

MINUTES

Regular Meeting of Council
Wednesday, August 2, 2023 @ 4:00 pm
Council Chambers

Present:

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

Advisory and Resource:

B. Hefford	Town Clerk
J. Blackwood	Director of Planning and Public Works
K. Hiscock	Director of Corporate Services
H. Lowe	Director of Public Safety & Protective Services
J. Knee	Director of Community Services
K. White	Communications Officer

Regrets: W. Hoffe Councillor

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

3. APPROVAL OF AGENDA

Motion #23-137

Approval of Agenda

Moved by Councillor Pollett and seconded by Councillor Handcock that the Agenda for the Regular Meeting of Council on August 2, 2023 be adopted as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #23-138

Regular Minutes for Approval

Moved by Deputy Mayor Ford and seconded by Councillor Pollett that the Minutes from the Regular Meeting of Council on July 5, 2023 be adopted as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Motion #23-139

Special Minutes for Approval

Moved by Councillor Woodford and seconded by Councillor Handcock that the Minutes from the Special Meeting of Council on July 27, 2023 be adopted as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

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 July 19, 2023. The meeting was chaired by T. Pollett, Councillor. Other members present included: M. White, Councillor; W. Hoffe, Councillor; B. Hefford, Town Clerk; and J. Knee, Director of Community Services.

The following items were discussed:

NL 50+ Club Convention

A request was received from the NL 50+ Club Convention for a donation towards one of the coffee breaks during their convention in September 2023. The Committee agreed with this request but asked the Director to confirm the amount.

E-Bike Rebate Program

Correspondence was received on the importance of using electric bikes around town and how it can reduce our carbon footprint. The Committee thought this was an interesting idea and requested additional information on how other communities are incorporating this program.

Portable Stage

The Director informed the Committee that the portable stage used at events is approaching the end of its life expectancy. The recommendation from the Planning & Public Works Department is that the portable stage be taken out of service at the end of the 2023 Festival of Flight. The Department will re-evaluate the need for a portable stage after the festival.

Steele Community Centre Board System

The Director expressed concerns regarding the wear and tear on the new ice rink board system. The process of removing the boards for events and then putting the boards back in place for floor rentals can be quite taxing on the board system and the staffing requirements to do so.

It was suggested to either look at an alternative solution to the boards or to end ball hockey rentals around the time of the annual Ride for Sight in June. Options will be explored for the next off-ice season.

Festival of Flight Schedule

The Committee reviewed the schedule for this year's Festival of Flight. The Community Services Department has been working hard to ensure the festival is jam packed with lots of events for all ages. For the most up-to-date schedule, please visit www.gandercanada.com, the Recreation & Community Services Facebook page or call 709-651-5927.

Street Name White

The Committee discussed a request from McCurdy Enterprises Ltd to have a street in Spruce Court named after the Company's founder, the late Mr. Jerry White.

It was noted that the Director of Public Safety and Protective Services asked that the name of the street not be White Crescent, as it might be easily confused with Wright Crescent, which could lead to errors when dispatching first responders.

The Committee is supportive of adding White Street, Boulevard, Place, Drive or Avenue to a list of allowable street names.

Motion #23-140

Street Name White

Moved by Councillor Pollett and seconded by Deputy Mayor Ford that the street name White Street, Boulevard, Place, Drive or Avenue be added to the master list of street names.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Still Standing TV Show – Gander Geek Fest Interview

As part of the Still Standing TV Show, a request was received to do a research interview with Gander Geek Fest organizers. The Committee felt it was appropriate for the Geek Fest organizers to do this interview.

Upcoming Events

The following events will take place in the coming months:

August 3 - 7	Festival of Flight
August 7	Gander Day
Aug 11 – 13	Matt & Megan Baseball Tournament & Central Meet for Antique and Classic Cars
Aug 21 – Sept 1	Impact Hockey Summer Camp

B. Economic Development Committee:

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

The Economic Development Committee meeting was held on July 27, 2023. The meeting was chaired by P. Woodford, Councillor. Other members present included: M. White, Councillor; T. Pollett, Councillor; B. Hefford, Town Clerk; and D. Chafe, CAO.

The following items were discussed:

Development Officer’s Report

The Committee reviewed the Development Officer’s report for the period ending July 26, 2023. Confidence in our community remains strong with meaningful advances toward new investment.

Staff continue to work closely with local and out-of-province developers to evaluate investment opportunities that would lead to greater housing diversity and commercial land development. From a commercial standpoint, several national brand retailers remain interested in the community and are evaluating location options.

