



## Regular Council Meeting - Jun 17, 2025 Minutes

Time: 6:30 PM

Location: Town Hall Boardroom

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

LATE:

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

REGRETS:

### 1. CALL TO ORDER

### 2. Approval of Agenda

#### 2.1 Adoption of Agenda

That the Agenda be adopted as presented.

RESOLUTION #CM25-R-05-073

*Moved by:* Bob Hiscock

*Seconded by:* Dave Noel

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

**Carried 7-0**

### 3. Proclamation, Presentations, or Announcements

- 3.1 Proclamation - Pride Month  
[Pride Month June 2025.pdf](#) 
- 3.2 Proclamation - Recreation Month  
[Recreation Month - June 2025.pdf](#) 

#### 4. Adoption of Minutes

- 4.1 Minutes of May 20, 2025  
That the Minutes of May 20, 2025 be adopted as presented.  
[Regular Council Meeting - May 20 2025 - Minutes - Html](#)   
RESOLUTION #CM25-R-06-074

*Moved by:* Amy Coady  
*Seconded by:* Mike Browne

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

**Carried 7-0**

- 4.2 Committee of the Whole Minutes May 13, 2025  
That Council adopt the Committee of the Whole Minutes of May 13, 2025 as presented.  
[Committee of the Whole - May 13 2025 - Minutes - Html](#)   
RESOLUTION #CM25-R-06-075

*Moved by:* Holly Dwyer  
*Seconded by:* Andrew Little

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

**Carried 7-0**

#### 5. Business Arising Out of Minutes

## 6. Community Services – Economic Development

### 6.1 NL Hydro Goodyear's Dam Upgrades

[Information Note](#) 

Council reviewed an information note regarding upgrades to Goodyear's Dam planned by NL Hydro.

### 6.2 NL Health Services meeting

[Information Note](#) 

Council reviewed an information note from staff to update them on a meeting between the Town of Grand Falls-Windsor and NL Health Services regarding Council concerns about the erosion of local health care services.

## 7. Community Services – Recreation and Events

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

## 9. Public Works & Development – Public Works, Buildings, and Facilities

### 9.1 Disposal of Impounded Vehicles

[Disposal of Impounded Vehicles](#) 

That Council proceed with the disposal of the following impounded vehicles in accordance with Section 25 of the Town's Traffic Regulations and the Towns and Local Service Districts Act:

1. 2004 Yamaha TTR125 dirt bike (CR2024-00193)
2. Red Ford F150, Plate CKX592 (CR2024-00281)
3. Blue 2011 Honda Civic, Plate JOM245 (CR2024-00582)

All reasonable efforts to notify owners have been made and no inquiries have been received within the holding period.

RESOLUTION #CM25-R-06-076

*Moved by:* Holly Dwyer

*Seconded by:* Mike Browne

**Aye**

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

**Carried 7-0**

- 9.2 Basketball Court Resurfacing at Centennial Field (RFP No. 2025-RFP-03)

[Decision Note](#) 

That Council award RFP No. 2025-RFP-03 – Basketball Court Resurfacing at Centennial Field to the lowest compliant bidder, Tennis Construction Ltd., in the amount of \$32,198.85 (HST included), in accordance with the Public Procurement Act.

RESOLUTION #CM25-R-06-077

*Moved by:* Holly Dwyer

*Seconded by:* Andrew Little

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

**Carried 7-0**

## **10. Public Works & Development – Planning and Development**

- 10.1 Correspondence - Jabez Development

[Decision Note](#) 

That Council deny the request for additional funding and maintain the existing terms of the Developer Incentive Program (DIP). In addition, staff are directed to work with the developer to negotiate potential changes to the subdivision agreement that may facilitate continued development within the parameters of the Town's policies and operational standards.

RESOLUTION #CM25-R-06-078

*Moved by:* Bob Hiscock

*Seconded by:* Dave Noel

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

**Carried 7-0** Page 4 of 42

## 10.2 Climate Change Adaptation – RFP Results

### [Decision Note](#)

The Town of Grand Falls-Windsor approves the recommendation to award the engineering work for the climate change adaptation plan for the cost of \$77,236.55 HST included to EC Atlantic Ltd.

RESOLUTION #CM25-R-06-079

*Moved by:* Bob Hiscock

*Seconded by:* Mike Browne

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

**Carried 7-0**

## 10.3 Request for Town Installation of Water and Sewer Infrastructure

### [Decision Note](#)

That Council defer the decision regarding installation of water & sewer infrastructure on Toulette Drive to a future meeting.

RESOLUTION #CM25-R-06-080 to defer to future meeting.

*Moved by:* Andrew Little

*Seconded by:* Holly Dwyer

**Aye** Mike Browne, Barry Manuel, Andrew Little, Holly Dwyer, and Bob Hiscock

**Carried 5-0**

Perceived Conflict of Interest -

Councilor Coady left the Council Chambers for discussion on this item due to Callibre being her place of employment, and the interest they have in land on Toulette Drive.

Councillor Noel Left the Council Chambers for discussion on this item due to having a business on Toulette Drive.

10.4 Approval in Principle – Proposed Apartment Development Behind Curling Club

[Decision Note](#) 

That Council provide approval in principle for a proposed apartment building development on Town-owned land behind the Curling Club, allowing the Town to market this opportunity to potential developers and incorporate the concept into future planning efforts.

RESOLUTION #CM25-R-06-081

*Moved by:* Bob Hiscock

*Seconded by:* Dave Noel

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

**Carried 7-0**

10.5 2025 Gas Tax Paving Tender

[Decision Note](#) 

That Council approves the awarding of road upgrade projects 99-2025-8493 and 99-2025-8494 to Penney Paving Ltd. for a total cost of \$668,865.64 HST rebate included from the Canada Community-Building Fund (CCBF).

