

# **Regular Council Meeting - May 20, 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, Kara Hutchinson

REGRETS: Barry Manuel, Steve Gosse

### 1. CALL TO ORDER

# 2. Approval of Agenda

2.1 Adoption of Agenda

That the Agenda be adopted as Presented.

RESOLUTION CM25-R-05-058

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** 

# 3. Proclamation, Presentations, or Announcements

3.1 Fibromyalgia Awareness Day

### Proclamation - Fibromyalgia Awareness Day.pdf @

- 3.2 Municipal Awareness Week

  Municipal Awareness Week May 4-10, 2025.pdf 

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### 4. Adoption of Minutes

4.1 Minutes of April 15, 2025That the Minutes of April 15, 2025 be adopted as presented.

RESOLUTION CM25-R-05-059

Moved by: Holly Dwyer Seconded by: Amy Coady

**Aye** Amy Coady, Andrew Little, Bob Hiscock, Dave

Noel, Holly Dwyer, and Mike Browne

Carried 6-0

- 5. Business Arising Out of Minutes
- 6. Community Services Economic Development
- 7. Community Services Recreation and Events
- 8. Public Works & Development Public Works, Buildings, and Facilities
- 9. Public Works & Development Planning and Development

That Council approve the sale of the remaining portion of Town-owned land adjacent to 338 Grenfell Heights, as per the identified area, at the Town's standard land sale policy rate of \$10.75 per square metre.

### RESOLUTION CM25-R-05-060

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

9.2 Development & Municipal Plan Amendments - Transitional Housing

<u>Proposed Municipal Plan and Development Regulations</u> <u>Amendments to Permit Transitional Housing</u> *❷* 

That Council direct staff to prepare proposed amendments to the Municipal Plan and Development Regulations to define transitional housing and permit it as a discretionary use in the Commercial General (CG), Commercial Highway (CH), Commercial Downtown (CD), Commercial Neighbourhood (CN), Public Use (PU), and Residential Medium Density (RM-2) zones.

RESOLUTION CM25-R-05-061

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** 

9.3 Discretionary Use Application - 57 Peddle Drive

<u>Discretionary Use Application - 57 Peddle Drive - Domestic</u>

Sawmill 

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That the discretionary use application for a domestic sawmill at 57 Peddle Drive be approved in accordance with the Town's Development Regulations 2022–2032, with standard conditions applied.

RESOLUTION CM25-R-05-062

Moved by: Bob Hiscock
Seconded by: Holly Dwyer

**Aye** Amy Coady, Andrew Little, Bob Hiscock, Dave

Noel, Holly Dwyer, and Mike Browne

Carried 6-0

9.4 Approval of Municipal Plan Amendment No. 6, 2024, and Development Regulations Amendment No. 9, 2024

Approval of Municipal Plan Amendment No. 6, 2024, and Development Regulations Amendment No. 9, 2024 *⊘* 

That Council, in accordance with Sections 23 of the *Urban and Rural Planning Act, 2000*, approves Municipal Plan Amendment No. 6, 2024, and Development Regulations Amendment No. 9, 2024, as recommended in the Commissioner's Report dated May 5, 2025, including the retention of the land identified by the Commissioner to remain as Commercial General (CG).

RESOLUTION CM25-R-05-063

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

9.5 Crown Land Application - Whitmore Street

That the Town of Grand Falls-Windsor recommend approval of Crown Land Application #161049 for commercial extension purposes, subject to Crown Lands maintain a proposed ATV easement along the Toulett Drive side of the property, consistent with conditions applied to previous developments in the area.

RESOLUTION CM25-R-05-064

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

9.6 <u>2025 Paving Program & Circular Road Phase II Paving –</u> <u>Tender</u> *𝔻* 

That Council approves the recommendation to award the 2025 paving program for the cost of \$1,272,549.47 HST included to Penney Paving Ltd.

