

# MINUTES

**Regular Meeting of Council  
Wednesday, August 3, 2022 @ 4:00 pm  
Council Chambers**

**Present:**

<b>P. Farwell</b>	<b>Mayor</b>
<b>B. Ford</b>	<b>Deputy Mayor</b>
<b>G. Brown</b>	<b>Councillor</b>
<b>W. Hoffe</b>	<b>Councillor</b>
<b>P. Woodford</b>	<b>Councillor</b>

**Advisory and Resource:**

<b>B. Hefford</b>	<b>Town Clerk</b>
<b>K. Hiscock</b>	<b>Director of Corporate Services</b>
<b>J. Blackwood</b>	<b>Director of Planning and Development</b>
<b>N. Newell</b>	<b>Director of Community Services</b>
<b>T. Barron</b>	<b>Director of Municipal Works</b>
<b>A. Quilty</b>	<b>Director of Public Safety &amp; Protective Services (A)</b>
<b>K. White</b>	<b>Communications Officer</b>

**Regrets:**

<b>T. Pollett</b>	<b>Councillor</b>
<b>S. Handcock</b>	<b>Councillor</b>

**1. CALL TO ORDER**

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

**2. VISITORS/PRESENTATIONS**

None.

**3. APPROVAL OF AGENDA**

**Motion #22-129**

**Approval of Agenda**

Moved by Councillor Brown and seconded by Deputy Mayor Ford that the Agenda for the Regular Meeting of Council on August 3, 2022 be adopted.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

#### 4. MINUTES FOR APPROVAL

##### **Motion #22-130**

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

Moved by Councillor Woodford and seconded by Councillor Brown that the Minutes from the Regular Meeting of Council on July 6, 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 Deputy Mayor Ford

The Community Services meeting was held on July 19, 2022. The meeting was chaired by T. Pollett, Councillor. Other members present included: W. Hoffe, Councillor; Gina Brown, Councillor; N. Newell, Director of Community Services; K. Bull, Deputy Municipal Clerk.

The following items were discussed:

##### **Coastline Consultants re Cara Transition House Strategic Plan**

The Director advised of an opportunity for a member of Council to participate in an interview as a part of a strategic planning exercise for Cara Transition House. The Committee advised that Councillor Brown will do the interview.

Deputy Mayor Ford joined the Committee meeting.

## Active NL Funding

The Active NL Fund is now open and accepting applications until December 31, 2022. This funding is designed to support active healthy living and is available for infrastructure and equipment that increases participation in physical activity, sport, active recreation and supports healthy eating for individuals of all ages. This funding was previously called the Community Healthy Living Fund which the Town has received funding from in the past.

The Committee discussed some ideas such as sledges for the accessible board system at the Community Centre and items for the winter revitalization of Cobb's Pond Rotary Park such as snowshoes. The Director will discuss ideas with the Department and update the Committee at the next meeting.

## Kikmanaq Indigenous Revival Association (KIRA) re Waiver of Fee for Cobb's Pond Rotary Park Building

KIRA is requesting the use of the Cobb's Pond building for events that will be scheduled during September 26-30, 2022, for Truth and Reconciliation week. The policy states that not-for-profit groups receive one free rental per year for the building and are required to pay fees after that. The Committee feels that because the event is taking place all week long this fee should be waived for the use of Cobb's Pond Building.

## Citizens Crime Prevention Association re Advertising Request

The Citizens Crime Prevention Association of Newfoundland and Labrador is requesting funding for their Drug Abuse Awareness Guide. The funding received from sponsorships is used to support activities of the Citizens Crime Prevention Association of Newfoundland and Labrador including Halloween Pumpkin Patrols, Family Violence Seminars, Alcohol and Drug Awareness and Cyber Bullying projects in conjunction with the RNC and RCMP. The Committee felt that this was a worthwhile cause and supports this advertising at a cost of \$215.00.

## Upcoming Events

Aug 11, 18 & 25	Concert in the Park
Aug 12	Jays Care Foundation Grand Opening for the Art Walker Field
Aug 19 - 21	U19 Women's Slo-pitch Provincials
Aug 22 – Sept 1	Impact Hockey Camp

The Council would like to thank everyone who contributed to the exceptional 2022 Festival of Flight.

**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 July 20, 2022. The meeting was chaired by P. Woodford, Councillor. Other members present included: S. Handcock, Councillor; T. Pollett, Councillor; D. Whitt, Acting Director of Municipal Works & Services; K. Bull, Deputy Municipal Clerk; G. Whitt, Administrative Support Clerk.

The following items were discussed:

**Summer 2021, Tap Water Quality Report**

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

The most recent report is for Summer 2021, where the Town's Water Quality Index has a rating of Excellent. This index level can only be obtained if all measures meet the recommended guidelines virtually all the time.

This testing is conducted and reported by the Provincial Government and results may be viewed on the GOVNL – Environment and Climate Change, water resources management webpage.

**2022 – Wastewater Effluent Quality Report, 2<sup>nd</sup> Quarter**

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

The most recent report is for the 2<sup>nd</sup> quarter of 2022 which showed a small deviation from the federal guidelines. This can be attributed to one sample having extremely high readings, causing the overall average un-ionized ammonia test results for this quarter to be elevated. This was a result of maintenance using a motorized boat which caused effluent mixing prior to taking the sample. It is important to note that when this outlier is removed, the average of the remaining samples is within the Regulations.

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

## 2021 Annual Report, Central NL Waste Management (CNWM)

The Committee reviewed the 2021 annual report for CNWM. Provided was an overview of the Central Regional Service Board (CSRB) and its contribution to the Provincial Waste Management Strategy. Identified were its business units, staffing levels, expansion operations in 2021 and future plans. It was noted in the report that Covid-19 had a major impact on the Material Recovery Facility Operations, including the recycling volume shipped.

A copy of the annual report, including the financial statement can be viewed on the CNWM website. The documents and reports are found under the “About Us” tab on their home page.

Council would like to remind residents that Broadening Horizons and Recycling – Green Depot collects recyclables at curbside on your scheduled garbage collection days. Recyclables must be placed in a clear bag and on the opposite side of your driveway, separated from your clear and blue bag refuse. A detailed list of accepted items for this program are outlined on the Green Depot website at [www.greendepotnl.ca/whats-accepted](http://www.greendepotnl.ca/whats-accepted).

### Notable Dates

- Upcoming Transfer Station events on McCurdy Drive are scheduled for August 13<sup>th</sup> and September 10<sup>th</sup>. Hours of operation are 8 a.m. – 4 p.m.
- Garbage collection for the Labour Day Holiday, Monday September 5<sup>th</sup>, will be collected on Wednesday, September 7<sup>th</sup>.
- The 2022 Annual Curbside Cleanup is scheduled for October 17<sup>th</sup> - 28<sup>th</sup>, inclusive.
- Household hazardous waste day is scheduled for Saturday, October 22<sup>nd</sup> at the Steele Community Center parking lot.
- The Town will be hosting a curbside giveaway event on October 15<sup>th</sup> – 16<sup>th</sup> in an effort for residents to avail of good used items that would otherwise be directed to the landfill. Guidelines will be made available to the residents prior to the event.

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).

### C. Public Safety & Protective Services Committee:

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

The Public Safety & Protective Services Committee was held on July 21, 2022. The meeting was chaired by S. Handcock, Councillor. Other members present included: G. Brown, Councillor; P. Woodford, Councillor; H. Lowe, Director of Protective Services/Fire Chief; Cst. W.L. Jenkins, Municipal Enforcement Officer; K. Bull, Deputy Municipal Clerk; L. Small, Administrative Assistant.

The following items were discussed:

### **Mollison Crescent-Multi-use Trail**

The Committee reviewed a complaint regarding the trail on Mollison Crescent which is a very active that connects to the T-Railway. The resident provided a photo showing a sign stating that no motorized vehicles are allowed but there are quads, dirt bikes, motorcycles, ride on lawn mowers etc. using the trail and creating safety hazards for the walkers and vehicles exiting the adjacent driveways.

The provincial government has implemented new regulations for off-road vehicle use and the Town of Gander is currently reviewing its regulations to eliminate duplication and provide a clear direction for users in town.

### **Lindberg/Airport Intersection Lights**

The Committee reviewed a complaint from a resident concerned that the lights at the Lindberg/Airport Intersection may be removed. There is currently no plan to remove the lights and there does not appear to be any traffic issues with the flashing yellow mode and there have been less accidents at this intersection; the only concern is pedestrian traffic as the crosswalk button is not working.