RESOLUTION #CM25-R-06-082

*Moved by:* Bob Hiscock

*Seconded by:* Amy Coady

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

**Carried 7-0**

10.6 HAF-2025-01 - Riverview Road Water and Sewer – Tender

[Decision Note](#) 

That Council approves the recommendation to award Project No. HAF-2025-01 Riverview Road Water and Sewer contract for the cost of \$564,409.65 HST included to Adams Construction Ltd.

RESOLUTION #CM25-R-06-083

*Moved by:* Bob Hiscock

*Seconded by:* Andrew Little

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

**Carried 7-0**

- 10.7 Adoption of Municipal Plan Amendment No. 16, 2025 and Development Regulations Amendment No. 21, 2025

[Decision Note](#) 

Under the authority of Section 16 of the Urban and Rural Planning Act, 2000, the Town Council of Grand Falls-Windsor adopts Municipal Plan Amendment No. 16, 2025 to the Town of Grand Falls-Windsor Municipal Plan, 2022–2032 and Development Regulations Amendment No. 21, 2025 to the Town of Grand Falls-Windsor Development Regulations, 2022–2032 to enable the redesignation and rezoning of land between Toulett Drive and Ogilvie Street for multi-unit residential development.

RESOLUTION #CM25-R-06-084

*Moved by:* Bob Hiscock

*Seconded by:* Amy Coady

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

**Carried 7-0**

## **11. Corporate Services – Finance, Administration and Policy**

11.1 Revised Policy AF-6: Travel & Expense Reimbursement

[AF - Policy Revision](#) 

That Council approve the updated Policy AF-6: Travel & Expense Reimbursement as presented.

RESOLUTION #CM25-R-06-085

*Moved by:* Amy Coady

*Seconded by:* Dave Noel

**Aye** Mike Browne, Barry Manuel, Amy Coady,  
Andrew Little, Holly Dwyer, and Bob Hiscock

**Abstain** Dave Noel

**Carried 6-0**

11.2 Commercial Appraisal of Excite Building

[Decision Note](#) 

That Council approve the bid from MacDonald and Hoffe in the amount of \$8,500 plus HST for the commercial appraisal of the Excite building located at 32 Queensway Road in Grand Falls-Windsor.

RESOLUTION #CM25-R-06-086

*Moved by:* Amy Coady

*Seconded by:* Andrew Little

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

**Carried 7-0**

11.3 Funding Request - Central Housing & Homelessness Network

[Decision Note](#) 

That Council approve funding in the amount of \$5,000 to the Central Housing & Homelessness Network for 2025.

RESOLUTION #CM25-R-06-87

*Moved by:* Amy Coady  
*Seconded by:* Mike Browne

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

**Carried 7-0**

11.4 Disbursement Report - June 17, 2025

[Information Note](#) 

Council reviewed and Information note provided a summary of disbursements over \$1,000 as of June 17th, 2025 in the amount of \$2,224,959.00

11.5 Open Call for Bids - Town Hall Flooring

[Decision Note](#) 

That Council award the contract for replacement of the flooring in the engineering section of the Town Hall to Urban Flooring Contractors Ltd. In the amount of 8,460.00 plus HST.

RESOLUTION #CM25-R-06-088

*Moved by:* Amy Coady  
*Seconded by:* Bob Hiscock

**Aye** Mike Browne, Barry Manuel, Amy Coady, Andrew Little, Holly Dwyer, and Bob Hiscock

**Carried 6-0**

## **12. Protective Services – Municipal Enforcement and Fire Department**

12.1 Fire Training Grounds Construction - Tender Award

[Decision Note](#) 

That Council awards the Fire Training Grounds Construction Tender at a cost of \$269,100 HST included to Bluebird Investments Ltd.

RESOLUTION #CM25-R-06-089

*Moved by:* Dave Noel

*Seconded by: Andrew Little*

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

**Carried 7-0**

**13. Council Advisory Committees**

**14. External Committee**

**15. Other Business**

- **Community Events**
- **Acknowledgements/Congratulations/Recognitions**
- **ATV Rules and Regulations/Enforcement**
- **Cemetery landscaping students start June 30, 2025**

**16. ADJOURNMENT**

There being no other Business the meeting adjourned at 8:00 p.m.

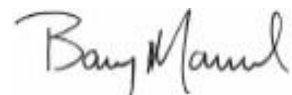
RESOLUTION #CM25-R-06-090

*Moved by: Bob Hiscock*

*Seconded by: Dave Noel*

**Aye** Mike Browne, Barry Manuel, Amy Coady, Dave Noel, Andrew Little, and Holly Dwyer

**Carried 6-0**



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Mayor / Deputy Mayor



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CAO



## **INFORMATION NOTE**

|                       |                                                  |
|-----------------------|--------------------------------------------------|
| <b>Title:</b>         | NL Hydro Goodyear's Dam Upgrades                 |
| <b>Date Prepared:</b> | June 2, 2025                                     |
| <b>Report To:</b>     | Council                                          |
| <b>Councillor:</b>    | <b>Deputy Mayor Browne - Lead</b>                |
| <b>Department:</b>    | <b>Community Services - Economic Development</b> |

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### **Issue:**

NL Hydro has shared an update regarding planned upgrade work at the Goodyear's Dam, scheduled to begin this summer. The work will be concentrated on the north side of the dam and continuing onto the south side, over the next three years.

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

Town management was briefed by NL Hydro management and engineers about capital planning related to Goodyears Dam. NL Hydro is set to begin a series of upgrades to the Goodyear's Dam starting this summer, with work expected to continue through 2028. These upgrades are essential to maintain the structural integrity and long-term (10 year) reliability of the dam. To ensure public safety, the work area will be gated off, and traffic control measures will be in place throughout the duration of the project. There will be an increased transportation of large and medium sized rock during this period. Work to open the fishway was completed earlier in 2025.

