

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, JANUARY 26<sup>TH</sup>, 2016

PRESENT: Mayor: Barry Manuel  
 Deputy Mayor: Darren Finn  
 Councillors: Amy Coady-Davis, Bruce Moores,  
 Tom Pinsent  
 Staff: M. Pinsent, Town Manager\Clerk  
 J. Saunders, Director of Engineering & Works  
 K. Antle, Director of Parks & Recreation  
 B. Griffin, Director of Finance

ABSENT: Councillor: Rodney Mercer

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #456 of Monday, December 21<sup>st</sup>, 2015.

Motion  
Moores\Finn

Be it resolved that the Minutes of Meeting #456 of Monday, December 21<sup>st</sup>, 2015 would be adopted as circulated. This motion carried by a vote of 5-0.

BUSINESS ARISING OUT OF THE MINUTES

None

DISBURSEMENT REPORT

Councillor Pinsent presented the disbursement report in the amount of \$866,218.53.

Motion

Pinsent\Coady-Davis

Be it resolved that the disbursement report in the amount of \$866,218.53 would be adopted as presented. This motion carried by a vote of 5-0.

### CORRESPONDENCE

Correspondence was acknowledged from Councillor Mercer tendering his resignation as of February 5<sup>th</sup>, 2016.

Motion

Coady-Davis\Moores

Be it resolved that Councillor Mercer's resignation be accepted. This motion carried by a vote of 5-0.

### COMMITTEE REPORTS

#### Economic Development and Tourism

The following report was presented by Councillor Coady-Davis.

#### Non-Registered Business Activity

Council has received reports that there are home based businesses doing work in Town that are not registered as a business with the Town.

The Committee recommends that staff continue to contact the operators and ensure they are conforming to the Home Based Business Regulations.

#### Brand Purchases

The Committee recommends that all brand purchase and Town stationary purchase in 2016 will have the 25<sup>th</sup> Anniversary logo.

The Committee requests that staff research the quantities required for the entire year and invite tenders for the yearly supply as opposed to several purchases throughout the year.

### AND Co.

The Committee reviewed the AND. Co. Minutes of the last meeting held November 25<sup>th</sup>, 2015 and recommends their acceptance.

### 2015 Business Statistics

The Committee reviewed a report outlining the new businesses that opened and closed in 2015. There were thirty-five (35) new businesses open in 2015 compared to forty-four (44) in 2014. There were eighteen (18) businesses closed in 2015 compared to sixteen (16) in 2014.

### Youth Mental Health Workshop

In 2015, the Town worked with the medical community on a number of projects including youth mental health. The Town's role is to help facilitate an action plan to bring stakeholders together for education.

Funding has been approved for \$10,000 and the Committee recommends that staff continue to assist in organizing a two (2) day workshop in Grand Falls-Windsor focusing on youth mental health.

### Review of Healthy Aging Strategy

The Committee reviewed a report from the Business Development Officer outlining the activities of the Age Friendly Committee. There was a Seniors Fair held on October 1<sup>st</sup>, 2015 that had attendance of 440 seniors. There was a National Senior Isolation Conference held in Grand Falls-Windsor on October 20<sup>th</sup>, 2015. A "Senior Wellness Hub" has been created as our online resource for seniors. This includes a series of nine (9) "two minute" videos discussing important topics specific to senior's wellness. This hub will be launched late January 2016.

The Age Friendly Committee as part of their strategy and action plan hosted a half-day conference on a "Meals on Wheels" initiative on November 25<sup>th</sup>, 2015. A meeting of several community partners was held on November 30<sup>th</sup>, 2015 and a subsequent meeting will be held on January 18<sup>th</sup>, 2016 to move the process forward.

### Genomic Hearing Loss Centre Announcement

The tentative date for the funding for the Genomic Hearing Loss Centre has been tentatively scheduled for February 5<sup>th</sup>, 2016. This amount will involve all

partners including the Provincial Department of Business, ACOA, Town of Grand Falls-Windsor, MUN, McMasters University and the University of Western Ontario.

### School of Nursing

The Committee reviewed data showing that Central Health will have significant shortage of nurses over the next five (5) years. By the end of 2020, 139 of the 800 nurses will be eligible for retirement and there are currently 55 vacancies.

