



Council Meeting

Date: December 17, 2024

Time: 6:30p.m.

Location: Town Hall – Council Chambers

PRESENT: Mayor Barry Manuel
Deputy Mayor Mike Browne
Councillor Amy Coady
Councillor Holly Dwyer
Councillor Bob Hiscock
Councillor Andrew Little
Councillor Dave Noel

STAFF: Darren Finn, Chief Administrative Officer
Nelson Chatman, Director of Public Works & Development
Steve Gosse, Director of Corporate Services\Town Clerk
Robyn Hannaford, Communications Officer

REGRETS: Todd Mercer, Director of Community Services

1. **CALL TO ORDER**
2. **PROCLAMATION/VISITORS/PRESENTATIONS**
3. **APPROVAL OF AGENDA**

3.1 Adoption of Agenda

Resolution: CM24-R-12-009

Moved by: Councillor Hiscock **Seconded By:** Councillor Noel

That the Agenda be adopted as presented.

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little,
Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor
Hiscock.

Carried Unanimously (7 to 0)

4. ADOPTION OF MINUTES

4.1 Minutes of November 19, 2024

Resolution: CM24-R-12-010

Moved by: Deputy Mayor Browne **Seconded By:** Councillor Little

That Council adopt the Minutes of November 19, 2024, as presented.

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little,
Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor
Hiscock.

Carried Unanimously (7 to 0)

5. BUSINESS ARISING OUT OF MINUTES

6. COMMUNITY SERVICES – ECONOMIC DEVELOPMENT

7. COMMUNITY SERVICES – RECREATION AND EVENTS

8. PUBLIC WORKS & DEVELOPMENT – PUBLIC WORKS, BUILDINGS & FACILITIES

8.1 Information Note: Public Drop Off Comparison and 2025 Schedule

9. PUBLIC WORKS & DEVELOPMENT – PLANNING & DEVELOPMENT

9.1 Andrews Crescent Water Tank

Resolution: CM24-R-12-011

Moved by: Councillor Hiscock **Seconded By:** Councillor Coady

That Council award the engineering design work for the Andrews Crescent water tank in the amount of \$72,077.40 HST included to CBCL Ltd.

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little,
Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor
Hiscock.

Carried Unanimously (7 to 0)

9.2 Water Systems Control Upgrade

Resolution: CM24-R-12-012

Moved by: Councillor Hiscock **Seconded By:** Councillor Noel

That Council award the engineering design work for the Andrews Crescent Water Systems Control upgrade in the amount of \$85,051.70 HST included to CBCL Ltd.

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Carried Unanimously (7 to 0)

9.3 CHIF Application

Resolution: CM24-R-12-013

Moved by: Councillor Hiscock **Seconded By:** Councillor Little

That Council approves the application for cost-shared funding through the Canada Housing Infrastructure Fund Call for Applications, in the amount of \$3,100,015.00 HST included. The funding ratio is expected to be 50% Federal, 33% Province and 17% Town. The Town of Grand Falls-Windsor agrees to provide its share of the cost-shared funding, \$527,003.00 including HST, for this project should it be selected for funding, and acknowledges that project costs above the approved project total cost will be the sole responsibility of the Town of Grand Falls-Windsor.

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Carried Unanimously (7 to 0)

9.4 CCBF Application

Resolution: CM24-R-12-014

Moved by: Councillor Hiscock **Seconded By:** Deputy Mayor Browne

That Council approve the allocation of \$400,000 HST rebate included towards engineering design work from the Canada Community-Building Fund (CCBF).

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Carried Unanimously (7 to 0)

9.5 Information Note: Permit Summary Update

9.6 17 Peddle Drive

Resolution: CM24-R-12-015

Moved by: Councillor Hiscock **Seconded By:** Councillor Noel

That Council recommend not permitting the use of Crown land for residential gardening, as the land has not been rezoned and may be required for the proposed subdivision development.

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Carried Unanimously (7 to 0)

9.7 Land Sale Request – 28 Hardy Avenue

Resolution: CM24-R-12-016

Moved by: Councillor Hiscock **Seconded By:** Councillor Little

That Council approve the sale of back land at 28 Hardy Avenue to Qalipu Holdings LP in accordance with the Town's Land Sale Policy.

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Carried Unanimously (7 to 0)

9.8 Crown Land Purchase for Future Residential Development

Resolution: CM24-R-12-017

Moved by: Councillor Hiscock **Seconded By:** Councillor Dwyer

That Council approve the acquisition of Crown Land adjacent to Sunset Drive in the amount of \$77,200 plus HST.

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Carried Unanimously (7 to 0)

9.9 Crown Land Acquisition for Higher Density Residential Development

Resolution: CM24-R-12-018

Moved by: Councillor Hiscock **Seconded By:** Deputy Mayor Browne

That Council approve the acquisition of Crown Land on Main Street West in the amount of \$121,800 plus HST.

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Carried Unanimously (7 to 0)

9.10 305A Grenfell Heights

Resolution: CM24-R-12-019

Moved by: Councillor Hiscock **Seconded By:** Councillor Little

That Council approve the purchase of 305A Grenfell Heights at the counter-offer price of \$70,000 as outlined in the Agreement of Purchase and Sale, subject to Town Council's final approval.

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Carried Unanimously (7 to 0)

9.11 Main Street West Extension Adoption

Resolution: CM24-R-12-020

Moved by: Councillor Hiscock **Seconded By:** Deputy Mayor Browne

That Council, under the authority of Section 16 of the Urban and Rural Planning Act, 2000, adopt the Amendment No. 12, 2024, to the Town of Grand Falls-Windsor Municipal Plan; and adopt the Amendment No. 17, 2024, to the Grand Falls-Windsor Development Regulations, 2022-2032.

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Carried Unanimously (7 to 0)

9.12 Thirteenth Avenue Adoption

Resolution: CM24-R-12-021

Moved by: Councillor Hiscock **Seconded By:** Councillor Dwyer

That Council, under the authority of Section 16 of the Urban and Rural Planning Act, 2000, adopt the Amendment No. 14, 2024, to the Town of Grand Falls-Windsor Municipal Plan; and adopt the Amendment No. 19, 2024, to the Grand Falls-Windsor Development Regulations, 2022-2032.

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Carried Unanimously (7 to 0)

9.13 Request to Rezone Land – Maloney Street

Resolution: CM24-R-12-022

Moved by: Councillor Hiscock **Seconded By:** Councillor Little

That Council not approve the rezoning request to change a parcel of land designation from Industrial Light to Commercial General on Maloney Street.

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Carried Unanimously (7 to 0)

10. CORPORATE SERVICES – FINANCE, ADMINISTRATION & POLICY

10.1 Cross Country Ski Trail Groomer

Resolution: CM24-R-12-023

Moved by: Councillor Coady **Seconded By:** Councillor Noel

That Council approve the purchase of a cross-country ski trail groomer from Equipment Track Inc. in the amount of \$268,841.56 plus HST.

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Carried Unanimously (7 to 0)

10.2 Information Note: Labour Report

10.3 Information Note: Disbursement Report

10.4 Council Leads

Resolution: CM24-R-12-024

Moved by: Councillor Coady

Seconded By: Councillor Dwyer

That Council approve the following Councillor appointments to Committees and as Departmental Leads for 2024–25, effective immediately. The primary leads are as follows:

Deputy Mayor Browne – Community Services (Economic Development)

Councillor Little – Community Services (Recreation and Events)

Councillor Dwyer – Public Works & Development (Public Works, Buildings, and Facilities)

Councillor Hiscock – Public Works & Development (Planning and Development)

Councillor Coady – Corporate Services (Finance, Administration & Policy)

Councillor Noel – Protective Services (Municipal Enforcement and Fire Department)

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Carried Unanimously (7 to 0)

10.5 Budget 2025 – Grand Falls Golf Club

* *Deputy Mayor Browne left the Council Chambers for this Resolution, due to a perceived conflict of interest.*

Resolution: CM24-R-12-025

Moved by: Councillor Coady

Seconded By: Councillor Noel

That Council approve \$27,000 for the Grand Falls Golf Club for 2025.