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

1. Budget/Financial Implications: the cost of this project is unknown.

**Prepared by: Renita Hurley**

**Approved by: Darren Finn**

**Date Approved: June 2, 2025**



## **INFORMATION NOTE**

|                       |                                                        |
|-----------------------|--------------------------------------------------------|
| <b>Title:</b>         | Cancer Care and Health Services in Grand Falls-Windsor |
| <b>Date Prepared:</b> | June 11, 2025                                          |
| <b>Report To:</b>     | Council                                                |
| <b>Councillor:</b>    | <b>Councillor Dwyer - Alternate Lead</b>               |
| <b>Department:</b>    | <b>Community Services - Economic Development</b>       |

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### **Issue:**

Update Council on a meeting between the Town of Grand Falls-Windsor and NL Health Services regarding Council concerns about the erosion of local health care services.

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

The meeting highlighted ongoing healthcare challenges in Grand Falls-Windsor, including the resignation of Dr. Wendy House, unfilled positions for a General Practitioner in Oncology and Nurse Practitioners, and the continued relocation of certain services to Gander. Additional concerns were raised about gaps in radiology services, paramedic staffing, and the absence of job offers for locally trained nursing students.

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

In collaboration with NL Health Services, Council will maintain regular communication to monitor progress, support recruitment efforts, and address emerging health care issues in Grand Falls-Windsor. Ongoing partnership remains essential to protecting and strengthening local services.

**Prepared by:** Renita Hurley, Executive Assistant

**Approved by:** Darren Finn, CAO

**Date Approved:** June 11, 2025



## **DECISION/DIRECTION NOTE**

|                       |                                                                              |
|-----------------------|------------------------------------------------------------------------------|
| <b>Title:</b>         | Disposal of Impounded Vehicles                                               |
| <b>Date Prepared:</b> | May 20, 2025                                                                 |
| <b>Report To:</b>     | Committee of the Whole - Public                                              |
| <b>Councillor:</b>    | <b>Councillor Dwyer - Lead</b>                                               |
| <b>Department:</b>    | <b>Public Work and Development - Public Works, Buildings, and Facilities</b> |

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

Council approval is requested to authorize the permanent disposal of three impounded vehicles currently stored by the Town.

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

That Council proceed with the disposal of the following impounded vehicles in accordance with Section 25 of the Town's Traffic Regulations and the Towns and Local Service Districts Act:

1. 2004 Yamaha TTR125 dirt bike (CR2024-00193)
2. Red Ford F150, Plate CKX592 (CR2024-00281)
3. Blue 2011 Honda Civic, Plate JOM245 (CR2024-00582)

All reasonable efforts to notify owners have been made and no inquiries have been received within the holding period.

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

Three vehicles have been impounded over the past year due to violations under the Town's Traffic Regulations and Abandoned Vehicle provisions:

- **CR2024-00193:** A dirt bike operated illegally on municipal streets was impounded following a summary offence ticket. The operator has outstanding fines exceeding \$12,000. No attempts have been made to reclaim the bike despite multiple notifications.
- **CR2024-00281:** A red Ford F150 was abandoned on Taylor Road for over two years. Despite verbal commitments from the registered owner to remove the vehicle, it remained in place and was ultimately towed under Section 25(1) of the Town's Traffic Regulations. There has been no follow-up from the owner.
- **CR2024-00582:** A blue 2011 Honda Civic with flat tires and an expired registration was reported abandoned between 20–22 Birch Street. It was tagged twice under Section 25 and towed after no response from the registered owner. No inquiries have been received.

Municipal Police have confirmed that all legal due diligence has been followed for notification and enforcement. The vehicles remain unclaimed well past reasonable timeframes.

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

- **Legal:**

Authority for disposal is granted under:

*Section 25 of the Town of Grand Falls-Windsor Traffic Regulations*

*Section 284 of the Towns and Local Service Districts Act*

- **Strategic Alignment:**

Supports effective enforcement of municipal regulations and responsible asset management.

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#### **Recommendation:**

That Council authorize the disposal of the listed vehicles as unclaimed and abandoned in accordance with municipal regulations.

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

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

**Date Approved: May 20, 2025**



## **DECISION/DIRECTION NOTE**

|                       |                                                                              |
|-----------------------|------------------------------------------------------------------------------|
| <b>Title:</b>         | Basketball Court Resurfacing at Centennial Field (RFP No. 2025-RFP-03)       |
| <b>Date Prepared:</b> | June 4, 2025                                                                 |
| <b>Report To:</b>     | Council                                                                      |
| <b>Councillor:</b>    | <b>Councillor Dwyer - Lead</b>                                               |
| <b>Department:</b>    | <b>Public Work and Development - Public Works, Buildings, and Facilities</b> |

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

A decision is required on whether to award RFP No. 2025-RFP-03 for basketball court resurfacing at Centennial Field, based on the lowest compliant bid received through the public procurement process.

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

That Council award RFP No. 2025-RFP-03 – Basketball Court Resurfacing at Centennial Field to the lowest compliant bidder, Tennis Construction Ltd., in the amount of \$32,198.85 (HST included).

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

The Town issued RFP 2025-RFP-03 for the resurfacing of the basketball court located at Centennial Field. The scope of work includes preparation of the existing surface, installation of a new acrylic sport surfacing system, and game line painting.

Two bids were received and reviewed for compliance:

- Tennis Construction Ltd. – \$27,999.00 + HST = \$32,198.85

- Coastline Specialties Ltd. – \$102,100.00 + HST = \$117,415.00

Tennis Construction Ltd. was the lowest compliant bidder and has experience with similar sport surfacing projects. The net cost to the Town, after HST rebate, is \$29,199.04.

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

- **Budget:**  
The allocated budget for the project is \$31,000. The net cost of \$29,199.04 is within budget.
- **Strategic Alignment:**  
Supports Council's commitment to upgrade community recreation infrastructure and enhance active living amenities.
- **Legal:**  
The procurement process followed the requirements of the Public Procurement Act.
- **Other:**  
The project is expected to be completed during the 2025 construction season, with minimal disruption to recreation programming.

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#### **Recommendation:**

It is recommended that Council approve awarding the tender to Tennis Construction Ltd. as the lowest compliant bidder.

