

# MINUTES

Regular Meeting of Council  
Wednesday, November 20, 2024 @ 4:00 p.m.  
Council Chambers

<b>Present:</b>	<b>P. Farwell</b>	<b>Mayor</b>
	<b>T. Pollett</b>	<b>Councillor</b>
	<b>S. Handcock</b>	<b>Councillor</b>
	<b>M. White</b>	<b>Councillor</b>
	<b>P. Woodford</b>	<b>Councillor</b>
	<b>W. Hoffe</b>	<b>Councillor</b>

**Advisory and  
Resource:**

<b>J. Knee</b>	<b>Director of Community Services</b>
<b>A. Quilty</b>	<b>Director of Public Safety &amp; Protective Services (A)</b>
<b>J. Blackwood</b>	<b>Director of Planning and Public Works/Co-CAO (A)</b>
<b>B. Hefford</b>	<b>Director of Governance &amp; Legislative Services/Town Clerk/Co-CAO (A)</b>
<b>K. Hiscock</b>	<b>Director of Corporate Services</b>
<b>K. White</b>	<b>Communications Officer</b>
<b>A. Oldford</b>	<b>Policy and Legislation Clerk</b>

<b>Regrets:</b>	<b>B. Ford</b>	<b>Deputy Mayor</b>
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## 1. CALL TO ORDER

The meeting was called to order at 4:00 p.m.

## 2. LAND ACKNOWLEDGEMENT

## 3. VISITORS/PRESENTATIONS

### 16 Days of Activism Against Gender Based Violence

Mayor Farwell proclaimed 16 days of activism against gender-based violence that spans from November 25<sup>th</sup> to December 10<sup>th</sup>. This campaign helps create awareness for individuals, organizations and governments. It's a way to advocate for policies that promote equality and end violence against women, and marginalized groups.

The Town of Gander recognizes the importance of fostering a community where everyone can live free from fear, violence and discrimination while honoring those resilient survivors and the dedication of their advocates.

## Art Procurement Announcement

Councillor Pollett announced the 2024 Art Procurement Program submissions from 4 local artists totaling 6 art pieces;

- A pastel pencils on pastel mat of our famous Newfoundland dog entitled “**Sergeant Gander**” by **Chloe Penney**
- A water colour of the airplanes during September 2001 entitled “**9/11 Visitors**” by **Clayton Hann**
- A photograph on canvas of a snowy scene at the Old Town Site entitled “**Winter’s Embrace**” by **Lori Cusack**
- A close-up photograph of a dandelion entitled “**Make A Wish**” by **Amanda Noseworthy**
- And a photograph entitled “**Gander International Airport Lounge**” also by **Amanda Noseworthy**.

As in past years, the residents of Gander voted online via the Town’s Facebook page for “Residents’ Choice”. For 2024, the artwork with the most votes is a photograph of a Fall scene at the Old Town Site entitled “**Gander Heritage Trails**” by **Amanda Noseworthy**. Facebook stats show us that more than 4,000 people saw the post.

In 2007, the Town of Gander introduced the Art Procurement Program to actively support and promote the local arts community through the purchase of artwork for permanent display in Ganders municipal buildings and public spaces.

The Town of Gander was pleased to purchase all 6 pieces in 2024, bringing the amount of artwork in the Town’s public collection to 82 pieces. The new artwork will be proudly displayed in the main lobby of the Town Hall during 2025.

## 4. APPROVAL OF AGENDA

### Motion #24-205

#### Approval of Agenda

Moved by Councillor Handcock and seconded by Councillor White that the Agenda for the Regular Meeting of Council on November 20, 2024 be adopted.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## 5. MINUTES FOR APPROVAL

### Motion #24-206

#### Regular Minutes for Approval

Moved by Councillor Pollett and seconded by Councillor Hoffe that the Minutes from the Regular Meeting of Council on October 23, 2024 be adopted as presented.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## 6. BUSINESS ARISING FROM PREVIOUS MINUTES

## 7. REPORTS – STANDING COMMITTEES:

### A. Community Services Committee:

The Community Services Committee report was presented by Councillor Pollett. The Community Services Committee meeting was held on November 6, 2024. The meeting was chaired by T. Pollett, Councillor. Other members present included: W. Hoffe, Councillor; B. Hefford, Director, Governance and Legislative Services; and J. Knee, Director, Community Services. Regrets from B. Ford, Deputy Mayor.

The following items were discussed:

#### **Cobb's Pond Rotary Park Concession Request**

A request was received to occupy the Cobb's Pond Rotary Park building for a concession/café type of operation. Committee is certainly interested in exploring this kind of opportunity; however, some additional research will be required before a final decision is made. This type of operation would need to go out as an expression of interest like the canteen services at the Steele Community Centre.

#### **Gander Collegiate Awards Program**

The Committee reviewed correspondence from Gander Collegiate for support of their annual Awards Program. Council already supports this program by providing a scholarship award yearly which is presented by the Mayor.

## Street Naming Suggestions

The Committee reviewed a list of possible street names that have been brought forward under the Town of Gander's Street Naming Policy - D008. The approved names include Wayne Anstey, Fred Chafe, Terry Eisan, Perry Grimes, Ray Morrissey, Roland Pinsent, and Gerry Wakeham. These names will be forwarded to the Department of Planning and Public Works to be added to the master list for contractors to choose from.

## Steele Community Centre Advertising

The Steele Community Centre Advertising Contract expires at the end of 2024. An expression of interest was posted, and three bids were received. The Committee reviewed the bids and is recommending awarding the contract to Gander Minor hockey. This contract will be for a one-year term.

This item is referred to the Corporate Services Committee for review and approval.

## Upcoming Events

The following events will take place in the coming months:

Nov 21st	Healthy Living for Seniors – Physical Activity
Nov 22 <sup>nd</sup> – 24th	Central Icepak U15 Female AAA Tournament
Nov 28 <sup>th</sup>	Healthy Living for Seniors – Mental/Emotional Health
Nov 29 <sup>th</sup> – Dec 1st	Central Icepak U18 AAA Female Tournament
Dec 4 <sup>th</sup>	Town of Gander Christmas Tree Lighting
Dec 5 <sup>th</sup>	Healthy Living for Seniors – Health Lifestyle Impact on Chronic Disease
Dec 6 <sup>th</sup> – 8 <sup>th</sup>	Gander Minor Hockey Female Tournament
Dec 7 <sup>th</sup>	Santa Claus Parade
Dec 8 <sup>th</sup>	Skate with Santa
Dec 12 <sup>th</sup>	39 <sup>th</sup> Anniversary of Arrow Air Memorial Service
Dec 18 <sup>th</sup>	Seniors Wellness Session

## B. Economic Development Committee:

The Economic Development Committee report was presented by Councillor Woodford.

The Economic Development Committee meeting was held on November 12, 2024. The meeting was chaired by P. Woodford, Councillor. Other members present included: S. Handcock, Councillor; T. Pollett, Councillor; B. Ford, Deputy Mayor; B. Hefford, Director of Governance & Legislative Services/Town Clerk & Co-CAO; and J. Blackwood, Director of Planning and Public Works/Co-CAO.

The following items were discussed:

## **Family Medical Bursary**

The Economic Development Committee revisited a previously discussed potential bursary program for medical residents undertaking their family medicine residency in Gander. The Committee felt the program has merit but expressed a desire to explore additional opportunities to incentivize medical professionals. It is recommended that this item be revisited in the new year for a more in-depth discussion and to seek input from current professionals in the field to ensure any proposed program would be impactful.

## **Reaching Home NL Funding**

The Economic Development Committee reviewed correspondence announcing the 2025 – 2026 funding stream applications for Canada’s Homelessness Partnering Strategy - Rural and Remote NL Funding Stream are now open. The Rural and Remote Homelessness funding stream provides project funding to any community in Newfoundland and Labrador (NL), outside of the designated community of St. John’s, NL, regardless of the size of the community.

The goal is to create partnerships with local groups and organizations to help prevent and reduce homelessness in rural and remote communities across Newfoundland and Labrador. The Committee is recommending that staff directly notify community partners to ensure they are aware of the funding opportunity and to provide support to these groups in preparing applications wherever possible.

## **Crown Lands Application**

The Economic Development Committee discussed future land use planning within the community and the need to secure land for densified housing developments. Several community partners have approached the Town of Gander with a desire to construct housing, however, have struggled to identify land which could accommodate such projects.

In 2017, Council submitted an application for a parcel of Crown Land (Application #140437); however, the grant considerations required to secure the land at that time made it unfeasible for interested developers.

Council has since engaged in discussions with Provincial officials regarding potential partnerships for land development for housing. The Economic Development Committee recommends that the department reapply for the land previously outlined in Crown Lands Application # 140437.

## **C. Public Safety and Protective Services Committee:**

The Public Safety and Protective Services Committee report was presented by Councillor White.

The Public Safety and Protective Services committee meeting was held on November 13, 2024. The meeting was chaired by M. White, Councillor. Other members present included: P.

Woodford, Councillor; S. Handcock, Councillor; T. Pollett, Councillor; A. Quilty, Director of Protective Services/Fire Chief (A); B. Hefford, Town Clerk/Co-CAO (A); J. Blackwood, Director of Planning and Public Works/Co-CAO (A); and T. Byrne, Administrative Human Resources Coordinator.

