

MINUTES

Regular Meeting of Council
Wednesday, April 12, 2023 @ 4:00 pm
Council Chambers

Present:

B. Ford	Deputy Mayor
T. Pollett	Councillor
W. Hoffe	Councillor
S. Handcock	Councillor
P. Woodford	Councillor

Advisory and Resource:

D. Chafe	CAO
K. Bull	Deputy Municipal Clerk
K. Hiscock	Director of Corporate Services
J. Newman	Manager, Technical Services
J. Knee	Director of Community Services
H. Lowe	Director of Public Safety & Protective Services
K. White	Communications Officer

Regrets:

P. Farwell	Mayor
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1. CALL TO ORDER

The Meeting was called to order at 4:05 pm.

2. VISITORS/PRESENTATIONS

National Volunteer Week 2023

The Deputy Mayor proclaimed April 16th, 2023 to April 22nd, 2023 as Volunteer Week in the Town of Gander. Proclamation was signed by the Deputy Mayor.

3. APPROVAL OF AGENDA

Motion #23-050

Approval of Agenda

Approved with one change. Item 6 (d) to become 6 (a). Moved by Councillor Pollett and seconded by Councillor Handcock that the Agenda for the Regular Meeting of Council on April 13, 2023 be adopted.

In Favour: 5 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #23-051

Regular Minutes for Approval

Moved by Councillor Pollett and seconded by Councillor Woodford that the Minutes from the Regular Meeting of Council on March 15, 2023 be adopted as presented.

In Favour: 5 Opposing: 0

Decision: Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

6. REPORTS – STANDING COMMITTEES:

A. Planning & Development Committee:

The Planning & Development Committee report was presented by B. Ford, Deputy Mayor (Acting Chair).

The Planning & Development Committee meeting was held on April 4, 2023. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: S. Handcock, Councillor; P. Woodford, Councillor; J. Blackwood, Director of Planning & Development and B. Hefford; Town Clerk.

The following items were discussed:

TOG Tap Water Quality Report, Summer 2022

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

The most recent report is for Summer 2022, where the Town's Water Quality Index has a rating of 100%, categorized excellent. Water quality is protected with a virtual absence of impairment; conditions are very close to pristine levels. This index level can only be obtained if all measures meet the recommended guidelines virtually all of the time. The Water Department is pleased to report that a rating of 100% has been obtained for the first time.

This testing is conducted and reported by the Provincial Government and the results may be viewed on the GOVNL – Environment and Climate Change, water resources management webpage at: [Newfoundland and Labrador Water Resources Portal \(gov.nl.ca\)](https://www.gov.nl.ca/water/)

2023 Water and Wastewater Workshop

The Department of Environment & Climate Change, Water Resources Management Division hosted its annual Water & Wastewater Workshop & Tradeshow in Gander from March 28th – 30th.

Mayor Percy Farwell brought greetings to attendees on behalf of the Town of Gander, and our Water & Sewer department staff were in attendance for the event. Technical presentations and hands-on demonstrations were provided for more than 300 delegates from communities across the province.

There were 15 exhibitors and 20 sessions presented over the course of the workshop. The event provided both professional development and networking opportunities for attendees to build professional relationships with their peers throughout the province.

Health Canada – PFAS Canadian Drinking Water Study – Winter 2023

The Town of Gander's Water Treatment Department was invited to participate in a research study-pilot project by Health Canada to gather occurrence data on per fluoro alkylated compounds (PFAS) from drinking water plants across Canada.

Data collected will be used for research and will provide regulatory authorities and decision makers with an objective for per- and polyfluoroalkyl substances in Canadian drinking water supplies.

Perfluoro alkylated substances (PFAS) are synthetic chemicals, the most common being perfluoro octane sulfonate (PFOS) and perfluoro octanoic acid (PFOA). PFAS are used in a wide variety of industrial and consumer products such as adhesives, cosmetics, cleaning products, and in specialized chemical applications, such as fire-fighting foams.

More information on this project can be found on the Government of Canada website at:

[Water talk: PFOS, PFOA and other PFAS in drinking water - Canada.ca](https://www150.ca.gc/eng/149/149.html)

Composting

Correspondence was received from a resident inquiring about the availability of compost and gardening/landscape services in Gander for home gardening and agricultural activities. Currently, Council has a composting drop off location at the depot on McCurdy Drive for leaves, grass clippings and other organic yard waste which is composted and used throughout the Town as organic fertilizer. The Committee felt that expansion of this program, to include other household organics, would be better served as a regional project provided by the Central Newfoundland Waste Management Authority and will forward the correspondence to that group.

Council has partnered with local groups to help subsidize the cost of backyard composters which can be very effective in composting organic residential waste. These activities are very beneficial to the environment and help reduce waste disposal costs for the community. If anyone would like more information on the municipal drop off or how to obtain a backyard composter, please contact 651-5960.

Request for Amendment – Municipal Plan and Development Regulations

The Committee reviewed an application from L&S Investments Inc. to amend the Gander Municipal Plan and Development Regulations to accommodate higher density housing with smaller lots at their property at 112- 138 Sullivan Avenue.

Motion #23-052

Request for Amendment – Municipal Plan and Development Regulations

Moved by Councillor Handcock and seconded by Councillor Woodford that that the Planning and Public Works Department, formerly Planning and Development be given permission to proceed with an amendment process of our Municipal Town Plan and Development Regulations to accommodate higher density housing, with smaller lots.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Terms of Reference

With the recent combination of the Planning and Development department with the Public Works department the Committee recommends that departmental staff generate a new terms of reference that better reflect the activities and responsibilities of the department. These new terms of reference will be brought forward at the next regularly scheduled Committee meeting for review and adoption.

Departmental Variance Reports

The Committee was presented with the departmental variance reports to December 31, 2022. The Development, Planning and Development and Public Works year end variances were under budget by \$41,211.00, \$40,276.00, and \$68,739.00 respectively with a total year end variance of \$150,226.00. Several factors were involved in the savings and overall, the Committee was pleased with the reports and recommends forwarding them to the Corporate Services Committee for their review and consideration.