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

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

**Date Approved: June 4, 2025**



## **DECISION/DIRECTION NOTE**

|                       |                                                                |
|-----------------------|----------------------------------------------------------------|
| <b>Title:</b>         | Correspondence from Jabez Development                          |
| <b>Date Prepared:</b> | May 16, 2025                                                   |
| <b>Report To:</b>     | COW (In-Camera)                                                |
| <b>Councillor:</b>    | <b>Councillor Hiscock - Lead</b>                               |
| <b>Department:</b>    | <b>Public Works and Development - Planning and Development</b> |

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

To determine whether Council will approve the developer's request to:

1. Remove the \$500,000 cap on the Developer Incentive Program (DIP) for the Sprucewood Subdivision.
2. Allow occupancy prior to completion of base course asphalt.
3. Adjust the phasing to allow Street A to proceed ahead of final rezoning.
4. Reopen and alter the signed subdivision agreement to align with these proposed changes.

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

That Council deny the request for additional funding and maintain the existing terms of the Developer Incentive Program (DIP). In addition, staff are directed to work with the developer to negotiate potential changes to the subdivision agreement that may facilitate continued development within the parameters of the Town's policies and operational standards.

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

The Town has received a request from Jabez Development to increase municipal financial support through the DIP for the Sprucewood Subdivision and to amend development conditions. The developer

cites significant cost increases and logistical delays, including unresolved rezoning approvals for Street A. Their preference is to proceed with Street A due to lower development costs and higher return.

Town staff previously communicated that the DIP is capped at \$500,000 due to limited HAF funding and a strategic objective to open multiple development areas. Additional Town funding will already be allocated to Sprucewood for lift station and water metering infrastructure, further limiting available support.

The request to allow occupancy prior to road completion would require altering Section 22 of the subdivision agreement, which currently prohibits occupancy before installation of base asphalt, curb, and gutter. Such a change could increase the Town's operational liabilities unless conditions (e.g., dust control, snow clearing opt-out, resident advisories) are clearly defined.

Additionally, any significant change to the subdivision agreement would need mutual consent, and the Town must be cautious not to revert to previous, less controlled development standards. The agreement already provides flexibility for permitting prior to full road completion, provided timelines and responsibilities are clearly outlined and agreed to by both developer and purchaser (Section 15(v)-(vi)).

On the rezoning matter, the process remains under provincial control, and the Town is awaiting Ministerial decision. Political advocacy may expedite the process, but timelines remain uncertain.

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

- **Budget:**

No further municipal funding is available under the DIP. Future allocations are prioritized to support additional developments and infrastructure upgrades.
- **Strategic Alignment:**

Maintaining the funding cap aligns with Town goals to distribute development equitably and minimize financial risk while supporting housing growth.
- **Legal:**

Altering occupancy conditions or funding levels would require amending the signed subdivision agreement. Caution is advised to avoid setting a precedent that could weaken the Town's position on other developments.
- **Other Factors:**

Staff can explore conditional permitting mechanisms already embedded in the agreement (Section 15) to assist with flexibility, without altering the occupancy clause. Additionally, political channels may be engaged to advocate for faster rezoning at the provincial level.

**Recommendation:**

That Council deny the request to increase the DIP funding or change the occupancy requirements, but direct staff to engage with the developer on conditional permitting options under the current agreement and advocate for expedited rezoning through appropriate political channels.

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

**Approved by:** Darren Finn

**Date Approved:**



## **DECISION/DIRECTION NOTE**

|                       |                                                                |
|-----------------------|----------------------------------------------------------------|
| <b>Title:</b>         | Climate Change Adaptation – RFP Results                        |
| <b>Date Prepared:</b> | May 29, 2025                                                   |
| <b>Report To:</b>     | Management Prep Meeting                                        |
| <b>Councillor:</b>    | <b>Councillor Hiscock - Lead</b>                               |
| <b>Department:</b>    | <b>Public Works and Development - Planning and Development</b> |

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

Council is asked to decide on the award of the climate change adaptation engineering project to EC Atlantic Ltd., following the committee's detailed review of the four submissions. The project is funded through the Town's Housing Accelerator Fund (HAF).

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

The Town of Grand Falls-Windsor approves the recommendation to award the engineering work for the climate change adaptation plan for the cost of \$77,236.55 HST included to EC Atlantic Ltd.

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

The climate change adaptation plan is one of the initiatives committed to under the Town's Housing Accelerator Fund (HAF) agreement. To advance this requirement, an RFP was issued and four high-quality submissions were received. Two proponents were rated equally, prompting follow-up questions for clarification. Based on the responses, EC Atlantic Ltd. was identified as the preferred proponent.

This project will identify the Town's short-, medium-, and long-term climate risks and provide high-level costing to implement the recommended mitigation measures. It is a proactive step toward addressing climate-related risks and enhancing long-term resilience in the community.

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**Key Considerations/Implications:**

**1. Budget/Financial Implications**

Town portion would be \$0 as the HAF fund is being used for the design work.

**2. Partners or Other Stakeholders**

Housing Accelerator Fund administered by CMHC.

**3. Alignment with Strategic Directions**

The study will provide a climate action plan that will lead to better capital planning.

**4. Engagement and Communications Considerations**

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

**5. Human Resource Implications**

Staff will need to oversee the design of this project if approved by Council. Workshops will also be conducted requiring involvement from staff and council.

**6. Procurement Implications**

This design was tendered publicly following the PPA through a competitive RFP process.

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**Recommendation:**

It is recommended that the Town proceed with awarding this climate change adaptation plan to meet the requirements of the HAF.

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

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

**Date Approved: May 30, 2025**



## **DECISION/DIRECTION NOTE**

|                       |                                                                 |
|-----------------------|-----------------------------------------------------------------|
| <b>Title:</b>         | Request for Town Installation of Water and Sewer Infrastructure |
| <b>Date Prepared:</b> | <b>May 30, 2025</b>                                             |
| <b>Report To:</b>     | Committee of the Whole (In-Camera)                              |
| <b>Councillor:</b>    | <b>Councillor Hiscock - Lead</b>                                |
| <b>Department:</b>    | <b>Public Works and Development - Planning and Development</b>  |

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

Council is asked to consider a request from Rock Solid Diesel for the Town to assume responsibility for installing water and sewer infrastructure to support a proposed development at 9 & 11 Toulett Drive.

