



## **Committee of the Whole - Apr 08 2025 Minutes**

Time: 6:30 PM

Location: Council Chambers

PRESENT: Amy Coady, Andrew Little, Bob Hiscock, Dave Noel, Holly Dwyer, and Mike Browne

LATE:

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

REGRETS: Barry ManuelSteve Gosse

### **1. CALL TO ORDER**

### **2. Approval of Agenda**

#### 2.1 Adoption of Agenda

That the Agenda be adopted as Presented.

MOTION - COWP25-04-018

*Moved by:* Amy Coady

*Seconded by:* Bob Hiscock

**Aye** Amy Coady, Andrew Little, Bob Hiscock, Dave Noel, Holly Dwyer, and Mike Browne

**Carried 6-0**

### **3. Proclamation, Presentations, or Announcements**

### **4. Adoption of Minutes**

**5. Business Arising Out of Minutes**

**6. Community Services – Economic Development**

**7. Community Services – Recreation and Events**

7.1 Sport Program Funding

[Information Note - sport program funding.pdf](#) 

Council reviewed an Information Note advising them that the Town of Grand Falls-Windsor has been granted \$5000 in funding from the Department of Tourism, Culture, Arts and Recreation to support a free summer sport program. The funding will be used to purchase equipment to offer an 8-week multi-sport program for kids and youth in basketball, softball, pickleball and tennis.

7.2 Stadium Canteen Contracts

[Stadium Canteen Services for 2025-26.pdf](#) 

Council reviewed an Information Note regarding the stadium canteen contracts for both stadiums.

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

**9. Public Works & Development – Planning and Development**

9.1 Bank Road Parking

[Bank Road Parking.pdf](#) 

Council Reviewed an Information Note informing them that the Town will be implementing a "No Parking" zone on the even numbered side of Bank Road, from just before Civic Number 28 to just past Civic Number 30, extending to the intersection with Pine Avenue and Junction Road. This administrative action will result in no on-street parking on either side of this short section of Bank Road and is being implemented in the interest of public safety and traffic accessibility.

9.2 Public Works Report

[Public Works Report.pdf](#) 

Council reviewed an Information Note to update them on operational highlights and key work completed by the Public Works Division during the first quarter of 2025.

9.3 CCBF Application for Funding

[CCBF Application for Funding Allocation #1.pdf](#) 

The Town of Grand Falls-Windsor approves the allocation of \$1,032,682 (HST rebate included) towards engineering design work and two sections of road upgrades from the Canada Community-Building Fund (CCBF).

MOTION - COWP25-04-019

*Moved by:* Holly Dwyer

*Seconded by:* Andrew Little

**Aye** Amy Coady, Andrew Little, Bob Hiscock, Dave Noel, Holly Dwyer, and Mike Browne

**Carried 6-0**

9.4 Grand Falls House

[Grand Falls House.pdf](#) 

The Town of Grand Falls-Windsor approves the recommendation to award the engineering design work for the Grand Falls House upgrades for the cost of \$362,592 HST rebate included to Allnorth Consultants Ltd. The Town of Grand Falls-Windsor agrees to cover their 15% of the project costs per the agreement signed with ACOA and the Province.

MOTION - COWP25-04-020

*Moved by:* Holly Dwyer

*Seconded by:* Bob Hiscock

**Aye** Amy Coady, Andrew Little, Bob Hiscock, Dave Noel, Holly Dwyer, and Mike Browne

**Carried 6-0**

9.5 Sprucewood Estates

[Sprucewood Estates.pdf](#) 

That Council approves proceeding with the Section 15 review for Municipal Plan Amendment No. 15, 2025 and Development Regulations Amendment No. 20, 2025, to facilitate the development of Sprucewood Estates.

MOTION - COWP25-04-021

*Moved by:* Bob Hiscock

*Seconded by:* Dave Noel

**Aye** Amy Coady, Andrew Little, Bob Hiscock, Dave Noel, Holly Dwyer, and Mike Browne

**Carried 6-0**

9.6 167 Main Street

[167 Main Stret.pdf](#) 

That Council approves the variance request for 167 Main Street, allowing the encroachment into the required minimum setback.

MOTION - COWP25-04-022

*Moved by:* Bob Hiscock

*Seconded by:* Andrew Little

**Aye** Amy Coady, Andrew Little, Bob Hiscock, Dave Noel, Holly Dwyer, and Mike Browne

**Carried 6-0**

**10. Corporate Services – Finance, Administration and Policy**

10.1 Disbursement Report

[Disbursement Report - April 8, 2025.pdf](#) 


Council reviewed an Information Note providing them with a summary of disbursements over \$1,000 as of April 8th, 2025 in the amount of \$955,192.95.

10.2 RCMP Letter of Support

[RCMP letter.pdf](#) 

Council reviewed an Information Note informing them that a letter of support has been submitted to the RCMP's B Division Commanding Officer, endorsing the request for an increase in the General Duty RCMP complement in GFW and Central Newfoundland from 21 to 27 officers.

