

MINUTES

Regular Meeting of Council
Wednesday, October 26, 2022 @ 4:00 pm
Council Chambers

Present:

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

Advisory and Resource:

D. Chafe	CAO
B. Hefford	Town Clerk
K. Hiscock	Director of Corporate Services
J. Newman	Director of Planning and Development (A)
N. Newell	Director of Community Services
T. Barron	Director of Municipal Works
H. Lowe	Director of Public Safety & Protective Services
K. White	Communications Officer

Regrets:

P. Farwell	Mayor
G. Brown	Councillor

1. CALL TO ORDER

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

2. VISITORS/PRESENTATIONS

Child Abuse Prevention Month Proclamation

The Deputy Mayor proclaimed October 2022 as Child Abuse Prevention Month in the Town of Gander.

3. APPROVAL OF AGENDA

Motion #22-186

Approval of Agenda

Moved by Councillor Pollett and seconded by Councillor Handcock that the Agenda for the Regular Meeting of Council on October 26, 2022 be adopted.

In Favour: 5 Opposing: 0

Decision: Motion carried.

4. MINUTES FOR APPROVAL

Motion #22-187

Regular Minutes for Approval

Moved by Councillor Pollett and seconded by Councillor Handcock that the Minutes from the Regular Meeting of Council on September 28, 2022 be adopted as presented.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Motion #22-188

Special Minutes for Approval

Moved by Councillor Hoffe and seconded by Councillor Pollett that the Minutes from the Special Meeting of Council on October 24, 2022 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 Pollett.

The Community Services meeting was held on October 11, 2022. The meeting was chaired by T. Pollett, Councillor. Other members present included: B. Ford, Deputy Mayor; P. Woodford, Councillor; N. Newell, Director of Community Services; B. Hefford; Town Clerk.

The following items were discussed:

Ogilvie Residents re Little Cobb's Pond Trail

The Committee discussed Management's recommendation regarding resident's snow clearing Little Cobb's Pond Trail. The residents of Ogilvie Street are clearing snow from a section of the Cobb's Pond boardwalk, a practice that ultimately poses a risk to snowmobile operators transiting the power line easement in the area. Management is recommending the easement be closed and barricaded in the area and that appropriate signs be installed to identify the location and type of hazard that may be present. The Committee agrees with this recommendation.

Crossroads Family Resource Centre (FRC) re Laurell Open Space

Council has received a request on behalf of the Crossroads FRC to partner on the development of a town owned parcel of land adjacent to Laurell Road. The site would be used as an outdoor classroom and play area. The Director advised that she has concerns with the location with regards to safety, but management supports the development of the site in principle providing Crossroads RFC can work with Planning and Development to determine the size of land needed. It is also recommended that the Civic Enhancement Committee be asked to provide direction on its development.

Kraft Hockeyville Red Carpet Event

The Committee discussed comments on social media regarding the late post of the Kraft Hockeyville Red Carpet event. There were several comments stating that it was posted too late for the public to attend. The Director advised that she was only notified of a public event in a meeting late the evening prior. Due to the timing, she was only able to obtain the details to share with the public at the time the event was occurring. The Committee does understand that the public would be upset but feels that staff shared the information as timely as possible.

Upcoming Events

The following events will be taking place in the coming months:

Oct 27-28: Haunted House
Oct 30: Halloween Skate
Nov 11-13: Agnes Thistle Skating Competition
Nov 15: Seniors' Wellness Session

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 October 12, 2022. The meeting was chaired by P. Woodford, Councillor. Other members present included: T. Pollett, Councillor; B. Ford, Deputy Mayor; T. Barron, Director of Municipal Works & Services; K. Bull, Deputy Municipal Clerk; G. Whitt, Administrative Support Clerk.

The following items were discussed:

2022-23 Snow Plan

The Director reviewed the 2022-23 Snow Plan with the Committee. The level of service and timelines will remain the same as the previous year. Minor adjustments were made to some of the salt routes to accommodate additional streets acquired through town growth, and the addition of a map outlining street classifications.

