



Committee of the Whole - May 13, 2025 Minutes

Time: 6:30 PM

Location: Council Chambers

PRESENT: Amy Coady, Andrew Little, Barry Manuel, Bob Hiscock, Dave Noel, and Holly Dwyer

LATE:

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

REGRETS: Mike Browne

1. CALL TO ORDER

2. Approval of Agenda

2.1 Adoption of Agenda

That the Agenda be adopted as Presented.

MOTION #COWP25-05-025

Moved by: Bob Hiscock

Seconded by: Dave Noel

Aye Amy Coady, Andrew Little, Barry Manuel, Bob Hiscock, Dave Noel, and Holly Dwyer

Carried 6-0

3. Proclamation, Presentations, or Announcements

4. Adoption of Minutes

4.1 Minutes of March 11, 2025

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

[Committee of the Whole - Mar 11 2025 - Minutes - Html](#) 

MOTION #COWP25-05-026

Moved by: Amy Coady

Seconded by: Andrew Little

Aye Amy Coady, Andrew Little, Barry Manuel, Bob
Hiscock, Dave Noel, and Holly Dwyer

Carried 6-0

4.2 Minutes of April 8, 2025.

That the Minutes of April 8, 2025 be adopted as presented.

MOTION #COWP25-05-027

Moved by: Holly Dwyer

Seconded by: Andrew Little

Aye Amy Coady, Andrew Little, Barry Manuel, Bob
Hiscock, Dave Noel, and Holly Dwyer

Carried 6-0

5. Business Arising Out of Minutes

6. Community Services – Economic Development

7. Community Services – Recreation and Events

7.1 Canada Day

[Information Note - Canada Day.docx](#) 

Council reviewed the information note that the Town of Grand Falls-Windsor has been granted \$19,900 in funding from Heritage Canada to carry out its activities.

7.2 Canada Summer Jobs 2025

[Canada Summer Jobs Infornote.docx](#) 

Council reviewed the information note informing them that the Town of Grand Falls-Windsor has been granted \$22,400 to hire 10 summer students for 8 weeks at 35 hours a week starting June 30, 2025 and running to August 22, 2025 to run the Community Services programs.

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

9. Public Works & Development – Planning and Development

9.1 2025 Asphalt Paving Program

[Information Note 2025 Asphalt NEW.docx](#) 

Council reviewed an information note about the 2025 Paving Program.

9.2 Discretionary Use Application - 57 Peddle Drive

[Discretionary Use Application – 57 Peddle Drive – Domestic Sawmill](#) 

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.

MOTION #COWP25-05-028


Moved by: Bob Hiscock

Seconded by: Andrew Little

Aye Amy Coady, Andrew Little, Barry Manuel, Bob Hiscock, Dave Noel, and Holly Dwyer

Carried 6-0

9.3 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).

MOTION #COWP25-05-029

Moved by: Bob Hiscock

Seconded by: Dave Noel

Aye Amy Coady, Andrew Little, Barry Manuel, Bob Hiscock, Dave Noel, and Holly Dwyer

Carried 6-0

10. Corporate Services – Finance, Administration and Policy

10.1 Correspondence - Hon. Fred Hutton - TCH GFW

[Correspondence - Hon. Fred Hutton - TCH GFW.pdf](#) 

Council reviewed correspondence from Honourable Fred Hutton regarding safety concerns that the town had with the Trans Canada divided highway in Grand Falls-Windsor.

10.2 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.

MOTION #COWP25-05-030

Moved by: Amy Coady

Seconded by: Dave Noel

Aye Amy Coady, Andrew Little, Barry Manuel, Bob Hiscock, Dave Noel, and Holly Dwyer

Carried 6-0

10.3 Disbursement Report - May 8, 2025

[Information Note](#) 

Council Reviewed and Information note provided a summary of disbursements over \$1,000 as of May 8th, 2025 in the amount of \$787,178.27.

10.4 Labour Report - Week 16

[Information Note](#) 

Council reviewed an information note providing a summary of labour costs for Public Works, Parks, ERWSC and Firehall up to week 16 of 2025.

11. Protective Services – Municipal Enforcement and Fire Department

12. Council Advisory Committees

13. External Committee

13.1 Accessibility Advisory Committee Recruitment

[Accessibility Committee - Recruitment](#) 

Council reviewed an Information note, advising that the successful candidates for the Accessibility Committee have been selected.

