

MINUTES

Regular Meeting of Council
Friday, February 16, 2024 @ 12:00 pm
Council Chambers

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| Present: | P. Farwell | Mayor |
| | B. Ford | Deputy Mayor |
| | W. Hoffe | Councillor |
| | S. Handcock | Councillor |
| | M. White | Councillor |
| Regrets: | T. Pollett | Councillor |
| | P. Woodford | Councillor |
| Advisory and Resource: | B. Hefford | Town Clerk |
| | J. Blackwood | Director of Planning and Public Works/CAO (A) |
| | K. Hiscock | Director of Corporate Services/Acting Town Clerk |
| | S. Armstrong | Communications Officer |
| | D. Chafe | CAO |
| | H. Lowe | Director of Public Safety & Protective Services |

1. CALL TO ORDER

The Meeting was called to order at 12:00 p.m.

2. VISITORS/PRESENTATIONS

Scout-Guide Week

Mayor Farwell proclaimed the week of February 18th – 24th, 2024 to be Scout-Guide week in our community, celebrating the anniversary of the birth of their founders, Lord, and Lady Baden-Powell.

Amyloidosis Awareness Month

Mayor Farwell proclaimed March as Amyloidosis Awareness Month; a month dedicated to raising awareness to Amyloidosis can contribute to the building of healthier communities across Canada.

Violence Prevention Month

Mayor Farwell proclaimed the month of February to be Violence Prevention Month, encouraging all residents to recognize that violence prevention is everyone's responsibility and support violence prevention activities in our community.

National 211 Day

Mayor Farwell proclaimed February 11th as National 211 Day. Every year on this day, United Way and 211's across Canada celebrates public awareness for the 211 service that helps guide individuals and families through the complex network of human services by phone, online, live-chat and email.

Wear Red Canada Day - CWHHC

Mayor Farwell proclaimed that February 13th as Wear Red Canada Day to raise awareness that heart disease is the number one killer of women worldwide and the leading cause of premature death for Canadian women and all Canadians.

3. APPROVAL OF AGENDA

Motion #24-018

Approval of Agenda

Moved by Councillor Handcock and seconded Deputy Mayor Ford by that the Agenda for the Regular Meeting of Council on February 16, 2024 be adopted.

In Favour: 5 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #24-019

Regular Minutes for Approval

Moved by Deputy Mayor Ford and seconded by Councillor Handcock that the Minutes from the Regular Meeting of Council on January 17, 2024 be adopted as presented.

In Favour: 5 Opposing: 0

Decision: Motion carried.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

6. REPORTS – STANDING COMMITTEES:

A. Community Services Committee:

The Community Services Committee report was presented by Councillor Hoffe.

The Community Services Committee meeting was held on January 31, 2024. The meeting was chaired by T. Pollett, Councillor. Other members present included: B. Ford, Deputy Mayor; W. Hoffe, Councillor; B. Hefford, Director of Governance and Legislative Services/Town Clerk; and J. Knee, Director, Department of Community Services.

The following items were discussed:

Delegation – Airials Gymnastics Club

The Committee was pleased to have the opportunity to sit down with members of the Airials Gymnastics Club to discuss their additional funding request as well as future facility plans. They are requesting an increase in their annual funding amount, from \$20,000 to \$30,000. This is namely due to increases in electrical and employee costs. Airials is thankful for the Town of Gander’s continued support, and they look forward to continuing a working relationship.

Motion #24-020

Airials Gymnastics Club

Moved by Deputy Mayor Ford and seconded by Councillor Handcock that the Town of Gander increase Annual Funding to \$30,000 for the 2024 fiscal year.

In Favour: 5 Opposing: 0

Decision: Motion carried.

2025 Canada Games Host Society

The 2025 Canada Summer Games are being held in St. John’s from August 17 – 25, 2025. The Host Society would like to have the Gander Soccer/Track Facility reserved as a contingency venue. The Committee agreed to hold the facility for the Canada Summer Games until a certain date, which is to be determined.

Arrow Air Anniversary Coin

The Committee reviewed a suggestion to purchase commemorative coins for the 40th Anniversary of the Arrow Air crash, which will be in 2025. The layout of the coin will be determined at a later date. It was recommended that an order should be placed of at least 300 coins. This will be a budgeted item for 2025.

Two Kubota ZD1200 - 3 lawn mowers – Canoe Contract #031121-KBA

The Committee reviewed a quote from NL Kubota Limited to purchase two (2) Kubota ZD1200-3 Lawn Mowers through Canoe purchasing. The quote met specifications and was \$2,978.68 underbudget.

The Committee recommends that the quote for the supply of two (2) Kubota ZD1200-3 Lawn Mowers be awarded to NL Kubota Limited at a cost of \$50,823.10 HST included and forwards it to the Committee of the Whole for their review and consideration.

Kubota RTV-X 100 HVAC CAB - Canoe Contract #122220-KBA

The Committee reviewed a quote from NL Kubota Limited to purchase a Kubota RTV-X 100 HVAC Cab through Canoe purchasing. The quote met all the specification and was \$10,911.42 underbudget.

The Committee recommends that the quote for the supply of a Kubota RTV-X 100 HVAC Cab be awarded to NL Kubota Limited at a cost of \$32,077.04 HST included and forwards it to the Committee of the Whole for their review and consideration.

NL Winter Games Update

The Committee is pleased with the hard work and dedication of the NL Winter Games Committee and would like to express their gratitude to everyone that has been involved in the planning process so far. The start of the NL Winter Games is currently a little over two weeks away. The Town of Gander is very excited to be hosting athletes from all over Newfoundland and Labrador as well as St. Pierre and Miquelon. The NL Winter Games are set to begin on Feb 24 and run until March 2, 2024.

Upcoming Events

The following events will take place in the coming months:

| | |
|-----------------------|------------------------|
| February 16 – 17 | RCMP Hockey Tournament |
| February 24 – March 2 | NL Winter Games |
| February 28 | Pink Shirt Day |

March 8 – 10 Provincial Female AAA U13 & U18 Hockey Tournament
March 15 – 16 SnoBreak 2024

B. Economic Development Committee:

The Economic Development Committee report was presented by Councillor Handcock.

The Economic Development Committee meeting was held on February 6, 2024. The meeting was chaired by P. Woodford, Councillor (Chair). Other members present included: T. Pollett, Councillor; S. Handcock, Councillor; B. Hefford, Director of Governance and Legislative Services/Town Clerk; and D. Chafe, CAO.

The following items were discussed:

Development Officer's Report

The Development Officer reports that the Air Ambulance issue remains front-and-centre as Council continues to work with stakeholders to ensure proposed changes to the air ambulance service include an enhanced role for Gander, not an elimination of services from this region.

Additionally, Trans-Canada Highway access to Town owned lands along the south side of the highway through Gander has become a priority for the advancement of development opportunities. Efforts are underway to identify potential solutions to the traffic challenges faced along that corridor. The Town of Gander's perspective will be key as we work closely with the provincial government in addressing mutual traffic concerns while maximizing development potential.

