

# MINUTES

Regular Meeting of Council  
Wednesday, February 16, 2022 @ 4:00 pm  
Microsoft Teams

<b>Present:</b>	<b>P. Farwell</b>	<b>Mayor</b>
	<b>B. Ford</b>	<b>Deputy Mayor</b>
	<b>G. Brown</b>	<b>Councillor</b>
	<b>S. Handcock</b>	<b>Councillor</b>
	<b>W. Hoffe</b>	<b>Councillor</b>
	<b>T. Pollett</b>	<b>Councillor</b>
	<b>P. Woodford</b>	<b>Councillor</b>

**Advisory and  
Resource:**

<b>D. Chafe</b>	<b>CAO</b>
<b>B. Hefford</b>	<b>Town Clerk</b>
<b>K. Hiscock</b>	<b>Director of Corporate Services</b>
<b>N. Newell</b>	<b>Director of Community Services</b>
<b>T. Barron</b>	<b>Director of Municipal Works</b>
<b>H. Lowe</b>	<b>Director of Public Safety &amp; Protective Services</b>
<b>K. White</b>	<b>Communications Officer</b>

## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

### Heritage Day/Week Proclamation

The Mayor proclaimed February 21, 2022 as Heritage Day and February 21-27, 2022 as Heritage Week in the Town of Gander.

### Women's Institute Month

The Mayor proclaimed February 2022 as Women's Institute Month in the Town of Gander.

## 3. APPROVAL OF AGENDA

### Motion #22-016

### Approval of Agenda

Moved by Councillor Woodford and seconded by Councillor Pollett that the Agenda for the Regular Meeting of Council on February 16, 2022 be adopted.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

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

##### **Motion #22-017**

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

Moved by Councillor Handcock and seconded by Councillor Brown that the Minutes from the Regular Meeting of Council on January 19, 2022 be adopted as presented.

In Favour: 7      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 February 1, 2022. The meeting was chaired by T. Pollett, Councillor. Other members present included: B. Ford, Deputy Mayor; W. Hoffe, Councillor; G. Brown, Councillor; N. Newell, Director of Community Services; B. Hefford, Town Clerk.

The following items were discussed:

##### **Qalipu Cultural Foundation Sponsorship Request**

A request from the Qalipu Cultural Foundation (QCF) was received for an annual sponsorship in support of their dedication to the growth and economic prosperity of the Mi'kmaq community. The program provides grants to community-based Indigenous organizations by giving them the opportunity to implement cultural programs at the grass root level.

The Committee felt that while the QCF supports various cultural programs, the Town of Gander has a Community Partnership Fund that allows various organizations to apply for funding annually. Therefore, the Committee is not prepared to donate at this time.

Deputy Mayor Ford left the meeting.

### **Art Procurement Policy**

The Committee reviewed the proposed changes to policy #D0006 Arts Procurement Policy. This was discussed at Management and referred to the Community Services Committee. There were several changes throughout the policy to clarify the eligibility, adjudication, acquisition, and public display of art pieces. Some of the key proposed changes include:

- the policy being identified as a Community Services Policy rather than a development item,
- allowing current residents of Gander to participate, as opposed to be living in Gander for 12 consecutive months,
- artwork is encouraged to have a Gander theme; however, it is not limited to this; and,
- a maximum of one artwork per artist will be eligible for purchase.

The Committee agrees with the proposed changes as outlined above and presents Policy #D0006 Arts Procurement for its first reading.

### **World Aquaculture Event 2022**

A request was received from the World Aquaculture Society for sponsorship of their in-person conference taking place in St. John's, NL, August 15-18, 2022. The Committee discussed the request and is not prepared to sponsor this event at this time.

### **Special Events Fall 2022**

The Director explained that there are three requests for events during the Fall which will impact ice user groups ice time. These three events will take up approximately 2 weeks of ice time. The Director wanted to notify the Committee before the Department committed to these events.

The Committee felt this was reasonable given these events are at the beginning of the ice season, and with enough notice, the user groups can make the necessary adjustments to their 2022-2023 schedule.

### **Cobb's Pond Rotary Park Revitalization Committee**

The Director advised of a meeting that was held with the Chair and Rotary members for the Winter Revitalization Committee. It was suggested to start small and grow the park and there were several ideas put forth. Some ideas included, lighting the building and band stand area with Christmas lights, and opening the park and canteen during the winter with events taking place, just to name a few.

The Director advised that the Department would follow up with other communities who operate their parks in the winter and report back to the Winter Revitalization Committee later in February. The Community Services Committee was pleased with the discussion surrounding this initiative and feels that there is opportunity to work with Rotary on this initiative.

