

MINUTES

Regular Meeting of Council
Wednesday, October 23, 2024 @ 4:00 p.m.
Council Chambers

Present:

P. Farwell	Mayor
B. Ford	Deputy Mayor
T. Pollett	Councillor
S. Handcock	Councillor
M. White	Councillor

Advisory and Resource:

J. Knee	Director of Community Services
A. Quilty	Director of Public Safety & Protective Services (A)
J. Blackwood	Director of Planning and Public Works
B. Hefford	Director of Governance & Legislative Services/Town Clerk
K. Hiscock	Director of Corporate Services
K. White	Communications Officer
A. Oldford	Policy and Legislation Clerk

Regrets:

W. Hoffe	Councillor
P. Woodford	Councillor

1. CALL TO ORDER

The Meeting was called to order at 4:00 p.m.

2. LAND ACKNOWLEDGEMENT

3. VISITORS/PRESENTATIONS

4. APPROVAL OF AGENDA

Motion #24-187

Approval of Agenda

Moved by Councillor Handcock and seconded by Councillor Pollett That the Agenda for the Regular Meeting of Council on October 23, 2024 be adopted.

In Favour: 5 Opposing: 0

Decision: Motion carried.

5. MINUTES FOR APPROVAL

Motion #24-188

Regular Minutes for Approval

Moved by Councillor Pollett and seconded by Councillor White that the Minutes from the Regular Meeting of Council on September 25, 2024 be adopted as presented.

In Favour: 5 Opposing: 0

Decision: Motion carried.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

7. REPORTS – STANDING COMMITTEES:

A. Community Services Committee:

The Community Services Committee report was presented by Councillor Pollett.

The Community Services Committee meeting was held on October 9, 2024. The meeting was chaired by T. Pollett, Councillor (Chair). Other members present included: B. Ford, Deputy Mayor; W. Hoffe, Councillor; B. Hefford, Director, Governance and Legislative Services; and J. Knee, Director, Department of Community Services.

The following items were discussed:

Sports Field Enhancement – Proposed Building

The Committee reviewed options for a support building at the Gander Sports Field Complex. The recommended option was based on consultation with user groups which identified storage as a primary need, in addition to a small canteen, viewing area, and meeting space.

The Committee recommends that this item be forwarded to the Committee of the Whole for further review and discussion.

Street Naming Suggestion

The Committee reviewed a submission for the Street name “Dawe”. After careful consideration, it was determined that this name does not meet the current Street Naming Policy. The Committee does feel that the policy needs to be updated to allow for names outside of aviation suggestions.

Events and Active Living Proposal

The Committee reviewed a proposal regarding an Events and Active Living feasibility study. The study from Collier's Project Leaders would provide Council with future direction regarding Events and Active Living in Gander. Specifically, it will assist the Town of Gander in the development of a strategy and vision for a new and/or expansion of the existing cultural, convention and recreational facilities. The proposed project would include the following phases:

1. **Current State Assessment** – Evaluating the Town's existing infrastructure and capacity.
2. **Stakeholder Engagement** – Gathering input from residents, businesses, and key partners.
3. **Feasibility Study** – Analyzing the potential for new facilities and services.
4. **Project Planning and Funding Scan** – Identifying funding opportunities and planning for long-term needs.
5. **Final Presentations** – Presenting findings and recommendations to Council and the public.

The Committee is excited about this critical piece of work that will be foundational in understanding the needs of Gander for now and in the future. We understand that Gander is unique in the province as the only large growth center outside the Northeast Avalon. Now is the time to assess what is needed to support Gander's overall growth strategy. This item will be forwarded to Corporate Services Committee for review and consideration.

Upcoming Events

The following events will take place in the coming months:

Oct. 22 nd & 23 rd	Haunted House
Oct. 27 th	Halloween Skate
Nov. 7 th – 9 th	Municipalities Newfoundland and Labrador Conference
Nov. 2 nd & 16 th	Gander Grow Co. Farmer's Market
Nov. 20 th	Seniors Wellness Session

B. Economic Development Committee:

The Economic Development Committee report was presented by Councillor Woodford.

The Economic Development Committee meeting was held on October 9, 2024. The meeting was chaired by P. Woodford, Councillor (Chair). Other members present included: S. Handcock, Councillor; T. Pollett, Councillor; D. Quinton, Development Officer; and J. Blackwood, Director of Planning and Public Works/Co-CAO.

The following items were discussed:

Public Transport in Gander

Correspondence was received from Mr. Owojaiye Timeyin from Canada Business Advancement Initiatives (CBAI) to propose a unique collaboration between the Town of Gander and CBAI which is a non-for-profit organization to establish a socially driven public transportation system. This system would focus on providing accessible, eco-friendly transportation for newcomers, students,

temporary foreign workers, and those in need of affordable transit in the Gander. CBAI is hoping to tap into the Newfoundland and Labrador Settlement and Integration Fund to help support the social and economic integration of newcomers through accessible public transportation. The project proposal will include heated, solar-powered bus stops, real-time rider apps, and operational support.

The Committee supports the proposal as it aligns with the Town's sustainability and mobility goals. The Economic Development Department will continue to work with the group to develop the program and provide support where possible.

Economic Development Budget Considerations

The Committee discussed items for consideration during the 2025 budget process that would support and foster the economic growth of the community.

Industrial Land Development – The Department is proposing to identify parcels of property within the municipality to be developed for industrial type usage. The previously allocated land has been sold, developed and is currently supporting industrial type business within the community.

The Department proposes to identify two parcels, one for immediate short-term development with proximity to existing services and a larger, longer-term parcel which will serve the projected need of the community for years to come. The Committee felt that a Request for Proposals to construct and market land should be issued to fill that market need in the community.

Marketing Services for Municipally owned Vacant Land – The Committee is recommending that a proposal be brought forward during the 2025 Budget process to acquire professional services to provide practical advice on how to make municipally owned or controlled vacant land more attractive for potential investors. In other words, how to attract investors into buying and developing lands within the community. The Department has begun exploring potential services providers and will continue to seek options for Councils review and consideration during the 2025 Budget process.

Downtown Redevelopment Plan – The Committee discussed embarking on an initiative to revitalize its downtown area through an Urban Enhancement Project. The project goal would be

to enhance the visual appeal and marketability of Gander's central district, encouraging private investment and promoting economic growth. By continuing to develop inviting public spaces and recognizing the architectural character and history of the downtown core, Council would seek to foster community pride and attract new businesses, ultimately increasing foot traffic and creating a vibrant, cohesive urban environment.

The Department will continue to work on these initiatives and have them brought forward during the 2025 budget discussions.

C. Public Safety and Protective Services Committee:

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

The Public Safety and Protective Services meeting was held on October 10, 2024. The meeting was chaired by M. White, Councillor (Chair). Other members present included: P. Woodford, Councillor; T. Pollett, Councillor; A. Quilty, Director of Protective Services/Fire Chief (A); B. Hefford, Town Clerk/Co-CAO; and J. Blackwood, Director of Planning and Public Works/Co-CAO.

