Regular Council Meeting - Minutes

Monday, December 22, 2025

Time: 6:30 PM

Location: Council Chambers

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

LATE:

STAFF: Darren Finn, Steve Gosse, Nelson Chatman, Todd Mercer, 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-12-167

Moved by: Bob Hiscock

Seconded by: Rod Bennett

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

Carried 7-0

3. Proclamation, Presentations, or Announcements

3.1 Red Ribbon Day

Red Ribbon Day.pdf

3.2 Mi'kmaq Flag

Deputy Mayor Bennett presented Mayor Browne with a Mi'kmaq Grand Council Flag to be displayed in the Council Chambers.

4. Adoption of Minutes

4.1 Minutes of November 18, 2025

That the Minutes of November 18, 2025 be adopted as presented.

Regular Council Meeting - Nov 18 2025 - Minutes - Html

RESOLUTION #CM25-R-12-168

Moved by: Shawn Feener

Seconded by: David Janes

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

Carried 7-0

5. Business Arising Out of Minutes

6. Community Services – Economic Development

6.1 Provincial Forest Management Plan and Domestic Firewood

Decision Note

D10-7-Bishop's Falls.pdf

D10-10-Grand Falls Windsor-Leech Brook.pdf

D11-2-Lemotte's Lake-Stoney Brook.pdf

D11-14-South Side Road.pdf

That Council approve support for domestic firewood cutting within Forest Management Districts 10 and 11, as outlined in the 2026–2030 Forest Management Plan maps provided to the Town by the Department of Fisheries, Forestry, and

Agriculture.

RESOLUTION #CM25-R-12-169

Moved by: David Janes
Seconded by: Venus Hollett

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

Carried 7-0

6.2 Wheelchair Bussing Services

Information Note

Social Determinants of Health Transportation Discussion.docx

Re_ Wheelchair Bus Arrangement between Health Authority and Community Groups.pdf

Council reviewed an Information Note on wheelchair bussing service in Grand Falls-Windsor.

6.3 Rural Innovation Lab

Information

Sim Lab Figures.pdf

Council to review an Information Note about the Rural Innovation Lab located in the Excite Building

7. Community Services – Recreation and Events

7.1 Dolly Parton Book Club

Decision Note

Grand Falls Windsor - 2026 Projected Funds Needed.png

Email Re: Dolly Parton Book Club.pdf

That Council approve the recommendation to not fund the Dolly Parton Book Club Program for 2026.

RESOLUTION #CM25-R-12-170

Moved by: Rod Bennett

Seconded by: David Janes

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

Carried 7-0

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

8.1 2026 Saturday Drop-Off Schedule, Annual Spring Cleanup, and Household Hazardous Waste Days

Information Note

2026 Sat Drop off Schedule.pdf

Council was updated on the 2026 Saturday Drop-Off Schedule, including the Annual Spring Cleanup period and two Household Hazardous Waste Day (HHWD) events.

8.2 17-CHIF-26-00017 - New Water Storage Tank & Rehabilitation of Existing 3.6 ML Standpipe – Funding Acceptance

Decision Note

Approval Letter 17-CHIF-26-00017 New Water Storage Tank & Rehabilitation of Existing 3.6 ML Standpipe.pdf

251080.00 ME001 Reservoir Sizing_2025-07-17.pdf

That Council approve the acceptance of funding under the Canada Housing Infrastructure Fund (CHIF) – Provincial Stream for the construction of a new water storage tank and the rehabilitation of the existing water storage standpipe located on Andrews Crescent, in the amount of $5,065,001 (HST rebate included), with the Town's required 30% contribution of $1,519,500. The project is cost-shared at 30% Federal, 40% Provincial, and 30% Municipal.

RESOLUTION #CM25-R-12-171

Moved by: Shawn Feener

Seconded by: David Janes

Aye Mike Browne, Amy Coady, Bob Hiscock, Shawn Feener, Venus Hollett, Rod Bennett,

and David Janes

Carried 7-0

8.3 Exploits Regional Water Treatment Plant (ERWTP) PLC Upgrade

Decision Note

253018.00-RE-01 Rev0 - Grandfalls-Windsor WTP PLC Upgrade.pdf

That Council approve the submission of a funding application under the Regional Canada Community-Building Fund – Provincial Targeted Infrastructure Stream for the Regional Water Treatment Plant PLC Upgrade project, at an estimated total cost of $1,039,000 (HST included).

RESOLUTION #CM25-R-12-172

Moved by: Shawn Feener

Seconded by: Bob Hiscock

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

Carried 7-0

9. Public Works & Development – Planning and Development

9.1 Common Street Name Review and Renaming Options

Decision Note

Common Street Names.pdf

That Council direct staff to proceed with renaming streets with common names, beginning with the street(s) with the fewest properties impacted, and that the Town support affected residents with reasonable costs and administrative requirements associated with a civic address change. Staff will return to Council with the final recommended street selections and proposed new names for approval.

RESOLUTION #CM25-R-12-173

Moved by: Bob Hiscock

Seconded by: Venus Hollett

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

Carried 7-0

9.2 Municipal Plan Amendment No. 23, 2025 & Development Regulations Amendment No. 30, 2025 – Final Approval

Decision Note

GFW MP 23 DR 30 - Final Report.pdf

That Council, under the authority of Section 23 of the Urban and Rural Planning Act, 2000, approves Amendment No. 23, 2025 to the Town of Grand Falls-Windsor Municipal Plan as adopted; and further that Council, under the authority of Section 23 of the Urban and Rural Planning Act, 2000, approves Amendment No. 30, 2025 to the Town of Grand Falls-Windsor Development Regulations as adopted.

RESOLUTION #CM25-R-12-174

Moved by: Bob Hiscock

Seconded by: Rod Bennett

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

Carried 7-0

10. Corporate Services – Finance, Administration and Policy

10.1 2026 Council Meeting Schedule

Decision Note

Public Council Meeting Schedule 2026.pdf

Members Meeting Schedule 2026.pdf

That Council approve the 2026 Council Meeting Schedule

RESOLUTION #CM25-R-12-175

Moved by: Amy Coady
Seconded by: Bob Hiscock

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

Carried 7-0

10.2 Disbursement Report - November 2025

Information Note

November 30, 2025.pdf

November 1 - 30, 2025 - Under $1000.00.pdf

Council reviewed an Information Note on the summary of disbursements for November 1 - 30, 2025.

10.3 Taxation Receivable Analysis November 2025

Information Note

November Taxation Receivable Analysis .2025.pdf

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

10.4 Smoking Enforcement - Hospital

Information Note 2025 New

Email - Smoking on Hospital Grounds.pdf

Council reviewed an Information Note informing them that correspondence was received about the lack of enforcement of the smoking-ban on Hospital grounds.

10.5 Tax Arrears Sale By-Law

Decision Note

Arrears Sale By-Law-Draft.pdf

That Council approve the *Arrears Sale By-Law* as presented, pursuant to the authority granted under Section 7 of the Towns and Local Service Districts Act.

RESOLUTION #CM25-R-12-176

Moved by: Amy Coady
Seconded by: Rod Bennett

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

Carried 7-0

10.6 Accommodation Tax By-Law

Decision Note

Tourist Accommodations Tax By-Law - Draft.pdf

Circular - Tourist Accommodations Tax.pdf

That Council approve the *Tourist Accommodation Tax By-Law* as presented, enacted under Section 129 of the Towns and Local Service Districts Act (SNL 2023, T-6.2).

RESOLUTION #CM25-R-12-177

Moved by: Amy Coady
Seconded by: Shawn Feener

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

Carried 7-0

10.7 Budget 2026 - Corduroy Brook Enhancement Association Grant Approval

Decision Note

That Council approve a grant for Corduroy Brook Enhancement Association in the amount of $80,000 for 2026.

RESOLUTION #CM25-R-12-178

Moved by: Amy Coady
Seconded by: Bob Hiscock

Aye Mike Browne, Amy Coady, Bob Hiscock, Shawn Feener, Rod Bennett, and David Janes

Nay Venus Hollett

Carried 6-1

10.8 Budget 2026 - Grand Falls Golf Club Grant Approval

Decision Note

That Council approve two grants for the Grand Falls Golf Club totaling $27,000 for 2026.

