Regular Council Meeting - Minutes

Tuesday, October 13, 2026

Time: 5:00 PM

Location: Council Chambers

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

LATE:

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

REGRETS:

Page

1. CALL TO ORDER

Prior to the approval of the agenda, Council held an election for the position of Deputy Mayor.

Councillor Hiscock was nominated by Councillor Feener, seconded by Councillor Hollett, and accepted the nomination.

With no further nominations, Councillor Bob Hiscock was elected Deputy Mayor by acclamation.

RESOLUTION #CM26-R-10-110

Moved by: Shawn Feener; seconded by: Venus Hollett

Aye: Mike Browne, Amy Coady, Shawn Feener, Venus Hollett, and David Janes

Carried 5-0

2. Approval of Agenda

2.1 Adoption of Agenda

That the Agenda be adopted as presented.

RESOLUTION #CM26-R-10-111

Moved by: David Janes; seconded by: Shawn Feener

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

10. Corporate Services – Finance, Administration and Policy

10.1 Municipal By-Election Day 5

Decision Note

That Council approve the designation of Tuesday, December 1, 2026, as the official By-Election Day, with polling stations open from 8:00 A.M. to 8:00 P.M. at selected polling booths in the Town of Grand Falls-Windsor.

RESOLUTION #CM26-R-10-112

Moved by: Amy Coady; seconded by: Bob Hiscock

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

Carried 6-0

10.2 Nomination Day - By Election 7

Decision Note

That Council approve the Nomination Day as Monday,November 9, 2026, from 8:00 A.M. to 8:00 P.M. at the Town Hall.

RESOLUTION #CM26-R-10-113

Moved by: Amy Coady; seconded by: Shawn Feener

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

Carried 6-0

10.3 2026 Municpal By- Election Advance Poll 9

Decision Note

That Council designate Saturday November 21, 2026 as the day for the Town of Grand Falls-Windsor Municipal By-Election Advance Poll. The location will be the Windsor Pentecostal Church, and it will run from 8am to 8pm.

RESOLUTION #CM26-R-10-114

Moved by: Amy Coady; seconded by: Venus Hollett

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

Nay: Venus Hollett

Carried 5-1

10.4 Returning Officer and Alternate Appointment 11

Decision Note

That Council approve the appointment of the Director of Corporate Services/Clerk as Returning Officer and the Deputy Town Clerk as Alternate Returning Officer for the 2026 Municipal By-Election.

RESOLUTION #CM26-R-10-115

Moved by: Amy Coady; seconded by: Shawn Feener

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

Carried 6-0

10.5 CHIF Application – Phase 1 Water, Sanitary, Storm and Road Upgrades for the Poplar Road Area 13

Decision Note

That Council approve an application being made to the Canada Housing Infrastructure Fund (CHIF) totaling $1,785,502 of municipal funds which is a 30% contribution of the total estimated cost of $5,951,671 HST rebate included, for the Infrastructure Upgrade Project in the Poplar Road area.

RESOLUTION #CM26-R-10-116

Moved by: Amy Coady; seconded by: Bob Hiscock

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

Carried 6-0

10.6 Award of Tender for Project 2026-T4 - YMCA Pool Rehabilitation 17

Decision Note

That Council award Project 2026-T4 to Pool Services NL in the amount of $179,860 plus HST.

RESOLUTION #CM26-R-10-117

Moved by: Amy Coady; seconded by: David Janes

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

Carried 6-0

11. Protective Services – Municipal Enforcement and Fire Department

12. Council Advisory Committees

13. External Committee

14. Other Business

15. ADJOURNMENT

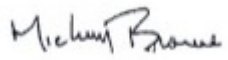
There being no other Business the meeting adjourned at 5:12 PM

RESOLUTION #CM26-R-10-118

Moved by: Amy Coady; seconded by: David Janes

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

Carried 6-0



Mayor / Deputy Mayor



CAO

www.youtube.com/watch?v=U9xM0C3GJ2s

DECISION/DIRECTION NOTE

Title:	Municipal By-Election Day
Date Prepared:	October 7, 2026
Report To:	Council
Councillor:	**Councillor Coady - Lead**
Department:	**Corporate Services - Finance, Administration and Policy**

Decision/Direction Required:

Council decision is required to approve the official date, time, and location(s) for the Municipal By-Election Day.

