



## **MINUTES**

### **Regular Public Council Meeting**

Meeting: #599

Date: October 22, 2024

Time: 7:00 P.M.

Location: Town Hall – Council Chambers

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

Staff:

D. Finn, Chief Administrative Officer

N. Chatman, Director of Public Works & Development

T. Mercer, Director of Community Services

S. Gosse, Director of Corporate Services/Town Clerk

R. Hannaford, Communications Officer

#### **1. Call To Order**

The Mayor called Meeting #599 to order at 7:00 P.M.

#### **2. Proclamations/Visitors/Presentations**

National Child Abuse Prevention Month

Hope Air Day Newfoundland & Labrador

**3. Adoption of Agenda**

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

Be it resolved that the Agenda for October 22, 2024, Public Council Meeting be adopted as presented.

**Motion 2024-051      Carried Unanimously**

**4. Adoption of Prior Meeting Minutes**

Minutes of Meeting #598 of October 1, 2024.

**Moved by:** Councillor Little      **Seconded by:** Councillor Dwyer

Be it resolved that the Minutes of October 1, 2024, Public Council Meeting be adopted as presented.

**Motion 2024-052      Carried Unanimously**

**5. Business Arising Out of the Minutes**

None

**6. Disbursement Report**

**Moved by:** Councillor Dwyer      **Seconded by:** Councillor Little

Be it resolved that the Disbursement Report dated October 10, 2024, in the amount of \$2,088,256.12 would be received as presented.

**Motion 2024-053      Carried Unanimously**

**7. Committee Reports****A. Community Services**

**Presented by:** Deputy Mayor Browne

The Community Services meeting was held on October 8, 2024. The meeting was Chaired by Deputy Mayor Browne. Other members of Council present: H. Dwyer, A. Little, A. Coady, B. Hiscock, D. Noel. Staff present: D. Finn, R. Hannaford, T. Mercer.

**Salmon Festival 2025 Update**

The Director of Community Services gave an update on the events planned for the 2025 Kelly Ford Exploits Valley Salmon Festival including the schedule of events, entertainment booked, and the celebration of Gordon Pinsent and his statue unveiling. The Committee were very pleased with the acts and events and look forward to the announcement early in the new year.

The Committee recommends setting up an outside Committee led by Councillor Dwyer and staff from the Community Services to help plan for the unveiling of the bronze statue of Gordon Pinsent and events associated with that weekend in his honour.

**Stadium Update**

The Director informed the Committee that the mechanical issues with the Windsor Stadium plant have been completed in the short term and everything is running smoothly. Additional work will need to be completed on a regular basis moving forward with the new equipment being installed at the end of 2025. The Director informed the Committee that the Joe Byrne Memorial Stadium also has a mechanical issue, and parts have been ordered. It is expected to be up and running at full capacity in the coming days, and it is hoped to be open for later next week.

The Committee recommended that Cimco carry out an evaluation on both rinks to get an idea of the work required in the coming years.

**Community Garden Correspondence**

The Committee reviewed a request from the Community Garden on setting up compost bins at their location.

The Committee recommended that the Community Services staff work with the group to find the necessary grant funding required for the bins. The Town will also help with the garden as in years past with topsoil and equipment when available.

**Seniors Wellness Update**

The Director informed the Committee that the Department has received all good comments of this year's event with over fifty (50) vendors and eight hundred (800) plus people in attendance and that plans are now underway for the 2025 event.

**Christmas Light-Up and Parade**

The Director of Community Services informed the Committee that the annual Christmas Light-Up at Church Road Park will take place on December 6 and the Annual Christmas Parade will take place on December 7. Deputy Mayor Browne will Chair the Christmas Parade Committee again this year.

**Festival of Flavours Food Event**

The Committee discussed the proposed Culinary Event scheduled to be put off on November 1-2 and its conflict with another food event scheduled for the same date. The Committee recommended that the Community Services staff reschedule their event for later this winter or early spring.

**Grand Falls House Application Update**

The Committee asked about the status of the Grand Falls House Application to both Provincial and Federal Government Departments. The Director informed the Committee that the application has been successfully submitted to both levels of Government and will follow up with them both in the coming months.

**Fall Family Fun Day**

The Committee reviewed the information on the Fall Family Fun Day. The Committee recommended promoting the event through our Communications Officer and other media outlets.

**New Business**

The Director informed the Committee that all preschool, family and general skating will be scheduled to start in the coming weeks. Also, shinny hockey will be offered twice a week running out of the Windsor Stadium and will be announced in the coming weeks and posted on our Facebook page and Stadium Schedule.

