

# MINUTES

Regular Meeting of Council  
Wednesday, September 22, 2021 @ 4:00 pm  
Council Chambers

**Present:**

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

**Advisory and Resource:**

D. Chafe	CAO
B. Hefford	Town Clerk
K. Hiscock	Director of Corporate Services
B. Freeborn	Director of Community Services (A)
J. Blackwood	Director of Engineering

## 1. CALL TO ORDER

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

## 2. VISITORS/PRESENTATIONS

### Childhood Cancer Awareness Proclamation

Lori Thompson, Volunteer Board Member of Candlelighters NL, and Brooke Gidge, Cancer Survivor, joined the meeting along with the Mayor to proclaim September as Childhood Cancer Awareness Month in the Town of Gander.

### Councillor Dove Presentation

The Mayor presented Councillor Dove with a certificate recognizing his two terms as a Councillor. He will not be seeking re-election.

## 3. APPROVAL OF AGENDA

### Motion #21-166

### Approval of Agenda

Moved by Deputy Mayor Pollett and seconded by Councillor Brown that the Agenda for the Regular Meeting of Council on September 22, 2021 be adopted.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

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

##### **Motion #21-167**

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

Moved by Councillor Woodford and seconded by Deputy Mayor Pollett that the Minutes from the Regular Meeting of Council on September 1, 2021 be adopted as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

#### **5. BUSINESS ARISING FROM PREVIOUS MINUTES**

None.

#### **6. REPORTS – STANDING COMMITTEES:**

##### **A. Community Services Committee:**

The Community Services report was presented by Councillor Fudge.

The Community Services meeting was held on September 14, 2021. The meeting was chaired by O. Fudge, Councillor. Other members present included: T. Pollett, Deputy Mayor; G. Brown, Councillor; B. Freeborn, Director of Community Services (A); B. Hefford, Town Clerk.

The following items were discussed:

##### **Delegation – Disc Golf NL (Teams Meeting)**

Nick House, a Disc Golf enthusiast presented a proposal on setting up a course in Gander. Disc Golf is a fast-growing sport in the country with two sites in NL currently but expecting up to eight in the next two years. Disc Golf is played much like traditional golf. Instead of hitting a ball into a hole, you throw a more streamlined looking Frisbee disc into a supported metal basket. The goal is the same, to complete the course in the fewest number of shots.

Disc golf has a relatively low upfront capital and maintenance cost compared with other recreational installations, is an economic generator for the town, and can be enjoyed by any age with no prior training or experience needed. The installation cost depends on the number of holes which can range from 9 to 18 and is estimated to be between \$20,000 – \$60,000. The cost will depend on the specific piece of land identified and a detailed final layout.

Identifying a large track of land would be required for this course and that was identified as a challenge. Mr. House noted that he has been working with other local groups on partnership opportunities.

Disc Golf NL is asking for the Town to provide the funding to establish this course and oversee the project. However, he noted that Disc Golf can help guide the project and that other communities were able to receive funding from ACOA as well as the Community Healthy Living Fund.

The Committee thought the idea was a great recreational activity that would be a nice addition to the community. It was suggested that a formal proposal be made during the Pre-Budget Consultations for Council's consideration.

### **Gene's Catering**

Gene's Catering was awarded the RFP for the operation of the cafeteria at the Steele Community Centre for the 2021-22 ice season and the Department is currently working on the contract. There is a condition in the contract that states, "To not prepare, cook or sell food for any outside contracts/catering that does not pertain to the Steele Community Centre unless otherwise agreed in writing between the Lessee and the Lessor".

The Committee felt that this should be allowed on a 1-year trial basis and refers to the Corporate Services Committee for review and recommendation to Council.

### **Motion #21-168**

#### **Gene's Catering**

Moved by Councillor Fudge and seconded by Councillor Woodford that the operator of Gene's Catering be allowed to prepare food for the Meals on Wheels program that he would operate from the community centre and in return he would pay the town 10% of his sales as part of the agreement.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **SCC User Group Meeting**

The Director presented the minutes from the Ice User Group Meeting that took place on September 9<sup>th</sup>. Groups were advised that the 30 minutes between sessions will not be required this year but there are still some COVID-19 regulations that are being suggested by provincial health such as the wearing of masks, social distancing where possible and proper hand hygiene.