Subdivision of Property – 20 Bishop Street

Council has received an application from the owner of 20 Bishop Street to subdivide that property as indicated in the attached drawing number 23-1010-8. The department has reviewed the

request and indicated that it appears the subdivision can be accommodated within the Municipal Town Plan and Development Regulations, however, will require a legal lot survey and real property report to confirm.

Motion #23-053

Subdivision of Property – 20 Bishop Street

Moved by Councillor Handcock and seconded by Councillor Woodford that the owner of 20 Bishop Street be given permission to subdivide that property as indicated in drawing number 23-1010-8 subject to a legal lot survey and real property report being provided to the Town for evaluation and confirmation for compliance to the Municipal Town Plan and Development Regulations.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Discretionary Notice – 100 Trans-Canada Highway

Council has received a request for a discretionary use to construct and occupy an addition to the existing building situated at 100 Trans-Canada Highway (TCH), Gander, NL for the purpose of a restaurant.

This area is zoned Commercial Highway (CH) and Catering (restaurants, etc.) is permitted as a discretionary use within the CH zone in the Town of Gander Development Regulations.

Motion #23-054

Discretionary Notice – 100 Trans-Canada Highway

Moved by Councillor Handcock and seconded by Councillor Woodford that the owner of 100 TCH be given permission to construct and occupy an addition to that property for the purpose of a restaurant.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Proposed Rezoning

The Committee discussed the proposal to rezone five parcels of land from Open Space Recreation to Residential Medium Density. Council is considering options to build housing capacity within the Town of Gander to help meet the needs associated with the healthcare, education, and retail sector and also to diversify housing options.

Feedback was received from residents through an open house and in writing concerning the proposed amendment. The Committee has asked staff to explore options or variations in the proposal, taking feedback into consideration.

Notable Dates

- Upcoming Waste Transfer Station dates are scheduled for April 15th & 29th. The hours of operation are 8 a.m. – 4 p.m.

B. Community Services Committee:

The Community Services report was presented by Councillor Pollett.

The Community Services meeting was held on March 29, 2023. The meeting was chaired by T. Pollett, Councillor. Other members present included: B. Ford, Deputy Mayor; W. Hoffe, Councillor; B. Freeborn, Director of Community Services (A) and B. Hefford, Town Clerk.

The following items were discussed:

Connect Pass Information Session

Staff participated in an online information session held by Municipalities Newfoundland & Labrador to partner on an initiative called Connect Pass: A Library Lending Pass Program. The library would offer passes which can be checked out using a library card and redeemed for a free family admission to a local museum, gallery, science centre, recreation facility, sporting event, performing arts theatre, etc. The program is implemented province wide and available to all residents of NL with a valid public library card with the idea to promote and offer barrier-free access to cultural and recreational resources in the province. The passes are provided as in-kind donations by community partners and managed via a software program where anyone with a library card can log in and book passes that are available.

There is also a subset of the program that would focus on organizations serving newcomers, youth at risk, indigenous community and other groups that can face barriers to access. This would allow staff at these organizations to book passes of a larger size to support their existing programs.

Motion #23-055

Connect Pass Information Session

Moved by Councillor Pollett and seconded by Councillor Handcock that the Town will donate Family Skating passes to the Connect Pass Project starting in the 2023-24 ice season and work with local non-profit organizations who are interested in group passes.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Fly Your Car

The Department has been working with the Fly Your Car Organizing Committee on a date and logistics for the 2023 event. The event has been confirmed for June 17, 2023, with the following conditions:

- Vehicles are not allowed to travel on Airport Blvd this year. Instead, they must use the access road in front of the Joseph R. Smallwood Arts & Culture Centre (ACC).
- The Organizing Committee is required to station a person at both entrances on Airport Blvd to ensure patrons entering the pool have a safe route to the pool entrance.
- Must pay \$500 for use of the parking lot and provide two million in liability insurance with the Town of Gander named as additional insured.

Recreation NL Conference Sponsorship

The Recreation NL Conference will be hosted in Gander from May 25th - 27th in partnership with the Town of Gander. The Town of Gander had approved a donation of \$1,500 along with in-kind support in the 2023 budget. Due to some challenges they encountered to host some of their larger events, they booked the Steele Community Centre to hold their opening ceremony, keynote address, trade show and social at a cost of approximately \$2,500. Since this is an additional cost, the conference committee asked if Council would consider waiving the Steele Community Centre rental fee in lieu of the \$1,500 cash donation.

The Committee agreed to waive the Steele Community Centre rental fee.

Motion #23-056

Recreation NL Conference Sponsorship

Moved by Councillor Pollett and seconded by Councillor Handcock that the Steele Community Centre rental fee will be waived in lieu of the \$1,500 cash donation to Recreation NL.

Action Required:

Community Services Staff to advise Recreation NL

Corporate Services Staff to forward donation to Recreation NL

In Favour: 5 Opposing: 0

Decision: Motion carried.

Music Resilience Lab Project Update

In 2022, the Town of Gander commenced participation in a unique global project called “the Music Policy Resilience Lab”. The objective of this project is to outline that investment in music can make a community more resilient, no matter where it is located. There are 12 cities/towns participating around the world and only two from Canada including Gander. These locations all have an active music scene that isn’t organized as a group and are relatively isolated in the music industry/world. Moving forward, the Town of Gander will be taking more of an advisory role with this project as it was suggested that all communities form a working group which would involve their local musicians as a means of utilizing their experiences and strengths for this project.

The Tourism Development Officer will contact local musicians to see if there is an interest in sitting on this working group.

Historical Information Decals for Street Signs

The street sign decals, which give a brief description about the name on each street sign in Gander, are ready to be installed once seasonal staff start this summer. The decals will be beneficial to not only tourists but to residents who would like to learn more about the history of street names in the community.

This is the first project of its kind in the province and the department has already had positive feedback from some family members who would like to be there when the decal with information on their family member is installed.