For (6): Mayor Manuel, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Abstain (1): Deputy Mayor Browne (Conflict of Interest, as he is involved with Grand Falls Golf Club).

Carried Unanimously (6 to 0)

* *Deputy Mayor Browne returned to the Council Chambers*

10.6 Budget 2025 – Corduroy Brook Enhancement Association

* *Mayor Manuel left the Council Chambers for this Resolution, due to a perceived conflict of interest.*

Resolution: CM24-R-12-026

Moved by: Councillor Coady **Seconded By:** Councillor Noel

That Council approve the 2025 operating grant for the Corduroy Brook Enhancement Association in the amount of \$80,000.

For (6): Deputy Mayor Browne, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Abstain (1): Mayor Manuel (Conflict of Interest, as he is involved with Corduroy Brook Enhancement Association).

Carried Unanimously (6 to 0)

* *Mayor Manuel returned to the Council Chambers.*

10.7 Budget 2025

Resolution: CM24-R-12-027

Moved by: Councillor Coady **Seconded By:** Councillor Dwyer

That Council approve the 2025 Municipal Operating Budget and related 2025 Schedule of Rates and Fees.

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Carried Unanimously (7 to 0)

11. PROTECTIVE SERVICES

12. COUNCIL ADVISORY COMMITTEES

13. EXTERNAL COMMITTEES

14. OTHER BUSINESS

- Greetings/Acknowledgements/Congratulations/Recognitions
- Condolences

15. ADJOURNMENT

Motion: CM24-R-12-028

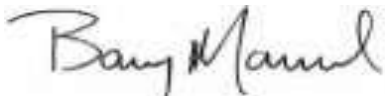
Moved by: Councillor Dwyer

Seconded By: Councillor Little

There being no further business, the meeting adjourned at 9:01p.m.

For (7): Mayor Manuel, Deputy Mayor Browne, Councillor Little, Councillor Dwyer, Councillor Coady, Councillor Noel, Councillor Hiscock.

Carried Unanimously (7 to 0)



Mayor - Barry Manuel



CAO – Darren Finn

https://www.youtube.com/watch?v=g2hTS_ooQZQ.



INFORMATION NOTE

Title: Public Drop-Off Comparison (2023 vs. 2024)
Date Prepared: November 25, 2024
Report To: COW - Public
Councillor and Role: Councillor Dwyer –Public Works, Buildings, and Facilities Lead
Department: Public Works and Development

Issue:

To provide an analysis of the Public Drop-Off data from January to October for 2023 and 2024, with a focus on sorted and unsorted tonnage, total vehicles, and projections for the remainder of 2024.

Discussion – Background & Current Status:

The Town of Grand Falls-Windsor continues to host Public Drop-Off events with the support of PBO to manage residential waste. These events are subsidized by the town at \$6,000 per event for 18 events annually, amounting to a total annual subsidy of \$108,000. This analysis compares the January–October data for 2023 and 2024, with projections for total vehicle visits for 2024 based on observed trends.

Key Comparisons (January to October):

Metric	2023 (to Oct)	2024 (to Oct)	Difference	% Change
Sorted Tonnage	56	66	+10	+17.86%
Unsorted Tonnage	66	64	-2	-3.03%
Total Tonnage	122	130	+8	+6.56%
Vehicles that Visited	3,192	2,918	-274	-8.59%

Projected Vehicle Visits for 2024:

- 2023 Total Vehicles: 3,691
- 2024 Vehicles (Jan–Oct): 2,918
- Average Vehicles per Event (2024 Jan–Oct): ~292 vehicles/event
- Projected Total Vehicles for 2024 (based on trend): 3,504 (estimated for 18 events)



Key Observations:

- **Sorted Tonnage:** Increased by 10 tonnes (+17.86%), reflecting improved sorting behaviors among participants.
- **Unsorted Tonnage:** Decreased slightly by 2 tonnes (-3.03%), reinforcing the shift toward better waste sorting.
- **Total Tonnage:** Increased by 8 tonnes (+6.56%), indicating stable participation and waste generation.
- **Vehicles (to Oct):** A decline of 274 vehicles (-8.59%) suggests fewer visits; however, projected total vehicles for 2024 remain close to the 2023 figure.

Key Considerations/Implications

1. **Budget/Financial:**
 - The town subsidizes each event at \$6,000 for 18 events annually, amounting to \$108,000.
 - Despite the slight decline in vehicle visits, increased sorted tonnage reflects effective community engagement in sustainable waste management practices.
2. **Strategic Alignment:**
 - Aligns with the town's waste management goals, focusing on sustainability and community involvement.
 - Improved sorting practices support the town's environmental objectives.
3. **Legal/Other Implications:**
 - Maintains compliance with environmental regulations and waste management guidelines.

Conclusion/Next Steps:

Conclusion: The 2024 year-to-date data indicates a positive trend in sorted tonnage but a slight reduction in total vehicle visits. Projections suggest total vehicle visits for 2024 will align closely with 2023 figures, ensuring continuity of the program's impact.



The program helps residents in waste disposal and an important operation to continue into 2025 and beyond.

Next Steps:

1. Continue educating residents on sorting practices to sustain the positive trend in sorted tonnage.
2. Evaluate the financial efficiency of the subsidy to ensure ongoing value to the town.

Prepared by: Nelson Chatman, P.ENG
Approved by: Nelson Chatman, P.ENG
Date Approved: November 25, 2024

2025 Saturday Drop Off Schedule

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		


AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						


SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

 - 2025 Spring Clean Up Schedule

 - Household Hazardous Waste Day

 - Saturday Drop Off Schedule



DECISION/DIRECTION NOTE

Title: Water Tank Engineering – RFP Results
Date Prepared: November 20th, 2024
Report To: Committee of the Whole
Councillor and Role: Bob Hiscock, Planning & Development Lead
Department: Public Works & Development

Decision/Direction Required:

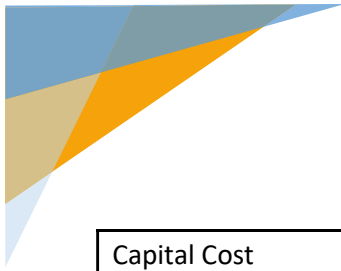
Decision is required whether Council will support the recommendation to award the water tank engineering work to CBCL Ltd. based upon the committee detailed review of the two submissions. The project is being funded with the Town’s CCBF, formerly known as gas tax.

Proposed Resolution for Council:

That Council award the engineering design work for the Andrews Crescent water tank in the amount of \$72,077.40 HST included to CBCL Ltd.

Discussion – Background & Current Status:

RFP RESULTS - WATER TANK ENGINEERING Scoring			
Item	Max Score	CBCL Ltd.	Allnorth
		Scores	
Technical Evaluation			
Methodology - Approach			
Scope of Work Statement	5	5	5
Work Plan	15	15	12
Delivery Schedule	5	5	4.5
Sub-Total	25	25	21.5
Experience - Qualifications			
Demonstrated Expertise & Corporate Background	15	15	15
Experience in Project Examples	15	15	9
Project References	10	0	0
Proposed Key Team Members & Resumes	10	10	7.0
Sub-Total	50	40	31.0
Financial Evaluation			



Capital Cost	25	13.7	25.0
Total Score:	100	78.7	77.5

Evaluation Team: Trent, Derrick, Trevor, Nelson and Chad.

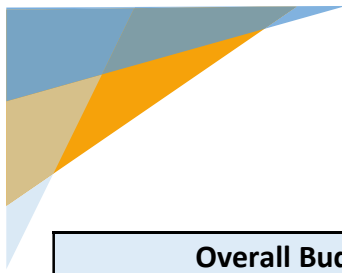
A ROV inspection of the Andrews Crescent tank was completed in July 2024 by Landmark Municipal Services. The final inspection report is included as Appendix A. It details the deficiencies within the standpipe, in particular stating it must be repaired within the next 1 to 3 years before localized corrosion potentially results in the tank leaking. As a result, the engineering design and detailed budgeting work must be completed so rehabilitation work can start as soon as possible, hopefully in 2025. Funding for the construction related work will be submitted through the new CHIF.