The Director gave an update on the Central Harvest Artist event that was held in Grand Falls-Windsor from October 1-7. The group of eight (8) artists visited various locations around Town with the goal of drawing inspiration to use toward the creation of their individual art projects. Both organizers, Berni Stapleton and Nicole Smith, were very please with their experience and will be returning next year for an artist's residency once again.

**Moved by:** Deputy Mayor Browne

**Seconded by:** Councillor Noel

Be it resolved that the Community Services Report be adopted as presented.

**Motion 2024-054** Carried Unanimously

**The following topics were discussed:**

- Community Event Update

**B. Public Works and Development**

**Presented by:** Councillor Coady

The Public Works and Development meeting was held on October 9, 2024. The meeting was Chaired by Councillor Coady. Other members of Council present: B. Hiscock, M. Browne, A. Little, D. Noel. Staff members: D. Finn, N. Chatman, R. Hannaford.

**Water Quality**

The Committee was updated on recent reports of water discoloration and the results of

weekly water samples. The reported issues were linked to construction on Hill Road and hydrant repairs on Queen Street. While the latest samples show positive results, with satisfactory chlorine and iron levels, some sporadic instances of discoloration persist in these areas. The final flushing valves are expected to arrive in November, and the annual flushing program remains on hold until source water levels recover. The Committee recommends continuing regular sampling and installing all valves as soon as they arrive.

### **Housing Needs Assessment**

The Committee reviewed the final draft of the HART Report on the Housing Needs Assessment for Grand Falls-Windsor. Key findings include:

- i) 590 households in the community face housing challenges, with low-income earners, single individuals, and renters being the most affected.
- ii) The population is aging, with a shift towards more -12 person households and fewer 3+ person households.
- iii) The population is projects to grow by 11% by 2031, adding approximately 680 households.
- iv) There is an increasing demand for more affordable housing, including tiny homes.
- v) Maintaining existing homes is essential, along with building more apartments and considering row housing developments.
- vi) Pursuing Federal and Provincial funding opportunities is recommended.

The Committee suggests using this report to guide future community planning. Currently, Council has allocated land for affordable housing with smaller lots. Staff are also actively identifying areas for future development, with some already receiving approval in principle.

### **Circular Road – Handrail**

The Committee discussed the condition of the handrail on Circular Road. While the southern section of the road previously had a continuous rail, only the railings at residential steps were scheduled for replacement as part of the Capital Project completed in 2023. Adding the remaining sections of rail is estimated to cost an additional \$40,000 based on previous estimates.

The Committee recommends reinstalling the rail in its original condition, as it was before the Capital Project, using the remaining Capital Funds.

### **Permit Statistics**

The Committee reviewed the permit statistics through the end of September 2024. A total of 236 permits have been issued, covering repairs, accessory buildings, and new residential and commercial constructions – reflecting a 12.3% increase compared to the same period in 2023. Among these, 12 permits were for new residential units or renovations, resulting in 15 new housing units, a 200% increase from the 5 units added in 2023.

**CCBF Proposals**

The Committee reviewed five (5) applications, prepared by staff, to seek funding through the Canada Community-Building Fund for the Regional Water Treatment Plant. The applications listed in order of priority include:

1. Orthophosphate – Corrosion Inhibitor System
2. Sludge Drying Bed
3. 24” Waterline Inspection
4. Filter Replacement
5. Alum Tank Replacement

If approved under the program, the funding will cover 100% of the projects costs, ensuring no expense for residents across the communities that rely on the plant for clean drinking water.

The Committee recommends approving the applications and preparing a Resolution for the next Public Council Meeting.

**Property Inspections**

The Committee reviewed the latest record of property inspections conducted by the Department, with approximately 90 inspections on file, 43 of which have been resolved. These inspections ensure compliance with Town Regulations.

The Committee recommends that staff continue to follow up on outstanding issues and maintain enforcement of the Regulations. Additionally, the Committee suggests that these reports be provided on a regular basis for ongoing monitoring.

**Proposed Housing Areas**

The Committee reviewed a proposed future development in the Corduroy Brook area, which is currently undergoing rezoning for residential use. The proposal has the potential to create 289 housing lots.

The Committee recommends approving the proposal in principle.

**Pedestrian Lights**

The Committee reviewed the results of the RFP for the supply of solar-powered pedestrian lights. Three (3) bidders participated with Construction Signs Ltd. submitting the lowest acceptable bid of \$18,340.60 plus HST. This RFP will provide two (2) sets of lights to be installed in the Town.

