

# MINUTES

Regular Meeting of Council  
Wednesday, June 8, 2022 @ 4:00 pm  
Council Chambers

**Present:**

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

**Advisory and Resource:**

<b>D. Chafe</b>	<b>CAO</b>
<b>K. Bull</b>	<b>Town Clerk (A)</b>
<b>J. Blackwood</b>	<b>Director of Planning and Development</b>
<b>N. Newell</b>	<b>Director of Community Services</b>
<b>T. Barron</b>	<b>Director of Municipal Works</b>
<b>H. Lowe</b>	<b>Director of Public Safety &amp; Protective Services</b>
<b>K. White</b>	<b>Communications Officer</b>

**Regrets:**

<b>P. Woodford</b>	<b>Councillor</b>
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## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

### Operation Smile Proclamation

The Mayor proclaimed June 19<sup>th</sup>, 2022 to be Operation Smile Day in the Town of Gander.

### World Ocean's Day Proclamation

The Mayor proclaimed June 8, 2022 as World Ocean's Day in the Town of Gander.

**3. APPROVAL OF AGENDA**

**Motion #22-093**

**Approval of Agenda**

Moved by Councillor Pollett and seconded by Councillor Hoffe that the Agenda for the Regular Meeting of Council on June 8, 2022 be adopted.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**4. MINUTES FOR APPROVAL**

**Motion #22-094**

**Regular Minutes for Approval**

Moved by Councillor Handcock and seconded by Deputy Mayor Ford that the Minutes from the Regular Meeting of Council on May 11, 2022 be adopted as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**5. BUSINESS ARISING FROM PREVIOUS MINUTES**

None.

**6. REPORTS – STANDING COMMITTEES:**

**A. Community Services Committee:**

The Community Services report was presented by Councillor Pollett.

The Community Services meeting was held on May 24, 2022. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: W. Hoffe, Councillor; G. Brown, Councillor; N. Newell, Director of Community Services; B. Hefford, Town Clerk; D. Chafe, CAO.

The following items were discussed:

Delegation: Airials Active Wellness Center: Joanne Power, Steve Reid, Rob Carrol, Johnal Chant

## **Delegation – Airials Active Wellness Center**

The Committee met with members of the Airials Active Wellness Center. Two items were discussed: the lease of their current building and the status of the Multiplex Facility which they plan to be a permanent user.

The delegation asked if the Town of Gander would enter into a formal agreement similar to the one between the Town of Grand Falls-Windsor and their local gymnastics club, which would have the Town of Gander be responsible for the lease payments and utilities of the facility. The Committee agreed to investigate this type of arrangement for further consideration.

The Committee advised the club that the first phase of the multiplex project included the soccer/track and field facility, and that the multiplex building, which is a much bigger capital investment, is several years from being approved.

The Committee also advised that the annual operating grant of \$20,000 is a large financial commitment. However, Council would consider interim support if there was an operating shortfall in the current year. Airials also agreed to recognize the Town of Gander as a community partner by placing a recognition sign in the facility as is done with other corporate sponsors.

## **Lumsden Come Home Year**

The Director updated the Committee on information received from the Lumsden Come Home Year Coordinator regarding sponsorship of their event. The coordinator advised that they would accept donations of prizes equivalent to a sponsorship package. It was originally discussed donating Kitchen Party tickets, but the Festival of Flight is occurring the weekend before their event. It was recommended to donate skating passes to be used as prizes.

Councillor Pollett joined the Committee meeting.

## **Skateboard Park Concern**

Correspondence was received from a resident advising that there are individuals at the Skateboard Park who are using profanity, drinking, and vandalizing the area with graffiti and broken glass. The Director explained that Department staff and the Municipal Enforcement Officers have been asked to check on this area more frequently. The Director also explained that should further issues arise, the Department may have to consider closing the facility. This is something no one would like to see but it is important all users treat all recreational facilities with respect and follow the rules. The Director will update the Committee throughout the season.

## **Community Garden**

The Community Garden Committee is requesting a garbage can be placed at their location, garbage removal, in-kind assistance to help move some compost, and provide more compost, mulch, and chips. The Director advised that she has discussed this with the Municipal Works Director and that these requests can be accommodated between both the Community Services and Municipal Works Departments. She also advised the Committee that the Community Garden was successful in receiving a \$750 grant from the Provincial Government's Community Garden Support Program.

## **Gander Graduation Parents Association 2021-2022**

The Gander Graduation Parents Association is requesting donations to support the graduates at their event taking place in June. They have indicated that they no longer need to borrow the portable stage, but the Department will still provide items in-kind such as tables, chairs, pipe & drape, and red carpet. The Town of Gander also sponsors a \$500 scholarship as per the Grants, Subsidies, and In-kind Services Policy. The Department felt that this was Council's donation to the graduating class for 2022 but to also provide the Association with a gift bag of Town of Gander swag as a prize for their event.

## **Outdoor Rink**

The Director advised that the Department has been working with the Planning and Development Department to identify possible locations for the outdoor rink. Three locations were proposed: the new soccer & track/field facility, Cobb's Pond Rotary Park, and the Steele Community Centre. It was felt that Cobb's Pond Rotary Park was the most suitable location because the Department is working with the Gander Rotary Club on a winter revitalization plan. This would fit well with the plan to staff and keep the park open during the winter months. There would be access to water, parking, washrooms, and a storage shed for the equipment. The Committee would like the Department to continue with this project with Cobb's Pond Rotary Park as the preferred location.