RESOLUTION CM25-R-05-065

Moved by: Bob Hiscock
Seconded by: Amy Coady

Aye Amy Coady, Andrew Little, Bob Hiscock, Holly

Dwyer, and Mike Browne

Carried 5-0

Councillor Noel left the Council Chambers for this item, due to a perceived conflict of interest (his family owns a paving company).

# 10. Corporate Services – Finance, Administration and Policy

10.1 Update to Sewer Blockage Policy (PWD-7)

<u>Update to Sewer Blockage Policy (PWD-7)</u> *₱* 

That Council approve the revised Sewer Blockage Policy (PWD-7) as presented, replacing the version approved on March 29, 2022.

RESOLUTION CM25-R-05-066

Moved by: Amy Coady
Seconded by: Holly Dwyer

Aye Amy Coady, Andrew Little, Bob Hiscock, Dave

Noel, Holly Dwyer, and Mike Browne

Carried 6-0

10.2 Policy #HR-13 - Supervisor Compensation Differential

Policy # HR31 - Supervisor Compensation Differential Policy

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That Council approve Policy # HR31 "Supervisor Compensation Differential Policy" as presented.

RESOLUTION CM25-R-05-067

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

10.3 Social Media Policy

Decision Note @

That Council approve the Town of Grand Falls-Windsor Social Media Policy as presented, and supports ongoing enforcement of the Policy's provisions to ensure consistent, and respectful use of the Town's official social media platforms.

RESOLUTION CM25-R-05-068

Moved by: Amy Coady

Seconded by: Andrew Little

**Aye** Amy Coady, Andrew Little, Bob Hiscock, Dave

Noel, Holly Dwyer, and Mike Browne

Carried 6-0

### MEO Chief Classification @

That Council approve the reclassification of the MEO Chief position from a 4 to a 5B.

RESOLUTION CM25-R-05-069

Moved by: Amy Coady Seconded by: Dave Noel

**Aye** Amy Coady, Andrew Little, Bob Hiscock, Dave

Noel, Holly Dwyer, and Mike Browne

Carried 6-0

10.5 Non-union and Management Classification Scale

Classifiaction Scale non union.pdf @

That Council approves the non-union and management classification scale as presented.

RESOLUTION CM25-R-05-070

Moved by: Amy Coady

Seconded by: Andrew Little

**Aye** Amy Coady, Andrew Little, Bob Hiscock, Dave

Noel, Holly Dwyer, and Mike Browne

Carried 6-0

10.6 Revised 2025 Meeting Schedule

Decision Note @

2025 Meeting Schedule.pdf @

That Council approve the revised 2025 Meeting Schedule, which removes the Committee of the Whole public meetings series and forwards all such agenda items directly to Regular Council Meetings.

RESOLUTION CM25-R-05-071

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

### 11. Protective Services - Municipal Enforcement and Fire Department

### 12. Council Advisory Committees

#### 13. External Committee

### 14. Other Business

- Community events
- Acknowledgement of the short comings of healthcare, and commit
  to requesting a meeting to get our voices heard because it is not
  acceptable. Ask that the community come together to rally for this
  improvement or nothing will change.
- Remind ATV users to be respectful when using their recreational vehicle, and encourage MEO's to educate these users.
- Encourage residents to clean up their property and the community.
- Condolences

### 15. ADJOURNMENT

There being no other Business the meeting adjourned at 7:24p.m.

RESOLUTION CM25-R-05-072

Moved by: Dave Noel

Seconded by: Bob Hiscock

**Aye** Amy Coady, Andrew Little, Bob Hiscock, Dave

Noel, Holly Dwyer, and Mike Browne

Carried 6-0

Mayor / Deputy Mayor

CAO



**Title:** Land Request – 338 Grenfell Heights

Date Prepared: April 8, 2025

**Report To:** Committee of the Whole (In-Person)

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

**Department:** Public Works & Development

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

Council direction is requested on whether to proceed with the sale of a portion of Town-owned land adjacent to 338 Grenfell Heights as requested by the adjacent landowner.

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

That Council approve the sale of the remaining portion of Town-owned land adjacent to 338 Grenfell Heights, as per the identified area, at the Town's standard land sale policy rate of \$10.75 per square metre.