The CBCL Ltd. submission was not the cheapest option, but the technical evaluation was completed prior to opening the financial submissions from each proponent, per the RFP requirements, and CBCL Ltd. had the highest score. A five-team member committee from the Development Department reviewed and agreed upon the scores prior to opening the financial submissions. This standpipe was constructed in 2000 and is in need of an upgrade within the next three years or risk localized leaking according to the detailed inspection report.

Key Considerations/Implications:

1. Budget/Financial Implications

Town portion would be \$0 as the CCBF fund is being used for the design work. There is sufficient funding within the overall engineering CCBF project as shown in the table below which outlines all the design projects to date.



Overall Budget Summary - Engineering Design Projects (99-2022-7655)				
Project Name	Consultant	Budget	Estimated Costs	Costs to Date
Union Street Water & Sewer	Allnorth	\$ 20,197.59	\$ 20,197.59	\$ 19,542.78
Roundabout Design	Harbourside	\$ 44,842.98	\$ 44,842.98	
Orthophosphate Design	CBCL Ltd.	\$ 72,069.79	\$ 72,069.79	\$ 54,874.07
Town Hall HVAC	CORE Engineering	\$ 52,143.00	\$ 52,143.00	\$ 38,637.96
Maloney Street Lift Station	Englobe Corp.	\$ 19,570.31	\$ 19,570.31	\$ 14,231.20
Sludge Assessment	SNCL	\$ 5,121.49	\$ 5,121.49	\$ 3,585.04
WTP Process Optimization	CBCL Ltd.	\$ 62,655.03	\$ 62,655.03	\$ 62,280.87
PRV Design	Allnorth	\$ 27,435.02	\$ 27,435.02	\$ 22,742.62
WWTP	AGAT	\$ 1,186.77	\$ 1,186.77	\$ 1,186.77
Flow Meter	Biomaxx	\$ 4,692.87	\$ 4,692.87	\$ 4,692.87
Discoloured Water	Allnorth	\$ 28,713.06	\$ 28,713.06	\$ 24,741.26
Water Tank Upgrades	CBCL Ltd.	\$ 65,362.29		
SCADA Upgrades - Tank & GH Pump Station	TBD - closes Nov. 26			
Totals (Rebate included):		\$ 403,990.20	\$ 338,627.91	\$ 246,515.45
Total Budget:		\$ 448,182.16	\$ 448,182.16	\$ 448,182.16
Difference:		\$ 44,191.96	\$ 109,554.25	\$ 201,666.71
% Complete:				55.0%

2. Partners or Other Stakeholders

Federal Government.

3. Alignment with Strategic Directions

If approved, it will provide a reliable standpipe for water storage and pressure regulation for the next 25 years. This standpipe was installed in 2000.

4. Alignment with Adopted Plans

Continued access to adequate water storage capacity within the community.



5. Legal or Policy Implications

If not repaired, a portion of Town will experience low water pressure and be subjected to possible insufficient capacity in the case of an emergency.

6. Engagement and Communications Considerations

This capital project should be communicated to the public, as part of the Town's AMP, clearly outlining the importance and costs associated with this project.

7. Human Resource Implications

Staff will need to oversee the design of this project if approved by Council.

8. Procurement Implications

This design was tendered publicly following the PPA through a competitive RFP process.

9. Information Technology Implications

Sharing the Town's WaterCAD distribution model with CBCL Ltd.

Recommendation:

It is recommended that the Town proceed with awarding this engineering design project to allow for possible rehabilitation in 2025. With a detailed inspection report noting the tank should be repaired within 1 to 3 years to avoid possible leaks, this project is now a high priority as it takes time to secure construction funding. A separate application will be submitted for the construction funding using the CHIF. This design will allow for an analysis of the existing storage capacity within Town to determine if additional storage is needed.

Prepared by: Chad Clendenning, P. Eng.

Approved by: Nelson Chatman, P. Eng.

Date Approved: November 20th, 2024



DECISION/DIRECTION NOTE

Title: Water Systems Control Upgrade – RFP Results
Date Prepared: December 3rd, 2024
Report To: Committee of the Whole
Councillor and Role: Bob Hiscock, Planning & Development Lead
Department: Public Works & Development

Decision/Direction Required:

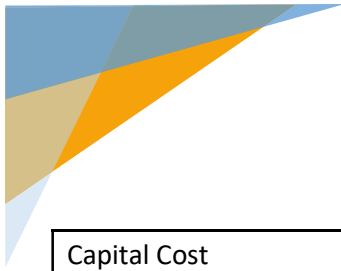
Decision is required whether Council will support the recommendation to award the water systems control upgrade engineering work to CBCL Ltd. based on a review of the three submissions. The project is being funded with the Town’s CCBF, formerly known as gas tax, which is 100% funded by the Federal Government.

Proposed Resolution for Council:

That Council award the engineering design work for the Andrews Crescent Water Systems Control upgrade in the amount of \$85,051.70 HST included to CBCL Ltd.

Discussion – Background & Current Status:

RFP RESULTS - Water Systems Control Upgrade Scoring				
Item	Max Score	CBCL Ltd.	Stantec	Allnorth
		Scores		
Technical Evaluation				
Methodology - Approach				
Scope of Work Statement	5	5	4	3
Work Plan	15	15	13.5	10.5
Delivery Schedule	5	5	5	5
Sub-Total	25	25	22.5	18.5
Experience - Qualifications				
Demonstrated Expertise & Corporate Background	15	15	15	13.5
Experience in Project Examples	15	15	15	10.5
Project References	10	10	10	7
Proposed Key Team Members & Resumes	10	10	10	10.0
Sub-Total	50	50	50	41.0
Financial Evaluation				



Capital Cost	25	19.1	10.2	25.0
Total Score:	100	94.1	82.7	84.5

Evaluation Team: Geoff, Nelson and Chad.

Currently the Town of Grand Falls-Windsor operates a booster pump system with dual 75 horsepower pumps that fill the standpipe on Andrews Crescent and are in need of replacement. This project will also provide new controls so the pumps can be controlled remotely, which allows the WTP to control the flows during their tank cleaning process. There are other control upgrades that will improve the flow demand which will improve the water treatment process as it will remove the large fluctuations in our flow. Controls will be designed for the regional water tank so trending can be completed to better understand and track community flows.

The CBCL Ltd. submission was not the cheapest option, but the technical evaluation was completed prior to opening the financial submissions from each proponent, per the RFP requirements, and CBCL Ltd. had the highest score. A three-team member committee from the Development Department reviewed and agreed upon the scores prior to opening the financial submissions. This project will provide tender ready packages to complete this vital work to improve the water treatment process and overall system control and monitoring. This design effort requires a competent engineering firm and CBCL Ltd. has a track record of delivering successful projects.

Key Considerations/Implications:

1. Budget/Financial Implications

Town portion would be \$0 as the CCBF fund is being used for the design work. There is insufficient funding within the overall engineering CCBF project as shown in the table below which outlines all the design projects to date. Another decision note has been submitted for Councils consideration to add another \$400,000 towards engineering design fees. CCBF has already agreed that the Town can increase this project funding so if approved by Council this project will have ample funding and no requirement for funding from the Town.



