



## Regular Council Meeting - Minutes

Tuesday, November 18, 2025

Time: 6:30 PM

Location: Council Chambers

PRESENT: Mike Browne, Amy Coady, Bob Hiscock, Shawn Feener, Venus Hollett, and David Janes

LATE:

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

REGRETS: Rod Bennett

### 1. CALL TO ORDER

### 2. Approval of Agenda

#### 2.1 Adoption of Agenda

That the Agenda be adopted as presented.

RESOLUTION #CM25-R-11-160

*Moved by:* Bob Hiscock

*Seconded by:* David Janes

**Aye** Mike Browne, Amy Coady, Bob Hiscock,  
Shawn Feener, Venus Hollett, and David Janes

**Carried 6-0**

### 3. Proclamation, Presentations, or Announcements

3.1 Presentations - Halloween Decorations Contest Winners

**4. Adoption of Minutes**

4.1 Minutes of October 28, 2025

That the Minutes of October 28, 2025 be adopted as presented.

RESOLUTION #CM25-R-11-161

*Moved by:* David Janes

*Seconded by:* Venus Hollett

**Aye** Mike Browne, Amy Coady, Bob Hiscock,  
Shawn Feener, Venus Hollett, and David Janes

**Carried 6-0**

**5. Business Arising Out of Minutes**

**6. Community Services – Economic Development**

**7. Community Services – Recreation and Events**

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

8.1 Winter Readiness Update – 2025/26 Season

[Information Note](#) 

Council reviewed an update on the Town’s operational readiness for winter snow and ice control operations.

8.2 Household Hazardous Waste (HHW) Collection Day – October 2025

[Information Note](#) 

Council reviewed an Information Note on Household Hazardous Waste (HHW) Collection Day held in October 2025 in partnership with Central Newfoundland Waste Management (CNWM), and to highlight the materials collected and the ongoing importance of these events.

8.3 Public Works Report-Activities to the end of October 2025

[Information Note](#) 

Council reviewed an Information Note on operational highlights and key work completed by the Public Works Division up to the end of October 2025.

**9. Public Works & Development – Planning and Development**

9.1 NG911 Readiness and Ongoing Civic Address Data Management

[Information Note](#) 

Council reviewed an Information Note on the Town’s successful achievement of NG911 (Next Generation 911) readiness status and outline ongoing requirements for maintaining accurate civic address data to support emergency services.

The Town of Grand Falls-Windsor has officially achieved readiness status for Next Generation 911 (NG911), the Province’s upcoming emergency communication system. NG911 will modernize how emergency calls are managed by automatically providing a caller’s location to first responders and eventually allowing for text and video messaging to 911. This is a major step forward in public safety and digital readiness. Town staff will maintain this status by regularly updating civic addressing data as new developments occur.

9.2 Return of Former Windsor Cemetery Parcel to Crown Lands

[Decision Note](#) 

That Council approve the return of the former Windsor Cemetery parcel to Crown Lands, allowing the Crown to retain control and expedite future development or land transfers in this area as required.

RESOLUTION #CM25-R-11-162

*Moved by:* Bob Hiscock

*Seconded by:* Shawn Feener

**Aye** Mike Browne, Amy Coady, Bob Hiscock,  
Shawn Feener, Venus Hollett, and David Janes

**Carried 6-0**

- 9.3 Municipal Plan Amendment No. 21, 2025 and Development Regulations Amendment No. 28, 2025 – Short Term Rental in Commercial Neighbourhood Zone

[Decision Note](#) 

That Council approve the initiation of Municipal Plan Amendment No. 21, 2025 and Development Regulations Amendment No. 28, 2025 to add Short Term Rental as a Discretionary Use within the Commercial Neighbourhood (CN) Zone.

RESOLUTION #CM25-R-11-163

*Moved by:* Bob Hiscock

*Seconded by:* Amy Coady

**Aye** Mike Browne, Amy Coady, Bob Hiscock,  
Shawn Feener, Venus Hollett, and David Janes

**Carried 6-0**

- 9.4 Permit Statistics to the end of October 2025

[Information Note](#) 

Council reviewed an Information Note to update on Permit Statistics up to the end of October 2025.

- 9.5 Funding for Sludge Drying Bed for Regional Water Treatment Plant project

[Decision Note](#) 

That Council approve the acceptance of \$2,843,057.55 to fund the Sludge Drying Bed for Regional Water Treatment Plant project and submit required signed agreement and approve submission of the required Council resolution.

RESOLUTION #CM25-R-11-164

*Moved by:* Bob Hiscock

*Seconded by:* Amy Coady

**Aye** Mike Browne, Amy Coady, Bob Hiscock,  
Shawn Feener, Venus Hollett, and David Janes

**10. Corporate Services – Finance, Administration and Policy**

10.1 Disbursement Report - October 2025

[Information Note](#) 

[October 2025 Disbursement.pdf](#) 

Council reviewed an Information Note on the summary of disbursements over \$1,000.

10.2 Taxation Receivable Analysis October 2025

[Information Note](#) 

Council reviewed an Information Note on the summary of outstanding tax balances as of October 2025.

10.3 Garbage Regulations Update

[Decision Note 2025 New](#) 

That Council approve recommended changes to the Garbage, Refuse and Recycling Regulations as presented.

RESOLUTION #CM25-R-11-165

*Moved by:* Amy Coady

*Seconded by:* Shawn Feener

**Aye** Mike Browne, Amy Coady, Bob Hiscock,  
Shawn Feener, Venus Hollett, and David Janes

**Carried 6-0**

**11. Protective Services – Municipal Enforcement and Fire Department**

11.1 Fire Department Q3 Report July 1 to September 30, 2025.

[Information Note](#) 

Council reviewed an Information Note on the Fire Department incident activity and trends for Q3, July 1 to September 30, 2025, based on operational reports.

