



Regular Council Meeting - Aug 26 2025 Minutes

Time: 6:30 PM

Location: Council Chambers

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-08-113

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 Chamber of Commerce - MOU Signing

4. Adoption of Minutes

4.1 Minutes of July 15, 2025

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

RESOLUTION CM25-R-08-114

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 Community Recruitment and Retention Initiative

[Information Note](#) 

The Town of Grand Falls-Windsor has been granted \$10,000 through the Community Recruitment and Retention Incentive Program, an initiative led by the Government of Newfoundland and Labrador's Department of Health and Community Services.

7. Community Services – Recreation and Events

7.1 Special Events Update 2025

[Information Note](#) 

Council reviewed an update of Special Events for the first six months of 2025.

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

8.1 Household Hazardous Waste Day – May 2025 Summary

[Information Note](#) 

Council reviewed an information note regarding the results of the Household Hazardous Waste Day event held on May 10, 2025, and was advised of the next scheduled event in October.

9. Public Works & Development – Planning and Development

9.1 Relocation of “Chow Place” Street Name and Selection of Replacement Name

[Decision Note](#) 

That Council approve the relocation of the “Chow Place” street name to the new cul-de-sac off Main Street and further approve renaming the current Chow Place to “Sixth Place.”

RESOLUTION CM25-R-08-115

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

9.2 Approval of Municipal Plan Amendment No. 16, 2025 and Development Regulations Amendment No. 21, 2025 – Toulett Drive to Ogilvie Street

[Decision Note](#) 

That Council adopts the recommendation of the Commissioners' Report for Municipal Plan Amendment No. 16, 2025, and Development Regulations Amendment No. 21, 2025, prepared by Dan Noseworthy of LW Consultants, dated August 13, 2025.

Under the authority of Section 23 of the *Urban and Rural Planning Act, 2000*, the Town Council of Grand Falls-Windsor approves Amendment No. 16, 2025 to the Town of Grand Falls-Windsor Municipal Plan, as recommended in the Commissioners' Report dated August 13, 2025.

Under the authority of Section 23 of the *Urban and Rural Planning Act, 2000*, the Town Council of Grand Falls-Windsor approves Amendment No. 21, 2025 to the Town of Grand

Falls-Windsor Development Regulations, as recommended in the Commissioners' Report dated August 13, 2025.

RESOLUTION CM25-R-08-116

Moved by: Bob Hiscock

Seconded by: Holly Dwyer

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

Carried 7-0

9.3 Initiation of Development Regulation Amendment No. 26, 2025 – Industrial Light Zone

[Decision Note](#) 

That Council approve staff to commence the amendment process for Development Regulation Amendment No. 26, 2025, and proceed in accordance with the requirements of the Urban and Rural Planning Act, 2000.

RESOLUTION CM25-R-08-117

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

9.4 Initiation of Amendment Process – MPA-18 & DRA-23: Residential Care as Discretionary Use

[Decision Note](#) 

That Council approve staff to initiate the amendment process for MPA-18 and DRA-23 to allow Residential Care as a discretionary use in select Commercial and Residential zones, and to change Residential Care from a permitted to a discretionary use in the Rural Residential (RR-1) zone.

RESOLUTION CM25-R-08-118

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

- 9.5 Adoption of MPA 15, 2024 and DRA 20, 2024 – Sprucewood Estates

[Decision Note](#) 

Under the authority of Section 16 of the *Urban and Rural Planning Act, 2000*, the Town Council of Grand Falls-Windsor adopts Amendment No. 15, 2024 to the Town of Grand Falls-Windsor Municipal Plan and Amendment No. 20, 2024 to the Town of Grand Falls-Windsor Development Regulations, 2022-2032.

RESOLUTION CM25-R-08-119

Moved by: Bob Hiscock

Seconded by: Andrew Little

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

Carried 7-0

- 9.6 Adoption of Municipal Plan Amendment No. 9, 2024 and Development Regulations Amendment No. 13, 2024

[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. 9, 2024 and Development Regulations Amendment No. 13, 2024 to the Town of Grand Falls-Windsor Municipal Plan and Development Regulations, 2022-2032.

RESOLUTION CM25-R-08-120

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

9.7 Variance Request – Rear Yard Setback at 19 ½ Riverview Road

[Decision Note](#) 

That Council approve the variance request under Regulation 11 of the Town of Grand Falls-Windsor Development Regulations to allow a rear yard setback reduction of 0.34 metres at 19 ½ Riverview Road to support the construction of a duplex dwelling by Habitat for Humanity NL.

RESOLUTION CM25-R-08-121

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

9.8 Adoption of Municipal Plan Amendment No. 19, 2025 and Development Regulations Amendment No. 24, 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 Amendment No. 19, 2025 to the Grand Falls-Windsor Integrated Community Sustainability Municipal Plan, 2022–2032.

Under the authority of Section 16 of the Urban and Rural Planning Act, 2000, the Town Council of Grand Falls-Windsor adopts Amendment No. 24, 2025 to the Grand Falls-Windsor

Development Regulations, 2022–2032.

RESOLUTION CM25-R-08-122

Moved by: Bob Hiscock

Seconded by: Holly Dwyer

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

Carried 7-0

9.9 Selection of New Street Names – 2025 Ranking Results

[Information Note](#) 

The Town of Grand Falls-Windsor requires an updated approved list of street names to be used for new subdivisions and road extensions. This note presents the cumulative results of the ranking process.

9.10 [Public Works Reports](#) 

Public Works Report – Activities to End of July 2025

9.11 Proposed Construction of Cul-de-Sac Off Main Street (Near Toulett Drive) – Phase 1 Development

[Decision Note](#) 

That Council approve the construction of the cul-de-sac off Main Street to service the first three lots of the proposed multi-unit development, enabling the construction of up to 12 residential units.

RESOLUTION CM25-R-08-123

Moved by: Bob Hiscock

Seconded by: Andrew Little

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

9.12 Crown Lands Application – 374 Grenfell Heights

[Decision Note](#) 

That Council not support Crown Lands Application No. 164355 as submitted, but is prepared to support a reduced parcel not exceeding 15.24 metres (50 feet) in depth from the rear property line, consistent with adjacent lot extensions and subject to appropriate zoning and planning considerations.

RESOLUTION CM25-R-08-124

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

9.13 Rezoning Request – 1 St. Catherine Street (Millcrest Academy Site)

[Decision Note](#) 

That Council approve the rezoning of:

- The portion of the property at 1 St. Catherine Street currently zoned Public Use (PU) and Residential Medium Density (RM-1) to Commercial Neighbourhood (CN) to support the development of a Family Care Team medical facility; and
- The portion of the property along Lind Avenue currently zoned Public Use (PU) to Residential Medium Density (RM-1) to allow for future residential development.

RESOLUTION CM25-R-08-125

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

- 9.14 Rezoning Request – Land East of Red Cliff (Western Boundary of Grand Falls-Windsor)

[Decision Note](#) 

That Council approve the initiation of a rezoning process for a portion of land located east of Red Cliff, at the western boundary of Grand Falls-Windsor, currently zoned as Conservation (CON) and Rural (RUR), to be rezoned to Rural Residential (RR-1) for the purpose of facilitating future residential development.

RESOLUTION CM25-R-08-126

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. Corporate Services – Finance, Administration and Policy

- 10.1 Disbursement Report - August 26, 2025

[Information Note](#) 

[Disbursement Report.pdf](#) 

Council reviewed an information note provided a summary of disbursements over \$1,000 as of August 26th, 2025 in the amount of \$1,770,175.25

- 10.2 Tax Receivable Analysis - July 2025

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

- 10.3 Open Call for Bids - Tennis Court Resurfacing

[Decision Note](#) 

That Council award the Open Call for Bids related to Tennis Court Resurfacing to Tennis Construction Ltd. In the amount

of \$101,199 plus HST.

RESOLUTION CM25-R-08-127

Moved by: Amy Coady

Seconded by: Bob Hiscock

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

Carried 7-0

10.4 Labour Report - Week 30

[Information Note](#) 

Council is provided with a summary of labour costs for Public Works, Parks, ERWSC and Fire Hall up to week 30 of 2025.

11. Protective Services – Municipal Enforcement and Fire Department

11.1 Grand Falls-Windsor Fire Department Incident Response Report- Q2

[Information Note](#) 

Council to review Fire Department incident activity and trends for the period April 1 to June 30, 2025, based on operational reports.

11.2 Grand Falls- Windsor Municipal Enforcement Activity Report Q1 and Q2

[Information Note](#) 

Council to review Grand Falls –Windsor Municipal Enforcement Police Activities – January 1, 2025 to June 30, 2025.