The Committee recommends that a meeting be arranged with the Minister of Health and the Minister of Advanced Education and Skills to continue discussions on the need for a Satellite School of Nursing in Grand Falls-Windsor.

I move the recommendations and report of this Committee.

Motion

Coady-Davis\Finn

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

### Parks, Recreation and Special Events

The following report was presented by Councillor Moores.

#### 25<sup>th</sup> Anniversary Celebrations

The Committee discussed possible events for the 25<sup>th</sup> Anniversary Grand Falls-Windsor Amalgamation Celebrations.

The Committee advised the Director of Parks and Recreation to contact user groups who might be interested in hosting an event and finalize the schedule of activities for a media release in late January.

#### Correspondence – Sparkling Blades Figure Skating Club

The Committee discussed correspondence from the Sparkling Blades Figure Skating Club requesting their Club's year-end Ice Show to be held on April 17<sup>th</sup>, 2016.

The Committee recommends this request be approved and the Director of Parks and Recreation contact the Figure Skating Club to make the necessary arrangements for their Show.

#### Correspondence – Billy Graham Association

The Committee discussed correspondence from the Billy Graham Association of Canada requesting a “Celebration of Hope” event in Joe Byrne Memorial Stadium in November, 2016.

The Committee recommends this request be approved and for the Director of Parks and Recreation to work out all booking details with their Association.

#### Winterlude Update

The Director of Parks and Recreation presented a tentative schedule for the “Winterlude” winter carnival to the Committee. Several events are to be finalized this week.

The Committee invites residents and groups to contact the Parks and Recreation Department if they wish to include an event in our carnival which is scheduled from February 12<sup>th</sup>-15<sup>th</sup>, 2016.

#### Score Clock Sponsorship

The Director of Parks and Recreation presented the tender results of the “Score Clock Sponsorship” Agreement for the Joe Byrne Memorial Stadium.

The Committee recommends the proposal from Coca-Cola be approved.

#### Washroom Baby Change Table

The Director of Parks and Recreation presented the details to install baby change tables in the Joe Byrne Memorial and Windsor Stadium washrooms.

The Committee recommends these be installed.

#### Blue Jays Cares Foundation Grant

The Committee discussed the grant the Grand Falls-Windsor Minor Baseball Association is applying for to bring the Blue Jays Camp to Grand Falls-Windsor again this summer.

The Committee recommends the Director of Parks and Recreation work with the Minor Baseball Association to complete this grant application.

### 100<sup>th</sup> Anniversary of Beaumont Hamel Funding

The Director of Parks and Recreation informed the Committee of possible funding through a grant from Veteran Affairs.

The Committee directed the Assistant Recreation Director to complete the appropriate funding application to assist with the Town's plan to renovate the Memorial Grounds for the 100<sup>th</sup> Anniversary of the Battle of Beaumont Hamel.

### Cataracts Wall of Champions

The Committee discussed the plan the Grand Falls-Windsor Cataracts have to install a plaque in Joe Byrne Memorial to honour all the Herder Champions from Grand Falls-Windsor.

The Committee directed the Parks and Recreation staff to work with the Cataracts Hockey Club to install this plaque at the next Cataracts game on January 23<sup>rd</sup>.

### Winter Program Update

The Director of Parks and Recreation presented an update on the registrations for our Winter Programs. Several of the programs are filled to capacity already. Any resident interested in our programs can call the Parks and Recreation Department or check the Parks and Recreation Winter Brochure which was delivered to all households last week.

### Mid Winter Bivver Update

The Director of Parks and Recreation gave an update on the Mid Winter Bivver which is scheduled for February 19<sup>th</sup>-20<sup>th</sup>, 2016. Things are going well and residents are encouraged to register online at [www.midwinterbivver.com](http://www.midwinterbivver.com). The event is a guaranteed good time with a ski-doo ride to the Mt. Peyton, gourmet meals from Chef Rory MacPherson and entertainment from "Snook".

### Dog Park Directional Signage

The Committee received correspondence from several citizens about the lack of signage around Town and on the highway to get to our Dog Park.

