



**TOWN OF GANDER
MEETING
REGULAR MEETING OF COUNCIL
Wednesday, July 09, 2025, 04:00 PM
Council Chambers**

Council Present:

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

Staff Present:

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

Regrets:

1. CALL TO ORDER

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

2. LAND ACKNOWLEDGEMENT

Mayor Farwell delivered the Land Acknowledgement.

3. VISITORS/PRESENTATIONS

There were no visitors or presentations.

4. APPROVAL OF AGENDA

The agenda for the July 9, 2025 Regular Meeting of Council was presented for approval.

Resolution: **25-153**

Moved By Councillor White

Seconded By Councillor Hoffe

THAT the agenda for the July 9, 2025 Regular Meeting of Council be approved, as presented.

Carried

5. APPROVAL OF PREVIOUS MINUTES

5.1 June 11th, 2025 - Regular Meeting of Council Minutes

The minutes from the Regular meeting of Council held on June 11, 25 are presented for approval.

Resolution: **25-154**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the minutes from the June 11, 2025 Regular Meeting of Council be approved, as presented.

Carried

5.2 June 26th, 2025 - Special Meeting Minutes

The minutes from the Special meeting of Council held on June 26, 2025 are presented for approval.

Resolution: **25-155**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the minutes from the June 26, 2025 Special Meeting of Council be approved, as presented.

Carried

6. BUSINESS ARISING FROM PREVIOUS MINUTES

7. STANDING COUNCIL BUSINESS

7.1 Correspondence and Action Plans

a. Kelly Ford Signage Request

The Committee reviewed a request from Kelly Ford to install an illuminated sign within the Town right-of-way on Cooper Boulevard, adjacent to the property at 1 Graham Street. A site plan was provided for consideration.

It was noted that similar approvals have previously been granted to other businesses, including Notre Dame Agencies at 15 Catalina Drive and Mr. T's Gas Bar at 10 Catalina Drive, subject to the condition that the signage be removed should the Town require use of the right-of-way in the future.

The committee recommends, and I move,

Resolution: **25-156**

Moved By Councillor Hoffe

Seconded By Councillor Pollett

THAT the Town of Gander approve the request from Kelly Ford to install an illuminated sign in the Cooper Boulevard right-of-way, adjacent to 1 Graham Street, on the condition that the sign be removed at the property owner's expense if the Town requires the right-of-way for future development.

Carried

b. YQX Athletics - Request to Waive Fees

The Committee reviewed a request from the YQX Athletics Club to waive track usage fees for three upcoming training sessions. The waiver would support five local athletes preparing for a National and Canada Games qualifier in July. The estimated value of the request is approximately \$75.

The Committee was supportive of the request as a means of encouraging local athletic development.

The Committee recommends, and I move,

Resolution: **25-157**

Moved By Councillor Hoffe

Seconded By Deputy Mayor Ford

THAT the Town of Gander waive the track usage fees for the YQX Athletics Club for three training sessions, in support of this new athletic group preparing for national-level competition.

Carried

c. Skateboard Park Renovation Request

The Committee reviewed correspondence from a resident requesting a meeting with Council and/or staff to discuss the Town's skateboard park. The resident expressed interest in seeing improvements and potential expansion of the facility to better support the community, particularly youth skateboarders. Director of Community Services to reach out to proponent to discuss further.

7.2 Internal Operations

a. Planning and Public Works Department Reports

The Committee reviewed departmental updates covering the period of May 15 to June 19, 2025.

The Public Works Department reported continued progress on regular seasonal maintenance, including asphalt and pothole repairs, lawn restoration, and street sweeping. Water and sewer operations remained steady, with routine service calls and repairs addressed. The spring water main flushing program is nearing completion. Several infrastructure and facility-related projects have been finalized or are progressing toward completion, with only minor outstanding work remaining.

The Planning Department reported consistent activity levels, including the ongoing issuance of building and occupancy permits, compliance letters, and new development applications. Several new residential units were approved during the reporting period, including both single-family homes and multi-unit dwellings.

b. Elizabeth Drive Crosswalk

The Committee reviewed a recommendation from Management to proceed with the installation of curb extensions as outlined in the Englobe report dated June 14, 2024. The proposed work, illustrated in drawing number 24-1054, is intended to enhance pedestrian safety and traffic calming measures. It was further recommended that this work be completed by Public Works staff during the 2025 construction season. The Committee agrees with the recommendation.

c. Road Salt 2025

The Committee reviewed the Request for Quote Summary for the 2025-2026 supply of road salt. The tender was issued through the Provincial Government Tendering System (030-25PHM) with a closing date of June 19, 2025.

Five bids were received. The lowest compliant bid meeting specifications was submitted by Avalon Coal, Salt & Oil Limited in the amount of \$235,248.60 (HST inclusive). The price net of HST rebate is \$213,331.61, which is within the allocated budget.

The Committee recommends, and I move,

Resolution: **25-158**

Moved By Deputy Mayor Ford

Seconded By Councillor Woodford

THAT the contract for the 2025–2026 supply of road salt be awarded to Avalon Coal, Salt & Oil Limited in the amount of \$235,248.60 (HST inclusive), as per the Provincial Government Tendering System (Tender #030-25PHM)

Carried

d. Bell Service Contract

The Committee reviewed the renewal of the Town's internet service contract with Bell. It was noted that Bell remains the sole source provider capable of meeting the Town's technical requirements. The new contract reflects a modest cost increase, less than \$500 per month, and includes improved service speeds. The estimated monthly cost is approximately \$5,000. Staff confirmed the contract was reviewed by both IT and Finance. In conjunction with this renewal, the Town is also investing approximately \$7,000 to upgrade infrastructure at the water treatment plant to enable full fibre service.

The Committee recommends, and I move,

Resolution: **25-159**

Moved By Deputy Mayor Ford

Seconded By Councillor Handcock

THAT the Town of Gander renew its internet services with Bell under the five-year agreements for Ethernet and Business Internet Dedicated services, pursuant to the master agreement number 00157090.

Carried

7.3 Regulatory Affairs and Policy

a. Home Based Business - 19 Jackson Place

The Committee reviewed a Home-Based Business (HBB) application for a nail enhancement service at 19 Jackson Place. The proposed business would operate by appointment only, offering a single chair service to one customer at a time.

The applicant's submission demonstrates compliance with all Home-Based Business regulations. It was noted that the Home-Based Business is classified as a discretionary use in residential zones, and that public notification was completed with no objections received by the stated deadline. There is one other registered home-based business on the street.

The Committee recommends, and I move,

Resolution: **25-160**

Moved By Councillor White

Seconded By Councillor Pollett

THAT the application to establish a nail enhancement service as a Home-Based Business at 19 Jackson Place be approved as a discretionary use, subject to compliance with all conditions outlined in the permit issued by the Town of Gander.

Carried

b. Calhan Investments Inc. Cluster Development

The Committee reviewed an application from Calhan Investments Inc. for a proposed Cluster Development at the corner of Briggs Street and Hughes Street, consisting of one single dwelling and one double dwelling, with all units fronting Hughes Street. The lots were previously amalgamated in 2022 and the property is located in a Residential Medium Density zone, where Cluster Developments are permitted at Council's discretion under Section 3.5 of the Town's Development Regulations. The development will utilize existing services from Briggs Street, and the owner confirmed there is no plan to subdivide the property. While the Committee acknowledged the potential for alternative configurations and noted concerns regarding civic addressing and emergency response, to be designated separate units, alternatives will continue to be explored.

The Committee recommends, and I move,

Resolution: **25-161**

Moved By Councillor White

Seconded By Councillor Handcock

THAT Council approve the proposed Cluster Development at the corner of Briggs Street and Hughes Street, and that civic addressing and layout alternatives continue to be explored in consultation with the developer.

Carried

c. 6 Lacey Place Shed Height Variance

The Committee reviewed an application from the owner of 6 Lacey Place seeking a variance to construct an accessory building with a height of 6.05 metres, exceeding the maximum permitted height by 10%. Council may approve variances of up to 10% under the Town of Gander's Development Regulations. A staff inspection will be conducted to confirm the grading conforms to the approved plan. Council is prepared to support the 10% height variance subject to grade verification.

The Committee recommends, and I move,

Resolution: **25-162**

Moved By Councillor White

Seconded By Councillor Pollett

THAT Council approve the 10% height variance for the accessory building at 6 Lacey Place, subject to staff confirming that the grading conforms to the approved grading plan.

Carried

d. Swimming Pools

The Committee reviewed an application to permit the placement of a swimming pool in the flanking yard of a corner lot at 57 MacDonald Drive. Under current regulations, swimming pools are classified as accessory buildings in accordance with the Town of Gander's Accessory Building Regulations and the Urban and Rural Planning Act Development Regulations. To accommodate this request, Council would need to amend Section 5 of the Accessory Building Regulations to exempt outdoor swimming pools from certain placement restrictions. As this is an internal regulation, it may be amended by motion of Council and does not require changes to the Municipal Plan or Development Regulations. The Committee agreed to bring forward the proposed amendment for Council's consideration, recommending one reading as a procedural

deviation to allow for timely implementation this season.

