



# **Council Meeting**

**Date: November 19, 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  
Todd Mercer, Director of Community Services  
Steve Gosse, Director of Corporate Services\Town Clerk  
Robyn Hannaford, Communications Officer

**1. CALL TO ORDER**

**2. PROCLAMATION/VISITORS/PRESENTATIONS**

**2.1** YMCA Peace Week – November 16-23, 2024

**3. APPROVAL OF AGENDA**

**3.1 Adoption of Agenda**

Resolution: CM24-R-11-001

**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 October 22, 2024**

Resolution: CM24-R-11-002

Moved by: Councillor Dwyer

**Seconded By:** Councillor Little

That the Council adopt the Minutes of October 22, 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**

**6.1 Information Note:** Correspondence from Minister Hutchings in response to the Towns request for financial assistance towards a new Community Center.

**7. COMMUNITY SERVICES – RECREATION AND EVENTS**

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

**8.1 MCW Application**

Resolution: CM24-R-11-003

Moved by: Councillor Dwyer

**Seconded By:** Deputy Mayor Browne

That Council approve application for cost-shared funding through the Municipal Capital Works Call for Applications with the Municipal Infrastructure Division of the Department of Transportation and Infrastructure, in the amount of \$200,000, for the purpose of upgrading the road for the regional water treatment plant. The Town of Grand Falls-Windsor agrees to provide its share of the cost-shared funding, \$100,500 net of the HST rebate, 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)**

## **8.2 Crown Land Acquisition**

Resolution: CM24-R-11-004

**Moved by:** Councillor Dwyer

**Seconded By:** Councillor Coady

That Council approve the acquisition of Crown Land (Application No. 161971) for cottage development, authorizing staff to proceed with the preferred lease or purchase option under market value pricing policies.

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

**Carried Unanimously (7 to 0)**

## **8.3 CHIF Application Request**

Resolution: CM24-R-11-005

**Moved by:** Councillor Dwyer

**Seconded By:** Councillor Little

That Council approve application for cost-shared funding through the Canada Housing Infrastructure Fund Call for Applications, in the amount of \$4,337,308 net of the HST rebate, for the purpose of construction of a new water storage tank and rehabilitation of the existing 3.6 ML standpipe located at Andrew's Crescent. Funding will be shared equally at a 50/50 ratio. The Town of Grand Falls-Windsor agrees to provide its share of the cost-shared funding, \$2,168,654 net of the HST rebate, 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. PUBLIC WORKS & DEVELOPMENT – PLANNING & DEVELOPMENT**

**9.1 Information Note:** Public Works Reports – October 1, 2024

### **9.2 Housing Accelerator Fund**

Resolution: CM24-R-11-006

**Moved by:** Councillor Hiscock

**Seconded By:** Councillor Noel

That Council award the engineering design work to Irvine Engineering Ltd., the lowest bidder out of five total bidders to complete the detailed design work for these three previously approved housing development areas. This lowest bid was \$43,855.23.

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

**Carried Unanimously (7 to 0)**

**9.3 Urban And Rural Planning Act Amendment (Rezoning a section of Northcliffe Street)**

Resolution: CM24-R-11-007

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

That under the authority of Section 16 of the Urban and Rural Planning Act, 2000, the Town Council of Grand Falls-Windsor adopts Amendment No. 5, 2023 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)**

**10. CORPORATE SERVICES – FINANCE, ADMINISTRATION & POLICY**

**10.1 Information Note:** Labour Report

**10.2 Information Note:** Tax receivables Analysis

**10.3 Information Note:** Disbursement Report

**10.4 Information Note:** Street Lighting

**11. PROTECTIVE SERVICES**

**12. COUNCIL ADVISORY COMMITTEES**

**13. EXTERNAL COMMITTEES**

**14. OTHER BUSINESS**

**14.1 The following Topics were discussed:**

- Community Events
- Recognitions/Congratulations/Acknowledgements
- Accessibility Committee Meeting
- Shopping Locally
- Keeping the Community Clean
- Walkers Safety/Reflective Clothing
- Please Give – Foodbank, Salvation Army

15. **ADJOURNMENT**

Resolution: CM24-R-11-008

**Moved by:** Councillor Dwyer

**Seconded By:** Councillor Little

There being no further business, the meeting adjourned at 7:21p.m.