Physician Recruitment and Retention Update

Implementation of Council's Physician Recruitment and Retention Plan continues with staff now working with the community stakeholder groups to establish a job/career matching service for partners and spouses and well as exploring opportunities for formally recognizing their contributions and sacrifices as healthcare workers.

All indications are that progress is being made by NL Health Services and that some vacancies may be filled in just a few months.

Mayor provided an update that the meeting with CEO, David Diamond to discuss recruitment strategy has been postponed due to this week's weather.

Workforce Development

Work has begun on the completion of new “Workforce Development Plan” with the issuing of a request for proposals for a Labour Market Needs Assessment and Plan. The successful bidder will inform Council of the problems that exist from both industry and labour force perspectives; why the problems exist; and how to best communicate this to relevant stakeholders. Their scope of work includes identifying innovative solutions to address the issues and developing a plan with specific initiatives to overcome identified barriers.

In the meantime, initial steps have been taken to investigate the need and viability of additional public transit options. More information will be forthcoming.

The Town of Gander continues to advocate on the Air Ambulance decision and Council’s position that assets should be located in Gander.

C. Public Safety and Protective Services Committee:

Deputy Mayor Ford left Chambers at 12:30 p.m.

The Public Safety and Protective Services Committee report was presented by Councillor White/Chair.

The Public Safety and Protective Services meeting was held on February 1, 2024. The meeting was chaired by M. White, Councillor/Chair. Other members present included: S. Handcock, Councillor; P. Woodford, Councillor; H. Lowe, Director of Protective Services/Fire Chief; and B. Hefford, Town Clerk.

The following items were discussed:

Policy A018 – Intrusion Alarms at Municipal Buildings

The Director of the Public Safety and Protective Services Committee advised members that Policy A018 - Intrusion Alarms at Municipal Buildings is required to be brought forth for approval by motion of Council due to a required minor adjustment of an employee’s job title that was noted in the Policy.

Motion #24-021

Policy A018 – Intrusion Alarms at Municipal Buildings

Moved by Councillor White and seconded by Councillor Handcock that Policy A018 - Intrusion Alarms at Municipal Building be amended as attached.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Naloxone Kit Distribution

Management suggests that this program better aligns with the resources of the Provincial Government or private sector stakeholders, including providers of healthcare services, i.e. Pharmacies. The Committee agrees with Management and recommends supporting the program but not operating as a distribution center.

Road Safety

A resident has raised their concerns regarding nighttime walking on roads within the municipality of Gander. A higher number of concerns regarding same have been brought forward in comparison to prior years. The Committee discussed the concern and suggested developing a Public Service Announcement to advise nighttime walkers of the necessary safety measures that should be considered, i.e. Wearing reflective clothing during all walks taking place after dark. The Committee also discussed the opportunity to hand-out reflective wrist or arm bands during Town of Gander special events.

Deputy Mayor Ford returned to Chambers at 12:37 p.m.

Cooper/Raynham/Briggs Intersection Concerns

The above-mentioned intersection was part of the traffic study completed during the 2023 calendar year. The current Budget has monies allocated for the completion of this work. The Committee recommends that a plan be implemented to erect signage to advise motorists in this area of an upcoming intersection. Specifically, an “Intersection Ahead” or similar approved TAC Standard signage plan be evaluated for Cooper Blvd, approaching Gander from Route 330.

Request for Billboard

There has been a request from a resident to have a billboard installed within the Town of Gander. Reference has been made to the billboard this is currently located on Topsail Road, in St. John’s, which brings awareness to the effects of “Long Covid” and the potential implications on one’s health. This resident has approached a “Canadian Long Covid Awareness Group” and has suggested that a similar billboard be erected in the Town of Gander to bring awareness to this area.

Council felt that this public health matter falls under the jurisdiction of the Department of Health and Community Services and did not have the expertise to evaluate this need from a public health perspective.

Department Update

The Committee discussed Department Updates up to February 1st, 2024. These updates are as follows:

- January was Firefighter Cancer Awareness Month.
- Members of Gander Fire Rescue and Municipal Enforcement are assisting with various NL Winter Games Committees.
- A reminder was made stating that the Adopt-A-Hydrant campaign is on-going until March 31, 2024. Participants are invited to submit a picture of a fire hydrant, with the location and hydrant number that was cleared to hlowe@gandercanada.com to be entered for a weekly prize. There should be a one-meter area cleared of snow around the hydrant on all sides and a path to the street. Please refrain from throwing snow onto the street or sidewalk, be aware of traffic and your own safety. The Committee thanks these individuals for their maintenance of keeping these hydrants clear. The PSPS Committee would like a list of the winning hydrants and the number of submissions published.

Electric Bikes

The Public Safety and Protective Services Committee reviewed the regulations pertaining to electric bikes in Newfoundland and Labrador and wishes to remind the residents of Gander of the following, as quoted and referenced as per Section 129 of the Newfoundland and Labrador Highway Traffic Act:

- All cyclists “shall wear a bicycle helmet that complies with the regulations and shall have the chin strap of the helmet securely fastened under the chin.” Failure to comply may result in being fined by enforcement.
- “A person who is riding a bicycle shall not ride on a sidewalk,” and “shall ride as near as practicable to the right-hand curb or edge of a roadway,” unless passing another vehicle or cyclist.
- Cyclists must use the appropriate hand signals when turning or stopping.
- Cyclists must have a white light on the front of their bicycles and a red light or reflector on the rear. These lights must be used at night or during low visibility.
- Cyclists are required to always yield to pedestrians.

Gander Fire Rescue and Municipal Enforcement Quarterly Statistics

The Committee reviewed the Municipal Enforcement and Gander Fire Rescue Statistics for the fourth quarter of 2023.

Between October 1st and December 31st, Gander Fire Rescue reported 181 Fire Calls, 171 Fire Inspections and 625 general inquiries, requesting information on items such as code requirements and fire prevention.

During the same period, Municipal Enforcement issued 80 citations and responded to 207 calls for assistance including matters relating to bylaw enforcement.

D. Planning and Public Works Committee:

The Planning and Development Committee report was presented by Councillor Handcock/Chair.

The Planning and Development Committee was held on February 6, 2024. The meeting was chaired by S. Handcock, Councillor/Chair. Other members present included: B. Ford, Deputy Mayor; M. White, Councillor; T. Pollet, Councillor; P. Woodford, Councillor; B. Hefford, Directory of Governance & Legislative Services/Town Clerk; and J. Blackwood, Director of Planning and Public Works.

The following items were discussed:

Annual Clean up Week, October 16-27, 2023, Report

The Committee reviewed the 2023 curbside cleanup event report as attached. The event collected approximately 250 Tonnes of construction and demolition material such as wood, furniture, mattresses, fencing, and plastic items. There were approximately 25 Tonnes of metal products diverted to the recycling depot and another 2 Tonnes of tree branches and other clean wood debris taken to the municipal composting site.

The event spanned over two weeks and collected 277 Tonnes of waste material at an estimated cost of \$98,613. The Committee is recommending that dates be proposed for the 2024 event.

D. Chafe & Councillor White left Council Chambers due to conflict of interest at 12:45 p.m.

Discretionary Use – Lots 583-584 Penwell Avenue

The Committee reviewed a development application to construct a four (4) unit row dwelling at the above noted address.