11.2 Municipal Enforcement Q3 Report

[Information Note](#) 

Council reviewed an Information Note on Municipal Police Activities – January 1, 2025, to September 30, 2025

**12. Council Advisory Committees**

**13. External Committee**

**14. Other Business**

- Community Events.
- Elks Club - Children Fire Victims Support.
- Recognitions/Thanks/Congratulations.
- Derelict Buildings - Future Action.
- Street Lighting - Outage Reporting.
- Condolences

**15. ADJOURNMENT**

There being no other Business the meeting adjourned at 8:20 PM

RESOLUTION #CM25-R-11-166

*Moved by:* Bob Hiscock

*Seconded by:* David Janes

**Aye** Mike Browne, Amy Coady, Bob Hiscock,  
Shawn Feener, Venus Hollett, and David Janes

**Carried 6-0**

[Town of Grand Falls-Windsor Council Meeting - November 18, 2025](#)



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Mayor / Deputy Mayor



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CAO



### **INFORMATION NOTE**

<b>Title:</b>	Winter Readiness Update – 2025/26 Season
<b>Date Prepared:</b>	<b>November 4, 2025</b>
<b>Report To:</b>	<b>Council</b>
<b>Councillor:</b>	<b>Councillor Feener - Lead</b>
<b>Department:</b>	<b>Public Work and Development - Public Works, Buildings, and Facilities</b>

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#### **Issue:**

To provide Council with an update on the Town’s operational readiness for winter snow and ice control operations.

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

Public Works is preparing for the upcoming winter season, and the majority of the fleet is ready. The remaining equipment is expected to be fully operational and assigned by mid-November. Winter shiftwork to commence on Sunday, November 16, 2025.

#### Equipment Readiness:

- 3 Flyers (plow trucks)
- 3 Sand/Salt Trucks with plows
- 7 Loaders equipped with wing and blade
- 3 Trackless units for sidewalk clearing
- Large snowblower attachments available for JD 644 loaders for use during heavy snowfalls

Brine application system setup is still ongoing. Staff are working to have the system operational as soon as possible to support pre-treatment operations during freeze/thaw cycles.

### **On-Street Parking Ban Reminder**

The annual winter On-Street Parking Ban for the Town of Grand Falls-Windsor took effect November 1. Residents are reminded that:

- No vehicle is permitted to be parked on any roadway during designated overnight hours or during snow clearing operations.
  - This policy is critical for safe and efficient snow removal operations.
  - Full policy details are available on the Town's website.
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### **Key Considerations/Implications:**

- **Budget:** Winter operations are funded through the approved Public Works operating budget.
  - **Strategic Alignment:** Supports safe transportation, public safety, and continuous municipal service delivery.
  - **Legal/Policy:** Winter Parking Ban is enforced under the Town's Traffic Regulations to support snow and ice control operations.
  - **Operational:** Majority of equipment is ready; remaining fleet will be operational by mid-November. Brine system commissioning is still in progress. Shiftwork starts November 16, 2025.
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### **Conclusion/Next Steps:**

- Equipment preparation will be completed by mid-November.
  - Brine system commissioning continues.
  - Communications staff will continue reminding residents of the winter parking regulations.
  - Public Works will monitor conditions and deploy resources as required.
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<b>Prepared by:</b>	
<b>Approved by:</b>	<b>Nelson Chatman</b>
<b>Date Approved:</b>	<b>2025-11-05</b>



### **INFORMATION NOTE**

<b>Title:</b>	Household Hazardous Waste (HHW) Collection Day – October 2025
<b>Date Prepared:</b>	<b>November 6, 2025</b>
<b>Report To:</b>	<b>Council</b>
<b>Councillor:</b>	<b>Councillor Feener - Lead</b>
<b>Department:</b>	<b>Public Work and Development - Public Works, Buildings, and Facilities</b>

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#### **Issue:**

To inform Council of the Household Hazardous Waste (HHW) Collection Day held in October 2025 in partnership with Central Newfoundland Waste Management (CNWM), and to highlight the materials collected and the ongoing importance of these events.

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

The Town partnered with CNWM to host the fall Household Hazardous Waste (HHW) Collection Day on October 18, 2025. CNWM coordinated the event and the Town covered operational costs. The Town continues to offer these events free of charge to residents to ensure proper disposal of hazardous household materials that cannot be accepted through regular waste collection.

#### **Materials Collected:**

During the event, the following hazardous materials were accepted and removed for safe processing and disposal:

- 1.5 drums of aerosols
- 1 drum of propane cylinders
- 2 D-Packs (hazardous chemical containers)
- 1 drum of household batteries
- 1 propane storage cage
- 4 containers (trays) of paint products

- Approximately 800 litres of waste oil

This demonstrates a strong level of participation from residents and a continued need for these disposal opportunities.

**Cost of Event:**

Total cost to the Town was \$2,976.00, which covered staffing, equipment usage (bin truck, HHW cube van, pickup), fuel, and meals.

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**Key Considerations/Implications:**

- **Environmental & Public Safety:**  
Proper disposal of hazardous materials prevents contamination of soil, water systems, and reduces risks at the landfill and within households.
- **Public Engagement & Service Delivery:**  
These events support residents by providing a convenient, no-cost option for hazardous waste disposal. The Town typically offers these events twice per year in partnership with CNWM.
- **Budget:**  
Event costs were funded through the existing Public Works operating budget.
- **Strategic Alignment:**  
Supports Council's commitment to environmental stewardship, public health, and responsible waste management.