The following items were discussed:

### **Correspondence – Safety Concerns**

The Committee reviewed correspondence from a resident expressing concern about the increase in drug use and the associated safety issues it poses around Town.

The Committee acknowledged that this is a complex issue that is challenging to enforce across all areas of Town.

While drug enforcement is not within the municipality’s direct mandate, the Committee committed to engaging with the RCMP and Crime Stoppers to explore ways to address these concerns. These discussions aim to identify potential actions or support that the Town can provide to enhance community safety moving forward.

This approach reflects the Town’s commitment to collaborating with law enforcement and community partners to ensure the safety and well-being of its residents.

### **Correspondence – Youth Safety Concerns**

The Committee reviewed correspondence from a concerned parent regarding school transportation from Gander Elementary to the Boys and Girls Club. The Committee stated that school bussing is not within the Town of Gander’s jurisdiction. The parent will be provided with the contact information of the school board and advised to contact them.

### **Correspondence – ATV Trails**

The Committee reviewed correspondence from a resident inquiring about the quickest legal way to access the ATV trail from their area of Town as the Dominion/Toyota trail is inaccessible.

Council is proposing to evaluate the trail system throughout the community, including the area of concern raised by this resident.

Departmental staff will contact the resident and work with them to identify the closest point of access from their property the Town’s trail system.

## **Bonavista Bay Search and Rescue**

The Committee reviewed correspondence from the Bonavista Bay Search and Rescue requesting a donation to their team.

Bonavista Bay Search and Rescue specializes in ground searches, cold/ice water rescues, day and night search and rescue techniques, hypothermia training and treatment, and continuously updates their training to meet evolving search and rescue needs.

Although headquartered in Glovertown, Bonavista Bay Search and Rescue serves 49 communities between Terra Nova National Park and Appleton. They are also available to assist other search teams across the province as needed.

### **Motion #24-207**

#### **Bonavista Bay Search and Rescue**

Moved by Councillor White and seconded by Councillor Pollett that the Town of Gander donate \$500 to the Bonavista Bay Search and Rescue team.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## **Wildfire Community Preparedness Funding**

The Public Safety and Protective Services Committee received correspondence from FireSmart Canada encouraging the Town of Gander to apply for \$500 in funding toward community wildfire mitigation projects. This funding aims to enhance preparedness for potential wildfire threats.

The Committee believes this is a valuable opportunity, and as such, the Acting Fire Chief will proceed with the application for funding.

## **Province Allocates \$20 Million to Enhance Police Resources and Establish Joint Task Force**

The Committee reviewed a media release stating that the province is allocating \$20 Million to enhance police resources and establish a joint task force. A discussion followed regarding whether Gander and the surrounding area will receive any of the allocated funds or resources.

A meeting will be scheduled with the RCMP and community partners to discuss potential actions the Town of Gander can take to advocate for additional resources or funding for Gander and the surrounding area.

## Digital Government and Service NL

The Committee discussed correspondence from Minister Loveless regarding the Highway Traffic Camera Ticketing program.

On May 29, 2024, amendments to the Highway Traffic Act (HTA) and the Provincial Offences Act (POA) received Royal Assent. These amendments were necessary to facilitate a provincial approach to implementing the automatic traffic enforcement program (speed cameras). Once the amendments come into force, a vendor will be authorized to issue tickets to registered vehicle owners when their vehicle is captured on camera speeding over the posted limit on roads/highway, in construction and school zones, failing to obey traffic control devices, or passing a stopped school bus with its stop arm extended.

The pilot program, launched in 2023, has now concluded, and the focus is on implementation.

The experience from this first phase will inform the future rollout, which may include installing additional cameras on provincial and municipal roads and highways, in construction zones, and on school buses, including their stop arms.

The Committee intends to compile data on issued tickets and present the findings.

### D. Planning and Public Works Committee:

The Planning and Public Works Committee report was presented by Councillor Handcock.

The Planning and Development Committee meeting was held on November 12, 2024. The meeting was chaired by S. Handcock, Councillor. Other members present included: B. Ford, Deputy Mayor; M. White, Councillor; T. Pollett, Councillor; and J. Blackwood, Director of Planning and Public Works/Co-CAO (A); B. Hefford; Director of Governance & Legislative Services/Town Clerk/Co-CAO (A); and J. Newman, Manager of Technical Services.

The following items were discussed:

### Delegation – Resident of 16 Vatcher Place

The owner of 16 Vatcher Place met with the Committee to inquire as to why his application to construct an accessory building, outside the accessory building regulations, was not approved and requested reconsideration on that decision.

The Committee was not prepared to change their original position, however, advised the resident that the department is currently reviewing their development regulations and would take his points into consideration while undertaking that review.



## **Tap Water Quality Report, Winter 2024**

The Director presented the Committee with a summary of the Town of Gander Tap Water Quality Report. The report evaluates the Town's water quality against the Canadian Drinking Water Guidelines for each parameter.

The most recent report, for Winter 2024, indicates that the Town's Water Quality Index is rated as "excellent". This rating reflects water quality that is virtually free from impairments, with conditions very close to pristine levels. Achieving this index level requires that all measures consistently meet the recommended guidelines.

Testing is conducted and reported by the Provincial Government, and the results can be viewed on the Government of Newfoundland and Labrador's Environment and Climate Change Water Resources Management webpage: <https://maps.gov.nl.ca/water>

## **Wastewater Quality Effluent Report, 3<sup>rd</sup> Quarter 2024**

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

The most recent report, for the third quarter of 2024, indicates that the effluent quality is within the recommended guidelines.

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

## **Government Newfoundland – Wastewater Survey**

The Committee reviewed correspondence from a representative of the Provincial Environmental Public Health Department thanking Council for their continued support of the Wastewater Surveillance program.

Further to this continued support, the department, along with its partners from the Public Health Agency of Canada, is requesting permission to include the Town of Gander in a national wastewater survey focusing on antimicrobial resistance (AMR). In addition to AMR, the survey will also detect other key pathogens, including *Candida auris*, *Leptospira*, Human Papillomavirus, and Sin Nombre virus.

The Director advised that department staff could accommodate the additional testing within existing resources and that all costs for transportation and processing of the samples will be covered by the testing program.

**Motion #24-208**

**Government Newfoundland – Wastewater Survey**

Moved by Councillor Handcock and seconded by Councillor Pollett that the Town Council of the Town of Gander support the Public Health Agency of Canada in a national wastewater survey focusing on antimicrobial resistance.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Fence Request – Mifflin and Kingsford Smith Place**

Correspondence was received from residents of Mifflin and Kingsford Smith Place expressing concerns about crime in and around their residences. They are requesting that Council install fencing to prevent individuals from accessing private property and to deter the indiscriminate dumping of garbage.

The Committee recommends that this area, along with the concerns of its residents, be considered during the open space and trailways review. It is also recommended that these concerns be shared with community partners for further discussion to help ensure the safety of Gander’s residents.

**2024-2025 Snow Plan**

The 2024 - 2025 Snow Plan was presented to the Committee for their review and consideration. The plan outlines the equipment, personnel, routes, and priorities that formalize how and when municipally owned streets and parking lots within the community are cleared of snow and ice. The goal of the plan is to reduce the hazards of snow and ice-covered streets for motorists and pedestrians, minimize economic losses caused by workers being unable to get to their jobs, ensure unimpeded travel for fire and emergency services, establish service standards, and carry out these objectives as efficiently as possible.

This year, it is recommended that the Cobb’s Pond building be utilized throughout the winter and that the paved walking trail around the bowl be cleared to provide a safe area for residents to walk. To facilitate this, the Cobb’s Pond parking lot has been elevated to priority #2 in the Snow Plan.

As part of the 2024 Budget, Council approved the purchase of a sidewalk snowblower, which will be utilized in implementing the 2024 - 2025 Snow Plan. A route for this equipment has been added to the plan as a trial, with a focus on improving sidewalk services, particularly near schools.

**Motion #24-209**  
**2024-2025 Snow Plan**

Moved by Councillor Handcock and seconded by Councillor White the adoption of the 2024 – 2025 Snow Plan as attached.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**2024-2025 Seasonal Groomer Maintenance – Gander & Area Snowmobile Club**

Correspondence was received from the Gander and Area Snowmobile Club requesting assistance with the preseason maintenance inspection and servicing of their trail groomer. The department head indicated that this work could be accommodated and that all necessary supplies would be provided by the association.

**Motion #24-210**  
**2024-2025 Seasonal Groomer Maintenance – Gander & Area Snowmobile Club**

Moved by Councillor Handcock and seconded by Councillor Pollett that the Public Works Maintenance staff assist with the preseason maintenance inspection and servicing of the trail groomer, with all supplies to be provided by the association.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Safety Concerns – Thirsk Place Trailway**

Following Council’s recent decision to remove poles along several trailways within the community, two adjacent property owners have requested that the poles on the trailway near their property be reinstated.

The Committee recommends that, until a comprehensive review of the Town’s trailways can be conducted, the poles at this location should be reinstated.

**Motion #24-211****Safety Concerns – Thirsk Place Trailway**

Moved by Councillor Handcock and seconded by Councillor Pollett that the poles at the Thirsk Place trailway be reinstated until a comprehensive review of Gander's trailways can be undertaken.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Notable Dates**

- Residents are reminded that the winter parking ban is now in effect until April 30, 2025. During this period, street parking is not permitted from 12 a.m. – 8 a.m., **OR** at any time of day that would hinder snow removal.
- The last Waste Transfer Station date scheduled for 2024 is Saturday, December 14<sup>th</sup>. The hours of operation are 8 a.m. – 4 p.m.