The Committee recognized the significance of advancing new opportunities and looks forward to future updates.

Building Statistics

The Committee reviewed the building statistics report for the period of January 1st to June 30th. There were 120 permits issued during the first half of this year for work valued at \$5,756,491. Of these, 16 permits were for new home construction worth an estimated \$3,243,770 and 84 permits for residential renovations and improvements worth an additional \$1,557,046. Twenty permits were also issued for improvements to commercial and institutional properties with a total value of \$955,625. The Committee was pleased to see continued new investment in the community and looks forward to more robust growth in the second half of the year.

Low-Cost Airlines

The Committee reviewed correspondence sent to the Gander International Airport Authority questioning the absence of a low-cost airline option via Gander Airport and whether more should be done to secure this service. The Committee was advised that the Authority does in fact actively market the community to all major airlines and their subsidiaries. Both SunWing and Air Transat are examples of discount carriers with previous service offerings through Gander. While we are hopeful for additional services, the recruitment of such falls within the mandate of the Authority. We will fully support their efforts when and wherever possible.

Strategic Priorities Update

The Committee discussed the status of work on strategic priorities within our Community Capacity Building mandate. Work is advancing well on both the Physician Recruitment and Retention and Housing initiatives. Work on the third item, Workforce Development is progressing with a needs assessment survey/interview framework coming together. Staff indicated that they will be reaching out to some of our strategic partners to assist with this work. Further updates will be forthcoming.

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 July 20, 2023. The meeting was chaired by S. Hancock, Councillor. Other members present included: P. Woodford, Councillor; M. White, Councillor; H. Lowe, Director of Public Safety & Protective Services/Fire Chief; B. Hefford, Town Clerk; and T. Byrne, Administration Human Resources Coordinator.

The following items were discussed:

Animal Control Policy ME004 – 2nd Reading

The Committee reviewed the amended Animal Control Policy ME004 for its second reading. This Policy is for the safety of both the residents and the animals alike, Gander Municipal Enforcement has established several procedures to deal with stray, lost and hurt animals, as well as the service standards for afterhours responses.

Motion #23-141

Animal Control Policy ME004 – 2nd Reading

Moved by Councillor Handcock and seconded by Councillor Pollett the adoption of the amended Animal Control Policy ME004, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Paint the Pavement – Magee Road

Council attended a Paint the Pavement project on Magee Road in the Elementary School Zone on July 18. Approximately 30 children from the Boys and Girls Club attended with 10 leaders to assist the children with the painting. The Boys and Girls Club turned the pavement into a beautiful canvas of art and to bring awareness to this school zone, which is on a busy road that experiences speeding.

Fireworks Complaint

A complaint was received from a resident regarding fireworks. The resident was not happy with the timeline given to set off fireworks. Council has appealed to the community to work together in the spirit of respect and co-operation. Fireworks have become much more accessible through general retail outlets; thus their frequency and use have correspondingly increased, along with conflicts of priorities.

Council will explore approaches undertaken by other municipalities to evaluate options for education, awareness, and possible compliance tools.

Speed Sign Statistics

The Public Safety and Protective Services Committee reviewed the data obtained from the automated traffic signs deployed this year. Data summaries from May 1st to July 19th 2023 were provided sampling on Rowsell Blvd west bound and Magee Road south bound. The Committee reviewed the speed trends, high traffic times and total amount of traffic travelling on the roads.

These trends will assist with evaluation of problematic areas and deployment of the traffic calming measures, including targeting time and locations for traffic enforcement.

Silent Witness Memorial Signage

A complaint was received from a tourist that there was not enough signage around the Silent Witness Memorial site. The Director of Public Safety and Protective Services did note there was signage, but suggested the area could be brush cut to improve visibility. The Town of Gander has engaged a consultant to develop a landscape concept and strategy for the area. These concerns will be forwarded for consideration during this process.

D. Planning and Public Works Committee:

The Planning and Public Works Committee report was presented by Councillor White/Chair.

The Planning and Public Works Committee was held on July 25, 2023. The meeting was chaired by M. White, Councillor. Other members present included: B. Ford, Deputy Mayor; S. Handcock, Councillor; P. Farwell, Mayor; B. Hefford, Town Clerk; and J. Blackwood, Director of Planning and Public Works.

The following items were discussed:

Town of Gander Water Quality Report Fall 2022

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

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

This testing is conducted and reported by the Provincial Government and the results may be viewed on the GOVNL – Environment and Climate Change, water resources management webpage. <https://maps.gov.nl.ca/water>

Town of Gander Wastewater Effluent Quality Report 2nd Quarter 2023

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

The most recent report is for the 2nd Quarter of 2023, where the results show the effluent quality is within the recommended guidelines.