14. Other Business

15. ADJOURNMENT

There being no other Business the meeting adjourned at 7:50 p.m.

MOTION #COWP25-05-031

Moved by: Bob Hiscock

Seconded by: Andrew Little

Aye Amy Coady, Andrew Little, Barry Manuel, Bob Hiscock, Dave Noel, and Holly Dwyer

Carried 6-0

Bay Manuel

Mayor / Deputy Mayor

Danay Fium

CAO



INFORMATION NOTE

Title: Canada Day Celebration 2025

Date Prepared: April 11, 2025

Report To: Council Meeting - Regular

Councillor and Role: Councillor Andrew Little – Lead for Recreation and Events

Department: Community Services

Issue: The Town of Grand Falls-Windsor has been granted \$19,900 in funding from Heritage Canada to carry out its activities, under the Celebration and Commemoration Program, Celebrate Canada Component including family's activities, entertainment, bouncy castles, food, and a large commercial fireworks display at dusk along the Exploits River.

Discussion – Background & Current Status: The Community Services Department is committed to Canada Day, celebrated annually on July 1st, marking the anniversary of the Confederation in 1867, when the British North America Act united the provinces of Ontario, Quebec, New Brunswick, and Nova Scotia into one nation under the name "Canada." Initially called "Dominion Day," it became Canada Day in 1982, symbolizing the nation's growth and independence. Today, it is a national holiday, celebrated with pride through fireworks, parades, concerts, and cultural events that reflect Canada's rich diversity and unity. It serves as a moment to honor the country's history, achievements, and continued journey.

Key Considerations/Implications:

1. Budget/Financial Implications
 - Total Grant amount is \$19,900 which will cover off most of all misc. Canada Day expenses.
 - Town of Grand Falls-Windsor will be responsible for operational staffing related cost only.
 2. Partners or Other Stakeholders – Non-Profit groups who want to join as part of our Canada Day Celebrations.
-

Conclusion/Next Steps: The Town will purchase \$12,500 commercial fireworks display, hire local bands, provide food, games of chance, prizes, and have all the bouncy castles set up in operation.



Prepared by: Todd Mercer, Director of Community Services
Approved by: Darren Finn, Chief Administrative Officer
Date Approved: April 14, 2025



INFORMATION NOTE

Title: Canada Summer Job Approvals
Date Prepared: April 15, 2025
Report To: Committee of the Whole - Public
Councillor and Role: Councillor Andrew Little
Department: Community Services

Issue: The Town of Grand Falls-Windsor has been granted \$22,400 to hire 10 summer students for 8 weeks at 35 hours a week starting June 30, 2025 and running to August 22, 2025 to run the Community Services programs

Discussion – Background & Current Status:

The Town of Grand Falls-Windsor have been approved for the following positions under the Canada Summer Jobs Funding.

Special Events Organizer – Assist at all community-wide special events such as Canada Day celebrations, the 5-Day Salmon Festival, Bouncy Castle Mondays, Friday Concerts in the Park, as well as other events as determined by Management. This position will have varied workdays – not Monday to Friday. Weekends may be required as needed and will be part of the 35-hour work week. Work schedules will be completed in consultation with the Supervisor and in advance of the start of the special event(s). (2 positions)

Sports Activities Coordinator – Plan and coordinate 3 sport sessions per day for different age groups ranging from 3-18. 6 weeks of sports will be featured including volleyball, basketball, pickle ball, tennis, badminton, and cricket. One sport per week. Other duties will involve participation in Bouncy Castle Mondays, Wednesday Wellness initiatives for Kids, and Friday Concerts in the Park, as well as other duties as directed by the Community Services Department Supervisors. (2 positions)

Grounds Maintenance Labourers – Maintain exceptional standards of safety while performing grounds maintenance duties throughout the municipality of Grand Falls-Windsor. Use of hand and power tools following safety training on their correct operation. (2 positions)

Landscape Workers – Performance of landscaping duties at green spaces throughout the municipality of Grand Falls-Windsor. (2 positions)



Traffic Control Persons – These students will work with our Public Works and Development Department to stop, slow, and safely direct traffic through work and help regulate traffic flow. (1 position)

Economic Research Officer – This student will be working directly under the Manager of Economic Development to compile databases in programs such as Salesforce and Excel. They will also be required to assist in web development and information for social media. (1 position)

Key Considerations/Implications:

1. Budget/Financial Implications – The Town of Grand Falls-Windsor will receive 50% funding from Employment and Social Development Canada (\$22,400), with the Town paying the other 50% wages plus merc cost associated with each student.
2. Partners or Other Stakeholders – The Leisure Services Department will use the summer students to provide community-based programs during the summer months to carry out programs and events throughout town including special events, sports, economic development, landscaping, maintenance and flags person.
3. Alignment with Strategic Directions - This allows for meaningful employment for summer students to gain valuable skills required for further opportunities in the career fields of choice for students.