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

The property owner at 338 Grenfell Heights submitted a request to purchase backland that is owned by Town. A portion of the requested area has already been sold to Jabez Holdings Ltd for a residential subdivision and is no longer available. However, there remains a portion of land that can be sold without impacting current or future development. This remaining parcel has been reviewed and is suitable for disposal under the Town's land sale policy.

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

- Budget: Revenue to be generated \$1730.75 based at \$10.25/m².
- **Strategic Alignment:** Supports orderly and strategic land disposal in alignment with long-term development plans.
- Legal: Subject to legal survey and standard conveyance process.
- Other: Purchaser to assume responsibility for all associated costs, including surveying, legal, and registration fees.

#### Recommendation:

That Council approve the sale of the available portion of land adjacent to 338 Grenfell Heights at \$10.25 per square metre in accordance with the Town's land sale policy.

Prepared by: Nelson Chatman, P.ENG

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

Date Approved: April 8, 2025



Title: Proposed Municipal Plan and Development Regulations Amendments to Permit

Transitional Housing

Date Prepared: April 29, 2025

Report To: Committee of the Whole - In-Camera

Councillor: Councillor Hiscock - Lead

Department: Public Works and Development - Planning and Development

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

Council's direction is requested on whether to proceed with amending the Municipal Plan and Development Regulations to permit transitional housing as a discretionary use in specified zones.

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

That Council direct staff to prepare proposed amendments to the Municipal Plan and Development Regulations to define transitional housing and permit it as a discretionary use in the Commercial General (CG), Commercial Highway (CH), Commercial Downtown (CD), Commercial Neighbourhood (CN), Public Use (PU), and Residential Medium Density (RM-2) zones.

**Discussion – Background and Current Status:** 

The Town has received a request to allow transitional housing within Grand Falls-Windsor. The existing Municipal Plan and Development Regulations do not currently address this use, creating a gap in providing appropriate housing options for vulnerable residents.

There is a clear and increasing need for transitional housing in rural Newfoundland and Labrador. Individuals experiencing homelessness or at risk of homelessness face limited access to affordable, stable housing and essential support services. Without a regulatory framework, the Town is unable to accommodate or guide the development of these facilities in a controlled and consistent manner.

To address this, the following amendments are proposed:

### Municipal Plan Amendment:

Add the following policy under Section 2.12 – Special Needs:

"Policy 2.12.1: Transitional housing will be permitted to meet the needs of individuals or families who are homeless or at risk of becoming homeless."

### Development Regulations Amendment:

Add the following definition:

"Transitional housing means a facility that provides temporary overnight sleeping accommodations, food, sanitation, and other forms of support for individuals or families who are homeless or at risk of homelessness, without requiring occupants to sign leases or occupancy agreements. Transitional housing bridges the gap from homelessness to permanent housing. Facilities must provide 24-hour onsite staffing, comply with all applicable federal, provincial, and municipal legislation, and may be subject to development conditions imposed by Council to mitigate neighbourhood impacts."

### Proposed Discretionary Use Zones:

Transitional housing would be listed as a discretionary use in the following zones:

- Commercial General (CG)
- Commercial Highway (CH)
- Commercial Downtown (CD)
- Commercial Neighbourhood (CN)
- o Public Use (PU)
- Residential Medium Density (RM-2)

Designating transitional housing as a discretionary use gives Council the authority to assess each application on its merits and apply specific conditions based on location, scale, and neighbourhood compatibility.

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

#### Budget:

No immediate budget impact; potential future financial considerations may arise depending on project proposals or partnerships.

#### • Strategic Alignment:

Supports the Town's goals for inclusive community development and enhances access to essential housing services.

### Legal:

Amendments will follow standard procedures under the Urban and Rural Planning Act, 2000, including public notice and public consultation where applicable.

### • Other:

- o Creates a clear regulatory path for a critical housing need.
- o Provides Council oversight through discretionary approvals.
- Enables coordination with service providers and agencies addressing homelessness.