The Committee recommends, and I move,

Resolution: **25-163**

Moved By Councillor White

Seconded By Councillor Woodford

THAT Council amend Section 5 of the Accessory Building Regulations to exempt outdoor swimming pools from the applicable placement restrictions, and that this amendment proceed with one reading as a procedural deviation.

Carried

7.4 Finance

a. 2024 Financial Statements

The Town's Auditor presented the 2024 Audited Financial Statements to the Committee for review. The statements reported a surplus of \$221,773, primarily due to the requirement under Public Sector Accounting Board (PSAB) guidelines to recognize federal and provincial capital funding as revenue. This surplus does not reflect the Town's operating position, as PSAB accounting includes capital revenue and depreciation, which are excluded from the Town's annual operating budget. The Committee noted the audit was clean, with no issues or concerns identified.

The Committee recommends, and I move,

Resolution: **25-164**

Moved By Councillor Woodford

Seconded By Councillor White

THAT the 2024 Audited Financial Statements be accepted as presented.

Carried

b. Property Tax Reduction Approval

The Committee reviewed three (3) applications for residential property tax reductions that met Council's policy based on established income criteria. The total amount to be adjusted is \$2,192.58. Since the beginning of 2025, the Town of Gander has issued 24 property tax reductions totaling \$20,001.64.

The Committee recommends, and I move,

Resolution: **25-165**

Moved By Councillor Woodford

Seconded By Deputy Mayor Ford

THAT all three (3) applications for residential property tax reductions totaling \$2,192.58 be approved, as attached.

Carried

7.5 Strategy, Growth, and Investments

a. Transit Needs Assessment

The Committee reviewed correspondence from Colliers Project Leaders regarding the proposed Transit Needs Assessment. In response to the Town's request, Colliers submitted a revised proposal outlining a three-phase process consisting of case study analysis, public engagement, and a final report with recommendations. While limited examples of past projects were shared due to confidentiality constraints, Colliers highlighted their relevant experience with municipalities such as Truro and Colchester.

The proposed assessment, valued at \$57,500, aims to inform future regional transit planning and support funding applications. Community engagement and data analysis are scheduled to proceed through fall 2025. Colliers Project Leaders is now listed on Canoe Procurement Group of Canada, allowing the Town to procure their services in accordance with approved purchasing procedures.

Council recognizes this assessment as foundational work that will lay the groundwork for future transit initiatives and regional collaboration.

The Committee recommends, and I move,

Resolution: **25-166**

Moved By Councillor Pollett

Seconded By Deputy Mayor Ford

THAT the Town of Gander engage Colliers Project Leaders to undertake the Transit Needs Assessment as outlined in their revised proposal dated June 17th 2025, at a

total cost of \$57,500 plus HST, with project phases proceeding as proposed through fall 2025.

Carried

b. Industrial / Commercial Development

Council reviewed a conceptual plan for future industrial and commercial land development, including the extension of Dickens Street for additional commercial lots and the identification of a new industrial area near the former landfill site. The intent is to transition heavy industrial activity out of the existing business park and into more suitable locations.

Council is recommending that staff proceed with exploratory work on zoning, servicing, and access, and return with more detailed proposals. Proceeds from land sales may be held in reserve to support continued development.

c. Community Partnership Fund

The Committee discussed several potential conflicts of interest amongst Council. It was discussed that Councillors deemed to be in Conflict on specific items will declare conflict of interest before proceeding with discussion.

Deputy Mayor Ford, Councillor White and Councillor Woodford declared conflict of interest and left Council Chambers.

The Committee reviewed the 2025 applications for the Community Partnership Fund (CPF), which offers financial support to community organizations through two streams: operational and capital grants. A total of 39 applications were received, consisting of 29 operational and 10 capital grant submissions.

Following a thorough review of eligibility, compliance, and proposed community benefits, the Committee recommended awarding operational grants totaling \$44,680 and capital grants totaling \$60,000. The recommended organizations meet the fund's criteria and align with the Town's strategic priorities for community capacity building, inclusion, and service delivery.

The Committee recommends, and I move,

Resolution: **25-167**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the organizations listed in the 2025 Community Partnership Fund summary be approved for operational grants totaling \$44,680.

Carried

Deputy Mayor Ford and Councillor Woodford returned to Council Chambers.

Resolution: **25-168**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the organizations listed be approved for capital grants totaling \$60,000.

Carried

Councillor White returned to Council Chambers.

7.6 Community Well-Being and Outreach

a. Notable Dates

The Committee was advised that garbage collection for the Civic Holiday on Monday, August 4th has been rescheduled to Wednesday, August 6th.

The Committee also noted the upcoming Waste Transfer Station dates scheduled for July 12th and August 9th. Hours of operation are 8:00 a.m. to 4:00 p.m. Residents are encouraged to arrive early in the day to ensure access before closing.

Council wishes to remind residents that information on upcoming events and schedule changes is available on the Town of Gander website.

b. Festival of Flight Schedule

The Committee was provided with an update on the Town's planning efforts for the 2025 Festival of Flight. Staff are in the final stages of confirming the event schedule. The following Town-organized activities have been scheduled:

- **Thursday, July 31:** Support the Troops, Opening Ceremonies
- **Friday, August 1:** Seniors' Tea, Concert in the Park
- **Saturday, August 2:** Splashball, Deal or No Deal, Kitchen Party featuring 709, Irish Descendants & NL Promotions

- **Sunday, August 3:** Derby, International Food Event – *World on a Plate*
- **Monday, August 4:** Gander Day

Council noted the variety of events planned and commended staff for their efforts in organizing a diverse and engaging festival for residents and visitors.

c. Upcoming Events

Town of Gander Upcoming Events for July 3 – August 4/25

Jul 11 – 13: Gander Minor Softball Hosting U15 Female Slo-Pitch Tournament

Jul 14 - 25: Where is Commander Gander Contest

Jul 16: Concert in the Park featuring Tony Batten & Gary Knapman

Jul 17: 2025 Canada Games Torch Relay

Jul 18 – 20: Baseball Gander Hosting Matt & Meghan Baseball Tournament

Jul 19: Gander Revolution Hosting U7 Soccer Tournament

Jul 23: Concert at the Park featuring Brock & Doc

Jul 24: Superhero/Princess Picnic at Cobbs Pond Rotary Park

Jul 31-Aug 4: Festival of Flight

Aug 1 – 3: Gander Minor Softball Hosting U17 Female Slo-Pitch

Aug 2: Kitchen Party

Aug 4: Gander Day

d. Council Engagement Report

June 11 – July 9, 2025

Engaging with the community is key to transparent, inclusive, and collaborative local

governance. Below are recent highlights of Council events, community meetings, and the Mayor's leadership and advocacy efforts.

Events and Engagements

Council members continue to actively participate in community life by attending and hosting a variety of events. Recent highlights include:

- Participated in MNL's Tomorrow's Town Summit at Cobb's Pond Rotary Park
- Attended Gander Collegiate Graduation Ceremony
- Met with Premier John Hogan and Minister John Haggie to discuss community priorities, tour the temporary Family Care Team site and visit the construction site of the new facility, which will provide modern, community-based healthcare.
- Hosted and attended Canada Day celebrations
- Attended the Royal Canadian Legion Wreath Laying Ceremony
- Attended the 25th Annual Golf for Health Tournament
- Hosted and participated in Special Olympics NL events held in Gander
- Attended opening night of Come From Away- You Are Here and held a post-show reception for cast, crew, and the Come From Away team to thank and congratulate them.

Mayor's Activities and Leadership

As the spokesperson for Council and the broader community, the Mayor is actively engaged in advocacy efforts and strategic initiatives aimed at fostering community growth and addressing local priorities. Recent initiatives include:

- Held an introductory meeting with the Acting Wing Commander, College of the North Atlantic, and Town of Gander

- Led a community tour with a new physician joining the community
- Attended the CNA Class of 2025 Graduation and Recognition Ceremony
- Represented Gander at the 2025 Atlantic Mayors' Congress
- Delivered greetings at the 1st United Scouting Year-End Banquet

8. ADMINISTRATION

9. NEW BUSINESS

9.1 Climate Change Challenge Fund Agreement

The Committee reviewed the Contribution Agreement between the Town of Gander and the Department of Environment and Climate Change under the Climate Change Challenge Fund (CCCCF). The agreement outlines funding support for a fuel switching project at the Public Works Depot, which involves converting from an oil furnace to heat pumps and electric baseboard heating. This project is anticipated to reduce greenhouse gas emissions by approximately 100.12 tonnes CO₂e annually through the elimination of 37,080.24 litres of heating oil.

Under the terms of the agreement, the Province will provide up to \$251,766.56 (73.33% of eligible expenses), with the Town contributing the remaining \$91,567.09 (26.67%) net of HST rebate.

