

MINUTES

Regular Meeting of Council
Wednesday, June 7, 2023 @ 4:00 pm
Council Chambers

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

**Advisory and
Resource:**

D. Chafe	CAO
B. Hefford	Town Clerk
J. Blackwood	Director of Planning and Development
H. Lowe	Director of Public Safety & Protective Services
J. Knee	Director of Community Services
K. White	Communications Officer

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Pride Month Proclamation

The Mayor proclaimed that the month of June as Pride month in the Town of Gander.

Recreation Month

The Mayor proclaimed that the month of June as Recreation Month in the Town of Gander.

Operation Smile Canada – Longest Day of Smiles

The Mayor proclaimed that June 18th, 2023 as Longest Day of Smiles in the Town of Gander.

3. APPROVAL OF AGENDA

Motion #23-087

Approval of Agenda

Moved by Councillor Woodford and seconded by Councillor Pollett that the Agenda for the Regular Meeting of Council on May 10, 2023 be adopted as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #23-088

Regular Minutes for Approval

Moved by Councillor Pollett and seconded by Councillor Handcock that the Minutes from the Regular Meeting of Council on May 10, 2023 be adopted as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

6. REPORTS – STANDING COMMITTEES:

A. Community Services Committee:

The Community Services Committee report was presented by T. Pollett, Councillor/Chair.

The Community Services Committee meeting was held on May 24, 2023. The meeting was chaired by T. Pollett, Councillor. Other members present included: W. Hoffe, Councillor; and J. Knee, Director of Community Services.

The following items were discussed:

Sports Hall of Fame/Archives

The Committee had asked the Department to look at options to refresh the look of the Sports Hall of Fame/Archives. The Director presented two concepts:

1. Remove all articles, return them to their owners, and use the space as a meeting room.
2. Tidy up the current display cases, have some items moved and displayed around the Steele Community Centre with the possibility of digitizing many of the photo albums.

The Committee would like the Department to explore pricing for concept two.

Variance Report

The Committee reviewed the quarterly variance report for the period ending March 31, 2023. The Community Services Department is \$16,089 under budget with a projected year to date expenditure of \$403,042.

One of the contributing factors was the reimbursement of a donation from the North Atlantic Aviation Museum's Beyond the Words Tour in the amount of \$10,800. This funding was held in trust by the museum since 2020 and returned because the tour did not go ahead.

Steele Community Centre Food Sales Services, Alcohol Sales & Vending Machine Request for Proposals (RFP)

The Committee reviewed the request for proposals and there were two submissions received for the food sales services and the alcohol sales for the Steele Community Centre. The Director advised that Gene's Catering met the specifications of the food sales and the alcohol sales.

Motion #23-089

Steele Community Centre Food Sales Services Request for Proposals (RFP)

Moved by Councillor Pollett and seconded by Councillor Hoffe that the Request for Proposal for the Steele Community Centre Cafeteria Food Sales Services be awarded to Gene's Catering in the amount of \$400/month plus HST for the months of September to November and \$1,000/month plus HST for the months of December – April for three years commencing September 2023 to April 2026 (ice in, ice out).

In Favour: 6 Opposing: 0

Decision: Motion carried.

Motion #23-090

Steele Community Centre Alcohol Sales Request for Proposals (RFP)

Moved by Councillor Pollett and seconded by Councillor Hoffe that the Request for Proposal for the Steele Community Centre Alcohol Sales be awarded to Gene’s Catering in the amount of \$200/month plus HST for three years commencing September 2023 to April 2026 (ice in, ice out).

In Favour: 6 Opposing: 0

Decision: Motion carried.

The Committee also reviewed the request for proposal for the vending machine sales and there was only one submission received. The Director advised that the submission did not meet the specifications of the RFP.

Summer Program Registration

The Summer Program will take place from July 5 – August 11, 2023, for youth ages 5 – 12. Registration will begin on Monday, June 5th by emailing your application to sfrancis@gandercanada.com starting at 8:30 am. Payment will not be taken until the child has received confirmation that they have been enrolled in the program. Registration forms can be found on the Recreation & Community Services Facebook page, the Town of Gander website, gandercanada.com, or you can contact the department for a form by calling 709-651-5927.

Gander Airshow

The Gander Airshow, featuring the Canadian Forces Snowbirds, will take place on Wednesday, June 21st from 2pm – 6pm at the Gander International Airport. The Town of Gander, Gander International Airport Authority, 9 Wing Gander, Allied Aviation and other organizations have been working together on this event. The Special Events Coordinator is currently arranging shuttle buses for this event with drop-off points to be determined once the buses have been confirmed. Anyone wishing to find more information about the Airshow can visit our website – gandercanada.com or the Recreation and Community Services Facebook page.

It was also advised that the Special Event Coordinator is working with the Town of Gander insurance agency to obtain special aviation event insurance for this event. This has not been required in the past, but due to liability issues, it is required.

Canada Day

Canada Day celebrations will take place on July 1st from 1 – 4 pm at Cobb’s Pond Rotary Park with the Steele Community Centre as a backup location in case of inclement weather. There is no cost to attend and there will be music, games, prizes, cupcakes and more. For more information, please contact the office at 709-651-5927.

Ride for Sight Volunteers

The Ride for Sight Committee is still seeking volunteers to help with this year's event which takes place on June 23rd & 24th. Anyone interested in volunteering is asked to contact the department at 709-651-5927.

Upcoming Events

The following events will take place in the coming months:

June 5 - 18	Clean and Green
June 8	Matthew Sargent Foundation – Kaleb Dahlgren
Talk June 10 - 11	Street Jam Ball Hockey Tournament
June 21	Snowbirds Airshow
June 23 – 25	Ride for Sight
July 1	Canada Day Celebrations

B. Economic Development Committee:

The Economic Development Committee report was presented by Councillor Woodford/Chair.

The Economic Development Committee meeting was held on May 23, 2023. The meeting was chaired by P. Woodford, Councillor. Other members present included: P. Farwell, Mayor; S. Hancock, Councillor; T. Pollett, Councillor; D. Chafe, CAO; and B. Hefford, Town Clerk.

The following items were discussed:

Development Officer's Report

The Committee was updated on developer and investor interests in our community. Much of that interest is in residential housing projects, specifically multi-density and affordable housing developments. Interest from commercial and industrial developers is also high with national franchise and manufacturing investors. Council and staff continue to work with and these developers as they progress with their projects.

Central MinEX Report

The Central MinEX Mineral Industry Showcase took place here in Gander between April 26th and April 28th at the Steele Community Centre. By all accounts, this inaugural conference and tradeshow event was a great success exceeding all expectations with an impressive level of participation by sponsors, exhibitors, delegates, and the public.

A highlight of the event was the presentation by keynote speaker 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.

MinEX brought together an estimated 500+ attendees to Gander over the three-day event, providing local businesses throughout the region the opportunity to engage directly with the mineral sector and explore potential business opportunities.

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

The Globe Theatre

The Committee was both pleased and excited with the announcement by the Gander International Airport Authority of the opening of their new independent movie house, the Globe Theatre. The Theatre borrows its name from the original World War I era cinema at the Royal Canadian Air Force side of the Gander Airbase. The Town of Gander has been without a first-run movie theatre since the closure of the Fraser Mall Cinema in 2007.

The Globe Theatre is located in the airport's famed international lounge. With 75 VIP quality state-of-the-art seats, sound and projection systems and a twenty-foot screen, patrons will enjoy a unique and intimate atmosphere and a more personal viewing experience.

The cinematic portion of the theatre will be managed and operated by the International Lounge Foundation (ILF), a volunteer-led not-for-profit organization whose mission is to conserve, curate and celebrate Gander Airport's built and cultural heritage. All proceeds generated from ticket sales will be reinvested in heritage programming, interpretation, and restoration.

Council would like to acknowledge the vision and work of the Gander International Airport Authority and volunteers of the International Lounge Foundation in achieving this community milestone.

C. Public Safety and Protective Services Committee:

The Public Safety and Protective Services Committee report was presented by Councillor Hancock/Chair.

The Public Safety and Protective Services meeting was held on May 24, 2023. The meeting was chaired by S. Hancock, Councillor. Other members present included: P. Woodford, Councillor; H. Lowe, Director of Public Safety & Protective Services/Fire Chief; and T. Byrne, Administration Human Resources Coordinator.

The following items were discussed:

Gander Fire Rescue Awards

The Committee reviewed the Gander Fire Rescue Awards Policy, and it was noted that the firefighters felt that Council should be providing for the annual service recognition awards. At present, firefighters use their own fund-raised money to cover the cost. Management agrees that

it would be appropriate for Council to cover these costs and recommends that Policy P015 be amended to reflect this.

This Policy P015 will be presented for a first reading, as attached.

Gander Fire Rescue and Municipal Enforcement Quarterly Stats

The Committee reviewed the Municipal Enforcement and Gander Fire Rescue Statistics for the first quarter of 2023.

The Fire Department reported 63 Fire Calls, 71 Fire Inspections and 558 Public Consultations which range from general inquiries, code requirements and fire prevention calls to name a few.