12. Council Advisory Committees

13. External Committee

14. Other Business

- Community Events
- Back to School Motorist - Caution Reminder

- Nomination Reminder - Sept 8, 2025
- Election Reminder - Oct 2, 2025
- ATV/Dirtbike - Respect
- Water upgrades
- Congratulations/Acknowledgements

15. ADJOURNMENT

There being no other Business the meeting adjourned at 8:25 PM

RESOLUTION CM25-R-08-128

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



Mayor / Deputy Mayor

Adopted 09/16/25



CAO

<https://www.youtube.com/watch?v=7JcE5jePpvg>



INFORMATION NOTE

Title:	Community Recruitment and Retention in Health Care
Date Prepared:	Todd Mercer
Report To:	Community of the Whole – Public
Councillor:	Councillor Little - Lead
Department:	Community Services - Economic Development

Issue:

The Town of Grand Falls-Windsor has been granted \$10,000 through the Community Recruitment and Retention Incentive Program, an initiative led by the Government of Newfoundland and Labrador's Department of Health and Community Services. This funding will directly support strategies aimed at attracting and retaining healthcare professionals within the community.

Discussion – Background & Current Status:

The Community Services Department functions as a central point for community ambassadors. These ambassadors are dedicated to integrating new healthcare professionals into Grand Falls-Windsor by connecting them with local networks and interest-based groups. The Town's initiatives are closely aligned with both the "Welcome Home" Toolkit and the Health Accord NL, reinforcing the Department of Health and Community Services' 2023–2026 Strategic Plan, with a special focus on Population Health and Recruitment & Retention. The Town recognizes the significant challenges faced by Newfoundland and Labrador in competing for healthcare talent on a global scale.

This application details specific actions to boost the retention of healthcare professionals in Grand Falls-Windsor. These efforts emphasize wellness and highlight the advantages of living in rural Newfoundland and Labrador. Some proposed activities include:

- River Rafting
- Golf Lessons
- Visits to the Salmonid Interpretation Centre

- Educational initiatives with the Qalipu First Nation to explore local history, culture, and traditions
- Nature Hikes
- Introduction to Curling
- Introduction to Skating
- Introduction to Snowshoeing and Skiing

Efforts will be made to raise awareness among new arrivals and inform local residents about newcomers, with the goal of fostering welcoming and inclusive interactions. Collaboration with NLHS in Grand Falls-Windsor will facilitate the tracking of new arrivals, documentation of experiences, and identification of community needs and gaps.

The Timeline for this initiative is August 8, 2025 to March 31, 2026

Key Considerations/Implications:

1. Budget/Financial Implications – Total grant amount: \$10,000 to carry out all objectives. This is 100 percent funded. The Town will provide human resources to oversee, develop and carry out all objectives in this project.
 2. Partners or Other Stakeholders – The Town of Grand Falls-Windsor and NL Health Services will be the proponents of this project.
 3. Alignment with Strategic Directions – This Initiative is part of the Town's Economic Development goals and objectives for 2025 and fits perfectly with what it has already been doing in the community.
 4. Human Resource Implications – The Town of Grand Falls-Windsor will use its human resources to help with this objective through the Department of Community Services.
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Conclusion/Next Steps:

The Town of Grand Falls-Windsor and its Economic Development Department are focused on the following results from this initiative:

- Enhanced awareness among new arrivals regarding available community resources and support.
 - Increased understanding among Grand Falls-Windsor residents about the presence of newcomers and greater encouragement of welcoming behaviors.
 - Cultural events aimed at educating new citizens about the Indigenous Heritage of the community.
 - Ongoing collaboration with NLHS in Grand Falls-Windsor to monitor integration, document experiences, and address service or social gaps.
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Prepared by: Todd Mercer

Approved by: Darren Finn

Date Approved: 08/15/2025



INFORMATION NOTE

Title:	2025 Special Events Partnership List (March-June)
Date Prepared:	July 22, 2025
Report To:	Community of the Whole Public
Councillor:	Councillor Little - Lead
Department:	Community Services - Recreation and Events

Issue:

The Town of Grand Falls-Windsor Community Services Department has been very active in promoting community partnerships, active living, and activities that provide excitement throughout the Town.

Discussion – Background & Current Status:

The Community Services Department has compiled a list of events, activities, and special community partnerships carried out during the spring and summer season.

Key Considerations/Implications:

1. Budget/Financial Implications –Work carried out at these events are part of the Community Services departmental budget.
2. Partners or Other Stakeholders – The Community Services goal and objectives clearly outline the development of quality programs and events for the community to enjoy in partnership with community groups, organizations and individuals alike.
3. Alignment with Strategic Directions – Part of Community Services Goals and Objectives for 2025

Conclusion/Next Steps:

The Community Services Department continues to play a key role in helping to provide quality programs and services through partnerships within the community. This is carried out through the use of staff, facilities and equipment to provide the safest and enjoyable experience for all our residents and guests, and to provide support to any group where possible.

Prepared by: Todd Mercer

Approved by: Darren Finn

Date Approved: July 22, 2025



INFORMATION NOTE

Title:	Household Hazardous Waste Day – May 2025 Summary
Date Prepared:	July 25, 2025
Report To:	Council
Councillor:	Councillor Dwyer - Lead
Department:	Public Work and Development - Public Works, Buildings, and Facilities

Issue:

Council reviewed the results of the Household Hazardous Waste Day event held on May 10, 2025, and was advised of the next scheduled event in October.

Discussion – Background & Current Status:

At the request of the Town, Central Newfoundland Waste Management (CNWM) coordinated and executed a Household Hazardous Waste Day (HHWD) for Grand Falls-Windsor on May 10, 2025. The purpose of the event was to provide residents with a responsible and safe means to dispose of household hazardous materials.

CNWM supplied staffing, vehicles, equipment, and processing services. The total cost for the event was \$2,976.00, covering salaries, vehicle operation, and meal allowances. Materials collected included:

- 1 aerosol drum
- 1 propane drum
- 2 D pack containers
- 1 battery drum
- 1 propane cage

- 3 paint tubs
- 1 x 1000L tote of oil

The event was promoted through the Town's website and social media. Public participation was steady throughout the day, and operations were completed without incident.

A second HHWD event is scheduled for October 18, 2025, and further promotion will be provided in the lead-up to the date.

More details are available on the Town's website.

Key Considerations/Implications:

- **Budget:** The total cost of \$2,976.00 will be paid to CNWM under the Town's operating budget.
- **Strategic Alignment:** Supports Council's environmental stewardship and waste management goals.
- **Legal:** Event supports compliance with Provincial Regulations regarding hazardous waste disposal.
- **Other:** Provides residents with a service that enhances environmental responsibility and reduces illegal dumping.

Conclusion/Next Steps:

The May HHWD event was delivered successfully and cost-effectively by CNWM on behalf of the Town. Residents made good use of the service. Planning is underway for the next HHWD on October 18, 2025.

Prepared by: Nelson Chatman

Approved by: Nelson Chatman

Date Approved: July 25, 2025



DECISION/DIRECTION NOTE

Title:	Relocation of “Chow Place” Street Name and Selection of Replacement Name
Date Prepared:	July 3, 2025
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Decision/Direction Required:

Council direction is requested to approve the relocation of the “Chow Place” street name to a new cul-de-sac area off Main Street and to assign a replacement name for the existing Chow Place roadway.

Proposed Resolution for Council:

That Council approve the relocation of the “Chow Place” street name to the new cul-de-sac off Main Street and further approve renaming the current Chow Place to “Sixth Place.”

Discussion – Background and Current Status:

This matter was brought forward by the Mayor, who noted that naming the new cul-de-sac off Main Street as “Chow Place” would be more appropriate as it better reflects the area where Mr. Chow lived and operated for many years. The relocation of the name preserves the historic recognition while aligning it geographically with Mr. Chow’s former residence and business location.

In reviewing options for the existing Chow Place, Administration assessed potential replacement names. A neutral, non-historic name was preferred to avoid confusion or duplication with the approved list of commemorative street names. Numbered street names are consistent with nearby streets in this area and

support clarity in addressing. “Sixth Place” has been reviewed and confirmed not to conflict with any other civic street names in the Town’s registry.

Key Considerations/Implications:

- **Budget:** No significant cost impacts beyond signage replacement and notification to relevant services and property owners.
- **Strategic Alignment:** Supports Council’s objectives to preserve local heritage while maintaining clear and consistent civic addressing.
- **Legal:** Street renaming requires formal Council approval and registration in the municipal civic addressing system.
- **Other:** Notifications will be issued to residents, emergency services, utility providers, and other relevant agencies.

Recommendation:

It is recommended that Council proceed with the relocation of “Chow Place” to the new cul de sac off Main Street and rename the existing Chow Place as “Sixth Place.”