Overall Budget Summary - Engineering Design Projects (99-2022-7655)				
Project Name	Consultant	Budget	Estimated Costs	Costs to Date
Union Street Water & Sewer	Allnorth Consultants	\$ 20,197.59	\$ 20,197.59	\$ 19,542.78
Roundabout Design	Harbourside	\$ 44,842.98	\$ 44,842.98	
Orthophosphate Design	CBCL Ltd.	\$ 72,069.79	\$ 72,069.79	\$ 54,874.07
Town Hall HVAC	CORE Engineering	\$ 52,143.00	\$ 52,143.00	\$ 38,637.96
Maloney Street Lift Station	Englobe Corp.	\$ 19,570.31	\$ 19,570.31	\$ 14,231.20
Sludge Assessment	SNCL	\$ 5,121.49	\$ 5,121.49	\$ 3,585.04
WTP Process Optimization	CBCL Ltd.	\$ 62,655.03	\$ 62,655.03	\$ 62,280.87
PRV Design	Allnorth Consultants	\$ 27,435.02	\$ 27,435.02	\$ 22,742.62
WWTP	AGAT	\$ 1,186.77	\$ 1,186.77	\$ 1,186.77
Flow Meter	Biomaxx	\$ 4,692.87	\$ 4,692.87	\$ 4,692.87
Discoloured Water	Allnorth Consultants	\$ 28,713.06	\$ 28,713.06	\$ 24,741.26
Water Tank Upgrades	CBCL Ltd.	\$ 65,362.29	\$ 65,362.29	
SCADA Upgrades - Tank & GH Pump Station	CBCL Ltd.	\$ 77,128.00	\$ 77,128.00	
Totals (Rebate included):		\$ 481,118.20	\$ 481,118.20	\$ 246,515.45
Total Budget:		\$ 448,182.16	\$ 448,182.16	\$ 448,182.16
Difference:		\$ (32,936.04)	\$ (32,936.04)	\$ 201,666.71
% Complete:				55.0%

2. Partners or Other Stakeholders

Federal Government.

3. Alignment with Strategic Directions

If approved, it will provide a design ready for tender which will improve the water treatment process by removing the large flow fluctuations. It will also provide the details necessary for the existing pumps to be replaced, thereby increasing the reliability of our distribution system.

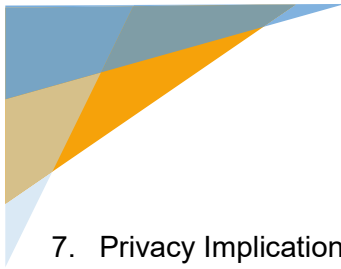
4. Alignment with Adopted Plans

Same as #3 above.

5. Accessibility and Inclusion

6. Legal or Policy Implications

If not completed, the existing pumps may falter which would result in pressure and capacity issues.



7. Privacy Implications

8. Engagement and Communications Considerations

This capital project should be communicated to the public, as part of the Town's AMP, clearly outlining the importance and costs associated with this project.

9. Human Resource Implications

Staff will need to oversee the design of this project if approved by Council.

10. Procurement Implications

This design was tendered publicly following the PPA through a competitive RFP process.

11. Information Technology Implications

Sharing the Town's WaterCAD distribution model with CBCL Ltd.

12. Other Implications

N/A.

Recommendation:

It is recommended that the Town proceed with awarding this engineering design project to allow for possible construction in 2025. Eliminating the flow fluctuation, lack of remote control and pump reliability issue will improve the water treatment process and risk associated with the old pumps. A separate application will be submitted for the construction funding using the CHIF.

Prepared by: Chad Clendenning, P. Eng.

Approved by: Nelson Chatman, P. Eng.

Date Approved: December 3rd, 2024



DECISION/DIRECTION NOTE

Title: Upgrade infrastructure on Lincoln Road from Cromer Ave. to Sunset Dr. to support proposed housing development.

Date Prepared: November 28th, 2024

Report To: Committee of the Whole

Councillor and Role: Bob Hiscock, Public Works & Development Lead

Department: Public Works & Development

Decision/Direction Required:

Decision is required whether Council will support an application to the Canadian Housing Infrastructure Fund – Provincial Stream for the upgrade of the waterline, storm and sanitary infrastructure to support the proposed housing development off Lincoln Road near Sunset Drive.

Proposed Resolution for Council:

That Council approves the application for cost-shared funding through the Canada Housing Infrastructure Fund Call for Applications, in the amount of is \$3,100,015.00 HST included. The funding ratio is expected to be 50% Federal, 33% Province and 17% Town. The Town of Grand Falls-Windsor agrees to provide its share of the cost-shared funding, \$527,003.00 including HST, for this project should it be selected for funding, and acknowledges that project costs above the approved project total cost will be the sole responsibility of the Town of Grand Falls-Windsor.

Discussion – Background & Current Status:

The Town has received funding from the Federal Government under the Housing Accelerator Fund to assist with our affordable housing shortage. According to the HART Report completed for the Town of Grand Falls-Windsor on September 24th, 2024 there is a growing need for smaller homes. By 2031, Grand Falls-Windsor is projected to require an additional 960 1- or 2-person household accommodations while it is anticipated we will need 215 fewer household accommodations for 3 or more people. The need for homes with 1-2 bedrooms is expected to grow by 19%, while demand for larger homes is projected to decline by 11% by 2031.

Given the increased need for 1-to-2-bedroom housing, the Town has put forward several possible development areas throughout the Town, one of which being the area off Lincoln Road. To make this area feasible for development the proposed infrastructure upgrades are required. Currently the 100 mm waterline is not sufficient for fire flow demands to the area. The storm and sanitary infrastructure must be upgraded as well. The Town has also created the developer and housing incentive programs to help ensure this development is inciting to developers.



Key Considerations/Implications:

1. Budget/Financial Implications

Town portion would be \$527,003.00 HST included.

2. Partners or Other Stakeholders

Provincial and Federal Government. Apply through CHIF.

3. Alignment with Strategic Directions

If approved, it will provide the necessary infrastructure for the development adjacent to Lincoln Road to commence, which would support an additional 44 housing units.

4. Alignment with Adopted Plans

Increase access to affordable land that can be developed.

5. Accessibility and Inclusion

6. Legal or Policy Implications

7. Privacy Implications

8. Engagement and Communications Considerations

This capital project should be communicated to the public, as part of the Town's AMP, clearly outlining the importance and costs associated with this project.

9. Human Resource Implications

Staff will need to oversee the design and construction of this project if the application is approved by the provincial government and subsequently the agreement were signed off by both levels of government.

10. Procurement Implications

All design and construction related work will be tendered publicly following the PPA.

11. Information Technology Implications

12. Other Implications



Recommendation:

It is recommended that the Town proceed with submitting the CHIF funding application as it requires a resolution from the council supporting the application. Capital funding opportunities are limited, and this is a very important project for the Town as it will allow for a future housing development opportunity. By making more land available, these projects help address housing shortages, providing more options for people looking to buy or rent homes. It will stimulate the local economy by creating jobs during the construction phase and attracting new businesses and residents once the development is complete. This project will support better urban planning by ensuring the new housing development is integrated into the existing urban fabric, reducing congestion and promoting balanced growth.

Prepared by: Chad Clendenning, P. Eng.
Approved by: Nelson Chatman, P. Eng.
Date Approved: November 28th, 2024



DECISION/DIRECTION NOTE

Title: CCBF Application for Funding Allocation #1
Date Prepared: November 28th, 2024
Report To: Committee of the Whole
Councillor and Role: Bob Hiscock, Public Works & Development Lead
Department: Public Works & Development

Decision/Direction Required:

Decision is required allocate \$400,000 HST rebate included towards engineering design work so that Town can have design and cost estimates completed as funding application arise.

Proposed Resolution for Council:

That Council approve the allocation of \$400,000 HST rebate included towards engineering design work from the Canada Community-Building Fund (CCBF).

Discussion – Background & Current Status:

For the Town to be prepared and ready to apply for funding programs as they become available, a bank of completed designs and estimates are required. Currently we only have recreational projects ready for tender and we need to get ahead with the infrastructure upgrade design-related work so we can capitalize on available funding. The need for “shovel ready” projects is a necessity, and this requires an investment in engineering design services.

Key Considerations/Implications:

1. Budget/Financial Implications
\$400,000 of \$3,348,611.00 allocated towards engineering design and cost estimates.
2. Partners or Other Stakeholders
Provincial and Federal Government funding partners.
3. Alignment with Strategic Directions
Aligns with our asset management plan to have projects ready for funding opportunities as they arise. Having a completed designs and cost estimates for capital works is necessary.



4. Alignment with Adopted Plans

Same as #3.

5. Accessibility and Inclusion

6. Legal or Policy Implications

7. Privacy Implications

8. Engagement and Communications Considerations

The practice of having shovel ready projects should be communicated to the public, as part of the Town's AMP, clearly outlining the importance, due diligence and much higher probability of securing capital funding for our projects.

