

# MINUTES

## Regular Meeting of Council Wednesday, June 30, 2021 @ 4:00 pm Council Chambers

<b>Present:</b>	<b>P. Farwell</b>	<b>Mayor</b>
	<b>T. Pollett</b>	<b>Deputy Mayor</b>
	<b>G. Brown</b>	<b>Councillor</b>
	<b>B. Dove</b>	<b>Councillor</b>
	<b>O. Fudge</b>	<b>Councillor</b>
	<b>P. Woodford</b>	<b>Councillor</b>

### Advisory and Resource:

<b>D. Chafe</b>	<b>CAO</b>
<b>B. Hefford</b>	<b>Town Clerk</b>
<b>K. Hiscock</b>	<b>Director of Finance (A)</b>
<b>K. Sceviour</b>	<b>Director of Recreation &amp; Community Services (A)</b>
<b>T. Barron</b>	<b>Director of Municipal Works</b>
<b>H. Lowe</b>	<b>Fire Chief</b>
<b>J. Blackwood</b>	<b>Director of Engineering</b>
<b>K. Bull</b>	<b>Deputy Municipal Clerk</b>
<b>B. Dawe</b>	<b>Communications Officer</b>

## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

### Press Release

The Mayor Read the following Press Release:

The Town of Gander would like to recognize July 1st as Canada Day and Memorial Day. These events have traditionally been recognized as both a celebration and a day of remembrance. This year will have an additional layer of reflection.

As per tradition, the Mayor will participate in a wreath laying in conjunction with The Royal Canadian Legion. The Memorial Day Service is to honour the members of the Newfoundland Regiment who perished at Beaumont-Hamel on July 1st, 1916.

The Town of Gander would like to take the time to acknowledge the horrific discoveries at former residential schools in our country.

We also want to acknowledge the suffering inflicted on indigenous families and culture. We know that no apology can make up for the atrocities inflicted, but we are committed to working toward reconciliation. We encourage the residents of Gander to take a moment out of their day and reflect on these tragedies and continue to listen to and learn from our Indigenous communities. For further insight and learning opportunities about our Indigenous communities and their history please visit: [www.firstlightnl.ca](http://www.firstlightnl.ca)

The Town of Gander will be hosting Canada Day events virtually again this year. The event will be broadcast live from 2-4pm on channel 9 or by visiting [www.rogerstv.com](http://www.rogerstv.com).

### **3. APPROVAL OF AGENDA**

#### **Motion #21-104**

#### **Approval of Agenda**

Moved by Councillor Fudge and seconded by Councillor Dove that the Agenda for the Regular Meeting of Council on June 30, 2021 be adopted.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **4. MINUTES FOR APPROVAL**

#### **Motion #21-105**

#### **Regular Minutes for Approval**

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that the Minutes from the Regular Meeting of Council on June 9, 2021 be adopted as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **5. BUSINESS ARISING FROM PREVIOUS MINUTES**

None.

## 6. REPORTS – STANDING COMMITTEES:

### A. Recreation & Community Services:

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

The Recreation & Community Services meeting was held on June 22, 2021. The meeting was chaired by O. Fudge, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; B. Freeborn, Director of Recreation & Community Services (A); B. Hefford, Town Clerk.

The following items were discussed:

#### **Festival of Flight Fireworks**

The Director advised that recent changes to the public health emergency include the resumption of fireworks displays, provided that physical distancing can be maintained. As such, the Committee recommends having a fireworks display at Cobb's Pond Rotary Park to mark Gander Day, August 2<sup>nd</sup>. The Director expressed her concern that this may cause large gatherings. The Committee feels that, given the absence of traditional Gander Day activities pond side, there is no reason for residents to gather there.

Municipal Enforcement Officers will be on patrol to ensure there are no traffic problems in the area at this time. The Department will issue an RFP for fireworks and a public announcement focusing on the importance of following the Public Health orders in relation to physical distancing.

