



Regular Council Meeting

Tuesday, September 16, 2025

Time: 6:30 P.M.

Location: Council Chambers

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

LATE:

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

REGRETS: Barry Manuel

1. CALL TO ORDER

2. Approval of Agenda

2.1 Adoption of Agenda

That the Agenda be adopted as presented.

RESOLUTION #CM25-R-09-129

Moved by: Bob Hiscock

Seconded by: Dave Noel

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

Carried 6-0

3. Proclamation, Presentations, or Announcements

4. Adoption of Minutes

4.1 Minutes of August 26, 2025

That the Minutes of August 26, 2025 be adopted as presented.



RESOLUTION #CM25-R-09-130

Moved by: Holly Dwyer

Seconded by: Dave Noel

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

Carried 6-0

5. Business Arising Out of Minutes

6. Community Services – Economic Development

6.1 Short-Term Rental Cottage Development at Grand Falls House

[Decision Note](#)



That Council approve the issuance of the Request for Proposals (RFP) for short-term rental cottage development at Grand Falls House; and further, that Council approve the commitment of 75% of lease revenues to the Grand Falls House Foundation Board for maintenance of the building and grounds; and further, that Council commit to provide water, sewer, and storm sewer services, and to complete land development to grade for each cottage lot, subject to a successful proponent being identified through the RFP process.

RESOLUTION #CM25-R-09-131

Moved by: Andrew Little

Seconded by: Amy Coady

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

Carried 6-0

7. Community Services – Recreation and Events

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

- 8.1 Project 99-2024-8388 - Sludge Drying Bed – Request to Submit for Additional 100% Funding (CIP Revision)

[Decision Note](#) 

That Council approves the submission of a funding request under the Canada Community-Building Fund (CCBF) – Provincial Targeted Infrastructure Fund (Water/Wastewater Initiatives) for an additional \$1,272,681 for Project 99-2024-8388 – Sludge Drying Bed, bringing the total project value to \$2,843,058.

RESOLUTION #CM25-R-09-132

Moved by: Holly Dwyer

Seconded by: Amy Coady

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

Carried 6-0

9. Public Works & Development – Planning and Development

- 9.1 Land Request – 10 Valley Road

[Decision Note](#) 

That Council approve submitting an application to Crown Lands for the parcel of backland at 10 Valley Road, formerly Abitibi property, and upon successful acquisition, authorize the sale of the land to the resident in accordance with the Town’s Land Sales Policy, subject to ensuring no conflicts with Town infrastructure or long-term planning, and limited to the rear boundary of the adjoining property.


RESOLUTION

Moved by: Bob Hiscock

Seconded by: Holly Dwyer

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

Carried 6-0

9.2 Land Sale Request – 24 Valley Road (Warehouse Renovation and Expansion) 
[Decision Note](#)

That Council approve the sale of the identified Town-owned land at 24 Valley Road, and further, that Council confirm its intent to transfer the pending Crown Lands Application to the purchaser upon successful acquisition by the Town, with the sale to proceed in accordance with the Town’s Land Sales Policy.


RESOLUTION #CM25-R-09-133

Moved by: Bob Hiscock

Seconded by: Andrew Little

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

Carried 6-0

9.3 Upgrade Infrastructure on Lincoln Road from Cromer Ave. to Sunset Dr. to Support Proposed Housing Development.
[Decision Note](#) 

That Council approves the application for cost-shared funding through the Canada Housing Infrastructure Fund Call for Applications, in the amount of is \$3,242,483.72 HST included.

RESOLUTION #CM25-R-09-135

Moved by: Bob Hiscock

Seconded by: Andrew Little

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

Carried 6-0

Application for Funding – CHIF Direct Stream (109A Lincoln Road Infrastructure)

[Decision Note](#) 

That Council approve the submission of an application to the Canada Housing Infrastructure Fund – Direct Stream for the proposed infrastructure upgrades at 109A Lincoln Road (old Club 63 property), with the Town agreeing to fund its 50% share of project costs estimated at \$407,902.70 (HST included), should the application be successful.

RESOLUTION #CM25-R-09-136

Moved by: Bob Hiscock

Seconded by: Dave Noel

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

Carried 6-0

9.5 Development Regulations Amendment (DRA) No. 26, 2025 – Definition of “Industrial Light”

[Decision Note](#) 



Under the authority of Section 16 of the *Urban and Rural Planning Act, 2000*, the Town Council of Grand Falls-Windsor adopts the Amendment No. 26, 2025 to the Grand Falls-Windsor Development Regulations, 2022-2032.

Councillor Noel and Councillor Coady left the Council Chambers for discussion and voting on this item, due to a perceived conflict of interest.

Councillor Noel - Due to involvement with Exploits Paving.

Councillor Coady - Due to involvement with Equinox Gold.

RESOLUTION #CM25-R-09-137

Moved by: Bob Hiscock

Seconded by: Holly Dwyer

Aye Bob Hiscock, Holly Dwyer, Andrew Little and Mike Browne

Carried 4-0

9.6 Rezoning of 1 St. Catherine Street – MPA 23 / DRA 30

[Decision Note](#) 

That Council, under the authority of Section 15 of the Urban and Rural Planning Act, 2000, approve forwarding Municipal Plan Amendment No. 23 and Development Regulations Amendment No. 30 (rezoning of 1 St. Catherine Street) to the Department of Municipal Affairs & Community Engagement for review and release.

