



**TOWN OF GANDER
MEETING
REGULAR MEETING OF COUNCIL
Wednesday, August 27, 2025, 04:00 PM
Council Chambers**

Council Present:

Percy Farwell, Mayor
Bettina Ford, Deputy Mayor
Marcie White, Councillor
Pat Woodford, Councillor
Sheldon Handcock, Councillor
Tara Pollett, Councillor
Wilson Hoffe, Councillor

Staff Present:

Brad Hefford, Chief Administrative Officer/Town Clerk/Director of Governance and Legislative Services
Alexa Oldford, Manager of Governance and Legislative Services
James Blackwood, Director of Planning and Public Works
Kayla White, Manager of Communications, Branding and Partnerships
Kelly Hiscock, Director of Corporate Services
Dave Shea, Fire Chief
Bev Freeborn, Director of Community Services, Acting

Regrets:

Jerry Knee, Director of Community Services

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.

3. VISITORS/PRESENTATIONS

3.1 Baseball Gander

Council recognized the outstanding achievement of the Gander Pilots U11AA baseball team, who recently won the Provincial Championship.

With this win, the team has earned the honour of representing Newfoundland and Labrador at the Atlantic Championships, taking place in Prince Edward Island from September 12th to 14th.

As part of the Town's Ambassador Program, we are pleased to offer the team a grant to assist with travel costs associated with attending this regional event. This support reflects our commitment to empowering local youth and promoting community pride through sport.

Congratulations to the players, coaches, and families involved. You've made us proud, and we're excited to have you represent the Town of Gander on the Atlantic stage.

Best of luck in PEI, we'll be cheering you on from home!

3.2 2025 Canada Games

The Town of Gander is proud to recognize the outstanding accomplishments of our hometown athletes who represented Newfoundland and Labrador over the past couple of weeks at the 2025 Canada Summer Games in St. John's.

The following seven athletes proudly represented Gander at the Games:

- Noah Gates, who competed in Swimming
- Addison Ash, who competed in Athletics (Discus)
- Isaac Gillingham, who competed in Athletics (100m, 4×100m Relay)
- Derrick Ejeckam, who competed in Athletics (Triple Jump)
- Myah Banfield, who competed in Athletics (High Jump)
- Rae Gosse, who competed in Athletics (Shot Put & Discus)
- Ben McLaughlin, who competed in Indoor Volleyball

Each of these athletes showcased their dedication, skill, and determination while competing on the national stage. They achieved several things to be proud of, such as:

- Setting personal bests in multiple events
- Breaking a provincial record in shot put
- Helping Team NL reach the A finals in relay competition
- Gaining the attention of national team selectors
- Delivering memorable performances and upsets against tough opponents

Their achievements, both on and off the field, are a source of inspiration for our community. On behalf of Council and residents, we extend heartfelt congratulations to each of these athletes for representing Gander and Newfoundland & Labrador with excellence.

3.3 Proclamation - Arthritis Society

4. APPROVAL OF AGENDA

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

Resolution: **25-199**

Moved By Councillor Woodford

Seconded By Councillor Handcock

THAT the agenda for the August 27, 2025 regular meeting of council be approved as presented.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

5. APPROVAL OF PREVIOUS MINUTES

5.1 August 6, 2025- Regular Minutes

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

Resolution: **25-200**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the agenda for the August 6, 2025 Regular Meeting of Council be approved, as presented.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

6. BUSINESS ARISING FROM PREVIOUS MINUTES

The Business Arising from Previous Minutes Report was presented by Deputy Mayor Ford.

6.1 Sole Source Template for Consulting Services

The Committee revisited business arising from the previous meeting. It was noted that Motion 25-189, passed during the last Council meeting, approved the sole-source engagement of Re/fact Consulting in the amount of \$30,000 plus HST for the administration and execution of the Housing Accelerator Fund (HAF) initiative. Upon further review, it was identified that the motion did not reflect the full scope of work, specifically omitting HAF initiatives 5, 6, and 7. Additionally, the financial terms outlined in the original motion require amendment.

To ensure the contract accurately reflects the full scope and funding requirements of the HAF program.

Resolution: **25-201**

Moved By Deputy Mayor Ford

Seconded By Councillor Woodford

THAT Motion 25-189, which approved the sole-source engagement of Re/fact Consulting in the amount of \$30,000 plus HST, with services delivered in accordance with the existing agreement with the Canada Mortgage and Housing Corporation (CMHC), be rescinded.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

Resolution: **25-202**

Moved By Deputy Mayor Ford

Seconded By Councillor Pollett

THAT the Town of Gander approve the sole-source engagement of Re/fact Consulting for the administration and execution of the Housing Accelerator Fund (HAF) initiative, including HAF initiatives 5, 6, and 7, at a total cost of \$55,000 plus HST, with services to be delivered in accordance with the existing agreement with the Canada Mortgage and Housing Corporation (CMHC).

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

7. STANDING COUNCIL BUSINESS

7.1 Governance and Legislative Services

The Governance and Legislative Services Report was presented by Councillor Pollett.

a. Agenda Structure

In January 2025, the Towns and Local Service Districts Act was introduced. To ensure alignment, the Town of Gander adopted a Rules of Procedure By-Law, which established a new committee structure and agenda format. To support continuous improvement, it was suggested to pilot a revised structure for Council and Committee of the Whole agendas that better aligns agenda items with functional areas within the organization. If the pilot proves successful, revisions to the Rules of Procedure will be brought forward for amendment following the upcoming municipal election.

Resolution: **25-203**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the agenda headings for Committee of the Whole and Council meetings be changed to align with functional departmental areas on a trial basis, to be re-evaluated after the 2025 municipal election.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

b. Open Outdoor Fire, Incinerator, and Outdoor Fireplace By-Law

The Committee reviewed the draft of the *Open Outdoor Fire, Incinerator, and Outdoor Fireplace* By-Law. Previously, the Town of Gander's Regulations stated that bans were imposed when the fire weather index was high or extreme. The by-law is intended to replace the existing regulations and will now impose bans when the index is very high or extreme. This will align the Town's By-Law with Provincial legislation and reduce confusion for residents.

It was further noted that the Town will retain authority to implement a fire ban at any other time when conditions are deemed hazardous to public safety. The Committee recommends that the revised by-law proceed to Council for first reading.

Resolution: **25-204**

Moved By Councillor Pollett

Seconded By Councillor White

THAT the Town of Gander introduce the Open Outdoor Fire, Incinerator, and Outdoor Fireplace By-Law for First Reading.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

c. Appointment of Appeals Commissioner

The Committee discussed the reappointment of the Assessment Appeal Commissioner, a role established under the Assessment Act, 2006, which provides property owners with the right to appeal assessments conducted by the NL Municipal Assessment Agency. The agency uses industry-standard techniques to ensure assessments reflect fair market value, and the appeal process ensures transparency and fairness through independent review.

Resolution: **25-205**

Moved By Councillor Pollett

Seconded By Councillor Hoffe

THAT the Town of Gander reappoint the current Commissioner, Gerald Ralph, to serve as the Assessment Appeal Commissioner for 2025.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor

Carried (7 to 0)

d. MNL Resolutions

The Committee discussed preparations for the upcoming Municipalities Newfoundland and Labrador (MNL) resolutions. An email has been circulated to management and administrative assistants requesting that each department consider potential MNL resolutions. It was noted that the MNL Advocacy Group is expected to begin accepting resolutions from municipalities for consideration at the 2025 Annual General Meeting, scheduled for the fall. An official call for resolutions is anticipated in September.

Departments have been asked to bring forward proposed resolutions that reflect community priorities and support advocacy efforts for positive change on behalf of the Town of Gander.

e. Expression of Interest - Accessibility Advisory Committee

The Committee discussed the process for establishing the Accessibility Advisory Committee and clarified that the current call for expressions of interest (EOI) is to engage residents in assisting the Town of Gander with developing the Terms of Reference (TOR) and related rules of procedure for the future committee. It was noted that this initiative is not to select members for the committee itself at this stage. The Committee agreed that, in addition to the public EOI, individuals with relevant field experience may also be approached directly. Questions were raised regarding the capacity in which these individuals would participate (e.g., work-related, ex officio), with the understanding that the TOR will define the scope of authority. The Committee expressed support for moving forward with this initial step.

f. Donation of School Supplies

The Town of Gander is supporting the Salvation Army's Back-to-School Program through both internal contributions and broader community efforts. Through a partnership between Municipalities Newfoundland and Labrador (MNL) and Telus, backpacks are being provided to students in need across the province. In support of the local initiative, the Town of Gander has identified approximately 125 lightly used binders, no longer required for municipal operations but in excellent condition, to donate directly to the program. This donation aligns with Council's commitment to sustainability by repurposing quality materials for community benefit.

7.2 Corporate Services

The Corporate Services Report was presented by Councillor White.

a. Property Tax Reduction

The Committee reviewed one (1) application for residential property tax reduction that met Council's policy based on established income criteria. The total amount to be adjusted is \$299.33. Since the beginning of 2025, the Town of Gander has issued 25 property tax reductions totaling \$20,300.97.

Resolution: **25-206**

Moved By Councillor White

Seconded By Councillor Pollett

THAT one (1) application for residential property tax reduction totaling \$299.33 be approved, as attached.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

b. Summary RFQ25-20 Maintenance Ozone Generator

The Committee reviewed a sole-sourced Request for Quote for the procurement of general service and module control upgrade to the ozone generator which is a critical component in the water treatment process. The proposed service maintenance and controls component upgrade will improve equipment reliability and safety. Kaufmann provided a total bid of \$24,594 EUR, plus applicable freight charges. This item was sole sourced because Kaufmann is the original equipment supplier and installer, has proprietary rights to the equipment design and intimate knowledge of the ozone generator and will ensure compatibility and performance. This item is unbudgeted.

Resolution: **25-207**

Moved By Councillor White

Seconded By Councillor Handcock

THAT Town of Gander award RFQ25-20 for the procurement of ozone generator maintenance including system control upgrades in accordance with Kaufmann quotation A S 250352 dated August 15, 2025, in the amount of \$24,594 EUR, which is approximately \$39,842.28 CAD at today's exchange rate, plus applicable freight charges.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

7.3 Planning and Public Works

The Planning and Public Works Report was presented by Councillor Hoffe.

a. Development Application - Quarry Boot Pond Road

Council has received a development application to operate a quarry approximately 3 km north of Gander.

It was noted that this area is zoned Rural in the Town of Gander's Municipal Plan. Mineral Workings (quarry uses) are permitted as a Discretionary Use within the Rural zone under the Town of Gander Development Regulations.

Discretionary use notices were advertised, and no objections were received by the advertised deadline.

The Committee recommends, and I move,

Resolution: **25-208**

Moved By Councillor Hoffe

Seconded By Councillor Handcock

THAT ANW Construction Limited be granted approval to operate a quarry approximately 3 km north of Gander, as per the development application dated August 12, 2025.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

b. Security Fencing - Mifflin/Kingsford Smith Place

Council received correspondence from a resident of Mifflin Place requesting that a security fence be erected between Mifflin Place and Kingsford Smith Place. Similar

correspondence was received from the same resident in the fall of 2024, at which time the individual was representing a number of area residents who expressed safety concerns and identified a perceived need for fencing.

The area in question was developed through an agreement between Council and a local developer, with the intention of creating residential dwelling units along with open space for use by both adjacent residents and the broader Gander community. Constructing a security fence would bisect this open space and impede access for residents wishing to traverse the area. Furthermore, the current pathway being used to connect Kingsford Smith Place and Mifflin Place crosses private property.

c. Central Newfoundland Waste Management - Pay as You Go

Council received correspondence from Central Newfoundland Waste Management (CNWM) indicating a change in service at the Regional Site in Norris Arm and at local transfer stations. Residents visiting these sites will now have the option to use a new "pay-as-you-go" payment feature.

This enhanced service is scheduled to be available by October 31 and will provide on-the-spot payment options, making visits more convenient and efficient. For more information, residents are encouraged to visit the CNWM website at <https://www.cnwmc.com> or contact their office at 709-653-2900.

d. Traffic Safety & Maintenance - Mifflin area Senior's Complex

The Committee reviewed correspondence from a resident of Mifflin Place who enjoys walking in and around the neighbourhood. The resident expressed concerns regarding the timing of crosswalk painting in the area and suggested that it should be given priority, noting that many seniors regularly walk there.

The Director advised that operational procedures prioritize crosswalks in school zones first. All other areas are completed as part of a scheduled rotation, based on specific sections of town. Due to the significant setup required, including signage and equipment mobilization, it would be inefficient to return to the same area multiple times to complete isolated work.

Council has invested in additional equipment to support line painting operations, including a second ride-on machine, which has significantly increased efficiency. Staff continue to explore new technologies and procedures to further improve line painting operations.

e. Municipal Habitat Conservation Agreement

A representative of the Stewardship Association of Municipalities provided a revised Habitat Conservation Agreement Proposal for the Municipality of Gander for Council's consideration.

A Habitat Conservation Agreement is an agreement between Council and the Provincial Department of Fisheries, Forestry and Agriculture, through the Wildlife Division. Generally, the agreement serves to develop a habitat conservation plan, provide review and consideration for future development within designated areas, and support Council and local groups in implementing the plan.

This agreement will help ensure designated wildlife habitat areas are protected from destruction and degradation as the municipality develops and grows.

Two new areas are being proposed in this agreement: the Northwest Peatlands and the Thomas Howe Demonstration Forest. Town staff have reviewed these newly proposed areas and do not foresee any potential conflicts with future development plans. Management has reviewed the draft proposal and recommends that Council enter into the new agreement as attached.