RESOLUTION #CM25-R-12-179

Moved by: Amy Coady

Seconded by: Bob Hiscock

Aye Amy Coady, Bob Hiscock, Shawn Feener, Venus Hollett, Rod Bennett, and David Janes

Carried 6-0

Mayor Browne left the Council Chambers for discussion and voting on this item, due to a perceived conflict of interest as he is a member of the Grand Falls Golf Club Executive.

10.9 Budget 2026

Decision Note

That Council approve the 2026 Municipal Operating Budget and related 2026
Schedule of Rates and Fees.

RESOLUTION #CM25-R-12-180

Moved by: Amy Coady

Seconded by: Bob Hiscock

Aye Mike Browne, Amy Coady, Bob Hiscock, Shawn Feener, Rod Bennett, and David Janes

Nay Venus Hollett

Carried 6-1

11. Protective Services – Municipal Enforcement and Fire Department

12. Council Advisory Committees

13. External Committee

14. Other Business

- Community Events.
- Derelict Properties woking on a solution.
- Thank-you/Congratulations/Recognitions.
- Merry Christmas to all.

15. ADJOURNMENT

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

RESOLUTION #CM25-R-12-181

Moved by: Rod Bennett

Seconded by: Shawn Feener

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

Carried 7-0

https://www.youtube.com/watch?v=7A6iIfzbP-4

Mayor / Deputy Mayor

CAO

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PROCLAMAtION

Project Red Ribbon Day – November 26th, 2025

WHEREAS: Project Red Ribbon is a commitment made by Canadians to drive safe and sober. It is a highly visible, community public awareness campaign which depends on volunteer participation to promote the message that deaths and injuries resulting from impaired driving are needless tragedies and totally preventable;

WHEREAS: Each year from the beginning of November until the first Monday after New Year's, MADD Canada Chapter volunteers across the country distribute red ribbons and\or car decals and ask Canadians to display a red ribbon and\or car decal on their vehicles, key chain, or on a personal item like their purse, briefcase or backpack;

WHEREAS: the MADD Canada red ribbon and\or car decal is a powerful symbol. By displaying the ribbon and\or car decal, people are making a personal commitment to drive sober. A red ribbon and\or car decal are also used to pay tribute to the thousands of Canadians who have lost their lives or have been injured as a result of impaired driving. The red ribbon and\or car decal also reinforces the message to drive sober throughout the holidays and the year.

THEREFORE BE IT RESOLVED: THAT: I, Mike Browne, Mayor of the Town of Grand Falls-Windsor, do hereby declare November 26th as Project Red Ribbon Day in Grand Falls-Windsor, NL.

Mike Browne, Mayor
Town of Grand Falls-Windsor

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DECISION/DIRECTION NOTE

Title:	**Domestic Firewood Cutting in Management District 10 and 11**
Date Prepared:	**November 21, 2025**
Report To:	**Council**
Councillor:	**Councillor Janes - Lead**
Department:	**Community Services - Economic Development**

Decision/Direction Required:

A decision is required from Council on whether the Town will support domestic firewood cutting within municipal boundaries, as outlined in the 2026–2030 Forest Management Plan for Forest Districts 10 and 11.

Proposed Resolution for Council:

That Council approve support for domestic firewood cutting within Forest Management Districts 10 and 11, as outlined in the 2026–2030 Forest Management Plan maps provided to the Town by the Department of Fisheries, Forestry, and Agriculture.

Discussion – Background and Current Status:

The Department of Fisheries, Forestry and Agriculture is requesting Council's feedback on whether the Town supports domestic firewood cutting within the Municipal Planning Area of Grand Falls-Windsor, as shown in the 2026–2030 Forest Management Districts 10 and 11 mapping.

Key Considerations/Implications:

1. Budget/Financial Implications – There are no financial implications with this decision.

2. Partners or Other Stakeholders – The Department of Fisheries, Forestry and Agriculture, Council, and citizens harvesting firewood.
3. Alignment with Strategic Directions – That the Town of Grand Falls-Windsor continue to have input in any planning related to domestic and/or commercial wood harvesting within its planning boundary.

Recommendation:

It is recommended that the Town of Grand Falls-Windsor provide its support to the Department of Fisheries, Forestry and Agriculture for the proposed domestic wood cutting areas shown in the Forest Management Districts 10 and 11 mapping for 2026-2030.

Prepared by:	**Todd Mercer**
Approved by:	**Darren Finn**
Date Approved:	**November 21, 2025**

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INFORMATION NOTE

Title:	**Wheelchair Bussing Services in Grand Falls-Windsor**
Date Prepared:	**November 21, 2025**
Report To:	**Council**
Councillor:	**Councillor Janes - Lead**
Department:	**Community Services - Economic Development**

Issue:

The Community Services Department is seeking Council's feedback and direction on exploring a wheelchair-accessible bussing service in Grand Falls-Windsor to help address transportation challenges faced by our most vulnerable residents.

Discussion – Background & Current Status:

Staff are seeking Council's feedback and direction on whether there is interest in further exploring the idea of establishing a wheelchair bussing service in Grand Falls-Windsor. Advancing this concept would require staff time to research available models, assess local demand, consult potential partners, and pursue external funding opportunities. It is important to note that a service of this nature may ultimately require future staffing or financial commitments from the Town if external partners or funding sources are not sufficient to offset operating requirements.
Similar services are successfully operating in other jurisdictions—such as the model used in Springdale—but additional research is needed to fully understand the range of options available and evaluate which approaches may be most suitable for our community. Staff would also engage local partners, including the Health Coalition's Social Determinants of Health Subcommittee, seniors' groups, churches, and other identified user groups, to determine the level of community need and the potential for collaboration.

Key Considerations/Implications:

1. Budget/Financial Implications – TBD
2. Partners or Other Stakeholders – NL Health Services, Social Determinants of Health Subcommittee, Community Stakeholders, Accessibility and Inclusion Committee, and the Provincial Government.
3. Accessibility and Inclusion – Wheelchair accessible transportation.
4. Engagement and Communications Considerations – Community stakeholders and Government.
5. Human Resource Implications – Community Services Development – Economic Development.

Conclusion/Next Steps:

If Council is interested in pursuing this initiative, the Community Services Department will gather information, consult with relevant community groups, and assess whether a wheelchair-accessible transportation service is required. Once sufficient information has been collected— including potential service models, feasibility, and possible partners—staff will report back to Council with findings and options before any decisions are made on next steps or future commitments.

Prepared by:	**Todd Mercer**
Approved by:	**Darren Finn**
Date Approved:	**November 21, 2025**

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INFORMATION NOTE

Title:	**Rural Innovation Lab MOU**
Date Prepared:	**December 3, 2025**
Report To:	**Committee of the Whole - Public**
Councillor:	Councillor Janes - Lead
Department:	**Community Services - Economic Development**

Issue:

The Rural Health Simulation Lab has been completed and renamed the "Rural Innovation Lab". On November 24, 2025, the Grand Falls-Windsor Town Council were provided a tour and information session outlining NL Health Services (NLHS) investment to advance rural health innovation in Newfoundland and Labrador.

NLHS proposes signing a Memorandum of Understanding (MOU) with the Town of Grand Falls-Windsor focused on rural health innovation. NLHS is also requesting the Town's support in educating citizens about the new NLHS health app.

In 2026, NLHS plans to host a Rural Health Innovation Event in Grand Falls-Windsor, inviting approximately 30 healthcare companies to explore opportunities to establish or expand services in the community.

NLHS Team
- Amanda Jennings – Senior Director, Provincial Clinical Practice, NLHS
- Michael Antle – Senior Director, Central Zone Facilities & Support Service
- Ron Johnson – Vice President, Digital Health, Innovation & Research, CIO
- Liam Kelly – Provincial Director of Research and Innovation, NL Health Services

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Discussion – Background & Current Status:

NLHS provided a presentation and tour of the newly completed Rural Innovation Lab on November 24, 2025. The session included an overview of NLHS's planned investments and the strategic role of the Lab in enhancing rural health innovation across Newfoundland and Labrador.

