



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

Council Present:

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

Staff Present:

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

Regrets:

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**1. CALL TO ORDER**

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

**2. LAND ACKNOWLEDGEMENT**

Mayor Farwell delivered the Land Acknowledgement.

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

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

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

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

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

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

Mayor Farwell proclaimed June as Recreation Month in Gander.

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

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

Resolution: **26-111**

**Moved By** Councillor Woodford

**Seconded By** Deputy Mayor Pollett

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

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

**Carried (7 to 0)**

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

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

Resolution: **26-112**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor Handcock

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

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

Pollett, Councillor Lidstone, Councillor West, and Councillor Abbott

**Carried (7 to 0)**

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

Resolution: **26-113**

**Moved By** Councillor Lidstone

**Seconded By** Councillor Woodford

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

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

**Carried (7 to 0)**

**6. BUSINESS ARISING FROM PREVIOUS MINUTES**

**7. STANDING COUNCIL BUSINESS**

**7.1 Governance and Legislative Services**

**a. Correspondence - Resident Complaints**

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

**b. Property Assessment Appeals**

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

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

**c. Records Management Policy**

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

Resolution: **26-114**

**Moved By** Councillor Handcock

**Seconded By** Councillor Lidstone

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

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

**Carried (7 to 0)**

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

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

**e. Municipal Training Fund Application**

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

**f. GIAA Nominations**

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

Resolution: **26-115**

**Moved By** Councillor Handcock

**Seconded By** Councillor Abbott

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

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

**Carried (7 to 0)**

**7.2 Planning and Public Works**

**a. Planning Departmental Report**

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

**b. Public Works Departmental Report**

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

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

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

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

Resolution: **26-116**

**Moved By** Councillor Handcock

**Seconded By** Councillor Woodford

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

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

Against (1): Councillor Abbott

**Carried (6 to 1)**

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

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

Resolution: **26-117**

**Moved By** Councillor Lidstone

**Seconded By** Councillor Handcock

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

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

**Carried (7 to 0)**

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

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

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

Resolution: **26-118**

**Moved By** Councillor Lidstone

**Seconded By** Deputy Mayor Pollett

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

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

**Carried (7 to 0)**

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

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

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

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

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

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

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

### **7.3 Community Services**

**a. Tourism Strategy Review**

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

Resolution: **26-119**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor Lidstone

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

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

**Carried (6 to 0)**

**b. Upcoming Events**

The following events will take place in the coming weeks:

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

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

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

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

June 20 – 21: Co-ed Softball Tournament

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

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

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

**d. Community Partnership Fund**

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

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

Resolution: **26-120**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor West

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

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

Conflict (1): Councillor Handcock

**Carried (5 to 0)**

Resolution: **26-121**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor Abbott

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

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

Conflict (1): Councillor Handcock

**Carried (5 to 0)**

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

**e. Community Services Update**

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

**f. Provincial Ice Competition**

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

**g. Gander Disc Golf**

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

Resolution: **26-122**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor Lidstone

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

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

Against (1): Councillor Abbott

**Carried (5 to 1)**

**a. 5-Ton Mini Excavator**

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

Resolution: **26-123**

**Moved By** Councillor West

**Seconded By** Deputy Mayor Pollett

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

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

**Carried (6 to 0)**

**b. Sewer Jet**

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

Resolution: **26-124**

**Moved By** Councillor West

**Seconded By** Deputy Mayor Pollett

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

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

**Carried (6 to 0)**

**c. Asphalt Roller**

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

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

Resolution: **26-125**

**Moved By** Councillor West

**Seconded By** Councillor Abbott

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

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

**Carried (6 to 0)**

**d. Property Tax Reductions**

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

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

Resolution: **26-126**

**Moved By** Councillor West

**Seconded By** Deputy Mayor Pollett

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

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

**Carried (6 to 0)**

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

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

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

Resolution: **26-127**

**Moved By** Councillor West

**Seconded By** Deputy Mayor Pollett

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

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

**Carried (6 to 0)**

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

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

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

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

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

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

**g. Municipal Assessment Agency Board Update**

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

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

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

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

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

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

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

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

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

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

Resolution: **26-128**

**Moved By** Councillor West

**Seconded By** Councillor Handcock

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

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

**Carried (6 to 0)**

Resolution: **26-129**

**Moved By** Councillor West

**Seconded By** Deputy Mayor Pollett

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

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

**Carried (6 to 0)**

Resolution: **26-130**

**Moved By** Councillor West

**Seconded By** Councillor Abbott

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

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

Lidstone, Councillor West, and Councillor Abbott

**Carried (6 to 0)**

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

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

Resolution: **26-131**

**Moved By** Councillor West

**Seconded By** Councillor Abbott

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

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

**Carried (6 to 0)**

Resolution: **26-132**

**Moved By** Councillor West

**Seconded By** Deputy Mayor Pollett

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

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

**Carried (6 to 0)**

**j. Commonwealth War Graves**

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

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

Resolution: **26-133**

**Moved By** Councillor West

**Seconded By** Councillor Lidstone

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

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

**Carried (6 to 0)**

**k. Invoicing of Supplementary Assessment**

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

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

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

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

Resolution: **26-134**

**Moved By** Councillor West

**Seconded By** Councillor Handcock

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

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

**Carried (6 to 0)**

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

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

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

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

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

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

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

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

**c. May Statistics**

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

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

**7.6 Communications, Engagement and Strategy**

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

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

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

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

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

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

Resolution: **26-135**

**Moved By** Councillor Handcock

**Seconded By** Deputy Mayor Pollett

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

**b. Workforce Attraction Guide**

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

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

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

**c. Pest Reporting Trends**

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

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

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

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

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

Resolution: **26-136**

**Moved By** Councillor Abbott

**Seconded By** Deputy Mayor Pollett

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

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

**Carried (6 to 0)**

**e. Transit Proposal**

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

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

Resolution: **26-137**

**Moved By** Councillor Abbott

**Seconded By** Councillor Lidstone

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

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

**Carried (6 to 0)**

**8. ADMINISTRATION**

**9. CORRESPONDENCE**

**10. NEW BUSINESS**

**10.1 Purchase of Salt**

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

Resolution: **26-138**

**Moved By** Councillor Lidstone

**Seconded By** Councillor Handcock

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

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

**Carried (6 to 0)**

**11. ADJOURNMENT**

Mayor Farwell requested a motion for adjournment.

Resolution: **26-139**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor Handcock

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

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

**Carried (6 to 0)**

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P. Farwell, Mayor

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A. Oldford, Town Clerk



**Whereas:** Today, on May 28th, we recognize that 1 in 6 Canadian menstruators are affected by period poverty, a reality experienced in our community, in every corner of the province, and across Canada.

**Whereas:** Menstrual Health Day (MH Day) is a global day of action that was initiated by German non-profit WASH United in 2014 to raise awareness and change how the world perceives menstruation.

**Whereas:** The Period Purse, a federally registered charity, works nationally to achieve menstrual equity by removing stigma and breaking down barriers to education and access to period supplies in communities across Canada.

**Whereas:** A Period-Friendly Canada is a Canada where everyone can access the products, education and infrastructure they need to achieve menstrual health. Working together we can end the root causes of period poverty in our community.

Now Therefore, I Percy Farwell

HEREBY PROCLAIM May 28, 2026 as Menstrual Health Day in the Town of Gander, NL, and encourage residents to recognize the importance of menstrual health, dignity, and equity in our community.

X

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**RecreationNL**

Wellness Supporters  
make 'you' time

# PROCLAMATION RECREATION MONTH

- WHEREAS The Community of Town of Gander recognizes that recreation enhances quality of life, active living and lifelong learning, helps people to live happier and longer, develops creativity, and builds healthy bodies and positive lifestyles; and
- WHEREAS recreation provides opportunities for personal growth and development for people of all abilities and can be especially helpful to people living with disabilities; and
- WHEREAS our parks, open spaces, and trails ensure ecological sustainability, provide space to enjoy nature, help maintain clean air and water, and preserve plant and animal wildlife; and
- WHEREAS recreation is an important contributor to community economic development, which creates jobs, fosters tourism, and makes communities more attractive places in which to live, learn, work and play

Therefore, The Community of Town of Gander does hereby proclaim the month of JUNE to be RECREATION MONTH.

Signed this 27th day of May, 2026 by:

Town of Gander

\_\_\_\_\_  
Mayor





**TOWN OF GANDER  
REGULAR MEETING OF COUNCIL  
Wednesday, May 06, 2026, 04:00 PM  
Council Chambers**

Council Present:

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

Staff Present:

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:

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**1. CALL TO ORDER**

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

**2. LAND ACKNOWLEDGEMENT**

Mayor Farwell delivered the Land Acknowledgement.

**3. VISITORS/PRESENTATIONS**

**3.1 Proclamation- World Ovarian Cancer Day**

Mayor Farwell Proclaimed May 08, 2026 as World Ovarian Cancer Day in the Town of

Gander.

**3.2 Proclamation- Fibromyalgia Awareness Day - May 12th**

Mayor Farwell proclaimed May 12, 2026 as Fibromyalgia Awareness Day in the Town of Gander.

**3.3 Proclamation- May 10-16, Municipal Awareness Week**

Mayor Farwell proclaimed May 10-16 as Municipal Awareness Week in the Town of Gander.

**4. APPROVAL OF AGENDA**

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

Resolution: **26-085**

**Moved By** Councillor Woodford

**Seconded By** Councillor Handcock

**THAT** the agenda for the May 6, 2026 Regular Meeting of Council be approved, as presented.

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

**Carried (6 to 0)**

**5. APPROVAL OF PREVIOUS MINUTES**

**5.1 April 15, 2026 Minutes - Regular Meeting of Council**

Resolution: **26-086**

**Moved By** Councillor Handcock

**Seconded By** Councillor Woodford

**THAT** minutes from the April 15, 2026 Regular meeting of Council be approved, as attached.

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

**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 Lidstone.

**a. Community Standards By-Law**

The Committee discussed a resident concern regarding the inclusion of a penalties and enforcement section within the Community Standards By-Law. It was noted that this section had been removed following solicitor guidance, who advised that enforcement provisions are already established under the Towns and Local Service Districts Act (TLSDA).

Incorporating such provisions directly into the by-law could create unnecessary risk, as any future amendments to the Act would require corresponding updates to the by-law. Council acknowledged that relying on the existing legislative framework offers greater flexibility and reduces the need for ongoing amendments.

**b. Central Northeast Health Foundation - 2026 Golf For Health**

The Committee reviewed correspondence from the Central Northeast Health Foundation regarding the 26th Annual Golf for Health Tournament. Council recognized the significant and ongoing impact of the tournament, which has raised over half a million dollars in support of healthcare programs, services, and equipment across Central Newfoundland since 2001, and expressed its support for initiatives that strengthen regional healthcare services and community well-being.

The Committee is recommending a Team Sponsorship in the amount of \$1,000. The four attendees for the event will be determined.

Resolution: **26-087**

**Moved By** Councillor Lidstone

**Seconded By** Councillor Abbott

**THAT** Council approve a Team Sponsorship in the amount of \$1,000 for the Central Northeast Health Foundation's 26th Annual Golf for Health Tournament.

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

**Carried (6 to 0)**

**c. Grand Opening of NLHS Rural Innovation Hub**

The Committee received an invitation to attend the Grand Opening of the NL Health Services Rural Innovation Hub, a healthcare-focused centre aimed at advancing rural solutions and strengthening collaboration among healthcare professionals, industry, and community partners. The information provided indicated that the Hub is located in Grand Falls-Windsor and was developed in partnership with the Town of Grand Falls-Windsor. The Grand Opening is scheduled for May 25, 2026, at the Gordon Pinsent Centre for the Arts, and will include a trade show and lunch, formal remarks, and guided tours of the Hub facility. The Committee recommended that attendance be confirmed by RSVP.

**d. Journey House**

Representatives of Journey House attended as a delegation to introduce staff and provide Council with an overview of current operations. Council was advised that Journey House provides supported residential shelter housing with staff on site 24/7 and that referrals are received through the Newfoundland and Labrador Housing emergency shelter line. The delegation outlined the supports provided to residents, including assistance with housing, identification, health coverage, employment, social work, mental health and addictions supports, and community activities. Representatives also advised that recent funding approval will support building improvements, including upgrades to windows, doors, decks, fencing, and washroom facilities. Discussion also included neighbourhood concerns, resident conduct expectations, communication with the Town, and the importance of continued collaboration. Council thanked the representatives for attending and acknowledged the importance of ongoing communication regarding any future concerns.

**7.2 Planning and Public Works**

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

**a. Town of Gander Tap Water Quality Report - Summer 2025**

The Committee was presented with a summary of the Town of Gander Tap Water Quality Report. The report shows the Town's water quality with reference to the Canadian Drinking Water Guidelines for each parameter.

The most recent report is for Summer 2025, where the Town's Water Quality Index has a rating of 97%, categorized excellent. Water quality is protected with a virtual absence of impairment; conditions are very close to pristine levels. This index level can only be obtained if all measures meet the recommended guidelines virtually all of the time.

Testing is conducted and reported by the Provincial Government and the results may be viewed on the GOVNL – Environment and Climate Change, water resources management webpage <https://maps.gov.nl.ca/water>.

**b. Town of Gander Wastewater Effluent Quality Report - 2026 First Quarter**

The Committee was presented with a summary of the Town of Gander Wastewater Effluent Quality Report. The report shows the Town's wastewater quality with reference to the Wastewater Systems Effluent Regulations for each parameter.

The most recent report is for the first Quarter of 2026. The results show the effluent quality is within the recommended guidelines.

Composite samples are collected by the Wastewater Treatment Plant Operators on a bi-weekly basis and submitted to an accredited laboratory for testing.

**c. Home Based Business - 4 Griffin Place**

An application has been received from North Star Property Inspections to operate a home office for a home inspection service from 4 Griffin Place.