## Upcoming Events

- Farmers' Markets – October 3<sup>rd</sup> and 17<sup>th</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 September 14, 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:

### Backland Sales

The Committee reviewed correspondence from a resident at 31 Solberg Crescent requesting Council re-consider its position to not sell backland.

The resident referenced a "Land Bank", which was previously established by the Town of Gander. This land bank no longer exists as the Town of Gander has made a policy decision to not sell backland.

The Committee was not prepared to reconsider its position on the sale of backland. The resident will be notified accordingly.

### NL Health Accord

The Committee discussed Council's strategy addressing potential concerns arising from the NL Health Accord. A working group continues to develop resources and information and will be reaching out to community partners to gain a community perspective as part of the Town of Gander's Action Plan.

**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 September 14, 2021. The meeting was chaired by G. Brown, Councillor. Other members present included: P. Woodford, Councillor; T. Barron, Director of Municipal Works & Services; G. Whitt, Administrative Support Clerk.

The following items were discussed:

**Solberg – Walking Trail**

The Committee discussed correspondence received from a resident of Solberg Crescent who would like to see the area at the rear of the properties between 50 Solberg Crescent and 86 Rickenbacker Road cleared for a suitable walking trail to access the T’Railway.

The Director advised the Committee that the area referenced is not currently a designated walking trail but green space that serves as the easement for NL Power and an access point for Town inground infrastructure in that area. After a site visit, it was identified that hazards such as guy wires, metal pipe and open ditches extend through the walking area. Hazards will be addressed ensuring public safety. However, including this area as a part of the designated Town trail system, more significant upgrades are required with budget considerations.

The Committee agrees that the Town shall remove the metal post as it was identified as a hazard in the green space.

Requests for adding walking trails to the Towns trail system shall be directed to the Department of Community Services for consideration. The Committee recommends the Director of Municipal Works and Services, together with the Director of Community Services, respond to the resident’s inquiry.

**Spring – Annual Curbside Cleanup / rodent control measure**

Management recently reviewed correspondence from a resident who expressed frustration with the Councils response to the increasing rat population/problem in some areas of Town. It is suggested that the Town’s annual curbside cleanup return to a spring event to reduce the amount of refuse stored on private property, that may be contributing to the seemingly increased rodent issue.

The Committee discussed the effects that hosting the annual curbside cleanup in the fall season may have on the increasing complaints of rodents. The Committee agrees that hosting the Annual Curbside Cleanup in the spring may alleviate issues that the storage of bulk refuse may contribute to rodent population. The Committee agrees that the Annual Curbside Cleanup event be scheduled during the spring season if it is deemed a beneficial rodent control measure.

It was suggested that the Town provide an info note to residents highlighting common items that may attract rodents to private property. Storing any type of refuse on private property for extended periods of time may provide a suitable habitat and food supply for rodents. Open food sources, such as beverage or food containers, uncleaned barbecues, adding meats to compost bins, fruit & berry trees or shrubs, vegetable gardens, bird feeders and pet waste are all common attractions to rodents. Keeping a yard clean and tidy is an important factor to keep rodents away. Small measures like removing stored refuse in a timely manner and disposing food and pet waste with your regular household garbage will quickly deplete the attraction of rodents to a property. Scents such as pine, cinnamon and peppermint oils, and spices such as pepper and cloves, are natural deterrents to rodents as well.

## **GOVNL Wastewater**

The Department of Environment and Climate Change, Water Resources Division, has a Wastewater Surveillance Program in place that allows for the detection of Covid-19 in a large population. Samples are collected on a weekly basis and sent to the Public Health Agency of Canada's National Microbiology Laboratory in Winnipeg, MB, for testing. The Town of Gander has been an active participant in this program since June 2021.

The Committee reviewed the latest wastewater monitoring results, as presented on the GOVNL website. To date, Gander has had no positive detections in our wastewater sample submissions.

The details of the report are attached and can also be viewed online at [WW-dashboard-Sept-10.pdf \(gov.nl.ca\)](#)

## **Notable Dates**

- The annual Curbside Cleanup is scheduled for September 20<sup>th</sup> – October 1<sup>st</sup>, inclusive. Cleanup refuse will be collected on the day of your scheduled household garbage day and must be placed at curbside no later than 8 a.m.
- Garbage collection scheduled for the Thanksgiving Day Holiday, Monday, October 11<sup>th</sup>, will now be collected on Wednesday, October 13<sup>th</sup>.

