

# MINUTES

Regular Meeting of Council  
Wednesday, November 23, 2022 @ 4:00 pm  
Council Chambers

**Present:**

<b>P. Farwell</b>	<b>Mayor</b>
<b>B. Ford</b>	<b>Deputy Mayor</b>
<b>W. Hoffe</b>	<b>Councillor</b>
<b>P. Woodford</b>	<b>Councillor</b>
<b>G. Brown</b>	<b>Councillor</b>
<b>S. Handcock</b>	<b>Councillor</b>

**Advisory and Resource:**

<b>B. Hefford</b>	<b>Town Clerk</b>
<b>K. Hiscock</b>	<b>Director of Corporate Services</b>
<b>J. Blackwood</b>	<b>Director of Planning and Development</b>
<b>N. Newell</b>	<b>Director of Community Services</b>
<b>H. Lowe</b>	<b>Director of Public Safety &amp; Protective Services</b>
<b>K. White</b>	<b>Communications Officer</b>

**Regrets:**

<b>T. Pollett</b>	<b>Councillor</b>
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## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

### 2022 Art Procurement Presentation

Deputy Mayor Ford announced the winners of the 2022 Art Procurement Program which saw the submission of 21 artworks from 13 local artists. The Town was able to purchase 6 of these pieces, bringing the total number of artworks in the Town's public collection since 2007 to 70 pieces.

This year's acquisitions are:

- An arrangement of local flowers pressed between glass by **Glenda Lidstone** entitled "**Gander Gardens**"
- An acrylic painting entitled "**Under Her Wing, Cobb's Pond**" by **Barbara Brazil**
- A photograph on canvas entitled "**Painted Pink**" by **Kristina Burt**
- An oil on canvas entitled "**Childhood Memories of Newfoundland**" by **Cassandra Gallant**
- and a fibre art weaving entitled "**Gander Lake at Sunset**" by **Lana Price**.

Additionally, the residents of Gander voted online via the Town’s Facebook page for “Residents’ Choice”. For 2022, the artwork with the most votes is an acrylic painting by **Kierra Horlick** entitled “**Sunrise at YQX**”.

These artworks will be displayed in the main lobby at the Town Hall during 2023.

### **3. APPROVAL OF AGENDA**

#### **Motion #22-193 Approval of Agenda**

Moved by Councillor Woodford and seconded by Councillor Brown that the Agenda for the Regular Meeting of Council on November 23, 2022 be adopted.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **4. MINUTES FOR APPROVAL**

#### **Motion #22-194 Regular Minutes for Approval**

Moved by Councillor Handcock and seconded by Councillor Woodford that the Minutes from the Regular Meeting of Council on October 26, 2022 be adopted as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **5. BUSINESS ARISING FROM PREVIOUS MINUTES** None.

### **6. REPORTS – STANDING COMMITTEES:**

#### **A. Community Services Committee:**

The Community Services report was presented by Deputy Mayor Ford.

The Community Services meeting was held on November 8, 2022. The meeting was chaired by T. Pollett, Councillor. Other members present included: W. Hoffe, Councillor; G. Brown, Councillor; N. Newell, Director of Community Services; B. Hefford; Town Clerk.

The following items were discussed:

### **Gander Rotary re Water Dispenser**

The Gander Rotary Club had requested in-kind assistance to install a water dispenser at Cobb's Pond Rotary Park. This request was referred to the Municipal Works Committee and are pleased to report that the Municipal Works Department can provide this assistance.

### **Royal Newfoundland Constabulary (RNC) Advertising Request**

The RNC Association is requesting support for their annual Community Guide. The topic this year will be focused on Senior Abuse Awareness to help educate and promote the public's roles to identify and address financial, mental, or physical abuse of seniors in NL. The Committee felt that while the RNC is supporting various worthwhile initiatives, they are not located regionally, and as a result, the Committee is not prepared to donate at this time.

### **Variance Report**

The Committee reviewed the quarterly variance report for the period ending September 30, 2022.

The Community Services Department is \$59,902 under budget with projected year to date expenditures of \$1,492,361.

Some of the individual factors contributing to this difference were:

- Heating Oil and Electrical savings of \$43,000 due to upgrades at the arena.
- Additional building rental revenue of \$16,000 that was not budgeted.
- Additional revenues from corporate sponsorships and button revenues at the Festival of Flight

### **The Cal LeGrow Foundation**

The Cal LeGrow Foundation is offering funding to help disadvantaged youth ages 2-21 in Newfoundland and Labrador. The foundation will consider funding innovative projects that address educational, social service, recreational and health care needs with a particular focus on mental health. Their mission is to give back to the community we serve by funding and supporting opportunities that inspire and impact youth.

The Committee would like the Director to apply for the funding before the deadline of November 23rd. Due to the close deadline, the Director will circulate funding ideas to Council for approval.

### **Town of Gander Flag Signed by Come From Away**

The Town of Gander flag that was displayed backstage at the Broadway show Come From Away in New York City since 2017 has been gifted to the Town of Gander. On closing night, the flag was signed by all the cast and both writers. The suggestion was to have the flag framed and placed in an appropriate location for viewing. The Committee agrees with this suggestion and asks that the department explore options to have it displayed. It was also discussed having a plaque with a brief description of the background for the public to read.