Conclusion/Next Steps:

The Town will carry out interviews for qualified students with the start date to be June 30, 2025.

The Town of Grand Falls-Windsor will hire 10 students from June 30, 2025, to August 22, 2025.

The Town of Grand Falls-Windsor will pay each student \$16.00 plus vacation pay for 35 hrs a week for 8 weeks.

Prepared by: Todd Mercer, Director of Community Services

Approved by: Darren Finn, CAO

Date Approved: April 15, 2025



INFORMATION NOTE

Title: 2025 Asphalt Paving Program

Date Prepared: April 14, 2025

Report To: Council

Councillor and Role: Councillor Hiscock – Planning and Development Lead

Department: Public Works & Development

Issue: The Town is preparing to tender its 2025 asphalt paving program. A finalized list of streets and funding sources has been established and will be included in the upcoming tender package.

Discussion – Background & Current Status:

The 2025 paving program includes streets funded under the Multi-Year Capital Works (MYCW), Canadian Community Building Fund (CCBF), and the Housing Accelerator Fund (HAF). Based on budget allocations and engineering assessments, the following streets (or sections thereof) will be included in the tender:

- **MYCW Funding (Projects 17-MYCW-24-00002 & 17-MYCW-25-00062)**
 - Birch Street (Lincoln Rd. to Greenwood)
 - Brown Avenue @ Harris Avenue
 - Circular Road – Phase II
 - Cromer Avenue (Near Dairy Queen)
 - Goodyear Avenue
 - Hill Street
 - Patrick Street (Sixteenth Ave toward Victoria St)
 - Peddle Drive (near Queensway)
 - Second Avenue (Main St to Bond St)
 - Toulett Drive @ GFW West Overpass
 - Whitmore Street
 - Wuthering Drive
- **CCBF Funding**
 - Grenfell Heights (Ryan St to EVH)
 - Harris Avenue (Cater Avenue to Union Street Overpass)
- **Housing Accelerator Fund (HAF)**
 - Riverview Road



These paving sections were selected based on road condition assessments, traffic volumes, and funding eligibility. Distances are not listed as exact quantities will be detailed in the tender specifications.

Key Considerations/Implications:

Budget/Financial Implications:

- Funded through a combination of MYCW, CCBF, and HAF allocations.

Stakeholders:

- Residents and businesses along project streets
- Paving contractors and suppliers
- Provincial and federal infrastructure programs

Strategic Alignment:

- Advances infrastructure renewal and public safety
- Supports long-term asset management and mobility goals

Procurement Implications:

- Will now proceed with public tender to ensure timely summer construction.
-

Conclusion/Next Steps:

The finalized street list will proceed to public tender. Council will be updated upon close of tender, with a recommendation for award anticipated at the May Council meeting.

Prepared by: Nelson Chatman, P.ENG

Approved by: Nelson Chatman, P.ENG

Date Approved: April 14, 2025



DECISION/DIRECTION NOTE

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



DECISION/DIRECTION NOTE

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



MAY 09 2025

COR/2025/03625-001

Darren Finn
darren.finn@townofgfw.com

Re: TCH – Grand Falls-Windsor

Dear Darren Finn,

Thank you for your correspondence regarding concerns at the Grand Falls-Windsor divided highway. I understand that the safety of provincial highways and roads is of utmost importance.

The Department's Traffic Engineer and Highway Design Engineers in our department have reviewed the signage for this highway section and confirmed that current layouts follow The Transportation Association of Canada (TAC) design criteria.

While the existing interchange arrangements meet these standards, we acknowledge the importance of further enhancing road user compliance and clarity. In response, we are initiating improvements that include the installation of additional and larger signage, as well as TAC-approved painted arrows and other directional pavement markings to better indicate correct travel direction.

