

MINUTES

Regular Meeting of Council
Wednesday, September 23, 2020 @ 4:00 pm
Council Chambers

Present:	P. Farwell	Mayor
	T. Pollett	Deputy Mayor
	R. Anstey	Councillor
	G. Brown	Councillor
	B. Dove	Councillor
	O. Fudge	Councillor
	P. Woodford	Councillor

Advisory and Resource:	D. Chafe	CAO
	B. Hefford	Town Clerk
	J. Blackwood	Director of Engineering
	K. Hiscock	Director of Finance (A)
	N. Newell	Director of Recreation & Community Services
	T. Barron	Director of Municipal Works
	R. Locke	Director of Development
	H. Lowe	Director of Public Safety and Protective Services
	K. White	Communications Officer

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Childhood Cancer Awareness Month Proclamation

The Mayor proclaimed September 2020 as Childhood Cancer Awareness Month in the Town of Gander.

Ovarian Cancer Awareness Month Proclamation

The Mayor proclaimed September 2020 as Ovarian Cancer Awareness Month in the Town of Gander.

3. APPROVAL OF AGENDA

Motion #20-217

Approval of Agenda

Moved by Deputy Mayor Pollett and seconded by Councillor Fudge that the Agenda for the Regular Meeting of Council on September 23, 2020 be adopted.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #20-218

Regular Minutes for Approval

Moved by Councillor Woodford and seconded by Councillor Brown that the Minutes from the Regular Meeting of Council on September 2, 2020 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #20-219

Special Minutes for Approval

Moved by Councillor Woodford and seconded by Deputy Mayor Pollett that the Minutes from the Special Meeting of Council on September 16, 2020 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

6. REPORTS – STANDING COMMITTEES:

A. Recreation & Community Living:

The Recreation & Community Services report was presented by Councillor Fudge.

The Recreation & Community Services meeting was held on September 14, 2020. The meeting was chaired by O. Fudge, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; P. Woodford, Councillor; N. Newell, Director of Recreation & Community Services; B. Freeborn, Administrative Coordinator.

The following items were discussed:

Central Health's Influenza Clinic

Central Health is requesting the use of the Steele Community Centre Sports Hall of Fame for their annual influenza clinic from the end of October until February 2021. To accommodate this request, the Department may incur overtime expenses for cleaning because of provincial guidelines due to COVID-19. Management's recommendation is to support Central Health whenever possible and, particularly in this case, where the vaccination is both a public health and community health service. The Director explained that overtime expenses are difficult to determine at this point as it will depend on staffing and departmental requirements at that time. The Department will work to minimize any additional costs associated with the clinics.

Walking Track Schedule

The Director explained that the walking track in the Steele Community Centre is currently closed to the public due to COVID-19. There are several arena regulations that must be followed before opening the walking track. The Director suggested that the Department try opening the walking track with several modifications. This would include opening only from 8:30 am to 2:30 pm Monday to Friday in the first phase. This would eliminate user groups/spectators in the building at the same time as walkers. Users would be required to wear a non-medical mask into the building and sign in at the administration office for contact tracing purposes. Due to social distancing measures, only walking one-way would be permitted, no running at this time. If this is successful and regulations change, then the Department could look at removing some of the modifications. The Committee felt this was reasonable and asked the Department to begin working on opening the walking track to the public.

Ice User Group Schedule

The Director presented the first draft of the ice user group schedule. There are modifications due to provincial regulations related to COVID-19. The Department is currently implementing 25 minutes between each session/rental, as this allows time for the current user group to exit the building before the next one arrives. She also explained that the Department will be meeting with all ice user groups to discuss the current rules and regulations as well as the current changes to the ice season. Currently some of the rules include no access to showers in the dressing rooms, limited spectator seating, contact tracing to be provided group, and the use of non-medical masks. The Department will work with all user groups to ensure any questions or concerns are addressed.

Councillor Woodford left the meeting due to conflict of interest.