The Committee recommends awarding the contract to Construction Signs Ltd.

**Moved by:** Councillor Coady

**Seconded by:** Councillor Noel

Be it resolved that the Public Works and Development Report be adopted as presented.

**Motion 2024-055** Carried Unanimously

**The following topics were discussed:**

- Circular Road Handrail

**C. Corporate Services #1 of 2**

**Presented by:** Councillor Dwyer

The Corporate Services meeting #1 was held on October 10, 2024. The meeting was Chaired by Councillor Noel. Other members of Council present: A. Coady, M. Browne, B. Hiscock, A. Little. Staff present: D. Finn, S. Gosse, R. Hannaford.

**Labour Report**

The Committee reviewed the labour costs as of week thirty-seven (37). Total labour was \$2,893,239. This was \$276,765 (8.7%) under budget.

The Committee is pleased with the labour costs remaining under budget and asks staff to continue to monitor costs as we approach layoff for our seasonal employees.

**Disbursement Report**

The Committee reviewed the Disbursement Report in the amount of \$2,088,256.12 and recommends this be presented at the next Council meeting.

**Taxation Receivables Analysis**

The Committee reviewed the Taxation Receivables as of September 30<sup>th</sup>, 2024. The total taxes receivable at that date are \$4,169,771 (compared to \$3,736,331 in 2023; an increase of 11.6%). September's numbers are misleading due to the pre-authorized payments that normally come in on the 30<sup>th</sup> of every month, being delayed until October 1<sup>st</sup> due to the Truth and Reconciliation holiday. If that amount were included, the total outstanding amounts would be \$3,940,991, which would represent a 5.5% increase over 2023.

Collection plans are underway for amounts in arrears, and the Committee discussed alternative options including tax sales, and the use of collection agencies. It remains a priority of Council to improve the collections of outstanding tax balances. The Committee encourages all residents and businesses to ensure they pay their outstanding balances as soon as possible or contact staff at the Town Hall to set up a payment plan. Interest continues to accrue monthly on outstanding tax balances, so please act quickly to avoid additional interest charges.

**Town Hall Wheelchair Lift**

The Committee reviewed an Open-Call-for-Bids for the replacement of a wheelchair lift at the Town Hall. There were zero bids received. However, while completing research for this purchase, staff were able to obtain a quote for this custom work from Lawton's Home Healthcare; however, they did not provide a bid to the open call. After discussion with the vendor, this quote remains valid. Staff have determined that no other sources are available for this purchase, and that the price is reasonable given past purchase and estimated budget of \$60,000.

The Committee recommends awarding the Wheelchair Lift for the Town Hall to Lawton's Home Healthcare in the amount of \$68,000 plus HST.

**Revised Budget**

The Committee reviewed the Revised Budget as presented by the Director for the 2024 year. The excess revenues over expenditure were budgeted to be \$434,750 and the revised budget expects that number to decrease to \$278,414. In addition, the net cost of Capital purchases this year is expected to be our expected borrowing by \$1,590,624 to approximately \$3,173,401.

The Committee recommends staff prepare the required Resolution for the borrowing amount for the next Council meeting.

**Preliminary Budget Discussions**

The Committee had a brief discussion on the expectations for the upcoming budget season. The Committee looks forward to seeing budget requests in the coming weeks.

**Moved by:** Councillor Dwyer

**Seconded by:** Councillor Little

Be it resolved that the Corporate Services Report #1 be adopted as presented.

**Motion 2024-056** Carried Unanimously

**Corporate Services #2 of 2**

\*Councillor Coady left the Council Chambers for this set of Minutes, due to a perceived conflict of interest as President of Municipalities Newfoundland and Labrador.

**Presented by:** Councillor Dwyer

The Corporate Services meeting #2 was held on October 10, 2024. The meeting was Chaired by Councillor Noel. Other members of Council present: M. Browne, B. Hiscock, A. Little. Staff Present: D. Finn, S. Gosse, R. Hannaford.

**Support of Central Hospitality Night**

The Committee reviewed a request for financial support towards the Central Hospitality Night, which is part of the 2024 MNL Conference, Trade Show and AGM from November 7-9. Councillor Coady excused herself for this portion of the meeting due to a perceived conflict of interest as she is the President of MNL.

The Committee recommends supporting this event in the amount of \$500.

**Moved by:** Councillor Dwyer

**Seconded by:** Councillor Hiscock

Be it resolved that the Corporate Services Report #2 be adopted as presented.

**Motion 2024-057** Carried 6-0



For: Mayor B. Manuel, Deputy Mayor M. Browne, Councillors:  
D. Noel, H. Dwyer, B. Hiscock, A. Little.

