



**TOWN OF GANDER**  
**REGULAR MEETING OF COUNCIL**  
**Wednesday, June 17, 2026, 04:00 PM**  
**Council Chambers**

Council Present:

Percy Farwell, Mayor  
Pat Woodford, Councillor  
Sheldon Handcock, Councillor  
Tara Pollett, Deputy Mayor  
Jim Lidstone, Councillor  
Krystle West, Councillor

Staff Present:

Brad Hefford, Chief Administrative Officer  
Alexa Oldford, Town Clerk  
James Blackwood, Director of Planning and Public Works  
Kelly Hiscock, Director of Corporate Services  
Jerry Knee, Director of Community Services  
Dave Shea, Fire Chief

Regrets:

Samantha Abbott, Councillor

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**1. CALL TO ORDER**

The meeting was called to order by Mayor Farwell at 4:00 pm.

**2. LAND ACKNOWLEDGEMENT**

Mayor Farwell delivered the Land Acknowledgement.

“We acknowledge that the lands on which we gather are situated on the unceded traditional territories of the Beothuk [bee-oth-uck], and Mi’kmaq [mee-gum-maq] Nations. We also acknowledge Labrador as the traditional homelands of the Innu [in-new], and Inuit [in-new-eet].

We strive to be responsible stewards of the land and commit ourselves to working in a spirit of truth and reconciliation. Therefore, the Town of Gander has an inherent responsibility to foster healthier relationships with First Peoples and further the Calls to Action as outlined by the Truth and Reconciliation Commission.”

### **3. APPROVAL OF AGENDA**

The agenda for the Regular Meeting of Council was presented for approval.

Resolution: **26-140**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor Handcock

**THAT** the agenda for the June 17, 2026 Regular Meeting of Council be approved, as presented.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

### **4. APPROVAL OF PREVIOUS MINUTES**

#### **4.1 May 27, 2026 - Regular Meeting of Council**

Minutes from the May 27, 2026 Regular Meeting of Council were presented for approval.

Resolution: **26-141**

**Moved By** Councillor Woodford

**Seconded By** Councillor Lidstone

**THAT** minutes from the May 27, 2026 Regular Meeting of Council be approved as presented.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

### **5. BUSINESS ARISING FROM PREVIOUS MINUTES**

## 6. STANDING COUNCIL BUSINESS

### 6.1 Governance and Legislative Services

The Governance and Legislative Services report was presented by Councillor Woodford.

#### a. Records Management Policy

Council was presented with the draft Records and Information Management Policy for second reading. The draft policy outlines a proposed corporate framework for the creation, management, storage, protection, retention, retrieval, disposition, and preservation of records and information in the custody or control of the Town, and identifies the Town Clerk as the accountable corporate lead.

Resolution: **26-142**

**Moved By** Councillor Woodford

**Seconded By** Councillor Handcock

**THAT** the Records and Information Management Policy be given second reading and adopted, as presented.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

Resolution: **26-143**

**Moved By** Councillor Woodford

**Seconded By** Councillor West

**THAT** Policy A022 - Records Management Policy be rescinded.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

#### b. Correspondence

The Committee reviewed correspondence regarding the timing of Clean Up Week and acknowledged the resident's concerns about whether the scheduled dates best reflect residents' needs. The Committee noted that Clean Up Week is completed using

internal resources, with contracted trucks, and that the same staff are also responsible for several other seasonal operational priorities, including pothole repairs, line painting, lawn repairs and general maintenance. The Committee recognized that garbage collection is an important service for residents, however, scheduling must also consider operational capacity, weather conditions, cost pressures and competing work demands. It was further noted that the established deadline for placing items out for collection must be adhered to, as extended collection beyond the deadline creates additional operational and financial pressures.

**c. Summer Council Meeting Schedule**

As a reminder to residents, in accordance with the approved 2026 meeting schedule, the next two Council cycles will be four (4) weeks in length. The next Regular Meetings of Council will take place on July 15 and August 12, with Council returning to its regular three-week meeting cycle beginning September 2.

**6.2 Planning and Public Works**

The Planning and Public Works report was presented by Councillor Handcock.

**a. Home Based Business - 7 Tully Place**

*The Chief Administrative Officer declared potential conflict of interest and left Council Chambers at 4:05 pm.*

Council revisited the application from AGAPE Holistic Acupuncture to operate a home-based therapy service from 7 Tully Place. The application had previously been reviewed, advertised in accordance with Town policy, and no objections were received by the advertised deadline. As home occupation is listed as a discretionary use within the applicable zone, Council brought the matter back for further discussion and consideration, including the nature of the proposed services and the suitability of the use as a home-based business within a residential property.

Resolution: **26-144**

**Moved By** Councillor Handcock

**Seconded By** Deputy Mayor Pollett

**THAT** the application from AGAPE Holistic Acupuncture to operate a home based-therapy service from 7 Tully Place be denied.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

**b. Sideyard Variance - 31&33 Waterton Street**

The Committee reviewed development applications pertaining to properties on Waterton Street. The submissions included subdivision application for 283 Waterton Street, as well as side yard variance requests associated with proposed residential dwelling units at 31 and 33 Waterton Street.

The proposed subdivision would result in the creation of two separate legal properties. The Department has confirmed that, following subdivision, the resulting lots will meet the requirements set out in the Town of Gander Development Regulations and the Design Standards for Streets and Subdivisions.

The proposed residential dwellings at 31 and 33 Waterton Street each require a side yard variance, reducing the required setback from 3.0 metres to 2.85 metres. Both properties are located within a Residential Medium Density Zone, wherein Council may grant variances of up to 10% of the prescribed requirement.

The variance applications were advertised in accordance with regulatory requirements, and several submissions were received in response. All correspondence has been provided to Council for review and consideration.

Resolution: **26-145**

**Moved By** Councillor Handcock

**Seconded By** Councillor Woodford

**THAT** Council approve the application to subdivide Lot 283 Waterton Street into two legal properties, subject to the submission and approval of final survey plans to the satisfaction of the Town of Gander, and any conditions outlined in the permit.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

Resolution: **26-146**

**Moved By** Councillor Handcock

**Seconded By** Councillor Woodford

**THAT** Council approve a variance to the side yard requirement at 31 Waterton Street

from 3.0 metres to 2.85 metres to accommodate the construction of a residential dwelling unit.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

Resolution: **26-147**

**Moved By** Councillor Handcock

**Seconded By** Councillor Woodford

**THAT** Council approve a variance to the side yard requirement at 33 Waterton Street from 3.0 metres to 2.85 metres to accommodate the construction of a residential dwelling unit.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

*The Chief Administrative Officer returned to Council Chambers at 4:13 pm.*

**c. HAF Application - 112-138 Sullivan Ave.**

The Committee reviewed an application submitted under the Town's Housing Accelerator Fund (HAF) Incentive Program, which provides financial incentives to support the development of new residential units that meet specified eligibility criteria, including affordability, energy efficiency and design standards. The application proposes the development of two (2) two-storey quadplexes at 112–138 Sullivan Avenue, resulting in a total of eight (8) three-bedroom rental units located near the town centre. The applicant has indicated an intention to meet the eligibility requirements for the base incentive, the energy efficiency incentive and the permit fee rebate, for a total potential HAF contribution of \$112,585.00. Administration advised that the application, as presented, meets the program eligibility criteria.

Resolution: **26-148**

**Moved By** Councillor Handcock

**Seconded By** Councillor Woodford

**THAT** up to \$112,585.00 in Housing Accelerator Fund funding be allocated to the

applicant for the proposed quadplex units at 112–138 Sullivan Avenue, contingent upon the applicant’s continued compliance with all eligibility requirements under the Town of Gander’s Housing Incentive Program.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

**d. Planning Department Report**

The Committee reviewed the Planning Department report for the period of May 14 to June 3. The report summarized applications received, permits issued, zoning compliance letters processed, and provided an overview of new construction activity during the reporting period. During this period, 35 residential applications were received, 37 building permits were issued, and two (2) occupancy permits were issued.

**e. Public Works Departmental Report**

The Committee reviewed the Public Works update for the period of May 14 to June 3. During this time, crews completed the extensive community cleanup and began transitioning to seasonal maintenance throughout the community. Public Works completed 15 pothole repair deployments, addressing numerous defects on local streets. The Water and Sewer Division responded to 37 service calls and completed one (1) repair to municipal water and sewer infrastructure.

**f. Home Based Business Applications**

*Mayor Farwell declared conflict of interest due to owning the rental property located at 184A Elizabeth Drive and left Council Chambers at 4:19 pm.*

The Committee reviewed two discretionary use applications for home occupation businesses. The first application was submitted by BOAZ Auto Wash to operate a home office for a mobile auto washing and tire change service from 172 Elizabeth Drive, with all services to be provided off site. The second application was submitted by A&L Ventures to operate a food catering service and seasonal automotive detailing service from 184A Elizabeth Drive, with no customer visitation to the property and all products and services delivered or provided off site. Both applications were advertised in accordance with the Town's Development Regulations, no objections were received, and the proposed uses are listed as discretionary uses within the applicable zoning designation. Committee recommended approval of both applications subject to the

Town's Development Regulations and any conditions outlined in the permits.

Council discussed the conflict of interest declared by Mayor Farwell including whether he would be deemed to be in conflict.

Resolution: **26-149**

**Moved By** Councillor West

**Seconded By** Councillor Handcock

**THAT** Mayor Farwell be deemed in Conflict of Interest regarding 184A Elizabeth Drive.

For (4): Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

Against (1): Councillor Woodford

Conflict (1): Mayor Farwell

**Carried (4 to 1)**

Resolution: **26-150**

**Moved By** Councillor Handcock

**Seconded By** Councillor Lidstone

**THAT** the application from A&L Ventures to operate a food catering service and seasonal automotive detailing service from 184A Elizabeth Drive be approved as a discretionary use, subject to the Town of Gander Development Regulations and any conditions outlined in the permit.

For (5): Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

Conflict (1): Mayor Farwell

**Carried (5 to 0)**

*Mayor Farwell returned to Council Chambers at 4:32 pm.*

Resolution: **26-151**

**Moved By** Councillor Handcock

**Seconded By** Councillor West

**THAT** the application from BOAZ Auto Wash to operate a home office for a mobile auto washing and tire change service from 172 Elizabeth Drive be approved as a

discretionary use, subject to the Town of Gander Development Regulations and any conditions outlined in the permit.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

**g. Proposed Discretionary Use - 26&28 Fitzmaurice Road**

The Committee reviewed a request from a representative of Cara Transition House seeking approval to operate the Open Door Community Youth Network and a community outreach space for Cara Transition House at 26 and 28 Fitzmaurice Road. The properties are located within the Residential Medium Density zone, and it was determined that the proposed use could not be accommodated as presented. The Committee recognized the important role these organizations play in the community and directed staff to work with the representatives to help identify appropriate locations for each proposed use.

**h. Gander and Area SPCA - Request for Support**

The Committee reviewed a request from the local SPCA for assistance with fencing at its Magee Road property and relocation of a small accessory building from its previous location on McCurdy Drive. The Committee agreed to recommend donating chain-link fencing currently in Town inventory, salvaged from a previous project, for the SPCA to install or have installed by an outside contractor. The Committee also agreed that Municipal staff arrange for the accessory building to be relocated as requested.

Resolution: **26-152**

**Moved By** Councillor Handcock

**Seconded By** Councillor Lidstone

**THAT** chain-link fencing currently in inventory be donated to the SPCA, and that Municipal staff relocate the accessory building from its previous location on McCurdy Drive to its new location on Magee Road.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

**i. Accessory Building Request - 167 Sullivan Avenue**

The Committee reviewed a request from the owner of 167 Sullivan Avenue to construct an accessory building that, when combined with all other structures classified as accessory buildings on the property, would exceed the maximum allowable lot coverage of 8%. After consideration, the Committee was not prepared to vary the regulation at this time to permit the application. It was noted that Council may consider future changes to the regulations, however, the application would have to wait until any such amendments are reviewed and adopted.

The Committee requested that staff review the criteria used to determine accessory building footprint for the purpose of calculating the maximum allowable accessory building lot coverage of 8% on residential properties, as well as the 8% allowable lot coverage.

**j. Fundy Capital Management**

Council reviewed a proposal from Fundy Capital Management to purchase vacant municipal land behind Viscount Crescent and Cooper Boulevard to support expansion of the Lakeview Court Mobile Home Community. The proposal includes approximately 50 serviced mobile home lots using container or modular housing units at an affordable price point. Council noted that the lands are currently zoned Open Space (OS) and would require rezoning to Residential Mobile Home (RMH) for the development to proceed. Council recognized the proposal's potential to support affordable and attainable housing, increase home ownership options, and provide greater housing diversity within the community. However, given the scale of the municipal lands and the importance of a transparent process, Council agreed that a direct sale may not achieve the best overall outcome for the Town. Staff were directed to prepare a Request for Proposals for the subject lands and report back to Council with findings and recommendations.

**k. Accessory Building Height Variance - 17 McGrath Place**

*Councillor Lidstone declared conflict of interest due to private interest in the property and left Council Chambers at 4:45 pm.*

The Committee reviewed an application to construct a garage at 17 McGrath Place with a proposed height of 6.05 metres. The property is located within a Residential Medium Density zone, where the maximum permitted height for an accessory building is 5.50 metres. The Committee noted that Council may, at its discretion, grant variances of up to 10% of the prescribed requirement. The application was advertised in accordance with the Town's Development Regulations, and no submissions were received by the advertised deadline.

Resolution: **26-153**

**Moved By** Councillor Handcock

**Seconded By** Deputy Mayor Pollett

**THAT** the application to construct a garage at 17 McGrath Place with a height of 6.05 metres be approved, subject to all conditions outlined in the permit.

