

MEETING #465

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, JULY 12<sup>TH</sup>, 2016

PRESENT: Mayor: Barry Manuel  
Deputy Mayor: Darren Finn  
Councillors: Peggy Bartlett, Mike Browne, 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

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #464 of Tuesday, June 21<sup>st</sup>, 2016.

Motion

Browne\Pinsent

Be it resolved that the Minutes of Meeting #464 of Tuesday, June 21<sup>st</sup>, 2016 would be adopted as circulated. This motion carried by a vote of 7-0.

BUSINESS ARISING OUT OF THE MINUTES

None

DISBURSEMENT REPORT

Councillor Pinsent presented the disbursement report in the amount of \$159,158.00.

Motion

Pinsent\Moores

Be it resolved that the disbursement report in the amount of \$159,158.00 would be adopted as presented. This motion carried by a vote of 7-0.

## COMMITTEE REPORTS

### Economic Development, Tourism and Heritage

The following report was presented by Councillor Bartlett.

#### Attracting People to Live in Grand Falls-Windsor

The Committee discussed how we could attract retiree's and people whose work allows them to live anywhere to choose Grand Falls-Windsor as a place to live. The Age Friendly Assessment Report completed in 2012 was reviewed in detail. The Business Development Officer was directed to compile a report identifying the numerous achievements so far as well as the priority work for Council to consider going forward. This work is aimed at making Grand Falls-Windsor an age friendly healthy place to live with activities and supports that people need as they grow older. Another significant part of the discussion centered on how Council can market the Town as a desirable place to live.

It is recommended that Council proceed to gather all information of interest concerning the community, things to do, healthcare, retail and services and regional benefits. It is also recommended that staff pursue funding to establish print material, website and video that can be used for target marketing purposes.

#### Heritage Regulations

The Town does not currently have Heritage Regulations that would allow it to designate any building or property or control demolition or modification of heritage buildings.

The Committee recommends that the Chair do some more research on Heritage Regulations and bring the matter back to the Committee. Council does have a number of Municipal Heritage Sites designated. The Committee also recommends that staff investigate the cost of erecting plaques or story boards at each one (1) so that citizens and tourists could know the facts and significance of each site.

### Forest Diversification Strategy

The College of the North Atlantic recently met with representatives of Council to discuss the creation of a Forest Products Innovation Centre at the Grand Falls-Windsor Campus. The mandate of the Centre would be to undertake applied research, technology transfer and innovation to assist industry in developing new products and manufacturing methods for the Newfoundland forest industry.

The Committee recommends that Council wholeheartedly supports the College in this endeavor.

### Community Healthy Living Fund

The Committee recommends that the Economic Development Officer apply to this fund to allow Council to hire a Co-ordinator for the Farmers Market for the season.

### Giant Flea Market Report

The Giant Flea Market was held at the Windsor Stadium on Saturday, June 25<sup>th</sup>. There were around seventy-four (74) vendors this year and an estimated three thousand (3,000) people attended.

### Mud Fest 2016

The Economic Development Officer reported that marketing is in full swing for the 2016 Mud Fest that is scheduled for August 19<sup>th</sup>-20<sup>th</sup>.

### Former Mill Land

The Committee discussed the importance of the Mill land to the Town's future municipal planning and Arterial Road development.

The Committee recommends that a letter be written to the Minister of Transportation and Works requesting a meeting regarding the Town obtaining this land as well as how environmental investigations and remediation will transpire.

I move the recommendations and report of this Committee.

Motion

Bartlett|Browne

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

It was agreed that it was intended to apply for funding to get assistance in developing a strategy to develop marketing materials and how we reach our target markets.

### Parks, Recreation and Special Events

The following report was presented by Councillor Browne.

#### Canada Day Activities

The Director of Parks and Recreation informed the Committee of the plans for Canada Day which include: 4:45 A.M. Response Ceremony; 10:00 A.M. Senior's Activities at our Seniors Retirement Homes; 11:00 A.M. Monument Unveiling and Rededication Ceremony; 2:00 P.M. Kids and Family Activities at Centennial Field and to finish the day a huge Fireworks Display at dusk.

The Committee recommends the Director of Parks and Recreation Department finalize all the last minute details for all the planned events.