### Recommendation:

It is recommended that Council approve the preparation of the proposed Municipal Plan and Development Regulations amendments to enable transitional housing within the specified zones as a discretionary use.

Prepared by: Nelson Chatman, P. Eng

Approved by: Nelson Chatman, P. Eng

Date Approved: April 30, 2025



**Title:** Discretionary Use Application – 57 Peddle Drive – Domestic Sawmill

Date Prepared: April 30, 2025

Report To: Committee of the Whole - Public Councillor: Councillor Hiscock - Lead

Department: Public Works and Development - Planning and Development

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

Council is requested to make a decision on the discretionary use application for a domestic sawmill (small bandsaw mill) at 57 Peddle Drive, located in the RS-3 (Single Unit Urban Residential) Zone.

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

That Council approves the discretionary use application for a domestic sawmill at 57 Peddle Drive in accordance with the Town's Development Regulations 2022–2032, with standard conditions applied.

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

An application was received to permit occasional personal use of a small bandsaw mill at 57 Peddle Drive. This use is classified as discretionary within the RS-3 zone under the Town's Development Regulations (2022–2032). As per regulatory requirements, a notice was sent to adjacent property owners

and posted on the Town's website and social media channels. The deadline for public response was April 30, 2025.

No objections or representations were received by the Department of Public Works and Development.

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

- Strategic Alignment: Supports transparency and due process in land use planning.
- Legal: Process complies with Section 23 of the Development Regulations.
- Other: No objections were received; the proposed use is consistent with the discretionary use provisions of the RS-3 zone.

#### Recommendation:

That Council approve the discretionary use application for a domestic sawmill at 57 Peddle Drive, subject to standard conditions and any specific conditions deemed necessary by staff to mitigate impact on neighbouring properties.

Prepared by: Nelson Chatman, P.Eng

Approved by: Nelson Chatman, P. Eng

Date Approved: April 30, 2025



Title:	Approval of Municipal Plan Amendment No. 6, 2024, and Development Regulations Amendment No. 9, 2024	
Date Prepared:	May 5, 2025	
Report To:	Committee of the Whole - Public	
Councillor:	Councillor Hiscock - Lead	
Department:	Public Works and Development - Planning and Development	

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

Council approval is required under Sections 23 of the *Urban and Rural Planning Act, 2000* to formally approve and submit for registration Municipal Plan Amendment No. 6, 2024, and Development Regulations Amendment No. 9, 2024, following the Commissioner's recommendations.

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

That Council, in accordance with Sections 23 of the *Urban and Rural Planning Act, 2000*, approves Municipal Plan Amendment No. 6, 2024, and Development Regulations Amendment No. 9, 2024, as recommended in the Commissioner's Report dated May 5, 2025, including the retention of the land identified by the Commissioner to remain as Commercial General (CG).

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

The Town initiated amendments to its Municipal Plan and Development Regulations to address housing availability and affordability, by re-designating land from Rural and Commercial to Urban Residential and rezoning to allow for low- and medium-density multi-unit residential development.

The public process was carried out in full compliance with the *Urban and Rural Planning Act, 2000*, including public consultation, provincial review, a public hearing, and receipt of the Commissioner's Report.

The Commissioner recommends approval of the amendments, with the adjustment that a portion of land will remain designated as Commercial General (CG), reflecting public submissions.

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

- **Budget:** No direct financial impact; infrastructure and servicing to be addressed during development approvals.
- **Strategic Alignment:** Supports the Town's objectives for residential growth and housing diversity.
- **Legal:** Compliant with the *Urban and Rural Planning Act, 2000*; affidavit and registration package are ready.
- Other: Incorporates public feedback and balances residential and commercial needs.

#### Recommendation:

Approve the amendments as recommended in the Commissioner's Report, including retention of the land as Commercial General (CG), and authorize staff to proceed with submission for registration under the *Urban and Rural Planning Act, 2000*.