For (5): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, and Councillor West

Conflict (1): Councillor Lidstone

**Carried (5 to 0)**

*Councillor Lidstone returned to Council Chambers at 4:46 pm.*

**I. Accessory Building Height Variance - 400 Gander Bay Road**

The Committee reviewed an application to construct a garage at 400 Gander Bay Road with a proposed height of 6.05 metres. The property is located within a Residential Rural zone, where the maximum permitted height for an accessory building is 5.50 metres. The Committee noted that Council may, at its discretion, grant variances of up to 10% of the prescribed requirement. The application was advertised in accordance with the Town's Development Regulations and no submissions were received by the advertised deadline.

Resolution: **26-154**

**Moved By** Councillor Handcock

**Seconded By** Councillor Woodford

**THAT** the application to construct a garage at 400 Gander Bay Road with a height of 6.05 metres be approved, subject to all conditions outlined in the permit.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

**m. 2026 Street Resurfacing**

The Committee reviewed the proposed 2026 sectional street paving program. Various

areas throughout the community were assessed based on current condition, traffic volumes, future recapitalization planning, and opportunities for strategic investment to extend infrastructure service life. Following this review, the proposed program includes multiple sections of Bennett Drive and Penwell Avenue between Payette Street and Russell Street, as identified on drawings 26-1025-3, 25-1025-8, 25-1025-9, 25-1025-10 and 25-1025-12. The Committee agreed with the recommendation and directed staff to proceed with design in preparation for tendering the work.

**n. Eastgate Phase 14**

The Committee reviewed the proposed subdivision plan for Phase 14 of Eastgate, which includes 36 single-family dwelling lots and 14 duplex building lots. The Department advised that the plan, as presented, meets the Town of Gander Design Standards for Streets and Subdivisions; however, minor revisions are required prior to approval for construction. The Committee was generally supportive of the Phase 14 plan but raised concerns regarding the relocation of greenspace and other lot layout details within the overall development plan. Staff were asked to continue discussions with the developer regarding future phases.

**o. Briggs Street – Property Amalgamation**

The Committee reviewed a development application requesting approval to amalgamate the two existing properties identified as Lots 250 and 251 Briggs Street, as more particularly described in Drawing No. 26-1035. The Department confirmed that, following the proposed amalgamation, the resulting lot will comply with the requirements of the Town of Gander Development Regulations and the Design Standards for Streets and Subdivisions.

Resolution: **26-155**

**Moved By** Councillor Handcock

**Seconded By** Councillor Woodford

**THAT** Council approve the application to amalgamate Lots 250 and 251 Briggs Street into one legal property, subject to the submission and approval of final survey plans to the satisfaction of the Town of Gander and any conditions outlined in the permit.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

### **6.3 Community Services**

The Community Services report was presented by Councillor Lidstone.

#### **a. Skateboard Park**

The Committee discussed the recent engagement session held with local skateboard park users regarding potential updates to the facility. Feedback received identified a need to modernize outdated features, improve safety, lighting and signage, resurface the asphalt, adjust the layout, and incorporate more beginner-friendly elements while continuing to support experienced users. The Committee also discussed the opportunity to develop a more street-oriented design, improve maintenance of the area, and consider future community programming so the skateboard park can continue to function as both a recreational facility and community gathering space. Staff will continue developing a concept layout for the proposed improvements.

#### **b. Summer Program**

The Committee was provided with an update on the Summer Program for children ages 5–12, which is scheduled to begin on July 6. Registration is open, and details are available through the Recreation and Community Services - Town of Gander Facebook page.

#### **c. Canada Day**

The Committee invites residents to join the Town for Canada Day celebrations on July 1 at Cobb's Pond Rotary Park from 1:00 p.m. to 4:00 p.m. The afternoon will include live entertainment, family-friendly games and Canada Day cake as the community comes together to celebrate. Musical performances will be provided by Andrew Tavenor, Adam Baxter, Swerve Jr. and Silver Wolf Band.

#### **d. Festival of Flight**

The 40th Annual Festival of Flight will take place from July 30 to August 3, 2026. Staff are currently planning a memorable celebration and working to finalize an exciting schedule of events for residents, visitors, community groups and families to enjoy. Community groups and organizations interested in hosting or organizing an event as part of this milestone festival are encouraged to contact the Community Services department by June 30 by emailing [recreation@gander.ca](mailto:recreation@gander.ca) or calling 709-651-TOWN.

#### **e. Safety and Maintenance Concern on Residential Trail**

The Committee reviewed a resident concern regarding a residential trail, including reports of property damage from off-road vehicles, vehicles travelling at unsafe

speeds, public drinking and drug use, and general trail maintenance concerns. The Committee discussed the broader need to review service standards for the trail network, including when and where trails are required and how maintenance priorities should be determined. With respect to this location, staff will assess the trail and arrange for cleanup and maintenance as required, including clearing or thinning where appropriate to improve visibility and address debris.

**f. Festival of Flight Kitchen Party Tickets**

The Committee discussed ticket pricing for the Festival of Flight Kitchen Party, scheduled for August 1 at 8:00 p.m. The event will feature Mixed Tapes, NL Promotions Rock the Rock, and Nick Earle & the Restless Hearts, offering an evening of live music and entertainment as part of the Festival of Flight celebrations. Tickets will be available at a cost of \$25.00 for early bird pricing and \$40.00 at the door, plus applicable taxes and surcharges, with the ticket sale date to be announced.

**g. Community Partnership Fund - Correction to Operational Grant Allocation Total**

A clerical error in the Community Partnership Fund report and Resolution 26-120 from the previous meeting was identified. The total recommended operational grant allocation was recorded as \$41,750, however, the correct total is \$46,750, reflecting a \$5,000 difference.

Resolution: **26-156**

**Moved By** Councillor Lidstone

**Seconded By** Councillor Woodford

**THAT** the 2026 Community Partnership Fund operational grant allocation total be amended from \$41,750 to \$46,750.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

**h. Upcoming Events**

The following events will take place in the coming weeks:

June 19 - 21: Provincial Special Olympics Track & Field Competition

June 20 – 21: Co-ed Adult Softball Tournament

June 25: Gander Collegiate Prom

June 27: Gander Ride For Dad

July 1: Canada Day at Cobb's Pond Rotary Park from 1 – 4 pm

July 8: Concert in the Park at Cobb's Pond Rotary Park from 6:30 – 8 pm

July 10 - 12: YQX Dog Sports is hosting an UpDog Competition at the Athletic Field

July 17 - 19: Gander Minor Softball is hosting the Aurora Keats Memorial Softball Tournament

For more information, please call 709-651-TOWN.

#### **6.4 Corporate Services**

The Corporate Services report was presented by Deputy Mayor Pollett.

**a. Open Call for Bids - 17-CHIF-26-00025 Sullivan Avenue Water and Sewer Upgrades Phase 2**

The Town issued a tender for the Sullivan Avenue Infrastructure Upgrades phase 2 project. The scope of work includes the upgrading of storm and sanitary sewer mains, watermains, and all associated infrastructure necessary to connect to existing services.

Five bids were received, and the lowest compliant bid was submitted by Springdale Forest Resources Inc.

This is a cost-shared project with the Federal and Provincial Governments and is currently \$622,132.42 net HST under budget.

Resolution: **26-157**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor Woodford

**THAT** tender # MI16675 for project # 17-CHIF-26-00025, for Sullivan Avenue Water and Sewer Upgrades Phase 2, be awarded to Springdale Forest Resources Inc. at \$2,484,304.75 HST Included with the Town agreeing to fund 100% of any cost overruns.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

**b. Property Tax Reduction**

The Committee reviewed one (1) application for residential property tax reduction submitted in accordance with the income-based criteria outlined in the Schedule of Rates and Fees. The application was found to meet Council's established eligibility requirements.

Including these application, a total of twenty-five (25) residential property tax reductions have been approved to date, amounting to \$20,464.64 in reductions.

Resolution: **26-158**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor Handcock

**THAT** one (1) application for residential property tax reduction, totaling \$974.11, be approved as attached.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

**c. Invoices for Clean Up Week(s)**

The Committee reviewed invoices from Ridge G & P Services Limited for equipment rental associated with the recent Town clean up. Due to the volume of garbage collected, the time required to complete the work significantly exceeded the original estimate. The approved budget for equipment rental was \$36,500.00 net of HST, resulting in a budget overage of \$26,905.88.

Resolution: **26-159**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor Woodford

**THAT** invoices #962025, #962026, and #962027 from Ridge G & P Services Limited for

equipment rental associated with the recent Town clean up be approved in the total amount of \$69,920.00, HST included.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

**d. Assessment Roll**

The Committee was advised that 2027 property assessment notices have recently been issued to property owners. Assessments are based on market value as of January 1, 2026, and are determined by the Municipal Assessment Agency using factors such as recent sales of comparable properties, property size, age, condition, improvements and neighbourhood features, including scenic areas. The average residential property value in Gander increased by 6.02%, from \$297,146 to \$315,029, compared with a provincial average increase of 7.06%. The average commercial property value in Gander increased by 4.63%, compared with the provincial average increase of 6.45%.

**e. Request for Payment Plan**

The Committee reviewed a request for a payment plan for outstanding business taxes. The account had previously been written off in August 2025, and the request was therefore brought forward for approval. The Committee noted that Policy F002, Accounts Receivable Collections, requires payment arrangements to include outstanding taxes from both the previous and current year, with the full balance to be paid by year-end, and that any arrangement outside these provisions requires Council approval. After review, the Committee agreed to recommend approval of a 12-month payment plan for the outstanding balance.

It was also recommended that staff review the policy and bring forward a potential revised draft for Council's consideration.

Resolution: **26-160**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor Handcock

**THAT** a payment plan be approved for tax roll #002011210001 in the amount of \$6,234.33, plus applicable interest, to be repaid over a 12-month period.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor

**Carried (6 to 0)**

## **6.5 Public Safety and Protective Services**

The Public Safety and Protective Services report was presented by Councillor West.

### **a. Professional Development**

The Committee was provided with an update on ongoing professional development at Gander Fire Rescue. Members recently participated in Fire Apparatus Pump Operations training, which supports the safe and effective operation of fire apparatus pump systems, including water intake and distribution for fire suppression. Members also attended Basic Emergency Management and Emergency Operations Centre Management courses in Gambo, further supporting the Town's emergency preparedness capacity. It was noted that June marks the final month of the recruit program, after which recruits will begin attending emergency scenes and regular departmental training. The Committee also acknowledged that five members recently attended Provincial Fire School in Marystown and completed certification testing in various courses.

### **b. Junior Firefighter scholarship**

The Committee was advised that the final night of the Junior Firefighter Program was held on June 4, marking the conclusion of another successful year for the program. As part of the closing activities, the Department recognized the recipient of the Eithne Daly Junior Firefighter Scholarship, which is awarded based on attendance, an essay outlining lessons learned through the program, and outside references. This year's scholarship was awarded to Abigail Fisher. The Department expressed appreciation to Mayor and Council for their continued support of the Junior Firefighter Program.

### **c. Dirt Bikes**

The Committee was advised that the Department has received complaints regarding dirt bikes, ATVs, and quads operating on roadways at excessive speeds and in a reckless manner. While Municipal Enforcement continues to monitor the situation, it was noted that four concerns have been reported to Public Safety regarding ATVs and/or quads.

The Town of Gander encourages all users to be mindful of the safety of pedestrians,

motorists, residents and other trail users, and to operate in a manner that protects both the public and the rider.

**d. Protective Services Statistics**

The Committee was provided with an update on emergency response and enforcement activity for the month to date. Gander Fire Rescue has responded to 12 calls so far in June, including five motor vehicle collisions, compared to 15 total calls in May, two of which were motor vehicle collisions. Municipal Enforcement also reported responding to 26 resident concerns and 44 traffic violations.

**6.6 Communications, Engagement and Strategy**

The Communications, Engagement and Strategy report was presented by Councillor Woodford.

**a. Gander Collegiate Request**

The Committee reviewed a request from Gander Collegiate for support of this year's Safe Grad celebrations. The Committee was pleased to support the event by providing a Town promotional package to be used as part of the activities, and commended the organizers for helping provide graduates with a safe and memorable celebration.

**b. Name our Electric Vehicle Contest**

The Committee reviewed the results of the contest for children ages 12 and under to name the Town's new electric vehicle. The contest generated creative submissions and provided a fun opportunity for young residents to engage with the Town's sustainability initiatives. After considering the entries received, the Town's new electric vehicle will be known as EVie.

Thank you to all of our young residents who took part. You helped bring some fun to our fleet and showed how young voices can help shape our community in creative ways.

**7. ADMINISTRATION**

**8. CORRESPONDENCE**

**9. NEW BUSINESS**

The New Business report was presented by Councillor West.

### 9.1 Proposed Vendor Location

A request has been received from Pudgies Pouterie to operate a seasonal food truck on Town-owned property adjacent to the Bennett Drive service road. The proposed location is shown on Drawing No. 26-1034. The applicant has confirmed that the food truck will be removed before the winter parking ban comes into effect. The approval would be subject to all conditions outlined in the permit.

Concerns were raised regarding the specific location and potential risks associated with the proposed location. This item will be brought back for consideration after a further review.

Resolution: **26-161**

**Moved By** Councillor West

**Seconded By** Councillor Woodford

**THAT** the request from Pudgies Pouterie to operate a food truck on Town-owned property adjacent to the Bennett Drive service road, as identified on Drawing No. 26-1034, be approved subject to all conditions outlined in the permit.

Against (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Defeated (0 to 6)**

### 9.2 Expression of Interest Festival of Flight Bar Services

Two bids were received in response to the Expression of Interest for Event Bar Operations: one from the Adult Ice Elites Synchronized Figure Skating Group for the Kitchen Party bar, and one from the Gander Ladies Softball League for the Gander Day Festival Bar. Both bids proposed a 45/55 net revenue split, with the Town of Gander receiving 55% of net profit.