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

That Council decline the request from Rock Solid Diesel for the Town to install water and sewer infrastructure to service the proposed development at 9 & 11 Toulett Drive.

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

Rock Solid Diesel has submitted a development proposal for an industrial-commercial operation at 9 & 11 Toulett Drive, which is anticipated to support up to 40 jobs and contribute significantly to the local economy. The Town is supportive of the proposed development in principle and is currently working through necessary zoning considerations to help facilitate its success. The Planning Department is reviewing potential amendments to address zoning constraints.

The current request relates solely to the Town assuming financial responsibility for the installation of water and sewer infrastructure to service the proposed development. Town policy, in line with established subdivision and engineering standards, makes clear that all infrastructure—including water and sewer,

roadworks, storm infrastructure, and lot servicing—is the responsibility of the developer. This approach has been applied consistently to both commercial and residential development requests.

It is also important to note that Council has previously advised the original property owners of this section of Toulett Drive that no additional development would be permitted without a full development plan and subdivision agreement in place. Furthermore, given that this area is located on an arterial roadway, Council has emphasized that future development must include controlled access design to ensure traffic safety and maintain functionality of the road network.

While the Town has received Housing Accelerator Fund (HAF) resources, these are exclusively for residential developments and are not applicable to this commercial proposal.

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**Key Considerations/Implications:**

- **Budget:**
  - No funds have been allocated for Town-led installation of infrastructure for private developments.
  - Approval would create precedent and strain capital planning efforts.
- **Strategic Alignment:**
  - Supports economic development while upholding consistent policy and planning practices.
  - Maintains integrity of infrastructure cost-sharing principles and road network safety objectives.
- **Legal:**
  - Consistent with Town subdivision regulations and development procedures.
  - Reinforces existing Council decisions regarding development conditions for Toulett Drive.
- **Other:**
  - Town staff are committed to working with the proponent to address zoning challenges to facilitate development.
  - A comprehensive subdivision agreement is required before further development can proceed in this area.
  - Controlled access must be incorporated into any approved site design.

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**Recommendation:**

That Council reaffirm the requirement for developers to be responsible for all infrastructure costs, and that the Town not assume responsibility for installing water and sewer services to the proposed development at 9 & 11 Toulett Drive. Staff will continue to work with the developer to address zoning challenges and ensure the development proposal can proceed through the appropriate channels.

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

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

**Date Approved: May 30, 2025**



## **DECISION/DIRECTION NOTE**

|                       |                                                                            |
|-----------------------|----------------------------------------------------------------------------|
| <b>Title:</b>         | Approval in Principle – Proposed Apartment Development Behind Curling Club |
| <b>Date Prepared:</b> | June 4, 2025                                                               |
| <b>Report To:</b>     | Council                                                                    |
| <b>Councillor:</b>    | <b>Councillor Hiscock - Lead</b>                                           |
| <b>Department:</b>    | <b>Public Works and Development - Planning and Development</b>             |

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

Council's approval in principle is requested to reserve and promote Town-owned land located behind the Curling Club for a potential apartment development.

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

That Council provide approval in principle for a proposed apartment building development on Town-owned land behind the Curling Club, allowing the Town to market this opportunity to potential developers and incorporate the concept into future planning efforts.

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

This site was previously considered for a housing subdivision, which remains noted on the Town's website as an approved concept. However, staff are presenting this alternative development option to support higher-density residential opportunities in a strategic location adjacent to the Exploits River.

Attached is a preliminary concept sketch showing a layout that includes multiple apartment buildings with approximately 40 units per building. However, this density could be increased substantially through taller

structures, potentially doubling the number of residential units on site. This scalability makes the site highly flexible and well-suited to addressing current and future housing demands.

The area is within walking distance to the downtown core as well as major shopping areas, offering a convenient and attractive location for residents. This proximity, combined with the riverside setting, enhances the site's marketability and appeal to private developers.

The proposed development form also aligns with modern planning principles by promoting compact, efficient land use and minimizing the cost of underground infrastructure compared to traditional subdivisions.

---

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

- **Budget:** No financial commitment at this stage. Future servicing or land preparation costs, if any, would be evaluated as part of a formal development proposal.
- **Strategic Alignment:** Supports the Town's long-term goal to increase housing availability and diversity.
- **Legal:** No legal implications at this stage. Land disposition and development would follow standard policy and regulatory processes.
- **Operational:** Approval in principle allows staff to promote the site actively to interested developers.
- **Land Use Planning:** The concept aligns with smart growth principles, focusing on infill development and maximizing serviced land.
- **Funding Opportunities:** Potential developers could avail of the Town's Housing Development Fund, which was established to support residential growth and assist with feasibility or servicing costs for qualifying projects.

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#### **Recommendation:**

That Council provide approval in principle to designate the site behind the Curling Club for higher-density apartment development and allow staff to actively promote the opportunity to interested developers.

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

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

**Date Approved: June 4, 2025**



## **DECISION/DIRECTION NOTE**

|                       |                                                                |
|-----------------------|----------------------------------------------------------------|
| <b>Title:</b>         | 2025 Gas Tax Paving Tender                                     |
| <b>Date Prepared:</b> | June 2, 2025                                                   |
| <b>Report To:</b>     | Management Prep Meeting                                        |
| <b>Councillor:</b>    | <b>Councillor Hiscock - Lead</b>                               |
| <b>Department:</b>    | <b>Public Works and Development - Planning and Development</b> |

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

Decision is required to on the award of the road upgrades to Grenfell Heights 99-2025-8493 and Harris Avenue 99-2025-8494 tender. There was one bidder, Penney Paving Ltd. with a bid of \$668,865.64 HST rebate included which is \$28,990.36 overbudget. The funding is from the Canada Community Building Fund (CCBF).