#### **Snowbirds Demonstration Cancellation**

The Town of Gander and the Town of Conception Bay South originally submitted a joint proposal to host the Snowbirds in August, however, due to COVID-19 restrictions, the Town of CBS canceled their show. After full consideration, Council has decided to cancel the show in Gander slated for August 12<sup>th</sup>. There were several concerns about hosting the show including:

- A show during COVID would not offer residents all the benefits that hosting the Snowbirds Team brings, such as personal interaction with the Snowbirds.
- In 2016, over 10,000 people attended the show. As Gander would be the only host community for 2021, it was expected that thousands of people from other towns would come to Gander to see the Snowbirds. This would cause major traffic flow issues and a mass gathering.
- Attendees will be disappointed as this airshow will not feature static displays or other aerial demonstrations.

- The cost of hosting this event is approximately \$23,000 which will not be the best investment as there are so many challenges to hosting this event during COVID and no revenues to recoup the costs.

Council has asked that the Department apply to host this event in 2022 when it is expected that gatherings will be permitted, and this investment will be worthwhile to the residents of Gander.

### **Gander Rotary Club - Donation to Accessibility Matting**

The Department has been soliciting funding towards the cost of installing accessible/inclusive equipment at Cobb's Pond Rotary Park. The Gander Rotary Club has committed \$20,000 towards the cost of rubberized matting for the eight-bay swing set at the park.

The Department will follow up with other local organizations that were contacted regarding cost-sharing this project with the Town of Gander.

### **Gander Ladies' Softball League - Outfield Netting**

The Department received a letter from the Ladies' Softball League to install netting on the outfield of the Town Field. They have seen an increase in the number of homeruns on this field which they feel is a concern for vehicles or pedestrians walking on Elizabeth Drive.

There was also another letter received from a player regarding softballs entering the new pump track currently being installed behind Field B.

The Director noted that the netting and the poles are costly. In 2021, Council budgeted \$30,000 for netting at the ballfields which is currently being installed on first base line of the Town Field to keep the balls out of the parking lot and on first base line of Field B to keep the balls out of the skateboard park.

The Committee understands the safety concerns and has asked the Department to review the issue in these locations and bring forward a recommendation for more field netting during the 2022 budget review.

### **Fly Your Car Event**

Fly Your Car, which is a fundraiser for the Central Northeast Health Foundation, was scheduled to take place at the Steele Community Centre parking lot on June 12<sup>th</sup>, however due to Central Health setting up COVID-19 testing at the Centre, it was canceled. The organizing committee would like to reschedule for September 18<sup>th</sup>.

The Director explained that Council had agreed to waive the fee for the use of the parking lot when it was scheduled for June 12<sup>th</sup>. However, the ice will be down at the Centre in September, and it is expected that user groups will be started.

Since the parking lot would not be available if Fly Your Car were to take place, the Steele Community Centre would not be available to rent resulting in a loss of ice revenue of up to \$2,000.

The Committee felt that it was unfortunate that the event had to be cancelled in June, however, they are not prepared to shut down the Centre for ice rentals and lose revenue.

### **Concerns - Dust Issue at Ballfields**

The Department has received some complaints about dust in citizens' backyards from the road entrances to the ballfields behind Cohen's and in the area of the new pump track. The Director explained that the abnormal amount of dust is most likely due to the heavy equipment in these two areas over the last month with the pump track being installed as well as work being completed at the Art Walker Field. Calcium has been applied to these areas to help keep the dust down and the situation will be reviewed again once the work has been completed.

One resident has noted that this has been a problem in the past and is asking Council to review paving these sections. The Committee is referring this to Management to come up with a plan that will help alleviate this issue.

### **Variance Report – 1<sup>st</sup> Quarter**

The Director reviewed the first quarter variance report with the Committee.

The Recreation & Community Services Department is currently operating under budget by \$35,000. The savings are associated with a reduction in heating oil and electrical costs at the Steele Community Centre.

This item is now forwarded to the Finance and Administration Committee for its review and recommendation to Council.