## **Upcoming Events**

The Committee reviewed the attached list of upcoming events. The Director noted that the Super Fun Wacky Wednesday events are live; however, they can be accessed at anytime on the Recreation and Community Services Facebook page under the "videos" tab.

Another event to note is the Winter Carnival, entitled SnoBreak, which will take place from February 18<sup>th</sup> – 19<sup>th</sup>.

## **B. Municipal Works & Services Committee:**

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

The Municipal Works & Services Committee meeting was held on February 2, 2022. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Councillor; S. Handcock, Councillor; G. Brown, Councillor; T. Barron, Director of Municipal Works & Services; B. Hefford, Town Clerk; G. Whitt, Administrative Support Clerk.

The following items were discussed:

### **2022 Proposed Annual Curbside Cleanup Event, October 17-28.**

The Director proposed the dates October 17-28 to host the 2022 Annual Curbside cleanup event. It is anticipated that scheduled summer seasonal work will be completed, and the dates will not interfere with fall statutory holidays.

The Committee recommends the tentative dates for the 2022 Curbside Cleanup event be set for the weeks of October 17 – 28, inclusive.

### **Ogilvie Street, water drainage**

The Committee reviewed correspondence from a resident of Ogilvie Street who has concerns with the water drainage system adjacent to his property after water backed up in his home during a winter thaw and rain event on January 15<sup>th</sup>. His observations lead him to believe the probable cause was a blockage in the system due to debris. He suggested that the installation of a grate may prevent debris from causing restrictions of water flow.

The Director informed the Committee that after investigation, there was no evidence that the system was not functioning as intended. As a precautionary measure, a grate was installed to help restrict large debris from entering the culverts during high volume water runoff.

### **Notable Dates**

- Residents are reminded that there is no Waste Transfer Station scheduled for the month of February. The next Transfer Station event will be held on March 12<sup>th</sup>. Hours of operation are 8 a.m. – 4 p.m.

Council would like to remind residents that details of notable dates and events can be viewed on the Town of Gander Website at [www.gandercanada.com](http://www.gandercanada.com).

### **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 February 3, 2022. The meeting was chaired by S. Handcock, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; T. Pollett, Councillor; H. Lowe, Director of Protective Services/Fire Chief; L. Small, Administrative Assistant.

The following items were discussed:

### **Fourth Quarter Statistics-2021**

The Committee reviewed the Fire Department and Municipal Enforcement Statistics for the fourth quarter of 2021. While the Municipal Enforcement citations were down from 119 last quarter to 52 this quarter, the Director advised that this is mostly due to more warnings and education type traffic stops being conducted. The vehicle mileage indicates that patrols are significant as they are out doing policing as required. Response to bylaw and other municipal matters are up from 159 to 336 from the same quarter last year.

The Fire Department reported 62 Fire Calls, 81 Fire Inspections and 405 public consultations which range from general inquiries and fire education calls, service requests, permit information, wood stove information installations, fire hydrants, etc.

### **Fireworks Regulations**

The Committee discussed options for regulating the use of personal fireworks. Municipalities differ in their approach to fireworks with some using a noise by-law prohibiting their use after 10 pm or fire prevention bylaws which limit their use to a specific time of the year. Others have adopted a strategy of education and increasing public awareness.

After a lengthy discussion the Committee is recommending that an awareness campaign be developed advising residents of how they should be safely used, how they can affect others, and provide a set of guidelines for the safe use of personal fireworks within town.

The Mayor suggested that firework retailers could be a partner in ensuring targeted distribution of the information.

### **Activities Update**

Municipal Enforcement has continued with their weekly radio road report with VOICM on Wednesday mornings and resumed school zone monitoring again. They will also be monitoring the Cooper/Raynham/Briggs intersection intermittently for pedestrian traffic.

The Adopt-A-Hydrant Contest is going well and to date we have given away five prizes to participants who are sending in their photos. Attached is a diagram of how much space should be cleared for ease of access, should the need arise. A huge thank you to those residents who are helping keep these hydrants clear.

### **Volunteer News**

It is my pleasure to advise Council that on Tuesday, February 9<sup>th</sup>, Gander resident Wayne Whitehorn, achieved remarkable and noteworthy milestone; forty-five years of continuous service as a volunteer firefighter and dispatcher with Gander Fire Rescue. Wayne's dedication is a testament to his commitment to our community and to volunteerism. Congratulations Wayne and thank you.