Council would like to recognize that over the years there has been minimal increases in the heavy equipment fleet and operators to accommodate growth. Even though resources are reaching capacity, with more efficient equipment and timeline adjustments, the department has been successful in maintaining a level of service that meets the needs of residents.

The Committee agrees with the standards set in the 2022-23 Snow Plan as presented by the Director. Details of snow clearing operations are available for view on the Town of Gander website at www.gandercanada.com.

2023 Waste Transfer Station Service

The Committee discussed the Waste Transfer Station Service provided to residents on select Saturdays throughout the year. Tender 20-20; Provision and Operation of a Waste Management Saturday drop off Transfer Station is effective until December 31, 2023.

Keeping consistent with previous years, the events will take place on select Saturdays from 8 a.m. – 4 p.m. throughout the year. Dates will be announced when confirmed with the provider.

Notable Dates

- Garbage collection for the Remembrance Day Holiday, Friday, November 11th, will be collected on Thursday, November 10th.
- Upcoming Transfer Station events on McCurdy Drive is scheduled for November 19th and December 10th. 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.

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 October 13, 2022. The meeting was chaired by S. Handcock, Councillor. Other members present included: P. Woodford, Councillor; T. Pollett, Councillor; H. Lowe, Director of Protective Services/Fire Chief; G. Whitt, Administrative Support Clerk.

The following items were discussed:

Rowsell, Speeding/Pedestrian safety concern

It has been brought to the Committees attention that a resident has identified a pedestrian safety concern after a situation with a dangerous driver outside of the daycare center on Rowsell Blvd. An overall issue of speeding in the neighbourhood was identified as a concern.

The Committee recognized that pedestrians are required to leave the sidewalk and cross the road to access the daycare center or school bus stop. After discussing some options, it was agreed more research was required.

The Committee recommends the area of the daycare be evaluated to the prevalence of aggressive driving and possible traffic calming measures. The report will be reviewed by the Committee when completed.

2022, 3rd Quarter Statistics

The Committee reviewed the 2022 third quarter statistics for Gander Fire Rescue and Municipal Enforcement.

The Fire Department received a total of 81 fire calls in the third quarter. Most calls were received for fire alarm activation, unauthorized burning and motor vehicle collisions. The department also responded to calls for structure fires, propane gas leaks, vehicle fires and elevator malfunctions, to name a few. There were 112 fire inspections, including 5 home oxygen inspections and 525 public consultations during this period that covered areas such as code requirements, fire preventions and general inquiries.

Councillor Pollett left the meeting.

Municipal Enforcement issued 123 citations for violations such as speeding, parking, pedestrian /crosswalk safety and inadequate exhaust systems, to name a few. Addressed were 431 complaints that covered a variety of areas such as animal control, traffic complaints, suspicious activity, fire calls, ATV complaints, etc.

Home Safety Tips

The Committee discussed safety concerns identified for residents of Kingsford-Smith after complaints that homes in the area are being targeted with malicious mischief.

The Committee recommends the Town develop and provide residents with an info note containing home safety tips that may help to deter vandals from targeting their property.

Department Activity Report

- October 9 – 15 was Fire Prevention Week. The key message was “Fire Won’t Wait, Plan Your Escape”. Gander Fire Rescue encourages all residents to take the time to plan your home escape route with your family.
- The Department is pleased with the interest shown in the Junior Firefighter Program. Out of 30 applicants, the program selected 9 new and 4 returning participants.
- For the Halloween season, Municipal Enforcement, together with the Volunteer firefighters will be participating in a Pumpkin Patrol, a combined effort to ensure the safety of children participating in Halloween while distributing treats along the way. The Department will be hosting a Kids Halloween Party for the families of our Volunteer Firefighters. Details will be communicated to the group.
- The Annual Volunteer Firefighter Banquet will be held on November 12th.