### **Upcoming Events**

- Canada Day – July 1
- Children's Summer Program – Begins on July 5
- Drive-In Movies – July 7 & 21
- Concerts in the Park – July 8 & 15
- Geek Fest Contests – July 9 – 11
- Festival of Flight Key Contest – July 14 - 27

## **B. 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 June 22, 2021. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: O. Fudge, Councillor; G. Brown, Councillor; R. Locke, Development Director; J. Blackwood, Director of Engineering.

The following items were discussed:

### **Municipal Service Cut Across Trans-Canada Highway**

The Committee expressed extreme discontent over the provincial government's inaction to follow through on their commitment to approve a permit for a street service cut across the Trans-Canada Highway.

This is required to increase service capacity from the North to the South side of the TCH. Council has attempted, multiple times, to engage with MHA's, Departmental Ministers, and other provincial staff. This has led to promises but no action.

The Committee would like to emphasize the urgency of getting this project completed as it will increase the marketability of land on the South side of the Trans-Canada Highway. It will also enable the Town to pursue investment opportunities.

The Director of Engineering informed the Committee that he is in the process of drafting a letter for the Mayor's review and signature.

### **3F Waste Recovery Request**

The Committee reviewed a request from 3F Waste Recovery seeking Council's support with the province to allow the company to utilize moose carcasses which would be otherwise disposed of in landfills for producing pet treats and tallow, an ingredient for natural soap and candle manufacturing.

The proposed initiative would pay butcher shops for waste products, thereby reducing disposal costs and increasing revenues. Furthermore, reducing moose carcasses in landfills would also help reduce the number of wild animals attracted to landfills and residential areas.

The company indicates that this opportunity will create employment from the sorting, packing and grading of moose by-product to the value-added manufacturing and packaging of tallow and soap.

The Committee feels that this request warrants further research before making a recommendation for Council's support and have asked staff to conduct further research and advise during a future Committee meeting.

### **Variance Report Ending March 31, 2021**

The quarterly variance report was reviewed by the Committee. The report reflects a budget variance in the form of a slight deficit of \$64.00. The Committee is pleased with the departmental financial standing at this time.

### **News Release-Air Canada**

The Committee reviewed a News Release issued by Air Canada on June 15, 2021. Air Canada announced their domestic Summer schedule which was developed to advance the Country's economic recovery and support Canada's devastated Hospitality and Tourism industry.

Air Canada's domestic schedule will service 50 Canadian airports including the re-establishment of previously suspended routes through Gander International Airport.

Effective June 29, 2021, Air Canada will re-start their Gander-Halifax route with three flights weekly. On July 2, 2021, Air Canada will begin the Gander-Toronto route with five flights weekly.

Customers are encouraged to visit [www.aircanada.com](http://www.aircanada.com), use the Air Canada App or contact customer service centres or travel agencies to purchase tickets or obtain further information.

Schedules may be adjusted as required based on the COVID-19 trajectory and government restrictions.

The Committee is excited to see the return of service and mainland connectivity through Gander International Airport.

The Committee applauds the efforts of Air Canada, West Jet, PAL Airlines, and Sunwing for their commitment to Gander and the Central Newfoundland market.

The Deputy Mayor advised that this is a use it or lose it service. It is productive step to economic recovery of local aviation sector and Council encourages the residents of Central NL to Fly Gander.

### C. Public Works & Services Committee:

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

The Public Works & Services Committee meeting was held on June 22, 2021. The meeting was chaired by P. Woodford, Councillor. Other members present included: G. Brown, Councillor; T. Pollett, Deputy Mayor; T. Barron, Director of Municipal Works & Services; D. Whitt, Director of Municipal Works and Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

#### **GOVNL Wastewater Surveillance Program**

The Supervisor of Water and Sewer informed the Committee that the Town of Gander was selected to participate in the Wastewater Surveillance Program that allows for the detection of Covid-19 in a large population. The Department of Environment and Climate Change, Water Resources Management Division provided the equipment for sample collection. This program will continue until the Public Health Agency gives direction to end the program.

The Wastewater Treatment Plant Operators are adequately trained in this field and were able to incorporate the sample collection time into their weekly duties with minimal impact on their daily work schedule. The process includes the collection of wastewater samples once per week and then sent to the Public Health Agency of Canada's National Microbiology Laboratory in Winnipeg, MB, for testing. The Town of Gander will be notified of a positive or negative result after each sample submission.