NLHS is seeking a formal partnership with the Town through an MOU; plus, collaboration on public education for the NLHS health app; and support for the planned 2026 Rural Health Innovation Event that will engage approximately 30 healthcare companies interested in delivering services in the region.

The Town of Grand Falls–Windsor is the lead proponent of the development of the Rural Health Simulation Lab—now the Rural Innovation Lab—a state-of-the-art training and innovation facility designed to strengthen rural healthcare delivery. The Lab was developed in partnership with NL Health Services, Memorial University's Faculties of Medicine and Nursing, and supported by the South Central Health Foundation.

The Lab provides a controlled, immersive environment where healthcare professionals and students can develop and refine clinical skills tailored to rural practice. Through realistic, hands-on simulations, participants gain experience in addressing the unique challenges of rural healthcare.

Work on the project began in 2019, but progress was interrupted by the COVID-19 pandemic and the restructuring of Provincial Health Authorities (transitioning from Central Health to NLHS). Funding for the project was approved in March 2024.

Key Considerations/Implications:

1. Budget/Financial Implications – There are no budget or financial implications for the Town of Grand Falls-Windsor for this project.
2. Partners or Other Stakeholders – NL Health Services, Memorial University Faculty of Medicine, Memorial University Faculty of Nursing, South Central Health Foundation.
3. Alignment with Strategic Directions – To Promote health and health care initiatives for Grand Falls-Windsor.

Conclusion/Next Steps:

NLHS will enhance the Innovation Lab in Grand Falls-Windsor to its full potential in the following areas:

• Rural Healthcare Professional Development: The Innovation Lab will support the professional development of healthcare professionals.
• Attraction and Retention of Professionals: Provides advanced training that will attract and retain physicians, nurses, and allied health providers.
• Support for Indigenous and Rural Communities: Through partnership with Conne River Health and Social Services, delivers culturally relevant training and career pathways.
• Economic Growth: Creates new educational, employment, and investment opportunities, supporting the Town's role as a Regional Service Centre.

• Innovation Expansion: NLHS will transition and expand existing health innovation projects to the Rural Innovation Lab in Grand Falls–Windsor.
• Enhanced Reputation: Reenforces the Towns reputation as a provincial leader in rural health innovation.

Prepared by:	Stan Singh/Todd Mercer
Approved by:	Darren Finn
Date Approved:	December 8, 2025

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DECISION/DIRECTION NOTE

Title:	**Dolly Parton Book Club**
Date Prepared:	**November 17, 2025**
Report To:	**Committee of the Whole - Private**
Councillor:	**Deputy Mayor Bennett - Lead**
Department:	**Community Services - Recreation and Events**

Decision/Direction Required:

Decision is required to discontinue support for the Dolly Parton Book Club for the 2026 calendar year.

Proposed Resolution for Council:

That Council approve the recommendation to no longer fund the Dolly Parton Book Club Program for 2026.

Discussion – Background and Current Status:

The Community Services Department has been administering the Dolly Parton Book program for the past 3 years. Each child who registers from ages 0-5 receives a free book from the Foundation on a monthly basis for high education and learning. The books are $3.75 each with 75% of the funds coming from a private donor within the Dolly Parton Book Club and the Town of Grand Falls-Windsor pays the rest. The program has been seeing a high number of kids register with 542 being signed up to the program. Of that 346 kids are from Grand Falls-Windsor and an additional 186 kids from central. Council has budgeted $10,000 annually for this program for the past 3 years and in 2025 due to the higher registration the allotment will be $15,000 till reach the end of December.

The Information attached gives a breakdown of the various funding levels required and the number of kids that could be supported if support was given.

Key Considerations/Implications:

1. Budget/Financial Implications – Town portion for kids in Grand Falls-Windsor would be according to the level of financial support budgeted with $10,000 covering 212 kids and $14,000 required to cover all the kids in Grand Falls-Windsor. External funding subsidies expire in 2026, so the Town will have to contribute 100% of the cost for books if a decision to continue participating in this program was made.
2. Partners or Other Stakeholders - The Dolly Parton Imaginary Library are the main stakeholder in the program and oversee all financial resources required to administer
3. Alignment with Strategic Directions – To provide quality recreation and leisure programs for kids aged 1-5.

Recommendation:

It is recommended that the Town of Grand Falls-Windsor discontinue funding for the Dolly Parton Imaginary Library and work with all Community Stakeholders to ensure the reading requirements of children aged 0-5 are being met and enhanced through our own public library and through Town facilitated book reading events.

Prepared by:	**Todd Mercer**
Approved by:	Senior Staff
Date Approved:	

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INFORMATION NOTE

Title:	2026 Saturday Drop-Off Schedule, Annual Spring Cleanup, and Household Hazardous Waste Days
Date Prepared:	**December 12, 2025**
Report To:	**Council**
Councillor:	**Councillor Feener - Lead**
Department:	**Public Works and Development - Public Works, Buildings, and Facilities**

Issue:

To present Council with the proposed 2026 Saturday Drop-Off Schedule, including the Annual Spring Cleanup period and two Household Hazardous Waste Day (HHWD) events.

Discussion – Background & Current Status:

The Saturday Drop-Off Program is a long-standing service provided by the Town to allow residents scheduled access to waste disposal services outside of regular weekday operations. The program supports improved compliance, reduces illegal dumping, and enhances overall community cleanliness.

For 2026, the proposed schedule continues the established operational model and aligns with staffing capacity, contractor availability, and historical participation trends. The schedule clearly identifies:

- Regular Saturday Drop-Off Days throughout the calendar year;
- Annual Spring Cleanup Period allowing residents additional opportunity to dispose of bulky household waste following winter;
- Two Household Hazardous Waste Day (HHWD) events, scheduled during the year in coordination with Central Newfoundland Waste

Management (CNWM), enabling safe disposal of hazardous materials such as paints, oils, solvents, and chemicals.

The attached 2026 calendar visually identifies regular drop-off days, the Spring Cleanup period, and HHWD dates to ensure clarity for residents and staff.

No changes are proposed to accepted materials or operational procedures at this time.

Key Considerations/Implications:

Operational:

The schedule has been developed to ensure consistency with current staffing levels and operational resources within the Department of Public Works and Development.

Budget:

Costs associated with the Saturday Drop-Off Program, Spring Cleanup, and HHWD events are accommodated within the approved operating budget.

Strategic Alignment:

The program supports Council's objectives related to environmental stewardship, waste diversion, and quality of life for residents.

Public Communication:

The schedule will be published on the Town website, social media platforms, and through other standard communication channels.

Conclusion/Next Steps:

The proposed 2026 Saturday Drop-Off Schedule, including the Annual Spring Cleanup period and two Household Hazardous Waste Day events, is presented for Council's information.

Subject to Council's acknowledgement, staff will proceed with public notification and implementation for the 2026 calendar year.

Prepared by:	
Approved by:	**Nelson Chatman**
Date Approved:	**December 12, 2025**

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DECISION/DIRECTION NOTE

Title:	17-CHIF-26-00017 - New Water Storage Tank & Rehabilitation of Existing 3.6 ML Standpipe – Funding Acceptance
Date Prepared:	**December 17, 2025**
Report To:	**Council**
Councillor:	**Councillor Feener - Lead**
Department:	**Public Works and Development - Public Works, Buildings, and Facilities**

Decision/Direction Required:

A decision is required on whether Council will support and accept funding received through the Canada Housing Infrastructure Fund (CHIF) – Provincial Stream for the construction of a new water storage tank and rehabilitation of the existing 3.6 ML standpipe located off Andrews Crescent.

Proposed Resolution for Council:

That Council approve the acceptance of funding under the Canada Housing Infrastructure Fund (CHIF) – Provincial Stream for the construction of a new water storage tank and the rehabilitation of the existing water storage standpipe located on Andrews Crescent, in the amount of $5,065,001 (HST rebate included), with the Town's required 30% contribution of $1,519,500. The project is cost-shared at 30% Federal, 40% Provincial, and 30% Municipal.

