

MINUTES

Regular Meeting of Council
Wednesday, March 15, 2023 @ 4:00 pm
Council Chambers

Present:	P. Farwell	Mayor
	B. Ford	Deputy Mayor
	T. Pollett	Councillor
	G. Brown	Councillor
	S. Handcock	Councillor
	P. Woodford	Councillor

**Advisory and
Resource:**

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

Regrets:	W. Hoffe	Councillor
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1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

World Lymphedema Day

The Mayor proclaimed March 6th, 2023 as World Lymphedema Day in the Town of Gander. Proclamation was signed by the Mayor on March 6th, 2023.

Kidney Health Month

The Mayor proclaimed March 2023 as Kidney Health Month in the Town of Gander. Proclamation was signed with Guy Goldsworth, Pat Pritchett and Jeremy Deck present representing the Kidney Foundation.

3. APPROVAL OF AGENDA

Motion #23-031

Approval of Agenda

Moved by Councillor Pollett and seconded by Deputy Mayor Ford that the Agenda for the Regular Meeting of Council on March 15, 2023 be adopted.

In Favour: 6 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #23-032

Regular Minutes for Approval

Moved by Councillor Handcock and seconded by Councillor Pollett that the Minutes from the Regular Meeting of Council on February 15, 2023 be adopted as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

None.

6. REPORTS – STANDING COMMITTEES:

A. Community Services Committee:

The Community Services report was presented by Councillor Pollett.

The Community Services meeting was held on March 1, 2023. The meeting was chaired by T. Pollett, Councillor. Other members present included: B. Ford, Deputy Mayor; G. Brown, Councillor; N. Newell, Director of Community Services; B. Freeborn, Administrative Coordinator; B. Hefford; Town Clerk and D. Chafe, CAO.

The following items were discussed:

D008 Street Naming Policy

The Committee reviewed the proposed amendments to Policy D008, Street Naming Policy. The recommended changes include updated organization names, responsibilities, and guidelines which allow not only aviators to be considered, but others who have contributed to Gander's aviation history. This is the second and final reading.

The Committee recommends, and I move, that the amendments to policy D008, Street Naming Policy, be accepted as attached.

Motion #23-033

D008 Street Naming Policy

Moved by Councillor Pollett and seconded by Councillor Brown that the amendments to policy D008, Street Naming Policy, be accepted as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Arrow Air 40th Anniversary Service

December 12, 2025 will mark the 40th Anniversary of the Arrow Air Crash. A member of the Canadian Forces First Responders at the time of the crash, has written to inform that many of the 101st Airborne families and crash first responders from Canada and the USA have indicated that they would like to travel to Gander for this Anniversary. They are asking if the Town has any plans for a service similar to a smaller version of 9/11 and if a staff person could help with travel details.

The Committee felt that a more detailed service could be planned for the 40th Anniversary and asked the Department to work with members of the 40th Anniversary Committee.

Connect Pass Information Session

Municipalities Newfoundland and Labrador are looking for municipalities to partner with an initiative called Connect Pass. This is a new library program where patrons can use their library card to check out a pass for free admission to a local museum, gallery, park, recreation facility, etc. This project aims to provide access to swimming pools, skating rinks, museums, snowshoe rentals and similar facilities.

The Committee would like a staff person to attend the online information session on March 9th to find out more information and if this would be beneficial to the community.

Building Age-Friendly Communities Grant

This grant is to assist communities in funding small scale infrastructure improvements to promote inclusivity for seniors. Grants of up to \$20,000 will be funded at a 90/10 Provincial/Municipal ratio. The town will be applying but since the deadline is March 3rd, a special meeting of council was held earlier to get a motion of council which was required in the application.

2023 Community Partnership Fund

The Community Partnership Fund Review Committee is recommending awarding the following 18 grants for 2023 totaling \$43,805.

Group	Amount
1st United Scouting Gander	\$ 1,740.00
Adventure Trails Committee	\$ 305.00
Airials Active Wellness Centre	\$ 2,610.00
Airport Nordic Ski Club	\$ 2,610.00
Baseball Gander	\$ 1,740.00
BGC Gander	\$ 4,350.00
Community Youth Network	\$ 2,697.00
Gander Community Tennis Association	\$ 4,350.00
Gander Golf Club	\$ 1,479.00
Gander Minor Softball	\$ 2,262.00
Gander Revolution	\$ 3,219.00
Gander Rod & Gun Club	\$ 3,393.00
Gander Wings	\$ 1,740.00
Matthew Sargent Foundation	\$ 1,566.00
Salvation Army Community & Family Services	\$ 2,175.00
SPCA	\$ 435.00
Senior/Family Play Area	\$ 2,784.00
Thomas Howe Forest Foundation Inc.	\$ 4,350.00

The Committee recommends, and I move, that the above groups recommended for funding be approved with the amount of funding being disbursed totalling \$43,805.

Motion #23-034

2023 Community Partnership Fund

Moved by Councillor Pollett and seconded by Councillor Handcock that the above groups recommended for funding be approved with the amount of funding being disbursed totalling \$43,805. It was noted that the amounts were based on an assessment criteria aimed at standardizing the eligibility of each group.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Councillor Ford left the meeting.

Newfoundland & Labrador Microgames

After the 2022 NL Winter Games was postponed to 2024 due to COVID 19, the provincial government decided to provide funding to host a NL Microgames. This would help provide the age group that would now miss out on attending the games to avail of a smaller type tournament in Gander. The Department was working with local and provincial sporting organizations but there were many challenges such as sporting organizations already involved in other tournaments and now preparing for the upcoming winter games.

