



**TOWN OF GANDER
MEETING
REGULAR MEETING OF COUNCIL
Wednesday, November 05, 2025, 04:00 PM
Council Chambers**

Council Present:

Percy Farwell, Mayor
Tara Pollett, Deputy Mayor
Pat Woodford, Councillor
Sheldon Handcock, Councillor
Jim Lidstone, Councillor
Krystle West, Councillor
Samantha Abbott, 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
Kelly Hiscock, Director of Corporate Services
Jerry Knee, Director of Community Services
Dave Shea, Fire Chief
Kayla White, Manager of Communications, Branding and Partnerships

Regrets:

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 Presentation of the Eithne Daly Scholarship

The *Eithne Daly Scholarship* is named in honour of Eithne Daly, a former member of Gander Fire Rescue who founded the Junior Firefighter Program in 2015. Her goal was to inspire youth to engage with their community and explore the rewarding field of firefighting.

This scholarship is presented annually to a participant who exemplifies outstanding commitment to the program through strong attendance, a thoughtful written essay, and meaningful community involvement.

This year's recipient is Peyton Hewitt, a student at Memorial University's Nursing Program (Gander Campus). Peyton consistently demonstrated excellent attendance, dedication, and enthusiasm while enrolled in the Junior Firefighter Program, qualities that truly reflect the spirit and purpose of this award.

Congratulations, Peyton, and best wishes for continued success in your studies and future endeavors.

4. APPROVAL OF AGENDA

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

Resolution: **25-240**

Moved By Councillor Woodford

Seconded By Deputy Mayor Pollett

THAT the agenda for the November 5, 2025 Regular Meeting of Council be approved, as presented.

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

Carried (7 to 0)

5. APPROVAL OF PREVIOUS MINUTES

5.1 Approval of Previous Minutes

Mayor Farwell requested a motion for approval of previous minutes.

Resolution: **25-241**

Moved By Deputy Mayor Pollett

Seconded By Councillor Handcock

THAT the minutes from the September 17, 2025 Regular Meeting of Council be approved, as presented.

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

Carried (7 to 0)

Resolution: **25-242**

Moved By Councillor Woodford

Seconded By Councillor West

THAT the minutes from the October 7, 2025 Special meeting of Council be approved, as presented.

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

Carried (7 to 0)

Resolution: **25-243**

Moved By Deputy Mayor Pollett

Seconded By Councillor Handcock

THAT the minutes from the October 15, 2025 Regular meeting of Council be approved, as presented.

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

Carried (7 to 0)

6. BUSINESS ARISING FROM PREVIOUS MINUTES

7. STANDING COUNCIL BUSINESS

7.1 Governance and Legislative Services

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

a. Rules of Procedure By-Law - Amendment

The Committee reviewed the revised Rules of Procedure, which update the meeting schedule to align with the newly adopted three-week Council cycle and revise the names/order of the core agenda headings. As the amendments are administrative in nature, it is recommended that the bylaw be presented for first reading and adoption.

Resolution: **25-244**

Moved By Councillor Woodford

Seconded By Councillor Handcock

THAT amendments to the Rules of Procedure by-law be approved, as attached.

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

Carried (7 to 0)

b. Arrears Sale By-Law amendments - Second Reading

The Committee reviewed the Arrears Sale By-Law, which grants Council the authority to conduct the sale of properties in arrears of municipal taxes and levies. It was recommended that the by-law proceed to second reading and adoption.

Resolution: **25-245**

Moved By Councillor Woodford

Seconded By Deputy Mayor Pollett

THAT the Arrears Sale By-Law be approved, as attached.

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

Carried (7 to 0)

c. 2025 Municipalities Newfoundland and Labrador (MNL) Conference

The Committee noted the upcoming Municipalities Newfoundland and Labrador (MNL) Conference, scheduled to take place in Corner Brook in November. The deadline to submit the list of attendees to MNL is October 28, 2025. Accommodation and initial arrangements have been confirmed. In response to MNL's request that municipalities

limit registrations to two members, the Town will confirm the attendance of Mayor Farwell and Deputy Mayor Pollett, with Councillor Woodford named as a third attendee pending availability. Staff has advised MNL accordingly. Mayor Farwell and Deputy Mayor Pollett will serve as the Town's voting delegates.

d. Temporary Employment Assignment Operating Procedures

Temporary Employment Assignment (TEA) Operating Procedures are being finalized to support both internal and external temporary staffing assignments. The procedures outline the approval process, assignment duration, and compensation provisions, and are intended to ensure consistency in temporary placements across the organization. Final approval for such assignments will rest with the Chief Administrative Officer (CAO), based on recommendations from Department Heads. The procedures include provisions for assignment duration, compensation, and reversion to original roles at the end of the term.

Resolution: **25-246**

Moved By Councillor Woodford

Seconded By Deputy Mayor Pollett

THAT Council proceed with the first reading of the Temporary Employment Assignment Operating Procedure, as attached.

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

Carried (7 to 0)

e. TRIO Nomination

The Committee discussed Mayor Farwell's continued involvement with the TRIO Benefits Board, which oversees group health and pension plans for municipalities in Newfoundland and Labrador. Mayor Farwell has previously served on the TRIO Board in a different capacity, however, to continue serving, a nomination is required.

Deputy Mayor Pollett and Councillor Abbott acted as the proposer and seconder, and the Town's nomination has been submitted for consideration at the upcoming TRIO Board election.

The matter is now being brought forward for formal ratification.

Resolution: **25-247**

Moved By Deputy Mayor Pollett

Seconded By Councillor Abbott

THAT Mayor Percy Farwell be nominated for the position of Employer Director with TRIO.

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

Carried (7 to 0)

f. Urban Municipalities Committee (UMC)

The Committee discussed the appointment of a representative to serve on the Urban Municipalities Committee (UMC). Following the discussion, it was agreed that Councillor Woodford will be appointed as the Town's representative for a one-year term. The matter will be brought back for further discussion at the end of the term.

g. Central Newfoundland Waste Management (CNWM) Nomination

The Committee discussed representation on the Central Newfoundland Waste Management (CNWM) Board. Mayor Farwell expressed interest in continuing as the Town's representative. It was noted that Gander holds a standing seat on the Board, which operates on four-year terms, and that CNWM is responsible for regional waste collection and landfill operations, with potential to expand into other regional services under existing legislation. No other members expressed interest in the position.

The Committee supported moving forward with Mayor Farwell's nomination, which is brought to a public meeting for ratification.

Resolution: **25-248**

Moved By Deputy Mayor Pollett

Seconded By Councillor Woodford

THAT Mayor Percy Farwell be nominated for a seat on the Board of Central Newfoundland Waste Management.

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

h. Cyber Security - Youth/Parents

The Committee discussed the topic of cybersecurity, raised through Council as an area of interest, particularly in relation to youth and parent education. It was agreed that, rather than developing content internally, the Town should support existing community-led efforts, such as those by the RCMP and public library, through promotion or partnership.

This led to a broader conversation on the structure of advisory committees. The Committee supported revisiting the advisory model in the new year, including the potential re-establishment of a Youth Advisory Committee, modeled after the Seniors Advisory Committee. Staff will explore opportunities to coordinate or support a cybersecurity awareness session and bring back recommendations on advisory committee engagement.

7.2 Planning and Public Works

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

a. Bondar Extension - McCurdy Enterprises Limited

The Committee reviewed a request from McCurdy Enterprises Limited for an extension to the deadline for completing residential land development at the end of Bondar Street. This development forms part of a broader agreement between the Town of Gander and McCurdy Enterprises, initially approved in 2021. Council has previously granted two extensions, and it is now recommended that a final one-year extension be approved, extending the completion deadline to October 31, 2026. Staff will continue to work with the developer to establish conditions for this extension.

Resolution: **25-249**

Moved By Councillor Abbott

Seconded By Councillor Handcock

THAT that the request from McCurdy Enterprises Limited for an extension to the residential land development deadline at the end of Bondar Street be approved, with the new completion deadline set for October 31, 2026, subject to all conditions outlined in the agreement.

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

b. 70 Armstrong Boulevard

Council has received a request from the owners of 70 Armstrong Boulevard to subdivide the existing property into two separate parcels: one parcel will accommodate a 21-unit apartment complex while the other will be used to develop a small commercial lot fronting Armstrong Boulevard. To meet the Town of Gander Development Regulations for lot frontage, it is recommended the following process be followed:

1. The existing driveway to the Town of Gander water treatment plant will be designated as a Town street and Named Fossett Street.
2. This newly designated street will not initially meet current Town standards and will be classified as “existing non-conforming” until such time as it is recapitalized.
3. The developer will install municipal services, watermain, sanitary sewer mains, and service laterals, at their sole expense along this roadway. Infrastructure will be constructed to Town standards and situated either on Town property or via legal easements on private land directly adjacent. The estimated cost to fully upgrade the street to municipal standards is \$250,763.03.
4. The mutually agreed cost for the developer to construct a non-standard driveway access to their development is estimated at \$52,914.47.
5. The Town will allocate \$200,000 from its Housing Accelerator Fund (HAF) earmarked for servicing upgrades, to support the developer with the remaining costs required to bring the existing driveway to Town standard.
6. A development fee of \$250,000 will be charged to the developer in lieu of completing the road upgrade, which the Town will accept and use to undertake the work at a future date.
7. The developer will be required to construct a temporary servicing corridor, separate from the existing roadway, to prevent damage from construction traffic.

These initiatives are in alignment with the Town of Gander’s development standards and best practices. This collaborative approach will ensure proper servicing and frontage for undeveloped land and facilitate future growth and help provide housing options in the downtown region of the community with close proximity to services.

Resolution: **25-250**

Moved By Councillor Abbott

Seconded By Councillor Handcock

THAT the existing driveway accessing the water treatment plant of Armstrong Boulevard be designated a town street named Fossett Street.

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

Carried (7 to 0)

Resolution: **25-251**

Moved By Councillor Abbott

Seconded By Deputy Mayor Pollett

THAT 70 Armstrong be subdivided, creating two legal parcels of land subject to application and review by municipal staff to ensure compliance with all municipal guidelines and development standards.

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

Carried (7 to 0)

Resolution: **25-252**

Moved By Councillor Abbott

Seconded By Deputy Mayor Pollett

THAT \$200,000 in funding earmarked for servicing upgrades to support development be allocated from the Housing Accelerator Fund (HAF) to the developer as part of their incentive package.

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

Carried (7 to 0)

Resolution: **25-253**

Moved By Councillor Abbott

Seconded By Councillor Handcock

THAT a development fee of \$250,000 be applied in addition to all other applicable fees to the developer as part of their development application fee and that these funds be applied to the future upgrades to bring the new street to municipal standards.

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

Carried (7 to 0)

c. Wetland Protected Areas - Gander River/Gander Lake

Correspondence was received from the Nature Conservancy of Canada (NCC) announcing a major conservation initiative in central Newfoundland and Labrador. NCC has launched a campaign to protect over 1,800 hectares (4,400 acres) of boreal forest, freshwater shoreline, and wetlands, marking the largest land donation in its 54-year history in Atlantic Canada. The land, donated by Domtar, includes four large parcels along the Southwest Gander River and Gander Lake near Glenwood and Appleton. This donation will support wildlife movement through connected conservation corridors in a region where less than three per cent of land is currently protected. The project may also serve as a link between two proposed conservation areas: the Rodney Pond Wilderness Reserve and the Charlie's Place protected area, supported by Qalipu First Nation.

For more information residents can visit the Nature Conservancy of Canada site at the following link, <https://natureconservancy.ca/largest-private-conservation-securement-nl>.

d. Discretionary Notice - 175 Airport Blvd.

Council has received an application to renovate a building at 175 Airport Boulevard for conversion to an apartment building, located within the Town Centre (TC) zone as defined by the Town of Gander Development Regulations. Apartment buildings are listed as a Discretionary Use in this zone. In accordance with the discretionary use process, a public notice was issued with a deadline of 12:00 noon on Thursday, October 30th for the submission of objections. No objections were received by the advertised deadline and it is recommended that the discretionary use be approved as submitted.

Resolution: **25-254**

Moved By Councillor Abbott

Seconded By Councillor Lidstone

THAT the application to operate the property of 175 Airport Boulevard as an apartment building use be permitted provided all requirements of the municipal development regulations are met.

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

Carried (7 to 0)

e. Traffic Calming

Management has been working on initiative to help calm traffic throughout town. As a pilot project, three locations as better described in drawing number 25-1091 have been selected to install flexible bollards on roadways to create a narrowing effect to slow down traffic. One larger centre bollard and two smaller bollards close to each curb are being installed to create a visual narrowing of the road for drivers.

The bollards will remain in place for the remainder of the season but will be removed before the winter months for winter maintenance activities, such as snow plowing. After this initial trial their effectiveness will be evaluated and a recommendation for reinstallation next spring will be brought forward. The bollards are designed to flex upon impact to prevent damage and so that they will not slow down emergency vehicles.

f. Town Square Parking - Fraser Mall Parking

A proposal was received from a local developer to renovate the properties at 85–87 Elizabeth Drive to create five residential dwelling units. Due to limited available land on the property itself, the development will require Council to designate five parking spaces on Town-owned land in order to meet the parking requirements outlined in the Municipal Development Regulations. It is recommended that municipal staff identify and designate the necessary parking spaces, following the full utilization of all available space on the developer's property. Staff will also develop a permitting and fee structure for the use of the allocated municipal parking spaces.

g. Crosswalk Proposal

A request was received from a local artist to install a creative street art project in the form of a "doily crosswalk" featuring a playful, handmade-inspired design at the intersection of Sullivan Avenue and Bennett Drive. As the Town is receiving an increasing number of requests for non-standard crosswalks, Management is currently

developing a policy to govern such proposals. At this time, Management is not recommending the installation of any additional non-standard crosswalks until the policy has been finalized and adopted by Council. However, staff will work with the artist to explore alternate opportunities for the project outside of a crosswalk setting.

h. Central Business Connections – Small Business Week (October 19–25)

As part of Small Business Week celebrations, the Town of Gander participated in the 2nd annual Central Business Connections conference, hosted by the Gander and Area Chamber of Commerce at the Gander International Airport. The one-day event brought together central Newfoundland business owners for networking and expert-led presentations, with sponsorship from the Town and various regional and national organizations. The Town of Gander's Economic Development Officer and Tourism Development Officer represented the Town, attending sessions, participating in a Business Support Panel alongside ACOA and RBC, and operating the Town's exhibit booth. The event served as a platform to promote available programs and funding opportunities, connect with tourism and business stakeholders, and reinforce the Town's continued support for regional economic development.

i. 2025 Town of Gander Snow Plan

The 2025 Snow Plan was presented for review and approval. This guiding document outlines the operational framework for snow and ice control, ensuring the Town has the necessary equipment and personnel in place to maintain municipal streets, sidewalks, and parking lots throughout the winter season. It establishes service standards that residents can reasonably expect under typical winter conditions. One operational revision is proposed for the upcoming season: reclassifying the fire hall parking lot from Priority 3 to Priority 2 to enhance response readiness and safety.