The incorporation of the new Wastewater Treatment Plant has highlighted the Town of Gander as an accreditable facility for such government programs. Council is pleased to be an active participant to support the Department of Health and Community Services and the Department of Environment and Climate Change in gathering data to assist in the early detection of Covid-19 in the community.

Council would like to recognize the staff directly involved in facilitating this program. Your initiative to go above and beyond for the best interest of the community do not go unnoticed. Doyle Whitt, Supervisor of Water and Sewer, Boyd Hawco, Josh Barnes, Wastewater Treatment Plant Operators and Gayle Whitt, Administrative Support Clerk.

#### **Civic Enhancement – 2021 work plan**

The Director provided the Committee with an overview of the Civic Enhancement – 2021 work plan. A busy season is anticipated with approximately 100 trees to be planted, new installation and updating of existing shrub beds, brush cutting and alder removal at various areas of town. The lighting project at Town Square will also be completed this year. A summary of the scheduled work plan is attached highlighting the areas in Town selected for enhancement.



Councillor Woodford highlighted damage caused to trees in the community, which is disappointing considering the investment of Council and the dedication of staff and community volunteers.

### **ATV Dust – Trail**

The Committee discussed correspondence from the resident of 54 MacDonald Drive advising of an ongoing dust issue from ATV use on the trail behind his property. He indicated that he has contacted the Town on several occasions and has not received a formal response, and he feels that a telephone response from the Public Works and Services Department did not address his concerns.

The Director advised that dust on trails is controlled with calcium but there are many variables that affect the application and duration of the controlling effect, including, but not limited to, extended wet or dry weather patterns and the amount of trail use. Trails throughout Town are monitored and maintained accordingly. A calcium application for dust control was placed on June 11<sup>th</sup>.

The Committee recommends informing the resident of dust control measures currently in place for the trail systems throughout Town.

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

The Committee reviewed the Municipal Works and Services variance report for the first quarter.

The Municipal Works and Services Department is currently operating under budget by \$5,000.00. Timing is a contributing factor to cost savings at this time. Additional expenditures for this period included a \$6,500.00 deductible for insurance coverage to cover repair costs associated with a vandalized loader. Also noted is a budget error for electrical services at the Wastewater Treatment facility. The department anticipates it will remain within budget in the foreseeable future.

### **Notable Dates**

Garbage Collection scheduled for the Canada Day Holiday, Thursday, July 1<sup>st</sup>, will now be collected on Friday, July 2<sup>nd</sup>.

- The next Waste Transfer Station is scheduled for July 10<sup>th</sup>. Hours of operation are 8 a.m. – 4 p.m.

Details on this event can be viewed on the Town of Gander Website at [www.gandercanada.com](http://www.gandercanada.com)

**D. 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 June 23, 2021. The meeting was chaired by B. Dove, Councillor (Via Teams). Other members present included: R. Anstey, Councillor; P. Woodford, Councillor; H. Lowe, Director of Protective Services/Fire Chief; K. Bull, Deputy Municipal Clerk; T. Barron, Director of Municipal Works and Services; R. Locke, Development Director; L. Small, Administrative Assistant.

The following items were discussed:

**Delegation - Busy Bee Cabs**

The Committee received a request and met with a delegation from Busy Bee Cab Company to discuss the difficulties they are experiencing in recruiting taxi drivers and the increasing costs of maintaining an adequate taxi service in the town of Gander.

In 2018, Digital Government and Service NL, in consultation with the St. John's Taxi Association brought in new regulations for all of Newfoundland taxi companies. This required all drivers to do specialized aggressive driver training for their class 4 driver's license at a cost of \$450. Following that, they must complete testing through Motor Registration and apply for an operating permit through the Town of Gander. The entire process costs approximately \$700. There is also a \$7,000 public liability insurance required for each car. The St. John's Taxi Association had hoped that the updated regulations and mandatory training would reduce insurance premiums, but that did not happen.

