

MINUTES OF MEETING

GRAND FALLS-WINDSOR TOWN COUNCIL

HELD IN THE TOWN HALL

7:00 P.M., TUESDAY, SEPTEMBER 13<sup>TH</sup>, 2016

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

ABSENT: Councillor: Bruce Moores

The Mayor called the meeting to order at 7:00 P.M. and asked for any errors or omissions to the Minutes of Meeting #467 of Tuesday, August 23<sup>rd</sup>, 2016.

Motion

Finn\Coady-Davis

Be it resolved that the Minutes of Meeting #467 of Tuesday, August 23<sup>rd</sup>, 2016 would be adopted as circulated. This motion carried by a vote of 6-0.

BUSINESS ARISING OUT OF THE MINUTES

None

DISBURSEMENT REPORT

Councillor Pinsent presented the disbursement report in the amount of \$76,267.70.

Motion

Pinsent\Browne

Be it resolved that the disbursement report in the amount of \$76,267.70 would be adopted as presented. This motion carried by a vote of 6-0.

### COMMITTEE REPORTS

#### Parks, Recreation and Special Events

The following report was presented by Councillor Browne.

#### Central AAA Icepak Bantam Hockey Ice Time Request

The Director of Parks and Recreation informed the Committee he had meetings with the AAA Bantam Coach and Minor Hockey to come up with a solution for the ice time requested by the AAA Bantam team.

The Committee recommends that Minor Hockey be awarded the ice time and for all AAA teams to work with Minor Hockey to schedule their ice time requests.

#### Andrews Crescent Community Gardens Request

The site visit the Director of Parks and Recreation and the Recreation Committee Chairman had scheduled for Andrews Crescent to discuss a possible Community Garden in the area was postponed.

The Committee recommends the site visit be rescheduled for the first week of September and report back to the Committee.

#### Community Gardens Official Opening

The Director of Parks and Recreation was in contact with the Community Gardens Committee to set a date for the Official Opening. Their Committee have not yet replied with an appropriate date, but it is likely to be early September.

The Committee recommends the Director of Parks and Recreation plan this opening as soon as the date is selected.

### Community Organizations Grants

The Committee discussed the amounts of funding given to the Minor Baseball and Minor Soccer Associations through our Community Organizations Grants.

It is recommended both groups receive the same amount of funding.

### Girl Guides

The Committee discussed a request from the Girl Guides to set up a table at our Concerts in the Park at Church Road Park and to post their information on our social media to help recruit girls to their organization.

The Committee recommends to only given them permission to set up a table at our Concerts in the Park.

### Ray Charles Concert Request

The Committee discussed a request from BS Entertainment to host a tribute concert in the Joe Byrne Memorial Stadium on September 16<sup>th</sup>.

The Committee recommends not to approve this concert as the Show is costly and there is too great a risk to break even on the Show.

### Tragically Hip Concert

The Director of Parks and Recreation informed the Committee the Tragically Hip Concert was a huge success with a great turnout and that the Show operated at no cost to the Town.

The Committee would like to thank the citizens who brought this idea forward and is pleased that it was a successful event.

### Director's Report

The Director of Parks and Recreation presented a list of events, activities and programs the Department organized in the last few weeks including Special Olympics Boccie Tournament, Roger Lane Plaque Ceremony, Main Street Playground Opening, Concerts in the Park, Co-Ed Provincial Softball Tournament and College of the North Atlantic Student Orientation Breakfast.

The Committee would like to applaud the Parks and Recreation Department and the various organizations for hosting these events.

### 10 Maple Street Request

The Committee discussed a request from 10 Maple Street regarding the necessary landscaping repairs to their property after several times it had to be dug up due to water breaks.

The Committee recommends the Parks and Recreation Department repair the property back to its original state before any of the water dig ups were performed.

### Parks and Recreation Depot Murals

The Committee discussed the idea of painting murals on the side of the new Parks and Recreation Storage Building on Centennial Field to help beautify the entrance to the Centennial Field Complex.

The Committee recommends the Director of Parks and Recreation contact CNVAS to see if they could paint some recreational murals on the side of the building facing Cromer Avenue.

### Softball Fundraiser

The Committee discussed a request for free facility rental for a softball fundraiser.