The Committee directed the Director of Parks and Recreation to install signage in the appropriate areas to better direct citizens and visitors to our Dog Park.

I move the recommendations and report of this Committee.

Motion

Moore\Coady-Davis

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

### Committee of the Whole

The following report was presented by Deputy Mayor Finn.

#### Parks and Recreation Director

The Committee met with Keith Antle regarding the job of Director of Parks and Recreation. The structure of the Department was reviewed and specific goals and objectives will be discussed at future Parks and Recreation meetings.

The Committee recommends that the Department have a Director and an Assistant Director responsible for leisure services and special projects.

#### Council Vacancy

The Committee recommends that the by-election will take place on March 8<sup>th</sup>, 2016.

#### 25<sup>th</sup> Anniversary Celebrations

The Committee recommends that Parks and Recreation be the lead Department on the 25<sup>th</sup> Anniversary Celebration events. A number of mock-ups for a letterhead and logo were discussed as well as potential special events throughout the year.

### Meeting with Ministers

The Committee recommends that the Mayor and Town Manager\Clerk arrange meetings with newly appointed Provincial Government Ministers to discuss issues specific to the Town of Grand Falls-Windsor.

Meetings to be requested are:-

- (a) Minister of Justice and Public Safety
  - Disparity in the level of RCMP policing
  - Specific need for more RCMP Officers
  - Need for more Sheriffs and Guards
  
- (b) Minister of Advanced Education and Skills
  - School of Nursing
  - CNA LabTech Program and Labs
  - Expansion of Medical Trades
  
- (c) Minister of Municipal Affairs
  - Crown Lands Issues
  - Capital Works Program
  - Municipalities Act
  - Excite Mortgage
  
- (d) Minister of Works, Services & Transportation
  - Grand Falls House
  - Mill land and Arterial Road
  - Trans Canada Highway repairs at Weigh Scales and Mt. Peyton
  
- (e) Minister of Health
  - Business of Health Care Prospects
  - Medical Trades in Grand Falls-Windsor
  - School of Nursing
  - MUN Residency
  - Genetics Hearing Loss Research
  
- (f) Minister of Forestry and Agriculture
  - Fiber Industrial Prospects
  - Wood Allocations and Usage
  - Cranberry potential and Industry Development

- Healthy Aging Program
- Long Term Care, Palliative Care, Geriatric Care

(g) Minister of Natural Resources

- Power for Data Centre
- Nalcor and Data Centre Customers

(h) Minister of Education

- Maple High School

### Committee Structure

The Committee recommends the following Chairs of Standing Committees:-

Finance & Administration	-	Councillor Tom Pinsent
Engineering, Public Works & Planning	-	Councillor Amy Coady-Davis
Parks, Recreation and Leisure Services	-	Councillor Bruce Moores
Economic Development & Tourism	-	Councillor Darren Finn
2016 Salmon Festival	-	Mayor Barry Manuel

I move the recommendations and report of this Committee.

#### Motion

Finn\Moores

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

The following report was also presented by Deputy Mayor Finn.

### Provincial Budget Consultation

The Committee discussed the format of the Town's submission to the 2016 Provincial Budget Consultation.

It was recommended that the School of Nursing and Lab Tech Trade be included with documentation of the need for these programs in terms of statistics.

Also, these projects would be presented as best case cost alternative to provide personnel for the long term sustainability of the health care authority in Central Newfoundland. Other issues would be taxation of municipalities, continuing infrastructure funding to stimulate local economics and decentralizing Government business processing operations to our community as a more productive and cost effective alternative.

### 25<sup>th</sup> Anniversary Celebration

The Committee recommends that a letter accompany the Town's mail out of tax statements regarding the 25<sup>th</sup> Anniversary celebration. The Mayor will issue a media release at the end of the month launching our logo and plan for the year.

### Committee Structure

The Committee recommends that changes to the Committee structure be delayed until after the election.

### By-Election

The By-Election will be held on March 8<sup>th</sup>, 2016, the Advance Poll on Saturday, March 5<sup>th</sup>, 2016 and Nomination Day on Tuesday, February 16<sup>th</sup>, 2016.

