



## Regular Council Meeting - Minutes

Tuesday, March 31, 2026

Time: 6:30 PM

Location: Council Chambers

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

LATE:

STAFF: Darren Finn, Steve Gosse, Todd Mercer, and Robyn Winsor

REGRETS: Shawn FeenerNelson Chatman

Page

### 1. CALL TO ORDER

### 2. Approval of Agenda

#### 2.1 Adoption of Agenda

That the Agenda be adopted as presented.

RESOLUTION #CM26-R-03-028

Moved by: Bob Hiscock; seconded by: David Janes

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

### 3. Proclamation, Presentations, or Announcements

#### 3.1 Multiculturalism Month

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[Multiculturalism Month.pdf](#)

#### 3.2 Amyloidosis Awareness Month

9

[Amyloidosis Awareness Month.pdf](#)

#### 3.3 Rare Disease Day

10

[Rare Disease Day.pdf](#)

#### 3.4 Easter Seals Month

12

[Easter Seals Month.pdf](#)

### 4. Adoption of Minutes

4.1 Minutes of February 17, 2026

That the Minutes of February 17, 2026 be adopted as presented.

RESOLUTION #CM26-R-03-029

Moved by: Venus Hollett; seconded by: Bob Hiscock

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

4.2 Minutes of March 11, 2026.

That the Minutes of March 11, 2026 be adopted as presented.

RESOLUTION #CM26-R-03-030

Moved by: Rod Bennett; seconded by: David Janes

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, 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**

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

9.1 Requirement for Surveyor Certification of Building Location and Elevation 13

[Decision Note](#) 

That Council approve the implementation of a requirement, as part of the building permit process, for certification by a licensed Newfoundland and Labrador Land Surveyor confirming that all buildings are constructed in accordance with the approved plot plan location and the design grade established by the developer; and further, that the Town arrange for the provision of these services, with all associated costs to be charged to the property owner or the applicant for the building permit.

RESOLUTION #CM26-R-03-031

Moved by: Bob Hiscock; seconded by: Rod Bennett

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

9.2 Award of Tender - Sludge Drying Bed Project (99-2024-8388) 16

[Decision Note](#) 

That Council approve the award of the Sludge Drying Bed Project (Project No. 99-2024-8388) to Rock Construction Company Limited in the amount of \$2,218,505.77 (HST included), as recommended by the project engineer.

RESOLUTION #CM26-R-03-032

Moved by: Bob Hiscock; seconded by: Rod Bennett

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

9.3 Award of Tender - 17-MYCW-25-00062 - Circular Road Phase II 18

[Decision Note](#) 

That Council approve the award of the Circular Road Phase II water and sewer project (Project No. 17-MYCW-25-00062) to Stellar Storm Industries Inc (TB) in the amount of \$1,294,356.63 (HST included).

RESOLUTION #CM26-R-03-033

Moved by: Bob Hiscock; seconded by: David Janes

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

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

10.1 Water Conservation Regulations Update 20

[Decision Note.docx](#) 

That Council approve the recommended changes to the Town of Grand Falls-Windsor Water Water Conservation Regulations to reflect language of the Towns and Local Service Districts Act, and to clarify wording for a better understanding.

RESOLUTION #CM26-R-03-034

Moved by: Amy Coady; seconded by: Bob Hiscock

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

10.2 Anti-Litter Regulations Update 22

[Decision Note](#) 

That Council approve the recommended changes to the Town of Grand Falls-Windsor Anti-Litter Regulations to reflect language of the Towns and Local Service Districts Act, and to clarify wording for a better understanding.

RESOLUTION #CM26-R-03-035

Moved by: Amy Coady; seconded by: David Janes

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

10.3 Rescinding Sign and Advertisement Policy PWD-18 24

[Decision Note](#) 

That Council approve to rescind the Sign and Advertisement Policy PWD-18, as the content is duplicated word-for-word in the Town's Sign and Advertisement Regulations.

RESOLUTION #CM26-R-03-036

Moved by: Amy Coady; seconded by: Bob Hiscock

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

- 10.4 Adoption of Policy PWD-18 – Access Road Cost-Sharing for New Subdivision Development 26

[Decision Note](#) 

That Council adopt Policy PWD-18 – Access Road Cost-Sharing for New Subdivision Development, as attached, to establish a standardized approach for municipal cost-sharing of access road infrastructure required to support new subdivision developments. boundary of the first lot shall be the sole responsibility of the developer.

RESOLUTION #CM26-R-03-037

Moved by: Amy Coady; seconded by: Rod Bennett

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

- 10.5 Update to Policy PWD-16 – Permit Revocation Process 30

[Decision Note](#) 

That Council approve the revised Policy PWD-16 – Permit Revocation Process, as presented, and authorize its adoption effective immediately.

RESOLUTION #CM26-R-03-038

Moved by: Amy Coady; seconded by: Rod Bennett

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

- 10.6 Update on Voyent Alert Usage 32

[Information Note](#) 

To provide Town Council with an overview of the Voyent Alert! notification system currently used by the Town of Grand Falls-Windsor, including its purpose, usage trends, cost structure, and operational implications.

- 10.7 Water and Sewer Systems Regulations Update 36

[Decision Note](#) 

That Council approve the recommended changes to the Town of Grand Falls-Windsor Water and Sewer Systems Regulations to reflect language of the Towns and Local Service Districts Act, and to clarify wording for a better understanding.

RESOLUTION #CM26-R-03-039

Moved by: Amy Coady; seconded by: David Janes

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

- 10.8 Update to Policy PWD-3 – Land Sales 38

[Decision Note](#) 

That Council approve the updated Policy PWD-3 – Land Sales as presented, including the adoption of an “as-is, where-is” approach for land sales, the

removal of post-sale cost adjustments, and the elimination of the 10% administrative fee for subdivision developments involving large parcels of land under a Subdivision Agreement.

RESOLUTION #CM26-R-03-040

Moved by: Amy Coady; seconded by: Rod Bennett

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

10.9 Brush Chipper Procurement 42

[Decision Note](#) 

That Council approve the purchase of one (1) Bandit Model 12XC Brush Chipper (49 HP Diesel) in the amount of \$76,850.40 plus HST through the Canoe Procurement Program.

RESOLUTION #CM26-R-03-041

Moved by: Amy Coady; seconded by: Rod Bennett

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

10.10 Sign and Advertisement Regulations Update / Removal LED Sign Regulations 45

[Decision Note](#) 

That Council approve the recommended revisions to the Town of Grand Falls-Windsor Sign and Advertisement Regulations to align with the Towns and Local Service Districts Act and to improve clarity and readability, and further approve the removal of the LED Sign Regulations, as its provisions have been incorporated into the updated Sign and Advertisement Regulations.

RESOLUTION #CM26-R-03-042

Moved by: Amy Coady; seconded by: Bob Hiscock

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

10.11 Taxation Receivable Analysis February 2026 47

[Information Note](#) 

Council reviewed an Information Note on the summary of outstanding tax balances as of February 2026.

10.12 Disbursement Report - February 2026 49

[Information Note](#) 

[February 2026 Disbursement Report](#) 

Council reviewed an Information Note on the summary of disbursements for February 2026.

10.13 Labour Report 53

[Information Note](#) 

Council reviewed an Information Note summarizing labour costs for Public Works, Parks, Firehall and Exploits Regional Water Supply Committee up to the first nine weeks of 2026 (up to February 28, 2026).

10.14 Project #99-2025-8652 - Water System Control And Pump Upgrade 55

[Decision Note](#) 

That Council approves the award of the contract for project #99-2025-8652 in the amount of is \$575,933.44 HST rebate included to Rodco Mechanical (2014) Ltd.

RESOLUTION #CM26-R-03-043

Moved by: Amy Coady; seconded by: David Janes

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

10.15 Amended 2023-26 MYCW Agreement 57

[Decision Note](#) 

That Council approves entering into the amended 2023-26 MYCW Agreement received March 12th, 2026, from the Department of Transportation and Infrastructure.

RESOLUTION #CM26-R-03-044

Moved by: Amy Coady; seconded by: Rod Bennett

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**

10.16 2024 Audited Financial Statements 59

[Decision Note](#) 

That Council accept the December 31, 2024 Audited Financial Statements for approval and submission to the Province of Newfoundland and Labrador

RESOLUTION #CM26-R-03-045

Moved by: Amy Coady; seconded by: Bob Hiscock

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, 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**

- Community Events.
- Congratulations/Recognitions.
- School Easter break, motoists slow down.
- Condolences.