10.3 FCM Board Nomination

[Decision Note FCM Nomination for Councillor Coady 2025-27.pdf](#) 

WHEREAS the Federation of Canadian Municipalities (FCM) represents the interests of member municipalities on policy and program matters that fall within federal jurisdiction; AND WHEREAS FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice required to carry the municipal message to the federal government; AND WHEREAS FCM's Annual General Meeting (AGM) will be held in conjunction with the Annual Conference and Trade Show, May 29 to June 1, 2025, followed by the election of FCM's Board of Directors; BE IT RESOLVED that Council of the Grand Falls-Windsor endorse Councillor Amy Coady to stand for election on FCM's Board of Directors, for the period starting in June 2025 and ending June 2027; and AND BE IT FURTHER RESOLVED that Council assumes all costs associated with Councillor Amy Coady attending FCM's Board of Directors meetings.

MOTION - COWP25-04-023

*Moved by:* Dave Noel

*Seconded by:* Andrew Little

**Aye** Amy Coady, Andrew Little, Bob Hiscock, Dave Noel, Holly Dwyer, and Mike Browne

**Carried 6-0**

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 7:12p.m.

MOTION - COWP25-04-024

*Moved by:* Andrew Little

*Seconded by:* Bob Hiscock

**Aye** Amy Coady, Andrew Little, Bob Hiscock, Dave Noel, Holly Dwyer, and Mike Browne

**Carried 6-0**



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CAO



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Deputy Mayor



## INFORMATION NOTE

<b>Title:</b>	Sports Day Funding Grant
<b>Date Prepared:</b>	March 24, 2025
<b>Report To:</b>	Committee of the Whole – Public (April 8, 2025)
<b>Councillor and Role:</b>	Councillor Little, Recreation and Events
<b>Department:</b>	Community Services

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**Issue:** The Town of Grand Falls-Windsor has been granted \$5000 in funding from the Department of Tourism, Culture, Arts and Recreation to support a free summer sport program. The funding will be used to purchase equipment to offer an 8-week multi-sport program for kids and youth in basketball, softball, pickleball and tennis.

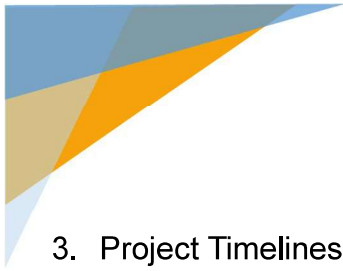
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**Discussion – Background & Current Status:** The Town is excited to announce an 8 week summer program designed to keep the community’s youth active and engaged. The program will run on Tuesdays, Wednesdays, and Thursdays. On Tuesdays and Thursdays, participants can enjoy sports days at various recreation facilities around town, featuring activities such as basketball, volleyball, pickleball, tennis, badminton and cricket. Wednesdays will offer a free youth program at the playground, with different themes each week, including carnival week, obstacles course, and scavenger hunts. The objective of the program is to promote physical activity, foster social interaction, enhance skills, create fun and engaging experiences, and build community spirit. The diverse mix of sports and fun activities promises an exciting and enriching summer experience for all involved.

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### Key Considerations/Implications:

1. Budget/Financial Implications
  - The total grant amount is \$5000 to be used for sport equipment purchases.
  - The Town will provide the summer students to run the program through its regular student budget.
2. Partners or Other Stakeholders
  - Department of Tourism, Culture, Arts and Recreation
  - Town of Grand Falls-Windsor



### 3. Project Timelines

- Project start date: June 30, 2025
- Project end date: August 22, 2025

### 4. Engagement and Communications Considerations

- Student Coordinators will visit schools to promote the summer program.

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

The Town will purchase the equipment required to run the 8-week multi-sport summer program. Summer student Coordinators along with sport instructors will run the program. The program will be free of charge and is available to all youth in the community.

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**Prepared by:** Todd Mercer, Director of Community Services

**Approved by:** Darren Finn, CAO

**Date Approved:** March 25, 2025



## INFORMATION NOTE

**Title:** Stadium Canteen Services for 2025-26  
**Date Prepared:** Todd Mercer, Director  
**Report To:** Committee of the Whole - Public  
**Councillor and Role:** Councillor Andrew Little – Recreation and Events  
**Department:** Community Services

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**Issue:** The Joe Byrne Memorial Stadium and the Windsor Stadium are the Town of Grand Falls-Windsor's largest recreational facilities, hosting a variety of programs and special events throughout the year. With the high level of activity in both venues, there are valuable opportunities for private businesses or community groups to operate canteens and vending machines. The previous canteen operator has retired, and as a result, both canteen spaces are now available for lease.

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**Discussion – Background & Current Status:** Tenders were called for the Joe Byrne Memorial and Windsor Stadium canteens on March 21, 2025. Gourmet on the Go (Jennifer Lacey) was the only bidder for Joe Byrne Stadium and Breakaway Inc. (Amy Ivany) was the only bidder for Windsor stadium. Both companies provided acceptable responses and will start in May 2025.