The Department of Tourism, Culture, Arts and Recreation will be notified in writing that there will not be a NL Microgames held in Gander, but current planning is underway for the 2024 NL Winter Games scheduled to happen in less than a year. Council Pollett informed the Public that the organizing committee is still searching for volunteers for anyone who is interested.

Come From Away Flag

The Town of Gander Flag that was displayed backstage in New York and signed by all cast and writers has been framed and the Committee had asked the Department to explore locations for its permanent display. The Arts & Culture Centre has asked to use it during their shows this summer, however, the Gander International Airport Authority (GIAA) has agreed that they would be willing to display the flag on a permanent basis.

The Committee agreed that the permanent location for the display of the flag will be the GIAA with the Arts & Culture having a loan of it during their production this summer. The Committee would also like the flag to be presented to the GIAA.

Gander Women's Centre Request

The Gander Women's Centre will be hosting the Women's Gala at the Gander Airport International Lounge on March 8th and has asked for some assistance from the Department. The Committee agreed to provide some sections of staging, pipe and drape, and red carpet.

Upcoming Events

The following events will be taking place in the coming months:

Mar 16 - 18	Dept. Fisheries & Oceans Hockey Tournament
Mar 24 – 26	Steele Hotels Provincial Female U15 Hockey Tournament
Mar 31 – Apr 2	Gander Minor Hockey Female U9 Select Tournament

Apr 6	Silver Jets Skating Club Ice Show
Apr 7 – 8	Central NL AA Hockey Tournament
Apr 10 – 12	Steele Hotels Provincial U18 Hockey Tournament
Apr 13- 15	Steele Hotels Provincial U11 Mega Hockey Tournament

B. Economic Development Committee:

The Economic Development Committee report was presented by Councillor Woodford.

The Municipal Works & Services Committee meeting was held on March 1, 2023. The meeting was chaired by P. Woodford, Councillor. Other members present included: S. Handcock, Councillor; T. Pollett, Councillor; D. Chafe, CAO and B. Hefford, Town Clerk.

The following items were discussed:

MinEX 2023

Planning of the first mineral industry showcase is progressing well with organizers hoping to finalize the itinerary and speaker roster soon. MinEX 2023, taking place between April 26th and April 28th at the Steele Community Centre, will feature technical sessions, an industry tradeshow and networking events.

This inaugural conference and trade show event is an opportunity for industry leaders, technical experts, suppliers and the local business community to exchange ideas and ignite new opportunities in the mineral exploration and development sector.

Technical sessions will feature discussions with decision-makers and leaders on a variety of topics, including:

- Exploration projects and gold discoveries in Central Newfoundland
- Business opportunities in the mineral resources sector, and
- Indigenous engagement, partnerships, and business development opportunities.

Members of the public will be treated to educational and public outreach events, including mineral exploration and mining displays, panning for gold, and other hands-on activities.

Registration for exhibitors and delegates along with sponsorship opportunities are currently available. For more information, please visit www.ganderareachamber.ca.

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

Eric Sprott has since been announced as Keynote Speaker. Exciting news for this event.

Development Officer's Report

The Committee reviewed the Development Officer's report for the period ending February 2023. Confidence in our community remains strong with meaningful advances toward new investment. Most notably:

- Several national brand retailers are actively working with staff to identify and evaluate suitable locations throughout the community.
- Staff continues to support stakeholders in the local aerospace sector as they work toward enhancing Gander's position as an aerospace industry hub. Efforts are focused on exploring opportunities for enhanced educational programming and manufacturing.
- Planning and Public Works staff are working closely with local and out of province developers to evaluate investment opportunities what could lead to greater housing diversity and commercial land development.

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

Funding Announcement

The Committee was pleased to learn that the federal government and GIAA will be investing approximately \$9.7 million in a new seafood storage facility at the Gander International Airport. When complete, the Authority will be able to store up to 75 tonnes of fresh or live seafood for rapid offloading of delivered cargo from shippers and producers.

This investment will have significant economic benefits for our community and region as it helps address supply chain bottlenecks, speed up the movement of goods, and facilitate air shipments of seafood products to international markets. Council looks forward to working with and supporting the Authority to maximize the benefit of this new investment.

Committee Terms of Reference

With the recent reinstatement of an Economic Development Committee of Council comes the need for an associated Terms of Reference. The Committee reviewed a draft terms in the standardize format. The document sets out the purpose and mandate of the Committee as well as various functional parameters including membership, staff resources, meeting requirements and the recording of minutes. The Committee agrees with the terms as presented and forwards this item to the Governance and Legislative Services Committee for consideration.

Sector Engagement

Council recognizes that growing a strong and diversified economy requires the support of community, sector, and industry stakeholders. These groups often provide special insights and

resources critical to success. An integral part of our economic development strategy will be sector engagement, including meetings with specific stakeholder groups at scheduled intervals. The Committee believes it would be beneficial to meet with the Gander and Area Chamber of Commerce, the Gander International Airport Authority, and the Qalipu First Nation on a regular basis. Engagement with other groups will also be a priority. Staff has been asked to extend meeting invitations to these groups.

Operational Model

Unlike other Committees of Council, the Economic Development Committee will be supported not by a dedicated department but rather the entire organization. This will be achieved through initiative-specific responsibility matrices. The coordination of work within these collaborative groups requires a defined model with steps and objectives. The CAO indicated that he intends to make the first step of any significant initiative, the preparation of a strategy and action plan. While this approach may slightly delay its start, it will result in a better use of resources and a higher probability of success. The Committee feels this is a sound approach and supports it.