### **Music NL Update**

In the 2022 budget, \$5,000 was allocated for a project by the non-profit group Music NL. They applied for funding for an innovative Canadian project called Music Cities. Music Cities works with local musicians/writers and provides a global outlet for them to market their music, along with developing Gander as “the” place in NL for them to meet, play and develop. The artists play a major role in all developments, with guidance from Music NL, FACTOR, a music industry funder who works under Heritage Canada, and Sound Diplomacy, a Canadian music consulting agency. The new not-for-profit will be called Centre for Music Ecosystems. It is still being requested to support the new non-profit group with the \$5,000. The Committee agrees since the end goal is what the original project was intended to do.

### **Gander Parkinson’s Fitness Request**

The Director advised that she has spoken with an individual who has been working with other residents of Gander to form a group called Gander Parkinson’s fitness. They are meeting weekly for an exercise/support program at a local church and are looking for funding opportunities to purchase equipment and if the Town of Gander can help support them. The Director advised the Committee that the Town can help by supporting their application. The Town would be responsible for administering the funding and ensuring the final report is complete. The committee felt that the Department should do this to support this group.

### **Upcoming Events**

The following events will be taking place in the coming months:

- Nov 30: Christmas Tree Lighting
- Dec 3: Santa Claus Parade
- Dec 9 – 11: Gander Minor Hockey Female Tournament
- Dec 11: Skate with Santa

Dec 16 – 18: AAA U15 Hockey Tournament

**B. Municipal Works & Services Committee:**

The Municipal Works & Services Committee report was presented by Councillor Woodford.

The Municipal Works & Services Committee meeting was held on November 9, 2022. The meeting was chaired by T. Pollett, Councillor. Other members present included: S. Handcock, Councillor; P. Farwell, Mayor; J. Blackwood, Director of Municipal Works & Services (A); B. Hefford, Town Clerk; G. Whitt, Administrative Support Clerk.

The following items were discussed:

**2023 Waste Transfer Station Service**

The Committee discussed the Waste Transfer Station Service provided to residents on select Saturdays throughout the year. Tender 20-20; Provision and Operation of a Waste Management Saturday drop off Transfer Station is effective until December 31, 2023.

Keeping consistent with previous years, the events will take place on select Saturdays from 8 a.m. – 4 p.m. throughout the year. The following are the scheduled dates for 2023:

- January 7<sup>th</sup>
- March 11<sup>th</sup>
- April 15<sup>th</sup> & 29<sup>th</sup>
- May 13<sup>th</sup> & 27<sup>th</sup>
- June 10<sup>th</sup>
- July 8<sup>th</sup>
- August 12<sup>th</sup>
- September 9<sup>th</sup>
- November 18<sup>th</sup>
- December 9<sup>th</sup>

The Mayor suggested that the Town may need to remind residents of the financial structure of this program. Every event is provided a direct subsidy by the Town of Gander to ensure the service is available. Any decision to increase the frequency would require additional subsidy.

**2022 – 2<sup>nd</sup> Quarter Wastewater Effluent Quality Report - REVISED**

The 2<sup>nd</sup> Quarter Wastewater Effluent Quality Report was presented to Council at the meeting held on August 3, 2022. The Report indicated a small deviation from the federal guidelines that was attributed to high readings un-ionized ammonia in one sample result.

This caused the results for the quarter to be elevated. Upon review, it was noted that cell maintenance using a motorized boat caused effluent mixing prior to taking the sample may have affected the test results.

The Town has since received a revised certificate of analysis from Avalon Laboratories to amend the sample data for PH and un-ionized ammonia test results. The discrepancy was confirmed to be due to a laboratory transcription error and is tracked as a nonconformity under their management system.

The revised report shows the effluent quality for this period was within the recommended guidelines.

### **2022 – 3<sup>rd</sup> Quarter Wastewater Effluent Quality Report**

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

The most recent report is for the 3<sup>rd</sup> quarter, 2022, where the results show the effluent quality is within the recommended guidelines.

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

Mayor Farwell recognized the Supervisor of Water and Sewer, and his staff for hosting a tour of the Wastewater Treatment facility for Municipalities NL Conference attendees on November 2, 2022. Council is pleased with the positive feedback received and extends its appreciation to the staff who manage, operate and maintain the facility to the highest standards.

Council would also like to acknowledge the Water/Sewer Treatment Plant Operators, who operate and maintain the Water Treatment facility with exceptional standards as well. Guided tours are hosted at both facilities to a variety of groups throughout the year. The Town of Gander has since gained recognition throughout the province for the knowledge, skills and pride in workmanship that is demonstrated by the staff.

Both facilities are ranked as Class III operation systems and the staff meet or exceed the educational requirements and certifications to operate and maintain the plants. The Water/Sewer Technicians are also educated and certified to monitor the facilities as required.

### **Report – Library Siding Replacement**

The Director (A) advised the Committee that the project to replace the library siding is now complete.