9. Human Resource Implications

Staff, almost exclusively the Manager of Development, will need to oversee the design of these projects.

10. Procurement Implications

All design and construction related work will be tendered publicly following the PPA.

11. Information Technology Implications

12. Other Implications

Recommendation:

It is recommended that the Town proceed with submitting the request for funding allocation to this design work for all the reasons noted in this decision note.

Prepared by: Chad Clendenning, P. Eng.

Approved by: Nelson Chatman, P. Eng.

Date Approved: November 28th, 2024

List of Attachments: Appendix A – allocation spreadsheet



INFORMATION NOTE

Title: Permit Summary Update - October 2024 and Annual Comparison
Date Prepared: November 13, 2024
Report To: Committee of the Whole – Public
Councillor and Role: Bob Hiscock - Planning and Development Lead
Department: Public Works & Development

Issue:

To update the council on permit issuance for October 2024 compared to October 2023, with an emphasis on the annual trends, particularly the notable increase in residential units created.

Discussion – Background & Current Status:

Permit data for October 2024 reflects the estimated value of work associated with issued permits, showing \$553,700 across 13 permits. This is lower than October 2023, where permits represented a higher value of \$2,923,553 over 12 permits majority of which was for two new commercial permits. For the year to date, however, we observe a key trend in increased residential development, which is crucial in addressing housing demands.

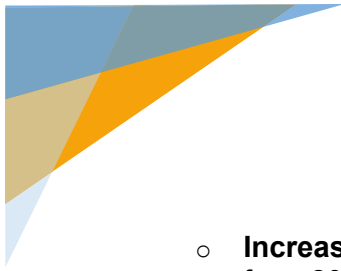
Key Comparisons

1. **October 2024 vs. October 2023:**

- **October 2024:** 13 permits representing an estimated \$553,700 in work value.
 - **Commercial:** 1 permit for an extension with a work value of \$96,800.
 - **Residential (New):** 1 permit for a new residential dwelling with a work value of \$300,000.
 - **Residential Repairs/Extensions:** Permits issued for general repairs, extensions, and accessory buildings total \$156,900 in work value.
- **October 2023:** 12 permits representing a total work value of \$2,923,553.
 - This included substantial commercial projects and varied residential developments, indicating higher overall activity during that month.

2. **Annual Comparison (As of October 31):**

- **2024 (YTD):** 249 permits representing a total work value of \$13,880,969, with **16 residential units created**.
- **2023 (YTD):** 222 permits totaling \$15,600,649 in work value, with **6 residential units created**.



- **Increase in Residential Units:** The rise from 6 to 16 residential units created from 2023 to 2024 underscores an expansion in housing capacity, which supports the town's strategic response to residential demand.

Key Considerations/Implications:

1. **Budget/Financial Implications:** Although there's a decrease in total permit value, the increase in residential units is strategically important and supports potential future revenue through expanded housing.
2. **Alignment with Strategic Directions:** Aligns with the town's goals to increase residential capacity, addressing housing shortages.
3. **Other Implications:** The rise in residential unit creation aligns with community growth and may support local infrastructure and services in the longer term.

Conclusion/Next Steps:

Ongoing Monitoring: Continue tracking permit trends, especially in residential sectors, to align future planning efforts with the town's growth objectives.

Stakeholder Engagement: Collaborate with developers and planners to sustain residential development momentum.

Regular Updates: Provide council with regular updates for ongoing strategic alignment and resource allocation.

Prepared by: Nelson Chatman, P.ENG, Director of Public Works & Development

Approved by: Darren Finn, CAO

Date Approved: November 27, 2024



DECISION/DIRECTION NOTE

Title: Request for Approval to Use Crown Land for Residential Gardening

Date Prepared: December 8, 2024

Report To: Committee of the Whole

Councillor and Role: Bob Hiscock, Planning and Development Lead

Department: Public Works and Development

Decision/Direction Required:

Council is requested to provide a recommendation on the application for the use of Crown land within the Town boundary for residential gardening. This recommendation will form part of the referral process to all relevant government departments.

Proposed Resolution for Council:

That Council recommend not permitting the use of Crown land for residential gardening, as the land has not been rezoned and may be required for the proposed subdivision development.

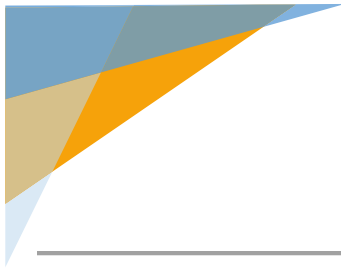
Background

An application was received requesting permission to use Crown land located in Grand Falls-Windsor for residential gardening. The purpose outlined includes activities such as the use of raised beds, planting various types of self-pollinating fruit trees, flowers, and special ornamental trees. A small structure (10x8 feet, less than 250 sq. ft.) combining a storage shed and greenhouse is proposed for the back land.

Current Status

The land has been recently identified to be rezoned residential but is not yet officially rezoned. The lot is situated near the location of a newly proposed subdivision, which is in the planning stages. The developer of this subdivision may require the same Crown land for the development, or may develop close to this area, and granting this application at this time could create conflicts with future plans. A green space should be considered between the existing subdivision and the new development and granting this application now may jeopardize this.

The application is for Crown land within the Town boundary, and Council's recommendation will be forwarded as part of a referral to all relevant government departments.



Key Considerations/Implications

1. Budget Implications:

- No direct costs to the town have been identified with this request.

2. Strategic Alignment:

- Alignment with the town's long-term residential development plans, particularly the proposed subdivision.
- Avoidance of conflicts between private gardening use and potential development requirements.

3. Legal Implications:

- The land is zoned residential, but rezoning approval is pending finalization.
- Any decision to approve this use must align with zoning regulations to avoid legal inconsistencies.

4. Other Considerations:

- Proximity to the proposed subdivision and potential future need for the Crown land by the developer.
 - Ensuring consistent application of land use policies to maintain fairness and strategic planning integrity.
-

Recommendation:

It is recommended that Council not permit the use of the Crown land for residential gardening at this time. This decision will ensure the area remains available for potential use by the developer of the proposed subdivision, avoiding conflicts and maintaining alignment with the Town's long-term development plans. In addition, the current zoning does not permit such use (although there is a current rezoning request in for this area).

Prepared by: Nelson Chatman, P. Eng

Approved by: Nelson Chatman, P. Eng

Date Approved: December 8, 2024



DECISION/DIRECTION NOTE

Title: Land Request at 28 Hardy Avenue

Date Prepared: November 28, 2024

Report To: Committee of the Whole

Councillor and Role: Bob Hiscock, Planning and Development Lead

Department: Public Works and Development

Decision/Direction Required:

Council direction is required regarding the sale of a parcel of town-owned land located behind 28 Hardy Avenue, Grand Falls-Windsor, to Qalipu Holdings LP for use as a storage yard, following the Town's Land Sale Policy.

Proposed Resolution for Council:

That Council approve the sale of back land at 28 Hardy Avenue to Qalipu Holdings LP in accordance with the Town's Land Sale Policy.

Discussion – Background & Current Status:

Background:

- John Davis, CEO of Qalipu Holdings LP, submitted a formal request to acquire a town-owned parcel of land behind 28 Hardy Avenue.
- The back land parcel is approximately 30.48m x 15.24m (464.52 m²).

Purpose of the Request:

- Qalipu Holdings plans to consolidate its equipment (e.g., small boats, engines, gear, and trailers) in a secure storage yard at this location, replacing multiple rented storage facilities spread across the region.

Considerations:

Land Sale Policy Compliance:

- The sale must follow the Town's Land Sale Policy, ensuring transparency, fairness, and compliance with applicable regulations.
-



Key Considerations/Implications

1. Budget/Financial Implications:

- Revenue generated from the land sale.

2. Strategic Alignment:

- Aligns with the Town's goal of efficient land utilization and supports economic development.

3. Legal Implications:

- Sale and development must comply with municipal and provincial regulations.

Recommendation:

That Council approves the sale of the parcel of land behind 28 Hardy Avenue to Qalipu Holdings LP, following the Town's Land Sale Policy, and directs staff to proceed with all necessary steps, including preparation of a purchase and sale agreement.