RESOLUTION #CM25-R-09-138

Moved by: Bob Hiscock

Seconded by: Andrew Little

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

Carried 6-0

10. Corporate Services – Finance, Administration and Policy

10.1 Disbursement Report - September 16, 2025

[Information Note](#) 

Council reviewed an information note providing a summary of disbursements over \$1,000 as of September 16th, 2025 in the amount of \$895,524.26

10.2 Tax Receivable Analysis - August 2025

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

10.3 Open Call for Bids - Metal Roofing Installation

[Decision Note](#) 

That Council award the Open Call for Bids related to the installation of metal roofing to WR Excavation in the amount of \$17,300 plus HST.

RESOLUTION #CM25-R-09-139

Moved by: Amy Coady

Seconded by: Dave Noel

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

Carried 6-0

10.4 Change in Meeting Schedule

[Decision Note](#) 

That Council change the date of the next Regular Meeting of Council to October 14, 2025.

RESOLUTION #CM25-R-09-140

Moved by: Amy Coady

Seconded by: Bob Hiscock

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

Carried 6-0

11. Protective Services – Municipal Enforcement and Fire Department

12. Council Advisory Committees

13. External Committee

14. Other Business

- Community Events.
- Business Awards , Accessibility Award.
- Roadwork, speeds and safety.
- Walkers/Reflective Clothing.
- Basketball Nets, blocking sidealks.
- Municipal Elections, Advance Poll, get out and vote.

- Equinox Gold Success, Valentine Gold Mine is largest in Canada. Success will bring economic growth to the region.

15. ADJOURNMENT

There being no other Business the meeting adjourned at 7:25 P.M.

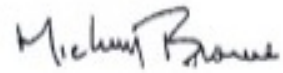
RESOLUTION #CM25-R-09-141

Moved by: Holly Dwyer

Seconded by: Andrew Little

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

Carried 6-0



Mayor / Deputy Mayor



CAO



Grand Falls · Windsor
| perfectly centered |

DECISION/DIRECTION NOTE

Title:	Request for Proposals – Short-Term Rental Cottage Development at Grand Falls House
Date Prepared:	September 15, 2025
Report To:	Regular Meeting of Council
Councillor:	Deputy Mayor Browne - Lead
Department:	Community Services - Economic Development

Decision/Direction Required:

Council approval is required to:

1. Issue the Request for Proposals (RFP) to find a proponent interested in the construction and operation of short-term rental cottages at Grand Falls House.
2. Commit that 75% of revenue collected from the lease arrangement will be directed to the Grand Falls House Foundation Board for the maintenance of the building and grounds.
3. Commit to the Town’s investment in water and sewer infrastructure, storm sewer services, and site preparation to grade for each cottage lot, conditional upon a successful proponent being identified.

Proposed Resolution for Council:

That Council approve the issuance of the Request for Proposals (RFP) for short-term rental cottage development at Grand Falls House; and further, that Council approve the commitment of 75% of lease revenues to the Grand Falls House Foundation Board for maintenance of the building and grounds; and further, that Council commit to provide water, sewer, and storm sewer services, and to complete land development to grade for each cottage lot, subject to a successful proponent being identified through the RFP process.

Discussion – Background and Current Status:

The Town of Grand Falls-Windsor is revitalizing the Grand Falls House property in partnership with the Grand Falls House Foundation. Engineering design work is underway for upgrades to the House and the construction of a food and beverage service facility.

As part of the revitalization plan, Council has prepared an RFP to invite private-sector proponents to develop and operate a minimum of eight cottages that complement the heritage character of the site and provide high-quality short-term rental accommodations.

The RFP outlines the lease arrangement, revenue-sharing model, infrastructure commitments, and operational expectations. Council's decisions are required to authorize the issuance of the RFP and confirm commitments to revenue allocation and infrastructure support.

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

- Lease revenues will be collected by the Town.
- 75% of revenues will be directed to the Grand Falls House Foundation Board.
- The Town will be responsible for costs associated with providing water, sewer, storm sewer, and lot preparation. These expenses will only be incurred if a successful proponent is identified.

Partners or Other Stakeholders

- Grand Falls House Foundation Board (operations and maintenance).
- Prospective private-sector developers.
- Tourism stakeholders and community organizations.

Alignment with Strategic Directions

- Supports Council's strategic goal of enhancing cultural and tourism infrastructure.
- Contributes to local economic development and tourism growth.

Alignment with Adopted Plans

- Aligns with the *Grand Falls House Business Plan – April 2023*.

Legal or Policy Implications

- RFP issuance follows municipal procurement processes.
- Lease agreements will require legal review before execution.

Engagement and Communications Considerations

- Public announcement of the RFP.
- Ongoing engagement with the Grand Falls House Foundation Board.

Human Resource Implications

- Administration of the RFP will be initially managed by the Director of Community Services.

Procurement Implications

- The RFP process will ensure transparency, fairness, and competitiveness.

Other Implications

- Enhances the long-term sustainability of the Grand Falls House through new revenue streams.

Recommendation:

That Council approve the issuance of the Request for Proposals (RFP) for short-term rental cottages at Grand Falls House, and approve the associated financial and infrastructure commitments outlined in this Decision Note.

