



## Special Council Meeting - Minutes

Wednesday, March 11, 2026

Time: 12:15 PM

Location: Council Chambers

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

LATE:

STAFF: Darren Finn, Steve Gosse, Nelson Chatman, and Robyn Winsor

REGRETS: Amy Coady Todd Mercer

Page

### 1. CALL TO ORDER

### 2. Approval of Agenda

#### 2.1 Adoption of Agenda

That the Agenda be adopted as presented.

RESOLUTION CM26-R-03-022

Moved by: David Janes; seconded by: Bob Hiscock

**Aye:** Mike Browne, Bob Hiscock, Shawn Feener, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

### 3. Proclamation, Presentations, or Announcements

### 4. Adoption of Minutes

### 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

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

#### 9.1 Municipal Plan Amendment No. 13, 2026 and Development Regulations

4

Amendment No. 18, 2026 – Rezoning area between TCH and Grenfell Heights west of Scott Ave Overpass – Section 15 Referral

[Decision Note](#) 

That Council approve Municipal Plan Amendment No. 13, 2026 and Development Regulations Amendment No. 18, 2026 for referral to the Department of Municipal and Community Affairs for review under Section 15 of the Urban and Rural Planning Act, 2000.

RESOLUTION CM26-R-03-023

Moved by: Bob Hiscock; seconded by: Shawn Feener

**Aye:** Mike Browne, Bob Hiscock, Shawn Feener, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

- 9.2 Adoption of Municipal Plan Amendment No. 21, 2025 and Development Regulations Amendment No. 28, 2025 - Short Term Rentals as a discretionary use within the Commercial Neighbourhood (CN) Zone 8

[Decision Note](#) 

That Council, under the authority of Section 16 of the Urban and Rural Planning Act, 2000, adopt the Amendment No. 21, 2025 to the Town of Grand Falls-Windsor Municipal Plan, 2022-2032.

That Council, under the authority of Section 16 of the Urban and Rural Planning Act, 2000, adopt the Amendment No. 28, 2025 to the Town of Grand Falls-Windsor Development Regulations, 2022-2032.

RESOLUTION CM26-R-03-024

Moved by: Bob Hiscock; seconded by: Shawn Feener

**Aye:** Mike Browne, Bob Hiscock, Shawn Feener, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

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

- 10.1 Final Reallocation of the 2023-26 MYCW Fund 11

[Decision Note](#) 

That Council approves the reallocation of the remaining funds within the 2023-26 MYCW program in order to complete 17-MYCW-25-00062 Circular Road waterline, storm and road upgrades phase II project (High Street to East Street), and add funding to 17-MYCW-24-00002 – 2025 Paving Program, as detailed in the attached Schedule A reallocation table.

RESOLUTION CM26-R-03-025

Moved by: Rod Bennett; seconded by: Bob Hiscock

**Aye:** Mike Browne, Bob Hiscock, Shawn Feener, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

10.2 Purchase of Tandem Snowplow / Spreader Truck

14

[Decision Note](#) 

That Council approve the purchase of one (1) tandem snowplow / spreader truck from Western Star and Freightliner in the amount of \$477,097.00 plus HST, based on the Western Star proposal, as it provides the best overall value to the Town and meets the operational and technical requirements established by the Department of Public Works and Development.

RESOLUTION CM26-R-03-026

Moved by: Rod Bennett; seconded by: David Janes

**Aye:** Mike Browne, Bob Hiscock, Shawn Feener, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

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

**12. Council Advisory Committees**

**13. External Committee**

**14. Other Business**

**15. ADJOURNMENT**

There being no other Business the meeting adjourned at 12:38 PM

RESOLUTION CM26-R-03-027

Moved by: Bob Hiscock; seconded by: Venus Hollett

**Aye:** Mike Browne, Bob Hiscock, Shawn Feener, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**



---

Mayor / Deputy Mayor



---

CAO



**DECISION/DIRECTION NOTE**

Title:	Municipal Plan Amendment No. 13, 2026 and Development Regulations Amendment No. 18, 2026 – Rezoning area between TCH and Grenfell Heights west of Scott Ave Overpass – Section 15 Referral
Date Prepared:	February 20, 2026
Report to:	Council
Councillor:	Councillor Hiscock
Role:	Lead
Department:	Public Works and Development - Planning and Development

**Decision:/Direction Required:**

To obtain Council approval to proceed with Municipal Plan Amendment No. 13, 2026 and Development Regulations Amendment No. 18, 2026 to Section 15 review under the Urban and Rural Planning Act, 2000.

**Proposed Resolution for Council:**

That Council approve Municipal Plan Amendment No. 13, 2026 and Development Regulations Amendment No. 18, 2026 for referral to the Department of Municipal and Community Affairs for review under Section 15 of the Urban and Rural Planning Act, 2000.