Development Priorities

The Committee reviewed several priorities specific to community capacity building, business retention and expansion and investment attraction. The Committee believes that a focus on building community capacity must take precedent. Physician recruitment and retention, increasing the supply of diversified housing and workforce development are the recommended priorities. Staff has been directed to focus on these areas.

C. Public Safety & Protective Services Committee:

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

The Public Safety & Protective Services Committee was held on March 2, 2023. The meeting was chaired by S. Handcock, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; H. Lowe, Director of Protective Services/Fire Chief; D. Chafe, CAO; B. Hefford, Town Clerk and T. Byrne, Administrative Human Resource Coordinator.

The following items were discussed:

Fireworks Complaints

The Committee discussed the use of fireworks within the Town of Gander and would like to develop a strategy going forward.

Fireworks use has several broad considerations. As part of the Gander Fire Rescue's Fire Prevention mandate, the Committee would like to share information to ensure fire safety practices are being followed. There are also community considerations such as the impact on

persons with disabilities and some pet sensitivities, which have been expressed repeatedly. The Town of Gander in conjunction with Gander Fire Rescue and Municipal Enforcement have developed some public awareness information. At this point in time, Council is appealing 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 corresponding increased, along with conflicts of priorities.

It is attempting to limit their use to some key special events such as Gander Day, Canada Day, and New Years Eve, but recognized that our community is changing and will consider other events such as Diwali, provided a permit is issued with fire safety considerations and public notice requirements undertaken.

It is also recognized that enforcement actions can create practical challenges, as the events often occur later at night, during holidays, and without prior notice, making investigation quite difficult. Council will expand information packages and continue to appeal to residents' sense of respect for their neighbors. This will ensure that this family friendly way of celebrating special occasions, can continue in a respectful and balance way. The department will consult with the Town's Communication Officer to deploy tools such as social media, brochures and direct mailouts, retailer engagement, special events publications for Gander Day, Canada Day, and Holiday Season, and QR Codes to broaden the reach of the information.

The Town Clerk arrived at the meeting.

Department Update

The Director of Public Safety and Protective Services advised the Committee that the Department has a couple of volunteers helping out with the Breakfast Program at Gander Academy every Wednesday morning.

Multi Use Trail Use

The Committee reviewed correspondence from the owner of 8 Lewington Place regarding snowmobile and ATV users crossing their property to access the multi-use trails adjacent to their home. The Committee understands the inconvenience caused to homeowners when users do not respect property rights of homeowners and utilize the access points as intended.

This property was included as part of a pilot project in 2021, which had the Town of Gander erect steel fence posts to identify and delineate the trail limits. It is unfortunate that this effort is not having the desired result and suggested that the Planning & Public Works Department evaluate options to improve the installment. It was also noted that the overall evaluation the multi-use trail designation including design standards requires a strategic elevation in reference to the pilot project undertaken.

There was a similar discussion regarding snowmobiles travelling over the property at 35 Hornell to access the trail adjacent to it. This trail was not included in the pilot and does not have posts identifying the trail. The Planning & Public Works Department will also be asked to review this property as part of their evaluation.

D. Planning & Development Committee:

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

The Planning & Development Committee meeting was held on March 7, 2023. The meeting was chaired by G. Brown, Councillor. Other members present included: B. Ford, Deputy Mayor; S. Hancock, Councillor; J. Blackwood, Director of Planning & Development and B. Hefford; Town Clerk.

The following items were discussed:

2022 Annual Curbside Cleanup Report – 2023 Proposed Dates

The Committee reviewed the 2022 annual fall clean up report. It was noted that the event collected a total of 226 tonnes of waste including construction wood, furniture, mattresses, fencing, plastics, and other such domestic household items. There was an additional 28 tonnes of metal collected and delivered to a recycling facility and approximately 2 tonnes of clean wood that was transported to the municipal drop off for mulching. The overall cost of the event was \$90,369.00.

The Committee was pleased with the results of the event and amount of refuse that was removed from residential properties in an effort to clean up the municipality. The Committee recommends, and I move, that the 2023 Curbside Cleanup dates be scheduled for October 16th – 27th.

Motion #23-035

2022 Annual Curbside Cleanup Report – 2023 Proposed Dates

Moved by Councillor Brown and seconded by Deputy Mayor Ford that the 2023 Curbside Cleanup dates be scheduled for October 16th – 27th.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Snow Plan - Town Owned Parking Lots

Correspondence was received from local business owners regarding the recent change Council has made to their snow plan thanking them and staff for the increased level of service at Town

owned commercial parking lots. They wished to pass along their thanks and that the change has made a very positive impact on their business operations.

Development Application – Eastgate Phase 11

Cecon Development Corporation has submitted, for consideration by Council, a subdivision Development Application. The preliminary drawings entitled, Eastgate Subdivision Phase 11, Bannock and Oake Street, Project number 23107 along with the open space concept plan. This development will create 17 single residential lots and one duplex building lot. The Director advised that the proposal, as presented, meets the requirements of the Design Standards for Streets and Subdivisions, and conforms with the Town of Gander’s Municipal Plan and Development Regulations.

The Committee recommends, and I move, that the Mayor and Town Clerk be authorized to enter into a Development Agreement, for Eastgate Subdivision Phase 11, Bannock and Oake Street, Project number 23107 along with the open space concept plan conditional upon verification of the security position of the master Eastgate Security Trust Agreement and other standard Development Agreement provisions being satisfied.