Resolution: **26-162**

**Moved By** Councillor West

**Seconded By** Deputy Mayor Pollett

**THAT** the Expression of Interest for Event Bar Operations for the 2026 Kitchen Party be awarded to the Adult Ice Elites Synchronized Figure Skating Group based on a 45/55 net revenue split, with the Town of Gander receiving 55%.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

Resolution: **26-163**

**Moved By** Councillor West

**Seconded By** Deputy Mayor Pollett

**THAT** the Expression of Interest for Event Bar Operations for the 2026 Gander Day Festival Bar be awarded to the Gander Ladies Softball League based on a 45/55 net revenue split, with the Town of Gander receiving 55%.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

### **9.3 Audio Visual Quote**

*Mayor Farwell declared potential conflict of interest due to family member having a financial interest in Eastern Audio and left Council Chambers at 5:49 pm.*

The quotation from Eastern Audio Limited for the provision of audio-visual equipment and production services for the 25th Anniversary 9/11 Commemorative Service is presented for consideration. Management recommends that this procurement be awarded as a sole-source, as Eastern Audio possesses specialized expertise and familiarity with the Steele Community Centre, and there is no reasonable competitive alternative. The cost of the rental is within the approved budget, and funding support is being provided by the Federal Government to offset expenses.

Resolution: **26-164**

**Moved By** Councillor West

**Seconded By** Councillor Woodford

**THAT** quotation #290400026 from Eastern Audio Limited be awarded in the amount of \$62,725.60 HST included, for the provision of AV equipment and production services.

For (5): Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

Conflict (1): Mayor Farwell

**Carried (5 to 0)**

*Mayor Farwell returned to Council Chambers at 5:54 pm.*

**9.4 Spruce Court Project Close-Out**

Administration is recommending the formal close-out of the Spruce Court development agreement, as identified in the attached drawing. This matter has been before the Town for a number of years and the necessary requirements to conclude the agreement have now been completed. Approval of this motion will allow the Town to formally close the file and move forward from a matter that has been outstanding for some time.

Resolution: **26-165**

**Moved By** Councillor West

**Seconded By** Councillor Handcock

**THAT** Council acknowledge that the requirements associated with the Spruce Court Development Agreement have been satisfied and authorize the issuance of a Certificate of Total Completion, thereby formally concluding the agreement, as per Drawing 24-1083R1

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

**10. ADJOURNMENT**

Resolution: **26-166**

**Moved By** Councillor Woodford

**Seconded By** Deputy Mayor Pollett

**THAT** the meeting be adjourned at 5:57 pm.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

**Carried (6 to 0)**

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A. Oldford, Town Clerk



**TOWN OF GANDER**  
**REGULAR MEETING OF COUNCIL**  
**Wednesday, May 27, 2026, 04:00 PM**  
**Council Chambers**

Council Present:

Percy Farwell, Mayor  
Pat Woodford, Councillor  
Sheldon Handcock, Councillor  
Tara Pollett, Deputy Mayor  
Jim Lidstone, Councillor  
Krystle West, Councillor  
Samantha Abbott, Councillor

Staff Present:

Alexa Oldford, Town Clerk  
James Blackwood, Chief Administrative Officer (Acting), Director of Planning and Public Works  
Kelly Hiscock, Director of Corporate Services  
Jerry Knee, Director of Community Services  
Dave Shea, Fire Chief  
Kayla White, Manager of Communications, Branding and Partnerships

Regrets:

Brad Hefford, Chief Administrative Officer

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**1. CALL TO ORDER**

The meeting was called to order by Mayor Farwell at 4:00 pm.

**2. LAND ACKNOWLEDGEMENT**

Mayor Farwell delivered the Land Acknowledgement.

“We acknowledge that the lands on which we gather are situated on the unceded traditional territories of the Beothuk [bee-oth-uck], and Mi’kmaq [mee-gum-maq] Nations. We also acknowledge Labrador as the traditional homelands of the Innu [in-new], and Inuit [in-new-eet].

We strive to be responsible stewards of the land and commit ourselves to working in a spirit of truth and reconciliation. Therefore, the Town of Gander has an inherent responsibility to foster healthier relationships with First Peoples and further the Calls to Action as outlined by the Truth and Reconciliation Commission.”

### **3. VISITORS/PRESENTATIONS**

#### **3.1 Proclamation - Menstrual Health Day May 28, 2026**

Mayor Farwell proclaimed May 28, 2026 as Menstrual Health Day in Gander.

#### **3.2 Proclamation- Recreation Month**

Mayor Farwell proclaimed June as Recreation Month in Gander.

### **4. APPROVAL OF AGENDA**

The agenda for the Regular Meeting of Council was presented for approval.

Resolution: **26-111**

**Moved By** Councillor Woodford

**Seconded By** Deputy Mayor Pollett

**THAT** the agenda for the May 27, 2026 Regular Meeting of Council be approved, as presented.

For (7): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (7 to 0)**

### **5. APPROVAL OF PREVIOUS MINUTES**

#### **5.1 May 06, 2026 Minutes- Regular Meeting of Council**

Resolution: **26-112**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor Handcock

**THAT** minutes from the May 06, 2026 Regular Meeting of Council be approved, as presented.

For (7): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor

Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (7 to 0)**

**5.2 May 12, 2026 Minutes- Special Meeting of Council**

Resolution: **26-113**

**Moved By** Councillor Lidstone

**Seconded By** Councillor Woodford

**THAT** minutes from the May 12, 2026 Special Meeting of Council be approved, as presented.

For (7): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (7 to 0)**

**6. BUSINESS ARISING FROM PREVIOUS MINUTES**

**7. STANDING COUNCIL BUSINESS**

**7.1 Governance and Legislative Services**

**a. Correspondence - Resident Complaints**

The committee reviewed resident correspondence received by the Town and discussed how routine complaints, service requests, and operational concerns should be managed when brought forward by members of the public. It was noted that residents will continue to have an appropriate opportunity to raise concerns, while also ensuring matters are reviewed and followed up through an efficient process. The committee discussed that staff will continue to use judgment in managing routine operational matters through internal processes. Staff will review the potential use of a matrix or risk assessment tool to help determine when correspondence should be brought to Council's attention.

**b. Property Assessment Appeals**

Notice was received from the Municipal Assessment Agency regarding changes to the property assessment appeal process. The notice advises that, effective June 1, 2026,

property assessment appeals may only be filed online through the Municipal Assessment Agency website, that property owners must use a valid credit card as the accepted method of payment, and that appeals must be filed within sixty (60) days from the date of the notice of assessment. The notice also provides contact information for inquiries, including the toll-free number 1-877-777-2807 and email address [info@maa.ca](mailto:info@maa.ca).

**c. Records Management Policy**

Council was presented with the draft Records and Information Management Policy for first reading. The draft policy outlines a proposed corporate framework for the creation, management, storage, protection, retention, retrieval, disposition, and preservation of records and information in the custody or control of the Town, and identifies the Town Clerk as the accountable corporate lead.

Resolution: **26-114**

**Moved By** Councillor Handcock

**Seconded By** Councillor Lidstone

**THAT** the Records and Information Management Policy be approved for first reading, as presented.

For (7): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (7 to 0)**

**d. Rotating Chair - Committee of the Whole**

Council discussed the previous consideration of piloting a rotating Chair for Committee of the Whole meetings. The proposed approach would provide Council members with an opportunity to gain experience officially chairing a meeting. Staff will review how a rotating Chair process could be implemented and report back to Council. Staff will also review potential agenda revisions to help Council move more efficiently through agenda items.

**e. Municipal Training Fund Application**

The Committee discussed a Municipal Training Fund Application. It was noted that the application would support participation in municipal training and professional development opportunities. The Committee agreed that the application may proceed, with the CAO and Mayor identified as the attendees.

**f. GIAA Nominations**

The Committee discussed the pending Town of Gander vacancy on the Gander International Airport Authority Board of Directors. Correspondence from the Gander International Airport Authority advised that its Governance Committee reviewed the results of an open call for candidates and provided pre-screened candidates for the Town's consideration, assessed against the Board's current needs and skills matrix. Following discussion, the Committee recommends the nomination of Robert Turner to the Gander International Airport Authority Board of Directors.

Resolution: **26-115**

**Moved By** Councillor Handcock

**Seconded By** Councillor Abbott

**THAT** Robert Turner be nominated to the Gander International Airport Authority Board of Directors as the Town of Gander's nominee.

For (7): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (7 to 0)**

**7.2 Planning and Public Works**

**a. Planning Departmental Report**

The Committee was presented with the Planning Department report for the period of April 23 to May 13, 2026. The report summarized applications received, permits issued, zoning compliance letters processed, and new construction activity during the reporting period. During this period, 15 residential applications were received, 22 building permits were issued, two (2) occupancy permits were issued, and 10 zoning compliance letters were completed.

**b. Public Works Departmental Report**

The Committee received the Public Works update for the period of April 23 to May 13, 2026. During this time, crews responded to changing conditions throughout the community, including 11 snow and ice control deployments to maintain safe roadway conditions. Crews also completed nine (9) pothole repair deployments to address numerous defects on local streets. The Water and Sewer Division responded to 40 service calls and completed three (3) repairs to municipal water and sewer infrastructure during the reporting period.

**c. Home Based Business - 7 Tully Place**

Council received an application from AGAPE Holistic Acupuncture to operate a home-based therapy service from 7 Tully Place. The proposed service would include acupuncture, acupressure massage, and related therapies. Home occupation is listed as a discretionary use within the applicable zone. The application was advertised in accordance with Town policy, and no objections were received by the advertised deadline. Following review, the Committee expressed concern with the suitability of the proposed use as a home-based business, including the nature of the services proposed and potential impacts associated with operating this type of service from a residential property.

The committee recommended that the application from AGAPE Holistic Acupuncture to operate a home-based therapy service from 7 Tully Place be denied, however, it was decided that this item will be given extra discussion and consideration and brought back to Council.

Resolution: **26-116**

**Moved By** Councillor Handcock

**Seconded By** Councillor Woodford

**THAT** Council postpone consideration of the application from AGAPE Holistic Acupuncture to operate a home-based therapy service from 7 Tully Place until the next Regular Meeting of Council, pending further information from staff.

For (6): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

Against (1): Councillor Abbott

**Carried (6 to 1)**

**d. Home Based Business - 30 Wood Crescent**

The Committee reviewed an application from Dr. Gerrie's Food Corp. to operate a home-based business from 30 Wood Crescent for the preparation and packaging of curated spice blends for sale in local retail locations. Home occupation is listed as a discretionary use within the applicable zone. The application was advertised in accordance with the Town's Development Regulations, and one objection was received citing concerns regarding potential traffic impacts. The Committee noted that the application indicated there would be no customer visits or material deliveries to the property and, therefore, the proposed business is not expected to impact traffic on the street.

Resolution: **26-117**

**Moved By** Councillor Lidstone

**Seconded By** Councillor Handcock

**THAT** the application from Dr. Gerrie's Food Corp. to operate a home-based business for the preparation and packaging of curated spice blends for sale in local retail locations at 30 Wood Crescent be approved as a discretionary use, subject to the Town of Gander Development Regulations and any conditions outlined in the permit.

For (7): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (7 to 0)**

**e. Home Based Business - 46 Cochran Street**

An application has been received from J.O.L. Lawn and Snow to operate a home office for lawn care, landscaping, and snow removal service from 46 Cochran Street.

It is noted that a home occupation is permitted as a discretionary use for the zone in which this property is located. The application was advertised in accordance with the Town's Development Regulations, and no objections were received by the advertised deadline.

Resolution: **26-118**

**Moved By** Councillor Lidstone

**Seconded By** Deputy Mayor Pollett

**THAT** the application from J.O.L. Lawn and Snow to operate a home office for lawn care, landscaping, and snow removal service from 46 Cochran Street be approved as a discretionary use, subject to the Town of Gander Development Regulations and any conditions outlined in the permit.

For (7): Mayor Farwell, Councillor Woodford, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (7 to 0)**

**f. Corner Brook Pulp and Paper - Five-Year Operating Plan**

The Committee reviewed correspondence from Corner Brook Pulp and Paper Limited advising that public consultation has begun on its upcoming Five-Year Forest Management Plans for Planning Zones 3 and 7. The plans include proposed forestry and harvest activities over the next five years in multiple Forest Management Districts, including Districts 5, 6, 9, and 16. It was noted that some proposed harvest areas may be located near the community. Residents and stakeholders are encouraged to review the proposed plans and supporting maps at [www.cbppplwoodlands.com](http://www.cbppplwoodlands.com) and provide feedback through the public consultation process.

**g. Notable Dates - Waste Transfer Station**

The Town of Gander is continuing to implement automated services at the Waste Transfer Station on McCurdy Drive to provide more accessible waste disposal options in the future.

Additional dates have been scheduled until the new system is operational. The site will be open to residents on Saturday June 13th, from 8:00 am to 4:00 pm as well as Saturday July 11th, from 8:00 am to 4:00 pm.

We would like to thank the residents of Gander for your continued patience during this transition.

*Councillor Woodford left the Council meeting at 4:30 pm.*

### **7.3 Community Services**

**a. Tourism Strategy Review**

The Committee reviewed the Gander Tourism Strategy 2026–2030: A Place to Land report, which outlines a proposed vision, objectives, and implementation framework for tourism development in Gander. Council acknowledged the report as a guiding document for future consideration, including opportunities related to aviation heritage, sport and event tourism, regional partnerships, visitor experience, digital presence, governance, training, and performance measurement. It was noted that acceptance of the report does not constitute approval of every recommendation, action item, or expenditure identified in the strategy, and that individual initiatives may be reviewed, evaluated, and brought forward for Council’s consideration, where required, before proceeding.

