



**TOWN OF GANDER
MEETING
REGULAR MEETING OF COUNCIL
Wednesday, November 26, 2025, 04:00 PM
Council Chambers**

Council Present:

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

Samantha Abbott, Councillor
Krystle West, Councillor

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

Mayor Farwell introduced the launch of the Gander branding initiative.

4. APPROVAL OF AGENDA

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

Resolution: **25-262**

Moved By Councillor Woodford

Seconded By Deputy Mayor Pollett

THAT the agenda for the November 26th Regular Meeting of Council be approved as presented.

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

Carried (5 to 0)

5. APPROVAL OF PREVIOUS MINUTES

5.1 Regular Meeting of Council minutes, November 5, 2025

The minutes from the November 5, 2025, Meeting of Council were presented for approval.

Resolution: **25-263**

Moved By Deputy Mayor Pollett

Seconded By Councillor Handcock

THAT the minutes for the November 5, 2025 meeting of council be approved as presented.

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

Carried (5 to 0)

5.2 Special Meeting of Council minutes, November 13, 2025

The minutes from the November 13, 2025, Special Meeting of Council were presented for approval.

Resolution: **25-264**

Moved By Councillor Lidstone

Seconded By Deputy Mayor Pollett

THAT the minutes for the November 13, 2025 special meeting of council be approved as

presented.

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

Carried (5 to 0)

6. BUSINESS ARISING FROM PREVIOUS MINUTES

7. STANDING COUNCIL BUSINESS

7.1 Governance and Legislative Services

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

a. Chamber of Commerce - Festive Feast

The Gander and Area Chamber of Commerce will host its annual Festive Feast holiday celebration on Thursday, December 4, 2026, from 12:00 p.m. to 2:00 p.m. at the International Lounge. The event will feature live entertainment by Six Pack and a catered hot buffet lunch provided by Union East. Tickets are available for \$50 per person for Chamber members and \$60 for non-members. Attendees are encouraged to participate in the “Give a Gift - Get a Gift” initiative by bringing a gift valued at \$20 or less, along with optional donations for the local food bank or the Gander SPCA.

During discussion, Council noted past participation practices and agreed to revisit how representation at Chamber events is determined.

b. SPARK Initiative

The Committee was introduced to an internal initiative titled “Small Sparks. Big Impact.”, aimed at fostering innovative thinking among staff. The program encourages employees to submit practical, cost-effective ideas, each with an implementation cost of \$500 or less, that could enhance workplace efficiency, service delivery, or community value. One idea will be selected each month for implementation and recognition. Council expressed support for the initiative and recommended it proceed as a pilot program, with a review scheduled toward the end of 2026 to assess its impact and effectiveness.

Resolution: **25-265**

Moved By Councillor Lidstone

Seconded By Councillor Woodford

THAT Council approve the first reading of the “Small Sparks. Big Impact.” Policy, establishing the framework for an internal staff initiative to promote innovative, low-cost ideas that enhance efficiency, service delivery, or community value.

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

Carried (5 to 0)

c. Temporary Employment Assignment Operating Procedures - Second Reading

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

Resolution: **25-266**

Moved By Councillor Lidstone

Seconded By Deputy Mayor Pollett

THAT Council approve the Temporary Employment Assignment (TEA) Operating Procedures, as presented.

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

Carried (5 to 0)

d. Correspondence

The Committee discussed the importance of improving how the Town manages public correspondence, with a focus on ensuring that items requiring Council consideration are clearly identified, privacy or operational implications are assessed, and matters are directed through the appropriate administrative or political channels. The goal is to

establish a consistent and transparent approach to managing incoming communication.

As part of this discussion, Council reviewed a series of emails from a resident who frequently contacts the Town with concerns related to operations and governance. Due to the high volume and often critical tone of correspondence, a directive from the previous Council had been in place to limit responses and redirect inquiries through formal processes where applicable. The current Council, being newly elected, was asked to confirm whether that directive should remain in effect.

Council acknowledged the challenge of maintaining a balance between transparency and efficient operations, particularly when responding to repetitive or accusatory correspondence. It was agreed that concerns are to be acknowledged and referred to the appropriate departments, but without a commitment to ongoing detailed responses. The discussion also highlighted the need for a designated point of contact to manage such communications and ensure a consistent response strategy.

The Committee reaffirmed the previous directive while emphasizing the importance of respectful engagement and a measured response approach that supports staff well-being and organizational efficiency.

e. Commemorative Crosswalks Policy - First Reading

The Commemorative Crosswalks Policy is being presented for Council's review and approval.

This policy provides a consistent, transparent process for evaluating, approving, and maintaining commemorative crosswalks in Gander. It ensures proposals reflect community values, honour significant groups or events, and align with the Town's strategic priorities.

With requests for commemorative crosswalks increasing across the province, a formal policy will help ensure all submissions are reviewed fairly, safely, and within available resources.

The policy outlines criteria related to Town values, community significance, safety, and maintenance, as well as the review and approval process.

Resolution: **25-267**

Moved By Councillor Lidstone

Seconded By Councillor Woodford

THAT Council approve the first reading of the Commemorative Crosswalk Policy.

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

Carried (5 to 0)

f. Shared Services Agreement

Council reviewed the draft Shared Services Agreement with the Gander International Airport Authority, which outlines a 10-year framework for collaboration on development, fire protection, snow clearing, equipment sharing, and economic development. As part of the new agreement, the Town will assume responsibility for snow clearing on specified airport roads using retooled existing equipment for the 2025 season. It was noted that a dedicated piece of equipment may be required in future. The agreement also includes access to office space, granular materials, and potential land for future development.

The Town of Gander is pleased to formalize and continue this cooperative approach with the Gander International Airport Authority.

Resolution: **25-268**

Moved By Councillor Lidstone

Seconded By Councillor Handcock

THAT the Town of Gander enter into the Shared Services Agreement with the Gander International Airport Authority for a term of ten (10) years, as presented, which outlines collaborative efforts in areas including fire protection, road maintenance, snow clearing, equipment sharing, and economic development and that the Mayor and Town Clerk be authorized to execute the agreement on behalf of the Town.

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

Carried (5 to 0)

7.2 Planning and Public Works

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

a. Housing Accelerator Fund Application - 28 Waterton

An application was received from the owner of 28 Waterton Street under the Town's Housing Accelerator Fund (HAF) Incentive Program. This program provides financial incentives to support the development of new residential units that meet criteria related to affordability, energy efficiency, and design standards.

The application meets all program requirements. The proposal includes the construction of a 2 storey 4plex to be used as rental units.

Resolution: **25-269**

Moved By Councillor Woodford

Seconded By Councillor Handcock

THAT up to \$78,918.75 in Housing Accelerator Fund (HAF) funding be allocated to the applicant for the proposed 2 storey 4-plex at 28 Waterton street, contingent upon the applicant's continued compliance with all eligibility requirements under the Town of Gander's Housing Incentive Program.