Resolution: **25-209**

Moved By Councillor Hoffe

Seconded By Councillor Woodford

THAT Council enter into the revised Habitat Conservation Agreement with the Department of Fisheries, Forestry and Agriculture, as attached.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

f. Home Based Business - 37 Penwell Avenue

Council has received an application from Advanced Foot Care Services requesting approval to establish a home-based office at 37 Penwell Avenue, with services to be provided off-site in clients' homes.

A home occupation is permitted as a discretionary use in the zone in which the property is located. No objections were received by the advertised deadline.

Resolution: **25-210**

Moved By Councillor Hoffe

Seconded By Councillor Woodford

THAT Advanced Foot Care Services be permitted to operate a home-based office from 37 Penwell Avenue, subject to all conditions outlined in the permit.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

g. Public Works Departmental Report

The Public Works Department, during the period of July 17 to August 13, used approximately 32 tonnes of asphalt for street repairs, completed 15 km of street sweeping, carried out 15 lawn repairs, and continued work on basin repairs, street painting, and branch removal.

The exceptionally warm and dry weather has been highly productive for most Public Works activities; however, it has placed significant strain on some areas of operation, particularly water treatment and distribution. Although Gander has an abundant raw water supply in Gander Lake, the Town has limited capacity to transport and treat that water. Prolonged hot and dry conditions have impacted the operation of mechanical systems, and increased water consumption has further stressed both equipment and the distribution system. In response, Council issued Public Service Announcements requesting that residents conserve water. There was an almost immediate and effective response, which allowed the system to recover and restore reservoir levels to a safe capacity. The Town extends its thanks to both staff and residents for their combined efforts during this time, individual conservation efforts, when implemented community-wide, can have a significant impact.

As part of the 2025 budget process, Council allocated capital funding for upgrades to the mechanical systems at the lake and reservoir pumphouses, as well as for the replacement of the compressor at the Water Treatment Plant. This financial commitment, which is currently in the design stage, will help ensure a reliable supply of potable water for the future.

h. Planning Departmental Report

The Planning Department Report for the period of July 16 to August 12, 2025, was presented to the Committee for review. The report outlined applications received, permits issued, compliance letters, and a summary of new builds and residential

dwelling units.

During the reporting period, three new residential buildings were started, generating five new residential dwelling units. Year to date, 33 new residential buildings have been constructed and 12 secondary suites added to existing units, resulting in a total of 45 additional residential dwelling units in the community. Building permit values for the period totaled \$1,397,209.00, with a year-to-date total of \$17,745,160.60. Additionally, 27 compliance letters were issued during the period, with 100 issued year to date.

Indications suggest another vibrant construction season for the community, with strong investment levels and positive uptake in the Housing Accelerator Fund program.

i. Notable Dates

Garbage collection for the Labour Day holiday on Monday, September 1st has been rescheduled to Wednesday, September 3rd.

Household Hazardous Waste Day is scheduled for Saturday, September 13th, from 8:30 a.m. to 3:30 p.m., at the Steele Community Centre parking lot.

Upcoming Waste Transfer Station dates are September 13th and October 18th. Hours of operation are 8:00 a.m. to 4:00 p.m. Residents are encouraged to arrive earlier in the day to ensure there is sufficient time to complete their visit before closing.

Notable dates and events are available on the Town of Gander website at www.gandercanada.com.

7.4 Community Services

The Community Services Report was presented by Deputy Mayor Ford.

a. Festival of Flight Fireworks

The Committee was advised that the Festival of Flight fireworks were canceled due to the provincial fire hazard index. As the fireworks cannot be stored in Gander due to quantity restrictions, the Committee reviewed two options: cancel the 2025 fireworks contract with a penalty of 25% of the pre-tax show budget plus shipping costs, or proceed with payment for the 2025 show and delay the display until 2026, which would incur additional shipping and storage costs. It was recommended that the contract with Fireworks FX for the 2025 Festival of Flight fireworks be canceled, and that alternate options be reevaluated during the upcoming budget process and planning for 2026 begin.

Resolution: **25-211**

Moved By Deputy Mayor Ford

Seconded By Councillor Handcock

THAT the contract with Fireworks FX for the 2025 Festival of Flight Fireworks be canceled at a cost of 25% of the pre-tax show budget plus the cost of shipping of the fireworks to and from Gander.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

b. 25th Anniversary of 9/11

The Committee reviewed a proposed list of potential committee members for the planning of the 25th Anniversary of 9/11, noting that the same members served on the 20th Anniversary Committee.

c. Prohibition of Cigarette Smoking in Public Areas & Businesses

The Committee reviewed correspondence from a resident requesting that Council consider adopting a by-law to prohibit cigarette smoking in public spaces and near business entrances within the municipality, citing associated health risks. The correspondence noted that similar measures have been implemented in other municipalities with positive results.

The Committee acknowledged that the Town currently has a Smoke Free Recreation Areas Policy (R019), which prohibits smoking in Town-owned or operated buildings, recreation facilities, open spaces, playgrounds, sport fields, and within 15 metres of entrances to Town-owned facilities. The request will be considered in light of the existing policy framework and potential opportunities to expand protections through a broader by-law.

d. Sport Field Fee Structure for Sport Tourism Events

Councillor Woodford left Council Chambers at 4:48 pm due to conflict of interest being the Vice President of Gander Special Olympics.

Councillor Woodford left Council Chambers due to potential conflict of interest.

The Town of Gander recognizes the value of sport tourism as a driver of community pride, youth sport development, and local economic activity. Hosting high-calibre sporting events enhances Gander's reputation as a welcoming and capable host community, while also supporting broader tourism development objectives.

For the 2025 season, an interim approach is required to provide clarity, consistency, and competitiveness in attracting events, while a permanent Sport Tourism Field Rental Policy is developed for Council's future consideration.

To be eligible under this interim directive, events must primarily involve youth aged 18 and under and must be held on Town-owned outdoor sport fields (excluding ice-based facilities). Eligible events include Provincial and Atlantic Championships, Invitational Tournaments, High-Performance Training Camps for provincial teams, and Special Olympics Competitions.

The baseline service standard will include: access to washroom facilities, field grooming at the start of the day, mid-day, and evening, as well as field line painting prior to and during the event as required. This ensures venues are presented to a professional standard, meeting the expectations of provincial sport organizations and visiting participants, while minimizing operational uncertainty for organizers.

Councillor Woodford returned to the Committee meeting.

Resolution: **25-212**

Moved By Deputy Mayor Ford

Seconded By Councillor Pollett

THAT for the 2025 season only, all field rental, lighting, and basic maintenance service package fees be waived for qualifying sport tourism events as defined in this interim directive, effective immediately, until superseded by a permanent Sport Tourism Field Rental Policy.

For (6): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White,
Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Conflict (1): Councillor Woodford

Carried (6 to 0)

Councillor Woodford returned to Council Chambers at 4:52 pm.

e. Upcoming Events

The Committee was provided with an overview of upcoming events scheduled in the Town of Gander between August 30 and September 20, 2025. Highlights include:

The following events will take place in the coming months:

Aug 30 & Sept 13: Gander Grow Co. Farmer's Market

Sept 4 - 6: Gander Men's Softball League End of Year Tourn.

Sept 5 – 7: Gander Revolution U11 Fall Frenzy Soccer Tourn.

Sept 6 – 7: Gander Ladies' Softball League End of Year Tourn.

Sept 8 – 20: World Cleanup Week

Sept 11: 9/11 Commemoration Service

Sept 12 - 14: Atlantic 13UAA Baseball Championships

Sept 12 - 14: YQX Athletics Track Meet

Sept 16: Seniors' Wellness Session

7.5 Public Safety and Protective Services

The Public Safety and Protective Services Report was presented by Councillor Woodford.

a. Fallen Firefighters Memorial

The Committee was advised that the 8th Annual Fallen Firefighters Memorial will take place on Sunday, September 14, at 10:00 am in the parking lot of Gander Fire Rescue. The event, which is open to the public, will include a memorial service in honour of fallen firefighters, followed by a meet and greet inside the fire hall. Invitations are to be extended to fire departments in neighbouring municipalities, residents of Gander, as well as to members of Council.

b. Deployment of Fire Resources

On August 16, Gander Fire Rescue, in coordination with the Town of Gander, deployed five firefighters along with a pumper truck and a pickup to assist with the Kingston wildfire. Working alongside provincial air crews and firefighters from across Newfoundland and Labrador, the team supported water distribution and shuttling

efforts and helped extinguish hot spots along the fire's perimeter. On August 19, three firefighters were relieved and replaced by three additional members, while two remained for the duration of the deployment. The full crew and both vehicles have returned home safely.

The Town of Gander extends thanks to the eight members who volunteered, their families, Management and Council for their support, further noting the value of this type of experience given the increasingly dry conditions of recent summers.

7.6 Communications, Engagement and Strategy

The Communications, Engagement and Strategy Report was presented by Councillor Handcock.

a. Project Dashboard for Website

The Committee discussed the new Project Status Dashboard, which will be available on the Town's website later this week. The dashboard provides residents with real-time updates on select municipal initiatives, organized across categories such as Fleet and Equipment, Infrastructure Improvements, and Strategic Development Projects. Council noted that the tool enhances transparency, improves access to project information, and demonstrates progress on Council's priorities.

b. Request to Share External Employment Opportunities on Town Website

The Committee reviewed correspondence from a private-sector employer requesting that external employment opportunities be shared on the Town's website. It was noted that the current Careers page is intended to promote municipal job postings; however, the employer's role and contributions to the community were acknowledged. While the Committee recognized that the Town is not presently equipped to share such postings, there was agreement that opportunities may exist to support stakeholders in other ways. The Committee noted the request and discussed reaching out to the employer to explore alternative avenues of support.

c. Request for Engagement

The Committee reviewed correspondence from a high school teacher in Missouri, USA, regarding a proposed educational initiative focused on the Town of Gander's role during 9/11. The teacher expressed interest in arranging a Q&A session via Zoom between their students and representatives from the Town, as part of a lesson highlighting Gander's compassionate response to the diversion of international flights. The initiative is part of a broader 9/11 curriculum examining the event's impact on various professions and the human capacity for kindness.

The Committee expressed appreciation for the teacher's interest and agreed that the Town will engage to support this initiative.

d. Council Engagement Report

Community Connections: Mayor and Council

August 6 – 27, 2025

Engaging with the community is key to transparent, inclusive, and collaborative local governance. Below are recent highlights of Council events, community meetings, and the Mayor's leadership and advocacy efforts.

Events and Engagements

Recent community events attended or hosted by Council include:

- The Car Show Reception
- Mazol Shriners of NL and Ill Sir Laurence Pike Banquet (Kittiwake Coast Summer Ceremonial)
- Filipino Day at Cobb's Pond Rotary Park

Mayor's Activities and Leadership

As the spokesperson for Council and the community, the Mayor leads advocacy and strategic efforts to support community growth and priorities. Recent initiatives include:

- Meeting with a community group to discuss upcoming Onam celebrations
- Accompanying a visitor to the Silent Witnesses Memorial
- Donation presentation to the Gander and Area SPCA
- Meeting with RCMP to discuss ongoing community priorities

e. Social Media Report

The committee reviewed the Social Media Insights and Analytics report for May 21 – August 18, 2025, noting very strong growth on Facebook and Instagram, with mixed results on Twitter/X.

Facebook continues to play a central role in reaching the community, with views up 57% and follows up 90%, while Instagram showed the most dramatic gains with a near tenfold increase in reach and views and more than 700% growth in followers. Twitter/X presented mixed results, with impressions increasing but visits and follows declining, which the committee acknowledged as consistent with broader platform trends. Community pride stories and timely updates generated the highest engagement. The committee agreed to maintain Facebook as the primary platform, expand Instagram content, and use Twitter/X mainly for quick updates.

The committee also noted their satisfaction with the tone and voice of the Town of Gander's online presence and expressed appreciation for the strategy behind it.

8. ADMINISTRATION

The Administration Report was presented by the Chief Administrative Officer.

8.1 2025 Municipal Election

The 2025 Municipal Election will take place on October 2, 2025, from 8:00 a.m. to 8:00 p.m., with all polling stations located at the Fraser Road United Church.

This is your opportunity to help shape the future of our town. Whether it's decisions about infrastructure, recreation, accessibility, or community services, your vote plays a vital role in guiding the direction of Gander.

Nomination Days will be held on September 2, 3, and 4, 2025, from 9:00 a.m. to 4:00 p.m. at Town Hall. For more information on how to run or vote in this year's election, visit the Town of Gander website at www.gandercanada.com or reach out to us.

Confirm you are on the Voter List by September 2, 2025 by:

Completing the voter registration form,

Emailing elections@gandercanada.com, or

Calling 709-651-5922. We are happy to answer your questions or assist where possible.

The Town is also offering a vote-by-mail option to ensure accessibility and convenience for all voters. Visit the Town of Gander website or Facebook page and complete the form to request your vote-by-mail kit.

Every vote matters. Every voice counts.

We encourage all eligible residents to take part in building the future of our community by casting your ballot.

9. NEW BUSINESS

The New Business Report was presented by Councillor White.

9.1 Loan Renewal 2014 Capital Loan

The Town's 2014 Capital Loan with the Royal Bank is due for renewal. The loan was previously renewed in 2020 for a 5-year term at 1.9%, repaid over a 10-year amortization period, with monthly payment of \$26,727.

The Royal Bank provided three renewal options:

- Option 1: 2-year term at 3.47%, 5-year amortization – monthly increase of \$628.56
- Option 2: 3-year term at 3.61%, 5-year amortization – monthly increase of \$723.05
- Option 3: 5-year term at 3.71%, 5-year amortization – monthly increase of \$790.66

Following review, option 3 is recommended.