The Gander Public Library is a municipally owned building that is occupied, free of charge, by NL Public Libraires under a partnership agreement. The Library Board pays for operational expenses such as heat and light and the Town of Gander provides for the capital maintenance of the building. As the building ages, needs increase and the Town prioritizes funding to ensure the facility can fulfill its role as a community resource for residents of all walks of life. In addition to the traditional role of providing access to reading resources, the Gander Public Library has changed with the times to become an access point for online services, as well as a technology-based learning center. It is a critical hub for people facing socio-economic barriers to access services to meet many essential needs. All free of charge!

Commencing in May, the old siding, building wrap, caulking, and exterior trim were removed and replaced with new. Paint was applied to the existing garage door and fascia to match the new trim. In addition, areas of rot were identified and replaced as required, including sections of the roof. The project was completed with labour of town staff and direct expenses were \$28,000, which was \$2000 under budget.

The project duration was approximately four weeks longer than scheduled due to unforeseen delays such as covid protocols, delivery of materials and extra roof work required.

The Town has since received correspondence from the Central Region Manager, extending thanks for the upgrade to the facility and for the high skill level and professionalism from the Municipal Works staff. Council is pleased with the positive feedback received and extends its appreciation to the staff who managed and completed the required upgrades.

The Town of Gander views its role as a partner in this facility as one of its greatest contributions to the social fabric of its community and is proud of its continued commitment to investment in Gander Public Library. It also thanks the local leadership for their role in making this long-standing partnership a true success.

### **Central Regional Service Board, 2023 Budget**

The Committee reviewed the 2023 operational budget for the Central Regional Service Board (CRSB). Presented was a balanced budget with revenues and expenditures of \$8,479,232.

Due to increased operational costs CRSB has increased the following fees for 2023:

- Residential curbside collection, from \$83 to \$90 per household.
- Disposal fees, from \$136 to \$140 per tonne
- Sorted materials, including cardboard, from \$55 to \$60 per tonne

## Variance Report, 3<sup>rd</sup> Quarter

The Committee reviewed the quarterly variance report for the period ending September 2022. The Municipal Works Department is \$142,667 over with a projected year to date expenditure of \$5,626,973.

Some of the individual factors contributing to this difference were:

- Diesel fuel increased in cost, \$7000.
- Additional asphalt patching required, \$40,000.
- Consulting service for Asset Management Plan, \$6,250.

## Notable Dates

- The next Transfer Station event on McCurdy Drive is scheduled for December 10<sup>th</sup>. Hours of operation are 8 a.m. – 4 p.m.

Council would like to remind residents that details of notable dates and events can be viewed on the Town of Gander Website at [www.gandercanada.com](http://www.gandercanada.com).

### C. Public Safety & Protective Services Committee:

The Public Safety & Protective Services Committee report was presented by Councillor Handcock.

The Public Safety & Protective Services Committee was held on November 10, 2022. The meeting was chaired by S. Handcock, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; B. Ford, Deputy Mayor; T. Pollett, Councillor; W. Hoffe, Councillor; H. Lowe, Director of Protective Services/Fire Chief; G. Whitt, Administrative Support Clerk.

The following items were discussed:

## Variance Report, 3<sup>rd</sup> Quarter

The Committee reviewed the quarterly variance report for the period ending September 2022.

The Public Safety Protective Services Department is \$31,216 under budget with a projected year to date expenditure of \$1,182,413.

Some of the individual factors contributing to this difference were:

- Use of Force training was provided at the provincial conference -\$7,000.
- Variance carried forward from previous quarterly reports, -\$24,000.



## Department Activity Report

- GFR is pleased to announce that four new recruits have completed their probationary period and are now active firefighters.
- Halloween event participation included Trunk or Treat at Fraser Rd United Church and the Pumpkin Patrol, where GFR and MEO's passed out treats to the children while monitoring residential streets for safety.
- GFR hosted a tour of the Fire Hall for approximately 40 Cub Scouts members.
- GFR and MEO's participated in the event Wear Red Wednesday in support of Cst. Yang on Nov 2<sup>nd</sup> and the Remembrance Day Celebrations.
- GFR attended a safety talk at Crossroads Family Resource Center on Nov 4<sup>th</sup> and will also be participating in the Movember fundraiser. T-shirts will be advertised, and proceeds will be in support of prostate cancer.
- The MEO's participated in a Book Reading at the Gander Public Library and a Safety Talk with the Girl Guides.
- The Department will be hosting a "warm the wee ones" appeal again this year commencing Nov 10<sup>th</sup>.

### D. Planning & Development Committee:

The Planning & Development Committee report was presented by Councillor Brown.

The Planning & Development Committee meeting was held on November 15, 2022. The meeting was chaired by G. Brown, Councillor. Other members present included: B. Ford, Deputy Mayor; S. Handcock, Councillor; T. Pollett, Councillor; J. Blackwood, Director of Planning & Development; B. Hefford, Town Clerk.

The following items were discussed:

### Tree Deposit Policy

The Committee reviewed the Municipal Residential Landscaping Regulation, specifically the section related to tree planting on new residential properties. After observing a relatively low uptake in the program, the Committee is suggesting that the allowable time period to permit new home developers to avail of the program be extended from 24 months to 36 months and that staff work to help educate new builders on the program in the hopes that more people will plant trees on their residential lots and reclaim the deposit held by the Town.