Prepared by:**Approved by: Darren Finn****Date Approved: September 15, 2025**



DECISION/DIRECTION NOTE

Title:	Project 99-2024-8388 - Sludge Drying Bed – Request to Submit for Additional 100% Funding (CIP Revision)
Date Prepared:	September 5, 2025
Report To:	Council
Councillor:	Councillor Dwyer - Lead
Department:	Public Works and Development - Public Works, Buildings, and Facilities

Decision/Direction Required:

Council’s decision is required on whether to support the submission of a request to the Provincial and Federal Governments for additional funding under the Canada Community-Building Fund (CCBF) – Provincial Targeted Infrastructure Fund (Water/Wastewater Initiatives).

This is not a request for municipal funds. If approved, the additional costs will be 100% covered by the CCBF program.

Proposed Resolution for Council:

That Council approves the submission of a funding request under the Canada Community-Building Fund (CCBF) – Provincial Targeted Infrastructure Fund (Water/Wastewater Initiatives) for an additional \$1,272,681 for Project 99-2024-8388 – Sludge Drying Bed, bringing the total project value to \$2,843,058.

Discussion – Background and Current Status:

This project, led by the Exploits Regional Water Supply Committee (ERWSC), involves the design and construction of sludge drying beds at the Regional Water Treatment Plant. The scope includes design, geotechnical investigation, sludge disposal recommendations, and sludge transfer pump specifications.

The following design issues were identified:

- Geotechnical conditions: Large amounts of unsuitable material (USM) must be removed before placing backfill.
- Capacity requirements: Drying bed widths must be increased by 5 metres to accommodate sludge volumes currently produced by the Regional Water Treatment Plant.

These changes are essential to ensure adequate capacity, long-term functionality, and environmental compliance. However, they have increased project costs by \$1,272,681.

The Town is requesting approval from Council to formally submit for additional CCBF funding to cover these costs. If approved, the project will remain 100% funded through CCBF and there will be no financial obligation to the Town or partner municipalities.

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

- The total revised project cost is \$2,843,058.
- If the request is approved, funding will be 100% covered by the CCBF.
- There are no costs to the Town of Grand Falls-Windsor or other municipalities.

Partners/Stakeholders

- Exploits Regional Water Supply Committee (ERWSC)
- Federal and Provincial Governments

Strategic Alignment

- Ensures long-term operational sustainability of the Regional Water Treatment Plant.
- Supports Council's commitment to environmental stewardship and asset management.

Legal/Policy Implications

Without these upgrades, the Regional Water Treatment Plant will lack sufficient sludge-handling capacity, creating compliance and operational risks.

Procurement

Construction will be publicly tendered in compliance with the Public Procurement Act.

Recommendation:

That Council approve the submission of a request for an additional \$1,272,681 under the CCBF - Provincial Targeted Infrastructure Fund (Water/Wastewater Initiatives) for Project 99-

2024-8388 – Sludge Drying Bed, increasing the total project value to \$2,843,058. If approved, this project will remain 100% funded through the CCBF, with no municipal costs.

Prepared by: Chad Clendenning

Approved by: Nelson Chatman

Date Approved: September 7, 2025



DECISION/DIRECTION NOTE

Title:	Land Request – 10 Valley Road
Date Prepared:	September 4, 2025
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Decision/Direction Required:

Council direction is requested on proceeding with an application to Crown Lands for a parcel of backland at 10 Valley Road, formerly Abitibi property, with the intent to resell the land to the resident under the Town’s Land Sales Policy.

Proposed Resolution for Council:

That Council approve submitting an application to Crown Lands for the parcel of backland at 10 Valley Road, formerly Abitibi property, and upon successful acquisition, authorize the sale of the land to the resident in accordance with the Town’s Land Sales Policy, subject to ensuring no conflicts with Town infrastructure or long-term planning, and limited to the rear boundary of the adjoining property.

Discussion – Background and Current Status:

The land in question forms part of the former Abitibi lands, which now fall under the jurisdiction of Crown Lands. Crown Lands does not accept residential applications directly from individuals for former Abitibi property. In these cases, the Town must make the application and, if approved, dispose of the property through its Land Sale Policy.

The Department of Public Works and Development advises that the land may be suitable for disposal, provided that:

- There are no conflicts with existing Town infrastructure or rights-of-way.
- The parcel does not impact long-term development or servicing plans.
- The depth of the lot aligns with the rear boundary of the neighbouring property, ensuring consistency with adjacent properties.

If Council approves, staff will submit the Crown Lands Application on behalf of the Town. Following acquisition, the parcel can be sold to the resident at 10 Valley Road under the Town's Land Sales Policy.

Key Considerations/Implications:

- **Budget:** Revenue potential from sale in accordance with the Land Sales Policy; upfront administrative effort required for Crown Lands Application.
- **Strategic Alignment:** Supports orderly land management and responsible planning practices.
- **Legal:** Town must act as the applicant to Crown Lands for former Abitibi lands; disposal must comply with zoning and Development Regulations.
- **Other:** Aligns parcel boundaries with existing lots and ensures fairness and consistency.

Recommendation:

It is recommended that Council approve the submission of an application to Crown Lands for the subject parcel at 10 Valley Road and, upon approval, authorize disposal of the land to the resident in accordance with the Town's Land Sales Policy.