Proposed Resolution for Council:

That Council approve the designation of Tuesday, December 1, 2026, as the official By-Election Day, with polling stations open from 8:00 A.M. to 8:00 P.M. at selected polling booths in the Town of Grand Falls-Windsor.

Discussion – Background and Current Status:

In accordance with legislation municipalities are required to formally set the date and hours for By-Election Day. In preparation for the 2026 Municipal By-Election, it is necessary for Council to pass a Resolution confirming the official By-Election date and operating hours of polling stations. The proposed date, Tuesday, December 1, 2026, aligns with Provincial Guidelines and provides sufficient time for election planning, public notification, and accessibility considerations. Selected polling booths will be confirmed and advertised in advance to ensure all eligible voters have access.

Recommendation:

That Council approve the Resolution to designate Tuesday, December 1, 2026, as the official By-Election Day for the Town of Grand Falls-Windsor, with voting hours from 8:00 A.M. to 8:00 P.M. at selected polling booths.

Prepared by: Kara Samuelson

Approved by: Darren Finn

Date Approved: October 7, 2026

DECISION/DIRECTION NOTE

Title:	Nomination Day - By-Election
Date Prepared:	October 7, 2026
Report To:	Council
Councillor:	**Councillor Coady - Lead**
Department:	**Corporate Services - Finance, Administration and Policy**

Decision/Direction Required:

Council's decision is required to approve the proposed date, time, and location for By-Election Nomination Day in accordance with municipal election procedures.

Proposed Resolution for Council:

That Council approve the Nomination Day as Monday, November 9, 2026, from 8:00 A.M. to 8:00 P.M. at the Town Hall.

Discussion – Background and Current Status:

As part of the municipal election process, the Town is required to set and publicly declare a Nomination Day. Nomination Day allows eligible candidates to file nomination papers to run for Council. Setting this date ensures that the election process adheres to legislated timelines. The proposed date of November 9, 2026, falls within the permitted timeframe before By-Election Day and aligns with election preparation timelines and logistical requirements.

Recommendation:

It is recommended that Council approve the Resolution to set Monday, November 9, 2026, from 8:00 A.M. to 8:00 P.M. at the Town Hall as Nomination Day for the upcoming Municipal By-Election.

Prepared by: Kara Samuelson

Approved by: Darren Finn

Date Approved: October 7, 2026

DECISION/DIRECTION NOTE

Title:	Advance Poll for 2026 Municipal By-Election
Date Prepared:	October 7, 2026
Report To:	Council
Councillor:	**Councillor Coady - Lead**
Department:	**Corporate Services - Finance, Administration and Policy**

Decision/Direction Required:

Council approval is required to formally designate Saturday, November 21, 2026, as the date for the Municipal By-Election Advance Poll, and to confirm Windsor Pentecostal Church as the polling location from 8:00 a.m. to 8:00 p.m. This decision will enable staff to proceed with logistical planning, communications, and compliance with legislative requirements.

Proposed Resolution for Council:

That Council designate Saturday November 21, 2026 as the day for the Town of Grand Falls-Windsor Municipal By-Election Advance Poll. The location will be the Windsor Pentecostal Church, and it will run from 8am to 8pm.

Discussion – Background and Current Status:

In accordance with legislation municipalities may offer an Advance Poll for voters who are unable to vote on the regular polling day. For the 2026 Municipal By-Election, the proposed date for the Advance Poll is Saturday, November 21, 2026. The Windsor Pentecostal Church has been identified as a suitable and accessible location for this poll, and the poll will be open from 8:00 a.m. to 8:00 p.m.

Recommendation:

That Council approve the designation of Saturday, November 21, 2026 as the Advance Poll date for the Town of Grand Falls-Windsor Municipal By-Election, to be held at Windsor Pentecostal Church from 8:00 a.m. to 8:00 p.m., in accordance with legislative requirements and best practices for accessibility and voter participation.