Abstained: Councillor A. Coady (Conflict of Interest, as she is  
President of MNL)

**The following topics were discussed:**

- Support of Central Hospitality Night

\*Councillor Coady returned to the Council Chambers.

**D. Committee of the Whole**

**Presented by:** Deputy Mayor Browne

The Committee of the Whole meeting was held on October 15, 2024. The meeting was Chaired by Deputy Mayor Browne. Other members of Council present: A. Coady, H. Dwyer, B. Hiscock, A. Little, D. Noel. Staff present: N. Chatman, T. Mercer, R. Hannaford.

**Fire Underwriter Survey**

Staff reported that the Fire Underwriter Survey for 2024 was completed with no change in the grading assigned to Grand Falls-Windsor. The community has maintained its Dwelling Protection Grade Classification of 2, which will remain in place until the next update in five (5) years. Additionally, the Public Fire Protection Classification for 2024 is grade 5, which will also remain for the next five (5) years. The results of the Fire Underwriter Survey influence insurance premiums for homeowners.

**MEO Appointments**

The Committee discussed the housekeeping requirement for Council to reaffirm the appointment of individual Municipal Enforcement Officers (MEO's) as they are hired. While the Chief Administrative Officer has the authority to appoint new MEO's in accordance with Article 179(2) of the Municipalities Act, the Committee recommends that Resolutions for reaffirming the appointment of the last two (2) MEO's be drafted for the next Council meeting.

**Capital Investment Plan Application**

The Committee discussed a regional water initiative requiring Council support for an application. A recent detailed inspection of the regional water tanks noted several deficiencies in the backwash welded steel tank. The upgrades include the removal of existing coatings and applying new coatings, with an estimated cost of \$880,000. The Committee recommends adding this project to the list of priorities and applying for funding.

**Changes to the Municipal Plan and Development Regulations**

The Committee reviewed Amendment Number 10, 2024, to the Municipal Plan, and Amendment Number 14, 2024, to the Development Regulations. If approved, these amendments will allow for an additional three (3) accessory residential dwelling units on a lot with a principal residence, including subsidiary apartments, garden suites, or garage apartments, subject to development standards. Residential lot coverage may increase from 40% to 50% for lots with garden suites only, and development standards for apartments, townhouse development, and cluster developments in high-density residential zones have been clarified.

**Request to Rezone Land Adjacent to 8 Thirteenth Avenue**

The Committee discussed a request to rezone land adjacent to 8 Thirteenth Avenue from Public Use to Low and Medium Density Multi-Unit Residential (RM-1).

The Committee recommends Council support for Municipal Plan Amendment Number 14, 2024, to rezone the parcel from Public Use to Urban Residential in the future generalized land use map and from Public Use to Residential RM-1.

The Committee recommends Council approval of the amendment and submission for a Section 15 review.

**11 Glenwood Avenue Home-Based Business Permit**

The Committee discussed a request for a Home-Based Business Permit for a short-term rental operation at 11 Glenwood Avenue. Short-term rentals are a Discretionary Use in the Single-Unit Small Lot residential zone. A notice was mailed to adjacent property owners and posted on the Town's social media, with no objections received.

The Committee recommends approval of this business permit, subject to the requirements of Service NL and a future Town inspection.

**Committee Structure**

The Committee discussed changes to the current Committee Structure in preparation for alignment with the new Towns and Local Service District Act.

The Committee recommends dissolving the current Committee Structure and instituting a schedule of Committee of the Whole meetings. Members of Council will become leads in various aspects of engagement with administration and the community. The Committee also recommends that staff explore management software options to implement a solution for managing public meetings and develop a schedule for the new meeting structure. Department leads will be recommended by the Mayor at a future Committee meeting.

**Road Painting**

The Committee discussed concerns regarding the longevity of the reflective glass beads in the road paint, noting that they do not last long.

The Committee recommends that staff investigate this issue.

**Cell Phone Coverage in Town**

Members of Council reported ongoing concerns from the public regarding poor cell phone coverage in Town.

The Committee recommends that staff write to the Premier's Office and draft a letter to Gudie Hutchings, the Federal Minister of Rural Development, to address these concerns.

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

Be it resolved that the Committee of the Whole Report be adopted as presented.