Prepared by: Nelson Chatman

Approved by: Nelson Chatman

Date Approved: September 5, 2025



DECISION/DIRECTION NOTE

Title:	Land Sale Request – 24 Valley Road (Warehouse Renovation and Expansion)
Date Prepared:	September 2, 2025
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Decision/Direction Required:

Council’s direction is requested on the request for the purchase of Town-owned land and pending Crown lands at 24 Valley Road to support the renovation of existing warehouse buildings and the construction of an additional warehouse building.

Proposed Resolution for Council:

That Council approve the sale of the identified Town-owned land at 24 Valley Road, and further, that Council confirm its intent to transfer the pending Crown Lands Application to the purchaser upon successful acquisition by the Town, with the sale to proceed in accordance with the Town’s Land Sales Policy.

Discussion – Background and Current Status:

The property at **24 Valley Road** is an established warehouse site. The new owner is preparing to:

- Renovate and repurpose the existing buildings; and
- Construct an additional warehouse building to expand operations.

To accommodate this, a request has been submitted to purchase:

- Town-owned land on the western side of the site; and
- Crown Lands to the south and east for which the Town has an active application.

The sale of these parcels will provide the purchaser with sufficient land to support both the planned renovations and future expansion.

This proposal aligns with the Town's long-term economic and land-use objectives by maximizing use of an existing industrial site, encouraging reinvestment in older facilities, and expanding the commercial/industrial tax base.

The sale will proceed under the Town's Land Sales Policy, which ensures market value, consistency, and transparency in municipal land transactions.

Key Considerations/Implications:

- **Budget:** Sale proceeds will be realized under the Land Sales Policy; ongoing tax revenues will increase following expansion and renovation.
 - **Strategic Alignment:** Encourages reinvestment in an existing industrial property, supports economic diversification, and strengthens the Town's industrial base.
 - **Legal:** Sale of Town land must comply with the Town's Land Sales Policy. Transfer of the Crown parcel is contingent upon successful acquisition by the Town.
 - **Community:** Supports business growth, local employment, and the productive reuse of an established warehouse property in the downtown area.
-

Recommendation:

It is recommended that Council approve the land sale request at 24 Valley Road as outlined, permitting the sale of Town-owned land and confirming the Town's intent to transfer the pending Crown parcel upon acquisition, with all transactions completed in accordance with the Town's Land Sales Policy.

Prepared by:

Approved by: Nelson Chatman

Date Approved: 2025-09-02



DECISION/DIRECTION NOTE

Title:	Upgrade Infrastructure on Lincoln Road from Cromer Ave. to Sunset Dr. to support proposed Housing Development.
Date Prepared:	September 6, 2025
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Decision/Direction Required:

Decision is required whether Council will support an application to the Canadian Housing Infrastructure Fund – Provincial Stream for the upgrade of the waterline, storm and sanitary infrastructure to support the proposed housing development off Lincoln Road near Sunset Drive.

Proposed Resolution for Council:

That Council approves the application for cost-shared funding through the Canada Housing Infrastructure Fund Call for Applications, in the amount of is \$3,242,483.72 HST included.

Discussion – Background and Current Status:

The Town has identified the Lincoln Road area as a potential site for new residential development; however, current infrastructure does not have the capacity to support growth. The 100 mm waterline cannot provide adequate fire flows, and both storm and sanitary systems must be upgraded to meet development standards. Without these improvements, housing development in the area cannot be accommodated.

This project directly aligns with the Housing Accelerator Fund objectives, addressing infrastructure barriers that limit the creation of smaller, affordable housing units. According to the HART Report (2024), Grand Falls-Windsor will require an additional 960 one- and two-person households by 2031, while

demand for larger homes is expected to decline. Ensuring service capacity in priority areas like Lincoln Road is essential to meeting this housing need.

The Canada Housing Infrastructure Fund Call for Applications provides an opportunity to cost-share the necessary upgrades. The proposed project is valued at \$3,242,483.72 (HST included), with a cost-share arrangement of 50% Federal, 33% Provincial, and 17% Municipal. The Town's share will be \$551,222.23 (HST included). If approved, any costs above the approved total project cost will remain the sole responsibility of the Town of Grand Falls-Windsor.

Key Considerations/Implications:

- **Budget:** The Town will be responsible for \$551,222.23 (HST included) if the project is approved, with any costs exceeding the approved amount being the Town's responsibility.
 - **Strategic Alignment:** Supports the Town's Housing Accelerator Fund objectives and addresses infrastructure barriers to residential development.
 - **Legal:** None at this stage.
 - **Other:** Timely approval is necessary to meet application deadlines.
-

Recommendation:

That Council approve submission of the application to the Canada Housing Infrastructure Fund for the Lincoln Road Infrastructure Upgrades Project.

Prepared by: Chad Clendenning

Approved by: Nelson Chatman

Date Approved: September 7, 2025



DECISION/DIRECTION NOTE

Title:	Application for Funding – CHIF Direct Stream (109A Lincoln Road Infrastructure)
Date Prepared:	September 8, 2025
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Decision/Direction Required:

Council’s direction is required on whether to submit an application to the Canada Housing Infrastructure Fund (CHIF) Direct Stream for cost-shared funding to complete water, sanitary, and storm infrastructure upgrades at 109A Lincoln Road (old Club 63 property) in support of future apartment development.