Gigantic Yard Sale

The annual Gigantic Yard Sale at the Steele Community Centre will be taking place on Saturday, June 3rd starting at 9 am. Notice will be provided in May on the drop-off times for gently used items. All proceeds from this sale go back to community not-for-profit organizations.

Steele Community Centre Food Sales Services/Alcohol Sales Services/Vending Machine Request for Proposals

Proposals are being received for food sales at the Steele Community Centre cafeteria along with the alcohol sales and operation of vending machines for the next three years. The deadline to submit a proposal is May 18th at 2 pm. Interested parties can get a copy of the RFP by contacting the Procurement Office at 709-651-5905 and it is also available on the Town of Gander’s website and Facebook page.

Variance Report

The Committee reviewed the yearly variance report for 2022. The Community Services Department was \$292,032 under budget.

Some of the individual factors contributing to the savings are:

- special events that didn't take place such as the Snowbirds,
- savings in sports field maintenance due to the delay in the soccer/track facility,
- increase in Festival of Flight corporate sponsors and button sales,
- decrease in oil and electrical costs at the Steele Community Centre due to upgrades from the Honeywell Project, and
- an increase in ice rentals.

This report is being referred to the Department of Corporate Services for their review.

Upcoming Events

The following events will take place in the coming months:

Apr 10 - 14	Easter Egg Hunt
Apr 13 - 15	Steele Hotels Provincial U11 Mega Hockey Tournament
April 18	Seniors Wellness Session
April 20 - 22	Gander Collegiate Co-ed Concorde Cup
April 26 - 28	MinEX Conference
May 6 - 7	Gander Geek Fest

C. Economic Development Committee:

The Economic Development Committee report was presented by Councillor Woodford.

The Economic Development Committee meeting was held on April 4, 2023. The meeting was chaired by P. Woodford, Councillor. Other members present included: S. Handcock, Councillor; T. Pollett, Councillor; D. Chafe, CAO; D. Quinton, Development Officer; and B. Hefford, Town Clerk.

The following items were discussed:

Development Officer's Report

The Committee reviewed the Development Officer's report for the period ending March 24th. Staff continue to work closely with several retailers and commercial interests considering investing here.

From a residential perspective, Council is contemplating regulatory changes that would permit planned cluster and infill developments in order to spur and support the addition of new housing types and options. The Development Officer reported significant interest from developers

looking to invest in multi-density family homes, dedicated student housing, multi-story housing units and apartment complexes.

The Committee is pleased with the continuing interest in our community and looks forward to future updates.

Housing Needs Assessment

A priority of Council is to address a growing need for diversified housing including more affordable options. One of the first steps is quantitatively determining the current and future need for various housing types. The Committee was advised that the Newfoundland and Labrador Housing Corporation has agreed to cost share (50/50) the completion of an Affordable Housing Needs Assessment and Action Plan. Once complete, this study will be instrumental in developing a strategy for moving forward. Staff have been directed to proceed with the assessment and plan.

Physician Survey

The Committee was advised that staff are preparing to survey local general practitioners and family physicians to collect information which will help shape a comprehensive physician recruitment and retention plan. The survey includes questions on workload, work-life balance, and challenges with recruitment and retention. There were two additional questions that the Committee felt would be helpful. The Committee recognizes the importance of engaging physicians from the start of the planning process and supports proceeding with the survey.

Workforce Development Strategy

The CAO presented a draft framework for a Workforce Development, Attraction and Retention Strategy. Grounded on the latest data and direct input from local industry stakeholders, the strategy will explore innovative ways of attracting, retaining, and training employees to overcome current and anticipated labour force challenges. The Committee feels that the draft framework will guide the development of a comprehensive strategy and plan. Staff will begin the building of the new strategy.

Community Development Committee

The CAO advised that he had reached out to representatives of the Gander International Airport Authority, the Gander and Area Chamber of Commerce and the Qalipu First Nation extending each the opportunity to sit on a Special Advisory and Collaborative Community Development Committee. One of the key functions will be to facilitate cooperation between its members in support of efforts in investment attraction, business retention and expansion, and building community capacity. A full terms of reference will be developed in consultation with the Committee itself.

The Committee supports the establishment of this Special Committee and has asked that its first meeting be set as soon as reasonably possible.

MinEx 2023

The Committee would like to remind residents of the Central MinEX Mineral Industry Showcase taking place between April 26th and April 28th at the Steele Community Centre. This inaugural conference and tradeshow event will focus on the mineral exploration and mining sector highlighting exciting new opportunities emerging in Central. The organizers are pleased to announce the Keynote luncheon speaker will be Mr. Eric Sprott, a renowned and respected leader in the investment community and one of the world's premiere gold and silver investors with over 50 years of experience in the investment industry.

Members of the public will be treated to educational and public outreach events, including mineral exploration and mining displays, panning for gold, and other hands-on activities. Registration for exhibitors and delegates along with sponsorship opportunities are currently available. For more Information, please visit www.ganderareachamber.ca.

The Central MinEx Mineral Industry Showcase is an initiative of the Gander and Area Chamber of Commerce in partnership with the Town of Gander.

D. 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 March 30, 2023. The meeting was chaired by S. Handcock, Councillor. Other members present included: P. Farwell, Mayor; B. Ford, Deputy Mayor; T. Pollett, Councillor; H. Lowe, Director of Protective Services/Fire Chief; D. Chafe, CAO; B. Hefford, Town Clerk and J. Hillier, Confidential Administrative Assistant.

The following items were discussed:

Delegation – RCMP

The Committee welcomed RCMP Staff Sgt. Larry Turner to the meeting. The Town and the RCMP meet on a quarterly basis to discuss priorities and initiatives and areas of concern for both parties. The Committee and the delegation agreed that continuity and collaboration between the Town and the RCMP is very beneficial to the residents of Gander.

Mayor Farwell left the meeting.

Councillor Pollett and the CAO left the meeting.