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

**E. Governance & Legislative Services Committee:**

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

The Governance & Legislative Services Committee was held on November 13, 2024. The meeting was chaired by B. Ford, Deputy Mayor (Chair). Other members present included: M. White, Councillor; B. Hefford, Town Clerk/Director, Governance & Legislative Services/Co-CAO (A); and A. Oldford, Policy & Legislative Clerk. Regrets: W. Hoffe, Councillor.

The following items were discussed:

**Prime Minister's Awards (PMA) Nominations**

The Committee discussed the 2025 nominations for the Prime Minister's Awards. It was highlighted that the nomination period is currently open, and the awards aim to recognize exemplary educators who contribute to empowering Canada's youth. Nominees can be put forward by various stakeholders, including parents, colleagues, principals, board members, and students, across three categories: Teaching Excellence, Teaching Excellence in Science, Technology, Engineering, and Mathematics (STEM), and Excellence in Early Childhood Education.

## **College of the North Atlantic (CNA) Annual General Meeting**

The Committee discussed the invitation to the College of the North Atlantic's (CNA) Annual General Meeting (AGM).

Those wishing to attend are encouraged to review the invitation and confirm participation. The discussion emphasized the importance of the AGM as a platform for strategic updates and governance discussions relevant to CNA's stakeholders. The Town of Gander will advise CNA of their availability to provide support and collaboration.

## **Municipal and Provincial Affairs General Election 2025**

The Committee reviewed the announcement regarding the 2025 municipal general election, which has been deferred to October 2, 2025, as per the General Election Deferral Order issued by the Minister of Municipal and Provincial Affairs. The deferral was made to accommodate the observance of the National Day of Truth and Reconciliation, which falls on September 30, 2025.

## **Faculty of Nursing Update: Crest Ceremonies**

The Committee discussed the 2024 Crest Ceremonies organized by the Faculty of Nursing at Memorial University. The Committee commended the Faculty for adopting a student-centered format focused on strengthening connections between students and faculty. Congratulations were extended to the students for reaching this milestone, with hopes that the program continues to grow and thrive in the years ahead.

## **December 6 – National Day of Remembrance and Action to End Violence Against Women**

The Committee reviewed correspondence from the Executive Director of Cara Transition House, requesting that the Town of Gander light the Town Hall in purple on December 6 in recognition of the National Day of Remembrance and Action on Violence Against Women. This day commemorates the 14 women murdered in the 1989 Polytechnique Montréal tragedy and serves as a reminder to address gender-based violence.

The Committee acknowledged the significance of the request, noting that the color purple symbolizes peace, courage, survival, and commitment to ending violence. Lighting the Town Hall would honor victims and survivors of domestic violence, while also showing solidarity with the work of Cara Transition House, which has supported nearly 3,200 women and children in the community since 1991.

The Committee confirmed that the Town of Gander will proceed with lighting the Town Hall in purple on December 6 in recognition of this important day.

## United Way Newfoundland and Labrador

The Committee reviewed correspondence from the Executive Director of United Way Newfoundland and Labrador, regarding her upcoming visit to Gander during the week of November 18, 2024. She expressed her intention to meet with local representatives to discuss the unique needs of the community and share information about United Way’s impact, which includes over \$8 million in community fund grants distributed to charities across the province since 2004.

The Committee acknowledged the value of United Way’s work in addressing challenges and building capacity within communities. Arrangements will be made to meet with the Executive Director of United Way Newfoundland and Labrador during her visit to explore areas where collaboration can further support local needs.

## Council Engagement Report

Effective engagement with the community is crucial for local governance, as it fosters transparency, inclusivity, and collaboration.

Over the past month, Council actively engaged in several events and initiatives. To offer a glimpse, here are some noteworthy examples:

October 23	Gander and Area Chamber of Commerce Small Business Week Luncheon
October 25	Remembrance Period Flag Raising and Proclamation
November 2	ANC's Diwali Celebration
November 2	56th Annual Firefighter's Ball
November 6	Mayor’s visit to Verge of Wellness, winners of the Small Business Week contest
November 7-9	Municipalities Newfoundland and Labrador Conference, Trade Show and AGM
November 11	Remembrance Day Ceremony and Wreath Laying
November 14	VOCM Happy Tree & Kettle Kickoff
November 18	FFAW-Unifor Constitutional Convention
November 20	UWNL (United Way Newfoundland and Labrador) Community Fund Information Session

## Social Media Report

The Committee reviewed the social media analytics report comparing the period from August 11 to November 11 in 2023 and 2024. This analysis highlights significant growth in engagement across both Facebook and Instagram, reflecting improved community outreach and the effectiveness of recent campaigns.

On Facebook, the reach increased by 141.6%, from 109,000 in 2023 to 263,400 in 2024, while page visits rose by 12.5%, from 31,022 to 34,900. Followers count also saw a 44.8% increase, from 261 to 378. Top-performing posts included content about roundabouts, bear sightings, the intersection reconfiguration at Airport Blvd., the Targa event, and the Truth and Reconciliation Lunch and Learn.

Instagram showed similarly strong performance, with a 20.8% increase in reach (from 786 to 993), a 50.2% increase in page visits (from 141 to 280), and a 38% increase in followers (from 32 to 85). Highlights on Instagram included posts about Small Business Week, Halloween displays, the Farmer's Market, and the Fire Chief's retirement.

The Committee noted the absence of comparative data for Twitter due to the lack of a premium account in 2023. It was agreed that the consistent analysis of year-over-year data will continue to support informed decisions and adjustments to social media strategies, enhancing engagement and outreach efforts.

#### **F. Corporate Services Committee:**

The Corporate Services Committee report was presented by Councillor Hoffe.

The Corporate Services Committee meeting was held on November 13, 2024. The meeting was chaired by W. Hoffe, Councillor (Chair). Other members present included: P. Woodford, Councillor; T. Pollett, Councillor; B. Hefford, Director, Governance & Legislative Services/Town Clerk/Co-CAO (A); and K. Hiscock, Director of Corporate Services.

The following items were discussed:

#### **Housing, Infrastructure and Communities – Transit Needs Assessment**

The Town of Gander acknowledges the evolving needs of the community, including the growing demand for increased and diverse transportation options, as Gander continues to grow. The Town took the first step toward addressing these challenges by applying for funding through the Government of Canada's Rural Transit Solutions Fund for a Transit Needs Assessment.

The Minister of Housing, Infrastructure and Communities has informed the Town of Gander that the project has been approved in principle. This initiative allocates a maximum funding of \$50,000 to the project, with the Town of Gander contributing \$10,000. The funding will support a comprehensive analysis of local transit needs, enabling the Town to design tailored solutions to enhance accessibility and mobility for residents.

This represents a crucial step towards addressing rural transit gaps, improving access to essential services, reducing transportation barriers for vulnerable populations, and fostering economic growth by connecting people to jobs and community resources.

Council is committed to understanding and responding to the shifting needs of its residents and stakeholders and is excited to move forward with this significant project.

**Motion #24-212**

**Housing, Infrastructure and Communities – Transit Needs Assessment**

Moved by Councillor Hoffe and seconded by Councillor Handcock that the Mayor and Town Clerk be authorized to accept Project #NL- 122336 in principle under the Government of Canada’s Rural Transit Solutions Fund.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Expression of Interest – SCC Advertising Program**

The Community Services Committee referred the results of the Steele Community Centre Advertising Program to the Corporate Services Committee for review and consideration.

The Committee discussed the proposals submitted, which focus on managing advertising spaces within the Steele Community Centre for the year 2025. Three bids were received, and the Committee recommended awarding the contract to the Gander Minor Hockey Association. Their proposal offered a 50/50 revenue split with the Town, aligning with the program’s objectives and ensuring community benefit.

**Motion #24-213**

**Expression of Interest – SCC Advertising Program**

Moved by Councillor Hoffe and seconded by Councillor Pollett to award the Steele Community Centre Advertising Program from January 1 to December 31, 2025, to Gander Minor Hockey Association at a 50/50 revenue split with the Town of Gander.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Donation – One (1) Kubota Lawnmower**

The Community Services Committee referred the request to donate a surplus Kubota lawnmower, following an unsuccessful disposal tender, to the Corporate Services Committee for review.



**Motion #24-214**

**Donation – One (1) Kubota Lawnmower**

Moved by Councillor Hoffe and seconded by Councillor Handcock to donate one used Kubota lawnmower to the War Graves Cemetery Commission.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Waste Transfer Station**

The request to extend the current contract with PBO for the waste transfer station from January 1 to December 31, 2025, was presented to the Committee for consideration.

Due to an increase in fuel prices, tipping fees and other associated fees, PBO is not willing to maintain the current contract price and is requesting an increase from \$6,500 to \$6,825 plus HST per event.

**Motion #24-215**

**Waste Transfer Station**

Moved by Councillor Hoffe and seconded by Councillor White to extend the operation of the waste transfer station to PBO Industrial Disposal Inc. at \$6,825 per event plus HST for the period of January 1 to December 31, 2025.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

**Operating and Capital Variance Report**

The Committee was presented with the unaudited operating and capital reports for the period ending September 30<sup>th</sup>, 2024. The operating report indicates that the deficit is projected to be \$737,000 less than anticipated and will be balanced by utilizing a portion of the surplus carried forward from previous years.