Council is recommending that staff develop a separate plan to prioritize snow clearing for key pedestrian and recreational areas, including the bowl around Cobb's Pond, the boardwalk, and the area surrounding the soccer field. This initiative is separate from the 2025 Snow Plan and aims to improve winter accessibility in these public spaces. There was additional discussion regarding the Town's current resources, and staff have been directed to evaluate capacity and present options for Council's consideration.

j. Planning Departmental Report

The Planning Department report for the period of September 6 to October 20, 2025, was presented to the Committee for review. The report provided a summary of applications received, permits issued, compliance letters processed, and an overview of new construction activity and residential dwelling unit growth. During the reporting period, five new residential buildings were initiated, resulting in eight new residential

dwelling units. Year-to-date, a total of 45 new residential buildings have been constructed, along with 13 secondary suites added to existing dwellings, contributing to a total of 70 additional residential units within the community.

k. Public Works Departmental Report

During the period of September 6 to October 22, the Public Works Department used approximately 66 tonnes of asphalt for street repairs, completed 28 kilometers of street sweeping, conducted two lawn repairs, and continued work on basin repairs, street painting, and branch removal. Water and sewer staff responded to 37 service calls and completed seven repairs to municipal infrastructure. Additionally, storm sewer improvements were completed at the Gander Golf Course during this period.

l. Notable Dates

Garbage collection for Remembrance Day, Tuesday, November 11th, is rescheduled to Wednesday, Nov 12th.

Upcoming Waste Transfer Station Dates: November 8th and December 13th, Hours of operation 8 am - 4 pm. Residents are encouraged to be at the site earlier in the day to ensure time to complete the service before closing.

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

7.3 Community Services

The Community Services report was presented by Councillor Handcock.

a. Gander's Tourism Strategy Engagement Sessions

The Town of Gander is developing a Tourism Strategy and will be hosting two public engagement sessions at the Steele Community Centre cafeteria on November 5 at 7:00 p.m. and November 6 at 11:00 a.m. Residents, businesses, and tourism stakeholders are encouraged to participate and share their ideas. Registration is available by calling 709-651-5927 or by following the link on the Town's website at www.gandercanada.com.

b. Town of Gander Christmas Events

The Committee discussed upcoming holiday events organized by the Town. The Town of Gander Tree Lighting is scheduled for Wednesday, December 3 at 6:30 p.m. in front of the Town Hall. The annual Santa Claus Parade will take place on Saturday, December

6 at 6:00 p.m., with registration forms available by calling 709-651-5927. Additionally, Skate with Santa is set for Saturday, December 20 at 4:00 p.m.

c. Skateboard Park

The Committee reviewed correspondence from a resident inquiring about potential upgrades to the skateboard park, including the addition of features such as a pump track. The Department advised that this request will be reviewed as part of the 2026 budget process.

d. Upcoming Events

The following events will take place in the coming months:

Nov 5: Bonfire Night

Nov 5 & 6: Tourism Development Strategy Engagement Sessions

Nov 8, 15, 22: Gander Grow Co Markets at Cobb's Pond Rotary Park

Nov 14 - 16: Silver Jets hosting Megan's Spirit on Ice Seminar

Nov 18: Community Wellness Event

Nov 28: Central Icepak U18AAA Game @ 7 pm

Dec 1 - 5: Christmas Social Media Contest

Dec 3: Christmas Tree Lighting at the Town Hall @ 6:30 pm

Dec 5 - 7: Gander Minor Hockey hosts the Female U11/U15 Hockey Tournament

Dec 6: Santa Claus Parade @ 6 pm

Dec 12: 40th Anniversary of Arrow Air Memorial Service @ 1 pm, Evangel Church

Dec 12 - 14: Gander Minor Hockey hosts the Female U13 Hockey Tournament

Dec 20: Skate with Santa @ 4 pm

7.4 Corporate Services

The Corporate Services report was presented by Councillor Lidstone.

a. Municipal Assessment Agency

The Committee reviewed correspondence from the Municipal Assessment Agency regarding its Board of Directors' meeting held on September 18, 2025. Items of note included the submission of updated by-laws to the Minister of Municipal Affairs and Community Engagement, and confirmation that the Clar Simmons Scholarship, drawing 26 external applications, will be awarded at the next Board meeting. The Agency's 2024–2025 Annual Report has been tabled with the House of Assembly and is available online. It was also noted that the Agency will participate as a silver sponsor at the upcoming MNL Conference in Corner Brook, scheduled for November 20–22. An annual review of the 2023–2026 Strategic Plan confirmed that its goals and objectives are being met. The next Board meeting is scheduled for December 10–11, 2025, in St. John's.

b. Budget Schedule

The Committee reviewed the proposed schedule for the preparation and adoption of the 2026 budget. Council intends to present the 2026 budget for adoption at the public meeting scheduled for December 17, 2025.

Resolution: **25-255**

Moved By Councillor Lidstone

Seconded By Councillor Woodford

THAT the 2026 budget schedule be adopted, as attached.

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

Carried (7 to 0)

c. Signing Officers

The Committee discussed the need to appoint a third signing officer to act in cases where both the Mayor and Deputy Mayor are unavailable to sign financial or legal documents. Traditionally, this role has been filled by the Chair of Governance for legal matters and the Chair of Corporate Services for financial matters.

Resolution: **25-256**

Moved By Councillor Lidstone

Seconded By Councillor Handcock

THAT Councillor Samantha Abbott be appointed as the third signing officer for the

Town's financial and legal documents.

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

Carried (7 to 0)

7.5 Public Safety and Protective Services

The Public Safety and Protective Services report was presented by Deputy Mayor Pollett.

a. September and October Stats

The Committee reviewed recent reports from Gander Fire Rescue and Municipal Enforcement. Since September 1st, Gander Fire Rescue has responded to 61 calls, an increase from 45 calls, during the same period last year. The majority of these calls were “alarm ringing” 24, along with 11 ‘motor vehicle collisions’, consisting of five on highways outside of town and six on local roads. There were also three vehicle fires and four brush fires.

To date, Gander Fire Rescue has recorded 316 calls for service in 2025, marking this the first time the total calls for service has exceeded 300. 316 is an increase of 40 calls, from 276 in 2024. Municipal Enforcement filed 94 incident reports, including 10 traffic concerns, 15 animal complaints, four ATV-related issues, and three reports of vehicles passing school buses. A total of 119 citations has been issued.

b. Upcoming Events

Upcoming Public Safety Events include:

- Pumpkin Patrol (Halloween night)
- Firefighters Ball (Nov 8)
- Warm the Wee Ones (Starting Nov 15)
- Vehicle Extrication Training Course (Nov 22,23)
- Advanced Firefighter First Aid (Nov 21,22,23)
- Keep the Wreath Green (Starting Dec 1)

7.6 Communications, Engagement and Strategy

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

a. Memorial University Faculty of Nursing – Gander Campus Open House & Upcoming First Graduating Class

Faculty of Nursing – Gander Campus contacted the Town to request help promoting their upcoming Open House on November 6, 2025. The event is part of their annual recruitment efforts to fill student seats for future intakes.

They shared that enrollment remains strong and that the first cohort of Gander-based Nursing students will be graduating in the coming months, marking a significant milestone for both the Faculty and the Town.

This milestone represents an exciting achievement for the community. The Faculty of Nursing's presence in Gander supports local education, strengthens the regional healthcare workforce, and enhances Gander's reputation as a hub for professional training and development.

The Town will make note of this upcoming first graduating class and plan an appropriate form of recognition when the time comes.

b. 2025 Budget Engagement

The Town of Gander is inviting residents to share their input as part of this year's municipal budget process.

An engagement period will run from November 4 to November 17. During this time, residents can complete an online survey at www.gandercanada.com/budgetengagement to provide feedback on spending priorities, service levels, and community needs.

As part of the engagement process, the Town will also host Pre-Budget Consultation Night on November 17. This session gives residents, organizations, and community partners an opportunity to present funding requests, project ideas, or general input directly to Council.

You can book a presentation time or submit a written proposal through the same webpage at www.gandercanada.com/budgetengagement, by email, or by dropping it off at Town Hall.

All feedback received will help inform decisions that shape services, infrastructure, and

priorities for the year ahead.

c. Small Business Week Engagement

As part of Small Business Week (October 20–24, 2025), the Town invited residents to comment on social media and share their favourite small business in Gander. The initiative was designed to recognize and celebrate the strength of the local business community.

The winning business, selected through a random draw of comments, was Gander Chiropractic Clinic. The clinic will receive a coffee break for their staff as a small token of appreciation for their contributions to Gander's business community.

The post received strong engagement and positive feedback from residents, helping to highlight the diversity and community spirit of Gander's small business sector.

d. Request – Association for New Canadians (ANC) Central IDEAS 2025 Business Diversity Summit

The Association for New Canadians will host Central IDEAS 2025 on November 14, 2025, in Gander, NL.

This provincial diversity summit will celebrate inclusion, innovation, and the cultural diversity of Newfoundland and Labrador. The free event will bring together municipal, provincial, and federal leaders, local businesses, community organizations, and more than 1,000 newcomers and students from the Association for New Canadians, Memorial University, and the College of the North Atlantic.

The keynote speaker will be Shaun Majumder, who will share a message focused on belonging, laughter, and bridging differences.

The Town of Gander has been invited to take part as a sponsor and will provide a \$500 sponsorship in accordance with the Town's policy.

e. Rental Accommodations Registry

The Town of Gander has launched a Rental Accommodations Registry, developed in response to outreach from local industries, particularly Newfoundland and Labrador Health Services (NLHS), seeking support in securing housing for new employees relocating to the area.

The registry is a voluntary online tool for landlords to register available units and will help connect property owners with individuals and families seeking housing while also

giving the Town better insight into local housing availability to guide future planning and policy.

The registry launched October 17 on www.gandercanada.com. Promotion includes a dedicated webpage, social media posts, and outreach encouraging landlord participation.

Landlords are invited to share their information with the Town, and the details will be included in a public listing accessible through the Town's website.

f. Council Engagement Report

October 15 – November 5, 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.

Recent community events attended or hosted by Council include:

- Poppy Proclamation and Flag Raising
- Broadening Horizons Annual General Meeting
- Haunted House
- Diwali Party - Bollywood & Bites
- Transit Needs Assessment Key Stakeholder Interview

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

- Small Business Week Contest Winner Presentation – Gander Chiropractic Clinic

8. ADMINISTRATION

9. NEW BUSINESS

10. ADJOURNMENT

Mayor Farwell requested a motion for adjournment.

Moved By Councillor Woodford

Seconded By Deputy Mayor Pollett

THAT the meeting be adjourned at 4:57 pm.

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

Carried (7 to 0)

P. Farwell, Mayor

B. Hefford, Town Clerk



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Council Present:

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Staff Present:

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James Blackwood, Director of Planning and Public Works
Jerry Knee, Director of Community Services
Kayla White, Manager of Communications, Branding and Partnerships
Kelly Hiscock, Director of Corporate Services
Dave Shea

Regrets:

Wilson Hoffe, Councillor

1. CALL TO ORDER

The meeting was called to order by Mayor Farwell at 4:05 pm.

2. LAND ACKNOWLEDGEMENT

Mayor Farwell delivered the Land Acknowledgement.

3. VISITORS/PRESENTATIONS

There were no visitors or presentations.

4. APPROVAL OF AGENDA

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

Resolution: **25-217**

Moved By Councillor Woodford

Seconded By Councillor Handcock

THAT the agenda for the September 17, 2025 Regular Meeting of Council be approved, as presented.

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

Carried (6 to 0)

5. APPROVAL OF PREVIOUS MINUTES

5.1 August 27, 2025 - Regular Minutes

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

Resolution: **25-218**

Moved By Councillor Pollett

Seconded By Councillor Woodford

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

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

Carried (6 to 0)

6. BUSINESS ARISING FROM PREVIOUS MINUTES

7. STANDING COUNCIL BUSINESS

7.1 Governance and Legislative Services

a. Caretaker Statement

As this is the final public meeting of Council before the upcoming municipal election, the Town of Gander acknowledges that Council is currently operating in a caretaker period. During this time, and in keeping with the principles of responsible governance, Council will refrain from making decisions or taking actions that could be considered significant, contentious, or irreversible, unless required for the continued operation of the municipality.

This means that certain items which might normally have been placed on the agenda have been deferred to a later meeting. These matters will be brought forward for consideration by the new Council after the election. The purpose of this approach is to ensure that major decisions are made by an incoming Council with a fresh mandate from the community.

It is recommended that a formal Caretaker Policy be considered for implementation prior to the next municipal election to provide clear guidance on Council-related matters during future caretaker periods.

b. 2025 PMA Fall Forum Sponsorship Request

The Town of Gander has received a sponsorship request from the Professional Municipal Administrators (PMA) in the amount of \$1,500. As part of its practice, the Town of Gander supports member organizations like the PMA by providing a donation in lieu of the travel expenses they would normally incur when attending events. Recognizing the significance of being a preferred host community, the Town of Gander takes pride in supporting the PMA's ongoing commitment to Gander.

Resolution: **25-221**

Moved By Councillor Handcock

Seconded By Councillor Pollett

THAT the Town of Gander approve the sponsorship of \$1,500 for the 2025 PMA Annual Fall Forum, which will be hosted in Gander.

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

Carried (6 to 0)

c. 2025 Atlantic Mayors Congress Report

The 2025 Atlantic Mayor's Congress Report was presented to the committee for review, as attached.

d. New Found Gold Public Information Session

A public information session regarding the proposed Queensway Gold Project will be held by New Found Gold Corp. on September 18, 2025, at 6:00 PM at the Steele Community Centre, 2nd Floor (Cafeteria), 153 Airport Blvd, Gander. The session is part of the project's environmental assessment process and aims to inform the public about the project, answer community questions, and gather feedback. Residents may submit questions in advance and are encouraged to complete a Land and Resource Use Survey, which is being conducted anonymously by a third party.

7.2 Planning and Public Works

a. HAF Application - 130 Morgan Drive

An application was received from the owner of 130 Morgan Drive under the Town's Housing Accelerator Fund (HAF) Incentive Program. This program provides financial incentives to support the development of new residential units that meet criteria related to affordability, energy efficiency, and design standards.

The application meets all program requirements. The proposal includes the construction of a one-bedroom basement apartment to be used as a rental unit, with the property owner continuing to reside on the main floor.

Resolution: **25-219**

Moved By Councillor Woodford

Seconded By Deputy Mayor Ford

THAT up to \$20,045 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed basement apartment at 130 Morgan Drive, contingent upon the applicant's continued compliance with all eligibility requirements under the Town of Gander's Housing Incentive Program.

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

Carried (6 to 0)

b. Climate Risk Assessment

Whereas the Town of Gander has the following interest:

To create a world-class, dynamic Hazard, Risk, and Vulnerability Assessment using cutting-edge technology, and;

To create a prioritized, risk-based climate adaptation plan that reflects the unique characteristics of our municipality, and;

To ensure the diversity of our people, our economy, our culture, and our environment are protected through risk-informed planning, operations, and emergency management, and;

To complete the above with no capital nor ongoing costs, and to do so in a manner that enables discretionary sharing with other municipalities so as to explore common experiences and adaptation opportunities that build tomorrow's resilience, today.

Whereas the Town of Gander seeks to undertake "A Climate Risk Assessment and Prioritized Adaptation Plan for the Town of Gander" in coordination with numerous other communities across Nova Scotia and Newfoundland & Labrador, all of whom are partnering with McAllister & Craig for highly technical project elements and technical expertise.

Resolution: **25-220**

Moved By Councillor Woodford

Seconded By Councillor Pollett

THAT the Town of Gander directs staff to apply for a funding opportunity from the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation fund and Climate-Ready Plans & Processes program

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

Carried (6 to 0)

c. Public Works Departmental Report

During the period of August 13 to September 5, the Public Works Department used approximately 39 tonnes of asphalt for street repairs, completed 55 kilometres of street sweeping, conducted 10 lawn repairs, and continued work on basin repairs, street painting, and branch removal. Traffic control infrastructure in the form of lane narrowing was completed at the Elizabeth Drive crosswalk. Weather conditions during this period remained favourable for outdoor operations.