The Committee denies the request for a free softball field rental, but for the Mayor to discuss other options with the group that may be able to help with the fundraiser.

I move the recommendations and report of this Committee.

Motion

Browne\Bartlett

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

The Mayor noted that he is getting a lot of compliments about the efforts of the Parks and Recreation Department regarding the landscaping, playgrounds, Concerts in the Park and other programming.

### Public Works and Planning

The following report was presented by Councillor Coady-Davis.

### Permit Policy\Procedure – Double Billing

The Committee discussed concerns raised by staff of residents carrying out work on their property without appropriate permits. Several years ago, consideration was given to charging double the permit fee for anyone commencing work without a permit.

The Committee recommends that a policy be drafted for review at a future meeting, but no decision at this time.

### Correspondence – 19 Bouzane Street – Fence

The Committee reviewed correspondence from Mr. and Mrs. Zaichkowsky concerning the installation of double fencing on neighbouring\adjoining properties.

The Committee recommends that no policy be developed at this time. Staff will monitor fence permits and attempt to have neighbours co-operate to avoid double fence construction.

### Correspondence – Basketball Nets

The Committee reviewed correspondence from Ms. Power concerning basketball nets being left on the sidewalks in residential areas when not in use. These structures should not be left on the sidewalk.

The Committee recommends that Municipal Enforcement Officers monitor these basketball nets and if left on the sidewalk after use, owner will be instructed to remove.

### Correspondence – Mill Stack – Bricks

Staff have been in contact with the Department of Transportation and Works as well as Delsan with respect to the bricks in the Mill stack. We have an understanding that we can take as many as we want when the stack is down.

The Committee recommends that staff continue discussion with Delsan and retrieve as much brick as possible. These bricks will be used in future projects along the river.

### Crown Land Request – 5 Ivany's Road

The Committee reviewed an application for additional Crown Land at the rear of 5 Ivany's Road.

The Committee recommends this be approved, but review the depth requested to ensure sufficient green space is remaining with the Corduroy Brook Enhancement Association trail network.

#### Crown Land Request – Whitmore Street

The Committee reviewed a request for Crown Land on Whitmore Street for a construction equipment yard.

The Committee recommends the request be approved, but exact location to be determined to ensure sufficient green space to Toulett Drive.

#### Pondview Drive Property – Clean-up

The Committee requested staff to review property conditions and storage along a section of Pondview Drive and report back to the Committee.

#### Lloyd Bursey – Water Problems – Finn Avenue (5:30 P.M.)

Mr. Bursey explained a problem he has had with water since a retaining wall was constructed by Co-op Housing adjacent to his property.

The Committee recommends staff discuss this issue with Co-op Housing and report back to the Committee.

Mr. Bursey was excused at 6:00 P.M.

#### Land Request – 24 Power Street

The Committee reviewed a request for additional land at the rear of 24 Power Street to construct an accessory building.

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

#### Land Request – 353 Grenfell Heights

The Committee reviewed a request for additional land adjacent to 353 Grenfell Heights and recommends it be approved and sold as per policy.

#### Land Request – 4 Jones Street

The Committee reviewed a request for additional land adjacent to 4 Jones Street.

The Committee recommends it be sold, but the exact dimensions to be determined by staff. Consideration must be given to visibility and municipal services.

#### Home Based Business – 408 Grenfell Heights

The Committee discussed a request for a home based business at 408 Grenfell Heights for skin care services (manicures, pedicures and facials). This notice was advertised and mailed to adjacent property owners and no objections were received.

The Committee recommends this request be approved.

#### Discretionary Use – 2 Beeton Place

The Committee reviewed the discretionary use for pet grooming services at 2 Beeton Place. This notice was advertised in the local newspaper and mailed to adjacent property owners and no objections were received.

The Committee recommends this request be approved.

#### Signage Application – 328 Grenfell Heights

The Committee reviewed a signage application at 328 Grenfell Heights to front on the Trans Canada Highway.

The Committee recommends staff obtain more information and report back to the Committee.

#### Correspondence – Lane Homes – Mini Home Park

The Committee discussed the correspondence from Mr. Lane requesting land be zoned to accommodate a mini home park.

The Committee recommends this be considered and staff review possible sites and report back to the Committee.