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### Key Considerations/Implications:

1. Budget/Financial Implications: The Community Services Director will work with both companies on finalizing financial agreements, equipment requirements, hours of operations, and government regulations in the food service industry.
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### Conclusion/Next Steps:

Both Companies will meet with the Community Services Director to go over government regulations, contract requirements, and supplies services. Both Companies will be open for periods when the ice is down during 2025-26.

**Prepared by:** Todd Mercer, Director of Community Services

**Approved by:** Darren Finn, CAO

**Date Approved:** April 3, 2025



## INFORMATION NOTE

**Title:** Implementation of No Parking Zone – Bank Road (Civic Nos. 28–30)  
**Date Prepared:** March 21, 2025  
**Report To:** Council  
**Councillor and Role:** Councillor Dwyer, Public Works, Buildings and Facilities  
**Department:** Public Works and Development

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### Issue:

To inform Council that the Town will be implementing a "No Parking" zone on the even-numbered side of Bank Road, from just before Civic Number 28 to just past Civic Number 30, extending to the intersection with Pine Avenue and Junction Road. This administrative action will result in no on-street parking on either side of this short section of Bank Road and is being implemented in the interest of public safety and traffic accessibility.

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### Discussion – Background & Current Status:

A map is attached outlining the area where signage will be installed. Google Earth measurements show that this section of Bank Road is only 5.31 meters wide. In contrast, nearby Queen Street measures 6.95 meters and Junction Road 6.6 meters wide. The narrow width of Bank Road in this location restricts safe vehicle passage when cars are parked on the street, especially affecting large service vehicles and emergency responders.

The odd-numbered side of the road is already designated as no parking. To maintain consistent access and ensure the free flow of traffic, particularly during emergencies, the Town will extend the no parking designation to the even-numbered side as well. This is a rare measure but deemed necessary based on road width constraints and feedback from residents.

The Deputy Mayor has received multiple complaints from residents on Bank Road and Queen Street citing regular obstructions and safety concerns. He has also spoken with residents at 28 and 30 Bank Road, who support the no parking restriction. Concerns have been raised that fire trucks and other emergency vehicles may not be able to navigate through the area when cars are parked on both sides.

It is acknowledged that homeowners at 15 Queen Street and 18 & 20 Junction Road may be impacted, as their driveways and home entrances face this portion of Bank Road, and they may be routinely relying on roadside parking. Nonetheless, the decision is being made based on the Town's responsibility to ensure safe and unimpeded access for all vehicles.



The Chief Municipal Enforcement Officer has noted that it is unusual to prohibit parking on both sides of a residential street.

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**Key Considerations/Implications:**

1. Budget/Financial Implications
    - a. Minimal – signage installation only.
  2. Partners or Other Stakeholders
    - a. Residents at 28 and 30 Bank Road, 15 Queen Street, and 18 & 20 Junction Road: Municipal Enforcement Division.
  3. Alignment with Strategic Directions
    - a. Supports safe and efficient transportation and emergency access.
  4. Alignment with Adopted Plans
    - a. Aligns with Town goals for traffic management and community safety
  5. Accessibility and Inclusion
    - a. Improves accessibility for emergencies and large vehicles on narrow streets.
  6. Engagement and Communications Considerations
    - a. Affected residents will be notified in advance of signage installation.
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**Conclusion/Next Steps:**

This note is provided for Council's information. Signage will be installed on the even-numbered side of Bank Road in the coming weeks, officially designating the section from Civic No. 28 to just past Civic No. 30 as a "No Parking" zone. This action, combined with the existing restriction on the odd side, will ensure safe and reliable access through this narrow roadway.

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

**Approved by:** Darren Finn, CAO

**Date Approved:** March 21, 2025



## INFORMATION NOTE

**Title:** Public Works Report – Activities to End of March 2025  
**Date Prepared:** April 3, 2025  
**Report To:** Committee of the Whole  
**Councillor and Role:** Councillor Dwyer – Public Works, Buildings, and Facilities Lead  
**Department:** Public Works & Development

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### Issue:

To update the Committee of the Whole on operational highlights and key work completed by the Public Works Division during the first quarter of 2025.

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### Discussion – Background & Current Status:

The Public Works Division remained fully engaged throughout the winter season, responding to weather events, infrastructure maintenance needs, and service requests. The following summarizes key activities completed from January to March 2025:

#### Winter Maintenance – Salt Usage:

- Total salt used to March 31: 1,830.25 tonnes
  - January: 631.25 t
  - February: 496.5 t
  - March: 433.5 t
- Winter events are ongoing, requiring continued road salting operations.
- Although there were less snow events, the constant freezing/thawing required regular deicing activities.

#### Street & Infrastructure Maintenance:

- Asphalt patching: 141.55 m<sup>2</sup>. 78.31 m<sup>2</sup> or 55.3% completed in March. This work continues regularly.
- Signage: 3 street signs, 22 regulatory signs, 10 sign posts
- No curb, sidewalk, or paint line work undertaken due to seasonal limitations.