The Municipal Enforcement issued 153 citations. Additionally, our officers responded to 174 calls for assistance including for bylaw enforcement matters.

ATV Regulations

On November 16, 2021, the House of Assembly approved the new Off-Road Vehicles Act to replace the Motorized Snow Vehicles and All-Terrain Vehicles Act, the purpose of which is to enhance safety for all off-road vehicle users in Newfoundland and Labrador.

The Town of Gander's Municipal Enforcement Officers now can enforce the regulations.

The Committee is recommending the Town of Gander rescind our All-Terrain Vehicles Regulations and will enforce under the Off-Roads Vehicles Act.

The Committee recommends this item be referred to the Committee of the Whole.

Information will be on the Town of Gander's website at www.gandercanada.com.

Animal Control Policy

The Director of Public Safety and Protective Services and the Town Clerk met with the SPCA to discuss the Animal Control Policy ME004 notably, the after-hours animal control service.

The following revision will be added to the Policy:

The Town of Gander does not provide 24-hour, 7 day per week animal control service. If an after-hours call is received, and response is not available, the resident can provide contact information and follow-up will occur when either the Municipal Enforcement Officer is on duty or the SPCA is open.

The ME004 Animal Control Policy is attached for its first reading.

Variance Report to March 31, 2023

The Committee reviewed the quarterly variance report for the period ending March 31, 2023. The Public Safety & Protective Services Department is \$8,940 over budget due primarily to clothing being purchased in 2022 but not received until 2023.

Department Update for May 2023

The Committee discussed the Department Updates for the month of May. They are as follows:

- Continuing to help with the Breakfast program at Gander Academy.
- Municipal Awareness Week – Went to the schools with Fire Trucks and did a vehicle extraction demonstration.
- Helped with Recycling Drive – a fund raiser for Gander Academy.
- We will be hosting Firefighter Level 1-Module 2 and the NFPA Certification testing day at the fire hall and training grounds for the Fire & Emergency Services Fire School.
- Preparing for the Paint the Pavement project at Gander Elementary School.

Municipal Enforcement had a Grade 10 student job shadow for a morning to decide if Municipal Enforcement is a possible career opportunity.

D. Planning and Development Committee:

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

The Planning and Development Committee was held on May 30, 2023. The meeting was chaired by S. Handcock, Councillor. Other members present included: B. Ford, Deputy Mayor; W. Hoffe, Councillor; T. Pollett, Councillor; P. Woodford, Councillor; B. Hefford, Town Clerk and J. Blackwood, Director of Planning and Public Works.

The following items were discussed:

Public Works Report

The Committee reviewed the Public Works Departmental report and noted that staff are busy this time of year completing infrastructure repairs, property reinstatement, and general cleanup around town after a long winter. More specifically, the department has been engaged in lawn repairs, sidewalk and street sweeping, sidewalk and catch basin repairs, and pothole repairs utilizing the Town's new asphalt recycler. Residents will also notice municipal line painting crews reinstating traffic lines, crosswalks, and directional arrows around town as weather permits. Residents are asked to use caution and have patience when approaching and traversing through these work areas to ensure the safety of the staff and those travelling through the work zones.

Home Based Business Application – 47 Grandy Avenue

The Committee reviewed a Home-Based Business application from a resident at 47 Grandy Avenue. The applicant, *Jolly Tots Childcare* is seeking Council's permission to operate a children's day care facility from that property.

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

Motion #23-091

Home Based Business Application – 47 Grandy Avenue

Moved by Councillor Hancock and seconded by Deputy Mayor Ford that *Jolly Tots Childcare* be permitted to operate a children's day care facility at 47 Grandy Avenue.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Home Based Business Application – 36 Cotton Street

The Committee reviewed a Home-Based Business application from a resident at 36 Cotton Street. The applicant, *Jessica Waterman* is seeking Council's permission to operate a home office/design studio from that property.

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

Motion #23-092

Home Based Business Application – 36 Cotton Street

Moved by Councillor Hancock and seconded by Deputy Mayor Ford that *Jessica Waterman* be permitted to operate a home office/design studio from 36 Cotton Street.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Home Based Business Application – 14 Alcock Crescent

The Committee reviewed a Home-Based Business application from a resident at 14 Alcock Crescent. The applicant, *Singing Reel Adventure Tours*, is seeking Council's permission to operate a home office for a guided salmon fishing tour service from that property.

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

Motion #23-093

Home Based Business Application – 14 Alcock Crescent

Moved by Councillor Handcock and seconded by Councillor Pollett that *Singing Reel Adventure Tours* be permitted to operate a guided salmon fishing tour service from 14 Alcock Crescent.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Wastewater Treatment Facility – Resident Concerns

The Committee reviewed correspondence from a resident with concerns related to Gander's new Wastewater Treatment Facility. The individual feels that Council could have acquired a new treatment facility with better treatment technology, cheaper capital, operational and maintenance costs when compared to the system selected. The individual went on to explain concerns they had with the procurement process for the new facility and specific issues with criteria within that process.

The Director advised the Committee that the process used to procure the new treatment facility and supporting infrastructure was carried out under the supervision of a project team including a private project management firm, representatives from an Engineering firm, specializing in wastewater treatment, Provincial representatives from the Departments of Environment, Municipal Affairs and Gander Municipal staff. Regular updates and approvals throughout the process were vetted through Council with engagement of professional services and budget approvals being carried out in public Council meetings.

Gander's new Wastewater Treatment Facility uses proven treatment technology with the overall project being delivered significantly under budget. The facility has provided Gander's residents with solid infrastructure designed to meet the projected growth of the community for the next 30 years and has the ability to be expanded. The effluent from the new plant is not only meeting but exceeding the federal guidelines and these results are available for anyone who is interested in viewing.

The Committee appreciates the concerns raised by the resident and will formally respond providing clarification on the issues raised.

Municipal Plan Amendment #4 & Development Regulations Amendment #6, 2023

The proposed Municipal Plan Amendment # 4, 2023 and Development Regulations Amendment # 6, 2023, as requested by Council, is now ready for adoption.

This amendment proposes to add a **Personal Service** classification to the Discretionary Use Classes of the **Industrial General** zone.

A change will also be initiated to the Industrial General policies of the Gander Municipal Plan in support of this addition.

An Open House was held on April 17, 2023, in the Council Chambers at the Town Hall. There were no attendees, exclusive of staff, Council, and the applicants.

A draft copy of the amendment was sent to the Department of Municipal Affairs and was released from provincial review on May 17, 2023.

Motion #23-094

Municipal Plan Amendment #4 & Development Regulations Amendment #6, 2023

Moved by Councillor Handcock and seconded by Councillor Woodford that the proposed Municipal Plan Amendment # 4, 2023 and Development Regulations Amendment # 6, 2023 be adopted under Section 16(1) of the Urban and Rural Planning Act.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Use of Digital Data – Gander International Airport Authority

Council has received a request from the Gander International Airport Authority for the use of digital data. More specifically they would like to acquire background imagery for the area of the Airport to support airfield lighting maintenance software. The Committee agreed that the request meets the intent of the sharing agreement and supports the economic growth of the community.

Motion #23-095

Use of Digital Data – Gander International Airport Authority

Moved by Councillor Handcock and seconded by Councillor Pollett that digital data, as requested, be released to the Gander International Airport Authority.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Department Variance Report

The Committee was presented with the departmental variance reports for the period from January 1, 2023, to March 31, 2023. The Planning and Public Works Department, with timing adjustments, was \$65,773.00 under budget for the period. Several factors were involved in the savings, but the main contributor was delayed hiring in several vacated positions. Overall, the Committee was pleased with the report and recommends forwarding it to the Corporate Services Committee for their review and consideration.

Terms of Reference

The Committee was presented with the proposed Terms of Reference for the newly formed Planning and Public Works Department. The Committee recommends forwarding this item to the Governance and Legislative Services Committee for their review and consideration.

Notable Dates

- Upcoming Waste Transfer Station dates are scheduled for June 10th & July 8th. The hours of operation are 8 a.m. – 4 p.m.
- Garbage collection for the Canada Day Holiday observed on Monday, July 3rd has been rescheduled to Wednesday, July 5th.

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/Chair.

The Governance & Legislative Services Committee was held on May 31, 2023. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: T. Pollett, Councillor; D. Chafe, CAO; B. Hefford, Town Clerk and K. Bull, Deputy Municipal Clerk.

The following items were discussed:

Land Sales Policy

The Committee reviewed a new Land Sales Policy. The purpose of the policy was to consolidate the various land sales policies and processes into a single policy that outlined the objectives and procedures for land sales, ensuring legislative compliance. The Land Sales Policy is a public-facing policy and is being introduced for first reading. This is to allow public engagement and consultation. The Policy will be eligible for adoption at the August 2, 2023 regular meeting of

council. Members of the public seeking information are asked to contact info@gandercanada.com or the Town Clerk's Office at 709-651-5901.