This item is now referred to the Public Works Department for a recommendation and cost analysis for a viable solution for pedestrian safety at this intersection. The Municipal Enforcement Department will continue to monitor this area as well.

### **Statistics- 2<sup>nd</sup> Quarter 2022**

The Director presented the second quarter statistics for 2022.

The Municipal Enforcement Department issued 153 citations out of total of 530 traffic stops and filed 156 activity reports; both are up slightly from last quarter.

These included speeding, parking in fire lanes and on sidewalks, seatbelts and school zone violations, animal and property complaints, illegal dumping, ATV, and dirt bike complaints and assisting with motor vehicle accidents.

Gander Fire Rescue responded to 47 calls, 560 public consultations and conducted 97 inspections. Those calls included grass fires, motor vehicles collisions, stuck elevators, and unauthorized burning to name a few.

## **Department Activity Report**

The Regional FireFit Challenge, scheduled to take place in Gander this month, was cancelled by the National FireFit organization due to low registration and logistics with travel. The organizers from Gander Fire Rescue team were disappointed that this could not take place in Gander and are working diligently to reverse all funding and payments associated with the event.

The Newfoundland and Labrador Association of Fire Services (NLAFS) Convention was held in Gander on July 15-18<sup>th</sup>. Events were held at Pentecostal Church, Quality Inn, and the Albatross Hotel. Reports are that attendees were very pleased with the first event since covid-19; it was well attended and a great success.

Gander Fire Rescue attended a BBQ event for Gander Elementary at Cobb's Pond on June 22<sup>nd</sup>, and there was a fundraising Moose Burger Sale at the Fire Hall on June 29<sup>th</sup>.

There are several education talks scheduled for the local daycare centers this month.

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

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

The Planning & Development Committee meeting was held on July 26, 2022. The meeting was chaired by G. Brown, Councillor. Other members present included: B. Ford, Deputy Mayor; W. Hoffe, Councillor; J. Blackwood, Director of Planning & Development; B. Hefford, Town Clerk; D. Quinton, Economic Development Officer.

The following items were discussed:

### **Economic Development Update**

The Economic Development Officer provided the Committee with an update regarding recent interest from local developers inquiring about the potential for higher density housing in the community. While the Committee acknowledged that this may be related in part to an increased emphasis on housing shortages across the country, they feel it is also reflective of the local challenges faced by various groups including, newcomers, youth, seniors, employers, students, and community groups. The Committee feels that increasing the inventory of higher density housing is a step in the right direction towards addressing housing shortages in the community and, as such are quite pleased to hear from developers in this regard.

The Committee was also provided an update regarding the upcoming Bachelor of Nursing Program commencing in Gander this September. The Economic Development Officer met with the MUN Associate Dean of Satellite Sites and the BScN (Bachelor of Science Nursing) Program Coordinator for Gander to discuss this new and exciting program. It was indicated that the Gander Campus Bachelor of Nursing Program had full registration for this fall and would be commencing for the current academic year from the College of the North Atlantic Gander Campus while arrangements are being made for a more permanent location for subsequent years. Some concern was expressed, however, regarding student accommodations going forward with the anticipated expansion of the student body to approximately 120 nursing students over the next four years. An offer was also extended to the Town to participate in the inaugural student orientation day taking place on September 6, 2022. The Committee feels that it would be quite beneficial to address the new students directly at this time to make them aware of the many venues, programs, and resources available within the Town of Gander. As well, they feel that it is important in ensuring the long-term success of this program to keep in close contact with Memorial University regarding any future issues or challenges experienced.

### **Home Based Business – 20 Heath Crescent**

The Committee reviewed a Home-Based Business application from a resident at 20 Heath Crescent. The applicant is seeking Council's permission to operate Creative Consulting and Design Firm from 20 Heath Crescent.

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 #22-131**

#### **Home Based Business – 20 Heath Crescent**

Moved by Councillor Brown and seconded by Councillor Woodford that Creative Consulting and Design Firm be permitted to operate a home-based business from 20 Heath Crescent.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

### **Home Based Business – 40 Hamilton Street**

The Committee reviewed a Home-Based Business application from a resident at 40 Hamilton Street. The applicant is seeking Council's permission to operate Connaigre Driveway Sealing from 40 Hamilton 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 #22-132**

**Home Based Business – 40 Hamilton Street**

Moved by Councillor Brown and seconded by Councillor Woodford that Connaigre Driveway Sealing be permitted to operate a home-based business from 40 Hamilton Street.

In Favour: 5      Opposing: 0

**Decision:** Motion carried,

**Home Based Business – 44 Cheshire Crescent**

The Committee reviewed a Home-Based Business application from a resident at 44 Cheshire Crescent. The applicant is seeking Council’s permission to operate Advanced First Aid from 44 Cheshire Crescent.

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 #22-133**

**Home Based Business – 44 Cheshire Crescent**

Moved by Councillor Brown and seconded by Councillor Woodford that Advanced First Aid be permitted to operate a home-based business from 44 Cheshire Crescent.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Development Application – 59 Elizabeth Drive**

Council has received an application to develop 59 Elizabeth Drive for the purpose of providing student housing. The property is zoned Residential High Density-2 and Collective Residential is permitted as a discretionary use under the Town of Gander Development Regulations. The proposed use was advertised with no objections being received by the advertised deadline.

**Motion #22-134**

**Development Application – 59 Elizabeth Drive**

Moved by Councillor Brown and seconded by Deputy Mayor Ford that the application to develop 59 Elizabeth Drive for the purpose of providing student housing be approved as presented.

In Favour: 5      Opposing: 0

**Decision:** Motion Carried.

**Signage Locations**

The Committee discussed recent inquiries that were made to the Town regarding off-site directional signage. The request was to permit signage on Town property along Cooper Boulevard directing traffic to businesses located elsewhere within the Town. After careful review of the existing Municipal Sign Regulations and discussion about possible negative impacts such as distracting drivers in a very busy section of Town with the addition of directional signage the Committee is not recommending changes to the regulations to accommodate the request at this time.

The individual who had placed the inquiry will be contacted and made aware of the opportunities that exist for signage within the confines of the existing regulations that may be helpful in bringing awareness to their business.

**Plan Amendments – Draft Submissions and Releases**

The Committee reviewed correspondence regarding the status of multiple amendments to the Municipal Town Plan and Development Regulations the Town had submitted to the Provincial Planning office for review and release. The Town has been put on notice that the Provincial Planning office would no longer be accepting a draft copy of amendments for Provincial release directly from the Town of Gander. Future draft documents must be prepared, submitted, and affixed with a seal and signature of a member or fellow of Canadian Institute of Planners.

The Committee recommends engaging the consultants recently hired to complete the new Municipal Town Plan and Development Regulations for the existing amendments and to prepare a request for proposals to establish a standing offer for future consulting work that may be required.

## **Building Statistics – January 1 to June 30, 2022**

The Committee reviewed the Town of Gander’s building statistics for the period of January 1 to June 30, 2022. It was noted that the overall construction value is up significantly from the same period for last year with a total construction value of \$7,182,536. The Committee was pleased with this increased activity and looks forward to a prosperous second half to the year.

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

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

The Governance & Legislative Services Committee was held on July 27, 2022. The meeting was chaired by B. Ford, Deputy Mayor. Other members present included: G. Brown, Councillor; W. Hoffe, Councillor; T. Pollett, Councillor; D. Chafe, CAO; B. Hefford, Town Clerk/Director of Governance & Legislative Services; K. Bull, Deputy Municipal Clerk.

The following items were discussed:

### **Rules of Procedure**

The Committee had previously presented the Council Rules of Procedure for first reading. A member of the public had the opportunity to provide a detailed review of the document and made several constructive suggestions. Council reviewed a draft with this public input incorporated. The Committee is now prepared to present the document for 2<sup>nd</sup> and final reading and adoption. The Committee would also like to thank the resident for their effort, as the process is designed to engage with the public with productive and meaningful input.

#### **Motion #22-135**

##### **Rules of Procedure**

Moved by Deputy Mayor Ford and seconded by Councillor Brown that the Council Rules of Procedures be adopted as presented.

In Favour: 5      Opposing: 0

**Decision:** Motion Carried.

### **MNL Indigenous Cultural Diversity Training**

Municipalities Newfoundland and Labrador has been working with First Light to inform municipal staff and elected officials about the issues and challenges facing Indigenous people, guided by the Truth and Reconciliation Commission recommendations and Calls to Action.

