



Committee of the Whole - Mar 11 2025 Minutes

Time: 6:30 PM

Location: Council Chambers

PRESENT: Amy Coady, Andrew Little, Barry Manuel, Bob Hiscock, Dave Noel, and Mike Browne

LATE:

STAFF: Darren Finn, Steve Gosse, Todd Mercer, Nelson Chatman, and Robyn Hannaford

REGRETS: Holly Dwyer

1. CALL TO ORDER

2. Approval of Agenda

2.1 Adoption of Agenda

That the Agenda be adopted as Presented.

MOTION #COWP25-03-013

Moved by: Bob Hiscock

Seconded by: Amy Coady

Aye Amy Coady, Andrew Little, Barry Manuel, Bob Hiscock, Dave Noel, and Mike Browne

Carried 6-0

3. Proclamation, Presentations, or Announcements

4. Adoption of Minutes

4.1 Minutes of February 11, 2025

That the Minutes of February 11, 2025 be adopted as presented.

MOTION #COWP25-03-014

Moved by: Dave Noel

Seconded by: Andrew Little

Aye Amy Coady, Andrew Little, Barry Manuel, Bob Hiscock, Dave Noel, and Mike Browne

Carried 6-0

5. Business Arising Out of Minutes

6. Community Services – Economic Development

- 6.1 Multi Material Stewardship Board Composting Funding
Council reviewed an information note provided by staff advising that the the \$7,700 in funding from MMSB, will be used to purchase five (5) Joracan compost tumblers to enhance the town’s waste diversion efforts and educate the community on sustainable waste management.

7. Community Services – Recreation and Events

8. Public Works & Development – Public Works, Buildings, and Facilities

- 8.1 Snow Clearing Policy Amendment Request

[SNOWCL~1.PDF](#) 

Council reviewed an information note advising that a request was received from residents to amend Sec #7 of the town’s Snow Clearing Regulations to include additional language prohibiting snow placement in a manner that may cause a nuisance to neighboring properties.

8.2 CCBF Reallocation – Final for older CCBF Agreement

[CCBF Reallocation \(Final\) - Decision Note.pdf](#) 

That the Town of Grand Falls-Windsor approves the recommendation to reallocate the surplus from 99-2021-7328 New Traffic Light and Intersection at Cromer Ave. and Pinsent Drive of \$2,400 and 99-2022-7732 Installation of Storm Sewer Infrastructure on Harmsworth Drive of \$5,921 towards 99-2022-7655 Water and Sewer Engineering Design. This is an increase of \$7,691 to this project making the new total amount \$455,873.

MOTION #COWP25-03-015

Moved by: Bob Hiscock

Seconded by: Amy Coady

Aye Amy Coady, Andrew Little, Barry Manuel, Bob Hiscock, Dave Noel, and Mike Browne

Carried 6-0

9. Public Works & Development – Planning and Development

9.1 Proposal for Street Names

[Proposal for Street Names - Information Note.pdf](#)

Council reviewed an information note to notify Council of the assignment of remaining approved street names, specifying their placement and appropriate suffixes, and to highlight the need for additional street names for immediate and future developments.

10. Corporate Services – Finance, Administration and Policy

10.1 Disbursement Report - March 11, 2025

[Information Note - Disbursement report Mar 11 2025.docx](#)



Council reviewed an information note on the summary of disbursements over \$1,000.

10.2 Tax Receivable Analysis - February 2025

[Information Note - TRA Feb 2025.docx](#)

Council reviewed an information note on the summary of taxation receivables.

10.3 Tender result - Snowmaking equipment

[Decision note - Snowmaking Equipment.docx](#)

That Council award the Tender for snowmaking equipment to HKD Snowmakers Canada in the amount of \$74,035.15 plus HST (\$2,623.70 under budget)

MOTION #COWP25-03-016

Moved by: Amy Coady

Seconded by: Dave Noel

Aye Amy Coady, Andrew Little, Barry Manuel, Bob Hiscock, Dave Noel, and Mike Browne

Carried 6-0

10.4 Labour Report - Wk 8

[Information Note Labour Report Wk 8.25.pdf](#) 

Council reviewed an information note on the summary of labour costs for Public Works, Parks, ERWSC and the Fire Hall up to week 8 of 2025.

