

MINUTES

Regular Meeting of Council
Wednesday, January 19, 2022 @ 4:00 pm
Council Chambers

Present:

P. Farwell	Mayor
B. Ford	Deputy Mayor
G. Brown	Councillor
S. Handcock	Councillor
W. Hoffe	Councillor
T. Pollett	Councillor
P. Woodford	Councillor

**Advisory and
Resource:**

D. Chafe	CAO
B. Hefford	Town Clerk
K. Hiscock	Director of Corporate Services
N. Newell	Director of Community Services
J. Blackwood	Director of Engineering
T. Barron	Director of Municipal Works
H. Lowe	Director of Public Safety & Protective Services
K. White	Communications Officer

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

None.

3. APPROVAL OF AGENDA

Motion #22-007

Approval of Agenda

Moved by Councillor Pollett and seconded by Deputy Mayor Ford that the Agenda for the Regular Meeting of Council on January 19, 2022 be adopted.

In Favour: 7 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #22-008

Regular Minutes for Approval

Moved by Councillor Woodford and seconded by Councillor Handcock that the Minutes from the Regular Meeting of Council on December 22, 2021 be adopted as presented.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Motion #22-009

Special Minutes for Approval

Moved by Councillor Pollett and seconded by Councillor Brown that the Minutes from the Special Meeting of Council on January 12, 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 January 6, 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:

Royal Newfoundland Constabulary (RNC) Association Sponsorship Request

The RNC Association is requesting support for their annual Community Guide. The funding received from sponsorships is used to support activities of the Royal Newfoundland Constabulary Association including a donation this year to the Kids Help Phone. The Committee felt that while the Royal Newfoundland Constabulary is supporting various worthwhile initiatives, they are not located regionally, and as a result, the Committee is not prepared to donate at this time. The Committee receives various advertising requests and has been supporting local organizations and programs that are in the community.

Steele Community Centre Alert Level 4

The Director advised that because the province has moved to Alert Level 4, there are several restrictions the Centre must follow. All group sports have been suspended and a reduced capacity for other events. As a result of the restrictions, there were several ice cancellations. However, individual, and one-on-one non-contact skill development training sessions are permitted following the restrictions outlined by public health. Additional skating sessions have been added with a maximum of 50 at a time (first come – first serve basis), the walking track is open Monday-Friday 8:30 a.m. – 4:30 p.m. with a maximum of 20 walkers and rentals are available to the public providing they follow public health guidelines within their household bubble. Council feels that it is important to keep the Centre open for the community and is also supporting a reduced ice rate of \$84.25 including tax while the stadium is in Alert Level 4.

Community Partnership Fund

The Director advised that the Community Partnership Fund is usually advertised to the public and user groups by now with a February 2nd deadline for applications. As a result of the budget not being released yet, this has not been done. Once the budget is approved, the details of this program and deadline for application submissions will be advertised to the public.

Gander Collegiate Prom Committee Request

A request was received from the Gander Collegiate Prom Committee for the use of the mobile stage for their prom on June 24, 2022. The Director advised that there is currently a special event scheduled which uses the mobile stage at the Steele Community Centre near the same date and it may not be available. She will follow up with staff, and if it is available, the Committee would like to provide the Prom Committee with an in-kind donation for the use of the stage.

Lighting Trails for Christmas

An email was received from a resident about lighting up trails with Christmas lights like what other communities do for the Christmas season, at possible locations such as the Thomas Howe Demonstration Forest or Cobb's Pond Rotary Park. The Committee discussed this great idea and noted that this has been reviewed in the past. The following was suggested: having a group to champion such an initiative, consider the resources needed such as staff allocated to the decorating, electrical hook up availability, as well as maintaining the trails for the duration of the lighted Christmas season. The Committee would like the Department to explore this again and discuss with groups that may be interested in partnering and sponsoring such an initiative.

Upcoming Events

Due to Covid-19 and the restrictions in Alert Level 4, there are no in-person upcoming events. Staff are working on some virtual events which will be advertised on the Recreation & Community Services Facebook page.

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 January 5, 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:

2021 – Wastewater Effluent Quality Report, 3rd Quarter

The Director presented the Committee with a summary of the Town of Gander Wastewater Effluent Quality Report at the December 8th Committee meeting. The report shows the Town's wastewater quality with reference to the Wastewater Systems Effluent Regulations for each parameter. After a review of the report, it was suggested to revise the presentation to provide clear definitions of data contents. The revised report was presented and accepted by the Committee.