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

**Carried Unanimously (7 to 0)**



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**Mayor - Barry Manuel**



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**CAO – Darren Finn**

<https://www.youtube.com/watch?v=fkycKRGxpHg&t=20s>

Minister of Rural Economic Development  
and Minister responsible for the Atlantic  
Canada Opportunities Agency



Ministre du Développement économique rural et  
ministre responsable de l'Agence de promotion  
économique du Canada atlantique

October 28, 2024

His Worship Barry Manuel  
Mayor of Grand Falls-Windsor  
Town of Grand Falls-Windsor  
P.O. Box 439, 5 High Street  
Grand Falls-Windsor, Newfoundland and Labrador  
A2A 2J8

Dear Mayor Manuel:

Thank you for your correspondence related to plans for a new regional community centre in Grand Falls-Windsor.

Public spaces such as community centres are a key part of thriving, welcoming communities. They provide places for social interaction and physical activity and are an important aspect of what makes a community an attractive place to live and work.

A copy of your plan has been shared with Agency officials who are well positioned to discuss potential funding options. Please connect with Scott Dawe at the Agency's Grand Falls-Windsor office by phone at 709-486-0577 or by email at [scott.dawe@acoa-apeca.gc.ca](mailto:scott.dawe@acoa-apeca.gc.ca) for follow-up.

It is recommended that you also provide this information to the provincial government for consideration under infrastructure programming.

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Thank you again for taking the time to share this information. My colleague, the Honourable Sean Fraser, Minister of Housing and Infrastructure, is copied for his awareness.

Please accept my best wishes for success in your endeavours.

As always, with warm regards,

A handwritten signature in black ink, appearing to read 'Gudie Hutchings', with a stylized flourish at the end.

The Honourable Gudie Hutchings, P.C., M.P.

c.c.: The Honourable Sean Fraser, P.C., M.P.



## DECISION/DIRECTION NOTE

**Title:** MCW application for 1.2 km road upgrade for the Regional WTP.

**Date Prepared:** November 4<sup>th</sup>, 2024

**Report To:** Committee of the Whole

**Councillor and Role:** Holly Dwyer, Public Works & Development Lead

**Department:** Public Works & Development

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### Decision/Direction Required:

Decision required to apply for a capital road upgrade project by the Town on behalf of the ERWSC for 1.2 km upgrade to the WTP road as shown in the attachment to this decision note. If approved by the Province the project would be funded at a 50/50 ratio and the five member communities to the ERWSC would be responsible for \$100,500 after the HST rebate.

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### Proposed Resolution for Council:

BE IT RESOLVED to apply for cost-shared funding through the Municipal Capital Works Call for Applications with the Municipal Infrastructure Division of the Department of Transportation and Infrastructure, in the amount of \$200,000, for the purpose of upgrading the road for the regional water treatment plant. The Town of Grand Falls-Windsor agrees to provide its share of the cost-shared funding, \$100,500 net of the HST rebate, 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.

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### Discussion – Background and Current Status:

The ERWSC currently maintains and is responsible for approximately 9 km of road from the Wooddale turnoff on New Bay Road to the regional WTP. This section of roadway is in poor condition and in need of rehabilitation. The current estimate to rehabilitate this section of road is approximately \$5.2 million. At an annual investment of \$200,000 per year it will take 26 years to fully rehabilitate. The region has submitted several letters to the government in attempts to





establish a fund specific for regional facilities but currently the MCW fund is the only one outside of the regional gas tax to avail of and the regional gas tax fund does not support road work projects.

**Key Considerations/Implications (Use NA or omit if not applicable):**

1. **Budget/Financial Implications:**

\$100,500 HST required from the region. The costing breakdown is shown below for each community.

	<b>POP</b>	<b>%</b>	<b>Roof Upgrade</b>
<b>WATER TREATMENT</b>		<b>Upgrade Cost</b>	<b>\$ 100,500.00</b>
Grand Falls-Windsor	13,853	66.6%	\$ 66,911.45
Bishop's Falls	3,082	14.8%	\$ 14,886.38
Botwood	2,778	13.4%	\$ 13,418.03
Northern Arm	371	1.8%	\$ 1,791.97
Peterview	723	3.5%	\$ 3,492.17
	<u>20,807</u>	<u>100.00%</u>	<u>\$ 100,500.00</u>

2. **Partners or Other Stakeholders:**

Five member communities on the ERWSC.

3. **Alignment with Strategic Directions:**

To deliver high quality water chemicals must be delivered to the WTP and the road needs significant work to reduce the complaints from the delivery companies.

4. **Alignment with Adopted Plans:**

Provide safe access to the WTP.

5. **Accessibility and Inclusion:**

N/A.



6. **Legal or Policy Implications:**

Potential claims to the town because of vehicle damage from the poor road surface.

7. **Privacy Implications:**

N/A.