Men's Recreation Hockey League – Ice Rate Discount

The Men's Recreational Hockey League has requested a discount on ice rates for this season due to the league not being able to access the showers after their games. The Director explained that all users of the facility will not be permitted to use showers at the Steele Community Centre and that many arenas are implementing the same rule due to having to leave the facility within 10 mins of their rental. The Committee felt that a discount was not warranted as the Department is following the provincial guidelines for all users of the facility.

Councillor Woodford returned to the meeting.

B. Public Safety & Protective Services Committee:

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

The Public Safety & Protective Services Committee was held on September 16, 2020. The meeting was chaired by B. Dove, Councillor. Other members present included: R. Anstey, Councillor; O. Fudge, Councillor; H. Lowe, Director of Protective Services/Fire Chief; B. Hefford, Town Clerk; L. Small, Administrative Assistant.

The following items were discussed:

Delegation-SPCA

Delegation: Bonnie Harris, SPCA; Betty Suley, SPCA; Dr. D. Tweedie, Veterinarian

The Committee met with members of the Gander an Area SPCA to discuss the service standard for animal control response by the Municipal Enforcement Officers.

The Committee agreed that this item, as well as other financial considerations, will be brought forward to the discussions around the Partnership Agreement and Memorandum of Understanding outlining responsibilities for the new building. There will be a meeting held once the SPCA is in a position to present their formal request for support to council.

Second Quarter Statistics

The Committee reviewed the second quarter statistics for both the Fire and Municipal Enforcement Departments.

This covers the period of April 1 to June 30 and begins two weeks after the Pandemic started. As a result, all statistics are down due to little movement in and around the community.

The Fire Department reported 150 Public consultations, 10 inspections, and 34 Fire calls. These included calls such as chimney fires, motor vehicle collisions, pole fires, system malfunctions and propane leaks.

Municipal Enforcement reported 92 citations and 179 bylaws infractions and complaints including illegal dumping, motor vehicle collisions, animal pick-ups and complaints, traffic issues such as ATV and dirt bikes, and property complaints to name a few.

Crosswalk Request- Penwell Avenue

The Committee received a request for a crosswalk to be installed on Penwell Avenue where the Cobb's Pond Trail crosses to connect with Rowsell Boulevard.

The Director will investigate and follow up at the next meeting.

Increased Traffic in School Zones

It has been reported by both the Municipal Enforcement Officers and our Crosswalk Guards that the reduced bussing for school children has brought a larger number of vehicles to school zone areas. The time from 8-9:30 am and 1:40-3:20 pm is causing safety concerns for the children and the guards.

The Director will meet with The Municipal Enforcement Officers, Crosswalk Guards, and OH & S Officer to devise a temporary plan until further information from the School Board is forthcoming on the future of bussing in the municipality.

C. Public Works & Services Committee:

The Public Works & Services Committee report was presented by Councillor Anstey.

The Public Works & Services Committee meeting was held on September 15, 2020. The meeting was chaired by R. Anstey, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; T. Barron, Director of Municipal Works and Services; B. Hefford, Town Clerk; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Civic Enhancement Report

The Director presented the Committee with the 2020 Civic Enhancement progress report. It was another busy season with the continued maintenance program in addition to further enhancing areas throughout Town. The Town Square bollard lighting project has begun, the gazebo entrance has been paved and wood planters were built and placed. There were 92 trees planted this year and various locations were prepped for hydroseeding in the fall.

This program is a collaborative effort in which the Civic Enhancement Steering Committee provides strategic direction, planning, and oversight for the civic enhancement program. The implementation of the program is generally completed through the Town of Gander funding and resources. The initiative has been underway for many years and the fruits of the labour are finally being realized throughout the community. Many projects undertaken in the past are beginning to mature. Trees are growing to sideline our streets, common spaces are landscaped and maintained and various places such as town square are emerging as park like environments. The Town of Gander is very proud of this long-term initiative and especially pleased with how it has proven to be a glowing example of community partnership.

Council would like to thank the volunteers who dedicate their time to the Civic Enhancement Committee. The members include Glenn Blandford, Jack Waye, Randell Mercer, Diane Lomond, Kim Elms, David Moulton and resource person, Roger Stoyles. Their continued dedication and advocacy have paid dividends to the residents of Gander.