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

That Council approves the awarding of road upgrade projects 99-2025-8493 and 99-2025-8494 to Penney Paving Ltd. for a total cost of \$668,865.64 HST rebate included from the Canada Community-Building Fund (CCBF).

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

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. The tender came in slightly over budget due to increased milling costs, but it is anticipated that adjustments can be made during construction to ensure the project is completed for the original budget. Additional funds can be allocated from the CCBF to cover these extra costs if the savings are unable to be attained.

**Key Considerations/Implications:****1. Budget/Financial Implications**

The road rehabilitation project is currently 5.7% over budget due to milling costs, but efforts are underway to stay within the original \$632,680.74 budget, with CCBF funds available if needed.

**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. Road upgrades are necessary to maintain roads in a good condition within our community.

**4. Human Resource Implications**

Town staff will oversee the road construction work.

**5. Procurement Implications**

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

---

**Recommendation:**

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. It is recommended that Council award the road rehabilitation contract for the two selected sections to the lowest qualified bidder, Penney Paving Ltd.

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

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

**Date Approved: June 2, 2025**



## **DECISION/DIRECTION NOTE**

|                       |                                                                |
|-----------------------|----------------------------------------------------------------|
| <b>Title:</b>         | HAF-2025-01 - Riverview Road Water and Sewer – Tender          |
| <b>Date Prepared:</b> | June 12, 2025                                                  |
| <b>Report To:</b>     | Council                                                        |
| <b>Councillor:</b>    | <b>Councillor Hiscock - Lead</b>                               |
| <b>Department:</b>    | <b>Public Works and Development - Planning and Development</b> |

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

Decision is required whether Council will support the recommendation to award the Riverview Road Water and Sewer tender to Adams Construction Ltd.

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

That Council approves the recommendation to award Project No. HAF-2025-01 Riverview Road Water and Sewer contract for the cost of \$564,409.65 HST included to Adams Construction Ltd.

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

This tender was issued to provide water, storm, and sanitary servicing for the Habitat for Humanity housing project scheduled for construction this summer. In addition to supporting Habitat's development, the project will also service eight future residential units—three located on Crown land and five on Town-owned land that is already zoned for residential use. While only one bid was received, the submitted tender price came in \$33,840.81 below the pre-tender construction estimate.

This infrastructure investment is fully funded through the federal Housing Accelerator Fund (HAF) and directly supports the Town's strategic priorities by enabling new housing development, and future residential expansion on Town-owned land.

Approval of this tender will ensure timely servicing of the area and demonstrate the Town's commitment to addressing housing needs and supporting community growth.

---

**Key Considerations/Implications:**

**1. Budget/Financial Implications**

The project is funded under the HAF program, which is fully funded by the federal government.

**2. Partners or Other Stakeholders**

Federal government is funding 100% of the project.

**3. Alignment with Strategic Directions**

This project aligns with the goal of providing services so housing can be developed. Also fulfills an initiative in the HAF agreement.

**4. Alignment with Adopted Plans**

Open areas that can be developed with housing.

**5. 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.

**6. Human Resource Implications**

Staff will need to oversee this construction project if approved by Council.

**7. Procurement Implications**

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

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**Recommendation:**

It is recommended that Council approve the award of the Riverview Road Water and Sewer tender to Adams Construction Ltd. in the amount of \$564,409.65 (HST included). Although only one bid was received, the submitted price is below the pre-tender estimate by \$33,840.81, indicating strong value for the scope of work.

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

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

**Date Approved: June 12, 2025**



## **DECISION/DIRECTION NOTE**

|                       |                                                                                                      |
|-----------------------|------------------------------------------------------------------------------------------------------|
| <b>Title:</b>         | Adoption of Municipal Plan Amendment No. 16, 2025 and Development Regulations Amendment No. 21, 2025 |
| <b>Date Prepared:</b> | June 12, 2025                                                                                        |
| <b>Report To:</b>     | Council                                                                                              |
| <b>Councillor:</b>    | <b>Councillor Hiscock - Lead</b>                                                                     |
| <b>Department:</b>    | <b>Public Works and Development - Planning and Development</b>                                       |

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

Council is requested to adopt Municipal Plan Amendment No. 16, 2025 and Development Regulations Amendment No. 21, 2025, following receipt of provincial release in accordance with Section 15 of the Urban and Rural Planning Act, 2000.

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

Under the authority of Section 16 of the Urban and Rural Planning Act, 2000, the Town Council of Grand Falls-Windsor adopts Municipal Plan Amendment No. 16, 2025 to the Town of Grand Falls-Windsor Municipal Plan, 2022–2032 and Development Regulations Amendment No. 21, 2025 to the Town of Grand Falls-Windsor Development Regulations, 2022–2032 to enable the redesignation and rezoning of land between Toulett Drive and Ogilvie Street for multi-unit residential development.

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

The Town has received formal release from the Department of Municipal Affairs and Community Engagement (MACE) under Section 15 of the Urban and Rural Planning Act, 2000. This permits Council to proceed with adoption under Section 16 of the Act.

The amendments aim to re-designate and rezone lands between Toulett Drive and Ogilvie Street to support infill residential development. These changes respond to ongoing housing demands and utilize existing municipal infrastructure efficiently.

Amendment No. 16 proposes to re-designate land on the Future Land Use Map:

- From *Natural Open Space, Public Use, and Commercial* to *Urban Residential*.

Amendment No. 21 proposes to rezone the same lands on the Land Use Zoning Map:

- From *Conservation, Public Use, Commercial General, and RS-3* to *Residential High Density Multi-Unit Residential Zone (RM-2)*.

Public consultation was held, and Council considered resident feedback on March 18, 2025. Key concerns such as traffic, privacy, green space, and property values were reviewed and addressed in the planning analysis. The development is expected to complement the area and support municipal goals for sustainable housing.