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**Conclusion/Next Steps:**

The October 2025 HHW Day was successful and well utilized by residents. The Town will continue to partner with CNWM to offer these events regularly to promote safe and responsible disposal of household hazardous materials. A spring event is anticipated to be planned for 2026.

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<b>Prepared by:</b>	
<b>Approved by:</b>	<b>Nelson Chatman</b>
<b>Date Approved:</b>	<b>2025-11-06</b>



Title:	Public Works Report-Activities to the end of October 2025
Date Prepared:	November 6, 2025
Report To:	Council
Councillor:	Shawn Feener
Department:	Public Works and Development-Public Works, Buildings and Facilities

**Issue:**

To update Council on operational highlights and key work completed by the Public Works Division up to the end of October 2025.

**Discussion - Background & Current Status:**

The Public Works Division continues to be fully engaged throughout the Fall and into the Winter season, responding to events, infrastructure needs and service requests. The following summarizes key activities completed to the end of October 2025.

**Water & Sewer**

- 88 Plugged sewer calls
- 46 Water leaks
- 13 Main break repairs
- 73 Curb stop repaired along with 98 Curb stop locates. Another 4 curb stops replaced.
- 141 Water off or on
- More than 500 m of water and sewer lines installed and or replaced, including new service connections have been completed in total
- 10 hydrants replaced and repaired

**Status & Infrastructure Maintenance**

- Asphalt patching: 3,044.02 sqm
- Signage: 4 street signs, 95 regulatory signs, 64 signposts
- Concrete Works: 45.10m curb & gutter, 733.75m sidewalk, 12 manhole repairs, 30 catch basin repairs. Over 85 cbm concrete used
- Over 40 MH/CB Repairs

- Over 4300 litres of road paint used
- Approximately 1900m of crack sealing completed

### **Parks Operations**

- Landscaping: 671.50 sqft of topsoil seed used, 1102.30 sqft of sod used
- Regular stadium maintenance
- Ice preparation for JBS for winter season
- Preparing for upcoming Winter season including decoration of Church Road Park.

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

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

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

Public Works remains focused on Winter operations. Crews continue with maintenance and operation of the stadiums and snow clearing equipment.

Prepared By: Heather Morey

Approved By: Nelson Chatman

Date Approved: November 10, 2025



**INFORMATION NOTE**

<b>Title:</b>	NG911 Readiness and Ongoing Civic Address Data Management
<b>Date Prepared:</b>	October 17, 2025
<b>Report To:</b>	Council
<b>Councillor:</b>	<b>Councillor Hiscock - Lead</b>
<b>Department:</b>	<b>Public Works and Development - Planning and Development</b>

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**Issue:**

To update Council on the Town’s successful achievement of NG911 (Next Generation 911) readiness status and outline ongoing requirements for maintaining accurate civic address data to support emergency services.

The Town of Grand Falls-Windsor has officially achieved readiness status for Next Generation 911 (NG911), the Province’s upcoming emergency communication system. NG911 will modernize how emergency calls are managed by automatically providing a caller’s location to first responders and eventually allowing for text and video messaging to 911. This is a major step forward in public safety and digital readiness. Town staff will maintain this status by regularly updating civic addressing data as new developments occur.

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**Discussion – Background & Current Status:**

The Provincial 911 Division, under the Department of Justice and Public Safety, has confirmed that the Town of Grand Falls-Windsor’s civic address data now meets the accuracy standards required for inclusion in the Next Generation 911 (NG911) system.

NG911 represents the modernization of emergency services from the current Basic 911 model, which relies solely on caller-provided information, to an advanced GIS-based platform capable of automatically transmitting the caller’s phone number and geographic location (via civic address or XY coordinates) to 911 call-takers. Future enhancements will also include

text-to-911 and video messaging capabilities, significantly improving emergency response accuracy and efficiency.

Grand Falls-Windsor's participation ensures that when the NG911 system is implemented province-wide, our residents and first responders will immediately benefit from this advanced service. Municipalities that are not NG911-ready will continue to operate under the legacy system, relying on manual caller input.

To maintain readiness, the Town must regularly provide updated civic addressing data to the 911 Division. This includes:

- New subdivisions and new streets (e.g., Sprucewood Subdivision, new extension off Main Street West);
- Street name changes (e.g., Chow Place to Sixth Place pending Canada Post confirmation);
- Infill developments or new builds not previously captured; and
- Any future subdivision developments as they occur.

The Director has assigned the GIS/Planning Technician to coordinate this work. The intent is to submit updates on a quarterly basis to ensure data integrity and ongoing compliance. Once the Town's GIS system is fully implemented, this process will be streamlined through automated spatial data management and export functions.

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

##### **Budget:**

No immediate budget impact. Data submission will be managed within existing staff resources. Potential future costs may arise from GIS system enhancements or data format standardization as NG911 evolves.

##### **Strategic Alignment:**

Supports Council's goal of improving public safety, digital modernization, and operational efficiency through the integration of GIS and emergency management systems. Aligns with provincial and national NG911 readiness initiatives.

##### **Legal / Regulatory:**

Compliance with the 911 Act and associated provincial requirements for civic address data submission. Maintaining readiness ensures continued eligibility for enhanced 911 service once deployed.

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

The Town's readiness for NG911 is a significant achievement that will enhance emergency response capability for residents. To maintain this status, staff will:

1. Establish a quarterly schedule for submitting civic address updates to the Provincial 911 Division.
2. Develop an internal tracking process for new addresses and street changes until the GIS system is fully operational.

3. Coordinate with Canada Post and other relevant agencies to confirm address and street name changes before submission.
4. Report back to Council periodically on system progress and any new provincial requirements.