Proposed Resolution for Council:

That Council approve the submission of an application to the Canada Housing Infrastructure Fund – Direct Stream for the proposed infrastructure upgrades at 109A Lincoln Road (old Club 63 property), with the Town agreeing to fund its 50% share of project costs estimated at \$407,902.70 (HST included), should the application be successful.

Discussion – Background and Current Status:

The Town of Grand Falls-Windsor has an identified need for additional housing supply, particularly multi-unit and affordable housing, as outlined in the HART Housing Needs Assessment. A proposed apartment development at 109A Lincoln Road (old Club 63 property) has potential to deliver 60+ new units in a central, walkable location close to parks, shopping, trails, and downtown services.

In order to accommodate this development, new municipal infrastructure is required, including:

- 122 m of 150 mm ductile iron water main
- 280 m of 150 mm PVC sanitary main
- 140 m of 450 mm HDPE storm main
- Associated manholes, valves, tees, and connections

The preliminary estimate for this work is \$407,902.70 (HST included).

The CHIF Direct Stream provides a 50/50 cost-sharing arrangement directly between the Federal Government and municipalities. The Province is not involved in this stream. If approved, the Town would contribute approximately \$203,951.35, with the Federal Government covering the remaining 50%.

Council has also been proactive in preparing the area for development by advancing zoning amendments to permit multi-unit residential uses. Future steps will include an application to Crown Lands for portions of the site to facilitate full build-out of the development.

This application aligns with the Town's commitment to enable housing growth and to maximize external funding opportunities to support infrastructure investment.

Key Considerations/Implications:

- **Budget:** Town's 50% share of \$203,951.35, subject to successful CHIF approval.
- **Strategic Alignment:** Supports Council's housing objectives and implementation of the HART Housing Needs Assessment.
- **Legal:** Application made under CHIF Direct Stream; no Provincial involvement.
- **Other Factors:** Project advances readiness for significant housing supply (60+ units).

Recommendation:

It is recommended that Council approve the submission of an application to the CHIF Direct Stream to cost-share the infrastructure upgrades at 109A Lincoln Road (old Club 63 property).

Prepared by: Nelson Chatman

Approved by: Nelson Chatman

Date Approved: September 8, 2025



DECISION/DIRECTION NOTE

Title:	Development Regulations Amendment (DRA) No. 26, 2025 – Definition of “Industrial Light”
Date Prepared:	September 5, 2025
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Decision/Direction Required:

Council’s consideration of the adoption of Development Regulations Amendment (DRA) No. 26, 2025, to update the definition of “Industrial Light.”

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 the Amendment No. 26, 2025 to the Grand Falls-Windsor Development Regulations, 2022-2032.

Discussion – Background and Current Status:

Council initiated DRA 26 to address the needs of business owners operating within the Industrial Light (IL) Zone and to ensure clarity in the regulations. The amendment provides the following changes:

- Updates the definition of *Industrial Light* to include:
 - Offices related to the primary use, permitted as accessory uses and not limited to within the principal building.

- Temporary short-term accommodation for employees or contractors directly working for the primary use (e.g., dormitory or hostel arrangements).
- Updates *Accessory Employee Residential* to allow for temporary short-term accommodation directly related to industrial light uses.
- Clarifies that the height restriction for accessory buildings applies only within residential zones.

Public consultation was carried out as required under the Urban and Rural Planning Act, 2000. Notices were posted at Town Hall, Joe Byrne Stadium, on the Town's website, and through social media on August 28, 2025.

No written submissions, objections, or representations were received by the deadline of September 11, 2025.

Key Considerations/Implications:

- **Strategic Alignment:** Supports the Town's long-term planning goals to foster business development and ensure flexibility in industrial land use.
 - **Legal:** Consistent with the requirements of the Urban and Rural Planning Act, 2000.
 - **Consultation:** Public consultation completed; no objections received.
-

Recommendation:

That Council adopt Development Regulations Amendment (DRA) No. 26, 2025, and forward the amendment to Municipal Affairs and Community Engagement for registration.

Prepared by: Nelson Chatman

Approved by: Nelson Chatman

Date Approved: September 5, 2025



DECISION/DIRECTION NOTE

Title:	Rezoning of 1 St. Catherine Street – MPA 23 / DRA 30
Date Prepared:	2025-09-02
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Decision/Direction Required:

Council’s approval is required to forward Municipal Plan Amendment No. 23, 2025 and Development Regulations Amendment No. 30, 2025 to the Department of Municipal Affairs & Community Engagement (MACE) for Section 15 review and release under the Urban and Rural Planning Act, 2000.

Proposed Resolution for Council:

That Council, under the authority of Section 15 of the Urban and Rural Planning Act, 2000, approve forwarding Municipal Plan Amendment No. 23, 2025 and Development Regulations Amendment No. 30, 2025 (rezoning of 1 St. Catherine Street) to the Department of Municipal Affairs & Community Engagement for review and release.

Discussion – Background and Current Status:

The property at 1 St. Catherine Street, the former Millcrest School site, has been identified for redevelopment. The proposed rezoning is intended to facilitate construction of a Family Care Team Medical Centre and supporting residential development, while aligning zoning to better reflect the planned use of the site.

The site currently contains zones designated Public Use (PU) and Residential Medium Density (RM-1). The proposed amendment would rezone:

- The lands required for the medical centre to Commercial Neighbourhood (CN), to allow for health-related services and supporting uses.
- The remaining lands fronting Lind Avenue to Residential Medium Density (RM-1), to support new residential units that will provide a transition buffer to the existing neighbourhood.