Prepared by: Nelson Chatman, P. Eng

Approved by: Nelson Chatman, P. Eng

Date Approved: November 28, 2024



DECISION/DIRECTION NOTE

Title: Crown Land Purchase for Future Residential Development

Date Prepared: November 27, 2024

Report To: Committee of the Whole

Councillor and Role: Bob Hiscock, Planning and Development Lead

Department: Public Works and Development

Decision/Direction Required:

Approval to proceed with purchasing Crown Land under Option 1(a) of the market value pricing policy for future residential development.

Proposed Resolution for Council:

That Council approve the acquisition of Crown Land adjacent to Sunset Drive in the amount of \$77,200 plus HST.

Discussion – Background & Current Status:

The application for Crown Land (File Reference No. 2034499) was conditionally approved by the Department of Fisheries, Forestry, and Agriculture, as detailed in a letter dated November 25, 2024. The land will be utilized for future residential development, supporting the Town's long-term growth and planning strategies. Key details of the application are as follows:

- **Purpose:** Residential development.
- **Location:** Within the municipal boundaries of Grand Falls-Windsor near Sunset Drive.
- **Size:** Maximum allowable area of 1.22 hectares.
- **Market Value:** \$77,200.00 (plus HST), with phased payments under Option 1(a).

This acquisition aligns with the Town's strategic plan to enhance residential capacity, support housing demands, and stimulate local economic growth.



Key Considerations/Implications

1. Budget/Financial:

- Lease to own over 10 years at a cost of \$77,200.00 plus HST. Payment options to be negotiated.
- Long-term investment in municipal residential expansion.

2. Strategic Alignment:

- Supports the Town's strategic objective for residential development and sustainable growth.

3. Legal:

- Acquisition complies with the Municipalities Act and Crown Land regulations.

4. Other:

- Land survey to be completed before November 18, 2025.

Recommendation:

It is recommended that Council approve the purchase of Crown Land under Option 1(a) of the market value pricing policy, allowing for a phased payment arrangement over ten years. This approach ensures financial feasibility while securing land for future residential development.

Prepared by: Nelson Chatman, P.Eng

Approved by: Nelson Chatman, P.Eng

Date Approved: November 27, 2024



DECISION/DIRECTION NOTE

Title: Crown Land Acquisition for Higher-Density Residential Development

Date Prepared: November 27, 2024

Report To: Committee of the Whole

Councillor and Role: Bob Hiscock, Planning and Development Lead

Department: Public Works and Development

Decision/Direction Required:

Approval to acquire Crown Land under Option 1(a) of the market value pricing policy to develop higher-density residential housing, such as duplexes and quadplexes, aimed at supporting affordable housing initiatives.

Proposed Resolution for Council:

That Council approve the acquisition of Crown Land on Main Street West in the amount of \$121,800 plus HST.

Discussion – Background & Current Status:

The Town's application (File No. 162139) for Crown Land has been conditionally approved for residential development. This project focuses on constructing higher density housing types, including duplexes and quadplexes, to address the increasing demand for affordable housing and urban density.

- **Purpose:** Higher-density residential development to support affordable housing initiatives.
- **Location:** Within the municipal planning boundaries of Grand Falls-Windsor on Main Street near Turpin Place.
- **Size:** Maximum allowable area of 2.02 hectares.
- **Market Value:** \$121,800.00 (plus HST), with phased payments under Option 1(a).
- **Buffer Considerations:** The land lies within a 1.6 km buffer of a former waste disposal site; indemnification will need to be signed.



Key Considerations/Implications

1. Budget/Financial:

- Lease to own over 10 years at a cost of \$121,800.00 plus HST. Payment options to be negotiated.
- Long-term investment in sustainable housing options to meet community needs.

2. Strategic Alignment:

- Advances Town objectives for affordable housing and sustainable urban growth.

3. Legal:

- Acquisition requires adherence to Crown Land policies, including indemnification for proximity to the former waste disposal site.

4. Other:

- Survey and legal documentation to be completed within the stipulated timeline (November 2025).

Recommendation:

It is recommended that Council approve the acquisition of the identified Crown Land under Option 1(a) to facilitate the development of higher-density housing. This initiative will address affordable housing needs while aligning with the Town's urban development strategy.

Prepared by: Nelson Chatman, P.Eng

Approved by: Nelson Chatman, P.Eng

Date Approved: November 27, 2024



DECISION/DIRECTION NOTE

Title: Proposal to Purchase Vacant Land for Future Residential Development

Date Prepared: December 5, 2024

Report To: Committee of the Whole

Councillor and Role: Bob Hiscock, Planning and Development Lead

Department: Public Works and Development

Decision/Direction Required:

To determine whether the Town of Grand Falls-Windsor should finalize the purchase of the vacant land located at 305A Grenfell Heights at the counteroffer price of \$70,000, subject to Town Council approval.

Proposed Resolution for Council:

That Council approve the purchase of 305A Grenfell Heights at the counteroffer price of \$70,000 as outlined in the Agreement of Purchase and Sale, subject to Town Council's final approval.

Background

The property at 305A Grenfell Heights, comprising 2.94 acres, has been identified as a prime location for future residential development, aligning with the Town's long-term housing strategy.

- The Town originally proposed a purchase price based on the land sale policy rate of \$4.95/m², totaling approximately \$47,075.25.
- The seller counteroffered with a reduced price of \$70,000, which represents a more competitive value compared to the initial listing price of \$97,000.

Current Status

- The land is zoned for CDA-R (future Residential) development and is positioned adjacent to Town-owned and Crown land. Access to the site is via a 20m road reservation. The land's size and location are well-suited for mixed-use or residential development.
-



Key Considerations/Implications:

1. **Budget:**
 - The counteroffer price of \$70,000 exceeds the land sale policy valuation of \$47,075.25. Approval for this additional expenditure will be required.
2. **Strategic Alignment:**
 - The acquisition supports the Town's strategy to expand residential housing, leveraging the location's proximity to Crown land and other Town-owned parcels.
3. **Legal:**
 - The sale is subject to standard real estate terms, including a new land survey and Town Council's final approval by December 20, 2024.
4. **Other:**
 - Consolidation of nearby land parcels could further enhance development potential.

Recommendation:

That Council approve the purchase of the land at 305A Grenfell Heights at the counteroffer price of \$70,000, pending Council approval, and authorize the Mayor to sign the agreement on behalf of the Town.

Prepared by: Nelson Chatman, P. Eng

Approved by: Nelson Chatman, P. Eng

Date Approved: December 5, 2024



DECISION/DIRECTION NOTE

Title: Adoption of Municipal Plan Amendment No. 12, 2024, and Development Regulations Amendment No. 17, 2024

Date Prepared: December 13, 2024

Report To: Council

Councillor and Role: Councillor Hiscock, Planning and Development Lead

Department: Public Works and Development

Decision/Direction Required:

Council's approval is sought to adopt **Municipal Plan Amendment No. 12, 2024**, and **Development Regulations Amendment No. 17, 2024**, to amend the land use designations and zoning for areas near Main Street Extension.

Proposed Resolution for Council:

That Council under the authority of Section 16 of the Urban and rural Planning Act, 2000, adopt the **Amendment No. 12, 2024**, to the Town of Grand Falls-Windsor Municipal Plan; and adopt the **Amendment No. 17, 2024**, to the Grand Falls-Windsor Development Regulations, 2022-2032.

Discussion – Background & Current Status:

The Town of Grand Falls-Windsor is proposing amendments to its Municipal Plan and Development Regulations to align with strategic development priorities near Main Street Extension. The proposed amendments involve:

- **Municipal Plan Amendment No. 12, 2024:** Re-designating land on the Future Land Use Map from "Natural Open Space" to "Urban Residential" and "Industrial" to "Rural Residential."
- **Development Regulations Amendment No. 17, 2024:** Rezoning areas from "Conservation" and "Environmentally Sensitive Area" to "Rural Residential," and "Industrial Light" to "Rural Residential" on the Land Use Zoning Map.