Motion #23-036

Development Application – Eastgate Phase 11

Moved by Councillor Brown and seconded by Councillor Pollett that the Mayor and Town Clerk be authorized to enter into a Development Agreement, for Eastgate Subdivision Phase 11, Bannock and Oake Street, Project number 23107 along with the open space concept plan conditional upon verification of the security position of the master Eastgate Security Trust Agreement and other standard Development Agreement provisions being satisfied.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Honeywell Annual Energy and Operational Savings Report

The Committee was presented with the Annual Energy and Operational Savings Report for Guarantee Year one for the period December 2021 to November 2022. This report captures the combination of both phase 1 and phase 2 of the energy performance contract between Council and Honeywell Limited. The most recent phase of this contract included energy and operational saving measures, including but not limited to, conversion of lighting to LED technology, new ice plant system with heat recovery, air sourced heat pumps and a solar thermal wall at the Steele Community Centre. The report indicated a total annual cost avoidance for year one of \$181,205 which is 145% higher than the annual guarantee. The investment made in these energy saving measures are helping the municipality become more sustainable, operate in a more efficient and

environmentally responsible manner, and helps alleviate the impact of uncertain future energy costs.

Council would like to encourage the residents of Gander to do their part in becoming more environmentally responsible. Simple measures such as washing laundry in cold water, turning off lights when you leave a room, switching lights to LED and reduce vehicle idling are just a few of the ways we can all contribute.

Accessory Use – 35 Carr Crescent

Correspondence was received from the owner of 35 Carr Crescent seeking Council's approval to sell automobiles from that property as an accessory use to the existing business. The main use for this property is an autobody shop and accessory uses are considered secondary which are complimentary to the main use. It is felt that automobile sales would be complimentary to the existing autobody shop however, automobile sales are neither a permitted or discretionary use as the main use in this zone, therefore, it is recommended that a condition of the permit be that it is only permitted as an accessory use. The Committee agreed with the recommendation.

Notable Dates

- Upcoming Waste Transfer Station dates are scheduled for April 15th & 29th. The hours of operation are 8 a.m. – 4 p.m.
- Garbage Collection for the Good Friday holiday on April 7th is rescheduled to Thursday, April 6th.

E. Governance & Legislative Services Committee:

The Governance & Legislative Services Committee report was presented by Deputy Mayor Ford.

The Governance & Legislative Services Committee was held on March 9, 2023. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: G. Brown, Councillor; D. Chafe, CAO; B. Hefford, Town Clerk and K. White, Communications Officer.

The following items were discussed:

Municipal Codes of Conduct

On September 1, 2022 the Government of NL adopted the new *Municipal Code of Conduct Act*. The purpose of this Act is to establish standardized requirements for Municipal Councils in the Province of Newfoundland and Labrador for foundational elements such as conflict of interest, disclosure of personal interests, conflict resolution, and penalties.

It also set forth specific deadlines for Councils to undertake required action. The first milestone is prescribed in:

Section 12. (1) Within 6 months of the coming into force of this Act, a council shall establish a code of conduct that applies to all Councillors.

And;

Section 18. (2) Within 6 months of the coming into force of this Act, a council shall establish a code of conduct for municipal officials.

In response, Council held a Special Meeting of Council on February 28, 2023 to adopt the Municipal Codes of Conduct for Councillors and Municipal Officials. This was an interim measure to ensure compliance with the legislation.

Following that meeting the Governance and Legislative Services Department undertook work to ensure those Codes were reflected within the Town of Gander's Policies around Councillor and Staff conduct. Council did have existing policies, but those were developed around the previous legislation, and were not compliant with the requirements of the *Municipal Conduct Act*. Since introducing the new Codes on February 28, Council has introduced two new policies and we wish to bring this forward for first reading which will allow the residents and stakeholders to provide feedback and input prior to adoption.

The Committee recommends, and I move that Governance and Legislative Services Policy 001 – Municipal Councillor Code of Conduct be introduced for first reading, replacing Personnel Policy 047 – Employee Code of Conduct.

Motion #23-037

Policy 001 – Municipal Councillor Code of Conduct

Moved by Deputy Mayor Ford and seconded by Councillor Pollett that Governance and Legislative Services Policy 001 – Municipal Councillor Code of Conduct be introduced for first reading, replacing Personnel Policy 047 – Employee Code of Conduct.

In Favour: 6 Opposing: 0

Decision: Motion carried.

The Committee recommends, and I move that Governance and Legislative Services Policy 002 - Municipal Official Code of Conduct be introduced for first reading, replacing Personnel Policy 049 – Council Code of Conduct.

Motion #23-038

Policy 002 – Municipal Official Code of Conduct

Moved by Deputy Mayor Ford and seconded by Councillor Pollett that Governance and Legislative Services Policy 002 - Municipal Official Code of Conduct be introduced for first reading, replacing Personnel Policy 049 – Council Code of Conduct.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Economic Development Terms of Reference

Council previously passed a motion to create an Economic Development Committee of Council. The Economic Development Committee held their first meeting on March 1, with one of their first orders of business being to review and recommend adoption of the Committee Terms of Reference. A Terms of Reference is adopted for each Committee. The document sets out the purpose and mandate of the Committee and various functional parameters including membership, staff resources, meeting requirements and the recording of minutes.

The Economic Development is one of seven standing committees of Council with the mandate to consider matters of but not limited to:

- Investment Recruitment and Attraction
- Business Retention and Expansion
- Community Capacity Building

The Committee recommends and I move to adopt the Economic Development Committee Terms of Reference as attached.

Motion #23-039

Economic Development Terms of Reference

Moved by Deputy Mayor Ford and seconded by Councillor Handcock to adopt the Economic Development Committee Terms of Reference as attached.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Correspondence – Property Orders

The Committee reviewed correspondence from a resident regarding the status of property orders pertaining to 283-287 Elizabeth Drive.