Resolution: **25-213**

Moved By Councillor White

Seconded By Councillor Woodford

THAT the Town of Gander hereby approve the renewal of loan # 54433677-051 with the Royal Bank in the amount of \$1,504,735.02 to be repaid over a 5-year amortization period at the 5-year term of 3.71%.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

9.2 2024 Capital Borrowing

The Town invited quotations for the provision of two loans to finance the 2024 capital expenditures program. Four bids were received, and Bank of Montreal was identified as the preferred bidder.

The capital loans were as follows:

- 2024 Capital Borrowing for \$528,521
- 2024 MYCW Borrowing for \$898,414

It was noted that the total borrowing requirement is approximately \$120,000 under budget due to several contributing factors:

- Council's fiscal sustainability strategy, which includes using 50% of the annual operating surplus to offset capital borrowing costs, significantly reduced the need for external borrowing.
- Several capital projects were not completed as originally planned.

These measures have a positive impact on the Town's financial position and the strategic approach to managing capital expenditures is encouraging.

Resolution: **25-214**

Moved By Councillor White

Seconded By Councillor Handcock

THAT the Town of Gander hereby approves the borrowing of \$528,521 to finance its 2024 capital borrowing from Bank of Montreal, for a term of 10 years at an interest rate of 4.33%, subject to the approval of the Minister of Municipal Affairs.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

Resolution: **25-215**

Moved By Councillor White

Seconded By Councillor Pollett

THAT the Town of Gander hereby approves the borrowing of \$898,414 to finance its share

of capital funded projects for the Neighborhood Park, Traffic Calming and Pumphouse Upgrades from Bank of Montreal, for a term of 10 years at an interest rate of 4.63%, subject to the approval of the Minister of Municipal Affairs.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

9.3 Edinburgh Avenue - Correspondence

Correspondence was reviewed regarding a property on Edinburgh Avenue. Concerns were raised regarding the property's use and its impacts on the surrounding neighbourhood. It was noted that the property was approved in 2011 as a transitional house, and this remains the last recorded use on file.

Appropriate stakeholders are being engaged.

9.4 Council End of Term Progress Report

Council is pleased to present its End of Term Progress Report, a comprehensive overview of the initiatives and accomplishments delivered throughout the 2021–2025 term.

Over these four years, Council has worked to advance housing and community development, improve access to healthcare, invest in critical infrastructure, and enhance recreational and community spaces. Guided by a commitment to fiscal responsibility, transparency, and inclusivity, Council has also strengthened engagement with stakeholders, supported economic development, and fostered a welcoming environment for all.

This report highlights major achievements such as securing \$4.35 million through the Federal Housing Accelerator Fund, advocating successfully for the reinstatement of obstetrics and midwifery services at James Paton Memorial Hospital, commissioning the new wastewater treatment plant, hosting the 2024 NL Winter Games, introducing improved governance processes and communication tools, and launching the Event and Active Living Facility project.

As the current Council term comes to a close, with municipal election day set for October 2, this report provides residents with a clear picture of progress made and priorities advanced. The End of Term Progress Report will be available tomorrow on the Town's website and social media platforms, and printed copies may be obtained at Town Hall for those who prefer a paper version.

10. ADJOURNMENT

Mayor Farwell requested a motion for adjournment.

Resolution: **25-216**

Moved By Councillor Woodford

Seconded By Councillor Pollett

THAT the meeting be adjourned at 5:47 pm.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford,
Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

P. Farwell, Mayor

B. Hefford, Town Clerk

Proclamation Request - EN

WHEREAS

Nationwide community support has been critical throughout Arthritis Society Canada's 77-year history, enabling the organization to fulfill its mission to fight the fire of arthritis with research, advocacy, innovation, information and support.

WHEREAS

Arthritis is a serious disease that causes debilitating pain, restricts mobility and diminishes quality of life. Six million people in Canada – 1 in 5 – live every day with the brutal realities of arthritis and there is no cure. Without a greater spotlight on this growing issue, the number of people in Canada with arthritis will rise to nine million by 2045.

WHEREAS

During Arthritis Awareness Month this September, we will raise awareness, mobilize and engage communities to understand the devastating impact of arthritis, and stand with us to fight for an arthritis-free future.

We recognize the work underway to develop a nationwide Arthritis Action Plan to take on the big issues of arthritis, including prevention, equitable access to care and treatment, and elevating the urgency of the disease.

WHEREAS

Arthritis Society Canada is Canada's national charity dedicated to extinguishing arthritis for good.

We respectfully request that Gander issue a proclamation declaring September Arthritis Awareness Month to help us reach your community with our message and to illustrate your support for those living with the disease, and their families.

Percy Farwell, Mayor



300 – 220 Bay Street, Toronto, ON M5J 2W4 | arthritis.ca
Charitable Number: 10807 1671 RR0003





**TOWN OF GANDER
MEETING
REGULAR MEETING OF COUNCIL
Wednesday, August 06, 2025, 04:00 PM
Council Chambers**

Council Present:

Percy Farwell, Mayor
Bettina Ford, Deputy Mayor
Marcie White, Councillor
Pat Woodford, Councillor
Sheldon Handcock, Councillor
Tara Pollett, Councillor
Wilson Hoffe, Councillor

Staff Present:

Brad Hefford, Chief Administrative Officer/Town Clerk/Director of Governance and Legislative Services
Alexa Oldford, Manager of Governance and Legislative Services
James Blackwood, Director of Planning and Public Works
Jerry Knee, Director of Community Services
Kayla White, Manager of Communications, Branding and Partnerships
Dave Shea, Fire Chief

Regrets:

Kelly Hiscock, Director of Corporate Services

1. CALL TO ORDER

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

2. LAND ACKNOWLEDGEMENT

Mayor Farwell delivered the Land Acknowledgement.

3. VISITORS/PRESENTATIONS

4. APPROVAL OF AGENDA

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

Resolution: **25-177**

Moved By Councillor Woodford

Seconded By Deputy Mayor Ford

THAT the agenda for the August 6, 2025 Regular Meeting of Council be approved, as presented.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

5. APPROVAL OF PREVIOUS MINUTES

5.1 July 9, 2025 - Regular Minutes

Minutes from the July 9, 2025 Regular Meeting of Council were presented for approval.

Resolution: **25-178**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the minutes from the July 9, 2025 Regular Meeting of Council be approved, as presented.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

5.2 July 28, 2025 – Special Meeting Minutes

Minutes from the July 28, 2025 Special Meeting of Council were presented for approval.

Resolution: **25-179**

Moved By Deputy Mayor Ford

Seconded By Councillor Pollett

THAT the minutes from the July 28, 2025 Special Meeting of Council be approved, as presented.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

6. BUSINESS ARISING FROM PREVIOUS MINUTES

7. STANDING COUNCIL BUSINESS

7.1 Correspondence and Action Plans

The Correspondence and Action Plans Report was presented by Councillor Handcock.

a. National Forest Week

The Committee reviewed correspondence from the Canadian Institute of Forestry inviting the Town to participate in National Forest Week, scheduled for September 21–27, 2025. This annual campaign encourages Canadians to explore the cultural, historical, economic, and environmental significance of forests. The 2025 theme, *“Roots of Resilience: From Seed to Canopy,”* highlights sustainable forest management, innovation, and efforts to address climate-related challenges such as wildfires, pests, and species at risk. In light of recent wildfire activity within the province, the Committee recognized the importance of promoting forest stewardship and raising awareness of measures that contribute to community resilience and environmental sustainability and will support this initiative by promoting National Forest Week through its communications channels.

b. Newcomer Volunteer Engagement – NVOLVE Program

The Committee was advised of outreach from NVOLVE, a program led by the Community Sector Council Newfoundland and Labrador (CSCNL) that supports newcomers through meaningful volunteer opportunities designed to foster community engagement and confidence. NVOLVE is developing tools and strategies to enhance inclusivity and accessibility in volunteer experiences across the nonprofit sector and has expressed interest in collaborating with the Town. They have also offered to help promote current and future volunteer opportunities suitable for newcomers. A brief introductory meeting is being arranged to explore potential partnership opportunities that support newcomer engagement in the community.

c. Commemorative Crosswalk for Veterans

The Committee reviewed a public request to paint the crosswalk on Lindbergh Road, near Heritage Memorial Park, in red and white as a meaningful tribute to those who have served. The Committee expressed strong support for this initiative, with the goal of having the work completed in time for Remembrance Day 2025 and will engage the local Legion to ensure the project honours veterans appropriately.

Resolution: **25-180**

Moved By Councillor Handcock

Seconded By Councillor Pollett

THAT the Town of Gander proceed with painting the Lindbergh Road crosswalk, near Gander Heritage Memorial Park, in red and white as a tribute to those who have served, with a goal to be completed in advance of Remembrance Day 2025 and engage the local Legion to ensure the project honours veterans appropriately.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

d. Municipal Assessment Agency

The Committee reviewed correspondence from the Board of Directors of the Municipal Assessment Agency (MAA) highlighting key updates from its June 6, 2025 meeting. The information was received for awareness; no action was required.

e. Musgrave Harbour Evacuation Response

On Sunday, July 20, the Town of Gander was called upon to support evacuees from Musgrave Harbour due to a wildfire. In response, we quickly activated an emergency coordination role and began working through the Provincial Emergency Operations Centre, Canadian Red Cross and the Salvation Army.

The Steele Community Centre was established as the main hub for evacuee services, with the Town providing logistical and operational support, and sharing updates to keep both the public and evacuees informed.

The response from community organizations, volunteers, and local businesses was truly outstanding. Together, we offered food, shelter, essential services, and meaningful moments of comfort and connection during a difficult time.

The evacuation order was lifted on Friday, July 25, and we're relieved to know that

Musgrave Harbour residents returned home safely.

We want to sincerely thank the first responders, emergency partners, and all those who worked tirelessly to manage the situation.

This situation reinforced the importance of clear communication, community support, and a continued focus on fire safety. It also highlights the need for sustained regional coordination and investment in wildfire response infrastructure.

In that context, we are reminded of the importance of the planned Atlantic Wildfire Centre in Gander, a central hub for wildfire management in Atlantic Canada. This centre will build on Gander's existing role as home to the Provincial Forest Protection Centre, Air Services, and the Water Bomber Fleet. As climate change drives more frequent and intense wildfire events, this investment will be critical to enhancing our region's resilience.

As we look ahead, the Town of Gander remains committed to advancing preparedness, public safety, and regional collaboration in the face of evolving environmental challenges.

7.2 Internal Operations

The Internal Operations Report was presented by Councillor Hoffe.

a. Planning Report

The Committee reviewed the Planning report for the period of June 20 to July 15, 2025. The report summarized departmental activity related to applications received, permits issued, and compliance monitoring, and included an update on newly created dwelling units. The Committee acknowledged the steady development activity and was pleased with the progress during this period.

b. 2025 Spring Clean Up Report

The Committee reviewed the summary of the 2025 Annual Curbside Cleanup event held from May 5th to 16th. Overall program costs increased by \$5,195 compared to the previous year.

The primary cost driver was an increase in garbage truck rental fees. The awarded tender reflected a \$2,750 per week increase, resulting in an overall rise of \$5,500 for this service. Tipping fees also rose by \$10 per tonne for both mixed and sorted materials; however, the total tonnage collected decreased by 22 tonnes, offsetting the impact of this increase.

Labour requirements for the event also rose slightly, with an additional eight hours logged to complete the work.

The total cost of the 2025 Spring Clean-Up was \$81,265.

The event brochure continued to serve as an effective communication tool and was widely distributed via the Town's website and social media platforms to enhance public awareness.

c. Internal Operations Update

The Committee received updates on a variety of operational matters, highlighting ongoing maintenance, infrastructure enhancements, accessibility improvements, and new signage initiatives. Several projects are advancing on schedule and within budget, and seasonal programs are progressing ahead of anticipated timelines.

7.3 Regulatory Affairs and Policy

The Regulatory Affairs and Policy Report was presented by Deputy Mayor Ford.

a. Taxation of Vacant Land

The Committee reviewed a request to reconsider 2025 tax charges applied to two vacant lots, each invoiced \$1,332.83, including \$550 for water and sewer fees. The request was evaluated in the context of Section 131 of the Towns and Local Service Districts Act and Council Motion #14-251, which confirm that properties adjacent to municipal services are subject to taxation from the date of ownership, regardless of development status.

The Committee confirmed that the charges were correctly applied and align with existing municipal policy and legislative authority. Council also recommended that Policy F019 be updated to reflect these provisions.

b. Mobile Home Taxation

The Committee reviewed a request to reconsider the Town's position on mobile homes as an affordable housing option. While modern units may meet building code standards and offer housing diversity, mobile homes remain restricted under current municipal regulations.

Council agreed that any policy shift would require a detailed review of zoning, infrastructure, and community impact, with consideration of the Assessment Act and

the Towns and Local Service Districts Act.

There are no changes recommended at this time.

c. Sign Regulations

The Committee discussed the Town's existing sign regulations and identified a need to establish a clear standard for temporary off-site signage. Emphasis was placed on ensuring signage contributes to orderly development, maintains aesthetic consistency, and protects public safety. As a result, Council reached consensus to suspend approval of any new temporary off-site signage until a supporting policy is developed and adopted.

d. Application - 85-87 Elizabeth Dr. Apartments

The Committee reviewed an application to develop apartment units above an existing commercial building at 85–87 Elizabeth Drive, within Town Square. It was noted that “Apartments Over Permitted Uses” is a discretionary use in this zone and that public notice was issued, with one written submission received regarding parking and garbage collection. The Committee acknowledged that parking availability, particularly during winter months, and garbage collection logistics will require further planning. It was agreed that these matters can be addressed through an approved site plan prior to development proceeding.