It was noted that this area is zoned Residential Medium Density (RMD) and Row Dwellings are permitted as a Discretionary Use within the RMD zone in the Town of Gander Development Regulations.

One piece of correspondence was received objecting to the development however, the Committee felt the overall benefit of the development to the community outweighed the concerns brought forward.

Motion #24-022

Discretionary Use – Lots 583-584 Penwell Avenue

Moved by Councillor Handcock and seconded by Deputy Mayor Ford that the discretionary use for lots 583 -584 Penwell Avenue be approved subject to all requirements of the Town of Gander Development regulations are met.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Secondary Dwelling – 167 Sullivan Avenue

The owner of 167 Sullivan Avenue has requested Council’s consideration in permitting the construction of a secondary detached dwelling unit on the existing property to better meet the needs of their family.

Council is exploring ways to meet the increased housing demand, including changes to regulations that better facilitate development opportunities while acknowledging the delicate balance between housing solutions and preserving neighbourhood traditions.

The Committee was advised that the Town of Gander’s Development Regulations do not allow this development as either permitted or discretionary. The resident will be notified that the permit is denied. However, the Committee agreed that Town staff advise the applicant of regulatory amendments and options that may be explored in the future.

D. Chafe & Councillor White returned to Council Chambers at 12:47 p.m.

Snow Clearing Concern

A complaint was received from a resident regarding the conditions of the sidewalks on Memorial Drive near Magee Road. They are requesting a better level of service to the existing sidewalks and that the inner path, at the corner of Memorial and Magee, be cleared during winter months.

Town staff will continue to monitor site conditions to ensure they comply with Council’s approved snow plan and will also take this additional request into consideration when reviewing the plan prior to next season.

Road Conditions

A complaint was received from a resident regarding the road conditions at the corner of Sullivan Avenue and Airport Boulevard on January 30th, 2024. The resident felt that conditions of the

intersection, related to snow and ice control, were unacceptable at that time and that it contributed to an accident they were involved in.

Town staff will continue to monitor site conditions to ensure they comply with Council's approved snow plan.

Proposed 2024 Annual Curbside Cleanup Week

Dates were proposed for the 2024 curbside cleanup event. The Committee is recommending a two-week event from September 16th to September 27th with pickup scheduled for individual households following their regular refuse collecting schedule.

Home Based Business – 192 Elizabeth Drive

The Committee reviewed a home-based business application from a resident at 192 Elizabeth Drive. The applicant, *Daylight Energy Solution*, is seeking Council's permission to operate a home-based office for an energy solutions provider from that property. It is noted that home occupation is permitted as a discretionary use for the zone in which this property is located. Discretionary use notices were advertised with no objections being received by the advertised deadline.

Motion #24-023

Home Based Business – 192 Elizabeth Drive

Moved by Councillor Handcock and seconded by Councillor White that *Daylight Energy Solution* be permitted to operate a home-based office for an energy solutions provider business at 192 Elizabeth Drive.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Home Based Business – 15 Mitchell Street

The Committee reviewed a home-based business application from *Kimberly G. Humphries Professional Corporation*. The applicant is seeking Council's permission to operate a home-based office for an accounting/auditing service from that property. It is noted that home occupation is permitted as a discretionary use for the zone in which this property is located. Discretionary use notices were advertised with no objections being received by the advertised deadline.

Motion #24-024**Home Based Business – 15 Mitchell Street**

Moved by Councillor Handcock and seconded by Councillor White that *Kimberly G. Humphries Professional Corporation* be permitted to operate a home-based office for an accounting/auditing service at 15 Mitchell Street.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Rezoning of Two Parcels of Municipal Land to Promote Residential Capacity

Last year, Council began the process of rezoning five parcels of town owned land for consideration to accommodate potential infill development opportunities.

An open house was held in March of 2023. Representation received from the public was reviewed and Council decided to make changes to the original proposals. Two of the five sites were not pursued, and Council made the decision to move forward with rezoning three parcels of land, modifying the density of one site, while leaving open space buffers between the parcels and existing properties.

A second open house was held October 24, 2023, to present the modified proposal. Representation from the public was again carefully reviewed and Council has chosen to rescind the Nungesser Avenue and the Bennett Drive (adjacent Park Place Apts.) proposals, while moving forward with rezoning of the Johnson Crescent and Bennett Drive (adjacent the apartments) lands as per the attached drawings labeled Drawing #22-1074S-26R3 and Drawing #22-1074-62R1.

Motion #24-025**Rezoning of Two Parcels of Municipal Land to Promote Residential Capacity**

Moved by Councillor Handcock and seconded by Deputy Mayor Ford that the Planning and Public Works Department be given permission to continue with an amendment process of our Municipal Plan and Development Regulations to re-zone 2 parcels of land, Drawing #22-1074-62R1 currently zoned **Open Space (OS)** to **Residential Medium Density (RMD)** and Drawing #22-1074S-26R3 currently zoned **Open Space (OS)** to **Residential High Density-2 (RHD-2)** land use designations to allow for potential future residential development.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Land Development – 320 Trans-Canada Highway

Gerald Gordon Enterprises has submitted, for consideration by Council, a subdivision Development Application and preliminary drawings entitled, Land Development 320 TCH Gander, NL, Project number 23540. This development will create approximately 56 single residential lots and twelve double building lots. 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.

Motion #24-026

Land Development – 320 Trans-Canada Highway

Moved by Councillor Handcock and seconded by Deputy Mayor Ford that the Mayor and Town Clerk be authorized to enter into a Development Agreement for Land Development at 320 TCH Gander, NL Project number 23540 conditional that all technical and legal requirements being met by the developer are satisfactory to staff.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Robertson Land Development

The Committee discussed Council’s recent Request for Proposals for the development of a parcel of residential land off Robertson Avenue. Only one proposal was received which met the requirements of the RFP and the Committee is recommending that staff continue exploring development possibilities with the respondent. The developer will be contacted and encouraged to make applications for the proposed use which will require Council’s discretion.

Several pieces of correspondence have been received related to the development of the existing vacant land and the Committee discussed how best to engage those individuals to discuss their concerns. Following the notice of discretionary use, all correspondence will be brought forward for Council’s review and consideration.

Proposed Sullivan Avenue Development

The Committee reviewed correspondence from a developer who has been working with Council for some time on possible opportunities to redevelop an existing piece of residential property. The developer is inquiring if Council would consider a land transfer to facilitate their development. Although the Committee didn’t object to the proposal, they would like staff to further explore opportunities such as roadway realignment or reduced rear yards prior to further discussions on land transfers.

Notable Dates

- The next scheduled Waste Transfer Station date is scheduled for Saturday, March 9th. The hours of operation are 8 a.m. – 4 p.m. There is no Waste Transfer Station event scheduled for the month of February.
- Winter Parking restrictions are in effect from November 1st – April 30th annually. During this time, no vehicle shall be parked on any street between midnight and 8:00 a.m., regardless of weather conditions, nor may any vehicle be parked such as to impede or interfere with snow clearing operations at any time of the day or night, at any time of the year. Residents are reminded that it is illegal to throw, sweep, shovel or place snow or ice from any private property upon any town street or sidewalk, or such that it obstructs access to fire hydrants. Snow clearing regulations include Sections 23-26 of Town of Gander Traffic Regulations.