The Committee intends to consult with the Town of Gander Civic Enhancement Committee on the changes.

**Motion #22-195  
Tree Deposit Policy**

Moved by Councillor Brown and seconded by Councillor Handcock that the Residential Landscaping Regulation be presented for first reading as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The changes will be eligible for second reading and adoption at the January 18, 2023, Regular Meeting of Council.

**Home Based Business – 46 Cochran Street**

The Committee reviewed a Home-Based Business application from a resident at 46 Cochran Street. The applicant, *Bright Beginnings Childcare* is seeking Council's permission to operate a childcare business from that property.

The property is situated in a Residential Medium Density Zone and home-based business is permitted as a discretionary use. Discretionary use notices were advertised with no objections being received by the advertised deadline.

**Motion #22-196  
Home Based Business – 46 Cochran Street**

Moved by Councillor Brown and seconded by Deputy Mayor Ford that *Bright Beginnings Childcare* be permitted to operate a home-based business from 46 Cochran Street.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Home Based Business – 4 Magee Road, Apartment #207**

The Committee reviewed a Home-Based Business application from a resident at 4 Magee Road Apartment #207. The applicant, *Royal Snow and Yard Maintenance* is seeking Council's permission to operate a home-based office from that property.

It is noted that home occupation is permitted as a discretionary use for the zone in which this property is located. Discretionary use notices were advertised with no objections being received by the advertised deadline.

**Motion #22-197**

**Home Based Business – 4 Magee Road, Apartment #207**

Moved by Councillor Brown and seconded by Deputy Mayor Ford that *Royal Snow and Yard Maintenance* be permitted to operate a home-based office from 4 Magee Road, Apartment #207.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Protection of the Gander Lake Watershed/Habitat**

The Committee reviewed correspondence from a resident of Appleton seeking Council’s support in protecting a portion of the Gander Lake Watershed identified as Charlie’s Place located between the outfall of Northwest and Southwest Gander Lake. After reviewing the request, the Committee is recommending that Council continue to be engaged on the proposal but would like more information before making representation on the proposal. Currently, all activity within this area is regulated by various regulatory bodies of the Provincial Government and Municipalities who share the resource of Gander Lake and its watershed for potable water are consulted on these activities. The Committee is recommending that staff continue to monitor the proposal and report any developments to Council.

The Mayor asked if this request involved concerns around regulatory compliance for the environment or if it was based around cultural sensitivities?

The Director of Planning and Development suggested it was both, but primarily around the environmental impacts.

The Town of Gander is satisfied that the regulatory processes are in place to consider these aspects but will do some additional research.

**Departmental Variance Report**

The Committee reviewed the Planning and Development Departmental Variance Report for the period ending September 30, 2022. With timing adjustments, the department is demonstrating an overall savings \$24,932 which is mostly attributed to increased revenues in building permits and compliance requests. The Committee was pleased with the report and forwards it to the Corporate Services Committee for their review and consideration.

## **Proposed Traffic Study**

In response to traffic concerns within Gander, the Committee was presented with a proposed scope of work for a traffic study. This work is to provide Council with verified data at these intersections and to provide recommendations for improvements.

The recommended scope of work would include the intersections of Raynham/Cooper, Memorial/Cooper, Markham/Lindbergh/Airport, Raynham/Magee Road "Crosswalk", Laurell/Cooper/James-Cooper Extension.

### **E. Governance & Legislative Services Committee:**

The Governance & Legislative Services Committee report was presented by Deputy Mayor Ford.

The Governance & Legislative Services Committee was held on November 16, 2022. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: W. Hoffe, Councillor; G. Brown, Councillor; T. Pollett, Councillor; D. Chafe, CAO; B. Hefford, Town Clerk/Director of Governance & Legislative Services; K. Bull, Deputy Municipal Clerk.

The following items were discussed:

### **Health Accord NL**

Council will host a roundtable discussion on recommendations of the Health Accord NL on November 22, 2022 from 6 – 8 PM at the Quality Inn and Suites. The primary concern is the proposed permanent closure of the obstetrics unit at James Paton Memorial Regional Hospital. Invited guests include family physicians, new mothers, a retired OBS nurse and representatives from Family Resource Centres in the region. There are several other stakeholders expected to attend.

It is Council's hope that this roundtable will result in increased awareness of the Health Accord NL recommendations and encourage community engagement.

Deputy Mayor Ford elaborated on the event, which did occur on November 22. By all regards it was a success, in that a large cross section of the population participated. It was a venue that encouraged people to speak candidly. The discussion highlighted many perspectives that Council did not fully understand or consider prior. It also provided a core group who confirmed their willingness to remain engaged and participate at various capacities.

The Mayor indicated that this is an important step in ensuring the foundational work completed by the Town of Gander is supplemented by concerned residents from Gander, but more importantly from surrounding communities. This population will also experience impacts on their health services.