## **Toronto Trade and Travel Show**

The Chair gave an overview of the Toronto Outdoor Adventure Show she attended with the Tourism Development Officer from April 29 - May 1, 2022. This event showcased 230 exhibitors and their unique tourism opportunities and outdoor adventure lifestyle products. There were other provincial tourism partners in attendance including Adventure Central and Destination St. Johns. The Town of Gander's booth attracted individuals who were interested in the social and natural tourism opportunities in Gander and the local area. The show demonstrated that tourism has been growing since the pandemic and people are ready and eager to travel. If visitation at our exhibit is an indicator, Gander will continue to be the place to visit in Newfoundland and Labrador. The Committee was pleased with the update.

## Historical Information Decals for Street Signs

The Director presented an overview of the historical information decals for street signs which were approved during the 2022 budget process. A self-adhesive decal would be affixed to every Town of Gander street sign with a brief description about the name of the street. Each label would be 3" x 4". The labels will be attached at eye height for the average person. The decals will be beneficial for not only tourists but local residents who would like to learn more about the history of street names in the community. The Committee is pleased to see this initiative.

## Cobb's Pond Rotary Park Wi-Fi

The Director met with the Manager of I.T. to discuss the possibility of providing free Wi-Fi at Cobb's Pond Rotary Park for the summer months on a trial basis. The required equipment is available from another project that can be used at the building. This would allow internet access in the building and park area. The Director noted that many other public parks in Canada offer free Wi-Fi to residents, and this would also be beneficial when the building is being rented to various organizations. If there are density and capacity issues, the Department could look at budgeting for high-speed internet for next year. The Committee felt this was a worthwhile initiative and would like the Department to work on its implementation.

Councillor Pollett left the Committee meeting.

## Variance Report

The Committee reviewed the quarterly variance report for the period ending March 31, 2022. The Community Services Department has a savings of \$1,900 with a projected year to date expenditure of \$382,000.

## Upcoming Events

June 9 <sup>th</sup> – 20 <sup>th</sup>	Clean and Green Campaign
June 18 <sup>th</sup>	Fly Your Car
June 24 <sup>th</sup> – 25 <sup>th</sup>	Ride for Sight
July 1 <sup>st</sup>	Canada Day
July 7 <sup>th</sup>	Concert in the Park
July 16 <sup>th</sup>	Benjamin's Circus
July 28 <sup>th</sup> – Aug 1 <sup>st</sup>	Festival of Flight

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

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

The Municipal Works & Services Committee meeting was held on May 25, 2022. The meeting was chaired by P. Woodford, Councillor. Other members present included: S. Handcock, Councillor; T. Pollett, Councillor; W. Hoffe, Councillor; G. Brown, Councillor; T. Barron, Director of Municipal Works & Services; B. Hefford, Town Clerk; G. Whitt, Administrative Support Clerk.

The following items were discussed:

**Variance Report, 1<sup>st</sup> Quarter**

The Committee reviewed the quarterly variance report for the period ending March 31, 2022. The Municipal Works & Services Department is \$58,435 over budget with a projected year to date expenditure of \$1,658,739.

Some of the individual factors contributing to this difference were:

- An increase in costs associated with supply and delivery of chlorine and soda ash used in water treatment; \$16,000.
- Water distribution pump repairs at the end of 2021 that were invoiced in 2022; \$20,000.
- The increased cost of heating oil for facilities and underestimating the electrical budget for the new Wastewater Treatment Plant; \$13,828.
- Timing adjustment is also a factor in the variance for this report.

**Landfill Septic Site, new certificate of approval**

The Director informed the Committee of correspondence received from Service NL advising a new Certificate of Approval is required for the liquid septic area at the Gander landfill site, including the conditions to operate. It will be valid until November 24, 2022, at which time an application for renewal must be sent to the Department.

The Committee discussed the volume of liquid septic disposed at the landfill site and agrees that with a new facility about to be opened in the area, the Town will no longer be accepting commercial haulers at the site. The closure will be coordinated with the opening of the new regional facility.

The Committee recommends that the current commercial users be informed that the Town will be no longer accepting septic waste at the landfill site when the new regional facility is commissioned.

## Notable Dates

- Upcoming Transfer Station events on McCurdy Drive are scheduled for June 11<sup>th</sup> and July 9<sup>th</sup>. Hours of operation are 8 a.m. – 4 p.m.
- Garbage collection for the Canada Day Holiday will be collected on Thursday, June 30<sup>th</sup>.

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

The Pride Crosswalk was completed June 8, 2022.

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

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

The Public Safety & Protective Services Committee was held on May 26, 2022. The meeting was chaired by S. Handcock, Councillor (Teams). Other members present included: G. Brown, Councillor; P. Woodford, Councillor; D. Chafe, CAO; H. Lowe, Director of Protective Services/Fire Chief; B. Hefford, Town Clerk; W. Jenkins, MEO; L. Small, Administrative Assistant.

The following items were discussed:

### Delegation- RCMP

The Committee welcomed the new RCMP Staff Sgt. Larry Turner to the meeting. The Town and the RCMP have been meeting on a quarterly basis to discuss priorities for both parties and keep up to date on any items that warrant special attention. Sgt. Turner agreed to continue this schedule and looks forward to working with the town of Gander. The Municipal Enforcement officers and the Public Safety Director will meet with Sgt. Turner to discuss working together and to meet new members at the detachment.