11. Protective Services – Municipal Enforcement and Fire Department

12. Council Advisory Committees

13. External Committee

14. Other Business

15. ADJOURNMENT

There being no other Business the meeting adjourned at 7:35p.m.

MOTION #COWP25-02-017

Moved by: Bob Hiscock

Seconded by: Andrew Little

Aye Amy Coady, Andrew Little, Barry Manuel, Bob Hiscock, Dave Noel, and Mike Browne

Carried 6-0



CAO



Mayor



INFORMATION NOTE

Title:	Multi Material Stewardship Board Composting Funding
Date Prepared:	February 14, 2025
Report To:	Committee of the Whole – General Public
Councillor and Role:	Deputy Mayor Mike Browne
Department:	Community Services – Economic Development

Issue: The Town of Grand Falls-Windsor has been granted \$7,700 in funding from the Multi-Materials Stewardship Board (MMSB) Community Waste Diversion Fund to support a composting initiative at the Grand Falls-Windsor Community Garden. The funding will be used to purchase five (5) Joracan compost tumblers to enhance the town's waste diversion efforts and educate the community on sustainable waste management.

Discussion – Background & Current Status:

The Community Services Department is committed to addressing waste management challenges such as contamination, lack of education, odor, pests, and infrastructure barriers. The project aims to:

- Reduce organic waste sent to landfills from the Community Garden.
- Improve the quality of compost through proper waste sorting and management.
- Increase community participation in composting, targeting 75% engagement from community garden members.
- Provide education on composting techniques and expand community awareness through outreach programs.
- Enhance soil health in community gardens using high-quality compost.

The initiative will be implemented in collaboration with the Grand Falls-Windsor Community Garden, where compost bins will be placed for direct community use.



Key Considerations/Implications:

1. Budget/Financial Implications:

- Total grant amount: \$7,700 for Five (5) Joracan compost tumblers.
- 50% of the funding to be disbursed upon signing the Contribution Agreement, with further payments contingent on progress reporting and compliance.
- The Town will provide topsoil to support composting efforts.

2. Partners or Other Stakeholders:

- Multi-Materials Stewardship Board (MMSB)
- Grand Falls-Windsor Community Garden
- Town of Grand Falls-Windsor Local schools,
- businesses, and volunteers for education and outreach support.

3. Project Timeline:

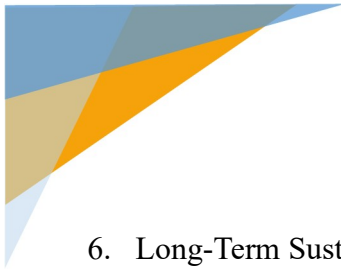
- Project Start Date: No later than March 31, 2025
- Project Completion Deadline: April 30, 2026
- Community Education & Outreach Initiatives: Ongoing throughout the project
- Final Reporting & Evaluation: Required upon project completion

4. Community Engagement & Education:

- Workshops & Training Sessions on composting best practices.
- Educational Campaigns via social media, town website, and printed materials.
- Monitoring & Feedback Mechanisms, including resident surveys and tracking composting participation.
- Partnership Development with local environmental groups to encourage sustainable waste diversion.

5. Expected Deliverables:

- High-quality compost for community gardens and local green spaces.
- Waste Reduction Report, demonstrating a measurable reduction in organic waste.
- Educational Materials, including brochures, online guides, and instructional signage.
- Environmental Impact Report, detailing reductions in greenhouse gas emissions.
- Community Participation Metrics, tracking engagement and composting adoption rates.



6. Long-Term Sustainability & Maintenance:

- Community Garden Members will manage composting activities with town support.
- Student workers will assist with operations and educational initiatives during the summer.
- The Town of Grand Falls-Windsor will explore additional funding opportunities to sustain and expand the composting initiative.

Conclusion/Next Steps:

- The Town will **purchase the five compost tumblers** as per the approved funding agreement.
- The **Community Garden leadership** will be supported in educating members about composting best practices.
- The Town will **monitor waste diversion impacts** and submit progress reports to **MMSB**.
- **Opportunities for program expansion** will be explored based on the project's success and community feedback.