Prepared by: Kara Samuelson

Approved by: Darren Finn

Date Approved: October 7, 2026

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DECISION/DIRECTION NOTE

Title:	Returning Officer and Alternate Appointment
Date Prepared:	October 7, 2026
Report To:	Council
Councillor:	**Councillor Coady - Lead**
Department:	**Corporate Services - Finance, Administration and Policy**

Decision/Direction Required:

Council direction is required to formally appoint the Director of Corporate Services/Clerk as Returning Officer and the Deputy Town Clerk as Alternate Returning Officer for the upcoming Municipal By-Election.

Proposed Resolution for Council:

That Council approve the appointment of the Director of Corporate Services/Clerk as Returning Officer and the Deputy Town Clerk as Alternate Returning Officer for the 2026 Municipal By-Election.

Discussion – Background and Current Status:

In accordance with the requirements for the administration of municipal elections, it is necessary to appoint a Returning Officer and an Alternate Returning Officer to oversee the electoral process. The Returning Officer is responsible for managing the Election in a fair, transparent, and efficient manner. Appointing staff members familiar with municipal procedures ensures continuity and compliance with legislative requirements. The Director of Corporate Services/Clerk and the Deputy Town Clerk have both the experience and qualifications to fulfill these roles. This appointment is in line with past practice and aligns with the responsibilities outlined in the relevant Election Legislation.

Recommendation:

That Council approve the appointment of the Director of Corporate Services/Clerk as Returning Officer and the Deputy Town Clerk as Alternate Returning Officer for the 2026 Municipal By-Election.

Prepared by: Kara Samuelson

Approved by: Darren Finn

Date Approved: October 7, 2026

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DECISION/DIRECTION NOTE

Title:	CHIF Application – Phase 1 Water, Sanitary, Storm and Road Upgrades for the Poplar Road Area
Date Prepared:	October 2, 2026
Report to:	Council
Councillor:	Councillor Coady
Role:	Lead
Department:	Corporate Services - Finance, Administration and Policy

Decision:/Direction Required:

Approve $1,785,502 of municipal funds towards the estimated total cost of $5,951,671 HST rebate included for the Infrastructure Upgrade Project in the Poplar Road area. This project will replace and upgrade all the water, sanitary, storm, and road infrastructure in the 40,000 m2 area and is being applied for under the Canada Housing Infrastructure Fund (CHIF).

Proposed Resolution for Council:

That Council approve an application being made to the Canada Housing Infrastructure Fund (CHIF) totaling $1,785,502 of municipal funds which is a 30% contribution of the total estimated cost of $5,951,671 HST rebate included, for the Infrastructure Upgrade Project in the Poplar Road area.

Discussion – Background and Current Status:

The Town is seeking funding through the Canada Housing Infrastructure Fund (CHIF) for Phase 1 of a larger Municipal Infrastructure Renewal Program within the Poplar Road, Birch Street, and Larch Street area. The overall Infrastructure Renewal Program is currently estimated at approximately $12 million and has been divided into two phases to align with funding opportunities and delivery timelines.

Phase 1, with an estimated cost of $5,951,671 including HST rebate, will replace and upgrade aging water, sanitary sewer, storm sewer, and roadway infrastructure within an approximately 40,000 m² residential area serving 42 homes. The project addresses infrastructure that has reached the end of its useful life and presents increasing operational and financial risks to the Town. The water distribution system experiences recurring watermain breaks, frequent discoloured water complaints associated with aging cast iron mains and increasing maintenance requirements. In addition, portions of the existing underground infrastructure are located within residential rear yards, creating ongoing accessibility challenges for maintenance and emergency repairs.

The limits for Phase 1 were established in consultation with the Town's Public Works Department based on existing operational issues and the sequencing required to complete the overall infrastructure renewal. Public Works has experienced several water and sewer issues within this area, with repairs made particularly difficult due to the location of existing mains. While the upper section of Poplar Road, included within Phase 2, has been a primary concern of Council, the required improvements in that area cannot be fully completed without first completing portions of the infrastructure work within the lower section. Phase 1 will address existing infrastructure concerns while also providing the necessary connections and configuration to allow infrastructure from the upper area to be redirected as part of Phase 2.