Officer Jenkins and the CAO left the Committee meeting.

The Town Clerk left the Committee meeting.

### Variance Report

The Committee reviewed the quarterly variance report for the period ending March 31, 2022. The Public Safety & Protective Services Department is \$ 2,985 under budget due to timing, with a projected year to date expenditure of \$ 397,721.

## **Traffic Complaints**

The Committee reviewed several traffic complaints: speeding, ATV incidents, and the Raynham/Briggs/Cooper intersection. These were brought forward to remind Committee of how quickly this type of activity increases with warm weather and the children out of school. The Committee asked that the Director ensure all items were addressed and that the traffic calming policy information be provided when required. It was also suggested he speak to the bussing supervisor at the School Board and the Director of Engineering to discuss re-evaluating the traffic study recommendations for both intersections off Cooper as both need to be reviewed again.

The Town Clerk returned to the Committee meeting.

## **Department Activity Report**

Gander Fire Rescue participated in the Seniors Wellness Day at the Community Centre on May 9th by providing a safety talk. This was presented by Dave Shea.

Both the Fire and Municipal Enforcement Departments participated in Municipal Awareness Day at the schools.

Rope Rescue Training was conducted on Saturday May 14<sup>th</sup> by Dave Shea and Josh Gillingham.

Advanced Vehicle Extrication Training was conducted on Sunday, May 15<sup>th</sup> by Paul Andrews. This included techniques he acquired at the recent training sessions he attended in Ohio.

### **D. Planning & Development Committee:**

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

The Planning & Development Committee meeting was held on May 31, 2022. The meeting was chaired by G. Brown, Councillor. Other members present included: B. Ford, Deputy Mayor; S. Handcock, Councillor; J. Blackwood, Director of Planning & Development; D. Chafe, CAO; B. Hefford, Town Clerk; D. Quinton, Economic Development Officer.

The following items were discussed:

## **Economic Development Update**

The Economic Development Officer provided the Committee with an update regarding the resumption of aerospace and defense stakeholder meetings. A meeting, facilitated by the Town of Gander, has been scheduled for June 15, 2022 and will include representation from business and industry, education and government.



This meeting will allow for a thorough discussion regarding opportunities for advancement of the Newfoundland and Labrador aerospace and defense sector in Gander. The Committee is pleased to see such a collaborative approach and commends industry stakeholders for their continued commitment to this worthwhile effort.

### **Home-Based Business – 31 Payette Street**

The Committee reviewed a Home-Based Business application from a resident at 31 Payette Street. The applicant is seeking Council's permission to operate Creative Consulting and Design Firm to operate a home-based office for a commercial/residential design service from 31 Payette Street.

The property is situated in a residential medium density zone and home-based business is permitted as a discretionary use. Discretionary use notices were advertised with no objections being received by the advertised deadline.

#### **Motion #22-095**

### **Home-Based Business – 31 Payette Street**

Moved by Councillor Brown and seconded by Councillor Handcock that Creative Consulting and Design Firm be permitted to operate a home-based office for a commercial/residential design service from that property.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Home-Based Business – 16 Esmonde Place**

The Committee reviewed a Home-Based Business application from a resident at 16 Esmonde Place. The applicant is seeking Council's permission to operate Eady Holdings Ltd./Gander Property Management to operate a home-based office for a property management-general and electrical contractor business from 16 Esmonde Place.

The property is situated in a residential medium density zone and home-based business is permitted as a discretionary use. Discretionary use notices were advertised with no objections being received by the advertised deadline.

**Motion #22-096**

**Home-Based Business – 16 Esmonde Place**

Moved by Councillor Brown and seconded by Councillor Pollett that Eady Holdings Ltd./Gander Property Management be permitted to operate a home-based office for a property management-general and electrical contractor business from that property.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Landscape Compliance – Waterton Street**

The property owner of 4 – 22 Waterton Street have requested the Town confirm their properties for compliance with municipal regulations.

They noted that trees were not located on the properties, as specified in residential landscape regulations, and would like to correct that if the original deposit was available for refund upon completion of the planting and certification by Town officials. The Director advised that the timeline for completing this work, as outlined in the regulations, has expired however, suggested that if Council would agree to extend the timeline and the property owner was willing to complete the work, it would be an effective means to accomplish the intent of the regulation. The Committee agreed and asked the Department to look at the timelines to see if adjustments could help other properties become compliant.

**Motion #22-097**

**Landscape Compliance – Waterton Street**

Moved by Councillor Brown and seconded by Deputy Mayor Ford that the owners of 4 – 22 Waterton Street be granted an extension until October 31, 2022, to complete the tree planting on those properties.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

Mayor Farwell suggested that in the event of property owners not meeting landscape requirements, the Town could use the funds from their landscape deposit to purchase and plant trees. The Committee will explore this option.

### **Accessory Building Request – 67 Bannock Street**

The Committee reviewed a building permit application from the owner of 67 Bannock Street requesting permission from Council to construct an accessory building on that property measuring approximately 71M<sup>2</sup>. The requested size exceeds the maximum permitted under the accessory building regulations adopted by Council on April 28, 2021.

The department has reviewed the request and advised that the application, if approved by Council, can meet all the requirements of the Municipal Development Regulations.