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

- **Budget:** No immediate financial impact. Long-term gain through tax base growth and efficient service delivery.
- **Strategic Alignment:** Supports infill development, housing affordability, and efficient infrastructure use.
- **Legal:** Complies with Urban and Rural Planning Act, 2000.
- **Public Engagement:** Notice issued as required; 10 submissions and a petition with 20 signatures were reviewed. Public Hearing will be planned for more public consultation.
- **Operational:** Engineering and Planning staff support the proposed changes and confirm infrastructure capacity is sufficient.

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#### **Recommendation:**

That Council adopt the Municipal Plan Amendment No. 16, 2025 and Development Regulations Amendment No. 21, 2025 and direct staff to proceed with publishing the required notices under Sections 17 and 18 and prepare for the public hearing in accordance with the Act.

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

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

**Date Approved: June 12, 2025**



## **DECISION/DIRECTION NOTE**

|                       |                                                                |
|-----------------------|----------------------------------------------------------------|
| <b>Title:</b>         | Revised Policy AF-6: Travel & Expense Reimbursement            |
| <b>Date Prepared:</b> | May 16, 2025                                                   |
| <b>Report To:</b>     | Council                                                        |
| <b>Councillor:</b>    | <b>Councillor Coady - Lead</b>                                 |
| <b>Department:</b>    | <b>Corporate Services - Finance, Administration and Policy</b> |

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

Council approval is requested for the updated Policy AF-6: Travel & Expense Reimbursement, which clarifies, modernizes, and streamlines the rules and processes for travel reimbursements and allowances for all Town employees and elected officials.

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

That Council approve the updated Policy AF-6: Travel & Expense Reimbursement as presented.

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

The previous travel policy, last updated in 2015, required modernization to be more reflective of current travel costs and to ensure fairness and clarity across staff and Council. The revised policy clearly outlines travel categories, eligible expenses, per diem rates, authorization procedures, and documentation standards for reimbursement.

## **Key Considerations/Implications:**

### **1. Budget/Financial Implications:**

- No new budget increases are proposed. Officials will operate within established 2025 budget allocations.
- The policy introduces clear limits and ensures that expenditures remain within approved Departmental or Council travel budgets.

### **2. Partners or Other Stakeholders:**

- Internal stakeholders include municipal staff, senior management, and elected officials.
- The policy ensures consistency and transparency in reimbursements for all tiers.

### **3. Legal or Policy Implications:**

- Replaces and supersedes all previous versions of Policy AF-6.
- Formalizes allowance rates and claim deadlines.

### **4. Engagement and Communications Considerations:**

- Replaces and supersedes all previous versions of Policy AF-6.
- Formalizes allowance rates and claim deadlines.

### **5. Human Resource Implications:**

- Establishes fair and consistent standards across employment tiers and recognizes differences in position type and levels of responsibility.

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## **Recommendation:**

That Council approve the revised Policy AF-6: Travel & Expense Reimbursement to replace the October 2015 version, with an effective implementation date of May 2025.

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**Prepared by:** Darren Finn

**Approved by:** Darren Finn

**Date Approved:** May 16, 2025



## **DECISION/DIRECTION NOTE**

|                       |                                                         |
|-----------------------|---------------------------------------------------------|
| <b>Title:</b>         | Commercial Appraisal for Excite Building                |
| <b>Date Prepared:</b> | May 28, 2025                                            |
| <b>Report To:</b>     | Council                                                 |
| <b>Councillor:</b>    | Councillor Coady - Lead                                 |
| <b>Department:</b>    | Corporate Services - Finance, Administration and Policy |

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

Decision is required to approve the bid for the commercial appraisal of the Town owned Excite building, located at 32 Queensway, to MacDonald and Hoffe Appraisals Ltd. in the amount of \$8,500 plus HST.

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

That Council approve the bid from MacDonald and Hoffe in the amount of \$8,500 plus HST for the commercial appraisal of the Excite building located at 32 Queensway Road in Grand Falls-Windsor.

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

The Town carried out the request for bid process for the commercial appraisal for the Excite building on 32 Queensway Road in Grand Falls-Windsor. There were two bids received. Concept Appraisals Limited for the amount \$6,750 plus HST and MacDonald and Hoffe for the amount of \$8,500 plus HST. After initial delays and discussions with Concept Designs they decided to withdraw their bid. MacDonald and Hoffe were contacted and have verbally accepted the terms and will honour their bid if awarded.

The Commercial appraisal will look at the current state of repair of the property, the actual age of the building, list of recent upgrades to the facility and cost associated with them, and floor plan of the building. It will also review the deed with land survey/registry of deeds, copies of the lease agreements in place with tenants and any purchase and sale or other agreements, if applicable.

This will be used to value what the building is worth on the open market and provide a benchmark for both the Town and the proposed buyer to start negotiating the terms to sell the building. Two appraisals are required as per the original agreement for funding with Government agencies when the building was first constructed (one from the Town, and one from the prospective buyer).

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**Key Considerations/Implications:**

1. Budget/Financial Implications – This is unbudgeted - \$8,500.
- 

**Recommendation:**

It is recommended that the Town of Grand Falls-Windsor proceed with awarding the commercial appraisal to MacDonald and Hoffe in the amount of \$8,500 plus HST.

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**Prepared by:** Todd Mercer

**Approved by:** Steve Gosse

**Date Approved:** 5/29/2025



## **DECISION/DIRECTION NOTE**

|                       |                                                                |
|-----------------------|----------------------------------------------------------------|
| <b>Title:</b>         | Funding request from Central Housing & Homelessness Network    |
| <b>Date Prepared:</b> | June 6, 2025                                                   |
| <b>Report To:</b>     | Regular Meeting of Council                                     |
| <b>Councillor:</b>    | <b>Councillor Coady - Lead</b>                                 |
| <b>Department:</b>    | <b>Corporate Services - Finance, Administration and Policy</b> |

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

A decision is required whether to provide funding to the Central Housing & Homelessness Network to assist in their daily operations.