Prepared by: Todd Mercer
Approved by: Darren Finn
Date Approved: February 17, 2025



INFORMATION NOTE

Title:	Snow Clearing Policy Amendment Request
Date Prepared:	February 22, 2025
Report To:	Committee of the Whole
Councillor and Role:	Councillor Holly Dwyer – Public Works, Buildings & Facilities
Department:	Public Works and Development

Issue: A request was received from residents to amend Section #7 of the town's Snow Clearing Regulations to include additional language prohibiting snow placement in a manner that may cause a nuisance to neighboring properties.

Discussion – Background & Current Status:

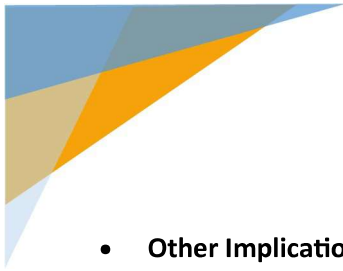
The request, submitted by residents Mike and Elaine Zaichkowsky, proposes amending Section #7 of the regulations to explicitly prohibit snow from private properties being placed in a way that creates a nuisance for neighboring properties. The concern raised was that snow cleared from an adjacent property ends up being left on the road and sidewalk, leading to it being pushed back into their driveway during the town's snow clearing operations.

The request was reviewed by staff, including Rus Thibault (Chief of Police), Nelson Chatman (Director) and Darren Finn (CAO), all of whom agree that the existing regulation already addresses concerns regarding snow placement on roadways, sidewalks, and fire hydrants. Additionally, there was ambiguity in defining what would constitute a "nuisance," making enforcement problematic.

After review and discussion, the consensus among staff was that no amendments to the Snow Clearing Regulations are required, as the current wording sufficiently addresses the concerns raised.

Key Considerations/Implications:

- **Legal or Policy Implications:** The existing policy language already prohibits snow placement that interferes with vehicular or pedestrian traffic. Adding the proposed amendment would not significantly change enforcement capabilities.
- **Engagement and Communications Considerations:** The resident(s) who submitted the request should be informed of the decision and the rationale behind maintaining the current wording.



- **Other Implications:** No further operational or enforcement changes are anticipated as a result of this review.

Conclusion/Next Steps:

The request to amend the Snow Clearing Regulations is **not recommended** for approval, as the current policy sufficiently addresses concerns related to snow placement. The resident(s) will be notified of this decision.

Prepared by:

Approved by: Nelson Chatman, P.ENG

Date Approved: February 22, 2025



DECISION/DIRECTION NOTE

Title: CCBF Reallocation – Final for older CCBF Agreement
Date Prepared: March 6th, 2025
Report To: Committee of the Whole
Councilor and Role: Holly Dwyer, Public Works, Buildings and Facilities Lead
Department: Public Works & Development

Decision/Direction Required:

Decision is required whether Council will support the recommendation to reallocate the remaining funds from the previous CCBF Agreement.

Proposed Resolution for Council:

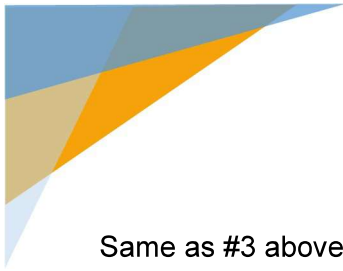
The Town of Grand Falls-Windsor approves the recommendation to reallocate the surplus from 99-2021-7328 New Traffic Light and Intersection at Cromer Ave. and Pinsent Drive of \$2,400 and 99-2022-7732 Installation of Storm Sewer Infrastructure on Harmsworth Drive of \$5,921 towards 99-2022-7655 Water and Sewer Engineering Design. This is an increase of \$7,691 to this project making the new total amount \$455,873.

Discussion – Background & Current Status:

This is simply moving the savings from the two projects noted above into more engineering design related funds to assist in project design development in attempts to have “shovel ready” projects available when funding is made available.