#### **Motion #22-098**

##### **Accessory Building Request – 67 Bannock Street**

Moved by Councillor Brown and seconded by Councillor Handcock that the owner of 67 Bannock Street be permitted to construct an accessory building at that property measuring approximately 71M<sup>2</sup> provided all requirements of the Municipal Development Regulations are met.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Development Application – 13 Memorial Drive**

Council has received a development application from the owner of 13 Memorial Drive to operate a personal use sawmill on that property. The property is in an area zoned Residential Low Density and Domestic Sawmill is permitted as a discretionary use in that zone under the Town of Gander Development Regulations. The proposed use was advertised with no objections being received by the advertised deadline.

#### **Motion #22-099**

##### **Development Application – 13 Memorial Drive**

Moved by Councillor Brown and seconded by Deputy Mayor Ford that the application to operate a personal use sawmill at 13 Memorial Drive be approved.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## 91 CEF Board Members

Following a two-year absence of 91 CEF Board Meetings as a result of Covid Council is pleased to announce that these meetings have resumed. The Committee consists of members from 91 CEF, representation from Council, the business community, and individuals from the public.

The Construction Engineering Flight (CEF) has been supported by 9 Wing Gander since March 1995.

The role of the CEF is to allow Canada's Air Force to live, fly and operate anywhere in the world. It can be charged with any number of tasks - from performing airfield damage repair to supporting the air force in combat missions, United Nations operations or humanitarian relief missions to deployments for training.

It is made up of Construction Engineering Reserves (CE Res) who come from the construction engineering or engineering-related trades, capable of supporting the Royal Canadian Air Force in deployed operations.

CEF includes carpenters, plumbers, electricians, refrigeration mechanics, electrical generating systems technicians, water, fuel and environment technicians, heavy equipment operators, vehicle mechanics as well as administration and supply trades people.

The CEF is currently recruiting and encourages anyone interested and wishing to obtain more information, to reach out to Master Warrant Officer Rob Dyke at [robert.dyke@forces.gc.ca](mailto:robert.dyke@forces.gc.ca) or call 1-709-571-3045. It is important to note that training in above mentioned disciplines is paid for by the CEF, as well as, provided work experience to provide the required experience for apprentice programs.

The Committee is pleased to see the Flight resume its board meetings and appreciates their contribution to the community.

### 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 June 1, 2022. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: G. Brown, Councillor; D. Chafe, CAO; K. Bull, Deputy Municipal Clerk.

The following items were discussed:

## **Land Sales Policy**

The Committee reviewed a revised draft of the Town's Land Sale Policy that consolidates commercial and residential land sales.

The Committee had some concerns about the definition of adjacency and around the refusal to sell land that would accommodate an encroachment that would create an unsafe or potentially hazardous condition to the public.

## **Environmental Indemnity Agreement**

The Committee reviewed an environmental Indemnity Agreement that was received from NLHC. The agreement would see the ownership of 166 Magee Road transferred to the Town for the cost of \$1.00. The Committee had no objections.

The DMC left the Committee meeting.

## **PMA Luncheon**

Council has received a request from the Professional Municipal Administrator's Association of Newfoundland and Labrador to sponsor a nutrition break at their upcoming Annual Convention being held in Gander from June 8-10. Sponsorship will cost \$1,000. This is the Association's 50<sup>th</sup> anniversary. Council would like to congratulate for PMA on this milestone anniversary and as the hosting community is pleased sponsor a portion of this year's event. Funds for this sponsorship will come from savings from staff travel and training.

## **Motion #22-100**

### **PMA Luncheon**

Moved by Deputy Mayor Ford and seconded by Councillor Handcock that Council makes a \$1,000 sponsorship contribution for the Professional Municipal Administrator's Association of Newfoundland and Labrador's 2022 Annual Convention being held in Gander from June 8-10.

In Favour:     6       Opposing:     0

Decision:     Motion carried.

The DMC returned to the Committee meeting.

## **Easement Agreements**

The Committee reviewed easement agreements that are required by Newfoundland Power on Dickens Street. There were no concern or objections.

## **MNL Regional Economic Advisor**

Municipalities Newfoundland and Labrador (MNL) and the NL Association of Community Business Development Corporations (NL CBDCs) have formed a joint Regional Economic Development Taskforce. The taskforce has announced that one Regional Economic Advisor position will be in Central Newfoundland.

Given the bright outlook around the mining and aerospace industries, the Committee feels that Gander would be logical location for a Regional Economic Advisor.

Council looks forward to working with MNL with this initiative.

### **F. Corporate Services Committee:**

The Corporate Services Committee report was presented by Councillor Pollett.

The Corporate Services Committee meeting was held on June 1, 2022. The meeting was chaired by T. Pollett, Councillor. Other members present included: G. Brown, Councillor; K. Hiscock, Director of Corporate Services; D. Chafe, CAO.

The following items were discussed:

### **A003 Damage Caused by Town Forces and Equipment**

The Committee reviewed the draft of a revised policy addressing damage caused by Town forces and equipment.

Despite best efforts and sound operational practices, incidents involving Town staff and equipment can and do happen. The policy, as presented here, will ensure such incidents are reported and investigated in a timely, transparent, and unbiased manner.

#### **Motion #22-101**

### **A003 Damage Caused by Town Forces and Equipment**

Moved by Councillor Pollett and seconded by Councillor Brown the adoption of the revisions to Policy A003 - Damage Caused by Town Forces and Equipment presented as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## **Municipal Assessment Agency – 2023 Assessment Roll**

The 2023 annual property assessments were mailed to property owners on June 1st. The assessments are based on the market value as of January 1, 2022. The average residential value of properties in Gander has increased by 4.16% from \$232,700 to \$242,400.