Council extends its thanks to the residents of Gander for their continued patience and cooperation while crews are working throughout the community, and reminds everyone to drive safely and slow down in construction zones.

d. Planning Departmental Report

The Planning Department report for the period of August 13 to September 5, 2025, was presented to the Committee for review. The report summarized applications received, permits issued, compliance letters processed, and provided an overview of new construction activity and residential dwelling unit growth.

During the reporting period, eight new residential buildings were initiated, resulting in 12 new residential dwelling units. Year-to-date, a total of 41 new residential buildings have been constructed, along with 13 secondary suites added to existing dwellings, contributing to a total of 65 additional residential units within the community.

e. Notable Dates

Garbage collection scheduled for Thanksgiving Day, Monday, October 13th, will be rescheduled to Wednesday, October 15th.

Upcoming Waste Transfer Station dates are October 18th and November 8th. The site will be open from 8:00 a.m. to 4:00 p.m. on each date. Residents are encouraged to arrive earlier in the day to ensure sufficient time to complete the service before closing.

Notable dates and upcoming events can be found on the Town of Gander's website at www.gandercanada.com.

7.3 Community Services

The Community Services Report was presented by Councillor Pollett.

a. NL 50+ Convention

The NL 50+ Convention, which took place in Gander from September 9–12, 2025,

submitted a request for a donation to assist with event planning. The Department maintains a budget for hosting donations to support conferences of this nature.

Resolution: **25-222**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT a \$500 hosting grant be given to the NL 50+ Organizing Committee for their convention held in Gander from September 9-12, 2025.

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

Carried (6 to 0)

b. Freshwater Photo Monitoring Station - Cobb's Pond Rotary Park

The Canadian Parks and Wilderness Society - Newfoundland and Labrador is launching an initiative to support freshwater conservation through citizen science photo monitoring stations.

These low-profile installations invite trail users to take repeat photos of nearby ponds or wetlands from a fixed location. The photos help capture seasonal changes, habitat shifts, flooding events and long term environmental trends contributing to a growing visual record of freshwater health.

They have identified Cobb's Pond Rotary Park as a promising location due to its public use, accessibility and ecological value and are asking for the Town of Gander's support and permission to install one at a discrete location.

c. Upcoming Events

The following events will take place in the coming months:

Sept 19 - 21: Quad-A-Palooza

Sept 20-21: Aurora Keats Memorial Softball Tournament

Sept 27: Town of Gander Fall Fair & Gander Grow Co Market

Oct 2 - 5: Provincial High School Female Softball Tournament

Oct 15: Community Wellness Event

7.4 Corporate Services

7.5 Public Safety and Protective Services

7.6 Communications, Engagement and Strategy

a. Provincial Air Ambulance System Announcement

Councillor Pollett declared conflict of interest and left Council Chambers at 4:36 pm, due to place of employment.

The Committee reviewed the Provincial announcement of September 9, 2025 regarding the integrated air and road ambulance system contract. The \$561.7 million Medavie Health NL contract includes plans to base low-acuity air transport services in Gander. With our airport facilities and regional health services, Gander is well-positioned to serve as a hub for medical air transfers.

While Council appreciates the recognition of Gander's role in this system, the specific details of this role are still to be defined. Council will continue to follow developments closely and work with all relevant stakeholders to ensure Gander's needs and interests are fully represented as the system is implemented.

Deputy Mayor Ford declared conflict of interest and left Council Chambers at 4:39 pm, being a candidate in the upcoming provincial election.

While the recently released contract includes written reference to Gander as a base location for low-acuity air transport, it is noted that the Health Accord recommendations make no mention of Gander. Nonetheless, there has been some public commitment from the Premier of Newfoundland and Labrador regarding the establishment of a base in the community.

Councillor Pollett and Deputy Mayor Ford returned to Council Chambers at 4:55 pm.

8. ADMINISTRATION

9. NEW BUSINESS

9.1 RFP25-06-ESA

A request for proposals was issued for Phase 1 and Phase 2 Environmental Site Assessments related to the proposed Penney Avenue extension. This work is intended to identify and evaluate potential risks and limitations associated with developing the area as a comprehensive development zone. The proposed extension would connect Penney Avenue to Cooper Boulevard and support mixed-use development along that corridor. Two bids were received, with the lowest compliant bid submitted by Cecon Ltd. in the amount of \$37,720.00 (HST included).

Funding for this initiative will be provided through the Housing Accelerator Fund, as part of efforts to make land available for future housing development.

Resolution: **25-223**

Moved By Councillor White

Seconded By Councillor Handcock

THAT RFP#25-06 for an Environmental Site Assessment for Penney Avenue be awarded to Cecon Ltd. at a cost of \$37,720.00 HST included.

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

Carried (6 to 0)

10. ADJOURNMENT

Mayor Farwell requested a motion for adjournment.

Resolution: **25-224**

Moved By Deputy Mayor Ford

Seconded By Councillor White

That the meeting be adjourned at 5:00 pm.

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

Carried (6 to 0)

P. Farwell, Mayor

B. Hefford, Town Clerk



**TOWN OF GANDER
SPECIAL MEETING OF COUNCIL
Tuesday, October 07, 2025, 04:00 PM
Council Chambers**

Council Present:

Percy Farwell, Mayor
Pat Woodford, Councillor
Sheldon Handcock, Councillor
Tara Pollett, Councillor
Jim Lidstone, Councillor
Krystle West, Councillor
Samantha Abbott, 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
Kelly Hiscock, Director of Corporate Services
Jerry Knee, Director of Community Services
Dave Shea, Fire Chief
Kayla White, Manager of Communications, Branding and Partnerships

1. CALL TO ORDER

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

2. SWEARING-IN CEREMONY

The meeting is called to swear in the new Council elected in the Municipal Election on October 2, 2025.

The Town Clerk swore in the seven members of the new Council.

3. LAND ACKNOWLEDGEMENT

Mayor Farwell delivered the Land Acknowledgement.

4. NEXT MEETING OF COUNCIL

The first Regular Meeting of the newly elected Council will be held on October 15, 2025.

Resolution: **25-225**

Moved By Councillor Handcock

Seconded By Councillor Woodford

THAT the first Regular Meeting of the newly elected Council will be held on October 15, 2025.

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

Carried (7 to 0)

5. ADJOURNMENT

Mayor Farwell requested a motion for adjournment.

Resolution: **25-226**

Moved By Councillor Woodford

Seconded By Councillor Handcock

THAT the meeting be adjourned at 4:20 pm.

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

Carried (7 to 0)

P. Farwell, Mayor

B. Hefford, Town Clerk



**TOWN OF GANDER
MEETING
REGULAR MEETING OF COUNCIL
Wednesday, October 15, 2025, 04:00 PM
Council Chambers**

Council Present:

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

Staff Present:

Brad Hefford, Chief Administrative Officer/Town Clerk/Director of Governance and Legislative Services
Kelly Hiscock, Director of Corporate Services
Doyle Whitt, Director of Planning and Public Works, Acting
Jerry Knee, Director of Community Services
Dave Shea, Fire Chief
Kayla White, Manager of Communications, Branding and Partnerships

Regrets:

Pat Woodford, Councillor
James Blackwood, Director of Planning and Public Works
Alexa Oldford, Manager of Governance and Legislative 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

There were no visitors or presentations.

4. APPROVAL OF AGENDA

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

Resolution: **25-227**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the agenda for the Regular Meeting of Council be approved as presented.

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

Carried (6 to 0)

5. ADMINISTRATION

6. NEW BUSINESS

6.1 Election of Deputy Mayor

As per section 37 of the Towns and Local Service District Act, at the first public meeting of the new council, Councillors shall elect a Deputy Mayor.

A motion to nominate a member of the six Councillors for the position of Deputy Mayor was requested.

Resolution: **25-228**

Moved By Councillor Handcock

Seconded By Councillor West

THAT I Sheldon Handcock, nominate Councillor Tara Pollett for the position of Deputy Mayor. Ms. Pollett accepted the nomination. With no other nominations brought forward, Tara Pollett is named the Deputy Mayor for the Town of Gander.

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

Carried (6 to 0)

6.2 Adoption of Council Schedule for 2025

Council is required as part of their obligations under the Towns and Local District Act to meet a minimum of once per month. Council, for the remainder of the 2025 calendar year will embark on a three-week council cycle. Committee recommends that the following council schedule be adopted for the remainder of 2025.

Regular Meeting of Council

Every 3rd Wednesday commencing October 15, 2025 @ 4:00 pm

Committee of the Whole

Every 3rd Tuesday commencing October 28, 2025 @ 12 noon

Every 3rd Wednesday commencing October 29, 2025 @ 12 noon

Resolution: **25-229**

Moved By Councillor Abbott

Seconded By Councillor Lidstone

THAT the following council schedule be adopted for the remainder of 2025. Regular Meeting of Council to be held every third Wednesday, beginning October 15, 2025, and the Committee of the Whole meetings to be held every third Tuesday and Wednesday, beginning October 28 and 29, 2025.

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

Carried (6 to 0)

6.3 GACC Conference & Luncheon Sponsorship

The Gander and Area Chamber of Commerce is requesting sponsorship for their 2nd annual Central Business Connections conference to be held in Gander on Oct 22nd. The full day conference will feature seminars conducted by business experts on various fields such as finance, leadership, work-life balance, and business / government support.

Councillor West left the Chambers at 4:07 pm after declaring a conflict of interest due to being a member of the board with the Chamber of Commerce.

Resolution: **25-230**

Moved By Councillor Abbott

Seconded By Councillor Handcock

THAT Council provide a donation of \$500 to the Gander Area Chamber of Commerce to sponsor a luncheon at the 2nd Central Business Connections conference to be held in Gander on Oct 22nd.

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

Conflict (1): Councillor West

Carried (5 to 0)

Councillor West returned to Council Chambers at 4:09 pm.

6.4 Arrears Sale - By-Law, 1st Reading

The Arrears Sale By-Law grants Council the authority to conduct arrear sales for properties which are delinquent in municipal tax and levies.

Resolution: **25-231**

Moved By Councillor Handcock

Seconded By Councillor Pollett

THAT the proposed amendments to the Arrears Sale - By-Law be proposed for the 1st reading, as attached.

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

Carried (6 to 0)

6.5 Variance from Regulations - Accessory Building, 4 MacLean Place

Notice is hereby given that the Town Council of Gander has received an application to construct a garage at the above noted address which will exceed the total permitted height for accessory buildings in a residential zone. The proposal is an accessory building with a total height of 6.05 metres.

It is noted that this property is situated in a Residential Medium Density zone which restricts the maximum accessory building height to 5.50 metres. The Town Council of

Gander may vary their regulations to a maximum of 10%.

There were no objections received by the advertised deadline.

Resolution: **25-232**

Moved By Councillor Handcock

Seconded By Councillor Abbott

THAT Council approve the application to construct a garage 6.05m high at 4 MacLean Place, which exceeds the permitted height of 5.5m by 10% in accordance with the Town of Gander Development Regulations.

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

Carried (6 to 0)

6.6 NL Antique and Classic Car Club

A request was submitted to sponsor a meet and greet as part of the annual NL Antique and Classic Car club's central meet. The sponsorship amount is \$1500.

Resolution: **25-233**

Moved By Councillor Lidstone

Seconded By Councillor Pollett

THAT the sponsorship for the NL Antique and Classic Car club central meet be approved in the amount of \$1,500.

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

Carried (6 to 0)

6.7 40th Anniversary of Arrow Air Disaster Commemoration

The Town of Gander will commemorate the 40th Anniversary of the Arrow Air Disaster with a special ceremony on December 12, 2025. A planning committee has been established, comprising representatives from 9 Wing Gander, the Town of Gander, the North Atlantic Aviation Museum, and the Gander Ministerial Association.

As part of the observance, an Ecumenical Service will be held at Evangel Church, followed by a Wreath Laying Ceremony at the Silent Witnesses Memorial. Family members of those lost, along with individuals who assisted at the site, will gather to honour and remember this significant milestone.

This event is open to the public and for further information, please call 709-651-5927.

6.8 Upcoming Events

The following events are taking place from Oct 16 - Nov 5/25.

- Oct 17 - 19: U15 AAA Male Hockey Tournament
- Oct 18, 25, Nov 1: Gander Grow Co Farmers Market
- Oct 23 - 26: School Sport NL 2A Soccer Provincials
- Oct 24 - 26: U13 AAA Female Hockey Tournament
- Oct 26: Halloween Skate
- Oct 28 - 30: Haunted House, 90 Armstrong Blvd
- Oct 31 - Nov 2: U13 AAA Male Hockey Tournament

For further information, please call the Community Services Department at 709-651-5927 or email recreation@gandercanada.com.

6.9 Gander Golf Course Culverts

During the 2025 public budget consultations, the Gander Golf Club requested the Town provide culverts to replace existing and in-kind assistance to carry out the work. This item was not budgeted. However, funds will be re-allocated from the community partnership fund and departmental savings.

Resolution: **25-234**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT Council approve invoice # 6-373133 from Armtec Limited Partnership in the amount of \$19,553.82 plus HST.

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

Carried (6 to 0)

6.10 NL Housing & Homelessness Network - Request for Sponsorship

The NL Housing & Homelessness Network is requesting sponsorship for their provincial conference held in Gander from Oct 7-9, 2025. There were approximately 150 participants in attendance. The conference helps bring people together to learn about what's going on in the province to address housing and homelessness in rural and remote communities and help strengthen the relationship that it takes to do this work.

Resolution: **25-235**

Moved By Councillor West

Seconded By Councillor Lidstone

THAT Council provide a donation of \$500 to the NL Housing & Homelessness Network for their convention held in Gander from Oct 7-9, 2025.

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

Carried (6 to 0)

6.11 Property Tax Reduction

The Committee reviewed one application for residential property tax reduction that met the Council's policy based on income criteria. The total amount to be adjusted is \$598.44. Since the beginning of 2025, the Town of Gander has issued 26 property tax reductions totaling \$20,899.41, as attached.

Resolution: **25-236**

Moved By Councillor West

Seconded By Councillor Pollett

THAT that the property tax reduction be approved as presented.

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

Carried (6 to 0)

6.12 Telephone System Replacement

The Town of Gander's current telephone system is set to be discontinued on December 31,

2025. To avoid any significant disruption to municipal communications, it is crucial to implement a replacement system before this date. Bell, the longstanding and current provider of telephone services for the Town of Gander, has proposed a solution that enables a seamless migration to a new system. This solution will integrate with the Town's existing communications infrastructure and includes the porting of all municipal phone numbers to the new platform.

Resolution: **25-237**

Moved By Councillor Handcock

Seconded By Councillor Abbott

THAT Council award the upgrade to voice over IP phone system to Bell at the cost of \$13.77/month, per telephone line, plus HST, for a three-year term.

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

Carried (6 to 0)

6.13 MNL, Call for Board Nominations

Council is advised that the call for board nominations is open with a closing date of October 22, 2025. The positions of: President, Vice President, Small Town's Director and Urban Municipalities Director, are available for two year terms.

Resolution: **25-238**

Moved By Councillor Pollett

Seconded By Councillor Abbott

THAT Mayor Percy Farwell be nominated for the position of Vice President.