### Central Newfoundland Regional Appeal Board

The Central Newfoundland Regional Appeal Board heard two (2) appeals on Thursday, January 14<sup>th</sup>, 2016. These were the demolition order on properties at 1 Second Avenue and the Hunter property on Ivany's Road. Both orders were confirmed in the Town's favour.

The Committee recommends that staff work with the owners to have these buildings removed.

I move the recommendations and report of this Committee.

Motion

Finn\Pinsent

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

## Finance and Administration

The following report was presented by Councillor Pinsent.

### Job Description – Assistant Director of Parks, Recreation & Leisure Services

The Committee reviewed the proposed job description for Assistant Director of Parks, Recreation & Leisure Services.

The Committee recommends it be approved at a Job Class 5.

### Tax Collection Policy\Tax Recovery Plan

The Committee reviewed the Tax Collection Policy and recommends it be accepted. The Committee noted that staff will continue its efforts to maximize collection of outstanding taxes through the implementation of the Tax Recovery Plan adopted by Council.

### Taxes – 52 King Street

The Committee reviewed correspondence for recovery of taxes paid on 52 King Street.

The Committee recommends acceptance of this plan.

### Cash Collection Report

The Committee reviewed the taxation receivable report as of December 31<sup>st</sup>, 2015. The total taxes outstanding as of that date are \$838,635.48 – a decrease of \$62,027.65 (-6.89%) from the previous year.

### Year-End Labour Report

The Committee reviewed the year-end labour report. Total labour year-to-date is \$3,117,185 (Budget - \$3,109,665) which is .2% (\$7,520) over budget. The Committee was extremely pleased with the small amount of variance on this large budget item.

### Municipal Assessment Agency

The Committee reviewed financial statements from the Municipal Assessment Agency for the year ended March 31<sup>st</sup>, 2015. The Committee noted

that the revenues for the year were in line with the expenses resulting in a modest loss of \$2,491.

The Committee recommends that the representatives of Municipalities Newfoundland and Labrador continue to monitor the financial performance of the Municipal Assessment Agency. The Committee also recommends that these statements be accepted.

### Banking Annual Leave

The Committee reviewed a request for banking one (1) week annual leave.

The Committee recommends that the policy, as attached be amended to allow for senior staff with over ten (10) years' service, but less than twenty (20) years' service be permitted to bank one (1) week vacation per year.

### Funding Requests

The Committee reviewed a request from the Kiwanis Club to sponsor the Royal Canadian 1916 Beaumont Hamel Army Cadets Corps to travel to Beaumont Hamel, France to attend the 100<sup>th</sup> Anniversary Memorial Service of the Battle of Beaumont Hamel.

The Committee recommends \$1,500.00 be approved.

The Committee reviewed a request from the Miss Grand Falls-Windsor Pageant for funding.

The Committee recommends \$1,000.00 be approved.

The Committee received a request for sponsorship of the PA-MIN-CO curling event.

The Committee recommends \$363.00 be approved.

The Committee received a request from the Nolan Smith Memorial Snowmobile Ride Planning Committee.

The Committee recommends \$200.00 be approved plus a supply of Town branded merchandise be approved.

### Land Lease – Whitmore Street

The Committee reviewed the land leases for Whitmore Street.

The Committee recommends that the Town dispose of these properties. The Committee also recommends that the Public Works and Planning Committee establish prices for disposal and contact the current occupants with offers to purchase.

### Assessment Review Commissioner

In compliances with Section 32 of the Assessment Act 2006, the Committee recommends that Bryan Blackmore be appointed Assessment Review Commissioner for 2016.

I move the recommendations and report of this Committee.

Motion

Pinsent\Moores

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

### Public Works and Planning

The following report was presented by Deputy Mayor Finn.

#### Capital Works

The Committee reviewed and discussed the documents that were presented. The Capital Investment Plan for the Gas Tax Funding had to be revised. The allocation included too much Federal contribution as a percentage (max 33%) to the upgrading of water and sewer for Second Avenue. The new Capital Investment Plan proposes \$625,000 be allocated for the new roundabout at Scott Avenue\Grenfell Heights\Hardy Avenue and \$140,000 to the paving of Second Avenue when upgrading is complete.