The Committee agreed that this is becoming onerous on owner/operators and has asked the owner of Busy Bee Cabs to garner further information from other municipalities to determine if other areas outside the City of St. John's are experiencing the same problems with fees and recruitment.

If there is sufficient feedback, the Committee can then add this for discussion at the next meeting with Minister Haggie as well as Municipalities NL and Labrador (MNL). A follow up meeting with Busy Bee Cabs will be scheduled at a later date.

**Variance Report**

The Committee reviewed the Variance Report for the first quarter of 2021. The Public Safety and Protective Services Department was over budget by a total of \$15,969. There was \$9,697 incurred due to the repairs to the sprinkler system and alarm monitoring equipment and \$6,272 due to wage replacement for an employee off on paid leave.

### **Raynham Avenue Access Road/Trail**

The Committee reviewed a complaint received regarding the roadway access between 45 and 49 Raynham Avenue. There is a large mudhole on the trail off this roadway which is a safety concern, and it is also being used as a dumping area for refuse. This roadway was initially put in place to connect to Penney Avenue to Raynham Avenue. It is currently being utilized for snowmobiling, although it is not part of the designated snowmobile trail.

The Director advised that he has asked Municipal Enforcement to investigate the illegal dumping at this location. The Committee agreed they would like to see this area cleaned up and rock barriers placed at the beginning of the trail near the roadway.

### **Traffic Complaint on Elizabeth Drive**

The Committee reviewed a complaint of speeding on Elizabeth Drive and the noise levels due to aftermarket mufflers. The City of St. John's just recently passed a by-law on this type of muffler and noise issues associated with them. The Deputy Municipal Clerk will reach out to other municipalities for their input and the Director will check the new bylaw for St. John's for language that could be incorporated into our own noise by-laws.

### **Brown Crescent – ATV and Dirt Bikes**

The Committee reviewed a complaint of safety concerns on Brown Crescent, particularly the side from civic numbers 2-20. Due to recent increase in off-road vehicle use in the area, the resident is concerned for the safety of children playing in the area and would like some police presence or speed bumps to slow down the traffic.

The Director advised he has asked Municipal Enforcement to patrol the area more frequently and report any by-law infractions.

### **Graduation Requests for Fire Trucks**

The Director reported that GFR has received a request to have a fire truck at a local graduation bonfire. The Department of Fire and Emergency Services has advised against this; the Director agrees and would like to refrain from that activity until the Provincial Department of Fire and Emergency Services indicates otherwise.

The Committee agreed that this should not be permitted and abide by the Provincial guideline.

## **E. Engineering, Planning & Controls:**

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

The Engineering, Planning & Controls Committee meeting was held on June 23, 2021. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; J. Blackwood, Director of Engineering; B. Hefford, Town Clerk; K. Bull, Deputy Municipal Clerk.

The following items were discussed:

### **Land Availability for Recreation Projects**

The department was tasked with finding a parcel of land suitable to accommodate a fairground for future recreation events including, but not limited to, the RCMP musical ride, beach volleyball and other such outdoor events. The Committee was presented with drawing #21-1044 depicting land ownership along with current and proposed usage in the Northeast land assembly adjacent to Penney Avenue and discussed the possible development of the parcel directly adjacent to Cooper between the proposed residential development and the existing derby pit.

The Committee is recommending to Council that staff finalize the delineation of the required parcel of land and then proceed to make application to acquire and also investigate funding sources to develop the fair grounds. It was noted that any development of this area should make accommodation for access off the future expansion of Penney Avenue and that this access be incorporated into the proposed residential development.

### **Accessory Building Request – 140 Elizabeth Drive**

The Committee reviewed correspondence from the owner of 140 Elizabeth Drive requesting Council's consideration in permitting an accessory building on that property. The Director advised that the Town's Building Inspector had visited the property and confirmed that the required side yards and setbacks can be obtained with the proposed size and location of the new structure.