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

Carried (6 to 0)

7. ADJOURNMENT

Mayor Farwell requested a motion for adjournment,

Mayor Farwell requested a motion for adjournment

Resolution: **25-239**

Moved By Councillor Handcock

Seconded By Councillor Pollett

THAT the meeting be adjourned at 4:24 pm.

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

Carried (6 to 0)

P. Farwell, Mayor

B. Hefford, Town Clerk



RULES OF PROCEDURE BY-LAW

Effective the 22nd day of January, 2025.
Resolution #25-005



1.0 Title

- 1.1** This document shall be referred to and cited as the “*Rules of Procedure.*”

2.0 Adoption

- 2.1** Whereas Section 46 of the *Towns and Local Service Districts Act* requires that a Council shall adopt rules of procedure for its meetings; Therefore, the Town Council of the Town of Gander hereby enacts the following *Rules of Procedure.*

3.0 Definitions

- 3.1** “Town Clerk” shall mean the Town Clerk of the Town of Gander.
- 3.2** “Town” shall mean the Town of Gander.
- 3.3** “Council” shall mean the Town Council for the Town of Gander.
- 3.4** “The Act” shall mean the *Towns and Local Service Districts Act.*
- 3.5** “Presiding Officer” shall mean the Mayor or Designate.
- 3.6** “Motions” shall mean a proposal made during a meeting to prompt discussion and a decision, which may become a resolution if approved.
- 3.7** “Resolutions” shall mean a binding decision formally agreed upon by a majority vote, recorded in meeting minutes.

4.0 Hierarchy of Authority

- 4.1** These *Rules of Procedure* are 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.
- 4.2** Where these Rules of Procedure and higher-level legislation are silent or unclear, the Chairperson shall determine the appropriate course of action, ensuring alignment with the legislative framework and the intent of the Rules. In emergency situations, the Rules of Procedure may be temporarily suspended by a 2/3 vote of the Council, provided such suspension does not contravene the TLSDA or other applicable legislation.
- 4.3** Any policies, regulations, or bylaws approved by Council that relate to procedural matters must also align with these Rules of Procedure and the overarching legislative framework.

5.0 Approval

- 5.1** These *Rules of Procedure* shall be adopted and approved by a resolution of Council during a Public Council Meeting.
- 5.2** Any subsequent amendments to these Rules must also be approved by resolution of Council following the required Notice of Resolution procedure.



6.0 Types of Council Meetings

Regular Public Meetings of Council

6.1 Regular Public Meetings of Council shall be held ~~every 4th Wednesday~~ **at least once per month** in the Council Chambers in accordance with the schedule of Public Council meetings approved annually by resolution of Council, unless otherwise approved by Council.

6.1.1 These meetings are open to the public and serve as the primary forum for Council to make decisions on municipal matters.

Special Meetings of Council

6.2 Special Meetings of Council may be called by the Mayor or any two Councillors by giving written notice to the Town Clerk or designate.

6.2.1 Notice of a Special Meeting must be given at least 24 hours before the meeting time by notifying all Members of Council and the public through the Town's website and other communication channels.

6.2.2 The notice shall include the date, time, location, and purpose of the meeting. Only the business specified in the notice shall be discussed, unless otherwise approved by a majority vote of Council.

6.2.3 Special Meetings shall be open to the public, unless closed under Section 41 of the Act.

6.2.4 No business may be conducted at a Special Meeting of Council other than that specified in the Notice of such meeting, unless otherwise decided by majority vote.

Committee of the Whole Meetings

6.3 The Committee of the Whole shall replace all standing committees and consist of all members of Council.

6.3.1 Committee of the Whole meetings shall be held at least once every month.

6.3.2 The purpose of these meetings is to discuss and review matters in detail before making recommendations to the Regular Public Meeting for final decisions.

6.3.3 Committee of the Whole Meetings are open to the public, except when the meeting or a portion of the meeting is declared closed under the provisions of Section 41 of the Towns and Local Service Districts Act.

Open Meetings

6.4 All Regular and Special Meetings of Council and Committee of the Whole Meetings shall be open to the public unless closed in accordance with Section 41 of the Towns and Local Service Districts Act.

6.4.1 Public notice of open meetings shall be provided through the Town's website and other communication channels as approved by Council.

6.4.2 Members of the public are encouraged to attend and observe Council proceedings. Opportunities for public input, such as delegations or presentations, shall be provided in accordance with the applicable rules outlined in this document. Unless pre-approved, members of the public may only observe and shall not participate in Council meeting proceedings. The Presiding Officer reserves the right to remove any member of the public from the meeting if they fail to comply with the established "Rules and Procedures."



6.5 In accordance with Section 41 of the Towns and Local Service Districts Act, meetings or parts of meetings may be closed to the public to discuss sensitive matters, including but not limited to:

- Personal, legal, financial, or proprietary information;
- Labour relations;
- Land acquisition or disposal negotiations;
- Matters subject to solicitor-client privilege.
- Decisions shall not be ratified during a Closed Meeting; matters discussed must be brought forward for ratification in a Regular Public Meeting where required.

6.6 Section 9 outlines further details on Open and Closed meetings.

7.0 Notice of Meetings

Annual Meeting Schedule

7.1 The schedule of all Regular, Committee of the Whole, and Special Meetings of Council for the upcoming year shall be adopted by Council prior to January 1st.

7.1.1 A copy of the adopted schedule shall be posted on the Town's website and distributed to relevant stakeholders for public awareness.

7.1.2 Meetings Scheduled on Town Observed Holidays

7.1.3 When a meeting date coincides with an observed holiday, the meeting shall be rescheduled to a day and time determined by Council and reflected in the annual meeting schedule.

Changes to Scheduled Meetings

7.2 If a Regular or Special meeting of Council is cancelled, rescheduled, or if an additional meeting is requested outside the approved schedule, notice shall be provided as follows:

- **To Council:** The Clerk or designate shall notify all Councillors via email or telephone at least twenty-four (24) hours in advance, unless otherwise approved by Council.
- **To the Public:** Details of the updated meeting shall be posted on the Town's website and shared with relevant stakeholders.
- The failure of any Councillor to receive notice of a meeting shall not invalidate the meeting, provided that reasonable efforts were made to notify all members and a quorum is present.

8.0 Meeting Decorum

Order and Decorum

8.1 The Presiding Officer at any meeting shall preserve order during debate and ensure that all proceedings are conducted in an orderly and respectful manner.



Interruptions

- 8.2** No member may interrupt a member who is speaking except to raise a point of order. If more than one member begins to speak at the same time, the Presiding Officer must call on the member who, in the Presiding Officer's opinion, first spoke.

Unacceptable Conduct of Behaviour - Councillor

- 8.3** When a Councillor during any type of Council Meeting, engages in conduct that is disruptive, disrespectful, or contrary to the *Rules of Procedure*, the Presiding Officer shall have the authority to:
- Name the offending Councillor and issue a formal warning to desist, which shall be recorded in the minutes.
 - Request the offending Councillor to leave the meeting if the behaviour persists, subject to the following:
 - If the Councillor refuses to leave, the Presiding Officer may recess the meeting and call upon the Presiding Officer, Town Clerk, Municipal Enforcement Officer, or the RCMP to remove the Councillor from the premises.
 - Such action shall also be recorded in the minutes.

Disorderly Persons

- 8.4** The Presiding Officer has the authority to expel and exclude from a meeting any Councillor, staff member, member of the public, other person who engages in improper conduct that disrupts the proceedings.
- 8.4.1** If a Councillor is expelled from a meeting, the Presiding Officer shall ensure that the reason for the expulsion is clearly recorded in the minutes.
- 8.4.2** An expelled Councillor may be permitted to resume participation in the meeting if a majority of the Councillors present vote in favor, following an apology by the Councillor to the Presiding Officer and Council.
- 8.4.3** Any member of the public or other individual in attendance may be expelled from a meeting by the Presiding Officer if their conduct is deemed disruptive or improper.
- 8.4.4** If the individual refuses to comply with the Presiding Officer's direction, the meeting may be recessed, and assistance from law enforcement (Municipal Enforcement Officer or RCMP) may be sought to restore order.
- 8.4.5** Actions taken under this section must align with the principles of open and accountable governance as outlined in the Towns and Local Service Districts Act.

Respectful Behaviour

- 8.5** Members speaking at a Council meeting must:
- Use respectful and non-discriminatory language at all times;
 - Refrain from making offensive gestures, signs, or remarks;
 - Speak only on matters directly related to the topic under debate or discussion;
 - Adhere to the rules of procedure as established under these *Rules of Procedure* and comply with the decisions of the Presiding Officer;



- Cease speaking immediately when called to order by the Presiding Officer, unless granted permission to explain their remarks.

Dress Code

8.6 All Councillors and Resource personnel are expected to maintain a professional appearance at Public Council Meetings.

- 8.6.1** Attire should be neat, clean, and appropriate for a professional setting, reflecting the importance of Council proceedings and fostering public confidence.
- 8.6.2** While formal business attire is not mandatory, clothing should project professionalism and respect for the responsibilities of the role.
- 8.6.3** Councillors and staff are encouraged to consider comfort, inclusivity, and practicality in their choice of attire, while ensuring a presentable appearance.

Use of Cell Phones or Electronic Devices

8.7 All personal cell phones and other communication devices must be silenced or turned off prior to the commencement of Council meetings to maintain focus and professionalism.

- 8.7.1** Electronic devices provided for conducting the meeting (e.g., laptops or tablets for accessing agendas) may be used, provided they are operated solely for meeting-related purposes.
- 8.7.2** The CAO (or designate) and Town Clerk (or designate) are permitted to keep their cell phone active to respond to potential emergencies during the meeting.
- 8.7.3** In certain circumstances, Councillors or staff may seek permission from the Presiding Officer to keep a device active for emergency purposes.

9.0 Presiding Officer

9.1 The Mayor shall preside over all meetings of Council, maintaining order, guiding discussion, and ensuring adherence to the *Rules of Procedure*.

- 9.1.1** In the absence of the Mayor, the Deputy Mayor shall preside.
- 9.1.2** If both the Mayor and Deputy Mayor are absent, and a quorum is present, the Town Clerk shall call the meeting to order. The Councillors present shall appoint a temporary chairperson to preside over the meeting. The temporary chairperson shall exercise the powers and perform the duties of the Mayor during the meeting or until the arrival of the Mayor or Deputy Mayor.
- 9.1.3** If the Mayor, Deputy Mayor, or any Councillor presiding over a meeting wishes to participate in the debate, they shall step down as the Presiding Officer for the duration of their participation. A temporary chairperson shall be appointed to preside while they are debating. Upon conclusion of the debate, the original Presiding Officer may resume their role.

10.0 Quorum

10.1 A quorum shall consist of a majority of the number of Councillors that may be elected or appointed to the Council under the provisions of the *Towns and Local Service Districts Act*.



10.2 If a quorum is not present within fifteen (15) minutes after the scheduled start time of a Regular, Special, or Committee of the Whole Meeting, the Clerk or designate shall record the names of the Councillors present and absent.

10.2.1 The meeting shall stand adjourned until the next scheduled meeting or to a date and time decided by the Council members present, provided notice is given in accordance with the *Rules of Procedure*

10.3 If a quorum is lost during a meeting, the Town Clerk or designate shall record the names of the Councillors present at the time quorum is lost.

10.3.1 The meeting shall be adjourned, and any remaining business shall be carried forward to the agenda of the next meeting.

10.3.2 All business on the agenda that is not addressed due to a lack of quorum shall be automatically added to the agenda of the next meeting.

11.0 Attendance

11.1 The Mayor, Councillors, the Chief Administrative Officer (CAO), and the Clerk (or their designate) are expected to make every reasonable effort to attend all meetings of Council.

11.1.1 It is recognized that circumstances may occasionally prevent attendance. In such cases, members and required staff are encouraged to notify the Clerk or Presiding Officer as soon as possible to ensure proper planning for the meeting.

11.2 Other municipal staff may attend Council meetings as requested by the Council or the Clerk, either to provide expertise on specific matters or to support meeting operations.

11.3 Where deemed appropriate by Council, attendance may include virtual participation using technology approved by the Town, provided it adheres to the rules of procedure for remote participation.

12.0 Meetings Open to the Public

12.1 All Regular Public Meetings of Council shall be open to the public, in accordance with the *Towns and Local Service Districts Act*, to promote transparency, accountability, and public participation in municipal governance.

12.2 A meeting or portion of a meeting may be closed to the public if it is necessary to discuss matters specified under Section 41 of the *Act*.

12.3 Before closing a meeting or portion of a meeting, Council must pass a resolution stating:

- The general nature of the matter to be discussed; and
- The specific authority under the *Act* that permits the meeting to be closed.

12.4 When a meeting or portion of a meeting is declared closed:

- All members of the public present shall leave the room unless their attendance is specifically requested by the Presiding Officer or Council.



12.5 All decisions made during a closed meeting must be ratified by resolution at a subsequent public meeting to ensure transparency and accountability, unless the resolution is one permitted under Section 234(2)(b) of the *Towns and Local Service Districts Act*.

12.6 A record of each closed meeting shall be kept, containing only:

- The type of matter discussed, as outlined in Section 9.2; and
- The date of the meeting.

13.0 Conflict of Interest

General Provisions

13.1 A Councillor must not participate in debate, vote, or otherwise influence a matter where they have a conflict of interest, as established by the Municipal Code of Conduct Act and associated policies.

13.2 All policies and guidance related to the administration of the Code of Conduct shall be governed by those provisions.

14.0 Minutes

Responsibility for Recording Minutes

14.1 Minutes of all Council meetings shall be recorded by the Town Clerk or designate, as appropriate.

Contents of Minutes

14.2 The minutes shall include:

- 14.2.1** A record of all members of Council present, as well as advisory and resource staff in attendance;
- 14.2.2** All motions presented to Council, including the names of those who moved and seconded each motion;
- 14.2.3** The names of all Councillors voting against or abstaining from voting on any motion;
- 14.2.4** A concise summary of comments, reports, petitions, presentations, or documents submitted to Council to provide context for decisions made.

14.3 Minutes should reflect what was done during the meeting, rather than verbatim accounts of what individual Councillors or staff said.

14.4 The inclusion of specific comments or statements shall require unanimous consent or a majority vote of Council.

Distribution of Minutes

14.5 Draft minutes shall be distributed to Councillors prior to the next scheduled meeting to allow for review and preparation.

Public Access to Minutes

14.6 Minutes of Regular and Special Meetings of Council shall be made available on the Town's website within seven (7) working days of the meeting's conclusion.



14.7 The minutes posted online shall include a disclaimer stating that they are not the official transcript and are subject to adoption by Council at its next meeting.

Adoption of Minutes

14.8 During the Public Council Meeting where the minutes are to be adopted:

- Any Councillor who objects to any portion of the minutes of the preceding meeting shall state the grounds of objection;
- If necessary, amendments to the minutes may be made by resolution of the Council;
- Once adopted, the minutes shall be deemed the official record of the meeting.

14.9 Official minutes shall be retained in accordance with the Town's Records Retention Policy and applicable legislation.

15.0 Agendas

15.1 Council and Committee of the Whole Meetings

Preparation of the Agenda

- The Clerk or designate shall prepare an agenda for each meeting, listing all business to be addressed.
- For Public Council Meetings, Councillors must submit items for inclusion on the agenda to the Clerk or designate no later than 9:00 A.M. on the day preceding the meeting.
- For Committee of the Whole Meetings, agenda items must be submitted in accordance with the Council's procedural policies.