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

Resolution: **26-088**

**Moved By** Councillor Handcock

**Seconded By** Councillor Lidstone

**THAT** the application from North Star Property Inspections to operate a home office for a home inspection service at 4 Griffin Place be approved as a discretionary use, subject to the Town of Gander Development Regulations and any conditions outlined in the permit.

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

**Carried (6 to 0)**

**d. Home Based Business - 19 Mifflin Place**

An application was received from from Kim White Virtual Assistant to operate a remote/internet-based administrative and consulting service from 19 Mifflin Place.

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

Resolution: **26-089**

**Moved By** Councillor Handcock

**Seconded By** Councillor Woodford

**THAT** the application from Kim White Virtual Assistant to operate a home office for a remote/internet-based administrative and consulting service at 19 Mifflin Place be approved as a discretionary use, subject to the Town of Gander Development Regulations and any conditions outlined in the permit.

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

**Carried (6 to 0)**

**e. Accessory Building Height Variance - 3 Edwards 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 6.0 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%. The applications was advertised in accordance with the Town's Development Regulations, and no objections were received by the advertised deadline.

Resolution: **26-090**

**Moved By** Councillor Handcock

**Seconded By** Councillor Woodford

**THAT** Council approve the application to construct an accessory building at 3 Edwards Place with a height of 6.0 metres which exceeds the maximum permitted height of 5.5 metres by 10% in accordance with the authority granted under the Town of Gander Development Regulations.

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

**Carried (6 to 0)**

**f. 520 Gander Bay Road Application**

An application was received to subdivide the property located at 520 Gander Bay Road into four legal lots to accommodate residential dwelling units, as illustrated on Drawing No. 26-1020. Each proposed lot would have an area of 3,999 m<sup>2</sup>.

The subject property is located within a Residential Rural Density Zone, which requires a minimum lot area of 4,050 m<sup>2</sup>. As the proposed lot areas are below the minimum requirement, a variance is required. Council may vary this requirement by up to 10% in accordance with the Town of Gander Development Regulations. The application was advertised in accordance with the Regulations, and no objections were received prior to the deadline.

The Department has confirmed that, upon subdivision, the four proposed properties can meet all applicable requirements of the Town of Gander Development Regulations and the Design Standards for Streets and Subdivisions, subject to the submission and approval of final legal survey plans.

Resolution: **26-091**

**Moved By** Councillor Handcock

**Seconded By** Councillor Woodford

**THAT** Council approve a variance to the minimum lot area requirement to permit each of the four proposed lots at 520 Gander Bay Road to have an area of 3,999 m<sup>2</sup>.

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

**Carried (6 to 0)**

Resolution: **26-092**

**Moved By** Councillor Handcock

**Seconded By** Councillor Woodford

**THAT** Council approve the application to subdivide the property known as 520 Gander Bay Road into four legal properties, subject to the submission and approval of final survey plans to the satisfaction of the Town of Gander, and any conditions outlined in the permit.

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

**Carried (6 to 0)**

**g. Planning Departmental Report**

The Planning Department report for the period of April 2 to April 22 was presented to the Committee for review. The report summarized applications received, permits issued, zoning compliance letters processed, and new construction activity during the reporting period. It was noted that 15 residential applications were received, nine (9) building permits were issued, nine (9) occupancy permits were issued, and 10 compliance letters were completed.

**h. Public Works Departmental Report**

Between April 2 and April 22, Public Works crews responded to changing conditions throughout the community. They were dispatched 12 times for snow and ice control and carried out seven pothole-repair deployments, addressing numerous potholes on local streets. The Water and Sewer Division handled 32 service calls and completed three repairs to municipal water and sewer infrastructure.

**i. Short Term Rentals - Permitting Workflow**

*Councillor Abbott left Council Chambers at 4:28 pm due to potential conflict of interest, being an air-bnb owner.*

In December 2024, Council adopted Development Regulations Amendment No. 8, 2024, which introduced "Short-Term Rental" as a distinct land-use classification,

separate from hotels, bed-and-breakfasts, and commercial residential uses. This amendment permits short-term rentals in all residential zones, as well as non-residential zones where residential uses are already allowed.

The committee was presented with a Short term Rental Workflow to enable municipal staff to intake applications and permit the use in accordance with the newly adopted Development regulations.

*Councillor Abbott returned to Council Chambers at 4:32 pm.*

**j. Habitat for Humanity Land**

The Committee was advised that Habitat for Humanity Newfoundland and Labrador has contacted Council to explore potential partnership opportunities for establishing a residential property in Gander. The Committee reviewed potential locations throughout the community and identified two preferred sites, as shown on drawings 26-1010-2 and 26-1010-16. Management will forward the preferred sites to Habitat for Humanity representatives and continue discussions to further explore partnership opportunities.

**k. Discretionary Use 25 Ward Street**

Council received an application to operate a core processing and storage facility at 25 Ward Street. The property is currently zoned Commercial General, where Light Industry uses are permitted as a discretionary use under the Town of Gander Development Regulations.

The application was advertised in accordance with the Town's Development Regulations, with the deadline for representations being 12:00 noon on Friday, May 8. If any objections are received prior to the advertised deadline, the matter will be brought back to the Committee for further discussion.

Resolution: **26-093**

**Moved By** Councillor Handcock

**Seconded By** Councillor West

**THAT** the application to operate a core processing and storage facility at 25 Ward Street be approved as a discretionary use, subject to no objections being received by the advertised deadline, and subject to the Town of Gander Development Regulations and any conditions outlined in the permit.

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

**Carried (6 to 0)**

**I. Waterton Street Subdivisions and Side Yard Variances**

The Committee reviewed several development applications related to properties on Waterton Street. The applications included subdivision requests for 282 Waterton Street and Lot 286 Waterton, as well as side yard variance requests for proposed residential dwelling units at 28, 30, 40 and 42 Waterton Street.

The proposed subdivisions would each create two legal properties, as illustrated on Drawing No. 26-1022 and 26-1021. The Department confirmed that, upon subdivision, the proposed properties can meet the requirements of the Town of Gander Development Regulations and the Design Standards for Streets and Subdivisions, subject to the submission and approval of final legal survey plans.

The proposed dwellings at 28, 30, 40 and 42 Waterton Street each require a side yard variance from 3.0 metres to 2.7 metres. The properties are situated in a Residential Medium Density Zone, and Council may vary its regulations by up to 10%. The variance applications were advertised accordingly, and one piece of correspondence was received in response. The correspondence was forwarded to Council for their review and consideration.

Resolution: **26-094**

**Moved By** Councillor Handcock

**Seconded By** Councillor Woodford

**THAT** Council approve the application to subdivide Lot 282 Waterton Street into two legal properties, subject to the submission and approval of final survey plans to the satisfaction of the Town of Gander, and any conditions outlined in the permit.

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

**Carried (6 to 0)**

Resolution: **26-095**

**Moved By** Councillor Handcock

**Seconded By** Councillor West

**THAT** Council approve the application to subdivide Lot 286 Waterton into two legal properties, subject to the submission and approval of final survey plans to the satisfaction of the Town of Gander, and any conditions outlined in the permit.

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

**Carried (6 to 0)**

Resolution: **26-096**

**Moved By** Councillor Handcock

**Seconded By** Councillor Lidstone

**THAT** Council approve a variance to the side yard requirement at 28 Waterton Street from 3.0 metres to 2.7 metres to accommodate the construction of a residential dwelling unit.

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

**Carried (6 to 0)**

Resolution: **26-097**

**Moved By** Councillor Handcock

**Seconded By** Councillor Lidstone

**THAT** Council approve a variance to the side yard requirement at 30 Waterton Street from 3.0 metres to 2.7 metres to accommodate the construction of a residential dwelling unit.

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

**Carried (6 to 0)**

Resolution: **26-098**

**Moved By** Councillor Handcock

**Seconded By** Councillor Lidstone

**THAT** Council approve a variance to the side yard requirement at 40 Waterton Street from 3.0 metres to 2.7 metres to accommodate the construction of a residential

dwelling unit.

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

**Carried (6 to 0)**

Resolution: **26-099**

**Moved By** Councillor Handcock

**Seconded By** Councillor Lidstone

**THAT** Council approve a variance to the side yard requirement at 42 Waterton Street from 3.0 metres to 2.7 metres to accommodate the construction of a residential dwelling unit.

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

**Carried (6 to 0)**

### **7.3 Community Services**

The Community Services report was presented by Councillor West.

#### **a. Festival of Flight Fireworks & Drone Request for Proposals**

The Committee reviewed quotes received for the Festival of Flight drone show. Northstar provided drone show options of 100 drones at \$16,500 plus HST, 200 drones at \$24,500 plus HST, and 300 drones at \$37,000 plus HST, as well as a fireworks add-on option at \$850 per minute.

The Committee recommends accepting the Northstar proposal for a 200-drone show at a cost of \$24,500 plus HST. The drone show is estimated to last approximately 16 minutes.

Resolution: **26-100**

**Moved By** Councillor West

**Seconded By** Councillor Handcock

**THAT** Council accept the Northstar proposal for a 200-drone show for the Festival of Flight at a cost of \$24,500 plus HST.

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

**Carried (6 to 0)**

**b. Steele Community Centre Skate Sharpening Service**

The Committee was advised that the current contract for skate sharpening services at the Steele Community Centre is up for renewal. The Committee discussed the service and agreed that an expression of interest should be posted in the coming weeks for the provision of skate sharpening services.

**c. Gander Community Garden**

The Committee reviewed a request from the Gander Community Garden Board seeking support to install a permanent water source at the current garden site. It was noted that water access is presently provided through multiple hoses connected to a nearby church, which creates physical strain for senior gardeners and potential tripping hazards for users of the space. The Committee acknowledged that a permanent water supply would improve accessibility, safety, and sustainability, and would support continued programming and crop production in support of the local food bank. Management will explore available options and respond to the Gander Community Garden Board.

**d. Street Name Suggestion**

The Committee reviewed a street name suggestion submitted by the family of Gordon A. Gosse. The Committee discussed the need for a consistent process for considering street name submissions and supported management's recommendation to issue a call for nominations, with submissions to be reviewed on an annual basis.

**e. Gigantic Yard Sale**

The Committee was advised that the annual Gigantic Yard Sale will take place on Saturday, May 30 from 9:00 a.m. to 1:00 p.m., with admission by donation to the Food Bank. Drop-off dates for gently used items will be May 23 and 24 from 12:00 noon to 5:00 p.m., May 25 to 28 from 9:00 a.m. to 5:00 p.m., and May 29 from 9:00 a.m. to 12:00 noon. It was noted that the event has been successful in previous years and continues to benefit local not-for-profit organizations.

**f. Upcoming Events**

The following events will take place in the coming weeks:

May 6th: Municipal Awareness Display at Gander Academy and Gander Elementary

May 10th - 16th: Municipal Awareness Week

May 12th: Circus Spectacular at the Steele Community Centre - Two shows 4:30 pm & 7 pm.

May 20th: Seniors' Community Wellness Session at the Steele Community Centre

May 23rd: YQX Running Club hosting the Run From Away Marathon Weekend.

May 30th: Gigantic Yard Sale at the Steele Community Centre from 9 am - 1 pm.

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

**7.4 Corporate Services**

The Corporate Services report was presented by Councillor Woodford.

**a. Invoice for Approval**

The Committee reviewed an invoice submitted from KCS ArtCounsel Inc. for professional fundraising advisory services provided to You Are Here Inc. in association with the 2026 production of *Come From Away* in the Town of Gander.

This amount falls within the allocated budget of \$85,000 for this initiative.

Resolution: **26-101**

**Moved By** Councillor Woodford

**Seconded By** Councillor Abbott

**THAT** the Town of Gander approve invoice # 2526-16 from KCS ArtCounsel Inc. for professional fundraising advisory services in the amount of \$ 40,250 HST included.

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

**Carried (6 to 0)**

**b. Request to Reduce Assessment Value**

The Committee reviewed a request from a commercial property owner, Roll # 061510900000, seeking an adjustment to property taxes for the 2024 and 2025 taxation years. The request was submitted following the outcome of the 2023 assessment appeal, which resulted in a revised assessed value for the property. The Committee discussed the timing of the appeal process and the impact on the subsequent taxation years, and agreed that, given the unique circumstances, it would be appropriate to provide tax relief for the affected years.

Resolution: **26-102**

**Moved By** Councillor Woodford

**Seconded By** Councillor Lidstone

**THAT** Council approve tax relief for Roll # 061510900000 in the amount of \$255.64 for the 2024 taxation year and \$415.80 for the 2025 taxation year, for a total adjustment of \$671.44, in recognition of the timing and outcome of the assessment appeal process.

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

**Carried (6 to 0)**

**c. Sale/Disposal of Surplus Assets**

This item was presented to seek Council approval for delegated authority to dispose of low-value surplus assets in an efficient and transparent manner.

The Sale of Surplus Assets Policy F13 requires assets to be disposed of through public tender. For non-fleet assets with an estimated fair market value of \$500 or less, the administrative cost of tendering may exceed any potential financial return. Accordingly, Administration recommended delegated authority for the disposal of these low-value assets.

Under this authority, the CAO will establish a committee of three staff to estimate the fair market value of assets designated for disposal. Disposal methods may include public auction, recycling, scrap, or donation to a registered non-profit or community organization where appropriate and where a documented community benefit is

identified.

All disposals and donations approved under this delegated authority will be fully documented for audit purposes and will remain subject to Policy F13, including the prohibition on Councillors and Management receiving surplus assets.

Resolution: **26-103**

**Moved By** Councillor Woodford

**Seconded By** Councillor Handcock

**THAT** Council approve delegated authority to the CAO to dispose of low-value non-fleet surplus assets with an estimated fair market value of \$500 or less in an efficient and transparent manner.