**15. ADJOURNMENT**

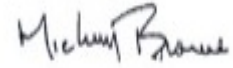
There being no other Business the meeting adjourned at 8:19 PM

RESOLUTION #CM26-R-03-046

Moved by: Bob Hiscock; seconded by: David Janes

**Aye:** Mike Browne, Amy Coady, Bob Hiscock, Venus Hollett, Rod Bennett, and David Janes

**Carried 6-0**



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Mayor / Deputy Mayor



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CAO

[www.youtube.com/watch?v=dxCAJxMHh4o](http://www.youtube.com/watch?v=dxCAJxMHh4o)



P R O C L A M A T I O N

MULTICULTURALISM MONTH – MARCH 2026

WHEREAS: the celebrations of Multiculturalism is based on a vision that Newfoundland and Labrador is a dynamic and vibrant Province with welcoming communities where the cultural diversity of all its residents is valued; and

WHEREAS: the Town of Grand Falls-Windsor is committed to the promotion of inclusive citizenship, welcoming communities, and cross-cultural understanding where the cultural diversity of all people is valued, supported and enhanced to collectively build a self-reliant, prosperous community and

WHEREAS: the Town of Grand Falls-Windsor has made a commitment to partner with community stakeholders through multiculturalism initiatives;

THEREFORE BE IT RESOLVED, that I, Mayor Mike Browne, do hereby proclaim the month of March to be Multiculturalism Month. I encourage all residents of the community to recognize that diversity is our strength and to support community celebrations aimed at fostering respect, equality and cross-cultural understanding.

Dated at Grand Falls-Windsor, Newfoundland this 18th day of March, 2026.

Mike Browne  
Mayor  
Town of Grand Falls-Windsor



## AMYLOIDOSIS AWARENESS MONTH

MARCH 2026

WHEREAS: March is Amyloidosis Awareness Month, a month dedicated to raising awareness, funding research, and supporting those living with Amyloidosis and their loved ones; and

WHEREAS: Amyloidosis is a group of diseases that occurs when abnormal protein, known as amyloid, builds up in the tissues and organs of the body. Left untreated, the disease can result in organ failure and can be fatal; and

WHEREAS: Amyloidosis can mimic the signs and symptoms of more common medical conditions and the disease can be challenging to diagnose; and

WHEREAS: Amyloidosis often affects people who are older or middle aged; however, younger people have been diagnosed with this disease; and

WHEREAS: some of the signs and symptoms of Amyloidosis can include shortness of breath, weight loss, fatigue, swelling in the ankles and legs, numbness in the hands and feet, foamy urine, carpal tunnel syndrome, bruising around the eyes, and an enlarged tongue; and

WHEREAS: early diagnosis can lead to better outcomes for both patients and their families; and

WHEREAS: raising awareness about all the Amyloidosis diseases, including hereditary and non-hereditary forms of the disease, can contribute to the building of healthier communities across Canada.

THEREFORE, I, Rod Bennett, do hereby proclaim the month of March 2026 to be Amyloidosis Awareness Month in the Town of Grand Falls-Windsor.

Rod Bennett, Deputy Mayor  
Town of Grand Falls-Windsor



## PROCLAMATION

### RARE DISEASE DAY - February 28, 2026

**WHEREAS:** rare diseases collectively affect approximately 1 in 12 Canadians — about 3 million people and their families across the country;

**WHEREAS:** while each of these diseases may affect small numbers of people, rare diseases as a group affect an estimated 300 million people globally.

**WHEREAS:** many rare diseases are serious, often life-threatening and debilitating conditions that have a significant impact on the lives of patients, their families, and caregivers; and

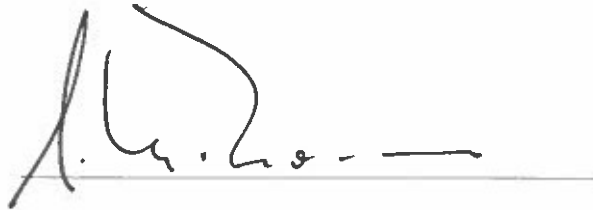
**WHEREAS:** while more than 880 drugs and biologics have been approved for the treatment of rare diseases according to the Food and Drug Administration (FDA), 95% of rare diseases do not have an FDA approved treatment; and

**WHEREAS:** individuals and families affected by rare diseases often experience problems such as delays in obtaining an accurate diagnosis, difficulty finding a health care provider with expertise in their condition, and a lack of access to treatments or ancillary services; and

**WHEREAS:** residents of Grand Falls-Windsor, NL are among those affected by rare diseases; and

**WHEREAS:** the National Organization for Rare Disorders (NORD) is organizing a nationwide observance of Rare Disease Day on February 28, 2026 as part of a global movement to raise awareness; now.

**THEREFORE BE IT RESOLVED:** That this Legislative Body pause in its deliberations to recognize February 28, 2026, as Rare Disease Day in Grand Falls-Windsor, NL.

A handwritten signature in black ink, appearing to read "M. Browne", is written over a horizontal line.

Mike Browne, Mayor

Town of Grand Falls-Windsor



## **PROCLAMATION**

### **Easter Seals Month**

- WHEREAS: More than 130,000 people of all ages in our Province live with disabilities such as physical, sensory, cognitive or other disabilities that present barriers to full participation in society;
- WHEREAS: Easter Seals Newfoundland and Labrador is a charitable organization with a vision for a community where all people with disabilities live full, healthy and active lives. A mission to engage, inspires and maximize opportunities for people with disabilities of all ages by providing meaningful programs and services;
- WHEREAS: Easter Seals NL's Recreation Programs help those with disabilities explore what they can do, through independence camps, art and music therapy, and adaptive sports, promoting full, active and healthy, socially engaged lifestyles;
- WHEREAS: Easter Seals NL offers "Employment and Educational Services" to assist those with barriers to employment in successfully transitioning from home and school into adulthood and independence with a focus on preparing for, obtaining, and maintaining gainful employment;
- WHEREAS: Easter Sales NL "I Can Too" Disability Awareness Program activities foster disability awareness and sensitivity and provide tools for accessibility and inclusion;
- THEREFORE: with the support of the Council of Grand Falls-Windsor, I sign this Proclamation and declare the month of March in 2026 to be observed throughout the Town as Easter Seals Month. I call upon all citizens of this community to support this worthy charitable organization and the people of all ages and all disabilities it serves.

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Mike Browne, Mayor  
Town of Grand Falls-Windsor



**DECISION/DIRECTION NOTE**

|                |   |
|----------------|---|
| Title:         | Requirement for Surveyor Certification of Building Location and Elevation |
| Date Prepared: | February 13, 2026   |
| Report to:     | Council   |
| Councillor:    | Councillor Hiscock  |
| Role:          | Lead  |
| Department:    | Public Works and Development - Planning and Development                   |

**Decision:/Direction Required:**

Council approval is required to amend the building permit requirements to include mandatory certification by a licensed Newfoundland and Labrador Land Surveyor confirming building location and elevation compliance with approved plans and design grades.

**Proposed Resolution for Council:**

That Council approve the implementation of a requirement, as part of the building permit process, for certification by a licensed Newfoundland and Labrador Land Surveyor confirming that all buildings are constructed in accordance with the approved plot plan location and the design grade established by the developer; and further, that the Town arrange for the provision of these services, with all associated costs to be charged to the property owner or the applicant for the building permit.

**Discussion – Background and Current Status:**

As development activity continues to increase, particularly within new subdivisions associated with the Housing Accelerator Fund and other growth initiatives, ensuring compliance with approved lot grading and building placement is critical.

At present, building location and elevation are primarily controlled through plot plan submissions and inspections during construction. However, there is no formal requirement for certified verification of these elements by a licensed surveyor. This creates risk related to improper drainage, grading inconsistencies, encroachments, and long-term servicing issues.

Introducing a mandatory surveyor certification will ensure that:

- Buildings are constructed in the correct horizontal location as per the approved plot plan;
- Finished floor elevations align with the design grades established by the developer;
- Lot grading functions as intended within the subdivision design; and
- Future drainage, infrastructure performance, and adjacent property impacts are protected.

To maintain consistency, quality control, and administrative efficiency, it is proposed that the Town coordinate these survey services directly. This approach ensures standardized deliverables and avoids variability in submissions. The full cost of providing this service will be recovered from the property owner or contractor applying for the permit.

This requirement aligns with best practices in municipal development control and supports the Town's long-term asset management and infrastructure protection objectives.

## **Key Considerations/Implications:**

### **Budget / Financial Implications**

No net financial impact to the Town. All costs associated with survey services will be fully recovered from permit applicants.

### **Alignment with Strategic Directions**

Supports sustainable growth, improved infrastructure performance, and responsible development practices.

### **Alignment with Adopted Plans**

Consistent with subdivision design standards and grading requirements established through development agreements and approvals.

**Legal or Policy Implications**

Will require updates to building permit conditions and potentially internal policies or standard operating procedures.

**Operational Implications**

Improves inspection accuracy and reduces risk of future enforcement issues, rework, or drainage complaints.

**Procurement Implications**

Survey services will need to be procured in accordance with the Town’s procurement policies (potentially through standing offer or unit-rate contract).