Prepared by: Nelson Chatman, P.ENG

Approved by: Nelson Chatman, P. ENG

Date Approved: May 5, 2025



Title: Crown Land Application #161049 – Spartan Commissioning Services Inc.

Date Prepared: April 8, 2025

**Report To:** Committee of the Whole (In-Person)

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

**Department:** Public Works & Development

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

The Department of Fisheries, Forestry and Agriculture – Crown Lands Division has referred Crown Land Application #161049 to the Town for input. Council's recommendation is required to assist with the Province's final decision on the application.

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

That the Town of Grand Falls-Windsor recommend approval of Crown Land Application #161049 for commercial extension purposes, subject to Crown Lands maintain a proposed ATV easement along the Toulett Drive side of the property, consistent with conditions applied to previous developments in the area.

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

The applicant, Spartan Commissioning Services Inc., is requesting a grant for a 0.21 ha parcel of Crown land located adjacent to their existing property at 69 Whitmore Street. The land is currently being used as a laydown and storage area and is intended to support future commercial development, including storage unit construction.

The proposed site includes direct frontage along Toulett Drive. In previous similar applications in this area, the Town has ensured continued public access via an ATV easement along this corridor. Maintaining this requirement aligns with Council's past decisions and preserves multi-use recreational access.

The site is accessible by road, is located within the municipal boundary, and does not interfere with known municipal infrastructure.

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

• **Strategic Alignment:** Supports commercial development and aligns with land use planning policies.



• Legal: Crown land process administered by the Province; Town recommendation only.

• Other: Ensures consistency with previous applications.

### Recommendation:

Approve the application with the condition that an ATV easement be maintained along the Toulett Drive side of the subject parcel.

Prepared by: Nelson Chatman, P.ENG

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

Date Approved: April 8, 2025



Title:	2025 Paving Program & Circular Road Phase II Paving – Tender	
Date Prepared:	May 16, 2025	
Report To:	Council	
Councillor:	Councillor Hiscock - Lead	
Department:	Public Works and Development - Planning and Development	

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

Decision is required on the award the 2025 paving program tender. The tender closed on May 14, 2025 with one bidder.

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

That Council approves the recommendation to award the 2025 paving program for the cost of \$1,272,549.47 HST included to Penney Paving Ltd.

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

The tender was divided into two parts: the main 2025 Paving Program and the paving work for the water and sewer upgrade project on Circular Road (Phase II), scheduled for this summer. Penney Paving Ltd. was the sole bidder.

For Part A (17-MYCW-24-00002 – 2025 Paving Program), the approved budget was \$1,000,000 (including HST), and the bid came in at \$968,781.28, resulting in a surplus of \$31,218.72. For Part B (17-MYCW-24-00062 – Circular Road Phase II), the approved budget was \$304,579.34 (including HST), with the bid totaling \$303,768.19, leaving a surplus of \$811.15.

The combined budget for both components was \$1,304,579.34, and the total bid amount was \$1,272,549.47, coming in under budget by \$32,029.87.

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

1. Budget/Financial Implications

The project is funded under the MYCW program, and the Town is responsible for 30% of the total cost which equates to \$354,911.38.

2. Partners or Other Stakeholders

Provincial government is funding 70% of the project.

3. Alignment with Strategic Directions

This project aligns with the goal of providing good driving surfaces for the residents.

4. Alignment with Adopted Plans

Maintain existing road network.

5. <u>Legal or Policy Implications</u>

Following AMP policy and upgrading road network on an annual basis.

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 this construction project if approved by Council.

8. Procurement Implications

The project followed the Public Procurement Act (PPA) through a competitive request for prices process.

#### Recommendation:

It is recommended that Council approve the award of the 2025 Paving Program and Circular Road Phase II Paving tender to Penney Paving Ltd. in the amount of \$1,272,549.47 (HST included). The tender process was conducted in accordance with the Public Procurement Act, and the submitted bid falls within the approved budget. Despite receiving only one bid, the pricing is considered fair and reasonable.