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

**Carried (6 to 0)**

**d. RFQ26-05 Scoreboard Foundation & Sign Installation Work**

The Committee reviewed the submission received for RFQ26-05 Scoreboard Foundation & Sign Installation Work at the Soccer Facility. EC Boone Limited submitted a compliant bid in the amount of \$90,092.50, HST included, which is \$31,277.30 above the approved budget. The Committee discussed the submission and recommended awarding the work to EC Boone Limited, with the additional budget requirement to be addressed through the appropriate budget process.

Resolution: **26-104**

**Moved By** Councillor Woodford

**Seconded By** Councillor Abbott

**THAT** RFQ26-05 Scoreboard Foundation & Sign Installation Work be awarded to EC Boone Limited at a cost of \$90,092.50, HST included.

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

**Carried (6 to 0)**

**e. Property Tax Reductions**

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

Including these applications, a total of seventeen (17) residential property tax reductions have been approved to date, amounting to \$13,550.21 in reductions.

Resolution: **26-105**

**Moved By** Councillor Woodford

**Seconded By** Councillor Lidstone

**THAT** all seven (7) applications for residential property tax reductions, totaling \$5,701.86, be approved as attached.

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

**Carried (6 to 0)**

**7.5 Public Safety and Protective Services**

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

**a. Change in Response Protocol**

The Committee was advised that Gander Fire Rescue will undertake a three-month trial to evaluate its emergency response process. During the trial period, members will respond to the fire hall, dress, and staff a truck before proceeding to the call, rather than responding directly to the scene and dressing on site. The purpose of the trial is to compare the effectiveness of both response methods, with statistics to be reviewed at the end of the three-month period.

It was emphasized that there will be no interruption to fire protection or emergency response services during the trial period.

*Deputy Mayor Pollett joined the Regular Meeting of Council at 5:30 p.m.*

**b. Gander Fire Rescue Memorial**

The Committee reviewed a request from Gander Fire Rescue seeking permission to place a firefighter memorial on Town property and requesting Council's support for the project. It was noted that examples of firefighter memorials from other areas of the Province were provided for reference. Council agreed in principle to support the project, with management to work with Gander Fire Rescue to review potential locations, design considerations, and any associated requirements.

**c. Traffic Calming**

The Committee was advised that Public Safety has identified five locations in Town for the placement of traffic bollards in late spring to further enhance traffic safety. It was noted that traffic data recorders will be installed at the identified locations before and after the bollard installation to collect speed data and evaluate the effectiveness of the measure.

**d. Department Events**

The Committee was provided with an update on upcoming Gander Fire Rescue training and community activities.

It was noted that Ground Cover Fire Fighting for Structural Firefighters training took place May 2 and 3, providing structural firefighters with education on the cautions associated with wildland firefighting.

Six members will attend Fire School in Marystown from May 23 to 30 for various courses, including Fire Officer II and Firefighter Level I and II.

Members will also attend the Muscular Dystrophy Walk at Gander Academy on May 22.

The Junior Firefighter Program graduation will take place on May 14, with the final practical night before graduation to include a live burn exercise at the department's training grounds.

**e. April Statistics**

The Committee was provided with the April activity update for Gander Fire Rescue and Municipal Enforcement. Gander Fire Rescue responded to 15 calls for service in April, compared to 27 calls in April 2025. Municipal Enforcement responded to 28 resident concerns and issued 54 traffic violations.

The department also reminds residents that Clean Up Week runs from May 4 to May 15 and provides an opportunity to dispose of garbage or refuse from their properties.

## 7.6 Communications, Engagement and Strategy

The Communication, Engagement, and Strategy report was presented by Councillor Handcock.

### a. Wayfinding Signage Approach

Council was presented with a Wayfinding Signage Strategy developed as part of the Branding Project Phase 2. The strategy outlines a consistent approach to signage across the community to improve navigation and better support residents, visitors, and key destinations. It also reflects the Town's new brand, helping to build community pride and enhance overall appeal. Implementation will be phased over time and aligned with regular signage updates and replacements.

Resolution: **26-106**

**Moved By** Councillor Handcock

**Seconded By** Councillor Abbott

**THAT** Council adopt the Wayfinding Signage Strategy as the Town's signage standard, with implementation to occur over time as signage is updated, replaced, or newly required.

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

**Carried (7 to 0)**

### b. Customer Service Update

Council received an information note regarding an update on the implementation of the Town's centralized customer service model, including progress on the Customer Service Centre, new intake channels, and the rollout of Microsoft Dynamics for case management.

Key updates include the completion of the new Customer Service Centre, the launch of a centralized phone number and email, and the introduction of a system to track and manage all service requests. A new online form will also be added to the Town website to further streamline access.

As implementation continues, residents can expect a more consistent and efficient service experience, with improved tracking, better follow-up, and a clear, single point of contact when reaching out to the Town.

**c. Hope Air Day**

Council received correspondence from Hope Air requesting support in raising awareness for Hope Air Day on May 6th. Hope Air provides free, non-emergency medical travel for residents who must travel outside their communities to access care.

Council was asked to consider supporting the initiative by sharing information through municipal channels. Hope Air Day is a national awareness initiative aimed at increasing understanding of the organization's services and the importance of equitable access to healthcare, particularly for those in rural and remote communities.

The Town will share information on its social media channels in support of this initiative.

**8. ADMINISTRATION**

**9. CORRESPONDENCE**

**10. NEW BUSINESS**

**11. ADJOURNMENT**

Mayor Farwell requested a motion for adjournment.

Resolution: **26-107**

**Moved By** Deputy Mayor Pollett

**Seconded By** Councillor Woodford

**THAT** the meeting be adjourned at 5:39 pm.

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

**Carried (7 to 0)**

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A. Oldford, Town Clerk



**TOWN OF GANDER**  
**SPECIAL MEETING OF COUNCIL**  
**Tuesday, May 12, 2026, 04:00 PM**  
**Council Chambers**

Council Present:

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

Regrets:

Percy Farwell, Mayor  
Samantha Abbott, Councillor

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**1. CALL TO ORDER**

The meeting was called to order by Deputy Mayor Pollett at 4:10 pm.

**2. LAND ACKNOWLEDGEMENT**

Deputy Mayor Pollett delivered the land acknowledgement.

**3. APPROVAL OF AGENDA**

The agenda for the May 12, 2026 Special Meeting of Council was presented for approval.

Resolution: **26-108**

**Moved By** Councillor Woodford

**Seconded By** Councillor Lidstone

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

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

**Carried (5 to 0)**

#### **4. NEW BUSINESS**

New Business was presented by Councillor Lidstone.

##### **4.1 Build Communities Strong Fund**

The Town of Gander is advancing Phase 1 of the Regional Event and Active Living Infrastructure Plan, which builds upon the Events and Wellness Centre Feasibility Study previously completed by Colliers Project Leaders.

As part of this work, the Town intends to submit an Expression of Interest under the federal Build Communities Strong Fund (BCSF). The submission requires detailed technical documentation, including preliminary design, cost estimates, and supporting project information to meet funding criteria.

Colliers Project Leaders has submitted a proposal to provide professional services to support the development of the Expression of Interest, including coordination of architectural, engineering, and cost consulting inputs.

The cost of this project is 100% funded by the Canada Community Building Fund.

Resolution: **26-109**

**Moved By** Councillor Lidstone

**Seconded By** Councillor Handcock

**THAT** the Town of Gander award the consulting services contract to Colliers Project Leaders, through Canoe Procurement, to support the development of an Expression of Interest under the Build Communities Strong Fund for Phase 1 of the Regional Event and Active Living Infrastructure Plan, in accordance with the proposal dated May 6, 2026, and **THAT** the total fixed fee in the amount of \$83,355.00, and reimbursable expenses at a fixed rate of 2% of the total fee per invoice, plus HST be approved.

For (5): Councillor Woodford, Councillor Handcock, Councillor Pollett, Councillor

Lidstone, and Councillor West

**Carried (5 to 0)**

**5. ADJOURNMENT**

Mayor Farwell requested a motion for adjournment.

Resolution: **26-110**

**Moved By** Councillor Woodford

**Seconded By** Councillor Lidstone

**THAT** the meeting be adjourned at 4:24 p.m.

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

**Carried (5 to 0)**

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P. Farwell, Mayor

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A. Oldford, Town Clerk

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

**Objective**

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

**Purpose and Application**

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

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

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

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

**Accommodation**

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

**Responsibilities**

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

**Accountable:** Town Clerk

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

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

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

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

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

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

**Informed:** Applicable staff and public.

### Definitions

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

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

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

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

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

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

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

## Values

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

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

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

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

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

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

## Policy Guidelines

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

### 1.0 Corporate Framework

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

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

**2.0 Scope of Records Management**

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

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

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

**3.0 Records Ownership and Continuity**

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

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

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

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

**4.0 Official Records and Repositories**

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

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

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

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

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

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

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

**5.0 Retention and Disposition**

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

## **6.0 Transitory Records**

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

## **7.0 Protection of Records and Information**

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

## **8.0 Legal Hold and Preservation**

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

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

**9.0 Records of Elected Officials**

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

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

**10.0 Digitization and Technology**

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

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

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

**Policy Procedures**

**1.0 Supporting Instruments**

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

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

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

**2.0 Implementation**

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

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

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

**3.0 Breach / Non-Compliance**

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

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

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

#### **Statement of Jurisdiction**

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

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

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

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

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

DRAFT

**Amendments and Resolutions**

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

DRAFT - V1

**Forest Management District 05  
Five Year Plan (2027-2031)**

**Souls Pond  
(K-05-01)  
Scale: 1:43,000**

**Forest Inventory Map 078  
NTS Map 2E02-2D16**

**LEGEND**

**Five Year Plan Features**

- Five Year Plan Boundary
- Proposed Silviculture Area
- Proposed Primary Road
- Proposed Harvest
- Permanent Sample Plots

**Road Features**

- City
- Paved Roads
- Resource Roads
- Winter Roads
- Tranway Provincial Park
- Trail

**Linear Features**

- UTM Grid
- Contours
- Transmission Lines
- Protected Public Water Supply Area

**Wildlife Corridor**

**Administration Boundaries**

- Management Boundary
- Ownership Boundary

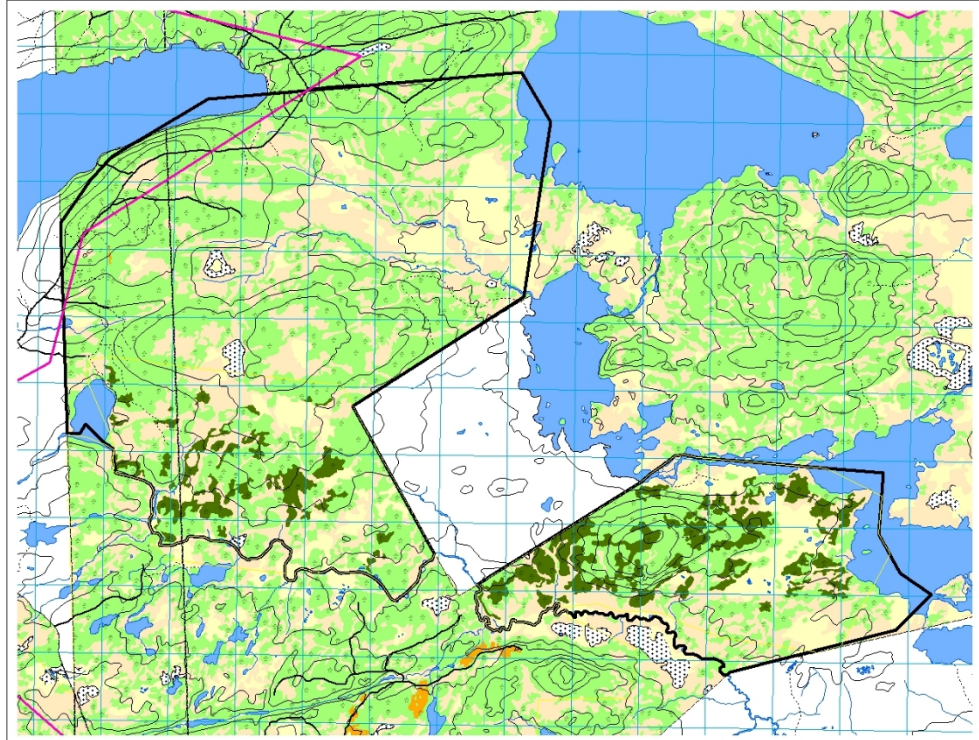
**Land Features**

- Forested Land
- Cultivar
- Clear disturbance
- Soils

**Water Features**

- Waterbodies
- Brooks

Inset Map Showing  
Five Year Plan Within District 05



**Forest Management District 05  
Five Year Plan (2027-2031)**

**Joe Batt's  
(K-05-02)  
Scale: 1:15,000**

**Forest Inventory Map 065  
NTS Map 2E02**

**LEGEND**

**Five Year Plan Features**

- Five Year Plan Boundary
- Proposed Silviculture Area
- Proposed Primary Road
- Proposed Harvest
- Permanent Sample Plots

**Road Features**

- City
- Paved Roads
- Resource Roads
- Winter Roads
- Tr Railway Provincial Park
- Trail

**Linear Features**

- UTM Grid
- Contours
- Transmission Lines
- Protected Public Water Supply Area
- Wildlife Corridor