Motion #23-096

Land Sales Policy

Moved by Deputy Mayor Ford and seconded by Councillor Woodford that the Land Sales Policy be introduced for first reading as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Planning and Public Works Committee Terms of Reference

The Town of Gander has re-organized the Engineering and Municipal Works functions with some recent turnover of staff. The Committee reviewed a revised Committee Terms of Reference for the newly created Planning and Public Works Committee. This combines the internal Engineering and Planning functions with the operational department including roads, waste removal, water and sewer functions.

Motion #23-097

Planning and Public Works Committee Terms of Reference

Moved by Deputy Mayor Ford and seconded by Councillor Handcock that the adoption of the revised Planning and Public Works Committee Terms of References as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The Committee recommends and I move the adoption of the revised Planning and Public Works Committee Terms of References as attached.

SPCA Quit Claims Deed

The Town of Gander has been in negotiations with the SPCA regarding the Release of Claim for their current location at 36 McCurdy Drive. The parties have agreed in principle for the release of their rights to the current location in exchange for a payment of \$30,000.

There has been an agreement drafted and reviewed by each party. The SPCA were satisfied with the wording, subject to a clause being added that would allow the organization to operate from the current location until such time that the new location is ready for occupancy.

Motion #23-098
SPCA Quit Claims Deed

Moved by Deputy Mayor Ford and seconded by Councillor Pollett that the Mayor and Town Clerk be authorized to execute the quit claims deed subject to wording that allow the organization to continue operations from the current location until such time that they occupy the new location.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Eastgate Phase 11

The final draft from Phase 11 of the Eastgate Subdivision was presented for review. The construction drawings are in final stages of approval and the security provisions have been updated.

Motion #23-099
Eastgate Phase 11

Moved by Deputy Mayor Ford and seconded by Councillor Handcock that the Mayor and Town Clerk be authorized to execute the Eastgate Phase 11 agreement subject to final construction drawings being approved.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Eastgate Neighborhood Park

The Committee was informed that the Town of Gander has received the Deed on Conveyance for a parcel of land measuring approximately 40 x 60 m on Briggs Street. This land has been identified as a neighborhood park and the legal transfer of land was a requirement under the development agreement. This is an important step in ensuring that the planning for the park space can proceed.

Newspaper Engagement

The Committee had discussions about the utilization of the Central Voice to communicate with residents that may not regularly use digital media. A quote was obtained identifying the cost of several options. The options considered exceeded the budget allocation for 2023. However, the Committee was advised that now that the newspaper is in regular circulation, there are certain aspects that require advertising, under legislation such as land sales, zoning amendments, etc. It

was suggested that monthly public notices be placed and tailored within the existing budget. Staff will work to coordinate public notices around the monthly schedule.

Staff also suggested that the Town of Gander explore direct mail outs for residents requesting the service. Research will be undertaken, and the item will be returned to the Committee for discussion.

F. Corporate Services Committee:

The Corporate Services Committee report was presented by Councillor Hoffe/Chair.

The Corporate Services Committee meeting was held on May 31, 2023. The meeting was chaired by W. Hoffe, Councillor. Other members present included: P. Woodford, Councillor; T. Pollett, Councillor; K. Hiscock, Director of Corporate Services; and B. Hefford, Town Clerk.

The following items were discussed:

Invoice and Quote for Approval

OPERATING

- | | |
|---|-------------------------|
| 1. Dell Canada Inc. | |
| 00-120-1000-7010– Computer Software Maintenance | \$ 55, 270.61 |
| Budget: \$170,000 | Spent to Date: \$64,415 |

Total invoices for approval (with HST) \$ 55, 270.61

- | | |
|-----------------------------|---------------|
| 2. Avalon, Coal & Salt | |
| 00-000-0070-1405– Inventory | \$ 209,622.01 |

This is an inventory item and will be expensed when used over two fiscal periods. The quote is from the Department of Transportation and Infrastructure government pricing.

Total quote for approval (with HST) \$ 209,622.01

The Director of Corporate Services advised that the invoice and quote meets the policies of the Town of Gander.

Motion #23-0100
Invoice and Quote for Approval

Moved by Councillor Hoffe and seconded by Councillor Pollett that the invoice and quote be approved as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Request to Write-Off Interest on Property Tax Account

A request from a resident to write off interest charged on an outstanding account was presented to the Committee for review and consideration.

In the correspondence, the resident indicated that they believed the Town was notified to change the mailing address of their property. The Director of Corporate services advised that no such documentation was found, and there was no mail returned as undeliverable from the property owner. The amount of the interest charged on the outstanding taxes for 2022 and 2023 was \$219.99.

The Committee discussed the request but is not recommending the interest be written off due to similar requests being denied in the past.

Municipal Assessment Agency – 2024 Assessment Roll

The 2024 annual property assessments were mailed to property owners on June 1, 2023. The assessments are based on the market value as of January 1, 2023. The average residential value of properties in Gander increased by 5.9% from \$243,367 to \$257,737 with the provincial average increasing by 6.33%.

Also, the average commercial value of properties in Gander increased by 5.88% with the provincial average increasing by 5.4%.

Residents or commercial property owners with concerns about their individual assessments are encouraged to contact the Municipal Assessment Agency at 1-877-777-2807 to discuss any issues before turning to the appeal process.

If you wish to file a formal appeal of your assessment, the deadline to do so is July 31, 2023. The details on how to appeal your assessment are provided with your notice.

Deputy Mayor Ford left at 5:20 p.m.

Department of Transportation and Infrastructure Project Approval

The Committee was presented with a funding agreement from the Department of Transportation and Infrastructure that requires a motion of Council to approve the funding.

Motion #23-101

Department of Transportation and Infrastructure Project Approval

Moved by Councillor Hoffe and seconded by Councillor Handcock that the Town Clerk and Mayor be authorized to sign the Department of Transportation and Infrastructure funding agreement for project # 17-GI-21-00017 in the amount of \$4,749,500 including HST.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Property Tax Reductions

The Committee reviewed four applications for residential property tax reductions which met Council’s policy based on income criteria. The total amount requested to be adjusted is \$2,273.33.

Motion #23-102

Property Tax Reductions

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

Deputy Mayor Ford returned at 5:22 p.m.

OC23-05 – Supply and Delivery of One Full Size (1/2 ton) Ext Cab 4x4 Pick Up Truck c/w 6.5 Foot Box

The results of the Open Call for Bid #OC23-05 for the supply and delivery of One Full Size (1/2 ton) Ext Cab 4x4 Pick Up Truck c/w 6.5-foot box was presented to the Corporate Services Committee for review and consideration. There was only one bid received from Hickman Motors Limited at a cost of \$68,342.20 HST inclusive.

There was no recommendation brought forward by the Planning & Public Works Committee to award the bid. The Committee discussed the bid but did not recommend to award due to the lack of competitive bids and high price.

The Committee is requesting the Planning & Public Works Department review the specifications to determine if an item can be eliminated and to re-tender in the hopes of obtaining a lower bid.

Motion #23-103

OC23-05 – Supply and Delivery of One Full Size (1/2 ton) Ext Cab 4x4 Pick Up Truck c/w 6.5 Foot Box

Moved by Councillor Hoffe and seconded by Councillor Woodford to cancel the open call for bids # OC23-05.

In Favour: 6 Opposing: 0

Decision: Motion carried.

OC23-06 – Supply and Delivery of One Full Size (3/4 ton) Crew Cab 4x4 Pick Up Truck c/w 8 Foot Box

The results of the Open Call for Bid #OC23-06 for the supply and delivery of One Full Size (3/4 ton) Ext Cab 4x4 Pick Up Truck c/w 8-foot box was presented to the Corporate Services Committee for review and consideration. There was only one bid received from Hickman Motors Limited at a cost of \$84,978.10 HST inclusive.

There was no recommendation brought forward by the Planning & Public Works Committee to award the bid. The Committee discussed the bid but did not recommend to award due to the lack of competitive bids and high price.

The Committee is requesting the Planning & Public Works Department review the specifications to determine if an item can be eliminated and to re-tender in the hopes of obtaining a lower bid.

Motion #23-104

OC23-06 – Supply and Delivery of One Full Size (3/4 ton) Crew Cab 4x4 Pick Up Truck c/w 8 Foot Box

Moved by Councillor Hoffe and seconded by Councillor Pollett to cancel the open call for bids # OC23-06.

In Favour: 6 Opposing: 0

Decision: Motion carried.

OC23-07 – Supply and Delivery of One Electric Utility Vehicle

There were no bids received and therefore the open call cannot be awarded.

Motion #23-105

OC23-07 – Supply and Delivery of One Electric Utility Vehicle

Moved by Councillor Hoffe and seconded by Councillor Handcock to cancel open call for bid # OC23-07 due to lack of bids.

In Favour: 6 Opposing: 0

Decision: Motion carried.

SO23-01 – Supply Electrical Maintenance Services 2023-2024

The results for the Standing Offer for the Supply of Electrical Maintenance Services were presented to the Committee in which two bids were received.