Action 57 calls for educating public servants on the history and culture of Indigenous people. In response to this action, the Committee feels that it would be beneficial for all elected officials and staff to participate in a three-hour training session that is offered by First Light. The cost is \$55 per person and the training is delivered virtually.

Scheduling of this training session will be finalized.

### **Arthritis Association – Light Up Town Hall**

The Arthritis Society has asked the Town of Gander to illuminate the Town Hall in blue for the month of September in recognition of Arthritis Awareness Month. The Committee supports this request.

### **Contracts to be Signed**

The Town Clerk/Director of Governance and Legislative Services presented two contracts that require signatures from Town officials.

- **Laughing Heart Music – Performance Contract**

This contract is for a musical performance by Rube & Rake on July 29<sup>th</sup> and is valued at \$2000.00+ HST.

- **Gene’s Catering**

Gene’s Catering has been contracted to provide bar services at the Festival of Flight Concert Series and the Kitchen Party. The Lessor (Town) is entitled to 55% of the profit from the bar sales less HST (minus the cost of alcoholic beverages) of the Concert Series and the Kitchen Party. The Lessee is entitled to 45%. All expenses incurred by the Lessee outside of the items agreed upon in this contract will be their responsibility.

### **Motion #22-136**

#### **Contracts to be Signed**

Moved by Deputy Mayor Ford and seconded by Councillor Woodford that the Mayor and Town Clerk be authorized to sign the contracts as listed and described above.

In Favour:     5           Opposing:     0

**Decision:**     Motion carried.

## **Míkmaq Grand Council Flag**

Council has received a blessed Míkmaq Grand Council Flag and will display it in Council Chambers, behind the Mayor's chair. The Committee would like to invite Qalipu Chief, Brendan Mitchell and Qalipu Ward Councillor, Frank Skeard to a meeting to unveil the flag.

## **Social Media Report**

The Communications Officer presented a report detailing statistics on the Town of Gander's Facebook page. Traffic to the page and post engagement has increased significantly over the past few years. The Communications Officer noted the top 100 posts were primarily from 2021 and 2022, which indicates the Town's newest social media strategy is effective. Posts with the most engagement were surrounding topics of multiculturalism, diversity and inclusion along with community and special events. The Committee was pleased with the report and recognizes that social media is an effective way to increase brand awareness and inform and engage target audiences.

## **Obstetrical Services at James Paton Memorial Regional Hospital**

The OBS unit at James Paton Memorial Regional Health Centre has been on diversion to the Central Newfoundland Regional Health Centre in Grand Falls-Windsor since late 2021, and to date, Council has not received notification from Central Health that there are any plans to reopen the OBS unit in Gander.

Further to this, the Health Accord NL's Blueprint, Part A suggests a permanent realignment of Obstetrical services. A point for discussion proposed by the Task Force was *"there would be one Obstetrical Program for the region. Obstetrical inpatient services would be provided at one location only (Grand Falls-Windsor).*

*Midwifery would become an integral component of all obstetrical services in the region, would provide pre-natal, delivery and post-natal care for mothers who choose this service, and would remain based in Gander with outreach to Grand Falls-Windsor and other communities in the region."*

The Committee feels that this proposal is of concern to council and may place mothers and babies in the Central East region in a precarious situation. Council will issue a press release that outlines their concerns around the Obstetrical services in the region

Deputy Mayor Ford reiterated the message from the Media Release that was issued on August 3, 2022. She called upon the community to pay attention and share their concerns with the decision makers at the provincial government at Central Health.

Mayor Farwell spoke to the importance of having Obstetrical services in Gander and Grand Falls-Windsor. He acknowledged the challenges that Central Health is facing in relation to recruitment and retention. He went on to say that Central Health and the Department of Health and Community Services should not abandon their plans for recruitment and should rise to the challenge. The CEO of Central Health has reassured the Mayor that at this point, the OBS unit has not been permanently diverted to Grand Falls-Windsor.

The Deputy Mayor advised the public that Council had issued a Media Release pertaining to the Health Accord on August 3, 2022. Council recognizes there are many positive suggestions in the reports and supports many of the elements as necessary changes for a reimagined health system. However, there are several specific elements that may impact the residents of Gander and surrounding communities that avail of James Paton Memorial Regional Health Centre. Council calls upon residents of the region to educate themselves on the potential impacts and become engaged with decision makers.

The Mayor continued by stating the communities concern with the suggested permanent diversion of Obstetrical services to the Central Regional Healthcare Centre in Grand Falls – Windsor. It is Council’s position that this service cannot be considered a duplicate service to be either offered at one regional facility or the other. We acknowledge that there are challenges in maintaining this and many other health services. However, the efforts should be concentrated on overcoming those challenges to serve the needs of the population. Abandoning the challenge does not serve the population and will not result in transformational change.

The Town of Gander has been fully engaged in the process and has been in communication with decision makers and leaders of government and the health authorities.

**F. Corporate Services Committee:**

The Corporate Services Committee report was presented by Councillor Hoffe.

The Corporate Services Committee meeting was held on July 27, 2022. The meeting was chaired by W. Hoffe, Councillor. Other members present included: T. Pollett, Councillor; G. Brown, Councillor; K. Hiscock, Director of Corporate Services; D. Chafe, CAO; B. Hefford, Town Clerk.

The following items were discussed:

**Invoice for Approval**

OPERATING

- 1. North Star Entertainment 2020 Inc.  
00-710-1000-5470 – Drone Show \$ 57,500.00  
Budget: \$ 57,500      Spent to Date: \$ 0

**Total invoice for approval**

**\$ 57,500.00**

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

**Motion #22-137**

**Invoice for Approval**

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

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Property Tax Reductions**

The Committee reviewed three applications for residential property tax reductions that met Council's policy based on income criteria. The total amount to be adjusted is \$ 1,576.40.

**Motion #22-138**

**Property Tax Reductions**

Moved by Councillor Hoffe and seconded by Councillor Brown that the property tax reductions be approved as attached.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

**Mobility Renewal**

Due to the expiration of the current mobility agreement with TELUS, the Manager of IT reached out to various providers requesting quotes for the services. It was determined that the Town's current cell phones were in good operating condition and did not need to be replaced.

The quote from Bell based on the current usage is \$4,000 less than TELUS over a three-year period and will result in savings of \$10,000 per year from our current agreement.

In the event we require to purchase new cell phones, both providers offer the same credit to offset the purchase.

**Motion #22-139**  
**Mobility Renewal**

Moved by Councillor Hoffe and seconded by Deputy Mayor Ford that the Mayor and Town Clerk shall be authorized to sign the mobility agreement with Bell for a period of 36 months.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

*The Town Clerk left the Council meeting. CAO was the Acting Town Clerk.*

**Tree Deposit Refund**

At the June 8<sup>th</sup> Council meeting, the Planning & Development Committee recommended Council refund the tree deposits to the current property owners of 3-22 Waterton Street collected from the previous owner, provided the conditions of the regulations were met.

Due to the current regulations and the 2022 schedule of rates and fees, tree deposits collected and not refunded after 24 months are transferred to civic enhancement to purchase trees for areas within the Town, this refund will result in an overage to the Civic Enhancement Department.

As this item did not get referred to the Corporate Services Committee for consideration prior to the approval of Council, the Committee felt that the refund should be made and that the Civic Enhancement Department be authorized to go over budget by the refunded amount of \$6,000.00.

**Motion #22-140**  
**Tree Deposit Refund**

Moved by Councillor Hoffe and seconded by Councillor Brown to allow the Civic Enhancement Department to go over budget by \$6,000 due to the tree deposit refund to the current owners of 3-22 Waterton Street.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

*The Town Clerk returned to the Council meeting.*



### **Quote – Asphalt Shingles for Gander Fire Hall**

The results of the quote for the replacement of asphalt shingles for the Gander Fire Hall was presented to the Committee for review. With two bids received, the lowest that met specifications was from Skyline Roofing Services Limited in the amount of \$75,440.00 HST included.

As the budget for this project is \$45,000 it will result in an overage of \$23,411.61. The Committee was concerned with the overage but due to the condition of the shingles they felt that a further delay could be problematic.

### **Motion #22-141**

#### **Quote – Asphalt Shingles for Gander Fire Hall**

Moved by Councillor Hoffe and seconded by Deputy Mayor Ford that the tender for Asphalt Shingles for the Gander Fire Hall be awarded to Skyline Roofing Services Limited in the amount of \$75,440.00 HST included.