The main factors contributing to the reduced deficit include interest earned on funds held in bank accounts, which was \$330,000 higher than budgeted due to larger-than-expected cash balances and high interest rates. Additionally, taxation from utilities, ice rentals, and the sale of equipment were higher than budgeted.

The capital budget report indicates that purchases are projected to be within the budget by year-end.

The Committee was pleased with the financial reports to date.

## **G. Committee of the Whole**

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

The Committee of the Whole meeting was held on November 14, 2024. The meeting was chaired by P. Farwell, Mayor (Chair). Other members present included: B. Ford, Deputy Mayor; T. Pollett, Councillor; M. White, Councillor; S. Handcock, Councillor; P. Woodford, Councillor; J. Blackwood, Director of Planning and Public Works/Co-CAO (A); B. Hefford, Director of Governance and Legislation/Town Clerk/Co-CAO (A); A. Quilty, Director of Public Safety & Protective Services/Fire Chief (A); J. Knee, Director of Community Services; K. Hiscock, Director of Corporate Services; and A. Oldford, Policy and Legislative Clerk. Regrets from W. Hoffe, Councillor.

The following items were discussed:

### **Housing Accelerator Fund – RFQ24-20**

The Committee discussed the results of RFQ24-20 for architectural services to develop pre-approved, pre-engineered residential floor plans and drawings under the Housing Accelerator Fund (HAF) initiative. The Request For Quote (RFQ) was issued to three firms, with two responses received. However, only Lat49 met the requirement of having a certified architect.

The Committee acknowledged the strategic importance of proceeding with this project. The Town of Gander will retain ownership of the completed plans and provide them at no cost to builders, reducing barriers to housing development in Gander. This initiative aligns with HAF objectives and complements other ongoing efforts, including regulatory amendments to support multi-residential development.

The Committee also highlighted the benefits of offering energy-efficient, accessible, and cost-effective housing designs suitable for the local environment. These plans will encourage sustainable development and contribute to meeting the Town of Gander's housing goals. This project will be funded as a HAF initiative.

### **Motion #24-216**

#### **Housing Accelerator Fund – RFQ24-20**

Moved by Councillor Handcock and seconded by Councillor Pollett that RFQ24-20 – *Architectural Services for Pre-Approved, Pre-Engineered Residential Floor Plans and Architectural Drawings* be awarded to Lat49 at a cost of \$332, 350 HST included.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

### **Housing Accelerator Fund: Letter from Hon. Sean Fraser**

The Committee reviewed correspondence regarding the Town of Gander's \$4,350,000 Housing Accelerator Fund (HAF) agreement with the federal government. The letter highlighted the Official Opposition's announcement to eliminate this program if elected, emphasizing that the HAF supports initiatives such as zoning reform, expedited housing approvals, and backyard suite programs. Under the agreement, Gander has committed to enabling the issuance of 750 additional housing permits over the next decade. The Town of Gander was requested to analyze the implications of the proposed cut and consider informing the community about its potential effects.

The Committee discussed the potential for collaboration with other municipalities that have received HAF funding. While the Town of Gander believes it holds a legal contract with Canadian Mortgage and Housing Corporation (CMHC), it will engage with the Minister's Office and the MP for Coast of Bays-Central-Notre Dame to better understand all positions on this matter.

### **Municipal Plan Amendment # 5, 2024 and Development Regulations Amendment #7, 2024**

Municipal Plan Amendment # 5, 2024, and Development Regulations Amendment # 7, 2024, are now ready for approval by Council.

This amendment proposes to amend the Gander Municipal Plan and Development Regulations to add *Apartment Building* and *Apartments Over Permitted Uses* to the discretionary use classes of the *Commercial Shopping Centre (CSC)* zone. A change will also be initiated to the Commercial Shopping Centre policies of the Gander Municipal Plan in support of these additions.

The required advertising and provincial review have been completed. A Public Hearing was scheduled for October 15, 2024, at the Town Hall. No objections or representations were received by the deadline date of noon, October 11, 2024, and the hearing was cancelled.

### **Motion #24-217**

### **Municipal Plan Amendment # 5, 2024 and Development Regulations Amendment #7, 2024**

Moved by Councillor Handcock and seconded by Councillor White that Municipal Plan Amendment # 5, 2024, and Development Regulations Amendment # 7, 2024, be approved under Section 23 of the Urban and Rural Planning Act, 2000.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

The Committee recommends, and I move that Municipal Plan Amendment # 5, 2024, and Development Regulations Amendment # 7, 2024, be approved under Section 23 of the Urban and Rural Planning Act, 2000.

### **Gander International Airport Authority (GIAA) Board of Directors Nominee**

The Committee reviewed the upcoming expiration of Mr. Bruce Terris's first term on the Gander International Airport Authority (GIAA) Board of Directors. It was noted that Mr. Terris was originally nominated by the Town of Gander and has served on the Board for the past three years. Under the GIAA bylaws, he is eligible to serve for up to nine years, offering the potential for continued stability and institutional knowledge.

### **Motion #24-218**

### **Gander International Airport Authority (GIAA) Board of Directors Nominee**

Moved by Councillor Handcock and seconded by Councillor White the re-nomination of Mr. Bruce Terris to serve a second term on the Gander International Airport Authority (GIAA) Board of Directors, in accordance with GIAA bylaws.

In Favour: 5      Opposing: 1      Councillor White

**Decision:** Motion carried.

### **Digital Government**

The Committee deliberated on the importance of adopting a platform of digital governance as outlined in the Digital Government Policy Framework published by the Organization for Economic Co-operation and Development (OECD), to enable data-driven decision-making.

Members emphasized the need to assess current workflows, data usage, and storage across the organization to establish a phased approach to digital transformation. Proposed initial projects include digitizing customer service, upgrading Microsoft 365 licenses for external workers, exploring AI applications, and transitioning to digital tools for Council meetings.

To guide this transition, the Committee recommends establishing a Digital Government Steering Committee to develop a Terms of Reference and implementation plan. This plan will outline objectives, timelines, budgets, and performance metrics, ensuring accessibility, transparency, and community consultation throughout. Regular updates and an annual review will ensure alignment with the Digital Government Policy Framework and continued improvement.

THUS, WHEREAS the advancement of technology and the increasing expectations of our citizens demand a more transparent, efficient, and participatory municipal governance;

AND WHEREAS the Digital Government Policy Framework provides guidelines and best practices for integrating digital tools and principles into our governance model;

**Motion #24-219**  
**Digital Government**

Moved by Councillor Handcock and seconded by Councillor White that;

1. The Town of Gander commits to the adoption and integration of the Digital Government Policy Framework into its governance model.
2. The Town of Gander will develop a Terms of Reference and a Digital Government Steering Committee to develop a plan for the adoption of digital governance practices as outlined in the Digital Government Policy Framework.
3. The implementation plan shall include:
  - a. A timeline for the rollout of digital initiatives.
  - b. Proposed budget allocations for necessary infrastructure and training.
  - c. Metrics and Key Performance Indicators (KPIs) to measure the effectiveness and impact of implemented digital governance initiatives.
  - d. Strategies for ensuring transparency, security, and accessibility in all digital governance practices.
4. The Steering Committee shall present the implementation plan to Council for review and approval.
5. Council shall solicit and encourage active engagement and feedback from residents, local businesses, and other stakeholders through the entire lifecycle of the transition to a digital governance model.
6. The Steering Committee will provide regular updates to Council on the progress of digital governance initiatives, challenges faced, and any necessary adjustments to the implementation plan.
7. Upon successful implementation, an annual review of digital governance practices shall be conducted to ensure continued alignment with the Digital Government Policy Framework and to identify areas for improvement.

In Favour:     6     Opposing:     0

**Decision:** Motion carried.

## Staffing Positions

The Committee reviewed and discussed five new staffing positions, including the Manager of Fire and Emergency Services, a Housing, Social, and Community Development Officer, a Governance and Legislative Services Lead, a Communications, Branding, and Partnership Lead, and an Engagement Officer. Job specifications for these positions were reviewed in accordance with Section 65 of the *Municipalities Act, 1999*. These positions will be funded within existing staff budgets.

## Motion #24-220

### Staffing Positions

Moved by Councillor Handcock and seconded by Councillor White that the position specifications and qualifications for the Manager of Fire and Emergency Services; Housing, Social, and Community Development Officer; Governance and Legislative Services Lead; Communications, Branding, and Partnership Lead; and Engagement Officer be approved.

In Favour: 6      Opposing: 0

**Decision:** Motion carried.

## H. Other Reports

### 8. ADMINISTRATION

### 9. CORRESPONDENCE

### 10. NEW BUSINESS

#### Cobb's Pond Rotary Park Light Up for Christmas

The Town of Gander, in partnership with the Gander Rotary Club, will be holding a light-up event at Cobb's Pond Rotary Park. The date and time will be announced in the coming days on the Town of Gander and Recreation & Community Services Facebook pages.

#### Pat White – Mayor's Acknowledgement

The Town of Gander acknowledges the passing of Mr. Pat White, a beloved member of the community, known for his unwavering kindness, generosity, and commitment to the entrepreneurial spirit within Gander's aviation sector. Mr. White's contributions left a lasting

impact, and his warm and supportive nature touched many lives. He will be deeply missed by the community, which mourns his loss and honors his memory. The Town of Gander extends its heartfelt condolences to his family and loved ones during this difficult time.

