Day

The Committee discussed the date for Grand Falls-Windsor Day in 2022.

The Committee recommends Grand Falls-Windsor Day be Monday, July 18<sup>th</sup>, 2022.

### EXCITE Building for Nursing School

The Committee discussed a request from the Provincial Government looking for space for a Nursing School which is scheduled to start in the fall of 2022.



The Committee recommends staff work with the Provincial Government to find a suitable location in Town and to utilize the EXCITE Building, if space is not available elsewhere in Town.

### Vaccination Pass Checks

The Director informed the Committee it is very costly using our staff to check for Vaccination Passes at both arenas. The Provincial Regulations stated the checks can be completed by arenas staff or the arena user group.

The Committee recommends we continue using our own staff until the end of this year and then review this again in the New Year.

### Director's Report

The Director presented the Committee with a list of events and activities the Department is working on before the end of the year.

The Committee recommends staff continue their efforts on the many Christmas activities, including the Santa Claus Parade, Christmas Light-Up and Facebook Christmas Countdown.

### Review of 2021 Aims and Objectives

The Director gave an overview of the Community Services Department's Aims and Objectives highlighting the many initiatives worked on during 2021.

The Committee recommends the Director prepare the 2022 Aims and Objectives for review next week in the budget process.

I move the recommendations and report of this Committee.

Motion

Little\Coady

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

Councillor Hiscock asked the question if there was any feedback received from the Curling Club with regards to the trouble they were having with their compressors.

The Director of Community Services stated we have not heard anything further, but he does believe that they have ordered some parts, but he has not

received any feedback in regards to what the costs would be and if they are able to cover the costs themselves.

The Chief Administrative Officer just wanted to clarify the Minutes regarding the EXCITE Building and the Nursing School, as they have only explored the EXCITE Building as an option right now. The space, rate and terms would have to be negotiated before anything is finalized.

Deputy Mayor Browne stated the Santa Claus Parade was this past Saturday in the dark for the first time in the history of the Town of Grand Falls-Windsor. It was a great event, very well attended and very well organized. We also had an after-parade event on High Street for the first time which involved choirs and dancers, which was also well attended and very much enjoyed by all. We have a questionnaire on our Facebook page looking for public feedback for next year on what could be changed or added to make it an even bigger success in years to come.

### Committee of the Whole

The following report was presented by Councillor Hiscock.

#### Zip Line Building

Staff discussed a request from the owner of the zip line operation to construct a building near the mill bridge that would serve as his base of operations. This area would also require a defined parking area.

The Committee recommends that it will support the construction of a building in the area of the bridge, but with some significant greenbelt maintained around the bridge and proposed building. Staff will request an amendment to the Crown Lands license. Further, the Committee recommends that it be consulted on the location of the building and parking area before final approval is given. As well, the Committee recommends it is consulted on the final design of the proposed building.

#### Exploits Valley Port Authority

The Town received correspondence from the Exploits Valley Port Authority requesting that the Town confirm its Board appointment to the Authority.

The Committee recommends that Mr. Jeff Saunders be reappointed to a four (4) year term effective January 1<sup>st</sup>, 2022. Mr. Saunders served on this Board for the past four (4) years and he is keenly interested in advancing the development of

shipping activity in the Town of Botwood because of the residual economic benefit for the Region. The Committee thanks Mr. Saunders for his willingness to serve.

### Millcrest Property

The Committee discussed the options of taking ownership of Millcrest School. The English School District has recently tendered for sale this school, but has offered ownership to the Town on the condition that the Town agrees to accept it before it is possibly awarded on December 1<sup>st</sup>, 2021 to another party.

The Committee recommends that the Town not proceed with the idea of taking ownership of the Millcrest School due to the level of investment required to make it operational and the financial risks associated with remediation. The Committee also recommends that Town staff engage any new owners of this building to explore the option of getting access to the gymnasium on a long-term basis. Finally, the Committee recommends that the Town continue to explore the option of purchasing the 8.5 acres of land that is immediately behind the school and that extends to the Trans Canada Highway.

### 7 Sutherland Drive

The Committee discussed an issue related to a homeowner at 7 Sutherland Drive constructing an extension on his accessory building that is located over a storm sewer line.

The Committee recommends that the homeowner be written and reminded that the Town takes no responsibility for any damage that could occur due to the removal of this shed extension when it has to complete future work on the Town's storm sewer line.

### 31 Earle Street

The Committee discussed concerns about property development at 31 Earle Street whereby the homeowner is backfilling his property with materials that are not acceptable to the Town and are negatively impacting the surrounding neighbours properties.

The Committee recommends that a Clean-up Order be issued to the homeowner directing necessary corrections.

### Sliding Hill Tender

The Committee discussed the results of a tender for the construction of a sliding hill on Scott Avenue. Five (5) bids were discussed. The lowest compliant bidder was Jamar Transport Ltd. at a cost of \$48,249 plus HST.

The Committee recommends this tender be awarded to Jamar Transport Ltd.

### 2019 Auditor's Report of Financial Statements

The Committee received the Town's 2019 Auditor's Report of Financial Statements and will review them in the weeks ahead.

### 2022 Budget Discussions

The Committee reviewed all the revenues and expenses necessary to prepare a draft budget. The Committee also reviewed the 2022 Departmental Goals and Objectives that align with the 2022 Budget.

The Committee recommends that staff continue working towards finalizing the Budget and report back to the Committee again.