Distribution and Posting

- Reports from the Committee of the Whole shall be distributed to Council no later than Noon on the day preceding the Public Council Meeting where the recommendations will be addressed.
- A summary of the finalized Regular or Special meeting of Council agenda, consisting only of the items included on it (excluding attachments), shall be circulated to all members of Council and posted on the Town's website no later than noon on the day preceding the meeting, to ensure transparency and accessibility.

Format of the Agenda

- The agenda format for Public Council Meetings and Committee of the Whole Meetings shall be as follows unless otherwise approved by Council:

Public Council Meeting Agenda

1. Call to Order
2. Land Acknowledgement
3. Visitors/Presentations
4. Approval of Agenda
5. Approval of Previous Minutes
6. Business Arising from Previous Minutes
7. Standing Council Business
 - Correspondence and Action Plans
 - Internal Operations
 - Regulatory Affairs and Policy



- ~~Finance~~
- ~~Strategy, Growth, and Investments~~
- ~~Community Well-being and Outreach~~
- 8. Administration
- 9. New Business
- 10. Adjournment

Committee of the Whole Meeting Agenda (Open) (Subject to Items)

- 1. Call to Order
- 2. Presentations/Delegations
- 3. Approval of Agenda
- 4. Approval of Previous Minutes
- 5. Standing Council Business
 - ~~Correspondence and Action Plans~~
 - ~~Internal Operations~~
 - ~~Regulatory Affairs and Policy~~
 - ~~Finance~~
 - ~~Strategy, Growth, and Investments~~
 - ~~Community Well-being and Outreach~~
- 6. Administration
- 7. New Business
- 8. Adjournment

Committee of the Whole Meeting Agenda (Closed)

- 1. Call to Order
- 2. Presentations/Delegations
- 3. Approval of Agenda
- 4. Approval of Previous Minutes
- 5. Executive Privilege
- 6. Adjournment

15.2 Special Meeting of Council Agenda

A Special Council Meeting shall be called to address specific matters requiring urgent or focused attention.

- The order of business for a Special Council Meeting shall follow the items specified in the notice calling the meeting. Council shall proceed directly to the consideration of the business for which the meeting was called.
- Only the business specified in the notice shall be addressed during the meeting.
- Additional items may be considered only if approved by unanimous consent or by a majority vote of Councillors present.

16.0 New Business

Public Council Meetings

16.1 The New Business portion of the Public Council Meeting is intended for brief updates, informational items, and general announcements. Examples include:

- Sharing information or updates from attendance at previous events;
- Providing notice of upcoming events;



- Offering congratulatory remarks or acknowledgments.

16.2 Substantive items or matters requiring decisions of Council shall not be introduced under New Business unless approved by unanimous consent.

16.2.1 Each Councillor shall be limited to a maximum of two (2) minutes to present their New Business, unless otherwise extended by unanimous consent.

16.2.2 Councillors are encouraged to focus on concise and relevant updates to ensure the efficient use of meeting time.

16.2.3 The Presiding Officer may guide the discussion to ensure adherence to the time limits and procedural rules.

Committee of the Whole Meetings

16.3 The New Business portion of the Committee Meeting is intended to:

- Allow Councillors to share updates, raise concerns, or seek clarification on issues related to Council's operations; and
- Provide an opportunity for preliminary discussion on matters within the Committee's mandate.

16.4 New business items related to the Committee's mandate shall be raised for informational purposes only.

16.4.1 Substantive items requiring decisions, research, or additional information shall be referred to the next Committee Meeting or the appropriate administrative department for further consideration and recommendations.

16.5 While there are no specific time limits for new business discussions during Committee Meetings, Councillors are encouraged to focus on concise and relevant updates to ensure efficient meeting management.

16.6 All new business items raised during a Committee Meeting shall require consensus of Council or majority vote and be documented in the meeting minutes, including any decisions to refer items for further research or action.

16.7 The Presiding Officer or Town Clerk shall ensure that referred items are included on the agenda for the appropriate future meeting or forwarded to the relevant administrative department for follow-up.

16.8 New business discussions and decisions at Committee Meetings shall adhere to the procedural rules established under Section 46 of the *Towns and Local Service Districts Act*, ensuring transparency, accountability, and alignment with the Committee's mandate.

17.0 Notice of Motion

17.1 A Notice of Motion, in writing, must be tabled at a Regular Public Council Meeting prior to the introduction or amendment of any By-Law.

18.0 By-Laws

18.1 All by-laws, including amendments, must be prepared in written form and circulated to Councillors before being introduced for consideration by Council.

18.2 A by-law must receive two readings before being adopted by Council, unless Council, by a majority vote, approves its adoption without a second reading.

18.3 A by-law shall take effect upon adoption unless a specific effective date is included in the by-law.



- 18.4** Where the approval of a Minister or Lieutenant Governor is explicitly required by statute, such approval must be obtained before the by-law takes effect.
- 18.5** Once adopted, certified copies of by-laws shall be made available for public viewing and posted on the Town's website, in accordance with the requirements of the *Act*.

19.0 Regulations

- 19.1** Any regulations established under the authority of the previous *Municipalities Act* shall now be deemed as by-laws and will require approval by the Town Council through the prescribed legislative process.
- 19.2** For regulations established under the authority of other legislation, these shall remain as regulations, and the current process for their adoption and amendment will remain unchanged unless otherwise stipulated by the applicable legislation.
- 19.3** All regulations, including amendments, must be prepared in written form and circulated to Councillors before being introduced for consideration by Council.
- 19.4** All regulations must receive two readings before being adopted by Council, unless Council, by a majority vote, approves its adoption without a second reading.
- 19.5** A regulation takes effect at the time of adoption unless otherwise specified by Council.
- 19.6** If approval of a Minister or Lieutenant Governor is required, such approval must be obtained after the regulation, including amendments, has been given second reading and before it is adopted.
- 19.7** The Mayor, Deputy Mayor, or the presiding Council member at the meeting at which the regulation is adopted, along with the Town Clerk, must sign the regulation.
- 19.8** After signing, the Town Clerk must place the regulation in the Town's records for safekeeping and ensure a copy is posted to the Town's website.

20.0 Motions and Resolutions

- 20.1** A motion is a formal proposal made by a Councillor during a meeting, requesting that Council take specific action or make a decision. Before any subject can be debated or decided upon, it must be introduced in the form of a motion.
- 20.2** Upon a motion being carried, it becomes a resolution.
- 20.3** All motions and resolutions, including the names of the mover and seconder, as well as the outcome of the vote, shall be recorded in the meeting minutes.
- 20.3.1** All motions shall be decided by a majority vote of the Councillors present unless a two-thirds vote is required by law or procedure.
- 20.4** Privileged motions take precedence over all other motions due to their urgent nature.
- 20.5** Incidental motions take precedence over pending motions when related to procedural concerns.
- 20.6** Once a motion is seconded, it is open for debate unless it is a privileged or incidental resolution, which may be decided without debate.
- 20.7** A motion may be debated and voted on only if it is:
- First proposed by one Councillor (moved); and
 - Then supported by another Councillor (seconded).



20.8 The Presiding Officer may call for a vote on the motion after all Councillors have had an opportunity to speak, in accordance with the Rules of Procedure.

Five (5) classes of motions and resolutions

20.9 Main Motions

20.9.1 A main motion is a formal proposal that introduces new business or requests Council to take a specific action. It is the lowest-ranking motion and may only be made when no other motion is pending.

20.9.2 A main motion or resolution must be:

- In writing, wherever possible;
- Concise, unambiguous, and complete;
- Stated or read aloud by the mover, who may make introductory remarks to explain the purpose of the resolution.
- Once duly moved and seconded, the resolution shall be restated by the Presiding Officer and opened for consideration and discussion.

20.9.3 All Councillors are entitled to participate in the discussion of a main motion, in accordance with the Rules of Procedure.

20.9.4 Discussion must remain focused on the subject of the motion to ensure efficient deliberations.

20.9.5 Main motions should be stated in a positive form wherever possible, so that a "yes" vote means approval and a "no" vote means rejection.

20.9.6 Exceptions, such as motions to deny a development application, must be carefully worded to avoid confusion.

20.9.7 A main motion is adopted when it receives a majority vote of the Councillors present unless a higher threshold is required by law or procedural rules.

20.9.8 The full text of every main resolution, including the names of the mover and seconder, as well as the outcome of the vote, shall be recorded in the minutes.

20.10 Subsidiary Motion

20.10.1 Assists in modifying, amending, or disposing of a main motion. These motions take precedence over the main motion and are listed below in order of rank:

Lay on the Table

Purpose: To temporarily set aside the pending business without setting a specific time for resuming its consideration. This motion is not intended to permanently delay or avoid the business at hand.

Examples:

- To address an urgent matter requiring immediate attention.
- To accommodate a member of the public with a vested interest in a matter later on the agenda.

Previous Question (Call the Question)



Purpose: To close debate and move directly to a vote on the pending motion.

Requirements:

- A Councillor must be recognized by the Presiding Officer to make this motion.
- A seconder is required unless unanimous consent is provided.
- A two-thirds vote is necessary to adopt this motion, as it limits the rights of debate.

Limit or Extend the Limits of Debate

Purpose: To adjust the time allocated for discussion or the number of times a Councillor may speak on a motion.

Examples:

- Limit debate if it is consuming excessive time.
- Extend debate to allow thorough discussion.

Requirements:

- A two-thirds vote is required unless unanimous consent is provided.

Postpone to a Certain Time (or Definitely)

Purpose: To delay a final vote on a motion until a specified later time or meeting.

If postponed to the next meeting, the motion will automatically be included on the agenda.

Commit or Refer

Purpose: To send a motion to a committee or staff for further review and recommendations. This is the only method to temporarily dispose of a motion beyond the next regular meeting.

Procedure: Council should specify deadlines for the committee or staff to ensure timely handling of the matter.

Friendly Amendment

Purpose: To allow minor changes to a motion before it is formally stated by the Presiding Officer.

Procedure: Before the Presiding Officer states the motion, the mover may accept suggested changes without consulting the seconder. After the Presiding Officer states the motion, any proposed changes must be treated as formal amendments, requiring debate and a vote unless unanimous consent is provided.

Amend

Purpose: To modify the wording of a motion to make it more suitable.

Amendments must relate directly to the main motion (germane) and may be proposed in one of three ways:

- Add words within or at the end of the motion;
- Remove specific words or paragraphs; or
- Replace specific text or substitute an entire paragraph.



Voting Procedure: Amendments are voted on in reverse order:

- Secondary amendments are voted on first.
- Primary amendments are voted on next.
- The main motion (as amended, if applicable) is voted on last.
- If there is general agreement, amendments may be approved without a formal vote.

Postpone Indefinitely

Purpose: To dispose of a motion without directly voting on it.

This motion is commonly used to avoid voting on an embarrassing or controversial main motion. It prevents the motion from being reconsidered during the same meeting.

20.11 Privileged Motion

20.11.1 Privileged motions do not relate to the pending business but address urgent matters of immediate importance, such as meeting continuation, comfort, or adherence to the agenda. These motions take precedence over all subsidiary motion and are ranked above them.

20.11.2 Privileged motions are generally not debatable when a main or subsidiary resolution is under consideration.

20.11.3 Fix the Time to Which to Adjourn

Purpose: To set the date, time, and place for an adjourned meeting to continue the current session.

Requirements:

- Requires a seconder.
- Adopted by majority vote.

Adoption of this resolution does not adjourn the current meeting but establishes when it will resume.

20.11.4 Adjourn

Purpose: To close the meeting entirely, regardless of whether the agenda or order of business has been completed.

Requirements:

- Requires a seconder.
- Adopted by majority vote.
- Always in order except when:
 - i.) A Councillor is addressing the Presiding Officer.
 - ii.) A vote is being taken, or it has been decided that the previous question shall be taken.

Uncompleted business is listed as unfinished business at the next meeting.



This resolution cannot be amended or debated.

A second resolution to adjourn cannot be made until intermediate proceedings have occurred.

20.11.5 Recess

Purpose: To take a short intermission in the meeting without adjourning it.

Requirements:

- Requires a seconder.
- Amendable regarding the length of the recess or the time to reconvene.
- Adopted by majority vote unless unanimous consent is provided.

20.11.6 Raise a Question of Privilege

Purpose: To address immediate concerns affecting the rights, comfort, or ability of Councillors to participate in the meeting.

Examples:

- Excessive noise, inadequate lighting, uncomfortable temperature.
- Difficulty hearing or accessing necessary reports or visuals.

Procedure:

- Does not require recognition by the Presiding Officer.
- The Presiding Officer takes appropriate action without a Council vote.

20.11.7 Call for the Orders of the Day

Purpose: To request that the Council follow the adopted agenda or order of business.

Procedure:

- A Councillor may interrupt business to raise this resolution if the wrong item is announced or if the agenda is not being followed.
- If a resolution is pending, the Councillor must wait until the resolution is resolved.

The agenda must be followed unless Council votes by a two-thirds majority not to proceed or provides unanimous consent to deviate.

20.12 Incidental Resolution

20.12.1 Incidental motions relate directly to the pending question or the conduct of the meeting and must be decided immediately before other business proceeds. These motions do not have a specific rank but are addressed in the order they arise.

20.12.2 Point of Order

Purpose: To address a perceived breach of the rules.

Procedure:

- A Councillor must raise a point of order at the time of the infraction unless the breach is of a continuing nature.



- The Presiding Officer rules on the question without requiring a seconder or a vote.

20.12.3 Appeal

Purpose: To challenge a ruling made by the Presiding Officer.

Procedure:

- Must be seconded.
- The Presiding Officer speaks first to explain the ruling.
- Each Councillor may speak once.
- The Presiding Officer may close with a final explanation.

Voting Rules:

- Specifies that the vote is on the Presiding Officer's decision, not the appeal itself.
- Maintains the principle that a majority or tie vote sustains the ruling, aligning with established parliamentary practices.

20.12.4 Suspend the Rules

Purpose: To temporarily set aside procedural rules for a specific purpose.

Restrictions:

- By-laws, statutory law, or fundamental parliamentary rules cannot be suspended.
- The rule is suspended only for the current meeting.

Vote: A two-thirds vote or unanimous consent, depending on the type of rule.

20.12.5 Objection to the Consideration of a Question

Purpose: To prevent consideration of an original main resolution that could harm Council's reputation or effectiveness.

Procedure:

- Must be raised before any debate or subsidiary resolution is introduced.
- Requires a two-thirds vote to dismiss the resolution.

20.12.6 Division of a Question

Purpose: To separate a resolution into parts that can be debated and voted on individually.

Procedure: Requires a resolution and a majority vote to divide the question.

20.12.7 Consideration by Paragraph or Seriatim

Purpose: To allow detailed consideration of a lengthy resolution or document by individual sections.

Procedure: Each section is debated and amended separately, followed by a vote on the entire document.

20.12.8 Division of the Assembly



Purpose: To verify the result of a voice vote through a more accurate method, such as roll call, where each Councillor is named, and their vote is announced and recorded.

Procedure:

- May be called by any Councillor without a seconder.
- The vote is retaken and recorded.

20.12.9 Request to be Excused from a Duty

Purpose: To relieve a Councillor of an obligation imposed by virtue of their office or appointment.

Procedure: Requires a resolution and a majority vote for approval.

20.12.10 Parliamentary Inquiry

Purpose: To request guidance from the Presiding Officer on procedural matters.