8. **Engagement and Communications Considerations:**

Continue to engage with the member communities on the ERWSC and provincial government in attempts to provide more funding to repair this section of road along with the 5.2 KM section the province owns from Grenfell Heights to the Wooddale turnoff. This section is in very poor condition.

9. **Human Resource Implications:**

Town of GFW staff to complete all design and tendering work for the ERWSC. Town to complete the necessary clearing as well.

10. **Procurement Implications:**

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

11. **Information Technology Implications:**

N/A.

12. **Other Implications:**

N/A.

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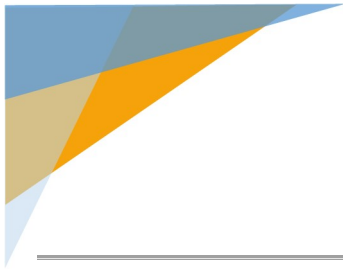
### **Alternative Recommendations:**

1. **Do not approve of the MCW application** – this road has been neglected for too long and is now in need of major upgrades. All the culverts are fully deteriorated and need replacement. While not approving the funding application is an option, it would only prolong the required work which could result in culvert failures soon that would have to be dealt with.
2. **Approve a larger or smaller investment** – council could look at applying for up to \$400,000 for the road upgrade or a smaller investment. The \$200,000 amount was selected as the MCW fund only has a small amount of money available and assume the province wants to spread it around to as many communities as possible.

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### **Recommendation:**

It is recommended that the Town approve this application for road upgrade funding so that the necessary upgrade process can be started in 2025. Additional funding may come available in the future when a larger upgrade can be completed to reduce the replacement timeframe of 26 years.



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**Prepared by:**

Chad Clendenning, P. Eng., Manager of Development

**Approved by:**

Nelson Chatman, P. Eng., Director of Public Works and Development

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## DECISION/DIRECTION NOTE

**Title:** Decision on Crown Land Acquisition for Future Cottage Development

**Date Prepared:** November 5, 2024

**Report To:** Committee of the Whole - Private

**Councillor and Role:** Holly Dwyer, Planning and Development Lead

**Department:** Public Works & Development

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### Decision/Direction Required:

Council's decision is required on whether to proceed with the acquisition of a designated parcel of Crown Land for cottage development. Council also needs to select an appropriate purchase option under the available market value pricing policies.

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### Proposed Resolution for Council:

**I move that Council approve the acquisition of Crown Land (Application No. 161971) for cottage development, authorizing staff to proceed with the preferred lease or purchase option under market value pricing policies.**

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### Discussion – Background & Current Status:

The Town applied for a Crown Land acquisition intended for cottage development and has completed the required registration process with the Department of Environment and Climate Change. Approval has been granted for a parcel of approximately 2.42Ha at a cost of \$153,200 plus HST. The Town now has the option to select from several payment plans outlined by the Crown Lands Division, including flexible lease-to-own arrangements.

Options for Purchase:

1. Lease-to-Own for up to 10 Years:
  - Annual payments can vary based on a negotiated structure (e.g., 4 years at 25% of market value per year; 5 years starting at 0% in the first year and 25% annually for the remaining years; or 10 years at 10% of market value per year).
2. Lease-to-Own with 50% Upfront Payment:
  - 50% of market value required upfront, with the remaining 50% payable when revenue from the land development is realized or when the lease term expires.



### 3. Deferred Payment until Revenue Realization:

- Payments on the lease can be deferred until revenue from the land development is realized, with payment due before selling any parcel to third parties.

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#### Key Considerations/Implications:

- **Budget/Financial Implications:** The acquisition cost of \$153,200 plus HST may impact budget allocations. The lease-to-own options allow for flexible payment arrangements that could support the Town's financial planning.
- **Alignment with Strategic Directions:** Acquiring this land for cottage development supports the Town's strategy to expand recreational opportunities and seasonal housing.
- **Legal or Policy Implications:** Compliance with Crown Land policies and conditions specified in the approval letter, including potential environmental and regulatory stipulations.

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#### Alternate Recommendations:

##### 1. Proceed with Purchase:

Council may approve the purchase of the property in phases or in its entirety, utilizing the phased pricing policy for flexibility and alignment with development plans.

##### 2. Alternative Pricing Policies:

Council may opt for a deferred payment approach or choose lease-to-own terms under Crown Lands' policy, allowing payment flexibility tied to revenue generation from the development.

##### 3. Reject Offer:

Council may decide to decline the offer from Crown Lands and not proceed with the property acquisition at this time.

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#### ● Recommendation:

It is recommended that Council proceed with the acquisition of Crown Land Application No. 161971 to support the Town's long-term recreational and housing development strategy. Council should select one of the payment options based on budget considerations and future revenue projections from the development. This phased acquisition approach could support gradual development and financial flexibility.