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

2023 Household Hazardous Waste Day

The Committee discussed the 2023 Household Hazardous Waste Day (HHWD) for Gander residents. This year's event will be held on Saturday, September 30th at the Steele Community Center parking lot from 8:30 a.m. to 3:30 p.m. Council would like to encourage residents to participate in this event and dispose of their hazardous materials in a responsible manner. For more information on the type of materials that will be accepted, residents are encouraged to visit the Town's website.

Curbside Giveaway

The Committee discussed hosting a curbside giveaway event preceding the scheduled Fall Cleanup to permit residents the opportunity to utilize items that would be otherwise be directed to the landfill.

The Director advised that the proposed dates for this event are October 14th and 15th.

Residents are encouraged to place good used items at curbside the weekend prior to the Fall Cleanup. Guidelines will be made available to residents prior to the event on the Town's website.

Sidewalk Replacement – 148 Memorial Drive

The Committee reviewed correspondence from the owner of 148 Memorial Drive requesting permission from Council to remove a section of sidewalk in front of that property and replace it at a different grade to better match their private infrastructure. Unfortunately, the requested change will not meet the existing Design Standards for Streets and Subdivisions, therefore the Committee is not recommending accommodating the request at this time.

Accessory Building – 5 Brock Crescent

The Committee reviewed correspondence from the owner of 5 Brock Crescent requesting Council to permit a 2M side yard at that property to facilitate the construction of an accessory building. A 2M side yard at the desired location would require a regulation change which the Committee is not recommending at this time. Council can permit a variance of up to 10% of the existing 3M side yard providing a 2.7M side yard as better described in drawing number 23-1050. The resident will be notified to make application for a variance.

Byrd Avenue/Quimby Place Infrastructure Repairs

The Committee discussed an inquiry from a resident about the condition of a section of roadway at the intersection of Byrd Avenue and Quimby Place. Public Works staff dug up this area last fall to repair a main line and the resident would like an update on the proposed reinstatement. The

Director advised that asphalt patching was recently completed, and landscaping reinstatement has been placed on the priority list for Public Works crews. It is anticipated that the entire site will be reinstated over the coming weeks.

Notable Dates

- Upcoming Waste Transfer Station date is scheduled for August 12th. The hours of operation are 8 a.m. – 4 p.m.
- Garbage collection for the Civic Holiday observed on Monday, August 7th has been rescheduled to Wednesday, August 9th.
- Garbage collection for the Labour Day Holiday observed on Monday, September 4th has been rescheduled to Wednesday, September 6th.
- The 2023 Household Hazardous Waste Day will be held on Saturday, September 30th, at the Steele Community Center parking lot from 8:30 a.m. to 3:30 p.m.

Council would like to remind residents that details of notable dates and events can be viewed on the Town of Gander Website at www.gandercanada.com.

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 July 26, 2023. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: T. Pollett, Councillor; M. White, Councillor; K. Bull, Deputy Municipal Clerk; and B. Hefford, Town Clerk/Director of Governance & Legislative Services.

The following items were discussed:

Land Sales Policy – 2nd Reading

An updated Land Sales Policy was presented for first reading on June 07, 2023. Since that time, there has been little feedback, and no changes have been made.

Motion #23-142

Land Sales Policy – 2nd Reading

Moved by Deputy Mayor Ford and seconded by Councillor Handcock that the Land Sales Policy, GLS 003 shall be adopted as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Gander Pride Week

Gander Pride will be hosting Pride Week from August 8th to the 13th. This week-long celebration is a fantastic opportunity to embrace diversity, promote inclusivity and show support for the LGBTQ2+ community in Gander. There are many activities planned for adults and youth, including Trivia Night, Paint Night, CrossFit, Pride Prom and a Pride Brunch.

The Town of Gander is pleased to sponsor the Pride Week Kick-Off BBQ at the Tourism Information Centre parking lot on August 8th at 4 PM and to host the Pride Week Flag Raising that same morning at 11 am at the Town Hall. More details can be found on the Gander Pride Facebook page.

Information Accessible to All Residents

The Committee reviewed correspondence from a resident who feels that the Town should make information more accessible to those who do not use the internet through advertising in the Central Wire and having paper copies of announcements or newsletters available for pick up at the Town Hall.