Motion #23-106

SO23-01 – Supply Electrical Maintenance Services 2023-2024

Moved by Councillor Hoffe and seconded by Deputy Mayor Ford that Standing Offer # SO23-01 for Electrical Maintenance Services be approved as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Capital Investment Plan Application for the Soccer/Track & Field Facility

The Corporate Services Committee discussed availing of the Canada Community Building Fund (CCBF) to increase the federal funding contribution towards the new soccer/track facility from 33.34% to 40%.

The Committee agreed it was a good use of the remaining funds in the CCBF as it would lower the amount required to borrow to complete the project by \$447,915.

Motion #23-107**Capital Investment Plan Application for the Soccer/Track & Field Facility**

Moved by Councillor Hoffe and seconded by Deputy Mayor Ford to approve the capital investment application to increase the federal share of funding from 33.34% to 40% for the new soccer/track project # 17-CCR-21-00018 be approved as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

First Quarter Variance and Capital Reports

The Corporate Services Committee reviewed the unaudited operating and capital variance reports for the period ending March 31, 2023. The revenues of \$4,799,878 less expenses of \$4,646,958 resulted in an operating surplus of \$152,920.

The major variance for the Corporate Services Department contributing to this surplus was due to higher business taxes from utilities.

The capital budget report indicates purchases are within budget for the first quarter of the year except for the Town Hall renovations that are over budget due to asbestos removal.

G. Committee of the Whole:**May 16, 2023 Report:**

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

The Committee of the Whole meeting was held on May 16, 2023. The meeting was chaired by P. Farwell, Mayor. Other members present included: B. Ford, Deputy Mayor; W. Hoffe, Councillor; T. Pollett, Councillor; P. Woodford, Councillor; S. Handcock, Councillor; C. Chafe, CAO; B. Hefford, Town Clerk; K. Bull, Deputy Municipal Clerk; J. Blackwood, Director of Planning and Development; H. Lowe, Director of Public Safety and Protective Services and J. Knee, Director of Community Services; and K. Hiscock, Director of Corporate Services.

The following items were discussed:

Housing Needs Assessment and Action Plan

Staff advised that they are finalizing the scope-of-work requirements for an independent housing needs assessment. This is an important and necessary first step in developing a plan to guide our community in meeting current and anticipated housing needs. Timing wise, our assessment plans synch with the soon-to-be-available compatible financial supports recently announced under the Canada Mortgage and Housing Corporation's Housing Accelerating Fund (HAF). The \$4B fund,

which is available to communities with populations over 10,000 is intended to accelerate the supply of housing across Canada, resulting in at least 100,000 more housing units permitted than would have occurred without the program. The Fund's application window in 2023 is anticipated to be as early as June.

The Town of Gander has engaged Re/fact Consulting Inc, a consultancy firm specialized in the housing, planning and development fields. The principal of the firm, Ken Foulds has over 30 years experience, with 10 of these years in the municipal sector as Manager of Housing Programs at the City of Ottawa and Manager of Planning for the City of Kanata.

Mr. Foulds will develop a Municipal Housing Action Plan by completing and submitting a CMHC Housing Accelerator Fund Application, updating the Housing Needs Assessment that was completed for the Town in 2015 and developing the initial elements of an implementation strategy that will address the Town's housing objectives while realizing growth supply targets set forth in the HAF application.

The consultancy fees are estimated at \$60,000, to be cost-shared, 50/50 between NLHC and the Town.

Given the dire need for housing in our Town, and the recent displacement of nearly 40 people who are now seeking shelter, the Committee feels that this project cannot be delayed.

Therefore, the Committee recommends, and I move, that the Town of Gander enter into a sole source contract with Re/Fact Consulting Inc. to develop a Municipal Housing Action Plan and submit a CMHC Housing Accelerator Fund Application at a cost of \$30,000, with the remaining \$30,000 to be paid by the Newfoundland and Labrador Housing Corporation.

Update on Multiplex

The Director of Planning and Public Works advised that contractors and subcontractors are onsite and are working on a completions schedule.

June 1, 2023 Report:

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

The Committee of the Whole meeting was held on June 1, 2023. The meeting was chaired by P. Farwell, Mayor. Other members present included: B. Ford, Deputy Mayor; W. Hoffe, Councillor; T. Pollett, Councillor; P. Woodford, Councillor; C. Chafe, CAO; B. Hefford, Town Clerk; K. Bull, Deputy Municipal Clerk; J. Blackwood, Director of Planning and Development; H. Lowe, Director of Public Safety and Protective Services and J. Knee, Director of Community Services.

The following items were discussed:

Council invited Ms. Hazel Bishop and Ms. Jennifer Mills to attend the meeting. Ms. Bishop is retiring as CEO of the Gander and Area Chamber of Commerce, and Ms. Mills has been hired to fill the role.

Council presented Ms. Bishop with a bouquet and offered their sincere thanks and best wishes for a happy and healthy retirement. Council welcomed Ms. Mills and looks forward to working with her.

The invited guests left chambers and the meeting was called to order.

ATV Regulations and Off-Road Vehicles Act

The Off-Road Vehicles Act came into effect on May 19, 2022, replacing the previous Motorized Snow Vehicles and All-Terrain Vehicles Act, and applies to all-terrain vehicles, side-by-sides, snowmobiles, mini-bikes, dirt-bikes, dune/sport buggies, and amphibious vehicles. Changes include:

- The mandatory use of helmets;
- Safety training requirements;
- Supervision requirements;
- Requirement for operating on a highway; and
- Increased fines

The Town of Gander’s existing Regulations were based on the former Motorized Snow and All-Terrain Vehicle Act. Since the Act has been repealed, it is necessary to repeal the Town’s regulations.

The new Act allows for Peace Officers, including Municipal Enforcement Officers, to enforce the laws and regulations, so it is not necessary for the Town to have its own regulations.

Motion #23-108

ATV Regulations and Off-Road Vehicles Act

Moved by Deputy Mayor Ford and seconded by Councillor Handcock that the Motorized Snow and All-Terrain Vehicle Regulations shall be repealed, and the Town of Gander Municipal Enforcement Officers will enforce the Off-Road Vehicles Act.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Councillor Hoffe left at 5:40 p.m. due to conflict of interest.

Freedom Village

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. At that time, an extension was granted until May 31, 2023. The request today is to have an extension until June 19. This will be the fourth extension.

The committee debated this issue and felt that given the extenuating circumstances that were outlined in the letter, an extension until June 19, 2023 was not unreasonable. A Special Meeting of Council will be held on June 19 to review the development agreement.

Motion #23-109

Freedom Village

Moved by Deputy Mayor Ford and seconded by Councillor Pollett that the deadline for the Cobb's Pond Residential Development Agreement between the Town Council of the Town of Gander and Freedom Village Inc., shall be extended to June 19, 2023, at 12:00 p.m.

In Favour: 5 Opposing: 0

Decision: Motion carried.

ATV Trail at Dominion

The Director of Public Safety and Protective Services advised that he has received a letter from the Gander International Airport Authority (GIAA), advising that the presence of ATVs on the active work site adjacent to Gander Toyota is problematic. With heavy equipment operating on site, ATV user safety is a valid concern. In order to protect users and to preserve the work site, a ditch will be constructed near Cooper Boulevard, making the trail near Dominion a dead end. Users will not be able to cross Cooper to access GIAA land.

Councillor Hoffe returned at 5:45 p.m.

H. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

Thank You Note From College of the North Atlantic (CNA)

May 8 – 13 Council delivered cards and gift cards to nurses at various Healthcare Facilities and Training Institutions. College of the North Atlantic sent in a Thank you card (as attached).

Candidates Forum

The Candidates forum will air Thursday, June 8th at 8:00 p.m. and 9:30 p.m. It will air again on Friday, June 9th at 6:00 p.m. and 10:30 p.m. There will also be airings for the candidates forum various times throughout June 10th, 11th, 12th and 13th. As of the morning of Friday, June 9th, it will be available for anyone to watch at any time on Rogers TV by following this link:

[By-Election Candidates Forum - Gander & Area Chamber of Commerce - Gander \(rogerstv.com\)](https://www.rogerstv.com)

9. NEW BUSINESS

CIP Application for Edinburgh

The Planning and Public Works Department is requesting to allocate remaining funds from the Canada Community Building Fund agreement to complete street resurfacing on Edinburgh Avenue. The project will include the removal and replacement of 506.6 meters of asphalt on Edinburgh Avenue from Elizabeth to MacKay Street.

Motion #23-110

CIP Application for Edinburgh

Moved by Councillor Handcock and seconded by Deputy Mayor Ford that the capital investment plan application for the infrastructure upgrades to Edinburgh Avenue in the amount \$373,067.94 including HST be approved as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Election Information

Election day is on June 13, 2023, from 8 a.m. - 8 p.m. at the Steele Community Centre (155 Airport Blvd, Gander, NL).

Advance Poll is on June 10, 2023, from 8 a.m. - 8 p.m. at the Town Hall (100 Elizabeth Drive, Gander, NL).

10. ADJOURNMENT

Motion #23-111

Adjournment

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

In Favor: 6 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:55 p.m.