Resolution: **25-181**

Moved By Deputy Mayor Ford

Seconded By Councillor Pollett

THAT the application for apartment development at 85–87 Elizabeth Drive be approved as a discretionary use, subject to an approved parking and garbage collection site plan and all other development requirements outlined in the permit.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

e. 70 Armstrong Boulevard

Councillor White declared conflict of interest and left Council Chambers.

Councillor White declared conflict of interest and left the Committee meeting.

The Committee reviewed an application for 70 Armstrong Boulevard seeking approval for an apartment building as a discretionary use, along with a 72-metre front building line, exceeding the 20-metre setback established for the area. It was noted that the increased setback does not require a variance and may be approved by resolution. The proponent is proceeding with a 21 unit development, and no public objections were received following advertisement. The Committee recommends approval of the discretionary use and setback.

Resolution: **25-182**

Moved By Deputy Mayor Ford

Seconded By Councillor Handcock

THAT Council approve the discretionary use for a 21-unit apartment building at 70 Armstrong Boulevard and approve the requested 72-metre front building line.

For (6): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor Woodford,
Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Conflict (1): Councillor White

Carried (6 to 0)

f. 96 Memorial Drive & 13 A McCurdy Dr. Subdivision

The Committee reviewed an application to subdivide property located at 96 Memorial Drive. The application further requests the annexation of the rear subdivided portion of 96 Memorial Drive with adjacent land to be purchased from the Town of Gander, forming a new amalgamated parcel.

The lands in question are zoned Residential Low Density (RLD) and Industrial General (IG), respectively. The rear portion of 96 Memorial was previously rezoned to IG during a municipal plan review in anticipation of future subdivision.

Approval is contingent on the sale of the parcel 13A McCurdy Drive.

Resolution: **25-183**

Moved By Deputy Mayor Ford

Seconded By Councillor Hoffe

THAT the Town of Gander approve, in principle, the proposed subdivision and land amalgamation related to 96 Memorial Drive, conditional upon the approved sale of the parcel at 13A McCurdy Drive and subject to compliance with all applicable municipal

regulations and policies.

For (6): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor Woodford,
Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Conflict (1): Councillor White

Carried (6 to 0)

Councillor White returned to the Committee meeting.

Councillor White returned to Council Chambers.

7.4 Finance

The Finance Report was presented by Councillor White.

a. 2025 Account Write-Offs

The Committee reviewed the 2025 Write-Off List, which includes outstanding amounts deemed uncollectible following all reasonable collection efforts. The list was prepared in accordance with the Town's standard financial procedures.

Resolution: **25-184**

Moved By Councillor White

Seconded By Councillor Pollett

THAT the Town of Gander write-off \$19,135.52 in outstanding accounts, as attached.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

b. Financial Review to June 30, 2025

The Committee reviewed the unaudited financial statements to June 30, 2025, noting a positive projected year-end position. A timing adjustment was made for revenue related to 59 Elizabeth Drive, and it was reported that capital spending is slightly over budget. The Committee was satisfied with the Town's mid-year financial position.

c. Request for Interest Write-Off

The Committee reviewed a request to reverse \$139.11 in interest, citing delayed billing, financial hardship, and lack of reminders. The property was purchased in 2024, and all billing and mailing followed standard procedures. No mail was returned, and the owner has since enrolled in a Pre-Authorized Payment plan.

The Committee recommends that the request be denied, as no administrative error occurred.

d. Supply and Delivery of One Electric Pick up Truck Half Ton

The results of Request for Quote #RFQ25-18, for the supply and delivery of one electric full-size, quad cab, half-tonne pickup truck, is presented to Council for consideration. Two bids were received, with the recommended award going to the lowest qualified bidder. The proposed purchase is \$21,361.27 under budget.

This initiative supports the Town's strategic focus on environmental sustainability and aligns with the Tomorrow's Towns vision of fostering innovation and responsible investment in municipal operations. The addition of an electric vehicle to the fleet is a measured step forward, demonstrating leadership in exploring practical ways to reduce environmental impact where feasible. The Town will also explore opportunities to brand the vehicle in a way that promotes public awareness of its environmental initiatives.

Resolution: **25-185**

Moved By Councillor White

Seconded By Councillor Woodford

THAT Request for Quote #RFQ25-18 for the Supply and Delivery of One Electric Full-Size, Quad Cab, Half-Tonne Pickup Truck be awarded to Kelly Ford at a cost of \$89,539.67, HST inclusive.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

e. Supply and Delivery of Scoreboard for Soccer Field

The Committee reviewed the results of the quotation process for the supply and delivery of one multi-sport outdoor scoreboard for the Town's soccer field. The preferred bidder, The SCOREBOARDMAN, submitted the lowest and only quote meeting specifications, at a total cost of \$63,625.59 HST inclusive. After applying the

HST rebate, the net cost to the Town is \$55,326.60.

The project was budgeted at \$60,000.00, resulting in a variance of \$4,673.40 under budget.

Resolution: **25-186**

Moved By Councillor White

Seconded By Councillor Pollett

THAT the Town of Gander award the contract for the supply and delivery of one multi-sport outdoor scoreboard to The SCOREBOARDMAN, in the amount of \$63,625.59, HST inclusive.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

f. Procurement Commodities

The Committee reviewed the findings of the Public Procurement Agency's Audit and Compliance Division, which conducted a review of the Town's procurement activities for the period of January 1 to December 31, 2024. The purpose of the audit was to assess compliance with the Public Procurement Framework and follow up on recommendations from a 2021 report.

The Agency selected a sample of 18 transactions, totaling approximately \$980,000, from a total invoice listing of \$3.5 million. The review identified several areas requiring improvement, including:

- **Open Call for Bids:** Several documents failed to include required statements regarding trade agreements, privacy legislation, and contract value disclosures.
- **Lack of Public Openings:** Three publicly advertised quotes were not treated as open calls, and public openings were not conducted.

- **Incomplete Documentation:** Seven procurement files lacked essential documentation such as bid deadlines, evaluation records, and public opening reports.
- **Limited Call for Bids (Three Quotes):** In some cases, fewer than three quotes were obtained without documented justification.
- **Reporting Requirements:** The audit could not confirm whether all applicable awards were reported in accordance with regulatory thresholds.

While improvements were noted, several recommendations from the 2021 report remain either outstanding or only partially addressed. In response, the Procurement Officer and Manager of Accounting will develop standard operating procedures for all purchases exceeding \$1,000, with explicit references to the Public Procurement Regulations and Policy.

The review also identified the need to develop consistent procurement standards and guidelines. As a result, staff are currently evaluating internal processes and procedures to ensure ongoing compliance and improve transparency.

7.5 Strategy, Growth, and Investments

The Strategy Growth and Investments Report was presented by Councillor Woodford.

a. Home-Based Business Applications

The Committee reviewed two applications to operate Home-Based Businesses (HBBs) in accordance with the Town's Development Regulations. Each proposed business met the criteria for discretionary use and completed the required public notification process. No objections were received.

The first application was received from a resident at 9 Grandy Avenue to operate a home office for a mobile auto cleaning and detailing service, with all customer interactions occurring off-site.

The second application was received from a resident at 129 Bennett Drive to operate a home office for a shuttle service between Gander and St. John's, with no passenger pickup or drop-off on-site.

Resolution: **25-187**

Moved By Councillor Woodford

Seconded By Deputy Mayor Ford

THAT the Town of Gander approve the application to operate a home office for a mobile auto cleaning and detailing service at 9 Grandy Avenue, subject to all conditions outlined in the permit.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

Resolution: **25-188**

Moved By Councillor Woodford

Seconded By Deputy Mayor Ford

THAT the Town of Gander approve the application for a home-based office at 129 Bennett Drive to support administrative operations of a shuttle service between Gander and St. John's, with no passenger pickup or drop-off occurring on-site and subject to all conditions outlined in the permit

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

b. Sole Source Template for Consulting Services

The Committee reviewed a Sole Source Justification for the engagement of Re/fact Consulting to support Phase 3 of the Housing Accelerator Fund (HAF). The consultant will provide program administration, milestone reporting, and develop an Affordable Housing Incentives Program, building on their work in Phases 1 and 2. The proposed contract is valued at \$30,000 plus HST, with disbursements billed at cost.

Resolution: **25-189**

Moved By Councillor Woodford

Seconded By Deputy Mayor Ford

THAT the Town of Gander approve the sole source engagement of Re/fact Consulting in the amount of \$30,000 plus HST, with services delivered in accordance with the existing agreement with Canada Mortgage and Housing Corporation (CMHC).

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

c. Housing Accelerator Fund (HAF) Incentive Approvals

Three applications submitted under the Town's Housing Accelerator Fund (HAF) Incentive Program are presented for approval. The program provides financial incentives to support the development of new residential units that meet specified eligibility criteria, including affordability, energy efficiency, and design standards. Each application meets the requirements of the program guidelines.

The first application is for the construction of a secondary suite at 206 Bannock Street, with a HAF funding commitment of up to \$12,673.75.

The second application proposes the construction of 15 fully self-contained "micro-unit" apartments at 59 Elizabeth Drive, with a HAF funding commitment of up to \$400,000.

The third application is for the construction of a two-unit dwelling at Lot 585 Penwell Avenue, with a HAF funding commitment of up to \$23,337.50.

Resolution: **25-190**

Moved By Councillor Woodford

Seconded By Councillor Handcock

THAT up to \$12,673.75 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed secondary suite at 206 Bannock Street, contingent upon the applicant's continued compliance with all eligibility requirements under the Town of Gander's Housing Incentive Program.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

Resolution: **25-191**

Moved By Councillor Woodford

Seconded By Councillor White

THAT up to \$400,000 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed development of 15 micro-unit apartments at 59 Elizabeth Drive, contingent upon the applicant's continued compliance with all eligibility requirements under the Town of Gander's Housing Incentive Program.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

Resolution: **25-192**

Moved By Councillor Woodford

Seconded By Councillor Pollett

THAT up to \$23,337.50 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed two-unit building at Lot 585 Penwell Avenue, contingent upon the applicant's continued compliance with all eligibility requirements under the Town of Gander's Housing Incentive Program.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

d. Commercial Land Application - 100 Dickins Street

Councillor White and the Chief Administrative Officer left Council Chambers due to conflict of interest.

Councillor White and the Chief Administrative Officer left the Committee meeting due to potential conflict of interest.

The Committee reviewed a commercial land application for the purchase of an approximately 1-acre serviced lot located at 100 Dickins Street. The applicant intends to construct a 6,400 square foot building to accommodate an aesthetics and therapy

clinic, which will also include gymnasium space.

The property is zoned Commercial General (Phase 1), and the proposed use is classified as an “allowable use” under the Town’s Development Regulations. The serviced lot is offered at a cost of \$150,000 per acre, plus HST, as per Policy GL003.

The Committee supports the proposed development as it aligns with permitted zoning and contributes to commercial growth in the area.

Councillor White and the Chief Administrative Officer returned to the Committee meeting.

Resolution: **25-193**

Moved By Councillor Woodford

Seconded By Councillor Handcock

THAT the Town of Gander approve the sale of an approximately 1²/₃ acre serviced lot located at 100 Dickins Street, at a cost of \$150,000 per acre plus HST in accordance with Policy GL003, subject to all conditions outlined in the permit.

For (6): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor Woodford,
Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Conflict (1): Councillor White

Carried (6 to 0)

Councillor White and the Chief Administrative Officer returned to Council Chambers.

7.6 Community Well-Being and Outreach

The Community Well-Being and Outreach Report was presented by Councillor Pollett.

a. Spinning Wheel Cycling Tour – Request for Sponsorship

The Committee reviewed a request for support of the Spinning Wheel Cycling Tour for Parkinson’s Awareness, scheduled to launch its east coast portion August 1-3. The event promotes wellness, inclusion, and community engagement. The Committee expressed support and recommends a \$100 sponsorship contribution, along with the Mayor’s attendance at the local launch event.

b. Notable Dates

The Committee was advised of upcoming changes and scheduled events related to waste management:

- Garbage collection for Labour Day, Monday, September 1st, will be rescheduled to Wednesday, September 3rd.
- Household Hazardous Waste Day is scheduled for Saturday, September 13th, from 8:30 a.m. to 3:30 p.m. at the Steele Community Centre parking lot.
- Upcoming Waste Transfer Station dates are August 9th and September 13th, with hours of operation from 8:00 a.m. to 4:00 p.m. Residents are encouraged to arrive early to ensure sufficient time for drop-off before closing.

Residents are reminded that details of these and other notable events are available on the Town of Gander website at www.gandercanada.com.

Upcoming Events

The Committee was provided with an overview of upcoming events scheduled in the c. Town of Gander between August 7 and September 3, 2025. Highlights include:

- **August 9** – Antique and Classic Car Show
- **August 9, 16, 23, 30** – Gander Grow Co. Farmers' Market
- **August 10** – YQX Dog Sports hosts Agility Association of Canada Trials
- **August 11–28** – Impact Hockey Summer Camp
- **August 13, 20, 27** – Concerts in the Park
- **August 15–17** – Provincial 11U AA Baseball Championships
- **August 22–24** – Provincial 11U A Baseball Championships
- **August 22–24** – Lakers Swim Club hosts Summer Club Swimming Championships
- **August 30** – U18 AAA Hockey Exhibition Game

The Committee acknowledged the wide variety of community activities taking place over the summer and commended the efforts of local organizations and Town staff in supporting and promoting community engagement.

d. Expression of Interest Event Bar Operations

The Committee was advised that one bid was received for the Expression of Interest for Event Bar Operations, submitted by the Adult Ice Elites Synchronized Figure Skating Group. The proposal related to the Kitchen Party event and was based on a revenue-sharing agreement with the Town, with final terms negotiated by staff.

e. Tourism Strategy

During the 2025 budget process, the Town of Gander allocated funding for the creation of a comprehensive Tourism Development Strategy. Through a partnership funding application with ACOA and the Provincial Department of Industry, Energy and Technology, additional funds were secured to enhance the project's scope. This initiative includes the purchase of event hosting equipment to support tourism growth, as well as the development of a detailed, research-driven strategy to guide the Town's tourism priorities over the coming years.