This is something that the Committee has been contemplating over the past few months and have discussed this issue at length with the Communications Officer. There is an ad ready to publish in the next issue of the Central Wire that outlines the upcoming events for August. Additionally, the Department will be seeking opportunities to have more inclusive communication for example, the Festival of Flight schedules have been produced in a print-ready format, allowing residents to print copies more conveniently. They are available for pick up at the Town Hall. The Town of Gander will continue to look for opportunities to improve engagement and feedback and suggestions are welcome. Residents can request copies to be mailed.

Mandatory Orientation Training

The Department of Municipal and Provincial Affairs has implemented mandatory training for Councillors and CAOs. Town Clerks, department heads and senior staff are encouraged to participate in these training sessions.

Although the department has offered both online and in-person training options, the Committee believes that a more effective approach would be to have a dedicated session exclusively for Town of Gander Councillors and employees, conducted by a trainer approved by the department. The existing sessions provided by the department have time constraints, which often restrict participants from asking all their questions during the training. Sandy Hounsell, retired Director of Municipal Support, has been approved as a trainer by the Minister of Municipal and Provincial Affairs. He has agreed to travel to Gander at a mutually agreeable time to conduct the training session.

Long Service Awards Application Call

The Department of Municipal and Provincial Affairs has been presenting Municipal Long Service Awards to Mayors, Deputy Mayors and Councillors since 1983.

These awards are presented to individuals who have served on municipal councils for a cumulative period of 12, 16, 20, 25, 30 or 35 years.

Mayor Farwell qualifies for this award as he has served for 18 years. As such, his name will be submitted to the Department of Municipal and Provincial Affairs, and he will receive his award at the annual convention in October.

On behalf of residents, staff and Council, I offer my sincere appreciation for your dedication.

Council Engagement Report

Effective engagement within the community is crucial for local governance, as it fosters transparency, inclusivity, and collaboration. The following is a brief highlight of some activities and initiatives undertaken by Council since the previous meeting.

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

- Broadening Horizons - Pre-Employment Program and Gander Green Depot Grand Opening
- Memorial Day Wreath-Laying Ceremony
- Women's Quest - Meet and greet with Mayor
- 9 Wing Gander Change of Command Ceremony
- Paint The Pavement
- Wastewater Treatment Plant Tour with Mayor Farwell, Minister Bernard Davis and Minister John Abbott
- Central Northeast Health Foundation 23rd Annual Golf for Health
- Dinner & Discussion with American tour group and Mayor Farwell
- The Honourable Paul Pike, Minister of Children, Seniors and Social Development toured the property at 59 Elizabeth Drive.

F. Corporate Services Committee:

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

The Corporate Services Committee meeting was held on July 26, 2023. The meeting was chaired by W. Hoffe, Councillor. Other members present included: P. Woodford, Councillor; T. Pollett, Councillor; M. White, Councillor; B. Hefford, Town Clerk; D. Chafe, CAO; and K. Hiscock, Director of Corporate Services.

The following items were discussed:

MYCW Amendment – 2020-2023 Schedule “A” Amendment

The Committee was presented with correspondence from the Department of Transportation and Infrastructure advising that Council’s request to reallocate funds within the existing Multi Year Capital Works allocation was approved.

The funds will be used to design and construct a neighborhood park and complete traffic calming measures on Cooper Boulevard.

Motion #23-143

MYCW Amendment – 2020-2023 Schedule “A” Amendment

Moved by Councillor Woodford and seconded by Councillor Pollett that the Town of Gander accept the cost-shared funding as outlined in the Department of Transportation and Infrastructure approval letter dated July 20, 2023, to complete the 2020-2023 Multi Year Capital Works Program as per the revised Schedule A, as attached. The Town of Gander agrees to provide the municipal share of funding and authorizes the Mayor and Town Clerk to enter into the funding agreement with the Department of Municipal Affairs and Environment on behalf of the Town of Gander.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Audit Findings

The Corporate Services Committee was presented with correspondence from the Town’s auditor Kimberly Humphries Professional Corporation detailing the findings from the recent audit for the period ending December 31, 2022.

As indicated, there were no significant difficulties encountered during the audit, no significant changes in accounting policies, and the estimates made by management were satisfactory. There were no financial statement disclosures that were particularly significant, sensitive or require significant judgements.

Finally, there were no adjusting journal entries required, no uncorrected misstatements to report and no control deficiencies.

Property Tax Reduction

The Committee reviewed one application for residential property tax reduction which met Council’s policy based on income criteria. The total amount requested to be adjusted is \$1,091.24.