The following items were discussed:

RCMP Statistics August 2024

The Committee reviewed the RCMP's monthly crime statistics report for August 2024, covering the Town of Gander, Glenwood, and Appleton. The report has also been disseminated to the Neighbourhood Watch Block Captains.

Junior Firefighting Scholarship Program

The Committee reviewed the proposed Junior Firefighting Scholarship Award presented by Gander Fire Rescue. Council members led a constructive discussion, recognizing the program's value in promoting youth involvement in emergency services and fostering a culture of volunteerism. Council recommended that the RRSP component be replaced with a trust fund, accessible for up to four years, ensuring recipients have financial flexibility as they pursue future goals. To further align the award with educational milestones, it was suggested that eligibility be limited to Level III students.

The Town Clerk/Acting Co-CAO proposed formalizing the award as an official formal policy of Council to embed it within the municipality's strategic framework and ensure continuity. Council emphasized that initiatives like this are essential for cultivating future volunteers and leaders, reinforcing Gander's reputation as a community built on service. Council expressed appreciation for the collaboration with Gander Fire Rescue, noting that the scholarship reflects both the Town's core values and commitment to supporting volunteerism at every level.

The Acting Fire Chief will integrate these recommendations and forward the revised proposal to the Corporate Services Committee for further consideration and approval.

D. Planning and Public Works Committee:

The Planning and Development Committee report was presented by Councillor Handcock.

The Planning and Development Committee was held on October 15, 2024. The meeting was chaired by S. Handcock, Councillor (Chair). Other members present included: B. Ford, Deputy Mayor; M. White, Councillor; T. Pollett, Councillor; and J. Blackwood, Director of Planning and Public Works/Co-CAO (A); B. Hefford; Director of Governance & Legislative Services/Co-CAO (A); and J. Newman, Manager of Technical Services.

The following items were discussed:

Reichers Place Walkway

Correspondence was received from the owner of 14 Reichers Place requesting the removal of the metal posts that were installed by the Town on the trailway adjacent to their property. These posts were installed on multiple trailways throughout Town several years back as a trial. The intent of the trial was to deter motorized vehicles from leaving the trail and crossing private property, often causing safety concerns and damage to the property.

The department has received correspondence from several residents indicating that the poles were not very effective in preventing trail users from moving onto private property and are recommending that they be removed until such time as a comprehensive review of the Town trail system can be carried out.

Motion #24-189

Reichers Place Walkway

Moved by Councillor Handcock and seconded by Deputy Mayor Ford that Public Works staff be directed to remove the steel posts from the trailways connecting Henley Street and Reichers Place, Lewington Place and Byrd Avenue, and Thirsk Place and Cobb’s Pond.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Gate at Wastewater Treatment Plant Access Road

Correspondence was received from the Gander and Area Snowmobile Club requesting permission to groom the trail parallel to the new Wastewater Treatment Plant access road. To

accommodate this, they are requesting the gate installed North of the Treatment Plant be opened during winter months to allow safe access for their grooming operations.

The Committee would like to thank the Gander and Area Snowmobile Club for their continued effort to improve the trail network and agree to provide access through this area and to open this gate once snow conditions allow for grooming operations and to have it remain open while the groomer is active.

Proposed Communication Tower

The Committee reviewed correspondence from an individual representing a communications company, seeking approval from Council to occupy a parcel of Town land as better described in the attached drawing #24-1064. The applicant wishes to enter into a land lease arrangement with Council to facilitate the installation of a new communication tower to improve service for the residents of Gander. Antenna may be approved as discretionary use in the area selected by the applicant.

The Committee is recommending that the proponent make application for the discretionary use and after the required notice period has expired, this item will be brought forward for Council's review and consideration.

Traffic Assessment – Airport and Armstrong Boulevard

The Committee was presented with the latest Traffic Assessment Report for the Airport and Armstrong Boulevard Intersection completed by Englobe dated October 2nd, 2024. The report offers several short-term improvements while also noting the complexity of this corridor with multiple driveway access points in the proximity of the intersection. The installation of a traffic signal was explored but ultimately not recommended primarily due to its proximity to the Bennett Drive and Airport Boulevard intersection.

Motion #24-190

Traffic Assessment – Airport and Armstrong Boulevard

Moved by Councillor Handcock and seconded by Councillor Pollett that the Airport Boulevard and Armstrong Boulevard “No Left Turn” signage be removed, and that the intersection be reconfigured to provide full movement as it previously existed.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Subdivision – 75 Bannock Street

The Committee reviewed a Development Application requesting the subdivision of a parcel of land located at 75 Bannock Street. The subdivision will form two legal properties, as better described in the attached drawing # 24-1068. As the newly formed property will not have storm, sanitary and potable water services, the applicant will have to supply a servicing plan to Council for their review and approval.

Motion #24-191

Subdivision – 75 Bannock Street

Moved by Councillor Handcock and seconded by Councillor Pollett that the application to subdivide 75 Bannock Street be approved subject to legal lot Survey and servicing being approved by the Planning and Public Works Department.

In Favour: 4 Opposing: 1 – Councillor White

Decision: Motion carried.

Subdivision of Property – 5 Memorial Drive

Council has received a Development Application requesting the subdivision of a parcel of land located at 5 Memorial Drive. The applicant is seeking approval to subdivide the property and that the severed portion will be annexed to the neighboring property at 7A Memorial Drive. The department has reviewed the request and indicated that the subdivision can be accommodated within the Towns development regulations, however, will require a legal lot survey.

Motion #24-192

Subdivision of Property – 5 Memorial Drive

Moved by Councillor Handcock and seconded by Deputy Mayor Ford that the Airport Boulevard and Armstrong Boulevard “No Left Turn” signage be removed, and that the intersection be reconfigured to provide full movement as it previously existed.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Notable Dates:

- The remaining Waste Transfer Station dates scheduled for 2024 are Saturday’s, October 26th, November 16th & December 14th. The hours of operation are 8 a.m. – 4 p.m.

- Garbage Collection for Remembrance Day observed on Monday, November 11th is rescheduled for collection on Wednesday, November 13th.

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.

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 October 16, 2024. The meeting was chaired by B. Ford, Deputy Mayor (Chair). Other members present included: M. White, Councillor; B. Hefford, Town Clerk/Director, Governance & Legislative Services/Co-CAO (A); and A. Oldford, Policy & Legislation Clerk. Regrets: W. Hoffe, Councillor.