On a sad note, we acknowledge the passing of Honourary Firefighter Bobby Griffiths who passed away on January 9<sup>th</sup>. Bobby volunteered from June 1971 until December 1984 and logged 13 ½ years of service. We extend our gratitude and deepest condolences to Bobby's family and friends.

### **D. Planning & Development Committee:**

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

The Planning & Development Committee meeting was held on February 8, 2022. The meeting was chaired by G. Brown, Councillor. Other members present included: B. Ford, Deputy Mayor; S. Handcock, Councillor; T. Pollett, Councillor; P. Woodford, Councillor; J. Blackwood, Director of Planning & Development; B. Hefford, Town Clerk; D. Quinton, Economic Development Officer.

The following items were discussed:

## **Mineral Exploration and Mining Industry Conference and Trade Show Update**

The Committee was provided an update on the status of a Mineral Exploration and Mining Industry Conference and Trade Show being planned for Gander in 2022.

The proposed event, a partnership effort between the Gander and Area Chamber of Commerce and the Town of Gander will help to highlight the Central Newfoundland mining sector and support continued growth of the industry in this region.

While event hosting in Gander is common and something, we take great pride in, a mining event of this caliber would offer a new and exciting opportunity for the region to showcase its support for the mining industry while expanding our reputation for hosting world class events.

We are optimistic, based on industry feedback received to date, that such an event in Gander would be well supported and attended. Identifying an appropriate date to hold the event, however, has been challenging with several earlier proposed dates not working out. In consideration of other annual mining events and our capacity to work around other locally scheduled events, the event planning committee has selected a date of **September 18-20, 2022**, to hold this event.

Further information will be provided in the coming months as details are finalized.

## **Home Based Business – 46 Forester Street**

The Committee reviewed a Home-Based Business application from the resident of 46 Forester Street. The applicant is seeking Council's permission to operate Crat-ive Gifts, a home-based gift basket/gift crate business from 46 Forester Street.

The Director advised that discretionary use notices were advertised with no objections being received by the advertised deadline.

### **Motion #22-018**

#### **Home Based Business – 46 Forester Street**

Moved by Councillor Brown and seconded by Councillor Handcock that Crat-ive Gifts, a home-based gift basket/gift crate business be permitted to operate from 46 Forester Street.

In Favour:   6           Opposing:   0

**Decision:**    Motion carried.

**Development Application – Gander Bay Road**

The Committee was presented with a development application from an individual who owns a parcel of land at 590 Gander Bay Road which is within the municipal boundary. The property owner is requesting Council’s permission to subdivide the land into two individual parcels. The Director advised that the department has reviewed the application and has confirmed that the subdivision, if approved by Council, will comply with the Town of Gander’s Development Regulations.

**Motion #22-019**

**Development Application – Gander Bay Road**

Moved by Councillor Brown and seconded by Councillor Pollett that the application be approved as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Extension Renovations – 146 Memorial Drive**

The owners of 146 Memorial Drive are requesting that Council vary the setback at that property to accommodate a proposed addition to the home. The current setback, as better described in the attached drawing number 22-1006, is 13.4m which is greater than both the proposed at 10.9 m and the minimum of 8m as defined in the Town’s development regulations. The department has reviewed the request and has indicated that the proposal, if approved by Council, will meet the Town of Gander’s Development Regulations.

**Motion #22-020**

**Extension Renovations – 146 Memorial Drive**

Moved by Councillor Brown and seconded by Councillor Woodford that the setback at 146 Memorial Drive be varied from the existing 13.4m to 10.9m.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Development Regulations Amendment #1, 2022**

As requested by Council, the proposed Development Regulations Amendment # 1, 2022 is now ready for adoption.



This amendment proposes to remove conditions respecting the Discretionary Uses classifications of Light Industry and General Industry, in **Commercial General** zones only.

Currently, Light and General Industry uses are permitted, as Discretionary Uses, in the Commercial General zone with the following condition:

**“9.9.2 Industrial Uses**

*A light or general industrial use, if permitted at Council’s discretion, will be limited to one that involves the assembly of component parts and will not involve chemical processes that might result in the emission of gases, use of high volumes of water, or generate significant truck traffic”.*

Council is proposing this condition be removed from the regulation, in the **Commercial General** zone only, thereby permitting more flexibility and a broader range of Light and General Industry type uses in Commercial General zones

Advertisements were placed on the Town Website, Facebook, Twitter, local television and local radio stations for a period of two weeks, inviting comments and representation. There were two (2) representations received by the deadline date of Friday, February 4, 2022. Council reviewed the correspondence and felt that the concerns brought forward could be addressed by Council during the discretionary evaluation process.