Discussion – Background and Current Status:

A remotely operated vehicle (ROV) inspection of the Andrews Crescent water storage standpipe was completed in July 2024 by Landmark Municipal Services. The final inspection report was provided to

Council in November 2024 as part of the original funding application. The report identifies several deficiencies and recommends rehabilitation within the next one to three years to maintain the long-term integrity and reliability of the structure.

The Town of Grand Falls–Windsor's existing water storage capacity is 3,600 m³ (3.6 ML), which is below the 7,722 m³ recommended under the *Atlantic Canada Water Supply Guidelines* to meet current domestic demand, fire protection requirements, and emergency storage needs. While the system continues to operate, this limited storage reduces operational flexibility during peak demand periods, maintenance activities, or emergency events.

Future demand projections indicate that, with moderate population growth of approximately 1% annually, total water storage requirements could exceed 9,000 m³ by 2050. Constructing an additional storage tank at this time, in combination with rehabilitating the existing standpipe, will bring the Town into alignment with current guidelines, improve system resilience, and ensure adequate fire flow and emergency capacity.

Accepting the available Government funding allows the Town to address these needs proactively, strengthen long-term service reliability, and reduce the likelihood of more disruptive or costly interventions in the future.

Key Considerations/Implications:

Budget / Financial Implications

The total project cost is $5,585,362, with $5,065,001 in eligible costs funded through 30% Federal ($1,519,500), 40% Provincial ($2,026,000), and 30% Municipal ($1,519,500) contributions.

Partners or Other Stakeholders

Federal and Provincial Governments through the Canada Housing Infrastructure Fund (CHIF).

Alignment with Strategic Directions

This project ensures adequate and reliable long-term water storage capacity, supports housing development and future growth, and aligns with the Town's asset management and infrastructure renewal objectives.

Legal or Policy Implications

Rehabilitation of the existing standpipe and construction of a new tank supports long-term compliance with recognized water supply guidelines and strengthens the Town's ability to maintain consistent service levels across the distribution system.

Human Resource Implications

Town staff will be required to oversee the design, tendering, and construction phases of the project.

Procurement Implications

All design and construction work will be publicly tendered in accordance with the Public Procurement Act (PPA).

Recommendation:

That Council approve the construction of a new water storage tank and the rehabilitation of the existing standpipe and accept government funding of $5,065,001, with the Town's 30% contribution of $1,519,500. This investment addresses current storage deficiencies, enhances fire protection and emergency resilience, provides operational flexibility by allowing one tank to be taken offline when required, and positions the Town to meet future demand while minimizing long-term risk and cost.

Prepared by:	**Chad Clendenning**
Approved by:	**Nelson Chatman**
Date Approved:	**20205-12-17**

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DECISION/DIRECTION NOTE

Title:	**Exploits Regional Water Treatment Plant (ERWTP) PLC Upgrade**
Date Prepared:	**December 18, 2025**
Report To:	**Council**
Councillor:	**Councillor Feener - Lead**
Department:	**Public Works and Development - Public Works, Buildings, and Facilities**

Decision/Direction Required:

Council approval is required to proceed with submitting a funding application under the Regional Canada Community-Building Fund (CCBF) – Provincial Targeted Infrastructure Stream for the replacement of the existing Programmable Logic Controller (PLC) system at the Regional Water Treatment Plant (WTP), and to authorize the Town to proceed with detailed design, system integration, and installation of new PLC equipment, subject to funding approval.

Proposed Resolution for Council:

That Council approve the submission of a funding application under the Regional Canada Community-Building Fund – Provincial Targeted Infrastructure Stream for the Regional Water Treatment Plant PLC Upgrade project, at an estimated total cost of $1,039,000 (HST included).

Discussion – Background and Current Status:

The Regional Water Treatment Plant currently operates using a Schneider Electric Modicon Quantum PLC system, which was discontinued by the manufacturer in 2018 and is expected to reach full end-of-service by 2026. Replacement parts are no longer reliably available, and the system presents increasing operational, cybersecurity, and reliability risks.

The existing PLC controls all critical WTP processes, including raw water intake, filtration, chemical dosing, chlorine systems, and finished water delivery. A failure of this system would significantly impact water quality, regulatory compliance, and continuity of service for the region.

CBCL Limited was engaged to assess the condition of the existing PLC system and provide an upgrade strategy. Their technical review confirms that all major components of the existing PLC system are discontinued or approaching end of life, with limited or no manufacturer support remaining. Continued reliance on third-party or aftermarket components is not considered reliable or sustainable for this facility.

CBCL recommends replacement of the existing Modicon PLC system with a Rockwell Allen-Bradley CompactLogix 5380 series PLC, housed in a new control cabinet with upgraded power supplies, UPS, network equipment, and control hardware. This approach provides improved reliability, cybersecurity, long-term vendor support, and allows the plant to standardize PLC platforms.

The proposed upgrade will be completed using a systematic switchover approach, allowing the WTP to remain operational throughout construction, with short, controlled shutdowns where required. The plant is capable of manual operation during these limited periods.

The Class D Opinion of Probable Cost for the project is $1,039,000 (HST included), which includes engineering design, system integration, construction, contingencies, and taxes. The project is eligible under the Regional CCBF Provincial Targeted Infrastructure Fund, making external funding critical to reducing the financial burden on participating municipalities.

Key Considerations/Implications:
Budget / Financial

- Estimated total project cost: $1,039,000 (HST included).
- Eligible under Regional CCBF funding with is 100% funded at no costs to the municipalities.
- Standardization to a single PLC platform will reduce future maintenance, licensing, and training costs.

Strategic Alignment

- Supports safe, reliable delivery of drinking water.
- Aligns with infrastructure renewal, asset management, and risk mitigation objectives.

- Addresses cybersecurity vulnerabilities associated with obsolete control systems.

Operational & Risk Management

- Eliminates risk of catastrophic PLC failure due to lack of spare parts.
- Reduces likelihood of emergency repairs, service interruptions, and water quality incidents.
- Allows proactive replacement rather than reactive failure response.

Human Resources

- Requires staff involvement for oversight, commissioning, and operational transition.
- Improves operational confidence and reduces reliance on unsupported technology.

Procurement

- Engineering, system integration, and construction services will be procured in accordance with the Public Procurement Act.

Information Technology / SCADA

- Integration with the existing VTScada system will require signal remapping and software updates, included in the project scope.

Recommendation:

It is recommended that Council approve the funding application and authorize the project to proceed, subject to funding approval.

Prepared by:	**Chad Clendenning**
Approved by:	**Nelson Chatman**
Date Approved:	**2025-12-18**

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DECISION/DIRECTION NOTE

Title:	Common Street Name Review and Renaming Options
Date Prepared:	**November 19, 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 proceed with renaming streets with duplicate/common names and, if so, what criteria and approach staff should follow to implement the changes.

Proposed Resolution for Council:

That Council direct staff to proceed with renaming streets with common names, beginning with the street(s) with the fewest properties impacted, and that the Town support affected residents with reasonable costs and administrative requirements associated with a civic address change. Staff will return to Council with the final recommended street selections and proposed new names for approval.

Discussion – Background and Current Status:

The Town has several streets that share identical or near-identical names, resulting in documented confusion for emergency responders, service providers, and the public. This issue has been previously reviewed by Committee as a safety concern. Emergency services were previously notified of the risk; however, no naming changes were undertaken.

The affected duplicate/common names include:

- Brown Avenue / Brown's Heights
- Cater Avenue / Cater Place
- Earle Place / Earle Street
- Exploits Avenue / Exploits Lane
- Hill Road / Hill Street
- King Street / King's Place
- Moore Place / Moore Street
- Main Street Extension / Wheeler's Avenue Extension

The Town surveyed residents on Exploits Lane and Exploits Avenue (36 letters, 13 responses). Feedback was mixed: most acknowledged the issue but preferred that the *other* street be changed, while others opposed any change due to personal, financial, or professional impacts. This pattern will likely repeat in other areas.