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

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 February 7, 2024. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: M. White, Councillor; W. Hoffe, Councillor; D. Chafe, CAO; and B. Hefford, Director of Governance & Legislative Services/Town Clerk.

The following items were discussed:

PMA – Annual Convention Sponsorship Request

The Town of Gander has received a sponsorship request from the Professional Municipal Administrators (PMA) in the amount of \$1,500. As part of its practice, the Town of Gander supports member organizations like the PMA by providing a donation in lieu of the travel expenses they would normally incur when attending events. Recognizing the significance of being a preferred host community, the Town of Gander takes pride in supporting the PMA's ongoing commitment to Gander.

Motion #24-027

PMA – Annual Convention Sponsorship Request

Moved by Deputy Mayor Ford and seconded by Councillor Hoffe that the Town of Gander approves the sponsorship of \$1,500 for the 2024 PMA Annual Convention, which will be hosted in Gander.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Chamber of Commerce Board Meeting

Town of Gander has received an invitation from Gander and Area Chamber of Commerce to attend the next board meeting. This meeting is scheduled for Wednesday, February 14, 2024 at 12:00 P.M. It has been decided that Mayor Farwell will attend.

Communications

The Committee discussed matters surrounding its communications approach and the committee’s desire to have more engaged and effective information sharing with the community.

The discussions were around the framework for council members and committee to advance initiatives around communications social media themes.

Intergovernmental Affairs Report

The Committee discussed intergovernmental affairs matters including:

- NLHC Funding pertaining to The Housing and Homelessness HUB and 59 Elizabeth Drive
- Air Ambulance RFP
- Gander Obstetric Services Reinstatement
- T & I Highway Traffic Plans

These matters remain of high importance to Council and will continue to advocate to ensure strong representation on behalf of the residents Gander.

Mayor provided an OBS update and that Citizen’s Health Action Group (CHAG) is planning on a rally on February 23, 2024, on the one-year anniversary.

Councillor White left Council Chambers due to conflict at 1:22 p.m.

Business Park Land Sale

The Committee considered a request from the Development Officer regarding interest in a parcel of land on Dickens Street for proposal for the new Community Care Team Facility. The concern is regarding the land sale process for the Town of Gander and ensuring that the selection process aligns with the best fit for long term viability of the health service.

The Committee recommends that the Town of Gander write to the Minister of Municipal and Provincial Affairs requesting approval in principle to deviate from the procedures based on section 201.2 (7). This would allow council the opportunity to negotiate directly with any successful bidder for the provincial tender to ensure the project results in the most viable health facility to serve the residents of Gander and surrounding communities.

Councillor White returned to Council Chambers at 1:24 p.m.

Council Engagement Report

Effective engagement with the community is crucial for local governance, as it fosters transparency, inclusivity, and collaboration. Going forward, the Governance and Legislative Services Committee will provide a brief summary of the activities and initiatives undertaken by Council since the previous meeting. This report serves as a means to keep the community informed and engaged, highlight key milestones, and provide a transparent account of our activities.

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

- CNWM Tour (MRF) and (MMSB) – January 19th
- CNA & Home Share Partners Information Session – January 22nd
- CNA Small Campus Forum – January 30th
- Flag Raising Ceremony: Eating Disorder Week – February 1st
- DJ Composites Facility Tour – February 5th
- U-16 Curling Provincial Opening Ceremonies – February 8th

Alternate Assessment Appeals Commissioner

The Town of Gander is required to appoint an Alternate Appeal Commissioner for the purpose of hearing assessment appeals.

Motion #24-028**Alternate Assessment Appeals Commissioner**

Moved by Deputy Mayor Ford and seconded by Councillor Handcock that the Town of Gander appoint Mark Griffin as the Town of Gander's alternate Assessment Appeal Commissioner for 2024.

In Favour: 5 Opposing: 0

Decision: Motion carried.

F. Corporate Services Committee:

The Corporate Services Committee report was presented by Councillor Hoffe.

The Corporate Services Committee meeting was held on February 7, 2024. The meeting was chaired by W. Hoffe, Councillor/Chair. Other members present included: T. Pollett, Councillor; P. Woodford, Councillor; D. Chafe, CAO; B. Hefford, Director of Governance & Legislative Services/Town Clerk; and K. Hiscock, Director of Corporate Services.

The following items were discussed:

Invoice for ApprovalOPERATING

- | | | |
|---|----------------|--------------|
| 1. Central Square Technologies | | |
| 00-120-1000-7010– Computer Software Maintenance | | \$ 30,729.09 |
| Budget: \$170,000 | Spent to Date: | \$0 |

| | |
|--|---------------------|
| Total invoice for approval (with HST) | \$ 30,729.09 |
|--|---------------------|

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

Motion #24-029**Invoice for Approval**

Moved by Councillor Hoffe and seconded by Councillor Handcock to approve the invoice from Central Square Technologies as presented.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Oram's Bethesda – Relief of Interest

The Committee was presented with correspondence from the Oram Group of Companies requesting the interest charged to their two personal care homes located at 2 Briggs Street in Gander be forgiven.

The company noted delays in receiving higher subsidized rental rates from the Provincial Government as a contributing factor.

The Committee discussed the request but is not recommending approval. The owner is to be notified of the decision.

Quote for Trackless Sidewalk Snow Blower

The Committee reviewed the quote from Saunders Equipment Ltd. to purchase a Trackless Sidewalk Snow Blower through Canoe purchasing. The quote met specifications and is \$11,299.77 under budget.

Motion #24-030

Quote for Trackless Sidewalk Snow Blower

Moved by Councillor Hoffe and seconded by Councillor Handcock that the quote for the supply of a Trackless Sidewalk Snow Blower be awarded to Saunders Equipment Ltd. at a cost of \$263,223.50 HST included.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Quote for Hydro Darco 4000 Activated Carbon

The results for the quote for the Supply and Delivery of Hydro Darco 4000 Activated Carbon were presented to the Corporate Services Committee for consideration. With three bids received, the lowest that met specifications was from Univar Solutions at a cost of \$99,389.66 HST included.

This item is \$19,870.01 under budget.

Motion #24-031

Quote for Hydro Darco 4000 Activated Carbon

Moved by Councillor Hoffe and seconded by Councillor Handcock to approve Quote # RFQ24-02 for the Supply and Delivery of Hydro Darco 4000 Activated Carbon be awarded to Univar Solutions at a cost of \$99,389.66 HST included.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Open Call for Bid #RFQ24-03 – One Mid-Size Utility Vehicle (SUV) AWD

The results for the Open Call for Bid # RFQ24-03 for the Supply and Delivery of One Mid-Size Utility Vehicle (SUV) AWD were presented to the Corporate Services Committee for consideration. With six bids received, the lowest that met specifications was from Hickman Motors Limited at a cost of \$37,375.00 HST included.

This item is \$26,107.05 under budget.