Prepared by: Nelson Chatman, P. ENG

Approved by: Nelson Chatman, P. ENG

Date Approved: July 3, 2025



DECISION/DIRECTION NOTE

Title:	Approval of Municipal Plan Amendment No. 16, 2025 and Development Regulations Amendment No. 21, 2025 – Toulett Drive to Ogilvie Street
Date Prepared:	August 13, 2025
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Decision/Direction Required:

Council approval is required to proceed with the final approval of Municipal Plan Amendment No. 16, 2025 and Development Regulations Amendment No. 21, 2025, following completion of the Public Hearing process and receipt of the Commissioner’s Report.

Proposed Resolution for Council:

That Council adopts the recommendation of the Commissioner’s Report for Municipal Plan Amendment No. 16, 2025, and Development Regulations Amendment No. 21, 2025, prepared by Dan Noseworthy of LW Consultants, dated August 13, 2025.

Under the authority of Section 23 of the *Urban and Rural Planning Act, 2000*, the Town Council of Grand Falls-Windsor approves Amendment No. 16, 2025 to the Town of Grand Falls-Windsor Municipal Plan, as recommended in the Commissioner’s Report dated August 13, 2025.

Under the authority of Section 23 of the *Urban and Rural Planning Act, 2000*, the Town Council of Grand Falls-Windsor approves Amendment No. 21, 2025 to the Town of Grand Falls-Windsor Development Regulations, as recommended in the Commissioner’s Report dated August 13, 2025.

Discussion – Background and Current Status:

The Town proposes to re-designate and re-zone an area of land between Toulett Drive (near Queensway) and Ogilvie Street to allow for high-density multi-unit residential development, helping address housing availability and affordability while using existing municipal services.

- Municipal Plan Amendment No. 16, 2025 re-designates the land from “Natural Open Space,” “Commercial,” and “Public Use” to “Urban Residential” on the Future Generalized Land Use Map.
- Development Regulations Amendment No. 21, 2025 re-zones the land from “Conservation,” “Commercial General,” “Public Use,” and “Single Unit Urban Residential (RS-3)” to “Residential RM-2 High Density Multi-Unit Residential Zone.”

The amendments were adopted by Council on June 17, 2025, and released from Provincial Review on June 12, 2025, by the Department of Municipal Affairs and Community Engagement.

A Public Hearing was held on July 21, 2025, as required by Section 18 of the Urban and Rural Planning Act, 2000. Three written submissions and six verbal presentations were received, raising concerns about:

- Increased traffic
- Loss of privacy and green space
- Decreased property values
- Preference for development in other areas

The Commissioner’s Report, dated August 12, 2025, concluded:

- The Town met all legislative requirements in preparing and adopting the amendments.
- While acknowledging resident concerns, the amendments were found to be in the community’s overall interest.
- Recommended Council approve the amendments as adopted.
- Suggested Council consider a cul-de-sac road design during subdivision planning.

Key Considerations/Implications:

- **Budget:** No direct financial impact from approval; development costs borne by the developer.
 - **Strategic Alignment:** Supports housing development objectives in the Integrated Community Sustainability Municipal Plan.
 - **Legal:** Process followed in compliance with the Urban and Rural Planning Act, 2000.
 - **Public Input:** Concerns noted and addressed through the Commissioner’s analysis; recommendation to proceed remains.
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Recommendation:

That Council approve Municipal Plan Amendment No. 16, 2025 and Development Regulations Amendment No. 21, 2025, as adopted on June 17, 2025, and submit them to the Department of Municipal Affairs and Community Engagement for registration.

Prepared by: Nelson Chatman, P.ENG

Approved by: Nelson Chatman

Date Approved: August 14, 2025



DECISION/DIRECTION NOTE

Title:	Initiation of Development Regulation Amendment No. 26, 2025 – Industrial Light Zone
Date Prepared:	July 30, 2025
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Decision/Direction Required:

Council approval is requested to authorize staff to commence the amendment process for Development Regulation Amendment No. 26, 2025, in accordance with the Urban and Rural Planning Act, 2000.

Proposed Resolution for Council:

That Council approve staff to commence the amendment process for Development Regulation Amendment No. 26, 2025, and proceed in accordance with the requirements of the Urban and Rural Planning Act, 2000.

Discussion – Background and Current Status:

The Town’s current Development Regulations 2022–2032 include limitations on Industrial Light (IL) Zone accessory uses and general development standards that no longer reflect the operational realities of some industrial users. Amendment No. 26, 2025 proposes the following key changes:

- **Definition of "Industrial Light"** is updated to include:
 - Temporary short-term accommodations (e.g., dormitory or hostel-style housing) for employees or contractors directly tied to the principal use;

- Flexibility to permit offices accessory to the primary use to be located elsewhere on the lot, not necessarily within the principal building.
- **Accessory Employee Residential** definition is expanded to allow for both:
 - A dwelling unit within the principal building for one employee; and
 - Temporary accommodations for staff or contractors engaged in the industrial operation, including outside of the principal building where appropriate.
- **IL Zone – Conditions of Use** are revised to remove the restriction requiring accessory offices to be within the principal structure and to add a new clause regulating the temporary residential accommodations permitted in this zone.
- **General Regulations for Accessory Buildings (Section 7.5.1)** are clarified to specify that height restrictions (i.e., maximum 6 metres and not exceeding the height of the principal building) apply only in residential zones.

Collectively, these changes support increased flexibility for industrial operations, especially where workforce housing or expanded administrative capacity is required. If approved by Council, staff will submit the proposed amendment to the Department of Municipal Affairs and Community Engagement and proceed through the required steps under the Urban and Rural Planning Act, 2000.

Key Considerations/Implications:

- **Budget:** No budget implications at this stage.
 - **Strategic Alignment:** Supports industrial growth, operational flexibility, and improved regulatory clarity.
 - **Legal:** Must follow procedures under the Urban and Rural Planning Act, 2000.
 - **Other:** The proposed changes affect definitions, general regulations, and Industrial Light zone standards.
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Recommendation:

That Council approve staff to commence the process for Development Regulation Amendment No. 26, 2025.

Prepared by: Nelson Chatman

Approved by: Nelson Chatman

Date Approved: August 1, 2025



DECISION/DIRECTION NOTE

Title:	Initiation of Amendment Process – MPA-18 & DRA-23: Residential Care as Discretionary Use
Date Prepared:	August 1, 2025
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Decision/Direction Required:

Council approval is requested to initiate the amendment process for MPA-18 and DRA-23 to modify the use class of Residential Care within the Town’s Municipal Plan and Development Regulations.

Proposed Resolution for Council:

That Council approve staff to initiate the amendment process for MPA-18 and DRA-23 to allow Residential Care as a discretionary use in select Commercial and Residential zones, and to change Residential Care from a permitted to a discretionary use in the Rural Residential (RR-1) zone.

Discussion – Background and Current Status:

The Town is proposing to amend its Integrated Community Sustainability Municipal Plan (2022–2032) and associated Development Regulations to respond to the evolving definition and role of Residential Care facilities, as outlined in DRA-25.

Key elements of the proposed amendment include:

- Adding Residential Care as a discretionary use in:
 - Commercial General
 - Commercial Highway
 - Commercial Neighbourhood
 - Commercial Downtown
 - Residential RM-1 and RM-2
- Changing Residential Care from a permitted use to a discretionary use in the Rural Residential (RR-1) zone.

This aligns with Council's intention to:

- Support broader geographic distribution of Residential Care facilities.
- Improve land use flexibility in addressing special housing needs.
- Ensure site compatibility through discretionary review.

These amendments will undergo public consultation and review per the Urban and Rural Planning Act, 2000.

Key Considerations/Implications:

- **Budget:** No direct budget impacts. Staff time will be required for processing and public consultation.
- **Strategic Alignment:** Supports inclusive planning, housing choice, and community wellness.
- **Legal:** Follows due process as required under the Urban and Rural Planning Act, 2000.

Recommendation:

It is recommended that Council approve staff to initiate the proposed amendments under MPA-18 and DRA-23 to update the Residential Care use provisions in the Town's Municipal Plan and Development Regulations.

Prepared by: Nelson Chatman

Approved by: Nelson Chatman

Date Approved: August 1, 2025



DECISION/DIRECTION NOTE

Title:	Adoption of MPA 15, 2024 and DRA 20, 2024 – Sprucewood Estates
Date Prepared:	August 4, 2025
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Decision/Direction Required:

Council approval is required to adopt Municipal Plan Amendment No. 15, 2024 and Development Regulations Amendment No. 20, 2024, following the Section 15 release from the Department of Municipal Affairs and Community Engagement under the *Urban and Rural Planning Act, 2000*.

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 Amendment No. 15, 2024 to the Town of Grand Falls-Windsor Municipal Plan and Amendment No. 20, 2024 to the Town of Grand Falls-Windsor Development Regulations, 2022-2032.

Discussion – Background and Current Status:

The Department of Municipal Affairs and Community Engagement has completed its Section 15 review and formally released the amendments on August 5, 2025. Council may now proceed to adopt both amendments under Section 16 of the Act.