P. Farwell, Mayor

B. Hefford, Town Clerk

**Town Council of the Town of Gander
Policies and Procedures**

Policy Topic: Long Service Employees and Volunteer Awards		
Policy No: P015	Motion of Council:	Effective Date:
	Motion of Council: #00-226/227	Amendment Date: 08/03/00
Section: PER	Amendment Motion: #03-856	Amendment Date: 07/23/03
	Amendment Motion: #08-042	Amendment Date: 02/20/08
	Amendment Motion: #08-137	Amendment Date: 05/14/08
	Amendment Motion: #14-204	Amendment Date: 09/24/14
	Amendment Motion: #15-057	Amendment Date: 03/18/15
	Amendment Motion: #18-268	Amendment Date: 10/17/18
Issued By: Finance & Administrative Committee		

Policy Statement

The most important key to the successful operation of any organization is the contribution and dedication of its employees. The Town of Gander recognizes the contribution of all its employees and will provide long service awards on a fair and consistent basis to their employees and Fire Fighters.

Guidelines

Town Employees

The long service awards system for Town employees is as follows:

Currently employed

1. An employee, who has attained 10, 15, 20, 25, 30 and 35 years of accumulated service, will be presented with a specially designed service pin and a certificate of appreciation.
2. An employee who has attained 25 accumulated years of service will be presented with a gift of the employee's choice to a value of \$700 and a certificate of appreciation.
3. All awards and certificates will be presented at the Town Christmas Party to those employees who have attained 10, 15, 20, 25, 30 and 35 years of service within that same year.

Upon retirement, permanent long term disability or permanent Workers Compensation

Council will contribute towards a gift and reception for an employee who:

- retires, permanent long term disability or permanent workers compensation; and,
- who has a minimum of ten years of service with the Town, as follows:
 - a) Council will purchase (or contribute towards the purchase of) a gift for each employee with 10-20 years of service to a maximum of \$500.
 - b) Council will purchase (or contribute towards the purchase of) a gift for each employee with 20-30 years of service to a maximum of \$750.
 - c) Council will purchase (or contribute towards the purchase of) a gift for each employee with 30 plus years of service to a maximum of \$1000.

Council will also contribute a maximum of \$250 to host a small staff reception for the employee.

Leaves the organization other than retirement

Council will contribute towards a gift and reception for an employee who leaves the organization provided that they are in good standing, as follows:

- a) Council will purchase (or contribute towards the purchase of) a gift for each employee with 5-10 years of service to a maximum of \$25.
- b) Council will purchase (or contribute towards the purchase of) a gift for each employee with 10-15 years of service to a maximum of \$50.
- c) Council will purchase (or contribute towards the purchase of) a gift for each employee with 15-20 years of service to a maximum of \$75.
- d) Council will purchase (or contribute towards the purchase of) a gift for each employee with 20-25 years of service to a maximum of \$100.

Volunteer Firefighters

~~The volunteer awards system for Firefighters is~~ Council will purchase Years of Service gifts as follows:

1. Firefighters who have obtained 5, 10, 15, 25, 30, 35, 40 and ~~45~~ 45 years of volunteer service with the Gander Fire Department will be recognized with a specially designed pin, ~~and~~ a certificate of appreciation and the appropriate Years of Service Gift as per section 13.07 of the Gander Fire Rescue Local Bylaws.
2. Firefighters who have obtained 20 years of volunteer service with the Gander Fire Department will be recognized with a specially designed gold ring and a certificate of appreciation.
3. Council will purchase a parting gift as per Section 13.06 4. of the Gander Fire Rescue Local Bylaws with a value of \$10.00 per year of completed service, provided they have a minimum of 5 years active service and are in good standing.

Procedures

For Employees

The Human Resources Supervisor will work closely with the Confidential Administrative Assistant to determine what employees are eligible for years of services recognition pins, certificates or gifts. Eligible employees will be presented with their gift at the annual Christmas party. Any employee who does not attend the formal presentation will have their gift presented by their department head.

Volunteer Firefighters

The Fire Chief will prepare the listing of the awards and certificates to be presented at the Annual

Firefighter's Ball to those volunteers who have attained 5, 10, 15, ~~or~~ 20, 25, 30, 35, 40, or 45 years of service within that same year.

Responsibilities

For Employees

Human Resources Supervisor

The Human Resources Supervisor will assess the workforce and arrange the awards.

Supervisors/Department Heads

The Supervisor/Department Head will ensure that presentations, gifts and/or parties are available for any eligible employee.

For Volunteer Firefighters

Fire Chief

The Fire Chief will ensure that all volunteers eligible for awards and certificates are available for presentation at the annual Firefighter's Ball.

**Town Council of the Town of Gander
Policies and Procedures**

Policy Topic: Land Sales Policy		
Policy No: D001	Motion of Council:	Effective Date:
Section: G/L	Replace Residential Land Sales Policy and Commercial Land Sales Policy	
Issued By: Governance & Legislation		

Policy Statement:

It is the Town of Gander’s intent to have a streamlined and efficient land purchase process, while preventing unfair land speculation.

The Town of Gander sells the following classes of land:

- Commercial Land – Business Park
- Commercial Land – Infill
- Commercial Land – Armstrong Boulevard
- Residential Land – Non-Frontage
- Residential Land – Infill
- Residential Land – Frontage
- Residential Land – Sub-divisions
- Residential Land – Newfoundland and Labrador Housing Corporation

Purpose:

This policy will give administration a clear process on how land controlled by the Town of Gander shall be sold. It will set the market value as per schedule "A" and the requirements to be included in the Purchase and Sales Agreement.

Definitions:**Market Value**

Independent market value price established by an accredited appraiser holding the AACI (Association-Appraisal Institute of Canada) designation or the Municipal Assessment Agency.

Commercial – Business Park

Non-Residential Land that is owned by the Town of Gander and is controlled and developed by The Town of Gander.

- Gander Business Park
- Carr Crescent Business Park

Commercial Land - Infill

Land that is zoned for non-residential purposes and is not contained within the boundaries of a commercial subdivision plan. The land shall be capable to being developed as a standalone, subdivided civic address.

Commercial Land - Armstrong Boulevard

Land located on Armstrong Boulevard and governed by the Development Agreement between the Town of Gander and McCurdy Enterprises.

Residential/Commercial Land – Adjacent Non-Frontage

Land that is zoned for residential or commercial use, not zoned, or designated as open space, recreation, greenspace, or conservation. It shall have a common boundary with an existing civic address without street frontage and cannot be serviced or subdivided as a standalone civic address. A parcel of land cannot be classified as adjacent non-frontage if it is adjacent to more than one property.

Residential Land – Infill

Land that is zoned for residential purposes and is not contained within the boundaries of a subdivision plan or governed by the terms and obligations of subdivision agreement or development permit. The land shall be capable to being developed as a standalone, subdivided civic address.

Residential Land – Frontage

Land that is zoned for residential purposes and is not contained within the boundaries of a subdivision plan or governed by the terms and obligations of subdivision agreement and or development permit. The land cannot be developed as a standalone, subdivided civic address and must be annexed to an existing civic address.

Residential Land - Sub-divisions

Land that is zoned for residential purposes and consists of more than one civic address and must be developed as part of a comprehensive development agreement and / or Development Permit outlining development plans, servicing details, etc.

Residential Land - Newfoundland and Labrador Housing Corporation

Land that is controlled, marketed, and / or developed by the Town of Gander that is owned and/or mortgaged by Newfoundland Land and Labrador Housing Corporation under the NLHC/Town of Gander Partnering Agreement.

Legal Costs

The monetary cost associated with preparing a Deed of Conveyance, Legal Surveys, Title Search, Registration, Appraisal Fees Searches, and any other documentation required by the Town of Gander to legally transfer land. It does not include expenses relating to the registration of the Deed. This would be a supplementary requirement depending on the Purchaser's needs.

Town of Gander Land Bank

An inventory of land that has been approved by motion of council for sale and classified

Non-Refundable Application Fee: \$200 + HST

Roles and Responsibilities**Council**

As per section 201.2 (2) of the Municipalities Act 1999, a Council may by resolution sell or lease real or personal property, authorizing the Mayor and Town Clerk to enter contracts to sell property.

Chief Administrative Officer

The Chief Administrative Officer will provide final approval of the legal documents necessary to dispose of the land.

Director of Community Services

The Director of Community Services will ensure that the sale of land will not impact on current or future open space, parks, green space and recreation considerations and that adequate land is retained for public purposes

Director of Corporate Services

The Director of Corporate Services will ensure that appraised market value is established and maintain records deposits, revenues, tax roll information.

Director of Governance and Legislative Services/Town Clerk

The Town Clerk/Director of Governance and Legislative Services will ensure contract details are aligned with Land Sales Policy, preparation of documents, and execute contracts and legal documents as signing officer of the Town of Gander.

Director of Planning and Development

The Director of Engineering will ensure technical assessment is completed to determine if the disposal of the land will impact current or future zoning, services, or development considerations.