Motion #24-032

Open Call for Bid #RFQ24-03 – One Mid-Size Utility Vehicle (SUV) AWD

Moved by Councillor Hoffe and seconded by Councillor White that the Open Call for Bid #RFQ24-03 for the Supply and Delivery of One Mid-Size Utility Vehicle be awarded to Hickman Motors Limited at a cost of \$37,375.00 HST included.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Open Call for Bid # OC-24-01 – 3 Full-Size Pick-Up Trucks

The results for the Open Call for Bid #OC-24-01 for the Supply and Delivery of 3 Full-Size Pick-Up Trucks were presented to the Corporate Services Committee for consideration. The trucks are ½ Ton 4X4 single cab with an 8' box. With three bids received, the lowest bid that met specifications was from Lakeview Chrysler at a cost of \$169,832.00 HST included.

This item is \$45,990.44 under budget.

Motion #24-033

Open Call for Bid # OC-24-01 – 3 Full-Size Pick-Up Trucks

Moved by Councillor Hoffe and seconded by Deputy Mayor Ford that the Open Call for Bid OC-24-01 for the Supply and Delivery of 3 Full-Size Pick-Up Trucks be awarded to Lakeview Chrysler at a cost of \$169,832.00 HST included.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Request from NL Health Services to Install a Street Light

The Planning & Public Works Committee referred the request from NL Health Services to install an additional streetlight in the Public Library parking lot to the Committee for consideration. The request identified safety concerns due to poor lighting in the shared Public Library parking lot located at 6 Bell Place.

Although the existing streetlights meet the current standards, the Planning & Public Works Committee recommends one additional light be installed.

The additional cost is within the allowance of 10 new streetlights budgeted each year.

The Committee agreed with the recommendation to install an additional streetlight and the item is referred to the Planning & Public Works Department to arrange for installation.

Municipal Assessment Agency Agreement

The Corporate Services Committee was presented with the agreement for the provision of assessment services between the Municipal Assessment Agency and the Town of Gander. It identifies the respective duties and obligations of each regarding the provision of assessment services. The agreement will remain in effect for a minimum of three years with a 60-day notice required from the Town for termination.

Motion #24-034

Municipal Assessment Agency Agreement

Moved by Councillor Hoffe and seconded by Councillor Handcock to authorize the Mayor and Town Clerk to sign the agreement with the Municipal Assessment Agency on behalf of the Town of Gander as attached.

In Favour: 5 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 February 8, 2024. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: P. Farwell, Mayor; T. Pollett, Councillor; S. Handcock, Councillor; M. White, Councillor; W. Hoffe, Councillor; P. Woodford, Councillor; B. Hefford, Town Clerk; D. Chafe, CAO; J. Blackwood, Director of Planning and Municipal Works; J. Knee, Director of Community Services; H. Lowe, Director of Public Safety & Protective Services/Fire Chief; and K. Hiscock, Director of Corporate Services.

The following items were discussed:

9-11 Memorial Structure

Sandra Priest, who is an American artist, is interested in donating a 550-pound fragment of the foundation wall that was originally located near the World Trade Centre. Ms. Priest contacted the Town of Gander to discuss the potential of making it a part of the Town's existing 9/11 Memorial and determine if there was any interest in being the recipient of this piece. The fragment would be delivered with no incurred costs to Gander.

The Committee has agreed to accept the piece and develop an arrangement for delivery.

Aero Future Canada Introduction

GTA Strategies wrote Council explaining the need to changes regulations governing Drone usage in Canada. A GTA Strategies Principal requested an opportunity to meet with the Town of Gander on behalf of Aero Future Canada provide details and to demonstrate the benefits of advocating for amendments to the legislation. As an aviation community, the Committee has recognized this as a possible need to be aware and informed on advanced in aerospace, including Drone Technologies and asked staff to explore the meeting as business recruiting initiative and to further discuss.

Regional Economic Development – A Path to Rural Sustainability

Municipalities are proceeding with regional economic development approaches to assist in obtaining rural success. By complying, rural municipalities can experience the benefits of regional economic development opportunities.

DWAO 2024 PPD Request

9 Wing Gander Defence Women's Advisory Group is working to support Cara Transition House by operating a "Period Product Drive" in recognition of International Woman's Day. The Group is committed to educating individuals on breaking down existing barriers and policies to establish

inclusivity. The DWAO is requesting support in their initiative to provide a donation in the means of menstruation supplies, hygiene products, gift cards, cash, etc. The committee has discussed the benefits of this initiative and will request Communications to share the information on Town of Gander's social media platforms and advise residents that donations can be dropped off directly at the Town Hall. Town of Gander can then deliver all donations to the DWAO.

Kubota RTV-X 100 HVAC CAB - Canoe Contract #122220-KBA

The Committee reviewed a quote from NL Kubota Limited to purchase a Kubota RTV-X 100 HVAC Cab through Canoe purchasing. The quote met all the specification and was \$10,911.42 underbudget.

Motion #24-035

Kubota RTV-X 100 HVAC CAB - Canoe Contract #122220-KBA

Moved by Councillor Hoffe and seconded by Councillor White that the quote for the supply of a Kubota RTV-X 100 HVAC Cab be awarded to NL Kubota Limited at a cost of \$32,077.04 HST included.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Councillor Hoffe left Council Chambers due to conflict at 1:42 p.m.

Two Kubota ZD1200-3 Lawn Mowers - Canoe Contract #031121-KBA

The Committee reviewed a quote from NL Kubota Limited to purchase two (2) Kubota ZD1200-3 Lawn Mowers through Canoe purchasing. The quote met specifications and was \$2,978.68 underbudget.

Motion #24-036

Two Kubota ZD1200-3 Lawn Mowers - Canoe Contract #031121-KBA

Moved by Councillor Hoffe and seconded by Councillor White that the quote for the supply of two (2) Kubota ZD1200-3 Lawn Mowers be awarded to NL Kubota Limited at a cost of \$50,823.10 HST included.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Freedom Villages

The Town of Gander and Freedom Villages Inc. have been in negotiations to develop the Little Cobbs Pond Subdivision for some time. The original intent of the development was to encourage development of more diverse and attainable housing. It is believed that the final agreement achieves this goal.

Council was informed that there were two material changes in the final agreement which deviates from the motion of December 20, 2023. This involves the road and service corridors which added provisions for closing dates no later than April 30, 2024.

Motion #24-037

Freedom Villages

Moved by Councillor Hoffe and seconded by Councillor White that the Mayor and Town Clerk be authorized to execute the Development Agreement with Freedom Villages Inc.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Councillor Hoffe returned to Council Chambers at 1:44 p.m.

H. Other Reports

7. ADMINISTRATION

8. CORRESPONDENCE

9. NEW BUSINESS

Town of Gander's Housing Accelerator Fund

Motion #24-038

Town of Gander's Housing Accelerator Fund

Moved by Deputy Mayor Ford and seconded by Councillor Handcock that the Mayor and Town Clerk, as Signing Officers for the Town of Gander, be authorized to enter into an agreement with CMHC for the Housing Accelerator Fund program.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Councillor White left the Council Chambers due to conflict of interest at 1:45 p.m.