Deputy Mayor Ford returned to the meeting.

**Motion #22-021**

**Development Regulations Amendment #1, 2022**

Moved by Councillor Brown and seconded by Councillor Handcock that the proposed Development Regulations Amendment # 1, 2022 be adopted under Section 16(i) of the Rural and Urban Planning Act.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**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 9, 2022. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: W. Hoffe, Councillor; G. Brown, Councillor; T. Pollett, Councillor; B. Hefford, Director of Governance & Legislative Services/Town Clerk; K. Bull, Deputy Municipal Clerk.

The following items were discussed:

### **Fixed Link to Fogo Island**

Council received a letter from an individual who believes the Town of Gander should advocate for a fixed link to Fogo Island. The Committee felt it would be interested in the Town of Fogo Island and other regional partners' perspective on this matter and will defer its recommendation until further engagement is undertaken.

### **MNL Regional Governance: The Key to Municipal Renewal**

The Joint Working Group Report and Recommendations on Regionalization was released on February 2, 2022. The report speaks mostly to the intent of regionalization in the Province without much detail about how each town will be affected. The report does state that "special considerations" will be given to towns with populations over 11,000. Since the Town of Gander falls into the category, the exact implications of regionalization are not known at this time. The Deputy Municipal Clerk will attend PMA meetings later this month and will get some clarity at that time.

### **Donation of Desks/Chairs from Chambers**

The Committee has been made aware that The Open Door Community Youth Network is in need of furniture for it's after-school programs. As such, the Committee recommends donating the desks and chairs that were removed from Chambers in December to this organization.

### **Motion #22-022**

#### **Donation of Desks/Chairs from Chambers**

Moved by Deputy Mayor Ford and seconded by Councillor Pollett that the surplus Council desks and chairs be donated to the CYN – Gander as per Section 99 (1.1) of the Municipalities Act 1999.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **MNL – Virtual Coffee Break for Women in Municipal Sector**

This is an informal chat that is held over Zoom for female elected officials and staff. Councillor Brown and the DMC to attend on Thursday, February 10.

**F. Corporate Services Committee:**

The Corporate Services Committee report was presented by Councillor Hoffe.

The Corporate Services Committee meeting was held on February 9, 2022. The meeting was chaired by W. Hoffe, Councillor. Other members present included: T. Pollett, Councillor; P. Woodford, Councillor; G. Brown, Councillor; K. Hiscock, Director of Corporate Services; B. Hefford, Town Clerk; D. Chafe, CAO.

The following items were discussed:

**Broadening Horizons – Replace Asphalt**

Correspondence from Broadening Horizons requesting financial assistance was presented to the Committee for review and consideration. Broadening Horizons recently moved into a new facility located at 12A Magee Road. In the process of moving into this facility, it was discovered that installation of a new waterline would be required to service their property.

Firstly, the Committee would like to congratulate Broadening Horizons on successfully acquiring and re-locating to their new location to continue to provide a valuable service to the residents of Gander.

The Committee discussed the request but is not prepared at this time to provide any additional financial assistance beyond the annual grant provided to Broadening Horizons.

**Broadening Horizons – Water and Sewer Tax Exemption**

Correspondence from Broadening Horizons requesting an exemption for water & sewer tax was presented to the Committee for review and consideration.

With respect to the taxation of non-profits, Council has adopted a policy to exempt those organizations from paying commercial property taxes. Council has denied similar requests from other non-profit organizations in the past and is not recommending Broadening Horizons be exempt from paying water & sewer tax.

Councillor Ford explained that overall Commercial Tax is comprised of 7.7 mils water/sewer tax and 7.7 mils for property tax. Council Policy is to only charge not for profits water/sewer tax which in essence is a 50% reduction in the overall tax burden. Total budgeted revenue from not for profit is approximately \$60,000.

It was also noted that Council currently provides a direct of \$40,000 annually to Broadening Horizons.

### **Municipal Assessment Agency – Board of Directors Elected**

The Municipal Assessment Agency is pleased to advise that Mr. Tony Keats, the Mayor of Dover, was recently elected to the Board as the Central Director and will serve a four-year term commencing January 2022.

The Committee would like to congratulate Mr. Keats on his appointment and wishes him much success.

### **Gene’s Catering – Extension of Cafeteria Lease**

The Community Services Committee approved the request from Gene’s Catering, the canteen operator at the Steele Community Centre to extend the current lease to include the 2023 ice season. The operator was unable to recover the cost incurred to set up the cafeteria for the current season due to the disruption and closure from COVID-19.