An RFP was issued, and two submissions were received. Following a review of the proposals, the Committee determined that Bremner & Associates met all specifications outlined in the RFP and demonstrated the expertise, methodology, and stakeholder engagement approach required for this project.

The Committee recommends, and I move,

Resolution: **25-194**

Moved By Councillor Pollett

Seconded By Deputy Mayor Ford

THAT the proposal from Bremner & Associates for the development of the Tourism Development Strategy be accepted in the amount of \$49,940+HST.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

f. Public Safety Update

The Committee reviewed statistical updates from Gander Fire Rescue and Municipal Enforcement.

Gander Fire Rescue reported a number of calls related to unauthorized burning and fire investigations. These incidents reinforce the value of continued public education on open fire regulations, particularly during fire bans and dry weather conditions.

Municipal Enforcement statistics indicated that most traffic citations issued were for minor speeding infractions (1–10 km/h over the posted limit), with a reduction in high-range speeding violations. This trend suggests improved driver awareness and compliance.

The Committee recognized the importance of ongoing education and enforcement initiatives to promote public safety and community well-being.

g. Council Engagement Report

Engaging with the community is key to transparent, inclusive, and collaborative local governance. Below are recent highlights of Council events, community meetings, and the Mayor's leadership and advocacy efforts.

Events and Engagements

Recent community events attended or hosted by Council include:

- Attended 103 Search and Rescue Change of Command
- Attended 9 Wing Change of Command
- Participated in Canada Summer Games Torch Relay
- Hosted and attended Pride Week Flag Raising and Proclamation
- Hosted Broadening Horizons tour of Town Hall and Q&A with Council
- Welcomed and attended dinner for Rolling Barrage – Ride to Combat PTSD
- Hosted and participated in Festival of Flight activities

Mayor's Activities and Leadership

As the spokesperson for Council and the community, the Mayor leads advocacy and strategic efforts to support community growth and priorities. Recent initiatives include:

- Held an introductory meeting with NAV Canada CEO
- Accompanied the Lieutenant Governor, The Honourable Joan Marie J. Aylward, to local memorial sites
- Participated in Tim Hortons Camp Day
- Met with Jim Dinn, Leader of the Newfoundland and Labrador New Democratic Party during his visit to Gander to discuss local issues

8. ADMINISTRATION

9. NEW BUSINESS

New Business was presented by Councillor Handcock.

9.1 RFQ25-19

The results for the 2025 asphalt repairs are presented for approval, covering approximately 14,336 square feet across sections of Airport Boulevard, Cooper Boulevard, Magee Road, and Memorial Drive. Two quotes were received, with the lowest meeting specifications submitted by Penney Paving Limited at \$111,224.32 (HST included), which is \$862.08 over budget.

Resolution: **25-195**

Moved By Councillor Handcock

Seconded By Councillor Pollett

THAT quote #RFQ25-19 for the 2025 asphalt repairs be awarded to Penney Paving Limited in the amount of \$111,224.32 (HST included).

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

9.2 Council Schedule

For the remainder of the current Council term, staff recommended a temporary adjustment to the Council meeting schedule. The proposal is to move from a four-week cycle to a three-week cycle, with Regular Council meetings to be held on August 27 and September 17, 2025. The schedule will be reviewed again in October 2025.

Resolution: **25-196**

Moved By Councillor Handcock

Seconded By Councillor Hoffe

THAT the Council meeting schedule be amended from a four-week cycle to a three-week cycle for the remainder of the current Council term, with a review in October 2025.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

9.3 13A McCurdy Drive

Councillor White declared a conflict and left Council Chambers.

Resolution: **25-197**

Moved By Deputy Mayor Ford

Seconded By Councillor Woodford

THAT the Town of Gander approve the sale of 13A McCurdy Drive, totaling .0627 Hectares in area to Riverstone Construction Inc. The public notice of sale was issued with no objections. The land will be Sold at market value as established by independent appraisal and will be in accordance with all provisions of the Town and Local Service Districts Act

For (6): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor Woodford, Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Conflict (1): Councillor White

Carried (6 to 0)

Councillor White returned to Council Chambers.

10. ADJOURNMENT

Mayor Farwell requested a motion for adjournment.

Resolution: **25-198**

Moved By Councillor Woodford

Seconded By Councillor Pollett

THAT the August 6, 2025 Regular Meeting of Council be adjourned at 5:26 p.m.

For (7): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor White, Councillor Woodford,
Councillor Handcock, Councillor Pollett, and Councillor Hoffe

Carried (7 to 0)

P. Farwell, Mayor

B. Hefford, Town Clerk



OPEN OUTDOOR FIRE, INCINERATOR, AND OUTDOOR FIREPLACE BY-LAW

Effective the ** day of ***, 2025.
Motion #25-xxx**



1.0 Title

- 1.1 This document will be known and cited as the “Open Outdoor Fire, Incinerator, and Outdoor Fireplace By-Law”

2.0 Adoption

- 2.1 **WHEREAS** the Town Council of the Town of Gander hereby enacts the following pursuant to the authority conferred under Section 7 and all other applicable provisions of the *Towns and Local Service Districts Act*, SNL 2023, Chapter T-6.2, and in consideration of the *Fire Prevention Act, 1991*, the *Environmental Protection Act*, the *Forestry Act*, including the *Forest Fire Regulations (O.C. 96-178)*; and related provincial fire safety regulations.

3.0 Purpose of By-Law

- 3.1 The purpose of this by-law is to regulate the use of open outdoor fires, incinerators, and outdoor fireplaces within the Town of Gander to reduce fire hazards, protect public safety, and preserve the comfort and well-being of residents. This by-law establishes requirements for permits, outlines safety standards for equipment and fire operation, and provides enforcement mechanisms to ensure compliance.

4.0 Definitions

- 4.1 **Act** shall mean the Towns and Local Service Districts Act, SNL 2023, Chapter T-6.2.
- 4.2 **Town** shall mean the Town of Gander.
- 4.3 **Council** shall mean the Town Council for the Town of Gander.
- 4.4 **Enforcement Authority** shall mean Council, or any employee or agent designated by Council to enforce this by-law.
- 4.5 **Inspector** shall mean any person appointed by the Town to enforce or inspect under this by-law.
- 4.6 **Open Fire** shall mean any fire that is not enclosed within a certified or approved outdoor fireplace or incinerator, including the burning of brush or leaves in an open container or on bare ground.
- 4.7 **Outdoor Fireplace** shall mean a commercially manufactured or custom-built structure designed for outdoor heating or recreational fire use, constructed to contain and control open flames.
- 4.8 **Incinerator** shall mean an enclosed metal or non-combustible container designed for the burning of natural, untreated yard waste, equipped with a spark arrester or screened cover to contain embers.
- 4.9 **Permit** shall mean written authorization issued by Gander Fire Rescue permitting specific open burning activities in accordance with the terms of this by-law.

5.0 Hierarchy of Authority

- 5.1 This *By-Law* is secondary to the *Towns and Local Service Districts Act (TLSDA)* and all other applicable legislation, including provincial and federal laws. In the event of a conflict, the provisions of the *Act* or other higher-level legislation shall prevail.



6.0 Application

- 6.1** This by-law applies to all open fires, incinerators, and outdoor fireplaces located or used within the municipal boundaries of the Town of Gander. No person shall ignite, maintain, or permit an open fire without first obtaining a valid permit from Gander Fire Rescue between the months of October and May. Where required by provincial law, additional permits may be necessary during the forest fire season or when burning restrictions are in effect under the provincial Fire Weather Index. The Town may also suspend or revoke local permits under similar conditions.

7.0 Procedures

- 7.1** Open fires must be located at least three metres from any structure, unless a different distance is specified in the issued permit. Permits prohibit the burning of garbage, plastics, and other synthetic or hazardous materials. Fires must be attended at all times and a functional hose or fire extinguishing tool must be present. Open fires are prohibited when the fire weather index is classified as very high or extreme. All conditions outlined in the issued permit must be followed at all times.
- 7.2** Properly screened outdoor fireplaces and incinerators may be used without a permit, provided they are constructed with non-combustible materials, contain spark arresters, and are used only on surfaces certified to be non-combustible or approved for such use. They must not be placed within three metres of brush, buildings, or fencing unless otherwise approved. Outdoor fireplaces shall not be used on balconies or in multi-family housing common areas. These appliances must be supervised during use and appropriate extinguishing means must be readily available. Use is prohibited when the fire weather index is very high or extreme.
- 7.3** The Town of Gander, through the Fire Chief or designated authority, may issue a fire ban or suspend fire permits at their discretion, based on local risk assessment, weather conditions, or any other factors deemed hazardous to public safety. This ban may be issued in addition to any provincial fire restrictions or prohibitions in effect.
- 7.4** The Enforcement Authority may inspect any property or installation to determine compliance with this by-law and may issue written orders specifying corrective actions where violations are found. Persons found in violation may receive written notice identifying the infraction and expected resolution within a set timeframe. Failure to comply may result in the Town completing the necessary work and recovering the associated costs as a civil debt against the responsible party.
- 7.5** Enforcement Authority may post notices or warning signs on properties in violation. These notices may not be removed without written permission from the Town. Authorized officers may request identification from individuals on-site during any investigation. Officers shall record the time, nature, and context of each violation and submit a report, including a copy of any violation notice, to the Town Clerk.
- 7.6** If an order issued under this by-law is not followed, The Town may complete the necessary work and recover the associated costs as a civil debt against the responsible party in accordance with **Section 205** of the *Towns and Local Service Districts Act*. The Town shall not be liable for damages unless arising from gross negligence or willful misconduct, in accordance with **Section 298** of the Act.
- 7.7** A person who contravenes this by-law may be subject to penalties as provided under section 420 of the Act. Additional enforcement tools may include compliance orders, violation notices pursuant to section 421.1 of the Act, and tickets issued under the Provincial Offences Act pursuant to section 421.2. A conviction under this by-law does not preclude further enforcement for continued or repeated offences.

8.0 Regular Review of the By-Law

- 8.1** The Town Council shall review this by-law every two (2) years to assess its effectiveness and identify potential areas for improvement or amendment.

9.0 Effective Date



9.1 This by-law shall become effective upon the *** day of *****, 2025 by Motion #25-xxx.

10.0 Publication

10.1 This by-law will be posted to the Town's Website following adoption by Council.

11.0 Repeal of Previous By-Law

11.1 This by-law repeals and replaces any previous by-law, policy, or regulation of the Town of Gander related to open burning, incinerators, or outdoor fireplaces.

DRAFT



Expression of Interest Accessibility Advisory Committee

The Town of Gander is currently seeking expressions of interest from residents to assist in the development of the Accessibility Advisory Committee. At this stage, the Town is looking to engage individuals in helping to establish the committee's Terms of Reference and rules of procedure. This is an initial step toward forming the committee itself and is not a call for committee membership at this time.

Residents with relevant experience or interest in accessibility and inclusion are encouraged to participate. In particular, we welcome expressions of interest from those who:

- Have lived experience with disability;
- Represent organizations that support persons with disabilities;
- Possess knowledge of accessibility standards or legislation;
- Are residents of Gander.

The Town may also directly consult individuals with field experience to support this development work.

Submit a brief letter outlining your interest, relevant experience, and contact information to:

Manager of Governance and Legislative Services

Town of Gander

Email: aoldford@gandercanada.com

Mail/In-Person: Town Hall, 100 Elizabeth Drive, Gander, NL, A1V 1G7

Deadline for Submissions: October 24, 2025

For more information, contact the Town Clerk's office at 709-651-5922.

PROPERTY TAX REDUCTION APPROVAL FORM

Department:
Submitted By:
Date Submitted:

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 2025 | | | | |
|---|-------------------|----------------|---------------------|--------------------|
| Roll Number | 2025 Property Tax | % of Reduction | Amount of Reduction | Revised 2025 Taxes |
| | \$ | | \$ | \$ |
| | \$ | | \$ | \$ |
| | \$ | | \$ | \$ |
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| | \$ | | \$ | \$ |

MINUTE

The Committee reviewed _____ application(s) for residential property tax reduction that met the Council's policy based on income criteria. The total amount to be adjusted is \$ _____. Since the beginning of 2025, the Town of Gander has issued _____ property tax reductions totaling \$ _____, 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?
 Approved for Inclusion in Agenda?
 Comments (if any)

☐ Yes ☐ No
☐ Yes ☐ No

Habitat Conservation Agreement Proposal for the Municipality of Gander

Prepared: May 2025



Preface

This document summarizes a proposed renewal and expansion of the current “Stewardship Agreement” (March 14, 2007) between the Town of Gander and the NL provincial government as represented by the Department of Fisheries, Forestry and Agriculture- Wildlife Division. The agreement was included within, and further described, in a “Habitat Conservation Plan for the Town of Gander” signed by the Town on June 26, 2018. While, in many senses this is a renewal of the existing agreement, if this new expanded “Habitat Conservation Agreement” were approved by council, it would replace the 2007 agreement (and the 2018 Plan), centrally by including additional “Conservation Areas” found within Town planning boundaries which the Town has indicated it wishes to conserve to ensure the area’s future sustainability. It also excludes some stewardship areas from the 2007 plan that are no longer suitable for the new “conservation area” designation.

