

# MINUTES

Regular Meeting of Council  
Wednesday, August 11, 2021 @ 4:00 pm  
Council Chambers

**Present:**

P. Farwell	Mayor
T. Pollett	Deputy Mayor
B. Dove	Councillor
O. Fudge	Councillor
G. Brown	Councillor

**Advisory and Resource:**

B. Hefford	Town Clerk
K. Hiscock	Director of Corporate Services
B. Freeborn	Director of Community Services (A)
T. Barron	Director of Municipal Works
H. Lowe	Fire Chief
J. Blackwood	Director of Engineering
B. Dawe	Communications Officer

**Regrets:**

P. Woodford	Councillor
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## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

None.

## 3. APPROVAL OF AGENDA

### Motion #21-135

### Approval of Agenda

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that the Agenda for the Regular Meeting of Council on August 11, 2021 be adopted.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

#### 4. MINUTES FOR APPROVAL

##### Motion #21-136

##### Regular Minutes for Approval

Moved by Councillor Fudge and seconded by Councillor Dove that the Minutes from the Regular Meeting of Council on July 21, 2021 be adopted as presented.

In Favour: 5      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 Fudge.

The Community Services meeting was held on August 3, 2021. The meeting was chaired by O. Fudge, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; P. Woodford, Councillor; B. Freeborn, Director of Community Services (A); B. Hefford, Town Clerk.

The following items were discussed:

##### **Black Pearl Kayak Rentals**

At the last meeting, the Committee reviewed a request from Black Pearl Kayak Rentals to operate a kayak rental business at Cobb's Pond Rotary Park. Since then, the owner has provided an operational plan and a copy of their insurance. The Director is working with Black Pearl Kayak to operate on a trial basis for this year under the following conditions:

- The owner understands that he does not have exclusive rights to this area as other users must be able to launch their own kayaks from this site. The location will be approved for Black Pearl to operate as a mobile vendor.
- There will be no rental fee except for the cost of the mobile vendor permit which can be purchased through the Governance and Legislative Department.
- The Department to post signage advising walkers to be cautious of vehicles in this area. The Director noted that the owner will only need to access this area by vehicle twice a day, to drop off the kayaks and pick up again at the end of the day.

- The Facilities Supervisor work with the owner to mark any potentially unsafe areas in the pond for kayakers.

### **Local Food Infrastructure Fund**

The Department received correspondence from the Federal Government who will be providing rapid response grants valued between \$15,000 - \$100,000 to help prevent hunger through investments in infrastructure needs. However, this funding is not open to municipal governments if there are not-for-profit organizations in the community currently providing food security services to vulnerable populations such as food banks. The Director will forward this application to the local not-for-profit organizations such as the local food banks.

### **2021-22 Inclusion Grant**

The Director advised that the provincial government's 2021-22 Inclusion Grant is now accepting applications. Grants of up to \$25,000 are available for eligible community-based and non-profit organizations for small renovation projects to create or improve accessibility or to provide disability-related accommodations for events and meetings. The Director is reviewing potential projects as the deadline is September 14<sup>th</sup>.

The Mayor suggested that accessible upgrades identified at Cobb's Pond Rotary Park be considered under this program.

### **Recreation NL 50<sup>th</sup> Anniversary AGM**

Recreation NL's annual conference for 2021 was to be held in Gander in September. Due to COVID-19 restrictions, they decided to move it to November with the hopes of an in-person conference. However, for planning purposes, they decided to delay the conference until 2022.

It is their intention to consider the Town of Gander for a future Recreation NL in-person conference. Therefore, the Town is not required to make the budgeted financial contribution to the conference this year. The Director noted that this will be a savings of \$1,500 and the Department will work with Recreation NL in hopes of bringing the conference to Gander in 2022.

### **Town of Gander Digital Marketing Campaign**

The Tourism Development Officer gave an overview of a "Work from Home in Gander" marketing campaign that began in April as an Economic Development exercise with a set of six graphics that showed the benefits of working virtually in Gander. It became a full-scale marketing plan with input from the CAO and the Town Clerk, to target non-residents to move to Gander. Target audiences could include Physician Recruitment, Attracting Families, Business Prospecting, Tourism Marketing, and more.