To resolve the long-standing safety concern, Council must determine:

- Whether renaming should occur.
- What criteria should determine which street in each pair is renamed (e.g., fewest residents, emergency response patterns, simplest geometry, least historic attachment).
- Whether new names should come from the pre-approved street name list or other sources.
- What level of support the Town will provide to affected residents (mail forwarding, signage, civic numbers, administrative documentation).

A consistent approach will minimize conflict and ensure fairness.

Key Considerations/Implications:

1. Budget/Financial Implications

- Minor Town costs for signage replacement.
- Recommended Town support for residents: civic numbers, address-change documentation, and Canada Post redirection for a set period.
- Staff time required for implementation and communication.

2. Partners or Other Stakeholders

- Emergency services (Fire, Police, EMS) rely on consistent addressing to reduce response delays.
- Canada Post, utility providers, and service agencies will require updated addressing information.

3. Alignment with Strategic Directions

- Supports community safety, risk reduction, and operational efficiency.
- Reinforces Council's commitment to modernization and improved service delivery.

4. Alignment with Adopted Plans

- Consistent with municipal addressing standards and long-term emergency response planning principles.
- Ensures compliance with NG911 modernization expectations.

5. Accessibility and Inclusion

- Clearer street naming improves navigation for seniors, newcomers, and individuals with cognitive or visual barriers.
- Reduces reliance on ambiguous directional cues during emergencies.

6. Engagement and Communications Considerations

- Structured communication plan needed for affected residents.
- Advance notice, clear timelines, and strong support resources will be essential to maintain trust.
- Consistent messaging reduces perceptions of unfairness.

7. Information Technology Implications

- GIS and civic addressing databases require updates.
- Internal systems (Lightship/OpsReady, taxation, permitting) will need synchronized changes.

8. Other Implications

- Not addressing the issue prolongs risk and operational inefficiencies.
- A clear, criteria-based approach reduces conflict and reinforces fairness and transparency.

Recommendation:

Staff recommend that Council:

- Approve renaming of streets with common names.
- Apply consistent criteria, beginning with the street with the fewest residents impacted.
- Use the approved street name list unless Council specifies alternatives.
- Support impacted residents with reasonable costs and administrative requirements related to address updates.
- Staff will provide new street name recommendations from the existing list of street names already approved by Council.

Prepared by:	
Approved by:	**Nelson Chatman**
Date Approved:	**November 19, 2025**

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DECISION/DIRECTION NOTE

Title:	Municipal Plan Amendment No. 23, 2025 & Development Regulations Amendment No. 30, 2025 – Final Approval
Date Prepared:	**December 1, 2025**
Report To:	**Council**
Councillor:	**Councillor Hiscock - Lead**
Department:	**Public Works and Development - Planning and Development**

Decision/Direction Required:

Council approval of Municipal Plan Amendment No. 23, 2025 and Development Regulations Amendment No. 30, 2025 under Section 23 of the Urban and Rural Planning Act, 2000.

Proposed Resolution for Council:

That Council, under the authority of Section 23 of the Urban and Rural Planning Act, 2000, approves Amendment No. 23, 2025 to the Town of Grand Falls-Windsor Municipal Plan as adopted; and further that Council, under the authority of Section 23 of the Urban and Rural Planning Act, 2000, approves Amendment No. 30, 2025 to the Town of Grand Falls-Windsor Development Regulations as adopted.

Discussion – Background and Current Status:

The Town initiated Municipal Plan Amendment No. 23, 2025 and Development Regulations Amendment No. 30, 2025 to enable the redevelopment of 1 St. Catherine Street (former Millcrest Academy site) for a medical office/clinic and residential units.

Adoption and Public Notification

- Council adopted the amendments on October 28, 2025.
- Notices of adoption were posted at Town Hall and Joe Byrne Stadium on August 28, 2025, and online on August 29, 2025, advising residents of Council's intention to re-designate and rezone the site and inviting public submissions.
- The Department of Municipal Affairs completed the Section 15 Provincial Review and released the documents on October 2, 2025.

Public Hearing (Section 18)

A Public Hearing was held on November 19, 2025, chaired by Commissioner Dan Noseworthy, as required under the Act.

- Six residents, two Town staff, and one councillor attended.
- One written submission was received (Brian Tobin), and three verbal submissions were presented.
- Issues raised related to zoning interpretation, servicing capacity, compliance with the proposal, and public notification.
- Town staff and the planning consultant provided clarifications during the Hearing.

Commissioner's Report (Section 22)

The Commissioner confirmed:

- All statutory requirements under the Urban and Rural Planning Act, 2000 were met.
- Public notification complied with Sections 17 and 110.1.
- Concerns raised were satisfactorily addressed during the Hearing.
- No objections were filed against the amendments.
- The amendments are appropriate for the intended medical clinic and residential development.

Commissioner's recommendation is to approve Municipal Plan Amendment No. 23, 2025 and Development Regulations Amendment No. 30, 2025 as adopted by Council on October 28, 2025.

Key Considerations/Implications:

Budget

No direct financial impact. Future development increases tax base.

Strategic Alignment

Supports:

- ICSMP 2022–2032
- Intensification of serviced lands
- Repurposing of former institutional sites
- Improved community health services
- New residential capacity

Legal

All requirements under the Urban and Rural Planning Act, 2000 have been met:

- *Section 15* – Provincial Release
- *Section 16* – Council Adoption
- *Section 18* – Public Hearing
- *Section 22* – Commissioner's Report
- *Section 23* – Council Approval now required

Other Considerations

- CN and RM-1 zoning aligns with the development proposal.
- Servicing capacity confirmed adequate.
- No objections recorded; only requests for clarification.

Recommendation:

Proceed with approval of Municipal Plan Amendment No. 23, 2025 and Development Regulations Amendment No. 30, 2025.

Prepared by:	
Approved by:	**Nelson Chatman**
Date Approved:	**December 1, 2025**

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DECISION/DIRECTION NOTE

Title:	2026 Council Meeting Schedule
Date Prepared:	October 23, 2025
Report To:	Council
Councillor:	**Councillor Coady - Lead**
Department:	**Corporate Services - Finance, Administration and Policy**

Decision/Direction Required:

It is recommended that Council approve the proposed 2026 Meeting Schedule as presented. The schedule is proposed to provide regular meeting dates throughout the year, allowing sufficient time for Agenda preparation, departmental reporting, and public notification. This schedule aligns with previous years practices and supports transparency and efficiency in Council administration.

Proposed Resolution for Council:
That Council approve the 2026 Meeting Schedule as presented.

Discussion – Background and Current Status:

Council meetings are scheduled annually to ensure orderly conduct of municipal business, including decision-making, reporting, and public engagement.

Key Considerations/Implications:
1. Budget/Financial Implications – No additional cost.

2. Partners or Other Stakeholders – Departments, Council members, and members of the public who attend or view meetings.
3. Alignment with Strategic Directions – Supports transparent, accountable, and efficient governance.
4. Legal or Policy Implications – Ensures compliance with Municipal Governance and aligns with legislative meeting requirements.
5. Privacy Implications – No privacy concerns, meetings are public with the exception of privileged matters.
6. Engagement and Communications Considerations – Public notification and meeting agenda's will be communicated through standard channels, including the Towns website and social media.
7. Human Resource Implications – Scheduling staff for planning and coordination.

Recommendation:

It is recommended that Council approve the 2026 Council Meeting Schedule as presented to ensure consistency throughout the year.

Prepared by: Kara Hutchinson

Approved by: Darren Finn

Date Approved: October 23, 2025

2026 COUNCIL MEETING SCHEDULE
(SUBJECT TO CHANGE)

Regular Council Meeting - 6:30pm

January 20, 2026

February 17, 2026

March 24, 2026

April 21, 2026

May 26, 2026

June 16, 2026

July 7, 2026

August 25, 2026

September 15, 2026

October 20, 2026

November 17, 2026

December 15, 2026

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INFORMATION NOTE

Title:	**Disbursement Report – November 2025**
Date Prepared:	**December 5, 2025**
Report To:	**Regular Meeting of Council**
Councillor:	**Councillor Coady - Lead**
Department:	**Corporate Services - Finance, Administration and Policy**

Issue:
Summary of disbursements 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 November 30th, 2025, in the amount of $1,311,197.96. Also disclosed on the report are pre-authorized payments of $338,575.91 and invoices under $1,000 in the amount of $54,587.32.