To date, the Town has issued 27 property tax reductions for a total amount of \$21,404.

Motion #23-144

Property Tax Reduction

Moved by Councillor Woodford and seconded by Councillor Pollett that the property tax reduction be approved, as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

**OC23-011 – Infrastructure Upgrading 2023 Contract #1 Street Resurfacing
Edinburgh Avenue – East and West**

The results of the Open Call for Bid OC#23-011 were presented to the Corporate Services Committee for review and consideration. With two bids received, the lowest that met specifications was from J-1 Contracting Ltd. at a cost of \$469,634.13 HST inclusive.

The project is 100 % funded through the Canada Community Building Fund (previously known as Gas Tax) and is expected to be \$129,168 under budget.

Motion #23-145

**OC23-011 – Infrastructure Upgrading 2023 Contract #1 Street Resurfacing
Edinburgh Avenue – East and West**

Moved by Councillor Woodford and seconded by Councillor Pollett that OC#23-011 for the Infrastructure Upgrading 2023 Contract #1 Street Resurfacing Edinburgh Avenue – East and West be awarded to J-1 Contracting Ltd. for \$469,634.13 HST inclusive.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Skate Sharpening Services RFP#23-07

The results of the Request for Proposal for skate sharpening services at the Steele Community Centre was presented to the Committee for review. The only bid received was from Ship Shape Skate Repair and it met specifications.

Included in the proposal was the request that Ship Shape Skate Repair be added to the Town’s existing insurance policy in exchange for an annual fee of \$200 for the liability coverage. As well, an annual charitable donation of \$100 would be issued in lieu of a providing a rental fee to the Town.

Motion #23-146**Skate Sharpening Services RFP#23-07**

Moved by Councillor Woodford and seconded by Councillor Pollett to award RFP#23-07 to Ship Shape Skate Repair for skate sharpening services at the Steele Community Centre provided the annual charitable donation of \$100 be issued to the Gander Community Fund, and pending the determination if their liability coverage can be obtained under the Town of Gander's insurance policy in exchange for annual fee of \$200 for the service.

In Favour: 6 Opposing: 0

Decision: Motion carried.

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 July 27, 2023. The meeting was chaired by P. Farwell, Mayor. Other members present included: B. Ford, Deputy Mayor; P. Woodford, Councillor; T. Pollett, Councillor; S. Handcock, Councillor; M. White, Councillor; B. Hefford, Town Clerk; D. Chafe, CAO; K. Bull, Deputy Municipal Clerk; J. Blackwood, Director of Planning and Municipal Works; H. Lowe, Director of Public Safety and Protective Services; J. Knee, Director of Community Services; and K. Hiscock, Director of Corporate Services.

The following items were discussed:

Amy Winchester, P. Eng, has been working with Town to provide feedback and guidance on the existing Asset Management plan.

Asset Management refers to the process of overseeing, acquiring, operating, maintaining, and disposing of assets in a cost-effective manner to maximize their value and benefit. Assets can include a wide range of items such as financial investments, physical properties, equipment, infrastructure, or intellectual property. The primary goal of asset management is to optimize the performance, utilization and lifecycle of assets while minimizing risks and costs.

Ms. Winchester is impressed with the Town's interdepartmental cooperation, communication and collaboration. She specifically highlighted the comprehensive and precise information available on the Town's GIS system, emphasizing its potential to facilitate the successful implementation of an outstanding asset management plan.

2023 MNL Conference, Trade Show and AGM

The annual Municipalities Newfoundland and Labrador Conference, Trade Show and AGM will be held in St. John's from October 25th to 28th.

Typically, Council would select the Mayor and three Councillors, along with a staff representative to attend. This year however, Deputy Mayor Ford will be attending on behalf of her employer, the Newfoundland and Labrador Community Sector Council as a non-voting delegate.

Council has selected Councillors Pollett, White and Woodford, along with Mayor Farwell to attend this year's convention. Staff person to be determined.

Municipal Enforcement Vehicle Replacement

The Public Safety and Protective Services Committee has expressed concerns about only having one vehicle available for use by MEOs. Currently, they are sharing a Chevrolet Tahoe which has 176,000 km.

Having just one vehicle between two officers means that that operation is running less efficiently than it could be, and the PSPS committee feels that having two new vehicles to replace the aging Tahoe is a priority.

Over the past three years, there has been a shortage of vehicles and the lead time for special-order vehicles is 18 to 24 months.