These files are still active. The resident will be provided copies of the publicly available decisions of the Central Appeals Board. However, specific details pertaining to the ongoing legal actions will not be discussed publicly.

Municipalities NL Press Release

The Committee reviewed a press release from Municipalities NL regarding their call on the provincial government to create a long-term municipal infrastructure plan that prioritizes spending based on planned needs, rather than on a competitive basis.

MNL is also concerned that funding earmarked for municipal infrastructure is not reaching communities. Currently, \$212.8 million, or 38 percent, of Newfoundland and Labrador's allotment for the Investing in Canada Infrastructure Program (ICIP) remains unspent and must be allocated by March 31, 2023. MNL is requesting that any unallocated ICIP funding be transferred to the Canada Community Building Fund (CCBF), which is the most flexible funding program for municipal infrastructure.

Council is in full support of MNL's Position on this matter. It currently has two applications submitted: one for the multimillion-dollar upgrade to the Gander Pumphouse and Water Distribution System, and one for an accessory building at the new soccer field / track facility.

The release also went on to state that MNL members have been asking for Regionalization for more than 20 years. A year after releasing the Joint Working Group Report on Regionalization, the government remains silent on next steps.

While the Council understands that regionalization is an ongoing conversation in the province, the Committee is suggesting that the Town of Gander begin a more in-depth discussion to evaluate how regionalization would function in our community and region. This evaluation would include natural characteristics of Gander and surrounding community partners, opportunities to increase the region's position in the provincial landscape, and identify the threats and risks that need to be contemplated and overcome. This transformational discussion provides a space for us to take on a leadership role on a provincial scale, since the Town of Gander has traditionally valued its position within the province as a forward-thinking and progressive community.

Municipal Awareness Week

The Committee had a brief discussion around the desire of Council to celebrate Municipal Awareness Week, which is typically in mid-May. It is a great opportunity to engage with residents and community stakeholders to increase understanding and awareness of the services offered by municipal government. It also allows council to celebrate the professionalism and contributions of staff members throughout the organization and their value to the community.

The Director was asked to bring this item forward to the management group as part of the planning of Municipal Awareness week. Council is also encouraged to provide any input they have with department staff, allowing it to be included in the planning. Suggestions included:

- Coffee with Council
- Open House for School Children
- Sewage Treatment Plant Tours

Build Up Gander

The Town of Gander has introduced two Municipal Plan and Development Regulations amendments. As part of that exercise, the Governance and Legislative Services staff were asked to create a communication awareness plan to supplement the formal amendment requirements. Staff presented “Build Up Gander – Housing Expansion Project” as an overarching project aimed at increasing awareness around the diverse housing needs of the community. It will also become an umbrella that future actions aimed at addressing improved housing diversity can be rolled out under.

The Committee endorsed the Build Up Gander – Housing Expansion Initiative and feels this communication initiative can impact Gander’s understanding and participation in solutions aimed at addressing the changing housing needs.

Social Media Stats

The Communications Officer presented a year-to-date report detailing statistics and insights related to the Town of Gander’s Facebook page performance. Traffic to the page and post engagement was up significantly in comparison to the same time period for 2022. This suggests that the Town’s Facebook page is becoming more popular and is attracting more engagement from its audience. Posts with the most engagement were surrounding topics of community investments, special events, and those encouraging diversity and inclusion. The Committee was pleased with the report and recognizes that social media is an effective way to increase brand awareness and inform and engage target audiences.

International Women’s Day

International Women’s Day took place on Wednesday, March 8th. Deputy Mayor Ford, Councillor Pollett, Councillor Brown and several Town staff attended a gala at the International Lounge, hosted by the Gander Women’s Centre. 265 people attended the event and Impact Awards were presented to eight women to recognize and celebrate their accomplishments, contributions, and successes. The Town of Gander sponsored the Community Impact Award which was presented to Marcie White. Our community is filled with inspiring and strong women and Council was pleased to be a part of this special event. A big congratulations to the award recipients, event organizers and volunteers who made International Women’s Day 2023 a noteworthy and well celebrated day in the Town of Gander.

Mayor Farwell recognized female Councillors, Management, and Staff who contribute to the community.

Assessment Review Commissioner

The Town of Gander is required to appoint an assessment review commissioner. The role of the Assessment Appeal Commission is to administer an assessment appeal on behalf of the municipality as an independent evaluator.

An Expression of Interest was advertised publicly. In response, one individual made a submission.

The Committee recommends and I move that Gerald Ralph be appointed Assessment Review Commissioner.

Motion #23-040

Assessment Review Commissioner

Moved by Deputy Mayor Ford and seconded by Councillor Brown that Gerald Ralph be appointed Assessment Review Commissioner.

In Favour: 6 Opposing: 0

Decision: Motion carried.

F. Corporate Services Committee:

The Corporate Services Committee report was presented by Councillor Woodford.

The Corporate Services Committee meeting was held on March 8, 2023. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Councillor; G. Brown, Councillor; K. Hiscock, Director of Corporate Services; D. Chafe, CAO and B. Hefford, Town Clerk.

The following items were discussed:

Councillor Hoffe

Mayor Farwell advised that Councillor Hoffe is dealing with a medical issue and Council has granted Councillor Hoffe a Leave of Absence.

Invoice for Approval

OPERATING

1. Central Square Technologies
00-120-1000-7010– Computer Software Maintenance \$ 31, 957.59
Budget: \$170,000 Spent to Date: \$6,528

Total invoice for approval (with HST) \$ 31, 957.59

The Director of Corporate Services advised that the invoice met the policies of the Town of Gander.