Renowned photographic/visual artist Tom Cochrane and his company were contacted to provide a proposal to undertake a professionally developed and managed campaign. Numerous discussions have led to a proposal that will cover all our requirements – photography and video (including drone), marketing plan aimed at 3 or 4 specific audiences, exclusive branding linked to Town of Gander branding, media and internet management for a specific period, advertising materials and more. The quote for this marketing campaign is \$20,800 plus HST.

There is \$10,000 budgeted through the Governance and Legislation Department for a video project. There are also savings of \$15,500 within the budget from projects that are not proceeding and business travel that will not be scheduled due to COVID-19. This savings of \$25,500 will cover the cost of the campaign.

The Committee believes this is a great investment and asked that this be forwarded to the Corporate Services Committee to review reallocating the funds needed.

The Mayor clarified that these tools would be utilized as part of a larger marketing campaign.

### **Upcoming Events**

- Movie Under the Stars – August 18<sup>th</sup>
- Concerts in the Park – August 12<sup>th</sup>, 19<sup>th</sup> & 26<sup>th</sup>
- Farmer's Market – August 22<sup>nd</sup>

### **B. Governance & Legislative Services Committee:**

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

The Governance & Legislative Services Committee was held on August 3, 2021. The meeting was chaired by T. Pollett, Deputy Mayor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; O. Fudge, Councillor; B. Hefford, Director of Governance & Legislative Services/Town Clerk; K. Bull, Deputy Municipal Clerk.

The following items were discussed:

### **Proposed Committee Structure & Schedule**

The Committee reviewed the proposed changes to the structure and scheduling of all Committees of Council, along with updated terms of reference for each committee.

**Motion #21-137****Committee Terms of Reference**

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that the Committee Terms of Reference be approved as attached.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Motion #21-138****Committee Structure and Meeting Schedule**

Moved by Deputy Mayor Pollett and seconded by Councillor Fudge that the amended Committee Structure and Meeting Schedule be approved as attached.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**42 Penwell Avenue**

The Committee reviewed correspondence from the owner of 42 Penwell Avenue. The owner would like to purchase the land adjacent to his that he has been encroaching on. Council is not interested in selling at this time.

**ATIPPA Costs**

Traditionally, the Town has not charged applicants for ATIPP requests. However, under authority of subsection 8(3) of the Access to Information and Protection of Privacy Act (the *Act*), applicants may be charged \$25.00 per hour for locating records, for each hour after ten (10) hours. The Committee feels that the Town should start charging as per the *Act*.

**Together Again Plan – Step Two**

The Committee reviewed details of step two of the Together Again Plan and the easing of COVID-19 restrictions in Newfoundland and Labrador. One notable change is the repeal of the mask mandate. The Committee also reviewed the Gander and Area Chamber of Commerce correspondence, recognizing the importance of having a clear and strategic re-opening plan. Council is supportive of the Chamber's views on this issue.

The Town of Gander is pleased the Government of Newfoundland and Labrador has laid out a clear and concise re-opening Plan. Council credits the provincial authorities and more importantly, the residents of our province for making the personal choices required to control the spread of COVID-19. Newfoundland and Labrador have been one of the safest jurisdictions in the world. This combined effort has allowed us to live life with many freedoms not seen in other places. However, this achievement has not come without hardship.

Many members of the business community have been forced to make incredibly difficult decisions and unfortunately, not all businesses have survived. Some have had to reduce workforces, which has impacted our friends, families, and neighbors at some level.

Economically, we have all needed help. Council is proud that community groups, governments, businesses, and individuals have all come together to provide support and aid for each other. None of us have been beyond asking for help, and the community has collectively responded. From that we have been able to have hope beyond survival, with opportunity for future prosperity.

Newfoundland and Labrador have approximately 85% of its population vaccinated with one dose and 62% fully vaccinated. These rates are among the highest in world. This is another example of how the residents of Newfoundland and Labrador have stepped up to do their part. This co-operative effort will be a major factor in resuming “Normal” life as we emerge from this pandemic.

Now we can think about the next steps. As the province embarks on revitalizing its economy, we think Gander is positioned for success. The aviation sector is rebounding and is more competitive in a changed industry. Mining opportunities in central Newfoundland have quietly materialized into a world class opportunity, and local entrepreneurs have used creativity and basic survival instincts to pivot towards new and exciting opportunities. The Federal and Provincial governments have shown a commitment to support people and business in their time of need. For that, we as a Council emerge with a sense of optimism.