**Discussion – Background and Current Status:**

The Town has initiated Municipal Plan Amendment No. 13, 2026 and Development Regulations Amendment No. 18, 2026 to enable the development of lands strategically located adjacent to the Trans-Canada Highway.

The proposed amendments will:

- Redesignate land from Rural to Commercial on the Future Land Use Map
- Rezone land from Rural to Commercial Highway on the Land Use Zoning Map

The subject lands are located between the Trans-Canada Highway and Grenfell Heights and represent a key opportunity for commercial development near the Scott Avenue Overpass, including retail, service commercial, accommodation, and other uses that benefit from high visibility and regional access.

The intent of the amendments is to:

- Support expansion of the Town's commercial base in a high-visibility location
- Enable planned commercial development rather than incremental or fragmented growth
- Position the Town to attract regional commercial investment and services

At this stage, the amendments are in draft form and require submission to the Province for Section 15 review, which is a legislated requirement prior to adoption.

Public consultation has been undertaken in accordance with legislative requirements. Feedback received by the deadline date includes both supportive and opposing perspectives:

Supportive Input:

- Residents noted that rezoning supports economic growth, increases commercial opportunities, and strengthens the Town's long-term sustainability
- Support was expressed for diversifying the local economy and improving services available to residents

General Inquiries / Clarifications:

- Questions were raised regarding the extent of lands included in the amendment and potential impacts on private property
- It was clarified that the amendment applies only to the defined area shown on mapping and does not impact property ownership or lands outside the amendment boundary

Concerns Raised:

- Potential environmental impacts and loss of green space
- Perception of existing underutilized commercial lands elsewhere in Town
- Compatibility with adjacent residential areas and overall scale of development
- Questions regarding land ownership, property boundaries, and potential impacts to private lands

- Broader concerns regarding economic viability and long-term demand for additional commercial space

These comments are typical at this stage of a Municipal Plan Amendment and will be further addressed through the Provincial review under Section 15, additional technical analysis as development is proposed, and a formal public hearing process, if required.

## **Key Considerations/Implications:**

### **Alignment with Strategic Directions**

The proposed amendments support Council's objective of expanding the Town's commercial base, attracting investment, and positioning Grand Falls-Windsor as a regional service centre.

### **Alignment with Adopted Plans**

The amendments are consistent with the Municipal Plan by promoting efficient land use, economic development, and planned commercial expansion in appropriate locations.

### **Partners or Other Stakeholders**

- Provincial Government (Municipal and Community Affairs – Section 15 review)
- Crown Lands Division
- Developers and commercial investors
- Adjacent residents and property owners

### **Legal or Policy Implications**

Section 15 review is required under the Urban and Rural Planning Act, 2000 prior to adoption of Municipal Plan and Development Regulations amendments.

### **Engagement and Communications Considerations**

Initial Public consultation has been concluded, and written submissions are included with this decision note. More public input will follow after the release from Section 15 review.

### **Other Implications**

- Supports development of a defined commercial highway area rather than dispersed commercial uses

- May require future supporting studies (traffic, servicing, environmental) as development progresses
- Public concerns will be addressed through subsequent stages of the process

**Recommendation:**

That Council approve Municipal Plan Amendment No. 13, 2026 and Development Regulations Amendment No. 18, 2026 for referral to the Department of Municipal and Community Affairs for review under Section 15 of the Urban and Rural Planning Act, 2000.

Prepared By:	
Approved By:	Nelson Chatman
Date Approved:	February 27, 2026



**DECISION/DIRECTION NOTE**

Title:	Adoption of Municipal Plan Amendment No. 21, 2025 and Development Regulations Amendment No. 28, 2025 - Short Term Rentals as a discretionary use within the Commercial Neighbourhood (CN) Zone
Date Prepared:	March 1, 2026
Report to:	Council
Councillor:	Councillor Hiscock
Role:	Lead
Department:	Public Works and Development - Planning and Development

**Decision:/Direction Required:**

That Council consider adoption of Municipal Plan Amendment No. 21, 2025 and Development Regulations Amendment No. 28, 2025, and direct staff to schedule a Public Hearing in accordance with the Urban and Rural Planning Act, 2000.

**Proposed Resolution for Council:**

That Council, under the authority of Section 16 of the Urban and Rural Planning Act, 2000, adopt the Amendment No. 21, 2025 to the Town of Grand Falls-Windsor Municipal Plan, 2022-2032.

That Council, under the authority of Section 16 of the Urban and Rural Planning Act, 2000, adopt the Amendment No. 28, 2025 to the Town of Grand Falls-Windsor Development Regulations, 2022-2032.