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.

Prepared by:	
Approved by:	**Steve Gosse**
Date Approved:	**December 5, 2025**

Members-only attachment

Vendor	ACCT - DESCRIPTION	TOTAL
77766 Newfoundland & Labrador Inc.	Unit#69 - MVI - Complete Check and Parts	$ 2,601.22
Adam's Construction Ltd.	HAF - 2025-01 CL#2 - Final	$ 82,432.18
AGAT Laboratories	Wastewater Testing	$ 1,479.48
Allnorth Consultants Ltd.	GFW House Restoration - Start up Meeting, Site Investigation, Design Brief	$ 22,350.25
Allnorth Consultants Ltd.	GFW - PW Depot Retrolift - Contract Admin, Site Visits	$ 2,596.13
Armtec Inc.	Storm Line	$ 3,950.97
Atkinsreals	99-2019-6725 - GFW WTP ME UPGRADES	$ 1,803.20
Aurora Holdings	Enclosed Trailer - Gator Elite	$ 9,545.00
B&K Carpet	Carpet - TH	$ 2,214.99
BioMaxx Wastewater Solutions Inc.	Annual Subscription Invoice - Hosting Fee	$ 4,705.80
Bluebird Investments Ltd.	Repair FH Door	$ 2,096.57
Brandt Tractor Ltd.	Unit#72	$ 1,003.59
Browning Harvey	Vending Machine Supplies - JBM	$ 1,633.31
Browning Harvey Ltd.	Vending Machine Supplies - JBM	$ 1,594.81
Cataracts Hocket Club	Gate Shares	$ 25,000.00
CBCL Ltd.	Professional Services - 99-2022-7655 - Water System Controls Upgrades	$ 21,906.06
CBCL Ltd.	Professional Services - 99-2022-7655 Municipal Water Tank Upgrades	$ 7,637.55
CBCL Ltd.	Professional Services - 99-2022-7655 Municipal Water Tank Upgrades	$ 2,376.84
CBCL Ltd.	Professional Services - 99-2024-8393 - Backwash Water Tank Upgrades	$ 3,530.22
CBCL Ltd.	Professional Services - 99-2022-7655 Municipal Water Tank Upgrades	$ 3,929.70
CBCL Ltd.	Professional Services - 99-2024-8390 - Replacing & Enhancing existing filter system WTP	$ 3,674.05
CBCL Ltd.	Professional Services - 99-2022-7655 ERWTP	$ 2,493.71
CBCL Ltd.	99-2024-8393 - Professional Services - Backwash Water Tank Upgrades	$ 4,247.61
Central Newfoundland Waste Mgmt.	Residential Waste - C&D Mix	$ 49,330.30
Central Pre-Cast Ltd.	Catch Basin	$ 2,530.00
Central Pre-Cast Ltd.	Stock	$ 6,610.20
Chandler	Town Hall Chambers Blinds	$ 3,162.50
Chemtrade Chemicals Canada Ltd.	Alum	$ 20,191.86
CIMCO Refrigeration	WS - Overhaul - Oil Change	$ 12,276.25
CIMCO Refrigeration	Start Up - JBM	$ 3,430.86
CIMCO Refrigeration	Flange, Cylinder of Ammonia - JBM	$ 6,738.84
CIMCO Refrigeration	GT-12 Connecting Rod	$ 5,413.12
CUPE Local 1349	Union Dues Collected - September 2025	$ 6,608.32
Dicks & Company Ltd.	Toner - Finance	$ 1,356.92
Dollywood Foundation of Canada	Book Club - December 2025	$ 1,040.56
Echologics, a Division of Muleller Canada Ltd.	Inspection and mapping of Town Trunk Water Mains - YE HB	$ 17,783.37
Echologics, a Division of Muleller Canada Ltd.	Inspection and mapping of Town Trunk Water Mains - HB	$ 20,912.18
Emco Supply	Stock - Water & Sewer	$ 9,899.40
Euna Solutions Inc.	Euna Budget Professional Subscription	$ 22,631.57
Exploits Hearing Aid Center	Hearing Examination Med.	$ 3,392.50
Exploits Regional Curling Club	Community grant - Purchase of three heat pumps	$ 1,000.00
GlobalPoint Technologies Inc.	Report License 10-22-2025-10-21-2026	$ 2,587.50
Grand Falls-Windsor Community Kitchen	Honorarium Night 2025 Catering	$ 1,870.00
Grant's Sports Excellence	Gloves	$ 1,613.48
Graymont Inc.	Lime WTP	$ 32,304.51
Higher Talent	HR Consulting	$ 2,484.00
Honeywell Limited	Charges for ESPC M&V Service	$ 1,917.90
Hunt's Concrete Supplies	Washed Sand - Town Yard	$ 5,049.31
Hunt's Concrete Supplies	Concrete, Fiber mesh - Aspen Hill	$ 1,536.40
Imperial Dade Canada Inc.	Stock Room Supplies	$ 1,048.97
Imperial Dade Canada Inc.	Stock	$ 1,061.57
Irvine Engineering	GFW - CCBF Project #99-2024-83 - Sludge Drying Bed	$ 23,350.46
J. Glenn Trask	Appeals Commissioner - Job Evaluation	$ 1,625.00
Jav's Convenience	Community Group Rentals - September 2025 - December 2025	$ 5,520.00
Jennifer Quigley	West Coast - Site Monitor - Reaching Home	$ 1,102.70
Joda Enterprises Ltd.	Payroll Services - October 2025	$ 1,742.08
Joe Johnson Equipment Inc.	Sweeper Parts Unit#2116	$ 2,942.18
Kent Grand Falls-Windsor	Plywood - JBM	$ 1,149.84
Kingsway Living Grand Falls-Windsor Inc	Overpayment	$ 10,256.49
Landmark Surveys & Engineering Ltd.	Residential Survey - 37 Maloney	$ 1,840.00
Lawson Products Inc.	Shop Supplies	$ 1,676.04
Linde Canada inc.	Tank Rental	$ 1,255.82
McCarthy's Heating Service Ltd.	17-MYCW-24-00004 CL#8	$ 21,032.24