The following items were discussed:

ATIPP Update: Head of Public Body & ATIPP Coordinator

The Committee discussed the requirement to update the Provincial Access to Information and Protection of Privacy (ATIPP) office and the Office of the Information and Privacy Commissioner (OIPC) regarding listing Brad Hefford, the Town Clerk, as the Head of the Public Body for the Town of Gander for the purpose of the Access to Information and Protection of Privacy Act (ATIPPA). It was acknowledged that this designation aligns with section 109 of ATIPPA, 2015, which mandates local public bodies to designate a head and notify the appropriate minister. Additionally, the Committee recommended that Alexa Oldford be appointed as the ATIPP Coordinator, a role previously held by Mr. Hefford, to ensure a separation of responsibilities. Both changes will be communicated to the provincial ATIPP office for formalization.

Motion #24-193

ATIPP Update: Head of Public Body

Moved by Deputy Mayor Ford and seconded by Councillor Handcock that for the purpose of Access to Information and Protection of Privacy (ATIPP), Brad Hefford be appointed the interim Head of the Public Body and that the Provincial ATIPP Office be notified of this change.

In Favour: 5 Opposing: 0

Decision: Motion carried.

AND

Motion #24-194**ATIPP Update: ATIPP Coordinator**

Moved by Deputy Mayor Ford and seconded by Councillor Pollett that Alexa Oldford be appointed the interim ATIPP Coordinator and that the Provincial ATIPP Office be notified of this change.

In Favour: 5 Opposing: 0

Decision: Motion carried.

2025 Mail in Vote

The Committee discussed the upcoming 2025 municipal election and recommended offering both in-person and mail-in voting to ensure all residents have the opportunity to participate. It was noted that mail-in voting had been a successful option during the 2021 general election, particularly benefiting residents who might otherwise have been unable to vote. The Committee acknowledged that mail-in voting requires specific regulations subject to ministerial approval. The Committee emphasized the importance of obtaining permission from the Minister to proceed with this initiative.

The required by law will be presented under the new legislation.

Second Reading - Policy Development and Amendments Policy

The Committee confirmed that the first reading of the Policy Development and Amendments Policy has been completed. This policy outlines a clear, structured framework for drafting, reviewing, and amending policies to ensure transparency, inclusivity, and alignment with the Town of Gander's strategic goals. It applies to all departments, emphasizing thoroughness and consistency in policy development. Following the first reading, the policy was published via public notice to provide residents with a 10-business-day opportunity for input or feedback. However, no feedback or comments were received. The policy will now proceed to the second reading and adoption.

Motion #24-195**Second Reading - Policy Development and Amendments Policy**

Moved by Deputy Mayor Ford and seconded by Councillor White that Governance and Legislative Services Policy FPC-GLS-001 – Policy Development and Amendments Policy shall be adopted as attached hereto and shall replace existing policy A020 – Policy Revision and Amendments.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Council Engagement Report

Effective engagement with the community is crucial for local governance, as it fosters transparency, inclusivity, and collaboration.

Over the past month, Council actively engaged in several events and initiatives. To offer a glimpse, here are some noteworthy examples:

September 27 - "Rising Above the Rest" Seniors Fall Forum
September 27 - Forest Protection Centre and Hanger tour
October 3 - Retired Teachers of Newfoundland and Labrador - Biennial General Meeting
October 5 - NL Operating Room Nurses Association Provincial Conference
October 5 - Breast Cancer Support NL - Pink Ribbon Retreat Opening Ceremony
October 7 – Premier Furey’s announcement of the Atlantic Wildfire Centre
October 8 - Broadening Horizons 20th Anniversary Event
October 16 - Canadian Public Works Association Conference
October 16 – Pre-Budget Consultations
October 17 - International Credit Union Day - Proclamation Signing
October 18 - Provincial Student Leadership Conference 2024
October 21 - Towns and Local Service Districts Act Session
October 22 – Regional CAC Networking Day
October 22 – Town Hall Open House Budget

F. Corporate Services Committee:

The Corporate Services Committee report was presented by Councillor Hoffe.

The Corporate Services Committee meeting was held on October 16, 2024. The meeting was chaired by P. Woodford, Councillor (Chair). Other members present included: T. Pollett, Councillor; B. Ford, Deputy Mayor; M. White, Councillor; B. Hefford, Town Clerk/Director, Governance & Legislative Services; and K. Hiscock, Director of Corporate Services. Regrets: W. Hoffe, Councillor.

The following items were discussed:

Councillor Woodford left the committee meeting.

Financial Request from Gene’s Catering

The Community Services Committee referred Gene’s Catering's request to write off the balance due from the Festival of Flight bar services and provide an additional \$3,000 due to high labour costs to the Corporate Services Committee for review.

The Committee recommends writing off the balance due but does not support providing the extra funding due to inclement weather impact on planning.

Motion #24-196

Financial Request from Gene's Catering

Moved by Councillor Pollett and seconded by Councillor White that the \$415 due from Gene's Catering be written off.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Councillor Woodford returned to the committee meeting.

Update on the Municipal Assessment Agency

Correspondence from the Municipal Assessment Agency (MAA) on the Board of Directors meeting in Stephenville on September 18, 2024, was reviewed.

Some points discussed:

- The assessment fee remains at \$26 per parcel and tenant for the 2025 assessment year.
- Goals and objectives of the 2023-2026 Strategic Plan were discussed. The next review is in June 2025.
- The Annual Report was submitted to the Minister of Municipal and Provincial Affairs on September 4, 2024.
- MAA will be a Silver Sponsor at the 2024 MNL Conference and Trade Show in Gander from November 7-9.
- The next Board meeting will be held on December 5th in St. John's.

Donation – One (1) Kubota Lawnmower

The Community Services Committee referred the request to donate a surplus Kubota lawnmower, following an unsuccessful disposal tender, to the Corporate Services Committee for review.

Motion #24-197

Donation – One (1) Kubota Lawnmower

Moved by Councillor Pollett and seconded by Councillor Handcock to donate one Kubota lawnmower to the Thomas Howe Demonstration Forest.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Donation of Self-Contained Breathing Apparatuses (SCBA)

The Corporate Services Committee suggests donating Gander Fire Department's surplus SCBAs to other Fire Departments in Newfoundland & Labrador. The Acting Director of Public Safety and Protective Services advertised these items with the Newfoundland & Labrador Association of Fire Fighters and contacted the Directors.

Interested Fire Departments:

Glenwood Fire Department
Gander Bay Fire Department
Point Leamington Fire Department
Harbour Main Fire Department
Buchans Fire Department
Burin Fire Department
Roberts Arm Fire Department

Motion #24-198

Donation of Self-Contained Breathing Apparatuses (SCBA)

Moved by Councillor Pollett and seconded by Councillor White to donate 25 SCBA packs, 69 cylinders, 2 large masks, and 5 small masks to Fire Departments in Newfoundland & Labrador.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Quote for and Events and Active Living Facility Development Study

The Community Services Committee referred the quote from Colliers Project Leaders to the Corporate Services Committee for consideration.

The quote will update the original study completed in 2017. The Canada Community Building Fund will be used to finance this study.