## **11. ADJOURNMENT**

### **Motion #24-221**

#### **Adjournment**

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

In Favor:       6       Opposing:     0

**Decision:**     Motion carried.

The meeting was adjourned at 5:57 p.m.

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**P. Farwell, Mayor**

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**B. Hefford, Town Clerk**

**SNOW PLAN**

**TOWN OF GANDER**

**Revised: November 12, 2024**





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## APPENDIX

Snow Clearing Street Priority

Plow Routes

**Sidewalk Blower (Initial Route)**

Salt Routes

DRAFT November 15 2024

## **GOALS**

### **TOWN OF GANDER**

#### **DEPARTMENT OF MUNICIPAL WORKS & SERVICES**

1. To reduce the hazard of snow and ice covered streets and sidewalks to motorists and pedestrians.
2. To reduce economic losses to the community, caused by workers not being able to get to their jobs.
3. To facilitate the handling of emergencies by Fire, Police and Hospital officials.
4. To provide desired levels of snow clearing service consistently throughout the Town.
5. To ensure economy in the expenditure of resources.

## SNOW CLEARING PERSONNEL 2024-25

### Doyle Whitt

R. Stoyles  
M. Reid  
A. Paul  
R. Stroud  
<name>

### Deputy Director

Supervisor of Public Works  
Supervisor of Building & Fleet Maintenance  
Foreman of Water and Sewer  
Foreman of Public Works  
Foreman of Winter Operations

T. Abbott  
E. Branton  
J. Cokes  
L. Rogers  
D. Glover  
M. Hartery  
M. Hill  
P. Downer  
S. Smart  
P. Organ  
C. Philpott  
M. Power Jr.  
J. Stokes  
M. Hearn  
P. Whitt  
M. Wilson  
R. Wiseman  
S. Harris

H.E.O.  
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J. Clarke  
J. Collis  
S. Pollard  
K. Jenkins

Mechanic  
Mechanic  
Mechanic  
Mechanic

D. Jensen  
G. Whitt

Buyer  
Administrative Support Clerk

**DAY SHIFT**  
**7:30a.m. – 4:00p.m.**  
**Monday – Friday**

R. Stoyles

Supervisor

Foreman #1

(Alternate weekly)

H.E.O. #1

H.E.O. #2

H.E.O. #3

H.E.O. #4

(Alternate night shift each week)

H.E.O. #5

H.E.O. #6

H.E.O. #7

Mechanic #1

(Alternate with other mechanics for night shift)

Mechanic #2

Mechanic #3

Mechanic #4

Buyer

Administrative Support Clerk

**NIGHT SHIFT**  
**11:30p.m. – 7:30a.m.**  
**Monday – Friday**

Foreman #2

(Alternate weekly)

H.E.O. #8

H.E.O. #9

H.E.O. #10

H.E.O. #11

(Alternate with day shift each week)

H.E.O. #12

H.E.O. #13

H.E.O. #14

Mechanic

(Alternate each week)

**EVENING SHIFT**  
**3:30p.m. – 11:30p.m.**  
**Monday – Friday**

H.E.O. #15 (Alternate with weekend shift)

H.E.O #16

**WEEKEND SHIFT**  
**6:00a.m. – 2:00p.m.**  
**Saturday & Sunday**

H.E.O. #17 (Alternate weekly with evening shift)

H.E.O. #18

## CLASSIFICATION OF STREETS

- Priority 1. Collector Streets – The network of streets that connect various community areas with the commercial areas and with the Provincial Road network. They carry medium to large volumes of traffic at medium speeds.
- Priority 2. Local Streets – A local street primarily carries traffic with an origin or destination along its length. It does not carry through traffic other than to immediately adjoining roads. Traffic volumes and traffic speeds are low. Town owned parking lots (access routes 7m wide). Service road behind Block 4 of Town parking lot. Town owned commercial parking lots.
- Priority 3. Service Roads, Municipal Buildings – Town roads that service the rear of schools, provide access to Municipal Utilities and Parking lots for Municipal Buildings.
- Priority 4. Inside sidewalks.

# STANDARDS

## 1. Collector Streets

- Standard: 80% bare pavement within 12 hours of the end of snowfall or drifting.
- Plowing will be from curb to curb and will continue throughout the storm with each street being done every 4 to 6 hours depending on snowfall and drifting. Markers to aid curb/sidewalk position must be 1 meter from curb/sidewalk.
- Plowing will begin at 5 cm and accumulation will not exceed 10 cm.
- Ice control with salt and sand will be applied on street as necessary to mitigate dangerous driving conditions and achieve bare pavement as required.

## 2. Local Streets

- Standard: Snow covered; 4 cm maximum.
- Plowing will be from curb to curb and will continue throughout the storm with each street being done every 6 to 8 hours depending on snowfall and drifting. Markers to aid curb/sidewalk position must be 1 meter from curb/sidewalk.
- Plowing will begin at 7 cm and accumulation will not exceed 15 cm.
- Ice control will be limited to sand and salt only when driving conditions are dangerous and at intersections.

### **Town Owned Commercial Parking**

- a) Town Square West (Co-op)
- b) Town Square East (Jumping Bean)
- c) Airport/Armstrong (Corner Pocket)
- d) Airport/Laurell (Subway)
- e) Bennett Service Road (Oasis)
- f) Memorial/Elizabeth (Kelly Corner)
- g) **Cobbs Pond**

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### 3. Service Roads

- Standard: Snow covered; 5 cm maximum.
- Plowing will be 7 meters wide and will be done as soon as the standards are met for Collector and Local Streets and the snowfall and drifting have stopped.
- School service roads and bus stops will be cleared 60 minutes prior to opening if conditions permit.

### 4. Street Widening

- Widening or snow blowing will begin on the next regular shift after snow clearing operations are over.
- Snow will be pushed back with a wing plow or blown onto lawns with a snow blower to approximately 1 meter behind the curb, or line of asphalt. If surface is not frozen widening will be curb to curb only, to minimize concrete, lawn, and property damage.
- This operation will follow the street priority list taking into account sidewalk conditions, excessive narrowing, and ongoing garbage collection.
- Some areas may require snow to be removed by truck during this operation.
  - (a) Cul-de-sacs if cleared path is less than 4 meters.
  - (b) Airport Blvd; North side from Fitzmaurice to Memorial.
  - (c) Airport Blvd. South side from Fraser to Sullivan and Memorial to Boyd.
- (b) and (c) will be required if snow cannot be deposited on town ROW
- **73 Memorial Drive to have snow trucked away from snow blower.**

### 5. Sidewalks

- Will be cleared to a snow covered condition, 4 cm maximum for 80% of width.
- Completed during the street widening operation.
- School zone areas will be done first.



- Outside sidewalks next to the curb will be cleared, using loaders and graders equipped with a side wing plow.
- The inside sidewalks will be cleared with a loader or backhoe with plow/bucket during hydrant clearing process.
- Areas not easily cleared with a wing plow will be cleared with a snow blower.
- **Immediately following a snow event, the sidewalk blower will complete the initial route and continue to each of the plow routes thereafter.**
- Area with two sidewalks and not in the downtown area will have one sidewalk only cleared.
- Sand only will be applied to extremely slippery sidewalks as necessary.

## 6. Fire Hydrants

- All Hydrants must be equipped with an approval marker to permit identification while snow covered.
- Hydrant clearing will begin immediately following the street widening operation and to be completed within 3.5 business days of a street being widened unless further snow clearing is required.
- Hydrant cleaning will be carried out with a 4x4 backhoe(s) and loader(s) together with maintenance personnel, when available.

**PRIORITY 3 (access roads and parking lots) & 4 ROUTE (inside sidewalk)**

1. Fire Hall – Front, Rear and Side
2. Town Hall – Both sides and front entrance
3. Reservoir Road (Off Bell Place)
4. Steele Community Centre, Arts & Culture Centre and Curling Club
5. Water and Sewer Facilities 
  - a. Water Treatment Plant
  - b. Wastewater Treatment Plant
  - c. Raynham Lift Station
  - d. Cobham Lift Station
  - e. Beaverwood Facility
6. Depot Yard
7. Pumphouse at Gander Lake
8. Depot stock room, rear doors and fuel pumps
9. Cobb’s Pond ATV Drop off

**INSIDE SIDEWALKS**

1. Robertson Avenue – Gander Mall
2. Pinedo Street – Library

# -SNOWCLEARING- STREET PRIORITY 2024-2025



### NOTES

1. School Zones will be deemed as Priority 1, during school hours

#### -LEGEND-

- PRIORITY 1, See Note 1
- PRIORITY 2
- PRIORITY 3
- PRIORITY 4

No.	Date	Revision	By

Town of Gander  
Department of Planning & Public Works  
100-Elizabeth-Dr., Gander, NL A1V 1G7  
Telephone: (709) 651-5815 Fax: (709) 254-5808