Midget AAA Hockey Impact	Gate Shares	$ 4,356.75
Municipalities NL	2025 MNL Conference - Registration	$ 2,300.00
Newfoundland Exchequer	Grant Fee - Hennessey Place, Document Prep Fee	$ 23,875.00
NL Association of Fire Services	Convention Registration	$ 2,277.00
NL Association of Fire Services	Convention Registration	$ 2,277.00
NL Housing & Homelessness Network	Sponsorship Contribution - Luncheon	$ 2,777.25
North Atlantic Petroleum	Diesel - 3249.6L Depot	$ 5,018.84
North Atlantic Petroleum	Diesel - 5046.9L Depot	$ 8,346.07
North Atlantic Petroleum	Diesel - 6200.6L Depot	$ 10,303.85
OMB Parts & Industrial Ltd.	Plow Blades	$ 3,150.09
OMB Parts & Industrial Ltd.	Cutting Blades	$ 4,456.25
OMB Parts &n Industrial Ltd.	Unit#2011 - Tires & Install	$ 1,632.54
Parts for Trucks Inc.	Bolt Room Stock	$ 1,186.40
PBO Industrial Disposal Inc.	Whitmore Street - Dump & Return	$ 13,800.00
PBO Industrial Disposal Inc.	JBM - Landfill Charges	$ 1,099.29
PBO Industrial Disposal Inc.	WWTF - Rental Weekly	$ 1,942.75
PBO Industrial Disposal Inc.	Scott Ave - Landfill Charges	$ 1,080.60
Penney Paving	99-2025-8494 CL# 1 - Final - Harris Ave - Gas Tax	$ 349,369.76
Penney Paving	17-MYCW-24-00002 CL#5 - Final	$ 43,202.79
Penney Paving	99-2025-8493 HB	$ 32,731.96
Penney Paving	Work performed on Ballard's Place	$ 21,054.32
Related Holdings Ltd.	Community Group Rental - CNVAS, QSDT,EVCR	$ 2,242.50
Rodco Mechanical	99-2024-8387 CL#2	$ 79,695.00
Samantha Kearley Photography	Council Head Shots, Mayor Headshot	$ 2,300.00
Sanson Equipment Ltd.	99-2024-8387 - Prominent Sigma2 Chemical Metering Pump	$ 7,396.62
Saunders Equipment Ltd.	Hydrant Markers	$ 2,424.20
Skyhawk Telematics	Monthly Fee	$ 1,747.14
Smithy's Road Service Ltd.	Unit#145	$ 1,226.73
Stagg Signs & Graphics	Unit#2518 & 2519 Cube Van Decals - PW	$ 1,219.00
Status of Women Central	Reaching Home	$ 14,127.00
The Terrace Pub & Patio	Gearoid McCarthy - Pay out 50% of income as per agreement	$ 24,725.65
Thomas Coffey Technical Services	Annual Fire Truck Testing - 83,73,33,93	$ 3,093.46
Top Quality Cleaners	Janitorial Services - Town Hall	$ 1,035.00
Top Quality Cleaners	Janitorial Services - Excite Building	$ 1,121.25
Top Quality Cleaners	Janitorial Services - Town Hall	$ 1,035.00
Top Quality Cleaners	Janitorial Services - Town Depot	$ 1,656.00
Town of Grand Falls-Windsor	Employee Local Taxes Collected - September 2025	$ 4,128.00
Townsuite Municipal Software Inc.	2026 Annual Subscriptions	$ 41,867.15
Toy Gerard Bowers	Refund - Land Deposit - 113 Main Street	$ 4,870.49
UAP Inc.	Unit#2011 - Radiator	$ 1,312.20
UAP Inc.	Stock	$ 1,133.50
UAP Inc.	Unit#2012 - Spring	$ 2,195.80
Western Hydraulic & Mechanical Ltd.	Unit#2012	$ 5,065.75
Western Hydraulic & Mechanical Ltd.	Wing Slide	$ 1,604.25
Western Petroleum	Oil - 1000.0L WS	$ 1,608.16
Western Petroleum	Gasoline - 2109.9L - Depot	$ 2,858.28
Western Petroleum	Oil - 875.7L GF House	$ 1,271.91
Western Petroleum	Oil - 931.2L Depot	$ 1,547.31
Western Petroleum	Gasoline - 2601.8L Depot	$ 3,521.67
Western Petroleum	Oil - 691.1L JBM	$ 1,159.17
Western Petroleum	Oil - 1066.0L Depot	$ 1,797.78
WR Excavation	Centennial Field Metal Roof	$ 19,895.00
TOTAL		$ 1,311,197.96
	PRE-AUTHORIZE PAYMENTS	
170233 Superior Propane - Propane FH	BILL PAYMENT	$ 159.85
170233 Superior Propane - Propane FH	BILL PAYMENT	$ 8.74
AUDIENCEVIEW	MISC PAYMENT	$ 1,244.31
BELL ALIANT - Ski Trail	BILL PAYMENT	$ 271.11

BELL CANADA - Satelite TV - WTP	BILL PAYMENT	
CIBC CARD PRODUCTS DIVISION - Visa's	MISC PAYMENT	$ 7,467.70
CIBC CARD PRODUCTS DIVISION - Visa's	MISC PAYMENT	$ 28,166.30
EFM Canada RBC EFM Canada Inc	RENT/LEASE	$ 65,119.99
NEWFOUNDLAND POWER INC. - Street Lighting	MISC PAYMENT	$ 42,448.49
NEWFOUNDLAND POWER INC. - Consolidated Bill	MISC PAYMENT	
PREMIUMS TRIO BENEFITS	INSURANCE	$ 79,975.78
PREMIUMS TRIO BENEFITS	INSURANCE	
TELUS Mobility - Microsoft 365	BILL PAYMENT	$ 1,498.51
TELUS Mobility - Cell Phones	BILL PAYMENT	$ 3,278.15
Efiling BUSINESS PAD	MSC PAYMENT	$ 13,203.42
Manulife	MSC PAYMENT	$ 27,363.02
Manulife	MSC PAYMENT	$ 67,725.18
Manulife	MSC PAYMENT	$ 645.36
TOTAL		$ 338,575.91
Total amount of Invoices Under $1000.00		$ 54,587.32

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INFORMATION NOTE

Title:	**Taxation Receivable Analysis – November 2025**
Date Prepared:	**December 5, 2025**
Report To:	**Regular Meeting of Council**
Councillor:	**Councillor Coady - Lead**
Department:	**Corporate Services - Finance, Administration and Policy**

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 November 30th, 2025. The total taxation receivables amount to $3,326,692.26, which is an increase of $274,359.52 (8.99%) compared to the previous year. The accounts receivable aging shows that 57% of the receivables are current, with the remaining amounts spread across 1 year, 2 years, and 3+ years. Monthly collections for November 2025 amounted to $726,343, which is 18% 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.
- Number of properties without payment plans that owe balances are as follows:

	Property	Business	W&S
- 2025:	454	73	513
- 2024:	162	33	158
- 2023:	91	24	74
- up to 2022:	69	26	52

Conclusion/Next Steps:
Management will continue to monitor taxation receivables and report updates at future meetings.

Prepared by:	
Approved by:	**Steve Gosse**
Date Approved:	**December 5, 2025**

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INFORMATION NOTE

Title: Smoking Enforcement - Hospital Grounds

Date Prepared: November 17, 2025

Report To: Council

Councillor: Councillor Hollett - Lead

Department: Protective Services - Municipal Enforcement and Fire Department

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Issue:
Correspondence was received raising concerns that hospital security personnel are unable to enforce the "No Smoking" policy at NL Health Services facilities and inquired whether the Town could establish a local by-law to support non-smoking enforcement.

Discussion – Background & Current Status:
The Town contacted Municipal and Provincial Affairs to confirm that the Town does not have the jurisdiction to enforce NL Health's non-smoking Policy on hospital grounds. This is NL Health's Policy, therefore the responsibility for enforcement lies on the NL Health and/or the Provincial Government.

Conclusion/Next Steps:
Contact the resident to advise that the Town does not have the authority to regulate smoking on hospital grounds. Direct the resident to reach out directly to the Department of Health and Community Services to discuss his concern about the lack of enforcement measures that would deal with existing Provincial Smoke-free Regulations.

Prepared By: Kara Hutchinson
Approved By: Darren Finn
Date Approved: October 27, 2025

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DECISION/DIRECTION NOTE

Title:	**Arrears Sale By-Law**
Date Prepared:	**November 18, 2025**
Report To:	**Council**
Councillor:	**Councillor Coady - Lead**
Department:	**Corporate Services - Finance, Administration and Policy**

Decision/Direction Required:

Council direction is required to adopt the *Arrears Sale By-Law*, enacted under the authority of Section 7 of the Towns and Local Service Districts Act (SNL 2023, c. T-6.2), which establishes the legal framework for the sale of real property in arrears to recover outstanding taxes, fees, and associated charges.

Proposed Resolution for Council:

That Council approve the *Arrears Sale By-Law* as presented, pursuant to the authority granted under Section 7 of the Towns and Local Service Districts Act.

Discussion – Background and Current Status:

The Town is authorized under Section 7 of the Towns and Local Service Districts Act to establish procedures for the sale of property in arrears. The current legislation strengthens municipal authority for tax collection and outlines timelines, notice requirements, and procedures for the disposal of properties that remain in arrears.