Key Considerations/Implications:

1. Budget/Financial Implications
Town portion would be \$0 as the CCBF fund is being used for the design work.
2. Partners or Other Stakeholders
Federal and Provincial Government.
3. Alignment with Strategic Directions
If approved, the project will help provide shovel ready projects for funding opportunities.
4. Alignment with Adopted Plans



Same as #3 above.

5. Accessibility and Inclusion

6. Legal or Policy Implications

N/A

7. Privacy Implications

8. Engagement and Communications Considerations

N/A.

9. Human Resource Implications

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

10. Procurement Implications

Projects will be tendered publicly following the PPA through a competitive tender process.

11. Information Technology Implications

Sharing the as-built drawings with design firms.

12. Other Implications

N/A.

Recommendation:

It is recommended that the Town proceed with awarding this reallocation of funding, so the funding use is maximized. This is meant to close off the old CCBF Agreement and now concentrate on the new CCBF Agreement for project completion.

Town of Grand Falls-Windsor - Final Adjustments to 2023/24 CCBF					
Project No.	Project Category	Project Title	Current Budget \$	Change (+/-)	Revised Amount
99-2021-7328	Local Roads & Bridges	New Traffic Light and Intersection - Cromer Ave. & Pinsent Dr.	\$ 345,000.00	\$ (2,400.00)	\$ 342,600.00
99-2022-7732	Disaster Mitigation	Installation of Storm Sewer Infrastructure - Harmsworth Drive	\$ 67,984.00	\$ (5,291.00)	\$ 62,693.00
99-2022-7655	Wastewater & Drinking Water	Water and Sewer Engineering Design	\$ 448,182.16	\$ 7,691.00	\$ 455,873.16

Prepared by: Chad Clendenning, P. Eng.

Approved by: Nelson Chatman, P. Eng.

Date Approved: February 10th, 2025



INFORMATION NOTE

Title: Proposal for Street Names

Date Prepared: February 7, 2025

Report To: Committee of the Whole

Councillor and Role: Bob Hiscock, Planning and Development Lead

Department: Public Works and Development

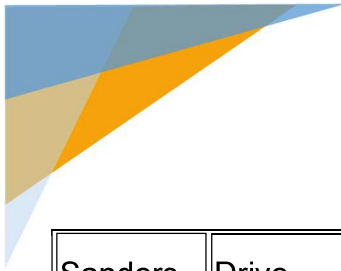
Issue:

To notify Council of the assignment of remaining approved street names, specifying their placement and appropriate suffixes, and to highlight the need for additional street names for immediate and future developments.

Discussion – Background & Current Status:

- The following table outlines the remaining approved street names, their assigned subdivisions, and reasoning for their selection:

Name	Suffix	Subdivision	Reason
Lindahl	Road	Reid	Main access from Grenfell Heights to the subdivision, extending as future development occurs.
Pitcher	Road	Spruce Woods	Main access from Grenfell Heights to the subdivision for entrance/exit.
LeMoine	Drive	Spruce Woods	A side street with curves, connecting other streets in the subdivision.
Burke	Place or Crescent	Reid	Intended as a cul-de-sac; suffix will be Place or Crescent based on its layout.
Cobb	Way	Spruce Woods	A long street connecting all subdivision streets and extending to new areas.
Bowers	Street	Spruce Woods	A straight street connecting to Cobb on either end.
Stewart	Place	Blackmore	A side street in Blackmore, currently a dead-end, potentially extending as a loop road.



Sanders Drive	Ridgewood Extension	Some curvature and serves as a key residential street. Connects to Queensway.
Northcliffe Crescent	Harmsworth	Curved street connecting two other streets.

- These assignments complete the previously approved list of names.

Immediate Future Needs:

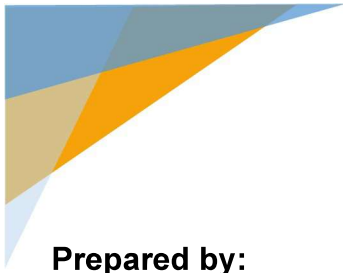
- At least three additional names are needed immediately for planned developments:
 1. Main Street West Cul De Sac (Court)
 2. Ogilvie to Toulett (Street)
 3. Possible side street off "Sanders" near Excite (Place or Crescent, depending on final design).
- Council is requested to evaluate and approve a list of at least ten (10) additional street names to accommodate ongoing and future development needs.
- Staff will bring forward a list of names for consideration in a future meeting based on community input.