#### Main Street – Water Quality Issues

The Committee discussed ongoing water quality issues on Main Street West and recommends staff continue to address these concerns so an acceptable resolution can be determined.

### Crucifix – R.C. Cemetery

The Committee reviewed a request from the R.C. Cemetery Committee to remove the crucifix in their cemetery that is damaged (base is cracked).

The Committee recommends no action be taken on this issue until a formal letter is received from the Parish.

### Street Name Request – Jim and Amanda Constable

The Committee reviewed correspondence from Mr. and Mrs. Constable requesting street names after Temple and Constable.

The Committee recommends this be added to the street name list for future consideration.

### Street Name – Commercial Development off Cromer Avenue

The Committee recommends the name for the road off Cromer Avenue to the commercial development be Cohen Place. Cohen is the fourth name from the approved list of six (6) names. Lindahl and Pitcher are the next names to be used.

### Grenfell Heights Overflow Tender

The Committee reviewed the tender results for the Grenfell Heights Lift Station Overflow and additional funds are required.

The Committee recommends the project be awarded to Cougar Engineering and Construction for \$117,300 and additional funding be transferred from the 2016 paving allocation.

### Canada Post – Shelters

Concerns have been raised about the conditions inside the Canada Post shelters. Staff met with Canada Post and they suggest removing garbage cans as well as the shelters. This has improved similar conditions in other jurisdictions.

The Committee recommends that the garbage containers be removed. Also discussed the placement of Transcontinental flyer bins adjacent to the mail boxes for distribution of flyers. These seem to control litter at other locations in Town. Existing shelters will remain at this time.

### Roundabout Flyers

The Committee reviewed the flyer for the roundabout education and recommends it be distributed to all residents. The Committee also recommends it be provided to neighbouring Councils and placed on all social media sites.

### Maple School

The Committee discussed the ongoing process with the school acquisition, demolition, etc... and recommends staff proceed with finalizing the arrangements.

### Expression of Interest

The Committee discussed the “Expression of Interest” document for land between Earle Street and Toulett Drive and recommends it be advertised.

### Central NL Waste Management

The Committee reviewed information and had a lengthy discussion on waste management issues.

The Committee recommends that the letter be sent to the Minister of Municipal Affairs, with the information attached, and request a meeting.

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 6-0.

Councillor Bartlett committed that the Central NL Waste Management matter was a joint venture with the Exploits Valley Chamber of Commerce.

Councillor Coady-Davis encouraged everyone to read the flyer sent out explaining the roundabout.

The Director of Engineering advised that the roundabout should be complete at the end of the month.

The Mayor announced that Wayne Tait was awarded the Water Treatment Operator of the Year for Atlantic Canada from the AWWA.

## Finance and Administration

The following report was presented by Councillor Pinsent.

### Labour Report

The Committee reviewed the labour costs as of week thirty-four (34). Total labour was \$2,102,992. This was \$60,105 (2.9%) under budget.

The Committee recommends that staff continue to monitor labour costs.

### Bombardier Groomer

The Committee reviewed a cost estimate to replace items on the Bombardier Groomer in the amount of \$10,870.

The Committee recommends this be approved in order to make this equipment usable for the coming winter season.

### ADD\ADHD Group Sponsorship

The Committee reviewed a request to sponsor the guest speaker expenses for a planned ADD\ADHD session. The amount requested is \$3,000.

The Committee recommends that more information on this session be provided and referred it to the next meeting.

### Municipal Assessment Agency Financial Statements

The Committee reviewed the audited financial statements for the year ended March 31<sup>st</sup>, 2016.

The Committee recommended these be accepted.

### Policy – Collections

The Committee reviewed a proposal policy on collection requiring all taxes to be paid prior to issuing building permits.

The Committee recommended this be accepted.

## Requests for Funding

### Plotter

The Committee reviewed a funding request for the purchase of a new plotter. The current one is out of service and requires replacement.

The Committee recommends that this be approved.

### Suicide Prevention Speaker – College of the North Atlantic

The Committee reviewed a request from the College of the North Atlantic to sponsor a Suicide Prevention Session during orientation week.

The Committee recommended that \$500.00 be approved.