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

**Approved by:** Darren Finn, CAO

**Date Approved:** November 5, 2024 :



## **DECISION/DIRECTION NOTE**

**Title:** Construction of a new water storage tank and rehabilitation of the existing 3.6 ML water storage tank.

**Date Prepared:** November 18, 2024

**Report To:** Council

**Councillor and Role:** Holly Dwyer, Planning and Development Lead

**Department:** Public Works & Development

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### **Decision/Direction Required:**

Decision is required whether Council will support an application to the Canadian Housing Infrastructure Fund (CHIF) – Provincial Stream for the construction of a new water storage tank and rehabilitation of the existing 3.6 ML standpipe located at Andrew's Crescent.

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### **Proposed Resolution for Council:**

BE IT RESOLVED to apply for cost-shared funding through the Canada Housing Infrastructure Fund Call for Applications, in the amount of \$4,337,308 net of the HST rebate, for the purpose of construction of a new water storage tank and rehabilitation of the existing 3.6 ML standpipe located at Andrew's Crescent. Funding will be shared equally at a 50/50 ratio. The Town of Grand Falls-Windsor agrees to provide its share of the cost-shared funding, \$2,168,654 net of the HST rebate, 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.

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### **Discussion – Background & Current Status:**

An ROV inspection of the Andrew's Crescent tank was completed in July 2024 by Landmark Municipal Services. The final inspection report 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.

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### **Key Considerations/Implications:**

1. Budget/Financial Implications



<b>Andrew's Crescent Water Tank Estimated Rehabilitation Cost</b>		
<b>Item</b>	<b>Description</b>	<b>Est. Cost (CAD)</b>
1	Maintain grounds within fenced area	On Request
2	Vertical Ladder Repairs	\$ 20,000.00
3	Replace 2pc corroded manway bolt sets & replace gaskets at next shutdown	\$ 2,500.00
4	Replace non-compliant mushroom vent with a 16" S.S. Frostproof Combination vent / vacuum relief unit	\$ 6,200.00
5	Permanently cap vacuum relief blowout panel	\$ 1,750.00
6	Install approximately 60ft of 5" kickplate on existing roof handrail	\$ 3,600.00
7	Repair split roof handrail vertical posts (14 pcs)	\$ 7,000.00
8	Install 14" slip-on duckbill valve on overflow pipe (per AWWA Ten States Standard)	\$ 3,950.00
9	Install new bolts / gaskets to nozzle on tank roof. Ensure lid is fully sealed	\$ 750.00
10	Perform CFD analysis and design, supply and install Hydrodynamic mixing system	\$ 120,000.00
11	Install rescue port base under top landing assembly	\$ 3,500.00
12a	Full Removal and Replacement of Tank Exterior Coatings	\$ 500,000.00
12b	Scaffold and Containment Structure	\$ 250,000.00
12c	Remove & repair loose, dis-bonded parging along perimeter of tank chime and apply seam sealant	\$ 7,800.00
13a	Clean and remove tank sediment. Disinfect tank interior per AWWA C652-11 Method #2.	\$ 10,000.00
13b	Full Removal and Replacement of Tank Interior Lining System	\$ 800,000.00
13c	Allowance for unknown steel repairs (identified / quantified post-sandblast)	\$ 25,000.00
13d	Allowance to Repair / replace cathodic protection system	\$ 40,000.00
	<b>Rehabilitation Total Cost (\$):</b>	<b>\$ 1,802,050.00</b>
	<b>Rehabilitation Total HST Included:</b>	<b>\$ 2,072,357.50</b>
	<b>New Standpipe Total HST Included:</b>	<b>\$ 2,710,550.00</b>
	<b>Total Application Cost HST Included:</b>	<b>\$ 4,782,907.50</b>
	<b>Town Portion:</b>	<b>\$ 2,391,453.75</b>





2. Partners or Other Stakeholders

Provincial and Federal Government. Apply through CHIF with funding at a 50/50 ratio.

3. Alignment with Strategic Directions

Ensure adequate water pressures are maintained throughout Town for the long term. Allows for housing developments to occur with adequate storage capacity.

4. Alignment with Adopted Plans

Aligns with our Asset Management Plan (AMP) which requires the maintenance of the Town infrastructure.

5. Accessibility and Inclusion

N/A.

6. Legal or Policy Implications

If the water storage tank is not rehabilitated, it would open the town up to liability issues as the water pressure would not be maintained above the minimum 40 PSI pressure in the Cater Avenue and McCarthy Street areas.

7. Privacy Implications

N/A.