#### **Motion #21-106**

### **Accessory Building Request – 140 Elizabeth Drive**

Moved by Councillor Woodford and seconded by Deputy Mayor Pollett that the owner of 140 Elizabeth Drive be permitted to construct an accessory building measuring 9 square metres in addition to the existing structure on that property measuring approximately 44.5 square metres.

In Favour:     6           Opposing:     0

**Decision:** Motion carried.

**Discretionary Notice – 2 Briggs Street**

The Committee reviewed an application to construct a second Rest/Retirement Home at 2 Briggs Street. It was noted that this area is zoned Residential Medium Density and Rest/Retirement Home is permitted as a discretionary use under the Town of Gander Development Regulations.

No objections were received by the advertised deadline.

**Motion #21-107**

**Discretionary Notice – 2 Briggs Street**

Moved by Councillor Woodford and seconded by Councillor Brown that the application to construct a Rest/Retirement home at 2 Briggs Street be permitted as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

It was noted that this permit is based on the consolidation and expansion of the exiting property. The proposed development does not meet the requirements for servicing or access as a standalone development and will require application to subdivide and upgrading of these services for approval.

**Renaming Baird Place**

The proposed extension of Dickins Street, which is scheduled for the 2021 construction season, will bisect the existing Baird Place roadway. The department has recommended that the orphaned section of that street which connects to Garrett Drive be renamed to avoid confusion for those trying to locate businesses on these sections of roadway. The development department met with the only existing occupant on that short section of roadway and presented them with the list of approved street names for their review and consideration. The individual selected Ward Street in honor of the Aviator Maxwell William Ward, a Canadian aviator and founder of Wardair Airlines, which at one point in history was the third largest air carrier in Canada.

The Committee agreed with this choice.

**Motion #21-108**  
**Renaming Baird Place**

Moved by Councillor Woodford and seconded by Councillor Fudge that the section of Baird Place Between Garrett Drive and Dickins Street as indicated in drawing #21-1017a as attached, be changed to Ward Street.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

This change will be effective immediately.

**Departmental Variance Report**

The Departmental Variance Report for the period January 1, 2021 to March 31, 2021 was presented to the Committee. There were no major variances indicated on the report and the overall adjusted variance indicated a net surplus of \$1,737.00. Overall, the Committee was pleased with the report and forwards it to the Finance and Administration Committee for their review and consideration.

**F. Finance & Administration:**

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

The Finance & Administration Committee meeting was held on June 24, 2021. The meeting was chaired by G. Brown, Councillor. Other members present included: P. Woodford, Councillor; T. Pollett, Deputy Mayor; K. Hiscock, Director of Finance (A).

The following items were discussed:

**Delegation – Kim Humphries, Financial Statements**

The Town's Auditor, Kim Humphries presented the 2020 Audited Financial Statements to the Finance Committee for review.

The 2020 statements indicated a surplus of \$4,903,162 due to the requirement to recognize federal and provincial funding as revenue for capital projects. The funding received from the new Wastewater Treatment Plant and the upgrades to the Steele Community Centre were the main contributors.

The surplus identified is in accordance with the Public Sector Accounting Board (PSAB) guidelines and is not used to determine Council's operating budget. Under PSAB, municipalities are required to recognize capital funding as revenue and record depreciation which is not included when preparing the Town's budget.

After a thorough audit, no issues or concerns were identified. The Committee was advised that changes were made to the note on the pandemic from the previous audit. These changes indicated that the pandemic could have a material impact on the financial statements however, as of the date of the report, there is insufficient information to determine the extent of the short and long-term impact. Any impact on these financial statements will result in gains and losses revealed in future years.

**Motion #21-109**  
**2020 Audited Financial Statements**

Moved by Councillor Brown and seconded by Deputy Mayor Pollett the 2020 Audited Financial Statements be accepted, as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Gander FireFit Committee Request**

In 2019, Council approved a request to loan \$16,000 to the Gander FireFit Committee to help pay the fees to host the 2020 Regional FireFit event to be held in Gander. Due to the pandemic, the event was cancelled and is now scheduled to take place in the summer of 2022.

Representatives from the Gander FireFit Committee met with the Finance Committee on June 3<sup>rd</sup>. They are concerned that the required funds to repay the Town may not be raised due to reduced sponsorship and fundraising opportunities because of the pandemic.