Resolution: **26-119**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor Lidstone

**THAT** Council accept the Gander Tourism Strategy 2026–2030: A Place to Land report as presented, with the understanding that acceptance of the report does not constitute approval or commitment to implement all suggestions, recommendations, actions, or expenditures contained therein, and that each item will be reviewed and evaluated before proceeding, with matters requiring Council approval to be brought forward for further consideration.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

**b. Upcoming Events**

The following events will take place in the coming weeks:

May 30: Gigantic Yard Sale from 9 am - 1 pm at the Steele Community Centre. Drop off times for gently used items is Thursday, May 28<sup>th</sup> from 9 am – 5 pm and Friday, May 29<sup>th</sup> from 9 am – 12 noon.

June 6 - 7: Street Jam Ball Hockey Tournament – Steele Community Centre Parking Lot

June 8 - 12: Clean and Green Campaign. To register or for more information, call 709-651-5929.

June 19 - 21: Provincial Special Olympics Track & Field Competition

June 20 – 21: Co-ed Softball Tournament

For more information, please contact the Community Services Department at 709-651-5927.

**c. Town of Gander - Tourist Chalet Display**

The Committee discussed the proposed display layout for the Tourist Chalet. Potential display topics identified included the Dog Park, Cobb's Pond Rotary Park, the Come From Away monument, the International Lounge, and other local attractions or points of interest. Feedback will help guide the layout and content to ensure the display appropriately reflects key community assets and visitor destinations in Gander.

**d. Community Partnership Fund**

*Councillor Handcock declared potential conflict of interest and left Council Chambers at 4:34 pm.*

The Committee reviewed the 2026 Community Partnership Fund applications and evaluation information for both operational and capital grant streams. A total of 34 applications were received, consisting of 21 operational grant applications and 13 capital grant applications. Operational grant requests totaled \$99,700, with recommended operational allocations totaling \$41,750. Capital grant requests totaled \$219,475, with recommended capital allocations totaling \$40,000. The Committee reviewed the applications in consideration of eligibility, compliance, community benefit, organizational sustainability, and alignment with Council priorities.

Resolution: **26-120**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor West

**THAT** the organizations listed in the 2026 Community Partnership Fund summary be approved for operational grants totaling \$41,750.

For (5): Mayor Farwell, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

Conflict (1): Councillor Handcock

**Carried (5 to 0)**

Resolution: **26-121**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor Abbott

**THAT** the organizations listed in the 2026 Community Partnership Fund summary be approved for capital grants totaling \$40,000.

For (5): Mayor Farwell, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

Conflict (1): Councillor Handcock

**Carried (5 to 0)**

*Councillor Handcock returned to Council Chambers at 4:36 pm.*

**e. Community Services Update**

The Committee received a Community Services update. Staff are currently preparing outdoor spaces for seasonal use, including ballfields, the track, soccer field, Cobb's Pond Rotary Park, and playgrounds. Event staff are also preparing for upcoming community events and programming, including the Clean and Green event, summer programming, Canada Day celebrations, and the Festival of Flight.

**f. Provincial Ice Competition**

The Committee discussed a request to host an ice competition from January 23–24, 2027. It was noted that, should the group be successful in its bid to host the competition, the event may create pressure on the existing ice schedule. The Committee acknowledged the request and the potential scheduling impacts, with further review to be required if the bid is successful.

**g. Gander Disc Golf**

Members of Gander Disc Golf attended as a delegation to present a proposal for the development of a fully accessible disc golf course within the Old Town Site trail system. The group advised that the project is intended to support accessible recreation, community wellness, heritage engagement, trail stewardship, and tourism, while complementing the existing Heritage Trails network. The delegation noted that the proposal has support from various stakeholders, and requested that Council consider providing a municipal letter of support, ongoing partnership, and support for future accessibility-focused grant applications.

Resolution: **26-122**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor Lidstone

**THAT** Council provide a municipal letter of support to Gander Disc Golf for its proposed Old Town Site Accessible Disc Golf Course project.

For (5): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, and Councillor West

Against (1): Councillor Abbott

**Carried (5 to 1)**

**a. 5-Ton Mini Excavator**

The Committee reviewed a quote from NL Kubota Ltd. for the purchase of one (1) 5-ton mini excavator through the CANOE purchasing program. The submission met the required specifications and was noted to be \$16,344.66 under budget.

Resolution: **26-123**

**Moved By** Councillor West

**Seconded By** Deputy Mayor Pollett

**THAT** RFQ26-08 be awarded to NL Kubota Ltd. for the purchase of one 5-ton mini excavator in the amount of \$114,304.56, HST included.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

**b. Sewer Jet**

The Committee reviewed a quote from Joe Johnson Equipment for the purchase of one (1) sewer cleaner through the CANOE purchasing program. The proposed equipment is a combination sewer cleaner mounted on a Freightliner chassis. The submission met the required specifications and was noted to be \$27,716.97 over budget.

Resolution: **26-124**

**Moved By** Councillor West

**Seconded By** Deputy Mayor Pollett

**THAT** RFQ26-09 be awarded to Joe Johnson Equipment for the purchase of one (1) sewer cleaner in the amount of \$890,699.15, HST included.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

**c. Asphalt Roller**

The Committee reviewed a quote from SMS Equipment Inc. for the purchase of one (1) asphalt roller through the CANOE purchasing program. The submission met the

required specifications and was noted to be \$7,208.37 under budget. As required under this CANOE contract, the award is to be issued to Canoe Procurement Group of Canada.

Resolution: **26-125**

**Moved By** Councillor West

**Seconded By** Councillor Abbott

**THAT** RFQ26-10 be awarded to Canoe Procurement Group of Canada for the purchase of one (1) asphalt roller in the amount of \$80,270.00, HST included.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

**d. Property Tax Reductions**

The Committee reviewed seven (7) applications for residential property tax reductions submitted in accordance with the income-based criteria outlined in the Schedule of Rates and Fees. All applications were found to meet Council's established eligibility requirements.

Including these applications, a total of twenty four (24) residential property tax reductions have been approved to date, amounting to \$19,590.53 in reductions.

Resolution: **26-126**

**Moved By** Councillor West

**Seconded By** Deputy Mayor Pollett

**THAT** all seven (7) applications for residential property tax reductions, totaling \$6,040.32, be approved as attached.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

**e. RFQ26-07 Gander Waste Transfer Station**

The Committee reviewed the results of RFQ 26-07 for the Gander Waste Transfer

Station. One bid was received, and the Planning and Public Works Department confirmed that the submission met all specifications and is currently \$24,577.79 under budget. The project includes the supply, installation, and commissioning of an automated access control gate and payment system. It was noted that, while there are additional costs not included in the quote, the project is expected to remain within budget.

Resolution: **26-127**

**Moved By** Councillor West

**Seconded By** Deputy Mayor Pollett

**THAT** RFQ 26-07 be awarded to Strong Data Inc. for the Gander Waste Transfer Station in the amount of \$99,711.90, HST included.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

**f. Financial Reports to March 31, 2026**

The Committee was presented with the unaudited financial results for the period ending March 31, 2026. Revenues totalled \$5,288,408 and expenses were \$5,394,493, resulting in a projected deficit of \$106,085.

The projected deficit is primarily attributable to harsh winter conditions experienced from January to March 2026. Diesel usage increased by 100% compared to 2025, reaching 66,000 litres. Salt usage increased by 110% to 1,350 tonnes, and overtime costs are \$19,000 higher than the same period in 2025.

The capital budget report indicates that expenditures for capital projects are projected to remain within budget.

The collection report shows that collections are slightly lower than previous years, with property tax collections at 59% and business tax collections at 49% as of March 31.

The Committee discussed the current deficit and noted that the winter conditions contributed to the financial pressure. As this is an early-year report, the financial position will be reviewed again as part of the next quarter.

**g. Municipal Assessment Agency Board Update**

The Committee reviewed correspondence from the Municipal Assessment Agency regarding a Board update. The update included information related to the Agency's financial position, assessment activity, governance matters, and ongoing operational initiatives. The Committee acknowledged the correspondence for information.

**h. 2027-2031 Multi Year Capital Works Program**

The Committee was presented with the April 30, 2026 acceptance letter for the 2027–2031 Multi-Year Capital Works Program for consideration. Council acknowledges and appreciates the Province's efforts to modernize infrastructure funding through the proposed Multi-Year Capital Works (MYCW) program.

Council is encouraged by several positive elements within the framework, including:

- Enhanced local autonomy through self-administration, which allows municipalities greater control over the delivery of projects;
- A multi-year funding structure, enabling improved long-term planning and prioritization of capital investments; and
- An asset management-based approach, which supports evidence-based decision-making and more strategic infrastructure investment.

Council also recognizes the inclusion of population growth as a funding consideration, which promotes and rewards communities that are experiencing growth and development. However, Council notes several significant concerns with the current framework:

- Limited engagement with municipalities and Municipalities NL (MNL) during the development of the program, resulting in a framework that does not fully reflect local realities and challenges;
- A reduction in annualized funding, with the Town's allocation effectively decreasing from approximately \$900,000 per year under the previous program to \$675,000 per year under the new framework; and
- The reliance on 2017 baseline data, which does not adequately account for the substantial inflationary increases in construction and infrastructure costs that have occurred since that time.

Council emphasizes that community infrastructure needs are growing, driven by population change, aging assets, and rising costs. As such, it is critical that all levels of

government increase investment in municipal infrastructure to ensure communities can sustain growth, maintain service levels, and support economic development.

The Town is committed to working collaboratively with the Province, Municipalities NL, and peer municipalities, including participation in discussions with the Province's largest municipalities and the Departments of Transportation and Infrastructure (TI) and Municipal and Provincial Affairs, to address these challenges and strengthen the program for the benefit of all communities.

Resolution: **26-128**

**Moved By** Councillor West

**Seconded By** Councillor Handcock

**THAT** the Town of Gander accept participation in the 2027–2031 Multi-Year Capital Works Funding Program in accordance with the terms outlined in the acceptance letter dated April 30, 2026, as attached.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

Resolution: **26-129**

**Moved By** Councillor West

**Seconded By** Deputy Mayor Pollett

**THAT** the Mayor and Town Clerk be authorized to execute all documents necessary to give effect to this agreement.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

Resolution: **26-130**

**Moved By** Councillor West

**Seconded By** Councillor Abbott

**THAT** such acceptance is subject to any revisions or changes approved by the Government of Newfoundland and Labrador.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor

Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

**i. Reallocation of Funding for Canada Community Building Funding**

Due to a clerical error referencing an incorrect project number at the Council meeting held on April 15, 2026, the reallocation of funding under the Canada Community-Building Fund is being re-presented for consideration.

Resolution: **26-131**

**Moved By** Councillor West

**Seconded By** Councillor Abbott

**THAT** Council rescind motion # 26-082.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

Resolution: **26-132**

**Moved By** Councillor West

**Seconded By** Deputy Mayor Pollett

**THAT** Council approve the final cost of project # 89-2024-8282 in the amount of \$829,873.31 for upgrades to Rowsell and Memorial Drive funded under the Canada Community - Building Fund Agreement.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

**j. Commonwealth War Graves**

The Committee reviewed the recommendation from the Planning and Public Works Department to renew the agreement with the Commonwealth War Graves Commission for the provision of maintenance services at the Commonwealth War Graves site located on the Trans-Canada Highway.

The proposed agreement will be in effect for the period of June 1, 2026, to May 31, 2027. This differs from the previous agreement, which was for a three-year term, as the new arrangement will require annual renewal.

Resolution: **26-133**

**Moved By** Councillor West

**Seconded By** Councillor Lidstone

**THAT** the Town of Gander enter into an agreement with the Commonwealth War Graves Commission for the continued provision of maintenance services at the Commonwealth War Graves site for the period of June 1, 2026, to May 31, 2027, at a cost of \$26,200 plus HST.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

**k. Invoicing of Supplementary Assessment**

A request to subdivide the subject property into two parcels was approved and submitted to the Municipal Assessment Agency (MAA) for valuation in 2025. This subdivision was not reflected in the December 2025 supplementary assessment and was only incorporated in the May 11, 2026, supplementary.

A subsequent request to further subdivide one of the newly created parcels was also approved and included in the May 11, 2026, supplementary, resulting in three separate properties.

The property owner requested a tax inquiry on May 5, 2026, and was advised at that time that no taxes were owing, as the subdivision had not yet been reflected on the assessment roll.

This matter is presented to determine the appropriate effective date for invoicing the supplementary assessment. It is recommended that May 11, 2026, be used as the effective date, rather than the original subdivision date, as the updated assessments were not issued until that time.

Resolution: **26-134**

**Moved By** Councillor West

**Seconded By** Councillor Handcock

**THAT** Council levy property, water, and sewer taxes on tax rolls #007010730000 and #007010740000, and to issue an adjustment reflecting a decrease in property value on tax roll #007010750000, effective May 11, 2026, to December 31, 2026.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

## **7.5 Public Safety and Protective Services**

### **a. Fire Smart at Thomas Howe Demonstration Forest**

Thomas Howe Demonstration Forest received a grant to help FireSmart the buildings on site and be one of the first places in the Province to have their property FireSmart certified. Thomas Howe, in partner with FireSmart, and the Department of Forestry Agriculture and Lands will have Forestry students from CNA cut back brush, limbs and trees, to make the buildings at Thomas Howe FireSmart compliant.

Grant money will also be used to give the main building a metal roof and create new water stations, with new backpacks, in the trail system. There will also be new signage added to the site.

This is a great opportunity for Thomas Howe to be leaders in FireSmart and be an example for how to better protect your property and community in the upcoming season.