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 oversee the design and construction of this project if approved under the program and agreements are finalized with all appropriate levels of government. This includes collaborating with consultants during design and managing the project through to completion.

10. Procurement Implications

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

11. Information Technology Implications

N/A.

12. Other Implications

N/A.

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**Recommendation:**

It is recommended that the Town submit the CHIF funding application before the November 29, 2024, deadline and pass a resolution supporting it. This crucial project supports future housing development and provides additional storage capacity for redundancy and emergency needs.

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**Prepared by:** Chad Clendenning, P. Eng.

**Approved by:** Nelson Chatman, P. Eng.

**Date Approved:** November 18<sup>th</sup>, 2024



## INFORMATION NOTE

**Title:** Public Works Reports to October 31, 2024

**Date Prepared:** November 4, 2024

**Report To:** Committee of the Whole

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

**Department:** Public Works & Development

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**Issue:**

This note provides an update on the progress of Public Works maintenance tasks completed to date, including street repairs, infrastructure maintenance, and sewer services.

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**Discussion – Background & Current Status:**

The Public Works have been actively working on infrastructure maintenance and repairs throughout 2024. Key areas of work include asphalt patching, concrete curb and sidewalk repairs, water main maintenance, and sewer service repairs. These activities ensure the safety, reliability, and functionality of essential public infrastructure.

To date, the team has completed significant tasks across various domains. These include but are not limited to:

- **Street Repairs:** 3,229.25 m<sup>2</sup> of asphalt patched and extensive concrete repairs.
- **Painting:** Applied 4683.70 liters of paint for road markings.
- **Signage:** Installed or replaced 49 street signs, 102 regulatory signs, and 62 posts.
- **Concrete repairs:** Completed 600.86m<sup>2</sup> of concrete curb, gutter, and sidewalk.
- **Water & Sewer Maintenance:** Addressed 31 leaks, repaired 5 main breaks, conducted hydrant repairs, 66 plug sewer calls, and completed 118 curb stop repairs.
- **Maintenance Holes/Catch Basins:** Repaired 30 maintenance catch basins.
- **Landscaping:** Total of 2446.20 ft<sup>2</sup> of topsoil with seed or sod completed.

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**Key Considerations/Implications:**

1. Budget/Financial Implications

Ongoing maintenance and repairs fall within the approved budget allocations for Public Works and Water & Sewer services.



2. Partners or Other Stakeholders

Coordination with NL Power and Bell Aliant for locates.

3. Alignment with Strategic Directions

Supports strategic objectives to maintain and enhance town infrastructure.

4. Alignment with Adopted Plans

Staff resources allocated for regular maintenance, repairs, and seasonal preparations.

5. Accessibility and Inclusion

N/A

6. Legal or Policy Implications

N/A

7. Privacy Implications

N/A

8. Engagement and Communications Considerations

N/A

9. Human Resource Implications

Maintaining the town of this size may require additional resources for seasonal work to stay ahead of the demand.

10. Procurement Implications

N/A

11. Information Technology Implications

N/A



## 12. Other Implications

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### **Conclusion/Next Steps:**

The Public Works division will continue with regular inspections, necessary repairs, and preparations for winter. These efforts are essential to maintaining the town's infrastructure for the safety and convenience of residents. Primary goal at seasonal layoff is to ensure snow clearing and ice control equipment are ready for the winter season.

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**Prepared by: Nelson Chatman, Director of Public Works & Development**

**Approved by:**

**Date Approved:**



## DECISION/DIRECTION NOTE

**Title:** Housing Accelerator Fund – Award of Consultant Fee Request #1 for Three House Development Areas

**Date Prepared:** : November 1<sup>st</sup>, 2024

**Report To:** Committee of the Whole

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

**Department:** Public Works & Development

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**Decision/Direction Required:** Direction is requested whether the Town should award the recent engineering consulting requests for proposals to Irvine Engineering Limited, for the purpose of completing the engineering design for the following approved in principal new housing areas:

1. Toulett to Ogilvie Street
2. Main Street West
3. Northcliffe Street

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### Proposed Resolution for Council:

I Move that Council award the engineering design work to Irvine Engineering Ltd., the lowest bidder out of five total bidders to complete the detailed design work for these three previously approved housing development areas. This lowest bid was \$43,855.23.

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### Discussion – Background & Current Status:

Council approved several areas for development infilling around Town, so staff completed a consultant fee request, and five competent engineering firms replied. The low bidder has completed work within the Town and provided an excellent service. Their price is very reasonable, and staff are recommending this be awarded to get ahead on the design work so construction can start early in the 2025 construction season.