Project: Snowclearing Street Priority 2024/2025

Drawing Title: Plan View

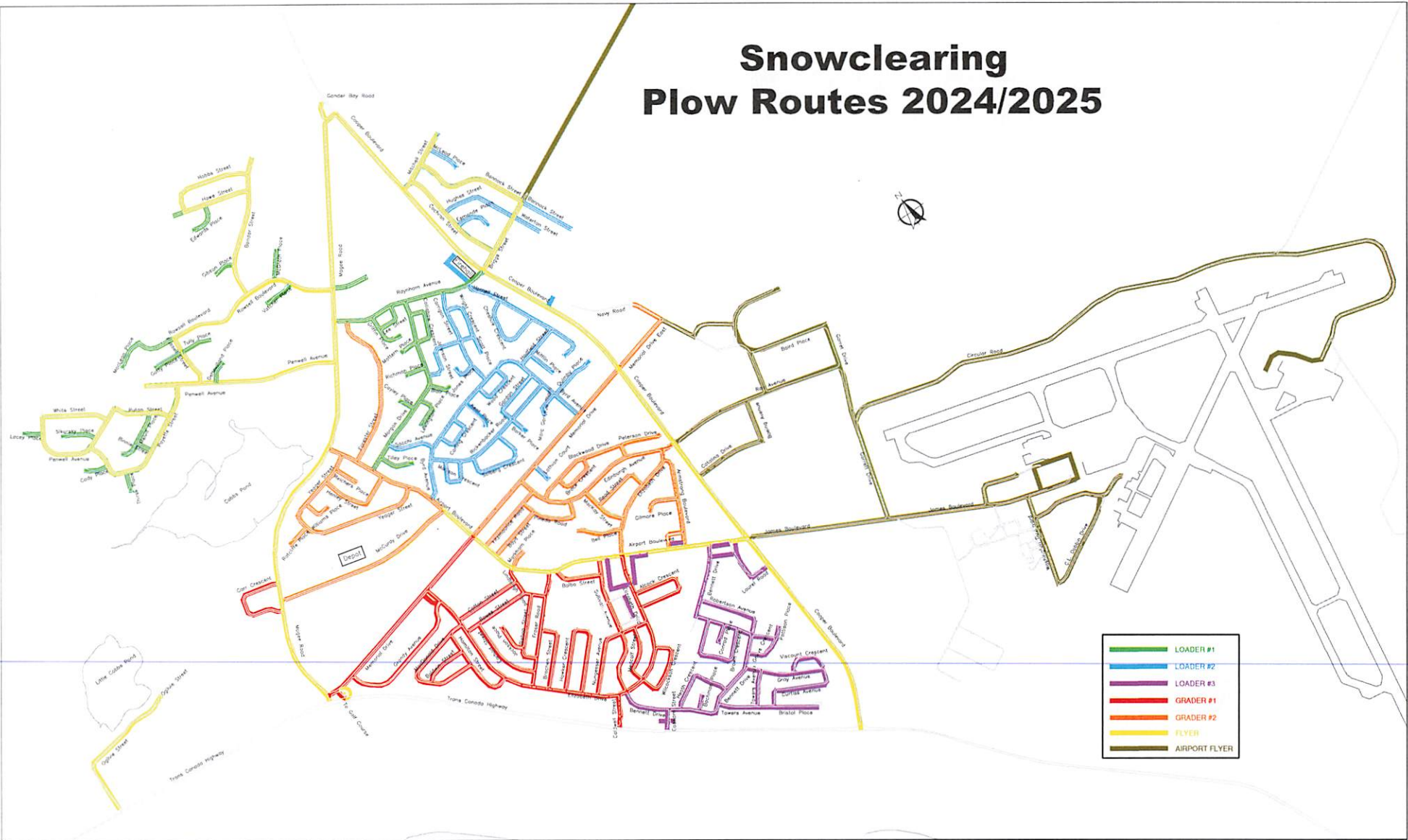
Drawn By: S. Blundon	Scale: N.T.S.
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Date: Nov. 1, 2024	Sheet Number: 1 of 1
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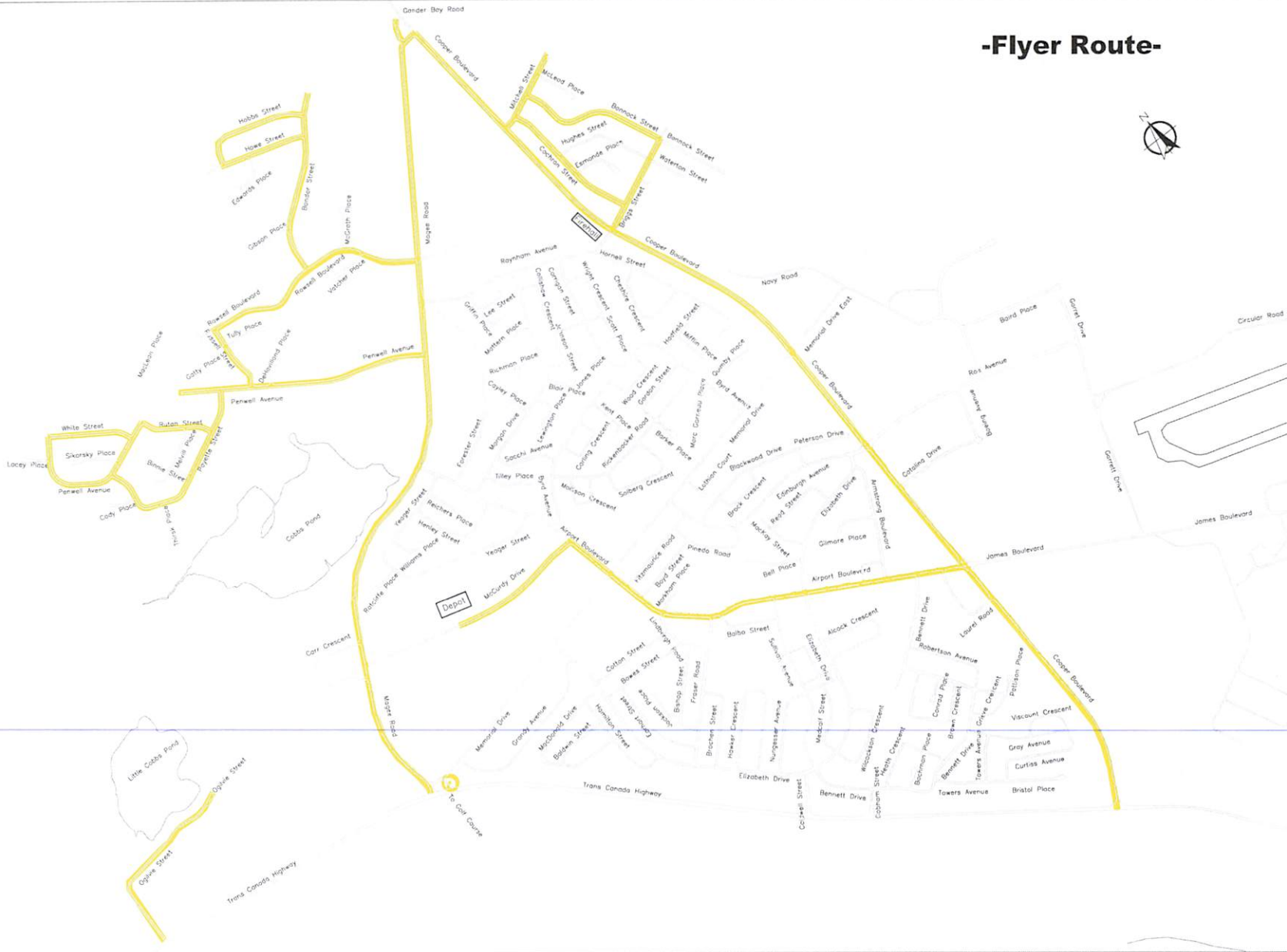
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Drawing Number: 24 - 1079	Rev. No. RD
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# Snowclearing Plow Routes 2024/2025