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

Carried (5 to 0)

b. Home Based Business - 59 Penwell Avenue

Councillor Abbott declared conflict of interest due to applicant being a family member and left the Committee meeting at 1:28 pm.

Council received an application from Advanced Foot Care Services seeking approval to operate a home-based office at 59 Penwell Avenue, with all client services to be provided off-site. As a home occupation is listed as a discretionary use within the applicable zoning designation, the application was advertised accordingly. No objections were received by the deadline.

Councillor Abbott returned to the committee meeting at 1:30 pm.

Resolution: **25-270**

Moved By Councillor Woodford

Seconded By Councillor Lidstone

THAT Advanced Foot Care Services be permitted to operate a home-based office from

59 Penwell Avenue, subject to all conditions outlined in the permit.

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

Carried (5 to 0)

c. Snow Plan Addendum- Snow Clearing Maintenance

For the 2025/2026 winter season council is proposing to add services to the existing snow plan as an addendum for a trial period to be reassessed at the start of next season. Primarily the additional services will be added to increase the availability of recreation facilities including the walkway around Cobb's pond building and bulb area, boardwalk around Cobb's pond and the Sports complex walking track as better described in the attached document entitled Snow Clearing Maintenance Plan. It is hoped that these increased services will encourage residents to get outside over the winter to safely participate in activities at these facilities promoting more active living within the community.

d. Planning Report

The Planning Department report for the period of October 21 to November 12 was presented to the Committee for review. The report summarized applications received, permits issued, compliance letters processed, and provided an overview of new construction activity and residential dwelling unit growth. During the reporting period, one new residential building permit and one new secondary suite were approved, resulting in two additional residential dwelling units. Year-to-date, 47 new residential buildings have been constructed and 14 secondary suites added to existing dwellings, contributing a total of 72 new residential units within the community.

e. Public Works Report

During the period of October 22 to November 12, the Public Works Department used approximately 41 tonnes of asphalt for street repairs, completed 25 kilometers of street sweeping, conducted five lawn repairs, and continued work on basin repairs, street painting, and branch removal. The Water and Sewer Division responded to 28 service calls and completed three repairs to municipal infrastructure.

f. Notable Dates

Upcoming Waste Transfer Station date is scheduled for December 13th, with hours of

operation from 8:00 a.m. to 4:00 p.m. Residents are encouraged to arrive earlier in the day to allow sufficient time to complete their drop-off prior to closing. It was also noted that additional dates and events of interest are available on the Town of Gander's website at www.gander.ca

7.3 Community Services

The Community Services Report was presented by Councillor Handcock.

a. Street Name Suggestions

The following names, along with their bios, have been put forward for street name suggestions.

1. Shea
2. Pelley
3. McNiven

While these names were initially not recommended due to concerns about alignment with the current Street Naming Policy, it was recommended that the matter be brought back to Committee for further discussion.

b. Road to Agri-Tech Success Program

Council was informed of a request from NL Eats Community Outreach Inc. to partner with the Town of Gander on the Road to Agri-Tech Success Program. The initiative aims to empower youth and newcomers through hands-on training and mentorship in agri-tech innovation, while contributing to the development of local food systems, economic resilience, and employment opportunities. The Department will follow up by contacting the project's research assistant and will recommend collaboration with the Association of New Canadians - Gander office and Gander Grow Co, as both organizations can offer valuable insights and support to the project.

c. Old Townsite Inquiry

A letter regarding Gander's Old Townsite, highlighting it as an underused asset with significant historical value. Suggestions included installing larger signage and storyboards, providing trained personnel to interpret the sites, and exploring opportunities for guided walks and bus tours. The Department will review these recommendations in conjunction with the Tourism Development Strategy and in collaboration with the Gander International Airport Authority.

d. The Royal Canadian Legion Gander Branch - 25th Anniversary of 9/11 Committee

Correspondence was received from the Gander Branch of the Royal Canadian Legion expressing disappointment at not being included on the recently formed planning committee for the 25th Anniversary of 9/11. The Legion noted its longstanding commitment to remembrance, as reflected in its role on Remembrance Day, and its assistance during and since the events of September 11th in welcoming visitors from around the world. The Town extended its thanks to the Legion for their submission and acknowledged their contributions. While the main planning committee has already been established, the Town noted there may be an opportunity for the Legion to assist with the event, and if so, the committee will reach out directly.

e. Little Cobbs Boardwalk

The Committee reviewed correspondence from a resident expressing concern over the deteriorating condition of the Little Cobb's Boardwalk section and inquiring about any plans for its repair or replacement. The Director will respond to the resident, advising that the condition of the boardwalk will be reviewed as part of the upcoming 2026 budget discussions.

f. Upcoming Events

The following events will take place in the coming months:

Nov 28th: U18AAA Central Icepak vs East Coast Blizzard @ 7 pm

Nov 29: Gander Minor Hockey hosts World Girls Hockey

Nov 29/Dec 6/13/20: Gander Grow Co Market at Cobbs Pond Rotary Park

Nov 30: YQX Running Club hosts the Santa Fun Run @ 2 pm

Dec 1 – 5: Christmas Social Media Contest

Dec 3: Town Christmas Tree Lighting @ 6:30 pm

Dec 5 - 7: Gander Minor Hockey Hosts the Female U11/U15 Invitational

Dec 6: Santa Claus Parade @ 6 pm

Dec 12: 40th Anniversary of Arrow Air

Dec 12 - 14: Gander Minor Hockey Hosts the Female U13 Invitational

Dec 17: Seniors Community Wellness Session

Dec 20: Skate with Santa @ 4 pm

Dec 21: Silver Jets Skating Club Christmas Ice Gala

Dec 23: Steele Community Centre Christmas Coffee Break for Walkers & Skaters @ 9 am

Dec 23: Christmas Charity Hockey Game @ 7 pm

For more information on events, please contact the Community Services Dept at 709-651-5927.

7.4 Corporate Services

The Corporate Services Report was presented by Councillor Handcock.

a. Property Tax Reduction

The Committee reviewed one application for residential property tax reduction that met the Council's policy based on income criteria. The total amount to be adjusted is \$447.07. Since the beginning of 2025, the Town of Gander has issued 27 property tax reductions totaling \$21,346.48, as attached.

Resolution: **25-271**

Moved By Councillor Handcock

Seconded By Councillor Woodford

THAT the property tax reduction be approved as presented.

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

Carried (5 to 0)

b. Interest Adjustment

Due to a clerical error, a taxpayer's mailing address was incorrectly entered into the computer system. As a result, an interest charge of \$135.32 has accrued on the

account.

Resolution: **25-272**

Moved By Councillor Handcock

Seconded By Deputy Mayor Pollett

THAT Council approve the write-off of interest charged to tax roll # 061010010000.

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

Carried (5 to 0)

c. Quarterly Variance Reports

The Committee has reviewed the unaudited operating, capital budget, and collection reports for the period ending September 30, 2025.