Department Variance Report

The Committee reviewed the quarterly variance report for the period ending December 31, 2022. The Public Safety and Protective Services Department is \$128,622 under budget. Contributing factors for this difference include:

- Additional overtime required for dispatch
- PPE, clothing and building material purchased but not received until 2023
- Savings in maintenance to the training grounds
- Savings due to lower cell phone contract and usage
- Savings in promotional material and use of force training was provided at the provincial conference
- Higher fines than budgeted

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 April 5, 2023. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: T. Pollett, Councillor; W. Hoffe, Councillor; B. Hefford, Town Clerk and K. Bull, Deputy Municipal Clerk.

The following items were discussed:

9/11 Loukoumi Thank-You Mailbox Unveiling

Gander Elementary has partnered with the Loukoumi Make A Difference Foundation. The foundation has been encouraging children worldwide to write “Never Forget” letters for families who lost loved ones on 9/11. These simple, yet powerful letters state that although these children were not born in 2001, they have learned about the terrorist attacks in school and want the families to know that their loved ones will never be forgotten. A mailbox will also be placed at the Town Hall so that the public may send letters to the families. The unveiling will take place on Friday, May 5 at 1:30. Council will be joined by students from Gander Elementary for this event. Residents are encouraged to attend and send letters. Be sure to include your return address so that the families can respond to your letters. For more information, please visit www.loukoumifoundation.org.

Policy Manual Restructure

Since Council made changes to the Committee and Department structure in 2022, many policies do not properly align with existing departments.

In order to streamline and add uniformity to policies, a comprehensive review and modernization of policies will be undertaken. This will give Council the opportunity to ensure that the policies are representative of their strategic goals and corporate values.

Land Sales Policy

The Land Sales Policy has been discussed for some time. Council is required to follow several pieces of legislation, including the Procurement Act, the Municipalities Act, 1999 and the Urban and Rural Planning Act when selling land. This policy has been reviewed to ensure compliance with changes to legislation and will be coming forward for adoption in the coming weeks. The most notable change is that the process for selling backland will be separate and distinct from selling other parcels of vacant land.

By-Election

Councillor Gina Brown resigned on March 27, 2023. The Municipal Elections Act states that a by-election must be held within 90 days from the date of her resignation.

Motion #23-057

By-Election

Moved by Councillor Pollett and seconded by Councillor Handcock that a by-election for one Councillor seat shall be held on Tuesday, June 13, 2023, from 8 AM to 8 PM.

In Favour: 5 Opposing: 0

Decision: Motion carried.

In order to ensure that all residents are given the opportunity to vote, the Committee would like to offer in person and mail-in voting. Vote By Mail proved to be a successful undertaking in the 2021 general election and residents who otherwise may not have been able to vote certainly appreciated having this option.

Mail-In Voting requires regulations that are subject to Ministerial approval.

Motion #23-058

By-Election

Moved by Councillor Pollett and seconded by Councillor Handcock that pursuant to the power vested in it under Section 54 of the Municipal Elections Act and all other enabling powers, the Town Council of the Town of Gander hereby adopts and enacts the Municipal Election Vote by Mail Regulations and associated procedures and forms attached hereto.

In Favour: 5 Opposing: 0

Decision: Motion carried.

On behalf of Council, Staff and residents, I would like to thank Councillor Brown for her 5 ½ years of dedicated service. We wish her well.

Variance Report

The quarterly variance report was reviewed and found to be in order. The department currently has a surplus of \$73,365. These savings can be attributed to the absence of legal fees.

F. Corporate Services Committee:

The Corporate Services Committee report was presented by Councillor Pollett.

The Corporate Services Committee meeting was held on April 5, 2023. The meeting was chaired by T. Pollett, Councillor. Other members present included: P. Woodford, Councillor; W. Hoffe, Councillor; K. Hiscock, Director of Corporate Services; D. Chafe, CAO and B. Hefford, Town Clerk.

The following items were discussed:

Municipal Assessment Agency Update

Correspondence from the Municipal Assessment Agency on the Board of Director's meeting held virtually on February 17, 2023, was reviewed by the Committee.

Some of the items discussed in the correspondence were as follows:

- The Board welcomed Mr. Dean Ball as Taxpayer Representative to the Agency's Board of Directors.
- Mr. Troy Bragg, an internal employee has been temporarily assigned the Manager of Assessment Operations.
- The Agency's newest client is the Town of West Saint Modeste.
- The Board of Directors approved a multi-year sponsorship for the period 2023-2025 between the Municipal Assessment Agency and the Professional Municipal Administrators (PMA). This has been a strong partnership and a significant benefit to both organizations and municipalities throughout the province.
- The next Board meeting is scheduled to be held on April 17, 2023, in Corner Brook.

Gander and Area SPCA – Grant

In the 2023 budget, \$30,000 was approved for the Gander and Area SPCA in recognition of their financial contribution towards the original construction costs of the current SPCA building located on McCurdy Drive. They are requesting a transfer of this money, in addition to an advancement of the \$10,000 operating grant approved in the 2023 budget. The funds are used to pay the operating costs of the current building including maintenance and electricity. As the opening date of the new facility has not been finalized, the Town of Gander will be using the funds to pay for ongoing operating costs at the current building.

The Committee discussed both requests and is prepared to advance \$30,000 pending a signed agreement between both parties recognizing the Town’s ownership of the building at 36 McCurdy Drive and the SPCA’s contribution toward same.

Unfortunately, due to the ongoing and unknown operating costs of the current building, the Committee is not recommending advancing the \$10,000 operating grant.

Motion #23-059
Gander and Area SPCA – Grant

Moved by Councillor Pollett and seconded by Councillor Woodford that the Town of Gander advance \$30,000 pending a signed agreement between both parties recognizing the Town’s ownership of the building at 36 McCurdy Drive and the SPCA’s contribution toward same.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Canada Community Building Fund

After the completion of various capital projects funded through the Canada Community-Building Fund, the final costs require the approval of Council to re-allocate any savings.

The project for road upgrades to Ward/Dickins completed in 2022 was \$14,195.71 lower than the original estimate and requires approval of the final costs.