D. Planning & Development Committee:

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

The Planning & Development Committee meeting was held on October 18, 2022. The meeting was chaired by S. Handcock, Councillor. Other members present included: B. Ford, Deputy Mayor; T. Pollett, Councillor; J. Blackwood, Director of Planning & Development.

The following items were discussed:

Home Based Business – 45 Bannock Street

The Committee reviewed a Home-Based Business application from a resident at 45 Bannock Street. The applicant, *Resolve 3D Printing* is seeking Council’s permission to operate a 3D printing service from that property.

The property is situated in a Residential Medium Density Zone and home-based business is permitted as a discretionary use. Discretionary use notices were advertised with no objections being received by the advertised deadline.

Motion #22-189**Home Based Business – 45 Bannock Street**

Moved by Councillor Handcock and seconded by Councillor Woodford that *Resolve 3D Printing* be permitted to operate a home-based business from 45 Bannock Street.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Home Based Business – 6 Henley Street

The Committee reviewed a Home-Based Business application from a resident at 6 Henley Street. The applicant *Jeff Collins and Sons Ltd.* is seeking Council's permission to operate a home-based office for a residential cleaning service from 6 Henley Street.

The property is situated in a Residential Medium Density Zone and home-based business is permitted as a discretionary use. Discretionary use notices were advertised with no objections being received by the advertised deadline.

Motion #22-190**Home Based Business – 6 Henley Street**

Moved by Councillor Handcock and seconded by Councillor Pollett that *Jeff Collins and Sons Ltd.* be permitted to operate a home-based business from 6 Henley Street.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Take Action on Radon

The Committee reviewed correspondence from the Take Action on Radon Group regarding a recent initiative they undertook with the Town of Gander called, the 100 Radon Test Kit Challenge. Under this program, 100 Radon test kits were supplied free to the community and residents were encouraged to test their individual homes. Unfortunately, only a small number of residents accepted the challenge with only 19 having returned their kits for evaluation. Of those returned, 16% of homes were found to have above the Health Canada Guidelines for the presence of Radon.

The individual test results were provided to the homeowners in confidence, and they will also receive a summarized community report. This report will provide an overview of how many individuals completed the full process of testing; the percent of homes that tested above the Health Canada's safety guideline of 200Bq/M3; Health Canada's recommendations for reducing radon levels and where to find more information.

The Committee is recommending that staff continue to work with the Take Action on Radon Group and to help educate the community on the potential risk. We would encourage residents to become better informed by following the link to www.takeactiononradon.ca.

National Building Code

The Municipalities Act 1999, under Council Regulations 414. (1) states that a Council shall make regulations (d) controlling and respecting the design, construction, alteration, reconstruction, minimum lot size and occupancy of buildings and the demolition, removal, relocation and maintenance of Buildings; and (2.3) in making regulations under paragraph (1)(d), a Council shall adopt the National Building Code of Canada and supplements or amendments to that Code and may adopt standards which exceed the requirements of that code and its supplements and amendments.

At this time, the new 2020 National Building Code of Canada has been released by the national research Council and was formally adopted by the Province on September 22 of this year.

Motion #22-191

National Building Code

Moved by Councillor Handcock and seconded by Councillor Pollett that the National Building Code of Canada 2020, the National Plumbing Code 2020 and the National Fire Code of Canada 2020, including all additions, amendments and supplements be adopted for use by the Town of Gander.

In Favour: 5 Opposing: 0

Decision: Motion carried.

Building Statistics

The Committee reviewed the Town of Gander's building statistics for the period January 1 to September 30, 2022. It was noted that the overall construction value has increased from the same period for last year with a total construction value of \$10,422,521. The Committee was pleased with this increased activity and looks forward to a strong finish to the year.