Given the long lead time, management has requested that the two MEO vehicles that are required be ordered prior to the approval of the 2024 budget. The requested amount for the vehicles is \$120,000.

Motion #23-147

Municipal Enforcement Vehicle Replacement

Moved by Deputy Mayor Ford and seconded by Councillor Handcock that a tender for two MEO vehicles be issued. The estimated cost is \$120,000.

In Favour: 6 Opposing: 0

Decision: Motion carried.

H. Other Reports

7. ADMINISTRATION

8. CORRESPONDENCE

9. NEW BUSINESS

Housing Accelerator Fund (HAF)

The Housing Accelerator Fund (HAF) is an application-based program with one application window in 2023. The program was introduced in the 2022 Federal Budget with a funding allocation of \$4 billion until 2026-27.

The program is intended to drive transformational change within the sphere of control of the local government regarding land use planning and development approvals. The Fund's objective is 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 Housing Accelerator Fund aims to support lasting changes that will improve housing supply for years to come.

In recent years housing has emerged as a challenge that impacts all aspects of community sustainability and growth. In 2023 Council, through consultations with partners and stakeholders, **"Build Up Gander"** was launched as a platform to discuss and bring forward housing solutions and has recognized the challenge the community is facing in housing. As a result, Council has hired a consultant, Re-fact Consulting to update the 2015 Housing Needs Assessment and complete the Housing Accelerator Fund Application, which is due August 18, 2023.

As part of this application, council is required to identify seven (7) initiatives for the Preliminary Action Plan.

The Town of Gander initiatives will include:

1. Affordable, Inclusive, Equitable, and Diverse Housing Incentives Package
2. Housing-based Zoning and Regulatory reforms
3. Middle and High Density Housing Tools
4. Innovative practices in housing delivery
5. Establishing a Municipal Land Bank
6. Property utilization strategy
7. Capacity, partnership and education strategies

The Application also requires the identification of the anticipated spending plan and will include the following initiatives:

1. Support of the HAF Action Plan initiatives
2. Investment To Support Housing
 - Development incentives
 - Land acquisition
3. Investment in Housing-Related Infrastructure
 - Site preparation

- Brownfield review
- Capacity building

Motion #23-148
Housing Accelerator Fund (HAF)

Moved by Deputy Mayor Ford and seconded by Councillor Woodford that council approve the HAF application in principle including the 7 proposed initiatives and spending priorities as outlined above.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Motion #23-149
Housing Accelerator Fund (HAF) – Integrity Declaration Form

Moved by Deputy Mayor Ford and seconded by Councillor Woodford that the Town Clerk and Mayor be authorized to sign the Integrity Declaration Form as required for the application.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Motion #23-150
Housing Accelerator Fund (HAF) – Preliminary Attestation

Moved by Deputy Mayor Ford and seconded by Councillor Pollett that the Town Treasurer (Director of Corporate Services) be authorized to sign the Attestation letter certifying the viability of action plan.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Award Fencing

The results of the Invitation to Quote for supply and installation of 8” fencing at the Art Walker Baseball Field are being presented for review and consideration. There were three bids received with the lowest from Mulroney’s Construction Limited at a cost of \$39,494.85 HST inclusive.

Motion #23-151
Award Fencing

Moved by Councillor Woodford and seconded by Councillor Pollett that the Town of Gander award the supply and installation of 8” fencing at the Art Walker Baseball field for \$39,494.85 HST included to Mulroneys Construction Limited.

In Favour: 6 Opposing: 0

Decision: Motion carried.

10. ADJOURNMENT

Motion #23-152
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 5:18 p.m.

P. Farwell, Mayor

B. Hefford, Town Clerk

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

DRAFT

Policy Topic: Animal Control		
Policy No: ME004	Motion of Council:	Effective Date:
Section: MUN ENF	Amendment Motion: #08-042	Amendment Date: 02/20/08
	Amendment Motion: #20-202	Amendment Date: 09/02/2020
Issued By: Director of Public Safety & Protective Services /Fire Chief		

Policy Statement:

For the safety of both the residents and the animals alike, Gander Municipal Enforcement has established several procedures to deal with stray, lost and hurt animals, as well as the procedures involving the euthanasia of animals.

Guidelines:

Injured/Dead Animals

-Injured animals; believed to be pets, will be taken to the Gander Veterinary Clinic. The Municipal Enforcement Officer will then contact the SPCA, and they will assume all responsibility for the animal.