**Recommendation:**

It is recommended that Council approve the addition of a mandatory surveyor certification requirement for building location and elevation as part of the building permit process, with the Town coordinating the service delivery and recovering all associated costs from the permit applicant.

|                |                   |
|----------------|-------------------|
| Prepared By:   |                   |
| Approved By:   | Nelson Chatman    |
| Date Approved: | February 13, 2026 |



**DECISION/DIRECTION NOTE**

|                |  |
|----------------|--|
| Title:         | Award of Tender - Sludge Drying Bed Project (99-2024-8388) |
| Date Prepared: | March 29, 2026   |
| Report to:     | Council  |
| Councillor:    | Councillor Hiscock   |
| Role:          | Lead   |
| Department:    | Public Works and Development - Planning and Development    |

**Decision:/Direction Required:**

To approve the award of the tender for the Sludge Drying Bed Project to the lowest compliant bidder.

**Proposed Resolution for Council:**

That Council approve the award of the Sludge Drying Bed Project (Project No. 99-2024-8388) to Rock Construction Company Limited in the amount of \$2,218,505.77 (HST included), as recommended by the project engineer.

**Discussion – Background and Current Status:**

Tenders for the Sludge Drying Bed Project closed on March 25, 2026. A total of seven (7) bids were received and evaluated by Irvine Engineering Ltd.

All submitted bids were reviewed and deemed compliant with the tender requirements.

Rock Construction Company Limited submitted the lowest bid in the amount of \$2,218,505.77 (HST included).

The consulting engineer has formally recommended that the contract be awarded to Rock Construction Company Limited based on compliance and lowest bid.

The bid evaluation confirms that all proponents met the required submission criteria, including bonding, documentation, and qualifications.

The available construction budget for the project is approximately \$3,050,561.50, which is sufficient to cover the recommended award amount.

**Key Considerations/Implications:**

**1. Budget/Financial Implications**

The recommended bid of \$2,218,505.77 is within the available construction budget.

**2. Partners or Other Stakeholders**

Irvine Engineering Ltd. is acting as the project consultant and has completed the evaluation.

**3. Alignment with Strategic Directions**

Supports infrastructure investment and drinking water improvements.

**4. Alignment with Adopted Plans**

Aligned with capital works planning and environmental infrastructure priorities.

**5. Legal or Policy Implications**

Procurement process followed applicable tendering requirements; all bids deemed compliant.

**6. Engagement and Communications Considerations**

Standard public communication upon award.

**Recommendation:**

It is recommended that Council approve the award of the Sludge Drying Bed Project to Rock Construction Company Limited in the amount of \$2,218,505.77 (HST included).

|                |                  |
|----------------|------------------|
| Prepared By:   | Chad Clendenning |
| Approved By:   | Darren Finn      |
| Date Approved: | March 30, 2026   |



**DECISION/DIRECTION NOTE**

|                |   |
|----------------|---|
| Title:         | Award of Tender - 17-MYCW-25-00062 - Circular Road Phase II |
| Date Prepared: | March 30, 2026  |
| Report to:     | Council   |
| Councillor:    | Councillor Hiscock  |
| Role:          | Lead  |
| Department:    | Public Works and Development - Planning and Development     |

**Decision:/Direction Required:**

To approve the award of the tender for the Circular Road Phase II water and sewer project to the lowest compliant bidder.

**Proposed Resolution for Council:**

That Council approve the award of the Circular Road Phase II water and sewer project (Project No. 17-MYCW-25-00062) to Stellar Storm Industries Inc (TB) in the amount of \$1,294,356.63 (HST included).

**Discussion – Background and Current Status:**

This project closed on March 30, 2026 and a total of seven compliant bids were received. The lowest bid was evaluated and determined to meet the tender requirements. As a result, the Town is recommending that Stellar Storm Industries Inc (TB) is the be awarded the contract in the amount of \$1,294,356.63 (HST included).

The project budget is \$1,650,000 HST included but this includes paving which was previously awarded to Penney Paving Ltd. for \$303,768.19 HST included. Therefore, the overall project is \$51,830.19 under budget.

**Key Considerations/Implications:**

- 1. Budget/Financial Implications:
  - a. The recommended bid of \$1,294,356.63 (HST included) is within the available construction budget.
- 2. Partners or Other Stakeholders:
  - a. Project is funded 70% by the Provincial government through the MYCW fund.
- 3. Alignment with Strategic Directions:
  - a. Supports infrastructure investment and drinking water improvements.
- 4. Alignment with Adopted Plans:
  - a. Aligned with capital works planning and environmental infrastructure priorities.
- 5. Legal or Policy Implications:
  - a. Procurement process followed applicable tendering requirements; all bids deemed compliant.
- 6. Engagement and Communications Considerations:
  - a. Standard public communication upon award.

**Recommendation:**

It is recommended that Council approve the award of the Circular Road Phase II water and sewer project (Project No. 17-MYCW-25-00062) to Stellar Storm Industries Inc (TB) in the amount of \$1,294,356.63 (HST included).

|                |                           |
|----------------|---------------------------|
| Prepared By:   | Chad Clendenning, P. Eng. |
| Approved By:   | Darren Finn               |
| Date Approved: | March 30, 2026            |



**DECISION/DIRECTION NOTE**

|                |   |
|----------------|---|
| Title:         | Water Conservation Regulations Update                   |
| Date Prepared: | February 10, 2026                                       |
| Report to:     | Council   |
| Councillor:    | Councillor Coady  |
| Role:          | Lead  |
| Department:    | Corporate Services - Finance, Administration and Policy |

**Decision:/Direction Required:**

Changes were made to the Water Conservation Regulations to ensure the language aligns with the *Towns and Local Service Districts Act* and to improve clarity and readability.

**Proposed Resolution for Council:**

That Council approve the recommended changes to the Town of Grand Falls-Windsor Water Conservation Regulations to reflect language of the Towns and Local Service Districts Act, and to clarify wording for a better understanding.

**Discussion – Background and Current Status:**

Updates were made to the Water Conservation Regulations to ensure consistency with the *Towns and Local Service Districts Act* and to improve clarity and readability.

**Key Considerations/Implications:**

The primary consideration is ensuring that the by-law language is clear, enforceable, and aligned with provincial legislation. Improved wording reduces ambiguity for residents, enforcement staff, and Council.

**Recommendation:**

That Council approve the changes to the Water Conservation Regulations as presented.

|                |                  |
|----------------|------------------|
| Prepared By:   | Kara Hutchinson  |
| Approved By:   | Darren Finn      |
| Date Approved: | February 5, 2026 |



**DECISION/DIRECTION NOTE**

|                |   |
|----------------|---|
| Title:         | Anti-Litter Regulations Update                          |
| Date Prepared: | February 6, 2026  |
| Report to:     | Council   |
| Councillor:    | Councillor Coady  |
| Role:          | Lead  |
| Department:    | Corporate Services - Finance, Administration and Policy |

**Decision:/Direction Required:**

Changes were made to the Anti-Litter Regulations to ensure the language aligns with the *Towns and Local Service Districts Act* and to improve clarity and readability.

**Proposed Resolution for Council:**

That Council approve the recommended changes to the Town of Grand Falls-Windsor Anti-Litter Regulations to reflect language of the *Towns and Local Service Districts Act*, and to clarify wording for a better understanding.

**Discussion – Background and Current Status:**

Updates were made to the Anti-Litter Regulations to ensure consistency with the *Towns and Local Service Districts Act* and to improve clarity and readability.

**Key Considerations/Implications:**

The primary consideration is ensuring that the by-law language is clear, enforceable, and aligned with provincial legislation. Improved wording reduces ambiguity for residents, enforcement staff, and Council.

**Recommendation:**

That Council approve the changes to the Anti-Litter Regulations as presented.

|                |                 |
|----------------|-----------------|
| Prepared By:   |                 |
| Approved By:   | Choose an item. |
| Date Approved: |                 |



**DECISION/DIRECTION NOTE**

|                |   |
|----------------|---|
| Title:         | Rescinding Sign and Advertisement Policy PWD-18         |
| Date Prepared: | February 27, 2026                                       |
| Report to:     | Council   |
| Councillor:    | Councillor Coady  |
| Role:          | Lead  |
| Department:    | Corporate Services - Finance, Administration and Policy |

**Decision:/Direction Required:**

Council approval is required to rescind the Sign and Advertisement Policy PWD-18 due to duplication with the Town’s existing Sign and Advertisement Regulations.

**Proposed Resolution for Council:**

That Council approve to rescind the Sign and Advertisement Policy PWD-18, as the content is duplicated in the Town’s Sign and Advertisement Regulations.

**Discussion – Background and Current Status:**

Sign and Advertisement Policy PWD-18 was adopted to guide the regulation of signs and advertisements within the Town. Upon review, it has been identified that the policy is identical in wording to the existing Sign and Advertisement Regulations.

Because the Regulations already provide the legislative authority and enforceable framework for sign control, the policy is redundant.

**Key Considerations/Implications:**

While policies are generally intended to guide staff operations and regulations are intended for public compliance, Sign and Advertisement Policy PWD-18 does not provide additional administrative direction beyond what is already contained in the Sign and Advertisement Regulations. Because the policy repeats the regulations word-for-

word, it does not serve a distinct operational purpose and may create confusion by duplicating the same requirements in two separate documents.