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

The Town has completed the Section 15 provincial review process for Municipal Plan Amendment No. 21, 2025 and Development Regulations Amendment No. 28, 2025, which propose to allow Short Term Rentals as a discretionary use within the Commercial Neighbourhood (CN) Zone.

The Department of Municipal and Community Affairs has issued a formal release from provincial review, enabling Council to proceed with adoption under Section 16 of the Urban and Rural Planning Act, 2000.

The amendments support the conversion of existing commercial or institutional buildings into residential uses while allowing flexibility for short-term rental use, improving the financial viability of redevelopment projects and supporting broader housing objectives.

Public consultation was completed as part of the amendment process, with four submissions received, the majority of which were in support.

Upon adoption, the Act requires Council to provide public notice and proceed to a Public Hearing to receive objections and submissions prior to final approval.

## **Key Considerations/Implications:**

### **Legal / Policy Implications**

- Process is governed by Sections 16, 17, and 18 of the Urban and Rural Planning Act, 2000.
- Adoption triggers mandatory Public Hearing and notice requirements prior to final approval.

### **Alignment with Strategic Directions**

- Supports housing diversification and adaptive reuse of existing buildings.
- Aligns with ongoing efforts to increase housing supply and flexibility in land use.

### **Alignment with Adopted Plans**

- Amendments are consistent with the Town’s Municipal Plan and Development Regulations framework.

### **Engagement and Communications Considerations**

- Public Hearing must be advertised in accordance with legislative requirements.
- Opportunity for stakeholders to provide formal input prior to final approval.

### **Other Implications**

- Enables redevelopment opportunities in Commercial Neighbourhood zones.
- Supports economic use of underutilized buildings while maintaining discretionary control.

### **Recommendation:**

It is recommended that Council adopt Municipal Plan Amendment No. 21, 2025 and Development Regulations Amendment No. 28, 2025 and proceed with scheduling a Public Hearing in accordance with the Urban and Rural Planning Act, 2000.

Prepared By:	
Approved By:	Nelson Chatman
Date Approved:	March 1, 2026



**DECISION/DIRECTION NOTE**

Title:	Final Reallocation of the 2023-26 MYCW Fund
Date Prepared:	March 6, 2026
Report to:	Council
Councillor:	Councillor Coady
Role:	Lead
Department:	Corporate Services - Finance, Administration and Policy

**Decision:/Direction Required:**

Council approval is required to amend the MYCW 2023-2026 Schedule A to reallocate funding between existing approved projects to allow completion of the 17-MYCW-25-00062 Circular Road Phase II project (High Street to East Street) and add funding to 17-MYCW-24-00002, the 2025 Street Paving Project.

**Proposed Resolution for Council:**

That Council approves the reallocation of the remaining funds within the 2023-26 MYCW program in order to complete 17-MYCW-25-00062 Circular Road waterline, storm and road upgrades phase II project (High Street to East Street), and add funding to 17-MYCW-24-00002 – 2025 Paving Program, as detailed in the attached Schedule A reallocation table.

**Discussion – Background and Current Status:**

Council was previously provided with an update regarding an adjustment to the scope of the Circular Road Phase II project at the February 17, 2026 Public Council Meeting.

The original project limits extended from High Street to Union Street and included both waterline replacement and storm sewer upgrades. During detailed engineering review it

was determined that the storm sewer component would not adequately address existing drainage concerns and would require a more extensive reconstruction outside the scope of the current MYCW project.

As a result, the project limits were revised to extend from High Street to East Street. This revised scope allows the Town to complete the primary objective of the project, replacing the aging waterline and decommissioning the rear-lot watermain, while avoiding construction of storm infrastructure that would require reconstruction in the future.

This scope adjustment reduced the estimated project cost from approximately \$2.10 million to approximately \$1.60 million, resulting in available MYCW funding that can be reallocated within the existing agreement.

Administration is therefore proposing a revision to Schedule A of the 2023–2026 MYCW agreement to reflect:

- A revised funding allocation of \$1.65M for the Circular Road Waterline, Storm and Road Upgrades – Phase II project, reflecting the reduced project limits; and
- Allocation of remaining available funding toward the 2025 Paving Program, allowing additional paving work to proceed during the 2026 construction season.

The revised Schedule A maintains the overall MYCW program funding while reallocating funding between approved projects to reflect the revised project scope and current capital priorities.

Council approval is required in order to submit the updated Schedule A to the Department of Transportation and Infrastructure for approval.

## **Key Considerations/Implications:**

### **Budget / Financial Implications**

The revised Schedule A reallocates MYCW funding to reflect the reduced scope of the Circular Road Phase II project and to support additional work under the 2025 Paving Program. Net cost is an additional \$190,677.00 of town funding due to the funding ratios.