I move,

Resolution: **25-169**

Moved By Councillor White

Seconded By Deputy Mayor Ford

THAT the Town of Gander enter into the Contribution Agreement with the Department of Environment and Climate Change under the Climate Change Challenge Fund for the fuel switching project at the Public Works Depot, and authorize the Mayor and Town Clerk to execute the agreement on behalf of the Town.

Carried

9.2 Open Fire Update

The Town of Gander is currently in the process of drafting a new by-law regarding outdoor open fires. In the interim, the Town's existing open fire regulations remain in effect. For the remainder of the current forest-fire season, the Town will follow provincial guidelines regarding fire bans. The Town of Gander will retain the authority to implement a municipal fire ban independently, should local conditions warrant such action.

I move,

Resolution: **25-170**

Moved By Councillor White

Seconded By Councillor Handcock

THAT for the remainder of the 2025 forest-fire season, the Town of Gander follow provincial guidelines regarding fire bans, while retaining the authority to implement a municipal fire ban outside of provincial directives if deemed necessary.

Carried

9.3 Housing Accelerator Fund - Incentive Application for Approval

An application under the Town's Housing Accelerator Fund (HAF) Incentive Program has been received for the construction of an attached, self-contained secondary suite at 31 Read Street. The application meets the eligibility criteria under the program guidelines, with a HAF funding commitment of up to \$14,150.

I move,

Resolution: **25-171**

Moved By Councillor White

Seconded By Councillor Pollett

THAT up to \$14,150 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed secondary suite at 31 Read Street, contingent upon the applicant's continued compliance with all eligibility requirements under the Town of Gander's Housing Incentive Program.

Carried

9.4 OC25-04 Infrastructure Street Upgrading 2025

This open call for bid includes the following: full street reconstruction on Memorial Drive East, from the traffic circle to Old Navy Road, milling and placement of 50mm surface

course asphalt on Airport Boulevard from 95 Airport Boulevard to 120 Airport Boulevard (approximately 345 metres) and Memorial Drive in both directions from the Airport Boulevard intersection (approximately 110 metres) and finally the milling and placement of 50mm surface course asphalt on Rowsell Boulevard from 100 Rowsell to 90 Rowsell (approximately 130 metres).

There were 2 bids received with the lowest bidder that met the specifications was supplied by Springdale Forest Resources Inc. in the amount of \$952,072.35 hst inclusive which is \$132,627.68 under budget.

This project is 100% funded through the Canada Community Building Fund (formerly gas tax).

I move,

Resolution: **25-172**

Moved By Councillor White

Seconded By Councillor Handcock

THAT the open call for bid # OC25-04 Infrastructure Upgrading be awarded to Springdale Forest Resources Inc. at a cost of \$952,072.35, HST inclusive.

Carried

10. ADJOURNMENT

Mayor Farwell requested a motion for adjournment.

Resolution: **25-173**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the July 9, 2025 Regular Meeting of Council be adjourned at 5:07 p.m.

Carried

P. Farwell, Mayor

B. Hafford, Town Clerk



**TOWN OF GANDER
MEETING
REGULAR MEETING OF COUNCIL
Wednesday, June 11, 2025, 4:00 PM
Council Chambers**

Council Present:

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

Staff Present:

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

Regrets:

Pat Woodford, Councillor

1. CALL TO ORDER

The meeting was called to order by Deputy Mayor Ford at 4:00 P.M.

2. LAND ACKNOWLEDGEMENT

Deputy Mayor Ford delivered the land acknowledgement.

3. VISITORS/PRESENTATIONS

3.1 Snow Plow Naming Contest

As part of Municipal Awareness Week 2025, the Town of Gander launched an engagement initiative with Gander Elementary, inviting students to help name one of the Town's snowplows.

We invited Gander Elementary students to submit name ideas, with each class putting forward one suggestion. Of all the creative entries, three were shortlisted - one from each grade - Snowy and Sunny, Snow Blazer, and Iceberg.

We opened it up to a community vote, and the results are in...

With 72% of the vote, the winning name is Snow Blazer, submitted by Ms. Burden's Grade 5 class!

We're excited to unveil the new decal that will be featured on one of our snowplows during the winter season.

It even includes a hawk to represent the Gander Elementary mascot.

Thank you to all the students and teachers who took part. You helped bring some fun to our fleet and showed how student voices can help shape our community in creative ways.

Congratulations to Ms. Burden's class. We look forward to seeing Snow Blazer in action during the 2025–26 snow season!

3.2 June is Recreation Month

Mayor Farwell proclaimed June 2025 as Recreation Month. The proclamation emphasizes that recreation enhances quality of life, promotes active living and lifelong learning, and contributes to personal well-being and community development. It highlights the importance of inclusive opportunities for people of all abilities, the role of parks and open spaces in supporting ecological sustainability, and the positive economic impact of recreation through job creation and tourism. The proclamation encourages residents to engage in recreational activities that foster healthier, more vibrant communities.

3.3 Pride Month

June 2025 was proclaimed as Pride Month in the Town of Gander. The proclamation celebrated diversity, promoted inclusion, and recognized the valuable contributions of the 2SLGBTQIA+ community to the town's social, cultural, and economic life. It highlighted

Gander's ongoing tradition of supporting Pride through local events that foster visibility, education, and acceptance. The proclamation reaffirmed the Town's commitment to upholding the dignity of all individuals and standing against discrimination in all forms.

4. APPROVAL OF AGENDA

The Regular Meeting of Council agenda for June 11, 2025 was presented for approval.

Resolution: **25-120**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the agenda for the June 11, 2025 Regular Meeting of Council be approved, as presented.

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

Carried (6 to 0)

5. APPROVAL OF PREVIOUS MINUTES

5.1 May 14, 2025 - Regular Minutes

The minutes from the May 14, 2025 Regular Meeting of Council are presented for approval.

Resolution: **25-121**

Moved By Councillor Pollett

Seconded By Deputy Mayor Ford

THAT the minutes from the May 14, 2025 Regular Meeting of Council are approved, as presented.

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

Carried (6 to 0)

6. BUSINESS ARISING FROM PREVIOUS MINUTES

6.1 131 Memorial Drive

Following the previous Council meeting, the Town received a request from the owner of 131 Memorial Drive to re-evaluate Council's May 14, 2025 decision denying a height variance for the structure on the property. It was brought to Council's attention that a permit had previously been issued for the foundation of this structure. Based on this new information, and the argument that the current application could be considered a continuation of a previously approved non-conforming use, Council reconsidered the prior resolution.

Resolution: **25-122**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the application for a height variance at 131 Memorial Drive be approved as a non-conforming use, subject to all conditions outlined in the permit.

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

Carried (6 to 0)

7. STANDING COUNCIL BUSINESS

7.1 Correspondence and Action Plans

The Correspondence and Action Plans report was presented by Deputy Mayor Ford.

a. Canada Day

Canada Day activities will take place at Cobb's Pond Rotary Park on July 1st from 1:00 p.m. to 4:00 p.m. In the event of rain, activities will be relocated to the Steele Community Centre. The celebration will feature entertainment, games, fun activities, and more. Admission is free, and all residents are encouraged to attend.

b. Property Maintenance Update

The Committee reviewed an update on community clean-up efforts and noted that considerable progress has been made throughout the town. Two previously problematic properties showed significant improvement following Municipal Enforcement follow-ups, which were resolved without the need for fines. The

Committee acknowledged that proactive engagement and communication continue to be effective strategies in encouraging residents to maintain a cleaner and more welcoming community.

c. Activation of the Town of Gander's LinkedIn Account

The Committee discussed the planned activation of the Town's existing LinkedIn account, which has not yet been utilized. While initial plans were to wait for the launch of the Town's new brand identity, it was agreed that activating the platform now presents an opportunity to begin building a professional audience and sharing relevant content in advance of the rebrand. LinkedIn will be used to share project updates, Council priorities, corporate initiatives, department and employee spotlights, and public service improvements. The platform will be managed to ensure a consistent and professional presence that aligns with corporate messaging. This initiative requires no additional resources and supports the Town's objectives of transparency, stakeholder engagement, and intergovernmental visibility.

7.2 Internal Operations

The Internal Operations report was presented by Councillor White.

a. Water Quality Report - Summer 2024

The Committee reviewed the Town of Gander's most recent water quality report, from Summer 2024, which references the Canadian Drinking Water Guidelines. The Town's Water Quality Index was rated as excellent, a level achieved when all parameters consistently meet recommended guidelines. Testing is conducted and reported by the Provincial Government, with results available on the GOVNL Environment and Climate Change Water Resources Management webpage.

b. Wastewater Quality Report - 4th Quarter 2024

The Committee reviewed the Town of Gander's wastewater quality report, referencing the Wastewater Systems Effluent Regulations. The most recent report, for the 4th quarter of 2024, indicated that effluent quality remains within recommended guidelines. Composite samples are collected bi-weekly by Wastewater Treatment Plant Operators and submitted to an accredited laboratory for testing.

c. Planning and Public Works Reports

The Committee reviewed the Public Works report for the period of April 24 to May 14, 2025. The department continues to make steady progress in delivering core maintenance and infrastructure services across the community, with a range of activities underway to support seasonal operations and service improvements.