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### **Key Considerations/Implications:**

1. **Budget/Financial Implications:**  
To be funded with the Housing Accelerator Fund. No cost to the Town.
2. **Partners or Other Stakeholders:**  
Consultant (Irvine Engineering Ltd.) completing the detailed design work. Residents in the immediate vicinity of these three development areas. Permitting agencies necessary for obtaining the required construction permits. Planning department with government as a zoning change is required for the Toulett to Ogilvie Street development.
3. **Alignment with Strategic Directions:**  
If approved it will provide potential developers with all the necessary tools to start development early in 2025. Will lead to approximately 42 new parcels of land for housing development which directly aligns with Council's desire to increase housing availability.
4. **Alignment with Adopted Plans:**  
Increased affordable land to be developed will be the direct result as the engineering costs are eliminated for interested developers.
5. **Accessibility and Inclusion:**  
N/A
6. **Legal or Policy Implications:**  
The Toulett to Ogilvie Street must be rezoned. Crown land has been applied for the Main Street development.
7. **Privacy Implications:**  
N/A.
8. **Engagement and Communications Considerations:**  
These development areas have already been communicated with the public via the Town website and were approved in principle for development by Council. Process for rezoning will follow the requirements of the Urban & Rural Planning Act (2000).
9. **Human Resource Implications:**  
Staff will need to oversee the design process and then the request for interest from developers once the design is finalized. Staff effort is also required for the crown land correspondence and rezoning. Furthermore, a professional planner will be required for the rezoning process.
10. **Procurement Implications:**  
All design and construction related work will be tendered publicly following the PPA.
11. **Information Technology Implications:**  
N/A
12. **Other Implications:**  
N/A



## **Alternative Recommendations:**

1. **Do not award** – this would result in housing in these areas stalling leading to the Town potentially not complying with the requirements outlined in our HAF agreement. This is not a recommendable action.

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### **Recommendation:**

It is recommended that the Town proceed with awarding this engineering design work for the three previously approved development areas. The crown land application will continue through the process for the Main Street area and the rezoning for the Toulett Drive area will continue as well. This will allow for the design to be ready once these processes are completed.

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**Prepared by:** Chad Clendenning, P. Eng., Manager of Development

**Approved by:** Nelson Chatman, P. Eng., Director of Public Works & Development

**Date Approved:**





## DECISION/DIRECTION NOTE

**Title:** Recommendation for Adoption of Amendment No. 5, 2023 – Northcliffe Street Rezoning

**Date Prepared:** November 15, 2024

**Report To:** Council Meeting

**Councillor and Role:** Councillor Hiscock

**Department:** Public Works and Development

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### Decision/Direction Required:

Council is requested to pass a resolution adopting the proposed Amendment No. 5, 2023 to the Development Regulations for Northcliffe Street, as per the requirements of the Urban and Rural Planning Act, 2000.

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### Proposed Resolution for Council:

I move that under the authority of Section 16 of the Urban and Rural Planning Act, 2000, the Town Council of Grand Falls-Windsor adopts Amendment No. 5, 2023 to the Grand Falls-Windsor Development Regulations, 2022-2032.

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### Discussion – Background & Current Status:

The proposed amendment seeks to facilitate development by introducing compact single-unit residential lots. This approach supports the town's objectives of housing diversity, efficient land use, and sustainability. The rezoning reflects feedback received during public consultations and aligns with the recommendations from the Commissioner for the Public Hearing.

#### Key Background Points:

- The rezoning proposal was adjusted to address concerns raised during public consultations, including maintaining existing open spaces and revising lot layouts.
- A total of three submissions were received during the consultation process, raising concerns about the loss of green space, site suitability, potential impacts on adjacent properties, and property values.
- Council reviewed the submissions and confirmed that the concerns raised can be addressed within the framework of existing development regulations and standards.

#### Summary of the Proposed Amendment:

- Rezoning a portion of Northcliffe Street from RS-3 to RS-1.
- Compact residential lots will provide housing diversity while preserving key elements of the existing urban layout.



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**Key Considerations/Implications:**

**1. Budget Implications:**

Minimal impact anticipated; costs associated with rezoning will be absorbed within the current budget framework.

**2. Strategic Alignment:**

- Supports the ICSP by addressing housing diversity, affordability, and efficient land use.
- Aligns with the goals of the 2022-2032 Municipal Plan.

**3. Legal Considerations:**

Adoption of the amendment complies with Section 16 of the Urban and Rural Planning Act, 2000.

**4. Public Consultation and Feedback:**

Concerns from residents about green space and site suitability have been acknowledged and addressed in the revised amendment.