Engineering investigations and CCTV inspections have identified significant deterioration of the sanitary sewer system, including Orangeburg pipe that has exceeded its intended service life, as well as deteriorated storm drainage infrastructure. The project will replace and rehabilitate these assets while relocating the majority of underground services into public rights-of-way to improve long-term accessibility, reliability, and maintainability.

The Town intends to submit a separate application for Phase 2 of the overall Infrastructure Renewal Program during the next intake of the Canada Housing Infrastructure Fund. Phase 2 will address the upper portion of the project area, including the upper section of Poplar Road. The completion of Phase 1 will provide infrastructure necessary to facilitate the subsequent Phase 2 improvements. Together, the two phases will comprehensively renew critical municipal infrastructure within the project area and support reliable municipal services for existing and future residents.

Under the current CHIF application, the Town is required to contribute 30% of eligible project costs, resulting in a municipal contribution of $1,785,502. The remaining project

costs would be funded by the Provincial and Federal Governments if the application is approved.

Key Considerations/Implications:

1. Budget/Financial Implications:

The total estimated cost of Phase 1 is $5,951,671 including HST rebate. The Town's required contribution is $1,785,502, representing 30% of the total project cost, with the remaining 70% anticipated to be funded through the Canada Housing Infrastructure Fund.

Phase 1 forms part of a broader two-phase infrastructure renewal initiative with a total estimated value of approximately $12 million. Administration intends to pursue federal funding opportunities for Phase 2 during a future intake of the Canada Housing Infrastructure Fund. Approval of the Phase 1 application will allow the Town to advance the highest-priority infrastructure upgrades while leveraging external funding to reduce the financial burden on taxpayers.

2. Partners or Other Stakeholders:
Federal and Provincial Governments.

3. Alignment with Strategic Directions:
Aligns with the Town’s overall objective of replacing aging infrastructure.

4. Alignment with Adopted Plans:
Aligns with the Town’s Asset Management Plan.

5. Human Resource Implications:
Town staff are overseeing the design process and the construction if the application is approved.

6. Procurement Implications:
Will follow all the PPA requirements.

Recommendation:

Administration recommends that Council approve the submission of an application to the Canada Housing Infrastructure Fund (CHIF) and commit municipal funding of up to $1,785,502, representing 30% of the estimated Phase 1 project cost of $5,951,671, HST rebate included, for the Poplar Road area Infrastructure Upgrade Project.

Prepared By:	Chad Clendenning
Approved By:	Nelson Chatman
Date Approved:	October 5, 2026

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DECISION/DIRECTION NOTE

Title:	Award of Tender for Project 2026-T4 – YMCA Pool Rehabilitation
Date Prepared:	October 8, 2026
Report to:	Special Meeting of Council
Councillor:	Councillor Coady
Role:	Lead
Department:	Corporate Services - Finance, Administration and Policy

Decision:/Direction Required:

A decision is required to award the tender for the relining of the YMCA pool.

Proposed Resolution for Council:

That Council award Project 2026-T4 to Pool Services NL in the amount of $179,860 plus HST.

Discussion – Background and Current Status:

This project is required to help alleviate water loss concerns at the YMCA pool which is causing increases in chemical and water treatment costs. There were four submissions for this tender, with Pool Services NL being the lowest acceptable bid.

Staff were working to confirm some aspects of the bid prior to obtaining approval from Council. The contractor requires as much time as possible to order the supplies so that they can complete the project during the holiday shut down of the pool.

Key Considerations/Implications:

1. Budget/Financial Implications:The budget for this project was $175,000 (net of HST rebate). Therefore, this tender is $12,568.80 over budget.

2. Partners or Other Stakeholders:This has been an ongoing issue for the YMCA in recent years and will lead to reduced costs for the operation of the pool.

Recommendation:

It is recommended that this Tender be awarded to Pool Services NL.

Prepared By:	Steve Gosse
Approved By:	Darren Finn
Date Approved:	October 8, 2026