Procedure:

- Does not require a seconder or vote.
- The Presiding Officer provides an answer to the Councillor's question.

20.12.11 Point of Information

Purpose: To request factual clarification on the pending business.

Procedure: The Presiding Officer may provide an answer or refer the question to another Councillor or staff member.

20.12.12 Withdraw or Modify a Resolution

Purpose: To allow the mover of a resolution to withdraw or make changes to it after it has been stated by the Presiding Officer.

Procedure: Requires unanimous consent or a majority vote to approve the request.

20.12.13 Request to Read Papers

Purpose: To seek permission to read from documents such as papers, books, or reports during the meeting.

Procedure: Requires unanimous consent.

20.12.14 Request for Any Other Privilege

Purpose: To request privileges not covered by other incidental motion, such as making a presentation when no resolution is pending.

Procedure: Usually granted by unanimous consent.

20.13 Motion that Brings a Question Again Before the Council

20.13.1 These motions allow Council to revisit business that has already been adopted or acted upon. They are used to either bring back or modify a previously decided matter. There is no ranking among these motions, and they are presented in the order listed below.

20.13.2 Take from the Table



Purpose: To bring back a resolution that was previously laid on the table for further consideration.

Procedure:

- May be moved at the same or next meeting after the resolution was laid on the table.
- Requires a majority vote to take the resolution from the table.
- If not taken from the table by the end of the next regular meeting, the resolution is considered withdrawn and no longer under consideration.

Resumes consideration at the exact point where the resolution was laid on the table.

20.13.3 Rescind or Amend Something Previously Adopted

Purpose: To entirely repeal a previously adopted resolution, section, paragraph, or rule; or to change or modify a previously adopted decision.

Requirements for Approval:

- A two-thirds vote; or
- A majority vote if notice of intent to rescind or amend was given at the previous meeting or included in the meeting notice.

Cannot be applied to actions that have already been carried out and cannot be undone.

20.13.4 Discharge of Committees (Special/Ad Hoc/Task Force/Advisory)

Purpose: To remove an item of business from a committee and bring it back to Council for consideration or to terminate a committee's work on the matter.

This applies primarily to Special Committees, Advisory Committees, Task Forces, or Ad Hoc Committees, as the Committee of the Whole structure assumes the responsibilities previously managed by Standing Committees.

These temporary or task-specific committees may be discharged once their assigned purpose or task has been completed; or Council determines their continued existence is no longer necessary.

The Committee of the Whole is not discharged, as it operates as the primary decision-making forum for Council deliberations and recommendations.

Requirements for Approval:

- A two-thirds vote or a majority vote with prior notice is required to discharge a Special, Advisory, Task Force, or Ad Hoc Committee.
- If the committee fails to report within the prescribed time or if Council is considering a partial report, only a majority vote is required to discharge the committee.

The business referred to the committee is brought back to Council (via the Committee of the Whole) for direct consideration or dropped altogether.

Discharge of Special Committees, Advisory Committees, Task Forces, or Ad Hoc Committees signals the end of their existence unless Council assigns them additional tasks.

20.13.5 Reconsideration During a Council Meeting



Purpose: To revisit a decision made earlier in the same meeting when a Councillor who voted on the prevailing side has changed their mind.

Procedure:

- Only a Councillor who voted on the prevailing side (yes for adopted resolutions, no for lost motions) may move to reconsider.
- Requires a majority vote to pass.

The original resolution is brought back before Council as if it had not been voted on, resuming consideration at the point just before the initial vote.

20.13.6 Reconsideration After a Council Meeting

Purpose: To revisit a decision made at a previous meeting, provided notice of reconsideration is given.

Procedure:

- Notice must be given by a Councillor who voted on the prevailing side of the original resolution.
- A majority vote of Councillors present and voting is required to carry the resolution to reconsider.
- Once carried, the main question is debated as if it were an original resolution.

A resolution cannot be reconsidered more than once.

A resolution of indefinite postponement cannot be reconsidered.

20.14 Motions During Debate

20.14.1 When a question is under debate, the following motions may be made without requiring prior written notice. These motions are considered procedural tools to manage the debate and decision-making process:

- To Extend the Time of the Meeting
- To Refer or Commit a Matter
- To Amend a Motion
- To Lay a Motion on the Table
- To Postpone a Motion Indefinitely
- To Move the Previous Question

20.14.2 Every motion must be seconded before it can be debated or voted on.

20.14.3 Motions listed above take precedence based on their rank in parliamentary procedure and must be resolved before returning to the main question.

20.15 Withdrawal of a Motion

20.15.1 A motion that has been moved and seconded may only be withdrawn with the unanimous consent of the Councillors in attendance. This withdrawal is permitted only before any decision has been taken on the motion or an amendment to the motion has been made. This ensures that all



Councillors have equal opportunities to consider and debate motions before they are formally removed from discussion.

20.16 Addressing the Motion

20.16.1 Councillors and staff, where appropriate, shall address the Presiding Officer respectfully by referring to them as “Your Worship,” “Mr. Mayor,” or “Madam Mayor.” Speakers must wait to be recognized by the Presiding Officer before speaking and must direct their remarks to the specific matter under consideration. Councillors may not speak against a motion they have moved; however, they retain the right to vote against it if they so choose.

20.17 Entitlement to Speak

20.17.1 If two or more Councillors wish to speak at the same time, the Presiding Officer shall decide which Councillor is entitled to speak. This ensures fairness and order in debate, preventing interruptions and ensuring all voices are heard appropriately.

20.18 Order During Consideration of Motion

20.18.1 During the consideration of a motion, Councillors shall maintain decorum. No Councillor may walk across the Council Chambers, engage in private conversations, or create disturbances while another Councillor is speaking or while a vote is being taken. Interruptions are only allowed to raise a point of order, seek clarification, or ask a question. These rules support a respectful and orderly meeting environment.

20.19 Debate Procedure and Length of Debate

20.19.1 Debate on motions shall focus strictly on the question at hand, avoiding personal remarks. No Councillor may speak for longer than five minutes at one time or more than once on any motion or amendment unless permitted by the Council. Exceptions include clarifications of misunderstood remarks, which must not introduce new matters. The mover of a motion is allowed to speak twice: once to introduce the motion and once to close the debate. Debate concludes following the mover's second contribution to the discussion.

20.20 Rereading of a Motion

20.20.1 During debate, any Councillor may request that the question or motion under discussion be reread for clarification or information. This request may be made at any time during the debate but must not interrupt a Councillor who is currently speaking. The rereading of the motion ensures that all Councillors remain fully informed and focused on the matter under discussion.

21.0 Voting

21.1 All decisions of Council shall be made by a majority vote of the Councillors present at the meeting, including the Presiding Officer, unless otherwise specified under the *Act* or these Rules of Procedure.

21.2 A Councillor shall not abstain from voting on a motion or resolution unless:

- They are required to abstain due to a conflict of interest, as defined under applicable legislation, or;
- They have been granted permission to abstain by a majority vote of the other Councillors in attendance at the meeting.

21.3 If a Councillor abstains from voting, a decision on the motion or resolution can only be made if the number of Councillors voting in favour meets or exceeds the majority of those present at the meeting.

21.4 Each member of Council, including the Mayor, is entitled to one vote on any question.



21.5 The Presiding Officer shall restate the motion or resolution before calling for the vote to ensure clarity and understanding.

21.6 Recorded Vote

21.6.1 Whenever a decision of Council is taken, each Councillor, including the Mayor, who is present and voting shall indicate their vote openly and individually by a show of hands. The Clerk or designate shall record the names of Councillors voting against the motion, those abstaining, and those voting in favour.

21.6.2 Councillors who remain silent during the vote shall be deemed to agree with the decision made by those who vote and will be recorded as voting with the prevailing side, as declared by the Presiding Officer when announcing whether the motion is carried or defeated.

21.7 No Secret Ballot

21.7.1 Votes in Council shall not be conducted by ballot or any other method of secret voting. The sole exception is the election of the Deputy Mayor, which may be conducted by secret ballot if there is more than one nomination for the position. Such a vote shall be administered by the Clerk or designate to ensure impartiality and fairness.

21.8 Tie Vote

21.8.1 In the event of a tie vote on a motion or resolution, the motion or resolution shall be considered defeated. A tie indicates that the required majority for adoption has not been achieved, and no further action will be taken on the matter unless reintroduced at a subsequent meeting in accordance with the rules of procedure.

22.0 Committees

22.1 Authority to Form Committees

22.1.1 The Mayor may appoint committees as necessary to support Council's work. The Mayor shall be an ex-officio member of all committees. Committees are established to address specific tasks or issues and ensure focused deliberation outside of regular Council meetings.

22.2 Committee of the Whole

22.2.1 Committee of the Whole shall replace Standing Committees as the primary forum for Council's deliberations.

22.2.2 Committee of the Whole is comprised of all members of Council, including the Mayor, and is chaired by the Mayor or the Deputy Mayor in the Mayor's absence.

22.2.3 Matters previously addressed by Standing Committees will now be deliberated in the Committee of the Whole, with recommendations made to the Public Council Meeting for final approval.

22.3 Special Committees

22.3.1 Special Committees may be established to address specific matters or projects and consist of at least three Councillors, along with other members as appointed by the Mayor and ratified by Council.

22.3.2 These committees exist only until their assigned task or purpose is completed.

22.3.3 Special Committees report directly to the Committee of the Whole or Council, as appropriate.



22.4 Advisory Committees and Task Forces

22.4.1 Advisory Committees and Task Forces may be formed to provide non-binding advice to Council or the Committee of the Whole on specific topics or initiatives.

22.4.2 Advisory Committees are composed primarily of citizens and should reflect the diversity and interests of the community.

22.4.3 Task Forces are established for specific, short-term objectives and are disbanded upon completing their work.

22.5 Representation on External Committees

22.5.1 The Mayor may appoint Councillors to external committees or organizations where Council representation is required. Such appointments must be ratified at the first Public Council Meeting following a general election and reviewed as necessary.

22.6 Quorum for Committees

22.6.1 Quorum for the Committee of the Whole shall consist of a majority of its members, which includes all seven members of Council. Without a quorum, no official business may be conducted.

22.6.2 For any Special Committee where members of Council have been appointed, quorum shall consist of a majority of the appointed members. In the absence of quorum, no official business may be conducted.

22.7 Committee Leadership

22.7.1 The Mayor shall appoint a Chairperson for each Special Committee. The Chairperson is responsible for leading the committee's meetings and ensuring its mandate is fulfilled.

22.7.2 Task Forces and Advisory Committees shall operate collaboratively without a designated Chairperson, with members working collectively to address their objectives and report back to Council as required.

22.8 Committee Resources

22.8.1 Staff may be assigned as advisory and resource to committees to provide administrative support, facilitate communication, and prepare reports for Council consideration.

22.9 Committee Minutes and Reports

22.9.1 Minutes of all Committee of the Whole and Special Committee meetings must be prepared by the assigned resource staff or Town Clerk within 48 hours of the meeting and provided to Councillors at least 24 hours before the Public Council Meeting.

22.9.2 The Clerk or a designated staff member shall prepare reports summarizing discussions and recommendations from the Committee of the Whole. These reports will highlight matters requiring Council action or updates for public record and will be submitted to the Public Council Meeting for review and decision.

22.9.3 Minutes and reports shall comply with the TLSDA's requirements for transparency and public accessibility, except where confidentiality provisions apply.

22.10 Conduct of Business in Committees

22.10.1 The Committee of the Whole serves as the primary forum for Council discussions. The following rules and procedures govern its proceedings:



- The Mayor presides over Committee of the Whole meetings. In their absence, the Deputy Mayor shall chair the meeting. If both are unavailable, Council will appoint a temporary chairperson.
- All Councillors may speak freely without limits to the number of times, encouraging open deliberation. However, comments must remain focused on the subject under discussion.
- Decisions made during Committee of the Whole meetings are intended to reach a consensus among members. No binding votes are taken at this stage.
- Committee of the Whole meetings shall be open to the public in accordance with Section 46 of the *Act*, except where matters are being discussed in a closed session under Section 41 of the *Act*.
- Outcomes or positions formed during the Committee of the Whole are summarized and brought forward to a Public Council Meeting for formal consideration and ratification.
- Resource staff or department representatives may be present to provide expertise and assist in discussions as required.
- No formal action or execution of decisions arising from the Committee of the Whole discussions occurs without ratification at a subsequent Public Council Meeting. Exceptions may be made in exigent circumstances, subject to unanimous agreement by the Committee and subsequent reporting to Council.

23.0 Delegations

23.1 Requests to Appear

- 23.1.1** Requests to appear as a delegation before the Committee of the Whole or a Public Council Meeting must be submitted to the Town Clerk or designated Resource Person at least one week prior to the preferred meeting date.
- 23.1.2** Requests must be submitted in writing and include the subject matter, the name(s) of the spokesperson(s), and any attachments relevant to the presentation.

23.2 Restrictions on Delegations

23.2.1 Delegations will not be permitted to address the following matters:

- Official Community Plan by-laws or Zoning by-laws, including amendments, that have received first reading but have not yet been adopted, defeated, or abandoned.
- Matters on which the Town has initiated prosecution and where judgment has not been rendered;
- Promotion of commercial products or services unrelated to Town business.
- Publicly tendered contracts or proposal calls, during the period between authorization and award by Council or staff.

23.3 Approval Process

- 23.3.1** The Town Clerk or Resource Person may refuse to place a delegation on the agenda if the matter does not fall within Council's jurisdiction.



23.3.2 Delegations may appeal such decisions by requesting Council's review. Council will consider the appeal, and materials may be distributed under separate cover for Council's decision.

23.3.3 If approved, the Town Clerk or Resource Person will confirm attendance or propose alternative arrangements with the delegation.

23.4 Limits on Delegations

23.4.1 Only one delegation will be permitted per Council or Committee meeting, unless otherwise approved.

23.4.2 Delegations wishing to appear at consecutive meetings will only be considered if no other delegations are scheduled for the later meeting, unless otherwise approved.

23.5 Rules for Delegations

23.5.1 Presentations are limited to a maximum of 15 minutes, excluding questions from Council, unless extended by Council.

23.5.2 Delegations intending to use audio or audio-visual equipment must notify the Town Clerk or Resource Person in advance. The Town will assist with the setup of available equipment. If additional equipment is required beyond what the Town can provide, the delegation must supply their own.

23.5.3 Delegations must not communicate disrespectfully about any person, either verbally or otherwise. If, in the opinion of the Chair, the delegation is being disrespectful, the Chair may request the withdrawal of offensive remarks or actions.

23.5.4 If a delegation refuses to withdraw offensive remarks, refuses to follow the rules, or disobeys instructions from the Chair, the Chair may terminate the presentation and direct the delegation to leave the meeting.

23.5.5 Where a delegation refuses to leave, the Chair may order their expulsion and exclusion from the meeting.

23.5.6 If an offending delegation apologizes, Council may permit the delegation to continue their presentation.

24.0 Electronic Recording Restrictions

24.1 Members of the public attending town council meetings are prohibited from using any electronic devices to make audio or video recordings of the proceedings unless prior written permission has been granted by the town council. This restriction is to ensure the orderly conduct of meetings and to protect the privacy and integrity of discussions. Any violation of this rule may result in removal from the meeting and other actions as deemed appropriate by Council.

25.0 Clarification and Amendment Procedure

25.1 Clarification of Rules

25.1.1 In cases where these Rules of Procedure are silent or do not provide sufficient guidance, *Robert's Rules of Order* shall apply as a supplementary authority, provided they do not conflict with applicable laws or these Rules.