#### Parks Operations:

- Regular arena operations and maintenance
  - Complete repairs to Council Chambers
  - Renovations ongoing at Development Division in the Town Hall
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### Key Considerations/Implications:

1. **Budget:** All operations are tracking within the approved Q1 budget.
2. **Strategic Alignment:** Supports reliable infrastructure, safe travel, and responsive municipal service.
3. **Operational:** Standard winter operations were executed effectively. Spring preparation and project planning for the summer season are ongoing.

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### Conclusion/Next Steps:

Although Public Works remain ready for any additional winter events, focus now shifts toward spring/summer operations. Crews are preparing for asphalt patching, street sweeping, concrete works, curb and sidewalk repairs, and line painting. In addition, early spring may permit earlier response to outside parks and field maintenance operations.

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**Prepared by:** Nelson Chatman, P.ENG

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

**Date Approved:** April 3, 2025



## **DECISION/DIRECTION NOTE**

**Title:** CCBF Application for Funding Allocation #1  
**Date Prepared:** March 26, 2025  
**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:**

A decision is required to allocate \$1,032,682 (HST rebate included) towards capital expenses. This includes \$400,000 under the existing project CCBF 99-2022-7655 for engineering design work that will enable the Town to prepare design and cost estimates in anticipation of future funding application opportunities. It also includes \$381,406 for the upgrading of Harris Avenue, from the overpass to Cater Avenue, and \$251,276 for the upgrade of Grenfell Heights, from Ryan Street to Exploits Valley High (EVH).

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

The Town of Grand Falls-Windsor approves the allocation of \$1,032,682 (HST rebate included) towards engineering design work and two sections of road upgrades from the Canada Community-Building Fund (CCBF).

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

For the Town to be prepared and ready to apply for funding programs as they become available, a bank of completed designs and estimates are required. Currently we only have recreational projects ready for tender and we need to get ahead with the infrastructure upgrade design-related work so we can capitalize on available funding. The need for “shovel ready” projects is a necessity, and this requires an investment in engineering design services. The two sections that were selected for road rehabilitation are in poor condition and heavily traveled areas. These upgrades will improve driving conditions and reduce maintenance costs.

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

1. Budget/Financial Implications  
\$1,032,682 of \$3,348,611.00 allocated towards engineering design and cost estimates.



2. Partners or Other Stakeholders

Provincial and Federal Government funding partners.

3. Alignment with Strategic Directions

Aligns with our asset management plan to have projects ready for funding opportunities as they arise. Having a completed designs and cost estimates for capital works is necessary. Road upgrades are necessary to maintain roads in a good condition within our community.

4. Engagement and Communications Considerations

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

5. Human Resource Implications

Staff, almost exclusively the Manager of Development, will need to oversee the design of these projects. Other town staff will oversee the road construction work.

6. Procurement Implications

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

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**Recommendation:**

Investing in these road rehabilitation projects is essential for the Town to address pressing infrastructure needs while strategically positioning itself for upcoming funding opportunities. By completing the necessary engineering design work and ensuring these projects are "shovel-ready," the Town will be prepared to capitalize on available programs without delay. Rehabilitation of the two selected road sections, given their poor condition and high traffic volume, will not only enhance driving conditions but also reduce long-term maintenance costs, offering a tangible return on investment. Taking proactive steps now will demonstrate the Town's commitment to improving essential infrastructure and strengthen its ability to secure vital funding.

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

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

**Date Approved:** April 1, 2025



## **DECISION/DIRECTION NOTE**

**Title:** Grand Falls House Engineering – RFP Results  
**Date Prepared:** March 25<sup>th</sup>, 2025  
**Report To:** Committee of the Whole  
**Councilor and Role:** Holly Dwyer, Public Works, Buildings and Facilities Lead  
**Department:** Public Works & Development

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

Decision is required whether Council will support the recommendation to award the Grand Falls House engineering work to Allnorth Consultants Ltd. based upon the detailed review of the only RFP response received. The project is being funded by ACOA, the Province and the Town at a ratio of 60/25/15 respectively.

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

The Town of Grand Falls-Windsor approves the recommendation to award the engineering design work for the Grand Falls House upgrades for the cost of \$362,592 HST rebate included to Allnorth Consultants Ltd. The Town of Grand Falls-Windsor agrees to cover their 15% of the project costs per the agreement signed with ACOA and the Province.

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

The Grand Falls House rehabilitation project includes restoring the existing structure and constructing a 3,120-square-foot extension. The RFP for engineering services received only one bid from Allnorth Consultants Ltd., quoting \$550,432 (HST rebate included), which exceeded the budget of \$382,856 (HST rebate included) by \$167,576. To address this, the Town and GFHF collaborated with Allnorth to reduce engineering costs to fit within the budget by excluding hazmat-related work and deferring construction-related engineering costs to the construction phase. Despite these adjustments, the consultant's scope of work remains largely unchanged, with most savings shifted to the construction phase. This approach enables the completion of detailed design packages, which will support efforts to secure funding for the construction. Additionally, the Town and GFHF agreed on a single floor plan for the new addition, streamlining the consultants' workload and further optimizing costs.

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## **Key Considerations/Implications:**

### 1. Budget/Financial Implications

The Town must fund 15% of the project costs, which will be approximately \$60,000.