In Favour:     5           Opposing:     0

**Decision:**     Motion carried.

Councillor Woodford pointed out that the roof at the Fire Hall has been leaking and the Town has explored the warranty claim with no success. The Committee did research the cost associated with a metal roof, but it was substantially more expensive than asphalt shingles.

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

The Committee of the Whole report was presented by Deputy Mayor Ford.

The Committee of the Whole meeting was held on July 28, 2022. The meeting was chaired by P. Farwell, Mayor. Other members present included: B. Ford, Deputy Mayor; T. Pollett, Councillor; P. Woodford, Councillor; G. Brown, Councillor; D. Chafe, CAO; B. Hefford, Town Clerk; 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; K. Hiscock, Director of Corporate Services; K. White, Communications Officer

The following items were discussed:

## **Reception for Cast and Crew of Come From Away**

A request was received from the Arts and Culture Centres asking that the Town of Gander consider hosting a reception for the cast, crew and invited guests which is anticipated to be between 75-100 people. The Director advised the estimated cost of hosting this event is \$3500 to \$4000.

The reception could also be an opportunity to raise some funds for the Gander Musical Theatre Symposium in 2023 through events such as a silent auction or ticket sales.

The Committee also recognizes that the three showings of Come From Away in September 2022 will generate significant economic spinoffs for businesses in Gander, and is in agreement to pay for the reception.

*Councillor Woodford arrived at the Committee meeting.*

*The Director of Community Services left the Committee meeting.*

## **Health Accord NL**

One of the recommendations of Health Accord NL states: *"There would be one Geriatrics Program for Central Health. The Centre for Excellence on Aging would be based in one location (Gander), closely connected to care for older persons at Grand Falls-Windsor and serving as a resource for community teams and primary care providers across the region."*

While Council is pleased that there is a proposed solution for Geriatric Care in Gander, they would like to know the details of what is envisioned for this Centre.

*The Communications Officer left the Committee meeting.*

A letter will be sent to David Diamond, newly appointed CEO of the provincial health authority, and the Honourable Tom Osborne, Minister of Health and Community Services in an effort to seek clarity around the Centre for Excellence on Aging.

## **59 Elizabeth Drive**

59 Elizabeth Drive is on the market. This property provides a unique opportunity to fulfill community needs both internally to the organization and potentially for community partners.

**Motion #22-142**  
**59 Elizabeth Drive**

Moved by Deputy Mayor Ford and seconded by Councillor Woodford that the Town Council of the Town of Gander approve the purchase of 59 Elizabeth Drive for \$499,000.00.

In Favour: 5      Opposing: 0

**Decision:** Motion carried.

Mayor Farwell has some concerns that this purchase was not fully vetted. Council will fully evaluate the needs of the community before proceeding with this purchase.

H. Other Reports:  
None

7. ADMINISTRATION  
None

8. CORRESPONDENCE  
None

9. NEW BUSINESS

**Dennis Reid – Level III Water Treatment System Operator Certification**

Mayor Farwell offered congratulations to employee Dennis Reid on his recent Level III Water Treatment System Operator Certification on behalf of Council and staff.

Councillor Hoffe left the meeting, citing a Conflict of Interest

**Spruce Court Phase 15**

Town Staff have been working with McCurdy Enterprises Ltd. and their consultants on a new residential subdivision development that will see approximately 52 single and 8 duplex residential medium density building lots in Spruce Court. Recent phases of development by McCurdy, and other developers have seen good uptake and Council is pleased to work with local firms to provide the opportunity to fulfill the growing demand for housing in Gander.

**Motion #22-143**  
**Spruce Court Phase 15**

Moved by Councillor Brown and seconded by Deputy Mayor Ford that the Town of Gander authorize the Town Clerk or designate to issue a development Permit for Phase 15 of Spruce Court to McCurdy Enterprises Limited subject to technical approval of construction drawings, payment of the development fee, and the attached permit conditions.

In Favour: 4      Opposing: 0

**Decision:** Motion carried.

**10. ADJOURNMENT**

**Motion #22-144**  
**Adjournment**

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

In Favour: 4      Opposing: 0

**Decision:** Motion carried.

The meeting adjourned at 5:45 p.m.

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**P. Farwell, Mayor**

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**B. Hefford, Town Clerk**



## Town of Gander Rules of Procedure

Whereas section 24 of the *Municipalities Act, 1999* requires that Council shall adopt rules of procedure for its meetings, therefore, the Town of Gander enacts the following rules and regulations:

1. **Types of Council Meetings:**

a) **Regular Public Meetings of Council:**

Regular Public Meetings of Council shall be held every 4<sup>th</sup> Wednesday in the Council Chambers in accordance with the schedule of Public Council Meetings approved annually by motion of Council, unless otherwise approved by Council.

b) **Committee of the Whole Meetings:**

**Committee of the Whole** Meetings shall be held every 4<sup>th</sup> Tuesday in the Council Chambers in accordance with the schedule of Committee of the Whole Meetings approved annually by motion of Council.

c) **Special Meetings of Council:**

Special Meetings of Council may be called by either the Mayor or any two (2) Councillors by giving written notice to the Clerk or designate.

Notice of a Special Meeting must be given at least 24 hours before the meeting time by advising all members of Council and the media of the meeting and posting a copy of the notice on the Town's website and other social media. The notice must include the date, time and place of the meeting and describing general terms the purpose of the meeting.

d) **Committee Meetings:**

Committee Meetings shall be held every 4<sup>th</sup> week in the Council Chambers in accordance with the schedule of Committee Meetings adopted annually by motion of Council.

**e) Privileged Meetings:**

Council Meetings that are held as required in Council Chambers to discuss matters that are of private nature or legal sensitivities. Where a meeting is held as a Privileged Meeting or declared to be a Privileged Meeting, all members of the public present at the meeting shall leave.

A decision of the Councillors made at a Privileged Meeting shall not be valid until that decision has been ratified by a vote of the Councillors at a public meeting.

**2. Notice of Meetings:**

The Schedule of all meetings for each year must be held in accordance with the schedule of dates and times adopted by Council prior to January 1<sup>st</sup> of each year. A copy of the schedule shall be posted on the Town's website and distributed to the media.

When the day ordinarily fixed for a meeting of Council falls upon a legal holiday, the meeting shall be held upon such day as the Council may decide and included in the annual schedule of meetings.

Where a meeting is cancelled or rescheduled or in the event of meetings requested to be held outside the approved schedule of meetings, notice shall be provided to all Councillors via email or telephone call twenty-four (24) hours prior to such a meeting by the Clerk or designate unless otherwise approved by Council. The failure of any Councillor to have received notice shall not invalidate a meeting of Council.

**3. Business of Special Meetings:**

No business may be conducted at a Special Meeting of Council other than that specified in the notice of such meeting; unless otherwise decided by majority vote.

**4. Privileged Meetings of Council:**

Privileged Meetings of Council, which are closed to the Public, may be held and the agenda items will be restricted to the following:

- a) Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- b) Personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- c) Labour relations or other employee relations;
- d) The security of the property of the municipality;

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## Town of Gander Rules of Procedure

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- e) The acquisitions, disposition or expropriation of land or improvements, if the Council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- f) Law enforcement, if Council considers that disclosures could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.
- g) Litigation or potential litigation affecting the municipality;
- h) A development issue that requires the consensus of Council;
- i) The receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- j) Information that is prohibited, or information that if it were presented in a document would be prohibited from disclosure under the *Access to Information and Protection of Privacy Act, 2015*;
- k) Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- l) Discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing the annual budget;
- m) A matter that, under another enactment, is such that the public may be excluded from the meeting.

### 5. **Meeting Decorum:**

#### a) **Order and Decorum:**

The Presiding Officer at any meeting shall preserve order during debate and maintain decorum at all time

#### b) **Interruptions:**

No member may interrupt a member who is speaking except to raise a point of order.

If more than one member begins to speak at the same time, the Presiding Officer must call on the member who, in the Presiding Officer's opinion, first spoke.