Roles of Habitat Conservation Agreement Signatories

Should council approve the Habitat Conservation Agreement (Appendix A), each signatory (the Province of Newfoundland and Labrador and the Municipality of Gander) would commit to certain responsibilities outlined below. These are unchanged from the 2007 agreement but would now apply to the additional “Conservation Areas” included under the new Agreement:

The Province: The NL Department of Fisheries, Forestry, and Agriculture, through its Wildlife Division, would be expected to:

- Develop a Habitat Conservation Plan in consultation with the municipality of Gander to include the new expansion conservation areas.
- Work with the municipality of Gander on the review of any future developments which are proposed to take place within the designated Conservation Areas.
- Support Council and local groups in implementing the Habitat Conservation Plan; often with the partners of the NL Eastern Habitat Joint Venture.

The Municipality: The Municipality of Gander, its Mayor, and Council would be expected to:

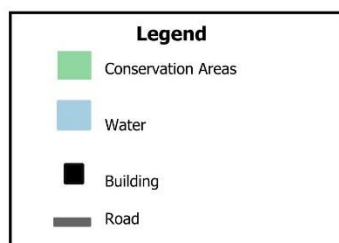
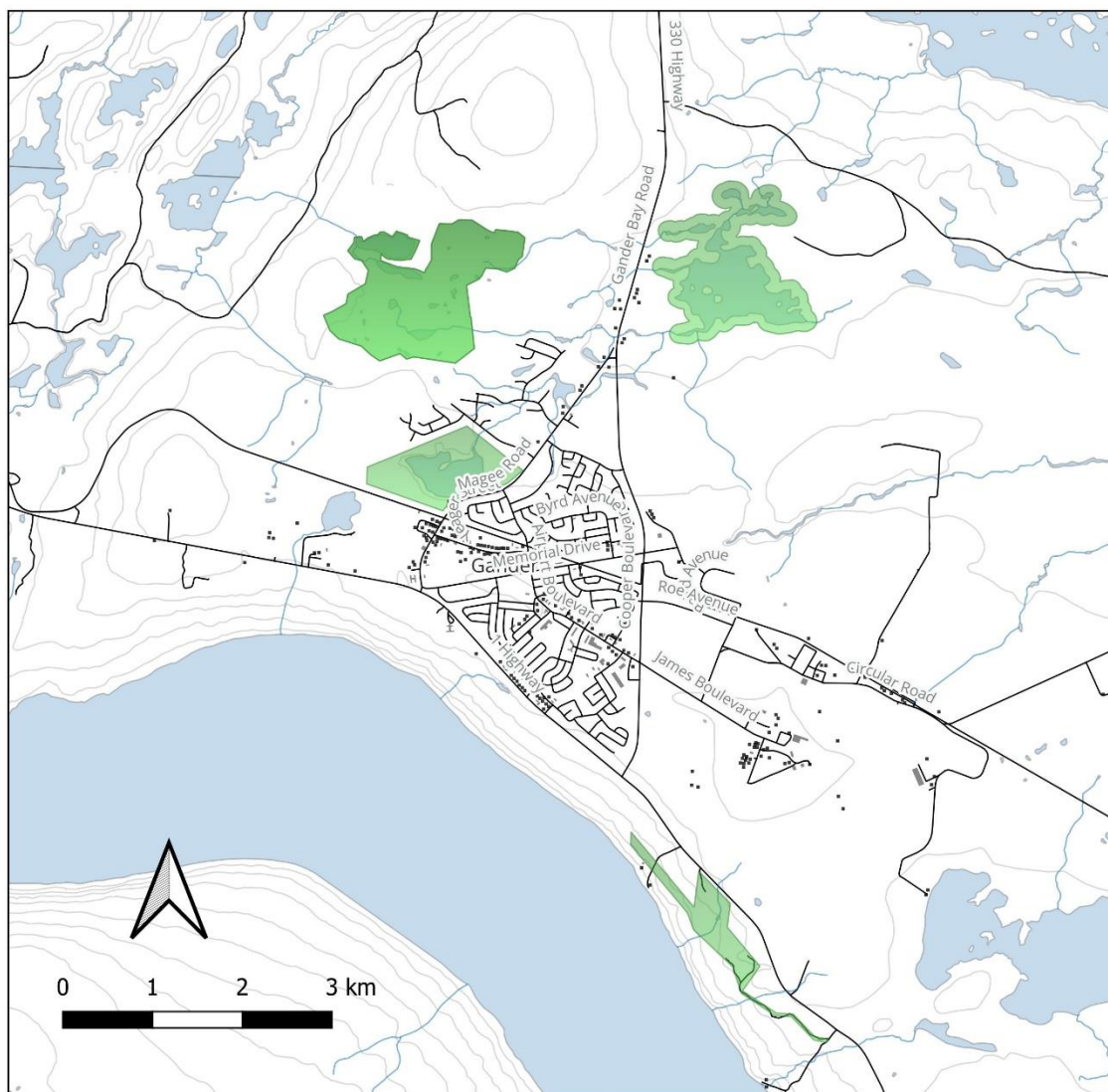
- Ensure that the designated wildlife habitat areas (“Conservation Areas”) are protected from destruction or degradation; the municipality is to contact the EHJV Program Manager at the Wildlife Division in a timely manner to allow a 30-day written review of any proposed development activities that occur in the “Conservation Areas”.
- Incorporate the Habitat Conservation Plan concepts into the next Municipal Plan update centrally through appropriate zoning and associated development regulations.
- Implement over time and as opportunities allow the Habitat Conservation Plan in the community with the assistance of the NL EHJV partners.
- Participate, as capacity allows, in the activities of the Stewardship Association of Municipalities (SAM) Inc.

Gander - A Special Place

Following discussions with members of Council and municipal staff, geospatial analysis, field assessments, and wildlife species database review of known biodiversity in the area, the following areas (Figure 1) are proposed for inclusion with the updated Gander Habitat Conservation Agreement (Appendix A). These areas are described below in greater detail. Most of those areas were contained within the existing 2007 agreement and are presented here for renewal and one is a newly proposed addition. Please note that the names presented below were chosen based on how the features they contain or are registered in various map databases. Further we have utilized publicly available mapping to review existing known crown land allotments which might be near or slightly overlap these proposed Conservation Areas. While every effort has been taken to ensure that these allotments are excluded from the proposed areas, we urge council to verify that no conflicts of interest remain by screening them against your municipal planning maps.

Gander Conservation Areas

Expanded Municipal Habitat Conservation Agreement
Municipality of Gander, Newfoundland and Labrador, Canada



May 2025
Projection: NAD 83

Figure 1: Proposed Gander Conservation Areas.

Existing Conservation Areas (under the 2007 agreement):

Whitman's Pond

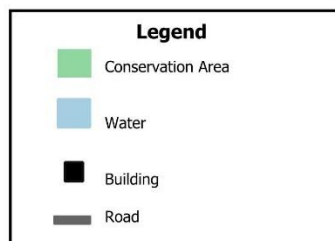
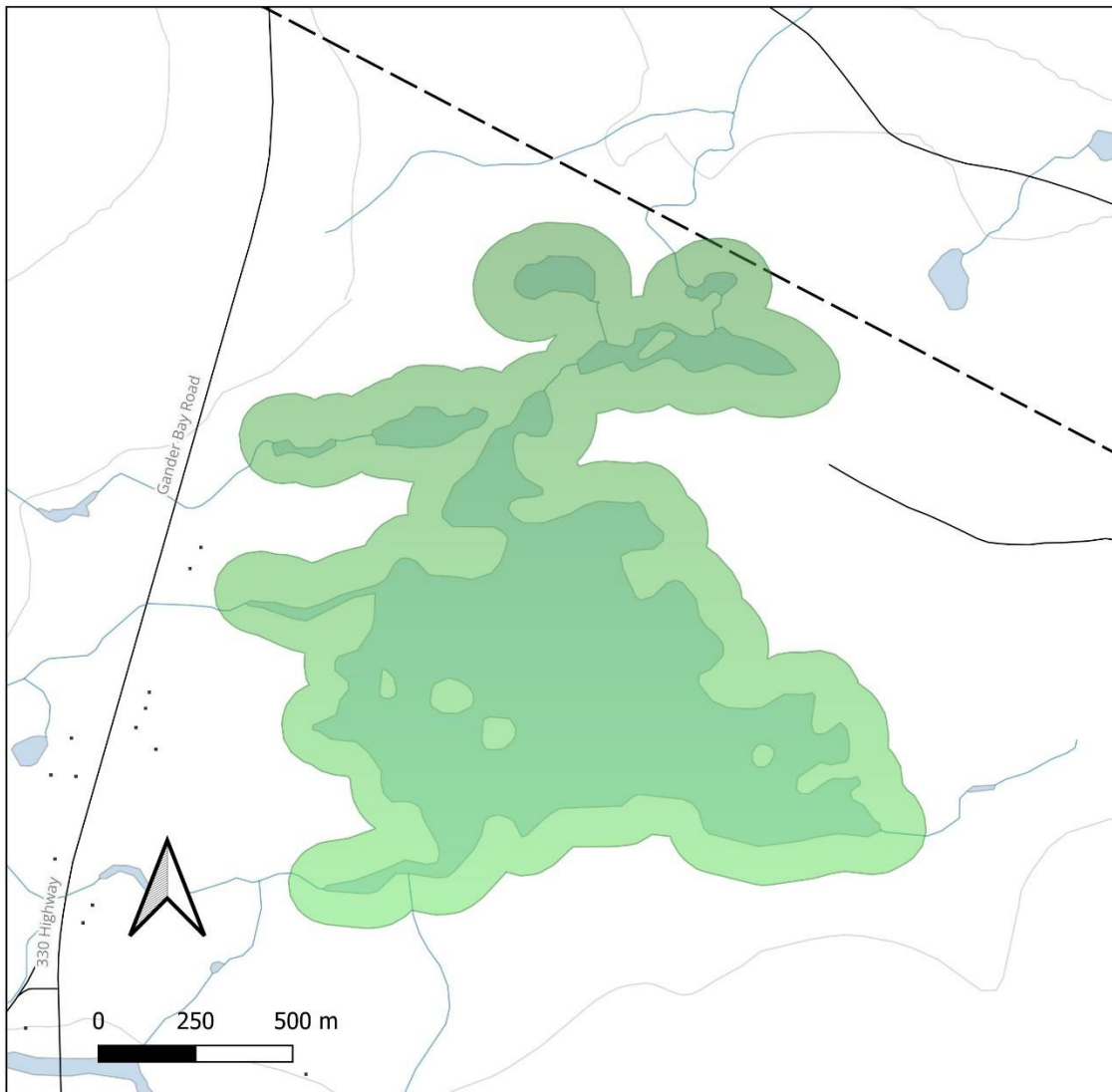
The Whitman's Pond conservation area is approximately 193 hectares (477 acres) and is zoned by the municipality as Conservation. The area includes a 100-meter-wide treed buffer from the high-water mark around the entire perimeter of the main pond and the five adjacent ponds to the north which drain into the main pond. The area, particularly the upland habitat north and south of the pond, was formally recognized as having ideal waterfowl nesting, staging and brood raising habitat because of its rich supply of aquatic invertebrates and plants and adequate cover to protect birds from predators and harsh weather conditions.

The vegetated buffers that surround the pond are comprised of older growth forest with a moss-covered understory. Shallow water and marsh are also characteristic of the area with various grasses and rushes boarding the pond. Submergent and emergent vegetation, such as common pondweed and sedges, Blue Flag Iris (*Iris versicolor*), Cattails (*Typha latifolia*), Bedstraw (*Galium spp.*), Eel Grass (*Zostera marina*) and Bullhead Water Lilies (*Nuphar spp.*) can also be found. Some waterfowl species recorded to inhabit the area include American Black Duck (*Anas rubripes*), Green-winged Teal (*Anas carolinensis*), Ring-necked Duck (*Aythya collaris*) and Common Loon (*Gavia immer*).



Figure 2: Picture of Whitmans Pond

Whitmans Pond Conservation Area
Municipal Habitat Conservation Agreement
Municipality of Gander, Newfoundland and Labrador, Canada



May 2025
Projection: NAD 83

Figure 3: Whitmans Pond Conservation Area.

Cobb's Pond

Cobb's Pond is located in the western side of Gander and is zoned by the municipality as Conservation for the pond's riparian area and as open space for the area surrounding the pond. The Conservation Area is approximately 88 hectares (217 acres) in size, and excludes any parking lot, building or playground infrastructure in the Rotary Park (southern boundary). The entire wetland area has been identified as having adequate nesting, feeding and brood rearing habitat for a number of waterfowl species and continues to the present to be a highly productive area for many wildlife species.

Cobb's Pond has become a well-beloved municipal park (Cobb's Pond Rotary Park) with a surrounding nature trail around the perimeter of the pond and is visited by thousands of people every year. The park also has picnic areas, playgrounds and several observation decks, and cavity nest boxes scattered around the vicinity of the pond. Cobb's Pond is also used for canoeing and kayaking in the summer and cross-country skiing on the trails in the winter.