### 2. Partners or Other Stakeholders

ACOA and Provincial Government.

### 3. Alignment with Strategic Directions

If approved, it will provide a design ready for funding applications and subsequently put out for tender. This will meet one of the Town's objectives of maintaining the integrity of the Grand Falls House as a heritage structure and tourist destination within our beautiful Town.

### 4. Accessibility and Inclusion

All required accessibility needs will be included as part of the design and in line with Government Services requirements.

### 5. Legal or Policy Implications

If not completed the building will continue to deteriorate and will remain as a liability rather than an asset to the Town.

### 6. Engagement and Communications Considerations

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

### 7. Human Resource Implications

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

### 8. Procurement Implications

This design was tendered publicly following the PPA through a competitive RFP process. The Town engaged the sole bidder and negotiated an price after the RFP close to bring the project within our budget.

### 9. Information Technology Implications

Sharing the details about the property with Allnorth Consultants Ltd.





**Recommendation:**

The Town recommends approval of this project because it has successfully addressed budget constraints while maintaining its key objectives. Through collaboration with the consultant, costs have been reduced by reallocating certain expenses to the construction phase and streamlining the design process with a single floor plan. These adjustments allow the project to proceed within budget and ensure the completion of detailed design packages. This is crucial for securing funding for the construction phase and advancing the rehabilitation of Grand Falls House, preserving its heritage while supporting its future development. Approving the project will demonstrate fiscal responsibility while prioritizing community growth and infrastructure improvement.

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**Prepared by:** Chad Clendenning, P. Eng.  
**Approved by:** Nelson Chatman, P. Eng.  
**Date Approved:** April 1st, 2025



## DECISION/DIRECTION NOTE

**Title:** Section 15 Review – Municipal Plan Amendment No. 15, 2025 & Development Regulations Amendment No. 20, 2025 – The Sprucewood Estates

**Date Prepared:** March 26, 2025

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

**Councillor and Role:** Councillor Hiscock, Planning & Development Lead

**Department:** Public Works & Development

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

Council to decide whether to proceed with the Section 15 review for Municipal Plan Amendment No. 15, 2025 and Development Regulations Amendment No. 20, 2025, which supports the development of the Sprucewood Estates subdivision.

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

That Council approves proceeding with the Section 15 review for Municipal Plan Amendment No. 15, 2025 and Development Regulations Amendment No. 20, 2025, to facilitate the development of Sprucewood Estates.

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

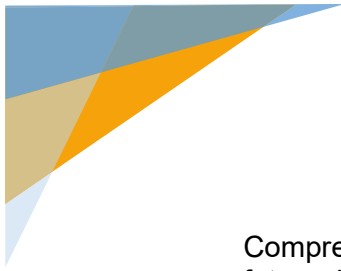
The Town of Grand Falls-Windsor has received a request for the development of the Sprucewood Estates subdivision on lands designated as Comprehensive Development Area-Residential. The proposed development is located behind the Golden Years Seniors Home on Grenfell Heights, extending south towards the Trans-Canada Highway.

The amendment will allow for a fully serviced residential subdivision featuring various housing options, including highly designed single-detached dwellings, semi-detached dwellings, one-storey townhomes for seniors, and two-storey townhomes. This initiative aligns with the Town's long-term housing strategy.

A public consultation process (Section 14) was completed, including notifications through the Town's website, social media channels, and bulletin boards. Two responses were received, raising concerns on the following issues:

#### **1. Removal of Green Belt:**

- Some residents expressed concerns about the loss of a perceived green space behind Grenfell Heights. However, the land has been designated as a



Comprehensive Development Area-Residential, indicating that it is intended for future development. While some residents may prefer to preserve the current view, the Town's priority is to use this land efficiently to meet ongoing housing demands.

**2. Condition of Road and Services on Grenfell Heights:**

- Concerns were raised about the condition of Grenfell Heights road and existing water pressure issues. While these issues are operational concerns independent of the proposed development, the Town ensures that any new infrastructure requirements will meet municipal standards and will not diminish services to existing residents.

**3. Access to Adjacent Private Lands:**

- The concept plan includes access to lands adjacent to the development that are privately owned. Since these lands are also designated for future residential development, it is a municipal requirement to ensure proper connectivity and access for future growth. The developer must comply with these requirements to facilitate future expansion in the area.

Following the public consultation process, the next step is to proceed with the Section 15 review to assess the overall feasibility and policy alignment of the proposed amendments.

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**Key Considerations/Implications:**

- **Budget/Financial Implications:** No immediate financial impact; potential long-term revenue from development.
- **Alignment with Strategic Directions:** Supports planned residential growth and housing diversity.
- **Legal or Policy Implications:** Must follow the legislative framework for municipal plan amendments.
- **Engagement and Communications Considerations:** Additional public and stakeholder engagement may be required during Section 15 review.

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**Recommendation:**

Proceed with the Section 15 review for Municipal Plan Amendment No. 15, 2025 and Development Regulations Amendment No. 20, 2025.