When a Councillor, at any type of Council Meeting, is guilty of unacceptable conduct, or unparliamentary behaviour, the Councillor may be named by the Presiding Officer and warned to desist. Such warning shall be recorded in the minutes, and if the offence warrants, in the opinion of the Presiding Officer, the offending Councillor may be requested to leave the

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## Town of Gander Rules of Procedure

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Council Chambers or the place where the meeting is held by the Presiding Officer without vote of the Council. Should the offending Councillor refuse to leave the Council Chamber or the place where the meeting is held, the Presiding Officer may request the assistance of the Municipal Enforcement Officer or the RCMP to enforce the order to leave.

c) **Disorderly Persons:**

The Presiding Officer may expel and exclude from a meeting any Councillor or other person who is guilty of improper conduct at the meeting. In the case of the exclusion of a Councillor, an entry shall be made in the minutes of the reason for such exclusion. Any Councillor expelled from a meeting may be permitted, by majority vote of Councillors at the meeting in progress, to resume his place after making an apology to the Presiding Officer.

d) **Respectful Behaviour:**

Members speaking at a Council meeting:

- 1) Must use respectful language;
- 2) Must not use offensive gestures or signs;
- 3) Must speak only in connection with the matter being debated;
- 4) Must adhere to the rules of procedure established under these rules of procedures and to the decisions of the Presiding Officer;
- 5) Who are called to order by the Presiding Officer must immediately stop speaking.

e) **Dress Code:**

The standard of dress for Public Council Meetings for all Councillors and Resource personnel is a Business Dress Code.

The Dress Code is relaxed for the summer season from the first Regular Council Meeting in June to the first one in September. The dress code for that period is Business Casual.

Clothing shall be professional, respectful & appropriate.

f) **Use of Cell Telephones:**

All cell telephones or other communication devices with the exception of electronic devices provided for the conduct of meetings must be turned off or set to silent mode prior to the commencement of all meetings. Under no circumstances are outgoing phone calls to be made or incoming phone calls to be received during the meeting. Attendees shall not engage in text messages or private messaging during the meeting.



## Town of Gander Rules of Procedure

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In the event that emergency phone calls or messages calls are received during the meeting, the recipient must leave Council Chambers.

### 6. **Presiding Officer:**

The Mayor shall preside at all meetings of Council. In the absence of the Mayor the Deputy Mayor shall preside. In the absence of both the Mayor and Deputy Mayor, and if a quorum is present, the Town Clerk will call the meeting to order and ask the other Councillors to appoint a temporary chairperson who has and may exercise the powers and carry out the duties of the Mayor at the meeting or until the arrival of the Mayor or Deputy Mayor.

The Mayor, Deputy Mayor or Councillor presiding at a meeting of Council, where he or she wants to enter debate, may be replaced as the Presiding Officer by a temporary chairperson for the time during which the Mayor, Deputy Mayor or Councillor presiding is speaking.

### 7. **Quorum:**

A quorum shall consist of a majority of the number of Councillors that may be elected or appointed or otherwise approved by the Minister of Municipal Affairs (Minister). If a quorum is not present within fifteen (15) minutes after the time fixed for a Regular, Special, or Privileged Meeting, or if a quorum is lost during the meeting, the Clerk or designate, as appropriate, shall record the Councillors present and absent, and the meeting shall stand adjourned until the next meeting or to such date as Council may decide. All business on the agenda for that meeting not dealt with at that meeting shall be incorporated in the agenda for the next meeting.

### 8. **Attendance:**

In addition to the Mayor and Councillors, the CAO, unless otherwise approved by Council, the Clerk or designate(s) shall attend all meetings of Council. Other staff shall attend meetings of Council when requested to do so by Council or the Clerk.

### 9. **Meetings Open to the Public:**

All regular Public Meetings of Council shall be open to the public, unless it is held as a Privileged or declared by a vote of the Councillors present at the meeting to be Privileged or In Camera. Where a meeting is held or declared to be a Privileged or In Camera, all members of the public present at the meeting shall leave unless their attendance is requested by the Presiding Officer

### 10. **Conflict of interest:**

A Councillor shall not vote on or speak to a matter before the Council or a committee of the Council where:

- b) The Councillor has a monetary interest in the matter distinct from an interest arising from his or her functions as a Councillor;
- c) The Councillor has a monetary interest directly or indirectly in that matter;

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## Town of Gander Rules of Procedure

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- d) A relative of the Councillor has a monetary interest in the matter; or
- e) The Councillor is an officer, employee or agent of an incorporated or unincorporated company, or other association of persons, that has a monetary interest in that matter.

For the purposes of this section a relative of a Councillor means a father, mother, spouse, cohabiting partner, sister, brother, child, stepchild, ward, mother-in-law, father-in-law, sister-in-law or brother-in-law of the Councillor.

In order for an interest to be considered as one falling within the prohibition set out herein it shall be an interest distinct from an interest held in common with the other citizens or classes of citizens of the municipality.

Where a Councillor has an interest as set out herein, the Councillor shall state that he or she has that interest and state the nature of the interest at the beginning of discussion on the matter in which he or she has that interest and that statement respecting his or her interest shall be recorded in the minutes of the Council, or a committee of the Council, where that statement was made at a committee meeting. Where a Councillor declaring a conflict of interest is the Presiding Officer, he or she shall vacate the chair. Where a Councillor declares a conflict of interest he or she shall leave the meeting while the matter on which he or she has a conflict of interest is being discussed.

Where one or more Councillors declare a conflict of interest and there is no longer a quorum to vote on the matter, the Minister may direct that the remaining Councillors make a decision on the matter as if those remaining Councillors constituted a quorum.

Where all Councillors have declared a conflict of interest the Minister may require that an official of his or her department prepare a report respecting the matter and where the report indicates that the Councillors should proceed with making a decision, the Minister may exempt the Council and the Councillors may vote on the matter.

Where a Councillor is in doubt as to whether he or she has a monetary interest that is a conflict of interest, he or she shall make a disclosure and the Council may decide if a conflict exists by a majority vote and its decision on the matter is final. A Councillor whose possible conflict of interest is being voted on is not entitled to vote.

### 11. **Minutes:**

Minutes of all meetings of Council shall be recorded by the Clerk or designate as appropriate. Such minutes shall contain:

- a) All those in attendance at the meeting;
- b) All motions and resolutions coming before Council, including the names of the movers and the seconders;

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- c) The names of all Councillors voting against, in Conflict of Interest or abstaining from voting on the motions;
- d) A brief description of comments, reports, petitions, presentations or documents submitted to Council for the purpose of providing the reader of the minutes with an understanding of the decisions of Council and not for the purposes of recording lengthy descriptions of what was said or presented and by whom.

Minutes should reflect what was *done* in the meeting, not what individual Councillors or staff *said*. Unanimous consent or a majority vote is required to include such comments.

Copies of minutes will be distributed to Councillors prior to the next meeting.

Minutes of the Public Council Meeting will be placed on the Town's Website within seven (7) working days following the regular meeting of Council with a statement to the effect that such minutes are not the official transcript which can only be provided following their adoption at the next meeting of Council.

In the Public Council Meeting adopting the minutes if any Councillor objects to any portion of the minutes of the preceding meeting, he or she shall state the grounds of objection, and if Council agrees, the motion adopting the minutes shall contain the necessary corrections.

**12. Agenda – Public and Committee Meetings:**

Prior to each regular Public Meeting of Council, the Clerk shall prepare an agenda of all business to be brought before Council. Any Councillor has until 9:00 A.M. of the day preceding the meeting to submit to the Clerk or designate an item for inclusion on the agenda. The agenda will be posted on the Town's website 1 pm and circulated to Council on the day of the meeting.

Copies of the minutes of each of the Committee meetings will be circulated to Council by Noon of the day preceding the meeting.

The format of the agenda for all Committee and Public Meetings shall be as follows:

<b>Committee</b>	<b>Public</b>
1. Delegation	1. Call to Order
2. Approval of Agenda	2. Visitors/Presentation
3. Review of Previous Minutes	3. Approval of Agenda
4. Business Arising from Previous Minutes	4. Minutes for Approval
5. Invoices	5. Business Arising from Previous Minutes
6. Policy	6. Reports-Standing Committees
7. Correspondence	7. Administration
8. New Business	8. Correspondence
9. Review of Action Items List	9. New Business
10. Adjournment	10. Adjournment

The Agenda of each meeting must be adopted by Council or the Committee prior to the discussion of any item on said agenda.

**13. Agenda – Special Council Meeting:**

When a Special Council Meeting is called for the consideration of some particular matter, the order of business shall be in accordance with the items specified in the Notice for that meeting. Council shall proceed immediately to consideration of the business for which the meeting was called, and only the business specified in the notice calling the meeting shall be dealt with, unless otherwise decided by unanimous consent or by majority vote.