25.2 Amendment of Rules

25.2.1 Any motion to amend these Rules of Procedure requires a Notice of Motion and must be approved by a majority vote of the Council during a Public Council Meeting.

26.0 Effective Date

26.1 These Rules of Procedure shall become effective upon the 22nd day of January, 2025 by Resolution #25-005.

27.0 Publication

27.1 These *Rules of Procedure* will be posted to the Town's Website following adoption by Council.

28.0 Repeal of Previous Rules of Procedure

28.1 All previous Town of Gander's Rules of Procedure and amendments are repealed.

Draft November 5, 2025



**TOWN OF
GANDER**

ARREARS SALE BY-LAW

Effective the 16th day of April, 2025.
Motion #25-084



1.0 Title

1.1 This document shall be referred to and cited as the “*Arrears Sale By-Law.*”

2.0 Adoption

2.1 Whereas Section 7 of the *Towns and Local Service Districts Act* requires that a Council shall adopt an *Arrears Sale By-Law*, the Town Council of the Town of Gander hereby enacts the following.

3.0 Definitions

3.1 “Town Clerk” shall mean the Town Clerk of the Town of Gander.

3.2 “Town” shall mean the Town of Gander.

3.3 “Council” shall mean the Town Council for the Town of Gander.

3.4 “The Act” shall mean the *Towns and Local Service Districts Act*.

3.5 “Arrears” means unpaid taxes, fees, or other financial obligations as defined under the Act, **as amended.**

3.6 “Appellant” means a person who files an appeal pursuant to section 5 of these By-laws.

3.7 “Arrears Sale” means the sale of real property by the Town to recover unpaid real property taxes, water and sewer fees, or local improvement fees in relation to the real property.

3.8 “Auction” means a public auction conducted pursuant to section 6.4 of these By-laws.

3.9 “Bidder” means a member of public in attendance in person at an Auction.

4.0 Hierarchy of Authority

4.1 This by-law is enacted pursuant to the *Towns and Local Service Districts Act*. In the event of a conflict, the provisions of the Act or other higher-level legislation shall prevail.

5.0 Application

5.1 This by-law applies to the sale of real property for which a notice of arrears has been served in accordance with Division 8 of the *Towns and Local Service Districts Act*.

6.0 Procedures

6.1 Resolution

6.1.1 Council shall, by resolution, direct the sale of real property by arrears sale upon confirmation by the Town Clerk that the arrears notice was served under Section 146 of the Act.



6.2 Notice of Arrears Sale

- 6.2.1** The Clerk shall serve notice of arrears sale on all parties with a legal interest in the property, including owners, mortgagees, judgment creditors, lienholders, or other persons having a charge or encumbrance upon or against the real property.
- 6.2.2** Recipients may appeal within 14 days of notice service, in accordance with the provisions of section 151(2) of the *Towns and Local Service Districts Act*.
- 6.2.3** ~~If no appeal is filed, the Town Clerk may proceed to advertise the real property for public auction.~~

A person receiving notice of an Arrears Sale pursuant to section 151(1) of the Act may, within 14 days of service of the notice, file an appeal with the Town.

An appeal under section 1 of these By-laws shall be in writing, setting out in detail the grounds for the appeal and including supporting documentation.

The appeal shall be a rehearing by Council of the decision taken under section 150 of Act and shall be considered at a special meeting of Council.

The Appellant may attend the special meeting of Council referred to in section 7 but shall have no right to make oral submissions at such meeting.

At the special meeting of council referred to in section 3, Council shall make one of the following decisions:

- a.) deny the appeal and direct that written reasons for the decision be provided to the Appellant.**
- b.) allow the appeal and rescind the resolution directing the property be sold by arrears sale; or**
- c.) require further information of the Appellant or staff and adjourn the meeting to a determined date.**

- 6.2.4** ~~If an appeal is filed, the auction cannot proceed until the appeal is resolved.~~

Where an appeal has been filed, the property subject to the appeal shall not be advertised for sale at an Auction until the appeal has been decided.

6.3 Advertisement

- 6.3.1** The notice shall be published at least 30 days before the auction date, stating the time, place, and description of the property, in compliance with Section 292 of the *Act*.

6.4 Arrears Sale by Public Auction

- 6.4.1** ~~The Town Clerk shall conduct the arrears sale by live or sealed bid auction. The sale shall be publicly advertised, allowing all interested parties to bid.~~

- ~~➤ For sealed bid auctions, the Town shall specify the deadline, submission process, and any required deposit or documentation. Bids shall remain confidential until opened by the Town Clerk in the presence of an independent witness. The highest compliant bid shall be accepted if it meets or exceeds the arrears or minimum bid set by Council.~~

An Arrears Sale shall be conducted by a public auction at the time and in the place within the Town referred to the advertisement issued under section 151(5) of the Act.



~~6.4.2 The Town Clerk shall sell as much property as needed to recover all outstanding amounts, including taxes, water and sewer fees, local improvements, interest, and sale related expenses. If proceeds are insufficient, additional portions may be sold without further notice to the owner but in accordance with applicable laws.~~

The Auction shall be conducted as follows:

- a.) **Council may engage a professional auctioneer or other person to act as auctioneer, and in the absence of such person being engaged, the Clerk shall be the auctioneer.**
- b.) **At the time advertised for the commencement of the Arrears Sale, the doors to the room in which the Auction is being conducted shall be secured so as to allow no new Bidders to enter.**
- c.) **The auctioneer shall identify the property available for sale by stating the civic address and the names of the owners identified on the tax roll, if any**
- d.) **Where an Auction is being conducted pursuant to section 152 of the Act:**
 - i.) **the auctioneer shall state the minimum bid for the property, being the amount equal to the outstanding taxes, fees and interest in respect of the property together with the expense's incidental to the Arrears Sale.**
 - ii.) **the auctioneer shall call for bids at the minimum bid and then in increasing increments of not less than \$100.00 until there is no Bidder for such increment; and**
 - iii.) **if, after calling three times for a higher bid no higher bid is made, the auctioneer shall declare the highest Bidder the successful purchaser of the property.**
- e.) **Where an Auction is being conducted pursuant to section 153 of the Act:**
 - i.) **the auctioneer shall state the starting bid for the property, being the amount equal to the outstanding taxes, fees and interest in respect of the property together with the expense's incidental to the Arrears Sale.**
 - ii.) **the auctioneer shall call for bids at the starting bid and (x) if there is a bidder for such amount call for bids in increasing increments of not less than \$100.00 until there is no Bidder for such increment, or (y) if there is no bidder for such starting bid call for bids in such increments as the auctioneer shall determine until there is a Bidder; and**
 - iii.) **if, after calling three times for a higher bid no higher bid is made, the auctioneer shall declare the highest Bidder the successful purchaser of the property.**

6.4.3 The Town may bid on properties to recover arrears, subject to provincial regulations and Town policies.

6.4.4 The successful bidder must immediately pay in full or provide a deposit covering all arrears, fees, and sale expenses. If the bidder fails to comply, the Clerk shall immediately re-offer the property for sale.



6.4.5 Upon sale completion, the Clerk shall issue a receipt and property summary. The sale is not final until a legally binding conveyance is completed per Section 6.10.

~~**6.4.6** The sale excludes Crown claims, pre-existing easements, and other exempt encumbrances. The purchaser accepts the property "as-is," subject to these conditions.~~

6.5 Additional Notice for Unsuccessful Arrears Sale

6.5.1 If a property remains unsold at the scheduled arrears sale due to insufficient bids or inability to meet outstanding amounts, the Town Clerk shall:

- a.) Postpone the sale to a new date, not less than one (1) week and not more than two (2) weeks from the original date.
- b.) Issue notice of the new sale date to all individuals entitled to receive notice under Section 6.2 of this by-law.
- c.) Publish an announcement of the rescheduled sale in accordance with Section 292 of the *Towns and Local Service Districts Act*, specifying the updated date, time, and location; and
- d.) Proceed with efforts to sell the property at the new public auction date.

6.5.2 At the rescheduled auction, the property may be sold for any reasonable amount that can be realized.

6.6 Void Arrears Sales

~~**6.6.1** If an arrears sale is deemed void due to procedural errors, irregularities, or other valid reasons, the lien on the property shall remain in effect as if the sale had not occurred.~~

6.6.2 The Town retains the authority to re-sell the property unless all taxes, fees, interest, and expenses are paid in full.

6.7 Allocation of Sale Proceeds

~~**6.7.1** The Town shall apply the proceeds of the auction in the following order: **accordance with section 155 of the Towns and Local Service Districts Act.**~~

- ~~a.) Taxes, water and sewer fees, local improvement fees, and interest owed to the Town;~~
- ~~b.) Any remaining balance shall be handled as per Sections 6.7.2 to 6.7.5.~~

~~**6.7.2** If the surplus funds are less than \$200, they shall be paid directly to the former property owner.~~

~~**6.7.3** If the surplus funds are \$200 or more:~~

- ~~a.) They shall be paid to the former owner if no claim is filed within ninety (90) days of the sale; or~~
- ~~b.) They shall be deposited into the Supreme Court if a claim is filed by another party within the ninety (90) days.~~

~~**6.7.4** The Town Clerk shall notify individuals entitled to receive surplus funds, specifying the balance and the procedure for filing a claim within the prescribed timeframe.~~

~~**6.7.5** If the former owner cannot be located, any surplus funds shall be deposited with the Supreme Court.~~

~~**6.7.6** Payment into the Supreme Court fulfills the Town's obligation, and the Supreme Court may distribute the funds to the rightful claimant upon application.~~



6.8 Consequences of Non-Payment by Purchaser

6.8.1 The Town Clerk shall re-offer the property for sale at the public auction without delay if the successful bidder at an arrears sale fails to:

- a.) Pay the full purchase price immediately; or
- b.) Provide a deposit equal to the outstanding taxes, fees, interest, and expenses.

6.9 Assessment of Sold Property

6.9.1 After an arrears sale, the property shall be assessed to the purchaser or their legal successors.

6.9.2 If the Town purchases the property, it shall be assessed in the name of the Town.

6.10 Transfer of Ownership After Arrears Sale

6.10.1 ~~Following an arrears sale, the Town Council shall issue a legally binding conveyance of the property to the purchaser. This document shall be executed in the name of the Town, signed by the Mayor and the Town Clerk (or another person authorized by the Council), and sealed with the Town's official seal.~~

Following receipt of payment in full of the bid amount, the Town Council shall issue to the successful bidder a valid conveyance in registrable form.

6.10.2 The conveyance shall:

- ~~a.) Serve as definitive proof that all statutory requirements under the Towns and Local Service Districts Act related to the arrears sale of the property have been fully satisfied, and all actions necessary to legally complete the sale have been performed; and~~
- b.) Transfer ownership of the property to the purchaser, or their legal successors, free and clear of encumbrances, except for any claims by the Crown or pre-existing easements.

7.0 General Provisions

7.1 Errors or irregularities in the sale process do not discharge liens, which remain enforceable under Section 154 of the *Act*.

7.2 All actions taken under this by-law shall adhere to the Rules of Procedure adopted by the Town.

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 16th day of April, 2025 by Motion #25-084.

10.0 Publication

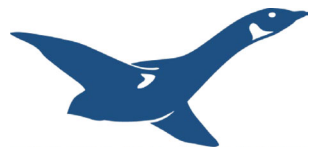
10.1 This by-law will be posted to the Town's Website following adoption by Council.

11.0 Repeal of Previous By-Law

11.1 No prior by-laws are repealed by this by-law.



Draft October 14 2025



Policy Title: Temporary Employment Assignment	Classification: ☐ Formal Policy of Council ☒ Operational Procedures ☐ Service Standard Public Impact: ☐ Yes ☐ No Signature of Approval: _____ Date: _____
Implementation Date:	
Review Date:	
Issuing Department: Governance and Legislative Services	

Objective

This policy sets out the framework for managing Temporary Employment Assignments (TEAs) within the Town of Gander.

Purpose and Application

It enables timely staffing flexibility, supports internal development, and ensures business continuity, while remaining aligned with the Town's employment legislation, classification system, and staffing procedures.

TEAs may apply to both internal reassignments and external temporary hires, including circumstances where a Direct Hire Protocol may be authorized by the Chief Administrative Officer (CAO).

Accommodation

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

Responsibilities

Authority: Council will be responsible for policy approval.

Accountable: Chief Administrative Officer.

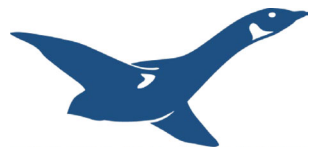
Responsible: Department head to bring forward suggestions, recommendations for edits, modifications or policy developments.

Responsible: Management to review policy for cross-departmental and organizational impacts.

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

Consulted: Line departmental staff impacted are to be consulted to assess operational impacts.

Informed: Applicable staff and public as necessary.



Definitions

Temporary Employment Assignment (TEA): A non-permanent staffing arrangement not exceeding Twenty-Four (24) cumulative months.

Internal Temporary Assignment: A temporary reassignment of a Town employee to another role within the organization, either at the same or higher level.

External Temporary Assignment: The appointment of a non-Town employee to a defined term position of up to twelve (12) months, renewable in six (6) month increments.

Lateral Assignment: A temporary assignment to a position of equivalent classification.

Advancement Assignment: A temporary assignment to a higher classification with corresponding compensation.

Salary Protection: Where a role is of lower classification, an internal assignee retains their existing salary for the duration.

Permanent Appointment: A role that provides ongoing employment status and can only be filled through an approved competition or recruitment process.

Values

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

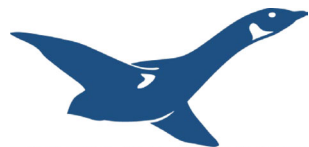
Compassion – The Town of Gander recognizes residents and employees all face their own challenges. It is our commitment to demonstrate empathy and understanding where possible. By fostering a sense of solidarity and community care, support can be provided to those in vulnerable situations.

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

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

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

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



Policy Guidelines

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

1.0 Policy Principles

- 1.1 All TEAs are time-bound, documented, and subject to operational need.
- 1.2 No TEA shall exceed two (2) years in total duration.
- 1.3 TEAs are not intended to circumvent permanent hiring processes.
- 1.4 Any transition to permanent status must follow established recruitment policy.
- 1.5 Human Resources provides supporting administrative functions, including classification validation, assignment letter preparation, and record updates.

Policy Procedures

1.0 Initiation and Approval

1.1 Identification of Need

The Department Head may initiate a TEA to:

- Maintain services during a leave or vacancy
- Support surge capacity or project needs
- Enable short-term leadership or backfill coverage
- Provide developmental opportunities to staff

1.2 Approval Authority

Final approval rests with the Chief Administrative Officer (CAO). The Department Head is responsible for preparing a brief justification, including the operational rationale, duration, and source of funding (if applicable). The CAO may delegate final approval for routine assignments as appropriate.