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**Prepared by: Nelson Chatman**

**Approved by: Nelson Chatman**

**Date Approved: October 17, 2025**



**DECISION/DIRECTION NOTE**

<b>Title:</b>	Return of Former Windsor Cemetery Parcel to Crown Lands
<b>Date Prepared:</b>	November 4, 2025
<b>Report To:</b>	Council
<b>Councillor:</b>	Councillor Hiscock - Lead
<b>Department:</b>	Public Works and Development - Planning and Development

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**Decision/Direction Required:**

Approval is requested to formally return the unused cemetery-designated land, previously granted to the former Town of Windsor, back to the Crown to enable potential future development opportunities.

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**Proposed Resolution for Council:**

That Council approve the return of the former Windsor Cemetery parcel to Crown Lands, allowing the Crown to retain control and expedite future development or land transfers in this area as required.

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**Discussion – Background and Current Status:**

- The subject property was historically granted to the former Town of Windsor solely for cemetery purposes.
- The land has never been developed as a cemetery, nor is it required for that purpose in the foreseeable future.
- Recent and ongoing development in the surrounding area, along with expected future growth, has increased the strategic value of this parcel for potential residential or commercial expansion.
- Portion of this land is also in the protected under the Municipal Habitat Stewardship Agreement.

- As the land was granted only for cemetery use, the Town does not legally own it for other purposes. Any attempt to develop or repurpose the land would require prior approval and transfer from Crown Lands.
  - A portion of the original grant was previously returned to the Crown and subsequently granted to a developer. That process proved efficient and allowed timely development.
  - Returning this remaining parcel now ensures that any future development needs or land requests will not be delayed by Crown Lands transfer timelines.
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**Key Considerations/Implications:**

**Budget:**

- No budgetary impact anticipated.
- No additional operational cost associated with the land return.

**Strategic Alignment:**

- Supports future land availability for housing and economic development.
- Aligns with Council’s objectives for proactive land planning and growth readiness.

**Legal/Regulatory:**

- Town has legal right for cemetery purposes only.
- Formal request to relinquish interest and return land to Crown is required.

**Other Implications:**

- Proactively positions the Town for future land development.
  - Eliminates uncertainty regarding ownership and legal limitations of the parcel.
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**Recommendation:**

That Council approve the return of the subject cemetery-designated parcel to Crown Lands and authorize staff to proceed with the necessary correspondence and documentation.

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<b>Prepared by:</b>	
<b>Approved by:</b>	<b>Nelson Chatman</b>
<b>Date Approved:</b>	<b>2025-11-05</b>



**DECISION/DIRECTION NOTE**

<b>Title:</b>	Municipal Plan Amendment No. 21, 2025 and Development Regulations Amendment No. 28, 2025 – Short Term Rental in Commercial Neighbourhood Zone
<b>Date Prepared:</b>	<b>November 6, 2025</b>
<b>Report To:</b>	<b>Council</b>
<b>Councillor:</b>	<b>Councillor Hiscock - Lead</b>
<b>Department:</b>	<b>Public Works and Development - Planning and Development</b>

**Decision/Direction Required:**

Council approval is requested to initiate Municipal Plan Amendment No. 21, 2025 and Development Regulations Amendment No. 28, 2025 to add Short Term Rental as a Discretionary Use within the Commercial Neighbourhood (CN) Zone.

**Proposed Resolution for Council:**

That Council approve the initiation of Municipal Plan Amendment No. 21, 2025 and Development Regulations Amendment No. 28, 2025 to add Short Term Rental as a Discretionary Use within the Commercial Neighbourhood (CN) Zone.

**Discussion – Background and Current Status:**

The Town is proposing changes to the Municipal Plan and Development Regulations to allow residential units in the Commercial Neighbourhood (CN) Zone to be used as Short Term Rentals (STRs).

Current regulations permit or allow discretionary residential uses but do not include STRs.

The amendments will:

- Add Short Term Rental as a Discretionary Use within the CN Zone.
- Allow Council to assess each STR application individually to ensure compatibility with neighbouring properties.
- Support the adaptive reuse of former commercial or public buildings by enabling both long-term and short-term accommodation options.
- Improve feasibility of redevelopment projects and support neighbourhood revitalization.

This approval is only to start the formal amendment process under the Urban and Rural Planning Act, 2000, including public notice, consultation, and scheduling a Public Hearing.

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**Key Considerations/Implications:**

**Budget:**

Advertising and notice costs will be funded within the current Planning & Development operating budget.

**Strategic Alignment:**

Supports redevelopment and adaptive reuse of existing buildings.

Encourages mixed-use neighbourhoods and contributes to economic development and housing diversity.

**Legal/Policy:**

Amendment process must follow Sections 14–23 of the *Urban and Rural Planning Act, 2000*. Municipal Plan Amendment No. 21, 2025 and Development Regulations Amendment No. 28, 2025 are required to implement this change.

**Operational:**

Staff will prepare public notices, draft mapping, documentation, and arrange the Public Hearing as required.

Council will review any objections or submissions received during the consultation process.

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**Recommendation:**

That Council approve the initiation of Municipal Plan Amendment No. 21, 2025 and Development Regulations Amendment No. 28, 2025 to add Short Term Rental as a Discretionary Use within the Commercial Neighbourhood (CN) Zone.

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<b>Prepared by:</b>	
<b>Approved by:</b>	<b>Nelson Chatman</b>
<b>Date Approved:</b>	<b>2025-11-06</b>



**INFORMATION NOTE**

<b>Title:</b>	Permit Statistics to the end of October 2025
<b>Date Prepared:</b>	November 10, 2025
<b>Report To:</b>	Council
<b>Councillor:</b>	<b>Councillor Hiscock - Lead</b>
<b>Department:</b>	<b>Public Works and Development - Planning and Development</b>

**Issue:**

To update Council on Permit Statistics up to the end of October 2025.