Motion #23-060
Canada Community Building Fund

Moved by Councillor Pollett and seconded by Councillor Woodford that the final cost for the Canada Community-Building Fund Project # 89-2022-7730 of \$292,989.29 be approved.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Ultimate Recipient Annual Expenditure Report

Council recently engaged the services of Kimberly G. Humphries Professional Corporation to complete the audit of financial information and preparation of the Ultimate Recipient Annual Expenditure Report (known as Gas Tax) for the year ended December 31, 2022.

The audit confirmed the financial statements were presented fairly, in all material aspects, in accordance with the Canadian Public Sector Accounting Standards (PSAB).

The Town has completed \$6.8 million in capital projects through the Canada Community – Building Fund Agreement since its inception in 2007.

The Committee is pleased there were no issues identified during the audit.

Councillor Woodford left the meeting at 5:15 p.m.

MYCW Schedule A Revised

After completing all approved Multi Year Capital Works projects for the period ending December 31, 2022, a surplus of funds remains unspent.

To avail of the surplus, Council is required to approve the final cost of the Multi Year Capital Works projects completed. The surplus remaining of the provincial share is \$598,679 from the 2020-2023 MYCW program.

The Town's share depends on the type of project with water & sewer works shared at 70/30 and road work at 50/50.

Motion #23-061

MYCW Schedule A Revised

Moved by Councillor Pollett and seconded by Councillor Handcock that final project costs funded by MYCW 2020-2023 be approved as per the revised schedule A attached.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Pricing of Commercial Land in Gander Business Park

The recommendation referred by the Planning & Development Committee to sell commercial land at the Gander Business Park was presented to the Committee for review.

Management met to discuss the methodology and recommended a price range presented in the appraisal report provided by Provident Valuation and Advisory Services. An area totaling 21.42 acres of undeveloped/unserviced land fronting existing roads will be sold at \$100,000 per acre and the new serviced commercial lots in Dickins Street extension totaling 5.61 acres will be sold at \$150,000 per acre. These values provided in the appraisal were based on research and market assessment.

Motion #23-062

Pricing of Commercial Land in Gander Business Park

Moved by Councillor Pollett and seconded by Councillor Hoffe that the pricing of commercial land in the Gander Business Park be sold as per the drawing attached.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Property Tax Reductions

The Committee reviewed two applications for residential property tax reductions that met Council’s policy based on income criteria. The total amount requested to be adjusted is \$3,435.40.

Motion #23-063

Property Tax Reductions

Moved by Councillor Pollett and seconded by Councillor Hoffe that the property tax reductions be approved as attached.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Call for Bids – OC23-03 – Tandem Truck/Plow/Salt/Sander

The results of the Open Call for Bid #OC23-03 for the supply and delivery of one new Tandem Truck/Plow/Salt/Sander was presented to the Committee for review and consideration. The only bid received was from Western Star and Trucks Newfoundland Ltd.

This item is \$23,976.82 over budget and will not be delivered until 2024.

Motion #23-064

Call for Bids – OC23-03 – Tandem Truck/Plow/Salt/Sander

Moved by Councillor Pollett and seconded by Councillor Hoffe that the Town of Gander award the bid to supply and deliver one new Tandem Truck/Plow/Salt/Sander to Western Star and Trucks Newfoundland Ltd. for \$467,534.80 HST included.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Invitation to Quote – Rental of Garbage Truck

The Planning & Development Committee referred the invitation to quote for the rental of a garbage truck for use during the 2023 annual curbside cleanup event to the Corporate Services Committee for consideration. The event is scheduled for October 16th – October 27th.

There were two quotes received with the lowest that met specifications submitted by T2 Ventures Inc. at the two-week rate of \$31,625.00 HST included. This item is \$3,821.35 under budget.

Motion #23-065

Invitation to Quote – Rental of Garbage Truck

Moved by Councillor Pollett and seconded by Councillor Handcock that the invitation to quote for the rental of a garbage truck for use during the 2023 annual curbside cleanup event be awarded to T2 Ventures Inc. at the two-week rate of \$31,625.00 HST included.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Year End Variance and Capital Report

The Corporate Services Committee reviewed the unaudited operating and capital variance reports for the year ending December 31, 2022. The revenues less expenses resulted in an operating surplus of \$711,480. While the surplus is encouraging, the main contributor is due to one-time savings.

The major variances for all Departments that contributed to this surplus were as follows:

- Wages & benefits are \$152,000 under budget due to delay in filling positions.
- Utilities are \$85,000 under budget due to reduced consumption.
- Special events and maintenance are \$148,000 under budget.
- Consulting and legal fees are \$125,000 under budget.
- Travel & training expenses are \$49,000 under budget.
- The commercial land expense is \$450,000 under budget due to delay in commercial land development with GIAA.
- Taxation revenue is \$197,000 over budget due to higher than anticipated revenue from tax agreements.
- Earned interest is \$114,000 over budget due to high interest rates.

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 April 6, 2023. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: P. Farwell, Mayor; W. Hoffe, Councillor; T. Pollett, Councillor; P. Woodford, Councillor; S. Handcock, Councillor; D. Chafe, CAO; B. Hefford, Town Clerk; K. Bull, Deputy Municipal Clerk; J. Blackwood, Director of Planning and Development; K. Hiscock, Director of Corporate Services and H. Lowe, Director of Public Safety and Protective Services.

The following items were discussed:

2023 Central Northeast Health Foundation Golf for Health Tournament

The 23rd Annual Golf for Health Tournament will be held on Thursday, July 6th at the Gander Golf Club. This annual event has raised a tremendous amount of money over the years, which has enormously benefited our health care facilities. Last year, over \$29,000 was raised in support of the purchase of a Procedural Skills Simulation Laboratory for James Paton Memorial Regional Health Centre and a Zoll Autopulse, which is a device used for automatic CPR, for Notre Dame Bay Memorial Health Centre. A project for this year has not been selected, but Council is confident that as always, the foundation will put the money raised to good use. We are happy to participate once again.

International Day Against Homophobia and Transphobia

Council has been asked by a Quebec-based foundation called Fondation Emergence to proclaim May 17 as International Day Against Homophobia and Transphobia and fly the pride flag on that day.