The Committee also reviewed the Planning Department report for the period of April 23 to May 21, 2025. The report highlighted strong activity in the areas of applications, permit issuance, and new residential development, reflecting continued growth and investment within the Town. Overall, both departments remain active in supporting the Town's operational and development priorities.

7.3 Regulatory Affairs and Policy

The Regulatory Affairs and Policy report was presented by Councillor Pollett.

a. Residential Land Inquiry

A request was received from the owner of 20 Cotton Street to purchase backland located directly behind their property. It is noted that all land sales are governed by the Town's Policy GL003, and that a standing resolution, passed on October 14, 2020 (Motion #20-243), directs that future residential backland sales are to be ceased.

In keeping with the standing resolution and recognizing the need for a comprehensive land evaluation, it is recommended that Council continue to postpone residential backland sales until this evaluation is completed.

b. Home Based Business Applications

The Committee reviewed three applications for home-based businesses in residential areas. In accordance with the Town of Gander's Development Regulations, "Home-Based Business" use is classified as discretionary in all residential zones and must meet the standards set out in the Town's Home-Based Business (HBB) guidelines. The Committee confirmed that each of the applications reviewed met the requirements of these guidelines.

The first application was for a home-based virtual office at 126A Morgan Drive. The proposed business will provide online legal, consulting, and coaching services, with all client meetings to occur off-site.

The second application was for a home-based family childcare service at 22 Yeagar

Street. The proposed use will function under a provincially approved Family Childcare Agency, in accordance with Newfoundland and Labrador's Childcare Legislation.

The third application was for a home-based administrative office at 20 Rowsell Boulevard in support of a mobile auto cleaning and detailing service. The business will conduct all customer-related activities off-site, with home-based activities limited to office administration.

Resolution: **25-123**

Moved By Councillor Pollett

Seconded By Councillor Hancock

THAT the application for the home based business to operate online legal, consulting, and coaching services, located at 126A Morgan Drive be approved, subject to all conditions set forth in the permit and in compliance with all Home Based Business guidelines.

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

Carried (6 to 0)

Resolution: **25-124**

Moved By Councillor Pollett

Seconded By Councillor White

THAT the application for a home-based family childcare service at 22 Yeager Street be approved, subject to all conditions set forth in the permit and in compliance with all Home Based Business guidelines.

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

Carried (6 to 0)

Resolution: **25-125**

Moved By Councillor Pollett

Seconded By Councillor White

THAT the Town of Gander approve the application for a home-based office for a mobile auto cleaning and detailing service at 20 Rowsell Boulevard, subject to all conditions set forth in the permit and in compliance with all Home Based Business guidelines.

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

Carried (6 to 0)

c. Variance - 18 Gordon Street

The Committee reviewed an application to construct a fence at 18 Gordon Street, measuring 2.2 metres in height, exceeding the maximum permitted height of 2.0 metres under Town of Gander regulations. Council has the authority to vary the regulations by up to 10%. The proposal was advertised and circulated as required, with no representations received by the deadline.

Resolution: **25-126**

Moved By Councillor Pollett

Seconded By Councillor Hoffe

THAT Council approve the application to construct a 2.2 metre high fence at 18 Gordon Street, which exceeds the permitted height of 2.0 metres by 10%, in accordance with the authority granted under the Town of Gander Development Regulations.

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

Carried (6 to 0)

d. 35H Armstrong Boulevard - Prayer Room

The Committee reviewed an application for a Prayer Room at 35H Armstrong Boulevard. The property, situated in a Commercial General zone, classifies a Prayer Room as a General Assembly use and a Discretionary Use under the Town of Gander Development Regulations. Notice of the application was provided in accordance with Section 3.15 of the Regulations, with no objections received.

Resolution: **25-127**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT Council approve the application for a Prayer Room at 35H Armstrong Boulevard, subject to all conditions set forth in the permit.

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

Carried (6 to 0)

e. Servicing Plan - 73 & 75 Bannock Street

Council reviewed the site servicing plan for 73 and 75 Bannock, where the Owner had previously received approval to subdivide the property subject to submission of final legal surveys and a lot servicing plan. The proposed plan requires a street cut to install an upgraded water service to adequately supply each of the proposed double dwellings.

Council directed staff to continue working with the developer to explore all possible alternatives to provide servicing without the need for a street cut, which should only be considered as a last resort if no other viable solutions are identified.

Resolution: **25-128**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT Council approve the proposed street cut at 73 & 75 Bannock Street on the condition that Town Administration continue to explore all potential alternatives to provide servicing without the need for a street cut, with such a street cut only proceeding if no other viable solutions are identified.

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

Carried (6 to 0)

f. 57 Macdonald Drive Request

The Committee reviewed a request to install a swimming pool and associated deck at 57 Macdonald Drive. Due to the property's corner lot configuration and interpretation of the frontage along Baldwin Street, current regulations under the Town's Accessory Building Regulations and setback requirements present challenges to the proposed pool placement. Council expressed support for working with staff to identify a path forward for this application, recognizing the unique characteristics of older properties and the importance of ensuring safety as the primary regulatory intent. Staff will explore options to accommodate this request, including potential adjustments to pool-related regulations for corner lots, and will report back to Council.

g. 13A McCurdy Drive

Councillor White left Council Chambers at 4:41 p.m. due to conflict of interest.

Councillor White left the Committee meeting due to conflict of interest.

The Committee reviewed a Commercial Land Application to purchase an approximately 1/6 acre industrial-zoned Town-owned parcel at 13A McCurdy Drive. The lot is currently vacant and unsuitable for standalone development due to its shallow depth and required setbacks. The applicant proposes to consolidate the parcel with an adjoining industrial-zoned property to the rear, enabling the development of a 60' x 40' commercial warehouse fronting on McCurdy Drive, while retaining a separate Residential Low Density lot on Memorial Drive.

The Committee recommended proceeding with the application in principle and directed that an independent appraisal of the land be obtained to inform further consideration.

Councillor White returned to the Committee meeting.

Councillor White returned to Council Chambers at 4:51 p.m.

Resolution: **25-129**

Moved By Councillor Pollett

Seconded By Councillor Hoffe

THAT staff proceed with the application in principle, conditional upon obtaining an independent appraisal of the land, to inform further consideration, and compliance with all legislative requirements.

For (5): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor Handcock,
Councillor Pollett, and Councillor Hoffe

Conflict (1): Councillor White

Carried (5 to 0)

7.4 Finance

The Finance report was presented by Councillor Pollett.

a. Electrical Maintenance 2025-2027

The Committee reviewed the Request for Quote (RFQ) summary for Electrical

Maintenance (2025–2027), which indicates that Powell’s Electrical Ltd. is the preferred bidder under Standing Offer SO25-01. Powell’s bid met all specified requirements and includes an hourly rate of \$75.75 (HST inclusive), up from the previous rate of \$71 per hour, and a bucket service rate of \$114.89 (HST inclusive), up from the previous rate of \$99 per hour. This increase is anticipated to cost an additional \$1,000 per year.

Resolution: **25-130**

Moved By Councillor Pollett

Seconded By Councillor Hancock

THAT the Town of Gander award the Electrical Maintenance (2025–2027) contract under Standing Offer SO25-01 to Powell’s Electrical Ltd., at a rate of \$75.75 per hour, HST inclusive, and \$114.89, HST inclusive, for bucket service.

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

Carried (6 to 0)

b. Property Tax Reductions

The Committee reviewed five (5) applications for residential property tax reductions that met Council’s policy based on established criteria. The total amount to be adjusted is \$3,674.35. Since the beginning of 2025, the Town of Gander has issued 21 property tax reductions totaling \$17,809.06.

Resolution: **25-131**

Moved By Councillor Pollett

Seconded By Councillor White

THAT all five (5) applications for residential property tax reductions totaling \$3,674.35, be approved, as attached.

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

Carried (6 to 0)

c. Safety Source Invoice

The Committee was informed that the purchase for bid #OC24-07, "Supply and Delivery of 26 Breathing Apparatus," was approved in principle at the Privileged Meeting of March 19, 2024, but was not formally approved at the April 10, 2024 Council Meeting, as noted in a recent Public Procurement Agency audit.

Resolution: **25-132**

Moved By Councillor Pollett

Seconded By Deputy Mayor Ford

THAT the purchase from Safety Source Fire Inc. invoice # NL-00897348 in the amount of \$329,815.54, HST included, be approved.