**Administration Boundaries**

- Management Boundary
- Ownership Boundary

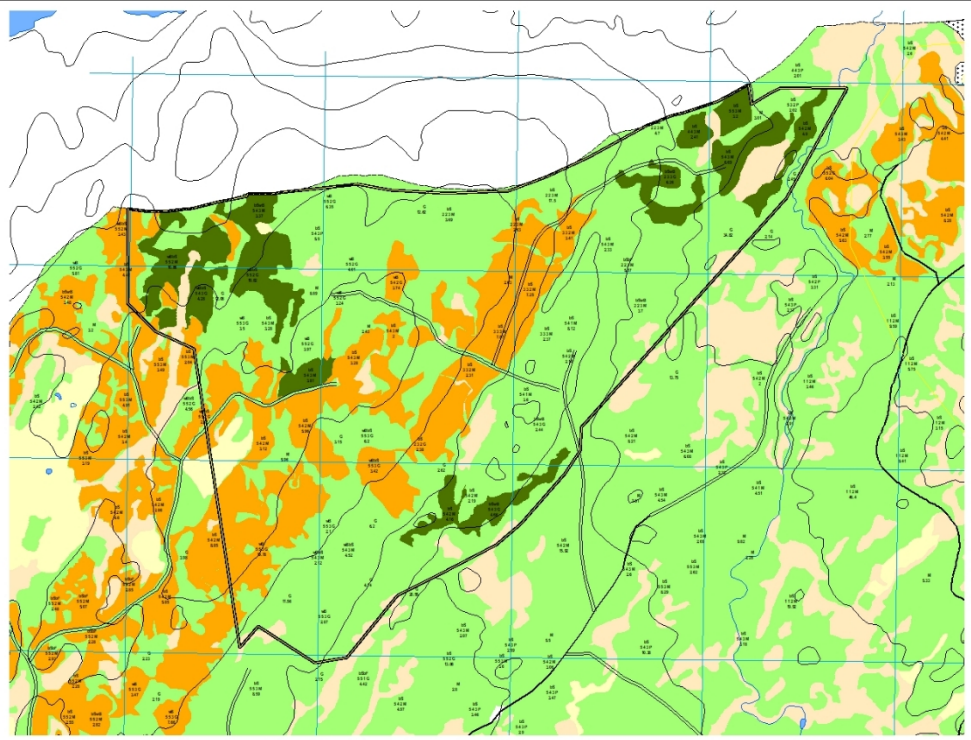
**Land Features**

- Forested Land
- Cutover
- Clear disturbance
- Soak

**Water Features**

- Waterbodies
- Breaks

Inset Map Showing  
Five Year Plan Within District 05



**Forest Management District 05  
Five Year Plan (2027-2031)**

**Home Pond  
(K-05-07)  
Scale: 1:60,000**

**Forest Inventory Map 066-078  
NTS Map 2E02-2D16**

**LEGEND**

**Five Year Plan Features**

- Five Year Plan Boundary
- Proposed Silviculture Area
- Proposed Primary Road
- Proposed Harvest
- Permanent Sample Plots

**Road Features**

- City
- Paved Roads
- Resource Roads
- Winter Roads
- T Railways Provincial Park
- Trails

**Linear Features**

- UTM Grid
- Contours
- Transmission Lines
- Protected Public Water Supply Area
- Wildlife Corridor

**Administration Boundaries**

- Management Boundary
- Ownership Boundary

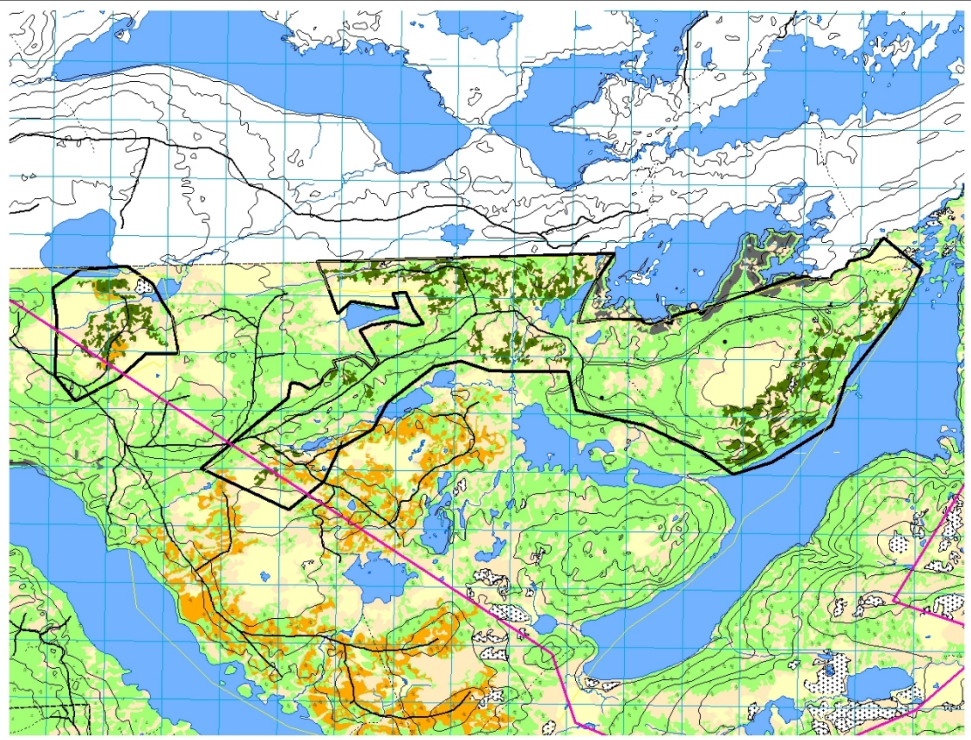
**Land Features**

- Forested Land
- Cutover
- Clear disturbance
- Soils

**Water Features**

- Waterbodies
- Streams

Inset Map Showing  
Five Year Plan Within District 05



**Forest Management District 05  
Five Year Plan (2027-2031)**

**Jonathan's Pond  
(K-05-16)  
Scale: 1:37,000**

**Forest Inventory Map 065  
NTS Map 2E02**

**LEGEND**

**Five Year Plan Features**

- Five Year Plan Boundary
- Proposed Silviculture Area
- Proposed Primary Road
- Proposed Harvest
- Permanent Sample Plots

**Road Features**

- City
- Paved Roads
- Resource Roads
- Winter Roads
- Trailway Provincial Park
- Trail

**Linear Features**

- UTM Grid
- Contours
- Transmission Lines
- Protected Public Water Supply Area
- Wildlife Corridor

**Administration Boundaries**

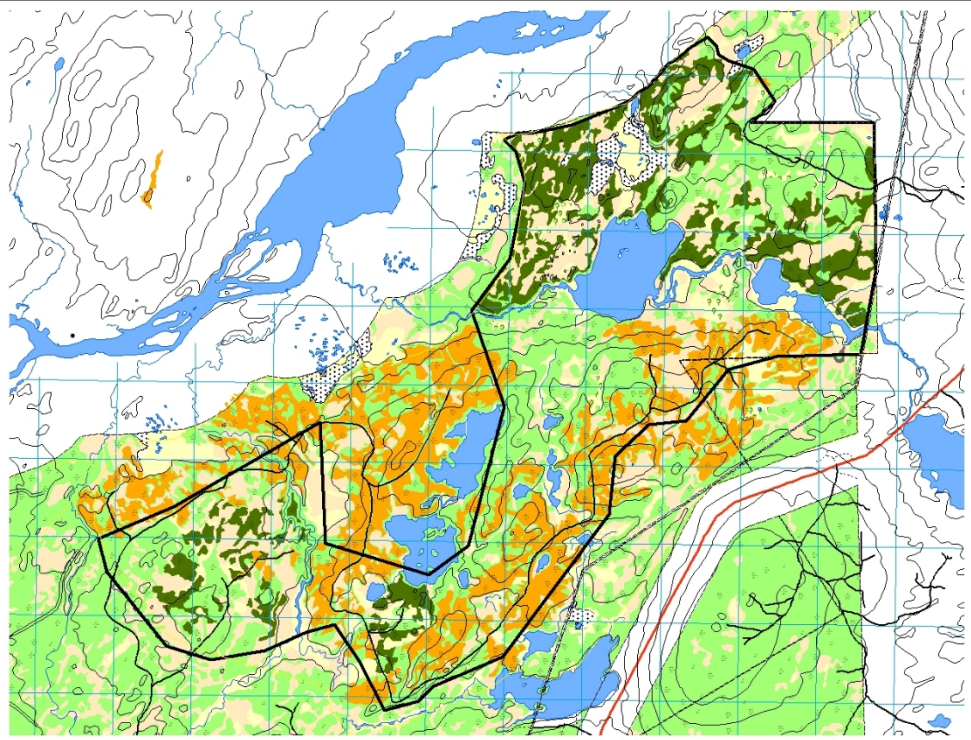
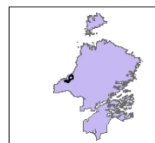
- Management Boundary
- Ownership Boundary

**Land Features**

- Forested Land
- Cultivar
- Other disturbance
- Soils

**Water Features**

- Waterbodies
- Streams



**Forest Management District 05  
Five Year Plan (2027-2031)**

**Butts Pond  
(K-05-17)  
Scale: 1:40,000**

**Forest Inventory Map 078  
NTS Map 2D16**

**LEGEND**

**Five Year Plan Features**

- Five Year Plan Boundary
- Proposed Silviculture Area
- Proposed Primary Road
- Proposed Harvest
- Permanent Sample Plots

**Road Features**

- City
- Paved Roads
- Resource Roads
- Winter Roads
- Tranway Provincial Park
- Trails

**Linear Features**

- UTM Grid
- Contours
- Transmission Lines
- Protected Public Water Supply Area
- Wildlife Corridor

**Administration Boundaries**

- Management Boundary
- Ownership Boundary

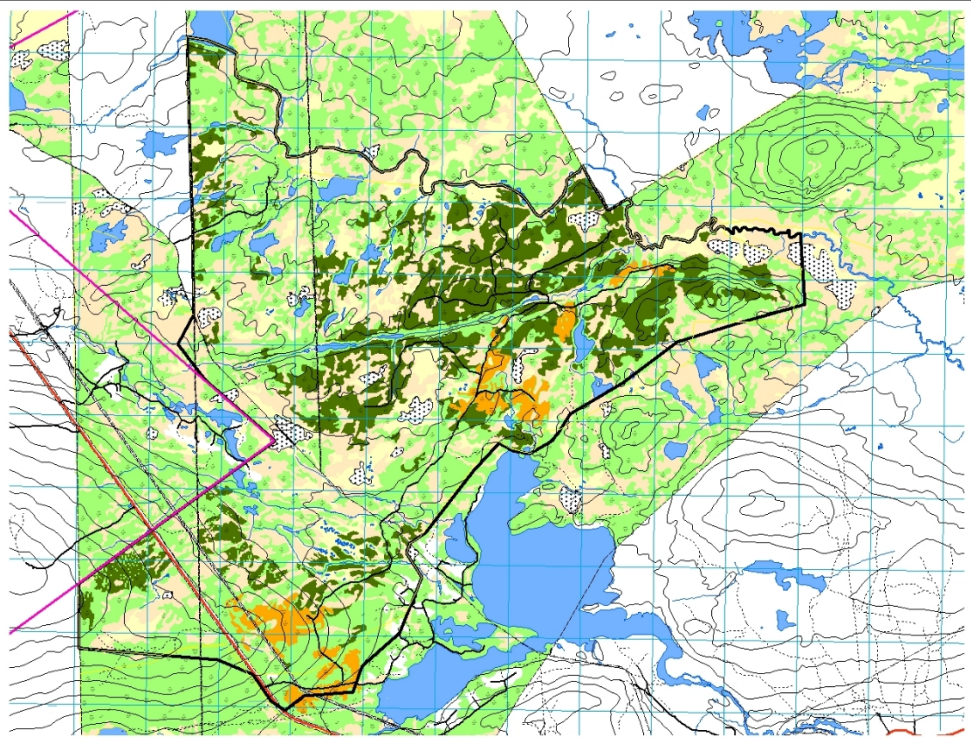
**Land Features**

- Forested Land
- Cutover
- Clear disturbance
- Soils

**Water Features**

- Waterbodies
- Streams

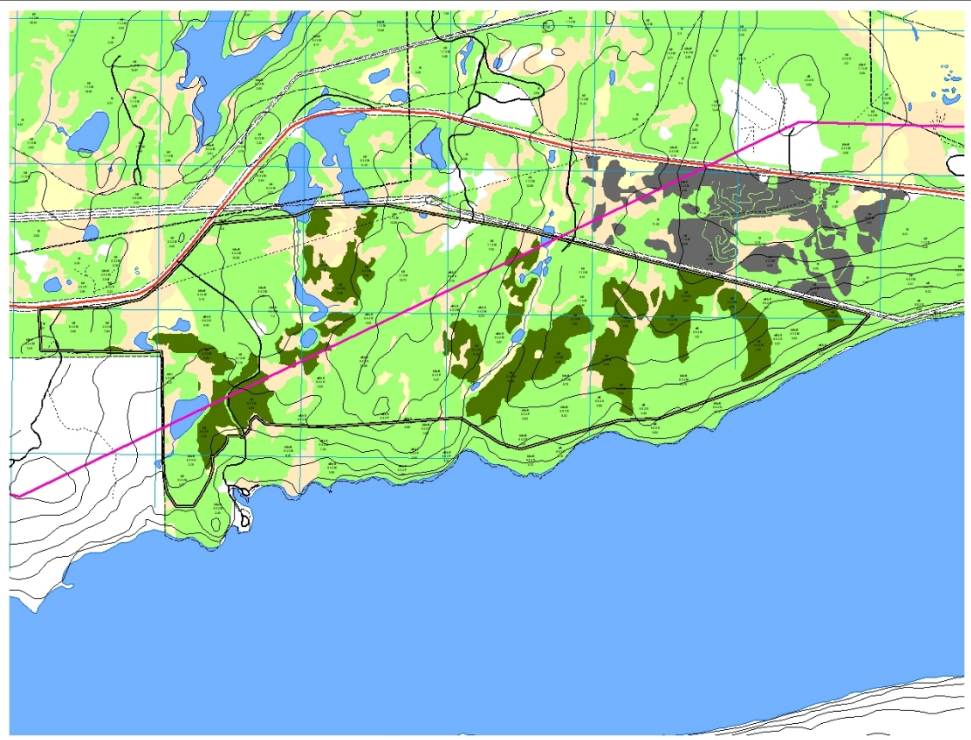
Inset Map Showing  
Five Year Plan Within District 05