Change Order

The Town of Gander is preparing to issue a tender for the renovation of the decommissioned blower building off Magee Road into a change room washroom facility including a canteen to support the newly constructed sports complex. In addition to this, a standalone accessory building will be constructed to store the field maintenance and sports facility equipment. From the time of project conception and approval in councils 2024 budget to the recently completed pre tender estimates the overall cost estimates have increased by \$141,852.50.

Motion #24-039

Change Order

Moved by Councillor Handcock and seconded by Deputy Mayor Ford that the Town of Gander shall fund 100% of the estimated cost overage in the amount of \$141,852.50 including HST for project #17-CCR-21-00018 Soccer/Track & Field Facility.

In Favour: 4 Opposing: 0

Decision: Motion carried.

Councillor White returned to the Council Chambers at 1:47 p.m.

Mayor Farwell acknowledged the passing of Dr. Peter Blackie. Dr. Blackie was the first child born as a resident of what would become Gander in 1940. He also became the first 'Ganderite' to graduate medical school. Our sincerest condolences go out to the family and friends of Dr. Blackie.

10. ADJOURNMENT

Motion #24-040

Adjournment

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

In Favor: 5 Opposing: 0

Decision: Motion carried.

The meeting was adjourned at 1:53 p.m.

P. Farwell, Mayor

B. Hefford, Town Clerk

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

| | | |
|---|----------------------------------|---------------------------------|
| Policy Topic: Intrusion Alarms at Municipal Buildings | | |
| Policy No: A018 | Motion of Council: | Effective Date: |
| Section: Adm | Amendment Motion: #08-042 | Amendment Date: 02/20/08 |
| | Amendment Motion: #17-249 | Amendment Date: 10/25/17 |
| | Amendment Motion: #19-219 | Amendment Date: 09/25/19 |
| Issued By: Public Safety and Protective Services Committee | | |

Policy Statement

In order to protect the physical aspects of the Town of Gander, Council has installed security alarm systems to monitor unauthorized access during times when the buildings are unoccupied. The alarm system shall be activated by the last person leaving the building, and in the event that it is not set, the alarm system is to be programmed to automatically set at the time in which the building is normally vacant. These buildings include the Town Hall, the Community Centre, the Water Treatment Plant, the Municipal Works Depot, and the Town’s Water Pump Houses. This Policy has been established to handle intrusion alarms in a proper and timely fashion and to ensure the safety of the physical aspects of the Town of Gander.

Procedures

The alarms are monitored at the Fire Hall and when the alarm is activated, the duty firefighter/dispatcher monitoring the alarm shall proceed as follows:

- a) Normal business hours
 Contact Department via telephone or radio.

- b) After hours
 If the alarm restores within two minutes record the date, time and location of the incident. No telephone call is to be made. Forward the information to the Department on the next regular working day.

When responding to an intrusion at the Water Treatment Plant, no person shall enter the building unless accompanied by a Certified Operator from the Water and Sewer Department.

- c) If the alarm does not restore within two minutes contact one of the following keyholders:
Municipal Enforcement (if they are on duty)
- | | |
|-----------------------|-------------------------------------|
| Town Hall | Director of Planning & Public Works |
| Pumping Station | Deputy Director of Public Works |
| Water Reservoir | Deputy Director of Public Works |
| Water Treatment | Deputy Director of Public Works |
| Community Centre | Director of Recreation |
| Town Depot | Deputy Director of Public Works |
| Sewer Treatment Plant | Deputy Director of Public Works |
- d) If unable to contact the Management personnel designated to the building involved, contact one of the following keyholders:
- | | |
|-----------------------|--|
| Town Hall | Manager of Technical Services |
| | Director of Governance & Legislative Services/Town Clerk |
| Pumping Station | Foreman of Water & Sewer |
| Water Reservoir | Foreman of Water & Sewer |
| Water Treatment | Foreman of Water & Sewer |
| Community Centre | Supervisor of Recreation and Facility |
| Town Depot | Supervisor of Public Works |
| Sewer Treatment Plant | Foreman of Water & Sewer |
| | Director of Protective Services/Fire Chief |
| | Chief Administrative Officer |
- e) When the keyholder arrives on scene and detects an active intrusion, they shall contact the RCMP-Gander immediately. They shall stay in their vehicle until the RCMP-Gander arrives on scene.
- f) If there are multiple alarms coming from the same building the duty firefighter/dispatcher shall immediately contact the RCMP-Gander.
- g) The keyholder responding shall NOT enter the building, unless it is determined that there is no active intrusion occurring.

Responsibilities

Security Code Administrator

Will be responsible for changing, programming and assigning codes.

Department Heads/Supervisors

Will be responsible for ensuring that the alarms are activated when required.

CLEAN UP WEEKS OCTOBER 16 - 27, 2023

REPORT

Municipal Works Staff completed a residential clean-up week from October 16 – 27, 2023.

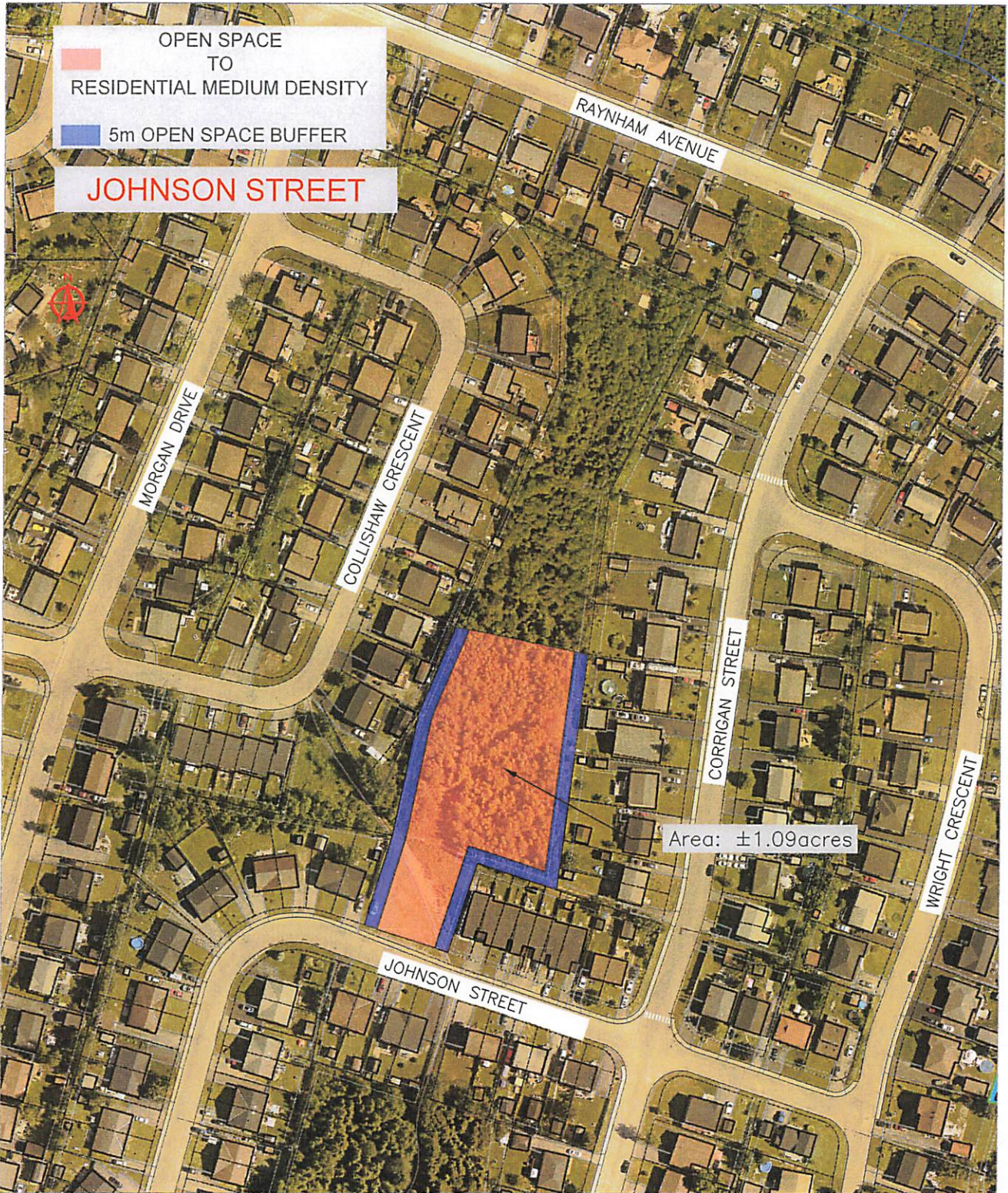
The following is a **Breakdown of the Materials Collected.**