**Discussion – Background & Current Status:**

**Residential Trends**

Permit statistics for October 2025 reveal evolving patterns in residential development.

1. 36 New Housing Units Created up to October 31, 2025, compared to 16 at the same time in 2024.
  - 11 new single-family housing units were created with 1 additional basement apartment unit with combined value at \$1,940,000 compared to 10 units and 1 additional basement apartment with combined value at \$2,782,000 in 2024.
  - 12 new double-dwelling housing units were created valued at \$1,500,000
  - 2 - 5-unit Multi Plex units created valued at \$1,300,000 compared to one 4-unit Multi Plex unit in 2024 valued at \$789,000.
2. Residential General Repairs:

- There were 137 Residential General Repairs permits issued as of October 31, 2025 valued at \$1,521,508, down from 156 permits in 2024.
3. Accessory Buildings (Residential)
    - In 2025, there were 73 permits issued for accessory buildings/fences/patios/decks valued at \$565,152 compared to 57 permits issued in 2024 valued at \$736,603.

### Commercial Trends

1. Commercial New Construction
  - In 2025, 1 permit was issued for new commercial construction valued at \$1,200,000 compared to 3 permits issued in 2024 valued at \$6,290,000.
2. Commercial Repairs, Renovations and Extensions
  - Commercial renovations in 2025 totaled 7 permits valued at \$1,255,800, slightly down from 6 permits valued at \$1,553,000 in 2024.
  - General repairs decreased to 8 permits (\$301,200) in 2025 from 11 (\$339,001) in 2024.
  - There was 1 commercial extension recorded in 2025 valued at \$250,000.

### Key Considerations/Implications:

1. Budget Implications
  - Continued investment in residential repairs and accessory buildings suggests stable local engagement.
  - Commercial development shows signs of recovery, with new construction reappearing in 2025-2026.
2. Strategic Alignment
  - The addition of multi-unit dwellings supports diverse housing options
  - Commercial renovation activity aligns with goals for business retention and infrastructure renewal.
3. Legal Implications
  - All development activities remain subject to municipal and provincial compliance standards.
4. Other Considerations
  - Monitoring trends in both residential and commercial sectors will be essential for strategic planning.

### Conclusion/Next Steps:

The continued issuance of permits for repairs and accessory buildings reflects ongoing community investment. The Town should continue to promote diverse housing options and support commercial revitalization.

<b>Prepared by:</b>	<b>Heather Morey</b>
<b>Approved by:</b>	<b>Nelson Chatman</b>
<b>Date Approved:</b>	<b>2025-11-10</b>



**DECISION/DIRECTION NOTE**

<b>Title:</b>	Funding for Sludge Drying Bed for Regional Water Treatment Plant project
<b>Date Prepared:</b>	November 14, 2025
<b>Report To:</b>	Council
<b>Councillor:</b>	Councillor Hiscock - Lead
<b>Department:</b>	Public Works and Development - Planning and Development

**Decision/Direction Required:**

Council approval is required for the acceptance of the Provincial Targeted Infrastructure Fund (PTIF) Agreement and Council Resolution for the Sludge Drying Bed for Regional Water Treatment Plant project.

**Proposed Resolution for Council:**

That Council approve the acceptance of \$1,272,680.55 in additional funding under the Canada Community Building Fund, allocated through the Provincial Targeted Infrastructure Fund (PTIF), to support the Sludge Drying Bed Project at the Regional Water Treatment Plant.

With this additional funding, the total project cost is now \$2,843,057.55 (net of HST rebate). The project remains fully funded (100%) by the Federal and Provincial Governments.

**Discussion – Background and Current Status:**

- The sludge drying bed is infrastructure that is required at the Water Treatment Plant for the purpose of dewater sludge that has accumulated in the two existing lagoons.
- Minister Chris Tibbs confirmed project approval under the Canada Community-Building Fund (CCBF) -PTIF on November 6, 2025
- Total Project is \$3,135,143.92 (or \$2,843,057.55 net of HST rebate).

- To access funding the Town must sign the Ultimate Recipient Agreement as per attached documentation.
  - Council must provide a resolution to Government confirming acceptance of this funding.
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**Key Considerations/Implications:**

1. Budget/Financial Implications
    - a. Spending will cover cost allocated cost up to \$2,843,057.55; invoices must be submitted and approved by the Province after construction is complete.
  2. Alignment with Strategic Directions
    - a. This project will enable the Town to manage its sludge removal in an environmentally safe manner.
  3. Human Resource Implications
    - a. Project work will be completed by town staff
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**Recommendation:**

That Council approve the overall acceptance of \$2,843,057.55 for the purpose of constructing a Sludge Drying Bed at the Regional Water Treatment Plant and submit required signed agreement and required Council resolution to government.

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<b>Prepared by:</b>	<b>Renita Hurley</b>
<b>Approved by:</b>	<b>Darren Finn</b>
<b>Date Approved:</b>	<b>November 14, 2025</b>



**INFORMATION NOTE**

<b>Title:</b>	<b>Disbursement Report – October 2025</b>
<b>Date Prepared:</b>	<b>November 11, 2025</b>
<b>Report To:</b>	<b>Regular Meeting of Council</b>
<b>Councillor:</b>	<b>Councillor Coady - Lead</b>
<b>Department:</b>	<b>Corporate Services - Finance, Administration and Policy</b>

**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 October 31st, 2025, in the amount of \$1,862,595.19. Also disclosed on the report are pre-authorized payments of \$305,048.70 and invoices under \$1,000 in the amount of \$31,301.58.