-Dead animals; Municipal Enforcement Officer(s) is to advise the foreman of Public Works of the location of the animal that is believed to be a pet. Public works will pick up the animal and bring it to the vet for proper disposal. Municipal Enforcement Officer(s) is to gather pictures and information in case the owner is found. If public works is unavailable, Municipal Enforcement Officer(s) will pick up animal and bring it to the vet clinic.

Euthanasia of Animals

In all cases where animals are to be euthanized, the SPCA and the Municipal Enforcement Department must be notified first. If the SPCA feel that a home can be found for the animal, it will be turned over to them. If the animal is to be euthanized, the animal will be taken to the Gander Veterinary Clinic, where the SPCA will take care of any fees charged by the vet.

Cat Traps

The Cat Trap may be loaned to the general public for persons who are experiencing problems with troubled or wild cats only. Anyone who traps a cat is responsible for contacting the MEO(s) on duty and/or bringing the animal to the SPCA.

After Hours

The Town of Gander does not provide 24 hour, 7 day per week animal control service. In the event that 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/~~Animal Control Officer~~ is on-duty or the SPCA is open.

Procedures:

Cat Traps

1. The complainant will set the cat trap in a shaded area, for a period of not more than 72 hours, after which time the Municipal Enforcement Officer will remove the trap from the complainant property.
2. It is the responsibility of the complainant to check the trap hourly, and if an animal is caught, the complainant must immediately telephone the Municipal Enforcement ~~Officer~~ phone number, **709-256-4065**, requesting that an officer attend at the ~~animal control shelter~~ **SPCA** to take possession of the cat and the trap. If a complainant continues to be annoyed by more than one cat which was trapped, they must reapply for the trap to again be set on their property.
3. The Municipal Enforcement Officer will give the complainant instructions on how to trip and reset the trap. Under no circumstances is the complainant to leave a trap set on their property unattended for at any time whatsoever.
4. It shall be the responsibility of the complainant to check the trap hourly when the trap is on their property, and if no animal is caught, they are to be directed to trip the trap and render it harmless until the next time they can check the trap hourly, then the complainant may again set the trap.
5. It shall be the responsibility of the complainant to ensure that once a cat is trapped on their property, that said cat shall not be abused by anyone on their property or anyone coming onto their property.
6. Municipal Enforcement will provide a telephone number for after hours, on week-ends and statutory holidays, in order that a complainant who has trapped a cat after business hours, giving full particulars, at which time the officer will forthwith attend at the animal shelter in order to pick up the cat and the trap.

7. No cat traps will be released by ~~animal services~~ **Municipal Enforcement** to any complainant when weather conditions are colder than 0 degrees Celsius.

Stray Animals

In the event that Municipal Enforcement come into possession of any stray animals, the following actions will be taken:

1. Municipal Enforcement will bring any animal they pick up to the SPCA for impounding but will remain responsible for the animal. At such time they will make every effort to contact the owner of the pet in order to report that it has been impounded.
2. Municipal Enforcement will remain responsible for the animal for a specific waiting period depending on the type of animal. The waiting period for cats **and dogs** is 5 days. ~~and dogs is 5 days.~~ After the waiting period, it shall be at the discretion of Municipal Enforcement as to whether or not they will retain responsibility of the animal or turn it over to the SPCA. However, notwithstanding that care taken to ensure return of an owner's pet, if stray animals shall be found to be wild and dangerous, it may be euthanized immediately upon being impounded.

Responsibilities:

Director of Protective Services/Fire Chief

The Director of Protective Services/Fire Chief will be responsible for ensuring this policy is followed.

Municipal Enforcement Officers

All Municipal Enforcement Officers will be responsible for ensuring that this policy is followed.

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

Policy Topic: Land Sales Policy		
Policy No: GL003	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 and legislative compliance.

The Town of Gander sells the following classes of land:

- Commercial Land – Business Park
- Commercial Land – Infill
- Commercial Land – Armstrong Boulevard
- Residential Land – Infill
- 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 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.

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 prior to addition to the land bank, the potential 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 landapplications@gandercanada.com
4. The Application will be distributed to:
 - a. Commercial Land Sales – Development Officer 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 - Development Officer 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. Land Bank approval
 - b. Classification of the proposed use
 - c. Zoning compliance
 - d. Prepare a drawing to depict the land referenced in the application (not Survey Accurate)
 - e. Setback, frontage, side yard requirements
 - f. Easement/utility conflicts
 - g. Verify good standing / compliance in the case of adjacent properties.
 - h. 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 Public Works and Corporate Service departmental recommendations to sell or rent the purchase.
 - c. Propose a motion to approve the sale of land.