#### Community Gardens Update

The Director of Parks and Recreation updated the Committee on the progress of the Community Gardens. A new sign for the facility is being installed, all beds are allotted to members, program sessions have started, temporary water hoses are hooked up and an equipment storage shed is in place.

The Committee recommends the Director of Parks and Recreation plan a date for a Grand Opening in August when the facility construction is complete.

#### Fire Truck Pull Challenge – Correspondence

The Committee discussed a request from the 2<sup>nd</sup> Annual Fire Truck Pull Challenge Committee to sponsor the event and to provide our bouncy castles for their event.

The Committee recommends we sponsor the event providing security, picnic tables and barricades, but decline the use of our bouncy castles.

### Corner of Beaumont Avenue\Lincoln Road – Correspondence

The Committee discussed correspondence from a resident requesting the Town mow and maintain the area on the corner of Beaumont Avenue and Lincoln Road.

The Committee recommends the Director of Parks and Recreation compile a list of similar properties in Town and formulate a policy for areas such as this for the next Parks, Recreation and Special Events Committee meeting.

### YMCA – Correspondence

The Committee discussed correspondence from a resident looking for clarification on the adult and youth rates at the YMCA.

The Committee recommends the Parks, Recreation and Special Events Committee Chairman bring the issue to the Executive Director of the YMCA for clarification.

### High Street Interlocking Bricks

The Director of Parks and Recreation informed the Committee of deteriorating bricks on the High Street walkways.

The Committee recommends to refer this item to the Public Works and Planning Committee.

### Splash Pad Washrooms

The Director of Parks and Recreation informed the Committee of concerns from residents regarding the washrooms at the splash pad being locked during certain times of the day.

The Committee recommends to leave the washroom doors open at all times with the Parks and Recreation Staff monitoring and cleaning them daily.

### Pigeons on Centennial Field Stage

The Director of Parks and Recreation informed the Committee of the problem with large numbers of pigeons making their home in the rafters of the stage on Centennial Field. Staff have made several attempts to remove the birds that are leaving a mess on the stage but have had no success.

The Committee recommends the Director of Parks and Recreation research ways to rectify the problem and to ensure the stage is clean for all activities there this summer.

### Main Street Playground Opening

The Director of Parks and Recreation informed the Committee the Main Street Playground is near completion. The sod supplier has been delayed in getting the sods as early as was asked due to their slow growing conditions this spring and therefore it has delayed the opening. The Mayor also presented a complaint from a resident about the condition of the playground.

The Committee recommends for the Parks and Recreation Department to complete the playground and plan for an official opening in July. The Committee also recommends for the Mayor to follow up with the citizens on their complaint.

### Heart and Stroke Foundation Mayor's March

The Mayor presented correspondence from the Heart and Stroke Foundation about planning an event this summer for the "Mayor's March".

The Mayor will research the details and report back to the Committee.

### Director's Report

The Director of Parks and Recreation presented a list of events, activities and programs the Department are involved with throughout the summer months.

The Committee recommends the Department continue the promotion and implementation of these activities to ensure maximum participation from our citizens and community groups.

I move the recommendations and report of this Committee.

Motion

Browne\Moores

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 presented by Councillor Pinsent.

### Labour Report

The Committee reviewed the labour costs as of week twenty-five (25). Total labour was \$1,385,132. This was \$77,387 (5.6%) under budget.

The Committee recommends that staff continue to monitor labour costs.

### Capital Requests

The Committee received a request for funding for soccer field conversation of Centennial Baseball Field.

The Committee recommends \$11,000 be approved for this.

The Committee received a request for funding for \$7,500 for safety netting for Main Street Softball Fields.

The Committee recommends this be approved.

### Town Funded Capital

The Committee reviewed the year-to-date expenditures for Town Funded Capital. Total expenditures to-date are \$48,000 under budget. We have completed \$626,000 work to-date.

The Committee was pleased with this outcome.

### Animal Control

The Committee reviewed cost for Animal Control Services and recommends the hourly fee for the Town of Bishop's Falls be increased to \$75.00 an hour. It is noted that this fee has not been increased for a number of years. The Committee also recommends this be reviewed annually.

### Request – Gordon Pinsent Centre for the Arts

The Committee reviewed correspondence on the acquiring of the glass bush. The owner is currently in the process of getting an appraisal.

The Committee recommends that we proceed with this acquisition once a reasonable appraisal is obtained.