As he has said repeatedly, Gander is the location of a building, but the hospital belongs to all the residents of Central NL. This is not about Gander and Grand Falls Windsor, as those communities represent only 30% of central NL's population. The other 70 live in communities throughout the region.

Councillor Brown stated that the other aspect of this discussion that remains concerning is that the focus of the diversion is in-patient obstetrical services. However, it is becoming apparent that the ability of the health system to maintain outpatient obstetrical services, midwifery, gynecological services, and pediatrics will also be strained. These programs are independent of each other and in many cases, the loss of one will have significant impacts on the sustainability of the other. This is particularly true in that medical practitioner's ability to practice to their full scope of practice has emerged as one of the leading considerations in the Province's ability to attract and retain skilled professions.

### **Housing Needs Assessment**

The Honourable John Abbott, Minister of Children, Seniors and Social Development and the Minister responsible for Newfoundland and Labrador Housing Corporation has committed to a Housing Needs Study for several communities in the Province. The provincial government has contracted Memorial University of Newfoundland and Labrador to conduct the study. The Town has the option of receiving the data from the MUN study or hiring their own consultant on a cost-shared basis.

The Committee is very interested in this project and would like to have input in the development of the Terms of Reference and would also like to have representation on the Housing Needs Committee.

### **Budget Survey**

The Town posted a budget survey on [www.gandercanada.com](http://www.gandercanada.com) in September so that residents could provide anonymous input for Council to consider when preparing the 2023 budget. There were 397 submissions, which Council and staff have reviewed at length.

The Committee hopes to use online survey as an engagement tool to gain a better understanding of the community's needs. It also can be used to benchmark Council's effectiveness in consulting with residents and sub sectors of the community.

The Committee feels that the information identifies opportunities to communicate with residents to ensure better understanding of the services and priorities of Council.

## Departmental Variance Report

The year-to-date variance report was reviewed and found to be in order. The Governance and Legislative Services Department is showing a surplus of \$24,911.00.

## Phone System

The Committee reviewed correspondence from a resident who is concerned that he does not always get a live answer when he calls the Town Hall. The Committee feels that the concerns are valid and has asked Management to propose a solution.

### F. Corporate Services Committee:

The Corporate Services Committee report was presented by Councillor Hoffe.

The Corporate Services Committee meeting was held on November 16, 2022. The meeting was chaired by W. Hoffe, Councillor. Other members present included: T. Pollett, Councillor; P. Woodford, Councillor; G. Brown, Councillor; K. Hiscock, Director of Corporate Services; D. Chafe, CAO; B. Hefford, Town Clerk.

The following items were discussed:

### Open Call for Bid # OC 22-07 Three Full Size (1/2 Ton) Ext Cab 4X4 Pickup Truck

The Corporate Services Committee was presented with the results of the open call for bid for the purchase of three full size extended cab 4X4 pickup trucks. There were two bids received, with the lowest bid that met specifications submitted by Hickman Motors Limited in the amount of \$155,829.60, HST included.

This item is \$21,311.70 over budget.

### Motion #22-198

#### Open Call for Bid # OC 22-07 Three Full Size (1/2 Ton) Ext Cab 4X4 Pickup Truck

Moved by Councillor Hoffe and seconded by Councillor Brown the open call for bid # OC 22-07 for the purchase of three (3) full size (1/2 Ton) Ext cab 4X4 pickup trucks be awarded to Hickman Motors Limited in the amount of \$155,829.60, HST included be approved.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Open Call for Bid # OC 22-09 Sale of One (1) Used 2014 Dodge Charger**

The Corporate Services Committee was presented with the results of the open call for bid for the sale of one (1) 2014 Dodge Charger. There was one bid received submitted by Brian Noseworthy in the amount of \$115.00, HST included.

#### **Motion #22-199**

### **Open Call for Bid # OC 22-09 Sale of One (1) Used 2014 Dodge Charger**

Moved by Councillor Hoffe and seconded by Councillor Brown the open call for bid # OC 22-09 for the sale of One (1) used 2014 Dodge Charger unit # 803 with serial # 2C3CDXAT8EH279157 be awarded to Brian Noseworthy in the amount of \$115.00, HST included.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Postage Machine Lease Agreement**

The Committee was presented with the 5 year lease agreement from Pitney Bowes for a new mail out machine in the SendPro series.

The lease agreement will result in a modest savings of \$250 annually.

#### **Motion #22-200**

### **Postage Machine Lease Agreement**

Moved by Councillor Hoffe and seconded by Councillor Woodford the 5-year lease agreement with Pitney Bowes for one (1) SendPro series mailout machine be approved as attached.

In Favour: 6      Opposing: 6

**Decision:** Motion carried.

### **Quarterly Variance & Capital Report**

The Committee was presented with the unaudited operating and capital reports for the third quarter to September 30, 2022. The operating report indicates a projected surplus of \$367,808 with a projected year to date expenditures of \$14,358,221.

Some of the individual factors contributing to this difference not previously reported by other Committee reports were:

- Delay in proposed development with Gander International Airport results in \$450,000 savings

The capital report indicates purchases are within budget for the third quarter of the year.

The Committee was pleased the financial reports to date are within budgeted amounts.