### COVID-19 Vaccination Policy

The Committee reviewed a draft COVID-19 Vaccination Policy for the organization.

The Committee recommends that staff continue its work finalizing the policy and report back to the Committee with a final draft.

I move the recommendations and report of this Committee.

Motion

Hiscock\Noel

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

Councillor Coady expressed her excitement to see that the zip line is underway. Hats off to the organizer for his vision in this project and for doing work with installation, because to be able to zip line across the Exploits River is going to be a huge attraction for both tourists and residents in Grand Falls-Windsor.

Deputy Mayor Brown stated that when Gorge Park has the zip line and suspension bridge up and running, along with the park improvements, expansions and the Heritage Society building opening, it will be an attractive area for people to visit and stay in Grand Falls-Windsor.

Councillor Hiscock was looking for an update on how we are proceeding with 31 Earle Street with regards to the backfilling of the property.

The Director of Public Works and Development advised we are waiting for the official Order to come from Council tonight, so tomorrow we can proceed.

### NOTICE OF MOTION

None

### OTHER BUSINESS

Councillor Hiscock advised last week was a very busy and enjoyable week, our lighting event at Church Road Park was a great event that was well received with an estimation of 1,800-2,000 people in attendance. We also had the tree lighting at the Kingsway Retirement Home, which was also a wonderful evening. He wanted to remind people to stay safe during the Christmas Season. Lastly, he wanted an update on the lighting and the signage at the Dog Park.

The Director of Community Services advised this is still being worked on, and on task to be completed in the very near future.

Councillor Little stated this past weekend we had five (5) hockey games played in Grand Falls-Windsor between Friday and Sunday, which consisted of three (3) Central Impact AAA Midget Hockey games and two (2) Grand Falls-Windsor Blades Hockey games. It is great to see people back in the Stadiums both playing and watching, and it is nice to be able to accommodate all of those games.

Councillor Dwyer stated it was nice to see people gathering again at the Church Road Park Light-Up. It was a wonderful event and she thanked staff for preparing the site ready for the event. Councillor Dwyer and Councillor Hiscock commented at the Parade, it was very cold yet very enjoyable. A special "Thank You" to go out to the Parade Committee who did a wonderful job organizing the Parade. At the tree light-up at Kingsway Living, there was a special guest Mrs. Ignatia Madden who just turned one hundred (100) years old and flipped the switch that turned on all of the lights. She wanted to encourage everyone to participate in the Christmas Countdown that is happening now on the Town's Facebook page, which is receiving 300-500 comments daily. There is a blood clinic tomorrow,

December 8<sup>th</sup> from 11:15 A.M. to 3:00 P.M. and 5:00 P.M. to 8:00 P.M. at the Memorial United Church. Blood supply tends to be low this time of year and it is in us to give, so wanted to encourage everyone if they can to please donate.

Deputy Mayor Browne stated the Parade was indeed a cold evening, so wanted to say “Thank You” to Rogers for helping set up the stage for the commentators.

Councillor Coady wanted to remind residents that the new Garbage Regulations come into effect on January 3<sup>rd</sup>, 2021, so you will be required to have a garbage bin with a lid and that tarps, blankets or nets will not be allowed. In driving around Town within the last week or so, it is evident that more people are adhering as the amount of garbage bins on garbage days are increasing, so “Thank You” to residents for complying. We are expecting our first winter storm on Thursday as it is calling for 25-30cm of snow with winds from 90-110km\hour, and our equipment is ready to go; however, being the first use in a while we may run into issues and advised residents to please have patience as we get used to maintaining these routes again. A reminder to residents that when you do clean your driveways that you do not push snow onto the sidewalks, we do try to have the sidewalks cleared by our sidewalk blowers within twenty-four (24) hours. It is important not to push snow on the sidewalk after they are cleared because there are still people trying to walk and some with mobility aids and we do not want anything to impede that for them. Reminder that you can now have your winter studded tires put on your vehicle, so please make an appointment to get that done for your own safety. Lastly, the on-street parking ban is now in effect from midnight to 8:00 A.M. every night, so you are not allowed to park on the road during the winter or during a snow event.

Councillor Noel stated it has been a thoroughly enjoyable and rewarding week to be on Council with the Christmas events, which has received a lot of participation and great feedback. Kudos to those behind the scenes that help make these events happen. He also noted he has received numerous comments this week regarding modified exhausts, and asked that we work hard to enforce the Law as they are illegal in Newfoundland and Labrador. He lastly commented that he would like to look into repairing some of the potholes on New Bay Road, as it is still used by the Town of Grand Falls-Windsor.

Deputy Mayor Browne advised the Provincial Government did just bring down a new Law against modified exhausts, so we should be able to now enforce this better. “Thank You” to NTV and the attendance of Eddie Sheer at our Church Road Park Light-up. He is certainly a popular figure, and it was nice to see him at our event. He stated that he attended a birthday party for Mrs. Ignatia Madden who turned one hundred (100) years old, he stated that she was a remarkable lady and extended Happy Birthday wishes to her.

Motion

Dwyer\Noel

Be it resolved that the meeting of the Grand Falls-Windsor Town Council would be adjourned until the next regular scheduled meeting of December 21<sup>st</sup>, 2021. This motion carried by a vote of 6-0.

The meeting adjourned at 7:45 P.M.

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Mike Browne  
Deputy Mayor

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Darren Finn  
Chief Administrative Officer