**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 at future meetings.

<b>Prepared by:</b>	
<b>Approved by:</b>	<b>Steve Gosse</b>
<b>Date Approved:</b>	<b>November 11, 2025</b>

November 10, 2025

Vendor	ACCT - DESCRIPTION	TOTAL
AWI Technology Centre	99-2024-8390 - ERWTP	\$ 471,916.76
Adams Construction Ltd.	HAF-2025-01 CL#1 Riverview Road Water, Sewer Upgrades	\$ 532,902.49
Allnorth Consultants Ltd.	GFW House Restoration	\$ 13,439.72
Atkinsreals	GFW WTP/ME Upgrades	\$ 3,937.05
BARCO Products Canada	Wheelchair Accessible Picnic Table	\$ 9,439.50
Bluebird Investments Ltd	Re-Shingling JBM	\$ 113,070.07
Brandt Tractor Ltd.	Unit#48 - Service Call	\$ 1,973.40
Brandt Tractor Ltd.	Unit#20 - Thumb Cylinder	\$ 2,725.58
CBCL LTD	99-2024-8390	\$ 3,947.66
CBCL LTD	99-2024-8390 Enhancing The Existing Filter System	\$ 9,862.64
Central Engineering Consultants of NL Ltd.	99-2022-7655 Consultant Services to Replace YMCA Roof	\$ 2,817.50
Central Newfoundland Waste Mgmt.	HHW Day - October 18, 2025	\$ 2,976.00
CHBA - Newfoundland Labrador	CHBA National Membership Fee	\$ 1,060.30
Chemical Chemicals Canada Ltd.	Atum	\$ 20,120.40
Chemical Chemicals Canada Ltd.	Atum	\$ 20,143.76
CIMCO Refridgeration	JBM - Replacement of Pressure Relief	\$ 5,451.95
City Tire & Auto Centre Ltd.	Unit#56 - Alternator	\$ 1,559.69
Community Mental Health Initiative Inc.	Reaching Home	\$ 132,169.00
Dave Canning	Rebate on Purchases for Inv's 9931223 and 691961	\$ 1,351.75
Dollywood Foundation of Canada	Bookclub	\$ 1,064.79
EC Atlantic Ltd.	Grand Falls-Windsor Climate Risk Assessment	\$ 12,643.10
ESRI Canada Ltd.	GFW - ARCGIS QUICKSTART	\$ 1,710.63
Exploits Valley Paving	Asphalt	\$ 1,518.00
Exploits Valley Paving	Asphalt - YMCA	\$ 3,036.00
Exploits Valley Paving	Asphalt	\$ 1,897.50
Exploits Welding& Machine Shop Ltd.	17-GI-22-00034 Circular Road Area, Handrail Replacement	\$ 41,731.20
Firehall Bookstore a Division of Annex Business Media	Aerial Operator of Fundamental, Fire & Emergency Services	\$ 1,782.09
Grand Falls-Windsor Community Kitchen	Catering - Brunch - September 27, 2025 - ATV/Poutine Festival	\$ 1,500.00
Hunt's Concrete Supplies	Concrete - Bond Street	\$ 2,350.60
Hunt's Concrete Supplies	Concrete - Main Street - Papa's Sweet Shop	\$ 2,350.60
Hunt's Concrete Supplies	Concrete - 5 Poplar Road	\$ 2,291.95
Hunt's Concrete Supplies	Concrete - WS	\$ 2,415.29
Hunt's Concrete Supplies	Single Holland Pavers	\$ 1,766.40
Hunt's Concrete Supplies	Retaining Wall Brick - Ski Trail	\$ 1,809.53
Iconix Waterworks	Sewer Parts	\$ 2,028.72
Iconix Waterworks	Water Supplies	\$ 2,326.46
Imperial Dade Canada Inc.	Paper Towel Supplies	\$ 2,333.52
Irvine Engineering	Consulting - Engineering for three potential housing developments	\$ 16,330.00
Irvine Engineering	Consulting - Sludge Drying Bed	\$ 14,157.94
Joe Johnson Equipment Inc.	Unit#2116 - Hose Connector	\$ 1,161.50
Lawson Products	Threaded Insert Assortment	\$ 1,064.22
Linde Canada Inc.	Tank Rental	\$ 1,255.82
Midget AAA Hockey	Gate Shares	\$ 1,536.00
Morgan Printing	Municipal Election 2025 Ballot	\$ 1,137.35
Morgan Printing	Flyer - 2025 Polling Stations	\$ 2,895.70
Multi-Materials Stewardship Board	Compost Tumblers	\$ 2,300.00
National Grating	Windsor Stadium Plant Repairs	\$ 2,659.95
North Atlantic Petroleum	Diesel - 3388.6L Depot	\$ 5,073.75
North Atlantic Petroleum	Diesel - 1598.4L Depot	\$ 2,385.94
North Atlantic Petroleum	Diesel - 3340.7L Depot	\$ 4,844.52
North Atlantic Petroleum	Diesel - 1001.6L Depot	\$ 1,452.46
OMB Parts & Industrial Ltd.	Unit#2113	\$ 1,655.54
Penney Paving	HAF-2025-01 CL#1 Final - Riverview Road	\$ 56,095.14
Pondview Variety	Food Vouchers	\$ 1,200.00
Prime Construction Group	Build Patio - Privacy Rail, Steps, Skirting with Access Door - 9 Third Ave	\$ 10,959.76
Prime Construction Group	Install 42FT Fence, Rails, Fence Boards - 7 Third Ave	\$ 2,472.50
Queensway Esso	Food Vouchers	\$ 1,572.00
Rodco Mechanical	99-2024-8387 CL#1	\$ 189,405.00
Rogers Enterprises Ltd.	Confined Space Training	\$ 5,161.09
Skyhawk Telematics	Monthly Fee	\$ 1,747.14