Procedures:

Application Procedure

The Sale of Land may be initiated by:

- 1) The Town of Gander may initiate the sale of any parcel of Town Owned Land.
- 2) A member of the Public may make Application to Purchase Land to initiate the purchase Town Owned Land.

If Application or Purchase Land is received the following procedure will be followed:

1. Application to Purchase Land is submitted by the applicant.
2. Land Sales Application Fee is paid.
3. Application to Purchase Land forwarded to landsalesapplications@gandercanada.com
4. The Application will be distributed to:
 - a. Commercial Land Sales – Development Officer who will serve as the Customer Service Navigator until the land sale has been approved and transferred to the Director of Governance and Legislative Services to complete the legal transaction.

- b. Residential Land Sales - ????? who will serve as the Customer Service Navigator until the land sale has been approved and transferred to the Director of Governance and Legislative Services to complete the legal transaction.
5. The Planning and Development Department will complete a technical analysis outlining the following criteria:
 - a. Classification of the proposed use
 - b. Zoning compliance
 - c. Prepare a drawing to depict the land referenced in the application (not Survey Accurate)
 - d. Setback, frontage, side yard requirements
 - e. Easement/utility conflicts
 - f. Verify good standing / compliance in the case of adjacent properties.
 - g. Order Legal Survey and update GIS reference
6. Transfer the file to Corporate Services Department
7. Corporate Services Department will complete a financial analysis including:
 - a. Confirm Market Value.
 - b. Verify good standing for taxation of the applicant for all accounts held in the legal entity's name.
8. Transfer to Governance and Legislation Department
9. Governance and Legislation Department will:
 - a. Ensure the criteria outlined in the Policy and the Municipalities Act 1999 have been satisfied
 - b. Present the Application to Purchase Land to the Governance and Legislation Committee with Planning and Development and Corporate Service departmental recommendations with proposed motion to approve the sale of land.
 - c. Issue letter notifying the applicant of Council's decision.

Sale Procedures

The Town of Gander has 2 approved process to dispose of real property.

1. Sale by Direct Purchase and Sale Agreement
2. Public Tender for the Sale of Land

Sale by Direct Purchase and Sale Agreement

The following classes of land will be sold by way of Direct Purchase and Sale Agreement

- Commercial Land – Business Park
- Residential Land – Non-Frontage
- Residential Land - Frontage

The following criteria must be met prior to execution of the Purchase and Sale Agreement

1. Market value shall be established through independent appraisal / assessment and the sale price cannot be less than the established market value.
2. The property owners within a 50m radius are notified by mail and given an opportunity to submit a written objection or an Application to Purchase Land.
3. Issuance of Public Notice in two (2) conspicuous places including Town of Gander Website, Facebook, Twitter, and a locally distributed newspaper, if there is one, notifying the public of Council's Intent to sell land and to provide an opportunity to submit a written objection or an Application to Purchase Land.
4. The Public Notice must be advertised for a minimum of 10 business days.
5. The final sale must be Ratified by a majority vote of council.
6. If multiple applications are received that meet the criteria set forth, Council may:
 - a. Issue a Public Tender for the Sale of Land
 - b. Reject all applications to sell land
7. Council may, by resolution of 2/3 vote of the councilors in office and with the prior approval of the minister, accept an offer to sell or lease real property at less than the estimated fair market value, or accept an offer to sell or lease real property that is not the highest offer, where the purpose of the sale or lease is social or economic development.

Public Tender for the Sale of Land

The following classes of land will be sold by way of Public Tender for the Sale of Land

- Commercial Land - Infill
- Residential Land - Infill
- Residential Land - Sub-divisions

The following criteria must be met prior to execution of the Request for Proposal for the Sale of Land

1. Market value shall be established as the minimum accepted bid price. This will be established through independent appraisal.
2. The residents within a 100m radius are notified by mail and given an opportunity to submit a written objection or an Application to Purchase Land demonstrating land class criteria is met.
3. Issuance of Public Notice in two (2) conspicuous place including Town of Gander Website, social media pages and a locally distributed newspaper if there is one.
4. The Public Tender must be advertised for a minimum of 10 business days.
5. The award of the tender will be conditional on the acceptance of a qualified Commercial Land Application by the Town of Gander and terms and conditions of the Town of Gander Purchase and Sale Agreement be accepted by both parties.
6. The Final Sale must be Ratified by a majority vote of council.
7. Council may, by resolution of 2/3 vote of the Councilors in office and with the prior approval of the minister, accept an offer to sell or lease real property at less than the estimated fair market value, or accept an offer to sell or lease real property that is not the highest offer, where the purpose of the sale or lease is social or economic development.

General Provisions

1. The Final Sale must be Ratified by a majority vote of Council.
2. Council may, by resolution of 2/3 vote of the councilors in office and with the prior approval of the minister, accept an offer to sell or lease real property at less than the estimated fair market value, or accept an offer to sell or lease real property that is not the highest offer, where the purpose of the sale or lease is social or economic development.
3. The Offer of Purchase and Sale shall include:
 - a. estimated purchase price
 - b. Unit Price which is to be used to determine the final purchase price based on the unit price x the total area established in legal survey + HST.
 - c. A down payment in the amount of 20% of the purchase price (less HST) or \$1200, whichever is greater, is required at the signing of the purchase and sale agreement with the balance payable upon completion of Deed of Conveyance. If a **bid** deposit was submitted with tender submission, this will be deducted from the balance of the 20%.

- d. A deadline of ten (10) business days from application/tender acceptance letter, for the return of the signed Offer to Purchase to the Director of Governance and legislation / Town Clerk. If the Offer of Purchase and Sale is not returned to the Town Clerk by the deadline date, the sale will be cancelled, and the **bid** deposit will be forfeited.
4. Should the Town reject the application, the **bid** deposit will be refunded.
5. Deed of Conveyance will not be issued until:
 - a. If the Application to Purchase Land requires building construction, then 1st floor walls have been erected, roof trusses are installed, and the exterior has been shelled in or 2nd floor joists are in place for a multi-story building or as decided through a motion of Council.
 - b. If the Application to Purchase Land does not require building construction, then:
 - i. The site development must be completed as per the Approved Site Plan; or
 - ii. A deposit in the amount of 100% of the estimated cost of landscaping for the property, as determined by the Planning and Development Department, and will be in the form of either a cash deposit or an irrevocable letter of credit. The security deposit will be released upon the successful completion of the conditions set out in the approved landscaping plan. If deemed necessary, Council may require retention of up to 20% of the original amount of the security deposit as security against defects, deficiency, or workmanship issues.
6. The Purchaser will be granted a period of twenty-four (24) months to erect 1st floor walls, install roof trusses and shell in exterior or 2nd floor joists are in place for a multi-story building. The construction timetable will begin upon the Town of Gander receiving the down payment and signed Offer to Purchase.
7. To allow developers time to make plans and preparations, the developer may notify the Town of Gander of their intent to cancel the agreement with written notification within three (3) months from the date of signing and the down payment will be refunded, less the non-refundable deposit and any incurred expenses.
8. In the period greater than three (3) months the Purchaser has right complete the transaction as per the terms and conditions of the Purchase and Sale Agreement. However, the down payment/deposits will be considered non-refundable in the event of expiration or cancellation and the full down payment will be withheld.

9. If the Offer to Purchase is cancelled, the Purchaser is responsible to restore the lot, so far as may be practical (where site work had been done). The onus shall be on the Purchaser to ensure that the lot is not left in a dangerous or unsightly condition. All improvements to the site shall become the property of the Town of Gander.

Newfoundland and Labrador Housing Corporation Transfer Procedures

Land owned or mortgaged by NLHC shall be governed by the NLHC/Town of Gander Partnership Agreement and the following procedures will apply:

1. When the Deed of Conveyance has been executed by the Town Clerk and Mayor and sale is complete, The Town will forward the proceeds outlined in the Agreement to NLHC.
2. Attached to the remittance should be a covering letter and survey of the land sold requesting a partial release of the mortgage for the land outlined in the survey.
3. Upon confirmation of mortgage release from NLHC, the Town Clerk will register the mortgage release.
4. Upon receipt of notification that the release has been registered, the Town Clerk will forward a copy to the purchaser and NLHC.

Schedule A
Commercial Land Prices

Classification	Price	Per Metric	Price	Per Imperial
Commercial Rear Land	Determined by MAA		Determined by MAA	
Commercial General – Ward Street/Garrett Drive		Hectare	\$100,000	Acre
Commercial General – Dickins Street		Hectare	\$150,000	Acre
Commercial General – Armstrong Boulevard (Town Portion)	Determined by Developer	Square Metre	Determined by Developer	Square Foot

****** A surcharge of \$23,866.35/Hectare (\$9,661.84/Acre) will be added to the parcel of land referenced as 100 Baird Place and particularly delineated in Survey G-17-188******

DRAFT May 2023

Terms of Reference: Planning & Public Works	Motion of Council:	Effective Date:
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Planning and Public Works Terms of Reference

Purpose

The Planning and Public Works Committee serves as a consultative body to Council to provide direction on policy development. The Committee is responsible for overall policy development of the Planning and Public Works Department on operational and administrative matters coming before Council.