These amendments are required to facilitate the Sprucewood Estates subdivision—a proposed 173-unit mixed residential development on lands located behind the Golden Estate Years Seniors Home and extending toward the Trans-Canada Highway. The amendments will redesignate the area from Comprehensive Development Area-Residential (CDA-R) to Urban Residential in the Municipal Plan and rezone it to the Low and Medium Density Multi-Unit Residential (RM-1) Zone under the Development Regulations.

The proposed development will include a mix of housing types, including single detached, semi-detached, senior-friendly one-storey townhomes, and two-storey townhomes. A Comprehensive Development Scheme has been prepared to guide access, servicing, and phased expansion. The project aligns with Council’s housing growth objectives.

Public consultation occurred in February 2025. Two submissions were received expressing concerns related to greenbelt loss, existing infrastructure condition, and access to adjacent lands. These were reviewed by staff, and responses were provided. No issues were identified that would prevent the application from proceeding.

Now that the provincial release has been granted under Section 15 of the Act, Council must proceed to formally adopt the amendments and schedule a Public Hearing.

Key Considerations/Implications:

- **Budget:** No financial impact to the Town. All servicing and infrastructure costs are to be borne by the developer.
- **Strategic Alignment:** Advances the Town’s housing and growth priorities under the 2022–2032 Integrated Community Sustainability Municipal Plan.
- **Legal:** Aligns with the *Urban and Rural Planning Act, 2000*. Section 15 release has been received, and adoption is now required under Section 16.

Recommendation:

That Council adopt MPA No. 15, 2024 and DRA No. 20, 2024, as released by the Province, to support the Sprucewood Estates residential development.

Prepared by: Nelson Chatman

Approved by: Nelson Chatman

Date Approved: August 5, 2025



DECISION/DIRECTION NOTE

Title:	Adoption of Municipal Plan Amendment No. 9, 2024 and Development Regulations Amendment No. 13, 2024
Date Prepared:	August 5, 2025
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Decision/Direction Required:

The Municipal Plan Amendment No. 9, 2024 and Development Regulations Amendment No. 13, 2024, requires formal adoption by Council following the release by the Minister of Municipal Affairs and Community Engagement in accordance with the *Urban and Rural Planning Act, 2000*.

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. 9, 2024 and Development Regulations Amendment No. 13, 2024 to the Town of Grand Falls-Windsor Municipal Plan and Development Regulations, 2022-2032.

Discussion – Background and Current Status:

Municipal Plan Amendment No. 9, 2024 and Development Regulations Amendment No. 13, 2024 were developed to facilitate the repurposing of former commercial and civic buildings for higher density residential use. The amendments apply to several zones, including Commercial General, Commercial Neighbourhood, Commercial Highway, Commercial Downtown, and Public Use.

These changes enable the adaptive reuse of underutilized properties and support housing intensification in strategic areas already serviced by municipal infrastructure. The amendments also include provisions to allow shipping containers as accessory buildings in the Public Use zone under specific conditions.

Public consultation was carried out in accordance with the *Urban and Rural Planning Act, 2000*, including online posting and advertisement in the NL Wire. No objections or representations were received.

Following the submission of the required Section 15 documentation, the Town has received the necessary release from the Department of Municipal Affairs and Community Engagement, allowing Council to proceed with formal adoption and registration of the amendments.

Key Considerations/Implications:

- **Budget:** No direct financial impact resulting from the adoption.
 - **Strategic Alignment:** Aligns with Council's objectives to enable adaptive reuse and increase housing stock within serviced areas.
 - **Legal:** Complies with the *Urban and Rural Planning Act, 2000*.
 - **Other:** No objections received during the public consultation phase.
-

Recommendation:

That Council adopt the amendments as prepared and submitted, enabling the Town to proceed with the amendment in accordance with the *Urban and Rural Planning Act 2000*.

Prepared by: Nelson Chatman

Approved by: Nelson Chatman

Date Approved: August 6, 2025



DECISION/DIRECTION NOTE

Title:	Variance Request – Rear Yard Setback at 19 ½ Riverview Road
Date Prepared:	August 7, 2025
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Decision/Direction Required:

Council is asked to consider a variance request submitted by Habitat for Humanity NL for the property located at 19 ½ Riverview Road. The request seeks to reduce the minimum rear yard setback requirement by 0.34 metres to allow for the construction of a duplex dwelling.

Proposed Resolution for Council:

That Council approve the variance request under Regulation 11 of the Town of Grand Falls-Windsor Development Regulations to allow a rear yard setback reduction of 0.34 metres at 19 ½ Riverview Road to support the construction of a duplex dwelling by Habitat for Humanity NL.

Discussion – Background and Current Status:

The Department of Public Works and Development received a variance application related to the construction of a duplex at 19 ½ Riverview Road. The proposed development will result in an encroachment of 0.34 metres into the required 7.5 metre rear yard setback.

As per Regulation 11 of the Development Regulations, notice of the variance was provided to property owners in the immediate vicinity on July 24, 2025. The response deadline was August 7, 2025. No objections were received during the public notification period.

This request is tied to a development permit approved on April 8, 2025. The applicant, Habitat for Humanity NL, has requested the variance to support affordable housing construction. The encroachment is minimal and does not impact adjacent properties.

Key Considerations/Implications:

- **Budget:** No impact to the Town's budget.
- **Strategic Alignment:** Supports affordable housing and community development initiatives.
- **Legal:** Complies with Regulation 11 of the Development Regulations.
- **Other:** No objections received from the public.

Recommendation:

Approve the variance request as submitted.

Prepared by: Nelson Chatman

Approved by: Nelson Chatman

Date Approved: August 7, 2025



DECISION/DIRECTION NOTE

Title:	Adoption of Municipal Plan Amendment No. 19, 2025 and Development Regulations Amendment No. 24, 2025
Date Prepared:	August 7, 2025
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Decision/Direction Required:

Council's decision is required on whether to adopt Municipal Plan Amendment No. 19, 2025 and Development Regulations Amendment No. 24, 2025, as released from provincial review under Section 15 of the Urban and Rural Planning Act, 2000.

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 Amendment No. 19, 2025 to the Grand Falls-Windsor Integrated Community Sustainability Municipal Plan, 2022–2032.

Under the authority of Section 16 of the Urban and Rural Planning Act, 2000, the Town Council of Grand Falls-Windsor adopts Amendment No. 24, 2025 to the Grand Falls-Windsor Development Regulations, 2022–2032.

Discussion – Background and Current Status:

The Town has received provincial release for MPA 19 and DRA 24, allowing Council to proceed with formal adoption. These amendments relate to a proposed high-density residential development at 109 Lincoln Road, which is anticipated to provide 50–60 new housing units consisting of one- and two-bedroom apartments. The development aligns with recommendations in the HART Community Housing Report (2024) and responds directly to the identified need for affordable housing in the Town.

Key details of the proposed amendments include:

- MPA 19 re-designates portions of land from “Commercial” and “Recreation Open Space” to “Urban Residential” on the Municipal Plan’s Future Land Use Map.
- DRA 24 rezones land from “Commercial General (CG),” “Single Unit Small Lot Residential (RS-2),” and “Recreation Open Space (ROS)” to “Residential RM-2” on the Land Use Zoning Map.

The subject property has direct access from both Lincoln Road and Union Street. Union Street access will be realigned using adjacent undeveloped Town-owned land, which has no current recreational use.

Public notice was issued in June 2025 in accordance with the Urban and Rural Planning Act, 2000. No public objections or comments were received. As such, a Public Hearing may be cancelled under Section 21 of the Act if no submissions are received two days prior to the scheduled Hearing.

Key Considerations/Implications:

Budget: No direct financial impact at this stage. The development supports long-term growth and housing objectives, which may influence future infrastructure planning and investment.

Strategic Alignment: Supports the Town’s housing objectives and aligns with the HART Community Housing Report. Increases residential density in a serviced area and utilizes underused land.

Legal: Complies with the Urban and Rural Planning Act, 2000. Provincial release has been received.

Public Engagement: Initial public notice issued. No submissions or objections received. Can schedule Public Hearing after adoption.

Operational: No immediate operational impact. Future servicing requirements to be coordinated through development agreements.

Recommendation:

That Council proceed to adopt Municipal Plan Amendment No. 19, 2025 and Development Regulations Amendment No. 24, 2025, and move forward with the next steps under the Urban and Rural Planning Act, 2000.

Prepared by: Nelson Chatman

Approved by: Nelson Chatman

Date Approved: August 7, 2025



INFORMATION NOTE

Title:	Selection of New Street Names – 2025 Ranking Results
Date Prepared:	July 2, 2025
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Issue:

The Town of Grand Falls-Windsor requires an updated approved list of street names to be used for new subdivisions and road extensions. This note presents the cumulative results of the ranking process.