### **b. Wildfire Preparedness Day**

Gander Fire Rescue, in partnership with the Provincial Government, will host a Wildfire Preparedness Day on June 13 from 12:00 p.m. to 3:00 p.m. This public education event will provide residents with practical information on how to help reduce wildfire risks around their homes, neighbourhoods, and the broader community during wildfire season.

The event will include safety education for residents, an appearance by Ember the FireSmart Fox for children, and a barbecue for attendees. Residents are encouraged to attend and learn simple steps they can take to help protect their homes and support community safety this summer.

**c. May Statistics**

The Committee received an update regarding protective services activity for the month of May. Gander Fire Rescue reported a total of eleven calls for service to date and acknowledged the low call volume, thanking residents for acting responsibly and helping keep the community safe. The department responded to two brush fires in term and would like to remind residents that people must receive a permit to have an open fire from the Department of Forestry, Agriculture and Lands.

Municipal Enforcement reported 18 resident interactions and 32 traffic violations. In addition, eight properties were identified as having unclean premises, of which seven properties have since become fully compliant. Staff continue to work with the remaining property owner to achieve compliance. Thank you to all residents who took the time to tidy their property and help make their community cleaner and safer.

**7.6 Communications, Engagement and Strategy**

**a. Request for Support - Gander Pride**

*Councillor West declared conflict of interest due to being on the board of Gander Pride and left Council Chambers at 5:10 pm.*

*Councillor Abbott left declared potential conflict of interest due to being the Executive Director of Violence Prevention and left Council Chambers at 5:10 pm.*

Committee discussed correspondence from the Gander Pride Board regarding events planned for Pride Week, June 29 to July 5, 2026, including a request for Town support for the Pride BBQ kickoff event. Committee agreed to provide sponsorship for food, drinks, and cutlery up to a maximum of \$700, as well as the use of Town equipment including BBQs, tables, and speakers. Committee also agreed that the Mayor or designate would attend and speak at the closing ceremonies.

Committee also reviewed the proposed repainting of the Pride Crosswalk and agreed to proceed with the project as presented in support of diversity, inclusion, and community pride.

*Councillor West and Councillor Abbott returned to Council Chambers at 5:12 pm.*

Resolution: **26-135**

**Moved By** Councillor Handcock

**Seconded By** Deputy Mayor Pollett

provide sponsorship for food, drinks, and cutlery up to a maximum of \$700, as well as the use of Town equipment including BBQs, tables, and speakers

**b. Workforce Attraction Guide**

Committee was presented with a draft workforce attraction and relocation guide developed under the branding “More Than a Place to Work.” The guide is intended to position Gander as a community that offers both career opportunity and quality of life, with an initial focus on attracting mining professionals and their families to live and work in Gander.

The initiative is intended to support broader workforce attraction, economic development and population growth efforts and is being designed as a scalable series that can later be adapted for additional sectors such as healthcare, aviation and skilled trades.

Committee was supportive of the overall direction, branding and messaging of the guide and expressed satisfaction with the concept and approach presented.

**c. Pest Reporting Trends**

As part of the pest management action plan, Council agreed to monitor trends and encourage residents to report pest concerns through the Town’s website. Committee reviewed a summary of pest-related complaints received through the Report a Problem system for 2025–2026, with approximately 98 complaints identified. Committee discussed complaint location trends, and Administration will continue to monitor and report on the data to support ongoing comparison, evaluation, and assessment of any required actions..

**d. Expressions of Interest - Branded Merch Online Store**

Committee reviewed the evaluation results related to the Expression of Interest (EOI) for the development and operation of an online store for Town of Gander branded merchandise. The evaluation process included review of vendor submissions and assessment based on the criteria established in the request for Expressions of Interest.

Committee agreed with the recommendation of staff to select Rival Brandwear as the preferred vendor. The proposed model was identified as the strongest overall fit for the Town’s objectives, including a fully vendor-operated structure, minimal administrative burden, low financial risk, scalable year-round ecommerce functionality, and demonstrated experience operating online company stores.

Committee recommended that Council approve Rival Brandwear as the preferred vendor and authorize staff to proceed with final agreement negotiations for a one-year agreement with the option to extend.

Resolution: **26-136**

**Moved By** Councillor Abbott

**Seconded By** Deputy Mayor Pollett

**THAT** Council approve Rival Brandwear as the preferred vendor for the development and operation of an online store for Town of Gander branded merchandise, and authorize staff to proceed with final agreement negotiations for a one-year agreement with the option to extend.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

**e. Transit Proposal**

Committee reviewed the quote submitted by Arcadis for the completion of a Transit Feasibility Study for the Town of Gander. The proposal included project management, needs and opportunities assessment, transit service and infrastructure planning, financial and implementation planning, and preparation of a final report and Council presentation. Committee discussed the proposed scope of work, project timeline, and associated costs.

Following discussion, Committee agreed to move forward with the project and recommended proceeding with Arcadis for the completion of the Transit Feasibility Study.

Resolution: **26-137**

**Moved By** Councillor Abbott

**Seconded By** Councillor Lidstone

**THAT** Council proceed with engaging Arcadis to complete the Transit Feasibility Study for the Town of Gander, as outlined in the Request for Quotation submission, at a cost of \$53,925 plus HST for the base scope of work, with the optional public and stakeholder consultation component to be considered at a later date.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor

**Carried (6 to 0)**

**8. ADMINISTRATION**

**9. CORRESPONDENCE**

**10. NEW BUSINESS**

**10.1 Purchase of Salt**

A request from the Planning and Public Works Department to purchase road salt for the 2026-2027 season through the Department of Transportation and Infrastructure tendering system is submitted for consideration. The salt will be added to inventory and expensed as used.

Resolution: **26-138**

**Moved By** Councillor Lidstone

**Seconded By** Councillor Handcock

**THAT** the supply and delivery of 1,500 tonnes of road salt be awarded to Avalon Coal, Salt & Oil Limited at a unit price of \$170.47 per tonne, for a total cost of \$294,060.75 (HST inclusive), through the Department of Transportation and Infrastructure tendering system, contract #030-25PHM.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

**11. ADJOURNMENT**

Mayor Farwell requested a motion for adjournment.

Resolution: **26-139**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor Handcock

**THAT** the meeting be adjourned at 5:23 pm.

For (6): Mayor Farwell, Councillor Handcock, Deputy Mayor Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

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P. Farwell, Mayor

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A. Oldford, Town Clerk

<b>Policy Title:</b> Records and Information Management	<b>Classification:</b> <input checked="" type="checkbox"/> Formal Policy of Council <input type="checkbox"/> Operational Procedures <input type="checkbox"/> Service Standard
<b>Implementation Date:</b>	<b>Public Impact:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Review Date:</b>	
<b>Issuing Department:</b>	
<b>Signature of Approval:</b> _____	
<b>Date:</b> _____	

**Objective**

The objective of this policy is to establish a corporate framework for the creation, management, storage, protection, retention, retrieval, disposition, and preservation of records and information in the custody or control of the Town of Gander.

**Purpose and Application**

This policy establishes the Town’s corporate framework for records and information management and applies to records and information created, received, maintained, used, shared, stored, or disposed of in the course of Town business, regardless of format.

It applies to paper and digital records, including records in Microsoft 365, email, approved business systems, shared drives, and other Town-controlled repositories, and to Council, employees, contractors, consultants, and others acting on behalf of the Town, where applicable.

This policy is intended to support accountability, operational effectiveness, lawful retention and disposition, protection of official records, and the phased development of supporting procedures, retention schedules, standards, and controls.

Implementation shall occur in a phased and practical manner, having regard to operational priorities, legal requirements, available resources, technological capacity, and organizational readiness.

**Accommodation**

Town of Gander is committed to fostering a proactive approach in achieving strategic goals, while simultaneously promoting an inclusive and diverse environment. In response to unique circumstances, the Town’s mission is to rigorously assess both typical and atypical situations and fulfill a Duty to Accommodate, ensuring equitable treatment without imposing undue burdens. Council, under its legislative authority, retains the right to vary guidelines and exercise discretion regarding policy accommodations.

**Responsibilities**

**Authority:** Council will be responsible for policy approval.

**Accountable:** Town Clerk

**Responsible:** Chief Administrative Officer to support corporate implementation and cross-departmental administrative follow-through.

**Responsible:** Information Technology to support approved systems, security, storage, and technical controls.

**Responsible:** Department Heads to support implementation within their operational areas and ensure records in their custody or control are managed in accordance with approved requirements.

**Responsible:** Assigned staff to maintain and ensure accurate updates and distribution of policy amendments.

**Responsible:** Employees and other applicable users to create, store, handle, protect, and manage records in accordance with approved requirements.

**Consulted:** Department Heads, Information Technology, Finance, Human Resources, legal counsel as required, and line departmental staff impacted are to be consulted to assess operational impacts.

**Informed:** Applicable staff and public.

### **Definitions**

**Corporate Record** – Recorded information created, received, or maintained in the course of Town business that documents decisions, actions, transactions, obligations, or operations, regardless of format.

**Official Record** – The authoritative record retained by the Town as evidence of a decision, action, transaction, or obligation.

**Transitory Record** – Recorded information of temporary or limited value that is not required to document Town business, decisions, obligations, or legal rights and may be disposed of when no retention period.

**Disposition** – The authorized destruction, deletion, transfer, or preservation of records at the end of their retention period.

**Legal Hold** – A requirement to suspend normal disposition of records because they may be relevant to litigation, anticipated litigation, an investigation, an access request, an audit, or another legal or administrative matter.

**Records and Information Management** – The systematic control of the creation, receipt, organization, storage, use, retrieval, retention, protection, and disposition of records and information throughout their lifecycle.

**Approved Repository** - A Town-authorized system or storage environment for the management of official records.

## Values

**Integrity, Transparency, and Accountability** – The Town of Gander is committed to prioritizing honesty, openness, and ethical conduct in its interactions and operations. The Town understands the importance of maintaining clear, accurate, and accessible information. Council officials and municipal employees are held accountable for their conduct and performance. In doing this, Town of Gander can build trust with the community and provide demonstrate its commitment to serving the best interests of the public.

**Compassion** – The Town of Gander recognizes residents and employees all face their own challenges. It is our commitment to demonstrate empathy and understanding where possible. By fostering a sense of solidarity and community care, support can be provided to those in vulnerable situations.

**Community Engagement** – The Town of Gander is actively engaged with residents to encourage their participation and gather feedback ensuring citizens have a voice in shaping projects, fostering inclusive and responsive governance.

**Accessibility and Inclusivity** – The Town of Gander is committed to ensuring that all individuals, regardless of their background and ability, have equal access to opportunities and services. Through the implementation of practices and policies that promote diversity, equity, and inclusion, all individuals can be supported.

**Quality of Life** - The Town of Gander is dedicated to enhancing the quality of life for its residents through various initiatives, including, but not limited to, allocating resources to obtain quality healthcare, affordable housing, educational opportunities, developing and maintaining infrastructure, supporting local businesses, ensuring access to essential services, and promoting community safety through municipal enforcement.

**Continuous Improvement** – Periodic reviews shall take place to ensure policies remain relevant and effective to the Town of Gander’s organizational goals.

## Policy Guidelines

The following objectives offer precise guidance for the implementation of this policy and the attainment of targeted goals.

### 1.0 Corporate Framework

- 1.1 This policy establishes the Town’s high-level corporate framework for records and information management.
- 1.2 Records and information created or received in the course of Town business are corporate assets and shall be managed accordingly.
- 1.3 The Town Clerk is the accountable corporate lead for records and information management.
- 1.4 Supporting procedures, retention schedules, standards, naming conventions, and related controls may be developed and updated administratively under this policy.

**1.5** Implementation of this policy shall occur in a phased and practical manner.

**2.0 Scope of Records Management**

**2.1** This policy applies to records and information regardless of format.

**2.2** Records shall be managed throughout their lifecycle, from creation or receipt to final disposition or preservation.

**2.3** Records may include paper files, email, digital documents, images, maps, plans, audiovisual records, and information maintained in approved business systems or other Town-controlled repositories.

**3.0 Records Ownership and Continuity**

**3.1** All records created, received, or maintained in the course of Town business are the property of the Town of Gander.

**3.2** Town records are not the personal property of any employee, elected official, contractor, consultant, or other person acting on behalf of the Town.

**3.3** Employees and other persons acting on behalf of the Town shall leave all Town records in the custody or control of the Town upon departure or change of role.

**3.4** No person shall remove, conceal, alter, or destroy Town records except in accordance with approved requirements.

**4.0 Official Records and Repositories**

**4.1** The Town shall identify and protect official records.

**4.2** Official records shall be stored in approved Town repositories as implementation progresses.

**4.3** The Town will establish approved repositories for official records and progressively reduce reliance on unmanaged or weakly governed storage environments.

**4.4** SharePoint is intended to serve as an approved corporate repository for digital records where applicable and in accordance with phased implementation, operational requirements, and approved Town procedures.

**4.5** Personal drives, local desktops, personal cloud storage, and other unmanaged environments are not approved long-term recordkeeping repositories.

**4.6** Email may contain official records, but email accounts are not the Town's primary long-term recordkeeping system.

**4.7** The Town will progressively restrict the use of portable storage devices, including USB or jump drives, for the storage of Town records, except where specifically authorized and subject to approved safeguards.

**5.0 Retention and Disposition**

- 5.1** Records shall be retained and disposed of in accordance with approved Town requirements.
- 5.2** The Town may establish retention schedules and related controls as administrative instruments under this policy.
- 5.3** Records shall not be destroyed, deleted, transferred, or otherwise disposed of except in accordance with approved requirements.
- 5.4** Records of enduring administrative, legal, fiscal, evidential, or historical value shall be identified and preserved.
- 5.5** Departments shall notify the Town Clerk of legal, legislative, operational, or business changes that may affect records and information management requirements.