Details on these events 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 September 15, 2021. The meeting was chaired by B. Dove, Councillor. Other members present included: T. Pollett, Deputy Mayor; O. Fudge, Councillor; H. Lowe, Director of Protective Services/Fire Chief; L. Small, Administrative Assistant.

The following items were discussed:

**Mennonite Disaster Services**

The Director provided information on the Mennonite Disaster Services that was received at the Fire Hall for the Town's review. This group works in conjunction with the Gander Victory Church and work to restore, clean up or rebuild homes in time of disaster. They have provided assistance to residents in this region and further information can be found on their website at [www.mds.mennonite.net](http://www.mds.mennonite.net).

**School Traffic on Magee Road**

The Committee reviewed a request for information on who to contact regarding the traffic study for Magee Road. A resident is concerned about safety in the area and has been contacting the Director requesting an update.

The Director explained that as an action item from a joint meeting with municipal, provincial, and school board officials, a traffic study has been commissioned. It is hoped this will provide a framework as to how the overall movement of traffic and safety can be improved in that area, allowing each party to assess the recommendation within their resources.

**Department Activity Report**

Recruitment is currently underway for volunteer firefighters and the junior program is currently in start-up mode.

Fire Prevention Week will be held during Oct 3-9<sup>th</sup> and we will be partnering with Mr. T's convenience for activities throughout the week. There will be a "Fire Chief for a Day" contest for Grades four and five students at Gander Elementary. Children will be asked to submit a "home escape plan" drawing and one child will be picked up at the school in a fire truck and come to the fire hall and have breakfast with the day crew etc.

The Provincial Fire Training School that was scheduled to take place in Gander from Oct 2-8<sup>th</sup> has been cancelled due to Covid-19 restrictions.

The Fallen Firefighter Memorial was held on Sunday, Sept 12<sup>th</sup>. and was attended by visitors from the US, Council, local dignitaries, members CFB Gander, Gander Fire Rescue, and Municipal Enforcement.

Two members of The Gander FireFit Team provided a coat check table at the " Untold Stories" event at the Airport on Friday Sept 10<sup>th</sup>.

Municipal Enforcement assisted with recent 911 events at the Steele Community Center as well as the Town Hall for traffic control. They will be assisting with the Battle of Britain event on Sept. 19<sup>th</sup> and Quad-A-Palooza on Sept. 19<sup>th</sup> for the parade.

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

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

The Planning & Development Committee meeting was held on September 15, 2021. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Deputy Mayor; B. Dove, Councillor; J. Blackwood, Director of Planning & Development; B. Hefford, Town Clerk; D. Quinton, Economic Development Officer.

The following items were discussed:

#### **Discretionary Notice – 179 Roe Avenue**

The Committee reviewed an application to occupy the building at 179 Roe Avenue for the purpose of operating a tire shop. It was noted that the property is situated within a Commercial General zone and General Industry uses (limited to General Garages) are permitted as a discretionary use under the Town of Gander Development Regulations.

Following notification to the public, one piece of correspondence was received with concerns related to tire storage, increased traffic to the area, potential fire hazard and the overall visual effect the property would have on the neighboring properties.

It was noted that tire storage is regulated by the Provincial Department of Environment under the Environmental Protection Act which has measures to regulate the volume and separation from structures. In addition, the operator has indicated that the discarded tires are collected weekly and removed from site.

After reviewing this information, the Committee feels that the proposed operation could be accommodated with minimal disruption to the adjoining business, however, is recommending that screening along the adjacent properties and at the front of the building be a condition of the permit.

**Motion #21-169**

**Discretionary Notice – 179 Roe Avenue**

Moved by Councillor Woodford and seconded by Councillor Dove that the application as attached to operate a Tire Shop at 179 Roe Avenue be approved with the condition that screening be erected on both side yards and on the front building line.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Rodent Complaint**

Correspondence was received from the resident of 7 Johnson Street with concerns over recent sightings of rodents at and near their property. The resident was quite concerned and wanted to know what Council had in place or planned to do to address the issue.

Council, recently, as part of the fall clean up week, placed an information bulletin on the Town of Gander Website and on social media providing information on how to manage and deter rodents, as well as measures to rid your property of rodents if they become established. This information can be found at [www.gandercanada.com](http://www.gandercanada.com). Council would like to encourage all residents to do their part to help prevent and or eliminate rodents from our municipality. The Town also has maintenance regulations intended to regulate the cleanliness of properties around Town and if someone has a concern with a particular property, they are encouraged to contact the Town to help us identify and deal with issues.