- d. 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

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 Request for Proposal / Tender for the Sale of Land

The following classes of land will be sold by way of Public Request for Proposal / 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:

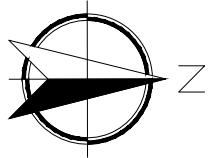
1. When the Deed of Conveyance has been executed by the Town Clerk and Mayor and sale is complete, The Town will forward the proceeds outlined in the Agreement to NLHC.
2. Attached to the remittance should be a covering letter and survey of the land sold requesting a partial release of the mortgage for 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	\$247,000	Hectare	\$100,000	Acre
Commercial General – Dickins Street	\$370,500	Hectare	\$150,000	Acre
Commercial General – Armstrong Boulevard (Town Portion)	Determined by Developer	Square Meter	Determined by Developer	Square Foot

NOTES

- Unserviced – 6.209ha
- Dickins Street Extension
Phase 1 Serviced – 2.268ha
- Serviced (Environmental) – 0.374ha
- Future Development – 7.958ha



<p align="center">Town of Gander Department of Planning & Development 100 Elizabeth Dr, Gander, NL A1V 1G7 Telephone: (709) 651-5915 Fax: (709) 256-5809</p>	
<p>Project: Dickins Street – Ward Street</p>	
<p>Drawing Title: Available Land</p>	
<p>Drawn By: R. Howell</p>	<p>Scale: 1 : 3500</p>
<p>Date: May 30, 2023</p>	<p>Sheet Number: 1 of 1</p>
<p>Date Plotted: May 30, 2023</p>	<p>Checked By: J. Newman</p>
<p>Drawing Number: 22-1025R2</p>	
<p>Rev. No. R2</p>	

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

Date: Jul-23

Project	Project #	Revised Funding \$ April 2023	Revised Funding \$ July 2023	GST/PST Rebate \$	Net Funding \$	Provincial Share \$	Municipal Share \$	Cash Flow <i>(enter % anticipated to be spent per</i>			
								Year 1	Year 2	Year 3	Year 4
Alcock Crescent Water & Sewer Upgrades	17-MYCW-22-00041	2,372,090	1,845,038	171,893	1,673,145	1,171,201	501,943			100%	
Elizabeth Drive Sewer Infrastructure Upgrades	17-MYCW-22-00042	1,094,890	678,820	63,242	615,578	430,904	184,673			100%	
TCH loop Watermain	17-MYCW-22-00043	-	-	-	-	-	-				
Wright Crescent Sanitary Infrastructure Upgrades	17-MYCW-22-00044	652,842	-	-	-	-	-				
Pumphouse Upgrade Study	17-MYCW-23-00078	150,000	-	-	-	-	-				
Unallocated						-					
Traffic Calming Cooper Blvd	17-MYCW-24-00089	-	2,242,959	208,966	2,033,993	1,016,997	1,016,997				100%
Neighborhood Park	17-MYCW-24-00090	-	260,797	24,297	236,500	141,900	94,600				100%
TOTAL		4,269,822	5,027,614	444,102	4,322,715	2,761,002	1,798,213				

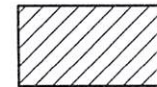
**Property Tax Reductions
- Residential -
Year 2023**

Roll Number	2023 Property Tax	% of Reduction	Amount of Reduction	Revised 2023 Taxes
070010090000	\$2,182.48	50	\$1,091.24	\$1,091.24

Plot Plan

Notes:

1. All dimensions given in metres.



USABLE
AREA

Legend:



Utility Easement



Driveway Location



Civic Address
Lot Number



Town of Gander
Department of Engineering
100 Elizabeth Dr. A1V-1G7 Ph. 651-5915

Owner: **Brown**

Address: **5 Brock Crescent**

Drawn By:
Justin Collins

Scale:
1:250

Date:
July 24, 2023

Drawing Number:
23-1050

**TOWN OF GANDER
SUMMARY**



Supply and Install 8' Fencing -Art Walker Ballfield

CLOSING DATE: July 28th,2023

PREFERRED BIDDER Mulrooney's Construction Limited

\$ 39,494.85

PRICE NET OF H.S.T.

\$ 35,815.30

Donation Amount
(Blue Jays)

\$87,000.00

Balance remaining

\$51,184.70

BIDS RECEIVED

**BID
AMOUNT
(Tax inclusive)**

BIDDER

- 1) Mulrooney's Construction Limited
- 2) W. Reid Construction Ltd
- 3) Provincial Fence Products

\$39,494.85
\$82,258.93
\$92,204.70