Council has been clear that they are inclusive and support the LGBTQ+ community and is happy to proclaim May 17 as the International Day Against Homophobia and Transphobia.

Motion #23-066

International Day Against Homophobia and Transphobia

Moved by Councillor Hancock and seconded by Councillor Pollett that May 17, 2023, shall be proclaimed as International Day Against Homophobia and Transphobia.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Light it Up for Huntington Disease 2023

The Huntington Society of Canada has requested that Council illuminate a municipal property in blue and/or purple for one or more days in May in recognition of HD Awareness Month.

Huntington Disease is a fatal genetic disorder that has no cure. Huntington Disease is often described as having ALS, Parkinson's, and Alzheimer's all at the same time.

Council recognizes that this debilitating disease affects 1 in 7000 Canadians and is proud to show our support by illuminating the Town Hall, as requested.

Action Required:

Communications Officer asked to do social media post by Deputy Mayor Ford.

Choices for Youth – The Impact and Potential of Regional Integrated Youth Services in Newfoundland and Labrador Event

Choices for Youth has partnered with Memorial University of Newfoundland and Labrador (MUN) to host an event, "The Impact and Potential of Regional Integrated Youth Services in NL" on Thursday, April 27th from 9:00 am – 12: 30 pm. This event will highlight the best practice model of Integrated Youth Services and the ongoing work happening in our province and nationally to drive forward this innovative model of mental health and wrap-around services delivery for youth ages 12-29.

The event will include a panel discussion lead by Dr. Rob Greenwood, Associate Vice-President of Public Engagement and External Relations, MUN with other subject matter experts in attendance.

Council is happy to be a partner in this very important and timely discussion.

Municipal Awareness Week

Municipal Awareness Week is held each May in municipalities of Newfoundland and Labrador to recognize the vital role of municipal government and all of the efforts that support it. The Committee reviewed suggestions put forward by staff, including:

- Coffee with Council
- Public Works equipment display at schools
- Mock Council Meeting with students
- Q&A Sessions with Mayor and primary aged students
- Social media awareness campaign

Council was supportive of the suggestions put forward and is eager to participate in all public engagement activities. Details will be communicated publicly in early May.

FCM Conference and Trade Show

Councillor Brown was selected as one of four delegates to attend the 2023 Federation of Canadian Municipalities Conference and Trade Show. The Committee discussed whether an alternate Councillor should be sent in her place. The Conference and Trade Show is a valuable learning experience for elected officials and staff. The Committee feels that since Council has an un-budgeted by-election coming up, the funds that would be used to pay for a fourth delegate should be redirected to offset the cost of the by-election. Three delegates will attend this year's Conference as opposed to the usual four.

Municipal Conduct Act Training

The Municipal Conduct Act requires municipal elected officials and administrators to undergo mandatory training. There are in-person and virtual training options.

The in-person training will be held in Gander on May 1st & 2nd. Councillors who have not yet completed the training can contact Executive Assistant Dawn Froude to arrange registration.

Freedom Village Inc.

The Committee reviewed correspondence from Freedom Village Inc. The company has requested an extension to their agreement for the development of a subdivision at the end of Ogilvie Street. The due date to have the finalized development agreement in place was March 31, 2023. They have requested a new deadline of May 31, 2023. This is the third time the company has asked for an extension.

Action Required:

Defer this item. No quorum, as Councillor Hoffe in Conflict of Interest.

H. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS

Councillor Hoffe expressed his gratitude to Council, staff and residents for their support and concern during his recent health issues. He has been given a clean bill of health and is happy to once again be an active Council member.

Deputy Mayor Ford offered sincere condolences on behalf of Council, Staff and Residents to former Councillor Pat Kane’s family on his recent passing. Mr. Kane spent an admirable 20 years on Council, from 1981 – 2001, and was instrumental in the development of Cobb’s Pond Rotary Park and the Steele Community Centre. He will be missed.

10. ADJOURNMENT

Motion #23-067

Adjournment

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

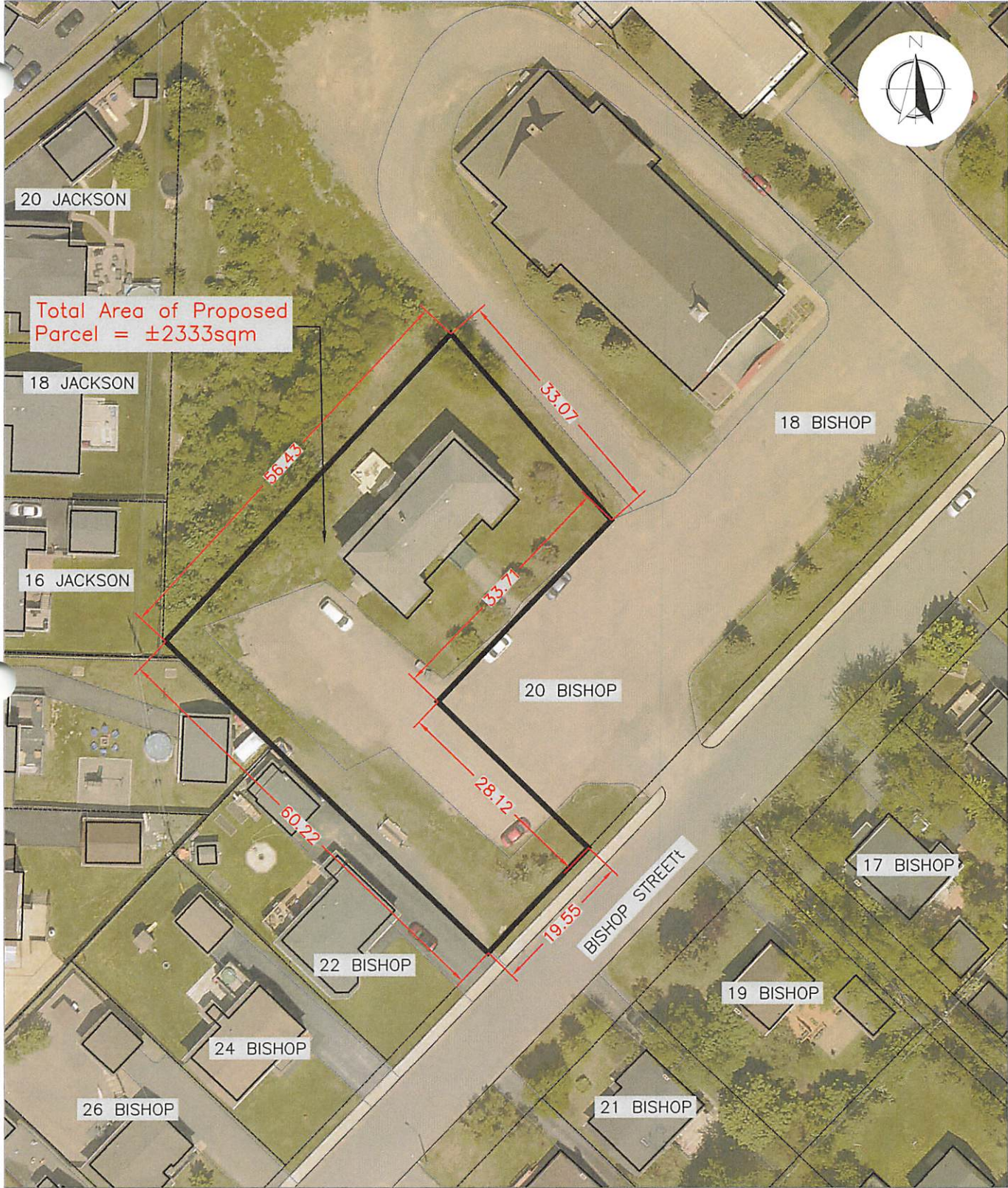
In Favor: 4 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:40 p.m.