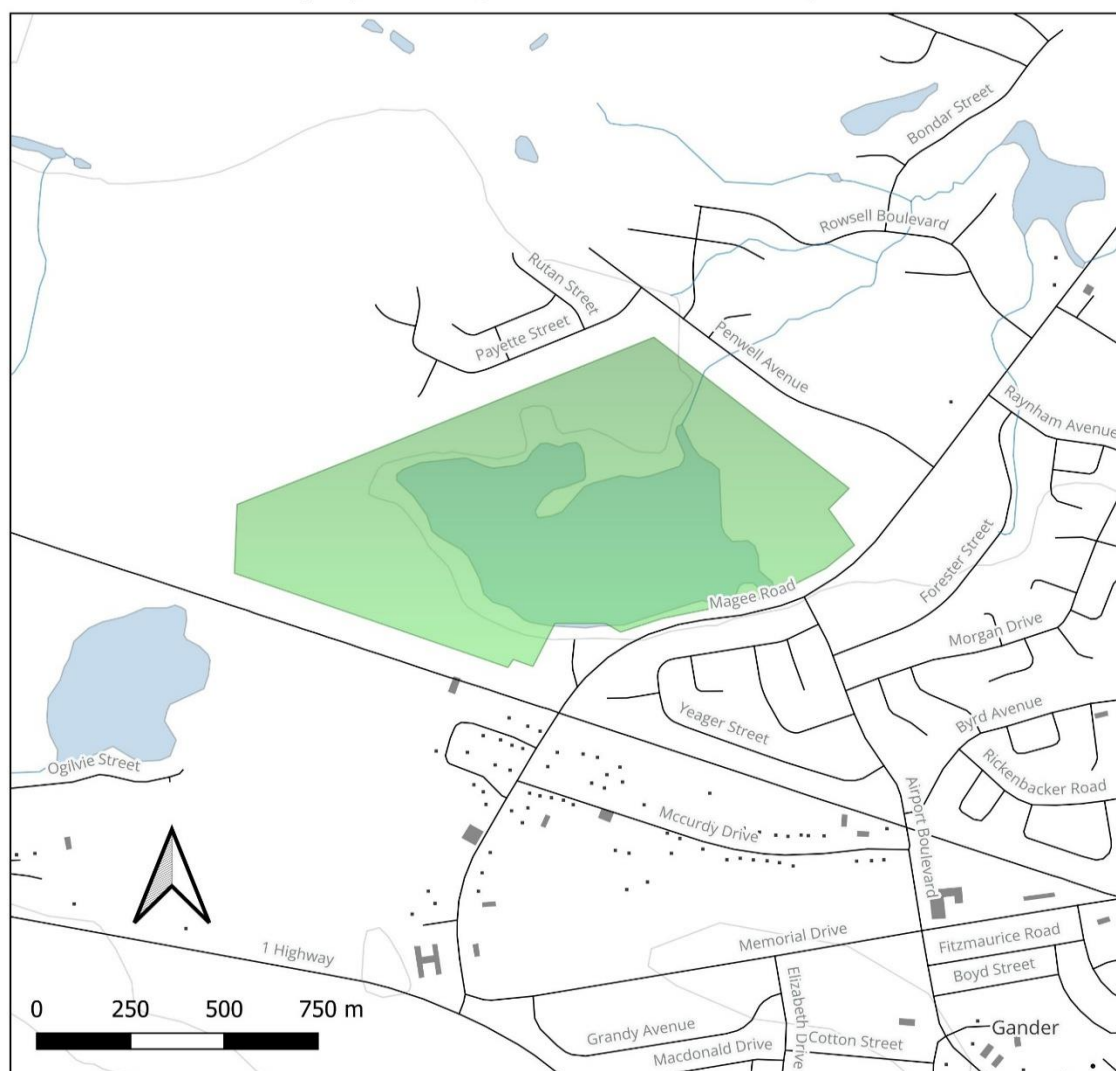
Despite the amount of usage in the area, Cobb's Pond remains a productive ecosystem and is consistently utilized by waterfowl such as Ring-neck Duck (*Aythya collaris*), nesting Common Loon (*Gavia immer*), broods of American Black Duck (*Anas rubripes*) and Green-winged Teal (*Anas carolinensis*). It is, however, important to note that high levels of human disturbance during the nesting and brood rearing periods (late April to mid-July) may have a detrimental impact on the number of broods produced in the area. When adult waterfowl become disturbed, they will often abandon their nests, leaving their broods very susceptible to predation.



Figure 4: Picture of Cobbs Pond

Cobbs Pond Conservation Area

Municipal Habitat Conservation Agreement
Municipality of Gander, Newfoundland and Labrador, Canada



May 2025
Projection: NAD 83

Figure 5: Cobbs Conservation Area.

Removal of Peytons Pond Management Unit

A portion of this small shallow water pond/stream was originally included within the 2007 Agreement but is not being recommended to be included within the new Agreement. Its ecological functions are largely protected under standard riparian buffer requirements which are included within the existing Town Municipal Plan and Development Regulations and supported by the Lands Act required buffers on waterbodies.

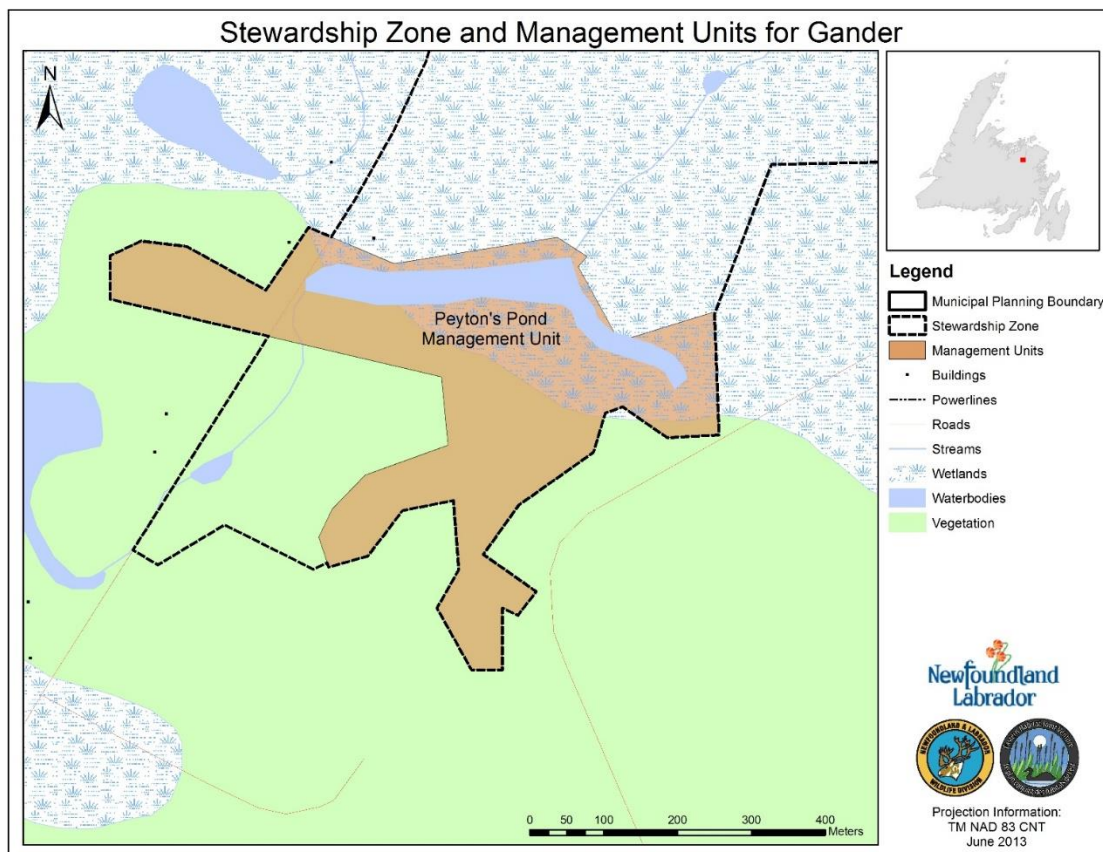


Figure 6: Map of the former Peyton's Pond Management Unit

Newly Proposed Conservation Areas:

Northwest Peatlands

The Northwest Peatlands are in the western portion of the Town's planning boundaries and is 206 hectares in size. A smaller subset of this area (42 hectares and then called Northwest Bog) was included within the 2007 Agreement. It had been identified by residents as being a staging area for Canada Geese (*Branta canadensis*) during spring and fall migration. The intent of this proposed expansion of the conservation area is to better reflect the actual wetlands complex and drainage areas and thereby conserve the ecological functions of the wetland. These not only include storing and filtering water, helping to protect the town from westward fires, and providing habitat for biodiversity, but also acting as a significant carbon storage sink preventing the release of this carbon as part of global emissions.

Habitat in the area is classified as raised bog with open areas of grass and sedge species, with closely grouped 'pothole' bodies of water. The area is mostly dominated by Caribou Lichen (*Cladina rangiferina*), Sphagnum Moss (*Sphagnum spp.*), Black Spruce 'tuckamore' (*Picea mariana*), Leather Leaf (*Chamaedaphne calyculata*), Pitcher Plant (*Sarracenia purpurea*), common grass species including Cottongrass (*Eriophorum vaginatum*) and ericaceous plants like Labrador Tea (*Ledum groenlandicum*) and Bog Laurel (*Kalmia polifolia*).

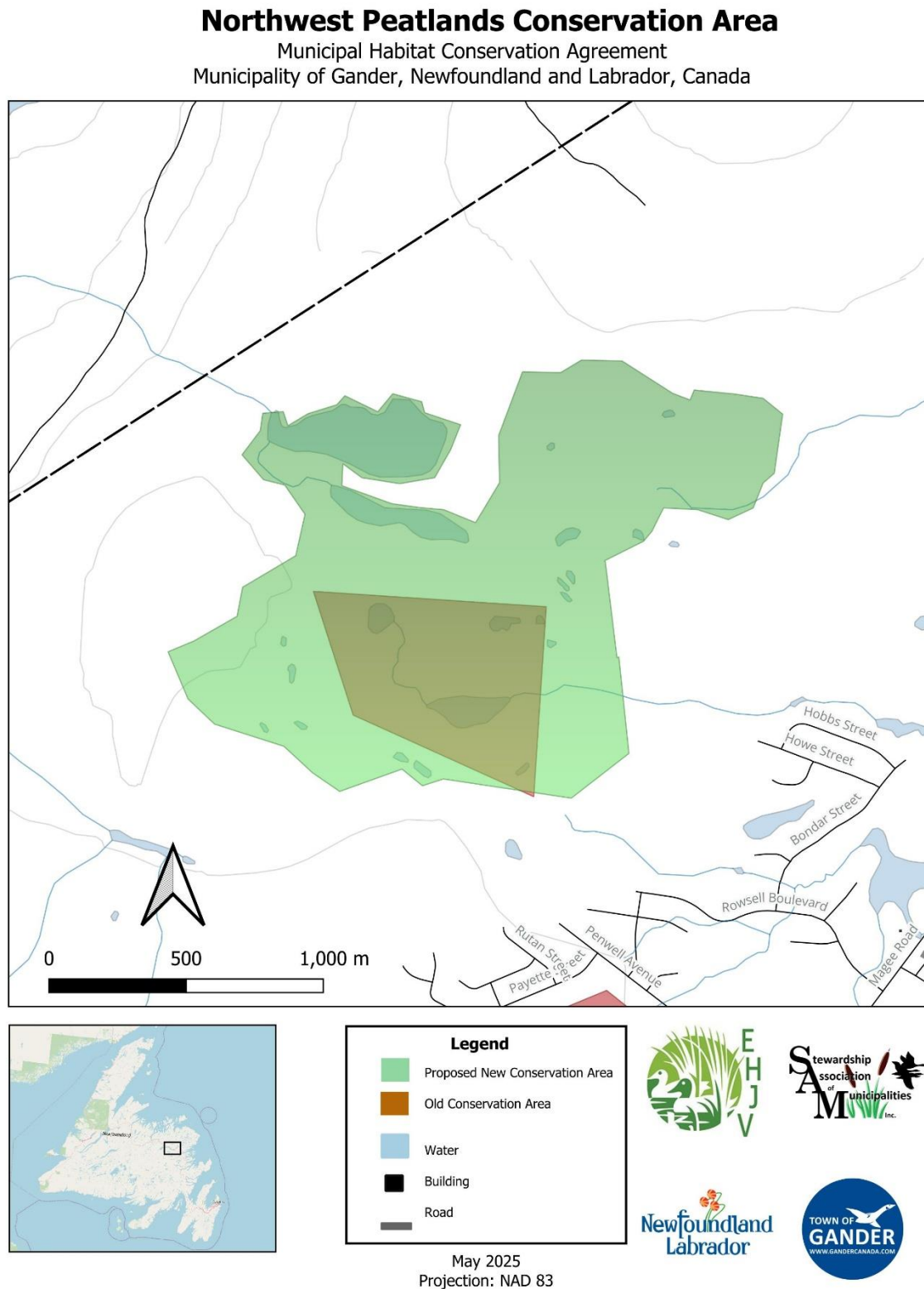


Figure 9: Northwest Peatlands Conservation Area



Figure 10: Northwest Peatlands

Thomas Howe Demonstration Forest

The Thomas Howe Demonstration Forest (79 hectares- Figure 9) is zoned as Conservation by the municipality of Gander and is adjacent to Gander Lake. It contains a forest ecosystem that is dominated by closed, intermediate to low stands of balsam fir and black spruce on steep, moist, upland slopes. Paper birch, aspen, tamarack and white spruce are also present. In wet or distributed soils one can also see non-tree species such as kalmia heath, ericaceous shrubs, and lichens.

The area has become a popular destination for residents and tourists to explore and learn about nature. This is centrally due to the long-standing dedicated efforts of the Board and supporters of the Thomas Howe Demonstration Forest Inc. (THDF) which manages the lands and infrastructure on behalf of the Town of Gander. Centrally, the area includes extensive walking trails with lookoffs and interpretive signage, an interpretation building and a parking lot (Figure 8).

Figure 8: Picture of the Thomas Howe Demonstration Forest Conservation Area

Following meetings with the THDF Board and members of town council/staff, both parties have indicated that they would like to include the Thomas Howe Demonstration Forest lands as a “Conservation Area” within the new Gander Habitat Conservation Agreement. The intent of this designation is to strengthen land conservation mechanisms and formally build partnerships between TDHF, the Town of Gander, the provincial Wildlife Division and the Stewardship Association of Municipalities Inc, to promote and enhance the value of the area provincially, but also to residents of the Town of Gander. One step in achieving this vision would be to include the THDF lands within the Gander Habitat Conservation Agreement, thereby publicly confirming the importance of the area and ensuring it is protected for all future town residents/visitors to enjoy.