#### Utility Tax Review

The Committee reviewed the utility tax in relation to other towns. It is noted that some towns are receiving funds from Telus and others are not.

The Director of Finance advised the Committee that Telus have been requested to provide us revenue for 2013-2015.

#### Disbursement Report

The Committee discussed the process for bills for payment and recommends that these be reviewed by the Finance and Administration Committee prior to being approved by Council.

The Committee also discussed procedures for follow up of Council issues and recommends that this be referred to the Committee of the Whole.

#### Camp Location

The Committee reviewed rates for Maloney Street for a short-term lease of land for work camp purpose.

The Committee recommends a rate of \$15,000 per month based on a minimum six (6) month term be approved.

#### Fundraiser – Tragically Hip Appreciation Night

The Committee received a request for a donation for the Tragically Hip Appreciation Night in aid of the Cancer Society.

The Committee recommends that they be given two (2) Salmon Festival Concert tickets as well as an assortment of Town branded merchandise.

#### Central Regional Service Board

The Committee reviewed the annual Financial Statement for the year ended 2015.

The Committee recommends that we meet with the Central Regional Service Board in the fall to review their budget and discuss any issues pertaining to the cost of service.

South and Central Health Foundation

The Committee received a request from the South and Central Health Foundation to participate in the 17<sup>th</sup> Annual Golfing for Green Charity Tournament.

The Committee recommends that \$800 be approved for this.

Newfoundland and Labrador Geographical Names Board

The Committee received a request from the Newfoundland and Labrador Geographical Names Board (NLGNB) seeking proposals to commemorate World War I veterans.

The Committee recommends that this be referred to the Committee of the Whole.

I move the recommendations and report of this Committee.

Motion

Pinsent\Bartlett

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

Committee of the Whole

The following report was presented by Deputy Mayor Finn.

Newfoundland and Labrador Geographical Names Board - Correspondence

Council has been in receipt of correspondence from the Department of Environment & Conservation regarding naming local geographic features after World War I veterans.

The Committee recommends that Council support the Royal Canadian Legion in their submission to this initiative.

Candidate Selection – Central Area

Municipalities Newfoundland and Labrador is having an election for representatives on the 2016 Premier's Forum on local Government.

The Committee recommends the attached ballot and Resolution be submitted to Municipalities Newfoundland and Labrador.

### Committee Follow-up Documentation

The Committee recommends that staff devise a reporting mechanism that communicates the action taken on recommendations that are approved at the Public Council meetings. This will be a routine report so that all are aware that Council's directions are being acted on.

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 7-0.

Mayor Manuel informed that Council made a joint submission with the Legion to the Newfoundland and Labrador Geographical Names Board. The names selected were George Hicks, Peter Sampson, Frances Mayo-Lind.

### Salmon Festival

The following report was presented by Councillors Moores.

#### Canadian Cancer Society

The Committee reviewed a request from the Canadian Cancer Society to host a table on sun safety and skin care prevention.

The Committee recommends that this be approved.

#### Food Concessions

The Committee discussed the food concessions for Salmon Festival. Approval was given to Lefty's Pizzeria, Donnini's Pizzeria, Riverside Convenience and Papa's Sweet Shop.

The Committee recommends a meeting be scheduled as soon as possible.

### Ticket Sales Report

The Committee reviewed the ticket sales report.

The Committee was pleased with the increase and recommends the report be updated as it becomes available.

### Wine Proposal

The Committee reviewed a proposal for supply of wine from Jackson Triggs giving a one (1) on ten (10) discount and to supply wine by the bottle at the Salmon Dinner.

The Committee recommends that this be accepted.

### Senior's Event

The Committee received an inquiry from a citizen concerning senior's events at the Salmon Festival. The Committee held discussions on the inquiry. It was noted elements of Grand Falls-Windsor Day cater to all ages including seniors. Councillor Bartlett will contact the citizen for further discussion and clarification.

### Fort MacMurray Benefit Night

The Committee reviewed plans for the Fort MacMurray Benefit Night.

The Committee recommends we proceed with the event and begin promotion and advertising immediately.

I move the recommendations and report of this Committee.

Motion

Moore\Bartlett

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

### Public Works and Planning

The following report was presented by Councillor Coady-Davis.