Submission of these documents to MACE under Section 15 ensures provincial review, inter-agency consultation, and release for public notification before final approval can be considered by Council.

Key Considerations/Implications:

- **Strategic Alignment:** Supports Town objectives for community health services, residential development, and land-use efficiency.
 - **Legal:** This step is required under Section 15 of the Urban and Rural Planning Act, 2000. MACE review and release is necessary before Council can proceed with the amendment process.
 - **Other Factors:** Advancing this process is time-sensitive given project funding requirements and provincial housing/healthcare priorities.
-

Recommendation:

It is recommended that Council approve forwarding MPA 23 / DRA 30 (rezoning of 1 St. Catherine Street) to MACE for Section 15 review and release under the Urban and Rural Planning Act, 2000.

Prepared by:

Approved by: Nelson Chatman

Date Approved: 2025-09-15



INFORMATION NOTE

Title:	Disbursement Report – September 16, 2025
Date Prepared:	September 8, 2025
Report To:	Regular Meeting of Council
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 September 16th, 2025 in the amount of \$895,524.26.

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: 09-08-2025

September 16,2025

Vendor	ACCT - DESCRIPTION	TOTAL
ABC Recreation	PH Chemical Sensor	\$ 16,843.08
Ace Locksmithing	JBM Stadium Door Repair	\$ 1,115.50
Allnorth Consultants Ltd.	17-MYCW-24-00004	\$ 3,680.86
ALLROCK Consulting Ltd.	2025 Grand Falls-Windsor Paving	\$ 3,458.28
Arts and Culture Centre	Theatre Rental	\$ 1,233.38
Atlantic Business Magazine	4-Color 1/3 Page	\$ 2,903.75
Atlantic Purification Systems	WTP Testing Supplies	\$ 4,111.63
Atlantic Purification Systems	WTP Chemicals	\$ 1,382.30
BioMaxx Wastewater Solutions Inc.	3rd Quarter Covering July 1 - September 30, 2025	\$ 5,241.21
Bluebird Investments Ltd.	Excite Building - Remove & Dispose of Broken Glass, Install Glass	\$ 1,418.64
Brandt Tractor	Unit#1811 - Cutting Edges	\$ 1,360.21
Brian & Brenda Tobin	Payment for full reimbursement of liability - Sewer line blockage - 31 Birch St	\$ 2,000.00
Broderick's Entertainment Ltd.	Gearoid Concert Ticket Share	\$ 55,608.31
C&R Distributors Ltd.	Salmon Festival Beverages	\$ 11,649.27
C&R Distributors Ltd.	Product - Gearoid McCarthy Concert	\$ 12,383.90
Canada Tire	Community Services - Generator	\$ 1,149.99
CBCL Limited	99-2022-7655 - Progress Claim -	\$ 11,916.65
Central Hydraulics & Supply	Unit#59 - Hydraulic Fitting, Pin, Lock Pin & Coupler	\$ 1,193.71
Central Newfoundland Waste Mgmt.	Residential Waste/Town Clean Up	\$ 39,267.10
Chemtrade Chemicals Canada Ltd.	Alum Order	\$ 20,217.97
Chemtrade Chemicals Canada Ltd.	Alum - August 2025	\$ 20,120.40
CIMCO Refrigeration	Condenser	\$ 38,065.79
CIMCO Refrigeration	Compressor Overhaul/Chiller Re-Gasket JBM	\$ 14,725.75
CN Safety Training	Power Line Hazards Training	\$ 3,335.00
Construction Signs Ltd.	Glass Bead - Paint Crew	\$ 3,041.75
Corduroy Brook Enhancement Assoc.	3rd Installment of Annual Grant	\$ 8,000.00
CUPE Local 1349	Union Dues Collected - June 2025	\$ 6,585.45
Dawe's Mechanical Ltd.	Softball Clubhouse - Flush meter	\$ 1,328.25
Dick's & Company Ltd.	Engineering Depot Office Chairs	\$ 1,837.70
DIY Court	Gooseneck Basketball Hoops	\$ 19,032.50
Dollywood Foundation of Canada	Book Club	\$ 1,065.13
Dollywood Foundation of Canada	Book Club	\$ 1,054.80
Emco Supply	Water Parts & Hydrant	\$ 2,486.64
Emco Supply	Water & Sewer Parts	\$ 9,455.09
Emco Supply	Water Parts	\$ 4,319.11
Emco Supply	Valves - Water Parts	\$ 2,645.00
Exploits Valley Paving	Asphalt	\$ 2,277.00
Exploits Valley Paving	Asphalt - New Bay Road	\$ 2,846.25
Exploits Valley Paving	Asphalt - Canada Place	\$ 3,036.00
Exploits Valley Paving	Driveway - Remove & Replace - 8 Poplar Road	\$ 5,980.00
Exploits Valley Paving	Asphalt - Remove & Replace - 38 Muir Ave	\$ 4,485.00
Exploits Welding & Machine Shop	Screener - Unit #53 - Welding Service	\$ 2,227.42
Flat bay Band Inc.	Reaching Home	\$ 80,000.00
Gill's Construction Ltd.	Sods - Harmsworth Drive & Ski Trail	\$ 3,291.40
Graymont (NB) Inc.	Lime	\$ 28,154.73
Green Valley Landscaping Inc.	Sods - Harmsworth Drive & Ski Trail	\$ 1,163.80
Guillevin Internation Co.	Clubhouse - Hand Dryers	\$ 2,001.00
Hetek Solutions Inc.	Gas Monitor Repair/Calibration	\$ 1,309.90
Higher Talent	HR Consulting Services	\$ 1,837.90
Honeywell Ltd.	ESPC M&V Services	\$ 18,515.12
Hunt's Concrete Supplies	Concrete - Canada Place	\$ 2,124.05
Hunt's Concrete Supplies	Gordon Pinsent Form	\$ 1,040.98
Hunt's Concrete Supplies	Ice Control Sand	\$ 3,806.07
Hunt's Concrete Supplies	Main Street West - Concrete	\$ 2,795.65
Iconix Waterworks	Catch Basins & Risers	\$ 9,497.94
Imperial Dade Canada Inc.	Paper Towel & Tissue	\$ 1,546.88
Jav's Convenience	Community Groups Rental - April - August 2025	\$ 6,900.00
Jennifer Quigley	Reaching Home Site Visits	\$ 1,206.75
Joda Enterprises Ltd.	Payroll Services - July 2025	\$ 2,172.35
Joe Johnson Equipment Inc.	Unit - #2116 Suction Hose & Solenoid Stock	\$ 3,260.58