The Committee is pleased with the efforts of the Gander FireFit Committee to bring the regional event to the Town and is recommending the Town forgive \$8,000 of the loan with the balance to be repaid. The total funds will be reimbursed to the Town if the event does not occur.

As this item is unbudgeted, any savings in the volunteer honorariums account will be used to offset the overage.

**Motion #21-110**  
**Gander FireFit Committee Request**

Moved by Councillor Brown and seconded by Councillor Fudge the Town forgive \$8,000 of the \$16,000 loan issued to the Gander FireFit Committee if the 2022 FireFit event is held in Gander.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Policy – F002 – Accounts Receivable Collections**

The Committee reviewed changes to the Accounts Receivable Collections Policy presented by the Director of Finance for consideration.

The current Policy referred to a payment plan required by delinquent taxpayers to avoid a water shut off. It did not reference the terms of the payment plan, although there is an established practice that has been followed for many years. The changes will update the Policy to the current practices and eliminate attachments included in the Policy.

The Policy is presented for first reading and will be brought forward for final reading and adoption once adoption as per Policy.

### **Property Tax Reductions**

The Committee reviewed two applications for a residential property tax reduction that met Council’s policy based on income criteria.

#### **Motion #21-111**

#### **Property Tax Reductions**

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

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Tender – Magee Road Widening, Phase 2**

The Engineering, Planning and Controls Committee referred the results of the tender for the Infrastructure Upgrading 2021 Contract #1 – Magee Road Widening, Phase 2 to the Finance Committee for consideration. Two bids were received that met specifications and the lowest bid was submitted by J-1 Contracting Limited in the amount of \$663,909.09, HST included.

The item is \$155,011.23 under budget and is cost shared with the provincial and federal governments under project # SCF 17-00021.



**Motion #21-112****Tender – Magee Road Widening, Phase 2**

Moved by Councillor Brown and seconded by Deputy Mayor Pollett the tender for the Infrastructure Upgrading 2021 Contract #1 – Magee Road Widening, Phase 2 be awarded to J-1 Contracting Limited in the amount of \$663,909.09 HST included.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Sale of Land – 215 Baird Place**

The Committee reviewed an application to sell commercial land located at 215 Baird Place. The proposed use meets zoning regulations, and the Development Department is recommending approval of the application.

**Motion #21-113****Sale of Land – 215 Baird Place**

Moved by Councillor Brown and seconded by Councillor Fudge that the Town of Gander approve the sale of 215 Baird Place in accordance with Section 201.2 of the NL Municipalities Act, 1999, conditional on all other requirements of the NL Municipalities Act, 1999 being met and in accordance to the Town's Commercial Land Sales Policy.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Quarterly Operating and Capital Reports**

The Committee was presented with the unaudited operating and capital reports for the first quarter of 2021. The operating report indicates a projected deficit of \$199,702. The major variances that contributed to the deficit were as follows:

- Commercial land expense is overbudget by \$ 167,874 due to refunding the security deposits to Lark Projects Ltd. held for the purchase of the properties located at 141 and 161 Trans-Canada Highway.

The Town has issued a request for proposal to purchase and develop those properties and the funds from the sale will offset this overage.

- Legal fees are overbudget by \$50,000 due to a current court case.

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

**G. Other Reports:**

None

**7. ADMINISTRATION**

None

**8. CORRESPONDENCE**

None

**9. NEW BUSINESS**

**Mail-in Voting**

**Motion #21-114**

**Mail-in Voting**

Moved by Councillor Brown and seconded by Councillor Woodford that pursuant to Section 54(2) of the *Municipal Elections Act*, a vote by mail process shall be authorized for the municipal general election while maintaining in-person voting. There shall not be any proxy voting or advance polling options for the municipal general election.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Motion #21-115**

**Municipal Election Vote By Mail Regulations**

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that pursuant to the power vested in it under Section 54 of the *Municipal Elections Act, SNL 2001, c. M-20.2* and all other enabling powers, the Town Council of the Town of Gander hereby adopts and enacts the ***MUNICIPAL ELECTION VOTE BY MAIL REGULATIONS*** as attached hereto.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## **Organizational Review Motions**

In 2020 Council commissioned an independent review of the Town's Operations and Organizational Structure with the goal of identifying opportunities leading to improved service delivery and greater cost effectiveness. The work was undertaken by KPMG and the final report received earlier this year. Council is now in the position to begin adjusting the Town's organizational structure. It is proposed that following changes be effective July 5<sup>th</sup>.