**6.0 Transitory Records**

- 6.1** The Town shall distinguish between corporate records and transitory records.
- 6.2** Transitory records shall not be retained longer than necessary, subject to any legal hold, access request, audit, investigation, or other preservation requirement.
- 6.3** Where there is uncertainty as to whether information is transitory or corporate, it should be treated as a corporate record until determined otherwise.

**7.0 Protection of Records and Information**

- 7.1** Records and information shall be protected against unauthorized access, disclosure, alteration, loss, or destruction.
- 7.2** Records and information shall be managed in a manner that supports their authenticity, reliability, usability, accessibility, and security.
- 7.3** Confidential, personal, sensitive, and legally significant information shall be handled in accordance with applicable legal and administrative requirements.
- 7.4** The Town may permit the use of approved artificial intelligence tools, including approved Microsoft 365 tools, to support municipal work where such use is consistent with applicable legal, privacy, security, confidentiality, and records management requirements.
- 7.5** Users shall exercise sound professional judgment when using artificial intelligence tools and shall not input, upload, disclose, or process confidential, personal, sensitive, legally privileged, or otherwise restricted Town information except in accordance with approved Town requirements and safeguards.
- 7.6** Content generated, summarized, or analyzed through artificial intelligence tools shall be reviewed for accuracy, appropriateness, and relevance before being relied upon for Town business.

**8.0 Legal Hold and Preservation**

**8.1** Where a legal hold or other preservation requirement applies, normal disposition shall be suspended.

**8.2** No affected record shall be destroyed, deleted, altered, or otherwise disposed of until the requirement has been lifted through authorized Town direction.

**9.0 Records of Elected Officials**

**9.1** Records created or received by elected officials during Town business are subject to this policy.

**9.2** Personal or constituency records not related to Town business are not corporate records unless incorporated into the Town's corporate recordkeeping environment or relied upon for Town business purposes.

**10.0 Digitization and Technology**

**10.1** The Town may use approved systems and tools, including Microsoft 365 and related technologies, to support records and information management.

**10.2** The Town may use scanning, digitization, and OCR in accordance with approved procedures and standards.

**10.3** Supporting technical and operational controls shall be implemented in a phased and practical manner.

**Policy Procedures**

**1.0 Supporting Instruments**

**1.1** The Town Clerk may develop and maintain supporting administrative instruments under this policy.

**1.2** Supporting instruments may include retention schedules, classification structures, naming standards, storage guidance, legal hold procedures, disposition procedures, and digitization standards.

**1.3** Supporting instruments may be revised from time to time without amendment to this policy, provided they remain consistent with its purpose and intent.

**2.0 Implementation**

**2.1** Implementation of this policy shall occur in a phased and practical manner.

**2.2** Implementation may be prioritized based on operational need, legal and business risk, record volume, storage conditions, technology readiness, and available capacity.

**2.3** Administration is authorized to take the steps necessary to implement this policy.

**3.0 Breach / Non-Compliance**

**3.1** Failure to comply with this policy, related procedures, or lawful directions respecting records and information management may result in corrective or disciplinary action, up

to and including termination of employment, where appropriate and in accordance with applicable law, policy, and collective agreement provisions.

- 3.2** Any person who improperly destroys, alters, conceals, removes, discloses, or otherwise mismanages Town records may be subject to disciplinary action.

#### **Statement of Jurisdiction**

Town of Gander is obligated to comply with all relevant policies, acts, regulations, and legislations that govern municipal operations. It is imperative to note that the Town does not possess the authority to supersede mandates established by higher levels of government. If conflicts arise between Municipal, Provincial or Federal Acts/Regulations, the higher level of jurisdiction will prevail.

#### **Appeals/Review Process**

Appeals that are eligible to be heard by the Central Newfoundland Regional Appeal Board may be submitted to [URPA.Appeals@gov.nl.ca](mailto:URPA.Appeals@gov.nl.ca). For complete information, please visit <https://www.gov.nl.ca/mpa/for/appeals/>.

Council may hear requests for internal review and additional appeal methods may be made available through Policy of Council or other judicial processes.

**APPENDIX A  
POLICY AMENDMENTS AND RESOLUTIONS OF COUNCIL**

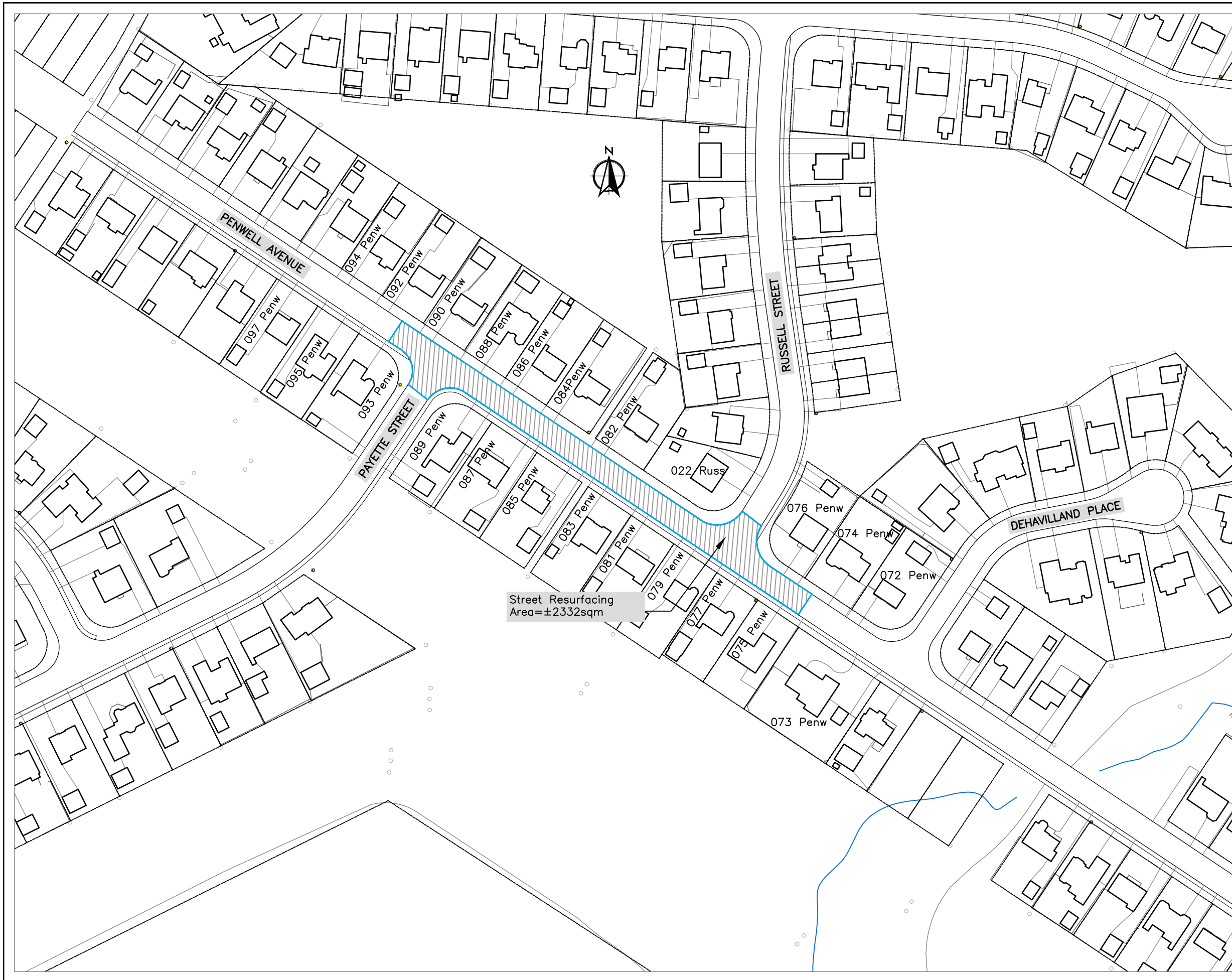
DRAFT

**Amendments and Resolutions**

Policy Adopted	Date:	Resolution:
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Date:	Date:	
Date:	Date:	

DRAFT - V1



**NOTES**

**NOTES:**  
 Average cost per square meter from 2025 street resurfacing ±\$55.00.  
 -Total Area: ±2332sqm  
 -Sub-Total Estimate Cost = ±\$128,260.00

-  50mm Cold Milling
-  Limit of New 50mm Surface Coarse Asphalt

Street Resurfacing  
 Area=±2332sqm

Town of Gander  
 Department of Engineering  
 100 Elizabeth Dr. Gander, NL A1V 1G7  
 Telephone: (709) 651-5915 Fax: (709) 256-5809

Project:  
 2026 Street Resurfacing

Drawing Title:  
 PRELIMINARY ESTIMATED COST  
 Penwell Avenue – Option 1

Drawn By:  
 T. Noseworthy

Scale:  
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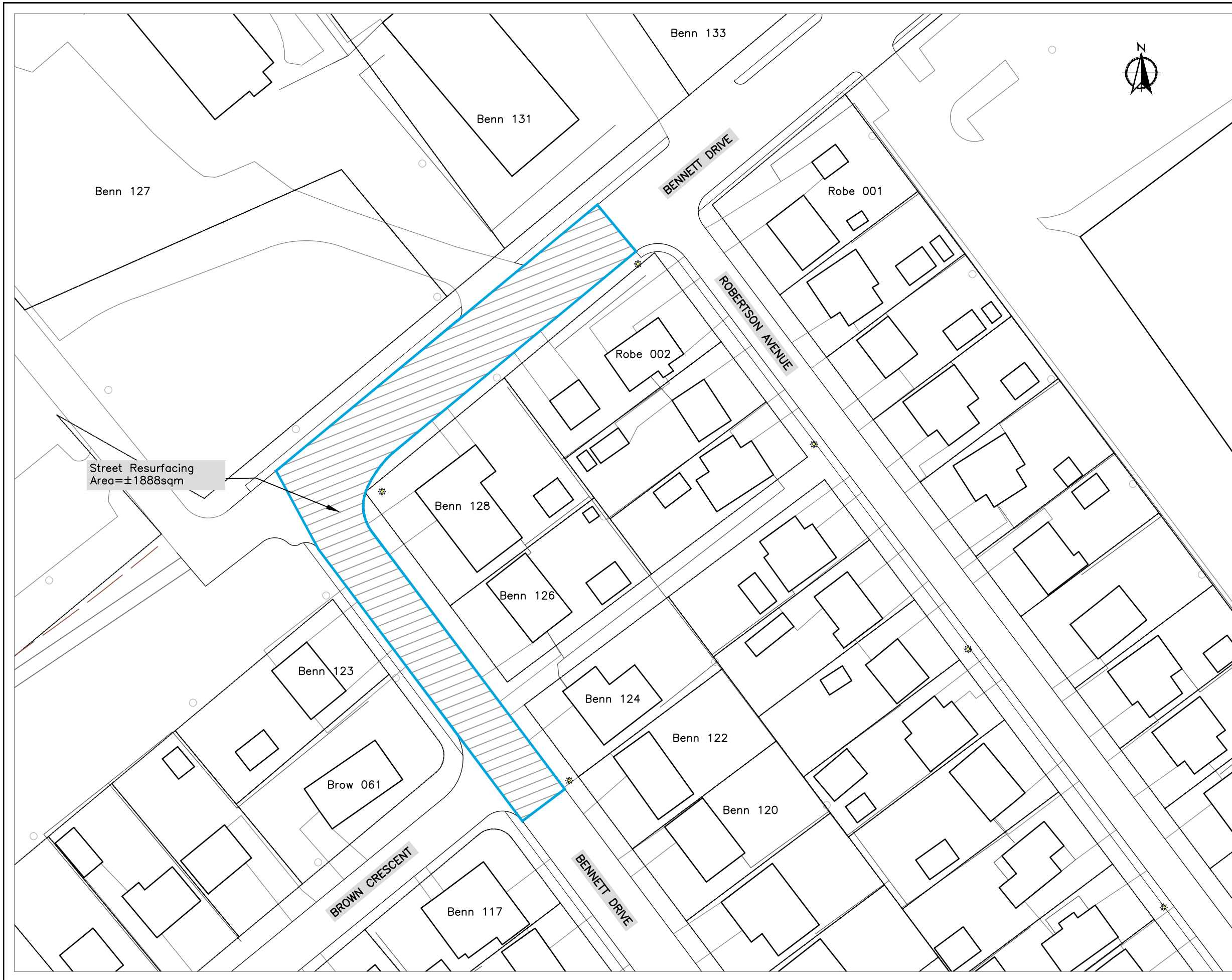
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 May 08, 2026

Sheet Number:  
 3 of 13

Date Plotted:  
 May 08, 2026



Checked By:  
 J. Newman

Drawing Number: 26-1025-3 Rev. No. R1



**NOTES**

**NOTES:**  
 Average cost per square meter from 2025 street resurfacing ±\$55.00.  
 -Total Area: ±1888sqm  
 -Sub-Total Estimate Cost = ±\$103,840.00

-  50mm Cold Milling
-  Limit of New 50mm Surface Coarse Asphalt

Town of Gander  
 Department of Engineering  
 100 Elizabeth Dr. Gander, NL A1V 1G7  
 Telephone: (709) 651-5915 Fax: (709) 256-5809