The Committee only has the power to provide recommendations for Council's consideration and at no time does the Committee have the authority to require staff to take action on a Committee recommendation.

Mandate

The Planning and Public Works Committee is one of six standing committees of Council with the mandate to consider matters of but not limited to:

- Administration of land use regulations and zoning changes and future land development
- Building and construction inspection services
- Capital infrastructure planning and design services
- Capital project management
- Investment attraction
- Monitoring commercial development and land sales agreements
- Business retention and expansion initiatives
- Land management
- Environmental sustainability and climate change initiatives
- Occupational health and safety measures
- Roadway infrastructure maintenance
- Water treatment supply and management
- Open/Green space planning and development
- Wastewater treatment/storm water management
- Civic enhancement planning
- Refuse disposal programs
- Planning of inspection and condition reporting processes for Asset Management Program
- Building maintenance
- Other related matters referred to the Committee by Council

Membership

The Committee shall consist of three Councillors appointed by the Mayor at the first Council meeting following a general election and changed by the Mayor on or before December 31st of the

Terms of Reference: Planning & Public Works	Motion of Council:	Effective Date:
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second year of Council’s term of office. The Mayor is a member of all standing committees of Council.

All members of Council are permitted to attend Committee meetings however, it is not intended that a full Council preside at the Committee meeting as this would tend to defeat the purpose of a standing committee system.

Chairperson

The Mayor shall appoint one of the Committee’s three members to be Chairperson.

Staff Resource

The staff resource for the Committee shall be the Director of Planning and Public Works.

Meetings

Meetings will be scheduled every fourth week, as per the annual schedule for Regular Meetings of Council and Standing Committees. Additional meetings may be convened at the call of the Chair. Members may join the meeting in person, by telephone or other electronic means as permitted by the Chair.

Quorum

The Committee shall, whenever possible, convene with its three regular Councillors or an alternate Councillor where only two of the regular Councillors are available. In the absence of one Councillor or the alternate, the Committee can convene with two Councillors and in the event there is no agreement, the issue can be brought forward to Council as a split decision or deferred to the next Committee meeting.

Agenda

The meeting agenda of the Committee shall be prepared and distributed in accordance with Town of Gander’s Rules of Procedure.

Conduct of Business

The business of the Committee shall be conducted in accordance with Town of Gander’s Rules of Procedure.

Governance

Recommendations and decisions of the Committee, to the extent decisions may be rendered, shall be made by consensus. The Planning and Development Committee shall report to Council.

Delegations

Delegations will be allowed a maximum of 15 minutes to make their presentation, excluding the time taken for questions posed by the Committee unless the Committee agrees to extend the time limit. Only one delegation will be permitted per meeting.

Committee Minutes

Terms of Reference: Planning & Public Works	Motion of Council:	Effective Date:
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The staff resource person or their designate is responsible for preparing the minutes of the meeting within 48 hours after meeting adjournment. Minutes shall be available for review at least 24 hours prior to the Public Council Meeting.

DRAFT

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

Roll Number	2023 Property Tax	% of Reduction	Amount of Reduction	Revised 2023 Taxes
064010070000	\$1,886.84	20	\$377.37	\$1,509.47
030510220000	\$2,208.32	40	\$883.33	\$1,324.99
041010280000	\$1,604.12	40	\$641.65	\$962.47
014010270000	\$1,854.92	20	\$370.98	\$1,483.94



STANDING OFFER SO23-01

ELECTRICAL MAINTENANCE SERVICES

CLOSING DATE: 2:00:00 p.m., March 3rd, 2023

Work will consist of but not limited to preventative maintenance, upgrades, and additions to the following buildings:

Facility or Asset	Recommended	Reason
Public Works Depot	Burseys Electrical	Good with general electrical
Fire Hall, Including Training Grounds	Burseys Electrical	Good with general electrical
Ball fields, including display lights in Town	Burseys Electrical	Good with general electrical
Cobb's Pond Park, Including Building	Burseys Electrical	Good with general electrical
Water distribution pumphouse, Including Gander Lake	Powell's Electrical	Understands system setup and troubleshooting abilities are much more advanced with our systems
Water/Wastewater Treatment Plants	Powell's Electrical	Understands system setup and troubleshooting abilities are much more advanced with our systems
Town Hall	Burseys Electrical	Good with general electrical
Steele Community Center	Powell's Electrical	Plant and HVAC Systems
Steele Community Centre	Burseys Electrical	Good with general electrical for Building and Outside
Gander Public Library	Burseys Electrical	Good with general electrical
Emergency Generators	Powell's Electrical	Understands system setup and troubleshooting abilities are

		much more advanced with our systems
Generator Switch Programs	Powell's Electrical	Understands system setup and troubleshooting abilities are much more advanced with our systems
Medium Voltage Motors	Powell's Electrical	Understands system setup and troubleshooting abilities are much more advanced with our systems
Soft Starts	Powell's Electrical	Understands system setup and troubleshooting abilities are much more advanced with our systems
Sewage Lift Stations	Powell's Electrical	Understands system setup and troubleshooting abilities are much more advanced with our systems
Variable Frequency Drives	Powell's Electrical	Understands system setup and troubleshooting abilities are much more advanced with our systems
Programmable Logic Controllers	Powell's Electrical	Understands system setup and troubleshooting abilities are much more advanced with our systems
4 – 20mAmp Control Systems	Powell's Electrical	Understands system setup and troubleshooting abilities are much more advanced with our systems
International Municipal Signals Association Training & Certification	Powell's Electrical	Understands system setup and troubleshooting abilities are much more advanced with our systems

Revision "1" 05-31-23 -To update SCC Maintenance Services

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
No x

If yes, please indicate Project Number:

Identification of Proposed Project:

Project Title: Multiplex, Soccer/Track & Field Facility – Bldg Upgrades/Storage Facility

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 checked="" 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 |
| <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)

The Town of Gander is requesting to avail of the Canada Community Building Fund to increase the federal contribution towards the New Multiplex, Soccer/Track & Field Facility project # 17-CCR-21-00018 to from 33.34% to 40%.

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
\$447,915	1,793,678	2,241,591	2,242,264		\$6,725,448

- 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? Y
- If yes, please indicate the name of the provincial/federal program(s), as well as the associated project number:
Program CCR Project # 17-CCR-21-00018

- What is the estimated starting date of the proposed project? June 15, 2023

- What is the estimated completion date of the proposed project? Dec 31, 2023

- 3) How will this project provide a beneficial impact on your community?

It provides a track and field facility to all ages that is currently not available within the community.

- 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

RECEIVED			
Town of Gander			
Date: May 19, 2023			
C	X	CAO	X
Corp S	X	Comm S	
PPW		GLS	
PSPS		ED	
Other:			

MAY 19 2023

Town Council + Mayor,

Thank you for recognizing our
 future nurses with your generous
 gift cards. The town of Gander
 will soon have new graduates
 supporting the community and their
 health needs!

Lucie Lormier RN
 PN instructor
 CNP -
 Gander

College of the North Atlantic



Thank you

(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
338,311					338,311

- 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? August 1, 2023

- What is the estimated completion date of the proposed project? October 1, 2023

- 3) How will this project provide a beneficial impact on your community?

This project will provide safer roads in high traffic areas of our community. It will also protect our infrastructure from premature failure while reducing the maintenance costs associated with this street.

- 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

Appendix "A"

ESTIMATED PROJECT COST

Schedule of Quantities and Prices

Date: May 25, 2023

TOWN OF GANDER - Edinburgh Avenue East - Street Resurfacing Only

The quantities set out in this schedule are estimated quantities only and are not to be taken as final quantities by the Contractor. The unit prices bid shall include all labour, plant, materials, overhead, duties, and profit and all other obligations and liabilities under the contract. Do not include taxes in unit or lump sum prices, taxes due to be added on the last page of this schedule as indicated on the bottom. Totals shall be determined by multiplying the quantity by the tendered unit price.