**14. New Business – Public Council Meeting:**

New business during the Public Council Meeting is limited to items of information, attendance at previous events, notice of upcoming events, congratulatory items and is not intended for substantive items or those which require decisions of Council unless otherwise decided by unanimous consent. New business is limited to a maximum of two (2) minutes per Councillor unless otherwise decided by unanimous consent.

**15. New Business – Committee Meeting:**

New business during the Committee Meeting is not time limited however its purpose is to provide information or receive clarification of issues of concern. Any item of new business pertaining to the mandate of Council's Committees should only be raised as information during the Committee Meeting and referred to the next Committee Meeting for proper research, information and recommendations.

**16. Notice of Motion:**

Prior to Council's consideration of the introduction or the amendment of any By-Law or Regulation, a Notice of Motion, in writing, shall be tabled at a regular Public Council Meeting.

**17. By-Laws and Regulations:**

- a) Every by-law and regulation, or amendment, must be presented in written form before it is introduced for consideration by Council;
- b) Before a by-law or regulation, or amendment, is adopted by Council, it must be given two readings and the second reading will be at least 6 weeks after the Motion is first presented;
- c) Unless there is a statutory requirement for an approval or other act to be completed before a reading of a by-law or regulation, or amendment, a by-law may be given two readings at one meeting of Council;
- d) The by-law or regulation takes effect at the time of adoption unless otherwise specified by Council;
- e) If approval of a Minister or Lieutenant Governor is required the approval of such must be obtained after the by-law or regulation, or amendment has been given second reading and before it is adopted;

## Town of Gander Rules of Procedure

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- f) The Mayor, Deputy Mayor, or Council member presiding at the meeting at which it is adopted, and the Town Clerk must sign the by-law or regulation;
- g) After signing, the Town Clerk must have the document placed in the Town's records for safekeeping and a copy posted to the Town's website.

### 18. Motions:

The word *motion* refers to a formal proposal by a Councillor, in a meeting, that the Council take certain action. Before a subject can be considered, it must be placed before the Council in the form of a motion. Council may debate and vote on a motion only if it is first made by one Councillor and then seconded by another.

There are five (5) classes of motions:

- a) **Main motion** – introduces new business;
- b) **Subsidiary motion** – assists in treating or disposing of a main motion;
- c) **Privileged motion** – does not relate to the pending business but has a high priority;
- d) **Incidental motion** - changes the procedures for handling the pending business but does not change what is being considered;
- e) **Motion that brings a question again before the Council** – brings business already decided back before the assembly.

### 19. Main Motion:

The main motion is the lowest ranking motion and can be made only when no other motion is pending. When adopted, it becomes the officially recorded statement of an action taken by the Council. Every motion or resolution should be in writing and should be worded in a concise, unambiguous and complete form, and should be stated or read by the mover (who alone can make introductory remarks thereon) and when duly moved and seconded, and stated by the Presiding Officer, shall be open for consideration and discussion. Motions, wherever possible, should be stated in the positive, so that when the vote is taken yes means yes and no means no. One example of an exception is to deny a development application.

### 20. Subsidiary Motions:

The following subsidiary motions listed in order of rank and take precedence over or ranks over, the main motion.

- a) **Lay on the Table:** This motion is designed to be used to set aside the pending business *temporarily* without setting a time for resuming its consideration in order to take up something more urgent.

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An example of its use is when a member of the public is in attendance and Council wishes to consider a committee report, in which the member of the public has an interest, prior to its scheduled order in the approved Agenda. Another appropriate use of the motion to lay on the table is to temporarily set aside agenda items in order to consider a particular item.

- b) **Previous question:** The purpose of this motion is to close debate and is sometimes referred to as Call the Question.

A Councillor must be recognized by the Presiding Officer to make this motion and unless unanimous consent is provided, a seconder is required and a two-thirds vote is necessary for adoption.

Whenever a motion infringes on the rights of a Councillor, a two-thirds vote is required for adoption.

- c) **Limit or Extend the Limits of Debate:** If it appears that debate is consuming too much time, if additional time is needed, or if one or more Councillors need to speak more than once to adequately debate a motion, a Councillor may make a motion to Limit or Extend the Limits of Debate.

Since this motion affects the basic rights of Councillors and unless unanimous consent is provided, a two-thirds vote is necessary for adoption.

- d) **Postpone to a Certain Time (or Definitely):** If the Council is not ready to take a final vote on a motion, it can be postponed until later in the same or to the next meeting. If it is postponed to the next meeting, it will be included on the agenda.

- e) **Commit or Refer:** When it is beneficial to have a committee or staff to review a proposed motion or to provide additional information, a motion to commit or refer can be proposed. In either case, the Council should provide suggested deadlines for the committee or staff so that the business will be handled in a timely manner. The only method to temporarily dispose of a motion beyond the next regular meeting is to commit or refer.

- f) **Friendly Amendment:** If the Presiding Officer has not yet stated the motion, the mover of the motion has the ability to modify the original motion or to accept the proposed change that may be suggested by another Councillor by way of a "Friendly Amendment". The seconder of the motion is not consulted.

If the Presiding Officer has stated the motion, the mover of the motion cannot individually accept or deny the "Friendly Amendment". The proposed change should be offered, and voted on, as any other amendment unless unanimous consent is provided.

- g) **Amend:** If the main motion would be more suitable in an altered form, a motion to amend can be made. Motion to amend must be germane to the main motion; that is, they must relate to the business at hand. There are three ways to amend:

1. To insert or add:
  - a) Insert within the motion;
  - b) Add at the end of the motion;
2. Strike out words or a paragraph;
3. Strike out and insert words, or substitute a paragraph (strike out the entire text and insert another in its place).

A proposal to amend is a primary amendment and can be amended by a secondary amendment.

The amendments are voted on in reverse order, Council first voting on the secondary amendment, next the primary amendment (perhaps as amended), and finally the main motion (or main motion as amended).

If there is general agreement, the amendments may be approved by unanimous consent.

- h) **Postpone Indefinitely:** This motion kills, or disposes of, the main motion for the remainder of the meeting without bringing it to a direct vote. It is used if an embarrassing main motion has been proposed or Councillors wish to defeat the proposal without going on the record as having voted "no" on the motion.

## **21. Privileged Motions:**

This class of motions does not relate to the pending business but rather to special matters of immediate importance that should be allowed to interrupt business. None of these motions are debatable when a main motion or subsidiary motion is under consideration.

These motions are listed in order of rank and their rank begins above the highest-ranking subsidiary motion.

- a) **Fix the Time to Which to Adjourn:** This is the motion to set an adjourned meeting. By majority vote, the Council establishes the date, time, and place for the continuance of the present meeting. Adoption of this motion does not adjourn the current meeting.
- b) **Adjourn:** The motion to adjourn is a proposal to close the meeting entirely. Even if the adopted agenda or order of business has not been completed, by majority vote, the Council may adjourn the meeting.

Uncompleted items of business are listed as unfinished business at the next meeting.

A motion to adjourn requires a seconder and is always in order except when:

- a) A Councillor is addressing the Presiding Officer;
- b) A vote is being taken, and it has been decided that the previous question shall be taken.

A motion to adjourn cannot be amended and is not debatable. No second motion to adjourn shall be made until some intermediate proceedings have transpired.

- a) **Recess:** To take a short intermission in the meeting, a Councillor may make a motion to recess and a seconder is required. It is amendable as to the amount of time for the recess or the time to reconvene the meeting and requires a majority vote unless unanimous consent is provided.
- b) **Raise a Question of Privilege:** Any Councillor has the right to request certain privileges for themselves or for Council. This request usually has to do with the Councillor's comfort level (excessive noise, inadequate lighting, uncomfortable temperature, etc.) or affecting the Councillor's ability to make an informed decision (cannot hear the speaker, doesn't have the report, can't see the illustrations, etc.).

No recognition by the Presiding Officer is needed to make this motion, and the Presiding Officer takes the appropriate action without vote of Council.

- c) **Call for the Orders of the Day:** If the adopted agenda or order of business is not being followed, any Councillor may bring this to the attention of the Presiding Officer. If the wrong item was announced, the Councillor does not need to be recognized and may interrupt business to bring it to the Presiding Officer's attention. If a motion has been made, however, the Councillor must wait until the motion has been disposed of. The agenda must be followed unless Council decides by a two-thirds vote not to proceed to the orders of day or unless unanimous consent is provided.

## 22. Incidental Motions:

This class of motions relates to the pending question in such a way that it must be decided immediately before any other business intervenes. The listing of motions does not indicate rank, merely the order of the motions as found in *Robert's Rules of Order*.