### Accessory Building Extension – 233 Grenfell Heights

The Committee reviewed an application for an extension to an accessory building at 233 Grenfell Heights. This is a large lot and the building is located at the rear.

The Committee recommends the request be approved.

### Correspondence – Rhonda and Ian Dollimount – 10 Snow Crescent

The Committee discussed correspondence concerning the Dollimount's property at 10 Snow Crescent and overload flooding that occurred.

The Committee recommends that staff meet with the Dollimount's to discuss the correspondence and the corrective measures completed by the Town.

### Correspondence – Doug Lynch – 3 Sixteenth Avenue

The Committee discussed correspondence from Mr. Lynch concerning relocating his house at 3 Sixteenth Avenue. The house will be moved back from the road to provide more clearance for municipal operations.

The Committee recommends the Town meet with Mr. Lynch and approve new location and offer assistance in finalizing relocation details.

### Correspondence – Gary Mercer – 44 Seventeenth Avenue

The Committee discussed correspondence from Mr. Mercer outlining concerns he has at his property at 44 Seventeenth Avenue. Staff informed the Committee that some of these concerns have already been addressed and/or in the process of being addressed.

The Committee recommends that staff follow up with Mr. Mercer.

### NL Power Proposal – Grenfell Heights

The Committee reviewed a new layout for pole relocation on Grenfell Heights. This is necessary to upgrade existing infrastructure.

The Committee recommends the proposals be approved in principle, but with the following conditions:-

- New poles are to be higher and discussed with staff.
- All existing infrastructure at rear of properties to be removed.
- Plans to be communicated to residents.

- Town Staff will get feedback from residents on proposed plans.
- Final location to be determined in conjunction with Town Staff and location of existing Town infrastructure.
- If any pole is required to be supported in the future to repairs to Town infrastructure, costs to support the pole will be NL Power.

Correspondence – Corduroy Developers – Duplex Construction

The Committee discussed a request from Corduroy Developers to erect two (2) “high end” duplex units on Sampson Crescent. The area is appropriately zoned, but only single family homes have been constructed in this area to-date.

The Committee recommends that the concept be approved in principle, but final building design for the units be approved by the Town.

Correspondence – Mini Home Sales – 36 Hardy Avenue

The Committee reviewed an application from Mr. Lane to park a mini home and advertise “for sale” at 36 Hardy Avenue.

The Committee recommends this request be approved. The applicant will be required to have a home based business permit to deal with administration. Also, a letter of permission from the property owner must be presented with the application.

Solar Powered Pedestrian Lights

The Town has purchased four (4) sets of solar powered pedestrian lights to be erected.

The Committee recommends they be installed at the following locations:-

1. Hardy Avenue\Brown Avenue Intersection
2. Hardy Avenue\Crawley Avenue Intersection
3. Harris Avenue\Cater Avenue Intersection
4. Cromer Avenue at Centennial Field

The Committee also recommends that staff draft appropriate criteria for site selection of these lights to be presented at a future Committee meeting for review.

## Revised Multi-Year Capital Works Agreement

The Committee discussed the revised Multi-Year Capital Works Agreement. This Agreement covers the reallocation of existing funds and does not involve any new funding.

The Committee recommends this be approved for signature.

### Land Request – Frank Way – 33 Bank Road

The Committee reviewed a request for Crown Land at 33 Bank Road.

The Committee recommends this be approved and sold as per policy.

### Land Request – Kelly Ford

The Committee reviewed a request from Kelly Ford to purchase Crown Land to extend their parking lot toward Lincoln Road.

The Committee recommends this be approved and sold as per policy.

### Land Request – Hollett’s Retirement Home

The Committee reviewed a request for two (2) small parcels of land, presently occupied and maintained by Hollett’s Retirement Home.

The Committee recommends this be approved and sold as per policy.

### Land Request – Roger Penney – 1 Main Street

The Committee reviewed a request for Crown Land at 1 Main Street.

The Committee recommends this be approved and sold as per policy.

### Land – Cater Avenue – Harry and Debra MacDonald

The Committee discussed the selling price for land at the end of Cater Avenue and recommends that it be sold at a price to recover costs for the extension of municipal infrastructure including asphalt and concrete.