These improvements will be completed in the near future once the necessary signage has been fabricated. Please note that pavement markings will be applied later this spring when weather conditions allow.

Thank you once again for your engagement on this matter.

Sincerely,



HON. FRED HUTTON, MHA

District of Conception Bay East – Bell Island
Minister

“Safety – A small investment for a rich future”

cc. Barry Manuel, Mayor – Town of Grand Falls-Windsor



DECISION/DIRECTION NOTE

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 use 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.
3. Alignment with Strategic Directions – Supports transparent communication and public engagement goals.
4. Alignment with Adopted Plans – Consistent with communication and service excellence objectives.
5. 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



INFORMATION NOTE

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

Issue:

Summary of disbursements greater than \$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 May 8th, 2025 in the amount of \$787,178.27.

Conclusion/Next Steps:

The Town's disbursements for this period reflect necessary operational costs, capital commitments and community investments, in addition to payments relating to partnerships with other Government agencies. Management will continue to monitor expenses and report disbursements over \$1,000 at future meetings.

Prepared by:

Approved by: Steve Gosse
Date Approved: May 8, 2025



INFORMATION NOTE

Title:	Labour Report – Week 16
Date Prepared:	May 6, 2025
Report To:	Committee of the Whole
Councillor:	Councillor Coady - Lead
Department:	Corporate Services - Finance, Administration and Policy

Issue:

Council is provided with a summary of labour costs for Public Works, Parks, ERWSC and Firehall up to week 16 of 2025.

Discussion – Background & Current Status:

Labour costs as of week 16 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 16, total labour costs were \$1,063,067 which was \$15,910 (or 1.52%) over the budget of \$1,047,157.

Key Considerations/Implications:

1. Budget/Financial Implications: The Labour Report is used to aid management in decisions such as layoff, recall and the use of overtime. Maintaining the budget for labour is crucial to the operations of the Town as it represents a significant portion of the overall budget.
-

Conclusion/Next Steps:

Management will continue to monitor labour costs for 2025 to ensure it is within budget.

Prepared by:

Approved by: Steve Gosse

Date Approved: May 6, 2025



INFORMATION NOTE

Title: Accessibility Advisory Committee - Recruitment

Date Prepared: April 29, 2025

Report To: Council

Councillor: Councillor Dwyer - Lead

Department: Council Advisory Committees

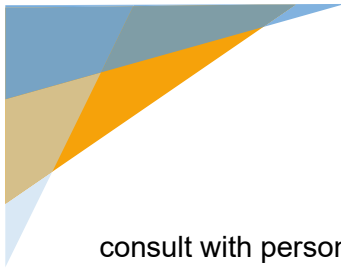
Issue: Recruitment of new members for the Accessibility Advisory Committee has now been finalized.

Discussion – Background & Current Status:

During our recruitment process for the Accessibility Committee, we received numerous applications from individuals interested in joining. Councillors Dwyer and Little carefully reviewed all submissions and have selected the successful candidates. A priority throughout the selection process was to ensure diverse representation by including a mix of members with a range of lived experiences. This approach is thought to allow the Committee to better understand the different accessibility needs within our community and to better inform decision-making.

Key Considerations/Implications:

1. Partners or Other Stakeholders – Volunteers citizens appointed by Council to serve on the advisory committee.
2. Accessibility and Inclusion - The role of the Accessibility Advisory Committee is to help a public body to identify, prevent, and eliminate barriers to programs, services, and infrastructures. The mandate and terms of reference of the committee developed by each public body. The committee should play a key role in developing your accessibility plan and helping your public body become accessible.
3. Legal or Policy Implications - Municipalities are required under the Accessibility Act to develop an accessibility plan within two years of the Accessibility Act becoming law. Accessibility plans must be updated every three years. Municipalities are also required to



consult with persons with disabilities, or representatives from organizations of persons with disabilities, in the development and implementation of accessibility plans; and set up an Accessibility Advisory Committee.

4. Engagement and Communications Considerations – Staff routinely post accessibility and inclusion educational information for public consumption for the purpose of creating positive awareness.
5. Human Resource Implications – lead by Department of Corporate Services Staff.

Conclusion/Next Steps: Invite the successful candidates to join the Committee and schedule the next meeting. Report to Council and the Public the Committee membership once the individuals have accepted the Council Appointments.

Prepared by: Kara Hutchinson

Approved by: Darren Finn

Date Approved: April 29, 2025