Discussion – Background & Current Status:

As part of the established process first detailed in the March 26, 2025 Information Note, each member of Council submitted a ranked list of 10 proposed street names. Points were awarded based on rank:

- 1st choice = 10 points
- 2nd choice = 9 points
- ...
- 10th choice = 1 point

All submissions were compiled and scored. In cases where multiple names received the same point total, preference was given to names that appeared in more than one submission.

Below is the final ranked list of the Top 10 street names:

Rank	Street Name	Total Score
1	Brain	37
2	Fewer	18
3	Qulliam	17
4	Morris	15
5	Grimes	14
6	Connors	11
7	Hillier	11
8	Arklie	10
9	Noftall	10
10	Pelley	10

These names will be used for future street naming, following this priority order.

Key Considerations/Implications:

- **Transparency:** The process was consistent with prior Council direction and clearly documented.
- **Operational Readiness:** An approved list will prevent delays in naming new subdivisions.
- **Community Input:** Several names reflect public submissions and local heritage.

Conclusion/Next Steps:

This process allowed full Council participation and produced an objective, transparent outcome. Staff will incorporate the above list, in the priority order shown, into the Town's official street name registry for use in naming future streets.

Prepared by: Nelson Chatman, P. ENG

Approved by: Nelson Chatman, P. ENG

Date Approved: August 18, 2025



INFORMATION NOTE

Title:	Public Works Report – Activities to End of July 2025
Date Prepared:	August 20, 2025
Report To:	Council
Councillor:	Councillor Dwyer - Lead
Department:	Public Work and Development - Public Works, Buildings, and Facilities

Issue:

To update Council on operational highlights and key work completed by the Public Works Division during the first half of 2025.

Discussion – Background & Current Status:

The Public Works Division continues to be fully engaged throughout the summer season, responding to summer events, infrastructure maintenance needs, and service requests. The following summarizes key activities completed from January to July 2025:

Water and Sewer

- 62 plugged sewer calls
- 28 Water Leaks
- 12 Main break repairs
- 68 Curb stop located
- 46 Curb stop repairs
- More than 200m of water and sewer lines, including new service connections, have been completed in total

Street & Infrastructure Maintenance:

- Asphalt patching: 2001.77sqm
- Signage: 4 street signs, 51 regulatory signs, 29 sign posts
- Concrete Works: 45.1m curb & gutter, 323.7m sidewalk, 10 manhole repair/replace
22 catch basin repair/replace, and 51.4cbm of concrete used.
- Paint: 1887L of white and 1425L of yellow used.

Parks Operations:

- Landscaping: 1402.5sqft of topsoil seed, and 9.5sqft of sods used.
- Regular parks operations
- Regular maintenance on soccer and baseball fields
- Renovations ongoing at Development Division in the Town Hall
- Preparing stadiums for upcoming season

Key Considerations/Implications:

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

Conclusion/Next Steps:

Although Public Works remain ready for all additional events, focus now shifts toward fall/winter operations. Crews are preparing the stadiums and snow clearing equipment.

Prepared by: Deanna Compton

Approved by: Nelson Chatman

Date Approved: August 22, 2025



DECISION/DIRECTION NOTE

Title:	Proposed Construction of Cul-de-Sac Off Main Street (Near Toulett Drive) – Phase 1 Development
Date Prepared:	July 29, 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 partial road construction to support initial housing development on the Main Street West subdivision.

Proposed Resolution for Council:

That Council approve the construction of the cul-de-sac off Main Street to service the first three lots of the proposed multi-unit development, enabling the construction of up to 12 residential units.

Discussion – Background and Current Status:

The Town issued an Expression of Interest (EOI) for a 40-unit residential subdivision off Main Street near Toulett Drive. Despite engineering, incentives, and a comprehensive package provided to proponents, the EOI closed with no formal submissions.

Given the lack of interest from the development community, staff recommends that the Town proceed with constructing a portion of the subdivision to help stimulate private builder involvement. Specifically, this

would include completing the road and full municipal servicing to the first three lots, which are designed to accommodate 12 residential units.

The proposed cost to complete this work, including underground infrastructure (water, sanitary, and storm), curb, sidewalk, and base asphalt, is estimated at approximately \$650,000. This will get the majority of the infrastructure in place to the first lots. This may make the remaining lots more feasible for developers.

To fund the project, staff are recommending a 50/50 cost-sharing model between the Housing Accelerator Fund (HAF) and the Town. Under this approach, the estimated \$650,000 construction cost would be split evenly, with each party contributing approximately \$325,000.

This funding strategy allows the Town to move forward without delay while maximizing use of available HAF funding. It balances municipal investment with external support, demonstrates commitment to meeting housing targets, and positions the site for future private-sector uptake.

The lots will be offered with pre-approved multi-unit housing designs and remain eligible for existing Town incentives, including the Housing Incentive Program (HIP). This phased development model enables the Town to reduce developer risk, stimulate activity, and create visible momentum on new housing starts.

Key Considerations/Implications:

- **Budget:**
Estimated cost is \$650,000. Council using a shared model (50/50). Town funds would come from the Capital Works Budget or reserves.
- **Strategic Alignment:**
Supports housing development goals and HAF commitments. Improves market conditions for multi-unit construction on Town-serviced land.
- **Legal:**
Work will proceed under standard procurement and engineering oversight. No rezoning required.

Recommendation:

That Council authorize Town staff to proceed with construction of the cul-de-sac to service the first three lots of the Main Street West subdivision, with a goal of facilitating construction of up to 12 housing units.

Prepared by: Nelson Chatman

Approved by: Nelson Chatman

Date Approved: August 22, 2025



DECISION/DIRECTION NOTE

Title:	Crown Lands Application – 374 Grenfell Heights
Date Prepared:	July 23, 2025
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Decision/Direction Required:

Council direction is required on whether to support or oppose the Crowns Land Application submitted for the extension of the property at 374 Grenfell Heights.

Proposed Resolution for Council:

That Council not support Crown Lands Application No. 164355 as submitted, but is prepared to support a reduced parcel not exceeding 15.24 metres (50 feet) in depth from the rear property line, consistent with adjacent lot extensions and subject to appropriate zoning and planning considerations.

Discussion – Background and Current Status:

An application was submitted to acquire approximately 0.18 hectares of Crown Lands to the rear of 374 Grenfell Heights for the purpose of:

- Constructing a seasonal storage shed
- Installing a greenhouse for personal use
- Parking space for an enclosed trailer and a travel trailer

The requested extension proposes a rearward depth of 200 feet. The property is zoned Comprehensive Development Area – Residential (CDA-R), which requires coordinated long-term planning and prohibits piecemeal expansion inconsistent with the Town’s subdivision and growth strategies.

The subject area is located within the Town’s identified long-term residential development corridor for Grenfell Heights. Granting the application as submitted would interfere with the ability to service and design future subdivisions and compromise land use continuity.

However, several adjacent properties along this section of Grenfell Heights have previously received approval for rear yard extensions of up to 15.24 metres (50 feet). In consideration of this precedent and to maintain consistency along the corridor, the Town is prepared to support a reduced application that aligns with these prior approvals.

Key Considerations/Implications:

Budget:

No immediate cost implications. Allowing only limited extensions protects future servicing efficiency and reduces long-term infrastructure complexity.

Strategic Alignment:

The adjusted support aligns with the Town’s Municipal Plan and preserves the integrity of the CDA-R zoning and long-term residential expansion strategy.

Legal:

A reduced parcel may be supported subject to Development Regulations and future subdivision planning. Any approved parcel must not interfere with planned municipal roadways or infrastructure.

Recommendation:

That Council not support Crown Lands Application No. 164355 as submitted but support a revised application for a maximum 15.24 metre (50 foot) extension at the rear of 374 Grenfell Heights, consistent with adjacent lot extensions and subject to zoning and future development considerations.

Prepared by: Nelson Chatman, P. ENG

Approved by: Nelson Chatman

Date Approved: 2025-08-22



DECISION/DIRECTION NOTE

Title:	Rezoning Request – 1 St. Catherine Street (Millcrest Academy Site)
Date Prepared:	August 22, 2025
Report To:	Council
Councillor:	Councillor Hiscock - Lead
Department:	Public Works and Development - Planning and Development

Decision/Direction Required:

Council direction is requested to initiate a rezoning amendment at 1 St. Catherine Street to accommodate the development of a new medical facility and supporting residential uses.

Proposed Resolution for Council:

That Council approve the rezoning of:

- The portion of the property at 1 St. Catherine Street currently zoned Public Use (PU) and Residential Medium Density (RM-1) to Commercial Neighbourhood (CN) to support the development of a Family Care Team medical facility; and
- The portion of the property along Lind Avenue currently zoned Public Use (PU) to Residential Medium Density (RM-1) to allow for future residential development.