### Grand Falls House

The Committee reviewed the proposed constitution of the Grand Falls House. The mandate to preserve, protect and promote the history and heritage value of the Grand Falls House. This will be an arm's length corporate body separate from the Town.

The Committee recommends that Council appoint liaison members to work with the Foundation in the achievements of its goal.

### Mill Properties

The Committee reviewed outstanding water rates for the mill property for 2015-2016. The Director of Finance advised that he had met with the Regional Director of the Department of Transportation and Works.

The Committee recommends that Council write the Minister and request that he resolve this issue.

### Job Description – Assistant Director of Engineering & Works

The Committee reviewed the proposed job description for the Assistant Director of Engineering & Works and recommended it be approved.

Art Procurement – 2016

The Committee discussed plans for the yearly Art Procurement and recommended the date for the yearly event be October 22<sup>nd</sup>, 2016. It is noted that \$3,000 is allocated for this year's event.

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 6-0.

The Minutes should read the "Grand Falls House Foundation". Deputy Mayor Finn stated he looked forward to working with this Foundation and the preservation of the Grand Falls House.

Salmon Festival

The following report was presented by Councillor Bartlett.

Fort McMurray Benefit

The Committee reviewed the results of the Fort Mac Benefit held during the Salmon Festival. Total funds raised were \$6,916 which will be added to the \$5,000 Council committed already.

The Committee would like to thank the Grand Falls-Windsor Fire Department, the local musicians and GLA Audio for donating their time and resources in making this event a success and the citizens for their support.

Salmon Festival Sales Summary

The Committee reviewed attendance and sales at this year's Festival.

The Committee was pleased with the unit sales for this year's Festival.

### Ticket Sales Report

The Committee reviewed the advance and door ticket sales for the concert and Friday night.

The Committee was pleased with the overall attendance for these events.

### Labour Summary

The Committee reviewed the labour costs for this year's Festival. The Festival created employment for one hundred and five (105) casual positions and total payroll expense of \$43,130. In addition, to the labour expense, \$4,000 was paid out to community groups. Groups which benefited were Boy Scouts, Ground Search and Rescue and the South and Central Health Foundation.

The Committee was pleased with the level of employment and the related economic spin-off.

### Financial Report

The Committee reviewed the financial report for the 2016 Salmon Festival. Total revenue including admission and sponsorship was \$276,365. Total expenses were \$334,270. Net expense was \$57,905 compared to \$50,000 budgeted. It was noted that expenses included a number of free events.

The Committee was very pleased with the outcome and has received many positive comments on the quality of this year's Festival.

The Committee recommends this report be accepted.

I move the recommendations and report of this Committee.

Motion

Bartlett\Pinsent

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

The Mayor thanked all Councillors and staff for their efforts on a very successful Salmon Festival.

## OTHER BUSINESS

Councillor Browne stated he was involved in the first Labour Day parade as a Councillor. He expressed shock and disappointment regarding the VOCCM closure. It was agreed that a letter be sent to Steele Communications asking for a meeting to find out the reasons why.

Deputy Mayor Finn wished the Town Manager\Clerk health and happiness in his retirement.

Councillor Coady-Davis encouraged everyone to attend the “Take Back the Night Walk” and support ending violence to women. She encouraged residents to frequent the Farmers Market every Saturday. She also congratulated the Town Manager\Clerk on his retirement.

Councillor Bartlett remarked on the 911 motorcade that our fire fighters and Town Police participated in. She encouraged everyone to download the free Town app so that people can get information on a timely basis. She also informed Council that the Provincial Court has been reduced from two (2) Judges to one (1) Judge. This will delay or even deny access to justice since our Court is extremely busy. She announced that the Seniors Fairs will be held on October 6<sup>th</sup>, 2016.

Councillor Pinsent congratulated Kathy Oake and Dianne Murdock on the organization of the 2016 Labour Day parade and encouraged all Unions to participate in the future. He also informed residents that the Valard Work Camp is being set up on Maloney Street.

### Motion

Browne\Pinsent

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, October 4<sup>th</sup>, 2016. This motion carried by a vote of 6-0.

The meeting adjourned at 9:15 P.M.

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Barry Manuel  
Mayor

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M. Pinsent  
Town Manager\Clerk