## Water Quality Issues – Turpin Place

The Committee discussed correspondence from a resident on Turpin Place and ongoing issues with water discoloration. Conditions in this area certainly appear to be beyond the norm. Staff have flushed this area on approximately fifteen (15) occasions since January and results are temporary. Staff informed the Committee that the annual flushing program is scheduled to commence on July 10<sup>th</sup> at midnight. All flushing will be done overnight to minimize impact on residents.

The Committee recommends that the flushing program be monitored to ensure maximum benefits. Turpin Place\Main Street to be monitored to ensure acceptable quality. Staff will contact residents as well to inform them of the procedure for the next several weeks.

## Riverfront Development – Phase II

The Committee discussed the possibility of applying for appropriate funding to undertake the next phase of the Riverfront Development Plan (2011). Phase II would consist of the following:-

- new trail development
- story board
- landscaping improvements
- trail linkages
- interpretation signage
- look-outs

Staff will look at options for the next meeting including possible grants and funding opportunities. This will also include costs for consultants to update the 2011 plan. The Committee also discussed concerns with dedicated parking and time parking at Gorge Park.

The Committee recommends dedicating some parking spaces for trucks and boat trailers and also increasing the time limit for parking. This will be reviewed and discussed at a future meeting.

## High School – Maple Avenue

The Committee discussed the HazMat Report that was completed on the Maple Avenue school.

The Committee recommends that staff contact the School Board and inform them that prior to the Town entering into an agreement for this property, all hazardous materials would have to be removed and site/building remediated to acceptable standards.

Mayor Manuel was excused at 7:45 P.M.

## Correspondence – Corduroy Brook Enhancement Association

The Committee discussed correspondence from Elmo Hewlett, President of Corduroy Brook Enhancement Association concerning the repairs and interpretive planning/signs as part of the Corduroy Brook Enhancement Association building project and funding agreements.

The Committee recommends approval of the request in principle, but is awaiting confirmation from ACOA concerning the funding breakdown.

I move the recommendations and report of this Committee.

Amendment

Coady-Davis\Bartlett

Be it resolved that the last item concerning the Corduroy Brook Enhancement Association be removed and voted on separately. This motion carried by a vote of 7-0.

Motion

Coady-Davis\Pinsent

Be it resolved that the Correspondence – Corduroy Brook Enhancement Association be approved as presented. This motion carried by a vote of 6-0.

Mayor Manuel was excused from the meeting at 7:45 P.M. and returned at 7:50 P.M.

Motion

Coady-Davis\Bartlett

Be it resolved that these recommendations and report with the Correspondence – Corduroy Brook Enhancement Association item removed would be adopted as circulated. This motion carried by a vote of 7-0.

### OTHER BUSINESS

Councillor Moores commended Public Works and Planning on the new intersection at the Lincoln Road and Union Street. He encouraged everyone to attend the Salmon Festival.

Councillor Bartlett encouraged everyone to download the free Town App so that they can receive all the Town's notifications. She referred to properties that are not maintained or landscaped and asked that staff take action within our authority. She also informed Council that we have not had any correspondence from the Provincial Government regarding the Grand Falls House.

Councillor Pinsent expressed concern that many people are littering, particularly, at the community mail boxes. He commended the Director of Parks and Recreation on the Community Garden Project. He also congratulated our staff on the Cenotaph refurbishing that looks outstanding. He encourage everyone to support and participate in the Fort MacMurray Benefit Concert on July 18th.

Councillor Browne informed Council that the Town had a successful bike race. He announced that there will be fireworks on Grand Falls-Windsor Day. He also expressed his pleasure that the Supreme Court was not closing in Grand Falls-Windsor.

Deputy Mayor Finn complimented the Provincial Government on their decision to reinstate the Supreme Court in Grand Falls-Windsor.

Councillor Coady-Davis reminded all that the Queen Street Dinner Theatre is now back in business with their shows and encouraged everyone to take part and enjoy the shows.

Mayor Manuel stated that we have had many positive comments on the Memorial Grounds. He commended the Legion on an excellent organization of the Memorial Day events marking the 100<sup>th</sup> Anniversary of Beaumont Hamel. He also informed the public that Council is excited about the new hotel development, but Council does not have a development plan nor has a permit been discussed yet.

Motion

Moore\Browne

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, August 2<sup>nd</sup>, 2016. This motion carried by a vote of 7-0.

The meeting adjourned at 9:00 P.M.

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Barry Manuel  
Mayor

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M. Pinsent  
Town Manager\Clerk