**Forest Management District 05  
 Five Year Plan ( 2027- 2031)**  
**Little Harbour  
 ( K-05-18 )  
 Scale: 1:20,000**

**Forest Inventory Map 077  
 NTS Map 2D15**

- LEGEND**
- Five Year Plan Features**
- Five Year Plan Boundary
  - Proposed Silviculture Area
  - Proposed Primary Road
  - Proposed Harvest
  - Permanent Sample Plots
- Road Features**
- City
  - Paved Roads
  - Resource Roads
  - Winter Roads
  - Tr Railway Provincial Park
  - Trails
- Linear Features**
- UTM Grid
  - Contours
  - Transmission Lines
  - Protected Public Water Supply Area
  - Wildlife Corridor
- Administration Boundaries**
- Management Boundary
  - Ownership Boundary
- Land Features**
- Forested Land
  - Cultivar
  - Other disturbance
  - Soils
- Water Features**
- Waterbodies
  - Brooks
- Inset Map Showing  
 Five Year Plan Within District 05



**Forest Management District 05  
Five Year Plan ( 2027- 2031)**

**Weir's Pond  
( K-05-20 )  
Scale:1:25,000**

**Forest Inventory Map 065, 066  
NTS Map 2E07**

**LEGEND**

**Five Year Plan Features**

- Five Year Plan Boundary
- Proposed Silviculture Area
- Proposed Primary Road
- Proposed Harvest
- Permanent Sample Plots

**Road Features**

- Clc
- Paved Roads
- Resource Roads
- Winter Roads
- Trailway Provincial Park
- Trail

**Linear Features**

- UTM Grid
- Contours
- Transmission Lines
- Protected Public Water Supply Area
- Wildlife Corridor

**Administration Boundaries**

- Management Boundary
- Ownership Boundary

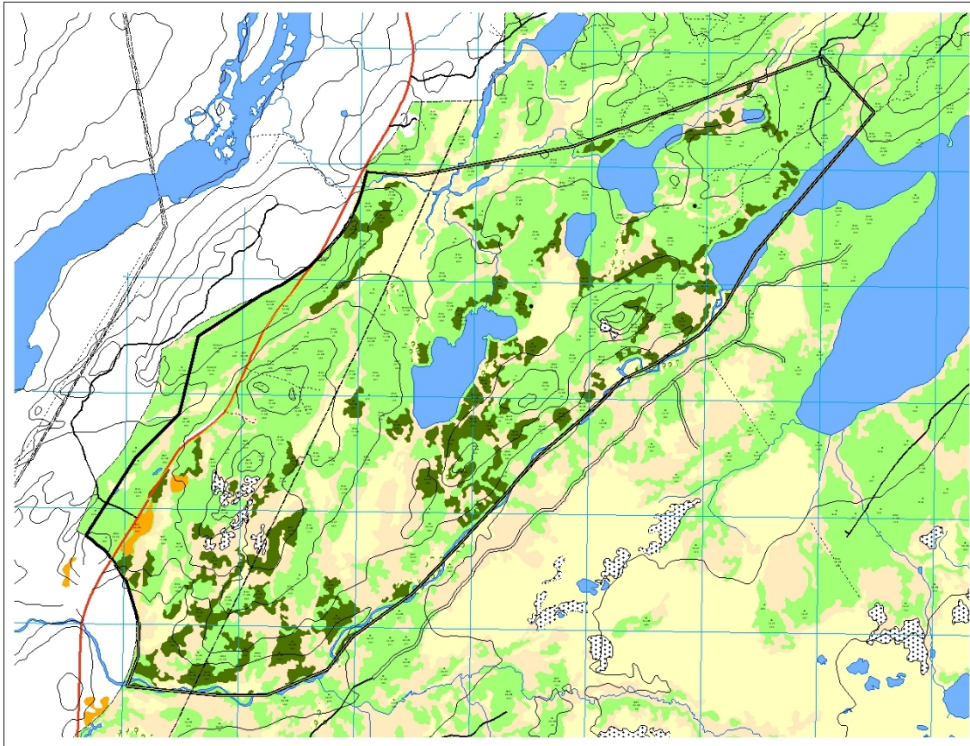
**Land Features**

- Forested Land
- Cutover
- Clear disturbance
- Soils

**Water Features**

- Waterbodies
- Streams

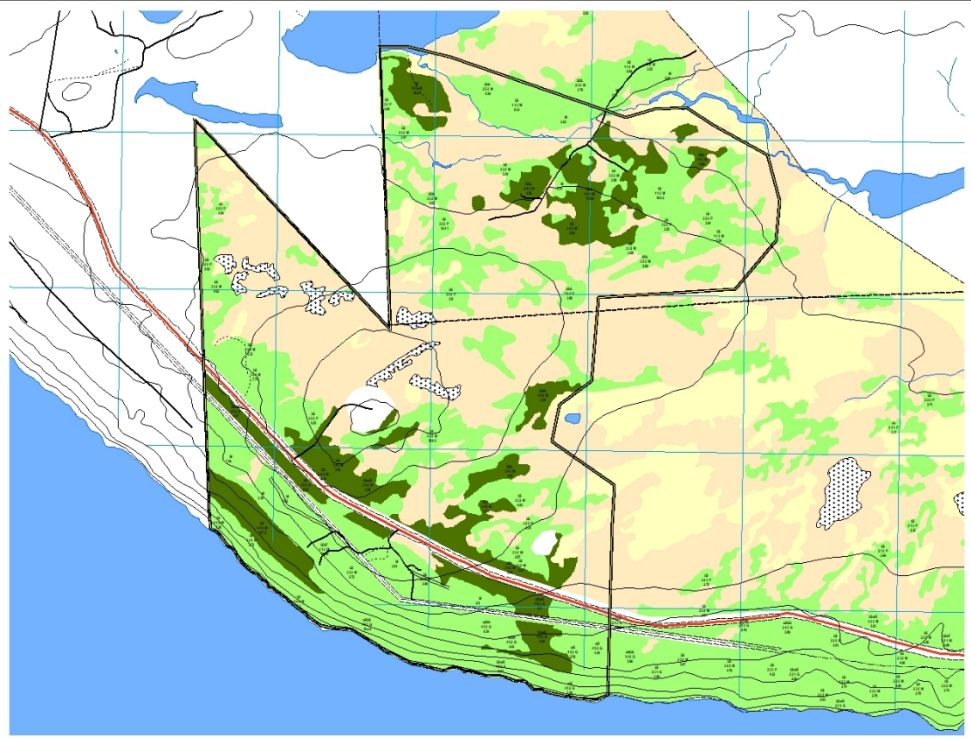
Inset Map Showing  
Five Year Plan Within District 05



Forest Management District 05  
 Five Year Plan (2027-2031)  
 Deadman's Pond  
 (K-05-21)  
 Scale: 1:18,500

Forest Inventory Map 077, 078  
 NTS Map 2016

- LEGEND**
- Five Year Plan Features**
- Five Year Plan Boundary
  - Proposed Silviculture Area
  - Proposed Primary Road
  - Proposed Harvest
  - Permanent Sample Plots
- Road Features**
- City
  - Paved Roads
  - Resource Roads
  - Winter Roads
  - T Railways Provincial Park
  - Trails
- Linear Features**
- UTM Grid
  - Contours
  - Transmission Lines
  - Protected Public Water Supply Area
  - Wildlife Corridor
- Administration Boundaries**
- Management Boundary
  - Ownership Boundary
- Land Features**
- Forested Land
  - Cutover
  - Clear disturbance
  - Soils
- Water Features**
- Waterbodies
  - Streams
- Inset Map Showing  
 Five Year Plan Within District 05





## PROPERTY TAX REDUCTION APPROVAL FORM

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

### ELIGIBILITY VERIFICATION

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

<b>Property Tax Reductions</b>				
<b>- Residential -</b>				
<b>Year 2026</b>				
Roll Number	2026 Property Tax	% of Reduction	Amount of Reduction	Revised 2026 Taxes
022310070000	\$ 3,425.64	45	\$ 1,541.54	\$ 1,884.10
023500060000	\$ 2,150.62	55	\$ 1,182.84	\$ 967.78
027500230000	\$ 2,062.56	55	\$ 1,134.41	\$ 928.15
031000050000	\$ 1,079.10	15	\$ 161.87	\$ 917.23
014010270000	\$ 2,084.76	15	\$ 312.71	\$ 1,772.05
025510320000	\$ 1,968.58	55	\$ 1,082.71	\$ 885.85
060010330000	\$ 2,496.94	25	\$ 624.24	\$ 1,872.70
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$

### MINUTE

The Committee reviewed 7 application(s) for residential property tax reduction that met the Council's policy based on income criteria. The total amount to be adjusted is \$6,040.32 . Since the beginning of 2026, the Town of Gander has issued 24 property tax reductions totaling \$ 19,590.53 , as attached.

### MOTION

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

### REVIEW AND APPROVAL

Does the CAO Recommend Approval?  
 Approved for Inclusion in Agenda?  
 Comments (if any)

Yes     No  
 Yes     No

APR 30 2026

COR/2026/05284

Mayor Percy Farwell  
Town of Gander  
100 Elizabeth Drive  
Gander, NL A1V 1G7

Dear Mayor Farwell:

**Re: Multi-Year Capital Work Program 2027-2031**

As noted in our letter of February 26, 2026, the department has been reviewing the Multi-Year Capital Works (MYCW) Program. The review identified several issues that affected transparency and effectiveness, resulting in a structure that did not support fair distribution, efficient delivery or effective long-planning. The review found that the program also lacked specific eligibility requirements.

New program guidelines have now been approved. To be eligible for the MYCW Programs, applicants must have populations greater than 10,000 and do not receive any Municipal Operating Grants from the Department of Municipal and Community Affairs.

As your Town meets these criteria, you are eligible to be offered placement in the MYCW 2027-2031 funding program. The funding is based on \$233.14/per person (based on 2021 census), and your provincial allocation will be \$2,769,703. This is contingent on sufficient provincial funding in the 2027-28 budget and will be reviewed for every future offering of MYCW.

Please note that additional changes are outlined in the attached policy. I encourage you to read the new policy thoroughly, but I would like to highlight the following points:

1. The timeline to complete projects has been extended to 4 fiscal years; this includes warranty and final closure.
2. Any funds not claimed by March 31, 2031, will revert to the province.
3. Recipients are required to self-administer MYCW and all federal/provincial funded projects funded through Municipal Infrastructure.

A response is required within 45 days of receipt of this letter confirming acceptance of the MYCW program and confirmation of adherence to the MYCW Policy. An acceptance form is attached that shall be returned to Colleen Johnson at [johnsonc@gov.nl.ca](mailto:johnsonc@gov.nl.ca). If you choose to not accept this funding, you will be removed from the MYCW Program and will be eligible to apply for MCW, and any federal programs offered in the annual call for

applications. MYCW recipients will remain eligible for federal programs, within the federal eligibility requirements.

Note that the program start date is April 1, 2027, and project approvals will follow shortly thereafter. Any projects or work initiated prior to approval will not be eligible.

I encourage you to work over the next months to prepare for the first offering of the new program in accordance with the policy requirements. TI representatives will deliver an information session on the new program which will be mandatory for all recipients. Staff are also available to meet individually as required.

Should you have any further questions, please contact Kim Kieley at 709-729-7482 or [Kimkieley@gov.nl.ca](mailto:Kimkieley@gov.nl.ca).

Sincerely,



**HON. BARRY PETTEN, MHA**  
Deputy Premier  
Minister of Transportation and Infrastructure  
District of Conception Bay south

***“Tomorrow: your reward for working safely today.”***

cc: Hon. Chris Tibbs, Minister of Municipal and Community Affairs  
Wilf Maloney, P. Eng., Regional Engineer  
Colleen Johnson, Manager, Fed/Prov Programs



Acceptance of MYCW 2027-31 Funding Program

I, Mayor \_\_\_\_\_ of the \_\_\_\_\_ attest that the following apply to my city/town, and that should any changes occur, I will notify TI immediately in writing. We will complete projects in compliance with the provided Policy and Guidelines, specifically:

Table with 2 columns: Mayor Initial, Eligibility Requirements. Rows include: The municipality has a population greater than 10,000; The municipality does not receive Municipal Operating Grant from Municipal and Community Affairs; The municipality is compliant with Municipal Legislative requirements; The municipality will comply with the MYCW program prerequisites (4 items); The municipality can fund associated cost shares.

Witness #1 Name (printed) Signature Date

Signing Official #1 Name and Title (printed) Signature Date

Witness #2 Name (printed) Signature Date

Signing Official #2 Name and Title (printed) Signature Date

**Government of Newfoundland and Labrador**

Department of Transportation and Infrastructure  
**Municipal Infrastructure**

**Multi-Year Capital Works  
Program Policy and Guideline  
2027-2031  
Policy**

**DRAFT**

Revision 1  
April 2026

<b>Revision</b>	<b>Comments</b>	<b>Date</b>
Draft	New Policy and Guideline	May 2026

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## 2 INTRODUCTION

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1. This policy and guideline support the execution of the Multi-Year Capital Works (MYCW) cost share program and shall be used by all MYCW Ultimate Recipients (UR).
2. The MYCW program is intended to support URs that can demonstrate ability to long term plan and can have projects identified in advance of when funding is approved.
3. The program will assist URs in development of municipal infrastructure projects that are eligible and:
  - a) Are based on infrastructure asset management plans,
  - b) Provide improvements to address infrastructure gaps,
  - c) Increase capacity to existing systems, or
  - d) Address climate change adaptation and mitigation.
4. It is mandatory for the UR, their Consultant and Contractors to comply with these Guidelines for the Project to be efficiently implemented, and to ensure that satisfactory cost controls are maintained and any costs incurred are within the program eligibility.
5. All URs of MYCW must self-administer MYCW and other Municipal Infrastructure (MI) funded projects. self-administration includes the project management aspects of the project but not the design and construction activities. Should a UR wish to design and construct using their own work force, approval is required prior to the start of the work.