**G. Committee of the Whole:**

The Committee of the Whole report was presented by Deputy Mayor Ford.

The Committee of the Whole meeting was held on November 17, 2022. The meeting was chaired by P. Farwell, Mayor. Other members present included: B. Ford, Deputy Mayor; G. Brown, Councillor; P. Woodford, Councillor; W. Hoffe, Councillor; D. Chafe, Councillor; B. Hefford, Town Clerk; K. Bull, Deputy Municipal Clerk; J. Blackwood, Director of Planning and Development; N. Newell, Director of Community Services; H. Lowe, Director of Public Safety and Protective Services.

The following items were discussed:

**Extension of Cooper Boulevard Walkway**

The Town of Gander has been selected as a recipient of the Government of Canada's Active Transportation Fund and will receive \$54,180.00 in funding to upgrade the multiuse trail along Cooper Boulevard. The Town's share of this project is \$36,120.00.

**Motion #22-201**

**Extension of Cooper Boulevard Walkway**

Moved by Deputy Mayor Ford and seconded by Councillor Brown that the Town of Gander confirms that it meets all the requirements of Canada Active Transportation Fund Agreement, and that the Town Clerk shall be authorized to execute the agreement on behalf of the Town of Gander and receive funding of \$54,180.00.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**H. Other Reports:**  
None



**7. ADMINISTRATION**  
None

**8. CORRESPONDENCE**  
None

**9. NEW BUSINESS**

**Firefighters Presentation**

When a firefighter is going through their recruit training and probationary period, which takes one year, they wear a helmet with Probationary firefighter on the helmet. Once the probationary firefighter finishes their recruit training and probationary period, they receive a firefighter helmet to signify that they are a qualified firefighter.

Councillor Handcock presented the following with their helmets:

Alex Fancy joined Gander Fire Rescue on Nov 14, 2020, part way through his probationary period he took time off to go to school for Heavy Equipment Operator. Alex returned to the department after school and now is a Heavy Equipment Operator with Beaver Brook Mine.

Greg Collins joined Gander Fire Rescue on Nov 6, 2021. Greg is this year's recipient of the Rookie of the Year award presented at the Gander Fire Rescue Annual Banquet. Greg is a technician with Speedy Glass.

Tyler Hodder joined Gander Fire Rescue on Nov 6, 2021. Tyler is an Air Traffic Controller with Nav Canada.

Andrew Poulin joined Gander Fire Rescue on Nov 6, 2021. Andrew is a Flight Engineer with Canadian Armed Forces.

**10. ADJOURNMENT**

**Motion #22-202**

**Adjournment**

There being no further business, it was moved by Councillor Brown and seconded by Deputy Mayor Ford that the meeting be adjourned.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:26 p.m.

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**P. Farwell, Mayor**

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**B. Hefford, Town Clerk**



## RESIDENTIAL LANDSCAPING REGULATIONS

Adopted by the Town Council of the Town of Gander on the **28<sup>th</sup>** day of **February, 2018** and to come into effect as of the **1<sup>st</sup>** day of **March, 2018**.

A copy of these Regulations was forwarded to the Minister of Municipal Affairs and Environment on the **8<sup>th</sup>** day of **March, 2018**.

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MAYOR

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TOWN CLERK

**PUBLISHED BY AUTHORITY**

The following regulations have been made by the Town of Gander under the provisions of Section 35(1)(c) and any other section found enabling, of the Urban and Rural Planning Act, 2000, as amended.

Adopted by the Town Council of the Town of Gander on the 28<sup>th</sup> day of February, 2018.

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**MAYOR**

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**TOWN CLERK**

**RESIDENTIAL LANDSCAPING REGULATIONS**

1. These regulations may be cited as the Town of Gander Residential Landscaping Regulations.
2. Modifications to existing driveways or installation of a new driveway on a corner lot require a permit from the Town of Gander.
3. Application for a permit can be made at:

**Town Hall**  
Engineering Department  
100 Elizabeth Drive  
Gander, NL A1V 1G7

**Phone**  
(709) 651-5915

**Permit Fee:**

Driveway permit \$25.00  
Curb cutdown \$20/M (Min. \$100 charge)  
Sidewalk Removal & Replacement \$175/M  
Fee to be paid upon submission of application.

**General Information**

The purpose of this landscape regulation is to ensure a suitable level of appearance in residential areas. The following landscape standard represents the Town of Gander's minimum criteria for landscape design of new residential properties and upgrading to existing properties. Landscaping must be completed while adhering to the Town of Gander's grading requirements.



## Application

Residential properties, as identified above, will be required to adhere to the standards outlined within this document. Landscaping shall be a condition of the issuance of an Occupancy Permit for new dwellings and shall apply to said residential properties within the Town of Gander.

## Process


At the building permit application stage of a new home the landscape standards outlined within this schedule shall be presented to the applicant. When a building permit for a new home is issued, the applicable landscape standards outlined within this document shall apply. The inspector has the discretion to approve minor variances of these guidelines. Landscaping for new residential properties must be completed while adhering to the Town of Gander's grading requirements.