Discussion – Background and Current Status:

GDR Enterprises Ltd. has submitted a request to rezone the former Millcrest Academy site to enable the development of a Family Care Team Medical Centre and a series of residential units. Conceptual plans include a modern clinic fronting St. Catherine Street and new residential dwellings fronting Lind Avenue .

Key zoning adjustments required to accommodate this proposal include:

- Rezoning the area designated for the Medical Centre from PU and RM-1 to Commercial Neighbourhood (CN) to align with permitted uses for health services and office-type facilities.
- Rezoning the remaining PU lands along Lind Avenue to RM-1, allowing for low-to-medium density housing. This will act as a transitional buffer between the new medical development and the long-standing residential neighbourhood.

These changes better reflect the intended use of the site, improve land use compatibility, and support local and provincial healthcare service delivery objectives.

Key Considerations/Implications:

- **Budget:** No direct municipal cost associated with the rezoning process.
- **Strategic Alignment:** Advances the Town's strategic goals for healthcare access, infill development, and maximizing existing serviceable land.
- **Legal:** Requires a formal amendment to the Grand Falls-Windsor Development Regulations 2022–2032, including public notification and engagement as per the Urban and Rural Planning Act.
- **Community Impact:** Supports improved health service delivery, residential intensification, and appropriate land use buffering.

Recommendation:

That Council approve initiating the rezoning process as outlined, with the appropriate public consultation and departmental review, to enable the development of a Family Care Team medical facility and residential housing on the former Millcrest Academy site.

Prepared by: Nelson Chatman

Approved by: Nelson Chatman

Date Approved: August 22, 2025



DECISION/DIRECTION NOTE

Title:	Rezoning Request – Land East of Red Cliff (Western Boundary of Grand Falls-Windsor)
Date Prepared:	August 22, 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 proceeding with a zoning amendment to rezone a portion of land east of Red Cliff, located at the western boundary of Grand Falls-Windsor, from Conservation (CON) and Rural (RUR) to Rural Residential (RR-1), to accommodate future residential development.

Proposed Resolution for Council:

That Council approve the initiation of a rezoning process for a portion of land located east of Red Cliff, at the western boundary of Grand Falls-Windsor, currently zoned as Conservation (CON) and Rural (RUR), to be rezoned to Rural Residential (RR-1) for the purpose of facilitating future residential development.

Discussion – Background and Current Status:

The Department of Public Works and Development received a request to rezone a section of land Red Cliff, positioned at the Town’s western boundary, for the purpose of residential development. The area in question spans across two existing zoning designations: Conservation (CON) and Rural (RR-1)

The intent is to rezone the full area to Rural Residential (RR-1) to support low-density residential development. This zoning is more appropriate for the intended use and will allow for potential subdivision and construction in a rural-residential context.

The proposed rezoning requires internal technical review to assess land suitability, access, servicing feasibility, and consistency with planning policies. Council's approval is required to initiate the formal rezoning and amendment process in accordance with the Urban and Rural Planning Act 2000.

Key Considerations/Implications:

- **Budget:** No immediate cost implications. Future servicing requirements will be assessed during staff review.
 - **Strategic Alignment:** Supports the Town's objective to expand residential land inventory a manage growth in a sustainable and controlled manner.
 - **Legal:** Subject to the statutory amendment process, including public notification and consultation as per the Urban and Rural Planning Act 2000.
 - **Other:** Consolidating CON and RUR zoning into RR-1 provides a clearer path for development and aligns with intended land use.
-

Recommendation:

It is recommended that Council approve the initiation of the rezoning process to change the zoning of the subject area from Conservation (CON) and Rural (RUR) to RR-1, and that staff proceed with necessary internal review, public notification, and preparation of the required amendment.

Prepared by: Nelson Chatman

Approved by: Nelson Chatman

Date Approved: August 22, 2025



INFORMATION NOTE

Title:	Disbursement Report – August 26, 2025
Date Prepared:	August 15, 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 August 26th, 2025 in the amount of \$1,770,175.25.

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: 08-15-2025

Vendor	ACCT - DESCRIPTION	TOTAL
Allnorth Consultants Ltd.	Design & Development	\$ 6,461.85
Ackland's-Grainger Inc.	Compressor Service	\$ 2,545.63
Action Truck Caps & Accessories Ltd.	Arrow Board - Unit#147	\$ 2,299.94
AllRock Consulting Ltd.	2025 GFW Paving	\$ 1,152.76
Armtec Inc.	Storm Pipe - HDPE Pipe	\$ 3,634.23
Atlantic Purification Systems	Buffer & Reagent	\$ 1,145.40
Aunt Jean's Place	Reaching Home	\$ 37,500.00
Best Buy Canada Ltd.	Xerox C236/DNI Laser Color Printer	\$ 5,061.01
Brad Saunders	Entertainment - Salmon Festival	\$ 1,250.00
Brandt Tractor Ltd.	Unit#48 - Mulching Teeth	\$ 1,049.08
Brian Grouchy	Entertainment - Salmon Festival	\$ 1,200.00
Buckle's Enterprises Ltd.	4 Busses - Salmon Festival Pub Crawl	\$ 3,910.00
Canadian Tire	AC - Town Hall	\$ 1,446.60
CBCL Limited	Progress Claim - 99-2024-8390	\$ 12,325.03
Central Newfoundland Waste Mgmt.	Residential Waste & Town Clean Up	\$ 113,582.10
Chemtrade Chemicals Canada Ltd.	Alum - June 2025	\$ 20,143.76
Chemtrade Chemicals Canada Ltd.	Alum - June 2025	\$ 20,169.87
Chemtrade Chemicals Canada Ltd.	Alum - July 2025	\$ 20,095.66
CIMCO Refrigeration	WS Shutdown 2025	\$ 1,181.68
CIMCO Refrigeration	JBM Stadium Shutdown 2025	\$ 1,194.37
Cohen's	Deep Freezer JBM	\$ 1,207.49
College of the North Atlantic	Forklift Safety Awareness Training	\$ 2,466.75
College of the North Atlantic	Traffic Control Person Level 1 Training	\$ 2,656.50
Community Education Network	Reaching Home	\$ 174,726.00
Construction Signs Ltd.	Pylons	\$ 1,283.40
Corona College	Overpayment of Property Taxes	\$ 1,390.43
Cummins Canada ULC	InsitePro Registration	\$ 1,400.70
CUPE Local 1349	Union Dues - May 2025	\$ 7,479.87
D.A.S.I.T Recharging	SCBA - VIP-H-Test & Refill	\$ 2,061.95
Doctor David Bradbury Squires	Zip Lining - Medicine Event	\$ 1,009.07
Dr. Dogar	Overpayment of Property Taxes	\$ 2,755.94
East-Chem Inc.	Fertilizer, Seed & Field line marker	\$ 16,652.01
ECO Contracting Ltd.	Lights at Cromer and Pinsent Ave	\$ 1,937.06
Exploits Nordic Ski Club Inc.	Dr. Wendy - Medical Event	\$ 1,364.00
Exploits Valley Paving	Prepare & Pave 5 Main Street	\$ 5,750.00
Exploits Valley Paving	Asphalt	\$ 2,846.25
Exploits Welding & Machine Shop	Unit#48 - Weld on new heel studs	\$ 3,432.75
Glen Carew	Bic and the Ballpoints - Salmon Festival - Entertainment	\$ 4,000.00
Global Industrial Canada	Benches & Trash Cans	\$ 9,454.65
Global Industrial Canada	Toilet Seats - JBM	\$ 1,289.96
Grand Rodeo	Salmon Festival - Refreshment Tickets and Snack Food - Pub Crawl	\$ 1,480.00
Graymont (NB) Inc.	Lime	\$ 31,557.90
Green Valley Landscaping Inc.	Ski Trail - Sodds	\$ 3,420.10
Groupe Novaterra Inc.	Composter	\$ 9,625.50
GT Simulators	Quote#29731 - Injection Model	\$ 2,059.00
Higher Talent	HR Consulting	\$ 1,837.90
Honeywell Ltd.	Service - Dressing Room - JBM	\$ 1,953.39
Hunt's Concrete Supplies	Concrete - Willow Street	\$ 3,325.17
Hunt's Concrete Supplies	Concrete - Near Curling Club	\$ 2,518.50
Hunt's Concrete Supplies	Concrete - Ivany's Road	\$ 2,221.86
Hunt's Concrete Supplies	Concrete - Canada Place	\$ 1,230.50
Hunt's Concrete Supplies	Concrete - Canada Place/Bouzane Street	\$ 3,022.20
Hunt's Concrete Supplies	Concrete - Maidment Street and Canada Place	\$ 4,533.30
Iconix Waterworks	Sewer Pipe - SDR28	\$ 1,080.11
Imperial Dade Canada Inc.	Paper Towels/Bathroom Tissue - June 2025	\$ 1,323.31
Imperial Dade Canada Inc.	Paper Towels/Bathroom Tissue - July 2025	\$ 1,169.18
Irvine Engineering	Engineering consulting for three potential housing developments	\$ 4,906.76
J&C Refrigeration Ltd.	HVAC Repair Heritage Building	\$ 8,625.00
Jackie Sullivan	Entertainment - Salmon Festival	\$ 1,350.00
Jesse Hackett	Entertainment - Salmon Festival	\$ 2,500.00