Key Considerations/Implications:

- 1. Alignment with Strategic Directions:**
 - Supports effective municipal planning and enhances community identity.
- 2. Alignment with Adopted Plans:**
 - Consistent with the Town’s long-term development strategy.
- 3. Engagement and Communications Considerations:**
 - Transparent naming process to ensure community alignment.
- 4. Information Technology Implications:**
 - Updates to GIS and emergency response databases.

Conclusion/Next Steps:

1. Assign remaining approved names to identified subdivisions.
2. Council must identify and approve a minimum of ten (10) new street names for future development in a forthcoming committee meeting.
3. Follow existing guidelines for the evaluation and decision on the next set of street names to be used.



Prepared by:

Approved by: Nelson Chatman, P. ENG

Date Approved: February 7, 2025



INFORMATION NOTE

Title: Disbursement Report – March 11, 2025
Date Prepared: March 5, 2025
Report To: Committee of the Whole
Councillor and Role: Councillor Coady, Finance, Policy and Administration Lead
Department: Corporate Services

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

Discussion – Background & Current Status:

This information note is prepared by staff, and reviewed by Council which provides a summary of disbursements over \$1,000 as of March 11th, 2025 in the amount of \$849,114.38

Conclusion/Next Steps:

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

Prepared by:
Approved by: Steve Gosse, CPA, CA
Date Approved: March 5, 2025

Vendor	ACCT - DESCRIPTION	TOTAL
Ace Locksmithing	Soccer Hut Damages - Double Seal Window Pane	\$ 3,381.00
Acklands-Grainger Inc.	Epoxy Supplies - WTP	\$ 1,760.88
Adam Cater	Overpayment Group Insurance	\$ 1,560.00
Allnorth Consultants Ltd.	17-MYCW-24-00004	\$ 4,749.50
Atlantic Purification Systems	Bredel Hoses	\$ 2,149.66
Bell Aliant	Phone Bill - September 2024	\$ 4,192.88
Bell Aliant	Phone Bill - November 2024	\$ 4,210.34
Bell Aliant	Phone Bill - August 2024	\$ 4,312.95
Bell Aliant	Phone Bill - October 2024	\$ 3,943.49
Bell Aliant	Phone Bill - December 2024	\$ 4,156.54
Bell Aliant	Phone Bill - January 2025	\$ 4,154.14
Best Buy Canada Ltd.	Lenovo Laptops	\$ 4,315.03
Best Buy Canada Ltd.	Lenovo Laptops	\$ 2,990.51
Bluebird Investments Ltd.	Boom Truck Rental - New Bay Road Training Centre	\$ 1,109.73
Brad Reid	Overpayment Group Insurance	\$ 2,775.00
Browning Harvey	Vending Machine Supplies - JBM	\$ 1,148.36
Butler, Peter & Sara, Hillier	Overpayment of Property Tax	\$ 3,625.01
Cataracts Hockey Club	Admission Shares	\$ 13,680.00
Cataracts Hockey Club	Admission Shares	\$ 2,729.50
Cataracts Hockey Club	Admission Shares	\$ 1,139.50
Cataracts Hockey Club	Admission Shares	\$ 1,498.00
Cataracts Hockey Club	Admission Shares	\$ 9,784.00
Cataracts Hockey Club	Admission Shares	\$ 6,492.50
Cataracts Hockey Club	Admission Shares	\$ 27,533.50
Cataracts Hockey Club	Admission Shares	\$ 1,616.50
CBCL Limited	Advice for Town of GFW Water Treatment Facility	\$ 1,347.00
Central Community Development Corp.	2024 Contribution to Regional Economic Development Project	\$ 10,200.00
Central Newfoundland Waste Mgmt	Residential Waste	\$ 41,907.35
Chandler	Blinds for the Boardroom & Council Chambers	\$ 3,040.37
Chemtrade Chemicals Canada Inc.	Alum - January 2025	\$ 19,998.09
Chemtrade Chemicals Canada Inc.	Alum - February 2025	\$ 20,120.40
Craig Knight	Overpayment Group Insurance	\$ 2,600.00
CUPE Local 1349	Union Dues Collected - December 2024	\$ 5,544.28
Dennis Loder	Overpayment Group Insurance	\$ 3,554.54
DSI	Intrusion Alarm GFW Clubhouse	\$ 5,232.50
EMCO Supply	Hydrant Extension	\$ 1,361.14
EMCO Supply	Water Materials	\$ 15,230.05
EMCO Supply	Hydrant Parts	\$ 4,083.42
ESRI Canada Ltd.	ESRI Training	\$ 1,460.50
ESRI Canada Ltd.	ESRI Training	\$ 2,190.75
Exploits Home Hardware	Cold Patch	\$ 1,255.16
Exploits Home Hardware	Cold Patch	\$ 1,098.85
Exploits Regional Chamber of Commerce	2025 Gold Membership	\$ 1,725.00
Exploits Regional Curling Club	Community Grant - 50%	\$ 7,500.00
Exploits Valley Paving	Snowclearing - Excite Building	\$ 2,806.00
Fundy Tactical	Uniforms	\$ 5,307.02
Fundy Tactical	Uniform Jacket	\$ 1,455.90
Grand Falls Golf Club	Annual Grant	\$ 25,000.00
Grand Falls House Foundation	Liability Insurance - Operating Grant	\$ 33,000.00
Higher Talent	HR Consulting	\$ 1,837.90