The Committee recommends and I move that the invoice be paid as presented.

Motion #23-041

Invoice for Approval

Moved by Councillor Woodford and seconded by Councillor Handcock that the invoice be paid as presented.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Request for Quotation – Master Plan for Silent Witness

Earlier this year, Council issued a request for proposals for a Master Plan for the Silent Witness Memorial site. The new plan will provide recommendations and conceptual renderings for the entire site, as well as address challenges with visitor parking and tour bus turnaround.

Two submissions were received and subsequently reviewed by members of the senior management team. Evaluation criteria included the skills and experience of the bidder's project team, their understanding of, and approach to the work, experience completing similar work, the quality of the proposal document and the cost.

Though the reviewers felt both parties were qualified, one demonstrated more experience with similar projects. The reviewers are recommending the work be awarded to Mills & Wright Landscape Architecture at the cost of \$21,252 which includes HST.

This work is cost shared between the Government of Canada, the Government of Newfoundland and Labrador and the Town of Gander with our share being 10%.

The Committee recommends and I move that completion of a Master Plan for the Silent Witness Memorial be awarded to Mills & Wright Landscape Architecture in the amount of \$21,252 including HST.

Motion #23-042

Request for Quotation – Master Plan for Silent Witness

Moved by Councillor Woodford and seconded by Councillor Pollett move that completion of a Master Plan for the Silent Witness Memorial be awarded to Mills & Wright Landscape Architecture in the amount of \$21,252 including HST.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Request for Quote – 300 TCH Lift Station Upgrade

The results of the request to quote for the upgrade to the lift station located at 300 TCH were presented to the Committee for review and consideration. The lowest of the quotes that met specifications was from Rodco Mechanical (2014) Ltd. in the amount of \$34,787.50 HST included.

This purchase will result in a projected savings of \$13,453.

The Committee recommends and I move that the request for quote for lift station upgrades be awarded to Rodco Mechanical (2014) Ltd in the amount of \$34,787.50 HST included.

Motion #23-043

Request for Quote – 300 TCH Lift Station Upgrade

Moved by Councillor Woodford and seconded by Councillor Brown move that the request for quote for lift station upgrades be awarded to Rodco Mechanical (2014) Ltd. in the amount of \$34,787.50 HST included.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Request for Quote - Line Striper and Pressurized Glass Beading System

The results of the request to quote for a line striper and pressurized glass beading system were presented to the Committee for review and consideration. The lowest of the quotes that met specifications was from S & S Supply Ltd./Crosstown Rentals in the amount of \$46,477.08 HST included.

This purchase will result in an overage of \$12,147 which is to be offset by the projected savings from the lift station upgrades. This item is not available through Canoe purchasing.

The Committee recommends and I move that the request for quote for the purchase of a line striper and pressurized glass beading system be awarded to S & S Supply Ltd./Crosstown Rentals in the amount of \$46,477.08 HST included.

Motion #23-044

Request for Quote - Line Striper and Pressurized Glass Beading System

Moved by Councillor Woodford and seconded by Councillor Pollett move that the request for quote for the purchase of a line striper and pressurized glass beading system be awarded to S & S Supply Ltd./Crosstown Rentals in the amount of \$46,477.08 HST included.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Call for Bids – OC23-01 – Sale of Land – 10 Carr Crescent

The results of the Open Call for Bid #OC23-01 for the sale of land at 10 Carr Crescent was presented to the Committee for review and consideration. The only bid received was from Molloy Anstey Construction Ltd.

The Committee recommends and I move that the Town of Gander approve the Open Call for Bid #OC23-01 for the sale of a .20-hectare land parcel at 10 Carr Crescent to Molloy Anstey Construction Ltd for \$36,327.88 HST included pending submission and approval of a commercial land application and approved site plan.

Motion #23-045

Call for Bids – OC23-01 – Sale of Land – 10 Carr Crescent

Moved by Councillor Woodford and seconded by Councillor Pollett move that the Town of Gander approve the Open Call for Bid #OC23-01 for the sale of a .20-hectare land parcel at 10 Carr Crescent to Molloy Anstey Construction Ltd for \$36,327.88 HST included pending submission and approval of a commercial land application and approved site plan.

In Favour: 6 Opposing: 0

Decision: Motion carried.

Call for Bids – OC23-02 – Sale of One Used 2013 Western Star 4700SB Tandem Dump/Sale/Truck c/w Front Plow and Wing

The results of the Open Call for Bid #OC23-02 for the sale of the 2013 Western Star was presented to the Committee for review and consideration. The only bid received was from Farrell’s Excavating Limited.

The Committee recommends, and I move that the Town of Gander approve the Open Call for Bid #OC23-02 for the sale of the 2013 Western Star 4700SB Tandem Dump/Salt Truck c/w Front Plow and Wing vehicle #866 be awarded to Farrell’s Excavating Limited in the amount of \$35,650.00, HST included.

Motion #23-046

Call for Bids – OC23-02 – Sale of One Used 2013 Western Star 4700SB Tandem Dump/Sale/Truck c/w Front Plow and Wing

Moved by Councillor Woodford and seconded by Councillor Handcock move that the Town of Gander approve the Open Call for Bid #OC23-02 for the sale of the 2013 Western Star 4700SB Tandem Dump/Salt Truck c/w Front Plow and Wing vehicle #866 be awarded to Farrell’s Excavating Limited in the amount of \$35,650.00, HST included.