Jet Ice	JBM Ice Paint Nozzle & Sponge	\$ 3,341.97
Joda Enterprises Ltd.	Payroll Services - June 30, 2025	\$ 1,945.05
Joe Johnson Equipment Inc.	Unit#2116 - Actuator	\$ 2,125.45
Joe Johnson Equipment Inc.	Unit #21 - Nozzle	\$ 1,452.90
John Higgins	Salmon Festival Chef	\$ 2,562.31
Justin Fancy	Opening Act - Gearoid McCarthy Concert	\$ 3,450.00
K&D Pratt Group Ltd.	CL2 Gas Monitor	\$ 9,876.32
Karla Pilgrim	Entertainment - Salmon Festival	\$ 1,350.00
KDJ Enterprises Ltd.	Ski Trail Material	\$ 5,573.82
KDJ Enterprises Ltd.	Ski Trail, Scott Ave	\$ 1,046.50
Kelly's Pub	Salmon Festival - Refreshment Tickets - Pub Crawl	\$ 1,351.00
Lawson Products Inc.	Stock Room Supplies	\$ 1,817.63
Linde Canada Inc.	Tank Rental	\$ 1,255.82
Logy Bay Entertainment Inc.	Shanneyganock Band - Salmon Festival - Entertainment	\$ 17,250.00
Lori K. Mercer, C.A.	Audit re: Gas Tax Annual Expenditure Report	\$ 2,875.00
Lori K. Mercer, C.A.	Progress Payment #1 - Audit re: Financial Statement YE December 31, 2024	\$ 22,425.00
Mark Seymour	Salmon Festival Staff	\$ 1,080.00
Matt Hornell	Entertainment - Salmon Festival	\$ 1,200.00
McLoughlan Supplies Ltd.	WS Zamboni Storage	\$ 1,742.98
Mick Davis	Entertainment - Salmon Festival	\$ 2,500.00
Microsoft	Online Services	\$ 3,055.32
Morel Music International Inc.	Irish Descendants - Entertainment - Salmon Festival	\$ 5,750.00
Morgan Sculpture Inc.	Final Progress Payment - Gordan Pinsent Statue Payment 3/3	\$ 67,083.33
Mount Peyton Hotel	Accommodations - Salmon Festival	\$ 8,941.61
Mount Peyton Hotel	Salmon Festival - Refreshment Tickets and Snack Food - Pub Crawl	\$ 1,480.66
Municipal Assessment Agency Inc.	Third Quarter - Assessment Fees	\$ 40,924.00
Murray Drive	Entertainment - Salmon Festival	\$ 1,380.00
My Favorite Place	Salmon Festival - Refreshment Tickets and Snack Food - Pub Crawl	\$ 1,573.96
NL Association of Fire Services	Essentials of Fire Fighting FF 1 & 2 Set	\$ 1,078.94
NL Kubota Ltd.	Units 1921, 150, 74, 128 - Mower Parts	\$ 3,734.15
NL Kubota Ltd.	Mower Parts - Unit#74 & 1921	\$ 3,807.45
NL Promotions	Entertainment - Salmon Festival	\$ 6,037.50
Office of the Register - St. Francis Xavier University	Legacy Scholarship - Alexandria Rose Anstey	\$ 1,000.00
OMB Parts & Industrial Ltd.	Trailer #16	\$ 1,346.30
OMB Parts & Industrial Ltd.	Unit #1918	\$ 1,055.23
PBO Industrial Disposal Inc.	Dump & Return - Whitmore Street	\$ 6,900.00
PBO Industrial Disposal Inc.	Landfill Charges - Scott Ave	\$ 1,040.69
Penney Paving	17-MYCW-24-00002 CL#1	\$ 249,090.65
Penney Paving	99-2025-8493 CL#1 - Final	\$ 294,587.63
Penney Paving	17-MYCW-24-00002 CL#2	\$ 199,867.42
Penton, Christopher & Lisa	Overpayment of Property Taxes	\$ 1,325.00
PetroService	Proximity Keys	\$ 3,300.50
Pro Audio Inc.	2025 Salmon Festival Production	\$ 26,450.00
R&R HVAC and Controls Ltd.	17-MYCW-23-00018 CL#9	\$ 1,950.98
R&R HVAC and Controls Ltd.	17-MYCW-23-00018 Partial HB	\$ 16,955.88
Related Holdings Ltd.	Community Group Rentals - CNVAS, QSDT, EVCR	\$ 2,242.50
Rick Lush	Closing Act for Gearoid McCarthy Concert	\$ 1,500.00
Rockwater Professional Products	Garbage Bags	\$ 1,214.63
Roland Baker	Salmon Festival Chef	\$ 1,200.00
Sansom Equipment Ltd.	Service Water Motor	\$ 3,331.93
Saunders Equipment Ltd.	Unit #205	\$ 10,065.26
Sherwin-Williams	Graco Paint Machine Supplies	\$ 1,772.11
SNT Solutions	Unit #152 - Burner	\$ 2,760.00
Stingray	Radio Ad Campaign - Salmon Festival	\$ 1,666.35
Stingray	Radio Ad Campaign - Salmon Festival	\$ 2,173.50
Sysco	Food - Salmon Festival	\$ 3,611.06
The Cylinder Shoppe Inc.	Unit 59 - Overhaul Seal & Labor	\$ 1,211.32
The Ennis Sisters	Entertainment - GFW Day	\$ 8,625.00
Thomas Coffey Technical Services	Annual Pump Test and Inspection	\$ 4,916.22
Tony Murray	Salmon Festival Technician	\$ 8,100.00
Top Quality Cleaners	Janitorial Services - Excite - 07-02-2025	\$ 1,121.25

Top Quality Cleaners	Janitorial Services - Town Hall - 07-02-2025	\$ 1,035.00
Top Quality Cleaners	Janitorial Services - Town Hall - 07-17-2025	\$ 1,035.00
Top Quality Cleaners	Janitorial Services - Town Hall - 07-31-2025	\$ 1,035.00
Top Quality Cleaners	Janitorial Services - Excite Building - 07-31-2025	\$ 1,121.25
Total Fall Protection	Davit Arm & Base System	\$ 13,773.55
Town of Grand Falls-Windsor	Employee Local Taxes Collected	\$ 4,835.00
Town of Grand Falls-Windsor	Float for Gearoid Concert - August 1, 2025	\$ 3,000.00
Troy's Carnival Sales	Canada Day Prizes	\$ 4,068.80
ULINE Canada Corporation	Pallet Racks	\$ 2,156.45
Universal Fabricators Inc.	Unit#2510 - Add wearbars & Side Plates	\$ 1,914.75
Urban Flooring Contractors Ltd.	Flooring for Development Department TH	\$ 9,729.00
W.Reid Construction	Infield Sand	\$ 2,875.00
Western Petroleum	Diesel - 2477.5L Depot	\$ 3,618.38
Western Petroleum	Gasoline - 2006.0L Depot	\$ 2,692.15
Western Petroleum	Diesel - 4311.0L Depot	\$ 6,588.72
Western Petroleum	Diesel - 4502.6L Depot	\$ 6,954.04
Western Petroleum	Gasoline - 6006.0L Depot	\$ 8,309.00
Western Petroleum	Diesel - 3442.3L Depot	\$ 5,316.46
Western Petroleum	Diesel - 2500.0L Depot	\$ 3,792.13
Western Star Trucks Ltd.	Unit# 119 - Mechanical Service. DEF Heated Line Service	\$ 1,592.24
Wolseley Canada Inc.	Water Supplies	\$ 1,029.82
TOTAL		\$ 1,770,175.25



INFORMATION NOTE

Title: Taxation Receivable Analysis – July 2025
Date Prepared: August 26, 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 July 31st, 2025. The total taxation receivables amount to \$6,226,505, which is an increase of \$1,127,483 (22.11%) compared to the previous year. The accounts receivable aging shows that 72% of the receivables are current, with the remaining amounts spread across 1 year, 2 years, and 3+ years. Monthly collections for July 2025 amounted to \$955,092, which is 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 July 2025, amounts on a payment plan increased by \$522,822 compared to the prior year. The majority of these balances will be paid off by December, while some payment plans are spread over a couple of years. The total outstanding relating to a payment plan at July 2025 is \$2,935,605 (47% 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: August 15, 2025



DECISION/DIRECTION NOTE

Title:	Open Call for Bids Summary – 2025-RFP-04
Date Prepared:	August 15, 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 resurfacing of the tennis courts in Grand Falls-Windsor.