Residents 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, 2022. The details on how to appeal your assessment are provided with your notice.

## **Property Tax Reductions**

The Committee reviewed six applications for residential property tax reductions that met Council's policy based on income criteria. The total amount to be adjusted is \$3,406.90.

### **Motion #22-102**

#### **Property Tax Reductions**

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

In Favour:     6     Opposing:     0

**Decision:**     Motion carried.

## **Succession Planning**

During the 2021 organizational and operational review, KPMG consultants recommended that Council develop a formal succession strategy to improve the Town's ability to adjust to an evolving and increasingly challenging labour market. In the absence of a strategy, the Town faces the possibility of increased vacancies and having existing staff act into critical roles without the preparation they need to be successful.

The CAO provided the Committee with an overview of a new Succession Planning Strategy. This strategy is built around programming that prequalifies high-potential and experienced employees for future technical, professional and management positions within the organization. It does not automatically guarantee an existing employee a new position but rather helps them qualify for future opportunities. Council's hiring policy requires open public competition for all positions except firefighters. Qualified volunteer firefighters are given preference when filling career position vacancies.

The Committee recognizes the importance of human resource planning and believes this new strategy will help maintain a qualified and experienced staff. The strategy will be launched later this year.

**Open Call for Bid OC22-04 Sale of Used Arena Tempered Glass**

The results of the Open Call for Bid # OC22-04 for the Sale of Used Arena Tempered Glass presented to the Committee for review and consideration. The only bid received was from Celtics Centre Hockey Corporation in the amount of \$6,900.00 including HST.

**Motion #22-103**

**Open Call for Bid OC22-04 Sale of Used Arena Tempered Glass**

Moved by Councillor Pollett and seconded by Councillor Handcock the Open Call for Bid # OC22-04 for the Sale of Used Arena Tempered Glass be awarded to Celtics Centre Hockey Corporation in the amount of \$6,900.00 including HST.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Reallocation of MYCW for Pumphouse Upgrade Study**

The Planning and Development Department is requesting the Committee reduce the funds allocated for the pumphouse upgrades through the MYCW 2020-2023 agreement. The estimated project cost is expected to be lower than approved at the Council meeting on March 16, 2022.

The Committee agreed it would be appropriate to reduce the project costs and to assign the savings as unallocated until another project is approved.

**Motion #22-104**

**Reallocation of MYCW for Pumphouse Upgrade Study**

Moved by Councillor Pollett and seconded by Councillor Brown to reduce the funding request for the pumphouse upgrades study from \$229,690 to \$150,000 including HST from the MYCW 2020-2023 agreement with the balance remaining unallocated.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.



## **Quarterly Variance and Capital Reports**

The Committee was presented with the unaudited operating and capital reports for the first quarter of 2022. The operating report indicates a projected deficit of \$43,560. The major variances that contributed to the deficit were due to the Municipal Works Department as previously reported.

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

### **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 May 17, 2022. The meeting was chaired by P. Farwell, Mayor. Other members present included: B. Ford, Deputy Mayor; T. Pollett, Councillor; P. Woodford, Councillor; G. Brown, Councillor; S. Handcock, Councillor; D. Chafe, CAO; B. Hefford, Town Clerk; K. Bull, Deputy Municipal Clerk; N. Newell, Director of Community Services; T. Barron, Director of Municipal Works; J. Blackwood, Director of Planning and Development; H. Lowe, Director of Public Safety and Protective Services.

The following items were discussed:

### **Steele Community Centre Rental Contracts**

Each time a User Group rents a facility from the Town, a contract must be signed. Sometimes, these contracts can be for a relatively low dollar value. Currently, this means that each contract must be signed by designated members of staff and the Mayor. In an effort to expedite the contract process, a Policy will be developed so that additional staff members can sign contracts without the Mayor's signature.

### **Progress Sign Location**

There have been several locations suggested for the Progress Sign, including Kevin Waterman Park, Town Square and Cobb's Pond Rotary Park. After much consideration, Council has decided to place the sign between the Tourist Chalet and the North Atlantic Aviation Museum along the TCH. This location is a high traffic area with ample parking, allowing visitors to safely pull off the TCH to take photos with the sign. The sign will be placed during Pride Month celebrations.

**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 June 7, 2022. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: T. Pollett, Councillor; G. Brown, Councillor; S. Handcock, Councillor; D. Chafe, CAO; K. Hiscock, Director of Corporate Services; H. Lowe, Director of Public Safety & Protective Services; J. Blackwood, Director of Planning and Development; T. Barron, Director of Municipal Works; N. Newell, Director of Community Services; K. Bull, Deputy Municipal Clerk.

The following items were discussed:

**Invoice for Approval**

An invoice from Univar Solutions for \$75,879.36 was reviewed. This cost is associated with granular activated charcoal which is essential in the water treatment process. This item is \$3,810.00 over budget. Year to date variance reports show that this unplanned expenditure will be offset by savings in other areas.