**Recommendation:**

It is recommended that Council rescind Sign and Advertisement Policy PWD-18 as the content is fully incorporated into the Sign and Advertisement Regulations and the policy is no longer required.

|                |                   |
|----------------|-------------------|
| Prepared By:   | Kara Hutchinson   |
| Approved By:   | Darren Finn       |
| Date Approved: | February 27, 2026 |



**DECISION/DIRECTION NOTE**

|                |  |
|----------------|--|
| Title:         | Adoption of Policy PWD-18 – Access Road Cost-Sharing for New Subdivision Development |
| Date Prepared: | February 13, 2026  |
| Report to:     | Council  |
| Councillor:    | Councillor Coady   |
| Role:          | Lead   |
| Department:    | Corporate Services - Finance, Administration and Policy                              |

**Decision:/Direction Required:**

To consider adoption of Policy PWD-18 – Access Road Cost-Sharing for New Subdivision Development.

**Proposed Resolution for Council:**

That Council adopt Policy PWD-18 – Access Road Cost-Sharing for New Subdivision Development, as attached, to establish a standardized approach for municipal cost-sharing of access road infrastructure required to support new subdivision developments.

**Discussion – Background and Current Status:**

The Town continues to advance initiatives to increase housing supply and remove barriers to residential development. A key constraint identified through ongoing discussions with developers is the high upfront cost associated with constructing access roads to undeveloped lands.

In many cases, these access roads do not directly generate frontage for immediate development yet are required to unlock larger subdivision areas capable of delivering significant long-term housing supply.

To address this, Policy PWD-18 establishes a consistent and controlled framework for municipal participation in these costs. The policy clearly defines eligibility requirements,

including a minimum threshold of twenty (20) residential units and the requirement to enter into a subdivision agreement with the Town.

The Town's contribution is strictly limited to the initial access road segment required to enable development, extending only to the boundary of the first developable lot. It does not apply to internal subdivision roads or infrastructure.

Eligible works are limited to components above subgrade, including Class B granular, Class A granular, asphalt, and concrete curb, gutter, and sidewalk. All underground infrastructure and subgrade works remain the sole responsibility of the developer.

Compensation is strictly based on the theoretical value of the final approved design using standardized unit rates established in the policy and not on actual contractor pricing or submitted costs. This ensures consistency, fairness, and cost control across all developments.

The policy also includes a defined unit rate schedule for compensation (based on roadwork meeting the subdivision standards), eliminating variability between projects and providing clarity to both the Town and developers.

Implementation of this policy will be executed through subdivision agreements, which will define scope, quantities, eligibility limits, and timelines for each project.

This policy applies only to new subdivision applications approved after January 1, 2024 and is not retroactive.

## **Key Considerations/Implications:**

### **Budget / Financial Implications**

This policy will result in direct municipal expenditures to support subdivision development. While the Town will actively pursue external funding opportunities, including the Housing Accelerator Fund (HAF), to offset these costs, there remains a risk that such funding may not be secured. In those cases, the Town may be required to fund up to 100% of the eligible access road costs.

Based on the standardized unit rates established in the policy, the estimated cost equates to approximately \$100/m<sup>2</sup> of roadway for eligible works above subgrade. In addition, a one-time lump sum contribution of up to \$50,000 applies for surface course

asphalt beyond the access road limits. Total financial exposure will vary depending on the length and configuration of the access road for each development.

Based on current subdivision proposals under discussion, the potential financial exposure is estimated to be approximately \$660,000 should all projects proceed. This includes:

- Northcliffe \$116,000.00
- Reid's Development \$60,800.00
- Corduroy Developer's \$185,000.00
- Sprucewood Estates \$140,000.00
- Chow Place \$89,500.00
- Off Toulett \$66,300.00

### **Alignment with Strategic Directions**

Directly supports Council's priority to increase housing supply and remove infrastructure barriers to development.

### **Alignment with Adopted Plans**

Consistent with the Town's Municipal Plan and Development Regulations by enabling development in designated growth areas.

### **Legal or Policy Implications**

Establishes a formal policy framework that will be implemented through subdivision agreements, ensuring consistency and enforceability.

### **Partners or Other Stakeholders**

Developers, contractors, CMHC (HAF), and provincial/federal funding partners.

### **Procurement Implications**

Standardized unit rates eliminate the need for project-by-project negotiation and align with typical municipal tender pricing structures.

**Other Implications**

Provides clarity and certainty to the development community, improving the Town’s ability to attract and advance subdivision projects.

**Recommendation:**

It is recommended that Council adopt Policy PWD-18 – Access Road Cost-Sharing for New Subdivision Development to provide a clear, consistent, and financially controlled framework for supporting access infrastructure that enables new residential subdivision growth in Grand Falls-Windsor.

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



**DECISION/DIRECTION NOTE**

|                |   |
|----------------|---|
| Title:         | Update to Policy PWD-16 – Permit Revocation Process     |
| Date Prepared: | February 9, 2026  |
| Report to:     | Council   |
| Councillor:    | Councillor Coady  |
| Role:          | Lead  |
| Department:    | Corporate Services - Finance, Administration and Policy |

**Decision:/Direction Required:**

Council direction is required to approve updates to Policy PWD-16 – Permit Revocation Process, as presented in the tracked-changes version dated January 2026.

**Proposed Resolution for Council:**

That Council approve the revised Policy PWD-16 – Permit Revocation Process, as presented, and authorize its adoption effective immediately.

**Discussion – Background and Current Status:**

Policy PWD-16 establishes the formal procedure for the revocation of permits issued by the Town. Since its original adoption in 2020, operational experience has identified areas where clarification, tightening of language, and improved procedural flow were required to ensure the policy is clear, defensible, and consistently applied.

The proposed updates are administrative and procedural in nature. They refine timelines, clarify decision-making authority, streamline notice and committee review steps, and strengthen alignment with current governance practices and privacy requirements. The revisions also improve readability and reduce ambiguity that could otherwise expose the Town to procedural risk during enforcement or appeal.

No fundamental change to Council’s authority or the intent of the policy is proposed. The update ensures staff and Council have a clear, transparent, and legally sound framework to follow when permit revocation is being considered.

**Key Considerations/Implications:**

**Legal / Policy Implications**

- Strengthens procedural fairness and clarity, reducing risk during appeals to the Municipal Appeals Board.

**Operational Implications**

- Provides clearer direction to staff, CAO/designate, and Council when managing non-compliance situations.
- Improves consistency and efficiency in enforcement actions.

**Engagement and Communications Considerations**

- Clearer notice requirements and process steps improve understanding for permit holders.

**Recommendation:**

It is recommended that Council approve the updated Policy PWD-16 – Permit Revocation Process as presented, to ensure the Town’s permit enforcement framework remains clear, current, and defensible.

|                |                   |
|----------------|-------------------|
| Prepared By:   |                   |
| Approved By:   | Nelson Chatman    |
| Date Approved: | February 12, 2026 |



**INFORMATION NOTE**

|                |   |
|----------------|---|
| Title:         | Update on Voyent Alert Usage – March 24, 2026           |
| Date Prepared: | February 11, 2026                                       |
| Report to:     | Regular Meeting of Council                              |
| Councillor:    | Councillor Coady  |
| Role:          | Lead  |
| Department:    | Corporate Services - Finance, Administration and Policy |

**Issue:**

To provide Town Council with an overview of the Voyent Alert! notification system currently used by the Town of Grand Falls-Windsor, including its purpose, usage trends, cost structure, and operational implications.

Voyent Alert! functions as the Town’s primary public notification platform for both routine service advisories and emergency communications, supporting timely and direct information sharing with residents, businesses, and visitors.

**Discussion – Background and Current Status:**

The Town of Grand Falls-Windsor uses the Voyent Alert! system as its primary public notification platform for both operational updates and emergency communications.

Voyent Alert! was originally introduced to provide residents with timely, direct, and location-based notifications relating to matters such as:

- Waterline work and service interruptions
- Road closures and traffic impacts
- Garbage and recycling schedule changes
- Weather-related advisories
- Public safety and emergency information

At the time of launch, the system replaced the former Town of GFW App, with residents required to opt-in to continue receiving alerts. The launch messaging emphasized accessibility, multiple notification methods (app, SMS, email, landline), and ease of use.

Since implementation, the Town has conducted initial promotion at launch, followed by periodic reminders and awareness messaging via social media and other communication channels.

Based on system activity data from March 2025 to February 2026:

- Total recipients increased from 719 to 1,057 users
- This reflects a net growth of 338 subscribers over the past year
- Notification usage remains heavily weighted toward informational notifications, consistent with typical Town communications (service updates, advisories, reminders)
- Critical / emergency notification usage remains comparatively low, as expected

Overall engagement levels indicate that the system is actively used and continues to grow steadily without major fluctuations or abnormal usage patterns.