**Motion 2024-058**      **Carried Unanimously**

**The following topics were discussed:**

- Cell Phone Coverage in Grand Falls-Windsor
- MEO Appointment

**8. Resolutions**

The following Resolution was presented by Deputy Mayor Browne:

RESOLUTION GF-W 2024-403

Town of Grand Falls-Windsor

Council Resolution Confirming the Appointment of Municipal Enforcement Officers  
WHEREAS: Section 179(2) of the Municipalities Act, 1999 authorizes the appointment of Municipal Enforcement Officers by the Town Council for the purpose of enforcing regulations made under the authority delegated by the Highway Traffic Act and the Municipalities Act; and

WHEREAS: the Town of Grand Falls-Windsor previously hired **Heidi Wells** on September 16, 2024 and **Craig Breen** on June 5, 2023, as Municipal Enforcement Officers.

BE IT RESOLVED THAT: the Town Council of the Town of Grand Falls-Windsor hereby reaffirms the appointment of **Heidi Wells** and **Craig Breen** as Municipal Enforcement Officers for the purpose of enforcing regulations under the authority delegated by the Highway Traffic Act, the Municipalities Act (as per Section 179(2)), and other delegated relevant legislation identified under Section 414 of the Municipalities Act, 1999, to the extent provided for under each piece of legislation.

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

Be it resolved that Resolution GF-W 2024-403 be adopted as presented.

**Motion 2024-059**      **Carried Unanimously**

The following Resolution was presented by Councillor Dwyer:

RESOLUTION GF-W 2024-404

CANADA COMMUNITY-BUILDING FUND

PROVINCIAL WATER AND WASTEWATER INITIATIVE FUND

WHEREAS: the Town of Grand Falls-Windsor qualifies for funding under the Canada Community-Building Fund Administrative Agreement, particularly, the Provincial Water and Wastewater Initiative Fund; and

WHEREAS: all spending under this Agreement must be used to improve the Exploits Regional Water Supply Committee assets.

THEREFORE BE IT RESOLVED: that the Town of Grand Falls-Windsor, as managers of the ERWSC, approves applications for funding under the Canada Community-Building Fund- Provincial Water and Wastewater Initiative Fund for the following projects in order of priority:

1. Orthophosphate – Corrosion Inhibitor System  
A) \$526,316.00
2. Sludge Drying Bed  
A) \$1,570,377.00
3. 24” Waterline Inspection  
A) \$1,337,360.00
4. Filter Replacement  
A) \$2,916,524.00
5. Alum Tank Replacement  
A) \$104,391.00
6. Backwash Tank Upgrades  
A) \$976,164.00

**Moved by:** Councillor Dwyer

**Seconded by:** Deputy Mayor Browne

Be it resolved that Resolution GF-W 2024-404 be adopted as presented.

**Motion 2024-060**      **Carried Unanimously**

The following Resolution was presented by Councillor Dwyer:

RESOLUTION GF-W 2024-405

2024 CAPITAL PROJECTS

WHEREAS: under Section 94 of the Municipalities Act of the Province of Newfoundland and Labrador, subject to the approval of the Minister, Council may borrow monies and issue securities for the repayment of monies borrowed;

AND WHEREAS: it is deemed necessary to borrow in addition to existing Credit Facilities the amount of \$3,173,401 in relation to 2024 Capital Projects as per the attached schedule; and

THEREFORE BE IT RESOLVED: that subject to the approval of the Honourable Minister of Municipal and Provincial Affairs, Council borrow this amount from CIBC chartered bank in Grand Falls-Windsor, and that this amount be borrowed over a two (2) year term with a 15 year amortization period.

BE IT RESOLVED: that the Mayor and Director of Corporate Services\Town Clerk be authorized to negotiate said loan and to sign promissory notes and execute all documents pertaining to this Resolution.

**Moved by:** Councillor Dwyer      **Seconded by:** Deputy Mayor Browne

Be it resolved that Resolution GF-W 2024-405 be adopted as presented.

**Motion 2024-061**      **Carried** Unanimously

**9. Notice of Motion**

None

**10. Other Business**

The following topics were discussed:

- Community Events
- Recognitions / Congratulations
- Halloween Safety
- Reflective Clothing / Evening Safety
- Share your Harvest / Give to Foodbanks

- Meeting with Minister Hogan – Central Health Update
- Obtaining Abitibi Property - Finalized

**11. Adjournment**

The meeting adjourned at 8:23 P.M.

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

Be it resolved that the meeting of the Grand Falls-Windsor Town Council would be adjourned until the next regular scheduled meeting of Tuesday, November 19, 2024.

**Motion 2024-062      Carried Unanimously**



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Barry Manuel  
Mayor



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Darren Finn  
Chief Administrative Officer

<https://www.youtube.com/watch?v=P2bIqZYsHpQ>