**Motion #22-105**

**Invoice for Approval**

Moved by Deputy Mayor Ford and seconded by Councillor Brown that the invoice from Univar Solutions totaling \$75,879.36 be approved.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Elizabeth Drive Sewer Infrastructure Upgrades**

The Committee reviewed the tender results for Elizabeth Drive Sewer Infrastructure Upgrades. This project will see the reconstruction of both storm and sanitary sewers from the intersection of Nungesser and Elizabeth to just east of the lower entrance to Wilcockson. The work includes but is not limited to new concrete curb and gutter, sidewalk, asphalt patching and associated landscape reinstatement.

Six bids were received with the lowest of the bids that met the tender specifications being received from GerGar Enterprises Limited with a tender price of \$688,340.55 HST inclusive and was \$332,701.75 under budget.

**Motion #22-106**

**Elizabeth Drive Sewer Infrastructure Upgrades**

Moved by Deputy Mayor Ford and seconded by Councillor Brown that the tender for Elizabeth Drive Sewer Infrastructure Upgrades be awarded to GerGar Enterprises Limited for the tender amount of \$688,340.55 HST included.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**CANOE Procurement – Purchase of One New 2022 Front End Loader**

The Director of Municipal Works presented the quote for the supply and delivery of one new Front End Loader. CANOE Purchasing procedure was used, and the Director advised that the lowest of the bids that met specifications was submitted by Toromont Caterpillar in the amount of \$353,595.32, HST included.

This item is over budget by \$3595.32.

This price includes credit for the trade in of;

One used 2005 Front End Hyundai Loader with plate number GMH 428 valued at \$18,000.00 and  
One used, 2009 Cat Backhoe with plate number GMJ 034 valued at \$26,000.00.

**Motion #22-107**

**CANOE Procurement – Purchase of One New 2022 Front-End Loader**

Moved by Deputy Mayor Ford and seconded by Councillor Handcock that the quote for the supply and delivery of one, new, Front-End Loader be awarded to Toromont Cat in the amount of \$353,595.32 HST included.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Capital Investment Plan (Gas Tax) Funding Application for Street Resurfacing**

The Town of Gander has funds remaining in the Ultimate Recipient Gas Tax Agreement that must be reallocated to other eligible projects. A list of projects has been prepared in accordance with Council's five-year capital plan for submission to the Department of Municipal and Provincial Affairs.

**Motion #22-108**

**Capital Investment Plan (Gas Tax) Funding Application for Street Resurfacing**

Moved by Deputy Mayor Ford and seconded by Councillor Pollett that a request for a reallocation of funds under the Ultimate Recipient Gas Tax Agreement be submitted to the Department of Municipal and Provincial Affairs.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**91 Construction Engineering Flight (CEF) Board Members**

Councillor Woodford is currently a Board member of 91 CEF. He accepted this role when he was the Chair of the Planning and Development Committee. Since the Municipal General Election in September 2021, Councillor Brown has been the Chair of that Committee. As such, Council feels that it is appropriate for Councillor Brown to replace Councillor Woodford on the 91 CEF Board.

**Change Order – Dickins Street**

A Change Order was issued by the contractor in relation to work on Dickins Street. The Description of Change is:

*Substitution of a portion of the imported common backfill for road subgrade, imported rock backfill up to but not exceeding 3050 m<sup>3</sup> at an agreed price of \$18 per cubic meter, this is an \$8 per cubic metre increase from the originally tendered price of \$10 per cubic metre for imported common backfill resulting in an additional \$24,400 plus HST to the project costs.*

**Motion #22-109**

**Change Order – Dickins Street**

Moved by Deputy Mayor Ford and seconded by Councillor Brown that the Contract Change Order for the Dickins Street Commercial Subdivision Underground Service and Road Subgrade be approved as attached in the amount of \$28,060.00 HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## Dickins Street Extension Contract Change Order #2

During excavation of the Town's borrow pit foreign objects from indiscriminate dumping were discovered. These items included but were not limited to old car parts, construction debris, discarded tires and large pieces of metal. This change order is intended to compensate the contractor for removing these items and disposing of them in an approved manner and to uniformly grade the site upon completion to remove any hazards from uneven surfaces or exposed boulders.

### Motion #22-110

#### Dickins Street Extension Contract Change Order #2

Moved by Deputy Mayor Ford and seconded by Councillor Brown that Contract Change Order #2 for Dickins Street Extension be approved as attached in the amount of \$18,687.50 HST inclusive.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

G. Other Reports:  
None

7. ADMINISTRATION  
None

8. CORRESPONDENCE  
None

9. NEW BUSINESS

#### Wastewater Treatment Plant Grand Opening

Deputy Mayor Ford stated that the Wastewater Treatment Plant Grand Opening is scheduled for June 9, 2022 at 2pm and the public is invited to attend. This multi-million-dollar project is state-of-the-art and one of the most advanced wastewater treatment systems in the country and far exceeds all environmental requirements set by the Government of Canada.

#### Pride Month

The Town of Gander is once again an enthusiastic participant in Pride Month. The Town partnered with Violence Prevention Gander to paint the Pride Crosswalk in front of Town Hall, and a new Progress Sign is being installed on the TCH.

The Town's Communications Officer, Kayla White has recently joined the Gander Pride Committee as a representative of Council. The Town of Gander is fully committed to embracing inclusivity and diversity and supporting the LGBTQ2S+ community.

**2022 Participaction Community Better Challenge**

Councillor Pollett stated June is Community Better Challenge month and she encourages residents to download the app to help Gander earn the title of Canada's Most Active Community. See [gandercanada.com](http://gandercanada.com) for details.