Motion #24-199

Quote for and Events and Active Living Facility Development Study

Moved by Councillor Pollett and seconded by Deputy Mayor Ford that the quote for consulting services be awarded to Colliers Project Leaders at a cost of \$154,433.50 HST included.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Eastgate Neighbourhood Park Motion

A revised motion is required to approve the tender for Project #17-MYCW-24-00090, as the Brigg’s Street Neighbourhood Park project is over budget.

Motion #24-200

Rescind Motion #124-185

Moved by Councillor Pollett and seconded by Deputy Mayor Ford to rescind motion #24-185.

In Favour: 5 Opposing: 0

Decision: Motion carried.

AND

Motion #24-201

Eastgate Neighbourhood Park Motion

Moved by Councillor Pollett and seconded by Deputy Mayor Ford that the Town of Gander will fund the identified shortfall for project # 17-MYCW-24-00090 – Briggs Street Neighborhood Park in the amount of \$91,700.00. The new available funding will be \$352,567.00 HST included. Be it also resolved that the Town of Gander recommends awarding the tender to the low bidder, Springdale Forest Resources Incorporated, in the amount of \$181,719.55 HST included.

In Favour: 5 Opposing: 0

Canada Community Building Fund Application

The Community Services Committee is seeking to allocate remaining funds from the Canada Community – Building Agreement to hire a consultant to prepare a study for an Events and Active Living Facility.

Motion #24-202**Canada Community Building Fund Application**

Moved by Councillor Pollett and seconded by Deputy Mayor Ford that the Capital Investment Plan application for the Events and Active Living Facility Development Study, in the amount of \$134,290 HST included, be approved as attached.

In Favour: 5 Opposing: 0

Councillor White left the Council Chambers at 5:05 p.m.

Councillor White returned to Council Chambers at 5:06 p.m.

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 October 17, 2024. The meeting was chaired by P. Farwell, Mayor (Chair). Other members present included: B. Ford, Deputy Mayor; T. Pollett, Councillor; M. White, Councillor; B. Hefford, Director of Governance and Legislation/Town Clerk; J. Newman, Manager of Technical Services; A. Quilty, Director of Public Safety & Protective Services/Fire Chief (A); J. Knee, Director of Community Services; K. Hiscock, Director of Corporate Services; J. Knee, Director of Community Services; and A. Oldford, Policy and Legislation Clerk. Regrets from S. Handcock, Councillor; W. Hoffe, Councillor; P. Woodford, Councillor; J. Blackwood, Director of Planning and Public Works.

The following items were discussed:

Approval Motion: Municipal Plan Amendment #5, 2024 and Development Regulations Amendment #7, 2024

Council reviewed Municipal Plan Amendment #5, 2024, and Development Regulations Amendment #7, 2024, which propose to amend the Gander Municipal Plan by adding *Apartment Building* and *Apartments Over Permitted Uses* to the discretionary use classes of the Commercial Shopping Centre (CSC) zone. These changes align with adjustments to the Commercial Shopping Centre policies in the Municipal Plan to support these new uses.

The required advertising and provincial review processes have been completed. Although a public hearing was scheduled for October 15, 2024, no objections or representations were received by the deadline of October 11, 2024, resulting in the cancellation of the hearing.

Motion #24-202**Canada Community Building Fund Application**

Moved by Deputy Mayor Ford and seconded by Councillor Handcock that Municipal Plan Amendment #5, 2024 and Development Regulations Amendment # 7, 2024 be approved under section 23 of the Urban and Rural Planning Act, 2000.

In Favour: 5 Opposing: 0

H. Other Reports**8. ADMINISTRATION****9. CORRESPONDENCE****10. NEW BUSINESS****Contract Change Order #1 – Cooper Boulevard Trailway Upgrades**

The Committee reviewed Contract Change Order #1, submitted by Professional Grading and Contracting Ltd., in the amount of \$30,100.10 for the Cooper Boulevard Trailway Upgrades project. This change order represents multiple scope changes such as clearing and grubbing and imported rock backfill to improve the quality of this multiuse trailway and to ensure continued maintenance can be completed efficiently.

Motion #24-203**Contract Change Order #1 – Cooper Boulevard Trailway Upgrades**

Moved by Councillor Handcock and seconded by Councillor White that Municipal Plan Amendment #5, 2024 and Development Regulations Amendment # 7, 2024 be approved under section 23 of the Urban and Rural Planning Act, 2000.

In Favour: 5 Opposing: 0

11. ADJOURNMENT**Motion #24-204****Adjournment**

There being no further business, it was moved by Councillor Pollett and seconded by Councillor Handcock that the meeting be adjourned.