The most recent report is for the 3rd quarter of 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.

Policies for review and proposed amendments

The Director advised the Committee the Department is reviewing existing policies in place and there is a need to amend some areas to reflect the current process, roles and responsibilities.

The following Policies were reviewed and suggestions for amendment were discussed:

- MW004, Water Line flushing.
- MW031, Water Shut off.

The Committee agreed with the need for amendments of both policies and recommends the Director prepare the documents for review and presentation to Council for its first reading.

Covid-19, Municipal Works Operations update.

Management and staff of the Department of Municipal Works and Services are currently working through operational hurdles with safety protocols to accommodate restrictions in place due to the current Covid – 19 Provincial Alert Level 4.

Council, management and staff strive to maintain service standards in all Municipal Works Operations. Though some adjustments are required to accommodate the restrictions in place, every effort is being made to minimize the impact on residents.

Council thanks the residents for patience and understanding during these challenging circumstances.

Notable Dates

- Residents are reminded that there is no Waste Transfer Station scheduled for the month of February.

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.

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 January 6, 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; B. Hefford, Town Clerk; L. Small, Administrative Assistant.

The following items were discussed:

Fireworks Regulations

The Committee discussed the use of personal fireworks within the community, and it was noted that residents who don't want them will not likely agree with the concept of having them on certain dates; they generally prefer not to have them at all. Those that do enjoy fireworks at home sometimes tend to start the previous day and displays have been known to go on for short periods over several days surrounding special holidays.

It was suggested that a set of Guidelines be implemented asking residents to comply and if that doesn't work, then maybe a new regulation can be considered.

The Committee will continue reviewing the issue to find a reasonable solution for all residents.

Volunteer Fire Fighter Insurance for Covid-19

The Director discussed the VFIS insurance coverage for volunteers should they lose work due to physical injury while answering emergency calls and is checking to see if Covid exposure is covered.

Training Operations Covid 19-Level 4

The Fire Hall is not open to the public, but the Director advised that the Fire Hall will continue with in-house training, as per provincial direction from Fire and Emergency Services. Masks, distancing, sanitizing etc. will remain in place as per standard restrictions.

D. Planning & Development Committee:

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

The Planning & Development Committee meeting was held on January 11, 2022. The meeting was chaired by G. Brown, Councillor. Other members present included: B. Ford, Deputy Mayor; S. Handcock, Councillor; T. Pollett, Councillor; J. Blackwood, Director of Planning & Development; B. Hefford, Town Clerk; D. Quinton, Economic Development Officer.

The following items were discussed:

Economic Development Update - 2022 Economic Outlook

The Development Officer provided the Committee with an economic outlook for the Town of Gander for 2022. The synopsis acknowledged the ongoing challenges and uncertainty due to the current Covid restrictions but also highlighted several positive indicators that the local economy will continue to rebound in 2022.

Of note, the ongoing expansion of the mineral prospecting sector in the region will continue to be a great boost to the local economy. The coming year will see increased activity and expenditure in this region as prospecting and drilling activities increase. Although the main focus is on gold reserves, there is also activity in the area related to other minerals such as silver and copper as well.

Other positive indicators noted include, enhanced training opportunities being offered or planned through 9 Wing/CFB Gander, Memorial University School of Nursing, and College of the North Atlantic; strong interest in our market from a number of brand name retailers and franchises; new availability of commercial lots for business and property investment in the Dickins Street extension; expressed interest from commercial and housing developers interested in pursuing developments in Gander; positive signs from aerospace stakeholders that through innovation and persistence they continue to advance the sector here in Gander; and as well, Come Home Year 2022, announced by the province, will hopefully give a boost to the Gander International Airport and the local economy as residents and visitors travel to the province this summer.

The Committee is pleased that there are positive economic signs on the horizon and would like to encourage all residents to continue shopping locally where possible to ensure the best possible outcome for all businesses in the community.

Lot 175 Baird Place – Rezoning

The department is recommending rezoning a parcel of land as better described in the attached drawing numbered 21-1073 from *Commercial General* to *Industrial General* to facilitate a current development proposal.

Motion #22-010**Lot 175 Baird Place – Rezoning**

Moved by Councillor Brown and seconded by Councillor Pollett that the Planning and Development Department be given permission to proceed with an amendment process of our Municipal Town Plan and Development Regulations to re-zone the parcel of land as described in drawing number 21-1073 from *Commercial General* to an *Industrial General*.