Proposed Resolution for Council:

That Council award the Open Call for Bids related to Tennis Court Resurfacing to Tennis Constructions Ltd. in the amount of \$101,199 plus HST.

Discussion – Background and Current Status:

The tennis courts in GFW are long overdue for upgrade, and it was proposed by staff to complete this work in 2025 along with the basketball court resurfacing during the budget process in the fall of 2024. However, it was decided at that time to only complete the basketball court resurfacing and to leave the tennis courts until 2026. Throughout the year, staff became aware of funding through Tennis Canada and the Town was successful in obtaining a grant in the amount of \$100,000 to complete this work in 2025. There will be an additional amount included in the 2026 budget as a requirement of this project relating to signage, new nets, and landscaping. The resurfacing cost for 2025 will be \$105,536 net of HST rebate. Funding from Tennis Canada will cover \$100,000 of this amount.

Key Considerations/Implications:

1. Budget/Financial Implications: Net cost to the Town after funding will be \$5,536 in 2025. Approval is required as this was originally not budgeted for. Additional funds will be required in 2026 to complete the project.
2. Partners or Other Stakeholders: Tennis Canada is providing the funding.

Recommendation:

To award this project to Tennis Construction Ltd. In the amount of \$101,199 plus HST.

Prepared by:

Approved by: Steve Gosse

Date Approved: 08/15/2025



INFORMATION NOTE

Title:	Labour Report – Week 30
Date Prepared:	August 26, 2025
Report To:	Regular Meeting of Council
Councillor:	Councillor Coady - Lead
Department:	Corporate Services - Finance, Administration and Policy

Issue:

Council is provided with a summary of labour costs for Public Works, Parks, ERWSC and Fire Hall up to week 30 of 2025.

Discussion – Background & Current Status:

Labour costs as of week 30 are presented to Council for their information. The annual budget is broken down to expected costs by week and compared to actual costs throughout the year.

At the end of week 30, total labour costs were \$2,291,012 which was \$140,057 (or 5.76%) under the budget of \$2,431,069.

Key Considerations/Implications:

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

Conclusion/Next Steps:

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

Prepared by:

Approved by: Steve Gosse

Date Approved: August 26, 2025



INFORMATION NOTE

Title:	Grand Falls-Windsor Fire Department Incident Responses Report - Q2
Date Prepared:	July 29, 2025
Report To:	Council
Councillor:	Councillor Noel - Lead
Department:	Protective Services - Municipal Enforcement and Fire Department

Issue:

To provide an overview of Fire Department incident activity and trends for the period April 1 to June 30, 2025, based on operational reports.

Discussion – Background & Current Status:

The Grand Falls-Windsor Fire Department responded to 64 incidents during the second quarter of 2025. This represents steady operational demand consistent with prior years. The types of responses were diverse and included structure fires, alarm activations, investigations, rescues, utility hazards, vehicle collisions, and public service calls. Incident data was compiled from the Fire Department's detailed incident list by type and the list of incidents summary reports.

Breakdown of calls for April 1 to June 30, 2025:

- April (22 calls): Included 11 alarm activations, 2 investigations, 2 utility poles with wires down, 1 dumpster fire, 1 residential structure fire, 2 chimney fires, 1 vehicle fire, 1 motor vehicle collision, and 1 public service call.

- May (20 calls): Included 5 alarm activations, 2 residential structure fires, 1 utility pole fire, 4 brush fires, 1 dumpster fire, 1 chimney fire, 2 investigations (smoke/odor), 1 rescue-confined space, 1 motor vehicle collision, and 1 agency assist.
 - June (22 calls): Included 6 alarm activations, 3 investigations (smoke/odor), 4 residential structure fires, 1 vehicle fire, 3 brush fires, 1 utility pole fire, 4 motor vehicle collisions (one entrapment rescue), 1 mutual aid response and 1 agency assists

Key statistics:

- Total personnel hours: 62 hours, 11 minutes
- Average response time: 6 minutes 20 seconds.
- Average number of personnel per call: 9
- Most frequent call types: Alarm activations, structure fires, and motor vehicle collisions.

Key Considerations/Implications:

1. Budget/Financial Implications
 - a. No unusual budgetary impacts noted for Q2; activity levels remain within typical operational range.
2. Partners or Other Stakeholders
 - a. Coordination with NL RCMP, Emergency Medical Services, NL Power providers occurred during select incidents (e.g., MVCs and utility pole fires). Town of Badger (mutal aid request).
3. Human Resource Implications
 - a. The average staff per response was stable, indicating sufficient staffing levels for current incident volume.

Conclusion/Next Steps:

The Grand Falls-Windsor Fire Department continued to maintain a strong and reliable emergency response throughout the second quarter. Focus will remain on data tracking, multi-agency coordination, and readiness as the Department moves into the second half of 2025.

Prepared by: Renita Hurley, Executive Assistant (reports provided by Chief Mackenzie)

Approved by: Darren Finn

Date Approved: July 29.2025



INFORMATION NOTE

Title:	Quarterly Activity Report – Q1 and Q2
Date Prepared:	July 29, 2025
Report To:	Council
Councillor:	Councillor Noel - Lead
Department:	Protective Services - Municipal Enforcement and Fire Department

Issue:

Council to review Grand Falls –Windsor Municipal Enforcement Police Activities – January 1, 2025 to June 30, 2025.

Discussion – Background & Current Status:

This report provides an overview of GFW Municipal Police Bylaw enforcement activities for the first two quarters of 2025, including incident statistics, Bylaw infractions, community engagement efforts, notable incidents, and future priorities.

1. Incident Statistics	2025	2024
• Total reported Incidents:	YTD: 451	380
• Total reported traffic violation:		
♣ Summary Offence Tickets issued:	YTD: 74	212
♣ Written Warnings issued:	YTD: 119	182
• Year-over-year comparison: [Percentage increase/decrease 2024/2025]		

♣ Reported incidents	18.68 % increase
♣ Summary Offence Tickets	65.09 % decrease
♣ Written Warnings	34.62 % decrease

2. Incidents Reported

a.	Breakdown by classification:	2025	2024
i.	Animal Control complaints (GFW):	YTD: 36	n/a
ii.	Animal Control complaints (BFS):	YTD: 1	n/a
iii.	Anti-litter complaints:	YTD: 36	13
iv.	Development Regs:	YTD: 5	10
v.	Garbage complaints:	YTD: 18	62
vi.	Mobile Vendor issues:	YTD: 10	1
vii.	Noise complaints:	YTD: 8	13
viii.	Occupancy and Maintenance:	YTD: 4	8
ix.	Snow Clearing:	YTD: 8	19
x.	Taxi:	YTD: 6	4
xi.	Off Road Vehicles:	YTD: 17	17
xii.	Fires:	YTD: 35	26
xiii.	Alarm calls:	YTD: 20	42
xiv.	Motor Vehicle Collisions:	YTD: 33	27
xv.	Accident investigations:	YTD: 11	10
xvi.	Damage to property:	YTD: 14	14
xvii.	Assistance to other departments:	YTD: 51	37
xviii.	Assistance to other agencies:	YTD: 10	8
xix.	Motor Vehicle Escorts:	YTD: 2	2
xx.	Funeral Escorts:	YTD: 23	14
xxi.	Traffic Control:	YTD: 93	41

b. Community Engagement & Public Safety

a. Initiatives

Conducted 22 police community relations events (i.e. - flag raising ceremonies, parades, neighborhood meetings, and school visits).

b. Conducted 50 assistance to the public requests, including information requests, traffic control, animal control and transport, and other activities.

Key Considerations/Implications:

1. Partners or Other Stakeholders
 - a. RCMP, Fisheries, Fire Dept., Wildlife, Forestry, Sheriff, Corrections/HMP, Probation/Parole, Highway Enforcement, Liquor Inspector.
2. Human Resource Implications
 - a. Efforts are ongoing to fill the new MEO position. Interviews have been completed.
 - b. Some resource issues persist due to the long-term leave requirements that is placing increased demands on the remaining staff. Impacts on response times and service delivery are unavoidable. Overtime may also increase as a result.
 - c. Ongoing recruitment to fill the new Municipal Enforcement Officer (MEO) position.
3. Information Technology Implications
 - a. efforts are ongoing to maximize the utility of ReportExec software purchased for Municipal Enforcement records management.

Conclusion/Next Steps:

This report covers some of the Municipal Police activity for the first half of 2025. Moving forward, and until the unit is fully staffed, the Department will focus calls for service on a priority basis. Patrols conducted will be directed based on call volume. Regular security checks at municipal properties will continue.

Prepared by: Chief Constable R.C. THIBAUT

Approved by: Darren Finn

Date Approved: July 29, 2025