However, we urge cautious optimism. As we have seen throughout the past 18 months, COVID-19 is most effective when we let our guards down. So, on behalf of Council, the Committee encourages residents to keep looking forward to a better time but ask that we do so responsibly. As masks mandates are removed, be respectful and tolerant of people who make their own personal choices. We must harness the spirit of collectiveness that has contributed to our great success to ensure we get over the finish line.

### **The Economic and Fiscal Trajectory of NL**

The Committee reviewed correspondence from Memorial University announcing a public consultation session titled The Economic and Fiscal Trajectory of Newfoundland & Labrador. The event will be hosted on September 15 and Council will ensure a Town of Gander representative is in attendance.

## **Municipal Election**

Things are progressing smoothly for the Municipal Election. The regulations, procedures and ballots have been approved by the Minister of Municipal and Provincial Affairs.

Residents are reminded of the impending nomination period of Aug 24 – 31. Potential candidates are also reminded that there will be information sessions soon. There is a special “2021 Election” page on the Town of Gander website and updates will be circulated through the Town of Gander Facebook, Twitter and website pages.

### **C. Public Works & Services Committee:**

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

The Public Works & Services Committee meeting was held on August 3, 2021. The meeting was chaired by G. Brown, Councillor. Other members present included: T. Pollett, Deputy Mayor; O. Fudge, Councillor; P. Woodford, Councillor; T. Barron, Director of Municipal Works & Services; B. Hefford, Town Clerk; L. Small, Administrative Assistant.

The following items were discussed:

### **Water Quality Report – Fall 2020**

The Director presented the Committee with a summary of the Town of Gander Tap Water Quality Report. The report shows the Town’s water quality with reference to the Canadian Drinking Water Guidelines for each parameter.

The most recent report is for Fall 2020, where the Town’s Water Quality Index had a rating of Excellent. This index level can only be obtained if all measurements meet recommended guidelines virtually all the time.

This testing is conducted by the Provincial Government and a report of the results may be viewed on the Department of Municipal Affairs and Environment website:

<https://www.mae.gov.nl.ca/waterres/whatsnew/index.html>

### **Wastewater Effluent Report – 2<sup>nd</sup> Quarter**

The Director presented the Committee with a summary of the Town of Gander Wastewater Effluent Quality Report. The report shows the Town’s wastewater quality with reference to the Wastewater Systems Effluent Regulations for each parameter.

The most recent report is for the 2<sup>nd</sup> quarter, 2021, where the results show the effluent quality is within the recommended guidelines.

Composite samples are collected by the Wastewater Treatment Plant Operators on a bi-weekly basis and submitted to an accredited laboratory for testing.

### **Notable Dates**

The next Waste Transfer Station is scheduled for August 14<sup>th</sup>. Hours of operation are 8 a.m. – 4 p.m.

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

### **D. Public Safety & Protective Services Committee:**

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

The Public Safety & Protective Services Committee was held on August 4, 2021. The meeting was chaired by B. Dove, Councillor. Other members present included: P. Woodford, Councillor; G. Brown, Councillor; H. Lowe, Director of Protective Services/Fire Chief; B. Hefford, Town Clerk; L. Small, Administrative Assistant.

The following items were discussed:

### **Next Generation 911**

The Director presented correspondence received on the new Next Generation-NG911 emergency services. The current service relies on the caller to provide information on geographic location. However, the enhanced NG911 will automatically determine the location and phone number to the call taker using more sophisticated technology. Future enhancements to this system will include the ability for text to 911 and video messaging as well. The Town of Gander will be included in the roll out of this service once it comes into effect, however, it does not affect Gander Fire Rescue dispatching.

### **Fire Training School**

Gander Fire Rescue will be hosting the Fire Training School from Fire and Emergency Services this year from October 2-8<sup>th</sup> inclusive. This full week of training is provided free of charge to participants with travel, meals and accommodations provided by the representing departments. It offers a wide range of programs, seminars, and practical training of interest to fire, police and other first responders as well as municipal/local service district representatives.