**10. ADJOURNMENT**

**Motion #22-111**

**Adjournment**

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

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:35 p.m.

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**P. Farwell, Mayor**

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**B. Hefford, Town Clerk**

**Policy A003**  
**Damage Caused by Town Forces and Equipment**  
**DRAFT V. 2.**

**Policy Statement**

Despite best efforts and sound operational practices, incidents involving Town staff and equipment can and do happen. Accountability requires that all such incidents be reported and investigated in a timely, transparent, and unbiased manner.

**Definitions**

For the purposes of this policy, the following terms shall be defined as below:

*Accident* - an unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage or injury.

*Employee* – An employee of the Town of Gander directly involved in an incident.

*Incident* – An unplanned and disruptive event or occurrence arising or resulting from a municipal operational activity.

*Incident Investigation Team* - A team of Town of Gander staff responsible for the in-field review and documentation of facts and observations immediately following the occurrence of an incident.

*Incident Review Committee* – A committee of between three and five Town of Gander staff appointed by the CAO and tasked to determine the cause of an incident or accident and whether a breach of policy or deviance from a standard operational procedure occurred that was a contributing factor.

*Time of Occurrence* – The exact date and time that an incident occurred.

**Procedure**

The administration of this policy shall be undertaken as prescribed here:

1. An employee shall report an incident or accident to their immediate supervisor at the time of occurrence.
2. The employee's Supervisor or their designate shall visit the site of the incident or accident taking all measures necessary to protect the wellbeing of the employee, other staff and the public and ensure the site is safe and secure. The Supervisor must also notify a member of the Incident Investigation Team.

3. The Incident Investigation Team shall travel to the site of the incident for the purposes of documenting the details surrounding the occurrence. This may include noting the environmental conditions at the time of occurrence, interviewing the employee, their supervisor, and, witnesses, taking measurements where necessary as well as photographing or video recording the relevant artifacts.
4. The Incident Investigation Team shall summarize their findings and forward them to the Chief Administrative Officer within 24 hours of their investigation.
5. Based on the Incident Investigation Team's findings, the CAO may establish an Incident Review Committee and task them with conducting a full and thorough investigation of the incident or accident.
6. The Committee's report must be submitted to the CAO within 30 calendar days of the time of occurrence.
7. The CAO shall review the report with the Incident Review Committee and the Department head responsible for the employee involved in the incident.
8. The CAO may accept the report as presented or seek further clarification prior to signoff.
9. The Department Head, accompanied by the Manager of Human Resources shall meet with the employee to share the findings of the investigation and if warranted, prescribe appropriate disciplinary action in accordance with Policy P-009.
10. A synopsis of the report (redacted as required) shall be provided to the OH&S Committee.

### **Employee Obligations**

An Employee who is subject to or a witness in an incident investigation shall:

- Immediately report all incidents,
- Make themselves available for investigative interviews or hearings,
- Always conduct themselves in a professional and respectful manner,
- Answer questions completely and truthfully, and
- Share insights or provide information on how the incident or accident could have been avoided.



## **Employee Rights and Expectations**

An Employee who is subject to an incident investigation shall have:

- The right to be treated in a professional and respectful manner without the presumption of blame, error, or fault,
- The right to be always accompanied by a peer or other individual of their choice,
- The right to be fully informed of the investigation process and its estimated timelines,
- The right, with just cause, to request a change in one or more members of the Incident Review Committee,
- The expectation to appear before the Incident Review Committee no more than 21 calendar days from the time of occurrence, and
- The expectations that all matters related to the incident be closed no more than 90 calendar days from the time of occurrence.

## **Investigator Obligations**

An individual assigned to either the Incident Investigation Team or the Incident Review Committee shall:

- Conduct the investigation in a professional and respectful manner and without the presumption of blame, error, or fault,
- Recuse themselves if they are in a conflict of interest or hold any prejudice toward the employee who is subject to the investigation,
- Conduct the investigation and provide findings within the required timelines,
- Maintain strict confidentiality and protect personal information collected or uncovered during an investigation, and
- Surrender all records, documents and notes arising from and/or associated with the investigation to the Manager of Human Resources.

## **Investigator Rights and Expectations**

An individual assigned to either the Incident Investigation Team or the Incident Review Committee shall have:

- The right to be always treated in a professional a respectful manner,
- The right to undertake the investigation free of harassment, threats, intimidation or administrative or political interference,
- Priority access to relevant documents and reports (redacted as necessary),
- The full support of their immediate supervisor and all members of the senior management team, and
- Workload and schedule flexibility to accommodate their investigative commitments.

## **Special Accommodation**

The physical and mental wellbeing of parties to an investigation is Council's top priority and all reasonable measures will be taken to accommodate those requiring it. This includes:

- Conducting interviews virtually via secure conferencing platforms when necessary or appropriate,
- Adjusting schedules to accommodate medical appointments, an
- Any other special requests when possible.

### **Application and Accountability**

The Chief Administrative Officer is accountable for the oversight and administration of this policy.

Specific obligations and responsibilities related to the application of this policy and its administrative processes are provided in the attached responsibility assignment matrix.

### **Corrective Action**

Corrective or disciplinary action arising from an investigation shall be determined and administered in accordance with Council's Corrective Action Policy P-009.