The operating report shows a projected surplus of \$1.6 million. This surplus is primarily due to:

- Unbudgeted revenue from land sales totaling \$500,000;
- Unbudgeted revenue from the lease of 59 Elizabeth Drive to the NLHS amounting to \$267,000;
- Wage savings of \$367,000 resulting from vacant positions and turnover;
- Additional revenue of \$137, 000 from ice rentals, building permits, tax certificates, and similar sources;
- Increased taxation revenue of \$90, 000, driven by higher utilities and residential property taxation;
- Fuel savings of \$90,000, due to reduced usage and the elimination of carbon taxes;
- And higher earned interest of \$90,000, reflecting a larger-than-expected bank balance and higher interest rates on savings.

Turning to the capital budget report, expenditures for capital projects are expected to remain within budget, with total spending projected at approximately \$9 million by year-end.

Finally, the collection report indicates that collections are consistent with previous years. As of September 30, property tax collections stand at 86.38%, and business tax collections at 91.34%.

The Committee is pleased with the Town 's financial position to date. These results demonstrate that the Town is on track to meet its financial objectives for the year.

7.5 Public Safety and Protective Services

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

a. Rodents

The Town of Gander issued a public statement in response to growing community concerns regarding rodent activity throughout the municipality. Council acknowledged the seriousness of the issue and confirmed that steps are being taken to address both individual complaints and the broader pest control needs of the community. As part of this response, the Town is evaluating the implementation of an integrated pest management strategy aimed at long-term prevention and control. Council emphasized that enforcement and remediation efforts must follow due process under applicable legislation, and while these steps may take time, each case is being managed carefully to ensure responsible and effective outcomes.

b. Honorarium Payments

The Committee discussed the application of Policy P040 regarding honorarium payments for Gander Fire Rescue members and Municipal Enforcement Officers (MEOs). Under the current policy, hours spent attending emergency calls during regular working hours are treated differently for each group. Specifically, emergency calls attended by MEOs during their normal scheduled work week are not included when calculating honorarium hours.

The Committee supported adopting an equitable approach for 2025 and directed staff to explore a longer-term solution for 2026.

Resolution: **25-273**

Moved By Councillor Lidstone

Seconded By Councillor Handcock

THAT Council deviate from Policy P040 for 2025 and allow hours spent by Municipal Enforcement Officers attending emergency calls to be included in the calculation of their honorarium.

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

Carried (5 to 0)

7.6 Communications, Engagement and Strategy

The Communications, Engagement, and Strategy Report was presented by Deputy Mayor Pollett.

a. Seasonal Appreciation Gifts for Health-Care Workers

Each year, Council provides seasonal appreciation gifts to local health-care workers. In the past, poinsettias were delivered to health organizations and hospital departments by the Mayor and Council. Last year, hospital administration noted allergy concerns, making poinsettias unsuitable for all areas. To ensure gifts are appropriate for everyone, Council will instead look into providing a tray of baked goods, purchased on a rotating basis from local businesses.

b. ARC-NL Engagement

Administration recently met with ARC-NL (the Anti-Racism Coalition of Newfoundland and Labrador) for an introductory discussion. ARC-NL outlined the work they are doing across the province and noted that their main objective is to promote and support a culture of anti-racism throughout Newfoundland and Labrador. They also shared their plans to expand into more communities and are seeking community champions and facilitators to help lead local workshops. The Town agreed to support their efforts by promoting their initiatives, identifying potential participants, and sharing their materials on our social media channels.

c. Council Engagement Report

November 5 – November 26, 2025

Engaging with the community is key to transparent, inclusive, and collaborative local governance. Below are recent highlights of Council events, community meetings, and

the Mayor's leadership and advocacy efforts.

Recent community events attended or hosted by Council include:

- Remembrance Day Assembly at St. Paul's Intermediate
- Annual Gander Fire Rescue Firefighter's Ball
- Tour of Broadening Horizons
- Remembrance Day Wreath Laying Ceremony
- Meeting with Gander International Airport Authority
- Association for New Canadians Business Diversity Summit
- Viewing of the Film Sgt. Gander: A Soldier's Soldier by JP Bear
- Pre-Budget Public Consultations
- Municipalities NL Conference, Trade Show, and AGM
- ATIPP - Mandatory Training for Councillors & CAO's
- Flag Raising and Proclamation Signing for 16 Days of Activism against Gender-Based Violence

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

- Meeting with community members regarding Onam Celebrations
- Kettle Kick-off and Happy Tree Dedication

8. ADMINISTRATION

9. NEW BUSINESS

The New Business report was presented by Deputy Mayor Pollett.

9.1 Tender - Fleet truck

Councillor Lidstone declared a conflict of interest due to his employment at Hickman Motors Ltd. and left Council Chambers at 4:50 pm.

A Request for Quote was issued for the purchase of one full-size ½ ton Quad Cab 4X4 pickup truck with a 6.5' box. Two bids were received, and the preferred bidder is Hickman Motors Ltd. with a bid of \$64,414.95, HST inclusive. This purchase is \$16,586.28 under budget.

Resolution: **25-274**

Moved By Deputy Mayor Pollett

Seconded By Councillor Handcock

THAT RFQ25-26 be awarded to Hickman Motors Ltd. for the sale and delivery of one full-size ½ ton Quad Cab 4X4 pickup truck with a 6.5' box in the amount of \$64,414.95, HST inclusive.

For (4): Mayor Farwell, Councillor Woodford, Councillor Handcock, and Deputy Mayor Pollett

Conflict (1): Councillor Lidstone

Carried (4 to 0)

Councillor Lidstone returned to Council Chambers at 4:53 pm.

9.2 Subdivision of Property - 70 Armstrong Boulevard

Subsequent to a previous approval for subdivision by Council, dated November 5, 2025, Council has received a Development Application and site plan for the proposed development at 70 Armstrong Boulevard. The updated site plan (Drawing No. C-01, dated 11-19-2025) indicates revised boundary lines forming three (3) building lots, building location and future road reservations, etc.

Resolution: **25-275**

Moved By Deputy Mayor Pollett

Seconded By Councillor Handcock

THAT Council approve Drawing No. C-01, dated 11-19-2025, as submitted.

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

Carried (5 to 0)

10. ADJOURNMENT

Mayor Farwell requested a motion for adjournment.

Resolution: **25-276**

Moved By Councillor Woodford

Seconded By Deputy Mayor Pollett

THAT the meeting be adjourned at 4:55 pm.

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

Carried (5 to 0)

P. Farwell, Mayor

B. Hefford, Town Clerk



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

Council Present:

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

Staff Present:

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

Regrets:

1. CALL TO ORDER

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

2. LAND ACKNOWLEDGEMENT

Mayor Farwell delivered the Land Acknowledgement.