HiTech Communications Ltd.	Radios & Antenna - Stock	\$ 1,627.10
Hunt's Concrete Supplies	Washed Sand	\$ 8,573.80
Irvine Engineering	Three Potential Housing Development	\$ 10,764.00
Jewer Law Off ice - Trust Account	305A Grenfell Heights	\$ 73,103.00
Jewer Law Office	Land Sales - 3 Mill Road - Sliver of land	\$ 1,917.50
Joda Enterprises Ltd.	Payroll Services	\$ 2,088.11
Joshua Horton	Overpayment Group Insurance	\$ 1,963.10
Kent Grand Falls-Windsor	Snowblower - WWTP	\$ 1,666.35
Landmark Surveys & Engineering Ltd.	Residential Survey - 331 Grenfell Heights	\$ 1,449.00
Landmark Surveys & Engineering Ltd.	Residential Survey - 167 Grenfell Heights	\$ 1,127.00
Landmark Surveys & Engineering Ltd.	Residential Survey - 331 Grenfell Heights	\$ 1,127.00
Landmark Surveys & Engineering Ltd.	Residential Survey - 165 main Street	\$ 1,449.00
Laura King	Sparky Costume	\$ 5,291.79
Lawson Products Inc.	Shop Supplies	\$ 1,863.06
Lawson Products Inc.	Shop Supplies	\$ 1,466.46
Linde Canada Inc.	Tank Rental	\$ 1,255.82
Microsoft	Online Services	\$ 2,533.68
Microsoft	Online Services	\$ 2,252.16
Microsoft	Online Services	\$ 2,832.53
Newfoundland Exchequer	Crown land Payment - Behind 45 Maloney St	\$ 51,100.00
NL Johnson Ltd.	30' Digging Bucket	\$ 4,025.00
Omnigo Software, LLC	Rex Software Subscription	\$ 17,778.88
Parts For Trucks Inc.	Unit#142 - Plow	\$ 23,387.55
PBO Industrial Disposal Ltd.	Dump & Run - Whitmore Drop Off	\$ 13,800.00
Postmedia Solutions	Notice of Adoption - 17 Main St. & 19 Thirteenth Ave	\$ 1,440.96
Postmedia Solutions	Integrated Community Sustainability Plan	\$ 1,440.95
Postmedia Solutions	Print Advertising - Two Public Notices	\$ 1,440.95
Postmedia Solutions	MPA 8 DRA 12 2024 & MPA 6 DRA 9 2024	\$ 1,440.95
Provall Parts Ltd.	Cutting Edges	\$ 7,050.65
Related Holdings Ltd.	Community Group Rental - CNVAS, QSDT, EVCR	\$ 2,242.50
Riverside Convenience	Food Vouchers	\$ 1,848.00
Royal LePage Property Consultants (Trust)	Deposit on Land - Cohen Place	\$ 25,000.00
Ryan Stacey	Overpayment Group Insurance	\$ 2,080.00
Saunders Equipment Ltd.	2024 Colpron 2250HD - Wiggle Wagon	\$ 38,967.75
Second Chance CPR	Lifepak CR2 Semi-automatic WIFI AED	\$ 2,480.35
Sharron's Sales & Services Ltd.	Unit#1812 - Tires	\$ 1,655.43
Sharron's Sales & Services Ltd.	Unit#147 - Tires	\$ 1,255.34
Sharron's Sales & Services Ltd.	Unit#125 - Studed Tires	\$ 1,269.60
Sherwin - Williams	2025 Traffic Paint	\$ 27,355.28
Skir Mechanical	Heat Pumps - Gymnastics Building	\$ 28,027.62
Skyhawk Telematics	Lease	\$ 2,299.15
Skyhawk Telematics	Lease	\$ 2,299.15
St. John's Board of Trade	Membership Fees	\$ 1,035.00
Stan Dawe Ltd.	JBM Roof - Materials for Tarp	\$ 5,125.60
Top Quality Cleaners	Janitorial Services - Snow Removal - Excite Building	\$ 1,202.90
Top Quality Cleaners	Janitorial Services - Town Hall	\$ 1,035.00
Top Quality Cleaners	Janitorial Services - Town Hall	\$ 1,035.00
Top Quality Cleaners	Janitorial Services - Excite Building	\$ 1,351.25
Toromont Cat	Generator Service - Quote #33269	\$ 1,240.01
Town of Grand Falls-Windsor	Local Employee Taxes Collected - December 2024	\$ 3,817.00
Tyrone Gardner	Overpayment Group Insurance	\$ 2,680.06