### **Related and Referenced Policies**

The following policies a may be referenced or referred to during or after the application of this policy:

- Policy P-009 Corrective Action
- Policy P-047 Employee Code of Conduct

**Responsibility Assignment Matrix**  
*for the*  
**Investigation of Damage Caused by Town Forces and Equipment**

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**RACI Team:** Chief Administrative Officer  
 Department Heads  
 Supervisor  
 Impacted Staff  
 Manager of HR  
 OH&S Committee  
 Witnesses  
 Incident Investigation Team (IIT) (MEO, OH&S Advisor)\*  
 Incident Review Committee (IRC)

**Accountable party:** CAO    **Process Time Target:** 90 Calendar Days

Step	Action	Responsible	Consulted	Informed
1	Suspected incident/accident is reported	Employee	Supervisor	-
2	Nature of the Incident is confirmed	Supervisor	Witnesses	Employee
3	Onsite investigation	IIT	Employee Witnesses	CAO
4	Incident Investigation Committee established	CAO	-	IRC Appointed
5	IIT conducts investigation and prepare report	IIT	Employee Witnesses	CAO
6	Investigation and review	IRC	IIT Employee	HR Manager Dept Head
7	Report prepared and submitted to the CAO	IRC	-	CAO
8	Report issued	CAO	IRC Dept Head	Manager of HR Dept Head OH&S Advisor Employee
9	Correct action undertaken	Dept Head	HR Manager	CAO HR Manager Employee

**Exceptions:**    \* Accidents involving loss or damage to private property must engage the Town Clerk's office no later than step three.

**Property Tax Reductions  
- Residential -  
Year 2022**

<b>Roll Number</b>	<b>2022 Property Tax</b>	<b>% of Reduction</b>	<b>Amount of Reduction</b>	<b>Revised 2022 Taxes</b>
045000130000	\$1,923.32	50	\$961.66	\$961.66
021510160000	\$1,638.32	50	\$819.16	\$819.16
030510130000	\$1,972.72	10	\$197.27	\$1,775.45
031000050000	\$812.20	20	\$162.44	\$649.76
030510220000	\$2,032.76	20	\$406.55	\$1,626.21
046010780000	\$1,719.64	50	\$859.82	\$859.82

Dept. of Municipal & Intergovernmental Affairs  
Municipal Water Sewer & Roads Specification  
CONTRACT CHANGE ORDER NOTICE

Page 1 of 2

Form #5

March 2016

PROJECT NAME: Dickins Street Commercial Subdivision Underground Service and Road Subgrade Phase 1 – Contract # 3 PROJECT NO. 21-03

CHANGE ORDER NUMBER: One DATE: October 29, 2021

.1 NOTICE

A change order to the Contract is contemplated as indicated herein.

.2 PROCEDURE

The Contractor shall stipulate the effect of the contemplated change of the contract amount in Item 4 below. Where the change increases the amount of the contract, a complete cost breakdown will be returned with each copy of the document. The Contractor shall return three signed copies of this document to the Engineer for approval. Should it be decided to proceed with the work, an approved copy will be returned to the Contractor. Work shall not proceed until the written authorization is received.

.3 DESCRIPTION OF CHANGE

Substitution of a portion of the imported common backfill for road subgrade. imported rock backfill up to but not exceeding 3050 m<sup>3</sup> has been approved to stabilize road subgrade due to unsuitable existing conditions. The volume of approved imported blast rock is 3050 m<sup>3</sup> at an agreed price of \$18 per cubic meter, this is an \$8 per cubic meter increase for the originally tendered price of \$10 per cubic meter of for imported common backfill resulting in an additional \$24,400.00 plus hst to the project costs.

.4 EFFECT OF CHANGE ON CONTRACT

This change order WILL, or WILL NOT affect the approved completion date (circle correct statement).

If the completion date will be affected, the requested increase in time to the approved completion date is:

WORKING DAYS: \_\_\_\_\_ REVISED COMPLETION DATE: \_\_\_\_\_

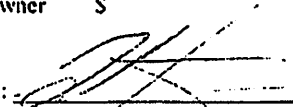
The Change described in Item 3 above will affect the current contract amount as follows:

AMOUNT

( ) No Change

( x ) Addition to Contract including HST payable by the Owner \$ \$28,060.00

( ) Deduction from Contract including HST payable by the Owner \$

CONTRACTOR:  (Signature)

Authorized Contract Amount \$ 1,007,363.78  
Previous Change Orders \$ 0.00

Dept. of Municipal & Intergovernmental Affairs  
Municipal Water Sewer & Roads Specification  
**CONTRACT CHANGE ORDER NOTICE**

Page 2 of 2

Form #5

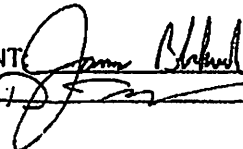

March 2016

This Change Order	\$	+ 28,060.00
New Approved Contract Amount	\$	<u>1,035,423.78</u>

.5 AUTHORIZATION TO PROCEED

The Contractor is authorized to proceed with the changes for the amounts stated in item 4 above.

DATE: Nov 26, 2021  
DATE: Nov 26 2021

CONSULTANT:   
OWNER: 

.6 CANCELLATION OF CONTEMPLATED CHANGE

It has been decided not to proceed with this change which is hereby cancelled.

DATE: \_\_\_\_\_ CONSULTANT: \_\_\_\_\_

.7 NOTIFICATION TO BONDING AND INSURANCE COMPANIES

The Bonding Company and Insurance Company shall each be immediately notified by the Contractor of this change to the contract by being issued copies of the Change Order.