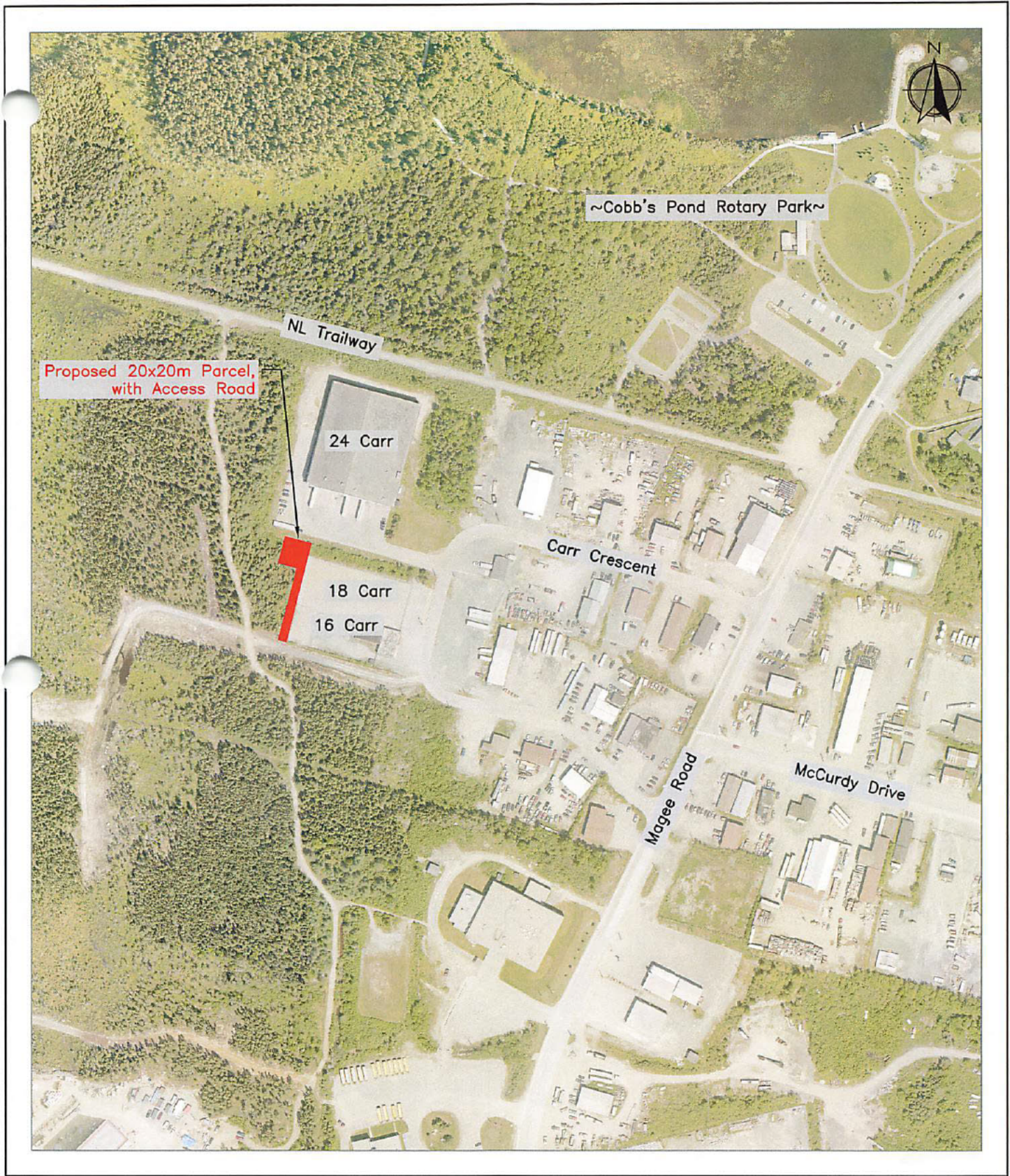
In Favor: 7 Opposing: 0

Decision: Motion carried.

The meeting was adjourned at 5:10 p.m.

P. Farwell, Mayor

B. Hefford, Town Clerk



Drawing Title:

[Redacted] Tower

Drawn By:

S. Blundon

Scale:

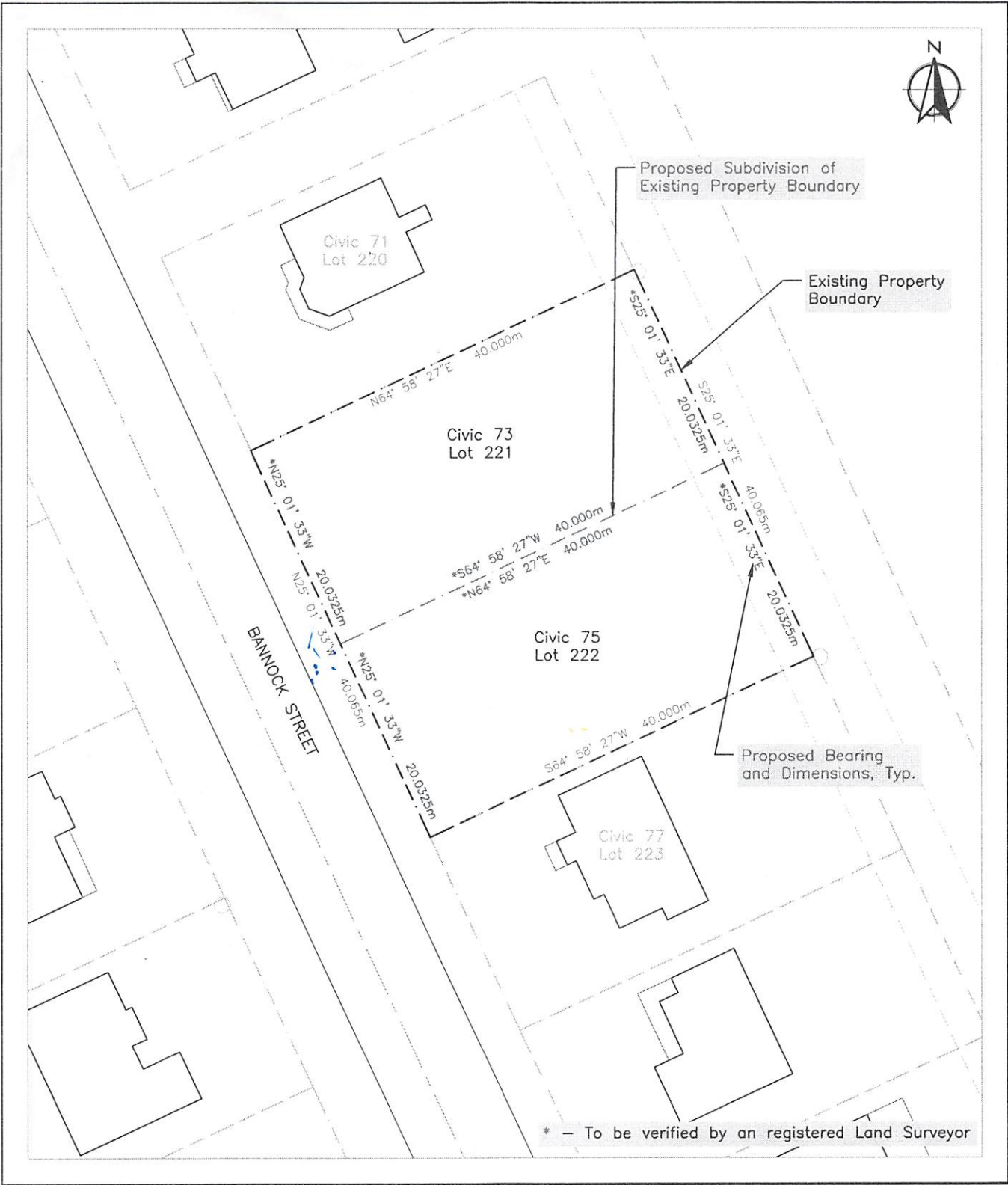
N.T.S.

Date:

Sept. 16, 2024

Drawing Number:

24-1064



Drawing Title:
 Lot 221/222 Bannock Street
 Proposed Subdivision

Drawn By:
 S. Blundon

Scale:
 N.T.S.

Date:
 Sept. 17, 2024

Drawing Number:
 24-1068

Title: Policy Development and Amendments	Classification: <input checked="" type="checkbox"/> Formal Policy of Council <input type="checkbox"/> Operational Procedures <input type="checkbox"/> Service Standard
Implementation Date: To be Determined	
Review Date: September 30, 2025	
Issuing Department: Governance and Legislative Services	
	Public Impact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Signature of Approval: _____ Date: _____

Objective

Town of Gander Policy framework is designed for approving the development and maintenance of objective-based decision making, ensuring consistency and effectiveness, while also allowing a degree of flexibility to accommodate variations.

Purpose and Application

The purpose of the Policy Development and Amendments Policy is to outline appropriate action for drafting, reviewing, revising, and formally amending policies, while fostering a culture of respect, equity, and inclusion within the organization. This policy applies to all departments within the municipal structure that are involved in the policy-making processes, ensuring that all policy developments and amendments are undertaken in a consistent, transparent, and methodical manner.