Council would also like to recognize our civic enhancement staff for their workmanship. Your care and attention to detail do not go unnoticed as it shows through the aesthetics of your finished work.

The Mayor suggested highway signs in Remembrance Way be designed to identify the Silent Witness Memorial and the Commonwealth War Graves Memorial in a consistent and cohesive manner.

Silent Witness Enhancements

The Walter & Maria Schroeder Foundation will be funding Silent Witness Memorial site enhancements. Upgrades are expected to begin mid-September and includes the following scope of work:

- Upgrades to existing walkways, including placement of new pressure treating edging, clearing debris and adding fine granular.
- Installation of a new flagpole and concrete foundations for canopy table, seating and message board.
- Replacement of signage on the Trans-Canada Highway, Silent Witness access road and on site.
- Reconditioning the two plaques with a new finish.
- Installation of a message center sign will be added for memorabilia that has been placed at the site in the past 35 years.

Public access to the site will be maintained as contractors will be using the service road for access.

Council also feel that this is another example of how true community partnership can foster improved community resources.

Notable Dates

- Curbside Giveaway Event is set for September 26th - 27th inclusive. Residents are encouraged to place good used items that are suitable for reuse at curbside with a “free” sign to identify they are free for the taking.
- Fall clean-up is set for September 28th - October 9th, inclusive. Cleanup refuse will be collected on the day of your scheduled household garbage day and must be at curbside no later than 8 a.m. Residents are reminded that refuse is not to be placed at curbside until your scheduled garbage day.
- Upcoming Waste Transfer Station scheduled dates are October 10th and November 14th. Hours of operation are 8 a.m. – 4 p.m.
- Garbage Collection scheduled for the Thanksgiving Holiday, Monday October 12th, will now be collected on Wednesday, October 14th.

Details on these events can be viewed on the Town of Gander Website at www.gandercanada.com

D. Development and Tourism Committee:

The Development and Tourism Committee report was presented by Deputy Mayor Pollett.

The Development and Tourism Committee meeting was held on September 15, 2020. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: B. Dove, Councillor; O. Fudge, Councillor; G. Brown, Councillor; D. Chafe, CAO; D. Quinton, Economic Development Officer; B. Hefford, Town Clerk.

The following items were discussed:

Delegation – Town of Lewisporte

Delegation (via MS Teams):

Betty Clarke, Mayor; Perry Pond, Councillor (Chair of Ec. Dev. Committee); Ken Tucker, Councillor.

The Committee welcomed a delegation representing the Town of Lewisporte. This meeting was initiated to explore development opportunities that may foster partnership between the communities and be mutually beneficial. Areas of particular interest are the Tourism and Oil and Gas sectors. Coordinated efforts could see regional benefits.

Both parties agreed that a regional approach to the development and promotion of the Tourism product was beneficial, allowing for sustained growth into the future. Efforts to ensure that larger communities throughout the region are coordinating their tourism strategies will allow for a more cohesive and thus a more satisfying experience for tourists. As most of the larger communities have staff dedicated for tourism marketing, it is important that consistent and open dialogue be maintained to encourage municipal collaboration.

The Town of Lewisporte provided an update on efforts to prepare their port and municipal infrastructure to participate in oil and gas activity off the north east coast of the province. It was also agreed that regional offerings such as the Gander International Airport Authority and the Port in Lewisporte make the communities logical strategic partners. The economic impacts resulting from Covid-19, has created challenges to the oil and gas industry. However, it also presents as an opportunity for communities such as Lewisporte and Gander to establish a strategy for attracting oil and gas investment in this region. The Town of Lewisporte requested the Town of Gander provide formal support of their request for diversification funding, which is presented to the Provincial Government for consideration.

It was agreed that the Town of Gander's Tourism Development Officer would meet with Tourism staff with the Town of Lewisporte to discuss regional tourism strategies. As well, Economic Development staff would follow up with the Town of Lewisporte on a regular basis and schedule formal meetings if required to develop these or other opportunities.