### 3 DEFINITIONS

---

Department	The Department of Transportation and Infrastructure
Division	Municipal Infrastructure Division of the Department of Transportation and Infrastructure
Municipal Support Information System (MSIS)	Web based software application used for Project management, tracking, and financial management of Projects funded through the Municipal Infrastructure Division.
Party/Parties	Means the combination of the organizations involved in a funded Project, specifically the Province, the UR, and the Government of Canada, as dictated by context.
Project	Refers to the work which has been approved for capital works cost shared funding through the Municipal Infrastructure Division.
MYCW Program	The block of 4-year funding is available to eligible recipient municipalities with projects executed according to this document.
Province	The Province of Newfoundland and Labrador
Ultimate Recipient	An eligible organization receiving funding from the Division for a capital works Project.

## 4 ABBREVIATIONS / ACRONYMS

---

BWA	Boil Water Advisory
CO	Change Order
GNL	Government of Newfoundland and Labrador
MI	Municipal Infrastructure Division
MSIS	Municipal Support and Information System
MYCW	Multi-Year Capital Works
PCA	Prime Consultant Agreement
PPA	Public Procurement Act
RFP	Request for Proposals
RFQ	Request for Qualifications
TI	Transportation and Infrastructure
UR	Ultimate Recipient (City or Town)

## 5 FUNDING PROGRAM DETAILS

---

### 5.1 DETERMINATION OF ELIGIBLE URS

1. The MYCW program is eligible to municipalities who:
  - a) Have population greater than 10,000;
  - b) Does not receive Municipal Operating Grant;
  - c) Are in compliance with Municipal Legislative requirements;
  - d) Ability to self-administer of all projects both MYCW and federal/provincial; and
  - e) Have a demonstrated ability to fund associated UR cost share.

### 5.2 DETERMINATION OF PROVINCIAL FUNDING AMOUNT

1. MYCW funds are distributed to eligible UR's based on \$233.14 per capita using data from the 2021 census data.
2. The per capita value may change in future programs based on census data and available funding.

### 5.3 ACCEPTANCE OR REJECTION OF FUNDING

1. The UR shall accept the funding as offered; there is no opportunity for negotiation.
2. Should a UR decide that they do not want to accept the MYCW funding for a program, those funds revert to GNL and are not redistributed to other URs.
3. A UR that rejects MYCW funding will only be eligible for MCW, and any federal funding programs offered.
4. A UR that rejects this funding may not be offered MYCW in future programs.
5. A UR that accepts MYCW funding is not eligible for any other MI provincial programs.

### 5.4 PROGRAM STACKING

1. Building Canada Strong Fund - Community Stream (formerly Gas Tax and Canada Community - Building Fund) may be used for the URs share of MYCW projects.

2. MYCW funds cannot be used in combination with any other provincial or federal program. UR may not use MYCW as their share of other funded projects.

## 5.5 PROGRAM LENGTH

1. The Government of Newfoundland and Labrador will make available the MYCW programs based on fiscal ability of the province.
2. The program will be available to UR's on **April 1, 2027**.
3. Each MYCW program will be for the duration of 4 Years, closing on **March 31, 2031**, during which projects are approved and completed. Funds will not be available past the 4-year end date.

## 5.6 PROGRAM REQUIREMENTS – TIMELINES AND FINANCIAL

1. The UR must submit the initial Schedule A allocating the entirety of the MYCW funds with council resolution supporting projects no later than **May 1, 2027**.
2. There will be no new projects approved after **March 31, 2028**.
3. All projects must be completed and completely invoiced to the province by **March 31, 2031**. No funding will be available after March 31, 2031.
4. After **March 31, 2031**, all unspent funds are no longer available to the UR and revert to the province. The UR remains responsible for the completion of the project.
5. Projects that cannot be completed in 4 years should not be considered for this funding.
6. Project timeline extensions will not surpass **March 31, 2031**. Costs incurred after March 31, 2031, are the responsibility of the UR.
7. Once program funding is fully utilized, all projects must be completed as the scope was approved, the overrun is 100% the responsibility of the recipient.

## 5.7 ALLOCATION AND REALLOCATION

1. Once projects are completed, canceled, or closed, the unused funds can be reallocated to other MYCW projects of the same MYCW program.
  - a) Funds can be reallocated to new projects prior to **April 1, 2028**.
  - b) Funds can be reallocated to projects in construction prior to **December 30, 2030**.

2. After **March 31, 2031**, all funds return to GNL.
3. Reallocation of funds is administered by MI Manager of Federal/Provincial Programs, using Schedule A amendment and appropriate resolution of council.
4. Approval of a Schedule A amendment to reallocate funds is required before the costs associated with those funds are incurred.

## **5.8 APPLICATION SUBMISSION IN MSIS**

1. Applications shall be keyed in MSIS after the Schedule A or an amended Schedule A for a new project are approved by MI.
2. The Program select at the top of the Add Application shall be Multi Year Capital Works and the Year shall be 2027-2031.
3. No application is required by the UR for reallocation of funds to existing projects.
4. Each project needs its own application.
5. Applications must contain the information required in the Municipal Infrastructure Funding Application Guideline, latest version.

## **5.9 REQUIREMENT FOR SELF- ADMINISTRATION**

1. The UR must have staff support to complete projects within the bounds of funding agreements, legislation, and departmental guidelines. If the UR does not have the required complement of staff, MI should be notified immediately. MI may then revoke self-administration abilities of the UR, and the Department may revoke MYCW funding if suitable staff are not in place within a reasonable period of time.
2. The UR must maintain an Engineering Division that can effectively manage and provide oversight to capital works projects; this requires the employment of a Professional Engineer Entitled to Practice in the province and all required insurance.
3. This self-administration allows for the following without approval of MI:
  - a) Planning and project management
  - b) Risk Management
  - c) The procurement of consultants and construction services;
  - d) Approval of change orders;
  - e) Procurement of permits;
  - f) Contract administration;

- g) Determination of substantial and final completion;
  - h) Final close out of projects; and
  - i) All required reporting to MI.
4. The following tasks may be completed by UR technical staff, with no cost to the project:
- a) Design by UR staff Entitled to Practice in the province,
  - b) Resident inspection.
5. The eligibility for self-administration will be reviewed with each new program of MYCW, or from time to time, to assess compliance with the terms contained in this document and the expectations of TI. If determined by the Department that self-administration is no longer efficient, then the ability to self-administer may be revoked.
6. The UR will be required to self-administer all federal/provincial cost shared projects in accordance with this document.
7. The costs associated with any of the listed self-administrative privileges are not eligible project costs.
8. Construction is not considered to be in the self-administrative scope.

## **5.10 WORK BY OWN FORCES**

- 1. Work by own forces is related to construction.
- 2. The MI Guideline for Projects Carried Out on a Project Management Basis Using Ultimate Recipient's Own Forces (latest edition) governs over work completed by UR forces.
- 3. MI approval must be obtained on a Project basis.
- 4. Costs incurred will not be eligible without prior approval.

## **5.11 PROVINCIAL PRIORITIES**

- 1. The MYCW program is intended to address provincial priorities in the following categories:
  - a) Clean Drinking Water projects - URs on long-term Boil Water Advisory (BWA) (longer than 2 years) are not eligible for projects that do not address the BWA or imminent failure condition of lift stations.

- b) Wastewater Treatment projects – URs that discharge wastewater outside of WSER compliance
- c) Community resilience, climate change adaptation, and mitigation
- d) Community health and social wellness
- e) Replacement of existing infrastructure exposing the community to life and safety risks

## 5.12 ASSET DISPOSAL PERIOD

1. UR must maintain continued ownership and operation of the built infrastructure for 10 years post project completion.

## 5.13 ELIGIBLE PROJECTS

1. Projects that are supported by municipal Asset Management Plan and work to address known and substantiated issues.
2. Only projects listed here are eligible; anything not listed is ineligible.
  - a) Water treatment and distribution
  - b) Sewer collection and treatment
  - c) Community, culture and recreation, limited to projects that are beneficial to most of the community
  - d) Storm water collection
  - e) Town Halls, Fire Halls, Municipal Depots
  - f) Projects that address Climate Change mitigation, adaptation, or resilience
  - g) Transportation - Roads, bridges, culverts, causeways, shared use paths, bus shelters
  - h) Upgrades to existing infrastructure owned by the UR and serves a municipal function
  - i) Demolition or decommissioning of existing municipal owned infrastructure to allow land to be used for a municipal function.
3. While this document prescribes project eligibility, any projects funded through Federal/Provincial funding agreements, the eligibility will be based on the requirements of the federal/provincial agreement.

## 5.14 ELIGIBLE PROJECT COSTS

1. While this document prescribes eligibility of costs, any projects funded through Federal/Provincial funding agreements; the eligibility of specific costs will be the requirements of the federal/provincial agreement.
2. The UR will certify that all costs submitted for reimbursement are eligible for expenditures in accordance with the funding program.
3. Costs will only be eligible:
  - a) If they are incurred after project approval; and
  - b) If Contracts are signed after project approval.
4. Prescribed eligible costs, those not listed are not eligible:
  - a) All costs considered by the province to be direct and necessary for the successful implementation of an eligible Project.
  - b) This may include capital costs, design and planning, and costs related to meeting specific Program requirements, including completing climate lenses if incurred within the 12 months before the project approval.
  - c) UR is responsible for inquiring with MI for clarification of any costs not necessarily normal to a project.
5. Landscaping repairs/ reinstatement of areas damaged because of the Project, built back equal to pre-construction standards. Enhancements are not eligible. Pre-and-post-damage photos are required.
6. Prior approval for eligibility is required for the following:
  - a) Equipment rental rates for equipment not owned by the UR, including the operator costs if pre-approved by the Department for such expenses. MI published rental rates will apply.
  - b) Rental or purchase of signs when a business case demonstrates acceptability
  - c) Land acquisition at market value:
    - i) in situations that are eligible under federal program; or
    - ii) that supports climate change adaptation/mitigation.
  - d) The incremental costs of employees of an UR may be included under the following conditions:
    - i) The UR can demonstrate that it is not economically feasible to contract the work.

- ii) The work is related to construction only, (work of UR staff to design, manage, or inspect the work is not eligible in any circumstance); and
- iii) The arrangement of “work by own forces” is approved in advance and in writing by the province.

## 5.15 INELIGIBLE PROJECT COSTS

1. The following items are not eligible under MYCW or federal programs unless otherwise noted in the federal program:
  - a) New residential development
  - b) Administration costs,
  - c) Inspection by own forces
  - d) Design by own forces
  - e) Costs incurred for cancelled Projects,
  - f) Costs beyond the available funding, over runs are 100% responsibility of recipient,
  - g) Leasing land, buildings, and other facilities,
  - h) Real estate fees,
  - i) Legal fees,
  - j) Insurance outside of MI standard specifications,
  - k) Rental or lease of equipment owned by the UR,
  - l) Surveying fees for land purchase or easement,
  - m) Financing charges, and loan interest payments,
  - n) Costs associated with operating expenses,
  - o) Costs related to maintenance work,
  - p) Replacement parts and tools not included in the MI standard specifications,
  - q) Stockpile of material for future use
  - r) Portable generators,
  - s) Speed radar equipment,
  - t) Survey equipment,
  - u) Testing equipment,

- v) Software licenses,
- w) Cost related to furnishing and non-fixed assets,
- x) Goods and services costs which are received through donations or in kind,
- y) Cost of temporary facilities related to continuance of the UR's business,
- z) Infrastructure constructed by private developers and subsequently transferred to the URs that did not meet current design and construction standards at the time of construction,
  - aa) Media costs,
  - bb) UR owned construction materials or consumables,
  - cc) Costs to purchase mobile traffic control signs/lights,
  - dd) Cash settlements to property owners to repair damage to their property during construction.

## 5.16 AUDIT REQUIREMENTS

### 5.16.1 General

1. It is expected that given appropriate notice, the UR will supply all information requested in the time identified by MI.
2. MI may increase audit frequency should non-compliance issues be identified and deemed to be of significant risk.
2. Any issues arising from either of these audits may impact eligibility for future MYCW programs, projects, and/or the ability to self-administer MI funded projects.
3. Failure to address non-compliance issues will impact eligibility for future MYCW programs, projects, and/or the ability to self-administer MI funded projects.
4. At any time during the program MI may ask for any supporting documentation.

### 5.16.2 Process and Procedure

1. MI will complete procedural audits once a year, generally within the months of January to March.
2. An audit form will be available prior to start of the MYCW program and will remain consistent throughout the program.

3. Informal audits will occur with each document submitted. Should issues be identified and communicated to the UR corrective actions are required. Failure to correct may result in delayed transfer of funds.

### 5.16.3 Financial

1. Every status report submitted to MI for payment will be audited for compliance and eligibility. Any costs submitted and deemed ineligible in the status report review will be removed and will be the responsibility of the UR. Status reports may be partially or fully unpaid or returned for correction.
2. MI will complete a financial audit once a year, generally within the months of January to March. A selection of projects for audit will be provided by MI.
3. Every status report submitted will be audited by MI for compliance with the eligible project cost clause of this document. If there is non-compliance identified, the status report may not be paid.
5. If requested by MI, the UR must submit an itemized list of all cheques issued relating to the project, including cheque number, date, payee, and amount, together with a copy of the cancelled cheques.

## 5.17 COMMUNICATIONS

### 5.17.1 Joint Communications.

1. The Province, the UR, and applicable funding agencies/partners may have Joint Communications about the Project's funding.
2. Joint Communications under these Guidelines must not occur without the prior knowledge and agreement of the province.
3. All Joint Communications material will be approved by the province prior to release and will recognize the funding of all Parties.
4. Each of the Parties or the UR may request Joint Communications to communicate progress or completion of the Project. The requestor shall provide at least 15 business days' notice to the other funding agencies/partners or the UR. If the Communications Activity is an event, it will take place at a mutually agreed upon date and location.
5. The requestor of Joint Communications will provide an equal opportunity for the other Parties or the UR to participate and choose their own designated representative (in the case of an event).