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

#### 1. Budget/Financial Implications:

- Voyent Alert! operates under an annual subscription model at a cost of \$6,900 + HST. The 2026 subscription includes:
  - Unlimited recipient registrations
  - Unlimited mobile app and email notifications
  - Up to 75,000 combined text (SMS) and voice call notifications per subscription year
- Notifications exceeding the annual 75,000 SMS/voice threshold are billed at \$0.05 per notification.
- This notification limit represents a substantial buffer relative to the Town's historical usage levels and is designed to accommodate significant future growth in both subscriber numbers and alert activity. The structure effectively functions as a safeguard against unexpected spikes in messaging volume while maintaining predictable baseline costs.
- The subscription also includes:
  - Continuous 24/7 system availability
  - Technical support and system maintenance
  - Open access to refresher training sessions as needed

- Overall, the pricing model provides cost certainty while preserving scalability for emergency communications and increased resident adoption.
2. Partners or Other Stakeholders:
  3. Alignment with Strategic Directions:
    - The Voyent Alert! system supports several municipal communication and governance objectives, including:
      - Improving direct, reliable communication with residents
      - Enhancing emergency preparedness and public safety messaging
      - Reducing reliance on passive communication channels (e.g., social media reach limitations)
      - Supporting transparency during service disruptions and infrastructure work
    - The system aligns with the Town's broader goals of public engagement, service delivery awareness, and risk reduction.
  4. Alignment with Adopted Plans:
  5. Accessibility and Inclusion:
    - Voyent Alert! supports multiple notification methods, including mobile app alerts, email, SMS, and voice-to-text landline calls. This multi-channel approach improves accessibility for residents with varying levels of technology access, connectivity, or device preferences, including individuals without smartphones or mobile data services.
  6. Legal or Policy Implications:
    - Voyent Alert! functions as an opt-in communication platform, meaning residents voluntarily subscribe and select their preferred notification methods. This model supports:
      - Privacy compliance and consent-based communications
      - Reduced risk of unsolicited messaging concerns
      - Clear resident control over notification preferences
    - Use of the system is consistent with standard municipal communication practices for public advisories and emergency notifications.

7. Privacy Implications:
8. Engagement and Communications Considerations:
9. Human Resource Implications:
10. Procurement Implications:
11. Information Technology Implications:
  - Voyent Alert! provides the Town with a centralized and dependable notification tool capable of delivering time-sensitive information across multiple channels (app, SMS, email, landline).
  - Operational advantages include:
    - Rapid distribution of service-related updates
    - Improved reach beyond social media audiences
    - Geographic / location-based messaging capability
    - Minimal staff training burden due to vendor-supported refresher training
  - The system contributes to more efficient public communications during both planned activities and unplanned events.
12. Other Implications:

**Conclusion/Next Steps:**

Voyent Alert! remains a stable and effective notification tool for the Town.

Subscriber growth trends are positive, and usage patterns align with expected municipal communication needs. Administration will continue to utilize the system for public advisories and will maintain ongoing awareness efforts to encourage further resident sign-up.

No further action from Council is required at this time.

|                |              |
|----------------|--------------|
| Prepared By:   | Robyn Winsor |
| Approved By:   | Darren Finn  |
| Date Approved: |              |



**DECISION/DIRECTION NOTE**

|                |   |
|----------------|---|
| Title:         | Water and Sewer Systems Regulations Update              |
| Date Prepared: | February 10, 2026                                       |
| Report to:     | Council   |
| Councillor:    | Councillor Coady  |
| Role:          | Lead  |
| Department:    | Corporate Services - Finance, Administration and Policy |

**Decision:/Direction Required:**

Changes were made to the Water and Sewer Systems Regulations to ensure the language aligns with the Towns and Local Service Districts Act and to improve clarity and readability.

**Proposed Resolution for Council:**

That Council approve the recommended changes to the Town of Grand Falls-Windsor Water and Sewer Systems Regulations to reflect language of the Towns and Local Service Districts Act, and to clarify wording for a better understanding.

**Discussion – Background and Current Status:**

Updates were made to the Water and Sewer Systems Regulations to ensure consistency with the *Towns and Local Service Districts Act* and to improve clarity and readability.

**Key Considerations/Implications:**

The primary consideration is ensuring that the by-law language is clear, enforceable, and aligned with provincial legislation. Improved wording reduces ambiguity for residents, enforcement staff, and Council.

**Recommendation:**

That Council approve the changes to the Water and Sewer Systems Regulations as presented.

|                |                  |
|----------------|------------------|
| Prepared By:   | Kara Hutchinson  |
| Approved By:   | Darren Finn      |
| Date Approved: | February 5, 2026 |



**DECISION/DIRECTION NOTE**

|                |   |
|----------------|---|
| Title:         | Update to Policy PWD-3 – Land Sales                     |
| Date Prepared: | February 16, 2026                                       |
| Report to:     | Council   |
| Councillor:    | Councillor Coady  |
| Role:          | Lead  |
| Department:    | Corporate Services - Finance, Administration and Policy |

**Decision:/Direction Required:**

That Council approve revisions to Policy PWD-3 – Land Sales to simplify land pricing, eliminate post-sale adjustments, and enhance incentives for subdivision development.

**Proposed Resolution for Council:**

That Council approve the updated Policy PWD-3 – Land Sales as presented, including the adoption of an “as-is, where-is” approach for land sales, the removal of post-sale cost adjustments, and the elimination of the 10% administrative fee for subdivision developments involving large parcels of land under a Subdivision Agreement.

**Discussion – Background and Current Status:**

**Background & Current Status**

The current Land Sales Policy (PWD-3) establishes pricing and procedures for the sale of residential, commercial, and other municipal lands. While the policy provides a structured pricing framework, it includes provisions whereby the Town may undertake or reimburse site preparation activities such as excavation, backfilling, and grading.

In practice, many parcels of land are not at final grade or contain unsuitable materials, resulting in ongoing involvement by the Department of Public Works and Development to assess, negotiate, and complete or reimburse site-related work. This has created

operational pressures, increased costs, and frequent post-sale disputes or negotiations with purchasers.

Additionally, the current policy includes a 10% administrative fee on Crown Land acquisitions, which can act as a barrier to large-scale subdivision development where overall project costs are significant.

## **Proposed Policy Updates**

The proposed revisions to Policy PWD-3 include the following key changes:

- **Adoption of an “As-Is, Where-Is” Approach:**  
All land sales will be completed on an as-is, where-is basis unless otherwise specified, with purchasers assuming full responsibility for site preparation, grading, and removal of unsuitable materials.
- **Elimination of Post-Sale Adjustments:**  
The Town will no longer provide cost reimbursements or price adjustments related to site conditions, eliminating the need for negotiation or verification of works after the sale.
- **Removal of Operational Responsibilities:**  
Provisions requiring the Town to complete or reimburse excavation, backfilling, or grading work will be removed from the policy.
- **Fixed Commercial Pricing:**  
Commercial land pricing will be applied consistently with no negotiation or adjustments based on site-specific conditions.
- **Subdivision Development Incentive:**  
The 10% administrative fee applied to Crown Land acquisitions will be removed for subdivision developments involving ten (10) or more building lots and subject to a Subdivision Agreement, thereby improving project feasibility and supporting housing growth.

These changes are intended to provide clarity, consistency, and efficiency in land transactions while aligning with the Town’s broader objectives to support development and reduce administrative burden.

## **Key Considerations/Implications:**

## **Budget / Financial Implications**

The proposed changes may reduce cost recovery opportunities related to site preparation; however, they will also eliminate the Town's exposure to unpredictable site-related costs and reduce operational expenditures associated with land preparation and reimbursement administration.

While opportunities to leverage external funding programs (such as the Housing Accelerator Fund) will continue to be explored to offset growth-related infrastructure costs, the Town should anticipate that certain development-support initiatives may require partial or full municipal funding.

Overall, the approach provides greater financial predictability and reduces risk associated with variable site conditions.

## **Alignment with Strategic Directions**

The proposed updates support the Town's strategic objective of facilitating residential and commercial growth by reducing barriers to development and improving transparency in land transactions.

## **Alignment with Adopted Plans**

The policy revisions align with the Town's Integrated Community Sustainability Plan and ongoing housing initiatives by encouraging subdivision development and streamlining land access.

## **Legal or Policy Implications**

The revisions represent a shift in risk allocation from the Town to the purchaser, which is consistent with standard municipal land sale practices. All transactions will continue to be governed through Purchase and Sale Agreements and Subdivision Agreements where applicable.

## Engagement and Communications Considerations

Clear communication will be required to ensure prospective purchasers and developers understand that land is being sold as-is, where-is, and that no post-sale adjustments will be considered.

## Operational Implications

The changes will significantly reduce the operational burden on Public Works & Development staff by eliminating the need to assess, manage, or participate in site preparation activities for individual land sales.

## Recommendation:

It is recommended that Council approve the updated Policy PWD-3 – Land Sales to implement a simplified and consistent land pricing framework, eliminate post-sale adjustments, and enhance incentives for subdivision development, thereby supporting growth while reducing operational and financial risk to the Town.

|                |                   |
|----------------|-------------------|
| Prepared By:   |                   |
| Approved By:   | Nelson Chatman    |
| Date Approved: | February 16, 2026 |



**DECISION/DIRECTION NOTE**

|                |   |
|----------------|---|
| Title:         | Brush Chipper Procurement                               |
| Date Prepared: | February 24, 2026                                       |
| Report to:     | Council   |
| Councillor:    | Councillor Coady  |
| Role:          | Lead  |
| Department:    | Corporate Services - Finance, Administration and Policy |

**Decision:/Direction Required:**

Award of procurement for one (1) brush chipper through the Canoe Procurement Program.