## Definitions

1. **Landscaping** means any combination of trees, shrubs, flowers, grass or other horticultural elements, decorative stonework, paving, screening or other architectural elements, all of which is designed to enhance the visual amenity of a property or to provide a screen between properties in order to mitigate objectionable features between them.
2. **Hard Landscaping** means landscaping for the purpose of parking and pedestrian traffic. This landscaping shall include but not be limited to, asphalt, concrete, patio/paving stones, class 'A' or other similar material as approved by the Town of Gander.
3. **Soft Landscaping** means landscaping used for drainage control, erosion control and the beautification of property. This landscaping shall include but not be limited to, sodding, seeding, ornamental stone, shrubs, trees and the like.
4. **Inspector** means any person appointed and engaged as an Inspector by the Authority.
5. **Front Yard** means the area between the established front building line and the curb

## Standards

Once an occupancy permit has been issued the owner shall have **one year** to complete front yard landscaping and **three years** to complete the remaining property to the following standards:

- The entire property must be landscaped from boundary to boundary, front and rear.
  - Landscaping of Town road right of ways adjacent the property shall be the responsibility of the property owner. All areas between the curb/sidewalk and the property boundary are to be landscaped.
  - Areas with sodding or seeding will require a minimum 100mm of topsoil.
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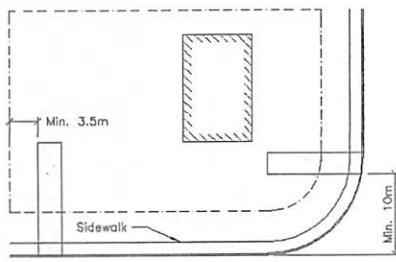
- The property owner/contractor must ensure that the lot is landscaped and in conformance with the Town of Gander's grading policy.
- Existing landscape features may be retained at the discretion of the authority if the existing landscaping does not pose erosion and drainage control issues and achieves the intent of this document.
- Landscaping shall not be completed in any manner that violates any municipal or provincial regulation or standards.
- The property owner shall not shed water or direct drainage onto adjacent properties in conformance with the provincial Occupancy and Maintenance Regulations.
- All embankments shall be treated with Soft-Cover Landscaping to aid in the control of drainage and erosion.
- Where the applicant proposes to use landscape materials for ground cover other than seed or sod (e.g. ground cover perennials, mulching, ornamental stone, as approved by the Inspector), it shall be ensured that the material is appropriately contained, stays in place and does not spill onto the sidewalk or into the street right-of-way.
- Not more than 50% of the front yard is to be hard landscaped unless otherwise approved by Council.
- Not more than 50% of the street frontage shall be driveway. Row dwellings, with smaller minimum street frontage requirements, will be permitted to have hard surfaced driveways to a maximum of 3.5 metres.
- Driveways shall not be located within:
  - 0.3m of the boundary on the driveway side (greater distance may be required depending on lot grading).
  - 3.5m of the boundary on the non-driveway side.
- Driveways shall be hard surfaced and conform to section 71 of the Town of Gander's Development Regulations.
- Second driveways are only permitted by widening of existing approved driveway.
- On a corner lot, a second driveway may be approved off the secondary street. Both driveways should be on the side away from the intersection.
- No vehicular access shall be closer than 10 metres to the street line of any street.
- Circular driveways will only be considered by special permission of Council.
- Walkways leading to secondary entrances may be established in a minor sideyard provided 1.5 metres of soft landscaped area is left from the outside edge of the walkway to the property line.

### **Tree Planting**

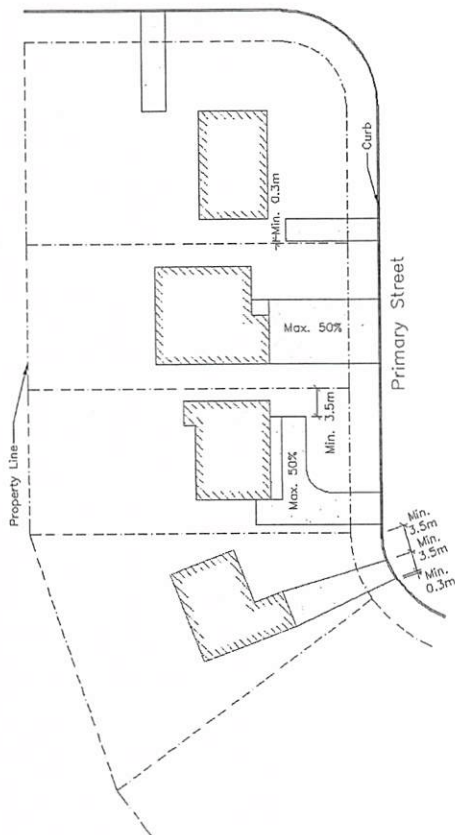
- A minimum of one tree shall be planted in the front yard on every newly developed residential lot (property).
- A deposit of \$300.00 shall be attached to each new Building Permit, refundable upon confirmation that a tree has been planted on that property.