Responsibilities of the Department of Finance and Administration will be shared between two new departments. The Department of Corporate Services will be responsible for all financial and accounting matters, human resources, and information technology. The new Department of Governance and Legislative Services will assume responsibility for matters of Council, legislative responsibilities, oversight of Council's policies, legal matters including regulations and by-laws, records management, communications, and Council's responsibility under the Access to Information and Privacy Protection Act.

The Department of Engineering will begin overseeing the business attraction and retention aspects of economic development and will be renamed the Department of Planning and Development Services. In addition to these new responsibilities, the department will be responsible for engineering services, plan review and approval, capital project management, asset management, construction and building inspections, commercial land sales, sector development and business navigation services.

The Department of Recreation and Community Services will become the Department of Community Services and oversee recreation programming, recreation facility and grounds maintenance as well as community and special event programming. The Tourism Officer will be joining the Department and be responsible for conference and special event marketing and tourism market development.

A new Manager of Strategic Initiatives position will be established to oversee high-level strategic initiatives including organization wide performance measurement, work group accountability and community capacity building.

The Economic Development Department will be dissolved, and its responsibilities absorbed by other departments.

Mr. Mayor, the implementation of many of these changes require a motion of Council and as such, I am pleased to bring forward the following:

**Motion #21-116**

**Organizational Review Motions**

Moved by Councillor Brown and Seconded by Councillor Woodford that the Town of Gander establish a Department of Corporate Services effective July 5<sup>th</sup>, 2021.

And be it further resolved

that Ms. Kelly Hiscock be appointed to the position of Director of Corporate Services effective July 5<sup>th</sup>, 2021.

And be it further resolved

for the establishment of a Department of Governance and Legislative Services effective July 5<sup>th</sup>, 2021.

And be it further resolved

that Mr. Brad Hefford be appointed to the position of Director of Governance and Legislative Services/Town Clerk effective July 5<sup>th</sup>, 2021.

And be it further resolved

that the Department of Finance and Administration be dissolved effective July 5<sup>th</sup>, 2021.

And be it further resolved

that the Department of Engineering assume responsibility for core economic development functions and in doing so be renamed the Department of Planning and Development effective July 5<sup>th</sup>, 2021 and that James Blackwood be appointed to the position of Director of Planning and Development.

And be it further resolved

for establishment of the position of Manager of Strategic Initiatives effective July 5<sup>th</sup>, 2021.

And be it further resolved

that the Department of Economic Development be dissolved effective July 5, 2021.

And be it further resolved

that the Department Recreation and Community Services be renamed the Department of Community Services effective July 5<sup>th</sup>, 2021 and that Nicole Newell be appointed to the position of Director of Community Services.

And be it further resolved

that Beverly Freeborn, Acting Director of Recreation and Community Services be appointed to the position of Acting Director of Community Services for the duration of the Incumbent's leave of absence.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

There will be several other staff reassignments during this phase that do not require the formal adoption by Council. Council has previously reviewed and agreed with these changes.

Mr. Mayor, as of this coming Monday, July 5<sup>th</sup> we will have completed or be nearing completion of approximately 65% of KPMG's recommendation. The changes and adjustments referenced here this evening will come at an additional cost of just under \$15,000 this year and approximately \$30,000 per year beginning in 2022.

The Mayor noted there will be changes to the committee schedules to reflect the above.

## 10. ADJOURNMENT

### Motion #21-117

#### Adjournment

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

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:38 p.m.

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**P. Farwell, Mayor**

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**B. Hefford, Town Clerk**