**Proposed Resolution for Council:**

That Council approve the purchase of one (1) Bandit Model 12XC Brush Chipper (49 HP Diesel) in the amount of \$76,850.40 plus HST through the Canoe Procurement Program.

**Discussion – Background and Current Status:**

The Department of Public Works and Development requires a brush chipper to support ongoing operations including roadside vegetation management, park maintenance, storm response, and general municipal cleanup activities including brush dropped at the Saturday Drop Off site.

Two (2) units were evaluated under the Canoe Procurement Program:

- Vermeer BC1000XL – \$80,058.00 plus HST
- Bandit 12XC – \$76,850.40 plus HST

Both units were assessed based on cost, performance, operational suitability, safety, durability, and maintenance considerations.

While both machines meet the Town's operational requirements, key differences were identified:

- The Bandit 12XC provides more aggressive material feeding and higher throughput, particularly for bulky and irregular brush.
- The Vermeer BC1000XL offers a more controlled feed system, which is beneficial for operator ease and training.

Given the nature of municipal operations, which include handling mixed and irregular material, productivity and reduced material handling were considered critical factors.

A formal evaluation matrix was completed, with the Bandit unit achieving the higher overall score.

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

#### Budget / Financial Implications:

- This purchase was not originally included in the 2026 capital budget.
- Community Services has secured a \$25,000 grant from the MMSB to support the acquisition of this equipment. In addition, the procurement of the tandem truck through the Canoe Procurement Program is anticipated to result in approximately \$50,000 in budget savings, which can be reallocated toward this purchase.
- The Bandit 12XC also represents the lower-cost option between the two evaluated units, providing additional value to the Town.

#### Operational Implications:

- The Bandit unit is expected to:
  - Increase productivity during brush and storm cleanup operations
  - Reduce the need for pre-processing material
  - Improve efficiency of Public Works crews

#### Human Resource Implications:

- While the Bandit unit has a more aggressive feed system, appropriate operator training and adherence to safety procedures will mitigate operational risks.

Procurement Implications:

- The purchase is compliant with procurement policies through the Canoe Procurement Program and therefore does not require a public tender.

Other Implications:

- Both units are supported by established manufacturers with available parts and service networks.

**Recommendation:**

It is recommended that Council approve the purchase of the Bandit Model 12XC Brush Chipper, as it provides the best overall value to the Town based on cost, performance, and operational efficiency.

|                |                   |
|----------------|-------------------|
| Prepared By:   |                   |
| Approved By:   | Nelson Chatman    |
| Date Approved: | February 24, 2026 |



**DECISION/DIRECTION NOTE**

|                |   |
|----------------|---|
| Title:         | Sign and Advertisement Regulations                      |
| Date Prepared: | March 2, 2026   |
| Report to:     | Council   |
| Councillor:    | Councillor Coady  |
| Role:          | Lead  |
| Department:    | Corporate Services - Finance, Administration and Policy |

**Decision:/Direction Required:**

Changes were made to the Sign and Advertisement Regulations to ensure the language aligns with the Towns and Local Service Districts Act and to improve overall clarity and readability. The LED Signs Regulations were incorporated into the Sign and Advertisement Regulations to keep all related provisions together.

**Proposed Resolution for Council:**

That Council approve the recommended revisions to the Town of Grand Falls-Windsor Sign and Advertisement Regulations to align with the Towns and Local Service Districts Act and to improve clarity and readability, and further approve the removal of the LED Sign Regulations, as its provisions have been incorporated into the updated Sign and Advertisement Regulations.

**Discussion – Background and Current Status:**

The Town’s Sign and Advertisement Regulations were reviewed to ensure consistency with current legislation and to improve clarity and readability. Some provisions contained outdated language and did not fully align with the Towns and Local Service Districts Act. As part of the review, the LED Sign Regulations were incorporated into the Sign and Advertisement Regulations to keep related provisions together.

**Key Considerations/Implications:**

The proposed revisions to the Sign and Advertisement Regulations ensure alignment with the Towns and Local Service Districts Act while improving clarity and consistency throughout the document. Consolidating the LED Signs Regulations into the Sign and Advertisement Regulations brings related provisions together in one place, making the regulations easier to reference, administer, and enforce. These changes are intended to improve understanding for staff, enforcement personnel, and the public while supporting consistent application of the Regulations.

**Recommendation:**

That Council approve the revisions of the Sign and Advertisement Regulations as presented, including the LED Sign Regulations to keep related provisions together.

|                |                 |
|----------------|-----------------|
| Prepared By:   | Kara Hutchinson |
| Approved By:   | Darren Finn     |
| Date Approved: | March 2, 2025   |



**INFORMATION NOTE**

|                |   |
|----------------|---|
| Title:         | Taxation Receivable Analysis – February 2026            |
| Date Prepared: | March 8, 2026   |
| Report to:     | Regular Meeting of Council                              |
| Councillor:    | Councillor Coady  |
| Role:          | Lead  |
| Department:    | Corporate Services - Finance, Administration and Policy |

**Issue:**

Summary of Taxation Receivables for Council review.

**Discussion – Background and Current Status:**

This information note is prepared by staff and reviewed by Council which provides a summary of taxation receivables as at February 28, 2026. The total taxation receivables amount to \$21,206,997.71, which is an increase of \$505,951.78 (2.44%) compared to the previous year. The February report does not show the full collections picture as taxes are not due until March 31<sup>st</sup>, 2026. Monthly collections for February 2026 were amounted to \$1,833,018, or approximately 8% of the outstanding receivable entering the month. .

Please contact the Town Hall at 489-0402, 0403, or 0404 with any questions about your tax bill. The due date is March 31, 2026, and interest will be applied after that date. There are payment plans available for those who would rather pay their balance off throughout the year, and there would be no interest applied for those who sign up on pre-authorized payments.

**Conclusion/Next Steps:**

Management and staff will continue to monitor taxation receivables and use all necessary methods of collection to lower the outstanding balance each month.

|                |               |
|----------------|---------------|
| Prepared By:   |               |
| Approved By:   | Steve Gosse   |
| Date Approved: | March 8, 2026 |



**INFORMATION NOTE**

|                |   |
|----------------|---|
| Title:         | Disbursement Report – February 2026                     |
| Date Prepared: | March 8, 2026   |
| Report to:     | Regular Meeting of Council                              |
| Councillor:    | Councillor Coady  |
| Role:          | Lead  |
| Department:    | Corporate Services - Finance, Administration and Policy |

**Issue:**

Summary of disbursements for Council review.

**Discussion – Background and Current Status:**

This information note is prepared by staff, and reviewed by Council which provides a summary of disbursements over \$1,000 as of February 28th, 2026, in the amount of \$579,844.10. Also disclosed on the report are pre-authorized payments of \$346,196.12 and invoices under \$1,000 in the amount of \$36,274.41