6. The conduct of all Joint Communications will follow the Table of Precedence for Canada.

### 5.17.2 Individual Communications

1. The UR may issue communications to communicate progress of the Project, only after the funding partners have formally announced the project.
2. The province and applicable funding agencies/partners retain the right to meet their obligations to communicate information about the Agreement and the use of funds through their own Communications Activities.

## 5.18 PROJECT PHOTOS

1. To receive the first transfer of project funds once construction is started, the UR is required to send a minimum of one photograph of the construction in progress.
3. To receive the final payment the UR is required to submit a photo of the completed Project.
2. During construction, the UR is required to submit photos required as attachments to the Form 18 - Daily Site report.
3. Additionally, photos may be required from time to time to clarify any questions that funding partners may have in lieu of site visits.
4. Sending the photos will constitute permission to use and transfer copyright. Photographs are to be sent to the Regional Office, along with Project name, Project number, date the photo was taken, and brief description of the photo and location.

## 5.19 PROJECT SIGNAGE

1. Signage must be installed in a prominent and visible location that takes into consideration pedestrian and traffic safety and visibility.
2. Digital signage may also be used in addition to or in place of a physical sign for projects that are desktop work only (studies, concepts, etc.)
3. Signage must conform to the applicable federal and/or provincial signage guidelines. Please contact the regional office for the most recent version.
4. Signs must be installed before construction starts and must be removed at least 30 days after construction is finished.

5. A date stamped photo of the sign must be submitted to MI by email to the project representative within 10 working days of being erected.
6. No payments will be made to the UR after construction has started if the photo of the project sign has not been received by MI.

## **6 PROJECT REQUIREMENTS**

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### **6.1 GENERAL REQUIREMENTS FOR PROJECTS**

1. The project shall be executed in accordance with the Municipal Infrastructure Project Guidelines, edition in effect at time of signing of this Agreement.
2. The project shall follow all policies and guidelines issued by Transportation and Infrastructure that are applicable to the project.
3. A Project must meet or exceed any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change.
4. Building projects must meet or exceed the requirements of the National Energy Code of Canada, latest edition.
5. Building projects must meet or exceed the requirements of the National Building Code of Canada, latest edition.
6. A Project must meet or exceed the requirement of the highest published accessibility standard in a jurisdiction in addition to applicable provincial building codes and relevant municipal by-laws.

### **6.2 LEGISLATION**

1. Projects must be compliant with applicable legislation, including but not limited to the most recent and current version of the following:
  - a) Public Procurement Act and Regulations
  - b) Occupational Health and Safety Act
  - c) Accessibility Act
  - d) Towns and Local Service Districts Act
  - e) Environmental Protection Act
  - f) Water Resources Act

- g) Mechanics' Lien Act
- h) City of Corner Brook Act (as appropriate)
- i) City of St. John's Act (as appropriate)
- j) City of Mount Pearl Act (as appropriate)
- k) Access to Information and Protection of Privacy Act
- l) All other applicable provincial legislation and related regulations and policies
- m) All applicable federal legislation and related regulations and policies
- n) All other Authorities Having Jurisdiction for the scope of work in question.

## 6.3 POLICIES

1. The following policies must be followed by funding URs:
  - a) MI Procurement of Professional Services Policy
  - b) Water Treatment Project Policy – April 2024
  - c) Water Treatment Project Policy Guide – July 2024
  - d) Capital Works Contingency Allowance Policy – September 2024
  - e) Dispute Resolution Terms of Reference – 2021 Revision
  - f) Mandatory Safety Reporting by the Prime Consultant – October 6, 2021
  - g) Policy for Extension of Water and Sewer Laterals onto Private Property – November 2025
  - h) Risk Management Framework for MI Publicly Funded Projects
  - i) Department of Environment, Climate Change, and the Department of Municipal and Provincial Affairs:
    - i) Policy for Allocation of Water Use W.R. 88-1 (rev 1995)
    - ii) Infilling Bodies of Water W.R. 91-1
    - iii) Use of Creosote Treated Wood in Fresh Water W.R. 92-2
    - iv) Treated Utility Poles in Water Supply Areas W.R. 93-01
    - v) Land and Water Developments W.R. 95-01
    - vi) Flood Plain Management W.R. 96-1
    - vii) Policy for Development in Shore Water Zones W.R. 97-1
    - viii) Policy for Development in Wetlands W.R. 97-2

- ix) Ground and Water Sourced Heat Pumps W.R. 98-1
- x) Drinking Water Monitoring & Reporting W.R. 09-1
- xi) Policy for Newfoundland and Labrador Water and Wastewater Operator Certification Program

## 6.4 REFERENCE GUIDELINES

1. The following guidelines listed, but not limited to, apply to all URs:
  - a) Guidelines for the Design, Construction and Operation of Water and Sewerage Systems from the Department of Environment, Climate Change.  
<https://www.gov.nl.ca/eccc/waterres/waste/groundwater/report/>
  - b) Selection Criteria and Guidelines for the Design, Construction and Operation of Potable Water Dispensing Units, from the Department of Environment, Climate Change.
  - c) Guideline for Projects Carried Out on a Project Management Basis Using Ultimate Recipient's Own Forces
  - d) Municipal Infrastructure Project Guidelines
  - e) Fire Hall Program Guide
  - f) Transportation and Infrastructure Universal Design Standard 2021

## 6.5 MI TEMPLATES AND FORMS

1. The following MI standard templates must be used, any modification, addition, or deletion to these must be communicated and approved by MI:
  - a) Project cost estimate
  - b) Project Scope Change Request form
  - c) Consultant Limited Call for Bids
  - d) Request for Proposals (RFP)
  - e) Request for Qualifications (RFQ)
  - f) Prime Consultant Agreement (MI standard document)
  - g) Risk Register/Matrix
  - h) RFP / RFQ evaluation and debriefings

## 6.6 PERMITTING BODIES

1. The UR is required to ensure that all relevant permits are received prior to starting work. Those may include but not limited to (or any subsequent variation of):
  - a) Department of Transportation and Infrastructure
  - b) Department of Environment, Conservation and Climate Change
  - c) Department of Municipal and Community Affairs
  - d) Department of Government Services
  - e) Department of Fisheries and Aquaculture
  - f) Department Forestry, Agriculture and Lands
  - g) Government of Canada

## 6.7 SPECIFICATIONS

1. The UR must use the following specifications as applicable, any modification, addition, or deletion to these must be provided to and approved by MI:
  - a) Municipal Water, Sewer, and Roads Master Construction Specifications
  - b) Transportation and Infrastructure Highway Design Specification Book for TI owned assets and where referenced otherwise.
  - c) Transportation and Infrastructure NL Master Specification Guide for Public Funded Buildings
2. Should the UR wish to use alternate specifications, a one-time approval is required from MI for the use of any specific specification.

## 6.8 PROJECT FINANCIALS

### 6.8.1 Total Project Cost

1. The total project cost shall include:
  - a) Base construction
  - b) Engineering
  - c) Escalation
  - d) Contingency

e) HST/GST

### 6.8.2 Total Project Eligible Cost and GST/HST Rebate

1. Project eligible cost is the Total project cost minus the amount of GST/HST rebate. The UR is required to apply for appropriate rebates.
2. Cost shares for MYCW are based on the Project Eligible Cost, the Total Project cost minus the GST/HST rebate and are:

Project Category	Project Eligible Cost	
	Provincial Share	Municipal Share
Water, wastewater, disaster mitigation	70%	30%
Recreational projects, buildings, fire halls	60%	40%
Roads and other funding requests	50%	50%

3. The GST/HST rebate is to be used by the UR as part of the Project funding.
4. Interim financing of the GST/HST rebate will be the responsibility of the UR if required.

### 6.8.3 Financing Interest Charges

1. The province will not fund any interim interest charges accrued by the UR for the Project. The UR is responsible for all financing charges.

### 6.8.4 Approval To Borrow

1. If the UR intends to borrow their share of the project funding, they must have an approval to borrow from the division of Local Governance and Land Use Planning of Municipal and Community Affairs.

## 6.9 PROJECT SCOPE OF WORK AMENDMENT

1. The Project funding is approved by the province based on a defined scope of work as applied for by the UR.
2. Sometimes, the UR may wish to modify the scope of work for several reasons. The UR shall submit a completed Project Amendment Request to MI.
3. Work cannot proceed with a proposed change in project scope until MI approves it.

## 6.10 PROJECT COMMUNICATIONS

1. MI's Project number shall be used on all correspondence, documents, Status Reports, etc.
2. The first and primary point of contact is the Regional Office and specifically the Project Representative (PR), once identified.

## 6.11 LAND ACQUISITION, EASEMENT AND RIGHTS-OF-WAY

1. It is the responsibility of the UR and its Consultant(s) to ensure that all easements and rights-of-way are acquired before the tender is called.

## 6.12 WORK DURING CARETAKER CONVENTION

1. During the Provincial or Federal Caretaker period, work that has already been started (design and construction) may continue. URs may not tender any projects with Provincial or Federal Funds without approval from MI during Caretaker. Approval will be in writing from the Director of MI.

# 7 PROJECT EXECUTION REQUIREMENTS

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## 7.1 PROJECT SUBMISSION IN MSIS

1. Once an MYCW application has been submitted by the UR and approved in MSIS, it becomes a project and the UR can review the project information in MSIS. The information available is only as good as that keyed in the application.

## 7.2 PROGRESS PAYMENTS

1. To obtain payment from the Division, the UR is required to submit, via MSIS, a Status Report. Status reports are to be entered between the 25<sup>th</sup> and the end of the month.
2. If there is a month with no incurred costs, a status report is not necessary.
3. Status reports in a month less than \$1000 + hst should be held until the total is greater, unless it is the last status report for the fiscal year or project.
4. Only eligible project costs incurred may be claimed.

5. Documents required before status report payment:
  - a) Signed Contract
  - b) Change Orders – before the CO cost is submitted
  - c) Project Sign Photo
    - i) Of installed project sign for first status report involving construction located at the site
    - ii) Confirming posting on UR owned website for first status report of a study when permission is given to not have a physical sign
  - d) Project photo of ongoing construction for status reports including construction
  - e) Photo of completed project required with final status report.
6. Documents required with each status report:
  - a) Engineering invoices with supporting receipts (hotel, car rental, airfare, etc.);
  - b) Contractor's progress payment and back up documents including invoice;
  - c) Variance form
  - d) Fuel adjustment form for contractor claims;
  - e) Form 14 and Form 18 with contractor claims;
  - f) Statutory declarations on second and subsequent contractor payments and release of holdback requests;
  - g) Form 20 - Variance Form – and related change order prior to issuance of substantial performance
  - h) Substantial / Final performance certificates when applicable
7. Status Reports submitted without the appropriate supporting information, including Signed compliant Change Orders, may be returned until such time as the requisite documents are in order, which can delay payments.
8. Status Reports submitted in MSIS with claims for change orders that have not been appropriately signed, executed and entered in MSIS will be immediately rejected.
9. Fuel Pricing Adjustments and Change Order request to be submitted monthly prior to submission of the Status Report. Claims made without fuel pricing adjustment forms will be immediately rejected.
10. Final Claims by the contractor must have the Form 20 Variance Form completed and final quantities adjusted prior to the actual claim be submitted

11. Variance Form 20 must be generated and signed and final contract values determined prior to substantial performance inspection. Values of deficiencies and calculations obtaining substantial can only be done with final contract values. Substantial Performance cannot be issued correctly without Form 20 being generated and a subsequent change order being issued and signed by all parties.
12. The final Status Report must be marked as such.

### **7.3 SAFETY**

1. The UR, as principal contractor, is responsible for the safety of all individuals working on the project from the initial site visit of the consultant to the completion of the work.
2. All contractors working on TI funded projects are required to have Certificate of Recognition (COR) from Newfoundland and Labrador Construction Association.
3. All contractors working on TI funded projects are required to have a Clearance Letter in compliance with Workplace NL.

### **7.4 ENGINEERING AND CONSTRUCTION SERVICES ENGAGEMENT**

1. Procurement of consulting and professional services must comply with the Public Procurement Act, and the MI Procurement of Professional Services Policy (available at <https://www.gov.nl.ca/ti/files/Policy-Procurement-Policy-Professional-Services-MAY-2021.pdf>).
2. All tenders are to be advertised through the Tendering and Contracts Division of the Department of Transportation and Infrastructure utilizing the eProcurement software.
3. Should a UR wish to utilize their own eProcurement services, permission may be granted by MI upon request.
4. In all cases, the UR must copy the Regional Engineer of MI on all tenders being advertised regardless of the e-procurement software being used.
5. When using GNL tendering services:
  - a) UR will submit to Tendering and Contracts all drawings, specifications, procurement system Excel template, and tender request memo. This is to be copied to the Regional Engineer.
  - b) The documentation submitted for advertisement must meet the requirements of eProcurement software system and Tendering and Contracts.
  - c) All bid submissions must be received electronically by Tendering and Contracts.

6. The UR shall not communicate any Project specific information to any plan taker.
7. Procurement records must be maintained per the Public Procurement Act and available for audit at the request of MI or Public Procurement Agency.
8. Consultant services must be calculated based on Level of Effort methodology.
9. Splitting work to avoid issuing an RFP per the Public Procurement Act requirements is not allowed.

#### 7.4.1 Approval To Tender

1. Approval to tender is required from the Town/City Council per the Towns and Local Service Districts Act, or the relevant City Act.
2. The UR may decide to give the Delegated Authority to an individual in the organization to approve tender when the pretender estimate is less than 10% over the approved budget.
3. Projects approved to tender with a pretender estimate of 10% or more, must have a resolution of council on file for review by MI on request. The resolution must address the value of the anticipated overage and how the UR plans to fund.
4. All permits must be in place prior to tender.
5. No submission is required to MI for approval to tender. Documents must be available for audit.