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 shall be responsible for policy approval.

Accountable: Town Clerk or designate is accountable for the overall management and enforcement of this policy.

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.

Definitions

Policies/Amendments with Public Impact shall refer to policies or policy amendments which address community needs, enhance well-being, safety, and economic benefit.

Policies/Amendments without Public Impact shall refer to policies or policy amendments which affect the operations and administration of the organization without directly influencing the community.

Duty to Accommodate shall refer to the Town of Gander's obligation to remove existing barriers and provide accommodation in situational circumstances.

Policy Classification shall refer to how a policy is categorized in reference to impact or legal implications. Required approvals shall be dependent upon how a policy is classified.

Policy Approval Process shall refer to the process that is required to review, approve, and implement a policy. The process shall vary based on the classification of a policy.

Formal Policy of Council shall refer to policies that hold significant impact or legal implications and require detailed guidance on how to attain specific organizational goals.

Operational Procedures shall refer to the procedures required to attain specific organizational goals of operational processes.

Service Standards shall refer to the guidance of day-to-day administrative tasks which provide a level of service to stakeholders.

Policy Register shall refer to a single, consolidated document that tracks the status of all policies, including the date of policy adoption, amendment, rescission, and review. The Policy Register will also include the policy number, title, and a brief summary outlining the scope of each policy to ensure ease of reference and accessibility.

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** Maintain detailed and actionable policy guidelines that adhere to regulatory standards supporting the Town of Gander’s commitment to transparency, accountability, and continuous improvement, ensuring effective governance and implementation of all policies.
- 2.0** Ensure privacy is safeguarded and maintained as per ATIPPA.
- 3.0** Evaluate and select the most appropriate document type for presenting information based on key factors that ensure clarity, relevance, and effectiveness of communication.
 - 3.1** A Formal Policy of Council is appropriate to:
 - 3.1.1** Create a formal, consistent approach to make decisions.
 - 3.1.2** Ensure directives align with organizational values and objectives.



- 3.1.3** Define the intent and direction of the Town on various issues.
- 3.1.4** Set expectations for processes and behaviour to support the long-term goals of the Town.
- 3.2** Operational Procedures are appropriate to:
- 3.2.1** Detail the specific steps to accomplish tasks and achieve objectives.
- 3.2.2** Standardize daily activities to ensure consistency, efficiency, and compliance with established policies.
- 3.2.3** List the steps to be taken to give appropriate effect to policies or regulations.
- 3.3** Service Standards are appropriate to:
- 3.3.1** Define the expected level of service to be delivered.
- 3.3.2** Provide a benchmark against in which performance can be compared.
- 4.0** Use designated templates (Appendix) and consistent formatting to maintain uniformity and professionalism.
- 5.0** Complete sound research and analysis to ensure production of evidence-based policies.
- 6.0** Regularly monitor and evaluate all policies for effectiveness and compliance, identifying areas for improvement.
- 7.0** Ensure staffing responsibilities are not contingent on specific titles to accommodate potential organizational changes.
- 8.0** Foster an environment of inclusivity and respect in all communications, reflecting community diversity.
- 9.0** Adopt gender-neutral language to promote equality and inclusiveness, ensuring respect for all identities and fostering a diverse and inclusive environment.
- 10.0** Develop a comprehensive implementation plan detailing timelines, responsible parties, and resources. Communicate clearly with all impacted parties.
- 11.0** Ensure consistency in policy management by adhering to established amendment procedures and securing necessary approvals.
- 12.0** Maintain meticulous documentation of all policies and amendments, ensuring data integrity and accessibility. All amendments and motions of approval are to be added to policy appendix.
- 13.0** As required, amendments shall occur to allow for updates to address emerging needs.
- 14.0** All policies shall be viable, enduring and risk-managed and are to be used as a responsive tool to operational needs and obligations, including adaptability to environmental changes.

- 15.0** Ensure relevant naming and numbering of policies. A policy number will be assigned using the format: Type-Department-Next Number in sequence. For example, A Service Standard issued by Corporate Services, second in sequence will be given the following Policy Number: SS-CS-002.
- 16.0** Ensure that all Town of Gander's operations comply with municipal, provincial, and federal laws, with Council holding the authority to enact and enforce policies that align with these legal standards.
- 17.0** Advancements in technology are to be considered regarding current practices and if/how technology may be used to improve specific processes, creating a need for policy development or amendments.
- 18.0** To ensure clarity, accessibility, and proper management of policies, the Town of Gander will maintain a Policy Register, which will include a Table of Contents and a comprehensive record of the status of all municipal policies. This document will serve as a centralized reference for the Town's policies, tracking their status.

Policy Procedures

1.0 Policy Development:

- 1.1** Establish clear objectives for new policies, focusing on the specific goals the policy aims to achieve.
- 1.2** Articulate the purpose of the policy, detailing how it supports the fulfillment of organizational objectives.
- 1.3** Ensure that the policy is appropriately classified by Governance and Legislative Services (GLS) based on its scope and impact, enhancing alignment with organizational strategy and compliance requirements.
- 1.4** Present the proposed policy to the departmental Committee or Committee of the Whole to assess its necessity and relevance to organizational goals.
- 1.5** Secure endorsement of the Committee to commence the policy development process, ensuring alignment with strategic priorities.
- 1.6** Engage key stakeholders early in the policy development process to integrate diverse insights and to facilitate thorough decision-making.
- 1.7** Task designated staff to work collaboratively with departmental employees to compile essential data and best practices that will inform the policy development.
- 1.8** Identify and address potential barriers to policy effectiveness to enhance the impact of the policy and policy efficiency.
- 1.9** Assigned staff will initiate the drafting process, ensuring that the policy conforms to the approved classification and utilized the correct template.
- 1.10** All policies are to be developed in compliance with relevant regulations and standards, supporting legal and operational integrity.
- 1.11** Mark all draft policies with the current date and a "DRAFT" watermark to maintain document control and clarity throughout the policy development process.