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**Recommendation:**

It is recommended that Council adopt Amendment No. 5, 2023 to the Development Regulations for Northcliffe Street. This decision ensures compliance with the Urban and Rural Planning Act, 2000 and advances the town's objectives of sustainable development and housing diversity.

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

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

**Date Approved:** November 15, 2024



## INFORMATION NOTE

**Title: Labour Report**

**Date Prepared: 11/04/2024**

**Report To: Committee of the Whole**

**Councillor and Role: Amy Coady**

**Department: Corporate Services**

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**Issue:**

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

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**Discussion – Background & Current Status:**

Every month, Council is updated on the status of year-to-date labour costs as compared with the budget.

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**Key Considerations/Implications:**

1. Budget/Financial Implications: As of week 42, total labour costs are 8.19% under budget – which amounts to savings of \$281,371. Week 44 is the final week prior to layoff for the Public Works employees, and then all seasonal staff get their layoff. This is 3 weeks later than past years due to the savings in budget, and excess work available. The seasonal employees will now be called in on an as-needed basis throughout the winter months until recall in May.
2. Engagement and Communications Considerations: Staff were communicated with throughout this process as they require 3 weeks' advance notice of their layoff as per the collective agreement.



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**Conclusion/Next Steps:**

Management will continue to monitor labour costs as we head into the winter months.

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**Prepared by:** Steve Gosse, CPA, CA

**Approved by:**

**Date Approved:** November 4, 2024



## INFORMATION NOTE

**Title: Tax Receivables Analysis - October 2024**

**Date Prepared: 11/04/2024**

**Report To: Committee of the Whole**

**Councillor and Role: Amy Coady**

**Department: Corporate Services**

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**Issue:**

Collections and receivable analysis up to the end of October 2024.

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**Discussion – Background & Current Status:**

This information note is to provide Council with an update on taxation receivables. Total outstanding balance at October 31, 2024 \$3,331,732 (2023 was \$3,204,734: an increase of \$126,998 or 4%).

Collections have been slowly improving throughout the year as more residents set up on pre-authorized payment plans. Monthly pre-authorized payments are approximately \$446,000 now, vs \$384,000 this time last year. Collection efforts remain ongoing to collect as much as possible.

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**Key Considerations/Implications:**

1. Budget/Financial Implications – Need improved collections to ensure services are paid for and fund operations. The longer these receivables are outstanding, the less likely they will be collected in a timely manner. Eventual collection on sale of property still end result, however preferred approach is to collect ASAP.
2. Engagement and Communications Considerations – Communication is key. Outstanding arrears balance statements have been sent multiple times throughout the year and contact made directly with those older balances.
3. Other Implications – staff are looking into other taxation collection options such as tax sales and collection agencies. The latest rate quotes received from collection agencies are very high and others are being sought.



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**Conclusion/Next Steps:**

Staff to continue efforts into collections of all outstanding receivables.

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**Prepared by:** Steve Gosse, CPA, CA

**Approved by:**

**Date Approved:**

**List of Attachments:**



## INFORMATION NOTE

**Title: Disbursement Report**

**Date Prepared: 11/05/2024**

**Report To: Committee of the Whole**

**Councillor and Role: Amy Coady**

**Department: Corporate Services**

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**Issue:**

Summary of disbursements over \$1,000.

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**Discussion – Background & Current Status:**

This information note provides a summary of disbursements as of November 5, 2024 in the amount of \$738,148.79 as reviewed by Council.

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**Conclusion/Next Steps:**

Management will continue to report disbursements over \$1,000.

**Prepared by:** Steve Gosse, CPA, CA **Approved by:**

**Date Approved:** November 5, 2024



## INFORMATION NOTE

**Title:** Streetlight Inventory and Costs

**Date Prepared:** October 25, 2024

**Report To:** Committee of the Whole

**Councillor and Role:** Amy Coady

**Department:** Corporate Services

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**Issue:**

The Town of Grand Falls-Windsor currently leases **1,654 streetlights** across **838 poles**, with a total monthly cost of **\$39,555.65** and an annual expense of **\$474,667.80** (including HST). This includes a mix of high-pressure sodium (HPS) and LED lights.

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**Discussion – Background & Current Status:**

**1. Cost Savings with LED Lights:**

The town has already transitioned many lights to LED, with 998 units of 100W LED lights. At \$16.25 per unit (before tax), these LED lights are more cost-effective than the older HPS lights.

**2. Ongoing Requests for Additional Lighting:**

Council routinely receives requests for new streetlights in various areas. While these requests often stem from valid concerns about safety, visibility, or aesthetics, each new installation increases the town's monthly and annual expenses.