**Noise Complaint – 1B Memorial Drive**

The Committee reviewed correspondence from a resident who recently purchased 1B Memorial Drive and him and his family are struggling with the noise from the traffic on Cooper Boulevard which is directly adjacent to their property. The resident is asking Council to consider erecting some sort of noise dampening structure near his property and to regulate traffic in the area.

The Director advised that the proposed roundabout for the Cooper and Memorial intersection will be brought forward in the 2022 Budget process and these structures have proven to be very effective for traffic calming. The Committee was not prepared to recommend the construction of any noise dampening structure adjacent to the property but asked that the Director reach out to the resident and discuss possible measures they could take to minimize the disruption at this property.

**Home Based Business – 45 Raynham Avenue**

The Committee reviewed a Home-Based Business application from the resident of 45 Raynham Avenue. The applicant is seeking Council’s permission to operate JMS, a one chair nail salon/aesthetics service from 45 Raynham Avenue.

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

**Motion #21-170**

**Home Based Business – 45 Raynham Avenue**

Moved by Councillor Woodford and seconded by Councillor Dove that JMS be permitted to operate a one chair nail salon/aesthetics service Home-Based Business at 45 Raynham Avenue as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Accessory Building Request – 530 Gander Bay Road**

The owner of 530 Gander Bay Road has requested Council’s approval to construct an accessory building at that location measuring 140 square meters. It should be noted that the 2019 - 2029 Municipal Town Plan and Development Regulations, recently approved by Council, has this property zoned as Residential Rural and as such the proposed use is permitted.

**Motion #21-171**

**Accessory Building Request – 530 Gander Bay Road**

Moved by Councillor Woodford and seconded by Councillor Dove that the owner of 530 Gander Bay Road be permitted to construct an accessory building measuring 140 square meters at that property.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Accessory Building Request – 41 Penwell Avenue**

The Committee was presented with a letter of correspondence from the owner of 41 Penwell Avenue requesting that Council consider selling or leasing a parcel of land at the rear of their property to accommodate an accessory building that had been illegally constructed.

The Committee was not prepared to recommend to Council to sell or lease the requested property at this time, however, was prepared to permit the owner to relocate the structure so that it is solely contained on the property. As the existing accessory building on that property uses up almost the entire allowable footprint, the Committee is recommending to Council that the owner be permitted to increase the accessory building footprint by approximately 18 square meters provided, it is solely contained on the owner’s property and if all other requirements of the accessory building regulations could be met.

**Motion #21-172**

**Accessory Building Request – 41 Penwell Avenue**

Moved by Councillor Woodford and seconded by Councillor Dove that the owner of 41 Penwell Avenue be permitted to construct an accessory building measuring approximately 18 square meters to compliment those presently permitted on that property provided, it is wholly contained on that property and all other requirements of the accessory building regulations are met.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**F. Corporate Services Committee:**

The Corporate Services Committee report was presented by Councillor Brown.

The Corporate Services Committee meeting was held on September 16, 2021. The meeting was chaired by G. Brown, Councillor. Other members present included: P. Woodford, Councillor; O. Fudge, Councillor; K. Hiscock, Director of Corporate Services; B. Hefford, Town Clerk; D. Chafe, CAO.

The following items were discussed:

## Invoice for Approval

### OPERATING

1.	Feltham's Construction Limited	\$37,869.51
	Budget: \$ 130,000	Spent to Date: \$ 65,066.00
	Acct # 00-320-1000-6100 - Asphalt	

**Total operating invoice for approval** **\$ 37,869.51**

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

### **Motion #21-173**

#### **Invoice for Approval**

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

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **2022 Budget Schedule**

The Committee was presented with a proposed schedule for preparing and adopting the 2022 budget. Following the schedule, Council will present the 2022 budget at the public meeting on November 24<sup>th</sup>, 2021, for adoption.

There will be an opportunity to provide requests and feedback through public consultations to be held on October 6<sup>th</sup> and 7<sup>th</sup>. The details of how to register will be provided through social media.

### **Motion #21-174**

#### **2022 Budget Schedule**

Moved by Councillor Brown and seconded by Deputy Mayor Pollett the adoption of the 2022 budget schedule, as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Gander Sports Complex Change Order #3**

The Planning & Development Committee referred Change Order #3 from Can-Am Platforms & Construction Inc. for the Gander Sports Complex to the Corporate Services Committee for consideration.