The Department of Municipal and Provincial Affairs reviewed and released these amendments from provincial review, allowing Council to proceed with adoption. Public notice and engagement requirements will follow the Urban and Rural Planning Act, 2000.



Key Considerations/Implications

- **Budget/Financial Implications:** Potential increased property tax revenue from future residential developments.
- **Alignment with Strategic Directions:** Supports the town's long-term goals for sustainable growth and land use optimization.
- **Legal or Policy Implications:** Complies with the Urban and Rural Planning Act, 2000, and Municipalities Act, 1999.
- **Engagement and Communications Considerations:** Following adoption, the amendments will be subject to public hearing and notice requirements as mandated by the Urban and Rural Planning Act, 2000.

Recommendation:

It is recommended that Council adopt **Municipal Plan Amendment No. 12, 2024**, and **Development Regulations Amendment No. 17, 2024**, as they facilitate planned growth and align with strategic land use goals.

Prepared by: Nelson Chatman, P.ENG

Approved by: Nelson Chatman, P.ENG

Date Approved: December 13, 2024



DECISION/DIRECTION NOTE

Title: Adoption of Municipal Plan Amendment No. 14, 2024, and Development Regulations Amendment No. 19, 2024 – Thirteenth Avenue (Vacant Lot)

Date Prepared: December 13, 2024

Report To: Council

Councillor and Role: Councillor Hiscock, Planning and Development Lead

Department: Public Works and Development

Decision/Direction Required:

Council's approval is sought to adopt Municipal Plan Amendment No. 14, 2024, and Development Regulations Amendment No. 19, 2024, to re-designate and rezone a parcel of land on Thirteenth Avenue from "Public Use" to "Urban Residential" and "Residential RM-1 High Density Multi-Unit Residential Zone," respectively.

Proposed Resolution for Council:

That Council under the authority of Section 16 of the Urban and rural Planning Act, 2000, adopt the **Amendment No. 14, 2024**, to the Town of Grand Falls-Windsor Municipal Plan; and adopt the **Amendment No. 19, 2024**, to the Grand Falls-Windsor Development Regulations, 2022-2032.

Discussion – Background & Current Status:

The Town of Grand Falls-Windsor received a request to rezone a parcel of land on Thirteenth Avenue, formerly owned by the Anglican Parish, for residential use. The land is currently designated as "Public Use" in the Municipal Plan and zoned accordingly in the Development Regulations. The proposed amendments aim to:

- **Municipal Plan Amendment No. 14, 2024:** Re-designate the parcel from "Public Use" to "Urban Residential" on the Future Generalized Land Use Map.
- **Development Regulations Amendment No. 19, 2024:** Rezone the area from "Public Use" to "Residential RM-1 High Density Multi-Unit Residential Zone" on the Land Use Zoning Map.

The Department of Municipal and Provincial Affairs reviewed the amendments and, on November 20, 2024, released them from provincial review, permitting Council to proceed with adoption.



Key Considerations/Implications:

- **Budget/Financial Implications:** Potential increase in property tax revenue from new residential developments.
- **Alignment with Strategic Directions:** Supports strategic goals related to residential development and efficient land use.
- **Alignment with Adopted Plans:** Consistent with objectives to promote diverse housing options within the town.
- **Legal or Policy Implications:** Compliance with the Urban and Rural Planning Act (URPA), 2000, and Municipalities Act, 1999.
- **Engagement and Communications Considerations:** Public notices were published in the NL Wire on September 5 and 12, 2024, informing the community of the proposed amendments and inviting feedback. After adoption Council will need to set a date for a public hearing as per the URPA.

Recommendation:

It is recommended that Council adopt Municipal Plan Amendment No. 14, 2024, and Development Regulations Amendment No. 19, 2024, to facilitate the rezoning of the parcel on Thirteenth Avenue for residential development. This action aligns with the town's development goals and responds to the request for residential use of the land.

Prepared by: Nelson Chatman, P.ENG

Approved by: Nelson Chatman, P.ENG

Date Approved: December 13, 2024



DECISION/DIRECTION NOTE

Title: Rezoning Request – Parcel of land on Maloney Street from Industrial Light to Commercial General

Date Prepared: December 16, 2024

Report To: Council

Councillor and Role: Bob Hiscock – Planning & Development Lead

Department: Department of Public Works and Development

Decision/Direction Required:

Council's decision is required regarding the rezoning request for a parcel of land on Maloney Street currently designated as Industrial Light to Commercial General.

Proposed Resolution for Council:

That Council not approve the rezoning request to change a parcel of land designation from Industrial Light to Commercial General on Maloney Street.

Discussion – Background & Current Status:

The Town received a formal request from a resident to rezone a specific parcel of land from Industrial Light to Commercial General to accommodate commercial development.

The request was reviewed by:

- **The Department of Public Works and Development**
- **The Department of Community Services**

The departments concluded that rezoning this land:

1. Conflicts with the Town's **long-term planning goals**, which prioritize retaining Industrial Light areas for future industrial development.
2. May **limit opportunities** for industrial growth in designated zones, which are essential for economic and strategic development.

To assist the applicant, both departments collaborated to identify an **alternative, more suitable location** for the proposed commercial project that aligns with the Town's zoning regulations and development priorities.



Key Considerations/Implications

1. **Strategic Alignment:**

This decision aligns with the Town's long-term planning strategies to preserve Industrial Light areas for future industrial development.

2. **Other:**

The applicant has been informed, and an alternative location has been identified that better suits the intended use.

Recommendation:

It is recommended that Council not approve the rezoning request to change the land designation from Industrial Light to Commercial General, as it conflicts with the Town's long-term land use planning goals. An alternative, more suitable location has been identified in collaboration with the applicant.

Prepared by: Nelson Chatman, P.ENG

Approved by: Nelson Chatman, P.ENG

Date Approved: December 10, 2024



DECISION/DIRECTION NOTE

Title: Tender Summary – New Cross Country Ski Trail Groomer

Date Prepared: November 20, 2024

Report To: Committee of the Whole

Councillor and Role: Councillor Coady, Finance, Administration and Policy Lead

Department: Corporate Services

Decision/Direction Required:

To approve the purchase of a new cross country ski trail groomer as per the results of the open call for bids.

Proposed Resolution for Council:

That Council approve the purchase of a cross-country ski trail groomer from Equipment Track Inc. in the amount of \$268,841.56 plus HST.

Discussion – Background & Current Status:

The used snow groomer which has been in use by the Exploits Nordic Ski Club for the past 12 years has now exceeded its' useful life. It is no longer possible to source parts for this older model. The actual age of the BR 160 is not known, but a reasonable estimate would be 25 years, or more.

The BR160 served the Exploits Nordic Cross Country Ski Club well for several years but began having mechanical issues which can no longer be repaired. In 2014, during an especially cold winter, with no power to plug the groomer in to charge the batteries or heat the oil in the crankcase, the engine was damaged trying to start it and it had to be replaced. Also in 2014, the pneumatic tires were replaced with solid tires and the bearings were replaced. Since 2016, there have been issues with the tiller, but luckily mechanics with the Town of Grand Falls-Windsor have been able to make repairs as was needed to keep it running. However, on March 31, 2023, the tiller finally ceased working and needed to be removed, sent to a specialty shop for rebuilding. Some of the parts needed were on backorder for over 6 months, while other parts had to be manufactured in Europe. The tiller has been unusable for almost a year. During the last 2-3 years there have been issues with the groomer's tracks, as they are the originals and in need of repairs. A new set of tracks would cost approximately \$40,000-\$50,000 dollars. On February 10th, 2024, one of the tracks broke. Luckily, the track was broken just as the groomer was to be parked in the garage. If the track should break on the trail, it will be much more difficult to repair. A repair was completed, but due to the age and condition of the tracks it is expected that this will be a recurring issue. The 10-year-old solid tires are cracking and need to be replaced in the next year. The cab floor has been patched



but needs major repair work to be deemed safe for an operator. And considering so many different issues, unreliability, age, difficulty with sourcing parts, and cost of replacement parts, it is best to replace the groomer at this time with a suitable replacement such as the Snow Rabbit 3X.