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 March 9, 2023. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: P. Farwell, Mayor; G. Brown, Councillor; T. Pollett, Councillor; D. Chafe, CAO; B. Hefford, Town Clerk; J. Blackwood, Director of Planning and Development; B. Freeborn, Director of Community Services (A); K. Hiscock, Director of Corporate Services and H. Lowe, Director of Public Safety and Protective Services.

The following items were discussed:

Nomination to GIAA Board of Directors

As part of Gander International Airport Authority’s governance structure, the Town of Gander has nomination privileges for three seats on the Airport Board of Directors.

There are currently three Town of Gander nominees on the Board; Mr. Gene Hedges, Mr. Zane Tucker, and Bruce Terris. They have demonstrated leadership and made significant contributions to the organization. On behalf of the residents of Gander, Council thanks these individuals for their dedication.

The seat currently held by Mr. Gene Hedges will be coming for renewal. The Airport and Mr. Hedges have expressed interest in extending his membership for a third term, which is permissible under the by-laws.

Council reviewed Mr. Hedges background documents and agreed that he has represented the Town of Gander's interests well during his first two terms and would be pleased to nominate him for a third term. The Airport has managed very well through these challenging times, and the Town of Gander is optimistic that the post COVID landscape will provide an opportunity to advance many significant initiatives. Continuity of leadership during this period of transition is critical, and Council strongly believes, Mr. Hedges can guide and lead this community asset to higher levels.

I move that the Town of Gander nominate Mr. Gene Hedges for the Gander International Airport Authority Board of Directors.

Motion #23-047

Nomination to GIAA Board of Directors

Moved by Deputy Mayor Ford and seconded by Councillor Woodford move that the Town of Gander nominate Mr. Gene Hedges for the Gander International Airport Authority Board of Directors.

In Favour: 6 Opposing: 0

Decision: Motion carried

Joe and Clarice Goodyear Business Achievement Awards

The Committee reviewed an invitation for the Joe and Clarice Goodyear Business Achievement Awards and Gala being presented by the Gander and Area Chamber of Commerce.

The Town of Gander is proud to support this event and will be purchasing a table for Mayor and Council to attend.

H. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

- Certificate of Appreciation from Memorial University

9. NEW BUSINESS

Application to amend the Municipal Plan and Development Regulations – 37 McCurdy Drive

The Town of Gander has received an application from the owner of the property at 37 McCurdy Drive to amend the Municipal Plan and Development Regulations to accommodate a hair salon (personal service use) at this address. It is noted that 37 McCurdy Drive is situated in an Industrial General zone and does not allow this use, either permitted or discretionary.

I move that the Planning and Public Works Department be given permission to proceed with an amendment process of our Municipal Plan and our Development Regulations thereby permitting “Personal Service” as a discretionary use in the Industrial General zone.

Motion #23-048

Application to amend the Municipal Plan and Development Regulations – 37 McCurdy Drive

Moved by Councillor Brown and seconded by Councillor Handcock that the Planning and Public Works Department be given permission to proceed with an amendment process of our Municipal Plan and our Development Regulations thereby permitting “Personal Service” as a discretionary use in the Industrial General zone.

In Favour: 6 Opposing: 0

Decision: Motion carried

10. ADJOURNMENT

Motion #23-049

Adjournment

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

In Favor: 6 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:40 p.m.

P. Farwell, Mayor

B. Hefford, Town Clerk

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

Policy Topic: Street Naming		
Policy No: D008	Motion of Council: #17-253	Effective Date: 10/25/17
Section: Dev	Amendment Motion:	Amendment Date:
Issued By: Development, Tourism & Culture <i>Community Services Committee</i>		

Policy Statement

The purpose of the Street Naming Policy is to assist Council in naming of municipal streets in a manner that recognizes and promotes Gander’s aviation history, to ensure that each street name has a unique name, and to ensure consistency in naming and numbering of our streets.

Scope

This policy applies to all existing and future municipally owned roadways within the Town of Gander’s municipal boundaries.

Procedures

The following procedure must be followed when naming new streets or renaming existing streets.

New Streets

1. Nominations for the naming of streets may be submitted to the Director of ~~Development~~ ***Community Services*** by any interested citizen ***individual*** and should include the reasons that a street should be named after that person and must include a biography indicating how the nominated individual made a unique and significant contribution to Gander’s aviation history ***as per the guidelines listed below. An individual may only nominate one person per submission. Nominators will be notified that their submission is received and will only be contacted once the name is chosen from the master list.*** ~~New names must not be identical or similar sounding to an existing street name. Consideration will not be given to streets that are difficult to spell or pronounce or be a name that can be spelled or pronounced in a number of different ways.~~

2. Submissions will be reviewed by Gander Fire Rescue to ensure that the name is unique and will not create confusion for emergency services. The Gander Heritage Advisory Committee will also review the nomination and make a recommendation to the ~~Economic Development~~ ***Community Services*** Committee. The ~~Economic Development~~ ***Community Services*** Committee will consider recommendations from both emergency services and the Gander Heritage Advisory Committee and make recommendation to Council for approval. The family, or individual, if at all possible, will

be contacted and permission obtained.

3. The ~~Economic Development Committee~~ **Community Services Committee** will submit those names that meet policy to Council for their review and consideration. Upon approval, the street name shall be forwarded to the ~~Engineering~~ **Planning & Development** Department for inclusion in the master list. A developer may choose a name from that list or, if the developer has no preference, a name will be supplied by the ~~Engineering~~ **Planning & Development** Department.
4. When a new street name is implemented, the Town Map will immediately be updated by the ~~Engineering~~ **Planning & Development** Department and copies supplied to Gander Fire Rescue.