It was noted that much of the construction taking place on Provincial and Federal owned properties were not being reported, therefore the actual construction activity within the municipality was being understated. The Committee asked that staff work with these entities to try and obtain values so that the reporting would better represent the actual activity within the community.

Gander Sports Complex – Construction Update

The contract for the new Gander Sports Complex was awarded, by Council, to Can-Am Platforms in the Spring of 2021. There have been several delays in the project, including but not limited to, unsuitable site conditions which was identified during construction and required unanticipated mass removal, backfill and geogrid to help provide a suitable platform for the facility, supply chain issues which many contracts faced during Covid and most notably, the granular base which was installed to support the artificial turf failed when tested to meet the drainage performance specification within the contract which resulted in its removal and reinstallation.

Can-Am and their subcontractors have been working to complete the project however, due to the previously mentioned delays, the subcontractors responsible for the artificial turf and the rubberized track installation have both missed the original scheduled dates. Given the lateness of the season, the contractor has indicated that they intend to complete the remaining work early in the 2023 construction season.

The change room/washroom facility is 90% complete and will be approved subject to 2023 budget approval. Although the delays have been frustrating, the project team are confident that a top-notch facility will be available to the residents of Gander and the region early in the 2023 construction season.

E. Governance & Legislative Services Committee:

The Governance & Legislative Services Committee report was presented by Councillor Hoffe.

The Governance & Legislative Services Committee was held on October 19, 2022. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: W. Hoffe, Councillor; T. Pollett, Councillor; B. Hefford, Town Clerk/Director of Governance & Legislative Services; K. Bull, Deputy Municipal Clerk.

The following items were discussed:

MNL – Request for Central Hospitality Night Sponsorship at 2022 Conference

Municipalities Newfoundland and Labrador will be hosting their 2022 Conference and AGM in Gander from November 2nd – 5th. The Board has asked the Town of Gander to sponsor a Hospitality Night, which is customary for the host town.

The Committee recommends that the Town sponsor the Hospitality Night with the exact dollar amount to be determined based on past donations and budget constraints.

MNL – Leadership Summit for Women and Gender Diverse Individuals in the Municipal Sector

The Leadership Summit for Women and Gender Diverse Individuals in the Municipal Sector will mark the official launch of MNL’s new project, The Value We Bring.

The Value We Bring is an advocacy and awareness campaign that builds upon MNL’s foundational work with the Mark Your Mark campaign in advance of the 2021 municipal elections. In partnership with Equal Voice NL and working again with Atlantic Storytellers Inc, The Value We Bring will produce a new season of MYM TV, with new episodes featuring municipal leaders at the intersections of their identities and experiences.

The launch will include a screening of the first episode of the new season, followed by a panel discussion on inclusion and the importance of recognizing value in diverse perspectives at the municipal table.

The Committee will ask Councillor Brown to attend on behalf of Council.

MNL – Municipal Leadership Essentials: A Guide to Good Governance

The next session of Municipal Leadership Essentials: A Guide to Good Governance is scheduled to start Nov. 16.

This multi-part online course is offered in partnership with College of the North Atlantic and covers a broad range of topics relevant to municipal leaders. It closely follows the material in the Municipal Council Handbook.

The course includes weekly instructor-led online classes plus individual study. The program was developed in partnership with Professional Municipal Administrators of Newfoundland and Labrador and College of the North Atlantic. The course is open to elected officials and administrators.

MNL – Resolution Accepted for AGM

The Town of Gander has submitted a resolution to MNL for the AGM in November. The resolution calls for a more streamlined procedure for municipalities who are dealing with Crown Lands. MNL has confirmed that the resolution has been accepted and will be presented for review and voting at the AGM.

Crown Lands

Whereas: Municipalities strive to encourage social and economic development that can often be facilitated by the development of public land;

and whereas the Province of Newfoundland and Labrador owns a substantial amount of land within municipal planning boundaries;

and whereas the process to acquire public lands can be a barrier to development within communities;

Therefore, be it resolved that Municipalities Newfoundland and Labrador lobby Government of NL to ensure public land be granted to municipalities for the purpose of social, residential, commercial, and industrial development as determined by municipal plans.