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**Prepared by:** Nelson Chatman, P.ENG  
**Approved by:** Nelson Chatman, P.ENG  
**Date Approved:** March 26, 2025



## DECISION/DIRECTION NOTE

**Title:** Variance Request – 167 Main Street

**Date Prepared:** March 26, 2025

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

**Councillor and Role:** Councillor Hiscock, Planning & Development Lead

**Department:** Public Works & Development

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### Decision/Direction Required:

Council to consider whether to approve the variance request for 167 Main Street, which would allow an encroachment into the required minimum setback of 3.75 meters by 0.21 meters at the front corner and 0.30 meters at the rear corner of the residence. Regulation 11 permits variances of up to 10% of the required standard, and this request falls within those allowable tolerances.

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### Proposed Resolution for Council:

That Council approves the variance request for 167 Main Street, allowing the encroachment into the required minimum setback.

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### Discussion – Background & Current Status:

The Department of Public Works and Development received an application to construct a residence at 167 Main Street. The proposed residence will encroach on the required minimum setback from the exterior side lot line.

The variance is being processed under Regulation 11 of the Development Regulations. Regulation 11 of the Development Regulations allows for variances of up to 10% of the required standard. Given the required setback of 3.75 meters, a variance of up to 0.375 meters is permissible. The requested variance of 0.21 meters at the front corner and 0.30 meters at the rear corner falls within the allowable limits.

A notice was sent to one adjacent property owner, with a response deadline of March 26, 2025. **No objections were received.**

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**Key Considerations/Implications:**

Partners or Other Stakeholders:

- Adjacent property owner notified, no objections received.

Alignment with Strategic Directions:

- Supports controlled and efficient land use development.

Alignment with Adopted Plans:

- Consistent with existing development regulations and variance approval process.

Legal or Policy Implications:

- Complies with Regulation 11 of the Development Regulations.

Engagement and Communications Considerations:

- Notification process was completed as per Urban & Rural Planning Act (2000) requirements.

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**Recommendation:**

That Council approves the variance request as there were no objections from the public notification process.

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**Prepared by:** Nelson Chatman, P.ENG

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

**Date Approved:** March 26, 2025



## INFORMATION NOTE

**Title:** Disbursement Report – April 8, 2025  
**Date Prepared:** April 2, 2025  
**Report To:** Committee of the Whole  
**Councillor and Role:** Councillor Coady, Finance, Policy and Administration Lead  
**Department:** Corporate Services

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

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### 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 April 8<sup>th</sup>, 2025 in the amount of \$955,192.95**

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### Conclusion/Next Steps:

The Town's disbursements for this period reflect necessary operational costs, capital commitments and community investments. Management will continue to monitor expenses and report disbursements over \$1,000 at future meetings.

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**Prepared by:**  
**Approved by:** Steve Gosse, CPA, CA  
**Date Approved:** April 2, 2025