The *Arrears Sale By-Law* provides a clear procedural framework that aligns with Division 8 (Liens and Arrears), Section 146 (Notice of Arrears), and related provisions of the Act. It outlines:

- The requirement for a Council Resolution directing an arrears sale;

- Service of Notice of Arrears Sale to owners and all registered interested parties;
- The process for appeals within 14 days;
- Advertising requirements (minimum 30 days prior to sale);
- Public auction procedures, including partial property sale authority;
- Authority for the Town to bid on and purchase properties;
- Requirements for adjournment and re-advertising if a sale cannot be completed;
- Distribution of sale proceeds, including Supreme Court involvement for amounts ≥ $200;
- Provisions for failure of purchasers to pay;
- Vesting of title and issuance of a conclusive conveyance by the Town;
- Maintenance of the tax lien even if a sale is set aside.

The by-law ensures due process, transparency, and compliance with provincial legislation, while enabling the Town to recover outstanding arrears efficiently and with reduced legal risk.

Key Considerations/Implications:

1. Budget/Financial Implications

- Enables recovery of unpaid taxes, water and sewer fees, local improvement charges, penalties, and interest.
- Reduces long-term delinquent accounts.
- Administrative and legal costs associated with notices, advertising, and auctions are recoverable through proceeds.

2. Partners or Other Stakeholders

- Property owners with outstanding arrears.
- Provincial Supreme Court (where surplus funds are held).
- Public auction participants, including residents, businesses, and real estate buyers.

3. Other Implications

- Strengthens compliance with tax obligations.
- Reduces the Town's financial exposure to longstanding arrears.
- Provides fairness to compliant taxpayers by ensuring consistent enforcement.

Recommendation:

That Council approve the *Arrears Sale By-Law* pursuant to Section 7 of the Towns and Local Service Districts Act, enabling the Town to conduct tax sales in a fair, transparent, and legally compliant manner to recover property tax arrears as presented.

Prepared by:	**Kara Hutchinson**
Approved by:	**Steve Gosse**
Date Approved:	**November 18, 2025**

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DECISION/DIRECTION NOTE

Title:	**Accommodation Tax By-Law**
Date Prepared:	**November 18, 2025**
Report To:	**Council**
Councillor:	**Councillor Coady - Lead**
Department:	**Corporate Services - Finance, Administration and Policy**

Decision/Direction Required:

Council direction is required on the adoption of the *Tourist Accommodation Tax By-Law*, enacted under the authority of Section 129 of the Towns and Local Service Districts Act (SNL 2023, T-6.2).

Approval will implement a 4% accommodation tax applicable to all tourist accommodations operating within the Town of Grand Falls-Windsor.

Proposed Resolution for Council:

That Council approve the *Tourist Accommodation Tax By-Law* as presented, enacted under Section 129 of the Towns and Local Service Districts Act (SNL 2023, T-6.2).

Discussion – Background and Current Status:

The Town is authorized under Section 129 of the Towns and Local Service Districts Act to impose an accommodation tax for tourist establishments operating within the municipal boundary.

The proposed *Tourist Accommodation Tax By-Law* establishes:

- A 4% tax on all short-term accommodations as defined under the Tourist Accommodations Act;
- Responsibility for owners/operators to collect and remit taxes quarterly;
- Requirements for record-keeping, audits, and inspections;
- Penalties for failure to remit, including assessments based on deemed occupancy, liens, and enforcement provisions under the Act;
- A Violation Notice framework consistent with Section 287 of the Act;
- General offence and penalty clauses pursuant to Section 290 of the Act.

Key Considerations/Implications:

1. Budget/Financial Implications

    - Expected new revenue stream generated from tourist accommodations, including short-term rentals.
    - Revenue must be used in accordance with Sections 8 and 9 of the Towns and Local Service Districts Act.

2. Partners or Other Stakeholders

    - Licensed tourist establishments under the *Tourist Accommodations Act*.
    - Short-term rental hosts (Airbnb, VRBO, etc.).
    - Online booking platforms collecting payment on behalf of operators.
    - Tourism operators and local business community.

3. Alignment with Strategic Directions

    - Supports economic development and tourism enhancement.
    - Ensures fair contribution from the tourism sector toward municipal services.

4. Alignment with Adopted Plans

    - Aligns with the Town's financial sustainability objectives.
    - Supports ongoing municipal service funding for tourism-related infrastructure.

5. Accessibility and Inclusion

    - No accessibility barriers created by the By-Law itself.
    - Revenue generated may assist in funding accessible and inclusive municipal services and public spaces.

6. Legal or Policy Implications

    - Established under authority of Section 129 of the Towns and Local Service Districts Act.

7. Privacy Implications

- Operators must provide records to the Town; however, information collected relates to business activity, not personal information.
- Data should be handled in accordance with ATIPP legislation.

8. Engagement and Communications Considerations

- Communications required for:
  - Tourist operators;
  - Short-term rental hosts;
  - Online booking platforms.
- Public notice of the by-law adoption required.
- Clear guidance documents should be developed for operators.

9. Human Resource Implications

- May require administrative time for record review, remittance processing, and compliance monitoring.
- Audit or inspection activity may require staff resources.

Recommendation:

That Council approve the *Tourist Accommodation Tax By-Law*, enacted under Section 129 of the Towns and Local Service Districts Act (SNL 2023, T-6.2), to implement a 4% accommodation tax on all applicable tourist establishments within the Town of Grand Falls-Windsor as presented.

Prepared by:	Kara Hutchinson
Approved by:	**Steve Gosse**
Date Approved:	**November 18, 2025**

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DECISION/DIRECTION NOTE

Title:	**Corduroy Brook Enhancement Association 2026 Grant Budget Item**
Date Prepared:	**December 22, 2025**
Report To:	**Regular Meeting of Council**
Councillor:	**Councillor Coady - Lead**
Department:	**Corporate Services - Finance, Administration and Policy**

Decision/Direction Required:

A decision is required to approve the budgeted amount for the Corduroy Brook Enhancement Association for the 2026 Budget year.

Proposed Resolution for Council:

That Council approve a grant for Corduroy Brook Enhancement Association in the amount of $80,000 for 2026.

Discussion – Background and Current Status:

The CBEA grant allocation from the 2026 Budget discussions is to remain at $80,000 for 2026 and is to be re-evaluated during the year before all the funds are disbursed. This item was requested to be voted on separately from the main Budget approval.

Recommendation:
To approve $80,000 as the budgeted grant amount for 2026.

Prepared by:	**Steve Gosse**
Date Approved:	**December 22, 2025**

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DECISION/DIRECTION NOTE

Title:	**Grand Falls Golf Club 2026 Grant Budget Item**
Date Prepared:	**December 22, 2025**
Report To:	**Regular Meeting of Council**
Councillor:	**Councillor Coady - Lead**
Department:	**Corporate Services - Finance, Administration and Policy**

Decision/Direction Required:

A decision is required to approve the budgeted amount for the Grand Falls Golf Club for the 2026 Budget year.

Proposed Resolution for Council:
That Council approve two grants for the Grand Falls Golf Club totaling $27,000 for 2026.

Discussion – Background and Current Status:

Total grant amount is $27,000.

- $25,000 of this amount relates to the annual grant from the operating agreement that started in 2023.
- $2,000 is the annual grant supporting the Junior Golf Program.

This item is separated from the full budget approval due to a perceived conflict of interest for Mayor Mike Browne as he is also the Executive Director of the Grand Falls Golf Course.

Recommendation:
To approve the grants totaling 27,000 as the budgeted amount for 2026.

Prepared by:	**Steve Gosse**
Date Approved:	**December 22, 2025**

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DECISION/DIRECTION NOTE

Title:	**Budget 2026 Approval**
Date Prepared:	**December 22, 2025**
Report To:	**Regular Meeting of Council**
Councillor:	**Councillor Coady - Lead**
Department:	**Corporate Services - Finance, Administration and Policy**

Decision/Direction Required:

A decision is required to approve Budget 2026 and 2026 Schedule of Rates and Fees.

Proposed Resolution for Council:

That Council approve the 2026 Municipal Operating Budget and related 2026 Schedule of Rates and Fees.

Discussion – Background and Current Status:

Recommendation:
To approve the Budget and Fee Schedule for 2026

Prepared by:	**Steve Gosse**
Date Approved:	**December 22, 2025**