3. VISITORS/PRESENTATIONS

3.1 Presentation of the Eithne Daly Scholarship

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

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

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

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

4. APPROVAL OF AGENDA

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

Resolution: **25-240**

Moved By Councillor Woodford

Seconded By Deputy Mayor Pollett

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

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

Carried (7 to 0)

5. APPROVAL OF PREVIOUS MINUTES

5.1 Approval of Previous Minutes

Mayor Farwell requested a motion for approval of previous minutes.

Resolution: **25-241**

Moved By Deputy Mayor Pollett

Seconded By Councillor Handcock

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

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

Carried (7 to 0)

Resolution: **25-242**

Moved By Councillor Woodford

Seconded By Councillor West

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

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

Carried (7 to 0)

Resolution: **25-243**

Moved By Deputy Mayor Pollett

Seconded By Councillor Handcock

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

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

Carried (7 to 0)

6. BUSINESS ARISING FROM PREVIOUS MINUTES

7. STANDING COUNCIL BUSINESS

7.1 Governance and Legislative Services

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

a. Rules of Procedure By-Law - Amendment

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

Resolution: **25-244**

Moved By Councillor Woodford

Seconded By Councillor Handcock

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

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

Carried (7 to 0)

b. Arrears Sale By-Law amendments - Second Reading

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

Resolution: **25-245**

Moved By Councillor Woodford

Seconded By Deputy Mayor Pollett

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

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

Carried (7 to 0)

c. 2025 Municipalities Newfoundland and Labrador (MNL) Conference

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

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

d. Temporary Employment Assignment Operating Procedures

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

Resolution: **25-246**

Moved By Councillor Woodford

Seconded By Deputy Mayor Pollett

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

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

Carried (7 to 0)

e. TRIO Nomination

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

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

The matter is now being brought forward for formal ratification.

Resolution: **25-247**

Moved By Deputy Mayor Pollett

Seconded By Councillor Abbott

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

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

Carried (7 to 0)

f. Urban Municipalities Committee (UMC)

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

g. Central Newfoundland Waste Management (CNWM) Nomination

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

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

Resolution: **25-248**

Moved By Deputy Mayor Pollett

Seconded By Councillor Woodford

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

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

h. Cyber Security - Youth/Parents

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

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

7.2 Planning and Public Works

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

a. Bondar Extension - McCurdy Enterprises Limited

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

Resolution: **25-249**

Moved By Councillor Abbott

Seconded By Councillor Handcock

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

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

b. 70 Armstrong Boulevard

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

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

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

Resolution: **25-250**

Moved By Councillor Abbott

Seconded By Councillor Handcock

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

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

Carried (7 to 0)

Resolution: **25-251**

Moved By Councillor Abbott

Seconded By Deputy Mayor Pollett

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

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

Carried (7 to 0)

Resolution: **25-252**

Moved By Councillor Abbott

Seconded By Deputy Mayor Pollett

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

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

Carried (7 to 0)

Resolution: **25-253**

Moved By Councillor Abbott

Seconded By Councillor Handcock

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

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

Carried (7 to 0)

c. Wetland Protected Areas - Gander River/Gander Lake

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

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

d. Discretionary Notice - 175 Airport Blvd.

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

Resolution: **25-254**

Moved By Councillor Abbott

Seconded By Councillor Lidstone

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

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

Carried (7 to 0)

e. Traffic Calming

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

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

f. Town Square Parking - Fraser Mall Parking

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

g. Crosswalk Proposal

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

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

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

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

i. 2025 Town of Gander Snow Plan

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

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

j. Planning Departmental Report

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

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

k. Public Works Departmental Report

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

l. Notable Dates

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

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

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

7.3 Community Services

The Community Services report was presented by Councillor Handcock.

a. Gander's Tourism Strategy Engagement Sessions

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

b. Town of Gander Christmas Events

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

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

c. Skateboard Park

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

d. Upcoming Events

The following events will take place in the coming months:

Nov 5: Bonfire Night

Nov 5 & 6: Tourism Development Strategy Engagement Sessions

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

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

Nov 18: Community Wellness Event

Nov 28: Central Icepak U18AAA Game @ 7 pm

Dec 1 - 5: Christmas Social Media Contest

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

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

Dec 6: Santa Claus Parade @ 6 pm

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

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

Dec 20: Skate with Santa @ 4 pm

7.4 Corporate Services

The Corporate Services report was presented by Councillor Lidstone.

a. Municipal Assessment Agency

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

b. Budget Schedule

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

Resolution: **25-255**

Moved By Councillor Lidstone

Seconded By Councillor Woodford

THAT the 2026 budget schedule be adopted, as attached.

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

Carried (7 to 0)

c. Signing Officers

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

Resolution: **25-256**

Moved By Councillor Lidstone

Seconded By Councillor Handcock

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

Town's financial and legal documents.

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

Carried (7 to 0)

7.5 Public Safety and Protective Services

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

a. September and October Stats

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

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

b. Upcoming Events

Upcoming Public Safety Events include:

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

7.6 Communications, Engagement and Strategy

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

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

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

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

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

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

b. 2025 Budget Engagement

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

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

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

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

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

priorities for the year ahead.

c. Small Business Week Engagement

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

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

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

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

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

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

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

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

e. Rental Accommodations Registry

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

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

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

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

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

f. Council Engagement Report

October 15 – November 5, 2025

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

Recent community events attended or hosted by Council include:

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

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

- Small Business Week Contest Winner Presentation – Gander Chiropractic Clinic

8. ADMINISTRATION

9. NEW BUSINESS

10. ADJOURNMENT

Mayor Farwell requested a motion for adjournment.

Moved By Councillor Woodford

Seconded By Deputy Mayor Pollett

THAT the meeting be adjourned at 4:57 pm.

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

Carried (7 to 0)

P. Farwell, Mayor

B. Hefford, Town Clerk



**TOWN OF GANDER
SPECIAL MEETING OF COUNCIL
Thursday, November 13, 2025, 01:00 PM
Council Chambers**

Council Present:

Percy Farwell, Mayor
Pat Woodford, Councillor
Sheldon Handcock, Councillor
Tara Pollett, Deputy Mayor
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:

Jim Lidstone, Councillor

1. CALL TO ORDER

The meeting was called to order by Percy Farwell, Mayor at 1:05 pm.

2. LAND ACKNOWLEDGEMENT

Mayor Farwell delivered the Land Acknowledgement.

3. APPROVAL OF AGENDA

Moved By Councillor Woodford

Seconded By Councillor Handcock

THAT the agenda for the November 13, 2025 Special Meeting of Council be approved, as presented.

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

Carried (6 to 0)

4. NEW BUSINESS

4.1 30 Byrd Avenue - Remediation Order

Multiple concerns have been received from nearby residents regarding the deteriorating condition of the private property located at 30 Byrd Avenue. The property has been deemed derelict, with significant refuse accumulation, and has reportedly attracted rodent activity, posing a health and safety concern to the surrounding neighbourhood. In response, the Town of Gander has completed an inspection of the property and is prepared to issue a formal Removal and Remediation Order to the property owner, in accordance with its authority under section 102 of the *Urban and Rural Planning Act, 2000*, section 41 of the *Occupancy and Maintenance Regulations*, and section 285 of the *Towns and Local Service Districts Act, 2023*.