### **Taxi Service – Complaint**

The Committee reviewed a complaint regarding the taxi service in Gander. The resident asked the Town to provide financial assistance to help alleviate the cost of operations for the local cab company. The Town of Gander, under the Municipalities Act, has authority to regulate taxis. This is primarily to ensure that the service is delivered in a safe manner. The Committee is not prepared to recommend direct financial subsidies to assist this private business sector industry. However, the Committee has been in regular discussions with the local provider to assess options within the Taxi Regulations to help create a regulatory environment that ensures a safe, effective, and sustainable taxi service in the community. The resident will be contacted and advised of Council's deliberations over past few months in trying to resolve this problem.

### **After-Market Mufflers - Complaint**

The Committee reviewed a complaint regarding the noise from after-market mufflers. The resident inquired whether the Town of Gander was considering similar enforcement efforts as undertaken by the NL Constabulary in St. Johns.

The Committee indicated that enforcement is difficult, as the legislative options are complex and challenging. Council will bring this forward to Municipalities Newfoundland and Labrador (MNL) to determine if there is improved legislation being considered. It will also investigate tools being utilized in other municipalities, as this concern is not unique to Gander.

### **Speed Hump Request- Penwell Avenue**

The Committee reviewed a request from a resident of Penwell Avenue to install a speed hump to address the resident's speeding concerns. Municipal Enforcement is currently monitoring this area to assess the validity of the concern. The Director will evaluate options under the Traffic Calming Policy.

### **Quad-A-Palooza Parade Permit**

The Committee received a request from the organizers of the Quad-A-Palooza event to be held in Gander on Sept. 17-19 of this year. The parade draws attention to the event and will help increase ATV related tourism for the Town. The Committee agreed and grants permission for the permit application to proceed.

### **Second Quarter Statistics**

The Committee reviewed the second quarter statistics for both the Fire Department and Municipal Enforcement covering April 1 to June 30, 2021.

The Fire Department calls are up from 34 last quarter to 56 this quarter, which included system malfunctions, motor vehicle collisions, unauthorized burning, fuel spill, residential structure fire and propane leak to name a few. The multiple-call days are up slightly and in June there were two days with 4 calls recorded.

The Municipal Enforcement citations are up from 93 last quarter to 125 this quarter. Of those, 105 were for speeding. There were 95 incident reports which included animal complaints, fire call assistance, abandoned vehicles, RCMP assistance, property complaints, garbage complaints, motor vehicle collisions, and illegal dumping to name a few.

The Committee was pleased with the statistics which are returning to normal levels due to more movement of the general population and vehicles etc.

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

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

The Planning & Development Committee meeting was held on August 4, 2021. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove, Councillor; J. Newman, Director of Planning & Development(A); B. Hefford, Town Clerk; J. Hillier, Administrative Assistant.

The following items were discussed:

#### **Town Hall Renovations**

The acting Director advised the Committee that the recent tender for the Town Hall Renovation Project received no bidders. He indicated that given the time of year with contractors being extremely busy this construction season, he suggests waiting until the Fall and retender the project. If at that time, no bids are received, we will re-evaluate and discuss whether our own Town resources could complete the work in house.

The Committee agreed to retender the Town Hall Renovation Project in the Fall.

#### **Home Based Business – 51 Bennett Drive**

The Committee reviewed a Home-Based Business application from the resident of 51 Bennett Drive. The application was submitted requesting Council's permission for the operation of Matt's Computer Shop to sale, service, and repair computers and small electronics.

The acting Director advised that discretionary use notices were advertised with one piece of correspondence being received raising an objection to the application. After carefully reviewing the application as presented and the associated objection, the Committee feels that concerns raised can be addressed while still permitting the business to operate at this location.

**Motion #21-139****Home Based Business – 51 Bennett Drive**

Moved by Councillor Woodford and seconded by Councillor Brown that Matt's Computer Shop be permitted to operate a home-based business at 51 Bennett Drive as attached.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

Mayor Farwell inquired about the nature of the complaint which expressed concern about increased traffic in the area. However, the guidelines for Home Base Business restrict the number of in-house visits.

**F. Corporate Services Committee:**

The Corporate Services Committee report was presented by Councillor Brown.

The Corporate Services Committee meeting was held on August 5, 2021. The meeting was chaired by B. Brown, Councillor. Other members present included: P. Woodford, Councillor; O. Fudge, Councillor; T. Pollett, Deputy Mayor; K. Hiscock, Director of Corporate Services; B. Hefford, Town Clerk.