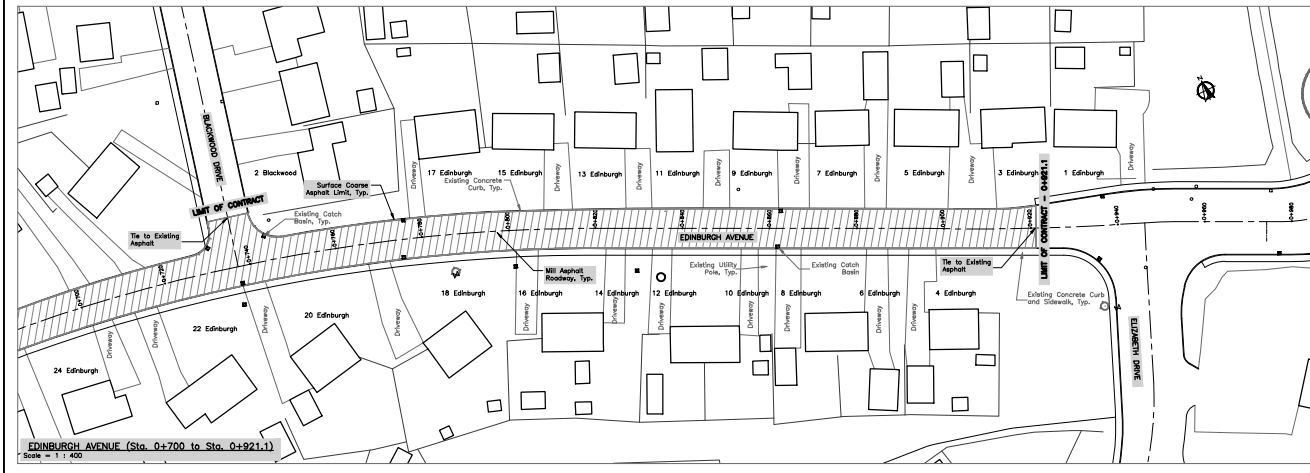
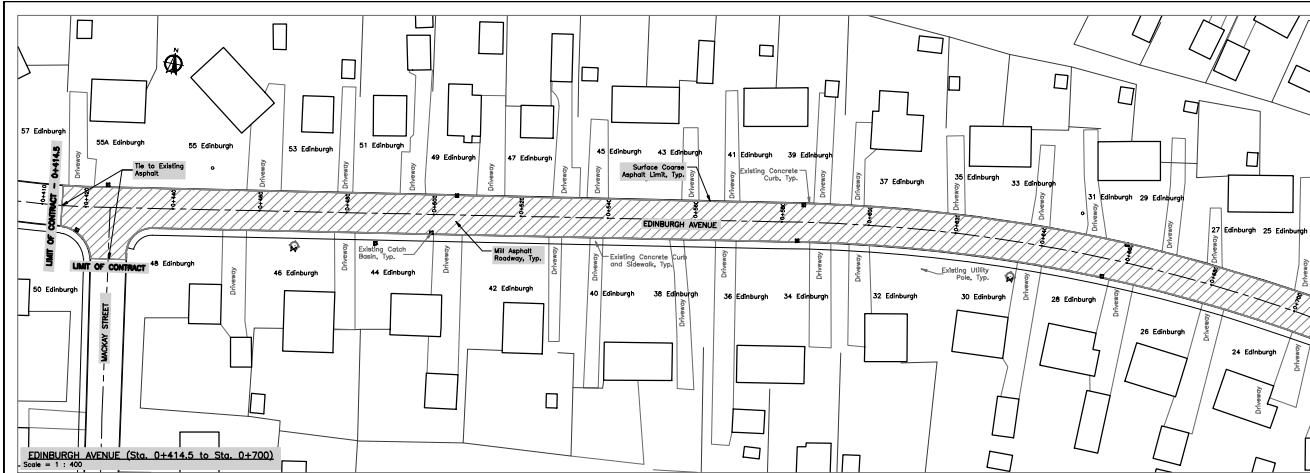
SECTION	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	
						Total Area = 4705.8m2
						Length 506.6m
1010	Mobilization & Demobilization 5% of Total (not greater than 5% if on the Island or 10% if in Labrador, or 15% north of Cartwright of item as "Sub-total" on last page)	L.S.	unit	\$12,662.26	\$12,662.26	
1020	Cash Allowance (to be entered by engineer)					
	1. Pole Relocation/shoring/bracing	Allowance		varies	varies	
	2. Contribution in Aid (Hydro)	Allowance		varies	varies	
	3. Supply of water service (Section 01005.14)	Allowance			\$0.00	
	4. Supply of sewer service (Section 01005.15)	Allowance			\$0.00	
	5. Overhaul	Allowance			\$0.00	
	6. Public Announcements	Allowance		\$300.00	\$300.00	
	7. Other (specify)	Allowance			\$0.00	
	8. Overhaul	m3 km			\$0.00	
	9. Liquid Asphalt (SGC #9)	Allowance	611.8	\$10/t	\$6,118.00	
	10. Petroleum Products Cost (SGC #11)	Allowance	611.8	\$2/t	\$1,223.60	
1570	Traffic Regulations					
	Flagpersons Wages	Hour	720	\$23.00	\$16,560.00	6x12hrsx10days
	Traffic Control	L.S.	Unit	\$2,500.00	\$2,500.00	varies
1580	Projects Signs & Sign Posts & Installation					
	Project Signs (Drawing 04010 or Infrastructure Project Sign))	L.S.	Unit	\$1,200.00	\$1,200.00	
2547	Asphalt Tack Coat					
	Supply & Placement of Asphalt Tack Coat	m ²	4705.8	\$3.00	\$14,117.40	
2552	Hot Mix Asphalt Concrete Paving					
	1. Asphaltic Concrete					
	1. Base Course (thickness)				\$0.00	
	a. 38mm Thick	tonnes		\$175.00	\$0.00	
	b. 50mm Thick	tonnes		\$175.00	\$0.00	
	2. Surface Course with anti-stripping (thickness)				\$0.00	
	a. 38mm Thick	tonnes		\$180.00	\$0.00	
	b. 50mm Thick	tonnes	611.8	\$220.00	\$134,596.00	4705.8x0.05x2.60
	3. Levelling Course	tonnes	122.4	\$220.00	\$26,928.00	611.8x20%
2574	Reshaping & Patching Asphalt Pavement					
	Removal of Asphalt Pavement (up to 110mm thick)	m2		\$10.00	\$0.00	
	Patching of Roadway Asphalt Pavement (<100m2)	m2		\$85.00	\$0.00	
	Patching of Driveway Asphalt Pavement (<100m2)	m2		\$55.00	\$0.00	
	Temporary Patching of Asphalt Pavement	m2		\$45.00	\$0.00	
	Cutting of Asphalt Pavement (potholes only)	m		\$10.00	\$0.00	
2575	Cold Planing	m2	4705.8	\$9.00	\$42,352.20	
2601	Manholes, Catch Basins, Ditch Inlets & Valves Chambers					
	Adjustment of Manhole/Catch Basin Tops					
	a. Sectional Units	ea		\$775.00	\$0.00	
	b. Cast-in-Place Units	ea		\$2,500.00	\$0.00	

Rotate existing manhole top to new alignment	ea	\$500.00	\$0.00
Adjustment of Bell Aliant Manhole Cover	ea	\$1,000.00	\$0.00
Adjustment of Manhole/Catch Basin Frame/Cover	ea	14 \$525.00	\$7,350.00
Cut existing frame/cover and install 1/2 on adjusted manhole top.	ea	\$1,500.00	\$0.00
Sealing Existing Manhole/Catch Basin Tops	ea		\$0.00
Plug and Seal pipe hole in manhole	ea	\$500.00	\$0.00
Plug and Seal Existing Trough in Manhole	ea	\$1,000.00	\$0.00
Catch Basins Ditch Inlet	ea		\$0.00
Safety Landings for Deep Manholes	ea		\$0.00
Supply and Install Wrap on Existing Manhole	ea	\$1,000.00	\$0.00
Rotate Existing Manhole top to new alignment	ea	\$500.00	\$0.00

TOTAL not including Mob & Demob \$253,245.20

a. Sub-Total	\$265,907.46
a. Engineering Fees	\$31,908.90
a. Contingencies	\$26,590.75
a. Total	\$324,407.10
b. H.S.T. 15% of a.	\$48,661.07
c. Grand Total (carry forward to page 1 of Tender Form)	\$373,068.17

\$373,068.17



NOTES

REMOVAL

1. Unless otherwise noted, all dimensions are in meters.
2. Areas as specified in the field by the resident engineer shall be noted to obtain a correct profile. Hatched areas indicated may require adjustment.
3. In areas where cutting is below the level of milling, leveling course depth to be placed and compacted prior to surface course asphalt.
4. Adjust manhole/catch basin frame/cover/grate's as required.

LEGEND - TO BE REMOVED

50mm Cold Milling



CONSTRUCTION

1. Base course asphalt to be placed at a compacted thickness of 50mm in the areas indicated on the drawing.
2. Surface course asphalt to be placed at a compacted thickness of 50mm to the limits indicated on the drawing.

LEGEND - NEW CONSTRUCTION

Limit of New 50mm Surface Course Asphalt
Leveling Course Asphalt

Issue No.	Issue Date	Issue Description	By
0	07/23/21	Issued for Construction	SB
1	08/23/21	Issued for Tender	SB
2	05/28/21	Issued for 100% Review	SB
Rev.	Date	Revision	By

Town of Gander
Department of Engineering
100 Elizabeth Dr. Gander, NL A1V 1G7
Telephone: (709) 481-9488

Project:
Infrastructure Upgrading 2023 - Street Resurfacing

Drawing Title: Edinburg Avenue Removal and Construction (Sta. 0+414.5 to Sta. 0+921.1)

Drawn By: T. Noveworthy Scale: 1 : 400

Date: May 9, 2023 Sheet Number: 1 of 3

Date Plotted: ? Checked By: M. Newman

Drawing Number: 23 - 304 - 1 Rev. No. R0