The Change Order in the amount of \$52,095 including HST includes the following:

- the addition of an aluminum track curb and reconfiguration of one of the sand pits to accommodate the visually impaired. Both items were recommended by the Provincial Athletic Association to better facilitate regional and provincial events and,
- a credit for the removal of sand catchers which were included in the original tender however after researching other facilities it was deemed that they are not necessary and can prove to be problematic from a maintenance perspective.

This project is cost shared with the Provincial and Federal governments and is within budget.

### **Motion #21-175**

#### **Gander Sports Complex Change Order #3**

Moved by Councillor Brown and seconded by Councillor Fudge Contract Change Order #3 from Can-Am Platforms & Construction Inc. for the Gander Sports Complex be approved in the amount of \$52,095 HST included.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Office/Workplace Coverage**

The Committee was presented with the Office/Workplace Coverage Policy #A001 updated to reflect the current practices that have been followed with Christmas closures at the Town Hall, Steele Community Centre, and Fire Hall.

The offices will be closed during the week of Christmas between Christmas Day and New Year's Day. In the event Christmas Eve falls on a Monday the offices will be closed on that day as well.

### **Motion #21-176**

#### **Office/Workplace Coverage**

Moved by Councillor Brown and seconded by Councillor Fudge the Office/Workplace Coverage Policy #A001 be approved as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## **Business Classification Review**

The CAO and Director of Corporate Services provided an update to the current review of the business classification categories and definitions.

The Committee was pleased with the work completed to date and looks forward to discussing the review during the 2022 budget proceedings.

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

None

### **7. ADMINISTRATION**

None

### **8. CORRESPONDENCE**

None

### **9. NEW BUSINESS**

#### **Tender - Dickins Street Commercial Subdivision Underground Service and Road Subgrade Phase 1 – Contract #3**

In an effort to promote commercial development in the Town of Gander, Council allocated funds in the 2021 Budget process to design and construct Phase 1 of the Dickins Street Commercial Subdivision expansion. This phase will see the reconfiguration of Dickins Street and Baird Place intersection and make available nine commercial building lots. The general scope of work includes the grubbing of the raw land, installation of sanitary and storm sewer mains with service laterals, as well as water mains with service laterals to be connected to existing infrastructure. The roadway will be constructed to Class B grade with a separate tender being issued in the spring for curb and asphalt.

Seven bids were received with the lowest of the bids being received from Burse Excavating and Development Inc. with a bid price of \$1,007,363.78 HST inclusive.

**Motion #21-177****Tender - Dickins Street Commercial Subdivision Underground Service and Road Subgrade Phase 1 – Contract #3**

Moved by Councillor Brown and seconded by Deputy Mayor Pollett that Tender #21-03 Dickins Street Commercial Subdivision Underground Service and Road Subgrade be awarded to Bursey Excavating and Development Inc in the amount of \$1,007,363.78 HST included.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**WWTP – Change Order #37**

During the operation of the Gander's new Waste Water Treatment Plant, operators have identified a need for a man Gate, in addition to the existing large sliding gate, to gain access to the facility. During winter conditions, it is sometimes difficult to open the large gate without first carrying out snow clearing from the inside. As this was not anticipated as part of the original contract, the Contractor was asked to prepare a Contract Change Order for consideration by Council. After review of the Change Order, the design team are recommending this additional work be undertaken.

**Motion #21-178****WWTP – Change Order #37**

Moved by Councillor Woodford and seconded by Councillor Dove that Gander Waste Water Treatment Plant Contract Change Order #37 for the supply and installation of a man Gate in the amount of \$1932.30 including HST be approved as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**National Day of Truth and Reconciliation**

September 30, 2021 will be recognized as National Day of Truth and Reconciliation in the Town of Gander and 2021, Town Offices will be closed. This decision only applies to 2021 and further deliberations will occur in advance of 2022.

The Mayor recognized Council as a whole for their commitment in this last four year term. He thanked them for their contributions and wished the incumbents success in election. He went on to thank Rogers and citizens of Gander for their support.

## 10. ADJOURNMENT

### Motion #21-179

#### Adjournment

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

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:03 p.m.

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**P. Farwell, Mayor**

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**B. Hefford, Town Clerk**