2.0 Internal Assignment Process

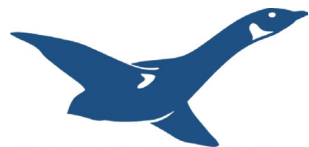
- 2.1 Optional Posting: May be posted internally when time permits or when multiple qualified candidates are likely to be interested.
- 2.2 Interview or screening processes can be utilized to assess suitability
- 2.3 Direct Hire may be made without posting
- 2.4 Evaluation: Based on previous performance, availability, and relevant skills

3.0 External Assignment Process

3.1 Standard External TEA

May follow a targeted or public call for applications. Employment contracts must clearly identify:

- The term (up to twelve (12) months)
- Nature of the assignment
- Absence of permanency
- Potential for extension (not exceeding 24 months)



3.2 Direct Hire Protocol (CAO Discretion)

The CAO may authorize a direct hire without competition where:

- Immediate staffing is required to maintain essential service
- The role is temporary and highly specialized or hard-to-fill
- An open competition is impractical due to time sensitivity
- The need arises from unforeseen operational risk.

Requirements:

- Documented rationale signed by the Department Head
- Term of up to 6 months, renewable with updated justification
- Offer letter issued and recorded in employee records.

4.0 Duration and Extensions

4.1 Assignments must maximum of Twelve (12) months, renewable blocks of up to six (6) months. Maximum cumulative length: twenty-four (24) months.

4.2 Any extension requires updated justification by the Department Head and approval by the CAO.

5.0 Compensation and Benefits

5.1 Lateral Assignments: Retain original pay and entitlements.

5.2 Advancement Assignments: Receive compensation aligned with the higher band with a minimum increase of 10%.

5.3 Lower Band Assignments: Salary protection is maintained.

5.4 Internal staff retain pensionable service and accrue benefits as per their substantive role.

6.0 Administrative Process and Records

6.1 Human Resources will:

- Validate alignment of classification and pay band
- Prepare the assignment letter
- Update personnel files accordingly

7.0 Reversion and Conclusion of Assignment

7.1 Internal Assignments: Automatically revert to original position upon conclusion unless otherwise authorized.

7.2 External Assignments: Conclude at end of term unless extended through proper procedure.

7.3 Permanent Conversion: Only permitted through a formal competition or approved promotion framework.

Appeals/Review Process

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

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

APPENDIX A
POLICY AMENDMENTS AND RESOLUTIONS OF COUNCIL



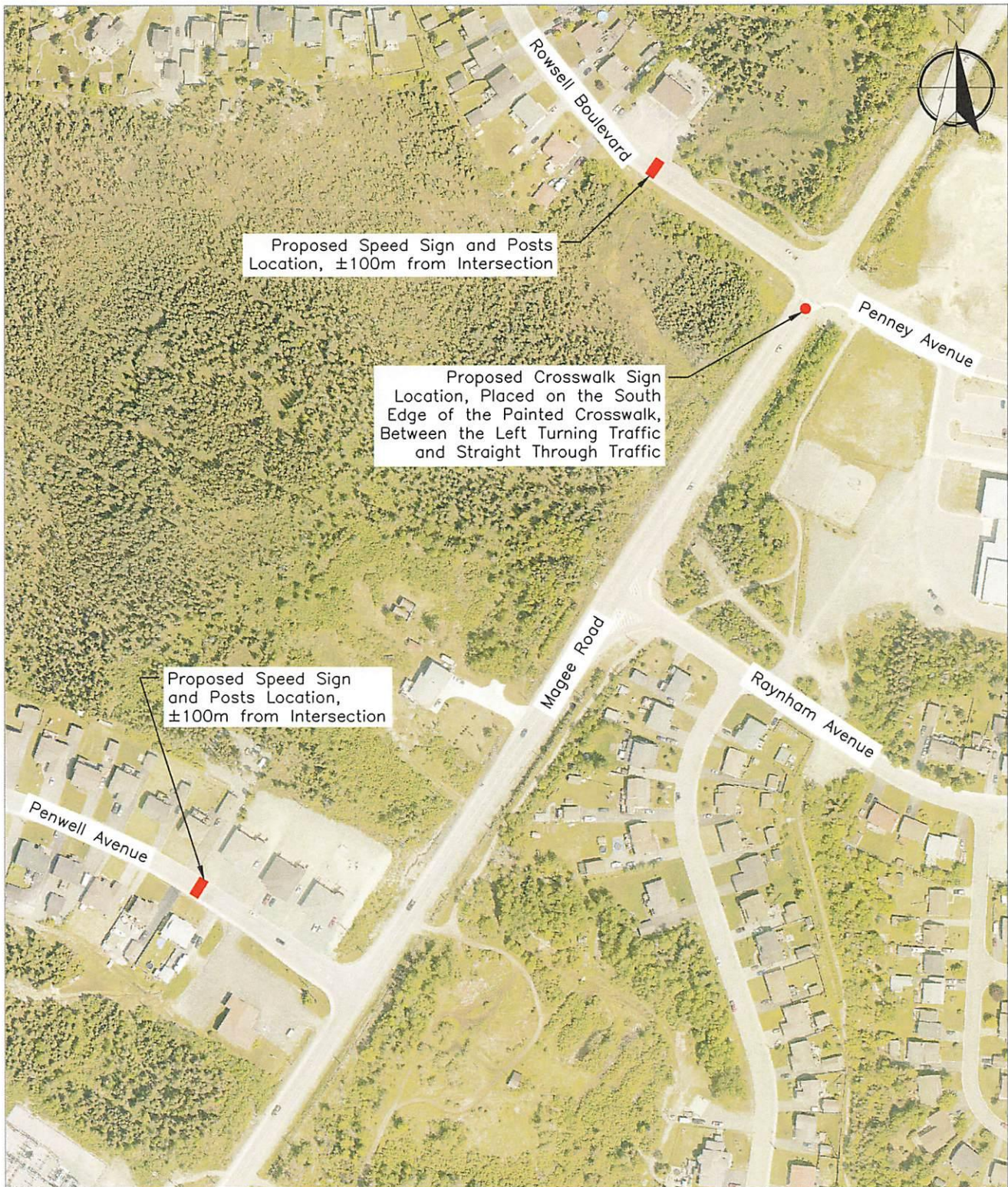
Amendments and Resolutions

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

Draft October 27, 2025



This map shows the location of the land being donated to the Nature Conservancy of Canada by Domtar in the Gander Lake area of central Newfoundland. PHOTO BY PIERS EVANS/NATURE CONSERVANCY OF CANADA



Drawing Title:
Flexible Delineator Sign
and Post—
Proposed Location

Drawn By:
S. Blundon

Scale:
1 of 1

Date:
Oct. 7, 2025

Drawing Number:
25-1093

SNOW PLAN
TOWN OF GANDER
REVISED DRAFT: October 27, 2025



Table of Contents

Goals.....	3
Snow Clearing Personnel 2025/26.....	4
Day Shift / Night Shift.....	5
Evening Shift / Weekend Shift.....	6
Classification of Streets.....	7
Standards.....	8
Priority 3 & 4 Routes / Inside Sidewalks.....	11

APPENDIX

Snow Clearing Street Priority

Plow Routes

Sidewalk Blower (Initial Route)

Salt Routes

GOALS
TOWN OF GANDER
DEPARTMENT OF MUNICIPAL WORKS & SERVICES

1. To reduce the hazard of snow and ice covered streets and sidewalks to motorists and pedestrians.
2. To reduce economic losses to the community, caused by workers not being able to get to their jobs.
3. To facilitate the handling of emergencies by Fire, Police and Hospital officials.
4. To provide desired levels of snow clearing service consistently throughout the Town.
5. To ensure economy in the expenditure of resources.

SNOW CLEARING PERSONNEL 2025-26

Doyle Whitt

R. Stoyles
M. Reid
A. Paul
R. Stroud
<name>

Deputy Director

Supervisor of Public Works
Supervisor of Building & Fleet Maintenance
Foreman of Water and Sewer
Foreman of Public Works
Foreman of Winter Operations

T. Abbott _____ H.E.O.
E. Branton _____ H.E.O.
J. Cokes _____ H.E.O.
B. Collins _____ H.E.O.
D. Glover _____ H.E.O.
M. Hartery _____ H.E.O.
M. Hill _____ H.E.O.
P. Downer _____ H.E.O.
S. Smart _____ H.E.O.
P. Organ _____ H.E.O.
C. Philpott _____ H.E.O.
M. Power Jr. _____ H.E.O.
H. Doucette _____ H.E.O.
M. Hearn _____ H.E.O.
P. Whitt _____ H.E.O.
M. Wilson _____ H.E.O.
R. Wiseman _____ H.E.O.
S. Harris _____ H.E.O.

J. Clarke _____ Mechanic
J. Collis _____ Mechanic
S. Pollard _____ Mechanic
K. Jenkins _____ Mechanic

D. Jensen _____ Buyer

DAY SHIFT
7:30a.m. – 4:00p.m.
Monday – Friday

R. Stoyles

Supervisor

Foreman (2)

(Alternate weekly)

H.E.O. (7)

~~H.E.O. #1~~

~~H.E.O. #2~~

~~H.E.O. #3~~

~~H.E.O. #4~~

(Alternate night shift each week)

~~H.E.O. #5~~

~~H.E.O. #6~~

~~H.E.O. #7~~

Mechanic (4)

(Alternate with other mechanics for night shift)

~~Mechanic #1~~

~~Mechanic #2~~

~~Mechanic #3~~

~~Mechanic #4~~

5

NIGHT SHIFT
11:30p.m. – 7:30a.m.
Monday – Friday

Foreman (2)

(Alternate weekly)

H.E.O. (7)

~~H.E.O. #8~~

~~H.E.O. #9~~

~~H.E.O. #10~~

~~H.E.O. #11~~

(Alternate with day shift each week)

~~H.E.O. #12~~

~~H.E.O. #13~~

~~H.E.O. #14~~

Mechanic

(Alternate each week)

EVENING SHIFT
3:30p.m. – 11:30p.m.
Monday – Friday

H.E.O. (2) (Alternate with weekend shift)
~~H.E.O. #15~~

~~H.E.O. #16~~

WEEKEND SHIFT
6:00a.m. – 2:00p.m.
Saturday & Sunday

H.E.O. (2) (Alternate weekly with evening shift)

~~H.E.O. #17~~

~~H.E.O. #18~~

CLASSIFICATION OF STREETS

- Priority 1. Collector Streets – The network of streets that connect various community areas with the commercial areas and with the Provincial Road network. They carry medium to large volumes of traffic at medium speeds.
- Priority 2. Local Streets – A local street primarily carries traffic with an origin or destination along its length. It does not carry through traffic other than to immediately adjoining roads. Traffic volumes and traffic speeds are low. Town owned parking lots (access routes 7m wide). **Fire hall parking lot.** Service road behind Block 4 of Town parking lot. Town owned commercial parking lots.
- Priority 3. Service Roads, Municipal Buildings – Town roads that service the rear of schools, provide access to Municipal Utilities and Parking lots for Municipal Buildings.
- Priority 4. Inside sidewalks.

Service Standards

1. Collector Streets

- Standard: 80% bare pavement within 12 hours of the end of snowfall or drifting.
- Plowing will be from curb to curb and will continue throughout the storm with each street being done every 4 to 6 hours depending on snowfall and drifting. Markers to aid curb/sidewalk position must be 1 meter from curb/sidewalk.
- Plowing will begin at 5 cm and accumulation will not exceed 10 cm.
- Ice control with salt and sand will be applied on street as necessary to mitigate dangerous driving conditions and achieve bare pavement as required.

2. Local Streets

- Standard: Snow covered; 4 cm maximum.
- Plowing will be from curb to curb and will continue throughout the storm with each street being done every 6 to 8 hours depending on snowfall and drifting. Markers to aid curb/sidewalk position must be 1 meter from curb/sidewalk.
- Plowing will begin at 7 cm and accumulation will not exceed 15 cm.
- Ice control will be limited to sand and salt only when driving conditions are dangerous and at intersections.

Town Owned Commercial Parking

- a) Town Square West (Co-op)
- b) Town Square East (Jumping Bean)
- c) Airport/Armstrong (Corner Pocket)
- d) Airport/Laurell (Subway)
- e) Bennett Service Road (Oasis)
- f) Memorial/Elizabeth (Kelly Corner)
- g) Cobbs Pond
- h) **Fire Hall Parking Lot**

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3. Service Roads

- Standard: Snow covered; 5 cm maximum.
- Plowing will be 7 meters wide and will be done as soon as the standards are met for Collector and Local Streets and the snowfall and drifting have stopped.
- School service roads and bus stops will be cleared 60 minutes prior to opening if conditions permit.

4. Street Widening

- Widening or snow blowing will begin on the next regular shift after snow clearing operations are over.
- Snow will be pushed back with a wing plow or blown onto lawns with a snow blower to approximately 1 meter behind the curb, or line of asphalt. If surface is not frozen widening will be curb to curb only, to minimize concrete, lawn, and property damage.
- This operation will follow the street priority list taking into account sidewalk conditions, excessive narrowing, and ongoing garbage collection.
- Some areas may require snow to be removed by truck during this operation.
 - (a) Cul-de-sacs if cleared path is less than 4 meters.
 - (b) Airport Blvd; North side from Fitzmaurice to Memorial.
 - (c) Airport Blvd. South side from Fraser to Sullivan and Memorial to Boyd.
 - (b) and (c) will be required if snow cannot be deposited on town ROW
- **73 Memorial Drive to have snow trucked away from snow blower.**

5. Sidewalks

- Will be cleared to a snow covered condition, 4 cm maximum for 80% of width.
- Completed during the street widening operation.

- School zone areas will be done first.
- Outside sidewalks next to the curb will be cleared, using loaders and graders equipped with a side wing plow.
- The inside sidewalks will be cleared with a loader or backhoe with plow/bucket during hydrant clearing process.
- Areas not easily cleared with a wing plow will be cleared with a snow blower.
- Immediately following a snow event, the sidewalk blower will complete the initial route and continue to each of the plow routes thereafter.
- Area with two sidewalks and not in the downtown area will have one sidewalk only cleared.
- Sand only will be applied to extremely slippery sidewalks as necessary.

6. Fire Hydrants

- All Hydrants must be equipped with an approval marker to permit identification while snow covered.
- Hydrant clearing will begin immediately following the street widening operation and to be completed within 3.5 business days of a street being widened unless further snow clearing is required.
- Hydrant cleaning will be carried out with a 4x4 backhoe(s) and loader(s) together with maintenance personnel, when available.

PRIORITY 3 (access roads and parking lots) & 4 ROUTE (inside sidewalk)

1. ~~Fire Hall – Front, Rear and Side~~ ☐
2. Town Hall – Both sides and front entrance ☐
3. Reservoir Road (Off Bell Place) ☐
4. Steele Community Centre, Arts & Culture Centre and Curling Club ☐
5. Water and Sewer Facilities ☐
 - a. Water Treatment Plant ☐
 - b. Wastewater Treatment Plant ☐
 - c. Raynham Lift Station ☐
 - d. Cobham Lift Station ☐
 - e. Beaverwood Facility ☐
6. Depot Yard ☐
7. Pumphouse at Gander Lake ☐
8. Depot stock room, rear doors and fuel pumps ☐
9. Cobb's Pond ATV Drop off ☐

INSIDE SIDEWALKS

1. Robertson Avenue – Gander Mall ☐
2. Pinedo Street – Library ☐

2026 BUDGET SCHEDULE

Date	Item	Required
Nov 17 @ 6:00pm	Public Consultations	• Council • CAO • Council Resource People
Nov 25 8:30am – 4:00pm	Pre-budget Meeting	• Council • CAO • Council Resource People
Dec 3 8:30am – 4:00pm	Pre-budget Meeting	• Council • CAO • Council Resource People
Dec 17 @ 4 pm Council Chambers	Budget speech and press release are prepared and brought forward at the Regular Council Meeting.	• Council • CAO • Council Resource People