Name Changes

Changes to an existing street name may be required to eliminate conflicts or confusion in the event of an emergency or when a change to a street results in a re-classification (i.e.) from a Road to Place. Should the Town of Gander deem it necessary to change a street name, the Town will contact the residents of that street to advise them of the change and will absorb the cost of the name change.

Changes to existing street names may also *be* initiated by members of the public providing that the residents present a petition signed by at least 75% of the residents owning property on the street and a certified cheque covering the cost that Council would incur in changing the name, such as advertising the name change and purchasing a new street sign. In such cases, however, the cost of changing postal addresses and stationery are the responsibility of each resident.

Responsibilities

Economic Development Community Services Department

- The ~~Economic Development~~ **Community Services** Committee shall select and recommend names to Council.
- ***Include a short biography of the nominated individual with the master list.***
- Once a street name is chosen from the master list, the ~~Economic Development~~ **Community Services** Department will coordinate the presentation of the street sign to the individual or a member of the individuals' family, if possible.
- Presentations of street signs to the individual or family member will be made during a public meeting of Council. If this is not possible, a street sign will be sent to the individual of family member.

Engineering Planning & Development Department

- The ~~Engineering~~ **Planning & Development** Department will maintain the master list of approved names or use in naming streets.
- The Town Map will be updated and distributed to all departments and divisions prior to issuing building permits on the new street.
- Notify the ~~Economic Development~~ **Community Services** Department when a name is chosen from the master list.

Guidelines:

1. The names will be selected based on the information and rationale provided by the nominator outlining how the nominee made a unique and significant contribution to Gander's aviation history using the following priority:
 - a) Local (current and former ~~residents~~ ~~aviators~~ **residents** who have made a unique and/or significant contribution to Gander's aviation history **who belong to one (or more) of the following categories:**
 - **Aviators**
 - **Residents who have had a long standing career or commitment in the aviation industry and/or who have received accolades for their outstanding accomplishments**
 - b) Provincial aviators who have been inducted into the Canadian Aviation Hall of Fame.
 - c) National (Canadian) aviators who have been inducted into the Canadian Aviation Hall of Fame.
 - d) **International aviators who have gained international prominence and in particular those who have visited or used Gander as a stopover.**
2. New names must not be identical or similar sounding to an existing street name. The proposed street name must not be difficult to spell or pronounce or be a name that can be spelled or pronounced in a number of different ways.
3. Street extension should continue with existing street names.

Municipal House Numbering Rules

1. The numbering for lots is provided by the developer.
2. Even municipal addresses are located on the right side of the street.
3. Odd municipal addresses are located on the left side of the street.

Definitions:

Street Name Suffix

Avenue (Ave.)	A broad public street, roadway or thoroughfare. In general, a secondary collector class of road.
Boulevard (Blvd.)	A broad, formally laid out, paved public road, which is heavily travelled. Typically four or more lanes wide. Often grass or shrubbery would be planted in the strip of land between the curb and sidewalk.
Court (Ct.)	A dead end street terminating in a cul-de-sac. A parking lot may be situated at the end of this type of street.
Crescent (Cr.)	A street or road, typically in horseshoe or AU@ configuration, which commences and terminates back on an original primary or secondary collector street.
Drive (Dr.)	A curvilinear street - i.e.: a roadway which follows a wandering alignment in different directions. Drive would typically be a primary collector class of street.
Place (Pl.)	A short roadway, generally a cul-de-sac with a permanent dead end and

Road (Rd.)	a circular turn around. A street class of local residential. A common or public thoroughfare, commonly indicating a heavily travelled route. A typical designation for a secondary collector. Generally in a rural setting.
Street (St.)	The most common or default suffix utilized. Synonymous with road, but generally limited to lower speed roads in urban areas. Could be either a local residential or local business classification.
Lane	Narrow streets used for service

Committee Terms of Reference

With the recent reinstatement of an Economic Development Committee of Council comes the need for an associated Terms of Reference. The Committee reviewed a draft terms in the standardize format. The document sets out the purpose and mandate of the Committee as well as various functional parameters including membership, staff resources, meeting requirements and the recording of minutes. The Committee agrees with the terms as presented and forwards this item to the Governance and Legislative Services Committee for consideration.

Action Required

Forward to the Governance and Legislative Services Committee.



**Economic Development Committee
Terms of Reference
Effective X, 2023**

Purpose

The Economic Development Committee serves as a consultative body to Council to provide direction on policy development. The Committee is responsible for overall policy development and priority setting that guides the Economic Development activities of the municipality.

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

Mandate

The Corporate Services Committee is one of seven standing committees of Council with the mandate to consider matters of but not limited to:

- Investment Recruitment and Attraction
- Business Retention and Expansion
- Community Capacity Building
- Other related matters referred to the Committee by Council.

Membership

The Committee shall consist of three Councillors appointed by the Mayor at the first Council Meeting following a general election and changed by the Mayor on or before December 31st of the second year of Council's term of office. The Mayor is a member of all standing committees of Council.

All members of Council are permitted to attend Committee meetings however to ensure the mandate of the Committee is upheld, only standing Committee members, or their designate, would participate in the agenda discussion and recommendations to Council.

Chairperson

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

Staff Resource

The staff resource for the Committee shall be the Chief Administrative Officer.

Meetings

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

Quorum

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

Agenda

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

Conduct of Business

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

Governance

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

Delegations

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

Committee Minutes

The staff resource person or their designate is responsible preparing the minutes of the meeting within 48 hours after meeting adjournment. Minutes shall be available for review at least 24 hours prior to the Public Council Meeting.