Project:  
 2026 Street Resurfacing

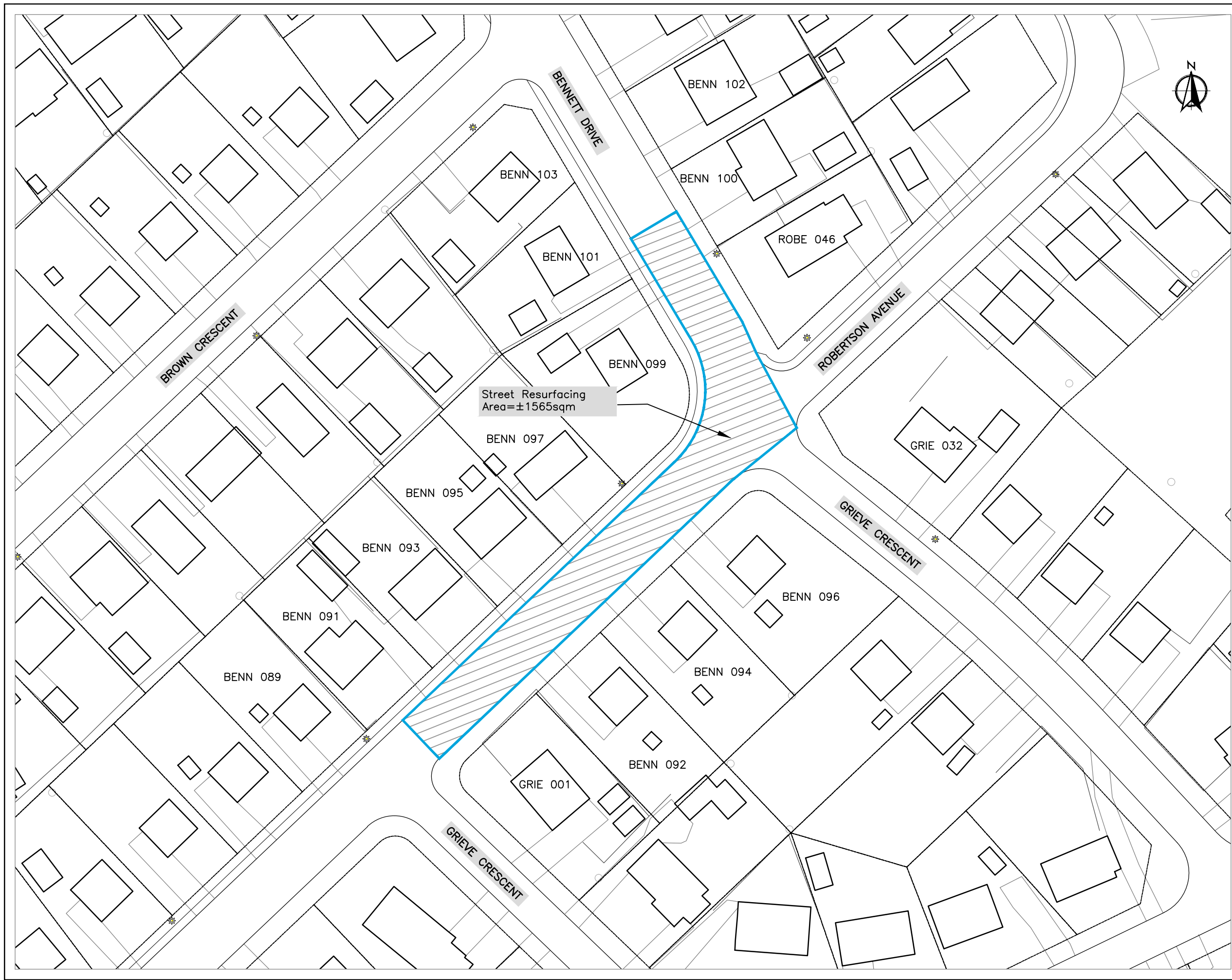
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PRELIMINARY ESTIMATED COST  
 Bennett Drive  
 Robertson to Brown

Drawn By: T. Noseworthy	Scale: 1 : 750
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Date: May 08, 2026	Sheet Number: 8 of 13
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Date Plotted: May 08, 2026	Checked By: J. Newman
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Drawing Number: 25-1025-8	Rev. No. R1
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**NOTES**

**NOTES:**  
 Average cost per square meter from 2025 street resurfacing ±\$55.00.

-Total Area: ±1565sqm  
 -Sub-Total Estimate cost = ±\$86,075.00

-  50mm Cold Milling
-  Limit of New 50mm Surface Coarse Asphalt

Town of Gander  
 Department of Engineering  
 100 Elizabeth Dr. Gander, NL A1V 1G7  
 Telephone: (709) 651-5915 Fax: (709) 256-5809

Project:  
 2026 Street Resurfacing

Drawing Title:  
PRELIMINARY ESTIMATED COST  
 Bennett Drive  
 Grieve to Brown

Drawn By:  
 T. Noseworthy

Scale:  
 1 : 750

Date:  
 May 08, 2026

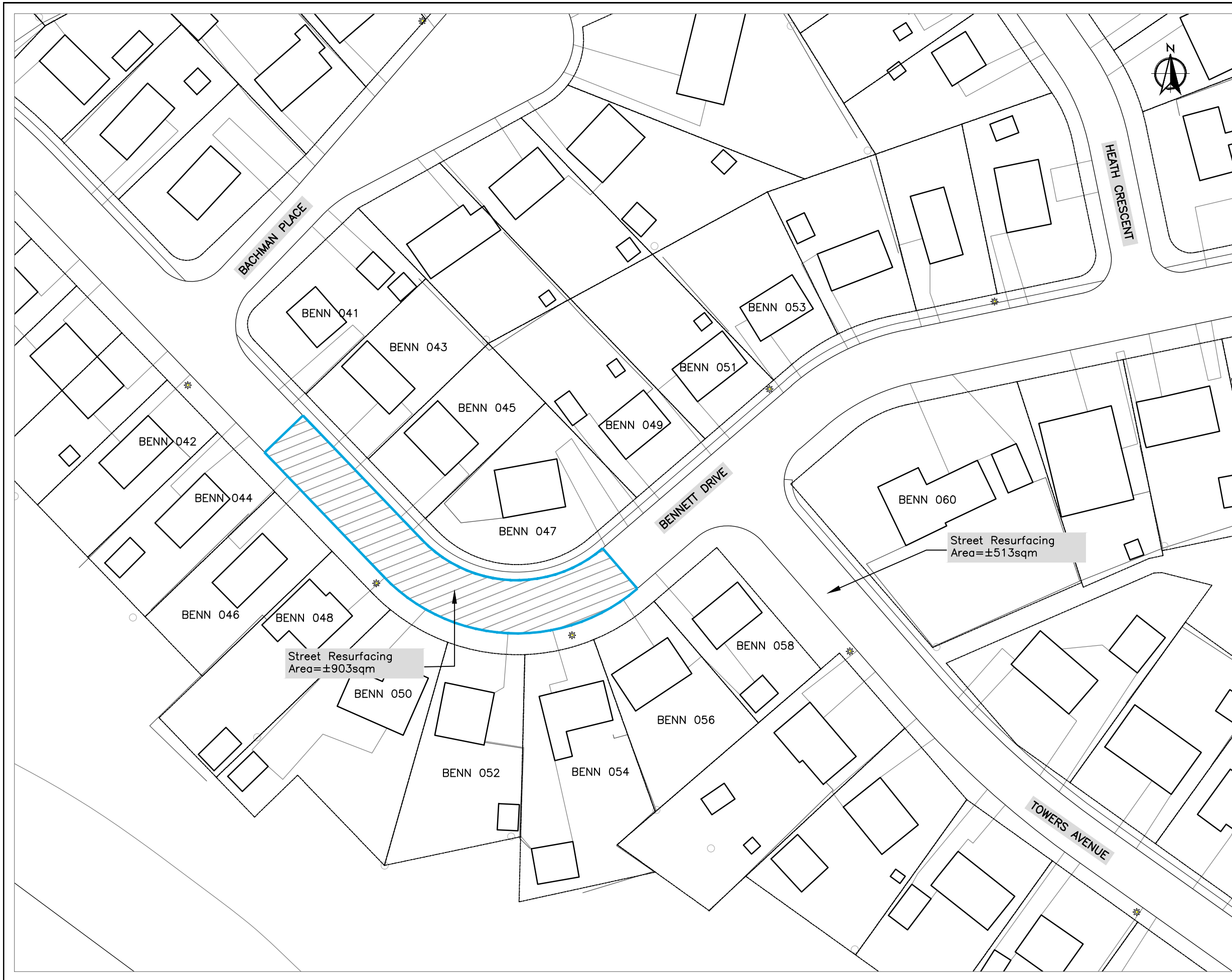
Sheet Number:  
 9 of 13

Date Plotted:  
 May 08, 2026

Checked By:  
 J. Newman

Drawing Number: 25-1025-9

Rev. No.  
 R1





### NOTES

**NOTES:**  
Average cost per square meter from 2025 street resurfacing ±\$55.00.

**BENNETT DRIVE**  
-Total Area: ±903sqm

-Sub-Total Estimate Cost = ±\$49,665.00

-  50mm Cold Milling
-  Limit of New 50mm Surface Coarse Asphalt

Town of Gander  
Department of Engineering  
100 Elizabeth Dr. Gander, NL A1V 1G7  
Telephone: (709) 651-5915 Fax: (709) 256-5809

Project:  
2026 Street Resurfacing

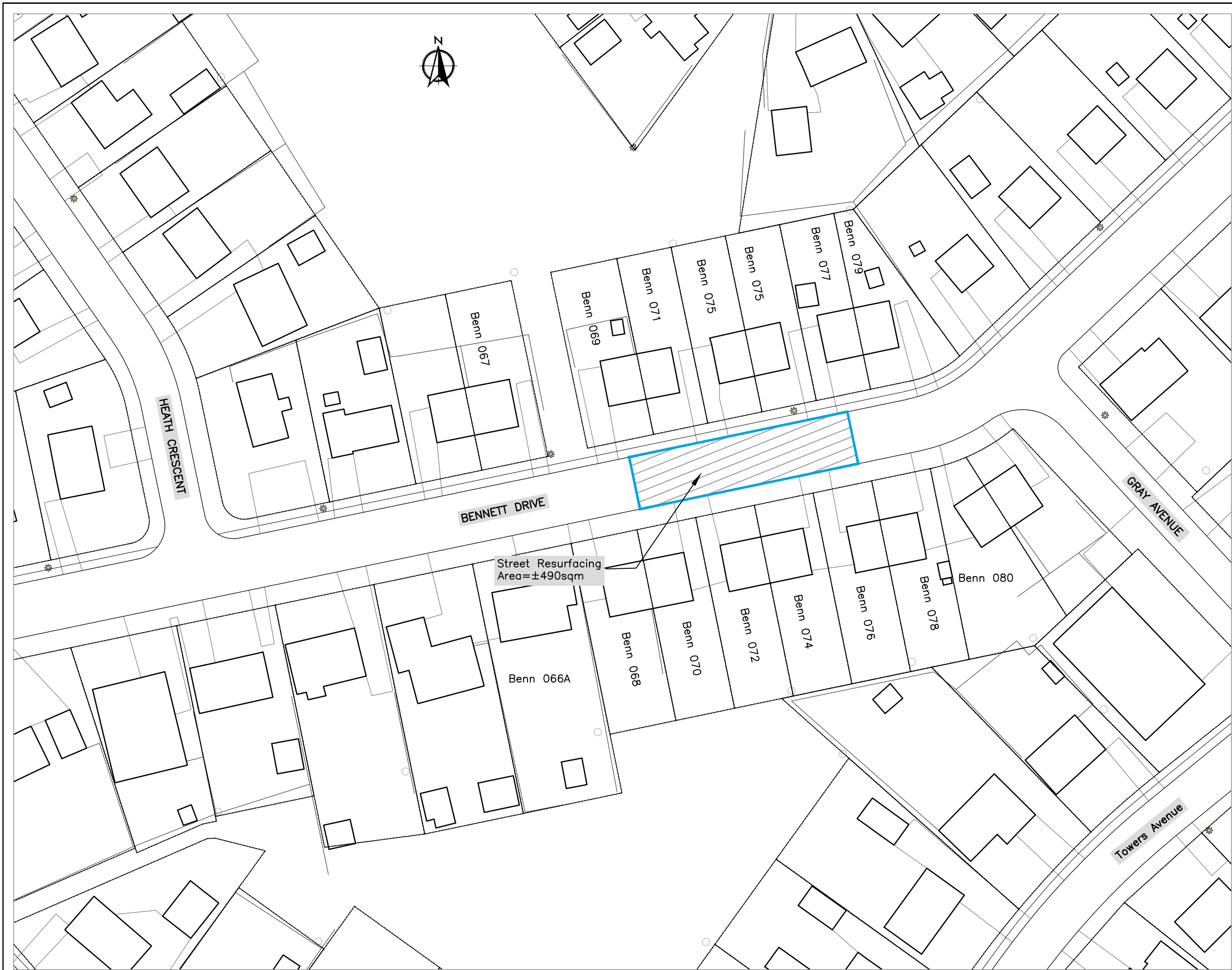
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PRELIMINARY ESTIMATED COST  
Bennett Drive &  
Towers Avenue

Drawn By: T. Noseworthy Scale: 1 : 750

Date: May 08, 2026 Sheet Number: 10 of 13

Date Plotted: June 10, 2026 Checked By: J. Newman

Drawing Number: 26-1025-10 Rev. No. R2





**NOTES**

**NOTES:**  
Average cost per square meter from 2025 street resurfacing ±\$55.00.

-Total Area: ±490sqm

-Sub-Total Estimate cost = ±\$26,950.00

-  50mm Cold Milling
-  Limit of New 50mm Surface Coarse Asphalt

Town of Gander  
Department of Engineering  
100 Elizabeth Dr. Gander, NL A1V 1G7  
Telephone: (709) 651-5915 Fax: (709) 256-5809