The THDF lands are owned by the Gander International Airport Authority and utilized by a long-term agreement with the Town of Gander. Under the new Habitat Conservation Agreement, the Town of Gander would agree to manage the area for conservation and recreational use, which is consistent and unchanged from existing

uses as permitted by the agreement with the Airport Authority. The boundaries of the Conservation Area match the boundaries outlined in the long-term agreement with the Town of Gander.

Thomas Howe Demonstration Forest Conservation Area

Municipal Habitat Conservation Agreement
Municipality of Gander, Newfoundland and Labrador, Canada

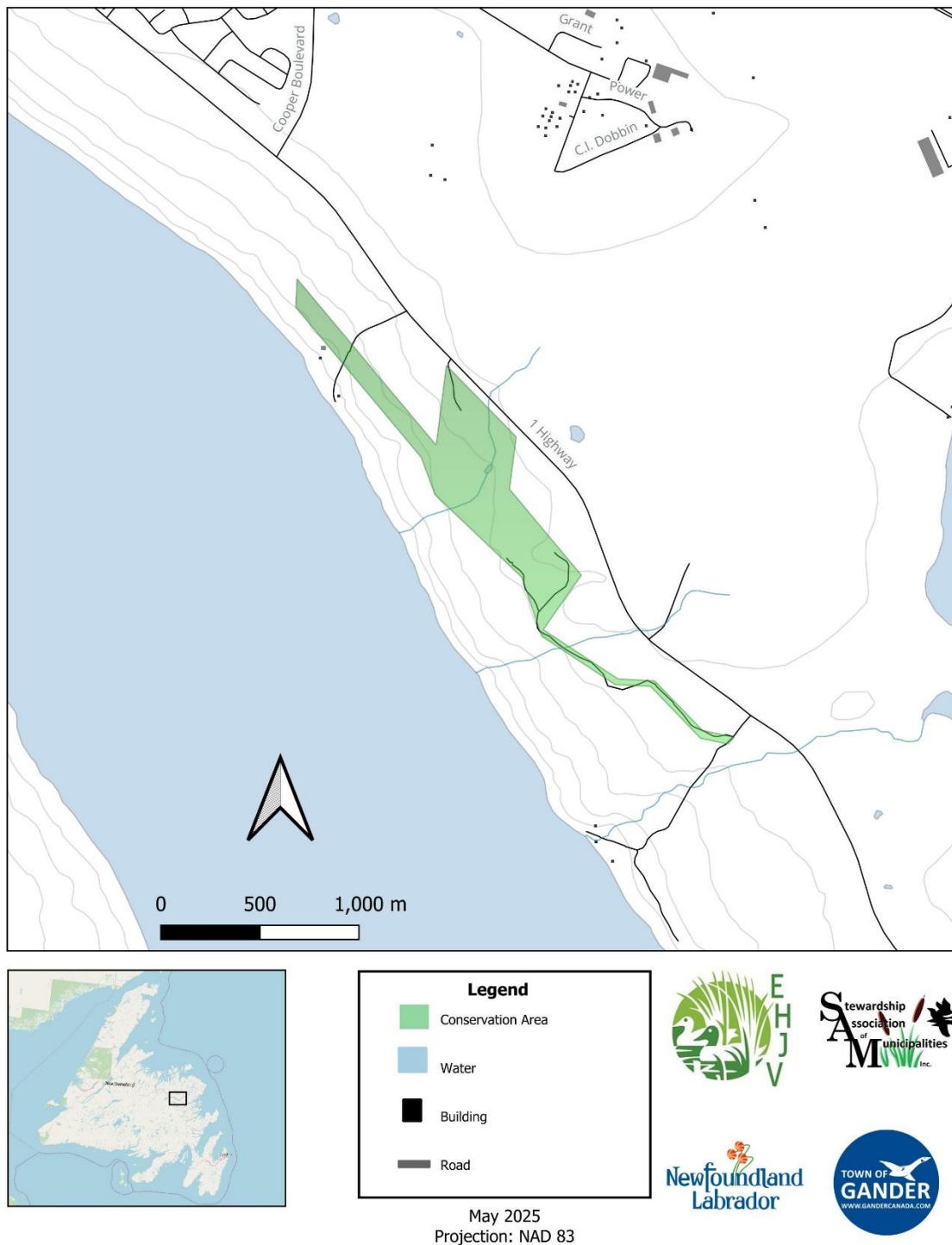


Figure 9: Thomas Howe Demonstration Forest Conservation Area

Appendix A:

Habitat Conservation Agreement for the Town of Gander

THIS AGREEMENT made in the Town of Gander, in the province of Newfoundland, this ____ day of _____, 20__.

BETWEEN: **HIS MAJESTY THE KING IN RIGHT OF NEWFOUNDLAND AND LABRADOR**, as represented by the Honourable the Minister of Fisheries, Forestry and Agriculture (herein called the “Minister”)

- of the one part -

AND: **Town OF GANDER**, municipal corporation pursuant to the *Town of Gander Act*, RSNL 1990, Chapter C-17 (herein called the “The Town”)

-of the other part-

WHEREAS the Government of Newfoundland and Labrador has entered into an Agreement for the implementation of the North American Waterfowl Management Plan through the Eastern Habitat Joint Venture;

AND WHEREAS the parties hereto recognize that the proper protection and management of coastal, wetland and upland habitats are fundamental tools in maintaining and enhancing the wildlife populations in the Province;

AND WHEREAS the Minister proposed that certain important wildlife habitats within the Town be protected and enhanced through and with the cooperation of the Town in accordance with this Agreement and a Habitat Conservation Plan developed hereafter;

AND WHEREAS the Town has agreed to enter into this Agreement for the purpose of protecting and enhancing those areas of important wildlife habitat that it owns and within the limits of its jurisdiction;

AND WHEREAS the parties have agreed to repeal the original Municipal Conservation Agreement signed between the parties on March 14th, 2007.

AND WHEREAS the Town is the owner of the lands referred to in this agreement. The Town’s responsibility for the expanded lands is to inform the Minister as set out in section 2 of the Expanded Habitat Conservation Plan. The Town’s responsibilities

pursuant to this Agreement are limited to lands owned by the Town, and specifically contemplated in the agreement.

NOW THEREFORE IT IS AGREED BY THE PARTIES AS FOLLOWS:

1. This agreement shall replace the agreement signed by the parties on March 14th, 2007.
2. The lands herein delineated and designated as Conservation Areas (being the lands outlined on a certain Schedule annexed hereto and marked "A") shall be managed in accordance with the terms and conditions of this Agreement including any Habitat Conservation Plan developed hereunder for better protection of wildlife. This obligation to manage is subject to and limited by the rights of ownership of each party to the Conservation Areas and the inability of the Town as a lower level of government to enforce obligations on the Minister.
3. Within the limits of its jurisdiction, the Town shall use its best efforts, subject to the Town Act, the Urban and Rural Planning Act and Town of Gander Development Regulations, to permit only those activities within the Conservation Areas that have minimal negative or adverse impact which affect the stewardship and/or conservation of the land, or of the wildlife which utilize those areas. The Town cannot accept responsibility to control activities on land that is owned by the Minister, as the Town is a lower level of government.
4. The parties may mutually establish other Conservation Areas as may be desirable from time to time. Conservation Areas shall be subject to the terms and conditions of the Habitat Conservation Plan developed by the Parties to enhance and protect the land, and the wildlife which utilize those habitats.
5. The Habitat Conservation Plan shall be developed in cooperation with the Town and the Minister agrees to provide such advice and expertise necessary or advisable for the development of the Habitat Conservation Plan.
6. The Town agrees that in the preparation of a Municipal Plan for the Town or any amendments to any existing Municipal Plan, the areas designated as Conservation Areas shall be considered by the Town to be appropriately declared protected areas as it prescribed under subsection 13(3)(f) of the Urban and Rural Planning Act (2000) (or such other legislation in amendment or substitution therefore as may be brought into effect from time to time).
7. The parties to this Agreement, their consultants, servants or agents, shall have and exercise reasonable rights of access to the Conservation Areas for all purposes necessary or incidental to this Agreement and in particular, but without limiting the generality of the foregoing, for the purpose of developing and managing the Habitat Conservation Plan.

8. If at any time during the term of this Conservation Agreement the Parties mutually deem it necessary or desirable to make alterations or additions to it, they may do so by means of a written agreement between them which shall be supplemental to and form part of this agreement.
9. Each of the parties hereto agree that they will carry out the mutual intentions as expressed in this Agreement.

IN WITNESS WHEREOF the parties have caused these presents to be executed in accordance with their respective rules and regulations the day and year first before written.

SIGNED, SEALED AND DELIVERED

by the Honourable the Minister of Fisheries
Forestry and Agriculture in the presence of:

Witness

**MINISTER OF FISHERIES,
FORESTRY AND AGRICULTURE**

THE SEAL OF the Municipality of Gander, hereunto
affixed in the presence of:

Witness

**THE MUNICIPAL COUNCIL OF
Gander**

Social Insights and Analytics

The year-over-year comparison for May 21 – August 18 demonstrates significant progress in how the Town of Gander is connecting with its community online. By analyzing the same three-month period across years, we gain a clear understanding of growth trends and audience engagement.

Metrics and Highlights

Facebook:

| Metric | May 21-August 18 – 2024 | May 21-August 18 – 2025 | Difference |
|---|-------------------------|-------------------------|------------|
| Views (The number of times your content was played or displayed) | 1,542,908 | 2,420,754 | +57% |
| Page visits | 42,461 | 47,764 | +12.5% |
| Follows | 272 | 517 | +90.1% |

Top Posts from May 21-August 18, 2025

1. Firefighters assist with Kingston fires (Reach: 67.9K)
2. NL Air Services thank-you (Reach: 61.8K)
3. Musgrave Harbour evacuee kitchen party invite (Reach: 48.1K)
4. Gander Day celebrations & fireworks cancellation (Reach: 46K)
5. Special Olympics wrap-up (Reach: 37.2K)
6. Water Conservation Notice (Reach: 36.9K)
7. Salvation Army breakfast for evacuees (Reach: 31K)
8. Ragged Harbour Kitchen Party wrap-up (Reach: 29.3K)
9. Salvation Army dinner for evacuees (Reach: 28.8K)
10. Canada Day Recap (Reach: 27.1K+)

Instagram:

| Metric | May 21-August 18 – 2024 | May 21-August 18 – 2025 | Difference |
|--------------------|-------------------------|-------------------------|------------|
| Reach | 400 | 4,259 | +964.8% |
| Views | 3,900 | 41,533 | +964% |
| Page visits | 215 | 438 | +103.7% |
| Follows | 15 | 120 | +12.5% |

Twitter:

| Metric | Feb 19-May 20, 2024 | May 21-August 18 – 2025 | Difference |
|--|---------------------|-------------------------|------------|
| Impressions (Times your posts were seen on X) | 20,900 | 29,108 | +8,208 |
| Page visits | 170 | 146 | -14.1% |
| Follows | 23 | 18 | -21.7% |

Summary:

The year-over-year comparison for **May 21 – August 18** demonstrates significant progress in how the Town of Gander is connecting with its community online.

- Facebook continues to play a central role in how our community connects and communicates. Views increased by 57%, while follows grew by 90%, showing steady audience growth and strong loyalty.
- Instagram has shown the most dramatic growth, with reach and views increasing almost tenfold. Follower growth (+700%) indicates it is becoming a core engagement platform, particularly effective for visual content such as reels and event coverage.
- Twitter/X presents a mixed picture. Impressions increased, but page visits and follower counts declined. This aligns with broader platform trends and suggests X is best used for real-time updates rather than long-term engagement.

Overall, our content strategy is resonating with the public. Posts that celebrate community pride (heroes, cultural events, local achievements) consistently generate the highest reach, while timely informational updates (water conservation, service notices) build trust and reinforce the Town as a reliable source.

Going forward, our strategy should continue to:

- Leverage **Facebook** for wide-reaching community updates, service notices, and civic information.
- Invest further in **Instagram** growth by expanding reels, behind-the-scenes content, and community event coverage to sustain momentum.
- Use **Twitter/X** strategically for quick announcements and media amplification but prioritize engagement efforts on platforms where community growth is strongest. At this time, no change is recommended, but we will reassess use of X in the next review period.

Impact of Added Capacity

With the addition of a Communications & Engagement Assistant, the Town now has the capacity to share more content, promote programs and events more consistently, and keep residents better informed. This support has strengthened visibility, increased engagement, and fueled growth in our online presence.

Tone in Practice

The Town of Gander's social media presence is shaped by a deliberate tone that makes our platforms both informative and engaging. Our approach balances the responsibility of sharing clear, official information with the goal of fostering community pride and connection.

In practice, our Communications team strives to:

- **Be Inclusive & Appreciative**
We highlight local heroes, cultural events, and community efforts with gratitude and pride, ensuring residents see themselves and their contributions reflected in our channels.
- **Be Timely & Reliable**
Updates and notices are shared in a clear, accessible way, reinforcing the Town's reputation as a trusted and dependable source of information.
- **Be Celebratory & Positive**
Festivals, achievements, and milestones are presented with an upbeat voice that builds community spirit and pride of place.
- **Be Creative & Engaging**
Where appropriate, we connect content to timely and relatable elements, such as seasonal themes, trending moments, or behind-the-scenes glimpses, to keep posts fresh and relevant.
- **Maintain a Balanced Voice**
Our tone is professional and credible, while also approachable and conversational, ensuring civic information is easy for residents to understand and act upon.