- 1.12 Conduct an initial informal review of the policy draft to ensure its consistency and accuracy.
- 1.13 Present the draft policy to the departmental Committee or Committee of the Whole for deliberation and to obtain feedback.
- 1.14 Upon receiving approval of the Committee, notify Council that the policy is ready for referral to GLS Committee and Public presentation:
 - 1.14.1 Policies with Public Impact:
 - 1.14.1.1 Motion of first reading.
 - 1.14.1.2 A public notice will be issued via official Town of Gander social media platforms and the official Town of Gander website to advise the public of policy development having public impact. The notice must be posted after the first reading of Council and before the second reading. A minimum of ten (10) business days will be provided for the public to submit input for Council's consideration.
 - 1.14.1.3 If any, complete all necessary adjustments in preparation of second reading.
 - 1.14.1.4 Motion of second reading.
 - 1.14.1.5 Presentation for motion of adoption.
 - 1.14.2 Policies without Public Impact
 - 1.14.2.1 Motion of first reading with the opportunity for a minimum of one council cycle for the purpose of the public having an opportunity to provide input on the impacts of the policy amendment.
 - 1.14.2.2 If deemed necessary, complete appropriate adjustments in preparation of second reading.
 - 1.14.2.3 Motion of second reading.
 - 1.14.2.4 Presentation for motion of adoption.
- 1.15 Obtain the Town Clerk's formal sign-off on the finalized policy, affirming its readiness for implementation.
- 1.16 Remove the draft watermark from the policy document, indicating its completion and readiness for official use.
- 1.17 Properly file and update the policy in the organizational database to ensure accessibility and maintenance of accurate records.
- 1.18 Effectively communicate the policy development to all stakeholders, providing a copy of the policy to ensure knowledge and transparency.
- 1.19 Monitor the effectiveness of the policy, making amendments as necessary to meet organizational goals and to respond to evolving needs.

2.0 Policy Amendments:

- 2.1** Clearly define the objective for amending the existing policy, specifying the goals and intended improvements.
- 2.2** Develop proposed edits and draft amendments that are targeted to achieve the newly defined objectives, ensuring that changes are precise and purposeful.
- 2.3** Conduct a thorough review of the proposed amendments with a Designated Management Official to analyze their potential impact across different departments, ensuring comprehensive consideration of organizational effects.
- 2.3.1** Complete Policy Amendment Form (see appendix) to provide required information.
- 2.3.2** Review of proposed changes and completed form to be commenced by Governance and Legislative Services regarding policy format and identify level of organizational impact.
- 2.4** Presentation to departmental Committee or Committee of the Whole for initial deliberation.
- 2.5** Upon receiving approval of the Committee, begin drafting policy amendments.
- 2.6** Mark all draft policies with the current date and a “AMENDMENT DRAFT” watermark to maintain document control and clarity throughout the amendment process.
- 2.7** Upon agreement of the Committee, provide Council with notice that there is a requirement for a policy to be amended. All backup or accompanying documentation to support the policy amendment will also be provided to Council.
- 2.8** Referral to GLS Committee and Public presentation:
- 2.8.1** Amendments with Public Impact:
- 2.8.1.1** Motion of first reading with the opportunity for a minimum of 1 council cycle for the purpose of the public having an opportunity to provide input on the impacts of the policy amendment.
- 2.8.1.2** A public notice will be issued via official Town of Gander social media platforms and the official Town of Gander website to inform the public of any policy amendments that have public impact. The notice must be posted after the first reading of Council and prior to the second reading. A minimum of ten (10) business days will be provided for the public to submit input for Council's consideration
- 2.8.1.3** If deemed necessary, complete necessary adjustments in preparation of second reading.
- 2.8.1.4** Motion of second reading.
- 2.8.1.5** Presentation for motion of adoption.
- 2.8.2** Amendments without Public Impact
- 2.8.2.1** Presentation for motion of adoption.

2.8.2.2 If deemed appropriate, Council may refer amendment for public input and second reading.

2.9 Town Clerk Sign-off.

2.10 Filing and updating of Policy Database

2.11 Communicate the amendment of the policy to all stakeholders and provide updated copy of the policy.

2.12 Monitor the effectiveness of the amended policy.

3.0 Rescinding a Policy:

3.1 Identify a potential need for a policy to be rescinded.

3.2 Review by Designated Management Official for analysis and cross-departmental impact assessment.

3.3 Provide a detailed justification for the rescission of the policy.

3.4 Review of proposed changes and completed form to be commenced by Governance and Legislative Services regarding level of organizational impact.

3.5 Presentation to departmental Committee or Committee of the Whole for initial deliberation.

3.6 Upon agreement of the Committee, provide Council with notice that there is a requirement for a policy to be rescinded. All backup or accompanying documentation to support the policy rescission will also be provided to Council.

3.7 Presentation for Motion for approval.

3.8 Town Clerk Sign-off.

3.9 Remove from policy database.

3.10 Add "Policy Rescinded", Motion and date as a watermark to the policy.

3.11 File in Rescinded Policy folder

3.12 Communicate the decision to rescind the policy to all stakeholders.

3.13 Monitor the effects of the policy rescission.

4.0 Review timelines:

4.1 Formal Policy of Council – Every two years, or as required by legislative or operational changes, policies will undergo a formal review. Additionally, all newly adopted policies will be subject to an initial review after one year to ensure their effectiveness and relevance.

4.2 Operational Procedures – Every three years, or as required by legislative or operational changes, procedures will undergo a formal review. Additionally, all newly adopted procedures will be subject to an initial review after one year to ensure their effectiveness and relevance.

4.3 Service Standards – Every three years, or as required by legislative or operational changes, service standards will undergo a formal review. Additionally, all newly adopted service standards will be subject to an initial review after one year to ensure their effectiveness and relevance.

5.0 Adhere to review timeline requirements to ensure:

5.1 Relevance.

5.2 Effectiveness.

5.3 Alignment with strategic goals.

5.4 Cultural and social sensitivity.

5.5 Technological advancements relating to efficiency have been incorporated.

6.0 Clearly identify all draft policies by incorporating a watermark that labels them as “Draft” along with the date of creation or modification.

7.0 When applicable, provide appendices that are relevant to the document.

7.1 Templates for forms, reports, letters, or documentation useful for keeping records.

7.2 Fact sheets.

7.3 Process maps or visual aids to assist in complex processes.

7.4 Other documents that are relevant and useful for the purpose of the policy.

8.0 When applicable, implement policies through scheduled training and communication. Offer comprehensive sessions to ensure understanding and compliance, with the option for additional training upon request.

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 ADOPTION/AMENDMENTS AND MOTIONS OF COUNCIL

Policy Adoption/Amendments

Date:	Date:
Date:	Date:
Date:	Date:

Policy Motions

Motion:	Motion:
Motion:	Motion:
Motion:	Motion:

FINAL READING DRAFT OCTOBER 23, 2024

APPENDIX B
DEVELOPMENT/AMENDMENT FORM



POLICY DEVELOPMENT/AMENDMENT REQUEST FORM

Requestor Information	
Name	
Signature	
Position Title	
Policy Classification	
Department	
Date	
Policy Information	
Policy Title	
Policy Number	
Most Recent Date of Implementation	
Amendment Details	
Section(s) to be Amended	
Reason for Amendment	
Description of Proposed Amendment(s)	
What are the potential impacts of the development/amendment(s)? (positive or negative)	
Are there any identified departments or external stakeholders that will be affected?	
Describe the evidence which supports the request and attach any backup.	