Councillor Woodford questioned who is responsible for the costs associated this amendment. These are proactive changes initiated by the Town of Gander.

In Favour: 7 Opposing: 0

Decision: Motion carried.

10 Carr Crescent – Rezoning

The department is recommending rezoning a parcel of land at 10 Carr Crescent as better described in the attached drawing number 22-1005 from *Commercial General* to *Industrial General* to make it better fit the needs of potential purchasers.

Motion #22-011**10 Carr Crescent – Rezoning**

Moved by Councillor Brown and seconded by Deputy Mayor Ford that the Planning and Development Department be given permission to proceed with an amendment process of our Municipal Town Plan and Development Regulations to re-zone the parcel of land at 10 Carr Crescent as described in drawing number 22-1005 from *Commercial General* to an *Industrial General*.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Federal & Provincial Land Acquisition

The Committee had a general discussion about land ownership within the Municipal Planning Boundaries and the need to identify parcels for future expansion. It is the recommendation of the Committee that departmental staff begin to identify areas of need for future growth and expansion and following that Council will begin the process or working with potential property owners for acquisition or potential joint ventures.

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 January 12, 2022. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: W. Hoffe, Councillor; P. Woodford, 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:

Correspondence re Premier's Office in Grand Falls-Windsor

A concerned resident emailed the Premier to express his dismay at the recent decision to open a Premier's office in Grand Falls-Windsor. The resident feels that given the rapid growth in the mining sector in Gander, the satellite office for Central Newfoundland should have been opened in Gander.

The Committee feels that this correspondence should be reviewed with the Committee of the Whole.

Nursing Program via MUN

On January 5, 2022, MUN held an information session via WebEx for prospective students who are interested in pursuing a Bachelor of Nursing degree at one of MUN's satellite campuses. The Town Clerk also attended the session and advised that there was a high participation rate. MUN officials report that the engagement on social media posts announcing the satellite campuses has been very favorable.

To ensure students in the region are aware of this new program, staff contacted each high school in the Central East region and officials of the NL English School District in Gander.

Rules of Procedure

Staff presented an updated Rules of Procedure document for review. The changes focused mainly on the dress code, the use of cellular devices during meetings and the inclusion of the new *Municipal Conduct Act*. The Committee was in favour of the proposed changes but would like to circulate to Council for review.

Committee of the Whole Terms of Reference

Staff presented an updated Terms of Reference for Committee of the Whole for review. The changes focused mainly on the proposed Town Hall meetings. Changes will be incorporated and presented at the next meeting for consideration.

Federal & Provincial Land Acquisition within the Planning Area Boundaries

With the increasing development within the planning boundaries, it is important for the Town of Gander to review land ownership to ensure that we have an accurate inventory of available land. Acquiring or partnering on land Provincial or Federal Crown Lands may be options to facilitate development within the Town of Gander planning boundaries. Governance will be consulted ensuring the property title searches are considered.

NL Health Accord

The Working Group for the NL Health Accord submitted a position paper to the Co-Chairs of the NL Health Accord Task Force and met with Sister Elizabeth Davis and Dr. Pat Parfrey on November 23, 2021. Since that time, the group has continued to gather information to strengthen our position that the services at James Paton Memorial Regional Health Centre will be foundational to the re-imagined health care system in Central NL. The task force will release their findings on January 20. The suggests that the Town of Gander facilitate a meeting with the other community leaders in the Central East region to discuss the implications of the recommendations after Council reviews the report and discusses with the entire working group.

It was noted that the Health Accord announced a delay in the relay of the report to mid-February.

MNL Communication re Virtual Meeting Requirements

MNL distributed correspondence regarding meeting requirements in Level 4 of the Public Health Emergency. As the Town of Gander has always broadcasted public meetings via Rogers Television, the requirements for compliance under the Act have been met, and no changes are necessary.

F. Corporate Services Committee:

The Corporate Services Committee report was presented by Councillor Hoffe.

The Corporate Services Committee meeting was held on January 12, 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:

Update - MAA (Municipal Assessment Agency)

Correspondence from the Municipal Assessment Agency on the Board of Directors meeting held in St. John's on December 3rd, 2021, was reviewed by the Committee. The main item discussed was the approval of the 2022 budget. The Committee was pleased that the Agency will be keeping the current assessment fee of \$26 per assessed parcel. The cost to the Town for the 2022 assessment fees will be \$135,564 and payment will be made quarterly.