Prepared by: Chad Clendenning, P. ENG

Approved by: Nelson Chatman, P. ENG

Date Approved: May 16, 2025



Title:	Update to Sewer Blockage Policy (PWD-7)	
Date Prepared:	May 2, 2025	
Report To:	Council	
Councillor:	ouncillor: Councillor Coady - Lead	
Department:	Corporate Services - Finance, Administration and Policy	

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

Council is asked to approve the updated Sewer Blockage Policy (PWD-7), which clarifies existing responsibilities and introduces new language regarding reimbursement eligibility and procedural requirements for residents affected by sewer blockages.

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

That Council approve the revised Sewer Blockage Policy (PWD-7) as presented, replacing the version approved on March 29, 2022.

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

The current Sewer Blockage Policy (PWD-7), approved on March 29, 2022 (Council Meeting #557), outlines the division of responsibility between the Town and property owners for sewer blockages and related repairs. While the policy has provided a general framework, operational experience has identified the need for clarification in several areas:

- A new provision has been added to offer up to \$200 reimbursement for investigative contractor costs when the Town is found responsible for a blockage in the municipal sewer main.
- The policy now emphasizes the importance of contacting the Town first to avoid unnecessary private contractor expenses.
- Property owners seeking reimbursement must now submit proof of payment and a detailed contractor invoice.
- The policy language has been streamlined for clarity while preserving all
  existing responsibilities related to single and double service lines, as well
  as procedures for excavation reimbursement due to collapsed or
  ruptured pipes beyond the property boundary.

These updates reflect best practices and ensure consistency in how sewer-related claims are reviewed and processed.

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

### 1. Budget/Financial Implications

The \$200 reimbursement limit provides financial relief to residents in rare cases of Town responsibility without imposing a significant budgetary burden.

### 2. Partners or Other Stakeholders

Residents and private plumbing contractors will be impacted by the updated procedural clarity and documentation requirements.

### 3. Alignment with Strategic Directions

Supports transparent service standards and responsible infrastructure management.

### 4. Alignment with Adopted Plans

Consistent with operational objectives to improve public communication and service response.

### 5. Accessibility and Inclusion

The policy applies equally to all residents. No accessibility barriers identified.

### 6. Legal or Policy Implications

Provides clearer terms of eligibility for reimbursement and improves defensibility in disputed claims.

### 7. Engagement and Communications Considerations

The updated policy should be published on the Town's website and shared with relevant front-line staff to guide public inquiries.

### 8. Human Resource Implications

Minor – procedural awareness for Public Works staff and administrative processing of reimbursements.

### Recommendation:

That Council approve the revised Sewer Blockage Policy (PWD-7) as presented, replacing the previous version adopted on March 29, 2022.

Prepared by: Darren Finn, CAO

Approved by: Darren Finn

Date Approved: May 2, 2025



Title:	Supervisor Compensation Differential Policy	
Date Prepared:	April 29, 2025	
Report To:	Committee of the Whole – Private	
Councillor:	Councillor Coady - Lead	
Department:	Corporate Services - Finance, Administration and Policy	

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

To decide on approval of a new policy to ensure appropriate compensation for supervisory positions within the Town of Grand Falls-Windsor.

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

That Council Policy # HR31 Supervisor Compensation Differential Policy as presented.

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

There are some supervisory positions that are paid at a level that is close to that of their highest paid subordinate. This policy helps ensure that those supervisors, who have greater responsibility, are fairly compensated and avoid disincentives for promotion.

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

1. Budget/Financial Implications: The application of this policy results in approximately \$8K in additional salary for supervisors until the end of the year (only two impacted).

2.	Human Resource Implications: The first payment will be scheduled to take place in the first payroll
	after adoption of this policy.

### Recommendation:

That Council approve this policy to ensure Supervisors at the Town of Grand Falls-Windsor are appropriately compensated.