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

Carried (6 to 0)

d. Bristol Lift Station Upgrades RFQ25-16

The Committee reviewed the bid for the replacement of the lift station at Bristol Place. The bid amount exceeds the original budget by \$15,578 due to the inclusion of a SCADA system to provide enhanced alarm and monitoring capabilities. Council supported this enhancement, recognizing the importance of incorporating SCADA technology as part of ongoing upgrades to Town infrastructure.

Resolution: **25-133**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT RFQ25-16 for the replacement of the Bristol Place lift station, including the addition of a SCADA system for alarm and monitoring purposes, be awarded to H & R Enterprises Ltd, in the amount of \$55, 775, HST inclusive.

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

Carried (6 to 0)

e. 2025 Assessment Appeal

The Committee reviewed a request from a property owner seeking retroactive adjustments to their 2023 and 2024 property assessments following a successful 2025 appeal that resulted in a significant reduction in assessed value. The Municipal Assessment Agency confirmed that while no appeal had been filed for 2023 or 2024, an error had been identified where the wrong property had been assessed in those years. The Agency provided corrected values, and Council supported applying these corrections, noting it was fair to adjust for a documented assessment error.

Resolution: **25-134**

Moved By Councillor Pollett

Seconded By Councillor Handcock

THAT the Town of Gander approve the adjustment of the 2023, 2024 and 2025 property assessments for Vendor ID COUNT020, to correct an identified Municipal Assessment Agency error.

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

Carried (6 to 0)

f. 2024 Year-In-Review

The Committee reviewed a draft of the Town's 2024 Year in Review, presented in a new, more accessible visual format intended for public distribution. The document, prepared by staff and currently unaudited, summarizes the Town's financial performance and highlights key projects and statistics. Council supported the approach, noting the importance of clear communication and source attribution for public understanding. Suggestions were made to refine certain terms and include explanatory notes where needed. The document is planned to be shared through various public channels, with consideration also given to providing printed copies to non-digital audiences.

g. Collection Report

The Committee was provided with an update on the town's collection report, highlighting the positive collection rates and ongoing efforts to address outstanding debts.

7.5 Strategy, Growth, and Investments

The Strategy, Growth and Investments report was presented by Councillor Handcock.

a. Lakewood Academy - Waive Soccer Field Fees

The Committee discussed Lakewood Academy's request to waive \$430 in fees for hosting the 2A provincial soccer tournament in May. While the request was submitted after the event, Council agreed to approve the waiver, recognizing the school's contribution to the community and the importance of regional facility access.

Resolution: **25-135**

Moved By Councillor Handcock

Seconded By Councillor Pollett

THAT the waiver of fees totaling \$430 for Lakewood Academy's use of the Town's soccer facilities during the 2A provincial soccer tournament held in May 2025, be approved.

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

Carried (6 to 0)

b. 2025 Street Resurfacing

The Committee reviewed the 2025 Street Resurfacing Plan, which prioritizes streets not scheduled for major infrastructure work in the near term. The plan includes full street reconstruction on Memorial Drive East, from the traffic circle to Old Navy Road (approximately 300 metres), including rock, Class B, Class A, base course and surface course asphalt, a new crosswalk, and ditch reshaping, at a total cost of \$527,103.32 (HST inclusive).

The plan also includes milling and placement of 50mm surface course asphalt on Airport Boulevard from 95 Airport Boulevard to 120 Airport Boulevard (approximately 345 metres) and Memorial Drive in both directions from the Airport Boulevard intersection (approximately 110 metres), at a total cost of \$535,318.79 (HST inclusive).

Lastly, the plan includes milling and placement of 50mm surface course asphalt on Rowsell Boulevard from 100 Rowsell to 90 Rowsell (approximately 130 metres), at a total cost of \$96,782.22 (HST inclusive). Council also discussed road deterioration issues, heavy truck traffic impacts, and the importance of enforcing truck routes to protect the Town's infrastructure.

c. 320 Trans Canada Highway Development

The Committee discussed whether Councillor Hoffe would be in conflict of interest regarding this matter and determined that, having no direct interest, Councillor Hoffe is not deemed to be in conflict.

Council then reviewed a proposal to develop 26 semi-serviced lots at 320 TCH. The proposed subdivision would feature a cul-de-sac with open ditches, driveway culverts, and water service to each lot, with individual septic systems to be installed by homeowners. The property is zoned Residential High Density 1 (RHD-1), and the proposal complies with zoning requirements. While the Town's current Design Standards for Streets and Subdivisions do not address this type of development, the Planning and Public Works Department will work with the developer to prepare draft design standards for Council's review.

Resolution: **25-136**

Moved By Councillor Handcock

Seconded By Councillor White

THAT the Town of Gander approve in principle the proposed development of 26 semi-serviced lots at 320 Trans Canada Highway, subject to the preparation of appropriate design standards by the Planning and Public Works Department for Council's review and approval.

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

Carried (6 to 0)

d. Housing Accelerator Fund - Incentive Applications for Approval

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

The first application is for the construction of a secondary suite at 42 Carling Crescent, with a HAF funding commitment of up to \$20,424.50.

The second application is for the development of five residential units above a commercial space at 85–87 Elizabeth Drive, with a HAF funding commitment of up to \$79,500.

The third application is for a two-unit commercial conversion at 195 Elizabeth Drive, with a HAF funding commitment of up to \$20,225.

The fourth application is for the construction of a secondary suite at 29 Melvill Place, with a HAF funding commitment of up to \$13,110.

The fifth application is for the construction of a secondary suite at 111 Rowsell Boulevard, with a HAF funding commitment of up to \$13,417.

Councillor White left the Committee meeting due to conflict of interest.

Councillor White left Council Chambers at 5:11 p.m. due to conflict of interest.

The sixth application is for the development of four residential units at 32 Waterton Street, with a HAF funding commitment of up to \$78,918.75.

The seventh application is for the development of 21 residential units at 70 Armstrong Boulevard, with a HAF funding commitment of up to \$569,500.

Resolution: **25-137**

Moved By Councillor Handcock

Seconded By Deputy Mayor Ford

THAT up to \$78,918.75 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed four-unit residential project at 32 Waterton Street, contingent upon the applicant's continued compliance with all eligibility requirements under the Town of Gander's Housing Incentive Program.

For (5): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor Handcock,
Councillor Pollett, and Councillor Hoffe

Conflict (1): Councillor White

Carried (5 to 0)

Resolution: **25-138**

Moved By Councillor Handcock

Seconded By Councillor Pollett

THAT up to \$569,500 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed 21-unit residential project at 70 Armstrong Boulevard, contingent upon the applicant's continued compliance with all eligibility requirements under the Town of Gander's Housing Incentive Program.

For (5): Percy Farwell, Mayor, Deputy Mayor Ford, Councillor
Handcock, Councillor Pollett, and Councillor Hoffe

Conflict (1): Councillor White

Carried (5 to 0)

Resolution: **25-139**

Moved By Councillor Handcock

Seconded By Councillor Pollett

THAT up to \$20,424.50 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed secondary suite project at 42 Carling Crescent, contingent upon the applicant's continued compliance with all eligibility requirements under the Town of Gander's Housing Incentive Program.

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

Carried (6 to 0)

Resolution: **25-140**

Moved By Councillor Handcock

Seconded By Deputy Mayor Ford

THAT up to \$79,500 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed five-unit residential project above a commercial space at 85–87 Elizabeth Drive, contingent upon the applicant’s continued compliance with all eligibility requirements under the Town of Gander’s Housing Incentive Program.

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

Carried (6 to 0)

Resolution: **25-141**

Moved By Councillor Handcock

Seconded By Councillor Pollett

THAT up to \$20,225 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed two-unit commercial conversion project at 195 Elizabeth Drive, contingent upon the applicant’s continued compliance with all eligibility requirements under the Town of Gander’s Housing Incentive Program.

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

Carried (6 to 0)

Resolution: **25-142**

Moved By Councillor Handcock

Seconded By Councillor White

THAT up to \$13,110 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed secondary suite project at 29 Melvill Place, contingent upon the applicant’s continued compliance with all eligibility requirements under the Town of Gander’s Housing Incentive Program.

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

Carried (6 to 0)

Resolution: **25-143**

Moved By Councillor Handcock

Seconded By Councillor White

THAT up to \$13,417 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed secondary suite project at 111 Rowsell Boulevard, contingent upon the applicant’s continued compliance with all eligibility requirements under the Town of Gander’s Housing Incentive Program.

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

Carried (6 to 0)

e. Strategic Initiatives Update

The Committee received an update on efforts to improve the tracking and management of the Town's strategic initiatives. The goal is to enhance transparency, monitor progress, and promptly identify any issues related to key projects and priorities. Regular updates will be provided to Council to support oversight of these initiatives.

7.6 Community Well-Being and Outreach

The Community Well-Being and Outreach report was presented by Councillor Hoffe.

a. YQX Running Club

The Committee reviewed a request from the YQX Running Club Inc., a new group of running enthusiasts in Gander dedicated to promoting fitness, community spirit, and social running. The club is seeking Council's support for hosting a revitalized version of the Gander Day fun run, to be called the "Run from Away 5K and 10K," during the annual Festival of Flight. The event is intended to serve as a stepping stone for a larger "Run From Away Half and Full Marathon" targeted for May 2026.