Vendor	ACCT - DESCRIPTION	TOTAL
Atlantic Purification Systems	Bredel 450 Parts	\$ 1,348.14
Atlantic Purification Systems	Bred Hoses	\$ 5,526.68
Battlefield Equipment Rentals	Pallet Rack	\$ 2,776.10
Bell Aliant	Phone Bill - March 2025	\$ 4,280.95
Best Buy Canada Ltd.	Laptops	\$ 4,315.03
BioMaxx Wastewater Solutions Inc.	4th Quarter Covering Oct 1 - Dec 31	\$ 5,241.21
Brandt Tractor Ltd.	Unit#1914 - Electric Joystick	\$ 1,996.69
Brandt Tractor Ltd.	Filters - Stock	\$ 1,678.95
Canoe Procurement Group of Canada	Printer Paper	\$ 1,356.77
Central Auto Glass	Unit#2411 - Windshield Replacement	\$ 1,064.89
Central Hydraulics	Unit#53 - Replace shaft and seal kit	\$ 1,005.10
Central Newfoundland Waste Mgmt.	Residential Waste	\$ 32,798.00
Central Residential Services Board Inc.	Reaching Home program	\$ 27,880.00
Chemtrade Chemicals Canada Ltd.	Alum - February 2025	\$ 20,168.49
CIMCO Refrigeration	JBM Condenser Water Leak	\$ 4,601.68
Community Connections Housing Coalition	Reaching Home program	\$ 13,661.00
Community Education Network	Reaching Home program	\$ 125,000.00
Corduoy Brook Enhancement Ass.	Annual Grant - 1st instalment	\$ 24,000.00
CUPE Local 1349	Union Dues Collected - January 2025	\$ 5,436.06
Dawe Mechanical (1981) Ltd.	Water Tank - Emergency Purchase - WS	\$ 2,898.35
Dicks & Company Ltd.	Tables & Chairs - Ski Trail (Grant funds)	\$ 12,177.35
Dollywood Foundation of Canada	Book Club	\$ 1,079.50
Emco Supply	PRV Parts	\$ 7,279.52
ESRI Canada Ltd.	Consulting Services - GFW-AroGis QuickStart	\$ 1,581.25
Evangel Pentecostal Church	Reaching Home program	\$ 23,202.00
Exploits Nordic Ski Club Inc.	Snow dog purchase (Grant funds)	\$ 10,137.25
Exploits Valley Paving	Snow clearing - Excite Building	\$ 3,496.00
Exploits Welding & Machine Shop Ltd.	Fabricate slide brackets for wings on snow plow	\$ 1,811.25
Grace Sparkes House Inc.	Reaching Home program	\$ 5,513.00
Grand Falls - Windsor Community Kitchen	Catering - Seniors Valentines Event	\$ 1,650.00
Grant's Sport Excellence	Gloves	\$ 1,367.67
Harbourside Transportation Consultants	Professional Services - Toulett/Queensway Roundabout Design	\$ 5,692.50
Harvey & Company Ltd.	New Kubota ZD 1200 Series (Grant funds)	\$ 26,105.00
Harvey & Company Ltd.	New Kubota ZD 1200 Series	\$ 26,105.00
Honeywell Ltd.	Service Call - Unable to control heating zones	\$ 1,369.65
Hunt's Concrete Supplies	Washed Sand - Town Depot	\$ 8,029.74
Joda Enterprises Ltd.	Payroll Services - February 2025	\$ 2,088.98
Jonathan Mayo	First Aid Training	\$ 2,100.00
Kootenay Murphy Holding Ltd.	Fire Pro2 Service Contract	\$ 2,884.89
Labrador West Housing & Homelessness Coalition	Reaching Home program	\$ 12,800.00
Landmark Surveys & Engineering Ltd.	Residential Survey	\$ 1,472.00
Linde Canada Inc.	Tank Rental	\$ 1,255.82
McCarthy's Heating Service Ltd.	17-MYCW-24-00004 CL#1	\$ 121,298.52
Morgan Sculpture Inc.	Second Progress Payment - Gordon Pinsent Statue	\$ 67,083.33
Parts for Trucks Inc.	Unit#142 - V-Rod	\$ 2,513.58
PBO Industrial Disposal Inc.	Dump & Return - Whitmore Street	\$ 6,900.00
PBO Industrial Disposal Inc.	Dump & Return - WWTF	\$ 1,344.58
Provall Parts Ltd.	Cutting Edges - Stock	\$ 8,598.67
Qalipu Mi'kmaq First Nation Band	Reaching Home program	\$ 80,000.00
Regional Action Committee on Housing Inc.	Reaching Home program	\$ 60,000.00
Related Holdings Ltd.	Monthly Rental - CNVAS, QSQT, EVCR	\$ 2,242.50
Saunders Equipment Ltd.	Unit#158 - Transmission	\$ 10,601.39
Status of Women Central	Reaching Home program	\$ 100,000.00
Top Quality Cleaners	Janitorial Services - Town Hall	\$ 1,035.00
Town of Grand Falls-Windsor	Employee Local Taxes Collected	\$ 3,948.00

UAP Inc.	Unit#83 - Brakes	\$ 1,402.46
Universal Fabricators Inc.	Supply set of double gates - Post Extensions	\$ 5,347.50
Universal Fabricators Inc.	Fabricate Slides/Repair Bell Attachment	\$ 1,518.00
Western Hydraulic & Mechanical Ltd.	Unit#2012 - Slides	\$ 2,725.50
Western Petroleum	Diesel - 3687.2L Depot	\$ 7,059.64
Western Petroleum	Oil - 634.2L JBM	\$ 1,005.16
Western Petroleum	Diesel - 1502.3L Depot	\$ 2,876.36
Western Petroleum	Oil - 1781.7L GF House	\$ 2,553.00
Western Petroleum	Gasoline - 1873.3L Depot	\$ 2,930.06
Western Petroleum	Diesel - 1200.0L Depot	\$ 2,242.36
Western Petroleum	Diesel - 1281.6L Depot	\$ 2,464.11
Western Petroleum	Diesel - 2300.0L Depot	\$ 4,297.86
Western Star Trucks Inc.	Unit#142 - Transmission Cooler	\$ 5,859.25
Western Star Trucks Inc.	Unit#2113 - Cover	\$ 1,113.66
<b>TOTAL</b>		<b>\$ 955,192.95</b>



## INFORMATION NOTE

<b>Title:</b>	Letter of Support for Increased RCMP Resources in Grand Falls-Windsor
<b>Date Prepared:</b>	April 1, 2025
<b>Report To:</b>	Committee of the Whole Public
<b>Councillor and Role:</b>	Councillor Coady – Lead for Corporate Services
<b>Department:</b>	Corporate Services

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### Issue:

To inform Council that a letter of support has been submitted to the RCMP's B Division Commanding Officer, endorsing the request for an increase in the General Duty RCMP complement in GFW and Central Newfoundland from 21 to 27 officers.

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### Discussion – Background & Current Status:

A formal letter was sent from the Mayor to Assistant Commissioner Pat Cahill on March 31, 2025, expressing Council's support for the RCMP's request to expand local RCMP staffing. This follows long-standing regional discussions and is based on the 2019 Police Resource Model, which originally recommended at least two additional positions.