While a mandatory compliance period must be observed following service of the order, the Town recognizes the urgency of the pest control issue and, under the current extenuating circumstances, is prepared to proceed with emergency pest control measures along the property boundary and within the Town-owned easement to mitigate further impact.

Moved By Deputy Mayor Pollett

Seconded By Councillor Handcock

THAT the Town of Gander immediately procure pest control services on an emergency basis to address rodent activity along the boundary and within the Town-owned easement adjacent to the property located at 30 Byrd Avenue, pursuant to its authority under section 285 of the *Towns and Local Service Districts Act, 2023*.

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

Carried (6 to 0)

Moved By Deputy Mayor Pollett

Seconded By Councillor Abbott

THAT a Removal and Remediation Order be issued to the property owners of 30 Byrd Avenue under section 102 of the Urban and Rural Planning Act, 2000, section 41 of the Occupancy and Maintenance Regulations, and section 285 of the Towns and Local Service Districts Act, 2023, to require the removal of debris and implementation of appropriate pest control measures.

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

Carried (6 to 0)

5. ADJOURNMENT

Moved By Councillor Woodford

Seconded By Deputy Mayor Pollett

THAT the meeting be adjourned at 1:13 pm.

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

Carried (6 to 0)

P. Farwell, Mayor

B. Hefford, Town Clerk

Policy Title: SPARK Initiative Policy	Classification: <input checked="" type="checkbox"/> Formal Policy of Council <input type="checkbox"/> Operational Procedures <input type="checkbox"/> Service Standard Public Impact: <input type="checkbox"/> Yes <input type="checkbox"/> No Signature of Approval: _____ Date: _____
Implementation Date: October 2, 2025	
Review Date:	
Issuing Department: Corporate Services	

Objective

To establish a structured and inclusive process that encourages and recognizes innovative staff contributions aimed at improving operations, enhancing services, and fostering a culture of collaboration and continuous improvement across the Town of Gander.

Purpose and Application

The SPARK Program empowers employees to share practical, creative ideas that can positively impact staff, residents, and the broader community. This policy outlines the operational framework, recognition model, and guiding principles that promote engagement and participation in innovation-driven efforts.

This policy applies to all municipal employees and departments under the jurisdiction of the Town of Gander

Accommodation

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

Responsibilities

Authority: Council will be responsible for policy approval.

Accountable: Chief Administrative Officer (CAO).

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

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

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

Responsible: Staff to bring forward their innovative ideas.

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

Informed: Applicable staff and public.

Definitions

SPARK Program - A staff innovation and recognition program that selects and implements low-cost ideas to improve municipal operations or services.

Idea Bank - A living database of staff-submitted ideas reviewed monthly for potential implementation.

Implementation Cost Threshold - The maximum allowable cost of an idea under this program, currently \$500 per idea.

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 Program Participation

- 1.0** All staff are encouraged to submit ideas using the designated SPARK submission form. Ideas should be:

- 1.1 Feasible for implementation within a \$500 budget.
- 1.2 Focused on innovation, service enhancement, operational efficiency, or community benefit.

2.0 Monthly Review & Implementation

- 2.1 Ideas will be reviewed monthly by a designated team.
- 2.2 One idea will be selected for implementation based on practicality and impact.
- 2.3 All ideas will be logged in the SPARK Idea Bank for future consideration.

3.0 Recognition Model

- 3.1 All staff who submit an idea will be entered into a monthly draw for a \$100 local gift card.
- 3.2 The focus is on encouraging participation, not competition.
- 3.3 Contributors will be acknowledged in the staff newsletter or intranet.

4.0 Communications and Visibility

- 4.1 The selected idea will be featured monthly via internal communications (e.g., newsletter or intranet).
- 4.2 A photo or short story may be included to showcase the impact of the implemented idea.

5.0 Funding and Budget

- 5.1 Approved ideas must remain within the \$500 threshold.
- 5.2 Costs associated with the program shall be absorbed by departmental budgets or through allocated SPARK program funds.

6.0 Program Administration

- 6.1 The CAO will oversee program execution and ensure alignment with organizational goals.
- 6.2 The CAO may designate administrative support to manage submissions and communications.

7.0 Confidentiality and Respect

- 7.1 All participants and ideas will be treated with professionalism and respect.
- 7.2 Feedback on non-selected ideas may be provided constructively.

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. For complete information, please visit <https://www.gov.nl.ca/mpa/for/appeals/>.

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

APPENDIX A

POLICY AMENDMENTS AND RESOLUTIONS OF COUNCIL

Amendments and Resolutions

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

DRAFT SEPTEMBER 10

**APPENDIX B
AMENDMENT FORM**

DRAFT SEPTEMBER 10



Policy Title: Temporary Employment Assignment	Classification: <input type="checkbox"/> Formal Policy of Council <input checked="" type="checkbox"/> Operational Procedures <input type="checkbox"/> Service Standard Public Impact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Signature of Approval: _____
Implementation Date:	
Review Date:	
Issuing Department: Governance and Legislative Services	

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

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

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

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

Responsibilities
Authority: Council will be responsible for policy approval.
Accountable: Chief Administrative Officer.
Responsible: Department head to bring forward suggestions, recommendations for edits, modifications or policy developments.
Responsible: Management to review policy for cross-departmental and organizational impacts.
Responsible: Assigned staff to maintain and ensure accurate updates and distribution of policy amendments.
Consulted: Line departmental staff impacted are to be consulted to assess operational impacts.
Informed: Applicable staff and public as necessary.



Definitions

Temporary Employment Assignment (TEA): A non-permanent staffing arrangement not exceeding Twelve (12) cumulative months.

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

External Temporary Assignment: The appointment of a non-Town employee to a defined term position of up to twelve (12) months.

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

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

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

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

Values

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

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

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

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

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

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



Policy Guidelines

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

1.0 Policy Principles

- 1.1** All TEAs are time-bound, documented, and subject to operational need.
- 1.2** No TEA shall exceed one (1) year in total duration.
- 1.3** TEAs are not intended to circumvent permanent hiring processes.
- 1.4** Any transition to permanent status must follow established recruitment policy.
- 1.5** Human Resources provides supporting administrative functions, including classification validation, assignment letter preparation, and record updates.

Policy Procedures

1.0 Initiation and Approval

1.1 Identification of Need

The Department Head may initiate a TEA to:

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

1.2 Approval Authority

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

2.0 Internal Assignment Process

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



3.0 External Assignment Process

3.1 Standard External TEA

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

- The term (up to twelve (12) months)
- Nature of the assignment
- Absence of permanency

3.2 Direct Hire Protocol (CAO Discretion)

The CAO may authorize a direct hire without competition where:

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

Requirements:

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

4.0 Duration and Extensions

4.1 Assignments must be a maximum of Twelve (12) months

4.2 Any extension requires updated justification by the Department Head with the recommendation presented by the CAO and approval by Council.