Prepared by:

**Approved by: Steve Gosse** 

Date Approved: April 29, 2025



**Title: Social Media Policy** 

Date Prepared: May 1, 2025

**Report To: Council** 

Councillor: Councillor Coady - Lead

**Department: Corporate Services - Finance, Administration and Policy** 

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

To approve a Resolution for the implementation and enforcement of the Town's Social Media Policy, particularly regarding public engagement standards, comment moderation, and third-party content sharing criteria.

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

That Council approve the Town of Grand Falls-Windsor Social Media Policy as presented, and supports ongoing enforcement of the Policy's provisions to ensure consistent, and respectful us of the Town's official social media platforms.

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

The Social Media Policy guides how the Town uses its official platforms to share information and engage with the public respectfully and consistently. It outlines who can post, when accounts are monitored, how public comments are moderated, and what third-party content may be shared. The Policy ensures responsible communication aligned with Town values.

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

- 1. Budget/Financial Implications Minimal Impact: primarily staff time.
- 2. Partners or Other Stakeholders Residents, community groups, and non-profits engaging online.
- Alignment with Strategic Directions Supports transparent communication and public engagement goals.
- 4. Alignment with Adopted Plans Consistent with communication and service excellence objectives.
- Accessibility and Inclusion Promotes respectful, inclusive dialogue; accessibility best practices encouraged.
- 6. Legal or Policy Implications Reduces risk, aligns with existing communication standards.
- 7. Privacy Implications Reinforces protection of personal and confidential information.
- 8. Engagement and Communications Considerations Enhances clarity, consistency, and professionalism in online engagement.
- 9. Human Resource Implications Requires staff time for monitoring and approvals.
- 10. Procurement Implications No additional needs identified.
- 11. Information Technology Implications Uses existing platforms; no new technology required.
- 12. Other Implications Helps protect the Town's online reputation and fosters truth.

#### Recommendation:

It is recommended that approve the Social Media Policy and support staff in continuing to apply its provisions as part of the Town's communication strategy. This approval will reaffirm the Town's commitment to accessible and respectful online engagement, while setting clear expectations for staff and the public alike.

Prepared by: Darren Finn

Approved by: Darren Finn

Date Approved: May 1, 2025



Title:	MEO Chief Classification	
Date Prepared:	April 30, 2025	
Report To:	Committee of the Whole – Private	
Councillor:	Councillor Coady - Lead	
Department:	Corporate Services - Finance, Administration and Policy	

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

Update the classification of the Chief MEO to be consistent with other front-line supervisors in the organization.

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

That Council approve the reclassification of the MEO Chief position from a 4 to a 5B.

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

The Chief Municipal Enforcement Officer (MEO) was previously classified at Level 4. However, the position carries responsibility for both managing the Municipal Enforcement Department and performing daily duties as a Constable. The updated classification aligns this role with other supervisory positions within the organization.

### Recommendation:

That Council approve the change from Class 4 to Class 5B for the Chief MEO effective the next payroll date after the approval.

Prepared by:

**Approved by: Steve Gosse** 

Date Approved: April 29, 2025



Title:	Classification scale for non-union and management positions
Date Prepared:	May 6, 2025
Report To:	Committee of the Whole Private
Councillor and Role:	Councillor Coady, Finance, Policy and Administration Lead
Department:	Corporate Services

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

A decision is required to reconfigure the non-union / management position classification scales to reflect the current classifications and ensure clarity on the number of hours for each position.

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

That Council approves the non-union and management classification scale as presented.

### Discussion - Background & Current Status:

This change is required due to the new unionized classification scale which uses classes 1 – 6. Renaming the non-union/management system to alphanumeric instead of numbers will avoid confusion when discussing different classifications.

Additionally, there was a gap in the old scales between class 8 and class 9, and in the new system, there will be classifications H35 and H40, which will fall in between those two amounts. There will be one position in that classification and that will be the Director of Community Services (at H35).

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

1. Budget/Financial Implications: There will be an increase to the Director of Community Services salary of approximately \$8,223 for the remainder of the year. This change will not have retroactivity. No other positions will change as a result of this decision.

#### Recommendation:

That Council approve the new classification schedule as presented.