**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: | March 8, 2026 |

| Vendor                                 | ACCT - DESCRIPTION                         | TOTAL        |
|--|--|--------------|
| Atlantic Purification Systems          | Hose Lubricant                             | \$ 3,499.34  |
| Atlantic Purification Systems          | Testing Supplies                           | \$ 2,599.17  |
| Atlantic Purification Systems          | Wiper Parts - WWTP                         | \$ 11,303.46 |
| Best Buy Canada Ltd.                   | Notebook - Tablet                          | \$ 2,530.52  |
| Best Buy Canada Ltd.                   | Laptops for WTP                            | \$ 2,425.97  |
| Brandt Positioning Technology          | Fix GPS Screen - Replace Broken Screen     | \$ 2,951.96  |
| Breton Smartex                         | FireQ Standard Annual Subscription         | \$ 1,466.25  |
| Broderick's Entertainment Ltd.         | Deposit for Artist                         | \$ 7,500.00  |
| Browning Harvey                        | JBM Vending Machine Supplies               | \$ 1,905.85  |
| Browning Harvey Ltd.                   | Beer Purchases - Cataracts                 | \$ 1,464.53  |
| Browning Harvey Ltd.                   | Beer Purchases - Cataracts                 | \$ 1,582.10  |
| Browning Harvey Ltd.                   | Beer Purchases - Cataracts                 | \$ 1,004.22  |
| Cansel Survey Equipment Inc.           | Maggie Magnetic Locator                    | \$ 1,805.59  |
| Cataracts Hockey Club                  | Ticket Sales                               | \$ 30,000.00 |
| CBCL Ltd.                              | 99-2022-7655                               | \$ 2,374.96  |
| CBCL Ltd.                              | 99-2024-8393                               | \$ 9,918.52  |
| CBCL Ltd.                              | 99-2024-8390                               | \$ 14,031.09 |
| Central Hydraulics & Supply            | Hydraulic Pump                             | \$ 1,769.45  |
| Central Hydraulics & Supply            | Unit#59                                    | \$ 1,337.28  |
| Central Newfoundland Waste Mgmt.       | Residential Waste                          | \$ 41,687.25 |
| Chelsea Haggett                        | Scholarship - 2nd Payment                  | \$ 1,000.00  |
| Chemtrade Chemical's Canada Ltd.       | 21408.01                                   | \$ 21,408.01 |
| Claro Environmental Technologies       | Hygienic Bags & Automatic Geaser           | \$ 1,906.41  |
| Classic Displays                       | 2D Display                                 | \$ 8,682.50  |
| D.A.S.T Recharging                     | Annual Inspection Extinguishers - PW       | \$ 1,266.15  |
| D.A.S.T Recharging                     | Annual Inspection Extinguishers - PW       | \$ 1,299.50  |
| D.A.S.T Recharging                     | Annual Inspection Extinguishers - GF House | \$ 1,112.05  |
| Dollywood Foundation of Canada         | Book Club                                  | \$ 1,997.85  |
| Exploits HomeHardware                  | Cold Patch                                 | \$ 2,832.31  |
| Exploits Valley Paving                 | Snow clearing                              | \$ 5,054.25  |
| Exploits Welding & Machine Shop        | Unit#2112, 158, 135                        | \$ 2,078.76  |
| Exploits Welding & Machine Shop        | Unit#59, 1917                              | \$ 2,875.01  |
| Exploits Welding and Machine Shop Ltd. | Wing Sliders for Loaders                   | \$ 2,704.37  |
| Exploits Welding and Machine Shop Ltd. | Unit#2112                                  | \$ 1,869.83  |
| Grand Falls-Windsor Blades             | Ticket Sales                               | \$ 1,162.00  |
| Grand Falls-Windsor Community Kitchen  | 2026 Annual Grant                          | \$ 3,500.00  |
| Harris & Roome                         | New Pole Lights - High Street              | \$ 10,117.38 |
| Harris & Roome                         | YMCA                                       | \$ 1,016.23  |
| Higher Talent                          | HR Consulting Services                     | \$ 1,837.70  |
| Honeywell Limited                      | Charges for M&V Service                    | \$ 1,917.90  |
| Iconix Waterworks                      | Water & Sewer Supplies                     | \$ 6,654.10  |
| Imperial Dade Canada Inc.              | Stock Room Supplies                        | \$ 1,160.42  |
| Jav's Convenience                      | Community Groups Rental - February 2026    | \$ 1,725.00  |

|   |                                      |              |
|---|--------------------------------------|--------------|
| Jerome Bernard Holdings Inc.              | Property Tax Overpayment             | \$ 32,952.50 |
| Joe Johnson Equipment Inc.                | Nozzle                               | \$ 1,496.76  |
| Joe Johnson Equipment Inc.                | Unit#2116 - Sweeper Parts            | \$ 1,647.65  |
| Konecranes Canada Inc.                    | Crane Parts                          | \$ 1,642.93  |
| Labrador Friendship Centre                | Reaching Home                        | \$ 23,680.00 |
| Landmark Surveys & Engineering Ltd.       | Residential Survey - Scott Ave       | \$ 2,357.50  |
| Landmark Surveys & Engineering Ltd.       | Crown Land Survey - GFW              | \$ 6,008.75  |
| Landmark Surveys & Engineering Ltd.       | Crown Land Survey - New Bay          | \$ 3,622.50  |
| Landmark Surveys & Engineering Ltd.       | Crown Land Survey - New Bay          | \$ 2,156.25  |
| Linde Canada Inc.                         | Tank Rental                          | \$ 1,255.82  |
| LSW Wear Parts Ltd.                       | Cutting Edges                        | \$ 2,789.90  |
| MIDGET AAA Hockey                         | Ticket Sales                         | \$ 2,580.00  |
| Morgan Printing                           | Statement Paper                      | \$ 2,147.05  |
| Morgan Printing                           | Improving Water Quality Flyers/Home  | \$ 2,716.30  |
| North Atlantic Petroleum                  | Diesel - 1738.7L Depot               | \$ 2,559.37  |
| North Atlantic Petroleum                  | Diesel - 1298.5L Depot               | \$ 2,039.81  |
| North Atlantic Petroleum                  | Diesel - 4209.5L Depot               | \$ 6,612.70  |
| North Atlantic Petroleum                  | Diesel - 2127.7L Depot               | \$ 3,342.41  |
| North Atlantic Petroleum                  | Diesel - 1082.9L Depot               | \$ 1,774.61  |
| North Atlantic Petroleum                  | Oil - 4248.0L Depot                  | \$ 5,197.37  |
| North Atlantic Petroleum                  | Diesel - 2112.0L Depot               | \$ 3,461.04  |
| North Atlantic Petroleum                  | Diesel - 2462.6L Depot               | \$ 4,035.58  |
| North Atlantic Petroleum                  | Diesel - 6384.5L Depot               | \$ 10,969.22 |
| North Atlantic Petroleum                  | Diesel - 4601.6L Depot               | \$ 7,906.00  |
| North Atlantic Petroleum                  | Diesel - 3515.3L Depot               | \$ 6,088.15  |
| North Atlantic Petroleum                  | Diesel - 2978.4L Depot               | \$ 5,158.30  |
| North Atlantic Petroleum                  | Diesel - 4248.0L Depot               | \$ 6,961.41  |
| North Atlantic Store #3557                | Food Vouchers                        | \$ 1,140.00  |
| Northbridge General Insurance Corp.       | Deductible Billing - 40 Memorial Ave | \$ 5,000.00  |
| OMB Parts & Industrial Ltd.               | Cutting Blades                       | \$ 1,518.00  |
| OMB Parts & Industrial Ltd.               | Plow Blade                           | \$ 4,623.00  |
| OMB Parts & Industrial Ltd.               | Cutting Edge/Plow Blades             | \$ 19,913.98 |
| OMB Parts & Industrial Ltd.               | Unit#2113                            | \$ 1,365.98  |
| Parts for Trucks Inc.                     | Shop Supplies                        | \$ 1,154.26  |
| PBO Industrial Disposal Inc.              | Dump & Return - Whitmore Drop off    | \$ 13,800.00 |
| Queensway Esso                            | Food Vouchers                        | \$ 1,488.00  |
| Regional Action Committee on Housing Inc. | Reaching Home                        | \$ 7,873.00  |
| Related Holdings Ltd.                     | Community Group Rental               | \$ 2,242.50  |
| Rodco Mechanical                          | 99-2024-8387 CL#3 - 17-MYCW-20-0008  | \$ 68,310.00 |
| Saunders Equipment Ltd.                   | Unit#158 - Main Screen               | \$ 4,948.82  |
| Saunders Equipment Ltd.                   | Unit#135 - Axle Shaft & Kits         | \$ 2,683.87  |
| Shalloway Family Practice Network         | Event Sponsorship                    | \$ 1,000.00  |
| Skyhawk Telematics                        | Monthly Fee                          | \$ 1,747.14  |
| SolidCAD                                  | Training                             | \$ 9,257.50  |

March 5, 2026

|   |   |                      |
|---|---|----------------------|
| Stanley Singh                                   | Dean of Medicine, Tech NL                   | \$ 1,169.12          |
| Tacel Ltd.                                      | Sensys Sensors                              | \$ 3,717.95          |
| Top Quality Cleaners                            | Janitorial Services - TH                    | \$ 1,035.00          |
| Top Quality Cleaners                            | Janitorial Services - Snow Removal - Excite | \$ 1,043.05          |
| Toromont Cat                                    | Unit#1911 - Service Call Troubleshoot       | \$ 2,366.37          |
| Toromont Cat                                    | Unit#1911 - Service Call Troubleshoot       | \$ 1,624.49          |
| Town of Grand Falls-Windsor                     | Employee Local Taxes Collected - January    | \$ 4,741.00          |
| Trevor Dean Creative                            | Annual Website Hosting - 2024, 2025, 2026   | \$ 1,062.50          |
| UAP Inc.  | Unit#2113 - Hydraulic Oil & Funnel          | \$ 1,071.10          |
| Water & Ice North America Inc.                  | Chemtrol Chemical Controller - YMCA         | \$ 13,851.59         |
| Western Hydraulic & Mechanical Ltd.             | Curb Shoes                                  | \$ 1,040.75          |
| Western Petroleum                               | Oil - 823.3L FH                             | \$ 1,225.24          |
| Western Petroleum                               | Oil - 926.1L Depot                          | \$ 1,431.16          |
| Western Petroleum                               | Oil - 706.6L FH                             | \$ 1,085.46          |
| Western Petroleum                               | Gasoline - 2808.9L Depot                    | \$ 3,595.26          |
| Western Petroleum                               | Oil - 678.1L JBM                            | \$ 1,108.74          |
| Western Petroleum                               | Oil - 1393.3L Depot                         | \$ 2,278.14          |
| Western Petroleum                               | Oil - 656.2L JBM                            | \$ 1,107.65          |
| Western Petroleum                               | Oil - 1433.2L Depot                         | \$ 2,419.20          |
| Western Petroleum                               | Gasoline - 2604.1L Depot                    | \$ 3,309.16          |
|   |   | \$ 579,844.10        |
|   |   |                      |
| Audienceview                                    | MISC PAYMENT                                | 4546.25              |
| Bell Aliant                                     | BILL PAYMENT                                | \$ 280.31            |
| Bell Canada                                     | BILL PAYMENT                                | \$ 136.85            |
| CIBC Credit Card Production Division            | MSC PAYMENT                                 | \$ 6,232.00          |
| CIBC Credit Card Production Division            | MSC PAYMENT                                 | \$ 22,096.65         |
| Enterprise Fleet Management                     | RENT/LEASE                                  | \$ 54,246.33         |
| Newfoundland Power Inc.                         | BILL PAYMENT                                | \$ 42,371.83         |
| Newfoundland Power Inc.                         | BILL PAYMENT                                | \$ 127,641.11        |
| Premiums Trio Benefits                          | INSURANCE                                   | \$ 84,261.75         |
| Superior Propane                                | BILL PAYMENT                                | \$ 8.74              |
| Telus Mobility                                  | BILL PAYMENT                                | \$ 1,498.51          |
| Telus Mobility                                  | BILL PAYMENT                                | \$ 2,875.79          |
| <b>TOTAL</b>                                    |   | <b>\$ 346,196.12</b> |
|   |   |                      |
| <b>Total amount of Invoices Under \$1000.00</b> |   | <b>\$ 38,274.41</b>  |