November 10, 2025

Sweet Tails and Treats	Rebate - Inv's 646878,648113,650621,653231,658056,660452,663026,682914	\$ 2,024.10
Sysco	2025 ATV/Poutine Festival	\$ 3,101.64
Sysco	2025 ATV/Poutine Festival	\$ 1,012.02
Technical Rope and Rescue Inc.	Rope Rescue Items	\$ 2,639.25
Tennis Construction Ltd.	Payment #2 - Tennis Court Resurfing	\$ 61,715.33
The Cylinder Shoppe Inc.	Unit#1811 - Rebuild Grader Side Shift Cylinder	\$ 3,910.00
Top Quality Cleaners	Janitorial Services - Town Hall	\$ 1,035.00
Toromont Cat	Unit#1911 - Tire Rod	\$ 2,528.80
Toromont Cat	28" Craig Severe Service Rock Bucket	\$ 5,931.24
UAP Inc.	Unit#93	\$ 1,018.30
Western Petroleum	Gasoline - 2506.5L Depot	\$ 3,366.73
Western Petroleum	Gasoline - 2600.0L Depot	\$ 3,420.56
Wolsley Canada Inc.	Sewer Parts	\$ 1,531.34
Xylem	Impeller Unit	\$ 3,415.96
<b>TOTAL</b>		<b>\$ 1,862,595.19</b>
<b>PRE-AUTHORIZE PAYMENTS</b>		
BELL CANADA - Satellite TV - WTP	BILL PAYMENT	136.85
170233 Superior Propane - Propane FH	BILL PAYMENT	8.74
AUDIENCEVIEW	MISC PAYMENT	1,011.44
BELL ALIANT - Ski Trail	BILL PAYMENT	271.11
BELL CANADA - Satellite TV - WTP	BILL PAYMENT	128.8
CIBC CARD PRODUCTS DIVISION - Visa's	MISC PAYMENT	7,731.49
CIBC CARD PRODUCTS DIVISION - Visa's	MISC PAYMENT	23,107.14
EFM Canada RBC EFM Canada Inc	RENT/LEASE	61,755.90
NEWFOUNDLAND POWER INC. - Street Lighting	MISC PAYMENT	42,522.87
NEWFOUNDLAND POWER INC. - Consolidated Bill	MISC PAYMENT	66,119.79
PREMIUMS TRIO BENEFITS	INSURANCE	78,907.20
PREMIUMS TRIO BENEFITS	INSURANCE	79,398.61
Telus Mobility - Microsoft 365	BILL PAYMENT	2,997.02
Telus Mobility - Cell Phones	BILL PAYMENT	2,707.64
<b>TOTAL</b>		<b>\$ 305,048.70</b>
<b>Total amount of Invoices Under \$1000.00</b>		<b>\$ 31,301.58</b>



**INFORMATION NOTE**

<b>Title:</b>	<b>Taxation Receivable Analysis – October 2025</b>
<b>Date Prepared:</b>	<b>November 11, 2025</b>
<b>Report To:</b>	<b>Regular Meeting of Council</b>
<b>Councillor:</b>	<b>Councillor Coady - Lead</b>
<b>Department:</b>	<b>Corporate Services - Finance, Administration and Policy</b>

**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 October 31st, 2025. The total taxation receivables amount to \$4,055,728.23, which is an increase of \$723,996.08 (21.73%) compared to the previous year. The accounts receivable aging shows that 63% of the receivables are current, with the remaining amounts spread across 1 year, 2 years, and 3+ years. Monthly collections for October 2025 amounted to \$604,656, 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 October 2025, amounts on a payment plan increased by \$279,923 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 October 2025 is \$1,634,938 (40% of the total outstanding receivable).

**Conclusion/Next Steps:**

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

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<b>Prepared by:</b>	
<b>Approved by:</b>	<b>Steve Gosse</b>
<b>Date Approved:</b>	<b>November 11, 2025</b>



## **DECISION/DIRECTION NOTE**

**Title:** Garbage Regulations Update

**Date Prepared:** October 28, 2025

**Report To:** Council

**Councillor:** Councillor Coady - Lead

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

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

Changes were made to the Garbage Regulations to have language that reflects the Towns and Local Service Districts Act, and to provide some clarity around placement of cardboard at the curb.

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

That Council approve the recommended changes to the Town of Grand Falls-Windsor Garbage, Refuse and Recycling Regulations to reflect language of the Towns and Local Service Districts Act, and to clarify wording for a better understanding for the placement of cardboard at the curb.

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

Some homeowners have been confused about how to properly place cardboard for collection. The proposed change clarifies that all cardboard must be placed inside a blue recycling bag and then set out at the curb inside a garbage container.

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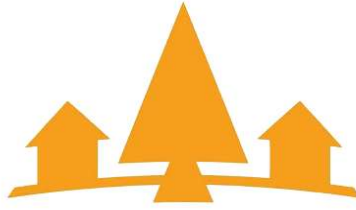
**Recommendation:** That Council approve the language changes to the current Garbage Regulations.

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**Prepared by:** Kara Hutchinson

**Approved by:** Darren Finn

**Date Approved:** October 28, 2025



Grand Falls-Windsor  
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**INFORMATION NOTE**

<b>Title:</b>	Grand Falls-Windsor Fire Department Incident Responses Report – Q3
<b>Date Prepared:</b>	November 4, 2025
<b>Report To:</b>	<b>Council</b>
<b>Councillor:</b>	<b>Councillor Hollett - Lead</b>
<b>Department:</b>	<b>Protective Services - Municipal Enforcement and Fire Department</b>

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**Issue:**

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

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**Discussion – Background & Current Status:**

The Grand Falls-Windsor Fire Department responded to 70 incidents during the third quarter of 2025, showing a consistent level of operational demand compared to previous quarters. Responses included alarm activations, structure fires, vehicle fires, grass and brush fires, utility incidents, hazardous materials, investigations, and motor vehicle collisions. Incident data was compiled from the Department’s detailed “Incidents by Date” and “Totals by Type” reports.