There was also realignment of the existing funding allocation due to project overruns and\or project having a surplus. It was all within existing funding agreements so no new money was required. The surface course asphalt for Hardy Avenue and the roundabout is proposed to be postponed until the next funding agreement. This money will be redirected to other municipal streets for 2016.

The Committee recommends that the new Capital Investment Plan and the new Schedule "A" attached be approved.

### Correspondence – Harry and Debra MacDonald

The Committee discussed a land request from Harry and Debra MacDonald for the end of Cater Avenue. Municipal services would have to be extended and this would be completed by the Town and costs recovered from the land sale.

The Committee recommends that due to the shape of the land, it be sold at fifty percent (50%) of the normal rate of \$625\foot frontage. Legal, survey and HST costs are extra.

### Land Development – Bank Road

The Committee reviewed the sketch for a residential building lot on Bank Road.

The Committee recommends offering this parcel of land for sale and asks staff to review water and sewer services and road grades if Bank Road is connected to Gilbert Street.

### Correspondence – Windsor Pentecostal Church

The Committee reviewed the correspondence from the Windsor Pentecostal Church requesting permission to construct an access road from Sprucewood to the Church property. They will be operating a Lunch and After School Child Care Centre in September 2016. The existing walking trail requires widening to provide proper snow clearing during the winter.

The Committee recommends this request be approved pending approval of the Sprucewood School Administration.

### Land Sale – Cartwright Street\O’Neil Avenue

The Committee reviewed the RFP for land disposal at the intersection of Cartwright Street\O’Neil Avenue. There were two (2) bids received (Gary Horwood - \$55,841.78 and Colin Power - \$58,760.00). The bid received from Mr. Horwood was qualified by a letter stating he had a previous discussion and agreement in principle to purchase this property prior to the changes in the Municipalities Act stating land sales had to be advertised. Staff also obtained an opinion from legal counsel with respect to this issue and the opinion supported the position of Mr. Horwood.

The Committee recommends that the land on Cartwright Street\O’Neil Avenue be sold to Mr. Horwood.

### Zoning Change – Station Road – Resolution to Adopt

The Committee discussed the process for the proposed zoning change for Station Road from Commercial Downtown to Commercial Highway. This was advertised in the local paper and no representation was received.

The Committee recommends that the amendment document be adopted. This will then be forwarded to Municipal Affairs for review and registration.

### LED Sign – Dominion Property

The Committee reviewed the request for a LED advertising sign adjacent to the Dominion Store on Cromer Avenue. This sign would be on Town property.

The Committee recommends the request be approved in principle and staff will discuss the following issues with the applicant.

- (1) Location
- (2) Height\Size
- (3) Lease rate for using Town property

Staff will obtain this information and report back to the Committee for further recommendations.

### Home Based Business Application – Glenwood Avenue

The Committee discussed a home based business application from Mr. Ireland at 1 Glenwood Avenue. This is for administration only. Equipment will be parked off site.

The Committee recommends this application be approved.

### Discretionary Use – 9 Ivany's Road

The Committee reviewed the request for a home based business at 9 Ivany's Road. This is a discretionary use and it was advertised. One (1) objection was received. The applicant also provided comments on the concerns raised by the neighbour.

The Committee recommends the application be approved, but conditions with respect to the concerns raised be included in the permit.

### Rezoning – Mill Property

At a previous meeting, Council recommended rezoning the mill property to prevent further industrial developments along the Exploits River. Nalcor has ownership of a parcel along the river to support the Hydro Generation Facility.

The Committee recommends that all lands outside the Nalcor parcel which is zoned Industrial Heavy be rezoned to Recreation Open Space. In addition, the Committee also recommends that Electric Power Generation Facility (not including burning of fossil fuels) and supporting infrastructure be added to the definition of Public Services in order for such use to be considered\facilitated and classified under Principal Uses in the Conservation Zone. The Committee therefore also recommends that the Nalcor parcel be rezoned from Industrial Heavy to Conservation.

### Bell Aliant – Small Cell License Agreement

The Committee discussed an agreement presented by Bell Aliant for the installation of small cell technology units to boost cell reception in certain areas. All locations will have to be approved prior to any installation.