Western Petroleum	Gasoline - 2989.6L Depot	\$ 4,813.60
Western Petroleum	Oil - 670.2L Depot	\$ 1,027.16
Western Petroleum	Oil - 2600.0L GF House	\$ 3,818.23
Western Petroleum	Diesel - 5600.0L Depot	\$ 10,664.00
Western Petroleum	Diesel - 1581.7L Depot	\$ 3,012.01
Western Petroleum	Oil - 802.8L Depot	\$ 1,244.59
Western Petroleum	Diesel - 1143.6L Depot	\$ 2,177.74
Western Petroleum	Oil - 1417.2L Depot	\$ 2,172.01
Western Petroleum	Gasoline - 2437.0L Depot	\$ 3,904.24
Western Petroleum	Oil - 796.9L Depot	\$ 1,240.39
Western Petroleum	Diesel - 1488.7L Depot	\$ 2,862.30
Western Petroleum	Diesel - 5514.4L Depot	\$ 10,602.46
Western Petroleum	Diesel - 2511.0L Depot	\$ 4,827.86
Western Petroleum	Gasoline - 3200.7L Depot	\$ 5,193.98
Western Star Trucks Ltd.	Unit#2012 - DEF Dozer	\$ 1,442.88
Western Star Trucks Ltd.	Unit#119 - Turbo Charge	\$ 14,845.50
Western Star Trucks Ltd.	Unit#119 - Tubes and Coupling	\$ 2,874.29
Wolseley Canada Inc.	Sewer Materials	\$ 3,490.23
WR Excavation	5/6 Tucker Place - Sewer Dig Up	\$ 3,450.00
WR Excavation	JBM - Install Tarps	\$ 18,242.83
Xylem	Quote#R25-10-0038	\$ 6,785.00
TOTAL		\$ 849,114.38



INFORMATION NOTE

Title: Taxation Receivable Analysis – February 2025
Date Prepared: March 5, 2025
Report To: Committee of the Whole
Councillor and Role: Councillor Coady, Finance, Policy and Administration Lead
Department: Corporate Services

Issue:

Summary of taxation receivables for Council review.