Also, the winners of the 2021 Clar Simmons Memorial Scholarship were announced and the Committee would like to congratulate all, especially Jacob Peckham of Gander who is the son of Terry Peckham with the Municipal Assessment Agency.

Gene's Catering – Waive Rental Fee

The Community Services Committee approved the request from Gene's Catering, the canteen operator at the Steele Community Centre, to waive the rental fees of \$400 per month plus HST due to the cancellation of ice rentals in Alert Level 3 and 4.

The rent is to be prorated from December 18th, 2021, until the stadium can open safely to user groups. The item was referred to the Corporate Services Committee for discussion in which they agreed with the recommendation brought forward.

Motion #22-012

Gene's Catering – Waive Rental Fee

Moved by Councillor Hoffe and seconded by Councillor Pollett the rental fees for Gene's Catering be waived from December 18, 2021, until public health changes the guidelines for arenas and upon the recommendation from the Director of Community Services.

In Favour: 7 Opposing: 0

Decision: Motion carried.

The Mayor confirmed that the other services provided from the facility, such as Meals to Go have ceased.

Ice Rental Reduced Rate

The Director of Community Services is requesting ice rental rates be reduced to \$84.25 per hour including HST due to the restrictions outlined by Public Health for arenas. All group sports have been suspended and there is a reduced capacity resulting in ice cancellations.

Motion #22-013

Ice Rental Reduced Rate

Moved by Councillor Hoffe and seconded by Councillor Pollett to charge a reduced ice rental rate of \$84.25 per hour including HST from January 5th, 2022, until public health guidelines for arenas are revised and upon the recommendation from the Director of Community Services.

It was clarified that this rate will be applied to all hours of service.

In Favour: 7 Opposing: 0

Decision: Motion carried.

Change Order #1 – Cobham Street Lift Station

The Planning & Development Committee referred Change Order #1 for the Cobham Lift Station Upgrades to the Corporate Services Committee for review and consideration.

This project includes the supply and installation of a new control panel at the Cobham Lift Station. The original intent was to use the existing control panel with Xylem brand pumps however, the Barnes brand was accepted as an approved equal during the tendering process.

Unfortunately, the existing control panel is not compatible with the Barnes pumps. The Town is currently using Barnes pumps and has had great success with the quality, serviceability, and manufacture support. These pumps can be maintained and serviced by Town staff and will as a result cut down on service costs and downtime.

The replacement of the panel as proposed will cut down on installation time and provide good controls for the new pumping station for years to come. It is the recommendation of Town staff and our Consulting Engineers that this Change Order be approved as presented.

The project is cost shared between the Provincial and Federal Government and is currently underbudget.

Motion #22-014**Change Order #1 – Cobham Street Lift Station**

Moved by Councillor Hoffe and seconded by Councillor Handcock to approve Change Order #1 from Rodco Mechanical (2014) Ltd. in the amount of \$71,300 including HST for the Cobham Lift Station Upgrades as attached.

Councillor Woodford confirmed that the Town of Gander's share is approximately 37%. It was also clarified that this was one of several options that was compliant to the specifications within the bidding process.

In Favour: 7 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 January 13, 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, Councillor; 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:

COVID Update

The Mayor advised that he sat in on a presentation to municipal leaders regarding COVID. It was informative and it was agreed that the CAO will also attend future meetings.

The main topic of consideration was the changing focus from volume of positive cases to severity. With challenges meeting all testing requirements, hospitalization and ICU admissions will become a lead indicator of the Province's status.

It was also noted that there will be Mass Vaccination Clinic at Gander Academy on Friday, January 14, 2022 from 9am-6pm. The Town of Gander was proud to offer support to this event in the form of traffic control and support staff.

Deputy Mayor Ford noted that this clinic was setup, facilitated and staffed by the Shallowly Family Practice Network and thanked the physicians and staff who volunteer their time to offer this service to the community.

Chamber of Commerce - Budget

The Town Clerk has advised that the Gander and Area Chamber of Commerce requested a meeting with the Corporate Services Committee following the release of the 2022 Municipal Budget. The Chair of Corporate Services will meet with the Executive Director of the Chamber to discuss.

The Gander and Area Chamber of Commerce provided a written response to the 2022 Budget. Councillor Hoffe read the Chamber of Commerce's Media Release. It exemplifies the cooperative nature of the 2022 budget process.

G. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS

None

10. ADJOURNMENT

Motion #22-015

Adjournment

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

In Favour: 7 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 4:57 p.m.

P. Farwell, Mayor

B. Hefford, Town Clerk