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

That Council approve funding in the amount of \$5,000 to the Central Housing & Homelessness Network for 2025.

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

Newfoundland and Labrador Housing and Homelessness Network (NLHHN) collaborates with ten regional Community Advisory Boards and various stakeholders to tackle housing and homelessness challenges in rural and remote communities across the province. It became a non-profit organization in March 2013 and achieved registered charity status in 2021.

The Central Housing and Homelessness Network (CHHN) was established 15 years ago to tackle housing and homelessness challenges in the Exploits Region. The Community Advisory Board (CAB), comprised of community partners and government departments with a vested interest in housing issues. They meet bi-monthly to discuss ongoing concerns and coordinate efforts.

---

**Key Considerations/Implications:**

1. Budget/Financial Implications: There was nothing budgeted for this amount. It will come from the Council budget.
2. Partners or Other Stakeholders: The CHHN has many partners in different levels of government entities.
3. Alignment with Strategic Directions: Given homelessness and housing have been a priority of Council, this funding helps the issue locally in Central Newfoundland.

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**Recommendation:**

It is recommended to proceed with the funding of \$5,000 as presented.

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**Prepared by:****Approved by: Steve Gosse****Date Approved: June 05, 2025**



## **INFORMATION NOTE**

|                       |                                                                |
|-----------------------|----------------------------------------------------------------|
| <b>Title:</b>         | Disbursement Report – June 17, 2025                            |
| <b>Date Prepared:</b> | June 6, 2025                                                   |
| <b>Report To:</b>     | Regular Meeting of Council                                     |
| <b>Councillor:</b>    | <b>Councillor Coady - Lead</b>                                 |
| <b>Department:</b>    | <b>Corporate Services - Finance, Administration and Policy</b> |

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### **Issue:**

Summary of disbursements greater than \$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 June 17th, 2025 in the amount of \$2,224,959.00.

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### **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.

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### **Prepared by:**

**Approved by: Steve Gosse**

**Date Approved: 06-05-2025**



## **DECISION/DIRECTION NOTE**

|                       |                                                                |
|-----------------------|----------------------------------------------------------------|
| <b>Title:</b>         | Open Call for Bids – Town Hall Flooring                        |
| <b>Date Prepared:</b> | June 6, 2025                                                   |
| <b>Report To:</b>     | Regular Meeting of Council                                     |
| <b>Councillor:</b>    | <b>Councillor Coady - Lead</b>                                 |
| <b>Department:</b>    | <b>Corporate Services - Finance, Administration and Policy</b> |

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

A decision is required to approve funding for replacement of flooring in the Engineering section of the Town Hall.

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

That Council award the contract for replacement of the flooring in the engineering section of the Town Hall to Urban Flooring Contractors Ltd. In the amount of 8,460.00 plus HST.

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

As part of the renovation work for the engineering section of Town Hall, it was recommended by staff to replace the flooring. This is because there are new workstations being installed within the next few weeks and this work should be completed before that takes place.

---

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

1. Budget/Financial Implications: There was no budget for this work.
2. Human Resource Implications: There are new staff starting in July and these new workstations are required as permanent workplaces for those employees, along with several existing employees.
3. Procurement Implications: Urban Flooring Contractors were the only bidders on this work.

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**Recommendation:**

To award this work to Urban Flooring Contractors Ltd to complete this work prior to the workstations being installed.

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**Prepared by:**

**Approved by: Steve Gosse**

**Date Approved: June 6, 2025**



## **DECISION/DIRECTION NOTE**

|                       |                                                                        |
|-----------------------|------------------------------------------------------------------------|
| <b>Title:</b>         | Fire Training Grounds Construction – Tender                            |
| <b>Date Prepared:</b> | May 23, 2025                                                           |
| <b>Report To:</b>     | Management Prep Meeting                                                |
| <b>Councillor:</b>    | <b>Councillor Noel - Lead</b>                                          |
| <b>Department:</b>    | <b>Protective Services - Municipal Enforcement and Fire Department</b> |

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

Decision is required whether Council will award the Fire Training Grounds Construction Tender to Bluebird Investments Ltd.

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

That Council awards the Fire Training Grounds Construction Tender at a cost of \$269,100 HST included to Bluebird Investments Ltd.

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

The concrete pads and groundwork were completed by the Town in October 2024 except for one additional pad that is required. The design was completed by Allnorth Consultants Ltd. and the construction tender had two bidders, with Bluebird Investments Ltd., being the lowest acceptable bid. The project had a budget of \$150,000 in 2024.

The Fire Department has been unable to easily avail of local important fire attack training due to the smokehouse being out of service for the last three years. This facility is required to provide essential hands-on experience and help to ensure our firefighters have the necessary skills when called to duty.

Firefighters have travelled to Gander for basic training that is normally completed at the Town's facility which has added incrementally to our costs and has been an inconvenience. Restoring the smokehouse is a long-term investment in public safety and will better prepare our firefighters to protect our community.

---

**Key Considerations/Implications:**

1. Budget/Financial Implications

The project will be fully funded by the Town and will cost \$269,100 HST included for the construction tender. The total budget was originally \$150,000. To date there has been \$37,753.62 spent on shipping containers, and an additional \$3,964.46 spent on concrete, and \$8,864.31 in design fees.

The remaining original budget is \$99,417.61. Therefore, this project requires additional funding in the amount of \$144,611.63.

2. Alignment with Strategic Directions

This project aligns with the goal of providing a well-trained fire department for the residents.

3. Engagement and Communications Considerations

This capital project will reestablish the Town's training site and is a critical piece of public safety infrastructure. This aligns with broader national strategies on emergency preparedness and critical infrastructure resilience.

4. Human Resource Implications

Staff will need to oversee this construction project if approved by Council.

5. 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 Fire Training Grounds Construction Tender to Bluebird Investments Ltd., as this will enable the Fire Chief to more effectively schedule essential training for both current and new firefighters, enhancing the department's operational readiness and emergency response capabilities.

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

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

**Date Approved: May 26, 2025**