Future Commercial Land Development

It is recognized that the current commercial land inventory does not meet demand from interested parties. The department has evaluated potential options for future commercial land development. The Committee asked that staff engage with Engineering and Planning Department to complete an assessment of potential locations, ownership, and development costs in an effort to identify resources to move this initiative forward.

Little Harbour Re-Development

The Committee discussed potential future development in the Little Harbour area as well as other potential developments along the Gander Lake waterfront from the Silent Witness Memorial to Little Harbour. The Committee was advised that staff is currently conducting a review of the Gander Lake watershed management regime and associated provincial regulations to better understand how to proceed with ecofriendly development in the Gander Lake shoreline area.

The Committee feels that suitable development near Gander Lake is key to enhancing recreational and tourism product offerings necessary for community growth. It was recognized that such potential can only be realized if development near Gander Lake is carried out in non-impactful, ecofriendly manner. The Committee felt that the best way to move forward is to develop a comprehensive plan with conceptual renderings and cost estimates for the Gander Lake shoreline from Silent Witness to Little Harbour. Such a plan would allow the Town to approach the Province with a cohesive recreational/tourism development concept rather than a series of one-off requests.

The CAO advised the Committee that he would investigate the cost to develop a comprehensive development plan for this area to be considered during the 2021 budget process.

HBB Application: 8 Marc Garneau Place

The Committee reviewed an application from the resident of 8 Marc Garneau Place. The application has been received from “Monchy Permaculture” to operate a home-office and laboratory for an off-site specialty mushroom farm.

The advertising and discretionary use notices were posted with no formal objections received and it meets all the Town of Gander’s Development Regulations.

Motion #20-220**HBB Application: 8 Marc Garneau Place**

Moved by Deputy Mayor Pollett and seconded by Councillor Fudge that “Monchy Permaculture” be permitted to operate a home-office and laboratory for an off-site specialty mushroom farm from 8 Marc Garneau Place.

In Favour: 7 Opposing: 0

Decision: Motion carried.

HBB Application: 28 Pinedo Road

The Committee reviewed an application from the resident of 28 Pinedo Road.

The application has been received from “Special Gifts” to operate a home-based engraving service.

The advertising and discretionary use notices were posted with no formal objections received and it meets all the Town of Gander’s Development Regulations.

Motion #20-221**HBB Application: 28 Pinedo Road**

Moved by Deputy Mayor Pollett and seconded by Councillor Anstey that “Special Gifts” be permitted to operate a home-based engraving service from 28 Pinedo Road.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Ferry Captain Strike

The Committee was pleased to learn that the labour interruption by provincial ferry Captains has been resolved and that regular services will resume. The past few weeks have been very challenging for those dependent upon intra-provincial ferries for access to healthcare and other important services. The Committee is also relieved that the tourism industry, which has already been impacted significantly by Covid-19, can now resume in areas accessible by ferry.

Mayor Farwell acknowledged the labour dispute between Unifor and Loblaw’s and is encouraging a resolution through the labour dispute mechanisms.

E. Engineering, Planning & Controls:

The Engineering, Planning & Controls Committee report was presented by Councillor Woodford.

The Engineering, Planning & Controls Committee meeting was held on September 16, 2020. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; B. Dove, Councillor; J. Blackwood, Director of Engineering; B. Hefford; Town Clerk.

The following items were discussed:

Sign Regulation – 2nd Reading

The Committee reviewed the proposed revisions to the Town’s Sign Regulation for the second and final reading before adoption. The Director advised that there were no objections received before the advertised deadline. The Committee has recommended a slight change in the wording, as attached, which would permit reoccurring applications for the placement of a sign on Town owned parking spaces provided there were no other applications brought forward.

Motion #20-222

Sign Regulation – 2nd Reading

Moved by Councillor Woodford and seconded by Councillor Dove that the Town of Gander’s Sign Regulations be adopted as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Landscaping – Carr Crescent

The Committee reviewed correspondence from a property owner on Carr Crescent which resulted from a discussion on landscaping. The individual indicated that there were several properties on Carr Crescent that had little or no landscaping, dilapidated structures on their properties and that many were generally not well maintained. The individual was fully supportive of Council’s regulations. However, felt that they were not being enforced or that they were being applied differently to individual properties and wanted to know how Council planned to address these outstanding items.