Loukoumi Foundation Mailbox

Gander Elementary has partnered with the Loukoumi Foundation and Come From Away for a “Good Deeds Bus Tour”. Students will write letters to families who lost loved ones during 9/11 and place them in a mailbox on the school grounds. A mailbox will also be placed at the Town Hall so that the general public may send letters to the families.

National Truth and Reconciliation Week 2022

The Committee reflected on the events of National Truth and Reconciliation Week, which took place from September 26th - September 30th. Several special events were held, including an Indigenous Crafters Market, Guided Medicine Walk, Riverside Chats and a Flag Raising.

On September 30th, Council closed its offices and reserved the day as a time to remember the tragic legacy of residential schools, the missing children, the families left behind and the survivors of these institutions. Council hosted an Every Child Matters flag raising ceremony at Cobb's Pond Rotary Park on the morning of the 30th. There was a large turnout at this event, which was appreciable as public commemoration of the history, and ongoing impacts, of residential schools is a vital component of the reconciliation process.

By acknowledging differences in culture, lifestyles, beliefs, and life experiences, Council will always encourage tolerance and inclusion, the foundation for a welcoming community and a place where all residents share a sense of belonging.

F. Corporate Services Committee:

The Corporate Services Committee report was presented by Councillor Hoffe.

The Corporate Services Committee meeting was held on October 19, 2022. The meeting was chaired by W. Hoffe, Councillor. Other members present included: T. Pollett, Councillor; P. Woodford, Councillor; K. Hiscock, Director of Corporate Services; B. Hefford, Town Clerk.

The following items were discussed:

Municipal Assessment Update

Correspondence from the Municipal Assessment Agency on the Board of Directors meeting held in Forteau, Labrador on August 16th was reviewed by the Committee.

Some of the items discussed were as follows:

- The Municipal Assessment Agency will sponsor and be a participant at the MNL conference to be held in Gander from Nov 2-5, 2022
 - The Conception Bay South sub-office permanently closed on June 30, 2022, as approved by the Board in August 2021. The Field Assessor position has been relocated to the Eastern Regional Office in St. John's.
 - A total of 489 annual assessment appeals were received for the 2023 tax year compared to 579 for 2022.
 - The MAA welcomed its newest client municipality, the Town of Mount Carmel-Mitchell's Brook- St. Catherine's and field work is being done in St. Joseph's to implement property tax in that municipality.
- and,
- Finally, the Board of Director's met to develop a strategic plan to be completed by March 2026.

The next meeting is scheduled to be held on November 3, 2022, in Gander.

Municipal Assessment Service Fee

The Municipal Assessment Agency 2023 fee for assessment services will remain at \$26 per parcel and per tenant, subject to approval of the Agency's 2023-2024 budget in December 2022.

Pending budget approval, the annual 2023 assessment fee for the Town of Gander will be \$135,980 and is based on 4,756 parcels and 474 tenant(s) at \$26 each. The total fee is higher than 2022 due to an increase of 16 parcels from 2022. The Committee was pleased that the Agency will recommend maintaining the current per parcel assessment fee.

Tender – Sale of One (1) Used 2001 John Deere 120LC Tracked Excavator

The Corporate Services Committee was presented with the results of the tender for the sale of one (1) 2001 John Deere 120LC Tracked Excavator. There were two bids received, with the highest bid that met specifications submitted by 50906 Newfoundland & Labrador Ltd. o/a Platinum Builders in the amount of \$27,381.50, HST included.

Motion #22-192**Tender – Sale of One (1) Used 2001 John Deere 120LC Tracked Excavator**

Moved by Councillor Hoffe and seconded by Councillor Woodford the tender for the sale of One (1) 2001 John Deere 120LC Tracked Excavator unit # 927 with plate # GMN 654 be awarded to 50906 Newfoundland & Labrador Ltd. o/a Platinum Builders in the amount of \$27,381.50, HST included.