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**Key Considerations/Implications:**

1. Budget/Financial Implications
2. Partners or Other Stakeholders
3. Alignment with Strategic Directions
4. Alignment with Adopted Plans
5. Accessibility and Inclusion
6. Legal or Policy Implications





7. Privacy Implications
8. Engagement and Communications Considerations
9. Human Resource Implications
10. Procurement Implications
11. Information Technology Implications
12. Other Implications

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### **Conclusion/Next Steps:**

**Accelerate LED Transition:** Collaborate with Newfoundland Power to replace all remaining HPS lights with more efficient LED fixtures.

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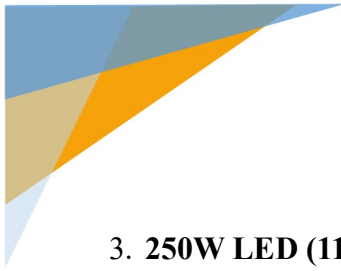
## **Street Light Inventory, Unit Costs, and Monthly Costs (with HST)**

### **High-Pressure Sodium (HPS) Lights:**

1. **100W HPS (520 units):**
    - **Unit cost (with 15% HST):**  $\$18.77 \times 1.15 = \$21.59$
    - **Monthly cost (with 15% HST):**  $520 \times \$21.59 = \$11,224.46$
  2. **150W HPS (21 units):**
    - **Unit cost (with 15% HST):**  $\$23.68 \times 1.15 = \$27.23$
    - **Monthly cost (with 15% HST):**  $21 \times \$27.23 = \$572.87$
  3. **250W HPS (4 units):**
    - **Unit cost (with 15% HST):**  $\$34.12 \times 1.15 = \$39.24$
    - **Monthly cost (with 15% HST):**  $4 \times \$39.24 = \$157.95$
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### **LED Lights:**

1. **100W LED (998 units):**
  - **Unit cost (with 15% HST):**  $\$16.25 \times 1.15 = \$18.69$
  - **Monthly cost (with 15% HST):**  $998 \times \$18.69 = \$18,650.13$
2. **150W LED (84 units):**
  - **Unit cost (with 15% HST):**  $\$18.46 \times 1.15 = \$21.23$
  - **Monthly cost (with 15% HST):**  $84 \times \$21.23 = \$1,783.24$



**3. 250W LED (11 units):**

- **Unit cost (with 15% HST):  $\$22.48 \times 1.15 = \$25.85$**
- **Monthly cost (with 15% HST):  $11 \times \$25.85 = \$284.37$**

**4. 400W LED (13 units):**

- **Unit cost (with 15% HST):  $\$26.15 \times 1.15 = \$30.07$**
  - **Monthly cost (with 15% HST):  $13 \times \$30.07 = \$392.09$**
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**Post Top Lights:**

- **100W Post Top (3 units):**

- **Unit cost (with 15% HST):  $\$19.96 \times 1.15 = \$22.95$**
  - **Monthly cost (with 15% HST):  $3 \times \$22.95 = \$68.86$**
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**Poles:**

- **30-foot Concrete Poles (23 units):**

- **Unit cost (with 15% HST):  $\$8.54 \times 1.15 = \$9.82$**
- **Monthly cost (with 15% HST):  $23 \times \$9.82 = \$225.88$**

- **30-foot Steel Poles (20 units):**

- **Unit cost (with 15% HST):  $\$8.54 \times 1.15 = \$9.82$**

**Monthly cost (with 15% HST):  $20 \times \$9.82 = \$196.42$**

- **30-foot Wooden Poles (795 units):**

- **Unit cost (with 15% HST):  $\$6.11 \times 1.15 = \$7.03$**
  - **Monthly cost (with 15% HST):  $795 \times \$7.03 = \$5,585.38$**
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**Underground Wiring:**

- **25 Runs of Underground Wiring:**

- **Unit cost (with 15% HST):  $\$14.40 \times 1.15 = \$16.56$**
- **Monthly cost (with 15% HST):  $25 \times \$16.56 = \$414.00$**



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### **Total Monthly and Annual Costs (with HST):**

- **Total Monthly Cost: \$39,555.65**
- **Total Annual Cost: \$474,667.80**

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### **Total Number of Poles and Lights:**

- **Total number of poles:** 23 (Concrete) + 20 (Steel) + 795 (Wooden) = **838 poles**
- **Total number of lights:** 520 (100W HPS) + 21 (150W HPS) + 4 (250W HPS) + 998 (100W LED) + 84 (150W LED) + 11 (250W LED) + 13 (400W LED) + 3 (Post Top) = **1,654 lights**

**Prepared by:** Darren Finn, Chief Administrative Officer

**Approved by:**

**Date Approved:**