Breakdown of calls for July 1 to September 30, 2025:

July (17 calls):

Included 6 alarm activations, 4 investigative calls (smoke/odor), 1 hazardous materials response, 1 grass/brush fire, 1 structure fire, 1 electrical fire, 1 mutual aid call, 1 vehicle collision, and 1 public safety assist.

August (32 calls):

Included 8 alarm activations, 9 investigative calls (smoke/odor), 4 structure or utility fires, 1 dumpster fire, 1 vehicle fire, 1 brush fire, 1 agency assist, 1 mutual aid call, and 7 motor vehicle collisions (2 requiring extrication).

September (21 calls):

Included 9 alarm activations (residential and commercial), 1 outside building fire, 1 electrical fire, 2 vehicle fires, 1 brush fire, 1 agency assist, 1 investigative call, and 5 motor vehicle collisions (2 requiring extrication).

Key statistics:

- Total personnel hours: 319 hours, 23 minutes
- Average response time: 11 minutes, 41 seconds
- Average number of personnel per call: 8.5 Most frequent call types:
- Alarm activations, motor vehicle collisions, and investigations (smoke/odor)

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**Key Considerations/Implications:**

1. Budget/Financial Implications
  - a. No unusual budgetary impacts were noted for Q3. Operational activity and response hours remain within normal seasonal expectations.
2. Partners or Other Stakeholders
  - a. Coordination occurred with NL RCMP, Emergency Medical Services, NL Power, and Regional Fire Departments in Bishop's Falls and Kingston for mutual aid and highway response coverage.

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**Conclusion/Next Steps:**

The Grand Falls-Windsor Fire Department sustained strong operational performance throughout Q3 2025. The Department continues to emphasize training, inter-agency coordination, and community fire prevention programs. Focus will remain on alarm response reduction, preparedness initiatives, and public education efforts as the Department moves into Q4 and the winter season

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<b>Prepared by:</b>	<b>Renita Hurley</b> (reports provided by Chief MacKenzie)
<b>Approved by:</b>	<b>Darren Finn</b>
<b>Date Approved:</b>	<b>November 4, 2025</b>



**INFORMATION NOTE**

<b>Title:</b>	<b>Municipal Enforcement Quarterly Activity Report Q3</b>
<b>Date Prepared:</b>	<b>November 7, 2025</b>
<b>Report To:</b>	<b>Council</b>
<b>Councillor:</b>	<b>Councillor Hollett - Lead</b>
<b>Department:</b>	<b>Protective Services - Municipal Enforcement and Fire Department</b>

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**Issue:**

Overview of Municipal Police Activities – January 1, 2025, to September 30, 2025.

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**Discussion – Background & Current Status:**

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

<b>1. Incident Statistics</b>	<b>2025</b>	<b>2024</b>
• Total reported incidents:	YTD: 696	621
• Total reported traffic violation:		
▪ Summary Offence Tickets issued:	YTD: 101	312
▪ Written Warnings issued:	YTD: 197	314
• Year-over-year comparison: [Percentage increase/decrease 2024/2025]		
▪ Reported incidents	12.07 % increase	
▪ Summary Offence Tickets	67.63 % decrease	
▪ Written Warnings	37.26 % decrease	

## 2. Incidents Reported

a. Breakdown by classification:		<b>2025</b>	
<b>2024</b>			
i.	Animal control complaints (GFW):	YTD: 61	59
i.	Animal control complaints (BFS):	YTD: 3	2
i.	Anti-litter complaints:	YTD: 60	32
/.	Development Regs:	YTD: 6	14
/.	Garbage complaints:	YTD: 30	54
i.	Mobile vendor issues:	YTD: 16	8
i.	Noise complaints:	YTD: 11	15
i.	Occupancy and Maintenance:	YTD: 9	11
c.	Snow Clearing:	YTD: 8	18
c.	Taxi:	YTD: 8	4
i.	Off Road Vehicles:	YTD: 29	38
i.	Fires:	YTD: 47	32
i.	Alarm calls:	YTD: 37	48
/.	Motor Vehicle Collisions:	YTD: 46	32
/.	Accident investigations:	YTD: 12	11
i.	Damage to property:	YTD: 12	14
i.	Assistance to other departments:	YTD: 94	76
i.	Assistance to other agencies:	YTD: 14	16
c.	Motor Vehicle Escorts:	YTD: 11	6
c.	Funeral Escorts:	YTD: 37	16
i.	Traffic Control:	YTD: 122	55

## 3. Community Engagement & Public Safety Initiatives

- a. Conducted 19 police community relations events (i.e. – flag raising ceremonies, parades, neighborhood meetings, and school visits).
- b. Conducted 100 assistance to the public requests, including information requests, traffic control, animal control and transport, and other activities.

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**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. The selection process is ongoing.
  
3. Information Technology Implications
  - a. Efforts are ongoing to maximize the utility of Report Exec software purchased for Municipal Enforcement records management.

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**Conclusion/Next Steps:**

This report covers some of the Municipal Police activity for the up to and including the third quarter of 2025. Moving forward, and until the unit is fully staffed, the Department will focus calls for service on a priority basis.

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<b>Prepared by:</b>	Chief Constable R.C. THIBAUT
<b>Approved by:</b>	<b>Darren Finn</b>
<b>Date Approved:</b>	<b>November 7, 2025</b>