Key Considerations/Implications:

1. **Budget/Financial Implications:** This project is funded by ACOA, the Province of NL, and the Exploits Nordic Ski Club. The Town's share is 15.6%
2. The share of the \$268,832 of funding in the agreement is as follows:
 - ACOA: 89,611
 - Province of NL: 67,209
 - ENSC: \$70,000
 - Town of GFW: 42,013

The result of this tender tentatively means that the Town of GFW portion increases to 53,544.11, which represents an increase of \$11,531.11

3. **Partners or Other Stakeholders:** This is a project funded by ACOA and the Province and includes funding from the Exploits Nordic Ski Club as well.
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Recommendation:

To award the tender to Equipment Track Inc. in the amount of \$268,841.56 plus HST

Prepared by:

Approved by: Steve Gosse, Director of Corporate Services

Date Approved: November 20, 2024



INFORMATION NOTE

Title: Labour Report

Date Prepared: 11/27/2024

Report To: Committee of the Whole

Councillor and Role: Councillor Amy Coady

Department: Corporate Services

Issue:

Summary of Labour Costs for PW, Parks, ERWSC and FH

Discussion – Background & Current Status:

Labour costs as of week 47 are presented to Council for their information. The annual budget is broken down to expected costs by week and compared to actual costs throughout the year.

Key Considerations/Implications:

1. Budget/Financial Implications: As of week 47, total labour costs are \$3,533,550, which is 5.5% under budget – which amounts to savings of \$207,145. Seasonal employees were laid off after week 44 and are now called in on an as-needed basis.

Conclusion/Next Steps:

Management will continue to monitor labour costs as we head into the final month of the year.

Prepared by:

Approved by: Steve Gosse, CPA, CA

Date Approved: November 27, 2024



INFORMATION NOTE

Title: Disbursement Report

Date Prepared: December 3, 2024

Report To: Committee of the Whole

Councillor and Role: Amy Coady

Department: Corporate Services

Issue: Summary of disbursements over \$1,000 for Council review

Discussion – Background & Current Status:

There is an information note prepared by staff, and reviewed by Council, which provides a summary of disbursements as of December 3, 2024 in the amount of \$1,163,321.55.

Conclusion/Next Steps:

Management will continue to monitor expenses and report disbursements over \$1,000 at future meetings.

Prepared by: Steve Gosse, CPA, CA
Director of Corporate Services.

Date Approved: December 3, 2024



DECISION/DIRECTION NOTE

Title: Approval of Updated Councillor Lead Appointments 2024-25

Date Prepared: December 4, 2024

Report To: Committee of the Whole

Councillor and Role: Councillor Coady, Finance, Administration, and Policy Lead

Department: Corporate Services

Decision/Direction Required:

Council approval is required for the updated list of Councillor lead appointments and alternates for 2024, effective immediately.

Proposed Resolution for Council:

That Council approve the following Councillor appointments to Committees and as Departmental Leads for 2024–25, effective immediately. The primary leads are as follows:

Deputy Mayor Browne – Community Services (Economic Development)
Councillor Little – Community Services (Recreation and Events)
Councillor Dwyer – Public Works & Development (Public Works, Buildings, and Facilities)
Councillor Hiscock – Public Works & Development (Planning and Development)
Councillor Coady – Corporate Services (Finance, Administration & Policy)
Councillor Noel – Protective Services (Municipal Enforcement and Fire Department)

Discussion – Background & Current Status:

The Town of Grand Falls-Windsor is introducing a departmental lead structure for Councillors as part of its response to the requirements under the Towns and Local Service Districts Act, which comes into effect in January 2025. While not explicitly outlined in the legislation, this new approach replaces the previous committee-based structure, ensuring that the Town's governance framework aligns with the Act's principles and requirements.

Under this structure, departmental leads will:

- Represent their assigned departments or committees in council business.
- Report to Council on developments and issues within their respective areas.
- Facilitate discussions during committee and regular Council meetings on relevant topics requiring decisions or information sharing.



This change is aimed at ensuring compliance with the legislation and aligning governance practices with the new framework. While the primary purpose is to meet legislative requirements, Council is hopeful that the departmental lead structure will continue to support open communication and facilitate the sharing of information on key issues affecting the Town and its residents.

A complete list of Council appointments, including alternates, advisory committee representatives, and external organization appointments, will be made available on the Town of Grand Falls-Windsor website.

Key Considerations/Implications:

1. Partners or Other Stakeholders: Community members and organizations represented on external committees.
2. Alignment with Strategic Directions: Supports effective governance and organizational efficiency.
3. Legal or Policy Implications: Appointments are consistent with municipal governance policies.
4. Human Resource Implications: Clarifies roles and responsibilities for Councillors.

Recommendation:

That Council approve the updated Councillor lead appointments and alternates for 2024-25 as presented, effective immediately.

Prepared by: Darren Finn, CAO
Approved by: Darren Finn, CAO
Date Approved: December 4, 2024



DECISION/DIRECTION NOTE

Title: Grand Falls Golf Club grant amounts – Budget 2025

Date Prepared: December 16, 2024

Report To: Committee of the Whole

Councillor and Role: Councillor Coady; Finance, Administration and Policy Lead

Department: Corporate Services

Decision/Direction Required:

Budgeted payments to the Grand Falls Golf Club are decided on during the budget process annually. This decision is separate from the Budget 2025 adoption due to a perceived conflict of interest for the Deputy Mayor, who also holds the role of the Executive Director of the Grand Falls Golf Club.

Proposed Resolution for Council:

That Council approve \$27,000 for the Grand Falls Golf Club for 2025.

Discussion – Background & Current Status:

\$25,000 of this amount is an operating grant as per the agreement between the Town and the GF Golf Club. The other \$2,000 is a grant for the junior golf program.

Key Considerations/Implications:

The \$25,000 amount is part of a long-term agreement with the GF Golf Club; the \$2,000 Junior Golf amount is an annual grant to support the youth golfers in the program.

Recommendation:

Recommendation is for Council to approve \$27,000 in funding for the Grand Falls Golf Club for 2025.

Prepared by:

Approved by: Steve Gosse, CPA, CA

Date Approved: December 16, 2024



DECISION/DIRECTION NOTE

Title: Corduroy Brook Enhancement Association Annual Grant – Budget 2025

Date Prepared: December 16, 2024

Report To: Committee of the Whole

Councillor and Role: Councillor Coady; Finance, Administration and Policy Lead

Department: Corporate Services

Decision/Direction Required:

The annual grant is decided on during the budget process annually. This decision is separate from the Budget 2025 adoption due to a perceived conflict of interest for the mayor, who also holds the role of the Executive Director of the CBEA.

Proposed Resolution for Council:

That Council approve the 2025 operating grant for the Corduroy Brook Enhancement Association in the amount of \$80,000.

Discussion – Background & Current Status:

The CBEA asked for additional funds in the current year to help alleviate operating losses in past years. The budget for the 2025 year shows a deficit of approximately \$100,000 without any funding from the Town.

Key Considerations/Implications:

Council considered the impact of the CBEA turning trail maintenance over to the Town, and how much that would cost taxpayers. The trail is used by many residents and tourists and is an important attraction for the community.



Recommendation:

Recommendation is for Council to approve \$80,000 operating grant for 2025 to assist the CBEA with costs to run their organization.

Prepared by:

Approved by: Steve Gosse, CPA, CA

Date Approved: December 16, 2024



DECISION/DIRECTION NOTE

Title: 2025 Municipal Operating Budget

Date Prepared: December 16, 2024

Report To: Committee of the Whole

Councillor and Role: Councillor Coady, Finance, Administration and Policy Lead

Department: Corporate Services

Decision/Direction Required:

Approval is required for the adoption of the 2025 Operating Budget and the 2025 Schedule of Rates and Fees.

Proposed Resolution for Council:

That Council approve the 2025 Municipal Operating Budget and related 2025 Schedule of Rates and Fees.

Recommendation:

Staff's recommendation is to approve the budget as presented.

Prepared by:

Approved by: Steve Gosse, CPA, CA

Date Approved: December 16, 2024