**INFORMATION NOTE**

|                |   |
|----------------|---|
| Title:         | Labour Report   |
| Date Prepared: | March 8, 2026   |
| Report to:     | Regular Meeting of Council                              |
| Councillor:    | Councillor Coady  |
| Role:          | Lead  |
| Department:    | Corporate Services - Finance, Administration and Policy |

**Issue:**

Council is provided with a summary of labour costs for Public Works, Parks, Firehall and Exploits Regional Water Supply Committee for the first nine weeks of 2026 (up to February 28, 2026).

**Discussion – Background and Current Status:**

Labour costs as at February 28, 2026 were \$644,474 which was \$19,022 (or 3.04%) over the budget of \$625,452. With the amount of winter events that have happened so far in 2026, being only 3% over budget is a positive outcome; Management will continue to monitor labour costs as operations continue through the winter.

**Key Considerations/Implications:**

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

**Conclusion/Next Steps:**

Management will continue to monitor labour costs moving forward into 2026 and ensure steps are taken to get back on budget for the year in the coming weeks and months.

|              |             |
|--------------|-------------|
| Prepared By: |             |
| Approved By: | Steve Gosse |

|                |               |
|----------------|---------------|
| Date Approved: | March 8, 2026 |
|----------------|---------------|



**DECISION/DIRECTION NOTE**

|                |   |
|----------------|---|
| Title:         | Project #99-2025-8652 - Water System Control and Pump Upgrade |
| Date Prepared: | March 11, 2026  |
| Report to:     | Council   |
| Councillor:    | Councillor Coady  |
| Role:          | Lead  |
| Department:    | Corporate Services – Finance, Administration, and Policy      |

**Decision:/Direction Required:**

Approval to award the contract for the Canada Community-Building Fund project #99-2025-8652 for the replacement of the two pumps that supply water to the Andrews Crescent water standpipe along with upgrades to the water system controls.

**Proposed Resolution for Council:**

That Council approves the award of the contract for project #99-2025-8652 in the amount of is \$575,933.44 HST rebate included to Rodco Mechanical (2014) Ltd.

**Discussion – Background and Current Status:**

The Town has secured a five-year allocation of \$3,348,611.00 (HST rebate included) through the Canada Community-Building Fund (CCBF), with funding available until March 2029. The Town received two bids on this project with the lowest bid being from Rodco Mechanical Ltd. that is \$12,239.56 below the funding allotted for this project.

This critical infrastructure project addresses the aging pump system at the Grenfell Heights pump facility. The existing pumps, installed in 2000, have reached the end of their service life and are now experiencing operational failures.

In addition to mechanical upgrades, the project includes a modernization of the control system, enabling integration with the Water Treatment Plant’s VTSCADA system. This upgrade will allow for:

- Remote operation of pumps

- Real-time monitoring of flows, pressures, chlorine residuals and water levels
- Data trending and visualization for improved operational insight and long-term planning
- Flow regulation through a new Variable Frequency Drive (VFD) resulting in more consistent flows thereby improving the water treatment process

Awarding this project to Rodco Mechanical Ltd. ensures these enhancements that are essential for maintaining reliable water service and ensuring the Town’s infrastructure meets current and future demands will be realized.

**Key Considerations/Implications:**

1. Budget/Financial Implications  
Town portion would be \$0 as it is under the Canadian Community Building Fund (CCBF).
2. Partners or Other Stakeholders  
Provincial and Federal Government.
3. Alignment with Strategic Directions  
Results in an essential infrastructure upgrade for the Towns water system.
4. Human Resource Implications  
Staff will need to oversee the design and construction of this project.
5. Procurement Implications  
All design and construction related work will be tendered publicly following the PPA.

**Recommendation:**

It is recommended that the Town approve the award of this contract to Rodco Mechanical (2014) Ltd. in the amount of \$575,933.44 HST rebate included.

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| Prepared By:   | Chad Clendenning |
| Approved By:   | Nelson Chatman   |
| Date Approved: | March 11, 2026   |



**DECISION/DIRECTION NOTE**

|                |  |
|----------------|--|
| Title:         | Amended 2023-26 MYCW Agreement                           |
| Date Prepared: | March 13, 2026   |
| Report to:     | Council  |
| Councillor:    | Councillor Coady   |
| Role:          | Lead   |
| Department:    | Corporate Services – Finance, Administration, and Policy |

**Decision:/Direction Required:**

Council approval required to accept the amended 2023-26 MYCW Agreement received March 12<sup>th</sup>, 2026.

**Proposed Resolution for Council:**

That Council approves entering into the amended 2023-26 MYCW Agreement received March 12<sup>th</sup>, 2026, from the Department of Transportation and Infrastructure.

**Discussion – Background and Current Status:**

The Town requested an amendment to the 2023–26 Municipal Capital Works (MYCW) Agreement during the March 11, 2026, Special Council Meeting to ensure alignment between approved funding allocations. Following this request, the Department of Transportation and Infrastructure reviewed and approved the amendment and issued a revised Agreement on March 12, 2026.

To proceed, Council must formally approve the amended Agreement before it can be signed by the Mayor and returned to the Department for final ministerial authorization. Ministerial approval is required to validate the revised funding structure and allow the remaining projects to move forward. Timely approval is essential to maintain compliance with program deadlines and to protect the Town’s access to MYCW funding for the 2026 construction season.

**Key Considerations/Implications:**

1. Budget/Financial Implications:  
Costs approved by Resolution #CM26-R-03-025.
2. Partners or Other Stakeholders:  
Government of NL.
3. Alignment with Strategic Directions:  
Maximizes use of government funding towards infrastructure upgrades.
4. Procurement Implications:  
Tendering for construction per PPA requirements.
5. Other Implications:  
Risk of losing MYCW funding if not reallocated by deadline.

**Recommendation:**

That Council approve the amended 2023–26 Municipal Capital Works (MYCW) Agreement, as revised and issued by the Department of Transportation and Infrastructure on March 12, 2026, and authorize the Mayor to execute the Agreement on behalf of the Town so that the remaining projects can proceed without delay.

|                |                  |
|----------------|------------------|
| Prepared By:   | Chad Clendenning |
| Approved By:   | Nelson Chatman   |
| Date Approved: | March 15, 2026   |



**DECISION/DIRECTION NOTE**

|                |   |
|----------------|---|
| Title:         | 2024 Auditor’s Report and Financial Statements          |
| Date Prepared: | March 18, 2026  |
| Report to:     | Regular Meeting of Council                              |
| Councillor:    | Councillor Coady  |
| Role:          | Lead  |
| Department:    | Corporate Services – Finance, Administration and Policy |

**Decision:/Direction Required:**

It is required under section 92(1) of the TLSDA to adopt the audited financial statements.

**Proposed Resolution for Council:**

That Council accepts the December 31, 2024 Audited Financial Statements for approval and submission to the Province of Newfoundland and Labrador.

**Discussion – Background and Current Status:**

Total revenues of \$27.9M; expenses of \$28.8M for an overall deficit of \$0.8M. Total assets of December 2023 of \$6.9M.

The auditor did not find any significant unusual transactions, have any disagreements during the audit process, or have any difficulties during the audit process. There were no significant matters that arose during the audit process and no significant deficiencies in internal control.

**Recommendation:**

For Council to approve the Audited Financial Statements.

|                |                |
|----------------|----------------|
| Prepared By:   |                |
| Approved By:   | Steve Gosse    |
| Date Approved: | March 18, 2026 |