5.0 Compensation and Benefits

5.1 Lateral Assignments: Retain original pay and entitlements.

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

5.3 Lower Band Assignments: Salary protection is maintained.

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

6.0 Administrative Process and Records

6.1 Human Resources will:



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

7.0 Reversion and Conclusion of Assignment

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

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

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

Appeals/Review Process

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

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

APPENDIX A



Amendments and Resolutions

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

Draft November 18, 2025

Policy Title: Commemorative Crosswalks Policy	Classification: <input checked="" type="checkbox"/> Formal Policy of Council <input type="checkbox"/> Operational Procedures <input type="checkbox"/> Service Standard Public Impact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Signature of Approval: _____ Date: _____
Implementation Date: December 1, 2025	
Review Date: December 1, 2026	
Issuing Department:	

Objective

To establish a consistent and transparent framework for evaluating, approving, and maintaining commemorative crosswalks within the Town of Gander.

Purpose and Application

This policy applies to all commemorative crosswalks proposed or installed on municipal property. It ensures that crosswalks reflect community values, honour significant groups or events, and align with the Town's strategic priorities. The policy provides guidance for responding to public requests and internal proposals.

Accommodation

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

Responsibilities

Authority: Council will be responsible for policy approval.

Accountable: Chief Administrative Officer

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

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

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

Responsible: Manager of Communications, Branding and Partnership

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

Consulted: Line staff impacted by crosswalk installations.

Informed: Applicable staff and public.

Definitions

Commemorative Crosswalk: A painted crosswalk designed to honour or recognize a group, cause, or event of significance to the community.

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 Alignment with Town Values

The proposed crosswalk must reflect one or more of these core values: inclusivity, remembrance, community engagement, accessibility, or cultural recognition.

2.0 Community Significance

The subject must have demonstrated relevance to the Gander community, historically, culturally, or socially. Requests lacking local significance may be declined.

3.0 Symbolic Strength

Crosswalks are high-visibility public symbols. Proposals must demonstrate a clear and meaningful connection to a recognized group, cause, or event. Requests that lack symbolic clarity may be declined.

4.0 Design and Safety Standards

Designs must meet visibility, accessibility, and safety standards. Proposals that interfere with traffic or pedestrian safety will be rejected.

5.0 Location Suitability

Crosswalks must be placed in municipally owned, high-visibility, and contextually appropriate locations. Inappropriate or low-traffic locations may result in rejection.

6.0 Volume and Balance

The Town may limit the number of commemorative crosswalks to maintain visual clarity and thematic balance. Requests may be declined if they contribute to overrepresentation.

7.0 Maintenance Commitment

Proposals requiring excessive upkeep or resources may be declined if they cannot be reasonably maintained.

8.0 Evaluation Form

Each request will be assessed using the Commemorative Crosswalk Evaluation Form to ensure consistent and transparent review.

Policy Procedures

- Requests are to be submitted to the Manager of Communications, Branding and Partnership for initial review.
- The Department will assess each request for alignment with this policy and consult relevant staff as required.
- All submissions will be evaluated using the Commemorative Crosswalk Request Evaluation Form to ensure a consistent and transparent review process.
- A recommendation will then be forwarded to Council for consideration and decision.

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. For complete information, please visit <https://www.gov.nl.ca/mpa/for/appeals/>.

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

APPENDIX A

POLICY AMENDMENTS AND RESOLUTIONS OF COUNCIL

Amendments and Resolutions

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

**APPENDIX B
AMENDMENT FORM**

THIS AGREEMENT MADE at the Town of Gander, in the Province of Newfoundland and Labrador on **DATE.**

BETWEEN:

THE TOWN COUNCIL OF THE TOWN OF GANDER

(a Corporation under the Municipalities Act.
Revised Statutes of Newfoundland and Labrador,
1999, Chapter M-24, as amended,
hereinafter called "the Town")

AND:

THE GANDER INTERNATIONAL AIRPORT AUTHORITY INC.

(hereinafter called "the Airport")

WHEREAS the Airport is desirous as per Section 14.2 of its Lease with Transport Canada, to enter into a Municipal Services Agreement with the Town;

WHEREAS the Town and the Airport have agreed that they are prepared to enter into such an agreement;

WHEREAS the Town recognizes that it has no jurisdiction over zoning and development over the property leased to the Authority by Transport Canada, as it is federal property;

WHEREAS the Town and the Airport recognize that a collaborative approach to tourism, economic development, and operations contributes directly to the vibrancy of the community and supports the shared objective of strengthening Gander's prosperity and livability;

AND WHEREAS the project will be a partnership arrangement;

THEREFORE BE IT RESOLVED that the Town and the Airport will enter into this Memorandum of Understanding to detail the commitments of both parties to the agreement.

THEREFORE, the Authority covenants to:

1. To comply with and ensure compliance by all occupants and transferees that the construction and development on airport property and the use of land, buildings, and structures are consistent with **Approved Land Use Plan** as herein attached and as modified from time to time and be in accordance with the standards as outlined in Article 14.03.01 of the Ground Lease with Transport Canada;

2. To follow, and will ensure that all occupants and transferees follow the planning process and procedures of general application which are established by the Authority. During this process, the Authority will consult with the Town as to the proposed details of development and construction and provide a time frame of 30 days for the Town to provide the Authority, in writing, any concerns it may have with the proposed development;
3. Upon receipt of the Town's concerns in #2, the Authority will provide a written response within 15 days detailing measures it will be taking to **address the Town's concerns**. The Authority undertakes to ensure any construction that places undue pressure or demand on the Town's municipal infrastructure will be properly addressed;
4. Development fees and incentives applicable to **projects on airport lands** shall be established by mutual agreement between the Town and the Authority. The proceeds of any such fees shall be shared equally between the Town and the Authority.
5. To ensure such construction contemplated in #2 conforms to the **National Building Code** and National Fire Code;
6. To obtain the services of a professional architect or engineer who is independent of the Authority, Occupant and Town and whom shall **certify** that any new construction or the alteration of any existing facility conforms to the National Building Code, the National Fire Code and municipal construction standards;
7. The certification obtained in #5 will be supplied to the Town along with a set of "as-builts" for **structural firefighting**;
8. Subject to the availability of personnel and equipment and within the limits of available resources of the Authority's firefighting department, the Authority will respond to a call for **firefighting assistance** with such personnel and equipment as may be requested by the Town;
9. To procure a **shouldering machine** and make it available for the Town's use, subject to reasonable scheduling and operational considerations. The Town shall be responsible for fuel, operator labour, and routine operating costs incurred during its use.
10. Subject to availability, the Airport shall furnish the Town with approximately 500 sq ft of **suitable office space within Airport premises** for municipal use, and **XX** acres of laydown space for the store of Town materials and aggregates. Any such use will be on a non-exclusive basis and without interference with airport operations.