The YQX Running Club seeks access to barricades, signage, and support with logistics, permitting, and road closures, as well as general guidance and points of contact for event planning.

Council expressed support for the event and the group's long-term goals, and staff from various departments will collaborate to provide the necessary assistance.

b. Canadian Tire Jumpstart - Community Development Grants

Council was informed that the Canadian Tire Jumpstart Community Development Grants program is now accepting applications for programs starting between September 1 and December 31, 2025. Two funding streams are available: Program Support for sport and physical activity programs, and Operational Support for building

organizational capacity. These grants are available to organizations offering programs for children aged 4–18 in financial need and youth with disabilities aged 4–25.

Further information is available at jumpstart@canadiantire.ca.

c. Upcoming Events

Town of Gander Upcoming Events for June 12 - July 9, 2025:

June 14: Fly Your Car
June 14: Clean and Green Community Challenge
June 21: Gander Bike Rodeo
June 26: Gander Collegiate Prom
July 1: Canada Day Celebrations
July 3 - 6: Special Olympics NL Summer Games
July 9: Concert in the Park

d. Notable Dates

Due to the Canada Day holiday, garbage collection originally scheduled for July 1st will be moved to Wednesday, July 2nd. Additionally, residents are reminded of upcoming Waste Transfer Station dates on July 12th and August 9th, with operational hours from 8:00 a.m. to 4:00 p.m.; residents are encouraged to arrive earlier in the day to ensure service before closing.

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

e. Gander Fire/Rescue - Events

The Committee received an update from Gander Fire Rescue (GFR) on recent and upcoming activities.

From May 25–30, the 2025 Fire School was held in Gander, drawing approximately 400 participants from across the province. Council extended thanks to all community partners who contributed to the success of this year's event.

GFR staff attended Firefighting and Vehicle Extrication certification courses and served as instructors and support staff.

On May 31, GFR and Forestry partnered to hold a Wildfire Preparedness Day, providing Fire Smart education materials to residents. A joint wildfire training session with Forestry was scheduled for June 4 in Little Harbour.

The Committee also discussed the upcoming Gander Bike Rodeo, scheduled for June 21 at the Steele Community Centre, which will include an obstacle course, safe biking education, and a bike giveaway.

f. Municipal Enforcement - May Summary

The Committee reviewed the Municipal Enforcement monthly report for May 2025. A total of 42 general service calls were recorded, including fire calls, traffic complaints, public service assistance, animal pick-ups, and property-related concerns. Additionally, 71 citations were issued for various traffic and parking violations, with the majority related to speeding offences. Particular concern was noted regarding speeding in school zones and motorists failing to stop for school buses with lights activated and stop signs extended. Council acknowledged the volume of activity and commended ongoing efforts to enhance community safety and compliance.

g. Festival of Flight

The Festival of Flight is taking place from July 31st to August 4th. Town of Gander is diligently working on the festival schedule. Events will include:

- Support the Troops
- Opening Ceremonies
- Kitchen Party
- Seniors' Tea

Any not for profit groups that are interested in adding an event to the schedule can email ksceviour@gandercanada.com.

The Committee also reviewed a recommendation to offer a \$2,500 cash prize as the top prize for the Festival of Flight button draw. This change will allow the lottery license application process to begin earlier, ensuring compliance with regulatory requirements.

The Committee agreed and efforts will be made to secure a sponsor for the prize.

h. Council Engagement Report

Effective engagement with the community is essential for successful local governance, as it promotes transparency, inclusivity, and collaboration. In line with our commitment to these values, we are excited to share highlights of recent events attended or hosted by Council, meetings with community members, and the ongoing leadership and advocacy efforts led by the Mayor.

Events and Engagements:

Council is actively involved in numerous community events, both hosting and attending. Highlights include:

- May 14: Hosted and attended Central MinEx Conference and Tradeshow
- May 15: Participated in the Special Olympics - 50 days out event
- May 24: Participated in Royal Canadian Sea Cadet Corps - Ardent - Annual Ceremonial Review
- May 30: Participated in the Diocese hosting Synod and brought Greetings for Opening Eucharist
- May 31: Hosted and participated in Wildfire Preparedness Day Event at Gander Fire Rescue
- June 2: Hosted and participated in the Pride Month flag raising ceremony
- June 3: Participated in the Pride Crosswalk Painting
- June 4: Participated in the 537 Gander Royal Canadian Air Cadet Squadron - 74th Annual Ceremonial Review
- June 6: Brought greetings at the Newfoundland and Labrador Women's Institutes- 28th Triennial Convention
- June 7: Brought greetings at the Hockey NL Hall of Fame Induction Ceremony
- June 10: Hosted and participated in the Official Grand Opening of the Gander Soccer Track & Field Facility

- June 10: Participated in Central NL Construction Association General Membership meeting

8. ADMINISTRATION

9. NEW BUSINESS

9.1 2025 Municipal Election

As part of the required preparations for the 2025 Municipal Election, Council is asked to consider two procedural items. These are administrative decisions to ensure the election process proceeds in accordance with legislative requirements.

Resolution: **25-144**

Moved By Councillor Hoffe

Seconded By Deputy Mayor Ford

THAT the nomination period for the 2025 Municipal Election be set for September 2nd, 3rd, and 4th, 2025, in accordance with the Municipal Elections Act.

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

Carried (6 to 0)

Resolution: **25-145**

Moved By Councillor Hoffe

Seconded By Councillor White

THAT Council appoint Alexa Oldford as the Alternate Returning Officer for the 2025 Municipal Election.

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

Carried (6 to 0)

9.2 Discretionary Use Application - 745D Trans Canada Highway

An application has been received from ANW Construction to operate a quarry at 745D Trans Canada Highway, which is situated in the Rural zone. Mineral Working (quarry) uses are permitted as a discretionary use in this zone. Public notification has been issued in accordance with the Town of Gander Development Regulations, with a deadline for objections set for 12:00 noon on Monday, June 16, 2025.

Resolution: 25-146

Moved By Councillor Hoffe

Seconded By Councillor Handcock

THAT the Town of Gander approve in principle the discretionary use application to operate a quarry on a property situated in the Rural zone, subject to the completion of the public notification period and no representation being received by the advertised deadline.

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

Carried (6 to 0)

10. ADJOURNMENT

Mayor Farwell requested a motion of adjournment.

Resolution: **25-147**

Moved By Councillor Handcock

Seconded By Councillor Pollett

THAT the meeting be adjourned at 5:40 P.M.

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

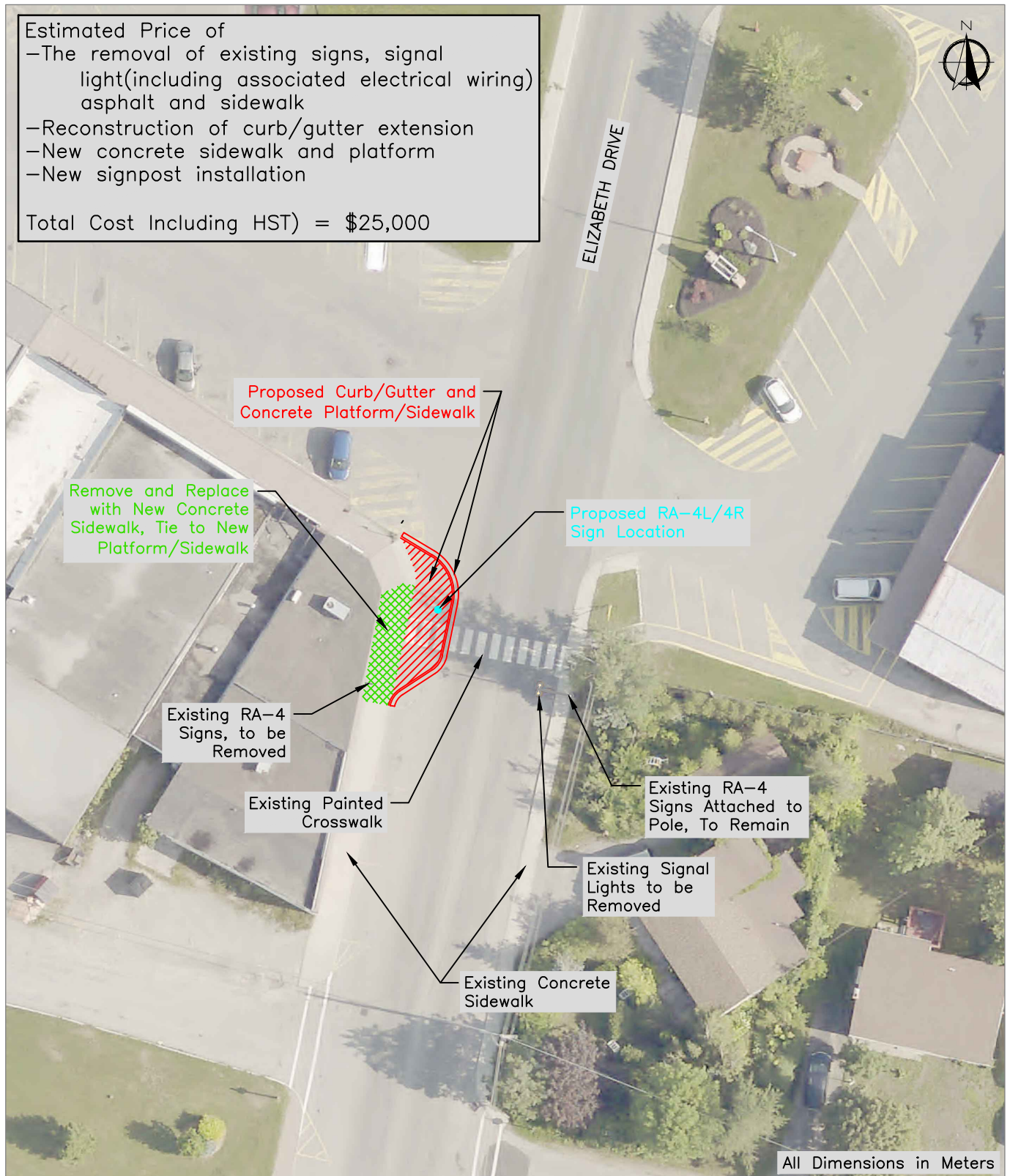
Carried (6 to 0)