If a tree has not been planted within the specified time period, not exceeding ~~24 months~~, **36 months** the Town of Gander shall retain the deposit to be placed in a Civic Enhancement tree fund. These funds will be used to plant trees at other locations within the community. The applicant who applies for the building permit is responsible for informing the Town that the regulation has been met before the ~~24 month~~ **36 month** period has passed in order to receive the refund.

- Information regarding types of deciduous and coniferous trees, such as recommended species, growth habits and heights, and planting details, can be found online in the Town of Gander’s Landscape Regulations [www.gandercanada.com](http://www.gandercanada.com).
- Planting under distribution lines may be permitted subject to the approval of the utility provider.
- No tree shall be planted closer than 3.0 metres from any water/sewer line.



Secondary Street





Lease Agreement

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Agreement Number

Your Business Information

Full Legal Name of Lessee / OA Name of Lessee

TOWN OF GANDER

Federal Business Number

Sold-To: Address

100 ELIZABETH DR, GANDER, NL, A1V 1G7, CA

Sold-To: Contact Name

Suzanne White

Sold-To: Contact Phone #

7098515805

Sold-To: Account #

0013461767

Bill-To: Address

100 ELIZABETH DR, GANDER, NL, A1V 1G7, CA

Bill-To: Contact Name

Suzanne White

Bill-To: Contact Phone #

7098515805

Bill-To: Account #

0013461767

Bill-To: Email

swhite@gandercanada.com

Ship-To: Address

100 ELIZABETH DR, GANDER, NL, A1V 1G7, CA

Ship-To: Contact Name

Suzanne White

Ship-To: Contact Phone #

7098515805

Ship-To: Account #

0013461767

PO #

Your Business Needs

Qty	Item	Business Solution Description
1	SENDPROCAUTOFEEDCA	SendPro C Series Auto Canada
1	1FXA	Interface to InView Dashboard
1	7H10	SendPro C Series PSD - Canada
1	6H10	Canadian SendPro C500 Base
1	AD880-4430	Purostor Returns Waybill Mississauga
1	APAC	Connect+ Accounting Weight Break Reports
1	APAX	Cost Acctg Accounts Level (100)
1	APB2	Cost Accounting Devices (10)
1	APKN	Account List Import/Export
1	C3CE	SendPro C525 - SendPro C Economy 2.5kg
1	CAAB	Basic Cost Accounting
	F9S5	SendPro C Auto Install and Training
1	ME1A	Meter Equipment - C Series
1	MP8110	SendPro C Series Scale Upgrade



1	PAB1	C Series Premium App Bundle
1	PTJ1	SendPro Online-PitneyShip
1	PTJA	SPO-PitneyShip Basic 1 User
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK2	SendPro C Series Shipping Integration
1	SJS2	Softguard For SendPro C500
1	STDSLA	Standard SLA-Equipment Service Agreement (for SendPro C Series Auto Canada)
1	ZH24	Manual Weight Entry
1	ZH28	H203 85 LPM Speed
1	ZHC6	SendPro C500 Base System Identifier
1	ZHCA	SendPro C Series Canada Letter Rates

GST/HST Number 10421 2717 RT0002    QST Number 100087817 TQ0132

**Your Payment Plan**

<b>Initial Term: 60 months</b>	<b>Initial Payment Amount:</b>	
<b>Number of Months</b>	<b>Monthly Amount</b>	<b>Billed Quarterly at*</b>
60	\$ 179.00	\$ 537.00

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- PitneyWorks® transaction fees included
- PitneyWorks® transaction fees extra

\*Does not include any applicable sales, use, or property taxes which will be billed separately.

**Your Signature Below**

The parties hereto have expressly required that this Agreement, and all documents relating to it, be drawn up solely in English. Les parties aux présentes ont expressément exigé que le présent contrat, ainsi que tout documents s'y rapportant, soit rédigé en langue anglaise seulement.

By signing below, you agree to be bound by all the terms of this Agreement, including those located in the Pitney Bowes Terms (Version 9/20), which are available at <https://www.pitneybowes.ca/termsandconditions> and are incorporated by reference. You acknowledge that you may not cancel the lease for any reason and that all payment obligations are unconditional. The lease will be binding on us after we have completed our credit and documentation approval process and have signed below. The lease requires you either to provide proof of insurance or participate in the ValueMAX® equipment protection program (see Section 10 of the Pitney Bowes Terms) for an additional fee. If software is included in the Order, additional terms apply which are available by clicking on the hyperlink for that software located at <https://www.pitneybowes.com/ca/en/licence-terms-of-use/software-and-subscription-terms-and-conditions.html>. Those additional terms are incorporated by reference.

\_\_\_\_\_  
 Lesson Signature  
 \_\_\_\_\_  
 Print Name  
 \_\_\_\_\_  
 Title  
 \_\_\_\_\_  
 Date  
 \_\_\_\_\_  
 Email Address

PITNEY BOWES OF CANADA LTD.  
 \_\_\_\_\_  
 Pitney Bowes Signature  
 \_\_\_\_\_  
 Print Name  
 \_\_\_\_\_  
 Title  
 \_\_\_\_\_  
 Date

**Sales Information**

JAMIE ANGLIN

jamie.anglin@pb.com

Account Rep Name

Email Address