The Committee discussed outstanding landscaping and maintenance issues on Carr Crescent and throughout Town in general and questioned what action was being taken to have these items addressed. The Director advised that his staff along with the Municipal Clerk have many open files on noncompliance for landscaping and other infractions at different levels of progression. He advised that most of the business community are compliant and that they are continuing to work with those who are not to bring them into compliance.

Town staff are currently working with provincial officials on mechanisms to help enforce municipal regulations in a cost effective and timely manner to ensure all businesses and residents are treated equally. The Committee was pleased with the recent work done and committed their support to the continuation of those efforts. Council would like to thank those businesses who have complied with municipal regulations and have played their part in investing in their business and providing an aesthetically pleasing property.

Stockpiles – 34 Carr Crescent

Some time back the current occupant as well as the property owner of 34 Carr Crescent were contacted regarding stockpiles of construction debris in and around their property and concerns regarding the general state of disrepair of that property. Following that correspondence, the occupant sent a letter to Council acknowledging their concerns and committed to having the area cleaned up prior to the arrival of winter. After reviewing the circumstances, the Committee recommends that the property owner be written and given a period of 30 calendar days to have the area cleared up and that the current occupant be made aware of this action.

Municipal Town Plan

The Committee reviewed correspondence from the Provincial Department of Governance and Land Use Planning Division regarding the Town of Gander's Municipal Plan and Development Regulations Review. The new Municipal Plan is now ready for adoption by Council and will require a public hearing. It was noted that the requirement for a physical public hearing has been waived. However, Council felt it would be inappropriate to move the plan forward without providing an opportunity for individuals to make a physical presence with Council to discuss the plan. Based on that, Council previously postponed moving the plan forward. The Committee now feels with recent Covid restrictions being relaxed and if all precautionary measure were taken, a safe and effective forum could be established to facilitate a public hearing. The Committee recommends that the Engineering Department work with our Communications Officer to set up a public hearing for the new Municipal Town Plan.

F. Finance & Administration:

The Finance and Administration Committee report was presented by Councillor Brown.

The Finance & Administration Committee meeting was held on September 18, 2020. The meeting was chaired by G. Brown, Councillor. Other members present included: P. Woodford, Councillor; O. Fudge, Councillor; R. Anstey, Councillor; T. Pollett, Deputy Mayor; D. Chafe, CAO; K. Hiscock, Director of Finance (A); B. Hefford, Town Clerk.

The following items were discussed:

Newfoundland Blizzard Hockey School – Gander Ice Refund

The Recreation Committee referred the request from the Newfoundland Blizzard Hockey School to be charged less than the 100 hours in their contract with the Town for ice rentals to the Finance Committee for consideration.

They stated that due to extenuating circumstances caused by COVID-19 they were unable to advertise their camp as per normal. The Fogo Island ferry strike combined with reduced advertising resulting in a lower number of participants was identified as the justification to reduce the number of hours charged.

The Director of Recreation advised that during the hockey school the Town rented 17 hours of ice to private rentals. The Recreation Committee felt that it would be reasonable to deduct these private hours from the Newfoundland Blizzard Hockey school contract at a total cost of \$2,563. The Finance Committee agrees with this recommendation.

Motion #20-223**Newfoundland Blizzard Hockey School – Gander Ice Refund**

Moved by Councillor Brown and seconded by Councillor Anstey the Newfoundland Blizzard Hockey School be credited 17 hours from the 100 hours committed in their contract for ice rentals with the Town for a total cost of \$2563.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Tender – Overhead Doors

The Public Works Committee referred the results of the tender for Overhead Doors at the Municipal Works Depot to the Finance Committee for consideration. With four bids received, the lowest bid that met specifications was submitted by CDS in the amount of \$56,892.80 HST inclusive.

The main scope of the project includes the removal, supply and installation of seven overhead doors with new hardware, door operator and weather stripping. This item is \$4,407 under budget.