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Jonathan Mayo	First Aid Training - FH, OW, PR, TH	\$ 1,610.00
Landmark Surveys & Engineering Ltd.	Land Sale - Application #163910 - Crown Lands	\$ 1,840.00
Lawson Products Inc.	Shop Supplies	\$ 1,847.56
Lawson Products Inc.	Stock Room Supplies	\$ 1,810.78
Lawson Products Inc.	Stock Room Supplies	\$ 1,519.54
Lawton's Home Healthcare	Supply & Install Inclined Platform Wheelchair Lift	\$ 61,200.00
Linde Canada Inc.	Tank Rental	\$ 1,255.82
Lori K. Mercer, C.A	Audit - Financial Statements YE March 31, 2025	\$ 2,645.00
Marsh Motors Chrysler Ltd.	Unit #24 - Rotors & Pads	\$ 1,645.79
McCarthy's Heating Service Ltd.	17-MYCW-24-00004 CL#6	\$ 77,844.43
Midshore Construction Ltd.	Gangway Hinge Kit, Aluminum Gangway	\$ 8,332.43
Mount Peyton Hotel	Gearoid McCarthy Concert - Accommodations	\$ 3,454.60
Newfette Designs	Supplies for Pub Crawl	\$ 1,496.44
North Atlantic Petroleum	Diesel - 4515.0L Depot	\$ 6,604.55
OMB Parts & Industrial Ltd.	TR-11 - Tires & Install	\$ 1,662.22
Paint Shop	WS - Paint Supplies	\$ 1,035.57
PBO Industrial Disposal Inc.	Dump & Return - Whitmore Street Drop Off	\$ 13,800.00
PBO Industrial Disposal Inc.	Rental Weekly - WWTF	\$ 1,836.21
PBO Industrial Disposal Inc.	Landfill Charges - Scott Ave Location	\$ 2,157.29
PBO Industrial Disposal Inc.	Dump & Return - Whitmore Street Drop Off	\$ 13,800.00
PBO Industrial Disposal Inc.	Landfill Charges - 13 Prices Ave - WS	\$ 1,012.40
PBO Industrial Disposal Inc.	Rental Weekly - 7 Keats Place	\$ 1,243.38
PBO Industrial Disposal Inc.	Landfill Charges - Scott Ave Location	\$ 1,040.69
Petro Service	Proximity Keys	\$ 6,355.07
Related Holdings Ltd.	Community Group Rentals - CNVAS, EVCR, QSDT	\$ 2,242.50
Related Holdings Ltd.	Community Rental - CNVAS, QSDT, EVC	\$ 2,242.50
Rockwater Professional Products	Stock Room Supplies	\$ 1,084.87
Sharron's Sales & Service Ltd.	Unit #2113 - Tires & Mount	\$ 1,563.54
Sharron's Sales & Service Ltd.	Unit #2011 - Tires	\$ 3,127.08
Sharron's Sales & Service Ltd.	Tires - Unit#2012	\$ 1,590.91
Sherwin - Williams	Traffic Paint	\$ 11,426.40
Skir Mechanical	JBM - Oil Boiler	\$ 7,647.50
Skyhawk Telematics	Monthly Fee	\$ 1,586.14
SolidCAD	AutoCAD Subscription - Annual, Commercial, Standard - Q-925677	\$ 3,010.13
Stan Dawe	Drop Ceiling Supplies - REC Depot	\$ 1,366.46
Status of Women Central	Reaching Home	\$ 13,000.00
Stewart McKelvey	Legal Fees	\$ 3,711.05
Stingray	Salmon Festival Ads	\$ 1,058.00
Stingray	Salmon Festival Ads	\$ 1,380.00
Techno Metal Post	17-GI-22-00034 - Circular Road	\$ 21,476.25
The Cylinder Shoppe Inc.	Fix Snap Cutters	\$ 2,425.76
The Terrace Pub & Patio	Refreshment Tickets - Pub Crawl - Salmon Festival	\$ 1,393.00
Top Quality Cleaners	Janitorial Services - Town Hall	\$ 1,035.00
Top Quality Cleaners	Janitorial Services - Town Hall	\$ 1,035.00
Top Quality Cleaners	Janitorial Services - Excite	\$ 1,121.25
Total Fall Protection	Fall Protection Annual Inspection	\$ 1,855.58
Town of Grand Falls-Windsor	Employee Local Taxes Collected - June 2025	\$ 4,078.00
UAP Inc.	TR-11 - Brakes & Camshaft, etc.	\$ 4,554.30
UAP Inc.	Unit#119 - Hub & Dust Guard	\$ 1,668.19
UAP Inc.	Unit TR-11 - Brake Camshaft	\$ 1,196.92
UAP Inc.	Hydraulic 46	\$ 2,058.50
Western Petroleum	Diesel - 1050.0L Depot	\$ 1,598.73
Western Petroleum	Diesel - 2500.0L Depot	\$ 3,806.50
Western Petroleum	Gasoline - 3180.3L Depot	\$ 4,286.41
Western Petroleum	Diesel - 1520.0L Depot	\$ 2,319.60
Western Petroleum	Diesel - 4824.0L Depot	\$ 7,361.67
Western Petroleum	Hydraulic 46 - 2 Drums	\$ 3,184.43
Western Petroleum	Gasoline - 4483.2L Depot	\$ 6,088.86
Western Petroleum	Diesel - 3260.1L Depot	\$ 4,784.61
Western Petroleum	Diesel - 2900.7L Depot	\$ 4,259.83
Western Star Trucks Ltd.	Unit #2011	\$ 1,000.33