11. The Airport shall make available to the Town **aggregates and other quarry materials** at a **preferred rate**, to be mutually agreed upon and reviewed annually.
12. The Airport, subject to applicable federal legislation and its obligations under the Ground Lease with Transport Canada, shall endeavour to facilitate the disposition of Airport-managed lands determined to be surplus to aviation requirements. In considering future disposition, **priority** will be afforded to supporting the growth and development objectives of the Town of Gander, **including residential expansion opportunities. Particular emphasis will be placed on the 500-acre parcel located east of Bannock Street extending to the Memorial East corridor. The Town and the Airport shall work collaboratively to identify planning, servicing, and development pathways that maximize community benefit while respecting the Airport's operational and federal obligations.** Recognizing that such development expands the municipal tax base, both parties agree that the resulting fiscal benefits should be equitably shared in a manner that reflects the joint stewardship of the lands and the mutual dependency of Town and Airport.
13. The Airport agrees to provide **mulching services** to the Town using its equipment and personnel, subject to equipment availability and operational priorities.
14. The Gander International Airport Authority and Town of Gander agree to collaborate on the procurement and delivery of **crack sealing services** for paved assets. The GIAA will contribute up to **\$15,000 annually**, payable on the Town's behalf toward contracted crack sealing work. The annual contribution amount may be reviewed and adjusted from time to time by mutual agreement of the parties.
15. The Gander International Airport Authority and Town of Gander agree to make available, subject to availability and reasonable notice, **small auxiliary equipment** such as portable generators, compressors, paint machines, light towers, or similar support units for each other's use. Neither the Airport Authority nor the Town shall be required to provide personnel for the transport or operation of such equipment. Each party shall assume full responsibility for the staffing, operation, insurance, and any costs associated with the equipment it uses.
16. The Airport agrees to collaborate with the Town to **co-develop Airport lands** identified as suitable for retail development, to establish a vibrant retail campus

that serves as an anchor for commercial growth, with an emphasis on the James-Cooper-Catalina axis.

17. The Airport will collaborate with the Town to provide technical expertise, operational support, and other **mutually agreed services**, as resources permit. This partnership approach is intended to foster innovation, strengthen shared capabilities, and advance initiatives of mutual benefit to both the Airport and the community.

The Town covenants to:

1. To consult with the Authority concerning any proposed development which may impact the provisions of all **respective standards governing aerodrome safety**, namely the Aeronautics Act, Aerodrome Standards and all other regulations and standards as determined by Transport Canada and NavCanada;
2. Upon receipt of the Authority's concerns in #1, the Town will provide a **written response within 15 days** detailing measures it will be taking to address the Authority's concerns.
3. To provide **structural firefighting on all airport property**. For assistance with other types of fires, the Town, subject to the availability of personnel and equipment and within the limits of available resources of the Town's fire fighting department, will respond to a call for firefighting assistance with such personnel and equipment as may be requested by the Authority;
4. Provide snow clearing, ice control, and regular road maintenance — including grading, patching, and line painting — for **groundside roads located on Airport property**, except for the roadway immediately in front of the terminal building. The applicable route is outlined in Schedule B.
5. Provide **municipal services** or cause them to be provided to service any development on Authority premises. Such services are to be provided to the property line of the Authority;
6. To provide regular operational line maintenance on **groundside water** and sewer infrastructure;
7. Provide procurement assistance for the acquisition of **goods and services**.
8. Provide **Fire Inspections on** buildings at the Airport.

9. Provide other **mutually agreed services** and support when possible, pending available resources.

AMENDMENTS

This agreement may be amended by a written agreement signed by both the Town and the Airport. No amendment, variation, addition, deletion, rider or other change to this Agreement shall have any force or effect unless it is in writing and is signed by both the Town and the Airport.

TERM of AGREEMENT

The Agreement will be in effect for 10 years from the date of signing. The Agreement can be extended with the written consent of both parties.

DISPUTE RESOLUTION

The following procedures shall be strictly followed to resolve disputes concerning the interpretation of the above provisions:

1. The first attempt at resolution will be a meeting between the President of the Authority and the Chief Administrative Officer within 10 days of the event giving rise to the dispute;
2. Should no agreement be reached at this stage, another meeting will be held within 10 days of the first meeting. It shall be attended by the Chairperson of the Board, the President of the Authority, and the Mayor and Chief Administrative Officer of the Town.
3. Should no resolution arise at this second meeting, the provision in dispute shall be referred to an independent arbitrator within 10 days; the parties agree that the decision of the arbitrator shall be final and binding on both parties. The lawyers for both parties in the dispute shall choose the arbitrator.

TERMINATION OF AGREEMENT

Both parties have the option to terminate the agreement by providing 180 days notice in writing to the other party.

SIGNED, SEALED AND DELIVERED

by GIAA in the presence of -

Chairperson

Chief Executive Officer

SIGNED, SEALED AND DELIVERED
by TOG in the presence of

Mayor

Chief Administrative Officer

Snow Clearing Maintenance Plan

Cobbs Pond Rotary Park Areas & Soccer Field Walking Track

1. Overview

This plan outlines snow-clearing responsibilities and operational priorities for:

- **Cobbs Pond Building**
- **Cobbs Pond Bulb Area**
- **Cobbs Pond Boardwalk**
- **Soccer Field Walking Track**

Snow clearing will be performed primarily by Recreation Department staff (2 staff total using one person per shift, 7 days/week) with support from Public Works staff when available and when Public Works priorities have been met under their approved snow plan. Staff other than Heavy Equipment Operators may be utilized if required and available.

2. Conditions for Activation

- Snow clearing will begin after 1 inch (2.5 cm) of accumulation.
 - Objective is to maintain minimum snow depth across all locations.
 - Snow events are considered complete when accumulation has stopped.
 - We will make every effort to ensure all priority areas are fully cleared within 36 hours after snowfall ends.
 - Freezing rain or ice formation – Salt applied when necessary
-

3. Equipment Available

Primary Equipment (Recreation Department)

- Kubota Blower with Salt Attachment
- Manual Snowblower (36-inch cut)
- Trackless Sidewalk Blower (as needed and available)

Additional Constraints

- Boardwalk cannot be sanded due to no equipment available that can complete this task.
- Boardwalk can be cleared with the manual blower in one cut or two cuts depending on preferred width.
- Equipment failure and limited resources.

4. Staffing

- **Recreation Department:**
 - Two staff total with one assigned daily 7 day/week to complete this workflow.
 - Work is completed on day shift unless Public Works can provide additional assistance when available.
 - **Public Works Department:**
 - Assists after completing their priority snow routes and snow plan obligations if required.
 - Provides equipment and any available staff if required when available.
-

5. Operational Priorities & Workflow

Priority 1 — Cobbs Pond Building

Equipment:

- Primary: Kubota Blower w/ Salt Attachment
- Secondary: Manual Snowblower

Tasks:

1. Clear all walkways and access points to the Cobbs Pond Building.
 2. Apply salt using salt attachment on the Kubota, conditions permitting.
 3. Ensure building access is maintained when practicable throughout ongoing snowfall if accumulation reaches 1 inch.
-

Priority 2 — Cobbs Pond Bulb Area

Equipment:

- Kubota Blower w/ Salt Attachment
- Sidewalk Blower w/ Salt Attachment (If needed and available)

Tasks:

1. Clear the bulb walking area.
2. Apply salt using the salt attachment if required.
3. Maintain area after snow events when depth exceeds 1 inch.