The Committee discussed the request and agreed with the recommendation brought forward from the Community Services Committee.

#### **Motion #22-023**

### **Gene’s Catering – Extension of Cafeteria Lease**

Moved by Councillor Hoffe and seconded by Councillor Pollett to enter into an agreement for the cafeteria & liquor licensing lease between the Town of Gander and Gene’s Catering O/A Eugene Broderick at the current monthly rates for the 2022-2023 ice season with the contract being valid for one ice season.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

### **Evangel Pentecostal Church – Water and Sewer Tax Exemption**

The Committee reviewed correspondence from the Evangel Pentecostal Church requesting an exemption of taxes for their residential housing units located at 55 & 57 Elizabeth Drive.

The Director of Corporate Services advised the request met the conditions of the Town’s Policy #F026 - Affordable Housing Tax Exemption and are therefore exempt from property and water & sewer taxes.

**Motion #22-024**

**Evangel Pentecostal Church – Water and Sewer Tax Exemption**

Moved by Councillor Hoffe and seconded by Councillor Brown the Evangel Pentecostal Church residential housing units located at 55 & 57 Elizabeth Drive be exempt from property and water/sewer taxation for 2022.

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

**Canoe Purchasing**

The Director of Corporate Services provided an update on the implementation of the Canoe procurement program recently adopted by Council. The Canoe Procurement Group, Client Relations Manager Tim Elms, provided a training session for the Town of Gander staff on how to access and procure a wide assortment of products through Canoe procurement.

The Procurement Officer and Buyer have been busy setting up the program and are actively purchasing from vendors listed with Canoe including several major capital purchases. The use of Canoe has eliminated the tendering process as well as provided the Town with competitive prices.

The Committee was pleased with the program to date and is looking forward for updates from Management on the time and cost savings of the program.

**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 10, 2022. The meeting was chaired by P. Farwell, Mayor. Other members present included: B. Ford, Deputy Mayor; T. Pollett, Councillor; P. Woodford, Councillor; G. Brown, Councillor; S. Handcock, Councillor; W. Hoffe, Councilor; D. Chafe, CAO; K. Hiscock, Director of Corporate Services; B. Hefford, Town Clerk; J. Blackwood, Director of Planning and Development; H. Lowe, Director of Public Safety & Protective Services; N. Newell, Director of Community Services; T. Barron, Director of Municipal Works; K. Bull, Deputy Municipal Clerk.

The following items were discussed:

### **Family Physician Business Taxation**

The Committee reviewed correspondence from the Gander Medical Clinic and the St. Mary's Medical Clinic outlining concerns regarding increased business taxes. The increase resulted from a change in the business tax classification adopted as part of the 2022 budget approval.

The Committee is recommending the Chair of Corporate Services Committee respond outlining the rationale for the decision and offer the groups an opportunity to meet as a delegation at the next Corporate Service Committee or the Committee of the Whole.

### **Little Cobbs Pond Walking Trail**

There is a volunteer group of residents in the Ogilvie Street neighborhood who snow blow a portion of the walking trail in the area. There was some concern about the method in which this was done, and potential hazards created for snowmobilers using the trails in the area. Council generally asked that an option that would permit the activity but retain a portion the trail as a snow bridge where conflict occurs.

It was suggested a user meeting be organized with the residents, users and possible the Gander and Area Snowmobile Club to discuss an Operational Plan that considers the various user's needs.

It was confirmed that Council does not wish to place a ban on the volunteers from clearing any of the trail, but rather consider specific areas of concerns that can be mitigated through compromise.

**G. Other Reports:**  
None

**7. ADMINISTRATION**  
None

**8. CORRESPONDENCE**  
None

**9. NEW BUSINESS**

### **Fireworks Discussion**

Deputy Mayor Ford apologized for missing the Public Safety and Protective Services Report, specifically the Fireworks discussion, due to technology issues. She has been approached by many residents with over 50 direct contacts regarding this issue.

Most were balanced in their understanding of the issue, and many were concerned about use nontraditional occasions, which causes significant stress (PTSD/sensory/pet owners). She felt that Regulations needed to be a part of the solution. The Committee said to begin with awareness campaign to see if people respect awareness.

## **10. ADJOURNMENT**

### **Motion #22-025**

#### **Adjournment**

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

In Favour: 7      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:10 p.m.

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**P. Farwell, Mayor**

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**B. Hefford, Town Clerk**