P. Farwell, Mayor

B. Hefford, Town Clerk

- Estimated Price of
- The removal of existing signs, signal light(including associated electrical wiring) asphalt and sidewalk
 - Reconstruction of curb/gutter extension
 - New concrete sidewalk and platform
 - New signpost installation

Total Cost Including HST) = \$25,000



Drawing Title:
Elizabeth Drive—
Proposed Crosswalk Upgrade
Option 1

Drawn By:
S. Blundon

Scale:
N.T.S.

Date:
July 31, 2024

Drawing Number:
24-1054-OPT1

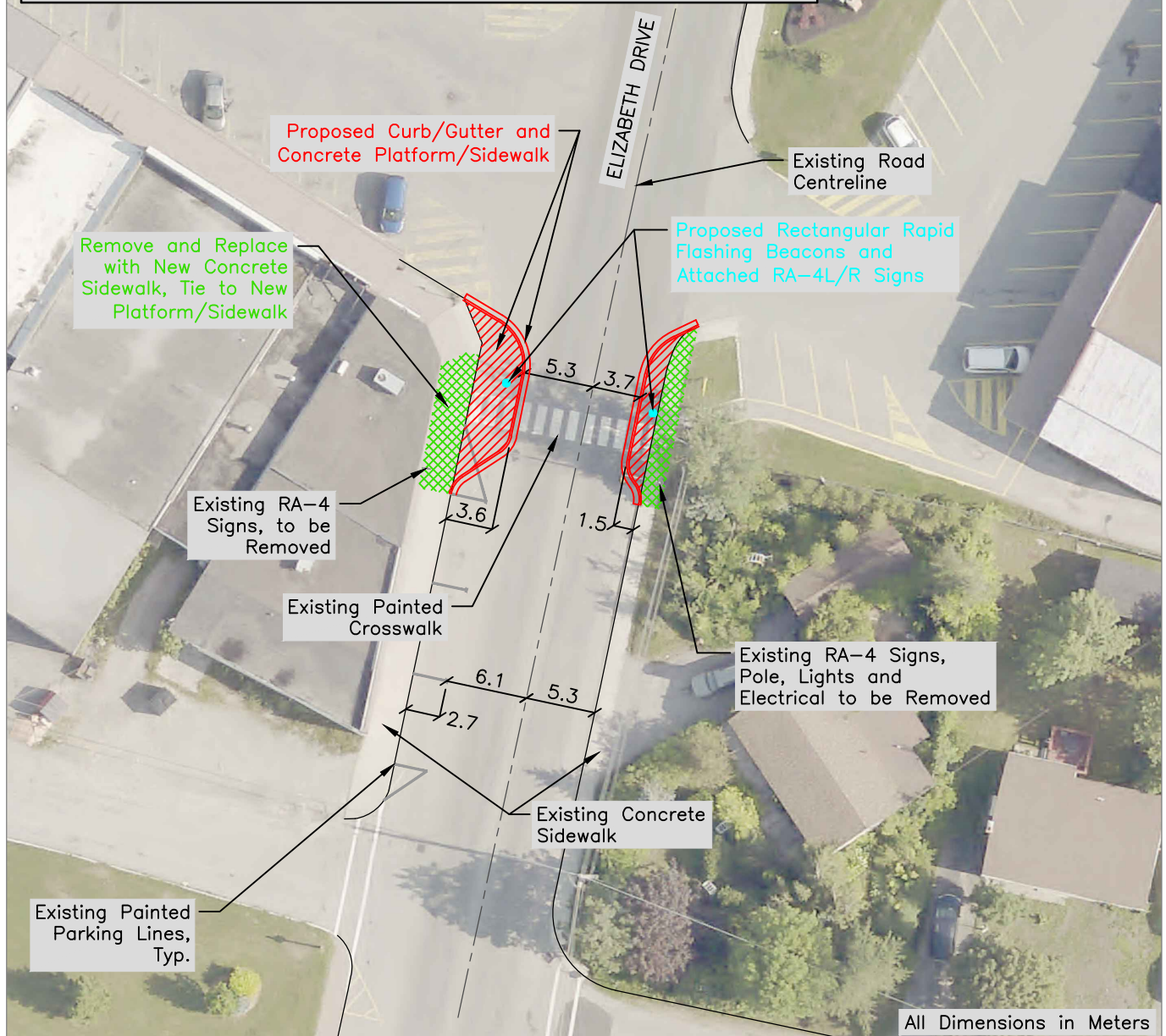
Estimated Price of

1.The removal of existing signs, pole, signal light
(including associated electrical wiring) asphalt
and sidewalk

Reconstruction of curb/gutter extension = \$40,000
and new concrete sidewalk and platform

2.New RRFB's, signs and signpost installation = \$20,000

Total Cost(including HST) = \$60,000



Drawing Title:

Elizabeth Drive—
Proposed Crosswalk Upgrade
Option 2

Drawn By:

S. Blundon

Scale:

N.T.S.

Date:

July 31, 2024

Drawing Number:

24-1054-OPT2

June 14, 2024

Town of Gander
100 Elizabeth Dr
Gander, NL, A1V 1G7
Attention: John Boland

Subject: Elizabeth Drive Crossing Treatment Review
Englobe reference: 02401999.00

1 Introduction

The Town of Gander retained Englobe Corp. to provide treatment recommendations for the mid block trail and sidewalk crossing on Elizabeth Drive between Rachel Road and Sebastien Street, as shown in Figure 1. The existing crossing treatment at this location includes pedestrian crosswalk signs (RA-4), zebra crosswalk markings, and one overhead signal. To develop recommendations for this pedestrian crossing, our team reviewed guidance provided by the Transportation Association of Canada, approaches used by other municipalities in New Brunswick and Nova Scotia, and the Motor Vehicle Act (MVA).

Figure 1: Elizabeth Drive Crosswalk



Elizabeth Drive features a two-lane cross section and has on-street parking on the west side of the roadway only near the retail area. It has a posted speed limit of 40 km/h. South of Airport Blvd, there are sidewalks on both sides of the street. The location of the crosswalk connects to sidewalk along the west side of the street and through the retail plaza. On the east side of the street, an unofficial trail/sidewalk

connects to more retail as well as travels behind the retail lot adjacent to single-family homes and provides connection to Bennett Dr and Airport Blvd. A crosswalk is located 80m south and 180m north of this location.

At the crosswalk, zebra markings are present, and an overhead signal is present on the east side of the roadway only. It is unclear if a push button is present or if the signal is constantly flashing. An RA-4 sign is appropriately placed at driver level on the east side of the road. On the west side, the RA-4 sign has been mounted to the building side, at an elevation well above vehicle height. This is likely due to the limited space provided on the sidewalk.

Traffic data for Elizabeth Dr at the crosswalk was collected by the Town of Gander on Thursday, May 30, 2024. Englobe processed the 6-hour data counts to find the Average Annual Daily Traffic (AADT) and total volume of pedestrians crossing Elizabeth Dr. The AADT on Elizabeth Dr is 3,330 vehicles per day. In the 6 hours collected, a total of 75 pedestrians crossed at the crosswalk.

2 TAC Guidelines

Guidance from TAC on trail crossing treatments can be found in the *Pedestrian Crossing Control Guide, Third Edition*. This guide provides methodologies for identifying suitable locations for crosswalks and for selecting appropriate treatments once a location has been selected.