**Alignment with Strategic Directions**

The revised allocation supports continued investment in underground infrastructure renewal while allowing additional road improvements to proceed.

**Alignment with Adopted Plans**

The work remains consistent with the Town’s capital infrastructure program and MYCW funding allocations.

**Procurement Implications**

The revised project limits will be reflected in the tender documents for Circular Road Phase II and the proposed paving project.

**Recommendation:**

It is recommended that Council approve the revised Schedule A for the 2023–2026 MYCW program to allow the reallocation of funding between the Circular Road Phase II project and the 2025 Paving Program.

Prepared By:	
Approved By:	Nelson Chatman
Date Approved:	2026-03-09



**DECISION/DIRECTION NOTE**

Title:	Purchase of Tandem Snowplow / Spreader Truck
Date Prepared:	March 6, 2026
Report to:	Council
Councillor:	Councillor Coady
Role:	Lead
Department:	Corporate Services - Finance, Administration and Policy

**Decision:/Direction Required:**

Council approval is required to proceed with the purchase of one (1) new tandem snowplow and salt/sand spreader truck to support the Town’s winter maintenance operations.

**Proposed Resolution for Council:**

That Council approve the purchase of one (1) tandem snowplow / spreader truck from Western Star and Freightliner in the amount of \$477,097.00 plus HST, based on the Western Star proposal, as it provides the best overall value to the Town and meets the operational and technical requirements established by the Department of Public Works and Development.

**Discussion – Background and Current Status:**

The Department of Public Works and Development developed and issued a detailed technical specification for the supply of one (1) tandem snowplow and salt/sand spreader truck to support the Town’s winter road maintenance operations.

Following review of the initial submissions, the Town refined the specification to ensure all proponents were pricing an equivalent configuration. A final Build-Ready Technical Specification and Technical Compliance Schedule were issued to proponents to allow for a fair and consistent comparison.

Submissions were reviewed against the technical requirements outlined in the specification. The Western Star proposal was found to comply with the majority of the specified requirements and provides the best overall value when considering operational needs, fleet compatibility, and long-term serviceability.

While the engine torque listed in the submission is slightly below the original specification, it remains within the appropriate performance range for municipal snow clearing operations and is not expected to impact operational performance.

Additional factors supporting the Western Star proposal include:

### **Fleet Compatibility**

The proposed unit is equipped with a Cummins diesel engine, which aligns with engines currently used within the Town's fleet. This provides compatibility with existing diagnostic tools and maintenance procedures, allowing the Town's mechanics to service the unit efficiently using equipment and training already in place.

### **Local Vendor and Service Support**

The Western Star proposal is supported by a local vendor and local mechanical service provider, which improves response times for service, warranty support, and parts availability. This is particularly important for winter operations where equipment downtime must be minimized.

### **Chassis Strength and Durability**

The Western Star unit includes a double chassis frame, providing additional structural strength and durability. Given the demanding nature of snow clearing operations and the additional loads associated with plow and spreader equipment, this design provides added long-term reliability.

### **Operational Suitability**

The proposed configuration meets the Town's operational requirements for snow clearing and salt/sand spreading, including plow and wing equipment, spreader controls, cold-weather operation capability, and heavy-duty chassis specifications.

Based on the evaluation of compliance, operational suitability, and long-term fleet considerations, the Department recommends proceeding with the Western Star proposal.

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

## **Budget / Financial Implications**

Council previously approved a capital budget allocation of \$550,000, inclusive of applicable rebate, for the replacement of a tandem snowplow / spreader truck as part of the Town's fleet replacement program.

The Western Star proposal falls within the approved budget allocation when accounting for the applicable rebate. No additional funding is required to proceed with this purchase.

## **Partners or Other Stakeholders**

The purchase will involve a local vendor and local mechanical service provider, supporting timely service and parts availability.

## **Alignment with Strategic Directions**

Reliable winter maintenance equipment supports the Town's commitment to maintaining safe roadways and providing essential municipal services to residents.

## **Alignment with Adopted Plans**

This purchase aligns with the Town's fleet replacement and asset management objectives.

## **Procurement Implications**

A detailed technical specification and compliance schedule were issued to proponents to ensure submissions could be evaluated on a consistent and comparable basis. This purchase is through the Canoe Procurement Program and therefore no further public tender is required.

## **Recommendation:**

It is recommended that Council approve the purchase of the tandem snowplow / spreader truck based on the Western Star proposal.

Prepared By:	
--------------	--

Approved By:	Nelson Chatman
Date Approved:	March 9, 2026