#### 7.4.2 Tender Amendment

1. Should changes to the tender document be required, amendments may be made. Any amendment must be issued to all plan takers through the e-procurement system.
2. Where an amendment is required for a solicitation, the amendment must be sent to Tendering and Contracts with as much notice as possible.
3. Amendments issued within five (5) calendar days of closing will require an extension to the closing date.
4. If an amendment is required on the day the solicitation closes, it must be received by Tendering and Contracts no later than two hours prior to closing time.
5. Submitting amendment requests less than two hours prior to closing time could result in the amendment not being issued.
6. All requests for amendment must be copied to the Regional Engineer at time of submission to Tendering and Contracts, otherwise it will not be posted.

7. No approval from MI is required. Documents must be available for audit.

### 7.4.3 Tender Closing

1. Advertised on UR platform:
  - a) UR must email submission packages to MI.
  - b) UR is solely responsible for the applicable duties related to the Public Procurement Act including notification of invitation to bid, notification of amendments, public opening, publishing of award, etc.
2. Advertised with Tendering and Contracts:
  - a) The Tendering and Contracts Division will close the solicitation for bids in the procurement system and perform the duties required for the public opening.
  - b) The results package will be emailed to the UR and MI.

### 7.4.4 Contract Award

1. The tender results will be reviewed by the UR.
2. Should there be errors or issues in the bids received, the UR is responsible for consulting its own legal counsel at the URs cost to determine the risks, and path forward in awarding.
3. Approval of the award must be made by delegated authority or Council Resolution.
4. The UR will issue a letter to the preferred bidder, indicating intent to enter a contract. This letter shall be copied to the MI Regional Engineer. The date of this letter will trigger the publishing of award in the procurement system by MI as required by PPA.
5. Template is available on the MI website.

#### 7.4.4.1 Bids Within Budget

1. Where the preferred supplier's bid is within the Project budget, the UR will be required to:
  - a) Obtain Council approval to award by resolution.
  - b) Forward copies of the signed contract documents to the Regional Engineer.
2. Notify the preferred proponent of their status as preferred proponent, and indicate the intent to enter a contract to complete the work as tendered;
  - a) Arrange signature of the contract documents; and

- b) Forward copies of the signed contract documents, and resolution to proceed with work to the Project Representative.

#### 7.4.4.2 Bids Over Budget

1. Where the preferred supplier's bid is more than the Project budget, the UR will be required to:
  - a) Obtain a motion/resolution to proceed with the work, and committing to funding the cost overrun, the motion shall include the value of the overrun;
  - b) Notify the preferred supplier of their status as preferred supplier, and indicate the intent to enter a contract to complete the work as tendered;
  - c) Arrange signature of the contract documents; and
  - d) Forward copies of the signed contract documents, resolution to proceed with work, and proof of overrun funding to the Regional Engineer.
2. If the UR intends to reallocate funds within the MYCW program to cover the overrun, the amended Schedule A must be approved prior to awarding the work.

#### 7.4.5 Tender Cancelled

1. The UR may decide not to award the tender for several reasons including change in direction, bids received are over budget, etc. This should not be done without consideration of the risks and possible legal opinion.
2. Should a tender be cancelled, the work may not be retendered unless there is a notable change in the project requirements, or passage of time (typically 1 year) to allow the market to adjust.
3. Notification of cancellation must be copied to MI.

#### 7.4.6 Form Of Agreement

1. For Consultant services, the MI Standard Form of Agreement between Client and Consultant must be used.
2. For Design Bid Build projects, the form of agreement must be MI standard agreement between owner and contractor.
3. For Design Build projects, the form of agreement must be CCDC14.
4. PCA to be submitted to MI within 1 week of signing by both parties.
5. Alternative forms of agreement may be used with approval from MI.

### 7.4.7 Contract Change Order

1. A Contract Change Order (CO) is required to:
  - a) Change the scope of service
  - b) Change the deliverables
  - c) Change the timelines
  - d) Change allocated personnel
  - e) Contract extension
  - f) Change in quantities
  - g) Fuel cost adjustments
  - h) Other items of material nature that affect the terms and conditions of the contract
2. Contract Change Orders must use appropriate form:
  - a) Consultant - Form 5A,
  - b) Contractor – Form 5
3. Work related to the CO shall not proceed until the CO is approved by the UR.
4. Should the work of a CO not be eligible under the program, it will not be paid by MI.
5. CO must be submitted to MI within 1 week of signing, and prior to claiming any related fees on a status report.
6. Change Orders are not submitted in MSIS by the UR. They must be submitted to the Project Representative who will key them in MSIS. UR must allow time for the project representative to key the change order in MSIS prior to the UR starting the Status Report. Otherwise, the contract value will not be correct, and this will delay payment
7. All Change Orders must be in compliance with the contract documents, Public Procurement Agency. They will NOT require approval from MI.
8. While the CO form has a location for MI's Regional Engineer approval it is not required. The CO is deemed approved by the UR.

### 7.4.8 Consultant Expenses

1. Expenses of the Consultant, any of their sub-consultants, or companies they engage, are to be charged within the allowances set by the Government of Newfoundland and Labrador. Note that these expenses include hst/gst.

- a) Mileage - <https://www.gov.nl.ca/exec/tbs/working-with-us/auto-reimbursement/>
- b) Meal Rate Policy / Per Diem - <https://www.gov.nl.ca/exec/tbs/working-with-us/meal-rates/>
- c) Transportation Policy - <https://www.gov.nl.ca/exec/tbs/working-with-us/transportation/>

## **7.5 PRE-DESIGN / PRELIMINARY ENGINEERING**

1. If the location of infrastructure is unknown (including sub-surface), or in doubt, the UR should locate the infrastructure using a CCTV inspection, infrared technology, ground penetrating radar, or other non-destructive methods.
2. This location investigation is an eligible Project cost and considered important in managing potential construction issues. When required, this should be included in the prime consultant agreement as an allowance.
3. For Buildings – The UR must complete test holes (suitable number depending on the size of the infrastructure) with a geotechnical report for the building footprint under consideration.

## **7.6 DESIGN**

1. Work is to be completed in accordance with all applicable codes, standards, industry's best practices, and per any applicable provincial guidelines and specifications.
2. Design may be completed by consultants or UR professionals. Professionals must be licensed to practice in the province. Costs associated with design by UR employees are not eligible.

## **7.7 PERMIT TO CONSTRUCT**

1. Permit to construct is required from permitting bodies prior to tendering of the work.

## **7.8 CLIMATE AND INDIGENOUS CONSULTATION REQUIREMENTS**

### **7.8.1 Provincial Requirements**

1. The UR must comply with all provincial climate requirements.

### 7.8.2 Federal requirements

1. Depending on the federal program, various climate requirements may be imposed. The UR is responsible for ensuring that all requirements are met.
2. Depending on the federal program, various indigenous consultation requirements may be imposed. The UR is responsible for ensuring that all requirements are met.

## 7.9 PRETENDER DOCUMENTS

1. Pre-Tender documents including signed drawings, specifications, pre-tender estimates, Memo to Tendering, MERX pricing Sheet and permits, are to be provided to MI for review.
2. While approval to tender is not required from MI, the UR will allow for at least five (5) business days, from the date of submission, to allow for any comments or questions before tendering. Comments are to be incorporated into the tendered set of documents, or a response to MI indicating the reason they were not included.
3. MI may provide comments during the tendered period that may require amendment to the tender.

## 7.10 SUBSTANTIAL PERFORMANCE

1. The UR or their consultant will perform Substantial Performance inspection and issue a list of deficiencies. Appropriate funds are held to address the deficiencies.
2. Once the deficiencies are addressed, the Certificate of Substantial Performance is prepared and issued by the UR and copied to the appropriate MI Regional Engineer.

## 7.11 TOTAL PERFORMANCE

1. The UR or their consultant will perform the requisite Total Performance inspections and issue the requisite Certificate of Total Performance as appropriate.
2. Copy of Total Performance Certificate to be copied to MI Regional Engineer.

## 7.12 PROJECT CLOSE OUT

1. All project closeout documentation, including electronic as-built drawings, completion reports, all form 14's and Form 18's, certificates, warranties, and commissioning documents shall be filed with the UR and available for review by MI on request.
2. Projects will be closed with MI once the total performance certificate is submitted, or all fund are expended.

## 8 Deliverables and Reporting to MI

1. If requested by MI, the UR must submit an itemized list of all cheques issued relating to the project, including cheque number, date, payee, and amount, together with a copy of the cancelled cheques.

### 8.1 DELIVERABLES TO MI

1. The following submittals are required to be submitted to the department within the timelines indicated. Failure to do so may result in the ineligibility of cost, temporary removal of self-administration status, or permanent removal of self-administration status.

<b>Deliverable</b>	<b>Timeline Requirement</b>
<b>Approvals by MI</b>	
Approval to use UR's own eProcurement platform	Prior to use
Approval to construct using UR's own workforce.	Required prior to the start of the work
Submission of initial Schedule A allocating the entirety of the MYCW funds with council resolution supporting projects	No later than May 1, 2027
UR's use of Alternative Specifications (one-time request)	Prior to start of design work
Approval to use alternative form of Agreement	Prior to contract signature
Project Scope of Work amendment	Prior to proceeding with revised scope
Request for Joint Communications	At least 15 business days notice
Schedule A amendments	As required
<b>Consultant Procurement</b>	

<b>Deliverable</b>	<b>Timeline Requirement</b>
Consultant Contract	Report and submission of contract to MI for upload to MSIS within 2 weeks
Consultant Change Orders	Before Change Order scope of work proceeds. Within 1 week of signing, and prior to claiming costs
<b>Contractor Procurement</b>	
Tender Documents and Pretender Estimate	Copy provided to Regional Engineer minimum 5 days prior to tendering
Tender Amendments (when availing of TI Tendering and Contracts for eProcurement)	Copy to Regional Engineer at time of submission to Tendering and Contracts
Tender Results	Provide to Regional Engineer upon Tender Close
Construction Contract	Notification and copy of the contract to MI within 2 weeks of signing.
Contractor Change Orders	Within 1 week of signing, and prior to claiming costs
<b>Construction</b>	
warranty inspection report	At Warranty Inspection
Substantial Performance Certificate – estimated total performance date on the substantial performance form must be affixed.	At Substantial Performance
Total Performance Certificate	At Total Performance
Project Completion and final invoices submitted to MI	At close of project, and not after March 31, 2031 Notification to MI within 4 weeks of closing out.
<b>Status Reports</b>	
Status Reports in MSIS	Monthly, between the 25 <sup>th</sup> and the end of each month
Form 14, Form 18	Monthly with status report
Form 20 – Variance Report	As required and before substantial
Final date for submission of all invoices	By March 31, 2031
<b>Close Out</b>	
Warranty inspection report	As request by MI
Operation and Maintenance Manuals	As request by MI
As Built	As request by MI
Project Closeout documentation	As request by MI
Commissioning Report, Testing reports	As request by MI

<b>Deliverable</b>	<b>Timeline Requirement</b>
<b>Administrative Submissions</b>	
Updated Annual Cash Flow Projections	No later than 15 <sup>th</sup> of the months of June, September, and December
Project photo – construction starting	Prior to first construction payment
Project photo – construction ongoing	Upon request
Project photo – construction complete	Prior to final payment
Project photo – Installed Project Sign	Within 10 days of placement of Project Sign
Notification to MI of UR staffing deficiency, if unable to support ongoing projects	Immediately
Supply all requested material for Audit purposes	As requested by MI, within timeframe allocated
Supply Project supporting documentation (e.g. Motions of Council, procurement records, payment records, etc.)	Upon request
Project Progress Report	Quarterly

## 8.2 REPORTING

1. Provide updated annual cash flow projections to MI no later than the fifteenth (15<sup>th</sup>) of June, September, and December months.
2. Cash flows are required to show costs incurred in previous years, and projected costs through to completion of the project by fiscal year as a percentage.
3. Information to be submitted on an excel sheet with the columns identified below is required to be submitted on a quarterly basis:
  - a) Recipient
  - b) MI Project Number
  - c) Project Name
  - d) Process Status
  - e) RFP or Limited Call Advertise Planned
  - f) RFP or Limited Call Advertise Actual
  - g) RFP or Limited Call Closed Planned
  - h) RFP or Limited Call Closed Actual
  - i) Preferred Consultant Selected

- j) Consultant Revised Contract Value
- k) Approval to Award and Sign PCA
- l) Prime Consultant Agreement Signed
- m) Contract Start Date Per PCA
- n) Contract Start Actual Date
- o) Review Package/Draft Report Due Per PCA
- p) Review Package Actual Date
- q) Approval to Tender Issued
- r) Tender Call/Final Report Due per PCA
- s) Tender Called Planned
- t) Tender Called Actual
- u) Tender Closed Planned
- v) Tender Closed Actual
- w) Recommendation to Award
- x) Contractor
- y) Contractor Revised Contract Value
- z) Contract Awarded
- aa) Construction Start Planned
- bb) Construction Start Actual
- cc) Construction End Planned
- dd) Construction End Actual
- ee) Substantial Performance Date
- ff) Warranty Period Date
- gg) Total Performance Date
- hh) Has Sign Been Erected?
- ii) % Complete
- jj) Total Approved Funding
- kk) Prior Year Expenditures %
- ll) Estimate % FY

- mm) Estimate % FY + 1
- nn) Estimate % FY + 2
- oo) Estimate % FY + 3
- pp) Initial Construction Start Planned
- qq) Initial Construction Start Actual
- rr) Final Construction End Planned
- ss) Final Construction End Actual
- tt) Notes

## 9 Revisions to This Document

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1. These guidelines may be revised periodically and will be integrated with annual review of the funding programs.
2. The UR will be responsible for following the policy and guidelines as issued with project approval. However, the UR must note that from time to time, MI may make changes that will come into effect mid-Project. These changes will be made as needed and issued via circular, or the entire guideline may be reissued via circular in the case of comprehensive updates to these guidelines.