Priority 3 — Cobbs Pond Boardwalk

Equipment:

- Manual Snowblower (36-inch cut)
- One-cut or two-cut passes, depending on preferred width.
- No sanding abilities currently due to boardwalk width, weight restrictions, narrow bridges and lack of specialized sanding equipment.

Tasks:

1. Begin clearing once all higher priorities are completed.
 2. Use manual snowblower to clear entire boardwalk/walking trail surface.
 3. Complete with one or two blower passes depending on preferred width.
 4. Exercise additional caution due to no sanding capability.
-

Priority 4 — Soccer Field Walking Track

Equipment:

- Kubota Blower w/ Salt Attachment
- Trackless Sidewalk Blower w/ Salt Attachment (optional, if required and availability)

Tasks:

1. Clear full loop of the walking track.
 2. Apply salt using the salt attachment if required.
 3. Trackless sidewalk blower may be deployed if Kubota blower cannot maintain the route efficiently and snow plan obligations are met.
-
-

6. Timeline Expectations

- Recreation staff begin clearing as soon as priority thresholds are met (1 inch accumulation).
 - All attempts will be made to have full completion of all four areas within 36 hours after snowfall has stopped.
-

7. Public Works Support

- Public Works can assist after their approved snow plan obligations are fulfilled or when other staff are available.
 - Assistance may include equipment (Trackless Blower) or manpower to support Recreation staff.
 - Recreation remains the primary executing department.
-

8. Safety Considerations

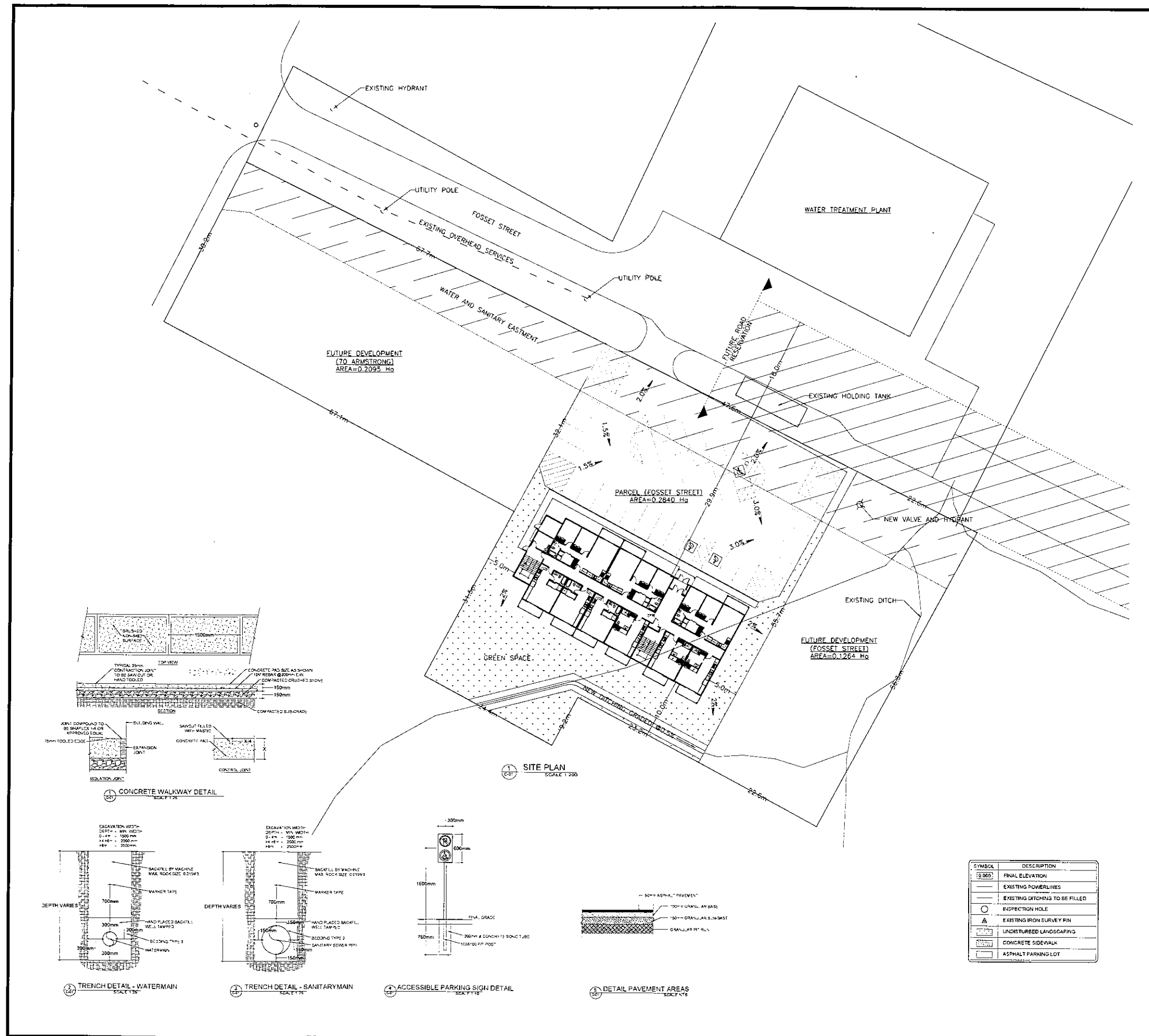
- Operators should be trained on Kubota, manual snowblower, and Trackless blower use.
- Boardwalk surfaces may remain slippery due to no sanding, so caution is required.
- Staff must follow safe operating speeds and maintain equipment according to winter protocols.

9. Documentation

- Areas cleared.
- Salt/sand applied to each area Y/N
- Materials used (salt/sand quantities)
- Any public safety concerns

9. Review & Improvements

- Annual review of this plan each fall.
- Updates based on new equipment, park changes, or operational feedback.
- Conduct a preseason meeting to review safety procedures.



PROJECT:
Apartment Complex
3-Storey, 21 Suites

OWNER NAME:
Kieffer Contracting Ltd.



LOCATION:
Fosset Street
(70 Armstrong Blvd.)
Gander, NL.

CONTENT:
OVERALL SITE PLAN

REVISION:

1.0	ISSUE FOR REVIEW	07-14-25
2.0	ISSUE FOR REVIEW	11-19-25

CONSULTANT:



STAMP:

DRAWN BY: M.K.

DESIGN BY: --

APPROVED BY: B.B.

SHEET:
C-01