The Committee recommends this be approved.

### Correspondence – Bill Dawson – Centre for Forest Science and Innovation

The Committee discussed correspondence from Mr. Dawson and recommends a meeting be arranged.

### Central Newfoundland Waste Management – Minutes of Board Meeting – December 10<sup>th</sup>, 2015.

The Minutes of the Central Newfoundland Waste Management Board meeting were circulated as information.

I move the recommendations and report of this Committee.

Motion

Finn\Pinsent

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

Deputy Mayor Finn clarified that the rezoning of the mill property to Recreation Open Space is to allow Council to control the future of this land.

The following Election Resolutions were presented by Deputy Mayor Finn:-

Resolution GF-W 2016-233

Nomination Day for By-Election

WHEREAS: That Nomination Day be held on Tuesday, February 16<sup>th</sup>, 2016 from 8:00 A.M. to 8:00 P.M. at the Grand Falls-Windsor Town Hall.

BE IT THEREFORE RESOLVED: That the Town Council of Grand Falls-Windsor hereby designates Nomination Day as Tuesday, February 16<sup>th</sup>, 2016 from 8:00 A.M. to 8:00 P.M. at the Grand Falls-Windsor Town Hall.

Motion  
Finn\Moores

Be it resolved that Resolution GF-W 2016-233 for Nomination Day would be adopted as presented. This motion carried by a vote of 5-0.

Resolution GF-W 2016-234

Advance Poll for By-Election

WHEREAS: That the Advance Poll will be held on Saturday, March 5<sup>th</sup>, 2016 from 8:00 A.M. to 8:00 P.M. at the Grand Falls-Windsor Fire Department.

BE IT THEREFORE RESOLVED: That the Town Council of Grand Falls-Windsor designates the Advance Poll to be held on Saturday, March 5<sup>th</sup>, 2016 from 8:00 A.M. to 8:00 P.M. at the Grand Falls-Windsor Fire Department.

Motion

Finn\Coady-Davis

Be it resolved that Resolution GF-W 2016-234 for Advance Poll would be adopted as presented. This motion carried by a vote of 5-0.

Resolution GF-W 2016-235

Returning Officer

WHEREAS: That the Town Manager\Clerk and the Deputy Town Clerk be appointed as Returning Officer and the Alternate Returning Officer.

BE IT THEREFORE RESOLVED: That the Town Council of Grand Falls-Windsor designate the Town Manager\Clerk and Deputy Town Clerk as Returning Officer and Alternate Returning Officer.

Motion

Finn\Coady-Davis

Be it resolved that Resolution GF-W 2016-235 for Returning Officer would be adopted as presented. This motion carried by a vote of 5-0.

OTHER BUSINESS

Councillor Coady-Davis reminded residents and visitors to be sure to register for the Mid Winter Bivver. She also reviewed the Joint Council meeting proceedings, particularly, the report from Staff Sergeant Kelly Bryan. She encouraged the public to take part in the Government Public Consultations happening in Grand Falls-Windsor on February 1<sup>st</sup>.

Councillor Pinsent expressed thanks to Councillor Mercer for his contribution to Council during his term. He encouraged the public to present their ideas for our 25<sup>th</sup> Anniversary.

Deputy Mayor Finn wished Rodney Mercer well in his new position as the Executive Assistant to the Premier. He also wanted to go on record that we need more RCMP Officers, in particular, a full shift of six (6) Officers. He commented

on the three (3) speed signs located around Town. The Town has one (1) week of data in stealth mode. We will now compare that data with a week with the speeds showing to determine how they adjust speeding habits.

Mayor Manuel encouraged all citizens to participate and embrace the 25<sup>th</sup> Anniversary.

Motion

Finn\Coady-Davis

Be it resolved that the meeting of the Grand Falls-Windsor Town Council would be adjourned until the next regular scheduled meeting of 7:00 P.M., Tuesday, February 23rd, 2016. This motion carried by a vote of 5-0.

The meeting adjourned at 8:40 P.M.

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Barry Manuel  
Mayor

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M. Pinsent  
Town Manager\Clerk