Motion #20-224

Tender – Overhead Doors

Moved by Councillor Brown and seconded by Councillor Anstey that the tender for Overhead Doors be awarded to CDS in the amount of \$56,892.80 HST included be approved.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Phone System Renewal

The Committee was presented with the renewal contract for the Town's telephone system with Bell Aliant.

The IT Department received quotes from two suppliers with Bell Aliant being the lowest at \$26/month before taxes per landline. Management is in the process of reviewing our phone system to identify redundancies with staff that are provided both a landline and cell phone. The renewal contract allows the Town to cancel a landline at any time without additional fees.

Motion #20-225

Phone System Renewal

Moved by Councillor Brown and seconded Fudge the Town renew the contract with Bell Aliant for the Town's telephone system for a period of three years as per the attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Budget Schedule

The Committee reviewed the proposed schedule for the 2021 budget. In accordance with the proposed schedule, the budget will be adopted at the Council meeting on November 25, 2020. Public Consultations will be held on October 7th and 8th with details to be provided through social media.

Motion #20-226 Budget Schedule

Moved by Councillor Brown and seconded by Deputy Mayor Pollett the adoption of the 2021 budget schedule as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Director of Recreation Acting Appointment

Due to the Director of Recreation taking leave for a period greater than 16 weeks, the Committee wishes to appoint Beverly Freeborn to the acting position as per Council's Acting Assignments and Appointment Policy-F024.

Motion #20-227 Director of Recreation Acting Appointment

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that Beverly Freeborn be appointed the Acting Director of Recreation effective September 28, 2020 to April 30, 2021 inclusive.

In Favour: 7 Opposing: 0

Decision: Motion carried.

G. Other Reports: None

7. ADMINISTRATION None.

8. CORRESPONDENCE

None.

9. NEW BUSINESS

Operations Continuity Plan

COVID-19 has presented many challenges for organizations big and small. The Town of Gander is proud of the dedication and hard work of management and staff in being responsive to the situation as it evolves, many cases on the fly. Through this unprecedented time, all critical municipal services have been delivered with minor impacts to the public. However, it has highlighted the need for a formal Operations Continuity Plan, provides a framework to allow the operations to continue in the event of unexpected events.

Motion #20-228

Operations Continuity Plan

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that the Council approve the Operations Continuity Plan as attached.

In Favour: 7 Opposing: 0

Decision: Motion carried.

RFP #20-20 – Operations and Organizational Review

In our 2020 budget Council committed to undertaking a comprehensive independent review of the municipal operations and organizational structure of the Town, the purpose of which is to identify opportunities for optimizing the delivery of legislated and discretionary services.

In August we issued a request for proposal (RFP) from which we received three submissions. All submissions have been reviewed with KPMG LLP being selected as the bidder that best met the requirements as outlined in the RFP. The cost of this review is \$107,870 HST included which is \$2,180 under budget.

KPMG has committed to:

- A detailed review of the operations of all Town departments defining operations within the Town's legislated mandate and policies, as well as those identified as discretionary,
- A review and evaluation the current organizational structure and staffing levels in light of the Town's service delivery requirements,

- A review of departmental functions in terms of workflow, identifying and providing recommendations leading to improved efficiency and cost effectiveness,
- Identifying synergies within and between operational units and departments as well as the duplication or overlap of services/operations and providing recommendations leading to improvement in the quality and delivery of services
- Reconciling current staffing, supervisory and management resources with operational and service delivery requirements, and
- Providing a formal report which includes an in-depth analysis of the Town's current operations and organizational model with recommendations and an implementation roadmap for changes leading to the more efficient and cost-effective provision of legislated and discretionary municipal services.

Motion #20-229**RFP #20-20 – Operations and Organizational Review**

Moved by Councillor Brown and seconded by Councillor Woodford that Council enter into an agreement with KPMG LLP at a cost of \$107,870 HST included to complete an independent review of the operations and organizational structure of the Town in accordance with the attached Letter of Engagement.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Councillor Anstey inquired about the timelines. He was advised that any increased budget considerations will be put forward 2022 fiscal year.

10. ADJOURNMENT

Motion #20-230**Adjournment**

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:00 p.m.

P. Farwell, Mayor

B. Hefford, Town Clerk