P. Farwell, Mayor

B. Hefford, Town Clerk



Drawing Title:
20 Bishop Street
Proposed Parcel of Land
Option 8

Drawn By:
T. Noseworthy

Scale:
1 : 750

Date:
April 10, 2023

Drawing Number:
23-1010-8

**TOWN OF GANDER
MUNICIPAL ELECTION VOTE BY MAIL REGULATIONS**

Pursuant to the Ministerial approval granted under Sections 54 and 97 of the *Municipal Elections Act, SNL 2001, c. M-20.2* (hereinafter referred to as the “Act”) as amended and all other enabling powers, the Town of Gander has established the following MUNICIPAL ELECTIONS VOTE BY MAIL REGULATIONS.

Title

1. These Regulations may be cited as the *Town of Gander Vote by Mail Regulations*.

Interpretation

2. Where used herein,
 - a. “Returning Officer” shall mean the Town Clerk of the Town or such other person appointed in accordance with section 13 of the *Municipal Elections Act*;
 - b. “Town” shall mean the Town of Gander; and
 - c. “Voter Kit” shall mean the package containing the documents listed in section 7 hereof.
3. Any capitalized term used but not defined herein shall have the meaning ascribed thereto in the *Act*.
4. Except where specified by these *Regulations*, Elections in the Town are held in accordance with the procedures and terms dictated by the *Act*, and the regulations, policies and forms promulgated thereunder.
5. Sections 26, Advance Poll and 27, Proxy Voting shall not apply to the June 13, 2023 By-Election. Section 34, Employee Time to vote, shall apply.

Returning Officer Responsibilities

6. The Returning Officer shall:
 - a. Appoint in writing such election officials as may be required to conduct the Election, in accordance with section 13 of the *Act*;
 - b. Establish and maintain a secure repository at the Town Hall into which the return envelopes and the ballot envelopes shall be placed until the time specified for the counting of ballots;
 - c. Establish and maintain until 4:00 p.m. on June 12, a minimum of one site for the deposit of Return Envelopes and Ballot Secrecy Envelopes;
 - d. Establish and maintain a voter’s list;
 - e. Oversee the creation of the Voter Kit; and
 - f. Perform such other duties and responsibilities as set out in the *Act*, these *Regulations* and procedures created hereunder.
 - g. The Returning Officer and all elections staff shall sign MEF-10, the Oath or Affirmation of Secrecy prior to election day.
 - h. The Returning Officer is responsible for updating and ensuring the security of the Voter List.

Voter Kit and Procedures

7. A Voter Kit shall be available to each eligible voter and shall contain the following:
 - a. Voting Directions
 - b. Voter Declaration Form (*sequentially numbered*)
 - c. Ballot(s)
 - d. Ballot Secrecy Envelope
 - e. Return Envelope
 - f. Any further enclosures the Returning Officer may deem necessary or appropriate.
8. Any eligible voter shall be entitled to receive a Voter Kit.
9. All ballots shall be identical and shall also contain all the information required by the *Act*.
10. An Election shall be conducted in accordance with the procedures set out in Appendix A attached hereto, which Appendix A forms part of these *Regulations*.
11. The Voter Kit shall contain the controlled election print materials as described in Appendices B and C attached hereto, which Appendices B and C form part of these *Regulations*.

Voter Responsibilities for Voting by Mail

12. It is the responsibility of the voter to complete their ballot once it is received, in accordance with all applicable legislation. Voters are required to follow the instructions located on the Voting Directions sheet prior to returning their ballots to a designated return location before 4 p.m. on June 12. The repository will be emptied by the Returning Officer at 4 PM on June 12. Ballots received after this time, regardless of postmark, will be considered spoiled and will not be counted. All ballots will be retained in accordance with the *Act*.
13. Ballot counting will not start until after close of polls on Election Day as per the *Act*.

General

14. The Returning Officer, may, with the prior approval of the Minister, vary the procedures for the conduct of Elections from time to time as they deem appropriate to ensure the efficiency and integrity of the Election.
15. The Town may enter into any contract necessary to conduct the Election in accordance with these *Regulations*.

Municipal Election Forms

16. With the exception of the ballot form, other forms used to administer a municipal election, as prescribed by the Minister of Municipal and Provincial Affairs, will be used.