- Construction and demolition material such as wood, furniture, mattresses, fencing, plastic trays, etc.
 - Garbage Truck = 120 tonne
 - Dump Truck = 130 tonne
 - Total = 250 tonne

- Metal Products delivered to Central Recycling, Gander NL.
 - Estimated = 25 tonne
- Tree's Branches
 - Estimated = 2 tonne

The following is a **Breakdown of Expenses.**

| | Fall 2022 | Fall 2023 |
|--|------------------|------------------|
| • <i>Garbage Truck Rental – 13,750 / week.</i> | \$ 22,500 | \$27,500 |
| • <i>Tipping Fee – 120 tonne @ \$140 / tonne, mixed or \$60 / tonne, sorted.</i> | \$ 13,423 | \$16,835 |
| • <i>Containers for C & D; rental and transport – 23 loads @ \$365 / load and 4 drops @ \$90 / delivery.</i> | \$ 7,245 | \$8,755 |
| • <i>Tipping Fee for containers above – 130 tonnes @ \$140 / tonne, mixed or \$60 / tonne, sorted.</i> | \$ 7,910 | \$8,632 |
| • <i>Labor – 1160 hrs @ \$29.98 / hr.</i> | \$ 37,606 | \$34,777 |
| • <i>Labor – Overtime.</i> | \$ 1,685 | \$2114 |
| TOTAL COST | \$90,369 | \$ 98,613 |



Drawing Title:

Johnson Street
Proposed Parcel of Land

Drawn By:

T. Noseworthy

Scale:

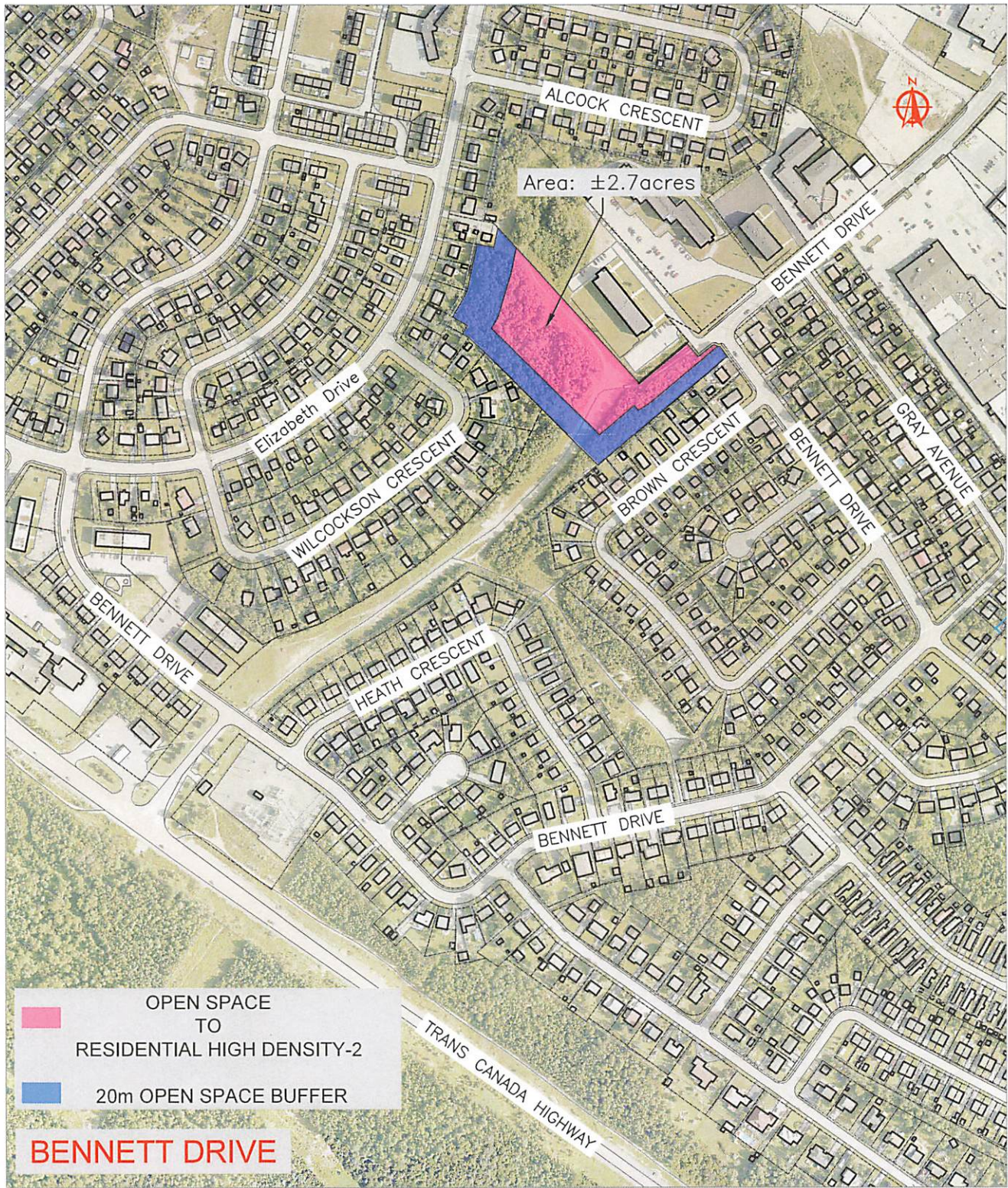
1 : 2000

Date:

Sept 26, 2023

Drawing Number:

22-1074-62R1



Drawing Title:

Bennett Drive
Proposed Parcel of Land

Drawn By:

S. Blundon

Scale:

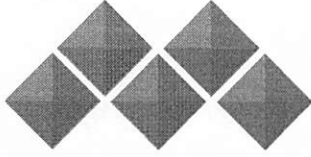
1 : 5000

Date:

Feb. 12, 2024

Drawing Number:

22-1074S-26R3



AGREEMENT

BETWEEN:

Municipal Assessment Agency Inc., a corporation incorporated pursuant to the laws of the Province of Newfoundland and Labrador

(the "Agency")

AND:

The Town Council of the **Town of Gander**,
a municipality incorporated pursuant to the **Municipalities Act, 1999**
(Newfoundland and Labrador)

(the "Municipality")

(individually a "Party" or together the "Parties")

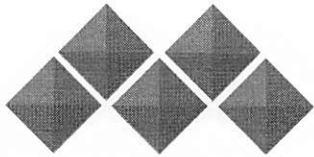
WHEREAS:

- (1) The Agency is authorized pursuant to the **Assessment Act, 2006**, to provide property assessment services to municipalities in the Province of Newfoundland and Labrador;
- (2) The Municipality desires to impose a property tax;
- (3) The Municipality and the Agency have entered into this Agreement for the purpose of setting out their respective duties and obligations governing the provision of assessment services; and,
- (4) The Municipality and the Agency desire to enter into this Agreement for a minimum of three consecutive tax years.

NOW THEREFORE THIS AGREEMENT WITNESSES that for and in consideration of the covenants and agreements herein contained and other good and valuable consideration and the sum of One Dollar (\$1.00), the receipt of which is hereby acknowledged, the parties agree as follows:

1.0 Definitions

- 1.1** The words "assess", "Assessment Agency", "council", "municipality" and "real property", as they may appear in this Agreement, shall have the meaning ascribed in the **Assessment Act, 2006** (the "Act").



1.2 The words “annual”, “annually”, “year” or “yearly”, as they appear in this Agreement, shall refer to the 12 month period April 1 through March 31. However, in regard to the assessment fee, the annual period covered shall be January 1 to December 31.

2.0 Obligations of the Agency

2.1 The Agency shall produce and deliver an assessment roll in accordance with the Act.

2.2 The Agency shall, in accordance with the Act, deliver the Municipality with a valuation for tax purposes, of all “real property” within the boundaries of the Municipality.

3.0 Obligations of the Municipality

3.1 Further Assurances

The Municipality shall do all things necessary to give full force and effect to this Agreement including, from time to time and at its own expense, the execution, acknowledgment, and delivery of any further acts or assurances as shall reasonably be required by the Agency.

3.2 Payment of Fees

The Municipality shall pay to the Agency the fees established by the Agency for assessment services, such fees to be in accordance with the Act and set out in section 5.2 of this Agreement.

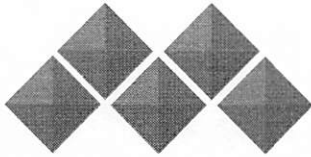
4.0 Notice

Any notice or communication to be given under this Agreement may be effectively given by delivering the same or by sending the same by prepaid first-class registered mail, in the case of the Agency to:

Town of Gander
100 Elizabeth Drive
Gander, NL A1V 1G7

In the case of the Municipality to:

Municipal Assessment Agency Inc.
75 O’Leary Avenue
St. John’s, NL A1B 2C9



Any notice shall:

- (a) if delivered, be deemed to have been given or made at the time of delivery; and
- (b) if so mailed and properly addressed, be deemed to have been given or made 48 hours following the mailing thereof. If between the time of mailing and the actual receipt of the notice, a mail strike, slowdown, or other labour dispute occurs which might affect the delivery of such notice by mail, then such notice shall only be effective if actually delivered.

Either party may, from time to time, notify the other party hereto, in accordance with the provisions hereof, of any change of address which thereafter, until changed by like notice, shall be the address of such party for all purposes of this Agreement.

5.0 Assessment Fee

5.1 Rate

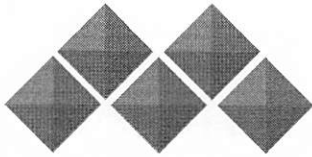
Each year that property tax is imposed, the Municipality shall pay the Agency an annual assessment fee. Assessment fees are determined each year by the Agency's Board of Directors. Adjustment of fees shall be in the sole discretion of the Agency and in accordance with the Act.

5.2 Payment

The Agency shall invoice the Municipality and the Municipality shall pay the Agency twenty-five percent (25%) of the annual assessment fee on a quarterly basis each year. Failure to pay the invoice within forty-five days shall subject the Municipality to being liable to pay an interest charge. If the amount remains unpaid, the Municipality shall be liable for additional interest charges every month thereafter. The parties acknowledge that the current interest charge is one percent of the outstanding balance, per month, subject to the periodic review and adjustment by the Agency which adjustment shall be at the sole discretion of the Agency and in accordance with the Act.

6.0 Applicable Laws

- 6.1** This Agreement shall be governed by and construed in accordance with the laws in force in the Province of Newfoundland and Labrador and the laws of Canada, as applicable.



6.2 All data collected and files generated by the Agency, in the discharge of its obligations under the Act and pursuant to this Agreement, shall remain the property of the Agency. Any information collected shall be dealt with in accordance with the provisions of the **Access to Information and Protection of Privacy Act, 2015**, if applicable.

7.0 Termination of Agreement

7.1 The Municipality shall have the right to terminate this Agreement in the exercise of its sole discretion, upon sixty (60) days of written notice to the Agency. Sixty (60) days after the receipt of such notice, this Agreement shall be deemed terminated.

7.2 This Agreement shall continue past the initial three-year period unless the Municipality terminates this Agreement.

8.0 Extension of Time

The time for doing any act or fulfilling any obligation under this Agreement may be extended, by mutual consent, in writing, of the parties.

9.0 Interpretation

9.1 Headings

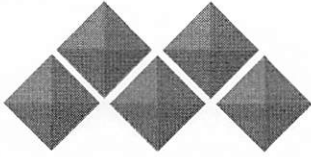
The headings of the clauses of this Agreement have been inserted for reference only and do not define, limit, alter, or enlarge the meaning of any provision of this Agreement.

9.2 Binding Effect

This Agreement and all of its provisions shall enure to the benefits of the Agency, its successors, and assigns, and shall be binding upon the Municipality and its successors and assigns.

9.3 Act to Prevail

Where any clause in this Agreement conflicts with or is inconsistent with any statute or regulations of the province of Newfoundland and Labrador or country of Canada, the applicable legislation shall prevail.



10.0 Signatures

In witness whereof, this contractual Agreement has been signed for the Agency and the Municipality by their respective representatives, duly authorized on the day first written above.

Signatures in counterpart and electronic versions of signatures, including signatures transmitted by e-mail or facsimile, shall be acceptable and be considered originals for this Agreement or any notice or amendment to this Agreement.

Signed on behalf of the Municipality:

Signature: _____ Date: _____

Printed Name: _____

Signed on behalf of the Agency:

Signature: _____ Date: _____

Printed Name: _____

DATED at _____, this _____ day of _____, _____
(Municipality Name) (Day) (Month) (Year)