In Favour: 5 Opposing: 0

Decision: Motion carried.

G. Committee of the Whole:

The Committee of the Whole report was presented by Councillor Pollett.

The Committee of the Whole meeting was held on October 4, 2022. The meeting was chaired by P. Farwell, Mayor. Other members present included: B. Ford, Deputy Mayor; T. Pollett, Councillor; G. Brown, Councillor; S. Handcock, Councillor; P. Woodford, Councillor; W. Hoffe, Councillor; D. Chafe, Councillor; B. Hefford, Town Clerk; K. Bull, Deputy Municipal Clerk; T. Barron, Director of Municipal Works; J. Blackwood, Director of Planning and Development; H. Lowe, Director of Public Safety and Protective Services.

The following items were discussed:

Silent Witness

There is some maintenance and upgrades required at the Silent Witness site. There is also interest from outside stakeholders. It was suggested that a Master Plan be developed to guide the design and planning. Council endorsed submissions for funding applications to various agencies to cost share this plan.

59 Elizabeth Drive

The Town purchased the property at 59 Elizabeth Drive in August 2022. The property has the potential to house several worthwhile projects, including housing, health and wellness education, recreation and other community services.

To ensure that the building is used for the best possible purpose, the Committee recommends issuing a request for Expressions of Interest from for-profit, not-for-profit and charitable bodies for the utilization of all or part of the building with a deadline of November 4, 2022.

Committee of the Whole:

The Committee of the Whole report was presented by Councillor Pollett.

The Committee of the Whole meeting was held on October 20, 2022. The meeting was chaired by P. Farwell, Mayor. Other members present included: B. Ford, Deputy Mayor; T. Pollett, Councillor; W. Hoffe, Councillor; D. Chafe, Councillor; B. Hefford, Town Clerk; K. Hiscock, Director of Corporate Services; K. Bull, Deputy Municipal Clerk; N. Newell, Director of Community Services; J. Blackwood, Director of Planning and Development; H. Lowe, Director of Public Safety and Protective Services; T. Barron, Director of Municipal Works.

The following items were discussed:

Central Health – Steering Committee Invitation

In its Report to the Premier and Minister of Health in June 2022, Health Accord NL recommended the creation of a single regional hospital on two sites in Central Health. It also recommended a Centre of Excellence on Aging and one Obstetrical program in the Central Health region. As a result, Central Health is forming a Steering Committee to provide recommendations to the Provincial Health Authority President and CEO for the locations of the Centre of Excellence on Aging and the Obstetrical program.

The Co-Chairs of the Steering Committee have invited Council to select a representative of the community to become a member of the Steering Committee, which will be comprised of leaders representing communities, senior citizens, women, the Indigenous community, and the healthcare system.

Council has numerous questions and asked staff to follow up with the Co-Chairs to determine the make-up of the Committee, to ensure that Council recommends the most suitable person for the position.

The Deputy Mayor expressed frustration regarding processes that will determine the future of Health in our community. People need to be engaged and we have concerns about the process.

Council has been active by having a Mayor's Advisory Committee to guide Council's input. We need to reach out the MHA and the Minister of Health.

H. Other Reports:

None

7. ADMINISTRATION

None

8. CORRESPONDENCE

None

9. NEW BUSINESS

Councillor Woodford thanked Tony Barron, Director of Municipal Works for his contributions and wish him the best in future endeavors.

Deputy Mayor Ford recognized the tolerance and inclusion Diwali celebration of the Indian community.

10. ADJOURNMENT

Motion #22-192

Adjournment

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

In Favour: 5 Opposing: 0

Decision: Motion carried.

The meeting adjourned at 5:05 p.m.

P. Farwell, Mayor

B. Hefford, Town Clerk