Prepared by:

Approved by: Steve Gosse, CPA, CA

**Date Approved:** May 6, 2025



Title:	2025 Meeting Schedule - Revised	
Date Prepared:	May 16, 2025	
Report To:	Council	
Councillor:	Councillor Coady - Lead	
Department:	Corporate Services - Finance, Administration and Policy	

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

Council's approval is required to adopt the revised 2025 Council Meeting Schedule, which moves the business of the Committee of the Whole public meetings to the scheduled Regular Council Meetings.

This decision streamlines meeting processes, reduce redundancy, and enhance public transparency and engagement at Regular Council Meetings where a greater segment of the public can be exposed to the Councils reporting and discussions.

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

That Council approve the revised 2025 Meeting Schedule, which removes the Committee of the Whole public meetings series and forwards all such agenda items directly to Regular Council Meetings.

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

The 2025 Council Meeting Schedule was originally developed to include Regular Council Meetings, public Committee of the Whole meetings, and In-Camera Committee of the Whole meetings. However, based on Council's experience, it became evident that critical information discussed in public Committee of the Whole meetings was often not brought forward again in Regular Meetings. Additionally, items requiring a vote were discussed in both meetings, resulting in repetitive presentations and unnecessary redundancy in the process.

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

### 1. Accessibility and Inclusion

By consolidating agenda items into Regular Council Meetings, where more detailed discussion occurs in public view, the Town enhances accessibility to decision-making processes. This supports inclusion by making it easier for residents, including those with disabilities or barriers to information access due to the recorded meeting.

### 2. Legal or Policy Implications

There are no anticipated legal or policy conflicts. The revised schedule remains compliant with applicable municipal legislation and procedural bylaws, which permit Council to determine its meeting schedule subject to approval.

### 3. Engagement and Communications Considerations

A communication plan will be developed to inform the public of the schedule changes through the Town's website, social media channels, and Council updates.

### 4. Human Resource Implications

The revised schedule may reduce time demands on staff associated with preparing for and attending multiple meetings, allowing for more efficient allocation of human resources and focus on core priorities.

### 5. Procurement Implications

There are no procurement implications associated with this change.

### 6. Information Technology Implications

No new technology requirements are anticipated. Existing livestreaming and documentation systems for Regular Council Meetings will continue to be used.

### 7. Other Implications

Streamlining the meeting schedule is expected to enhance Council's overall efficiency and support a more effective governance process. By consolidating discussions into Regular Council Meetings, Council is provided with clearer, more structured opportunities to deliberate in a public forum, thereby strengthening transparency and fostering increased civic engagement.

#### Recommendation:

That Council approve the revised 2025 Council Meeting Schedule.

Prepared by: Kara Hutchinson

Approved by: Darren Finn

Date Approved: May 16, 2025

### 2025 MEETING SCHEDULE (SUBJECT TO CHANGE)

# Regular Council Meeting 6:30pm

January 21, 2025

February 18, 2025

March 18, 2025

April 15, 2025

May 20, 2025

June 17, 2025

July 15, 2025

August 26, 2025

September 16, 2025

October 21, 2025

November 18, 2025

December 16, 2025

### In - Camera Meetings

January 21, 2025 - 7:30pm

February 4, 2025 - 5pm

February 18, 2025 - 7:30pm

March 4, 2025 - 5pm

March 18, 2025 - 7:30pm

April 8, 2025 - 5pm

April 15, 2025 - 7:30pm

May 6, 2025 - 5pm

May 20, 2025 - 7:30pm

June 3, 2025 - 5pm

June 17, 2025 - 7:30pm

July 2, 2025 - 5pm

July 15, 2025 - 7:30pm

August 12, 2025 - 5pm

August 26, 2025 - 7:30pm

September 2, 2025 - 5pm

September 16, 2025 - 7:30pm

October 21, 2025 - 7:30pm

November 4, 2025 - 5pm

November 18, 2025 - 7:30pm

December 2, 2025 - 5pm

December 16, 2025 - 7:30pm