- a) **Point of order:** Whenever a Councillor believes that the rules are being violated; it is the Councillor's duty to raise a point of order at the time of the breach. The motion effectively requires the Presiding Officer to rule on the question involved. Unless the breach is of a continuing nature, the point of order must be made immediately after the infraction; otherwise, it is too late.
- b) **Appeal:** If a Councillor disagrees with the ruling of the Presiding Officer, an appeal from the decision of the Presiding Officer can be made. This motion must be seconded, and the rules of debate change. The Presiding Officer is allowed to speak first to explain the reason for the ruling. Each Councillor is then allowed to speak once in debate. After all who wish to speak have done so, the Presiding Officer may explain again the reason for the ruling. These rules hold even if the Presiding Officer normally does not have the right to speak in debate from the chair. The vote is taken not on the appeal but rather on the Presiding Officer's decision. A majority or a tie vote sustains the decision of the chair on the principle that the chair's decision stands until reversed by a majority.



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- c) **Suspend the rules:** When the Council wishes to do something that its rules prohibit, a motion to suspend the rules may be made, so long as the rule may be suspended. By-laws, statutory law, or rules that embody basic parliamentary law, such as only Councillors are allowed to vote, cannot be suspended. The vote required for passage depends on the type of rule, and the rule is only suspended for that particular meeting.
- d) **Objection to the Consideration of a Question:** Councillors may object to the consideration of a question for any original main motion that they think would do harm for the Council to even consider. This motion must be made before any discussion begins or any subsidiary motion has been stated. If there are two-thirds against consideration, the question is dropped; otherwise, the question is considered.
- e) **Division of a Question:** If the motion has several parts that are capable of standing as separate motions, a Councillor may move to divide the question. If a division of the question is adopted, the vote is then taken individually on each part.
- f) **Consideration by Paragraph or Seriatim:** A Councillor may move to consider a long motion (consisting of a series of paragraphs, articles, or sections) by paragraph or seriatim rather than as a whole. Each part is opened for debate and amendment separately, and then the entire document is considered for adoption.
- g) **Division of the Assembly:** A Councillor who doubts the result of a voice vote can call for a division of the assembly. No second is required. Making this motion requires that the vote be retaken by a roll call vote (each Councillor is named and his vote is announced and recorded).
- h) **Request to be excused from a Duty:** If a Councillor wishes to be relieved from an obligation imposed by virtue of office or position (such as appointed to a committee) a request to be excused from this duty can be made.
- i) **Parliamentary Inquiry:** This is a request from a Councillor for the Presiding Officer's guidance on a matter of parliamentary procedure. The Presiding Officer does not rule on this motion, but rather provides the answer to the Councillor's question.
- j) **Point of Information:** This motion is an inquiry regarding facts affecting the pending business. The Presiding Officer may choose to answer or direct another Councillor or staff member to provide the requested information.
- k) **Withdraw or Modify a Motion:** After the Presiding Officer states a motion; the Councillor who made the motion must request permission to withdraw it or modify it in any manner. A majority vote, or unanimous consent, is required to grant such permission.
- l) **Request to Read Papers:** No Councillor may read from papers, books, magazines, etc., without the permission of the Council. This is usually granted by unanimous consent.
- m) **Request for Any Other Privilege:** A Councillor may request any other privilege (not covered by the previous four types of motion), such as to make a presentation when no motion is pending. Permission is usually granted by unanimous consent.

**23. Motions That Bring a Question Again before the Council:**

This class of motions brings back before the Council, business that has already been adopted. There is no ranking among the motions, and their order is as listed in *Robert's Rules of Order*.

- a) **Take from the Table:** At the same or next meeting after a question has been laid on the table, any Councillor may move to take it from the table. When a motion is taken from the table by majority vote, it is before the Council at exactly the point when it was laid on the table. If not taken from the table by the end of the next regular meeting, the motion dies;
- b) **Rescind: Amend Something Previously:** To entirely strike out a main motion, section, paragraph or rule that has previously been adopted, a motion to rescind can be made. If it is desired instead to change the previously adopted business, the motion to amend something previously adopted can be made. Approval of either form of the motion requires:
  1. A two-thirds vote, or;
  2. A majority vote when notice of intent was given at the previous meeting or in the call of the meeting.

When something has been done as a result of the initial vote that is impossible to undo, these motions are not in order.

- c) **Discharge a Committee:** If a question was referred to a committee that has not yet reported and the Council wishes to take it out of the committee's hands so that the Council can consider it or drop it altogether, a motion to Discharge the committee is in order. A Standing Committee is discharged from considering the referred business, whereas a Special Committee that is discharged ceases to exist. The necessary vote to approve this motion is the same as to rescind or amend something previously adopted. However, if the committee fails to report in the time prescribed or if the Council is considering a partial committee report, only a majority vote is required to discharge the committee.
- d) **Reconsideration during a Council Meeting:** If a Councillor voted on the prevailing side on a question – that is, yes if it was adopted or no if it was lost – and had a change of mind, a motion to reconsider may be made during the meeting in which the original vote was taken. If the question receives a majority vote, then the original motion is back before the assembly at the point just before the initial vote was taken – as if it had not been previously considered.
- e) **Reconsideration after a Council Meeting:** Any question, except one of indefinite postponement may be reconsidered, providing a notice of motion of reconsideration is given by a Councillor who voted on the prevailing side (if the vote was passed a Councillor who voted in favour or if the vote was lost or tied by a Councillor who voted against the motion). If the motion to reconsider is carried by a majority of Councillors present and voting, the main question shall then be read and will be open to debate the same as an original motion. A motion shall not be reconsidered more than once.

**24. Motions during Debate:**

When a question is under debate, the following non-written motions shall be in order:

- a) To extend the time of the meeting where the time of the meeting has been established.
- b) To refer or commit a matter being considered by Council;
- c) To amend a motion being considered by Council;
- d) To lay a motion on the table.;
- e) To postpone a motion indefinitely;
- f) To move the previous question.

Every motion shall be seconded before being put to the body or debated.

**25. Withdrawal of Motion:**

When a motion has been moved and seconded, it cannot be withdrawn except with the unanimous consent of the Councillors in attendance and then only before a decision has been taken or an amendment made.

**26. Addressing the Motion:**

Councillors and staff where appropriate shall stand and address their remarks to the Presiding Officer by referring to him or her as "Your Worship" or "Mr or Madam Mayor", wait to be recognized and keep their remarks to the question at hand. Councillors may not speak against a motion they made, but may vote against it.

**27. Entitlement to Speak:**

If two or more Councillors speak at the same time, the Presiding Officer shall determine which Councillor is entitled to speak.

**28. Order During Consideration of Motion:**

When the Presiding Officer is putting a question no Councillor shall walk out of or across the Council Chambers and when a Councillor is speaking or a question is being put, no Councillor shall hold any private discourse or make any noise or disturbance or interrupt a speaker, except to raise a point of order, explain, or ask a question.

**29. Debate Procedure and Length of Debate:**

During debate, Councillors shall confine themselves to the question and avoid personalities. No Councillor, without the consent of Council, shall speak longer than five (5) minutes at any one time, or more than once on any motion or amendment thereto, except in explanation of a material part of their remarks, which may have been misunderstood, but then they shall not be permitted to introduce a new matter. The mover of a motion, however, may speak twice. Debate shall be closed after this second occasion.

**30. Rereading of Motion:**

Any Councillor may require the question or motion under discussion to be read for information at any period during the debate, but not so as to interrupt a Councillor speaking.

**31. Voting:**

- a) All decisions of Council, unless otherwise specified either under the Act or under these Rules, shall be by majority vote of the Councillors present, inclusive of the Presiding Officer;
- b) A Councillor shall not abstain from voting on a motion or resolution before the Council unless he or she is required to abstain from voting because of a conflict of interest or he or she has been permitted to abstain by a majority vote of the other Councillors in attendance at the meeting;
- c) Where a Councillor abstains from voting on a motion or resolution, a decision shall not be made on that motion or resolution unless the number of Councillors in favour of the motion or resolution is equivalent to or more than a majority of the Councillors in attendance at the meeting.;
- d) Each Council member, including the Mayor, has one vote on any question;
- e) The Mayor shall restate the question and call for the vote.

**32. Recorded Vote:**

Whenever a decision of Council is taken for any purpose, each Councillor, including the Mayor, present and voting shall indicate their vote upon the question, openly and individually in the Council by a showing of hands, and the Clerk or designate shall record the names of those voting against the motion, and those abstaining. Those who are silent when the vote is being taken are agreeing to whatever decision is made by those who vote and will be recorded as voting with the prevailing side as announced by the Presiding Office as the motion being carried or defeated.