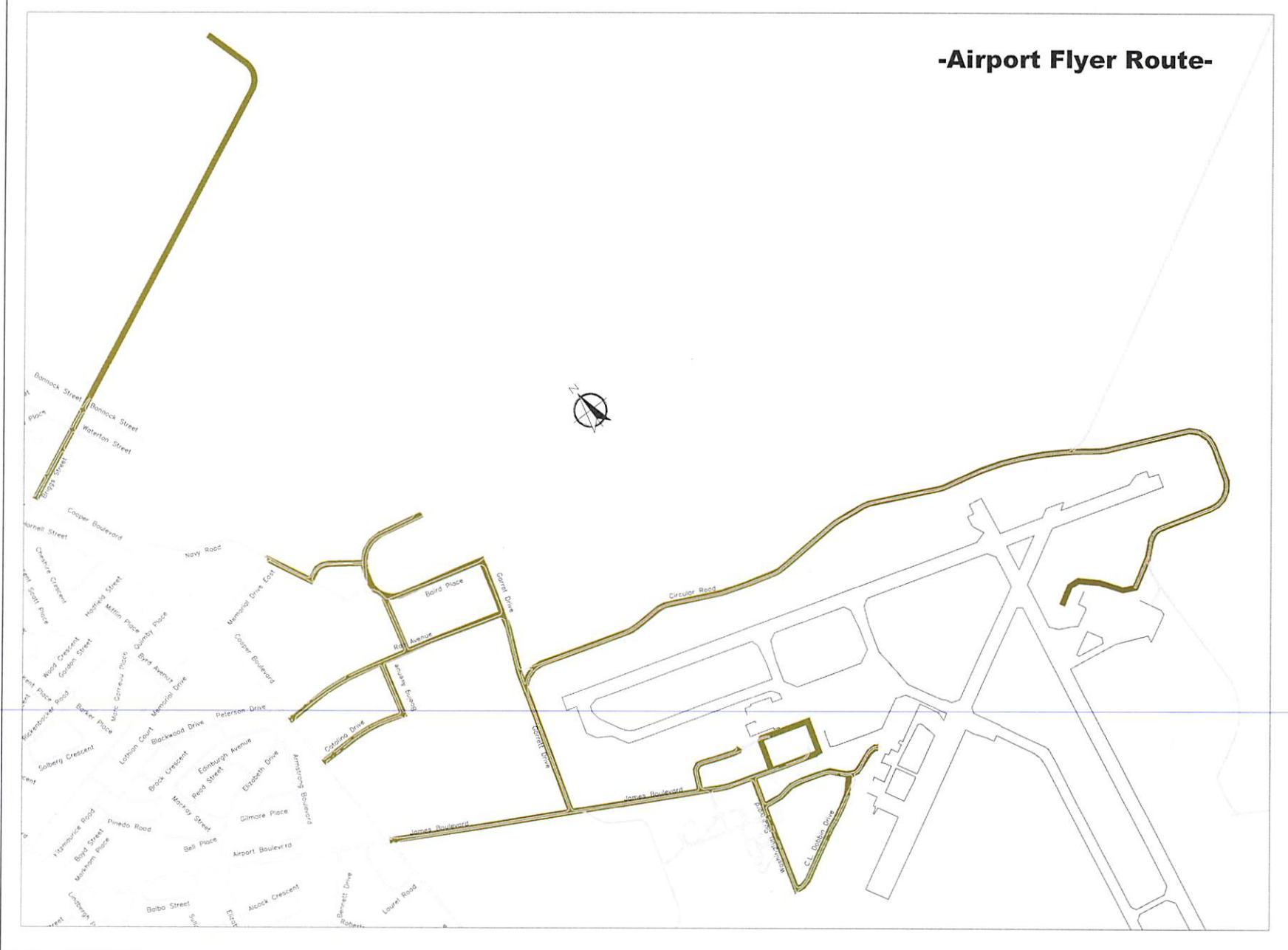


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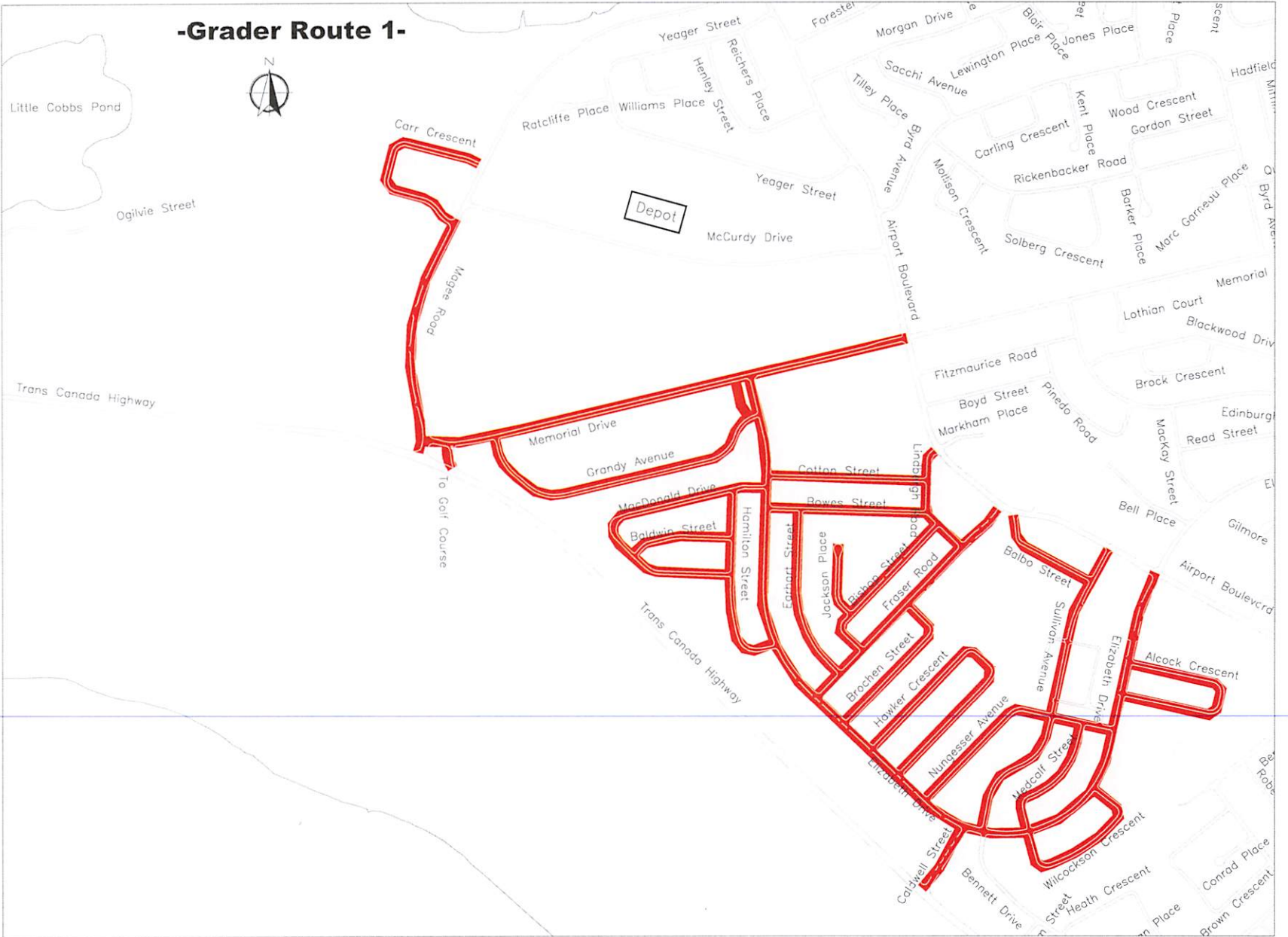




# -Airport Flyer Route-



# -Grader Route 1-



**-Grader Route 2-**





# -Loader Route 1-



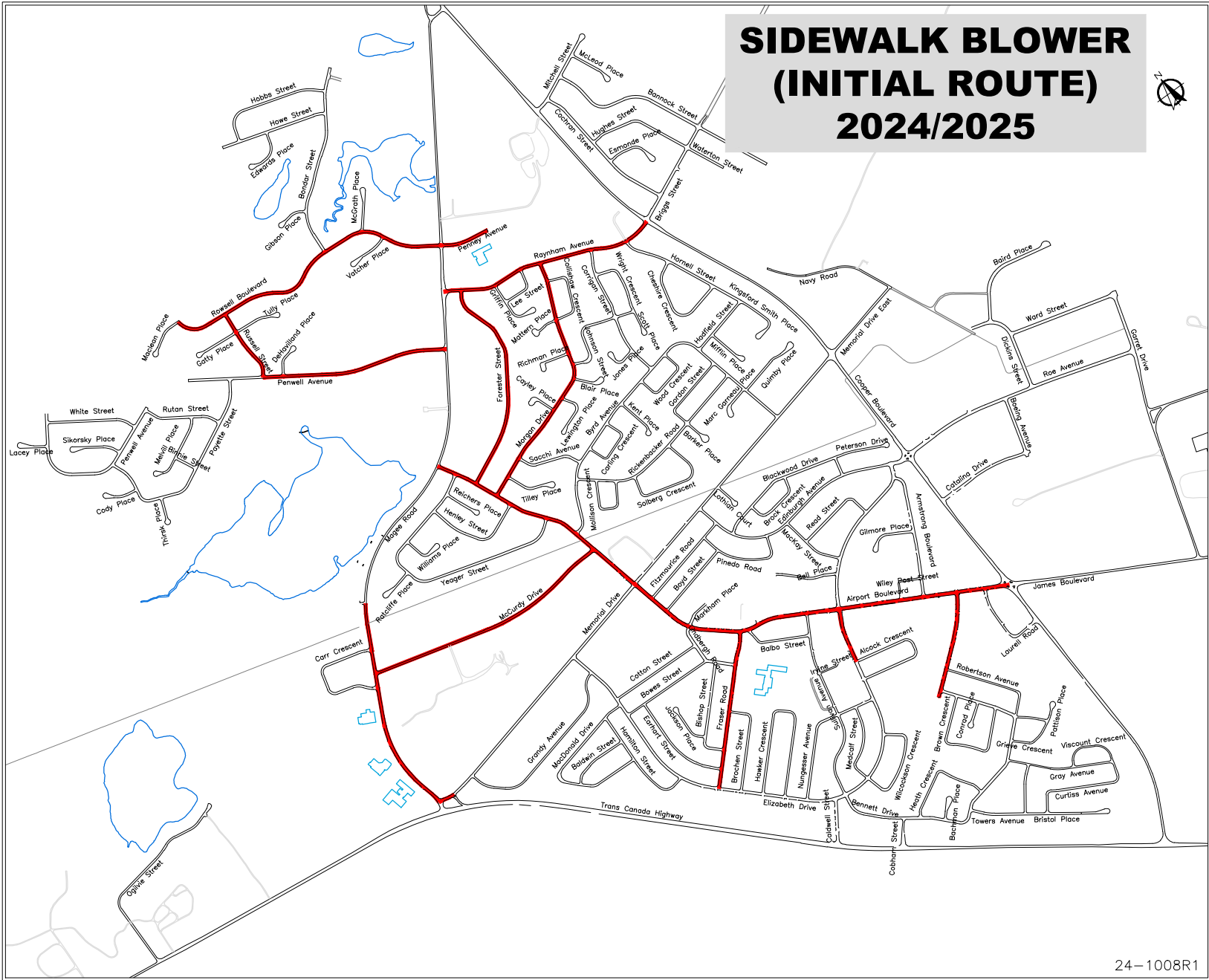
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### -Loader Route 3-