POLICY DEVELOPMENT/AMENDMENT REQUEST FORM

For Governance and Legislative Services Departmental Use Only	
Overall Review	
Is the development/amendment justified?	
Is it public facing?	
Does the development/amendment have operational impact?	
Does it comply with governing acts and regulations?	
Is the overall impact considered low?	
Is it inclusive?	
Is there alignment with the Policy Framework?	
Are there concerns regarding ATIPP?	
Are there other considerations?	
Comments	
Is approval of this development/amendment recommended?	
Recommended by	
Date of recommendation	
Do you confirm approval?	
Signature	
Approved by	
Date of approval	

FINAL REVIEWING DRAFT OCTOBER 23, 2024

APPENDIX C
FORMAL POLICY OF COUNCIL TEMPLATE

Policy Title:	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:	
Review Date:	
Issuing Department:	

Policy Objective

Purpose and Application

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.

Definitions

**** Definitions that are relevant to the specific policy will be added here ****

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.

Responsibilities

Authority: Council will be responsible for Service Standard approval.

Accountable: _____

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: _____

Consulted: Line Departmental Staff impacted are to be consulted to assess operational impacts.

Consulted: _____

Informed: Applicable staff and public.

Policy Objectives and Guidelines

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

1.0

2.0

3.0

4.0

5.0

6.0

7.0

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 ADOPTION/AMENDMENTS AND MOTIONS OF COUNCIL

Policy Adoption/Amendments

Date:	Date:
Date:	Date:
Date:	Date:

Policy Motions

Motion:	Motion:
Motion:	Motion:
Motion:	Motion:

FINAL READING DRAFT OCTOBER 23, 2024

APPENDIX D
OPERATIONAL PROCEDURES TEMPLATE



OPERATIONAL PROCEDURES

Title: Operational Procedures Template	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: _____ Date: _____
Implementation Date:	
Review Date:	
Issuing Department: Governance and Legislative Services	

Objective

Purpose and Application

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 Operational Procedures approval.

Accountable: _____

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: _____

Consulted: Line Departmental Staff impacted are to be consulted to assess operational impacts.

Consulted: _____

Informed: Applicable staff and public.



Definitions (Optional)

Operational Procedures

The following operational procedures offer precise guidance for implementation and attainment of targeted goals.

1.0 _____

2.0 _____

3.0 _____

APPENDIX A

OPERATIONAL PROCEDURES ADOPTION/AMENDMENTS AND MOTIONS OF COUNCIL



Operational Procedures Adoption/Amendments

Date:	Date:
Date:	Date:
Date:	Date:

Motions

Motion:	Motion:
Motion:	Motion:
Motion:	Motion:

FINAL READING DRAFT OCTOBER 23, 2024

APPENDIX E
SERVICE STANDARD TEMPLATE

SERVICE STANDARD

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

Objective

Purpose and Application

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 Service Standard approval.

Accountable: _____

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: _____

Consulted: Line Departmental Staff impacted are to be consulted to assess operational impacts.

Consulted: _____

Informed: Applicable staff and public.

Definitions (Optional)

Service Standard Guidelines

The following shall offer precise guidance for the implementation of this service standard and the attainment of targeted goals.

- 1.0
- 2.0
- 3.0
- 4.0

APPENDIX A

SERVICE STANDARD ADOPTION/AMENDMENTS AND MOTIONS OF COUNCIL



Service Standard Adoption/Amendments

Date:	Date:
Date:	Date:
Date:	Date:

Motions

Motion:	Motion:
Motion:	Motion:
Motion:	Motion:

FINAL READING DRAFT OCTOBER 23, 2024

CAPITAL INVESTMENT PLAN APPLICATION

- A electronic copy of this template is available at: <http://www.mae.gov.nl.ca/for/gta.html>

Contact Information:

Name of Municipality/Inuit Community Government:

Town of Gander

Contact Name: Kelly Hiscock

Is this a Revised Project: Yes
NoX

If yes, please indicate Project Number:

Identification of Proposed Project:

Project Title: Events and Active Living Facility Development Study

Eligible Project Category:

Tick **one** of the appropriate categories

- | | |
|---|--|
| <input type="checkbox"/> Local Roads and Bridges | <input type="checkbox"/> Drinking Water |
| <input type="checkbox"/> Highways | <input type="checkbox"/> Wastewater |
| <input type="checkbox"/> Short-sea Shipping | <input type="checkbox"/> Solid Waste |
| <input type="checkbox"/> Short-line rail | <input type="checkbox"/> Community Energy Systems |
| <input type="checkbox"/> Brownfield Redevelopment | <input type="checkbox"/> Sport Infrastructure |
| <input type="checkbox"/> Broadband Connectivity | <input type="checkbox"/> Recreational Infrastructure |
| <input type="checkbox"/> Public Transit | <input type="checkbox"/> Disaster Mitigation |
| <input type="checkbox"/> Cultural Infrastructure | <input type="checkbox"/> Capacity Building |
| X <input type="checkbox"/> Tourism Infrastructure | |

1) Description of the proposed project, including the project location.

(If other municipalities are involved in this project, please indicate the names of the municipalities. Provide the specific location (street name) of the project and a site map or plan, if available)

To hire a consultant to provide the Engagement, Needs Assessment, and Concept Development for a new and/or expansion of the existing community event facilities.

Evaluation of existing Community Assets as well as including of new and emerging needs to support the community's continued growth and provide an opportunity to attract large cultural, tourism, convention, and sporting events and tournaments and create a regional centre of excellence for events and active living in Central Newfoundland.

2) Proposed Project Financing

(A) Gas Tax Funding	(B) Municipal Funding	(C) Provincial Funding	(D) Other Federal Funding	(E) Other Funding	(A)+(B)+(C)+(D)+(E) Total Estimated Project Cost
134,290					134,290

- Does this project require signage, as per the Infrastructure Project sign Design and Installation Guidelines (<http://www.mae.gov.nl.ca/for/gta.html>)

Yes

No

If yes, please ensure the cost is included in the Total Estimated Project Cost and a quote is attached.

- Will this project receive (or has the project received) funding from other provincial/federal programs? N
- If yes, please indicate the name of the provincial/federal program(s), as well as the associated project number:

➤ What is the estimated starting date of the proposed project? October 1, 2024

➤ What is the estimated completion date of the proposed project? March 31, 2025

3) How will this project provide a beneficial impact on your community? To identify any infrastructure gaps within the community related to sport tourism, event hosting and active living.

- 4) Does this project relate to infrastructure owned by the municipality/ICG? Y
If no, who owns the infrastructure? _____

REMINDER: Attach the cost estimate and resolution of council for your proposed project.

Submit completed application to:

Gas Tax Secretariat
Department of Municipal Affairs and Environment
Confederation Building, West Block
P.O. Box 8700
St. John's, NL
A1B 4J6

Facsimile: (709) 729-3605
E-mail: gastax@gov.nl.ca

Questions:
Please call 1-877-729-4393 or E-mail: gastax@gov.nl.ca