The requested increase to 27 officers would allow for a 24/7 policing model in Central Newfoundland, bringing service levels closer to those in other major areas of the province, such as Corner Brook, which is policed by the Royal Newfoundland Constabulary. The letter emphasizes Grand Falls-Windsor's ongoing support for the RCMP as the region's policing provider and notes the benefits of around-the-clock policing for public safety and operational response.

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### Key Considerations/Implications:

1. Budget/Financial Implications
  - a. None to the Town at this stage; costs associated with policing levels remain under provincial jurisdiction.
2. Partners or Other Stakeholders
  - a. RCMP, Government of Newfoundland and Labrador, and neighboring municipalities in Central Newfoundland.
3. Engagement and Communications Considerations
  - a. The Town will continue communication with RCMP and provincial officials regarding the status of the business case.
4. Other Implications
  - a. The letter reinforces the Town's leadership in regional advocacy for public safety.



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**Conclusion/Next Steps:**

The letter has been submitted to the RCMP to be included in their business case to the Province. No further action is required at this time, but updates will be shared as they become available.

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**Prepared by:** Darren Finn, CAO

**Approved by:** Darren Finn, CAO

**Date Approved:** April 1, 2025



## **DECISION/DIRECTION NOTE**

**Title:** FCM Board Nomination – Councillor Amy Coady

**Date Prepared:** March 25, 2025

**Report To:** Committee of the Whole – Public Meeting, April 8, 2025

**Councillor and Role:** Councillor Noel, Lead Alternate – Administration

**Department:** Corporate Services (Finance & Administration)

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

To consider and approve a resolution supporting Councillor Amy Coady's nomination to the Federation of Canadian Municipalities (FCM) Board of Directors for the 2025–2027 term and to acknowledge the financial implications associated with participation, while noting that costs may primarily be borne by Municipalities Newfoundland and Labrador (MNL)

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

WHEREAS the Federation of Canadian Municipalities (FCM) represents the interests of member municipalities on policy and program matters that fall within federal jurisdiction;

AND WHEREAS FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice required to carry the municipal message to the federal government; and

AND WHEREAS FCM's Annual General Meeting (AGM) will be held in conjunction with the Annual Conference and Trade Show, May 29 to June 1, 2025, followed by the election of FCM's Board of Directors;

BE IT RESOLVED that Council of the Grand Falls-Windsor endorse Councillor Amy Coady to stand for election on FCM's Board of Directors, for the period starting in June 2025 and ending June 2027; and

AND BE IT FURTHER RESOLVED that Council assumes all costs associated with Councillor Amy Coady attending FCM's Board of Directors meetings.

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

The Federation of Canadian Municipalities (FCM) is a national voice for municipalities, influencing federal policy and funding on issues affecting communities across Canada. Its Board of Directors is made up of elected officials who represent regions nationwide and participate in setting FCM's advocacy direction.



Councillor Amy Coady has formally expressed her intent to seek election to the FCM Board of Directors during the upcoming FCM Annual Conference and AGM, scheduled for May 29–June 1, 2025. Her nomination is ideally endorsed by Council, and any financial commitments acknowledged.

Councillor Coady has been active in municipal leadership roles for over four years, including serving as the current President of Municipalities Newfoundland and Labrador (MNL). She is also currently a Vice-President of FCM, making her candidacy for the Board a natural progression in her leadership journey. If elected, most travel costs for FCM meetings will be covered by MNL, as is standard practice for the MNL President.

FCM Board meetings typically occur four times per year, with a mix of in-person and virtual attendance. While there remains some risk that travel costs may fall to the Town, this is not a likely scenario, and historical precedent suggests MNL covers these costs when applicable.

Having a Grand Falls-Windsor councillor serving at the highest levels of both provincial and national municipal organizations is a rare and significant distinction. It reflects positively on the Town and strengthens its voice and influence in shaping federal and provincial municipal agendas. These are compelling and strategic reasons for Council to support the nomination.

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

1. Budget/Financial Implications
  - a. Minimal financial risk. Most costs anticipated to be covered by MNL. Potential travel-related expenses would be absorbed by the Town only if not otherwise covered.
2. Partners or Other Stakeholders
  - a. FCM, MNL, member municipalities across the province and country.
3. Alignment with Strategic Directions
  - a. Strengthens Grand Falls-Windsor's provincial and national presence in municipal advocacy. Aligns with goals of leadership, influence, and strategic partnerships.
4. Engagement and Communications Considerations
  - a. Potential for media release and recognition of the Town's representation at the national level if Councillor Coady is elected.
5. Other Implications
  - a. Enhances the Town's reputation and influence through Councillor Coady's leadership roles.

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### **Recommendation:**

That Council approve the resolution supporting Councillor Amy Coady's nomination to the FCM Board of Directors for the 2025–2027 term and acknowledge the potential, but unlikely, cost implications to the Town should travel expenses not be covered by MNL.

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**Prepared by:** Darren Finn, Chief Administrative Officer  
**Approved by:** Darren Finn, Chief Administrative Officer  
**Date Approved:** March 25, 2025