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Western Star Trucks Ltd.	Unit #142 - CPC Module and Programming	\$ 2,880.39
Wolseley Canada Inc.	Hydrant Diffuser	\$ 1,733.32
Xerox Canada Ltd.	ELQ513356 - Rental Invoice	\$ 1,310.62
Xylem	Lift Station Pump Station Inspection	\$ 7,213.49
TOTAL		\$ 895,524.26



INFORMATION NOTE

Title: Taxation Receivable Analysis – August 2025
Date Prepared: September 8, 2025
Report To: Regular Meeting of Council
Councillor and Role: Councillor Coady, Finance, Policy and Administration Lead
Department: Corporate Services

Issue:

Summary of taxation receivables for Council review.

Discussion – Background & Current Status:

This information note is prepared by staff and reviewed by Council which provides a summary of taxation receivables as of August 31st, 2025. The total taxation receivables amount to \$5,426,709, which is an increase of \$926,532 (20.59%) compared to the previous year. The accounts receivable aging shows that 69% of the receivables are current, with the remaining amounts spread across 1 year, 2 years, and 3+ years. Monthly collections for August 2025 amounted to \$799,796, which is approximately 13% of the total accounts receivable.

Staff have been utilizing water shut offs and sending reminder statements to residents and businesses who have yet to pay their balances. Please contact the Town Hall at 489-0402, 0403, or 0404 with any questions about your tax bill.

Budget/Financial Implications:

- Total tax revenue for 2025 increased by approximately 12%; this impacts the outstanding balance.
- As of August 2025, the outstanding balance being covered on a payment plan \$2,491,680 (46% of the total outstanding receivable).

Conclusion/Next Steps:

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

Approved by: Steve Gosse, CPA, CA

Date Approved: September 8, 2025



DECISION/DIRECTION NOTE

Title:	Open Call for Bids Summary – 05-2025
Date Prepared:	September 9, 2025
Report To:	Regular Meeting of Council
Councillor:	Councillor Coady - Lead
Department:	Corporate Services - Finance, Administration and Policy

Decision/Direction Required:

Council’s decision is required to award the installation of metal roofing at the clubhouse at Shanawdithit Centennial Field Complex.

Proposed Resolution for Council:

That Council award the Open Call for Bids related to Metal Roofing Installation to WR Excavation in the amount of \$17,300 plus HST.

Discussion – Background and Current Status:

The roof of the old baseball clubhouse is leaking and requires replacement. This building is currently being used for storage of various items for the Community Services Department.

Key Considerations/Implications:

1. Budget/Financial Implications: Nothing was budgeted for this amount in 2025. The funding for this project will be either from savings from other projects, or from Capital out of Revenue.

Recommendation:

To award this project to WR Excavation in the amount of \$17,300 plus HST.

Prepared by:

Approved by: Steve Gosse

Date Approved: 09/09/2025



DECISION/DIRECTION NOTE

Title:	Change in Meeting Schedule
Date Prepared:	September 9, 2025
Report To:	Regular Meeting of Council
Councillor:	Councillor Coady - Lead
Department:	Corporate Services - Finance, Administration and Policy

Decision/Direction Required:

Council's decision is required to update the Council Meeting Schedule to ensure the swearing in of new Councillors is completed within required time limits.

Proposed Resolution for Council:

That Council change the next Regular Meeting of Council to October 14, 2025.

Discussion – Background and Current Status:

The next Regular Meeting of Council is scheduled to take place on October 21, 2025 which is more than two-weeks later than the Municipal Election on October 2, 2025. The official swearing in of new Councillors must take place within two weeks of the election.

Recommendation:

To change the next Regular Meeting of Council to October 14, 2025.

Prepared by:

Approved by: Steve Gosse

Date Approved: 9/9/2025