Project:  
2026 Street Resurfacing

Drawing Title:  
PRELIMINARY ESTIMATED COST  
Bennett Drive  
Heath & Grieve

Drawn By:  
T. Noseworthy

Scale:  
1 : 750

Date:  
May 08, 2026

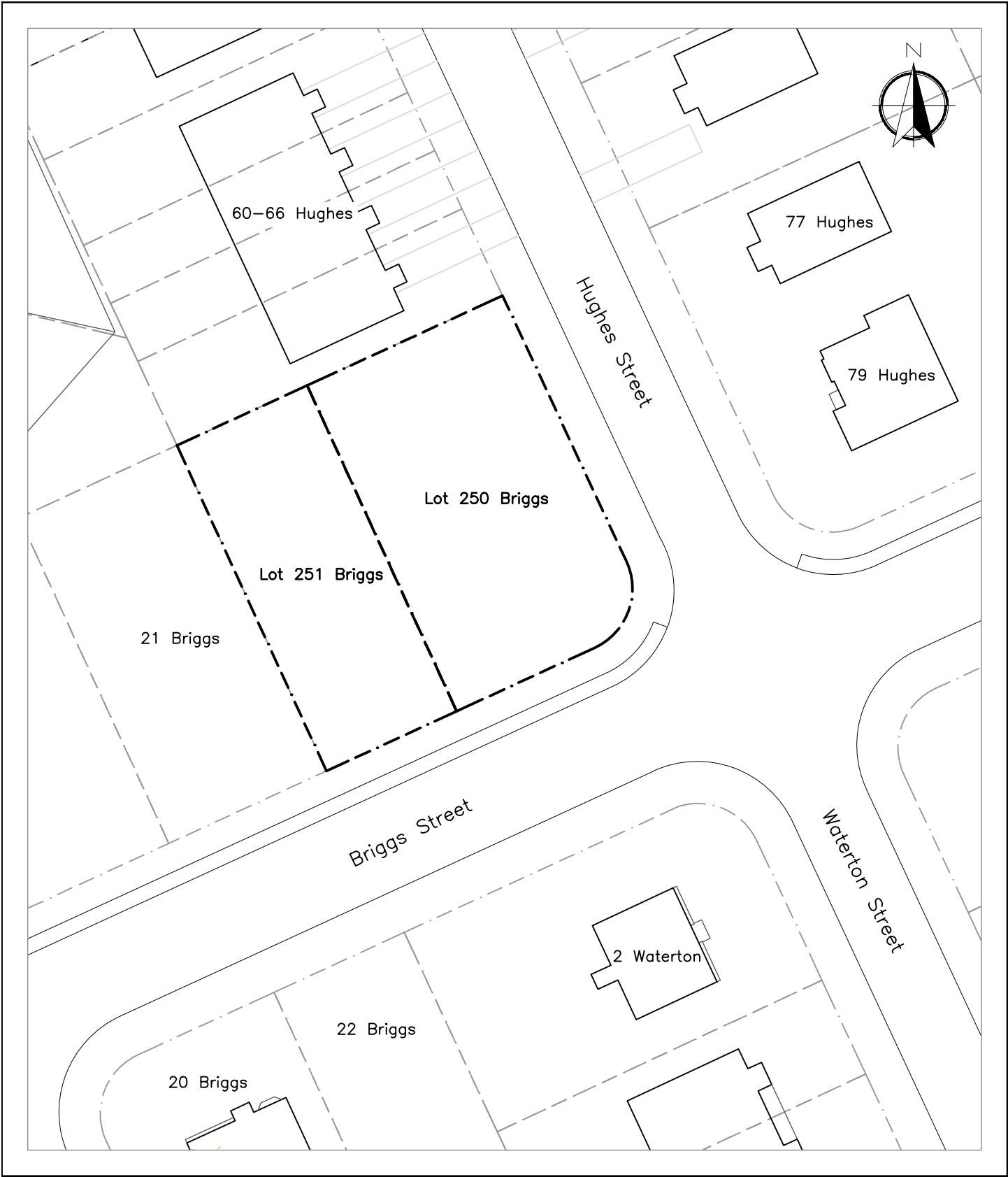
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12 of 13

Date Plotted:  
May 08, 2026

Checked By:  
J. Newman

Drawing Number:26-1025-12

Rev. No.  
R1



Drawing Title:  
Briggs Street—  
Lot Layout

Drawn By:  
S. Blundon

Scale:  
N.T.S.

Date:  
June 16, 2026

Drawing Number:  
26-1035



**PROPERTY TAX REDUCTION APPROVAL FORM**

Department: Corporate Services  
 Submitted By: Kelly Hiscock  
 Date Submitted: June 2026

**ELIGIBILITY VERIFICATION**

- Applicants are the registered owners of the residential property.
- Total household income verified based on supporting documents.
- Reduction applies to the current tax year based on the previous year's income.
- Estimated household income for the current year has been provided.

Property Tax Reductions - Residential - Year 2026				
Roll Number	2026 Property Tax	% of Reduction	Amount of Reduction	Revised 2026 Taxes
033510110000	\$ 2,164.68	45	\$ 974.11	\$ 1,190.57
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$

**MINUTE**

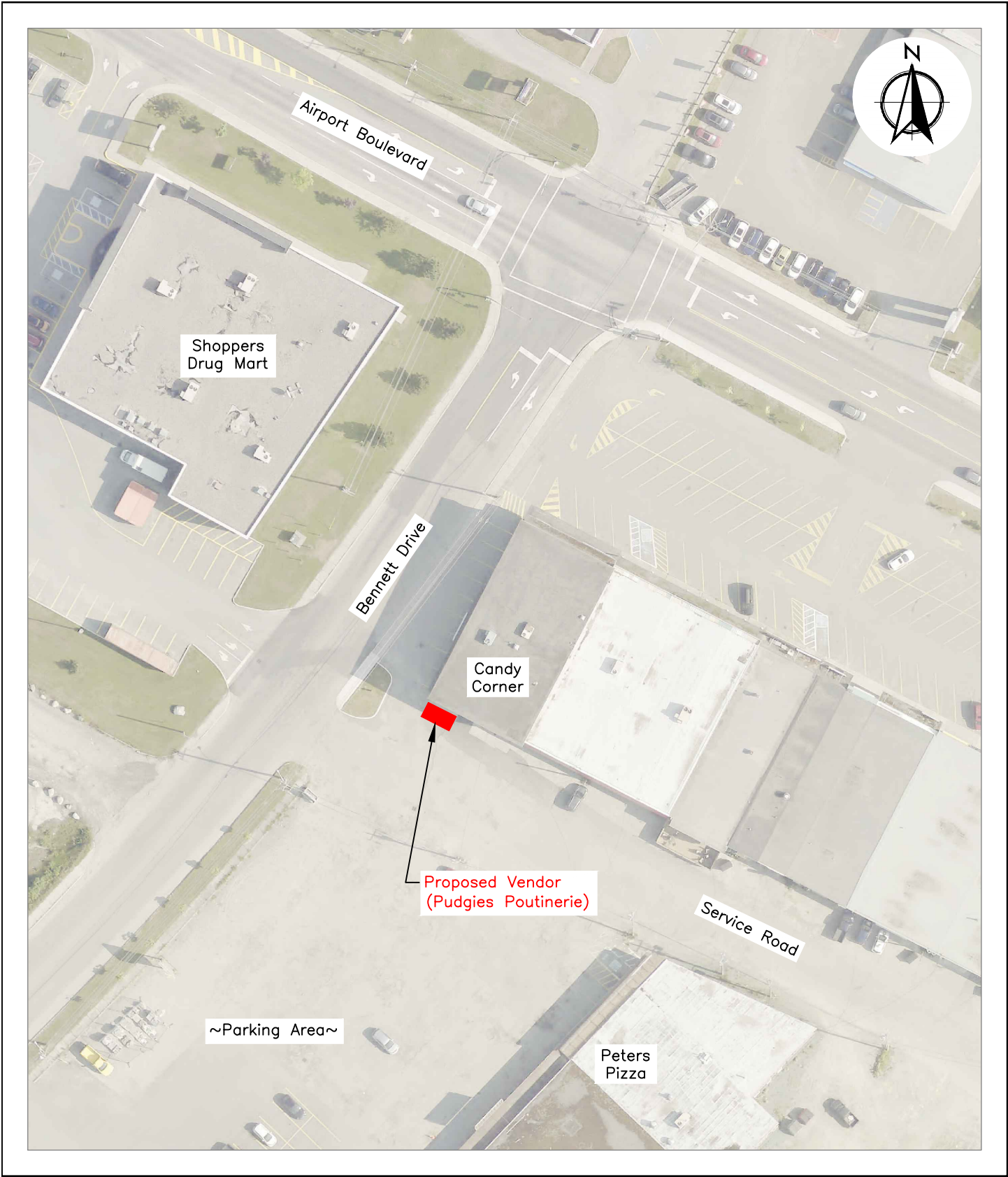
The Committee reviewed 8 application(s) for residential property tax reduction that met the Council's policy based on income criteria. The total amount to be adjusted is \$974.11. Since the beginning of 2026, the Town of Gander has issued 25 property tax reductions totaling \$20,564.64, as attached.

**MOTION**

The Committee recommends, and I move, that the property tax reduction(s) be approved as presented.

**REVIEW AND APPROVAL**

Does the CAO Recommend Approval?  Yes  No  
 Approved for Inclusion in Agenda?  Yes  No  
 Comments (if any)



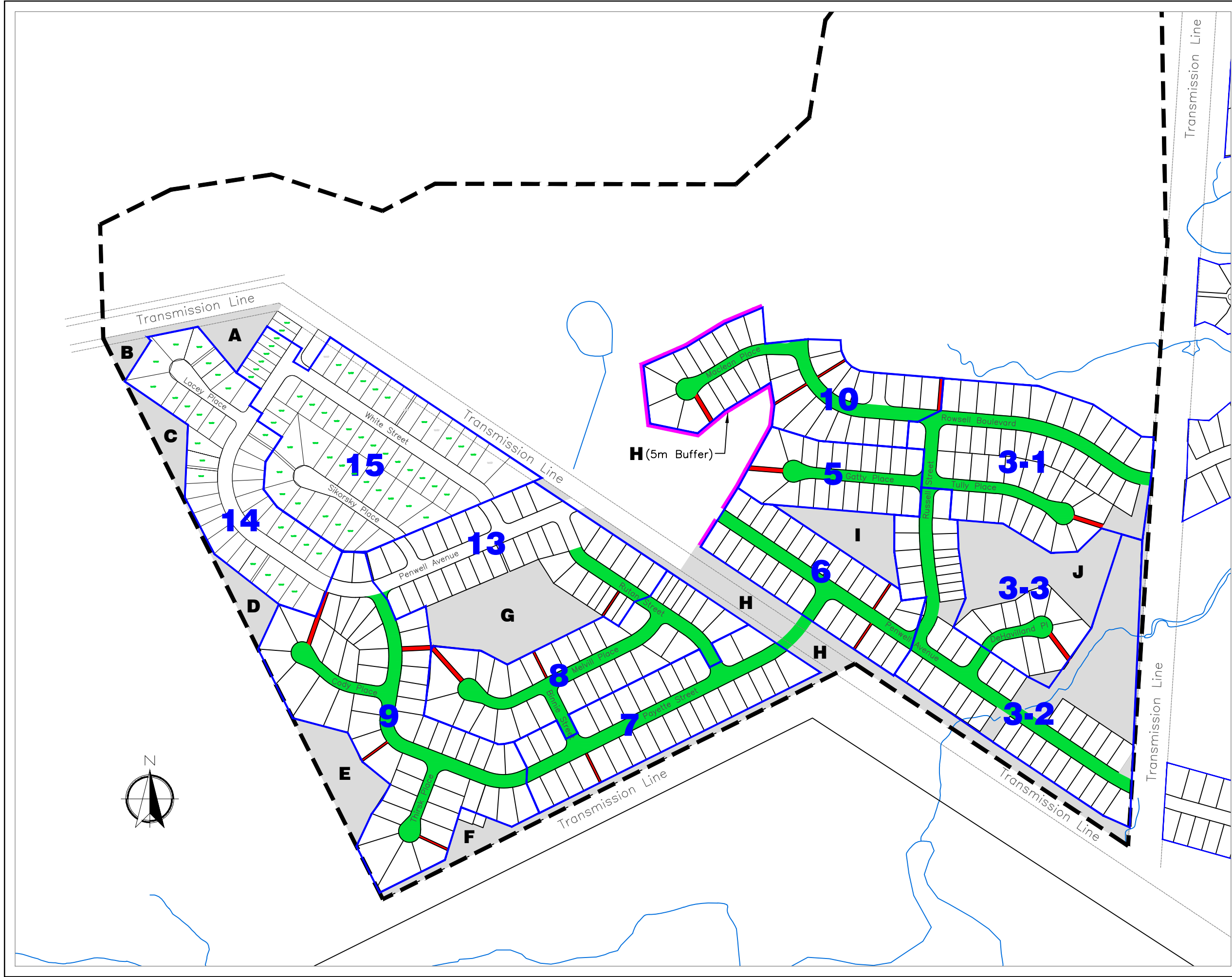
Drawing Title:  
Bennett Drive/Service Road  
Proposed Vendor Location

Drawn By:  
S. Blundon

Scale:  
N.T.S.

Date:  
June 12, 2026

Drawing Number:  
26-1034



**NOTES**

**LEGEND**

- Land to be Transferred
- Right of Way to be Transferred
- Walkway to be Transferred
- 5m Buffer to be Transferred
- Phase Limit
- Development Limit

Town of Gander  
 Department of Planning & Public Works  
 100 Elizabeth Dr. Gander, NL A1V 1G7  
 Telephone: (709) 651-5915 Fax: (709) 256-5809

Project:  
 Spruce Court

Drawing Title:  
 McCurdy Enterprises Ltd. Land Transfer to Town Of Gander

Drawn By: B. Howell	Scale: 1:5000
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Date: February 10, 2025	Sheet Number: 1 of 1
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Date Plotted: February 10, 2025	Checked By: J. Newman
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Drawing Number: 24-1083R1	Rev. No. R1
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