The TAC Guide does not differentiate between mid-block crossings that connect sidewalks and/or trails. For crossings on low speed (50 km/h or lower) and low volume (4,500 ADT or lower) roads, such as on Elizabeth Dr, TAC generally recommends that this style crosswalk have side mounted signs (RA-4), twin parallel line crosswalk markings, advanced warning signs (WC-2) when visibility is limited, and prohibitions on vehicles stopping, passing, or changing lanes near the crosswalk. Some desirable components include zebra crosswalk markings, advanced yield to pedestrian line and accompanying signs, and stopping prohibitions. Furthermore, optional components that may be added include crossing guards, curb extensions for roadsides with on-street parking, and a raised crosswalk. For higher speeds and higher traffic volumes, other treatments like Rectangular Rapid Flashing Beacons (RRFBs), overhead flashing lights (RA-5), or pedestrian signals can be appropriate.

3 Gander Context

The Town of Gander's Traffic Regulations defines pedestrians and further defines user behavior around crosswalks under Section 8. Four clauses highlight the importance of traffic regulations at crosswalks for everyone's safety:

- a. Drivers shall yield the right of way to pedestrians in a crosswalk;
- b. Pedestrians shall stay in the safe space of the curbed sidewalk, sidewalk, or crosswalk so not to impractically cross in front of a driver;
- c. Other drivers shall not overtake a stopped vehicle permitting pedestrians to cross safely; and
- d. Where a traffic control officer is engaged at a crosswalk to ensure the safe passage of pedestrians, drivers shall come to a complete stop until both pedestrians and traffic control officer have reached the safety of the curb.

Aside from this, nothing else is mentioned on crosswalk signage or markings.

An example of an advanced crosswalk treatment in Gander is seen on Airport Blvd, between Balbo St and the access driveway to the Boys and Girls Club, as shown in **Error! Reference source not found.** At this mid-block crossing, the City provides a marked crosswalk (that has since been painted with zebra markings) with overhead signals and pedestrian push buttons. There are no advanced warning signs along the roadway. Airport Blvd is a four-lane roadway with significantly higher traffic volume than Elizabeth Dr.

Figure 3 Airport Blvd Advanced Crosswalk Treatment



4 Nova Scotia Context

How crosswalks are treated in Nova Scotia starts with the Motor Vehicle Act, which defines “crosswalk” as follows:

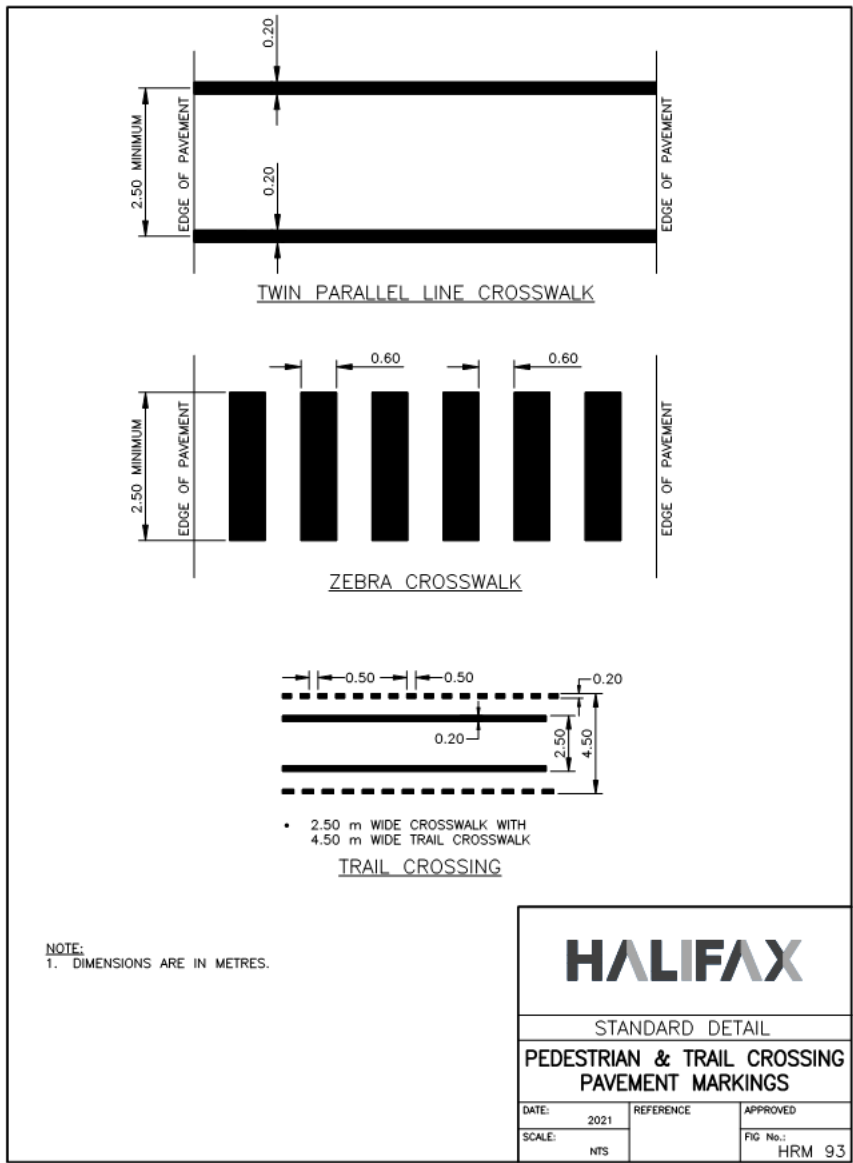
...that portion of a roadway ordinarily included within the prolongation or connection of curb lines and property lines at intersections, or any other portion of a roadway clearly indicated for pedestrian crossing by lines or other markings on the surface..

Based on our reading, the Elizabeth Dr crosswalk appears to fit within the second half of the “crosswalk” definition in the MVA. Areas defined as a “crosswalk” give the right-of-way to pedestrians (notably this does not include cyclists) over vehicle traffic on the roadway.

Within **Halifax Regional Municipality**, pedestrians are identified as the most vulnerable road user and assigned priority consideration during intersection designs. Signalized crossing opportunities (including accessible pedestrian signals) are recommended for consideration with depressed/curb ramps and tactile walking surface indicators at all crossings. They include standard details in their design guideline (HRM Redbook 2021) for typical walkways, pedestrian/trail crossing pavement markings, and RA-5 crossings

with/without a centre median. Figure 4 shows the standard detail for crossing pavement markings in Halifax.

Figure 4 HRM Pedestrian & Trail Crossing Pavement Markings Standard Detail



5 New Brunswick Context

The way that crosswalks are identified and treated varies considerably between municipalities and provinces. The **City of Moncton** generally treats trail mid-block crossings like pedestrian crosswalks and generally follows the recommendations from the TAC Guide. Figure 5 shows an example of a mid-block trail crossing in Moncton, where the only notable changes from TAC baseline recommendations include the addition of a bicycle symbol on the crosswalk sign and the addition of an Advance Yield to Pedestrians line (which TAC lists as a “desirable” component).

Figure 5: Moncton Trail Crossing (Northwest Trail @ Ryan Street)



6 Elizabeth Dr Recommendations

Given that our review showed most government entities appear to be treating crossings following the TAC Guide, we feel that it is reasonable for the Town of Gander to also use this approach. As a result, the existing treatment with pedestrian crosswalk signs (RA-4) and zebra crosswalk markings appears to be appropriate for this road class and posted speed limit. In addition, we recommend the following:

1. A curb extension with curb ramps be added to both sides of Elizabeth Dr at the crosswalk;
2. RA-4 signs be posted at the appropriate location on the roadside; and
3. Removal the overhead pedestrian signal.

At a minimum, a curb extension should be added to the west side of the roadway which has on-street parking. Curb extensions provide protection to pedestrians who have a shorter crossing distance, cause vehicles to slow down from the affect of a narrowed roadway, and emphasize the crosswalk between parked vehicles. We also recommend the overhead pedestrian signal be removed as it is not standard (only the east side has the signal) and the conditions on Elizabeth Dr currently do not meet the threshold for an overhead signal. Should the City desire a more enhanced crosswalk with additional warning, RRFB signals could be installed in addition to the recommendations mentioned above.

We hope that you find this review to be helpful. If you have any further questions or comments, please feel free to contact the undersigned.

Yours very truly,

Englobe Corp.

Adriana Terán, P.Eng.
Transportation Engineer

PROPERTY TAX REDUCTION APPROVAL FORM

Department:
Submitted By:
Date Submitted:

ELIGIBILITY VERIFICATION

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

Property Tax Reductions - Residential - Year 2025				
Roll Number	2025 Property Tax	% of Reduction	Amount of Reduction	Revised 2025 Taxes
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$
	\$		\$	\$

MINUTE

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

MOTION

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

REVIEW AND APPROVAL

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

☐ Yes ☐ No
☐ Yes ☐ No