Discussion – Background & Current Status:

This information note is prepared by staff and reviewed by Council which provides a summary of taxation receivables as of February 28th, 2025. The total taxation receivables amount to \$20,701,046, which is an increase of \$2,797,545 (15.63%) compared to the previous year. The accounts receivable aging shows that 89.29% of the receivables are current, with the remaining amounts spread across 1 year, 2 years, and 3+ years. Monthly collections for February 2025 amounted to \$2,052,294, which is 9.02% of the total accounts receivable.

Taxes are due on March 31, 2025 so residents and businesses are reminded to ensure their tax accounts are paid in full, or a payment plan is set up to avoid interest charges. Please contact the Town Hall at 489-0402, 0403, or 0404 with any questions about your tax bill.

Budget/Financial Implications:

- The total taxation revenue billed to date in 2025 is \$21,358,363, compared to 2024 which was \$19,374,720.
- Taxation due date is March 31; any amounts covered by mortgager are not received until just before the deadline. This amount will be approximately \$4 million
- Approximately \$6 million is scheduled to be collected in total from pre-authorized payments in 2025.

Conclusion/Next Steps:

Management will continue to monitor taxation receivables and report updates at future meetings.

Approved by: Steve Gosse, CPA, CA

Date Approved: March 5, 2025



DECISION/DIRECTION NOTE

Title: Snowmaking Equipment Tender

Date Prepared: March 5, 2025

Report To: Committee of the Whole

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

Department: Corporate Services

Decision/Direction Required:

To decide on awarding the tender for snowmaking equipment.

Proposed Resolution for Council:

That Council award the Tender for snowmaking equipment to HKD Snowmakers Canada in the amount of \$74,035.15 plus HST (\$2,623.70 under budget)

Discussion – Background & Current Status:

The Town issued Tender #25021202 to procure snow making equipment which is funded under an agreement with ACOA. The tender closed on February 26, 2025, at 2:00PM. One bid was received, as follows:

- **Bidder:** HKD Snowmakers Canada
- **Bid Amount (HST Included):** \$85,140.42
- **Bid Amount (Net of HST Rebate):** \$77,208.30
- **Budget Allocated:** \$79,832.00
- **Variance:** \$2,623.70 (Under Budget)
- **Note:** *Town's portion of this project is only 7.8%, as ACOA and the Province of NL are funding the remaining 92.2%.*

The addition of snowmaking equipment will enable the Exploits Outdoor Activity Centre to open the sliding hill and sections of the ski trail earlier in the season, helping to maintain optimal conditions and extend the season for longer periods of time.

The bid submitted by HKD Snowmakers Canada is the only bid, however it meets all technical specifications and requirements outlined in the tender and is therefore acceptable. The bid is also below the allocated budget by \$2,623.70.



Key Considerations/Implications:

1. **Budget/Financial Implications:** The bid is \$2,623.70 under the allocated budget. The Town is only paying approximately 7.8% of this project cost. In the original budget, the Town is only responsible for \$6,263; with this tender result that amount has decreased to \$6,057.
 2. **Procurement Implications:** This decision is compliant with the Procurement Act as an open call for bids was performed.
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Recommendation:

It is recommended that Council approve the purchase of the snow making equipment from HKD Snowmakers Canada at the total cost of \$85,140.42 (HST included), as detailed in the tender submission.

Approved by: Steve Gosse

Date Approved: March 5, 2025



INFORMATION NOTE

Title: Labour Report
Date Prepared: March 6, 2025
Report To: Committee of the Whole
Councillor and Role: Councillor Coady, Finance, Policy and Administration Lead
Department: Corporate Services

Issue:

Council is provided with a summary of Labour Costs for Public Works, Parks, ERWSC, and Firehall up to week 8 2025.

Discussion – Background & Current Status:

Labour costs as of week 8 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.

At the end of week 8, total labour costs were \$534,188 which was \$7,609 (or 1.45%) over the budget of \$526,578.

Conclusion/Next Steps:

Management will continue to monitor labour costs for 2025 to ensure it remains on budget.

Prepared by:

Approved by: Steve Gosse, CPA, CA

Date Approved: March 6, 2025