Offence

17. Any person who contravenes these *Regulations* shall be guilty of an offence and liable upon conviction to a penalty as provided in the *Act*.

Commencement

18. These *Regulations* were adopted on the 12 day of April, 2023.

These *Regulations* come into effect following Ministerial review and approval on the ____ day of _____ , 2021.

Mayor

Municipal Clerk

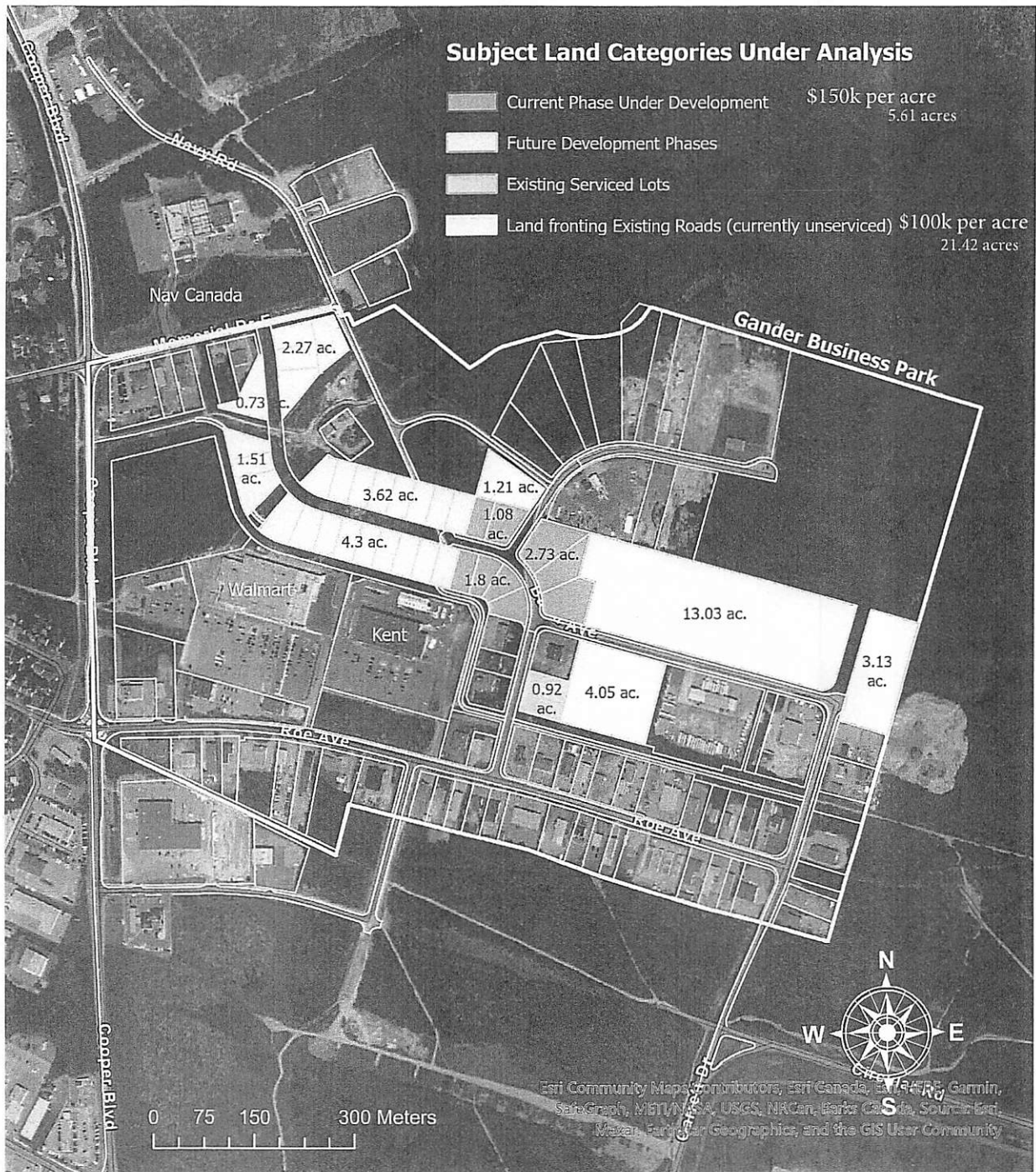
**Town of Gander
Multi-Year Capital Works Funding Agreement
2020-23 Schedule A (Revised)**

Date: April 12, 2023

Project	Project #	Original Funding \$	Revised Funding \$	GST/PST Rebate \$	Net Funding \$	Provincial Share \$	Municipal Share \$	Cash Flow <i>(enter % anticipated to be spent per</i>			
								Year 1	Year 2	Year 3	Year 4
Alcock Crescent Water & Sewer Upgrades	17-MYCW-22-00041	2,372,090	1,845,038	171,893	1,673,145	1,171,201	501,943			100%	
Elizabeth Drive Sewer Infrastructure Upgrades	17-MYCW-22-00042	1,094,890	678,820	63,242	615,578	430,904	184,673			100%	
TCH loop Watermain	17-MYCW-22-00043	229,690	-	-	-	-	-				
Wright Crescent Sanitary Infrastructure Upgrades	17-MYCW-22-00044	652,842	652,842	60,822	592,020	414,414	177,606			100%	
Pumphouse Upgrade Study		-	100,000	9,317	90,683	63,478	27,205				100%
Unallocated						681,004					100%
TOTAL		4,349,512	3,276,700	305,275	2,971,426	2,761,002	891,428				

Gander Business Park Expansion Land

Ward Street, Dickins Street, and Baird Avenue, Gander, NL



Professional Real Estate Valuation & Advisory Services
P.O. Box 21371, St. John's, NL, A1A 5G6
www.providentva.com

**Property Tax Reductions
- Residential -
Year 2023**

Roll Number	2023 Property Tax	% of Reduction	Amount of Reduction	Revised 2023 Taxes
021500050000	\$2,003.12	20	\$400.62	\$1,602.50
045000130000	\$2,036.56	10	\$203.66	\$1,832.90