The following items were discussed:

**Invoices for Approval**CAPITAL

- |   |                            |
|---|----------------------------|
| 1. Hickman Motors                       | \$ 33,958.35               |
| 00-320-5500-8100 – Capital from Revenue |                            |
| Budget: \$120,000                       | Spent to Date: \$35,484.00 |
| 2. Hickman Motors                       | \$ 33,958.35               |
| 00-320-5500-8100 – Capital from Revenue |                            |
| Budget: \$120,000                       | Spent to Date: \$35,484.00 |

3. Hickman Motors	\$ 33,958.35
00-810-5500-8100 – Capital from Revenue	
Budget: \$36,500	Spent to Date: \$0
<b>Total capital invoices for approval</b>	<b>\$ 101,875.05</b>

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

### **Motion #21-140 Invoices for Approval**

Moved by Councillor Brown and seconded by Councillor Fudge that the invoices be paid as presented.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

### **Policy – F002 – Accounts Receivable Collections – 2<sup>nd</sup> Reading**

The Committee was presented with the second and final reading to the Accounts Receivable Collections Policy # F002 for review and consideration. It was noted that since the last reading no objections were received.

The changes will update the policy to current practices and eliminate all attachments that were included.

### **Motion #21-141**

#### **Policy – F002 – Accounts Receivable Collections – 2<sup>nd</sup> Reading**

Moved by Councillor Brown and seconded by Deputy Mayor Pollett the Accounts Receivable Collections Policy # F002 be approved as attached.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

### **Taxpayer Representative – Municipal Assessment Agency**

The Minister of Municipal and Provincial Affairs, Krista Lynn Howell has appointed Mr. Timothy Crosbie as the new Taxpayer Representative on the Municipal Assessment Agency's Board of Directors, effective June 15, 2021.

Mr. Crosby has over 30 years' experience in the real estate industry as the President of Property Consultants Limited since 1991 and most recently President of the Canadian Home Builders Association of Newfoundland and Labrador.

He is currently serving as the Director of the Newfoundland and Labrador Construction Safety Association, Director of the Community Foundation of Newfoundland and Labrador and the Chair of the RN Community Foundation.

On behalf of the Corporate Services Committee, we welcome Mr. Crosbie as the Taxpayer Representative on the Municipal Assessment Agency Board of Directors.

### **Reduction of Property Tax**

The Committee reviewed one application for a residential property tax reduction that met Council's policy based on income criteria.

#### **Motion #21-142**

### **Reduction of Property Tax**

Moved by Councillor Brown and seconded by Councillor Dove that the property tax reduction be approved as attached.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

### **Reallocation of Funding**

The Community Services Committee is recommending the Town of Gander engage the services of Tom Cochrane Photo to prepare a marketing campaign and referred the item to the Corporate Services Committee for approval as the item is overbudget.

Currently, there is adequate savings in the Development travel budget to offset this overage as the purchase requires an additional \$10,800 plus HST. The marketing plan estimated cost of \$20,800 plus HST was determined to be fair and reasonable.

The Committee recommends to re-allocate \$10,800 plus HST from the Development business travel account to engage the services of Tom Cochrane Photo for a marketing campaign.

#### **G. Other Reports:**

None

**7. ADMINISTRATION**

None

**8. CORRESPONDENCE**

None

**9. NEW BUSINESS**

**2020-2023 Cost Shared Funding**

The Town of Gander accepts the cost-shared funding as outlined in the Department of Transportation and Infrastructure approval letter dated May 4, 2021 to complete the 2020-2023 Multi Year Capital Works Program and approves the projects as per the Schedule A attached. The Town of Gander agrees to provide the municipal share of funding and authorizes the Mayor and Town Clerk to enter into the funding agreement with the Department of Transportation and Infrastructure on behalf of the Town of Gander

**Motion #21-143**

**2020-2023 Cost Shared Funding**

Moved by Councillor Brown and seconded by Councillor Fudge the Mayor and Town Clerk to enter into the funding agreement with the Department of Transportation and Infrastructure on behalf of the Town of Gander

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**10. ADJOURNMENT**

**Motion #21-144**

**Adjournment**

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

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 4:45 p.m.

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**P. Farwell, Mayor**

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**B. Hefford, Town Clerk**