# SIDEWALK BLOWER (INITIAL ROUTE) 2024/2025





# -SALT ROUTE 2024/2025-



**NOTES**

No.	Date	Revision	By

-LEGEND-

- PRIORITY #1
- PRIORITY #2
- PRIORITY #3

**Town of Gander**  
 Department of Planning & Public Works  
 100 Elizabeth Dr. Gander, N.L. A1V 1C7  
 Telephone: (709) 881-5810 Fax: (709) 288-5829

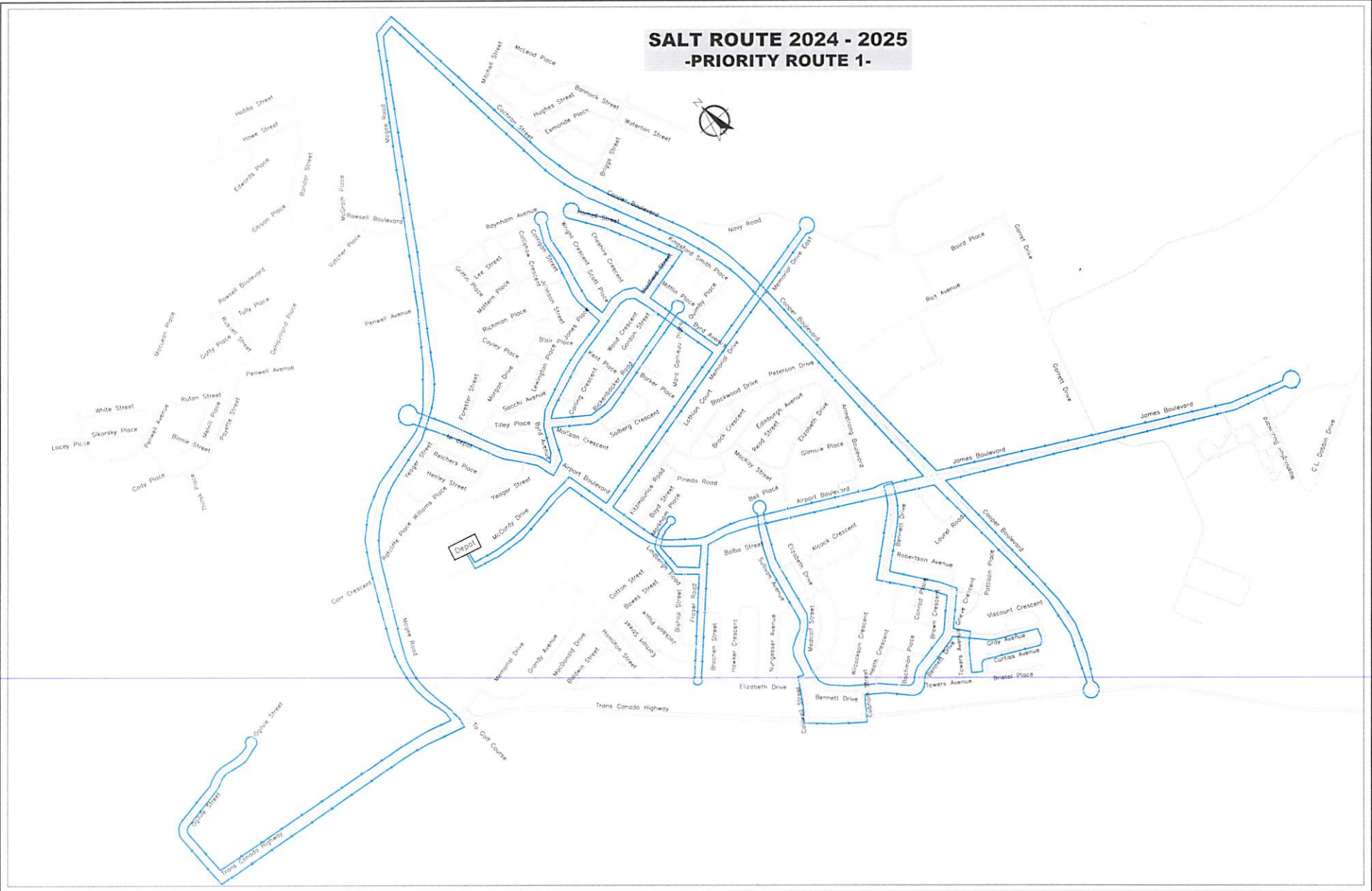
Project:  
 Salt Route 2024-2025

Drawing Title:  
 Plan View

Drawn By: S. Blundon	Scale: N.T.S.
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Date Plotted: Oct. 29, 2024	Checked By: 
Drawing Number: Salt Route - 2024/2025	Rev. No. R0

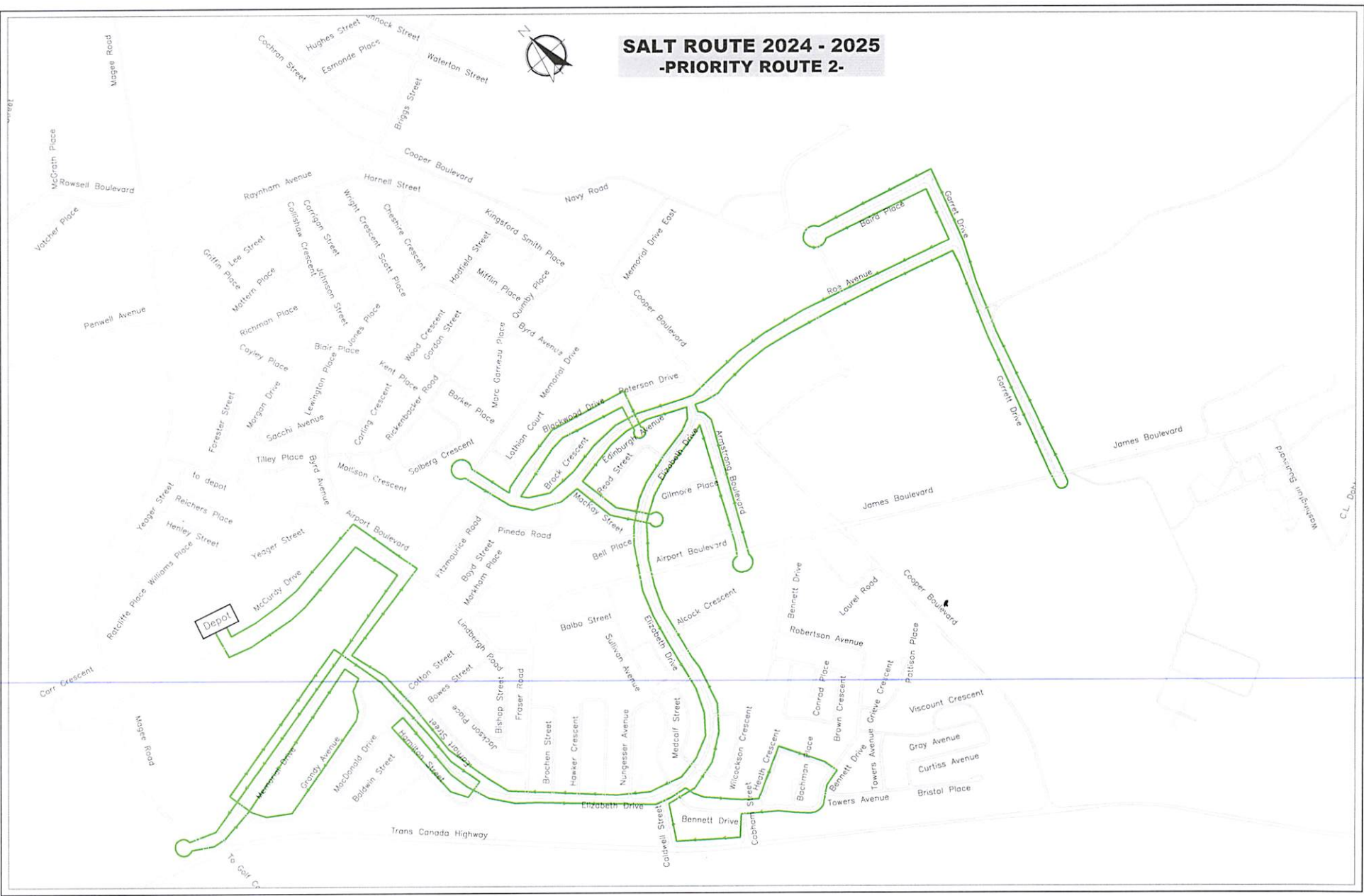
# SALT ROUTE 2024 - 2025

## -PRIORITY ROUTE 1-



Depot

To Golf Course



**SALT ROUTE 2024 - 2025**  
**-PRIORITY ROUTE 2-**



Depot

Hamilton Street

To Golf Cr

C.L. Dr

**SALT ROUTE 2024 - 2025**  
**-PRIORITY ROUTE 3-**