**33. No Secret Ballot:**

No vote shall be taken in Council by ballot or by any other method of secret voting with the exception of a vote for the Deputy Mayor which shall be determined by secret ballot and will be conducted by the Clerk or designate where there is more than one nomination for the position.

**34. Tie Vote:**

Where there is a tie vote on a motion or resolution that motion or resolution shall be considered to be defeated.

**35. Committees**

a) **Authority to Form:**

The Mayor may from time to time appoint committees and shall be an ex-officio member of all committees.

b) **Standing Committees:**

Standing Committees of Council shall consist of three Councillors and shall remain in effect for the life of the Council, unless otherwise changed by a resolution of Council.

The Mayor shall hold all reasonable discourse with Councillors prior to their appointment to committees.

Councillors shall be appointed by the Mayor at the first Council Meeting following a general election and changed by the Mayor on or before December 31st of the second year of Council's term of office and the committee structure shall be ratified by Council following their appointment by the Mayor. The Mayor shall also appoint the Chairperson of the Committees and a Councillor shall not sit on a Committee that he or she chaired during first two years of the Council.

The duties of Standing Committees shall be in accordance with their approved Terms of Reference and which may be changed subject to the approval of Council.

Each committee shall set the day and place for its meeting and shall be approved annually by a motion of Council.

c) **Special Committees:**

Special Committees of Council shall consist of at least three Councillors and other members as appointed by the Mayor and ratified by Council and shall remain in effect only until the purpose for which they were set up has been accomplished.

**Citizen Advisory Committees:**

A Citizen Advisory Committee is a body that provides non-binding strategic advice to Council or a Standing Committee of Council on matters and issues under consideration by Council. They may be established for any number of reasons including to investigate specific opportunities or to lead special community initiatives. Citizen Advisory Committees may be on-going or for special short term projects.

These committees are made up of primarily of citizens and should be representative of the community. A Councillor liaison may be assigned to sit on the committee.

d) **Other Committee Representation:**

The Mayor shall appoint Councillors to Committees and other organization(s) as deemed appropriate and such appointments shall be ratified at the first Council Meeting following a general election and any changes on or before December 31<sup>st</sup> of the second year of Council's term of office.

e) **Privileged Meeting:**

Council will meet in a Privileged Meeting in accordance with the provisions of these Rules of Procedure. The Mayor will assume the chair and if absent the Deputy Mayor will assume the chair and if the Deputy Mayor is absent, another Councillor shall be elected as Chairperson.

f) **Committee Membership:**

Membership on all Standing Committees and the Privileged Meeting is limited to Councillors.

g) **Quorum of Committees:**

Standing Committees shall, whenever possible, convene with its three regular Councillors or an alternate Councillor where two of the regular Councillors are unavailable. In the absence of one Councillor or the alternate, the Standing Committee can convene with two Councillors and in the event there is no agreement, the issue can be brought forward to Council as a split decision or deferred to the next Committee Meeting.

h) **Committee Chairperson:**

The Mayor shall also appoint one of its Councillors to be Chairperson of each Committee.

i) **Committee Resources:**

A staff person may be appointed to each Standing Committee.

j) **Committee Minutes:**

Minutes of the Committee Meetings must be prepared within 48 hours of the meeting and must be available for review at least 24 hours prior to the Public Council Meeting.

After the Committee Meeting the resource person assigned to that committee shall prepare a report for submission to the Council, as required, on all matters which require Council action or information that needs to be provided at the Council Meeting.

**36. Conduct of Business in Committees:**

The following rules and procedures shall apply to the proceedings in committees:

- a) The Chairperson shall preside at every meeting. In the absence of the Chairperson, one of the other two Councillors on the committee shall act as Chairperson during the Chairperson's absence;
- b) There shall be no limit on the number of times a Councillor may speak;
- c) There shall be no voting during committee meetings, its purpose is only to arrive at a consensus to present to Council or Privileged Meeting;
- d) In the event of a consensus not being arrived at, the positions of both committee Councillors will be included in the report to be presented to the Privileged Meeting prior to presentation to Council;
- e) During the Privileged Meeting there shall be no limit on the number of times a Councillor may speak and there shall be no voting, its purpose is only to arrive at a position to be referred to the Public Council Meeting for consideration and ratification;
- f) No action can be taken on issues arising or discussed during the Privileged Meeting unless by unanimous agreement and subject to ratification at the next Public Council Meeting, where a decision of Council is required or appropriate.

**37. Delegations:**

Requests to appear as a delegation before a meeting of Council, or Standing Committee, must be submitted to the office of the Town Clerk/Resource Person one week prior to the preferred meeting;

Requests must be in writing, by email, fax or mail, and include the subject matter and the name of the spokesperson(s);

Delegations will not be heard at Regular Meetings of Council on the following:

- a) Official Community Plan By-laws or Zoning by-laws, including amendments to either such by-law, which have received first reading and which have not yet been adopted, defeated or abandoned;
- b) Matters on which the Town has commenced prosecution and on which judgment has not been rendered;
- c) The promotion of commercial products or services which have no connection to the business of the Town; and

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- d) Publicly tendered contracts or proposal calls for the provision of goods and services for the Town, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or Town staff.

The Town Clerk/Resource Person may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the decision, the information must be distributed under separate cover to Council for their consideration.

If the request is granted by the Town Clerk/Resource Person or by Council in the case of consultation, the Town Clerk/Resource Person will contact the delegation to confirm attendance at the requested meeting or make alternate arrangements.

Only one delegation will be permitted at any Council or Committee meeting.

If a delegation wishes to appear at consecutive meetings, the delegation will be approved only if no more delegations are scheduled for the later meeting.

Delegations will be required to abide by the follow general rules:

- a) Delegations will be allowed a maximum of 15 minutes to make their presentation, excluding the time taken for questions posed by Council, unless Council or the Committee agrees to extend the time limit;
- b) A delegation intending to use audio and/or audio-visual equipment must advise the Town Clerk/Resource Person prior to the Council or Committee meeting, on the understanding that the Town will assist with, but not be responsible for, the provision of the necessary equipment;
- c) A delegation to Council must not speak disrespectfully of any person, and where in the opinion of the Chair, a delegation has done so, the Chair may ask the delegation to withdraw the offensive remarks;
- d) If the delegation refuses to withdraw remarks considered by the Chair to be offensive, or refuses to abide by the rules for delegations, or the instructions of the Chair, the Chair may terminate the presentation and direct the delegation to vacate the meeting room;
- e) Where a delegation refuses to comply with such direction, the Chair may order the expulsion and exclusion of the delegation from the meeting;
- f) If the offending delegation apologizes, Council may permit the delegation to continue their presentation.



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**38. Clarification and Amendment Procedure:**

a) **Clarification of Rules:**

In all cases where these Rules of Procedure do not make provision or adequate provision, then *Robert's Rules of Order* shall apply.

b) **Amendment of Rules:**

Any motion to amend these Rules of Procedure requires a Notice of Motion and must be approved by a majority of Council.

**39. Effective Date:**

These Rules of Procedure shall become effective upon the 22<sup>nd</sup> day of May, 2013 by Resolution #13-132.

Amended effective 5<sup>th</sup> day of November, 2014 by Resolution #14-228.

Amended effective 9<sup>th</sup> day of November, 2016 by Resolution #16-217.

Amended effective 17<sup>th</sup> day of October, 2018 by Resolution #18-275.

Amended effective \_\_\_\_\_, 2022 by Resolution #22-\_\_

**40. Publication:**

These Rules of Procedure will be posted to the Town's Website following adoption by Council.

**41. Copy to Minister:**

A copy of these Rules of Procedure will be sent to the Minister of Municipal Affairs following adoption by Council.

**42. Repeal of Previous Rules of Procedure:**

All previous Town of Gander's Rules of Procedure and amendments are repealed.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Property Tax Reductions  
- Residential -  
Year 2022**

<b>Roll Number</b>	<b>2022 Property Tax</b>	<b>% of Reduction</b>	<b>Amount of Reduction</b>	<b>Revised 2022 Taxes</b>
011500110000	\$1,657.32	50	\$828.66	\$828.66
034000180000	\$1,739.40	20	\$347.88	\$1,391.52
064000190000	\$1,999.32	20	\$399.86	\$1,599.46